

# FIRE PREVENTION PLAN

Environmental Innovation Centre, Campbeltown Road, Birkenhead,  
England, CH41 9HP

**Smart Creative Technologies Ltd**

<b>Version:</b>	1.1	<b>Date:</b>	30 March 2022		
<b>Doc. Ref:</b>	CAM-3020-B	<b>Author(s):</b>	CP	<b>Checked:</b>	SCT
<b>Client No:</b>	3020	<b>Job No:</b>	001		



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REGISTERED IN THE UK | COMPANY NO. 4850754

### Document History:

Version	Issue date	Author	Checked	Description
1.0	22/02/2022	TH	CP	Internal Draft
1.1	30/03/2022	CP	--	Application copy

THIS DOCUMENT IS DUE FOR REVIEW IN **JUNE 2024** OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER

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## Site Information & Key Contacts List

<b>Site Address:</b>	Environmental Innovation Centre, Campbeltown Road, Birkenhead, England, CH41 9HP		
<b>Site Operator:</b>	Smart Creative Technologies Ltd	<b>National Grid Ref:</b>	SJ 32752 87508

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
<b>Jonathan James Quinn</b> <b>Prashant Singh</b> <b>Chew Cheng Keat</b> <b>Martin Anthony Blake</b> <b>Peter John Bibby</b>	Directors	0151 294 4460	07885 775804
<b>Joe Grant</b>	TCM	0151 294 4460	07547 415529
<b><u>St Catherine's Hospital</u></b> Church Road, Birkenhead, Merseyside, CH42 0LQ	General Enquiries	0151 514 2888	999
	NHS Direct	111	999
<b><u>Gladstone Medical Centre</u></b> 241-247 Old Chester Road, Lower Tranmere, Birkenhead, Merseyside, CH42 3TD	Local Doctor Surgery (GP)	0151 645 2306	999 or 111
<b><u>Merseyside Police</u></b> Birkenhead Police Station Mortimor Street, Birkenhead, CH41 5EU	Local Police Non- Emergency	0151 709 6010 / 101	999 or 112
	Police Emergency	999 or 112	999 or 112
<b><u>Merseyside Fire &amp; Rescue Service</u></b> Birkenhead Community Fire & Ambulance Station Exmouth Street, Birkenhead, CH41 4NF	Fire and Rescue Service (in Emergency Dial 999)	0151 296 5325 (non-emergency)	999 or 112
<b><u>Environment Agency</u></b>	Environmental Regulator	03708 506 506	0800 80 70 60
<b><u>Wirral Council</u></b> PO Box, 290, Wallasey, CH27 9FQ	Environment, Street Services & Planning	0151 606 2000	999 or 112
<b><u>Water Plus</u></b>	Mains water and sewerage supplier	0345 072 6072	0345 072 6072
<b><u>Oaktree Environmental Ltd</u></b> - Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist waste and permitting compliance advisors	01606 558833	01606 558833

## KEY RECEPTOR CONTACT LIST

CONTACT	DESCRIPTION	NUMBER
Townhouse - 9 Union St, Tranmere, Birkenhead, CH42 3TL	Club	07788 634850
Booker Birkenhead - Union St, New Chester Rd, Tranmere, Birkenhead, CH42 3TL	Wholesaler	0151 645 2193
Shell - 117 New Chester Rd, Tranmere, Birkenhead, CH41 9BW	Petrol Station	0151 647 0245
Travis Perkins - New Chester Road Unit 5 Turbine Business Park, Birkenhead, CH41 9BA	Building materials supplier	0151 666 2299
Smith Brothers Stores Ltd - Unit 6 Turbine Business Park, Birkenhead, CH41 9BA	Pipe supplier	0151 541 6440
Halfords Autocentre Birkenhead - Unit 10 New Chester Rd, Ark Royal Way, Tranmere, Birkenhead CH41 9HT	MOT Centre	0151 647 3904
Cammell Laird - Campbeltown Rd, Birkenhead, CH41 9BP	Shipbuilding and repair company	0151 649 6600
Bloom Building and Coffee - Abbey Close Unit 1,, Bloom Building, Birkenhead, CH41 5FQ	Coffee shop	
Wirral Dog Food - Argyle Industrial Estate, 90 Appin Road, Birkenhead, CH41 9HH	Animal feed shop	0151 647 3177
CrossFit Wirral - 86, Argyle Street Industrial Estate Appin Rd, Tranmere, Birkenhead CH41 9HH	Gym	07751 549483
AJ Motors & Son - 49A Frodsham St, Tranmere, Birkenhead, CH41 9DS	Vehicle repair shop	0151 647 7862
St Catherine's Hospital - Church Road, Birkenhead, Merseyside, CH42 0LQ	Hospital	0151 514 2888
Mersey Park Primary School - 40 Elm Rd Higher Tranmere, Birkenhead, CH42 0PH	Primary School	0151 647 8197
The Children's Play Area Mersey Park - Downham Road, Tranmere, Birkenhead, CH42 5PY	Playground	
Mersey Park – Tranmere, Birkenhead, CH42 5LX	Park and Garden	
Well Lane Primary School - 13 Park Road, Tranmere Birkenhead, CH42 5NN	Primary School	0151 645 9844
Green Lane Train Station – Tranmere, Birkenhead, CH41 9AN	Train Station	
Tranmere Post Office - Unit 5 Newmarket Square Old Chester Rd, Birkenhead, CH42 3TD	Post Office	0151 645 1825
Boots Pharmacy - 206-208 Bedford Rd, Birkenhead, CH42 2AT	Pharmacy	0151 643 9051
Rock Ferry Train Station - Birkenhead CH42 2AT	Train station	
Rock Ferry Primary School - 29 Ionic St, Birkenhead CH42 2BL	Primary school	0151 645 1017

**N.B. – list will be reviewed every 6 months or sooner if required**



# **1 Introduction**

## **1.1 Overview of site operations**

1.1.1 This document considers the risks associated with a fire at Environmental Innovation Centre, Campbeltown Road, Birkenhead, England, CH41 9HP. The following permitted operations which will take place at the site are the storage (keeping) prior to removal and treatment of printed circuit boards (PCBs) and x-ray film.

1.1.2 The PCBs and x-ray film will be chemically treated using nitric acid and ferric chloride in a batch process. The circuit boards are immersed in processing liquor and then the solution is neutralised with sodium hydroxide to precipitate the metals from the solution. The precipitate is filtered, washed and then oven dried. The remaining components are segregated and then dispatched for further processing and recycling off site

## **1.2 Fire Prevention Objectives**

1.2.1 This Fire Prevention Plan (FPP) has been designed to meet the following objectives:

- To minimise the likelihood of a fire happening;
- To aim for a fire to be extinguished within 4 hours;
- To minimise the spread of a fire within the site and to surrounding neighbouring sites; and,
- To minimise impact of fire on people, environment and businesses in close proximity.

- 1.2.2 The operator understands the importance of meeting the three objectives to prevent:
- Emissions of smoke to air which presents a risk of harm to human health through inhalation of particulates;
  - Risk of offence to human senses through the smell, irritant characteristic and impact of emissions of smoke
  - Harm to the quality of the environment due to the adverse effect on air quality from toxic emissions released by partial combustion;
  - Interference with amenities through the impact of smoke due to the requirement to take shelter by those working in neighbouring commercial properties, domestic residents, and those attending schools nearby;
  - Interference with legitimate uses of the environment including the closure of the nearby commuter roads;
  - Damage to material property from contaminated water from firefighting entering the foul sewer network; and
  - Harm to the quality of the environment due to pollution of nearby watercourses, namely the River Mersey by fire water run-off.

