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Fire Prevention Plan

v1.0

Environmental and sustainability solutions provided to

Waste Organics (Leeds) Limited

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1.0 INTRODUCTION

This Fire Prevention Plan (FPP) follows the latest Fire prevention plans: environmental permits - GOV.UK from the Environment Agency (EA) and details the required mitigation and management methods to prevent a fire of combustible materials stored at the Waste Organics (Leeds) Ltd (hereon referred to as Waste Organics) waste transfer and treatment site in Leeds, West Yorkshire. The activity undertaken on site involves the production of a blended "soup" from the acceptance of solid and liquid biodegradable organic waste. The EA's FPP guidance itself states that it does not apply to:

- Landfilling
- Biowaste treatment (wet anaerobic digestion)
- Biowaste use (landspreading)

Whilst the activity undertaken on site does not fall into one of these categories, the "soup" blending activity is a pre-cursor to biowaste treatment and involves the acceptance of the same waste types.

However, it is accepted that there may be some combustible solid waste types accepted onto site and therefore the FPP guidance shall be followed. The liquid biodegradable organic wastes are considered to non-combustible and are therefore not considered in this FPP.

In accordance with EA guidance, the objectives of this FPP are to:

- The likelihood of a fire starting is minimised
- A fire will aim to be extinguished within 4 hours
- The outbreak and/or spread of fire will be minimised by the measures contained within this FPP.
- The impact of the effects of fire on people, the environment and other businesses are minimised.

This FPP will also meet the objectives by ensuring that awareness and training is provided to all staff and contractors and putting in place and that using the fire prevention measures will reduce the likelihood of a fire happening, which is the highest priority to prevent environmental harm.

This FPP forms part of the environmental management system for the site. It is prepared for use as a standalone document such that all staff can easily refer to any information or operational requirements that relate to the prevention of fire or the procedures that in in place in the event of a fire.

The existence and location of the FPP will be notified to all staff and will be readily accessible, in both hard and electronic copy, including during an incident and a further copy with West Yorkshire Fire and Rescue (WYFRS). All staff will be trained on the contents and requirements of the FPP (suitable to their role) and site inductions will include a summary of the FPP and notices of its location.

Waste Organics will test the provisions of this FPP annually to ensure that the measures are effective and remain applicable to the operations on-site. Such tests may take the form of physical drills or desk-based assessments as relevant to the element of this FPP that is under test. The nature of each test, the results and appropriate actions (including where no action is required) will be maintained for inspection by the EA, on request.

Under current fire safety legislation, a responsible person must carry out, or appoint a competent person to carry out, a suitable and sufficient assessment of the risks of fire to employees and others who may be affected by the site. A fire risk assessment will be carried out on an annual basis, or in the event of any substantive change to operations on site.

ANY CHANGES TO OPERATIONS THAT WILL IMPACT UPON THE FPP MUST BE APPROVED BY THE ENVIRONMENT AGENCY PRIOR TO IMPLEMENTATION.

1.1 FPP Availability

This FPP will be made available to:

- All staff
- Site visitors
- Contractors working at the site

1.2 Roles and Responsibilities

Waste Organics, ‘the operator’, has the overall responsibility for ensuring these procedures are adhered to.

As with wider Health and Safety issues, overall responsibility for fire safety and prevention lies with the senior management team of the operator. Responsibility for FPP implementation rests with the company Director.

1.3 Purpose

The primary purpose of this FPP is to guide staff and contractors in the prevention of fire. It will also confirm the actions to be taken in the event of fire to minimise any impact on the environment and to control the fire where appropriate. This FPP will be distributed to WYFRS and be available at the site in the event of a fire to aid with firefighting.

1.4 Scope

This FPP is a standalone document that also forms part of the EMS with the individual fire emergency procedures for the site forming part of the FPP and has been prepared in accordance with the latest EA guidance.

It relates to the storage of combustible waste at the site. All combustible waste materials stored at the site have been considered in this plan.

The measures prescribed in the EA-approved FPP guidance and templates will be regularly reviewed to ensure that operations on site remain compliant. The review will also ensure that the approved document still conforms to the latest version of the guidance.

2.0 SITE DETAILS

2.1 Premises Particulars

Overview	
Premises Name: Waste Organics (Leeds) Limited **Address:** Waste Treatment Station, Knowsthorpe Road, Cross Green, Leeds, West Yorkshire, LS9 0NX **Tel no:** 07730 535402 **Site Opening Times:** Monday to Sunday 00:00 – 24:00	**Use of Premises:** Waste transfer with treatment station (<249,999 tonnes per annum) **Owner/Employer/Person in control of the workplace:** Alison Dring – Site Manager

2.2 General Statement of Policy for Preventing Fires

Waste Organics (Leeds) Limited (hereon referred to as Waste Organics) will do everything possible to prevent fire, including:

- Control sources of ignition such as heating pipes, naked flames, light bulbs, space heaters, furnaces and incinerators;
- Keep sources of ignition at least 6m away from piles of combustible and flammable materials;
- Reinforce fire prevention messages using signs;
- Ensure staff and contractors follow safe working practices when undertaking hot working, such as welding and cutting;
- Ensure all visitors follow the correct safety and fire prevention procedures;
- Apply a no smoking policy or ensure designated smoking areas are situated away from combustible materials;

- Introduce a regular maintenance and inspection programme for all site areas (including site machinery) and minimise fibre and paper in buildings and around the site;
- Put site security measures in place (e.g. security fencing) to prevent arson;
- Have all site vehicles fitted with fire extinguishers and dust filters;
- Implement a fire-watch at the end of each shift (when dust from processing operations can settle onto hot exhausts and engine parts);
- Make sure separation distances are observed between plant and material when the site is not staffed; and
- Provide a dedicated emergency or quarantine area big enough to cope with a major incident, with a clear area of at least 6m around the perimeter (this is available at all times and identified on the site plan).

2.3 General Description

The site is situated on Knowsthorpe Road which is one of many roads present in the Crossgreen Industrial Estate. The industrial estate is located approximately 4km southeast of the centre of Leeds, near the Stourton and Knowsthorpe areas of the city. Knowsthorpe Road joins to Knowsthorpe Gate which itself is a main access road into the industrial estate from the A63 (Pontefract Lane) which is a main arterial road from the M1 motorway to the centre of Leeds. The site is surrounded by mixed-use industrial developments. Immediately north of the site is a vehicle bodycare workshop, to the east is a major waste water treatment works, to the south is a cement production facility and to the west is a chemical production facility. The River Aire is located approximately 600m south of the site and the nearest residential receptor is located approximately 1km north of the site. There are no sensitive ecological receptors within 750m of the site.

The site consists of the following aspects:

- 1No. weighbridge.
- 2No. adjoining waste reception / treatment buildings.
- 1No. large lego-block waste storage bay.
- 1No. covered workshop.
- Site office and staff facilities.
- A number of car parking spaces.

Grid Reference: Easting 433155, Northing 431765

2.4 Surrounding Area

Consideration	Review
Is the site within a Site of SSSI?	The site is not within a designated SSSI. The closest SSSI to the site is Leeds-Liverpool Canal, approximately 6.3km northwest of the proposed site.
Is the site in a site of Special Area of Conservation (SAC)?	The site is not located with an SAC. The closest SAC is Demby Grange Colliery Ponds which is approximately 17.2km south of the site.
Is the proposed site with 20m of a watercourse?	The site is not within 20m of a watercourse.
Is the site in a national park or area of outstanding natural beauty?	The site is not within the boundaries of any national parks or areas of outstanding natural beauty.
How far away is the nearest residential property?	The nearest residential receptor is located approximately 1km to the north of the site.

2.5 Fire Drills

Waste Organics shall undertake fire response drills every 6-monthly. All fire response drills shall be co-ordinated by the Site Manager. Where alarms are linked to the local fire service, the fire service shall be notified of the prior to its undertaking.

All fire drills shall be documented and recorded within a fire drill log.

2.6 Staff Training

All staff will be trained on this new Fire Prevention Plan (FPP). Any new staff will be required to read the FPP and receive training on their expected roles/responsibilities in line with the FPP. All staff will be required to review the FPP on an annual basis and at any point if the FPP is updated or adjusted. All staff are also required to undertake the Toolbox Talk on Fire Awareness.

2.7 Site Security

The site operates 16 CCTV cameras which provide constant video surveillance of the entire site. The CCTV is remotely monitored 24/7 with contact to emergency services. There is also online remote gate access. 2m high chain link and palisade fencing surrounds the site which will be inspected daily by trained staff. At full operational capacity, the site is open 24 hours a day and therefore the site is rarely left unattended. Should the site be closed, the access gates

to the site shall be locked. The only way to access site through the locked gates is via an electronic fob.

