

Millers Contracting Ltd

Fire Risk Assessment

This Risk Assessment can be used for most small and medium-sized businesses, however, the responsible person will need to decide if it will provide suitable and sufficient detail to comply with the Regulatory Reform (Fire Safety) Order 2005.

Fire Risk Assessment

1 Premises particulars

Premises Name Hangar 25/26

Address Causewayhead,
Silloth,
CA7 4PE

Tel no:01697331331

Use of Premises – Composting and Waste Transfer Station

Owner/Employer/Person in control of the workplace- Andrew Miller, Millers Contracting Ltd

Date of Risk Assessment 2/10/18

Date of Review 1/10/19

Name & relevant details of the person who carried out the Fire Risk Assessment

Roddy Lewis, Julian Silverwood, Silverwoods Waste Management Ltd

2 General statement of policy

Statement: Millers Contracting is committed to providing a safe environment for its staff and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of staff, visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy. Fire is recognised as a major threat to the activities of the site. An outbreak of even a small fire creates risk to both life and property, damage to the environment and will compromise business activities. The company will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, and any other relevant legislation that may impact upon it. The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone on site and to protect the companies assets.

1. Purpose

The purpose of this Fire Prevention & Response Plan is to establish procedures for identifying fire hazards and preventing fires at Hangars 25 & 26. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and consumers are protected.

2. Responsibility

Names or job titles of those responsible for the control of accumulation of potential flammable or combustible waste materials.

Andrew Miller 07970970068

Julian Silverwood 07580134774

Person(s) responsible for maintenance of equipment and systems installed to prevent or control ignitions of fires (Ex. Fire Extinguishers, fire hoses, etc.).

Andrew Miller 07970970068

3. Identification of Fire Hazards

The following is a list of potential fire hazards and their associated work areas:

Work Areas	Fire Hazards
Office Block	Paper, plastic, electrical appliances. Arson is also a hazard due to the location of the facility
Hangars 25 & 26	All feedstock's imported are potentially combustible. These include paper, plastic, wood and green wastes. Electrical faults, wearing parts and overheating relating to the on- site machinery also represent fire hazards

4. House Keeping Practices

The following are the fire prevention practices associated with fire hazards identified above:

<u>Type of Fire Hazard</u>	<u>Fire Prevention Practices</u>
Office Paper Waste	Waste paper bins emptied daily
Office Plastic Waste	Waste plastic bins emptied daily
Electrical & Mechanical Equipment	Quarterly inspections of appliances; employees trained to inspect appliances prior to use. Weekly inspections of all mechanical equipment
Flammable/combustible liquids	Highly unlikely to be imported on to site as these would be rejected via the WAC. Any evidence of such material will be collected and removed from site with immediate effect
Cleanliness of machines	Ensure all machines are kept free from compost debris to avoid overheating and unnecessary wear on moving parts
Monitor temperatures of windrows	Ensure daily monitoring of the windrow temperatures takes place to ensure that no overheating is taking place ie over 70 degrees is getting too hot and may require further turning to cool

1. Safe Code of Work Practices

- Sources of actual or potential heat such as hot plates or kettles shall not be placed near flammable materials. Portable space heaters and candles are prohibited.
- Care must be taken not to block potential escape routes, particularly with flammable materials.
- Each individual is personally responsible for assuring that extension cords and multiple plugs are in good condition. Cords that are missing the grounding prong, are spliced together, or that are missing their protective sheath shall not be used.

2. Fire Control Measures

The following is a list of fire control measures installed or available in work areas:

There is clearly very little in terms of control measures fitted in the office. No fire alarm is present nor is there a sprinkler system. We do recommend that a fire extinguisher is purchased and located in the office.

In terms of the composting operations site monitoring of the batches in tunnels takes place every 15 seconds so we have full control over temperatures. Staff will ensure that all machines are kept free from compost debris to avoid overheating and unnecessary wear on moving parts are the main control measures. We also need to ensure that there is sufficient space on site to allow full and complete access for the fire brigade.

3. Maintenance and Inspection Program

The periodic maintenance and inspection frequencies for fire control measures are as follows:

<u>Fire Control Measures</u>	<u>Inspection Frequency</u>	<u>Service Firm</u>
Sprinkler System	[N/A]	[N/A]
Fire Alarm System	NA	[N/A]
Fire Extinguishers	Monthly and annual	TBC
Machine maintenance	Daily & Weekly Checks	Millers Contracting

4. Alarm Systems

No alarm systems are present on site

5. Employee Response to Fire Emergencies

Designated and trained employees may attempt to extinguish incipient fires with fire extinguishers. The main response is to vacate the site with immediate effect and call 999.

