MLB Auto Spares Ltd

Fire Prevention Plan

September 2024

Version 1.0

KILNHURST ROAD,
RAWMARSH,
ROTHERHAM,
S64 5TL

MLB Auto Spares Ltd S64 5TL
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DOCUMENT CONTROL SHEET

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1.0	**23/09/24**	**Initial Draft**	**PD**
Approved by		Alexander Zavisha	

CONTENTS

1 Introduction

1.1 Roles and Responsibilities

The Site Manager Alexander Zavishaha responsibility for ensuring these procedures are adhered to. The Site Manager is specifically responsible for:

- Ensuring the adequate training of staff and contractors working on site regarding the content of these procedures;
- Ensuring the adequate provision of resources such as personal protective equipment (PPE);
- Ensuring the provision and maintenance of hand held fire extinguishers and other fire fighting equipment at the site is adequate.

1.2 Purpose

The primary purpose of this Fire Prevention Plan (FPP) is to guide staff and contractors in the prevention of fire for MLB Auto Spares Ltd. This FPP also confirms the actions to be taken in the event of fire in order to minimise any impact on the environment and to control the fire where appropriate.

This FPP will be issued to the Fire Brigade in the event of a fire to aid with fire fighting.

1.3 Scope

This FPP has been prepared in accordance with Environment Agency guidance.[1]

In addition, all fire prevention measures will meet the stringent insurance requirements for the business.

Annex A shows a site layout plan.

1.4 Liaison with Fire Rescue Service (FRS)

The FRS will be provided a copy of this FPP in advance of commencing operations.

1.5 General considerations

The MLB Auto Spares Ltd site is located in Kilnhurst Rd, Rotherham, S64 5TL. It is located some 4.5km NE from Rotherham City centre and some 4Km SW of Swinton. It is adjacent to the Swinton railway line on a quiet industrial estate. The site is approximately 1.5 Hectares in size. At the time of writing this FPP, the site currently consists of concrete impermeable surface over the whole site with a sealed drainage system. The site's main activity is the storage, depollution and dismantling of end-of-life vehicles (ELV's).

The surrounding land use is a mix of light industrial & commercial business.

MLB Auto Spares Ltd operate under an existing Environmental Management System [EMS] which identifies the potential sources of pollution from site activities and controls site operations to eradicate emissions or where that is not possible to minimise their effect on human and environmental health.

This Fire Prevention Plan [FPP] forms part of the EMS.

The individual fire emergency procedures for each part of the site form part of the FPP.

[1] Fire Prevention Plans, Version 3 January 2021

The site has sealed drainage and the depollution operation is under cover. There is run off to surface water from the process yard to soakaway. This is subject to a separate discharge permit application submitted at the same time as his bespoke permit application. See Annex B Site Drainage.

2 Causes of Fire

The following have been identified as potential causes of fire and their relevance to this site, when operational, is given in Table 1

Table 1 Causes of Fire and Applicability to the MLB Auto Spares Ltd Site

Cause of Fire	Applicability to the MLB Auto Spares Ltd Site
• Arson or vandalism	Yes – see section 3.5 Security
• Self-combustion	No – see 3.7 Self Combustion
• Naked lights	No – none on site
• Plant or equipment failure	No – see 3.6 Planned Preventative Maintenance
• Electrical faults	No – none on site
• Discarded smoking materials	No – on site smoking is prohibited
• Hot works	No – see 3.8 Hot works
• Hot exhausts	Yes – see 3.10 Hot exhausts
• Industrial heater	No – none on site
• Open burning (adjacent to site)	No – no likely sources of burning adjacent to site
• Damaged or exposed electrical cables	No – no live cables on the site or to be introduced
• Reactions between incompatible materials	Not relevant given the waste types
• Neighbouring site activities	No - potential sources of risk from neighbouring land use
• Sparks from loading buckets	No – No loading buckets.
• Hot loads deposited at the site	No – not a risk given the types of materials and sources of materials.

Mitigation measures in relation to these activities, where under control of MLB Auto Spares Ltd, are set out in this FPP.

3 Fire Prevention Plan

MLB Auto Spares Ltd recognises that the risk of fire cannot be eliminated. However, the site will be operated in accordance with a robust management system. Operational Procedures are listed in the site's EMS Manual Section 1.6 'Operational Control'.

In addition to Operational Procedures, the following reasonable actions will be taken to minimise the risk of fire, in accordance with Environment Agency guidelines.

3.1 Site Plan and Receptors

A Site Plan is given in Annex A showing the key features of the site relevant to the Fire Prevention Plan including site access, security, vehicle parking, materials storage, drainage and buildings. Annex C is a Fire Fighting Equipment plan including the location of hose reels and hydrants.

A map showing key receptors within 1 km of the site is in Annex D.

3.2 Material Receipt and Storage

Waste will be collected using the company's vehicles which will be removed from the customer's site and returned to MLB Auto Spares Ltd site. Minimal Raw material (ELV's) are stored in the yard prior to processing in the depollution building and are processed as they come into the site. Waste acceptance procedures will be followed as set out in Annex E.

Only the waste types and EWC codes named on the environmental permit will be accepted at the site. Wastes entering the site will be inspected and registered at the site. Non-compliant waste materials not allowed on the permit will be turned away from the site. A record will be made in the site diary.

Batteries are checked on vehicle arrival at site for leaks and condition.

Batteries are disconnected and removed from un-depolluted vehicles before they are processed. Vehicles are emptied of fuels and bungs put in place to prevent trailing fuels at this point also. This happens no longer than 12 hrs after being received at site.

Wet & damaged batteries are stored in a separate sealed container in the covered depollution bay before being removed from site within 24 hours in most cases, however the longest time they will reside on site is 3 weeks before being removed.

Tyres 16.01.03 are not stored on site for more than two weeks and are removed from site regularly.

3.2.1 Quarantine area

The site plan shows the Fire Quarantine Area. The Fire Quarantine Area will always be kept clear in case of emergency. The area is located close to a water supply for quenching burning or smouldering material.

