



U M B R E L L A
ENVIRONMENTAL
PROTECTING YOUR BUSINESS

Fire Prevention Plan

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Together, we stand for a world beyond waste

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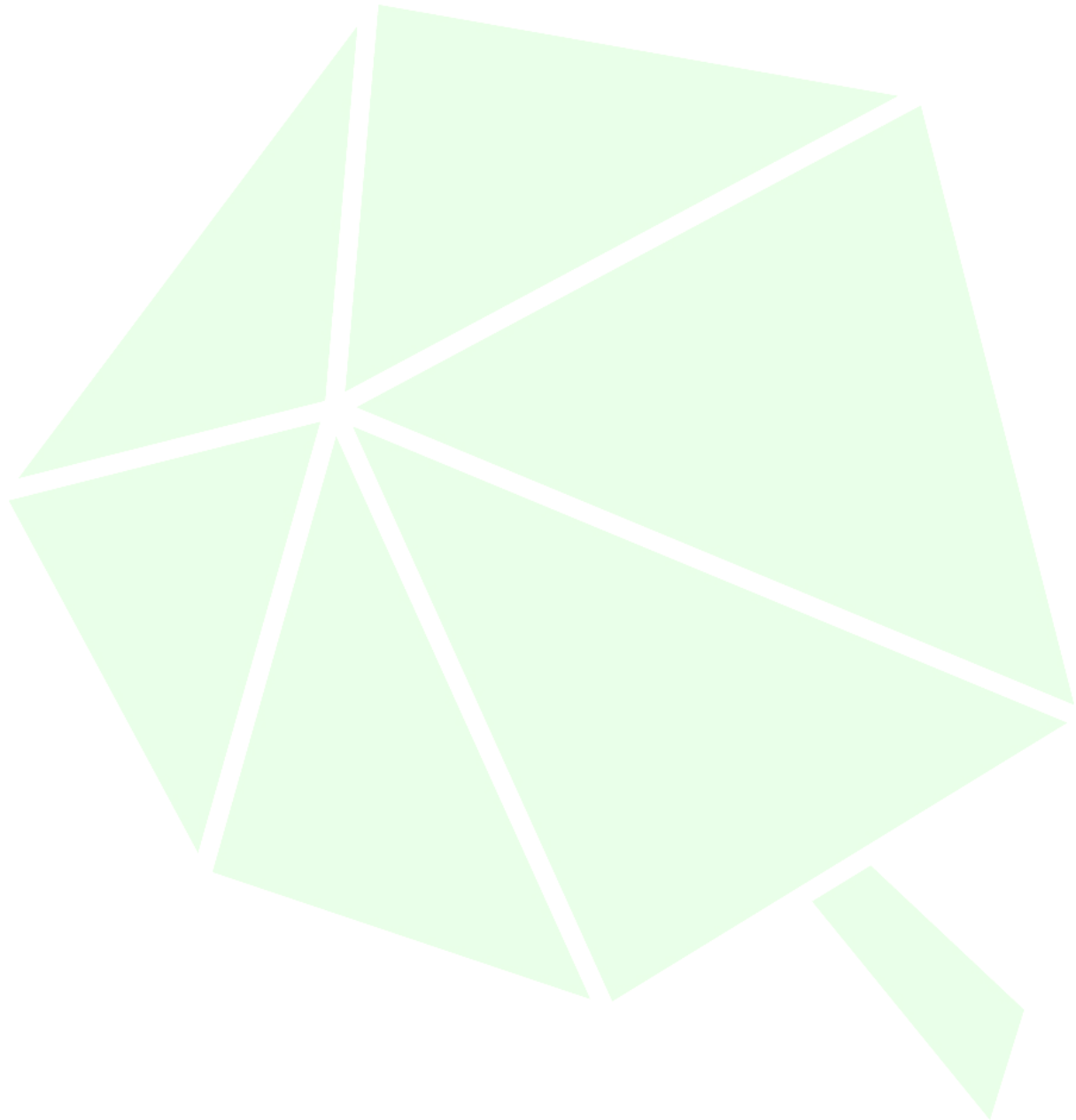
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Who this plan is for

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) accompanies the application for a bespoke waste permit EPR/MB3002CR at Unit 1-3 Tollgate Business Park, Salisbury, SP1 2JJ. The site location is shown on plan 004.20_09_001 permit boundary with an aerial view shown in Figure 1 Site Location (Aerial Photo).

The site is an industrial unit with a history of light commercial use. The site is now to be used as a council depot with a small scale bespoke waste treatment/transfer station attached with the main focus being on bulking of waste material prior to ongoing treatment at another appropriately authorised site.

The only waste to be accepted is detailed in section 12 of the application pack 004.20_05_009 LoW. This waste material will be stored in either a purpose built bay or in a metal container e.g skip/ Roll on Roll off (RORO) container. Waste will arrive on site via the councils own fleet or approved sub-contractors (registered waste carriers) it will arrive via the southerly entrance.

The site is operational 7 days a week from 06:30-16:30 this feature further reduces the level of risk posed by the increase visual monitoring

1.1.1 Site Location

The site is located at National Grid Reference (NGR) SU 15207 29663, Easting: 415207 , Northings: 129663 and what 3 words: front.charge.logo.

The site is accessed from the west via the A36 and Tollgate Road. The site is based in the south east of Salisbury approximately 800 m from Salisbury City centre.

Figure 1 Site Location (Aerial Photo) below shows an aerial image of the site and permit boundary.

Figure 1 Site Location (Aerial Photo)



(Google.com)

2 ALTERNATIVE MEASURES

Please see Table 1 Alternative Measures for a summary of the alternative measures used on site to minimise the likelihood of a fire starting and spreading and to maximise the likelihood of extinguishing the fire in 4 hours.

Table 1 Alternative Measures

Alternative Measure	Fire Prevention Objectives		
	Minimise the likelihood of a fire happening	Aim for a fire to be extinguished within 4 hours	Minimise the spread of fire within the site and to neighbouring sites
Non Combustible used as an increased fire break	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Keeps fire spread to the bay. 	<ul style="list-style-type: none"> No fire spread with a 9 m non-combustible fire break and fire resistant walls.
The vegetation that grows on this slope is maintained by the operators own estates management team that regularly cut vegetation back to just grass level. As	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Waste in this location stored in containers. Containers can be deluged by the FRS. 	<ul style="list-style-type: none"> Nowhere for fire to spread as waste stored in containers Vegetation managed by operators estates department.

Alternative Measure	Fire Prevention Objectives		
	Minimise the likelihood of a fire happening	Aim for a fire to be extinguished within 4 hours	Minimise the spread of fire within the site and to neighbouring sites
there is no risk of fire spread this is presented as an alternative measure.			
There is no formal quarantine area due to drainage infrastructure and site surface. If a fire in waste occurs either in a container or a bay the waste material will be left in situ and dealt with. Bays are fire resistant and apart of a sealed drainage system and the containers are locate 6 m away from any other combustible material.	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Small amounts of contained waste at risk enabling waste to be extinguished quickly. 	<ul style="list-style-type: none"> Waste is contained in bays or containers preventing spread and limiting the amount of waste that would be impacted.
Quarantine Area for incoming hot loads located in dewatering bay	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Waste easily accessed 	<ul style="list-style-type: none"> No where for fire to spread Although located near boundary there is nothing located on the other side of the permit boundary
Operational 7 days a week 06:30-16:30	<ul style="list-style-type: none"> Site benefits from extra visual monitoring by having people on site. 	<ul style="list-style-type: none"> Fires/Smoke would be seen early, FPP procedures would be enacted. 	<ul style="list-style-type: none"> Early identifications enables procedures enacted and the fire to be dealt with in its earliest stages.

3 TYPES OF COMBUSTIBLE MATERIALS

3.1 Combustible waste

Table 2 Combustible Waste

EWC	Material
20 02 01	Biodegradable waste
20 03 03	Street cleaning residues

3.2 Persistent Organic Pollutants (POPs)

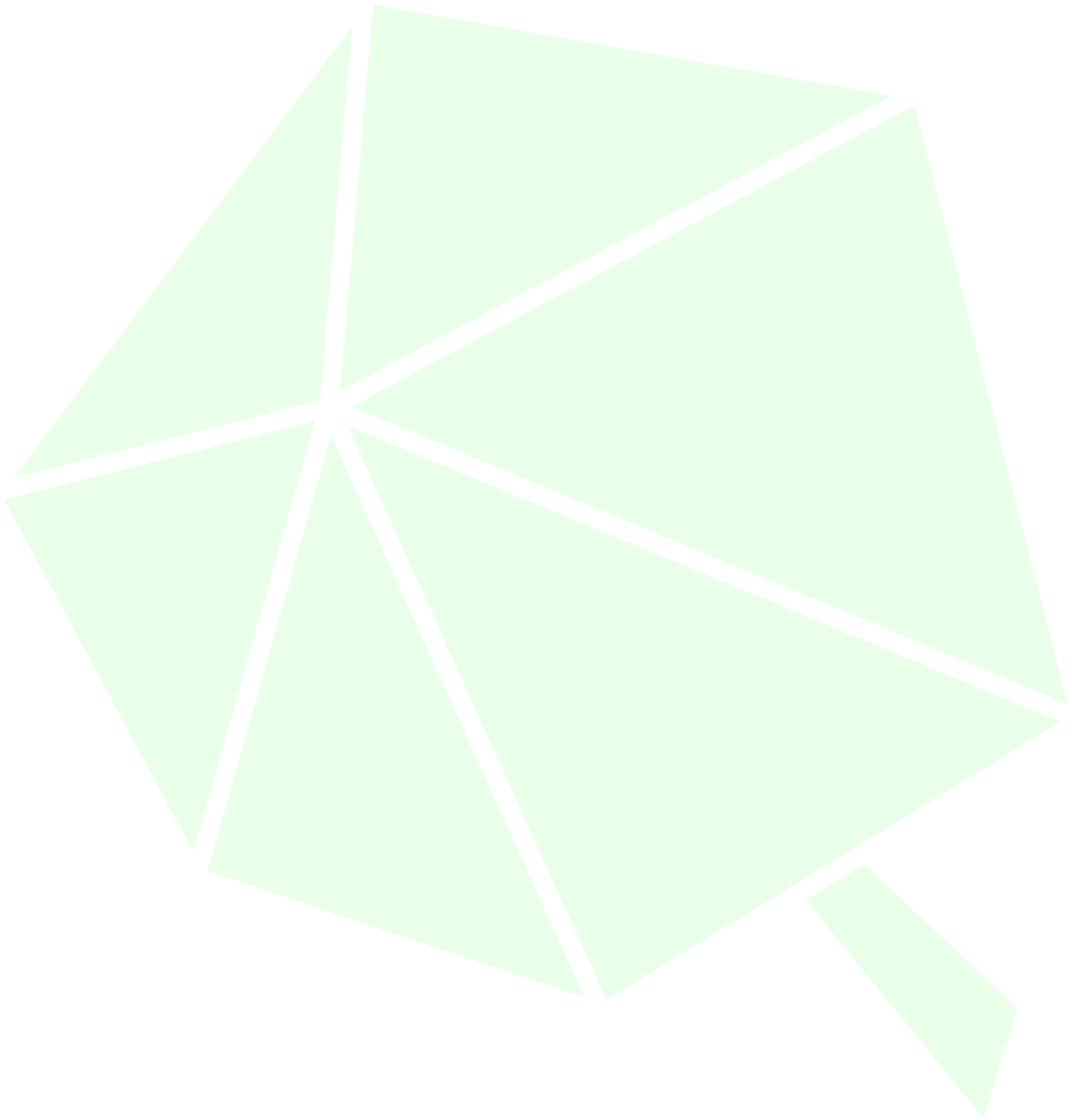
POPs is not an expected waste accepted to site and would be rejected.

3.3 Other combustible materials

The below are managed by either having a 6 m fire break or a fire resistant barrier which last up to 120 mins see Drawing 2 004.20_09_003 Site Plan see 6.9 Ignition sources for mitigations.

Non combustible materials	Mitigation
COSHH Cupboard	<ul style="list-style-type: none"> - In excess of 6 m between waste and COSHH cupboard see site plan Drawing 2 004.20_09_003 Site Plan - Stored in cupboard
Oily rags bin	<ul style="list-style-type: none"> - In excess of 6 m from waste see Drawing 2 004.20_09_003 Site Plan.
Office, electricals such as computers and other portable devices	<ul style="list-style-type: none"> - Electricals such as computers and other portable devices - Stored in excess of 6 m from combustible waste.
Lubricating Oil	<ul style="list-style-type: none"> - Stored in COSHH - Stored in excess of 6 m from combustible waste see plan Drawing 2 004.20_09_003 Site Plan
Gas Cylinders/Aerosols	<ul style="list-style-type: none"> - Not accepted on site small aerosol may be

stored in COSSH cupboard in excess of 6 m
from waste see Drawing 2 004.20_09_003
Site Plan



4 USING THIS FIRE PREVENTION PLAN

4.1 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 assembly 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 assembly point is located outside the boundary of the site on the main access road see Drawing 2 004.20_09_003 Site Plan.

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

4.2 Testing the plan and staff training

Evacuation and fire drills are conducted every 6 months at the discretion of the site management and are recorded in the site diary, and any issues addressed through site meetings and further training if necessary.

5 FIRE PREVENTION PLAN CONTENTS

The application is to carry out the same activities as described in SR2015_No5_household_commercial_and_industrial_waste_transfer_station_no_building as demonstrated in the Table 3 Permitted Activities below, with a much reduced list of waste with minimal treatment and a focus on bulking and transfer of waste materials. Unfortunately the geographical location of the site has prevented the ability to apply for an standard rules permit.

5.1 Activities at the site

Table 3 Permitted Activities

Description of Activities	Limits of Activities
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 manual sorting or manual separation of waste into different components for disposal, (no more than 50 tonnes per day) or recovery.
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)	Street sweepings manually dewatered .
D14: Repackaging prior to submission to any of the operations numbered D1 to 13	No waste must be stored for more than 3 months
D9: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12	
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	

5.2 Site plan

The layout of the site is shown in Drawing 2 004.20_09_003 Site Plan.

