

Timberpak Ltd – Fully Integrated Timber Recycling

DOCUMENT	OPERATIONAL PROCEDURE
TITLE	Fire Prevention Plan LEEDS2

Timberpak Leeds 2

Fire Prevention Plan

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VERSIONS AND REVIEW DATES

Revision	Date	Originator	Description of Changes
V0.1	01/01/2022	Olive Compliance Ltd	Draft for permit application

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DRAWINGS

- Drawing 003 Stockpile Layout Plan
- Drawing 004 Site Receptor Plan
- Drawing 005 Hydrant Locations
- Drawing 006 Hydrant Supply Plan
- Drawing 007 Fire Control Measures

APPENDICES

Annex 1: Contact Information

- Annex 1.1 Emergency Contact List
- Annex 1.2 Emergency Response Plan

Annex 2: Supporting Information

- Annex 2.1: Timberpak Waste Specification Leaflet
- Annex 2.2: Picking Station Layout
- Annex 2.3: Toolbox Talk
- Annex 2.4: Cleaning Rota
- Annex 2.5: UKAS Certs (Thermal Cameras)

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1.0 Introduction

Timberpak Ltd has prepared a Fire Prevention Plan (FPP) for their waste facility based at Unit 41 Knowsthorpe Way, Leeds, LS9 0NP Way, Leeds.

This plan is designed specifically around site activities. Site operations are primarily restricted to the acceptance and processing of wood waste.

Both unprocessed and processed wood wastes are stored in allocated areas, to provide containment, and to protect the environment and to prevent the risk of fire.

Operating procedures from the site Environmental Management System (EMS) will also be used to support this document and the measures in place to prevent fire.

This document has been prepared in conjunction and consideration with EA Fire Prevention Guidance, WISH Guidance, Fire Prevention Plan Consultation (summary of consultation responses and decisions, and Appendix 1: review of guidance and test results). The plan has been written in the format of the EA FPP template for ease of use.

Existing site activities are currently out of the scope of Environment Agency Guidance. This Fire Prevention Plan demonstrates alternative measures such as robust storage timescales and the comprehensive site procedures to prevent and mitigate against the risk of fire occurring.

This Fire Prevention Plan also mirrors the EA approved plan currently in place for all Timberpak facility's. This is consistent with company procedures and business critical demand.

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2.0 Who this fire prevention guidance applies to

The permitted waste management activities at the site are for the acceptance and treatment of waste wood only. These wastes are sorted, segregated and shredded to size for further recovery in the manufacturing process.

As per the prevailing guidance, an FPP is required for operators that store any amount of combustible waste.

Further details of the combustible wastes stored on-site are provided in Section 4 of this FPP.

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3.0 Types of Combustible Waste

The site is permitted to accepted various waste streams under the environmental permit, originally issued in 2005.

Waste activities on site are driven by the primary business (recovery of waste wood for the manufacturing of sustainable wood products). The following combustible wastes are accepted onto site for treatment and storage.

Wood wastes will be stored at the site as follows:

- Unprocessed wood (loose, in its largest form)
- Processed wood (loose, chipped)
- Low level contaminates such as metals and plastic from manual and mechanical treatment

The site does not accept rubber or fragmentiser wastes.

The site does not accept WEEE, End of Life Vehicles or Rags/Textiles wastes.

Any general waste, plastic and scrap metal wastes removed during initial treatment is stored in allocated containers or storage areas.

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4. Using your fire prevention plan

4.1 Staff Training

All staff are trained on the contents and requirements of the FPP (suitable to their role). Site inductions will include a summary of the FPP and notices of its location.

Training records are kept for each member of staff including record site induction, toolbox talks, annual FPP training or training and review after a fire/incident.

All site staff will be trained on how to prevent fires on site, how to identify fire risks and how to spot fires on site. Whilst the permitted activities are undertaken, there will always be at least one, suitably trained competent, operations staff member on-site.

All staff are provided with information and training on fire prevention, protection requirements and action to be taken in the event of fire.

New members of staff are given information or training on:

- This FPP, procedures and their personal responsibilities to prevent and protect against outbreaks of fire
- What action to take if they discover a fire
- How to raise the alarm, the location of manual call points, and the procedure for contacting the Fire and Rescue Service and the EA
- What action to take immediately on hearing the fire alarm
- The location and safe use of portable or other fire extinguishing equipment
- The location of escape routes from their place of work including those routes not used regularly for normal access and egress
- Their responsibility to direct or escort visitors and contractors in their charge to escape routes (and in the case of disabled persons to the nearest useable escape route or refuge)
- The importance of keeping closed all fire doors to limit the spread of fire, heat or smoke
- How to safely isolate or shutdown plant or equipment, where appropriate
- The importance of good housekeeping in preventing the outbreak of fire and limiting its effects

All staff undertaking roles that have specific responsibilities under this FPP are given additional instruction and training appropriate to that role.

Staff who carry out fire risk assessments are provided with sufficient information and training as required to ensure their competence.

All records of training are documented and filed by the site supervisor and are available in the site office for review at any time.

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4.2 Contractors, visitors and temporary staff

Fire safety and emergency information for visitors, temporary staff and contractors will be provided at reception where they are required to sign-in.

All staff and contractors working on site are made aware and understand the contents of the Fire Prevention Plan and the procedures that are in place in the event of a fire on site.

All records of site inductions are documented and filed by the site supervisor and are available in the site office for review at any time.

4.2 Document Testing and Review

Quarterly exercises will be carried out to test how well the fire prevention plan works.

Exercises will be planned to test specific aspects of the fire prevention plan throughout the year.

This fire prevention plan will be kept under regular review with monthly external audits conducted on fire prevention measures on site and review of compliance with this document.

This document will be revised if where necessary for example if:

- there is reason to suspect it no longer meets the objectives of the guidance
- you have a fire or identify a near miss of a fire
- you change your activities
- the environment you are operating in changes, for example if a school or residential development is built nearby
- we ask you to revise it due to some concern over the risk posed by your operation

Any revised document will be sent to the EA for approval.

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5. Fire Prevention Plan

The maximum storage on site at any one time will be 6000 tonnes.

The site is permitted to receive waste Monday - Sunday 00:00hrs -24:00hrs

Actual site operational hours are detailed below.

LEEDS 2	PROCESSING	SHREDDING	LOADING
Monday to Friday 2 shifts	06:00 – 15:30hrs 12:30 – 22:00hrs	07:30 – 19:00hrs	00:00-24:00
Saturday	07:00 – 17:00hrs	07:30 – 19:00hrs	00:00-24:00
Sunday	Not operational	Not operational	00:00-24:00
Bank Holidays	07:00 – 16:30hrs	07:00 – 16:30hrs	00:00-24:00

5.1 Site Activities

Timberpak is a subsidiary of Egger (UK) holding Ltd, a part of the ultimate parent company Egger Holzwerkstoffe GmbH. Timberpak was formed in December 2000 to provide recyclable wood products to Egger (UK) has two UK plants, converting waste wood that would previously have gone to landfill, into chipboard products.

The company also operate a waste wood recovery service for their customers.

Wood wastes are brought to site tipped, visually inspected, then processed into wood or MDF chip. Daily wood throughput is approximately 300 – 500 tonnes.

5.1.1. Waste Acceptance

Robust stock pre-acceptance, acceptance, tracking and management systems are in place such that no delivery is accepted at the site that would result in an exceedance of the permitted storage and/or processing capacity.

The site manages waste acceptance by following the computerised stock management system that records and monitors tonnage daily. Some loads may be scheduled before arrival, and by monitoring incoming wastes the available net storage space on-site can be

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assessed and managed. This allows the site to cease waste acceptance and refuse incoming loads should the site storage near maximum capacity.

Incoming wood wastes are received pre-processed primarily arising from civic amenity sites, commercial sources and the waste management industry. The company has strict waste acceptance criteria, with the acceptance validation process, origin and appropriate waste codes agreed with producer’s pre-contract.

The company have a material specification leaflet available detailing the acceptance criteria, origin and appropriate waste codes specified by Timberpak (see Annex 2.1).

Wood waste is graded prior to receipt to reduce handling, treatment and ensure quality.

Wood grades are described below:

- Grade A, Packaging waste and virgin timber offcuts.
- Grade AC, Segregated Pre-consumer Board Products
- Grade B, Clean demolition and Clean mixed wood from transfer stations
- Grade BD, Clean demolition wood waste
- Grade C, Mixed wood containing Chipboard and sheet materials
- Grade CA, Civic amenity wood
- Grade D, MDF or material containing un-pickable amounts of MDF
- Grade F, Material designated specifically for Energy Production

This information is available online and given to prospective customers prior to waste acceptance contracts being agreed.

5.1.2 Waste Inspection

Waste is delivered to site in the company’s vehicles or 3rd party vehicles. Once drivers have weighed in at the weighbridge, they are directed to the appropriate tipping area dependance on the wood type/grade with a Waste Validation Form to pass to the site operative.

The load is then visually inspected by the site operative and a Waste Validation Form is completed. The waste validation process for each load accepted onto site requires the below to be assessed and recorded:

- Material Type/Bay
- Contamination Levels
- Colour Description
- Packing Level
- Pre-Consumer Content
- Contamination Type
- Waste Inspector

If the descriptions and waste code on the waste transfer note are in order the vehicle can then proceed to the weighbridge to finalise the transaction.

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Should the waste not conform the site supervisor is informed to assess the waste and decide whether it is acceptable and the appropriate waste description and code.

If the waste is deemed unacceptable under the permit or due to contamination the waste must be quarantined prior to removal off site or reloaded immediately. A waste rejection note must be completed at this stage and the relevant haulier informed.

The site has a designated quarantine bay for the isolation of incompatible or non-compliant loads pending removal offsite.

The site ISO accredited Environmental Management System details the waste acceptance, validation, and rejection procedures. Copies of these can be found included within this document for operatives to follow and maintain acceptance quality.

5.2 Site Management

Yard Supervisor is responsible for the day-to-day management of the site with support from senior management.

5.3 Site Signage

Signage is located throughout the site reinforcing the site rules. Signage is located at the site entrance, site office and yard area. Signage identifies fire evacuation points, speed limits, safety warnings and PPE requirements.

Signage at the main gate provides information for emergency services requiring access out of hours.

Site signage also denotes stockpile heights for monitoring and compliance purposes.

5.4 Site Inspections and Audits

The site supervisor conducts daily checks of site infrastructure and equipment which are recorded in the site diary and on a formal checklist.

Monthly environmental and health and safety audits also undertaken by senior management. These are carried out to ensure site control measures are in place and reviewed if necessary.

5.5 Site Plans and Maps

The site layout, in respect of fire prevention, is shown on the below drawings:

- Drawing 003 Site Stockpile Plan
- Drawing 004 Site Receptor Plan
- Drawing 005 Hydrant Plan
- Drawing 006 Hydrant Supply
- Drawing 007 Fire Control Measures

These drawings identify the following.

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- Layout of buildings
- Any areas where hazardous (non-waste) materials are stored on site;
- Main access routes for fire engines and any alternative access points around the site perimeter to assist firefighting
- Hydrants and water supplies
- The location of fixed plant or where mobile plant is stored when not in use
- Drainage runs, pollution control features such as drain closure valves and fire water containment system
- Storage areas with dimensions and fire walls (where applicable) - includes wastes stored in a building, bunker, or containers
- The quarantine area (fire prevention)¹
- Waste storage areas and pile sizes
- Prevailing wind direction

5.6 Site Infrastructure

The site has an administration block which is comprised site offices, fuel and oil storage. The workshop block stores maintenance equipment, welding gases and paints.

A large warehouse (58m (l) x 33m (w) houses processed wood chip, wood shredder and the internal loading bay.

An 8.5 metal canopy covers the picking stations along the northern boundary.

The yard area is used for the storage of unprocessed wood, MDF and quarantine bay along with containers around the boundary storing equipment. Containers are also stored externally to store removed low level plastics and metals arising from the treatment process.

5.7 Drainage

The operating area of the site is fully concreted. The north, south and easterly perimeter is sealed with concrete blocks, walls or kerbing to prevent water escape.

Small areas of unmade ground near the site entrance benefits from a 100mm kerb to contain water from accessing this area.

The site has a comprehensive drainage system detailed on Drawing 003.

Drainage gully's and channels direct water around the site. Drainage channels follow the fall of the site, feeding to the interceptor holding tank and system.

Site maintenance of the drainage systems follow the site maintenance procedures. Regular maintenance of onsite drainage systems ensures reliability and effectiveness at retaining polluted fire water in the event of and fire.

¹ A separate quarantine area for waste acceptance at the site is also provided

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The site has an interceptor with an alarm and automated shut off valve to retain water on site in the event of a fire.

Contractor JW Crowther (0113 2532191) currently maintain the drainage system.

Drainage channels and manholes are inspected regularly and are cleaned by external contractors to maintain and remove dust/debris build up. Channels are fitted with galvanised grids to maintain integrity and reduce blockages.

Records of all drainage maintenance are kept within the site office for inspection.

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6. Site Location and Receptors

The site is immediately bounded by industrial/commercial premises.

The site location and environmental site setting is shown on Drawing 004.

EA Guidance states that sensitive receptors may include (but not limited to):

- Schools, hospitals, nursing and care homes, residential areas, workplaces
- Protected habitats, watercourses, groundwater, boreholes, wells and springs supplying water for human consumption
- Roads, railways, bus stations, pylons (on or immediately adjacent to the site only), utilities, airports

A summary of the immediate environmental site setting is provided in Table 1 below.

