

# SLYFIELD WOOD FACILITY

**Environmental Permit Application**

**Fire Prevention Plan**

Prepared for: Chambers Waste Management Plc

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- Drawing 02: Site Layout
- Drawing 03: Local Receptors
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- Drawing 05: Fire Prevention Plan

# 1.0 INTRODUCTION

## 1.1 Report Context

Chambers Waste Management Plc (Chambers) has instructed SLR Consulting Limited (SLR) to prepare an Environmental Permit (EP) application for the proposed Slyfield Wood Facility in Guildford, Surrey, under the Environmental Permitting (England and Wales) Regulations (as amended) 2016. Herein the facility will be referred to as ‘the site’.

This report follows the Environment Agency (EA) guidance for Fire Prevention Plans (FPPs)<sup>1</sup> and details the required mitigation and management methods to prevent a fire of combustible materials stored on site.

The information contained within this FPP aims to meet the 3 main objectives of the EA’s FPP Guidance:

- Minimise the likelihood of a fire happening;
- Aim for a fire to be extinguished within 4 hours and;
- Minimise the spread of fire within the site and to neighbouring sites.

## 2.0 Types of Combustible Materials

### 2.1 Combustible Waste

The site will accept, store and chip up to 10,400 tonnes per annum (tpa) of waste wood, and approximately 200 tonnes of processed wood will be removed from the facility each week.

The site layout, including waste storage locations is illustrated on Drawing 02.

This site will accept wood waste, which is defined as ‘combustible materials’ in the EA’s FPP Guidance.

The full proposed waste list is shown in Table 1 below.

**Table 1 Proposed Waste List**

EWC Code	Description
<b>02</b>	<b>WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING</b>
<b>02 01</b>	<b>Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing</b>
02 01 03	Plant-tissue waste
<b>03</b>	<b>03 WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD</b>
<b>03 01</b>	<b>Wastes from wood processing and the production of panels and furniture</b>
03 01 01	Waste bark and cork
<b>03 03</b>	<b>Wastes from pulp, paper and cardboard production and processing</b>
03 03 01	Waste bark and wood
<b>15</b>	<b>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>

<sup>1</sup> Fire Prevention Plans, July 2016, available at <https://www.gov.uk/government/publications/fire-prevention-plans-environmental-permits/fire-prevention-plans-environmental-permits>, accessed in June 2024.

EWC Code	Description
15 01 03	Wooden packaging
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
<b>17 02</b>	<b>Wood, glass and plastic</b>
17 02 01	Wood
<b>19</b>	<b>WASTE FROM WASTE MANAGEEMTN FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE</b>
<b>19 12</b>	<b>wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified</b>
19 12 07	wood other than that mentioned in 19 12 06*
<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 38	wood other than that mentioned in 20 01 37*

## 2.2 Persistent Organic Pollutants (POPs)

POPS will not be present within the waste type to be accepted, stored and treated on site. Therefore, this section does not apply.

## 2.3 Other Combustible Materials

There will be no combustible raw materials stored onsite such as fuel, chemicals, or oils.

# 3.0 Using this FPP

## 3.1 Where the Plan is Kept and how Staff Know How to Use it

A copy of this FPP will be kept in the Site Office.

All staff will be made aware of the contents of the FPP and the procedures that are in place in the event of a fire on site during their induction and through periodic refresher training. Contractors working on site will be made aware as part of on-site working procedures. This will ensure that all staff and contractors working on site know what they must do:

- To prevent a fire happening; and
- During a fire if one breaks out.

## 3.2 Testing the Plan and Staff Training

### 3.2.1 Staff Training and Procedures

All staff will receive regular training on the use and selection of fire extinguishers, site evacuation, fire safety and all relevant emergency procedures.



All staff and contractors working on site will be aware of the contents of the FPP and the procedures that are in place in the event of a fire on site during their induction. The staff training will be regularly refreshed, particularly in the event of non-compliance.

A specific team of site operatives will be trained in emergency response, first aid and fire prevention. This team is called the First Aid Firefighting Team (FFF Team) and are trained by S.E. Business Services (which is part of Surrey Council and has exclusive access to Surrey Fire and Rescue Service's highly trained fire fighters). In addition to using S.E. Business Services for the initial training, Chambers have retained S.E. Business Services for the provision of quarterly refresher courses over a five-year period. This specialist team covers both the adjacent Chambers MRF site located opposite and will provide cover for the proposed wood facility.

The FFF team can deal with emergencies before the fire service arrives on the scene, delivering water from an onsite fire hydrant and fire hose onto flames rapidly. The FFF team has also been trained to hand over smoothly to the fire service when they arrive on the scene, gaining valuable minutes when dealing with an emergency.

This team includes an overarching Fire Marshall and a Deputy Marshall, one of which is always on site during operational hours.

The Fire Marshall will manage and organise firefighting operations on site and will assess when the fire has either been extinguished or when the emergency services need to be called.

The procedures for fires discovered on site will be provided on site notice boards.

Chambers will conduct a test of the FPP once a year, or in the event of any significant changes to site operations, to ensure that the contents are still relevant and that all staff members' knowledge is current and up to date. Exercises include what staff need to do to prevent a fire occurring and what to do during a fire if one breaks out.

### 3.2.2 Testing the FPP

The FPP will be implemented across the site and all fire management equipment will be maintained and tested on an annual basis.

A fire drill will be carried out on a six monthly basis.

If any issues are found during these fire drills, the FPP will be updated or amended accordingly and site operatives will be retrained.

Regular checks will be made of all escape routes and equipment.

The FPP will be kept under regular review and revised where necessary, for example if:

- There is a reason to suspect it no longer meets the FPP objectives;
- The site has a fire or identifies a near miss of a fire;
- On site activities/operations are changed;
- The environment surrounding the site changes; and
- The EA ask Chambers to revise the FPP due to concern over the risk posed by on site operations.

## 4.0 FPP Contents

### 4.1 Activities at the Site

Chambers propose to relocate the wood shredding operation currently undertaken at their existing MRF to this new facility. Wood will be pre-segregated at the existing MRF where it will continue to be received, inspected, recorded, and separated. The separated wood will then be transported to the new facility where it will be stored temporarily within the proposed open fronted storage building prior to shredding.

Wood will be accepted onto site and stored in one 252m<sup>3</sup> stockpile before passing through a mobile shredder. Shredding will be undertaken by a piece of mobile plant called a Doppstadt AK 510 K high speed shredder/grinder which is currently used at the existing MRF. Processed wood will be stored within a second 252m<sup>3</sup> stockpile within the new storage building ready for collection and removal from the site.

