# FIRE PREVENTION PLAN

Four Acre Farm, South Fen Road, Bourne, Lincolnshire PE10 0DL

**M G Skip Hire & Recycling Limited**

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|---|---|---|---|---|---|
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# Document History:

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| 1.0 | 04/08/2017 | RS | -- | Internal draft |
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THIS DOCUMENT IS DUE FOR REVIEW IN **JUNE 2027** OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER.

# CONTENTS

# List of Appendices:

**Appendix I - Drawings**

Drawing No. FAF/0994/03 – Site Layout & Fire Plan

Drawing No. FAF/0994/04 – Receptors Plan

**Appendix II - Record Keeping Forms**

Inspection Checklists

Preventative Maintenance Checklist

Employee Training Needs Assessment / Review

(**Forms used as a guide; operator may use internal forms based on the information provided)**

# List of Tables

# Site Information & Key Contacts List

| | | | |
|---|---|---|---|
| **Site Address:** | Four Acre Farm, South Fen Road, Bourne, Lincolnshire PE10 0DL | | |
| **Site Operator:** | M G Skip Hire & Recycling Limited | **National Grid Ref:** | TF 11037 19299 |

| CONTACT | DESCRIPTION | OFFICE HOURS | OUT OF HOURS |
|---|---|---|---|
| Martin Gamble | Director and Site Manager | 01778 426565 | 07836 587332 |
| **Peterborough City Hospital** Edith Cavell Campus, Bretton Gate, Peterborough, PE3 9GZ | Local NHS Hospital (Main) | 01733 678000 | 999 |
| | Accident & Emergency (A&E) | 999 | 999 |
| **Bourne Health Centre** St. Gilbert's Rd, Bourne, PE10 9XA | Local Doctor Surgery (GP) | 01778 394185 | 999/112 |
| **Lincolnshire Police** Bourne Police Station, 52 West St, Bourne, PE10 9PD | Local Police Non-Emergency | 01522 532222 | 999 or 112 |
| | Police Emergency | 999 or 112 | 999 or 112 |
| **Lincolnshire Fire & Rescue Service** Bourne Fire Station, South Street, Bourne, PE10 9LY | Fire and Rescue Service (in Emergency Dial 999) | 01778 426003 / 999 | 999 |
| **Environment Agency** | Environmental Regulator | 03708 506 506 | 0800 80 70 60 |
| **Lincolnshire County Council** 38 North Street, Stamford, PE9 2YN | Local Council General Enquiries | 01522 782 333 | 999 or 112 |
| | Environmental Health Department | 01522 782 333 | 999 or 112 |
| **Anglian Water** | Mains water supplier | 01522 341000 | 03457 145 145 |
| **Oaktree Environmental Ltd** Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ | Specialist Advisor (Waste and Planning Issues) | 01606 558833 | N/A |

# KEY RECEPTOR CONTACT LIST

| CONTACT | DESCRIPTION | NUMBER |
|---|---|---|
| Polyco Healthline DC5 – South Fen Road, Bourne, PE10 0DN | Corporate office | 0333 320 8550 |
| HPC Healthline Ltd – South Fen Road, Bourne, PE10 0DN | Warehouse | 020 8335 3636 |
| Bourne Household Waste Recycling Centre – South Fen Road, Bourne, PE10 0DN | Recycling centre | 01522 552222 |
| Aerodyne Global Ltd, Innovation House, Tunnel Bank, Bourne, PE10 0DJ | Manufacturer | 01778 422000 |
| Cherry Holt Garden Centre, Cherry Holt Road, Bourne, PE10 9LA | Garden Centre | 01778 420055 |

**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 M G Skip Hire & Recycling Limited (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 Four Acre Farm, South Fen Road, Bourne, Lincolnshire PE10 0DL. The site is operated in accordance with Environmental Permit (EP) Ref. EPR/FB3306MC operating as a household, commercial and industrial (HCI) waste transfer station.

1.1.3 The permit boundary is illustrated in green on Drawing No. FAF/0994/02 Permit Boundary Plan. All references to 'the site' in this FPP refer to the associated operations, infrastructure, plant, and equipment within this boundary.

1.1.4 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.

1.1.5 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.

1.1.6 Contact details for neighbouring business and receptors within the immediate vicinity of the site are kept on site and can be found on page vii of this document. In the event of a fire these receptors would be contacted to alert them of the fire.

1.1.7 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 Correspondence with Fire and Rescue Service

1.3.1 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.

1.3.2 The FRS were contacted during the preparation to obtain information relating to the nearest fire hydrants to the site, see Drawing No. FAF/0994/03 and Section 10.3 for further information.

## 1.4 Reviewing and Monitoring this FPP

1.4.1 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.

1.4.2 Reference should be made to Sections 5.2 and 5.3 which details procedures for staff training in the event of any changes in relations to the FPP.

1.4.3 Reference should be made to Table 1.1 overleaf 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.<br><br>• 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.<br><br>• 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.<br><br>• 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. |

## 1.5 Site Operations

1.5.1 The operator accepts skip waste from HCI sources for manual sorting and separation prior to storage and removal off site to a suitably permitted site for further recycling and treatment.

1.5.2 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$^{o}$ excavator or by hand).
b) Manual separation (with loading shovel/360$^{o}$ excavator or by hand).
c) Storage (prior to removal).

1.5.3 The above activities are clearly shown on the Site Layout & Fire Plan, Drawing No. FAF/0994/03.

## 1.6 Hours of Operation

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

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

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

1.6.3 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.

## 1.7 Staffing and Management

1.7.1 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.

1.7.2 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 numbers and responsibilities**

| Position | Employees | Responsibilities |
|---|---|---|
| Site manager / TCM | 1 | Overseeing all activities. Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations |
| Office / Administrative Staff | 2 | Office/administrative duties |
| Machine / Plant Operators / General Site Operatives | 2 | Waste handling/processing, reception and plant operation |

## 1.8 Plant and Equipment

1.8.1 **Error! Reference source not found.**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 |
|---|---|---|
| Skip wagons | 3 | Manoeuvring of waste to/from site |
| Mini digger | 1 | Loading/unloading/movement/sorting |
| $360^0$ excavator grab | 1 | Loading/unloading/movement/sorting |
| Telehandler | 1 | Loading/unloading/movement/sorting |

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.

1.8.2 Maintenance of all site plant is outlined in Section 2.5 of this FPP.

1.8.3 Out of hours storage areas for the above items of plant are shown on Drawing No. FAF/0994/03 and will be kept 6m from any combustible or flammable waste when not in use.