Table 1
Surrounding Land Uses

Boundary	Description
North	Industrial/commercial
South	Industrial/commercial
East	Industrial/commercial
West	Industrial/commercial

Table 2 shows the receptors that could potentially be affected by a fire event, within 1km of the site boundary and will be contacted where possible in case of fire.

Table 2
Local Receptors

Receptor	Distance	Receptor Assessment
River Aire – Water Course	300m South	<ul style="list-style-type: none"> • Due to the proximity of site, there is a low risk of impact from site activities. • Surface water drainage systems are in place, runoff will be controlled via the interceptor system. • Water usage on site is

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		<p>predominantly focused on the waste wood streams which retains the majority of water within the waste with minimal residual water arising on operational site surfaces.</p>
A63 – Transport Link	620m North	<ul style="list-style-type: none"> • Due to the proximity of site, there is a low medium of impact from site activities. • In the event of fire, it could be difficult to drive in due to short-term poor visibility from smoke and damage to vehicles from ash, which could result in short-term commercial impact and traffic / travel disruption.
Rail Links	740m East	<ul style="list-style-type: none"> • Due to the proximity of site, there is a low risk of impact from site activities. • In the event of fire, it could be difficult to drive in due to short-term poor visibility from smoke and damage to vehicles from ash, which could result in short-term commercial impact and traffic / travel disruption.
Sika Everbuild – Human Receptor	6m	<ul style="list-style-type: none"> • Due to the proximity of site, there is a risk of impact from site activities. • Dust, Noise, and Fire

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		<p>Controls in place to prevent impact to the neighbouring businesses.</p> <ul style="list-style-type: none"> • Constant boundary monitoring of noise and dust also identifies any possible emissions from site to allow the site to cease activities and undertake any remedial action. • An 8.5m canopy has been installed along the northern boundary in line with the eaves of the existing building providing an effective barrier and screen from site activities and any potential emissions.
Football World – Leisure Facility	681m	<ul style="list-style-type: none"> • Due to the proximity of site, there is a low risk of impact from site activities. • In the event of fire, it could be difficult to drive in due to short-term poor visibility from smoke and damage to vehicles from ash, which could result in short-term commercial impact and traffic disruption.
Deciduous Woodland	30m	<ul style="list-style-type: none"> • The location of the woodland and prevailing wind direction means there is a low risk of ash settlement and any potential wildlife

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		<p>habitats.</p> <ul style="list-style-type: none"> • Due to its location, there is minimal risk of ash settlement and wildlife impact in the event of fire.
Commercial Business – Cross Green Industrial Estate	0-1km	<ul style="list-style-type: none"> • The site is located in Cross Green Industrial Estate that have varying industrial and commercial activities, with 15 Permitted Sites and 20 registered waste exemption activities within 1km of the site. • Low risk posed to these businesses from site activities.

Drawing 004 shows the receptors that could potentially be affected by a fire event and their proximity within 1km of the site boundary. The above sensitive receptors would be contacted by telephone or if sufficient staff available, site staff may notify local residents verbally. In the event of a major fire after an assessment had been made regarding the wind direction, weather conditions and severity of fire.

Emergency and receptor contact details are attached to this document for quick reference (see Annex 1.1).

6.8.1 European/International Sites

Searches on the Multi Agency Geographical Information for the Countryside (MAGIC)² website confirm there are no Sites of Special Scientific Interest (SSSI), a special area of conservation (SAC), special protection areas (SPA) or RAMSAR sites within 1km of the site boundary.

There are areas of deciduous woodland identified within 30m of the southwest site boundary, as well as to the east and south. The closest area of woodland is on the distal side of an access road and as such is unlikely to be directly impacted by the works. It is listed as a priority habitat however it is relatively young in age and not listed as being ancient.

² www.magic.gov.uk accessed Oct 2020

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Combined with the majority of site processing and storage is enclosed, including robust amenity controls such as water suppression and continuous monitoring further reduces the risk of fire occurring.

6.8.2 Other receptors

None of the following receptors have been identified within 1km of the permit boundary:

- National Nature Reserves;
- World Heritage Sites;
- Area of Outstanding Natural Beauty;
- National Forest.

There are no registered parks or gardens are located within 1km of the site.

6.8.3 Major Roads and Transport Links

The site is accessed from the A63, via Knowsthorpe Lane, left onto Cross Green Approach then right onto Cross Green Way.

The A63 runs approximately 697m east of the site.

There are no motorways within 1km of the site boundary.

There are rail links within 754km of the site boundary.

6.8.4 Water courses

The River Aire is approximately 300 meters from the site.

6.8.5 Public/Tourist Areas

There are no greenspace areas within 1km of the site.

6.8.6 Flood Risk Zone

Using the flood warning information service, the site is identified as having a ‘very low risk’ from surface water flooding, reservoirs, rivers and seas.

6.8.7 Prevailing Wind Direction

The prevailing wind direction in the area, where the site is located, is West – South - Westerly³. This identifies that noise impact could predominantly effect receptors located east north east of the site.

Wind direction and speed will determine the distribution of smoke in the event of a fire. Continuous monitoring of the prevailing weather conditions through the use of an on-site

³ [http:// www.willyweather.co.uk](http://www.willyweather.co.uk)

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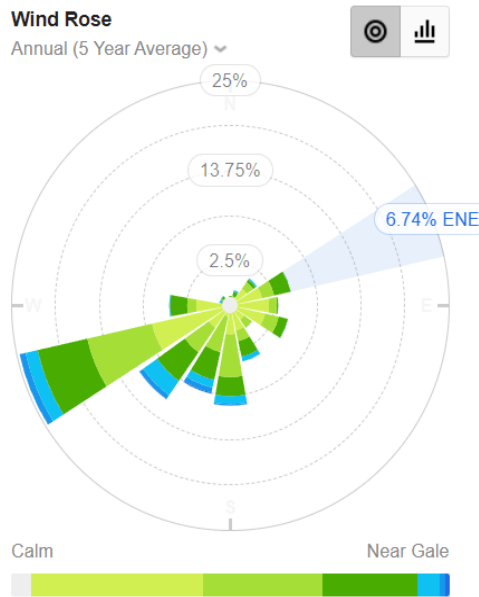
weather monitoring station and will be recorded as part of the site’s management procedures.

Daily monitoring of weather by the Yard Supervisor and nominated staff is also conducted and recorded in the site diary , to constantly assess wind direction, its strength and changes over the working day.

An onsite automated monitoring system is installed, this also records wind direction as part of dust and noise monitoring carried out on site, with a windsock located along the eastern boundary for visual assessment purposes.

The below rose diagram shows the prevailing wind direction.

Image 2 - Prevailing Wind Direction – Weather Station - Stourton Wind Statistics (14miles)



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7.0 Manage common causes of fire

There are many potential causes of fire that may arise on site. Employees (or other persons engaged at the Facility) are to be aware of the potential causes of fire and ignition sources at the site and the measures which are to be employed to limit the risk of occurrence.

Potential heat sources which could lead to a fire include:

- Arson or vandalism;
- Plant or equipment failure;
- Naked lights;
- Hot exhausts;
- Hot work;
- Open burning;
- Loose combustible material;
- Neighboring site activities;
- Sparks from grabs/loading buckets; and
- Hot loads deposited at the site.

Preventative measures have been put in place to prevent the causes of fire. These are detailed in the below sections and are to be observed by all employees and visitors on site.

7.1 Arson/Vandalism

7.1.1. Site Fencing

The site has robust security measures in place to limit the likelihood of arson or vandalism including palisade metal boundary fencing (2.4m) and lockable (2.4 m high) palisade steel site access gates provide security out of hours.

Electronically operated barriers allow access to the site during operational hours.

The site boundary fence lines are maintained to reduce the height of trees and hedges to prevent the risk of arson and fire spread.

The external site information board provides emergency contact details for the Environment Agency in the event of an incident.

Access to the site during non-operational hours is via a keypad system.

A perimeter inspection is undertaken visually by the site supervisor and any defects are noted in the site diary on a daily basis.

Any temporary repairs are made good within 24 hours and arrangements are made to have permanent repairs, if required, completed within one week.

A full inspection of fencing and building integrity is carried out at least once a month and again the same repair timescales as per the above are followed.

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Records of all repairs made are recorded in the site diary and contractor invoices/records are kept in the manager’s office for inspection if required.

The below site procedures along with the site Working Plan evidence site management and recording relating to security and inspection listed below:

- Site Diary
- Site Security Procedures

7.1.2 Visitors

A visitor sign in system is in place to record incoming visitors. This is to ensure the site has a record of persons who have access to the site. This record will also be used in the event of a fire or incident on site for evacuation purposes.

Visitors to the site are informed of the evacuation procedure and the location of fire exits (as part of a site induction appropriate to their visit) to prepare them in the event of a fire.

Site rules are issued to drivers. These are also displayed in the site office. These rules also detail site evacuation points and weekly fire alarm tests.

Operating procedure Control of Visitors, Contractors and Drivers details in full the site rules.

The site rules and induction reinforce the site smoking policy and speed limits to reduce damage/incidents.

7.1.3 CCTV/ Out of Hours Monitoring

The site has Passive Infrared Cameras placed in operational areas with an audio facility covering the site offices and operational areas.

On site CCTV covers all site operations 24/7. This can be viewed on monitors in the site offices and remotely by senior management.

The site also has external site security covered by Palmaris Services Ltd, 1 Northburn Road, Coatbridge, ML5 2HY. They can be contacted on 01236 700 700 or via email (control.centre@palmaris-services.com).

At the start and end of each working day the site supervisor notifies the company that the site is open/closed using a password system.

External monitoring staff remotely monitor the site out of hours. A live feed facility covers the site to allow security staff to monitor all areas of the site. The system is sensitive and any movement on site triggers an alert to the contact centre.

A speaker facility is also connected to the system. Should intruders be detected on site, a voice warning can be given to alert intruders that their presence has been identified, the police are then contacted accordingly.

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In the event of a site activation via external monitoring contact will be made with listed key holders and senior management to attend site. False notifications are also recorded by Palmaris then forwarded to and reviewed by senior management.

The system is sensitive to atmospheric changes, weather conditions and wildlife activity. Any false activations are recorded in the diary and activation reports are generated for all key holders.

The security staff also conduct a site dial in and inspect all areas of the site every hour.

In the event of a site activation via external monitoring or fire/smoke/smoldering is seen will contact will be made with listed key holders and senior management and the Emergency Services.

EMS Security Site Procedure supports the implementation of the security measures in place for the site. Incidents of any activations or incidents out of hours are recorded in the site diary and investigated. An Out of Hours Procedure also covers instances where access to the site is required out of hours where strict security protocol is required.

The administration block also has a security alarm system installed.

7.2 Plant and Equipment

Plant, vehicles and equipment are maintained in accordance with the manufacturer’s recommendations and recorded on daily check sheets.

Plant and equipment are operated in accordance with the manufacturer’s instruction manuals.

The below plant and equipment on site are listed below:

- Loading Shovels
- IQR Shredders
- Excavator
- Telehandler
- Forklift
- Cherry picker
- Picking Stations

All plant/vehicles are fitted with fire extinguishers.

All site plant and equipment have been fitted with Ardent suppression systems to provide quick and effective action should a vehicle/equipment fire occur (www.ardent-uk.com).

Induction training and refresher training is provided, to all persons engaged at the site, in the safe operation of plant and equipment relevant to their role.

Drivers are required to carry out an inspection of plant and equipment on a daily basis to check for faults and ensure appropriate safeguards are in place.

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The site Environmental Management System has site specific procedures for the maintenance of site plant and equipment listed below:

- HGV Weekly Checklist
- Daily Vehicle Check and Defect Book
- Plant Daily/Weekly Checks
- Plant Defects

The above procedures are detailed in Driver Procedure.

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

Consideration was given to the fitting of rubber bucket strips to the loading shovel as a prevention against sparks being generated during the movement of waste. However due to the regular maintenance required to replace these strips this is not an operational requirement at this time. In addition, staff are trained to operate plant in line with the company risk and control procedure to prevent noise impact off site. This requires staff to use site equipment carefully, moving material gently, to prevent scraping buckets or grab along the concrete surfaces further reducing the risk of sparks being generated.

At the end of the working day, plant and equipment are stored either within the building 6 m away from processed material or along the northern perimeter of the site. (See Drawing 003). This ensures that the site complies with the 6m buffer from any of combustible materials stored on site.

7.3 Electrical Faults

Periodic testing is carried out every 10 years by a suitably qualified electrician.

Regular safety checks, and daily site inspections are recorded in the site diary checklist. Daily inspections cover the inspection of electrical points and equipment.

PAT testing is undertaken by a suitably qualified electrician at least every 12 months.

Records of these inspections will be kept in the site office.

7.4 Discarded Smoking Materials

No smoking is permitted in the yard or office areas. A designated smoking area is available for staff located offsite.

7.5 Hot Works

Hot works are not regularly carried out on site. In the event, hot works are required the company employ a designated contractor. A method statement is required prior to works being carried out to assess all environmental and health and safety risks.

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Works are carried out in the maintenance bay shown on Drawing 003 which is located over 6m away from any combustible materials or wood wastes.

After the completion of works on site, equipment is kept on fire watch and not used for up to 2 hours. This is recorded in the site diary.

