FIRE PREVENTION PLAN

Unit 18, Thorn Business Park, Rotherwas Industrial Estate, Rotherwas, Hereford, HR2 6JT

Chapel Road Enterprise Ltd

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THIS DOCUMENT IS DUE FOR REVIEW IN **FEBRUARY 2027** OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER.

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Site Information & Key Contacts List

Site Address:	Unit 18, Thorn Business Park, Rotherwas Industrial Estate, Rotherwas, Hereford, HR2 6JT		
Site Operator:	Chapel Road Enterprise Ltd	**National Grid Ref:**	SO 52648 38142

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Joe Lively	Director	01432 353536	07974 406311
Simon Lively	Director	01432 353536	07980 304309
Hereford County Hospital Stonebow Road, Hereford, HR1 2ER	Local NHS Hospital (Main)	01432 355444	999
	Accident & Emergency (A&E)	999	999
Belmont Medical Centre Eastholme Avenue, Belmont, Hereford, HR2 7XT	Local Doctor Surgery (GP)	01432 354366	999/112
West Mercia Police Bath Street, Hereford, HR1 2HT	Local Police Non-Emergency	03003 333000	999 or 112
	Police Emergency	999 or 112	999 or 112
Hereford and Worcester Fire Brigade Hereford Fire Station 101-107 St Owen's Street, Hereford, HR1 2JW	Fire and Rescue Service (in Emergency Dial 999)	01432 274561	
Environment Agency Southern Avenue, Leominster, HR6 0QF	Environmental Regulator	01568 614440	0800 80 70 60
Herefordshire Council Plough Lane, Hereford, HR4 0LE	Local Council General Enquiries	01432 260000	999 or 112
	Environmental Health Department	01432 261761	999 or 112
Severn Trent Water	Mains water supplier	0800783 4444	0800 783 4444
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	N/A

KEY RECEPTOR CONTACT LIST

CONTACT	DESCRIPTION	NUMBER
HTS Plant Sales -Unit 17E Thorn Business Park, Hereford, HR2 6JT	Adjacent premises (construction equipment supplier)	01432 373356
Excalibur Sports – Unit 17B Thorn Business Park, Hereford, HR2 6JT	Adjacent premises (sports shop)	01432 683144
SIG Roofing Hereford – Unit 17C Thorn Business Park, Hereford, HR2 6JT	Adjacent premises (roofing supply shop)	01432 273084
Keltruck Limited – Unit 15 Thorn Business Park, Hereford, HR2 6JT	Adjacent premises (truck dealer)	01432 803540
Weatherseal – Unit 14A Thorn Business Park, Hereford, HR2 6JT	Adjacent premises (manufacturer)	01432 340347
iRG Hereford – Unit 14B Thorn Business Park, Hereford, HR2 6JT	Adjacent premises (vehicle repair shop)	01432 663070

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

1 Introduction

1.1 General

1.1.1 Oaktree Environmental Ltd have been instructed by Chapel Road Enterprise Ltd (the Operator) to prepare this Fire Prevention Plan (FPP).

1.1.2 The FPP assesses the fire risk associated with the storage and treatment of combustible waste at Unit 18, Thorn Business Park, Rotherwas Industrial Estate, Rotherwas, Hereford, HR2 6JT.

1.1.3 The site is operated in accordance with Environmental Permit Ref. EPR/TP3595FH operating as a special waste transfer station with treatment.

1.1.4 The permit boundary is illustrated in green on Drawing No. TBP/3361/02 Permit Boundary Plan. All references to 'the site' in this FPP refer to the associated operations, infrastructure, plant, and equipment within this boundary.

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

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

1.1.7 Contact details for neighbouring business and receptors within the immediate vicinity of the site are kept on site. In the event of a fire these receptors would be contacted to alert them of the fire.

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

1.2 Fire Prevention Plan Objectives

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

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

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

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

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

1.3 Reviewing and Monitoring this FPP

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

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

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

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

Table 1.1 - Staff Training

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

1.4 Site Operations

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

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

1.4.2 The above activities are clearly shown on the Site Layout & Fire Plan, Drawing No. TBP/3361/03.

1.5 Hours of Operation

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

Monday to Friday	07:30 – 17:00
Saturday	07:00 – 13:00
Sundays, Bank/Public holidays	Closed

1.5.2 The only activities on site which will be permitted outside of these hours are onsite maintenance works and general office use.

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

1.6 Staffing and Management

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

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

Table 1.2 - Staffing Levels

Position	Employees	Responsibilities
Site manager	1	Overseeing all activities. Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations
TCM	1	As above
Office / Administrative Staff	6	Office/administrative duties
Machine / Plant Operators / General Site Operatives	20	Waste handling/processing, reception and plant operation

1.7 Plant and Equipment

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

Table 1.3 - Plant & Equipment

Item	Number	Function
Loading shovel	1 *(1)*	Loading/unloading/movement/sorting
360^0 excavators	3 *(1)*	Loading/unloading/movement/sorting
Telehandler	1 *(1)*	Loading/unloading/movement/sorting
Picking line	1	Hand sorting recyclables from mixed waste
Blower	1	Separation of light fractions from inert material
Screener	1	Screening mixed C&D waste
Shredder	1	Shredding of wood and green waste
Water bowser	1	Dust suppression
Trommel	2	Separation of clean soils and stones from inert material
Weighbridge	1	Accurately weighing of loads
Wheelwash	1	Removal of mud/debris from vehicles

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

1.7.2 Table 1.4 below details the plant available to aid in fire suppression or manoeuvring of waste to reduce the spread of fire.

Table 1.4 - Item of plant available for firefighting, number and function

Item	Number	Function
Loading shovel	1 *(1)*	Loading/unloading/movement/sorting
360^0 excavators	3 *(1)*	Loading/unloading/movement/sorting
Telehandler	1 *(1)*	Loading/unloading/movement/sorting

1.7.3 Maintenance of all site plant is described in Section 2.5 of this FPP.

1.8 Correspondence with Fire and Rescue Service

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

1.8.2 The FRS were contacted during the preparation to obtain information relating to the nearest fire hydrants to the site, see Drawing No. TBP/3361/03 and Section 10.3 for further information.

1.9 Sensitive Receptors

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

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

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

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

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

1.9.5 Sensitive receptors within 1km of the site are listed overleaf in Table 1.5, Sensitive receptors are also illustrated on Drawing No. TBP/3361/04 Receptor Plan, see Appendix I.

