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VERSION: 1.4

FIRE PREVENTION PLAN

Veolia Stoke
Waste Transfer Station

Contents

The following drawings form part of this document:

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- VES_DTO_STOKE_300_007 Rev A - Stoke WTS - Fire Water Retention Plan
- VES_DTO_STOKE_300_008 Rev A - Stoke WTS - Site Location Plan Permit
- VES_DTO_STOKE_100_008 Rev A - Stoke WTS - Key Receptor Plan

1. Operation Overview

The Stoke Transfer Station is a site which transfers non-hazardous wastes for recovery and disposal elsewhere. The waste transferred is primarily from our commercial, industrial and public sector customers in the surrounding area. No waste treatment is carried out at the site. The transfer station is designed to transfer up to 75,000 tonnes of waste per annum.

The site layout is shown on drawing VES_DTO_STOKE_300_005 Rev A - Stoke WTS - FPP Drawing. The transfer building is fully enclosed and located on an impermeable concrete base with a sealed drainage system. The drainage is shown on drawing ref VES_DTO_STOKE_300_006 Rev A - Stoke WTS - Proposed Drainage Drawing.

1.1 Waste Inputs

The procedures applicable to waste flow at the site are:

- Transfer Station Operational Control Procedure (Ops/2/007)
- Daily Transfer Station inspection Form (SYS/2/015/003)
- Weighbridge Ticket (VES 800 - 01/16)
- Waste Duty of Care (SYS/2/018)
- Hot Loads Procedure (Stoke/TS/HLP)
- Fire Evacuation Plan (Stoke/Site/FEP)

No waste is sorted or processed on site. It's tipped in the appropriate waste bay, checked and pushed up into the pile and loaded onto bulk vehicles. All vehicles entering the site must report to the weighbridge/reception for identification and site instructions. All Duty of Care documentation must be provided and checked as being in order before vehicles are directed to the tipping hall.

The Transfer Station staff must ensure:

- Only wastes as specified in the Environmental Permit (EPR/CB3906TM) are deposited in the Stoke Transfer Station.
- If non-conforming waste (other than Asbestos) is received, where possible, the

haulier will be instructed to remove the waste from site and the Facility Manager will inform the Environment Agency.

- If non-conforming waste is identified in the tipping hall and it is not possible for the haulier to be identified and therefore remove the waste, the non-conforming waste will be moved to the quarantine area (Bulk loading bay) and the Environment Agency informed. The waste should be removed from site as per the guidance given by the Environment Agency.

The Hot loads procedure requires:

- Transfer Station operatives to receive fire extinguisher & fire marshal training
- Quarterly fire / emergency drills to take place to ensure all operatives are aware of the procedure and what their role is
- ALL loads coming onto site are recorded & all duty of care documents provided
- Only wastes as specified in the Environmental Permit and by the Environment Agency are deposited in the Transfer Station.
- ALL incoming and outgoing loads are visually inspected to ensure there are no signs of excessive heat or the potential of a fire, e.g smoke, smell of burning
- Stop the delivery of any load with the potential for causing a fire
- Report any situation that has the potential for causing a fire within the waste
- There are no loaded bulk vehicle left overnight outside the transfer station
- Complete the DAILY FIRE WATCH CHECKSHEET and ensure temperature reading is taken and recorded at the end of each day.
- Raise the alarm and comply with the Fire Evacuation Plan if a fire is spotted within any waste stream
- Investigate the cause of any fire or potential fire
- Record all near misses / potential fires and fires on AVA

Waste is processed in an efficient manner to ensure prompt turnaround to reduce any possible emissions to air and / or heat build-up.

All waste arriving on site is deposited into one of the seven input bays with a maximum operating capacity of 280 cubic meters. These bays are used for storing general waste, C grade wood, card, Dry Mixed Recycling (DMR), food and Glass. Due to the short turnaround

times, turning the waste is not considered necessary, the oldest waste is removed first to reduce the potential of heat buildup or environmental / amenity issues such as odour and vermin.

Waste is normally processed in the order delivered, unless wastes have been delivered with a higher odour potential which needs to be processed first.