3.0 MANAGEMENT SYSTEM AND WASTE TYPES

3.1 Waste Types

Table 1 - Waste Types and Throughput

Waste Type	Activity	Annual Receipt
Solid and liquid biodegradable organic waste	Depackaging, particle size reduction and blending of wastes to produce a blended “soup”.	<249,999 tonnes per annum

For the purpose of this FPP, only the solid biodegradable organic waste is considered. The liquid waste is not combustible and the Environment Agency’s FPP guidance does not apply to it. Further to this, not all of the solid waste accepted onto site is considered combustible either. The majority of the waste accepted onto site shall be food waste with high moisture contents. However, as per the allowable list of wastes that can be accepted on to site for the production of a blended “soup”, there are some waste types that are considered combustible, for example plant tissue waste or wastes from forestry, to name but two. Therefore, this FPP only considers the solid biodegradable organic waste which is considered combustible or mixed combustible / non-combustible waste. For storage durations please see Section 3.2 Preventing Self-Combustion.

3.2 Waste Acceptance

All incoming loads are inspected for signs of excess heat, such as steam or previously burnt material. If a load is deemed to be an immediate risk, then it will be rejected. If the load requires cooling before being stored in the designated reception area, then it will be spread across the quarantine area until it reaches atmospheric temperature. All operatives who monitor load acceptance are trained to identify hot loads.

3.3 Waste Bay Specification

All waste bays / separating walls are constructed out of concrete with 3m high concrete partitioning walls. Concrete will act as a suitable barrier to prevent heat from passing through bays. The bays are constructed of the following materials:

- BS EN 13225:2013 - Precast Concrete Products

Pile sizes are checked every working day by site operatives, and freeboard space is routinely inspected by the Site Manager as part of the site walkaround and any issues will be documented on the check sheet and will be rectified the same day.

3.4 Regular Exercises

All site staff will be trained in this Fire Prevention Plan which will be refreshed annually or if there is a change in site operations or processes or unless there is a need to update new information regarding the FPP which will be done at earliest convenience.

Fire drills are carried out monthly with the results recorded and discussed at management meetings. The drill includes a range of site checks including; access and egress of escape routes, testing of alarm system and inspection of firefighting equipment. The evacuation element of the drill is fully documented and lists the participants and the area where the evacuation drill took place. The evacuation response time is recorded.

The site fire alarm is tested weekly. A daily check for correct positioning of fire extinguishers and clear access and egress to escape routes / doors will be completed by staff and is subject to a Site Manager audit on a weekly basis.

In addition, an annual fire response test shall also be undertaken. To start, a portion of waste will be designated as ‘burning’. Using a telehandler, a site operative will remove the ‘unburnt’ material and transfer it across the pad into the signed quarantine area. Once the drill has been completed, the ‘unburnt’ material will be returned to its applicable storage area. Post drill, the response will be evaluated by the Site Manager. Where the response has been judged to be inadequate, further training will be provided to staff.

3.5 Solid Biodegradable Organic Waste Treatment

Solid packaged and unpackaged biodegradable organic waste is tipped onto the floor of the reception building. From here, it is loaded into a series of de-packaging lines and attritors to be converted into a pumpable form. The floor of the waste reception hall is constructed of impermeable concrete and shall be served by a sealed drainage system. Any leachate collected by the drainage system shall be re-used in the “soup” production process. Vehicles that have delivered the waste to the reception hall shall also be washed out, with the dirty water again being collected by the sealed drainage system and used in the “soup” production process. The waste reception hall shall operate under negative aeration, with a minimum of three air changes per hour. The air removed from the waste reception hall shall be directed to an odour abatement system (carbon filters) prior to emission to atmosphere.

The pumpable waste produced in the waste reception hall shall than be pumped to a small bunded tank farm located within the adjacent building where it will be mixed with liquid biodegradable organic wastes to produce a “soup”.

3.6 Solid Waste Reception and Storage

Solid biodegradable organic waste which is considered combustible and has been accepted onto site is stored within the dedicated reception area of the solid waste reception and treatment building. Storage time for this solid waste will not exceed 24 hours and shall not be stockpiled in a quantity that exceeds a total of 46m^3 (23 tonnes) before being loaded into one of the attritors. This combustible waste shall be stored separately from the non-combustible solid waste, with the two piles being separated by a separating concrete wall. The minimum separation distance of 6m between these two piles does not apply due to the use of the fire-resistant concrete separating wall. However, there will be a separation of distance of at least 6m between these piles and the solid waste processing equipment. The dimensions of the combustible waste pile will not exceed 5.5m long by 2.75m wide by 3m high.

Table 2 - Solid Biodegradable Organic Waste Reception Storage Parameters

Material	Max height (m)	Length / Width (m)	Max Vol (m^3)	Min Separation (m)
Solid combustible biodegradable organic waste	3	Variable 5.5m x 2.75m	46	N/A

3.7 Contaminant Storage

Those wastes received which are unsuitable for processing or not permitted under the bespoke environmental permit are rejected in line with the site’s waste rejection procedure. Any minor contaminants within larger loads, such as metal, or waste packaging are stored within one of two covered 40-yard roll-on / roll-off (RoRo) skips. Once the skip is full, the waste materials are removed from site for treatment at a suitably licenced facility. The maximum period this material will be stored for is 1 week. The skips are stored in the solid waste reception / treatment building in such a way that they are accessible from at least one side and they are located at least 6m away from any other waste pile. If required, they shall be moved to the appropriate location in the event of a fire by one of the mobile plant vehicles.

Table 3 - Contaminant Storage Parameters

Material	Max height (m)	Length / Width (m)	Max Vol (m^3)	Min Separation (m)
Contaminants / waste packaging	2.8	6.3 x 2.4	42	6m

3.8 Quarantine Area

The site will employ a quarantine area. The quarantine area is at least 6m from any waste bay or waste pile or the site perimeter, located within the solid waste reception / treatment building. The quarantine area is large enough to store at least 50% of the largest combustible solid waste pile on the site. The quarantine area shall consist of a 40-yard RoRo skip and it will be clearly marked with the aid of a mobile sign. The quarantine areas will be kept free from material at all times, except in emergency situations. Please see Section 8 Site Layout Plan for the location of quarantine area.

Table 4 - Quarantine Storage Parameters

Quarantine Area	Max volume	Min Separation (m)
Contaminants / waste packaging	$42m^3$	6m

Long term storage of material in quarantine area will not form part of the standard operating practice at the quarantine area. Temporary storage of material in the quarantine areas will purely be used under rejection procedures and in emergency situations, such as in the event of a hot load. The quarantine area will also be utilised for training. If a rejection or emergency situation does arise the material will be moved as soon as possible once the situation has been dealt with. As previously stated, a mobile sign will move with the active quarantine area to ensure it can be easily identified.

In the event of a fire, where safe to do so, heavy plant will move unburnt material in the vicinity of the fire to the quarantine area, reducing the risk of the fire spreading. The location of the quarantine area has been selected to ensure the waste can be transported to the chosen area in a timely manner, meeting the timeline set out in the EA's Fire Prevention Plan Guidance; guidance states as soon as possible but no later than one hour after the fire starting.

3.9 Comments

The site has records of all waste materials and output fractions processed on site and departing offsite. All documentation is stored in the site office. The site will minimise the risk of fire spreading by controlling the flammable material on an ongoing basis. If a fire occurs onsite, a call will go out on the radio (all operatives will carry a radio) stating the exact location and material type involved. The operatives will call 999 if deemed necessary. All staff will proceed to the emergency point. If the fire is containable, for instance, within a specific waste storage area, an operative will douse the bay with fire extinguishers.

The site will also consider:

- Recycling firewater if it's not hazardous and it's possible to reuse;
- Applying water to cool unburned material and other hazards, taking care to prevent this water causing or adding to water pollution and/or increasing air pollution;
- Separating unburned material from the fire using heavy plant; and,
- Separating burning material from the fire to quench it with hoses or in pools of water (this will reduce the amount of firewater produced).

4.0 SOURCES OF IGNITION AND COMBUSTION

The main sources of ignition have been identified and mitigated in the following section. It is worth noting that not all sources can be practically identified.

Main Sources of ignition on site:

- Self-combustion
- On-site machinery
- Fuel tanks
- Extreme weather – lightning
- Smoking
- Arson
- Site infrastructure electrical faults
- Hot works
- Build-up of loose combustible waste, dust and fluff
- Reactions between incompatible or unstable waste
- Naked lights
- Hot loads
- Leaks and spillages of oils and fuels

4.1 Self-Combustion

There is very little risk of self-combustion of the materials accepted and processed on site. However, the waste materials that could be considered at risk of self-combustion are:

- Green waste;
- Food and green waste;
- Waste wood; and,
- Off-specification compost.

