



**U M B R E L L A**  
**ENVIRONMENTAL**  
PROTECTING YOUR BUSINESS

## Fire Prevention Plan

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**CIWM**

**Affiliated Organisation 2024**

Together, we stand for a world beyond waste

**Site Address:**

Merton Farm  
Merton Lane South  
Canterbury  
Kent  
CT4 7BA



**Registered Office**

Merton Farm  
Merton Lane South  
Canterbury  
Kent  
CT4 7BA

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## Terms and Definitions

Not all terms will be used in this document.

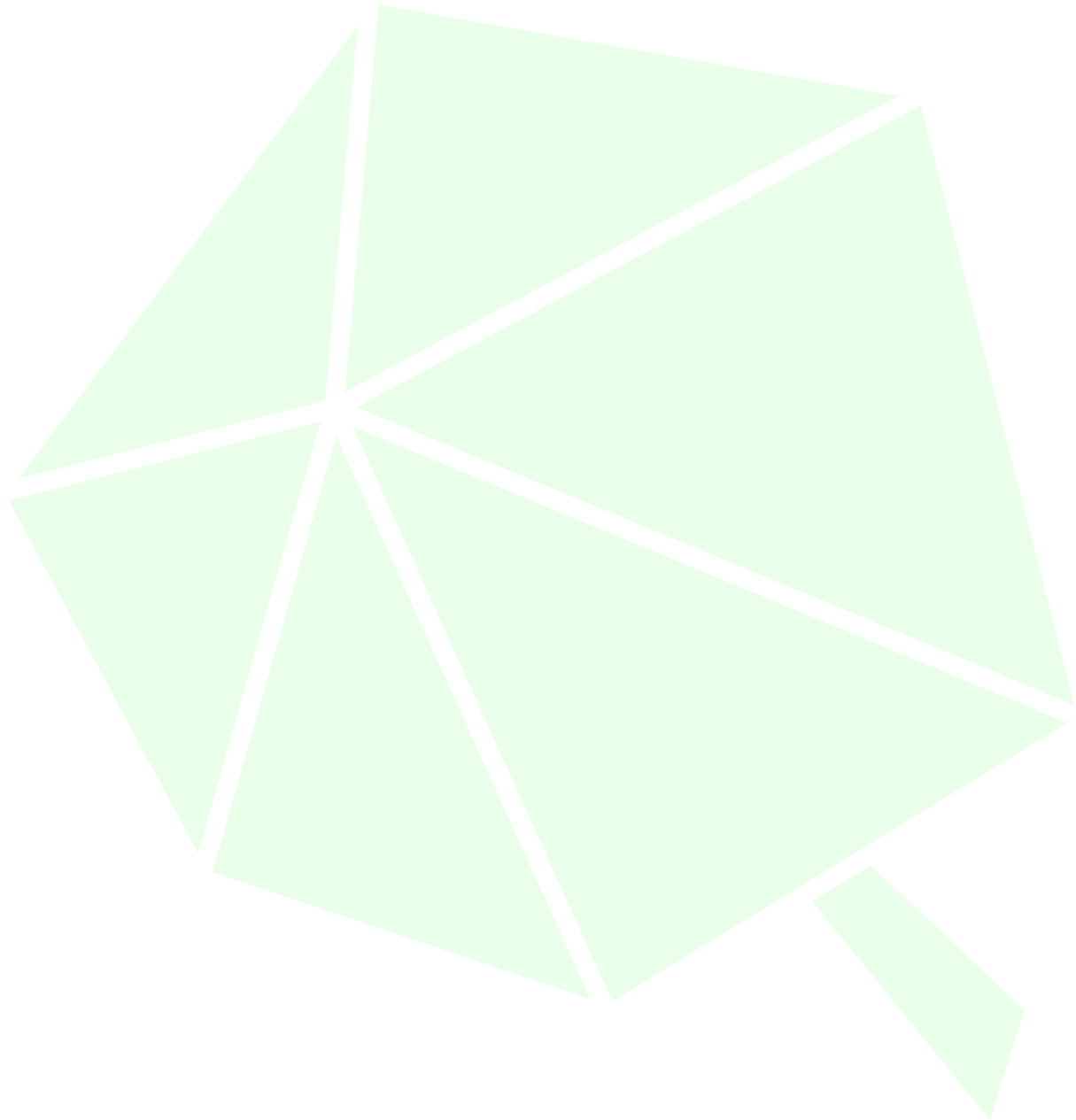
| Term   | Definition   |
|--|--|
| <b>Auditor</b>                               | Person with the competence to conduct an audit.  |
| <b>Continual improvement</b>                 | Recurring process of enhancing the environmental management system in order to achieve improvements in overall environmental performance.  |
| <b>Corrective action</b>                     | Action to eliminate the cause of a detected nonconformity.   |
| <b>Document</b>                              | Information and its supporting media.  |
| <b>Environment</b>                           | Surroundings in which site operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.   |
| <b>Environmental aspect (EA)</b>             | Elements of sites activities or products or services that can interact with the environment.   |
| <b>Environmental impact</b>                  | Any change to the environment, whether adverse or beneficial, wholly or partially resulting from sites environmental aspects.  |
| <b>Environmental management system (EMS)</b> | Part of sites management system used to develop and implement its environmental policy and manage its environmental aspects.   |
| <b>Environmental objective</b>               | Overall environmental goal, consistent with the environmental policy.  |
| <b>Environmental performance</b>             | Measurable results of sites management of its environmental aspects.   |
| <b>Environmental policy</b>                  | Overall intentions and directions of sites related to its environmental performance.   |
| <b>Environmental target</b>                  | Detailed performance requirement applicable to site or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.                               |
| <b>Interested party</b>                      | Person or group concerned with or affected by the environmental performance of site.   |
| <b>Internal audit</b>                        | Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by site are fulfilled. |
| <b>Nonconformity</b>                         | Non-fulfilment of a requirement.   |

|                             |   |
|-----------------------------|---|
| <b>Organisation</b>         | Site/Operator   |
| <b>EP</b>                   | Environmental Permit.   |
| <b>NTS</b>                  | Non-technical Summary.  |
| <b>ERA</b>                  | Environmental Risk Assessment.  |
| <b>SCR</b>                  | Site Condition Report.  |
| <b>EMS_OT</b>               | Environmental Management System and Operating Techniques. Compliant with Permit Condition 1.1.1.                          |
| <b>FPP</b>                  | Fire Prevention Plan.   |
| <b>NVMP</b>                 | Noise and Vibration Management Plan.  |
| <b>OMP</b>                  | Odour Management Plan.  |
| <b>Appropriate Measures</b> | Appropriate measures are the standards that operators should meet to comply with their environmental permit requirements. |
| <b>Site</b>                 | Location of waste activities.   |
| <b>EA</b>                   | Environment Agency  |
| <b>HSE</b>                  | Health and Safety Executive   |
| <b>TCM</b>                  | Technically Competent Manager   |

## Who this plan is for

This plan is for the Technically Competent Managers, 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 EPR/FB3602HU/V002 at Merton Farm, Merton Lane South, Canterbury, Kent, CT4 7BA. The site location is shown on plan **Error! Reference source not found.**. The site was historically a farm the units and land in use are surrounded by other light commercial activities and farming uses.

The only waste to be accepted on site is those listed in Table 1 Permitted Wastes. The waste activities carried out on site are listed in **Error! Reference source not found.** and processing capacity for the site is shown below.

| Schedule 1 Activity   | Tonnage (processing capacity) |               |
|---|-------------------------------|---------------|
| SECTION 5.3<br>Disposal or recovery of hazardous waste<br>Part A(1)<br>(a) Disposal or recovery of hazardous waste with a capacity exceeding 10 tonnes per day involving one or more of the following activities—<br>(ii) physico-chemical treatment;                   | 100                           |               |
| SECTION 5.6<br>Temporary or underground storage of hazardous waste<br>Part A(1)<br>(a) Temporary storage of hazardous waste with a total capacity exceeding 50 tonnes pending any of the activities listed in Sections 5.1, 5.2, 5.3 and paragraph (b) of this Section. | Hazardous Throughput          | Annual 5,000  |
|   | Non-Hazardous Throughput      | Annual 25,000 |

The site is approximately 6566 m<sup>2</sup> and is located at Merton Farm, Merton Lane South, Canterbury, Kent, CT4 7BA shown below in **Error! Reference source not found.**



Figure 1 Site Location (Aerial Image)





## 2 TYPES OF COMBUSTIBLE MATERIALS

### 2.1 Combustible waste

The combustible waste accepted on site is dictated by the environmental permit. The table below shows the form of waste accepted.

Table 1 Permitted Wastes

| Waste code   | Description   |
|--|---|
| <b>15 Waste packaging, absorbents, wiping cloths, filter materials and protective clothing not otherwise specified</b> |   |
| <b>15 01</b>   | <b>packaging (including separately collected municipal packaging waste)</b>   |
| 15 01 04   | metallic packaging (canisters only)   |
| 15 01 10*  | packaging containing residues of or contaminated by hazardous substances (canisters only)   |
| <b>16</b>  | <b>WASTES NOT OTHERWISE SPECIFIED IN THE LIST</b>   |
| <b>16 01</b>   | <b>end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08)</b> |
| 16 01 03   | end-of-life tyres   |
| <b>16 Wastes not otherwise specified in the list</b>   |   |
| <b>16 05</b>   | <b>gases in pressure containers and discarded chemicals</b>   |
| 16 05 04*  | gases in pressure containers (including halons) containing hazardous substances.  |
| 16 05 05   | gases in pressure containers other than those mentioned in 16 05 04.  |
| <b>16 06</b>   | <b>batteries and accumulators</b>   |
| 16 06 01*  | lead batteries  |
| 16-06-02*  | Ni-Cd batteries   |
| 16-06-03*  | mercury-containing batteries  |
| 16 06 04   | alkaline batteries (except 16 06 03)  |
| 16 06 05   | other batteries and accumulators  |
| <b>20</b>  | <b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>  |
| <b>20 01</b>   | <b>separately collected fractions (except 15 01)</b>  |
| 20 01 33*  | batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries  |
| 20 01 34   | batteries and accumulators other than those mentioned in 20 01 33   |

### 2.2 Persistent organic pollutants (POPs)

POPs are not accepted at site.

### 2.3 Other combustible materials

- COSHH Store
- Oily rags bin
- Office
- Lubricating Oil

### **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 see Drawing 2 Site Plan 018.1\_09\_004.

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**

A copy of this FPP will be located in the site office where it can be accessed by all staff at all times.

All staff will be adequately trained to ensure that they have the competency to undertake the procedures and measures that are contained within the FPP. Training will include toolbox talks which will ensure that all staff are up to date with the most recent procedures and measures and fire drills which will be undertaken bi-annually or after changes to the procedures.

All new starters will also be required to undertake an induction where they will be trained in the procedures and measures that are contained within the FPP.

All contractors will be required to complete an induction before they undertake any work at the site. This is to ensure that they understand the contents of the fire prevention plan and therefore know what they must do to minimise the risk of a fire occurring as well as what to do if a fire breaks out on site.

All training of staff and contractors will be recorded and these records will be monitored to ensure that all staff and contractors are trained in the latest measures and procedures.

##### **3.2.1 Fire Drills**

Fire drills will be undertaken bi-annually or after changes to the procedures to assess the effectiveness of the response procedures.

As part of the fire drill, the fire alarm will be raised manually by a designated fire marshal and the following response procedures will be practiced:-

- Cordon off the area, clearing employees to a safe area and prevent any further access to the site. Conduct a check to ensure that all persons present on the site are safe and accounted for using clock cards, staff and visitor signing in sheets; and

The operator intends to contact the Fire and Rescue Service (FRS) and the Environment Agency (EA) as well as waste producers and alternative waste facilities if the waste needs to be diverted from the site. In the event of a fire drill, the FRS, EA and other external contacts will not be contacted however, the fire marshal will conduct a check during the fire drill to ensure that provisions have been made to enable contact including location of all relevant telephone numbers.

The fire marshal will also check that the procedures listed above have been undertaken in a safe and timely manner. The location of mobile plant will also be notified during the drill to establish whether they are in a safe location to assist with active fire fighting.

All fire drills will be documented and a record will be maintained in the site office. These records will include details of how well the response procedures were employed and any issues that were encountered during each fire drill. These records will form part of the document review procedures.

## 4 FIRE PREVENTION PLAN CONTENTS

### 4.1 Activities at the site

The Merton Farm site is permitted for the receipt of used gas cylinders from a variety of locations including civic amenity sites and direct collections from users. Hazardous cylinders are stored on site prior to transfer to a suitable permitted facility for treatment and disposal/and or recovery with no more than 100 tonnes of waste hazardous cylinders stored on site at any one time. The site also accepts non-hazardous pressure vessels which are stored on site prior to transfer suitable permitted facility for treatment and disposal/and or recovery.

In addition, Synergy accept and treat, prior to onwards transfer for recovery, up to 300,000 fire extinguishers per annum as well as other non-hazardous inert cylinders. Treatment will be limited to the discharge of contents and dismantling by removal of valves and other parts to allow recycling of metals, plastics and rubber at other sites.

The activities on the site fall under the following R/D codes

Table 2 Permitted Activities

| Schedule 1- Environmental Permitting Regulations                           |   | Limits of specified activity and waste types  |
|--|---|---|
| Section 5.3 (a) (ii) - haz waste installation – physico-chemical treatment | <p>R13: Storage of waste pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where the waste is produced)</p> <p>R5: Recycling/reclamation of other inorganic materials</p> <p>D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where the waste is produced)</p> <p>D9: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12</p> | <p>Physical treatment including manual sorting and separation of hazardous and non-hazardous waste for disposal (no more than 90 tonnes per day) or recovery.</p> <p>The maximum quantity of hazardous waste that can be stored at the site shall not exceed 100 tonnes at any one time.</p> <p>Subject to any other requirements of this permit wastes shall be stored for no longer than 3 months.</p> <p>Treatment of fire extinguishers is limited to the bleeding of the contents of and dismantling by removal of valves and other parts from cylinders to allow recycling of the metals, plastic and rubber.</p> <p>Treatment of non-hazardous cylinders is limited to the bleeding of the contents of and dismantling by removal of valves and other parts from cylinders to allow recycling of the metals, plastic and rubber.</p> |

|   |   |  |
|---|---|--|
|   |   | <p>Manual dismantling to include the use of hand powered hand tools such as angle grinder and plasma cutter to reduce fraction size of waste.</p> <p>Subject to any other requirements of this permit wastes shall be stored for no longer than 3 months.</p>  |
| <p>Section 5.6 - temporary storage of hazardous waste.</p>                | <p>R13: Storage of waste pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where the waste is produced)</p>  | <p>Temporary Storage of hazardous waste</p>  |
| <p>Waste Operation</p>  |   |  |
| <p>- non -hazardous waste installation – physico - chemical treatment</p> | <p>R4: Recycling/reclamation of metals and metal compounds</p> <p>R5: Recycling/reclamation of other inorganic materials</p> <p>R13: Storage of waste pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where the waste is produced)</p> <p>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</p> | <p>Physical treatment including manual sorting and separation of hazardous and non-hazardous waste for disposal (no more than 90 tonnes per day) or recovery.</p> <p>Subject to any other requirements of this permit wastes shall be stored for no longer than 3 months.</p> <p>Treatment of fire extinguishers is limited to the bleeding of the contents of and dismantling by removal of valves and other parts from cylinders to allow recycling of the metals, plastic and rubber.</p> <p>Treatment of non-hazardous cylinders is limited to the bleeding of the contents of and dismantling by removal of valves and other parts from cylinders to allow recycling of the metals, plastic and rubber.</p> <p>Manual dismantling to include the use of hand powered hand tools such as angle grinder and plasma cutter to reduce fraction size of waste.</p> <p>Subject to any other requirements of this permit wastes shall be stored for no longer than 3 months.</p> |

|                               |   |   |
|-------------------------------|---|---|
| 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 or processing.                |
| Directly Associated Activity  |   |   |
| Fuel Storage/chemical Storage | Diesel<br>Hydraulic Oils<br>/ Lubricating Oils<br>Lubricating Oils  | 2500 litres<br>2 drums up to 205 litre per drum.<br>2 drums up to 205 litre per drum. |

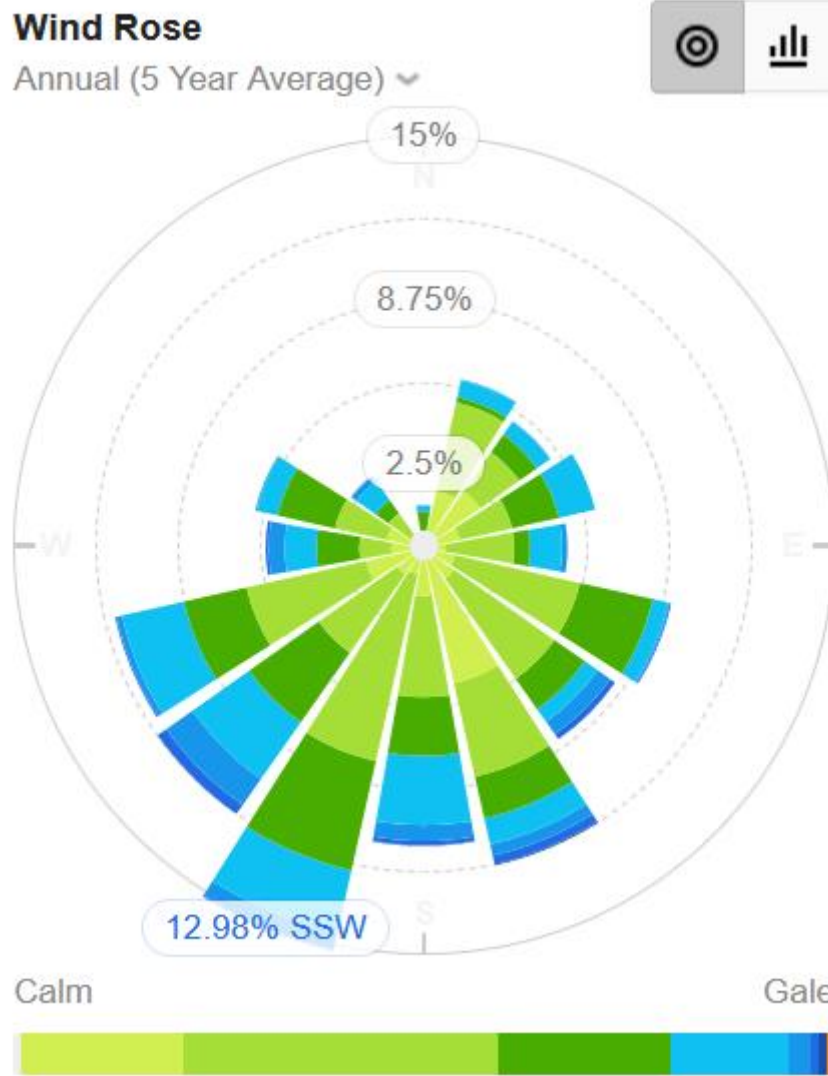
**4.2 Site plan**

The layout of the site is shown in Drawing 2 Site Plan 018.1\_09\_004.

**4.3 Plan of sensitive receptors near the site**

Sensitive receptors have been identified up to 1 km and are shown on the Drawing 3 Sensitive Receptors 1 km Plan 018.1\_09\_006. 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. The closest observing station where weather data is available is from Nackington CT4 7, Kent south east of the site (based on observations between 2017 – present) approx. 500 m. Figure 2 Wind Rose shows the wind rose for Nackington which indicates the prevailing wind is south, south west (SSW).

Figure 2 Wind Rose



(www.willyweather.co.uk)



## 5 MANAGE COMMON CAUSES OF FIRE

### 5.1 Arson

Arson or vandalism – Site security will be in operation during the working day. The site is fully enclosed with 2.2 m high perimeter fencing and a lockable gate which is kept closed and locked outside hours of operation to prevent unauthorised access to the site and thereby prevent the risk of arson attacks or vandalism. The facility will comprise a CCTV system which will be monitored in the site office by the operators. All visitors will also be required to report to the office to sign in and will be accompanied at all times unless authorised otherwise. Any unauthorised visitors found on site will be challenged and asked to justify their presence and sign in or leave. All visitors will be informed about the site fire safety precautions as part of the site induction procedure.

Given that the site will not operate 24 hours a day, Synergy have considered the risks to arson and vandalism outside operating hours. In order to minimise these risks, a CCTV systems covers the site and perimeter and is triggered by movement which sends a notification to directors/nominated staff as shown on the Drawing 2 Site Plan 018.1\_09\_004 also see Appendix 5 Out of Hours Procedure.

Following notification, the designated members of staff will remotely access the CCTV cameras who will assess the situation on site. If a threat is detected, the emergency services will be informed and an audible alarm will be activated on site to deter any trespassers from any further action.

### 5.2 Plant and equipment

Plant located on site;

- 3x Counterbalance forklifts
- 2x Telehandlers (under 5t)
- 2x Telehandlers (over 5t)

Maintenance schedule Appendix 8 Maintenance Schedule.

### 5.3 Electrical faults including damaged or exposed electrical cables

Any electrical faults noticed on site during normal inspections or throughout the working day are isolated. A qualified electrician will be called to resolve the problem. If required, the electric shall be switched off at the fuse box to prevent an ignition risk.

#### 5.3.1 Electrics certification

Electrics will be fully certified by a competent person (Appendix 7 Electrical Certificates).

#### 5.3.2 Electrical equipment maintenance arrangements

Electrics on site are 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. designated smoking area located outside the boundary of the site see Drawing 2 Site Plan 018.1\_09\_004.

**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**

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 Drawing 2 Site Plan 018.1\_09\_004

**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 for the night. A notification will be triggered if a fire or hot spot is identified. Section Firefighting techniques will be enacted.

**5.9 Ignition sources**

Table 3 Ignition Sources

| Ignition Sources                 | Mitigation   |
|----------------------------------|--|
| <p><b>Plant or equipment</b></p> | <p>Synergy has an Environmental Management System (EMS) in place which includes procedures and check sheets for the maintenance of plant and equipment. As part of this procedure, an inventory of all plant and equipment will be kept in the site office which will comprise details on routine maintenance and service schedules in accordance with the manufacturer’s recommendations. This will ensure that all plant and equipment is serviced on a regular basis and therefore minimise the risk of mechanical failure which could result in an increased fire risk. Details of maintenance works, faults, breakdowns and repairs will be documented and a record will be maintained at the site office. All faults and breakdowns will be investigated and the maintenance schedule will be revised if</p> |

|  |  |
|--|--|
|  | <p>necessary to minimise their reoccurrence.</p> <p>All plant and equipment will also be visually inspected on a daily basis prior to operation to ensure that they are safe to use. Checks will be undertaken by site staff and plant operators who are suitably trained to operate the plant and equipment. These checks will be documented and a record will be maintained in the site. If a fault is identified on any items of plant or equipment, the Site Manager will be notified and the necessary remedial works will be undertaken as soon as practicable.</p> <p>All site vehicles will be equipped with fire extinguishers and site operatives/drivers will be trained in their use. At the end of the day, mobile plant and equipment will be stored within designated areas (as shown on Drawing 2 Site Plan 018.1_09_004) away from waste storage areas.</p> |
| <b>Electrical faults (including damaged or exposed electrical cables).</b> | <p>All electrical equipment will be routinely check by an approved competent person (PAT tester as well as an electrician) on an annual basis. All equipment is replaced when and as required and is operated strictly in line with manufactures instructions. In the event of any electrical faults, the site will call out a registered electrician who will investigate the cause of the problem and will repair any electrical systems when and as needed.</p>   |
| <b>Discarded smoking materials</b>   | <p>The operator will enforce a strict “No Smoking Policy” on site. Clear signage will be established across the site to reinforce this policy. As such, it is considered that there is no risk concerning discarded smoking materials.</p>   |
| <b>Hot works</b>   | <p>Hot works will be strictly prohibited at the site within waste and gas cylinder storage areas. As such, it is considered that there is no risk concerning hot works.</p>  |
| <b>Industrial heaters</b>  | <p>The site does not use industrial heaters within any of the proposed waste treatment or storage areas. As such, it is considered that there is no risk concerning industrial heaters.</p>  |
| <b>Hot exhausts</b>  | <p>All site vehicles will be fitted with fire extinguishers and operatives/drivers will be trained in their use. Vehicles will not be left idling immediately adjacent to waste storage areas to reduce the risk of auto ignition from hot exhaust gases. At the end of the working day, all vehicles will be parked within a dedicated area away from treatment and storage areas (as shown on Drawing 2 Site Plan 018.1_09_004. This will minimise the potential for fires from hot or overheated plant/vehicles. A fire watch is undertaken at the end of each shift as a minimum with periodic checks throughout the day to determine whether any dusts are being generated on site which may have a risk of ignition from contact with hot exhausts.</p>  |

|                          |  |
|--------------------------|--|
| <p><b>Fuse Board</b></p> | <ul style="list-style-type: none"> <li>• Fire Extinguishers</li> </ul> |
|--------------------------|--|

Operator will enforce a 'No Smoking Policy' at the site. They will also prohibit the use of equipment that may be considered as a potential source of ignition including mobile phones, cameras, battery chargers and lighters. Hot works and use of naked flames will also be prohibited at the site within waste and gas cylinder storage.

