

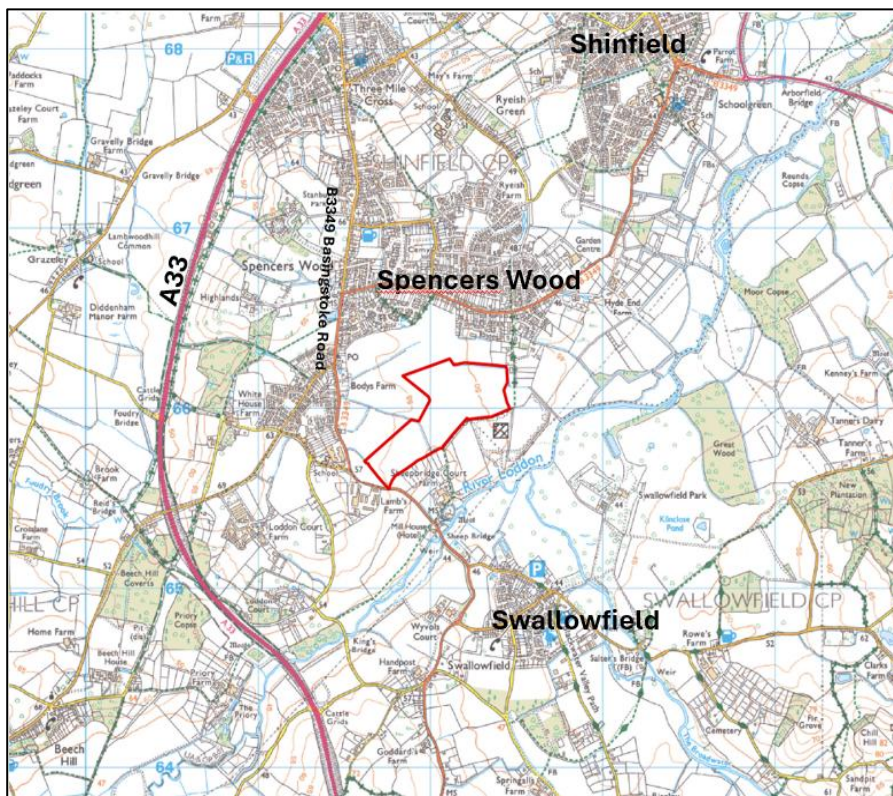
Spencers Wood Solar Farm  
Planning permission: 232653  
Planning Condition: 8



# End User Emergency Plan

Spencer Wood Solar Farm,  
Land North Of Sheepbridge Court Farm,  
Basingstoke Road, Swallowfield, RG7 1PT

Planning permission: 232653  
Planning Condition: 8



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## DOCUMENT INFORMATION & CONTROL

### INFORMATION

<b>GTPUK/Our Project Reference</b>	2021-0085_Spencers Wood Solar Farm
<b>Local Planning Authority:</b>	Wokingham Council
<b>Local Planning Authority Reference:</b>	232653
<b>Planning Condition:</b>	8

### CONTROL

Date	Version	Author	Reviewer	Approver
17/09/ 2025	1	JJ	JJ	JJ

### Glossary

CEMP	Construction Environmental Management Plan
CTMP	Construction Traffic Management Plan
EUEP	End User Emergency Plan
DNO	Distribution Network Operator

## 1. INTRODUCTION

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- 1.1 Spencers Wood Solar Farm has been identified as being located in an emergency planning zone that could be affected by a nuclear radiation event at AWE Burghfield and where operatives may be advised to take shelter for up to 72 hours during a radioactive event while emergency actions are undertaken. The risk of such an event is very low, however the impact could be very high. It is important to ensure that all operatives that attend the site are made aware of the nature of the risk and the emergency procedures in place during a radiation risk event. The site office is required to be maintained to a suitable standard to act as a refuge in the event of a radiation emergency and sufficient stockpiles are required to be in place to ensure that all operatives on the site can be safely housed in the site office for a minimum 72 hour period.
- 1.2 A specific requirement is for operatives to be able to take shelter/refuge in a suitable building in the unlikely event of a radiation emergency. The health and safety publication 'The Radiation (Emergency Preparedness and Public Information) Regulations: Approved Code of Practice and Guidance' provides guidance on responses to nuclear emergencies. The Emergency Planning Unit at Wokingham Borough Council currently stipulates a 72 hour safe period.
- 1.3 During operation the site will be unstaffed for the majority of the time and remotely monitored. Site visits will normally comprise 2 staff visiting the site (one of whom will be the designated site manager) on a monthly basis and staying on the site for a day.

