Fire prevention plan

Original plan: **20/09/2023**

Plan version: **V1.0**

Plan Revision: **n/a**

Site details

Site name: **Chatham Docks**

Site address: **Building 35, South Side Three Road, Chatham Docks, Chatham, Kent. ME4 4SR**

Operator name: **Mobile Compactor Services Limited**

Who this plan is for

This Fire Prevention Plan has been produced to aid site operatives, visitors, and emergency services in the event of a fire starting and taking hold on site.

Contents

1. Types of Combustible Materials

1.1 Combustible Waste

Combustible waste entering the site are commonly derived from: industrial, commercial, construction and demolition wastes.

- Paper and cardboard from Industrial and Commercial premises
- Plastics
- Textiles, including rags, carpet, carpet tiles and clothing
- Floor tiles
- Wood
    - Packaging wood waste
    - Mixed fragments
    - Demolition sources
- Mixed metals retaining coverings such a plastic and paint of ferrous and non ferrous composition.
- Plasterboard/gypsum
- Insulation
- Oils
- Paints, inks and resins
- Gas Bottles
- WEEE

1.2 Other Combustible Materials stored on site

Site consumables:

- Diesel fuel for site plant, mobile tanks holding 10,000 litres
- Engine oils and grease for mobile plant and machinery
- Hydraulic oil for site plant
- Cleaning fluids
- Aerosols
- Oxygen and acetylene gas

2. Using this Fire Prevention Plan

2.1 Where the plan is kept and how staff know how to use it

A copy of the Fire Prevention Plan is kept on display in the main office readily available to staff to refer to in times of need. The plan is reinforced by regular Tool-Box-Talks and enactment of fire drill procedures. The company policy is to engage all site staff in the purpose and use of the Fire Prevention Plan and to ensure familiarisation is achieved at all levels and to nurture a positive attitude and endorsement of the company's commitment to its legal responsibilities as an accountable employer.

This fire prevention plan forms part of the site induction programme for new employees, contractors, and casual workers. For this plan to work as designed, commitment at all levels is essential to demonstrate that endorsement is foremost in the minds of the management team.

The training needs of individuals must consider the procedures and actions set out in this plan and must be refreshed at least 6-monthly to ensure that in the event of a fire, they know what must be done.

The likelihood that non-English speaking foreign nationals work at the site or will work there at some point is considered and measures are in place to ensure that emergency procedures are fully understood by these people who may be vulnerable during an emergency situation. Site rules are available in a number of languages and those workers who speak little or no English work alongside English-speaking nationals who are able to translate.

2.2 Testing the plan and staff training

It is crucial that all permanent and temporary members of site staff are familiar with this Fire Prevention Plan and to achieve this the following procedures are in place:

- The plan is reinforced by regular Tool-Box-Talks and enactment of fire drill procedures.
- Management to ensure all staff are aware of the FPP and sign an acknowledgement slip to affirm their understanding
- The FPP is reviewed monthly to ensure it remains effective and relevant to activities
- The FPP forms part of the site induction process for new/temporary staff

Regular enactments (no less than monthly) will be conducted by the site supervisor accompanied by staff designated as initial stage fire response team. The purpose is to test equipment and familiarise the team with engaging a fire at various locations around the site.

On completion of the enactment a debriefing meeting will ensue to discuss the outcome of the enactment, how equipment performed in certain circumstance and the comments / suggestions from those involved. Minutes will be taken of the meeting and passed to the site manager / TCM who will act upon any and all recommendations.

3. Activities at the Site

3.1 Waste management activities on the site.

1. Acceptance of hazardous and non-hazardous industrial commercial, construction, and demolition wastes for treatment to recover recyclates for onward processing
2. Vehicles arriving at the site must submit the appropriate paperwork commensurate with the waste type being carried. If individual wastes are carried the vehicle will be directed to the appropriate storage area for segregated wastes.
3. For mixed wastes, vehicles will be directed to the main reception and treatment building. From here wastes are unloaded and segregated manually into the following categories:
    - Wood
    - Plastic
    - Non-ferrous metal
    - Ferrous metal
    - Paper and cardboard
    - Refuse derived fuel
    - Metals

    Segregated waste types are stored individually within 660 Litre bins in readiness for onward transport to third party recycling facilities.

3.2 Site plans

The enclosed plans cover the following:

- Site Location plan relative to surroundings
- Site Layout plan
- Location of hazardous substances held on site
- Location of fire Hydrant and water resources
- Sensitive receptors within 1km of the site
- Wind rose
- Waste pile locations and dimensions

Plan of sensitive receptors near the site

The receptors shown below are within 1km of the site.

The location of Mobile Compactor Services is within a heavily populated part of the Medway Towns and within 1km are numerous places that should be considered sensitive to the effects of a fire on site. The list below illustrates the most prominent within the 1km radius.

Table 1. For example

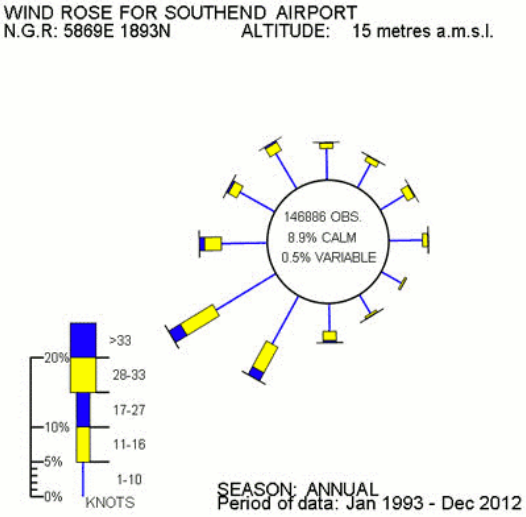
Point reference	Title	Activity	Direction	Distance from site (M)
1	The Howard Academy Trust	School	SE	10
2	University of Kent	University	W	350
3	Canterbury Christchurch University	University	W	540
4	Forge House Care Home	Care Home	NW	683
5	Dockside Shopping Centre	Leisure	W	905
6	Medway Park Sports Centre	Sports	SSW	843
7	Lower Lines Park	Recreation ground	SW	248
8	St Marys Island Dog Run and Play Area	Recreation ground	N	540

The sensitive location screening has not identified any hospitals or food processing premises. The screening investigation has identified heavily residential areas surrounding the site in conjunction with the most sensitive given above in table 1.

With the exception of waste stored on RORO containers, combustible waste is not permitted for external storage.

Sensitive Locations Plan

Prevailing wind direction at Chatham Dockyard sourced from the Met Office. We have used data from Southend Airport some 14 miles to the North East of the site.



3.3. Manage common causes of fire

- Arson

Predominantly carried out by intruders but potentially by 'grudge' attacks by disaffected employees. The site operates 08.00-17.00 Monday to Friday and Saturday 8.00 – 12.00. The site is surrounded by a solid brick wall >4m to the west (the only boundary externally accessible to the public), sleeper wall to the north palisade fencing to the south and Heras fencing to the east. The site is located 30 meters from the docks security, which is present 24 hours a day, 7 days a week and patrol the site overnight.

Security cameras are located strategically around the operational areas and buildings and can be viewed from the site weighbridge office and main administration building via duplex screens.

All members of the operational team have two way radio's, and this includes the security guard at the site entrance.

Security cameras can be accessed via a smart phone or similar device enabling remote monitoring of the site.

Site officers will be locked when not in use.

The site diary will be used to record routine inspections and any incidences of concern noted during inspections.

- *Industrial heaters*
    - Industrial heaters are not used on site
- *Hot Exhausts*
    - Build-up of dust a debris on hot exhausts can cause components to catch fire without warning, therefore it is essential that regular visual checks are conducted on all waste handling equipment. The plant maintenance programme accompanying this plan suggests that plant and equipment is stopped and checked mid-shift and states what points of the equipment should be checked
    - In essence, waste handling plant and equipment should be stopped and checked every 4 hours as a minimum and more so in particularly dusty conditions
    - A note of checks and findings should be kept for each item of plant and handed to the site supervisor at the change of shift
- *Leaks and Spillages*
    - During daily checks on site plant and equipment should include fluid leaks which must be reported if found and the appropriate action taken. Fluid leaks have the potential to ignite when coming into contact with hot surfaces
    - Spillages must be dealt with in accordance with the procedures set out for this event
- *Build-up of loose debris and combustible waste*

- Good housekeeping is essential for health and safety compliance and averting a potential fire from accumulated waste

- *Reaction Between Wastes*
  - There is a potential for fire risk when mixing incompatible waste streams and to mitigate the possibility of this occurring strict adherence to waste acceptance procedures is essential. The site EMS details measures associated to waste acceptance protocols and associated actions

- *Deposited Hot Loads*
  - The site has a dedicated procedure in place for this eventuality which is covered more comprehensively within the site EMS.