The throughput of wood processed at the new facility will be the same as at the existing MRF; approximately 200 tonnes of processed wood will be removed from the new facility each week. Chambers propose to accept, store and chip up to 10,400 tpa of waste wood.

The Site Layout is shown in Drawing 02.

#### 4.1.1 Proposed Wood Shredding Process

The first steps (stages 1 and 2) of the wood-shredding process described below will continue at the existing Slyfield MRF facility at 20-24 Westfield Road, however the wood shredding process itself and the storage of both pre- and post-shredded wood (Stages 3 and 4) will be re-located into the proposed new storage building at the proposed Site at 21-23 Westfield Road.

The proposed wood shredding process is as follows:

1. All waste wood will continue to be received, inspected, and recorded in line with the waste acceptance procedures, within an open-fronted storage building at 20-24 Westfield Road constituting part of the existing waste management facility (Ref: EPR/WP3490EP).
2. The waste will then continue to be fed through a series of separators / pickers, separating the waste and storing in storage bays by waste type (i.e. metal, wood etc). These storage bays are situated within the existing MRF building at 20-24 Westfield Road.
3. The separated wood product will then be transported from 20-24 Westfield Road out of the existing MRF to the proposed new building at the Slyfield Wood Facility, via the access to 4 North Moors (site entrance). This will involve 2 bulker lorry trips per day.
4. The pre-processed segregated wood will then be stored within the proposed building at the site prior to being shredded. The mobile shredder plant will be situated in the proposed building with space for stockpiles of processed wood ready for collection and removal from the site. Mist will be constantly sprayed to suppress the dust from the shredding process, as is the case at the existing process in the MRF at 20-24 Westfield Road.

From the process described above steps 1 and 2 shall remain unchanged. All waste arriving at the site, including wood, will continue to be received, sorted, treated, and segregated within the existing MRF at 20-24 Westfield Road with no handling of waste occurring within the proposed new storage building at the site.

The only changes to the existing process will be steps 3 and 4 where the clean segregated wood, which has already been through the waste management sorting process at the existing MRF, is transported the short distance to the proposed new building on site rather than being shredded within the existing MRF building at 20- 24 Westfield Road, where the shredding operation and storage of the processed wood currently takes place.

#### 4.1.2 Specified Waste Management Activities

The activities that will be carried out on site as defined under Annex II of the Waste Directive Framework can be summarised as follows:

- **R13:** Storage of wastes pending the operation numbered R3; and
- **R3:** Recycling or reclamation of organic substances which are not used as solvents.

## 4.2 Site Plan

The site is located at 21-23 Westfield Road, Slyfield Industrial Estate, Guildford, GU1 1RR, approximately 445m north of Bellfields, Guildford. The site is centred on national grid reference TQ 00404 52496.

The EP boundary is illustrated on Drawing 02, and the site’s location is illustrated on Drawing 01.

The surrounding land uses and local receptors within 1km are also identified on Drawing 03, in addition to the cultural and natural heritage within 2km on Drawing 04.

## 4.3 Plan of Sensitive Receptors Near the Site

The site is located in the north of the Slyfield Industrial Estate, with industrial premises to the south and west. The site is bounded by open land to the east and a storage container area to the north.

A summary of the immediate surrounding land use is provided in Table 2 below.

**Table 1**  
**Surrounding Land Uses**

Boundary	Description
North	Storage container area, open ground, drain, pond, track, and the River Wey Navigation.
East	Open ground, River Wey Navigation, allotments, and Riverside Park and Nature Reserve.
South	Industrial/commercial premises including Barnes DAG Guildford directly adjacent to the site, Westfield Road, Moorfield Road, and residential premises.
West	Chambers Waste Management, North Moors Road, industrial/commercial premises, and open ground.

The immediate surrounding land uses are described in further detail below.

### 4.3.1 Industrial/Commercial Premises

The site is located in the north of the Slyfield Industrial Estate, with industrial/commercial premises to the south and west. The closest industrial/commercial premises is Barnes DAG Guildford, a motor vehicle dealer, that lies directly adjacent to the south of the EP boundary.

### 4.3.2 Residential

There are minimal residential premises within 500m of the EP boundary. The closest residential premises are located 445m south of the site boundary within Bellfields, Guildford, and extend to the south and west.

### 4.3.3 Local Transport Network

North Moors Road is located approximately 95m to the west of the site and Westfield Road is approximately 65m to the south; both roads provide access to the site.

A local footpath lies approximately 395m north of the site’s boundary.

### 4.3.4 Open Ground

Open ground lies immediately to the east and northeast of the boundary and extends around to the north approximately 60m from the site boundary.

### 4.3.5 Surface Water Features

North and northeast of the site boundary lies drains, a pond, and the River Wey Navigation. The closest surface water feature is a drain that lies approximately 200m northeast of the site boundary.

### 4.3.6 Recreational Park Area

Riverside Park Local Nature Reserve is located approximately 350m to the east of the site boundary. The park has walking routes, woodland, and is a wetland habitat.

### 4.3.7 Woodland

Several areas of woodland are located within 500m of the site boundary to the north, east, south, and west. The woodland closest to the site boundary is located approximately 155m northwest.

## 4.4 Geology

A search on the British Geological Survey (BGS)<sup>2</sup> Map identifies the site as having the following strata:

- Bedrock geology is London Clay Formation - Clay, silt, and sand. This is a sedimentary bedrock formed between 56 and 47.8 million years ago during the Palaeogene period.
- Superficial Deposit is Kempton Park Gravel Member - Sand and gravel. The sedimentary superficial deposit formed between 116 and 11.8 thousand years ago during the Quaternary period.

## 4.5 Hydrogeology

### Aquifer Designations

Multi-Agency Information for the Countryside (MAGIC)<sup>3</sup> map identified that the site is located on a Secondary A Superficial Drift Aquifer. This type of aquifer contains permeable layers capable of supporting water supplies at a local rather than strategic scale, but in some cases also providing an important source of base flow to rivers.

### Source Protection Zone

The site lies within a groundwater Source Protection Zone 3 (Total Catchment). This zone is defined as the total area needed to support the abstraction or discharge from the protected groundwater source.

## 4.6 Hydrology

### 4.6.1 Groundwater Vulnerability

The groundwater vulnerability for the site is identified as medium-low vulnerability on MAGIC map.

### 4.6.2 Flood Zone

The Flood Map for Planning<sup>4</sup> confirms that the site lies within a Flood Zone 1 defined as an area with a low probability of flooding. Flood Zone 1 is defined as “land having a less than 1 in 1,000 annual probability of river or sea flooding”.