To ensure that this is reinforced, all visitors, contractors and site operatives will be required to report to the site office upon arrival and confirm whether they are in the possession of any items that may be considered a potential ignition source. If so, they will be required to leave such items in site office where they will be kept throughout the duration of the site visit. Clear signage will also be established at the site entrance and across the site to inform all visitors, contractors and site operatives of prohibited activities.

Furthermore, all visitors, contractors and site operatives will be required to undertake a site induction where they will be informed of activities that are prohibited at the site.

In light of the above, the most likely source of ignition from the proposed activity will be from mobile plant and vehicles delivering/collecting the waste or non-waste materials to the site. To minimise the risk of combustion, all mobile plant and vehicles will be maintained in accordance with the Planned Preventative Maintenance Programme. In addition, all vehicles and mobile plant will be required to switch their engines off when canisters are being loaded/unloaded from the vehicle. In addition, all mobile plant will be specially adapted for use in flammable atmospheres to ensure that there is no risk of combustion when the plant is moving any leaking canisters on site.

At the end of the day, vehicles and mobile plant will be stored within designated areas as shown on the Drawing 2 Site Plan 018.1\_09\_004 As noted on the Site Layout Plan, a minimum separation distance of 6m will be maintained between the HGV/mobile plant parking area and the non-waste LPG storage area to minimise the risk of combustion from the vehicle exhausts. This will be reinforced by site operatives who will direct drivers when parking.

**5.9.1 Batteries**

Batteries are accepted as pre sorted waste streams. They are stored as per Table 4: Waste Pile Sizes with appropriate segregation and battery boxes in an ISO Shipping container.

**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 9 Spill Procedure.

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

Housekeeping will be undertaken throughout the day and at the end of each shift to minimise the build-up of loose combustible waste, dust and fluff on site. This will comprise sweeping areas where vehicles have been tracking and where waste have been deposited and processed.

The Site Manager/TCM will undertake a site walkover to ensure that the site is tidy and assess dust levels. In the event that any loose waste, dust or fluff is identified on site, necessary remedial works will be undertaken as soon as possible.

### **5.12 Reactions between wastes**

There will be strict waste acceptance procedures in place to minimise the risk of non-compliant wastes being accepted. Details of these procedures are provided in Appendix 3 Waste Acceptance Procedure

Recyclables from the proposed waste treatment process will be stored within designated containers to ensure that there are no reactions between incompatible materials. Each storage area on site will be clearly marked and signed to inform site operatives what waste and non- waste material is stored in which area to ensure incompatible materials are not placed in the wrong areas.

Deposited hot loads - A quarantine area (as shown Drawing 2 Site Plan 018.1\_09\_004) shall be retained at all times to allow the storage of non-compliant wastes and to allow the storage of any hot loads that are identified on site. This area will have a suitable separation distance around it (minimum of 6 m as is consistent with the Environment Agency's FPP guidance) to prevent the spread of fire to adjacent materials or structures.

Synergy intend to implement effective stock management procedures which includes a turnaround period of two weeks for the recyclables. Based on these arrangements, it is considered that the risk of combustion from the storage of recyclables is low and therefore the risk for a hot load to develop is also low. Nevertheless, Synergy propose to employ a variety of measures in order to detect a fire and will be used to identify any potential hot load that may develop with the recyclable storage areas. Details of these measures are provided in 16 Detecting fires.

### **5.13 Waste acceptance and deposited hot loads**

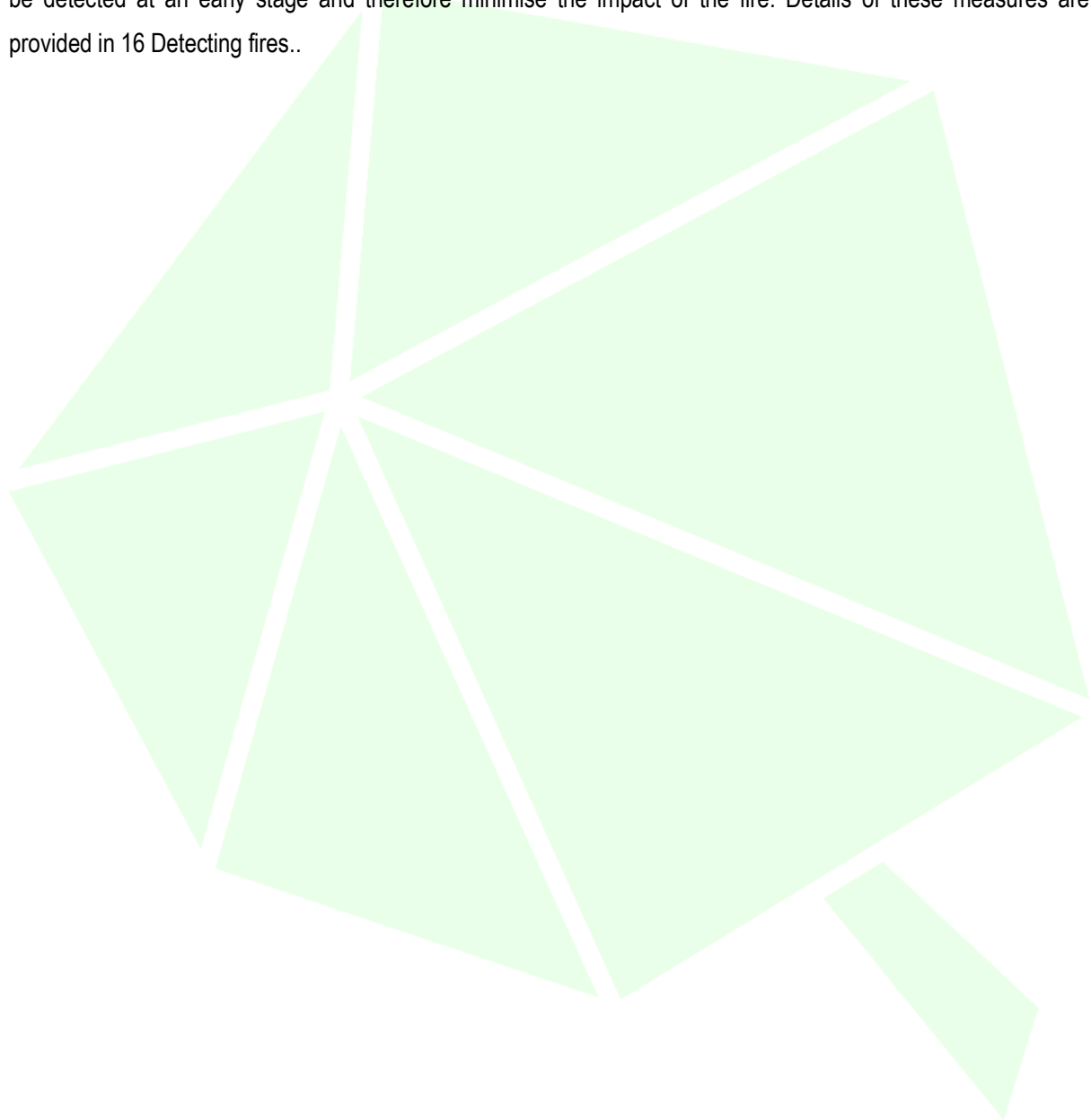
Deposited hot loads - A quarantine area Drawing 2 Site Plan 018.1\_09\_004 shall be retained at all times to allow the storage of non-compliant wastes and to allow the storage of any hot loads that are identified on site. This area will have a suitable separation distance around it (minimum of 6 m as is consistent with the Environment Agency's FPP guidance) to prevent the spread of fire to adjacent materials or structures.

Synergy intend to implement effective stock management procedures which includes a turnaround period of two weeks for the recyclables. Based on these arrangements, it is considered that the risk of combustion from the storage of recyclables is low and therefore the risk for a hot load to develop is also low. Nevertheless, Synergy propose to employ a variety of measures in order to detect a fire and will be used to identify any potential hot

load that may develop with the recyclable storage areas. Details of these measures are provided in 16 Detecting fires.

**5.14 Hot and dry weather**

Despite this, Synergy have considered the risks associated to external heat during periods of hot weather. As such, Synergy propose to employ a number of measures on site to ensure that any potential fires or fire risks can be detected at an early stage and therefore minimise the impact of the fire. Details of these measures are provided in 16 Detecting fires..



## 6 MANAGE STORAGE TIME

### 6.1 Stock management

As mentioned in Section 3.3, the site will provide a maximum storage capacity of 75 tonnes for non-hazardous wastes. This will be split as 40 tonnes reserved for the storage of waste fire extinguishers and 20 tonnes reserved for the storage of non-hazardous waste canisters. This allows 15 tonnes to allow the storage of recyclables from the treatment process and to allow the acceptance of additional fire extinguishers or non-hazardous waste gas canisters.

Based on these arrangements, it is considered that the site is capable of storing up to 15 tonnes of recyclables at any one time. Furthermore, with reference to the Environment Agency's Waste Conversion Factors spreadsheet (document reference LIT 10134) it has been noted that the 40-yard RoRo containers that will be used on site are capable of providing a storage capacity of approximately 30.58 tonnes (or 30.58m<sup>3</sup>) assuming that the waste has a density of 1 tonne per cubic metre.

To ensure that the storage limits are not exceeded at the site, Synergy will make arrangements to ensure that recyclables from the waste treatment process are collected from the site every two weeks.

Furthermore, as part of the waste acceptance procedures (as Appendix 3 Waste Acceptance Procedure), details regarding the type of waste, quantities, date of receipt will be recorded within the waste tracking documentation that will be kept in the site office. This information will be reviewed in line with the site's remaining storage capacity and details of waste collections to ensure that the site does not exceed the proposed storage limits.

In the event that the site reaches the maximum storage capacity for hazardous and or/non- hazardous waste, Synergy will ensure that no more waste is brought to the site until sufficient capacity becomes available. If necessary, Synergy will make arrangements for additional collections to be undertaken for the recyclables to ensure the storage limit is not exceeded.

In light of the above, it is considered unlikely that 15 tonnes of recyclables will be achieved at the site at any one time.

### 6.2 Storage Times and Self Combustion Factors

In accordance with Section 8.1 of the Environment Agency's FPP guidance, storing combustible wastes for longer than 6 months could increase the likelihood of a fire. Synergy will ensure that collections are undertaken every two weeks to collect and transfer any recyclables that are recovered from the waste treatment process. As such, it is considered that all recyclables will generally be stored on site for no longer than two weeks.

Based on these arrangements, it is considered that the risk of combustion from the storage of combustible recyclables is low.

Although the Environment Agency's FPP guidance states that maximum storage period for combustible wastes is 6 months, it also notes that if the operator intends to store any combustible waste in the maximum pile sizes (as specified in the guidance), for longer than 3 months, they must consider additional measures to prevent self combustion. Such measures include monitoring and controlling the temperature of the waste.

In terms of the recyclables that are recovered from the waste treatment process, it is proposed that these materials will be stored within designated containers. As such, in accordance with Section 10 of the Environment Agency's FPP guidance, it is considered that the maximum pile sizes do not apply and therefore additional measures to prevent self combustion are not required.

Despite this, Synergy have considered the risks associated to external heat during periods of hot weather. As such, Synergy propose to employ a number of measures on site to ensure that any potential fires or fire risks can be detected at an early stage and therefore minimise the impact of the fire. Details of these measures are provided in 16 Detecting fires.

### **6.3 Waste Stored in Containers**

As mentioned previously, recyclables that are recovered from the proposed waste treatment process will be stored within designated containers which are identified on the Drawing 2 Site Plan 018.1\_09\_004. In terms of ferrous metals, plastics and rubber, these materials will be stored within 40-yard RoRo containers. This will ensure that access can be achieved inside the container in the event that the materials in the container catches fire.

### **6.4 Method used to record and manage the storage of all waste on site**

Transfer and consignment notes in to and out of site are used to control the amount of waste on site. This tracks volumes of waste in and out of site as well as amount stored at any one time.

This records the date it arrives, what the waste is, quantity and the form it takes.

### **6.5 Stock rotation policy**

Although the site is capable of storing up to 15 tonnes of recyclables at any one time, it is unlikely that this volume of material will be achieved at any time. This is because Synergy intend to implement effective stock management procedures which includes a turnaround period of two weeks for the recyclables.



## **7 MONITOR AND CONTROL TEMPERATURE**

### **7.1 Reduce the exposed metal content and proportion of 'fines'**

Fines are not produced on site.

### **7.2 Monitoring temperature**

CCTV will visually monitor for fires as well as an smoke detector system see Appendix 6 Fire System Specification and Drawing 6 FIRE ALARM - RCC AREAS for locations.

### **7.3 Controlling temperature**

This is because Synergy intend to implement effective stock management procedures which includes a turnaround period of two weeks for the recyclables.

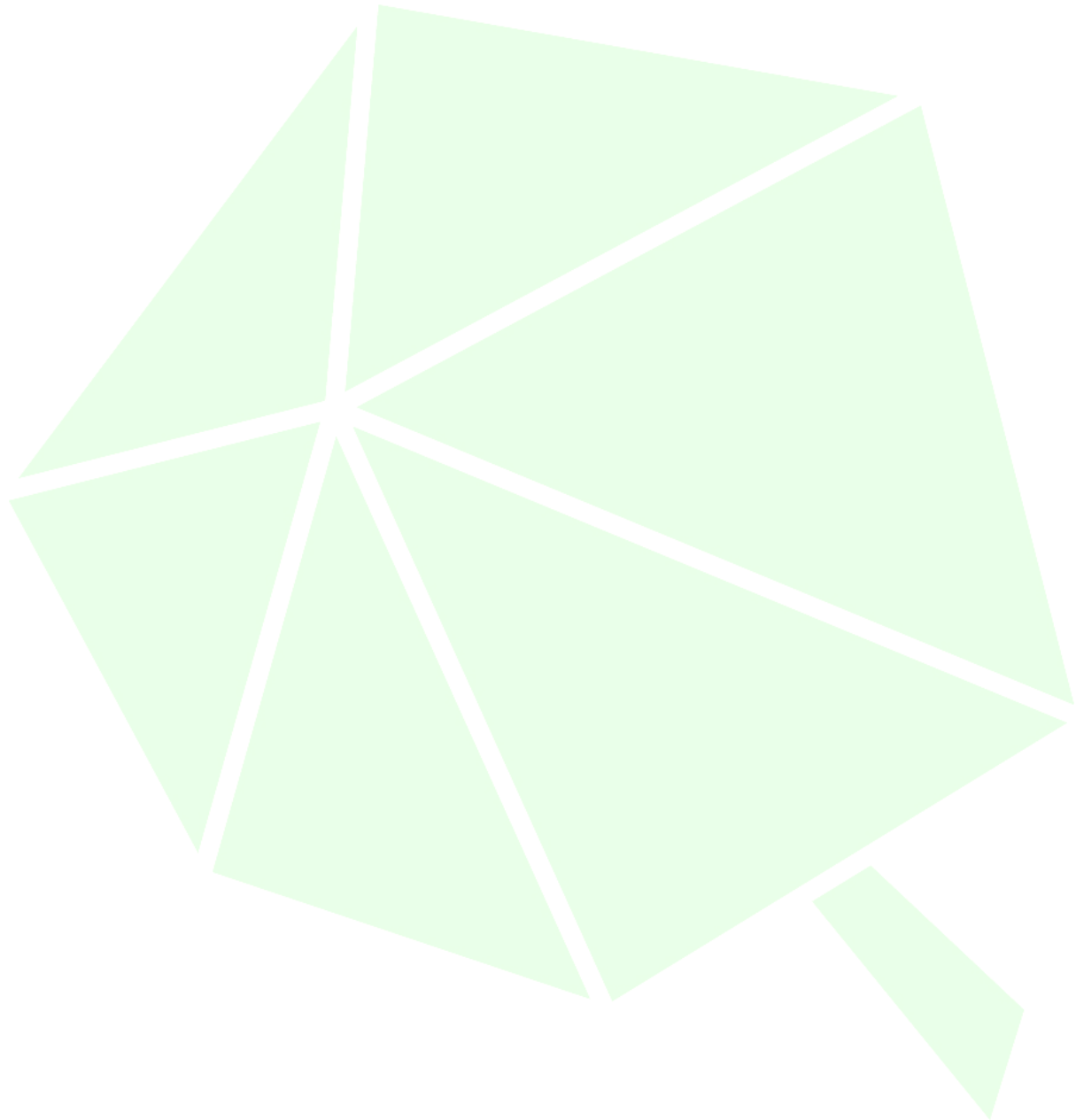
### **7.4 Dealing with hot weather and heating from sunlight**

Waste is either stored internally or containerised (with shading) protecting from sunlight which will prevent heating.



## 8 WASTE BALE STORAGE

None stored on site.



## 9 MANAGE WASTE PILES

Synergy have also taken extra precautions since the non- hazardous wastes that border either side of the hazardous storage area, are container extinguisher dry powder stores and un-processed fire extinguishers. This means that not only is the neighbouring waste inflammable, but it is also a fire suppressant and would therefore help to contain and suppress any potential fire that may arise within the hazardous stores acting as a fire break.

### 9.1 Storing waste materials in their largest form

Waste is stored in its biggest form in containers. Recyclables will be turned around and leave site within 2 weeks.

## 10 MAXIMUM PILE SIZES FOR THE WASTE ON YOUR SITE

Storage and waste types are shown in Table 4: Waste Pile Sizes: Waste Pile Sizes locations are shown in Drawing 2 Site Plan 018.1\_09\_004..

