Fire Prevention Plan

February 2025 Version 2.0

Units 22 & 23, SUGARBROOK ROAD, BROMSGROVE, B60 3DW

Document Reference: FPP/v2.0/February 2025

DOCUMENT CONTROL SHEET

Version Reference	Date	Reason for Change	Issued by
1.0	27/01/24	Initial Draft	PD
2.0	21/02/25	Storage controls	PD
Approved by		Jemma Gale-Johnson	

Document Reference: FPP/v2.0/February 2025

CONTENTS

1	INT	RODUCTION	4
	1.1	Roles and Responsibilities	4
	1.2	Purpose	4
	1.3	Scope	4
	1.4	Liaison with Fire Rescue Service (FRS)	4
	1.5	General considerations	4
2	CAL	JSES OF FIRE	6
3	FIRI	E PREVENTION PLAN	7
	3.1	Site Plan and Receptors	7
	3.2	Material Receipt and Storage	7
	3.3	Signage	9
	3.4	Training, Awareness and Visitors	9
	3.5	Security	9
	3.6	Planned Preventative Maintenance	10
	3.7	Self Combustion	10
	3.8	Hot Works	11
	3.9	Mechanical Treatment	
	3.10	Hot Exhausts	
	3.11	Additional Actions	
4	FIRI	E DETECTION AND MANAGEMENT	13
	4.1	Fire Detection	13
	4.2	Fire Fighting Strategy	14
	4.3	Managing Fire Water	15
5		NEX A: SITE LAYOUT	17
6		NEX B: SITE DRAINAGE	19
7		NEX C: FIRE FIGHTING ACCESS, EQUIPMENT & WATER SUPPLY	Y PLAN 20
8		NEX D: KEY RECEPTORS	21
9	ANN	NEX E: WASTE ACCEPTANCE PROCEDURES	22
10		NEX F: FIRE RISK CHECKS FORM FOR FIRE PREVENTION	23
11		NEX G: EMERGENCY CONTACTS	24
12		NEX H: EMS DOCUMENTS	25

Document Reference: FPP/v2.0/February 2025

1 Introduction

1.1 **Roles and Responsibilities**

The Site Manager Jemma Gale-Johnson has responsibility for ensuring these procedures are adhered to. The Site Manager is specifically responsible for:

- Ensuring the adequate training of staff and contractors working on site regarding the content of these procedures;
- Ensuring the adequate provision of resources such as personal protective equipment (PPE);
- Ensuring the provision and maintenance of hand-held fire extinguishers and other fire fighting equipment at the site is adequate.

1.2 **Purpose**

The primary purpose of this Fire Prevention Plan (FPP) is to guide staff and contractors in the prevention of fire for ACMS Waste Limited. This FPP also confirms the actions to be taken in the event of fire in order to minimise any impact on the environment and to control the fire where appropriate. This FPP is to support environmental permit application for a bespoke permit at B60 3DW.

This FPP will be issued to the Fire Brigade in the event of a fire to aid with fire fighting.

1.3 **Scope**

This FPP has been prepared in accordance with Environment Agency guidance.¹

In addition, all fire prevention measures will meet the stringent insurance requirements for the business.

Annex A shows a site layout plan.

1.4 Liaison with Fire Rescue Service (FRS)

The FRS will be provided a copy of this FPP in advance of commencing operations.

1.5 **General considerations**

The site is located at Units 22 & 23, SUGARBROOK ROAD, BROMSGROVE, B60 3DW.

The site is two small adjoining warehouses approximately 0.05 Ha and lies on a small industrial estate approx. 3Km south west of Bromsgrove, between the M5 to the west and Bromsgrove mainline railway station to the east. At the time of writing this FPP, the site currently consists of a small external yard area and 2 enclosed warehouse units where hazardous and clinical waste materials recycling is proposed to take place.

The surrounding land use is a mix of light industrial & commercial.

ACMS Waste Limited operate under an existing Environmental Management System [EMS] which identifies the potential sources of pollution from site activities and controls site operations to eradicate emissions or where that is not possible to minimise their effect on human and environmental health.

This Fire Prevention Plan [FPP] forms part of the EMS.