<sup>2</sup> British Geological Survey, available at <http://www.bgs.ac.uk>, accessed June 2024.

<sup>3</sup> Multi-Agency Information for the Countryside – Available at: <http://www.magic.gov.uk>, accessed June 2024

<sup>4</sup> Gov.uk, Flood Map for Planning, available at <https://flood-map-for-planning.service.gov.uk/>, accessed in June 2024

## 4.7 Ecology

The MAGIC map website has been reviewed to determine the presence of any designated habitat sites and protected species within a 1km radius from the site's boundary. A nature and conservation screening has been carried out and is included within the Environmental Risk Assessment (Ref: 402.064322.00001\_ERA) Appendix A.

### 4.7.1 European/International Sites

Searches on the MAGIC website confirms that there are none of the following European or International sites located within 1km of the site boundary:

- Sites of Special Scientific Interest;
- Special Protection Areas;
- Special Areas of Conservation; and
- Ramsar Sites.

### 4.7.2 Nationally/Locally Designated Sites

MAGIC Map identified several nationally/locally designated sites within 1km of the site boundary, including:

- The Riverside Park Local Nature Reserve that is located approximately 350m to the east;
- Several areas of Ancient Woodland located approximately 465m southeast, 570m east and 830m north;
- Multiple areas of Deciduous Woodland from the Priority Habitat Inventory to the north, south, east, and west, with the closest located 155m northwest of the site boundary; and
- An area of Traditional Orchards from the Priority Habitat Inventory located approximately 680m to the west of the site boundary.

### 4.7.3 Other Receptors

The Conservation Screening Report identifies two protected species within 500m of the site and these are Atlantic Salmon and European Eel (migratory routes).

Searches on the MAGIC map reveals that none of the following ecological receptors have been identified within 1km of the proposed permit boundary:

- National Nature Reserve;
- Areas of Outstanding Natural Beauty;
- National Parks;
- RSPB Reserves;
- Protected Habitats; and
- National Forests.

## 4.8 Cultural and Heritage

### 4.8.1 Registered Parks and Gardens

MAGIC Maps identified Sutton Place, a Grade 2 Registered Park and Garden, approximately 925m to the north of the site boundary.

## 4.8.2 Listed Buildings

There are several Grade 2 Listed Buildings within 1km of the site, with the closest located approximately 515m northeast of the site boundary, called Burpham Court Cottages.

## 4.8.3 Other Receptors

Searches on the MAGIC map reveals that none of the following ecological receptors have been identified within 1km of the proposed permit boundary:

- Scheduled Monuments;
- Registered Battlefields; and
- World Heritage Sites

## 4.9 Receptors

Table 3 shows the locations of receptors that are considered to be potentially sensitive and could reasonably be affected by a fire at the facility within 1km of the site.

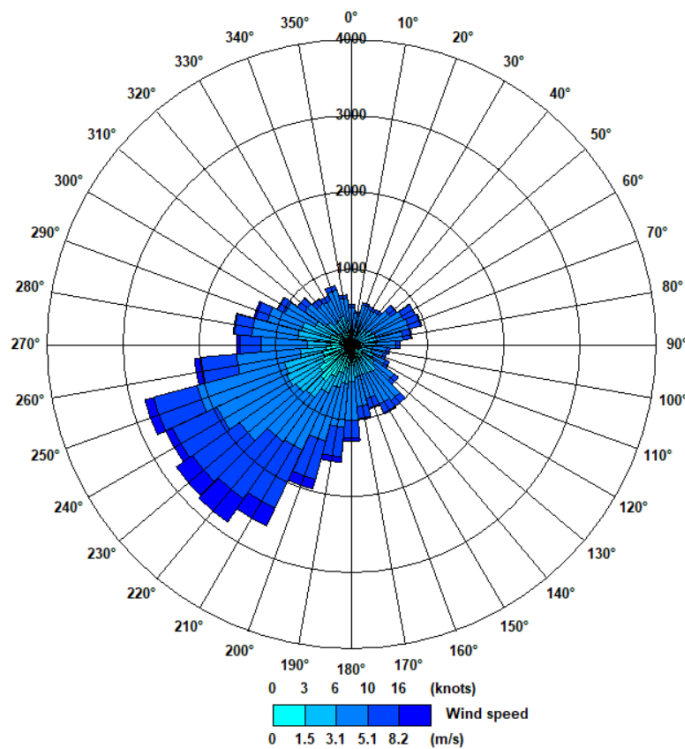
**Table 2  
Identified Receptors**

Receptor Name	Receptor Type	Direction from Site	Approximate Distance from Site Boundary at closest point (in metres)
<b>Local receptors located within 1km of the EP boundary as shown on Drawing 03</b>			
Slyfield Industrial Estate	Industrial/Commercial	North, south, and west	Adjacent
Barnes DAG Guildford	Industrial/Commercial	South	Adjacent
Open Ground	Open Ground	East	Adjacent
Westfield Road	Local Road Network	South	65
North Moors Road	Local Road Network	West	95
Woodland	Woodland	North, east, south, and west	155
Surface Water Drains	Surface Water Feature	North	200
Pond	Surface Water Feature	Northeast	330
Riverside Park Local Nature Reserve	Recreational Park Area/Open Ground	East	350
Footpath	Local Transport Network	North	395
River Wey Navigation	Surface Water Feature	Northeast	410
Residential Properties in Guildford	Residential	South	445
Burpham Court Farm Park	Open Ground/Commercial Premises	Northeast	485

Receptor Name	Receptor Type	Direction from Site	Approximate Distance from Site Boundary at closest point (in metres)
Jacobs Well Playpark and pond	Recreational Area/Open Ground and Surface Water Feature	Northwest	570
Jacobs Well Village Hall	Commercial/Recreational	Northwest	580
A3 Road	Local Transport Network	East and southeast	630
Small industrial estate	Industrial/Commercial	Northeast	630
Moorfield Road Sewage Works	Industrial/Commercial Premises	South	638
Allotments	Recreational Area/Open Ground	South	745
Waterside Road Playground and Playing field	Recreational Area/Open Ground	Southwest	750
Burpham Primary School	Educational	East	750
Bellfields Green	Recreational Area/Open Ground	Southwest	880
Sunderland Memorial Park and Playground	Recreational Area/Open Ground	East	880
Weyfield Primary School	Educational	Southwest	940
<b>Ecology and Cultural and Natural Heritage identified within 1km of the EP boundary as shown on Drawing 04</b>			
Priority Habitat Deciduous Woodland	Priority Habitat Inventory	North, east, south, and west	155
Riverside Park Local Nature Reserve	Local Nature Reserve	East	350
Atlantic Salmon (migratory route)	Protected specie	Northeast	410
European Eel (migratory route)	Protected specie	Northeast	410
Ancient Woodland	Woodland	North, east, and southeast	465
Allotments	Recreational	East	510
Grade 2 Listed Buildings	Grade 2 Listed Buildings	North, east, and west	515
Traditional Orchards Priority Habitat	Priority Habitat Inventory	West	680

## 4.10 Windrose

The closest meteorological station considered to be representative of local site conditions with available data is Farnborough, located 14.8km east of the site. A wind rose for 2014-2017 and 2019, a 5-year average, is presented in Figure 1. As is apparent from this wind rose, the predominant wind direction is from the southwest. Wind from the northeast and the southeast occur relatively infrequently.