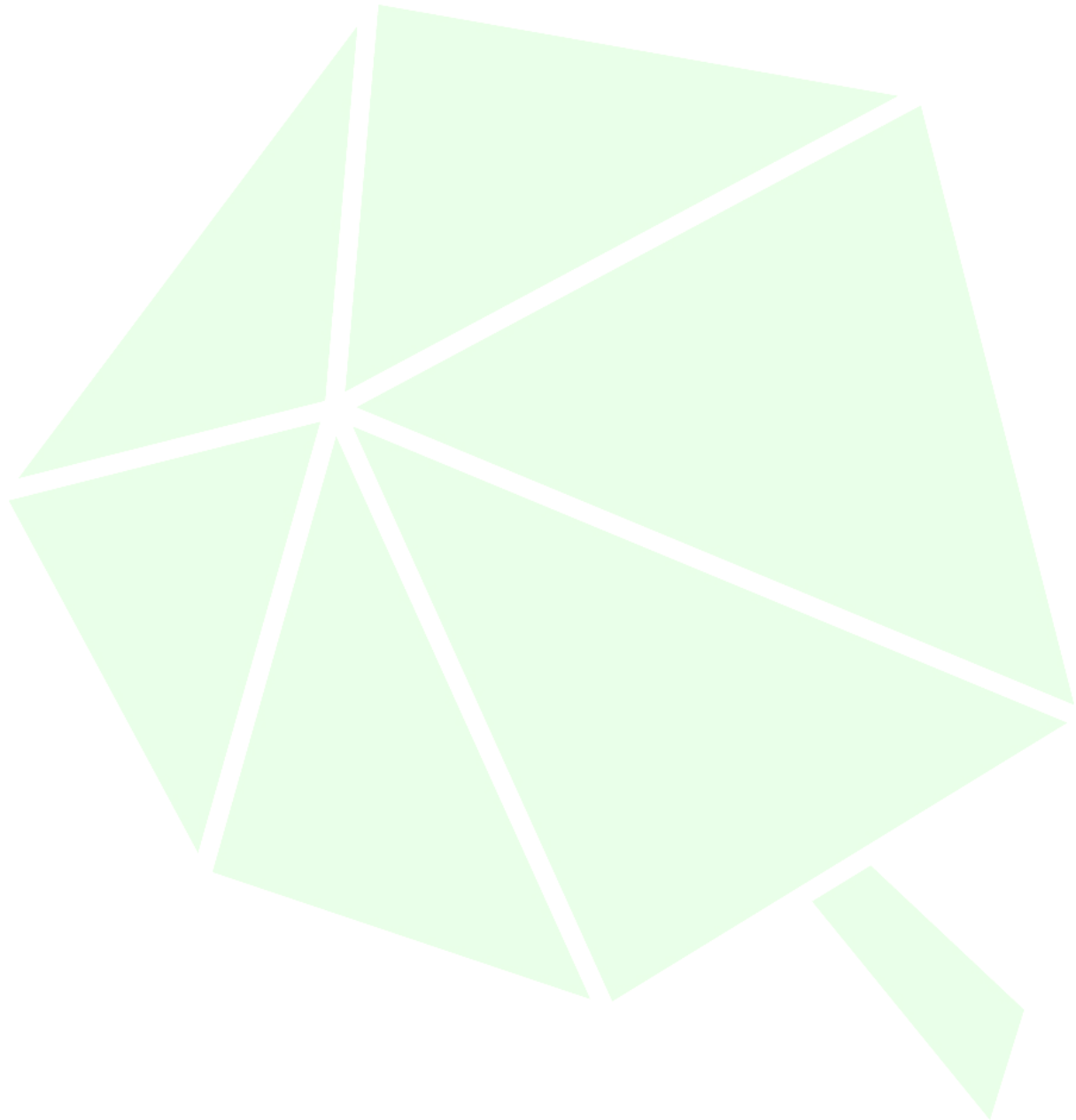


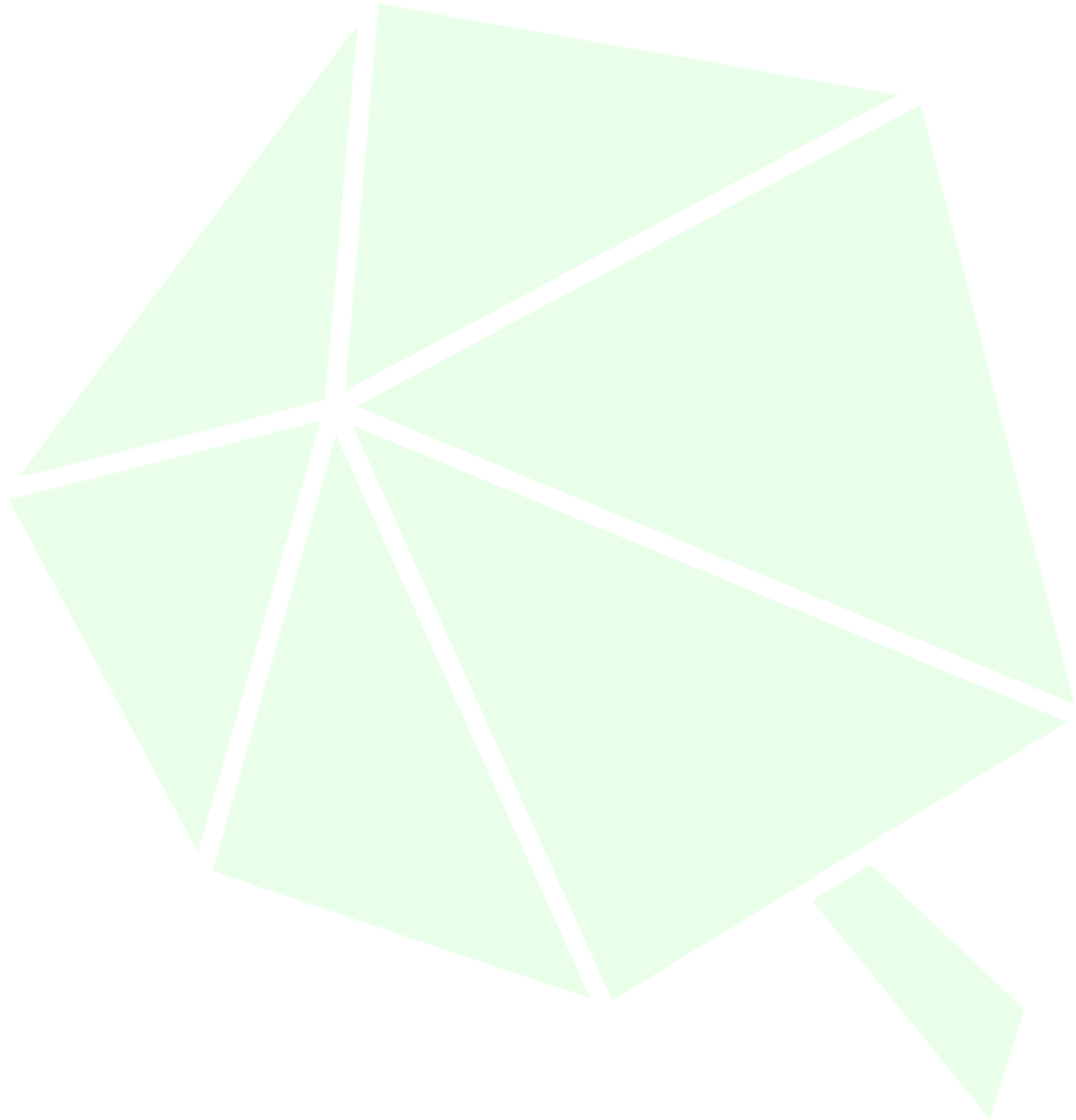
Table 4: Waste Pile Sizes

| Waste stream (EWC Code)       | Location   | How it is stored<br>For example this may include piles, bays, containers, skips, racks, bales  | Size of storage area |                |                 | Each Area stores waste in 1 m <sup>3</sup> Containers | Max. time it will be stored |
|-------------------------------|--|--|----------------------|----------------|-----------------|---|-----------------------------|
|                               |  |  | Max. length / m      | Max. width / m | Max. height / m | Volume / m <sup>3</sup>                               |                             |
| Non-Waste                     | Drums  | Stacked loose or stored in IBC Cages   | 10                   | 5              | 3.6             | N/A   | Indefinitely                |
|                               | IBCs   | Stacked 3 IBCs high  | 10                   | 30             | 3.6             | N/A   | Indefinitely                |
|                               | Pallets  | Stacked 5 m high   | 10                   | 5              | 5               | N/A   | Indefinitely                |
|                               | LPG Inbox  | Stacked 2 stillages high   | 15                   | 5              | 2.5             | N/A   | 6 months                    |
|                               | Flogas Load  | Stacked 2 stillages high   | 15                   | 5              | 2.5             | N/A   | 6 months                    |
|                               | Flogas   | Stored in stillages on ground level (1 high)   | 15                   | 15             | 2               | N/A   | 6 months                    |
|                               | Calor  | Stored in stillages on ground level (1 high)   | 15                   | 5              | 2               | N/A   | 6 months                    |
|                               | UK Mixed   | Stacked 2 stillages high   | 15                   | 5              | 2.5             | N/A   | 12 months                   |
|                               | Euro Mixed   | Stacked 2 stillages high   | 15                   | 5              | 2.5             | N/A   | 12 months                   |
|                               | Other LPG  | Stacked 2 stillages high   | 15                   | 5              | 2.5             | N/A   | 12 months                   |
| 19-12-02                      | Ferrous Metals   | Stored in IBCs stacked max 3 high  | 15                   | 10             | 3.6             | 240 IBCs  | 3 months                    |
| 15-01-04, 16-05-05            | Processing Stock   | Stored in IBCs stacked max 3 high  | 15                   | 10             | 3.6             | 240 IBCs  | 3 Months                    |
| 16-05-05                      | Fire Extinguisher (Powder)   | Stored in IBCs stacked max 3 high  | 8                    | 8              | 3.6             | 240 IBCs  | 3 months                    |
| 16-05-05                      | Fire Extinguisher (Wets)   | Stored in IBCs stacked max 3 high  | 8                    | 4              | 3.6             | 120 IBCs  | 3 months                    |
| 16-05-05                      | Fire Extinguisher (CO2)  | Stored in IBCs stacked max 3 high  | 8                    | 4              | 3.6             | 80 IBCs   | 3 months                    |
| 19-12-02                      | Powder   | Stored in tonne bags (FIBCs) in a 20ft ISO   | 8                    | 2              | 3.6             | 20 FIBCs  | 3 months                    |
| 19-12-12/19-12-04             | Plastic/Rubber   | Stored in tonne bags (FIBCs) in a 20ft ISO   | 8                    | 2              | 3.6             | 40 FIBCs  | 3 months                    |
| 16-05-04*                     | Haz Specialist, MAPP, Canisters, Aerosols, Refrigerants, Autotanks, Halon, Adhesives | Stored in IBCs max 3 high in designated bays within the hazardous area on impermeable site surface.  | 8                    | 10             | 3.6             | 180 IBCs  | 3 months                    |
| 16-05-04*                     | Nitrous Oxide  | Stored in IBCs in designated bays within the hazardous area on impermeable site surface.   | 8                    | 15             | 3.6             | 180 IBCs  | 3 months                    |
| 16-05-05, 16-05-04*, 15-01-04 | Sorting Bay  | Unsorted mixed loads bought into area in IBCs and each commodity sorted into dedicated IBCs around the perimeter of the area and then moved into storage bays when filled. | 10                   | 15             | 3.6             | N/A   | 3 months                    |
| 16-05-05, 16-05-04*           | Hazardous ISO  | Lecture cylinders and high pressures, itemised and stored within plastic sealed drums in vermiculite and stored on racking   | 6                    | 2.4            | 2.6             | 10 m <sup>3</sup>                                     | 3 months                    |

| Waste stream (EWC Code)                                     | Location            | How it is stored<br>For example this may include piles, bays, containers, skips, racks, bales  | Size of storage area |                |                 | Each Area stores waste in 1 m <sup>3</sup> Containers | Max. time it will be stored |
|---|---------------------|--|----------------------|----------------|-----------------|---|-----------------------------|
|   |                     |  | Max. length / m      | Max. width / m | Max. height / m | Volume / m <sup>3</sup>                               |                             |
| 16-05-05, 16-05-04*   | High Pressure Inbox | Stored within high pressure stillages on ground level (1 high)   | 12                   | 2              | 2               | 40 Stillages  | 6 months                    |
| 16-05-05, 16-05-04*   | High Pressures      | Stored within high pressure stillages on ground level (1 high)   | 12                   | 25             | 2               | 120 Stillages   | 6 months                    |
| 16-05-04*   | Acetylene           | Stored within high pressure stillages on ground level (1 high). Area cordoned off by herass fencing  | 12                   | 10             | 2               | 30 Stillages  | 6 months                    |
| 16 06 01*<br>16-06-02*<br>16-06-03*<br>16 06 04<br>16 06 05 | Batteries           | Separate by type in their own battery boxes. Stored in an ISO (Shipping Container).  | 6                    | 2.4            | 2.6             | 10 m <sup>3</sup> (10 Battery Boxes)                  | 3 months                    |
| 16-01-03  | Tyres               | Currently non operational activity proposal for Tyres would be laced within an open bay between two ISO containers on the ground, FPP would be re submit for assessment if activities were to be carried out.. | 8                    | 8              | 2               | N/A   | 3 months                    |

## 11 WHERE MAXIMUM PILE SIZES DO NOT APPLY

All waste stored in containers on site.



## 12 WASTE STORED IN CONTAINERS

### 12.1 Types of containers you are using

- IBC



- 40 yard Ro Ro



- ISO (shipping container)

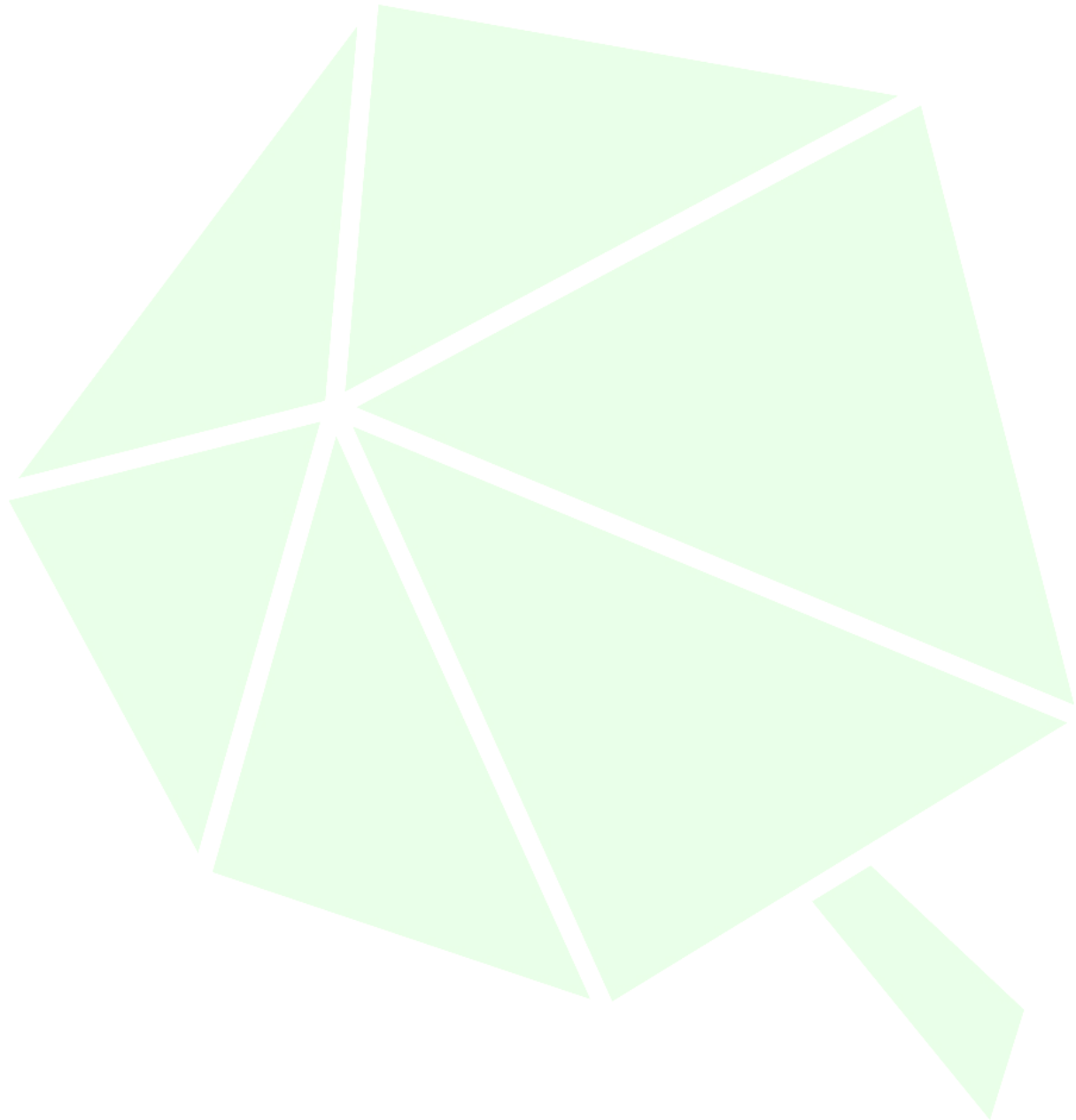


#### 12.1.1 Accessibility of containers

Containers are all accessible on at least one side.

**12.1.2 Moving containers in a fire**

Containers on site can be moved in the event of a fire using the forklift. Either burning waste or non burning waste will be moved to the quarantine area which ever is assessed to be the safer option in the moment using a dynamic risk assessment in the event.





### 13 PREVENT FIRE SPREADING

As mentioned previously, the maximum amount of recyclables that may be stored on site at any one time will be 15 tonnes which equates to approximately 15 m<sup>3</sup> in accordance with the Environment Agency's Waste Conversion Factors spreadsheet. In terms of a worst case scenario, if one of the RoRo containers (measuring approximately 30.58 m<sup>3</sup> each) achieved the maximum 15 tonnes limit, it is considered that the container would be half full.

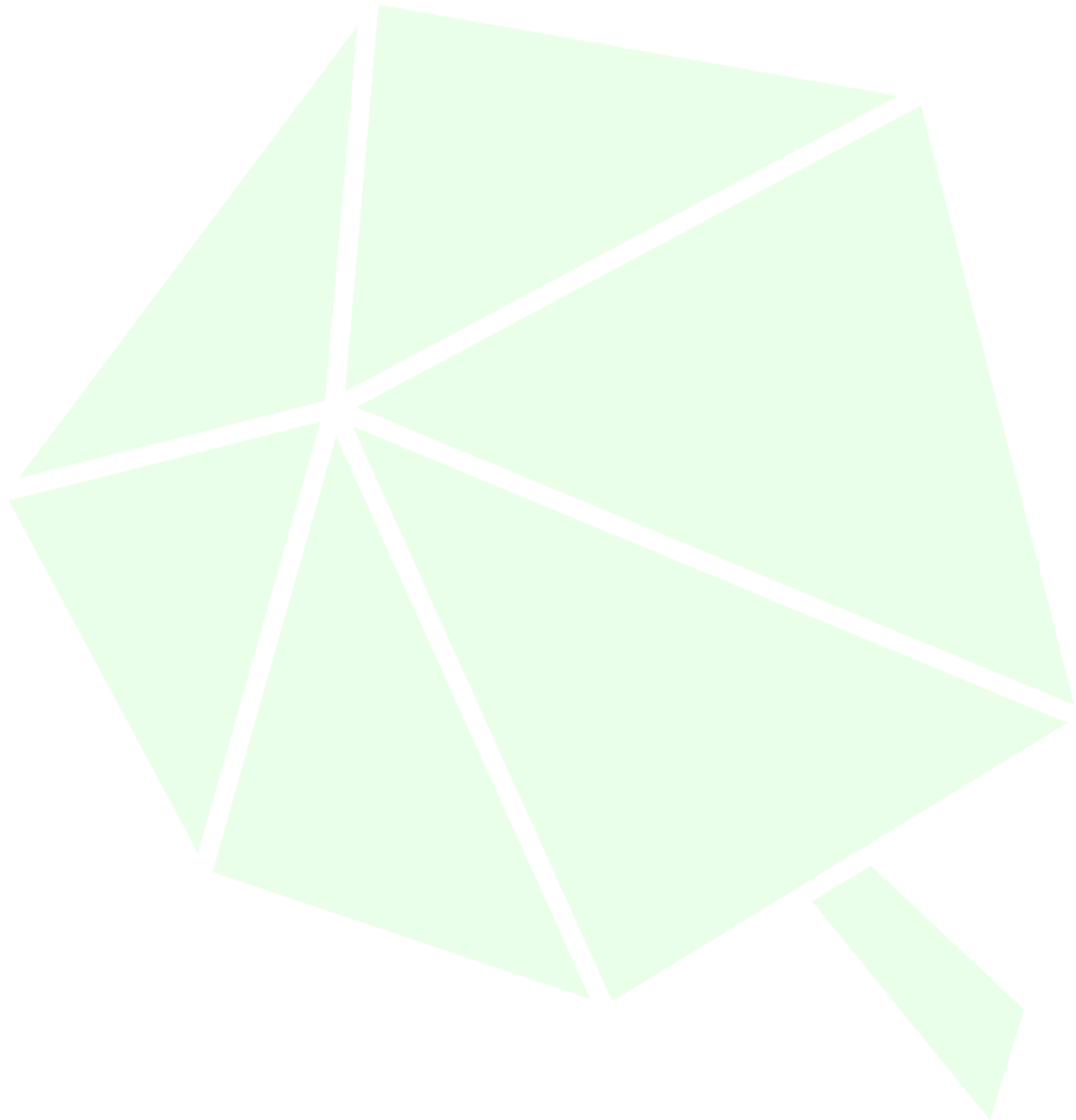
The dimensions of 40 yard RoRo containers are noted to vary between suppliers however, they generally measure over 2 m in height. As such, if one of the RoRo containers reached half capacity, it is considered that there would be at least 1 m freeboard height to prevent the spread of fire.

A quarantine area shall be retained at all times to allow the storage of any hot loads that are identified on site. The quarantine area will have a separation distance of at least 6m along the perimeter in accordance with the Environment Agency's FPP guidance. Further details regarding the quarantine area are provided in 15 Quarantine area.

In accordance with the requirements specified in Section 11 of the Environment Agency's FPP guidance, it is considered that the proposed measures are sufficient in preventing a fire from spreading.

## 14 FIRE WALLS CONSTRUCTION STANDARDS

None on site.



## 15 QUARANTINE AREA

The quarantine area shall be retained at all times to allow burning material to be moved to extinguish and control fire spread. This will only be undertaken following permission of the FRS who will be informed as soon as any ignited material is identified.

As set out in the Environment Agency's FPP guidance, the quarantine area must meet the following criteria:-

- Hold at least 50% of the volume of the largest pile, row or block of ELVs or containers on your site; and
- Have a separation distance of at least 6 m around the quarantined waste.

If any of the recyclables ignite within one of the RoRo containers, it is proposed that the container will be relocated to prevent the spread of fire. The RoRo containers that will be utilised on site will have a capacity of 40 cubic yards each. With reference to the Environment Agency's Waste Conversion Factors spreadsheet, the capacity of these skips convert to approximately 30.58 m<sup>3</sup> on the basis that the waste material has a density of 1 tonne per cubic metre.

As such, the quarantine area will be large enough to accommodate a single RoRo container at approximately 30.58 m<sup>3</sup> and provide a separation distance of at least 6 m around the perimeter.

## 16 DETECTING FIRES

### 16.1 Detection systems in use

Synergy have installed a system which includes outdoor rated smoke detectors and a CCTV system which will be monitored in the site office by the operators to identify any potential fire risks in areas that are not instantly visible to on-site workers. The proposed location of the smoke detectors and CCTV camera are identified on the Drawing 2 Site Plan 018.1\_09\_004 and Drawing 6 FIRE ALARM - RCC AREAS.

In the event that the smoke detectors identify any smoke on site, an alarm will be activated which will notify all on-site workers. Once the alarm has been activated, the Site Manager/TCM and the designated fire marshal will assess the area and employ the most appropriate course of action. If necessary, the designated fire marshal will contact the Local Fire Service who will advise on the most appropriate course of action.

During the operating hours, there will also be at least one fire marshal on site who will be trained in managing an emergency fire situation. During the working day, the fire marshal will visually inspect all waste storage areas which will help to identify any potential fire risks at an early stage and allow a prompt response to minimise the risk of a fire occurring. In the event that a fire marshal or site operative identifies a fire risk on site, they will be able to activate an audible alarm by using one of the fire alarm triggers that are identified on the Drawing 2 Site Plan 018.1\_09\_004.

The site will be equipped with a proximity alarm system which will be designed to detect irregular movements along the site perimeter where trespassers may gain access. The system will notify designated members of staff any security breaches outside operating hours and therefore minimise the risk of arson on site.

The fire detection and security systems mentioned above will be installed by an appropriate UKAS-accredited third party scheme and will be subject to regular maintenance in accordance with the manufacturer's requirements. This will minimise the risk of mechanical failure which could affect the system's ability to detect a fire in its early stages and therefore increase the impact of the fire.

### 16.2 Certification for the systems

See Appendix 6 Fire System Specification

## 17 SUPPRESSING FIRES

### 17.1 Suppression systems in use

The site will be equipped with a water storage tank that will be designed to store approximately 25,000 litres of water. The tank will be equipped with a diesel water pump and fire hose/nozzle which can be used by the local fire service to suppress any fires that may occur on site. The proposed location of the water storage tank is identified on Drawing 2 Site Plan 018.1\_09\_004.

The water storage tank and its accompanying features will be subject to regular maintenance in accordance with the manufacturer's requirements to ensure continuing integrity and fitness for purpose. All site operatives will also be adequately trained to ensure that they are competent to operate the suppression system in the event of a fire.

## 18 FIREFIGHTING TECHNIQUES

### 18.1 Active firefighting

Fire fighting equipment will be located in the site office and at each emergency exit. All fire fighting equipment will be compliant with the product specification and will be tested at appropriate intervals to confirm their integrity.

Daily checks of all fire fighting equipment will also be incorporated into the EMS. In the event that any fire fighting equipment is identified to breach the required standards, necessary remedial work will be undertaken as soon as practicable. Any non-conforming equipment will be clearly marked to inform staff and prevent use until the necessary remedial works are complete.

All staff will be made aware of the location of all fire fighting equipment and will be adequately trained in their correct use.

As part of the proposed waste operations, the site will benefit from mobile plant such as forklift trucks which can be utilised in the event of a fire to assist with active fire fighting.

## 19 WATER SUPPLIES

In accordance with the EA's 'Fire Prevention Plan' guidance, the operator must demonstrate that their facilities have sufficient water supplies to manage a worst case scenario incident. The guidance provides the following estimate to calculate the required volume of water:-

'A 300 m<sup>3</sup> pile of combustible material will normally require a water supply of at least 2,000 litres a minute for a minimum of 3 hours'

In accordance with the Environment Agency's guidance, a worst case scenario is defined as when the largest waste pile on site catching fire. In terms of the application site, the largest waste pile on site is considered to be when one of the RoRo containers containing the largest amount of recyclables catches fire as defined by EA guidance below;

### **10.2 Waste stored in containers**

*If you store waste in containers that can be moved then maximum pile sizes do not apply. Each container must be accessible from at least one side so a fire can be extinguished. Examples of these types of containers include skips, roll-on roll-off skips, or shipping containers.*

*If you have a fire, you must be able to move containers as soon as is reasonably practicable to prevent the fire spreading. You must set out in your fire prevention plan the procedures for how and when you will move them.*

The maximum amount of recyclables that will be stored on site at any one time will be 15 tonnes or approximately 15 m<sup>3</sup> in accordance with the Environment Agency's Waste Conversion Factor Spreadsheet. As such, it is considered that a worst case scenario is if one of the RoRo containers (allocated for plastics, rubber and ferrous metals) reached a volume of 15 tonnes and caught fire.

Based on the calculation provided in the Environment Agency's FPP guidance, the volume of water that would be required to manage the worst case scenario on site would be 18,000 litres/18 m<sup>3</sup>.

The site will benefit from a water storage tank which will be designed to provide a storage capacity of approximately 25,000 litres shown on Drawing 2 Site Plan 018.1\_09\_004.

