

Security & Fire Watch Activities
Ridham Dock, Ridham Dock Rd,
Iwade, Kent, ME9 8SR
May 2023



1. Introduction & Timings

- 1.1 Countrystyle requires its contracted security company, Everest Security, to now locate its nominated security staff at Countrystyle's main Ridham Dock site (the "Site") during hours when the Site is closed for operations. Outside these times, Countrystyle staff will be present 24 hours and Everest Security must continue to provide the mobile gate and perimeter patrols as per its current contract.
- 1.2 Set out below are the times when security is required to be present on the Site at all times:

Day	Start Time	End Time
Saturday	13.00	06.00
Sunday*	13.00	06.00
Bank Holidays	24 hours	24 hours

* The Site Manager will notify Everest Security if no day time shifts are to operate on any given Sunday, in which case the period of cover required for security will be 24 hours.

- 1.3 With immediate effect, the Everest security guard must base himself in the Compliance Portacabin once he has locked the access gates to the Main Access Drive and to the Logistics Park.
- 1.4 Access will be provided within the Compliance Portacabin to all CCTV cameras on Site and these must be monitored during the period that the security guard is on Site and not engaged in patrol duties.
- 1.5 Tea/coffee and bottled water facilities are available in the Compliance Portacabin and portable toilets are located on Site for use by the security guard.
- 1.6 This briefing paper sets out the following duties that must be undertaken by the Everest security guard whilst on the Site on the days and times specified above:
- 1.6.1 Security Duties; and
 - 1.6.2 Fire Watch Duties.



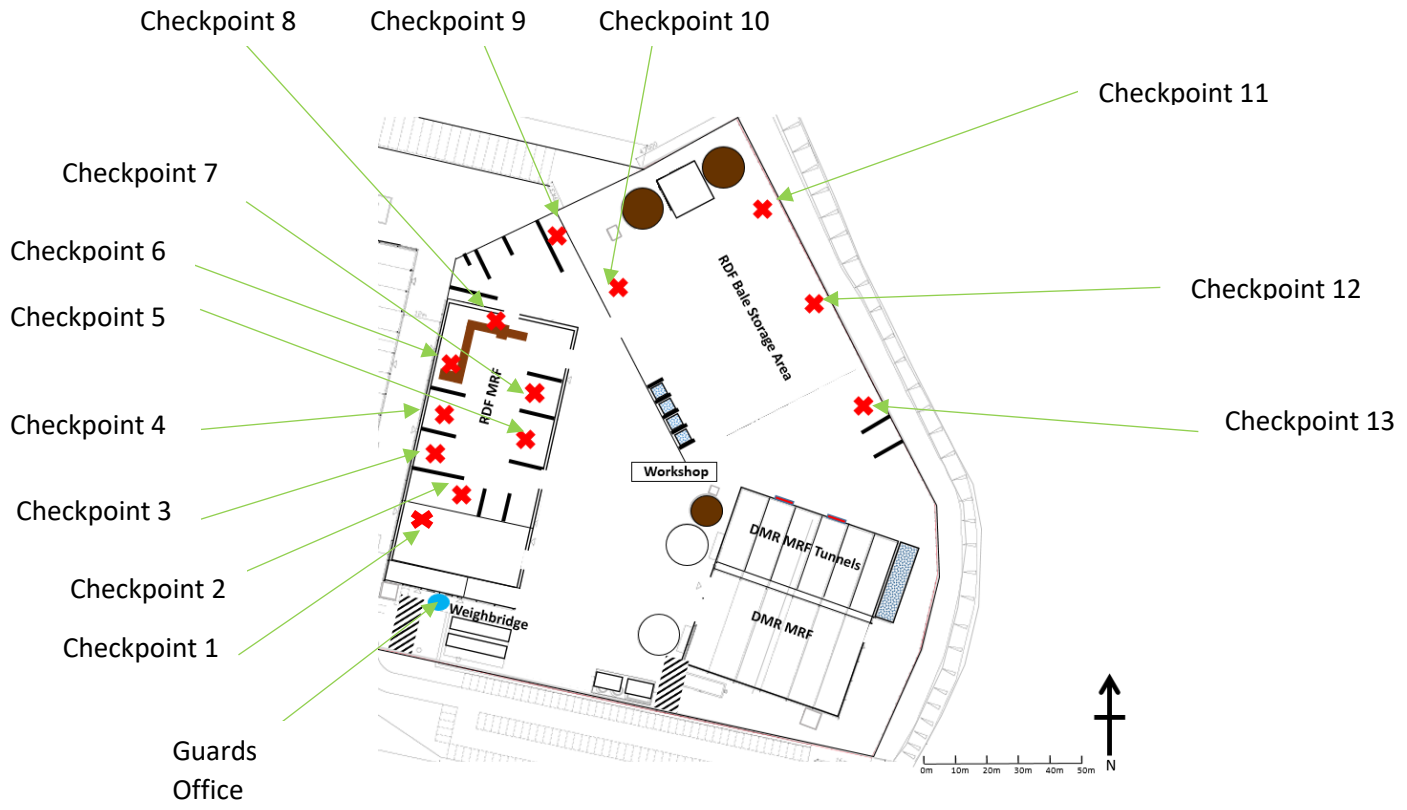
2. Security Duties

- 2.1 The security guard is required to undertake patrols of the Site **every 2 hours** and must visit the following **4 x key checkpoints** to ensure that the relevant gates or potential points of access are secure and there is no sign of forced or risk of entry:







3. Fire Watch Duties

- 3.1 A key part of the responsibilities of the Everest security guard whilst on Site is to undertake a Fire Watch Patrol every 2 hours.
- 3.2 There is a high risk of fire at any waste site and it is critical that the temperature and condition of all stockpiles of waste (whether unprocessed or baled) must be monitored and recorded 24 hours.
- 3.3 Whilst on Site, the Everest security guard must focus his attention to the temperature and stability of areas where Countrystyle does not have installed automatic fire/smoke detection systems. He must also be aware of what to do in the event of a fire or a fire/smoke detection system being activated.
- 3.4 Every 2 hours the guard is required to visit the following **12 x designated checkpoints** (located in the RDF MRF and RDF bale stockpile storage areas) in order to carry out a temperature check using the Fluke VT02 IR Thermometer (the "IR Gun"). The IR Gun is located and is charged in the Compliance Portacabin.
- 3.5 Instructions on the use of the IR Gun are set out in paragraph 4 below.
- 3.6 Temperature readings must be recorded on the spreadsheet in paragraph 5 below showing:
- 3.6.1 the Checkpoint being visited;
 - 3.6.2 the date & time of the IR Gun reading; and
 - 3.6.3 the temperature recorded.



<p>Checkpoints 1 (C&I MRF – Bays 1)</p>	
<p>Checkpoints 2 & 3 (RDF MRF – Bays 3 & 4)</p>	



<p>Checkpoint 4 (RDF MRF – Bay 5)</p>	
<p>Checkpoints 5 & 6 (RDF MRF - Bays 6 & 7)</p>	
<p>Checkpoint 7 (Metso shredder)</p>	
<p>Checkpoint 8 (MacPresse Bale & Wrap)</p>	



**Checkpoint 9
(Scrap Metal Storage Bays)**



**Checkpoint 10
(RDF Bale Storage – Inside Wall)**



**Checkpoint 11
(RDF Bale Storage – Back Wall 1)**



**Checkpoint 12
(RDF Bale Storage – Back Wall 2)**





**Checkpoint 13
(RDF Bale Storage – Back Wall 3)**



Within the RDF MRF the Metso shredder has an automatic ember detection and suppression system fitted. The detection and suppression is fitted over 3 zones which are all fitted with sprinkler systems. If in the event this alarm is raised and the sprinkler system does start, be sure to contact all emergency contacts as well as the fire brigade immediately and monitor the situation from a safe distance.

The DMR MRF is fitted with fire detection system and suppression sprinklers throughout the building, when these are triggered an alarm will sound as well as flashing beacons. If these are triggered when onsite, be sure to contact all emergency contacts as well as the fire brigade immediately and monitor the situation from a safe distance.

4. IR Gun Instruction



Make sure the IR Gun is fully charged
Hold the green “menu” button to turn the IR Gun on and off.



Aim the gun towards the red section of the material and make note of the temperature recorded by the gun.

See attached to this briefing note the IR Gun instruction manual. Each Everest security guard will be given instructions on the use of the IR Gun by Countrystyle, but he **MUST** also read through and ensure he completely understand the steps to using the IR Gun correctly.

5. Recording Temperatures & Reporting Issues

The spreadsheet to record the temperatures taken at each Checkpoint will be available to the Everest security guard on the computer in the Compliance Portacabin office. Copies will be printed for the temperature to be inserted and these will be placed next to the IR Gun.

Each 2 hour recording must be entered onto the spreadsheet and saved on the computer/ left for Countrystyle staff after each Fire Watch Patrol.

See below example of the spreadsheet:

Area	Stock Pile	Date	18/07/2018	19/07/2018	20/07/2018	21/07/2018	22/07/2018	23/07/2018	24/07/2018	25/07/2018	26/07/2018	27/07/2018	28/07/2018	29/07/2018	30/07/2018	31/07/2018	
DMR MRF	Paper Fines	08:00		19.4	19.2												
		12:00		21.6	20.1												
		16:00		22.5	20.4												
RDF Shed	General Waste	00:00															
		02:00															
		04:00															
		06:00															
		08:00			26.8												
		10:00		27.4	26.7												
		12:00		27.8	28.2												
		14:00		29.8	28.5												
		16:00		29.6	29.8												
		18:00															
		20:00															
22:00																	



Set out in the table below are the actions that **MUST** be taken in relation to the temperature readings taken at each Checkpoint on each Fire Watch patrol:

Temperature Range	Actions	Contact
1 – 49 C°	<ul style="list-style-type: none"> Record temperature on the spreadsheet 	N/A
50 – 60 C°	<ul style="list-style-type: none"> Record Temperature on the spreadsheet Record temperature 1 hour later 	N/A
60 – 75 C°	<ul style="list-style-type: none"> Contact the emergency contacts opposite in the order numbered via mobile call, text and email to advise them of the temperature's recorded and at which Checkpoint 	<ol style="list-style-type: none"> Grant Potts: 07725638363 Chris Wallace: 07894 616154 Alec Barton: 07850 329005 Ray Hughes – 07725 638428 Earl Chapman – 07739 977835 Stuart Butler-Gallie – 07850 708762
Above 75 C°	<ul style="list-style-type: none"> Contact Emergency contacts in the order in row above immediately and then call the Fire Brigade 	Fire Brigade - 999

6. Contact information

If there is any suspicious activity that the guard thinks should be reported, please refer to the Countrystyle staff listed below in the order in which they appear:

Name	Position	Contact Information
Chris Wallace	Head of Operations (Ridham East)	07894 616154
Niall Morrow	Head of Operations (Ridham West)	07759131074
Alec Barton	Site Supervisor	07850 329005
Earl Chapman	Health and Safety Director	07739 977835

In the event of a fire or trespassing please call 999 directly and request the relevant Emergency Service AND ALSO contact the above Countrystyle individuals of the incident.

Countrystyle Recycling Limited

2024