FIRE PREVENTION PLAN

Haven Road, Hythe Quay, Colchester, Essex, CO2 8HT

Kingdom Recycling Limited

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THIS DOCUMENT IS DUE FOR REVIEW IN **SEPTEMBER 2027** 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

Site Address:	Haven Road, Hythe Quay, Colchester, Essex, CO2 8HT		
Site Operator:	Kingdom Recycling Limited	**National Grid Ref:**	TM 02008 23776

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Patrick King	Director	07538 987350	07538 987350
Chris Moreton	TCM	07377 951015	07377 951015
Colchester General Hospital Turner Road, Colchester, CO4 5JL	Local NHS Hospital (Main)	01206 7477474	999
	Accident & Emergency (A&E)	999	999
Wimpole Road Surgery 52 Wimpole Road, Colchester, CO1 2DL	Local Doctor Surgery (GP)	01206 794794	999 or 112
Colchester Police Station 10 Southway, Colchester, CO3 3BU	Local Police Non-Emergency	01245 491491	999 or 112
	Police Emergency	999 or 112	999 or 112
Essex Fire & Rescue Service London Road, Colchester, CO3 9BL	**Fire and Rescue Service** (in Emergency Dial 999)	01376 576930	999 or 112
Environment Agency 15 Bessemer Rd, Welwyn Garden City AL7 1HE	Environmental Regulator	03708 506506	0800 80 70 60
Essex County Council County Hall, Chelmsford, Essex, CM1 1QH	County Council General Enquiries	03330 136821	999 or 112
Anglian Water	Mains water supplier	01522 341000	03457 145 145
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	N/A

KEY RECEPTOR CONTACT LIST

CONTACT	DESCRIPTION	NUMBER
Dyfed Steel	Immediate neighbour - business receptor	01206 791797
First Bus	Immediate neighbour - business receptor	Not available at the present time – FPP to be updated with this information upon issue of permit
MJ Spindler Trading	Immediate neighbour - business receptor	07702735289
MSS Performance Colchester	Immediate neighbour - business receptor	01206 913216
Loud Smoking Accessories	Immediate neighbour - business receptor	07803392428
BKS Tradeline	Immediate neighbour - business receptor	01206 868999
Angly Autos	Immediate neighbour - business receptor	01206 866200
GRM Roofling Co Ltd	Immediate neighbour - business receptor	01206 792435

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

1 Introduction

1.1 General

1.1.1 Oaktree Environmental Ltd have been instructed by Kingdom Recycling Limited (the operator) to prepare this Fire Prevention Plan (FPP).

1.1.2 The FPP assesses the fire risk associated with the storage and treatment of combustible waste at Haven Road, Hythe Quay, Colchester, Essex, CO2 8HT. The site is operated in accordance with Environmental Permit (EP) Ref. EPR/ CP3129SQ operating as a household, commercial and industrial (HCI) waste transfer station and physical treatment facility.

1.1.3 The permit boundary is illustrated in green on Drawing No. 3578/OYS/02 Permit Boundary Plan. All references to 'the site' in this FPP refer to the associated operations, infrastructure, plant, and equipment within this boundary.

1.1.4 All site staff and contractors must be aware and understand the contents of this FPP and what they must do during a fire. A copy of this FPP will be kept on site at all times and be made available to all members of staff.

1.1.5 In the event of a fire, the Fire & Rescue Service (FRS) and Environment Agency (EA) would be able to view this FPP to ensure the actions set out are implemented to meet the objectives shown in Section 1.2.2.

1.1.6 Contact details for neighbouring business and receptors within the immediate vicinity of the site are kept on site and can be found on page vii of this document. In the event of a fire these receptors would be contacted to alert them of the fire.

1.1.7 In addition to this FPP the site is managed and operated in accordance with a fully comprehensive Environmental Management System (EMS).

1.2 Fire Prevention Plan Objectives

1.2.1 This FPP has been prepared in accordance with the Environment Agency guidance on Fire Prevention Plans: Environmental Permits (updated 11th January 2021). The FPP guidance requires that the FPP accounts for the fire risk from potentially combustible waste types stored on site.

1.2.2 This FPP has been designed to meet the following objectives:

a) To minimise the likelihood of a fire happening.
b) To aim for a fire to be extinguished within 4 hours.
c) To minimise the spread of a fire within the site and to surrounding neighbouring sites; and,
d) To minimise impact of fire on people, environment, and businesses.

1.2.3 All staff working on site must understand the content of this FPP to know what to do:

a) To prevent a fire occurring.
b) During a fire if one breaks out.

1.3 Correspondence with Fire and Rescue Service

1.3.1 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.

1.3.2 The FRS were contacted during the preparation to obtain information relating to the nearest fire hydrants to the site, see Drawing No. 3578/OYS/03 and Section 10.3 for further information.

1.4 Reviewing and Monitoring this FPP

1.4.1 This FPP is considered a 'live' document which will be reviewed on a biannual basis (once every two years), if there are changes to FPP guidance and or if any of the following occur:

a) A fire incident.
b) Additional combustible waste types are accepted on to site.
c) An increase in the annual throughput of combustible waste accepted.
d) An increase in the amount of combustible waste stored.
e) The construction of new infrastructure e.g. buildings.
f) The installation of new plant / equipment.

1.4.2 Reference should be made to Sections 5.2 and 5.3 which details procedures for staff training in the event of any changes in relations to the FPP.

1.4.3 Reference should be made to Table 1.1 overleaf which details the methods and procedures to maintain compliance with the FPP guidance.

Table 1.1 - Staff Training

STAFF TRAINING	
Item	**Method**
Ensure your FPP is available and that all staff know where it is kept.	The FPP will be kept within the off-site main office.
Ensure staff receive training to enable them to competently carry out the procedures and measures contained within your FPP.	• Staff will be suitably trained in how to raise a fire alarm and how to use the monitoring and extinguishing equipment. Managers will also ensure formal fire extinguisher training has been provided for anyone specifically designated to use such equipment. • A full understanding the procedures outlined in this FPP document will be required to be demonstrated as part of the site induction for all new staff and any existing staff that are not familiar with the documents. In particular all staff will be trained to ensure that they know what to do in the event of a fire and more importantly how to undertake their work in a way that minimises the risk of a fire occurring. • A full test (drill) of the procedures in this document will be carried out every 6 months. 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 Site Inspection Form in Appendix II will also be used during the drill. • All operational staff will receive fire awareness and firefighting procedures training / toolbox talks by trained site management prior to working at the site. This will enable the operational staff to detect early signs of fire and to minimise the chance of a fire breaking. Refresher testing will be mandatory every 6 months or sooner if site operations change which could lead to a greater fire risk.

1.5 Site Operations

1.5.1 The operator accepts skip waste from HCI sources for manual sorting and separation prior to storage and removal off site to a suitably permitted site for further recycling and treatment. In addition to skip waste the operator accepts separate loads of RDF for further treatment on site to produce SDF and source segregated wood for Biomass.

1.5.2 Reference should be made to the Environmental Management System for specific details regarding the acceptance, storage, treatment and removal of waste, in summary the main operations which take place at the site are as follows:

a) Sorting (with loading shovel/360^{o} excavator or by hand).
b) Manual separation (with loading shovel/360^{o} excavator or by hand).
c) Screening (by using appropriate mechanical screening plant).
d) Shredding (by using appropriate mechanical plant and equipment).
e) Baling (by using appropriate mechanical plant and equipment).
f) Storage (prior to removal).

1.5.3 The above activities are clearly shown on the Site Layout & Fire Plan, Drawing No. 3578/OYS/03.

1.6 Hours of Operation

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

Monday to Friday	07:00 – 18:00
Saturday	07:00 – 14:00
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 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 or pedestrian access.

1.7 Staffing and Management

1.7.1 Table 1.2 below details the minimum staff structure required when the site is open for the reception and processing of waste and, therefore, shows the minimum number of staff available to tackle a fire on site during operational hours.

1.7.2 Site management will train operational staff in the contents of the FPP to ensure they can be considered suitable to assist in tackling a fire at the site ensuring the objective in Section 1.2.2 are met.

Table 1.2 - Staffing numbers and responsibilities

Position	Employees	Responsibilities
Site manager / TCM	1	Overseeing all activities. Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations
Office / Administrative Staff	3	Office/administrative duties
Machine / Plant Operators / General Site Operatives	3	Waste handling/processing, reception and plant operation
Drivers	6	Outgoing and incoming waste deliveries

1.8 Plant and Equipment

1.8.1 Table 1.3 below details the plant / equipment available on site. Only trained operators will be permitted to drive / operate the plant / equipment listed below.

Table 1.3 - Plant & Equipment

Item	Number	Function
360° excavator	1	Movement of waste around site
Weighbridge	1	Weighing wastes
Baler	1	Compacting recycled cardboard
Telehandler	1	Movement of waste and bales around site
Soil screener	1	Screening and separation of soils and stones
Shredder	1	Shredding of waste material to reduce size

Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with busy periods, larger jobs or jobs with specific requirements.

1.8.2 Maintenance of all site plant is outlined in Section 2.5 of this FPP.

1.8.3 Out of hours storage areas for the above items of plant are shown on Drawing No. 3578/OYS/03 and will be kept 6m from any combustible or flammable waste when not in use.