7.6 Industrial Heaters

No industrial heaters are used on-site.

7.7 Hot Exhausts

Vehicles are turned off when not in use.

Flammable/combustible materials are stored in designated containers marked appropriately away from frequent vehicle movements.

Vehicle engines must not be kept running while unattended or when drivers are in office buildings. The company has a no idling policy, enforced by the site supervisor.

A fire watch of all on-site plant and equipment (including, if appropriate, transport vehicles) is undertaken for at least 30 minutes at the end of every working day and recorded in the site diary.

7.8 Ignition Sources

Guidance states that ignition sources will be kept at least 6m away from any combustible waste stockpiles or other potential on-site fire hazards (e.g. diesel storage).

Ignition sources may only be located less than 6m from a potential fire hazard where suitable fire walls/breaks are in place between the ignition source and the combustible material.

Fuel/Oil storage areas across the site are shown in Drawing 007. Fuel and oils within the bottom warehouse stored inside secure double banded containers which further prevents the risk of ignition and damage from moving vehicles.

Gas Canisters are stored in a lockable cage inside the workshop.

7.9 Batteries

Batteries are not accepted at the site.

7.10 Leaks and Spillages of Oils and Fuels

Oils and Fuels are stored in secure containers shown in Drawing 007. These fuels are stored in banded tanks inside the warehouse to provide double containment. This prevents the risk of damage and leakage. Daily checks are carried out to ensure the integrity and security of these storage areas.

Fuel storage on site is limited to weekly usage.

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Vehicles are maintained regularly to prevent the risk of leaks and spills as detailed in Section 7.2.

Should it be identified that an external vehicle is found to be leaking hazardous materials, the vehicle will be requested to leave site and any spillage cleaned up accordingly.

Any spillage/leak of hazardous materials (including oils/fuels) at the site shall be treated as an emergency and immediate action taken to absorb and remove the spillage using the spillage control kits provided. The absorbent will be cleaned up as soon as possible and disposed of, as hazardous waste, by a suitably licensed contractor.

The site Working Plan and Spillage Emergency Procedure documented within the site EMS covers the management of spillages and leaks on site. On a regular basis, routine inspections of containers are made, with the site diary is used to record any damage and spillage incidents accordingly.

On site spill kits are stored in the workshop.

Site staff are trained in the management of spills and the use of spill kits with records kept of all training.

Detailed materials safety data sheets are available for oils and fuels stored on site and COSHH analysis has been carried out with information available in the site reception, including the Fire Information Pack for site operatives to access and available for the emergency services if required.

7.11 Build-up of Loose Combustible Waste, Dust and Fluff

Staff are to remain vigilant for loose material, dust or fluff around the site.

Daily inspections of plant and equipment are made as part of the daily vehicle checks, ensuring that they are kept free of any wastes and litter. Vehicle operatives will clean up such material on identification, placing material in the correctly designated storage stockpile. Daily plant inspection forms are used to record these checks.

Daily site inspections and general housekeeping of the site is also undertaken in order to minimise the potential for the build-up of such materials. These checks are recorded in the site diary.

A site cleaning rota is in place on site covering essential daily housekeeping, monthly tasks and quarterly deep cleans of site infrastructure and drainage system. A copy of this rota is included within Annex 2.4 of this plan detailing frequency, individual roles and responsibilities.

After each shift the picking station is subject to a clean down and with any debris or dust.

The site also has various methods of dust suppression equipment on site, used in the management of site operations. This equipment also reduces the buildup of dust and debris on site.

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Cleaning of the shredders and conveyors also reduces the risk of trapped wastes causing a fire risk.

Internal storage bays have baffle boards fitted to the concrete bay walls to prevent wood chip and dust falling behind each storage bay.

7.12 Reactions between Wastes

All wastes arriving onsite will be checked in accordance with a strict waste acceptance criterion to ensure no materials of unknown composition are accepted at the site.

The below procedures from the sites Environmental Management System covers on site waste acceptance and management to prevent unpermitted wastes and materials:

- Waste Acceptance (Container Collection)
- Waste Acceptance (Third Party haulage)
- Waste Validation
- Waste Rejection Procedure

Further detail supporting waste acceptance procedures are described in Section 5.

7.13 Deposited Hot Loads

As per Section 5 wastes are assessed both at the time of the receipt of an enquiry and as the material arrives at site.

On arrival, checks are made to ensure that no hot loads or smoldering materials are accepted by the site.

The quarantine area (fire prevention QF) shown in Drawing 003 will be used in the event that any hot load is received, in error, by the site.

Hot loads can be tipped out into the fire quarantine area and water suppression method applied used to cool and reduce the risk of combustion. Hot loads identified in containers can be left in situ and doused with fire hoses or water cannons.

Any instances of hot loads received would be recorded in the site diary and investigated with the haulier.

7.14 Neighbouring Activities

The site boundary has more than a 6m distance from neighbouring businesses/roads along the East, South and West. Sika ever-build is located within 6m of the site along the northern boundary.

The area within 1km of the site has 20 permitted facilities regulated by the EA.

It is not felt any of the above activities pose any risk to Timberpak and potential fire spread.

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8. Prevent self-combustion

8.1 Stock rotation

The site aims to process incoming wastes within 5 days to maintain robust waste acceptance controls.

Table 4 details the maximum timescales set to meet EA guidance.

8.1.1 Stockpile 1

A- C Grade incoming wood wastes will be accepted onto site, inspected and tipped in the designated stockpile (S1).

Incoming wastes are rotated as part of the tipping and stockpiling process.

All wastes in Stockpile 1 are stored in their largest form.

At the start of the week incoming wastes are tipped at the front of the stockpile with incoming wastes then tipped into the stockpile, pushed forward into the stockpile as the material is processed. This is to ensure the rotation of waste during the treatment process and as incoming loads are received.

8.1.2 Bay 2 - 5

Mixed wood wastes are tipped in Bays 2-4 for further sorting and segregation through the picking station. Wastes are fed direct from the bay, to the picking station conveyor. As wastes are removed from the stockpile, site operatives push and rotate existing waste into the void area as the bay is restocked.

All wastes in Bay 1- 5 are stored in their largest form.

8.1.3 Bay 1

Mixed wood and MDF wastes are tipped in Bay 1 for further treatment through the shredder. Wastes are fed direct from the bay, to the shredder hopper/ conveyor. As wastes are removed from the stockpile, site operatives push and rotate existing waste into the void area as the bay is restocked.

All wastes in Bay 1 are stored in their largest form.

8.1.5 MDF Bay

Bay 3 is used for the storage of MDF wood. This storage area is for preprocessed waste awaiting shredding then transportation to the Hexham site for use as a fuel source. Wood chip is fed from the shredder, bulked and stored within the internal bays.

8.1.5 Bay 6-8

These bays are used for the storage of chipped wood waste. This is a temporary storage area for this waste awaiting transportation to the Hexham site for use in manufacturing. Wood chip is fed from the shredder, bulked and stored within the bay.

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8.2 Monitor and control temperature

8.2.1 Monitoring and Controls

The EA guidance on FPP states that where on-site storage is proposed for longer than three months, additional measures will be required in respect of stockpile monitoring and control.

Whilst consideration of self-combustion is appropriate for the nature of the materials to be treated at the site, the site does not store wastes over 3months. Due to low waste storage times, the risk of self-combustion is not significant and, as such, no additional monitoring or controls are undertaken or necessary at this time with exception of the current measures detailed within below.

During the day waste piles are visually monitored during the acceptance procedure. Wastes are then placed in allocated storage areas depending on their grade and continually processed during the day.

To allow any heat generated during shredding to be released, the waste is subject to water suppression within the processing building to dampen, reduce dust and to cool material before it is placed into the appropriate storage area.

Located around the site boundary fence line rainmakers and cannons are located around external waste storage areas to control dust arising on site and acts as a dampening measure to prevent the increase of temperature of each stockpile. Due to the demand for processed material incoming stockpiles are processed or moved to be shredded. Stockpiles are regularly aerated, subject to regular water application further reducing stockpile temperatures and risk of fire.

Water supply is drawn from the 64,000lt water tank. This automatically refills from an onsite supply (borehole) to ensure water availability.

At the end of each working day a fire watch is conducted on all stockpiles and containers.

This is carried out 30 minutes prior to the end of the working day.

Staff will look for any evidence of smoke, heat or smoldering. Should this be detected the stockpile or container will be assessed by the site supervisor whether to maintain visual monitoring or if the waste requires active fire measures such as water suppression. The use of fire extinguishers or water suppression would be implemented, or wastes can be dragged out into the designated fire quarantine area and separated to allow cooling. These checks are recorded and filed in the site office.

Thermal cameras are installed in the processing building and along the picking station. These cameras to automatically monitor the temperatures of waste stockpiles identifying any potential hotspots.

The thermal cameras are also linked directly to the external security company who continuously monitor these cameras both during and out of hours.

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The site office has access to the monitoring screens and the notification system alert system.

Should the cameras detect a fire or an unrecognised heat source an alert will be activated to both the site and the security company, this will action the investigation for any signs of fire. If any sign of fire or smoldering is identified the internal site suppression system will be implemented as a precautionary measure, then an inspection of the stockpiles will take place.

In the event of a fire/smoldering if safe to do so, waste piles can be broken into to reduce the fuel source. Unburnt material can be placed in the quarantine area for the purpose of separation.

Prior to site closure at the end of each day night checks are carried out. These checks cover site closure measures including plant and equipment storage, security measures and the shut off of electrical equipment.

Out of hours the external security monitoring team remotely monitor the site out of hours.

A live feed facility covers the site to allow security staff to monitor all areas of the site. The system is sensitive and movement on site triggers an alert to the contact centre. In the event of a site activation external monitoring will take place and contact will be made with listed key holders.

8.3 Method used to record and manage the storage of all waste on site

Timberpak have an inhouse waste management and recording system to manage and record all incoming and outgoing wastes. The system displays stock levels which are monitored daily.

Visual checks of waste stockpiles are also made by operational site staff. This is recorded on the Daily Inspection Sheet.

8.4 Seasonal Variations

During periods of warm weather, care will be taken to ensure wastes do not increase in temperature resulting in combustion. The onsite weather station can be used to monitor temperature during dry warm periods.

During periods of warm weather care will be taken to monitor external and internal wastes every two hours to ensure these wastes do not increase in temperature resulting in combustion. This is monitored by the assessment of daily weather conditions and temperature recording with internal temperatures supported by the thermal camera facility. Where the ambient temperature is recorded above 22 degrees the site will trigger the implementation of a 2hour formal recorded visual check of all waste storage areas. The site supervisor or nominated person are responsible for weather monitoring and stockpile checks.

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Stockpiles can be easily accessed due to the bay construction to enable site plant to spread or move wastes to cooler/shaded areas if required during periods of extreme temperatures. This will allow any potential heat being generated to be released and the wastes to be aerated. Wastes would be allowed to cool for up to 3 hours then returned back into the stockpile/bay after assessment from site management.

As the maximum storage times of wastes on site are so low, this reduces the risk of self-combustion and overheating.

During out of hours and site closures stockpile monitoring will continue on a daily basis to ensure that site is secure and to carry out fire watch checks on existing stockpiles. As previously stated in Section 7.1 external site security monitor the site out of hours. During periods of prolonged warm temperatures additional monitoring of the site can be put in place with hourly site visual checks. These checks are recorded by the external security company. The site has nominated senior management on call due in the event of an emergency or incident.

At the end of each working day a fire watch will be conducted on all stockpiles, both internally and externally and skips/container. This will be carried out at least 30 minutes prior to the end of the working day.

8.5 Waste bale storage

This section is not applicable as the site does not accept, produce or store baled wastes.

8.6 Contingency Plans

8.6.1 Breakdowns

Minor breakdowns can be managed with repairs will being carried out within 48 hours. All sites retain parts for critical onsite equipment (e.g.: shredder blades) in preparation for the maintenance and repair of onsite plant.

If repairs within this timescale are not possible, plant and equipment will be sourced from other Timberpak/Egger sites or hired until such time as repairs have been completed.

If any vehicle, plant or equipment breakdown leads to an interruption to waste handling or processing, discussions will take place between senior management, to discuss and plan to divert waste elsewhere until such time as the site can resume normal operations.

In the event there is a significant breakdown which will impact site operations, the EA will be notified. Discussions between the site and the EA in respect to timescales in relation to the recommencing of site operations.

In the case of total plant failure resulting in a prolonged delay in site operations, the contingency plan would be to cease all waste acceptance and utilise company fleet to remove waste from the site to other Timberpak sites or third-party premises until the situation was resolved.

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8.6.2 Enforced Shutdowns

In the event the site is shut down for example due to flooding or major staffing issues, all deliveries to site will be ceased. Site security, emergency and fire prevention measures will be maintained. Senior site management will contact EA regarding actions and timescales in relation to the recommencing of site operations.

8.6.3 Fire

In the event of fire or any other major incident on site the contingency plan will be implemented. This means that all operations i.e. waste acceptance and treatment will be ceased until the Environment Agency or Fire Service advises Senior Management that it is safe to carry out the activities.

8.6.4 Storage Capacity

If during the daily site inspections, Site Management identify that waste storage areas are nearing/or at storage capacity, discussions will be made with senior management. Consideration will be made whether to:

- temporary cease waste acceptance until stockpiles are manageable
- arrange for processed material to be moved off site utilising additional transport
- divert wastes to other Timberpak/EGGER facilities

In the event of any delay to the removal of processed material from the site, senior management will contact the relevant ‘waste receiver’ in order to determine the anticipated length of the delay.