The individual fire emergency procedures for each part of the site form part of the FPP.

¹ Fire Prevention Plans, Version 2 January 2021.

Document Reference: FPP/v2.0/February 2025

The site has sealed drainage and as the recycling operation is within a building there is no runoff to foul or surface water from the process. See Annex B Site Drainage. The yard is concreted. Skips in the yard are covered.

Document Reference: FPP/v2.0/February 2025

2 Causes of Fire

The following have been identified as potential causes of fire and their relevance to this site, when operational, is given in Table 1

Table 1 Causes of Fire and Applicability to the ACMS Waste Site			
Cause of Fire	Applicability to the ACMS Waste Site		
Arson or vandalism	Yes – see section 3.5 Security		
Self-combustion	No – see 3.7 Self Combustion		
Naked lights	No – none on site		
Plant or equipment failure	Yes – see 3.6 Planned Preventative Maintenance		
Electrical faults	No – none on site - occasional		
Discarded smoking materials	No – on site smoking is prohibited		
Hot works	No – see 3.8 Hot works		
Hot exhausts	No – see 3.10 Hot exhausts		
Industrial heater	No – none on site		
Open burning (adjacent to site)	No – no likely sources of burning adjacent to site		
Damaged or exposed electrical cables	No – no live cables on the site or to be introduced		
Reactions between incompatible materials	Not relevant given the waste types		
Neighbouring site activities	No – no likely sources of risk from neighbouring land use		
Sparks from loading buckets	No – No loading buckets.		
Hot loads deposited at the site	No – not a risk given the types of materials and sources of materials.		

Mitigation measures in relation to these activities, where under control of ACMS Waste Limited, are set out in this FPP.

Document Reference: FPP/v2.0/February 2025

3 Fire Prevention Plan

ACMS Waste Limited recognises that the risk of fire cannot be eliminated. However, the site will be operated in accordance with a robust management system. Operational Procedures are listed in the site's EMS Manual Section 1.6 'Operational Control'.

In addition to Operational Procedures, the following reasonable actions will be taken to minimise the risk of fire, in accordance with Environment Agency guidelines.

3.1 Site Plan and Receptors

A Site Plan is given in Annex A showing the key features of the site relevant to the Fire Prevention Plan including site access, security, vehicle parking, materials storage, drainage and buildings. Annex C is a Fire Fighting Equipment plan including the location of booms extinguishers etc.

A map showing key receptors within 1 km of the site is in Annex D.

3.2 Material Receipt and Storage

Waste will be collected using the company's vehicles which will be removed from the customer's site and returned to site. Raw material (clinical & hazardous waste) are stored in the building in small individual sealed containers. These range from 25I to 205L drums and there is no bulk storage inside the building. Waste is stored on racking and incompatible wastes are segregated. Externally there are 2x 12yd skips for general waste and packaging.

Waste acceptance procedures will be followed as set out in Annex E.

Only the waste types and EWC codes named on the environmental permit will be accepted at the site. Wastes entering the site will be inspected and registered at the site. Non-compliant waste materials not allowed on the permit will be turned away from the site. A record will be made in the site diary.

3.2.1 Quarantine area

The site plan shows the Fire Quarantine Area. The Fire Quarantine Area will always be kept clear in case of emergency. The area is located close to a water supply for quenching burning or smouldering material.

The Fire Quarantine Area is a dedicated emergency or quarantine area with a clear area of around it. The rationale for this area is:

- The area is in the middle of the site, so is required to be kept clear, at all times, for access.
- Only small quantities of material would ever be put in this site i.e. those that can be dealt with safely by the staff on the site. Larger fire would be dealt with by the FRS.
- The quarantine area is 2m x2m x2m (8 CUMEC) and can accommodate at least 50% of the largest waste pile . See appendix A.
- In the event of a fire or observed self-combustion, burning waste, if safe to do so, will be moved to the Fire Quarantine Area.
- The Fire Quarantine Area is signposted.
- Non-conforming loads can be quarantined in this area until such times that they can be stored safely.
- The quarantine area, when made safe, will be emptied immediately. Should it be necessary to moves wastes to an alternative site then a local permitted site will be used.