4.2 Preventing Self-Combustion

- Waste materials accepted onto site have low combustibility.
- All waste piles are stored within the guidelines of the Fire Prevention Plan.
- Material is stored in its largest form prior to processing.
- Visual inspection of all waste loads accepted on to site. This includes identification of hot loads via signs of excessive steam or smoke.
- Each bay/area has their own designated closest fire hydrant.
- All waste is processed within 24 hours.

- All material on site will be subject to the 'First In, First Out' (FIFO) principle. All material will be logged and tracked through the site. Material that enters site prior to other material will be processed first and will then be removed from site before material arriving at site at a later date.
- Site is operational 24 hours a day so frequent operator checks take place throughout the day.
- Solid waste materials are mixed with liquid waste material within 24 hours.

4.3 Plant / Machinery

Plant has the potential to become a fire risk if there is a malfunction or if it is not maintained correctly. All plant on site will be fitted with fire extinguishers or automated suppression systems. Mobile plant will be stored in a designated area when not in use and overnight. Waste Organics is committed to reducing these risks by performing visual checks and maintenance activities.

Table 5 - Major Plant on Site

Plant	Number	Fire Extinguisher
Attritor	2	N/A Plant runs wet therefore risk of fire extremely low
JCB Telescopic Handler	1	Handheld extinguisher
JCB Forklift Truck	1	Handheld extinguisher

4.4 Plant Maintenance

All plant is checked daily by a competent member of staff. Faults or anomalies are recorded in the site dairy and dependent upon the severity acted upon immediately. If faults or anomalies are identified, then operations for the plant in question will be ceased until rectified.

Daily checks are made on all machinery for dust, if high levels are detected then the machine must be shut down and cleaned. Machinery is wiped down at least once a week or as required by the outcome of the daily checks.

A planned preventative maintenance regime is operated on site. As part of this regime, a strict inspection is carried out on each vehicle in line with manufacturer's recommendations.

4.5 Preventing Sparks from Mobile Plant

Sparks caused by mobile plants are rare due to the training of the operatives and the nature of the materials being transported. Sparks are highly unlikely to cause a fire within the solid waste material due to the high moisture content of the solid waste. If sparks do ignite waste material, operatives are trained to use fire extinguishers to stop the fire from spreading then the member of staff must follow emergency procedures. If this is unsuccessful then the member of staff must follow emergency procedures.

4.6 Mitigating Risks from Hot Exhausts

Exhausts have the potential to become hot and therefore present a risk to surrounding material on site.

- All exhausts on plant or vehicles are designed to reduce risk to the surrounding environment by being placed in isolated locations.
- There are designated traffic routes across the site to minimise unnecessary contact between plant and material.
- Vehicles or plant are not run continuously for more than 3 hours at a time and are cooled for a minimum of 15 minutes.
- Operators are instructed to carry out a visual check of the machine after stopping and before leaving site for hot spots/smouldering dust in the immediate area surrounding the exhaust.

4.7 Fuel Tanks

One double walled 3,000 litre diesel tank is stored on-site next to the maintenance building which can take 110% of the volume of fuel stored in the tank in line with the requirements of Section 2.2.5 of SGN S5.06. The tank is clearly marked and carries signs showing the material contained within and its maximum capacity. Material is not stored or transported within 6m of the fuel tank unless they are refuelling. A fire extinguisher is located adjacent to the fuel tank.

Table 6 - Fuel Tank

Storage	Capacity	Content	Location	Bunding
Tank	3,000l	Diesel	Next to maintenance building	Tank is double bunded

4.8 Gas Cylinders

There are no gas cylinders stored on site.

4.9 Chemicals

Oils and lubricants are stored in a COSHH locker within the maintenance building when not in use.

4.10 Leaks and Spillages of Oil and Fuel

The prevention of fuels and oil leaking out from site vehicles will be achieved by the regular inspection and maintenance programme. Any liquid spillages will be cleared as soon as practicable by depositing absorbents on the affected area. Spill kits are readily available and clearly signed. The absorbents will then be suitably contained prior to being transferred to a suitably permitted facility. All site vehicles and mobile plant are maintained to an appropriate standard to prevent fuels and combustible liquids leaking or being tracked around the site. Any identified faults will be recorded and repaired by a fully certified mechanic. All staff will be trained on how to use the spill kit as well as the procedures to carry out clean up in the event of a spillage.

4.11 Extreme Weather

On the rare occasion that extreme weather such as lightning occurs, the following procedures are taken:

- The CCTV will be checked with a focus on areas of potential concern e.g. mobile plant, diesel tank.
- All machinery is transported >6m from any waste material.
- Once machinery is moved, the operatives will seek shelter.
- Following the event, checks will take place on items of plant located outside.

4.12 Smoking

The site has a strict no smoking policy on areas of operation and storage. Smoking takes place at a designated smoking area located outside the site entrance.

4.13 Arson

Arson by intruders is controlled via 24/7 site presence, CCTV surveillance, a secure fence on all sides and lockable gates. The site is also well lit. All site operatives have received relevant training so that they know what to do in the event of a fire. The site is surrounded by a secure

fence with all gates on site being locked during night-time hours. Any fire would be immediately identified by the site's visual inspection programme.

4.14 Site Infrastructure Electrical Faults

The electrical system will be maintained to a safe and correct standard. Certification and maintenance will be undertaken by a qualified electrician. Annual checks will be made on site electrical infrastructure and if a fault is found a qualified electrician will attend site and fix the fault.

4.15 Hot Works

In the event that hot works are necessary on site the following preventative actions will be implemented:

- Keep sources of ignition at least 6m away from piles of combustible and flammable materials.
- Ensure staff and contractors follow safe working practices when undertaking hot working, such as welding and cutting.
- A 2hr fire watch will be carried out immediately following any hot works being carried out on site.

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

To prevent the build-up of loose combustible waste, dust and fluff on site, an operative will carry out a daily patrol around the site looking for any loose waste or fluff. If any is observed, it shall be cleared. The daily patrol shall be recorded in the Site Diary.

4.17 Reactions Between Incompatible or Unstable Waste

Upon arrival at site all waste loads shall undergo visual inspections, once tipped, by a trained operative. If an operative notices any signs of incompatible or unstable waste, the load shall be spread on the quarantine area for further inspection. If incompatible or unstable waste is found, it shall be removed from the load, if safe to do so. If this is not possible the waste load shall be rejected and stored in the quarantine area for removal from site in line with the site's waste rejection procedure.

4.18 Batteries

There shall be no batteries accepted on to site.

4.19 Naked Lights

There shall be no naked lights on site.

4.20 Industrial Heaters

There shall be no industrial heaters on site.

4.21 Open Burning

There shall be no open burning on site.

4.22 Hot Loads

If any waste accepted at site passes the initial documentation check but upon tipping is subsequently identified to be hot via the visual inspection, e.g. the presence of steam, the load will be moved to the quarantine area, segregated from other wastes and the water hose will be used to douse the load until it is suitably cooled.

5.0 DETECTING AND MANAGING FIRES

Any member of site staff will raise the alarm as soon as they become aware of a fire, including contacting the emergency services.

5.1 Daily Checks

Daily checks are made across the site by trained individuals. They seek to identify and mitigate potential hazards. If a hazard is identified from the daily checks, then it is recorded in the Site Diary and acted upon immediately with appropriate action. Daily checks take place on:

- Site Infrastructure – Senior staff check for damage or abnormalities in the site infrastructure.
- Plant – All plant is checked before use (see section Plant Maintenance).
- Waste Piles – Trained staff assess all waste piles manually through observation and touch for excessive heat and ensure that dimensions are correct (See section Preventing Self-combustion).

5.2 Training

All new employees will be subject to an induction programme which will include familiarisation with the Permit Management System and this FPP. This will also include training of how to identify 'hot loads' when accepting waste on site and 'hot spots' within waste material stored and processed on site. Staff will also be trained on how to use fire extinguishers and fire drills are undertaken annually and documented.

Regular toolbox talks will be held with employees and documented accordingly, in order to communicate any updates / changes made to the Fire Prevention Plan.

This FPP will be stored in the Site Office so that it can be referenced for induction, on-going training, testing and other management review purposes. All training undertaken will be logged in a training matrix.

5.3 Emergency Action Plan

All employee's and visitors sign in when they arrive on site and then out again once they leave. In the event of a fire, the employee and visitor book is collected by the Site Manager and taken to the assembly point.