6. Training

Employees shall be apprised of the fire hazards of the materials and processes they are exposed to.

Upon initial assignment, employees should be made aware of those parts of this fire prevention plan which they must know to protect them in the event of an emergency.

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General description of premises

Description:The site is all on ground level with no floors or staircases. The area of the site is 1.5ha in total and comprises of 2 concrete aircraft hangars, along with permitted areas that are outside of the buildings.

Composting operations take place in hangar 25, and the storage of wastes in hangar 26.

The details of Hangar 25 is shown below.

The inside of hangar 26 is just an empty building. There has been no construction works inside the building, it is effectively a shell.

Occupancy

Times the Premises are in use: 07:00 to 18:00

The Total Number of persons Employed within the premises at any one time: 2 minimum

The Total Number of persons who may resort to the premises at any one time: 8

Size

Site footprint (Metresx Metres):Each building is 4817sqm

Number of floors:1

Number of Stairs:0

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Fire safety systems within the premises

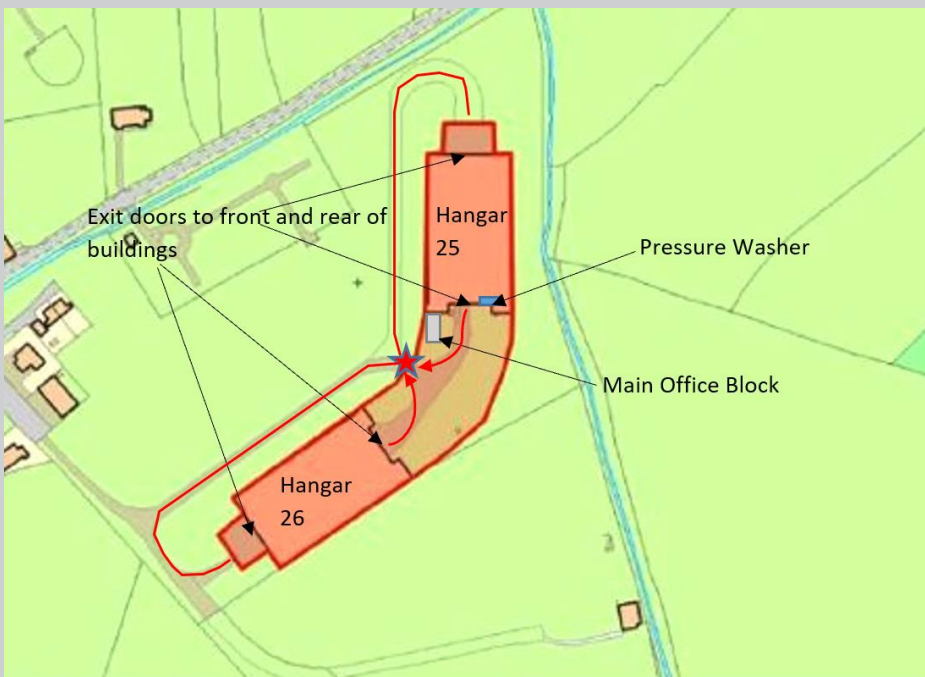
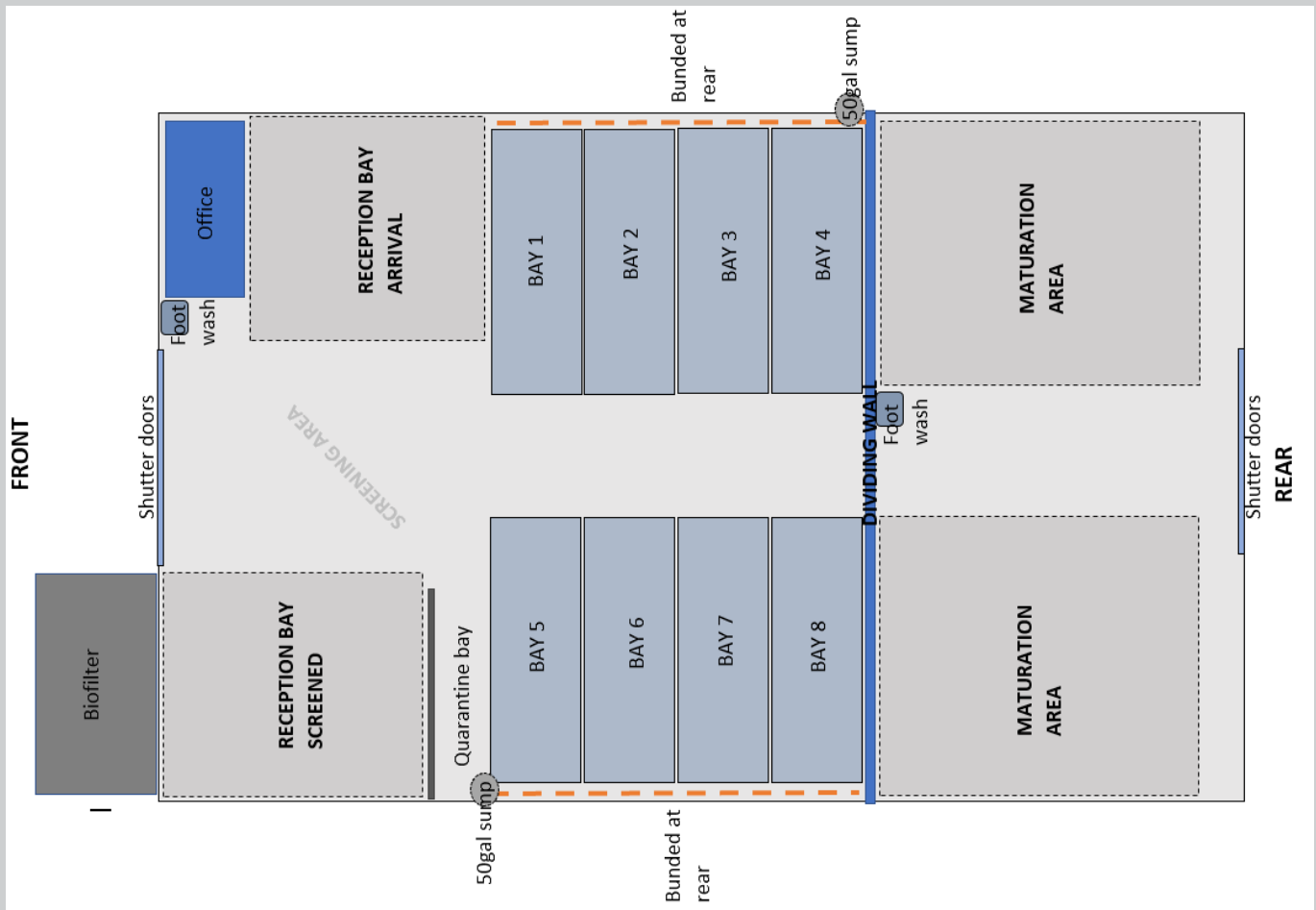
Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)
None

