UMBRELLA ENVIRONMENTAL

PROTECTING YOUR BUSINESS

Fire Prevention Plan

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CIWM

Affiliated Organisation 2022

Together, we stand for a world beyond waste

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Who this plan is for

This plan is for the Technically Competent Managers (TCM), Site staff, contractors and the local Fire and Rescue Service (FRS).

A copy of this plan will be kept on site and accessible for site staff, contractors or the FRS to review

1 INTRODUCTION

This Fire Prevention Plan (FPP) accompanies the application for a bespoke waste installation by Umbrella Environmental Limited on behalf of Rock Solid Processing Limited EPR/HP3444QP at Bromborough South DockCH62 4RY. The site location is shown in Figure 1 Site Location.

Rock Solid are contracted to reprocess the IBA arising from the Energy from Waste (EFW) plant at Protos, Grinsome Road, Chester CH2 4RB, Ince and Dublin Waste to Energy Facility, Pigeon House Road, Dublin 4. Eircode: DO4 N2 P2 . Rock Solid already hold a number of contracts of this type across the UK for the reprocessing of Incinerator Bottom Ash (IBA) to produce IBA aggregate (IBAA) and the recovery of ferrous and non-ferrous metals. The resultant products are suitable for use as recycled aggregates in place of virgin materials in unbound and bound applications. Rock Solid Processing Limited's parent company Rock Solid B.V. also have many years' extensive experience of reprocessing IBA and the production of resultant IBA aggregates in the Netherlands.

This will enable the site to divert waste from landfill, the avoidance of virgin material when a waste/secondary aggregate can be used.

Waste that arrives via site from Ireland to dock side is unloaded via bucket loader deposited in to a trailer and is subsequently transported to the site (approx.. 200 m) for sorting and blending meaning the offload/handling of the IBA from the cargo ship onto the trailer is apart of the overall transportation of the ship and the transfer of waste (change of legal ownership) does not happen until it is tipped in the permitted area, All activities waste activities will occur within the permit boundary.

1.1 Site Location

The site is approximately 40174 m^2 and is located at Bromborough South DockCH62 4RY.

The National Grid Reference (NGR) is SJ 34947 84720, Eastings and Northings 334947 , 384720 and What Three Words location, ladder.values.thick.

The wider industrial area is accessed by the A 41 and New Chester road located to the west of the site, with the site itself accessed by Dock road. The site is bounded to the north west by the Dibbinsdale Brook and Port Sunlight River Park, while to the north east by Mersey Wharf and the River Mersey. The south east boundary is bounded by warehouses operated by Mersey Wharf. The south west boundary is formed by Dock Road South.

Figure 1 Site Location

2 TYPES OF COMBUSTIBLE MATERIALS

2.1 Combustible waste

No combustible waste is accepted to site. The only permitted waste streams are.

- 19 01 12 bottom ash and slag other than those mentioned in 19 01 11 and
- 19 12 12 other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11

Waste arising from processes on site have the potential to be combustible once separated from 19 01 12 . In this instance unburnt metals which account for 0.5% of the make up of IBA. Unburnt waste material is classified as 19 12 12 other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11.

2.2 Persistent organic pollutants

None accepted to site, POPs would have been destroyed during the incineration process. Waste on site have gone through an incineration process at an EFW plant prior to IBA being accepted on site. All POPs are destroyed in this process.

2.3 Other combustible materials

- COSHH Store
- Oily rags bin
- Office
- Lubricating Oil
- Plant (static and mobile)
- Office

3 USING THIS FIRE PREVENTION PLAN

3.1 Where the plan is kept and how staff know how to use it

A hard copy of this FPP will be displayed in the office on site and all staff shall be made aware of the measures outlined in the FPP. The required training of the related procedures shall take place and in the case of an emergency the FPP shall be presented to the FRS upon arrival to site.

All staff are to read the appropriate sections of the FPP which are relevant to their role as part of their induction and sign a training log. Any changes to the FPP shall be communicated to staff via training.

Visitors and visiting contractors are given a brief overview of key fire related measures such as the evacuation assembly point and any fire extinguishers in their work area. If their visits extend over considerable length of time or on a regular basis they will be encouraged to read the plan in full and sign the training log. The assembly point is located outside the boundary of the site on the main access road see Drawing 2 FPP Site Layout Plan.

Emergency services will be allowed immediate access to the FPP and further hard or digital copies can be made available if required

3.2 Testing the plan and staff training

Evacuation and fire drills are conducted 6 monthly at the discretion of the site management and are recorded in the site Appendix 9 Fire Drill, and any issues addressed through site meetings and further training if necessary

4 FIRE PREVENTION PLAN CONTENTS

4.1 Activities at the site

Table 1 Permitted Activities

Schedule 1- Environmental Permitting Regulations		Limits of specified activity and waste types
Section 5.4 A1 (b) (iii) non-hazardous waste installation – treatment of slags and ashes.	R4: Recycling/reclamation of metals and metal compounds R5: Recycling/reclamation of other inorganic materials.	From receipt of permitted waste through to treatment and recovery of by-products (incinerator bottom ash aggregate). Treatment of incinerator bottom ash consisting of crushing, separation and screening shall be carried out in an enclosed building and on an impermeable surface with a sealed drainage.
Section 5.4 A1 (a) ii Disposal of non-hazardous waste with a capacity exceeding 50 tonnes per day involving physico-chemical treatment	D9 - Physico-chemical treatment not specified elsewhere which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12	Disposal of non-hazardous waste with a capacity exceeding 50 tonnes per day involving physico-chemical treatment Treatment of leachate on site prior to discharge to local foul water system under a trade effluent consent.
Waste Operation		
Blending of IBA and materials to produce an aggregate.	R5: Recycling/reclamation of other inorganic materials. R3 Recycling/reclamation of organic substances which are not used as solvents (including composting and other biological transformation processes)	IBAA, Blended with non waste aggregate imported to site to be used under RPS 247 Using unbound incinerator bottom ash aggregate (IBAA) in construction activities.
Raw material storage	Storage of raw materials.	Non waste aggregate stored on site in discreet piles in main storage areas.
Directly Associated Activity		
Storage and handling of waste	R13: Storage of waste pending the operations numbered R5 (excluding temporary storage, pending collection, on the site where it is produced).	From receipt of waste to dispatch off-site for recovery. Temporary storage of waste. Storage of incinerator bottom ash on impermeable surface with sealed drainage system prior to treatment in enclosed building and externally.

		Storage of processed incinerator bottom ash aggregate on impermeable surface with sealed drainage system. Storage of ferrous/non-ferrous metals arising from the treatment of incinerator bottom ash, on impermeable surface with sealed drainage system.
Storage of residual waste	R13: Storage of waste pending the operations numbered R5 (excluding temporary storage, pending collection, on the site where it is produced). D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced).	Residual waste to be removed from site.
Fuel Storage/chemical Storage	Diesel Hydraulic Oils Lubricating Oils	5000 litres 10 drums up to 205 litre per drum. 10 drums 205 litre per drum.
Raw material storage	Storage of raw materials.	Non waste aggregate stored on site in discreet piles in main storage areas.

4.2 Blending Activity

Up to 50,000 tonne per annum of raw not waste aggregate may be imported to site to blend with IBAA to produce a material to a clients specification for se as a waste most notably RPS 247. If required all IBAA produced on site may be blended making the activity a directly associated activity as perTable 1 Permitted Activities.