In the event of a fire, the site's fire alarm is raised, and a member of staff will alert all staff and visitors present on site to the fire and its location. Immediately, personnel will leave their work area and proceed to the fire assembly point. Upon receiving confirmation of a fire, the fire brigade will be called by the site management or supervisor available.

The specific arrangements for fire are as follows:

A. Fire extinguishers are provided around the premises and will be marked by signage.
B. Fire escape routes are provided out of the main door of each section of the waste transfer and treatment buildings. Exits and routes are marked.
C. If an employee discovers a fire, the alarm should be raised. Competent individuals will be trained to use fire extinguishers; other employees should not tackle a fire but proceed safely to the assembly point.

The site manager, or a designated person if the site manager is not on site, will be responsible to see the premises are clear and account for everyone at the assembly point.

5.4 Fire Infrastructure on Site

The fire infrastructure on site consists of the following:

- **Fire Detection System** – A P1 fire alarm system is present in the solid waste reception / treatment building. Heat detectors are also present in the building.
- **Certified Alarm System** – UKAS accredited fire alarm is monitored externally and is activated if an incidence of a fire is discovered.
- **Emergency Lighting** – Emergency lighting is present within the waste reception and treatment buildings.
- **Fire Safety Signs and Notices** – These are posted throughout the facility, both internally and externally, stating the location of the fire assembly point and fire escape routes.
- **Fire Suppression System** – There are no fire suppression systems on site. This is considered an alternative measure based on the generally high moisture levels of the waste types accepted and processed on site, the access to liquids on site and the fire detection and monitoring systems on site.
- **Firefighting Equipment** – Fire extinguishers are placed strategically across the site such as near the exits to the buildings, in mobile plant and near feedstock bays/piles. These are all marked by signage.

- **CCTV** – The site is equipped with a CCTV system which provides full coverage of the site both internally and externally via 16 cameras. This helps prevent unauthorised access and possible arson as well as helping to identify fires on site. The CCTV is monitored 24/7. On detection of a fire, the fire alarm shall be activated, and the emergency services shall be contacted automatically.
- **Access to water** – There is mains water access within the solid waste reception / treatment building which is used for the wheel wash facilities. There is also access to mains water via a hydrant located immediately outside the site on Knowsthorpe Road. There is also access to water in the liquid waste storage tanks. One of these tanks shall always be used to store liquid waste which is does not contain animal by-products. The tank has been installed with coupling ready to connect to in the event that the liquid is required to be used to fight a fire.

5.5 Out of Hours Detection

Operating at full capacity, the site is operational 24/7, 365 days a year. However, when not operating at full capacity, there may be periods overnight when no activities are undertaken on site. At these times, the site shall be closed. The site has CCTV which provides coverage of all site access points and target points e.g. diesel tank, waste reception areas. The CCTV is monitored by an external company constantly. On indication of a fire on site, the fire alarm shall be set off, and the emergency services shall be called. There are also heat detectors within the solid waste reception / treatment which shall trigger the fire alarm on detection of elevated temperatures. Based on the above, no on-site out of hours detection is proposed.

5.6 Firefighting Strategy and Suppressing Fires

The site has an active firefighting strategy in place and will seek to extinguish fires as quickly as possible, either through on-site fire equipment or through supporting emergency services.

For small fires, fire extinguishers are available. All operatives are trained to use this equipment.

For a large fire arising in the combustible material pile, the fire shall be managed by a combination of the site operators and the Fire and Rescue Service. The primary source of water used to treat a fire shall be from the liquid waste storage tanks. One of these tanks shall always be used to store liquid waste which is does not contain animal by-products. The tank has a volume of 55m^3. The tank has been installed with coupling ready to connect to in the event that the liquid is required to be used to fight a fire. The second source of water used to fight a fire shall be the mains water that serves the wheel wash facilities in the solid waste

reception and treatment building. If further water is required, the Fire and Rescue Service shall use the fire hydrant on Knowsthorpe Road. The Fire and Rescue Service shall access the site via the site entrance point located on Knowsthorpe Road. The operator shall support the Fire and Rescue Service via active firefighting measures, such as using plant to move unburnt material in the vicinity of the fire to the quarantine area under the instruction of the Fire and Rescue Service.

It should be noted again, that due to the high moisture content of the solid waste accepted on to site, and the short turnaround time for processing, the risk of combustion of the material is very low. However, if a heating event occurs in the waste reception pile within the solid waste reception hall, the alarm system will be triggered, which will enable the site operative to attend and take the appropriate action.

5.7 Fire Water Required

The Environment Agency's Fire Prevention Plan guidance states that 'A 300m^3 pile of combustible material will normally require a water supply of at least 2,000 litres a minute for a minimum of 3 hours'. A calculation has been provided below which shows the water supply required to combat a fire in relation to the largest waste pile to be stored on site at any one time.

- Volume of combustible solid waste material – 46m^3
- Water required per minute – 307 litres (0.307m^3)
- Duration – 180 minutes

Water required per minute (0.307m^3) * Duration (180min) = 55m^3 of required water and capacity

5.8 Fire Water Storage Capacity

All waste storage and treatment takes place within a building and therefore any water used to fight a fire will be captured by the internal sealed drainage system. Given that the volume of water required to fight a fire (55m^3) shall be the same as the volume of the liquid waste storage tank, then no additional storage is required. In the event that more water than required is used, up to 10m^3 can be stored in the drainage pit within the solid waste reception and treatment building. The water used to fight a fire will initially be captured within this drainage system before being pumped back into the liquid waste storage tank. The fire water collected in this tank will be sampled and analysed to determine whether it can be used in the production

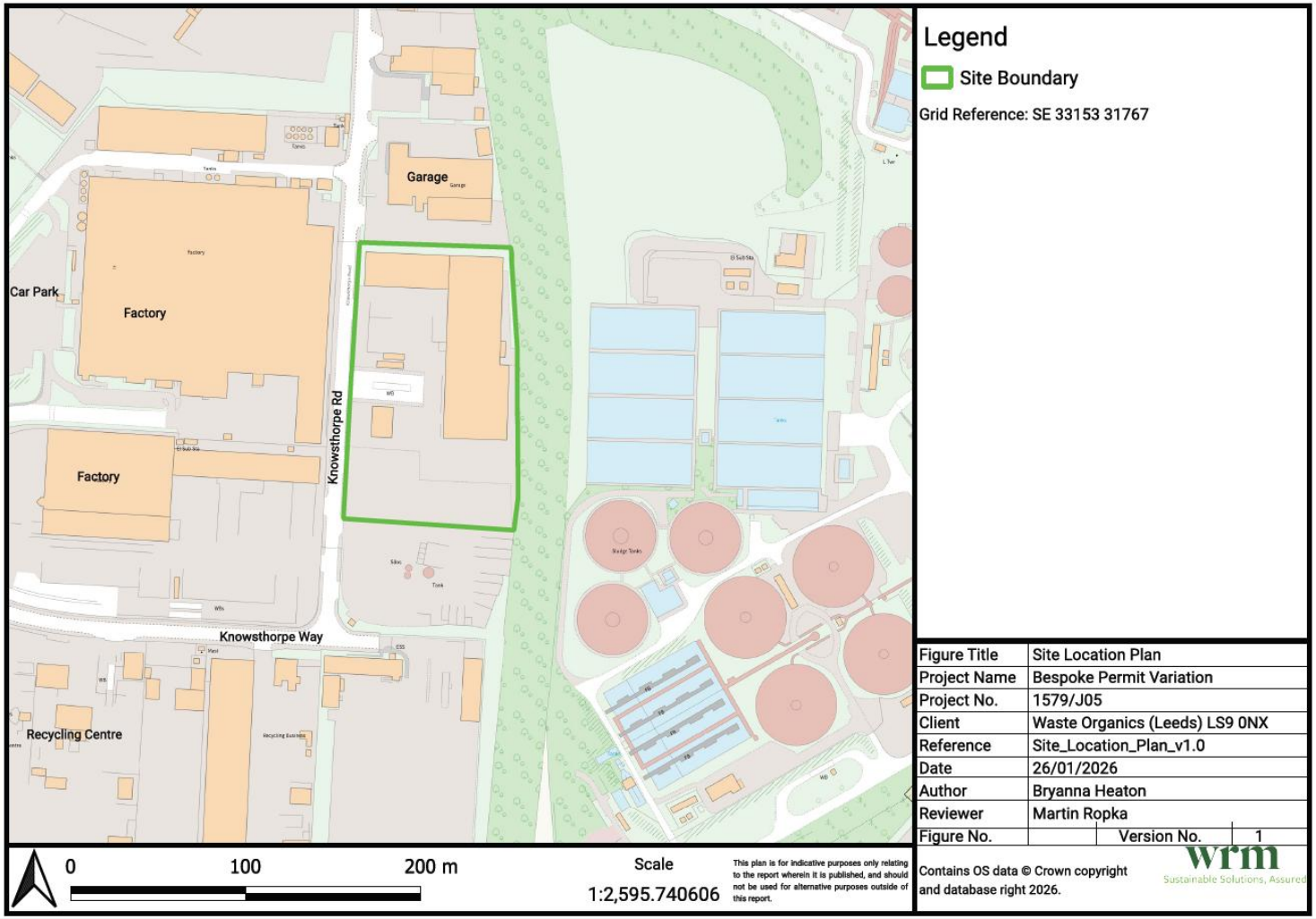
of a blended “soup” or whether it needs to be removed from site via vehicle tanker for treatment at a suitably licensed facility.

