# FIRE PREVENTION PLAN

Unit 13 Rawreth Industrial Estate, Rawreth Lane, Rayleigh, Essex, SS6 9RL

**T J Cottis Transport Limited**

| | | | | | |
|---|---|---|---|---|---|
| **Version:** | 1.0 | **Date:** | 12 April 2024 | | |
| **Doc. Ref:** | 3110-001-B | **Author(s):** | IA | **Checked:** | TJC |
| **Client No:** | 3110 | **Job No:** | 001 | | |

Oaktree Environmental Ltd & Kalex Ltd

Waste, Planning & Environmental Consultants

Oaktree Environmental Ltd, Lime House, 2 Road Two, Winsford, Cheshire, CW7 3QZ
Tel: 01606 558833 | E-Mail: sales@oaktree-environmental.co.uk | Web: www.oaktree-environmental.co.uk
REGISTERED IN THE UK | COMPANY NO. 4850754

# Document History:

| Version | Issue date | Author | Checked | Description |
|---|---|---|---|---|
| 1.0 | 12/04/2024 | IA | KALEX | Application copy |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

THIS DOCUMENT IS DUE FOR REVIEW IN **APRIL 2026** OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER

# CONTENTS

# List of Appendices:

**Appendix I - Drawings**

Drawing No. 3110-001-03 - Site Layout & Fire Plan

Drawing No. 3110-001-04 - Sensitive Receptor Plan

**Appendix II - Record Keeping Forms**

TJC/RF/4 - Site Diary/Inspection Form

TJC/RF/5 - Preventative Maintenance Checklist

# List of Tables

# Site Information & Key Contacts List

| | | | |
|---|---|---|---|
| **Site Address:** | Unit 13 Rawreth Industrial Estate, Rawreth Lane, Rayleigh, Essex, SS6 9RL | | |
| **Site Operator:** | T J Cottis Transport Limited | **National Grid Ref:** | TQ 79617 92171 |

| CONTACT | DESCRIPTION | OFFICE HOURS | OUT OF HOURS |
|---|---|---|---|
| Jedd Cottis | Operator | 07933800550 | 07933800550 |
| **Chartwell Hospital**<br>1629 London Road, Leigh-On-Sea, Essex, SS9 2SQ | Main NHS Hospital | 01702 478885 | 999 or 112 |
| **William Harvey Surgery**<br>83, 85 London Rd, Rayleigh SS6 9HR | Local Doctor Surgery (GP) | 01268 784003 | 111, 999 or 112 |
| **Essex Police (Rayleigh)**<br>119 High St, Rayleigh SS6 7QB | Local Police Non-Emergency | 0300 333 4444 | 999 |
| | Police Emergency | 999 | 999 |
| **Essex County Fire and Rescue**<br>Station 35 Rayleigh Weir,<br>500 Rayleigh Road, Benfleet, SS7 3TR | Fire and Rescue Service (in Emergency Dial 999) | 01376 576500 | 01376 576500 or 999 |
| **Environment Agency** | Environmental Regulator | 03708 506506 | 0800 80 70 60 |
| **Essex County Council**<br>19 Market Rd, Chelmsford CM1 1GG | Council Enquiries | 0345 743 0430 | 0345 743 0430 or 999 or 112 |
| **Essex & Suffolk Water** | Local Water Supplier | 0345 782 0999 | 0345 782 0999 |
| **Anglian Water** | Sewerage Provider | 03457 145 145 | 03457 145 145 |
| **Oaktree Environmental Ltd**<br>Lime House, 2 Road Two, Winsford, Cheshire, CW7 3QZ | Specialist Advisor (Waste and Planning Issues) | 01606 558833 | 999 or 112 |
| **Kalex Limited**<br>Bridge House, The Ash<br>Little Hadham, Ware SG11 2DG | Specialist Advisor (Waste and Planning Issues) | 07774 151 332 | 999 or 112 |

# 1 Introduction

## 1.1 Overview of site operations

1.1.1 This document considers the risks associated with fire on site at Unit 13 Rawreth Industrial Estate, Rawreth Lane, Rayleigh, Essex, SS6 9RL and all necessary measures required to be put in place to ensure the risk of fire at the site is kept to an absolute minimum.

1.1.2 The site will be operated as a HCI and CDE waste transfer station with treatment primarily for the receipt of inert and municipal trade wastes from the operator's in-house waste collection services to local businesses and commerce.

## 1.2 Fire Prevention Objectives

1.2.1 This Fire Prevention Plan (FPP) has been designed to meet the following objectives:

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

## 1.3 General site information

1.3.1 In addition to this document the site will be operated in accordance with an Environmental Management System (EMS). The main operations which will take place at the site at the time of writing this FPP are as follows:

- Sorting (with loading shovel/excavator or by hand)
- Separation (by using appropriate mechanical plant and equipment)
- Screening (by using appropriate mechanical plant and equipment)
- Compacting (by using appropriate mechanical plant and equipment)

1.3.2 The layout of the site is shown on Drawing No. 3110-001-03.

1.3.3 This FPP document will be kept in the site office and all operational staff must be aware and understand the contents of the Fire Prevention Plan (FPP) and what they must do during a fire.

## 1.4 Staffing and Management

1.4.1 The table below details the minimum staff structure of the site which is required in order for operations to comply with this FPP. Only the site manager, machine/plant operators and general operatives will be permitted to tackle fires on-site.

| Position | Employees | Responsibilities |
|---|---|---|
| Site manager | 1 | Overseeing and co-ordinating all activities which take place at the site |
| Yard Operatives / Plant operators | >1 | Waste handling/processing, reception, and plant operation. |
| Administration/Office staff | >1 | Office/accounts/administrative duties |

1.4.2 All site staff and contractors must be aware and understand the contents of the FPP and what they must do during a fire.

## 1.5 Plant and equipment

1.5.1 Waste will be handled using the plant listed below. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the EA prior to implementation.

| ITEM | NUMBER | FUNCTION |
|---|---|---|
| 14 tonne Loading shovel | 1 | Loading/unloading/movement/sorting |
| 8 tonne Loading shovel | 1 | Loading/unloading/movement/sorting |
| 14 tonne Excavator | 2 | Loading/unloading/movement/sorting |
| 8 tonne Excavator (with sweeper brush) | 1 | Loading/unloading/movement/sorting |
| 5 tonne Excavator | 1 | Loading/unloading/movement/sorting |
| 1.7 tonne mini digger | 1 | Loading/unloading/movement/sorting |
| Forklift | 1 | Loading/unloading/movement/sorting |
| McCloskey 105 3-way Screener | 1 | Screening soil, crushed brick etc. |
| Doppstadt 518 Trommel | 1 | Screening soil, crushed brick etc. |

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

## 1.6 Hours of operation

1.6.1 The site will be open during the following hours for the delivery and receipt of waste on site; including depositing, sorting, moving, storing and removing waste:

| | |
|---|---|
| Monday to Friday | 07:00 – 18:00 |
| Saturday | 07:00 – 13:00 |
| Sundays, Bank/Public holidays | Closed |

1.6.2 In addition to the above hours, the site will also be accepting road plainings 24/7 as part of utility works and contracts and this has been considered throughout this assessment.

## 1.7 Correspondence with Fire and Rescue Service

1.7.1 The Fire and Rescue Service (FRS) were contacted in the preparation of the FPP in order to obtain fire hydrant information which is discussed in Section 10 of this document.

1.7.2 T J Cottis Transport Limited will ensure all plans are suitable seek a two-yearly response from the Environment Agency (EA) and Fire and Rescue Service (FRS) with regards to their FPP and associated operations on site. This regular correspondence will ensure all measures

to prevent, mitigate and contain fires on site are up to date and deemed sufficient by the FRS.

## 1.8 Sensitive Receptors

1.8.1 A Sensitive Receptors Plan has been provided in Appendix I to highlight all main receptors within 1,000m of the site which could be affected by a fire at the site.

