AC ENVIRONMENTAL CONSULTING

Fire Prevention Plan

Leicester City Council- City Highways

Castle Park Depot, 90 Leycroft Rd, Leicester LE4 1BZ

May 2024

Ref: LCC.PT.FPP.2405

AC Environmental Consulting Ltd

Environment House,

Werrington Road,

ST2 9AF

Reference & Revision	Issue	Prepared	Approved
LCC.PT.FPP.2405	**1**	**MS**	**WL**

CONTENTS

1. INTRODUCTION

1.1 This Fire Prevention Plan has been formulated to satisfy the requirements of Leicester City Council (City Highways) and reflects the guidance detailed within the Environment Agency document 'Fire Prevention Plans: Environmental Permits. (Published 29th July 2016).

1.2 Leicester City Council (City Highways) is a highways depot located at Castle Park Depot, 90 Leycroft Rd, Leicester LE4 1BZ. Due to the operations that occur at the site, Leicester City Council (City Highways) is seeking to vary their existing environmental permit in order to continue their operations.

1.3 The annual throughput no more than 25,000 tonnes per annum.

1.4 The site is not open to public. The operating times are outlined below:

Monday – Friday: 06:00 – 18:00

Saturday – Sunday: As required

2. AMOUNT AND TYPE OF WASTE RECEIVED

Material Type	Form	Average Amount (Weekly)
Highways Waste	Solid	68.5
General Waste	Solid	Infrequent and small quantities
Green Waste	Solid	Infrequent and small quantities
Metal	Solid	0.55
Inert	Solid	46.3

2.1 In accordance with the company's Environmental Management System, the company shall only accept waste materials in accordance with the waste types permitted in the Bespoke Environmental Permit. It is important to note that despite the maximum tonnages of waste being outlined above, the reality is that this is merely a maximum- reality is that Leicester City Council (City Highways) will accept less than the maximum daily tonnages in order to remain in keeping with the 25,000 maximum tonnages of waste per annum.

2.2 The permitted area is used for the storage of wastes associated with highways operations. Waste types stored on the site includes highways waste (consisting of soil, hardcore, tarmac, mixed construction waste, and concrete), scrap metal waste, general waste, and green waste. All waste tipping, sorting, processing, and storage occurs on the impermeable concrete surface. The waste is brought onto site using the site's own vehicles. Each waste stream will have an allocated stockpile as shown on Drawing Ref: 240313LCC101.

3. MATERIAL STORAGE QUANTITIES

3.1 The site layout is designed to ensure freedom of movement and is entirely surfaced with concrete- both within the permitted area where the wastes are stored, and the larger site. Waste is only brought onto site by the site's own vehicles. Upon arrival, the following steps are taken:

- Halt at the Waste Reception Area
- The Authorised Person or Approved Deputy will visually inspect the load and reject loads that contain non-conforming wastes
- The Authorised Person or Approved Deputy will smell the load - reject odorous loads
- The Authorised Person or Approved Deputy will use PAK spray on loads containing bituminous mixtures (Tarmac) to ensure that wastes that contain coal-tar (and are therefore hazardous) are kept separate from non-hazardous loads. This is a secondary step to the original testing to ensure certainty of the composition of the waste
- The description on the waste transfer note or consignment note to match the description of the waste
- Loads will be deposited into the assigned storage area, with the assistance of mobile plant, in accordance with the site plan (Ref: 240313LCC101)

Because of the small scale of the site, all waste is stored within designated skips or concrete block bays, which have some benefits in terms of fire suppression and prevention. It is important to note that all waste materials are stored in their largest form.

3.2 The permitted area consists of only an external yard for all operations and storage. Regarding storage, there are two 20cyd skips in total which are used for the storage of general waste, and scrap metal. It is key to note that there is a section on the site which is used as alternative storage for either of the 20cyd skip stockpiles. The rest of the storage on site are contained within precast concrete L shape retaining walls which store all highways waste, inert non-waste, green waste, and lab bays. Beyond the permitted area are offices which act as a storage facility for FloodSax and PPE.

3.3 The permitted area site within a larger site which is controlled and managed by Leicester City Council. This site is fully secure with perimeter fencing and access gates.

3.4 The site in which the permitted area is situated has several CCTV cameras. There is an out of hours security guard (Monday to Friday 6pm to 6:30am and all weekend) who will also contact management should they find any intrusions. In the event of a fire, FloodSax will be deployed to contain fire water as shown on Drawing Ref: 240313LCC101.

3.5 For the purpose of this Fire Prevention Plan it is important to note that despite being within 6m of each other, all highways waste is non-flammable, and therefore does not need to be combined with any of the nearby flammable wastes. The stockpile numbers below are in accordance with the Fire Prevention Plan Drawing Ref: 240313LCC101.

Stockpile Number	Material Type/Stockpiles	Form	Location	Maximum Amount in each area (m^3)
1	Green Waste	Solid	External Bay	36
2	Highways Waste	Solid	External Bay	110
3	Highways Waste	Solid	External Bay	120
4	General Waste	Solid	20cyd Skip- External Bay	15.29
5	Highways Waste	Solid	External Bay	47
6	Highways Waste	Solid	External Bay	40
7	Lab Bay	Solid	External Bay	30
8	Inert Non Waste or Lab Bay	Solid	External Bay	50.8
9	Inert Non Waste or Lab Bay	Solid	External Bay	47.7
10	Inert Non Waste or Lab Bay	Solid	External Bay	53
11	Inert Non Waste or Lab Bay	Solid	External Bay	61.48
12	Scrap Metal	Solid	20cyd Skip	15.29
13	Alternative Storage for Stockpile 4 or 12	Solid	20cyd Skip	15.29

3.6 All waste types accepted on site are flammable excluding the highways waste and inert. The flammable stockpiles on site are either separated by a 6m distance or by a firewall. Where the stockpiles are not separated by either of these, the stockpiles have been combined. Site access can be gained from the entrance gates to the north of the site.

4. OTHER COMBUSTIBLE MATERIALS STORED/PRESENT ON SITE

4.1 Whilst there are other combustible materials held on the greater site area, the fact that these materials are stored more than 6m away from the permitted area, mitigates against any risk for the operations.

5. MATERIAL STORAGE DURATION

5.1 The permitted area will accept highways waste and is entirely surfaced with impermeable concrete. The waste will consist of highways waste (consisting of soil, hardcore, tarmac, mixed construction waste, and concrete), scrap metal waste, general waste, and green waste. The waste will be brought onto site using the site's own vehicle and delivered to Waste Reception Area. The Authorised Person or Approved Deputy will visually inspect the load and reject loads that contain non-conforming wastes. The designated individual will also reiterate the steps that were taken at the point of waste collection: smelling the load and using a PAK spray to ensure that the waste goes into a hazardous, or non-hazardous area. Each waste stream will have an allocated stockpile as shown on Drawing Ref: 240313LCC101 and will be stored on site for no longer than 4 weeks. Some larger loads of the wastes are tested and held in the lab-bays to see if it is hazardous; in this case there is a maximum retention time of 4 weeks as it may take 2-3 weeks for the lab results to determine whether the waste is hazardous or not. Smaller loads which are tested at the site production site of waste and have been previously allocated as hazardous or non-hazardous, have a maximum storage time of 2 weeks.

5.2 Waste stored within the permitted area does include hazardous waste, however due to the nature of the waste, there is little risk associated with the waste in terms of fire risk. Each waste stream has an allocated stockpile area as shown on Drawing Ref: 240313LCC101 and have a maximum retention time of 2 or 4 weeks (depending on the waste type) in order to allow for flexibility. To ensure the maximum storage duration is not exceeded, good stock rotation is adhered to on site in the form of FIFO (first in first out) principle. Further detail on FIFO is given in Section 6.3.

Material Risk Rating	Timescale
Low risk material (highways waste (hazardous/non-hazardous), scrap metal, green waste, general waste)	Material will be processed within 2 weeks or 4 weeks if lab-testing is occurring

5.3 Due to the site operations procedures, there is no risk of non-conforming waste from entering the site.

6. COMBUSTIBLE STORAGE DIMENSIONS

6.1 The various stockpiles of wastes and products on site are maintained at a certain maximum size depending upon the need to maintain separation distances and the availability of space. The table below details the maximum stockpile size for each combustible category of waste. The stockpile sizes in the table below are in accordance with those given on the Fire Prevention Plan Drawing Ref: 240313LCC101.

Stockpile and Material	Length (Metres)	Width (Metres)	Height (Metres)	Maximum Waste Volume (m^3)
1- Green Waste	6	3	2	36
4- General Waste	6.1	2.4	2	15.29
12- Scrap Waste	6.1	2.4	2	15.29
13- Alternative Storage for Stockpile 4 or 12	6.1	2.4	2	15.29

6.2 The volume of waste on site will require measures to rotate stock on site.

6.3 **FIFO** – The stockpiles in the storage areas according to waste stream operate through the first in first out principle. This can only be achieved with extra attention by site management to ensure full removal of waste from the storage areas once they have reached their maximum volume. Site management will inspect each stockpile daily to ensure FIFO is thoroughly implemented on site.

