FIRE PREVENTION PLAN

The Former Coal Yard, Thrupp Lane, Radley, Abingdon, Oxfordshire, OX14 3NG

Oxford Skip Hire Ltd

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Document History:

Version	Issue date	Author	Checked	Description
1.0	17/06/2021	CP	--	Application copy
1.1	22/10/2021	CP	OSH	EA comments, updated Section 4.2, 6, 10.1 – 10.4 & site plan in Appendix I
1.2	08/12/2025	EG	CP	Permit variation application submission, varying to bespoke and changes to permit boundary

THIS DOCUMENT IS DUE FOR REVIEW IN DECEMBER 2027 OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER.

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Site Information & Key Contacts List

Site Address:	The Former Coal Yard, Thrupp Lane, Radley, Abingdon, Oxfordshire, OX14 3NG		
Site Operator:	Oxford Skip Hire Ltd	National Grid Ref:	SU 51903 98346

Contact	Description	Office Hours	Out of Hours
Benjamin Baker Gemma Haynes Nicolas Wheatley	Directors	01865 951443	07544 159447
Gemma Haynes	Technically Competent Manager	01865 951443	07544 159447
Abingdon Community Hospital Marcham Road, Abingdon Oxfordshire OX14 1AG	Local NHS Hospital (Main)	01865 904346	999
	Accident & Emergency (A&E)	999	999
Long Furlong Medical Centre 45 Loyd Close, Abingdon, Oxfordshire OX14 1XR	Local Doctor Surgery (GP)	01235 522379	999 or 112
Thames Valley Police – Abingdon Outer Police Station Colwell Drive, Abingdon OX14 1AU	Local Police Non-Emergency	01865 841148	999 or 112
	Police Emergency	999 or 112	999 or 112
Oxfordshire Fire and Rescue Service 148 Meadowside, Abingdon OX14 5DJ	Fire and Rescue Service (in Emergency Dial 999)	01865 842999	999 or 112
Environment Agency (Wallingford Office) Red Kite House, Howbery Park Crowmarsh Gifford, Wallingford OX10 8BD	Environmental Regulator	03708 506506	0800 80 70 60
Oxfordshire County Council County Hall, New Road, Oxford OX1 1ND	Local Council General Enquiries	01865 792422	999
Thames Water Clearwater Court, Vastern Road, Reading RG1 8DB	Mains Water Supplier	0800 316 9800	0800 316 9800
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Secondary specialist waste and permitting compliance advisors	01606 558833	n/a

KEY RECEPTOR CONTACT LIST

CONTACT	DESCRIPTION	NUMBER
Thrupp Lake - Earth Trust, Little Wittenham, Oxfordshire, OX14 4QZ Abbey Fishponds Nature Reserve, Earth Trust, Ramsons Way, Abingdon OX14, UK	Conservation / wildlife area (not protected) Local Nature Reserve	01865 407792
H Tuckwell & Sons Ltd, Thrupp Ln, Radley, Abingdon OX14 3NG	Waste Management Facility	01235 521251
Radley Village Hall, Gooseacre, Radley, Abingdon OX14 3BL	Leisure	01235 528422
Radley Train Station, Radley, Abingdon OX14 3BJ	Railway Line & Station	07890 608043.
Peach Croft Farm, White's Lane, Radley, Abingdon OX14 2HP	Agricultural Premises	01235 520094

N.B. – list will be reviewed every 6 months or sooner if required

1 Introduction

1.1 General

1.1.1 Oaktree Environmental Ltd have been instructed by Oxford Skip Hire Ltd (the operator) to prepare this Fire Prevention Plan (FPP).

1.1.2 The FPP assesses the fire risk associated with the storage and treatment of combustible waste at The Former Coal Yard, Thrupp Lane, Radley, Abingdon, Oxfordshire, OX14 3NG.

1.1.3 The site is operated as a household, commercial and industrial (HCI) waste transfer station with treatment facility in accordance with Environmental Permit (EP) Ref. KB3104CQ.

1.1.4 The permit boundary is illustrated in green on Drawing No. 2895-THR-02 Permit Boundary Plan. All references to 'the site' in this FPP refer to the associated operations, infrastructure, plant, and equipment within this boundary.

1.1.5 All site staff and contractors must be aware and understand the contents of this FPP and what they must do during a fire. A copy of this FPP will be kept on site at all times and be made available to all members of staff.

1.1.6 In the event of a fire, the Fire & Rescue Service (FRS) and Environment Agency (EA) would be able to view this FPP to ensure the actions set out are implemented to meet the objectives shown in Section 1.2.2.

1.1.7 Contact details for neighbouring business and receptors within the immediate vicinity of the site are kept on site. In the event of a fire these receptors would be contacted to alert them of the fire.

1.1.8 In addition to this FPP the site is managed and operated in accordance with a fully comprehensive Environmental Management System (EMS).

1.2 Fire Prevention Plan Objectives

1.2.1 This FPP has been prepared in accordance with the Environment Agency guidance on Fire Prevention Plans: Environmental Permits (updated 11th January 2021). The FPP guidance requires that the FPP accounts for the fire risk from potentially combustible waste types stored on site.

1.2.2 This FPP has been designed to meet the following objectives:

a) To minimise the likelihood of a fire happening.
b) To aim for a fire to be extinguished within 4 hours.
c) To minimise the spread of a fire within the site and to surrounding neighbouring sites; and,
d) To minimise impact of fire on people, environment, and businesses.

1.2.3 All staff working on site must understand the content of this FPP to know what to do:

a) To prevent a fire occurring.
b) During a fire if one breaks out.

1.3 Reviewing and Monitoring this FPP

1.3.1 This FPP is considered a 'live' document which will be reviewed on a biannual basis (once every two years), if there are changes to FPP guidance and or if any of the following occur:

a) A fire incident.
b) Additional combustible waste types are accepted on to site.
c) An increase in the annual throughput of combustible waste accepted.
d) An increase in the amount of combustible waste stored.
e) The construction of new infrastructure e.g. buildings.
f) The installation of new plant / equipment.

1.3.2 Reference should be made to Sections 7.2 and 7.3 which details procedures for staff training in the event of any changes in relations to the FPP.

1.3.3 Reference should be made to Table 1.1 which details the methods and procedures to maintain compliance with the FPP guidance.

Table 1.1 - Staff Training

STAFF TRAINING	
Item	Method
Ensure your FPP is available and that all staff know where it is kept.	The FPP will be kept within the off-site main office
Ensure staff receive training to enable them to competently carry out the procedures and measures contained within your FPP	• Staff will be suitably trained in how to raise a fire alarm and how to use the monitoring and extinguishing equipment. Managers will also ensure formal fire extinguisher training has been provided for anyone specifically designated to use such equipment. • A full understanding the procedures outlined in this FPP document will be required to be demonstrated as part of the site induction for all new staff and any existing staff that are not familiar with the documents. In particular all staff will be trained to ensure that they know what to do in the event of a fire and more importantly how to undertake their work in a way that minimises the risk of a fire occurring. • A full test (drill) of the procedures in this document will be carried out every 6 months. The first test will take place within one month of the agreement of this document with the EA. The outcome and any follow up training for staff will be documented in the site diary and relevant forms in the EMS. The Site Inspection Form in Appendix II will also be used during the drill. • All operational staff will receive fire awareness and firefighting procedures training / toolbox talks by trained site management prior to working at the site. This will enable the operational staff to detect early signs of fire and to minimise the chance of a fire breaking. Refresher testing will be mandatory every 6 months or sooner if site operations change which could lead to a greater fire risk.

1.4 Site Operations

1.4.1 Reference should be made to the Environmental Management System for specific details regarding the acceptance, storage, treatment and removal of waste, in summary the main operations which take place at the site are as follows:

a) Sorting (with loading shovel/360° excavator or by hand).
b) Manual separation (by picking line).
c) Mechanical separation (including overband magnets and density separator).
d) Screening (by using appropriate mechanical screening plant / trommel).
e) Storage (prior to removal).

1.4.2 The above activities are shown on the Site Layout & Fire Plan, Drawing No. 2895-THR-03.

1.5 Hours of Operation

1.5.1 The site will be open during the following hours for the delivery, receipt, removal and processing of waste:

Monday to Friday	07:30 - 17:00
Saturday	07:30 - 13:00
Sundays, Bank/Public holidays	Closed

1.5.2 The only activities on site which will be permitted outside of these hours are onsite maintenance works and general office use.

1.5.3 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular or pedestrian access.

1.6 Staffing and Management

1.6.1 Table 1.2 below details the minimum staff structure required when the site is open for the reception and processing of waste and, therefore, shows the minimum number of staff available to tackle a fire on site during operational hours.

1.6.2 Site management will train operational staff in the contents of the FPP to ensure they can be considered suitable to assist in tackling a fire at the site ensuring the objective in Section 1.2.2 are met.

Table 1.2 - Staffing Levels

Position	Employees	Responsibilities
Site manager(s)	3	Overseeing and co-ordinating all activities which take place at the site
Technically Competent Manager (TCM)	1	Ensuring that the site is being operated in accordance with the EP and in line with attendant regulations
Machine / Plant Operator's	2	Waste handling/processing, reception and plant operation
General operatives	2	To conduct site patrols when the site is not manned / operational
Administration staff	1	Office/administrative duties

1.7 Plant and Equipment

1.7.1 Table 1.3 below details the plant / equipment available on site. Only trained operators will be permitted to drive / operate the plant / equipment listed below.

Table 1.3 - Plant & Equipment

Item	Number	Function
18 tonne skip loader	2	Collection/deposit of skips
32 tonne hook loader	3	Collection/deposit of roll on roll off skips
13 tonne waste handler	1	Loading/unloading/movement/sorting
Telehandler	1	Loading/unloading/movement/sorting
Weighbridge	1	Accurately weighing of loads
Trommel	1	Separation of clean inert material from mixed waste
Picking station (including conveyor belt, magnets and blowers)	1	Mechanical and manual separation of wastes by type

1.7.2 Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with busy periods, larger jobs or jobs with specific requirements.

1.7.3 Table 1.4 below details the plant available to aid in fire suppression or manoeuvring of waste to reduce the spread of fire.

Table 1.4 - Item of plant available for firefighting, number and function

Item	Number	Function
13 tonne waste handler	1	Loading/unloading/movement/sorting
Telehandler	1	Loading/unloading/movement/sorting

1.7.4 Maintenance of all site plant is described in Section 2.5 of this FPP.

1.8 Correspondence with Fire and Rescue Service

1.8.1 The operator will seek a two-yearly response from the EA and FRS (or sooner should a fire incident occur) with regards to their FPP and associated operations on site. This regular correspondence will ensure all measures to prevent, mitigate and contain fires on site are up to date and deemed sufficient by the FRS.