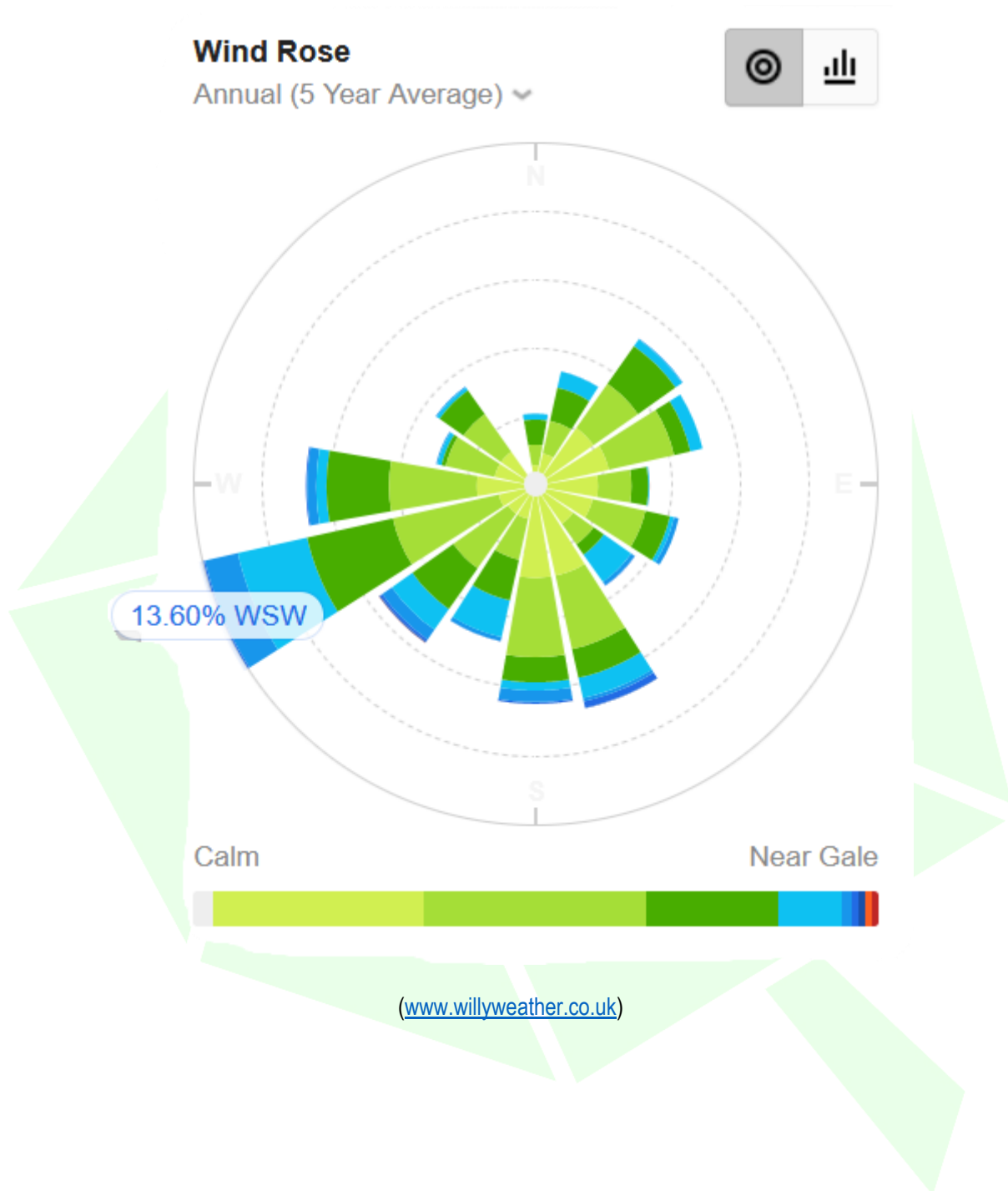
5.3 Plan of sensitive receptors near the site

Sensitive receptors up to 1 km are shown in Drawing 3 004.20_09_004 Sensitive Receptors 1 km Plan-as well as Appendix 4 Sensitive Receptors Table.

The wind rose shown below Figure 2 Wind Rose is from the weather station located at Salisbury SW, SP1 1

Approx. 1 km north wets of the site.

Figure 2 Wind Rose



6 MANAGE COMMON CAUSES OF FIRE

6.1 Arson

The risk of arson is unlikely site is monitored by CCTV, a 6ft high security fence and is gated. The northern boundary as a steep slope is inaccessible.

6.2 Plant and equipment

Plant and equipment located on site;

- Loading tractor, New Holland T4030

Maintenance schedule shown in Appendix 9 Maintenance Schedule.

6.3 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.

6.3.1 Electrics certification

Electrics will be fully certified by a competent person (once built and supplied in Appendix 8 Electrical Certificates).

6.3.2 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.

6.4 Discarded smoking materials

Any waste that starts smoking or arrives smoking will either be isolated in situ or quarantined in a fire resistant bay.

6.4.1 Smoking on site policies

No smoking is allowed on site.

6.5 Hot works safe working practices

Site has a hot works procedure see Appendix 2 Hot Works Permit, no hot works are to take place unless authorised as per procedures. Procedure is authorised either by management or a supervisor.

6.6 Industrial heaters

No industrial heaters used on site.

6.7 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 Drawing 2 004.20_09_003 Site Plan.

6.8 Fire watch procedures

At the start and end of every day, there is a site walk over by management or an competent person. It also ensures that no damage or break ins have occurred overnight and the site is ready to be closed for the night.

6.9 Ignition sources

Table 4 Ignition Sources

Ignition Sources	Mitigation
Arson or vandalism	<ul style="list-style-type: none"> • CCTV on site • Building, Operator lives on site in associated building. • Waste stored in containers or in fire resistant barriers • Fire Extinguishers¹ see Appendix 12 Fire Extinguisher Locations and Types
Plant or equipment	<ul style="list-style-type: none"> • Parked in designated areas • Or fire resistant barriers provided between fixed plant and storage where 6 m is not achievable • See site plans Drawing 2 004.20_09_003 Site Plan. • Fire Extinguishers see Appendix 12 Fire Extinguisher Locations and Types • All mobile plant is fixed with fire extinguishers.
Electrical faults (including damaged or exposed electrical cables).	<ul style="list-style-type: none"> • See Appendix 8 Electrical Certificates for testing certificate • Fire Extinguishers see Appendix 12 Fire Extinguisher Locations and Types

¹ BS 5306-3:2017 Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers. Code of practice

<p>Discarded smoking materials</p>	<ul style="list-style-type: none"> • No smoking on site, designated smoking area • Any waste that starts smoking or arrives smoking will either be isolated in situ. • Fire Extinguishers see Appendix 12 Fire Extinguisher Locations and Types.
<p>Hot works</p>	<ul style="list-style-type: none"> • Controlled by permit to work procedures see Appendix 2 Hot Works Permit. • Fire Extinguishers see Appendix 12 Fire Extinguisher Locations and Types
<p>Industrial heaters</p>	<ul style="list-style-type: none"> • None used on site.
<p>Hot exhausts</p>	<ul style="list-style-type: none"> • Controlled by mobile plant being parked 6 m away • End of day site check
<p>Fuse Board</p>	<ul style="list-style-type: none"> • Located in building at least 6 m away from any combustible waste • Fire Extinguishers see Appendix 12 Fire Extinguisher Locations and Types

6.9.1 Batteries

Batteries are not an accepted waste stream and would be rejected if found.

6.10 Leaks and spillages of oils and fuels

All liquid 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 diary.

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 Drawing 2 004.20_09_003 Site Plan Site staff are trained and familiar with their use in an emergency situation. In the event of a spillage.

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

Loose waste is stored in enclosed containers or bays to prevent dispersion. Handling of waste materials is minimised to reduce the likelihood of dust and fluff becoming an issue on site. Site is regularly cleaned see Appendix 11 House Keeping Checklist.

6.12 Reactions between wastes

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

6.13 Waste acceptance and deposited hot loads

Upon arrival of delivery vehicle, The duty of care paper work must be handed to recycling 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).

Continue to observe the wastes as they are unloaded, check that the waste types match the number and type listed on the Transfer Note. Only those wastes listed on the Transfer Note 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 Transfer Note inform the Site Manager and place the waste within a isolation area.

Hot loads will not be normally accepted. If they are then they will be deposited in to the appropriate locations in accordance with Table 5: Waste Pile Sizes. This will then either be treated like a quarantine bay/container see 17 Quarantine area.

6.14 Hot and dry weather

Containers 1 and 2 are shaded by larger trees at the top of the slope and or the building preventing self heating. Overall the quick turn around times and small volume of waste actually stored on site self combustion due to this heating is not expected. Storage time for all waste is no longer than 3 months for non combustible and up to 2 months for biodegradable waste and up to 7 working days for street cleaning residues..

7 PREVENT SELF-COMBUSTION

7.1 General self-combustion measures

All waste is stored in small volumes either in containers or in fire resistant bays. The depositing of waste is overseen by trained staff members.

Waste is segregated into its appropriate storage location as it is either hand balled or tipped off of vehicles see Drawing 2 004.20_09_003 Site Plan for storage locations. Waste acceptance and storage works on a first-in-first-out policy with the usual storage timescale for street cleanings is up to 7 days, up to 2 months for biodegradable waste and 3 months for non combustible waste. 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.

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 CCTV and thermal imaging CCTV.

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

8 MANAGE STORAGE TIME

Under normal operating conditions waste will be stored as such street cleanings is up to 7 days, up to 2 months for biodegradable waste and 3 months for non combustible waste from arrival to removal from site.

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

Waste will be managed on a FIFO basis, see Table 5: Waste Pile Sizes with all wastes dispatched from site for onwards transportation well within the 3-month period stipulated by the EA as being at lower risk from self-combustion.

8.2 Stock rotation policy

FIFO is applied to all waste on site, due to the low volumes of waste and turnaround times of combustible waste the risk is assessed to be low.

RO RO (1 and 2) containers once filled are removed from site and emptied. RO RO 1 is replaced on minimum once every seven working days, RO RO 2 replaced as full or once every 2 months.

Bays 4 and 5 are emptied at a minimum of 3 months however these are no combustible waste streams. Bays 3 and 6 are emptied as a minimum of every 2 months.

When a bay/RORO is emptied all waste is removed to ensure even the oldest waste is removed therefore reducing the fire risk.

9 MONITOR AND CONTROL TEMPERATURE

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

No processing on site to produce fines.

9.2 Monitoring temperature

Waste stored in bays and in RO RO containers are monitored by thermal imaging cameras see Drawing 2 004.20_09_003 Site Plan for locations and Appendix 6 CCTV Specification.

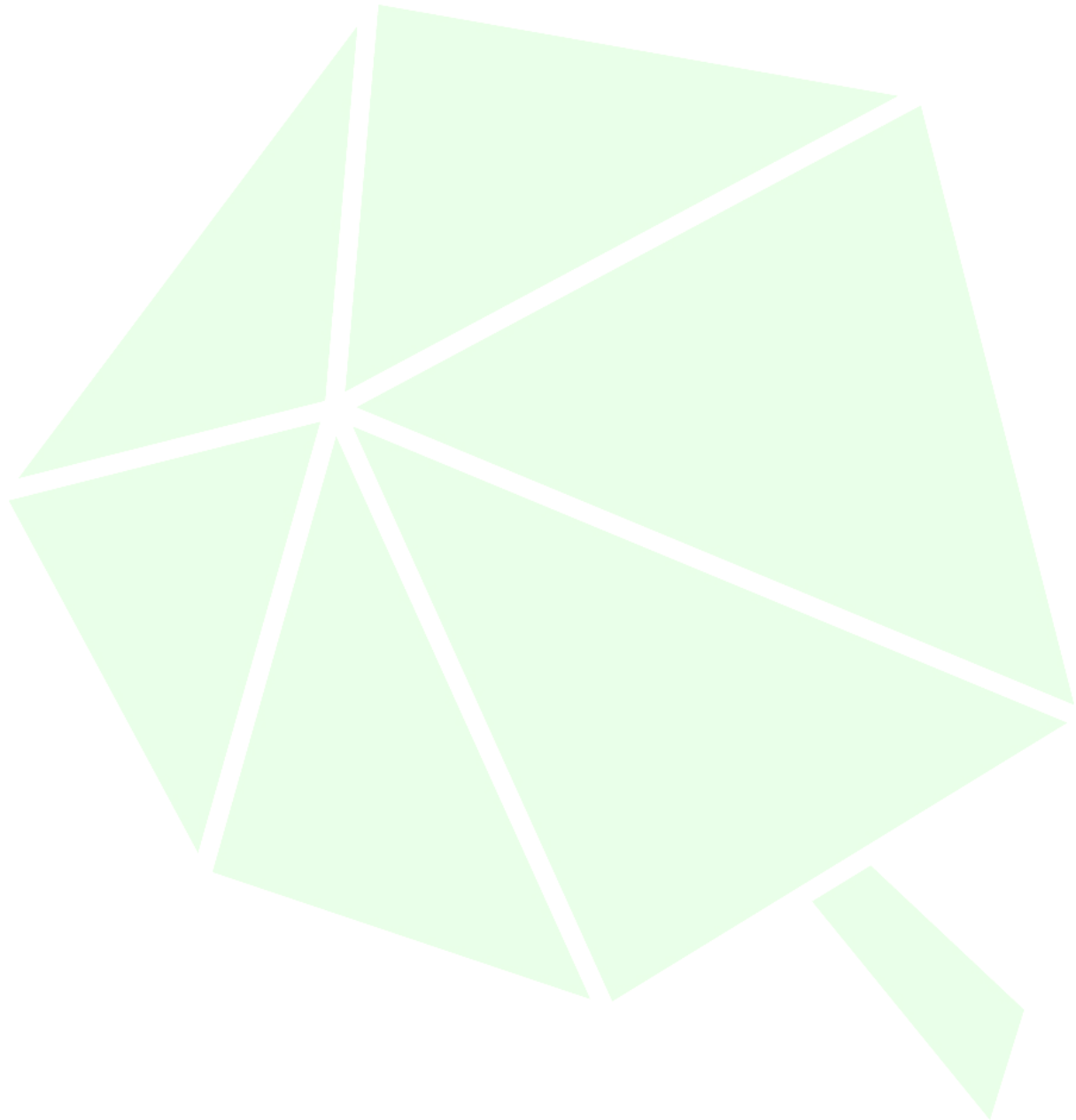
The FIFO policy operated on site helps to control waste temperature and prevent any overheating whilst shade cover is provided to storage containers 1 and 2. During normal operations for street cleanings is up to 7 days, up to 2 months for biodegradable waste and 3 months for non combustible waste.

9.3 Dealing with hot weather and heating from sunlight

The FIFO policy operated on site helps to control waste temperature and prevent any overheating whilst shade cover is provided to storage containers 1 and 2. During normal operations for street cleanings is up to 7 days, up to 2 months for biodegradable waste and 3 months for non combustible waste.

10 WASTE BALE STORAGE

There is no waste bale storage on site.