Table 2 Equipment on Site

Machine	Brand	Type/ Variant Code
Swing Shovel Tracked 360	Leibherr	R934C
Swing Shovel Tracked 360	Leibherr	R944C
Load Shovel	Leibherr	L586
Load Shovel	Leibherr	L580
Mobile Screening Unit	Keestrack	Giant e8
Portable Generator	SDMO	R220
Hand Sorting Cabin	Phairon	Genus
Windsifter	Phairon	Ventum
Mobile Crusher	Kleemann	MR122Z
Mobile Metal Seperator	Phairon	Ultra

Mobile Metal Seperator	Phairon	Forta
Mobile Metal Seperator	Phairon	Optima

4.3 Site plan

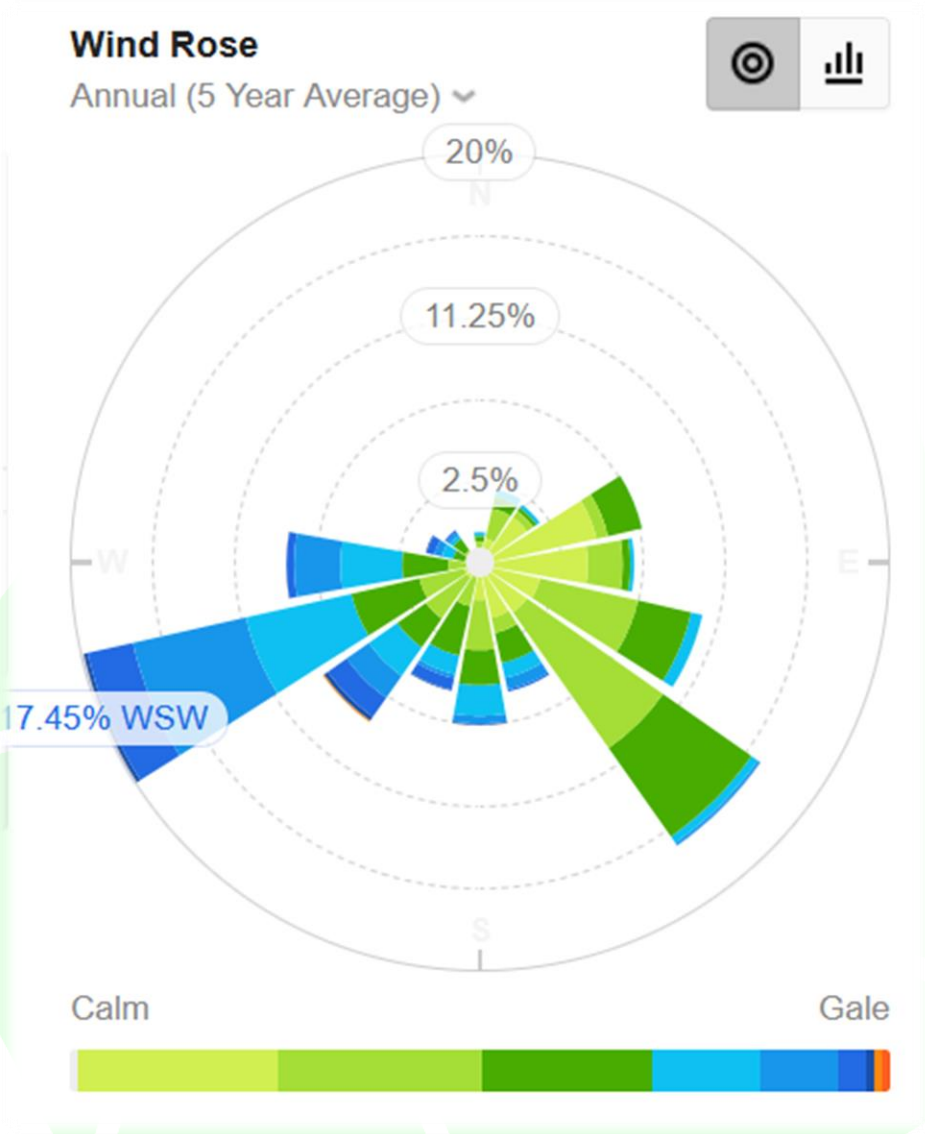
The layout of the site is shown in Drawing 2 FPP Site Layout Plan.

4.4 Plan of sensitive receptors near the site

Sensitive receptors have been identified up to 1 km and are shown in Drawing 3 Sensitive Receptors 1 km Plan A full list of receptors is also shown in the sensitive receptors table in Appendix 4 Sensitive Receptors Table. The sensitive receptors shown are in all directions of the site.

Wind rose shows the prevailing wind direction for the waste site. Which is west south westerly. The weather station this wind rose is taken from is Liverpool NW, L3 6, north north east of the site approx. 5 km from site.

Figure 2 Wind Rose



5 MANAGE COMMON CAUSES OF FIRE

5.1 Arson

Site only has two entrances one of which is dock side. There is CCTV on site which operates 24/7 365 days a year see Drawing 2 FPP Site Layout Plan for locations. The CCTV is monitored on site and can be accessed remotely. Site is surrounded by a wall. Site cannot be accessed unless permission is given.

5.2 Plant and equipment

Plant and equipment is listed in Table 2 Equipment on Site. It is maintained in accordance with manufacturers recommendations.

5.3 Electrical faults including damaged or exposed electrical cables

5.3.1 Electrics certification

Electrics are not currently certified as the site has not been built. On completion of construction and testing an electrical certification certificate will be submitted to the EA.

5.3.2 Electrical equipment maintenance arrangements

Electrics on will be maintained on a regular basis and as and when required. Building electrics are certified a minimum of every 5 years

5.4 Discarded smoking materials

Will be isolated in quarantine area or in situ if un safe to move waste to the quarantine area.

5.4.1 Smoking on site policies

No smoking is allowed on site.

5.5 Hot works safe working practices

Site has a hot works procedure see Appendix 2 Hot Works Permit, no hot works are to take place unless authorised as per procedures. Procedure is authorised either by management or a supervisor.

5.6 Industrial heaters

5.6.1 Use of industrial heaters

No industrial heaters used on site.

5.7 Hot exhausts and engine parts

Vehicles and mobile plant are not parked near waste. They are parked a minimum of 6 m away. Fixed plant is either 6 m from waste storage or an fire resistant barrier is provided see Drawing 2 FPP Site Layout Plan.

5.8 Fire watch procedures

At the start and end of every day, there is a site walk over by management or an competent person. It also ensures that no damage or break ins have occurred overnight and the site is ready to be closed. Site has static thermal imaging cameras which monitor the site 24 hours a day, 365 days a year see site Drawing 2 FPP Site Layout Plan for location. A notification will be triggered if a fire or hot spot is identified. Section 18 will be enacted.

5.9 Ignition sources

Table 3 Ignition Sources

Ignition Sources	Mitigation
Arson or vandalism	• Site CCTV Monitoring 24/7 • Waste stored in bays or within a building • Only 0.5% of waste accepted to site is potentially combustible after incineration process.
Plant or equipment	• Parked away form waste minimum of 6 m • Fire Extinguishers (location provided once site is built)
Electrical faults (including damaged or exposed electrical cables).	• Fire Extinguishers (location provided once site is built)
Discarded smoking materials	• No smoking on site • Any waste that starts smoking or arrives smoking will either be isolated in situ or moved to quarantine area if safe to do so, see Drawing 2 FPP Site Layout Plan • Fire Extinguishers (location provided once site is built)
Hot works	• Controlled by permit to work procedures see Appendix 2 Hot Works Permit • Fire Extinguishers (location provided once site is built)
Industrial heaters	• None used on site.

Hot exhausts	• Controlled by mobile plant being parked 6 m away • Fixed plant is separated from waste storage areas see Drawing 2 FPP Site Layout Plan • End of day site check, **Error! Reference source n ot found. Error! Reference source not found.**
Fuse Board	• Located in Building • 6 m away from any waste storage/processing • Fire Extinguishers

5.9.1 Batteries

No waste batteries on site, waste batteries are not accepted and highly unlikely to survive the incineration process.

5.10 Leaks and spillages of oils and fuels

All liquid will be held in sealed containers away from vehicular movements. All such containers will be provided with secondary containment and have a spill kit available for deployment in close proximity should a spillage occur. Any leaks or spills will be recorded on the site event log see Appendix 10 Spill Procedure.

The Site will utilise a simple 'Stop-Contain-Divert' model for containing spillages and have spill kits or granules available on site to protect the surface water system and to prevent pollutants from entering the site drains, Drawing 2 FPP Site Layout Plan Site staff are trained and familiar with their use in an emergency situation. In the event of a spillage.

5.11 Build-up of loose combustible waste, dust and fluff

Loose combustible/fluffy waste is not accepted at site.