In light of the above, it is considered that Synergy will have a sufficient water supply to manage a worst case scenario incident at Merton Farm. A fire Hydrant is located approx. 132 m away from the site by the entrance to the farm and industrial area.

## 20 MANAGING FIRE WATER

### 20.1 Containing the run-off from fire water

In the event that any of the recyclables ignites within one of the RoRo containers, it is envisaged that any water that is used to suppress the fire will be directed into the RoRo container. As such, the subsequent fire water will collect in the RoRo container.

The RoRo containers that will be utilised on site will not be water tight as they will be equipped with a door at the rear. As such, liquids are capable of seeping from the hinges and small gaps near the door. In the event that a fire were to occur within one of the RoRo containers, Synergy have sprayed a foam sealant along the door edges which will render the container water tight before water is introduced to fight the fire. This sealant can be applied within 30 seconds and will only be applied if the FRS have advised that it is safe to do so.

Once the fire has been fully extinguished, any fire water that is generated within the RoRo container will be pumped into sealed IBC that are available within the IBC storage area (as identified on Drawing 2 Site Plan 018.1\_09\_004). Synergy then will make arrangements to have the IBCs collected and transferred off site to a suitable permitted facility to ensure the fire water is treated and disposed of appropriately.

As a contingency, the RoRo container will be sealed using heavy-duty canvas tarp to ensure that the water does not come into contact with the ground whilst it is being transferred to the IBCs.

In terms of the waste non-ferrous metal storage containers, Synergy will only use containers that meet a required specification that will ensure that they can contain any liquids



## 21 DURING AND AFTER AN INCIDENT

### 21.1 During an Incident

All staff and contractors will be trained in the emergency response procedures for the site. Where specific responsibilities are given to specific staff, training will be provided to those employees. The effectiveness of the emergency response procedures will be reviewed following each emergency incident on-site. Where appropriate the procedures will be updated and staff trained in the updated procedures. On a periodic basis, the emergency procedures will be tested through a practice exercise. The objective of the exercises will be to verify that all staff and contractors are aware of the emergency procedures. Following all tests, the implementation of the procedures will be reviewed. The procedures will be amended or additional training provided to site staff and contractors as required.

- i. In the event of a fire at the site, the following procedure will be implemented:
- ii. Raise the alarm;
- iii. Cordon off the area, clearing employees to a safe area and prevent any further access to the site. Conduct a check to ensure that all persons present on the site are safe and accounted for using clock cards, staff and visitor signing in sheets.
- iv. Attempt to control the fire using the appropriate appliances on site. If the fire is small use mobile plant and attempt to separate the burning material from other waste. Contact the Fire Brigade on 999;
- v. When practicable and safe to do so, inform the Environment Agency of the incident in accordance with the conditions of the Environmental Permit;
- vi. Report the situation to the Fire Brigade on their arrival;
- vii. Collected fire water to be retained within the site boundary as per Section 6.5. Any retained firewater will be collected and transferred off site for appropriate treatment and disposal.
- viii. Once the fire has been extinguished, seek the advice of the Fire Brigade on future precautionary action; and
- ix. Record all details in the site diary and make any reports as required by the site’s management system.
- x. Site, operations will be temporarily suspended and no further waste will be accepted on site until the Local Fire Service have advised it is safe to do so.

The Site Manager will act upon the advice issued by the Local Fire Service in the event of a fire. The decision as to whether a controlled burn is suitable in any instance of an outbreak of a fire will be at the discretion of the Local Fire Service.

Any incidents of fire will result in the accumulation of fire residues. It will be the responsibility of the Site Manager to arrange for the disposal of the fire residues. These residues will then be treated as ‘non-compliant waste’ for disposal at an appropriately permitted facility.

The following table provides relevant contact details for individuals and relevant authorities in the event of a fire at the facility.

| Company                | Position | Name | Telephone Number |
|------------------------|----------|------|------------------|
| Synergy Asset Services | Director |      | 07596953253      |

|                    |                    |           |                         |
|--------------------|--------------------|-----------|-------------------------|
| Limited            |                    |           |                         |
| Environment Agency | Local Area Officer |           | 0800 80 70 60 (24 hour) |
| FRS                | Fire Service       | Emergency | 999                     |

**21.2 Site Access**

Synergy will ensure that the site is accessible even when it is not operational. The site entrance will be kept clear, and machinery and plant will be parked in a secure parking area, not blocking the access to the site or areas around where waste is stored. The contact details for out of hours are provided above ensure that the site management staff are contactable at all times.

In the event of a fire, access to the site will be achieved via the main entrance located to the west of the application site, off Merton Lane. The layout of the site is designed to allow sufficient access and manoeuvring for HGVs that will deliver waste to the site. As such, it is considered that the layout of the site is suitable to allow access for fire rescue service vehicles.

In the event of a fire, it is understood that the fire service can access any property as required to control and extinguish the fire.

**21.3 Reporting and Communication**

In the event of a fire, communication with local businesses and residents within 100 m of the site will be undertaken by the operator. This will be undertaken as soon as a fire has been identified from the fire detection system and the alarm has been raised. The operator will maintain a record of receptors that are situated within 100 m of the application site which will include details of address and contact details. This record will be situated within the site office where it can be accessed by all staff.

The record will be reviewed on an annual basis as part of the document review.

The local FRS will also be informed as soon as a fire has been identified who will ensure that receptors located over 100 m of the application site are informed of the incident should the fire become problematic. This will reduce any environmental damage and risks to human health associated with smoke and dust.

**21.4 Recording**

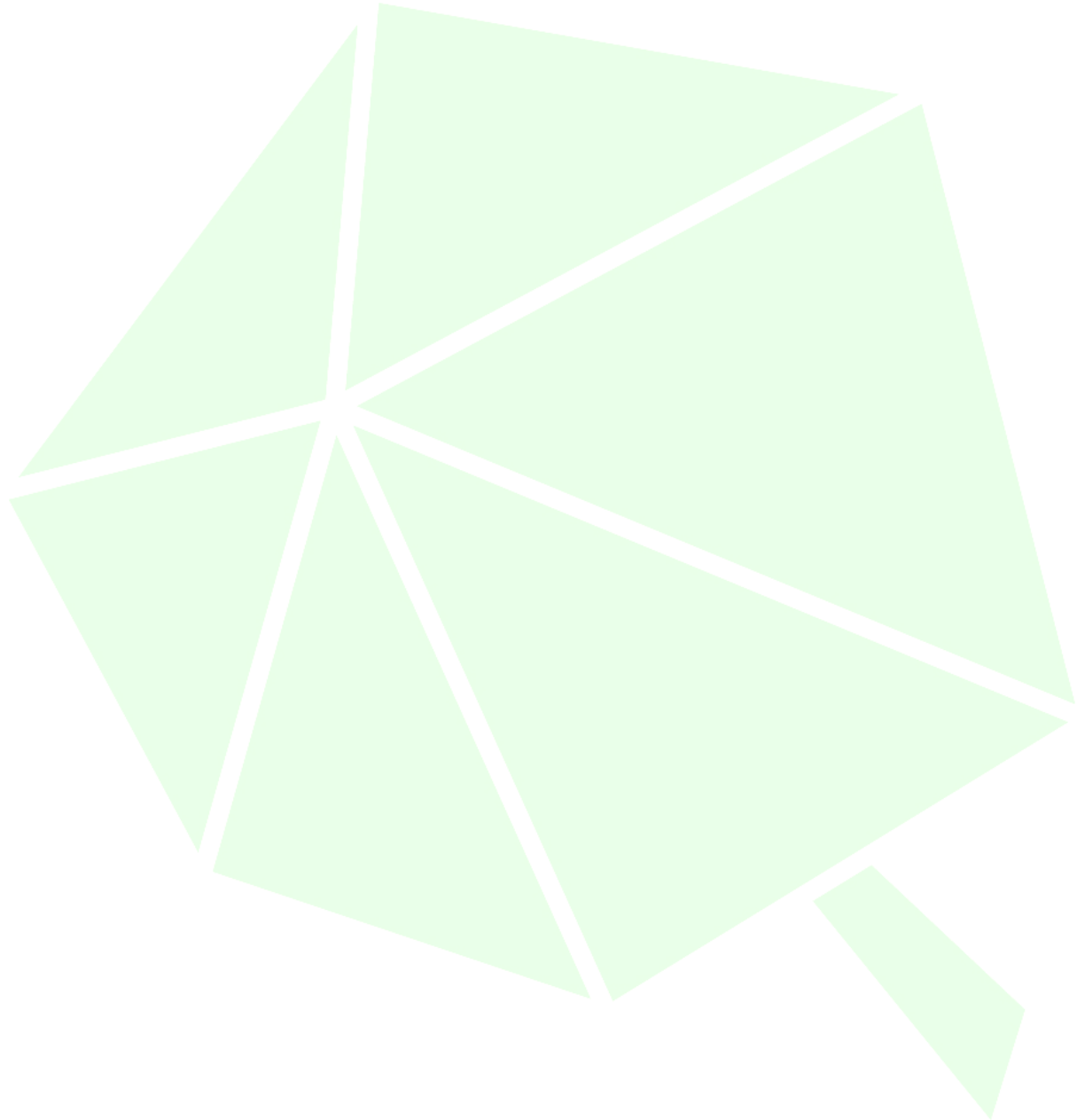
The incident would be recorded in the relevant section of the company's management system and in the Site Diary.

**21.5 Actions following a fire**

Further to a fire on site, and upon safe re-commissioning of all plant and equipment, an investigation will be undertaken internally as to the cause of the fire and any future preventative measures to ensure that there is no re-occurrence.

This FPP will be reviewed following this investigation to ensure that lessons learnt are documented and implemented in the future. Any new policies and procedures will be documented within this plan and the management system.

New training requirements for site personnel will be implemented following this investigation if required/ However this will not negate the requirement for ongoing training in how to reduce the risk of fire on site.



## 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.

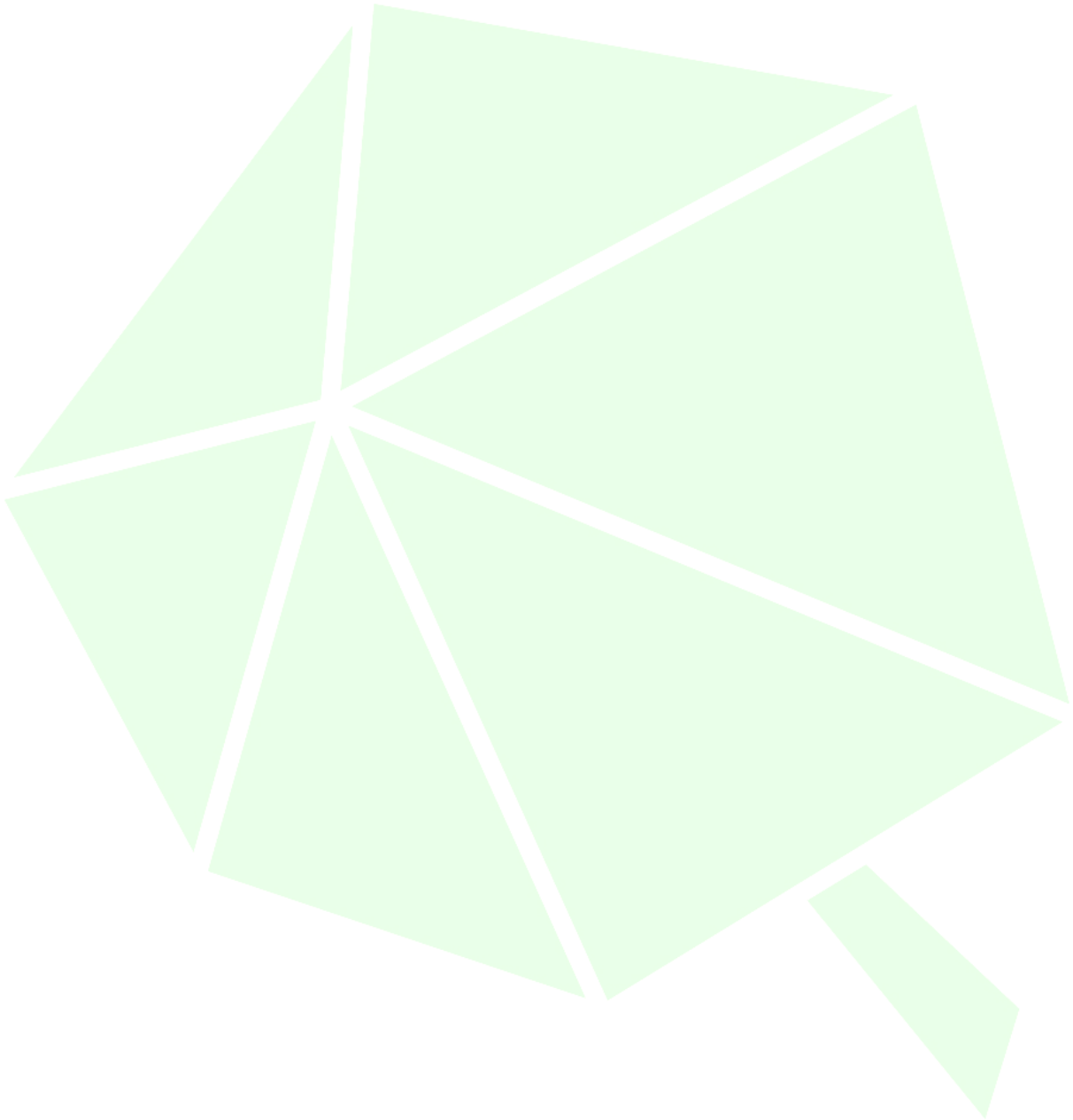
## 23 MANAGEMENT PLAN REVIEW

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 Environment Agency.

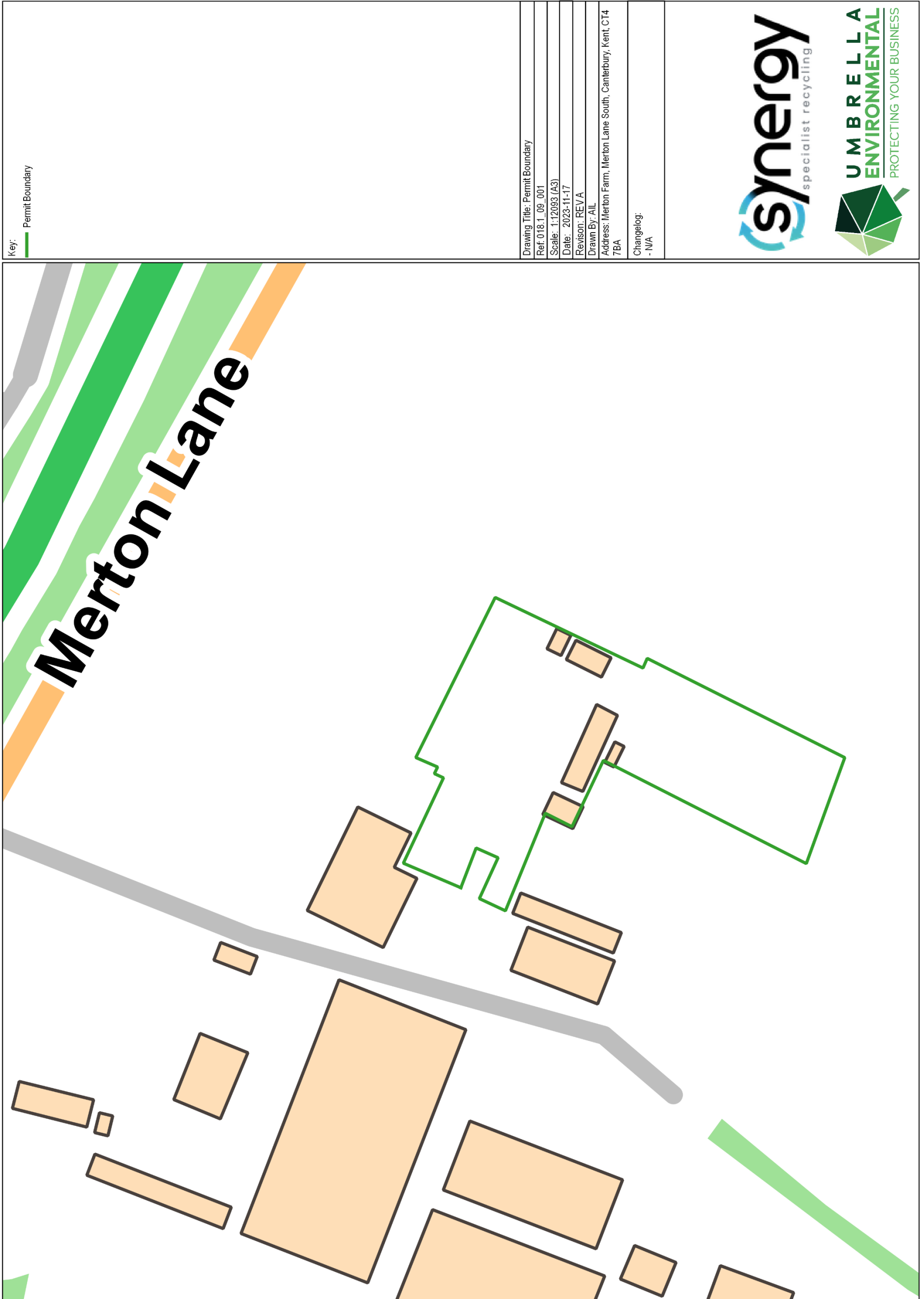
Other activities which may prompt review of the FPP are variations to the environmental permit, accident, complaint, breach or a change in the site setting or sensitive receptors.

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.

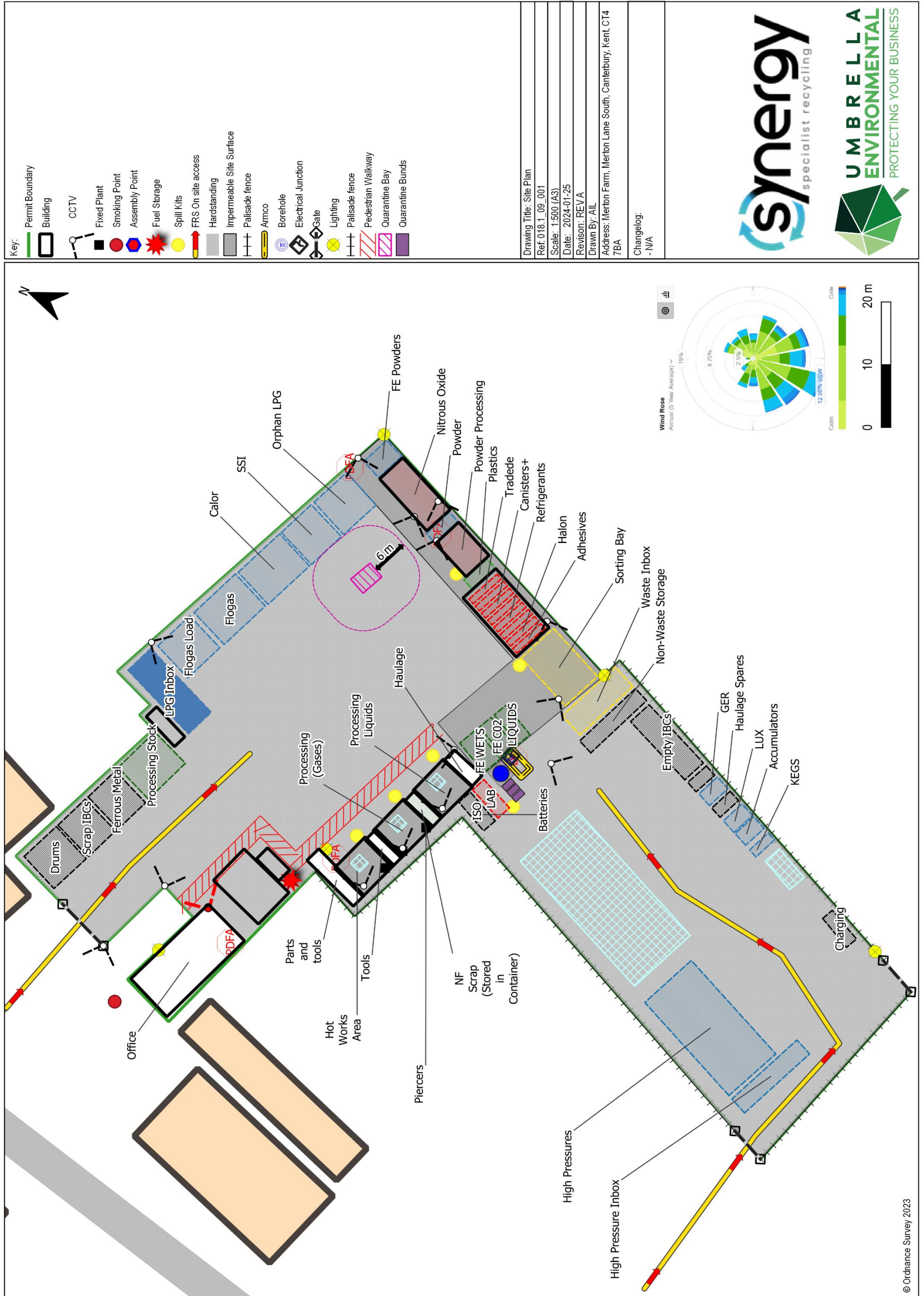
**24 DRAWINGS**



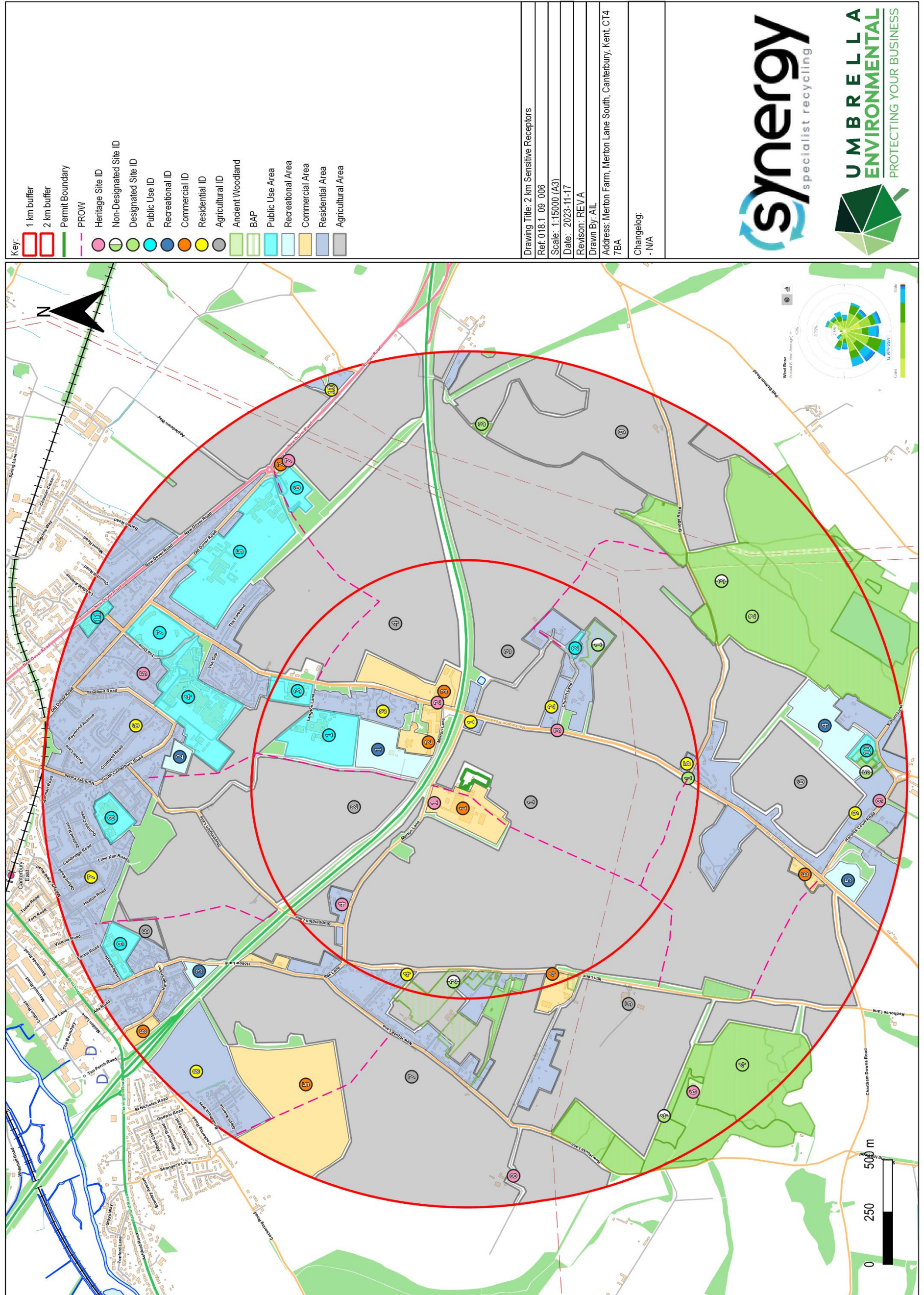
Drawing 1 Permit Boundary 018.1\_09\_001