If deliveries to the site are scheduled, before the delay to waste removal is resolved, that would result in an exceedance of the storage capacity, or if such a delay could cause a breach of the limits to the waste storage time on-site or Fire Prevention controls, Site management will contact the EA immediately and incoming deliveries will be ceased.

In addition, in the event of a contract failure with, or closure of, a waste receiver (and its operations) that could result in the storage of material on-site for a long period, Senior Management will contact the EA immediately.

In the event of any delay to the removal of processed material from the site, management will contact the relevant ‘waste receiver’ in order to determine the anticipated length of the delay.

The company has relationships with an extensive network of wood recyclers, waste management companies and suppliers. These contacts can also be drawn upon to temporary redirect or store wood wastes.

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9. Manage waste piles

Managing waste piles carefully, will help prevent the risk of self-combustion and limit the scale of a fire if one breaks out.

EA guidance states that wood waste should be stored in accordance with the below maximum stockpile sizes.

Table 3 – EA Wood Stockpile Guidance

Waste Type	Loose and more than 150mm	30 to 150mm or baled	Less than 30mm
Wood	750 cubic metres	450 cubic metres	300 cubic metres

9.1 Maximum pile sizes

Timberpak currently store some wood stockpiles outside of the scope of Environment Agency guidance. This is based on the specific permit conditions, the nature of the business and the throughput of wood required to meet manufacturing demand.

9.2 Alternative Measures

EA guidance, Fire prevention plans, (case study examples of alternative measures) published in January 2021 has alternative measures to justify the storage of waste wood in pile sizes larger than the maximum sizes set out in their fire prevention plans guidance.

Alternative measures proposed by operators must show that they could still meet the 3 objectives of EA fire prevention plans guidance.

These are to:

- 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 neighboring sites

Alternative measures are in place below are described along with other key controls.

- Good Security
 - Detecting hotspots and setting trigger temperatures
 - Reducing risks from hot exhausts
 - Robust waste acceptance procedures
 - Water supply
1. Effective monitoring to detect hotspots within processed wood chip storage areas. The use of thermal imaging cameras, with trigger temperature alerts in place, 24hrs a day to notify site management of any hot spots, to enable effective early detection and fire action responses. The risk from localised ignition (hotspots) due to

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contamination is generally less likely in processed wood. This is because contaminants are removed before the processed wood is put into piles for storage. Thermal cameras have a trigger temperature of 50°C. In the event waste material reaches the trigger temperature, trained staff would dismantle the pile and remove it to the quarantine area to allow cooling to take place.

2. Robust waste acceptance which prevents the risk of contaminated wastes entering the stockpile including manual source segregation through the picking station.
3. Increased visual inspections of all stockpiles and bays conducted throughout the day, (every hour), with operational staff onsite from 6:00 to 22:00hrs.
4. Maximum waste storage timescales are set at 30days, reducing the risk of mass self-heating within stockpiles and bays in that storage time period.
5. Out of hours, hourly inspections of all stockpiles is implemented in conjunction with the thermal cameras as an early detection measure.
6. No plant or equipment will be stored within 6m of storage areas to reduce the exposure to any hot exhausts, with plant checked and cleaned daily.
7. There is sufficient fire-fighting water availability with fire hoses located around the site. These allow for water supply to all stockpiles as a fire-fighting response if safe to do so. All staff are fully trained in the use of this equipment.
8. During out of hours, there are 4 nominated members on staff on call to come to the site and operate plant and machinery to help the FRS as required. Response time is estimated at 20-30 minutes.
9. The company have demonstrated that the firefighting water will be contained on site due to the site topography and drainage isolation systems in place.
10. All storage areas have concrete walls or panels that conform as suitable fire-resistant containment walls.

Table 4 below details waste stockpile sizes.

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Table 4 – Timberpak Leeds Pile Sizes

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Max Volume / m ³	Max. time it will be stored
Grade A,B,C	Stockpile 3 (external)	Free standing stockpile	20	11	5	1100m ³	30days
	Shredder feed	Loose and more than 150mm					
Grade A,B,C	Stockpile 2 (external)	Free standing stockpile Loose and more than 150mm	20	11	5	1100m ³	30days
Grade A,B,C	Stockpile 3 (external)	Free standing stockpile Loose and more than 150mm	20	11	5	1100m ³	30days
Grade A,B,C	Stockpile 4 (external)	Free standing stockpile Loose and more than 150mm	20	11	5	1100m ³	30days
Grade A,B,C/MDF	Stockpile 5 (external)	Free standing stockpile Loose and more than	20	11	6	1100m ³	30days

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		150mm					
MDF	Bay 1 (external)	Concrete block three-sided bay Loose	13	8	4	416m ³	30days
Processed wood	Bay 1 (internal)	Concrete panels, three-sided bay Bay and less than 30mm	18	14	4	1008 m ³	14days
Processed wood	Bay 2 (internal)	Concrete panels, three-sided bay Bay and less than 30mm	18	13.8	4	993.6 m ³	14days
Processed wood	Bay 3 (internal)	Concrete panels, three-sided bay Bay and less than 30mm	18	13	4	936 m ³	14days

9.3 Seasonality of Supply and Demand

The UK waste wood market experiences perverse seasonality in respect of supply and demand. That is, availability of raw waste wood is at its peak in the summer when demand is at its lowest and the reverse in the winter.

The site operates with consistent waste input and output waste levels throughout the year. This plan is written in accordance with the site operating a 100% throughput therefore the site can adequately manage and meet EA Fire Prevention objectives.

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10. Where maximum pile sizes do not apply

EA guidance states that waste in containers that can hold more than 1,100 litres, must be accessible so any fire inside it can be put out. This includes skips, roll-on roll-off skips, or shipping containers.

In the event of a fire, the site must be able to move containers as soon as is reasonably practicable to prevent the fire spreading.

10.1 Waste stored in containers

20-yard containers are located underneath the picking station for the storage of wastes removed from the incoming inspected wood stock. These containers are removed and rotated through the day. Each container has a separation distance of 0.5m. A steel divider between both containers provides additional fire prevention control, further segregation of stored wastes and a physical barrier prevention fire spread between both containers.

A general waste container is also located in the main yard for the storage of mixed general waste residues, and another in place containing residual metal wastes from the treatment process.

Table 5
Container Sizes, Capacity and Storage Timescales

Waste Type	Height (m)	Length (m)	Width (m)	Volume	Storage Time (Max)
General & metal waste x 2 External	2.6	6.1	2.4	38m ³ = Total Stockpile 76m ³	14 days
General & metal waste x 2 Picking Station	2.6	6.1	2.4	38m ³ = Total Stockpile 76m ³	14days
Quarantine Containers Hazardous Wood and Green Waste	2.6	6.1	2.4	38m ³ = Total Stockpile 76m ³	1 week

Access to all containers storing wastes on-site will be maintained at all times to allow for the extinguishing of any fire within a skip/container or for its removal to the quarantine area (fire prevention) as soon as is reasonably practicable.

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The mobile plant used at the site will be on-site at all times to allow for the moving of any on-site skips/containers as required.

In the event of a fire the use of onsite water suppression or fire extinguishers can be directed into any container or pulled away using site plant to isolate it into the quarantine area.

During working hours this should take 5 minutes using the grab. Out of hours it is estimated that this would take 20-30 minutes to allow travel time for site management and access to site.

These containers are also subject to end of day fire watches in line with plant and equipment (Section 3.1.3 refers).

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11. Prevent fire spreading

EA guidance states that all combustible waste piles must have a separation distance of at least 6 metres between waste piles and the site perimeter, any buildings, plant and equipment or other combustible or flammable materials.

11.1 Separation distances

All stockpiles and bays shown in Drawing 003 have 6meter buffer zones. These zones are marked onsite surfaces to indicate clear separation distances for staff to adhere to when managing wastes on site.

Containers storing general/metal wastes have a 0.5m separation distances and are classed as one stockpile.

The quarantine area (Fire) is shown on Drawing 003 this has a 6meter buffer from the front of the bay.

The quarantine containers (Q1 Waste) are located away from any combustible stockpiles along the eastern perimeter.

By limiting the time over which waste material is stored, and providing suitable separation distances, the site limits the potential for the outbreak or spread of a fire.

All stockpiles, bays, or storage containers are stored at least 6m from the site boundary.

11.2 Fire walls and bay management

Internal waste storage bays are made up of concrete retaining panels. External bays are constructed using concrete LEGIO blocks (1200mm x 800mm x 800mm)

Legioblock is ideal for use in fire-resistant walls. Legioblock holds A1 fire-resistant classification in accordance with REI 240 standards. This means the Legioblocks are fire-resistant for up to at least 4 hours. The manufacturer states that in practice, this means the blocks last even longer than 4 hours.

The interlocking design, specification and construction of the walls offer a thermal barrier which seal joints to provide containment.

A 1m freeboard is in place to take into account the calculation of flame height and radiation in preventing the spread of fire between piles and around the site boundary. Daily visual inspections and housekeeping procedures are in place to prevent loose or light material moving outside the bay walls and igniting other wastes.

Bay construction is detailed in Section 9.1 of this plan.

As previously stated, wastes are subject to constant inspection and frequent stock rotation, ensuring waste are processed on a first in, first out policy.

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The fire resistance rating of the concrete walls and panels has been estimated using the ‘Standard Method for Determining Fire Resistance of Concrete and Masonry Construction Assemblies’ (American Concrete Institute, ACI Standard 216.1-97). Table 2.1 of the ACI Standard is reproduced (converted to SI units) as per Table 6 below.

Table 6⁴
Fire resistance of singular layer concrete walls, floors and roofs

Concrete Aggregate Type	Minimum equivalent thickness for fire resistance rating (cm)				
	1-hour	1.5-hour	2-hour	3-hour	4-hour
Siliceous	8.9	10.9	12.7	15.7	17.8
Carbonate	8.1	10.2	11.7	14.5	16.8
Semi-lightweight	6.9	8.4	9.7	11.7	13.7
Lightweight	6.4	7.9	9.1	11.2	13.0

The specific type of concrete used is not known therefore, as a sensitivity text, consideration of the properties of all types has been given. As can be seen, for a fire resistance rating of 2 hours is achieved by a concrete wall of between 9-13cm. Table 6 infers that the 0.8m (80cm) thick bay walls are capable of resisting fire for more than 4 hours.

⁴ Table 6, pg. 4, Standard Method for Determining Fire Resistance of Concrete and Masonry Construction Assemblies, American Concrete Institute (converted from inches to cm).

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12. Quarantine area

The site incorporates two quarantine areas that each serve a separate and distinct purpose.

- Waste acceptance/rejection (Q1 Waste); and
- Use in the event of a fire (Q2 Fire)

12.1 Q1 Waste

A designated quarantine area (waste acceptance) referenced as (Q1) waste is located along the eastern perimeter. For the immediate storage of any incoming treated timber waste and green wastes two 40ft containers are in place. Both containers are situated in a bunded designated area and with clear signage reidentification and use. No other wastes, flammable materials or plant or equipment are stored in this location. The use of a containers as a quarantine measure provides containment against the contamination of other wastes on site.

12.2 Q2 Fire

The quarantine area for fire prevention (Q2) is a defined area within the site, situated on an impermeable surface.

The quarantine area (fire prevention) is an area identified as 20m (L) x 10m (W) x 6m (H) = 1200m³ located with an excess of a 6m buffer from any other wastes to ensure that there is not risk of heat/fire spreading around the site.

Drawing 003 clearly defines the fire quarantine area, with a minimum 6m separation buffer that will be maintained during a fire event.

The quarantine area (fire prevention), during normal operation of the site, may, due to its size be used to temporarily to store site plant and machinery however in the main it is left clear for access around the site.

The quarantine area is large enough to hold 50% of the largest stockpile on site (i.e. of combustible waste 1100m³).

In the event of a fire, if safe to do so a site operatives will remove waste from the effected stockpile or bay, using site plant to remove the waste from the specified storage area into the quarantine area. This is anticipated to take no more than 5-10 minutes using site plant and equipment.

This area would also be used to isolate any unburnt waste which has been separated to prevent fire spread.

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13. Detecting fires

Identifying fires as quickly as possible makes the suppression of the fire easier and results in lesser impact to the environment and human health.

13.1 Detection systems in use

As such, the following measures are to be employed to ensure that fires are identified at the earliest opportunity:

- Inspections are to be made of containers/stockpiles by the site supervisor at the start and end of each working day and recorded in the Site Diary
- Site staff are to be vigilant and keep lookout for fire or the signs of a fire, with hot watch procedures in place particularly where there are elevated risks of fire
- CCTV installed on site provides for active monitoring during operational and non-operational hours
- Thermal cameras installed in the processing and storage building
- On site staff presence from 7am to 10pm
- The site offices have an automated fire alarm system
- Site operatives are supplied with radios to communicate should a fire be detected
- Audible fire alarms are tested weekly in line with site rules and recorded

13.2 Fire Alarm Tests and Drills

Tests and drills are an important mechanism to ensure that the site is prepared for a fire.

A Fire Safety Log file is kept with the site Emergency Response Plan and site contacts.

The fire alarm system is fitted in the site office and checked twice a year by Fire Logistics Ltd, Unit 11B, Newcastle.