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

Table 1.5 – Sensitive Receptors

Receptor	Direction from Site	Approx distance from the site boundary to the receptor boundary (m)
Commercial / Industrial		
Thorn Business Park	South	0
Rotherwas Industrial Estate	South	0
HTS Plant Sales	West	10
Excalibur Sports	West	10
SIG Roofing Hereford	West	10
Keltruck Limited	South	20
Sewage Treatment Works	West	280
Welsh Water (Rotherwas wastewater treatment works)	East	570
Residential Dwellings		
Rotherwas Close	Southwest	130
Hampton Park Road (B4224)	North	445
Care homes (residential)		
Gwen Walford Nursing Home	Northeast	550
Hampton Grange Nursing Home	Northeast	580
Aston House (assisted living)	Northeast	655
Brockington House Care Home	North	885
Schools		
Lakeview Nursery	South	210
Beech House Nursery School	North	590
Watercourses / Surface Water Features		
Pond	East	25
River Wye	West	135
Infrastructure (major roads and transport links)		
Transport for Wales Railway Line	West	40
Canary Bridge (footbridge)	Northwest	520
Ecological Sites		
River Wye (SSSI & SAC)	West	135
Recreational / Tourist Attractions		
Sustrans Portrait Bench	Northwest	240

2 Managing Common Causes of Fire

2.1 Details

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

Table 2.1 - Common fire sources and mitigation

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

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

2.2 Fuel, Oil & Hazardous Material Storage

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

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

2.2.3 Fuel is stored on site, all refuelling of plant and equipment will take place using a drip tray to capture any fuel, the location of which is shown on Drawing No. TBP/3361/03. The procedures for fuel and hazardous fluid storage on site are as follows:

2.2.4 The procedures for fuel storage on site are as follows:

a) Tanks are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
b) All pipework and associated infrastructure will be enclosed within the bund.
c) A lock will be fitted to the tank valve to prevent unauthorised operation.
d) All valves and gauges on the bund will be constructed to prevent damage caused by frost.
e) No combustible waste will be stored within 6 metres of any fuel/fluid's storage without a fire wall in place.

2.2.5 All tanks storing fuel, oil or hazardous material are clearly marked showing the product within and their capacity.

2.3 Hot Works Procedure

2.3.1 No hot works will take place at the site.

2.4 Smoking Policy

2.4.1 Smoking (including e-cigarettes) is prohibited on site. Any persons wanting to smoke will have to do so in the designated smoking area located 6m from combustible waste storage areas see Drawing No. TBP/3361/03.

2.5 Plant and Equipment Maintenance

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

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

a) Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment.
b) Mobile plant is stored in the out-of-hours plant storage area as shown on Drawing No TBP/3361/03 following cessation of activities and external separation distances of 6m are observed between plant and any combustible or flammable material.
c) No plant will be stored in the buildings out-of-hours.
d) Plant which is not in use for any extended period is stored at least 6 metres from combustible waste in the dedicated area on site.
e) All plant and equipment vehicles are fitted with fire extinguishers in the cab. Rubber strips are not considered appropriate as they are usually removed via uneven and bumpy ground.
f) Dust from processing/treatment operations on site can settle throughout the working day onto processing plant, plant exhausts and engine parts so a fire-watch will be implemented after cessation of works and equipment powered down for 1 hour each day to remove any dust/fluff using brushes, hoses etc... Any build of dust/fluff will be

removed from the equipment and deposited into a container to await removal from site and site management informed.

2.6 Site Security

2.6.1 Site security is important to reduce the likelihood of unauthorised access to the site. The site is situated within Thorn Business Park with the only ingress / egress to the site being off the internal access road within the business park.

2.6.2 The perimeter of the site is secured with predominantly2.4m high palisade fencing, with the northern / northeastern boundary being secured with 2.5m high concrete sleeper walls. The entrance to the site is secured with lockable palisade gates, whenever the site is unmanned / out-of-hours the gates will be locked to prevent unauthorised access.

2.6.3 The site is situated at the end of the business park with no through access north beyond the site. The wider business park has further security measures with lockable metal gates at the business park entrance, with CCTV and an overnight security guard.

2.6.4 In addition to the above, the site has 24-hour CCTV covering all operational and waste storage areas on site which is monitored out of hours by a third-party security company. All cameras are pan, tilt and zoom 360-degree coverage over a 50m distance meaning all areas of the site are monitored. The fire detection cameras are also heat detectors as well as flame, connected to the central alarm system The CCTV was installed by Ohms Fire & Security who are UKAS accredited.

2.6.5 In addition to this, there are 4 monitoring screens/stations within the site which are located in both Directors offices, weighbridge and transport/compliance office. This is also monitored out of hours by a 24-hour monitoring centre.

2.6.6 Any unusual or suspicious activity picked up which is not in line with site specific procedures and would present the risk of arson will mean a call to the emergency services.

2.6.7 The site security measures will be inspected on a weekly basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within 7 working days. All repairs will be noted on the site diary within 24 hours of the event.

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

2.7 Electrical Faults or Damaged/Exposed Electrical Cables

2.7.1 All fixed wiring electrical cabling on site will be inspected daily by staff and serviced in accordance with Legislation (3/5 years) by fully qualified and certified electrical contractors to undertake both Planned Preventative Maintenance and Reactive Maintenance (under contract) of the following:

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

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

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

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

3 Waste Acceptance Procedures

3.1 General

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

3.1.2 Every load will have the following details recorded at pre-acceptance:

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

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

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

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

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

3.2 Waste Storage and Treatment Procedure

MIXED WASTE MECHANICAL TREATMENT PROCESS

3.2.1 Following acceptance, mixed loads are deposited into the waste transfer and treatment building **AREA 1**. Waste will temporarily be deposited in **AREA 1A** if **AREA 1** is at maximum capacity. Following tipping the waste is subject to the following treatment, recovery or disposal procedures:

a) Tipped waste is inspected in line with WM3 for signs of any contamination. Operatives will be trained to identify pieces of plasterboard/gypsum to ensure they are deposited into the covered plasterboard skip to avoid mixing with other wastes on site. Any non-conforming material (if any) will be picked out during this process and quarantined immediately for removal from site.

b) If the site manager or TCM identifies that gypsum/plasterboard is exceeding the relevant container and has potentially been contaminated with other wastes, the waste will undergo a further sort where staff will further pick out the plasterboard/gypsum. Prior to the contaminated waste leaving the site, a sample will be taken to ensure the levels of sulphate are acceptable.

c) Once the waste is deemed suitable and any non-conforming items have been removed, bulkier items of waste i.e. furniture, mattresses etc will be removed using a mechanical grab and stored in **AREA 2**. No further treatment of waste in **AREA 2** will take place waste here will only be bulked for removal from site.

d) Remaining waste to undergo further separation via screening and the picking line are placed in a free-standing stockpile in **AREA 3** adjacent to the plant's hopper.

e) Stockpiled waste is then placed in the hopper and transferred through the trommel, screened fines that are <10mm (trommel fines) are deposited in a bay below the screener (**AREA 4**). These fines will be removed to an appropriately permitted site.

f) After the trommel, the waste continues via a conveyor belt into a 5-bay picking line to be hand sorted.

g) Recyclables such as wood, plastic, scrap metal and items of residual material are deposited into containers below the picking line (**AREAS 5-9**). Once the skips / bays beneath the picking line, waste will be bulked into larger roll-on roll-off skips in the operators overflow storage area **AREAS 18-21** for storage prior to removal from site.

h) Once full the bulked container of wood in **AREA 6** will be processed through the shredder situated in the external yard of the site. Shredded wood that has originated from the waste transfer and treatment building will be stored in **AREA 24** prior to removal from site for incineration. The operator also shreds clean source segregated wood on site, further information on this can be found on the following page in the shredding of wood waste section.

i) Following the above the remaining wastes along the pickling line should be heavier items consisting of clean inert materials (stone, concrete hardcore). This material falls off the end of the conveyor into a bay (**AREA 10**).

j) To further separate materials in **AREA 10**, material is fed into the primary trommel. This process removes any light fractions within the waste and separates the soils from the bulkier stone material. Separated soils are deposited in **AREA 12** and heavier hardcore / stone into **AREA 13**.

k) The final treatment process comprises processing the soils / inert material into a secondary trommel to carry out a final clean of the waste. This ensures the wastes have been treated pending specification for the required destination site.

l) Any wastes delivered to the site which are predominantly inert material will be deposited in the overflow storage (**AREA 14**) adjacent to the trommel to prevent contamination with other wastes inside the waste transfer and treatment building.

