# Fire prevention plan template

**Plan version:** **1**

**Date of plan:** **April 2025**

**Revision** **0**

## Site details

**Site name:** **Skipaway Limited**

**Site address:** **Site B, North Farm Industrial Estate,**
**North Farm Lane,**
**Tunbridge Wells,**
**TN2 3EE**

**Operator name:** **Skipaway Limited**

## Who this plan is for

This Fire Prevention Plan has been produced to aid site operatives, visitors, and emergency services in the event of a fire starting and taking hold on site.

# Contents

# 1. Types of combustible materials

## 1.1 Combustible waste

Combustible wastes entering site are commonly derived from: industrial, commercial, construction and demolition sources.

- Paper and cardboard from Industrial and Commercial premises and third-party transfer stations
- Plastics
- Textiles, including rags, carpet, and mattresses
- Refuse derived fuel (RDF and solid recovered fuel (SRF)
- Wood
    - Plant waste
    - Planks
    - Logs
    - Firewood
    - Saw dust
    - Mixed fragments
- Mixed metals retaining coverings such a plastic and paint
- Plasterboard

# 1.2 Other combustible materials stored on site

Site consumables:

- Diesel fuel for site plant, static tank holding 5,000 litres
- Engine oils and grease for mobile plant and machinery
- Hydraulic oil for site plant
- Cleaning fluids
- Aerosols
- Batteries

# 2. Using this fire prevention plan

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

A copy of the Fire Prevention Plan will be kept on display in the central office and weigh-bridge readily available to staff to refer to in times of need. The plan will be reinforced by regular Tool-Box-Talks and enactment of fire drill procedures. The company policy is to engage all site staff in the purpose and use of the Fire Management Plan and to ensure familiarisation is achieved at all levels and to nurture a positive attitude and endorsement of the company's commitment to its legal responsibilities as a responsible employer.

This fire prevention plan will form part of the site induction programme for new employees, contractors, and casual workers. For this plan to work as designed, commitment from directors and the site management team is essential to demonstrate that at every level endorsement and commitment exists.

The training needs of individuals must consider the procedures and actions set out in this plan and must be refreshed at least 6-monthly to ensure that in the event of a fire, they know what must be done.

The likelihood that non-English speaking foreign nationals work at the site or will work there at some point is considered and measures are in place to ensure that emergency procedures are fully understood by these people who may be vulnerable during an emergency situation. Site rules are available in a number of languages and those workers who speak little or no English work alongside English-speaking nationals who are able to translate.

## Testing the plan and staff training

It is crucial that all permanent and temporary members of site staff are familiar with this Fire Prevention Plan and to achieve this the following procedures will be adopted:

- Regular Tool-Box-Talks relating to selected topics taken from this FPP
- Management to ensure all staff are aware of the FPP and sign an acknowledgement slip to affirm their understanding
- The FPP will be reviewed 6 monthly to ensure it remains effective and relevant to activities
- The FPP forms part of the site induction process for new/temporary staff
- Regular emergency drills will be enacted to create familiarity with the event of a fire and a record made of the outcome with actions for betterment.

Regular enactments (no less than quarterly) will be conducted by the site supervisor accompanied by staff designated as initial stage fire response team. The purpose is to test equipment and familiarise the team with engaging a fire at various locations around the site.

On completion of the enactment a debriefing meeting will ensue to discuss the outcome of the enactment, how equipment performed in certain circumstance and the comments / suggestions from those involved. Minutes will be taken of the meeting and passed to the site manager / TCM who will act upon any and all recommendations.

# 3. Activities at the site

## 3.1 Waste management activities at the site.

Acceptance of non-hazardous industrial commercial, construction, and demolition wastes for treatment to recover recyclates for onward processing

Vehicles arriving at the weighbridge must submit the appropriate paperwork commensurate with the waste type being carried. If individual wastes are carried the vehicle will be directed to the appropriate storage area for segregated wastes.

It is anticipated that operations will focus primarily on construction and demolition wastes as this waste type traditionally contains the greater percentage of recyclates.

The following activities are proposed for the new permit:

| **Description of specified activity** | **Limits of specified activity** |
|---|---|
| R3 Recycling/reclamation of organic substances which are not used as solvents. | Physical / mechanical treatment including manual and mechanical sorting, separation, screening, baling, shredding, washing, crushing, or compaction of non-hazardous waste for disposal (no more than 50 tonnes per day) or recovery. |
| R4 Recycling/reclamation of metals and metal compounds | Subject to any other requirements of this permit waste shall be stored for no longer than 1 year prior to disposal or 3 years prior to recovery. |
| R5 Recycling/reclamation of other inorganic materials. | The capacity of the site for non-hazardous waste subject to a R3 activity (Biological treatment only) shall not exceed 75 tonnes per day. |
| R13 Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced) | No more than 50 tonnes per day of non-hazardous waste to be treated at the site under D9 activity. |
| D15 Storage of wastes pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced) | Waste types as specified in table 2.1 |
| D9 Physico-chemical treatment | |
| D14 Repackaging prior to submission to any of the operations numbered D1 – D13. | |

It is proposed to treat waste to segregate items for recovery which will be in the following form:

- Wood
- Plastic
- Non-ferrous metal
- Ferrous metal
- Hardcore
- Refuse derived fuel
- Fines

In order to achieve this, a combination of manual and mechanical treatment equipment will be in operation and generally follow these procedures:

Manual pre-treatment sortation intended to detect non-conforming items, such as batteries, aerosols, chemicals, plasterboard, asbestos and gas bottles.

Easy to remove single items suitable for recovery will also be set aside at this stage.

The second stage of treatment will commence as waste enters the screener to segregate various waste types, such as fine particles, hardcore, glass, ceramics and small items of brick.

From the screener waste is fed to a shredder to reduce items to a manageable size to facilitate further handling, storage and transport. The third stage of treatment is separation of light and heavy fractions by passing the waste through a sink float tank. The recovered light fraction will then enter the material designated as RDF in readiness for transport.

The heavy fraction hardcore is separated into large and small items as each has a future potential for reuse. Metals are also removed via the screener and flotation tanks but often require passing through the screener a second time to remove remaining small metal items.

Dedicated loads of building rubble and hardcore often contain items of wood and paper and in order to produce a material that has the potential for reuse (even within a disposal scenario), will require passing through the sink float tank.

The heavy fraction generally consists of:

- Glass and ceramics
- Stone and soil
- Small metal particles
- Small fractions of Hardcore

The sink float tank has an internal screen able to separate soil from hardcore.

The shredder is fitted with internal dust suppression hoses to dampen, but not soak, the waste as it passes through the machine. This process mitigates the risk of a fire starting further along the treatment line.

## 3.2 Site plans include

- Site Location plan relative to surroundings
- Site Layout plan
- Location of hazardous substances held on site
- Drainage plan
- Access routes for emergency services
- Location of fire Hydrant and water resources
- Location of fixed plant and mobile plant parking when not in use
- Sensitive receptors within 1km of the site
- Wind rose
- Waste pile locations and dimensions
- Permit area

## 3.4 Plan of sensitive receptors near the site

The receptors shown below are within 1km of the site.

The site is located at Site B North Farm Lane.

North Farm Industrial Estate

Tunbridge Wells

Kent

TN2 3EE

OS Grid ref TQ 60390 42588

X (Easting) 560390

Y (Northing) 142588

The permitted area is 0.22 Hectares approximately. The site is not located within 500 metres of a European Site or SSSI. The site is not located within a specified AQMA.

The infrastructure includes the following features:

An impermeable concrete surface is laid across the entire site to create a sealed impervious base. The site is kerbed with linear gullies to allow for the containment and safe disposal of non-hazardous waste materials.

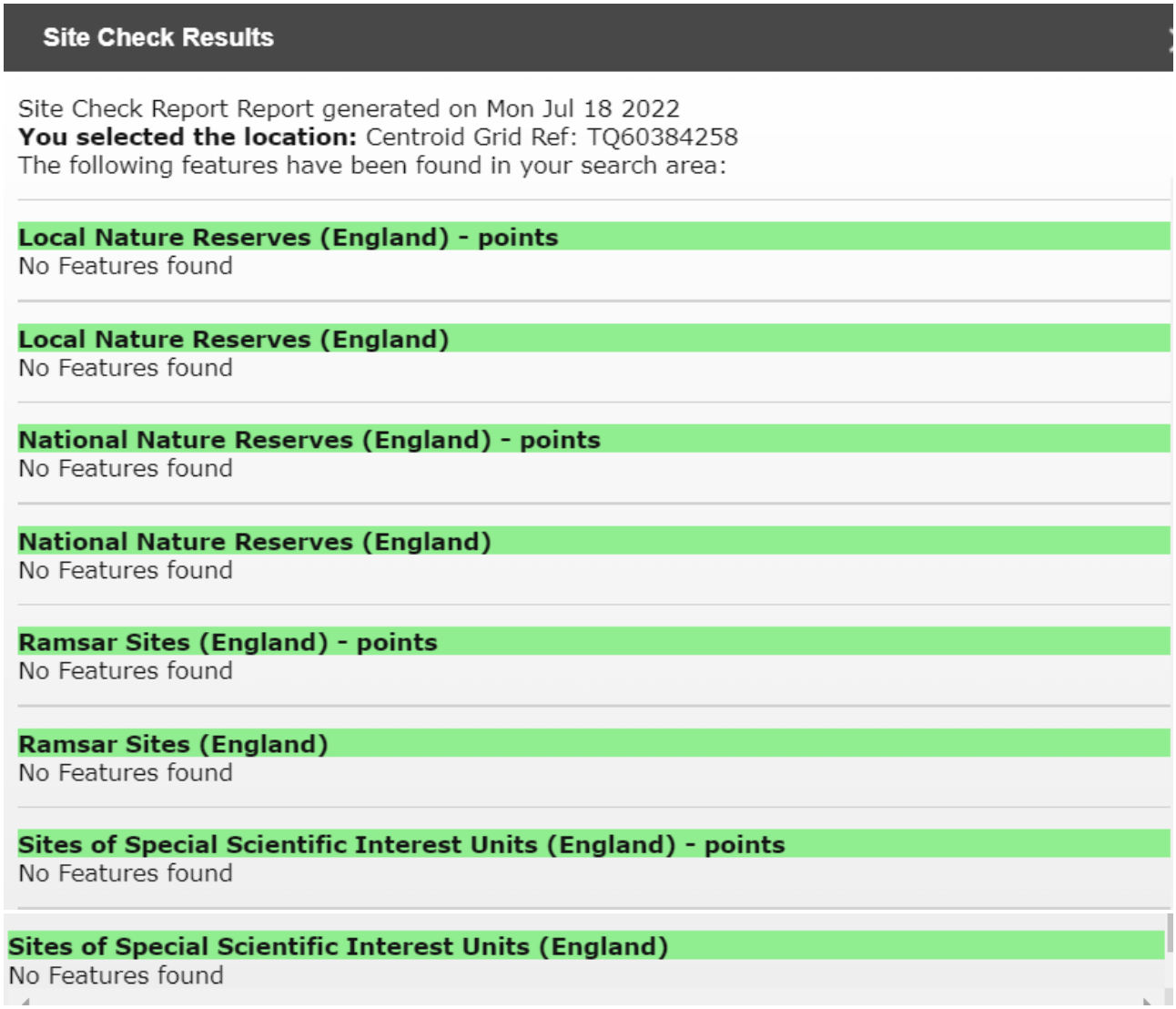
It has a fully functioning drainage system with interception prior to discharge into the public sewer (discharge consent is presented in Appendix D) A piped mains water supply is available from existing services on the access road.

The site is bordered to the west by a concrete batching plant and adjoining sewage treatment works. Immediately to the north and east lies Mid Kent Metal recycling and further afield to the north, Tunbridge Wells Municipal Depot. Tunbridge Wells Civic Amenity site is located some 400m to the west.

The site is located to the north of a larger industrial / commercial estate that comprises various businesses, from food outlets to DIY stores.