5.9 Contingency Plan

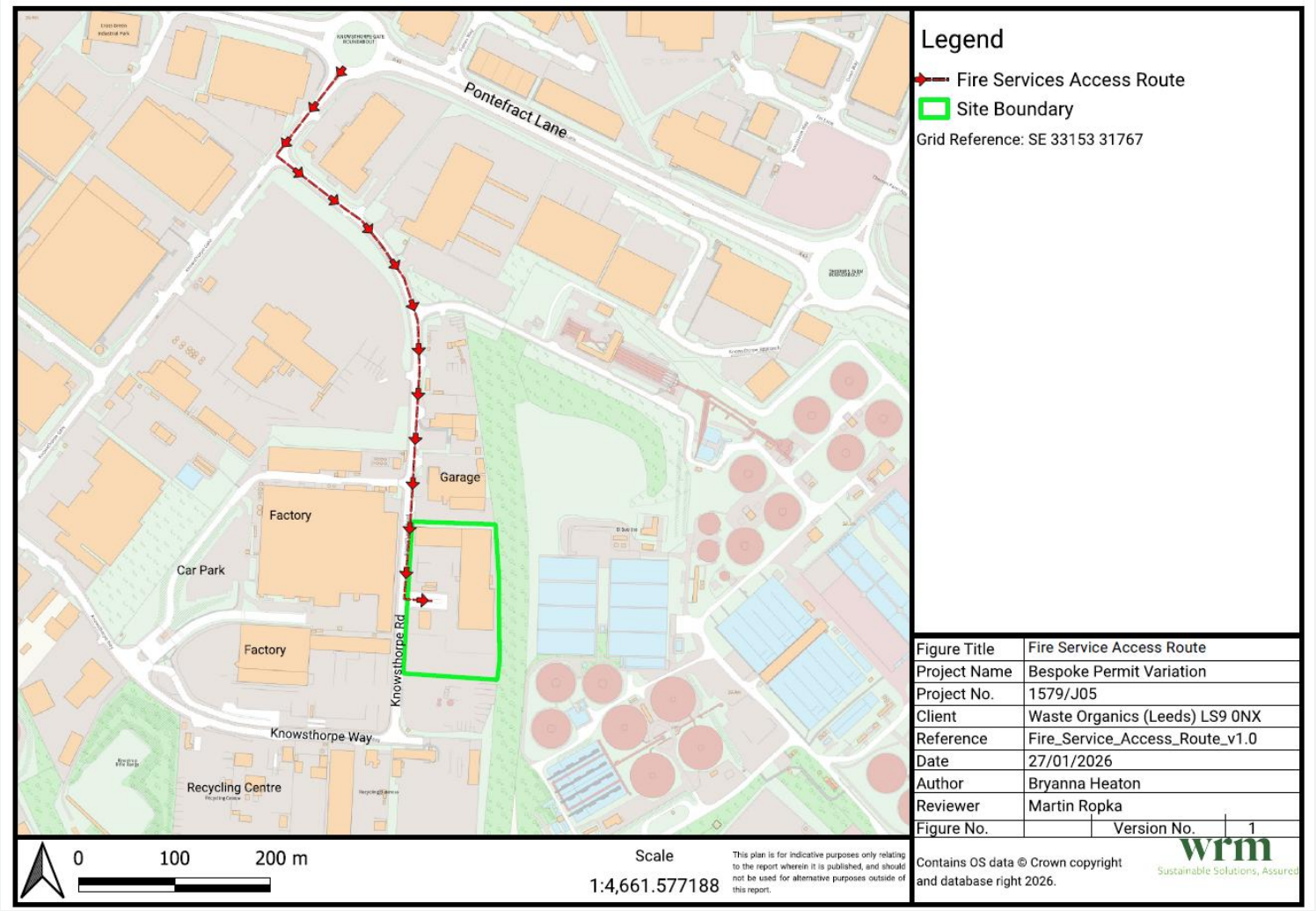
If a major fire occurs, then the site will put the following procedures in place:

- All incoming loads will be diverted, and the site will be closed until implications from the fire have been resolved;
- All waste remnants left by a fire shall be inspected and potentially processed onsite or transferred to a suitably permitted facility. If necessary, a specialist contractor will be engaged to assist.
- Any fire water which has been captured within the sealed drainage system within the building shall be pumped into one of the liquid waste storage tanks. From here, it will be sampled and analysed to determine whether it can be used in the production of a blended “soup” or whether it needs to be removed from site via vehicle tanker for treatment at a suitably licensed facility.
- In the rare event material cannot be turned or processed within 2 weeks, then it must be removed off site to a suitably permitted facility, unless agreed otherwise with the Environment Agency.
- There are a number of additional contingency sites where waste will be able to be sent for processing. Waste will be diverted from site to Anaerobic Digestion or depackaging sites with which Waste Organics already has a relationship.
- All the sensitive receptors identified in this fire prevention plan shall be contacted, where practicably possible, via door to door visits and the situation explained or via a leaflet drop providing information and a contact number. Waste Organics shall also provide a helpline for any sensitive receptors to contact the site.