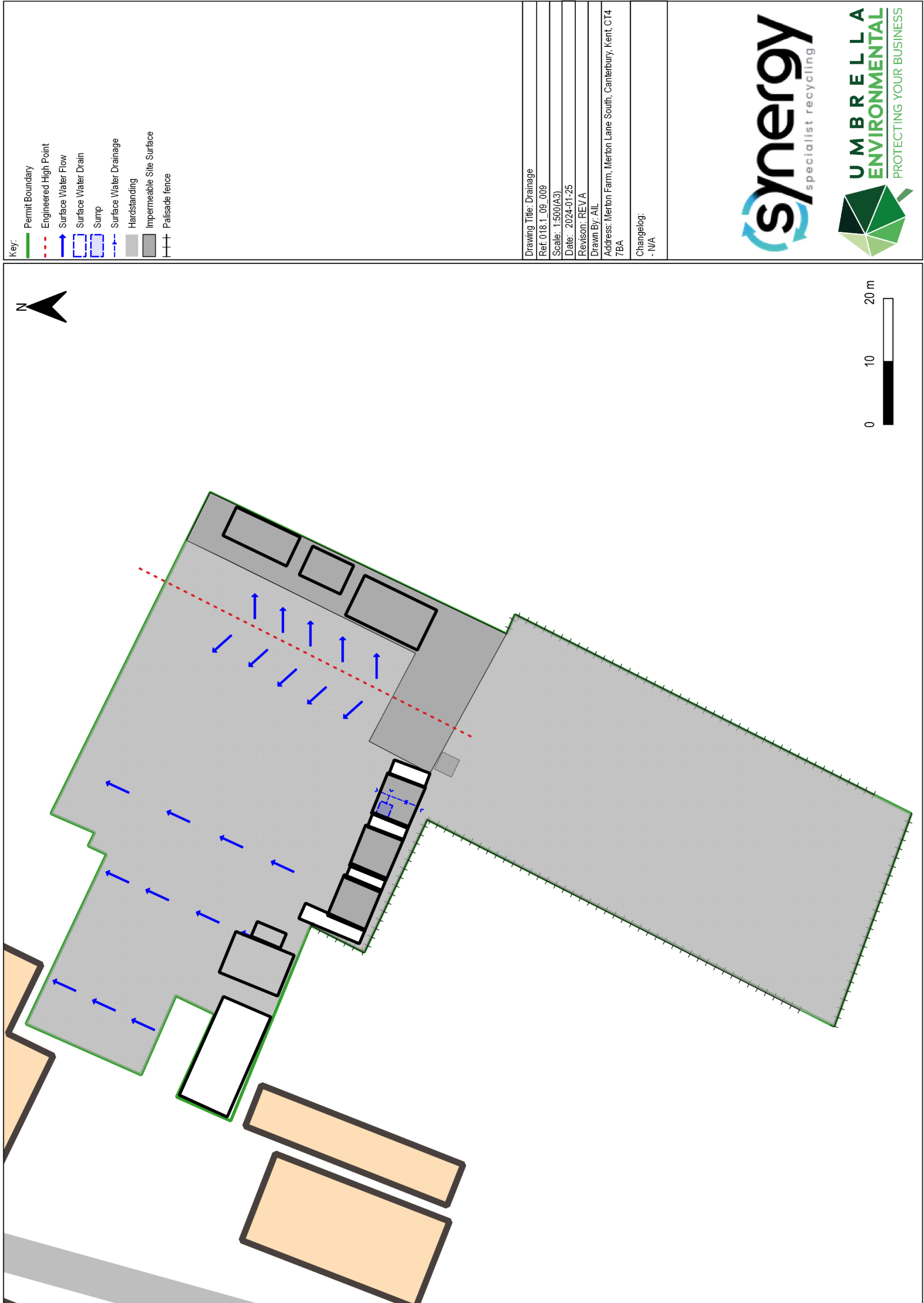




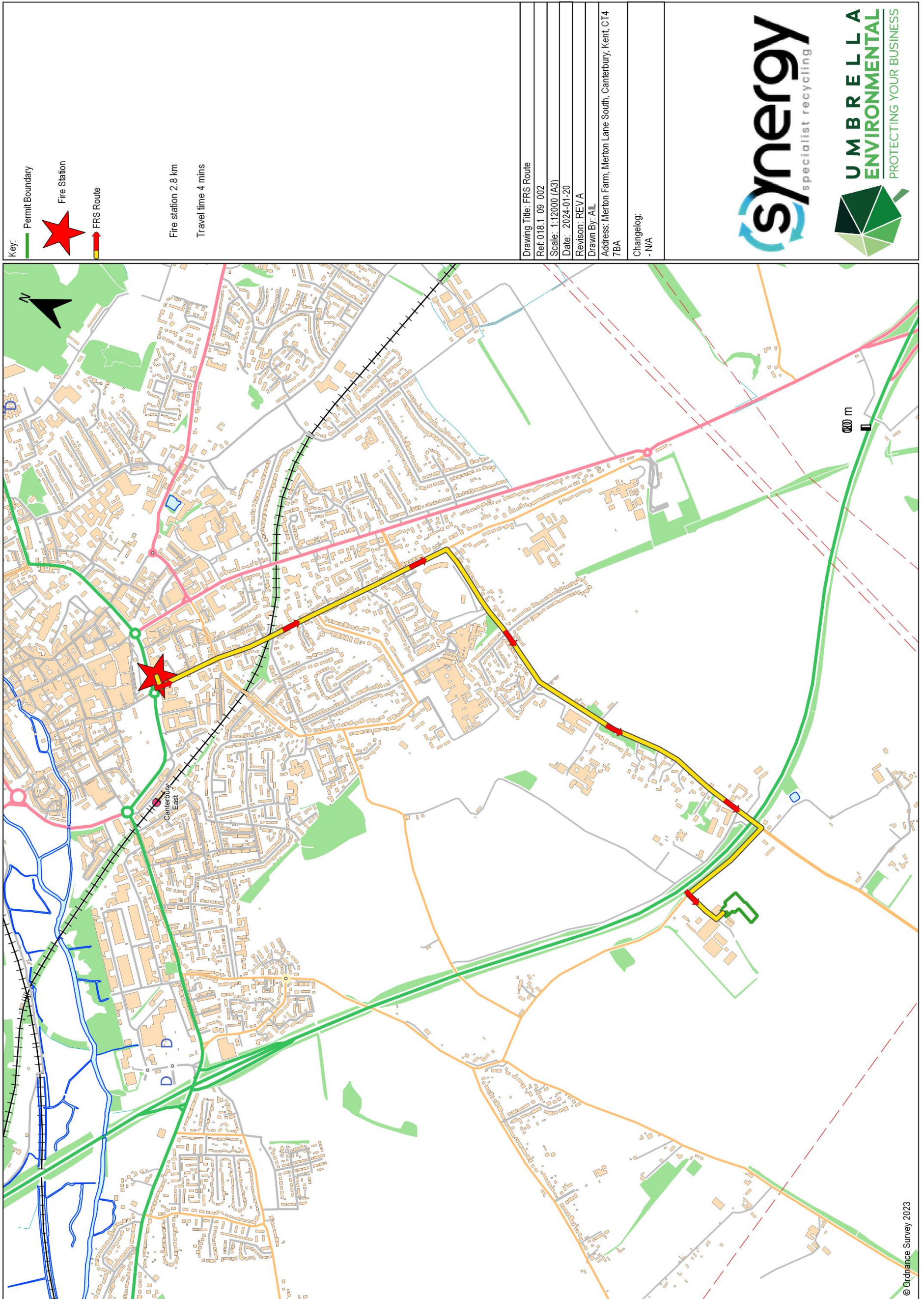














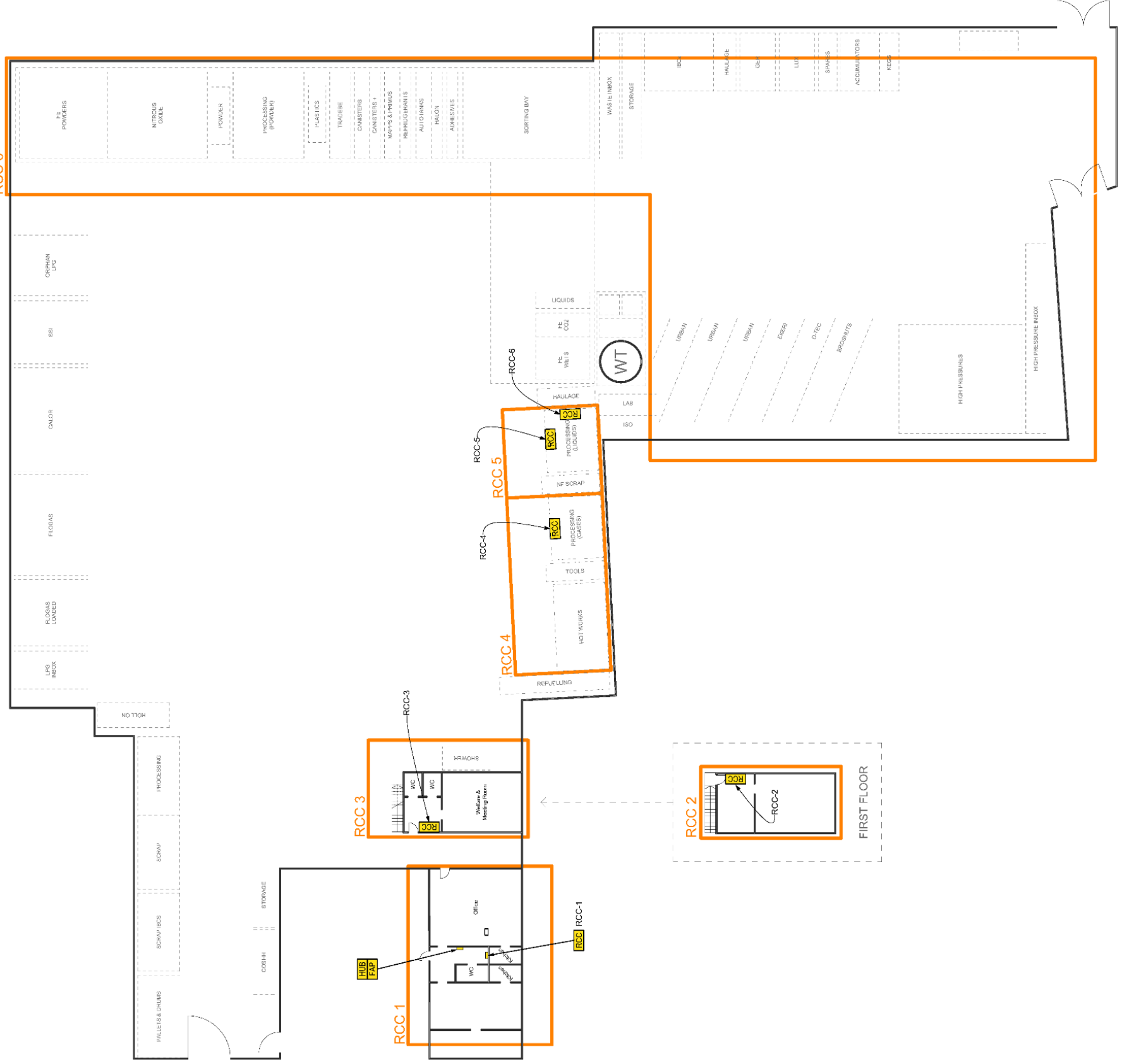
Drawing 6 FIRE ALARM - RCC AREAS

| Rev | ChgD | Description | Date     |
|-----|------|-------------|----------|
| P0  |      |             | 27/11/23 |

**General Notes**  
 1. Do not scale off this drawing. Refer to figured dimensions only.  
 2. This drawing is provided solely for the purpose of illustrating the proposed fire alarm system. It is not intended to be used on site for construction. The drawings are illustrative only, and may differ from the building's actual construction.

**ORANGE LINE REPRESENTS RCC BOUNDARIES**

| LEGEND |                            |     |
|--------|----------------------------|-----|
| SYMBOL | DESCRIPTION                | Qty |
|        | FIRE ALARM PANEL           | 1   |
|        | RADIO CLUSTER COMMUNICATOR | 6   |
|        | RADIO HUB CONTROL PANEL    | 1   |



**Client**  
 SYNERGY RECYCLING

**Site**  
 MERTON FARM, MERTON LANE,  
 SOUTH CANTERBURY, KENT,  
 CT4 7BA

**Drawing Title**  
 FIRE ALARM - RCC AREAS

**Scale**  
 1:180@A1

**Checked by**  
 CC

**Drawing Status**  
 FOR CONSTRUCTION

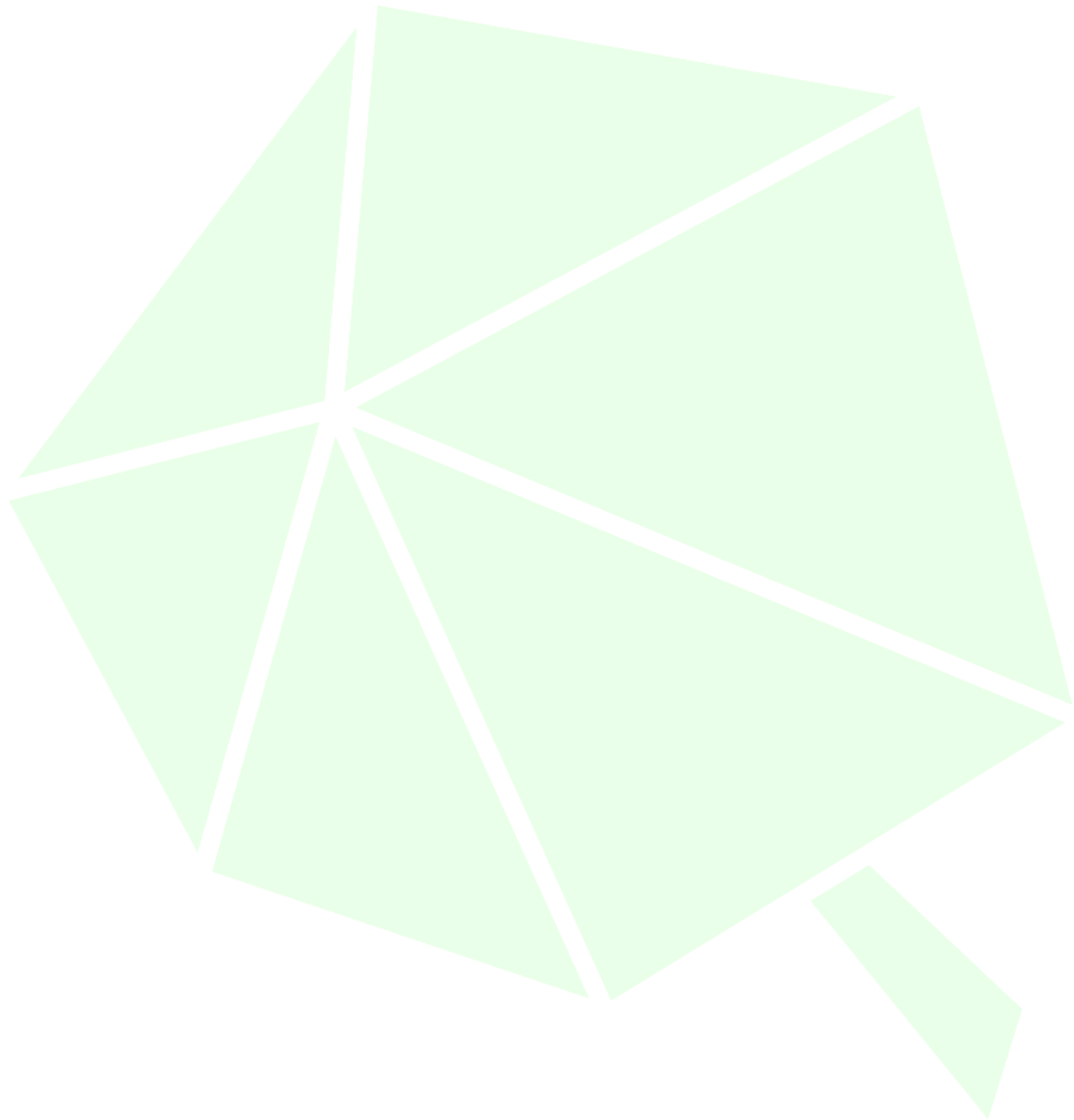
**Date**  
 27/11/23

**Drawing Number**  
 ALS-124-01-100

**Revision**  
 P0

**Allsaved Head Office**  
 Unit 3, Billingshurst Trade Park, Stone Street  
 Billingshurst, West Sussex, RH14 9HP  
 www.allsaveduk.com 01798 812999

## 25 APPENDICES



Appendix 1 Site Diary



| Date  | Day | Weather   | Wind Dir | Wind Spd |
|---|-----|---|----------|----------|
| <b>Daily site inspections</b>   |     |   |          |          |
| Condition of parameter fencing  |     | Condition of plant machinery                            |          |          |
| litter not outside of parameter fencing                               |     | Waste inspection carried out                            |          |          |
| Site free from windblown litter and debris                            |     | Safety and fire equipment available                     |          |          |
| Condition of site surfaces  |     | Condition of site lighting                              |          |          |
| Condition of banded storage area                                      |     | Site free from pests & vermin                           |          |          |
| Condition of drainage system  |     | Odour emissions at acceptable level                     |          |          |
| Drainage system free from blockages                                   |     | Waste storage area not exceeding maximum capacity       |          |          |
| Site clean from spills  |     | Plant defect sheets complete                            |          |          |
| Waste in designated storage areas                                     |     | No free-flowing liquids entering drains or watercourses |          |          |
| No Unauthorised waste on site   |     | Accident report book available                          |          |          |
| Condition of waste storage containers                                 |     | First aid equipment available                           |          |          |
| Notes/Details of any non-compliance, site defects or waste activities |     |   |          |          |
|   |     |   |          |          |

I acknowledge that I am entering a site that contains pressurised gas cylinders and I am entering at my own risk. I am in possession of the following Personal Protection Equipment which will be worn whilst on site. High visibility clothing, Protective footwear, Hard hat and Gloves

A Banksman system is in operation on this site. You should not drive a vehicle on to the property until instructed by our Banksman, and you should obey all directions given by them.

If you observe a fire, you should notify a member of staff and evacuate the premises immediately. The evacuation point is by the main entrance to the farm.

Synergy Recycling considers safety to be of the highest priority and operates a system of notification of unsafe practices. If you see anything you consider to be unsafe, please advise a member of staff immediately and provide details below. This form can also be used to advise us of any suggestions you may have on ways we can improve our working practices. For safety reasons, please notify the office upon leaving the premises.

| Name | Company | Time in | Time out | Reasons for visit | Signed |
|------|---------|---------|----------|-------------------|--------|
|      |         |         |          |                   |        |
|      |         |         |          |                   |        |
|      |         |         |          |                   |        |
|      |         |         |          |                   |        |

| Site Diary Completed By | Position | Signed |
|-------------------------|----------|--------|
|                         |          |        |

Appendix 2 Hot Works Permit

W/C :

HOT WORK PERMIT



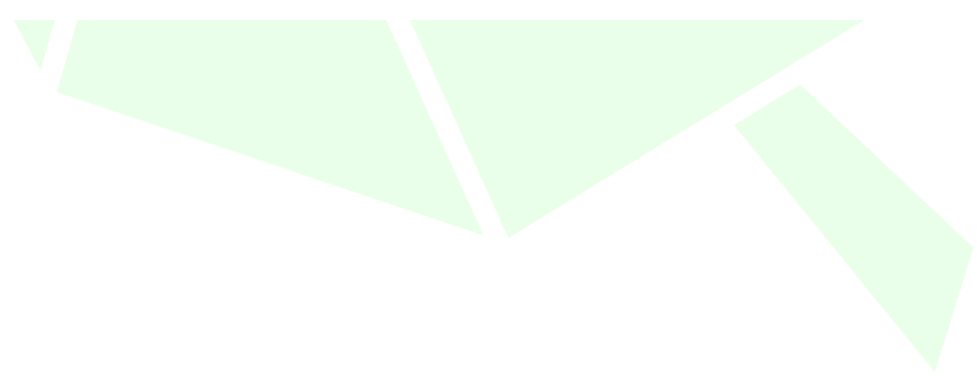
| NAME & DESCRIPTION OF HOT WORKS |  | SIGNED     |  | MON START |  | TUE START |  | WED START |  | THU START |  | FRI START |  |
|---------------------------------|--|------------|--|-----------|--|-----------|--|-----------|--|-----------|--|-----------|--|
|                                 |  |            |  |           |  |           |  |           |  |           |  |           |  |
|                                 |  | SUPERVISOR |  |           |  |           |  |           |  |           |  |           |  |

| CHECKS   | SITE   |  | OFFICE |  | SITE |  | OFFICE |  | SITE |  | OFFICE |  |
|--|--|--|--------|--|------|--|--------|--|------|--|--------|--|
|  | Hot work must cease at least one hour before end of shift. Areas where hot works have been carried out |  |        |  |      |  |        |  |      |  |        |  |
| Services affected must be isolated before work commences.  |  |  |        |  |      |  |        |  |      |  |        |  |
| Isolate smoke detectors in the vicinity of hot works.  |  |  |        |  |      |  |        |  |      |  |        |  |
| A suitable fire extinguisher must be available and be kept close at hand, at all times.  |  |  |        |  |      |  |        |  |      |  |        |  |
| Supervisors must ensure suitable personal protective equipment (PPE) is provided and worn by operatives.   |  |  |        |  |      |  |        |  |      |  |        |  |
| All cylinders must be transported and secured upright.   |  |  |        |  |      |  |        |  |      |  |        |  |
| Valves and hoses must be in good condition.  |  |  |        |  |      |  |        |  |      |  |        |  |
| All cylinders must have flashback arrestors fitted.  |  |  |        |  |      |  |        |  |      |  |        |  |
| When not in use, cylinders must be shut off and returned to store.   |  |  |        |  |      |  |        |  |      |  |        |  |
| LPG cylinders must not be left in the building overnight without formal approval.  |  |  |        |  |      |  |        |  |      |  |        |  |
| Arc welding equipment will comply with current standards.  |  |  |        |  |      |  |        |  |      |  |        |  |
| Spent welding rods must be immersed in a bucket of water.  |  |  |        |  |      |  |        |  |      |  |        |  |
| Minimum radius of hot work must be 2 m from other persons working. Screens should be erected   |  |  |        |  |      |  |        |  |      |  |        |  |
| Where hot works are required adjacent to combustible material, a fireproof protective mat should be placed between the material and the heat source during the hot works |  |  |        |  |      |  |        |  |      |  |        |  |
| Work areas to be kept tidy and free from combustible materials.  |  |  |        |  |      |  |        |  |      |  |        |  |
| Operatives must remain in the area for 15 minutes after completing work to ensure there is no hot-spot   |  |  |        |  |      |  |        |  |      |  |        |  |

| SIGNED     |  | MON END |  | TUE END |  | WED END |  | THU END |  | FRI END |  |
|------------|--|---------|--|---------|--|---------|--|---------|--|---------|--|
|            |  |         |  |         |  |         |  |         |  |         |  |
| SUPERVISOR |  |         |  |         |  |         |  |         |  |         |  |



## Appendix 3 Waste Acceptance Procedure

**WASTE ACCEPTANCE****Waste Acceptance Procedures****Pre-acceptance procedures**

Prior to delivery to the site, the waste producer or holders are required to provide the following information of the waste to allow Synergy to assess its suitability for acceptance:

- The quantity of waste to be imported.
- The contents of the canisters, including named product and propellant.
- Whether the canisters are fully discharged or partially discharged.
- Hazardous properties posed by contents of canisters; and
- Construction material of canisters (e.g., steel, aluminium or mixed).
- Synergy do not accept wastes onto the site unless the above information is established.