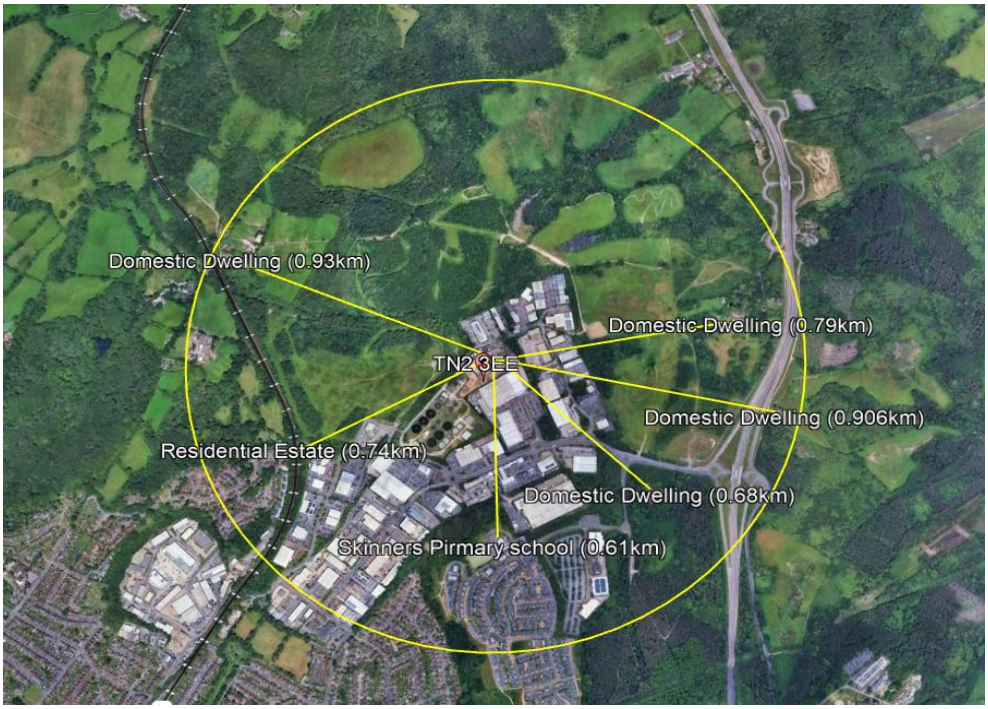
The permit area is approximately 1,800m2 with a perimeter boundary of 175m, measuring 54m x 33m approximately.

A search of the Agencies Multi-Agency Geographic Information for the Countryside (MAGIC) confirms that the site is not located within 1km of sensitive sites requiring specific control measures. However, this is a designated nature reserve (Barnetts wood) located approximately 700m southwest.



Within the 1km radius search area for sensitive receptors it should be noted that the region forms part of a large-scale mixed industrial and commercial area.

Satellite image of the site and its surroundings within 1km.




There are no care homes, hospitals, or similar sensitive receptors within 1km of the site. Skinners' Kent primary school is located 600m to the south of the site; however, due to winds predominantly emanating from a south-westerly direction, it is not considered that the school will be a high-risk receptor. All sensitive receptors will be considered throughout the entirety of the document. There are, light commercial and food outlets within the 1km radius but those that would be deemed potentially sensitive are located upwind.

Adjoining to the south, is a waste management facility having a similar permit and waste management operations to We Load and Go Waste Management.

To the southwest, is located a large effluent treatment plant operated by Southern Water.

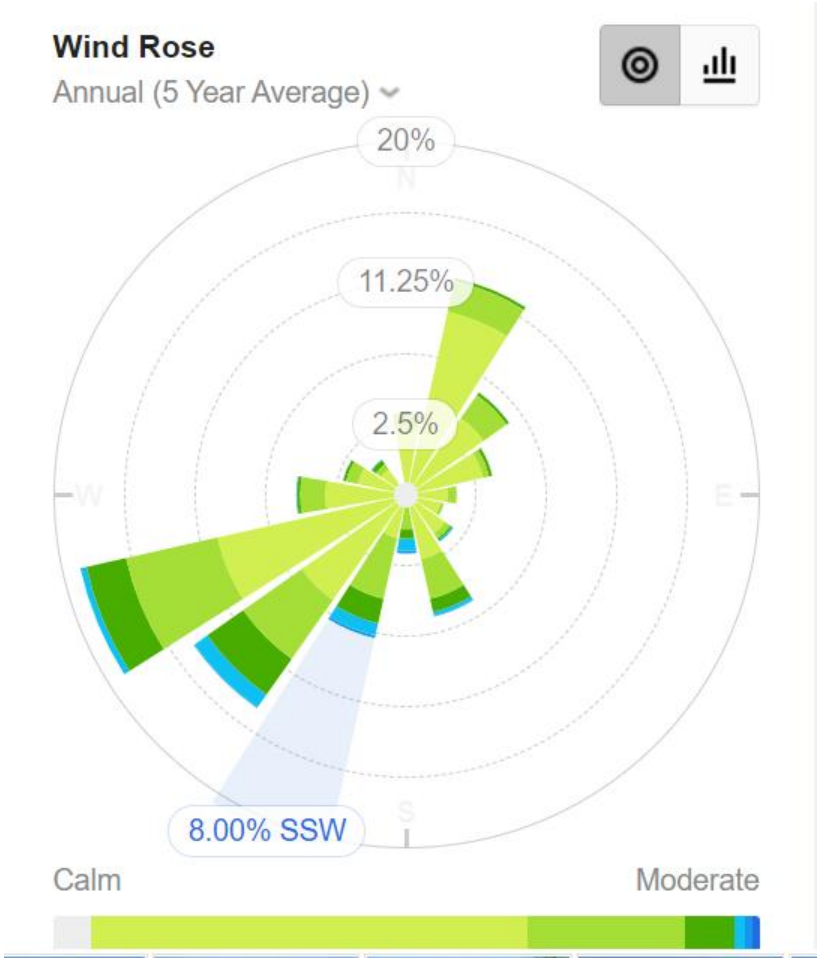
Slightly further afield (400m) to the southwest is Tunbridge Wells household waste site and depot.

To the south and southeast are located various commercial stores and transport depots.

Immediately to the north is a scrap metal recycling facility and some 50m further on is a large municipal collection deport operated by Tunbridge Wells Council.

Due to the absence of sensitive locations, consideration of the existing nature of the business and position amongst many other waste companies, it is concluded that continual operation of the site as a waste management facility poses no threat to the locality or environment.

**Hook Green (Tunbridge Wells)** Wind Statistics




# 4. Common causes of fire

## 4.1 Arson

Predominantly carried out by intruders but potentially from ‘grudge’ attacks by disaffected employees. The site operates an on-site watchman to ensure attendance is 24-hour 7 days a week and the facility is surrounded by a combination of solid steel sheet fencing surmounted by 3metre-high litter netting.

All members of the operational team have two-way radios for operational and emergency use.

The site diary will be used to record routine inspections and any incidences of concern noted during inspections.

## 4.2 Hot Exhausts

Build-up of dust a debris on hot exhausts can cause components to catch fire without warning, therefore it is essential that regular visual checks are conducted on all waste handling equipment. The plant maintenance programme accompanying this plan suggests that plant and equipment is stopped and checked mid-shift and states what points of the equipment should be checked

In essence, waste handling plant and equipment should be stopped and checked every 4 hours as a minimum and more so in particularly dusty conditions

A note of checks and findings should be kept for each item of plant and handed to the site supervisor at the change of shift

## 4.3 Batteries

Batteries left for storage or found in in-coming waste streams must be stored in appropriate lockable containers, located away from waste piles, until removed from site by competent licenced waste carriers.

Lithium Ion and Lithium batteries are extremely dangerous and damaging to the environment and as such should never be placed in general waste or sent to normal recycling avenues.

Waste acceptance procedures must now include guidance to customers informing them of the dangers of including batteries within their waste and the danger batteries pose to waste treatment facilities.

The vehicle driver must be asked precisely whether “to the best of their knowledge” the load does not contain batteries and more specific questions regarding the source of the waste and the industry from which it derives.

Multi-collection rounds pose a particular problem due to the heterogeneity of the waste and therefore have the potential to contain non-conforming items, such as batteries. Extra vigilance is required when dealing with this type of waste load.

In such circumstances the weighbridge operator must inform the site supervisor, this is usually made by using site radios, of the presence of mixed loads. The supervisor can then ensure that pre-sorting is undertaken thoroughly by close visual inspection and breaking of the load to expose its full contents prior to entry into the treatment process. The waste handling machine operator will also be made aware that the load may contain batteries or other non-conforming items.

Should batteries of any type be found in waste; they will be removed to a lockable battery box that is located greater than 6 metres from combustible items.

## 4.4 Leaks and Spillages

Daily checks on plant and equipment should include fluid leaks which must be reported if found and the appropriate action taken. Fluid leaks have the potential to ignite when coming into contact with hot surfaces.

Spillages must be dealt with in accordance with the procedures set out for this event.

## 4.5 Build-up of loose debris and combustible waste

Good housekeeping is essential for health and safety compliance and averting a potential fire from accumulated waste.

## 4.6 Reaction Between Wastes

There is a potential for fire risk when mixing incompatible waste streams and to mitigate the possibility of this occurring strict adherence to waste acceptance procedures is essential. The site EMS details measures associated to waste acceptance protocols and associated actions.

## 4.7 Deposited Hot Loads

The site has a dedicated procedure in place for this eventuality which is covered more comprehensively later in this document.

## 4.8 Plant and equipment

The following plant and equipment are in place at the site.

## 4.9 Mobile

- 20 tonnes 360-degree waste handling machines
- Wheeled loading shovel
- Waste shredder
- Materials screener

All mobile plant are fitted with fire ward detection systems that activate automatically when fire is detected and augmented by portable fire extinguishers.

Mobile plant also have battery isolators that can be switched to off when the machine is not in use, thus preventing a spark from any potential electrical short circuit.

## 4.10 Static

- Wash Plant (sink/float tank)

Maintenance regime and active cleaning programme coupled with regular inspections serves to negate the potential of a fire starting from plant and equipment.

Parking plant away from combustible waste when not in use is an essential procedure and will be in use at the facility.

Fire extinguishers are fitted to all static plant and with the exception of the baler and wrapper, all have integral dust suppression systems which will serve to aid the prevention of overheating leading to a fire.

**Plant Maintenance Schedule**

**This site procedure is intended for plant operators and general operatives who use mobile plant during their duties at Skipaway Limited. It is intended to provide a guide for the minimum frequency of maintenance required and should not be considered exhaustive or replace the manufacturers recommendations for the maintenance of specific plant.**

***Associated documents -***

- **Operators check sheet**
- **Manufacturers maintenance manual**

It is the operator's responsibility to ensure that daily checks are carried out in accordance with the plant manual specific to the plant being used. The site supervisor or manager will ensure checks are undertaken as specified by the manufacturer's instruction and company procedures. Records of weekly checks will be kept in the site office for review if required.

***Pre-start-up check; (mobile plant)***

Before using the waste handling equipment for the day, the following pre-start checks must be undertaken before work commences in addition to the plant maintenance check sheet requirements.

- All fluid levels
- Fan belt
- Loose components
- Trapped debris
- Battery is secure and free of waste build-up and compartment is clean

Should you suspect a fault with the equipment report the matter to the site supervisor or director immediately before using the equipment.

You must be aware that waste handling equipment can get hot, especially during hot weather and the risk of fire is greater under these conditions. Allow equipment to cool during break times or during periods of inactivity.

***Checks throughout the day.***

During hot dusty conditions waste handling equipment will require regular checks for trapped debris and clogging of the ventilated areas of the engine compartment. These need only be visual and brief to determine whether the equipment requires cleaning.

REMEMBER; HYDRAULIC COMPONENTS SUCH AS RAMS WILL BECOME HOT UNDER OPERATING CONDITIONS.

Equipment should be checked at least every four hours when operated constantly and less if conditions are hotter or dustier than normal.

- Dust suppression hoses should be in use if the above is prevalent.

Waste handling equipment should be stopped mid-morning and mid-afternoon if worked continuously and sensitive areas cleaned by compressed air to remove build-up of fine particles and debris. Radiators are particularly susceptible to clogging during dusty conditions.

Washing down of equipment should only be considered at the end of the working day or should concern over the safety of the equipment take precedence. *Reason being that wet components can attract fine particles and encourage clogging if not allowed to dry thoroughly before re-use.*

***Maintenance and repair programme.***

In addition to pre-start up checks and routine maintenance as described previously, more detailed and formal maintenance programme will be in effect and implemented at 500-hour intervals or on the expiration of 3 months whichever is sooner.

Maintenance activities will conform to manufacturers recommendations which as a minimum shall include the following checks or replacement:

- Oil and filter change
- Fuel filter
- Air filter cleaning or change as required by the mechanic. (Skipaway Limited have the benefit of an in-house mechanic)
- Inspection for oil leaks, engine and hydraulic
- Inspection for damaged and potentially failing items

***Static plant***

The sink/float tank will be the only static item of plant on site as the shredder and screener are considered mobile; however, this may increase in the future in which case these procedures will also apply to the additions.

Pre-start checks will consist of a visual inspection of the floatation tank paying attention to any hydraulic fluid leaks and ensure the power cables are securely located and not showing signs of damage. All safety guards are in place and actuating as intended.

