Organics & Biomass Recycling Facility

ACCIDENT MANAGEMENT PLAN

Growing Beds Recycling Services Limited

Date Issued: **July 2022**
Date to be reviewed: **July 2023**

TABLE OF CONTENTS

1 INTRODUCTION

1.1 BACKGROUND INFORMATION

This Accident Management Plan and Environmental Risk assessment is for an Environmental Permit variation application to include a non-hazardous waste wood treatment activity to be operated by Growing Beds Recycling Services Limited (hereafter referred to as Growing Beds) at their site near Ravensden, Bedfordshire.

1.2 SITE DETAILS

The installation address and national grid reference are detailed below:

Growing Beds Recycling Services Ltd
Organics & Biomass Recycling Facility
Kimbolton Road
Ravensden
Bedford
Bedfordshire
MK44 2SJ

The site is located approximately 1.1 km North East of the village of Ravensden in rural Bedfordshire at National Grid reference TL 05952 55420. The area immediately surrounding the Installation is comprised of the following key land uses:

- North: Agricultural land.
- South: Commercial properties across the B660 road, agricultural land with Ravensden village at distance.
- East: Agricultural land with the village of Wilden beyond.
- West: Agricultural land, woods and isolated houses beyond that.

1.3 SITE ACTIVITIES

The site has operated a wood shredding activity since 2005 to provide shredded wood to a local waste wood biomass incineration plant. The site also makes a PAS 100 compost on part of the site. This done through outdoor turned windrows by aerobic digestion.

The site has its own on-site lagoon and GP150 Pump, which is used to apply water to the compost piles to aid aerobic digestion and can also be used emergency vehicles.

The EA in their pre-application advice state:
“the operator has been undertaking a shredding activity for several years and the permit has not been subject to any variation applications to incorporate this into the permit. Therefore, the waste wood shredding operation has not been subject to formal assessments of its operating techniques, risk

assessments and required management plans. However, I acknowledge that there has been discussions with the local regulatory officers regarding the fire prevention plan".
This has been known and allowed at local site pending a permit application to include the waste shredding activity within the permit.

Other discussions were had under enhanced pre-application advice with the EA with regards to the shredding of hazardous wood but were not taken forward as the cost implications and BAT requirements would put the site at a considerable disadvantage to those who currently do this and are not required to operate to the same equivalent standards.

The variation application is therefore the inclusion of a bespoke installation activity S5.4 A(1)(a)(iii) pre-treatment for incineration. This accident management plan is for the management of this additional activity only.

1.4 SITE ACCIDENT PLAN OBJECTIVES

This accident management plan has been compiled to be compliant with Environment Agency Guidance on the webpage https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit:

- Identify and consider risks from the site, and the sources of the risks.
- Identify the receptors (people, animals, property and anything else that could be affected by the hazard).
- Identify the possible pathways from the sources of the risks to the receptors.
- Assess risks relevant to the specific activity and check they are acceptable and can be screened out.
- State what will be done to control risks if they are too high.

The risk assessment will identify whether any of the following risks could occur and what the environmental impact could be:

- any discharge, for example sewage or trade effluent to surface or groundwater;
- accidents;
- odour (not for standalone water discharge and groundwater activities);
- noise and vibration (not for standalone water discharge and groundwater activities);
- uncontrolled or unintended ('fugitive') emissions, for which risks include dust, litter, pests and pollutants that shouldn't be in the discharge; and
- visible emissions, for example smoke or visible plumes
- release of bioaerosols, for example from shredding, screening and turning, or from stack or open point source release such as a biofilter

1.5 EMERGENCY PREPAREDNESS AND RESPONSE

The installation has in place a plan for managing accidents, incidents and complaints. These dictate the actions to take in the event of these occurring.

The site log records all incidents such as:

- Rejected load of wood;
- Complaints relating to odour, dust, noise, air quality; and
- Breach of the Environmental Permit.
- Accidents

A separate complaint procedure provides the mechanism by which the source of complaints are investigated, corrective actions taken and the findings reported.

There is also a fire prevention plan and spillage procedure in place to help staff respond to those events.

1.6 RECORDS

Records of all environmental non-conformances, accidents, incidents and complaints will be kept in accordance with the requirements of the Environmental Permit.

1.7 RESPONSIBILITY

The accident management plan is the responsibility of the Director, Weighbridge Manager and Yard Manager.