5.12 Reactions between wastes

There are only 2 types of waste accept to site. 19 12 12 and 19 01 12 which are similar in nature and are coded to reflected whether they have been processed or are the raw material. During processing of 19 01 12 a metal fraction is produced which is stored in a separate location and bay see **Error! Reference source not found.**. However t his metal has been through an incineration process and is not expected to self combust. This segregation will prevent any potential reactions between accepted waste and fractions arsing form processing.

5.13 Waste acceptance and deposited hot loads

Waste to be accepted to site must conform with permitted list of waste (2.1 Combustible waste). If it is not on this list then it is rejected. Waste arrives on site delivered ship or road. And is accepted in accordance with the waste acceptance procedure in Appendix 3 Waste Acceptance Procedure.

If any waste is identified as non-conforming then firstly the site manager or TCM shall be informed. The waste must be identified and the decision made whether it can be handled on site; if it can (i.e. listed in table of wastes) then it shall be deposited in the correct container/location else-where on site. If waste cannot be identified or is suspected as or non conforming, the waste shall by isolated in an container and removed and sent to an appropriately authorised site. All non-conforming wastes will be kept separate on site from other wastes and moved (providing it is safe to do so). All non-conforming wastes will be removed from site within 7 working days, or as soon as reasonably practicable using specialist contractors. All instances of non-conforming waste will be recorded in site diary. All instances of non-conforming waste will also be notified to the senior management to allow for preventative actions to be put in place to prevent this issue arising.

5.14 Hot and dry weather

Hot and dry weather is not expected to have an affect on the waste and its combustibility as all waste has gone through an incineration process.

6 PREVENT SELF-COMBUSTION

6.1 General self-combustion measures

General self combustion is not expected to be an issue on site. Waste accepted to site is either Incinerator Bottom Ash (IBA) or waste originating form mechanical treatment (19 12 12) but limited to waste arising from incineration sources. This waste is identified as being non combustible as coming from an forced incineration process

Non combusted waste which makes up 0.5% of the waste accepted to site is a waste fraction produced as a by product of the processing of IBA. Is produced and immediately stored in fire resistant bays internally see Drawing 2 FPP Site Layout Plan. Once bays are full it is returned to an Energy From Waste (EFW) site for further incineration. The risk is deemed **LOW** for self combustion due to shading and storage being inside and spread of a fire would be prevented by the fire resistant barriers.

7 MANAGE STORAGE TIME

IBA and IBAA on site is not deemed combustible meaning for storage related to reducing risk of combustion there is no strict set limit for these wastes however, IBA is processed within 3 months to produce and IBAA.

The 0.5 % unburnt fraction produced as a waste fraction of the processing is remove on a first production basis. First unburnt fractions produced are removed first every 3 weeks or sooner if required however this unburnt fraction is stored in fire resistant bays see Drawing 2 FPP Site Layout Plan.

8 MONITOR AND CONTROL TEMPERATURE

8.1 Reduce the exposed metal content and proportion of 'fines'

As apart of the processing of the IBA metal is removed from the waste. This metal has gone through an incineration process and is deemed to have no combustible potential.

8.2 Monitoring temperature

Temperature is monitored by the thermal imaging cameras see locations on Drawing 2 FPP Site Layout Plan. If a trigger temperature of 50^{0}C is hit then the waste will be dragged from the bay spread out and dampened down.

8.3 Controlling temperature

Temperature of the unburnt material is controlled all year round by being stored internally within the processing building.

8.4 Dealing with hot weather and heating from sunlight

Unburnt waste fractions are stored internally and are not impacted by hot weather and or sunlight. Waste fraction is removed frequently in accordance with Table 4: Waste Pile Sizes and the building provides shading.

9 WASTE BALE STORAGE

No waste bales stored on site.

10 MANAGE WASTE PILES

10.1 Storing waste materials in their largest form

All waste on site is stored in its largest form.

11 MAXIMUM PILE SIZES FOR THE WASTE ON YOUR SITE

Complete this table to provide information about your waste piles. Individually list each area where waste is stored. For example, do not just list 'wood' as a general term for all wood on site when it is stored in more than one place or form.

If this section does not apply, say that and explain why. If not applicable, delete the table.

Table 4: Waste Pile Sizes

ID	Containment Type	Material Stored	Storage Capacity (tonnes)	Storage Time
A and B	Fire resistant bay	Unburnt IBA material to be returned to EfW	Per bay 18.4 (49 m^3)[1]	Up to 3 weeks

[1] Conversion factor of 0.37 used to calculate volume, uk-conversion-factors-for-waste

12 WASTE STORED IN CONTAINERS

No combustible waste is stored in containers. Non-combustible waste will be stored in containers on site such as 40 yar RO Ros these containers will be accessible on at least one side should they need to be moved. Mobile plant on site can move these containers if required.

13 PREVENT FIRE SPREADING

All storage areas of the site will be edged with legio blocks fire resistant up to 120 mins, all internal bays will also be constructed from legion blocks with a fire resistant rating of up to 120 mins.

13.1 Separation distances

A 6 m separation distance form un burnt material will be maintained when the mobile plant is parked see Drawing 2 FPP Site Layout Plan processing equipment does not require a 6 m distance as there is a fire resistant barrier containing the un burnt fraction.

14 FIRE WALLS CONSTRUCTION STANDARDS

Legio blocks with a fire rating of up to 120 minutes fire resistant rating (Supplied to EA when site is constructed) will be used in construction of the bays and placed in the locations shown on Drawing 2 FPP Site Layout Plan.

14.1 Storing waste in bays

The unburnt waste fraction is stored in bays A and B see Drawing 2 FPP Site Layout Plan the fire resistant bays will prevent fire spread.

15 QUARANTINE AREA

The quarantine are is 5 m X 5 m X 4 m and can hold up to 200 m^3 which is twice the combined amount of the waste stored in bays A and B. It is located as per site plan Drawing 2 FPP Site Layout Plan.

15.1 How to use the quarantine area if there is a fire

Step 1-Fill with either burning waste or non burning waste which ever is safest. In to the designated quarantine area see Drawing 2 FPP Site Layout Plan. As location is dual use quarantine area can be any where within storage area 7 as it benefits from the same infrastructure. IBA/IBAA that may be being stored there is also non combustible and if required can be used to make fire resistant barriers.

- Using on site plant if safe to do so.

15.2 Procedure to remove material stored temporarily if there is a fire

Waste if required will be sent to offtakes of the material. Also during the event of a fire waste will temporarily stop being accepted.

16 DETECTING FIRES

16.1 Detection systems in use

The detection system in use is a bespoke camera system that will be installed to provide monitoring capabilities across the whole site, see site layout plan Drawing 2 FPP Site Layout Plan.

16.2 Certification for the systems

The CCTV cameras will be installed to BS EN 50132 .

17 SUPPRESSING FIRES

There is no formal fire suppression system in use. The unburnt material which is separated from the IBA is located in small volumes in fire resistant bays which are shaded from direct sun light. The unburnt material did not burn at first attempt in an EFW and will be returned to an EFW for further forced incineration. The risk level of self combustion is deemed **LOW** due to the storage methods and duration.

There will be fire extinguishers located on site that if safe to do so staff members can extinguish small fires in the unburnt material in situ in the fire resistant bays.

18 FIREFIGHTING TECHNIQUES

18.1 Active firefighting

Fire extinguishers will be readily available for all staff who are trained in their use, only if safe to do so will staff tackle a fire. If safe to do so procedures in 18 Firefighting techniques will be enacted.