The shovel operator manages the seven bays so that waste can be treated in a first in first out basis. Where municipal wastes have been received that have been assessed as containing higher levels of potentially odorous materials, consideration will be given to prioritise the processing of these wastes where necessary.

Any incorrectly declared deliveries will be quarantined immediately and dealt with in line with local procedures and guidance as detailed in the Management for Contaminated and Non conforming Waste procedure.

1.2 Storage & Loading

The seven bays are designed to hold the required cubic meters of waste.

All perimeter walls in the Waste Transfer Station are formed from pre-cast concrete to 4m High, the divisional walls between the waste piles are constructed from Legato type interlocking blocks, these blocks have an individual width and height of 800mm at 1600mm long and are constructed to a height of 4m.

The external bays are also constructed from Legato type interlocking blocks to a height of 4m. The construction of the walls / bays results in a 120 minute fire rated structure to prevent the spread of fire between materials and enable any fire to be contained within the bay.

Containers will be used to store scrap metal and food waste.

The nature of the waste streams transferred do not suffer adversely from seasonal variations and therefore a consistent input and output is obtained throughout the year.

2. Managing Common Causes of Fires

2.1 Arson

The permitted area is securely fenced around its entire perimeter with 1.95m high metal Palisade fencing, along with steel lockable gates across the entrance and exit. In addition the site has remote 24 hour CCTV coverage with complete out of hours coverage provided by Absolute Digital Solutions Ltd (ADSL), 0161 684 7773, www.absolutesystems.co.uk. There is also an infrared camera system installed in the transfer station. This is also covered by ADSL.

Any unauthorised access would be detected and trigger an intervention either by VES staff, security staff, Police or other enforcement agency responder as appropriate to the ingression on site.

2.2 Plant & Equipment

All vehicles, yellow plant and equipment will be maintained in accordance with manufacturer's recommendations.

The site, including all yellow plant and equipment will be subject to a recorded daily check to confirm there is no build-up of loose combustible waste, dust and fluff. Daily checks are recorded for the site as a whole and all vehicles.

A daily check sheet is completed for all static and mobile yellow plant If an issue is identified then a defect sheet is completed, passed onto the maintenance team and recorded on line in the electronic management system. Once appropriate repairs are completed the defect sheet is signed off and filed in the relevant plant folder.

Unused Yellow plant and plant maintenance will be kept away from stored waste during operational hours. Repairs will be carried out outside the transfer station building and during non operational hours all mobile yellow plant will be stored outside the transfer station building.

All electrical installations repairs and maintenance will be carried out by suitably qualified electricians certified to NICEIC. Fixed wiring is completed every 3 years (last completed

19.05.2020) and electrical appliance testing is carried out annually.

Portable appliance testing is carried out annually and fixed electrical systems are checked every 3 years.

2.3 Smoking Policy & Procedures

Veolia operates a Smoking Free Policy and has Smoking Free Procedures in place for the Stoke Transfer Station facility. The designated smoking area is located outside the depot to the front of the main entrance.

2.4 Hot Works & Ignition Sources

Hot works are carried out when required by external contractors and will be subject to a job specific risk assessment supplied by the contractor.

The site also conducts fabrication of large containers. The area for these hot works is positioned over 30 meters away from the transfer station, so there is no real chance of any stray spark making its way to the transfer station. The fabrication process has a hot works procedure.

Gas cylinders are stored on site for the container maintenance activities. They are stored in metal cages outside the workshop which sits on the opposite side of the Transfer Station building, as shown on drawing VES_DTO_STOKE_300_005 Rev A - Stoke WTS - FPP Drawing.

Site operatives are on continuous fire watch throughout operational hours and are trained in the signs of self-heating items and fire by means of external training and tool-box talks where needed.

Specific fire watch inspections are completed 3 times a day with one of the inspections included as part of the site shutdown / closure procedure at the end of each shift. Every fire watch includes the inspection of hot exhausts and engine parts. This is all recorded on the “Daily Fire Watch Checklist”.

There are no naked flames, space heaters, incinerators, or other sources of ignition within 6m of any potentially combustible waste.