Weekly alarm tests are carried out every Friday afternoon between 2:30 - 3:00pm and recorded.

Regular toolbox talks are carried with a record of all attendees documented (Annex 2.3). As such the site keeps a detailed Fire Safety and Maintenance Log Book. Records relating to fire prevention measures are kept:

- Weekly Portable Fire Extinguisher Checks
- Fire Alarm Service Records
- Fire Alarm Activations Records
- Fire Alarm Weekly Checks
- Lighting Checks
- Fire Door Inspection Records
- Fire Evacuation Drills Records
- Staff Training Records
- Fire Officer Visits

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Fire drills are scheduled to take place 6 times per year to identify any weakness in the evacuation strategy. The Fire Evacuation Roll Call Record Sheet is kept in relation to all drills.

The Fire and Rescue Services (FRS) conduct regular inspections on high-risk non-domestic premises to ensure businesses comply with fire safety regulations. The site has been inspected yearly with no actions or improvements required after these visits. Records of these visits are kept in the site office and available for inspection.

Records are kept of all the above checks and tests are available in the site office.

13.3 Automated detection system

EA guidance states that the site must have procedures in place to detect a fire in its early stages to reduce its impact. The detection system should be proportionate to the nature and scale of waste management activities carried out and the associated risks.

The site has implemented the use of thermal cameras inside the processing building to detect hotspots within internal bays. These cameras are also in situated the picking station to identify any hotspots in this area and external storage areas. This system was installed by a UKAS accredited supplier with a contracted maintenance plan in place to maintain the system.

A trigger level of 50°C has been set by management to action mitigation measures to check the stockpile. If there is a sign of smoldering or steam, staff can use the grab, breaking into the material, spreading and aerating it with the application of the internal water suppression system. Visual inspection of the material should continue, with a temperature monitored by the thermal cameras of the spread material. Once cooled the material can returned into the bay.

Wastes are visually monitored from 7am until 10pm by site operatives with the constant movement and processing of waste material during the day. Out of hours monitoring by an external security company provide monitoring of waste stockpiles to detect signs of fire or smoldering.

13.3.1 Site Offices and Welfare Building

Drawing 007 details the designated automated fire detection alarms within each zone.

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14. Suppressing fire

EA guidance states that if you store waste in a building, you must install a fire suppression system. This system should be proportionate to the nature and scale of waste management activities you carry out and the associated risks. The site does not have an automated fire suppression system installed within the processing building.

It is felt that the installation of a system is not proportionate at this time, due to the below control measures which mitigate against the need for an automated system.

- Maximum 1 month waste storage time
- Stockpiled are inspected, moved and monitored throughout the day
- Operational staff on site from 7am – 22:00hrs
- External monitoring by security company from 22:00hrs – 07:00hrs
- Thermal cameras inside the processing building
- Internal sprinkler system inside the processing building
- Fire watches
- Housekeeping rota

With the robust waste turnaround time and constant level of site supervision including out of hours security measures, this mitigates against the need for an automated system.

14.1 Automated dust suppression systems in use

The site has an automated dust suppression system installed within the storage building.

The system is covering the waste storage bays, and access/exit of the building.

These systems act as a dust suppression system while dampening wood chip pre and post storage within the bays.

These sprinklers can be remotely activated in the event of a fire to act a dampening measure to mitigate against fire escalation.

14.2 Manual suppression systems in use

Manual suppression fire-fighting techniques are explained in detail in Section 15, including how these will be operated when the site is closed and maintaining their operational use.

Manual systems to be used are:

- Fire extinguishers – located around the site in key accessible locations
- Water cannons and deluge system
- Fire hoses – located in all waste storage areas on site
- Ozzie monitor
- Plant and equipment fitted automated suppression systems

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15. Firefighting techniques

In the event of a fire at the site, the class of fire will determine the action to be taken. To assist the authorities managing a fire outbreak at the site, as much information should be provided to the authorities as possible including the site layout plan and quantities and types of stored materials.

A copy of this fire plan and supporting information will be available to the Emergency Services in the event of a fire.

The local Fire and Rescue Service will assume full control for the approach to suppression/extinguishing of any fire once it is in attendance at the site.

The nearest Fire Station is Leeds Fire Station located at 88 Kirkstall Rd, Leeds LS3 1NF which is located at approximately 4.4 miles away from the site (approx. 12-minute travel time).

15.1 Active firefighting

The site is designed to allow for the active firefighting of any fire that occurs on-site. The site ensures that there are suitable resources available, at all times, to fight a fire. These resources include:

- Mobile plant (for the movement of wastes/containers if safe to do so);
- Staff (on-call for out of hours events);
- Available water supply (on-site fire extinguishers and local fire hydrants);
- Finances (for remedial actions following a fire event).

Each Timberpak site has a Fire Equipment Check Sheet detailing all operational firefighting equipment completed weekly as part of their robust on site fire procedures.

15.1.1 Mobile plant

All plant/vehicles are fitted with fire extinguishers.

All site plant and equipment have been fitted with automated Ardent suppression systems to provide quick and effective action should a vehicle/equipment fire occur (www.ardent-uk.com).

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Mobile plant is used to move containers into the Quarantine Fire area or to separate burning and unburnt material.

15.1.2 Fire extinguishers

Fire extinguishers are situated round the site within the processing building and in key locations around the yard and storage areas.

Instruction signs on the use of extinguishers and suitability of each type of extinguisher are clearly marked on the equipment. These are checked on a weekly basis and recorded. Fire extinguishers on site plant are also checked and recorded.

Fire extinguishers are maintained and checked on a yearly basis by Fire Logistics Ltd. Records of these visits are kept in the site office for inspection.

15.1.3 Rain guns/sprinkler system

These can be activated remotely to spray water from height onto waste piles to act as an interim cooling measure in conjunction with other firefighting measures implemented by site staff or the fire service.

15.1.4 Water cannon/deluge system

Water cannons situated around the site can provide a direct powerful deluge of water to smoldering or burning wastes located externally. This system is operated remotely reducing the risk to site operatives.

15.1.5 Fire hoses

On site fire hoses can be connected at allocated points around the site via standpipe, to apply direct water supply to waste stockpiles.

Hose guns and standpipes are also stored in identified locations for use.

15.1.6 Ozzie monitor

The Ozzie Oscillating Monitor provides sweeping water streams for high performance attack when fighting fires. The water driven motor sweeps the outlet back and forth in a smooth, wave-like motion provide cooling and protection while unmanned.

Ozzie Oscillating Monitors operate by themselves to provide active firefighting measures while maintaining staff safety.

The monitor is located inside the workshop and can connected to the fire hydrant located outside of the site.

Nominated staff are fully trained to implement this equipment in the event of fire, with instructions for use stored with the monitor. The monitor and hose connections are checked on a weekly basis.

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15.1.7 Fire blankets

Small fire blankets are also located in the office kitchen for office fires only.

15.2 Staff resources and training

All staff are fully trained in the use of the above firefighting equipment with regular toolbox talks and practical drill training. However, the company priorities the health and safety of all site staff, this equipment will not be used should a risk be posed to site staff.

The site has trained Fire Marshalls on site who are responsible for the management of persons and site activities in the event of a fire. Certification expires after 3 years then re-certification is required.

The site also implements an Emergency Management Structure depending on the severity of the fire where the designated Site Controller takes overall control of the site, liaising with emergency services, incident controllers, SHE manager, media and company directors. This structure is shown in Annex 1.2.

Out of hours the site is protected by the security company Palmaris. In the event of a fire contact will be made with the relevant key holders and the Fire Service notified immediately.

Regular training as detailed in Section 2.5 ensures that staff are prepared and can respond safely when a fire occurs on site.

15.3 Water Supply

The site has a direct water supply from their own installed borehole and the access to the external hydrants located at the site entrance. If it is safe to do so, staff will implement fire training, activate the deluge system and set up site equipment in place, to begin to fight the fire until the emergency services attend.

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16. Water supplies

The EA guidance for FPP requires that, for a 300m³ stockpile, a total of 360,000 litres (360m³) of water would be required in order to extinguish the fire. As such, for the maximum on-site stockpile volume of 750m³ approximately 900m³ of water would be required.

16.1 Available offsite supply

British Standards for fire hydrants are such that the flow rate of any hydrant must be capable of delivering at least 2000 litres (2m³) per minute at 1.7bar.

Northumbrian Water has modelled the normal working pressure of the hydrant as between 55m and 62m (head, equivalent to 5.4bar to 6.1bar). At 30litres/second (1.8m³/minute), the operating pressure of the main would be 30m (head, 2.9bar). This would provide approximately 324,000litres of water for 3 hours supply.

There are three fire hydrants are located within 120 metres from the site.

This is confirmed in writing by Yorkshire Water. Drawing 007 shows all hydrant locations.

16.2 Onsite Supply

A 64,000 litre onsite water tank provides water supply to onsite rain guns and water cannons. The tank is fed automatically from the onsite borehole ensuring capacity is maintained at all times.

In the event of a fire the cannon can be deployed to provide an immediate deluge at height over any waste bay.

An onsite borehole provides water supply for the provision of water to predominately provide water for daily dust suppression. The flow rate of the borehole pump is between 3.9 and 13.72 bar.

In the event of a fire the borehole can deliver between .555lps(13.725bar) and 10lps (3.921bar)per second from the borehole to apply to any waste pile on fire providing water to fight fire (108,000ltrs 3hrs supply).

The borehole is checked on a weekly basis and water usage measured and recorded.

16.3 Combined supply and calculations

Based on the information above the water supply available both on and off site is calculated below in the event to firefight the largest stockpile.

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Table 7 – Available Water Supply

Maximum pile volume in cubic metres	Water supply needed in litres per minute	Overall water supply needed over 3 hours in litres	Total water available on site in litres
Volume of max stockpile	Pile volume x 6.67	Water supply per minute x 180	All available sources combined
1100m ³	7337lts	1,320,600lts	Water Tank 64,000ltrs Borehole (onsite) 108,000ltrs Hydrants (offsite) within 120m of the site x 3 = 1,080,000ltrs (min) Total water supply = 1,252,000lts

To increase water supply to meet the required demand for the largest stockpile, additional water can be retained within the drainage system and reused to provide the further 68,600lts required. The holding tank can be accessed by the fire service and water pumped back out and reused.

As detailed in Section 3.2 due to the constant rotation and removal of material of site pile sizes should not be at the maximum capacity. Out of hours the site endeavours to have the lowest volume of waste on site at any one time reducing the need for the maximum water supply.

Staff would be available to use loading shovels to reduce the stockpile sizes to make sure a fire could be extinguished within 4 hours. Combined with the constant supervision of waste, out of hours site supervision and robust storage timescales this mitigates against the shortfall in water supply.

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17. Managing fire water

The site is completely covered in impermeable concrete surfacing, for the environmentally safe receipt, handling, treating and storage of wastes. The perimeter of the site is kerbed (0.1m) where retaining walls are not in place.

The site entrance to the site is not kerbed or bunded to retain water. However, the site storage layout and drainage is designed as such that the escape of excess fire water would be negated due to water being directed into site drainage gulleys and contained on site in the interceptor and drainage systems.

The internal boundary walls and push walls will also retain any contaminated fire water. The site contours are such that surface water flows towards the site drainage systems. The site offices and workshop have their own foul drainage system not connected to the operational waste storage area.

The yard drainage system feeds into a holding tank which releases surface water into the external drainage system. The interceptor is checked monthly and is fitted with a penstock valve to close of the system to prevent the release of any water.

In the event of a fire, the interceptor will be closed to shut of the release tank, water will be contained within the tank and excess water held within the internal drainage system.

The operational area of the site is approximately 232m (L) x 100m (W) x 0.12m (H) providing water capacity of 2,784,000 litres if the drainage system cannot hold sufficient fire water.

17.1 Pollution Control

Surface water from the site may contain pollution from the waste onsite which may include ammonia and chemicals depending on the type/grade of wood.

In respect to the drainage permissions for the site, a trade effluent consent will be required.

Upon the enquiry response and any subsequent consents granted, this section will be updated accordingly.

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18. During and after an incident

The site has a site-specific Emergency Response Plan which specifies the classification of fires on site (Annex 1.2).

- Code 1 – is an event that can be tackled internally and has no consequence outside of the site e.g.; a small fire that is extinguishable by the application of a fire extinguisher.
- Code 2 – is an event that requires external support but has no consequences outside of the boundary of the site e.g.; fire requiring assistance from the fire brigade.
- Code 3 – is an event that requires external support and may have consequences outside of the site e.g.; large fire or explosion.

Staff are directed on the discovery or suspicion of a fire to:

- Activate the nearest fire alarm
- If trained and safe to do so, attempt to tackle the fire using one of the site’s fire extinguishers or utilise on site firefighting equipment
- Where attendance of the local Fire and Rescue Service is required, dial 999 to call the Fire Brigade; site supervisor (or other responsible person) contacts the critical receptors shown dependent on the wind direction and time of day, on Drawing 004
- The site supervisor contacts the EA on 0800 80 70 60
- The site drainage system will be locked off immediately

On hearing the fire alarm visitors and contractors should:

- Follow the site Emergency Response Plan
- Leave the site quickly and calmly via the site’s main entrance, closing all doors;
- Report to the site supervisor at the assembly point in the park outside of the main entrance
- Do not take risks
- Do not stop to collect personal belongings
- Do not re-enter the site for any reason unless authorised to do so

18.1 Dealing with issues during a fire

18.1.1 Waste management

In the event of fire or any other major incident on site the contingency plan will be implemented. This means that all operations i.e. waste acceptance and treatment will be ceased until the Environment Agency or Fire Service advises Senior Management that it is safe to carry out the activities.