### 1.3 **General Site Information**

- 1.3.1 In addition to this document the site will be managed and operated in accordance with an Environmental Management System (EMS); also prepared Oaktree Environmental Ltd and reference should be made to Document Ref. CAM-3020-A.
- 1.3.2 The layout of the site is shown on Drawing No. CAM/3020/03 as shown in Appendix I of this document and the plan shows the current operations which take place on site.

## 1.4 Staffing and Management

1.4.1 The table below details the minimum number of staff when the site is open for the reception and processing of waste and also available to tackle a fire on site. Only the site manager, machine/plant operators and general operatives will be permitted to tackle fires on-site.

**Table 1.1 - Staffing Levels**

<b>Position</b>	<b>Employees</b>	<b>Responsibilities</b>
Site Manager	1	Overseeing day to day site operations
TCM (weekly)	1	Ensuring the site is being operated in accordance with Environmental Permit and in-line with attendant regulations
Machine/Plant Operatives & Drivers	1	Waste handling/processing, reception and plant operation

## 1.5 Plant and Equipment

1.5.1 The table below details the fixed and mobile which will be used on site. Only trained operators will be permitted to drive/operate the plant/equipment listed below. In addition to this, there will also be a number of vans delivering waste to the site.

**Table 1.2 - Plant & Equipment**

<b>Item</b>	<b>Number</b>	<b>Function</b>
Forklift truck	1	Loading/unloading/movement/sorting of waste
Ultrasonic bath	1	Part processing of PCBs
Plastic loading baskets.	1	Temporary storage of PCBs
Filter press and IBCs.	1	Part processing of PCBs
Extraction hood over the Ultrasonic bath.	1	Part processing of PCBs
1 tonne reactor	1	Part processing of PCBs
Weighing scales	1	Weighing of incoming/outgoing wastes
Forklift truck (propane)	1	Loading/unloading/movement/sorting of waste

1.5.2 This FPP document will be kept in the site office and all site staff and contractors must be aware and understand the contents of the FPP and what they must do during a fire.

## 1.6 **Hours of Operation**

1.6.1 The site will be open during the following hours for the delivery, receipt and processing of waste:

Monday to Friday	08:00 – 17:30
Saturday	Closed
Sundays, Bank/Public holidays	Closed

1.6.2 The only activities on site which will be permitted outside of these hours are onsite maintenance works, emergency deliveries of waste/plant/machinery and general office use.

1.6.3 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular and/or pedestrian access.

## 1.7 **Correspondence with Fire and Rescue Service**

1.7.1 The operator will seek a two-yearly response from the EA and FRS (or sooner should a fire incident occur) with regards to their FPP and associated operations on site. This regular correspondence will ensure all measures to prevent, mitigate and contain fires on site are up to date and deemed sufficient by the FRS.

1.7.2 The Merseyside FRS were contacted to obtain information in terms of flow and location of the nearest fire hydrants to the site. This information is shown in Section 10.3 and Drawing No. CAM/3020/03A.

## 1.8 **Sensitive Receptors**

- 1.8.1 Reference should be made to pre-page vii and Drawing No. CAM/3020/04 in Appendix I to highlight all key receptors within 1,000m of the site.
- 1.8.2 To minimise the impact on the local area and associated receptors from a fire on site, this document details mitigation measures which will decrease the likelihood of a fire occurring on site and limit the size and duration of a fire if it does occur. These measures will ensure the potential impact on any of the surrounding land is as minimal as practicably possible.
- 1.8.3 The primary sensitive receptors for any fire event would be the site itself and any site users and the adjacent sites and their users.
- 1.8.4 Contact details for surrounding industrial, commercial, retail and leisure premises are shown in pre-page vii of this FPP. Procedures of how receptors with human population would be notified of a fire are shown in Section 8.6.
- 1.8.5 The table overleaf details a risk assessment of all the receptor types within 1km radius of site, and likely impacts on each - e.g. smoke, road closures, impacts on businesses etc...

Table 1.3 – Receptor information and fire mitigation

Receptor	Receptor Type	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Risk Management
Numerous surrounding industrial and commercial uses	Industrial / commercial premises	Fire causing the release of polluting materials to air (smoke, fumes and particulate matter)	Respiratory irritation, illness and nuisance to local population.  Financial loss of businesses due to closure of adjacent roads/evacuation of premises.	Air transport of smoke.	High	Medium	Medium	Procedures set out in this FPP.  Toolbox talks and liaison meetings with receptors to review procedures in the event the site is subject of a fire.
Residential dwellings in the surrounding area	Residential	As above	Respiratory irritation, illness and nuisance to local population.	Air transport of smoke.	High	Medium	Medium	As above
Schools and care homes	School	Fire causing the release of polluting materials to air (smoke, fumes and particulate matter)	Respiratory irritation, illness and nuisance to local population.  Financial loss of businesses due to closure of adjacent roads/evacuation of premises.	Air transport of smoke.	High	Medium	Medium	Procedures set out in this FPP.  Toolbox talks and liaison meetings with receptors to review procedures in the event the site is subject of a fire.
Surrounding highway networks	Major road networks	As above	Closure of roads due to excessive smoke fumes.  Increased risk of accidents due to poor visibility.	Air transport of smoke.	High	Medium	Medium	As above
Nearby leisure / retail	Leisure / retail	As above	Respiratory irritation, illness and nuisance to local population.  Financial loss of businesses due to closure of adjacent roads/evacuation of premises.	Air transport of smoke.	Medium	Medium	Low	Procedures set out in this FPP.  Toolbox talks and liaison meetings with receptors to review procedures in the event the site is subject of a fire.
Surface Waters including the River Mersey to the east of the site	Surface Waters	Direct run off of fire water across site or to surface waters.  Fire causing the release of polluting materials to air (smoke, fumes and particulate matter).	Loss of amenity, deterioration of water quality, killing of flora / fauna and other local wildlife	Air transport of smoke.  Direct run off of fire water across site to surface waters.	Med	Medium	Low	Procedures set out in this FPP.  The site has a sealed drainage system.
Habitats and species including Deciduous Woodlands and protected species	Protected sites and species	As above	Harm to protected site through toxic contamination, nutrient enrichment, smothering, disturbance, predation etc.	Air transport of smoke.	Med	Medium	Low	Procedures set out in this FPP
SSSI/Ramsar – Mersey Estuary to the south-east	SSSI/Ramsar	As above	Harm to protected site through toxic contamination, nutrient enrichment, smothering, disturbance, predation etc.	Air transport of smoke.	Med	Medium	Low	Procedures set out in this FPP

## 2 Managing common causes of fire

### 2.1 Details

2.1.1 The following list outlines common causes of fire and outlines specific examples of these sources, the associated risks and any mitigation measures necessary to manage them:

Source	Risk	Specific mitigation
Arson or vandalism	Deliberate ignition of wastes by intruder(s) and/or vandalism of site infrastructure, plant and/or machinery	Site security measures are detailed in Section 2.6.
Mobile plant/ equipment	Spillages of fuel, sparks from machinery or malfunction caused by ineffective maintenance	Mobile plant/equipment will be kept 6m from any combustible or flammable material out-of-hours and the item will be visually inspected prior to use for the presence of leaks and its suitability. All plant / equipment undergoes a preventative maintenance checklist as shown in Sections 2.5.
Electrical appliances and cabling	Faulty appliances or damaged/ exposed electrical cables may spark as a result of a power surge	All electricians on site are fully certified by a qualified electrician and with written procedures in place that set out the regular maintenance. Any potential ignition sources from suspected electrical faults should be isolated and an electrician will be contacted immediately to rectify the situation. Staff will remove any combustible or flammable material away from the vicinity of the fault area or cable traverse if safe to do so.
Discarded smoking materials	Risk of ignition of stored wastes from smoking materials which have not been fully distinguished	The main operational site has a strict no smoking policy.
Hazardous materials i.e. gas canisters, fuel tanks	E.g. gas cylinders, fuel tanks, aerosols or combustible liquids and chemicals on site.	There is no fuel stored on site.
Open burning on site or on adjacent sites	Risk of ignition from radiative heat or flaming from open burning on site or an adjacent site	There will be no open burning at the site.
Overheating of stored waste	Sources of heat may include heating pipes, hot exhausts, light bulbs, space heaters or direct	There will be no waste storage near any sources of heat on site. The site will ensure there are 6m separation distances between any hot sources and combustible or flammable material.
Sparks from loading buckets/shovels	Scraping of loading buckets/shovels causing sparks which may ignite stored wastes	Fire extinguishers are fitted in the cab of the mobile plant to aid in quick suppression.
Hot works	Welding/cutting using oxyacetylene	No hot works will take place at the site.
Industrial heating	Industrial heaters and/or pipework used to heat internal and external areas on site which may, in turn, supply heat to stored wastes increasing the risk of combustion	There are no industrial heaters (or associated pipework) used at the site.
Hot exhausts	Potential source of both primary and residual heat to stored wastes	There are no hot exhausts at the site.
Loose material build-up around plant/machinery and exhausts	Light waste and ambient particulates with high combustibility settling and building up in key areas in and around plant/machinery and around exhausts	Plant / equipment undergoes continuous monitoring throughout the day and any dust/fluff is cleared from any plant/equipment which has an ignition source using rags/cloths and/or water prior to shut down. The dust / fluff is stored in a mobile wheelie bin which will be moved around site as required.
Hot loads	Imported wastes which may contain materials which are above ambient temperature	As the site is only accepting one waste type, this will reduce the likelihood of non-conforming hot loads. All wastes are visually inspected prior to treatment.
Overhead power lines	Any overhead power lines on or around the site may ignite in the event of a fire and worsen the effects	There are no overhead power lines which traverse the site.
Other combustible non-waste materials on or near the site not mentioned above	Any combustible non-waste materials on or near the site may ignite in the event of a fire and worsen the effects	Apart from those sources and risks mentioned in the table above (or elsewhere in this FPP), there are no combustible or flammable materials accepted or stored on site.
Batteries within waste deposits	Ignition of stored wastes via batteries within imported wastes	All loads are inspected in accordance with strict waste acceptance procedures. The acceptance of only one waste type eliminates the risk of rogue wastes being accepted.
Visitors or contractors	Misuse of site, plant or machinery, not adhering to site rules	All visitors/contractors allowed onto site will be provided with site induction training and/or be escorted around the site by a site manager (depending on the nature of their visit and scope of works) to ensure site rules are adhered to in full and that they are aware of the potential fire risks of the site and associated plant, machinery and infrastructure. Appropriate risk assessments and full inductions (including training in this FPP document) will be carried out for contractors undertaking work at the site where supervision from site management is not required or is not feasible.
Reaction between wastes	Combustible waste piles may ignite in the event of a fire and worsen the effects if wastes react	The acceptance of only one waste type eliminates the risk of rogue wastes being accepted.
Cylinders stored at site	Interaction with burning or reactive waste	Gas cylinders for mobile plant are stored in a caged area 6m away from any combustible or flammable material.

## 2.2 **Fuel Storage**

2.2.1 The site does not currently store any fuels/oils on site. If the site were to store fuel on site the following procedures apply:

- Tanks are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
- All pipework and associated infrastructure will be enclosed within the bund.
- A lock will be fitted to the tank valve to prevent unauthorised operation.
- All valves and gauges on the bund will be constructed to prevent damage caused by frost.

2.2.2 The tanks will be clearly marked showing the product within and also its capacity.

## 2.3 **Hot Works Procedure**

2.3.1 No hot works will take place at the site.

## 2.4 **Smoking Policy**

2.4.1 There is a strict no smoking policy at the site. Site operatives may smoke during their breaks outside the site.

## 2.5 **Mobile and fixed plant maintenance**

2.5.1 All mobile and fixed plant on site including vehicles in the fleet are subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts.

2.5.2 Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis i.e. daily, before, during and 1 hour at the end of each working day using a checklist similar to that in Appendix II to ensure the following:



- Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment. The forklift is also gas which will reduce this risk.
- Mobile plant is stored in the out-of-hours plant storage area as shown on Drawing No CAM/3020/03 following cessation of activities and external separation distances of 6m are observed between plant and any combustible or flammable material.
- In the building, mobile plant will be powered-down and completely shut off prior to cessation of operations on any given day.
- Plant which is not in use for any extended period is stored at least 6 metres from combustible waste.
- All plant and equipment vehicles are fitted with fire extinguishers in the cab.
- Dust from processing/treatment operations on site can settle throughout the working day onto processing plant, plant exhausts and engine parts so a fire-watch will be implemented after cessation of works and equipment powered down for 1 hour each day to remove any dust/fluff using brushes, hoses etc... Any build of dust/fluff will be removed from the equipment and deposited into a container to await removal from site and site management informed.

## 2.6 **Site Security**

- 2.6.1 The permitted site is located within a secure building (Campbeltown Road) as shown on Appendix I. All doors to the Unit building are locked when the offices are unoccupied. These security measures are clearly shown on Drawing No. CAM/3020/03 and are considered suitable.
- 2.6.2 All CCTV cameras are monitored by up to 6 members of Smart Creative Technologies Ltd staff during operational hours and out-of-hours. If there is a trigger or suspicious unusually activity i.e. arson, flames, smoke, staff negligence, the CCTV system will send an alert by text and email and the staff will review the footage contact the site before ringing the emergency services. This manual step is necessary to prevent numerous false alarms i.e. if an animal walks past the cameras. Due to the amount and type of wastes stored, it is considered that intruder alert is suitable.

2.6.3 The site security measures (fencing/gates) will be inspected daily and any defects which impair the effectiveness of the security will be repaired to the same or better standard. All repairs will be noted on the site diary within 24 hours of the event.

2.6.4 If unauthorised access becomes apparent as a problem at the site, the security measures will be reviewed, and improvements implemented.

## 2.7 **Electrical Faults or Damaged/Exposed Electrical Cables**

2.7.1 All fixed wiring electrical cabling on site will be inspected daily by staff and serviced in accordance with Legislation (3 years) by fully qualified and certified electrical contractors to undertake both Planned Preventative Maintenance and Reactive Maintenance (under contract) of the following:

- a) Fire detection & alarm system;
- b) Emergency lighting;
- c) Machinery checks / services (as per manufacturers' instructions).

2.7.2 In terms of portable appliance testing (PAT), this will be serviced annually by qualified and certified electrical contractors.

2.7.3 Daily inspections of cabling, etc. will be undertaken and the daily Fire Checklist can be used as a reference. Any potential ignition sources from suspected electrical faults will be isolated and the appointed electrical contractors will be contacted immediately to rectify the situation. Where possible, staff will immediately remove any stored wastes from the vicinity of the fault area or cable traverse if safe to do so.

### **3 Waste Acceptance Procedures**

- 3.1.1 Strict waste acceptance procedures are in place at the site and the following details will be recorded for every load deposited at the site:
- a) The date and time of delivery.
  - b) The name and address of the waste producer.
  - c) The detailed and accurate description of the waste including type, quantity (in tonnes and/or cubic metres) and EWC codes.
  - d) How the waste is contained e.g. loose, container type.
  - e) The carrier's name and address.
  - f) Driver's name, signature and vehicle registration No.
  - g) Signature or initials of person(s) producing/ accepting/ inspecting/ carrying the waste.
  - h) Additional handling details/notes made by the driver after inspection of the load.
  - i) SIC code of the premises which produced the waste (where relevant).
  - j) Waste hierarchy declaration.
  - k) Information on previous treatment of the waste e.g. manual or mechanical.
- 3.1.2 Any wastes identified during the incoming waste inspections which do not conform to site acceptance criteria will not be accepted and/or removed and quarantined immediately to await safe removal from site and the EA will be contacted if the non-conforming waste discovered is likely to lead to a breach of permit conditions or a potential risk of combustion.
- 3.1.3 Once the waste (PCBs) has been accepted, they will be stored temporarily in 1,000 litre IBC containers to await processing.