There is a l fuel storage tank situated just outside the transfer station by the second fire exit. The tank will be routinely inspected for leaks and spills. In the event of a fuel spillage the Spill Response Procedure will be followed.

2.5 Cleaning Regime

Daily site inspections are carried out for the build-up of loose combustible waste, dust and fluff. Any areas identified by the inspection are cleaned as soon as reasonably practicable. The inspections are carried out by the site supervisor and transfer station operative.

In addition to daily checks for dust & fluff, the site is fitted with a dust & odor suppression system around the key operational areas to prevent the build-up of airborne dusts & smells.

The dust & odour suppression system is subject to servicing and maintenance in line with the manufacturer’s recommendations. A maintenance contract is set up with the manufacturers.

All yellow plants are cleaned down of dust, fluff and loose material at the end of each working day, or sooner if required and identified by the fire watch inspections throughout the day.

All yellow plants are maintained in line with manufacturer recommendations and regular service intervals carried out. All yellow plant vehicles are inspected on a daily basis and records of checks and defect reporting will be recorded. Alternative yellow plant will be hired at short notice should it be required.

3 Preventing Self Combustion

3.1 Stock Rotation & Storage Times

DMR, card & general waste will remain in the transfer station bays no longer than 2 - 3 working days. Food waste will be removed from the dedicated bay within the transfer station by the end of the working day.

Wood and glass which will be stored in the external bays will generally be stored for up to 14 days. Food waste will be stored outside in a separate enclosed leakproof container that will remain on the site for no longer than 5 working days. Scrap metal will be stored in a container outside that will be taken once a month as a minimum.

3.2 Temperature Control & Monitoring

Due to the rapid turnaround of waste, detailed in section 3.1 and stock rotation procedures described in section 1.1, heat build-up is considered to be unlikely.

In addition to the CCTV cameras which cover both the external bays and transfer station, the transfer station building is fitted with thermal imaging surveillance cameras that are also monitored 24 hours a day.

As a precaution, waste piles will be visually monitored throughout the working day for signs of heat build-up and signs of combustion. If any waste material is showing signs of self heating then the waste will be first turned over to eliminate the risk or taken to the quarantine area (external yard) for further inspection and monitoring. The waste will be spread out within the quarantine area so that a detailed inspection can be carried out. If no evidence of heating or elevated temperature is found the waste will be returned to an input bay for reprocessing. In the event that there is any evidence of self heating identified during inspection in the quarantine area the waste will be dowsed using fire extinguishers, fire hose or the fire service called based on the judgement of the duty manager and the fire marshal. Once the duty manager / fire marshal is satisfied that there is no longer a risk of further self heating / combustion the waste will be returned to an input bay for reprocessing or storage.

4 Waste Piles

Waste is stored in defined bays, the material storage height is limited to a maximum of 3m high in each bay and is retained within the depth of the bay to prevent migration of fire. The maximum material operating storage capacity of each bay is shown in the table below. Bay arrangements are set out in drawing ref: VES_DTO_STOKE_300_005 Rev A - Stoke WTS - FPP Drawing.

Table 1 - Bay dimensions and storage capacity

Bay number	Waste Type	Width	Depth	Height	Maximum material 'Operating' storage capacity for each bay
Bay 1	General Waste	11.0	8.5	3	**280m3**
Bay 2	General Waste	10.1	7.2	3	**218m3**
Bay 3	DMR	11.5.6	7.2	3	**250m3**
Bay 4	Card	6	5.5	3	**100m3**
Bay 5	Food	6.4	3.8	3	**73m3**
Bay 6 (external)	Wood	11	11	3	**230m3**
Bay 7 (external)	Glass	4.8	12.8	3	**145m3**
Container	Food	2.4	6.1	2.5	**30 m³**
Container	Scrap metal	2.4	6.1	2.5	**30 m³**

To prevent the spread of fire from bays containing combustible waste, waste height is managed to 3m and vertical and lateral freeboard is maintained at 1m where the pile intersects with the push wall and dividers. However during operational hours as waste is regularly being loaded and unloaded into storage bays by heavy equipment, pile height and freeboard will vary naturally as the waste interacts with the push walls, particularly as the bays reach capacity. During the day waste is regularly reformatted by vehicle operatives to maximise available freeboard with the aim being 1m. The risk of waste exceeding freeboard levels during the operational day is tolerable because the WTS is staffed constantly and immediate action can be taken at the first signs of an emerging fire. At the end of the shift waste is reformatted again to ensure it is left when the WTS is unoccupied with a minimum of 1m freeboard at the intersection with push walls.