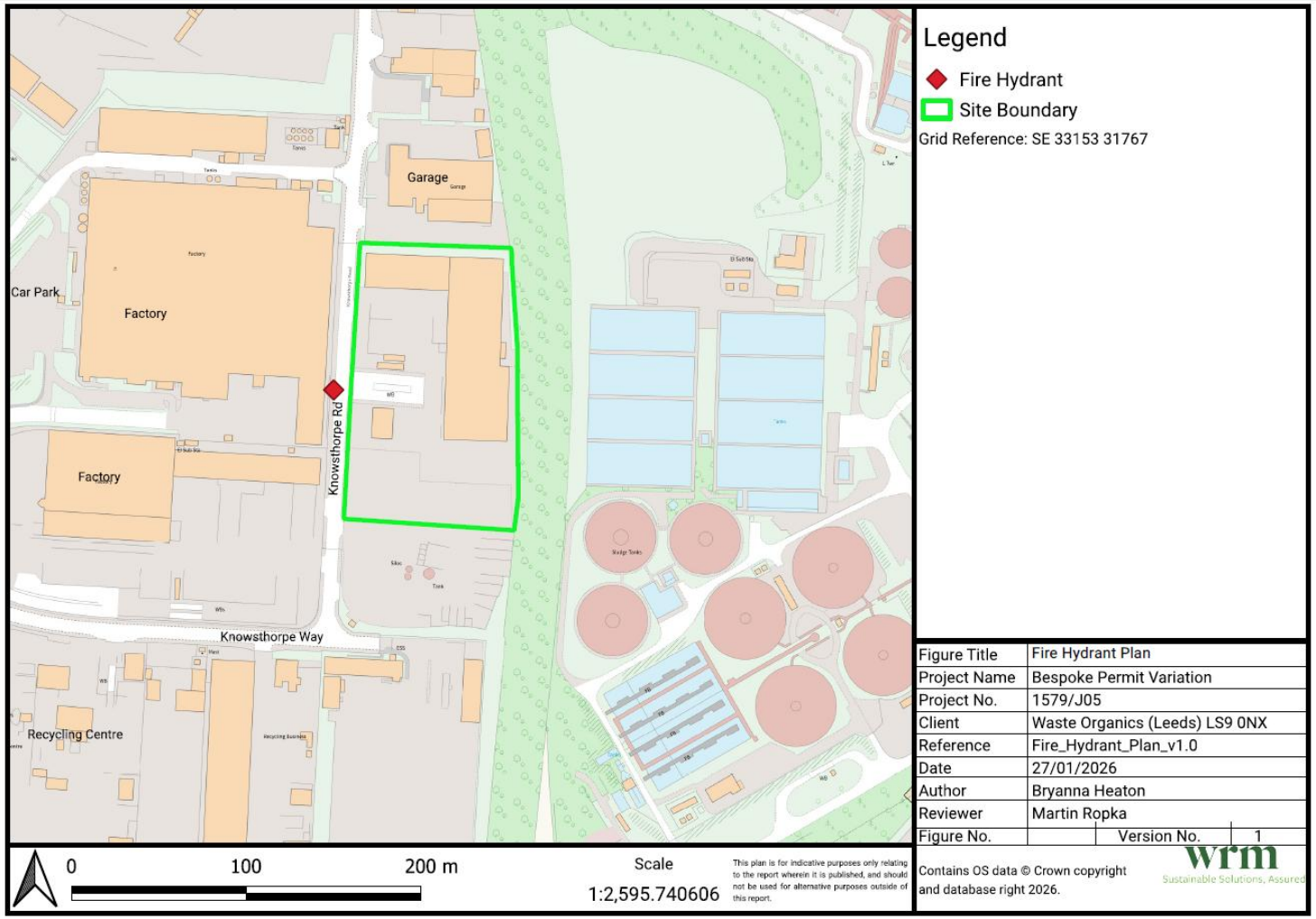
6.0 SITE LOCATION



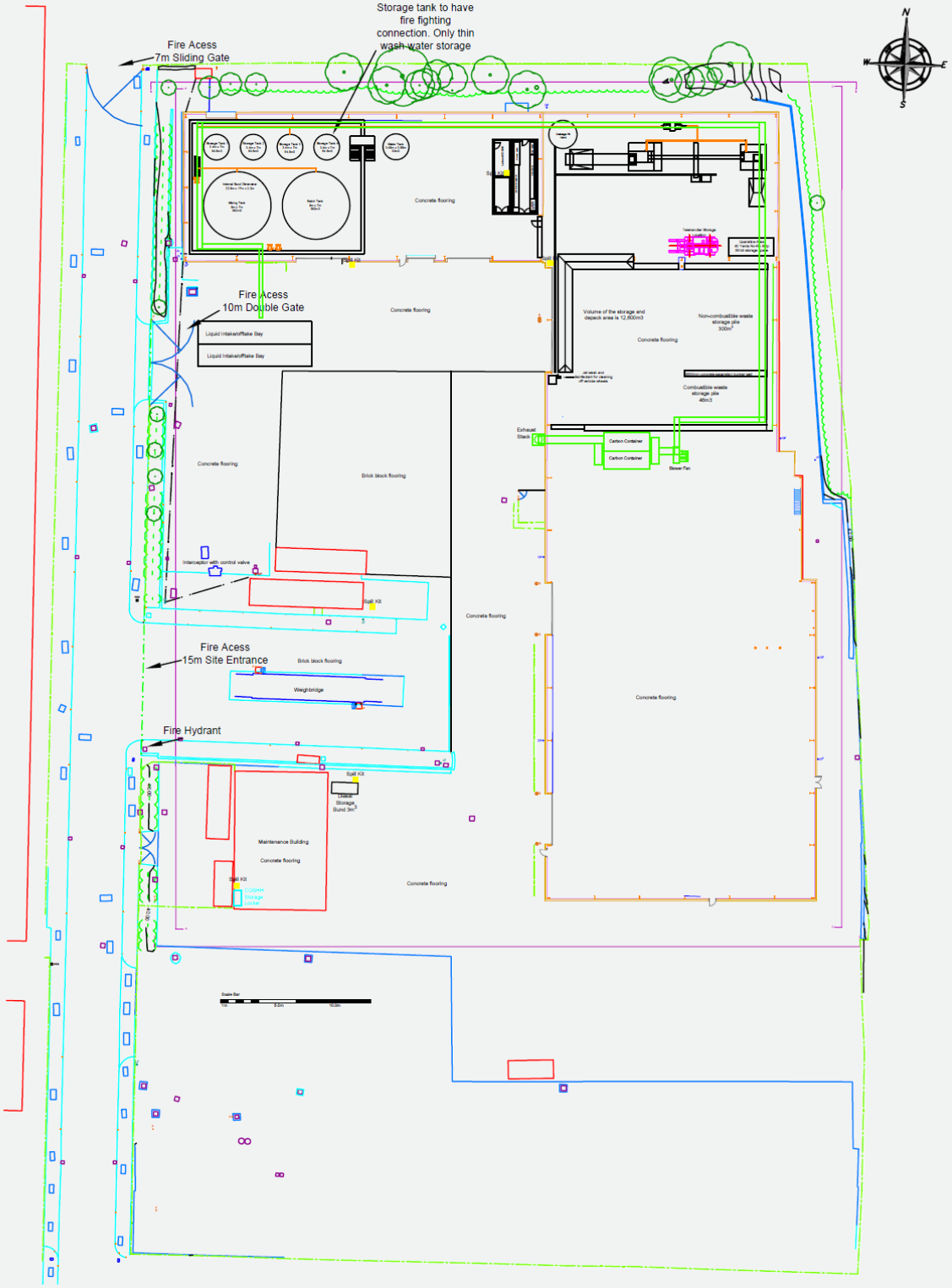
7.0 FIRE SERVICE SITE ACCESS ROUTE



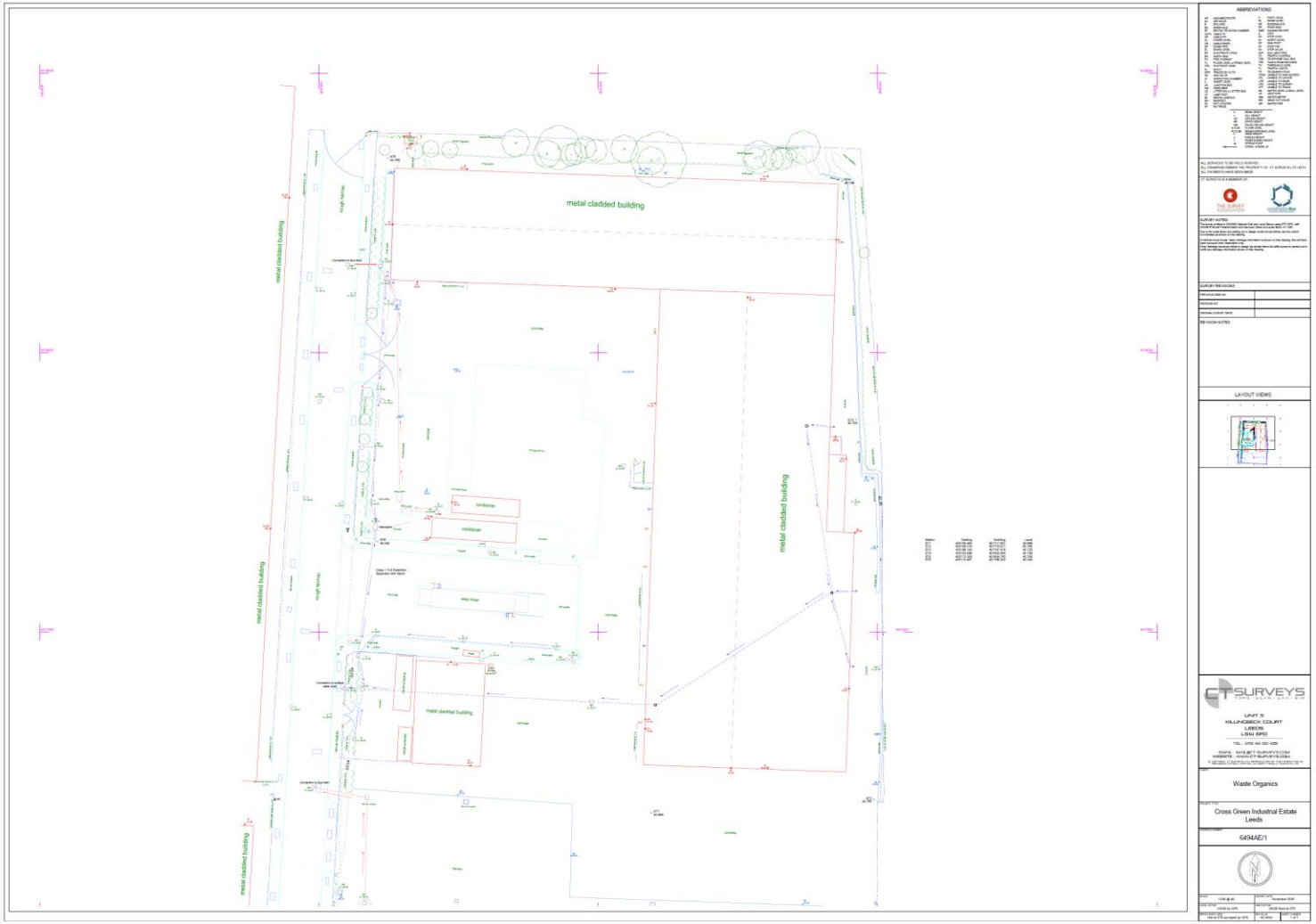
8.0 FIRE HYDRANT LOCATIONS



9.0 SITE LAYOUT PLAN



10.0 DRAINAGE PLAN



11.0 SENSITIVE RECEPTORS

Please see Table 7 and Figure 1 below for the location of sensitive receptors within a 1km radius of the site.

