

Fire Prevention Plan

Prepared on Behalf of:



Cory Brothers Limited

Site Name:

Cory Brothers Terminal

ABP West Bank

Wherstead Road, Ipswich

IP2 8NB

Permit Number:

TBC



Environmental Compliance Specialists

DOCUMENT CONTROL SHEET

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1 Introduction

- 1.1.1 This Fire Prevention Plan explains how operational procedures laid out in this Fire Prevention Plan ensures that the risk of fire is minimised, and any outbreaks are effectively controlled, which has been completed as a best practice document as the site has no legal obligations to produce or follow a fire prevention plan or have it approved by the Environment Agency for an Exempt activity.
- 1.1.2 This document is separate to any documentation intended to meet the Health & Safety obligations associated with the Regulatory Reform (Fire Safety) Order 2005.

1.2 Interpretation

- 1.2.1 'Responsible Person' refers to any person trained and responsible for monitoring and reporting as detailed in this Plan i.e., Senior Management (Director, the Site Manager and any Supervisors).
- 1.2.2 'Fire Warden', relates to any person appointed & sufficiently trained with specific responsibilities in the event of a fire.
- 1.2.3 'Operative', relates general yard staff.

2 Fire Prevention Plan

- 2.1.1 This Plan has been prepared with reference to the following documents:
- Fire Prevention Plans: Environmental Permits Environment Agency Guidance.

3 Fire Risk Scoping Exercise

- 3.1.1 The controls and measures are aimed at reducing:
- 1) Minimising the likelihood of a fire happening;
 - 2) Aiming for a fire to be extinguished within 4 hours;
 - 3) Minimise the spread of a fire within the site and to neighbouring sites.
- 3.1.2 The Risk Assessment presented in Section 4 Table 1 underpins the measures adopted.

4 Fire Risk Assessment

Table 1: Possible Causes of Fires as identified within the Fire Prevention Plan Guidance 2021

Potential Source of Ignition	Prevention/Management
Arson;	Enclosed site perimeter Security cameras (24-hour operation), with an enclosed site perimeter. Security gates/personnel prevent unauthorised access to the site. Location remote from centre of population and access difficult due to condition of surrounding land. Potentially combustible materials stored at a distance of over 6 metres from the main site entrance.
Self combustion	Self-combustion addressed in Section 5.2 of FPP Document.
Plant or equipment failure	Daily inspection of all equipment/machinery by operatives, conducted at the beginning of the working day. Full annual inspection of all equipment (LOLER/PUWER). End of Day Procedures
Plant or equipment operation	Inspection procedures as detailed above. Reliance will be placed on Fire Fighting Equipment and the planned preventative maintenance schedule as detailed.
Electrical faults or damaged/ exposed electrical cables	Preventative maintenance via weekly inspections of all electrical equipment to ensure that any obvious signs of damage or deterioration do not go undetected. A qualified electrician will install all electrical supplies & PAT testing is completed annually.
Naked (hot) light fixtures	No naked sources of ignition are within 6 metres of combustible or flammable materials.
Discarded smoking materials	No smoking in Exempt area.
Hot works e.g., welding, cutting	Only trained operatives are authorised to conduct operations involving hot cutting equipment. Activities will not take place with 6 metres of any risk materials. End of Day Procedures. Cutting and burning equipment isolated other than when in use.
Industrial heaters	No industrial heaters are currently used onsite.
Hot exhausts	Equipment is parked at a safe distance of at least 1 metre from accumulation of risk materials. End of Day Procedures.
Open burning onsite	No open burning takes place onsite.
Incompatible materials	All materials are stored within designated areas. Detailed waste acceptance procedures are followed by all Operatives
Neighbouring site activities	Adjacent site is not sensitive in nature and is commercial and industrial/Port activities.
Hot loads deposited at the site	Hot loads are not accepted. Monitoring for hot loads takes place as loads arrive at site with procedures to manage materials. Separation, isolation & storage of combustible materials within identified storage bays or containers.
Weather, e.g., lightning strikes	Naturally occurring and uncontrollable.

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5 Preventing Fires

- 5.1.1 Cory Brothers Limited operates a scrap metal terminal and materials are received for storage pending export.
- 5.1.2 The site will receive between 250-500 tonnes of material each day.
- 5.1.3 All drivers are instructed to inspect loads prior to collection to ensure any potential sources of ignition are not present and will adhere to strict waste acceptance procedures that form part of the site Environmental Management System (as detailed in [Appendix FPP5](#)).
- 5.1.4 Materials will be unloaded in designated 'tipping areas' and inspected for the presence of any fire risks (e.g., glowing embers or explosive materials or signs of flammable liquids), which will be moved to the quarantine area and extinguished.
- 5.1.5 Extinguished material will be monitored prior to isolation in a designated quarantine area.
- 5.1.6 Acceptable materials are stored in areas around the site dependant on type & grade, as shown on the Site Layout Plan within [Appendix FPP2](#).
- 5.1.7 A Fire Quarantine Area of at least 156.25m² (12.1m x 12.5m) plus a 6m buffer zone on all sides is available at all times. The area will accommodate over 50% of the single largest accumulation of combustible waste, equating to 625m³ of waste (stored to a height of 4 metres). The fire quarantine area is located on an impermeable concrete surface benefitting from a sealed drainage system as shown on the Site Layout Plan in [Appendix FPP2](#).
- 5.1.8 The Responsible Person will ensure that a suitable fire quarantine area is available at all times and will conduct a visual check at the commencement of daily operations and throughout the day (fire watch). All staff members will be made aware that an area is to be kept clear for this purpose & its importance.
- 5.1.9 Potentially explosive & flammable fuels/oils (non-waste materials fuels & lubricating oils/grease) are stored over 6 metres from any accumulations of wastes.
- 5.1.10 Smoking is not permitted in the Exempt area.
- 5.1.11 Materials will be stored in their largest form & pile sizes will be minimised wherever possible, according to operational need.
- 5.1.12 Fire Watch Procedure (During Working Day) Conducted by Operatives every hour:
 1. That all mobile plant is parked at a distance from any combustible material (minimum 1 metres) and that there is no trapped debris located within the vicinity of exhausts.
 2. That no material is trapped within static plant.
 3. That no debris has settled onto hot exhausts and engine parts.
 4. That a suitable fire quarantine area is available at all times.