## 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 overleaf in Table 1.4. Sensitive receptors are also illustrated on Drawing No. FAF/0994/04 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 1.4 – Sensitive Receptors**

| Receptor | Direction from Site | Approx distance from the site boundary to the receptor boundary (m) |
|---|---|---|
| **Commercial / Industrial** | | |
| Polyco Healthline DC5 | East | 60 |
| HPC Healthline | East | 210 |
| Bourne Household Waste Recycling Centre | West | 215 |
| Frontier Agriculture | East | 260 |
| Aerodyne Global Ltd | Southwest | 290 |
| Green Plus | Southwest | 370 |
| Enva Waste Management | Southwest | 405 |
| Christmas Tree Farm | East | 515 |
| Branch Bros | Northwest | 580 |
| **Residential Dwellings** | | |
| South Fern Road | North | 105 |
| Fifth Drove Farm | Northeast | 720 |
| **Care homes (residential)** | | |
| Abbey Court Care Home | Southwest | 690 |
| **Schools** | | |
| n/a | n/a | n/a |
| **Watercourses / Surface Water Features** | | |
| Bourne Eau (small river) | North | 645 |
| Car Dyke (artificial water channel) | West | 645 |
| **Infrastructure (major roads and transport links)** | | |
| South Fern Road | North | 150 |
| Tunnel Bank Road | South | 100 |
| South Road (A15) | West | 865 |
| **Ecological Sites** | | |
| Groundwater Source Protection Zone 1 (SPZ1) | Beneath the site | 0 |

# 2 Managing Common Causes of Fire

## 2.1 Details

2.1.1 Table 2.1 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.<br>• Vehicle checks on arrival to the site.<br>• Plant & equipment daily checks and preventative maintenance of plant / equipment in accordance with the manufacturers recommendations.<br>• 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 in accordance with the manufacturers recommendations.<br>• Any liquid/fuel/oil storage is in double bunded storage areas.<br>• Daily checks of site surfacing and spill kits.<br>• Staff training / toolbox talks.<br>• 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 every 12 months in accordance with Legislation.<br>• 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, 6m away from combustible waste. | 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.<br>• Staff training / toolbox talks.<br>• Plant & equipment daily checks and preventative maintenance of plant / equipment in accordance with the manufacturers recommendations. | 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. | Negligible |
| 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. | Negligible |
| 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.<br>• Plant & equipment daily checks and preventative maintenance of plant / equipment in accordance with the manufacturers recommendations.<br>• Out-of-hours storage of plant & equipment away from combustible or flammable wastes.<br>• Daily checks for dust and fluff on plant/equipment before and use of equipment.<br>• Daily checks are undertaken for hot plant / exhausts at least once during the day and again at the end of each shift. | 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 |
|---|---|---|---|---|
| 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.<br>• 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.<br>• Plant & equipment daily checks and preventative maintenance of plant / equipment in accordance with the manufacturers recommendations.<br>• 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.<br>• 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 directly 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 and equipment | Medium | • Daily checks and preventative maintenance of plant and equipment in accordance with the manufacturers recommendations.<br>• Minimum daily checks for dust and fluff on plant and equipment before and after use of equipment at the start and end of each working day.<br>• Out-of-hours storage of plant & equipment away from combustible or flammable wastes.<br>• No idling policy in place. | Low |
| Other combustible non-waste materials on or near the site not mentioned above i.e. gas cylinders and 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.<br>• Quarantine area and rejected waste containers on site for quick isolation of load.<br>• No storage of gas, aerosols, cylinders, LPG or other types of tanks and canisters takes place 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.<br>• 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.<br>• Suitable and sealed drainage system.<br>• Continuous (minimum twice daily) checks for spillages around the site.<br>• Staff training and toolbox talks.<br>• Plant & equipment daily checks and preventative maintenance of plant and equipment in accordance with the manufacturers recommendations. | 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.<br>• Quarantine area and rejected waste containers on site for quick isolation of load containing batteries.<br>• Staff training and toolbox talks for continuous monitoring throughout the day to detect signs of a fire caused by dust settling on hot exhausts and engine parts.<br>• No mechanical treatment of scrap metal expected to take place at the site other than manual separation. | 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 Oil and lubricants are stored on site for everyday maintenance of vehicles and plant. These are kept in secure containers outside the permit boundary.

2.2.3 Fuel is stored on site, all refuelling of plant and equipment will take place using a drip tray to capture any fuel, the location of fuel storage is shown on Drawing No. FAF/0994/03. The procedures for fuel and hazardous fluid 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) Any storage of oil will comply with the Control of Pollution (Oil Storage) (England) Regulations 2001 SI No.2954 or any subsequent legislation.
e) All valves and gauges on the bund will be constructed to prevent damage caused by frost.
f) No combustible waste will be stored within 6 metres of any fuel or flammable fluids storage without a fire wall in place.
g) 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 off site 6m from combustible waste storage areas see Drawing No. FAF/0994/03.

## 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 and equipment.
b) Mobile plant is stored in the out-of-hours plant storage area as shown on Drawing No FAF/0994/03 following cessation of activities and external separation distances of 6m are observed between plant and any combustible or flammable material.
c) No 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 within a semi-rural area, positioned on the eastern outskirts of Bourne a small town in south Lincolnshire. The only ingress / egress to the site is via an access route off South Fen Road.

2.6.2 Surrounding the external yard is a combination of 2-3m palisade fencing, heras style fencing and wooden panel fencing. The entrance to the site is secured with lockable palisade gates which will remain locked whenever the site is to be unmanned / out of operational hours.

2.6.3 In addition to the above, the site has 24-hour CCTV footage available covering all internal and external operational and storage areas. Any unusual or suspicious activity picked up which is not in line with site specific procedures will mean a call to the emergency services.

2.6.4 Security measures are clearly shown on Drawing No. FAF/0994/03 and considered suitable to prevent unauthorised access into the site.

2.6.5 The site security 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 a suitable timescale. All repairs will be noted on the site diary within 24 hours of the event. The checklist in Appendix II provides further information.

2.6.6 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 weekly 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 Checklist in Appendix II 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 prior to 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 (where relevant).
i) Date and time of waste transfer and waste transfer note number.
j) Confirmation that the waste hierarchy has been considered.

3.1.3 All incoming vehicles are required to report to the site office where loads can be visually inspected and drivers credentials checked. The details of the load will be recorded, and the duty of care note/company documentation will be further checked by the operator to ensure that the load is acceptable at the site.

3.1.4 Following the initial inspection, any loads which are heavily contaminated with non-conforming waste will be rejected from the site. Loads deemed acceptable will be directed to the appropriate waste tipping area.

3.1.5 Loads will undergo a second inspection during tipping; any wastes identified during these inspections which do not conform to site acceptance criteria will not be accepted and will be 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.

## 3.2 Non-conforming Waste

3.2.1 As outlined above, all waste is checked and inspected prior to being accepted at the site. Any non-conforming waste is loaded back onto the delivery vehicle and is not accepted. If non-conforming waste is discovered on site, there is a quarantine container to temporarily store contravening items prior to removal.

3.2.2 Any non-conforming waste which is rejected will be stored in a skip in the quarantine area for a maximum of five working days prior to removal from the site. The location of this skip may vary but will be within the quarantine area 6m from combustible or flammable material.

## 3.3 Combustible Waste Reception

3.3.1 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 12 01 / 20 01 01**
- Mixed metals – **17 04 07 / 20 01 40**
- Plasterboard – **17 08 02**

3.3.2 All wastes, unless source segregated will be tipped in the mixed waste reception area (**AREA 1**). Material will comprise of a mixture of skip wastes from HCI premises or construction, demolition and excavation (CDE) waste. Waste will be sorted by hand or grab and placed into the appropriate storage container, inert and aggregate material will be stockpiled in **AREA 10**.