The Fire Quarantine Area is a dedicated emergency or quarantine area with a clear area of 6m around it. The rationale for this area is:

- The area is in the middle of the site, so is required to be kept clear, at all times, for access.
- Only small quantities of material would ever be put in this site i.e. those that can be dealt with safely by the staff on the site. Larger fire would be dealt with by the FRS.
- The quarantine area allows safe access around the edges in an emergency, it is 8mx8mx4m m giving a volume of 256M3 and can accommodate at least 50% of the largest waste pile (Baled ELV's 450 CUMEC). See appendix A. a 6m clearance all round is observed.
- In the event of a fire or observed self-combustion, burning waste, if safe to do so, will be moved to the Fire Quarantine Area.

- The Fire Quarantine Area is signposted.
- Hot loads can be quarantined in this area until such times that they can be stored safely.
- The quarantine area, when made safe, will be emptied immediately. Should it be necessary to moves wastes to an alternative site then a local permitted site will be used.

3.2.2 Waste storage times

Depolluted vehicles will be stored on site for a maximum of 3 months. Consideration is given to the likely dry nature of the material and the implications this has for self-combustion. See 3.2.3 (stock rotation and management).

MLB Auto Spares Ltd has key customers for each material. In addition, contingency customers are in place in case of a need to move material off site when the regular customer is not able to receive it. In this way, the stock will not build up to levels over the permitted limits.

3.2.3 Stock rotation and management

Given the limited storage time on site – max 3 months – stock rotation is deemed unnecessary, however;

The company will, if necessary, undertake monthly stock checks which will involve moving the waste within each pile. The purpose of the stock check is:

- To turn wastes in order to ensure the waste is not at risk of self-combustion and any potential hotspots are dissipated;
- To ensure the waste volumes do not exceed those specified in the permit.
- To ensure waste is not kept on site for longer than allowed by the permit

Records will be maintained in the site office of the physical monthly stock checks.

The site manager in charge of stock checking will be vigilant for signs of combustion or hotspots. If any are found, these will immediately be quenched with water and reported to the management team. Stock rotation will be by mechanical means as necessary.

Waste will follow the first in/first out principle as detailed in Annex F points 10/11/12 and waste will be rotated in date order to ensure that waste is removed in date order.

3.2.4 Waste storage

Undepolluted & Depolluted vehicles will be stored in the yard on an impermeable surface in racking (3 high max). All vehicles will be accessible from at least one side. The main pile is baled vehicles. All storage of depolluted ELV's will be within the bunded area with sealed drainage.

all waste operations will be carried out at least 6m away from non-waste operations

- Depolluted vehicles in yard on racking. Three vehicles high max total one on top of each other. 2 rows wide. Each vehicle accessible from at least one side. See Annex A Site Plan.
- Un-depolluted vehicles are stored in the yard and are processed as they arrive at the site in the depollution bay. Max 15 vehicles
- Baled ELV's – 15mx5mx6m = 450 cubic M max. 1m Freeboard observed in firebays.
- Depolluted vehicles can be moved if required by the FLT.

- Batteries are stored in the sealed RORO in containers. Lead/acid and other battery types plus a separate sealed container for damaged/leaking batteries. Max 10 per container. 1x1mx1m each. 1 tonne each.
- Tyres in middle of yard 3mx3mx2m. 18 CUMEC. With 6m clearance all round. Removed from site within two weeks.
- Waste will always be stored in it's largest form and pile sizes will be minimised wherever possible.

These wastes will all be stored in dedicated drip trays and bunds under cover.

- 2000l waste oil tank within depollution bay stored on drip trays
- 6000L diesel tank
- RoRo. These are moveable and staff will be trained to move these in the event of a fire.
- All storage & containers will be accessible and moveable. If this is required all mobilisation will be directed by Mr Alexander Zavisha.

3.3 Signage

Signage will be positioned throughout the facility showing Fire Exits and the position of extinguishers and other relevant fire fighting equipment.

All waste storage areas will be clearly marked to ensure waste throughput timescales are adhered to.

MLB Auto Spares Ltd will reinforce fire prevention messages using signs with key messages for staff.

3.4 Training, Awareness and Visitors

All staff and contractors working on-site will be aware and understand the contents of this FPP and the site Fire Response Plan. Through site inductions and on-going staff awareness and training, MLB Auto Spares Ltd will ensure that all relevant staff and contractors will:

- Understand what they must do during a fire.
- Know where the fire prevention plan is kept
- Participate in regular exercises to test how well this FPP plan works and to confirm staff understand what to do.

For visitors to the site:

- They will be escorted at all times and signed in.
- They will understand the No Smoking policy for the site.
- When signing in, information on the fire exits and muster point will be provided.

Training records are maintained as required by the site EMS.

Staff will be required to undergo regular fire training as part of the WAMITAB competency requirements. In addition, regular drills (annually) will be undertaken where desktop scenarios are played out and staff will be required to become familiar with this FPP as part of their ongoing competence. Mr Alexander Zavisha will be responsible for implementing this plan and detailing annual tests and drills.

3.5 Security

The following security features will reduce fire risks from vandalism and deliberate arson through preventing access to the site by unauthorised people:

- Doors are closed and locked outside of office hours to block access further.
- Regular checks of the Perimeter fencing and gates to the premises. The site is secured by a palisade fence on all boundaries.
- Only one entrance/ exit point to the site to/ from the public highway is in place, which is secured by means of lockable doors to be locked shut at any time the site is left unattended.
- CCTV/motion detectors which can be viewed remotely by the management team covering the whole of the permitted area and yard areas.
- A CCTV system with 24 motion detection and heat detection is employed for nigh time security. This sends alerts to all staff of MLB Auto Spares Ltd and would notify the owner if a fire were to break out during out of hours. The owner lives close to the site and can attend in the event of a fire overnight. They will move waste to a quarantine area to prevent the spread of fire. The CCTV covers all waste areas in the yard.
- There are no security staff on-site overnight but the security camera system in the yard and entrance provides 24hr coverage and sends alerts to the operator once motion is detected. He can be on site in 30 minutes to move waste to the quarantine area and take other action as appropriate.

3.6 Planned Preventative Maintenance

The site has a Planned Preventative Maintenance Programme to ensure all machinery and components continue to remain effective. There are three x FLT on site, one 360 a baler and excavator and no other lifting equipment.