1.8.2 The FRS were contacted during the preparation of this FPP to obtain information relating to the nearest fire hydrants to the site, see Drawing No. 2895-THR-03 and Section 10.3 for further information.

1.9 Sensitive Receptors

1.9.1 It is considered that fire presents three main hazards to nearby sensitive receptors:

a) Heat from the fire itself.
b) Air pollution (predominantly from smoke emissions).
c) Pollution to groundwater / surface water features.

1.9.2 Heat energy from a fire will reach sensitive receptors via direct fire spreading or by the deposit of burning embers. Heat energy is largely dependent upon the location and intensity of the fire.

1.9.3 Smoke produced from fires can contain harmful gases that are produced from the combustion process. The distance smoke will travel is dependent on wind speed at the time of the fire, however it is considered unlikely that smoke from the burning waste stored on site will significantly affect sensitive receptors outside of a 1km radius.

1.9.4 Significant amounts of water and / or other chemicals may be used when controlling a fire. Firewater produced from tackling a fire has the potential to contain contaminants from the chemicals used, burned materials and other pollutants present on the site. The release of firewater from the site because of a fire has the potential to cause pollution to groundwater / nearby surface water features.

1.9.5 Sensitive receptors within 1km of the site are listed in Table 1.5 Sensitive receptors are also illustrated on Drawing No. 2895-THR-04 Receptor Plan, see Appendix I.

1.9.6 The primary sensitive receptor for any fire event would be the site itself and any site users.

Table 1.5 – Sensitive Receptors

Receptor	Direction from Site	Approx distance from the site boundary to the receptor boundary (m)
Commercial / Industrial		
AJH Vehicle Repairs	East	0
H&S Fencing and Sheds	East	40
Residential Dwellings		
Thrupp Lane	East	50
Drysdale Close	North	195
Audlett Drive	West	370
Care homes (residential)		
n/a	n/a	n/a
Schools		
n/a	n/a	n/a
Watercourses / Surface Water Features		
Radley Lakes	South	580
Infrastructure (major roads and transport links)		
Great Western Railway Line between Culham and Radley	East	645
Ecological sites		
n/a	n/a	n/a
Recreational		
n/a	n/a	n/a
Scheduled Monuments		
Settlement Site N of Wick Hall	West	0

2 Managing Common Causes of Fire

2.1 Details

2.1.1 The following table outlines common causes of fire and outlines specific examples of these sources, the associated risks and any mitigation measures necessary to manage them:

Table 2.1 - Common fire sources and mitigation

Source	Risk	Magnitude of Risk / Likelihood	Brief outline of Mitigation (refer to Section 4 for storage/monitoring procedures)	Magnitude of risk / likelihood following mitigation
Arson or vandalism	Deliberate ignition of wastes by intruder(s) and/or vandalism of site infrastructure, plant and/or machinery which may give rise to malfunction or compromise the integrity of waste storage/containment measures	Medium	• Suitable site security infrastructure. • Vehicle checks on arrival to the site. • Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer. • Staff training / toolbox talks.	Negligible
Plant or equipment	Spillages of fuel, sparks from machinery or malfunction caused by ineffective maintenance	Medium	• Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer. • Any liquid/fuel/oil storage is double bunded storage areas. • Daily checks of site surfacing and spill kits. • Staff training / toolbox talks. • Daily checks are undertaken for hot plant / exhausts at least once during the day and again at the end of each shift.	Negligible
Electrical appliances and cabling	Faulty appliances or damaged/ exposed electrical cables may spark as a result of a power surge	Medium	• Fixed wiring testing is carried out 5 years and portable appliances are PAT tested 12 months in accordance with Legislation. • Daily checks for dust and fluff on wiring / electrical appliances.	Low
Discarded smoking materials	Risk of ignition of stored wastes from smoking materials which have not been fully distinguished	Low	• Smoking (including e cigarettes) is not permitted on site. Any persons wanting to smoke will have to do so off site in the dedicated smoking area (6m from the perimeter boundary).	Negligible
Sparks from loading buckets/shovels	Scraping of loading buckets/shovels causing sparks which may ignite stored wastes	Low	• Fire extinguishers are fitted in the cab of all loading plant. • Staff training / toolbox talks. • Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer.	Low
Hot works	e.g. welding, soldering, cutting, etc. which involve the use of high temperature equipment which may be a source of both primary and residual heat to stored wastes	Medium	• No hot works will take place on site.	Low
Industrial heating	Industrial heaters and/or pipework used to heat internal and external areas on site which may, in turn, supply heat to stored wastes increasing the risk of combustion	Low	• There are no industrial heaters (or associated pipework) used heat areas of the site.	Low

Source	Risk	Magnitude of Risk / Likelihood	Brief outline of Mitigation (refer to Section 4 for storage/monitoring procedures)	Magnitude of risk / likelihood following mitigation
Hot exhausts	Potential source of both primary and residual heat to stored wastes	High	• Staff training / toolbox talks for continuous monitoring throughout the day to detect signs of a fire caused by dust settling on hot exhausts and engine parts. • Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer. • Out-of-hours storage of plant & equipment away from combustible or flammable wastes. • Daily checks for dust and fluff on plant/equipment before and use of equipment. • Daily checks are undertaken for hot plant / exhausts at least once during the day and again at the end of each shift.	Low
Build-up of loose combustible waste, dust and fluff	Light waste and ambient particulates with high combustibility settling and building up in key areas in and around plant/machinery and around exhausts	High	• Fire extinguishers are fitted in the cab of all loading plant. • Staff training / toolbox talks for continuous monitoring throughout the day to detect signs of a fire caused by dust settling on hot exhausts and engine parts. • Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer. • Minimum daily checks for dust and fluff on plant/equipment before and use of equipment at the start/end of each working day.	Low
Hot loads	Imported wastes which may contain materials which are above ambient temperature	High	• All loads are inspected in accordance with strict waste acceptance procedures. • Quarantine area and rejected waste containers on site for quick isolation of load.	Low
Overhead power lines	Any overhead power lines on or around the site may ignite in the event of a fire and worsen the effects	Low	• There are no overhead power lines which traverse the site.	Negligible
Ignition sources	Activities or appliances which use a source of both primary and residual heat to treat waste or manufacturer material or plant/equipment	Medium	• Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer. • Minimum daily checks for dust and fluff on plant/equipment before and use of equipment at the start/end of each working day. • Out-of-hours storage of plant & equipment away from combustible or flammable wastes. • No idling policy in place.	Low
Other combustible non-waste materials on or near the site not mentioned above i.e. gas cylinders / LPG tanks	Any combustible non-waste materials on or near the site may ignite in the event of a fire and worsen the effects	High	• All loads are inspected in accordance with strict waste acceptance procedures. • Quarantine area and rejected waste containers on site for quick isolation of load. • Dedicated storage areas for cylinders and LPG tanks on site.	Low
Reaction between wastes	Combustible waste piles may ignite in the event of a fire and worsen the effects if wastes react	High	• All loads are inspected in accordance with strict waste acceptance procedures. • Quarantine area and rejected waste containers on site for quick isolation of load.	Low
Leaks and spillages of oils and fuels	Fuels and combustible liquids leaking or trailing from site vehicles can combust or cause accidents leading to combustion	High	• Spill kits available throughout the site. • Suitable and sealed drainage system. • Continuous (minimum twice daily) checks for spillages around the site. • Staff training / toolbox talks. • Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer.	Low
“Tramp” metal	Metal could be hot from mechanical processing and interact with lighter waste causing a fire	High	• All loads are inspected in accordance with strict waste acceptance procedures. • Quarantine area and rejected waste containers on site for quick isolation of load containing batteries. • Staff training / toolbox talks for continuous monitoring throughout the day to detect signs of a fire caused by dust settling on hot exhausts and engine parts. • No mechanical treatment of scrap metal expected to take place at the site other than separation via an overband magnet.	Low

2.2 Fuel, Oil & Hazardous Material Storage

2.2.1 No gas cylinders or aerosols will be accepted for storage at the site, nor will there be chemicals present on site.

2.2.2 A 2,500-gallon tank will be used to store fuel on site. The tank is securely locked when not in use. All refuelling of plant and equipment will take place using a drip tray to capture any fuel. The storage locations of the above areas are shown on Drawing No. 2895-THR-03.

2.2.3 The procedures for fuel storage on site are as follows:

a) Tanks are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
b) All pipework and associated infrastructure will be enclosed within the bund.
c) A lock will be fitted to the tank valve to prevent unauthorised operation.
d) All valves and gauges on the bund will be constructed to prevent damage caused by frost.
e) No combustible waste will be stored within 6 metres of any fuel/fluid's storage without a fire wall in place.

2.2.4 All tanks storing fuel, oil or hazardous material are clearly marked showing the product within and their capacity.

2.3 Hot Works Procedure

2.3.1 No hot works will take place at the site.

2.4 Smoking Policy

2.4.1 Smoking (including e-cigarettes) is prohibited on site. Any persons wanting to smoke will have to do so in the designated smoking area located 6m from the permit boundary and waste storage areas see Drawing No. 2895-THR-03.

2.5 Plant and Equipment Maintenance

2.5.1 Plant and equipment including the operators own fleet of vehicles will be maintained and serviced in line with manufacturer's recommendations. All plant and equipment will be subject to preventative maintenance checks by site operatives to ensure safe operation and prevent situations which may give rise to faults or malfunction, see Appendix II Preventative Maintenance Checklist.

2.5.2 Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis i.e. daily, before, during and 1 hour at the end of each working day using a checklist similar to that in Appendix II to ensure the following:

a) Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment.
b) Mobile plant is stored in the out-of-hours plant storage area as shown on Drawing No 2895-THR-03 following cessation of activities and external separation distances of 6m are observed between plant and any combustible or flammable material.
c) No mobile plant will be stored in the buildings out-of-hours.
d) Plant which is not in use for any extended period is stored at least 6 metres from combustible waste in the dedicated area on site.
e) All plant and equipment vehicles are fitted with fire extinguishers in the cab. Rubber strips are not considered appropriate as they are usually removed via uneven and bumpy ground.
f) Dust from processing/treatment operations on site can settle throughout the working day onto processing plant, plant exhausts and engine parts so a fire-watch will be implemented after cessation of works and equipment powered down for 1 hour each day to remove any dust/fluff using brushes, hoses etc... Any build of dust/fluff will be removed from the equipment and deposited into a container to await removal from site and site management informed.

2.6 Site Security

2.6.1 Site security is important to reduce the likelihood of unauthorised access to the site. The site is situated in a semi-rural setting, located on the eastern outskirts of Abingdon. Within the immediate vicinity of the site are a collection of industrial and commercial premises.