The site supervisor or nominated person should if required contact the source/clients of any incoming wastes scheduled for within the next 48 hours to inform them of an incident on site in order for a hold to be placed on the delivery or for alternative arrangements to be made (e.g. redirect wastes to other Timberpak facilities).

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18.2 Notifying residents and businesses

In the event of a fire on site the site supervisor or nominated person will assess the wind direction and begin to contact the sensitive receptors by telephone or if sufficient staff available notifying residents locally within their homes.

A copy of emergency contact numbers and sensitive receptors is included in this document (Annex 1.1).

18.3 Providing information

This document and supporting drawings will be available electronically and in hard copy located in a secure FIRE BOX located outside of the site offices.

This will allow Fire Marshalls and staff to inform the Fire Brigade of waste storage locations, hazardous materials and drainage and water supply to the site. COSHH and Material Safety Data Sheets are also available in the site reception.

18.4 Clearing and decontamination after a fire

Should damage be sufficient to prevent permitted operations at the site, the site will cease accepting waste and will divert deliveries to other Timberpak facilities or third party suitably licensed facility, in accordance with the contingency planning provisions described in Section 8.4.

The site supervisor will liaise with the EA to determine a plan-of-action to recommence permitted operations at the site, and the timescales involved to achieve this.

If required, sampling and testing of any unmade ground or site surfacing will be conducted should it be identified that it has been contaminated by fire water.

18.5 Fire Damaged Waste

A visual assessment will be carried out by the site supervisor to determine whether the waste can continue to be stored on-site.

Wherever possible, unburnt wastes will be separated from fire damaged piles. If waste piles have become mixed, then it is likely that the waste will be removed from the site for disposal by a suitably licensed contractor.

Any quarantined waste, waiting for removal from site, will be stored in the quarantine area or stored in covered skips/containers to prevent the contamination of unburnt wastes on-site.

The burnt waste will be removed from the site within 24 hours.

18.6 Contaminated Fire Water

Any contaminated fire water retained within the drainage system and will be removed by a suitably licenced contractor within 24hours.

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18.7 Making the site operational after a fire

Senior management will review site infrastructure and plant and equipment to ensure it is fit for purpose to resume site activities.

Wastes will not be accepted until it is confirmed that wastes can be accepted and processed safely. Senior management will liaise with the EA in the event that substantial repairs are required to reinstate/repair waste bays and storage areas to agree a temporary operational arrangement.

18.8 Incident review

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

1. A small and containable fire that can be dealt with in-house using suitably trained staff and firefighting equipment located on site:

The fire will be recorded in the site diary, including the causes of the fire and methods used to manage the fire. Site and senior management will carry out an assessment to determine whether further mitigation measures could have prevented the fire. Any outcomes to be implemented on-site will be incorporated within updates to this FPP, as required.

The incident and the results of the above assessment will be forwarded to the EA, for approval of FPP updates (if appropriate).

2. A larger fire that requires the presence of the Fire and Rescue Service.

If the site has been told to evacuate or cease operations by the EA and/or Fire and Rescue Service, the operator will wait until instructed that it is safe to re-enter the site and resume operations. The fire will be recorded in the site log, including the causes of the fire and methods used to manage the fire.

Site and senior management will carry out an assessment to determine whether further mitigation measures could have prevented the fire. Any outcomes to be implemented on-site will be incorporated within updates to this FPP and the site’s EMS as required.

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19. Conclusion

This Fire Prevention Plan is considered to be a ‘working’ document that will be reviewed and updated annually or as required should any of the following occur:

- A fire on site;
- There is reason to suspect it no longer meets the objectives of the guidance;
- The results of any testing of this FPP indicate that changes are required;
- Operational changes and new equipment;
- A change or review of legislation; or
- If the site is instructed to do so by the EA.

It will be the responsibility of the site supervisor or nominated person to maintain this Fire Prevention Plan and to ensure it is adhered to both to limit the risk of a fire occurring on-site and in the event of a fire on-site.

Any updates to this FPP, either as a result of specific incidents or identified during its testing/review, will be submitted to the EA for its approval prior to implementation of the proposed changes at the site.

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DRAWINGS

- Drawing 003 Stockpile Layout Plan
- Drawing 004 Site Receptor Plan
- Drawing 005 Hydrant Locations
- Drawing 006 Hydrant Supply Plan
- Drawing 007 Fire Control Measures

APPENDICES

Annex 1: Contact Information

- Annex 1.1 Emergency Contact List
- Annex 1.2 Emergency Response Plan

Annex 2: Supporting Information

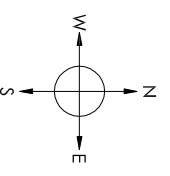
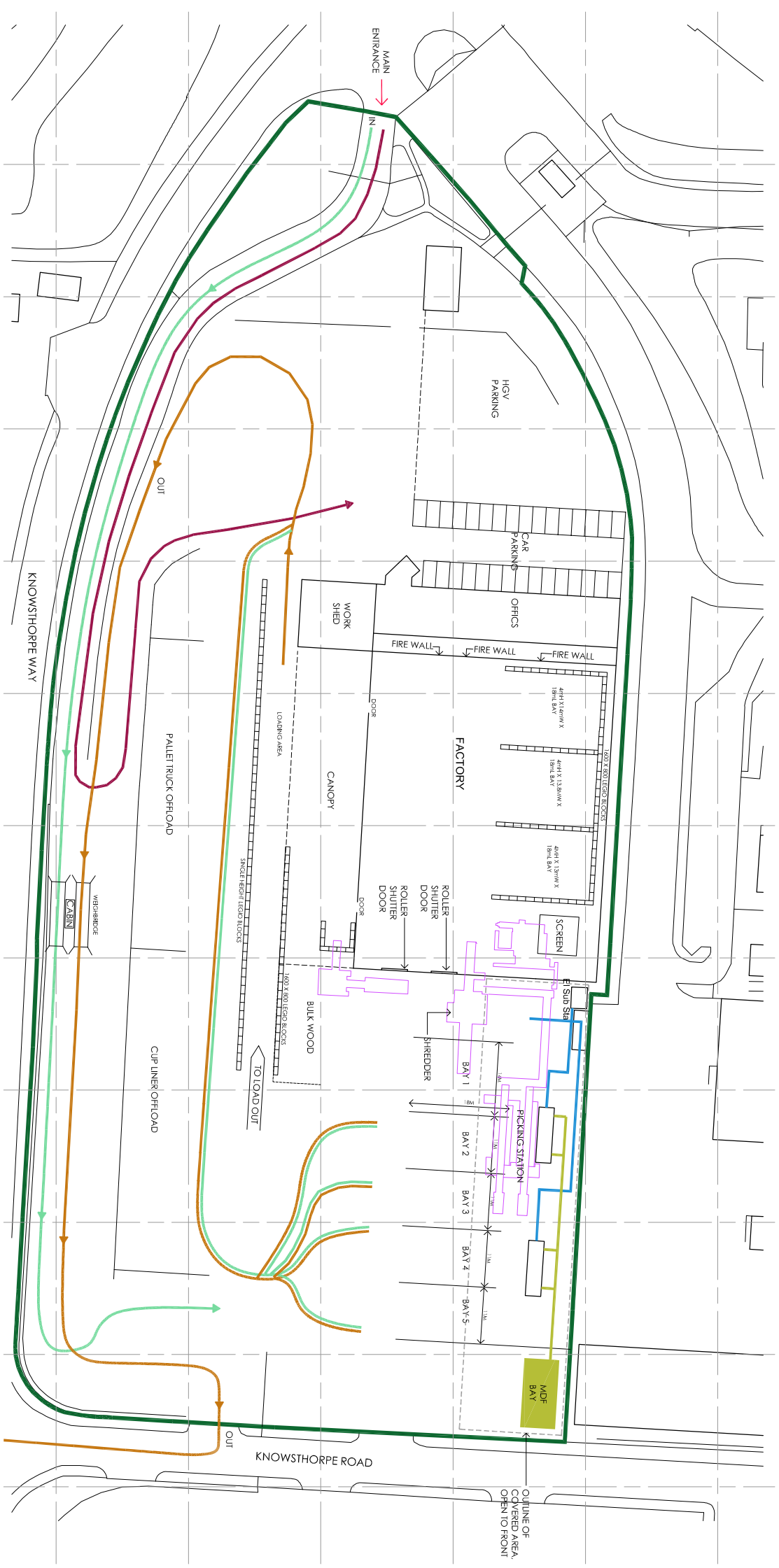
- Annex 2.1: Timberpak Waste Specification Leaflet
- Annex 2.2: Picking Station Layout
- Annex 2.3: Toolbox Talk
- Annex 2.4: Cleaning Rota
- Annex 2.5: UKAS Certs (Thermal Cameras)

NOTES

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 LICENCE NUMBER 100022432
 DRAWING IS A SITE SCHEMATIC
 ANY ANOMALIES ON THIS DRAWING SHOULD BE BROUGHT TO THE ATTENTION OF
 OLIVE COMPLIANCE

LEGEND

 PERMIT BOUNDARY



SITE
 TIMBERPAK
 UNIT 41 KNOWSTHORPE WAY LEEDS LS9 0NP

PROJECT
 EA Permit Application

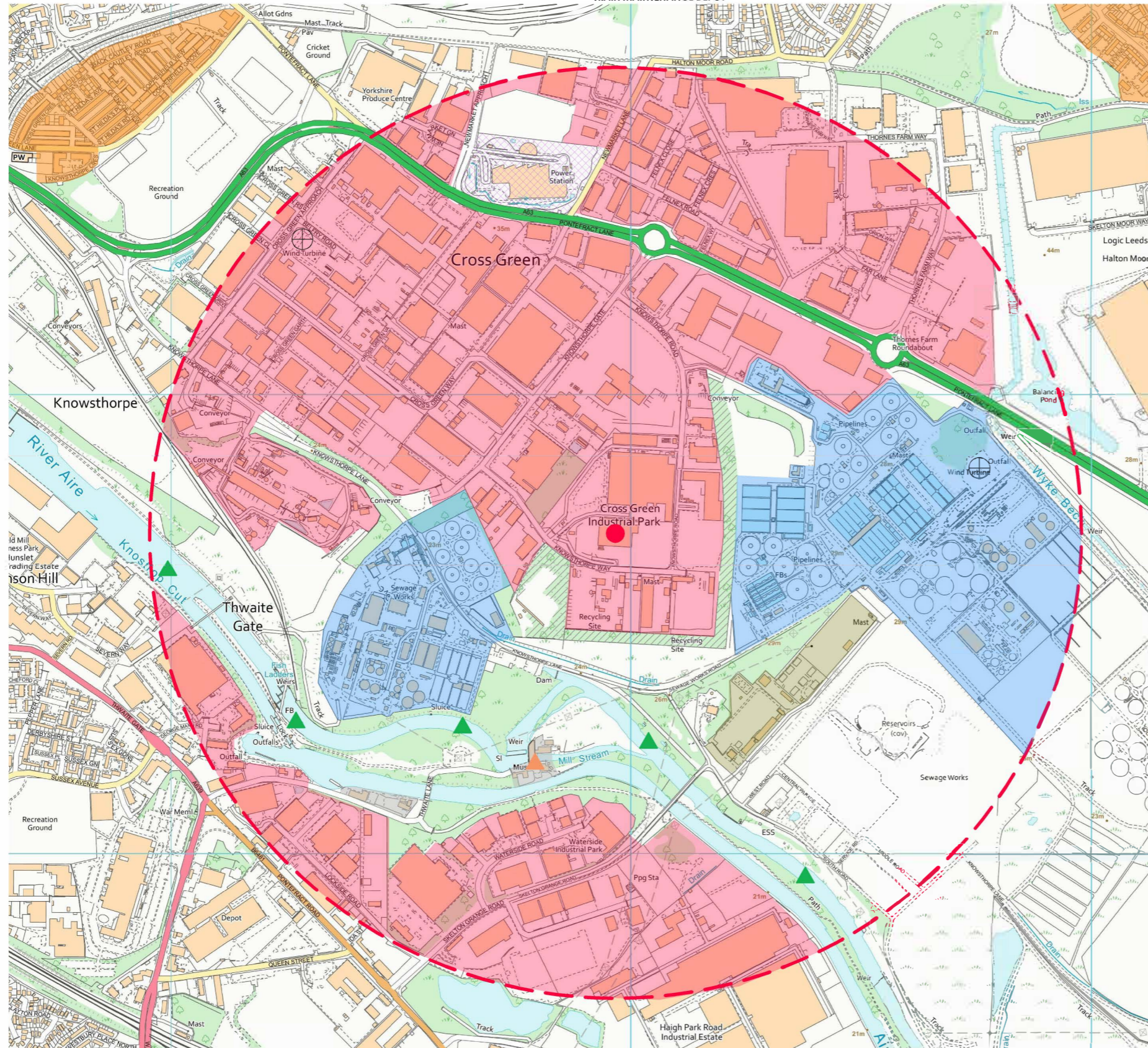
DRAWING TITLE
 SITE LAYOUT PLAN

DRAWING NUMBER	REVISION
003	4
SCALE	DATE
1:1000 @ A3	23.11.21



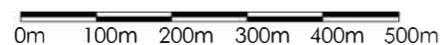
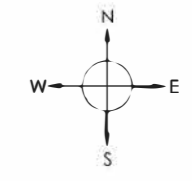
NEVILLE HILL (EMT/NORTHERN)