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- 5.1.13 A fire watch will be conducted at the end of the working day as part of the site's End of Day Procedures, as detailed at [Section 10](#). In the event of hot work activities being conducted an inspection of the area/material will be conducted every 15 minutes for at least 1-2 hours.
- 5.1.14 A Responsible Person will carry out a detailed weekly inspection of all onsite equipment.
- 5.1.15 Plant & equipment is subject to manufacturers maintenance.
- 5.1.16 Maintenance completed is recorded. All maintenance records will be kept within the Site Office and any necessary maintenance recorded on the appropriate documentation & logged. All faulty equipment will be isolated pending repair.
- 5.1.17 Operatives inspect all machinery/equipment on a daily basis to ensure that no leakages are apparent; any leakage/spillages will be rectified. Site staff will be alert to any such leakages or trails that might develop during the day and in the event that such is detected the site leakages/spillage response procedures presented in [Appendix FPP1](#) will be actioned.
- 5.1.18 In the event of a fault with equipment that may pose a risk of fire being discovered the following procedure will be followed: -
1. Switch off the equipment immediately if safe to do so
 2. Isolate the equipment; and
 3. Report the fault to a Responsible Person. A Responsible Person will inspect the equipment, records the fault in the Defect Sheets & will contact the internal engineers to complete necessary repairs.
- 5.1.19 A Responsible Person on a monthly basis inspects electrical equipment and any defects (loose cables, deterioration or wear) are rectified. Only a qualified electrician will be instructed to assess & complete necessary repairs.
- 5.1.20 All Portable Electrical Equipment is inspected annually (PAT Testing).
- 5.1.21 The whole site is under the control of the operator and can only be accessed through the main entrance gate and security arrangements provided by the Port thereby ensuring that unauthorised access to the site is prevented at all times.
- 5.1.22 The whole site is security controlled by CCTV to reduce the risk of accidental or deliberate ignition (arson) and patrols completed by the Port Authority.
- 5.1.23 Operatives conduct routine housekeeping activities (i.e., cleaning & tidying) as necessary and as a minimum on a weekly basis (including all treatment equipment/electrical areas if the Responsible Person deems it necessary during the course of weekly inspections). Cleaning/tidying will include but not limited to pressuring washing/sweeping.

5.2 Self-Combustion

- 5.2.1 Certain materials can self-combust under certain conditions as a result of: -
1. A physical reaction such as fine materials with large surface areas prone to friction; and/or
 2. A biological reaction through degradation processes; and/or
 3. A chemical reaction if coming into contact with corrosive substance such as strong acids and bases.
- 5.2.2 Self-combustion is most possible during hot conditions or where waste is left to stagnate for extended periods or items exist within the waste that cause combustion over a period of time. The likelihood of self-combustion occurring has been assessed as low, as the waste is rotated on a first in first out basis precipitated by frequent emptying of the storage areas/containers/bays. During extreme hot weather water hoses will be deployed to dampen down accumulations of materials to reduce the likelihood of hot spots forming as deemed necessary by a Responsible Person.
- 5.2.3 Material Management & Mitigation Measure Procedures: -
1. Operatives throughout the working day will monitor each bay/ container holding combustible materials. If the monitoring indicates any evidence of a 'hot spot' forming (such as visible steam, discolouring or odour i.e., indicating degradation) a Responsible Person will be notified, and Condition 1 of Table 2 will be implemented immediately.

6 Detecting & Suppressing Fires

- 6.1.1 All staff members undergo fire training as part of their induction with refreshers as required (every three years for Fire Warden for example). Staff members will be trained on the contents of this Fire Prevention Plan, which is accessible at all times for them to refer to if needed.
- 6.1.2 Staff awareness is maintained by regular (as deemed necessary by Management to maintain understand and competency in the requirements of this document) 'Toolbox Talks' that form part of a programme of appropriate regular refresher training and the induction process.
- 6.1.3 All fire-fighting equipment is checked/inspected by a Responsible Person.
- 6.1.4 All fire drills are recorded on the sites Fire Safety Logbook in accordance with the applicable legislation.
- 6.1.5 Fire Drill Procedure:
 - 1. A fire drill is carried out annually to confirm that the facilities, procedures and this FPP are effective and that everyone understands what they should do in the event of a fire, and how to evacuate the site.
 - 2. Records must be kept regarding each drill. Special attention should be given if the drill was slow or incomplete
 - 3. All fire points should be checked once a year
- 6.1.6 All training records are kept in the Offices.
- 6.1.7 Reliance will be placed on operatives and the site office during operational hours and via CCTV cameras (Port Authority) and the Port Patrols during non-operational hours, which will alert the Responsible Persons to the incident onsite. Reliance will be placed on the below provisions as detailed in Paragraph 6.1.8 to combat and extinguish a fire.
- 6.1.8 Equipment available to tackle a fire:
 - 1. Fire Water Cannon located as shown on the SLP in Appendix FPP2.
 - 2. Fire Hydrant located as shown on the Hydrant Map in Appendix FPP3.