SHREDDING OF WOOD WASTE

a) The operator accepts clean source segregated wood and plant matter for shredding on site. Clean wood / plant matter arrives on site already source segregated and is kept separate from any potentially contaminated wood waste accepted in mixed loads within the waste transfer station.
b) Clean source segregated wood is deposited in **AREA 23** prior to processing.
c) Following shredding, shredded material is temporarily deposited into a free-standing stockpile below the shredders conveyor belt (**AREA 25**). Once processed and prior to the end of the working day clean shredded material is moved to **AREA 24** for storage prior to removal off site.
d) Clean shredded material in **AREA 26** is removed from site for use in a biomass boiler.
e) To prevent mixing of clean source segregated wood with wood from the waste transfer building, each waste will undergo shredding separately. Following shredding of wood from the waste transfer building and prior to shredding of clean wood, plant will undergo a thorough clean down using brushes to remove any potential residues.

4 Managing Waste Storage

4.1 General

4.1.1 All waste stored on site will comply with Section 9.1 of the EA's FPP guidance, reference should be made to Drawing No. TBP/3361/03 Site Layout & Fire Plan for details of waste stored and the indicative storage locations on site.

4.1.2 The operator will minimise pile sizes and waste storage time where possible. The maximum time combustible waste types will be stored on site is 5 days, this short storage time significantly reduces the chance of internal heating of waste piles and causing combustion. Maximum storage durations for each waste type are illustrated in Table 4.1 and Drawing No. TBP/3361/03. It is important to note these are the maximum storage times (accounting for potential delays in removal i.e. transport issues) and waste is typically removed every 2-3 days.

4.2 Waste Storage Table

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

4.2.2 The storage table has been based on the maximum volumes of waste the site could store at any one time.

4.2.3 All waste stored in bays will be stored with a minimum 1m freeboard from the maximum height of the bay walls.

Table 4.1 – Waste Storage Table

Storage Area Details											
Plan Ref	**Description**	**Storage type**	**Containment**	**Height / width of firewall (m)**	**Max width of pile (m)**	**Max length of pile (m)**	**Max height of pile (m)**	**Approx. area (m2)**	**Conversion factor used**	**Approx. volume (m3)**	**Max storage time**
AREA 1	Mixed waste reception (tipping), inspection and sorting area	Unprocessed	Free-standing stockpile	N/A	10	11	3	110	0.333	110	<5 days
AREA 1A	Temporary mixed waste reception (tipping) area (clear out-of-hours)	Unprocessed	Free-standing stockpile	N/A	10	9	2	90	0.333	60	<12 hours
AREA 2	Non-recyclable / bulky waste unsuitable for processing	Partly processed (sorted by hand or grab)	Free-standing stockpile	N/A	9	10	3	90	0.333	90	<24 hours
AREA 3	Mixed waste feedstock pile	Partly processed (sorted by hand or grab)	Free-standing stockpile	N/A	9	12	3	108	0.333	108	<5 days
AREA 4	<10mm screened fines for landfill	Processed by trommel screen	Concrete interlocking storage bay	2 / 0.2	3	1.5	1	4.5	0.75	3	<8 weeks
AREA 5-9	Hand sorted recyclables i.e. wood, plastic, scrap metal, residual waste, plasterboard etc	Processed / sorted by hand on the picking line	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39 (per container)	<48 hours
AREA 10	Stone / concrete / hardcore	Processed by trommel screen	Concrete interlocking bay	3 / 0.6	3	4	2	12	0.75	18	<5 days
AREA 11	Lights (mixed waste plastic etc)	processed / separated by blower in the trommel	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39	<5 days
AREA 12	Soil / inert material	Processed	Free-standing stockpile	N/A	6.5	7	3	46	0.333	45	<5 days
AREA 13	Hardcore / stone	Processed	Free-standing stockpile	N/A	6.5	7	3	46	0.333	45	<5 days
AREA 14	Stone / concrete / hardcore	Unprocessed	Free-standing stockpile	N/A	6	6	3	36	0.333	36	<5 days
AREA 15	Soil / inert material	Processed (end of mechanical treatment process)	Free-standing stockpile	N/A	7	6	3	42	0.333	42	<5 days
AREA 16	Stone / concrete / hardcore	Processed (end of mechanical treatment process)	Free-standing stockpile	N/A	7	6	3	42	0.333	42	<5 days

Storage Area Details											
Plan Ref	**Description**	**Storage type**	**Containment**	**Height / width of firewall (m)**	**Max width of pile (m)**	**Max length of pile (m)**	**Max height of pile (m)**	**Approx. area (m2)**	**Conversion factor used**	**Approx. volume (m3)**	**Max storage time**
AREA 17	Lights (mixed waste plastic etc)	Processed	Free-standing against 2 sided storage bay	2 / 0.6	3	2	1	6	0.75	5	<48 hours
AREA 18-21	Recycled wastes from the picking line - scrap metal, plastic, residual waste, source segregated plasterboard etc (contents in each skip may vary)	Processed / sorted by hand on the picking line	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39	<48 hours
AREA 22	Asbestos	Unprocessed	10-cubic yard container	N/A	1.8	3.8	1.5	7	1	10	<3 months
AREA 23	Wood (clean source segregated)	Unprocessed	Concrete interlocking storage bay	2.4 / 0.8	19	9	1.4	171	0.75	180	<48 hours
AREA 24	Wood (potentially contaminated processed wood from the waste transfer building)	Processed stockpile (shredded)	Free-standing against concrete panel walls	2.4 / 0.8	16	7	1.4	112	0.75	118	<72 hours
AREA 25	Shredded wood (clean shredded wood from AREA 23)	Processed stockpile (shredded)	Freestanding	N/A	7	7	2	49	0.333	33	<12 hours
AREA 26	Shredded wood (clean shredded wood from AREA 25)	Processed stockpile (shredded)	Free-standing against concrete panel walls	2.5 / 0.8	15	12	1.5	180	0.75	203	<72 hours

4.3 Conversion Factors

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

Table 4.2 – Conversion Factors

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

4.4 Removal of Waste

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

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

4.4.3 The waste material will be stored in its largest form for as long as practicably possible before treatment and removal off site.

4.5 Storage / Monitoring Procedures (free standing piles)

4.5.1 Table 4.3 details the combustible waste piles stored on site and procedures to reduce the risk of the waste combusting. It must be noted **AREAS 4, 10, 12-16 and 22** are not included in the table as they are not combustible wastes.