The sink float tank has an electricity supply to the hydraulic pumps to power the convertor belts and revolving drums

***Reporting and records***

Daily check sheets will be completed by the plant / equipment operator, and it shall be the site supervisor or manager who shall ensure these are rigidly completed. Any and all items noted indicating a potential failure will be acted upon by the supervisor / director and arrangement details noted and signed for on the relevant maintenance sheet. Repairs completed will be closed out by the person responsible for conducting the work, whether this is internal or third-party contractor. A selection of parts shall be maintained on site that derive from a common list of items that routinely fail, such as hydraulic hoses.

## 4.11 Electrical faults including damaged or exposed electrical cables

### *Electrical Faults*

Regular inspections will be undertaken by the site supervisor and manager. Electrical equipment is kept away from waste where possible and when power to static equipment is required, a physical barrier will be in place separating the two.

As a rule, power cables will be located at high points and secured to the perimeter fence.

Staff are encouraged to report any, and all faults or damage noted to electrical equipment.

Repairs to electrical components and equipment will only be undertaken by a qualified electrician.

All electrical circuits will be subject to an annual inspection and routine maintenance by qualified contractors. Portable appliance testing (PAT) will be undertaken annually and any items found intrinsically unsafe will be immediately replaced. Testing will be carried out by a qualified electrician who will also check the condition of the electrics against the UK standard for the safety of electrical installations - BS 7671 IET Wiring Regulations, supporting statutory regulations such as the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.

Reports of all inspections and testing shall be retained on site and any recommendations / requirements shall be acted upon without delay.

All members of staff shall be made aware of the importance of protecting electrical components and cabling and report damage without delay. Electrical equipment shall not be tampered with in any way and no attempts by untrained or professionally uncertified members of staff will be made to rectify problems. Reports will be made direct to the site supervisor or manager who shall record the matter in the site diary and note arrangements and close out comments as appropriate.

### *Electrical certification*

Electrical circuitry testing is carried out annually for portable appliances (PAT) and static equipment. Testing will form part of a predictive maintenance program (PMP) to monitor the operation of equipment and plan repair schedules.

### *Electrical equipment maintenance arrangements*

The PMP program will include static (offline) and dynamic (online) testing. Completion reports will be passed to the site manager to implement / arrange any noted actions

Testing will be conducted annually as a minimum or as and when required

A reputable and certified electrician will be engaged to carryout electrical appliance and equipment testing and arrangements will be made with the same to respond to emergency call out when required.

## 4.12 Discarded smoking materials

**Smoking policy**

A No Smoking policy will be in force at the site for visitors and site staff within the operational area. Dedicated smoking areas are provided set apart from the operational area and are fitted with incendiary sand buckets and bins. The policy is rigidly enforced, and an immediate ban would ensue should anyone be caught smoking away from approved areas.

The no smoking policy also applies to “e” cigarettes

This policy will be regularly enforced by Toolbox Talks and meetings. Visiting drivers receive copies of site rules at their first visit and 6 monthly updates.

## 4.13 Hot works safe working practices

No ‘Hot Works’ are allowed to commence without the appropriate forms being processed, personnel involved in the activity will be fully briefed and their area of work explained.

Hot works permits can only be issued by senior members of staff who have undergone the relevant training, and their names appear on the authorised personnel register

Hot works are carried out away from waste piles in areas that are clean and prepared for the activity

During the operational day, hot works will be supervised by a member of staff who has previously been made aware of the conditions under which the work can commence.

All hot works are conducted under a permit scheme which is initiated from the site office. All staff who control hot work activities must be authorised to do so by senior management.

**ABSOLUTELY NO HOT WORKS WILL BE CARRIED OUT WITHOUT A SIGNED PERMIT**

Before a hot works permit is issued, the site procedure detailing what control measures must be in place before works begin should be discussed with the people associated to the works, after which the permit can be completed.

If any work takes place in or around waste material an additional person will be at the scene to monitor for any potential fires.

If possible, all hot works including grinding and cutting using abrasive wheels will be undertaken at a location away from combustible waste. The location will be designated by the site supervisor who will appoint a responsible member of staff to be in attendance whilst the works progress and will also ensure appropriate fire suppression equipment is within easy reach.

The member of staff will satisfy himself that adequate time has elapsed following completion of the works and where possible the area and items subject to heat will be doused with water. Items of equipment that cannot be treated in this manner will be kept attended until such time has passed to satisfy those involved that items have sufficiently cooled, and further attendance is not necessary.

## 4.14 Industrial heaters

**Use of industrial heaters**

Industrial heaters are not used within the operational areas of the site as the work is either conducted in the open or within heated machine cabs. Offices have central heating systems similar to domestic premises.

## 4.15 Hot exhausts and engine parts

**Fire watch procedures**

All machine operators will be made aware of the potential for a fire to start in the machine from a build-up of dust and debris on hot components such as exhausts.

You must be aware that waste handling equipment can get hot, especially during hot weather and the risk of fire is greater under these conditions. Allow equipment to cool during break times or during periods of inactivity.

During busy periods when machinery is kept active arrangements should be to alternate rest breaks for each machine for the operator to carry out inspection of the enclosed compartments, these need only be brief to allow the inspection to proceed.

## 4.16 Ignition sources

There will be no naked flames, heating pipes, space heaters, furnaces or incinerators at the site.

Burning is not permitted on site.

The smoking policy is outlined in section 7.4.

Sources of potential ignition will be removed to >6 metres distant from any waste storage area.

Mobile plant will be parked in the designated area when not in use.

Reactions between wastes are of concern to waste treatment facilities especially items such as aerosols and batteries as both have the potential to ignite when damaged. The business model for the site and the procedures derived from it, aim to recover the highest possible percentage of recyclable material and to achieve this various treatment processes are used such as a sink / float system.

This system by default provides a very effective means of preventing ignition from batteries and aerosols as the items themselves and the waste around them are saturated due to the washing process. Therefore, the danger of ignition lies before such items are placed into the wash plant.

## 4.17 Build-up of loose combustible waste, dust and fluff

Mobile and static plant will be checked for the build-up of dust and debris as previously described in section 4.2 and 4.11.

Housekeeping inspections will be carried out on 2 occasions during the working day:

Mid-morning and at the end of the working day. Inspections will be carried out by the site manager or supervisor and incorporate the following areas of inspection:

- Site plant
- Waste reception and treatment areas
- Waste storage areas
- Floatation tanks
- Perimeter of the site
- Electrical components

The manager / supervisor will detail members of staff to clean areas of loose debris and fugitive litter, and this will include the perimeter litter netting.

The supervisor will also conduct a visual inspection of the site incorporating the times as detailed above and discuss any discrepancies with the site manager and actions to rectify any shortfalls implemented.

## 4.18 Reactions between wastes

Strict adherence to waste acceptance procedures will proactively reduce the potential of reactions between different waste types. See appendix G for full waste Acceptance procedures.

Plant operators and banksmen will be vigilant for non-conforming waste items that have the potential to cause a fire when in contact with other waste types. These may not be visually apparent; however, unidentified objects should always be deemed as suspicious and brought to the attention of the supervisor and isolated in the quarantine area until identification is confirmed. Disposal of the item will depend on the outcome of the investigation which may result in off-site disposal and contact with the regulating authority.

Gas Bottles and aerosols are potentially explosive and should be treated as such by removal from the operational area to a safe lockable cage.

Batteries within waste piles are a prime source of ignition and operators should be especially vigilant for these items and report their presence immediately to prevent damage occurring during treatment activities. Batteries must be removed from the waste and placed in a safe container away from operational activities.

## 4.19 Deposited hot loads

Should a hot load arrive, or it is possible to move a small portion of waste on fire, there is a marked quarantine area in the centre of the site which affords 360-degree access for plant and firefighting equipment. The quarantine area shall remain accessible at all times and afford sufficient space for 50% of the largest waste pile. The location of the quarantine area has been chosen to provide constant access in the event of an emergency and its location shall be marked on the concrete surface and not be used for storage of waste containers or vehicles. And shall be kept clear at all times and not used for any other purpose.

Although the site sorts and despatches soil as part of its business, there will always be a minimum amount of soil kept on site for fire smothering purposes. This will help reduce the reliance and amount of water required.

Hot loads entering site are clearly a significant hazard to this waste treatment facility and the following procedure details actions taken to prevent acceptance of hot loads and methods employed should a hot load not be identified before it is tipped.

- Monitoring by the site weighbridge operator will alert staff to the possibility of a hot load arriving at the weighbridge.
- If a hot load is identified at the weighbridge and before the load is accepted, the vehicle driver will be instructed to immediately leave the premises and place the bin in a location nearby where no combustible materials are stored.
- If time allows, assistance may be provided by the site by depositing inert soil onto the load to smother the fire and then leave site for a suitable location where the situation can be managed by the emergency services.
- Should a load be deposited on the concrete base and found to be hot, the alarm will be raised, and the site supervisor immediately notified.

# 5. Prevent self-combustion

## 5.1 General self-combustion measures

The procedures contained in this section are intrinsically similar to those mentioned in section 7.12, “reactions between wastes” in that vigilance is required by staff to be on the lookout for suspicious items and known items that can ignite when damaged or overheat when exposed to bright sunlight.

Waste piles retained on site for extended periods have the potential to self-combust if left unattended and not included within stock rotation procedures. All combustible wastes are stored and treated within a covered building which is emptied each day and cleaned as part of the housekeeping requirements.

Segregated wastes prepared for onward treatment are retained on site for longer periods typically until sufficient quantity is available to warrant transport.

The throughput of waste at the site dictates the time period wastes can be stored which is minimal as segregation and removal is constant. Typically, waste that entered site during the day will be processed and segregated or removed entirely from site.

During periods of hot weather, the mobile dust suppression system (mobile canon) will be employed to spray the operational area and waste piles.

Should containers be used for storage of segregated materials, these will be uncovered and made accessible for temperature surveys. Containers will be spaced 6 metres distant from each other to maintain fire breaks and also allow free flow of air between them.

## 5.2 Manage storage time

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

The equipment and resources planned for operation at the site will expedite treatment and export of wastes ensuring waste does not remain on site for longer than 3 months. Operational procedures planned for the site will strive to ensure that waste, either segregated or prepared for onward treatment or disposal, will be removed within days of delivery. The types of vehicles typically delivering waste will be skip and small bulkers. And those used to export waste are typically articulated with a carrying capacity 110m$^3$ and those employed on outbound journeys are of a similar design.

### Stock rotation policy

Stock rotation will be expedited by employment of large articulated vehicles with a carrying capacity of 110m$^3$ to either remove waste to disposal or further treatment. Regular shipments of waste will enable continuous stock rotation and ensure no waste remains in storage for more than a week on average.

Waste will be sorted and processed into the following categories:

- RDF / SRF
- Hardcore
- Fines residue
- Wood
- Mixed metals
- Plastic
- Non-recyclable items

RDF / SRF type waste will be removed from site by articulated vehicles for onward treatment at third party facilities. This will usually be completed when sufficient waste is on site to warrant the carrying capacity of an articulated vehicle and under normal circumstances this will be a daily occurrence.

Mixed metals and wood will be stored externally in bays. It is proposed to alternate this storage by interposing metal storage between other combustible waste in order to create an additional fire break. It is proposed to increase the recovery of these wastes as part of the future development model.

Non-recyclable items will be placed in a separate bay and removed to disposal, usually within a week of receipt.

Combustible materials of all categories that approach 3 months storage time will be considered for removal regardless of the quantity. Recyclates that have reached this period because the quantity is too small to warrant transport will be re-introduced into the general waste stream and removed for disposal.