2 ENVIRONMENTAL RISK ASSESSMENT

2.1 SCOPE

The environmental risk assessment in the following sections has been based on Environment Agency Guidance on the webpage https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit. The environmental risks associated with the operation of the facility are considered for the following potential impacts:

- any discharge, for example sewage or trade effluent to surface or groundwater;
- accidents;
- odour (not for standalone water discharge and groundwater activities);
- noise and vibration (not for standalone water discharge and groundwater activities);
- uncontrolled or unintended ('fugitive') emissions, for which risks include dust, litter, pests and pollutants that shouldn't be in the discharge; and
- visible emissions, for example smoke or visible plumes
- release of bioaerosols, for example from shredding, screening and turning, or from stack or open point source release such as a biofilter

The site holds the following materials on site which is the basis for the associated risks in this accident management plan.

Table 2-1 Discharge to sewer, surface or groundwater

Tank No.	Contents	Volume (litres)
1	Diesel tank	5,000
2	Diesel tank	4,500
3	Diesel bowser	4,000
4	Anti-freeze	1,100
5	Ad blue	1,100
6	Lubricating oil	205

Table 2-2 Discharge to sewer, surface or groundwater

Hazard	Receptor	Pathway	Risk Management	Probability of Exposure	Consequence	What is the overall risk?
What has the potential to cause harm?	What is at risk? What do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? If it occurs who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence.
Discharge to sewer	Sewer Watercourse	Via sewer	No discharge to sewer. No process effluent generated, and all domestic effluent is collected in a septic tank for off-site treatment and disposal.	None	None	No risk
Discharge to surface water	Land South Brook	Local field drains	All rainwater that falls on the yard area is directed to an appropriate sump. The sump has a filter and pump to pump the water to a lagoon. There is sufficient capacity to retain all rainwater as this is used in the PAS100 composting process for water addition and for dust control during the shredding activity. There is no discharge to surface water from the wood treatment activity.	None	None	No risk
Discharge to groundwater (dirty lagoons)	Land Groundwater	Percolation to ground via defects in lagoon	All yard areas where activities take place are covered in Pav2 heavy duty hardstanding which is more than sufficient for the plant and machinery to be operated for the treatment of the wood. The hardstanding is checked on a daily basis as part of the daily site check for any defects. Any defects identified would be noted in the site log and rectified. Delivery areas are kept clear with access to fill/delivery points maintained. Yard operator will be in attendance throughout the offloading operation of any materials with the potential to cause a spillage. Spill kit is available and will be in close proximity to the delivery operation. Any spills will be contained on the surface of the	Very low	Very low	Not significant if management practices are adhered to.

			hardstanding and cleaned up. The site gradient falls to the sump and pump area. This area is kerbed and sealed. The accident management plan has measures in place for the management of spillages and emergencies. All of the measures above will prevent any release unsuitable for the lagoon to be cleaned up and removed. The two "dirty" lagoons which cover active yard areas are both lined to prevent any release to ground. The new lagoon is to have a two-layer lining system comprising a 1.50mm HDPE geomembrane installed onto a layer of 300g/m² geotextile.			
Discharge to groundwater (Clean rainwater lagoon)	Land Groundwater	Percolation to ground via defects in hardstanding	The clean rainwater lagoon only collects rainwater from rainfall that directly falls on the lagoon and not from active areas of the yard or other areas. Therefore, there is no risk to groundwater.	Very low	Very low	Not significant if management practices are adhered to.

Table 2-3 Emissions to Air

Hazard	Receptor	Pathway	Risk Management	Probability of Exposure	Consequence	What is the overall risk?
What has the potential to cause harm?	What is at risk? What do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? If it occurs who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence.
Emissions to air from shredding	Houses and businesses off B660 Ravensden	Air	The wood shredding activity and site is located downwind from the nearby sensitive receptors for 90% of the time. The site only operates 8am to 7pm this limits further the risk of any exposure of the receptors to dust. A low speed-low dust generating shredder is used which would prevent significant emissions of dust occurring. Water is added to the shredder hopper at the rate of 100kg/h which would damp down any dust making it less mobile and would stay within the confines of the site boundary. The wood is predominantly sourced from household waste recycling centres and is stored in the open on site. This means it would be naturally wet and would not generate as much dust as drier wood stored indoors. The wood is shredded near to the fuel bays which are constructed of prefabricated to a height of 4.5m with a 0.5m freeboard. Wood would be discharged to the bays below the height level of the bays which would thus contain it. The site has a weather station and will not undertake shredding when windspeed gusts to over 20 mph reducing the chances of any dust becoming airborne.	Very low- The site has been operating with shredding non-hazardous wood since 2005 and has been visited on multiple occasions by the local EA site officer who has not raised any issue with regards to pollution in the subsequent CAR reports.	Low- minor dust nuisance	Not significant if management practices are adhered to.