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

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
AREAS 1/1A Waste reception area (mixed HCI waste) **AREA 2** Oversize non-recyclable items of waste **AREA 3** Mixed waste feedstock pile	• **AREA 1** comprises of the main waste reception/tipping area, **AREA 1A** will be used as a temporary waste storage area if **AREA 1** reaches capacity. No waste will be left in **AREA 1A** outside of operational hours. • Waste is stored in **AREA 1** for a maximum of 5 days however waste is typically processed within 48 hours. The short storage time significantly reduces the risk of self-combustion and the stockpiles internal temperature increasing. • Larger non-recyclable items of waste such as sofas are removed and stored in a free-standing stockpile in **AREA 2**. Waste is stored here for less than 24 hours significantly reducing the risk of self-combustion. • Waste to be further processed via the picking line is stored in a free-standing stockpile adjacent to the feed hopper (**AREA 3**). • The above waste storage areas are all stored internally within a building structure providing protection from external heating from the weather. • The above wastes stored in these areas will not have undergone any from of mechanical treatment i.e. shredding which is likely to raise the temperature of the waste. • The waste in these stockpiles will be tipped at right hand side of the stockpile and extracted from the left in an anticlockwise formation ensuring the first in first out principle applies. • Waste piles are visually monitored throughout the day by site operatives and trained personnel who will be trained via toolbox talks in recognition of a fire.

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
	• In addition to visual monitoring throughout the day by site operatives, CCTV is located within the building providing coverage of all waste storage / processing areas for out-of-hours monitoring. • A full deep clean of the waste storage areas will take place every 12 weeks to ensure there are no contrary items of waste which have been stored longer than necessary. • All site staff will be given instructions and advised of the importance of stock rotation as part of their training. • **Due to the above it is considered no further storage or monitoring is required.**
AREA 17 Lights (mixed waste plastic etc)	• **AREA 17** comprises a two-sided storage bay. Waste will be stored with a 1m freeboard from the top of the bay wall. All bays are open at the front meaning there is access available at all times in the event of a fire. The bay is accessible at all times in the event of a fire. • This area comprises of sorted / processed waste and is therefore unlikely to contain any material which could cause combustion i.e. a hot load or lithium battery. • Waste will be stored in this area for less than 48 hours significantly reducing the chance of combustion. • Waste piles are visually monitored throughout the day by site operatives and trained personnel who will be trained via toolbox talks in recognition of a fire. • In addition to visual monitoring throughout the day by site operatives, CCTV is located on site providing coverage of all waste storage / processing areas for out-of-hours monitoring. • A full deep clean of waste storage bays will take place every 12 weeks to ensure there is no build-up of residual items of waste that are stored for longer than necessary. • All site staff will be given instructions and advised of the importance of stock rotation as part of their training. • **Due to the above it is considered no further storage or monitoring is required.**

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
AREA 23 Wood (clean source segregated) **AREA 24** Wood (potentially contaminated processed wood from the waste transfer building) **AREA 25** Clean shredded wood from AREA 23 **AREA 26** Clean shredded wood from AREA 25	• These storage areas comprise interlocking block concrete storage bays in the external yard. • Waste will be stored with a 1m freeboard from the height of the bay / containment wall. All bays are open fronted meaning there is access available at all times in the event of a fire. • Waste in **AREA 23** will be stored for less than 48 hours prior to processing. • Waste in **AREA 24** will be stored for less than 72 hours prior to removal from site. • Waste in **AREA 25** will comprise of the clean shredded wood that has been deposited into a stockpile at the end of the shredders conveyor. Waste will be stockpiled here for less than 12 hours prior to being moved into **AREA 26** for storage prior to removal. No waste will be left in **AREA 25** outside of operational hours. • Waste in **AREA 26** will be stored for less than 72 hours prior to removal from site. • The above storage times are significantly less than those outlined in the FPP guidance and reduce the risk of self-combustion. • To comply fully with the FPP guidance, the entire pile will be cleared and deep cleaned every 12 weeks prevent any build-up of residual material. • As the waste in these areas has been separated by waste type, they are unlikely to contain any material which is likely to cause combustion i.e. a hot load or lithium battery. • Waste piles are visually monitored throughout the day by site operatives and trained personnel who will be trained via toolbox talks in recognition of a fire. • In addition to visual monitoring throughout the day by site operatives, CCTV is located on site providing coverage of all waste storage / processing areas for out-of-hours monitoring. • **Due to the above it is considered no further storage or monitoring is required.**

4.6 Storage / Monitoring Procedures (containers)

4.6.1 Table 4.4 below details the waste types which are stored in containers at the site.

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

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
AREAS 5-9 Hand sorted recyclables i.e. wood, plastic, scrap metal, residual waste, plasterboard etc **AREA 11** Lights (mixed waste plastic etc)	• Waste stored in these containers will comprise sorted wastes from the picking line or hand sorted directly from the mixed waste tipping area. • Waste will be stored in these containers (**AREAS 5-9**) for a maximum of 48 hours prior to bulking in roll-on-roll off skips in the yard. The short storage time significantly reduces the risk of self-combustion and heating. • Waste in **AREA 11** will be stored for a maximum of 5 days. • The location of these containers are within a building removing the risk of heating via direct sunlight. • Waste in these containers has been sorted and is unlikely to contain any hot loads or incompatible waste which could lead to a spark or overheating causing a fire. • All containers are accessible from at least one side and the top of the container to allow for easy firefighting. • Waste will not exceed the height of the container. • In the event of a fire breaking out in the containers, all can be dragged into the quarantine area by mobile plant to reduce the spread i.e. to another skip or adjacent waste piles. • Waste can be visually monitored 24/7 throughout the day by site operatives and by CCTV out-of-operational hours. • In terms of moving the waste in a fire incident, site management or the FRS will decide on the best course of action from a practical and safety point of view. • **Due to the above it is considered no further storage or monitoring is required.**
AREA 18 – 21 Recycled waste from the picking line – scrap metal, plastic, residual waste etc	• Waste stored in these containers will comprise of sorted wastes from the picking line that are bulked into larger roll-on roll-off containers for storage prior to removal. • Waste is stored for a maximum of 48 hours in these containers prior to removal. • Waste in these containers has been sorted and is unlikely to contain any hot loads or incompatible waste which could lead to a spark or overheating causing a fire. • All containers are accessible from at least one side and the top of the container to allow for easy firefighting. • Waste will not exceed the height of the container. • In the event of a fire breaking out in the containers, all can be dragged into the quarantine area by mobile plant to reduce the spread i.e. to another skip or adjacent waste piles. • Waste can be visually monitored 24/7 throughout the day by site operatives and by CCTV out-of-operational hours. • In terms of moving the waste in a fire incident, site management or the FRS will decide on the best course of action from a practical and safety point of view. • **Due to the above it is considered no further storage or monitoring is required.**

4.7 Fire Walls and Bays

4.7.1 The concrete firewalls used to separate combustible waste on site are constructed to the BS8110 Pt2 'Structural use of concrete Part 2 Code of practice for special circumstances' and BSEN1992-1-2 'Design of concrete structures. General rules. Structural fire design'. In accordance with BSEN1992, the fire resistance of concrete structures over 100mm will have a fire resistance of 1200^{o}C for 4 hours. This means the fire walls:

4.7.2 Reduce the need for 6m separation distances between different waste piles; and

4.7.3 Reduce the need to provide a 6m separation from the waste and permit or site boundary.

4.7.4 Table 4.5 details the type of wall and demonstrates their properties to:

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

Table 4.5 – Fire wall details and specifications

Firewall type	Width	Site location / use	Specification
Concrete panels	0.18m	Within the waste transfer and treatment building between containers beneath picking line – bay containing trommel fines and along the eastern boundary where skips are stored	Concrete panels - Class A1 in accordance with Clause 4.3 4.4 of EN:13369 - >120 minutes
Concrete lego blocks	0.8m	External storage bays	Class A under EN 13501 – 1:2007 + 1:20009: Fire classification of construction products and building elements. Classification using testing data from reaction to fire tests: concrete structures over 100mm will have a fire resistance of 1200^{o}c for 4 hours.