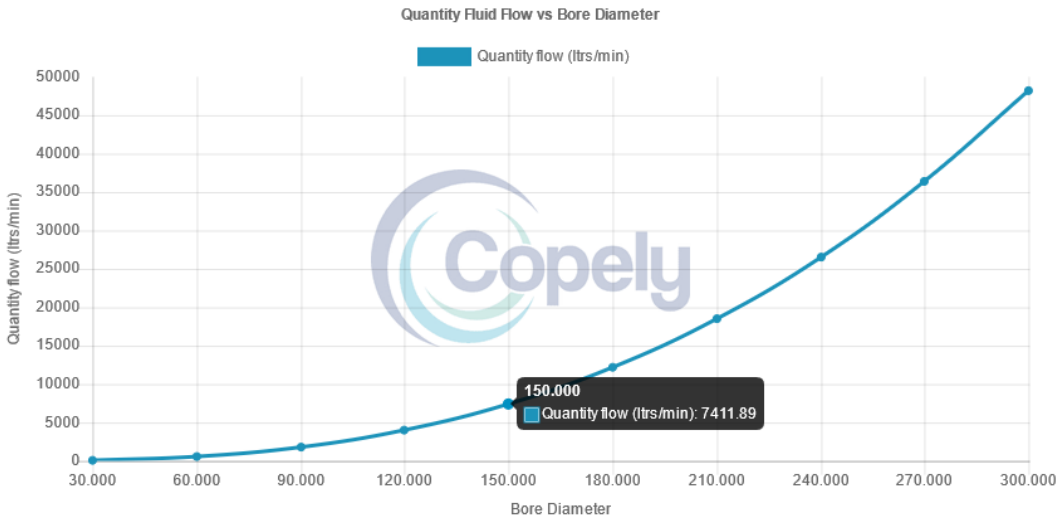
All waste is stored within fire resistant bays preventing the spread of fire see Drawing 2 FPP Site Layout Plan.

19 WATER SUPPLIES

19.1 Available water supply

There is one fire hydrant within 100 m of the site shown on Drawing 6 FRS Route Plan. The fire hydrant is 150 mm and expected to deliver 7411 ltrs/min

Figure 3 Hydrant Flow



(https://www.copely.com/tools/flow-rate-calculator/)

19.2 Show the calculation for your required water supply

Table 5: Water Supply

Maximum pile volume in cubic metres	Water supply needed in litres per minute	Overall water supply needed over 3 hours in litres	Total water available on site in litres
49	327	58,860	1,333,980

20 MANAGING FIRE WATER

20.1 Containing the run-off from fire water

Fire water will be contained in the existing drainage system on site and site surface. Site will shut off drainage system from discharge at the leachate treatment plant using a bung.

The site surface is an impermeable site surface with a minimum of 0.25 m lip around the site creating a bund see Drawing 2 FPP Site Layout Plan.

The amount of firewater containment required on site is for 58,860 litres. The amount available is 8,106,000 see Drawing 5 Fire Water Containment Plan.

21 DURING AND AFTER AN INCIDENT

21.1 Dealing with issues during a fire

Site operations shall cease and no more waste shall be accepted. Waste will diverted to other appropriately authorised facilities.

21.2 Notifying residents and businesses

Below are the 4 nearest business that maybe impacted by an incident on site an they will be notified if they are likely to be impacted.

Immediate neighbours to the site will be notified if a fire, that has the potential to spread to their properties, occurs on site.

Capital Reinforcing Ltd: 0151 644 1559

Lexicraft Ltd: 0151 666 1079

Edmund A Stephens Ltd: 0151 922 9952

Premiair Plant Hire Ltd: 0151 643 0333

Mersey Wharf: 0151 643 8723

Personal mobile phone numbers for key people at all neighbouring sites are held. However, these cannot be published in this document due to data protection law. Neighbours will be contacted on their personal mobile phone numbers in the event of an emergency during out of hours.

21.3 Clearing and decontamination after a fire

A third-party contractor will be instructed to clear and decontaminate areas of the site impacted by a fire to be taken to suitably permitted sites.

21.4 Making the site operational after a fire

It is unlikely that a fire event will impact operations significantly, the site will not reopen until a thorough site inspection has been carried out to ensure infrastructure is fit for purpose.

The root cause of the fire will be established and all site procedures and this document reviewed, and staff updated with any changes.

22 RECORD KEEPING

As a minimum, the following records must be kept to ensure compliance with the requirements of the Environmental Permit:

- A copy of the permit
- Risk assessments
- Competence and training records
- Duty of Care documentation and Environment Agency waste returns
- Other legally required documents
- Operational procedures
- Compliance records
-

Records must be retained for 6 years unless they relate to off-site environmental or health effects, or the condition of the land or groundwater when they shall be retained until permit surrender.

23 FPP REVIEW

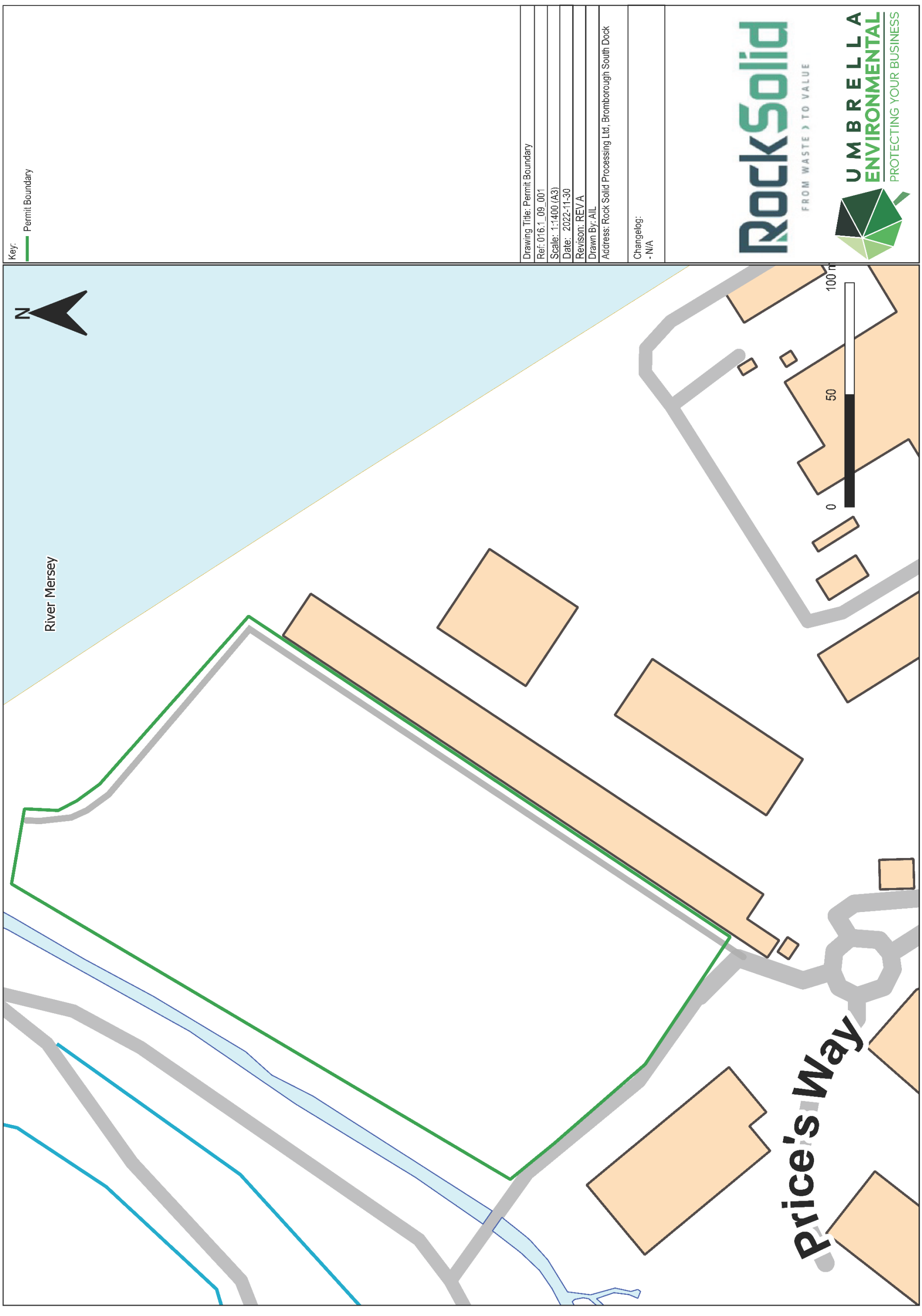
The FPP will be reviewed as a minimum at least annually or following any substantial change in site operations or fire or at the request of the EA.