			The site boundary where shredding takes place has a 5-6m earthen bund which would further prevent any dust egress as this is significantly higher than the height of the shredder, trommels and any other activity likely to generate dust. Record and act on complaints in accordance with the complaints procedure.			
Emissions to air from storage of shredded and unshredded wood	Houses and businesses off B660 Ravensden	Air	Wood bays have sides and rear walls 4.5m in height with a 0.5m freeboard. They are located either side on or with their rear to the prevailing wind direction which would ensure any shredded wood is not wind entrained. The fuel specification for the biomass incineration plant is 0-150mm with most of the shredded material much too large to become windborne. The site has 2 lagoons filled with collected rainwater which can be used to dampen yard areas or wood piles to ensure there is minimal dust generation in dry periods. Record and act on complaints in accordance with the complaints procedure.	Very low- The site has been operating with shredding non-hazardous wood since 2005 and has been visited on multiple occasions by the local EA site officer who has not raised any issue with regards to pollution in the subsequent CAR reports.	Low- minor dust nuisance	Not significant if management practices are adhered to.

Table 2-4 Accidents

Hazard	Receptor	Pathway	Risk Management	Probability of Exposure	Consequence	What is the overall risk?
What has the potential to cause harm?	What is at risk? What do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? If it occurs who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence.
Oil delivery, use and storage.	Lagoons Land Groundwater	Failure storage vessel/containers. Spillages during deliveries and use.	A procedure will be implemented for supervision of deliveries. Loading areas are kept clear with access to loading points maintained. Oil storage tanks are self-bunded in doble skinned tanks and subject to inspection during the daily check. The tanks are digitally monitored also for quantity. Yard operators will be in attendance throughout the offloading operation to take appropriate action in the event of a spillage. Spill kit is available and will be in close proximity to the delivery operation. Any spills will be contained on the surface of the hardstanding and cleaned up. The water on the West and South all drains to the precast and sealed collection sumps. The bottom sealed collection sump has a concrete wall around it and will have a precast retaining wall to prevent off-site release. the site has precast concrete walling on the NE and N edges. The accident management plan has measures in place for the management of spillages and emergencies.	Very low-would require failure of primary and secondary containment and find a defect in hardstanding which is considered extremely unlikely.	Low/medium dependent on volume released-contamination of land and groundwater.	Not significant if spill procedure in Section 5 is enacted.
Spillage on delivery of anti-freeze due to damage to container.	Lagoons Land Groundwater	Failure storage vessel/containers. Spillages during deliveries and use.	A procedure will be implemented for supervision of deliveries. Loading areas are kept clear with access to loading points maintained. Yard operators will be in attendance throughout the	Very low-would require failure of primary, secondary and tertiary containment. Maximum potentially	Low-contamination of land, surface water and groundwater. Small volumes	Not significant if spill procedure in Section 5 is enacted.

		offloading operation to take appropriate action in the event of a spillage. Spill kit is available and will be in close proximity to the delivery operation. Any spills will be contained on the surface of the hardstanding and cleaned up. The water on the West and South all drains to the precast and sealed collection sumps. The bottom sealed collection sump has a concrete wall around it and will have a precast retaining wall to prevent off-site release. the site has precast concrete walling on the NE and N edges. The accident management plan has measures in place for the management of spillages and emergencies.	spilled would be 1,000 litres.	delivered at any one time.

Table 2-5 Odour Risk Assessment

Hazard	Receptor	Pathway	Risk Management	Probability of Exposure	Consequence	What is the overall risk?
What has the potential to cause harm?	What is at risk? What do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? If it occurs who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence.
Odour from incoming waste wood	Houses and businesses off B660 Ravensden	Air	The waste wood is not inherently odorous as the wood is predominantly from household waste recycling centres. This would be wood from domestic properties which would be relatively dry and not subject to degradation. All waste is subject to visual inspection at the weighbridge and at off-loading into the yard. If any non-conforming loads are identified they would be returned on the vehicle that delivered them. Any unusual odours to be investigated immediately by the Yard Manager. Record and act on complaints in accordance with the complaints procedure.	Very low- waste wood received is free from odour.	Very low – The site is in a very rural location with few nearby receptors likely to be dominated by agricultural odours.	Not significant if acceptance procedures and supply agreement specification adhered to.
Odour from wood storage and transfer	Houses and businesses off B660 Ravensden	Air	The waste wood is not inherently odorous as the wood is predominantly from household waste recycling centres. This would be wood from domestic properties which would be relatively dry and not subject to degradation. Wood is typically stored on site for less than 3 months and would not degrade in that time to cause odour. All waste is subject to visual inspection at the weighbridge and at off-loading into the yard. If any non-conforming loads are identified they would be returned on the vehicle that delivered them.	Very low- waste wood received is free from odour.	Very low – The site is in a very rural location with few nearby receptors likely to be dominated by agricultural odours.	Not significant if acceptance procedures and supply agreement specification adhered to.