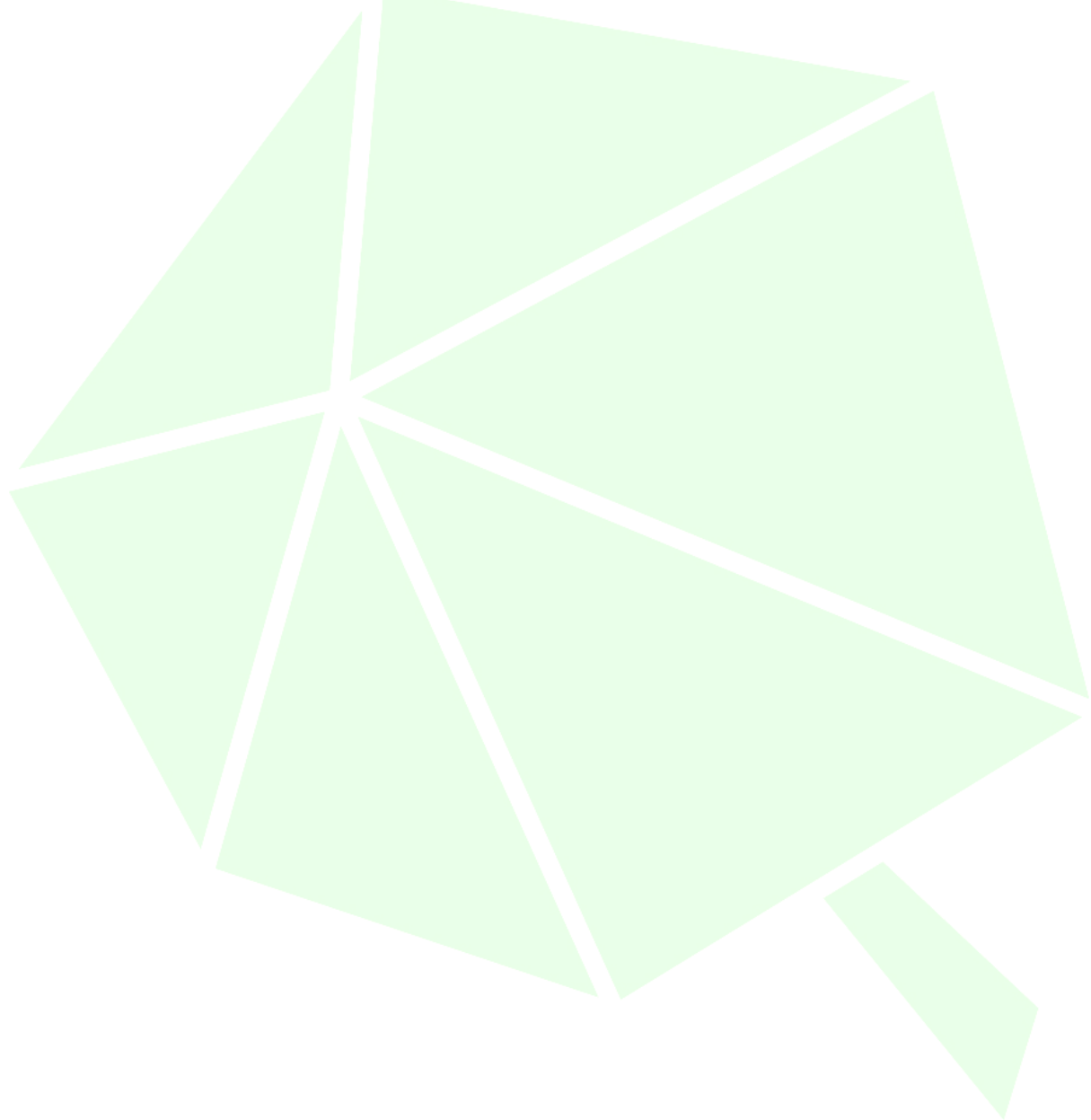


11 MANAGE WASTE PILES

Waste is stored in its biggest form in containers and fire resistant bays. There is no processing that occurs on site. Waste is bulked for transfer in either containers or bays.

11.1 Storing waste materials in their largest form

All waste is stored in the form it arrives to site.



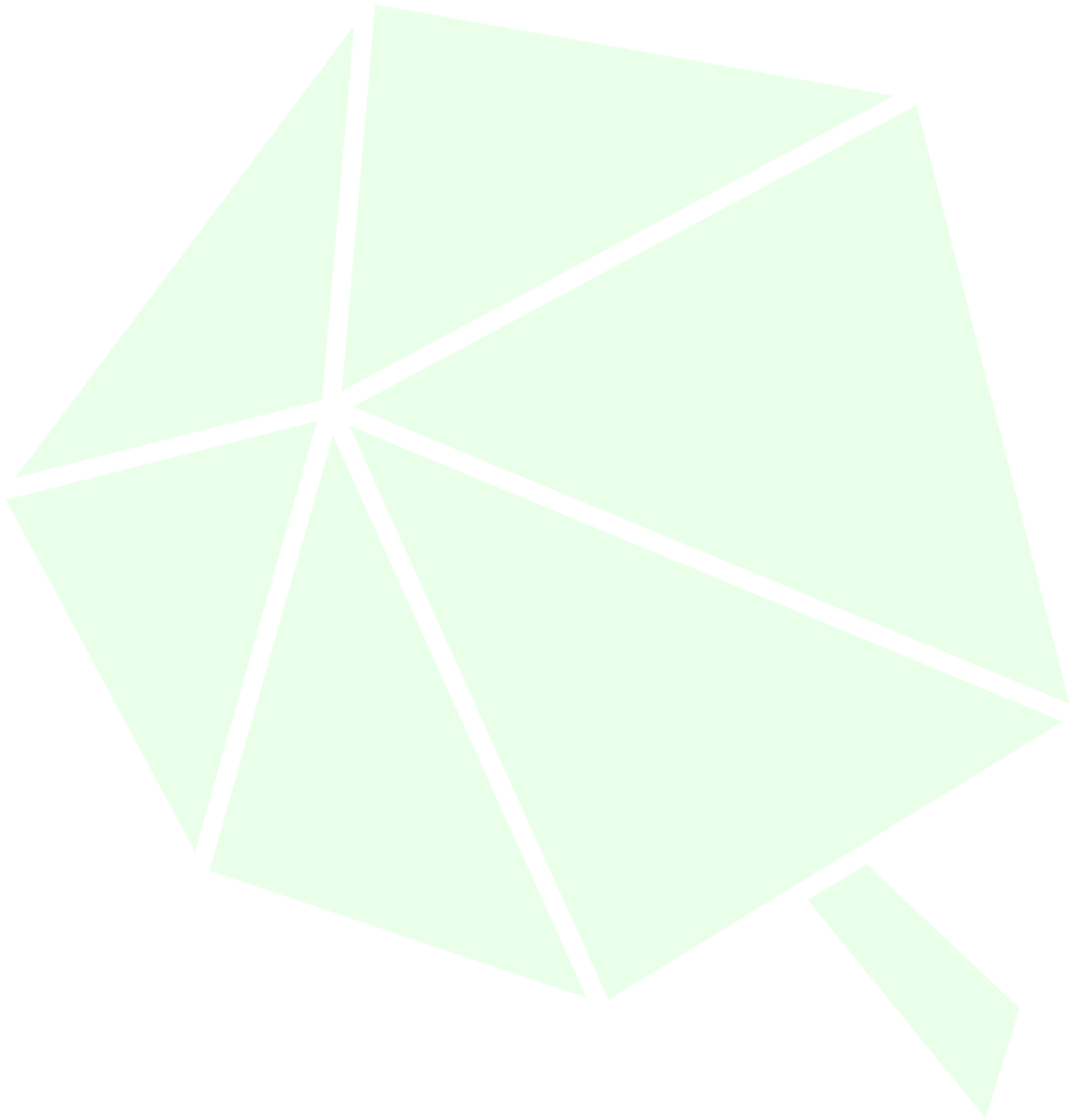
12 MAXIMUM PILE SIZES FOR THE WASTE ON YOUR SITE

Storage and waste types are shown in Table 5: Waste Pile Sizes locations are shown in Drawing 2 | 004.20_09_003 Site Plan.

Table 5: Waste Pile Sizes

Waste stream	Location	Storage	Max. length / m	Max. width / m	Max. height / m	Volume ² / m ³	Max. time it will be stored
20 03 03 Street Cleaning Residues (General Waste skip)	1	20 yard RO RO (Container)	5.4	1.7	1.25	11.4	Up to 7 working days
20 02 01 Biodegradable Waste (Green Waste Skip)	2						Up to 2 months
20 02 01 Biodegradable Waste (Mulch)	3	Bays (Loose)	4.5	3	1.8	8.1	Up to 2 months
20 02 02 Soil and Stones (Soil)	4						Up to 3 months
17 03 02 bituminous mixtures other than those mentioned in 17 03 01 (Road Plaining)	5						Up to 3 months
20 02 01 Biodegradable Waste (Wood Chipping)	6						Up to 2 months
Non Combustible used as an increased fire break (Alternative Measure)							

² Volume Calculation, All volumes calculations are based on loose waste, L X W X H / 3.



13 WHERE MAXIMUM PILE SIZES DO NOT APPLY

13.1 Waste stored in containers

Waste is either stored in 20 yard RO Ros or within a fire resistant bay or in containers. Waste that is stored in containers on site is shown in Drawing 2 004.20_09_003 Site Plan.

13.2 Types of containers you are using

20 yard Ro Ro which is stored externally 5.4 m (l) x 1.7 m (w) x 1.25 m (h).

13.2.1 Accessibility and moving of containers

Containers are stored in accordance with Drawing 2 004.20_09_003 Site Plan. There are vehicles capable of moving the containers.

14 WASTE STORED IN CONTAINERS

14.1 Types of containers you are using

Two 20 yard RO Ros are used to store waste as per Drawing 2 004.20_09_003 Site Plan.

14.1.1 Accessibility of containers

Both containers are accessible on 3 sides, Operators own fleet are capable of moving containers.

14.1.2 Moving containers in a fire

Due to the small amount of waste in each storage location and the sites impermeable site surface if waste is on fire in containers or in bays it will be left in situ due to the 6 m duffer or fire resistant barrier provided see Drawing 2 004.20_09_003 Site Plan

15 PREVENT FIRE SPREADING

All waste that is stored in containers as per Drawing 2 004.20_09_003 Site Plan is provided with a 6 m buffer from ignition sources and other combustible waste streams. However containers 1 and 2 are within 6 m of the permit boundary. This boundary is an inaccessible 'steep slope'. There is no external access and no combustible material stored there. The vegetation that grows on this slope is maintained by the operators own estates management team that regularly cut vegetation back to just grass level. As there is no risk of fire spread this is presented as an alternative measure.

15.1 Separation distances

Where a fire resistant barrier is not provided a 6 m fire break is provided as per Drawing 2 004.20_09_003 Site Plan.

16 FIRE WALLS CONSTRUCTION STANDARDS

16.1 Storing waste in bays

Some waste will be stored in bays (bay 3,4,5,6) Site benefits from fire resistant barriers see Drawing 2 004.20_09_003 Site Plan.

The fire resistant barriers will be in excess of 90 mm thick providing appropriate fire resistance see

Figure 3 Concrete Thickness

Concrete masonry wall thickness (note 8)	Fire rating	
	No finishes	With finishes (note 9)
75mm non load bearing	1 hour	2 hours
90mm non load bearing	2 hours	3 hours
90mm load bearing	1½ hours	2 hours
100mm non load bearing	4 hours	4 hours
100mm load bearing	2 hours	4 hours
140mm load bearing	3 hours	4 hours
190mm load bearing	4 hours	4 hours

(MPA The Concrete Centre. (2019) Concrete and Fire Safety, ISBN 978-904818-64-9,)

17 QUARANTINE AREA

17.1 Quarantine area location and size

There is no formal quarantine area due to drainage infrastructure and site surface. If a fire in waste occurs either in a container or a bay the waste material will be left in situ and dealt with. Bays are fire resistant and apart of a sealed drainage system and the containers are locate 6 m away from any other combustible material.

As a short term if a load is identified as hot and the storage bays 3,4,5 and 6 are containing waste the de-watering bay will be used to isolate the hot material with the drainage being shut of at FMH2 as per 22.1 Containing the run-off from fire water.

Once safe to do so material will be removed from site to an appropriately permitted facility.

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

Waste will not be moved it will be left in situ as above.

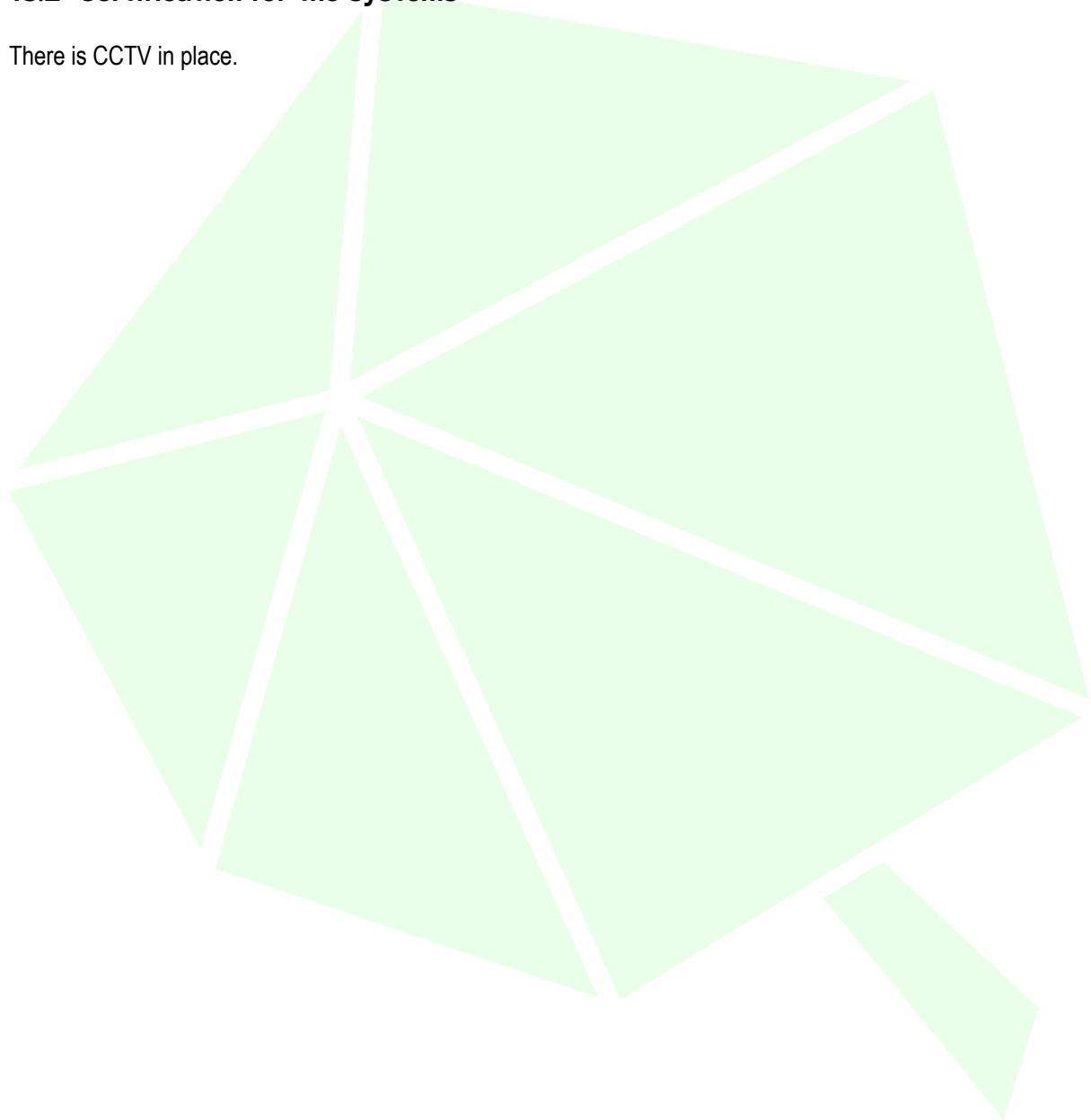
18 DETECTING FIRES

18.1 Detection systems in use

- CCTV system is used to visually identify fires (Appendix 6 CCTV Specification).
- Visual checks ad hoc throughout the day by staff when site is operational.