Other activities which may prompt review of the FPP are variations to the environmental permit, accident, complaint, breach or a change in the site setting or sensitive receptors.

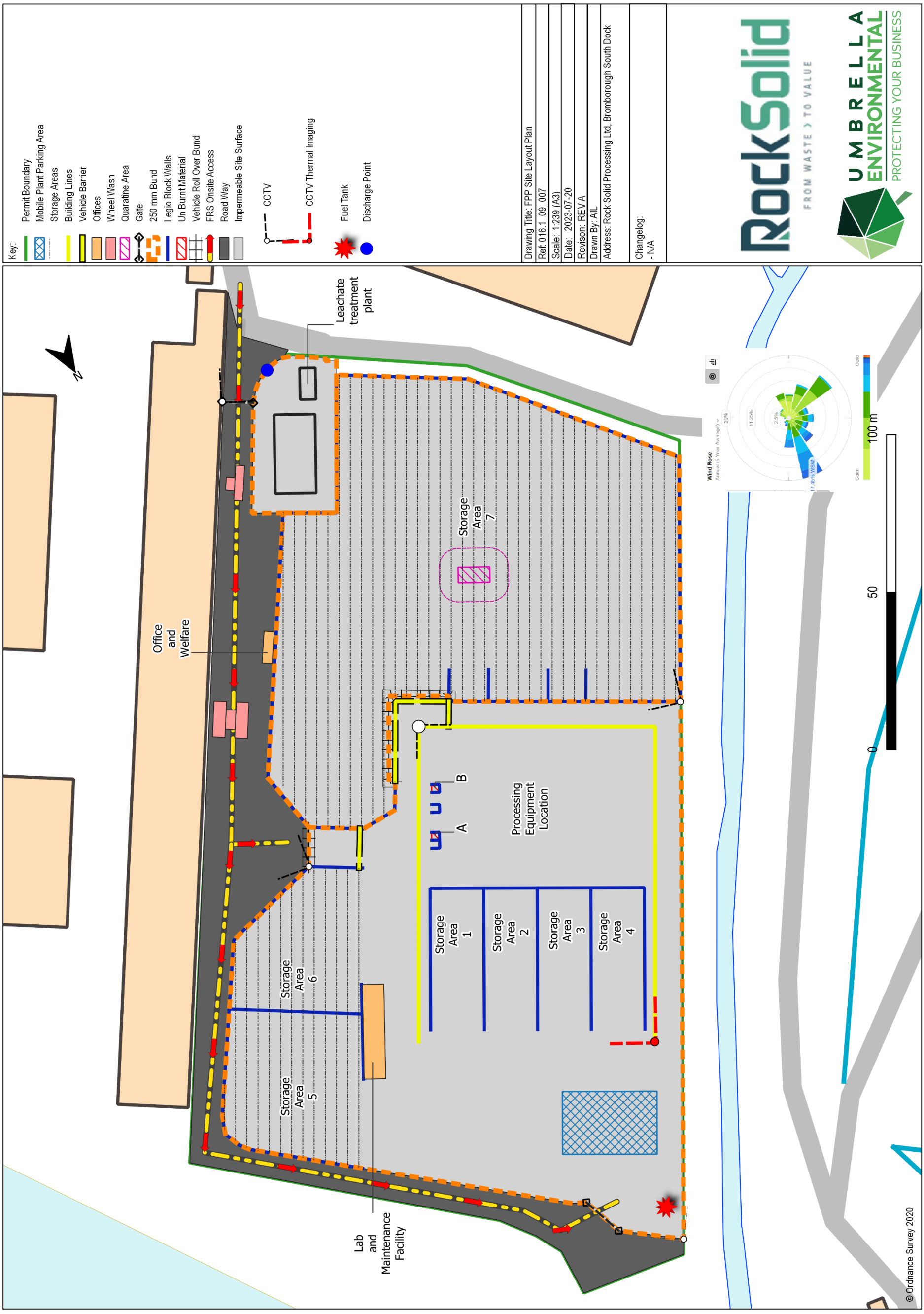
Where the review requires changes, this will be documented and maintained with the site records, for example, waste storage volumes, types of waste, new or altered equipment.

24 DRAWINGS

Drawing 1 Permit Boundary



Drawing 2 FPP Site Layout Plan



Drawing 3 Sensitive Receptors 1 km Plan

Key:
- Permit Boundary
- 1 Km Buffer
- Heritage ID
- Non Designated Site ID
- Non Designated Site Area
- Critical Infrastructure ID
- Critical Infrastructure Area
- Designated Site ID
- Designated Site Area
- Commercial ID
- Commercial Area
- Recreational ID
- Recreational Areas
- Public Use ID
- Public Use Area
- Agricultural ID
- Agricultural Area
- Residential ID
- Residential Area

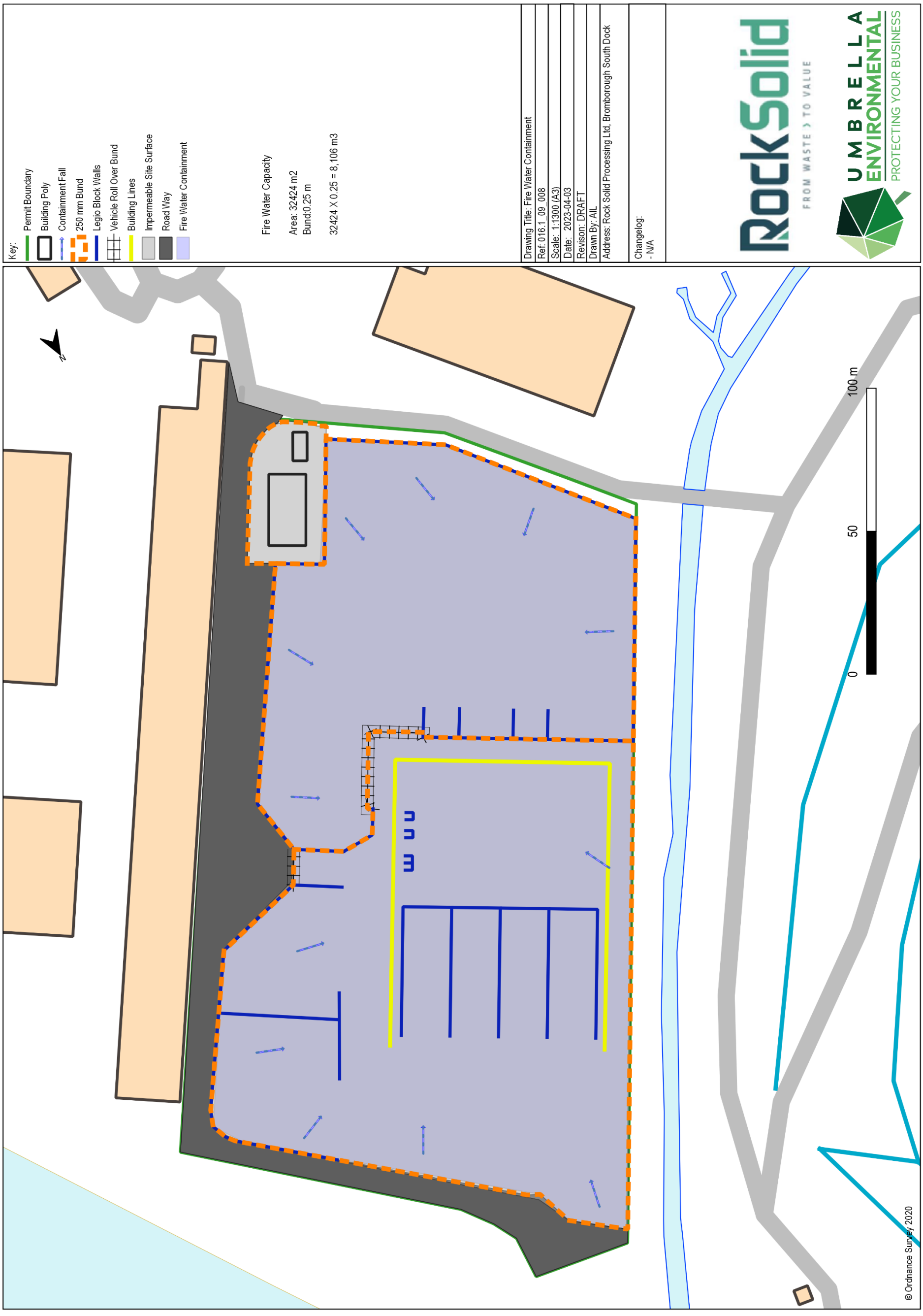
Drawing Title: Sensitive Receptors 1 km
Ref: 016.1_09_002
Scale: 1:8500 (A3)
Date: 2022-11-30
Revison: REV A
Drawn By: AIL
Address: Bromborough South Dock CH62 4RY