6.2 Fire Conditions

Table 2: Fire Fighting Conditions

Alert Condition	Characteristics	Action	Preparation	Resources Available
Condition 1	Materials Smoking	Operatives will turn the material stockpiles utilising mechanical equipment to enable any trapped heat to be released.	Responsible Person to be notified if not already present.	Operating Hours Responsible Persons available Closed Responsible Persons available to attend site
Condition 2	Visible Flame	Raise the site fire alarm immediately & initiate Fire Procedures detailed at Sections 13 If safe to do so tackle the blaze utilising onsite fire-fighting provisions including: <ul style="list-style-type: none"> • Hydrants • Cannon • Alert FRS Deploy sandbags across designated areas.	Prepare the fire quarantine area & water provisions for deployment.	Operating Hours Responsible Persons available to deploy equipment. Closed Responsible Persons available to attend site to deploy equipment.
Condition 3	Full Fire Established	Remove materials ablaze to the quarantine area if safe to do so, so extinguishing/suppressing/tackling can take place, location shown on the Site Layout Plan in Appendix FPP2 . On arrival of the FRS the appointed Fire Warden will transfer control of the incident over to the Incident Commander who will direct site operatives accordingly.	Prepare for the arrival of the FRS and follow all instructions.	Operating Hours Mechanical Equipment Responsible Persons available to deploy equipment. Closed Responsible Persons available to attend site to deploy equipment and operate mechanical Equipment

6.2.1 The internal site layout is such that FRS can access all areas of the site at all times and HGVs are able to enter and turn around without obstruction. It is therefore, considered that there is suitable access for fire tenders to manoeuvre freely around the site should a fire break out.

7 Fire Prevention Equipment Inventory and Procedure

Table 3: Fire Equipment Inventory

Material	Procedure	Storage	Trained User	Location
Personal Protection Equipment	Full range of PPE readily available for use.	N/A	All staff are issued with PPE.	Provisions are contained within the Site Office.
Water Cannon	Cannon used in the event of a fire.		Staff are trained on how and when to use the cannon.	Location as shown on Site Layout Plan (Appendix FPP2).
Fire Hydrants	Hydrant used in the event of a fire.	N/A	Staff are trained on how and when to use the hydrant.	Location as shown on the Hydrant Map (Appendix FPP3).

7.1.1 Firefighting equipment is inspected on a weekly basis by a Responsible Persons to ensure it is present, functional, and well maintained. Firefighting provisions are inspected on an annual basis by a competent person.

8 Material Storage & Management

- 8.1.1 Scrap Metals (HMS 1&2/Shredded Ali/Bonus Grade) are stored in designated areas depending on grade and composition with an appropriate separation distance implemented between other accumulations and the site boundary as detailed in Section 9 Table 4 & as shown on the Site Layout Plan in Appendix FPP2.
- 8.1.2 Containment in identified areas (as shown on the Site Layout Plan in Appendix FPP2) ensures materials are isolated from potential sources of ignition and from environmental elements such as wind (fanning).
- 8.1.3 At least once every quarter, the storage areas will be emptied, cleaned, and inspected for damage and repaired as needed as part of the preventative maintenance regime.
- 8.1.4 The site will turn over materials as quickly as practicably possible, operating a 'first in first out' policy, as detailed in the procedure in Section 8.1.5. Materials will be kept onsite until sufficient quantities have accumulated to constitute an economic onward load, or the maximum storage limits detailed at Table 4 have been reached.
- 8.1.5 Stock Rotation Procedure (Operatives):
1. Operatives will deposit all 'new' incoming wastes at the front of any accumulation within a pile.
 2. Operatives must load all collection vehicles with the oldest materials first (accumulations at rear of pile), therefore materials at the back of a pile will be loaded in the first instance (i.e., a first in first out policy);
 3. Once loading is completed Operatives will utilise mechanical machinery to manoeuvre the accumulations of waste to the back of the pile.
- 8.1.6 Due to the separation distances maintained onsite it is considered that the risk of bridging is very low.