18.2 Certification for the systems

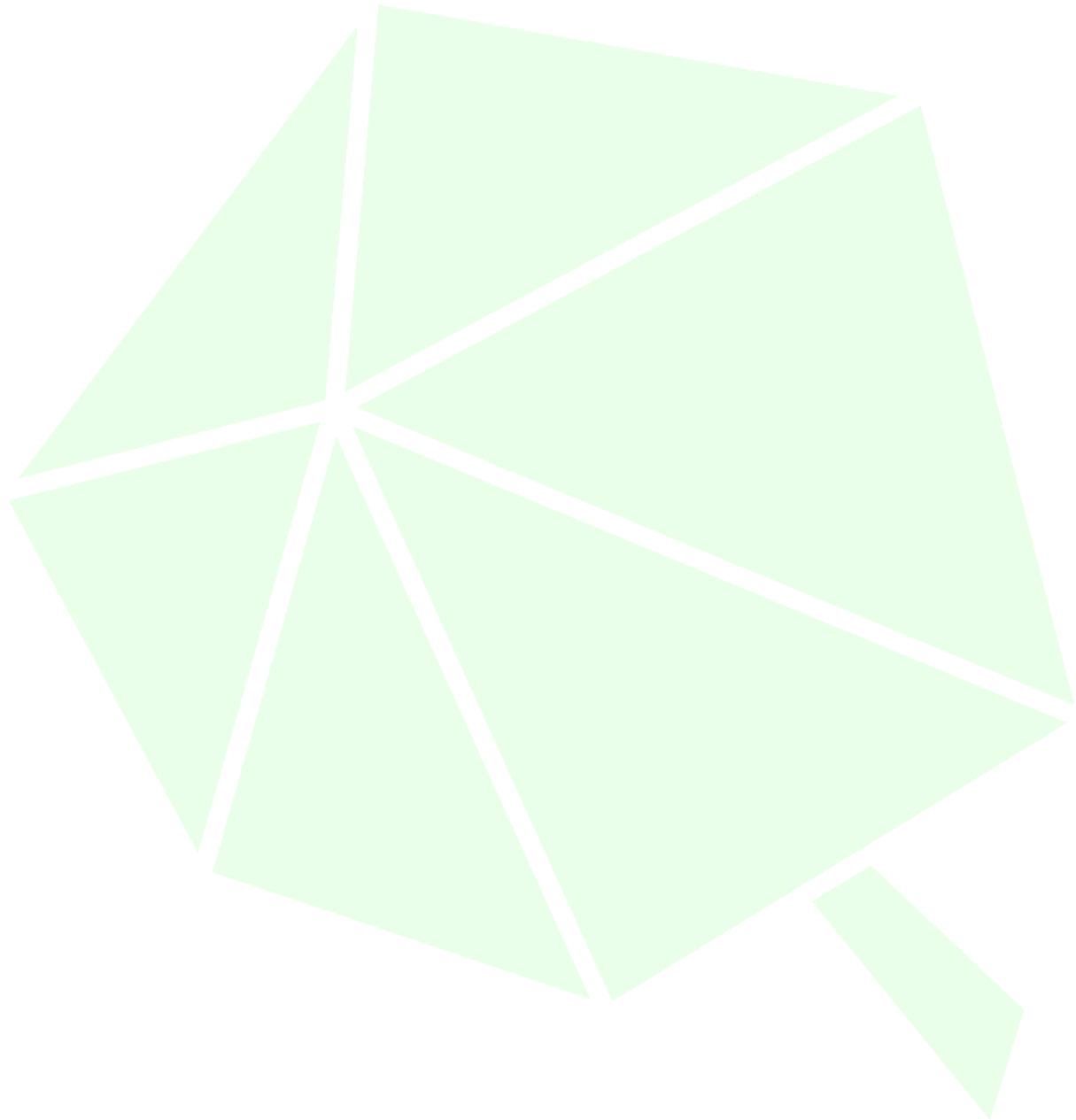
There is CCTV in place.



19 SUPPRESSING FIRES

19.1 Suppression systems in use

No formal suppression system in use. All waste stored externally.



20 FIREFIGHTING TECHNIQUES

Detailed below are the responses and actions which may be undertaken by operational staff members to isolate and extinguish burning or smouldering material upon detection. All operational staff members will be trained in the techniques and principles identified within this document. It must be noted that firefighting techniques should only be used if safe to do so. In the event of a fire becoming out of control, priority should be given to the safe evacuation of the site and contacting the FRS at the earliest opportunity.

FRS are able to access the site via the main gate on the western boundary see Drawing 2 004.20_09_003 Site Plan.

20.1 Active firefighting

Active fire-fighting procedures on a waste site are essential to quickly and effectively respond to fires and minimize potential damage, risks to personnel, and environmental impact. Given the unique challenges of waste sites, including varying waste types and potential hazards, a well-defined fire-fighting procedure is crucial. Here's a general outline of the steps to follow for active fire-fighting on a waste site.

20.1.1 In hours fire fighting

Alert and Communication:

Immediately alert all personnel on-site about the fire using alarms, communication systems, or designated personnel. Follow established communication protocols.

Evacuation and Personnel Safety:

Prioritise the safety of all personnel. Evacuate the affected area following established evacuation routes and assembly points.

Deploy bung to FMH2 see Appendix 7 Bung deployment.

Fire fight:

If safe to do so tackle fire with on site fire extinguishers see Appendix 12 Fire Extinguisher Locations and Types

Emergency Services Notification:

Contact the FRS to inform them about the fire, providing information about the waste site's location, the type of fire, and any potential hazards.

Identify Fire Source:

Determine the source of the fire and the waste materials involved. Identify any hazardous materials that may be contributing to the fire.

20.1.2 Out of hours firefighting**Alert and Communication:**

Immediately alert all personnel on-site about the fire using alarms, communication systems, or designated personnel. Follow established communication protocols.

Evacuation and Personnel Safety:

Prioritise the safety of all personnel. Evacuate the affected area following established evacuation routes and assembly points.

Deploy bung to FMH2 see Appendix 7 Bung deployment.

Fire fight:

If safe to do so tackle fire with on site fire extinguishers see Appendix 12 Fire Extinguisher Locations and Types

Emergency Services Notification:

Contact the FRS to inform them about the fire, providing information about the waste site's location, the type of fire, and any potential hazards.

Identify Fire Source:

Determine the source of the fire and the waste materials involved. Identify any hazardous materials that may be contributing to the fire.

21 WATER SUPPLIES

21.1 Available water supply

Fire fighting water comes from the fire hydrant shown on Drawing 2 004.20_09_003 Site Plan 71 m to the west of the site. The fire hydrant is shown to of been adopted by the FRS as it is marked with a hydrant plate. See marker plate below

Figure 4 Hydrant Marker



21.2 Show the calculation for your required water supply

Table 6: Water Supply below shows the required and the actual water supply for the site. Figure 5 Fire Hydrant Expected Flow shows the expected water supplier for a fire hydrant that is 150 mm in diameter.

Table 6: 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
8.1	54	9,720	504,180

Figure 5 Fire Hydrant Expected Flow

Bore Diameter (mm)

Pressure (Bar)

Length (Metres)

Results

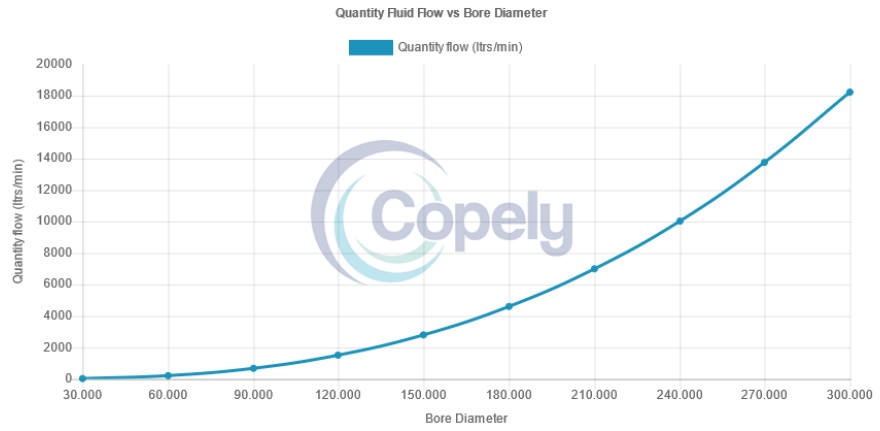
2801.431 ltrs/min

Please click on the tabs below to view the results.

Quantity Fluid Flow vs Hose Length

Quantity Fluid Flow vs Pressure

Quantity Fluid Flow vs Bore Diameter



22 MANAGING FIRE WATER

22.1 Containing the run-off from fire water

Site will contain fire fighting water within the permitted areas drainage system and localised impermeable site surface shown on Drawing 5 004.20_09_007 FWC Plan. The fall of the impermeable areas are shown by the fall lines which for storage area 1, 2, 3, 4, 5 and 6 run in to gullies and then in to the drainage system. In the event of an incident on site or fire where fire water is being poured onto waste, a bung is deployed in the FMH2 as shown on Drawing 5 004.20_09_007 FWC Plan. The procedure for this is shown in Appendix 7 Bung deployment.

After a fire the water is sampled to identify it under WM3 and with permission is either released to foul via the current drainage system or is tankered away to an appropriately permitted site.

The impermeable site surface and drainage system have been designed to hold 36,000 litres.

23 DURING AND AFTER AN INCIDENT

23.1 Dealing with issues during a fire

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

23.2 Notifying residents and businesses

Below are the 8 nearest business/schools that may be impacted by an incident on site and they will be notified if they are likely to be impacted.

Immediate neighbours to the site will be notified if a fire, that has the potential to spread to their properties, occurs on site.

Salisbury Snooker Club: 01722323923

Five Rivers Indoor Bowls Club : 01722335827

The Phoenix Emporium: 01722330589

Kip McGrath Salisbury: 01722332200

Webbed Feet UK Ltd: 01722346400

Storage Factory: 01722672000

Brown Bears : 01722554306

Castle Technology: 08713020213

Neighbours will be contacted on their personal mobile phone numbers in the event of an emergency during out of hours.

23.3 Clearing and decontamination after a fire

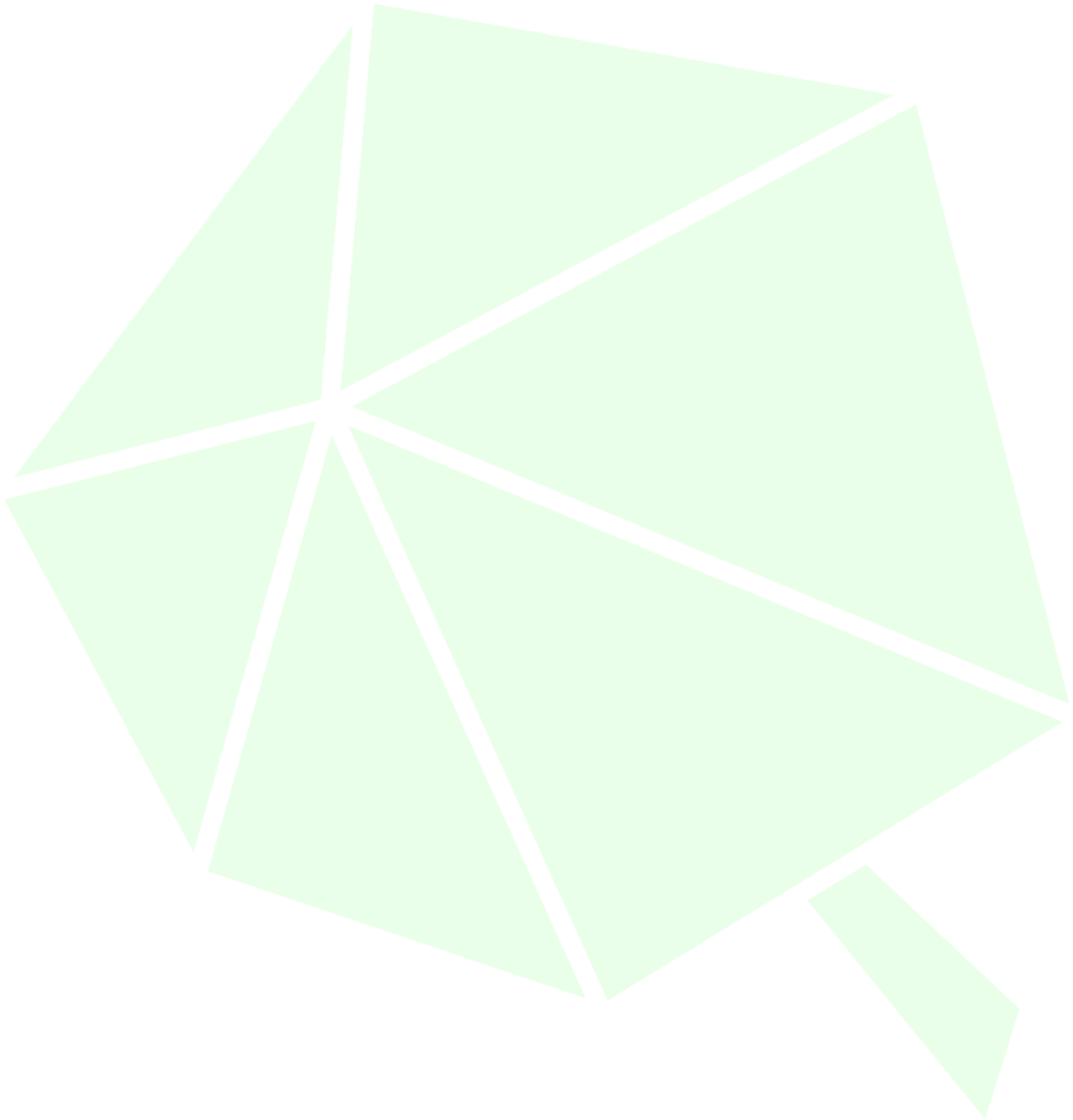
A third-party contractor will be instructed to clear and decontaminate areas of the site impacted by a fire to be taken to suitably permitted sites.