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

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

4.8 External heating from hot weather

4.8.1 It is considered that external waste will not be at risk from over-heating as the only combustible waste stored externally will be sorted waste in bays and as waste in each bay will be subject to continual movement and monitoring, the waste will not be stored for a period where it could combust from exposure to sunlight.

4.8.2 Waste stored in external bays will largely consist of inert construction & demolition waste (soil, stones, concrete, hardcore) which is not considered sensitive to external heating from hot weather nor are these waste types considered combustible.

4.8.3 Wood and green waste are also stored externally, due to the short storage times <72 hours, it is not considered combustion from exposure to sunlight will be a risk.

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

a) In the event of a drought period i.e. three hot days where weather conditions would exceed 25^0C / 75^0F, which the operator would know in advance via the Met Office, the monitoring frequency of these piles will be increased to at least three times every 12 hours per day and the piles would undergo additional dousing using hoses and mist air system.
b) The piles can be easily supressed using hoses in the event of early fire detection i.e. smoke, steam, flames.

c) No waste is stored for longer than 3 months and therefore in accordance with FPP guidance, no monitoring i.e. temperature checks, thermal probes are considered necessary. The site would only look to deploy the use of thermal imaging cameras / probing would be in extenuating circumstances i.e. closure of destination sites, transport failures, staff illness where the waste could be stored excessively i.e. up to 12 weeks. This would occur only on very rare occasions and the EA would be contacted in this scenario.

4.9 Stock Rotation and Seasonal Variations

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

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

5 Site Inspection Programme

5.1 Daily Checks

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

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

5.1.3 Carrying out the above checks daily will keep the levels of dust, fibre, paper and other loose combustible materials, which could aid in the acceleration of a fire, on site surfaces to a minimum and ensure all containment of wastes on site are functioning effectively in accordance with the storage limitations provided in the table on Drawing No. TBP/3361/03.

5.1.4 Weekly inspections of firefighting equipment also take place to ensure they are fit for purpose and there are sufficient quantities available on site.

5.2 Staff Training

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

5.2.2 A full test (drill) of the procedures in this document will be carried out every 12 months to test that the plan works. The first test will take place within one month of the agreement of this document with the EA. The outcome and any follow up training for staff will be documented in the site diary and relevant forms in the EMS. The Inspection Checklists may also be used during the drill.

5.3 Toolbox Talks

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

6 Quarantine Area

6.1 Quarantine Area Details

6.1.1 In accordance with the EA's FPP guidance an area of the site has been designated as the quarantine area. The location of the quarantine area is shown on Drawing No. TBP/3361/03, which is accessible at all times. The quarantine area is situated in a central area of the external yard and has a 6m buffer from all waste storage and operational areas (including the permit boundary).

6.1.2 It is considered the largest combustible waste pile is **AREA 26** comprising of the shredded wood stockpile to be sent for biomass use. If this area was full, the maximum volume of waste would equate to approximately 203m^3, meaning the quarantine area on site would need to hold 101.5m^3 of waste material.

6.1.3 The quarantine area proposed measures 195m^2 and has a volume capacity of 130m^3 (if waste is piled 2m high using a 0.333 conversion factor) which is capable of holding more than 50% of the waste in the largest stockpile (**AREA 26**).

6.1.4 Waste would be moved to the quarantine area using mobile plant available at the site i.e. telehandlers. The out-of-hours storage locations for mobile plant is shown on Drawing No. TBP/3361/03.

6.1.5 In the event of a fire, the quarantine area will be used to either isolate wastes which are smouldering to allow safe dissipation of heat without placing other areas on site at risk of ignition; or, to remove any wastes stored in piles/containers near any material affected by a fire to prevent fire spreading to adjacent piles.

6.1.6 Waste will only be moved to the quarantine area if safe to do so following judgement by site management co-ordinating the fire response procedure or the FRS.

7 Detecting Fires & Response Procedures

7.1 Fire detection procedure (manual)

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

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

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

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

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

7.2 Automated/out-of-hours detection

7.2.1 Both all internal and external areas of the site benefit from a 24 hour remotely accessible motion sensor CCTV. The motion sensors will detect any sudden movement i.e. a piece of falling waste, animals, intruders or trespassers. Senior management including the site manager and directors have access to CCTV footage via mobile devices, outside of operational hours CCTV is monitored by a third-party security who will alert management and the relevant authority if required of any unusual or suspicious activity.

7.2.2 The site also benefits from flame detection systems installed on cameras inside the waste transfer building. The flame detection system can detect rises in temperatures and flames allowing for early detection of a fire. If there are any raises in temperatures or flames detected it would result in an automatic alarm call to the operator and the FRS.

8 Fire Response Procedures

8.1 Response Procedure

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

a) Call the Fire Response Service (FRS) immediately using 999.
b) Call the EA's Emergency Contact Number.
c) Prior to the FRS arriving, inform all neighbouring premises likely to be affected as a result of the fire in terms of potential road closures, smoke inhalation and action to be taken i.e. **stay indoors** (see Section 8.3).
d) If not previously informed, senior management of the company will be informed at this point of the details, nature and extent of the fire and whether assistance from staff from other depots is required.
e) Ensure access routes are clear (see Section 8.2).
f) If safe to do so, site management will inspect the location of the fire, to identify immediate risks to surrounding premises and the FRS.
g) Ensure operators of appropriate machinery are standing by in a safe location to help create fire breaks, under the direction of the FRS when they arrive.
h) Ensure relevant site staff are standing by in a safe location to deploy additional surface water protection equipment where required under the direction of the FRS when they arrive (booms, etc.).
i) Site management will identify themselves to the FRS as soon as they arrive on site and will provide them with a copy of this document and update them with relevant information in terms of fire location, possible reason, waste on fire and projected impact which will assist them in dealing with a fire more effectively.
j) Implement pollution control measures) if safe to do so.

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

8.2 Access for Emergency Services

8.2.1 The site has a clear access point for the emergency services as shown on Drawing No. TBP/3361/03. The nearest fire station is Hereford Fire Station, situated approximately 3 miles away on the A438 and the anticipated response time following a call to the FRS is for them to be on site within <15 minutes.

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

8.3 Notifying Receptors

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

8.3.2 As it isn't feasible to contact all receptors within 1km of the site, in the event of a fire the most sensitive receptors (i.e. receptors within the immediate vicinity of the site) would be contacted by the operator.

9 Suppressing Fires & Firefighting Techniques

9.1 Site-wide Suppression

9.1.1 The site has the following on site suppression measures which are indicatively shown on Drawing No. TBP/3361/03:

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

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

9.1.3 In addition to the above:

- The buildings also have strategically placed water, foam and CO2 extinguishers.
- Out-of-hours plant storage (shovels and forklifts) to isolate waste at risk of combusting in the event of a fire.
- Direct access into the building for external suppression from the FRS (if required).
- All waste piles stored internally are below the limits shown within the FPP guidance in terms of size and duration reducing the size of a fire.
- All staff working in the building can operate the hoses and extinguishers.

9.1.4 Mobile plant i.e. excavators, forklifts will be used to move unburned material / containers of waste to the quarantine area and away from waste that is on fire to prevent it from spreading. The waste on fire which will have been separated will be

quenched using suppression by staff or the FRS. The waste will be kept here until the fire has been extinguished.