3.4 Plant and equipment

The following plant and equipment are in place at the site or intended for inclusion as part of the proposed extension to the current permit Boundary.

Mobile

- Forklift (x2)

All mobile plant are fitted with portable fire extinguishers.

Mobile plant also have battery isolators that can be switched to off when the machine is not in use, thus preventing a spark from any potential electrical short circuit.

Static

No static plant is used at the site for waste processing or handling.

Plant Maintenance Schedule

This site procedure is intended for plant operators and general operatives who use mobile plant during their duties at Mobile Compactor Services Limited. It is intended to provide a guide for the minimum frequency of maintenance required and should not be considered exhaustive or replace the manufacturers recommendations for the maintenance of specific plant.

Associated documents -

- *Operators check sheet*
- *Manufacturers maintenance manual*

It is the operator's responsibility to ensure that daily checks are carried out in accordance with the plant manual specific to the plant being used. The site supervisor or manager will ensure checks are undertaken as specified by the manufacturers instruction and company procedures. Records of weekly checks will be kept in the site office for review if required.

Pre-start-up check; (mobile plant)

Before using the waste handling equipment for the day, the following pre-start checks must be undertaken before work commences in addition to the plant maintenance check sheet requirements.

- All fluid levels
- Fan belt
- Loose components
- Trapped debris
- Battery is secure and free of waste build-up and compartment is clean

Should you suspect a fault with the equipment report the matter to the site manager immediately before using the equipment.

You must be aware that waste handling equipment can get hot, especially during hot weather and the risk of fire is greater under these conditions. Allow equipment to cool during break times or during periods of inactivity.

Checks throughout the day;

During hot dusty conditions waste handling equipment will require regular checks for trapped debris and clogging of the ventilated areas of the engine compartment. These need only be visual and brief to determine whether the equipment requires cleaning.

REMEMBER; HYDRAULIC COMPONENTS SUCH AS RAMS WILL BECOME HOT UNDER OPERATING CONDITIONS.

Equipment should be checked at least every 4 hours when operated constantly and less if conditions are hotter or dustier than normal.

- Dust suppression hoses should be in use if the above is prevalent.

Waste handling equipment should be stopped mid-morning and mid-afternoon if worked continuously and sensitive areas cleaned by compressed air to remove build-up of fine particles and debris. Radiators are particularly susceptible to clogging during dusty conditions.

Washing down of equipment should only be considered at the end of the working day or should concern over the safety of the equipment take precedence. *Reason being that wet components can attract fine particles and encourage clogging if not allowed to dry thoroughly before re-use.*

Maintenance and repair programme;

In addition to pre-start up checks and routine maintenance as described previously, more detailed and formal maintenance programme will be in effect and implemented at 500 hour intervals or on the expiration of 3 months whichever is sooner.

Maintenance activities will conform to manufacturers recommendations which as a minimum shall include the following checks or replacement:

- Oil and filter change
- Fuel filter
- Air filter cleaning or change as required by the mechanic. (Mobile Compactor Services Limited has the benefit of an in-house mechanic)
- Inspection for oil leaks, engine and hydraulic
- Inspection for damaged and potentially failing items

Reporting and records

Daily check sheets will be completed by the plant operator and it shall be the site supervisor or manager who shall ensure these are rigidly completed. Any and all items noted indicating a potential failure will be acted upon by the supervisor / Manager and arrangement details noted and signed for on the relevant maintenance sheet. Repairs completed will be closed out by the person responsible for conducting the work, whether this is internal or third-party contractor. A selection of parts shall be maintained on site that derive from a common list of items that routinely fail, such as hydraulic hoses.

3.5 Electrical faults including damaged or exposed electrical cables

- *Electrical Faults*
    - Regular inspections are undertaken by the site supervisor and manager. Electrical equipment is kept away from waste where possible and when power to static equipment is required, a physical barrier is in place separating the two
    - As a rule, power cables are located at high points and secured to the building framework

- Staff are encouraged to report any, and all faults or damage noted to electrical equipment
- Repairs to electrical components and equipment will only be undertaken by a qualified electrician

All electrical circuits will be subject to an annual inspection and routine maintenance by qualified contractors.
Portable appliance testing (PAT) will be undertaken annually and any items found intrinsically unsafe will be immediately replaced. Testing will be carried out by a qualified electrician who will also check the condition of the electrics against the UK standard for the safety of electrical installations - BS 7671 IET Wiring Regulations, supporting statutory regulations such as the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998. Reports of all inspections and testing shall be retained on site and any recommendations / requirements shall be acted upon without delay.

All members of staff shall be made aware of the importance of protecting electrical components and cabling and report damage without delay. Electrical equipment shall not be tampered with in any way and no attempts by untrained or professionally uncertified members of staff will be made to rectify problems. Reports will be made direct to the site supervisor or manager who shall record the matter in the site diary and note arrangements and close out comments as appropriate.

Electrics certification

- Electrical circuitry testing is carried out annually for portable appliances (PAT) and static equipment. Testing will form part of a predictive maintenance program (PMP) to monitor the operation of equipment and plan repair schedules.

Electrical equipment maintenance arrangements

- The PMP program will include static (off-line) and dynamic (on-line) testing. Completion reports will be passed to the site manager to implement / arrange any noted actions
- Testing will be conducted annually as a minimum or as an when required
- A reputable and certified electrician will be engaged to carryout electrical appliance and equipment testing and arrangements will be made with the same to respond to emergency call out when required

3.6 Discarded smoking materials

Smoking - on site policies

A No Smoking policy is in force at the site for visitors and site staff within the operational area. Dedicated smoking areas are provided set apart from the operational area and are fitted with incendiary sand buckets and bins. The policy is rigidly enforced, and an immediate ban would ensue should anyone be caught smoking away from approved areas.

The no smoking policy also applies to “e” cigarettes.

This policy is regularly enforced by Tool Box Talks and meeting’s. Visiting drivers receive copies of site rules at their first visit and 6 monthly updates.

3.7 Hot works safe working practices

- No ‘Hot Works’ are allowed to commence without the appropriate forms being processed, personnel involved in the activity will be fully briefed and their area of work explained.
- Hot works permits can only be issued by senior members of staff who have undergone the relevant training and their names appear on the authorised personnel register
- Hot works are carried out away from waste piles in areas that are clean and prepared for the activity
- During the operational day, hot works will be supervised by a member of staff who has previously been made aware of the conditions under which the work can commence
- All hot works are conducted under a permit scheme which is initiated from the site office. All staff who control hot work activities must be authorised to do so by senior management.
- **ABSOLUTELY NO HOT WORKS WILL BE CARRIED OUT WITHOUT A SIGNED PERMIT**
- Before a hot works permit is issued, the site procedure detailing what control measures must be in place before works begin should be discussed with the people associated to the works, after which the permit can be completed.
- If any work takes place in or around waste material an additional person will be at the scene to monitor for any potential fires.
- If possible, all hot works including grinding and cutting using abrasive wheels will be undertaken at a location away from combustible waste.
- The location will be designated by the site supervisor who will appoint a responsible member of staff to be in attendance whilst the works progress and will also ensure appropriate fire suppression equipment is within easy reach. The member of staff will satisfy himself that adequate time has elapsed following completion of the works and where possible the area and items subject to heat will be doused with water. Items of equipment that cannot be treated in this manner will be kept attended until such time has passed to satisfy those involved that items have sufficiently cooled, and further attendance is not necessary.
- These same procedures applies during maintenance periods at the end of the working day.

- Mobile Compactor Services Limited have a dedicated workshop located 20 metres distant from the nearest waste storage area which is used in all cases of repair unless the item cannot be moved in which case the procedures as described above come into force.

3.8 Industrial heaters

Use of industrial heaters
Industrial heaters are not used within the operational areas of the site as the work is either conducted in open fronted buildings or within heated machine cabs. Site offices have central heating systems similar to domestic premises.

3.9 Hot exhausts and engine parts

Fire watch procedures
All machine operators will be made aware of the potential for a fire to start in the machine from a build-up of dust and debris on hot components such as exhausts.

You must be aware that waste handling equipment can get hot, especially during hot weather and the risk of fire is greater under these conditions. Allow equipment to cool during break times or during periods of inactivity.

The usual practice is for plant to be kept operational throughout the day to meet the demands of the operation; a standby operator will quite often take over a machine to cover meal breaks which results in continuous operation of that item of plant. In these circumstances the site manager / supervisor should arrange stoppage time for each item of plant to allow inspection of the internal compartments to be undertaken.