TRAIN MAINTENANCE DEPOT



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- LEGEND
- SITE
 - - - 1KM OFF SET BOUNDARY
 - A63 PONTEFRACT LANE
 - ▲ RIVER AIRE
 - ⊕ WIND TURBINE
 - ▨ WOODED AREA
 - SEWAGE WORKS
 - SUBSTATION
 - ▨ POWER STATION - RECYCLING AND ENERGY RECOVERY
 - RESIDENTIAL AREAS
 - INDUSTRIAL PARK
 - BOATHOUSE / SEA CADETS
 - ▲ WATERMILL & MUSEUM



SITE TIMBERPAK UNIT 41 KNOWSTHORPE WAY LEEDS LS9 0NP	
PROJECT EA Permit Application	
DRAWING TITLE Site Receptor Plan	
DRAWING NUMBER 004	REVISION 0
SCALE 1:10000 @ A3	DATE 05.01.22



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<p>GRADE A - PACKAGING MATERIALS – for all packaging wood, items used to contain, support, carry, enclose, wrap or protect. From construction, manufacturing, distribution, warehousing and engineering.</p> <p>150103 - WOODEN PACKAGING</p>	
ACCEPTABLE	UNACCEPTABLE (CONTAMINATION)
Any Untreated or Non Hazardous treated Packaging Item to Include Pallets, Packing Cases, Boxes, Cable Drums, Stillages, Bearers, Plywood Packaging	Any Hazardously Treated packaging wood. Any Non Packaging Wood / any MDF or NonWood Items / Sawdust or Fines
<p>GRADE AC – PRE CONSUMER WOOD – for all pre consumer solid and man-made wood items from the manufacturing process (no MDF).</p> <p>030105 - PRODUCTION WOODWORKING, OFF CUTS</p>	
ACCEPTABLE	UNACCEPTABLE (CONTAMINATION)
Any Untreated, or Non Hazardous Treated Solid Wood, Plywood, Chipboard Offcuts & Sheet Material from manufacturing. Separately Contained MDF	All Hazardously Treated Wood. All unsegregated MDF products and any Non Wood Items / Sawdust or Fines
<p>GRADE B – SOLID MIXED WOOD – for all solid non hazardously treated timber products from construction sites, demolition companies, skip firms or transfer stations.</p> <p>030105 - PRODUCTION WOODWORKING, OFF CUTS 150103 - WOODEN PACKAGING ; 170201 - CONSTRUCTION & DEMOLITION 191207 - WOOD FROM SKIP COMPANIES</p>	
ACCEPTABLE	UNACCEPTABLE (CONTAMINATION)
All Grade A wood All Solid untreated Timber & Non Hazardous Treated Timber (To Include doors, roof trusses, floor boards, window frames, door frames, skirting, architraves, painted wood etc)	All MDF (Including Hardboard, laminate flooring, doors) All Chipboard products All Green Waste (Trees, Bushes) All Non Wood Items All Hazardously Treated timber (Inc Railway Sleepers & Telegraph poles) Sawdust or Fines
<p>GRADE C - LOW GRADE – for all mixed wood sources natural and man-made.</p> <p>030105 - PRODUCTION WOODWORKING, OFF CUTS ; 150103 - WOODEN PACKAGING 170201 - CONSTRUCTION & DEMOLITION ; 191207 - WOOD FROM SKIP COMPANIES 200138 - MUNICIPAL / INDUSTRIAL</p>	
ACCEPTABLE	UNACCEPTABLE (CONTAMINATION)
All Grade A & B Wood All Non Hazardous Treated Timber Man Made Wood Products to Include any Post Consumer Chipboard, (plain, laminated or melamine faced), OSB, Plywood products	All MDF (Including hardboard / Laminate flooring / Doors) All Hazardously treated Timber (Inc Railway sleepers, Telegraph poles) All Green waste (Trees, Bushes) Any Non wood Items Any Sawdust or Fines
<p>GRADE CA – CIVIC AMENITY – for all waste wood from civic amenity sites.</p> <p>200138 - MUNICIPAL / INDUSTRIAL</p>	
ACCEPTABLE	UNACCEPTABLE (CONTAMINATION)
All Grade A, B & C wood All non Hazardous Treated Wood Segregated MDF (Separately Contained)	All non segregated MDF (Including hardboard / laminate flooring) All Hazardously Treated Timber (Inc Railway Sleepers, Telegraph Poles) All Green waste (Trees, Bushes) Any Non Wood Items Any Sawdust or Fines

Timberpak Ltd – Fully Integrated Timber Recycling

DOCUMENT	Emergency Response Plan
TITLE	Introduction

1 SCOPE OF THE EMERGENCY REPSONSE PLAN

The emergency response plan details the arrangements for dealing with emergencies associated with the wood recycling installation and administration offices at the Timberpak Sites at:

Leeds
 Washington
 Bellshill

An emergency is taken to mean an incident or serious precursor to an incident with possible consequences for employee’s/ visitors, the environment, property or neighbouring receptors. These could include fires, explosions or accidental release to the atmosphere, water or land.

The objective of the emergency plan is that Timberpak Limited in close co-operation with the Emergency Services (fire brigade etc.), shall be able to deal efficiently with emergency situations to effectively minimise the impact to the business, employee’s, environment and neighbours at all times of the day and year.

2 ARRANGEMENTS

In order to make the best use of available resources in the event of an emergency, and to avoid confusion, this plan identifies nominated key personnel, who replace the normal site management structure during an emergency.

Through internal and external specialist consultation Timberpak Limited will ensure that the Emergency Response Plan is appropriate and up to date.

The plan will be tested through a series of drills and desktop studies to determine its effectiveness.

Training is given to all staff in action they are to take in the event of an emergency. Timberpak Limited provides specialist training to designated personnel for emergency situations

Timberpak Ltd – Fully Integrated Timber Recycling

DOCUMENT	Emergency Response Plan
TITLE	SITE INFORMATION SUMMARY

1. Site Details

Timberpak (Leeds)
 Cross Green Vale
 Cross Green Ind Estate
 Leeds LS9 0SJ
 Tel : 0113 248 3772
 Fax: 0113 248 3777
 License No :EAWML/65268

Timberpak (Washington)
 Staithes Road
 Pattinson Ind Est
 Washington NE38 8NW
 Tel: 0191 419 2156
 Fax: 0191 416 4022
 Licence No: EAWML/64142

Timberpak (Bellshill)
 Unit 11 Belgrave St
 Bellshill Ind Est
 Bellshill ML4 3NP
 Tel: 01698 746 471
 Fax: 01698 747350
 Exemption No: WML/L/1108334

Timberpak Leeds is comprised of the following:

Administration Block	
Recycling Facility Comprising:	Wood storage area (recycled wood fibre) Preparation Machine (electric picking station)
Maintanance Area	Tool Shed, Welding Gas, Red Diesel, Oils, Antifreeze etc.

Timberpak Washington is comprised of the following:

Administration Block	Offices, Storage, Red Diesel Tanks,Oils, Antifreeze
Workshop Block	Maintaince equipment, Welding gases, Paints
Wood recycling shed	Wood storage area inside main shed in top yard(recycled wood fibre)
Recycling Facility Comprising:	Wood storage area before processed (raw unprocessed wood)
MDF Bay	MDF / Pre Con Chipboard Storage bay

Timberpak Bellshill is comprised of the following:

Administration Block	
Bottom Warehouse	Maintainace bay in first bay nearest the a administration Block, where the fuel is stored Wood storage area for processed material is in the rest of the bottom warehouse
Top Warehouse	Where conveyor transporting material from the shredder in top yard to bottom warehouse for storage
Top Yard	Recycling Facility situated Wood storage area (raw unprocessed wood)

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Timberpak Ltd – Fully Integrated Timber Recycling

DOCUMENT	Emergency Response Plan
TITLE	SITE INFORMATION SUMMARY

Bottom Yard
 Plastic Storage area
 Preparation Machine (wood chipping equipment)
 Lorry and trailer storage area
 Weighbridge situated

2. Type of Incident

Incident scenarios have been identified and generally will be as a result of the following:

- 1) Process failure
- 2) Human error
- 3) Sabotage / Vandalism
- 4) Impact (aircraft)
- 5) Bomb threat

These events may result in fire or spillage involving wood or chemicals used in the operation

3. Incident Classification

Emergencies are assessed and categorised as:

Code 1, 2 or 3

CODE 1

is an event that can be tackled internally and has no consequence outside the boundary of the site e.g. a small spillage or small fire that is extinguishable by the application of a fire extinguisher.

CODE 2

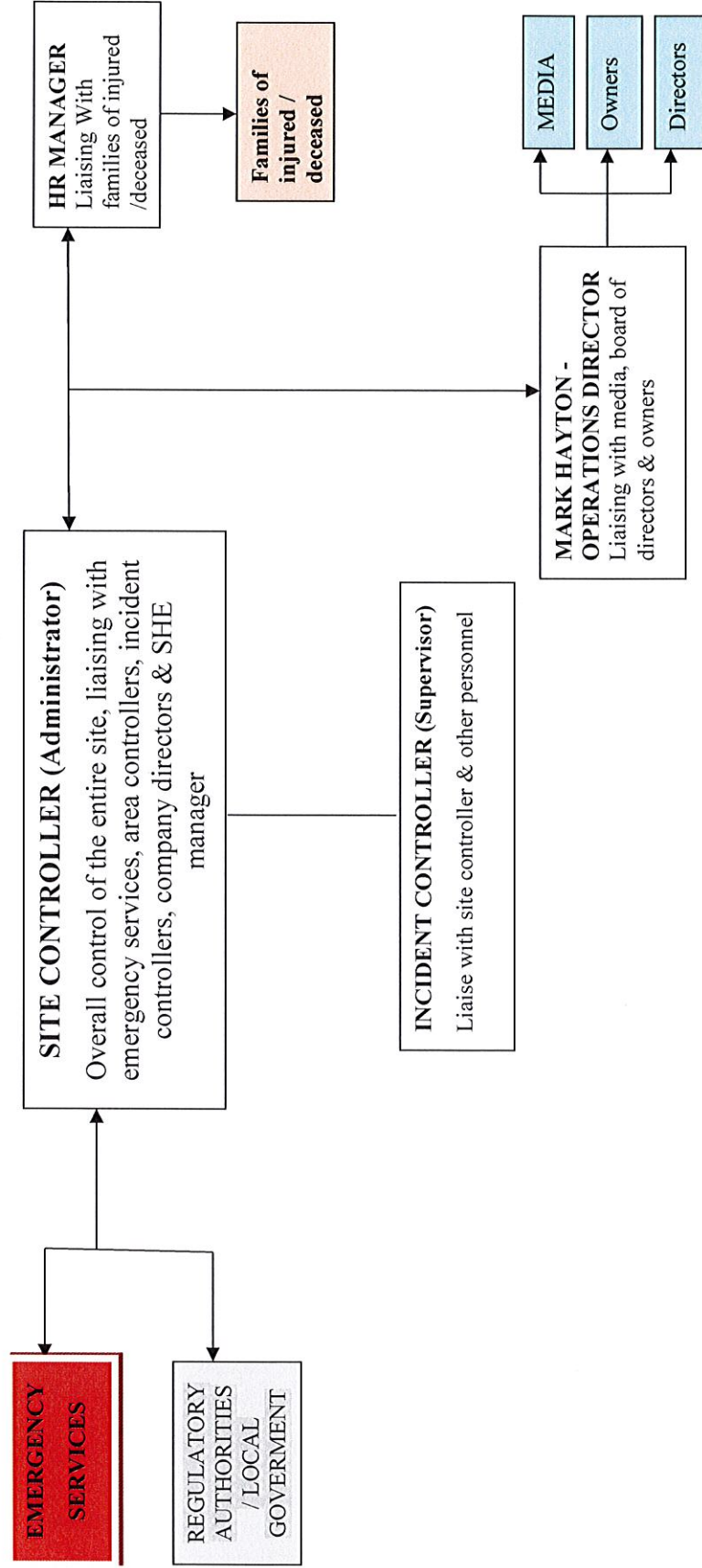
is an event that requires external support but has no consequences outside the boundary of the site e.g fire requiring assistance from the fire brigade

CODE 3

is an event that requires external support and may have consequences outside the boundary of the site e.g. a large fire or explosion

DOCUMENT	Emergency Response Plan
TITLE	EMERGENCY MANAGEMENT STRUCTURE

Timberpak Limited have identified and specially trained key personnel for response to emergencies. These people will take over responsibility for the safety of the site and personnel during an emergency. The following management structure replaces the normal site management structure for the duration of an emergency situation.



DOCUMENT	Emergency Response Plan
TITLE	Key Personnel

1. **SYNOPSIS**

1.1 This document details those responsible for the key positions as detailed in the Emergency Management Structure (TRP 2.3).

2. **KEY PERSONNEL**

SITE CONTROLLER

In the event of an incident the Site Controller will be the Administrator or cover.

INCIDENT CONTROLLER

In the event of an incident the Incident Controller will be the Site Supervisor or Yard Controller.