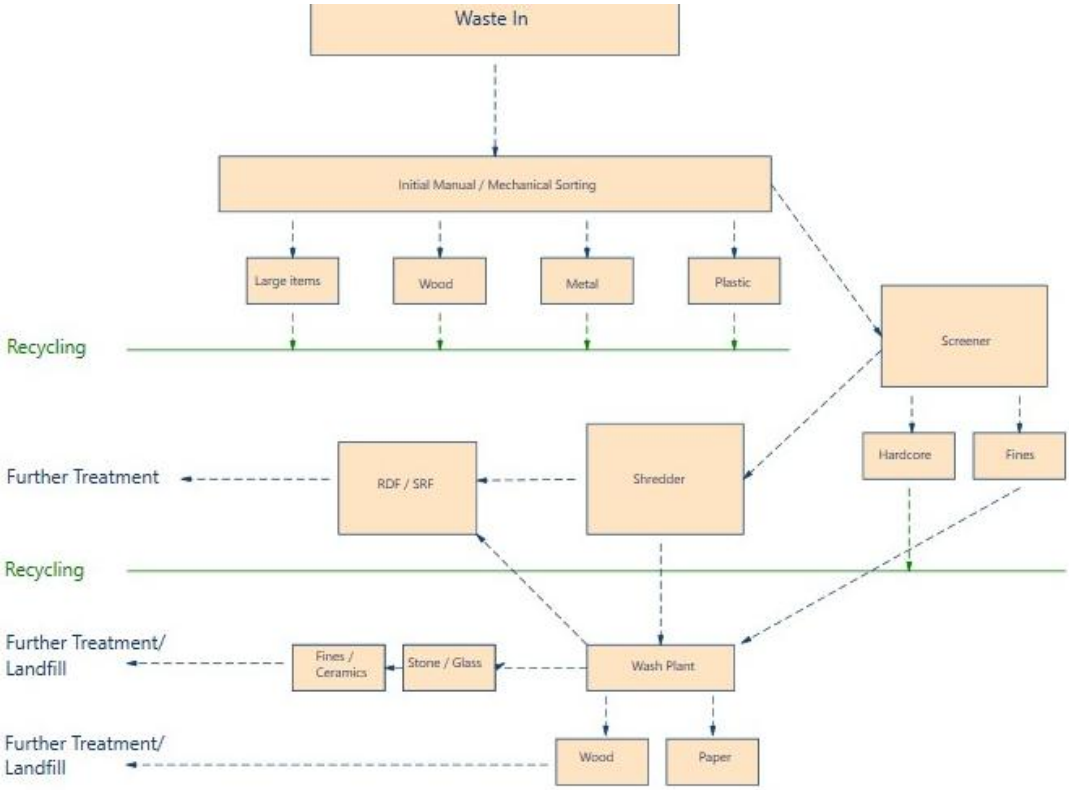
## 5.3 Monitor and control temperature

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

The treatment process planned at Skipaway Limited is intended to separate each fraction of waste into individual components for further treatment / recycling. It is this process that precipitates the ability to keep materials compatible with one another thus avoiding the potential of adverse reactions.

The organogram below illustrates the waste treatment and segregation process planned for the site.

Figure 1.




The treatment process is designed to remove the majority of metal from the waste stream as this represents the most valuable commodity.

This is achieved by manual sorting of the waste to remove individual waste types as illustrated above, however, there are fractions that are inevitably missed during the manual process consequently the system allows for this by including suspended Electromagnets and Eddie Currents within the screening process.

Any residual fines material may still retain some of the minute metal fragments that has the potential to overheat due to the treatment process, therefore this material is conveyed directly to the wash plant to re-join the main process for further and final segregation.

**Monitoring temperature**
A digital thermometer will be available to determine the temperature of waste piles in the event that turnaround times exceed the norm, and waste remains on site for extended periods (3 months).

This scenario would be exceptional as a fleet of articulated vehicles are at the disposal of the operator to remove waste from site when required. A daily status quo will be maintained of waste entering and leaving site resulting with the maximum storage capacity of 2,000 tonnes not being exceeded.

Ferrous and non-ferrous metals will be stored externally in bays formed of concrete “Lego” blocks and shall be emptied when sufficient quantity is available to warrant transport. The performance model for the facility relies on continuous processing and segregation of wastes and export from site when sufficient quantities are available as mentioned above, which is anticipated to occur within days of processing.

Should a situation arise where total plant failure occurs, contingency plans would utilise the fleet of vehicles to remove waste to either landfill or third-party premises for treatment.

## 5.4 Controlling temperature

The following procedures will be adopted to control and prevent the temperature of waste reaching critical levels where self-ignition is inevitable.

- Maintain continuous rotation of waste stockpiles to aerate and prevent overheating
- When segregated waste is added to a stockpile the machine driver will mix the fresh waste into the existing pile helping to cool the entire pile
- Adhere to the waste flow organogram shown above which passes the majority of waste through the wash plant
- Maintain frequent throughput of waste to ensure piles are not on site for prolonged periods. A target period should be less than a week in continually how weather

**Dealing with hot weather and heating from sunlight**
This section has been covered above.

# 6 Manage waste piles

## 6.1 Maximum pile sizes for the waste on site

Table 1

| Waste stream | Location | How it is stored | Max. length / m | Max. width / m | Max. height / m | Volume / $m^3$ | Max. time it will be stored |
|---|---|---|---|---|---|---|---|
| Hardcore | External along southern boundary | Loose on bays | 4.8 | 6 | 4 | 115 | 1 month |
| Ferrous metal | External along southern boundary | Loose in bays | 4.8 | 6 | 4 | 115 | 1 month |
| Non-ferrous metal | External along southern boundary | Loose in bays | 4.8 | 6 | 4 | 115 | 1 month |
| Mixed wood | External along southern boundary | Loose in a bay | 4.8 | 6 | 4 | 115 | 1 week |
| Mixed waste | External along southern boundary | Loose in waste reception building | 4.8 | 6 | 4 | 115 | < 3 days |
| Mixed soils, stone, and ceramics | External along southern boundary | Covered open fronted bay | 4.8 | 6 | 4 | 115 | <1 month |
| Mixed plastic | External along southern boundary | Covered open fronted bay | 4.8 | 6 | 4 | 115 | <1 month |

## 6.2 Storing waste materials in their largest form

All waste shall be stored in its largest form until the point of processing after which it will be stored in the form convenient for transport and further treatment. The largest particle size will be at the first point of waste deposit after which it is segregated and processed relative to waste type.

Modern processing equipment incorporate a sizing unit at the start of the process that reduces items to manageable sizes for the equipment to accommodate.

# 7. Where maximum pile sizes do not apply

## 7.1 Whole end of life vehicles (ELVs)

ELV's are not accepted on site.

## 7.5 Compost production

**Procedures for active management and monitoring of the compost**

Compost is not accepted on site.

# 8. Prevent fire spreading

## 8.1 Separation distances

Mixed waste will be deposited within the reception area after passing over the weighbridge and documentation is checked. Waste will be temporary stored here in readiness for sorting to recover individual waste types. Once each load has been sorted the individual components will be relocated to storage bays in readiness for transport from site.

## 8.2 Fire walls construction standard

External storage bays shall be constructed of concrete "Lego" block type configuration that interlock for stability and stacking. The blocks are made to the following specification:

- Length 1500mm
- Width 600mm
- Height 600mm
- Weight 1270kg

Figure 1, typical concrete block configuration (stock photo).

The use of concrete is ideal as separation barriers as concrete material does not burn and cannot be set on fire and does no emit toxic fumes when exposed to heat. Concrete is proven to have a high degree of fire resistance, and in the majority of circumstances can be considered as virtually fireproof. Concrete is essentially inert, and importantly for fire safety design as a poor thermal conductivity.

It is the slow rate of conductivity that enables concrete to act as an effective fire shield not only between spaces but to protect itself from fire damage.

The concrete used in the construction of the blocks meets EN1992-1-2 (2003) Normal Weight Concrete (NWC) with siliceous or calcareous aggregates. The known concrete strength classes range from C12/15 to C50/60. The strength classification of C12/15 refers to a concrete grade with characteristic cylinder and cube strength of 12 N/mm$^2$ respectfully.

A concrete wall constructed of NWC using either of the following concrete types have a fire resistance rating of:

- Siliceous aggregate @ 7” thick…approximate 4hrs fire resistance
- Carbonate aggregate @ 6.6” thick …approximately 4hrs fire resistance
- Sand-lightweight @ 5.4” thick…approximately 4hrs fire resistance
- Lightweight @ 5.1” thick…approximately 4hrs fire resistance

The site perimeter is contained by chain-link fencing surmounted by 3m litter netting with 6m wide gates at the northern aspect.

External storage bays holding combustible waste will be constructed of “Lego” type concrete blocks as shown in figure 1. The thickness of this type of concrete block is able to withstand greater thermal intensity than the guidance of 120 minutes.

## 8.3 Storing waste in bays

Waste will be stored externally in bays and in the following order:

- Mixed metals stored loose in preparation for segregation into ferrous and non-ferrous types
- Segregated metals stored loose in bays
- Loose mixed waste stored temporarily in preparation for processing
- Inert fines material consisting of soils, ceramics, brick, and stone
- Low grade RDF material will be reprocessed stored waiting export from site
- Mixed Wood
- Hardcore

External bays will be constructed of concrete blocks (“Lego blocks”) linked together to form a tight mono-structure wall. Waste storage will alternate between non-combustible and combustible types.

# 9. Quarantine area (s)

## 9.1 Quarantine area location and size

The Quarantine Area is required to manage any incoming hot loads and to also provide an area that could be used to place smouldering or burning waste in order to reduce the spread of fire. In the event of a fire, burning waste, if safe to do so, will be moved to the Fire Quarantine Area using machinery. There is mobile plant on site, and this would be utilised to move containers or loose waste.

A 50% capacity of the largest stockpile of combustible waste is required by the guidance, i.e. 200m3 pile * 50% = 100m3.

Please refer to Appendix D for location of the quarantine area and waste pile locations.

## 9.2 How to use the quarantine area if there is a fire

Should a fire start, the alarm will be raised, and all activities cease, and the emergency plan come into effect. The initial response will involve a visual assessment of the situation and possible severity which will gauge the level of response required. e.g. informing the emergency service.

At the incipient stages of a fire, it may be possible to use the waste handling machine to remove burning waste from its location to the quarantine area where it may be safely extinguished with water.

The location of the quarantine area affords 360-degree access and will be sufficiently close to water resources.

Once the fire is under control and ostensibly extinguished, material used to smother the flames will be systematically removed under the supervision of the manager with fire hoses on standby.

Material used to extinguish a fire will be deemed as contaminated and its disposal method agreed with the environment agency.

## 9.3 Procedure to remove material stored temporarily if there is a fire

It is not the intention nor anticipated to require temporary storage of materials in the quarantine areas as their location being central within the site is required to facilitate free movement of vehicles. Containers may be brought into the area whilst replacement of full units takes place, but this activity would be ephemeral and infrequent.

# 10. Detecting fires

## 10.1 Detection systems in use

The first stage of waste acceptance involves the waste delivery vehicle entering onto site which is in full view of the site office.

At this point a visual inspection will be undertaken along with gathering of details relating to the source of the waste which will provide the site supervisor with an indication of the type of waste carried and likely components.

Assuming it has arrived in an enclosed bin. If an open bin were in use, inspection of the waste would occur sooner by the methods stated previously.

Upon arrival the load will be tipped in the reception area to allow initial inspection and manual sorting before processing begins. Recyclates recovered from each load will be placed in a position for the waste garb to transport it to the correct storage area. Any items that have the potential to ignite will be removed at this stage and placed in a secure container located away from other wastes.

The site supervisor will maintain a watchful eye on all activities whether manual sorting or by use of the waste grab machine. Regular checks (AM and PM) will be carried out on storage piles and sorting activities and a general walk round of the site will be included in these checks.

The supervisor shall be personally responsible to ensure fire breaks are maintained between waste piles, and a fire watch is conducted after any hot works, and that machinery is switched off 30 minutes before the end of the day and before the site is vacated.

## 10.2 Out of Hours Fire Detection

All waste storage and treatment occur outside pursuant to the conditions of the existing permit and it is not the intension of the transferee to erect a building. Therefore, in order to detect a fire outside of operational hours a night watchman will be employed. This will translate to two watchmen on change rover shifts during weekend and national bank holiday periods.

The watchmen will arrive before the site is vacated at the end of an operational period to be briefed on recent activities and any notable events. Although the site is relatively small, 54m x 34m, the watchmen will need to demonstrate that sensitive and obscure areas have been regularly visited (hourly). This will happen by installation of “strike” plates installed at strategic points where the watchmen must record their presence. Records are retained in digital format for viewing by site management.

A copy of the emergency contact list and fire prevention plan will be available in the site office. The watchmen will be given standing instructions to call the emergency services immediately if the situation demands, followed by contacting company management personnel. A fire greater than the capability of fire extinguishers would meet this requirement.

In the absence of regular watchmen during periods of sickness and holidays, a member of the site operational team will assume the role for the duration of the absence.

Each watchman will be furnished with a company mobile phone with pre-installed contact details. Firefighting equipment will be readily available at all times and watchmen will be trained in its use.

### 10.3 Fire Detection during the working Day

During the hours of operation, the site shall be continuously manned by permanent members of staff who will be briefed in respect of this fire prevention plan and its requirements. They shall also form the initial firefighting team undergoing all of the necessary training as required by this plan. No part of the site is so remote to allow a fire to start undetected and the scale of the operation allows resources to be brought to bear in very short notice.