1.9 Sensitive Receptors

1.9.1 It is considered that fire presents three main hazards to nearby sensitive receptors:

a) Heat from the fire itself.
b) Air pollution (predominantly from smoke emissions).
c) Pollution to groundwater / surface water features.

1.9.2 Heat energy from a fire will reach sensitive receptors via direct fire spreading or by the deposit of burning embers. Heat energy is largely dependent upon the location and intensity of the fire.

1.9.3 Smoke produced from fires can contain harmful gases that are produced from the combustion process. The distance smoke will travel is dependent on wind speed at the time of the fire, however it is considered unlikely that smoke from the burning waste stored on site will significantly affect sensitive receptors outside of a 1km radius.

1.9.4 Significant amounts of water and / or other chemicals may be used when controlling a fire. Firewater produced from tackling a fire has the potential to contain contaminants from the chemicals used, burned materials and other pollutants present on the site. The release of firewater from the site because of a fire has the potential to cause pollution to groundwater / nearby surface water features.

1.9.5 Sensitive receptors within 1km of the site are listed overleaf in Table 1.4. Sensitive receptors are also illustrated on Drawing No. 3578/OYS/04 Receptor Plan, see Appendix I.

1.9.6 The primary sensitive receptor for any fire event would be the site itself and any site users.

Table 1.4 – Sensitive Receptors

Receptor	Direction from Site	Approx distance from the site boundary to the receptor boundary (m)
Commercial / Industrial		
Dyfed Steel	North	5
Colchester MOT Centre	West	10
MJ Spindler Trading	East	20
Silverton Aggregates & Builders Merchants	Southeast	35
Colchester Water Recycling Centre	South	100
Veolia Colchester Commercial Waste Depot	Southeast	180
Nationwide Metal Recycling	Southwest	235
Simply Plastics	Southwest	320
Core Fusion Skip Hire Colchester	Southwest	360
Grange Way Business Park	Southwest	380
Residential Dwellings		
University Quays (student halls)	North	135
Hilltop Close	West	340
Old Heath Road	Southwest	585
Care homes (residential)		
n/a	n/a	n/a
Schools / Education		
The University of Essex	East	570
Old Heath Community Primary School	Southwest	700
Kendall Primary School	Northwest	760
Butterfly Barns Day Nursery	Northwest	850
Watercourses / Surface Water Features		
River Colne	North / East	92
Distillery Pond	Northwest	450
Salary Brook	Northeast	700
Infrastructure (major roads and transport links)		
Whitehall Road	North	95
Old Heath Road	West	635
Ecological Sites		
Salary Brook (local nature reserve)	Northeast	700
Ancient Wood Pasture	Southeast	520
Upper Colne Marshes (SSSI)	Southwest	540

2 Managing Common Causes of Fire

2.1 Details

2.1.1 Table 2.1 outlines common causes of fire and outlines specific examples of these sources, the associated risks and any mitigation measures necessary to manage them:

Table 2.1 - Common fire sources and mitigation

Source	Risk	Magnitude of Risk / Likelihood	Brief outline of Mitigation (refer to Section 4 for storage/monitoring procedures)	Magnitude of risk / likelihood following mitigation
Arson or vandalism	Deliberate ignition of wastes by intruder(s) and/or vandalism of site infrastructure, plant and/or machinery which may give rise to malfunction or compromise the integrity of waste storage/containment measures	Medium	• Suitable site security infrastructure. • Vehicle checks on arrival to the site. • Plant & equipment daily checks and preventative maintenance of plant / equipment in accordance with the manufacturers recommendations. • Staff training / toolbox talks.	Negligible
Plant or equipment	Spillages of fuel, sparks from machinery or malfunction caused by ineffective maintenance	Medium	• Plant & equipment daily checks and preventative maintenance of plant / equipment in accordance with the manufacturers recommendations. • Any liquid/fuel/oil storage is in double bunded storage areas. • Daily checks of site surfacing and spill kits. • Staff training / toolbox talks. • Daily checks are undertaken for hot plant / exhausts at least once during the day and again at the end of each shift.	Negligible
Electrical appliances and cabling	Faulty appliances or damaged/ exposed electrical cables may spark as a result of a power surge	Medium	• Fixed wiring testing is carried out 5 years and portable appliances are PAT tested every 12 months in accordance with Legislation. • Daily checks for dust and fluff on wiring / electrical appliances.	Low
Discarded smoking materials	Risk of ignition of stored wastes from smoking materials which have not been fully distinguished	Low	• Smoking (including e cigarettes) is not permitted on site. Any persons wanting to smoke will have to do so off site, 6m away from combustible waste.	Negligible
Sparks from loading buckets/shovels	Scraping of loading buckets/shovels causing sparks which may ignite stored wastes	Low	• Fire extinguishers are fitted in the cab of all loading plant. • Staff training / toolbox talks. • Plant & equipment daily checks and preventative maintenance of plant / equipment in accordance with the manufacturers recommendations.	Low
Hot works	e.g. welding, soldering, cutting, etc. which involve the use of high temperature equipment which may be a source of both primary and residual heat to stored wastes	Medium	• No hot works will take place on site.	Negligible
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	Low	• There are no industrial heaters (or associated pipework) used heat areas of the site.	Negligible
Hot exhausts	Potential source of both primary and residual heat to stored wastes	High	• Staff training / toolbox talks for continuous monitoring throughout the day to detect signs of a fire caused by dust settling on hot exhausts and engine parts. • Plant & equipment daily checks and preventative maintenance of plant / equipment in accordance with the manufacturers recommendations. • Out-of-hours storage of plant & equipment away from combustible or flammable wastes. • Daily checks for dust and fluff on plant/equipment before and use of equipment. • Daily checks are undertaken for hot plant / exhausts at least once during the day and again at the end of each shift.	Low

Source	Risk	Magnitude of Risk / Likelihood	Brief outline of Mitigation (refer to Section 4 for storage/monitoring procedures)	Magnitude of risk / likelihood following mitigation
Build-up of loose combustible waste, dust and fluff	Light waste and ambient particulates with high combustibility settling and building up in key areas in and around plant/machinery and around exhausts	High	• Fire extinguishers are fitted in the cab of all loading plant. • Staff training / toolbox talks for continuous monitoring throughout the day to detect signs of a fire caused by dust settling on hot exhausts and engine parts. • Plant & equipment daily checks and preventative maintenance of plant / equipment in accordance with the manufacturers recommendations. • Minimum daily checks for dust and fluff on plant/equipment before and use of equipment at the start/end of each working day.	Low
Hot loads	Imported wastes which may contain materials which are above ambient temperature	High	• All loads are inspected in accordance with strict waste acceptance procedures. • Quarantine area and rejected waste containers on site for quick isolation of load.	Low
Overhead power lines	Any overhead power lines on or around the site may ignite in the event of a fire and worsen the effects	Low	• There are no overhead power lines which directly traverse the site.	Negligible
Ignition sources	Activities or appliances which use a source of both primary and residual heat to treat waste or manufacturer material or plant and equipment	Medium	• Daily checks and preventative maintenance of plant and equipment in accordance with the manufacturers recommendations. • Minimum daily checks for dust and fluff on plant and equipment before and after use of equipment at the start and end of each working day. • Out-of-hours storage of plant & equipment away from combustible or flammable wastes. • No idling policy in place.	Low
Other combustible non-waste materials on or near the site not mentioned above i.e. gas cylinders and LPG tanks	Any combustible non-waste materials on or near the site may ignite in the event of a fire and worsen the effects	High	• All loads are inspected in accordance with strict waste acceptance procedures. • Quarantine area and rejected waste containers on site for quick isolation of load. • No storage of gas, aerosols, cylinders, LPG or other types of tanks and canisters takes place on site.	Low
Reaction between wastes	Combustible waste piles may ignite in the event of a fire and worsen the effects if wastes react	High	• All loads are inspected in accordance with strict waste acceptance procedures. • Quarantine area and rejected waste containers on site for quick isolation of load.	Low
Leaks and spillages of oils and fuels	Fuels and combustible liquids leaking or trailing from site vehicles can combust or cause accidents leading to combustion	High	• Spill kits available throughout the site. • Suitable and sealed drainage system. • Continuous (minimum twice daily) checks for spillages around the site. • Staff training and toolbox talks. • Plant & equipment daily checks and preventative maintenance of plant and equipment in accordance with the manufacturers recommendations.	Low
“Tramp” metal	Metal could be hot from mechanical processing and interact with lighter waste causing a fire	High	• All loads are inspected in accordance with strict waste acceptance procedures. • Quarantine area and rejected waste containers on site for quick isolation of load containing batteries. • Staff training and toolbox talks for continuous monitoring throughout the day to detect signs of a fire caused by dust settling on hot exhausts and engine parts. • No mechanical treatment of scrap metal expected to take place at the site other than manual separation.	Low

2.2 Fuel, Oil & Hazardous Material Storage

2.2.1 No gas cylinders or aerosols will be accepted for storage at the site, nor will there be chemicals present on site.

2.2.2 Oil and lubricants are stored on site for everyday maintenance of vehicles and plant. These are kept in secure containers outside the permit boundary.