## **4 Managing Waste Storage to Prevent Self-Combustion and the Fire Spreading**

### **4.1 General**

4.1.1 All waste stored on site will comply with Section 9.1 of the EA's FPP guidance and reference should be made to on Drawing No. CAM/3020/03 for details of all waste piles stored at the site.

4.1.2 The operator will minimise pile sizes and store waste materials in their largest form as shown below.

### **4.2 Stored combustible waste/materials**

4.2.1 The site will only be storing up to 5 tonnes of PCBs in containers and recovered wastes/products will be stored temporarily before they are removed from site.

4.2.2 Forklift truck will be utilised to move temporarily stored waste, only if safe to do so.

### **4.3 Free standing piles (unprocessed)**

4.3.1 There will be no free-standing waste piles stored at the site.

### **4.4 Baled waste storage**

4.4.1 There will be no baled wastes stored at the site.

### **4.5 Waste Stored in Containers**

4.5.1 The site will accept PCBs then store them temporarily in containers (<1,000 litres) before they are subject to physical treatment. The containers are open at the top for suppression and can also be moved using the forklift truck.

- 4.5.2 The recovered material from the PCBs i.e. metal and components will be stored in bulk tonne bags temporarily before they are removed from site to a suitably permitted site. These bags would not be stored for any considerable time i.e. a few hours and sent to a local metal recycler / other permitted site for treatment. It is not considered necessary to include these wastes as part of the overall FPP storage as they will be continually manoeuvred off site.

## **5 Prevent fire spreading**

### **5.1 Separation distances**

5.1.1 As the site will only store a maximum of 5 tonnes of PCBs at any one time in 5 separate containers, there is no requirement for separation distances as they are not prone to self-combustion. Each container can also be moved in the event of a fire.

### **5.2 Fire Walls**

5.2.1 It is considered no fire walls are necessary due to the amount and type of wastes stored at the site.

### **5.3 Stock rotation and seasonal variations**

5.3.1 The site decides when to accept wastes so there would be no acceptance in the event the treatment process failing or staff shortages. This would prevent a build-up of wastes on site.

## **6 Site Inspection Programme**

### **6.1 Daily checks**

6.1.1 Daily inspections of all site areas will be undertaken and recorded on the Fire Checklist shown in Appendix II. Carrying out daily inspections will keep the levels of dust, fibre, paper and other loose combustible materials, which could aid in the acceleration of a fire, on site surfaces to a minimum and ensure all containment of wastes on site are functioning effectively in accordance with the storage limitations provided in the table on Drawing No. CAM/3020/03.

6.1.2 A daily fire watch using the Fire Checklist will monitor the site at regular intervals during the working day for fire risks. The intervals may vary due to site operations but there will be at least one at the start, during peak operational times and at the end of each working day. Operational staff may be given a dedicated section of the Fire Checklist to ensure they can monitor at all times throughout the working day. It is estimated the fire watch will take a minimum of 15 minutes but start and end times will be completed using the fire checklist.

### **6.2 Staff Training**

6.2.1 Each relevant staff member will undergo training from the fire warden, site or technically competent manager. New members of operational staff will be required to complete training sheet in Appendix II and be deemed competent in completing the Fire Checklist and Fire Risk Assessment. As a minimum, each relevant member of staff will be assessed from the date of approval of this FPP and then every 6 months afterwards. If feasible, a third-party fire risk assessor will be contacted to train operational staff who need to be aware of the content of this FPP if the fire marshals are not present at the site.

6.2.2 A full test (drill) of the procedures in this document will be carried out every 3-6 months to test that the plan works. The first test will take place within one month of the agreement of this document with the EA. The outcome and any follow up training for staff will be

documented in the site diary and relevant forms in the EMS. The Fire Checklist will also be used during the drill.

### 6.3 **Toolbox talks**

- 6.3.1 Ongoing training by the TCM, site manager or fire marshals; including tool box talks will also be provided to ensure site staff are informed of any changes to any of the site management documentation that is subject to regular review.



## **7 Quarantine area**

### **7.1 General**

- 7.1.1 it is considered that due to the low storage volume of waste and all waste being stored in containers that any fire would be fought in situ inside the building and there would be no need to have a quarantine area at the site. If a container of PCBs caught fire, there are various locations inside the Unit or externally where the other container could be moved to so it is considered that having a fixed quarantine area would not be necessary.

## **8 Fire detection procedure**

### **8.1 Manual detection/on site detection**

8.1.1 The fire warden will conduct checks on a daily basis to ensure compliance with approved fire prevention measures.

8.1.2 Inspections will be carried out at the end of each working day to check for fire risks and to ensure all provisions are in place.

8.1.3 The detection and fire alarm system installed within the premises has been designed and installed by a competent specialist. The system has been built in accordance with BS5839 PART 4 fire detection and alarm systems for buildings. The fire alarms and emergency lighting systems have been verified and approved by KDE Ltd Electrical, Plumbing and Central Heating in conjunction with Wirral Borough Council

### **8.2 Automated/out-of-hours detection**

8.2.1 The site will benefit high definition, night vision and motion sensor cameras which will provide full coverage to areas storing waste and other areas of the site. The locations of the cameras are indicatively shown on Drawing No. CAM/3020/03.

8.2.2 The system will detect any sudden movement i.e. a piece of waste falling, animals, intruders which will set off a trigger and call/text the 6 staff who have access. The on-call staff would then review the site to see if it is a false alarm or if an intruder or any signs of smoke, flames or fire detected present then ring the emergency services immediately. Staff members can attend the site within 5 - 10 minutes to prevent the fire starting/spreading.

8.2.3 The site manager and TCM will be trained in the following to ensure reduce the impact of a fire:

- Mobile plant
- Site drainage and surface water protection measures

- Firefighting equipment

8.2.4 In the event the out-of-hours contacts are unavailable due to sickness or holiday, an alternative member of staff who lives within 5-10 minutes of the site (suitably trained) will be provided with a phone contactable by the monitoring company and directors who will stand in temporarily to ensure out-of-hours procedures are sufficient.

8.2.5 It is also considered the FRS would be available within 10 minutes to assist the out-of-hours contact in suppressing and controlling the fire.

### 8.3 **Fire Response Procedures**

8.3.1 Further to the above measures, the following procedure would apply if a large fire is detected:

- a) Call the Fire Response Service (FRS) immediately using 999.
- b) Call the EA's Emergency Contact Number.
- c) Prior to the FRS arriving, inform all neighbouring premises likely to be affected.
- d) If not previously informed, senior management of the company will be informed at this point of the details, nature and extent of the fire and whether assistance from staff from other depots is required.
- e) Ensure access routes are clear.
- f) If safe to do so, the TCM or a senior member of staff will inspect the location of the fire, to identify immediate risks to surrounding premises and the FRS.
- g) Ensure operators of appropriate machinery are standing by in a safe location to help create fire breaks, under the direction of the FRS when they arrive.
- h) Ensure relevant site staff are standing by in a safe location to deploy surface water protection equipment under the direction of the FRS when they arrive.
- i) The site manager / TCM will identify themselves to the fire service as soon as they arrive on site and will provide them with a copy of this document and update them with relevant information that will assist them in dealing with a fire more effectively.
- j) Implement pollution control measures only when safe to do so.

8.3.2 In the event of the site manager or TCM being absent from the site, the operator will ensure a suitable person is employed and familiar with the site. It is likely the FRS would break the locks on gates to get access into the site in the event of a large incident.