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

There is high level lighting to both hangars, this is not classed as emergency lighting, however operations take place only during daytime hours and the hangars are both open to sunlight through the windows above doors

Other: (i.e. Sprinkler system to LPC rules BS 5306)

None



Legend	
	Site Boundary
	Building
	Drainage and Watercourse
	Muster Point A
	Evacuation Route

Location Name	Hangar 25/26
Grid ref.	NY 13301 53187
Address	Causeway Head, Silloth, Cumbria CA7 4PE
Area (ha)	1.5
Perimeter (m ²)	785

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Identify fire hazards

▪ Sources of Ignition:

Smoking materials /matches, lighters etc.
Naked flames
Fixed /portable heaters in office,
Boilers /engines /machinery,
Friction /sparks,
Arson,

Sources of Fuel:

Flammable liquids diesel in vehicles,
Waste materials, stockpiled compost

Work Processes:

No smoking inside either hangars or office container.
Compost stockpiles have possibility of reaching 75deg, so probes will be monitored to ensure this doesn't happen

Structural features that could promote the spread of fire:

Both hangars are constructed with concrete and have no structural features that could promote the spread of fire

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Identify people at risk

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what control's are or need to be in place: Consider:

- **Employees-** Employees will usually be either in the office located outside of the hangars or inside a loading shovel within the hangars. 2 way radios are used for communication. There is always a minimum of 2 members of staff onsite.
- **Visitors / Customers-** Induction to site will highlight muster point. Visitors will be escorted around the facility with a member of staff at all times
- **Visitors, and other persons whose mobility, hearing or eyesight is impaired** Visitors will be escorted around the facility with a member of staff at all times
-
- **Areas where employees/others are isolated** The hangars are large open areas with no areas having potential to cause isolation during fire
- **Persons who may be asleep in your premises** – No sleeping facilities on site