3.10 Ignition sources

There will be no naked flames, heating pipes, space heaters, furnaces or incinerators at the site.

Burning is not permitted on site. No smoking is permitted within the permitted area.

Sources of potential ignition will be removed to >6 metres distant from any waste storage area.

Mobile plant will be parked in the designated area when not in use.

Reactions between wastes are of concern to waste treatment facilities especially items such as aerosols and batteries as both have the potential to ignite when damaged. The business model for the site and the procedures derived from it aim to recover the highest possible percentage of recyclable material and to achieve this various only manual treatment processes are used ie manual segregation. This system by default provides a highly effective means of preventing ignition from aerosols and other sources due to no mechanical means being used potentially causing rupture and damage and visual identification of these sources during the processing to remove them from the waste stream.

It should also be noted that many of the waste streams entering site do so from other pre-sorted sources, therefore there is a degree of reliability that such items have been removed, although this assumption cannot be definitive and normal waste acceptance procedures must continue.

3.11 Build-up of loose combustible waste, dust and fluff

Mobile plant will be checked for the build-up of dust and debris as follows:

Housekeeping inspections will be carried out on 2 occasions during the working day:

Midday and at the end of the working day. Inspections will be carried out by the site manager or supervisor and incorporate the following areas of inspection:

- Site plant
- Waste reception and treatment areas
- Waste storage areas
- Manual picking lines
- Perimeter of the site
- Electrical components

The TCM will also conduct a visual inspection of the site incorporating the times as detailed above and discuss any discrepancies with the site manager / supervisor and actions to rectify any shortfalls implemented.

3.12 Reactions between wastes

Strict adherence to waste acceptance procedures will proactively reduce the potential of reactions between different waste types. See appendix I for full waste Acceptance procedures.

Plant operators and banksmen will be vigilant for non-conforming waste items that have the potential to cause a fire when in contact with other waste types. These may not be visually apparent; however, unidentified objects should always be deemed as suspicious and brought to the attention of the supervisor and isolated in the quarantine area until identification is confirmed. Disposal of the item will depend on the outcome of the investigation which may result in off-site disposal and contact with the regulating authority.

Gas Bottles and aerosols are potentially explosive and should be treated as such by removal from the operational area to a safe lockable cage.

3.13 Deposited hot loads

Should a hot load arrive or it is possible to move a small portion of waste on fire, there is a marked quarantine area in the centre of the site which affords 360 degree access for plant and firefighting equipment. The quarantine area shall remain accessible at all times and afford sufficient space for 50% of the largest waste pile.

The location of the quarantine area has been chosen to provide constant access in the event of an emergency and its location shall be marked on the concrete surface and not be used for storage of waste containers or vehicles. And shall be kept clear at all times and not used for any other purpose.

Although the site sorts and despatches soil type material as part of its business, there will always be a minimum amount of soil kept on site for fire smothering purposes.

This will help reduce the reliance and amount of water required.

Hot loads entering site are clearly a significant hazard to this waste treatment facility and the following procedure details actions taken to prevent acceptance of hot loads and methods employed should a hot load not be identified before it is tipped.

Monitoring by the site weighbridge operator will alert staff to the possibility of a hot load arriving at the weighbridge.

If a hot load is identified at the weighbridge and before the load is accepted, the vehicle driver will be instructed to immediately leave the premises and place the bin in a location nearby where no combustible materials are stored.

If time allows, assistance may be provided by the site by depositing inert soil onto the load to smother the fire and then leave site for a suitable location where the situation can be managed by the emergency services.

Should a load be deposited on the concrete base and from visual inspection found to be hot, the alarm will be raised, and the site supervisor immediately notified.

4. Prevent Self-combustion

General self-combustion measures

The procedures contained in this section in that vigilance is required by staff to be on the lookout for suspicious items and known items that can ignite when damaged or overheat when exposed to bright sunlight.

Waste piles retained on site for extended periods have the potential to self-combust if left unattended and not included within stock rotation procedures. All combustible wastes are stored and treated within covered buildings. The main reception building has 5 access doors measuring 5m wide. Bays 2,3 & 4 are closed during normal operations with bays 1 open for incoming waste and bay 5 utilised for outgoing wastes. Within the cover of this building is waste reception bay, some manual sorting and material segregation.

Segregated wastes prepared for onward treatment are retained on site for no longer than 24 hours under normal operating conditions.

The throughput of waste at the site dictates the time period wastes can be stored which is minimal as segregation and removal is constant. Typically, waste that entered site during the day has been processed and segregated or removed entirely from site within 24 hours.

During periods of hot weather, the dust suppression system (hose) will be employed to spray the operational area and particularly the internal aspect of the building to cool the air within the building.

Should containers be used for storage of segregated cardboard, these will be uncovered and made accessible for temperature surveys. Containers will be stored within a dedicated bay lined by concrete lego blocks to maintain fire breaks.

4.1 Manage storage time

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

The equipment and resources in operation at the site expedite treatment and export of wastes, either segregated or prepared for onward treatment or disposal within 24 hours of delivery.
The types of vehicles delivering and exporting wastes vary from 12 ton ridged cage lorries to 12 ton box vehicles with a carrying capacity of 44.5m^3. Rear end loaders (REL) are used in addition for incoming and outgoing waste movements. Vehicles employed for export of wastes are owned by the company and therefore constantly available.

Stock rotation policy

Stock rotation is expedited by employment of large REL with a carrying capacity of 110m^3 to either remove waste to disposal or further treatment. Regular shipments of waste enable continuous stock rotation and ensure no combustible waste remains in storage for more than 24 hours. This excludes small volumes hazardous waste stored within the external hazardous waste storage bay.

Wastes are sorted and processed into the following categories:

- Building rubble
- Textiles
- Paper
- Cardboard
- Wood
- Mixed metals
- Plastic
- Non-recycled items
- Metals (Ferrous & Non Ferrous)

The waste facility does not specifically create fines material. Non-recyclable items are placed to one side within the treatment building and removed to disposal usually within a day of receipt.

Hazardous waste storage

The hazardous waste storage container is 23m3 in size and is only utilised for large bulky items as per the list below:

- Fluorescent tubes
- Paint, inks & resins
- WEEE
- Compressed gas cylinders
- Oils
- Fridges/Freezers
- Fire extinguishers

WEEE is stored independently within dedicated storage container (see site plan) Maximum quantities of hazardous wastes will be kept below 5 tonnes at any one time. All hazardous liquid wastes such as paints, inks and resins are enclosed within a lockable ventilated metal storage container. This has an integral bund capable of storing 25% of any liquids contained within it.

4.2 Monitor and control temperature

Reduce the exposed metal content and proportion of 'fines'

The treatment process in place at Mobile Compactors Limited is intended to separate each fraction of waste into individual components for further treatment / recycling. It is this process that precipitates the ability to keep materials compatible with one another thus avoiding the potential of adverse reactions.

Temperature monitoring is not required for waste stored on site for less than 3 months. In order for the treatment facility to function as intended a constant throughput of waste is maintained, e.g. the quantity entering site in any one day is equal to the amount treated and removed in the same day.

Under normal operating conditions the quantity of waste stored on site at any one time is not exceeded. Abnormal conditions require extraordinary measures to maintain the equilibrium and ensure stock rotation and duration of waste stored.

Mechanical and transport failure

- Mobile; mobile plant types are duplicated therefore a backup is always available if one should breakdown. Additional plant can be hired to temporary replace inoperable plant. Waste inputs reduced commensuarate with the ability of the operational plant
- Transport; reduce waste inputs or cease completely until normal operatiung conditions resume. Arrange with third party transport provided to remove waste from site.

The treatment process is designed to remove the majority of metal from the waste stream as this represents the most valuable commodity. This is achieved by manual sorting of the waste to remove individual waste types as illustrated above.

Monitoring temperature

A digital thermometer is available to determine the temperature of wastes in the event that turnaround times exceed the norm and waste remains on site for extended periods.

This scenario would be exceptional as a fleet of REL vehicles are at the disposal of the operator to remove waste from site when required as this transport is contracted to the company. A daily status quo is maintained of waste entering and leaving site resulting with stock rotation and manageable stockpiles of waste.

Ferrous and non-ferrous metals are stored internally within 660 litre bins in a bay formed of concrete “Lego” blocks and shall be emptied when sufficient quantity is available to warrant transport.

The performance model for the facility relies on continuous processing and segregation of wastes and export from site when sufficient quantities are available as mentioned above, which is anticipated to occur within a day of processing, apart from over weekend shutdowns.

Should a situation arise where total site failure occurs, contingency plans would utilise the fleet of vehicles to remove waste to either landfill or third party premises for treatment.