7. CONTROL AND SOURCES OF IGNITION

7.1 A Fire Risk Assessment is carried out annually at the site and this identifies potential sources of ignition. The potential sources of ignition are identified are:

7.2 **Hot Work:** The site operates a variety of Health and Safety systems and part of a Permit to Work system.

- No hot work is required as part of normal site operations. Any hot work which may occasionally be required e.g. any work which may give risk to sparks e.g. grinding, drilling,

cutting of metal or stone/concrete, or electrical work will be subject to the permit to work system.

- Each job under the permit to work system is risk assessed prior to work commencing and suitable measures taken to prevent ignition of waste and to deal with any nascent fire promptly before a fire can take hold. This work will not be carried out in areas less than 6m away from any combustible waste.

7.3 **Smoking:** The permitted area operates a no-smoking policy in all areas of the site. Management will bring the rules on smoking to the attention of all workers and visitors to the site and enforce them:

- No smoking is allowed on site.

7.4 **Electrical Installations:** Should be of enough capacity for the intended use and designed, installed, inspected, and maintained by competent people.

- A maintenance programme is in place to inspect and service equipment in accordance with manufacturers recommendations; attention shall be made to accumulations of dusts/fluff near sources of ignition such as build up on or around electrical equipment, panels etc.

7.5 **Bonfires:** Under no circumstances shall an open fire be allowed on site.

7.6 **Arson:** Measures are in place to prevent unauthorised access to the site.

- Site security is robust with it being surrounded by perimeter fencing with an entrance gate which will be sealed and locked at the end of each working day. Management patrols the site at the end of each day to ensure that it is secure.
- The site has not experienced any trespass or vandalism in the last few years. The site in which the permitted area is situated has several CCTV cameras, which have been designed, installed, and are maintained by a UKAS accredited installer and will be maintained in accordance with the manufacturer's guidance. The CCTV system is monitored out of operating hours by security who will alert site management immediately via text in the event of an intrusion; furthermore, there is an out of hours security guard (Monday to Friday 6pm to 6:30am and all weekend) who will also contact management should they find any intrusions.

7.7 **Accumulation of materials**: Whilst not strictly a source of ignition, build-up of dusts/fluff/litter can provide ideal material for a fire to start.

- The site shall be inspected daily by the Site Manager and weekly by the COTC holder. Any accumulations of dusts, debris, fluff etc., shall be brought to the attention of site management. Any accumulations shall be recorded and cleaned immediately.
- Attention shall be particularly made to accumulations near sources of ignition such as dust/fluff build up on or around electrical equipment, panels etc.

7.8 **Self-combustion:** In certain circumstances certain waste materials can have the ability to generate heat through biodegradation or oxidation, to a point where self-combustion occurs. Such wastes are stored within a 20cyd skip and monitored daily by site management in order to check that self-heating is not occurring.

7.9 **Hot Exhausts**: Hot exhausts are always kept away from flammable and combustible waste. There is plant used onsite in the form of a loading shovel which is stored in the plant storage area located to the southeastern boundary area of permitted area. Other vehicles area stored in the larger vicinity of the site; however they aren't located in the permitted area and are over 6m away from the wastes. It is crucial to note that the site is entirely surfaced with impermeable concrete.

7.10 **Industrial Heaters**: No industrial heaters, incinerators or braziers will be used on site.

7.11 **Incompatible Wastes:** As the scale of the site's operation is relatively low the issue of incompatible and unstable wastes is possible but unlikely, as the site operates a waste acceptance procedure which aims to deal with this eventuality, and which is described below.

8. WASTE ACCEPTANCE

8.1 Waste acceptance procedures begin at the highways work locations. Members of highways staff undertake an initial observation and document checks for collecting highway waste at the place of production. This includes the following steps:

- Visually check and smell the arisings - strong odours, dark colours, or sheen could indicate that the waste is potentially contaminated
- Check bituminous mixtures (Tarmac) with PAK spray at smaller highways works locations to determine whether the load contains coal-tar
- Inform management immediately should the PAK spray turn yellow in order to ensure that storage is available for the waste
- Take samples prior to works on larger highways works to determine if coal-tar is present
- Do not load the wastes if you suspect that asbestos or other non-conforming waste may be present

- The description on the waste transfer note is to match the waste collected at the site of production

8.2 In order to receive the waste on site, the following steps are taken:

- Do not mix the incoming loads with other wastes until you are certain of its composition and that it can be accepted on site

8.3 Once the loads arrive at site:

- All vehicles to halt at the Waste Reception Area
- Ensure appropriate PPE is available and use if required
- The Authorised Person or Approved Deputy will visually inspect the load and reject loads that contain non-conforming wastes
- The Authorised Person or Approved Deputy will smell the load - reject odorous loads
- The Authorised Person or Approved Deputy will use PAK spray on loads containing bituminous mixtures (Tarmac) to ensure that wastes that contain coal-tar (and are therefore hazardous) are kept separate from non-hazardous loads. This is a secondary step to the original testing to ensure certainty of the composition of the waste
- The description on the waste transfer note or consignment note to match the description of the waste
- Loads will be deposited into the assigned storage area in accordance with the site plan (Ref: 240313LCC101)

8.4 Any non-conforming materials found in the waste will be dealt with in accordance with the rejecting waste procedures.

9. QUARANTINE AREA

9.1 The site has a quarantine area of 18m² located to the centre of the permitted site, with a 6m buffer zone from the wastes.

9.2 The location of the quarantine area allows for ease of access from all areas of the site when moving stockpiles and for quick access by the fire service.

9.3 Due to the storage capacity of the quarantine area, it is intended that waste fires will be tackled in-situ if one should occur on site (with use of fire extinguishers) rather than moving potentially burning waste into other areas of the site. In the instance the site area would be available for use by the Fire and Rescue Service to park fire tenders and allow them to tackle the fire effectively. The

quarantine area will then be used to move some of the non-burning wastes from the affected stockpile to reduce the potential scale of the fire.

9.4 The Fire and Rescue Service will have ease of access to the permitted area through the entrance gate to the west, outside of the permitted area.

10. FIRE PREVENTION AND DETECTION MEASURES

10.1 Several measures are taken to prevent fire, these include:

- Fire risk assessment in place.
- Fire awareness raised as part of employee induction training.
- 12 AFFF fire extinguishers on the larger vicinity of the site; located in the site office. The extinguishers are maintained by an external service contractor that is suitably experienced, and UKAS accredited.
- Daily check to ensure correct operation of fire-fighting equipment by employees.
- Material inspection procedure.
- Dedicated hot work procedure.
- No naked flames on site and all naked flames or other sources of ignition to be kept at least 6m away from combustible wastes.
- No space heaters, burners, furnaces etc. will be used on site.
- Contractor control program which includes a site induction.
- No smoking anywhere on site enforced by site management.
- Plant that is operated on site consists of a loading shovel and is stored within the permitted area in the designated plant storage area which is a minimum of 6m away from any flammable stockpiles. The site also has use of 4 mobile cranes/grab trucks, however these are not within the permitted area. All mobile plant and vehicles are fitted with fire extinguishers.
- Ensuring electrical equipment is routinely tested and certified by a qualified electrician.
- Maintaining site security through a 24-hour CCTV security system consisting of CCTV cameras and entrance gates that are sealed and locked at the end of every day to stop the risk of arson and detect incidents. The out of hours on-site security guard monitors the security system during operational hours and out of hours and will notify management of any intrusion. Perimeter fencing/walls and entrance gate of the larger site is also locked and patrolled at the end of each working day.
- Ensuring all equipment is kept in good condition and undergoes routine maintenance.

- The site shall be inspected daily by the site manager. Any accumulations of dust, debris, fluff etc., shall be brought to the attention of site management. Any accumulations shall be recorded on the site inspection sheet and cleaned immediately.
- Particular attention shall be paid to accumulations near sources of ignition such as dust/fluff build-up on or around electrical equipment, panels etc.

Ensuring that spill kits are used to clear up any spillages on site immediately. Spill kits will be kept adjacent to the site office. All site operatives will be trained in the deployment of spill kits. However, the site management will be responsible for ensuring that they have been deployed appropriately.

10.2 Fire Watch

10.2.1 Throughout the day the site management will conduct dynamic fire inspections on an ongoing basis. These involve a visual inspection of waste stockpiles and exhausts. It is key to note that due to the small quantity of flammable waste stored on site, there is little risk of any self-combustion from occurring.

10.2.2 At the end of each working day a documented Fire Watch will be undertaken in accordance with the Fire Watch Procedure and the Fire Watch Form (Appendix 5 and 6).

10.2.3 After any hot work is carried out, an operative will keep the area under observation for an hour to ensure that a fire does not occur.

10.3 Inspections & Monitoring

10.3.1 In addition to the Fire Watch, dynamic inspections will be carried out by the site staff throughout the working day with further daily inspections carried out by the COTC holder to ensure that stockpile sizes and rotation remain within the limits.

10.3.2 These inspections will all involve perimeter and security inspections, together with a review of Fire Watch records.

10.4 Site Design

10.4.1 Leicester City Council- City Highways is a highways facility at Castle Park Depot, 90 Leycroft Rd, Leicester LE4 1BZ. Due to the operations that occur at the site, Leicester City Council- City Highways is seeking to very their existing permit to a bespoke permit in order to continue their operations and be compliant with the recent Environment Agency legislations. The site handles wastes that are associated with the operations carried out as part of City Highways maintenance and development works.