OTHER KEY PERSONNEL

Internal Position	Name	Int. Ext.	Int. Mobile	Mobile Number
Timberpak Managing Director	Mark Hayton	36802	32299	07739 924 364
Operational Manager England	Helen Sinton	36801	32027	07753 770 327
Operational Manager Scotland	Gordon Argo	36821	32821	07753 770 303
HR Manager	Jackie Stevenson	36366		
SHE Manager	Paul Turner	36378	32045	
Group Administrator	Louise Cassidy	01698 746 471 (36825)		
Site Supervisor Leeds	Peter Baker	0113 248 3772 (36842)	32062	07734 986 545
Office Administrators Leeds	Carol Wardman Part-time Admin	0113 248 3772 (36843) (36845)		
Site Supervisor Washington	Michael Bennett	0191 419 2156 36803	32021	07407 735 159
Office Administrators Washington	Victoria Edwards Laura Brooksbanks Megan Birbeck	0191 419 2156 (36800) (36806) (36805)		
Office Administrators Bellshill	Stacey McMahon Part-time Admin	01698 746 471 (36820) (36827)		
Site Supervisor Bellshill	Stephen McKechnie	36822	32822	07435 974 816

Timberpak Ltd – Fully Integrated Timber Recycling

DOCUMENT	Emergency Response Plan
TITLE	External Emergency Contacts

EXTERNAL CONTACTS IN CASE OF EMERGENCY

EMERGENCY SERVICES (0) 999 Fire Service, Ambulance Service, Police Service

LEEDS:

ENVIRONMENT AGENCY

The Lateral
8 City Walk
Beeston Ring Road
LS11 9AT
Tel: 0370 850 6506

HEALTH & SAFETY EXECUTIVE

The Lateral
8 City Walk
Leeds
LS11 9AT
Tel: 0113 282 4382

LEEDS CITY COUNCIL

General Enquiries
Tel: 0113 234 8080

Floodline

0845 988 1188

Out-Of-Hours Emergency Contact
Tel: 0113 247 8500

Electricity CE Electric (Yorkshire Area)

0800 375 675

WEST YORKSHIRE POLICE

West Yorkshire Police Headquarters
Wakefield
Tel: 0845 606 060 or 0999

Gas

0800 111 999

WEST YORKSHIRE FIRE SERVICE

Oakroyd Hall
Bradford
Tel: 01274 682 311 or 0999

Yorkshire Water

Sewerage
Tel: 0845 124 2429
Clean Water
Tel: 0845 124 2424

Timberpak Ltd – Fully Integrated Timber Recycling

DOCUMENT	Emergency Response Plan
TITLE	Emergency Control Centre (ECC)

1. SYNOPSIS

1.1 This protocol details the actions and procedures to be followed during emergency situations by the Emergency Control Centre staff.

2. INTRODUCTION

2.1 It is essential to the safety of yourself and others that you are fully aware of the procedures to be followed in the case of emergency.

2.2 The procedures below cover actions for you to follow in the event of an emergency situation.

2.3 Emergency Situations Include:

- A Fire
- Planting of a Bomb (Bomb Threat)
- Explosion
- Aeroplane / Helicopter crash
- Flooding
- Chemical Leak

3. INCIDENT PROCEDURE

3.1 Upon receiving the emergency notification the ECC personnel shall determine the following:

- i. Nature of Incident
- ii. Location of Incident
- iii. Scale of Incident

3.2 In the event of any incident the ECC personnel shall immediately contact the required Emergency Services and inform them of the full details of the incident. They shall then ensure the Site Controller and Incident Controller are aware of the situation.

3.3 The ECC personnel should clear the weighbridge and access road of any vehicles and stop any other vehicular access to the site except for the emergency services.

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Timberpak Ltd – Fully Integrated Timber Recycling

DOCUMENT	Emergency Response Plan
TITLE	Emergency Control Centre (ECC)

- 3.4 The ECC personnel shall log the time and details of the incident in the ECC logbook.
- 3.5 When advised by the SC, the ECC personnel shall activate the evacuation alarms for the areas required.
- 3.6 The ECC staff shall provide the Emergency Control Centre Log Sheet to the incident controller to perform a roll call.
- 3.7 The ECC personnel shall contact any other Egger ERP management as required by the SC. This should be logged in the logbook.
- 3.8 In the event of the incident compromising the ECC the ECC shall be convened in the nearest safe off site location.

4. POST INCIDENT ACTIONS

- 4.1 Copies of the ECC logbook will be passed to the following personnel immediately after the incident:
 - i. Operations Director
 - ii. Operations Managers
 - iii. SHE Manager
 - iv. Health & Safety Officer
 - v. Environment Officer
- 4.2 The ECC shall ensure all emergency equipment in the ECC is accounted for and any required replacements are ordered.

DOCUMENT	Emergency Response Plan
TITLE	Emergency Action Plan

What action employees need to take if they discover a fire;

Raise the Alarm, Site Controller (Administrator) Ring 999 mobile or from landline 0999. Responsible fire wardens to check their designated fire control zone. When zone checked clear, meet at fire assembly point at front gate for roll call. Warden helps to tackle fire if safe to do so.

How Occupants are warned if there is a fire;

Staff use whistles to advise of fire and via radio’s communicating to everyone to leave and go to fire assembly point.

Arrangements for calling Fire Service and other emergency services;

Anyone makes this call, mainly Site controller.

What Fire Fighting equipment is provided;

Extinguishers (foam, water, powder, CO2) Ozzie monitors, lay flat hose and fire branches and fire engine (trained staff only).

Specific actions required before evacuating;

Shredder operators press emergency stops.

Machine operators proceed to safe position and stop and park machines.

Please leave everything in a safe manner, engine turned off. Don’t block emergency access routes.

How the evacuation of the workplace should be carried out;

Responsible people to check their designated fire control zone. When area checked clear, meet at fire assembly point at front gate for roll call by nearest safe exit in orderly manner, do not stop to collect belongings.

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DOCUMENT	Emergency Response Plan
TITLE	Emergency Action Plan

Location of the assembly point(s);

Front gates, on site plan

Detail the procedure for checking that premises has been completely evacuated;

Fire wardens check control areas, report to site controller at assembly point to carry out head count.

Identify key fire exit routes and fire exits;

Fire exit signs inside building

Specific responsibilities of named individuals;

Fire wardens are responsible for their zone, when clear report to site controller at front gate for head count to be carried out then strained fire wardens to tackle fire if say to do with lead from the incident controller so.

Evacuation arrangements for those at risk:-

Visitors made aware when signing in the location of fire assembly meeting point.

Young children & babies;

Not allowed on site.

Contractors;

Verbally advised if alarm is raised to go to assembly point, fire marshals to check when sweeping zone

Those with disabilities;

Assistance from site staff given

Members of the public and visitors;

Verbally advised if alarm is raised to go to assembly point, fire marshals to check when sweeping zone

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DOCUMENT	Emergency Response Plan
TITLE	Emergency Action Plan

Arrangements for High Fire Risk Areas;

Assessed by fire risk assessment annually.

What arrangements exist to coordinate with Emergency Action Plans of other users of the building;

Solo occupants – maybe we should alert our neighbours, get contact numbers from H&A

What contingency plans are there for when Fire Protection measures are out of order;

Staff raise alarm via radio's, verbally use of air horns, or fire marshals with whistles. Fire wardens to assist staff in sweep for area.

Meeting the Fire Service on arrival;

Site Controller is there with fire pack containing the following (Roll call, Site Plan, Annual Fire Risk assessment, fire extinguishers, all hazardous products locations (gasses and Liquids) , COSHH sheets, Relevant sections from company emergency responses plan, firefighting equipment available.)

What Fire Safety training arrangements are in place;

All staff are trained, fire marshals annually trained in the use of fire engine, ozzie monitor, regular on site fire drills.

Phased evacuation plan;

Total evacuation, roll call fire meeting point, fire wardens under guidance of incident controller tackle fire if it is safe to do so.

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SITE WEEKLY CLEANING		Date.....									
TASK	MON	TUE	WED	THU	FRI	SAT	SUN	PERSON	COMMENTS	COMPLETED DATE (SIGN)	
BRUSH KERBS, WEIGHBRIDGE AREA AND LITTER PICK TO ROUNDABOUT	S.COXON			S.COXON							
BRUSH ,PRESSURE WASH, IQR CABIN AREA AND P/STATION PATH		S.COXON			S.COXON						
WORKSHOP AND GARAGE TO BRUSH		S.COXON			S.COXON						
CLEAN AROUND ALL HYDRANT AND EXT BOXES	S.COXON										
BRUSH/CLEAN PATHS,CAR BAYS AROUND ADMIN BUILDING					S.COXON						
CLEAN LOADING ALLEY		A.DIXON& S.COXON		A.DIXON& S.COXON							
PRESSURE WASH IQR AND SUBSTATION AREA	A.DIXON			A.DIXON							
CLEAN IQR1 AND AREA AROUND	L.FERGUS. D.SCAPLE		L.FERGUS. D.SCAPLE	S.COXON. L.FERGUS. D.SCAPLE							
CLEAN IQR2 AND AREA AROUND		A.DIXON& S.COXON			A.DIXON& S.COXON						
MONTHLY CLEANING											
HOSE DOWN LOADING ALLEY WALLS	S.COXON & MEWP OP										
THOROUGH CLEAN DOWN DEBRIS ON TOP OF BAY WALLS (INSIDE &OUT) CHECK BEHIND WALLS		S.COXON & MEWP OP									
CLEAN AROUND INTERNAL PERIMETER OF SITE			S.COXON L.FERGUS. D.SCAPLE								
CLEAN ALL ACCESSIBLE CAMERAS WITH ALCOHOL WIPES				S.COXON & MEWP OP							
QUARTERLY CLEANING											
	DEC/MAR/JUN/SEP	JAN/APR/JUL/OCT	FEB/MAY/AUG/NOV								
CLEANING GUTTERS AROUND PROCESSING SHED	S.COXON & MEWP OP										
CLEAN GUTTERS AROUND ADMIN BLOCK		S.COXON & MEWP OP									
CLEAN DRAINS AROUND SITE AND LOADING ALLEY			S.COXON & MEWP OP								

WEEKLY

MONTHLY

QUARTERLY

MACHINE WEEKLY CLEANING								
TASK	D.WILSON	L.HARRIS	P.GUTHRIE	M.STEVENS	J.LINCOLN	J.MOULDING	A.DIXON	SIGN AND DATE
LIEBHERR LH22C (3512133)	JET WASH EXTERNAL, ENGINE BAY AND CLEAN CAB							
LIEBHERR LH22C (3512128)				JET WASH EXTERNAL, ENGINE BAY AND CLEAN CAB				
LIEBHERR LH22 (HIRED PLANT)			JET WASH EXTERNAL, ENGINE BAY AND CLEAN CAB					
CASE CX210			JET WASH EXTERNAL, ENGINE BAY AND CLEAN CAB					
VOLVO 180 (HIRED)	JET WASH EXTERNAL, ENGINE BAY AND CLEAN CAB							
VOLVO 110					JET WASH EXTERNAL, ENGINE BAY AND CLEAN CAB			
JCB TELEHANDLER						JET WASH EXTERNAL, ENGINE BAY AND CLEAN CAB		
MANITOU (FLT)							EXTERNAL, ENGINE BAY AND CLEAN CAB	

TOOLBOX TALKS RECORD FORM

Talk No.:	GT056	Title:	Timberpak Fire Instructions
Introduction:	It is essential for your safety that you are aware of and understand the procedures to be followed in the event of discovering a fire or hearing the fire alarm.		
Main Points			
<u>IF YOU DISCOVER A FIRE</u>			
<ul style="list-style-type: none"> ▪ Sound the alarm ▪ Call the fire brigade (999) ▪ Tackle the fire using appliances provided only if you have been trained to do so and you will not endanger yourself or others in doing so ▪ Close fire doors, windows, and switch off air conditioning units 			
<u>IF YOU HEAR THE FIRE ALARM</u>			
<ul style="list-style-type: none"> ▪ Make your way to the assembly point (main gates) by the quickest safe route ▪ Close fire doors, windows, and switch off air conditioning units ▪ Report to person in charge at assembly point 			
<u>DO NOT's</u>			
<ul style="list-style-type: none"> ▪ Do not stop to collect personal belongings ▪ Do not re-enter the building until authorised to do so ▪ Do not cause panic ▪ Do not take risks 			
Discussion Points			
<p>Fire Extinguishers: You are not expected to use fire extinguishers and should not do so unless you have been specifically trained to do so and you will not put yourself or others in danger doing so.</p> <p>The Assembly Point Is: Next to the Site Entrance Gates. Keep off the road to allow access for emergency services.</p> <p>Escape Routes: Exit site using the quickest route that is safe. Ensure any escape routes on site are kept clear of obstacles and slip/ trip/ fall hazards.</p> <p>From the offices exit the building and go direct to the assembly point, do not enter the yard.</p> <p>From the yard take the most direct safe route to the assembly point, do not enter the offices. Park vehicles away from stored materials and the fire, they should be parked so as not to prevent access by the emergency services.</p> <p>Visitors: Ensure any visitors in the offices are aware of the procedure and evacuate to the assembly point on sounding of the alarm.</p> <p>Any visitors in the yard should be made aware of the safest route to the assembly point. The site fire warden should be aware of where they will be and should ensure they are evacuated.</p>			
FIRE DESTROYS PEOPLE AND PROPERTY — SAFE PEOPLE PREVENT FIRES			
Notes			

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