Table 7 - Sensitive Receptor List

Receptor Reference	Business Name / Receptor Description	Direction From Site (From true North)	Approximate Distance to Site Boundary (m)	Sensitivity to Odour
HR 01	Vehicle Bodycare Centre / Industrial	North	23	Medium
HR 02	Sunbed Rentals / Industrial	North	98	Medium
HR 03	DHL Express / Industrial	North	298	Medium
HR 04	Richard Austin Alloys / Industrial	North	616	Medium
HR 05	Residential dwelling on Halton Moor Road	North	907	Medium
HR 06	OTL / Industrial	North-northeast	295	Medium
HR 07	Speedy Services / Industrial	North-northeast	444	Medium
HR 08	Mercado / BMK Flooring / Industrial	North-northeast	750	Medium
HR 09	Residential dwelling on Halton Moor Road	North-northeast	911	High
HR 10	AO / Industrial	Northeast	295	Medium
HR 11	ACS Stainless Steel Fixings / Industrial	Northeast	446	Medium
HR 12	Symington's Ltd / Industrial	North-northeast	554	Medium
HR 13	Residential dwelling on Halton Moor Road	North-northeast	943	High
HR 14	Residential dwelling on Halton Moor Avenue	North-northeast	964	High

Receptor Reference	Business Name / Receptor Description	Direction From Site (From true North)	Approximate Distance to Site Boundary (m)	Sensitivity to Odour
HR 15	Floorstore Trade Counter / Industrial	Northeast	591	Medium
HR 16	Roberts Mart & Co / Industrial	Northeast	753	Medium
HR 17	McMullen JRL Facades Manufacturing / Industrial	Northeast	368	Medium
HR 18	Samuel Grant Packaging / Industrial	Northeast	615	Medium
HR 19	Perspex Distribution / Industrial	Northeast	818	Medium
HR 20	Vickers Oils / Industrial	East-northeast	345	Medium
HR 21	BCA Leeds / Industrial	East-northeast	584	Medium
HR 22	Farnell UK Distribution / Industrial	Northeast	942	Medium
HR 23	Curio Fulfilment / Industrial	East-northeast	837	Medium
HR 24	Workplace Amazon / Industrial	East-northeast	926	Medium
HR 25	Wastewater Treatment Works / Industrial	East	50	Medium
HR 26	Amazon DLS2 / Industrial	East	977	Medium
HR 27	Amazon LBA5 / Industrial	Southeast	803	Medium
HR 28	Skelton Grange EFW / Industrial	South-southeast	575	Medium
HR 29	Cement Manufacturer on Knowsthorpe Road / Industrial	South	32	Medium
HR 30	TCV Skelton Grange / Industrial	South	373	Medium

Receptor Reference	Business Name / Receptor Description	Direction From Site (From true North)	Approximate Distance to Site Boundary (m)	Sensitivity to Odour
HR 31	Sigma Fixtures / Industrial	South	881	Medium
HR 32	Skelton Ltd / Industrial	Southwest	144	Medium
HR 33	Royal Mail Fleet Workshop / Industrial	South-southwest	801	Medium
HR 34	Everlast Scaffold / Industrial	South-southwest	650	Medium
HR 35	Froch Foods / Industrial	South-southwest	774	Medium
HR 36	Bestway Stourton / Industrial	Southwest	939	Medium
HR 37	Egger Timberpak / Industrial	West-southwest	412	Medium
HR 38	Srcl / Industrial	Southwest	660	Medium
HR 39	Sika Everbuild / Industrial	West	60	Medium
HR 40	CID Group / Industrial	West	292	Medium
HR 41	Tarmac / Industrial	West	824	Medium
HR 42	TRAD UK / Industrial	West-northwest	662	Medium
HR 43	Newross Impex / Industrial	West-northwest	951	Medium
HR 44	Sika Everbuild / Industrial	Northwest	97	Medium
HR 45	O.C.O Technology / Industrial	Northwest	280	Medium
HR 46	Global Material Sourcing / Industrial	West	357	Medium
HR 47	Lawcris Trade Counter / Industrial	Northwest	399	Medium

Receptor Reference	Business Name / Receptor Description	Direction From Site (From true North)	Approximate Distance to Site Boundary (m)	Sensitivity to Odour
HR 48	Core Plant / Industrial	Northwest	820	Medium
HR 49	Thomas Armstrong (Concrete Blocks) Ltd / Industrial	North-northwest	192	Medium
HR 50	Shire Timber Group / Industrial	North-northwest	423	Medium
HR 51	Football World Leeds / Recreational	Northwest	641	High
HR 52	Private Rented Sector Housing Services / Industrial	North	371	Medium
HR 53	Recycling and Energy Recovery Facility / Industrial	North-northwest	689	Medium
HR 54	Compak Group / Industrial	North-northwest	475	Medium
HR 55	Euro Car Parts / Commercial	Northwest	832	Medium
HR 56	Fenton Packaging / Industrial	North-northwest	871	Medium
HR 57	Freshways Dairy / Industrial	North	557	Medium
HR 58	EHRLE UK Ltd / Industrial	North	870	Medium
HR 59	William Cook Rail / Industrial	Northwest	885	Medium