10.4.2 The site is designed to allow for the sorting and storage of different waste types. The permitted area consists of bays, and skips, for the storage of these wastes. The entirety of the site (including the permitted area) also benefits from a concreted surface. The site layout can be seen clearly on drawing ref: 240313LCC104.

10.4.3 The permitted area consists of only an external yard for all operations and storage. Regarding storage, there are two 20cyd skips in total which are used for the storage of general waste, and scrap metal. It is key to note that there is a section on the site which is used as alternative storage for either of the 20cyd skip stockpiles. The rest of the storage on site are contained within precast concrete L shape retaining walls which store all highways waste, inert non-waste, green waste, and lab bays. Beyond the permitted area are offices which act as a storage facility for FloodSax and PPE.

10.4.4 The permitted area site within a larger site which is controlled and managed by Leicester City Council. This site is fully secure with perimeter fencing and access gates.

10.4.5 The site has secure fencing and gates that are kept locked shut out of hours. The site has an alarm and CCTV cameras, which have been designed, installed, and are maintained by a UKAS accredited installer and will be maintained in accordance with the manufacturer's guidance. The CCTV is operational 24/7, with there being an out of hours security guard who will contact management should they pick up anything during the out of hours CCTV monitoring. In the event of a fire, FloodSax and clay drain mats will be deployed across to contain fire water as shown on Drawing Ref: 240313LCC101.

10.5 Drainage

10.5.1 The site is surfaced with impermeable concrete. Brick perimeter walls are also present to the northeast and southeast of the permit boundary with a height of 2.5m which will work alongside the FloodSax deployment to contain contaminated water and fire water.

10.5.2 The site has surface drainage with there being a gully surrounding the waste storage area in which are six surface grids leading to the site interceptor. The location is highlighted within the site layout Ref: 240313LCC101.

10.5.3 In the event of a fire, the FloodSax and clay mats will be used to contain any fire water. Due to the wastes being contained within the L shaped concrete retaining wall bays and 20cyd skips, the only containment needed is against the bays to the perimeter brick wall to prevent any fire water exiting the permitted area. It is important to note that the FloodSax are only needed to contain the area in which there are flammable wastes as stockpiles 8-11 store inert non-waste or are used as a lab bay for non-flammable highways waste. Clay drain mats will by places over the surface grids within

the area firewater will be held. This, furthermore, will enable the FRS to gain easy access to the site, as the permitted area does not include the site entrance gates, therefore no fire containment is required at the site entrance.

10.5.4 In the event of a spillage, site management will be notified immediately, and trained staff will deal with the spill in situ using the spill kit located on site at all times. The spill kit is stored internally, within a covered storage building in the larger site area, as shown on Drawing Ref: 240313LCC101.

10.6 Incoming Waste

10.6.1 Incoming waste is only delivered by the company vehicles with prior arrangement and the input of wastes is entirely within the control of site management and can be stopped at any time. During the event of a fire, no waste is delivered, and the entrance of the site will be manned by site operatives to stop all visitors at the access road and to ensure that the site is only accessed by the FRS. Should waste be already on route to the site, management will contact the driver (as the waste is delivered using company vehicles) and advise that the waste to be diverted to a suitable local permitted facility.

10.7 Security

10.7.1 The site has not experienced any trespass or vandalism in the last few years. The site in which the permitted area is situated has several CCTV cameras and will be maintained in accordance with the manufacturer's guidance. The CCTV system is operational 24/7. There is an out of hours security guard (Monday to Friday 6pm to 6:30am and all weekend) who will contact management should they find any intrusions.

10.7.2 The detection/security systems used are proportionate to the nature and scale of the waste management activities carried out on site. The detection and security system installed on site will enable the out-of-hours on-site security guard to effectively contact management.

10.8 Housekeeping

10.8.1 The site shall be inspected weekly by the COTC holder. Any accumulations of dust, debris, fluff etc., shall be brought to the attention of site management. Any accumulations shall be recorded on the site inspection sheet and cleaned immediately.

10.8.2 Attention shall be paid to accumulations near sources of ignition such as dust/fluff build up on or around electrical equipment, panels etc.

10.8.3 The risk of fire is managed by very careful housekeeping, keeping areas clean, free from litter and detritus, especially electrical infrastructure, through inspections and monitoring, including temperature monitoring throughout the day and in particular as part of the end of day fire watch.

10.8.4 The self-ignition point of wastes is actually very high; plastic typically self-ignite above 260°C, asphalt above 250°C, and the metal wastes will only pose risk should there be any oils on them (typically above 150°C). By ensuring that there are no sources of ignition and no elevated temperatures at the end of a day, management is essentially ensuring that ignition overnight cannot occur.

10.9 Storage of Flammable Materials

10.9.1 The only flammable materials held on site are:

- Green Waste (shared area in L shaped concrete retaining wall bay)
- General Waste (one 20cyd skip).

10.9.2 All flammable stockpiles are stored on the impermeable concrete surface, and the majority are stored within skips or fire-resistant bays.

10.9.3 Many stockpiles are separated by a 6m separation distance or by a firewall. Where stockpiles are not separated by either, the stockpiles have been given a combined volume for the purpose of this Fire Prevention Plan. All storage areas are easily accessible from at least one sides to ensure that if a fire occurs inside of them, it can be put out. 1m of freeboard is present wherever flammable wastes are stored and is ensured through utilising a marking on the bay walls to indicate the maximum stockpile height whilst maintaining the 1m freeboard.

10.9.4 There are no other flammable materials held on site other than those stated above.

10.10 Fire Exercises

10.10.1 Routine fire exercises will take place every year. This will take the form of a practice run through of the procedures to be followed on discovering a fire, from raising the alarm to notifying the authorities and evacuating the site.

10.10.2 A fire procedure has been produced and forms part of the site's management plan. Each exercise shall be recorded and any deficiencies in the exercise shall be noted, reviewed by site management and any appropriate corrective action taken.

10.10.3 Corrective action taken may include re-training of staff, amendments to procedures, or purchase of alternative equipment as deemed necessary.

10.11 Plant and Vehicles

10.11.1 The site will have a small mix of mobile plant. The mobile plant in the form of a loading shovel is used for daily site activities for manoeuvring wastes within the site. The plant will be stored in the designated plant storage area as shown on Drawing Ref: 240313LCC101. All plant and vehicles are fitted with a fire extinguisher.

10.11.2 The site also uses a 4 mobile cranes/grab trucks are also used to deliver and unload wastes at the site, as well as removing wastes to other suitably permitted facilities.

10.11.3 Spill kits are retained on site to deal with any spillages which may occur. These are located outside of the permitted area, but in the vicinity of the site within the buildings, as shown on Drawing Ref: 240313LCC101.

Mobile cranes also called Hiabs used to collect waste (soil, hardcore, tarmac) from City Highways constructions sites to deliver to the yard and to transfer away to external authorised facilities:

- DAF LF260FA TIPPER/CRANE
- AD260S31Y TRUCK/CRANE
- DAF CF 340 FAT 26T TIPPER GRAB
- DAF CF 410 FAD 32T TIPPER GRAB
- CAT loading shovel – CAT914K used to load material and move it within the waste transfer station
- Telescopic handler – hired plant, used occasionally when needed.

10.12 Plant and Vehicle Maintenance

10.12.1 There is plant used on site including a loading shovel which is used for daily site activities for manoeuvring wastes within the site. This plant is stored in the designated storage area when not in use and out of hours as shown on Drawing Ref: 240313LCC101.

10.12.2 The company also operates 4 mobile cranes/grab trucks to deliver and unload wastes at the site, as well as removing wastes to other suitably permitted facilities. Maintenance is required on site vehicles; this includes a mix of daily checks by site staff and routine planned maintenance by specialist sub-contractors. A service schedule is maintained to ensure all servicing and statutory testing is undertaken at the specified intervals. The site will ensure that they meet the manufacturer specification for maintenance of the mobile plant.

10.12.3 It is crucial to note that even though vehicles are used for daily activities, there is no vehicle maintenance that occurs on site. Therefore, the risks relating to a fire occurring from maintenance activities on site such as sparks, oil and fuel leaks are not present.

10.12.4 If a defect is discovered during the routine daily inspection, this shall be rectified as soon as possible. Generally, this will mean within 48 hours. If the defect is on a part which could give rise to a source of ignition or on a fire suppression system, the equipment will be immediately taken out of service until a repair can be affected.

10.12.5 Part of a daily maintenance is also a detailed clean to prevent the build-up of dusts, waste etc. in parts that may not be readily visible. Attention shall be paid to the vehicles entering the site and the exhaust systems. This is subject to a Site Working Procedure.

10.12.6 Any equipment showing evidence of a leak, either through damage or expansion of fuel within the tank, will be removed from the permitted area to the vehicle storage area and repairs effected immediately. Any spillages will be cleared using a skill kit and the residues disposed of to a suitably authorised facility.

10.13 Electrical Safety

10.13.1 The site has no electric equipment or installations within the permitted area and is at the discretion of the Leicester City Council to maintain and ensure electrical safety.