		Any unusual odours to be investigated immediately by the Yard Manager. Record and act on complaints in accordance with the complaints procedure.	

Table 2-6 Noise Risk Assessment

Hazard	Receptor	Pathway	Risk Management	Probability of Exposure	Consequence	What is the overall risk?
What has the potential to cause harm?	What is at risk? What do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? If it occurs who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence.
Noise from vehicle movements – including delivery vehicles and other site traffic and reversing alarms.	Houses and businesses off B660 Ravensden	Sound propagation through the air.	The site is access controlled limiting non-essential traffic. Deliveries to the site of waste wood for the removal of wastes will predominantly be during normal office hours. Vehicle ignition will be switched off when not in use. All vehicles effectively maintained in accordance with road legislation. Any unusual noises to be investigated immediately by site management. Record and act on complaints in accordance with the complaints procedure.	Low- It is unlikely there will be exposure of receptors to noise.	Low- Increased noise level at nearby receptors.	Not significant if management techniques are adhered to.
Noise from normal and abnormal operation of plant and equipment	Houses and businesses off B660 Ravensden	Sound propagation through the air.	The main plant and equipment are operated in a yard area where there is a 5-6m high earthen bund surrounding the site which would act as an acoustic barrier. All nearby sensitive receptors are located upwind of the site for 90% of the year. All plant and equipment are subject to maintenance in accordance with manufacturers recommendations. This should ensure that all equipment is operating within normal parameters and noise from wear on equipment is minimised. The shredding activity can be stopped immediately if any unusual noises occur. Any unusual noises to be investigated immediately by site management.	Very low- It is unlikely there will be exposure of receptors to noise.	Low- Increased noise level at nearby receptors.	Not significant if management techniques are adhered to.

		Record and act on complaints in accordance with the complaints procedure.	

Table 2-7 Uncontrolled or unintended ('fugitive') emissions

Hazard	Receptor	Pathway	Risk Management	Probability of Exposure	Consequence	What is the overall risk?
What has the potential to cause harm?	What is at risk? What do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? If it occurs who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence.
VOCs from storage of oil.	Houses and businesses off B660 Ravensden	Air	Fuel oil for mobile plant and equipment stored in double skinned tanks and bowser. A daily inspection is carried out by either the Yard Manager or operator to ensure that no defects are observed. These will be recorded in the daily site log. Any unusual VOC emissions/odours to be investigated immediately by site management. Record and act on complaints in accordance with the complaints procedure.	Very Low- low volume of oil in tank and would mainly release VOCs during displacement operations which would occur when filling the tank which is periodic.	Very Low- nuisance.	Not significant if management techniques and working plan are adhered to.
Attraction of pests such as rodents and flies	Houses and businesses off B660 Ravensden	Air Land	Pests are attracted to food and shelter. The waste wood is not an attractive food source and the site will be reasonably well lit so would not be attractive as a place to shelter. The site has a pest control contractor who manages all pest control activities at the site. A record of all pest control treatments carried out will be maintained by the contractor. Regular cleaning of site. Record and act on complaints in accordance with the complaints procedure.	Low- Unlikely that pests will be attracted and if so would be subject to pest control measures that would prevent any issues outside the site boundary.	Low- nuisance to local residents with small chance to spread disease.	Not significant if management practices re adhered to.
Mud from onsite activities	Surrounding land Roadways	Tracked onto site by wheeled vehicles	The site would utilise a road sweeper if required to ensure access roads and yard areas are kept clean from any deposits	Low	Low- can cause harm via road accidents	Not significant if management practices and working plan are adhered to.