**Figure 1**  
Windrose for Farnborough Meteorological Station 2014-2017 and 2019

## 5.0 Manage Common Causes of Fire

### 5.1 Arson

The site will benefit from the following security measures in place to limit the likelihood of arson or vandalism:

- Perimeter fencing with a gated entrance which is locked when the site is unmanned or non-operational;
- Lockable doors on the office/welfare facilities;
- Full CCTV coverage of all external areas;
- Alarm system with manually activated call points;
- Security guard outside of operational hours;
- Inspection and maintenance procedures; and
- A visitor sign in system.



The site in its entirety is monitored 24 hours a day, 7 days a week using extensive CCTV. Outside of operational hours, the CCTV is monitored by Eversure Management Security Services. This firm also supplies the security guard who carries out hourly patrols. Each hourly patrol involves visiting two set points around the site. At each point the guard patrol system is activated using a 'wand' system connected to GPS to record the site point being investigated. This data is downloaded and checked daily to ensure patrols are carried out correctly. If a breach in security is detected site operatives/the security guard/Eversure Management Security Services will contact the Site Manager and the emergency services as appropriate.

In the event of a breach of security at the site, the cause will be investigated, and mitigation measures implemented, such as repositioning of CCTV cameras, repair of security measures and / or additional deterrents. This will be recorded in the Daily Site Log. Records maintained include inspections and maintenance of doors and locks, breaches of security, investigations and actions taken.

## 5.2 Plant and Equipment

Plant and equipment will be maintained in accordance with the manufacturer's recommendations. All new plant on site will be fitted with telematics, which automatically highlights any faults, and local suppression as part of the minimum design specifications.

Plant and equipment will be operated in accordance with the manufacturer's instruction manuals. Instruction manuals for plant and equipment is held either on site or online if a hardcopy is not available from the manufacturer.

Induction training and refresher training is provided to staff in the safe operation of plant and equipment relevant to their role, in accordance with the EMS.

Inspection of plant and equipment is undertaken on a daily basis to check for faults. The procedure also covers general housekeeping and cleaning of plant and all equipment on site.

The mobile shredder is parked in the external yard area overnight and away from any combustible material. Out of hours the yard is monitored by a night security guard and CCTV, which is monitored by Eversure Management Security Services. Any mobile plant not in use or requiring maintenance is also stored within this area.

In the event of a failure or suspected fault with an item of plant or piece of equipment, the operator ensures that the equipment is shut off in a safe manner and not used until the equipment can be repaired or replaced.

### 5.2.1 On-site Plant

All mobile and fixed plant will be included on an inspection and service schedule. The following items of plant will be held on site:

- 1 x Doppstadt high speed shredder/grinder;
- 1 x Rehandlers with Grab with Auto Fire Suppression
- 1 x Loading Shovels with Auto Fire Suppression

## 5.3 Electrical Faults Including Damaged or Exposed Electrical Cables

### 5.3.1 Electrics Certification

All electrics on site will be fully certified by a qualified electrician and a record of the certification will be kept.

### 5.3.2 Electrical Equipment Maintenance Arrangements

Regular safety checks and daily site inspections will be recorded in the site diary, to ensure risks are minimised. Electrical equipment will be visually inspected prior to every use to ensure it is free from obvious damage and that it is fit for purpose.

Fixed Electrical Condition Monitoring and Assessment will be completed via 100% Testing every 3 years.

Annual PAT testing of any on site portable electrical appliances will be carried out.

## 5.4 Discarded Smoking Materials

### 5.4.1 Smoking on Site Policies

No smoking will be permitted on site.

## 5.5 Hot Works Safe Working Practices

It is unlikely that hot works will take place at the site. In the event that hot works are carried out, Chambers operates a permit to work system which includes a 60 minute fire watch by a competent person after the hot works have ended. No hot works will be undertaken by staff unless they are trained and competent and have the relevant permit to work understanding.

If any hot works do take place, it will be located at least 6m from any combustible wastes. A site operative will perform a continuous fire watch during the hot work for a minimum of 60 minutes after the work is completed.

## 5.6 Industrial Heaters

### 5.6.1 Use of Industrial Heaters

No industrial heaters will be utilised on site.

## 5.7 Hot Exhausts and Engine Parts

### 5.7.1 Fire Watch Procedures

Vehicles will be turned off when not in use and stored outside, at least 6m away from combustible waste storage areas. Consideration will be given to the high-risk time for hot exhausts (one hour after switching off when dust can settle on hot surfaces) and vehicles will be given time to cool down prior to site staff leaving site at the end of a shift.

## 5.8 Ignition Sources

Potential ignition sources include hot exhausts and engine parts, discarded smoking materials, heaters and hot works (all described above). All ignition sources will be kept a minimum of 6m away from the storage of combustible and flammable wastes. No naked lights will be permitted on site.

## 5.9 Batteries

The site will only accept wood waste which has been previously received, sorted, treated, and segregated at the existing MRF at 20-24 Westfield Road with no handling of waste occurring within the proposed new storage building at the site. Therefore, the risk of receipt of incorrectly disposed batteries at the site is very low.

In the unlikely event that batteries are identified, they will be separated from other waste streams and stored on site in a separate quarantine area at least 6m from combustible waste storage areas. The batteries will be

stored in appropriate weatherproof containers, prior to removal from site to an alternative suitably permitted facility.

## 5.10 Leaks and Spillages of Oils and Fuels

No fuel, oil, chemical or other potentially pollution liquid storage will be routinely stored on site.

However, the following measures will be in place to prevent loss of containment and minimise the risk and impact of releases should such storage occur;

- Storage vessels: storage tanks will be constructed to the appropriate British Standard;
- Inspection: tanks will be inspected visually on a regular basis by the site staff to ensure the continued integrity of the tanks, and identify the requirement for any remedial action;
- Spill kits: materials suitable for absorbing and containing minor spillages will be maintained on site; and
- Monitoring techniques: the site staff will undertake regular monitoring for evidence of spillage and leakage.

