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Milber Salvage & Spares Ltd

Fire Prevention Plan

Dated: 17th October 2019

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Third Version dated 26th February 2019

Fourth version dated 24th April 2019

Revised 17th October 2019

Completed by: Kerry Robbins

TCM and Company Secretary or Milber Salvage & Spares Ltd

Within this responsibility I will:

Develop & administer Milber Salvage & Spares Fire Prevention training programme.

Ensure that fire control equipment and systems are properly maintained.

Control fuel source hazards

Conduct fire risk assessments and make recommendations.

As directors, Gary and Danny Hunt are also responsible on site to ensure that our employees receive appropriate fire safety training and they also need to notify Kerry as the responsible person if any changes to the operations on site may affect the risk of fire. They are also responsible for enforcing the Milber Salvage & Spares fire prevention plan and policies.

Our employees also have responsibilities with fire safety on site. They should complete all the required training before they begin work without supervision. They need to conduct operations safely to limit the risk of fire. They need to report any potential fire hazards they may see to either Kerry, Danny or Gary. They should always follow the emergency procedures that have been set out.

We have many written procedures on site that all employees are trained on upon employment. We ensure they understand their job roles and what is expected of them. We also ensure they have read and understood the health and safety procedures and risk assessments. They are asked to sign a form as a declaration that they have read and understood the information given. They are welcome to ask questions if any arise. They are expected to refresh on these each year as these can change and are updated annually. This also includes our fire prevention plan and management system. All staff should know the running of the site and why we do what we do. To help keep these procedures and working practises clear in our employees minds we do carry out random assessments on each member of staff (and family members) throughout the year, usually 2/3 for each person on different parts of their jobs. These assessments are carried out by either Kerry/Danny or Gary depending on which procedure the assessment is based on. These assessment forms are kept within their employee/training files.

We also carry out fire drills to ensure the staff know what to do in an event of fire. We conduct fire drills every 3 months or when we have a new employee join our site. Every fire drill that we do is noted on the fire risk assessment, in the site diary and in each employee's training/information folder. I do this so I know that everyone is up to date and therefore able to know what to do if a fire breaks out. All staff are refreshed on how to use the fire extinguishers we have on site. This training and extra assessments are all noted down in their training files and in the site diary when they have taken place with the outcome. If we feel any extra training is needed then that will take place when appropriate and written in the training file and in the site diary. All training folders are updated and checked by Kerry annually.

Plan Implementation:

*Good Housekeeping.

To help minimise the risk of fires on site everyone on site shall take the following precautions:

- 1 Always minimise the storage of combustible materials
- 2 Make sure that all stairs, doors, windows, gangways and other exit routes are always kept clear of any obstructions.
- 3 Dispose of combustible materials in covered metal containers.
- 4 Use and store flammable materials in well ventilated areas away from any ignition sources.
- 5 Only use non-flammable cleaning products
- 6 Keep incompatible substances away from each-other.
- 7 Only carry out hot-works in a controlled, well ventilated work area and always ensure there is a fire watch man. Never carry out hot-works alone.
- 8 Keep equipment in good working order.
- 9 Ensure that if any heating is used it has been tested and no loose clothing etc is around the heater.
- 10 Clean up any spillages immediately using the correct granules.
- 11 Keep all work areas free of dust and unwanted materials that is no longer needed.
- 12 Do not rely on extension leads and never overload circuits with multiple pieces of equipment.
- 13 Turn off all electrical equipment when not in use and 30 mins before the end of the day.
- 14 Remove all batteries from all vehicles as soon as they arrive on site for scrap.
- 15 All scrap batteries need to be stored in the correct lidded battery box.
- 14 Check all electrical equipment before leaving site.

All of the above is all part of the weekly site check that is carried out by myself. A check sheet is filled in throughout the site walk around. I will pick up on anything that I see that needs moving/changing/doing etc. I will write the outcome on the sheet and any work/jobs that need to be done will be written in the site diary and given to individuals on site that are in charge of that area or are able to complete the task that needs to be done. Communication on site is excellent and we also have a To-Do jobs board in the site office that I will add any jobs to throughout the week that I feel will improve the site and health and safety to all staff members. This system works well and when the jobs/tasks have been completed I will carry out a walk around and make sure they can be then signed off in the site diary. Delegation is key to our small workforce.

***Maintenance**

It is also my job to ensure that all equipment on site is maintained according to the manufacturer's guidelines. All equipment is checked weekly and is also checked before each use. Only properly trained personnel shall perform any maintenance work.

It is down to myself and Gary to do the main checks and maintenance. Danny also helps where needed and all staff are to check each piece of equipment/machinery before each use.

The following equipment on site is subject to maintenance, inspections and testing on a regular basis either weekly, monthly or annually.

- *Portable fire extinguishers or fixed fire extinguishers.

- *All fire alarm systems that are fitted.

- *All electrical equipment on site.

- *All machinery on site.

- *All lifting equipment on site.

- *All work vehicles used on site and for work.

- *Depollution equipment such as the airbag depoller, aircon degassing machine & the petrol retrieval machine.

All maintenance that is carried out have their own check forms/folders which are kept in the site office. The checks will involve checking all fluids, tracks, seatbelts, fire equipment on board the plant, the grab, removing debris from the baler, and checking for any defects on all the plant and machinery.

The checks that Gary conducts on the depollution equipment is to ensure that it all works correctly and that there are no defects that could affect the performance when it needs to be used.

Throughout all of Gary's weekly checks he will always clean away any debris or dirt from everything that he inspects.

Gary also carries out the checks on our hi-ab lorry. He completes these checks every Monday morning using the checks forms that are provided. He writes down any defects that he has found and how he has rectified the issue. If it is something that he cannot fix this will be written on the check sheet and in the site diary.