4.3 Controlling temperature

The following procedures will be adopted to control and prevent the temperature of waste reaching critical levels where self-ignition is inevitable.

- Maintain continuous rotation of waste stockpiles to aerate and prevent overheating of piles
- When segregated waste is added to a stockpile the machine driver will mix the fresh waste into the existing pile helping to cool the entire pile
- Maintain frequent throughput of waste to ensure piles are not on site for prolonged periods. All waste will be removed within 24 hours under normal operating conditions. During weekends this is extended to 72 hours.
- All materials will be stored and treated within a covered buildings providing shade in hot weather and controllable working environment.

- All waste containers are easily accessible by virtue of the open top thus allowing ease of temperature surveys and cooling the waste with water should temperatures rise sufficiently to cause concern.

Dealing with hot weather and heating from sunlight

With the exception of wood waste stored in a 40 yard skip, all combustible waste is stored internally within covered buildings. Constant throughput will be maintained to ensure waste is not stored on site for prolonged periods, which under normal operating conditions is less than a week.

5 Manage Waste Piles

5.1 Maximum pile sizes for the waste on site

Table 2

	Waste Types and Pile Size					
Waste type	Cubic metres	Location	Location code	Pile dimensions m2		
				Height	Width	Length
Plaster board	62.5	Main processing hall	1	2.5	5.0	5.0
Metal	62.5	Main processing hall	2	2.5	5.0	5.0
Cardboard	62.5	Main processing hall	3	2.5	5.0	5.0
Mixed waste reception area	162	Main processing hall	4	2.5	5.4	12
Wood	20	Northwest of processing hall in centre of yard	5	2.26	2.25	3.9
Hardcore	11	Open yard outside bay door 3	6	1.4	2.15	3.6
Hardcore	11	Open yard outside bay door 4	7	1.4	2.15	3.6
Glass	11	Southeast of processing hall within open yard	8	1.4	2.15	3.6
Fridge & Fluorescent tube storage	64	Covered store to the east of main processing hall	A	2.5	3.3	7.7
Hazardous waste bay	23	Lockable container to the southeast of the main processing hall	B	2.5	2.45	3.8
Quarantine	101	Open area to the west of main processing hall	Q	9	9	1.25

5.2 Storing waste materials in their largest form

All waste shall be stored in its largest form until the point of processing after which it will be stored in the form convenient for transport and further treatment. The largest particle size will be at the first point of waste deposit after which it is segregated and processed relative to waste type.

6. Where Maximum Pile Sizes do not apply

6.1 Waste stored in containers

Skip type waste containers have been chosen to store segregated waste externally because of their versatility in this type of application. Containers can be located exactly where they are intended and easily movable when required, especially in emergencies when containers can be removed away from a fire by site plant.

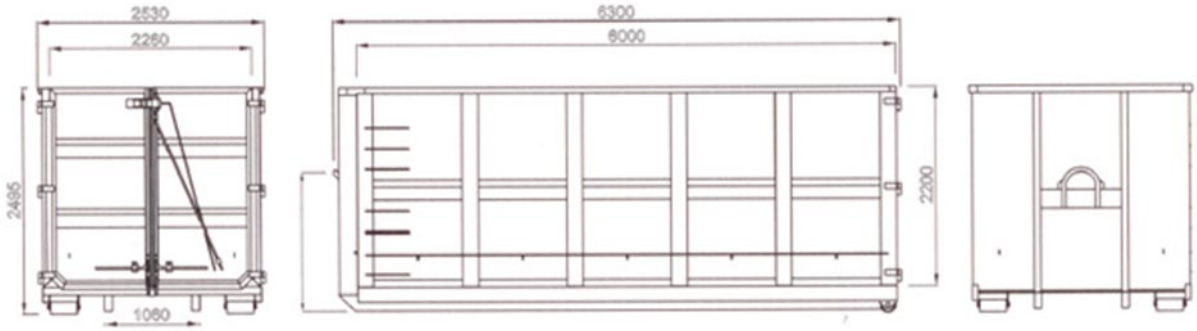
Containers can be sheeted to prevent fugitive litter during windy conditions and ingress of water during wet weather and their ability to fully containing loose waste helps promote good housekeeping.

Full containers can be replaced with ease and efficacy without causing mess and damage to the impermeable surface and any damage sustained to the container can be speedily repaired.

During hot and humid conditions containers can be cooled by hosing the metal and if required, the contents. Access is afforded by a fastened hinged front door and climbing rail to each side where a visual assessment of the waste can be safely conducted. A fire starting in this type of container will be contained and prevent the fire from spreading for a period of time allowing removal of nearby containers. Firefighting resources can be concentrated at one point and water used in the process will percolate through the waste, soaking and cooling as it passes.

These types of containers lend themselves well to the intended application for the reasons mentioned above.

Typical RORO container proposed and currently in use at the site.



Accessibility of containers

Storage and positioning of containers shall be undertaken in such a way to allow pedestrian access to inspect the stored waste to ascertain conditions under extreme circumstances and to carry out visual temperature inspections.

Consideration will be given to gain access during emergency conditions by use of side ladders fitted to large bulk containers when water is applied to the waste. Likewise, access to the doors must be maintained to promote unrestricted egress in emergencies.

A clear passageway shall be maintained between containers and bins to allow access and movement of air to effect cooling.

Moving containers in a fire

During an emergency containers can be moved to a secure location away from a fire by the site Fork Lift Truck by lifting the front of the skip and pushing the container to the desired point.

Alternatively, the vehicle used to transport, and manoeuvre containers could be used to relocate a container away from the danger zone. Containers not on fire would be moved in this fashion to the furthest point from the fire. The container cover shall remain in place in emergencies to prevent burning airborne particles entering unburnt waste.

6.2 Compost production

Procedures for active management and monitoring of the compost
Compost is not accepted on site.

7. Prevent Fire Spreading

7.1 Separation distances

Mixed waste will be deposited within the reception / treatment building in readiness for sorting to recover individual waste types. Once each load has been sorted the individual components will be relocated to storage bays in readiness for transport from site.

Loose waste deposited within the building shall not exceed 165m^3 and shall enter the treatment process within 24 hours of delivery. Once treatment is complete, waste will be segregated into individual components and stored accordingly. All attempts will be made to empty the building of waste at the end of each day. However, this may not be possible and in such events waste storage will conform to the fundamental requirements of this management plan, ensuring separation is maintained at the minimum of >6m or a physical barrier is in place composed of concrete “lego” type blocks or concrete plinths.

Any loose waste remaining in the reception building unprocessed shall be centred and physically separated from other waste, plant, flammable materials and electrical circuits. Black bag waste is not permitted to remain on site for longer than 24 hours.

Segregated waste shall be placed in the appropriate storage area not exceeding the maximum capacity stated in this plan.

The design of the building facilitates easy ingress and egress by provision of open aspect to the front. Please refer to appendix B for position of the wastes.

Segregation of waste piles/bays and the site perimeter are achieved in the following manner:

1. Internal bay walls are constructed of concrete blocks.
2. The main processing hall is constructed as follows:

   - The inner section of the wall is made of steel RSJ’s that extend from floor to roof line.
   - The outer section of the building is steel framework covered with corrugated metal cladding
   - Concrete “lego” type blocks will be placed in front of internal walls to segregate stored unprocessed and processed waste.

3. When not in use site plant will be parked in the designated area which is located greater than 6 metres from combustible waste.
4.

7.2 Fire walls construction standard

Internal fire wall construction will be provided by concrete “lego” block type configuration that interlock for stability and stacking.

The use of concrete is ideal as separation barriers as concrete material does not burn and cannot be set on fire and does not emit toxic fumes when exposed to heat. Concrete is proven to have a high degree of fire resistance, and in the majority of circumstances can be considered as virtually fire proof. Concrete is essentially inert, and importantly for fire safety design has a poor thermal conductivity.

It is the slow rate of conductivity that enables concrete to act as an effective fire shield not only between spaces but to protect itself from fire damage.

The concrete used in the construction of the blocks meets EN1992-1-2 (2003) Normal Weight Concrete (NWC) with siliceous or calcareous aggregates. The known concrete strength classes range from C12/15 to C50/60. The strength classification of C12/15 refers to a concrete grade with characteristic cylinder and cube strength of 12 N/mm^2 respectfully.