There is a programme of routine planned maintenance is for each item of plant and machinery to manufacturers specifications, as well as the processing equipment in order to prevent breakdown and faults which may pose a fire risk.

Limited Electrical equipment including CCTV, lights & depollution rig will be used at the site.

A PAT certificate will be provided to demonstrate that this equipment has been checked by a qualified electrician. A PPM schedule and maintenance contract will be in place to ensure that electrical equipment & plant is fit for purpose and to minimise the risk of ignition sources.

All faults needing corrective action will be reported to the Site Manager to be implemented.

For contingency, MLB Auto Spares Ltd recognises that if needed to ensure a continued material throughput, machinery will be hired from specialists if a significant plant breakdown occurs. This is to ensure continued effective operations and prevent excessive storage of materials which are likely to give rise to the exceeding of permitted waste quantities.

Appendix K shows the maintenance schedule

3.7 Self-Combustion

Given the stock rotation throughput times and material type, there is a limited potential for self-combustion. EA Guidance states that the risk increases when wastes are stored over 3 months and that combustible materials must not be stored for more than 6 months. Wastes on site are not likely to be stored for longer than 3 months. Batteries will be stored for a maximum of 1-2 weeks.

Daily checks are made on the site as part of the Fire Risk Daily Checks Form (Annex F) and this includes checking for signs of self-combustion and housekeeping issues which may impact on fire risk.

The risk of combustion is low, as the materials which will be managed on site are not anticipated to be contaminated with oil, however they will be dry. As a result, a regime of turning the waste materials monthly during a stock take will be in place only if required. For details see 3.2.3 Stock Rotation and Management.

Heat will be released from waste before storing in piles.

The company has considered the risk of self-combustion and consider that given the storage times, management procedures in place and materials stored, the waste is unlikely to generate hot spots. However, during operation, if the site records show that hotspots do occur on site regularly, the Site Management will consider further measures such as temperature probes.

In warmer weather waste piles will be sheeted or dampened as required to minimise the effects of external heating. Regular (daily) checks on waste piles will be made and the results recorded in the site diary.

3.8 Hot Works

Hot works will not be undertaken at the site..
No other combustible gases, chemicals, aerosols or fuels are kept on site

3.9 Mechanical Treatment

Mechanical treatment means the use of mobile plant. The plant used on site will be as follows:

- 3 x diesel FLT
- 1x 360
- 1x baler
- 1x excavator
- All equipment inspected & maintained under PUWER[2] requirements
- Mobile plant parked remotely, secured and key out when site closed (See Fire Risk Daily Checks Form Annex F)

[2] Provision and Use of Work Equipment Regulations 1998 (PUWER)

- Trained staff operate equipment
- Mobile plant is stored at least 6m away from combustible waste when not in use.
- Fire extinguishers fitted, equipment switched off when not in use, parked in remote area of site when not in use, keys safely stored

3.10 Hot Exhausts

During operations, site operatives will be vigilant for signs of ignition from operational hot exhausts.

At the end of the working day, vehicles will be parked away from combustible materials as indicated on the site plan. A Daily Site fire watch & Check at the end of the shift will be undertaken by the site manager or his nominee to check that there is no risk of ignition from exhausts. The fire watch will be conducted at the beginning of the shift (9am) – lunchtime (1pm) and end of the shift (5pm). See Fire Risk Daily Checks Form Annex F.

3.11 Additional Actions

Further actions to mitigate fire risk on site include:

- Overnight parking of vehicles away from processing and storage areas.
- The access route into the site is always kept clear and will therefore provide access for emergency vehicles.
- Site walkovers taken each day will identify any accumulations of combustible dust, litter or material which may pose a fire risk in the areas used by vehicles.
- Debris off site will be checked and removed at shift start and finish.
- Good housekeeping will be maintained at all times to ensure dust and wastes are prevented from accumulating on site.
- Operational vehicles will be fitted with fire extinguishers
- Any fuel/oil spills from plant or vehicles will be cleaned up immediately with absorbent material and disposed of correctly
- Sources of ignition including non-energy efficient (heat emitting) light bulbs, lit cigarettes, naked flames and storage heaters will not be allowed on site.

- <u>All other sources of ignition will be kept at least 6m from flammable & combustible waste</u>
- Cleaning – The site will be cleaned daily at the end of the operational shift in order to prevent build-up of dust, fluff and combustible waste. This will be focused on areas where dust may build up e.g. computer screens flat surfaces, mobile plant etc. Surfaces will be dusted, wiped and/or jet washed if appropriate.
- Regular inspections of vehicles and the main roads are made to ensure that no annoyance to other road users and neighbours is apparent.
- Activity location benefits from good sound attenuation provided by the internal industrial location & rural setting.

Ensure operations are only conducted within working hours and where practical noise is minimised by using the minimal movements of vehicles and materials onto and from site

4 Fire Detection and Management

4.1 Fire Detection & Suppression

MLB Auto Spares Ltd will

- Provide portable extinguishers both CO2 and Foam types x 2 of each stored in the depollution bay. Fire blankets are also stored next to the depollution bay 3mx3m to cover batteries if required. All staff will be trained in their use. Mr Alexander Zivisha will be responsible for directing their deployment.
- carry out regular inspections, including at the start and end of every working day

All staff are aware of this FPP and the risk of fire on site and are trained to remain vigilant.

Security staff are trained in actions in case of fire detection.

The yard is fitted with CCTV and motion detection which send alerts to staff 24/7

MLB Auto Spares Ltd do not deem it necessary to fit automatic fire suppression system in the covered buildings as no waste is stored internally overnight.

Fire Suppression:

The Site Fire Fighting Equipment Plan (Annex C & J) shows the following items for fire suppression:

- 2 x Fire hydrants with at least 2000l/min flow. Within the office, hand held fire extinguishers are also provided along with fire blankets for battery stores. X2 hydrants are shown in Annex C.
- **No waste is stored under cover overnight (apart from batteries) and fire suppression in the depollution bay is considered unnecessary.**

4.1.1 Water Supplies

Table 2 shows the available water on site which can be delivered from hydrants. See Annex C for water supply site plan.

Table 2: Volume of Water Available	
Hydrant Delivery (l/min)	2000
Number of Hydrants	2
Total Hydrant Delivery (l/m)	2000

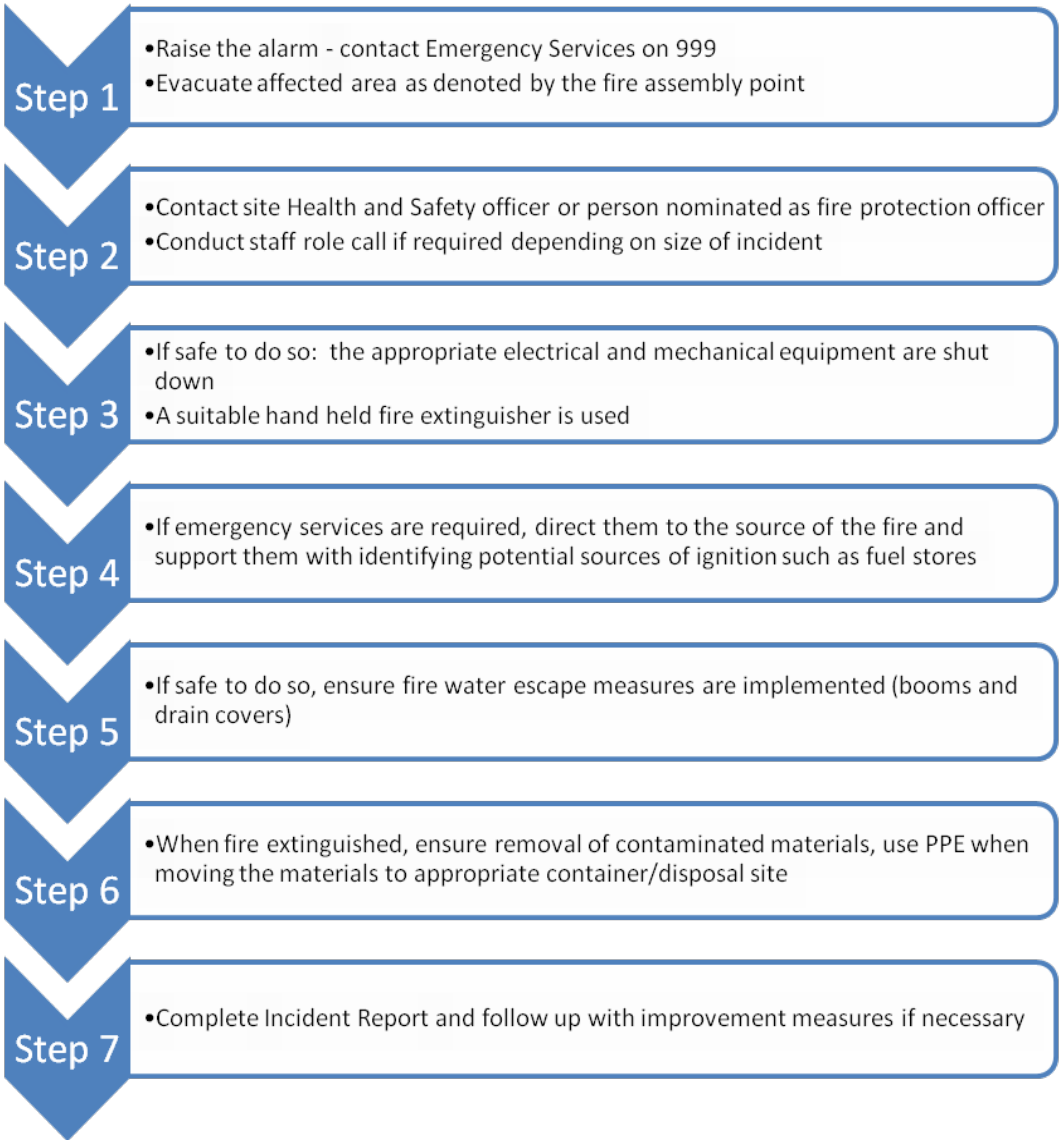
South Yorkshire Fire Brigade has a fire station (3Km SW) from which fire tenders may reach the site within 10 minutes, each fire tender carries its own immediate use water. The site is fitting a fire hydrant which can supply sufficient water to extinguish any possible fire from this site.

Water supplies for fire fighting can come from the x2 fire hydrants close to the site, in addition to one or more FRS water supply trucks if the FRS deems it necessary.

The largest stockpile likely to require water for fire fighting is considered to be the baled ELV's the largest pile - a maximum of 450m$^{3.}$

4.2 Fire Fighting Strategy

In the event of a fire being suspected or detected, the following steps will be taken:



The Site Manager, will liaise with the Emergency Services on their arrival. The Site Manager will clearly identify him/herself to the Emergency Services on their arrival on site and update the FRS on the situation ensuring they are made aware of the location any compressed gases or flammable liquids on site.

Prior to arrival of the FRS on-site there are several measures that MLB Auto Spares Ltd can take to help fight fire, assuming there is no risk to life.

- Hand held fire extinguishers & fire blankets can be deployed in order to contain fires where possible see 4.1

- Access to the hydrants located on site (to be installed) may be used by MLB Auto Spares Ltd staff if required.
- Fire blankets/sheets can be used to smother smaller isolated sources of fire. See 4.1
- The quarantine area is 256 cubic metres and can accommodate at least 50% of the largest waste pile (450 cubic metres in the yard). See appendix A.
- In the event of a fire or observed self-combustion, burning waste, if safe to do so, will be moved to the Fire Quarantine Area or alternative designated site. Firebreaks will be made by removing unburnt vehicles to the quarantine area. Staff will be trained on this procedure and this will happen also out of hours as directed by the site operator. He will be notified of a fire by the thermal cameras installed on site.
- The Fire Quarantine Area is signposted.
- The quarantine area, when made safe, will be emptied immediately. Should it be necessary to move or divert wastes to an alternative site then an alternative permitted location will be used. Vehicles will be directed to this site. (Note the only vehicles coming to site will be MLB Auto Spares Ltd owned operated vehicles or suppliers and not the general public so all drivers will be notified to divert to this location).
- Neighbours and local businesses downwind will be notified of any potential fire incident by the site operator by telephone as soon as possible from the local contact list. This will be completed by telephone and will be completed as soon as it is safe to do so. Local receptors will be notified in order of proximity to the site and prevailing wind direction. Local receptors will be kept updated as to the progress of fire-fighting as new information comes to light and fully debriefed at the end of the event.
- Once the fire has been dealt with, post fire de-contamination arrangements will be agreed with the local EA officer
- The site is an impermeable surface and will be scraped clean
- Drains and runs will be gulped out and cleaned by tankers with whom MLB Auto Spares Ltd have a contract.
- Waste will be removed from site if necessary
- If necessary, soil and groundwater monitoring will be undertaken as agreed with the EA
- Once the local EA officer has agreed that the site is ready to become operational again then operations will recommence.