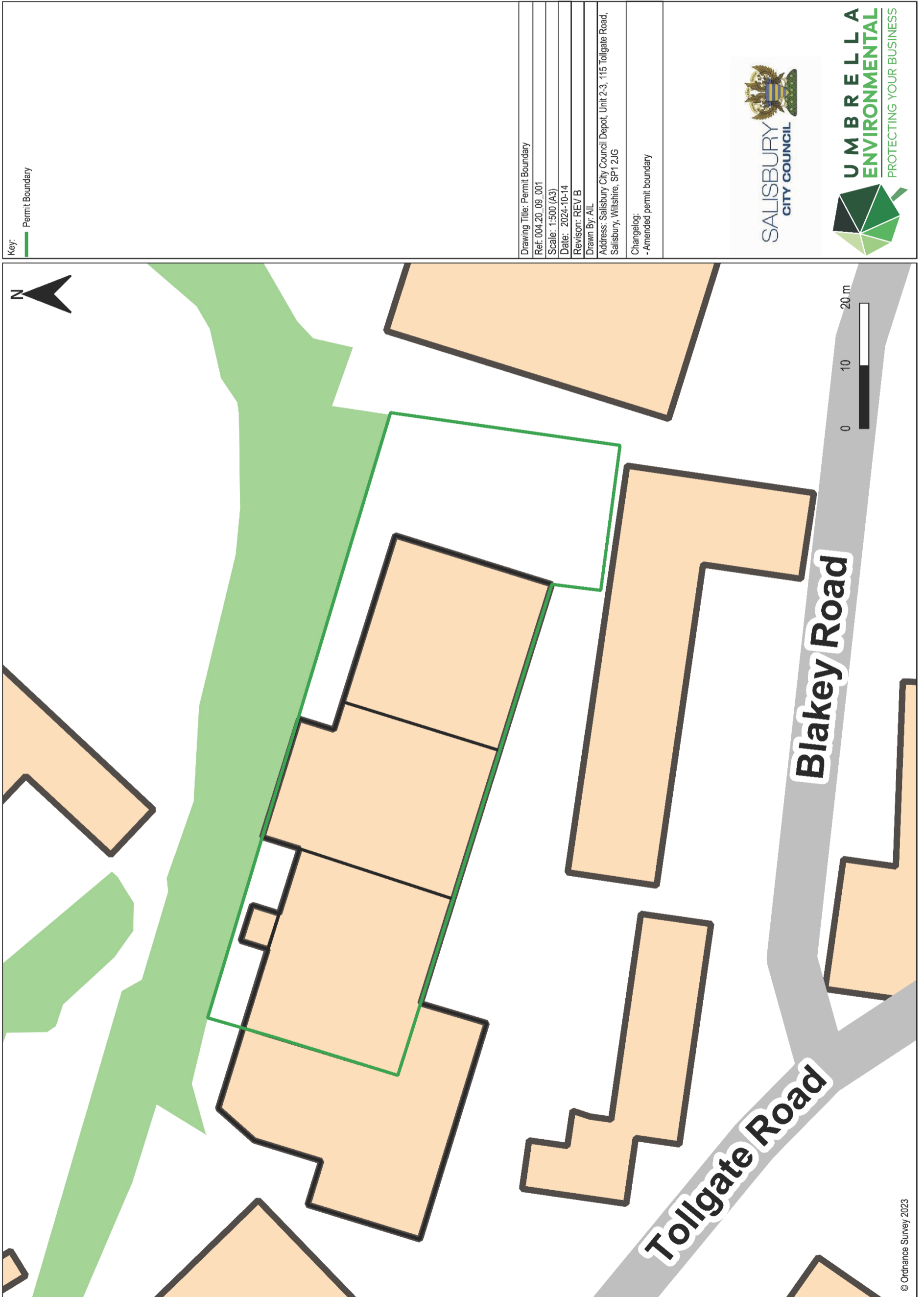
23.4 Making the site operational after a fire

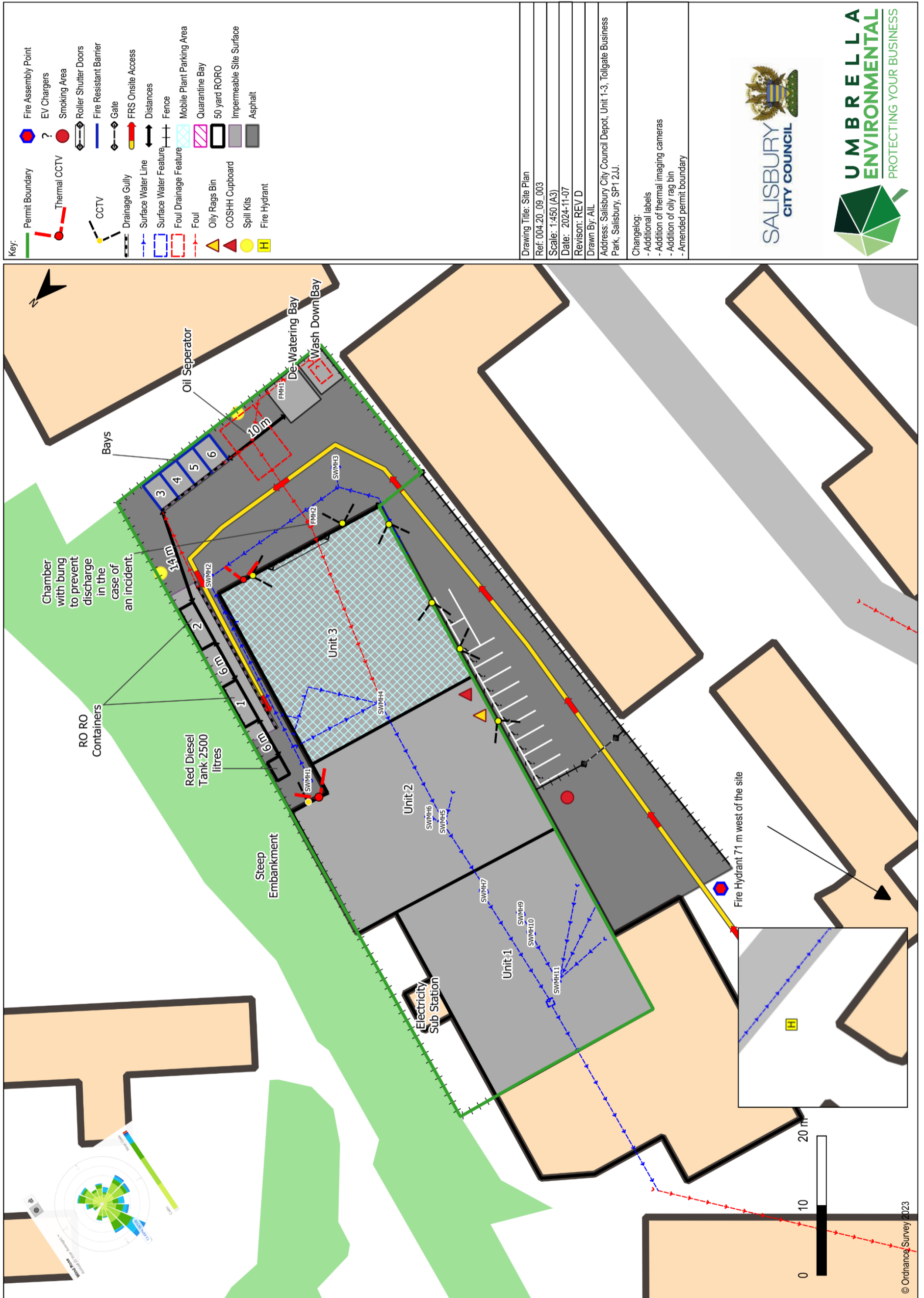
It is unlikely that a fire event will impact operations significantly, the site will not reopen until a thorough site inspection has been carried out to ensure infrastructure is fit for purpose.