If the information provided demonstrates that the waste is acceptable, arrangements are made to deliver the waste to the site. Prior to delivery, any gas that present within any of the waste gas cylinders are discharged by the waste producer or holder. Furthermore, Synergy inform the waste producer or holder to place different waste streams into different containers to prevent cross contamination between incompatible materials.

All records relating to the pre-acceptance are kept for cross-reference a verification at the waste acceptance stage. These records are kept for a minimum of 3 years.

**Acceptance Procedures**

All vehicles delivering waste are licensed waste carriers and each delivery must be accompanied by the Waste Transfer Note (for non-hazardous waste) or a Hazardous Waste Consignment Note (for hazardous waste) consistent with fulfilling the company's responsibilities under the Duty of Care Regulations. Before the waste vehicle arrives on site, checks are made to ensure that the waste carrier is properly licensed. This information can be checked by the following methods:

- By phoning the Environment Agency on 03708 506 506 and requesting an instant Waste Carrier Validation Check; or
- Checking online on the Environment Agency's waste carrier register on their website.

To ensure that the transport of the canisters does not pose any potential risks, all waste carriers must also demonstrate that they meet the requirements of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (CDG) and the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR). The waste carrier also needs to demonstrate that they have received appropriate ADR training.



By undertaking ADR training, the driver is knowledgeable on the type of cylinders that need to be segregated in transit. Furthermore, any driver that undertakes a waste collection on behalf of Synergy receives a detailed inventory of the waste pressure vessels that are scheduled to be collected. This information is used by the driver to arrange how the canisters are loaded on to the vehicle and therefore minimise the risk of reactions to occur between incompatible substances.

Upon arrival on site, all drivers of waste delivery vehicles are to report to the site office and provide documentation of the waste that's being delivered to the site to ensure it corresponds with the information provided during the pre-acceptance stage and therefore complies with the conditions of the environmental permit.

If the document checks show that the waste is acceptable, the driver is to report back to the waste delivery vehicle and be directed to the waste reception area as shown on Drawing 2 Site Plan 018.1\_09\_004. As noted on the Site Plan, the waste reception area is situated outside and therefore provides sufficient ventilation whilst the canisters are being loaded/unloaded from the waste delivery vehicle.

At the waste reception area, the cylinders are unloaded from the waste delivery vehicle and are subject to the following visual checks:

- Check the waste to ensure that it is as expected, complies with the site's waste acceptance criteria and is consistent with accompanying paperwork and the site's environmental permit;
- Check the condition of the containers in which the canisters have been packaged, in order to identify any that are damaged or unsuitable for handling and storage.
- Inspect the load to identify leaking canisters and potentially explosive accumulations of gas; and
- Check the labelling of the containers in which the canisters have been packaged to ensure that it accurately identifies and describes the waste, removing any labels that do not relate to the waste.

If the visual checks show that the waste canisters correspond with the information provided by the waste delivery driver, and the waste producer/holder during the pre-acceptance stage, the site operatives are to proceed to label each container that holds the waste cylinders with a contents label with a corresponding EWC and hazardous diamond which will be logged in the Synergy collection log on site. Information that was provided during the pre-acceptance stage may also be referenced to facilitate this process.

Once labelled, the waste pressure vessels are transferred to the relevant waste storage area as shown on Drawing 2 Site Plan 018.1\_09\_004. All waste cylinders are handled using forklift trucks and are only to be undertaken by site operatives who are trained and licensed to do so.

Synergy informs the waste producer or holder to place different waste streams into different containers to prevent cross contamination between incompatible materials. In the event that a mixed load is delivered to the site, reference is to be made to the British Compressed Gas Association's (BCGA) Technical Information Sheet (TIS) titled 'Technical Information Sheet 6: Cylinder Identification. Colour Coding and Labelling Requirements'.

This document notes that all gas cylinders are required to be labelled to indicate the contents of the cylinder and comply with the requirements of the Classification, Labelling and Packaging Regulations and The Carriage of Dangerous Good and use of Transportable

Pressure Equipment Regulations. As such, in the event that the cylinders are delivered as a mixed load, site operatives should try to identify any labelling on the canisters in order to confirm the nature of the waste. If, however, the labelling has

been removed, the TIS notes that gas cylinders are generally colour coded at the shoulder or the top of the canister to specify its properties. As such, site operatives can refer to any colour coding that is established on the cylinders as a guide to identify the relevant storage area.

Wastes that are not deemed acceptable are rejected. Furthermore, in the event that a mixed load is delivered the site and there is uncertainty in identifying the nature of the waste, it is to be treated as an unauthorised waste and will be rejected in accordance with the procedures.

Appendix 4 Sensitive Receptors Table

| TYPE OF RECEPTOR    | ID #  | DESCRIPTION   | DISTANCE FROM BOUNDARY (M) APPROX | DIRECTION |  |
|---------------------|---|---|-----------------------------------|-----------|--|
| HUMANS AND PROPERTY | -   | Site Workers  | On site                           | -         |  |
|                     | -   | Site Visitors                                       | On site                           | -         |  |
|                     | <b>COMMERCIAL</b>   |   |                                   |           |  |
|                     | 1   | Multiple Commercial Units at Merton Farm            | 0 m                               | W         |  |
|                     | 2   | Multiple Commercial Units off Merton Lane           | 178 m                             | NNE       |  |
|                     | 3   | Winter Barns (hotel & wedding venue)                | 309 m                             | ENE       |  |
|                     | 4   | Iffin Farmhouse (Hotel)                             | 935 m                             | WSW       |  |
|                     | <b>RESIDENTIAL</b>  |   |                                   |           |  |
|                     | 1   | Multiple Residential Properties off Merton Lane     | 185 m                             | E         |  |
|                     | 2   | Residents of Nackington                             | 349 m                             | SE        |  |
|                     | 3   | Multiple Residential Properties off Nackington Road | 376 m                             | NE        |  |
|                     | 4   | Residents of Stuppington                            | 913 m                             | WNW       |  |
|                     | 5   | Residents of Street End                             | 915 m                             | S         |  |
|                     | <b>PUBLIC USE</b>   |   |                                   |           |  |
|                     | 1   | Simon Langton Grammar School for Boys               | 534 m                             | NNE       |  |
|                     | 2   | St. Mary's Church (Nackington)                      | 713 m                             | ESE       |  |
|                     | 3   | Chaucer Hospital                                    | 844 m                             | NNE       |  |
|                     | <b>PUBLIC RIGHTS OF WAY (PROW)</b>  |   |                                   |           |  |
|                     | -   | Footpath between Iffin Lane & Merton lane           | 30 m                              | W         |  |
|                     | -   | Footpath between Merton Lane & Martyrs Field        | 290 m                             | N         |  |
|                     | -   | Footpath between Nackington & Whitehill Wood        | 725 m                             | ESE       |  |
|                     | -   | Footpath between Nackington Road & Dover Road       | 831 m                             | NNW       |  |
|                     | -   | Footpath between Bridge Road & Iffin Lane           | 871 m                             | SSW       |  |
|                     | <b>ROADS &amp; RAILWAYS</b>   |   |                                   |           |  |
|                     |   | Merton Lane   | 121 m                             | N         |  |
|                     |   | A2  | 158 m                             | NNE       |  |
|                     |   | B2068   | 258 m                             | E         |  |
|                     | <b>RECREATIONAL</b>   |   |                                   |           |  |
|                     | 1   | Canterbury Rugby Football Club                      | 183 m                             | NNE       |  |
|                     | <b>AGRICULTURAL</b>   |   |                                   |           |  |
| 1                   | Packets of Arable Land south of Dover Road (A2) and west of Nackington Road | 0 m   | S                                 |           |  |

|                                  |   |   |         |     |
|----------------------------------|---|---|---------|-----|
| <b>ENVIRONMENTALLY SENSITIVE</b> | 2   | Packets of Arable Land north of Dover Road (A2) and west of Nackington Road | 212 m   | N   |
|                                  | 3   | Packets of Arable Land south of Dover Road (A2) and east of Nackington Road | 305 m   | ESE |
|                                  | 4   | Packets of Arable Land north of Dover Road (A2) and east of Nackington Road | 440 m   | ENE |
|                                  | <b>GROUNDWATER</b>  |   |         |     |
|                                  | -   | Bedrock Layer (no superficial layer above) - Principal Aquifer              | On site | -   |
|                                  | <b>DESIGNATED SITES (European)</b>                        |   |         |     |
|                                  | 1   | Area of Outstanding Natural Beauty - Kent Downs                             | 951 m   | S   |
|                                  | <b>NON DESIGNATED SITES (but of impact to permitting)</b> |   |         |     |
|                                  | 1   | BAP - Deciduous Woodland at Nackington                                      | 726 m   | SE  |
|                                  | 2   | BAP - Traditional Orchards south of Stuppington                             | 876 m   | W   |
| <b>HERITAGE LOATIONS</b>         | <b>HERITAGE SITES</b>                                     |   |         |     |
|                                  | 1   | 2 No. Grade II Listed Buildings - Merton Farmhouse                          | 123 m   | NW  |
|                                  | 2   | Grade II Listed Building - Winters Farmhouse                                | 346 m   | ENE |
|                                  | 3   | 4 No. Grade II Listed Buildings in Nackington                               | 400 m   | SE  |
|                                  | 4   | 2 No. Grade II Listed Buildings - Stuppington Farm                          | 809 m   | NW  |

Appendix 5 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 **Synergy Asset Services Limited**

**RESPONSIBILITY**

The directors 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.

Example Rota –

Director            Monday – Thursday

Nominated individual (Trained) 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 site and enact FPP requirements.
  - 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 and or quarantine bund.
- 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 Fire System Specification



Roza Housby
Synergy Recycling
Merton Farm,
Merton Lane South,
Canterbury
Kent
CT4 7BA

Allsaved Limited
Unit 3, Trade Park, Stane Street,
Billingshurst, RH14 9HP
01798 812999
info@allsaveduk.com
www.allsaveduk.com
VAT Number 550 5469 42 Co. Reg Number: 4055633

CUSTOMER QUOTATION NO. 36902

Quote No: 36902
Site: Merton Farm, Merton Lane
South, Canterbury Kent CT4
7BA
Salesperson: Dave Gittins
Created Date: 19/09/2023
Valid Until: 23/11/2023

Re: Merton Farm, Merton Lane South, Canterbury Kent CT4 7BA

Dear Roza Housby,

Further to your recent enquiry, our subsequent site visit and as requested, we now have pleasure in providing the following quotation for your consideration.

As specialists in the fire protection industry Allsaved Ltd are able to offer BAFE SP203 accredited certificates for the relevant work completed. For the work contained in this quote, certification will be issued to BS5839 2017 Part 1, System Type L4/ L5.

In order to help you evaluate our quotation we have enclosed our detailed data sheets and our Schedule of Supply and Cost Summary.

We trust the accompanying enclosures are satisfactory. Should however, you require any further information please do not hesitate to contact me. In the meantime we look forward to the opportunity to progress this project with you further.

Yours faithfully

Chris Chapman
Project Manager
07730 382553
chris.chapman@allsaveduk.com







**Allsaved Limited**  
 Unit 3, Trade Park, Stane Street,  
 Billingshurst, RH14 9HP  
**01798 812999**  
**info@allsaveduk.com**  
**www.allsaveduk.com**  
 VAT Number 550 5469 42 Co. Reg Number: 4055633

**CUSTOMER QUOTATION NO. 36902**

Roza Housby  
 Synergy Recycling  
 Merton Farm,  
 Merton Lane South,  
 Canterbury  
 Kent  
 CT4 7BA

**Quote No:** 36902  
**Site:** Merton Farm, Merton Lane  
 South, Canterbury Kent CT4  
 7BA  
**Salesperson:** Dave Gittins  
**Created Date:** 19/09/2023  
**Valid Until:** 23/11/2023

**General fire detection information**

**Scope of work.**

Further to our site survey, we have the pleasure in submitting the following quotation, this is based on a radio solution as discussed during the survey, due to the nature of the site we are proposing two standards of installation as detailed below.

All costs are based on a successful radio survey which must be carried out prior to any commencement of installation works.

Office/ welfare blocks

1. CIE - located in the main office foyer
2. Optical smoke sounders 3 x office areas
3. Manual call points 2 x office exits
4. Manual call points 2 x to the welfare block
5. Optical smoke sounders 2 x to the welfare block
6. Heat sounder 1 x to the welfare block

Yard area

7. Open area sounders 6 x spaced around yard to provide warning of fire condition
8. Manual call points 7 x spaced around yard to provide manual activation of fire detection system
9. Heat detection 7 x to the workshop 'shed's'
10. Sounders (VWP) 7 x to the workshop 'shed's'
11. Optical smoke detector 1 x to the battery charging unit

General

12. RCC cluster units 3 x location to be determined at point of Survey

**Please note:**

1. We will require the supply and installation of 4 x compliant mains supplies to be installed for the main CIE and RCC





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**CUSTOMER QUOTATION NO. 36902**

- units, these supplies should be supplied and installed at zero cost to Allsaved by yourselves.
- 2. As discussed we would not recommended the installation of AFD detection to the open sided sheds as any thermal heat generated by a fire condition would in all probability be dispersed by the general airflow through the units.
- 3. We have investigated the use of CCTV surveillance for the detection in the open yard areas, however there is nothing in our market place that can offer a reliable and certifiable solution. So in this instance we are unable to offer any coverage to these areas.
- 4. Our submission is based on the assumption that the required radio survey is proves our initial design.
- 5. We have provided a separate cost centre for off site monitoring of the fire detection system.
- 6. On receipt of an order we will provide you with a final design drawing detailing location of all of the proposed devices.
- 7. We have made an allowance for a MEWP to access any high level devices in the yard area.

**Design Criteria**

As there is no specification the system has been designed generally in accordance with the existing system which has been noted as the following British Standard:

BS 5839-1: 2017, FIRE DETECTION AND FIRE ALARM SYSTEMS FOR BUILDINGS.

As there is no standard specified we are proposing the following, this should be verified by all interested parties prior to any installation works.

**Offices and Welfare areas**

PART 1: CODE OF PRACTICE FOR SYSTEM DESIGN, INSTALLATION, COMMISSIONING AND MAINTENANCE  
 Type L4: Systems installed within those parts of the escape routes comprising circulation areas and circulation spaces.

**Open area/ yard**

PART 1: CODE OF PRACTICE FOR SYSTEM DESIGN, INSTALLATION, COMMISSIONING AND MAINTENANCE  
 Type L5: Systems in which the protected area(s) and/or the location of detectors is designed to satisfy a specific fire safety objective (other than that of a Category L1, L2, L3 or L4 system).

Our quotation has been prepared on the basis that our design responsibility extends only to the products and services offered therein. We would also require "full" information of any reports and drawings etc., previously prepared by the aforementioned parties. Should Allsaved Ltd be required to accept "full design responsibility", in line with the appropriate standards for that system, we would require "full" consultation with all the relevant interested parties, such as the Responsible Person or Purchaser, Building Control, Local Fire Officers, Mechanical and Electrical Consultants, Fire Risk Assessors or Fire Engineering Consultants. We would also require "full" information of any reports and drawings etc., previously prepared by the aforementioned parties.

As there is no specification the system offered is compliant with the operational intent of the system. However please refer to the 'Design Notes' below.

**Design Notes**





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Please note the following in relation to the design and configuration of the system:

Our proposal allows for the design. Information used has been based on our site survey and your specific requirements.

No detailed elevation or co-ordinated services drawings have been made available, hence we have assumed the following:

- (a) There are no ceiling voids in excess of 800mm deep.
- (b) There are no beams or obstructions greater than 150mm deep, or similar obstructions that may require additional detection devices.

We have assumed that the distribution of the sounders will provide adequate audibility throughout the protected area in accordance with BS5839 Pt 1:2017, however final audibility levels can not be established until the works are complete and the areas fitted out. Any additional sounders required will be subject to charge.

**Equality Act Compliance**

At present no allowance has been made within this quotation for any specific additional equipment to meet any Equality Act policy. If any Equality Act compliance is required, this would be chargeable at Allsaved's' standard rates.

Specification clauses/extracts:

No specification or drawings provided

**Standby Time**

This control panel will be complete with standby batteries designed to support the system in the event of mains failure for 24 hours and still operate the sounders for 30 minutes.

**Cause and Effects**

Operation of any manual or automatic detection device will operate all audible and visual alarm devices and auxiliary outputs.

**Variations or Unpriced Works**

All our representatives and operatives have strict instructions not to carry out any additional or variation works unless in receipt of written instructions from yourselves. Such variations or unpriced works will be charged for either following your acceptance of our supplementary quotation or against our schedule of rates or on agreed day work.

**Risk and Method Statements**





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Risk and method statements will be produced and supplied on receipt of the purchase order.

**Testing and Commissioning**

We have allowed within our quotation to fully commission the equipment as indicated.

For guidance purposes, we estimate the number of commissioning days allowed within our quotation is the minimum that will be required for an Allsaved Ltd engineer to test and commission the aforementioned system/equipment upon completion of the installation to British Standard 5839: Part 1: 2017, Section 26.5, and in accordance with Allsaved Ltd standard conditions.

The daily rate is based on 8 hours of site attendance time. Additional hours in any one day will be charged at standard premium rates.

The number of days estimated for commissioning is based on the following:

- The installation and wiring for the system/equipment is complete and fault free.
- All addressable devices are correctly addressed and sequenced.
- The installed system sounders provide acceptable audibility throughout the areas covered by the site.
- Continuous working for the above number of days.
- All work to be undertaken during "normal working hours" Monday to Friday with access being readily available.
- Conditions differing from the above could result in additional costs being incurred.

Note: The commissioning process will include a full audibility test, prior arrangements should be made by yourselves for this to be completed during our attendance.

**Working Hours**

To be carried out at a time during our normal working hours of which clarification is Monday to Friday excluding public bank holidays 08:00 – 17:00 hours.

If "out of hours working" is required then the prices quoted will be subject to additional out of hours working charges.

We have not allowed for any co-ordination/drawings associated with other works or trades. All works will be carried out using steps. Should towers be required this needs to be agreed in writing and priced accordingly. We have not included for the final connection between our Control Panel/Interfaces and third party equipment i.e MCC, sprinklers etc."

**Services To Be Provided**

Would you please arrange for the following services to be provided:

Such electricity as may be required for the powering to tools, plant etc.  
 Washing and toilet facilities.





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A reasonable level of lighting in all working areas.  
 A safe means of access to, and within, all working areas above 2.5 metres.  
 A 240-volt single phase 24 hour maintained supply, terminating in a non-switched 3 amp fused spur unit complete with functional earth and a double pole isolation facility, adjacent to the relevant Control or Power Supplies.  
 Any builders work, cutting away, redecoration or making good.  
 The services of a carpet fitter, floor lifter and/or ceiling fitter as necessary  
 The removal of any stock, furniture or fixtures, which may hinder the execution of our works.  
 The cutting away and making good of ductwork and the installation of probe units as specified.  
 Coordination and setting out of all elements of our supply, both on drawings and physically on site.  
 Safe storage of materials and plant for the duration of our contract.

**Project Payment Terms**

Monthly valuations - Date to be agreed  
 We will submit our valuations on the 25th of each month, which will include for works completed to that date and projected works to be completed by the end of the calendar month.  
 Schedule of valuation dates to be issued prior to commencement of works.  
 Payments due within 30 days from valuation date.

| Part #           | Item | Quantity |
|------------------|------|----------|
| Sub-Total ex VAT |      | £0.00    |

**Fire Alarm - Installations**

| Part #             | Item   | Quantity |
|--------------------|--|----------|
| FC-TAA-EE2-1110-A1 | Taktis panel 2 Lopp 48 zone 5.25A PSU                      | 1.00     |
| NP12-12            | Yuasa 12V 12Ah Battery                                     | 2.00     |
| FCX-500-004-V3     | FireCell Radio Hub (Four Loop) XP Interface                | 1.00     |
| FC-555-331-V3      | W/LESS 230VAC RCC W/ REMOTE AERIAL FACILITY - V3           | 3.00     |
| C1-FC-006-004      | 6v Battery for Radio cluster Communicator(1 per unit)      | 3.00     |
|                    | Schneider enclosure (NSYTBS342912T)                        | 3.00     |
|                    | Schneider back plate (NSYAMP34229TB)                       | 3.00     |
| C1-FCX-170-001     | FireCell XP Radio Detector Base Only - Inc. Batteries      | 7.00     |
| FCX-191-200        | W/LESS SDR / RED VISUAL INDICATOR & DETECTOR BASE ONLY     | 6.00     |
| FCX-175-001        | FireCell XP Class A1R Heat Detector                        | 8.00     |
| C1-FCX-177-001     | FireCell XP Optical Smoke Detector                         | 6.00     |
| C1-FC-172-002      | FireCell Sounder (Red) - Head Only                         | 14.00    |
| C1-FC-171-002      | FireCell Radio Sounder Base only (Red) including Batteries | 14.00    |
| FC-179-002         | SDR WEATHER RESISTANT KIT                                  | 14.00    |
| FC-200-003         | W/less Red MCP (Apollo fronted)                            | 11.00    |
|                    | Weather Stopper II (STI-3150)                              | 7.00     |
|                    | BG - Weatherproof switched fused spur (BG WP53)            | 3.00     |





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**CUSTOMER QUOTATION NO. 36902**

**Fire Alarm - Installations**

| Part #           | Item  | Quantity |
|------------------|---|----------|
|                  | BG unswitched fused spur (BG854)                            | 3.00     |
|                  | Sundries  | 200.00   |
| FAE1             | Minimum Engineer Rate                                       | 3.00     |
| CEFA             | Minimum Commissioning Rate                                  | 1.00     |
| FC-002-PRG       | FIRECELL SYSTEM PROGRAMMING - BAND 3                        | 1.00     |
| FC-RIT           | Firecell W/less comms network testing & inspection full day | 1.00     |
| Sub-Total ex VAT |   |          |

**Fire Alarm - Pro UDL (DP4) Radio/Radio**

To install a fire alarm monitoring system which will consist of a dual radio path monitoring unit which in the event of one path failing, will maintain the radio integrity via the second pathway.

Radio systems operate through a world sim, which will select the strongest network signal available. Should signal strength prove to be inadequate at the time of installation, the engineer will advise of the best available solution and an additional quotation will then be provided for this.