3.3.3 All waste stored on site including those in containers will be easily accessible from at least one side to ensure that if a fire were to occur, access is available for firefighting.

# 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. FAF/0994/03 for details of all waste storage locations on site.

4.1.2 The operator will minimise pile sizes and waste storage time where possible, there is no mechanical treatment of waste on site, all material on site will be stored in its largest form.

4.1.3 Maximum storage durations for each waste type are illustrated in Table 4.1 and on Drawing No. FAF/0994/03. It is important to note these are the maximum storage times (accounting for potential delays in removal i.e. transport issues) and waste is typically removed sooner than this.

## 4.2 Waste Storage

4.2.1 As outlined above, 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.

4.2.3 Containers and skips 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 the maximum storage durations provided in Table 4.1 overleaf. Containers of sorted and separated waste will be removed within the maximum storage times or when the container is full, whichever is sooner. This ensures waste stored on site for the longest is removed in a suitable timescale minimising the risk of self-heating and combustion.

**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) | Open fronted waste transfer building | 3 / 0.6 | 6.6 | 8.6 | 2 | 57 | 0.75 | 85 | <5 days |
| AREA 2 | Non-recyclable / bulky waste | Free-standing (unprocessed) | Open fronted waste transfer building | 3 / 0.6 | 4.2 | 3.2 | 2 | 13 | 0.75 | 20 | <2 weeks |
| AREA 3 | Non-ferrous metals | Container (partly processed) sorted by hand or grab | Sealed moveable pallet boxes according to metal type | n/a | 1 | 1.2 | 1 | 1 | 1 | 15 (per container) | <3 months |
| AREA 4 | Plasterboard | Container (partly processed) sorted by hand or grab | Sealed moveable 20-cubic yard skip | n/a | 6.1 | 2.44 | 2.62 | 15 | 1 | 39 | <2 weeks |
| AREAS 5-9 | Hand sorted recyclables i.e. wood, green waste, plastic, cardboard, residual waste etc. | partly processed sorted by hand or grab | Open topped, moveable 20-cubic yard skip | n/a | 6.1 | 2.44 | 2.62 | 15 | 1 | 39 | <2 weeks |
| AREA 10 | Hardcore / rubble / inert soils and stones | Free-standing (partly processed) sorted by hand or grab | Free standing stockpile | n/a | 5.4 | 14 | 3 | 76 | 0.333 | 76 | <6 months |

## 4.3 Conversion Factors

4.3.1 The conversion factors used 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 while on site.

## 4.5 Storage / Monitoring Procedures (free standing piles)

4.5.1 Table 4.3 details the combustible waste piles stored on site and procedures to reduce the risk of the waste combusting. It must be noted **AREA 10** is not included as it is not considered a combustible waste.

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

| Pile Ref: | Storage/monitoring procedures to reduce the risk of fire |
|---|---|
| **AREA 1**<br><br>Waste reception area (mixed HCI waste)<br><br>**AREA 2**<br><br>Oversize non-recyclable items of waste | • **AREA 1** comprises of the main waste reception/tipping area.<br>• Waste is stored in **AREA 1** for a maximum of 5 days however waste is typically processed within 48 hours. The short storage time significantly reduces the risk of self-combustion and the stockpiles internal temperature increasing.<br>• Larger non-recyclable items of waste such as sofas are removed and stored in a free-standing stockpile in **AREA 2**. Waste is stored here for <2 weeks significantly reducing the risk of self-combustion.<br>• The remaining waste in AREA 1 is sorted by hand or grab into dedicated containers.<br>• The above waste storage areas are both situated internally within a building structure providing protection from direct sunlight and external heating from the weather.<br>• The above wastes stored in these areas will not have undergone any form of mechanical treatment which is likely to raise the temperature of the waste.<br>• The waste in these stockpiles 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.<br>• 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.<br>• 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. |

| Pile Ref: | Storage/monitoring procedures to reduce the risk of fire |
|---|---|
| | • 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.<br>• All site staff will be given instructions and advised of the importance of stock rotation as part of their training.<br>• **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 at the site and the procedures to reduce the risk of these wastes combusting.

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

| Pile Ref: | Storage/monitoring procedures to reduce the risk of fire |
|---|---|
| **AREA 3**<br><br>Non-ferrous metals<br><br>**AREA 4**<br><br>Plasterboard | • Waste stored in **AREA 3** will comprise of hand sorted non-ferrous metals sorted by metal type i.e. copper, brass etc stored in pallet boxes.<br>• Waste in **AREA 3** will be stored on site for a maximum of 3 months in accordance with the EA's FPP guidance.<br>• Waste stored in **AREA 4** will comprise of plasterboard that has arrived on site source segregated or has been hand sorted from the mixed waste reception area.<br>• Plasterboard will be stored in **AREA 4** for a maximum of 2 weeks, significantly reducing the risk of self-combustion and heating.<br>• The location of both **AREA 3** and **4** are within a building, significantly minimising the risk of heating via direct sunlight.<br>• Waste in these containers has been sorted and is unlikely to contain any hot loads or incompatible waste which could lead to a spark or overheating causing a fire.<br>• All containers are accessible from at least one side and the top of the container to allow for easy firefighting.<br>• Waste will not exceed the height of the container.<br>• Visual monitoring will be undertaken by site operatives throughout the day to inspect for early signs of a fire such as smoke etc.<br>• In the event of a fire breaking out in the containers, all surrounding containers can be dragged into the quarantine area by mobile plant to reduce the spread i.e. to another skip or adjacent waste piles.<br>• Waste can be visually monitored 24/7 throughout the day by site operatives and by CCTV out-of-operational hours.<br>• 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.<br>• **Due to the above it is considered no further storage or monitoring is required.** |

| Pile Ref: | Storage/monitoring procedures to reduce the risk of fire |
|---|---|
| **AREAS 5-9**<br><br>Hand sorted recyclables i.e. wood, green waste, plastic, cardboard, residual waste etc | • Waste in these containers will comprise of hand sorted recyclables from the mixed waste reception area.<br>• Containers are open top and are able to be accessed from at least one other side, allowing easy access in the event of a fire.<br>• Waste in these containers has been sorted and is unlikely to contain any hot loads or incompatible waste which could lead to a spark or overheating causing a fire.<br>• Waste will be stored in these containers for a maximum of 2 weeks.<br>• Storage times of these wastes is significantly less than those outlined in the FPP guidance, reducing the risk of self-combustion.<br>• Waste will not exceed the height of the container.<br>• Visual monitoring will be undertaken by site operatives throughout the day to inspect for early signs of a fire such as smoke etc.<br>• In the event of a fire breaking out in the containers, all surrounding containers can be dragged into the quarantine area by mobile plant to reduce the spread i.e. to another skip or adjacent waste piles.<br>• Waste can be visually monitored 24/7 throughout the day by site operatives and by CCTV out-of-operational hours.<br>• Individual fire blankets will be deployed on each container following cessation of daily operations. This will ensure that all containers stored on site would be protected outside of operational hours. Prior to depositing fire blankets on the containers, the operator will use a temperature monitoring probe to conduct a temperature check on the waste to ensure waste stored in the skips is below 50$^{o}$c prior to the deployment of the fire blankets, further information is provided in section 4.7 below.<br>• 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.<br>• **Due to the above it is considered no further storage or monitoring is required.** |

## 4.7 Fire Blankets

4.7.1 Following cessation of site operations, fire blankets are deployed on containers of hand sorted waste. The fire blankets will suppress and prevent a fire spreading to allow neighbouring containers which are not affected to be moved to the quarantine area.