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

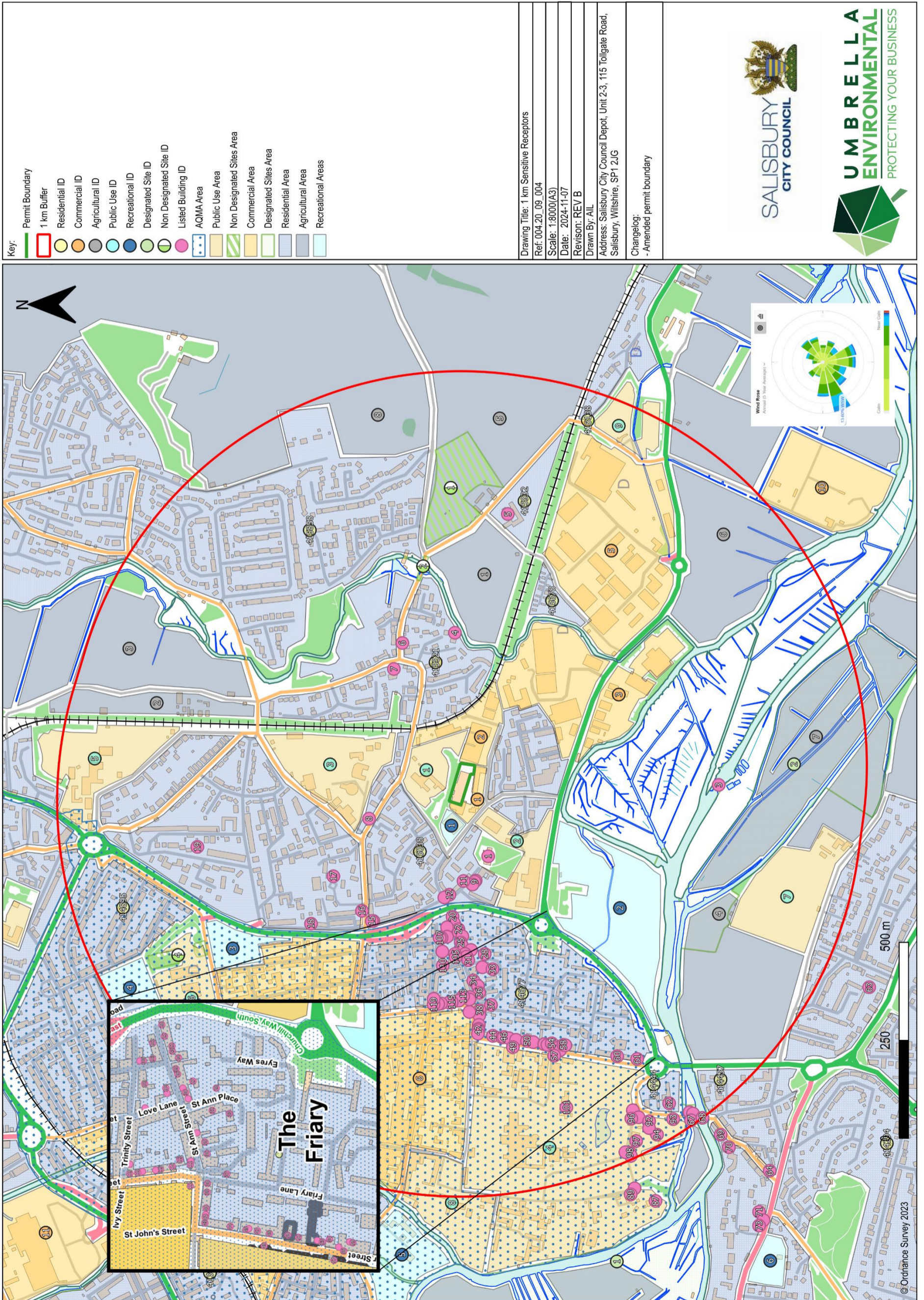
24 DRAWINGS







Drawing 3 004.20_09_004 Sensitive Receptors 1 km Plan

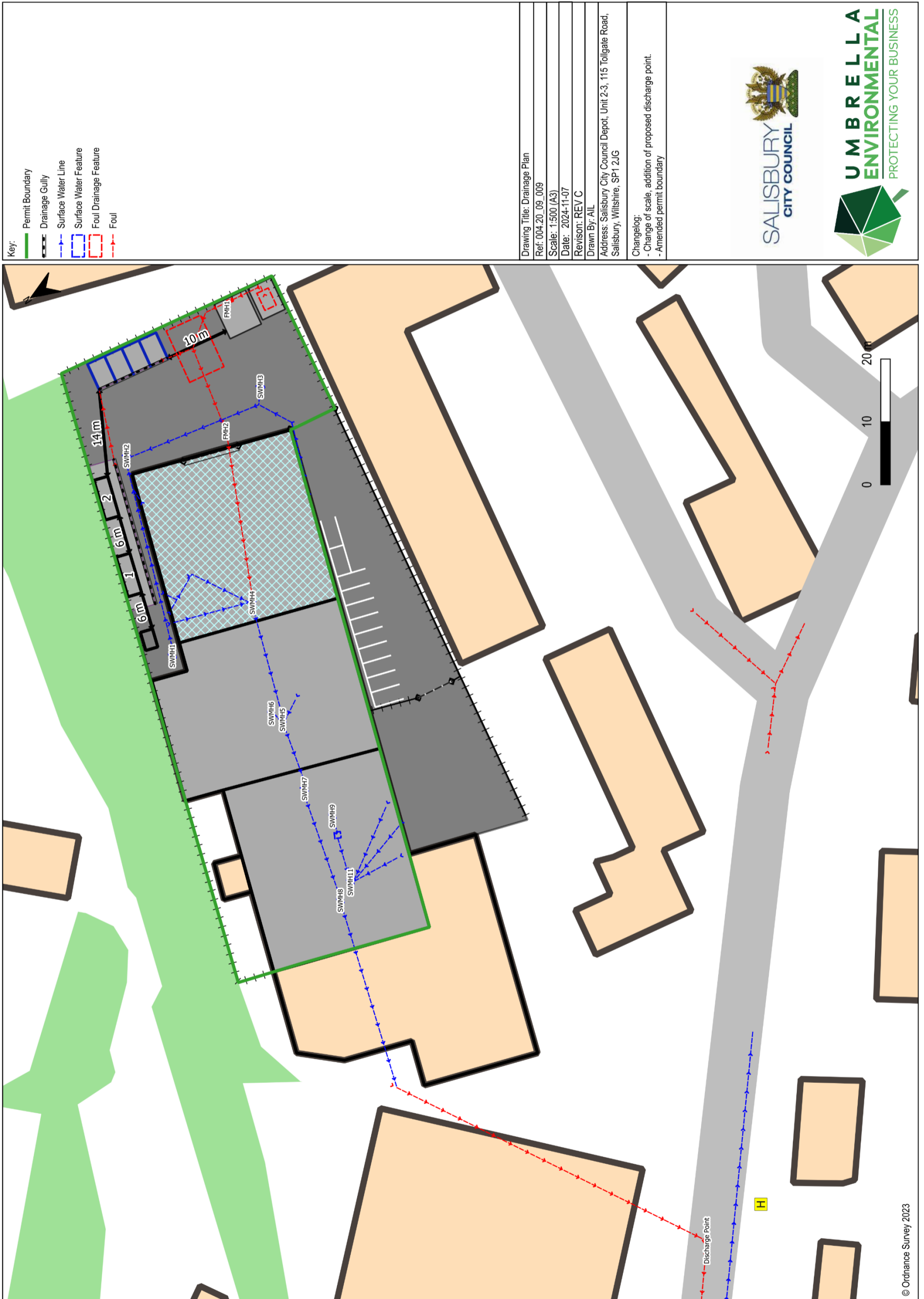


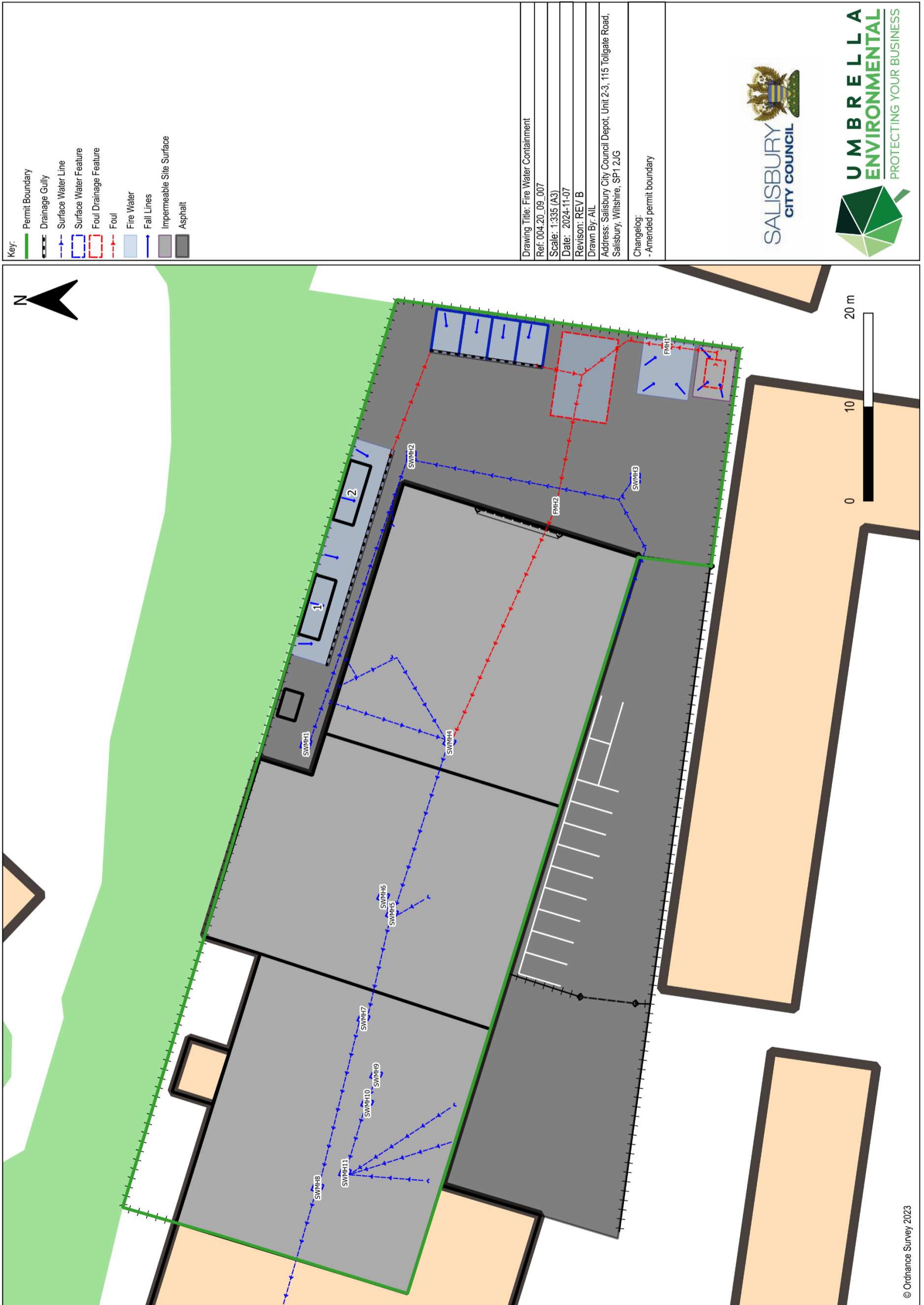
- Key:
- Permit Boundary
 - 1 km Buffer
 - Residential ID
 - Commercial ID
 - Agricultural ID
 - Public Use ID
 - Recreational ID
 - Designated Site ID
 - Non Designated Site ID
 - Listed Building ID
 - AQMA Area
 - Public Use Area
 - Non Designated Sites Area
 - Commercial Area
 - Designated Sites Area
 - Residential Area
 - Agricultural Area
 - Recreational Areas

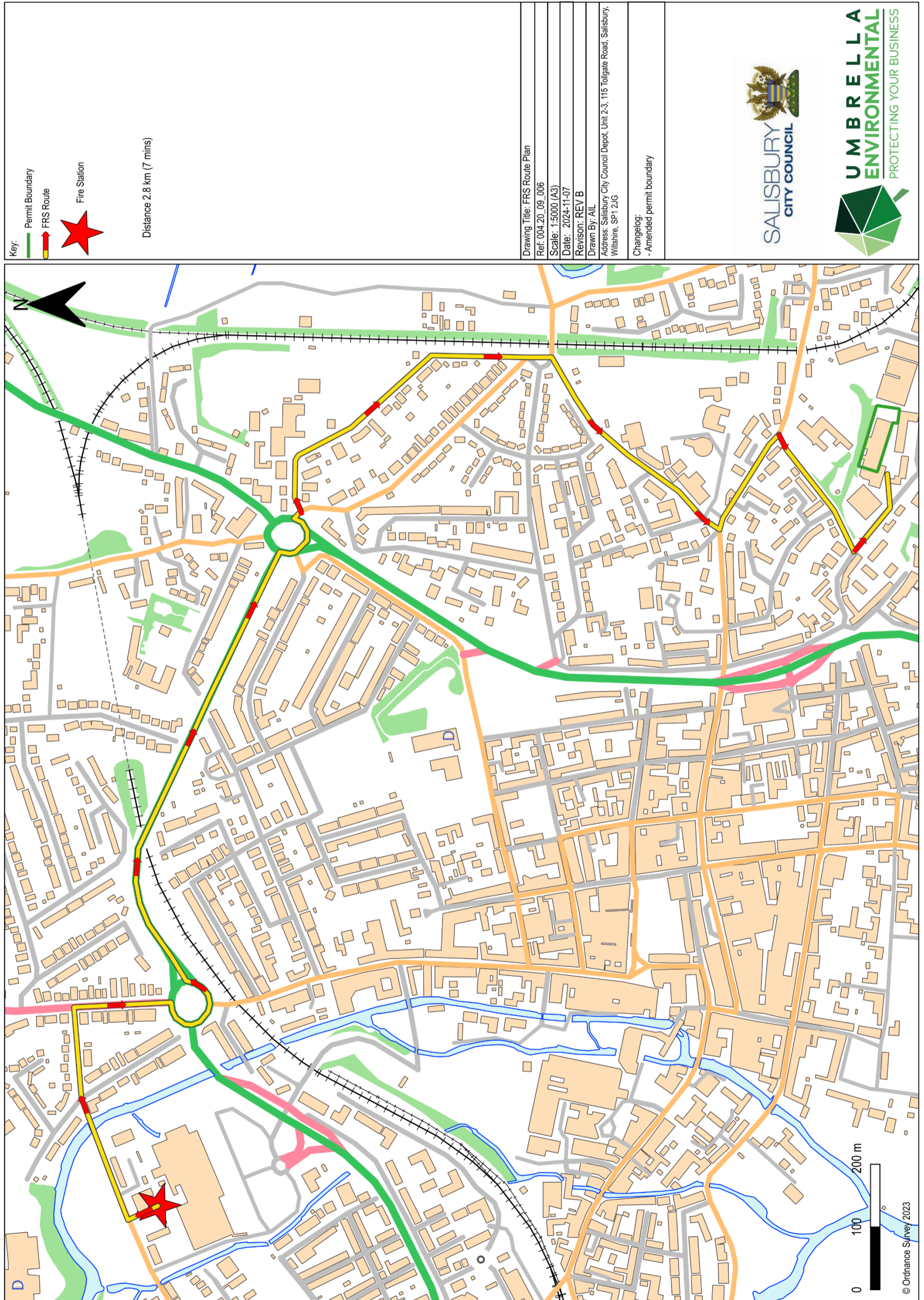
Drawing Title: 1 km Sensitive Receptors
 Ref: 004.20_09_004
 Scale: 1:8000(A3)
 Date: 2024-11-07
 Revision: REV B
 Drawn By: AIL
 Address: Salisbury City Council Depot, Unit 2-3, 115 Tollgate Road,
 Salisbury, Wiltshire, SP1 2JG
 Changelog:
 - Amended permit boundary

SALISBURY CITY COUNCIL

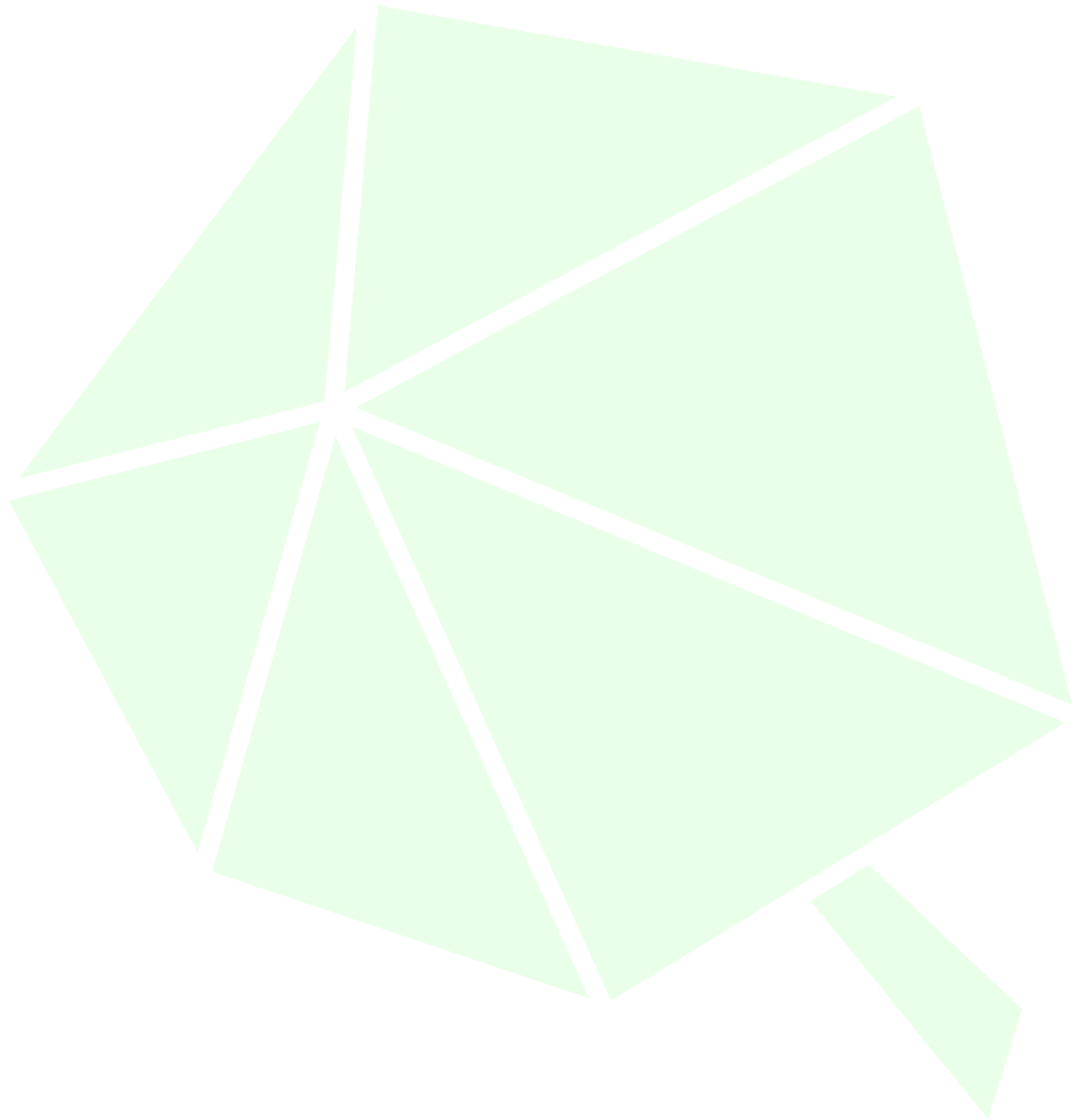
UMBRELLA ENVIRONMENTAL
 PROTECTING YOUR BUSINESS







25 APPENDICES



Appendix 1 Daily Site Inspection Form

Date			Time		
Check	Completed		Comments		
	Yes	No			
Have there been any breaches to the perimeter of the yard?					
Are there any spillages to be cleared?					
Are the fire extinguishers in the right place and in a good condition?					
Are signs of an intruder on the site?					
Any Environmental issues? E.g. High winds/flooding					
Completed By			Signed Name		

Appendix 2 Hot Works Permit

Permit to Work Form
Note: Only to be issued by an authorised person

Location of works.....

Permit type (please tick

<input type="radio"/> Asbestos	<input type="radio"/> Excavation	<input type="radio"/> Machinery	<input type="radio"/> Working at height
<input type="radio"/> Confined space entry	<input type="radio"/> Electrical isolation	<input type="radio"/> Hot work	<input type="radio"/> other

Name receiver..... of Company.....

Other persons covered by this permit

Work to be undertaken

The following documents must be available for work to start (please tick confirm)

<input type="radio"/> Risk assessment	<input type="radio"/> Safe system of work
---------------------------------------	---

List all identified hazards and precautions

<input type="radio"/> Hazards	<input type="radio"/> 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

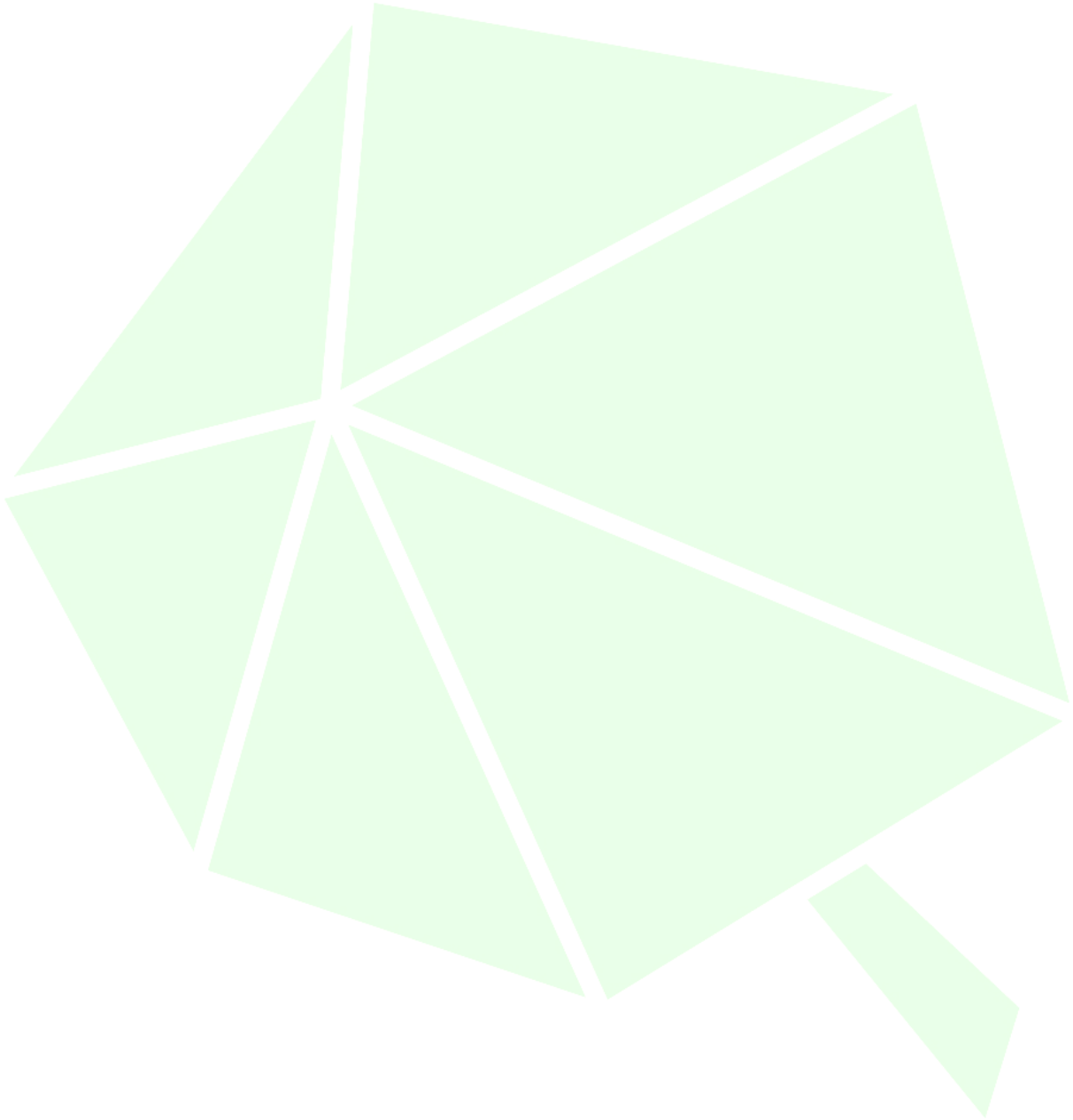
Issue and acceptance of permit	
Issued: I authorise the above work to be carried out subject to all relevant conditions being adhered to. I also confirm that I have reviewed the risk assessment and safe system of work which have been communicated to the receiver of this permit.	
Signature	Print
If the 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 <input type="radio"/>			
Signed		Date	Time

The permit has been cancelled . Work has been suspended and a new permit has been issued <input type="radio"/>			
Signed		Date	Time

Monitoring of permit/activity		
Observations	Date/Time	Initials



Appendix 3 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 Salisbury City Council 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

Site Manager

TCM

Load tractor driver (New Holland, T4030)

Recycling Operators

Vehicle Arrival

Upon arrival of delivery vehicle, The duty of care paper work must be handed to recycling 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)

Transfer note

The transfer note must be inspected. Ensure all sections have been completed, and that the driver and waste producer have signed and dated.