- Evaluate the risk of a fire starting- Low-Stockpiles of Material kept in hangar 26 is not flammable or combustible although heat can be generated if contact with water is made as an exothermic reaction. It does not smoulder or ignite. The compost material stockpiled in hanar 25 does also reach high temperatures (70degC) however due to relatively low dry matter the chances of setting alight is very slim. Temperatures within the bays are also monitored electronically as part of the sanitisation process we adhere to.
- Evaluate the risk to people from a fire- Low- There are no isolated or enclosed spaces and access to 20m wide exit doors are always clear and usable.
- Fire hazards will be removed where possible
- Fire hazards will be reduced where possible
- Remove or reduce the risks to people from a fire
- Protect people by providing fire precautions

12 Fire safety signs & notices

Commentary: There are 4 fire exit signs in total, one above each door in the hangars. These are visible in low light. There is also a sign at the muster point

13 Fire warning system

Commentary: Vocal shouts of 'FIRE FIRE FIRE' will be made if a fire is seen. This will also take place on the 2 way radios

14 Emergency lighting system

Commentary: there is lighting in each of the hangars however operations only take place during daylight hours so is not a necessity. Large windows allowing sunlight to enter the hangars are above each door

15 Fire fighting equipment

Commentary:

There is clearly very little in terms of fire fighting equipment No fire alarm is present nor is there a sprinkler system. We do recommend that a fire extinguisher is purchased and located in the office. For fires inside the hangars, we will leave to the fire brigade

16**Management - maintenance**

Is there a maintenance programme for the fire safety provisions in the premises Yes / No

Commentary:

Are regular checks of fire resisting doors, walls & partions carried out **No**

Commentary:n/a

Are regular checks of escape routes & exit doors carried out **Yes**

Commentary: All escape routes kept clear and stockpiles maintained to not extend into walkways.

Are regular checks of fire safety signs carried out **No**

Commentary: We have 4 fire exit signs. No checks required

Is there a maintenance regime for the fire warning system **No**

Commentary: n/a

Weekly

Annually

Is there a maintenance regime for the emergency lighting system **No**

Commentary: n/a

Weekly

Monthly

Annually

Is there maintenance of the fire fighting equipment (By competent person?) **Yes**

Commentary: Fire extinguishers in the office will be maintained by a suitably qualified firm

Annually

Are records kept & their location identified **Yes**

Commentary: These will be kept electronically

17**Method for calling the fire service**

Specify: The main response is to vacate to the muster point with immediate effect and call 999

18**Emergency Action Plan (EAP)****Commentary:**

- all foreseeable events-

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- **the action employees should take if they discover a fire-** Shout 'FIRE FIRE FIRE' and on 2 way radio, evacuate through nearest exit to muster point. Ensure accompanying visitors follow and all staff are present at muster point. Fire brigade to be called immediately.
- **how people will be warned-** Verbally FIRE FIRE FIRE, and over the 2 way radio
- **how the evacuation is carried out (action on hearing fire warning)-** proceed to nearest exit, leaving equipment behind. Turning ignition off of any vehicle they may be in
- **assembly points** – Muster point highlighted on diagram 6, (the main gates to the site)
- **procedures for checking the premises have been evacuated-** The visitor site book will be cross checked, however all visitors will be accompanying a member of staff whilst on site
- **identify escape routes** See map on document 6
- **fire fighting equipment-** Designated and trained employees may attempt to extinguish incipient fires with fire extinguishers located in the small office building. The main response is to vacate the site with immediate effect and call 999
- **liaison with fire service on arrival** – Site manager will liaise with fire service and detail the fire along with potential combustible materials onsite

19 Training

Commentary:

All employees will receive fire safety training including a full explanation of the EAP. This should be carried out on induction and annually thereafter.

The training programme include the following:-

- All members of staff will receive training.
- The training will consist of a full tool box talk of the EAP, and full understanding of the site plan and locations of hazards. What to do in case of spotting a fire, how to ensure all visitors and staff are safe.
- This will be given annually and recorded in the sites EMS as part of our ongoing training of site personel

Fire drills

Regular fire drills will be carried out to both support the training given and to test the procedures work appropriately.