### 10.4 Certification for the systems

There are no automated fire detection and suppression systems in place at the site.

## 11. Suppressing fires

### 11.1 Suppression systems in use

- **Fire extinguishers:** have been provided in the office buildings for electrical and related fires and at strategic points around the site, such as by bunded fuel storage tanks. These were installed and are maintained by an external contractor.

- **Fire hose reels:** 3 number have been installed externally. Each has a 30m reach which means it can cover the waste treatment building, and all the external storage areas of the site used for storing containerised combustible wastes.

- **Water standpipes:** there is a fixed water supply that surrounds the whole site and there are several water supply points and standpipes. These provide mains pressure supplies to assist in preventing and controlling fires in the early stages.

- **Mobile firefighting equipment:** there will be a water cannon permanently stationed at the site and maintained for immediate use. This will be connected directly to mains water supply.

- **Static water tank:** There is a static water tank within the permit boundary that holds 4,000ltrs of water in readiness for an emergency. The tank has a water outlet pipe linked to a twin set motorised pump to pressurise the system. The system pumps and controls are supplied by KGN Pillinger, and the twin pumps have a combined output of 1,333lts minutes.

### 11.2 Certification for the systems

As mentioned previously, no automated fire suppression system is in use or intended for use at the site as waste is not stored in buildings overnight.

To fight a fire in the incipient stages the following equipment and resources are available:

*Water cannon,*

The water cannon is a mobile unit connected to the mains water supply and has a reach of over 30m delivering 54l/m of misted water to any focal point.

*Portable fire extinguishers,*

A huge variety of extinguishers are positioned around the site in prominent and sensitive locations. All buildings are supplied with extinguishers with the appropriate type for the area of coverage.

*Standpipes,*

These are numerous in quantity as they are connected to a water main circumventing the perimeter of the site.

*Fire Hoses,*

Fire hoses are placed in areas where waste treatment activities are prominent.

# 12. Firefighting techniques

## 12.1 Active firefighting

Initial firefighting/containment will be conducted by site staff. If a fire occurs out of hours or is beyond the abilities of the staff, then the Fire & Rescue Services will take control.

Any decision for a controlled burn will be taken by the F&RS and or Environment Agency as the site does not employ a Fire Safety Officer with suitable knowledge to make this decision. It is company policy for staff not to put themselves or others at any undue risk.

Should a fire be noticed in a waste pile, the alarm will be raised and resources brought to bear. The response will depend on the seriousness of the fire and its potential to spread out of control.

The basic procedures employed in the case of an emergency are as follows:

- Raise the alarm and begin to fight the fire with the resources close to hand.
- For non-electrical fires, the use of fire hoses is advisable as the flow rate is high and coverage wide
- The most senior manager will take overall responsibility for coordinating the response and actions required
- Site plant, ideally the large waste handling machines, will be brought to the scene to aid in the first response, which may be to drag burning waste to the quarantine area and away from unburned waste
- If the fire is within a container, those nearby must be removed to a safe distance, again with the aid of the large waste handling machine
- The senior manager shall make the decision based on available information whether the fire and rescue services are required

- The site shall be temporarily closed to further waste inputs until such time as the fire is extinguished and plant and resources are free to resume normal activities
- If a fire is within waste bays and cannot be moved to the quarantine area, water resources will be brought to bear on the location which shall include adjoining bays containing combustible waste.

# 13. Water supplies

## 13.1 Available water supply over a 3-hour period

| Resource | Capacity, litres | Location | Flow rate (lt/m) |
|---|---|---|---|
| **Water Cannon** | 9,720 | Mobile | 54 |
| **Water main (6" hydrant) statutory** | 540,000 | 50m north on pavement adjacent to council offices | 3,000 (minimum) |
| **Fire hose** | 163,620 | Various (only 1 hose may be brought to bear at any one time) | 909 |
| **Water storage tank** | 4,000 | East side position on top of storeroom | 1,333 |
| **Total water availability** | 717,340 | | |

The areas highlighted green indicate water availability to the site, whereas those highlighted grey are available for firefighting resources.

The fire and rescue services are located approximately 3 miles from site and would be able to attend within less than 10 minutes at normal speed.

| Maximum pile volume in cubic metres | Water supply needed in litres per minute | Overall water supply needed over 3 hours in litres | Total water available to fight afire. (litres) |
|---|---|---|---|
| 115 | 770.5 | 138,690 | 717,340 |

# 14. Managing fire water

## 14.1 Site drainage

The entire site is laid with reinforced concrete to form an impermeable surface which has recently undergone a comprehensive inspection and repair programme following removal of all waste from the site. Repairs to the impermeable surface have been carried out to the satisfaction of the area EA office.

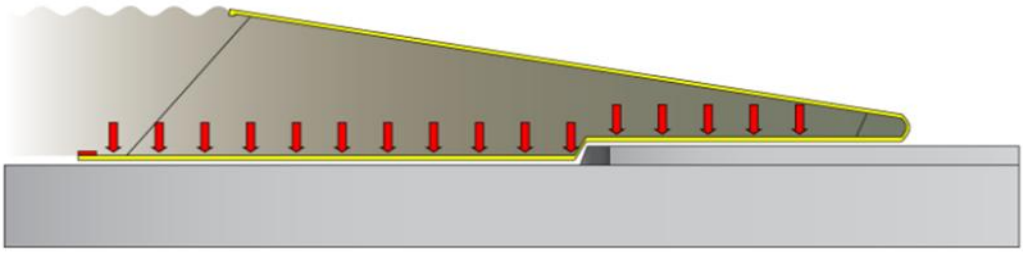
## 14.2 Containing the run-off from fire water

The largest pile of combustible waste is approximately 115m3 which relates to the storage capacity of waste bays located along the southern boundary.

Fire water emanating from a fire within any of the waste bays will be contained within the curtilage of the site by the raised concrete plinth positioned along the northern perimeter and extending part way along the eastern and western boundaries. The concrete impermeable surface has been constructed with a fall biased to the north in order to direct surface water into the drainage system.

The concrete plinth does not pass across the entrance gates but is replaced here by an open gully which must be sealed using a deployable boom as depicted below. Drain mats will also be placed over open gulleys to prevent ingress of water.

The plans presented below show how the deployable booms are used in emergencies.



Typical drain mat cover.


The automatic shutoff valve located in the interceptor sump will be closed to prevent fire water being discharged from site.

The surface area of the entire facility is 1,836m2. The overall water supply needed to fight a fire based on the largest waste pile for 3 hours is 138,690lts which translates to a depth of 75mm across the entire site, demonstrating the site has a capacity to retain fire water far greater than the total requirement.

The site drainage system consists of a series of open gullies placed at intervals at low points of the concrete formation. Each gully is designed to accumulate silt particles and allow the free passage of water through the connecting system via varying diameter pipes that increase in size as the water approaches the interceptor tank. The tank itself has a capacity of 50,000lts and is fitted with four inline filters and cleaning tubes. The filters are cleaned between 3 and 6 months according to the time of year at which time the tank is emptied by a third-party contractor.

The interceptor has an outlet leading to the nearby effluent water treatment works for which there is a surface water discharge permission in place with south water.

In the event of a fire and to prevent fire water entering the drainage system drain mats will be placed over road gullies to form a physical seal over the gully, similar to that shown above. Sufficient mats will be kept on site to cover all open gullies and will be stored securely in readiness for emergencies.

# 15. During and after an incident

## 15.1 Dealing with issues during a fire

### 15.1.1 Notifying residents and businesses

Customer details will be retained on site for use in the event of an incident that requires the site to close unexpectedly. It is the responsibility of the site supervisor or manager who will coordinate emergency procedures to instruct the weighbridge clerk to contact customers informing them of the prevailing situation and the necessity to divert to another waste facility.

It is not the responsibility of Skipaway Limited to provide alternative disposal points for customers, however, advice can be given if requested at the time when the customer is informed that the treatment facility is closed.

In the event of an emergency further inputs will temporarily cease until the site is ready to re-open. Liaison with customers will ensue and should the site clean-up experience delays, alternative arrangements will be made.

### 15.1.2 Residents

There are no residential properties within the influence of the site that would require notification in the event of a fire. Nearby commercial premisses would be notified immediately in the event of a fire.

### 15.1.3 Businesses

There are several businesses within the location of the site that would require notifying in the event of a fire.

- Adjoining the site to the south is Omni Waste Management
- To the east and north is Mid Kent Metals
- Adjoining to the west is Southern Water treatment works

Those businesses likely to be directly affected by a fire would be informed at the earliest opportunity as directed by the site supervisor. Liaison would be maintained as the situation developed and until the fire is extinguished.

### 15.1.4 Clearing and decontamination after a fire

Clearing of the site following a fire shall fall to the site manager and supervisor to coordinate following agreement with the area Environment Agency office.

A combination of site resources and third-party contractors will be used to return the site to a satisfactory condition as agreed with the Agency before the site re-opens to waste acceptance.

The list below should not be considered exhaustive as on-site conditions will dictate to a large degree the extent and scope of the clean-up operation.

- Hose down of any part of the infrastructure affected by fire or smoke
- Removing to disposal any item of plant or equipment damaged beyond reasonable repair
- Collect waste and remove to suitably permitted disposal facility
- Clean out site drainage system and dispose of waste at a suitable facility
- Hose down buildings and impermeable concrete base

## 15.1.5 Making the site operational after a fire

**Pre-operation checks**

- Arrange for third party to clean drainage system
- Arrange for electrical contractor to inspect systems
- Make repairs to infrastructure damaged by fire
- Visually inspect impermeable concrete surface and repair if necessary
- Replace plant and equipment as required
- Investigate cause of fire and instigate measures to prevent a reoccurrence
- Invite regulator to site to inspect clean-up operation and review records pertaining to investigation and acquire authorisation to recommence waste treatment operations