5 Preventing Fire Spreading

5.1 Separation Distances

All waste is stored in the Transfer Station, with the exception of wood and glass which are stored in external bays, scrap metal which is stored in a ro-ro container and food waste which is stored in an enclosed and leakproof ro-ro container.

All waste stored in the transfer station is separated by fire walls made from concrete building (logo) blocks, the fire walls within the building are a minimum of 3 meters from the site perimeter, any other buildings and other combustible or flammable materials as shown in the FPP Drawing.

The external bays are also constructed of fire walls providing a 2 hour fire rating.

5.2 Fire Walls & Bays

All perimeter walls in the Waste Transfer Station are formed from pre-cast concrete to 4m high, the divisional walls between the waste piles are constructed from Legato type interlocking blocks, these blocks have an individual width and height of 800mm at 1600mm long and are constructed to a height of 4m. The construction of the walls results in a 120 minute fire rated structure, thus preventing the spread of fire between materials and enabling any fire to be contained within the bay.

The external bays are also constructed from Legato type interlocking blocks, these blocks have an individual width and height of 800mm at 1600mm long and are constructed to a height of 4m. The construction of the walls results in a 120 minute fire rated structure, thus preventing the spread of fire between materials and enabling any fire to be contained within the bay.

5.3 Quarantine Area

A quarantine area is located in the external yard and is capable of containing half the largest

stockpile of waste (140m^3 unprocessed waste). Its location is shown on the FPP Drawing ref VES_DTO_STOKE_300_005 Rev A.

The quarantine area is segregated from the stored materials and all existing buildings by 10m on all sides for fire control. The quarantine area is located on impermeable flooring and there is a hose pipe just outside the TS if needed.

In the event that the quarantine area is used, the site has an interceptor tank to contain any wash off water used or fluid that has escaped and can be isolated by means of a penstock valve to both the foul and surface water drainage systems.

6 Fire Detection

Regular visual Inspections of waste streams for signs of smoke and/or temperature checks are carried out as follows.

All loads arriving at the site are visually inspected as they arrive. If the load is noticeably or suspected to be on fire, if it is safe to do so, it will be rejected from site and the fire bridge called, if not, then the emergency plan will be implemented.

If the driver has already left, and it is safe to do so, the load will be reloaded and safely disposed of or be placed in the quarantine area to be dealt with safely. All incidents will be recorded with the load inspection sheet and recorded on AVA.

The Transfer building is fitted with two fire detection systems, one being an aspirating type smoke detection system that is connected to the fire alarm for the entire site. The second detection system consists of two thermographic cameras situated so that the interior of the Transfer station is fully monitored. The two detection systems are monitored 24hrs/day, 365 days/yr by EMCS and Absolute Solutions, who have direct access to the fire brigade if needed. The fire detection systems were designed, installed and is maintained in accordance with a UKAS accredited scheme. The maintenance of the system is covered by a maintenance contract covering maintenance as per manufacturer’s recommendations.

The exterior of the building is also fitted with CCTV coverage with 24 hour monitoring.

In the event of a fire being detected, All staff & operatives are to follow the Fire evacuation plan.

In addition, if the site is closed, the site management would be contacted and to attend the site. Operatives would also be available out of hours in the event of the need for Plant and machinery to be used / moved to assist the Fire Service.

Emergency contact procedures and contact details are contained within section 14.

7 Fire Suppression

The Waste Transfer Station (WTS) building is equipped with an automated fire suppression system (the position of the tank and pump house can be seen on the FPP Drawing). The fire system is proportional to the nature and volume of waste stored within the building and is designed in accordance with NFPA 13 Standards.