10.14 Training

10.14.1 The requirements of the FPP and the Site Management Plan shall be communicated to all staff and copies made available on site in site welfare facilities. Staff shall be trained by the use of toolbox talks which are reinforced annually or when the FPP is amended. Refresher training will be carried out to ensure that all site staff are up to date on how to tackle the occurrence of fires.

11 INCIDENT MANAGEMENT

11.1 In the event of a fire being reported by a person, site management will immediately investigate. Once a fire is confirmed, several actions will take place (concurrently not sequentially).

- Site management will immediately notify the Fire and Rescue Service (FRS).
- A member of staff will be detailed to guide the FRS on arrival and to provide the senior officer with a copy of the up to date Fire Prevention Plan.
- If deemed safe and practical to do so, before the arrival of the FRS, designated site staff will attempt to extinguish the fire using the site's fire extinguishers.

- Site management will then direct staff to deploy FloodSax barriers and the clay mat.
- Site management will order the evacuation of the site in accordance with the fire drill and for all events of fire will assist in the safe evacuation of all staff, contractors, and visitors.
- A fire however small will be considered an emergency. In addition to this, the Site Manager will immediately cancel all inputs to the site and all vehicles present on site at the time will be sent off site as a precaution until management are assured that the fire is out, and risk of re-ignition has passed.
- Site management will inform the Environment Agency of the incident.
- The site would cease all operations instantly and would direct all its efforts into fighting the fire. The entrance gates would remain open and would be manned to allow access for the FRS. No other vehicles would be allowed to access to the site other than the FRS or Environment Agency. Throughout the duration of the site and the cleaning process afterwards, no wastes will be accepted on site.
- Following a fire, once the FRS deem the site to be safe, an inspection of the site shall be made, and a decontamination plan produced.
- Residual wastes will be sent for recycling or disposal to landfill as appropriate. Once the site is cleared of the products of the products of combustion, an inspection of the site infrastructure shall take place to determine the extent of damage to site surfacing, buildings etc.

A plan of action shall then be created to repair or replace any elements of site infrastructure damage by fire and such remedial works as are required shall be carried out before the site is re-opened and any wastes are accepted.

12 FIRE SUPPRESSION

The site handles hazardous and non-hazardous highways waste alongside green, general, and metal waste. Only green and general waste is flammable. The key form of fire suppression consists of the AFFF foam fire extinguishers.

12.1 Fire Extinguishers

12.1.2 There are 18 fire extinguishers (x8 foam, x8 powder, x2 CO_2) on site that will be used in the early stages of a fire by staff that are trained in the use of fire extinguishers. The extinguishers are located throughout the larger vicinity of the permitted site as shown on Drawing Ref: 240313LCC101. The storage area ensure ease of access in the early stages of a fire and the extinguishers will be used by trained members of staff.

12.1.2 The fire extinguishers on site and are maintained in accordance with the manufacturer's recommendations. Further information on the AFFF fire extinguishers can be found in Section 15.

12.2 Automatic Fire Suppression

12.2.1 The site does not have an automatic fire suppression system due to all waste being stored externally. The site has a low level of risk in regard to a fire occurring due to the scale and nature of operations. All stockpiles will be strictly regulated using the FIFO method and will be monitored as per the Fire Watch. All stockpiles are stored externally.

12.2.2 Each stockpile can be easily accessed from at least one side to be extinguished in the event of a fire using the AFFF fire extinguishers or by the FRS using water. All stockpiles are either separated by a fire wall or a 6m separation distance and are well within the maximum stockpile volumes given within the Environment Agency Fire Prevention Guidance.

12.2.3 All waste and products will be subject to inspection prior to close down each night. All stockpiles will be covered by the 24/7 CCTV system which is monitored by the 24/7 security.

12.2.4 The site is also using alternative measures which focus on robust fire prevention rather than cure. These are detailed below.

12.3 Alternative Measures

12.3.1 The constraints of the site mean that it is not possible to entirely comply with all aspects of the published Fire Prevention Guidance; the sections of which are detailed below. However, with the alternative measures in place, the site will meet the three main aims of the guidance:

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

Separation Distances and Storage

Due to the nature of the site, it is not possible to have 6m separation distances between all of the flammable stockpiles. The following alternative measures are in place to ensure fire prevention despite there not being 6m separation distances between every flammable stockpile on site:

- All flammable stockpiles that cannot be separated by 6m or by a firewall have combined volumes.
- All flammable stockpile volumes are within the maximum stockpile volumes given in the Environment Agency fire prevention plan guidance.

- Each stockpile is accessible from at least one side to allow for it to be easily extinguished in the event of a fire.
- Waste acceptance procedures ensure that the risk of waste contamination is effectively reduced through thorough inspection of loads on receipt. The only waste that arrives on site is waste that has been pre-arranged.
- The risk of arson is reduced by the presence of the perimeter fencing, entrance gate, security, and 24/7 operational CCTV.

These alternative measures minimise the likelihood of a fire occurring, will allow for a fire to be extinguished within 4 hours and minimise the spread of fire within the site and to neighbouring sites.

Fire Suppression

Methods of fire suppression are in place on site and will be used in the event of a fire to ensure that it is extinguished within 4 hours and to prevent a fire from spreading:

- 18 fire extinguishers (x8 foam, x8 powder, x2 CO_2), which are located as shown on Drawing Ref: 240313LCC101, will be used in the early stages of a fire once detected. The staff will be trained in the use of AFFF fire extinguishers and will use them to extinguish a stockpile fire if it is small enough to tackle prior to the arrival of the FRS.
- A fire hydrant is located is located approximately 80m to the northeast of the larger site entrance, which will be accessed by the FRS in the event of a fire to extinguish the fire using water. It is important to note that due to the small scale of the site, the extra 5m is somewhat negligible.
- Staff and out-of-hours security are suitably trained on the deployment of clay mats and FloodSax, so should a fire occur out of working hours, the manual suppressions will prevent the fire water from spreading.

These alternative measures will allow for a fire to be extinguished within 4 hours and minimise the spread of fire within the site and to neighbouring sites in response to an alert from the detection system.

Housekeeping

In addition to the weekly visit of a COTC holder, the staff will be trained on induction in the prevention of a fire occurring on site through good housekeeping:

- End of day Hot/ Fire Watch using hand-held thermal imaging device and temperature monitoring and actions.

- Documented call out rota / procedure.
- Daily, weekly, and six-monthly inspection and cleaning schedules in place and implemented.
- Retraining of staff through toolbox talks of the Fire Prevention Plan procedures.

12.3.2 When deviating from the Environment Agency guidelines, all of the above alternative measures operate in unison to minimise the likelihood of a fire occurring, allow for a fire to be extinguished within 4 hours and minimise the spread of fire within the site and to neighbouring sites.

13 LEICESTERSHIRE FIRE & RESCUE SERVICE

13.1 The nearest fire station is Western Leicester Fire Station located on Aikman Ave, New Parks, Leicester, LE3 9PW. The station lies approximately 2.98km to the south-southwest of the site, indicating a travel time of 7 minutes. However, this is expected to be considerably lower for the emergency services.

13.2 A second station, Leicestershire Fire and Rescue Service, is located at 12 Geoff Monk Way, Leicester, LE4 3BU. The station is located approximately 3.07km to the northeast of the site, indicating a travel time of 8 minutes. However, it is expected to be considerably lower for the emergency services.

13.3 A third station, Eastern Leicester Fire Station, is located approximately 5.13km to the southeast of the site on Hastings Rd, Leicester, LE5 0NH, indicating a travel time of 14 minutes. However, this is expected to be considerably lower for the emergency services.

13.4 The nearest fire hydrant is located approximately 80m to the northeast of the larger site entrance. Following correspondence from the Leicestershire Fire & Rescue Service, it has been confirmed that the FRS do not undertake pressure or flow tests on the hydrants. A copy of the correspondence is provided in Appendix 10.

13.5 Leicestershire Fire & Rescue Service (LFRS) have outlined that this hydrant STW public water main fire hydrant. LFRS do not flow or pressure test fire hydrants. The hydrant was last wet tested 13/3/2024 and was in good working order at the time of the visit. A copy of this correspondence is also highlighted in Appendix 10.

14 WATER SUPPLY

14.1 The nearest hydrant to the site is located approximately 80m to the northeast of the larger site entrance.

14.2 The largest flammable stockpile on site is 36m³. In accordance with the guidance, a total supply 43,200L ($(\frac{36}{300} \times 2000) \times 180)$) would be needed to extinguish a fire. As the fire would need to be extinguished within 3 hours, a flow rate of 240L/min (79,896L/min / 180min) would be required.

14.3 The site fire suppression system does not depend on water, using the AFFF fire extinguishers instead and so no water tanks are provided for firefighting. The close proximity of the three local Fire Stations and the Fire Hydrant also renders the need for onsite tanks of water for firefighting superfluous.

15 FIRE WATER CONTAINMENT

15.1 The site has an existing impermeable concrete surface which is where all flammable stockpiles are stored. We have therefore assessed the potential effect of water on:

- The local groundwater and surface water bodies.
- Any well, spring or borehole within 50 metres used for the supply of water for human consumption, including private water supplies.