4.7.2 The fire blankets proposed contain 8 magnets woven into the fabric and, as such, will attach to any skip. The magnetic ability will prevent wind from penetrating the blankets, increasing the effectiveness and preventing oxygen ingress. The fire blankets are able to withstand 2 hours of burn.

4.7.3 Prior to the placement of the fire blankets, the operator will use a monitoring probe to conduct a temperature check to ensure waste stored in the skips is below 50$^{o}$c.

4.7.4 The following query was raised by the Environment Agency during a previous FPP consultation process regarding the use of fire blankets:

*Though using a fire blanket would shade the waste it would also restrict movement of air and if the blanket is a dark colour it may absorb sunlight rather than reflect it. You may wish to reconsider this or provide more detail to demonstrate how it will prevent heating from direct sunlight.*

4.7.5 This query was put to Marc Illman of IC International Limited (manufacturer of the fire blankets proposed for use at the site and the response received was as follows:

*The material DHO/651 used for the fire blankets is designed to pass BS 476 part 20, and has shown to retain its integrity and stability at temperatures of 1000°C. We have designed this material to be robust, water resistant and, because of its industrial uses, dark in colour. We have used this material in several applications and several countries throughout the world, including the Far East, and have had no issues with it absorbing enough heat from sunlight to cause any problems. With regard to the point about the air circulation, we need to cut off the air supply to any fire that could occur as this will help to contain any fire within or to stop any fire from the outside. In conclusion, I think concerns about the restriction of air and the dark colour, which I do understand, are outweighed by the benefits of the fire blankets.*

## 4.8 Fire Walls

4.8.1 The lower half of the waste transfer building is constructed from concrete fire walls. These 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$^{o}$C for 4 hours. This means the fire walls reduce the need to provide a 6m separation from the waste and permit or site boundary.

4.8.2 Table 4.5 overleaf 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 panels | 0.18m | Within the waste transfer and treatment building between containers beneath picking line – bay containing trommel fines and along the eastern boundary where skips are stored | Concrete panels - Class A1 in accordance with Clause 4.3 4.4 of EN:13369 - >120 minutes |

4.8.3 Fire walls are checked throughout the day by staff and recorded inspections undertaken on a weekly basis, 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.

4.8.4 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.

## 4.9 External heating from hot weather

4.9.1 It is considered that external waste will not be at risk from over-heating as the only combustible waste stored externally will be sorted waste in containers subject to continual monitoring, the waste will not be stored for a period where it could combust from exposure to sunlight.

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

a) In the event of a drought period i.e. three hot days where weather conditions would exceed $25^0$C / $75^0$F, 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) Containers can be easily supressed using hoses in the event of early fire detection i.e. smoke, steam, flames.

c) No waste is stored for longer than 3 months and therefore in accordance with FPP guidance, no monitoring i.e. temperature checks, thermal probes are considered necessary. The site 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. in excess of 12 weeks. This would occur only on very rare occasions and the EA would be contacted in this scenario.

## 4.10 Stock Rotation and Seasonal Variations

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

4.10.2 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 Daily 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 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.

5.1.3 Carrying out the above checks daily 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 Table 4.1.

## 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 Technically Competent Manager. 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 outlined in section 1.2.2.

# 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 shown on Drawing No. FAF/0994/03, which is accessible at all times. The quarantine area is situated in a central area of the external yard on hardstanding 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 1** comprising of the mixed waste reception area. If this area was at capacity, the maximum volume of waste would equate to approximately 81m$^3$, meaning the quarantine area on site would need to hold 40.5m$^3$ of waste material.

6.1.3 The quarantine area proposed measures 86m$^2$ and has a volume capacity of 43m$^3$ (if waste is piled 2m high using a 0.333 conversion factor) which is capable of holding more than 50% of the waste in the largest stockpile (**AREA 1**).

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. FAF/0994/03.

## 6.2 Alternative Measures

6.2.1 As outlined above, the quarantine area is located on an area of hardstanding (comprising compacted stone and hardcore). The ground beneath the site is designated in a Groundwater Source Protection Zone 1 (SPZ1). To mitigate the risks associated with this, the quarantine area is designed specifically for transient use and will only be utilised to isolate waste containers adjacent to the pile or material that is smouldering or on fire but has not been directly affected by the fire, to prevent the fire spreading to adjacent piles or containers.

6.2.2 Therefore, no burning waste will be moved to the quarantine area, allowing all firewater that is produced as part of the extinguishing process will be contained on the concreted areas with a sealed drainage system. Further information on firewater containment can be found in Section 11.2.

6.2.3 The quarantine area must not be used as an area to place burning waste for extinguishing.

6.2.4 Containers of unaffected waste to be moved to the quarantine area are fully sealed, it is therefore considered no waste will come into direct contact with the hardstanding and will remain securely within the confines of the container.

6.2.5 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.

6.2.6 The quarantine area will be managed in accordance with strict operational procedures outlined in this FPP to ensure its integrity and function during a fire event. This approach aligns with FPP guidance and demonstrates a balanced commitment to both fire risk reduction and the protection of groundwater.

# 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 Out-of-hours detection

7.2.1 It is considered an automated out-of-hours fire detection is not required to be relied on due to the presence of effective alternative measures.

7.2.2 The site benefits 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 and monitoring screens at their residential dwellings.

7.2.3 The onsite CCTV was installed by Shield Fire & Security UK Ltd. It is considered the need for automated detection or certification of CCTV from a UKAS accredited company is not required as all waste is permanently monitored on site during operational hours and fire blankets are placed over skips outside of operational hours.

# 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. FAF/0994/03. The nearest fire station is Bourne Fire Station, situated approximately 1.5 miles away in the centre of Bourne on South Street. 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 Nearby 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 on page vii 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 for a contact number to be provided for every individual residential receptor and individual business within 1km, the most sensitive receptors and closest business receptors have only been included.

# 9 Suppressing Fires & Firefighting Techniques

## 9.1 Site-wide Suppression

9.1.1 The site has the following on site suppression measures which are indicatively shown on Drawing No. FAF/0994/03:

i) Hose reels strategically placed providing coverage to areas storing combustible and flammable materials.
ii) Mixture of water, foam, powder and $CO_2$ fire extinguishers located in close proximity to waste piles.
iii) Additional mobile water bowsers can be sourced if required (1,200 litre IBC of water).

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 Whilst the above sections may not fully extinguish a fire, they will provide an adequate interim period of suppression and prevention of a large-scale fire until the arrival of the emergency services.