2.2.3 Fuel is stored on site, all refuelling of plant and equipment will take place using a drip tray to capture any fuel, the location of fuel storage is shown on Drawing No. 3578/OYS/03. The procedures for fuel and hazardous fluid storage on site are as follows:

a) Tanks are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
b) All pipework and associated infrastructure will be enclosed within the bund.
c) A lock will be fitted to the tank valve to prevent unauthorised operation.
d) Any storage of oil will comply with the Control of Pollution (Oil Storage) (England) Regulations 2001 SI No.2954 or any subsequent legislation.
e) All valves and gauges on the bund will be constructed to prevent damage caused by frost.
f) No combustible waste will be stored within 6 metres of any fuel or flammable fluids storage without a fire wall in place.
g) All tanks storing fuel, oil or hazardous material are clearly marked showing the product within and their 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 Smoking (including e-cigarettes) is prohibited on site. Any persons wanting to smoke will have to do so off site 6m from combustible waste storage areas see Drawing No. 3578/OYS/03.

2.5 Plant and Equipment Maintenance

2.5.1 Plant and equipment including the operators own fleet of vehicles will be maintained and serviced in line with manufacturer's recommendations. All plant and equipment will be subject to preventative maintenance checks by site operatives to ensure safe operation and prevent situations which may give rise to faults or malfunction, see Appendix II Preventative Maintenance Checklist.

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:

a) Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant and equipment.
b) Mobile plant is stored in the out-of-hours plant storage area as shown on Drawing No 3578/OYS/03 following cessation of activities and external separation distances of 6m are observed between plant and any combustible or flammable material.
c) No plant will be stored in the buildings out-of-hours.
d) Plant which is not in use for any extended period is stored at least 6 metres from combustible waste in the dedicated area on site.
e) All plant and equipment vehicles are fitted with fire extinguishers in the cab. Rubber strips are not considered appropriate as they are usually removed via uneven and bumpy ground.
f) 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 Site security is important to reduce the likelihood of unauthorised access to the site. The only ingress / egress to the site is via Haven Road.

2.6.2 The sites boundary is predominantly surrounded by 2-3m palisade fencing. The entrances to the site are secured with lockable steel palisade gates which remain locked whenever the site is unmanned / outside of operational hours.

2.6.3 In addition to the above, the site has 24-hour CCTV footage available covering all internal and external operational and storage areas. This is remotely accessible by site management and a fully addressable ID2 fire alarm system which in the event of any temperature spike will automatically call site managers and directors.

2.6.4 The above site security measures/infrastructure is considered suitable to prevent unauthorised access. There have been no incidents of unauthorised access on the site since operations began.

2.6.5 The site security measures will be inspected on a weekly basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within a suitable timescale. All repairs will be noted on the site diary repaired as soon as practically possible. The checklist in Appendix II provides further information.

2.6.6 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 weekly by staff and serviced in accordance with Legislation (3/5 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 Weekly inspections of cabling, etc. will be undertaken and the Checklist in Appendix II 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.

2.7.4 All electrical points will be turned off at least 10 minutes before the site closes (other than those used for CCTV) to ensure the risk of short circuiting is minimised.

3 Waste Acceptance Procedures

3.1 General

3.1.1 Strict waste acceptance procedures are implemented on site as detailed below.

3.1.2 Every load will have the following details recorded prior to acceptance:

a) Vehicle Registration and drivers name and signature.
b) Waste haulier name and valid waste carriers' registration number.
c) Name address (of source site) and signature of transferor.
d) Name, address (of destination site) and signature of the person receiving the waste (transferee).
e) Permit number or exemption reference of person receiving the waste (if applicable).
f) Description of waste including waste type, waste source, waste containment and waste quantity.
g) List of Waste (LoW) code.
h) SIC code of the waste holder (where relevant).
i) Date and time of waste transfer and waste transfer note number.
j) Confirmation that the waste hierarchy has been considered.

3.1.3 All incoming vehicles are required to report to the site office where loads can be visually inspected and drivers credentials checked. The details of the load will be recorded, and the duty of care note/company documentation will be further checked by the operator to ensure that the load is acceptable at the site.

3.1.4 Following the initial inspection, any loads which are heavily contaminated with non-conforming waste will be rejected from the site. Loads deemed acceptable will be directed to the appropriate waste tipping area.

3.1.5 Loads will undergo a second inspection during tipping; any wastes identified during these inspections which do not conform to site acceptance criteria will not be accepted and will be quarantined immediately to await safe removal from site. The EA will be contacted

(where necessary) if the non-conforming waste discovered is likely to lead to a breach of permit conditions or a potential risk of combustion.

3.2 Non-conforming Waste

3.2.1 As outlined above, all waste is checked and inspected prior to being accepted at the site. Any non-conforming waste is loaded back onto the delivery vehicle and is not accepted. If non-conforming waste is discovered on site, there is a quarantine container to temporarily store contravening items prior to removal.

3.2.2 Any non-conforming waste which is rejected will be stored in a skip in the quarantine area for a maximum of five working days prior to removal from the site. The location of this skip may vary but will be within the quarantine area 6m from combustible or flammable material.

3.3 Combustible Waste Reception

3.3.1 The main combustible waste types accepted at the site include the following EWC codes:

- Mixed municipal waste – **20 03 01**
- Plastic – **17 02 03 / 20 01 39**
- Wood / green waste – **17 02 01 / 20 01 38**
- Paper / cardboard – **19 12 01 / 20 01 01**
- Plasterboard– **17 08 02**
- Residual wastes from waste management facilities – **19 12 12**

3.3.2 All waste stored on site including those in containers will be easily accessible from at least one side to ensure that if a fire were to occur, access is available for firefighting.

3.4 Combustible Waste Treatment

3.4.1 Once a load has been accepted by the operator the contents of the delivery vehicles is discharged into the reception area and is subject to the following treatment, recovery or disposal procedures:

a) All mixed loads will be deposited in the mixed waste reception area (**AREA 1**). If skips cannot be emptied and processed the same day, they will temporarily be stored in **AREA A1** which is located within a secure building for processing the following day.
b) Tipped waste is manually / hand sorted into recyclable materials such, wood/timber, metals, plastic, cardboard, brick, concrete, soil, non-recyclable etc. Sorted wastes are taken to the external yard for storage in secure bays.
c) Separated inert materials consisting of brick, concrete soil etc are further processed via a screen to separate the soils from hardcore. Once separated the hardcore, soils and screened trommel fines are moved to the external yard for storage in secure bays.

SHREDDING OF WASTE

d) Residual lighter items of mixed wastes are further processed via shredding for the production of RDF fines for disposal. Following the above manual sorting and separation process, residual lighter items of mixed waste to be shredded are stored in **AREA 11**.
e) The processed shredded RDF / SRF is then stored in secure covered bays in **AREAS 12-13**.
f) Clean wood that has been separated from mixed loads is also shredded on site. Following the above manual sorting and separation processes, clean wood to be shredded is stored in **AREA 14**.
g) Clean shredded wood will be stored in **AREA 15** prior to removal from site for use in a biomass boiler.
h) Shredding will only take place when there is a sufficient amount of material to undergo processing.
i) When shredding is being undertaken, the shredder will be positioned in front of the appropriate storage bay for the resultant shredded material which will comprise of a lego block concrete bay with a zap shelter positioned over the top to provide additional

protection. Material will be loaded into the shredders hopper and shredded material deposited directly into the storage bay from the end of the shredders conveyor.

j) The positioning of bays has been carefully considered to minimise the double handling of waste i.e. material to be shredded has been positioned adjacent to the appropriate proposed shredded material bay.

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, reference should be made to Drawing No. 3578/OYS/03 for details of all waste storage locations on site.

4.1.2 Maximum storage durations for each waste type are illustrated in Table 4.1 and on Drawing No. 3578/OYS/03. It is important to note these are the maximum storage times (accounting for potential delays in removal i.e. transport issues) and waste is typically removed sooner than this.

4.2 Waste Storage

4.2.1 As outlined above, Table 4.1 details the maximum quantity, location and duration for all wastes stored on site. This ensures all piles are stored in accordance with Section 9.1 of the FPP guidance.

4.2.2 The storage table has been based on the maximum volumes of waste the site could store at any one time. The non-combustible waste types are highlighted blue.

4.2.3 Containers and skips used for waste storage will not be overfilled to prevent any potential release or escape of waste.

4.2.4 The operator manages the site in accordance with a first in first out principal ensuring waste is not stored for the maximum storage durations provided in Table 4.1 overleaf. Containers of sorted and separated waste will be removed within the maximum storage times or when the container is full, whichever is sooner. This ensures waste stored on site for the longest is removed in a suitable timescale minimising the risk of self-heating and combustion.