## 8.4 **Evacuation of Staff (and Drill Procedure)**

8.4.1 An evacuation plan will be formulated for the site and all operational staff will be made aware of the actions through site inductions, refresher training, toolbox talks etc. The fast and effective evacuation of staff to the fire assembly point will increase safety on site and limit the impact of a fire on any persons on site.

8.4.2 Fire drills will take place every 6 months and 1 month after site operations commence to ensure evacuation times are acceptable and that site staff remain informed of evacuation procedures.

8.4.3 The drill will be a simulation of an emergency with the location of a mock fire notified to staff in order to test the response speed in deploying pollution control equipment i.e. including drain mats/plugs and ensure all firefighting equipment is sound. The fire check form may also be completed and a detailed report of the outcome of the exercise will be prepared to assist with staff training.

## 8.5 **Fire Alert Procedures**

8.5.1 Regular visual inspections will be completed by the site supervisor to check waste stock management and to quickly identify any issues. CCTV system has been installed to monitor the site remotely. The CCTV system has been installed and is maintained by a UKAS accredited security monitoring company.

8.5.2 There must be no hesitation in raising the alarm. Any person discovering a fire must also immediately shout 'FIRE' to warn others in the vicinity. Fire alarms must not be used for any purpose other than as a signal for fire action or pre-arranged fire drills.

- 8.5.3 Everyone must immediately leave the site and proceed directly to the designated assembly area upon hearing the alarm.
- 8.5.4 The mobile plant operators are, if possible, to remove their machines from the vicinity of the fire; park and turn off their machines at a safe distance from the fire without blocking any emergency access routes.
- 8.5.5 No one is to return to the affected part of the site until it is confirmed safe to do so by the person in charge of the premises (site supervisor).
- 8.5.6 During normal operational hours, the person in control of the site must notify Fire and Rescue Service, and Natural Resources Wales immediately and delegate a member of staff to direct the Fire Service. In addition, the person in control must check that occupants of adjacent sites have been notified. During out of hours external security conducts notification.
- 8.5.7 The person in control of the site must ensure that the site has been evacuated and in particular:
- a) Supervise the evacuation of visitors and staff.
  - b) Supervise roll calls and collate information e.g. persons not at the assembly point, information about the fire location and source.
  - c) Ensure first aid is given if required.
  - d) On arrival the Fire service will take charge and the person in charge must co-operate with the Fire and Rescue Service Officers. See Fire Service Act 2004 Sect. 45 for Fire Service Powers of entry.

## 8.6 **Non-waste facilities on site**

- 8.6.1 The main office has a fire/smoke detection system, in line with building standards. Fire extinguishers will be provided with training for personnel likely to use them.

## **8.7 Access for emergency services**

8.7.1 The site has a direct access point for the emergency services. The nearest fire station is 1.6 miles away from the site and is Birkenhead Community Fire & Ambulance Station and is situated on Exmouth Street, Birkenhead CH41 4NF.

8.7.2 The width of the surrounding roads and gateway exceeds the minimum required by the FRS which is 3.7m. Site management will also ensure the 3.7m access routes are maintained throughout the working day and before cessation of works during site inspections. Access routes for emergency services around the site are clearly shown on Drawing No. CAM/3020/03.

## **8.8 Notifying nearby properties**

8.8.1 The contact numbers of key sensitive receptors will be stored within the main site office and shown on Drawing No. CAM/3020/03. As it isn't feasible for a contact number to be provided for every individual residential receptor and individual business within 1km, the most sensitive receptors and closest business receptors have only been included.

8.8.2 The receptors will be contacted by a co-ordinated approach where staff from Smart Creative Technologies Ltd will contact them by phone and/or email.

8.8.3 Following discussions with Wirral Council, they have advised that once Emergency Services arrive on site i.e. FRS, Police, the lead authority (usually the Police) will co-ordinate a systematic approach to ensure all the relevant sensitive receptors within 1,000m are notified. This will involve via telephone calls, personal visits (knocking on doors) and or using a load speaker while driving around the associated catchment. In addition to this, the Emergency Services would also publicise the fire on their Social Media outlets and contact local news websites, radios who can also provide updates on the incident. The Council will not commit in providing written communication to demonstrate their approach as it would depend on the type/size of fire as they have numerous approaches.

## **9 Suppressing Fires& Firefighting Techniques**

### **9.1 On-site suppression measures**

- 9.1.1 The site will have access to fire extinguishers and mains water hoses to put out small fires and prevent a fire spreading during early detection. The locations of these are indicatively shown on Drawing No. CAM/3020/03 and will kept clear of waste material and mobile plant at all times to ensure access is available 24/7.
- 9.1.2 Mobile plant listed in section 1.5 i.e. forklift truck will be used to move unburned material to the away from waste that is on fire to prevent it from spreading. The waste on fire which will have been separated will be quenched using on-site hosepipes, or water from the FRS. The waste will be kept here until the fire has been extinguished. The site could also fill a sealed container with water and load burning waste into it.

## 10 Water Supplies

### 10.1 General

10.1.1 Section 16 of the EA's FPP mentions the site should have enough water available for firefighting to take place and to manage a worst-case scenario. A worst-case scenario would be the largest waste pile catching fire.

10.1.2 The largest waste pile comprises a container of PCBs equating to 1m<sup>3</sup> per container. There will be five containers of PCBs on site which would equate to 5m<sup>3</sup>. There will be small amounts of recovered items arising from the treatment of PCBs i.e. plastic, metal etc.. but these will be stored temporarily i.e. 2-3 hours before they are removed to a suitably permitted waste site. On this basis, it is not considered necessary to provide storage information given they will not actually be 'stored' on site.

Table 10.1 - Water supply calculations (Internal)

Maximum pile volume in m <sup>3</sup>	Water supply needed in litres per minute	Overall water supply needed over 3 hours in litres	Total water available on/off site in litres
5	5 x 6.67	33.35 x 180	6,003

### 10.2 Supply of water on-site

10.2.1 The site has access to a hose pipe which connect to the main water supply and would be used for dousing any hot loads i.e. in the quarantine area or for any small fires which could break out. The fire hose reel must be testing annually in line with BS-EN-671/3 to comply with Health & Safety Legislation which includes the following:

- Full inspection of hose, valves, re-wind, nozzles – The integrity of the drum gland nuts and internal operating valve will be checked.
- Hose checks – hose reels will be fully unwound and the condition of the hose and valves/nozzles checked.
- Pressure test – The equipment is filled with water pressurised and inspected for any leaks to test the integrity of the reel and hose.



- Tidy & clean – The hose reel is cleaned and rewound.

### 10.3 **Adequate supply of water (off-site)**

10.3.1 It is considered that the use of fire hydrants wouldn't be necessary due to the suppression available on site and also each FRS appliance has 1,800 litres of water or foam on the appliance so multiple appliances could extinguish a worst-case fire at the site, the worst case being all 5 containers loads combusting.

### 10.4 **Internal suppression/alternative measures**

10.4.1 Where wastes are stored inside the main storage and processing building it is considered the suppression measures on site are suitable in ensuring the three objectives of the FPP guidance are met without the need for an automated suppression system. As mentioned throughout this FPP, the low storage volumes and durations of the wastes also negates the need for an automated fire suppression system.

## **11 Managing Fire Water**

### **11.1 Drainage**

11.1.1 The drainage for the site is clearly shown on Drawing No. CAM/3020/03 and the area of the building used to process the incoming waste has been provided with a sealed drainage system by constructing a bunded wall.

### **11.2 Containment of Fire Water**

11.2.1 The amount of fire water to be contained on site is as 6,000 litres based on 5m<sup>3</sup> of waste storage as demonstrated in the table 10.1.