Changelog:
- N/A

RockSolid
FROM WASTE TO VALUE

Drawing 4 Drainage Plan

Drawing 5 Fire Water Containment Plan



Drawing 6 FRS Route Plan

25 APPENDICES

Appendix 1 Daily Site Inspection Form

Site	Bromborough South Dock CH62 4RY	**Date**	

Regulatory Visits/Inspections/Audits/Drill

Accidents/Incidents/Near Misses

Deliveries/Collections

Contractors on Site

Servicing Scheduled/ Plant Breakdowns/Punctures etc…

Waste Inputs	Tonnages	Waste Output	Tonnes
Comments			

Appendix 2 Hot Works Permit

Permit to Work

Permit to Work Form Note: Only to be issued by an authorised person			
Location of works……..			
Permit type (please tick			
○ Asbestos	○ Excavation	○ Machinery	○ Working at height
○ Confined space entry	○ Electrical isolation	○ Hot work	○ other
Name of receiver……..		Company……	
Other persons covered by this permit			

Work to be undertaken

The following documents must be available for work to start (please tick confirm)	
○ **Risk assessment**	○ **Safe system of work**
List all identified hazards and precautions	
○ **Hazards**	○ **Precautions**

Isolation and lock off Note: Only a competent person may verify that all isolation and lock offs are in place. All HV work must be approved by an electrical specialist.	
Isolation type and location	
Authorised by	
Signature	
Date	
Time	
Warning notices to be displayed at the following locations	

The permit will be displayed at the following locations		
Emergency Contacts		
Name	**Position**	**Contact Number**

Permit Validation			
This permit is valid from		**This permit is valid to**	

Issue and acceptance of permit	
Issued: I authorise the above work to be carried out subject to all relevant conditions being adhered to. I also confirm that I have reviewed the risk assessment and safe system of work which have been communicated to the receiver of this permit.	
Signature	**Print**
If the receiver of this permit leaves the work area then the job must stop immediately. It will not re-start until the authorised person has been notified and a new permit has been raised.	
Extended time	
Time overrun: If the time specified within permit validation has expired then the authorised person must either extend the validity of the permit or cancel it.	
This permit extended from	**This permit is extended to**

Closure of the permit (to be completed by the authorised person)			
The work has been completed and the area/plant has been left in a safe condition and is ready for operation			○
Signed		**Date**	**Time**

The permit has been cancelled. Work has been suspended and a new permit has been issued				○
Signed			**Date**	**Time**

Monitoring of permit/activity		
Observations	**Date/Time**	**Initials**

Appendix 3 Waste Acceptance Procedure

Scope

To be followed by all site operators.

Objective

This procedure is to ensure the safe, efficient, accurate and compliant acceptance of waste at site. All wastes received at Rock Solid Processing Limited sites are pre-booked.

Operator has a legal obligation under the 'Duty of Care' to know what wastes are being deposited, that waste is controlled correctly, and that there is sufficient and accurate written information accompanying the waste.

- To ensure compliance with legal requirements
- To ensure the identification on non-compliant waste
- To ensure correct completion of paperwork and therefore customer invoicing
- To ensure the identification of reuse items, and compliance with the Waste Hierarchy

Responsibility

Technically Competent Manager (TCM)

Mobile and static plant operators

Recycling Operators

Waste acceptance

To ensure only permitted wastes are accepted, waste acceptance criteria have been implemented and are maintained and communicated to all relevant staff.

The Waste Acceptance Procedure includes the following:

- A pre-acceptance procedure where IBA characterisation and hazard assessment data, according to the WM3 guidance (under the ESA Protocol) is required to be submitted by all potential suppliers.
- Initial inspection where all incoming deliveries are checked for compliance with the acceptance criteria.

The permit holder will only accept those wastes that comply with the permit. Non- conforming loads will be rejected and removed from site.

The Waste Acceptance Criteria are described in detail in the Company's "IBAA Factory Production Control Manual"

Pre Acceptance of Waste

Waste is accepted from only pre-approved sites via an agreed contract and waste description. No ad-hoc waste deliveries are accepted to site.

Individual waste deliveries are inspected on arrival on site and during the tipping process. If waste is deemed to be non-compliant the TCM or appropriately trained employee can reject the waste and send it back to the producer.

An annual Waste Transfer Note will be used for IBA/IBAA that arrives from the pre-approved suppliers which will record amounts, day of transfer and type of waste, including EWC code. This can also evidenced and further verified via weighbridge reports from both the EfW facility and the Rock Solid site weighbridge.

Procedures for the pre-acceptance of waste

Waste acceptance criteria

A Waste pre-acceptance procedure has been put in place to ensure that the materials provided by the IBA Producer are suitable for the intended end use.

The key stages of the pre-acceptance process are presented below.

IBA information

As part of compliance with the ESA Protocol, the IBA provided to Rock Solid undergoes chemical characterisation and hazard assessment according to the EA "*Guidance on the classification and assessment of waste Technical Guidance WM3*".

Key parameters and hazard assessment of key hazardous properties (HP4, HP8, HP7, HP14) is carried out twice a month.

A comprehensive characterisation and full hazardous properties assessment (HP1 -HP15) is carried out annually.

Using a statistical approach described in the Protocol, the waste material is classified and assigned the List of Waste (LoW).

Characterisation data is required from the waste producer before dispatch from their site along with the following information:

- Description of the waste, including EWC code.
- Source of the waste

All potential customers (IBA producer) shall be required to submit all characterisation data and hazard assessments of the IBA before any processing will be carried out.

Acceptance Criteria

The TCM (or nominated alternative) shall review the information provided by the waste producer to determine whether an appropriate assessment has been undertaken in accordance with the ESA Protocol.

Subject to being classified as non-hazardous, the IBA may be acceptable without further testing.

Where the hazard assessment has not been provided or is deemed insufficient, Rock Solid will not accept the applicable IBA for processing. The client is responsible for the IBA to be stored at a designated area away from the approved IBA and report this to Rock Solid.

Records of waste classification and assessment will be kept by the client, and can be made available upon request, to demonstrate that the above described assessment procedures have been followed.

Only IBA classified as 19 01 12 "bottom ash and slag other than those containing hazardous substances" or 19 12 12 other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11 may be accepted on site for processing.

As per Rock Solid Processing Limited quality protocol. If enough information is provided during pre-acceptance, the IBA can be approved for delivery to the site.

The site's Waste Acceptance Criteria described below incorporates the statutory requirements of the Duty of Care legislation.

Initial Inspection

All deliveries of incoming IBA will be inspected regularly for compliance with the Rock Solid's IBA Acceptance Criteria see Environmental Management System (EMS) 016.1_05_002.

If non-compliant material is observed the client will be contacted and in case the client didn't do so already the IBA will quarantined.

IBAA Factory Production Control Manual

If large volumes of non-compliant waste are observed within a load, then the load is refused entry. If small volumes of non-compliant waste are observed, then loads will either be refused entry to site or if possible, non-compliant material will be removed by hand (if safe to do so).

The following information about incoming loads is recorded by the client and retained:

- Date and time;
- EWC code;
- Place of origin;
- Quantity (weight or volume);
- Carrier & supplier; and

- Outcome of the visual inspection.

