UMBRELLA ENVIRONMENTAL

PROTECTING YOUR BUSINESS

Fire Prevention Plan

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CIWM

Affiliated Organisation 2022

Together, we stand for a world beyond waste

Site Address:

Environmental Solutions Waste Management Ltd

241 Engineers Road
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Newbury
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RG19 6HN

Registered Office

Accounting & Taxation Centre
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Document Title	Reference	Client	Status
Fire Prevention Plan	004.1_05_001	Environmental Solutions Waste Management Ltd	DRAFT

Document History

Version	Issue date	Author	Checked	Description
D1	18/03/2022	AIL	AIL	1st draft for standard rules application pack.
V1	01/04/2022	AIL	AIL	Version 1 for submission as apart of standard rules permit application.
D2	20/03/2023	AIL	AIL	Version 2 for submission as part of a bespoke permit application.

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Drawings

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Who this plan is for

This plan is for the Technically Competent Managers, Site staff, contractors and the local Fire and Rescue Service (FRS).

A copy of this plan will be kept on site and accessible for site staff, contractors or the FRS to review.

1 INTRODUCTION

This Fire Prevention Plan (FPP) relates to Environmental Solutions Waste Management site 241 Engineers Road Greenham Business Park Newbury Berkshire RG19 6HN. The site will operate in accordance with a bespoke permit based on Standard rules SR2015 No15, Waste electrical and electronic equipment authorised treatment facility (ATF) excluding ozone-depleting substances . The purpose of the site is to reduce disposal and re-use , refurbish or recycle Waste Electrical and Electronics Equipment (WEEE) and other waste arising from business clearances.

This FPP supports the application for a bespoke permit EPR/JB3408LY/A001. A hard copy of this FPP will be displayed in the office on site and all staff shall be made aware of the measures outlined in the FPP. The required training of the related procedures shall take place and be recorded. In the case of an emergency the FPP shall be presented to the Fire Rescue Service (FRS) upon arrival to site.

The location of the site is shown on drawing 004.1_09_005. The permitted boundary is shown in 004.1_09_001. The ground floor and 1st floor layout plans 004.1_09_006 and 004.1_09_007 show how the key areas are laid out for storage and processing. The overall site is shown in 004.1_09_004.

The site is located at 241 Engineers Road Greenham Business Park Newbury Berkshire RG19 6HN, the grid reference for the site is SU 50102 64290 (eastings: 450102, northing 164290).

The site lies to the south east of Newbury and is located within an industrial area that historically has been an air base. The site can be accessed by the A339.

The site is approx. 0.174 ha and operates from Monday to Friday from 08:00 until 17:00. Waste is delivered by Environmental Solutions Waste Management Ltd own fleet or third parties that have worked with the operator for a long time and is pre booked in to site prior to arrival. For waste deliveries the site is accessed via its northern boundary as shown on site plan 004.1_09_004. Once the waste vehicle has arrived on site it will be directed to the correct location to deposit their waste. All waste received to the permitted facility are subject to the waste acceptance procedures prior to being unloaded see Appendix 4 Waste Acceptance Procedure. During this stage if any non-conforming wastes are identified they are rejected, where not possible they will be stored in an appropriate manner and removed from site to an appropriately authorised facility as soon as practicably possible.

2 TYPES OF COMBUSTIBLE MATERIALS

The combustible waste accepted on site is dictated by the environmental bespoke permit,. The table below shows the form of waste accepted.

Table 1 Accepted combustible waste

EWC code	Description
06	WASTES FROM INORGANIC CHEMICAL PROCESSES
06 01	wastes from the manufacture, formulation, supply and use (MFSU) of acids
06 01 06*	other acids
06 04	metal-containing wastes other than those mentioned in 06 03
06 04 05*	wastes containing other heavy metals
08	WASTES FROM THE MANUFACTURE, FORMULATION, SUPPLY AND USE (MFSU) OF COATINGS (PAINTS, VARNISHES AND VITREOUS ENAMELS), ADHESIVES, SEALANTS AND PRINTING INKS
08 01	wastes from MFSU and removal of paint and varnish
08 01 11*	waste paint and varnish containing organic solvents or other hazardous substances
08 04	wastes from MFSU of adhesives and sealants (including waterproofing products)
08 04 09*	waste adhesives and sealants containing organic solvents or other hazardous substances
09	WASTES FROM THE PHOTOGRAPHIC INDUSTRY
09 01	wastes from the photographic industry
09 01 11*	single-use cameras containing batteries included in 16 06 01, 16 06 02
	or 16 06 03
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 09*	machining emulsions and solutions free of halogens
12 01 18*	metal sludge (grinding, honing and lapping sludge) containing oil
13	OIL WASTES AND WASTES OF LIQUID FUELS (except edible oils, and those in chapters 05, 12 and 19)
13 02	waste engine, gear and lubricating oils
13 02 04*	mineral-based chlorinated engine, gear and lubricating oils
13 02 05*	mineral-based non-chlorinated engine, gear and lubricating oils
14	WASTE ORGANIC SOLVENTS, REFRIGERANTS AND PROPELLANTS (except 07 and 08)
14 06	waste organic solvents, refrigerants and foam/aerosol propellants
14 06 03*	other solvents and solvent mixtures
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED

15 01	packaging (including separately collected municipal packaging waste)
15 01 06	mixed packaging
15 01 07	glass packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 02*	absorbents, filter materials (including oil filters not otherwise specified), wiping cloths, protective clothing contaminated by hazardous substances
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
16 01	end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08)
16 01 07*	Oil Filters
16 02	wastes from electrical and electronic equipment
16 02 09*	transformers and capacitors containing PCBs
16 02 10*	discarded equipment containing or contaminated by PCBs other than those mentioned in 16 02 09
16 02 11*	discarded equipment containing chlorofluorocarbons, hydrochlorofluorocarbons and hydrofluorocarbons
16 02 12*	discarded equipment containing free asbestos
16 02 13*	discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02.13
16 02 15*	hazardous components removed from discarded equipment
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 05	gases in pressure containers and discarded chemicals
16 05 08*	discarded organic chemicals consisting of or containing hazardous substances
16 06	batteries and accumulators
16 06 01*	lead batteries
16 06 02*	Ni-Cad batteries
16 06 03*	mercury-containing batteries
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
16 10	aqueous liquid wastes destined for off-site treatment
16 10 01*	aqueous liquid wastes containing hazardous substances
16 10 02	aqueous liquid wastes other than those mentioned in 16 10 01
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	separately collected fractions (except 15 01)
20 01 01	Paper and Cardboard
21 01 02	Glass
20 01 13*	Solvents
21 01 14*	acids
20 01 21*	fluorescent tubes and other mercury-containing waste

20 01 23*	discarded equipment containing chlorofluorocarbons
20 01 27*	paint, inks, adhesives and resins containing hazardous substances
20 01 30	detergents other than those mentioned in 20 01 29
20 01 33*	Batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries.
20 01 34	Batteries and accumulators other than those mentioned in 20 01 33
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	Plastics
20 01 40	metals
20 03	other municipal wastes
20 03 01	mixed municipal wastes

2.1 Persistent organic pollutants (POPs)

WEEE that is stored on site contains POPs. The WEEE waste is stored and containerised as per site plans 004.1_09_006 and 004.1_09_007. In the event of a fire the site plans would be used to identify the fires location by FRS. Any fire fighting water would be contained on site prior to testing and removal. Once the firefighting water is identified under waste classification WM3 it will be removed and sent for appropriate treatment.

2.2 Other combustible materials

- COSHH Store
- Oily rags bin
- Office
- Lubricating Oil

3 USING THIS FIRE PREVENTION PLAN

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

A hard copy of this FPP will be displayed in the office on site and all staff shall be made aware of the measures outlined in the FPP. The required training of the related procedures shall take place and in the case of an emergency the FPP shall be presented to the FRS upon arrival to site.

All staff are to read the appropriate sections of the FPP which are relevant to their role as part of their induction and sign a training log. Any changes to the FPP shall be communicated to staff via training.

Visitors and visiting contractors are given a brief overview of key fire related measures such as the evacuation muster point and any fire extinguishers in their work area. If their visits extend over considerable length of time or on a regular basis they will be encouraged to read the plan in full and sign the training log. The muster point is located outside the boundary of the site by the wooden fence on engineers road.

Emergency services will be allowed immediate access to the FPP and further hard or digital copies can be made available if required

3.2 Testing the plan and staff training

Evacuation drills are conducted monthly at the discretion of the Site Management and are recorded in the site app D, and any issues addressed through site meetings and further training if necessary.

4 FIRE PREVENTION PLAN CONTENTS

4.1 Activities at the site

The site operates a WEEE authorised treatment facility (ATF)-non-ozone depleting substances. Waste is booked into site and delivered by Environmental Solutions Waste Management Ltd own fleet or third parties that have worked with the operator for a long time and is pre booked into site prior to arrival.

Waste activities on site are storage and processing pending removal from site for further recovery. Some waste WEEE is assessed and tested to identify if it ceases to be waste. This is carried out by staff, in the test area shown on site layout plan 1st floor 004.1_09_007. Once identified that it is no longer waste it is stored appropriately as a product.

The table below describes the permittable activities and the site plans 004.1_09_006 and 004.1_09_007 shows the location of plant and waste storage.

Table 2 Waste activities

Description of activities	Limits of activities
R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced) R3: Recycling/reclamation of organic substances which are not used as solvents R4: Recycling/reclamation of metals and metal compounds R5: Recycling/reclamation of other inorganic materials D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)	Treatment consisting only of sorting, dismantling, separation, shredding, screening, grading, baling, shearing, compacting, crushing, granulation, repair or refurbishment, or cutting of waste into different components for recovery. There shall be no treatment of WEEE containing ozone depleting substances. There shall be no treatment of batteries except for sorting. There shall be no mechanical treatment of cooling equipment or display equipment. The maximum quantity of non- hazardous waste subject to a shredding operation shall not exceed 75 tonnes per day. The maximum quantity of hazardous waste treated for disposal or recovery activity shall not exceed 10 tonnes per day. This does not include the manual sorting, manual dismantling, repair or refurbishment of WEEE. Wastes shall be stored for no longer than 1 year prior to disposal or 3 years prior to recovery. The maximum quantity of hazardous waste stored at the site shall not exceed 50 tonnes at any one time of which no more than 10 tonnes shall be stored for disposal. This does not include WEEE awaiting manual sorting, manual dismantling, repair or refurbishment.

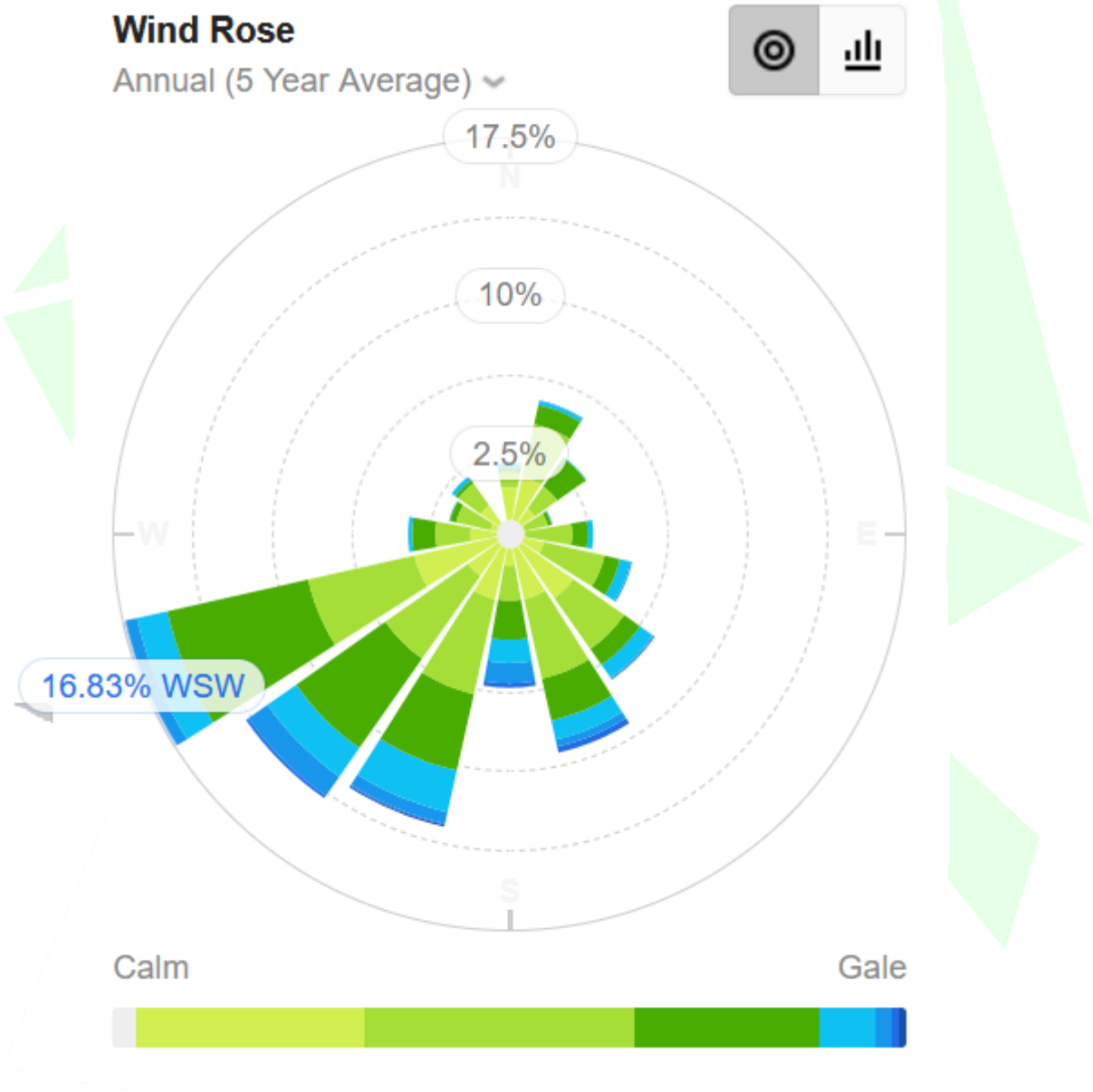
4.2 Site plan

The lay out of the site is shown in plans ground floor 004.1_09_006 and 1st floor site plan 004.1_09_007.

4.3 Plan of sensitive receptors near the site

Sensitive receptors have been identified up to 1 km and are shown on the sensitive receptors plan 004.1_09_005. A full list of receptors is also shown in the sensitive receptors table in Appendix 5 004.1_05_002 Sensitive Receptors Table. The sensitive receptors shown are in all directions of the site. The closest observing station where weather data is available is Heads Hill approximately 2 km to the east of the site (based on observations between 2017 – present). Figure 1 below shows the wind rose for Heads Hill which indicates the prevailing wind is WSW.

Figure 1 Wind Rose



(www.Willyweather.co.uk)

5 MANAGE COMMON CAUSES OF FIRE

5.1 Arson

The risk of arson on site is relatively low, the site is monitored 24/7 by CCTV see plan CCTV Locations. The boundary of the site is constructed of a wooden fence and chain link fence shown on site plan 004.1_09_004 preventing easy access to intruders.

5.2 Plant and equipment

Plant and equipment located on site;

- IDEAL shredder
- HSM shredder
- AXO shredder
- Kodak scanner
- Untha shredder
- Genox shredder
- Green baler
- Blue baler
- HSM baler
- Can crusher
- Aerosol crusher
- Bergmann compactor
- KK 500 balemaster
- KK minibaler
- Waste compactor
- Compressor - small
- Compressor – large
- Forklift trucks

5.3 Electrical faults including damaged or exposed electrical cables

Any electrical faults noticed on site during normal inspections or throughout the working day are isolated. A qualified electrician will be called to resolve the problem. If required, the electric shall be switched off at the fuse box to prevent an ignition risk.

5.3.1 Electrics certification

Electrics are fully certified by a competent person see Appendix 8 IPR18-175694-10721

5.3.2 Electrical equipment maintenance arrangements

Electrics on site are maintained on a regular basis and as and when required. Building electrics are certified a minimum of every 5 years

5.4 Discarded smoking materials

Will be isolated in quarantine area or in situ if un safe to move waste to the quarantine area.

5.4.1 Smoking on site policies

No smoking is allowed on site. Designated smoking area located outside the boundary of the site Appendix 11 241 non smoking policyshows the no smoking policy.

5.5 Hot works safe working practices

Site has a hot works procedure see Appendix 15 Permit to Work, no hot works are to take place unless authorised as per procedures. Procedure is authorised either by management or a supervisor.

5.6 Industrial heaters

There are no actively used industrial heaters on site. In Warehouse 1 there are historic heaters suspended from the ceiling which have been decommissioned.

5.7 Hot exhausts and engine parts

Vehicles and mobile plant are not parked near waste. They are parked a minimum of 6 m away. Fixed plant is either 6 m from waste storage or an fire resistant barrier is provided see site plans 004.1_09_006 and 004.1_09_007.

5.8 Fire watch procedures

At the start and end of every day, there is a site walk over by management or an competent person where a thermal imaging camera is used to monitor the temperature of waste storage in containers. It also ensures that no damage or break ins have occurred overnight and the site is ready to be closed for the night.

5.9 Ignition sources

Table 3 Ignition sources

Ignition Sources	Mitigation
Arson or vandalism	• Site CCTV Monitoring 24/7 • Boundary fence • Waste stored in containers or within a building
Plant or equipment	• Parked in designated areas • Or fire resistant barriers provided between fixed plant and storage where 6 m is not achievable • See site plans 004.1_09_006 and 004.1_09_007 .
Electrical faults (including damaged or exposed electrical cables).	• See Appendix 8 IPR18-175694-10721for testing certificate

Discarded smoking materials	• No smoking on site, see Appendix 11 241 non smoking policy. • Any waste that starts smoking or arrives smoking will either be isolated in situ or moved to quarantine area if safe to do so, See site plans 004.1_09_006 and 004.1_09_007
Hot works	• Controlled by permit to work procedures see Appendix 15 Permit to Work.
Industrial heaters	• None used on site.
Hot exhausts	• Controlled by mobile plant being parked 6 m away • Fixed plant is provided with fire resistant barriers , See site plans 004.1_09_006 and 004.1_09_007 • End of day site check and thermal imaging to inspect for hot exhaust.
Fuse Board	• Located in warehouse 1 • Either 6 m from containerised waste storage or fire resistant barrier provided.

5.9.1 Batteries

Batteries are accepted as a part of the permittable waste list. They are stored in appropriate battery boxes undercover in warehouse 2. Batteries are removed where possible from WEEE and stored in appropriate battery proof containers within warehouse 2.

5.10 Leaks and spillages of oils and fuels

All liquid wastes will be held in sealed containers away from vehicular movements. All such containers will be provided with secondary containment and have a spill kit available for deployment in close proximity should a spillage occur. Any leaks or spills will be recorded on the site event log see Appendix 16 Spill Procedure

The Site will utilise a simple 'Stop-Contain-Divert' model for containing spillages and have spill kits or granules available on site to protect the surface water system and to prevent pollutants from entering the site drains, See site plans 004.1_09_006 and 004.1_09_007. Site staff are trained and familiar with their use in an emergency situation through the use of spill drills. In the event of a spillage entering the surface water drainage system

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

Waste material accepted to site does not produce loose combustible waste, dust and fluff.

5.12 Reactions between wastes

Any reactions between wastes are prevented through separation of waste into different containers.

5.13 Waste acceptance and deposited hot loads

Waste to be accepted to site must conform with Table 1 Accepted combustible waste. If it is not on this list then it is rejected. Waste arrives on site delivered by Environmental Solutions Waste Management Ltd own fleet or third parties that have worked with the operator for a long time. And is accepted in accordance with the waste acceptance procedure in Appendix 4 Waste Acceptance Procedure.

If any waste is identified as non-conforming then firstly the site manager shall be informed. The waste must be identified and the decision made whether it can be handled on site; if it can (i.e. listed in table of wastes) then it shall be deposited in the correct container else-where on site. If waste cannot be identified or is suspected as or non conforming the waste shall by isolated in an container and removed from site to an appropriately authorised site.

The site supervisor will get advice on how best to deal with the material and manage it accordingly. All non-conforming wastes will be kept separate on site from other wastes and moved (providing it is safe to do so) to a designated quarantine area. All non-conforming wastes will be removed from site within 7 working days, or as soon as reasonably practicable using specialist contractors. All instances of non-conforming waste will be recorded in Appendix 3 Site Event Log. All instances of non-conforming waste will also be notified to the Operations Manager to allow for preventative actions to be put in place

5.14 Describe your use of the quarantine area for hot loads.

If a load arrives and is deemed as a hot load e.g. visually smouldering then it will be quarantined in the quarantine area, if safe to do so. If not it might be extinguished in situ using the on site fire extinguishers, failing this the FRS will be called to deal with the smouldering waste.

5.15 Hot and dry weather

Waste on site is containerised and frequently monitored by site staff through CCTV and physical inspections of the waste. Further shade is provided by warehouse 1 and 2 that a majority of the waste containers are stored in.

These measures ensure the risk of self-combustion remains low.

6 PREVENT SELF-COMBUSTION

6.1 General self-combustion measures

All wastes are containerised. The depositing of waste is overseen by staff. Where possible batteries are removed from WEEE to prevent ignition see Table 3 Ignition sources.

Waste is segregated and sorted on site. Waste acceptance and storage works on a first-in-first-out policy with the usual timescale up to 21 days. This helps reduce the possibility of self-combustion by preventing overheating within the waste piles. CCTV helps monitor the site both within and outside of operating hours.

The site operates a First In First Out (FIFO) procedure so any waste is usually not stored longer than up to 21 days prior to be sent for onward processing at another authorised facility.

Some waste will be repaired or assessed to be non waste and will be stored as product for re sale elsewhere on the site.

Daily checks are made on the site as part of the fire watch procedure and includes checking for signs of self-combustion which may impact on the fire-risk at the beginning and end of the working day this is supported by checking with a thermal imaging camera.

All site staff who deal with waste acceptance, storage and processing are trained in this FPP.

7 MANAGE STORAGE TIME

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

Non-hazardous Waste Transfer and Hazardous consignment notes into and out of site are used to control the amount of waste on site. All waste is stored in containers on site.

This records the date it arrives, what the waste is, quantity and the form it takes.

7.2 Stock rotation policy

A FIFO policy is operated on site with a timescale of usually up to 21 days before waste is removed.

8 MONITOR AND CONTROL TEMPERATURE

8.1 Reduce the exposed metal content and proportion of 'fines'

All externally stored metal waste is stored in lockable containers otherwise waste containers are stored in warehouse 1 and 2 which shades it from direct sunlight.

8.2 Monitoring temperature

CCTV monitors the site and the waste storage areas for early visual indication of fire there is also a start of day and end of day check where a thermal imaging camera is used. A trigger temperature of 30^0C is used to act. If it is above 30^0C then waste will be rotated or moved to cool the waste down.

8.3 Controlling temperature

The FIFO policy operated on site helps to control waste temperature and prevent any overheating whilst shade cover is provided by waste being stored in warehouses and containers.

8.4 Dealing with hot weather and heating from sunlight

Waste is either stored internally or containerised protecting from sunlight which will prevent heating.

9 WASTE BALE STORAGE

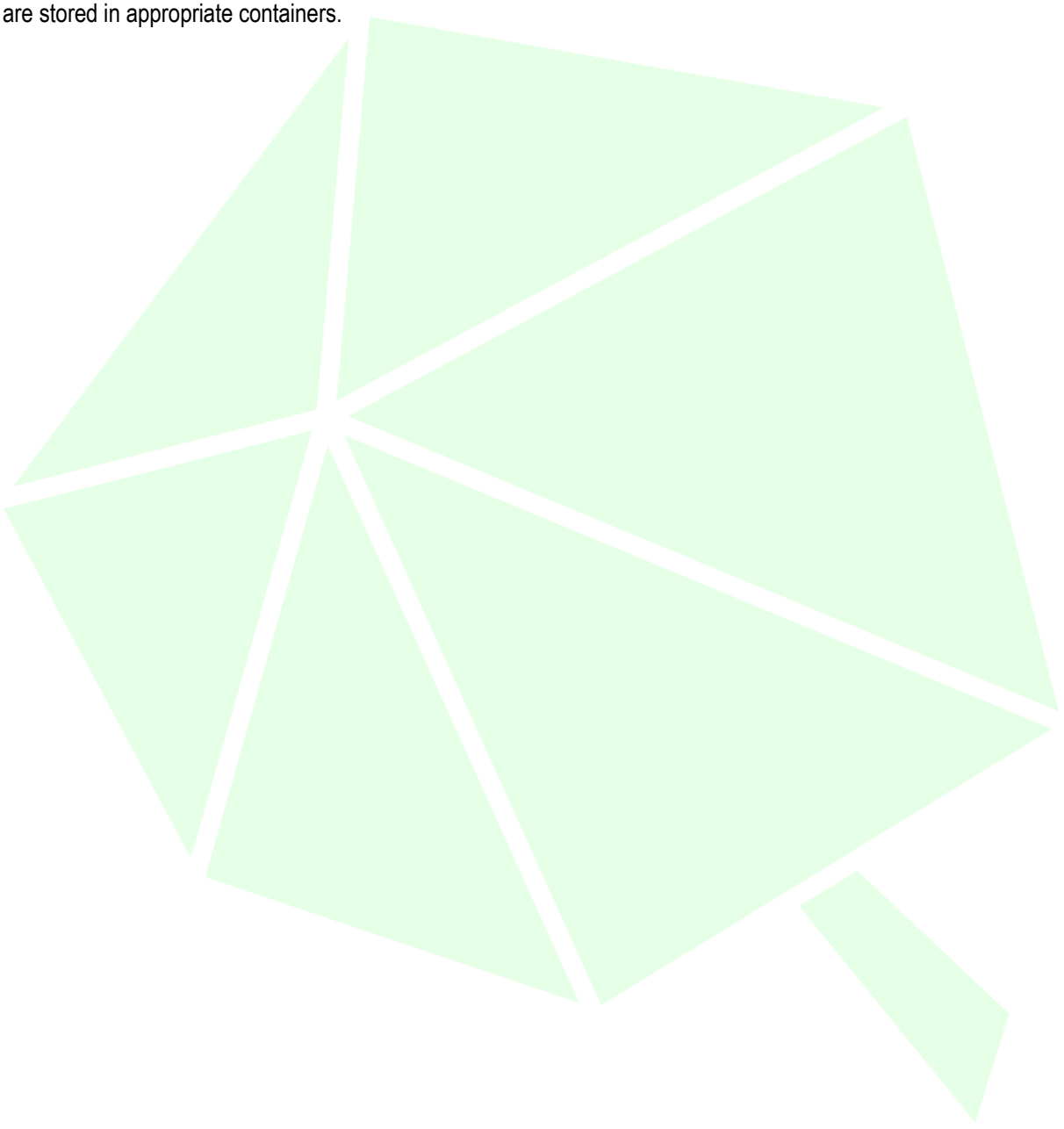
None under permitted activities. However, there are waste bales stored under exempt activities. These are shown on the site plans 004.1_09_006 and 004.1_09_007 , All exempt waste is either 6 m from permitted waste or a fire resistant barrier is provided.

10 MANAGE WASTE PILES

10.1 Storing waste materials in their largest form

Waste is stored in its biggest form in containers. Waste is only processed prior to the waste material leaving site.

Where applicable if a component has a battery this is removed as part of the waste acceptance and the batteries are stored in appropriate containers.



11 MAXIMUM PILE SIZES FOR THE WASTE ON YOUR SITE

Storage and waste types are shown in **Error! Reference source not found.** Locations are shown on site plans 004.1_09_006 and 004.1_09_007.

Table 4 Waste Storage

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Volume / m^3	Max. time it will be stored
20 01 21 (Flo Tubes)	61	Container (Coffin)	1.9	0.3	0.3	0.17	Up to 3 weeks
16 02 14 (Mixed WEEE)	1-60	Container (Stillages) Container (Upright Cages) Pallet (wrapped on pallet)	1.2	0.8	0.96	0.9	
16 06 01 (Lead Acid Batteries)							
16 06 04 (Alkaline Batteries)							
16 02 11 (Fridges/Freezers)							
16 06 05 (Lithium Batteries)							
16 02 14 (Mixed WEEE)	Permitted Waste	Container (Ro Ro)	6.2	2.4	2.4	36	
16 06 01 (Lead Acid Batteries)							
16 06 04 (Alkaline Batteries)							
16 02 11 (Fridges/Freezers)							
16 06 05 (Lithium Batteries)							
20 01 13 (Solvents)							
20 01 14 (Acids)							
15 02 02 (Absorbent Rags)							
08 04 09 (Adhesives/Solvents)							

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Volume / m^3	Max. time it will be stored
20 01 27 (Paint)							
15 02 02 (Fuel Filters)							
16 10 02 (Algae water)							
20 01 30 (Mixed Shampoo)							
12 01 09 (Cutting Compound)							
13 02 05 (Non-Chlorinated Oil)							
13 02 04 (Chlorinated Oil)							
16 10 01 (Dyed Water)							
15 02 02 (Granules)							
15 01 07 (Dental Product)							
20 01 01 (Carboard, Paper)							
20 01 39 (Polythene, Plastic Buckets)							
20 01 38 (Wood)							
20 03 01 (General)							
20 01 02 (Glass)							
20 01 40 (Metal)							
12 01 18 (Lapping Paste)							
14 06 03 (Isopropyl Alcohol)							
16 05 08 (Acetone)							

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Volume / m^3	Max. time it will be stored
06 04 05 (Metal Powders)							
06 01 06 (Acetic Acid)							
15 02 02 (Absorbent Rags)	62	Container (Stillages) Container (Upright Cages) Pallet (wrapped on pallet)	20	3	4	240	
08 04 09 (Adhesives/Solvents)							
15 02 02 (Absorbent Rags)							
08 04 09 (Adhesives/Solvents)							
20 01 27 (Paint)							
15 02 02 (Fuel Filters)							
16 10 02 (Algae water)							
20 01 30 (Mixed Shampoo)							
12 01 09 (Cutting Compound)							
13 02 05 (Non-Chlorinated Oil)							
13 02 04 (Chlorinated Oil)							
16 10 01 (Dyed Water)							
15 02 02 (Granules)							
15 01 07 (Dental Product)							
20 01 01 (Carboard, Paper)							
20 01 39 (Polythene, Plastic Buckets)							
20 01 38 (Wood)							

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Volume / m^3	Max. time it will be stored
20 03 01 (General)							
20 01 02 (Glass)							
20 01 40 (Metal)							
12 01 18 (Lapping Paste)							
14 06 03 (Isopropyl Alcohol)							
16 05 08 (Acetone)							
06 04 05 (Metal Powders)							
06 01 06 (Acetic Acid)							
15 02 02 (Absorbent Rags)	63	Container (Stillages) Container (Upright Cages) Pallet (wrapped on pallet)	20	7	4	560	
08 04 09 (Adhesives/Solvents)							
15 02 02 (Absorbent Rags)							
08 04 09 (Adhesives/Solvents)							
20 01 27 (Paint)							
15 02 02 (Fuel Filters)							
16 10 02 (Algae water)							
20 01 30 (Mixed Shampoo)							
12 01 09 (Cutting Compound)							
13 02 05 (Non-Chlorinated Oil)							
13 02 04 (Chlorinated Oil)							

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Volume / m^3	Max. time it will be stored
16 10 01 (Dyed Water)							
15 02 02 (Granules)							
15 01 07 (Dental Product)							
20 01 01 (Carboard, Paper)							
20 01 39 (Polythene, Plastic Buckets)							
20 01 38 (Wood)							
20 03 01 (General)							
20 01 02 (Glass)							
20 01 40 (Metal)							
12 01 18 (Lapping Paste)							
14 06 03 (Isopropyl Alcohol)							
16 05 08 (Acetone)							
06 04 05 (Metal Powders)							
06 01 06 (Acetic Acid)							
Spare container storage	58,65, 67,68,69,70	Spare empty containers.					

12 WHERE MAXIMUM PILE SIZES DO NOT APPLY

All waste on site is stored in containers or on a pallet as shown in site plans 004.1_09_006 and 004.1_09_007.

and Table 4 Waste Storage. All onsite containers can be moved utilising on site mobile plant and vehicles.

12.1 Waste stored in containers

All waste types on site are either stored on a pallet or within a container see Table 4 Waste Storage.

12.2 Types of containers you are using

All waste is stored in containers. The site plans 004.1_09_006 and 004.1_09_007 shows the location and storage type. The largest storage on site will be external in Ro Ro containers dimensions 6.2 X 2.4 X 2.4 if required however, normal storage will occur in stillages, upright cages or pallets.

Stillages dimensions are 1.2 X 0.8 X 0.96 m, upright cages are 0.8 X 0.715 X 1.845 m, pallets 2.2 X 1.2 X 0.1 m and Flo tube coffins 1.9 X 0.3 X 0.3 m.

12.2.1 Accessibility and moving of containers

Containers are stored in accordance with site plans 004.1_09_006 and 004.1_09_007, each container is accessible on at least one site. There are also mobile plant and vehicles capable of moving the containers. Cages have wheels on and if safe to do so can be moved by staff if smouldering or showing signs of fire or the non smouldering cages can be removed to isolate the smouldering waste.

13 PREVENT FIRE SPREADING

13.1 Separation distances

All waste on site is containerised and where a 6 m gap between waste, buildings, mobile/fixed plant and ignition sources a fire resistant barrier is supplied site plans 004.1_09_006 and 004.1_09_007.

14 FIRE WALLS CONSTRUCTION STANDARDS

Site benefits from fire resistant barriers see site plans 004.1_09_006 and 004.1_09_007. They are rated up to 120 mins of fire resistance including radiative heat see Appendix 9 Fire Barrier Data Sheet.

15 QUARANTINE AREA

15.1 Quarantine area location and size

All waste is stored in containers or on pallets. With the largest container holding 36 m^3. All containers are capable of being moved individually to the quarantine area located in front of warehouse 1 & 2 shown on site plans 004.1_09_006 and 004.1_09_007 using the onsite mobile plant and or vehicles. The quarantine area is designed to hold the largest container on site the RoRo (36 m^3) or 50 % of the containers form the largest piles.

The Quarantine area is 10 m X 7 X 4 m = 280 m^3 and can hold at least 50% of the largest pile albeit piles are made up of containers that can be moved and isolate either burning or non burning waste.

Any containers within 6 m of the quarantine area will be moved using the onsite plan and vehicles.

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

The quarantine area will be used to store either burning or non burning waste. Burning waste will only be moved if safe to do so, if not it will be isolated in situ by moving the non- burning waste to the quarantine area and either extinguished with fire extinguishers or left for the FRS.

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

Containers will be moved from within 6 m of the quarantine by using the hook loader. If there are other sized containers located within the quarantine area or 6 m buffer then the fork lift trucks will move the containers. This will be carried out by appropriately trained people to drive these vehicles.

16 DETECTING FIRES

16.1 Detection systems in use

The fire alarm system incorporates call points, smoke detectors and heat detectors.

16.2 Certification for the systems

The system has been installed and certified to B3 5839-1 see Appendix 10 Fire Alarm Info.

17 SUPPRESSING FIRES

17.1 Suppression systems in use

The suppression system installed is the firechief 12 kg automatic dry powder fire extinguisher. The fire extinguisher offers protection for class A, B and C fires and can be used on electronic fires.

The fire extinguisher has an heat-sensitive glass bulb bursts when the temperature rises to 68°C. See Appendix 13 Firechief Spec.

There are 8 x 12KG Auto Powders in WH2 – covers 18m2 at 3.5 metres height. There are 1 x 12KG Auto Powder and 3 x 9KG Auto Powders in WH1 covers 15m2 at 3.5 metres height shown on overall site view 004.1_09_004

17.2 .Certification for the systems

The system is installed to British Standard BS12845.

18 FIREFIGHTING TECHNIQUES

18.1 Active firefighting

The site is designed to provide 2 access points to the permitted area one via the northern gate and other by the western gate. Warehouse 1 can be accessed from either end and warehouse 2 via one entrance. Fire resistant barriers provide fire breaks at strategic points on site. There are also hand fire extinguishers CO_2 with two specialist lithium battery fire extinguishers on site which are only to be used by the FRS.

If safe for staff to do so smouldering/burning waste will be moved to the quarantine area. If not safe it will be left in situ and non burning/smouldering waste will be moved to the quarantine area.

In the event it is not safe for staff to deal with the smouldering/burning waste then the FRS will be contacted and provided with a copy of the FPP and in particular the site layout plans so they are able to identify waste types, locations and fire resistant infrastructure.

19 WATER SUPPLIES

19.1 Available water supply

There are two hydrants located within 100 m of the permitted site boundary as shown on site plan overall site View 004.1_09_004and the fire water containment plan 004.1_09_003.

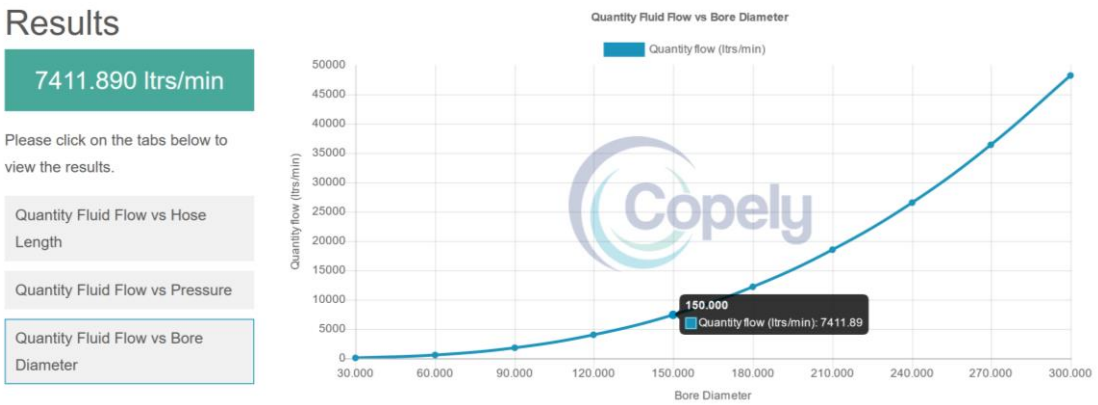
19.2 Calculation for your required water supply

Table 5: Water Supply

Maximum pile volume in cubic metres	Water supply needed in litres per minute	Overall water supply needed over 3 hours in litres	Total water available on site in litres
560	3733	672,000	• **Hydrant 1** (North east of Site) 100% flow: 7400 l/pm • **Hydrant 2** (West of site) 75% flow:5550 l/pm • **Combined**: 2,331,000

Figure 2 Water flow

Fire hydrant size of 150 mm.



20 MANAGING FIRE WATER

20.1 Containing the run-off from fire water

The site benefits from an impermeable site surface where all waste activities take place as shown in the site plans 004.1_09_006 and 004.1_09_007 .

Area= 2720 m^2

Average Depth/Fall= 0.25 m

Fire water capacity= 680 m^3/680,000 litres

Table 6 Water Containment

Area	Water Containment in m^3
Site	680

Fire water containment barriers are deployed across key areas see fire water containment plan 004.1_09_003.

21 DURING AND AFTER AN INCIDENT

21.1 Dealing with issues during a fire

Site operations shall cease and no more waste shall be accepted. Waste will diverted to other appropriately authorised facilities.

21.2 Notifying residents and businesses

In the event of smoke emissions, we will ensure that all other units on the estate are contacted and updated. Up to date contact details are available on Google and any gaps in informing neighbours will be addressed by physically visiting them.

The closet residents are 496 m away and down wind of the site and would be contacted in the event of a long fire incident, physically by knocking on residents doors.

21.3 Clearing and decontamination after a fire

A third-party contractor will be instructed to clear and decontaminate areas of the site impacted by a fire to be taken to suitably permitted sites..

21.4 Making the site operational after a fire

It is unlikely that a fire event will impact operations significantly, the site will not reopen until a thorough site inspection has been carried out to ensure infrastructure is fit for purpose.

The root cause of the fire will be established and all site procedures and this document reviewed, and staff updated with any changes.

22 RECORD KEEPING

As a minimum, the following records must be kept to ensure compliance with the requirements of the Environmental Permit:

- A copy of the permit
- Risk assessments
- Competence and training records
- Duty of Care documentation and Environment Agency waste returns
- Other legally required documents
- Operational procedures
- Compliance records

Records must be retained for 6 years unless they relate to off-site environmental or health effects, or the condition of the land or groundwater when they shall be retained until permit surrender.

23 MANAGEMENT PLAN REVIEW

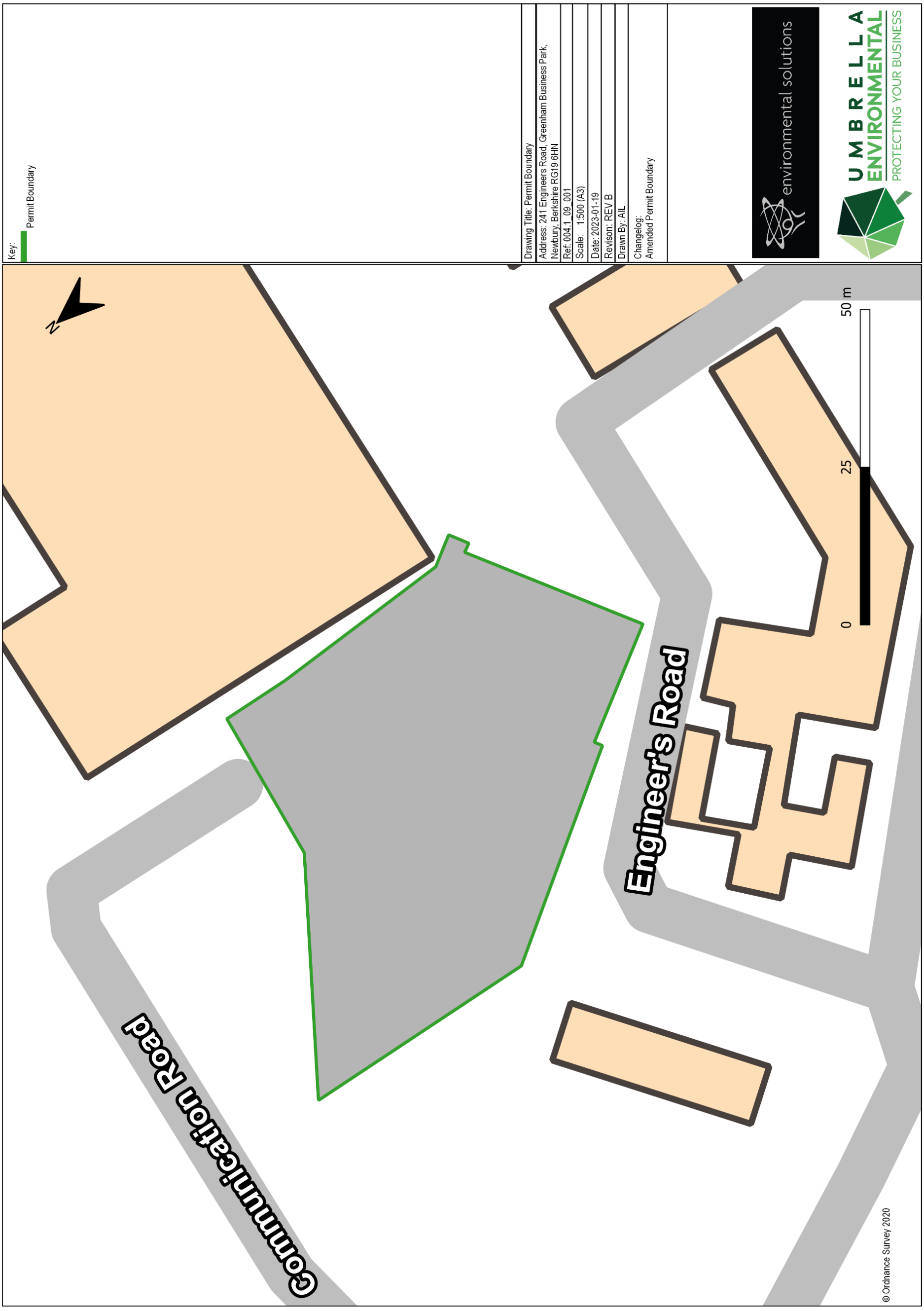
The FPP will be reviewed as a minimum at least annually or following any substantial change in site operations or fire or at the request of the Environment Agency.

Other activities which may prompt review of the FPP are variations to the environmental permit, accident, complaint, breach or a change in the site setting or sensitive receptors.

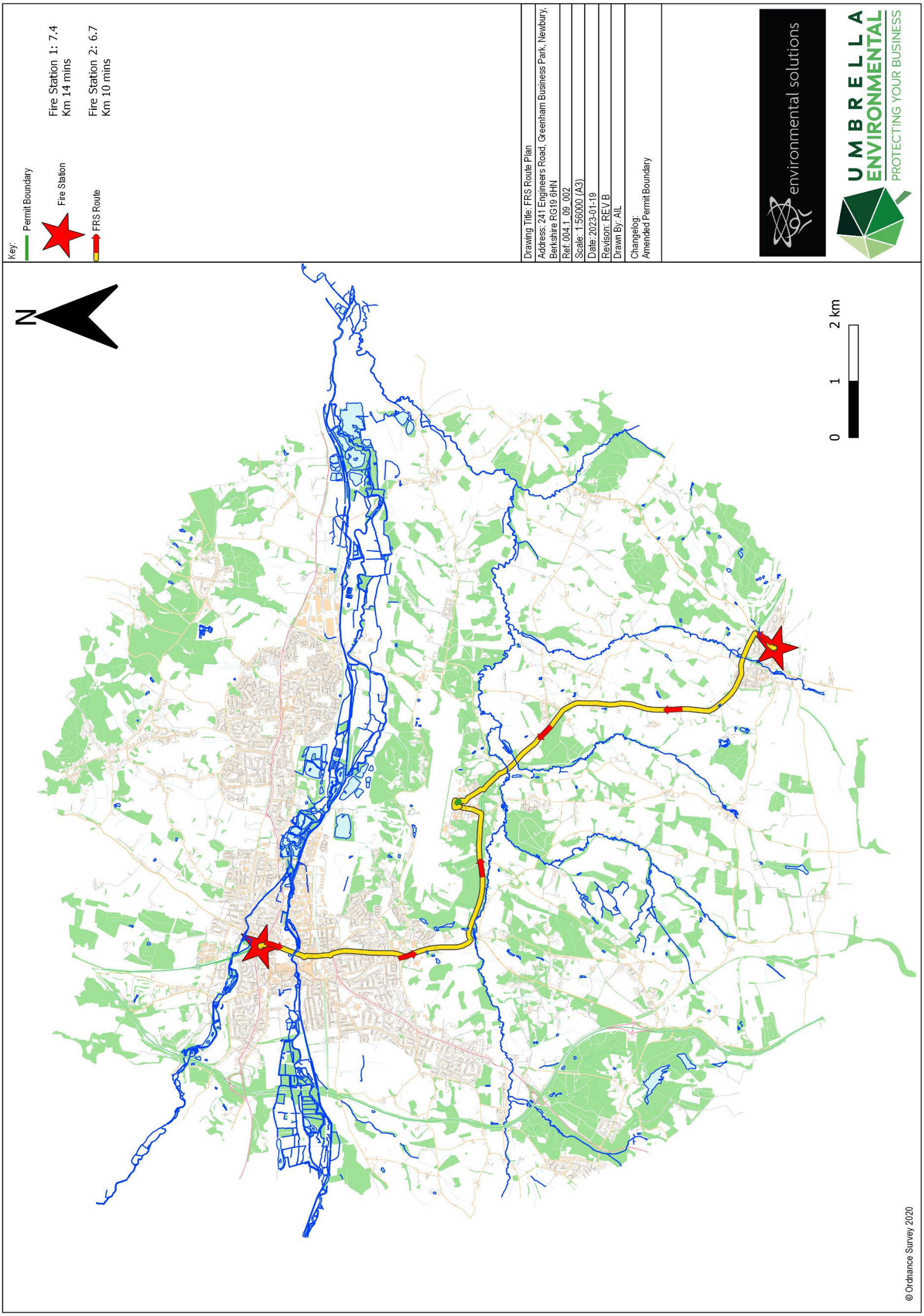
Where the review requires changes, this will be documented and maintained with the site records, for example, waste storage volumes, types of waste, new or altered equipment.

24 DRAWINGS

Drawing 1 Permit Boundary 004.1_09_001

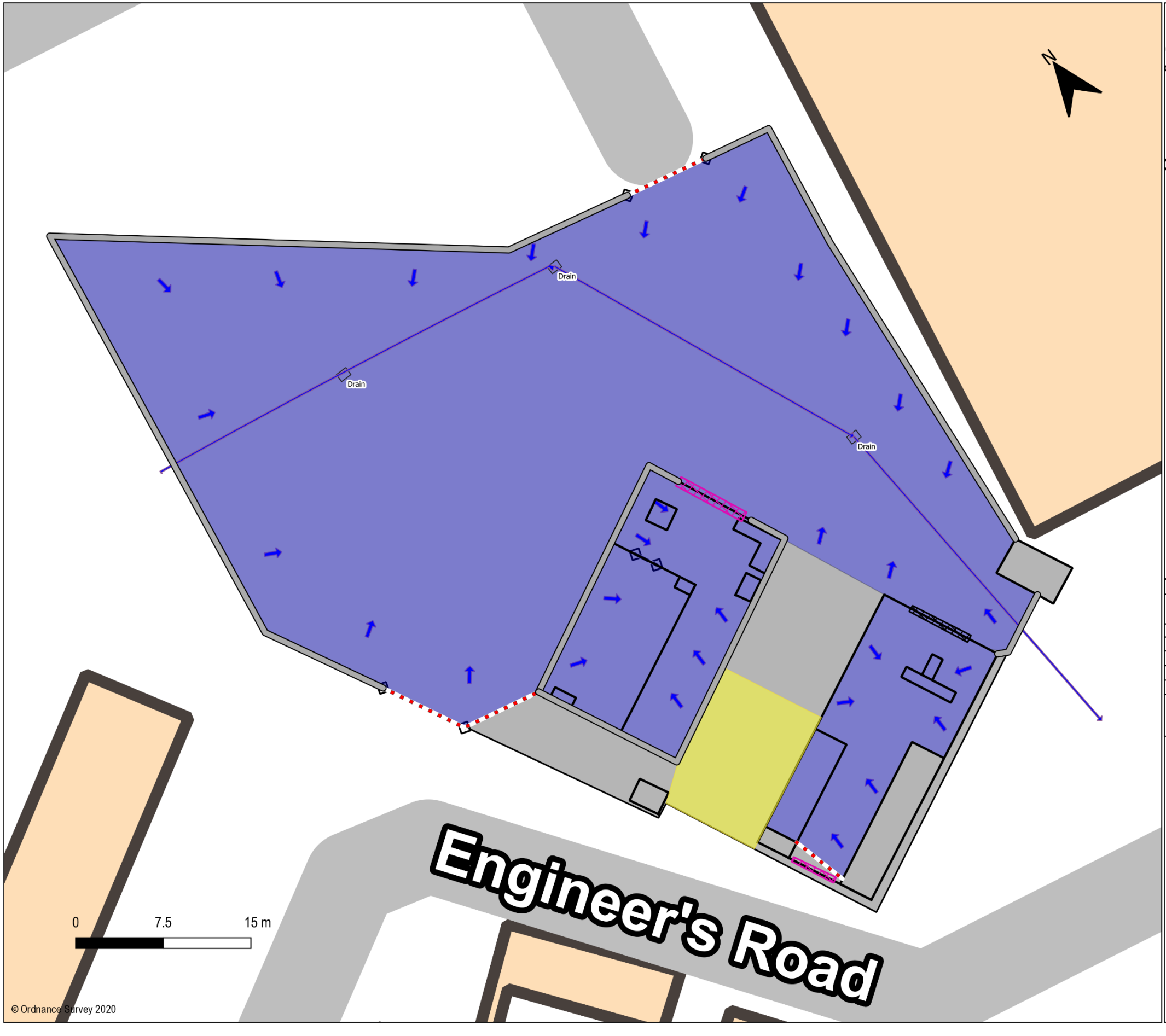


Drawing 2 FRS Route Plan 004.1_09_002



Fire Prevention Plan

Drawing 3 004.1_09_003 FWC Plan



Key:
- Fall Line
- Fire Water Barrier
- Kerbing 0.10 m
- Fire Water Containment
- Impermeable Surface
- Roller Shutter
- Sliding Doors
- Gate
- Hardstanding

Fire Water Containment

Area= 2720 m2

Average Depth/Fall= 0.25 m

Fire water capacity= 680 m3/680,000 litres

Drawing Title: Fire Water Containment
Address: 241 Engineers Road Greenham Business Park Newbury Berkshire RG19 6HN
Ref: 004.1_09_003
Scale: 1:299 (A3)
Date: 2023-03-07
Revison: REV B
Drawn By: AIL
Changelog: Amended Permit Boundary

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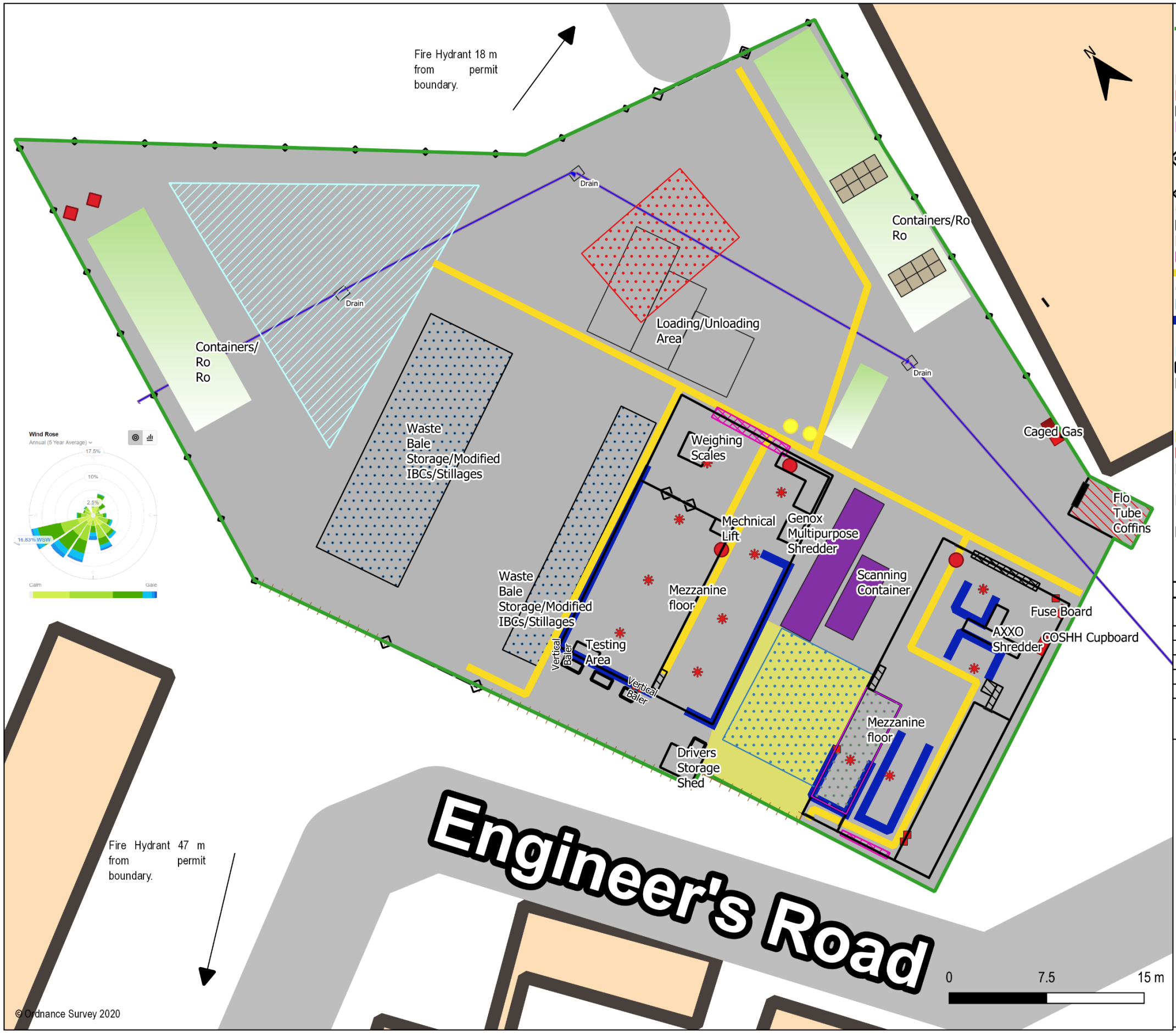
Fire Prevention Plan

Drawing 4 Overall Site View 004.1_09_004



Key:

- Permit Boundary
- Fire Chief Extinguishers
- Spill Kits
- COSHH Cupboard
- Quarantine Area
- Stairs
- Non-Waste Storage
- Fire Extinguishers
- Gate
- Call Points
- Chain Link Fencing
- Wooden Fence
- Sliding Doors
- Caged Gas
- Roller Shutter
- Walk Way
- FRS Site Route in
- Empty Bin Storage
- Fire Resistant Barriers
- Hardstanding
- Vehicle Parking
- Balers
- Waste Bale Storage
- Skip Container 20,35 and 40 yard RO RO
- Fuel Tanks 2500 ltr
- Exempt Waste Activties
- Flo Tubes
- Non waste containers
- Drainage line
- Drain
- Impermeable Surface
- Waste Bale Storage/Modified/IBCs/Stillages

Drawing Title: Overall Site View
Address: 241 Engineers Road, Greenham Business Park, Newbury, Berkshire RG19 6HN
Ref: 004.1_09_004
Scale: 1:270 (A3)
Date: 2023-02-27
Revison: REV A
Drawn By: AIL
Changelog: Revised in accordance with bespoke permit application.

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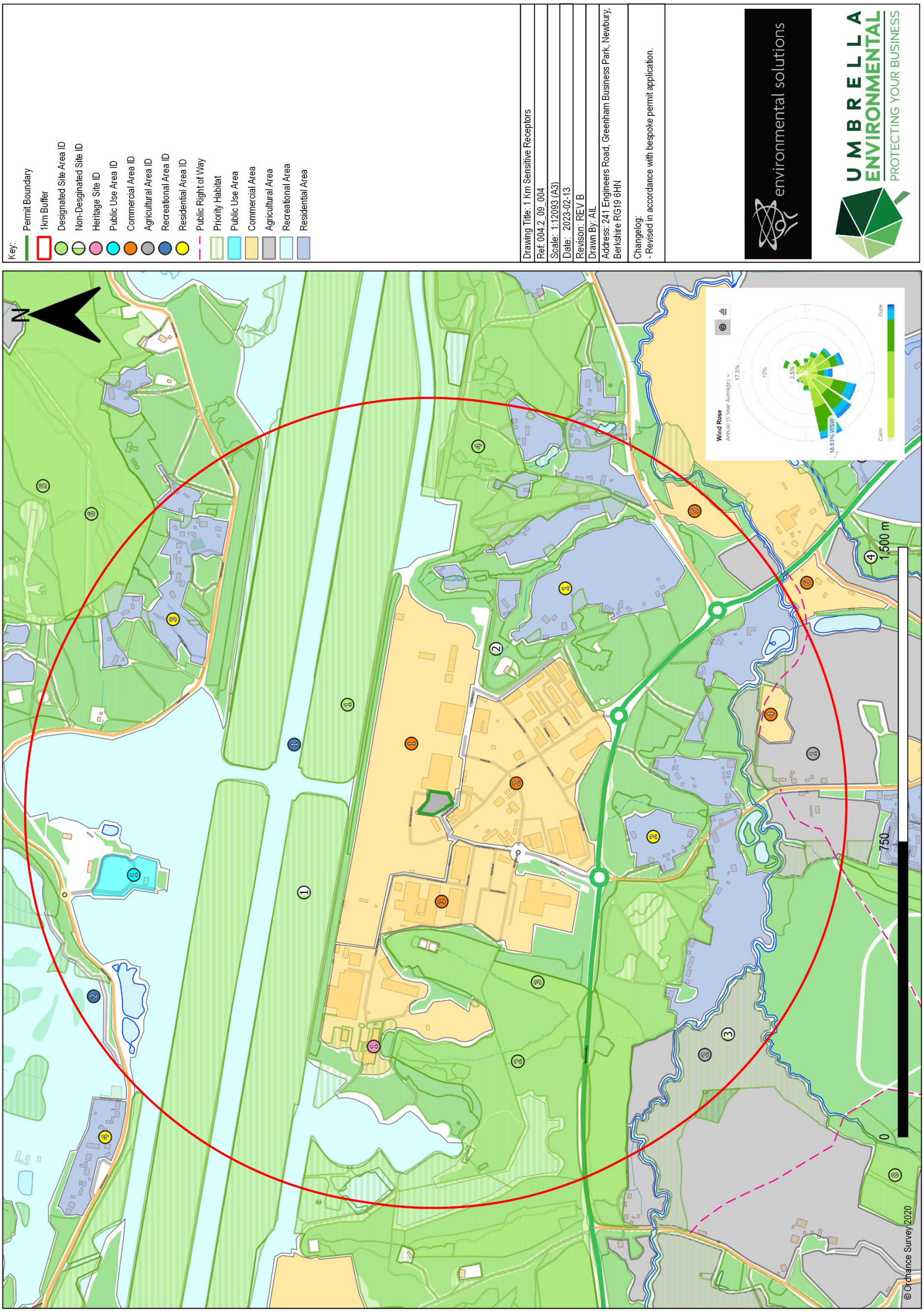
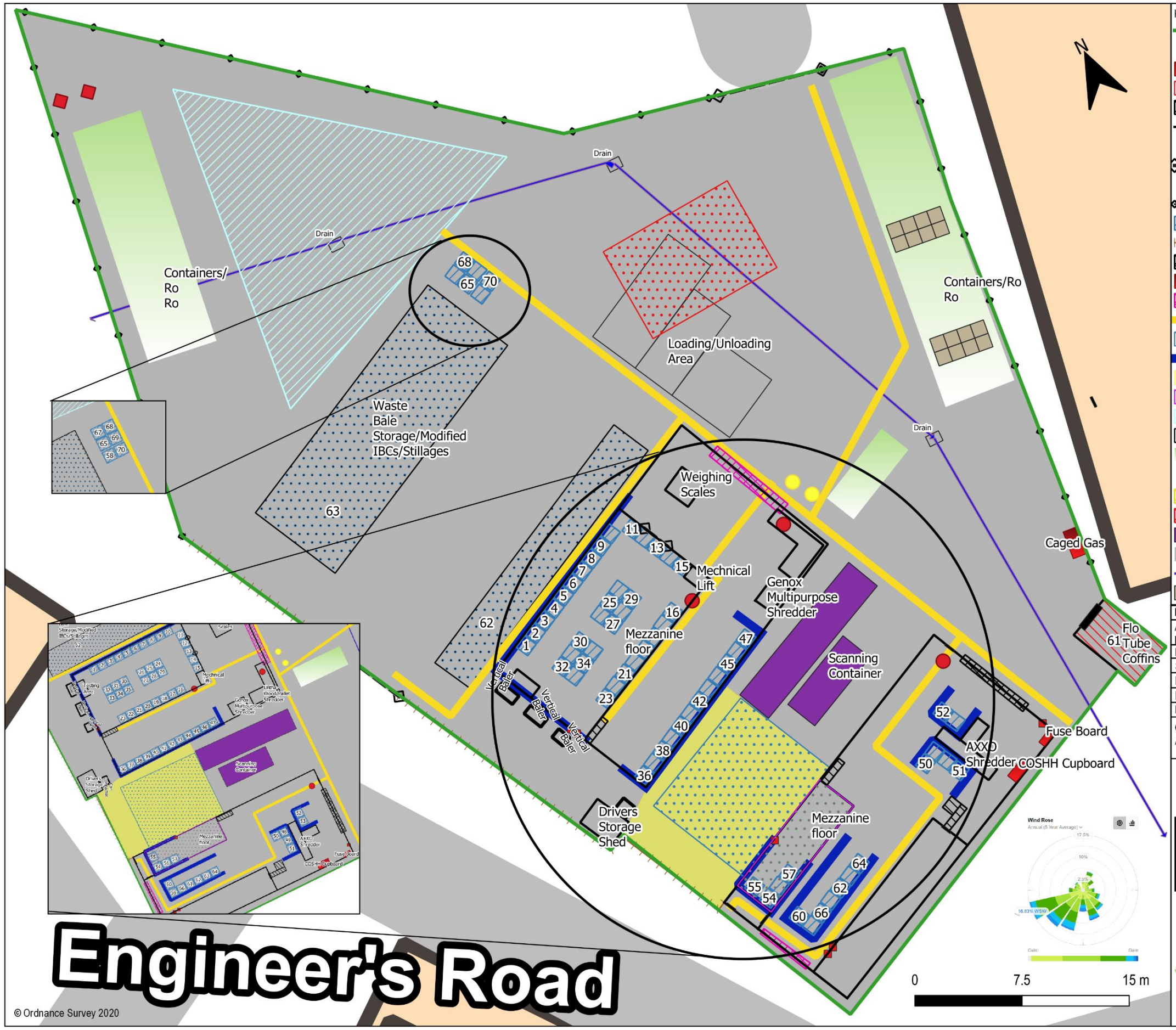
Drawing 5 Sensitive Receptors 1 km 004.1_09_005



Fire Prevention Plan

Drawing 6 Site Layout Ground 004.1_09_006



Key:

- Permit Boundary
- Spill Kits
- COSHH Cupboard
- Quarantine Area
- Stairs
- Building
- Fire Extinguishers
- Gate
- Call Points
- Chain Link Fencing
- Stillages_Tall Cages_Pallets
- Wooden Fence
- Sliding Doors
- Caged Gas
- Roller Shutter
- Walk Way
- Empty Bin Storage
- Fire Resistant Barriers
- Hardstanding
- Non-Waste Storage
- Vehicle Parking
- Waste Bale Storage/Modified/IBCs/Stillages
- Skip Container 20,35 and 40 yard RO RO
- Waste Hydrocarbons Tank 2500 ltr
- Exempt Waste Activties
- Flo Tubes
- Non waste containers
- Impermeable Surface
- Drainage line
- Dolav wood Storage

Drawing Title: Site layout Ground
Address: 241 Engineers Road, Greenham Business Park, Newbury, Berkshire RG19 6HN
Ref: 004.1_09_006
Scale: 1:295 (A3)
Date:2023-04-14
Revison: REV B
Drawn By: AIL
Changelog: Amended Permit Boundary.

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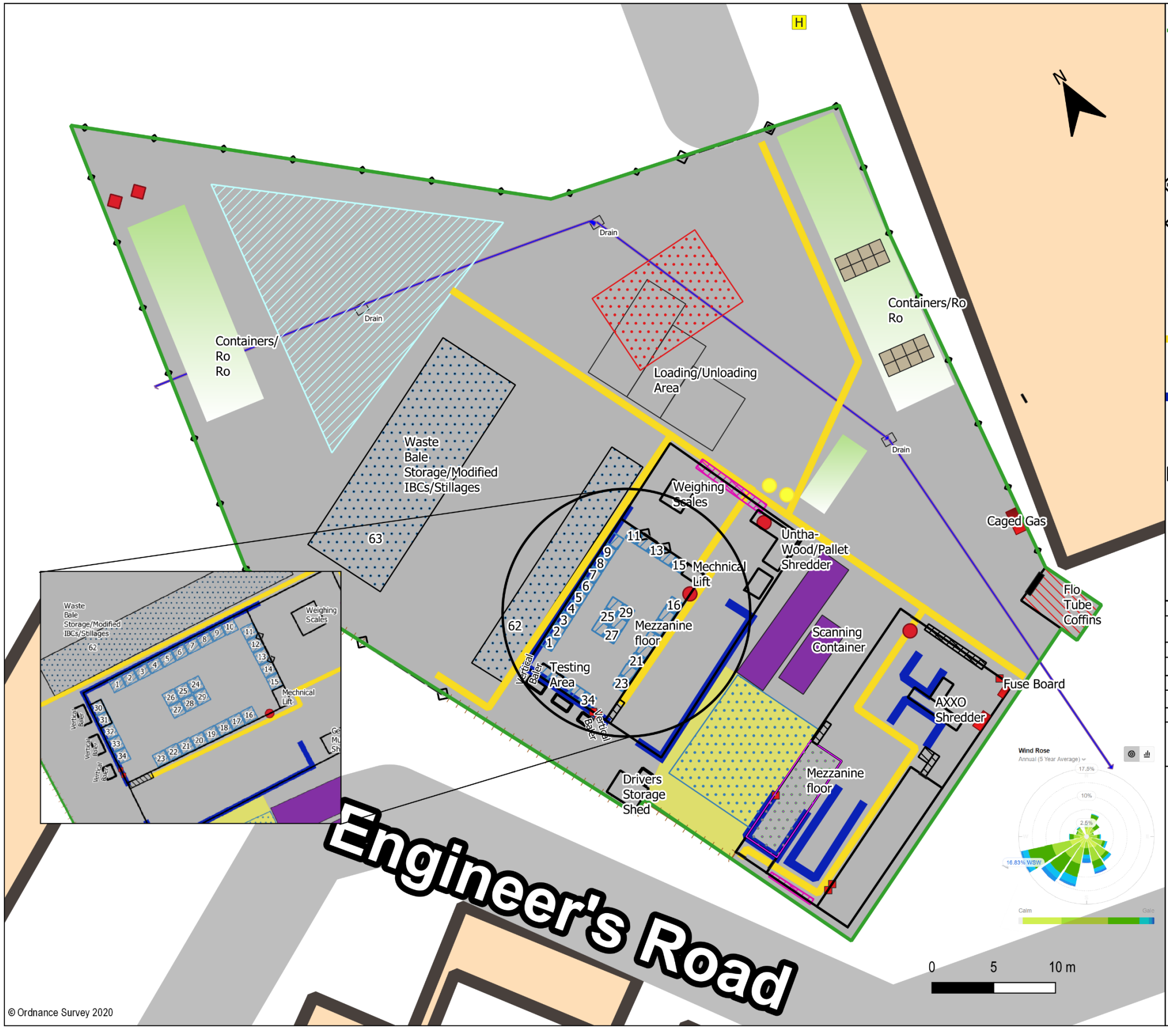
Fire Prevention Plan

Drawing 7 Site Layout 1st Floor 004.1_09_007



Key:

- Permit Boundary
- Spill Kits
- COSHH Cupboard
- Doors
- Fire Water Containment
- Quarantine Area
- Stairs
- Fire Extinguishers
- Gate
- Call Points
- Chain Link Fencing
- Stillages/Tall Cages/Pallets
- Wooden Fence
- Sliding Doors
- Caged Gas
- Roller Shutter
- Walk Way
- FRS Site Route in
- Empty Bin Storage
- Fire Resistant Barriers
- Hardstanding
- Non-Waste Storage
- Vehicle Parking
- Balers
- Waste Bale Storage/Modified/IBCs/Stillages
- Skip Container 20,35 and 40 yard RO RO
- Exempt Waste Activties
- Flo Tubes
- Non waste containers
- Impermeable Surface

Drawing Title: Site Layout 1st Floor

Address: 241 Engineers Road, Greenham Business Park, Newbury, Berkshire RG19 6HN

Ref: 004.1_09_007

Scale: 1:283 (A3)

Date: 2023-04-14

Revison: REV B

Drawn By: AIL

Changelog:
Amended Permit Boundary

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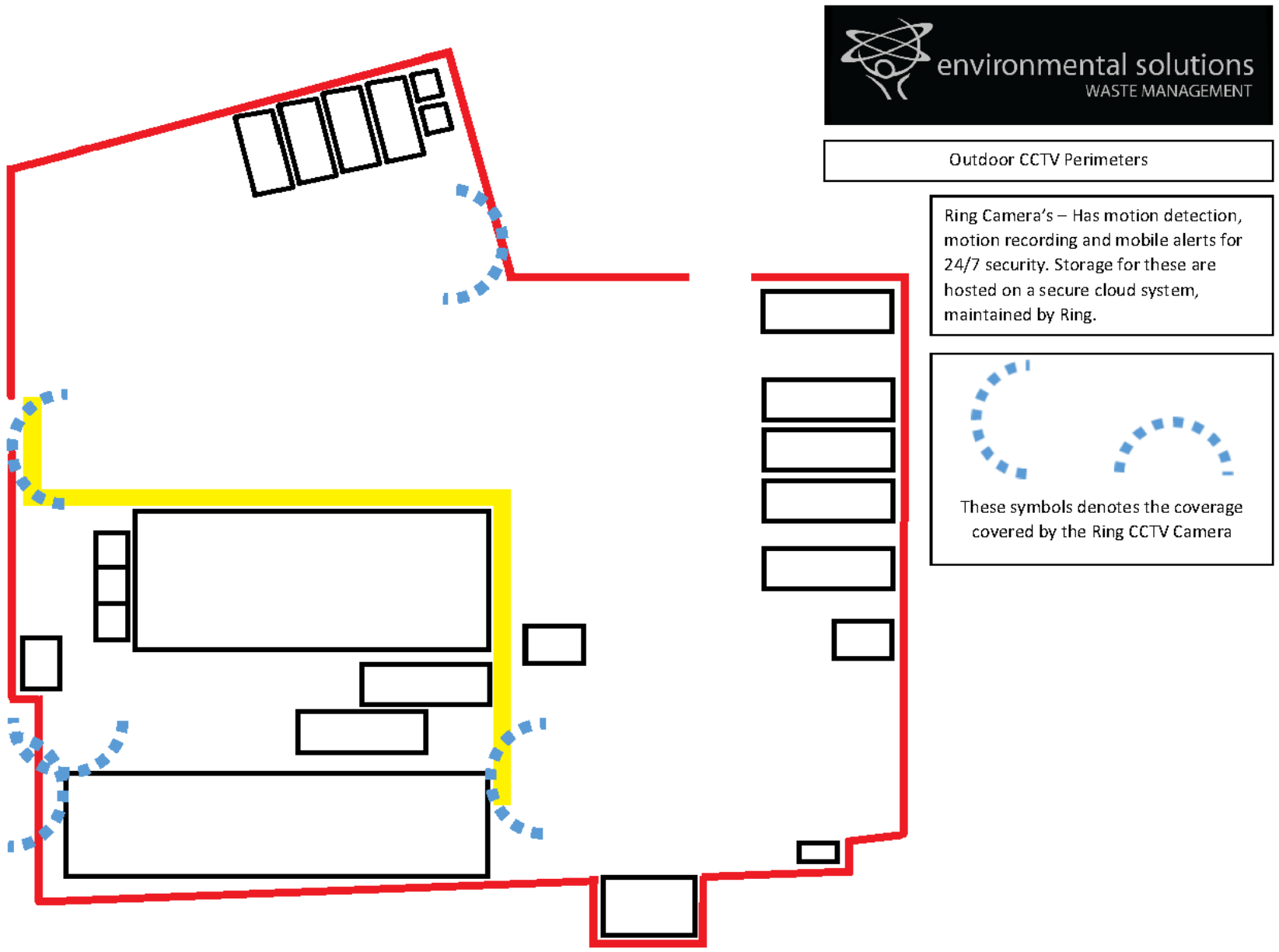
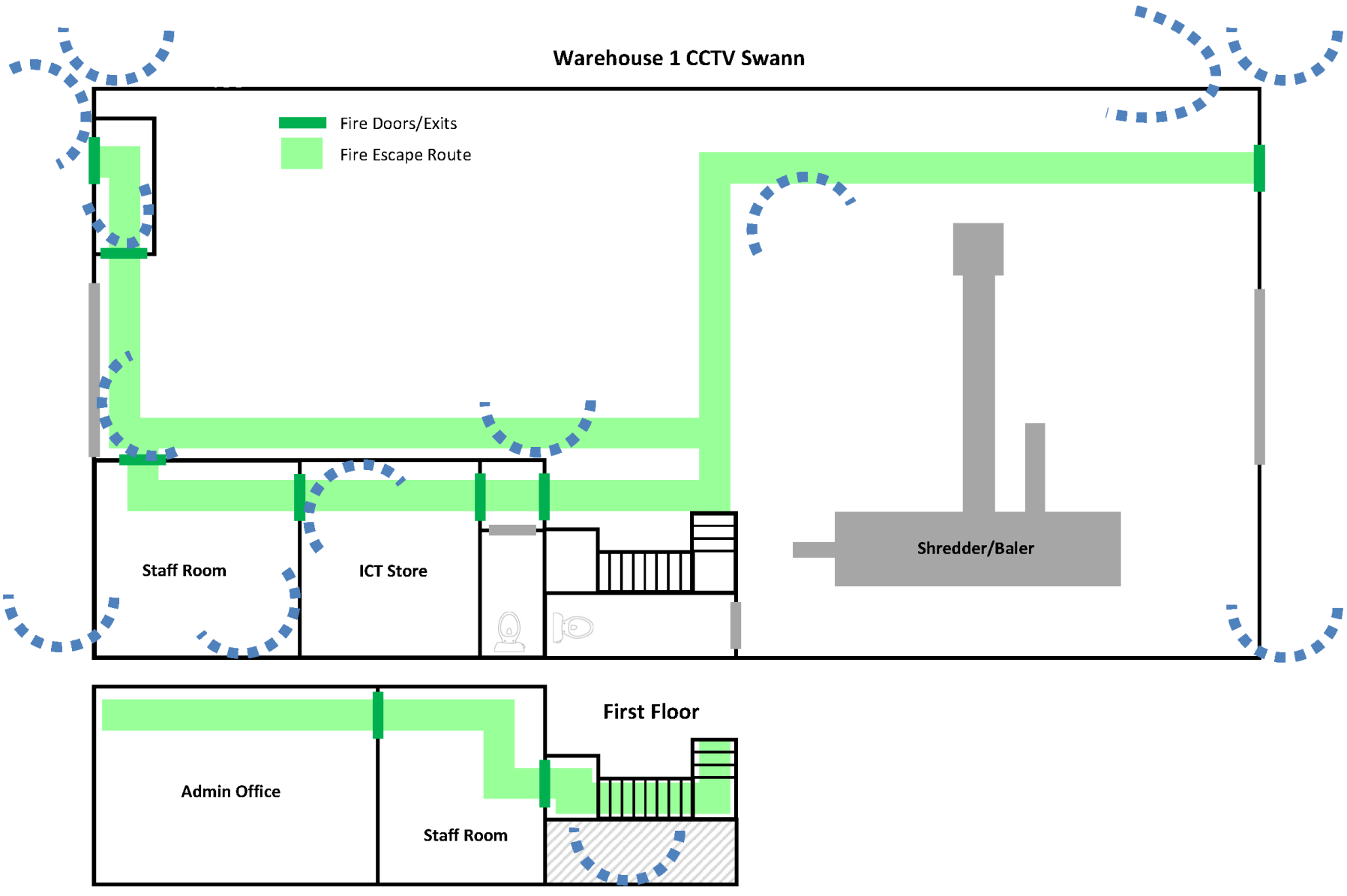
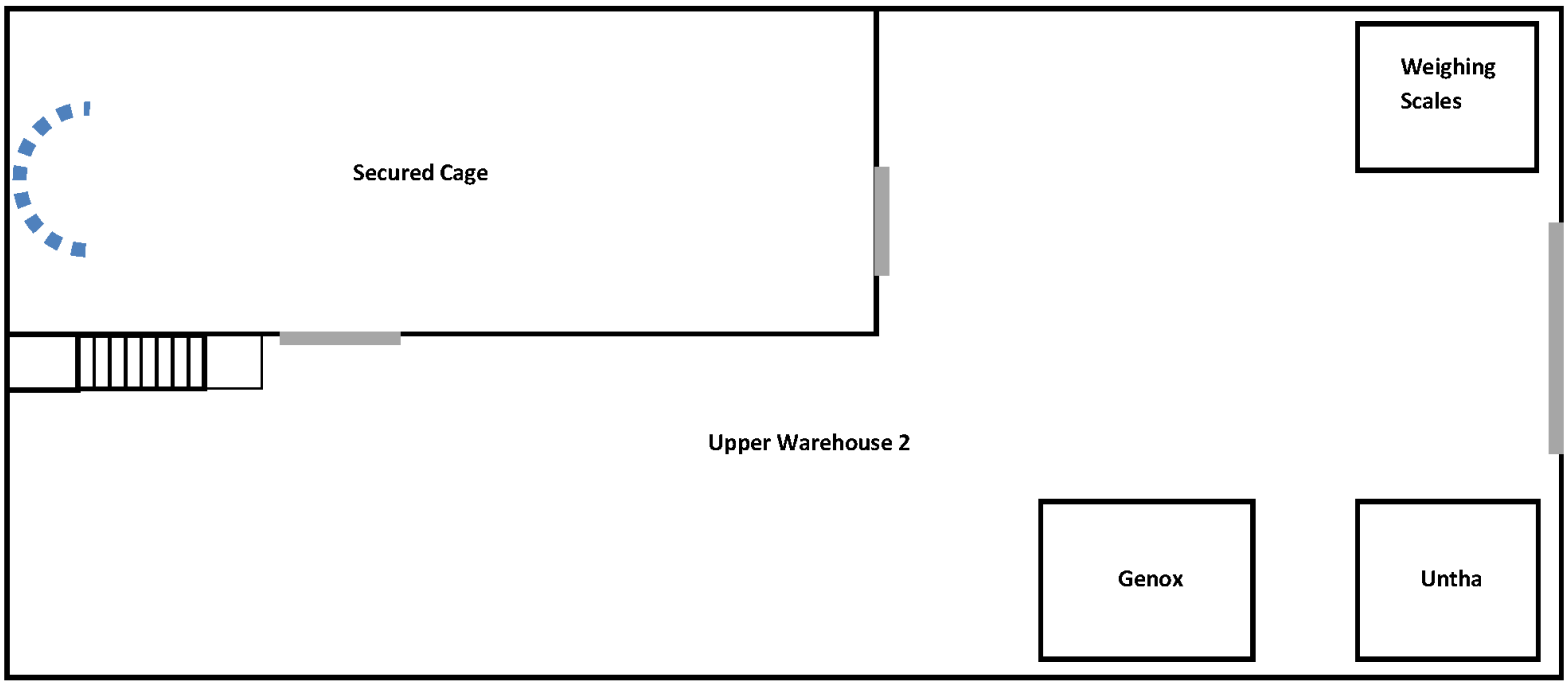
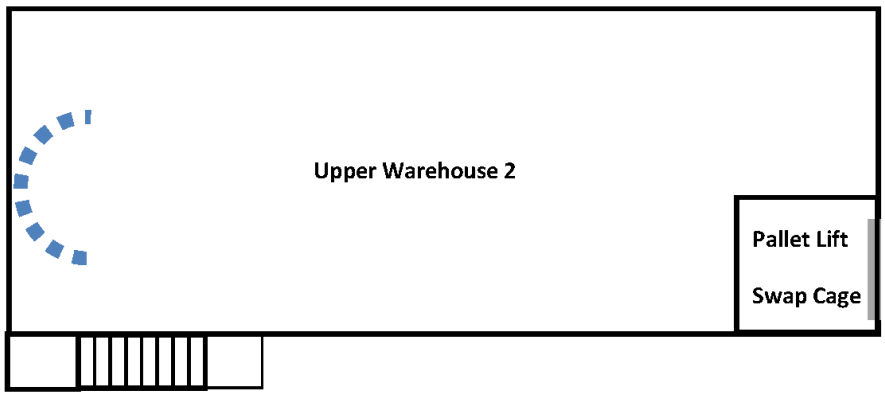
Drawing 8 CCTV Locations

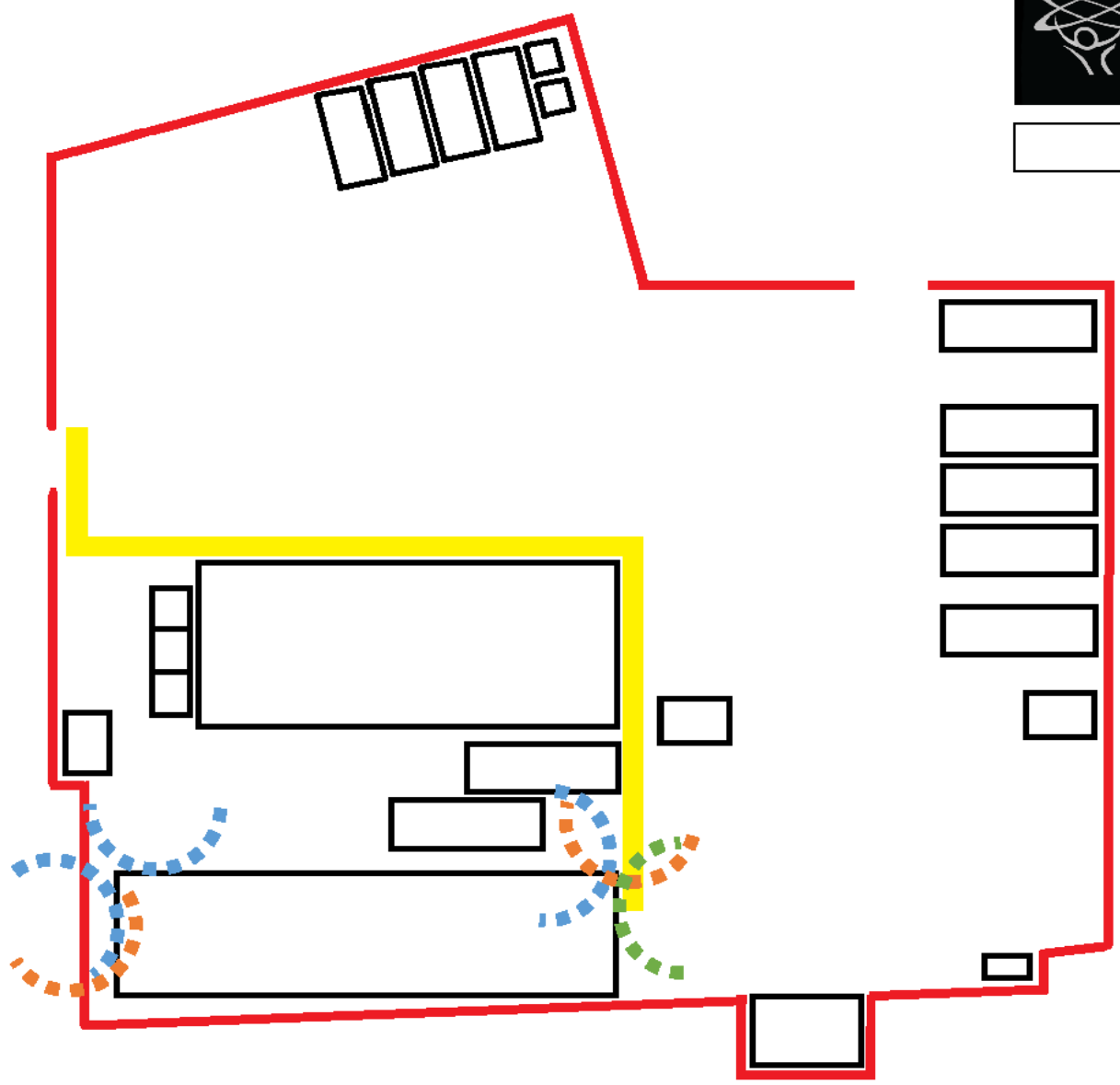




Warehouse 2 CCTV Swann







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WASTE MANAGEMENT

Outdoor CCTV Perimeters

Swann CCTV – Recording 24/7. Stored on a local hard drive, Backup up for 30 days.

These symbols denotes the coverage covered by the CCTV Camera

25 APPENDICES

Appendix 1 Daily Station Housekeeping Schedule

Daily Station Housekeeping Schedule
W/C: …….. /…….. /……..

Kitchen Area	Warehouse 1	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Station Number	1 - Secure Cage	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						
Station Number	2 - Ideal Shredder	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						
Station Number	3 - HSM Shredder	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						

Tools Returned						
Station Number	4 - Secure Process Area	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						
Station Number	5 - AXO Shredder	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						
Station Number	6 - Process Area (Yard)	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						
Station Number	7 - Genox & Untha Shredder	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						

Station Number	8 - WEEE Processing	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						
Station Number	9 - Vertical Bailers	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						
Station Number	10 - Glass & Food Tipping	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						
Station Number	11 - Buckets Pallet Preparation	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						

Station Number	12 - Vehicle Loading / Unloading	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						
Station Number	13 - Hazardous Preparation	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						
Station Number	15 - Scanning Container	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						
Station Number	16 - Paper Collection Log Sheets	Mon	Tues	Wed	Thurs	Fri
Station Tidy						
Electric Isolated						
Tools Returned						

Appendix 2 Fire Drill

Scope

To be followed by all site staff and visitors.

Objective

Ensure that fire drills prepare staff to act in a safe and efficient manner to protect staff, neighbours, property and the environment in the event of a fire.

- To ensure the safe evacuation of staff and visitors to the fire assembly point.
- To ensure the fire precautions and shut-off procedures have been followed correctly and efficiently.
- To ensure the fire rescue service will be contacted in a timely manner.
- To ensure neighbours will be contact in a timely manner.

Responsibility

All site staff members.

Initial response

- Raise the alarm and manually cover drains. All staff and visitors that cannot assist with preparing the site's emergency procedures make your way to the fire assembly point outside main gates.
- Internal waste storage areas:
  - If the fire is limited to one Intermediate Bulk Container (IBC) tackle the fire with manual fire extinguishers (CO_2 and foam) if safe to do so.
  - If the fire persists, relocate the affected IBC to the deluge tank using on-site plant to be cooled, if it safe to do so.
- External skip:
  - If a fire is detected in an external skip tackle the fire with manual fire extinguishers if possible if safe to do so.

Early Intervention

- If it is deemed unsafe to relocate burning material to the quarantine area, or a fire has spread to more than one container, WEEE waste will be separated, the unaffected non-burning/smouldering material from the waste storage area and relocate this to the quarantine area in the front of ware

house 1 and 2 to stop the spread of the fire within the waste storage area.

- The automatic overhead fire extinguishers will deploy dry powder on the pre-treatment waste storage area and/or shredder if a temperature of 68°C is detected.
- If the fire is in a waste storage area not covered by the automatic fire extinguishers, then continue to tackle the fire with the manual fire extinguishers (CO2 and Foam) if it is safe to do so.
- At this point the firewater containment barriers need to be deployed on the openings of the building to ensure the containment of potential firewater.

Fire Rescue Service

- Utilise one of the fire call points to notify rest of site of fire
- If a fire persists, contact the fire rescue.
- Immediately notify all neighbours of the situation.
- When the FRS arrive on site communicate the source and location of the fire and provide them with the Fire Prevention Plan (FPP).
- Let the FRS know where they can access the nearest fire hydrant.
- At this point the FRS will take control of the situation, either following the defensive steps in the FPP or using their own preferred strategy based on their dynamic risk assessment.
- Join the rest of the team at the fire assembly point outside the main gates.

After an Incident

- Firewater will be contained inside the building/outside of building on the site surface.
- Arrange for the removal of firewater and debris from the site via tanker to be taken to an appropriately permitted facility for treatment.
- Arrange for the site's infrastructure (surfaces, firewater barriers and the interceptor) to be cleaned and repaired to an acceptable standard or replaced.

Health and Saftey

As a minimum, when following the steps to prepare the site for an emergency situation all operators must wear PPE as detailed below:

- Gloves and wrist protection sleeves specified within EN388:2016 to at least the following specification:
  - Abrasion resistance 4

- Blade cut resistance 5
- Tear resistance 4
- Puncture resistance 3

- Safety boots including steel midsole.
- Safety glasses to EN166.

Training

All Operatives will be trained in the Fire Drill Procedure. This will ensure the correct steps will be followed during an emergency.

Training is provided during the site induction and on the 6-monthly fire drills, which covers the key topics of this document.

Appendix 3 Site Event Log

Site		Date	

Regulatory Visits/Inspections/Audits/Drill

Accidents/Incidents/Near Misses

Deliveries/Collections

Contractors on Site

Servicing Scheduled/ Plant Breakdowns/Punctures etc…

Waste Inputs	Tonnages	Waste Output	Tonnes

Comments

Appendix 4 Waste Acceptance Procedure

Scope

To be followed by all site operators.

Objective

This procedure is to ensure the safe, efficient, accurate and compliant acceptance of waste at site. All wastes received at Environmental Solutions Waste Management Ltd sites are pre-booked.

Operator has a legal obligation under the 'Duty of Care' to know what wastes are being deposited, that waste is controlled correctly, and that there is sufficient and accurate written information accompanying the waste.

- To ensure compliance with legal requirements
- To ensure the identification on non-compliant waste
- To ensure correct completion of paperwork and therefore customer invoicing
- To ensure the identification of reuse items, and compliance with the Waste Hierarchy

Responsibility

Fork Lift Truck Driver (FLT)

Mobile and static plant operators

Reuse Operator

Recycling Operators

Vehicle Arrival

Upon arrival of delivery vehicle, The duty of care paper work must be handed to operator for first compliance inspection of paper work and visual inspection of waste. This inspection includes but not limited to;

- Integrity of vehicle and containers looking for potential sources of pollution
- Waste type
- Written description matching what is actually there
- Any obvious non-conforming waste types (against permitted wastes)

Consignment/Transfer note

The Hazardous consignment note must be inspected. Ensure all Parts (A-D) have been completed, and that the driver and waste producer have signed and dated Part C and D respectively.

Ensure that the date of consignment is the same date as the date upon which the load is received, or within one working day.

Check the written description of the waste, provided on the Consignment Note Recyclables Annex. Confirm with the driver that this is a true representation of the waste collected and undertaken an initial visual inspection of the waste within the vehicle.

Ensure that the correct box is completed to indicate whether hazardous or non-hazardous wastes are being received.

The non-hazardous waste transfer note should be completed and signed by both persons the handling the waste e.g. producer and person receiving.

A waste transfer note must include;

- a description of the waste
- any processes the waste has been through
- how the waste is contained or packaged
- the quantity of the waste
- the place and date of transfer
- the name and address of both parties
- details of the permit, licence or exemption of the person receiving the waste
- the licence or registration number of the person handing over the waste, if they have a waste management licence or are a registered carrier of controlled waste
- the Standard Industry Code (SIC) of your business
- the appropriate European Waste Catalogue (EWC) code for your waste
- declaration that the Waste Hierarchy has been applied

Unloading of Waste

The Reuse Operator must be present during the unloading of the vehicle to identify any items which are suitable for reuse.

Continue to observe the wastes as they are unloaded, check that the waste types match the number and type listed on the Consignment Note/Transfer Note. Only those wastes listed on the Consignment Note/Transfer

Note Annexes are to be accepted at the site, these are the only wastes permitted for acceptance in accordance with the sites Environmental Permit.

Where any waste is identified which has not been noted on the Consignment Note/Transfer Note inform the Site Manager and place the waste within a isolation area.

Where the load conforms with the accompanying Consignment Note or Transfer Note, continue to weigh and categorise WEEE Inputs and record all net weights on the Consignment Note Annex.

Identify the treatment/recovery operations to which the waste is to be subjected, this is likely to be one of the following:

- Temporary Storage Pending Recovery Elsewhere
- Mechanical Reprocessing of WEEE
- Repair / refurbishment / cleaning etc. for reuse
- Repair / refurbishment / cleaning for re-use in products or components

Complete the information required within Part E and sign/date.

Non-Conformances

Where a non-conformance with the Consignment Note/Transfer Note has been identified the Site Manager will assess the action to be taken:

Where the Consignment Note/Transfer Note is incomplete Waste is rejected.

Where the waste is not permitted at the site – Reject the load, take photographs and reload. The Site Manager will assess whether it is safe for the load to go back on the road. If so, they will contact the waste producer to arrange to return the waste. Where this is not possible the waste is to be quarantined, Environment Agency and Directors informed, and arrangements made between the parties to remove the waste to a suitable licenced facility at the earliest opportunity.

The safety of personnel, road users and the site are the paramount concern.

Health & Safety

As a minimum during the unloading, weighing and categorisation and acceptance of waste at the site, all operators and drivers must wear PPE as detailed below:

- Gloves and wrist protection sleeves specified within EN388:2016 to at least the following specification:

- Abrasion resistance 4
- Blade cut resistance 5
- Tear resistance 4
- Puncture resistance 3

- Safety boots including steel midsole.
- Safety glasses to EN166.

Training

All Recycling Operatives will be trained in the Waste Acceptance procedure. This will ensure the correct identification of non-conforming wastes.

Training is provided during the site induction, which covers the key topics of this document.

Appendix 5 004.1_05_002 Sensitive Receptors Table

TYPE OF RECEPTOR	ID #	DESCRIPTION	DISTANCE FROM BOUNDARY (M) APPROX	DIRECTION
		SITE		
HUMANS AND PROPERTY		Site Workers	On site	-
		Site Visitors	On site	-
		COMMERCIAL		
	1	Greenham Business Park - Vehicle Storage to the North	0 m	N
	2	Greenham Business Park - Smaller Units to the South East	0 m	SE
	3	Greenham Business Park - Larger Units to the West	86 m	WSW
	4	Sewage Works off Ecchinswell Road	792 m	SSE
	5	Scrap Yard off Thornford Road	896 m	SE
		RESIDENTIAL		
	1	Residential Properties east of Greenham Business Park	431 m	ESE
	2	Residential Properties south of the A339	437 m	SSW
	3	Residential Properties within Bowdon Woods	673 m	NNE
		PUBLIC USE		
	1	Greenham Control Tower Museum	676 m	NNW
	-	Footpath adjacent to the River Enborne	792 m	SSE
	-	Footpath between Ecchinswell Road & Featherbed Lane	795 m	S
		ROADS & RAILWAYS		
	-	Apron Road	12 m	N
	-	Main Street	50 m	SW
	-	A339	378 m	S
		RECREATIONAL		
	1	Greenham Common	182 m	NNE
	2	Newbury & Crockham Golf Club	917 m	NNW
		AGRICULTURAL		
	1	Packets of Arable Land between Bishops Green & North Sydmonton	773 m	S
	2	Packets of Arable Land between Ecchinswell Road & the A339	775 m	SW
		ATMOSPHERE		
	-	Not located within an AQMA	-	-
WATER		**SURFACE WATER**		
	-	River Enborne	816 m	SW

TYPE OF RECEPTOR	ID #	DESCRIPTION	DISTANCE FROM BOUNDARY (M) APPROX	DIRECTION
	-	Ponds at Greenham Common	824 m	NNW
		GROUNDWATER		
	-	Bedrock- Secondary A	On site	-
	-	Superficial Drift- Secondary A	On site	-
ENVIRONMENTALLY SENSITIVE		**DESIGNATED SITES (European)**		
	1	SSSI - Greenham & Cookham Commons - Former Runway Area	178 m	N
	2	SSSI - Greenham & Cookham Commons - Area West of Greenham Business Park	299 m	W
	3	Ancient Woodland - Peckmoor Copse	407 m	WSW
	4	SSSI - Greenham & Cookham Commons - Area East of Greenham Business Park	607 m	ESE
	5	SSSI - Bowdon & Chamberhouse Woods	941 m	NNE
	6	Ancient Woodland - Great Wood & Cakeball Copse	945 m	NE
		NON-DESIGNATED SITES		
	1	BAP - Lowland Heathland throughout Greenham & Cookham Commons	152 m	N
	2	BAP - Deciduous Woodland surrounding Greenham & Coookham Commons	288 m	ESE
	3	BAP - Coastal & Floodplain Grazing Marshes adjacent to the River Enborne	815 m	SW
HERITAGE LOATIONS		**LISTED BUILDINGS AND PARKS**		
	1	Grade II Listed - RAF Greenham Wing Headquarter & Combat Support Offices	601 m	WNW

Appendix 6 Out of Hours Procedure

Out of Hours Procedure

OBJECTIVE

The objective of this procedure is to ensure the facility is monitored outside of the Site's operational hours and to prepare staff to act in a safe and efficient manner to implement the emergency procedures in the event of an emergency situation that occurs outside of the operational hours.

Main Objectives:

- To ensure the facility, neighbours and the environment are protected if an emergency situation occurs outside of the Site's operational hours.
- To ensure the fire precautions and shut-off procedures are followed correctly and efficiently.
- To ensure the Fire Rescue Service (FRS) will be contacted in a timely manner.
- To ensure the neighbours will be contact in a timely manner.

scope

This procedure must be followed by nominated staff members of **Environmental Solutions Waste Management Ltd**

Responsibility

The director and nominated staff members.

Out of hours site monitoring

- The Site's CCTV cameras are linked to the personal mobile devices of the director and all nominated staff members via a mobile application.
- The application will notify all devices linked to the system if movement is recorded by the CCTV cameras.
- This ensures that any movement caused by intruders or a fire will be identified quickly.

CCTV monitoring rota

Staff are assigned days on the rota to show when they are each responsible for monitoring the CCTV when out of hours. Any changes to the rota require a review of this procedure.

Rota –

[Director/senior management] Monday – Thursday

[Director/senior management]	Friday – Sunday

Emergency response

- If the mobile application sends a notification, immediately observe the cameras to identify the problem.
- If there is an intruder, contact the industrial estate security and/or the Police.
- If a fire is identified, contact the Fire Rescue Service (FRS) immediately and explain the situation.
- Travel to the site immediately manually cover drains, deploy the firewater containment barriers and move skips using onsite plant to ensure easy access for the FRS and to provide a 6-metre buffer around the quarantine area.
- If safe to do so, fight a small-scale fire using the techniques detailed in the Fire Prevention Plan.
- Await the arrival of the FRS and provide them with the FPP and the location of the nearest fire hydrant.

After an incident

- Firewater will be contained on Site Surface.
- Arrange for the removal of firewater and debris from the site via tanker to be taken to an appropriately permitted facility for treatment.
- Arrange for the site's infrastructure (surfaces, firewater barriers and the interceptor) will then be cleaned, repaired to an acceptable standard or replaced.

Health & Safety

As a minimum, when following the steps to prepare the site for an emergency situation all operators must wear PPE as detailed below:

- Gloves and wrist protection sleeves specified within EN388:2016 to at least the following specification:
    - Abrasion resistance 4
    - Blade cut resistance 5
    - Tear resistance 4
    - Puncture resistance 3
- Safety boots including steel midsole.
- Safety glasses to EN166.

Training

All relevant staff will be trained in the Out of Hours Procedure. This will ensure the correct steps are followed during an emergency.

Training is provided during the site induction which covers the key topics of this document.

Appendix 7 Maintenance Schedule

ESWM - RAMS Register

Department	Title	Version	Review date	Location	Author
Process	Risk Assessment - ESWM HQ 241	7	16/10/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Risk Assessment - AXO Shredder	3	03/01/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Risk Assessment - Generic collection		07/01/2017	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Risk Assessment - GENOX shredder	4	03/10/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Safe system of work - HSM (HDD shredder)	1	07/12/2022	X:\ESWM\Health & Safety\Risk & Method Assessments\Safe Systems of Work	jwilliams
	Risk Assessment - Internal driver collection	5	10/05/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Risk Assessment - Tail lift operation	5	07/01/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Risk Assessment - Working at Height	5	05/07/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Risk Assessment - Young persons in the workplace	5	21/10/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Risk Assessment - Untha wood shredder	2	25/10/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	jwilliams
	Safe system of work - Untha	1	17/09/2022	X:\ESWM\Health & Safety\Risk & Method Assessments\Safe Systems of Work	jwilliams
	Risk Assessment - Office clearance				
	Risk Assessment - Compactor trucks - back end				
	Safe system of work - EN07 SOL	1	06/01/2022	X:\ESWM\Health & Safety\Risk & Method Assessments\Safe Systems of Work	dharding

	Risk Assessment - FEL - front end				
	Risk Assessment - Fork trucks + attachments				
	Risk Assessment - Hazardous waste				
	Risk Assessment - Vehicles Internal-driver collection	5	10/05/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Risk Assessment - Vehicles Loading and Unloading	5	04/11/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Risk Assessment - Vehicles Tail lift Operation	5	07/01/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Risk Assessment - EV battery				
	Risk Assessment - WEEE Recycling				
	Method statement for baler		15/07/2015	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Method statement Covid 19		12/07/2022	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	Ladder checklist		29/07/2021	X:\ESWM\Health & Safety\Risk & Method Assessments	gward
	En SoL method statement	4	23/12/2021	X:\ESWM\Health & Safety\Risk & Method Assessments	gward

ESWM - POLICIES Register

Department	Title	Version	Review date	Location	Author
	ESWM H&S Full Manual	7	19/06/2022	Dropbox\EnSoL\Health&Safety\Policies	gward
	ESWM H&S Policy	7	17/06/2022	Dropbox\EnSoL\Health&Safety\Policies	gward

	Anti Bribary Act - guidance document only - no policy	0	05/01/2022	Dropbox\EnSoL\Health&Safety\Policies	
	ESWM SHT - Slavery and Human Trafficking statement	1	17/06/2022	Dropbox\EnSoL\Health&Safety\Policies	gward
	ESWM Environmental Policy	2	01/08/2022	Dropbox\EnSoL\Health&Safety\Policies	gward
	ESWM GDPR Policy	2	23/05/2022	Dropbox\EnSoL\Health&Safety\Policies	gward
	ESWM Corona Virus Policy	3	02/03/2022	Dropbox\EnSoL\Health&Safety\Policies	gward
	ESWM Carbon reduction statement	2	04/01/2023	Dropbox\EnSoL\Health&Safety\Policies	gward
	ESWM HQ Security Policy	6	16/10/2022	Dropbox\EnSoL\Health&Safety\Policies	gward
	ESWM Tyre Management Policy	1	01/12/2022	Dropbox\EnSoL\Health&Safety\Policies	gward
	ESWM Load Security Procedure	1	01/12/2022	Dropbox\EnSoL\Health&Safety\Policies	gward
	ESWM Defect Reporting Procedure	1	01/12/2022	Dropbox\EnSoL\Health&Safety\Policies	gward
	ESWM Data Retention Policy - Scanning	1	03/04/2022	Dropbox\EnSoL\Health&Safety\Policies	wmayo

ESWM - CERTIFICATES Register

Reference	Title	Version	Issue date	Renewal date	Location	Author
QFOGB141202	BS EN 15713:2009	8		24/04/2022	Dropbox\EnSoL\Forms	gward
UY1171	SAFECONTRACTOR			08/01/2023	Dropbox\EnSoL\Forms	gward
WEX199022	Exemption License ESWM site 241 Engineers Road Aug2019		01/08/2019	01/08/2022	Dropbox\EnSoL\Forms	gward
WEX235126	Exemption License ESWM site 241 Engineers Road Mar2020		05/03/2020	05/03/2023	Dropbox\EnSoL\Forms	gward
NC2/061445/2019	T11 permit			19/06/2022	Dropbox\EnSoL\Forms	gward
	Operators License					gward
CLMU16258573AS	Insurance			22/09/2022	Dropbox\EnSoL\Insurance\2021-2022	gward

CBDU217490	Waste Carriers License			05/03/2024	Dropbox\EnSoL\Forms	gward
CUS-02096194	Music license - PRS 02096195	1	01/03/2021	28/02/2022	Dropbox\EnSoL\Forms	gward
CUS-02096194	Music license - PPL 02096195	1	01/03/2021	28/02/2022	Dropbox\EnSoL\Forms	gward
	Fixed wire certificate		2019	Feb '22		gward
	PAT testing					gward
	PUWER - large machines - See individual service reports					gward

PUWER service register

Equipment	Description	Service provider	Contact details	email	Telephone	Service cycle	Last service	Next service	Contract expires	Location	Reported issues
IDEAL shredder	Multi material shredder - small items - paper and non paper	The Finishing Point	Stephanie Unsworth	service@TFP-UK.com	01925 418222	12 months	25/07/2019	W/C 10-01-22	05/12/2023	WH1	
HSM shredder	HDD and metal shredder	HSM UK Ltd	Phillip Lee	service.uk@hsm.eu	0845 6120040		2017	Dec. 2022		WH1	
AXO shredder	Paper shredder - large throughput		Jeff Couzens			12 months	2+ years	Feb/March '22		WH1	
Kodak scanner	High speed multi document scanner	In house	Will Mayo	wmayo@eswm.org.uk	07703 598601					Scan office	

Plotter scanner	Large darwings A1 A0 plotter scanner	ReprOtec	Graham Healing	support@reprotec-ltd.com	01488 681678	6 months	24/05/2021	Dec/Jan '22	On going	Scan office	
Untha shredder	Single shaft - Wood and pallet shredder	Untha	Julie Cassidy	julie.cassidy@untha.co.uk	01423 320840	6 months	19/11/2021	May. 2022	Nov '23	WH2	
Genox shredder	High torque heavy duty multi material shredder									WH2	
Green baler	Cardboard baling					12 months				Rear WH2	
Blue baler	Soft plastic baling					12 months				Rear WH2	
HSM baler	Soft plastic baling					12 months				Rear WH2	
Can crusher	For crushing oil tins	Unic								Rear WH2	
Aerosol crusher	For piercing aerosols	Unic								Rear WH2	
AC units	AC for staff, ICT and admin offices	SBS Air Conditioning	Andy Somerville	andy.somervillesbs@virginmedia.com		12 months	Nov '20			WH1	emailed to book service 07-12-21
Bergmann compactor	20 cubic yard 3:1 ratio compactor - Designed for CAT1 waste	Bergmann Direct	Jenny Pickles	jenny.pickles@bergmanndirect.co.uk	01522 692888	6 months	14/12/2021	Jun. 2022		Farnborough Airport	
KK minibaler	Small baler producing 30KG bales	KK Balers								Swift - Newbury	
KK minibaler	Small baler producing 30KG bales	KK Balers								Aviator - Farnborough	

KK 500 balemaster	Mill size baler	KK Balers								Aramex - Poyle	
KK minibaler	Small baler producing 30KG bales	KK Balers								Two Rivers - Staines	ESWM supplied - Client owned
Waste compactor	20 cubic yard 3:1 ratio compactor	Keljay	Jayne Roe	jayne@keljay.com						Two Rivers - Staines	
Compressor - small	Small compressor used for hand tools									WH1	
Compressor - large	Large compressor used to power Aerosol crusher and Can crusher									Rear WH2 - shed	

Appendix 8 IPR18-175694-10721

NICEIC APPROVED CONTRACTOR

This report is not valid if the serial number has been defaced or altered 175694 IPR18

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

Original (to the person ordering the work)

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR

Registration No: 50264100 Branch No:

Trading Title: PAD Electrics

Address: Unit 1, 86-88 Chapel Street, Thatcham, Berkshire

Postcode: RG18 4QN Tel No: 01635 873018

DETAILS OF THE CLIENT

Contractor Reference Number (CRN): Gareth / Adam

Name: Environmental Solutions Waste Mangement

Address: 241 Greenham Business Park, Greenham, Newbury, Berkshire

Postcode: RG19 6HW Tel No:

DETAILS OF THE INSTALLATION

Occupier: Environmental Solutions Waste Mangement

Address: 241 Greenham Business Park, Greenham, Newbury, Berkshire

Postcode: RG19 6HW Tel No:

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required: (see additional page No. N/A)

Requested by the Client for insurance purposes.

Date(s) when inspection and testing was carried out: (16/12/2019) Records available: (No) Previous inspection report available: (No) Previous report date: (n/k)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): (see additional page No. N/A)

This installation is in good overall condition.

Estimated age of electrical installation: (30+) years Evidence of additions or alterations: (Yes) Overall assessment of the installation is: **Satisfactory**

PART 4 : DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capitals): ADAM DUNN Signature: Date: 16/12/2019

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Name (capitals): ADAM DUNN Signature: Date: 16/12/2019

**An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that Further Investigation (CODE FI) without delay is required.*

Please see the 'Notes for Recipient' Page 1 of 18

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LIGNACITE Sustainable Masonry

examines the performance of various types of concrete blocks in key areas such as fire, thermal and sound insulation, with suitable compliant constructions

Concrete aggregate blocks

A material familiar to many and tried and trusted in building construction, concrete blocks' popularity is evident in the new housing market in England, with masonry solutions contributing to more than 80% of the housing market (as evidenced by National House Building Council statistics).

Output has been increased in recent years to meet rising demand, and new capacity is already in place to maintain and increase output to help meet the government's aspirational housing targets.

Concrete blocks are widely used in walling construction, above and below ground, as well as being used as infill units in beam and block concrete floors. They are inert, robust and extremely durable, making them suitable for applications where resistance to moisture and freeze/thaw conditions are required.

Concrete blocks are generally manufactured from cement and various types of lightweight and dense aggregates; partial cement replacements like granulated ground blast-furnace slag and recycled and secondary aggregates can be used

Sourcing and quality

Generally concrete blocks are manufactured from cement and various types of lightweight and dense aggregates. Where they are available, partial cement replacements – such as granulated ground blast-furnace slag and recycled and secondary aggregates – will be used.

Blocks are produced using a fully automated process. The process from raw material to the cured product normally takes approximately 24 hours. Once the final quality control tests have been completed – checking, for example, compressive strength, dimensions and density – the product is ready for shipment. Concrete blocks are manufactured to comply with BS EN 771-3:2011 Specification for masonry units: aggregate concrete masonry units (dense and lightweight aggregates).

Additional assurances on quality are widely available from producers, such as manufacturing in accordance with a certified ISO 9001 quality system, and product certification such as that provided by BSI kitemarking scheme.

Fire resistance

Concrete blockwork provides a high level of fire resistance. This is due principally to its constituent materials (cement and various types of aggregates) which, when chemically combined, form a material that is essentially inert and, crucially for fire safety design, has relatively low thermal conductivity.

It is this slow rate of conductivity, or heat transfer, that allows concrete blockwork not only to act as an effective fire shield between adjacent spaces, but also to protect itself from fire damage. With its fire-resisting properties, blockwork provides more than just life-safety protection; it can reduce the damage done to the building as a result of fire (see table 1 below).

Fire resistance	Concrete blockwork performance
Ability to continue to carry the loads on the structure	Excellent
Ability to act as insulation against the heat from a fire	Excellent
Ability to prevent fire spread through the structure	Excellent

Table 1: Blockwork has several features in terms of fire resistance

Other materials, such as timber, rely on linings to provide fire protection. This additional process makes them intolerant of workmanship errors. Additionally, any future changes, such as changing of building fittings, have to be carefully managed so that the integrity of the element is maintained.

Concrete blockwork makes a significant contribution towards satisfying the requirement to limit the risk of internal fire spread

Fire properties of concrete blocks

The key benefits of using blockwork in fire-resisting elements arise from its non-combustibility and the lengthy periods of fire resistance it can provide.

For non-combustibility, concrete blocks have the highest fire resistance classification (Class AI) under BS EN 13501-1. This standard specifies the method of fire classification for construction products and building elements. Materials that are classified as A1 are non-combustible and satisfy the requirements of all other classifications.

The fire resistance of concrete blockwork is normally based on tabulated values provided in British standards, as well as Eurocode 6 (Masonry). Tabulated values are derived from fire tests, and Eurocode 6 fire data is derived from a significant number of tests on load-bearing masonry walls, mainly from Belgium, Germany and the UK.

Concrete blockwork can provide fire resistance of up to six hours with relatively thin walls,

although such high levels of performance go beyond the requirements of the Building Regulations for all building types. For example, a standard 100mm thick aggregate block wall will be more than sufficient to provide the one-hour fire separation between apartments.

The exact performance varies between block types and load-bearing conditions, and detailed information is provided by manufacturers for their products. Some examples are provided in table 2.

	Non-load-bearing wall	Load-bearing wall
100mm solid blocks	180 minutes	120 minutes
140mm solid blocks	240 minutes	180 minutes

Table 2: Typical fire resistance of medium-density concrete blocks

Note: Fire periods assessed in accordance with BS EN 1996 Part 1-1 (Eurocode 6)

Internal fire spread

Concrete blockwork makes a significant contribution towards satisfying the requirement to limit the risk of internal fire spread within a structure. It can be used to construct external and compartment walls, fire enclosures, protected shafts, and more.

Periods of fire resistance depend on many factors, including the building purpose group, the height of the building and whether sprinkler systems are in place. In the case of the last factor, sprinkler systems are mandatory for a number of building types over 30m in height.

The most onerous fire resistance period specified is 120 minutes. However, for the majority of buildings up to 30m in height, minimum fire resistance periods of 60-90 minutes apply. These levels of fire protection can be met by all types of concrete blocks. For example, walls built with 100mm solid blocks in load-bearing or non-load-bearing walls will achieve at least 120 minutes' fire resistance.

Stability requirements often mean walls must be greater than 100mm thickness, and typically fire

resistances of 180-240 minutes will be achieved, thereby providing a greater margin of resistance.

Maintaining the integrity of fire walls

As with all fire detailing, the detail of the joints and junctions of a wall require special attention but these can be simply and effectively constructed. For example, the fire integrity when forming movement joints in blockwork can be assured by specifying a fire-resistant joint filler, such as an intumescent movement joint seal.

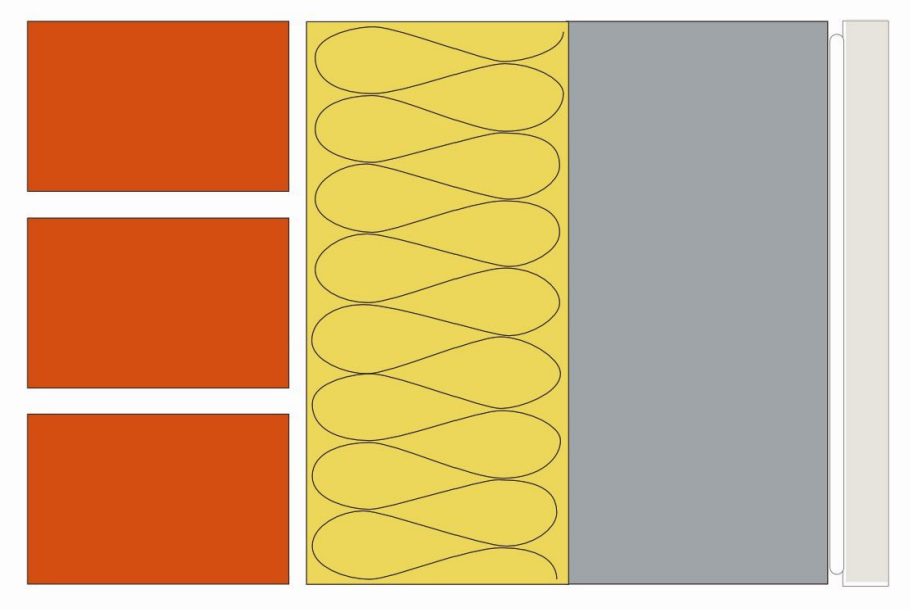
Penetrations through the wall can be fire protected using a fire collar or, for multi-service penetrations, a fire panel system can be used to fire-stop mechanical, electrical and plumbing services where they pass through fire-rated walls.

Thermal insulation

Over time, the concrete block industry has responded to increasing standards of energy efficiency. Meaningful U-values for elements were first introduced in the 1980s, followed by a procession of changes leading up to the current 2013 Part L thermal standards.

The wall solution is often achieved by a combination of block product enhancements coupled with the improving performance of cavity insulation materials. This strikes a balance between minimal wall spread and cost-effectiveness. For housing, the required U-value of thermal elements is to be derived from the dwelling's SAP calculation. Typically, this will result in wall U-values of 0.26W/m2K or below.

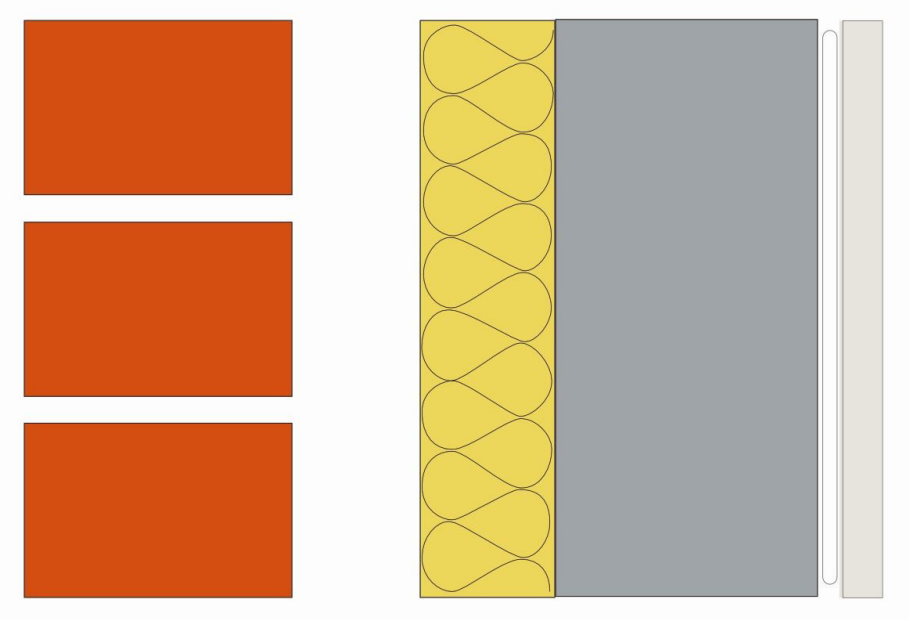
For a designer, the make-up of the wall will usually comprise a cavity wall, with either full or partial cavity fill. Partial fill solutions will be required in areas of high exposure. Some typical wall constructions are shown below.



Facing brick or similar

100mm full cavity fill
100mm medium-density block
12.5mm plasterboard on dabs

U-value = 0.17-0.26, depending on the λ of the cavity fill



Facing brick or similar

100mm cavity with
50mm partial cavity fill
100mm medium-density block
12.5mm plasterboard on dabs

U-value = 0.24-0.28, depending on the λ of the cavity fill

Thermal bridging

A thermal bridge, also known as a cold bridge, is an area of the building where there is a significantly higher heat transfer than the surrounding materials. This is usually where there is either a break in the insulation, reduced insulation, or the insulation is penetrated by an element with a higher thermal conductivity.

Unless controlled, heat loss by thermal bridging can account for over 15% of the heat loss through

the building fabric. The heat loss associated with these thermal bridges is expressed as a linear thermal transmittance (ψ-value) – pronounced (and alternatively written) as "psi-value".

Energy calculations, such as SAP assessments, must account for thermal bridges. Tougher energy targets have resulted in better U-values of walls and floors, as well as improved airtightness. It follows that enhanced bridging details must be adopted to contribute towards a lower heat loss.

The masonry industry has responded to this issue, and design information is available through masonry trade associations, including the Concrete Block Association. Thermal bridging details are provided for all common junctions with the corresponding psi-value, which is refined to take account of common block densities available.

Sound insulation

Current acoustic standards have been in force for a number of years and have been successful in alleviating noise complaints, resulting in a better quality of life for home occupants. Specific sound performance targets, particularly those limiting sound transfer between adjoining dwellings, are incorporated into Approved Document E1, under Part E of the Building Regulations.

The performance requirements cover a range of sound frequencies from 100Hz (low frequency) to 3,150Hz (high frequency). These requirements apply to separating walls in attached houses or flats and separating floors in flats. The standards also apply to rooms used for residential purposes.

Demonstrating compliance

There are two methods for demonstrating compliance:

- **Robust details** Before works have commenced the builder is required to register a "robust detail" (RD) (see www.robustdetails.com) and the construction is then executed in accordance with the RD specification. The use of an RD will avoid the need for pre-completion testing. There are numerous RD specifications available for masonry walls; these are predominantly of cavity masonry construction, with cavity widths of between 75mm and 100mm.
  RDs are the most popular method of compliance for housebuilders and help to avoid any potential pitfalls when using non-RD specifications. Evidence obtained through the RD

evaluation process also identifies constructions that are capable of achieving a significant uplift in performance, with specifications that can perform 3dB, 5dB, and 8dB better than the minimum performance standard.

- **Pre-completion testing** (PCT) This is where sound tests are undertaken at the end of the build and a test report is produced that details the performance levels achieved.
  Approved Document E provides a number of compliant solid and cavity wall constructions to select from, but other constructions can be adopted as long as the designer has evidence to prove the construction has a realistic prospect of achieving the performance standards when tested.

Choice of masonry wall specification

Party walls in dwellings can be constructed using dense or lightweight blocks. This generally encompasses concrete blocks in the density range of 1,350kg/m3 to 2,000kg/m3. Compliance can be achieved with a cavity width of 75mm- 100mm. There is little to distinguish between the performance of dense and lightweight blocks using these cavity widths. Walls can usually be finished with plaster, or a parge-coat – basically a thin coat of mortar – and plasterboard. However, in the case of RD specifications it is necessary to refer to the specific details provided.

Most party walls will incorporate full fill cavity insulation. This is done primarily for thermal compliance, avoiding heat bypass upwards via the
cavity, and allowing a zero-heat loss to be applied to the party wall element in heat loss calculations.

Particular attention must be given to wall ties to minimise sound transfer. Approved Document E: Resistance to the passage of sound specifies the requirements for type A wall ties for use in separating walls of new-build dwellings. It specifies ties must have a measured dynamic stiffness of less than 4.8MN/m³ to minimise the transfer of sound across a cavity. This requirement also refers to RD specifications. Wall ties with this performance are readily available and can cater for cavity widths of 50mm, 75mm, 100mm, 125mm and 150mm.

Some types of construction allow blockwork to be used fair-face on one side, for example an internal residential stairway, while providing a high level of sound insulation in conjunction with an acoustic panel on the unseen face

Achieving higher levels of sound insulation

Often there is a requirement for walls in buildings other than dwellings to achieve a higher level of sound insulation. The performance of such walls can be conveyed as a weighted sound reduction index, Rw. This term describes the airborne sound insulating power of a building element. It is a laboratory-measured value as defined in ISO 717: Part 1. It can apply to walls, ceiling/floors, ceiling/ roofs, doors, or windows. The higher the number, the greater the sound insulating power of the building element. It is measured over the frequency range 100Hz-3,150Hz.

Depending on its composition, density and any applied finishes, concrete blockwork can provide an Rw of up to around 57dB. An example at the higher performance end can be achieved by a 215mm-thick dense block wall with a plaster finish. Where performance in excess of this is required, consideration should be given to using concrete blockwork with an acoustic panel to one side.

Such a panel typically comprises a 50mm C-stud frame, set back about 15mm from the face of the blockwork, with acoustic quilt between the studs and finished with high-density plasterboard. The advantage of this construction is that it allows blockwork to be used fair-face on one side, for example facing a sports hall, as well as meeting fire and stability requirements.

Together, the blockwork and acoustic panel act to provide elevated levels of sound insulation. Tests in a UKAS-approved laboratory have shown it is possible to achieve a weighted sound reduction index, Rw, of up to 65dB.

To take the module, click the link below...

CPD Module Content

CPD 3 2021: Identifying suitability of concrete blocks

Head Office & Administration
25-27 Moredon Road
Swindon
SN25 3DF
Telephone: (01793) 642792
Fax: (01793) 491667

PFS SECURITY SYSTEMS LIMITED

Bristol: 0117 900 0353
Gloucester: 01452 899393
Newbury: 01635 818384
Oxford: 01865 389387
Reading: 0118 963 9788
Swindon: 01793 642792

Certificate of installation for the fire detection and fire alarm system at:

Name: **Environmental Solutions Ltd**

Address: **241 Engineers Road**
Greenham Business Park
Newbury
Berkshire
RG19 6HN

We being the competent person(s) responsible (as indicated by my/our signatures below) for the installation of the fire detection and fire alarm system, particulars of which are set out below, CERTIFY that the said installation for which we have been responsible complies to the best of our knowledge and belief with the specification described below and with the recommendations of Section 4 of BS 5839-1:2013, except for the variations, if any, stated in this certificate.

Name: **PFS Security Systems Ltd**

Address: **25 – 27 Moredon Road**
Moredon
Wiltshire
Postcode: **SN25 3DF**

Signature: Date: **12th March 2015**

For and on behalf of: **PFS Security Systems Ltd**

The extent of liability of the signatory is limited to the system described below.
Extent of installation work covered by this certificate:

Installation of Fire Alarm system, incorporating Call Points, Smoke Detectors & Heat Detectors

Specification against which system was installed:

Specification: S9703

Variations from the specification and/or Section 4 of BS 5839-1 (see BS 5839-1:2013, Clause **7**):

N/A

Wiring has been tested in accordance with the recommendations of Clause **38** of BS 5839-1:2013.
Test results have been recorded and provided to:

Darren Burns

CERTIFIED INSTALLER
ISO 9001 : 2008
• INTRUDER ALARMS •
PFS CCTV SYSTEMS
PFS FIRE SYSTEMS
E-mail: pfssecurity@msn.com
Web Site: www.pfs-securitysystems.co.uk

Appendix 10 Fire Alarm Info

CERTIFICATE OF CONFORMITY

SYSTEM TYPE Intruder Alarm Systems

CERTIFICATE # 1310906

This is to certify that PFS Security Systems Limited are registered with the Security Systems and Alarms Inspection Board (SSAIB) and that the system below conforms to the relevant British, European or other Standard or Codes of Practice as detailed below.

CUSTOMER DETAILS

Customer's Name	Enviromental Solutions
Address	241 Engineers RoadGreenham Business Park Newbury Berkshire RG19 6HN
Telephone Number	
Installation Ref. No.	C3688
Date Commissioned	11-04-2014

SYSTEM DETAILS

Grade of Intruder Alarm System	Grade 2
Notification Option	Grade 2 Option X
Alarm Receiving Centre (if applicable)	N/A
Applicable Standards	PD 6662 : 2010

REGISTERED FIRM

PFS Security Systems Limited - wilt022
25-27 Moredon Road
Moredon
Swindon
Wiltshire
SN25 3DF
Tel: 01793 642 792

Signature:

Name: N SAUNDERS

Date: 8.5.14.

This is an important document. Please retain for your records

Important Notes to Customer:
1. This certificate is only valid if the certificate number is not defaced, modified or deleted.
2. The certificate number must be quoted in any correspondence relating to this system.
3. In the event of a dispute relating to quality of work or compliance with standards which the customer has been unable to resolve directly with the installer, the SSAIB will investigate upon receipt of the customer's written request.
4. This certificate does not express or imply that SSAIB gives any warranty or accepts any responsibility for any failure or defect that may occur, now or hereafter relating to the products or services supplied by the installer.

SSAIB, 7-11 Earsdon Road, West Monkseaton, Whitley Bay, Tyne & Wear, NE25 9SX.
Tel: +44 (0) 191 296 3242 E-mail: certificate@ssaib.org Web: www.ssaib.org / www.ssaib.ie
Company Number: 02508504

This is an important document. Please retain for your records

Head Office & Administration
25-27 Moredon Road
Swindon
SN25 3DF
Telephone: (01793) 642792
Fax: (01793) 491667

PFS SECURITY SYSTEMS LIMITED

Bristol: 0117 900 0353
Gloucester: 01452 899393
Newbury: 01635 818384
Oxford: 01865 389387
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We being the competent person(s) responsible (as indicated by my/our signatures below) for the installation of the fire detection and fire alarm system, particulars of which are set out below, CERTIFY that the said installation for which we have been responsible complies to the best of our knowledge and belief with the specification described below and with the recommendations of Section 4 of BS 5839-1:2013, except for the variations, if any, stated in this certificate.

Name: **PFS Security Systems Ltd**

Address: **25 – 27 Moredon Road**
Moredon
Wiltshire
Postcode: **SN25 3DF**

Signature: Date: **12th March 2015**

For and on behalf of: **PFS Security Systems Ltd**

The extent of liability of the signatory is limited to the system described below.
Extent of installation work covered by this certificate:

Installation of Fire Alarm system, incorporating Call Points, Smoke Detectors & Heat Detectors

Specification against which system was installed:

Specification: S9703

Variations from the specification and/or Section 4 of BS 5839-1 (see BS 5839-1:2013, Clause **7**):

N/A

Wiring has been tested in accordance with the recommendations of Clause **38** of BS 5839-1:2013.
Test results have been recorded and provided to:

Darren Burns

Security.Improved

Customer Copy

G 0152893

NATIONAL SECURITY INSPECTORATE
NACOSS GOLD - APPROVAL SCHEME
CERTIFICATE OF COMPLIANCE
IN RESPECT OF SECURITY SYSTEM INSTALLATION

This Certificate is issued by the Approved Company named in Part One of the Schedule in respect of the Security System installed for the person(s) or organisation named in Part Two of the Schedule at the premises identified in Part Three of the Schedule, being a Security System of the Type described in Part Four of the Schedule.