Document Reference: FPP/v2.0/February 2025

3.2.2 Waste storage times

Minimal volumes of wastes will be stored on site for a maximum of 2/3 weeks. Consideration is given to the likely dry nature of the material and the implications this has for self-combustion. See 3.2.3 (stock rotation and management).

ACMS Waste Limited has key customers for each material. In addition, contingency customers are in place in case of a need to move material off site when the regular customer is not able to receive it. In this way, the stock will not build up to levels over the permitted limits.

3.2.3 Stock rotation and management

Given the limited storage time on site - max 2/3 weeks - stock rotation not deemed necessary, however;

The company will, if necessary, undertake monthly stock checks which will involve moving the waste within each pile. The purpose of the stock check is:

- To turn wastes in order to ensure the waste is not at risk of self-combustion and any potential hotspots are dissipated;
- To ensure the waste volumes do not exceed those specified in the permit.
- To ensure waste is not kept on site for longer than allowed by the permit

Records will be maintained in the site office of the physical monthly stock checks.

The site manager in charge of stock checking will be vigilant for signs of combustion or hotspots. If any are found, these will immediately be quenched with water and reported to the management team. Stock rotation will be by mechanical means as necessary.

Waste will follow the first in/first out principle as detailed in Annex F points 10/11/12.

3.2.4 Waste storage & Handling & Storage Controls

Waste will be stored in small individual containers internally in the warehouses. Some waste is stored in the building overnight. The main containers are (these are all indicated on the site plan)

Within Each Warehouse

2x IBC ethanol based hand sanitiser 1000l
2x IBC water/solvent based paint
2x 205ltr of oil
1x1100ltr bin of sharps
A tonne of WEEE waste
25 domestic/commercial fridges
1 cage of gas canisters external
1 coffin of fluorescent tubes

Because all waste is smalled in small individual containers it is deemed that there is no need for firebays internally. In addition the small warehouse is sealed and constructed of concrete walls in any case.

Waste is accepted at the warehouse in a sealed covered lorry. Waste is transported in small containers typically 204L metal drums. A forklift removes these from the lorry and places them inside the warehouse where they are stored upright on the floor. Note all waste is sealed in containers. When sufficient containers have been collected they are moved off site for disposal or treatment elsewhere. There is no treatment on site.

Document Reference: FPP/v2.0/February 2025

In Yard

2x 12 yard skips for general waste

• Total volumes: No more than 1000t at any one time

3.3 Signage

Signage will be positioned throughout the facility showing Fire Exits and the position of extinguishers and other relevant fire fighting equipment.

All waste storage areas will be clearly marked to ensure waste throughput timescales are adhered to.

ACMS Waste Limited will reinforce fire prevention messages using signs with key messages for staff.

3.4 Training, Awareness and Visitors

All staff and contractors working on-site will be aware and understand the contents of this FPP and the site Fire Response Plan. Through site inductions and on-going staff awareness and training, ACMS Waste will ensure that all relevant staff and contractors will:

- Understand what they must do during a fire.
- Know where the fire prevention plan is kept
- Participate in regular exercises to test how well this FPP plan works and to confirm staff understand what to do.

For visitors to the site:

- They will be escorted at all times and signed in.
- They will understand the No Smoking policy for the site.
- When signing in, information on the fire exits and muster point will be provided.

Training records are maintained as required by the site EMS.

Staff will be required to undergo regular fire training as part of the WAMITAB competency requirements. In addition, regular drills (annually) will be undertaken where desktop scenarios are played out and staff will be required to become familiar with this FPP as part of their ongoing competence. Jemma Gale-Johnson will be responsible for implementing this plan and detailing annual tests and drills.

3.5 Security

Document Reference: FPP/v2.0/February 2025

The following security features will reduce fire risks from vandalism and deliberate arson through preventing access to the site by unauthorised people:

- Warehouse & doors are closed and locked outside of office hours to block access further.
- Regular checks of the Perimeter fencing and gates to the premises.
- Only one entrance/ exit point to the site to/ from the public highway is in place, which is secured by means of lockable doors to be locked shut at any time the site is left unattended.
- CCTV which can be viewed remotely by the management team covering the whole of the permitted area
- A CCTV system with 24 motion detection & heat detection is employed for nigh time security. This sends alerts to all staff of ACMS Waste and would notify the owner if a fire were to break out during out of hours. See Annex C for location of CCTV cameras.