1.8.2 To minimise the impact on the local area and associated receptors from a fire on site, this document details mitigation measures which will decrease the likelihood of a fire occurring on site and limit the size and duration of a fire if it does occur (as per Section 1.2 above). These measures will ensure the potential impact on any of the surrounding land is as minimal as practicably possible.

1.8.3 The table overleaf details a risk assessment of all the receptor types within 1km radius of site, and likely impacts on each - e.g. smoke, road closures, impacts on businesses etc…

1.8.4 Contact details for surrounding industrial, commercial, retail and leisure premises are shown in Section 9.5 including and procedures of how receptors with human population would be notified of a fire.

Table 1.1 - Receptors and risk management

| Receptor | Receptor Type | Source | Harm | Pathway | Probability of Exposure | Consequence | Magnitude of Risk | Risk Management |
|---|---|---|---|---|---|---|---|---|
| Numerous industrial and commercial uses in the surrounding area | Industrial / commercial premises | Fire causing the release of polluting materials to air (smoke, fumes and particulate matter) | Respiratory irritation, illness and nuisance to local population.<br><br>Financial loss of businesses due to closure of adjacent roads/evacuation of premises. | Air transport of smoke. | High | Medium | Low | Procedures set out in this FPP.<br><br>Toolbox talks and liaison meetings with receptors to review procedures in the event the site is subject of a fire. |
| Residential dwellings | Residential | As above | Respiratory irritation, illness and nuisance to local population. | Air transport of smoke. | Medium | Medium | Low | As above |
| Nearby surface water | Surface waters | Direct run off of fire water across site or to surface waters.<br><br>Fire causing the release of polluting materials to air (smoke, fumes and particulate matter). | Loss of amenity, deterioration of water quality, killing of flora / fauna and other local wildlife | Air transport of smoke.<br><br>Direct run off of fire water across site to surface waters. | Medium | High | Low | Procedures set out in this FPP.<br><br>The mixed waste recycling area has a sealed drainage system and all firewater would be contained. |
| Surface water and surrounding vegetation | Surface water | Direct run off of fire water across site or to surface waters.<br><br>Fire causing the release of polluting materials to air (smoke, fumes and particulate matter). | Loss of amenity, deterioration of water quality, killing of flora / fauna and other local wildlife | Air transport of smoke.<br><br>Direct run off of fire water across site to surface waters. | High | High | Med | Procedures set out in this FPP.<br><br>The waste recycling compound has a sealed drainage system and all firewater would be contained on site |
| Woodlands (If applicable) | Protected | Fire causing the release of polluting materials to air (smoke, fumes and particulate matter). | Loss of amenity, deterioration of killing of flora / fauna, protected species and other local wildlife | Air transport of smoke. | Low | Medium | Low | Procedures set out in this FPP.<br><br>Toolbox talks and liaison meetings with receptors to review procedures in the event the site is subject of a fire. |
| Surrounding highway network | Key transport links | Fire causing the release of polluting materials to air (smoke, fumes and particulate matter) | Closure of roads and financial loss of businesses due to closure of such roads<br><br>Inability for human population to use road links | Air transport of smoke. | Medium | Medium | Low | As above |

# 2 Managing Common Causes of Fire

## 2.1 Details

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

Table 2.1 - Common fire sources and mitigation

| Source | Risk | Magnitude of Risk / Likelihood | Brief outline of Mitigation (refer to Section 4 for storage/monitoring procedures) | Magnitude of risk / likelihood following mitigation |
|---|---|---|---|---|
| Arson or vandalism | Deliberate ignition of wastes by intruder(s) and/or vandalism of site infrastructure, plant and/or machinery which may give rise to malfunction or compromise the integrity of waste storage/containment measures | Medium | • Appropriate site security infrastructure.<br>• Vehicle checks on arrival to the site.<br>• Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer.<br>• Staff training / toolbox talks. | Near-zero |
| Plant or equipment | Spillages of fuel, sparks from machinery or malfunction caused by ineffective maintenance | Medium | • Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer.<br>• Bunded fuel tanks will be in segregated area<br>• Daily checks of site surfacing and spill kits.<br>• Staff training / toolbox talks. | Near zero |
| Electrical appliances and cabling | Faulty appliances or damaged/ exposed electrical cables may spark as a result of a power surge | Medium | • Fixed wiring testing is carried out 5 years and portable appliances are PAT tested 12 months in accordance with Legislation.<br>• Daily checks for dust and fluff on wiring / electrical appliances. | Low |
| Discarded smoking materials | Risk of ignition of stored wastes from smoking materials which have not been fully distinguished | Low | • No smoking or e-cigarettes allowed on site | Near-zero |
| Sparks from loading buckets/shovels | Scraping of loading buckets/shovels causing sparks which may ignite stored wastes | Low | • Fire extinguishers are fitted in the cab of all loading plant.<br>• Staff training / toolbox talks.<br>• Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer. | Low |
| Hot works | e.g. welding, soldering, cutting, etc. which involve the use of high temperature equipment which may be a source of both primary and residual heat to stored wastes | Medium | • Hot works are not typically carried out on site.<br>• In the event that hot works are carried out on site, they will only take place on site under a hot works permit | Low |
| Industrial heating | Industrial heaters and/or pipework used to heat internal and external areas on site which may, in turn, supply heat to stored wastes increasing the risk of combustion | Low | • There are no naked flames, furnaces, incinerators or industrial heaters on site | Low |
| Hot exhausts | Potential source of both primary and residual heat to stored wastes | High | • Fire extinguishers are fitted in the cab of all loading plant.<br>• Staff training / toolbox talks for continuous monitoring throughout the day to detect signs of a fire caused by dust settling on hot exhausts and engine parts.<br>• Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer.<br>• Storage of plant & equipment away from combustible or flammable wastes.<br>• Daily checks for dust and fluff on plant/equipment before and use of equipment. | Low |

| Source | Risk | Magnitude of Risk / Likelihood | Brief outline of Mitigation (refer to Section 4 for storage/monitoring procedures) | Magnitude of risk / likelihood following mitigation |
|---|---|---|---|---|
| Build-up of loose combustible waste, dust and fluff | Light waste and ambient particulates with high combustibility settling and building up in key areas in and around plant/machinery and around exhausts | High | • Fire extinguishers are fitted in the cab of all loading plant.<br>• Staff training / toolbox talks for continuous monitoring throughout the day to detect signs of a fire caused by dust settling on hot exhausts and engine parts.<br>• Plant & equipment daily checks and preventative maintenance of plant / equipment by manufacturer.<br>• Minimum daily checks for dust and fluff on plant/equipment before and use of equipment at the start/end of each working day. | Low |
| Hot loads | Imported wastes which may contain materials which are above ambient temperature | High | • All loads are inspected in accordance with strict waste acceptance procedures.<br>• Quarantine area and rejected waste containers on site for quick isolation of load. | Low |
| Overhead power lines | Any overhead power lines on or around the site may ignite in the event of a fire and worsen the effects | Low | • There are no overhead power lines which traverse the site. | Near-zero |
| Ignition sources | Activities or appliances which use a source of both primary and residual heat to treat waste or manufacturer material or plant/equipment | Medium | • Hot works are not typically carried out on site.<br>• In the event that hot works are carried out on site, they will only take place on site under a hot works permit.<br>• There are no space heaters, furnaces, incinerators, and sources of ignition will be kept 6 metres away from combustible and flammable waste. | Low |
| Batteries within waste deposits | Ignition of stored wastes via batteries within imported wastes | High | • All loads are inspected in accordance with strict waste acceptance procedures including wastes received into satellite sites.<br>• Quarantine area and rejected waste containers on site for quick isolation of load containing batteries. | Medium |
| Other combustible non-waste materials on or near the site not mentioned above i.e. gas cylinders / LPG tanks | Any combustible non-waste materials on or near the site may ignite in the event of a fire and worsen the effects | High | • All loads are inspected in accordance with strict waste acceptance procedures.<br>• Quarantine area and rejected waste containers on site for quick isolation of load. | Low |
| Reaction between wastes | Combustible waste piles may ignite in the event of a fire and worsen the effects if wastes react | High | • All loads are inspected in accordance with strict waste acceptance procedures.<br>• Quarantine area and rejected waste containers on site for quick isolation of load. | Low |
| Leaks and spillages of oils and fuels | Fuels and combustible liquids leaking or trailing from site vehicles and ELVs can combust or cause accidents leading to combustion | High | • Spill kits available throughout the site.<br>• Suitable and sealed drainage system.<br>• No ELVs accepted into the site<br>• Minimum daily checks for spillages around the site.<br>• Staff training / toolbox talks. | Low |
| “Tramp” metal | Metal could be hot from mechanical processing and interact with lighter waste causing a fire | High | • Any metal will be picked out during the initial sorting process<br>• There are no current proposals for any mechanical treatment of scrap metal. | Low |