A concrete wall constructed of NWC using either of the following concrete types have a fire resistance rating of:

- Siliceous aggregate @ 7” thick…approximate 4hrs fire resistance
- Carbonate aggregate @ 6.6” thick …approximately 4hrs fire resistance
- Sand-lightweight @ 5.4” thick…approximately 4hrs fire resistance
- Lightweight @ 5.1” thick…approximately 4hrs fire resistance

7.3 Storing waste in bays

Waste will be stored in bays protected with fire walls internally and within skips externally in the following manner:

- Mixed metals stored internally within 660 litre bins segregated into ferrous and non-ferrous types.
- Recovered mixed cardboard will be stored internally within 660 litre bins.
- Plasterboard will be stored within own bay and contained within 660 litre and 1100 litre bins.
- Loose mixed waste stored temporarily internally within its own bay in preparation for processing. All incoming loose waste is processed within 24 hours of arrival under normal operating conditions.

- Inert material consisting of soils, ceramics, brick, and stone, stored externally within 2 x 12-yard skips
- Wood and glass is also stored externally within individual 40 yard and 12 yard skips. The location of both skips is 6m from the main waste processing and storage building.
- Fridge & fluorescent tube storage is within a covered compound external to the main building
- Hazardous waste storage bay is also located externally within a vented 20m3 container

8. Quarantine Area

8.1 Quarantine area location and size

Fire Quarantine Area is required to manage any incoming hot loads and to also provide an area that could be used to place smouldering or burning waste in order to reduce the spread of fire. In the event of a fire, burning waste, if safe to do so, waste will be moved to the Fire Quarantine Area using machinery. There is mobile plant on site and this would be utilised to move containers or loose waste.

A 50% capacity of the largest stockpile of combustible waste is required by the guidance, i.e. 162m^3 pile * 50% = 81m^3. The area set aside will be 9m x 9m. Assuming waste is stored 1.25m high, this will provide a storage volume of 101.25m^3.

8.2 How to use the quarantine area if there is a fire

Should a fire start the alarm will be raised and all activities cease, and the emergency plan come into effect. The initial response will involve a visual assessment of the situation and possible severity which will gauge the level of response required. e.g. informing the emergency service.

At the incipient stages of a fire it may be possible to use the waste handling machine to remove burning waste from its location to the quarantine area where it may be safely extinguished with water.

The location of the quarantine area affords 360 degree access and will be sufficiently close to water resources.

Once the fire is under control and ostensibly extinguished, material used to smother the flames will be systematically removed under the supervision of the manager with fire hoses on standby.

Material used to extinguish a fire will be deemed as contaminated and its disposal method agreed with the environment agency.

8.3 Procedure to remove material stored temporarily if there is a fire

It is not the intention nor anticipated to require temporary storage of materials in the quarantine area as its location being central within the site is required to facilitate free movement of vehicles. Containers may be brought into the area whilst replacement of full units takes place, but this activity is considered ephemeral and infrequent.

9. Detecting Fires

9.1 Detection systems in use

The first stage of waste acceptance involves the loading of bins from customers premises by our own drivers. Each bin is checked at source visually for signs of fire and unauthorised materials prior to loading. Once the waste delivery vehicle entering onto site which is in full view of the site staff and CCTV cameras.

At this point a second visual inspection will be undertaken along with gathering of details relating to the source of the waste which will provide the site supervisor with an indication of the type of waste carried and likely components.

Depending on the type of waste contained which will dictate where the vehicle is directed. Office recyclates for example would be directed to the building for immediate discharge at which point the load would be inspected for conformity.

As each load is deposited within the building a visual inspection of the waste will follow to confirm that no inclusions are present that have the potential to start a fire. Sorting of waste is undertaken manually at this point which provides a good opportunity for further inspection of the load. Recyclates recovered from each load will be placed in a position for the waste to be loaded into bins for moving it to the appropriate storage area.

Any items that have the potential to ignite will be removed at this stage and placed in a secure container located away from other wastes.

The site supervisor will maintain a watchful eye on all activities during manual sorting. Regular checks (AM and PM) will be carried out on storage areas and sorting activities and a general walk round of the interior of the building will be included in these checks.

The supervisor shall be personally responsible to ensure fire breaks are maintained between waste piles, a fire watch is conducted after any hot works and that machinery is switched off 30 minutes before the end of the day if it is no longer required.

Out of Hours Fire Detection

Docks security monitoring the site during the hours of closure during hourly inspections. The main security cabin is within 32 meters of the main site building which enables the site to be under constant supervision from a short distance. The business has 2 staff are on call 24 hours a day who are also within a 15 minute response time.

The site is monitored by CCTV cameras able to be remotely accessed by senior staff and personnel working in the main offices. Cameras are not heat sensitive and rely on human monitoring to detect a fire. Cameras are positioned to cover all areas of waste storage, both internal and external. The site is continuously monitored by dock security staff who are briefed in respect of this fire prevention plan and its requirements. They shall also form the initial firefighting team undergoing all of the necessary training as required by this plan. No part of the site is so remote to allow a fire to start undetected and the scale of the operation allows resources to be brought to bear in very short notice.

The site supervisor shall conduct twice daily walk over of the site paying attention to remote areas that lie beyond the scope of the CCTV cameras. Storage of combustible waste will be inspected during the walk over and a note made in the site diary of the time and points of the inspection.

Certification for the systems

There are no automated fire detection and suppression systems in place at the site.

10. Suppressing Fires

Suppression systems in use

- *Fire extinguishers*: have been provided in the waste treatment building for electrical and related fires and at strategic points around the site, such as by the bunded fuel storage tanks, and internal offices. These were installed and are maintained by an external contractor.

- *Fire hose reels:* have been installed externally. Each has a 30m reach which means it can cover the waste treatment building and all the external storage areas of the site used for storing containerised combustible wastes.

- *Water standpipes*: there is a fixed water supply that is provide mains pressure supplies to assist in preventing and controlling fires in the early stages.

Its purpose is secondary in that it augments the primary means of fighting a fire which is:

- Use of fire hoses
- Use of
- Fire extinguishers
- Emergency services

Certification for the systems

As mentioned previously, no automated fire suppression system is in use or intended for use at the site as the procedures for sighting a fire are based on human intervention.

To fight a fire in the incipient stages the following equipment and resources are available:

Water cannon,

The water cannon is a mobile unit connected to the mains water supply and has a reach of over 30m delivering 54l/m of misted water to any focal point.

Portable fire extinguishers,

A huge variety of extinguishers are positioned around the site in prominent and sensitive locations. All buildings are supplied with extinguishers with the appropriate type for the area of coverage.

Stand pipes,

These are numerous in quantity as they are connected to a water main circumventing the perimeter of the site.

Fire Hoses,

Fire hoses are placed in areas where waste treatment activities are prominent.

11. Firefighting Techniques

Active firefighting

Initial firefighting/containment will be conducted by trained staff. If a fire is beyond the abilities of the trained staff, then the Fire & Rescue Services will take control.

Any decision for a controlled burn will be taken by the F&RS and or Environment Agency as the site does not employ a Fire Safety Officer with suitable knowledge to make this decision. It is company policy for staff not to put themselves or others at any undue risk.

Should a fire be noticed in a waste pile, the alarm will be raised and resources brought to bear. The response will depend on the seriousness of the fire and its potential to spread out of control.

The basic procedures employed in the case of an emergency are as follows:

- Raise the alarm and begin to fight the fire with the resources close to hand.
- For non-electrical fires, the use of fire hoses is advisable as the flow rate is high and coverage wide

- The most senior manager will take overall responsibility for coordinating the response and actions required
- Site plant, will be brought to the scene to aid in the first response, which may be to drag burning waste to the quarantine area and away from unburned waste
- If the fire is within a container, those nearby must be removed to a safe distance, again with the aid of the site plant
- The senior manager shall make the decision based on available information whether the fire and rescue services are required
- The site shall be temporarily closed to further waste inputs until such time as the fire is extinguished and plant and resources are free to resume normal activities
- If a fire is within waste bays and cannot be moved to the quarantine area, water resources will be brought to bear on the location which shall include adjoining bays containing combustible waste.

12. Water Supplies

Available water supply

The site has access to a hydrant located adjacent to the site entrance for use by the F&RS.

WATER REQUIREMENTS (PER PILE)

A pile with a volume of 162m3 will require 1,081 litres of water per minute for three hours, therefore a total water supply of 194500 litres for the largest pile 75638 litres for the next largest waste pile at the site.

Based on this calculation the following table dictates the amount of water required per pile type as detailed in Appendix B Pile Locations:

Waste Types	Number of Piles	Volume per pile	Water per pile
Plasterboard	1	63m3	75,638 litres
Metal	1	63m3	75,638 litres
Cardboard	1	63m3	75,638 litres
Waste reception	1	162m3	194,500 litres
Wood	1	20m3	24,012 litres
Hazardous Waste bay	1	23m3	27,614 litres

WATER AVAILABILITY

Fire Hydrant;

The hydrant is a 6" pipe which should deliver between 2,000 and 4,000 litres per minute. The recommendation contained in Appendix 5 of the Fire and Rescue Services act 2014 states that industrial premises of two to three hectares should have a mains network of at least 150mm and provide 50 litres per second, 3,000 litres per minute. (540,000 litres over 3 hours. For the purpose of this fire prevention plan, the mean figure of 3,000 litres per minute is used.