15.2 Fire water will be contained by the concrete surface and brick perimeter wall bordering part of the permitted area, together with the clay mat and FloodSaxs that will be deployed by assigned site staff. It is important to note that the permitted area also is fitted has surface water grids, and a gully which lead to the larger site interceptor and therefore a sewer connection. Within working hours, site management will deploy the FloodSax and a clay mat over the surface drains to contain flammable waste in a secure area.

15.3 The maximum volume of water required to extinguish a fire in the largest stockpile (36m³) in the permitted area is calculated to be 43,200L ($(\frac{36}{300} \times 2000) \times 180)$). This equates to 43.2m³ of water.

15.4 <u>Fire Water Containment Calculations</u>

Permitted Area

Volume of firewater = 43.2m³

Area = 1647m²

Height of containment required = 0.026m ($\frac{43.2}{1647}$). This is equivalent to 2.6cm

15.5 <u>FloodSax Barrier</u>

A barrier of up to 0.026m high, as calculated in Section 15.4, is needed to contain water within the site. As the permitted area is in the vicinity of a larger site, the gated entrance does not fall within the permitting boundary. In order to contain firewater, FloodSax are required to run from the brick wall perimeter to the concrete panel walling to encompass the flammable waste stockpiles. The distance from the northeastern brick wall to the concrete wall is 7.5m, with the total distance to connect the southeastern wall to a concrete wall being 18.68m. A single FloodSax is 0.2m high and 0.45m wide. Therefore, a barrier of 1 FloodSax high and 19 FloodSax wide would be needed for the 7.5m length, and a barrier of 1 FloodSax high and 42 FloodSax would be needed for the 18.68m. The site would need a total of 61 FloodSax. A FloodSax barrier can therefore be used for the containment of flood water.

This is a temporary flood barrier which forms a seal to hold in water. The barrier has the advantage of allowing the FRS to still gain access to the site without the contained water being released. The each FloodSax barrier. The FloodSax system needs to be wetted on deployment and will therefore be fire resistant.

Site management will be responsible for ensuring that it has been appropriately deployed during any fire event.

The shelf life of this product is 5+ years and they will be immediately replaced once they have been used. Please refer to Drawing Ref: 240313LCC101 for the storage and deployment locations of the barrier.

16 SENSITIVE RECEPTORS

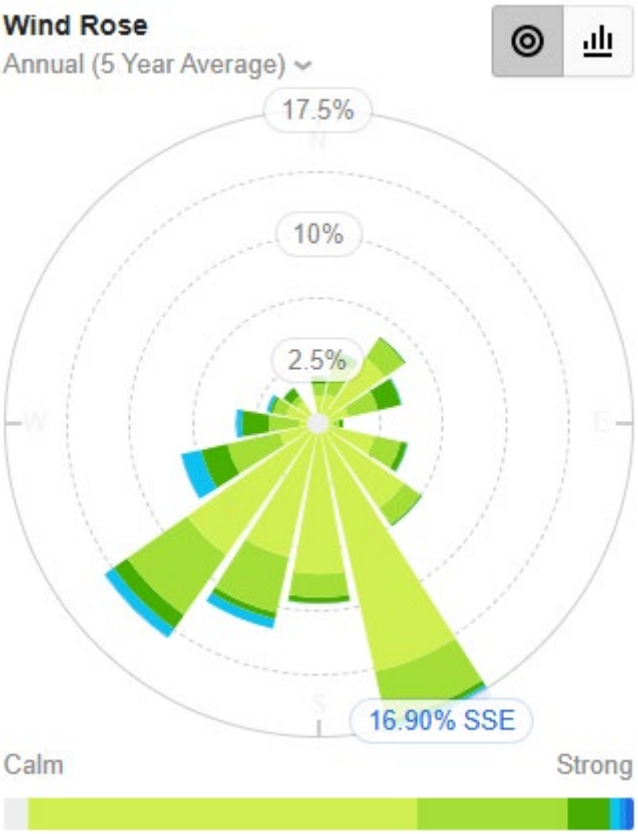
16.1 Current guidance from the Environment Agency on Fire Prevention Plans, states that schools, nursing homes, residential area, workplaces etc are all sensitive receptors. In a fire event, sensitive receptors will be contacted by either knocking on doors or by a phone call. They will be advised to close all doors and windows until the fire has been extinguished. This will be achieved by site management calling where possible and by staff being deployed to knock on doors of neighbouring properties.

16.2 A plan of sensitive receptors has been produced.

17 PRODUCTS OF COMBUSTION

17.1 Smoke Plume / Dispersion

A wind rose from Leicester has been obtained.



17.1.1 In the case of this site, it has a flat concrete surface, and flammable stockpiles are stored externally on the concrete surface only.

17.1.2 The prevailing south-southeasterly winds mean that the smoke will move to the north-northwest and therefore towards the additional commercial and industrial properties, and to the residential area.

17.2 Storage and Disposal of Residues

17.2.1 Following any fire, an assessment of the products requiring disposal shall be made by site management and a plan produced for the most appropriate means of disposal. Following approval by the fire services, Environment Agency and site manager, the residues from the fire will be disposed of accordingly at a suitably permitted facility.

17.3 Staff Training & Awareness

17.3.1 The key to any plan is to ensure that all staff are aware of their duties and act accordingly. This plan and the duties required of staff in accordance with related procedures is communicated to staff through induction training and toolbox talks.

17.3.2 The Fire Prevention Plan is distributed freely, in full, to all staff. All copies of the FPP, both individual staff members' copies and the Master Copy are kept in the site office. Staff are trained in

the requirements of the FPP at induction and at annual toolbox talks. Quarterly exercises are held to test the response to an incidence of fire. All such exercises shall be recorded in the site diary.

18 FIRE PROCEDURE

18.1 In the event of a fire the following procedures are:

- Site management will immediately be informed, and all operations will cease. All expected vehicles will be notified and unable to enter the site.
- Site staff will be trained in the use of fire extinguishers. They will attempt to tackle minor fires in the early stages to extinguish or prevent a fire from spreading. The FRS and emergency services will be contacted by site management during this time if the site cannot be dealt with using onsite resources.
- As the site has wastes stored within containers larger than 1,100L, in the event of a fire, containers will be moved by the loading shovel as soon as is reasonably practicable away from the source of any fires.
- If the fire becomes uncontrollable for site staff, the site shall be completely evacuated until the emergency services arrive.
- Neighbours and other receptors within a 1km range will be notified of the site.
- Once fires have been tackled the site will inform the Environment Agency of the fire and make amendments and actions to prevent this from happening again in the future.

18.2 After fires have been extinguished, procedures are taken to decontaminate and get the site to an operational use again. Procedures taken are dependent on the severity of the fire. These may include:

- Informing the Environment Agency of the incident and review of the site management and fire prevention plans.
- Analyse the retained fire water to see if this is contaminated. Once analysed and deemed to be acceptable it will be pumped out and released into the sewer. If the water is contaminated, then it may be removed from site by a tanker and disposed of to a suitable permitted facility.
- PPE will also be removed and disposed of at a suitably permitted facility.
- Certain wastes may need to be disposed of as they may no longer be allowed to be treated and recycled.
- If the fire is severe and large, then the concrete may become damaged. In this event the site may need to be resurfaced prior to re-opening. Any other repairs to removals that are required e.g. buildings will be carried out to manufacturers recommendations.

Once the contaminated water has been removed, the concrete has been deemed acceptable, other repairs have been made and the quarantines and contaminated waste have been removed, the site will be inspected by the COTC holder. If after the inspection the site is of an acceptable nature, then it can reopen and continue with its usual operations.

APPENDIX 1 – SENSITIVE RECEPTORS

Sensitive Receptor	**Contact Number**
Beaumont Lodge Primary	01162366925
Babington Academy	01162221616
First Steps Leicester	07834705621
Heatherbrook Primary Academy	01162357721
George Hythe House Residential Care Home	01162350944
Bupa Health Centre Leicester	01163680014
Beaumont Lodge Surgery	01162366333
Heathbrook Surgery	01162356324

APPENDIX 2 – DRAWING REF: 240313LCC101

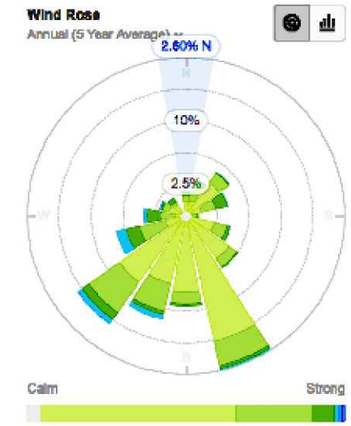
LEYCROFT ROAD

Brick Wall 2.5m High

Boiler Room
STAIRS
Chemicals
STAIRS
STAIRS
TM & Plant
Misc
LPG Cylinders Cage
Gully
13
Water Filled Barrier
1
Barriers and Signs Store Area
2
Waste Storage Area
3
TM Store Area
4
Quarantine Area = 1 Bay
Open Channel (Foul Sewer)
Mobile Plant Storage
5
6
7
12
Gully
Hiyways Store Storage Area
Precast Concrete Material Storage
8
9
10
11
Gully
Brick Wall 2.5m High
Palisade Fence 2.4m High
Access for Fire Service
Fire Hydrant approx 94m (see drawing number 240313LCC102)
Splitter
Jetter Garage & Emergency Stores
Tack Coat Storage
Palisade fence = 0.95m high on brick wall = 2-2.2m high