APPENDICES

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| APPENDIX B | PERMIT BOUNDARY |
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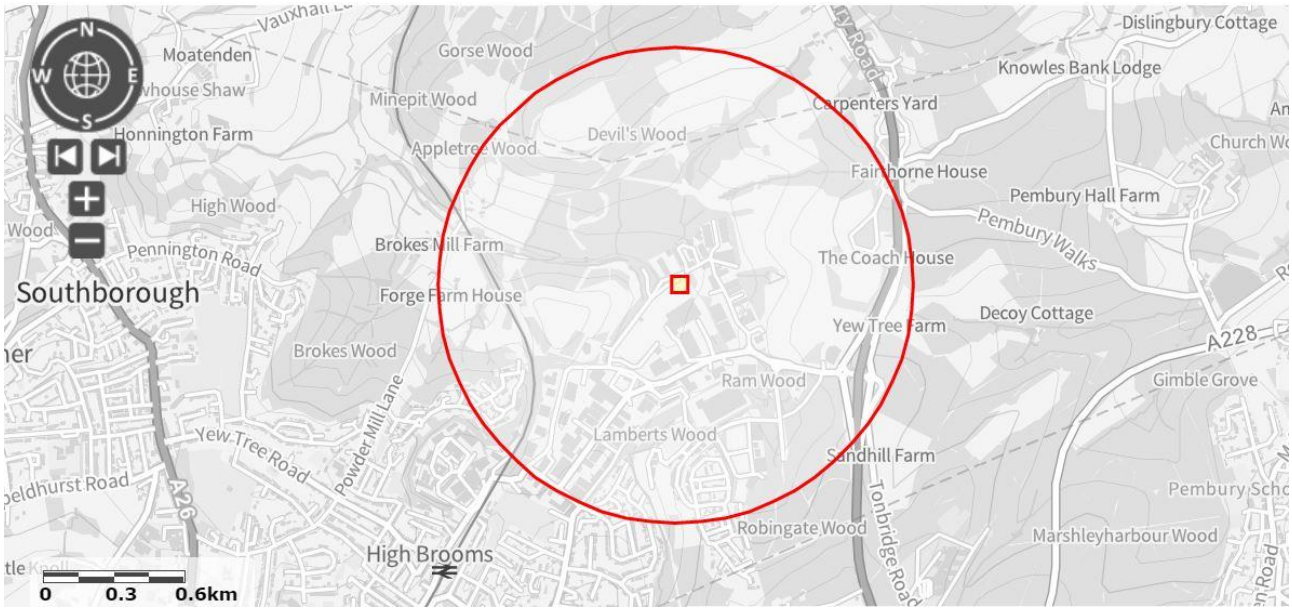
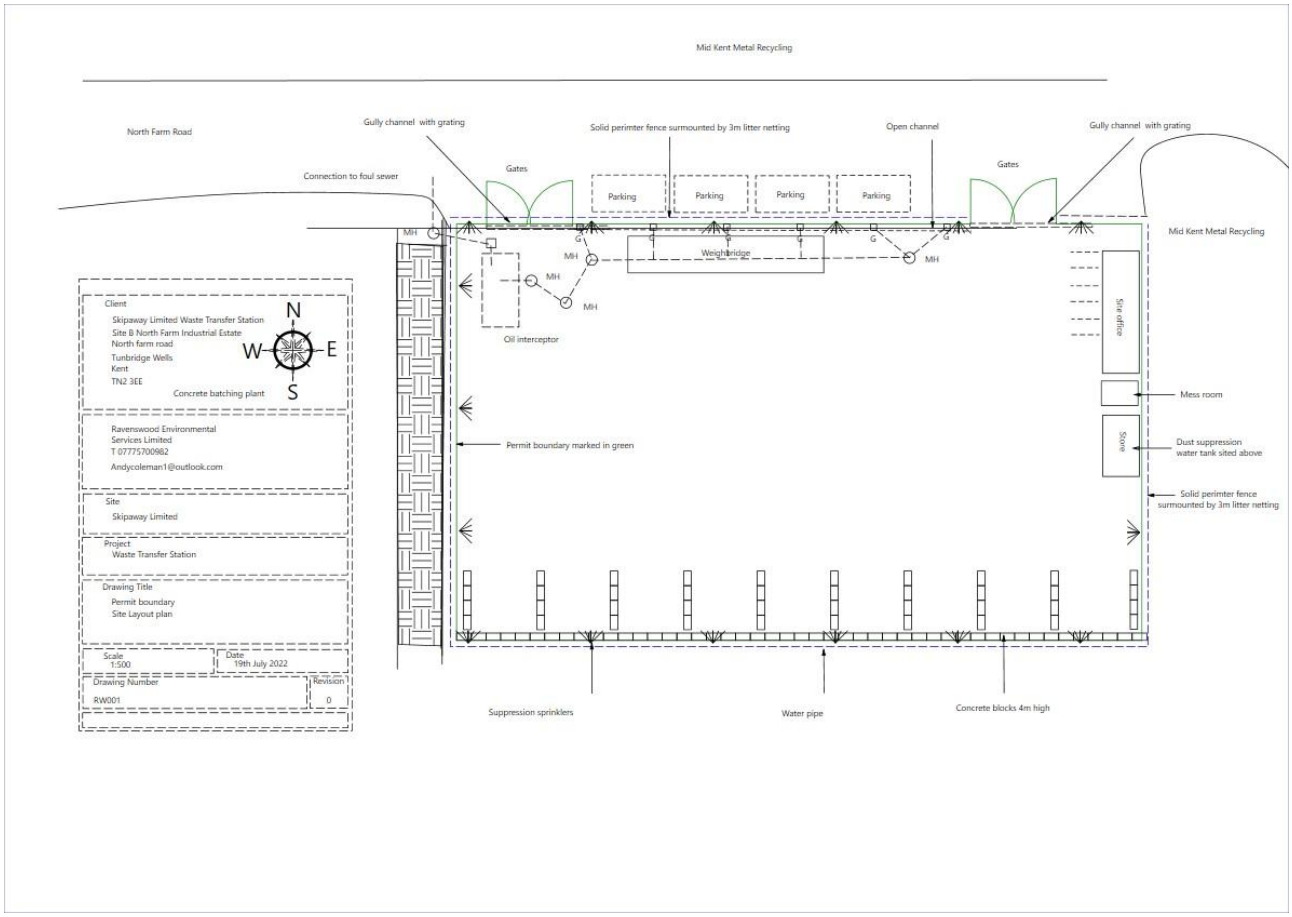
| APPENDIX D | WASTE PILE LOCATIONS AND QUANTITIES |
| APPENDIX E | EMERGENCY CONTACT LIST |
| APPENDIX F | WASTE ACCEPTANCE PROCEDURE |
| APPENDIX G | PLANT MAINTENANCE CHECK SHEET |
| APPENDIX H | REJECTED LOAD FORM |
| APPENDIX I | TRADE EFFLUENT DISCHARGE |
| APPENDIX J | EMERGENCY SERVICES ACCESS |
| APPENDIX K | WASTE TYPES ACCEPTED ON SITE |