9 Combustible Material Storage Arrangements

Table 4: Combustible Materials Storage Arrangements

Reference Point Site Layout Plan Appendix FPP2.	Combustible Material	Storage Arrangements	Width Maximum (metres)	Depth Maximum (metres)	Height Maximum (metres)	Volume Maximum (metres cubed)	Minimum Separation Distance From Other Combustible Waste (metres)	Storage Time Onsite (Working Hours/Days)
1	Scrap Metal (Shredded)	Stored loose in area	20	15	4	1200	6	3-6 Months
2	Scrap Metal (Shredded)	Stored loose in area	20	15	4	1200	6	3-6 Months
3	Scrap Metal (Shredded)	Stored loose in area	20	15	4	1200	6	3-6 Months
4	Scrap Metal (Shredded)	Stored loose in area	20	15	4	1200	6	3-6 Months
5	Scrap Metal (Bonus Grade)	Stored loose in area	20	15	4	1200	6	3-6 Months
6	Scrap Metal (Bonus Grade)	Stored loose in area	20	15	4	1200	6	3-6 Months
7	Scrap Metal (Bonus Grade)	Stored loose in area	20	15	4	1200	6	3-6 Months
8	Scrap Metal (Bonus Grade)	Stored loose in area	20	15	4	1200	6	3-6 Months
9	Scrap Metal (HMS 1&2)	Stored loose in area	20	15	4	1200	6	3-6 Months
10	Scrap Metal (HMS 1&2)	Stored loose in area	20	15	4	1200	6	3-6 Months
11	Scrap Metal (HMS 1&2)	Stored loose in area	20	15	4	1200	6	3-6 Months

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12	Scrap Metal (HMS 1&2)	Stored loose in area	20	15	4	1200	6	3-6 Months
13	Office	-	-	-	-	-	-	-
14	Weighbridge	-	-	-	-	-	-	-
Grand Total:						14,400m ³		

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10 End of Day Operations

- 10.1.1 All operatives conduct an end of day inspection on all mobile equipment once parked to ensure that no trapped debris is located in the vicinity of the exhausts.
- 10.1.2 A Responsible Person is notified after mobile equipment has been parked and inspections conducted.
- 10.1.3 A Responsible Person conducts a final end of day inspection prior to closure to ensure: -
 - 1. All mobile plant is parked in the designated parking area over 1 metre away from accumulations of combustible wastes.
 - 2. Whenever possible no material will be left uninspected in any 'tipping area'.
 - 3. No material is trapped within static plant.
 - 4. No debris has settled onto hot exhausts and engine parts (Fire-watch).
 - 5. Everything is switched off.
 - 6. No visible signs of flames or embers are present
 - 7. The security system is activated.
 - 8. No one remain within the yard after closure

11 Fire Water & Containment

11.1.1 As required by the Fire Prevention Plan Guidance, a minimum water supply of at least 2,000 litres/min for a minimum of 3 hours is required for a 300 cubic metres pile of combustible material. This equates to 6.6 l/min (2000/300) per cubic metre of combustible material. At least 1,447.200 litres of water (6.7 l/min x 1200 = 8,040l/min x 180 minutes) would be required were the complete contents of the single latest accumulation ablaze. Reliance will be placed on the firefighting provisions as detailed at Table 5 below.

Table 5: Fire Fighting Provisions

Fire Suppression Provisions & Water Delivery Systems	Specification	Cumulative Supply l/mins	Total Volume m3 Available (for up to 180 mins)
Primary Suppression Equipment (Non-water Provisions)			
Fire Extinguishers (Dry Powder/Co2)	An array of Portable Fire Extinguishers suitable for tackling a range of fires.	-	-
Secondary Suppression Equipment (Water Provisions Onsite)			
Water Cannon	Capable of delivering 550l/min (approximately)	550	99,000
Hydrant (2) (Adjacent to Permitted Area)	Capable of delivering 1500l/min (approximately)	2050	369000
Hydrant (1) (Adjacent to Permitted Area)	Capable of delivering 1500l/min (approximately)	3550	639000
Grand Total		3550	639000
Port Suppression Equipment (Water Provisions Available)			
Firefighting Ship (Svitzer Kent Water Spray)	Capable of delivering 1200000l/min (approximately)	1200000	216000000
Firefighting Tugboat (Svitzer Shotley Fire Monitor)	Capable of delivering 18000l/min (approximately)	1218000	219240000
Grand Total		1218000	219240000
Secondary Suppression Equipment (Water Provisions)			
River Orwell	45mm standard jet capable of delivering 2700 l/min	5400	972,000
Grand Total		5400	972,000

11.2 Fire Fighting Water

11.2.1 In the event of water being required the following provisions are available:

- **Fire Water Cannon:**
One fixed fire water cannon is installed for the site, which are connected directly to the dedicated tank. Each cannon is capable of delivering 550 l/min, locations as shown on the on the Site Layout Plan within [Appendix FPP2](#). In the event of deployment, the fire procedures detailed at [Table 2](#) and in [Section 13](#) will be implemented and the cannon can cover the whole site.
- **Hydrant:**
Two hydrant capable of delivering 1,500 l/min each are situated on Port as shown on the Hydrant Map within [Appendix FPP4](#). It is our understanding that the hydrant confirms to BS750 and is maintained as required.
- **Port Firefighting Ship/Tugboat:**
Two firefighting vessels, which are situated at the Port are capable of delivering 1218000 l/min, which will be deployed in the event of a fire onsite.
- **River Orwell:**
The FRS will be able to deploy equipment into the River as a permanent supply of water through submersible equipment that can deliver around 2,700 l/min through one fire tender.

11.2.2 Furthermore, a Fire Tender is capable of delivering up to 6,000 litres of water in a single load (through a 45mm standard jet). While the supply of water on the tender may not be available for the whole 180 minutes, on arrival onsite it will make an important contribution in the early stages of firefighting prior to hydrant connection.