		Windblown	if this is found to be a problem. The site access road is constructed of compacted stone. Regular cleaning of site to remove any mud through the water contained within the lagoons. Record and act on complaints in accordance with the complaints procedure.			
Litter from onsite activities	Surrounding land Roadways	Tracked by vehicles Windblown	Very little municipal type waste will be generated from welfare activities onsite. This waste will be stored in a covered 1,000 litre wheelie bin prior to removal off-site. Record and act on complaints in accordance with the complaints procedure.	Low	Low- litter accumulation can be unsightly.	Not significant if management are adhered to.
Fire	Houses and businesses off B660 Ravensden Soil / vegetation Groundwater	Air Soil / vegetation Percolation through soil	Fire will be addressed in accordance with the fire prevention plan. The site will utilise the hoses and water from the lagoons to address small fires. Furthermore, the site has a 20,000 litre water bowser to help tackle small fires. All wood would be subject to thermal monitoring. Wood would be turned if found to have elevated temperature. For larger fires the fire and rescue service would be called to address the fire. The fire response would be under their control and during a fire at the composting activity they allowed for it to be a controlled burn due to the rural nature of the site. Staff are trained in fire response. This plan and the fire prevention plan have the	Very Low	Medium- soil, groundwater and surface water contamination Air emissions Impact on human health	Low

			relevant contact details for whom to contact in case of fire.			
Failure to contain firewater	Land Soil / vegetation Groundwater	Soil / vegetation Surface water drainage infrastructure Percolation through soil	Fire prevention measures as above. Invoke emergency response procedures as detailed within the fire prevention plan. Site containment of fire water in the 2 lagoons. The firewater can be recirculated to reduce the overall volume of firewater generated.	Very Low	Medium- soil, groundwater and surface water contamination	Not significant if control measures adhered to and emergency plan enacted
Vandalism	Land Soil / vegetation Groundwater	Soil / vegetation Surface water drainage infrastructure Percolation through soil	The site is in a rural location away from areas which would be prone to vandalism. The site is fitted with perimeter fencing surrounding the site with access permitted through a secure access point. Site has CCTV systems and dedicated off-site security surveillance to prevent unauthorised access.	Very Low	Low- contamination	Not significant
Flood	Drainage ditch Pond Soil / vegetation Groundwater	Soil / vegetation Surface water drainage infrastructure Percolation through soil	The site is not in an area subject to flooding, Zone 1 low probability, according to the government flood mapping website. All chemicals/oils stored in enclosed vessels.	Very Low	Low- Minor surface water or ground contamination	Not significant

Table 2-8 Visible Emissions

Hazard	Receptor	Pathway	Risk Management	Probability of Exposure	Consequence	What is the overall risk?
What has the potential to cause harm?	What is at risk? What do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? If it occurs who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence.
Visible dust emissions to air from shredding	Houses and businesses off B660 Ravensden	Air	The wood shredding activity and site is located downwind from the nearby sensitive receptors for 90% of the time. A low speed-low dust generating shredder is used which would prevent significant emissions of dust occurring. Water is added to the shredder hopper at the rate of 100kg/h which would damp down any dust making it less mobile and would stay within the confines of the site boundary. The wood is predominantly sourced from household waste recycling centres and is stored in the open on site. This means it would be naturally wet and would not generate as much dust as drier wood stored indoors. The wood is shredded near to the fuel bays which are constructed of prefabricated to a height of 4.5m with a 0.5m freeboard. Wood would be discharged to the bays below the height level of the bays which would thus contain it. The site has a weather station and will not undertake shredding when windspeed gusts to over 20 mph reducing the chances of any dust becoming airborne. The site boundary where shredding takes place has a 5-6m earthen bund which would further prevent any	Very low- The site has been operating with shredding non-hazardous wood since 2005 and has been visited on multiple occasions by the local EA site officer who has not raised any issue with regards to pollution in the subsequent CAR reports.	Low- minor dust nuisance	Not significant if management practices are adhered to.

dust egress as this is significantly higher than the height of the shredder, trommels and any other activity likely to generate dust.

For the shredding to produce visible emissions these would be significantly larger than 10 µg which would fall out within 200m-1,000m.

Record and act on complaints in accordance with the complaints procedure.