In the event of any potentially polluting leak or spillage occurring on site, the following action will be taken:

- Minor spillages will be cleaned up immediately, using sand or proprietary absorbent. The resultant materials will be placed into containers and will then be removed from site and disposed of at a suitably permitted facility. The incident will be logged in the site diary.
- Any dry wastes spilled on site will be collected and transported to the appropriate area of the site.
- In the event of a major spillage, which is causing or is likely to cause polluting emissions to the environment, immediate action will be taken to contain the spillage and prevent liquid from entering surface water or drains. The spillage will be cleared immediately and placed in containers for offsite disposal, and the EA will be informed.

## 5.11 Build-Up of Combustible Waste, Dust and Fluff

The risk of the build-up of combustible waste, dust and fluff will be low due to the following measures that will be implemented on site.

- A Dust Emissions Management Plan (DEMP) (ref. 402.064322.00001/DEMP) will be implemented on site;
- All wastes will arrive on site in containers or sheeted trucks, and will be offloaded within a building, within which all treatment and storage will also take place;
- The wood shredding plant is located within a building, thus enclosing the operation and significantly reducing the potential for dust emissions to become airborne and transfer across the site boundary;
- The use of an air misting directional spray system which minimises dust;
- Tera 60 Dust Control Unit will be utilised as an additional dust management mitigation measure that projects a fine spray of water to minimise potential dust emissions;
- Speed limits (10pmh) will be in place for vehicles using the site;
- All plant and equipment will be subject to a programme of planned preventative maintenance which will follow the inspection and maintenance schedule recommended by the manufacturer. This will include corrosion prevention where applicable;
- A water bowser and/or hose will be used on internal haul roads, site access roads, and areas trafficked by vehicles where necessary;

- Daily visual inspection of the site and site boundary will be carried out by site personnel.

## 5.12 Reactions Between Wastes

The site will not accept waste types which are potentially incompatible with each other. The site will only accept wood waste which has been previously received, sorted, treated, and segregated at the existing MRF at 20-24 Westfield Road with no handling of waste occurring within the proposed new storage building at the site. This will minimise the risk of unauthorised waste being accepted.

Upon delivery to the existing Slyfield MRF, all wastes will be subject to strict Waste Acceptance Procedures (WAP) to identify, reject, and/or segregate potentially non-conforming waste which could cause a risk to the environment. Only waste authorised by the EP will be accepted at the site.

Only vehicles that are accompanied by the correct documentation will be accepted onto the adjacent Slyfield MRF before being transported to the proposed site.

In the event that unauthorised waste is delivered to the Slyfield MRF, the waste will be reloaded onto the delivery vehicle for removal from site, or will be segregated and stored in a designated, suitably surfaced, quarantine area prior to export from site. Only once sorted and segregated within the Slyfield MRF will wood wastes be transported to the proposed site.

Tanks containing fuel/chemicals will be constructed so that any leaks/spillages are contained. Tanks will be surrounded by a leakage containment bund capable of containing at least 110% of the volume of the largest tank within the bund. Bunds will be impermeable and resistant to stored materials.

## 5.13 Waste Acceptance and Deposited Hot Loads

No burning, reactive / reacting or visibly hot (producing steam or heat) loads will be accepted onto the existing MRF site. In accordance with the WAP, each load will be visually inspected at the site entrance of the existing MRF to ensure compatibility with accompanying delivery notes, therefore minimising prohibited wastes and the acceptance of hot loads.

Instructions will be given to suppliers to ensure no hot loads are accepted onto the MRF site.

Should a hot load be deposited on the MRF site, it will immediately be removed to the dedicated quarantine area and removed from site the same day to a suitably licenced facility for disposal.

Therefore, as loads will be deposited and checked at the existing MRF site, no hot loads will be transported onto the proposed wood chip site.

## 5.14 Hot and Dry Weather

External heating will be minimised during hot weather by shading by direct sunlight within the building and by avoiding ignition hotspots/concentrated beams of sunlight or glare reflected onto stockpiles through surfaces.

# 6.0 Prevent Self-Combustion

## 6.1 General Self-Combustion Measures

Effective stock management will limit the likelihood of the self-combustion of materials stored on site. As such, the site has stock management procedures which are upheld by all employees at the site.

Self-combustion of waste on site is not considered to be a significant risk due to the short storage times.

The controls that will be in place to reduce the risk from fire are summarised as follows:

- Under normal working conditions waste will be stored for 7 days;
- The storage dates will be recorded on a site plan;
- Arrangements on site will ensure a 'first in first out' is adopted;
- The use of a minimum of 6m separation distances will minimise the spread of fire from stockpile to stockpile;
- Waste will be removed from site on a weekly basis, therefore, under normal working conditions, stockpiles will be not stored for more than 7 days. A daily record of these movements will be detailed in the site diary and held in the site office;
- Moisture levels will be controlled through use of sprays / misters;

Should the wastes be found not to conform during the initial visual inspection at the existing Slyfield MRF, then the details will be recorded, and the vehicle turned away. If wastes have already been discharged and are deemed not to conform or otherwise not be permitted, then the waste will be removed to a designated quarantine area.

Only wastes included in the EP will be accepted at the site.

## 6.2 Manage Storage Time

Waste on site will be removed as quickly as possible using a 'first in first out' policy, and will be stored for a maximum of 7 days.

### 6.2.1 Method Used to Record and Manage the Storage of all Waste on Site

The quantity of waste accepted and dispatched from the facility will be measured using the weighbridges located at the existing Slyfield MRF. In the event that either of the weighbridges are unavailable, this will be calculated by recording the volume of waste entering the site and application of a standard EA conversion factor as appropriate.

Site operatives will carry out a daily stocktake to determine the remaining materials/volumes on site still to be processed. The stocktake will be recorded in the site diary.

Suitably qualified site personnel will carry out daily checks of the site to identify the risks and inspect storage areas and stack height. This will ensure that the site does not reach a level of overcapacity in respect to storage.

### 6.2.2 Stock Rotation Policy

Arrangements on site will ensure a 'first in first out', approach is adopted where the first waste received on site, is processed and removed from site first. This will ensure that the storage of waste does not exceed the prescribed duration.

Waste storage areas will be monitored, and the storage dates will be recorded on a site plan. The Site Manager will be responsible for stock rotation on site and ensuring that waste with the earliest storage dates is processed and removed first.