2.6.2 The site is located off Thrupp Lane on a no through access road, naturally limiting the amount of traffic surrounding the site. Being situated on a no through access road also means there is limited escape routes for potential offenders which would likely deter criminal activity.

2.6.3 The perimeter of the site is secured with various different fencing with predominantly 3m high interlocking concrete block walls surrounding the majority of the site. Other fencing includes 2m high timber fencing and 2.5m high palisade gates at the site access/egress points.

2.6.4 There are further security features as part of the wider industrial area including a 2.5m high sliding gate on the access road off Thrupp Lane.

2.6.5 In addition to the above, the site has 24-hour CCTV covering all operational and waste storage areas on site as well as the access road leading up to the site entrance. All cameras are pan, tilt and zoom 360-degree coverage over a 50m distance meaning all areas of the site are monitored.

2.6.6 CCTV cameras link to site management's mobile phones and in the event of an incident will directly inform the operator with a text or ring alert, the operator will then be able to review the footage on their phone and decide whether action is required i.e. attend the site or contact the emergency services/EA.

2.6.7 Any unusual or suspicious activity picked up which is not in line with site specific procedures will mean a call to the emergency services which would present the risk of arson.

2.6.8 The site security measures (fencing/gates etc) will be inspected on a weekly basis and any defects which impair the effectiveness of the security will be repaired to the same or better

standard within 7 working days. All repairs will be noted on the site diary within 24 hours of the event.

2.6.9 If unauthorised access becomes apparent as a problem at the site, the security measures will be reviewed, and improvements implemented.

2.7 Electrical Faults or Damaged/Exposed Electrical Cables

2.7.1 All fixed wiring electrical cabling on site will be inspected daily by staff and serviced in accordance with Legislation (3/5 years) by fully qualified and certified electrical contractors to undertake both Planned Preventative Maintenance and Reactive Maintenance (under contract) of the following:

a) Fire detection & alarm system;
b) Emergency lighting;
c) Machinery checks / services (as per manufacturers' instructions).

2.7.2 In terms of portable appliance testing (PAT), this will be serviced annually by qualified and certified electrical contractors.

2.7.3 Weekly inspections of cabling, etc. will be undertaken and the Fire Checklist can be used as a reference. Any potential ignition sources from suspected electrical faults will be isolated and the appointed electrical contractors will be contacted immediately to rectify the situation. Where possible, staff will immediately remove any stored wastes from the vicinity of the fault area or cable traverse if safe to do so.

2.7.4 All electrical points will be turned off at least 10 minutes before the site closes (other than those used for CCTV) to ensure the risk of short circuiting is minimised.

3 Waste Acceptance Procedures

3.1 General

3.1.1 Strict waste acceptance procedures are implemented on site as detailed below.

3.1.2 Every load will have the following details recorded at pre-acceptance:

a) Vehicle Registration and drivers name and signature.
b) Waste haulier name and valid waste carriers' registration number.
c) Name address (of source site) and signature of transferor.
d) Name, address (of destination site) and signature of the person receiving the waste (transferee).
e) Permit number or exemption reference of person receiving the waste (if applicable).
f) Description of waste including waste type, waste source, waste containment and waste quantity.
g) List of Waste (LoW) code.
h) SIC code of the waste holder.
i) Date and time of waste transfer and waste transfer note number.
j) Confirmation that the waste hierarchy has been considered.

3.1.3 The operator predominantly uses their own vehicles to collect skips from customer sites. Upon collection of a load the skips content will undergo an initial visual inspection to ensure that the load is acceptable. Following the initial inspection, if the load is deemed acceptable by the driver it will be brought to the site.

3.1.4 Once on site the load will be transported over the weighbridge where the transfer documentation will be fully checked to ensure the waste matches the pre-acceptance information received.

3.1.5 The loads will undergo a further inspection upon arrival and when being tipped at the site. Any wastes identified during these inspections which do not conform to site acceptance criteria will not be accepted and removed/quarantined immediately to await safe removal

from site. The EA will be contacted (where necessary) if the non-conforming waste discovered is likely to lead to a breach of permit conditions or a potential risk of combustion.

3.1.6 If loads are heavily contaminated with non-conforming waste the load will be rejected.

3.2 Combustible Waste Reception

3.2.1 The main combustible waste types accepted at the site include the following EWC codes:

- Mixed municipal waste – 20 03 01
- Plastic – 17 02 03 / 20 01 39
- Wood / green waste – 17 02 01 / 20 01 38
- Paper / cardboard – 19 02 01 / 20 01 01
- Mixed metals – 17 04 07 / 20 01 40
- Plasterboard – 17 08 02

3.2.2 Unless source segregated waste will be tipped in the mixed waste reception area (AREA 1). Material will comprise of a mixture of skip wastes similar to those EWC codes outlined above, from HCI premises. The operator will also accept construction, demolition and excavation (CDE) waste which is not combustible.

3.3 Combustible Waste Treatment

3.3.1 Following acceptance, mixed waste is tipped in the main waste reception, inspection and sorting area comprising of a stockpile against a two-sided concrete bay adjacent to the waste transfer and treatment building including the hopper to the picking line (AREA 1). Following tipping the waste is subject to the following:

a) Tipped waste will undergo an inspection to remove any non-conforming material (if any) which is picked out and immediately quarantined for removal from site.
b) Once any non-conforming material has been removed, the bulkier items will be removed by a grab.

c) Plasterboard typically arrives already segregated from waste loads, however, if any is identified during sorting / separation it will be handpicked and stored in a dedicated plasterboard storage container which will be located in AREA 8 or 9.

d) Following the above, the remaining waste stored in AREA 1 will comprise of wastes to undergo further sorting and separation via the trommel and picking line. Waste will be placed directly into the hopper of the plant from AREA 1.

e) Waste will be transferred through the trommel with <40mm screened fines being deposited in a freestanding stockpile outside the waste transfer and treatment building (AREA 2).

f) The other wastes continue via a conveyor belt over a two-bay picking line where recyclables are handpicked and deposited into containers beneath the picking station.

g) Following the picking line there is an overband magnet to separate any ferrous metals from the remaining waste, these are deposited into a container beneath the conveyor (AREA 5). Waste then continues to pass through a density separator (blower) which blows the lighter fractions of residual waste into a container (AREA 6).

h) Following the above the remaining wastes should be heavier items consisting of inert CDE waste (stone, concrete hardcore). This material falls off the end of the conveyor into a freestanding stockpile (AREA 7).

i) Once the wastes stored beneath the picking line reach maximum capacity they are bulked for storage in larger containers in the yard of the site (AREA 8 & 9) prior to removal.

j) Wood is stored in a three-sided concrete bay in the yard (AREA 10).

4 Managing Waste Storage to Prevent Self-Combustion and the Fire Spreading

4.1 General

4.1.1 All waste stored on site will comply with Section 9.1 of the EA's FPP guidance, reference should be made to Drawing No. 2895-THR-03 Site Layout & Fire Plan for details of waste stored and the indicative storage locations on site.

4.1.2 The operator will minimise pile sizes and waste storage time where possible. The maximum time combustible waste will be stored on site is four weeks, which is significantly shorter than that outlined in the FPP guidance reducing the chance of internal heating causing combustion. Maximum storage durations for each waste type are illustrated in Table 4.1 and on Drawing No. 2895-THR-03.

4.2 Waste Storage Table

4.2.1 Table 4.1 details the maximum quantity, location and duration for all wastes stored on site. This ensures all piles are stored in accordance with Section 9.1 of the FPP guidance.

4.2.2 The storage table has been based on the maximum volumes of waste the site could store at any one time, and non-combustible waste types are highlighted blue.

4.2.3 All waste stored in bays will be stored with a minimum 1m freeboard from the maximum height of the bay walls. Containers used for waste storage will not be overfilled to prevent any potential release or escape of waste.

4.2.4 The operator manages the site in accordance with a first in first out principal ensuring waste is not stored for longer than the maximum durations outlined in Table 4.1.

Table 4.1 – Waste Storage Table

Storage Area Details											
Plan Ref	Description	Storage type	Containment	Height / width of firewall (m)	Max width of pile (m)	Max length of pile (m)	Max height of pile (m)	Approx. area (m2)	Conversion factor used	Approx. volume (m3)	Max storage time
AREA 1	Mixed waste reception (tipping), inspection and sorting area	Free-standing (unprocessed)	Stockpile against 2-sided concrete bay	3 / 0.6	14	9.4	2	90	0.75	135	<72 hours
AREA 2	<40mm screened fines	Free-standing (processed)	Freestanding stockpile in the external yard	n/a	7.2	7.8	3	56	0.333	56	<72 hours
AREA 3	Residual waste	Container (processed)	8-cubic yard container in waste transfer building	n/a	1.8	3.4	1.3	6	1	8	<72 hours
AREA 4	Wood	Container (processed)	As above	n/a	1.8	3.4	1.3	6	1	8	<72 hours
AREA 5	Ferrous metal	Container (processed)	As above	n/a	1.8	3.4	1.3	6	1	8	<72 hours
AREA 6	Lights (>75mm)	Container (processed)	As above	n/a	1.8	3.4	1.3	6	1	8	<72 hours
AREA 7	Oversize concrete, hardcore and stone from the recycling plant	Free-standing (processed)	Free-standing stockpile in waste transfer building	n/a	4	3.7	3	15	0.333	15	<72 hours
AREA 8	Hand sorted recyclables i.e. plastic, cardboard, metal, greenwaste, plasterboard etc contents in each container may vary	Containers (processed)	40-cubic yard container(s)	n/a	2.5	6	2.62	15	1	40 per container 120 total (3 containers)	<4 weeks
AREA 9	Hand sorted recyclables i.e. plastic, cardboard, metal, greenwaste etc contents in each container may vary	Containers (processed)	As above	n/a	2.5	6	2.62	15	1	40 per container 280 total (7 containers)	<4 weeks
AREA 10	Wood	Free-standing (processed)	Free-standing stockpile against three-sided concrete bay	3 / 0.6	11.6	17.8	2	206	0.75	310	<4 weeks
AREA 11	Soils & hardcore	Free-standing (processed)	Free-standing stockpile	n/a	7	15	3	105	0.333	105	<6 months
AREA 12	Mixed inert and soils	Free-standing (processed)	Free-standing stockpile against three-sided concrete bay	3 / 0.6	7	5.6	2	39	0.75	59	<6 months
AREA 13	Stone, concrete and hardcore	Free-standing (processed)	As above	3 / 0.6	3.4	6	2	20	0.75	30	<6 months
AREA 14	<40mm screened fines (overflow from AREA 2)	Free-standing (processed)	Free-standing stockpile against three-sided concrete bay	3 / 0.6	11.7	5.8	2	68	0.75	102	<6 months

4.3 Conversion Factors

4.3.1 The following conversion factors for calculating waste pile sizes are set out below.

Table 4.2 – Conversion Factors

Conversion Factors
Conversion factors for waste piles are worked out using the following methods set out by the Environment Agency
The maximum length width pile is based on the largest dimension – the volume of the pile has been calculated using the area x height x relevant conversion factor
Conversion of 1 for materials stored within containers, area of storage in stackable containers and waste/bale stacks
Conversion of 0.75 for waste stored within a bay comprising volume of rectangle + pyramid
Conversion of 0.3333 for waste stored in a free-standing stockpile
All containers can be moved and are accessible from one side so a fire can be extinguished

4.4 Removal of Waste

4.4.1 The operator will ensure more than one contract is set up with a destination site that can take their recycled / sorted waste to prevent a backlog building up on site.