## 2.2 Fuel Storage

2.2.1 At present the site does not store any fuel/oil tanks. The location of fuel/oil storage (*if stored at the site)* will be shown on Drawing No. 3110-001-03 and the following procedures will apply:

- Tanks will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
- All pipework and associated infrastructure will be enclosed within the bund.
- A lock will be fitted to the tank valve to prevent unauthorised operation.
- All valves and gauges on the bund will be constructed to prevent damage caused by frost.
- No combustible waste will be stored within 6 metres of the tank.
- The tanks will be clearly marked showing the product within and also its capacity.

2.2.2 All site surfaces will be inspected daily for the presence of spillages when the site is in operation. Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal.

## 2.3 Other hazardous (non-waste) material storage

2.3.1 The site will not routinely store gas cylinders, aerosols or combustible liquids and there will be no chemicals present on site. In the event the site needs to store any of these materials they will be stored in a suitable area and this FPP will be updated accordingly.

## 2.4 Smoking Policy

2.4.1 Smoking is not prohibited on the site. Any persons found smoking will be evicted from the premises.

## 2.5 Mobile and fixed plant maintenance

2.5.1 All mobile & fixed plant on site including vehicles in the fleet are subject to annual manufacturer/specialist maintenance to ensure proper working order in the form of service contracts.

2.5.2 Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis i.e. daily, before, during and 1 hour at the end of each working day using a checklist similar to that in Appendix II. In the unlikely event that a problem is discovered with any plant or equipment during the checks, it will be subject to servicing/maintenance by a suitably licensed contractor. The checks will be undertaken to ensure the following:

- Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment.
- Mobile plant will be stored at least 6 metres from any stored combustible wastes on site or other potentially flammable materials (e.g. the fuel tank on site) following cessation of daily waste management activities.
- In the building, all plant will be powered-down and completely shut off prior to cessation of waste management operations on any given day.
- Plant which is not in use for any extended period is stored at least 6 metres from combustible waste.
- All plant and equipment vehicles are fitted with fire extinguishers in the cab. Rubber strips are not considered appropriate as they are usually removed via uneven and bumpy ground.
- **Fire Watch:** Dust from processing/treatment operations on site can settle throughout the working day onto processing plant, plant exhausts and engine parts so a fire-watch will be implemented after cessation of waste management activities and equipment powered down for 1 hour each day to remove any dust/fluff using brushes, hoses etc... Any build of dust/fluff will be removed from the equipment and deposited into a container to await removal from site and site management informed.

## 2.6 Site Security

2.6.1 The operational site is located within an industrial estate and benefits from walls, buildings, security fencing and CCTV. The site also benefits from lockable gates at the site entrance. The site infrastructure detailed above is considered suitable to prevent unauthorised access.

2.6.2 The site security measures will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired by the end of the working day. If this is not possible, temporary measures will be put in place to ensure no unauthorised access to the site can be gained until the proper repairs can be carried out as soon as practicably possible.

2.6.3 The site will benefit from 24 hours remotely accessible CCTV which can be viewed at any time. As previously detailed the site will also be accepting road plainings 24/7 as part of utility works and contracts and will therefore benefit from 24/7 visual monitoring.

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

## 2.7 Electrical Faults or Damaged/Exposed Electrical Cables

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

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

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

2.7.3 Daily inspections of cabling, etc. will be undertaken and the daily Fire Checklist can be used as a reference. Any potential ignition sources from suspected electrical faults will be isolated

and the appointed electrical contractors will be contacted immediately to rectify the situation. Where possible, staff will immediately remove any stored wastes from the vicinity of the fault area or cable traverse if safe to do so.

# 3 Waste Acceptance Procedures

## 3.1 General

3.1.1 Strict waste acceptance procedures are in place at the site as shown below.

3.1.2 The following details will be recorded for every load deposited at the site:

a) The date and time of delivery.
b) The name and address of the waste producer.
c) The detailed and accurate description of the waste including type, quantity (in tonnes and/or cubic metres) and EWC codes.
d) How the waste is contained e.g. loose, container type.
e) The carrier's name and address.
f) Driver's name, signature and vehicle registration No.
g) Signature or initials of person(s) producing/ accepting/ inspecting/ carrying the waste.
h) Additional handling details/notes made by the driver after inspection of the load.
i) SIC code of the premises which produced the waste (where relevant).
j) Waste hierarchy declaration.
k) Information on previous treatment of the waste e.g. manual or mechanical.

3.1.3 Any wastes identified during the incoming waste inspections which do not conform to site acceptance criteria will not be accepted. If the non-conforming waste is discovered following deposit, the waste will be loaded back onto the tipper vehicle and removed off site or and quarantined immediately to await safe removal. Where the waste cannot be identified, the EA will be contacted to agree a procedure to remove the waste from site.

# 4 Managing waste piles

## 4.1 General

4.1.1 All waste stored on site will comply with Section 9.1 of the EA's FPP guidance.

4.1.2 The operator will minimise pile sizes and store waste materials in their largest form as shown below.

## 4.2 Waste storage table

4.2.1 The following table details the maximum pile sizes and duration for combustible wastes stored on site; reference should be made to Drawing No. 3110-001-03. Non-combustible wastes have not been included within this table and will be not restricted to the storage requirements and timescales detailed within the FPP guidance.

**Table 4.1 - Combustible waste storage table**

| **Storage Area Details Table - Represents the volumes of waste which may be stored overnight (i.e. daily storage volumes are likely to be higher than those shown)** | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Plan Ref** | **Description** | **Storage form/ containment** | **Approx Height & width of firewall (m)** | **Approx Width (m)** | **Approx Length (m)** | **Operational storage height (m)** | **Out-of-hours storage height (m)** | **Approx. area (m2)** | **Conversion factor used** | **Approx. Operational Volume ($m^3$)** | **Approx. Out of hours Volume (m)** | **Max Duration of storage (worst case scenario)** | **Comments** |
| AREA 1A | Mixed waste reception area (typically clear by end of day) | Free standing with fire wall to rear | 4 | 5 | 12 | 3 | 3 | 41 | 0.666 | 82 | N/A | <24 hours (typically clear by end of day) | Open from front to allow for loading |
| AREA 2A- D | Separated recyclables (<40cuyd containers) | In containers with fire walls to rear and side | 4 | N/A | N/A | N/A | N/A | N/A | 1 | <32 per container | <32 per container | <1 month | Open from top to allow for loading |
| **Conversion factors for waste piles are worked out using the following methods set out by The Environment Agency** | | | | | | | | | | | | | |
| **Conversion of 1 for materials stored within containers, area of storage in stackable containers and waste/bale stacks** | | | | | | | | | | | | | |
| **Conversion of 0.6666 for waste stored within a bay** | | | | | | | | | | | | | |
| **Conversion of 0.3333 for free standing stockpile** | | | | | | | | | | | | | |

## 4.3 Free Standing Piles

4.3.1 The table within Section 4.4 details the combustible waste stored on site and procedures to reduce the risk of the waste combusting and reference should be made to Drawing No. 3110-001-03 for details of the waste storage areas.