Mobile submersible pump & site fire hoses;

As a backup measure water can be utilised from the adjacent docks from the river Medway by way of a 3.7kw, 100mm submersible pump. This can deliver water at a rate of 1500L/minute in addition to the sites own fire hoses.

Total Water Availability;

- Fire hydrant supplying water at an average 3,000lts minutes = 540,000lts over a 3-hour period
- Mobile submersible pump= 27,000lts (1500 l/min)
- Mains replenishment = 3.65 l/s (39,420 over a 3-hour period)

Total water availability = 606,420lts over a 3-hour period

Requirements of water for the largest waste pile = 194,500

It may be concluded that sufficient water is available to fight a fire sited in the largest waste pile for a duration of 3 hours.

Spent water collating behind the booms will be re-circulated back over the fire by the emergency services and site operated fire tender.

It should be noted that 100% of water used in fire suppression will not result in the same quantity emanating for containment and later disposal as absorption and evaporation work to reduce the amount of water remaining.

The fire and rescue services are located approximately 2.7 miles from site and would be able to attend within 12 minutes.

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
162	1,081	194,500	606,420

13. Managing Fire Water

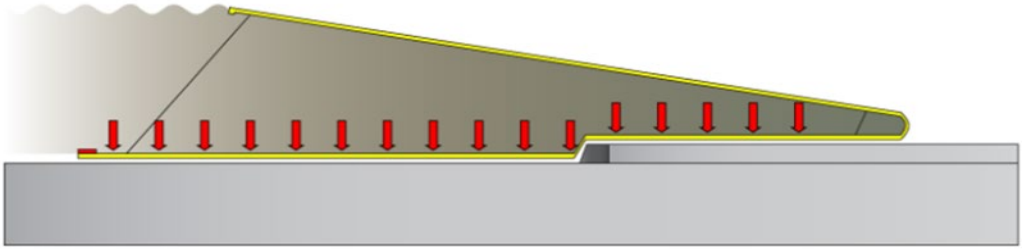
Containing the run-off from fire water

The largest waste pile of combustible waste is approximately 162m^3 which relates to the storage of loose waste prior to processing. It must be stressed that the size of this waste pile is in a constant state of flux as it diminishes and increases throughout the day and under normal operating conditions this bay will be remain empty overnight. With this consideration this reduces the next largest bay to 64m^3. Therefore 162m^3 storage represents a worst case scenario.

Fire water emanating from a fire within the main waste reception building will be contained by placement of a deployable boom across the open aspect of the building.

The site has two open entrances which are both 5 metres wide. The other 3 central openings are not used during normal operations and are sealed to prevent the escape of ant fire water. In the event of a fire the water generated will be contained within the boundary of the facility by placement of a deployable boom across the entrance which will provide containment for the entire site if required. However, should a fire occur in the main waste reception building, fire water may be held by placement of a deployable boom across the entrances to the building, thus providing local containment.

The schematic presented below is typical of the type of containment barrier in use at the site:



The entrances to the main waste processing hall are 5 metres wide segregated by vertical steel supports to form single entrance bays totalling 5 in number. The boom is effortlessly deployed by unrolling from a storage reel and placed immediately before the entrance to form a continuous physical containment barrier.

The outer walls of the processing hall are constructed of a solid concrete upstand without expansion joints, therefore providing full containment. The structure is such that it provides high percentage of water containment along 3 sides of the building, leaving the entrance contained by the boom. Likewise, the inner wall, although constructed of interlinked concrete blocks also provides substantial containment of fire water.

Should a fire occur in any of the annex buildings containment of contaminated fire water will be achieved in a like manner as described above.

The yard is constructed of impermeable concrete with Tarmac coating to parking areas. The general gradient runs southeast to north to promote water to pool by the main front gate area of the site next to the entrance, which is the widest point of the facility where containment by booms is easily manageable.

The exit point leading to the main gate is adverse in that it promotes water to leave the site and in order to prevent this a containment boom would be deployed across the entrance and link into a dwarf wall supporting the perimeter security fence.

14. During and after an Incident

Dealing with issues during a fire

Notifying residents and businesses

Customer details are retained on site for use in the event of an incident that requires the site to close unexpectedly. It is the responsibility of the site supervisor or manager who will coordinate emergency procedures to instruct the weighbridge clerk to contact customers informing them of the prevailing situation and the necessity to divert to another waste facility.

It is not the responsibility of Mobile Compactors Limited to provide alternative disposal points for customers, however, advice can be given if requested at the time when the customer is informed that the treatment facility is closed.

In the event of an emergency further inputs will temporarily cease until the site is ready to re-open. Liaison with customers will ensue and should the site clear up experience delays, alternative arrangements will be made.

Residents

The site is located close to a densely populated part of the Medway Towns however the most immediate properties are industrial and commercial in nature.

Should a fire take hold of the site and become uncontrollable the emergency services will be immediately informed and advice taken on who in the vicinity is potentially at risk and subsequently advised of the situation.

Smoke emanating from a fire poses a threat to local residents and amenities should a drift occur without gaining height before reaching such sensitive areas. If a fire were to occur and become out of control, there is little site staff could do to mitigate this so fighting a fire would ensue using on-site equipment until the fire emergency services arrived to tackle the blaze.

In the vast majority of cases smoke from fires elevates quickly to altitudes above ground and buildings.

Those businesses likely to be directly affected by a fire would be informed at the earliest opportunity as directed by the site manager or director. Liaison would be maintained as the situation develops and until the fire is extinguished.

Clearing and decontamination after a fire

Clearing of the site following a fire shall fall to the site manager and supervisor to coordinate following agreement with the area Environment Agency office.

A combination of site resources and third party contractors will be used to return the site to a satisfactory condition as agreed with the Agency before the site re-opens to waste acceptance.

The list below should not be considered exhaustive as on-site conditions will dictate to a large degree the extent and scope of the clean-up operation.

- Hose down of any part of the infrastructure affected by fire or smoke
- Removing to disposal any item of plant or equipment damaged beyond reasonable repair
- Collect waste and remove to suitably permitted disposal facility
- Clean out site drainage system and dispose of waste at a suitable facility
- Hose down buildings and impermeable concrete base

Making the site operational after a fire

Pre-operation checks

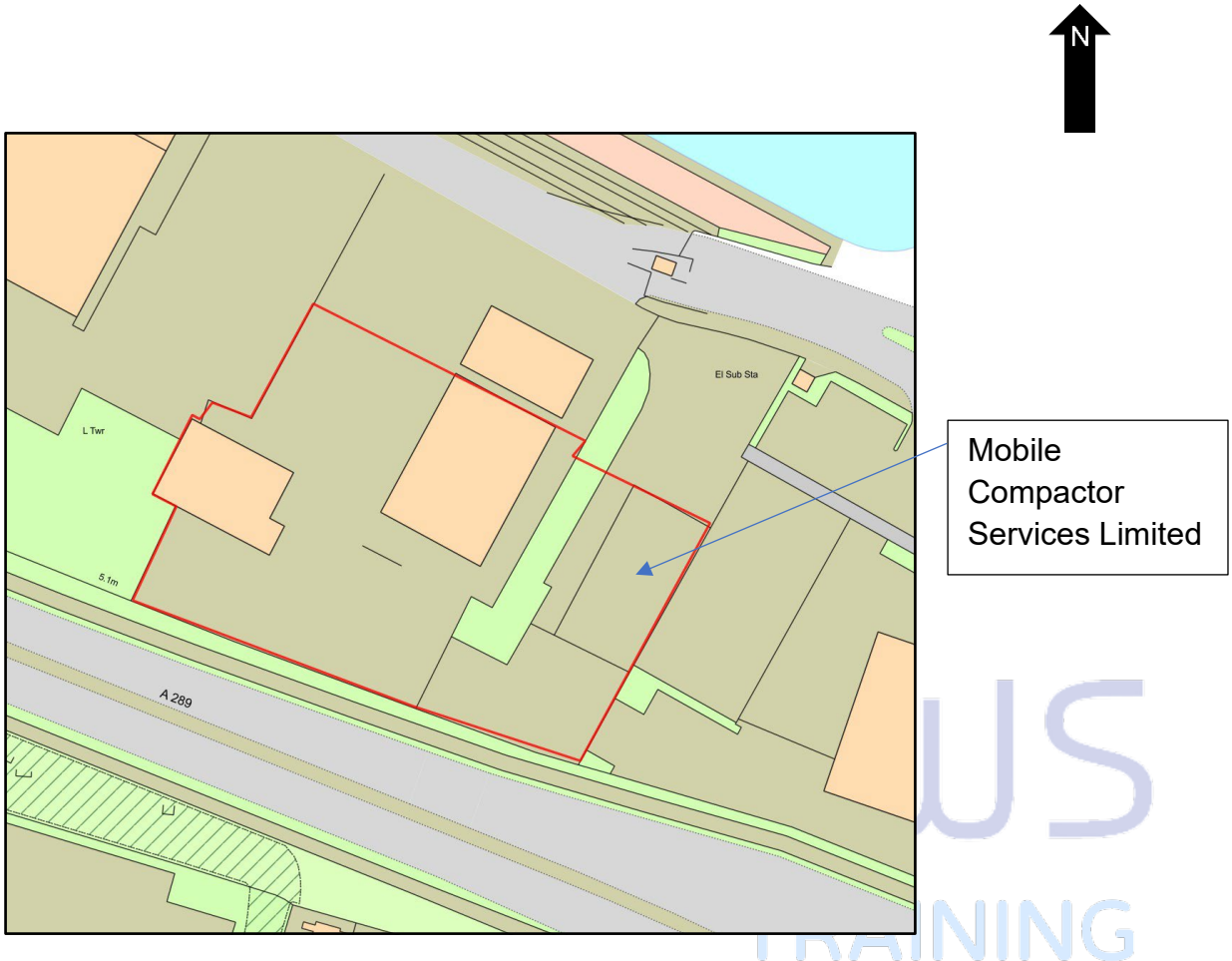
- Arrange for third party to clean drainage system
- Arrange for electrical contractor to inspect systems
- Make repairs to infrastructure damaged by fire
- Visually inspect impermeable concrete surface
- Replace plant and equipment as required
- Investigate cause of fire and instigate measures to prevent a reoccurrence
- Invite regulator to site to inspect clean-up operation and review records pertaining to investigation and acquire authorisation to recommence waste treatment operations