11.2.3 The provisions detailed at [Table 5](#) can deliver the required 8040 l/min as per the EA Fire Prevention Plan Guidance.

11.3 Firewater Containment

- 11.3.1 Resultant firewater will be contained within the permitted area (benefiting from a kerbed edge 0.1 metres high), which benefits from an impermeable surfacing and sealed drainage system (containing approximately 60,000 litres of water) see [Site Layout Plan Appendix FPP2](#) and the deployment of sandbags across the entrances and across the front of the dock at a distance from the water course (approximately 90 metres). Therefore, any water deployed will be contained within the permitted boundary. The location of sandbags and the deployment line is details on the [Site Layout Plan Appendix FPP2](#).
- 11.3.2 On average a 15kg sandbag is 0.33m wide x 0.77m length x 0.3m high, so 70 sandbags in all would be deployed to build across the site entrances and across the front of site (adjacent to the River Orwell with a 20 metre separation and the site falls so water is directed away from the quayside) 90 metres long x 0.1 metres high (70 sandbags end to end i.e., one layer). It is anticipated that it would take 10-15-30 minutes to construct the sandbag wall. A supply of at least 70 full and 70 empty sandbags will be always kept onsite. The location of sandbags and the deployment line is details on the [Site Layout Plan Appendix FPP2](#).
- 11.3.3 Given the floor area of the concreted area is over 14,323 m² and the height of 0.1 up to 1,432,000 litres (14,323 x 0.1 = 1432m³) of firewater would be retained within the area if required. This does not account for evaporation, which will occur to some degree (25% allowance) and capacity of the sealed tank and associated drainage pipework and gullies.
- 11.3.4 Accumulated firewater contained will be removed via an authorised waste company following an incident.
- 11.3.5 Sandbag Monitoring & Replacement Procedures
1. Sandbags will be stacked, covered with a lid and stored undercover, and a Responsible Person will monitor these bags. If necessary, sandbags will be rotated (i.e. those sandbags at the bottom of the stack will be placed at the top of the stack during the course of the inspection)
 2. Sandbags will be replaced as necessary as determined by the ongoing inspections.

12 Contingency Planning

Table 6: Contingency Plans

Eventuality	Procedures/Measures
Contingency Planning in the event of a fire	<p><u>Measures could include:</u> -</p> <ol style="list-style-type: none"> 1. The site will cease all operations and will not accept any further waste material (contact appropriate customers/contractors if necessary) until FRS arrives. 2. Employees will be advised of the situation. 3. Enact fire procedures as detailed within <u>Sections 13</u> of this FPP. 4. The site will only reopen once FRS has advised it is safe to do so. 5. Fire damaged waste will be processed as appropriate or removed as deemed necessary.
Accident	<p><u>Measures may include:</u> -</p> <ol style="list-style-type: none"> 1. The affected area will be isolated and an appointed 'first aider' will be contacted to attend to any injured party. 2. If necessary, the emergency services will be contacted. 3. A Responsible Person will decide on a case-by-case basis if cessation of operations around the affected area and reception of waste is necessary until the appropriate emergency services have arrived. 4. A Responsible Person will complete an Accident Investigation Report.
Seasonality (Including Transportation Shortages)	<p><u>Measures could include:</u> -</p> <ol style="list-style-type: none"> 1. Confirm current storage times for materials accumulated onsite. 2. Contact outlets for the specified stream and arrange transportation. 3. Transport all waste accumulated within a designated container, even if it may be economically undesirable to do so, i.e., the container for transportation is not full. 4. In the event of no outlet being viable a last resort would be to transport the specified material to a landfill site via a third-party haulier to ensure that the storage limit maxima are not exceeded.
Supply Chain Failure (Including Transportation Shortages)	<p><u>Measures could include:</u> -</p> <ol style="list-style-type: none"> 1. Confirm current storage times for materials accumulated onsite. 2. Increase monitoring of material stockpiles onsite. 3. Contact outlets for the specified stream and arrange transportation. 4. If the outlet is not receiving the specified waste stream, contact other outlets. 5. Conduct investigations into potential alternative outlets if potential outlets are not accepting specified streams. 6. Seek advice from EA.
Breakdowns (Mechanical Equipment)	<p><u>Measures could include:</u> -</p> <ol style="list-style-type: none"> 1. Immediate isolation of the affected machinery. 2. External contractors notified to complete repairs 3. Hire in relief equipment in interim if needed. 4. Reschedule material despatch to align with scheduled repairs and or relief machinery availability.
Site Closure	<p><u>Measures could include:</u> -</p> <ol style="list-style-type: none"> 1. Appropriate signage will be erected notifying any visitors that operations have been suspended. 2. Advise customers of the situation. 3. No more wastes will be accepted on to site. 4. Contact all potential outlets to ensure that all waste material is managed in accordance with the waste hierarchy where possible. 5. Notify EA that customers & receiving outlets have been contacted and provide scheduled dates for material removal. 6. Notify EA once stockpiles have been reduced to acceptable level