4.4.2 Each waste storage area is inspected throughout the day by operational staff and in the event of a fire has suitable techniques shown in various sections of this FPP to ensure any fire could be extinguished within the limitations set out in the FPP guidance.

4.4.3 All waste material will be stored in its largest form on site.

4.5 Storage / Monitoring Procedures (free standing piles)

4.5.1 Table 4.3 overleaf details combustible waste stored in free-standing piles on site and the procedures and measures implemented to reduce the risk of the waste combusting. It must be noted AREAS 7, 11, 12 and 13 are not included in the table as they are not combustible wastes.

Table 4.3 – Combustible waste storage/monitoring table (freestanding waste piles)

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
AREA 1 Mixed waste reception (tipping), inspection and sorting area	• AREA 1 is the waste reception (tipping), inspection and sorting area where mixed waste is deposited upon arrival to the site. • Waste is stored in the waste reception area for <72 hours significantly reducing the potential for self-combustion. Any non-conforming items likely to increase the risk of self-combustion i.e. batteries will have been removed during the initial hand sorting / inspection process. • Waste is stored in a free-standing stockpile against two concrete walls, the quantity of waste stored in AREA 1 is significantly smaller than the maximum quantities detailed in the FPP guidance. • Waste will be stockpiled with a 1m freeboard from the height of the wall. • Waste in AREA 1 has not undergone any mechanical processing that is likely to raise the temperature of the waste. • Waste will be tipped at right hand side of the stockpile and extracted from the left in an anticlockwise formation ensuring the first in first out principle applies. • Waste piles are visually monitored throughout the day by site operatives and trained personnel who will be trained via toolbox talks in recognition of a fire. • In addition to visual monitoring throughout the day by site operatives, CCTV is located within the building providing coverage of all waste storage / processing areas for out-of-hours monitoring. • A full deep clean of the waste storage areas will take place every 12 weeks to ensure there are no contrary items of waste which have been stored longer than necessary. • All site staff will be given instructions and advised of the importance of stock rotation as part of their training. • It is considered that automated fire detection will not be required as 30 minutes before the site shuts down, the temperature of the waste stored in AREA 1 will be checked using a mixture of a thermal gun and temperature probe. If a high temperature i.e. anything above 750 is recorded (with 350 – 550) being the norm, the waste will be dragged into the quarantine area and doused immediately. Staff would remain on site until it has been deemed safe to leave by site management. • Due to the above it is considered no further storage or monitoring is required.
AREA 10 Wood	• AREA 10 will comprise of a three-sided concrete storage bay in the yard for the storage of processed/separated wood from the waste transfer and treatment building. • Wastes will be stored with a 1m freeboard from the top of the bay wall. All bays are open at the front meaning there is access available at all times in the event of a fire. • Waste will be stored in AREA 10 for <4 weeks. • To comply fully with the FPP guidance, the entire pile will be cleared and deep cleaned every 12 weeks prevent any build-up of residual material. • As the wood has been separated from mixed loads, waste stored in AREA 10 is unlikely to contain any material which is likely to cause combustion i.e. a hot load or lithium battery.

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
	• Waste piles are visually monitored throughout the day by site operatives and trained personnel who will be trained via toolbox talks in recognition of a fire. • In addition to visual monitoring throughout the day by site operatives, CCTV is located on site covering all waste storage / processing areas for out-of-hours monitoring. • Due to the above it is considered no further storage or monitoring is required.

4.6 Storage / Monitoring Procedures (containers)

4.6.1 Table 4.4 below details the waste types which are stored in containers on site.

Table 4.4 – Combustible waste storage/monitoring table (containers)

Pile Ref:	Storage/monitoring procedures to reduce the risk of fire
AREA 3 Residual waste AREA 4 Wood AREA 5 Ferrous metal AREA 6 Lights (>75mm)	• Wastes stored in AREAS 3 – 6 all comprise of separated recyclables from the picking line / mechanical processing. • Waste types will consist of residual waste, wood, ferrous metal that has been separated by the overband magnet and lights (>75mm) separated via the blower. • Each container will be stored for <72 hours before being moved for storage and bulked in other areas of the site. • All containers are stored on the ground and replaced by empty containers once full. • The waste in containers has been sorted so unlikely to contain any hot loads or incompatible waste which could lead to a spark or overheating causing a fire. • All these areas are located within the waste transfer and treatment building, providing shelter from direct sunlight and minimising the potential increased risk of combustion as a result. • The containers are accessible from at least on side and from the top in the event of a fire occurring in the container to allow access for firefighting. • Waste will not exceed the height of the containers. • In the event of a fire breaking out in one of the containers, all can be dragged into the quarantine area by mobile plant to reduce the spread i.e. to another container or adjacent waste piles. • Waste can be visually monitored 24/7 throughout the day by site operatives and by CCTV out-of-operational hours. • In terms of moving the waste in a fire incident, site management or the FRS will decide on the best course of action from a practical and safety point of view. • Due to the above it is considered no further storage or monitoring is required.

AREAS 8 & 9 Hand sorted recyclables i.e. plastic, cardboard, metal, greenwaste etc the contents in each container may vary	• AREAS 8 & 9 comprises of multiple containers storing hand sorted and separated recyclables from the incoming waste stockpile (AREA 1) and waste transfer and treatment building. • Waste will be stored in containers in AREAS 8 & 9 for <4 weeks. • In prolonged periods of hot weather and increased temperatures, containers may be covered to prevent the heating of material from direct sunlight. • The waste in containers has been sorted so unlikely to contain any hot loads or incompatible waste which could lead to a spark or overheating causing a fire. • The containers are accessible from at least on side and from the top in the event of a fire occurring in the container to allow access for firefighting. • Waste will not exceed the height of the containers. • In the event of a fire breaking out in one of the containers, all can be dragged into the quarantine area by mobile plant to reduce the spread i.e. to another container or adjacent waste piles. • Waste can be visually monitored 24/7 throughout the day by site operatives and by CCTV out-of-operational hours. • In terms of moving the waste in a fire incident, site management or the FRS will decide on the best course of action from a practical and safety point of view. • Due to the above it is considered no further storage or monitoring is required.

4.6.2 There is no firewall or 6m separation distance in place between individual containers stored in AREAS 8 & 9, these areas are considered to have a low-risk of combustion due to the following:

a) Wastes have been processed / separated and there is negligible risk of waste stored containing contravening waste increasing risk of self-combustion i.e. batteries.
b) All containers are accessible from at least one side, in the event of a fire the adjacent containers within 6m of the burning waste would be moved to the quarantine area.
c) The confines of the container will act as a temporary fire break to allow adjacent containers to be moved to the quarantine area.

4.7 Fire Walls and Bays

4.7.1 The concrete firewalls used to separate combustible waste on site are constructed to the BS8110 Pt2 'Structural use of concrete Part 2 Code of practice for special circumstances' and BSEN1992-1-2 'Design of concrete structures. General rules. Structural fire design'.

In accordance with BSEN1992, the fire resistance of concrete structures over 100mm will have a fire resistance of 1200°C for 4 hours. This means the fire walls:

a) Reduce the need for 6m separation distances between different waste piles; and
b) Reduce the need to provide a 6m separation from the waste and permit or site boundary.

4.7.2 Table 4.5 details the type of wall and demonstrates their properties to:

a) resist fire (both radiative heat and flaming); and,
b) have a fire resistance period of at least 120 minutes to allow waste to be isolated and to enable a fire to be extinguished within 4 hours.

Table 4.5 – Fire wall details and specifications

Firewall type	Width	Site location / use	Specification
Concrete legato block walls	0.6m	External bays and surrounding fire walls including the waste transfer and treatment building	Class A under EN 13501-1:2007+1:20009: Fire classification of construction products and building elements. Classification using test data from reaction to fire tests: concrete structures over 100mm will have a fire resistance of 1200°C for 4 hours.

4.7.3 Walls are checked throughout the day by staff and recorded on weekly inspections, if any gaps or damage to the walls are present which could compromise their integrity will be repaired and sealed as soon as practically possible.

4.7.4 All waste stored against fire walls will have a suitable freeboard of at least 1m but it is not possible to scientifically calculate the flame height as each waste pile is different and could contain a number of different sizes/grades of waste leading to a lesser or greater flame height.

4.8 External heating from hot weather

4.8.1 It is considered that the risk of external heating from hot weather is low, other than separated wood, combustible waste stored externally is in containers and has been processed. Any non-conforming waste which increases the risk of self-combustion i.e. batteries will have been removed during the sorting and separation process.

4.8.2 Other waste stored in external bays will largely consist of inert construction & demolition waste (soil, stones, concrete, hardcore) which is not considered sensitive to external heating from hot weather.

4.8.3 To reduce the risk of self-combustion from external heating, the site will deploy the following measures:

a) In the event of a drought period i.e. three hot days where weather conditions would exceed 250^{o}C / 750F, which the operator would know in advance via the Met Office, the monitoring frequency of these piles will be increased to at least three times every 12 hours per day and the piles would undergo additional dousing using hoses.
b) The piles can be easily supressed using hoses in the event of early fire detection i.e. smoke, steam, flames.
c) No combustible waste is stored for longer than 2 weeks and therefore in accordance with FPP guidance, due to this, no monitoring i.e. temperature checks, thermal probes are considered necessary. The operator would only look to deploy the use of thermal imaging cameras / probing would be in extenuating circumstances i.e. closure of destination sites, transport failures, staff illness where the waste could be stored excessively i.e. up to 12 weeks. This would occur only on very rare occasions, and the EA would be contacted in this scenario.

4.9 Stock Rotation and Seasonal Variations

4.9.1 Details of stock rotation are clearly shown in Sections 4.5– 4.6 for all wastes which are stored and processed on site.

4.9.2 In the event of destination site closures or seasonal demands for wastes leading to a longer storage duration, the operator can divert incoming waste and send stored waste to alternative site's using the EAs public register for alternative sites who could take this material, or they would contact the destination sites where waste from the site will be sent.