Table 4.1 – Waste Storage Table

Storage Area Details											
Plan Ref	**Description**	**Storage type**	**Containment**	**Height / width of firewall (m)**	**Max width of pile (m)**	**Max length of pile (m)**	**Max height of pile (m)**	**Approx. area (m2)**	**Conversion factor used**	**Approx. volume (m3)**	**Max storage time**
AREA A1	Full skip storage prior to tipping and processing	Free-standing (unprocessed)	Sealed skips (containers)	n/a	6.4	2	3	16	1	41	<48 hours
AREA 1	Mixed waste reception (tipping), inspection and sorting area	Free-standing (unprocessed)	Enclosed waste transfer building	n/a	6	9	3	54	0.333	54	<12 hours
AREA 2	Cardboard & paper baler infeed pile	Free-standing (processed)	Freestanding stockpile in enclosed building	n/a	5	5	2	25	0.333	17	<12 hours
AREA 3	Baled paper & cardboard	Free-standing (processed)	Freestanding stockpile in enclosed building	n/a	6	2	2	12	1	24	<72 hours
AREA 4	PVC	Free-standing (processed)	Sealed 40-cubic yard container	n/a	6.4	2	3	16	1	41	<4 weeks
AREA 5	Plasterboard	Free-standing (partly processed)	Three-sided concrete bay	5 / 0.1	8.2	4	3	33	0.75	74	<2 weeks
AREA 6	Non-hazardous source segregated wood	Free-standing (partly processed)	Three-sided concrete bay	5 / 0.1	8.2	4	3	33	0.75	74	<4 weeks
AREA 7	Sorted waste bay containing any of the following - green waste, plastic, cardboard, metal etc	Free-standing (partly processed)	Three-sided concrete bay	5 / 0.1	8.2	4	3	33	0.75	74	<2 weeks
AREA 8	Hardcore / stone	Free-standing (processed)	Three-sided concrete bay	5 / 0.1	13.5	8	3	108	1	324	<6 months
AREA 9	Soils / inert material	Free-standing (processed)	Three-sided concrete bay	5 / 0.1	12.5	4	3	50	1	150	<6 months
AREA 10	<10mm screened fines (trommel fines)	Free-standing (processed)	Three-sided concrete bay	5 / 0.1	12.5	4	3	50	1	150	<2 weeks
AREA 11	Residual mixed wastes	Free-standing (processed)	Three-sided concrete bay	5 / 0.1	15.2	6.2	3	94	0.75	212	<1 week
AREA 12 - 13	Shredded RDF fines	Free-standing (processed)	Three-sided concrete bay	5 / 0.1	5.7	4	3	23	1	68	<1 week
AREA 14	Wood (clean source segregated)	Free-standing (processed)	Three-sided concrete bay	5 / 0.1	7	11.2	3	78	0.75	176	<1 week
AREA 15	Shredded wood (clean shredded wood from AREA 14)	Free-standing (processed)	Three-sided concrete bay	5 / 0.1	4.4	4	3	18	0.75	40	<1 week

4.3 Conversion Factors

4.3.1 The conversion factors used for calculating waste pile sizes are set out below.

Table 4.2 – Conversion Factors

Conversion Factors
Conversion factors for waste piles are worked out using the following methods set out by the Environment Agency
The maximum length width pile is based on the largest dimension – the volume of the pile has been calculated using the area x height x relevant conversion factor
Conversion of 1 for materials stored within containers, area of storage in stackable containers and waste/bale stacks
Conversion of 0.75 for waste stored within a bay comprising volume of rectangle + pyramid
Conversion of 0.3333 for waste stored in a free-standing stockpile
All containers can be moved and are accessible from one side so a fire can be extinguished

4.4 Removal of Waste

4.4.1 The operator will ensure more than one contract is set up with a destination site that can take their recycled / sorted waste to prevent a backlog building up on site.

4.4.2 Each waste storage area is inspected throughout the day by operational staff and in the event of a fire has suitable techniques shown in various sections of this FPP to ensure any fire could be extinguished within the limitations set out in the FPP guidance.

4.4.3 All waste material will be stored in its largest form while on site.

4.5 Storage / Monitoring Procedures (free standing piles)

4.5.1 Table 4.3 details the combustible waste piles stored on site and procedures to reduce the risk of the waste combusting. It must be noted **AREAS 8 & 9** are not included as they are not considered combustible wastes.

Table 4.3 – Combustible waste storage/monitoring table (freestanding waste piles)

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
AREA 1 Mixed waste reception (tipping) area	• **AREA 1** comprises of the main waste reception/tipping area. • Waste is stored in AREA 1 for a maximum of 12 hours. The short storage time significantly reduces the risk of self-combustion and the stockpiles internal temperature increasing as this is significantly less than the 3 months storage time outlined in FPP guidance. • **AREA 1** is situated within the confines of a waste transfer building, removing the risk of self-heating from direct sunlight. • Waste will not have undergone any form of mechanical treatment which is likely to raise the temperature of the waste. • A site operative will typically always be working in this area meaning the waste is always under visual monitoring. • Site operatives are suitably trained through toolbox talks in the early recognition of a fire. • In addition to visual monitoring throughout the day by site operatives, CCTV is located within the building providing coverage of all waste storage / processing areas for out-of-hours monitoring. • A full deep clean of the waste storage area will take place every 12 weeks to ensure there are no contrary items of waste which have been stored longer than necessary. • All site staff will be given instruction and advised of the importance of stock rotation as part of their training. • **Due to the above it is considered no further storage or monitoring is required.**

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
AREA 2 Cardboard & paper baler infeed pile	• **AREA 2** is used for the storage of separated cardboard and paper prior to baling. • Waste will be stored here for a maximum of 12 hours prior to processing, the short storage time significantly reduces the risk of self-combustion and the stockpiles internal temperature increasing as this is significantly less than the 3 months storage time outlined in FPP guidance. • As this is a dynamic stockpile, the process of tipping and removing material will be ongoing which will reduce the actual amount of time the waste will be stored prior to sorting. • **AREA 2** is situated within an enclosed waste transfer building, removing the risk of heating from direct sunlight. • Any non-conforming items likely to cause self-combustion i.e. batteries will have been removed during the initial hand sorting process. • Site operatives are suitably trained through toolbox talks in the early recognition of a fire. • In addition to visual monitoring throughout the day by site operatives, CCTV is located within the building providing coverage of all waste storage / processing areas for out-of-hours monitoring. • A full deep clean of the waste storage area will take place every 12 weeks to ensure there are no contrary items of waste which have been stored longer than necessary. • All site staff will be given instruction and advised of the importance of stock rotation as part of their training. • **Due to the above it is considered no further storage or monitoring is required.**

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
AREA 5 Plasterboard **AREA 6** Non-hazardous source segregated wood **AREA 7** Sorted waste bay containing any of the following – green waste, plastic, cardboard, metal etc **AREA 10** Trommel fines **AREA 11** Residual waste **AREA 12-13** Shredded RDF fines **AREA 14** Wood (clean source segregated) **AREA 15** Shredded wood	• These areas all comprise of interlocking lego block concrete bays to store processed wastes. • Wastes will be stored with a minimum 1m freeboard from the top of the bay wall; however, most wastes will have a 2m freeboard from the height of the bay wall. To ensure waste is not stockpiled higher than 3m site operatives will ensure bays are marked with height indicators on the wall to allow for a quick visual reference (this may be in the form of a spray-painted line or using the height of the joists in the bay wall). • All bays are open fronted meaning access is available at all times in the event of a fire. • All wastes in these areas have been sorted / processed and are therefore unlikely to contain any material which could cause combustion i.e. a hot load or lithium battery. • Waste piles are visually monitored throughout the day by site operatives and trained personnel who will be trained via toolbox talks in recognition of a fire. • In addition to visual monitoring throughout the day by site operatives, CCTV is located on site providing coverage of all waste storage / processing areas for out-of-hours monitoring. • **AREAS 5, 12, 13 & 15** have zap shelters positioned above the bays which will provide a degree of shelter from direct sunlight. • A full deep clean of waste storage bays will take place every 12 weeks to ensure there is no build-up of residual items being stored for longer than necessary. • Waste stored in **AREA 6** will be stored for a maximum of four weeks. • Waste stored in **AREAS 5, 7 & 10** will be stored for a maximum of two weeks. • Waste stored in **AREAS 11-15** will be stored for a maximum of one week. • All site staff will be given instruction and advised of the importance of stock rotation as part of their training. • **Due to the above it is considered no further storage or monitoring is required.**

4.6 Storage / Monitoring Procedures (containers)

4.6.1 Table 4.4 below details the waste types which are stored in containers at the site and the procedures to reduce the risk of these wastes combusting.

Table 4.4 – Combustible waste storage/monitoring table (containers)

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
AREA A1 Full skip storage prior to tipping and processing **AREA 4** PVC	• Waste stored in containers will comprise of full skips prior to processing in **AREA A1**. Waste will be stored in **AREA A1** for a maximum of 48 hours and if incoming loads cannot be processed the same working day will be typically processed the next working day. • **AREA 4** will be used to store separated PVC which has been handpicked from mixed loads. PVC will be stored in a 40-cubic yard container within the waste transfer building where the baling of paper/cardboard is undertaken. PVC is stored for a maximum of four weeks. • Both **AREA A1** and **AREA 4** are located within enclosed waste transfer buildings on site and will therefore be protected from direct sunlight. • Waste in **AREA 4** will have been sorted / processed and is therefore unlikely to contain any material which could cause combustion i.e. a hot load or lithium battery. • Containers are accessible from at least one side and from the top in the event of a fire occurring in the skip to allow access for firefighting. • The waste will not exceed the height of the containers. • In the event of a fire breaking out in the skip, it can be dragged into the quarantine area by mobile plant to reduce the spread i.e. to another skip or adjacent waste piles. • In addition to visual monitoring throughout the day by site operatives, CCTV is located on site providing coverage of all waste storage / processing areas for out-of-hours monitoring. • All site staff will be given instruction and advised of the importance of stock rotation as part of their training. • **Due to the above it is considered no further storage or monitoring is required.**

4.7 Storage / Monitoring Procedures (baled waste)

4.7.1 Table 4.5 below details the waste types which are stored in bales at the site and the procedures to reduce the risk of these wastes combusting.