The fully automated equipment consists of 1 x 336m3 water tank which feeds 2 (two) automatic fire monitor units equipped with thermographic cameras, in the event of a fire the automated monitors will be fed with suppression water at a rate sufficient to supply 1867 litres / min for 180 minutes. The water supply is based on the worst case scenario of the largest waste pile catching fire (General Waste pile at 280m3) and compliant with section 16 of the FPP guidance for water supplies.

The fire tank water fill line is connected to the site water main and not to the hydrant system in Alderflat Drive.

The fire suppression system also incorporates a fire hydrant local to the WTS and vehicle yard. It is located by the fire water tank next to the external bays. This hydrant is linked to the Fire Suppression system and not to the hydrant located on Alderflat Drive. The fire suppression pump system enables the local WTS hydrant to discharge water at a rate of 2000 liters / min at 7 bar. The hydrant water supply is sufficient considering the worst case scenario of the largest outdoor waste pile catching fire (wood pile at 230m3) and compliant with section 16 of the FPP guidance for water supplies.

The automated fire suppression system is designed, supplied, installed, maintained and serviced in compliance with NFPA 13 Codes and Standards for the installation and operation of fire suppression systems.

8 Firefighting

In the event of a fire taking place within the permitted area, the most effective fire strategy would be to extinguish any fire as soon as possible and therefore a 'Controlled burn' would not be a favorable option.

The present on-site resources available for firefighting include, but are not limited to, transfer station fire suppression system, fire hydrant, fire extinguishers, wheeled telehandler waste moving shovel, 360 loading waste handler and 4 trained fire marshals. However it should be noted that the use of these resources prior to the arrival of the Fire Service will be limited by Health and Safety procedures. I.e. If the fire has the potential for putting life at risk, the fire will not be tackled and will be left to the fire brigade.

In addition to on-site resources, Veolia is a large waste management company and has the resources, including financial, to deal with a fire related incident and the subsequent aftermath such as contingency arrangements and fire water management.

All Veolia controlled vehicles using the site will be fitted with appropriate fire extinguishers.

Staffordshire Fire Service has 4 wholetime fire stations located close to the site:

- Longton Community Fire Station, 266 Uttoxeter Rd Longton - 01785 898030 - 10 minutes away
- Stone Community Fire Station, the Fillybrooks A34, Stone - 01785 898734 - 13 minutes away
- Hanley Community Fire Station, Lower Bethesda St - 0845 1221155 - 15 minutes away
- Newcastle Community Fire Station, Knutton Lane - 999 - 16 minutes away

9 Water Supplies

The site has a connected water feed of 25mm. This is for the transfer station fire suppression system, vehicle wash and general use.

The water meter and site water isolation point is positioned at the site entrance to the right hand site of the access. The nearest fire hydrant is located on Alderflat Drive - to the left hand side of the site entrance as you drive in and is located 58m from the site entrance.

The fire suppression system will also incorporate a fire hydrant local to the WTS and vehicle yard; this fire hydrant is linked to the Fire Suppression system and not to the hydrant located on Alderflat Drive. The fire suppression pump system will enable the local WTS hydrant to discharge water at a rate of 2000 liters / min at 7 bar.

10 Fire Water Management

In the event of a fire occurring in the Waste Transfer Station (WTS), the WTS is equipped with a stop log board system across all building door openings, the stop log board height across each door are designed to with-hold the height of the fire water that will accumulate in the building from the 336m3 fire water tank.

The stop logs consist of aluminum steel panels that can be stacked one upon the other to form a bulkhead, the bulkhead is supported within slots recessed into a fixed supporting pier at the end of the panel span. The stop log board system is fitted to the doors at the end of each working day in the event of a fire out of working hours.

The stop logs are designed to allow for the accumulation of 336m3 of fire water within the building as well as the lego block walls and material storage. The building has an internal footprint of 847m2, allowing for the lego block walls and material stored within the building, the stop logs have been installed to a height of 600mm.

The building precast panels have been externally sealed to a height of 1m to prevent egress of water through the structure.

In the event of a fire occurring at the site, drain closure valves (Penstocks) installed to the foul and surface water collection systems, located near to the site entrance will be closed to prevent any discharge from site.