9.1.5 The operator could also fill a sealed skip with water and load burning waste into it. Access routes into and out of buildings including out-of-hours plant storage is clearly shown on Drawing No. TBP/3361/03.

9.2 Out-of-hours Suppression

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

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

9.3 Automated Suppression

9.3.1 There is no automated suppression system for waste stored within the building. The main sorting / waste reception shed is completely open at the front providing permanent access to a fire from the external yard. Other than the waste tipping and inspection area and the waste feedstock pile which are stored for <5 days hand sorted / processed combustible waste is stored for <48 hours which is considerably less than that in the FPP guidance, significantly reducing the risk of self combustion. In addition to the above the building has automated detection systems covering waste storage and processing areas. During operating hours the building is typically under constant supervision through site operatives processing waste within the building, therefore would allow for early detection of a fire through constant visual monitoring, therefore it is considered that no automated suppression is required for waste stored in the sorting and reception shed.

10 Water Supplies

10.1 General

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

10.1.2 The largest combustible waste pile on site equates to <203m^3 and to extinguish within 3 hours it would require approximately 243,720 litres (243.7m^3) of water requiring a flow of approximately 1,800 litres per minute based on the calculation provided in Table 10.1 below.

Table 10.1 - Water supply calculations (Largest Stockpile)

Maximum pile volume in m^3	Water supply needed in litres per minute	Overall water supply needed over 3 hours in litres	Total water available on/off site in litres
203	203 x 6.67 = 1,354	1,354 x 180	243,720 (243.7m^3)

10.2 On-site water supply

10.2.1 Reference should be made to section 9.1.1 in terms of the water available on site. Although there are not the required 243,720 litres stored on site, the 20,000-litre water storage tank predominantly used for dust suppression can be utilised with hoses to provide an initial quick method of suppression to prevent fires spreading and experiencing a large-scale incident. The site will rely on quick detection and suppression to prevent a large-scale incident occurring requiring the maximum of water.

10.2.2 There will also be access to hoses on-site which can be connected to the mains water supply to be used for dousing any hot loads i.e. in the quarantine area or for any small fires which could break out. A standard hose will have a flow of approximately 30/40 l/m in connected to a high-pressure washer.

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

10.2.4 It is considered that the quantity of water calculated in Table 10.1 is a worst-case scenario and is unlikely to be required in the event of a fire. Due to the implementation of this FPP and its procedures it is considered if a fire were to occur on site the entire stockpile of waste would never become fully involved in the fire due to early detection and immediate action implemented i.e. visual monitoring of waste throughout the day and staff being trained on early detection of a fire such as evidence of smouldering, smoke etc. In regard to out-of-hours monitoring CCTV covering all waste storage areas is monitored by a third-party security company allowing for the detection of the early stages of a fire at all times.

10.3 External suppression - Fire Hydrants

10.3.1 In consultation with the FRS, the closest hydrant to the site is located on The Straight Mile approximately 600m from the site access. The location of which is illustrated on Drawing No. TBP/3361/03.

10.3.2 Although the fire hydrant is not located within 100m of the site access as outlined in the FPP guidance. The FRS have confirmed this hydrant and other washout hydrants in cases of an emergency.

10.4 Alternative Suppression Methods / Water Supplies

10.4.1 In addition to the above hydrants the FRS have confirmed they would also look to use other water sources such as, ponds and rivers. There is a large surface water body (pond) 30m east of the sites eastern boundary which could be utilised during a fire or alternatively the River Wye is 280m west of the site access.

10.4.2 In accordance with the above if the open water sources mentioned were to be used seasonal variations in water availability will be considered to ensure an adequate supply

is available, this will be done by periodically performing a visual check on the water levels. The adjacent pond to the east would be the most accessible and therefore this would be the most likely water source utilised (if an open water source were to be used).

10.4.3 The FRS also confirmed that they have their own tankers capable of holding 9,000 litres of water in addition to the 1,800 litres on the fire engine.

10.4.4 There will be an ample supply of inert material on site comprising of soils and aggregates. With the mobile plant available, this material can be accessed easily, collected by a grab and dropped on the fire from height to starve it of oxygen thus reducing the flames and heat of the fire. It is considered due to the location of the fire hydrant and the variability in water availability in the adjacent open water sources, inert material would likely be used as the main suppression, any material used would be tested and disposed of at a suitably permitted site.

11 Managing Fire Water

11.1 Drainage

11.1.1 The drainage arrangements for the site are clearly shown on Drawing No. TBP/3361/03. The site is comprised of an impermeable concrete surface with sealed drainage system. The waste transfer building is laid to fall (minimum 1:200) and drains via a silt trap to a class I full-retention interceptor with a 3,000 litre capacity prior to discharge to foul sewer.

11.1.2 Surface water on the external yard will drain through a series of gullies before reaching the interceptor and being discharged to foul sewer as mentioned above.

11.1.3 The interceptor is alarmed and inspected at least weekly or daily during periods of continuous rainfall (more than three days of rain) to ensure sufficient capacity is available.

11.2 Containment of Fire Water

11.2.1 The boundary of the site is predominantly surrounded by concrete fire walls which will contain water and prevent it from escaping. Areas such as the site entrance which do not have containment will have a firewater containment boom place across the area in the event of a fire and the requirement to contain firewater. It is proposed to block all drainage outlets by initiating the closure valve on the interceptor meaning the fire water will back up and flood the site creating a lagoon effect and dammit matts will be placed over drainage gullies / manholes.

11.2.2 As detailed in Section 10.1.2, the largest pile on site would require containment for 243.7m^3 of water in accordance with the FPP guidance. Table 11.1 overleaf details there is suitable firewater containment on site for 0.15m^3.

Table 11.1 - Firewater Containment Calculation

Volume of Water (m^3)	Containment Area (m^2)	Containment Required	Total Containment On Site
243.7	4,643 (sealed concrete pad)	243.7/4,643= 0.05m^3	0.2m high raised bund 0.18m firewater containment boom and >0.15 additional capacity available at lowest containment point

11.3 Fire Water Boom Deployment Procedure

11.3.1 The site will have access to several fire water booms which will be located as shown on Drawing No. TBP/3361/03 and would be deployed in the event of a fire and positioned as per the plan to contain any fire water runoff and prevent firewater from penetrating the hardstanding area of the site. The booms have a 180mm diameter tube each side and using a standard water main i.e. the hose from the site could be filled and provide containment in <5 minutes based on the length of the boom, the volume required and the 15 l/m from the standard hose.

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

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

a) Take the boom roll from the site office.
b) Emplace the boom as shown on Drawing No. TBP/3361/03 by rolling the necessary length; they will be cut to size prior to being used as part of the fire drill procedure.
c) Use supplied cable ties to seal the front end of the boom.
d) Using a sharp knife, cut the laid-out section from the remaining roll.
e) Using the Hose Reel, begin filling the first of the two chambers of the boom being sure to elevate the ‘fill’ end to prevent the water leaving the tube.
f) Once the first chamber is filled, repeat in second chamber ensuring the ‘fill’ end is kept elevated to prevent escape of water.

g) When both chambers are full the 'fill' end should be sealed using a cable tie thus completing deployment.

h) Typically, one side of the roll would be filled which has a 160mm diameter.