Table 4.5 - Combustible waste storage / monitoring table (waste bales)

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
AREA 3 Baled paper and cardboard	• **AREA 3** comprises storage for bales of paper/cardboard waste. Bales will be stored 2m high i.e two bales high. • Bales will be stored freestanding opposite the baler against the waste transfer building wall. • Bales are visually monitored throughout the day by site operatives and trained personnel who will be trained via toolbox talks • Bales are accessible from at least one side. • In addition to visual monitoring throughout the day by site operatives, CCTV is located on site providing coverage of all waste storage / processing areas for out-of-hours monitoring. • All site staff will be given instruction and advised of the importance of stock rotation as part of their training. • **Due to the above it is considered no further storage or monitoring is required.**

4.8 Fire Walls and Bays

4.8.1 The concrete firewalls used to separate combustible waste on site are constructed to BS8110 Pt2 'Structural use of concrete Part 2 Code of practice for special circumstances' and BSEN1992-1-2 'Design of concrete structures. General Rules. Structural fire design'. In accordance with BSEN1992, the fire resistance of concrete structures over 100mm will have a fire resistance of 1200^{o}C for 4 hours. This means the fire walls reduce the need to provide a 6m separation from waste, the permit or site boundary.

4.8.2 Table 4.6 below details the type of wall and demonstrates their properties to:

a) Resist fire (both radiative heat and flaming); and,
b) Have a fire resistance period of at least 120 minutes to allow waste to be isolated and to enable a fire to be extinguished within 4 hours.

Table 4.6 – Fire wall details and specifications

Firewall type	Width	Site location / use	Specification
Interlocking concrete block / concrete panel wall	0.6 m & 0.3m	Interlocking concrete waste storage bays.	Class A1 in accordance with Clause 4.3 4.4 of EN:13369 - >120 minutes

4.8.3 Fire walls are checked throughout the day by staff and recorded inspections undertaken on a weekly basis, if any gaps or damage to the walls are present which could compromise their integrity will be repaired and sealed as soon as practically possible.

4.8.4 All waste stored against fire walls will have a suitable freeboard of at least 1 metre, but it is not possible to scientifically calculate the flame height as each waste pile is different and could contain a number of different sizes/grades of waste leading to a lesser or greater flame height.

4.9 External heating from hot weather

4.9.1 It is considered that external waste will not be at high risk from over-heating waste stored externally has been sorted / processed and had any items of contravening waste or items that could lead to self-combustion i.e. batteries have been removed.

4.9.2 Waste stored externally is not stored for a period where it could combust from exposure to sunlight.

4.9.3 To reduce the risk of self-combustion from external heating, the operator will deploy the following measures:

a) In the event of a drought period i.e. three hot days where weather conditions would exceed 25^0C / 75^0F, which the operator would know in advance via the Met Office, the monitoring frequency of these piles will be increased to at least three times every 12 hours per day and the piles would undergo additional dousing using hoses.
b) Waste can be easily supressed using hoses in the event of early fire detection i.e. smoke, steam, flames.
c) No waste is stored for longer than 3 months and therefore in accordance with FPP guidance, no monitoring i.e. temperature checks, thermal probes are considered necessary. The site would only look to deploy the use of thermal imaging cameras / probing would be in extenuating circumstances i.e. closure of destination sites, transport failures, staff illness where the waste could be stored excessively i.e. in excess of 12 weeks. This would occur only on very rare occasions and the EA would be contacted in this scenario.

4.10 Stock Rotation and Seasonal Variations

4.10.1 Details of stock rotation are outlined in Sections 4.5– 4.7 for all wastes which are stored and processed on site.

4.10.2 In the event of destination site closures or seasonal demands for wastes leading to a longer storage duration, the operator can divert incoming waste and send stored waste to alternative site's using the EAs public register for alternative sites who could take this material, or they would contact the destination sites where waste from the site will be sent.

5 Site Inspection Programme

5.1 Daily Checks

5.1.1 Site management are responsible for staff and contractors carrying out fire watches including daily site walks for checking drainage systems, security measures, out-of-hours plant (hot exhausts) and waste storage areas. Site management can reference the Inspection Checklists shown in Appendix II but may use internal check sheets.

5.1.2 The fire watches/site inspections will take place regularly throughout the day when plant is idle but recorded at least once at the end of the working day before the site closes to ensure the risk of a potential fire has been reduced.

5.1.3 Carrying out the above checks daily 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 Table 4.1.

5.2 Staff Training

5.2.1 Operational staff will be subject to site inductions which includes basic fire emergency procedures provided by site management or the Technically Competent Manager. If necessary, a third-party fire consultant will be contacted to carry out additional training.

5.2.2 A full test (drill) of the procedures in this document will be carried out every 12 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 Inspection Checklists may also be used during the drill.

5.3 Toolbox Talks

5.3.1 All operational staff on site have received fire awareness training / toolbox talks off trained staff i.e. the operations, site or technically competence manager on their staff induction to detect early signs of fire and to minimise the chance of a fire breaking out in order to meet the three objectives outlined in section 1.2.2.

6 Quarantine Area

6.1 Quarantine Area Details

6.1.1 In accordance with the EA's FPP guidance an area of the site has been designated as the quarantine area. The location of the quarantine area is shown on Drawing No. 3578/OYS/03, which is accessible at all times. The quarantine area is situated in the external yard on an impermeable concrete surface and has a 6m buffer from all waste storage and operational areas (including the permit boundary).

6.1.2 It is considered the largest combustible waste pile is **AREA 11** comprising of a bay storing residual waste. If this area was at maximum capacity, the maximum volume of waste would equate to approximately 283m^3, meaning the quarantine area on site would need to hold 141.5m^3 of waste material.

6.1.3 The quarantine area proposed measures 107m^2 and has a volume capacity of 143m^3 (if waste is piled 4m high using a 0.333 conversion factor) which is capable of holding more than 50% of the waste in the largest stockpile (**AREA 11**).

6.1.4 Waste would be moved to the quarantine area using mobile plant available at the site i.e. telehandlers. The out-of-hours storage locations for mobile plant is shown on Drawing No. 3578/OYS/03.

6.1.5 In the event of a fire, the quarantine area will be used either to isolate wastes which are smouldering to allow safe dissipation of heat without placing other areas on site at risk of ignition; or, to remove any other wastes stored near which could be affected by the fire spreading. It is envisaged a fire would be extinguished *in situ* so in assuming the fire has been extinguished, the 'burnt out' waste would be removed to the quarantine area where it can be continually doused down and monitored prior to export off site to suitably permitted site.

7 Detecting Fires & Response Procedures

7.1 Fire detection procedure (manual)

7.1.1 If a fire is detected or suspected by a member of staff during operational hours, the relevant person will conduct the following procedure report to site management:

a) Raise the fire alarm (if not already done by another staff member) or sound fire alarms/communicate via radio or ring out-of-hours key holders. **Timescale for this will be upon detection i.e. seconds.**

b) Assess the intensity and scale of the fire and make a judgment as to whether the fire can be managed without the requirement for assistance from the emergency services i.e. using the hose or fire extinguishers. **This process should take less than 60 seconds. If fire requires further assistance, a call will be logged to the FRS then the procedures in 8.1 followed.**

c) Initiate evacuation of staff and visitors on site to the meeting point and instruct delegated person(s) to conduct a roll-call to ensure all site users are accounted for. **Timescale variable depending on staff on site – estimated within 5 minutes.**

d) If viable and safe, instruct necessary site staff to commence extinguishment. **Timescale variable depending on size of fire, suppression can be within minutes if safe to do so.**

7.2 Out-of-hours detection

7.2.1 There will be an automated temperature detection system on site while visual monitoring by site operatives and CCTV (which also remotely accessible) will ensure that there is constant monitoring at the site. The thermal detection system will cover the internal areas of the building and will be UKAS accredited; the system will be installed and maintained by an accredited company (details of the detection system are shown in Appendix III).

7.2.2 In the event of a fire or signs of fire from the site, the site manager or TCM can call other staff and be at the site within 10 minutes to commence fire-fighting procedures.

7.2.3 Given the nearest fire station is located within 2.8 miles of the site, it is considered the FRS would be available to attend an emergency call within 10 minutes to assist the emergency contact in supressing and controlling the fire using their expertise and appliances.

8 Fire Response Procedures

8.1 Response Procedure

8.1.1 Further to the measures detailed in Section 7, the following procedure would apply in the event of an incident:

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 as a result of the fire in terms of potential road closures, smoke inhalation and action to be taken i.e. **stay indoors** (see Section 8.3).
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 (see Section 8.2).
f) If safe to do so, site management 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 additional surface water protection equipment where required under the direction of the FRS when they arrive (booms, etc.).
i) Site management will identify themselves to the FRS as soon as they arrive on site and will provide them with a copy of this document and update them with relevant information in terms of fire location, possible reason, waste on fire and projected impact which will assist them in dealing with a fire more effectively.
j) Implement pollution control measures) if safe to do so.