Figure 1 - Map of Sensitive Receptors

12.0 BOREHOLE LOCATIONS

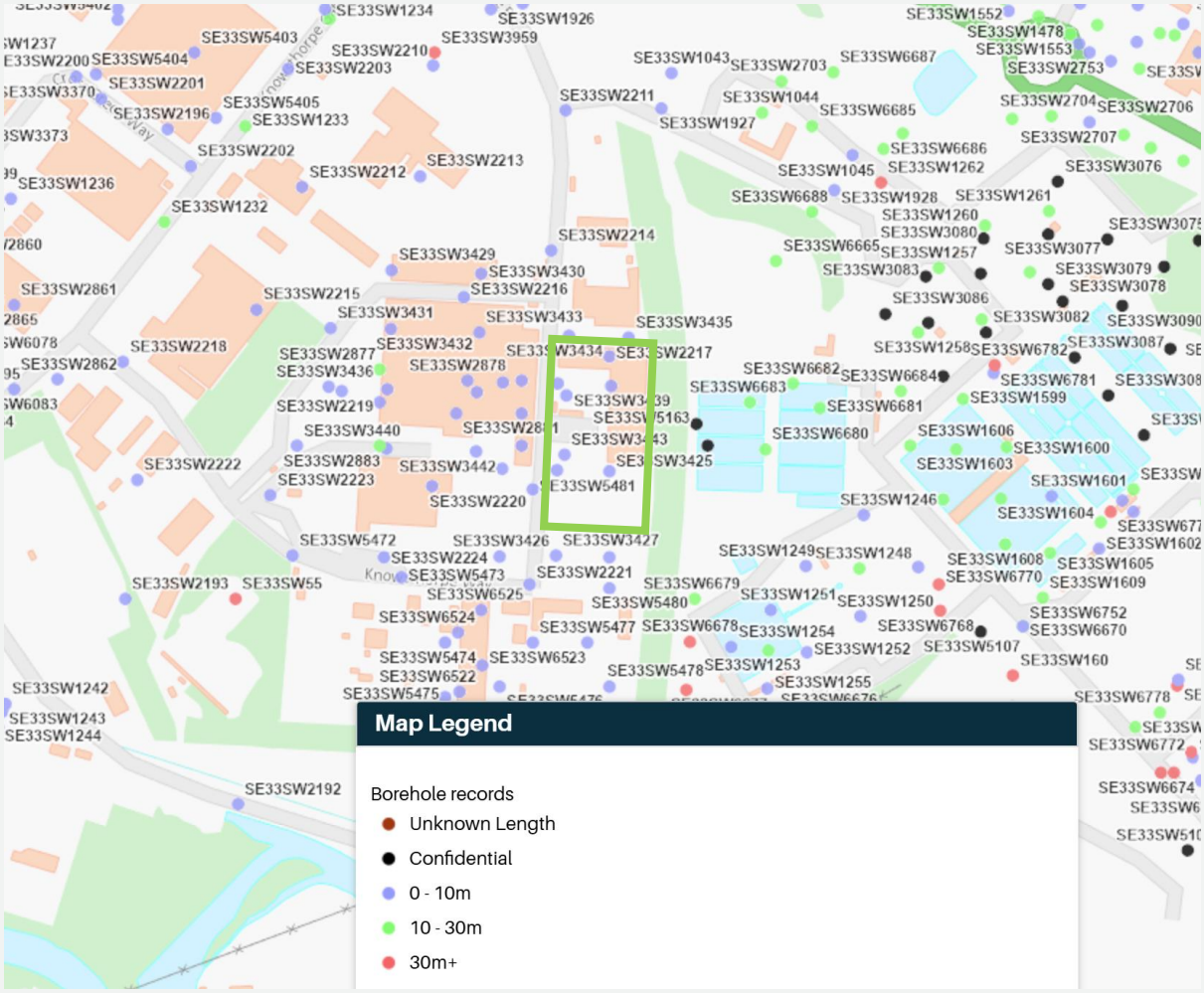


Figure 2 - Borehole Records

13.0 SOURCE PROTECTION ZONES

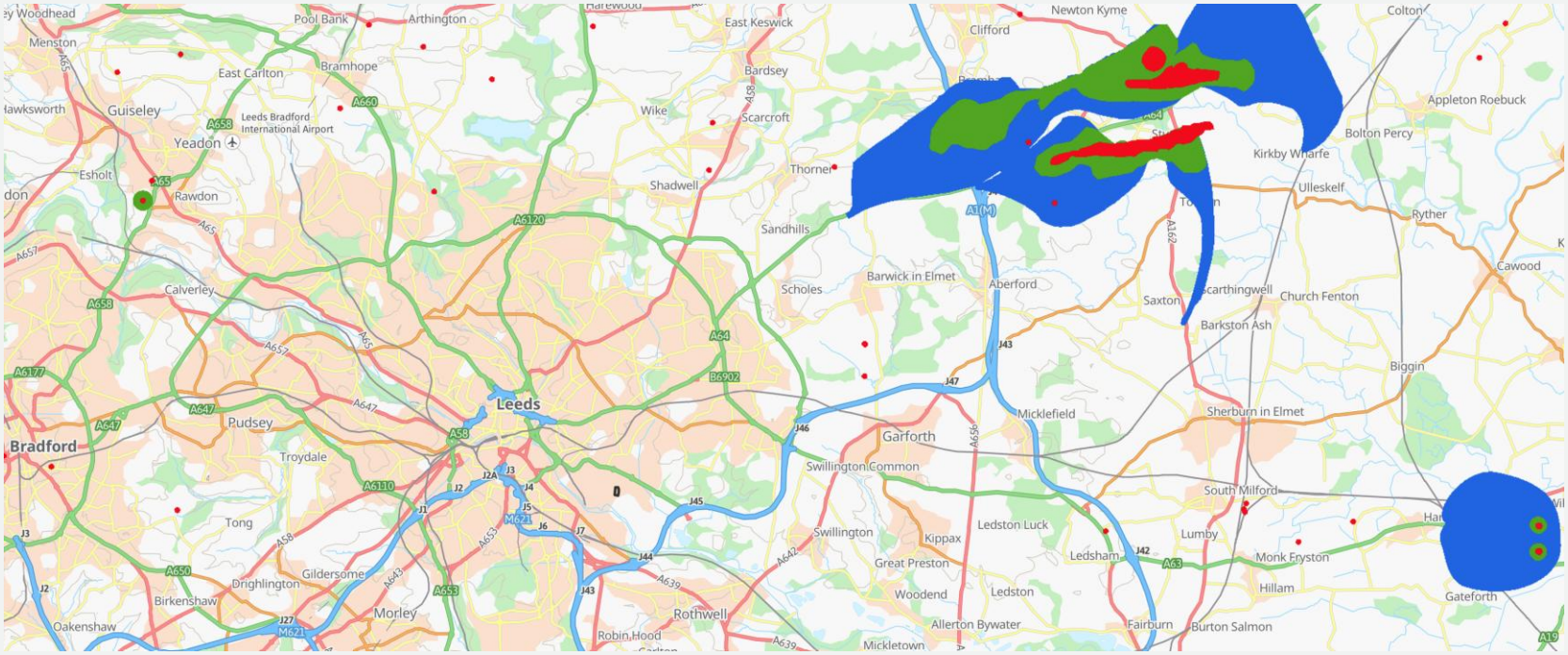


Figure 3 - Map of Source Protection Zones in West Yorkshire

14.0 HISTORIC WIND DIRECTION

Information on wind direction has been derived from Leeds over the last 30 years. This data is illustrated by the wind rose below.

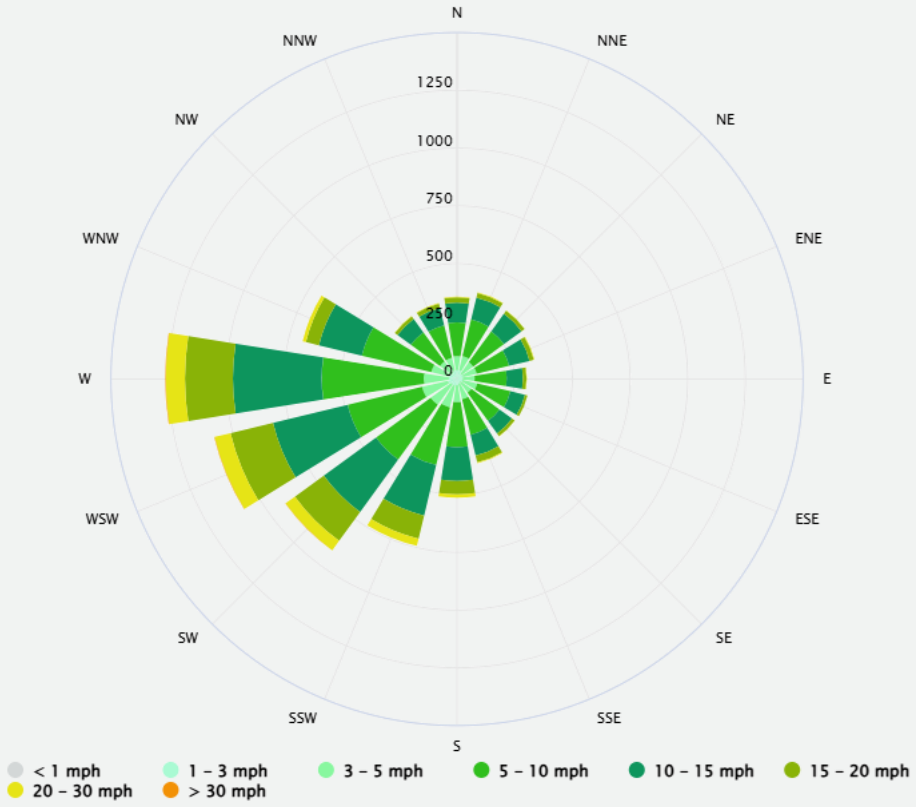


Figure 4 - Windrose for Leeds

15.0 FIRE SAFETY MANAGEMENT PLAN

Fire Safety Person with Overall Responsibility for Fire Safety	Alison Dring
Fire Risk Assessment Person responsible for commissioning & review	Alison Dring
Maintenance Programme Person Responsible for: • Maintenance of fire safety provisions • Fire alarm • Emergency lighting • Firefighting equipment • Escape routes • Fire safety signs/notices	Alison Dring
Emergency Action Plan Person responsible for production & review	Alison Dring

16.0 EMERGENCY ACTION PLAN

ASSEMBLY POINT – ENTRANCE OF SITE

FOR SMALL FIRES

1. TRY TO PUT OUT IF SAFE TO DO SO (SEE SECTION 2.1)
2. ONLY TACKLE A SMALL FIRE IF CONFIDENT TO DO SO
3. NEVER PUT YOURSELF AT RISK

ACTION ON DISCOVERY OF FIRE

1. SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
2. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT OR WALKWAY
3. DO NOT RE-ENTER THE BUILDING
4. REPORT TO THE ASSEMBLY POINT
5. ENSURE EVERYONE ON SITE IS ACCOUNTED FOR
6. CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING / COMPOSTING AREA)
7. LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
8. DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

1. LEAVE THE BUILDING AREA BY THE NEAREST FIRE EXIT OR WALK WAY
1. DO NOT RE-ENTER THE BUILDING OR SITE
2. REPORT TO THE ASSEMBLY POINT
3. ENSURE EVERYONE IS ACCOUNTED FOR
4. CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
5. LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

1. ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
2. ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY