

H10 Fire

1. PURPOSE

The purpose of this procedure is to define the process by which EMR manages the risk of fire, to reduce the likelihood of fire, and to prevent injury to persons and harm to the environment should a fire occur.

2. SCOPE

This procedure is mandatory and applies to all sites, divisions and departments within EMR and relates to sites where EMR has control, and requires:

- an assessment of the potential for fire to occur;
- the identification of general fire precautions required;
- the identification of any additional measures required due to specific process and activities
- the identification of any additional measures required due to the presence of dangerous substances;
- methods of fire detection and fire fighting;
- provision of emergency procedures and means of escape;
- provision of training and information to all persons;
- the recording of the requirements in a site specific bespoke Fire Risk Assessment;
- where required by regulators or EMR, the provision of a site specific Fire Prevention Plan;

3. REFERENCES (INPUTS)

Various legal and other requirements are applicable and are required to be complied with in accordance with this procedure. Legal compliance is maintained via the online legal register 'Pegasus' and in addition to this, the following list outlines the relevant inputs to this procedure.

- BS EN ISO 14001 Section 8.2 – Emergency Preparedness and Response
- EMR *Health & Safety, Environmental and Quality Policy*
- Regulatory Fire Reform (Fire Safety Order) requiring:
 - the fitting of precautions designed to keep people safe and allowing them to escape in the event of a fire;
 - the completion of a suitable and sufficient Fire Risk Assessment (FRA) and the implementation of reasonably practicable control measures;
- Environment Agency Fire Prevention Plan Guidance, required at many sites with specific processes and activities, or dangerous substances, and requiring:
 - the minimisation of the likelihood of fire occurring
 - the extinguishing of any fire within four hours
 - the minimisation of the spread of fire within the site and to neighbouring sites

4. ACTIONS (PROCESS)

RESPONSIBILITY

Risk assessment, procedures and plans

4.1 Using documents:

H10-01 *Operational, offices & buildings Fire Risks Checklist*;
 H10-02 *Fire fighting equipment for operational sites*;

a bespoke site specific suitable and sufficient fire risk assessment (FRA) will be carried out for the site, to include:

- all operational areas, including workshops, garages, store rooms, pump houses, vehicle storage;
- all non operational areas such as offices, weighbridges, mess rooms, canteens;

and shall be completed by a competent person in accordance with H20 *Risk Assessment*, which shall consider and record the requirements of 4.2, 4.3, 4.4, 4.5. as follows:

Responsible
Manager

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4. ACTIONS (PROCESS) (Continued)

RESPONSIBILITY

4.2 For **all** locations general fire precautions are required, to include:

- Fire risk reduction;
- Fire detection and warning alarms;
- Means of escape;
- Fire fighting equipment, whether automatic or manual;
- Prevention of the spread of fire;
- Mitigation of the effects of fire;
- Size and scope of the location, number of staff, shift patterns;
- Location of any hot works;
- Location, surrounding populations and receptors;
- Logistics, access and water supplies;
- Containment and drainage of fire water, and pollution prevention;

Responsible
Manager

4.3 For **specified processes and activities** namely:

- Shredders;
- Storage and processing of shredder residues, fridge foam, shredded plastics;
- End of life vehicle storage and depollution;
- Waste electrical and electronic equipment storage and processing;
- Shearing and baling;
- Production burning;
- Garages and workshops;

In addition to the requirements of 4.2, the FRA will consider fire risk reduction by means of:

- Separation of potential ignition sources by distance eg lead acid batteries, lithium ion batteries, production burning, smoking, from flammable materials, eg fuel storage, gas bottle storage, undepolluted end of life vehicles, waste electrical and electronic equipment, light iron, frag feed and shredder wastes;
- Maintenance of stockpile distances and heights to limit spread and enable emergency access;
- Where separation by distance cannot be achieved, the specification of fire or heat resistant construction materials for bays where flammable materials may be stored;
- Development and implementation of housekeeping regimes to prevent build up of flammable wastes underneath and around machinery;

Responsible
Manager

The FRA will also consider hot fire fighting capability in accordance with the requirements of document H10-02 *Fire Fighting Equipment for Operational Sites*, and the FRA will include:

- Specification of the hot fire fighting equipment
- Maintenance requirements of the hot fire fighting equipment
- Training and instruction in the use of the hot fire fighting equipment
- Practise drill frequencies and scope
- Scope and provision of information to assist emergency services;

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4. ACTIONS (PROCESS) (Continued)	RESPONSIBILITY
<p>4.4 Dangerous substances are substances which, if not properly controlled, could put people's safety at risk fro fire, explosion and corrosion of metal. Where dangerous substances are used at the site, the risks from their use should be eliminated or reduced so far as is reasonably practicable. If the substance cannot be replaced with one that is not dangerous, the FRA should consider the following matters:</p> <ul style="list-style-type: none"> • Hazardous properties of the substance; • Information provided by the supplier, or any materials safety data sheet available; • Quantity of the substance, and its reduction to minimum quantities held; • Its interaction with any other dangerous substance, and methods of segregation if incompatible; • Safe handling, storage and transport of the substance to avoid or minimise a release; • Containment and clean up in the case of a release; • Activities which might pose a higher level of risk involving the substance; • Likelihood of an explosive atmosphere occurring, and methods of prevention; • Likelihood of ignition sources, including electrostatic discharges, and methods of prevention; • Any place which is or can become connected via openings to a place where an explosive atmosphere may occur; 	Responsible Manager
<p>4.5 Mitigation measures applied when dangerous substances are involved, which may include:</p> <ul style="list-style-type: none"> • Provision of plant constructed to withstand pressure likely to be produced by an explosion; • Where power failure can give rise to additional risk, the provision of plant and equipment with protective systems which can be maintained in a safe state of operation independently of the rest of the plant; • Provision of plant with means of manual override for shutting down equipment and protective systems, provided that their provision or use does not compromise safety; • Dissipation of accumulated energy on operation of emergency shutdown; • Reduction of number of persons exposed to a minimum; • Measures to avoid the propagation of fires; • Explosion relief arrangements, including checking and servicing; • Explosion suppression equipment; • Suitable Personal Protective Equipment. 	Responsible Manager
<p>4.6 The FRA will be reviewed prior to the commencement of any new work activity, involving any specified processes or activities, a dangerous substance, or any existing work activity using a dangerous substance not used before.</p>	Responsible Manager

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4. ACTIONS (PROCESS) (Continued)	RESPONSIBILITY
<p>4.7 Specific procedures will be developed and written which will include the following:</p> <ul style="list-style-type: none"> • Site emergency evacuation procedures to be followed in the event of serious and imminent danger • Information regarding the hazard of fire, and the steps to be taken to protect persons from it; • Instruction to persons regarding the cessation of work and immediate movement to a place of safety in the event of their being exposed to serious or imminent danger; • A requirement for persons to be prevented from resuming work where there is still a serious danger, unless in exceptional cases for justified and recorded reasons; • In the case of dangerous substances, information regarding the hazards presented by the substance, and the visible or audible warnings that will be given when explosion conditions are being reached. 	Responsible Manager
<p>4.8 A site safety schematic plan is in place which clearly shows, where installed, the following:</p> <ul style="list-style-type: none"> • Fire alarm call points; • Escape lights; • Gas, electricity and other fuel shut off points; • Fire extinguisher location and type; • Smoke / rate of heat rise detectors; • Any other fire fighting equipment such as hoses, water tanks; • Assembly points; • Gas bottle storage cage; • Rogue item storage area; <p>Dangerous substance storage tanks, drums, vessels, both waste and non waste.</p> <p>Information, instruction and training.</p>	Responsible Manager
<p>4.9 A sufficient number of persons as determined by the risk assessment will be nominated to carry out the following roles:</p> <ul style="list-style-type: none"> • Implementation of evacuation procedures (Fire Warden) • Use of fire extinguishers (Fire Extinguisher User) • Fire fighting to prevent spread of fire (Fire Hose User) 	Responsible Manager
<p>4.10 All persons identified in 4.9 to carry out the aforementioned roles will be provided with information, instruction, and training specific to these roles, including the use of specified fire fighting equipment and a record kept of this within the EMR Training & Competence system.</p>	All Responsible persons
<p>4.11 All staff are provided with information, instruction and training regarding the risk of fire, the preventative and protective measures, and the procedural steps to be taken to protect themselves from fire, including the emergency procedures to be adhered to in the event of a fire.</p>	Responsible Manager
<p>4.12 All relevant staff are provided with information regarding any dangerous substance present, and the hazard and risk it presents.</p>	Responsible Manager
<p>4.13 All staff are notified of the persons nominated in 4.9.</p>	Responsible Manager

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4. ACTIONS (PROCESS) (Continued)	RESPONSIBILITY
<p>4.14 Full evacuation procedures and drills are tested quarterly in accordance with this procedure (see 4.21) and the requirements of the risk assessment, the test recorded on the site safety action log, and any measures identified to improve the procedures are implemented.</p> <p>Site infrastructure and equipment</p> <p>4.15 The following standards will be implemented and maintained: Emergency routes and exits:</p> <ul style="list-style-type: none"> • Must be adequate in number and distribution having regard for the number and distribution of persons; • Must be kept clear at all times; • Must lead as directly as possible to a place of safety; • Must ensure emergency doors open in the direction of the escape route; • Must not be locked or fastened in such a way as they cannot be immediately opened by any person who needs to use them; • Must be indicated by signs, both inside and out; • Must, where requiring illumination, be provided with emergency lighting of adequate intensity. <p>4.16 All control measures identified within the fire risk assessment are implemented and maintained</p> <p>4.17 Fire safety maintenance checks are carried out in accordance with document H17-01 <i>Monthly Site Inspection</i>.</p> <p>4.18 All premises, and equipment provided for the prevention, detection and fighting of fire are routinely checked, in accordance with document H17-01 <i>Monthly Site Inspection</i> and where necessary formally inspected, maintained or replaced where necessary to ensure it remains in good repair and/or fully functioning at all times.</p> <p>4.19 Staff must not override any fire safety control, interfere with any fire safety equipment item, or use fire safety equipment for any other purpose other than that which it was designed for.</p> <p>Operations</p> <p>4.20 Operations will be carried out in accordance with the following standards:</p> <ul style="list-style-type: none"> • There shall be no intentional burning of combustibles as a method of waste disposal; • Hot works shall not be carried out unless the working area is free from combustibles and flammable substances; • Where hot work is required in proximity to an area where dangerous substances are present, or there is the potential for an explosive atmosphere to be created, this shall only commence following the issuing of a permit to work by a competent person; • Smoking will only be permitted in designated smoking areas or smoking points, shown on the site plan. Adequate receptacles for smoking debris will be provided and will be regularly checked and emptied. 	<p>Responsible Manager</p> <p>Responsible Manager</p> <p>Responsible Manager</p> <p>Responsible Manager</p> <p>Responsible Manager</p> <p>Responsible Manager</p>

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4. ACTIONS (PROCESS) (Continued)

RESPONSIBILITY

Management responsibilities

- 4.21
- Plan for, and fully implement this procedure by the completion of the relevant checklist / action log;
 - Monitor the adherence to safety, health and environmental procedures;;
 - Carry out emergency drills and practises at least quarterly and record these on the event log;
 - Carry out inspections and ensure that any action required following an inspection is recorded on the Action Log with a completion deadline;
 - Ensure that any non-compliance with this procedure is recorded, investigated and dealt with as appropriate.

Responsible
Manager

Management review

- 4.22 Responsible Directors will ensure that an audit of the implementation of this procedure is conducted periodically and that requirements and recommendations arising from the audit are implemented.

Responsible Director

5. DOCUMENTATION (OUTPUTS)

- H10-01 *Operational, offices & buildings Fire Risks Checklist*
- H10-02 *Fire fighting equipment for operational sites*

6. ISSUE RECORD

Issue	Date	Comments
1	Oct 2016	This new procedure has been developed to outline the process by which EMR manages the risk of fire, and to prevent injury to persons and harm to the environment should a fire occur.
2	April 2018	This procedure has been amended to reflect changes and / or requirements in accordance with the Regulatory Fire Reform (Fire Safety Order) and the Environment Agency Fire Prevention Plan Guidance.

7. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of their role.

All employees with an email address will receive a monthly IMS update which will include details of changes made to IMS documentation.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

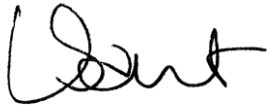
Job role, department, function	Method of briefing revised issue
Group SHE Manager	Group SHE Manager is the document owner, approves changes, no briefing required.
SHE Coordinator	SHE coordinator briefing.
All employees	IMS Update and cascade briefings as appropriate.

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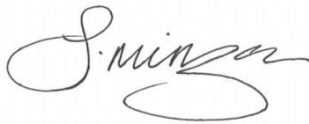
8. IMS AUTHORISATION

Document owner approval:



Lorraine Sant, Group SHE Manager

Approval for IMS:



Saima Mirza, Senior Systems Consultant

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