Table 2-9 Bioaerosols

Hazard	Receptor	Pathway	Risk Management	Probability of Exposure	Consequence	What is the overall risk?
What has the potential to cause harm?	What is at risk? What do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? If it occurs who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence.
Bioaerosols	Houses and businesses off B660 Ravensden	Air	The waste wood is not being composted and would not generate any bioaerosols.	None	None	None

3 ACCIDENT MANAGEMENT PLAN KEY INFORMATION

3.1 EXTERNAL AND INTERNAL CONTACTS

The key internal and external contacts are detailed in Table 3-1 below:

Table 3.1 Key Contact Information

Contact	Position	Contact Details
Growing Beds Recycling Services Limited	Director Yard Manager Weighbridge Manager	01234 772226 (Option 1)
Environment Agency Incident Hotline	-	Tel: 0800 80 70 60
Environment Agency Site Contact	Ali Raza & Darren Smith	02084746386
Environment Agency Local Office	-	0370-8586506
HSE	National Incident Contact Centre	0845-3009923
HSE	Local Office	0845-3009923
Fire, Police and Ambulance Emergency **Local Fire Service Contact** **Local Police Service Contact** **Local Ambulance Service Contact**	-	999
Bedford Hospital	-	01234-355122
Fire Station Direct (Bedford)	-	01234-845000

4 FIRE ACTION PLAN

Fire-fighting equipment is located in the site office and other key points of the site, in accordance with Fire Regulations.

The site enforces a no smoking policy and prohibit any sources of ignition. No waste is burnt within the curtilage of the site.

The Fire and Rescue Service is aware of the operation of the site and has given guidance on the specific measures to be implemented at the site to be compliant with the Fire Regulations.

Any fire on site will be treated as an emergency and will be extinguished at the earliest opportunity. If necessary, the Fire and Rescue Service will be summoned.

Site operatives are trained in the fire action plan and the use of fire-fighting equipment.

In the event of a fire at the site, the following procedure will be implemented:

1) Raise the alarm;

2) Cordon off the area, evacuate employees to a safe area and prevent any further access to the site;

3) Attempt to control the fire using the appropriate appliances at the site. If the fire is small attempt to put it out using any fire buckets, fire blankets or extinguishers nearby, on site hoses and water bowser;

4) If the fire is unable to be tackled contact the Fire and Rescue Service on 999;

5) All nearby receptors (contact details in fire prevention plan) will be notified by phone in the event of a fire. If unable to raise by phone a member of staff will visit and deliver the information in person if safe to do so.

6) Evacuate all personnel from site and prevent access;

7) Inform the Environment Agency that an incident is in progress and record all details within the site diary when safe to do so;

8) Report the situation to the Fire and Rescue Service Commander on arrival;

9) Once the fire has been extinguished, seek the advice of the Fire and Rescue Service on future precautionary action.

Any residues from a fire and subsequent fire-fighting measures will be disposed of appropriately in accordance with its potential hazard.

The fire prevention plan included with this application details the measures in place to minimise the potential for a fire to occur as well as ensuring that there is sufficient measures in place to put out/suppress a fire should one occur.

5 SPILLAGE PROCEDURE

The potential source of any leak or spillage will likely be fuel from items of plant and machinery used in conjunction with the operation or from diesel storage bowsers.

In the event of a spillage/leak on the site, the following procedure will be implemented:

1) Clear the area.
2) Identify the source of the spillage/leak;
3) Stop the spillage/leak at source if safe to do so;
4) Stop the leak from spreading with the use of absorbent pads, booms and drain seals/clamps;
5) Once stopped address the spilled material with the use of absorbent material (i.e. sand, granules) over the site of the spill to soak it up and if any drains are nearby, place absorbent material around the drain to stop any liquid entering;
6) Use PPE provided on site if required;
7) Once the liquid has been absorbed, use a shovel to clear up the waste, place in a plastic sack and then into a container for non-conforming wastes for disposal at a licensed facility. All materials used to treat and contain the spillage should be disposed of as hazardous waste.
8) Record the incident in the site diary along with the remedial action taken.

Any vehicle maintenance likely to cause pollution or harm to the environment will be undertaken offsite.

Spillage kits will be maintained on site in order to respond to any spillage. The spillage kits should always include:

- Absorbent pads (chemical & Oil);
- Absorbent granules;
- Sand;
- Sand bags;
- Protective overalls;
- Chemical/oil resistant gloves;
- Chemical/oil resistant goggles;
- A broom and shovel; and
- A drain guard.

All spill kits are inspected weekly and replenished as soon as possible by ordering from the approved supplier. Each spill kit contains a list of their contents.

All wastes from a spillage will be stored in ether a metal drum or empty skip dependent on what is available and disposed of appropriately by the approved waste contractor. If it is in a skip the contractor will remove the skip for cleaning.