Site operatives will visually inspect the waste storage areas to ensure that they are fully empty before allowing further material to be deposited.

## 6.3 Monitor and Control Temperature

### 6.3.1 Reduce the Exposed Metal Content and Proportion of 'Fines'

The site will only accept wood waste which will have been previously, received, sorted, treated, and segregated at the existing MRF at 20-24 Westfield Road. Therefore, it is considered that the proportion of metal fines in the waste will not contribute to the risk of self-combustion.

### 6.3.2 Monitoring Temperature

On a daily basis, the site manager will inspect the storage areas for any anomalies, such as visual signs of heat, steam, or vapour. A thermal heat gun will also be utilised during inspections. Anomalies will be actioned immediately by investigation and remedial action will be taken such as rotation of the waste within the storage area or removal of heated waste, which will be put in the quarantine area for assessment.

The Site in its entirety will be monitored 24 hours a day, 7 days a week using extensive CCTV. Outside of operational hours, the CCTV will be monitored by Eversure Management Security Services. This firm will also supply a security guard who will carry out hourly patrols. Each hourly patrol involves visiting two points around the site. At each point the guard patrol system will be activated using a 'wand' system connected to GPS to record the site point being investigated. This data will be downloaded and checked daily to ensure patrols are carried out correctly. Daily compliance checks and visual inspection throughout operational hours will further minimise the risk of fires on site.

### 6.3.3 Controlling Temperature

The following actions will be taken to reduce the risk of hotspots and to minimise the risk of self-combustion:

- Waste storage times will be minimised by adopting the 'first in first out' approach on site;
- Risk factors (e.g. mixing of materials) will be reduced; and
- Regular visual monitoring of waste storage areas will be undertaken.

All waste will be stored on site for a short amount of time, before being moved to an appropriate facility for further treatment. It is therefore, not considered necessary to turn the piles.

### 6.3.4 Dealing with Hot Weather and Heating from Sunlight

All waste will be stored inside the building and will not be exposed to direct sunlight. Therefore, it is considered that there is a low risk of heating from hot weather and sunlight.

## 6.4 Waste Bale Storage

No waste bales are stored on site therefore this section does not apply.

## 7.0 Maximum Waste Pile Sizes

### 7.1 Maximum Waste Pile Sizes for the Waste on Site

All waste will be stored in stockpiles, within the building as shown on Drawing 02. Wastes will be stored in maximum of 252m<sup>3</sup> stockpiles; one for pre-processed, and one for post-shredded wood with the shredder operating in the middle of the stockpiles.

Table 4 below provides information on the waste storage arrangements on site.

**Table 3 Waste Storage Arrangements**

Waste Type	How it is Stored	Max Storage Time (days)	Max Width/Length (m)	Max Depth (m)	Max Height (m)	Max Volume (m <sup>3</sup> )
Pre-processed wood	Stockpile within building	7	-	-	-	252
Post shredded wood	Stockpile within building	7	-	-	-	252

All stockpiles will be within FPP guidance (as per Section 9.2 Maximum pile sizes). The operator wishes to maintain flexibility within the building, and an example dimension is 8m x 8m x 4m.

## 7.2 Storing Waste Materials in their Largest Form

Prior to processing on site, material is stored in its' largest form. Once shredded, waste is removed from site as soon as practicable (within a maximum of 7 days), minimising the risk of self-combustion.

## 8.0 Waste Stored in Containers

There is no waste stored in containers on site.

## 9.0 Prevent Fire Spreading

### 9.1 Separation Distances

Waste will be stored within designated stockpiles as illustrated on Drawing 02, within the building. A 6m separation distance between the stockpiles will be implemented, to minimise the spread of fire from stockpile to stockpile.

### 9.2 Fire Walls

Fire wall will not be used on site therefore this section is not applicable. All waste will have a minimum separation distance of 6m.

#### 9.2.1 Storing Waste in Bays

Waste will not be stored within bays on site, and therefore this section does not apply.

## 10.0 Quarantine Area

### 10.1 Quarantine Area Location and Size

The site will benefit from a fire quarantine area as illustrated on Drawing 05. The quarantine area will be used to contain and treat burning and smouldering wastes or as an area to move unburnt material. EA FPP guidance requires that a site should have a quarantine area capable of containing at least 50% of the volume of the largest combustible stockpile. The quarantine area at the site is 126m<sup>3</sup> and is sized so as to accommodate 50% of the volume of the stockpile (252 m<sup>3</sup>), should that set on fire. In the event of a fire, unburnt wastes will immediately be separated from fire damaged piles using heavy plant and moved to the quarantine area, if safe to do so.

Any quarantined waste, awaiting removal from site, will be stored in the quarantine area, to prevent contamination of unburnt wastes on the site. The burnt waste will be removed off site within 24 hours. The





quarantine area will benefit from a clear area, of at least 6m, around the perimeter to aid separation and management of wastes during an incident.

## 10.2 How to Use the Quarantine Area if There is a Fire

The Site Manager will instruct all site operatives when and how the burnt or burning waste, or any hot loads delivered accidentally to site, will be moved to the quarantine area. The following procedure will be implemented on site:

- When it is safe to do so, the waste will be moved by on site plant to the quarantine area;
- The movement of the waste will be overseen at all times by the Site Manager to minimise any spillages and ensure the area is not overfilled;
- To limit any spillages, plant will not be overfilled when moving the waste;
- The burning or smouldering waste will be doused using the relevant fire extinguisher, or a fire hose supplied by the FRS connected to the hydrant, mains water point or water pumped from the fire engine; and
- Burnt waste will be taken off site to a suitably permitted facility within 24 hours.

All site operatives will be trained to follow this FPP and all procedures listed in the above sections.

## 10.3 Procedure to Remove Material Stored Temporarily if There is a Fire

In the event of a fire, if the quarantine area is being used for temporary storage, Chambers will ensure this area is cleared immediately in event of a fire. Any non-compliant material will be temporarily stored at least 6m away from any other combustible material or ignition sources on site.

# 11.0 Detecting Fires

## 11.1 Detection Systems in Use

A security guard will patrol the entire site throughout non-operational night shifts and will be required to inspect and record two points throughout the site, hourly. In the unlikely event a fire incident is discovered within external areas, the security personnel will be instructed to contact the following members of staff and fire service:

- Steve Chambers
- Pete Chambers
- Emma Chambers
- David Tilley

Full contact details are provided in Appendix A.

During operational hours, the site will have a specific team that will be trained in how to identify and assess a fire and implement fire procedures onsite. This will include regular training by fire service personnel in how to use fire hoses, extinguishing material and how to safely extinguish a fire on site within four hours.