## 2. SCOPE OF THIS END USER EMERGENCY PLAN

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- 2.1 This End User Emergency Plan (EUEP) has been prepared to address, in the event of a radiation emergency, the safety needs of on-site operational staff and visitors at Spencers Wood Solar Farm, Land North Of Sheepbridge Court Farm, Basingstoke Road, Swallowfield, RG7 1PT, including:
  - ◆ Method of and Frequency of Review
  - ◆ Emergency Refuge for 72 hour period
  - ◆ Triggers for Activation of the Plan
  - ◆ Means of Evacuation and Recovery

## 3. METHOD & FREQUENCY OF REVIEW

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- 3.1 The EUEP will be reviewed annually by the health and safety manager and site manager charged with the operations and maintenance of the solar farm or when new guidance is issued by the government, AWE Burghfield or the Local Authority, whichever is the sooner. Wokingham Borough Council Emergency Planning Unit is to be contacted as part of the review to ensure the review captures all new updates. Copies of this plan must be attached to the staff notice board and kept in the site office, and provided to all operatives to read on being inducted onto the site. Every annual review is to include inspection (and repair and replacement where necessary) of emergency equipment and supplies and door and window seals of the site office. A record is to be kept of the review and inspections, which shall be attached to this plan.



*Copies of the End User Emergency Plan must be included on the notice board in the site office and kept in the site office.*

#### 4. TRIGGERS FOR ACTIVATING THE PLAN

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- 4.1 Notification of an Emergency Event will likely be received by all persons with a mobile phone from the government Emergency Alerts service. The site manager is to have the emergency portable radio tuned to a local radio channel and have the radio turned on at all times for the purposes of receiving emergency broadcasts. When an alert or broadcast is received this Plan will be activated by the site manager and notified to all operatives on site by way of text, phone call and air horn.

#### 5. EMERGENCY REFUGE & SUPPLIES FOR 72 HOUR PERIOD

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- 5.1 The site office will act as the designated refuge and will be sized so as to comfortably accommodate all workers that can be expected on the site at any one time. The site office will have integrated toilet facility to ensure the facilities can be self-contained in an emergency for a 72 hour period. The site office will also be equipped with a microwave oven and a kitchen worktop and sink. The windows and doors of the facilities are to be inspected by site operatives as part of the scheduled operations and maintenance visit to ensure that they close correctly and the seals are in good condition.
- 5.2 A minimum of 7 days' worth of sanitary supplies is to be stored in the staff welfare facilities at all times. A 3-day stockpile of basic tinned and packaged foods to ensure balanced nutrition (canned meat and vegetables, packaged crisp bread, condiment preserves etc.) and 45 litres of water (comprising large and small plastic water bottles) are to be stored in the site office for emergency purposes only. In the event that more than 3 operatives are to attend the site then the site manager shall arrange for extra water and supplies to be provided for the duration of the site attendance.
- 5.3 A maximum site staff limit is to be enforced to ensure that the site office and emergency rations do not become overwhelmed in an emergency event.

- 5.4 An emergency battery generator or group of generators with a minimum storage capacity of 4000W is to be stored in the site office and kept fully charged. A package of standard batteries, torches, a tin opener, plastic cutlery and plastic bowls will also be stored. An emergency portable radio with manual frequency control will be maintained at the facility for listening to news broadcasts during an emergency event.

## 6. OPERATIVE INDUCTION

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- 6.1 The Health and Safety Manager responsible for the operation and maintenance of the solar farm will provide a training session to the Site Manager for inducting all operatives and visitors onto the site with a toolbox talk, including an inspection of the site office. If an operative is unclear on any of the procedures to be followed then they must ask the site manager for clarification. Operatives with dietary requirements and medical conditions will be required to declare this prior to attending the site and ensure that they have sufficient provisions and medication to ensure that they can adequately sustain and medicate themselves for a 72 hour period.

## 7. MEANS OF EVACUATION & RECOVERY

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- 7.1 The Site Manager will act as the Emergency Manager throughout an emergency event. This will include ensuring all operatives provide details of next of kin, emergency contacts and other necessary details as part of a method statement to ensure that health and safety requirements are adhered to and emergency services can respond effectively.
- 7.2 Site operatives working on the solar arrays will be made aware of an emergency by the sounding of an airhorn by the site manager and by phone and text message. Whenever the airhorn is sounded all operatives are to cease work and proceed with haste to the site office where the site manager will undertake a roll call and provide further instructions. Operatives will be required to take refuge in the site office as the designated refuge to ensure orderly and efficient accommodation. The site manager will communicate with emergency services and helplines established by authorities to advise on keeping safe and healthy during the event and to arrange orderly evacuation where necessary in accordance with the guidance. At least one site operative will attend the site with a vehicle sufficient to accommodate all operatives on the site. Should emergency services declare that people are to leave the area by private vehicle this vehicle will be utilised for the evacuation.
- 7.3 Unless advised otherwise by the Distribution Network Operator (DNO) to ensure electricity supplies during the emergency the facility will be shut down for the duration of the emergency and returned to service when instructed to do so by the DNO.

## 8. EXTERNAL CONTACTS

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Wokingham Borough Council Emergency Planning Team/Duty Officer:

Normal hours: 0118 974 6000

Out of hours: 0800 212 111

Joint Emergency Planning Unit, West Berkshire District Council;  
emergency.planning@westberks.gov.uk