8.1.2 In the event of site management being absent from site, the operator will ensure the TCM or a suitably competent deputy is available during operating hours to take command of an incident should one occur.

8.2 Access for Emergency Services

8.2.1 The site is located off Haven Road and provides direct access to the site for the emergency services with Colchester Fire Station situated 2.8 miles away from the site on Cowdray Avenue. The response time is expected to be within 10 minutes.

8.2.2 The width of the surrounding roads and gateway exceeds the minimum required by the FRS which is 3.7m. Site management will also ensure access routes are maintained throughout the working day and before cessation of works during site inspections.

8.2.3 Access routes for emergency services around the site are clearly shown on Drawing No. 3578/OYS/03.

8.3 Notifying Nearby Receptors

8.3.1 The contact numbers of key sensitive receptors identified within 1km of the site who could be directly affected in the event of a fire along with the Receptor Plan will be stored within the site office. The numbers/contacts are also shown on page vii of this FPP. Other numbers may be added to this list or existing numbers changed throughout the lifetime of this FPP.

8.3.2 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.

9 Suppressing Fires & Firefighting Techniques

9.1 Site-wide Suppression

9.1.1 The site has the following on site suppression measures which are indicatively shown on Drawing No. 3578/OYS/03.

i) Hose reels strategically placed providing coverage to areas storing combustible and flammable materials.
ii) Mixture of water, foam, powder and CO_2 fire extinguishers located in close proximity to waste piles.
iii) A 10,000-litre rainwater harvesting tank.
iv) Additional mobile water bowsers can be sourced if required (1,200 litre IBC of water).

9.1.2 During normal operational hours, there are numerous members of staff who are fully trained in using mobile plant to assist with firefighting which would include suppression using the above and isolating waste at risk of combusting using mobile plant as shown below.

9.1.3 Whilst the above sections may not fully extinguish a fire, they will provide an adequate interim period of suppression and prevention of a large-scale fire until the arrival of the emergency services.

9.1.4 Mobile plant i.e. excavators, will be used to move unburned material or containers of unburned waste to the quarantine area and away from waste that is on fire to prevent it from spreading. The waste on fire will be quenched using suppression by staff or the FRS. The unburned waste will be kept in the quarantine area until the fire has been extinguished.

9.1.5 The operator could also fill a sealed skip with water and load burning waste into it. Access routes into and out of buildings including out-of-hours plant storage are shown on Drawing No. 3578/OYS/03.

9.2 Out-of-hours Suppression

9.2.1 Once alerted to a fire the following procedure will be conducted:

a) Irrespective of whether a company presence is required at the site by the FRS, the out of hours appointed contact (or delegated responsible person) will attend the site to assist in any way possible if safe to do so, under the instruction of the FRS.
b) The site appointed out of hours contact will subsequently contact as many additional members of staff as required.

9.3 Automated Suppression

9.3.1 There is no automated suppression system for waste stored within the building. The longest any combustible waste is stored on site for is four weeks which comprises of the PVC stored in sealed containers in one of the waste buildings. This storage time is still considerably less than that outlined in the FPP guidance, significantly reducing the risk of self-combustion.

9.3.2 During operating hours operational areas are typically under constant supervision through site operatives processing waste within the building, therefore would allow for early detection of a fire through constant visual monitoring. Based on this it is considered that no automated suppression is required for waste stored in the waste transfer building.

10 Water Supplies

10.1 General

10.1.1 Section 16 of the EA's FPP guidance 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 combustible waste pile on site equates to 283m^3 and to extinguish within 3 hours it would require approximately 339,660 litres (339.6m^3) of water requiring a flow of approximately 1,887 litres per minute based on the calculation provided in Table 10.1 below.

Table 10.1 - Water supply calculations (Largest Stockpile)

Maximum pile volume in m^3	Water supply needed in litres per minute	Overall water supply needed over 3 hours in litres	Total water available on/off site in litres
283	283 x 6.67 = 1,887	1,887 x 180	339,660 (339.6m^3)

10.2 On-site water supply

10.2.1 Reference should be made to section 9.1.1 in terms of the water available on site. Although there are not the required 339,660 litres stored on site, there is access to mains water, hoses and a 10,000-litre rainwater harvesting tank which can be utilised to provide an initial quick method of suppression to prevent a fire spreading. A standard hose will have a flow of approximately 30/40 l/m in connected to a high-pressure washer.

10.2.2 The operator will rely on quick detection and suppression to prevent a large-scale incident occurring at the site requiring the maximum of water.

10.2.3 In addition to the above there are Suitable firefighting equipment i.e., fire extinguishers – foam and CO_2 will be available on areas of the site storing combustible waste and the site office.

10.2.4 It is considered that the quantity of water calculated in Table 10.1 is a worst-case scenario and is unlikely to be required in the event of a fire. Due to the implementation of this FPP and its procedures it is considered if a fire were to occur on site the entire stockpile of waste would never become fully involved in the fire due to early detection and immediate action implemented i.e. visual monitoring of waste throughout the day and staff being trained on early detection of a fire such as evidence of smouldering, smoke etc.

10.3 External suppression - Fire Hydrants

10.3.1 Anglian Water were previously contacted prior to the submission of the original permit application who confirmed that there are a number of fire hydrants along Haven Road, the closest being directly opposite the site gates, at the junction of Haven Road and King Edward Quay as illustrated on Drawing No. 3578/OYS/03. Anglian Water have conducted a pressure test and confirmed that this hydrant may produce in excess of 20l/s (72,000 per hour) which is more than sufficient based on the previous calculations. A copy of the correspondence with the FRS has been included in Appendix III.

10.3.2 In addition, one 10,000 litre water tank is located onsite to allow for ongoing suppression whilst the FRS are on their way and setting up.

10.3.3 There are a number of fire extinguishers located around the site which can be deployed in the event of an incident to tackle the fire or for fire suppression in the intervening time between discovery of the fire and the arrival of the FRS.

10.3.4 There are mains water points and standard 20m - 50m fire hoses can be connected to these points for further suppression. The hoses will have a flow of approximately 10-15 l/m depending on the pressure at the time.

10.3.5 Mobile plant listed i.e. excavators, loading shovels will be used to move unburned material to the quarantine area and away from waste that is on fire to prevent it from spreading. The waste will be kept here until the fire has been extinguished.

10.3.6 The operator is able to bring/hire in additional plant, tankers and bowsers to help move waste, remove fire water and aid in fighting fires.

11 Managing Fire Water

11.1 Drainage

11.1.1 The drainage arrangements for the site are clearly shown on Drawing No. 3578/OYS/03. All combustible wastes will be stored on an impermeable surface with sealed drainage system.

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

11.2 Containment of Fire Water

11.2.1 As detailed in Section 10.1.2, the largest pile would require containment for 80m^3 of water in accordance with the FPP guidance.

11.2.2 In the event of a fire the operator would initiate the shut-off valve which is shown on Drawing No. 3578/OYS/03 which would seal the only conduit by which fire water could egress off site.

11.2.3 In addition to the drain plug initiation site staff will be required to seal the unbounded area of the site with polybooms to complete the 'containment area' for firewater. The polyboom deployment procedure is provided in Section 11.3 below. As the site naturally falls towards Haven Road with the concrete pad being bound by buildings and surrounding commercial yards which are at a higher level than the waste storage area, additional containment will only be required at the two access points as per Drawing No. 3578/OYS/03.

11.3 Containment of Firewater

11.3.1 As detailed in section 10.1.2, the largest pile on site would require containment for 339.6m^3 of water in accordance with the FPP guidance. Table 11.1 below details there is suitable firewater containment on site for 0.1m^3 of firewater.

Table 11.1 - Firewater Containment Calculation

Volume of Water (m^3)	Containment Area (m^2)	Containment Required	Total Containment On Site
339.6	3365 (sealed concrete pad and waste transfer building)	339.6/3365= 0.1m^3	0.16m high polyboom deployment. 2m high steel fencing. >0.06m capacity available.

11.3.2 It is considered due to the stringent mitigation and monitoring measures implemented the maximum quantity of water would never likely be required as a fire would be mitigated prior to reaching its maximum capability.

11.4 Fire Water Boom Deployment Procedure

11.4.1 The operator will have access to fire water booms which will be located as shown on Drawing No. 3578/OYS/03.and would be deployed in the event of a fire and positioned as per the plan to contain any fire water runoff and prevent firewater from penetrating the hardstanding area of the site. 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, the volume required and the 15 l/m from the standard hose.

11.4.2 A key member of senior staff will be responsible for arranging the deployment of the fire water boom will be trained in this procedure.

11.4.3 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 fire water booms will be observed:

a) Take the boom roll from the site office.
b) Emplace the boom as shown on Drawing No. 3578/OYS/03 by rolling the necessary length; they will be cut to size prior to being used as part of the fire drill procedure.
c) Use supplied cable ties 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.