In the event of a fire occurring within the external bays or containers, the penstock valves to the foul and surface water systems will be closed. A demountable flood barrier will be laid across the external yard as shown on drawing ref VES_DTO_STOKE_300_007 and two of the three stop log barriers will be installed to the WTS building. This will enable in excess of 280m3 to be captured on the slab.

Based on our maximum external stockpile size of 230m3, the minimum volume of fire water storage required has been calculated as follows:

6.67 l/min x 230m3 x 3 hours = 276m3 (Minimum External Fire Water Storage)

All fire water captured on the slab will be tankered off site and sent for disposal at a suitable facility.

VES_DTO_STOKE_300_007 Rev A - Stoke WTS - Fire Water Retention Plan highlights the area used to retain fire water and the location of the penstock valves for both scenarios, fire inside WTS Building and in external storage bays.

11 Amenity Issues

The Facility is located within the Newstead Industrial Estate as shown on the Site Location Plan Permit drawing ref VES_DTO_STOKE_300_008 Rev A.

The closest residential area is approximately 400 m north east of the Facility, as shown on the Key receptor Plan ref VES_DTO_STOKE_100_008 Rev A. The nearest protected habitat is King's and Hargreaves Woods SSSI which is located more than 2.5 km away from the site.

The facility is bordered to the East of the office building and entrance and to the North of the rest of the site with Flow Gas Facility (01782 644 354, Emergency 03457 200100), to the West by , EH Hassell & Sons Engineering (01782 644299) and to the East with Biffa transfer station (0800 307307).

There is also a communications pylon situated in the South east corner, that is only accessible from the Veolia yard.

Flow Gas have 4 large LPG gas tanks, operating a Liquefied Petroleum Gas (LPG) storage, cylinder filling and distribution terminal The main bulk LPG storage on site consists of three 25 tonne vessels used to store Commercial Propane and one 25 tonne vessel which is used to store Commercial Butane. These vessels are supplied by road tankers operated by Flogas or LPG suppliers. Propane is pumped to the tanker bay where it is loaded into road tankers for delivery to bulk customers. Both propane and butane are pumped to the cylinder filling building to fill cylinders. Full and empty cylinders are also stored on the site ready for filling or distribution. The principal hazard of LPG is that its vapors form extremely flammable or explosive mixtures when mixed with air and there may be serious effects in the event of a significant loss of LPG during operations. We have the emergency plan for the FlowGas site next door on our site.

There are no unusual issues with either EH Hassell and Son, Biffa or the communications pylon. The pylon is maintained & serviced regularly by several of the mobile providers.

To prevent any impact on neighboring sites, the fabrication process on site will follow the "Hot works procedure" and the transfer station operative will complete the "Daily Fire watch Check

sheet" throughout the day and at the end of the shift.

The FPP will be shared with all neighboring sites so they are fully aware of the procedures on this site and the possible hazards our activities could present to them.

In the event of a fire and as part of the evacuation process all three companies will be called and updated as necessary (information included in the grab pack and "fire evacuation plan").

In the event of a fire at the facility the penstock valves to the foul and surface water drainage systems will be closed, fire-water runoff will be contained within the site thus preventing any run-off.

12 Contingency Measures

In the event of a fire, to ensure effective control of incoming waste and waste removal and protection of the environment, the following contingency delivery points will be utilised according to tonnage requirements and availability:

- for General Waste, Mixed Recycling, Wood, Glass: Veolia 971a London Road Derby
- for Card: Veolia, Unit 1, Hollands Park, Bentley Road, South Darlaston, WS10 8LN
- for Food waste: MES Environmental Ltd, Stoke EWF Plant, Campbell Road, Stoke-on-Trent ST4 4DX

In the event that the fire suppression system is activated or fire hydrants used, the fire water will be retained on site prior to off site disposal via road tanker. Veolia operate an extensive fleet of waste water tankers with a 24 hour call out availability.

Following the extinguishing of a fire and only when the site is cleared of all fire damaged wastes, fire water and the infrastructure repaired, checked and drainage systems cleaned and reinstated, will the site be in a position to re-open. Prior to re opening, the local Environment Agency officer will be contacted and evidence provided to demonstrate the site is fit for purpose.