1. Green Waste - 6 x 3 x 2 = 36m^3
2. Highways Waste - 5.5 x 10 x 2 = 110m^3
3. Highways Waste - 6 x 10 x 2 = 120m^3
4. General Waste - 20cyd Skip = 15.29m^3
5. Highways Waste - 4.7 x 5 x 2 = 47m^3
6. Highways Waste - 4 x 5 x 2 = 40m^3
7. Lab Bay - 3 x 5 x 2 = 30m^3
8. Inert Non Waste or Lab Bay - 4.8 x 5.3 x 2 = 50.88m^3
9. Inert Non Waste or Lab Bay - 4.5 x 5.3 x 2 = 47.7m^3
10. Inert Non Waste or Lab Bay - 5 x 5.3 x 2 = 53m^3
11. Inert Non Waste or Lab Bay - 5.8 x 5.3 x 2 = 61.48m^3
12. Scrap Metal - 20cyd Skip = 15.29m^3
13. Alternative storage for stockpile 4 or 12= 15.29m3

AC ENVIRONMENTAL
Environment House
Werrington Road
Stoke-on-Trent
ST2 9AF



- Permit Boundary
- Quarantine Area (Showing 6m Buffer zone)
- CCTV Camera
- Surface Grid
- Spill Kit
- PPE Storage
- Fire Wall
- Flood Sax Deployment
- Flood Sax Storage
- Fire extinguisher
- Surface Water Drainage
- Foul Water Drainage
- CO_2 Extinguisher
- Foam Extinguisher
- Powder Extinguisher

CLIENT
LEICESTER CITY COUNCIL

SITE
90 Leycroft Road,
Leicester
LE4 1BZ.

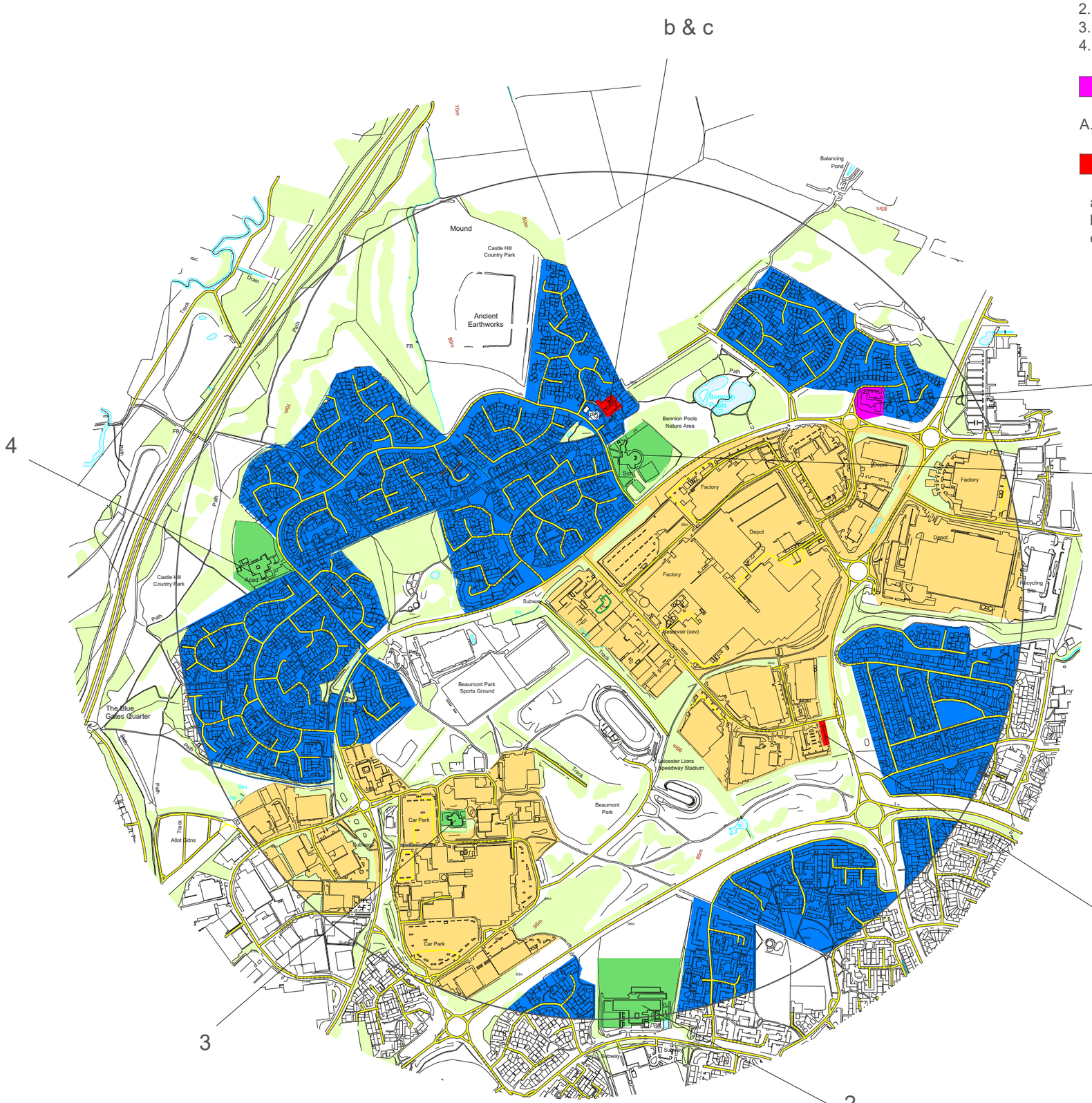
PROJECT
PERMIT APPLICATION

TITLE
FIRE PREVENTION PLAN

SCALE @A3	DATE	DRAWN BY	CHECKED BY
1:500	Oct 2024	T Kearns	D Alcock
	DRAWING NO: 240313LCC101		REVISION

REV	DATE	DETAIL

APPENDIX 3 – SENSITIVE RECEPTOR DRAWING



EDUCATIONAL

1. Beaumont Lodge Primary
2. Babington Academy
3. First Steps Leicester
4. Heatherbrook Primary Academy

CARE HOME

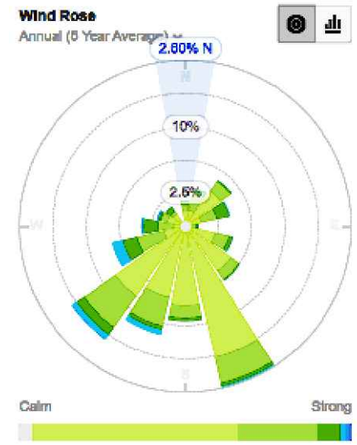
A. George Hythe House Residential

MEDICAL

a. Bupa Health Centre Leicester
b. Beaumont Lodge Surgery
c. Heathbrook Surgery

AC ENVIRONMENTAL
Environment House
Werrington Road
Stoke-on-Trent
ST2 9AF

N



- Residential
- Commercial / Industrial
- Educational
- Care Home
- Medical
- Road
- Rail

REV	DATE	DETAIL

CLIENT
LEICESTER CITY COUNCIL

SITE
90 Leycroft Road,
Leicester
LE4 1BZ.