This team will include an overarching Fire Marshall and a Deputy Marshall, one of whom is always on site during operational hours.

## 12.0 Suppressing Fires

### 12.1 Suppression Systems in Use

The building will benefit from an air misting suppression system. The system will be installed to reduce and control dust escaping from the building. Although this system is not designed specifically for use during a fire, this system will be used in the event of a fire to dampen down any smouldering or alight waste.

In addition, staff training will ensure the firefighting procedures and equipment in place on the site including a nearby hydrant, fire hoses and pump can be utilised to deliver water from hose to the fire within 90 seconds of the alarm sounding.

The systems in place will be fully set up to manage any fire incident that may occur on site without the requirement for the fire service to become involved, even if they are present on site.

Chambers have invested in this strategy which consists of correctly sourced, specified and located equipment as well as ongoing training provided by professional and qualified persons. It is considered that the installed firefighting measures will provide total site fire suppression and firefighting coverage to the entire site.

## 13.0 Firefighting Techniques

### 13.1 Active Firefighting

#### 13.1.1 Fire Extinguishers and Fire Hoses

The closest fire station is Guildford Fire Station located to the south of the site. Using Google directions and mapping, the drive time is approximately 14 minutes and 2.5 miles from the Fire Station to the site.

See section 12.1 for details of fire extinguishers and fire hoses. Fire extinguishers and/or hoses are to be used in the following circumstances:

- Where operators are trained in use, and if confident to tackle the fire; and
- On very small fires, or to facilitate own escape if trapped by fire.

#### 13.1.2 Small Fire

A small fire or area of smouldering waste will be dealt with as follows:

- A fire or area of smouldering waste will not be dealt with in-situ, mobile plant will be utilised to pull the affected waste into the open and away from any further waste that could become a light on contact; and
- Depending on the size/nature of the fire the waste will either be:
  - Extinguished immediately<sup>5</sup> utilising the fire extinguishers or hoses; or
  - Moved to the appropriate quarantine area and extinguished<sup>6</sup>.

Depending on the size, location and nature of the fire the burning waste will be pulled into the dedicated fire prevention quarantine area following the procedures detailed in Section 10.2.

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<sup>5</sup> Should a single item of the waste stream be alight, and the fire is well contained, then the waste will be doused via use of an extinguisher or fire hose as it is pulled from the waste pile. The burned / fire- damaged portion is then removed to the quarantine area and the remaining waste returned to the pile.

<sup>6</sup> If the fire is not easily contained to a single item, then the obviously alight portion of the waste will be removed to the quarantine area.

Once a small fire is dealt with the remaining area will be visually inspected immediately by site operatives for any signs that a fire/smouldering waste still remains. The same procedure, detailed in this section, will be implemented should this be the case.

### 13.1.3 Uncontainable Small Fire or Large Fire

The following procedure is in place on site that will be followed in the event of a small fire becoming uncontainable or in the event of a major fire onsite;

- The Site Manager and FRS will be contacted immediately. The EA will be notified at the first opportune moment.
- Following arrival of the FRS, all site staff will take instructions from the FRS which may include any of the following:
  - If possible, waste that is unburnt will be dampened down to prevent the fire from spreading further;
  - If possible, unburned material will be separated from the fire using heavy plant;
  - The burning area will be isolated, and attempts will be made to extinguish the fire utilising the onsite fire extinguishers if safe to do so; and
  - The site and building will be evacuated.

## 14.0 Water Supplies

### 14.1 Available Water Supply:

Sources of water available on site will be:

- On site water tank (13,600 litres);
- Onsite mobile water bowser (7,300 litres); and
- Offsite fire hydrant, located 35m from the Westfield Road entrance on the adjacent Slyfield MRF site (capable of delivering 13.53 litres per second).

Should the Fire and Rescue Service be called to site, then the additional on-board water the fire engines carry would be utilised and if required an additional offsite fire hydrant, located outside Unit 25 (John Dennis Coachbuilders) could be utilised. Any fire water that has pooled on site surfacing could be utilised by the firefighting team, if deemed suitable for re-use.

The location of the water sources is illustrated on Drawing 05.

Based on the FPP guidance firewater calculations, it is estimated that approximately 303,912 litres (303.912m<sup>3</sup>) of water will be required to put out the largest combustible stockpile on site<sup>7</sup>.

#### 14.1.1 Alternative Measures

There is an operational constraint that prevents the full fire water capacity being available as detailed in the EA FPP Guidance. However, to justify this deviation from the guidance, robust fire detection, prevention, and suppression measures proposed for the facility will be supplemented with additional management techniques.

The three main FPP objectives will be met in the following ways:

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<sup>7</sup> Based upon a 252m<sup>3</sup> stockpile being the largest stockpile on site and it requiring 6.7 litres of water per cubic metre to extinguish.  $252 \times 6.7 = 1,688$  litres/minute.  $1,688 * 180 = 303,912$  litres/ 3 hours.

- **Minimise the likelihood of a fire happening:** maximum storage time of up to 7 days for all waste types, a robust automated early fire detection and alarm system as detailed within Section 11, and all fire prevention measures detailed in section 5. In addition to the site's early fire detection system, the site will be monitored by CCTV 24/7 and during non-operational night shifts a security guard will carry out hourly patrols as detailed in Section 5.1. During operational hours, the site will have a specific team that will be trained in how to identify and assess a fire and implement fire procedures on site. The proposed building also benefits from an air misting suppression system to dampen down any smouldering or alight waste.
- **Aim for a fire to be extinguished within 4 hours:** the site is monitored by CCTV 24/7 and during non-operational night shifts a security guard carries out hourly patrols as detailed in section 5.1, to ensure that any fire is detected quickly allowing it to be extinguished rapidly. During operational hours, the site has a specific team that will be trained in how to identify and assess a fire and implement fire procedures on site. Staff training ensures firefighting procedures and equipment in place on site can be utilised to deliver water from hose to the fire rapidly after the alarm has sounded. A specific team of site operatives will be trained in emergency response, first aid and fire prevention. This team is called the First Aid Firefighting Team (FFF Team) and are trained by S.E. Business Services (which is part of Surrey Council and has exclusive access to Surrey Fire and Rescue Service's highly trained fire fighters). Training ensures that firefighting procedures and equipment in place can be utilised within 90 seconds of the alarm sounding. As described in section 12 the building benefits from an air misting suppression system which will be used in the event of a fire to dampen down any smouldering or alight waste.
- **Minimise the spread of fire within the site and to neighbouring sites:** the management of fire spread is detailed within section 9.