3.6 **Planned Preventative Maintenance**

The site has a Planned Preventative Maintenance Programme to ensure all machinery and components continue to remain effective.

There is a programme of routine planned maintenance is for each item of plant and machinery to manufacturers specifications, as well as the processing equipment in order to prevent breakdown and faults which may pose a fire risk.

Limited Electrical equipment including CCTV, lights & depollution rigs will be used at the site. A PAT certificate will be provided to demonstrate that this equipment has been checked by a qualified electrician. A PPM schedule and maintenance contract will be in place to ensure that electrical equipment & plant is fit for purpose and to minimise the risk of ignition sources.

All faults needing corrective action will be reported to the Site Manager to be implemented.

For contingency, ACMS Waste recognises that if needed to ensure a continued material throughput, machinery will be hired from specialists if a significant plant breakdown occurs. This is to ensure continued effective operations and prevent excessive storage of materials which are likely to give rise to the exceeding of permitted waste quantities.

3.7 Self Combustion

Given the stock rotation throughput times and material type, there is a limited potential for selfcombustion. EA Guidance states that the risk increases when wastes are stored over 3 months and that combustible materials must not be stored for more than 6 months. Wastes on site are not likely to be stored for longer than 2 weeks. No waste is stored in the building overnight.

Daily checks are made on the site as part of the Fire Risk Daily Checks Form (Annex F) and this includes checking for signs of self-combustion and housekeeping issues which may impact on fire risk.

The risk of combustion is low, as the materials which will be managed on site are stored in small individual containers. As a result, a regime of turning/rotating the waste materials monthly during a stock take will be in place only if required. For details see 3.2.3 Stock Rotation and Management.

Heat will be released from waste before storing.

Document Reference: FPP/v2.0/February 2025

The company has considered the risk of self-combustion and consider that given the storage times, management procedures in place and materials stored, the waste is unlikely to generate hot spots. However, during operation, if the site records show that hotspots do occur on site regularly, the Site Management will consider further measures such as temperature probes.

In warmer weather waste piles will be sheeted or dampened as required to minimise the effects of external heating. The site (being internal to the warehouse) benefits from cover which will be used where possible to keep waste piles cool. Regular (daily) checks on waste piles will be made and the results recorded in the site diary.

3.8 Hot Works

Hot works will not be undertaken at the site.

No other combustible gases, chemicals, aerosols or fuels are kept on site

3.9 Mechanical Treatment

Mechanical treatment means the use of mobile plant. The plant used on site will be as follows:

• One fork lift truck.

3.10 Hot Exhausts

• As above – kept away from waste piles.

3.11 Additional Actions

Further actions to mitigate fire risk on site include:

- Overnight parking of vehicles away from processing and storage areas.
- The access route into the site is always kept clear and will therefore provide access for emergency vehicles.
- Site walkovers taken each day will identify any accumulations of combustible dust, litter or material which may pose a fire risk in the areas used by vehicles.
- Litter will be restricted by the warehouse and building to some extent. Visible litter will be picked daily at the end of the shift. Litter off site will be checked and removed at shift start and finish.
- Good housekeeping will be maintained at all times to ensure dust and wastes are prevented from accumulating on site.
- Operational vehicles will be fitted with fire extinguishers

Document Reference: FPP/v2.0/February 2025

- Any fuel/oil spills from plant or vehicles will be cleaned up immediately with absorbent material and disposed of correctly
- Sources of ignition including non-energy efficient (heat emitting) light bulbs, lit cigarettes, naked flames and storage heaters will not be allowed on site.
- All other sources of ignition will be kept at least 6m from flammable & combustible waste
- Cleaning The site will be cleaned daily at the end of the operational shift in order to prevent build-up of dust, fluff and combustible waste. This will be focused on areas where dust may build up e.g. computer screens flat surfaces, mobile plant etc. Surfaces will be dusted, wiped and/or jet washed if appropriate.
- Regular inspections of vehicles and the main roads are made to ensure that no annoyance to other road users and neighbours is apparent.
- Activity location benefits from good sound attenuation provided by the internal industrial location & setting. All plant benefits from noise and dust suppression being inside a building.