PROJECT
PERMIT APPLICATION

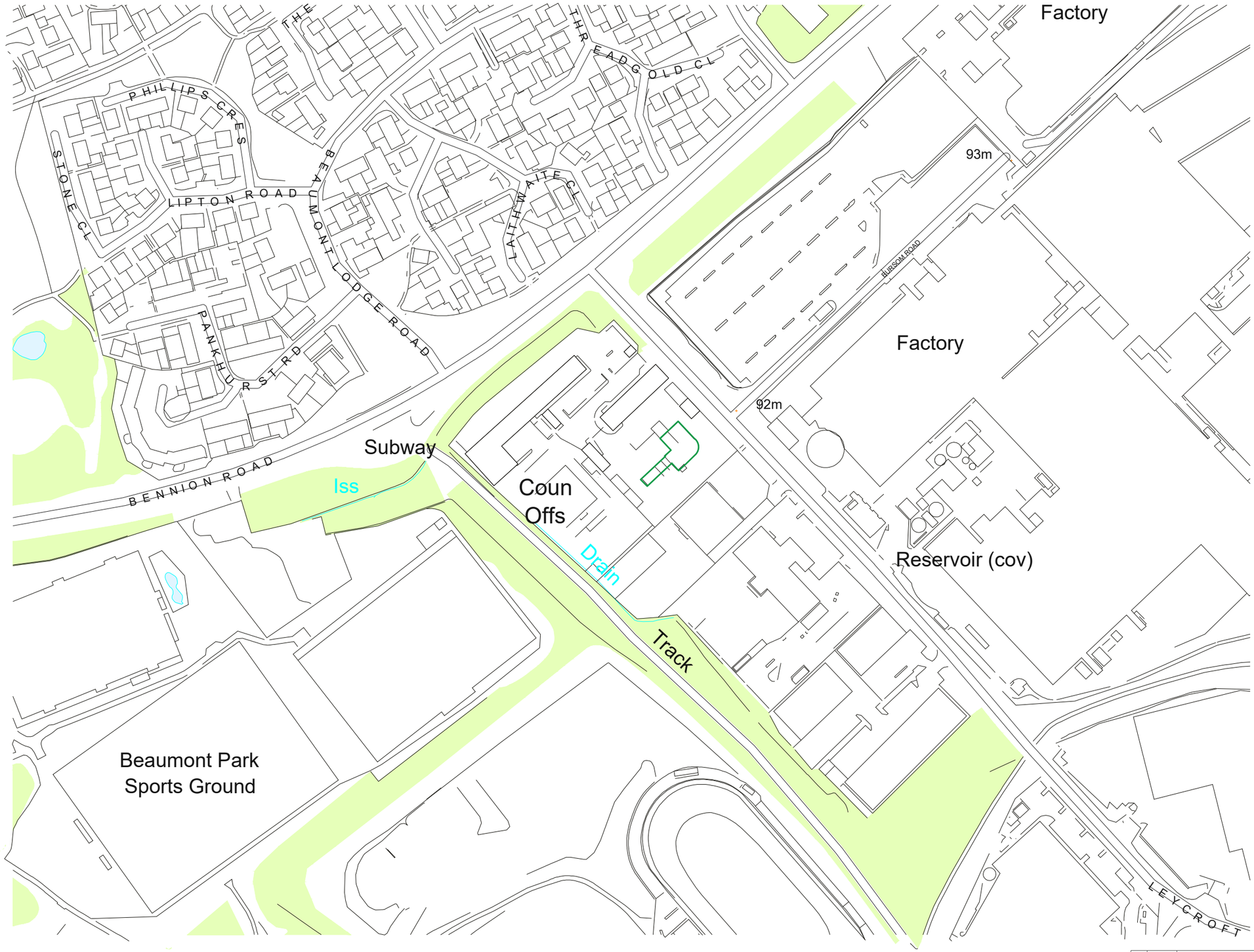
TITLE
KEY RECEPTOR PLAN

SCALE @A3	DATE	DRAWN BY	CHECKED BY
1:10000	Mar 2024	T Kearns	D Alcock

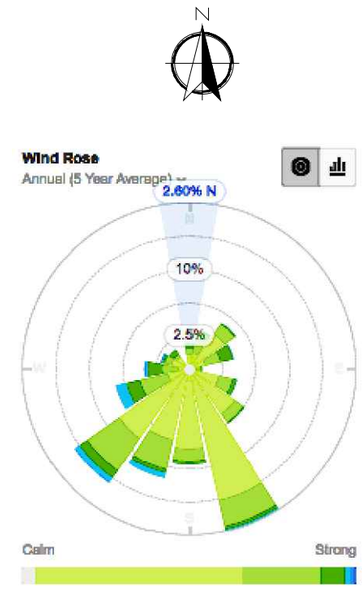
DRAWING NO
240313LCC103

REVISION

APPENDIX 4 – SITE LOCATION PLAN



AC ENVIRONMENTAL
Environment House
Werrington Road
Stoke-on-Trent
ST2 9AF



CLIENT
LEICESTER CITY COUNCIL

SITE
90 Leycroft Road,
Leicester
LE4 1BZ.

REV	DATE	DETAIL

PROJECT
PERMIT APPLICATION

TITLE
FIRE PREVENTION PLAN

SCALE @A3	DATE	DRAWN BY	CHECKED BY
1:2500	July 2024	T Kearns	D Alcock
	DRAWING NO		REVISION
	240313LCC102		

APPENDIX 5 – FIRE WATCH FORM

Fire Watch Form

To be completed every day by the Operations Manager or nominated person. Keep completed forms in file in Site Office. This is in addition to the Daily Diary

Fire Watch Inspection	**Checked by (initial)**	**Time**	**State condition & action taken**
Mobile and fixed plant and equipment - Hot exhausts and engines			
• Check for signs of fire, smoke, heat, and dust settling on hot exhausts & engines. • Ensure parked in correct overnight area at least 6m from waste or other combustible materials • Check for leaking fuels and oils from fixed and mobile plant and vehicles • Ensure that all WEEE and other portable electrical equipment is unplugged			
Loading Shovel **Mobile cranes/grab trucks**			
All waste stockpiles and containers of waste			
• Check for signs of fire, smoke, heat, and dust settling on piles / containers • Check all containers are accessible on one side at all times • Check all stockpiles are accessible on one side			
Wastes			
Highways Waste **Scrap Metal** **Green Waste** **General Waste**			
External containers			
Skips			

APPPENDIX 6 – FIRE WATCH PROCEDURE

Site Working Procedure - Fire Watch Procedure SWP021			
Issue:	1	Date:	16/10/2024
Written/Revised By:	Mary Simcock	Approved By:	Wojtek Lorek

1. Purpose

1.1 To identify situations that may lead to fire and to discover fire early to minimise the impact of any fire and to ensure that the safety of site staff, visitors, and neighbours and to ensure that actions comply with the Fire Prevention Plan, Environmental Permit, and the planning permission.

2. Responsibility

2.1 It is the responsibility of all site staff to follow this procedure and the site manager to ensure this procedure is implemented & followed.

2.2 Failure to follow this procedure will be considered a disciplinary matter and may lead to dismissal.

3. Fire Watch

3.1 A fire watch is a formal inspection of all stockpiled of waste held on site.

3.2 The fire watch shall be carried out by the nominated person, usually the Site Manager or supervisor.

3.3 The fire watch shall take place at the end of each day.

3.4 The fire watch shall be a visual inspection of all stockpiles to identify steam, vapours, smoke of charring, the precursors of a fire.

4. Actions in the event of discovering an issue

4.1 If a fire is discovered, the Fire Procedure (SWP020) shall be implemented immediately.

4.2 If one of the precursors to fire (smoke, charring etc) is discovered, site management shall immediately investigate further. Investigations shall include excavation of suspicious materials to identify the extent of the issue discovered. If localised heating of materials is discovered, then this

can be dealt with by smothering with inert waste or turning to allow cooling in the air.

4.3 Any stockpile which has been identified as having the potential to ignite due to evidence of smoke charring etc., once the immediate issue has been dealt with, shall be prioritised for removal from site for disposal at the earliest opportunity.

5. Actions to be taken

5.1 The site entrance gate shall be closed to prevent unauthorised access by shall be manned to allow access for emergency services.

5.2 Site staff trained in the use of extinguishers and firefighting shall tackle the fire to attempt to extinguish it or to prevent the fire spreading. The fire may be fought with extinguishers. Site management shall direct efforts to fight the fire until the emergency services arrive.

5.3 At all times full consideration shall be given to staff safety and if there is any doubt as to the ability of site staff to extinguish the fire, the site shall be fully evacuated until the emergency services arrive.

5.4 If the fire is large enough to warrant attendance of the emergency services, then neighbours shall be visited by site staff and advised to close windows and doors until such time as the Fire Service declare the fire is over and there are no lingering effects from smoke.

6. Reporting

6.1 The immediate actions of staff shall be to ensure the safety of staff and visitors. The secondary actions shall be to minimise the effect of the fire by attempting to extinguish to prevent it from spreading.

6.2 When it is safe to do so, site management shall next notify the Environment Agency of the fire, providing details of the incident and the actions being undertaken.

APPENDIX 7 – SITE INSPECTION PROCEDURE

Site Working Procedure – Site Inspections SWP016			
Issue:	1	Date:	16/10/2024
Written/Revised By:	Mary Simcock	Approved By:	Wojtek Lorek

1. Purpose

1.1 To ensure the efficient operation of the site, mitigation of risk and to fulfil the requirements of the environment permitting regulations.

2. Responsibility

2.1 It is the responsibility of site manager to ensure this procedure is implemented & followed.

2.2 It is the responsibility of the site manager or duty COTC holder to carry out supporting inspections and monitor the operation of the site.

3. Daily and Weekly Inspections

3.1 The site manager will undertake a daily inspection of the site and record their findings in the Site Diary.

3.2 The COTC holder shall carry out regular visual checks of the site and to check for procedural integrity.

3.3 Either the Site Manager or the COTC holder shall undertake a formal weekly inspection and record findings on the Site Inspection Sheet.

3.4 In the event that the Site Manager conducts the Inspection, the COTC holder shall review this and countersign the Site Inspection Sheet as evidence of such review being carried out.

3.5 All issues to be reported to the site manager, who will allocate responsibilities to action any remedies that can be completed.

3.6 Complaints or reports of problems from neighbours or visitors shall be investigated in accordance with the Complaints Procedure.

4. Reporting & Records

4.1 Any problems to be noted in the site diary and incident logbook.

4.2 Any incident or breach of this procedure must be reported immediately to the site manager.

4.3 Records must be kept for 3 years.

APPENDIX 8 – FIRE PROCEDURE

Site Working Procedure - Fire Procedure SWP020			
Issue:	1	Date:	16/10/2024
Written/Revised By:	Mary Simcock	Approved By:	Wojtek Lorek

1. Purpose

1.1 To minimise the impact of any fire and to ensure that the safety of site staff, visitors, and neighbours and to ensure that actions comply with the Fire Prevention Plan, Environmental Permit, and planning permission.