11.3.4 The above process should be completed as above for all lengths of boom shown on Drawing No. TBP/3361/03.

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

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

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

11.4 Removal of Fire Water

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

12 After an Incident

12.1 Contingency Planning

12.1.1 In the event of a fire the site will cease accepting waste. All customers who wish to deliver wastes during a fire will be notified by site admin staff and any who arrive without prior notification will be turned away. If urgent, deliveries will be directed to an alternative waste facility in the borough; details of which can be found on the EA's public register.

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

12.2 General recovery procedure

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

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

12.2.2 In addition to the abovementioned procedures, the sections below outline specific procedures following a fire.

12.3 Site Decontamination

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

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

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

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

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

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

12.4 Post Fire Site Recovery

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

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

Appendix I

Drawings

Storage Area Details

Plan Ref	Description	Processed / unprocessed	Containment	Height / width of firewall (m)	Max width of pile (m)	Max length of pile (m)	Max height of pile (m)	Approx. area (m2)	Conversion factor used	Approx. volume (m3)	Max storage time
AREA 1	Mixed waste reception (tipping), inspection and sorting area	Unprocessed	Free-standing stockpile	N/A	10	11	3	110	0.333	110	<5 days
AREA 1A	Temporary mixed waste reception (tipping) area (clear out-of-hours)	Unprocessed	Free-standing stockpile	N/A	10	9	2	90	0.333	60	<12 hours
AREA 2	Non-recyclable / bulky waste unsuitable for processing	Partly processed (sorted by hand or grab)	Free-standing stockpile	N/A	9	10	3	90	0.333	90	<24 hours
AREA 3	Mixed waste feedstock pile	Partly processed (sorted by hand or grab)	Free-standing stockpile	N/A	9	12	3	108	0.333	108	<5 days
AREA 4	<10mm screened fines for landfill	Processed by trommel screen	Concrete interlocking storage bay	2 / 0.2	3	1.5	1	4.5	0.75	3	<8 weeks
AREA 5-9	Hand sorted recyclables i.e. wood, plastic, scrap metal, residual waste, plasterboard etc	Processed / sorted by hand on the picking line	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39 (per container)	<48 hours
AREA 10	Stone / concrete / hardcore	Processed by trommel screen	Concrete interlocking bay	3 / 0.6	3	4	2	12	0.75	18	<5 days
AREA 11	Lights (mixed waste plastic etc)	processed / separated by blower in the trommel	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39	<5 days
AREA 12	Soil / inert material	Processed	Free-standing stockpile	N/A	6.5	7	3	46	0.333	45	<5 days
AREA 13	Hardcore / stone	Processed	Free-standing stockpile	N/A	6.5	7	3	46	0.333	45	<5 days
AREA 14	Stone / concrete / hardcore	Unprocessed	Free-standing stockpile	N/A	6	6	3	36	0.333	36	<5 days
AREA 15	Soil / inert material	Processed (end of mechanical treatment process)	Free-standing stockpile	N/A	7	6	3	42	0.333	42	<5 days
AREA 16	Stone / concrete / hardcore	Processed (end of mechanical treatment process)	Free-standing stockpile	N/A	7	6	3	42	0.333	42	<5 days
AREA 17	Lights (mixed waste plastic etc)	Processed	Free-standing against 2 sided storage bay	2 / 0.6	3	2	1	6	0.75	5	<48 hours
AREA 18-21	Recycled wastes from the picking line - scrap metal, plastic, residual waste, source segregated plasterboard etc (contents in each skip may vary)	Processed / sorted by hand on the picking line	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39	<48 hours
AREA 22	Asbestos	Unprocessed	10-cubic yard container	N/A	1.8	3.8	1.5	7	1	10	<3 months
AREA 23	Wood (clean source segregated)	Unprocessed	Concrete interlocking storage bay	2.4 / 0.8	19	9	1.4	171	0.75	180	<48 hours
AREA 24	Wood (potentially contaminated processed wood from the waste transfer building)	Processed stockpile (shredded)	Free-standing against concrete panel walls	2.4 / 0.8	16	7	1.4	112	0.75	118	<72 hours
AREA 25	Shredded wood (clean shredded wood from AREA 23)	Processed stockpile (shredded)	Freestanding	N/A	7	7	2	49	0.333	33	<12 hours
AREA 26	Shredded wood (clean shredded wood from AREA 25)	Processed stockpile (shredded)	Free-standing against concrete panel walls	2.5 / 0.8	15	12	1.5	180	0.75	203	<72 hours

Key:

- Permit boundary
- Waste storage areas
- Hazardous waste storage
- Non-waste storage
- Waste transfer building
- Impermeable concrete surface with sealed drainage
- Other buildings (offices, etc.)
- Stone surface / free draining
- Location of fixed plant (indicative)
- Concrete interlocking block walls
- Concrete panel and sleeper walls
- 0.5m wide, 0.2m high seal
- Mains water point
- Spill kit
- Fire fighting equipment (extinguishers, etc.)
- Fire water containment equipment i.e. booms, drain mats, drain plugs etc..
- Access routes for emergency vehicles and site plant manouevring areas
- Fire alarm
- Surface water fall direction
- Foul & contaminated surface water drainage
- Gully's
- Manholes
- Plant shut off
- Fire assembly point
- Fire door
- CCTV cameras (indicative)