5 Site Inspection Programme

5.1 Site Checks

5.1.1 Site management are responsible for staff and contractors carrying out fire watches including daily site walks for checking drainage systems, security measures, out-of-hours plant (hot exhausts) and waste storage areas. Site management can reference the Inspection Checklists shown in Appendix II but may use internal check sheets.

5.1.2 Weekly inspections of firefighting equipment also take place to ensure they are fit for purpose and there are sufficient quantities available on site.

5.1.3 The fire watches/site inspections will take place regularly throughout the day when plant is idle but recorded at least once at the end of the working day before the site closes to ensure the risk of a potential fire has been reduced.

5.1.4 Carrying out the above checks will keep the levels of dust, fibre, paper and other loose combustible materials, which could aid in the acceleration of a fire, on site surfaces to a minimum and ensure all containment of wastes on site are functioning effectively in accordance with the storage limitations provided in the table on Drawing No. 2895-THR-03.

5.2 Staff Training

5.2.1 Operational staff will be subject to site inductions which includes basic fire emergency procedures provided by site management or the TCM. If necessary, a third-party fire consultant will be contacted to carry out additional training.

5.2.2 A full test (drill) of the procedures in this document will be carried out every 12 months to test that the plan works. The first test will take place within one month of the agreement of this document with the EA. The outcome and any follow up training for

staff will be documented in the site diary and relevant forms in the EMS. The Inspection Checklists may also be used during the drill.

5.3 Toolbox Talks

5.3.1 All operational staff on site have received fire awareness training / toolbox talks off trained staff i.e. the operations, site or technically competence manager on their staff induction to detect early signs of fire and to minimise the chance of a fire breaking out in order to meet the three objectives.

6 Quarantine Area

6.1 Quarantine Area Details

6.1.1 In accordance with the EA's FPP guidance an area of the site has been designated as the quarantine area. The location of the quarantine area is illustrated on Drawing No. 2895-THR-03, which is accessible at all times. The quarantine area is situated in the central area of the yard and has a 6m buffer from all waste storage and operational areas including the permit boundary.

6.1.2 It is considered the largest combustible waste pile is AREA 10 comprising of the separated wood storage bay. If this area was at maximum capacity, the volume of waste stored would equate to approximately 310m^3, meaning the quarantine area on site would be required to hold 155m^3 of waste material.

6.1.3 The quarantine area proposed measures 125m^2 and has a volume capacity of 155m^3 (if waste was piled 3m high using a 0.333 conversion factor) which is capable of holding more than 50% of the waste in the largest stockpile.

6.1.4 Waste would be moved to the quarantine area using mobile plant available at the site i.e. telehandlers. The out-of-hours storage locations for mobile plant is shown on Drawing No. 2895-THR-03.

6.1.5 In the event of a fire, the quarantine area will be used to either isolate wastes which are smouldering to allow safe dissipation of heat without placing other areas on site at risk of ignition; or, to remove any wastes stored in piles/containers near any material affected by a fire to prevent fire spreading to adjacent piles.

6.1.6 Waste will only be moved to the quarantine area if safe to do so following judgement by site management co-ordinating the fire response procedure or the FRS.

7 Detecting Fires & Response Procedures

7.1 Fire detection procedure (manual)

7.1.1 If a fire is detected or suspected by a member of staff during operational hours, the relevant person will conduct the following procedure report to site management:

a) Raise the fire alarm (if not already done by another staff member) or sound fire alarms/communicate via radio or ring out-of-hours key holders. Timescale for this will be upon detection i.e. seconds
b) Assess the intensity and scale of the fire and make a judgment as to whether the fire can be managed without the requirement for assistance from the emergency services i.e. using the hose or fire extinguishers. This process should take less than 60 seconds. If fire requires further assistance, a call will be logged to the FRS then the procedures in 8.1 followed.
c) Initiate evacuation of staff and visitors on site to the meeting point and instruct delegated person(s) to conduct a roll-call to ensure all site users are accounted for. Timescale variable depending on staff on site – estimated within 5 minutes.
d) If viable and safe, instruct necessary site staff to commence extinguishment. Timescale variable depending on size of fire, suppression can be within minutes if safe to do so.

7.2 Automated/out-of-hours detection

7.2.1 Both all internal and external areas of the site benefit from a 24 hour remotely accessible motion sensor CCTV. The motion sensors will detect any sudden movement i.e. a piece of falling waste, animals, intruders or trespassers. Senior management including the site manager and directors have access to CCTV footage via mobile devices. In the event of motion detection outside of operational hours, senior management will be alerted to their mobile devices by an automated message or call, they will then review the footage and alert the relevant authority if required.

7.2.2 The onsite CCTV was installed and is maintained by a suitably qualified electrician.

7.2.3 The out-of-hours staff are trained in the following to ensure reduce the impact of a fire:

- Mobile plant
- Site drainage and surface water protection measures
- Firefighting equipment

7.2.4 In the event the out-of-hours contacts are unavailable due to sickness or holiday, an alternative member of staff who lives within a reasonably close proximity to the site and is suitably trained will stand in temporarily to ensure out-of-hours procedures are able to be implemented sufficiently.

7.2.5 It is also considered the FRS would be available within 10 minutes to assist the out-of-hours contact in supressing and controlling the fire.

7.2.6 Alternative measures – based on the following, it is considered that the installation of an automated detection system is not required for this facility:

a) Limited quantity and duration of waste stored at the site.
b) The operator and FRS's ability to attend the site within 10 minutes of notification in an incident.
c) Prior to the site closing, the waste is monitored using a thermal gun and probe, staff will not leave the site unattended if a high temperature reading i.e. above 75^0 is discovered.

8 Fire Response Procedures

8.1 Response Procedure

8.1.1 Further to the measures detailed in Section 7, the following procedure would apply in the event of an incident:

a) Call the Fire Response Service (FRS) immediately using 999.
b) Call the EA's Emergency Contact Number.
c) Prior to the FRS arriving, inform all neighbouring premises likely to be affected as a result of the fire in terms of potential road closures, smoke inhalation and action to be taken i.e. stay indoors (see Section 8.3).
d) If not previously informed, senior management of the company will be informed at this point of the details, nature and extent of the fire and whether assistance from staff from other depots is required.
e) Ensure access routes are clear (see Section 8.2).
f) If safe to do so, site management will inspect the location of the fire, to identify immediate risks to surrounding premises and the FRS.
g) Ensure operators of appropriate machinery are standing by in a safe location to help create fire breaks, under the direction of the FRS when they arrive.
h) Ensure relevant site staff are standing by in a safe location to deploy additional surface water protection equipment where required under the direction of the FRS when they arrive (booms, etc.).
i) Site management will identify themselves to the FRS as soon as they arrive on site and will provide them with a copy of this document and update them with relevant information in terms of fire location, possible reason, waste on fire and projected impact which will assist them in dealing with a fire more effectively.
j) Implement pollution control measures) if safe to do so.

8.1.2 In the event of site management being absent from site, the operator will ensure the TCM or a suitably competent deputy is available during operating hours to take command of an incident should one occur.

8.2 Access for Emergency Services

8.2.1 The site has a clear access point for the emergency services as shown on Drawing No. 2895-THR-03. The nearest fire station is Abingdon Fire Station, situated approximately 2.7 miles away on Ock Street and the anticipated response time following a call to the FRS is for them to be on site within <10 minutes.

8.2.2 The width of the surrounding roads and gateway exceeds the minimum required by the FRS which is 3.7m. Site management will also ensure the 3.7m access routes are maintained throughout the working day and before cessation of works during site inspections.

8.3 Notifying Receptors

8.3.1 The contact numbers of key sensitive receptors identified within 1km of the site who could be directly affected in the event of a fire along with the Receptor Plan will be stored within the site office. The numbers/contacts are also shown in the pre-pages of this FPP. Other numbers may be added to this list or existing numbers changed throughout the lifetime of this FPP.

8.3.2 As it isn't feasible to contact all receptors within 1km of the site, in the event of a fire the most sensitive receptors (i.e. receptors within the immediate vicinity of the site) would be contacted by the operator.

9 Suppressing Fires & Firefighting Techniques

9.1 Site-wide Suppression

9.1.1 There is the following suppression measures on site which are indicatively shown on Drawing No. 2895-THR-03:

a) 30m hose reels strategically placed providing coverage to areas storing combustible and flammable materials.
b) Mixture of water, foam, powder and CO_2 fire extinguishers located in close proximity to waste piles.
c) 1,500 litre mobile water bowser.

9.1.2 During normal operational hours, there are numerous members of staff who are fully trained in using mobile plant to assist with firefighting which would include suppression using the above and isolating waste at risk of combusting using mobile plant as shown below.

9.1.3 In addition to the above:

a) The buildings also have strategically placed water, foam and CO2 extinguishers.
b) Out-of-hours plant storage (telehandlers etc) to isolate waste at risk of combusting in the event of a fire.
c) Direct access into the building for external suppression from the FRS (if required).
d) All waste piles stored internally are below the limits shown within the FPP guidance in terms of size and duration reducing the size of a fire.
e) All staff working in the building can operate the hoses and extinguishers.

9.1.4 Mobile plant i.e. excavators, telehandlers will be used to move unburned material / containers of waste to the quarantine area and away from waste that is on fire to prevent it from spreading. The waste on fire which will have been separated will be quenched

using suppression by staff or the FRS. The waste will be kept here until the fire has been extinguished.

9.1.5 The operator could also fill a sealed skip with water and load burning waste into it. Access routes into and out of buildings including out-of-hours plant storage is clearly shown on Drawing No. 2895-THR-03.

9.2 Out-of-hours Suppression

9.2.1 Once alerted to a fire the following procedure will be conducted:

a) Irrespective of whether a company presence is required at the site by the FRS, the out of hours appointed contact (or delegated responsible person) will attend the site to assist in any way possible if safe to do so, under the instruction of the FRS.
b) The site appointed out of hours contact will subsequently contact as many additional members of staff as required.

10 Water Supplies

10.1 General

10.1.1 Section 16 of the EA's FPP mentions the site should have enough water available for firefighting to take place and to manage a worst-case scenario. A worst-case scenario would be the largest waste pile catching fire.

10.1.2 The largest combustible waste pile on site equates to <310m^3 and to extinguish within 3 hours it would require approximately 372,186 litres (372.2m^3) of water requiring a flow of approximately 2,067.7 litres per minute based on the calculation provided in Table 10.1 below.