## 4.4 Combustible Waste Storage

| | |
|---|---|
| Area 1A<br>Waste reception area | • This storage area is the reception area for mixed waste located on an impermeable surface.<br>• **Stock rotation** – The maximum duration of waste stored here will be <24 hours and is typically clear by end of day which is nearly 3 months less than the guidance permits. Any residual waste left following the loading of the last collection vehicle would be moved to the front of the stockpile to ensure it is the first to be removed from the pile.<br>• As this is a dynamic stockpile, the process of tipping and removing material will be ongoing which will reduce the actual amount of time waste will be stored prior to sorting.<br>• The stockpile benefits from firewalls to the rear and is easily accessible for firefighting.<br>• All site staff will be given instructions and advised of the importance of stock rotation as part of their training.<br>• Waste piles are visually monitored throughout the day by site operatives or via CCTV out-of-hours. As previously detailed the site will also be accepting road plainings 24/7 as part of utility works and contracts and will therefore benefit from 24/7 visual monitoring.<br>• The site implements a fire watch at the end of each working day. |

| | |
|---|---|
| Area 2A - D<br>Separated recyclables | • The waste stored will consist of separated recyclables which have been sorted and transferred into the relevant storage container.<br>• All the waste will have been sorted so the waste is unlikely to contain any hot loads or incompatible waste which could lead to a spark or overheating causing a fire.<br>• **Stock rotation** – The area will typically be removed from site within 1 month or when full, which is nearly 2 months less than the guidance permits.<br>• The containers are stored adjacent to firewalls and are accessible from the front and top in the event of a fire occurring to allow access for firefighting. The containers are also accessible from the top in the event of a fire occurring to allow access for firefighting.<br>• All site staff will be given instructions and advised of the importance of stock rotation as part of their training.<br>• Waste piles are visually monitored throughout the day by site operatives or via CCTV out-of-hours. As previously detailed the site will also be accepting road plainings 24/7 as part of utility works and contracts and will therefore benefit from 24/7 visual monitoring.<br>• The site implements a fire watch at the end of each working day. |

4.4.1 It is also worth noting that the site is located in close proximity to a fire station (within 4 miles) and in the unlikely event of a fire, the FRS would be able to attend the site within 10 minutes, additionally the site benefits from 24/7 visual monitoring by onsite operatives and CCTV who can also contact the FRS to attend the site immediately.

4.4.2 The site includes several stockpiles comprising hardcore and soils etc. which are non-combustible and have therefore not been included within the tables above.

## 4.5 Stock rotation and seasonal variations

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

4.5.2 The list of outlets has not been provided due to confidentiality purposes however the contracts will range from weekly – monthly depending on seasonal variations and demand for material.

## 4.6 External heating

4.6.1 All combustible wastes have been sorted and are stored within containers and therefore should not be at risk of external heating.

4.6.2 In the event of a drought period or extreme weather conditions, which the operator would know in advance via the Met Office, the waste will be doused with water prior to cessation of waste management activities.

# 5 Prevent fire spreading

## 5.1 Waste storage general / fire breaks

5.1.1 Combustible waste will be stored as per Drawing No. 3110-001-03 and well within the limit of EA's FPP guidance. All stockpiles of stored wastes are detailed in the Storage Area Details table within this FPP in respect of their description, maximum length and width, area, volume and storage duration with stockpile locations detailed on Drawing No. 3110-001-03. The dimensions of the piles are provided on the plan for context and are not exhaustive.

5.1.2 The operator will store waste materials in their largest form and minimise pile sizes wherever possible.

5.1.3 The aim of the site is to process the incoming material and arrange for its export off site as soon as practicably possible following sorting and processing to minimise over-stocking which in-turn minimises the risk of overheating and spontaneous combustion.

5.1.4 Where waste has the potential to be tipped and stored as a stockpile, the site will ensure 'first in, first out' principle is met by tipping waste at the front of the stockpile and removing waste from the rear of the pile or tipping waste at one side of the stockpile and removing from the opposite side of the stockpile. As detailed in the waste storage table, the site will never store combustible waste for longer than 1 month.

5.1.5 **Storage on flat ground**: Site surfaces where wastes are stored will be flat and, therefore, reduce the risk of falling materials which would accelerate the spread of fire.

## 5.2 Fire walls and bays

5.2.1 There are firewalls which may be used at the site and will:

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

5.2.2 The table overleaf details the different types of potential walls and demonstrates their properties to:

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

**Table 5.1 - Fire wall details and specifications**

| Firewall type | Approx. Width | Site location / use | Specification |
|---|---|---|---|
| Concrete block/panel wall with sleepers | 0.15 – 0.60 | Various Stockpiles | Class A under EN 13501-1:2007+1:20009: Fire classification of construction products and building elements. Classification using test data from reaction to fire tests: concrete structures over 100mm will have a fire resistance of 1200$_{o}$C for 4 hours. |

5.2.3 In addition to the above, the operational areas are continuously monitored throughout the day by operational staff so any fire can be dealt with immediately.

5.2.4 The above walls are checked throughout the day by staff via daily inspections if any gaps or damage to the walls ate present which could compromise their integrity, the walls will be repaired and sealed as soon as practically possible.

# 6 Site inspection programme

## 6.1 Daily checks

6.1.1 Site management are responsible for carrying out daily site walks for checking drainage systems, security measures and waste storage areas. Site management can reference the fire checklist shown in Appendix II but may use internal check sheets. The site also carries out weekly inspections for firefighting equipment to ensure they are fit for purpose.

6.1.2 Carrying out the above checks daily will keep the levels of dust, fibre, paper and other loose combustible materials, which could aid in the acceleration of a fire, on site surfaces to a minimum and ensure all containment of wastes on site are functioning effectively in accordance with this FPP.

## 6.2 Staff training

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

6.2.2 A full test (drill) of the procedures in this document will be carried out every 12 months to test that the plan works. The first test will take place within one month of the agreement of this document with the EA. The outcome and any follow up training for staff will be documented in the site diary and relevant forms in the EMS. The fire checklist may also be used during the drill.

## 6.3 Toolbox talks

6.3.1 All operational staff will receive fire awareness training / toolbox talks by trained site management to detect early signs of fire and to minimise the chance of a fire breaking.

6.3.2 Toolbox talks and fire awareness training will be reviewed and undertaken annually or sooner if a fire event has occurred.

# 7 Quarantine Area

## 7.1 General

7.1.1 In accordance with Section 12 of the FPP guidance a designated quarantine area has been provided as shown on Drawing No. 3110-001-03.

7.1.2 The largest areas storing combustible waste would be the combination of Areas 1A – 2D, however it is worth noting that adjacent skips will be dragged away to an alternative area at site to reduce the spread of a fire, it has therefore been considered that the largest stockpile would be **Area 1A** which if full would equate to approximately 82m$^3$. The dedicated quarantine area will be utilised for material stored in **Area 1A** and allows for the approximate storage of 73m$^3$ based on a storage height of 2m which is more than 50% of Area 1A. The dedicated quarantine area is also capable of holding all 4 x <40ft containers.

7.1.3 The site will implement the following procedures:

- A fire at the site would be typically fought in situ and would be extinguished immediately by staff due to the operational area being permanently manned.
- Due to the limited amount of waste storage, if a fire were to occur, the burnt material is capable of being removed directly after the fire has been fought and would typically not need to be stored.
- As a worst-case scenario, the containers at the site can be temporarily and quickly moved to another external area of the site. It is considered that this would only be an absolute worst-case scenario and due to the limited waste storage, a fire would not last 4 hours.
- Wastes will only be moved to the quarantine container if safe to do so following recommendation of the FRS.

## 7.2 Use of quarantine area

7.2.1 **IMPORTANT** - In the event of a fire, the quarantine area will only be used to remove any wastes stored near any material which is smouldering or on fire (but not itself directly

affected by the fire) to prevent the fire spreading. No burning waste will therefore be moved to the quarantine area to ensure all firefighting waters will be contained within the site.