13 Fire Alert Procedures

Procedure in Event of Fire on the site

- i. There must be no hesitation in raising the alarm. Any person discovering a fire must immediately operate the fire alarm, or (where an alarm is not provided) shout 'FIRE' to warn others in the vicinity. Fire alarms must not be used for any purpose other than as a signal for fire action or pre-arranged fire drills.
- ii. Everyone must immediately leave the site and proceed directly to the designated assembly area upon hearing the alarm. The mobile plant/machine operators are, if possible, to remove their machines from the fire vicinity at that time; park and turn off their machines at a safe distance from the fire without blocking any Emergency access routes. No one is to return to the affected part of the site until it is confirmed safe to do so by the Responsible Person in charge of the premises.
- iii. The Responsible Person in control of the site must check that FRS has been called and that a delegated member of staff knows where to direct FRS. In addition, the Responsible Person in control must check that occupants of adjacent units have been notified.
- iv. The Responsible Person in control of the site must ensure that the site has been evacuated and in particular: -
 1. Supervise the orderly evacuation of visitors and staff.
 2. Supervise roll calls and collect and collate information, e.g., persons not at the assembly point. Collect information about the fire location and source.
 3. Ensure first aid is given if required.
- v. On arrival FRS will take charge, and the Responsible Person must co-operate with the FRS Officers. See Fire Service Act 2004 Sect. 45 for Fire Service Powers of entry.
- vi. Contact neighbouring identified receptors within proximity to the site on identification of a fire & those that are contactable within a 1km radius of the facility as detailed in Appendix FPP4 if instructed to do so by FRS (Major Incident).

14 Post-Incident Procedures

1. If required clean up contractors will pump out & remove all accumulations of firewater run off from wherever required onsite.
2. Inspection of all equipment to be conducted prior to reinstating.
3. All burnt material to be removed to an appropriately licenced disposal site.
4. Post incident reports and enquiries.
5. Review and update this Fire Prevention Plan in light of incident & provide a copy to any key stakeholders (EA/FRS).

15 Periodic Review

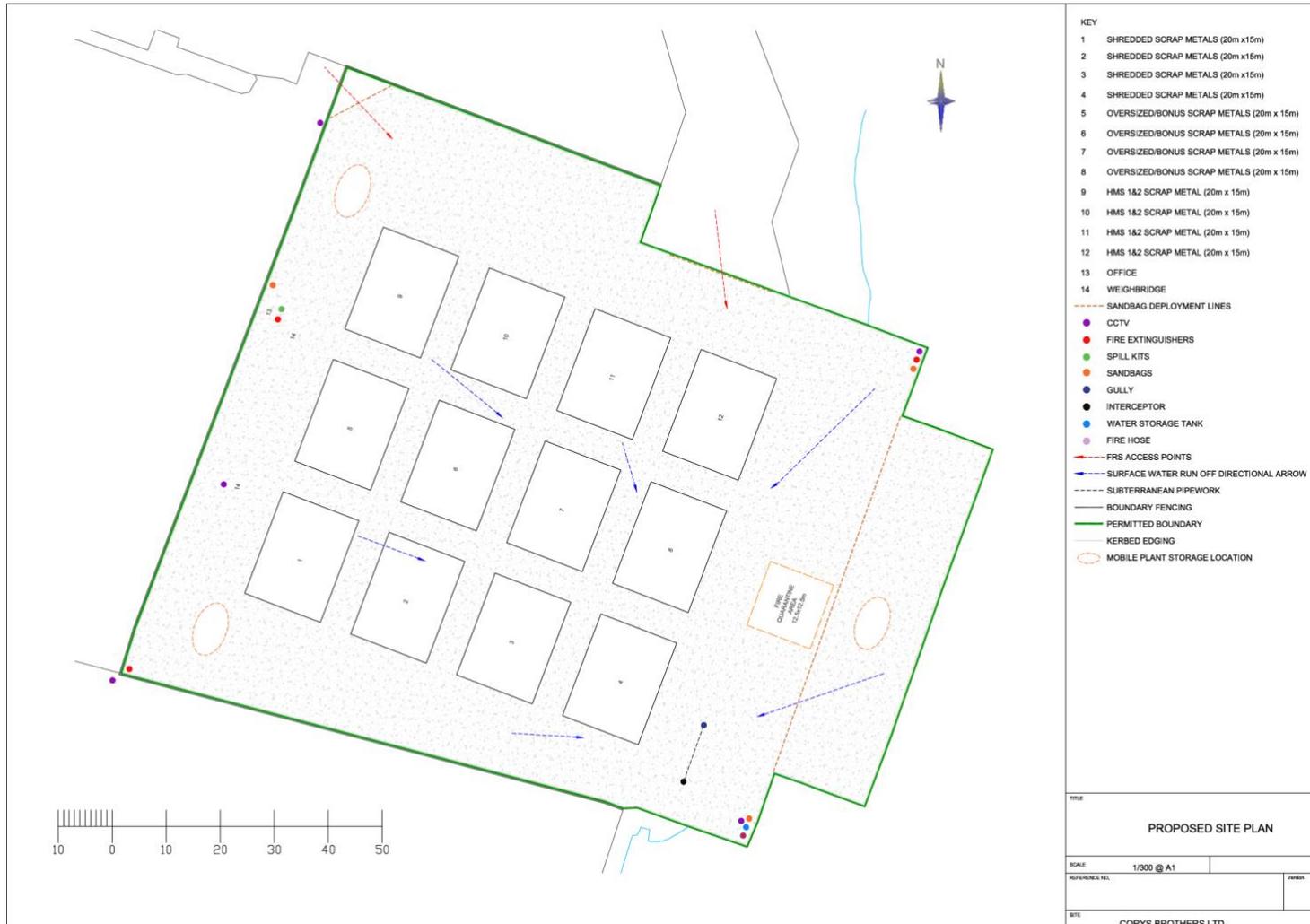
15.1.1 The adequacy of this Fire Prevention Plan will be reviewed as necessary or on an annual basis as a minimum.