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, 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.

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

Unloading of Waste

Continue to observe the wastes as they are unloaded, check that the waste types match the number and type listed on the Transfer Note. Only those wastes listed on the Transfer Note 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 Transfer Note inform the Site Manager and place the waste within a isolation area.

Non-Conformances

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

Where the Transfer Note is incomplete – the load may be rejected and sent to an appropriate facility, however, wherever possible the Site Manager will attempt to complete the Transfer Note through liaison with the producer to enable acceptance of the load.

Where the Transfer Note is incorrect – the Site Manager will attempt to correct the Transfer Note through liaison with the producer, their agreement to additional charges and have the corrections countersigned, where this is not possible the load/non-conforming wastes are to be 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 Site 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 4 Sensitive Receptors Table

Type of receptor	Id #	Description	Distance from boundary (m) approx	Direction
HUMANS AND PROPERTY		SITE		
		Site Workers	On site	-
		Site Visitors	On site	-
		COMMERCIAL		
	1	Remaining Units Of Tollgate Business Park	0 m	W, S
	2	Multiple Industrial Units Off Blakey Road	0 m	E
	3	Southampton Road Industrial Estate	271 m	SSE
	4	Multiple City Centre Establishments East Of Castle Street	423 m	WNW
	5	Multiple Retail Units Off Southampton Road	441 m	SE
	6	Multiple City Centre Establishments Between Bridge Street & North Walk	531 m	W
	7	Multiple City Centre Establishments Between Scots Lane & Castle Street	830 m	NW
	8	Multiple City Centre Establishments West Of Castle Street	904 m	WNW
	9	Multiple Commercial Units Off Fisherton Street	969 m	WNW
	10	Salisbury WWTW	999 m	SE
		RESIDENTIAL		
	1	Residents Of Bugmore East Of A36	57 m	WSW
	2	Residents Of Laverstock South West Of River Bourne	122 m	ENE
	3	Residents Of Bugmore West Of A36	271 m	WSW
	4	Caravan Site Off Hatches Lane	409 m	ESE
	5	Residents Of Laverstock North East Of River Bourne	541 m	NE
	6	Barchester Milford House (Care Home)	570 m	ESE
	7	Residents Of Central Salisbury South Of A36	718 m	NNW
	8	Residents Of Harnham	890 m	SW
	9	St. Nicholas Road Care Home	899 m	SW
	10	Residents Of Petersfinger	923 m	ESE
		PUBLIC USE		
	1	St. Martins C of E Primary School	32 m	NNE
	2	Wiltshire College & University Centre	57 m	SW
	3	Godolphin School	191 m	NNE
	4	Salisbury Cathedral & The Cathedral School	629 m	WSW
	5	Chafyn Grove School	711 m	NNE
	6	Salisbury Arts Centre	742 m	NNW
	7	Bishop Wordsworth School Playing Fields	755 m	SSW
	8	Mompesson House (National Trust)	895 m	W

	9	Petersfinger Park & Ride	905 m	ESE
	ROADS & RAILWAYS			
	-	Blakey Road	32 m	S
	-	West of England Railway Line	105 m	ENE
	-	A36	220 m	S
	-	A30	946 m	N
	RECREATIONAL			
	1	Salisbury Snooker Club	26 m	WNW
	2	Churchill Gardens	288 m	SW
	3	Greencroft Park	552 m	NW
	4	Wyndham Park Open Space	862 m	NNW
	AGRICULTURAL			
	1	Packet of Arable Land off Milford Mill Road	320 m	E
	2	River Bourne Community Farm (Allotment Gardens)	540 m	NNE
	3	Packets of Arable Land west of Laverstock	559 m	NNE
	4	Packets of Arable Land south of Bugmore	609 m	SSW
	5	Packets of Arable Land north of Petersfinger	614 m	E
	6	Packets of Arable Land south of Petersfinger	632 m	SE
	7	Packets of Arable Land south of River Avon	737 m	S
	8	Packets of Arable Land east of Laverstock	816 m	ENE
-	AQMA for Nitrogen dioxide (NO2)	250 m	W	
WATER	SURFACE WATER			
	-	River Avon	246 m	S
	-	River Bourne	288 m	E
	-	Multiple Drainage Channels between River Avon & River Bourne	296 m	S
	GROUNDWATER			
	-	Bedrock Geology - Principal Aquifer	On site	-
	-	Superficial Layer - Secondary A Aquifer	On site	-
ENVIRONMENTAL LY SENSITIVE	DESIGNATED SITES (European)			
	1	River Avon System	293 m	S
	NON DESIGNATED SITES (but of impact to permitting)			
	1	Medieval Pottery Kilns at Milford Farm	562 m	E
	2	Milford Hill Bridge	476 m	E
	4	City Rampart East of Council House	718 m	NW
HERITAGE LOATIONS	LISTED BUILDINGS AND PARKS			
	1	Church Of St Martin	145	SW
	2	18-24, St Martin's Church Street	200	WSW
	3	Sluice House	626	S
	4	Summer House At Milford Manor	334	E

5	Milford House And Flats A, B And C	659	E
6	Wall Extending East From Milford Manor	340	NE
7	Little Manor	298	NE
8	The Wilderness	216	NNW
9	16, St Martin's Church Street	201	WSW
10	14, St Martin's Church Street	206	WSW
11	23-35, St Martin's Church Street	195	W
12	1-7, St Martin's Church Street	231	W
13	The Tollgate Inn	240	W
14	59-65, Rampart Road	361	NW
15	94 And 96, Milford Hill	363	NW
16	93, Milford Hill	357	NW
17	Milford Hill House (Youth Hostel)	352	NW
18	London Road Inn	471	NW
19	Hillcote	652	NNW
20	82, St Ann Street	286	W
21	78 And 80, St Ann Street	303	W
22	70-74, St Ann Street	318	W
23	68, St Ann Street	326	W
24	60-66, St Ann Street	336	W
25	Joiners Hall	352	W
26	54, St Ann Street	360	W
27	Conservative Club	371	W
28	Old Porch In Garden Of No 44	385	WSW
29	48, St Ann Street	381	W
30	46, St Ann Street	388	W
31	Vale House	397	W
32	Salisbury Museum	418	W
33	The Blackmore Museum To The Rear Of The Salisbury Museum	430	WSW
34	34 AND 36, ST ANN STREET (See Details For Further Address Information)	450	W
35	Albion Hotel	465	W
36	22, ST ANN STREET (See Details For Further Address Information)	482	W
37	Craddock House Friars Cottage Friary Cottage Friary Court	516	W
38	18, St Ann Street	527	W
39	12-16, St Ann Street	540	W

40	St Anne's Manor	563	W
41	4, St Ann Street	573	W
42	2, St Ann Street	577	W
43	Old Bell Inn St Ane's Garage	585	W
44	76 And 77, Exeter Street	595	WSW
45	81 And 82, Exeter Street	603	WSW
46	83-85, Exeter Street	603	WSW
47	86 And 87, Exeter Street	610	WSW
48	90 And 91, Exeter Street	620	WSW
49	The Close Wall	634	WSW
50	Church Of St Osmund (Roman Catholic)	626	WSW
51	95 And 96, Exeter Street	637	WSW
52	99 And 100, Exeter Street	647	WSW
53	101-104, Exeter Street	650	WSW
54	105-107, Exeter Street	649	WSW
55	108 Exeter Street	667	WSW
56	109a 109b And 109, Exeter Street	665	WSW
57	Bishop's Gate	681	WSW
58	110, Exeter Street	663	SW
59	111 And 112, Exeter Street	666	SW
60	St Osmund's Church School	749	SW
61	St Elizabeth's Convent And St Osmund's Roman Catholic Primary School	782	SW
62	St Nicholas's Hospital	921	SW
65	7, St Nicholas's Road	962	SW
66	9 And 11, St Nicholas's Road	977	SW
67	16 And 18, St Nicholas's Road	996	SW
68	Ayleswade Bridge Old Harnham Bridge	1000	SW
90	2, ST NICHOLAS'S ROAD (See Details For Further Address Information)	889	SW
91	De Vaux House	911	SW
92	8, St Nicholas's Road	933	SW
93	10 And 12, St Nicholas's Road	960	SW
94	Rear Garden Wall Of No 9	973	SW
95	De Vaux Lodge	948	SW
96	7, De Vaux Place	906	SW
97	1-6, De Vaux Place	963	SW
98	73, The Close	983	SW
99	72, The Close	991	SW

100	South Or Harnham Gate And South Gate House	977	SW
101	Cathedral School	816	SW
102	53-69, St Ann Street	314	W
103	117 And 119, Dolphin Street	338	W
104	Dolphin's Cottage	381	W
105	St Martin's House	390	W
106	111-115, Dolphin Street	343	W
107	109, Dolphin Street	344	W
108	11, St Ann Street	491	W
109	Training College	377	W
110	50-56, BARNARD STREET (See Details For Further Address Information)	413	W
111	97A, BROWN STREET (See Details For Further Address Information)	497	W
112	5, St Ann Street	529	W
113	The Priory	489	W
114	Priory Lodge	500	W
115	89 And 91, Brown Street	504	W
116	87, Brown Street	505	W
117	81, Brown Street	509	W
118	77 And 79, Brown Street	512	W
119	71a And 75, Brown Street	514	W
120	14-20, Trinity Street	500	W

Appendix 5 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 **Salisbury City Council Depot**

Responsibility

- TCM,
- Site management
- Nominated staff members

Out of hours site monitoring

- Site is operational 7 days a week from 06:30-16:30
- Out of hours third party monitoring provider is responsible for the site from 16:30 in the afternoon until 06:30 in the morning.
- Thermal cameras are linked to an outside monitoring provider
- If a change in temp or a fire is detected then the monitoring provider calls the FRS, FRS to be on site within first 30 mins.
- After call FRS they call the on duty Salisbury City Council Representative who will be on site within 2 hours

Out of hours Rota

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

Rota –

[XXXXXX] Monday – Thursday

[XXXXXX] Friday – Sunday

Emergency response

- If there is an intruder, contact the industrial estate security and/or the Police.
- If a fire is identified, contact the FRS immediately and explain the situation.
- Travel to the facility immediately to initiate the manual shut-off of the drainage system via bung
- If safe to do so, fight a small-scale fire using the techniques detailed in the FPP
- 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/In drainage System.
- 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.

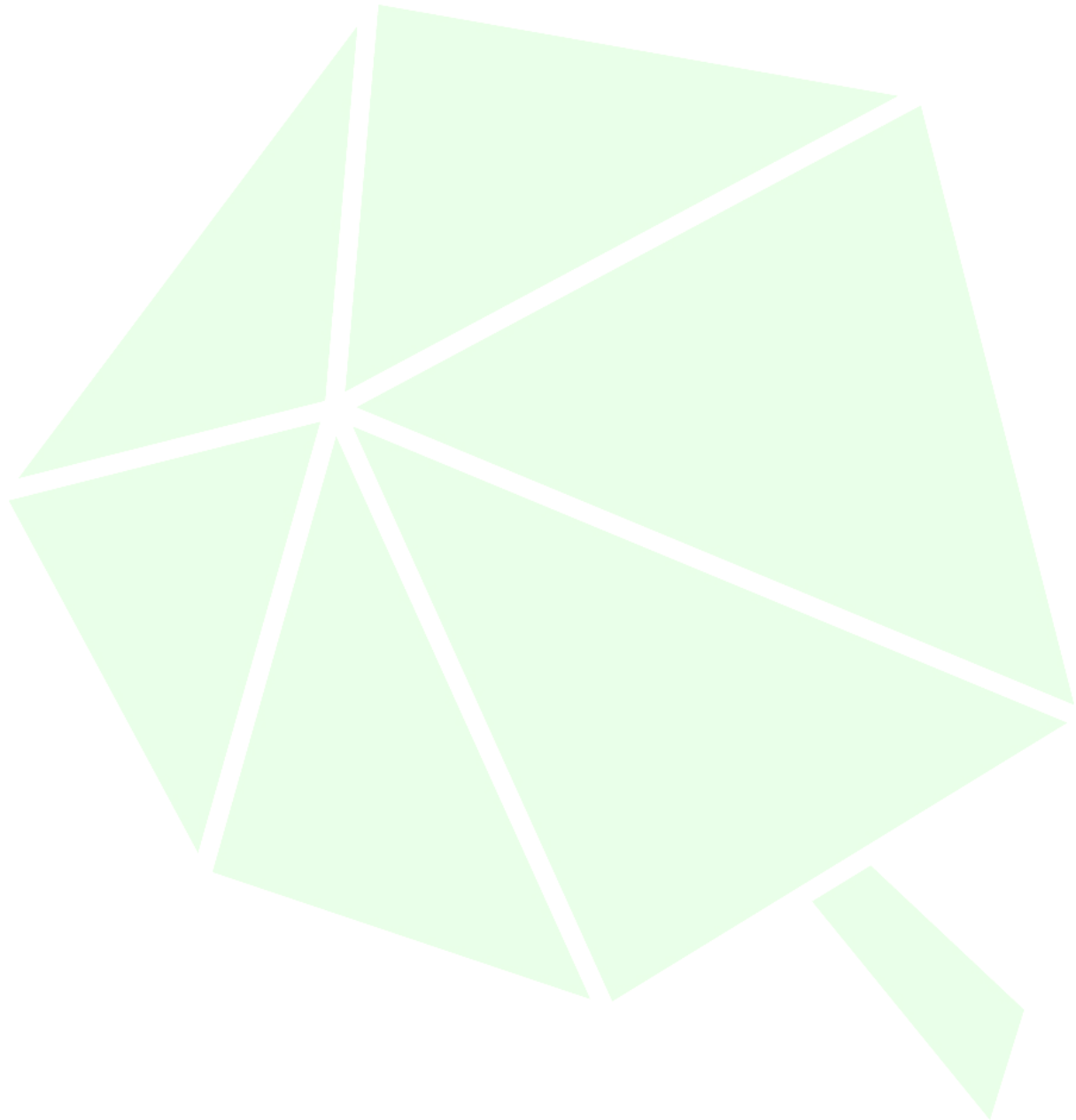
- Safety glasses to EN166.

Training

All relevant staff will be trained in the Out of Ours 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 6 CCTV Specification

To be submitted to EA prior to operations. Specification not currently available due to procurement process.



Appendix 7 Bung deployment

Objective

The objective of this procedure is to ensure that during an fire and or another type of incident on site a bung is deployed in to FMH2 to seal the drainage system and to hold contaminated firefighting water within the permitted boundary.