13 Fire Drills

A fire drill will be carried out every 6 months. Following each drill an assessment is undertaken and any lessons learned will be implemented. The fire alarm system is functionally tested every week. The fire suppression system will be run for 30 minutes every week to ensure the entire system is in full working order. A number of the site staff are specifically trained and appointed as Fire Marshalls. All training is recorded in the site's training matrix that is stored on the Stoke shared drive and personals certificates are in their personal files

The fire drill will vary on each occasion, in that they may be concentrated around the transfer station, the fabrication area or the HGV garage.They cannot be prescribed in advance. The precise nature of the drill will take into consideration actual events and will be included in all future drills on the site and the FPP reviewed as appropriate following any incident. Below is a list of Activities, associated risks and control measures on site.

Table 2 - List of activities on site that have the potential to cause a fire

<table>
<tr><th>Activity</th><th>Associated Risk</th><th>Control Measures</th></tr>
<tr><td>Tipping waste</td><td>Unsuitable waste acceptance i.e. Chemical, batteries causing Fire</td><td rowspan="3">All this is covered in the “Management of Contaminated & Non Conforming Waste Procedure”</td></tr>
<tr><td>Storing waste</td><td>Heat build up if waste is stored too long</td></tr>
<tr><td>Loading waste</td><td>Different waste types mixing together when loaded</td></tr>
<tr><td>Welding</td><td>Hot sparks & spatter coming into contact with flammable materials</td><td rowspan="4">Area kept clean & clear of all flammable material & liquids - i.e rags soaked in white spirits etc.</td></tr>
<tr><td>Grinding</td><td rowspan="3">Hot metal & sparks coming into contact with flammable materials</td></tr>
<tr><td>Cutting (Plasma)</td></tr>
<tr><td>Cutting (Disc)</td></tr>
<tr><td>Gas Bottle Storage (Oxygen)</td><td rowspan="2">● Leaking connections
● Bottles falling over</td><td rowspan="2">● Daily first use checks
● Bottles to be chained in an upright position at All times</td></tr>
<tr><td>Gas Bottle Storage (Acetylene)</td></tr>
<tr><td>Diesel Tank</td><td rowspan="2">Leaking container that runs into hot work area</td><td rowspan="2">● Tanks to be bunded / double skinned
● Daily checks completed on both tanks checking for leaks</td></tr>
<tr><td>Used Oil Tank</td></tr>
</table>

14 Emergency Management Plan

Site Name	STOKE Commercial	Environmental Permit Reference: ● EPR/CB3906TM ● EAWML 402277	
Address: and Grid Reference	Alderflat Drive, Trentham Ind Est, Stoke on Trent, ST4 8HX, SJ88946 40812		
Operating Hours	Office - 08.00 - 17.30, Yard - 04.00 - 17.30 Transfer Station - 07.00 - 17.30		
Facility Type:	Commercial waste collection, Transfer Station, Fabrication. HGV service bay	**No of Staff Site & Office**	37 in total, 24 x Drivers 7 x Office Staff, 2 x Fabricators 2 x Transfer Station operative, 2 x HGV Fitter
Site Manager	Lee Hollins	**Telephone:**	07766925470
Route From Nearest Main Junction **T**urn left (if coming from the East) or right (if coming from the West) off Trentham Road A5035 onto Alderflat Drive. Continue to the top and around to the left, the Veolia site is on the right before Flo Gas			
RESPONSIBILITIES/CONTACTS **In the event of an emergency/incident contact:**			
Emergency Coordinator 1	Robert Sutton	**Telephone:**	07766 924883
Emergency Coordinator 2	Peter Dyer	**Telephone:**	07920 812690
Business Line Director	Christian Okenyi	**Telephone:**	07990 772130
QHSE Advisor	Amber Ashman	**Telephone**	07557 545468

Crisis Hotline	08450 710755 for UK 01 5134 396 for Ireland
Emergency Spill Response	08007838020
Emergency Services Direct Dial	999

INSTRUCTION

If immediate evacuation is required activate alarm by:

- Press any of the alarm call points situated throughout the site and then safely make your way to the collection point at the front of the site by the main gates. Inform any other site user of the danger and ensure they go with you.