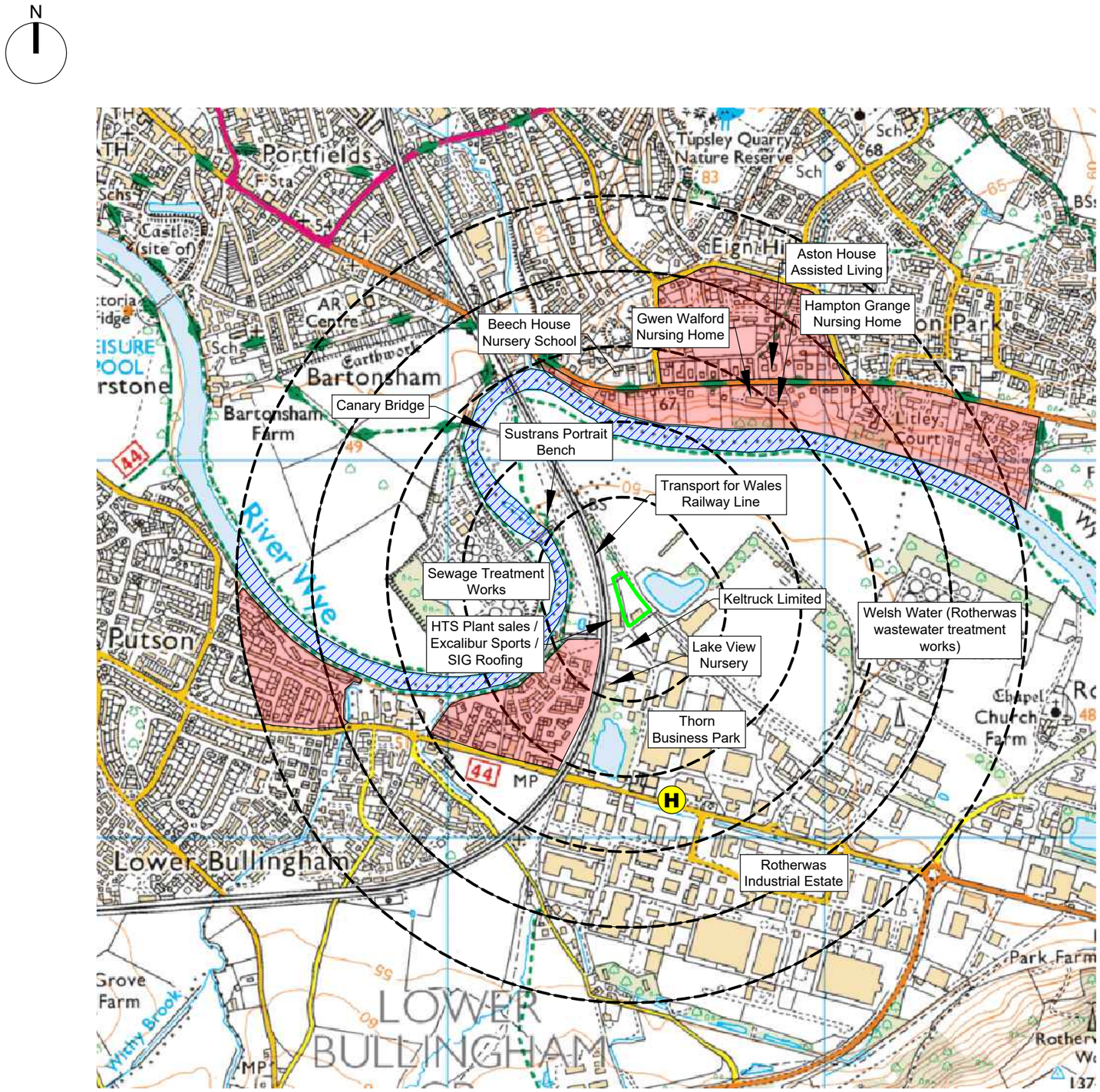
TITLE: SITE LAYOUT & FIREPLAN	PROJECT/SITE: Unit 18, Thorn Business Park, Rotherwas Industrial Estate, Hereford, HR2 6JT	NOTES: Drawing for indication only. Reproduced with the permission of the controller of H.M.S.O. Crown copyright licence No. 100022432. This drawing is copyright and property of Oaktree Environmental Ltd.
CLIENT: Chapel Road Enterprise Ltd	SCALE @ A1: 1:200 / CLIENT NO: 3361 / JOB NO: 008	
Oaktree Environmental, Waste, Planning & Environmental Consultants	DRAWING NO: TBP-3361-03 / REV: - / STATUS: Issued	
	DATE: 21.02.25 / DRAWN: CP / CHECKED: CRE	
	Scale Bar (1:200) 0 2 4 6 8 10m	

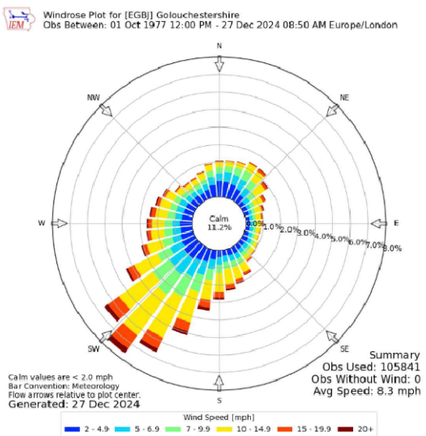
REVISION HISTORY

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

KEY:

- Permit boundary
- Surface water body (river / stream / pond / pool / lake)
- Areas with mix of residential, retail and commercial properties
- Residential blocks
- Class A roads
- Class B roads
- Class C roads
- Nearest fire hydrant
- Railway line
- Woodland areas
- River Wye SSSI / SAC





Compass Wind Rose for Gloucestershire
Period 1977-2024
- source: Iowa State University

Scale Bar (1:12,500)
0 100 200 300 400 500m

NOTES

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

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	21.02.25	EG	Initial drawing

KEY:

- Permit boundary

TITLE: RECEPTOR PLAN

CLIENT: Chapel Road Enterprise Ltd

PROJECT/SITE: Unit 18, Thorn Business Park, Rotherwas Industrial Estate. Rotherwas, Hereford, HR2 6JT

SCALE @ A3:	CLIENT NO:	JOB NO:
1:12,500	3361	008
DRAWING NO:	REV:	STATUS:
TBP-3361-04	-	Issued
DATE:	DRAWN:	CHECKED:
21.02.25	EG	CP

Oaktree Environmental
Waste, Planning & Environmental Consultants

Appendix II

Record Keeping Forms

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

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

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

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

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

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

CHAPEL ROAD ENTERPRISE LTD
PREVENTATIVE MAINTENANCE CHECKLIST

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

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

CHAPEL ROAD ENTERPRISE LTD - EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW

EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW

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

Appendix III

FRS Correspondence

Emma Gibson

From: Simpson, Philip <PSimpson@hwfire.org.uk>
Sent: 17 February 2025 11:08
To: Emma Gibson
Subject: RE: 3361 - Fire Hydrant Locations

Hi Emma,

Yes, these can be used.
Also any sources of open water nearby.
The fire service also has the option of using its own water tankers.

Kind regards,

Phil Simpson
Water Team Leader | Operational Logistics| Crew Commander 41 RDS
07899 066054 | 01684 898705 | PSimpson@hwfire.org.uk

HEREFORD & WORCESTER HWFR FIRE AND RESCUE SERVICE

The Fire Fighters Charity Click to donate

Hereford & Worcester Fire and Rescue Service
Service Headquarters, Hindlip Park, Worcester WR3 8SP
0345 122 4454 | info@hwfire.org.uk | www.hwfire.org.uk

From: Emma Gibson <emma@oaktree-environmental.co.uk>
Sent: 17 February 2025 10:42
To: Simpson, Philip <PSimpson@hwfire.org.uk>
Subject: RE: 3361 - Fire Hydrant Locations

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Phil,

Thanks for your prompt response.

Are these the closest hydrants to the site highlighted in green below, as the closest one is approximately 600m away.

If so could you confirm these hydrants are able to be used in the event of a fire at the site outlined below?

Many thanks
Emma

Emma Gibson BSc PGCert
Consultant
01606 558833 | 07535 576665
emma@oaktree-environmental.co.uk
Follow me on LinkedIn

Oaktree Environmental
Waste, Planning & Environmental Consultants

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From: Simpson, Philip <PSimpson@hwfire.org.uk>
Sent: 17 February 2025 10:16
To: Emma Gibson <emma@oaktree-environmental.co.uk>
Subject: 3361 - Fire Hydrant Locations

Hi,

Please find below the location of the nearest fire hydrants we maintain for firefighting purposes. (Black H in yellow box).
We can in emergency situations use the blue washouts or other sources of supply (pools, ponds, rivers etc).
All washouts and hydrants are owned by Welsh Water and the Fire Service inspect and maintain a small percentage.
Flow and pressure checks are carried out and recorded by Welsh Water themselves, so they will be your best bet for that information.

Kind regards,

Phil Simpson

Water Team Leader | Operational Logistics| Crew Commander 41 RDS
07899 066054 | 01684 898705 | PSimpson@hwfire.org.uk

Hereford & Worcester Fire and Rescue Service
Service Headquarters, Hindlip Park, Worcester WR3 8SP
0345 122 4454 | info@hwfire.org.uk | www.hwfire.org.uk

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