IMPORTANT NOTE: **Your theft insurance cover may be invalid unless your security system is covered by a current maintenance service agreement complying with the Rules of NSI.**

SCHEDULE

Part 1 — **Name of Issuing Company**: P.F.S. Security Systems Ltd

Part 2 — **Name of Customer**: Environmental Solutions

Part 3 — **Address of Supervised Premises**

Line 1	241 Engineers Road
Line 2	Greenham Business Park
Town	Newbury
County	Berkshire
Post Code	RG19 6HN

Part 4

4.1	**Type of System & Standard/Code of Practice Applicable**	EA	
4.2	**Security Grade of System**	2	**4.4** **Description of Notification** EZ
4.3	**Grade of Notification**	2X	**4.5** **Type of Premises** B

Part 5 — Endorsements

Endorsement 1: (applies ONLY if indicated by an 'X')
Although this intruder alarm system is provided with remote-signalling, it is intended for keyholder response only. It is NOT intended that the police be called-out in response to alarm signals originating from this alarm system.

Endorsement 2: (applicable for all PD 6662 systems)
The intruder alarm installation identified at section 4.1 above complies with the relevant standard as implemented by: (Insert current edition of BSI PD (e.g. PD 6662:2004 or PD 6662:2010)) Pd6662:2010

Part 6

Date of Installation	DD	MM	YYYY	**Police Authority Code**
	11	05	2014	3400

We, being currently a NACOSS GOLD 'Approved Company - Quality Assured' in respect of Security System Installations, certify that the Installation we have identified in Part Four of the above Schedule installed and commissioned under control of our Quality Management System (identified on our NSI Certificate of Quality Assurance) complies with the Standard or Code of Practice identified in the above Schedule and with all other requirements as currently laid down under the NACOSS GOLD Approval Scheme in respect of such an Installation. Terms and conditions of issue are stated overleaf.

Date of Issue 20/05/2014 (DD/MM/YYYY)

Signed (for and on behalf of the issuing company) _____ Job Title Office Manager

NACOSS GOLD is an Approval Scheme of the
National Security Inspectorate, Sentinel House, 5 Reform Road, Maidenhead, Berkshire SL6 8BY.

NGEur 8020.4 1211

Appendix 11 241 non smoking policy

Smoking & Vaping Policy for 241 Engineers Road

This policy aims to:
• Protect all staff and those visiting and working in the vicinity boundary from the harmful effects of second-hand tobacco smoke.
• Ensure that all parties have a clear understanding of their rights and responsibilities.
• Ensure that ESWM complies with relevant legislation.
This policy recognizes that second-hand smoke adversely affects the health of all employees and is therefore concerned about where people smoke and the effect this has on other employees and members of the public.

Scope
This policy seeks to guarantee all staff the right to work in air free of smoke generated by all types of burnt and smoked products. Smoking is prohibited throughout the entire site and ESWM vehicles, with no exceptions. Smokers are asked to refrain from smoking at entrances and exits to buildings. This includes consultants, contractors and visitors & members of staff.

Definition
The smoke free policy covers all types of burnt and smoked products including cigarettes, tobacco and non-tobacco cigarette products. This policy also applies to e-cigarettes and vapour pipes.

Smoking Areas
Smoking may be permitted on ESWM Carpark, but is not permitted inside ESWM buildings and is discouraged near entrances and exits. Where smoking is permitted on the car park, receptacles will be provided for the disposal of waste smoking materials and must be used at all times. Staff and visitors are only permitted to smoke in this designated area.

Smoking Breaks
Staff who wish to smoke during the working day may do so during normal work breaks, in accordance with local arrangements.

Students and Visitors
Staff members are expected to inform temporary staff, students and visitors, including contractors and deliverers, of this policy. However they are not expected to enter into any confrontation that may put their personal safety at risk.

Support for Smokers
Comprehensive advice and support on giving up smoking can be found at:
http://www.nhs.uk/smokefree
https://www.facebook.com/NHSSmokefree.

Smokefree Policy
Informing Staff of the Policy - Signs will be placed at all entrances and at selected places within all buildings.

Non-Compliance
It is expected that all staff will comply with this policy. Any infringement of these rules by an employee may result in disciplinary action being taken against them. In the event of a breach of the policy by a visitor they should be asked to extinguish all smoking materials and be informed of the availability of external smoking areas, in a manner in accordance with local arrangements. If they continue to smoke, the matter should be referred to the appropriate manager. Visitors will be asked to stop smoking and if they refuse to comply with this policy will be asked to leave the building

Appendix 12 Fire Water Barrier

0808 258 0481 (tel:08082580481) EX. VAT INC. VAT

ESE DIRECT (/)
THE EXPERTS IN PRODUCTS FOR BUSINESS

Search...

Login (/signin.aspx?
barrier.aspx%3FSource%3DGoogle%26Medium%3Dcpc%26Campaign%3DShopping%26vatsetting%3D1%26infinity%

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Your Basket(0) Checkout (/shoppingcart.aspx)

Premises (/s-232-premises.aspx) > Winter Maintenance (/s-35-winter-maintenance.aspx) > Flood Control (/s-395-flood-control.aspx) > Boxwall Modular Flood Barrier

Images **Videos**



7-10 WORKING DAYS

1 year guarantee

Boxwall Modular Flood Barrier

- Freestanding flood barrier that can be reused
- Made from Acrylonitrile Butadiene Styrene (ABS), a strong impact resistant plastic
- Modular units slot together with no need for tools
- Tough but lightweight, so easy to stack, store and transport
- Temperature resistance -30° to +90°C
- Standard pallet would store 26 straight sections
- Extendable to an unlimited length
- Quick and easy to deploy in an emergency
- Install from left to right
- 3 x curved sections are needed to create a 90 degree bend

View full range of Flood Control (/s-395-flood-control.aspx)

Chat

Appendix 13 Firechief Spec

Fire Safety Store

Search By Product Code, Brand Or Keyword Search

Freephone 0800 3160890

OR 0330 058 0832

Cart is empty

Menu

Home / Fire Extinguishers / Automatic Fire Extinguishers /

FireChief 10Kg Automatic Dry Powder Fire Extinguisher

1 of 29

FireChief 10Kg Automatic Dry Powder Fire Extinguisher

£106.79 Inc VAT

(£88.99 ex. tax)

CODE: AUTO010/FSS

Availability: In stock

Quantity: 1

Add To Cart

Description

Automatic fire extinguishers are designed to detect and extinguish fires as quickly as possible. They are used in engine rooms, small compartments and where expensive equipment is kept. The automatic fire extinguishers can find and solve a fire problem faster than a worker would even be made aware of an issue so are a worthy extinguisher for warehouses, computer rooms and engine rooms in boats or trains. Our extinguishers are an advanced version of the old Halon fire extinguisher, the only difference being the new ones don't leave any residue so your mahcinery is safe.

The extinguisher can be used to target class A, B and C fires as well as fires caused by electrical problems. There is also an easy to read pressure gauge on the extinguishers to make inspections more convenient. The FireChief 10kg Automatic Dry Powder Fire Extinguisher is a popular choice.

Technical Data

Capacity:	10kg
Height:	312mm
Overall Width:	270mm
Filling Weight (kg):	13.34
Duration of Discharge:	20 Seconds
Maximum Area Protected:	15m²

Features

- Fitted with 68°C red bulb sprinkler head
- Pressure gauge enabling checks to be made
- For Class A, B and C type fires
- Suitable for electrical fires
- Filling weight of 13.34kg

Duration of discharge - 20 seconds
Temperature range (degrees): -20 To +60
CE approved
Passed 35kv conductivity (dielectric) discharge tested

Related Products

FireGuard 1Kg Automatic Dry Powder Fire E...
£25.19 Inc VAT (£20.99 ex. tax)

FireGuard 2Kg Automatic Dry Powder Fire E...
£32.39 Inc VAT (£26.99 ex. tax)

FireGuard 4Kg Automatic Dry Powder Fire E...
£61.19 Inc VAT (£50.99 ex. tax)

FireGuard 6Kg Automatic Dry Powder Fire E...
£76.79 Inc VAT (£63.99 ex. tax)


our customers rate us excellent on
TRUSTPILOT


Delivery from £5
Next day delivery from £5 when placing your order before 2pm.


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Appendix 14 Fire Checks Daily, Weekly, Monthly

Fire & Site Safety Checklist

Week Commencing:...../...../.....

DAILY

environmental solutions
WASTE MANAGEMENT

Daily Checks	Method	Mon	Tues	Wed	Thur	Fri	Additional Comments (Sign with Initials)
Green Light Showing on the Fire Alarm Panel Indicating a Healthy Power Supply	*Examine the Panel is Live and the Green Light is Active. Check Standby Power is functioning correctly*						
Can All Fire Exits Be Opened Immediately & Easily – None Locked	*Check no doors are locked, or if they are a easily accessible key is available for both sides of the door. Check fastenings on the door, fixtures, fittings & hinges*						
Are All Fire Doors Clear of Obstructions	*Check all doors, in front & behind close and open freely, No obstructions under door frames etc*						
Are Fire Escape Routes Clear	*Check all fire routes are clear, check staircases & internal and external pathways around the whole yard*						
Are Exit / Assembly / Keep Closed / Smoking Area signs in good condition & Visible	*Check signs for wear and tear, Check they are still in the designated locations and they are not weathered*						
Are All Internal Fire Doors Closed	*Ensure all Fire doors are closed, and any accessible keys are nearby (Break Glass)*						
Are Any Sounders or Call Points Obstructed or Damaged	*Visually check for any malfunctions in the safety equipment, test they work correctly and are easily accessible*						
Are All Fire Extinguishers in Place & Accessible	*Check in correspondence to the ESWM Map that fire extinguishers are in the correct positions and are accessible. Also check the labels are clearly visible of their contents and the contents is correct*						
Are CCTV Cameras clear of obstruction	*Check no foreign objects are masking the camera and they are all clear viewing (via monitor). Clean If necessary*						
Check Necessary Fire Gates are Unlocked/Secure	*Undo the clasp of the padlock, leave unlocked but gate remained part secured. Remove lock to separate location*						
Check Yard for any Fire & Safety Hazards	*Perform a routine walk around the yard to check for any trip hazards, damaged gates/fencing & potential risks*						

Supervisors Signature:.....

Supervisors Comments/Action Taken:

Fire & Site Safety Checklist

Date:……../……../……..

Conducted By:……

WEEKLY

environmental solutions
WASTE MANAGEMENT

Weekly Checks	Method	Yes	No	Additional Comments
Check Howlers (Warehouse 2)	*Visually check for any malfunctions in the safety equipment, test they work correctly*			
Perform a Fire Alarm Check Every Friday 12:00 (Panel) & 12:05 (Call Point)	*Alert Greenham Business Park Security 01635 31942 that we are performing a weekly test of the alarm. Check they received the signal. Perform a second check at 12:05 using various 'Break Glass Call Points' and state location in Comments. Check howlers & alarms of the buildings*			
Perform Audio Check of Alarm	*Ask a staff member to participate and check they heard the alarm, State location in comments*			
Are Charging Indicators Visible on all Exit Signs	*Check every exit sign using the ESWM Map, indicator is located on the side of the sign, normally LED.*			
Are Sockets Overloaded	*Check sockets have RCD's attached if required. Under no circumstances "one plug one socket" rule is ignored*			

Instructions for Weekly Fire Alarm Testing

1. Phone Greenham Business Park Security - *01635 31942* to make them aware we are testing the alarm.
2. Push the plastic point (CP 01, CP 02 or CP 03) and await for the alarm to sound. Once you are happy all sounders etc are working correctly reset the glass into correct position using the key at the bottom of the call point and push up till it clicks.
3. On the Fire Panel (Located ESWM Front Door) Insert Red Key Turn Anticlockwise. Press Red button (Silence Sounders) then Press Green Button below (Panel Reset)
4. Turn the Red key clockwise (12 o'clock) and remove the key. The alarm is now set back to normal working conditions.
5. Phone Greenham Business Park Security - *01635 31942* to confirm the test is complete, and confirm they received the signal for the fire alarm

Supervisors Signature:……

Supervisors Comments/Action Taken:

Fire & Site Safety Checklist

Date:……../……../……..

Conducted By:……

MONTHLY

environmental solutions
WASTE MANAGEMENT

Monthly Checks	Method	Yes	No	Additional Comments
Is The Emergency Lighting is Operating Correctly	*Using the tool provided, Isolate the power to the individual light and test duration of the battery life*			
Check Fire Procedures are Displayed Correctly	*Check the fire display is up to date, in the correct location. And all staff are notified of any changes*			
Check All Fire Door Seals are in Tact & Self Closing Devices are Functional	*Open and close each fire door to test the self-closing devices is operational. Visually inspect door seals are not damaged*			
Do All Luminaries & Exit Signs Function Correctly	*Reduce lighting to check signs are illuminated in the dark. Visually check for any cracks/damage to the signs.*			
Test Fire Exit Signs are Operating to 1/3rd of their Standard	*Check every exit sign using the ESWM Map, indicator is located on the side of the sign, normally LED. Check the signs function for 1/3rd of their rated value*			
Perform Unscheduled Evacuation Simulation	*Alert Greenham Business Park Security 01635 31942 that we are performing a test of the alarm. Check they received the signal. Check all staff have followed correct procedure*			
Check Fire Path for Damages	*Perform a visual check of the fire path and paint/repair if needed. Any action taken log in comments*			

Instructions for Weekly Fire Alarm Testing

1. Phone Greenham Business Park Security - *01635 31942* to make them aware we are testing the alarm.
2. Push the plastic point (CP 01, CP 02 or CP 03) and await for the alarm to sound. Once you are happy all sounders etc are working correctly reset the glass into correct position using the key at the bottom of the call point and push up till it clicks.
3. On the Fire Panel (Located ESWM Front Door) Insert Red Key Turn Anticlockwise. Press Red button (Silence Sounders) then Press Green Button below (Panel Reset)
4. Turn the Red key clockwise (12 o'clock) and remove the key. The alarm is now set back to normal working conditions.
5. Phone Greenham Business Park Security - *01635 31942* to confirm the test is complete, and confirm they received the signal for the fire alarm

Supervisors Signature:……

Supervisors Comments/Action Taken:

Appendix 15 Permit to Work

Permit to Work Form Note: Only to be issued by an authorised person			
Location of works……..			
Permit type (please tick			
○ Asbestos	○ Excavation	○ Machinery	○ Working at height
○ Confined space entry	○ Electrical isolation	○ Hot work	○ other
Name of receiver…….		Company…….	
Other persons covered by this permit			

Work to be undertaken

The following documents must be available for work to start (please tick confirm)	
○ **Risk assessment**	○ **Safe system of work**
List all identified hazards and precautions	
○ **Hazards**	○ **Precautions**

Isolation and lock off Note: Only a competent person may verify that all isolation and lock offs are in place. All HV work must be approved by an electrical specialist.	
Isolation type and location	
Authorised by	
Signature	
Date	
Time	
Warning notices to be displayed at the following locations	
The permit will be	

displayed at the following locations		
Emergency Contacts		
Name	**Position**	**Contact Number**

Permit Validation			
This permit is valid from		**This permit is valid to**	

Issue and acceptance of permit	
Issued: I authorise the above work to be carried out subject to all relevant conditions being adhered to. I also confirm that I have reviewed the risk assessment and safe system of work which have been communicated to the receiver of this permit.	
Signature	**Print**
If the receiver of this permit leaves the work area then the job must stop immediately. It will not re-start until the authorised person has been notified and a new permit has been raised.	
Extended time	
Time overrun: If the time specified within permit validation has expired then the authorised person must either extend the validity of the permit or cancel it.	
This permit extended from	**This permit is extended to**

Closure of the permit (to be completed by the authorised person)			
The work has been completed and the area/plant has been left in a safe condition and is ready for operation	○		
Signed		**Date**	**Time**

The permit has been cancelled. Work has been suspended and a new permit has been issued	○			
Signed			**Date**	**Time**

Monitoring of permit/activity		
Observations	**Date/Time**	**Initials**

Appendix 16 Spill Procedure

OBJECTIVE

The objective of this procedure is to ensure the facility cleans spillages as soon as practicably possible and to prepare staff to act in a safe and efficient manner to implement the procedures in the event of an incident that occurs.

Main Objectives:

- To ensure the facility, neighbours and the environment are protected if an incident occurs
- Spillages are stopped and cleaned up as soon as practicable
- To dispose of spill kits appropriately.

SCOPE

This procedure must be followed by nominated staff members of Environmental Solutions Waste Management Ltd

RESPONSIBILITY

The director and nominated staff members.

SPILLAGE PROCEDURE

- **Assess the risk**, Before you take action, make sure the scene is safe to proceed. Determine the source of the spill, the product(s) involved and protect yourself from any hazards that may be present.
- **Protect**, Choose the proper PPE and equipment to safely respond
- **Stop**, Prevent any further material spilling if safe to do so, e.g stand oil drum up, close valves etc on fuel tanks
- **Spill containment**, Use absorbent socks (Booms), pads to contain the spill to the immediate area. Prevent spilled product from entering waterways, storm drains, sewers, floor drains, etc.
- **Recover spilled material**, Use absorbent products (pads & booms) found in your spill kit to recover all free liquids and thoroughly clean the area.
- **Collect and package absorbents**, Gather used absorbents and other contaminated materials and place into temporary disposal bags. Secure with cable tie and store safely until disposal.
- **Proper waste storage and disposal of used absorbents**, contaminated material and other waste products must be stored and disposed of in accordance to local regulations. Place into h azardous

waste storage container. If you are unsure where this is located, please ask your Technically Competent manager or manager

AFTER INCIDENT

Replace or restock spill kits without delay.

HEALTH & SAFETY

As a minimum, when following the steps to prepare the site for an emergency situation all operators must wear PPE as detailed below:

- Gloves and wrist protection sleeves specified within EN388:2016 to at least the following specification:
  - Abrasion resistance 4
  - Blade cut resistance 5
  - Tear resistance 4
  - Puncture resistance 3
- Safety boots including steel midsole.
- Safety glasses to EN166.

TRAINING

All relevant staff will be trained in Spillage Procedure. This will ensure the correct steps are followed during an incident.

Training is provided during the site induction which covers the key topics of this document.

UMBRELLA ENVIRONMENTAL

PROTECTING YOUR BUSINESS

9 Goldington Road Bedford MK40 3JY

www.umbrella-environmental.co.uk

andrew@umbrellaenvironmental.co.uk

Mob: 07498 671713