7.2.2 Surrounding wastes would be moved using the onsite plant and will only be moved to the quarantine area if safe to do so.

# 8 Fire detection procedure

## 8.1 Fire detection

8.1.1 There are no proposals to install an automated detection system on site as it is considered the following measures are ample given the scale and proportion of the site, the amount of waste stored on site and the duration of which it is stored i.e. visual monitoring by site operatives 24/7, a fire watch prior to cessation of waste management activities, Area 1A is typically clear out-of-hours and the onsite 24/7 CCTV. In addition, the operator can attend the site in the event of any incident. These methods will ensure that there is sufficient monitoring at the site.

8.1.2 In the event of a fire or signs of fire from the site, the site manager or TCM can call other staff and be at the site within 10 minutes to commence fire-fighting procedures.

8.1.3 Given the nearest fire station is situated approximately 3.4 miles away from the site. The response time is expected to be within 10 minutes, it is therefore considered the FRS would be available to attend an emergency call within 10 minutes to assist the emergency contact in supressing and controlling the fire using their expertise and appliances.

## 8.2 Manual detection/on-site detection

8.2.1 If a fire is detected or suspected by a member of staff, it must be immediately reported to the site manager or TCM. The site manager will then conduct the following procedure:

a) Raise the fire alarm (if not already done by another staff member).
b) Initiate evacuation of staff and visitors on site to the meeting point and instruct delegated person(s) to conduct a roll-call to ensure all site users are accounted for.
c) Assess the intensity and scale of the fire and make a judgment as to whether the fire can be managed without the requirement for assistance from the emergency services i.e. using the hose or fire extinguishers.
d) If viable and safe, instruct necessary site staff to commence extinguishment.

# 9 Fire response procedures

## 9.1 Response procedure

9.1.1 Further to the measures in Section 8, the following procedures would apply in the event of a fire at the site:

a) Call the Fire Response Service (FRS) immediately using 999.
b) Call the EA's Emergency Contact Number.
c) A suitably trained employee will initiate fire water containment measures to close the site's surface water drainage system (see Section 11).
d) Prior to the FRS arriving, inform all neighbouring premises likely to be affected.
e) If not previously informed, senior management of the company will be informed at this point of the details, nature and extent of the fire and whether assistance from staff from other depots is required.
f) Ensure access routes are clear.
g) If safe to do so, site management will inspect the location of the fire, to identify immediate risks to surrounding premises and the FRS.
h) Ensure operators of appropriate machinery are standing by in a safe location to help create fire breaks, under the direction of the FRS when they arrive.
i) Site management will identify themselves to the FRS as soon as they arrive on site and will provide them with a copy of this document and update them with relevant information that will assist them in dealing with a fire more effectively.
j) Implement pollution control measures if safe to do so (see Section 11).

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

## 9.2 Staff/Visitor Response Procedure

9.2.1 The following quick actions will be undertaken by site operatives where a fire is detected or suspected on site:

a) Don’t panic
b) Inform the site manager or technically competent manager immediately
c) Raise the alarm (if not done so already)
d) Do not try to tackle the fire yourself unless you are trained in doing so and you are sure of the nature of the fire
e) Leave the site using the nearest exit as quickly and as orderly as possible
f) Assemble at the specified fire assembly point
g) The site manager or delegated operative will be in charge of calling the emergency services on “999" and ensuring that all persons who were working in the building are assembled safely
h) Do not return to the site until you have been given the ‘all clear’ by the emergency services and/or site management / responsible person.

## 9.3 Evacuation of Staff (and Drill Procedure)

9.3.1 An evacuation plan has been formulated for the site and all operational staff will be made aware of the actions through site inductions, refresher training, toolbox talks etc.). The fast and effective evacuation of staff to the fire assembly point will increase safety on site and limit the impact of a fire on any persons on site.

9.3.2 Fire drills will take place every 12 months and 1 month after site operations commence to ensure evacuation times are acceptable and that site staff remain informed of evacuation procedures.

9.3.3 The drill will be a simulation of an emergency with the location of a mock fire notified to staff in order to test the response speed in deploying pollution control equipment and ensure all firefighting equipment is sound. The fire check form may also be completed and a detailed report of the outcome of the exercise will be prepared to assist with staff training.

## 9.4 Access for emergency services

9.4.1 The site is located off Rawreth Lane, and the access road provides direct access to the site for the emergency services with the nearest Fire Station situated 3.4 miles away from the site. The response time is expected to be within 10 minutes.

9.4.2 The width of the surrounding roads and gateway exceeds the minimum required by the FRS which is 3.7m as shown on Drawing No. 3110-001-03. Site management will also ensure the 3.7m access routes are maintained throughout the working day and before cessation of works during site inspections.

9.4.3 Access routes for emergency services around the site are clearly shown on Drawing No 3110-001-03.

## 9.5 Notifying nearby properties

9.5.1 As it isn't feasible for a contact number to be provided for every individual residential business/commercial receptors within 1km, the site would contact the LA, the Environment Agency, Police and the Fire & Rescue Service who would co-ordinate an approach once staff from T J Cottis Transport Limited have contacted them by phone and/or email. It is considered human receptors within 200m will hear alarms from site and be able to see signs of smoke so they can take appropriate actions as they see necessary.

9.5.2 The most sensitive receptors (i.e. the closest business receptors to site) have been included within the table and will be contacted by staff from T J Cottis Transport Limited in the first stages of a co-ordinated approach.

**Table 9.1 - Receptor Contact Information**

| CONTACT | DESCRIPTION | CONTACT NUMBER |
|---|---|---|
| RRR Recycling Solutions Ltd | Adjacent business receptor | 07789172753 |
| Tuckwells | Adjacent business receptor | 01268783311 |
| Makro | Nearby Large Business receptor | 01268642421 |
| Rayleigh Leisure Centre | Nearby leisure receptor | 01268654510 |

9.5.3 Once Emergency Services arrive on site i.e. FRS, Police, the lead authority (usually the Police) will co-ordinate a systematic approach to ensure all the relevant sensitive receptors within 1,000m are notified. This will involve telephone calls, personal visits (knocking on doors if practical). In addition to this, the Emergency Services would also publicise the fire on their Social Media outlets and contact local news websites and radio broadcasters who can also provide updates on the incident.

9.5.4 The police with the assistance of ECSS and any other attending authority will ensure all relevant properties are informed of the fire event and given clear instructions of the actions they need to take.

# 10 Suppressing fires & water supply

## 10.1 General

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

10.1.2 Containers at the site can and will be dragged away to an alternative area at site during a potential fire event to reduce the spread of a fire, it has therefore been considered that the largest stockpile on site would be located in **Area 1A** equating to <82m$^3$ and to extinguish within 3 hours it would require approximately 98,450 (98m$^3$) of water requiring a flow of approximately 547 litres per minute based on the calculation provided in the table below.

**Table 10.1 - Water supply calculations**

| Maximum pile volume in m$^3$ | Water supply needed in litres per minute | Overall water supply needed over 3 hours in litres | Total water required to extinguish fire |
|---|---|---|---|
| 82 | 82 x 6.67 = 547 | 547 x 180 | 98,450 (98m$^3$) |

## 10.2 External suppression - fire hydrants

10.2.1 Due to the location of the site within an industrial/commercial area, there is a hydrant in proximity to the site as detailed on Drawing No 3110-001-04, these may be used as the main form of suppression; the site also has access to large quantities of inert material which may also be used as a form of suppression.

## 10.3 On-site suppression measures

10.3.1 There are fire extinguishers located on the site which can be deployed in the event of an incident to tackle the fire or for fire suppression in the intervening time between discovery of the fire and the arrival of the FRS.

10.3.2 Mobile plant listed i.e. excavators, loading shovels will be used to move waste to the quarantine area and away from waste that is on fire to prevent it from spreading. The waste

will be kept here until the fire has been extinguished. The site may also fill this quarantine container with water and load burning waste into it.