9.1.4 Mobile plant i.e. excavators, will be used to move unburned material or containers of unburned waste to the quarantine area and away from waste that is on fire to prevent it from spreading. The waste on fire will be quenched using suppression by staff or the FRS. The unburned waste will be kept in the quarantine area until the fire has been extinguished.

9.1.5 The waste transfer building is open fronted, allowing for permanent access by the FRS.

9.1.6 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 are shown on Drawing No. FAF/0994/03.

## 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.

## 9.3 Automated Suppression

9.3.1 There is no automated suppression system for waste stored within the building. The main sorting / waste reception shed is completely open at the front providing permanent access to a fire from the external yard. Other than the uncontaminated non-ferrous metals that have been sorted and separated from the mixed waste loads, all other combustible waste is removed from site within 2 weeks which is considerably less than that in the FPP guidance, significantly reducing the risk of self-combustion.

9.3.2 During operating hours operational areas are typically under constant supervision through site operatives processing waste within the building, therefore would allow for early detection of a fire through constant visual monitoring. Based on this it is considered that no automated suppression is required for waste stored in the waste transfer building.

# 10 Water Supplies

## 10.1 General

10.1.1 Section 16 of the EA's FPP guidance 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 Section 10.2 of the FPP guidance mentions *"if you store waste in containers that can be moved then maximum pile sizes do not apply. Each container must be accessible from at least one side so a fire can be extinguished. Examples of these types of containers include skips, roll-on roll-off skips, or shipping containers"*.

10.1.3 The largest combustible waste pile on site equates to <81m$^3$ and to extinguish within 3 hours it would require approximately 97,200 litres (97.2m$^3$) of water requiring a flow of approximately 540 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 |
|---|---|---|---|
| 81 | 81 x 6.67 = 540 | 540 x 180 | 97,200 (97.2m$^3$) |

## 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 97,200 litres stored on site, there is access to mains water and hoses which can be utilised to provide an initial quick method of suppression to prevent a fire spreading. A standard hose will have a flow of approximately 30/40 l/m in connected to a high-pressure washer.

10.2.2 The operator will rely on quick detection and suppression to prevent a large-scale incident occurring at the site requiring the maximum of water.

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. Only water will be used to tackle a fire unless the contents of the fire extinguishers could be contained fully within a container to ensure there is no risk of POPs from the fire extinguishers contents polluting the groundwater.

10.2.4 It is considered that the quantity of water calculated in Table 10.1 is a worst-case scenario and is unlikely to be required in the event of a fire. Due to the implementation of this FPP and its procedures it is considered if a fire were to occur on site the entire stockpile of waste would never become fully involved in the fire due to early detection and immediate action implemented i.e. visual monitoring of waste throughout the day and staff being trained on early detection of a fire such as evidence of smouldering, smoke etc.

## 10.3 External suppression - Fire Hydrants

10.3.1 In consultation with the FRS, the closest hydrant to the site is located on South Fen Road approximately 200m from the site access. The location of which is illustrated on Drawing No. FAF/0994/03.

## 10.4 Alternative Suppression Methods / Water Supplies

10.4.1 In addition to the above hydrants there will be a supply of inert material on site comprising of soil, stones and aggregates. With the mobile plant available, this 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.

# 11 Managing Fire Water

## 11.1 Drainage

11.1.1 The drainage arrangements for the site are clearly shown on Drawing No. FAF/0994/03. Waste storage areas are comprised of an impermeable concrete surface with sealed drainage system. The waste transfer building is laid to fall towards a gully which in turn drains to a silt trap and then holding tank / sealed sump with a 20,000-litre capacity.

11.1.2 The holding tank is positioned within the shelter of the waste transfer building, meaning only surface water from the small external concreted area in front of the building will drain into the tank. The tanks capacity will be checked on a weekly basis or more frequently in periods of heavy rainfall, however it is only typically required to be emptied once every 6 - 12 months or when the tank reaches 80% capacity, whichever is the sooner.

11.1.3 The remaining surface of the site comprises of hardstanding of hardcore and topped with compacted road planning, percolating naturally through the ground.

## 11.2 Containment of Fire Water

11.2.1 In accordance with FPP guidance, if waste is stored on hardstanding the following factors should be considered:

a) If the site is located within a groundwater SPZ1, SPZ2 or SPZ3.
b) If there are any private drinking water abstractions within 50 to 100m of the site.
c) If the groundwater vulnerability maps flag that the site is in a high, medium-high or medium risk category.

11.2.2 Following the above and as mentioned in section 6.2.1 the site is located within an SPZ1, however, it is not located within 50-100m of any private drinking water

abstraction licences nor is the site located within a groundwater vulnerability classed as high, medium-high or medium.

11.2.3 Following a review of the underlying geology of the site,

11.2.4 The main waste reception / storage areas are surrounding with concrete fire walls as part of the building infrastructure or 215mm concrete kerbing which will contain water and prevent it from escaping. Areas which are not fully sealed would have a firewater containment boom placed across in the event of a fire.

11.2.5 As detailed in Section 10.1.3, the largest pile on site would require containment for 97.2m$^3$ of water in accordance with the FPP guidance. Table 11.1 overleaf details there is suitable firewater containment on site for 0.16m$^3$ of firewater.

**Table 11.1 - Firewater Containment Calculation**

| Volume of Water (m$^3$) | Containment Area (m$^2$) | Containment Required | Total Containment On Site |
|---|---|---|---|
| 97.2 | 587 (sealed concrete pad and waste transfer building) | 97.2/587= 0.16m$^3$ | 0.15m high kerbs<br>10,000 litre sealed sump<br><br>>0.055 additional capacity available at lowest containment point (not accounting for the available capacity in the sealed sump) |

## 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. FAF/0994/03 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. FAF/0994/03 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. FAF/0994/03.

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 procedures mentioned above, the sections overleaf 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 they can begin accepting waste again onto site.