The details of rejected loads including but not limited to; the date, time, nature and quality, place of origin, quantity and carrier are recorded and retained.

Compliant IBA

This below and describes the IBA which is complaint to the IBA Acceptance Criteria and will be accepted for processing. Non-complaint material will not be accepted for processing.

- The granular material looks fine graded
- Does not contain big lumps of unburned material

- The IBA looks light to dark grey

The only waste to be accepted on site for processing is IBA or IBAA from Energy from Waste (EfW) facilities burning municipal and commercial waste, which has been proved to be non- hazardous under the Environmental Services Association (ESA) "A Sampling and Testing Protocol to Assess the Status of Incinerator Bottom Ash" (ESA Protocol).

Non-conforming loads

Waste is unlikely to be non-conforming as loads are pre booked prior to tipping. Customers are informed of what can be accepted, drivers check loads prior to collection and reject any visible contamination or the load is sent to another authorised site to tip, waste acceptance is well established.

In the unlikely event that non-conforming waste is delivered to site the waste will be returned to producer if this is not possible it will be isolated in an appropriate way for the waste type and sent to an appropriately authorised waste site.

Health & Safety

As a minimum during the unloading, weighing and categorisation and acceptance of waste at the site, all operators and drivers must wear PPE as detailed below:

- Gloves and wrist protection sleeves specified within EN388:2016 to at least the following specification:
  - Abrasion resistance 4
  - Blade cut resistance 5
  - Tear resistance 4
  - Puncture resistance 3
- Safety boots including steel midsole.
- Safety glasses to EN166.

Training

All Recycling Operatives will be trained in the Waste Acceptance procedure. This will ensure the correct identification of non-conforming wastes.

Training is provided during the site induction, which covers the key topics of this document.

Appendix 4 Sensitive Receptors Table

ID #	DESCRIPTION	DISTANCE FROM BOUNDARY (M) APPROX	DIRECTION
	Site workers	On site	-
	Site visitors	On site	-
	Commercial		
1	Mixed commercial light industrial, shipping etc…..	Adjacent	S
2	Mixed commercial light industrial including shops and supermarkets	383-2000	S
3	Mixed commercial including uni lever site	838	Sw
7	Commercial	591	Nw
8	Commercial	135	W
	Residential		
1	Pool lane, ashton way, boniface close, york street, south view, the green, manor place	185	S
2	Bryce drive, bryce close, hesketh way	1000	Sw
3	Church road, birch road, trafalgar drives andrews road, woodfield road, stanton road, quarry avenue, frairacrres road, high croft avenue	1000	Sw
5	New chester road, shore drive, marine drive, woodhead road, lewisham road, wirral circular trail, portbury way, bolton road, portbury way. Corniche road, lodges lane, dock road, eccleshill road, embankment road, greylands road, lodge lane. Lower road, primrose hill, brook street, windy bank, greendale road, queen marys drive and causeway close.	351	W
	Roads & railways		
	A41 new chester road	721	W
	New ferry by pass	725	W
	RECREATIONAL (Public Use)		
1	Port sunlight river park	20	N
2	Playing field	742	Nnw
3	Shorefields nature park	948	N
8	Playing field	945	Wnw
13	Playing field	433	S
17	Maritime cricket club	128	S
1	Christ church port sunlight	854	W
2	Church drive primary school	917	W

12	Hotel	956	W
18	Rainbow Corner Park	237	SW
	Surface water		
	River mersey	54	N,e
	Dibbinsdale brook	10	Nw
	Inland river not influenced by normal tidal action.	59	Nw
	Inland river not influenced by normal tidal action.	83	Nw
	Inland river not influenced by normal tidal action.	94	Nw
	Inland river not influenced by normal tidal action.	128	Nw
	Inland river not influenced by normal tidal action.	131	Sw
	Inland river not influenced by normal tidal action.	167	Nw
	Inland river not influenced by normal tidal action.	236	Nw
	Designated sites (european) sssi, ramsar spa etc…		
1	New ferry	26	Ne
2	Mersey estuary	695	Se
3	New ferry	83.5	Ne
	Non designated sites (but of impact to permitting)		
2	Deciduous wood land (priority habitat)	476	Ssw
6	Deciduous wood land (priority habitat)	879	W
7	Deciduous wood land (priority habitat)	805	Nw
8	Deciduous wood land (priority habitat)	388	Sse
	Listed buildings and parks		
1	Unichema office building	382	Sw
2	10-16, york street	286	Ssw
3	18-24, york street	289	Ssw
4	26-32, york street	296	Ssw
5	Giles shirley hall	324	S
6	Church of st matthew	348	S
7	The enterprise centre	373	S
8	1 and 2, the green	329	Sse
9	17-23, manor place	338	Ssw
10	25-31, manor place	345	Ssw
11	33-37, manor place	347	Ssw
12	39-45, manor place	355	Ssw
13	47-53, manor place	363	S
14	46-52, manor place	385	S
15	38-44, manor place	376	Ssw
16	22-28, manor place	363	Ssw
17	14-20, manor place	360	Ssw

18	324 and 326, new chester road	725	W
19	320 and 322, new chester road	727	W
20	314-318, new chester road	731	W
21	310 and 312, new chester road	731	W
22	306 and 308, new chester road	738	W
23	302 and 304, new chester road	742	W
24	298 and 300, new chester road	744	W
25	294-296, new chester road	748	W
26	288-292, new chester road	755	W
27	284 and 286, new chester road	758	W
28	276-282, new chester road	764	W
29	64-78, bolton road	805	W
30	1-7, water street	802	W
31	9-21, water street	792	W
32	60 and 62, bolton road, 2 and 4, water street, and 1, 3, and 5, the ginnel	852	W
33	7-23, the ginnel	872	W
34	25-35, the ginnel	895	W
35	71-75, bolton road	788	W
36	268-274, new chester road	787	W
37	262-266, new chester road	796	W
38	256-260, new chester road	807	W
39	250-254, new chester road	815	W
40	244-248, new chester road	822	W
41	240 and 242, new chester road	834	W
42	234-238, new chester road	849	W
43	230 and 232, new chester road	856	W
44	224-228, new chester road	862	W
45	218-222, new chester road	877	W
46	1-5, corniche road	896	W
47	7-15, corniche road	913	W
48	17-23, corniche road	920	W
49	25-29, corniche road	909	W
50	31-35, corniche road	903	W
51	37-41, corniche road	890	W
52	43-47, corniche road	880	W
53	49-53, corniche road	873	W
54	55-59, corniche road	865	W
55	61-67, corniche road	862	W
56	61-69, bolton road (see details for further address information)	851	W

57	The bridge inn	994	W
58	69-75, pool bank (see details for further address information)	990	W
59	12-20, lodge lane	975	W
60	2-10, lodge lane	939	W
61	212-216, new chester road	930	W
62	200-210, new chester road	942	W
63	192-198, new chester road	972	W
64	178-190, new chester road	997	Wnw

Appendix 5 Out of Hours Procedure

Out of Hours Procedure

Objective

The objective of this procedure is to ensure the facility is monitored outside of the Site's operational hours and to prepare staff to act in a safe and efficient manner to implement the emergency procedures in the event of an emergency situation that occurs outside of the operational hours.

Main Objectives:

- To ensure the facility, neighbours and the environment are protected if an emergency situation occurs outside of the Site's operational hours.
- To ensure the fire precautions and shut-off procedures are followed correctly and efficiently.
- To ensure the Fire Rescue Service (FRS) will be contacted in a timely manner.
- To ensure the neighbours will be contact in a timely manner.

Scope

This procedure must be followed by nominated staff members of Rock Solid Processing Limited

Responsibility

The director, TCM and nominated staff members.

Out of hours site monitoring

- The Site's CCTV cameras are linked to the personal mobile devices of the director and all nominated staff members via a mobile application.]
- The application will notify all devices linked to the system if movement is recorded by the CCTV cameras.
- This ensures that any movement caused by intruders or a fire will be identified quickly.

CCTV monitoring rota

Staff are assigned days on the rota to show when they are each responsible for monitoring the CCTV when out of hours. Any changes to the rota require a review of this procedure.