Appendix FPP1: Leakage/Spillage Response Procedure

On identification of a Leak or Spillage the following procedure is to be followed to:

1. Prevent unauthorised access to the affected area
2. Prevent uncontrolled escape of potentially contaminating liquids using supply of absorbent materials to control the flow of liquids.
3. If safe to do so, isolate source of leak/spillage to prevent further losses, which may involve switching off a particular piece of machinery & deploying a containment vessel (i.e., drip trays) underneath the affected area.
4. If necessary, initiate controlled evacuation of the site.
5. If the leak/spillage is battery acid, apply a neutralising agent hydrated lime or similar. (Please note that water in a large quantity will only dilute the acidity & will not neutralise it) on the affected areas (Operatives must use appropriate PPE; gloves, face masks & goggles, whilst handling hydrated limes).
6. All contaminated absorbents must be placed in a leak proof container, which is labelled & stored pending removal.
7. Seek specialist advice on decontamination of the site surfaces if necessary
8. Complete an Environmental Incident Record Form (See Appendix EMS2)
9. Any actions taken will be recorded on the Site Diary.
10. Written confirmation of any actual or potential pollution incidents must be submitted to the Environment Agency via the sites Permitting Office within 24 hours.
11. Confirm site clean up with the Environment Agency.
12. Replenish supplies of absorbent materials.

Appendix FPP2: Site Layout Plan



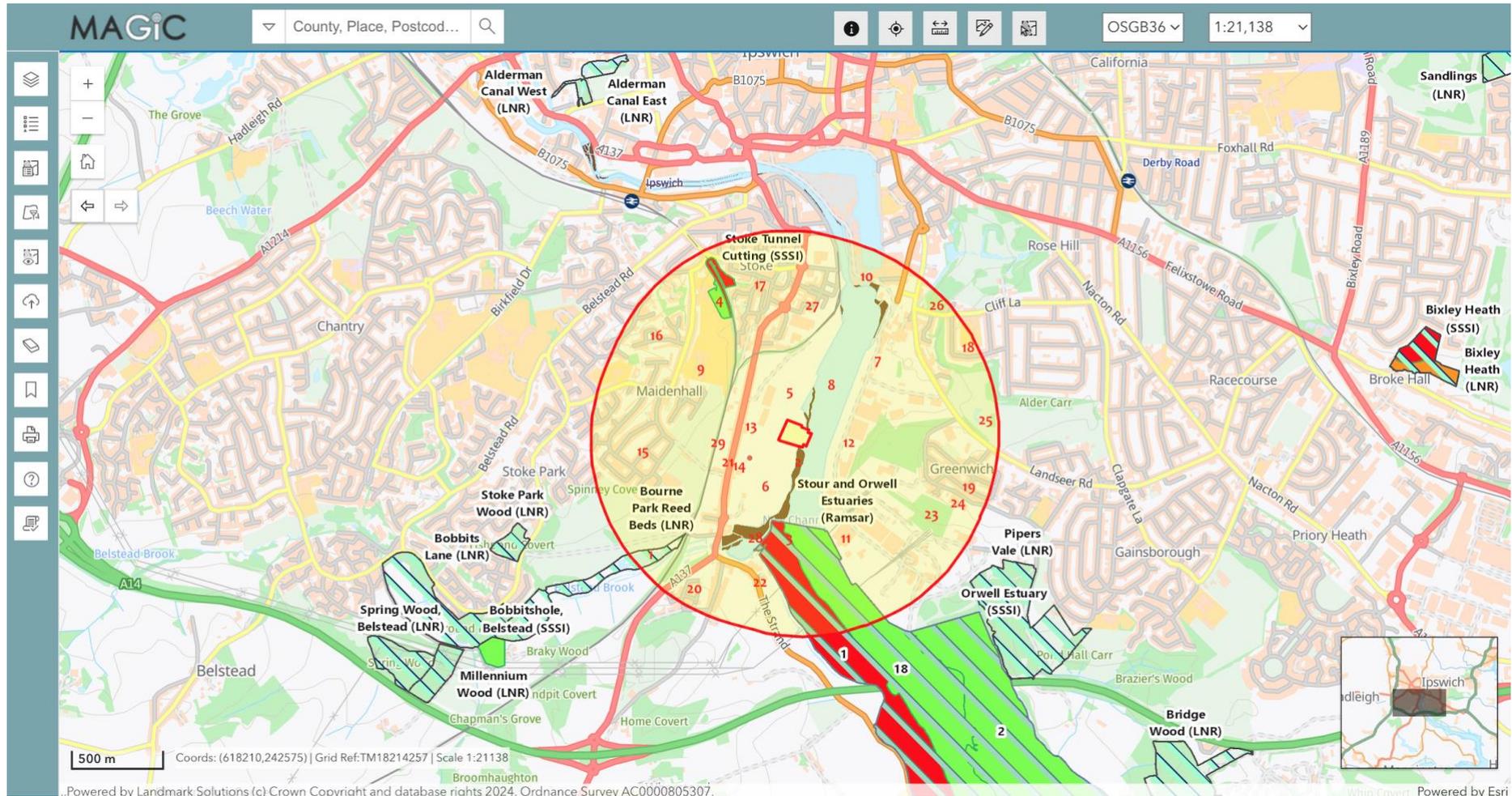
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Appendix FPP4: Receptor Location Plan (Smoke & Fire Spreading) Scaled @ 1:21,138 (1KM Buffer).