11.4.4 The above process should be completed as above for all lengths of boom shown on Drawing No. 3578/OYS/03.

11.4.5 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) if deemed necessary.

11.4.6 **Fire water boom specification** - The boom is the same as those issued by the Agency to the FRS in their 'Grab Packs'. In the grab pack information, it states "*The boom is resistant to most chemicals but may be adversely affected by very aggressive solvents such as acetone*". The site will not accept any waste material containing acetone or any other solvents.

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

11.5 Removal of Fire Water

11.5.1 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.

12 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 in the borough; details of which can be found on the EA's public register.

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 General recovery procedure

12.2.1 When the fire has been successfully dealt with the following actions will take place:

a) All fires will be reported to the EA on the working day that they occur including all steps taken by site staff, management and/or emergency services to deal with the fire.
b) Removal of burnt material to a suitably permitted site.
c) Investigation into the cause of the fire, to ensure it does not reoccur.
d) A review of the FPP and EMS, associated amendments will be implemented.
e) Review of any additional training requirements for site personnel as a result of the incident.
f) All fire extinguishers used to tackle the fire will be serviced and replaced after use.

12.2.2 In addition to the procedures mentioned above, the sections overleaf outline specific procedures following a fire.

12.3 Site Decontamination

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

a) Using a tanker/sucker, 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, manually clean out the surface drainage system and underground interceptors/drains removing the debris to the pile of fire damaged waste for removal to landfill or permitted site.
c) Using a road sweeper, sweep the yard (damp as required using the bowser) until all ash and clinker has been removed.
d) All debris has now been isolated and all contaminated water holding areas have been cleaned and emptied.
e) Wash the yard down in entirety using clean water or allow a reasonably heavy rain shower to wash the yard down.
f) It is at this stage that site management should decide whether to repeat areas of the clean-up.

12.3.2 If the clean-up operation has been deemed complete and the site is deemed suitable for accepting waste, the site will ensure the following:

a) Account for all consumables that have been used in the fire and re-order / replace immediately.
b) Restack, and re-locate all items used for the surface water protection during the fire to their storage locations ready for future deployment.
c) Check monthly that items are still present and correct and still serviceable for use in an emergency.

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

12.3.4 Due to the nature of the operator's customers, there are no regular waste contracts which need to be dealt with if the site is closed for a period due to any incidents.

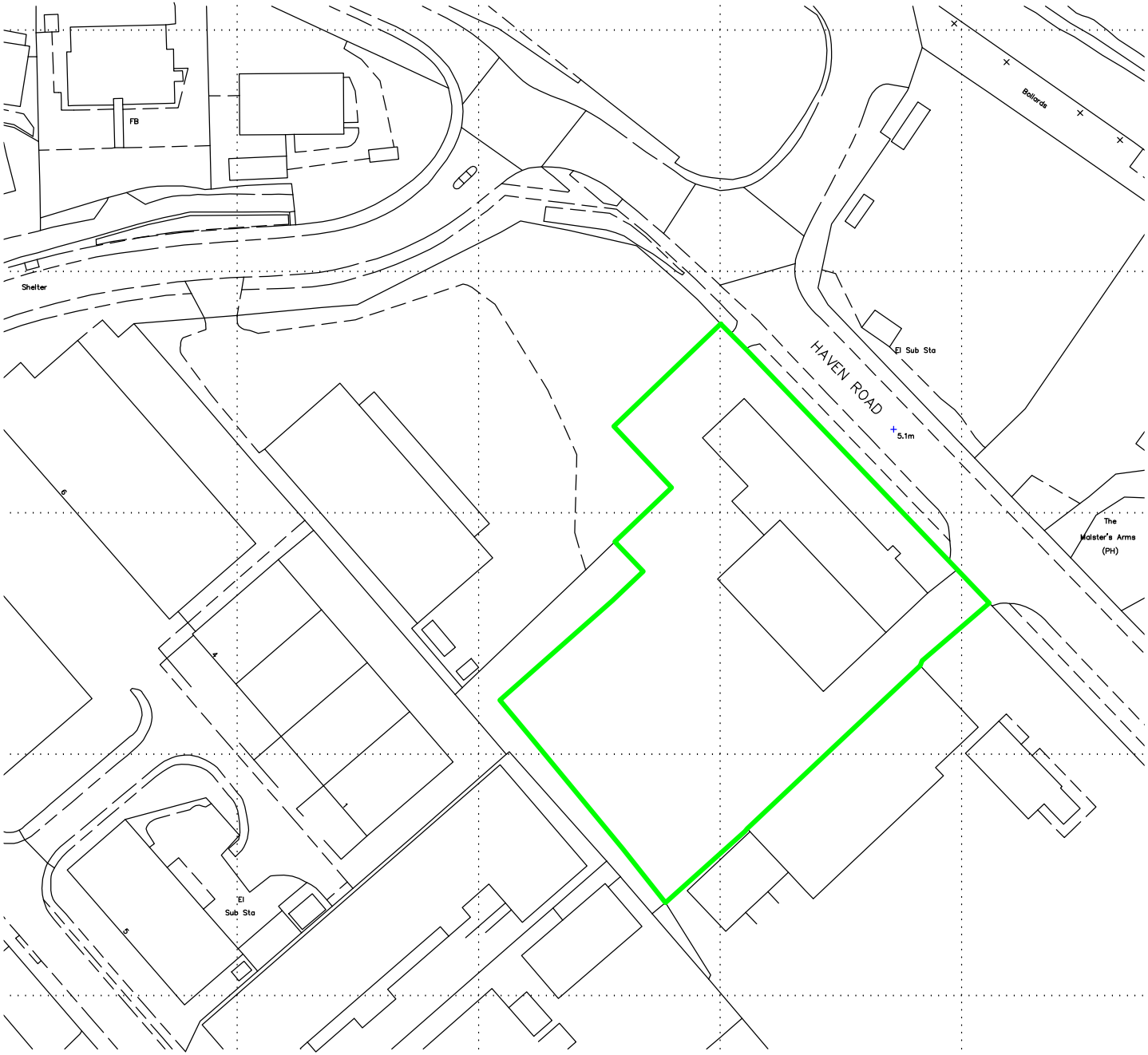
12.4 Post Fire Site Recovery

12.4.1 If a recovery procedure is required, the operator would instigate the following procedures:

a) Remove damaged material to a permitted facility that can 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 procedures and improve upon those which were found deficient.
e) Review training requirements for staff.
f) Assess whether further preventative measure could be 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:
-	15.09.25	JH	Initial drawing

KEY:

Permit boundary

N

Scale Bar (1:1,250)

0 10 20 30 40 50m

TITLE:

PERMIT BOUNDARY PLAN

CLIENT:

Kingdom Recycling Limited

PROJECT/SITE:

Oyster Haven, Haven Road, Colchester, Essex CO2 8HT

SCALE @ A4:	CLIENT NO:	JOB NO:
1:1,250	3578	001

DRAWING NO:	REV:	STATUS:
3578-OYS-02	-	Issued

DATE:	DRAWN:	CHECKED:
15.09.25	JH	CP

Oaktree Environmental
Waste, Planning & Environmental Consultants

NOTES

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	17.09.25	JH	Initial drawing

KEY:

- Permit boundary
- Waste storage areas
- Non-waste storage areas
- Tipping/sorting areas
- Concreted areas
- Covered areas
- Office/welfare
- Out of hours plant storage
- 600mm thick solid concrete wall
- Quarantine area
- Firefighting equipment/extinguishers (indicative locations)
- Fire alarms (indicative locations)
- Spill kits (indicative locations)
- Plant shut off
- Mains Water
- Designated smoking area
- Fire water containment equipment i.e booms
- Access route for emergency services
- Fire hydrant
- Fire assembly points
- Pan,tilt & zone cameras with 360 50cm coverage
- Surface water fall direction
- Surface water drainage
- Interceptor
- Manhole
- Gully
- ACO drain
- Locations for use of firewater booms
- Manhole to be plugged / shut-off in event of a fire for surface water drainage containment