11.2.2 In the event of fire, the immediate response would be to prevent fire water escaping the building through access points so these would be sealed using fire water booms in the locations shown on Drawing No. CAM/3020/03. Information in terms of deploying the booms are shown in section 11.3. The table below demonstrates there would be adequate containment for firewater within the unit.

**Table 11.1 - Firewater containment calculation**

<b>Volume of water (m<sup>3</sup>)</b>	<b>Containment area (bund treatment area)</b>	<b>Containment area (building)</b>	<b>Containment required</b>	<b>Containment available</b>
6	60m	320m <sup>2</sup>	6 / 320 = 0.018	0.16 (boom) + 6m – 7m high concrete building walls

### **11.3 Fire water boom deployment procedure**

11.3.1 The fire water booms will be located within the building as shown on Drawing No. CAM/3020/03 and would be deployed in the event of a fire and positioned as per the plan to contain any fire water runoff. The booms have a 160mm diameter tube each side and using a standard water main i.e. the hose from the site could be filled and provide

containment in <5 minutes based on the length of the boom (10m), the volume required and the 15 l/m from the standard hose.

11.3.2 A key member of senior staff will be responsible for arranging the deployment of the poly booms and will be trained in this procedure.

11.3.3 Upon confirmation that a significant volume of water is likely to be required for extinguishing a fire on site, the following deployment procedure for the poly booms will be observed:

- a) Take the boom roll from the site office;
- b) Emplace the boom as shown on Drawing No. CAM/3020/03 by rolling the necessary length;
- c) Use supplied cable ties (also available in the site office) to seal the front end of the boom;
- d) Using a sharp knife, cut the laid-out section from the remaining roll;
- e) Using the Hose Reel, begin filling the first of the two chambers of the boom being sure to elevate the 'fill' end to prevent the water leaving the tube;
- f) Once the first chamber is filled, repeat in second chamber ensuring the 'fill' end is kept elevated to prevent escape of water;
- g) When both chambers are full the 'fill' end should be sealed using a cable tie thus completing deployment.
- h) Typically, one side of the roll would be filled which has a 160mm diameter,

11.3.4 The above process should be completed as above for all lengths of boom shown on Drawing No. CAM/3020/03.

11.3.5 Once deployed, all booms should be regularly checked during a fire event to ensure that they are providing effective containment and that there are no breaches. Secondary/additional lengths of boom can be deployed in addition to the compulsory locations using the same procedure (as above).

11.3.6 The fire water booms will be industry approved and consist of the same product as those issued to the FRS by the EA in their grab packs which all appliances now have. The firewater booms come in 10m rolls which is suitable for the site.

11.3.7 **Using the boom - the boom is used as follows:**

- Unroll the boom and seal one end with either an overhand knot or by using cable ties provided.
- Position boom and fill two large outer compartments with water from a hose reel.
- Seal open end with second cable tie.

11.3.8 An example of the boom is shown below referenced as (f) extracted from the EA grab back.

11.3.9 If there is any deviation from the above drainage arrangement, an amended FPP will be submitted for approval by the EA and FRS.

## 11.4 **Removal of Fire Water**

11.4.1 Upon successfully extinguishing a fire all standing fire water would be pumped using a hired-in vacuum tanker and deposited to a suitably permitted site for treatment.

## **12 During and after an incident**

### **12.1 Contingency Planning**

12.1.1 In the event of a fire the site will cease accepting waste. All customers who wish to deliver wastes during a fire will be notified by site admin staff and any who arrive without prior notification will be turned away. If urgent, deliveries will be directed to an alternative waste facility; details of which can be found on the EA's public register by searching A16 physical treatment sites and locating a copy of suitable permits and searching on Google for tyre/waste recyclers and carrying out checks to see if the site is suitable.

12.1.2 No waste will be accepted on site until the post-fire site recovery procedures outlined in the section below have been fully implemented and the site is authorised to re-open for trade and waste acceptance.

### **12.2 Site decontamination**

12.2.1 Surface water on site will be cleared using the following method:

- a) Using a bowser, all standing fire water should be sucked up and taken off site or stored in a tank/bowser prior to removal off site.
- b) Using all available resources, remove debris and fire damaged waste to landfill or permitted site.
- c) All debris has now been isolated and all contaminated water holding areas have been cleaned and emptied.
- d) Wash the building down in entirety using clean water.
- e) It is at this stage that site management should decide whether it is appropriate to remove the surface water protection measures, or repeat areas of the clean-up.

12.2.2 If the clean-up operation has been deemed complete, the surface water protection measures can now be removed. This will be achieved using the following methods:

- a) Ensure that surface water checks are made during the next rainfall event to validate that clean-up has been undertaken satisfactorily. Record all findings and actions in the site diary.
- b) Account for all consumables that have been used in the fire and re-order / replace immediately.
- c) Restack, and re-locate all items used for the surface water protection during the fire to their storage locations ready for future deployment.
- d) Check monthly that items are still present and correct and still serviceable for use in an emergency.

12.2.3 The operator will liaise with the EA throughout the event ensuring they are satisfied with the clean-up programme and notify the operator when the site can begin accepting waste again onto site.

12.2.4 Due to the nature of the site's customers, there are no regular waste contracts which need to be dealt with if the site is closed for a period of time due to any incidents. In the event that the site is not able to receive wastes the customer will be offered alternative authorised facilities where they can take their waste.

## 12.3 **Post fire site recovery**

12.3.1 If a recovery procedure is required, the operator would instigate the following;

- a) Remove damaged material to a permitted facility that is able to deal with it legally.
- b) Ask engineers to carry out repairs on any plant, vehicles and/or infrastructure.
- c) Assist the FRS with the fire investigation and where necessary engage the advice from a professional fire consultant.
- d) Review the FPP and EMS procedures and improve upon where found deficient.
- e) Review training requirements for staff.
- f) Assess whether further preventative measure could implemented.
- g) Ensure all fire equipment, where used, is replenished.
- h) Remove fire water to a permitted facility for disposal.