Ensure operations are only conducted within working hours and where practical noise is minimised by using the minimal movements of vehicles and materials onto and from site

Document Reference: FPP/v2.0/February 2025

4 Fire Detection and Management

4.1 **Fire Detection**

ACMS Waste Limited will

- provide portable extinguishers
- carry out regular inspections, including at the start and end of every working day

All staff are aware of this FPP and the risk of fire on site and are trained to remain vigilant.

Security staff are trained in actions in case of fire detection..

Fire Suppression:

The Site Fire Fighting Equipment Plan (Annex C & J) shows the following items for fire suppression:

• There is a water hydrant within 100m of the Sorting building. Within the office, hand held fire extinguishers are also provided.

Automatic fire suppression is not required and is considered unecomonic due to the small scale operation and the fact that waste is stored in small individual containers in the building overnight. ACMS Waste will however install fire blankets and extinguishers within the building.

Heat sensitive CCTV will be installed inside the warehouses x1 and in the external yard x1.

https://www.axis.com/en-gb/products/axis-q29-series

4.1.1 Water Supplies

Error! Reference source not found. shows the available water on site which can be delivered from water tank. See Annex C for water supply site plan.

Table 2: Volume of Water Available		
Hydrant Delivery (I/min)	2000	
Number of Hydrants	1	
Total Hydrant Delivery (I/m)	2000	

Water supplies for fire fighting can come from the hydrant. In addition to one or more FRS water supply trucks if the FRS deems it necessary.

The largest stockpile/container likely to require water for fire fighting is considered to be the skips mixed waste - a maximum of $9m^{3}$.

Document Reference: FPP/v2.0/February 2025

4.2 **Fire Fighting Strategy**

In the event of a fire being suspected or detected, the following steps will be taken:



The Site Manager, will liaise with the Emergency Services on their arrival. The Site Manager will clearly identify him/herself to the Emergency Services on their arrival on site and update the FRS on the situation ensuring they are made aware of the location any compressed gases or flammable liquids on site.

Document Reference: FPP/v2.0/February 2025

Prior to arrival of the FRS on-site there are several measures that ACMS Waste can take to help fight fire, assuming there is no risk to life.

- Hand held fire extinguishers can be deployed in order to contain fires where possible
- Fire blankets/sheets can be used to smother smaller isolated sources of fire.
- The quarantine area is 2m x2m x2m (8 cubic metres) and can accommodate at least 50% of the largest waste pile (9 cubic metres in the yard). See appendix A.
- In the event of a fire or observed self-combustion, burning waste, if safe to do so, will be moved to the Fire Quarantine Area or alternative designated site.
- The Fire Quarantine Area is signposted.
- The quarantine area, when made safe, will be emptied immediately. Should it be necessary to move or divert wastes to an alternative site then an alternative permitted location will be used. Vehicles will be directed to this site. (Note the only vehicles coming to site will be ACMS Waste own operated vehicles or suppliers and not the general public so all drivers will be notified to divert to this location).
- Neighbours and local businesses downwind will be notified of any potential fire incident by the site operator as soon as possible from the local contact list. This will be completed by telephone and will be completed as soon as it is safe to do so. Local receptors will be notified in order of proximity to the site and prevailing wind direction. Local receptors will be kept updated as to the progress of fire-fighting as new information comes to light and fully debriefed at the end of the event.
- Once the fire has been dealt with, post fire de-contamination arrangements will be agreed with the local EA officer
- The site is an impermeable surface and will be scraped clean
- Drains and runs will be gulped out and cleaned by tankers
- Waste will be removed from site if necessary
- If necessary, soil and groundwater monitoring will be undertaken as agreed with the EA
- Once the local EA officer has agreed that the site is ready to become operational again then operations will recommence.