N

Scale Bar (1:250)
0 2 4 6 8 10m

TITLE:
SITE LAYOUT & FIRE PLAN

CLIENT:
Kingdom Recycling Limited

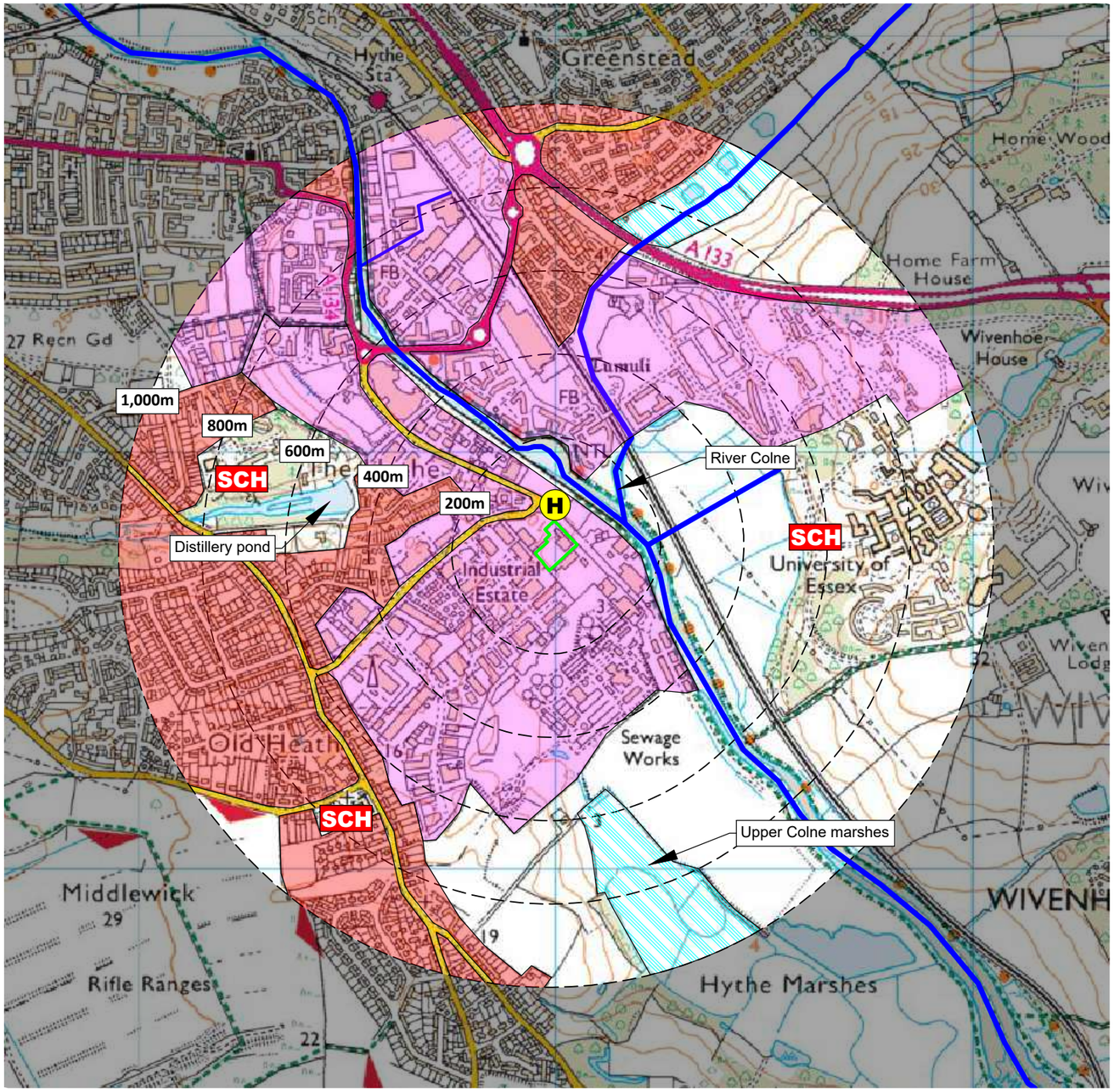
PROJECT/SITE:
Oyster Haven, Haven Road, Colchester, Essex CO2 8HT

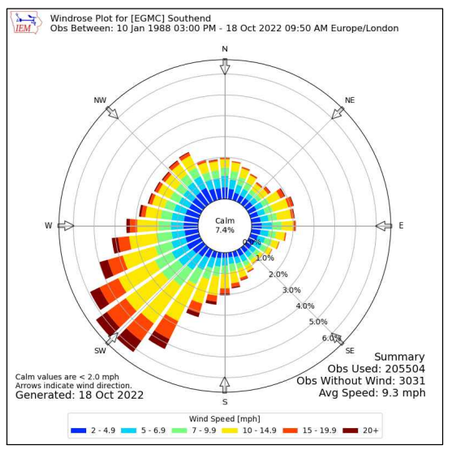
SCALE @ A1:	CLIENT NO:	JOB NO:
1:250	3578	001
DRAWING NO:	REV:	STATUS:
3578-OYS-03	-	Issued
DATE:	DRAWN:	CHECKED:
17.09.25	JH	CP

Oaktree Environmental
Waste, Planning & Environmental Consultants

KEY:

- Permit boundary
- Main river
- Surface water body (river / stream / pond / pool / lake)
- Areas with mix of residential, retail and commercial properties
- Workplaces (includes agriculture industry, commerce and retail)
- Residential blocks
- Class A, B, C roads
- Nearest fire hydrant
- Railway line
- Schools
- Woodland areas
- Local Nature Reserves





Compass Wind Rose for (EGMC) Southend
Period 1988-2022
- source: Iowa State University

NOTES

1. Boundaries are shown indicatively.
2. Wind rose data shows the prevailing wind direction to be Southerly.

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	15.09.25	JH	Initial drawing

N

Scale Bar (1:12,500)

0 100 200 300 400 500m

TITLE:
RECEPTOR PLAN

CLIENT:
Kingdom Recycling Limited

PROJECT/SITE:
Oyster Haven, Haven Road, Colchester, Essex CO2 8HT

SCALE @ A3:	CLIENT NO:	JOB NO:
1:12,500	3578	001

DRAWING NO:	REV:	STATUS:
3578-OYS-04	-	Issued

DATE:	DRAWN:	CHECKED:
15.09.25	JH	CP

Oaktree Environmental
Waste, Planning & Environmental Consultants

Appendix II

Record Keeping Forms

KINGDOM RECYCLING LIMITED **DAILY INSPECTION CHECKLIST**			
DATE			
ITEM FOR VISUAL INSPECTION ↓	**TIME OF INSPECTION (START)** **TIME OF INSPECTION (FINISH)**	**CHECKED Y/N**	**REMEDIAL ACTION REQUIRED**
EMERGENCY ACCESS (FREE FROM BLOCKAGES)			
COMBUSTIBLE WASTE STORAGE (AWAY FROM POTENTIAL IGNITION SOURCES)			
FIRE WATCH AT THE END OF THE WORKING DAY TO INSPECT FOR SIGNS OF SELF-HEATING, SMOKE OR FIRE AND ENSURE EXHUASTS ON PLANT ARE COOL ETC			
DUST/FLUFF AROUND UNIT CHECK			
LITTER (I.E. LOOSE COMBUSTIBLE WASTE MATERIALS)			
PLANT/EQUIPMENT MAINTENANCE CHECKS (BEFORE AND AFTER USE)			
FIRE QUARANTINE AREA IS CLEAR OF WASTE			
OTHER (SEE NOTES BELOW)			
INSPECTION CARRIED OUT BY			
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):			

CHECKED BY		**SIGNATURE**	
POSITION		**DATE**	
SHEET		***OF***	

KINGDOM RECYCLING LIMITED **WEEKLY INSPECTION CHECKLIST**			
WEEK COMMENCING			
ITEM FOR VISUAL INSPECTION ↓	**TIME OF INSPECTION (START)** **TIME OF INSPECTION (FINISH)**	**CHECKED Y/N**	**REMEDIAL ACTION REQUIRED**
SITE SECURITY (CCTV SYSTEM IS WORKING, FENCING AROUND SITE PERIMETER IS IN GOOD CONDITION, LOCK ON GATED ENTRANCE IS WORKING)			
WASTE STORAGE AREA (NOT EXCEEDING THE DIMENSIONS INCLUDED IN THE FIRE PREVENTION PLAN)			
WEATHER FORECAST (CHECK FOR UPCOMING WEEK TO DETERMINE IF WASTE OPERATIONS ARE LIKELY TO BE IMPACTED)			
FIRE FIGHTING EQUIPMENT AND SPILL KITS E.G. FIRE EXTINGUISHERS ARE IN PLACE AND FULLY STOCKED			
INTEGRITY OF CONCRETE WALLS / BAYS (NO CRACKS ETC)			
INTEGRITY OF IMPERMEABLE PAD (NO CRACKS ETC)			
HOLDING TANK CAPACITY			
OTHER (SEE NOTES BELOW)			
INSPECTION CARRIED OUT BY			
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):			

CHECKED BY		**SIGNATURE**	
POSITION		**DATE**	
Sheet		**of**	

KINGDOM RECYCLING LIMITED **MONTHLY INSPECTION CHECKLIST**			
WEEK COMMENCING			
ITEM FOR VISUAL INSPECTION ↓	**TIME OF INSPECTION (START)** **TIME OF INSPECTION (FINISH)**	**CHECKED Y/N**	**REMEDIAL ACTION REQUIRED**
HOSES AVAILABLE ON SITE AND FREE FROM HOLES (IN GOOD WORKING CONDIITON)			
ELECTRICALS (WIRES SHOULD NOT BE FRAYED / DAMAGED AND SOCKETS NOT OVERLOADED)			
SPILL KITS / FIRE EXTINGUISHERS AVAILABLE AND FULLY STOCKED			
FIREWATER BOOMS AVAILABLE			
OTHER (SEE NOTES BELOW)			
INSPECTION CARRIED OUT BY			
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):			

CHECKED BY		**SIGNATURE**	
POSITION		**DATE**	
Sheet		**of**	

KINGDOM RECYCLING LIMITED
PREVENTATIVE MAINTENANCE CHECKLIST

CHECKED BY	**POSITION**
DATE	**DATE OF LAST CHECKLIST**

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

KINGDOM RECYCLING LIMITED - EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW

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:							

Appendix III

FRS Correspondence