# Appendix I

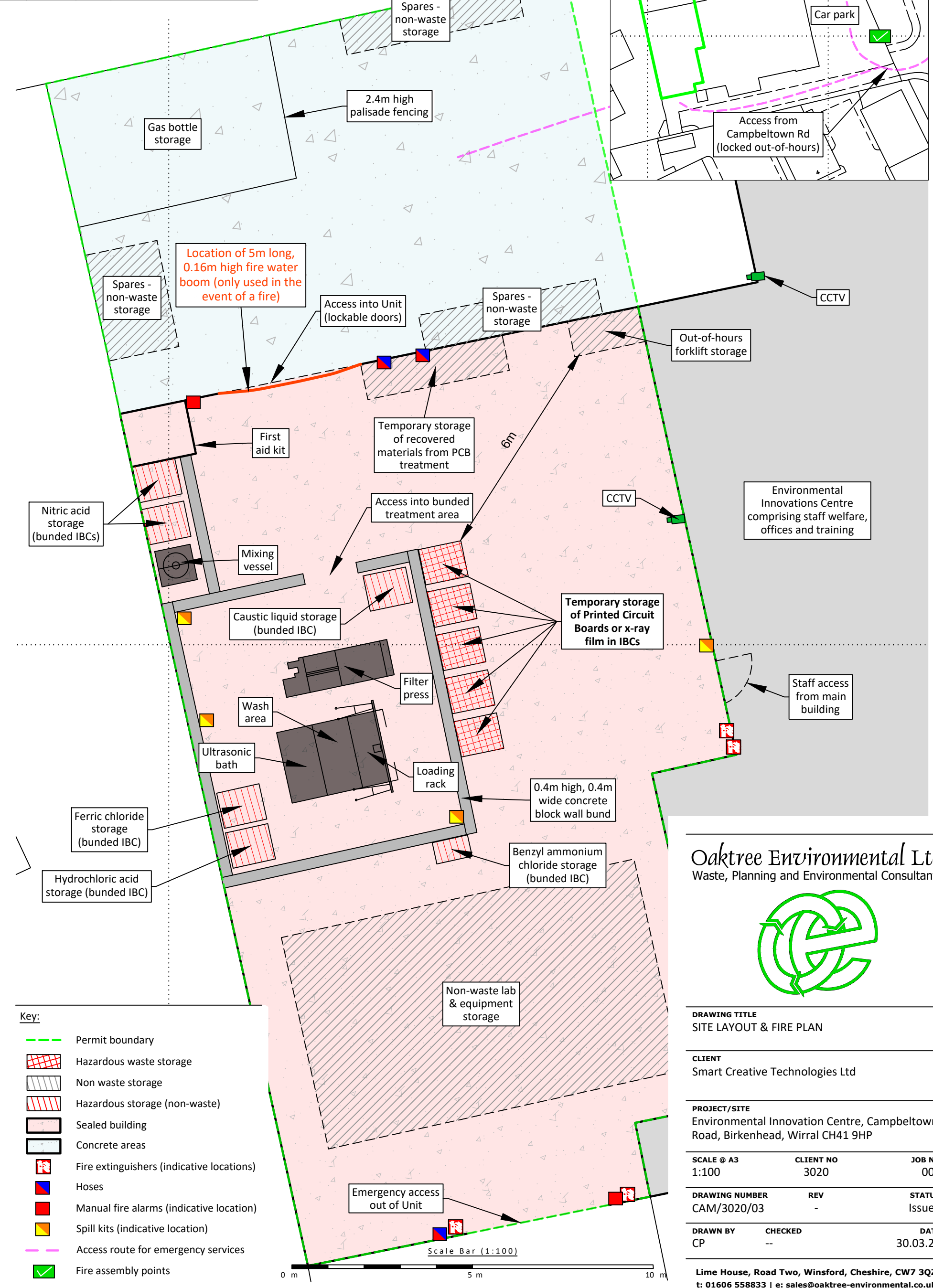
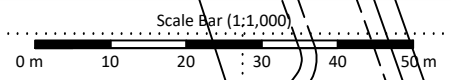
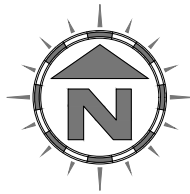
## Drawings

**NOTES**

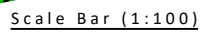
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**REVISION HISTORY**

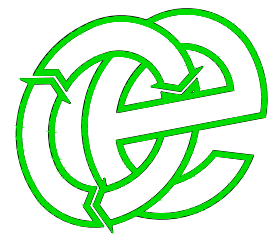
Rev:	Date:	Init:	Description:
-	28.03.22	CP	Initial drawing
A	30.03.22	CP	Client comments



- Key:**
- Permit boundary
  - Hazardous waste storage
  - Non waste storage
  - Hazardous storage (non-waste)
  - Sealed building
  - Concrete areas
  - Fire extinguishers (indicative locations)
  - Hoses
  - Manual fire alarms (indicative location)
  - Spill kits (indicative location)
  - Access route for emergency services
  - ✔ Fire assembly points



**Oaktree Environmental Ltd**  
Waste, Planning and Environmental Consultants

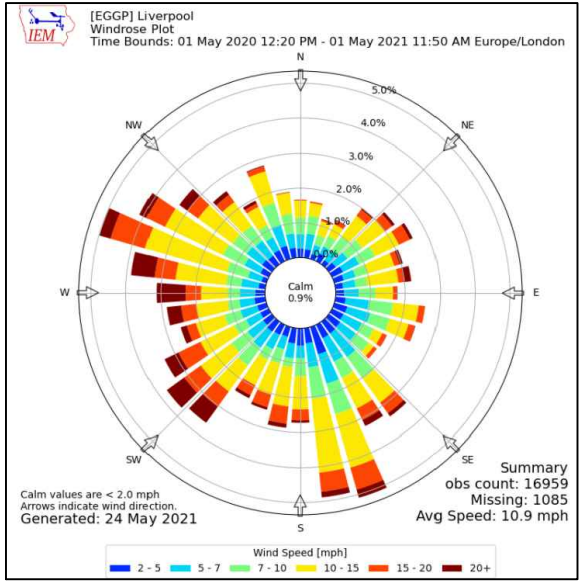
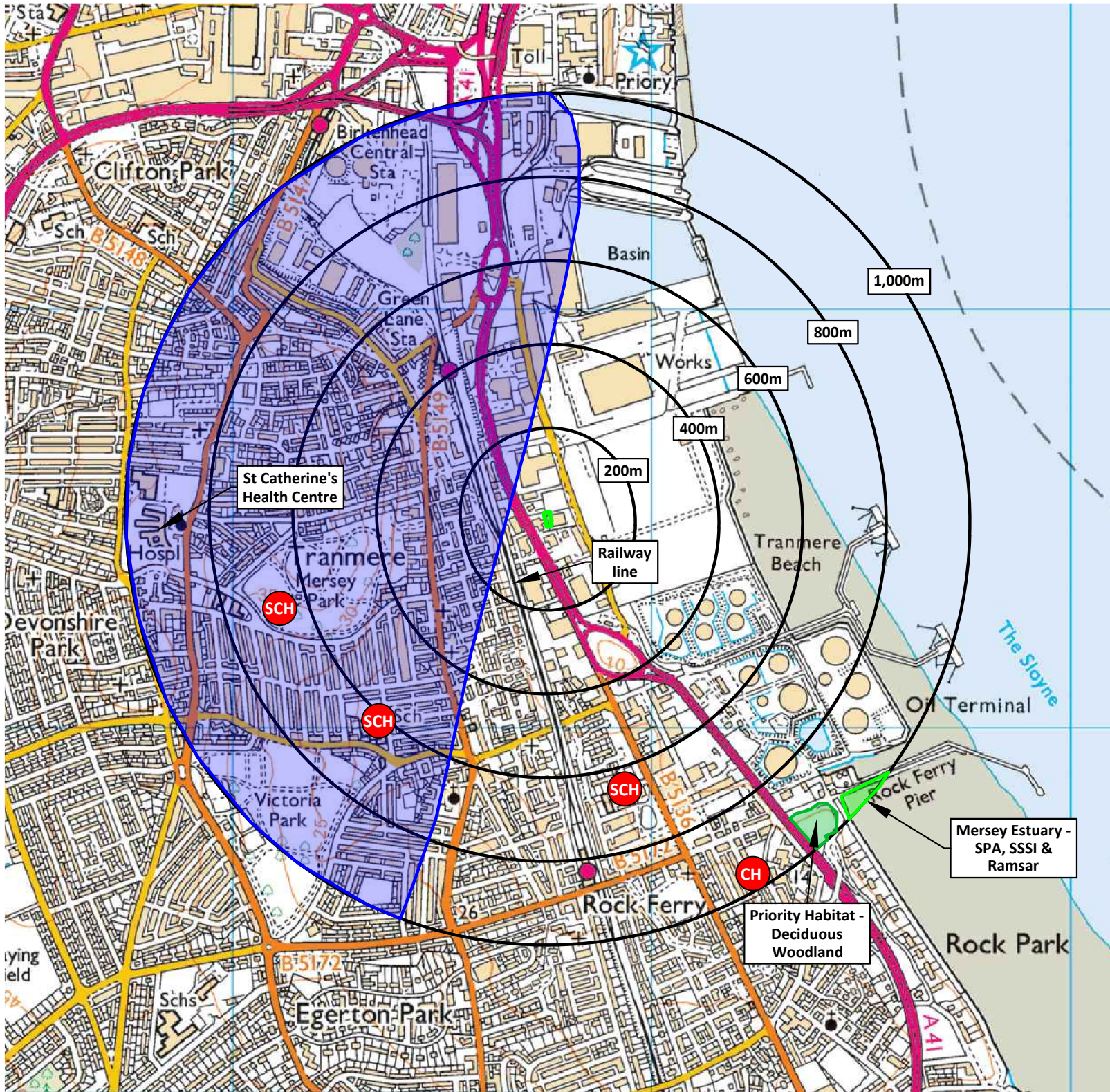
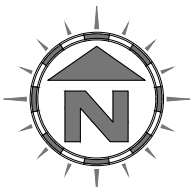