# APPENDIX A

## SITE LOCATION

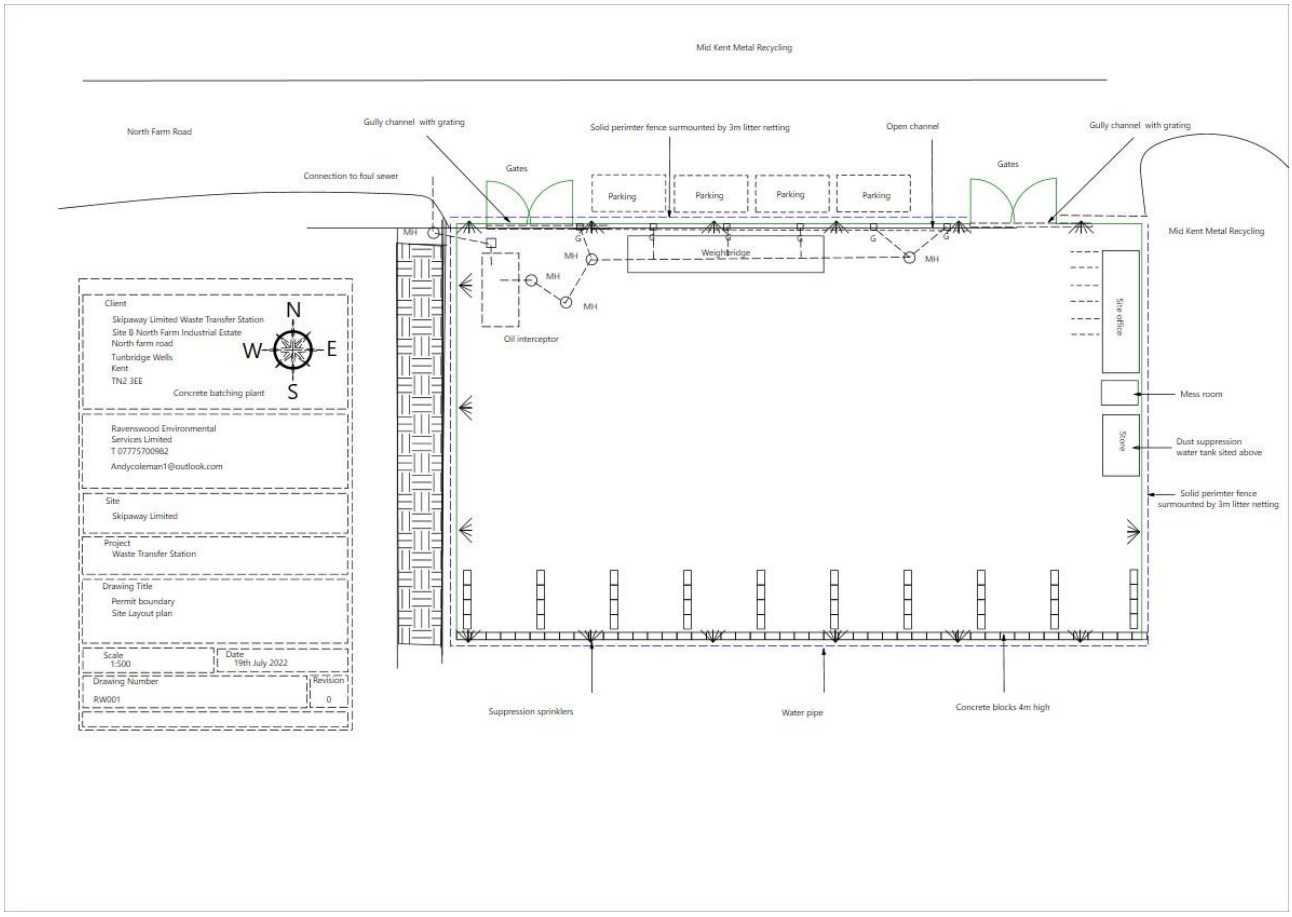


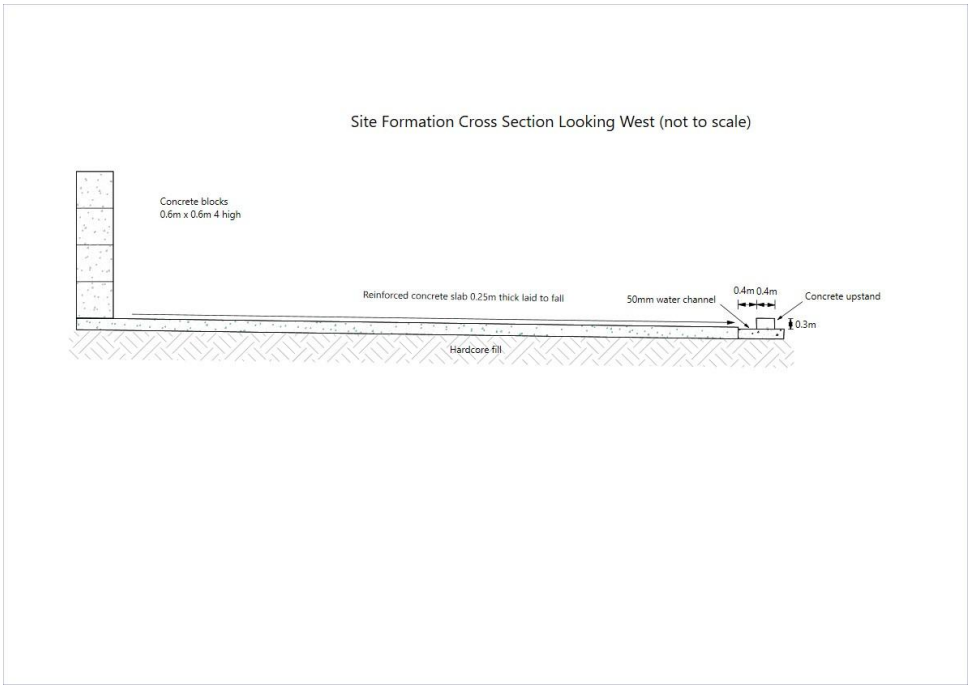
# APPENDIX B
# PERMIT BOUNARY



# APPENDIX C

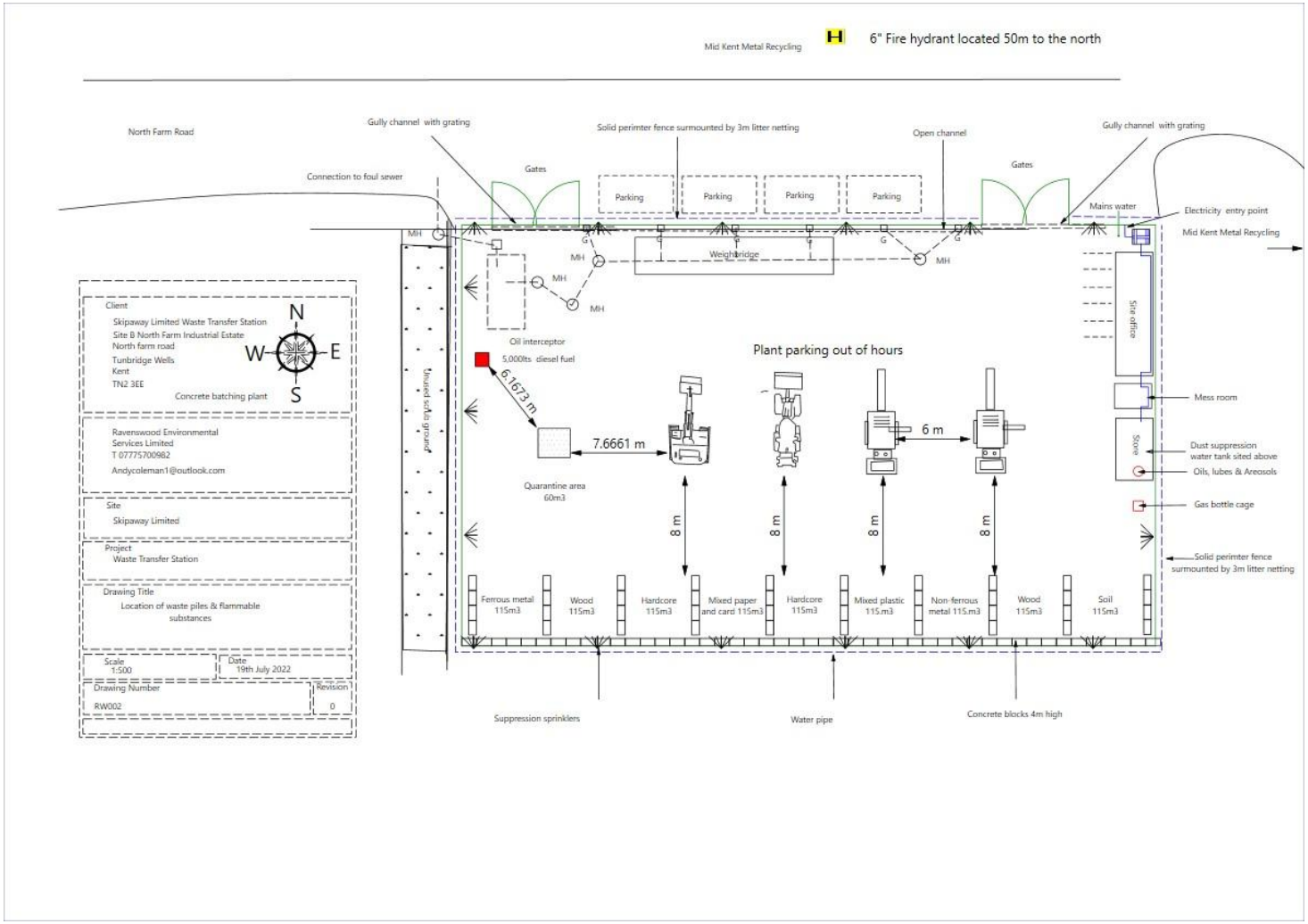
## General Layout Details



# APPENDIX D

## Location of Waste Piles and Flammable Substances



# APPENDIX E

## Emergency Contact List

| Name | Service | Address | Contact details | Status | Distance | Time (approx.) |
|---|---|---|---|---|---|---|
| Kent fire services | Kent fire and rescue service | Grove Hill Rd, Tunbridge Wells TN1 1SD, UK | 999 | Wholetime and retained | 3 miles | < 10 minutes |
| Tunbridge Wells Hospital, | Hospital | Pembury, Tunbridge Wells, Kent, TN2 4QJ | 01622 224960 Or 999 | A and E | 1.1 miles | 5 minutes |
| Tonbridge Cottage Hospital | Hospital | Vauxhall Lane, Tonbridge, Kent, TN11 0NE | 01732 353653 | Non- A and E | 1.4 miles | 5 minutes |
| Tunbridge Wells Borough Council | Council | Town Hall Mount Pleasant Road Royal Tunbridge Wells Kent TN1 1RS | 01892526121 | Multi departmental | 3 Miles | >10 minutes |
| Environment Agency | Waste regulation | Orchard House Endeavour Park London Road Addington West Malling Kent ME19 5SH | 03708 506 506 | Manner from 8 to 6. Out of hours contact 24 /7 | 15.5 miles | 30 minutes |
| Southern Water Services Limited | Water supply | Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX. | 0800-820-999 | Remote contact | 70 miles | 1.2 hours |
| Site manager | N/A | Site B, North Farm Industrial Estate, North Farm Lane, Tunbridge Wells, TN2 3EE | | Available on mobile 24/7 | N/A | 30 minutes |
| Site security | Out of hours security | TBC | TBC | Remote surveillance | N/A | N/A |

APPENDIX F

Waste Acceptance Procedure

**Waste Acceptance / Duty of Care**

All waste materials that enter the facility are subject to this waste acceptance procedure.

**1. Waste Carriers Licence**

1.1 Vehicles entering the site will do so via the weighbridge office, the vehicle will enter the weighbridge, and the driver will report to the weighbridge operator.

1.2 All customers using the site will hold a valid waste carriers' licence should they be required to do so. A copy of waste carrier's details will be retained on site for future reference.

1.3 Companies failing to produce a valid waste carriers' licence will be allowed entry for disposal to prevent the potential for unlicensed disposal if rejected from site. The EA will be contacted and advised of the company's details. Further entry to site will be refused until such time that they are registered.

1.4 The site will keep a copy of the licence of regular customers for reference. Occasional customers will have to prove that they hold a valid waste carriers' licence before tipping.

1.5 All companies making waste deliveries to site must hold a relevant waste carriers' licence, operating under the auspices of another carrier is **not** permitted and, in this instance, vehicles will be refused entry.

**2. Duty of Care Waste Transfer Note**

2.1 All customers will have to show a copy of their duty of care document to the weighbridge staff unless an annual transfer note is in place. A list of the approved annual waste transfer note holders will be recorded and displayed at the weighbridge

2.2 The member of staff will check the material description and EWC code and confirm that this material is acceptable within the permit conditions. Should the transfer note be deemed incorrect, then the site checker will make the appropriate communications to the customer to rectify and clarify the right EWC code. Written confirmation is required from the customer when changing the original details of a transfer note.

2.3 It is the producer's responsibility to correctly describe the waste being carried and any subsequent alterations to delivery details will be carried out by the vehicle driver under instruction from the customer / waste producer. Any such changes will be noted in the site diary, recording details of the transaction. The site manager / TCM will be informed of such occurrences.

2.4 In the scenario mentioned above the vehicle delivering the waste will be singled out for closer inspection at the weighbridge and at the disposal point to ensure the waste has not been miss-described. Any failure at this point, the vehicle will be subject to the rejected load procedure (see section 5.)

2.5 A copy of the site permit and in particular schedule 2, table 2.2, will be displayed in a prominent position in the weighbridge office for reference when required. The site manager or TCM will hold "toolbox talks" at regular intervals to discuss such matters as waste acceptance procedures and attendance records will be kept for future reference.

## 3. Issuing the Ticket

3.1 A weighbridge ticket will be issued by the site checker, and this will detail the following:

- Customer
- Haulier
- Material Description / EWC Code
- Producer location
- SIC Code
- Volume / material weight
- Date
- Site Weighbridge Operator & Drivers signature

3.2 When all checks are complete, and the site checker is satisfied that accepting the waste conforms to the conditions of the site permit, a weighbridge ticket will be issued and signed by both parties. The waste delivery driver will retain a copy, likewise the site checker who will append the transfer note accompanying the load to the weighbridge ticket.

3.3 The waste will be rejected if the documentation is incorrectly filled out, required entries missing or the waste description does not match the requirements of the site permit.

3.4 Waste rejection procedures will apply in all instances in this regard. (The waste carrier / producer will be given the opportunity to rectify errors on the waste transfer note by demonstrating the authenticity of the waste and correct paperwork)

## 4. Visual Inspection of the Load

1.1 When waste materials arrive at the site they will be assessed against the details stated on the accompanying transfer note.

1.2 A visual and olfactory assessment will then be conducted by the site checker if the type of container allows this action.

4.3 The waste will be visually checked at the point of disposal by the site operative designated to undertake this role. The operative will be familiar with the conditions of the site permit and in particular table 2.2. Any waste that are not listed in table 2.2 will not be accepted for disposal.

4.4 The operative will inform the site manager and customer if the load is non-compliant.

4.5 If the load is non-compliant with the permit conditions, then the rejected load procedure will be followed.

4.6 Where there is uncertainty regarding the conformity of the load or where the vehicle has already left the site the quarantine area will be utilised for temporary holding of the waste. The quarantine area will be located on the impermeable base only.

4.6 All materials received at the site which require treatment under the permit will be deposited within the waste reception areas on the impermeable base.

## 5. Non-conforming waste

5.1 Rejected Load Procedure

5.2 Any loads identified as unacceptable *prior to disposal* shall be isolated, prevented from tipping, the driver, customer and site manager / TCM informed, and the most appropriate course of action agreed between all parties.

5.3 If the non-conforming waste is hazardous the Environment Agency will be consulted on the best course of action, which may result with the vehicle being redirected to another, suitably permitted waste facility or returned to the waste producer.

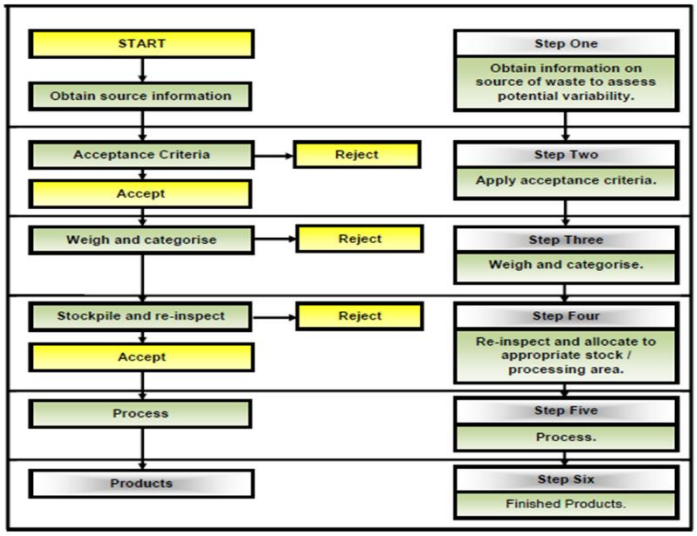
5.4 Any load or part load identified as non-conforming waste at the point of *discharge* shall be reported to the vehicle driver prior to leaving the site and the site manager / TCM informed. Photographic evidence shall be obtained. Appropriate action will then be decided upon in accordance with 5.3 above.

5.5 Details of rejected waste will be kept on site; this will include time and date, haulier and vehicle registration number, producer details, type of waste and reason for rejection.

5.6 In the event of a waste being rejected discussions will be held between Skipaway Limited and the customer/haulier to determine why the waste was rejected and what measures must be put into place prior to the acceptance of any further waste loads from the same source.

5.7 Such events as those mentioned above will be noted in the site diary and form the topic of the next scheduled Toolbox Talk to evaluate the performance of site procedures pertaining to waste acceptance.

Waste Acceptance Flow Chart



# APPENDIX G

## PLANT MAINTENANCE CHECK SHEET

| Mobile Plant Maintenance Checklist | | | |
|---|---|---|---|
| **Machine No:** | | **Machine Make** | |
| **Machine Hours** | | **Model** | |
| **Week start hours** | | **Serial No:** | |
| **Weekend hours** | | | |

**The following checks must be carried out daily, BEFORE start up.**

| Daily Check | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| Wheels & Tyre Damage | | | | | | |
| Battery Condition & Security | | | | | | |
| Security of Grab / Bucket / Forks | | | | | | |
| check around machine for leaks | | | | | | |
| Arms & booms | | | | | | |
| Access (step damage) | | | | | | |
| Operation of brakes | | | | | | |
| windows (report if broken) | | | | | | |
| Body panels / seat | | | | | | |
| flashing beacon & lights | | | | | | |
| Engine oil level | | | | | | |
| Hydraulic oil levels | | | | | | |
| Coolant level | | | | | | |
| Operation of all gauges | | | | | | |
| Condition of hydraulic pipes | | | | | | |
| Grease points daily (check auto grease level) | | | | | | |

Mark **'tick' i**f checked and OK;
Mark **'X'** if checked and defect found;
Mark **'N/A'** if not checked.

| Week Commencing | |
|---|---|

| Machine: | |
|---|---|

# The following checks are to be carried out daily before start up.

| Checked by (Initial) | | | | | | |
|---|---|---|---|---|---|---|
| Item Checked | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Housekeeping | | | | | | |
| Belt condition | | | | | | |
| Guards (in place / undamaged) | | | | | | |
| Greased points | | | | | | |
| Control panel (all working) | | | | | | |
| General Damage | | | | | | |
| Other | | | | | | |

Comments:

# APPENDIX H

## REJECTED LOAD FORM

| **Rejected Load Form** |
|---|

| **Site.** | **Address.** | **Activity.** |
|---|---|---|
| | | |

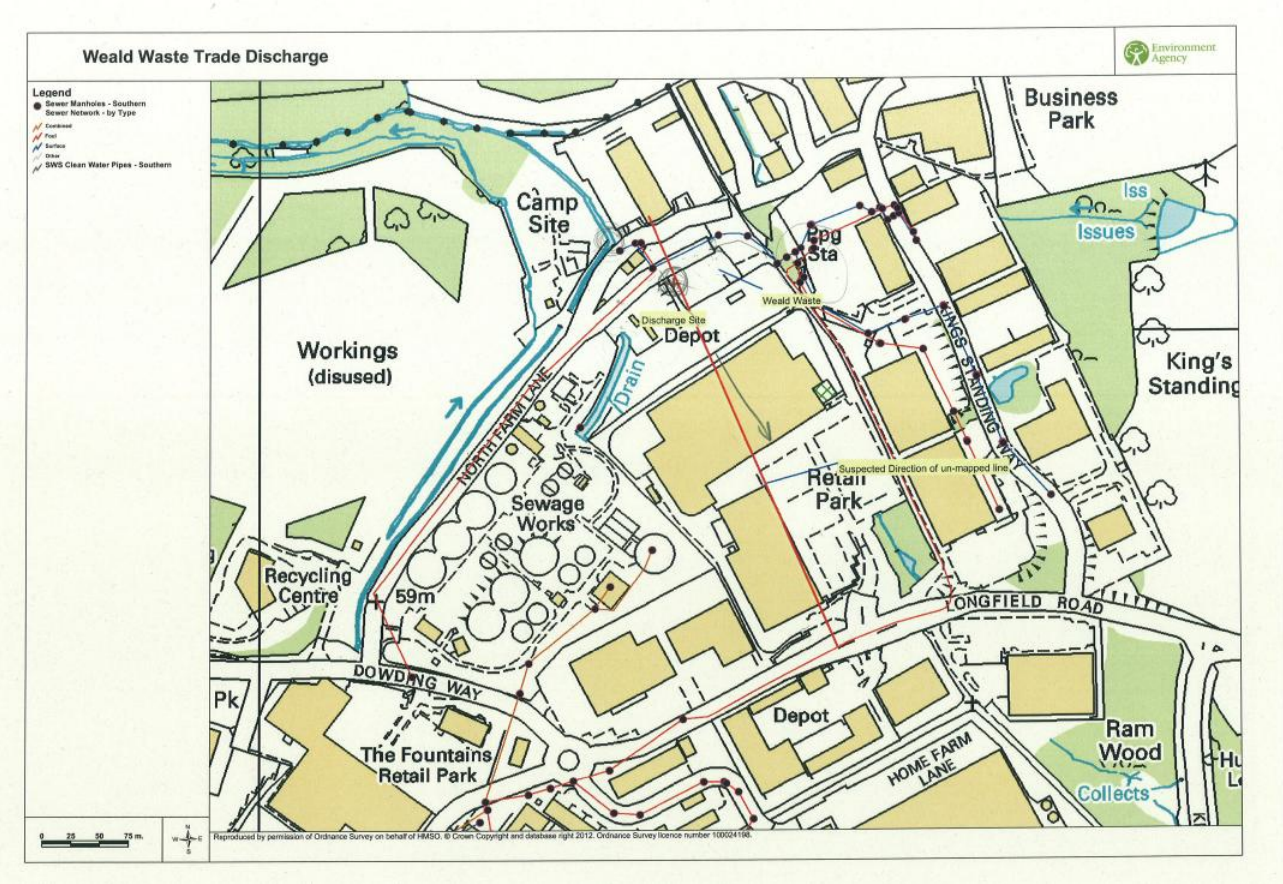
| **Address Where Waste Originated** | |
|---|---|
| | |
| **Deliver Note Number / Reference** | |
| | |
| **Date;** | **Time;** |
| | |
| **Haulier;** | **Vehicle Registration** |
| | |
| **Waste Type;** | **EWC Code;** |
| | |
| **Reason for Rejection;** | |
| | |

Site Representatives Signature …… Date …….

Drivers Signature …… Date …….

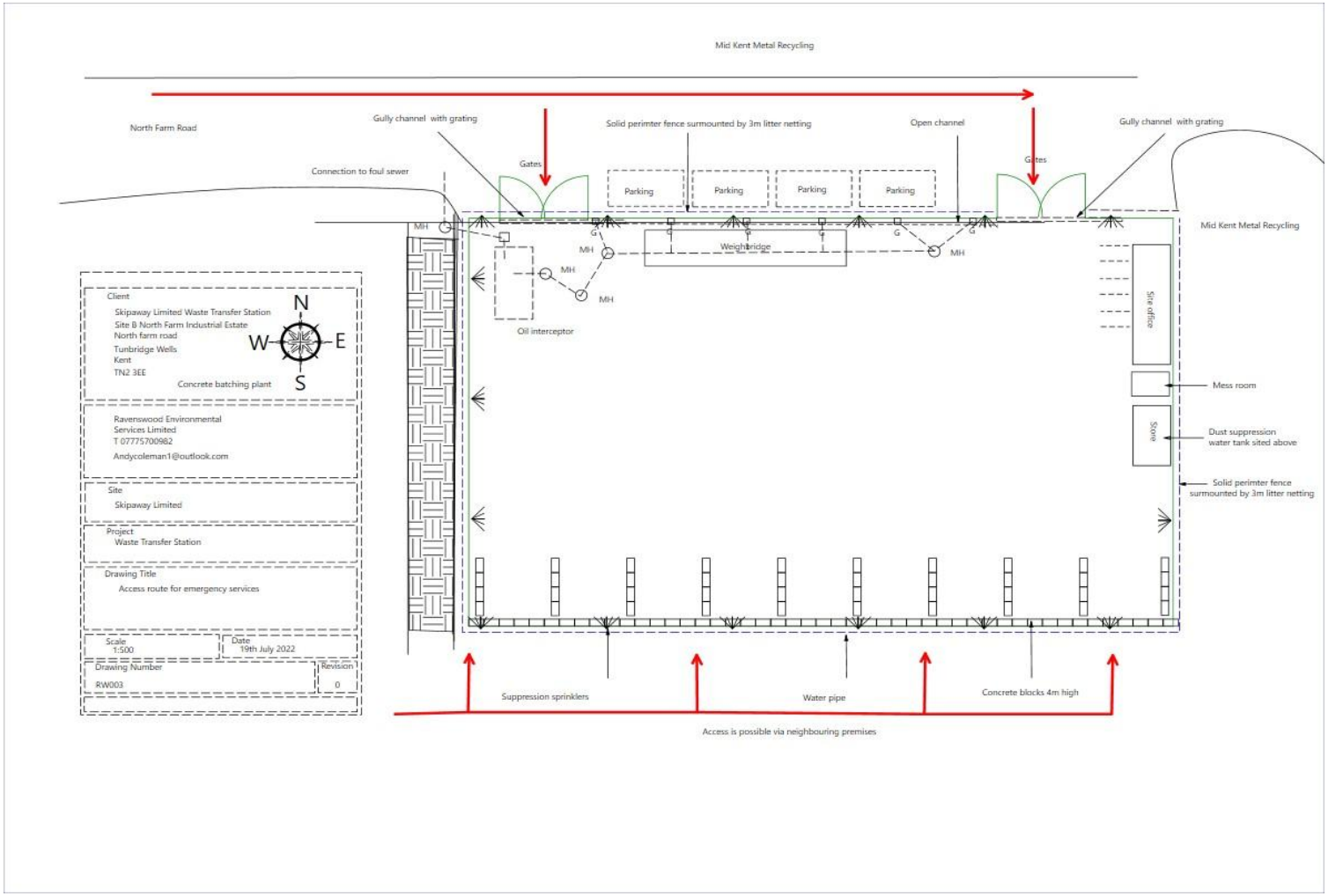
# APPENDIX I

## Trade Effluent Agreement



# APPENDIX J

## EMERGENCY SERVICES ACCESS



# APPENDIX K

# WASTE TYPES ACCEPTED ON SITE

| Table S2.1 Permitted waste types and quantities for household, commercial and industrial waste transfer station | |
|---|---|
| Maximum quantity | The total quantity of waste accepted at the site for the above activity shall be less than 75,000 tonnes a year. |
| Exclusions | wastes having any of the following characteristics shall not be accepted:<br>• Consisting solely or mainly of dusts, powders or loose fibres<br>• Wastes that are in a form which is either sludge or liquid. |
| Waste code | Description |
| 15 | Waste packaging, absorbents, wiping cloths, filter materials and protective clothing not otherwise specified |
| 15 01 | packaging (including separately collected municipal packaging waste) |
| 15 01 01 | paper and cardboard packaging |
| 15 01 02 | plastic packaging |
| 15 01 03 | wooden packaging |
| 15 01 04 | metallic packaging |
| 15 01 05 | composite packaging |
| 15 01 06 | mixed packaging |
| 15 01 07 | glass packaging |
| 15 01 09 | textile packaging |
| 16 | wastes not otherwise specified in the list |
| 16.01 | end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08) |
| 16 01 17 | ferrous metal |
| 16 01 18 | non-ferrous metal |
| 16 01 19 | plastic |
| 16 01 20 | glass |
| 17 | construction and demolition wastes (including excavated soil from contaminated sites) |
| 17 01 | concrete, bricks, tiles and ceramics |
| 17 01 01 | concrete |
| 17 01 02 | bricks |
| 17 01 03 | tiles and ceramics |
| 17 01 07 | mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01<br>06 |

| | |
|---|---|
| 17 02 | wood, glass and plastic |
| 17 02 01 | wood |
| 17 02 02 | glass |
| 17 02 03 | plastic |
| 17 03 | bituminous mixtures, coal tar and tarred products |
| 17 03 02 | bituminous mixtures other than those mentioned in 17 03 01 |
| 17 04 | metals (including their alloys) |
| 17 04 01 | copper, bronze, brass |
| 17 04 02 | aluminium |
| 17 04 03 | lead |
| 17 04 04 | zinc |
| 17 04 05 | iron and steel |
| 17 04 06 | tin |
| 17 04 07 | mixed metals |
| 17 04 11 | cables other than those mentioned in 17 04 10 |
| 17 05 | soil (including excavated soil from contaminated sites), stones and dredging spoil |
| 17 05 04 | soil and stones other than those mentioned in 17 05 03 |
| 17 05 08 | track ballast other than those mentioned in 17 05 07 |
| 17 06 | Insulation materials and asbestos – containing construction materials |
| 17 06 04 | insulation materials other than those mentioned in 17 06 01 and 17 06 03 |
| 17 08 | gypsum-based construction material |
| 17 08 02 | gypsum-based construction materials other than those mentioned in 17 08 01 |
| 17 09 | other construction and demolition wastes |
| 17 09 04 | mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 0902 and 17 09 03 |
| 19 | Wastes from waste management facilities, off-Site wastewater treatment plants and the preparation of water intended for human consumption and waster for industrial use. |
| 19 12 | wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified |
| 19 12 12 | other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11 |

| 20 | municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions |
|---|---|
| 20 01 | separately collected fractions (except 15 01) |
| 20 01 01 | paper and cardboard |
| 20 01 02 | glass |
| 20 01 10 | clothes |
| 20 01 11 | textiles |
| | |
| 20 01 38 | wood other than that mentioned in 20 01 37 |
| 20 01 39 | plastics |
| 20 01 40 | metals |
| 20 02 | garden and park wastes (including cemetery waste) |
| 20 02 01 | biodegradable waste |
| 20 02 02 | Soil and stone |
| 20 02 03 | other non-biodegradable wastes |
| 20 03 01 | mixed municipal waste |

It is proposed to include EWC 19 12 12 within the list of wastes accepted at the site in recognition of waste emanating from waste transfer stations with minimal treatment capabilities.

| | |
|---|---|
| 19 12 12 | other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11* |

It is also proposed by the operator to add EWC 20 03 01 to the approved list of wastes because this waste type is known to be recyclate rich and widely available. In addition, the company are now operating their own collection vehicles and due to the absence of this waste code on their permit, waste deliveries are diverted to third party facilities, and the result is detrimental to their business model.

EWC 20 03 01 consists if the following items:

- Paper and cardboard
- Wood
- Plastic
- Film
- Mixed metal

- Occasional brick pieces and soil

This waste type shall be accepted pursuant to existing Waste Acceptance Procedures which is stated in this document and other supporting documents and segregated in the manner described throughout the supporting management plans. But for the purpose of completeness, a brief description is given here:

Following conformity of the waste and documentation at the weighbridge the vehicle will be directed to the tipping point which is in the location of the waste handling grab. This allows the waste load to be broken for visual inspection and large recyclates to be removed mechanically and the remainder manually sorted into individual waste types.

The treatment consists of:

Manual pre-sorting to remove waste types such as cardboard, paper, wood and metal. Then the waste will pass through a screener to segregate hardcore type material and soil leaving the smaller fractions of wood, metal and those items that have no further use.

The application to vary the existing permit submitted to the National Permitting Service on 22nd July 2022 includes the proposal to operate a sink float tank whereby waste is passed through the water bath to separate heavy and light fraction particles. This process has a greater recovery rate than traditional screening and combining the two activities renders a high rate of recovery.

The potential for odour release from this waste type has been identified and controls established in the Odour Management Plan submitted in support of the permit variation.

Once segregated, individual waste types recovered from EWC 20 03 01 are stored locally in bays awaiting transport from site. The manner in which the waste is stored, location and duration on site in mentioned in the Fire Prevention Plan

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