Main Objectives:

- To ensure bung is deployed
- Site drainage is sealed

Scope

This procedure must be followed at all sites operated by **Salisbury City Council Depot**.

Responsibility

- TCM
- Site management
- Nominated and trained staff

Deploy Bung

- Collect bung from site office
- Lift FMH2 cover
- Place bung in end of pipe.
- Ensure that bung is secure
- Replace FMH2 cover

After an incident

- Once WM3 classification of firefighting water has occurred and the site is now empty of contaminated fire fighting water bung can be removed in the reverse process of above.
- Bung should be inspected to see if it is still fit for purpose. If so store in site office.
- If not fit for purpose procure new bung and store in site office.

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:

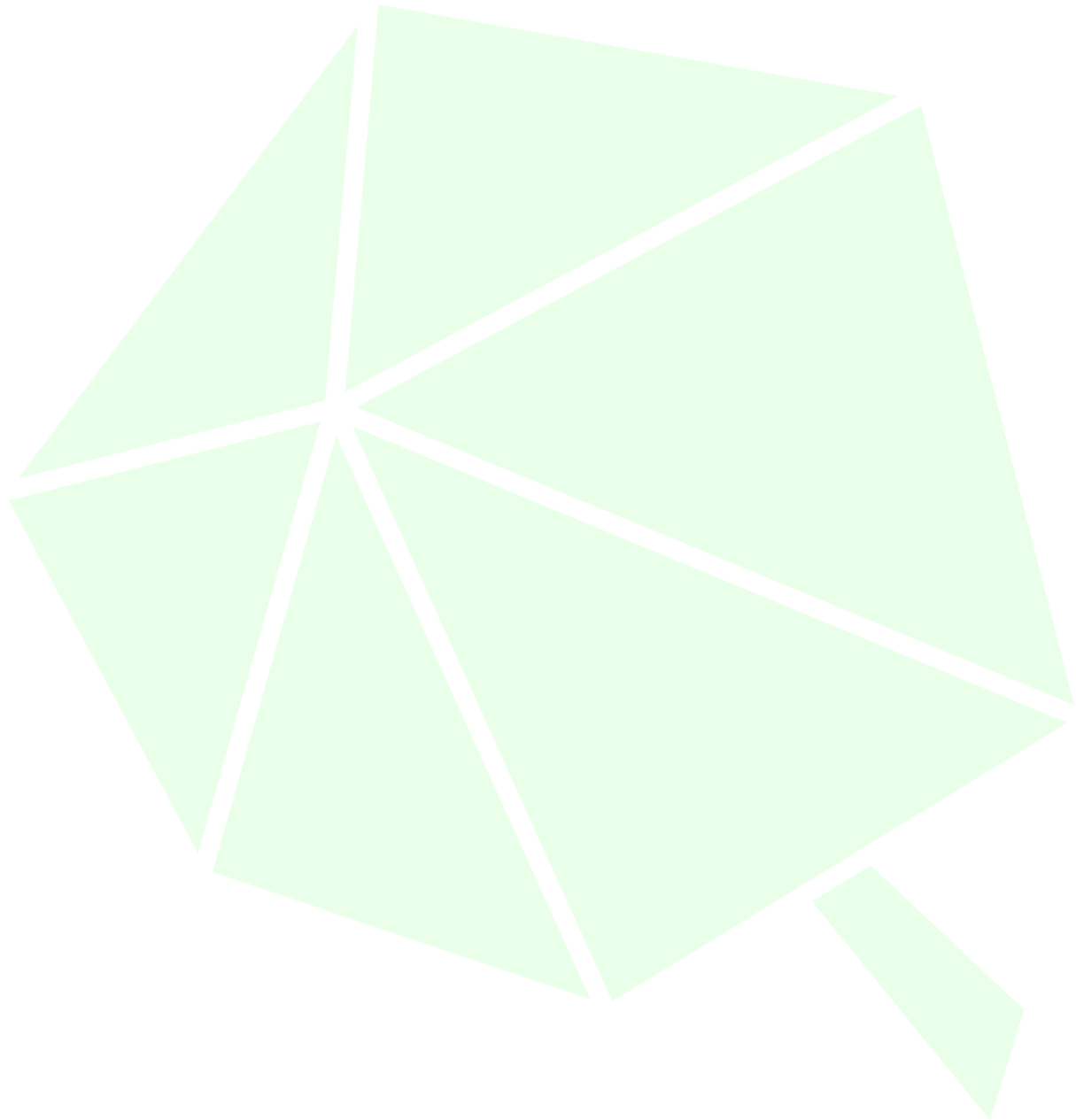
- Gloves and wrist protection sleeves specified within EN388:2016 to at least the following specification:
 - Abrasion resistance 4
 - Blade cut resistance 5
 - Tear resistance 4
 - Puncture resistance 3
- Safety boots including steel midsole.
- Safety glasses to EN166.

Training

Selected employees will be trained in the Bung Deployment. This will ensure the correct steps will be followed during an emergency.

Appendix 8 Electrical Certificates

To be submitted to EA prior to operations. Specification not currently available due to procurement process.



Appendix 9 Maintenance Schedule

Equipment	Inspection Schedule	Look for	Responsible Person	Repair / Replacement Timescale
Security Fences	1 x per day visual	Damage/signs of forced entry	TCM or member of management team	1 day temporary. 5 days permanent.
Litter blow, odour, dust, noise, birds, mud	Daily visual inspection, constant attention	Ensure no off-site problem	TCM, Site Manager and all site staff	Immediate cease of problem or removal of source from site.
Vermin and pests	Daily visual plus monthly visit	Absence of vermin and pests	Site Manager and Appointed contractor	Call in contractor to initiate immediate treatment
Fire Equipment	1 / week visual Annual formal	Visual damage. Working order	Site Manager Specialist Contractor	3 days
Roof drains and gutter, building structure, lights, ventilation and drainage system.	Annually	Continued use and effectiveness	Site Manager Specialist contractor	5 days
Mobile plant and Machinery	According to manufactures instructions	Daily pre start checks to ensure cleanliness of tyres/tracks. Ensure no fuel or hydraulic leaks	Operations and Maintenance Departments	Cleaning to be handled same day. Mechanical issues to be reported to service provider same day and responded to within 2 days
Bung	Weekly	Ensure good containment with no uncontrolled leaking to environment	Site Manager – Completed by site operatives	Repair – As soon as practicable

Appendix 10 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 Salisbury City Council Depot

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

Manager or Site Manager

AFTER INCIDENT

Replace or restock spill kits, Immediately replace or restock used spill kit components to ensure preparedness should another spill occur.

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.

Appendix 11 House Keeping Checklist

Site:		Date		
Floors & Walkways				
Are all walkways kept clear?	Yes	No	N/A	Observations
Is the floor free from tripping hazards?				
Are all cables and hoses suitably stored?				
Are all awkward items being stored safely so as not to cause a hazard to pedestrians or vehicles?				
Is all uneven flooring clearly identified?				
Is there a program in place for replacing uneven flooring?				
Are unsafe areas cordoned off?				
Spillages-liquids				
Are wet surfaces covered with non slip materials?				
If necessary are non slip safety shoes provided?				
Are floors cleaned regularly?				
Storage of waste				
Are there suitable skips/containers to handle the different waste products produced on the site?				
Are they regularly emptied?				
Are they able to receive waste now?				
Storage-general				
Are materials and equipment stored in such a way that sharp objects don't interfere with walkways?				
Are tools and equipment stored correctly (shadow boards)?				
Are workbenches free of clutter?				
Are COSHH substances stored securely and tidily?				
Is lifting equipment stored tidily?				
Poor weather				
Are drains clear of blockages?				
Is salt or grit available for clearing ice and snow?				
Lighting				
Is the work area suitably lit?				

Falls				
Are all edges protected?				
Are all ladders secured?				
Offices				
Is the office(s) clean, tidy and free of loose carpet tiles and spillages?				
Are cables tidy?				
Are there suitable arrangements for the storage and collection of waste?				
Are windows cleaned on a periodic basis?				

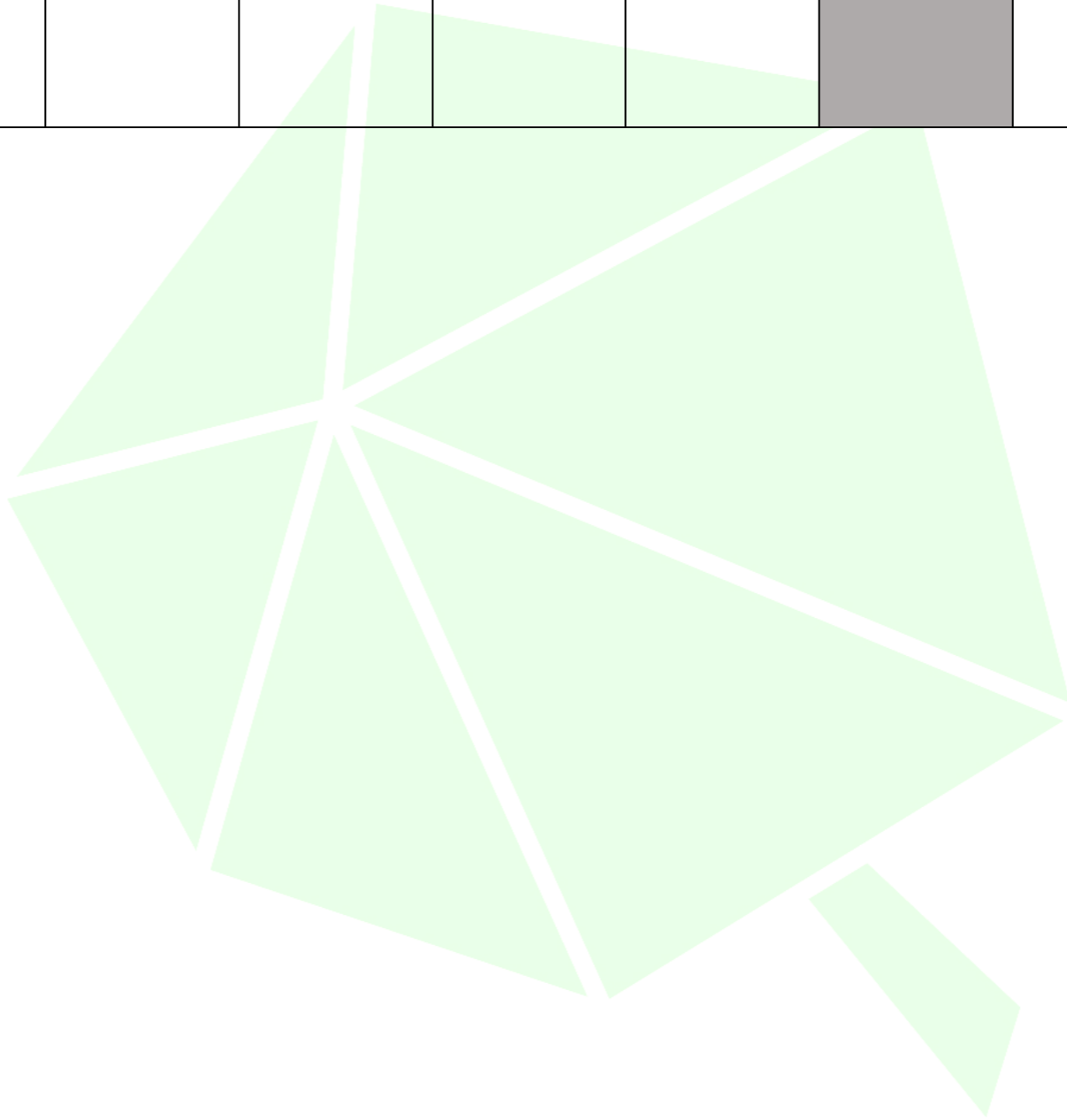
Appendix 12 Fire Extinguisher Locations and Types

1. Main Door – 6L Water
2. Main Door – 2kg Co2
3. Charger Room – 5kg Co2
4. First Floor Breakout Area – 6L Water
5. First Floor Breakout Area - 2kg Co2
6. First Floor Breakout Area - Fire Blanket
7. Events Store Fire Exit – 6L Water
8. Events Store Fire Exit – 2kg Co2
9. Events Store Far End – 6L Water
10. Events Store Far End – 2kg Co2
11. Boiler Room – 6kg Powder
12. Electrical Store – 2kg Co2
13. Roller Shutter Fire Exit Rear – 6L Water
14. Roller Shutter Fire Exit Rear – 2kg Co2
15. Electrical Main Fuse Board Room – 2kg Co2
16. Door by Roller Shutter – 6kg Powder
17. Door by Roller Shutter – 2kg Co2
18. Electrical Cupboard by W/C – 2kg Co2
19. First Floor Main Office – 6L Water
20. First Floor Main Office – 2kg Co2
21. Fire Exit to Car Park – 6L Water
22. Fire Exit to Car Park – 2kg Co2
23. Far Roller Shutter Fire Exit – 6kg Powder
24. Far Roller Shutter Fire Exit – 2kg Co2
25. Fire Exit Opposite Side – 6L Water
26. Changing Rooms Fire Exit – 6L Water

Appendix 13 Training Frequency

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12																																						
	Day																																																	
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Induction (as and when required)																																																		
Fire Drill																																																		
Environmental Policy																																																		
Daily/Weekly Inspection																																																		
Environmental Awareness																																																		
Waste Acceptance/Duty of Care																																																		
Waste separation and storage																																																		
Accident Plan																																																		
Emergency Procedure																																																		
Spillage																																																		

Procedure												
Quarantine Area (Section 15)												
Fire fighting techniques (section 18)												



Appendix 14 Job Role training

EMPLOYEE (Name)	TRAINING REQUIRED											
	Environmental Awareness					Maintenanc		Accidents and Emergency				
	Continuing Competence	Environmental Policy	Daily/Weekly Inspection	Environmental Awareness	Waste Acceptance/Duty of Care	Waste separation and storage	Daily Defects Check	On-going maintenance and repairs	Accident Plan	Emergency Procedure	Fire procedure	Spillage Procedure

Appendix 15 Fire Drill

Scope
To be followed by all site staff and visitors.
Objective
<p>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.</p> <ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Raise the alarm and manually shut off 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. • External waste: <ul style="list-style-type: none"> ○ If a fire is detected in an external area tackle the fire with manual fire extinguishers if possible if safe to do so.
Early Intervention
<p>Alert and Communication:</p> <p>Immediately alert all personnel on-site about the fire using alarms, communication systems, or designated personnel. Follow established communication protocols.</p> <p>Evacuation and Personnel Safety:</p> <p>Prioritise the safety of all personnel. Evacuate the affected area following established evacuation routes and assembly points.</p> <p>Deploy bung to FMH2 see Appendix 7 Bung deployment.</p>

Fire fight:

If safe to do so tackle fire with on site fire extinguishers see Appendix 12 Fire Extinguisher Locations and Types

Emergency Services Notification:

Contact the FRS to inform them about the fire, providing information about the waste site's location, the type of fire, and any potential hazards.

Identify Fire Source:

Determine the source of the fire and the waste materials involved. Identify any hazardous materials that may be contributing to the fire.

Fire Rescue Service

- 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 on site as per Drawing 5 004.20_09_007 FWC Plan
- 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 and firewater barriers) to be cleaned and repaired to an acceptable standard or replaced.

Health and 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 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.



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