2. Responsibility

2.1 It is the responsibility of all staff to follow this procedure and the site manager to ensure this procedure is implemented and followed.

2.2 Failure to follow this procedure will be considered a disciplinary matter and may lead to dismissal.

3. Discovering a Fire

3.1 A fire may begin in any stockpile of flammable waste or may be brought into site in a load of waste.

3.2 Fires may also be discovered through the routine daily fire watch, temperature monitoring, seeing smoke, charring or flame in flammable waste stockpiles.

3.3 Any sign of fire, however small, such as smoke or charring shall be treated as if it is a fire until proven otherwise.

4. Discovering a Fire

4.1 The person discovering the fire shall raise the alarm on site by shouting “FIRE” and shall then immediately notify site management in the site office, and activate the fire alarm.

4.2 Site management shall then assess the fire and if any doubt as to the ability of site staff and resources to effectively extinguish the fire immediately, shall call the Fire Service on 999.

5. Actions to be taken

5.1 The site entrance gate shall be closed to prevent unauthorised access but shall be manned to allow access for emergency services.

5.2 Site staff trained in the use of extinguishers and firefighting shall tackle the fire to attempt to extinguish it or prevent the fire spreading. Site management shall direct efforts to fight the fire until the emergency services arrive.

5.3 At all times full considerations shall be given to staff safety and if there is any doubt as to the ability of site staff to extinguish the fire, the site shall be fully evacuated until the emergency services arrive.

5.4 Due to the small scale of the site, the quarantine area is to be used to move neighbouring un-burning wastes to this area in order to prevent the fire from spreading. If a fire were to occur, it would be dealt with in-situ.

5.5 If the fire is large enough to warrant attendance of the emergency services, then neighbours shall be visited by site staff and advised to close windows and doors until such time as the Fire Service declare the fire is over and there are no lingering effects from smoke.

5.6 All actions will be taken in accordance with the approved Fire Prevention Plan.

6. Reporting

6.1 The immediate actions of staff shall be to ensure the safety of staff and visitors. The secondary actions shall be to minimise the effect of the site by attempting to extinguish to prevent it from spreading.

6.2 When it is safe to do so, site management shall next notify the Environment Agency of the fire, providing details of the incident and the actions being undertaken.

APPENDIX 9 – HOT WORKS

Hot Work Permit-to-Work

Department or Project:	Permit Number:	
Contractor / Person/s involved:		
Location:		
Description of Work:	Equipment:	

Date of Permit (Supervisor in charge of work to sign permit on day specified for single shifts)	Day and Date:	Time: Between And

Precautions to be taken:

- Hot works must cease one hour before the end of shift
- Hot works must be carried out more than 6m way from any flammable/combustible materials or liquids.
- All gas cylinders must be transported and kept upright
- Valves and hoses must be in good condition and all gas cylinders must be fitted with back arresters
- When not in use, gas cylinders must be shut off
- Gas cylinders must not be left in the building overnight without formal approval
- Minimum radius of hot works from other workers must be 1.5m (screens should be erected where necessary)
- Work areas to be kept tidy and free from combustible materials
- Services affected must be isolated before work commences
- A suitable fire extinguisher should be available
- The supervisor must ensure that suitable personal protective equipment is provided and worn, and that there is a good working platform
- Isolate smoke detectors in the vicinity of hot works
- Spent welding rods must be immersed in a bucket of water

Employees Must:

- Understand the fire and safety precautions and be in possession of a permit
- Stop work if required to do so by an authorised person
- Report immediately any hazard likely to affect the fire and safety precautions
- Remain in the area for 15 minutes following completion of work to check that no fire starts

Confirmation by Contractor or Supervisor

I can confirm that the precautions specified above will be maintained and I will ensure that the persons carrying out the work will comply with these precautions.

Signed:	Print Name:	Date:

Authorisation by Manager

I certify that the above work can commence with the precautions listed above.

Signed:	Print Name:	Date:

Cancellation by Contractor or Supervisor

I can confirm that the work has been completed / stopped and I have checked the area which is safe.

Signed:	Print Name:	Date:

Cancellation by Manager

I confirm that the work has been completed / stopped, and that I have checked the area which is safe.

Signed:	Print Name:	Date:

APPENDIX 10 – LEICESTERSHIRE FIRE & RESCUE SERVICE CORRESPONDENCE

Good afternoon, Mary

I've only just received this email today. See details in red below for Leycroft Road, Leicester.

If the fire hydrant has flow and pressure tests are conducted. LFRS do not flow or pressure test fire hydrants. Please contact STW for public water main flow/pressure details.
Does the fire hydrant conform to British Standard 750 or equivalent? Nearest FH 12138 is a STW public water main fire hydrant.
Is the hydrant regularly serviced and maintained by the fire service or other suitably qualified provider? FH 12138 was last wet tested 13/3/2024 and was in good working order at the time of the visit.

FH 12138 is located in the footpath Bursom Road junction Leycroft Road.

Jo Eustace
Water Administrator

Leicestershire Fire and Rescue Service
12 Geoff Monk Way
Birstall
Leicester
LE4 3BU

T: 0116 2105555

Our Purpose: *safer people, safer places*

Our Behaviours: Professional, Positive, Honest

APPENDIX 11 – FLOODSAX

FloodSax®
Alternative Sandbags

Give facilities management far more than just flooding protection

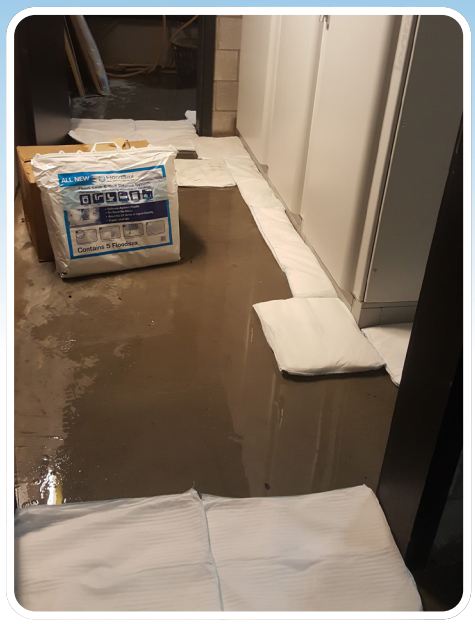
The new 2020 FloodSax® alternative sandbag is bigger, even easier to take to the scene of a flood or water leak and more environmentally-friendly than ever before. Brilliant at holding back floodwater from homes and businesses and ideal for soaking up leaks and spills inside.

Here's how FloodSax® keep saving the day

A broadcasting company had a leaking flat roof which meant when it rained water was getting into the ventilation system. This wall of FloodSax immediately solved the problem until the roof could be fully repaired.

Several FloodSax were used to deal with a major flood inside this hospital in the USA.

A row of FloodSax stopped water from wrecking high technology equipment worth £360,000 in this Yorkshire warehouse. FloodSax are used by all the main utility companies along with local authorities and the armed forces.



The computer server for a care home was vulnerable to flooding yet had not been put on a raised floor. Water was actually around the bottom of the server and if it had got in, the damage would have been exceptionally disruptive to the home as well as being very expensive to repair. The server is now protected by FloodSax.

How FloodSax® work

FloodSax are transformed from being as light as a pillowcase to become more effective than traditional sandbags in around three minutes.

To do that, all you need to do is add water. The semi-porous inner liner within FloodSax contains a special gelling polymer which absorbs the water to become taut.

It weighs around 20 kilos when energised and each row of FloodSax will keep around 20cms (8ins) of water out. Unlike sandbags, FloodSax soak up some oils and chemicals. More than 2.5 million have been sold worldwide.

FloodSax® mean you're ready for flooding 24/7

When you're responsible for managing property you need to be ready for anything day and night all year round.

Businesses are at risk of water getting in from the outside but there is always the danger of leaks and spills inside too.

FloodSax 'sandless sandbags' are easy and compact to store yet once they come into contact with water they miraculously expand to become better than traditional sandbags at keeping floodwater out.

You can also put FloodSax on leaks and spills inside and they will soak the liquid up.

FloodSax® can help with flooding disasters including:

- Burst pipes
- Leaking radiators
- Overflowing toilets
- Taps left on
- Rainwater seeping in through a faulty roof
- Faulty sprinkler system
- Flooding from outside caused by everything from torrential rain to a burst water main

And finally … in a complete twist you need to contain water ON your site after it has been used to douse a fire at your premises. The Environment Agency's Fire Prevention Plans for businesses clearly states: "You must be able to contain the run-off from fire water to prevent pollution of the environment … either into the ground or into surface waters."

ISOQAR REGISTERED
UKAS MANAGEMENT SYSTEMS 0026

Cert No. 14462
ISO 9001:2015

OK biobased
TÜV AUSTRIA

www.floodsax.co.uk
phone: +44 (0) 1484 641009
email: info@floodsax.co.uk

THE QUEEN'S AWARDS FOR ENTERPRISE