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Appendix FPP6: Receptors Identified

Receptor Reference	Receptor Description	Direction From Site	Wind Directional Travel Percentage % (Overall Meteorological Office Figures)	Approximate Distance From Site Boundary (Metres)
1	Bourne Park Reed Beds (Local Nature Reserve)	South West	7.84	701
2	Mud Flats	East/South	7.35/1.92	Adjacent
3	Stour & Orwell Estuaries (Ramsar /SSSI)	South East	5.51	450
4	Stoke Tunnel Cutting (SSSI)	North East	12.69	701
5	Commercial & Industrial Port Activities	North	7.25	Adjacent
6	Commercial & Industrial Port Activities	South West	7.84	Adjacent
7	Commercial & Industrial Port Activities	North East	12.69	367
8	River Orwell	East	7.35	Adjacent
9	Stoke High School	North West	8.76	624
10	Ipswich Marina	North East	12.69	925
11	Commercial & Industrial Port Activities	South East	5.51	540
12	Commercial & Industrial Port Activities	East	7.35	150
13	Commercial & Industrial Port Activities	West	1.77	190
14	Residential	South West	7.84	251
15	Residential	South West	7.84	581
16	Residential	North West	8.76	768
17	Residential	North West	8.76	739
18	Residential	North East	12.69	917
19	Residential	East	7.35	918
20	Residential	South West	7.84	898

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21	A137 (Road)	West	1.77	382
22	The Strand (Road)	South	1.92	746
23	Piper Vale Woodland	South East	5.51	742
24	Commercial & Industrial Activities (Sun Skips)	South East	5.51	947
25	Landseer Park	East	7.35	964
26	Holywell Park	North-East	12.69	937
27	Commercial & Industrial Activities	North	7.25	620
28	Marina	South West	7.84	607
29	Residential	East	7.35	330

Risk-Assessment:

The prevailing wind direction is from the West-South-westerly so any smoke generated would be blown in a East-North-easterly direction.

Appendix FPP5: Waste Acceptance Procedures (Extracted from EMS)

- 1.1.1 Materials are accepted into the site both from third party deliveries and by way of collections from customers.
- 1.1.2 Materials collected from customer sites-
 1. When a collection is scheduled, the prohibited material are clearly stated & reflected in terms of collection.
 2. When collecting the materials, the driver will inspect to check as far as practicable for any prohibited material present.
 3. If prohibited material is present, the customer will be notified and advised of the following courses of action available: -
 - a) Remove material and leave at the customer's premises.
 - b) Accept material and dispose of directly to a site permitted to accept the waste at the customer's expense.

1.2 Third party deliveries

- 1.2.1 On entering the site, waste-carrying vehicles will initially visually inspected (if possible) by onsite operators to ensure that the scrap metals are as described on the transfer note, are in accordance with the Exempt waste types and be in a condition suitable for deposit and processing in the designated area of the site.
- 1.2.2 Operatives are aware of Exempt waste types, what the content of the load ought to contain and whether it is suitable for deposit within the material specific Waste Acceptance Area. Any waste that Operatives are unsure of in nature will be left in situ and advice of a member of the site management team will be sought in the first instance. This may result in reverting to the Agency for advice. In the absence of any specific guidance from the Agency, the waste(s) will be isolated and removed from the site as soon as practicable to a suitably permitted site.

Ferrous Metal Acceptance Procedures

1. Ferrous metal deliveries are directed to deposit their loads within the Ferrous Metal Waste Acceptance Area.
2. Operatives inspect materials during the unloading process & once deposited within the Acceptance Area.
3. In the event of non-permitted wastes or unsuitable materials being detected during the inspection the following procedures will be followed:
 - a) If visual inspection of waste prior to tipping identifies unsuitable wastes or items, the vehicle will not be allowed to unload.
 - b) If once tipped unsuitable waste or item is identified, the waste/item will be relocated and if necessary isolated within the non-permitted waste isolation facility (quarantine area).
 - c) Any pressurised canisters detected will be isolated, removed and stored within the Pressurised Canister (lockable) Cage.
 - d) Details of all such incidents will be recorded. In each case a record of the incident will be noted including time, description and carrier.
(Customers will be contacted & made aware of permitted waste types if any non-permitted waste types are identified or vehicles have not been correctly depolluted).
4. Once the Operative has accepted the materials the delivery vehicle will be directed back to deposit the material in a designated area depending on type/grade and documentation finalisation.
5. Operatives will continue to inspect all materials deposited whilst handling operations are undertaken as necessary. In the event of identification this material will be relocated, (if necessary), isolated and stored within the non-permitted isolation facility (a quarantine area).

15.1.2 Rejection Requirements

15.1.3 A record will be kept of the following pieces of information:

- a) Date & time
- b) Person rejecting the waste(s)
- c) Haulier/customer name and address including carriers' number
- d) Vehicle registration number
- e) Procedure name and address
- f) EWC number
- g) Transfer Note Number
- h) Waste Description