10.3.3 The operator has access to large quantities of inert, non-combustible material and using the loading shovel, the material can be scooped and dropped on the fire to smother and reduce the oxygen. Using inert materials to extinguish/suppress a small fire would be preferable to using water as this method minimises the need to deal with potentially contaminated firewater. If this method is used, the residual material would be sent to a suitably permitted site.

## 10.4 Alternative measures

10.4.1 The site will implement the following alternative measures at the site:

- The waste will be constantly monitored throughout the working day by staff trained to identify the risks of fire and raise any issues at an early stage.
- The site will only be storing small amounts of combustible waste at the site;
- Area 1A is the pile most susceptible to ignition/combustion; this area is cleared by the end of the working day;
- The separate recyclables will have already been subject to rigorous sorting so are unlikely to contain any hot loads or incompatible waste which could lead to a spark or overheating causing a fire;
- A fire-watch will be implemented prior to cessation of waste processing activities to ensure that there is no potential risk of ignition outside of operational hours;
- The CCTV is operational 24/7, site management can view the CCTV remotely at any time to monitor the site, the operator can attend the site immediately in the event of an incident.
- The combustible waste is not stored for longer than 1 month which is nearly 2 months less than the guidance permits.
- The operator intends to keep stored wastes to an absolute minimum at all times.
- The building has direct access into the storage areas by mobile plant to remove burning material or material at risk of catching fire.

- It is also worth noting that the site is located in close proximity to a fire station and in the unlikely event of a fire, the FRS would be able attend the site immediately.

# 11 Managing fire water

## 11.1 Drainage

11.1.1 All combustible wastes will be stored on a concrete pad.

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

## 11.2 Containment of fire water

11.2.1 As detailed in Section 10, the largest pile would require containment for approximately 98m$^3$ of water in accordance with the FPP guidance.

**Table 11.1- Firewater Containment Calculation**

| Volume of Water (m$^3$) | Containment Area (m$^2$) i.e. external yard and buildings (approx) | Containment Required | Total Containment |
|---|---|---|---|
| 98 | 3130 | 98/3130 = 0.03m | 0.15m via perimeter walls and boom over site entrance (0.03m – containment required) |

11.2.2 In the event water is used for suppression, all surface water would be contained on site within the perimeter walling comprising concrete walls with sleepers above and booms placed over the yard entrance (<0.15m) to ensure that any fire water is contained on site.

11.2.3 It is clear from the above, the total containment volume available far exceeds the amount of fire water likely to be generated during a worst-case scenario fire; therefore, it is considered that this requirement of the FPP guidance has been met.

11.2.4 **Measure to reduce fire water** – The site will typically use alternative measures i.e. smothering the fire with inert to reduce the amount of water used to fight a fire and reduce the amount of water which needs to be contained on the concrete pad.

## 11.3 Darcy Poly Boom deployment procedure

11.3.1 A roll of poly boom will be located within the workshop or office. These would be deployed in the event of a fire and positioned as per the Layout & Fire Plan to contain any fire water runoff from the site in the event of an incident. The polybooms have a 160mm diameter tube each side.

11.3.2 A key member of senior staff will be responsible for arranging the deployment of the poly booms and will be trained in this procedure.

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

a) Take the boom roll from the site office;
b) Emplace the boom as shown on the Layout & Fire in the Annexe by rolling the necessary length;
c) Use supplied cable ties (also available in the site office) to seal the front end of the boom;
d) Using a sharp knife, cut the laid out section from the remaining roll;
e) Using the Hose Reel, begin filling the first of the two chambers of the boom being sure to elevate the ‘fill’ end to prevent the water leaving the tube;
f) Once the first chamber is filled, repeat in second chamber ensuring the ‘fill’ end is kept elevated to prevent escape of water;
g) When both chambers are full the ‘fill’ end should be sealed using a cable tie thus completing deployment.
h) Typically, one side of the roll would be filled which has a 160mm diameter,

11.3.4 The above process should be completed as above for all lengths of boom.

## 11.4 Removal of fire water

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

11.4.2 The operator would also contact the water company to see if the fire water could be discharged into the foul system; this would obviously depend on the type of fire and the contamination of the fire water.

## 11.5 Removal of inert waste used for suppression

11.5.1 If inert waste was used to smother a fire, the operator will dispose of the waste at a suitably permitted site.

# 12 After an incident

## 12.1 Contingency Planning

12.1.1 The operator services a large number of regular waste collection contracts (i.e. trade waste collection rounds).

12.1.2 In the event of a fire the site will cease accepting waste. All drivers who are waiting to deliver wastes to the site or are on approach to the site during a fire will be notified by site admin staff and any who arrive without prior notification will be turned away. During any periods of site shutdown due to a fire incident, all waste deliveries will be delivered directly to alternative waste facilities in the borough. This would essentially be reverting to the pre-existing situation (prior to the issue of the permit) where all waste collection vehicles which operate from the site deliver waste directly to the onward waste recycling/processing facilities.

12.1.3 The site will not be reopened for the acceptance and bulking/treatment of waste until the post-fire site recovery procedures outlined in the section below have been fully implemented.

## 12.2 Site decontamination

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

a) Using a bowser, all standing fire water should be sucked up and taken off site or stored in a tank/bowser prior to removal off site.
b) Using all available resources, manually clean out surface water gullies removing the debris to the pile of fire damaged waste for removal to landfill or permitted site.
c) Using a road sweeper, sweep the yard (damp as required using the bowser) until all ash and clinker has been removed.
d) All debris has now been isolated and all contaminated water holding areas have been cleaned and emptied.

e) Wash the yard down in its entirety using clean water, or allow a reasonably heavy rain shower to wash the yard down.

f) It is at this stage that site management should decide whether it is appropriate to remove the surface water protection measures or repeat areas of the clean-up.

12.2.2 If the clean-up operation has been deemed complete, the surface water protection measures can now be removed. This will be achieved using the following methods:

a) Remove any temporary bungs and re-open the shut-off valve.

b) Surface water discharge from the site is now possible the next time it rains to discharge to the sewer. Ensure that surface water checks are made during the next rainfall event to validate that clean-up has been undertaken satisfactorily. Record all findings and actions in the site diary.

c) Account for all consumables that have been used in the fire and re-order / replace immediately.

d) Restack, and re-locate all items used for the surface water protection during the fire to their storage locations ready for future deployment.

e) Check monthly that items are still present and correct and still serviceable for use in an emergency.

12.2.3 The operator will liaise with the EA throughout the event ensuring they are satisfied with the clean-up programme and the operator will gain agreement on when the site can begin accepting waste again.

## 12.3 Post fire site recovery

12.3.1 If a recovery procedure is required, the operator would instigate the following;

a) Remove damaged material to a permitted facility that is able to deal with it legally.

b) Ask engineers to carry out repairs on any plant, vehicles and/or infrastructure.

c) Assist the FRS with the fire investigation and where necessary engage the advice from a professional fire consultant.

d) Review the FPP and EMS procedures and improve upon where found deficient.

e) Review training requirements for staff.

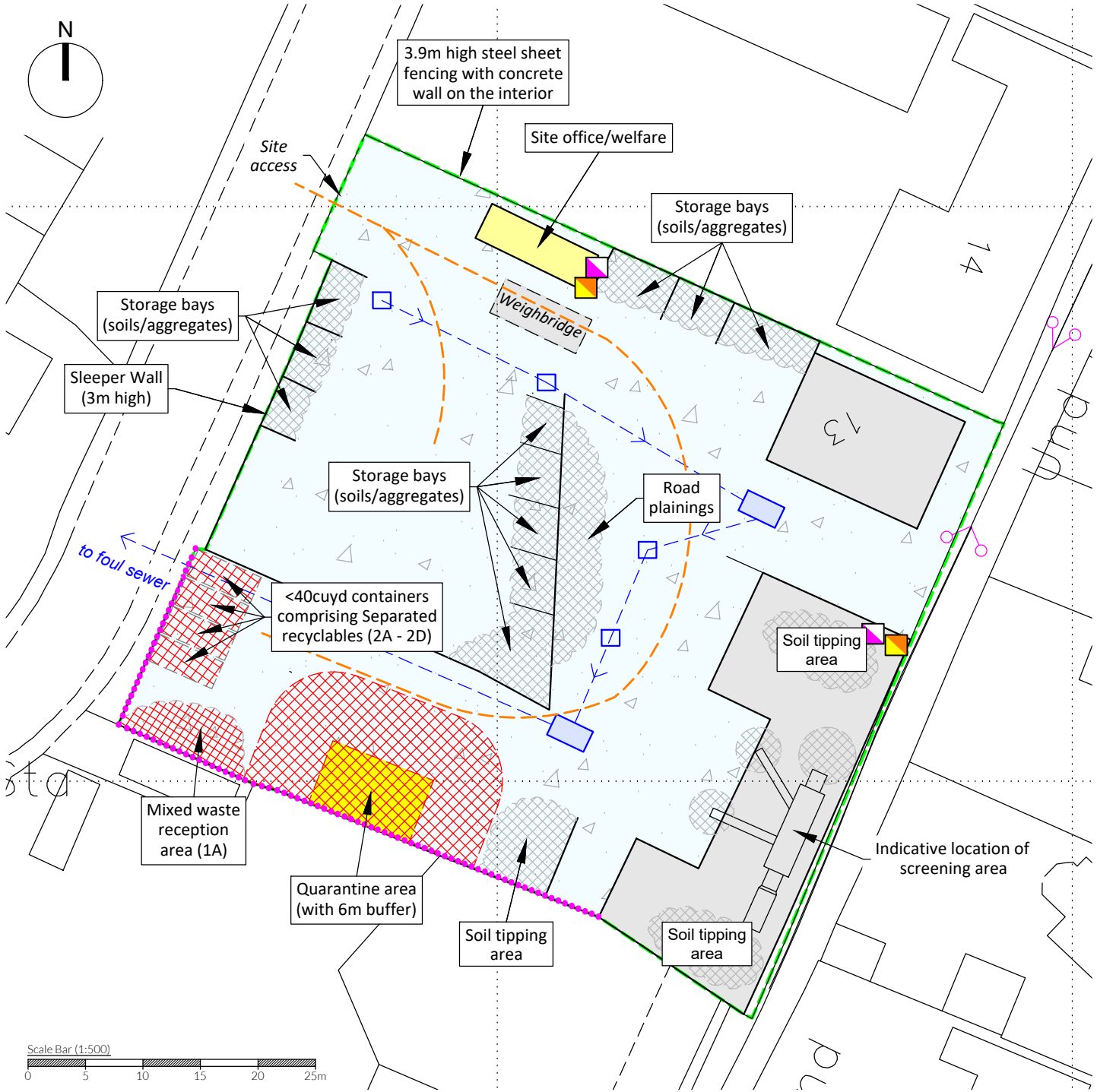
f) Assess whether further preventative measure could be implemented.

g) Ensure all fire equipment, where used, is replenished.

12.3.2 Remove fire water to a permitted facility for disposal.

# Appendix I

# Drawings




NOTES



REVISION HISTORY

| Rev: | Date: | Init: | Description: |
|---|---|---|---|
| - | 13.07.22 | IA | Initial drawing |
| A | 05.01.23 | IA | Drawing updates |
| B | 12.04.24 | IA | Operational changes |
| C | 17.04.24 | IA | Operational changes |
| D | 05.06.24 | IA | Drainage added |

KEY:

- Permit boundary
- Concrete surface
- Combustible waste storage areas
- Denotes perimeter wall comprising approximately 4m high concrete wall or sleeper wall with approximately 1.9m high micro-dust netting above.
- Access route for emergency vehicles
- Spill kit
- Firefighting equipment (extinguishers, booms etc.)
- Drainage
- Surface water drain
- Interceptor

TITLE:
SITE LAYOUT PLAN

CLIENT:
T J Cottis Transport Limited

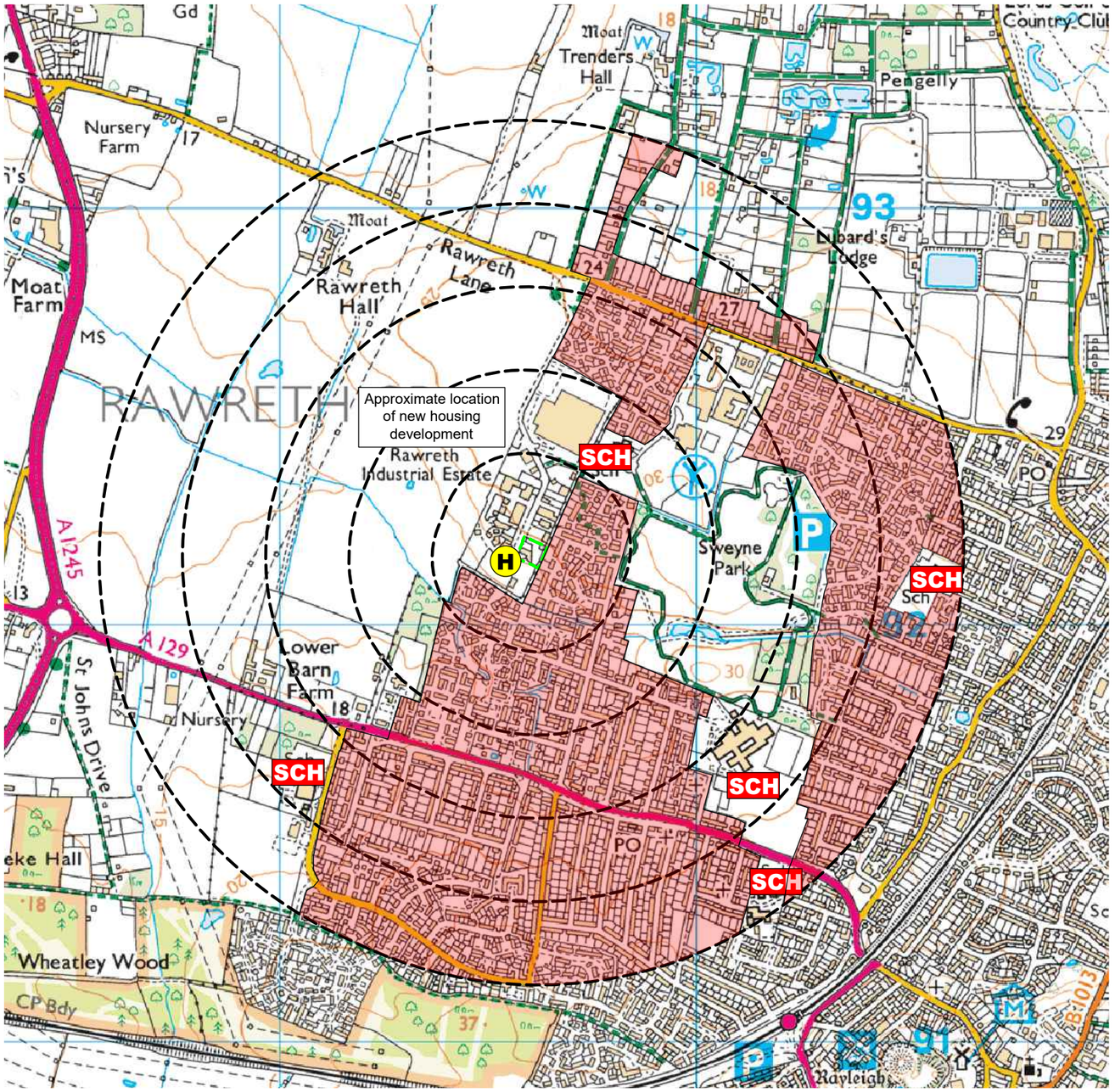
PROJECT/SITE:
Unit 13 Rawreth Ind Estate, Rawreth Lane, Rayleigh, Essex, SS6 9RL