## 15.0 Managing Fire Water

### 15.1 Containing the Run-Off from Fire Water

The site's drainage is illustrated on Drawing 05.

#### External

The existing site is formally drained to the public surface water sewer in North Moors. The site benefits from two large oil separators prior to water entering the foul sewer. The existing gully will be replaced with a new catchpit before being directed to the public surface water sewer. Any generated firewater will be contained on site through the use of level falls on site and at the site boundary and will be prevented from entering the site's drainage system using drain blocks, for example booms.

To ensure the site is impervious to waste contamination and to assist in natural drainage of surface water to the peripheral gullies, the floor of the building will be hard surfaced and graded.

The proposed building is to be constructed over an area of existing concrete hardstanding. Clean run off from the building roof is directed to a storage tank and reused for dust suppression. Any overflow of this clean water would be directed to the drainage system.

Impermeable pavements and infrastructure will be inspected daily, and any repairs carried out as soon as practicable, taking into account the severity of the problem.

#### Building

In the event of a fire within the building, the firewater would be allowed to flood the building and prevented from leaving the building using booms or sandbags. Collected water would be collected using bowsers or other suitable method and disposed of at a suitable facility. In routine circumstances (i.e not firewater) flow out of the building into the drainage system on-site.

There will be no drains within the building.



The burnt material will either be sent off site for disposal or re-processed on site depending upon whether it has been contaminated by fire waters / burnt.

Impermeable pavements and infrastructure will be inspected daily, and any repairs carried out as soon as practicable and within 7 days taking into account the severity of the problem.

## 16.0 During and After an Incident

### 16.1 Dealing with Issues During a Fire

During a fire, access to the site will be temporarily restricted until the Site Manager, in conjunction with the FRS, deem it safe to reopen. Therefore, there will be no further waste deposited during a fire event.

### 16.2 Notifying Residents and Businesses

Dependant on the scale of the fire, the Site Manager may deem it necessary to notify local businesses using the contact details in Table 4 below. The closest residential receptors to the site are located within the residential area of Bellfields, Guildford approximately 445m south of the site.

**Table 4**  
**Emergency Contact Phone Numbers**

Contact	Telephone Number
Bellfields Auto Services	01483560251
Bell & Colvill – Aftersales Division	01483281000
MCB Engineering	01483511021
Shared Lives Scheme	01483806522
Barnes DAF Guildford	01483617474
Smart Car Specialist	01483578748

### 16.3 Clearing and Decontamination After a Fire

After a fire event, the following procedure will be implemented depending on the severity of the fire:

1. A small and containable fire that can be safely dealt with in-house using suitably trained staff and firefighting equipment located on site: The fire will be recorded in the site diary, including the causes of the fire and methods used to manage the fire. An assessment will be carried out to determine whether further mitigation measures could have prevented the fire. Any outcomes to be implemented onsite will be incorporated within this FPP and the site's EMS as required.
2. A larger fire that requires the presence of the FRS: If the site operatives have been told to evacuate or cease operations by the FRS, the site operatives will wait until told it is safe to re-enter site and resume operations. Any closure of the site will be followed by informing customers and the regulatory authorities. The fire will be recorded in the Daily Site Log and in an online incident report and will detail the causes of the fire and methods used to manage the fire. An assessment will be carried out to determine whether further mitigation measures could have prevented the fire. Any outcomes to be implemented onsite will be incorporated within this FPP and the site's EMS as required.

Should damage be sufficient to prevent the site from being able to store waste, the site will cease accepting waste.

The Site Manager will liaise with the EA to determine a plan-of-action to introduce normal operations at the site, and the timescales involved to achieve this.

A visual assessment will be carried out by the Site Manager and wherever possible, unburnt wastes will be separated from fire damaged piles. If waste piles have become mixed, then it is likely that the waste will be removed from site to a suitably permitted facility.

The Site Management will determine what decontamination measures will be required to be carried out proportionately to the impact caused by the fire. The period of time taken to restore the site or affected part of the site to operational status will be determined by the nature and extent of the fire. If the affected area does not impact the rest of the site's operation, operations will re-start as and when appropriate.

## 16.4 Making the Site Operational After a Fire

After a significant incident, an assessment will be undertaken by a suitably qualified individual. Technically competent managers and/or engineers will assess the degree of damage caused by a fire and the residual risk from fire damaged waste, emissions or equipment. Burnt waste material will be kept on site for a short period of time if required for a subsequent internal investigation. Following this, any burnt material will be transferred off site to a suitably permitted disposal facility.

## 17.0 Conclusion

This FPP is considered to be a 'working' document that is reviewed and updated annually internally or as required should any of the following occur:

- A fire or near miss of a fire on site;
- A change or review of legislation;
- A change in the environment surrounding the site;
- A change to operations on site; or
- If the site is instructed to do so by the EA.

It is the responsibility of the Site Manager or nominated person to maintain this FPP and to ensure it is adhered to in the event of a fire on site.

## DRAWING 01

### Site Location



## DRAWING 02

### Site Layout

## **DRAWING 03**

### Local Receptors

## DRAWING 04

### Cultural and Natural Heritage

## DRAWING 05

### Fire Prevention Plan

## APPENDIX A

### Emergency Contact List

## EUROPEAN OFFICES

### United Kingdom

#### AYLESBURY

T: +44 (0)1844 337380

#### BELFAST

T: +44 (0)28 9073 2493

#### BRADFORD-ON-AVON

T: +44 (0)1225 309400

#### BRISTOL

T: +44 (0)117 906 4280

#### CARDIFF

T: +44 (0)29 2049 1010

#### CHELMSFORD

T: +44 (0)1245 392170

#### EDINBURGH

T: +44 (0)131 335 6830

#### EXETER

T: + 44 (0)1392 490152

#### GLASGOW

T: +44 (0)141 353 5037

#### GUILDFORD

T: +44 (0)1483 889800

#### LONDON

T: +44 (0)203 805 6418

#### MAIDSTONE

T: +44 (0)1622 609242

#### MANCHESTER

T: +44 (0)161 872 7564

#### NEWCASTLE UPON TYNE

T: +44 (0)191 261 1966

#### NOTTINGHAM

T: +44 (0)115 964 7280

#### SHEFFIELD

T: +44 (0)114 245 5153

#### SHREWSBURY

T: +44 (0)1743 23 9250

#### STIRLING

T: +44 (0)1786 239900

#### WORCESTER

T: +44 (0)1905 751310

### Ireland

#### DUBLIN

T: + 353 (0)1 296 4667

### France

#### GRENOBLE

T: +33 (0)6 23 37 14 14