4.3 Managing Fire Water

Table 3 shows the potential volume of fire water which may need to be managed on site should the largest waste pile require quenching.

Table 3: Volume of Water Required	
I/min/1m ³ of waste *	6.6
Largest Combustible Pile (m ³)	9
Water Required (I/min)	59.4
Total Requirement for 3 hours (I)	10,692
*Based on EA guidance: 2000I of water minute is required for a 3 hours	200m ³ stockpile for three

Document Reference: FPP/v2.0/February 2025

Table 4 shows the volume of fire water which can be contained within the site. The operation benefits from being inside a warehouse and sealed around the perimeter which will contain firewater. A permanent ramp will be deployed across the warehouse door entrance to retain water to a height of 10cm as per Annex C if required.

Table 4: Volume of Firewater Contained within Site			
Average Site Length (m) (one unit)	14		
Average Site Width (m)	10		
Water Depth (m)*	0.1		
Site Volume (m ³)	14		
Site Volume (I)	14,000		
*minimum height of curb or boom			

These tables show that the site would be able to contain the volume of water needed in a worst-case scenario. Therefore, the key receptors in Annex D which could be affected by firewater will be protected. A ramp (10cm) will be deployed across the warehouse entrance should firewater need to be contained during a fire. It is likely that all water will be retained by the walls in the warehouse on the other 3 sides of the site and the ramp at the warehouse gate. Externally firewater is retained by kerbing (10cm) as shown in Annex C.

ACMS Waste Limited has a contact for emergency spillage response with a company which provides tankers to remove firewater. The company would come to site to remove water from the warehouse contained by the walls.

Future Actions

This plan is based on current planned operations. ACMS Waste Limited understand that it is important that this Fire Prevention Plan is maintained up to date and relevant to the business. Therefore, it will be updated accordingly, in collaboration with the Environment Agency as required, should business operations change in the future.

5 Annex A: Site Layout

All site is impermeable concrete.



Scale: 1:200 | Area < 1Ha | Grid Reference: 396062,269120 | Paper Size: A4





6 Annex B: Site Drainage



Scale: 1:200 | Area < 1Ha | Grid Reference: 396062,269120 | Paper Size: A4

7 Annex C: Fire Fighting Access, Equipment & Water Supply Plan



C1

8 Annex D: Key Receptors



The receptors shown are within 1km of the site (Black circle). Sensitive human receptors include areas containing residential properties to the west/east.

The site is in on a small industrial estate which is in a commercial area, surrounded by residential. There are no designated SSSIs within 1 km. There is priority habitat approx. 50m W.

Key infrastructure includes the A38 to the W and the Bromsgrove station to the east. The nearest Fire Response Service operation is Slideslow Dr, Bromsgrove B60 1GN, which is approx' 2Km North.

Wind Direction

According to the UK Met Office, the prevailing wind direction in the area is South-Westerly².

² http://www.metoffice.gov.uk/climate/uk/regional-climates/

9 Annex E: Waste Acceptance Procedures

In order to identify non-compliant wastes including any non-conforming loads, the following Waste Acceptance Procedure is implemented by ACMS Waste

Waste Acceptance

The procedure that shall be adopted at site is detailed below

1. Waste arrives on site.

2. Documentation is checked at the office at the entrance to the site. See annex A2.

3. All vehicles will have their contents examined during unloading and this shall be crosschecked with the documentation presented.

4. Staff will check that the type of waste is acceptable in terms of the waste permit.

5. If the waste is unacceptable the waste shall be isolated and arrangements put in place for the contractor to remove the waste from site or for the waste to be segregated in the quarantine area until such times that it can be removed.

6. If the person who is checking in the load is suspicious of its contents the driver shall be directed to the waste inspection area near the reception office, where the load shall be sampled and inspected to ensure that it corresponds to the accompanying documentation. In any event compliance testing will be carried out at regular intervals.

7. Assuming the on-site verification at the office is satisfactory, the load is checked in and directed to the yard as appropriate. Here, the waste will be checked again to verify that the description is correct before waste unloading is allowed.