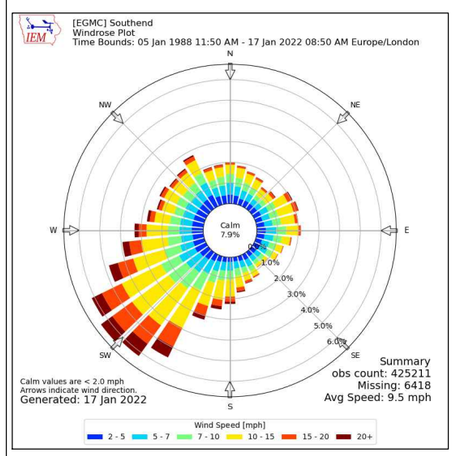
| SCALE @ A4: | CLIENT NO: | JOB NO: |
|---|---|---|
| 1:500 | 3110 | 001 |
| DRAWING NO: | REV: | STATUS: |
| 3110-001-03 | D | Issued |
| DATE: | DRAWN: | CHECKED: |
| 05.06.24 | IA | IA |

Oaktree Environmental
Waste, Planning & Environmental Consultants

**KEY:**

- Permit boundary
- Main River
- Surface water body (river / stream / pond / pool / lake)
- Workplaces (includes agriculture industry, commerce and retail)
- Areas with mix of residential, retail and commercial properties
- Residential blocks
- Class A roads
- Class B roads
- Class C roads
- Nearest fire hydrant
- Railway line
- School
- Woodland areas
- Protected sites (Ramsar, SSSI, SPA, SAC)
- Nature reserves




Compass Wind Rose for Southend
(EGMC) Period 1988-2022
*- source: Iowa State University*

Scale Bar (1:12,500)

0 km 500 m 1 km

**NOTES**

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



REVISION HISTORY

| Rev: | Date: | Init: | Description: |
|---|---|---|---|
| - | 13.07.22 | IA | Initial drawing |
| A | 12.04.24 | IA | EA comments |

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants

**DRAWING TITLE**
RECEPTOR PLAN

**CLIENT**
T J Cottis Transport Limited

**PROJECT/SITE**
Unit 13 Rawreth Ind Estate, Rawreth Lane, Rayleigh, Essex, SS6 9RL

| SCALE @ A3 | CLIENT NO | JOB NO |
|---|---|---|
| 1:12,500 | 3110 | 001 |

| DRAWING NUMBER | REV | STATUS |
|---|---|---|
| 3110-001-04 | A | Issued |

| DRAWN BY | CHECKED | DATE |
|---|---|---|
| IA | - | 12.04.24 |

**Lime House, Road Two, Winsford, Cheshire, CW7 3QZ**
**t: 01606 558833 | e: sales@oaktree-environmental.co.uk**

# Appendix II

# Record Keeping Forms

## T J COTTIS TRANSPORT LIMITED
## SITE INSPECTION FORM (MINIMUM TWICE DAILY)

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **DAY →** | | | | | | | |
| **TYPE OF INSPECTION ↓** | TIME OF INSPECTION (START) | | | | | | | |
| | **TIME OF INSPECTION (FINISH)** | | | | | | | |
| EMERGENCY ACCESS | | | | | | | | |
| SECURITY - GATES | | | | | | | | |
| SECURITY - FENCING | | | | | | | | |
| SITE ROADS / SURFACES (CLEAR FROM HAZARDS) | | | | | | | | |
| WASTE CONTAINERS | | | | | | | | |
| WASTE TYPES - COMPATIBILITY | | | | | | | | |
| COMBUSTIBLE WASTE STORAGE (WITHIN PROPOSED LIMIT) | | | | | | | | |
| COMBUSTIBLE WASTE STORAGE (AWAY FROM POTENTIAL IGNITION SOURCES) | | | | | | | | |
| FIRE FIGHTING EQUIPMENT EG FIRE EXTINGUISHERS, HOSE REEL | | | | | | | | |
| STAFF ON SITE HAVE RECEIVED FIRE SAFETY TRAINING | | | | | | | | |
| CONCRETED AREA AND SEALED DRAINAGE (INTEGRITY) | | | | | | | | |
| DRAINAGE / GULLIES FUNCTIONING | | | | | | | | |
| HOT EXHAUSTS FIRE WATCH | | | | | | | | |
| NO SMOKING SIGNS IN PLACE | | | | | | | | |
| QUARANTINE AREA CLEAR | | | | | | | | |
| WELFARE / OFFICE FACILITIES | | | | | | | | |
| ELECTRICAL APPLIANCES AND CABLING CHECK | | | | | | | | |
| HOT EXHAUSTS FIRE WATCH (DUST/FLUFF CLEANED REMOVED) | | | | | | | | |
| LITTER (I.E. LOOSE COMBUSTIBLE WASTE MATERIALS) | | | | | | | | |
| REJECTED WASTE TYPES / STORAGE | | | | | | | | |
| FIRES (ANY INCIDENTS REPORTED) | | | | | | | | |
| PLANT/EQUIPMENT MAINTENANCE CHECKS | | | | | | | | |
| DUST | | | | | | | | |
| TRAINING RECORDS | | | | | | | | |
| OTHER (SEE NOTES BELOW) | | | | | | | | |
| INSPECTION CARRIED OUT BY | | | | | | | | |
| **NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):** | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

## T J COTTIS TRANSPORT LIMITED
## PREVENTATIVE MAINTENANCE CHECKLIST

| | |
|---|---|
| **CHECKED BY** | **POSITION** |
| **DATE** | **DATE OF LAST CHECKLIST** |

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

# T J COTTIS TRANSPORT LIMITED - EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **EMPLOYEE NAME** | | | | | **DATE** | | | | | |
| **POSITION** | | | | | **REVIEW DUE** | | | | | |
| **TRAINING CARRIED OUT BY** | | | | | | | | | | |
| **POSITION** | | | | | | | | | | |
| **TRAINING REQUIRED** | **GENERAL OPERATIVES** | | **DRIVER** | | **PLANT OPERATOR** | | **YARD MANAGER** | | **TECHNICALLY COMPETENT MANAGER** | |
| **CARRIED OUT?** | Y/N | SIGNED BY EMPLOYEE | Y/N | SIGNED BY EMPLOYEE | Y/N | SIGNED BY EMPLOYEE | Y/N | SIGNED BY EMPLOYEE | Y/N | SIGNED BY EMPLOYEE |
| **SITE RULES AND INFRASTRUCTURE** | | | | | | | | | | |
| **EMERGENCY PROCEDURES** | | | | | | | | | | |
| **FIRE SAFETY/ FIRE FIGHTING** | | | | | | | | | | |
| **RECOGNITION OF WASTE TYPES** | | | | | | | | | | |
| **RECOGNITION OF MAXIMUM PILE SIZE** | | | | | | | | | | |
| **RECOGNITION OF MAXIMUM STORAGE DURATION** | | | | | | | | | | |
| **FIRE DETECTION - EARLY SIGNS I.E. VISUAL/SMOKE** | | | | | | | | | | |
| **STORAGE AREAS/LIMITS** | | | | | | | | | | |
| **FIRE FIGHTING EQUIPMENT & ALARMS** | | | | | | | | | | |
| **FIRE WATER CONTAINMENT MEASURES, DRAIN MATS, PENSTOCK VALVE** | | | | | | | | | | |
| **PLANT / VEHICLE CHECKS (Preventative Maintenance)** | | | | | | | | | | |
| **PLANT OPERATION - LOADING PLANT** | | | | | | | | | | |
| **FIRE PREVENTION PLAN, MANAGEMENT SYSTEM & PERMIT** | | | | | | | | | | |
| **SPILLAGE/CLEARANCE MEASURES** | | | | | | | | | | |
| **OTHER 1 (PLEASE SPECIFY)** | | | | | | | | | | |