Please note:

Prior to installation, we will require operational procedures and a contact list and phone numbers for those to contact on a fire alarm activation.

A power supply unit is required to feed the monitoring unit, this is included within our costs and is required to be located as close to the fire alarm panel as possible.

A compliant 240v supply is required and must be installed by others (as zero cost to Allsaved), adjacent to the fire alarm panel, prior to our attendance.

The initial years monitoring of this system is at a discounted rate of £278.60.

Subsequent annual monitoring fees will rise to £398 (at today's prices).

**Working Hours**

To be carried out at a time during our normal working hours of which clarification is Monday to Friday excluding public bank holidays 08:00 – 17:00 hours.

If "out of hours working" is required then the prices quoted will be subject to additional out of hours working charges.

| Part #            | Item   | Quantity |
|-------------------|--|----------|
|                   | Pro UDL (DP4) Radio/Radio  | 1.00     |
| ED-2401BM-C       | 1 Amp Switchmode PSU 24v D.C. with Fault Relay 330w x 275h x 80d | 1.00     |
| NP2.1-12          | Yuasa SLA Battery 12v 2.1Ah                                      | 2.00     |
| FP200 2C<br>1.5mm | FP200 Gold 2 Core 1.5 Red  | 5.00     |
|                   | Sundries   | 5.00     |
|                   | Minimum Engineer Rate  | 0.50     |
| Sub-Total ex VAT  |  |          |





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**CUSTOMER QUOTATION NO. 36902**

**Prelims**

| Part #           | Item                                      | Quantity |
|------------------|---|----------|
| CAD01            | As Built Drawings                         | 1.00     |
| OM1              | O & M Manual                              | 0.50     |
| QDOS             | Zone Layout / Diagram (up to 10 zones) A3 | 1.00     |
|                  | MEWP hire costs                           | 1.00     |
| Sub-Total ex VAT |   |          |

Thank you.

Sub-Total ex VAT







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**ACCEPTANCE OF QUOTATION NO. 36902**

Roza Housby  
 Synergy Recycling  
 Merton Farm,  
 Merton Lane South,  
 Canterbury  
 Kent  
 CT4 7BA

**Quote No:** 36902  
**Site:** Merton Farm, Merton Lane  
 South, Canterbury Kent CT4  
 7BA  
**Salesperson:** Dave Gittins  
**Created Date:** 19/09/2023  
**Valid Until:** 23/11/2023

|  |       |
|--|-------|
| General fire detection information     | £0.00 |
| Fire Alarm - Installations             |       |
| Fire Alarm - Pro UDL (DP4) Radio/Radio |       |
|  |       |
|  |       |
| <b>Sub-Total ex VAT</b>                |       |
| <b>VAT</b>                             |       |
|  |       |







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ACCEPTANCE OF QUOTATION NO. 36902

Roza Housby
Synergy Recycling
Merton Farm,
Merton Lane South,
Canterbury
Kent
CT4 7BA

Quote No: 36902
Site: Merton Farm, Merton Lane
South, Canterbury Kent CT4
7BA
Salesperson: Dave Gittins
Created Date: 19/09/2023
Valid Until: 23/11/2023

I accept the quote as detailed above. I acknowledge that I have read and understand all the terms and conditions detailed with this proposal.

Purchase Order No.: SAM ROUD

Purchase Order Value: £ (exc. VAT) to be payable in advance or, in accordance with clause 5.2

This Service Agreement is subject to the Company's Agreed Terms of Business.

Signed for and on behalf of Synergy Recycling (Client) by

[Handwritten signature]

Name: SAM ROUD
Position: OPERATIONS DIRECTOR
Date: 25/10/2023



Agreed Terms

**1. DEFINITIONS AND INTERPRETATION**

1.1. The following definitions and rules of interpretation apply in this agreement (unless the context requires otherwise).

- Commencement Date**  
**Business Day** the date set out at the front of this agreement.  
any day other than a Saturday, Sunday, bank or public holiday in England.
- Client Property** all documents, books, manuals, materials, records, correspondence, papers and information (on whatever media and wherever located) relating to the business or affairs of the Client or its customers and business contacts, and any equipment, keys, hardware or software provided for the Company's use by the Client during the Engagement; and any data or documents (including copies) produced, maintained or stored by the Company on the Client or the Company's computer systems or other electronic equipment during the Engagement.
- Confidential Information** any information relating to the business of the Disclosing Party which is not publicly available including, but not limited to, any information specifically designated by the Disclosing Party as confidential; any information supplied to the Disclosing Party by any third party in relation to which a duty of confidentiality is owed or arises; and any other information which should otherwise be reasonably regarded as possessing a quality of confidence or as having commercial value in relation to the business of the Disclosing Party.
- Disclosing Party** a Party that discloses or makes available Confidential Information pursuant to, or in connection with, the Engagement.
- Engagement** the engagement of the Company by the Client on the terms of this agreement.
- Fees** the fees detailed in the Service Agreement.
- Intellectual Property Rights** all intellectual property rights arising anywhere in the world whether registered or unregistered (including any application for registration), including copyright, know-how, confidential information, trade secrets, domain names, trademarks, trade names, patents, design rights, database rights and all rights in the nature of unfair competition rights and rights to sue for passing off.
- Services** the services provided by the Company in a consultancy capacity for the Client as more particularly described in the Quotation.
- Quotation** the Quotation at the front of this Quote.
- Acceptance of Quotation** documents signed by the Client when accepting a quotation for Products and Services.
- Termination Date** the date of termination of this agreement, howsoever arising.
- Value Added Tax** value-added tax as provided for in the Value Added Tax Act 1994 and any equivalent sales tax in any other jurisdiction.
- Works** all records, reports, documents, papers, drawings, designs, transparencies, photos, graphics, logos, typographical arrangements, software, and all other materials in whatever form, including but not limited to hard copy and electronic form, prepared by the Company in the provision of the Services.

- 1.2. The headings in this agreement are inserted for convenience only and shall not affect its construction.
- 1.3. A reference to a particular law is a reference to it as it is in force for the time being taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.
- 1.4. Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.5. Unless the context otherwise requires, words in the singular shall include the plural and, in the plural, shall include the singular.

**2. TERM**

- 2.1. The Client shall engage the Company and the Company shall provide Products and Services on the terms of this agreement.
- 2.2. The Engagement shall commence on the Commencement Date and shall continue (subject to earlier termination pursuant to clause 78) until:
  - 2.2.1. the Services have been performed in accordance with this agreement; or
  - 2.2.2. by either party giving to the other not less than four weeks' prior written notice.

**3. DUTIES AND OBLIGATIONS**

- 3.1. During the Engagement the Company shall:
  - 3.1.1. provide the Services with reasonable care, skill and diligence;
  - 3.1.2. promptly give to the Client all such information and reports as it may reasonably require in connection with matters relating to the provision of the Services or the Business of the Client.
  - 3.1.3. comply with all reasonable standards of safety and comply with the Client's health and safety procedures from time to time in force at the premises where the Services are provided.

**4. STATUS**

- 4.1. Nothing in this Agreement shall create, or be deemed to create, a partnership or the relationship of employer and employee between the Parties.
- 4.2. Nothing in this agreement shall prevent the Company from being engaged, concerned or having any financial interest in any other business, trade, profession or occupation during the Engagement.

**5. PAYMENT**

- 5.1. The Client shall pay the Company for Products and Services listed in the Service Agreement or Acceptance of Quotation. All Quotations and Estimates supplied are exclusive of Value Added Tax which (if applicable) shall be added to the Company's invoice(s) at the appropriate rate.
- 5.2. Notwithstanding the provisions of clause 5.1, the Client shall pay the Company 50% of Services listed in the Service Agreement or Acceptance of Quotation where through no fault of the Company, an employee of the Company who is attempting to perform work, is refused entry or turned away from the site of the agreed work.
- 5.3. The Company shall invoice the Client in accordance with the Service Agreement or Acceptance of Quotation.
- 5.4. Where the Company has not previously engaged in a completed contract with the Client, then a Pro Forma invoice for 100% of the Products and Services being provided will be issued for full payment in advance of Products and/or Services being supplied.
- 5.5. Unless otherwise agreed and subject to clause 5.2, the Company shall, upon completion of works submit to the Client an invoice which gives details of the Products and Services provided as laid out in the Service Agreement or Acceptance of Quotation and the amount payable (plus Value Added Tax, if applicable).
- 5.6. In the event that an account is outstanding, the Company will refer the matter to its debt collection agency, which will incur an additional cost. Any costs incurred to collect the debt will be added to the debt, plus VAT at the prevailing rate. The Client agrees that it will be legally liable to pay the Company that surcharge and that payment of the same can be enforced against the Client in court.
- 5.7. The Company reserves the right to charge the Client interest at the relevant reference rate provided for under the Late Payment of Commercial Debts (Interest) Act 1998 and subsequent amendments, on outstanding payments. Interest is payable both after and before any judgment of the court and continues to accrue. Interest will accrue on a daily basis until the actual date of payment of the overdue sum. This will not apply if the Client has promptly contacted the Company to dispute the invoice in good faith. No interest will accrue while such a dispute is ongoing.
- 5.8. All amounts stated or referred to in this Engagement shall be payable in pounds sterling.
- 5.9. All payments made by the Client to the Company under this agreement shall be made in full without any set-off, withholding, restriction, condition and without any deduction for or on account of any counterclaim.
- 5.10. The Client shall unless otherwise agreed in the Service Agreement or Acceptance of Quotation, reimburse all reasonable expenses, including the Company's costs of travel and subsistence or third party disbursements properly and necessarily incurred by the Company in the course of the Engagement, subject to production of receipts or other appropriate evidence of payment.

**6. CONFIDENTIAL INFORMATION**

- 6.1. Each party may be given access to Confidential Information from the other party in order to perform its obligations under this agreement.
- 6.2. Each Party undertakes to respect and preserve the confidentiality of the other Party's Confidential Information for a period of ten years after the date of such disclosure (subject to clause 37 below). Neither Party shall, without the prior written consent of the Disclosing Party:
  - 6.2.1. communicate, or otherwise, make available, the Confidential Information to any third party; or
  - 6.2.2. use the Confidential Information for any commercial, industrial or other purpose whatsoever other than the Objective; or
  - 6.2.3. copy, adapt, or otherwise reproduce the Confidential Information except as strictly necessary for the purposes of the Engagement or as permitted by law.
- 6.3. The Company may disclose the Confidential Information or any part thereof, with the prior consent of the Client, to any employee of the Client who needs access to the Confidential Information in connection with the Engagement. In such an event the Client agrees to ensure, prior to such disclosure, that the employee in question is made aware of the confidential nature of the Confidential Information and understands that he/she is bound by conditions of secrecy no less strict than those set out here. The Company agrees to monitor the use of the Confidential Information by these employees and to enforce their obligations of confidence at the request of the Company.
- 6.4. The obligations contained in clauses 32 to 37 shall not apply or shall cease to apply to such part of the Confidential Information as the Recipient Party can show to the reasonable satisfaction of the Disclosing Party:
  - 6.4.1. has become public knowledge other than through the fault of the Recipient Party or an employee or director of the Recipient Party; or
  - 6.4.2. was already known to the Recipient Party prior to disclosure to it by the Disclosing Party; or
  - 6.4.3. is required to be disclosed or announced by law or order of any court, tribunal or agency of competent jurisdiction or by any governmental body, department or agency, or any other public authority (including any supra-national authority) having jurisdiction over it; or
  - 6.4.4. it is independently developed without access to the Confidential Information; or
  - 6.4.5. has been received from a third party who neither acquired it in confidence from the Disclosing Party nor owed the Disclosing Party a duty of confidence in respect of it.

**7. DATA PROTECTION**

- 7.1. Each Party shall comply with its obligations under the Data Protection Act 1998.
- 7.2. The Company anticipates that it shall not have access to the personal data of the Client or its personnel under the terms of this Engagement.
- 7.3. If the Company has access to the personal data of the Client:
  - 7.3.1. the Client warrants that it has obtained the consent of the employees to process the personal data; and
  - 7.3.2. the Company shall process the personal data only in accordance with instructions from the Client (which may be specific instructions or instructions of a general nature as set out in this Engagement or as otherwise notified by the Client to the Company).

**8. INTELLECTUAL PROPERTY**

- 8.1. The Company hereby assigns to the Client all existing and future Intellectual Property Rights in the Works and all materials embodying these rights to the fullest extent permitted by law.
- 8.2. The Company warrants to the Client that:
  - 8.2.1. he has not given and will not give permission to any third party to use any of the Works, nor any of the Intellectual Property Rights in the Works;
  - 8.2.2. he is unaware of any use by any third party of any of the Works or Intellectual Property Rights in the Works; and
  - 8.2.3. the use of the Works or the Intellectual Property Rights in the Works by the Client will not infringe the rights of any third party.

**9. RISK AND RETENTION OF TITLE**

- 9.1. Risk of damage to or loss of the goods shall pass to the Customer at:
  - 9.2. in the case of Goods being installed by the Supplier, the time that the Supplier notifies the Customer that the installation is complete.

## Agreed Terms

- 9.3. Notwithstanding delivery and the passing of risk in the Goods, or any other provision of these Terms and Conditions, legal and beneficial title to the Goods shall not pass to the Customer until the Supplier has received in cash or cleared funds payment in full of the price of the Goods.
- 9.4. Notwithstanding Clause 9.3, legal and beneficial title of the Goods shall not pass to the Customer until the Supplier has received in cash or cleared funds payment in full of the price of the Goods and any other goods supplied by the Supplier and the Customer has repaid all moneys owed to the Supplier, regardless of how such indebtedness arose.
- 9.5. Until payment has been made to the Supplier in accordance with these Conditions and title in the Goods has passed to the Customer, the Customer shall be in possession of the Goods as bailee for the Supplier and the Customer shall store the Goods separately and in an appropriate environment, shall ensure that they are identifiable as being supplied by the Supplier and shall insure the Goods against all reasonable risks.
- 9.6. The Customer shall not be entitled to pledge or in any way charge by way of security for any indebtedness any of the Goods which remain the property of the Supplier, but if the Customer does so all money owing by the Customer to the Supplier shall (without prejudice to any other right or remedy of the Supplier) forthwith become due and payable.
- 9.7. The Supplier reserves the right to repossess any Goods in which the Supplier retains title without notice. The Customer irrevocably authorises the Supplier to enter the Customer's premises during normal business hours for the purpose of repossessing the Goods in which the Supplier retains title and inspecting the Goods to ensure compliance with the storage and identification requirements of Clause 9.5.
- 9.8. The Customer's right to possession of the Goods in which the Supplier maintains legal and beneficial title shall terminate if:
- 9.9. the Customer commits or permits any material breach of his obligations under these Terms and Conditions;
- 9.10. the Customer enters into a voluntary arrangement under Parts I or VIII of the Insolvency Act 1986, the Insolvent Partnerships Order 1994 (as amended), or any other scheme or arrangement is made with his creditors;
- 9.11. the Customer is or becomes the subject of a bankruptcy order or takes advantage of any other statutory provision for the relief of insolvent debtors;
- 9.12. the Customer convenes any meeting of its creditors, enters into voluntary or compulsory liquidation, has a receiver, manager, administrator or administrative receiver appointed in respect of its assets or undertaking or any part thereof, any documents are filed with the court for the appointment of an administrator in respect of the Customer, notice of intention to appoint an administrator is given by the Customer or any of its directors or by a qualifying floating charge holder (as defined in paragraph 14 of Schedule B1 of the Insolvency Act 1986), a resolution is passed or petition presented to any court for the winding up of the Customer or for the granting of an administration order in respect of the Customer, or any proceedings are commenced relating to the insolvency or possible insolvency of the Customer.
10. **LIMITATION OF LIABILITY**
- 10.1. This clause sets out the entire financial liability of the Company (including any liability for the acts or omissions of its employees, agents and subcontractors) to the Client:
- 10.1.1. arising under or in connection with this agreement;
- 10.1.2. in respect of any use made by the Client of the Services and Works or any part of them; and
- 10.1.3. in respect of any representation, statement or tortious act or omission (including negligence) arising under or in connection with this Engagement.
- 10.2. Nothing in this agreement excludes the liability of the Company for death or personal injury caused by the Company's negligence, or for fraud or fraudulent misrepresentation, or for any other liability that cannot be excluded or limited by law.
- 10.3. Subject to clause 10.2:
- 10.3.1. the Company shall not be liable whether in tort (including for negligence or breach of statutory duty), contract, misrepresentation, restitution or otherwise for any loss of profits, loss of business, depletion of goodwill and/or similar losses or loss or corruption of data or information, or pure economic loss, or for any special, indirect or consequential loss, costs, damages, charges or expenses however arising under this Engagement; and
- 10.3.2. the Company's total aggregate liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise, arising in connection with the performance or contemplated performance of this Engagement shall be limited to the total Fees paid by the Client under this Engagement.
11. **TERMINATION**
- 11.1. Notwithstanding the provisions of clause 2, either Party may terminate the Engagement immediately on notice to the other, and without liability to the other.
- 11.1.1. if the other Party breaches any of the terms of this Engagement and the breach (where the breach is capable of being remedied) has not been remedied within 30 days of a written request to remedy it;
- 11.1.2. if a particular date is agreed with a Client for a project or job and cancellation is made by the Client within 7 days of the work, then a minimum aborted visit charge of 25% of the original project or job will be issued.
- 11.1.3. If termination of a materials order is made, then there may be a restocking fee applied.
- 11.1.4. If the other Party convenes a meeting of its creditors or if a proposal is made for a voluntary arrangement within Part 1 of the Insolvency Act 1986 or a proposal for any other composition scheme or arrangement with (or assignment for the benefit of) its creditors or if it is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 or if a trustee receiver, administrative receiver or similar officer is appointed in respect of all or any part of its business or assets or if a petition is presented or a meeting is convened for the purposes of considering a resolution or other steps are taken for its winding up or for making of an administration order;
- 11.1.5. if the other Party ceases or threatens to cease business.
- 11.2. The rights of the Client under clause 11.1 are without prejudice to any other rights that it might have at law to terminate the Engagement or to accept any breach of this agreement on the part of the Company as having brought the agreement to an end. Any delay by the Client in exercising its rights to terminate shall not constitute a waiver of these rights.
12. **OBLIGATIONS ON TERMINATION**
- 12.1. On termination or expiry of this Engagement, the Company shall:
- 12.1.1. immediately deliver to the Client all Client Property in his possession or under his control;
- 12.1.2. destroy or expunge such Confidential Information in electronic form from any computer, word processor or other like device in the Recipient Party's possession, custody or control or that of any person to whom Confidential Information is disclosed, without retaining any copies; and
- 12.1.3. provide a signed statement that the client complied fully with their obligations under this clause 12.1.2.
13. **ANTI-BRIBERY**
- 13.1. Each Party shall:
- 13.1.1. comply with all applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010;
- 13.1.2. not engage in any activity, practise or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practise or conduct had been carried out in the UK;
- 13.1.3. Failure to comply with Anti-Bribery clauses may result in the immediate termination of this agreement.
14. **NOTICES**
- 14.1. Any notice given to a party under or in connection with this contract shall be in writing and shall be:
- 14.1.1. delivered by hand or by pre-paid first-class post or other next working day delivery service or registered airmail at its registered office or its principal place of business;
- 14.1.2. sent by email to the email address for notices;
- 14.2. Any notice shall be deemed to have been received:
- 14.2.1. if delivered by hand, on signature of a delivery receipt or at the time the notice is left at the proper address;
- 14.2.2. if sent by pre-paid first-class post or other next working day delivery service, at 9:00 am on the second Business Day after posting or at the time recorded by the delivery service;
- 14.2.3. if sent by prepaid airmail by a recorded delivery service, at the time recorded by the delivery service; or
- 14.2.4. if sent by email, at the time that the email enters the IT system of the intended recipient provided that no error message indicating failure to deliver has been received by the sender.
- 14.2.5. This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other methods of dispute resolution.
15. **GENERAL**
- 15.1. This agreement constitutes the entire agreement between the Parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter. Neither Party has been induced to enter into this agreement by a statement or promise which it does not contain, save that this clause shall not exclude any liability which one Party would otherwise have to the other in respect of any statements made fraudulently by that Party.
- 15.2. No failure or delay by either Party to exercise any right, power or remedy will operate as a waiver of it nor will any partial exercise preclude any further exercise of the same, or of some other right, power or remedy.
- 15.3. If any clause or part of this agreement is found by any court, tribunal, administrative body or authority of competent jurisdiction to be illegal, invalid or unenforceable then that provision shall, to the extent required, be severed from this agreement and shall be ineffective without, as far as is possible, modifying any other clause or part of this agreement and this shall not affect any other provisions of this agreement which shall remain in full force and effect.
- 15.4. The Parties do not intend that any provisions of this agreement shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to it.
- 15.5. No variation to this agreement shall be effective unless in writing signed on behalf of the Parties.
- 15.6. The formation, existence, construction, performance, validity and all aspects whatsoever of this agreement or of any term of this agreement (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales. Each Party irrevocably agrees that the courts of England and Wales shall have non-exclusive jurisdiction to settle any disputes or claims which may arise out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims). This agreement has been entered into on the date stated at the beginning of it.



## FIRE PROTECTION SERVICES



### FIRE RISK ASSESSMENTS

Our experts provide tailored reports for all businesses, large and small.



### FIRE ALARMS

We can service and install a wide range of alarms from market-leading manufacturers.



### FIRE EXTINGUISHERS

We offer competitive installation, maintenance and contract-free servicing plans.



### FIRE SUPPRESSION

Our team can install a system that automatically triggers to douse flames and extinguish a fire.



### FIRE SAFETY TRAINING

Let our experts ensure your company meets its legal obligation for fire safety awareness.



### FIRE DOORS

We can inspect fire doors to ensure compliance as part of our fire risk assessment service.





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## FIRE PROTECTION SERVICES

### Fire Protection Overview

Accredited to the internationally agreed ISO 9001 and 14001 standards and compliant with reputable awarding bodies, you can rest assured safety issues will be handled with professionalism and expertise.

We will design a safety system suitable for your premises and budget. Whether your fire safety audit highlights the need for a new fire door or the electrical rewiring of your premises, we will ensure you are legally compliant, as well as offer additional safety recommendations and make you aware of all the potential fire safety hazards in your premises.

All our engineers are trained to ensure each site is serviced in accordance with British Standards and the Fire Safety Order. Where relevant they are DBS checked, so whether your building is a school or an office, you can be sure you're working with a trustworthy engineer.



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**ELECTRICAL SERVICES**



**ELECTRICAL TESTING**

Ensure your electrics remain safe at all times. We offer a full range of testing services including commercial fixed wire testing.



**PAT**

Portable appliance testing (PAT testing) offers protection and peace of mind. We'll identify faults and advise on solutions.



**EMERGENCY LIGHTING**

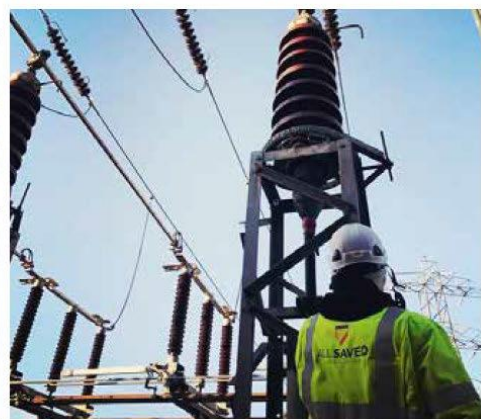
When power fails, emergency lighting kicks into action. We're experts in the installation and maintenance of these vital systems.



**INSTALLATION & REWIRING**

Electrical installation & rewiring is undertaken by our fully qualified electricians ensuring your infrastructure and appliances are safe and HSE compliant.