4.3 Managing Fire Water

Table 3 shows the potential volume of fire water which may need to be managed on site should the largest waste pile require quenching.

Table 3: Volume of Water Required	
l/min/1m^3 of waste *	6.6
Largest Combustible Pile (m^3)	450
Water Required (l/min)	2970
Total Requirement for 3 hours (l)	534,600
**Based on EA guidance: 2000l of water minute is required for a 300m^3 stockpile for three hours*	

Table 4 shows the volume of fire water which can be contained within the site. The depollution operation benefits from being inside a covered area and sealed drainage system around the whole site which will contain firewater. There is a discharge to ground water subject to a separate discharge consent application submitted at the same time as this application.

The site is fully contained and is large enough to contain all the water which could be used to fight any fire possible within this site. Once the firefight has been completed an authorised wastewater contractor will be hired to remove all of the surplus water before work will resume.

Table 4: Volume of Firewater Contained within Site	
Average Site Length (m)	180
Average Site Width (m)	60
Water Depth (m)*	0.1
Site Volume (m^3)	1080
Site Volume (l)	1,080,000
**minimum height of curb or boom*	

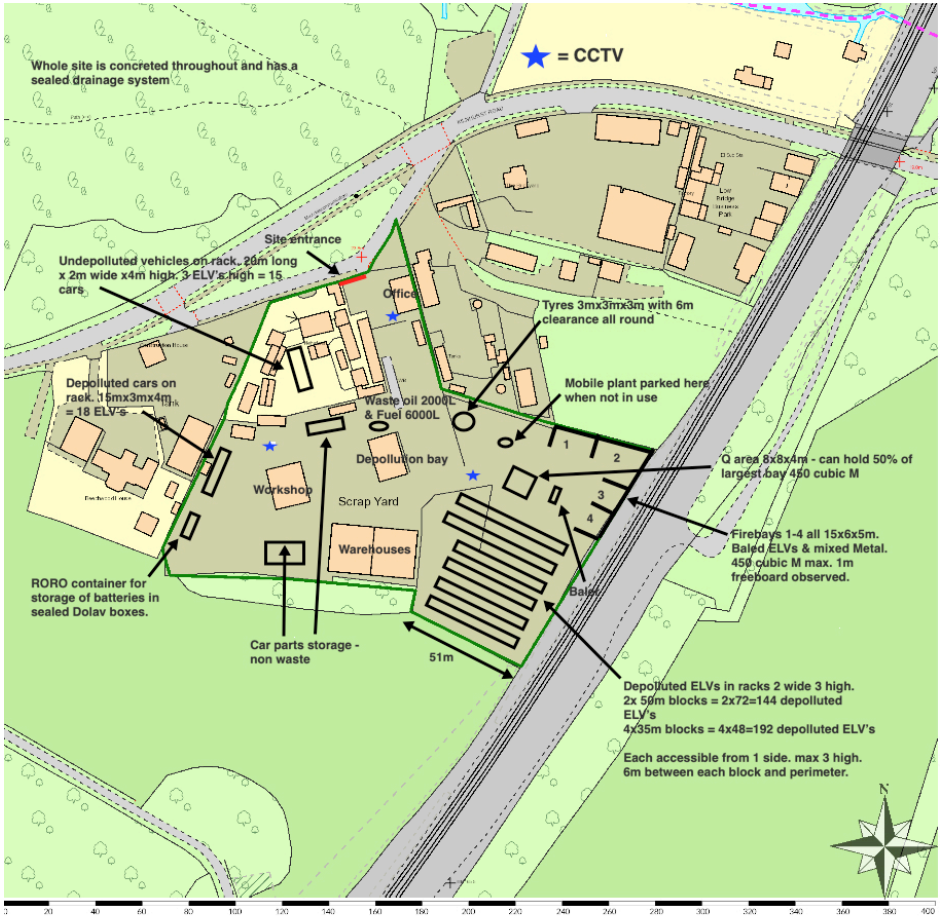
These tables show that the site would be able to contain the volume of water needed in a worst-case scenario. Therefore, the key receptors in Annex D which could be affected by firewater will be protected. A pollution prevention boom inflatable will be deployed should firewater need to be contained during a fire. The site entrance will be protected by kerbing of 10cm to prevent egress of firewater out of the entrance. This is unlikely as the site slopes towards the drainage inside the yard.

MLB Auto Spares Ltd has a contact for emergency spillage response with a company which provides tankers to remove firewater. The company would come to site to remove water from the site contained by the sealed drainage system.

4.4 Future Actions

This plan is based on current planned operations. MLB Auto Spares Ltd understand that it is important that this Fire Prevention Plan is maintained up to date and relevant to the business. Therefore, it will be updated accordingly, in collaboration with the Environment Agency as required, should business operations change in the future.

5 Annex A: Site Layout



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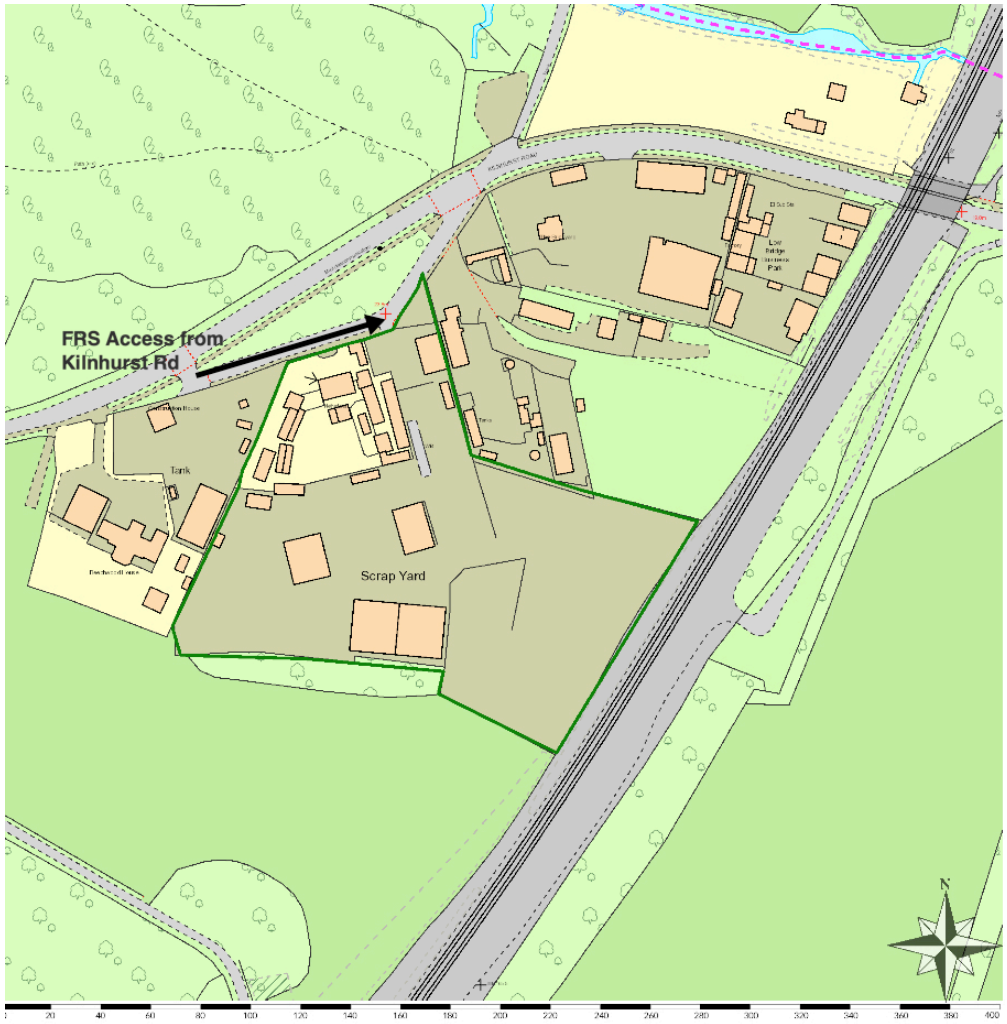

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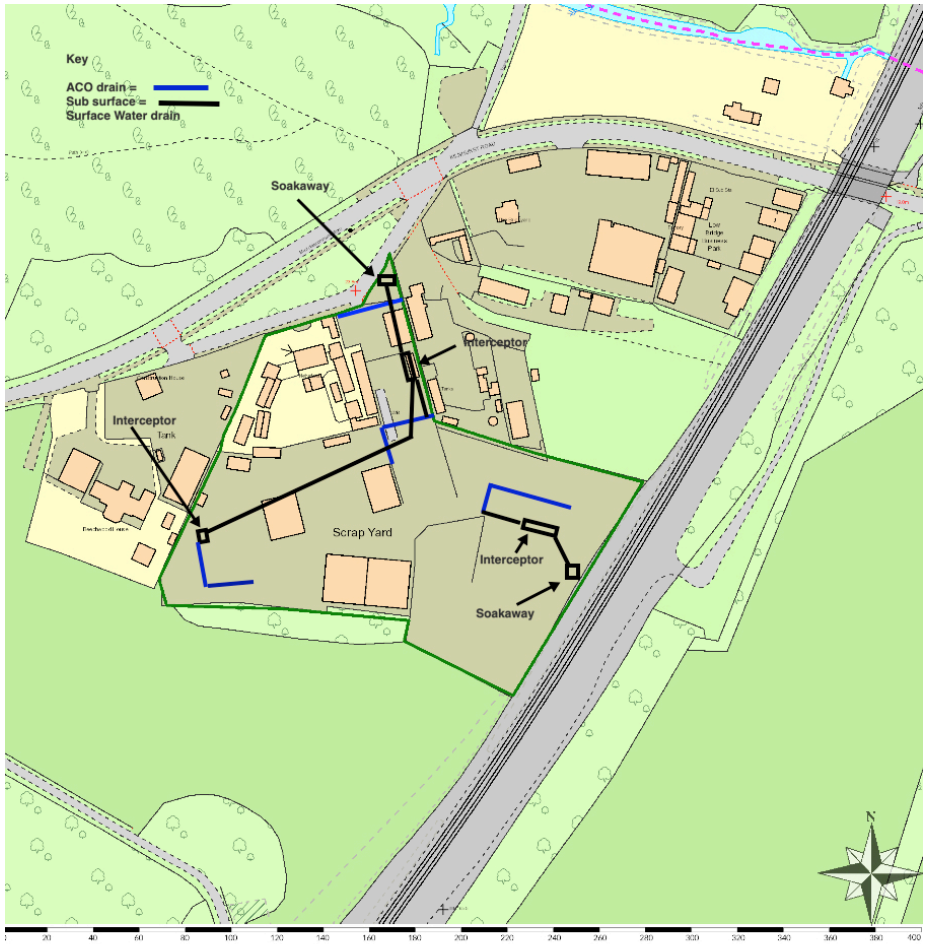
A2- Site Access

6 Annex B: Site Drainage



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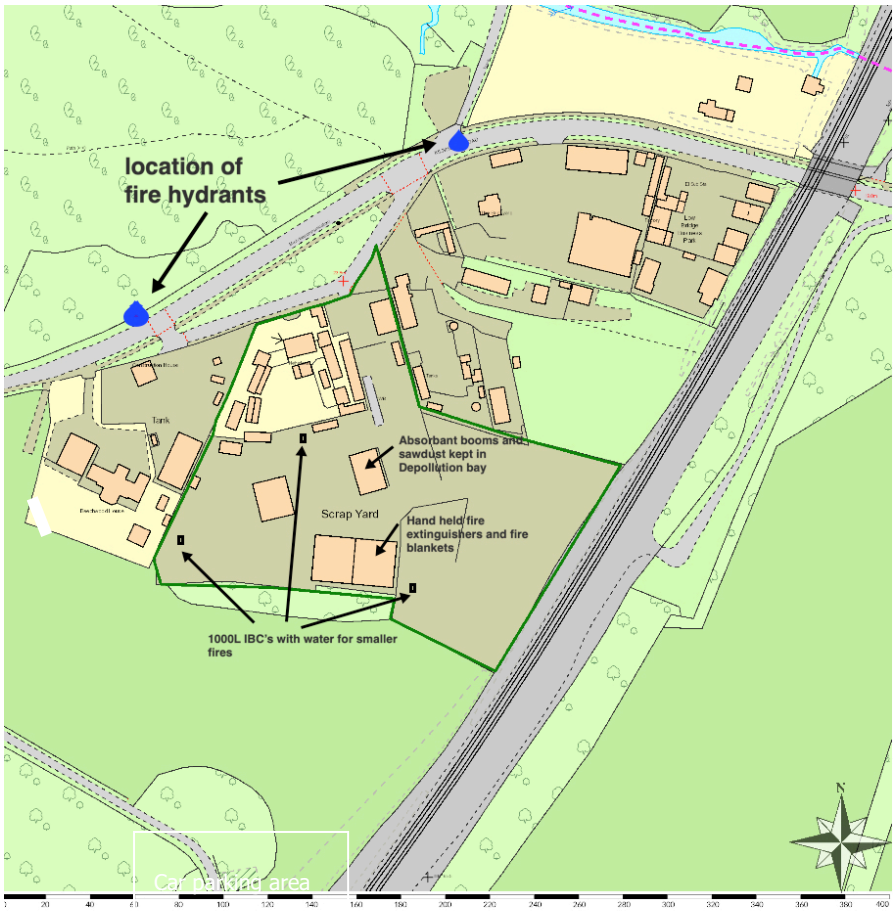
7 Annex C: Fire Fighting Access, Equipment & Water Supply Plan



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8 Annex D: Key Receptors

Key Receptors

The receptors shown are within 1km of the site (black circle). Sensitive human receptors include areas containing residential properties & light industry all round the site.

The site is in on a ruural industrial estate which is bordered to the W by residential areas. To the E by a kennels and residential. The River Don is within 800m E. Key infrastructure includes the railway adjacent to the site.

The nearest Fire Response Service is Fitzwilliam Road Eastwood Rotherham South Yorkshire S65 1ST approx. 3Km SW.

Wind Direction

According to the UK Met Office, the prevailing wind direction in the area is South-Westerly[3]. This means the prevailing winds blow over the site to the north east, which is away from the bulk of the residential areas.

[3] http://www.metoffice.gov.uk/climate/uk/regional-climates/

Receptors

Receptor	Type	Distance	Direction	Comments
Priority Habitat/Decidious wood	Habitat	50m	East	Other side of railway
Priority Habitat/Decidious wood	Habitat	100m	South East	Other side of railway
Primary school Kilnhurst Rd	School	300m	West	School
Nearest residential/Sandhill	Residential	700m	West	Residential
Source protection zone 1	Aquifer	1Km	South East	Aquifer

9 Annex E: Waste Acceptance Procedures

In order to identify non-compliant wastes including any hot loads, the following Waste Acceptance Procedure is implemented by MLB Auto Spares Ltd.

Waste Acceptance

The procedure that shall be adopted at site is detailed below

1. Waste arrives on site.

2. Documentation is checked at the office at the entrance to the site. See annex A2.

3. All vehicles will have their contents examined during unloading and this shall be crosschecked with the documentation presented.

4. Staff will check that the type of waste is acceptable in terms of the waste permit.

5. If the waste is unacceptable the waste shall be isolated and arrangements put in place for the contractor to remove the waste from site or for the waste to be segregated in the quarantine area until such times that it can be removed.

6. If the person who is checking in the load is suspicious of its contents the driver shall be directed to the waste inspection area near the reception office, where the load shall be sampled and inspected to ensure that it corresponds to the accompanying documentation. In any event compliance testing will be carried out at regular intervals.

7. Assuming the on-site verification at the office is satisfactory, the load is checked in and directed to the yard as appropriate. Here, the waste will be checked again to verify that the description is correct before tipping is allowed.

10 Annex F: Fire Risk Checks Form for Fire Prevention

The following regular check has been completed:

Checks to be made
1. Security – all security fencing and security equipment is intact (daily)
2. Signs of Self Combustion – no smoke visible /potential hot spots identified (daily)
3. Storage areas – housekeeping is suitable (daily)
4. Storage areas – pile sizes within permitted limits (daily)
5. Exhausts – exhausts are cool and located away from combustible materials(daily)
6. Fire fighting water – all hose reels and hydrants are accessible(daily)
7. Fire extinguishers – all fire extinguishers are in the correct place and intact(daily)
8. Fire Quarantine area – clear from waste and signage intact(daily)
9. Mobile plant parked remotely, secured and key out when site closed(daily)
10. Waste turned when? – recorded on waste inventory in site office(monthly)
11. Waste in (t) – recorded on waste inventory weekly in site office. Waste removed in date order
12. Waste out (t) – recorded on waste inventory weekly in site office. Waste removed in date order.

Date	**Morning check (initials)**	**Evening Check (Initials)**	**Issues to Report to Site Manager**

11 Annex G: Emergency Contacts

Name & Address		Telephone Number
Environment Agency	General Enquiries: Incident Hotline Reporting:	03708 506 506 0800 80 70 60
Electricity Supplier & mains switch location		
Gas supplier & shut off valve location		
Water supplier & shut off valve location		
Local Authority Emergency Services		
Insurance Company and policy number		
Nearest Hospital		
Emergency Spillage Response company		

12 Annex H: EMS Documents

Drainage & Bund Checks

- A current site drainage plan will be drawn up and displayed in the office areas for information. The standard colour coding of blue for surface water drainage that discharge to the environment and red for sealed or foul drainage systems will be employed.
- The integrity of impermeable surfaces, gulleys and storage areas will be visually inspected by the operator on a monthly basis. To achieve this, it will be necessary to sweep/ wash clean the impermeable surface that form licensed area and clear any debris that has collected in drain gulleys to the front of the building. Where any defects are found, remedial steps will be taken promptly to maintain the integrity of the structure. If, however the integrity of the structure is breached a temporary repair will be made by the end of the working day and a full repair will be made within 10 days.