10 Annex F: Fire Risk Checks Form for Fire Prevention

The following regular check has been completed:

Checks to be made 1. Security – all security fencing and security equipment is intact (daily) 2. Signs of Self Combustion – no smoke visible /potential hot spots identified (daily) 3. Storage areas – housekeeping is suitable (daily) 4. Storage areas – pile sizes within permitted limits (daily) 5. Exhausts – exhausts are cool and located away from combustible materials(daily) 6. Fire fighting water – all hose reels and hydrants if available are accessible(daily) 7. Fire extinguishers – all fire extinguishers are in the correct place and intact(daily) 8. Fire Quarantine area – clear from waste and signage intact(daily) 9. Mobile plant parked remotely, secured and key out when site closed(daily)

10. Waste turned when? – recorded on waste inventory in site office(monthly)

11. Waste in (t) – recorded on waste inventory weekly in site office. Waste removed in date order

12. Waste out (t) – recorded on waste inventory weekly in site office. Waste removed in date order.

Date	Morning check (initials)	Evening (Initials)	Check	Issues to Report to Site Manager

11 Annex G: Emergency Contacts

Name &	& Address	Telephone Number
	General Enquiries:	03708 506 506
Linvionment Agency	Incident Hotline Reporting:	0800 80 70 60
Electricity Supplier & mains switch location		
Gas supplier & shut off valve location		
Water supplier & shut off valve location		
Local Authority Emergency Services		
Insurance Company and policy number		
Nearest Hospital		
Emergency Spillage Response company		

12 Annex H: EMS Documents

Drainage & Bund Checks

- A current site drainage plan will be drawn up and displayed in the office areas for information. The standard colour coding of blue for surface water drainage that discharge to the environment and red for sealed or foul drainage systems will be employed.
- The integrity of impermeable surfaces, gulleys and storage areas will be visually inspected by the operator on a monthly basis. To achieve this, it will be necessary to sweep/ wash clean the impermeable surface that form licensed area and clear any debris that has collected in drain gulleys to the front of the building. Where any defects are found, remedial steps will be taken promptly to maintain the integrity of the structure. If, however the integrity of the structure is breached a temporary repair will be made by the end of the working day and a full repair will be made within 10 days.

When Checked	Date	Comments
weekly	20/01/23	Clean
weekly		
6 monthly		
	When Checked weekly weekly 6 monthly	When CheckedDateweekly20/01/23weekly-6 monthly

Site Vehicle and Machinery Maintenance.

- All machinery will be fitted with working exhaust silencing equipment.
- Staff will not continue to operate any piece of machinery or equipment that appears to be visibly or audibly failing.
- All vehicles and machinery operated within the site will undergo regular planned preventive maintenance/ servicing and inspections, at the frequency deemed appropriate by manufacturer or required by legislation. As a minimum, this will be a statutory annual inspection of lifting (LOLER) and work (PUWER) equipment. Maintenance/ Servicing and inspection records will be kept on site for reference.

- Where the necessary maintenance and repair skill do not exist within the company, a contract for these services will be in place, so that the repair of site vehicles and machinery will be undertaken promptly.
- If mobile plant maintenance/ repair will involve the removal/ loss of potentially polluting fluids from the vehicle, if possible, the vehicle should be moved to impermeable concrete area and worked on there, where any spills will land on an impermeable surface. All fluid leaks or drained oils will be collected in a container and removed.
- Where mobile plant must be repaired in the location that it breaks down, if this is on hard standing, drip trays and absorbent mats will be put in place under the vehicle before work begins, to capture any spills of potentially polluting substances and prevent contamination to the earth below.

Plant and Vehicles will be inspected and recorded below;

Equipment	When checked	Date	Comments	signed
Delivery vehicles	weekly			
FLT	Manufacturers Spec'			

Dealing with Spills

Scope: To detail how spills during normal and abnormal operations are dealt with to minimize impact on the environment

Responsibility: Site owner

Background: Spillage of oils and chemicals can have an impact on the soil and groundwater beneath the site.

The site carries quantities of absorbent granules and absorbent booms to mop up small quantities of hydrocarbon and other liquids if spilt. If used these are stored in a hazardous waste container until removed from the site by specialist contractor within a reasonable period of time.