Rota –

[TCM] Monday – Thursday

[Nominated Director]	Friday – Sunday

Emergency response

- If the mobile application sends a notification, immediately observe the cameras to identify the problem.
- If there is an intruder, contact the industrial estate security and/or the Police.
- If a fire is identified, contact the Fire Rescue Service (FRS) immediately and explain the situation.
- Travel to the facility immediately to initiate the manual shut-off of the leachate treatment plant, ensure easy access for the FRS and to provide a 6-metre buffer around the quarantine area.
- If safe to do so, fight a small-scale fire using the techniques detailed in the Fire Prevention Plan.
- Await the arrival of the FRS and provide them with the FPP and the location of the nearest fire hydrant

After an incident

- Firewater will be contained on Site Surface/In drainage System.
- Arrange for the removal of firewater and debris from the site via tanker to be taken to an appropriately permitted facility for treatment.
- Arrange for the site's infrastructure (surfaces, firewater barriers and the interceptor) will then be cleaned, repaired to an acceptable standard or replaced.

Health & Safety

As a minimum, when following the steps to prepare the site for an emergency situation all operators must wear PPE as detailed below:

- Gloves and wrist protection sleeves specified within EN388:2016 to at least the following specification:
    - Abrasion resistance 4
    - Blade cut resistance 5
    - Tear resistance 4
    - Puncture resistance 3
- Safety boots including steel midsole.
- Safety glasses to EN166.

Training

All relevant staff will be trained in the Out of Ours Procedure. This will ensure the correct steps are followed during an emergency.

Training is provided during the site induction which covers the key topics of this document.

Appendix 6 CCTV Specification

Provided once specified as apart of planning. To be submitted pre operations to the Environment Agency.

Appendix 7 Electrical Certificates

Provided once installed as apart of construction. To be submitted pre operations to the Environment Agency.

Appendix 8 Maintenance Schedule

Equipment	Inspection Schedule	Look for	Responsible Person	Repair / Replacement Timescale
Security Fences	1 x per day visual	Damage	TCM or Site Manager	1 day temporary. 5 days permanent.
Litter blow, odour, dust, noise, birds, mud	Daily visual inspection, constant attention	Ensure no off-site problem	TCM, Site Manager and all site staff	Immediate cease of problem or removal of source from site.
Vermin and pests	Daily visual plus monthly visit	Absence of vermin and pests	Site Manager and Appointed contractor	Call in contractor to initiate immediate treatment
Fire Equipment	1 / week visual Annual formal	Visual damage. Working order	Site Manager Specialist Contractor	3 days
Roof drains and gutter, building structure, lights, ventilation and drainage system.	Annually	Continued use and effectiveness	Site Manager	5 days
Process machinery	According to manufactures instructions	Wear of blades, greasing of machines, and other routine checks required by manufacturer	TCM or appointed contractor	5 days
Gully Pot proximate to activity	Weekly	Damage to mesh basket & build-up of particles and sediment	Site Manager	Repair / remove sediment – 3 days
Leachate Treatment Plant	Quarterly	Build-up of debris and sediment associated with permitted operations	TCM or Site Manager	If build-up of sediment associated with permitted operations is noticed,

Equipment	Inspection Schedule	Look for	Responsible Person	Repair / Replacement Timescale
				arrange removal within 7 days

Appendix 9 Fire Drill

Objective

The objective of this procedure is to ensure that fire drills prepare staff to act in a safe and efficient manner to protect staff, neighbours, property and the environment in the event of a fire.

Main Objectives:

- To ensure the safe evacuation of staff and visitors to the fire assembly point.
- To ensure the fire precautions and shut-off procedures have been followed correctly and efficiently.
- To ensure the fire rescue service will be contacted in a timely manner.
- To ensure neighbours will be contact in a timely manner.

Scope

This procedure must be followed at all sites operated by Rock Solid Processing Limited.

Responsibility

All site staff members.

Initial response

- Raise the alarm and manually shut-off leachate treatment plant. All staff and visitors that cannot assist with preparing the site's emergency procedures make your way to the fire assembly point outside main gates.
- Internal waste storage areas:
  - If the fire is limited to bay tackle the fire with manual fire extinguishers if safe to do so.
  - If the fire persists, relocate the affected waste to the quarantine area.

Early intervention

- If it is deemed unsafe to relocate burning material to quarantine area it will be left in the fire resistant bay for the FRS to extinguish.

Fire Rescue Service – Defensive approach

- If a fire persists, contact the fire rescue service using one of the fire call points on site.
- Immediately notify all neighbours

- When the FRS arrive on site communicate the source and location of the fire and provide them with the Fire Prevention Plan.
- Let the FRS know where they can access the nearest fire hydrant and the.
- At this point the FRS will take control of the situation, either following the defensive steps in the FPP or using their own preferred strategy based on their dynamic risk assessment.
- Join the rest of the team at the fire assembly point outside the main gates.

After an incident

- Firewater will be contained on the site surface/ in drainage system.
- Arrange for the removal of firewater and debris from the site via tanker to be taken to an appropriately permitted facility for treatment.
- Arrange for the site's infrastructure (surfaces, firewater barriers and the interceptor) to be cleaned and repaired to an acceptable standard or replaced.

Health & Safety

As a minimum, when following the steps to prepare the site for an emergency situation all operators must wear PPE as detailed below:

- Gloves and wrist protection sleeves specified within EN388:2016 to at least the following specification:
  - Abrasion resistance 4
  - Blade cut resistance 5
  - Tear resistance 4
  - Puncture resistance 3
- Safety boots including steel midsole.
- Safety glasses to EN166.

Training

All Operatives will be trained in the Fire Drill Procedure. This will ensure the correct steps will be followed during an emergency.

Training is provided during the site induction and on the 6-monthly fire drills, which covers the key topics of this document.

Appendix 10 Spill Procedure

Objective

The objective of this procedure is to ensure the facility cleans spillages as soon as practicably possible and to prepare staff to act in a safe and efficient manner to implement the procedures in the event of an incident that occurs.

Main Objectives:

- To ensure the facility, neighbours and the environment are protected if an incident occurs
- Spillages are stopped and cleaned up as soon as practicable
- To dispose of spill kits appropriately.

Scope

This procedure must be followed by nominated staff members of Rock Solid Processing Limited

Responsibility

Technically Competent Manager (TCM)

Mobile and static plant operators

Recycling Operators

Spillage procedure

- **Assess the risk**, Before you take action, make sure the scene is safe to proceed. Determine the source of the spill, the product(s) involved and protect yourself from any hazards that may be present.
- **Protect**, Choose the proper PPE and equipment to safely respond
- **Stop**, Prevent any further material spilling if safe to do so, e.g stand oil drum up, close valves etc on fuel tanks
- **Spill containment**, Use absorbent socks (Booms), pads to contain the spill to the immediate area. Prevent spilled product from entering waterways, storm drains, sewers, floor drains, etc.
- **Recover spilled material**, Use absorbent products (pads & booms) found in your spill kit to recover all free liquids and thoroughly clean the area.
- **Collect and package absorbents**, Gather used absorbents and other contaminated materials and place into temporary disposal bags. Secure with cable tie and store safely until disposal.
- **Proper waste storage and disposal of used absorbents**, contaminated material and other waste

products must be stored and disposed of in accordance to local regulations. Place into h azardous waste storage container. If you are unsure where this is located, please ask your Technically Competent manager or manager

After incident

Replace or restock spill kits, Immediately replace or restock used spill kit components to ensure preparedness should another spill occur.

Health & safety

As a minimum, when following the steps to prepare the site for an emergency situation all operators must wear PPE as detailed below:

- Gloves and wrist protection sleeves specified within EN388:2016 to at least the following specification:
  - Abrasion resistance 4
  - Blade cut resistance 5
  - Tear resistance 4
  - Puncture resistance 3
- Safety boots including steel midsole.
- Safety glasses to EN166.

Training

All relevant staff will be trained in Spillage Procedure. This will ensure the correct steps are followed during an incident.

Training is provided during the site induction which covers the key topics of this document.

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