APPENDICES

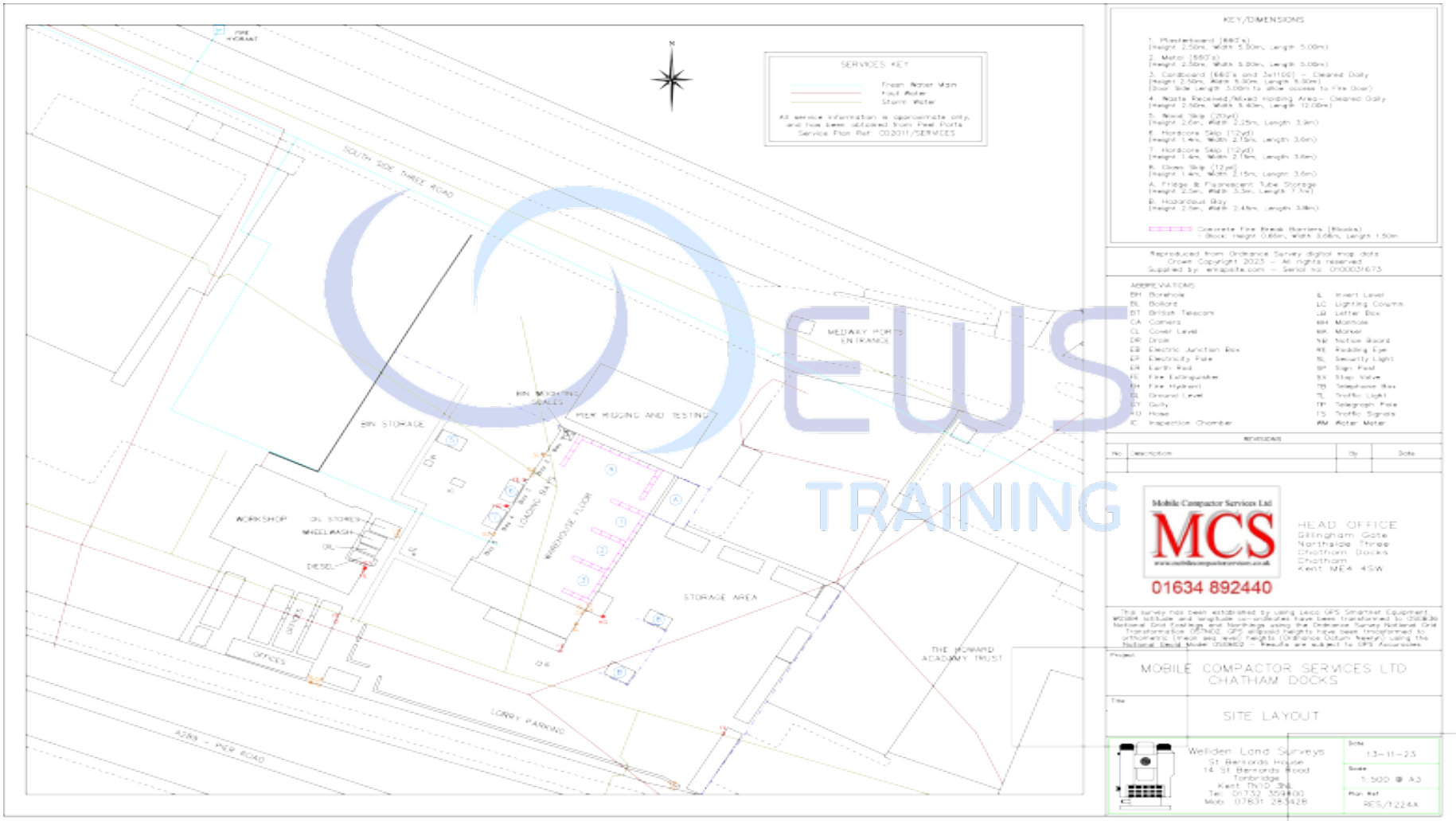
APPENDIX A	SITE LOCATION
APPENDIX B	SITE LAYOUT
APPENDIX C	AERIAL VIEW
APPENDIX D	EMERGENCY CONTACT LIST
APPENDIX E	WASTE ACCEPTENCE PROCEDURE
APPENDIX F	PLANT MAINTENANCE CHECK SHEET
APPENDIX G	REJECTED LOAD FORM

APPENDIX A

Site Location



APPENDIX B
Site Layout



APPENDIX C

Aerial Photo

APPENDIX D

Emergency Contact List

THE FOLLOWING PEOPLE SHOULD BE CONTACTED IN THE EVENT OF AN EMERGENCY AND IN THE ORDER PRESENTED BELOW.

	• Lisa Choppen • MANAGING DIRECTOR 07894331002	
• Ed Cheshire • SITE MANAGER 07725478894		• Wesley Cheshire • OPERATIONS MANAGER 07735584073
	• Steven Chopen • MAINTAINANCE MANAGER 07308352325	
• Kye Gosney • COMPLIANCE MAN-AGER 07903247272		• Kye Gosney • HEALTH AND SAFETY 07903247272
	• MEDWAY HOSPITAL 01634 830000	
• MEDWAY POLICE STN 101 QUIRIES 999 EMERGENCY		• CHATHAM FIRE STN 01622692121 GENERAL 999 EMERGENCY

APPENDIX E

Waste Acceptance Procedure

Waste Acceptance / Duty of Care

All waste materials that enter the facility are subject to this waste acceptance procedure.

1. Waste Carriers Licence

1.1 Vehicles entering the site will do so via the office, the vehicle will enter the site to the front of the main processing hall and the driver will report to the site office.

1.2 All customers using the site will hold a valid waste carriers licence should they be required to do so. A copy of waste carrier's details will be retained on site for future reference.

1.3 Companies failing to produce a valid waste carriers licence will be allowed entry for disposal to prevent the potential for unlicensed disposal if rejected from site. The EA will be contacted and advised of the company's details. Further entry to site will be refused until such time that they are registered.

1.4 The site will keep a copy of the licence of regular customers for reference. Occasional customers will have to prove that they hold a valid waste carriers licence before tipping.

1.5 All companies making waste deliveries to site must hold a relevant waste carriers licence, operating under the auspices of another carrier is **not** permitted and, in this instance, vehicles will be refused entry.

2. Duty of Care Waste Transfer Note

2.1 All customers will have to show a copy of their duty of care document to the site staff unless an annual transfer note is in place. A list of the approved annual waste transfer note holders will be recorded and displayed at the main office.