- During normal operations, all staff have been made aware of the requirement to minimise fuel and liquid spills on site
- All staff have had appropriate training on how to deal with a fuel spill in the event of an incident occurring
- Absorbent is used to clean up the spill at source. If it is a larger spill and it is safe to do so then the source of the spill is curtailed if possible.
- The location of spill kits and absorbent material is identified on the site plan
- Where possible all spills are directed to the sealed drainage system for containment
- A store of general absorbent material will be kept on site in an easily accessible central

location known to all site staff. The absorbent material will be hydrocarbon (fuel, oil etc.) absorbent, as this is the most likely material to be spilt on site.

• Where leakage from any storage container (only diesel storage on-site) on site is found, actions to remedy the leak will be taken. Any such leakage and remedial action will be recorded in the site diary.

In addition:

- The source of the leak or spill will be investigated, located and stopped.
- If any significant leaks or spills of substances occur, which have the potential to harm the environment or pose a risk to human health; the materials detailed under the section 'site provisions' will be utilized and disposed of appropriately.
- Any pooling leak or spill of a potentially polluting liquid will be soaked up with appropriate absorbent material, such as saw dust, sand or granules. The absorbent material will be cleared from the ground when it has soaked up all free polluting liquid. Where there is the potential to reuse absorbent material because it is not fully saturated, it will be stored in containers labeled 'absorbents for reuse' when fully saturated, absorbents will be placed in containers labeled 'absorbents for disposal'.
- In the event of a significant and/ or on-going leak or spill of a potentially polluting liquid, clay damit mats or suction covers will be applied to drain grills to seal them to prevent (further) liquid from entering the sealed drainage system. None in warehouse.
- If any leaks or spills of substances occur, which have the potential to harm the environment or pose a risk to human health escape the site boundary, the management will inform the Environment Agency immediately. Any remedial action specified by the Environment Agency will be undertaken, a record of which will be made in the site diary.

Waste Acceptance, Storage and Inspection

To deal with the acceptance, storage & inspection of waste on-site.

Introduction

The company will introduce a system of storage on-site to minimise the potential for cross contamination and potential run off from wastes whilst stored on site.

Waste Types

Only the waste types and EWC codes named on the environmental permit will be accepted at the site. Wastes entering the site will be inspected and registered at the site. Non-compliant waste materials not allowed on the permit will be turned away from the site. A record will be made in the site diary.

Working Hours

Normal working hours will be 0800-1800 Monday - Saturday

Sunday – closed

Responsibility

The Site Manager is responsible for identifying and highlighting non-conforming waste. The Environmental Manager is responsible for inspecting, documenting and safe removal of any non-conforming waste.

Waste Storage

Containers will be nominated on-site for each waste type. These will be labelled and identified on the site plan. The site plan will be updated on a regular basis provide a record of what type of waste and quantity is stored where.

Waste Acceptance

The procedure that shall be adopted at site is detailed below

- 1. Waste arrives on site.
- 2. Documentation is checked at the office.

3. All vehicles will have their contents examined during unloading and this shall be crosschecked with the documentation presented.

4. Staff will check that the type of waste is acceptable in terms of the waste licence.

5. If the waste is unacceptable the waste shall be isolated and arrangements put in place for the contractor to remove the waste from site.

6. If the person who is checking in the load is suspicious of its contents the driver shall be directed to the waste inspection area close to the reception office, where the load shall be sampled and inspected to ensure that it corresponds to the accompanying documentation. In any event compliance testing will be carried out at regular intervals if required

7. Assuming the on-site verification at the office is satisfactory, the load is checked in and

directed to the yard as appropriate. Here, the waste will be checked again to verify that the description is correct.

Waste Area Inspection

As part of the EMS waste areas are inspected routinely, deviations from normal operation conditions, result are logged and acted upon in the site log.

Records

ACMS Waste shall keep records of all waste loads rejected including;

- Date
- Name of Carrier
- Source of Waste
- Vehicle Registration
- Description of Waste
- EWC code
- Quantity of Waste
- Name of person carrying out inspection
- Destination of Load prior to rejection