12.3.4 Due to the nature of the operators 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:

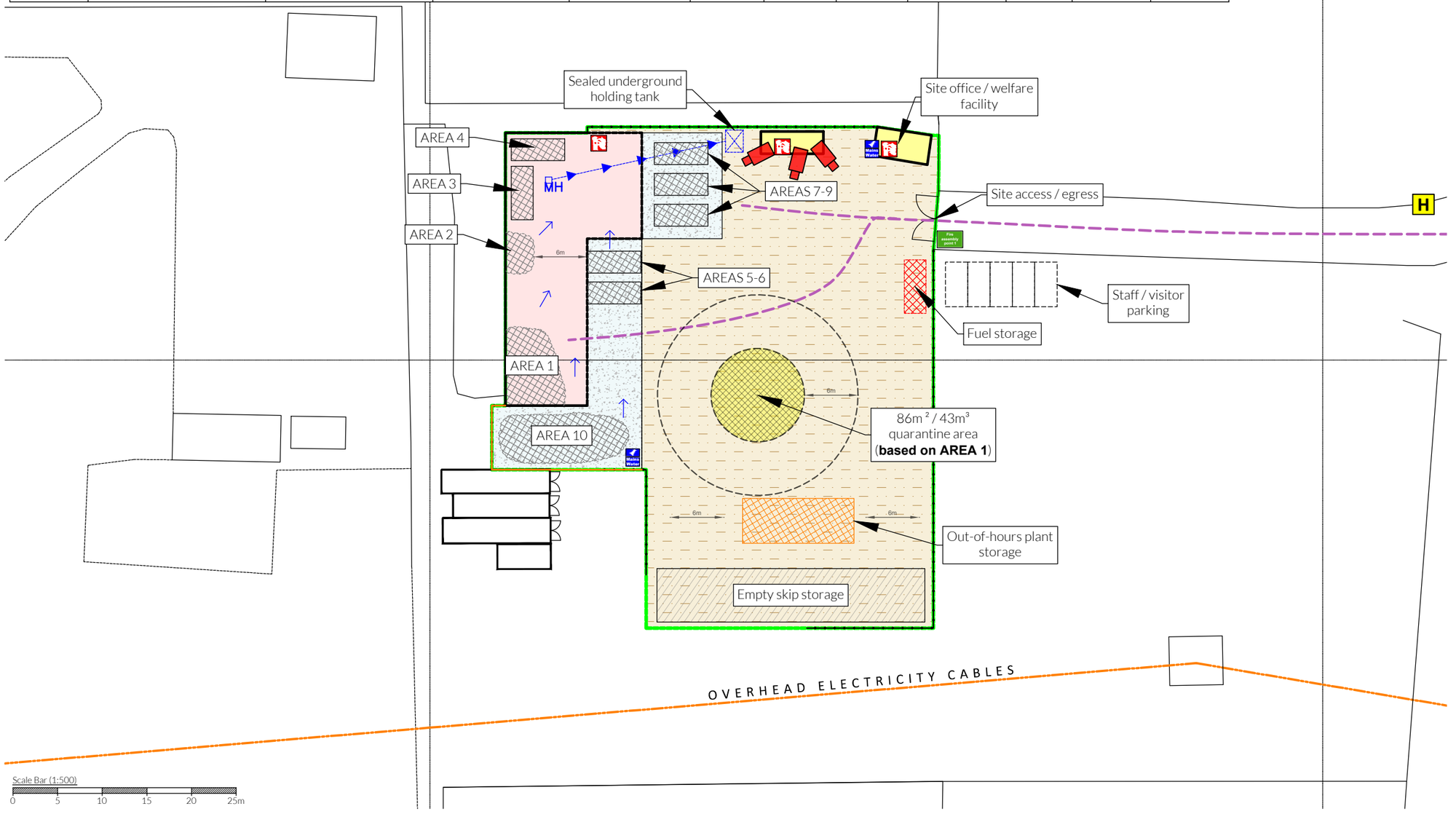
a) Remove damaged material to a permitted facility that can deal with it legally.
b) Ask engineers to carry out repairs on any plant, vehicles and/or infrastructure.
c) Assist the FRS with the fire investigation and where necessary engage the advice from a professional fire consultant.
d) Review the 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

**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) | Open fronted waste transfer building | 3 / 0.6 | 6.6 | 8.2 | 2 | 54 | 0.75 | 81 | <5 days |
| AREA 2 | Non-recyclable / bulky waste | Free-standing (unprocessed) | Open fronted waste transfer building | 3 / 0.6 | 4.2 | 3.2 | 2 | 13 | 0.75 | 20 | <2 weeks |
| AREA 3 | Non-ferrous metals | Container (partly processed) sorted by hand or grab | Sealed moveable pallet boxes according to metal type | n/a | 1 | 1.2 | 1 | 15 | 1 | 15 (per container) | <3 months |
| AREA 4 | Plasterboard | Container (partly processed) sorted by hand or grab | Sealed moveable 20-cubic yard skip | n/a | 6.1 | 2.44 | 2.62 | 15 | 1 | 39 | <2 weeks |
| AREAS 5-9 | Hand sorted recyclables i.e. wood, green waste, plastic, cardboard, residual waste etc. | partly processed sorted by hand or grab | Open topped, moveable 20-cubic yard skip | n/a | 6.1 | 2.44 | 2.62 | 15 | 1 | 39 | <2 weeks |
| AREA 10 | Hardcore / rubble / inert soils and stones | Free-standing (partly processed) sorted by hand or grab | Free standing stockpile | n/a | 5 | 8 | 3 | 15 | 0.333 | 15 | <6 months |




NOTES



REVISION HISTORY

| Rev: | Date: | Init: | Description: |
|---|---|---|---|
| - | 26.06.25 | EG | Initial drawing |

KEY:

- Permit boundary
- Waste storage areas
- Concrete surface
- Buildings (concrete floor)
- Hardstanding
- Site office / welfare facilities
- Quarantine area
- Surface water fall direction
- Mains water
- Fire alarm
- Fire fighting equipment
- CCTV
- Access route for emergency services
- H Fire Hydrant

TITLE:
SITE LAYOUT & FIRE PLAN

CLIENT:
M G Skip Hire & Recycling Limited

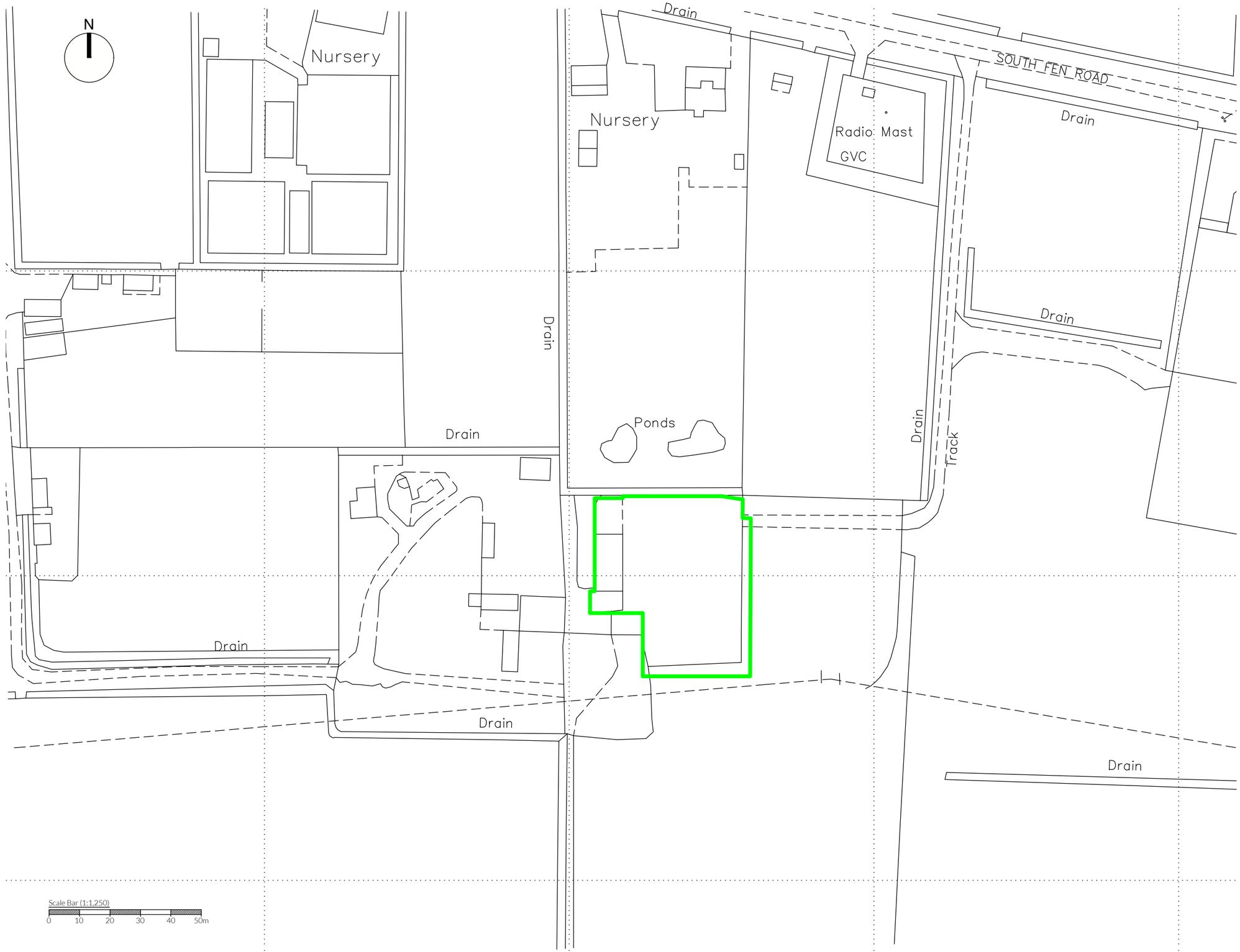
PROJECT/SITE:
Four Acre Farm, South Fen Road, Bourne, Lincolnshire, PE10 0DL