Area	When Checked	Date	Comments
Depollution bay	weekly	20/09/23	Clean
Hardstanding	6 monthly		

Site Vehicle and Machinery Maintenance.

- All site vehicles and machinery will be fitted with working exhaust silencing equipment.
- Staff will not continue to operate any piece of machinery or equipment that appears to be visibly or audibly failing.
- All vehicles and machinery operated within the site will undergo regular planned preventive maintenance/ servicing and inspections, at the frequency deemed appropriate by manufacturer or required by legislation. As a minimum, this will be a statutory annual inspection of lifting (LOLER) and work (PUWER) equipment. Maintenance/ Servicing and inspection records will be kept on site for reference.
- Where the necessary maintenance and repair skill do not exist within the company, a contract for these services will be in place, so that the repair of site vehicles and machinery will be undertaken promptly.
- If mobile plant maintenance/ repair will involve the removal/ loss of potentially polluting fluids from the vehicle, if possible, the vehicle should be moved to impermeable concrete area and worked on there, where any spills will land on an impermeable surface. All fluid leaks or drained oils will be collected in a container and removed.
- Where mobile plant must be repaired in the location that it breaks down, if this is on hard standing, drip trays and absorbent mats will be put in place under the vehicle before work begins, to capture any spills of potentially polluting substances and prevent contamination to the earth below.

Plant and Vehicles will be inspected and recorded below;

Equipment	When checked	Date	Comments	signed
Delivery vehicles	weekly			
FLT's	Manufacturer's Specification			

Dealing with Spills

Scope: To detail how spills during normal and abnormal operations are dealt with to minimize impact on the environment

Responsibility: Site owner

Background: Spillage of oils and chemicals can have an impact on the soil and groundwater beneath the site.

The site carries quantities of absorbent granules and absorbent booms to mop up small quantities of hydrocarbon and other liquids if spilt. If used these are stored in a hazardous waste container until removed from the site by specialist contractor within a reasonable period of time.

- During normal operations, all staff have been made aware of the requirement to minimise fuel and liquid spills on site
- All staff have had appropriate training on how to deal with a fuel spill in the event of an incident occurring
- Absorbent is used to clean up the spill at source. If it is a larger spill and it is safe to do so then the source of the spill is curtailed if possible.
- The location of spill kits and absorbent material is identified on the site plan
- Where possible all spills are directed to the sealed drainage system for containment
- A store of general absorbent material will be kept on site in an easily accessible central location known to all site staff. The absorbent material will be hydrocarbon (fuel, oil etc.) absorbent, as this is the most likely material to be spilt on site.
- A boom will be kept on site. Management will know where the boom is stored on site and how it should be deployed so as to be effective. Booms length will be enough to cover the expanse of the entrance to the site.
- Where leakage from any storage container (only diesel storage on-site) on site is found, actions to remedy the leak will be taken. Any such leakage and remedial action will be recorded in the site diary.

  In addition:

- The source of the leak or spill will be investigated, located and stopped.
- If any significant leaks or spills of substances occur, which have the potential to harm the environment or pose a risk to human health; the materials detailed under the section 'site provisions' will be utilized and disposed of appropriately.
- Any pooling leak or spill of a potentially polluting liquid will be soaked up with appropriate absorbent material, such as saw dust, sand or granules. The absorbent material will be cleared from the ground when it has soaked up all free polluting liquid.
- In the event of a significant and/ or on-going leak or spill of a potentially polluting liquid, clay damit mats or suction covers will be applied to drain grills to seal them to prevent (further) liquid from entering the drainage system.
- If any leaks or spills of substances occur, which have the potential to harm the environment or pose a risk to human health escape the site boundary, the management will inform the Environment Agency immediately. Any remedial action specified by the Environment Agency will be under taken, a record of which will be made in the site diary.

Waste Acceptance, Storage and Inspection

To deal with the acceptance, storage & inspection of waste on-site.

Introduction

The company will introduce a system of storage on-site to minimise the potential for cross contamination and potential run off from wastes whilst stored on site.

Waste Types

Only the waste types and EWC codes named on the environmental permit will be accepted at the site. Wastes entering the site will be inspected and registered at the site. Non-compliant waste materials not allowed on the permit will be turned away from the site. A record will be made in the site diary.

Working Hours

Normal working hours will be 0800-1800 Monday - Saturday

Sunday – closed

Responsibility

The Manager (Alexander Zavisha) is responsible for identifying and highlighting non-conforming waste. The Environmental Manager is responsible for inspecting, documenting and safe removal of any non-conforming waste.

Waste Storage

Areas will be nominated on-site for depolluted vehicles. These will be labelled and identified on the site plan. The site plan will be updated on a regular basis provide a record of what type of waste and quantity is stored where.

Waste Acceptance

The procedure that shall be adopted at site is detailed below

1. Waste ELV's arrives on site.

2. Documentation is checked at the office.

3. All vehicles will have their contents examined during unloading and this shall be crosschecked with the documentation presented.

4. Staff will check that the type of waste is acceptable in terms of the waste licence.

5. If the waste is unacceptable the waste shall be isolated and arrangements put in place for the contractor to remove the waste from site.

6. If the person who is checking in the load is suspicious of its contents the driver shall be directed to the waste inspection area close to the reception office, where the load shall be sampled and inspected to ensure that it corresponds to the accompanying documentation. In any event compliance testing will be carried out at regular intervals if required

7. Assuming the on-site verification at the office is satisfactory, the load is checked in and directed to the yard as appropriate. Here, the waste will be checked again to verify that the description is correct.

Waste Area Inspection

As part of the EMS waste areas are inspected routinely, deviations from normal operation conditions, result are logged and acted upon in the site log.

Records

MLB Auto Spares Ltd shall keep records of all waste loads rejected including;

- Date
- Name of Carrier
- Source of Waste
- Vehicle Registration
- Description of Waste
- EWC code
- Quantity of Waste
- Name of person carrying out inspection
- Destination of Load prior to rejection