On hearing the alarm, leave via the nearest exit and assemble:

- Assemble by the main entrance gate
- IF IT IS SAFE TO DO SO - turn off any / all gas appliances
- Calmly make you way to the fire assembly point
- Make sure you inform everyone as you go.
- DO NOT enter any buildings or collect any belongings

If there is a mobile plant fire:

- If it is safe to do so, the plant should be moved to the outside.
- If the fire is small enough it can be tackled with a fire extinguisher
- If in any doubt - leave where it is and call 999 for the fire brigade
- Ensure everyone is kept well clear.

Additional information:

There are 3 types of gas used / stored on site

- Oxygen - 3 to 5 bottles Stored in a locked cage in front of fabrication building 1
- Acetylene - 3 to 5 bottles stored in a locked cage to the side of the garage (building 2)
- Oxygen & Acetylene stored on trolleys in Fabrication bays 1 and 2
- Argoshield - 3 to 5 bottles stored in locked cage with Oxygen bottles
- Argoshield also stored on trolleys with welding equipment in fabrication bays 1 & 2

The Nearest Hospital is, and direction too:

- Royal Stoke University Hospital
- Drive to the lights at the end of the estate and turn left onto A5035.
- Continue to the end of the road (just under 2 Kilometers) and turn right (3rd exit) at the island on the A34.
- Continue on the dual carriageway (2 kilometers) (beware of speed cameras) to the next island (A500) and continue straight on (2ns exit - Stone Road).
- After just under 1 kilometer, turn right (in the right hand lane just after St Johns Centre) onto Harpfield Road.
- After 500 meters take the 3rd exit on the island to stay on Harpfield Rd.
- After 1 kilometer take the 2nd exit onto Hilton Rd.
- The hospital entrance is another 500 meters on the left

Roll call to be conducted using:

Staff:	Sign in sheet & attendance flip board	**Location:**	Main Entrance
Visitor:	Sign in book	**Location:**	Main Entrance

All other incidents should be reported immediately to the Emergency Coordinators

15 Management System

Veolia ES (UK) Limited has a detailed management system which is audited to the three main standards, (International Quality Management Standard) ISO 9001, ISO 14001 and OHSAS (Occupational Health & Safety Standard) 18001. The following documentation should be considered during any planning, reviewing or auctioning of the above plan.

Table 3 - key management system documents and references

Document Name	Description	Veolia Ref No
Environmental Aspects/Impacts Register	A review of the site and its operations to calculate its impact on the environment using a matrix scoring system. By highlighting any risks, measures are implemented to reduce the risk	ENV/2/004/001
Register of Significant Environmental Aspects	A summary of the above with relevant control methods assigned to each point	Local
Objectives & Targets	Continual improvement register undertaken by each contract. Local objectives set including environmental targets	SYS/2/003/001
Monitoring and Measurement of Environmental performance	This document establishes the overarching procedures for monitoring and measuring Environmental Performance. It also outlines the process for ensuring alignment with Veolia's corporate requirements	ENV/2/002
Environmental notification system	This procedure sets out the process by which employees may identify health, safety and environmental concerns and near misses. It is not mandatory but may be used to record matters where immediate access to AVA is not available. It also provides a mechanism for providing feedback to the originator of the concern / near miss	HS/2/31
AVA (Airsweb)	AVA is the Veolia online reporting tool for observations, accidents, incidents and near misses. This tool is also used to register site visits from recognised authorities. Permit reviews are also undertaken via this portal. All reports registered are monitored via the QHSE department, department heads and regional directors.	NA
Regulatory Documents	These included Waste Management Licence, Permits and exemptions as well as working plans	Local
Business Continuity Plan	This document covers the most significant impacts that could occur with recovery time objectives set against each activity type as to ensure compliance with regulatory authorities whilst minimising business disruption. The plan is reviewed yearly or earlier if it is needed to be activated and is subject to plan exchange and drills.	SYS/2/028/001
Document reference numbers are correct at the point this document was reviewed, some environmental documentation is cross fed into Health & Safety documents		