Table 10.1 - Water supply calculations (Largest Stockpile)

Maximum pile volume in m^3	Water supply needed in litres per minute	Overall water supply needed over 3 hours in litres	Total water available on/off site in litres
310	310 x 6.67 = 2,067.7	2,067.7 x 180	372,186 (372.2m^3)

10.2 On-site water supply

10.2.1 Reference should be made to section 9.1.1 in terms of the water available on site. Although there are not the required 372,186 litres stored on site, the two 1,500 litre mobile water bowsers and 20,000 litre water storage tanks will be used to act as an initial quick method of suppression to prevent a large-scale incident occurring requiring the maximum quantity of water calculated in Table 10.1.

10.2.2 There will also be access to hoses on-site which can be connected to the mains water supply to be used for dousing any hot loads i.e. in the quarantine area or for any small fires which could break out. A standard hose will have a flow of approximately 30/40 l/m if connected to a high-pressure washer.

10.2.3 In addition to the above there are Suitable firefighting equipment i.e., fire extinguishers – foam and CO_2 will be available on areas of the site storing combustible waste and the site office.

10.3 External suppression - Fire Hydrants

10.3.1 In consultation with the FRS, the hydrant within closest proximity to the site is situated approximately 250m from the site access and is located on Thrupp Lane. The location of which is illustrated on Drawing No. 2895-THR-03.

10.3.2 The FRS and water company and both are unable to provide a flow rate for the hydrant on and off-site therefore the following guidance extracted from The Local Government Association (LGA) / Water UK National Guidance Document details the following flow rates which should be considered for this site:

Housing

10.3.3 In order that an adequate supply of water is available for use by the Fire and Rescue Authority in case of fire it is recommended that the water supply infrastructure to residential areas is a minimum of 20 to 35 litres per second through any single hydrant development.

10.3.4 Using the above, the minimum flow rates the hydrant would have would be 1,200l/m and a maximum of 2,100l/m so it is considered the hydrant would be suitable in meeting the required flow rate of 2,067,7l/m.

10.4 Alternative Suppression Methods

10.4.1 As the volume of water required to extinguish the largest stockpile of waste on site exceeds what is available on site and the hydrant is in excess of 100m from the site access, the following alternative measures are considered suitable to assist in extinguishing a fire and meet the three FPP objectives:

a) There will be an ample supply of inert material on site comprising of soils (up to 260 tonnes) which can be used to smother the fire. Material can be accessed easily, collected by a grab and dropped on the fire from height to starve it of oxygen thus reducing the flames and heat of the fire. If this method was used and considered safe, the material would be tested and disposed of at a suitably permitted site.

b) There will be various empty containers and skips on site which can be filled with water to absorb burnt waste.

c) There are 6 fire stations within a 10km radius of the site each having the following:

- Didcot Fire Station - Two rescue engines = 3,600 litres of water
- Rewley Road Fire Station - Three rescue engines = 5,400 litres of water
- Slade Park Fire Station - One rescue engines = 1,800 litres of water
- Whealey Fire Station – One rescue engine and 20,000 litre water carrier = 1,800 litres + 20,000 litres = 28,000 litres
- Wallingford Fire Station - One rescue engine = 1,800 litres of water
- Total = 18,000 litres on the appliances + 20,000 litres on the water carrier which can be re-filled at the hydrant.

10.5 Automated Suppression

10.5.1 There is no automated suppression system for waste stored within the buildings. The main sorting / waste reception shed is completely open at the front providing permanent access to a fire from the external yard. It is considered due to the low quantities of combustible waste stored within the building and that all the waste is sorted the risk of combustion is very low.

11 Managing Fire Water

11.1 Drainage

11.1.1 The drainage arrangements for the site are clearly shown on Drawing No. 2895-THR-03 and the majority of the site surface is impermeable. There is a small section of hardstanding which comprises a freely draining surface, no waste will be stored on the hardstanding and adjacent wastes will all comprise of inert material.

11.1.2 Surface water falls to the centre of the site where there are drainage gullies which transport water to a 15,000-litre underground storage tank outside the permit boundary, water is collected here prior to being tankered to a suitably permitted facility.

11.2 Containment of Fire Water

11.2.1 The boundary of the site is predominantly surrounded by concrete fire walls which will contain water and prevent it from escaping. Areas such as the site entrances which do not have containment will have a firewater containment boom placed across the area in the event of a fire to contain firewater.

11.2.2 As detailed in Section 10.1.2, the largest pile on site would require containment for 372.2m^3 of water in accordance with the FPP guidance. Table 11.1 details there is suitable firewater containment on site for an additional 0.04m^3 of firewater in excess to the maximum amount required.

Table 11.1 - Firewater Containment Calculation

Volume of Water (m^3)	Containment Area (m^2)	Containment Required	Total Containment On Site
372.2	3,600 (sealed concrete pad)	372.2/3,600= 0.10m^3	0.16m firewater containment boom and 3m high concrete boundary walls. >0.04 additional capacity available.

11.3 Fire Water Boom Deployment Procedure

11.3.1 The site will have access to several fire water booms which will be located as shown on Drawing No. 2895-THR-03 and would be deployed in the event of a fire and positioned as per the plan to contain any fire water runoff and prevent firewater from penetrating the hardstanding area of the site. The booms have a 160mm diameter tube each side and using a standard water main i.e. the hose from the site could be filled and provide containment in <5 minutes based on the length of the boom, the volume required and the 15 l/m from the standard hose.

11.3.2 A key member of senior staff will be responsible for arranging the deployment of the fire water boom will be trained in this procedure.

11.3.3 Upon confirmation that a significant volume of water is likely to be required for extinguishing a fire on site, the following deployment procedure for the fire water booms will be observed:

a) Take the boom roll from the site office.
b) Emplace the boom as shown on Drawing No. 2895-THR-03 by rolling the necessary length; they will be cut to size prior to being used as part of the fire drill procedure.
c) Use supplied cable ties to seal the front end of the boom.
d) Using a sharp knife, cut the laid-out section from the remaining roll.
e) Using the Hose Reel, begin filling the first of the two chambers of the boom being sure to elevate the 'fill' end to prevent the water leaving the tube.
f) Once the first chamber is filled, repeat in second chamber ensuring the 'fill' end is kept elevated to prevent escape of water.
g) When both chambers are full the 'fill' end should be sealed using a cable tie thus completing deployment.
h) Typically, one side of the roll would be filled which has a 160mm diameter.

11.3.4 The above process should be completed as above for all lengths of boom shown on Drawing No. 2895-THR-03.

11.3.5 Once deployed, all booms should be regularly checked during a fire event to ensure that they are providing effective containment and that there are no breaches. Secondary/additional lengths of boom can be deployed in addition to the compulsory locations using the same procedure (as above) if deemed necessary.

11.3.6 Fire water boom specification - The boom is the same as those issued by the Agency to the FRS in their 'Grab Packs'. In the grab pack information, it states "*The boom is resistant to most chemicals but may be adversely affected by very aggressive solvents such as acetone*". The site will not accept any waste material containing acetone or any other solvents.

11.3.7 If there is any deviation from the above drainage arrangement, an amended FPP will be submitted for approval by the EA and FRS.

11.4 Removal of Fire Water

11.4.1 Upon successfully extinguishing a fire all standing fire water would be pumped using a hired-in vacuum tanker and deposited to a suitably permitted site.

12 After an Incident

12.1 Contingency Planning

12.1.1 In the event of a fire the site will cease accepting waste. All customers who wish to deliver wastes during a fire will be notified by site admin staff and any who arrive without prior notification will be turned away. If urgent, deliveries will be directed to an alternative waste facility in the borough; details of which can be found on the EA's public register.

12.1.2 No waste will be accepted on site until the post-fire site recovery procedures outlined in the section below have been fully implemented and the site is authorised to re-open for trade and waste acceptance.

12.2 General recovery procedure

12.2.1 When the fire has been successfully dealt with the following actions will take place:

a) All fires will be reported to the EA on the working day that they occur including all steps taken by site staff, management and/or emergency services to deal with the fire.
b) Removal of burnt material to a suitably permitted site.
c) Investigation into the cause of the fire, to ensure it does not reoccur.
d) A review of the FPP and EMS, associated amendments will be implemented.
e) Review of any additional training requirements for site personnel as a result of the incident.
f) All fire extinguishers used to tackle the fire will be serviced and replaced after use.

12.2.2 In addition to the abovementioned procedures, the sections below outline specific procedures following a fire.

12.3 Site Decontamination

12.3.1 Surface water on site will be cleared using the following method:

a) Using a tanker/sucker, all standing fire water should be sucked up and taken off site or stored in a tank/bowser prior to removal off site.
b) Using all available resources, manually clean out the surface drainage system and underground interceptors/drains removing the debris to the pile of fire damaged waste for removal to landfill or permitted site.
c) Using a road sweeper, sweep the yard (damp as required using the bowser) until all ash and clinker has been removed.
d) All debris has now been isolated and all contaminated water holding areas have been cleaned and emptied.
e) Wash the yard down in entirety using clean water or allow a reasonably heavy rain shower to wash the yard down.
f) It is at this stage that site management should decide whether to repeat areas of the clean-up.

12.3.2 If the clean-up operation has been deemed complete and the site is deemed suitable for accepting waste, the site will ensure the following:

a) Account for all consumables that have been used in the fire and re-order / replace immediately.
b) Restack, and re-locate all items used for the surface water protection during the fire to their storage locations ready for future deployment.
c) Check monthly that items are still present and correct and still serviceable for use in an emergency.

12.3.3 The operator will liaise with the EA throughout the event ensuring they are satisfied with the clean-up programme and notify the operator when the site can begin accepting waste again onto site.

12.3.4 Due to the nature of the site's customers, there are no regular waste contracts which need to be dealt with if the site is closed for a period due to any incidents.