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 **ELECTRICAL SERVICES**

**Commercial & Electrical Services**

We provide electrical safety services for domestic, commercial and industrial clients. Fully accredited and compliant with all British Standards, it's our mission to protect people and property.

Electricity has transformed our lives for the better and in today's digital world, we're using more electrical appliances than ever before, whether at work, school, or in the home. However, electricity can be dangerous. Electric shocks can kill or cause severe injury, and poor wiring or faulty appliances can lead to fires. Most of these accidents are preventable and it's therefore vital to work with an experienced and knowledgeable electrical services company



 **TRAINING SERVICES**



**FIRE SAFETY TRAINING**

If you are responsible for employees or volunteers, you must provide fire safety training. We offer fully accredited courses, both onsite and online.



**CONFINED SPACE TRAINING**

Confined space tailored to meet your needs. Contact us to discuss how we can meet your specific requirements.



**MCA APPROVED FIRE FIGHTING TRAINING**



**STCW FIRE FIGHTING TRAINING**



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## TRAINING SERVICES

### Training Services

We provide a wide range of specialist training services from fire warden training to Maritime and Coastguard Agency approved fire fighting courses. As part of our utility services portfolio, we offer 6150-01 City and Guilds Confined Space training, from Level 2, all the way up to Level 4. Training can be tailored bespoke to your needs and can be held at one of our locations or at your place of work.



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## SURVEYING SERVICES




ASSET SURVEYS




RAPID ASSET  
DATA CAPTURE



DRONE / UAV SURVEYING



CONFINED SPACE SURVEYS



SATELLITE IMAGERY  
SURVEYING

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## Surveying Services

### Surveying Services

Our surveying services record, monitor, apply a unique ID label and address the condition of built environment assets efficiently and effectively. Smart data collection allows instant dashboarding and updating on critical findings.



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## INDUSTRIES WE SERVICE



### UTILITIES

For our utility industry clients, fire protection products and services are our core offering, but very often this grows into a comprehensive wrap around risk management service.



### EDUCATION

We work with schools, colleges and universities to protect students and staff against the risks of fire and faulty electrics.



### SMALL BUSINESS

Complying with UK fire and electrical safety legislation is vital for any small business. Allsaved offers cost-effective solutions.



### CONSTRUCTION

Building sites pose many complex fire and electrical risks. Allsaved helps ensure compliance with health and safety regulations.



### RESIDENTIAL PROPERTIES

We work with landlords and property management companies to minimise fire and electrical risks for tenants and their families.



### WAREHOUSES

We protect warehouses and distribution centres, and the workers inside, from the dangers of fire or electrical power failures.



### CARE HOMES

Nursing and residential care homes must meet strict legislative and CQC safety standards. Our services ensure full compliance.



### RELIGIOUS BUILDINGS

From small chapels to vast cathedrals, a meticulous approach to fire and electrical safety protects church buildings and the people inside.




## INDUSTRIES WE SERVICE

### SECTORS WE COVER

Our experienced engineers are used to working in all kinds of premises across many public and private sectors. Whether conducting fire risk assessments, fire safety training, maintenance of fire safety equipment or electrical testing, we have the expertise to meet any of your fire safety requirement.

Please don't hesitate to get in touch if you would like to discuss how we might help your organisation fulfil its legal requirements under the UK's fire safety legislation.





## GEOGRAPHICAL COVERAGE

**LOCATIONS WE SERVE**

We provide fire protection and electrical services across the whole of the UK. With offices in West Sussex, Norfolk, and Kent can easily cover London, the home counties, Suffolk, Hampshire, Oxfordshire, Cambridgeshire and Northants.

To serve our clients in Scotland we have an office in West Lothian.

Wherever you are based, please get in touch and we will be happy to discuss the requirements for your premises.

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# ALLSAVED

BETTER TOGETHER

|   |   |   |
|---|---|---|
| <b>Training Centre</b><br>Central Rescue Station<br>Aylesham<br>Canterbury, Kent<br>CT3 3AE | <b>Head Office</b><br>Nyetimber Farm,<br>Lower Jordans Lane,<br>Gay Street, Pulborough,<br>RH20 2HH | <b>East Anglia Office</b><br>Unit GB,<br>Langley Road Trading Estate,<br>Chedgrave, Norwich, Norfolk,<br>NR14 6HD |
|---|---|---|

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Appendix 7 Electrical Certificates

|   |  |
|---|--|
| <b>Original Report</b>  | <b>Report Number:</b> EICRMM1257   |
|  <b>ELECTRICAL INSTALLATION CONDITION REPORT</b><br>Requirements for Electrical Installations – BS 7671: 2018 + A2: 2022   |  |
| <b>A. DETAILS OF THE PERSON ORDERING THE REPORT</b>   |  |
| <b>Name:</b> Synergy Recycling  | <b>Address:</b> Merton Farm, Merton Lane, Canterbury, CT4 7BA  |
| <b>B. REASON FOR PRODUCING THIS REPORT</b>  |  |
| <b>Purpose for which this report is required:</b>   | Electrical installation condition report on fixed wiring, consumer unit(s) and accessories to the standard of BS7671:2018+A2.  |
| <b>Date(s) on which the inspection and testing was carried out:</b>   | 02/01/24 to 06/01/24   |
| <b>C. DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT</b>   |  |
| <b>Occupier:</b> Synergy Recycling  | <b>Address:</b> Merton Farm, Merton Lane, Canterbury, CT4 7BA  |
| <b>Description of premises:</b>   | Domestic <input type="checkbox"/> Commercial <input type="checkbox"/> <input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Other, please specify: _____ |
| <b>Estimated age of the wiring system:</b> 25 Years   | <b>Evidence of additions or alterations?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, estimated age: 15 Years                                      |
| <b>Installation records available? (Regulation 861.1)</b> No <input type="checkbox"/> Yes <input type="checkbox"/>  | <b>Date of last inspection:</b> Unknown (date)   |
| <b>D. EXTENT AND LIMITATIONS OF INSPECTION AND TESTING</b>  |  |
| <b>Extent of the electrical installation covered by this report:</b>  | Fuse boards and sub circuits, supplying the work yard.   |
| <b>Agreed limitations including the reasons, see Regulations 863.2</b>  |  |
| <b>This report DOES NOT cover the adjacent farm, domestic premises OR on site office mobile.</b>  | <b>Agreed with:</b> Client   |
| <b>Operational limitations including the reasons</b>  |  |
| <b>Some testing limited for various reasons including accessibility and ongoing demand for use.</b>   | <b>See page No:</b> _____  |
| The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018 amended to A2: 2022<br>It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment. |  |
| <b>E. SUMMARY OF THE CONDITION OF THE INSTALLATION</b>  |  |
| <b>General condition of the installation (in terms of electrical safety):</b>   |  |
| The electrical installation is in Unsatisfactory condition.   |  |
| <b>Overall assessment of the installation in terms of its suitability for continued use:</b> Un-satisfactory (ENTER SATISFACTORY/UNSATISFACTORY)  |  |
| * An unsatisfactory assessment indicates that dangerous (code C1) and/or potentially dangerous (code C2) conditions have been identified.   |  |
| <small>This form and its design are the copyrights of NATIONALCERTS ©</small>   |  |
| <b>F. RECOMMENDATIONS</b>   |  |
| Where the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY, I/we recommend that any observations classified as 'Danger present' (code C1) or 'Potentially dangerous' (code C2) are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'Further investigation required' (code F). Observations classified as 'Improvement recommended' (code C3) should be given due consideration.                                     |  |
| <b>Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by:</b> 04/01/28 (Date)   |  |
| <b>For the following reasons:</b>   |  |

This report is based on the model shown in BS 7671: 2018: + A2: 2022

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CERTIFICATE REF: EICRMM1257

Appendix 8 Maintenance Schedule

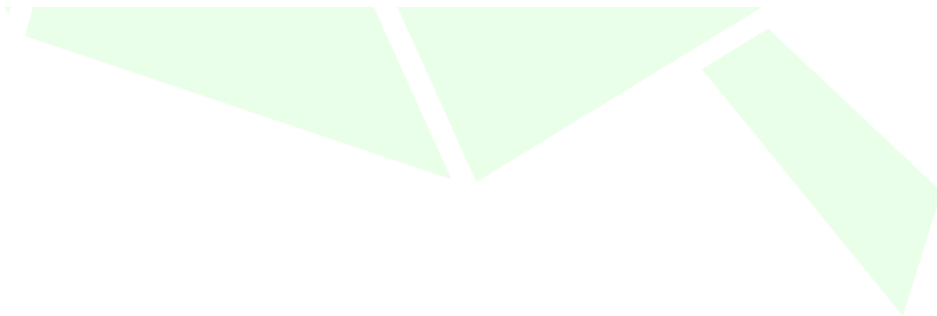
Hydropayne

| Plant     | sheet     | Hours | Last service |
|-----------|-----------|-------|--------------|
| Hydrovane | No 223516 | 36742 | 11/03/2023   |
|           |           |       |              |
|           |           |       |              |
|           |           |       |              |
|           |           |       |              |
|           |           |       |              |

| location            | Ser No                  | Model                       | Make      | Type          | Date of this inspection |
|---------------------|-------------------------|-----------------------------|-----------|---------------|-------------------------|
| 1                   |                         | Nitrous Oxide Piercing Unit | B.ch      |               |                         |
| 2                   |                         | FE Piercing Unit            |           |               |                         |
| 3                   |                         | Crushing Unit               |           |               |                         |
| 5                   |                         | FE Powder Vacuum Units      |           |               |                         |
| 6                   |                         | Horizontal Band Saw         |           |               |                         |
| 7                   |                         | Scrap Metal Elevator        |           |               |                         |
| 8                   |                         | Forklift trucks             |           |               |                         |
| 9                   |                         | Drills                      |           |               |                         |
| 10                  |                         | Pallet trucks               |           |               |                         |
| 11                  |                         | Various Handheld Tools      |           |               |                         |
| 12                  |                         |                             |           |               |                         |
| tool shed           | ISO/IEC 60974-1         | Xlm 201 Di                  | parweld   | welder        |                         |
|                     |                         | Abrasive wheels             |           |               |                         |
| tool shed           | N251905500              | I CUT 100                   | R-tech    | plasma cutter |                         |
| tool shed           | N257905284              | I CUT 100                   | R-tech    | plasma cutter |                         |
| jacks room          | N159907245              | I CUT 100                   | R-tech    | plasma cutter |                         |
| Processing room     | 4877.06.01.001340.J2020 |                             | milwaukee | qndner        |                         |
| Tool shed spare 001 | 4811.85.01.001195.C2023 | M18 FSAG115XB               | milwaukee | qndner        |                         |



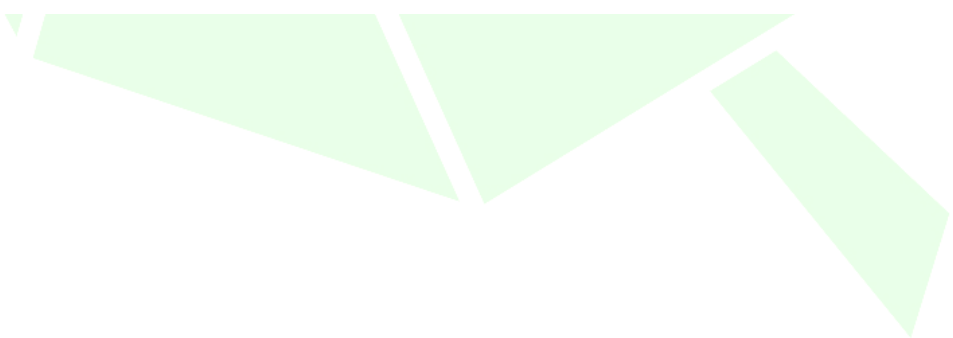
| location       | serial no | make       | type                | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|----------------|-----------|------------|---------------------|-----|-----|-----|-----|-----|------|------|-----|-----|-----|-----|-----|
| Tool container | 1         | Milwaukee  | Gridner 4.5 inch    |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 2         | Milwaukee  | Grinder 4.5 inch    |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 3         | Dewalt     | Grinder 4.5 inch    |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 4         | Dewalt     | Grinder 4.5 inch    |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 5         | Dewalt     | Gridner 4.5 inch    |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 6         | Milwaukee  | Impact driver       |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 7         | Dewalt     | Recipocating saw    |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 8         |            |                     |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 9         | Dewalt     | 9 inch gridner      |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 10        | Dewalt     | Combi drill         |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 11        | Un branded | DA polisher         |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 12        | Dremel     | Dremel              |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 13        | Un branded | Skill saw           |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 14        | Makita     | Recipocating saw    |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 15        | Un branded | Green heat gun      |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 16        | Dewalt     | SDS Drill           |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 17        | Un branded | Black heat gun      |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 18        | Milwaukee  | Grease gun          |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 19        | R-Tech     | Plasma              |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 20        | R-Tech     | Plasma              |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 21        | R-Tech     | Plasma              |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 22        | Parweld    | Welder              |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 23        | Milwaukee  | Combi drill         |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 24        | Milwaukee  | Gridner 4.5 inch    |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 25        | Milwaukee  | Nut Gun             |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 26        | Milwaukee  | Impact driver       |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 27        | Milwaukee  | Jig saw             |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 28        | Milwaukee  | 9 inch gridner      |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 29        | Un branded | 110v transformer    |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 30        | Milwaukee  | Radio               |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 31        | Milwaukee  | Radio               |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 32        | Milwaukee  | 12.0 ah battery m18 |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 33        | Milwaukee  | 12.0 ah battery m18 |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 34        | Milwaukee  | 9.0 ah battery m18  |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 35        | Milwaukee  | 9.0 ah battery m18  |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 36        | Milwaukee  | 5.0 ah battery m18  |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 37        | Dewalt     | 6.0 ah battery 18 v |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 38        | Dewalt     | 4.0 ah battery 18v  |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 39        | Milwaukee  | 5.0 ah battery m18  |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 40        | Dewalt     | 4.0 ah battery 18v  |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 41        | Milwaukee  | 6 ah m12 battery    |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 42        | Milwaukee  | 6 ah m12 battery    |     |     |     |     |     |      |      |     |     |     |     |     |
| Tool container | 43        | Milwaukee  | 6 ah m12 battery    |     |     |     |     |     |      |      |     |     |     |     |     |
| Sorting area   | 68        | Dewalt     | 18 v 5 ah battery   |     |     |     |     |     |      |      |     |     |     |     |     |
| Sorting area   | 69        | Dewalt     | Radio               |     |     |     |     |     |      |      |     |     |     |     |     |
|                |           |            | Name                |     |     |     |     |     |      |      |     |     |     |     |     |



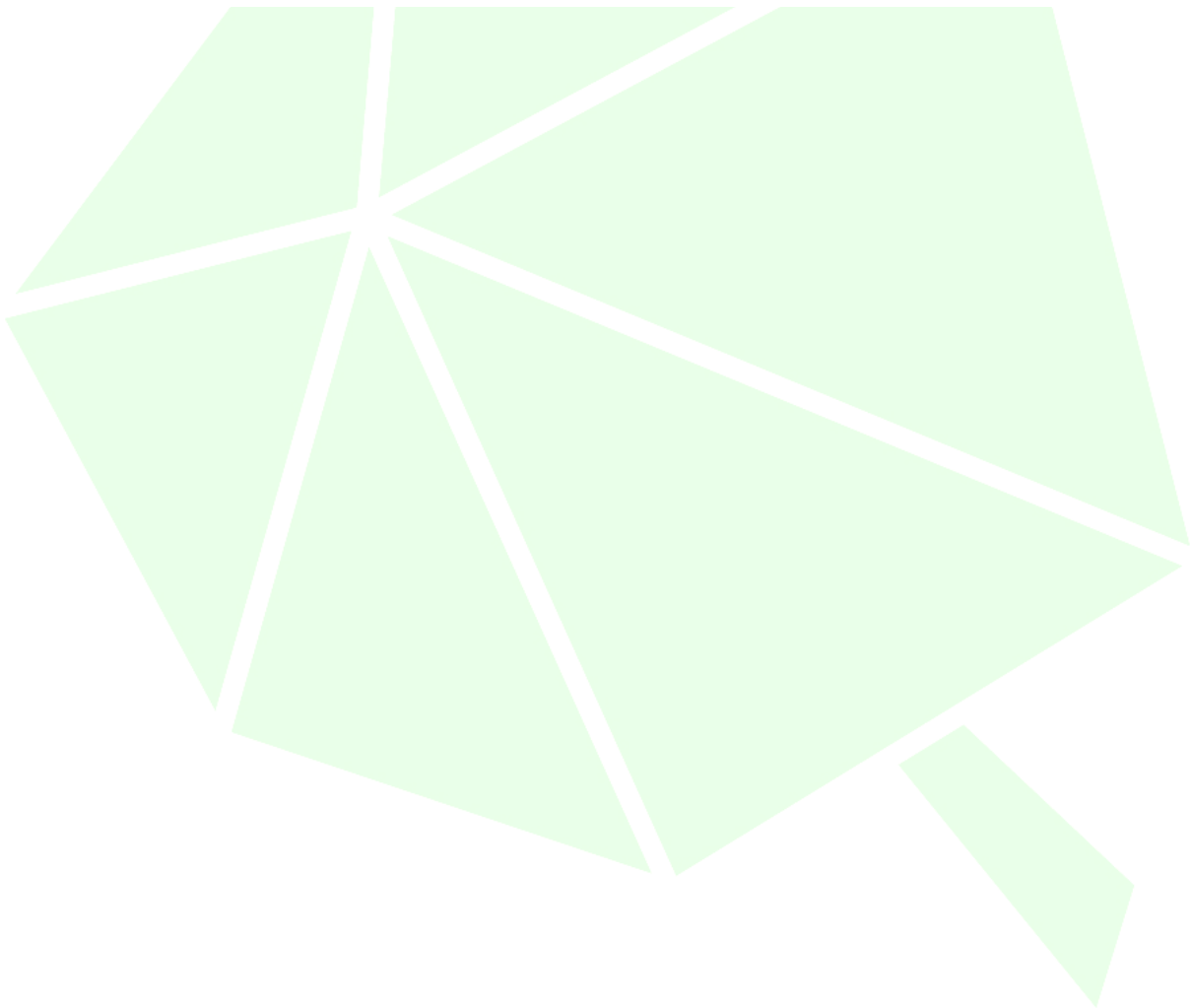
| location        | serial no | make          | type             | Jan | Feb | Mar | Apr | May | Jun | Jul | Agu | Sep | Oct | Nov | Dec |
|-----------------|-----------|---------------|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Processing room | 44        | Milwaukee     | Radio            |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 45        | Milwaukee     | Radio            |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 46        | Milwaukee     | m12.6 ah battery |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 47        | Milwaukee     | m12.6 ah battery |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 48        | Milwaukee     | 4.5 inch grinder |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 49        | Milwaukee     | m18.5 ah battery |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 50        | Milwaukee     | m18.5 ah battery |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 51        | Milwaukee     | Charger          |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 52        | Un branded    | Balloon crusher  |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 53        | B.C.H.        | Nos machine      |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 54        | Un branded    | Crusher unit     |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 55        | Fiac          | Compressor       |     |     |     |     |     |     |     |     |     |     |     |     |
| Processing room | 56        | Crocodile saw | Band saw         |     |     |     |     |     |     |     |     |     |     |     |     |
|                 |           |               | Name             |     |     |     |     |     |     |     |     |     |     |     |     |
|                 |           |               | Sign             |     |     |     |     |     |     |     |     |     |     |     |     |



| Location | Serial no | Make      | Type             | Jan | Feb | Mar | Apr | May | Jun | July | Agu | Sep | Oct | Nov | Dec |
|----------|-----------|-----------|------------------|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|
| Wet room | 57        | Dewalt    | 4 ah 18v battery |     |     |     |     |     |     |      |     |     |     |     |     |
| Wet room | 58        | Dewalt    | 4 ah 18v battery |     |     |     |     |     |     |      |     |     |     |     |     |
| Wet room | 59        | Dewalt    | 4 ah 18v battery |     |     |     |     |     |     |      |     |     |     |     |     |
| Wet room | 60        | Milwaukee | M18.5 ah battery |     |     |     |     |     |     |      |     |     |     |     |     |
| Wet room | 61        | Milwaukee | M18.5 ah battery |     |     |     |     |     |     |      |     |     |     |     |     |
| Wet room | 62        | Milwaukee | M18.5 ah battery |     |     |     |     |     |     |      |     |     |     |     |     |
| Wet room | 63        | Milwaukee | Charger          |     |     |     |     |     |     |      |     |     |     |     |     |
| Wet room | 64        | Milwaukee | Charger          |     |     |     |     |     |     |      |     |     |     |     |     |
| Wet room | 65        | Dewalt    | Charger          |     |     |     |     |     |     |      |     |     |     |     |     |
| Wet room | 66        | Dewalt    | Radio            |     |     |     |     |     |     |      |     |     |     |     |     |
| Wet room | 67        | Milwaukee | 4.5 inch grinder |     |     |     |     |     |     |      |     |     |     |     |     |
| Wet room | 68        | Milwaukee | 4.5 inch grinder |     |     |     |     |     |     |      |     |     |     |     |     |
|          |           |           | Name             |     |     |     |     |     |     |      |     |     |     |     |     |
|          |           |           | Sign             |     |     |     |     |     |     |      |     |     |     |     |     |



| Locaton     | Serial no | Make       | Type              | Jan | Feb | Mar | Apr | May | Jun | Jul | Agu | Sep | Oct | Nov | Dec |
|-------------|-----------|------------|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Powder room | 70        | Hydrovane  | Compressor        |     |     |     |     |     |     |     |     |     |     |     |     |
| Powder room | 71        | Powder vac | Hoover            |     |     |     |     |     |     |     |     |     |     |     |     |
| Powder room | 72        | Powder vac | Hoover            |     |     |     |     |     |     |     |     |     |     |     |     |
| Powder room | 73        | Un branded | Peircing unit     |     |     |     |     |     |     |     |     |     |     |     |     |
| Powder room | 74        | Un branded | 110v transformeer |     |     |     |     |     |     |     |     |     |     |     |     |
| Powder room | 75        | Makita     | 4.5 inch grinder  |     |     |     |     |     |     |     |     |     |     |     |     |
| Powder room | 76        | Makita     | 4.5 inch grinder  |     |     |     |     |     |     |     |     |     |     |     |     |
| Powder room | 77        | Milwaukee  | Imapct driver     |     |     |     |     |     |     |     |     |     |     |     |     |
| Powder room | 78        | Milwaukee  | M18 battery 5 ah  |     |     |     |     |     |     |     |     |     |     |     |     |
| Powder room | 79        | De wait    | Chop saw          |     |     |     |     |     |     |     |     |     |     |     |     |
| Powder room | 80        | Milwaukee  | Radio             |     |     |     |     |     |     |     |     |     |     |     |     |
| Powder room | 81        | Titan      | Wet and dry vac   |     |     |     |     |     |     |     |     |     |     |     |     |
|             |           |            | <b>Name</b>       |     |     |     |     |     |     |     |     |     |     |     |     |
|             |           |            | <b>Sign</b>       |     |     |     |     |     |     |     |     |     |     |     |     |





Appendix 9 Spill Procedure

**Spillage Procedure**

In the event of a spillage of fuel/oil from site machinery or vehicles, the following procedures will be implemented:

- Clear the area straight away.
- Lay absorbent granules over the spill to soak up the spillage.
- Use Personal Protective Equipment (PPE) provided on site if required.
- Once the liquid has all been absorbed use a shovel to clear up the waste, put it in a plastic sack and then place it in the container for non-compliant waste for disposal at a suitably permitted facility; and
- A record of the spill incident and remedial action taken will be recorded in the Site Diary.

Spillage kits are maintained on site in order to respond to any spillage incident. The spillage kits are kept securely in a designated area as highlighted on the site map.



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