2.2 The member of staff will check the material description and EWC code and confirm that this material is acceptable within the permit conditions. Should the transfer note be deemed incorrect, then the site checker will make the appropriate communications to the customer to rectify and clarify the right EWC code. Written confirmation is required from the customer when changing the original details of a transfer note.

2.3 It is the producer's responsibility to correctly describe the waste being carried and any subsequent alterations to delivery details will be carried out by the vehicle driver under instruction from the customer / waste producer. Any such changes will be noted in the site diary, recording details of the transaction. The site manager / TCM will be informed of such occurrences.

2.4 In the scenario mentioned above the vehicle delivering the waste will be singled out for closer inspection at the weighbridge and at the disposal point to ensure the waste

has not been miss-described. Any failure at this point, the vehicle will be subject to the rejected load procedure (see section 5.)

2.5 A copy of the site permit and in particular schedule 2, table 2.2, will be displayed in a prominent position in the weighbridge office for reference when required. The site manager or TCM will hold “tool box talks” at regular intervals to discuss such matters as waste acceptance procedures and attendance records will be kept for future reference.

3. Acceptance of completed Duty of Care

3.1 A signed waste transfer note will be issued by the site checker and this will detail the following are compliant and correct:

- Customer
- Haulier
- Material Description / EWC Code
- Producer location
- SIC Code
- Volume / material weight
- Date
- Site Operator & Drivers signature

3.2 When all checks are complete, and the site checker is satisfied that accepting the waste conforms to the conditions of the site permit the waste transfer note will be signed by both parties. The waste delivery driver will retain a copy, likewise the site checker for storage in the main office.

3.3 The waste will be rejected if the documentation is incorrectly filled out, required entries missing or the waste description does not match the requirements of the site permit. Waste rejection procedures will apply in all instances in this regard. (the waste carrier / producer will be given the opportunity to rectify errors on the waste transfer note by demonstrating the authenticity of the waste and correct paperwork)

4. Visual Inspection of the Load

4.1 When waste materials arrive at the site they will be assessed against the details stated on the accompanying transfer note.

4.2 A visual and olfactory assessment will then be conducted by the site checker if the type of container allows this action.

4.3 The waste will be visually checked at the point of disposal by the site operative designated to undertake this role who will be familiar with the site permit and supporting management plans.

4.4 The operative will inform the site manager and customer if the load is non-compliant.

4.5 If the load is non-compliant with the permit conditions then the rejected load procedure will be followed.

4.6 Where there is uncertainty regarding the conformity of the load or where the vehicle has already left the site the quarantine area will be utilised for temporary holding of the waste. The quarantine area will be located on the impermeable base only.

4.7 All materials received at the site which require treatment under the permit will be deposited within the waste reception areas on the impermeable base.

5. Non-conforming waste

5.1 Rejected Load Procedure

5.2 Any loads identified as unacceptable *prior to disposal* shall be isolated, prevented from tipping, the driver, customer and site manager / TCM informed, and the most appropriate course of action agreed between all parties.

5.3 If the non-conforming waste is hazardous the Environment Agency will be consulted on the best course of action, which may result with the vehicle being redirected to another, suitably permitted waste facility or returned to the waste producer.

5.4 Any load or part load identified as non-conforming waste at the point of *discharge* shall be reported to the vehicle driver prior to leaving the site and the site manager / TCM informed. Photographic evidence shall be obtained. Appropriate action will then be decided upon in accordance with 5.3 above.

5.5 Details of rejected waste will be kept on site; this will include time and date, haulier and vehicle registration number, producer details, type of waste and reason for rejection.

5.6 In the event of a waste being rejected discussions will be held between Mobile Compactor Services and the customer/haulier to determine why the waste was rejected and what measures must be put into place prior to the acceptance of any further waste loads from the same source.

5.7 Such events as those mentioned above will be noted in the site diary and form the topic of the next scheduled Tool Box Talk to evaluate the performance of site procedures pertaining to waste acceptance.

4. Batteries

6.1 Lithium Ion and Lithium batteries are extremely dangerous and damaging to the environment and as such should never be placed in general waste or sent to normal recycling avenues.

6.2 Waste acceptance procedures must now include guidance to customers informing them of the dangers of including batteries within their waste and the danger batteries pose to waste treatment facilities.

6.3 The vehicle driver must be asked precisely whether “to the best of their knowledge” the load does not contain batteries and more specific questions regarding the source of the waste and the industry from which it derives.

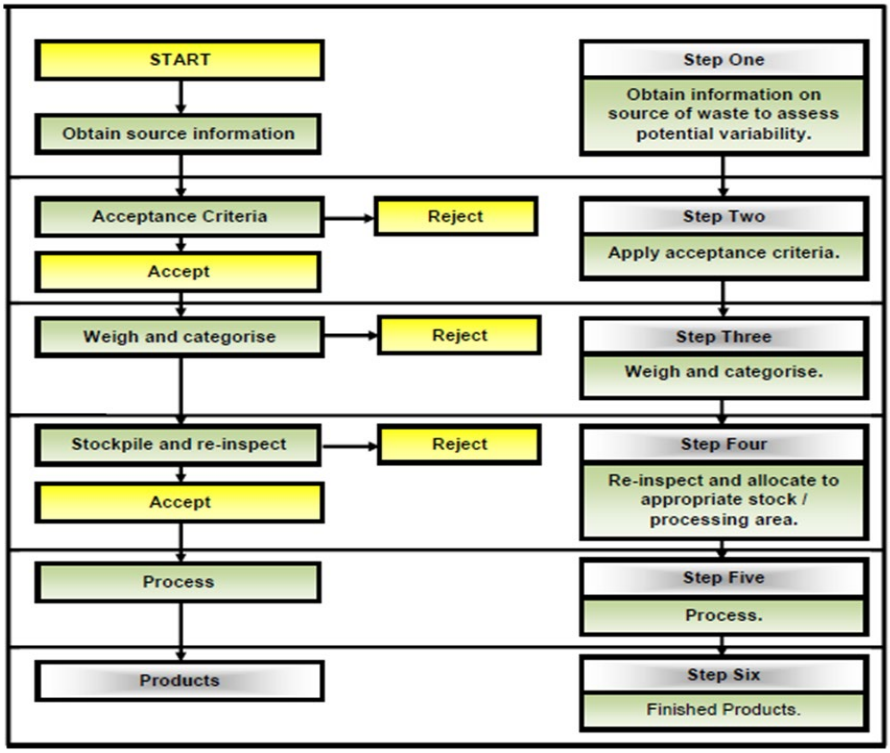
6.4 Multi-collection rounds pose a particular problems due to the heterogeneity of the waste and therefore have the potential to contain non-conforming items, such as batteries. Extra vigilance is required when dealing with this type of waste load.

6.5 In such circumstances the weighbridge operator must inform the site supervisor, this is usually made by using site radios, of the presence of mixed loads.

The supervisor can then ensure that pre-sorting is undertaken thoroughly by close visual inspection and breaking of the load to expose its full contents prior to entry into the treatment process. The waste handling machine operator will also be made aware that the load may contain batteries or other non-conforming items.

6.6 Should batteries of any type be found in waste; they will be removed to a lockable battery box that is located greater than 6 metres from combustible items. Batteries shall be removed from site and consigned as hazardous waste.

Waste Acceptance Flow Chart



APPENDIX F

Plant Maintenance Check Sheet

Mobile Plant Maintenance Checklist			
Machine No:		Machine Make	
Machine Hours		Model	
Week start hours		Serial No:	
Week end hours			

The following checks must be carried out daily, BEFORE start up.

Daily Check	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Wheels & Tyre Damage						
Battery Condition & Security						
Security of Grab / Bucket / Forks						
check around machine for leaks						
Arms & booms						
Access (step damage)						
Operation of brakes						
windows (report if broken)						
Body panels / seat						
flashing beacon & lights						
Engine oil level						
Hydraulic oil levels						
Coolant level						
Operation of all gauges						
Condition of hydraulic pipes						
Grease points daily (check auto grease level)						

Mark **'tick'** if checked and OK;
Mark **'X'** if checked and defect found;
Mark **'N/A'** if not checked.

Week Commencing	

Machine:	

The following checks are to be carried out daily before start up.

Checked by (Initial)						
Item Checked	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Housekeeping						
Belt condition						
Guards (in place / undamaged)						
Greased points						
Control panel (all working)						
General Damage						
Other						

Comments:

APPENDIX G

Rejected Load Form

Rejected Load Form

Site;	**Address;**	**Activity;**

Address Where Waste Originated	
Deliver Note Number / Reference	
Date;	**Time;**
Haulier;	**Vehicle Registration**
Waste Type;	**EWC Code;**
Reason for Rejection;	

Site Representatives Signature …… Date ……

Drivers Signature …… Date ……