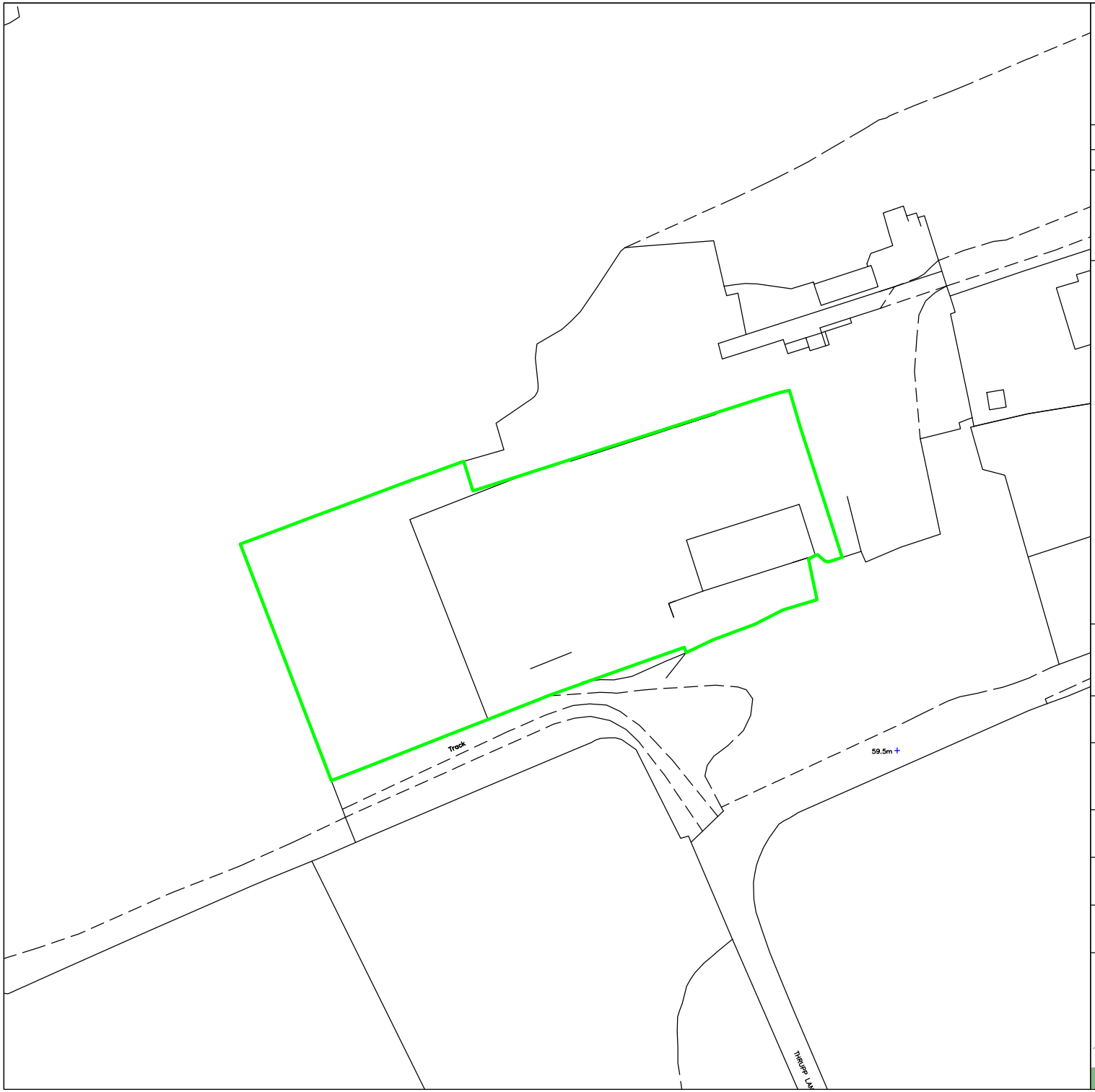
12.4 Post Fire Site Recovery

12.4.1 If a recovery procedure is required, the operator would instigate the following procedures:

a) Remove damaged material to a permitted facility that can deal with it legally.
b) Ask engineers to carry out repairs on any plant, vehicles and/or infrastructure.
c) Assist the FRS with the fire investigation and where necessary engage the advice from a professional fire consultant.
d) Review the FPP procedures and improve upon those which were found deficient.
e) Review training requirements for staff.
f) Assess whether further preventative measure could be implemented.
g) Ensure all fire equipment, where used, is replenished.
h) Remove fire water to a permitted facility for disposal.

Appendix I

Drawings



NOTES

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	08.12.25	EG	Initial drawing

KEY:

Existing permit boundary

Proposed extension area

N

Scale Bar (1:1,250)

0 10 20 30 40 50m

TITLE:

PERMIT BOUNDARY PLAN

CLIENT:

Oxford Skip Hire Ltd

PROJECT/SITE:

The Former Coal Yard, Thrupp Lane, Abingdon, Oxfordshire, OX14 3NG

SCALE @ A4:	CLIENT NO:	JOB NO:
1:1,250	2895	015

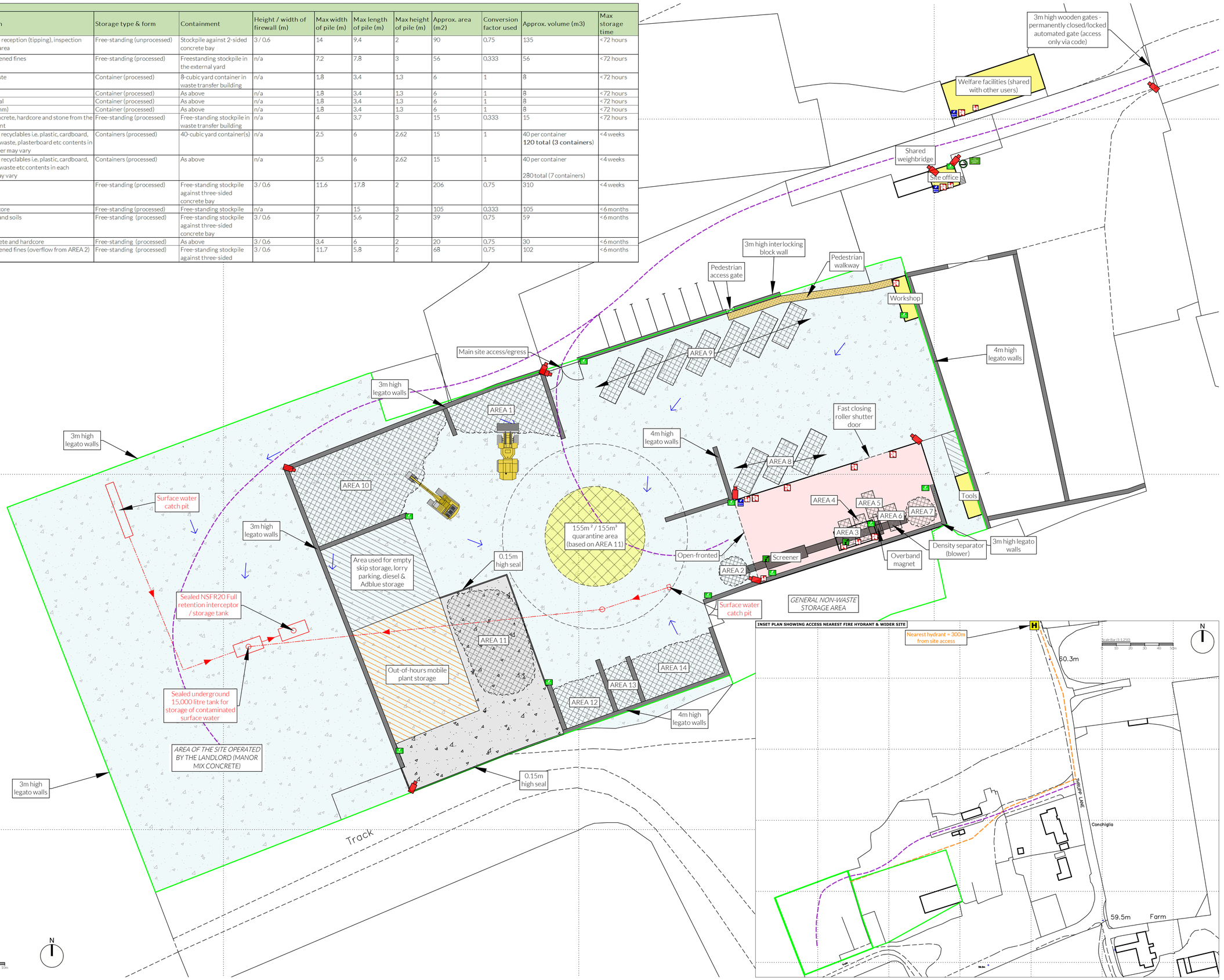
DRAWING NO:	REV:	STATUS:
2895-THR-02	-	Issued

DATE:	DRAWN:	CHECKED:
08.12.25	EG	CP

Oaktree Environmental

Waste, Planning & Environmental Consultants

Storage Area Details											
Plan Ref	Description	Storage type & form	Containment	Height / width of firewall (m)	Max width of pile (m)	Max length of pile (m)	Max height of pile (m)	Approx. area (m2)	Conversion factor used	Approx. volume (m3)	Max storage time
AREA 1	Mixed waste reception (tipping), inspection and sorting area	Free-standing (unprocessed)	Stockpile against 2-sided concrete bay	3 / 0.6	14	9.4	2	90	0.75	135	<72 hours
AREA 2	<40mm screened fines	Free-standing (processed)	Freestanding stockpile in the external yard	n/a	7.2	7.8	3	56	0.333	56	<72 hours
AREA 3	Residual waste	Container (processed)	8-cubic yard container in waste transfer building	n/a	1.8	3.4	1.3	6	1	8	<72 hours
AREA 4	Wood	Container (processed)	As above	n/a	1.8	3.4	1.3	6	1	8	<72 hours
AREA 5	Ferrous metal	Container (processed)	As above	n/a	1.8	3.4	1.3	6	1	8	<72 hours
AREA 6	Lights (>75mm)	Container (processed)	As above	n/a	1.8	3.4	1.3	6	1	8	<72 hours
AREA 7	Oversize concrete, hardcore and stone from the recycling plant	Free-standing (processed)	Free-standing stockpile in waste transfer building	n/a	4	3.7	3	15	0.333	15	<72 hours
AREA 8	Hand sorted recyclables i.e. plastic, cardboard, metal, greenwaste, plasterboard etc contents in each container may vary	Containers (processed)	40-cubic yard container(s)	n/a	2.5	6	2.62	15	1	40 per container **120 total (3 containers)**	<4 weeks
AREA 9	Hand sorted recyclables i.e. plastic, cardboard, metal, greenwaste etc contents in each container may vary	Containers (processed)	As above	n/a	2.5	6	2.62	15	1	40 per container 280 total (7 containers)	<4 weeks
AREA 10	Wood	Free-standing (processed)	Free-standing stockpile against three-sided concrete bay	3 / 0.6	11.6	17.8	2	206	0.75	310	<4 weeks
AREA 11	Soils & hardcore	Free-standing (processed)	Free-standing stockpile	n/a	7	15	3	105	0.333	105	<6 months
AREA 12	Mixed inert and soils	Free-standing (processed)	Free-standing stockpile against three-sided concrete bay	3 / 0.6	7	5.6	2	39	0.75	59	<6 months
AREA 13	Stone, concrete and hardcore	Free-standing (processed)	As above	3 / 0.6	3.4	6	2	20	0.75	30	<6 months
AREA 14	<40mm screened fines (overflow from AREA 2)	Free-standing (processed)	Free-standing stockpile against three-sided	3 / 0.6	11.7	5.8	2	68	0.75	102	<6 months



NOTES

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	08.12.25	CP	Initial drawing

KEY:

- Permit boundary
- Waste storage areas
- Non-waste storage areas
- Waste recycling / storage buildings (impermeable surface with sealed drainage)
- Other buildings i.e. workshops/offices
- Impermeable surface with sealed drainage
- Hardstanding areas
- Quarantine area
- Contaminated surface water drainage
- Surface water fall direction
- Gully
- Manhole / access chamber
- Mains water
- Designated smoking area
- Firefighting equipment/extinguishers (indicative locations)
- Fire alarms (indicative locations)
- Spill kits (indicative locations)
- Plant shut off
- Access route for emergency services
- Fire hydrant
- Fire assembly point
- Pan,tilt & zone cameras with 360° & 50m coverage
- Out-of-hours plant storage

TITLE: SITE LAYOUT & FIRE PLAN

CLIENT: Oxford Skip Hire Ltd

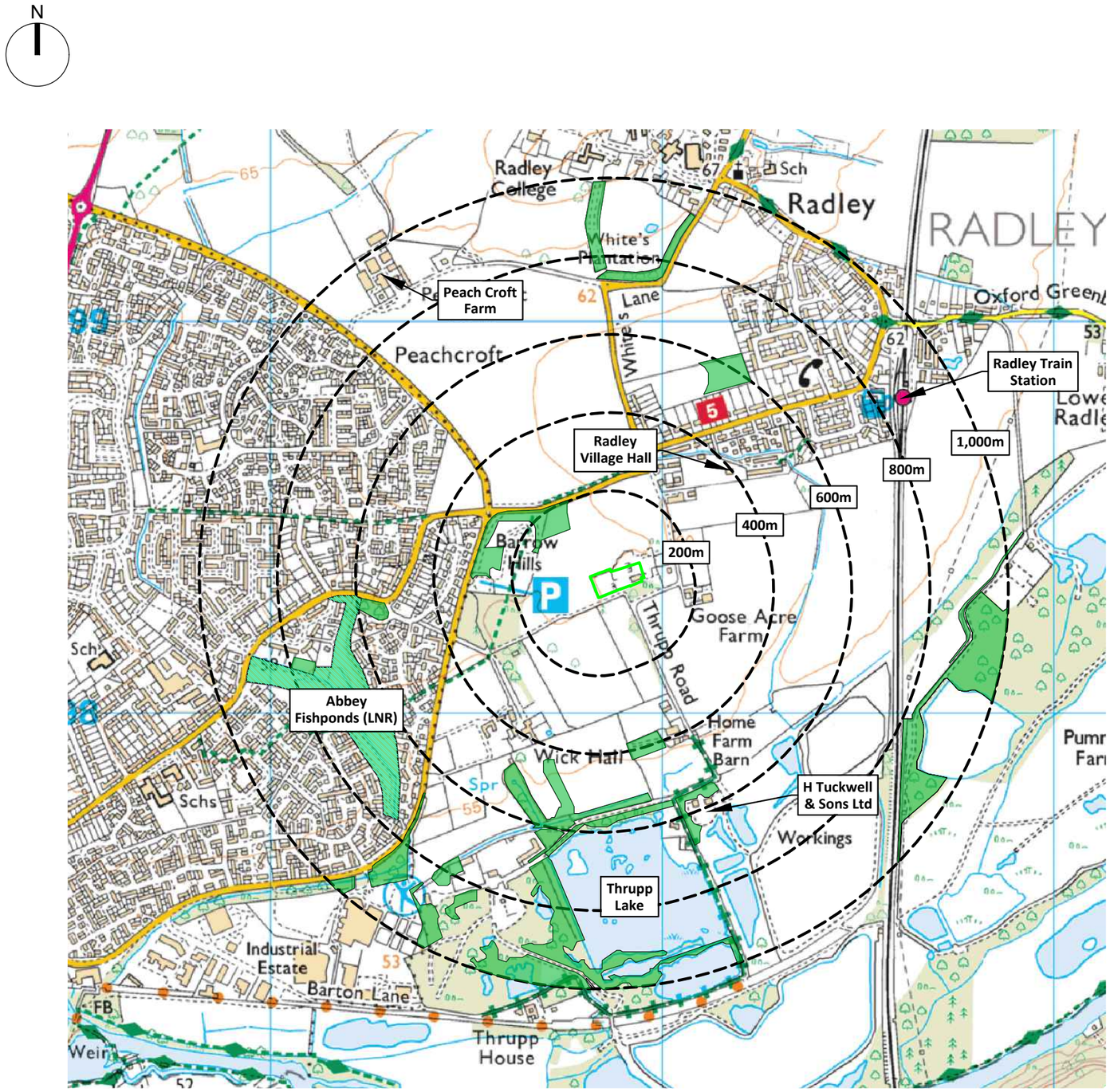
PROJECT/SITE: The Former Coal Yard, Thrupp Lane, Abingdon, Oxford OX14 3NG

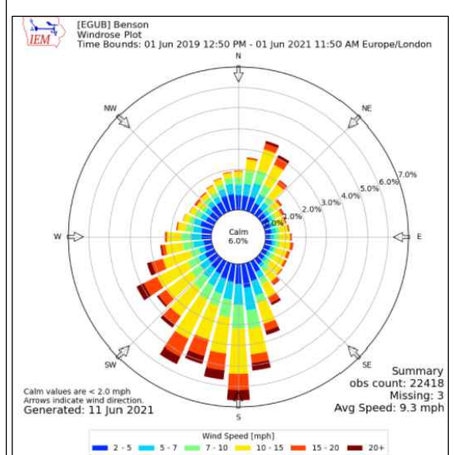
SCALE @ A1:	CLIENT NO:	JOB NO:
1:250	2895	015
DRAWING NO:	REV:	STATUS:
2895-THR-03	-	Issued
DATE:	DRAWN:	CHECKED:
08.12.25	CP	OSH

Oaktree Environmental
Waste, Planning & Environmental Consultants

KEY:

- Permit boundary
- Surface water body (pond / pool / lake)
- Stream, river, beck
- Buildings includes Agricultural, industry, commerce and retail - could also include small houses)
- Residential blocks
- Class A roads
- Class B roads
- Class C roads
- Priority Habitat - Deciduous Woodland
- Local Nature Reserve (Abbey Fishponds)
- Schools including primary, high, colleges and Universities
- Care homes
- Places of worship
- Fire hydrants (indicative)





Compass Wind Rose for Benson (nr. Wallingford)
(EGCC) Period 2019-2021
- source: Iowa State University

Scale Bar (1:12,500)

0 km 500 m 1 km

NOTES

1. Boundaries are shown indicatively.
2. Wind rose data shows the prevailing wind direction to be Southerly.

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	17.06.21	CP	Initial drawing
A	08.12.25	EG	Permit variation

KEY:

- Permit boundary

TITLE:
RECEPTOR PLAN

CLIENT:
Oxford Skip Hire Ltd

PROJECT/SITE:
The Former Coal Yard, Thrupp Lane, Abingdon, Oxfordshire, OX14 3NG

SCALE @ A3:	CLIENT NO:	JOB NO:
1:12,500	2895	015
DRAWING NO:	REV:	STATUS:
2895-THR-04	A	Issued
DATE:	DRAWN:	CHECKED:
08.12.25	CP	--

Oaktree Environmental
Waste, Planning & Environmental Consultants

Appendix II

Record Keeping Forms

OXFORD SKIP HIRE LTD
SITE INSPECTION FORM – THR/RF/4

WEEK STARTING									
TYPE OF INSPECTION		FREQ	DAY						
			M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD		WEEKLY							
SECURITY - GATES		WEEKLY							
SECURITY - FENCING		WEEKLY							
SITE ROADS (CLEAR FROM HAZARDS)		DAILY							
WATER DRAINING (FUNCTIONING)		DAILY							
WASTE CONTAINERS		DAILY							
WASTE STORAGE LIMITS	SOILS	WEEKLY							
WASTE STORAGE LIMITS	HARDCORE	WEEKLY							
WASTE STORAGE LIMITS	OTHER	WEEKLY							
REJECTED WASTE TYPES / STORAGE		WEEKLY							
NOISE LEVELS		DAILY							
FIRES (ANY INCIDENTS REPORTED)		DAILY							
NO SMOKING SIGNS IN PLACE		MONTHLY							
SPILLAGES & ABSORBENTS		DAILY							
FUEL TANK/BUND INTEGRITY		WEEKLY							
LITTER		DAILY							
DUST		DAILY							
ODOUR		DAILY							
VERMIN		DAILY							
RECORDS		WEEKLY							
COMPLAINTS RECEIVED		AS REQUIRED							
OTHER (SEE NOTES BELOW)		AS REQUIRED							
INSPECTION CARRIED OUT BY									

NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):			
CHECKED BY		SIGNATURE	
POSITION		DATE	
Sheet		*of*	

OXFORD SKIP HIRE LTD
PREVENTATIVE MAINTENANCE CHECKLIST

CHECKED BY	POSITION
DATE	DATE OF LAST CHECKLIST

	EQUIPMENT ITEM					
OFFICIAL MAINTENANCE CHECK REQUIRED (Y/N)						
IF NO, DATE OF LAST CHECK						
IF YES, DATE OF NEXT CHECK						
IS ITEM IN CORRECT WORKING ORDER						
LEAKAGES OF OIL/DIESEL ON MOBILE PLANT / VEHICLES						
IF NO, WHAT REPAIRS ARE REQUIRED (USE SEPARATE SHEET IF REQUIRED)						
WERE REPAIRS DETAILED ON THE LAST CHECKLIST						
IF YES, HAVE THEY BEEN CARRIED OUT						
ADDITIONAL REPAIRS OR ACTIONS REQUIRED						

OXFORD SKIP HIRE LTD - EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW

EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW

EMPLOYEE				DATE COMPLETED			
POSITION				REVIEW DUE			
TRAINER				OUTCOME	PASSED		
POSITION					FURTHER TRAINING REQUIRED		
CARRIED OUT /SIGN OFF >	Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER		Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER
ENVIRONMENTAL PERMIT				FIRE PREVENTION PLAN			
MANAGEMENT SYSTEM				FIRE SAFETY			
SITE RULES				EMERGENCY PROCEDURES			
RECORD KEEPING / TRANSFER NOTES				STORAGE /PILE SIZE LIMITS			
RECOGNITION OF WASTE TYPES				STORAGE DURATION			
SECURITY				FIRE DETECTION			
VEHICLE CHECKS				FIRE ALARMS			
PLANT OPERATION				FIRE FIGHTING EQUIPMENT			
PLANT CHECKS				FIRE WATER CONTAINMENT MEASURES			
AMENITY - LITTER, ODOUR, PESTS etc.				SPILL CLEARANCE			
NOTES AND ACTIONS:							