<b>DRAWING TITLE</b> SITE LAYOUT & FIRE PLAN		
<b>CLIENT</b> Smart Creative Technologies Ltd		
<b>PROJECT/SITE</b> Environmental Innovation Centre, Campbeltown Road, Birkenhead, Wirral CH41 9HP		
<b>SCALE @ A3</b> 1:100	<b>CLIENT NO</b> 3020	<b>JOB NO</b> 001
<b>DRAWING NUMBER</b> CAM/3020/03	<b>REV</b> -	<b>STATUS</b> Issued
<b>DRAWN BY</b> CP	<b>CHECKED</b> ---	<b>DATE</b> 30.03.22
<b>Lime House, Road Two, Winsford, Cheshire, CW7 3QZ</b> t: 01606 558833   e: sales@oaktree-environmental.co.uk		

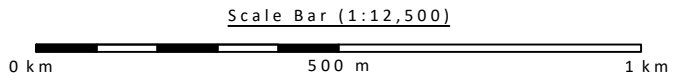


**KEY:**

- Permit boundary
- Surface water body ( pond / pool / lake)
- Stream, river, beck
- Buildings includes Agricultural, industry, commerce and retail - could also include small houses)
- Residential blocks
- Class A roads
- Class B roads
- Class C roads
- Priority Habitat - Deciduous Woodland
- SCH Schools including primary, high, colleges and Universities
- CH Care homes
- † Places of worship
- Zone 3 of GWSPZ
- SSSI, SPA, Ramsar sites



Compass Wind Rose for Liverpool (EGGP)  
Period 2021  
- source: Iowa State University



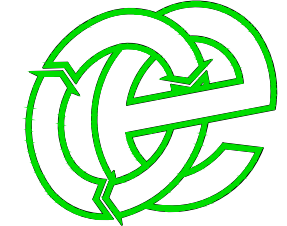
- NOTES**
1. Boundaries are shown indicatively.
  2. Wind rose data shows the prevailing wind direction to be blowing from the north-west.

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**REVISION HISTORY**

Rev:	Date:	Init:	Description:
-	28.03.22	CP	Initial drawing

**Oaktree Environmental Ltd**  
Waste, Planning and Environmental Consultants



**DRAWING TITLE**  
RECEPTOR PLAN

**CLIENT**  
Smart Creative Technologies Ltd

**PROJECT/SITE**  
Environmental Innovation Centre, Campbeltown Road, Birkenhead, Wirral CH41 9HP

<b>SCALE @ A3</b>	<b>CLIENT NO</b>	<b>JOB NO</b>
1:12,500	3020	001

<b>DRAWING NUMBER</b>	<b>REV</b>	<b>STATUS</b>
CAM/3020/04	-	Issued

<b>DRAWN BY</b>	<b>CHECKED</b>	<b>DATE</b>
CP	--	28.03.22

**Lime House, Road Two, Winsford, Cheshire, CW7 3QZ**  
t: 01606 558833 | e: sales@oaktree-environmental.co.uk



# Appendix II

## Record Keeping Forms

**SMART CREATIVE TECHNOLOGIES LTD  
SITE INSPECTION FORM (MINIMUM TWICE DAILY)**

DAY													
TYPE OF INSPECTION													
TIME OF INSPECTION (START)													
TIME OF INSPECTION (FINISH)													
SITE ENTRANCE/NOTICE BOARD													
SECURITY - GATES													
SECURITY - FENCING													
SITE ROADS (CLEAR FROM HAZARDS)													
IMPERMEABLE CONCRETE AREAS (INTEGRITY)													
CONCRETE BUND & OTHER SEALED AREA													
WASTE STORAGE LIMITS													
COMBUSTIBLE													
COMBUSTIBLE WASTES (AWAY FROM POTENTIAL IGNITION SOURCES)													
REJECTED WASTE TYPES / STORAGE													
NOISE LEVELS													
FIRES (ANY INCIDENTS REPORTED)													
NO SMOKING SIGNS IN PLACE													
FIRE FIGHTING EQUIPMENT													
FIRE WATER CONTAINMENT EQUIPMENT													
FIRE BREAKS IMPLEMENTED													
PLANT/EQUIPMENT MAINTENANCE CHECKS													
HOT EXHAUSTS FIRE WATCH (DUST/FLUFF CLEANED REMOVED)													
SPILLAGES OF OIL/LIQUIDS CLEARED													
OFFICE/WELFARE FIRE RISKS CHECKED													
ELECTRICAL APPLIANCES AND CABLING CHECK													
FUEL TANK/BUND													
LITTER													
DUST													
ODOUR													
VERMIN													
RECORDS													
COMPLAINTS RECEIVED													
OTHER (SEE NOTES BELOW)													
INSPECTION CARRIED OUT BY													
<b>NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):</b>													
<b>CHECKED BY</b>		<b>SIGNATURE</b>											
<b>POSITION</b>		<b>DATE</b>											
<i>Sheet</i>		<i>of</i>											

## SMART CREATIVE TECHNOLOGIES LTD - PREVENTATIVE MAINTENANCE CHECKLIST

<b>CHECKED BY</b>	<b>POSITION</b>
<b>DATE</b>	<b>DATE OF LAST CHECKLIST</b>

	EQUIPMENT ITEM					
<b>OFFICIAL MAINTENANCE CHECK REQUIRED (Y/N)</b>						
<b>IF NO, DATE OF LAST CHECK</b>						
<b>IF YES, DATE OF NEXT CHECK</b>						
<b>IS ITEM IN CORRECT WORKING ORDER</b>						
<b>LEAKAGES OF OIL/DIESEL ON MOBILE PLANT / VEHICLES</b>						
<b>IF NO, WHAT REPAIRS ARE REQUIRED (USE SEPARATE SHEET IF REQUIRED)</b>						
<b>WERE REPAIRS DETAILED ON THE LAST CHECKLIST</b>						
<b>IF YES, HAVE THEY BEEN CARRIED OUT</b>						
<b>ADDITIONAL REPAIRS OR ACTIONS REQUIRED</b>						

# SMART CREATIVE TECHNOLOGIES LTD - EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW

EMPLOYEE NAME				DATE COMPLETED			
POSITION				REVIEW DUE			
TRAINER				OUTCOME	PASSED		
POSITION					FURTHER TRAINING REQUIRED		
CARRIED OUT /SIGN OFF >	Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER		Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER
ENVIRONMENTAL PERMIT				FIRE PREVENTION PLAN			
MANAGEMENT SYSTEM				FIRE SAFETY			
SITE RULES				EMERGENCY PROCEDURES			
RECORD KEEPING / TRANSFER NOTES				STORAGE /PILE SIZE LIMITS			
RECOGNITION OF WASTE TYPES				STORAGE DURATION			
SECURITY				FIRE DETECTION			
VEHICLE CHECKS				FIRE ALARMS			
PLANT OPERATION				FIRE FIGHTING EQUIPMENT			
PLANT CHECKS				FIRE WATER CONTAINMENT MEASURES			
AMENITY - LITTER, ODOUR, PESTS etc.				SPILL CLEARANCE			
NOTES AND ACTIONS:							