| SCALE @ A3: | CLIENT NO: | JOB NO: |
|---|---|---|
| 1:500 | 0994 | 007 |

| DRAWING NO: | REV: | STATUS: |
|---|---|---|
| FAF/0994/03 | - | Issued |

| DATE: | DRAWN: | CHECKED: |
|---|---|---|
| 26.06.25 | EG | RS |

Oaktree Environmental
Waste, Planning & Environmental Consultants




NOTES



REVISION HISTORY

| Rev: | Date: | Init: | Description: |
|---|---|---|---|
| - | 26.06.25 | EG | Initial drawing |

KEY:

Permit boundary

TITLE:
PERMIT BOUNDARY PLAN

CLIENT:
M G Skip Hire & Recycling Limited

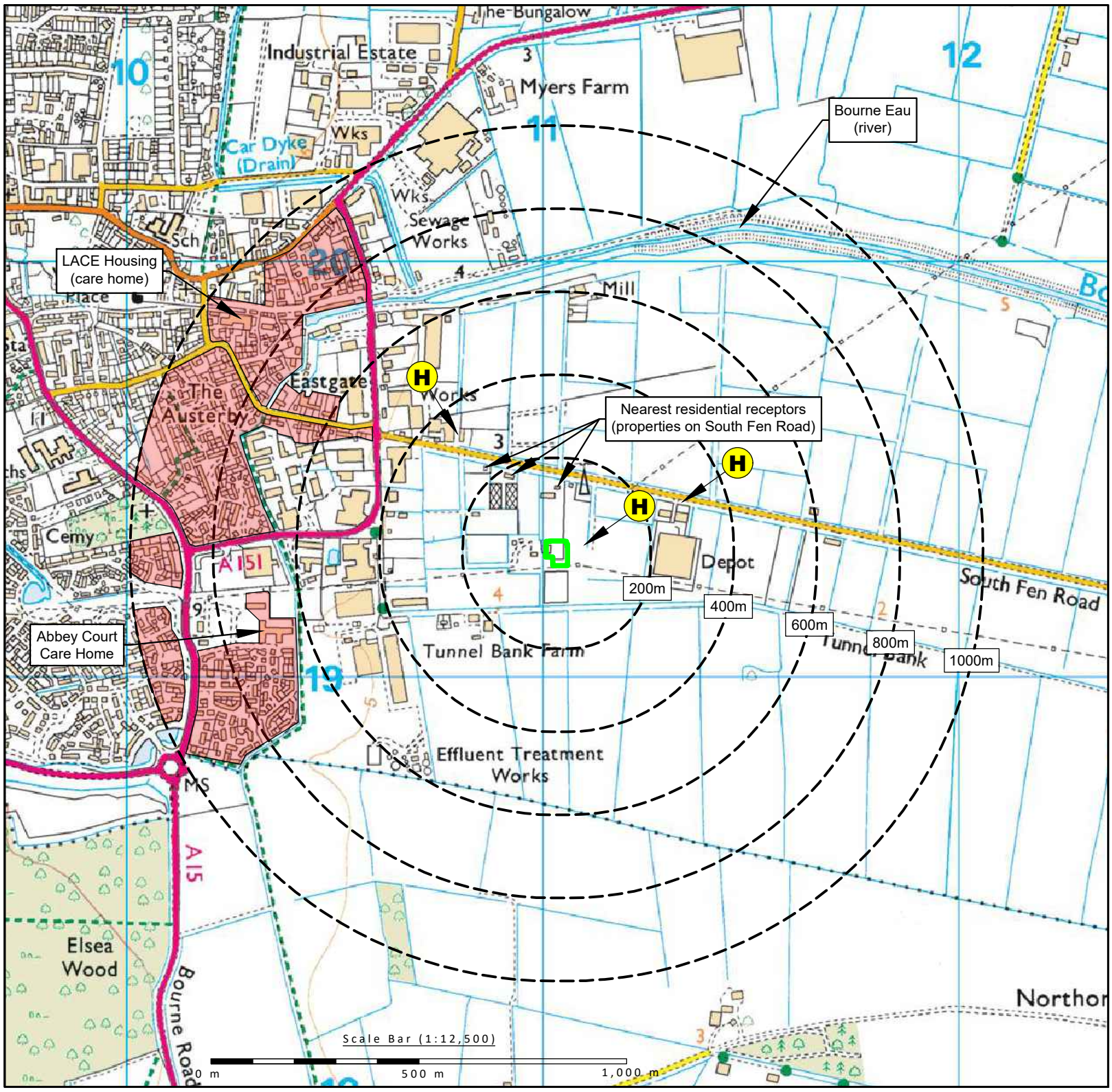
PROJECT/SITE:
Four Acre Farm, South Fen Road, Bourne, Lincolnshire, PE10 0DL

| SCALE @ A3: | CLIENT NO: | JOB NO: |
|---|---|---|
| 1:1,250 | 0994 | 007 |

| DRAWING NO: | REV: | STATUS: |
|---|---|---|
| FAF/0094/02 | - | Issued |

| DATE: | DRAWN: | CHECKED: |
|---|---|---|
| 26.06.25 | EG | RS |

Oaktree Environmental
Waste, Planning & Environmental Consultants

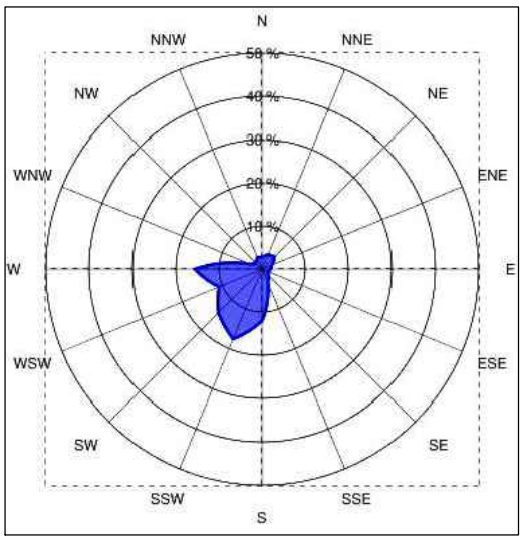



KEY:

- Permit boundary
- Surface water body (river / stream / pond / pool / lake)
- Residential property / workplace (includes agricultural buildings and outhouses)
- Woodland habitats
- H — Fire hydrant in vicinity of site (see Appendix 4 of FPP document for detailed locations provided by the FRS)
- Class A roads
- Class B roads
- Class C roads




Groundwater Source Protection Zone Map (Environment Agency)




Compass Wind Rose for Station at Cottesmore (EGXJ) Period 2000-2010

Oaktree Environmental Ltd
**Waste Management and Environmental Consultants**
Unit 5, Oasis Park, Road One
Winsford Industrial Estate
Winsford, Cheshire CW7 3RY
Tel: 01606 558833 Fax: 01606 861182
E-mail: sales@oaktree-environmental.co.uk

| | | | |
|---|---|---|---|
| Client: M G Skip Hire Ltd | | | |
| Site: Four Acre Farm, South Fen Road, Bourne | | | |
| NGR: TF 11037 19299 | | | |
| Date: 22 December 2017 | | Printed At: A3 | |
| Title: RECEPTORS PLAN | Scale: 1:12,500 | Revision: - | Drawn By: RS |
| Drawing No: FAF/0994/04 | Client No: 0994 | Job No: 007 | Checked: |

Notes:

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

Revision Details:

| Rev: | Description: | Date: |
|---|---|---|
| - | Initial drawing | 18/09/17 |
| A | Schedule 5 response | 22/12/17 |

# Appendix II

# Record Keeping Forms

| **M G Skip Hire & Recycling Limited**<br>**DAILY INSPECTION CHECKLIST** | | | |
|---|---|---|---|
| **DATE** | | | |
| **ITEM FOR VISUAL INSPECTION ↓** | **TIME OF INSPECTION (START)**<br>**TIME OF INSPECTION (FINISH)** | **CHECKED Y/N** | **REMEDIAL ACTION REQUIRED** |
| EMERGENCY ACCESS (FREE FROM BLOCKAGES) | | | |
| COMBUSTIBLE WASTE STORAGE (AWAY FROM POTENTIAL IGNITION SOURCES) | | | |
| FIRE WATCH AT THE END OF THE WORKING DAY TO INSPECT FOR SIGNS OF SELF-HEATING, SMOKE OR FIRE AND ENSURE EXHUASTS ON PLANT ARE COOL ETC | | | |
| DUST/FLUFF AROUND UNIT CHECK | | | |
| LITTER (I.E. LOOSE COMBUSTIBLE WASTE MATERIALS) | | | |
| PLANT/EQUIPMENT MAINTENANCE CHECKS (BEFORE AND AFTER USE) | | | |
| FIRE QUARANTINE AREA IS CLEAR OF WASTE | | | |
| | | | |
| **OTHER (SEE NOTES BELOW)** | | | |
| **INSPECTION CARRIED OUT BY** | | | |
| **NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):** | | | |
| | | | |

| | | | |
|---|---|---|---|
| **CHECKED BY** | | **SIGNATURE** | |
| **POSITION** | | **DATE** | |
| ***SHEET*** | | ***OF*** | |

**M G Skip Hire & Recycling Limited**
**WEEKLY INSPECTION CHECKLIST**

| **WEEK COMMENCING** | | | |
|---|---|---|---|
| **ITEM FOR VISUAL INSPECTION ↓** | **TIME OF INSPECTION (START)**<br>**TIME OF INSPECTION (FINISH)** | **CHECKED Y/N** | **REMEDIAL ACTION REQUIRED** |
| SITE SECURITY (CCTV SYSTEM IS WORKING, FENCING AROUND SITE PERIMETER IS IN GOOD CONDITION, LOCK ON GATED ENTRANCE IS WORKING) | | | |
| WASTE STORAGE AREA (NOT EXCEEDING THE DIMENSIONS INCLUDED IN THE FIRE PREVENTION PLAN) | | | |
| WEATHER FORECAST (CHECK FOR UPCOMING WEEK TO DETERMINE IF WASTE OPERATIONS ARE LIKELY TO BE IMPACTED) | | | |
| FIRE FIGHTING EQUIPMENT AND SPILL KITS E.G. FIRE EXTINGUISHERS ARE IN PLACE AND FULLY STOCKED | | | |
| INTEGRITY OF CONCRETE WALLS / BAYS (NO CRACKS ETC) | | | |
| INTEGRITY OF IMPERMEABLE PAD (NO CRACKS ETC) | | | |
| HOLDING TANK CAPACITY | | | |
| | | | |
| **OTHER (SEE NOTES BELOW)** | | | |
| **INSPECTION CARRIED OUT BY** | | | |
| **NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):** | | | |
| | | | |

| | | | |
|---|---|---|---|
| **CHECKED BY** | | **SIGNATURE** | |
| **POSITION** | | **DATE** | |
| **Sheet** | | **of** | |

| **M G Skip Hire & Recycling Limited**<br>**MONTHLY INSPECTION CHECKLIST** | | | |
|---|---|---|---|
| **WEEK COMMENCING** | | | |
| **ITEM FOR VISUAL INSPECTION ↓** | **TIME OF INSPECTION (START)**<br>**TIME OF INSPECTION (FINISH)** | **CHECKED Y/N** | **REMEDIAL ACTION REQUIRED** |
| HOSES AVAILABLE ON SITE AND FREE FROM HOLES (IN GOOD WORKING CONDIITON) | | | |
| ELECTRICALS (WIRES SHOULD NOT BE FRAYED / DAMAGED AND SOCKETS NOT OVERLOADED) | | | |
| SPILL KITS / FIRE EXTINGUISHERS AVAILABLE AND FULLY STOCKED | | | |
| FIREWATER BOOMS AVAILABLE | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| **OTHER (SEE NOTES BELOW)** | | | |
| **INSPECTION CARRIED OUT BY** | | | |
| **NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):** | | | |
| | | | |

| | | | |
|---|---|---|---|
| **CHECKED BY** | | **SIGNATURE** | |
| **POSITION** | | **DATE** | |
| **Sheet** | | **of** | |

## M G SKIP HIRE & RECYCLING LIMITED
## 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** | | | | | | |

# M G SKIP HIRE & RECYCLING LIMITED - EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW

## EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **EMPLOYEE NAME** | | | | **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:** | | | | | | | |
| | | | | | | | |