These checks include.....

- *checking the engine fluids

- *wheels and tyres

- *Lights and reflectors

- *Horn

- *washers & wipers

- *mirrors

- *Body & straps

- *any leaks

- *fuel cap
- *number plate
- *play in steering

Even though these checks are weekly, the lorry is checked every morning before it leaves site and each piece of plant/machinery/equipment is checked prior to use that day. These checks are carried out by the person who is using it at that time.

I am responsible for the weekly site checks. These site checks cover a wide overview of the site and safe working practises being carried out. The site checks include.....

- *Access and parking
- *Boundaries and fencing
- *Drainage
- *Stacked car area
- *Depollution area
- *All fluids on site
- *Storage of fuels/flammable substances on site
- *Scrap tyres
- *Concrete pad/wrecking area
- *Scrap piles
- *Fire extinguishers
- *Fire alarms
- *fire exits

See appendix F for an example weekly site check sheet.

I also carry out electrical pat testing on our electrical equipment annually. We have check sheets that need to be filled in and once completed the folder is kept within the site office. A sticker is put on the equipment after it has been checked. If a piece of electrical equipment is deemed as unsafe it will either be fixed or disposed of and new equipment will replace it. This information is all recorded on the pat testing sheets. The only electrical equipment that is pat tested more often is the heater that is situated in the site office. This is checked prior to use in the winter.

Our lifting equipment is checked by Munich RE annually. We keep these examination reports in the site office. If any defects are found, then the engineer has a right to condemn that part of lifting equipment until the job has been completed. He will either wait on site until it is rectified, or he will return when the item has been fixed. We pay for this to be done annually as part of our insurance and health and safety procedures.

All fire extinguishers on site are checked annually by Ace Fire Ltd. If any defects are found or if any new fire extinguishers are needed, then it is dealt with while the inspector is there and he re-fits the new equipment for us and ensure all are working correctly. We are given a written examination report and a certificate to say that our fire extinguishers are all in good working order. The fire extinguishers are also part of my weekly site checks. I ensure that the surrounding area is clear of obstructions, so we are able to get to the fire extinguishers easily and safely.

We have set out our fire prevention plan in sections.

Section 1: Our site.

Activities	<p>We carry out 2 main activities on site, these are:</p> <ul style="list-style-type: none"> *The reception, sorting, storage and dispatch of metals. *The reception, sorting, storage, depollution and dispatch of end-of-life vehicles.
Location Plan and sensitive receptors	<p>See our Location plan.....Appendix A</p> <p>Our location plan shows where any sensitive receptors are around our site such as residential properties. You can see by the green area on the map the grass areas that we have near our site. You can also see the residential houses and roads clearly on the map. We do not have any schools/hospitals etc within a 1km radius of our site.</p> <p>The location plan shows that there are no protected habitats/watercourses/groundwater/wells etc around the site.</p> <p>We do not have any railways/bus stations/pylons etc near our site.</p> <p>The only area that we do have within 1km of our site is the Aller Sandpit SSSI which is south west of our site.</p>
Site plan	<p>Site plan A – Site layout Appendix B</p> <p>This site plan shows the boundaries of our site, the layout of our buildings and the different areas on our site.</p> <p>It shows the areas where the hazardous materials are stored. It also shows where the plant machinery is kept.</p> <p>Our main access routes are clearly marked which allows clear access for the fire service if needed and it also shows the rear footpath that gives an alternative access point in emergencies.</p> <p>We have shown where our storage piles are which include, the baled cars awaiting collection, the awaiting depollution car pile, and the depolluted stacked vehicles that we have.</p> <p>You can also see the quarantine areas on site.</p> <p>It also shows our storage containers for the scrap tyres and the scrap engines skip.</p> <p>Site Plan B – Fire Appendix C</p> <p>This plan shows where our onsite fire detection systems are.</p> <p>It also shows the locations to the water supplies we have on site and the fire equipment that can be used in small fires and to suppress a bigger fire until the fire service arrives.</p> <p>You can see all fire exits we have and the location of our fire assembly point.</p> <p>We have also added the locations of the CCTV cameras on this site plan.</p>

	<p>Site Plan C – Drainage Appendix D</p> <p>This plan shows the drainage that we have on site. It shows which way the site is sloping using directional arrows. It also shows what areas are concreted and which are unmade ground and it shows where our bunded walls are which are located within the rear compound.</p> <p>Milber Trading Estate road plan Appendix E</p> <p>This plan of Milber Trading Estate shows where the closest water hydrant is to our site.</p>
<p>Combustible waste on site</p>	<ul style="list-style-type: none"> *Paper & cardboard *Plastics *Rags *Scrap metals contaminated or mixed with other waste such as oils or plastics. *Depolluted and un-depolluted ELVs *Whole tyres *Processing ELV's
<p>Common causes of fires on site</p>	<p>*Arson – We have good boundary fencing surrounding our whole site. We have a strong secure lockable double gate to the front of our site. We are in the process of fitting a CCTV system on site at present. This system has 6 cameras in total which will be placed in areas, either at more risk of a fire beginning or trespassers etc. These are linked to a mobile phone which will receive alerts when there is movement or noises within the site out of hours. It will also allow us to keep an eye on the whole site, inside the workshop, rear compound, the front access area, the office and stacked vehicle area etc when we are not there.</p> <p>*Plant and equipment – Weekly maintenance checks are carried out on plant, machinery and equipment. We have maintenance sheets that are filled in every Monday morning. If any defects are found these are written down and if they can be fixed internally then Gary will carry out the repairs. If the defect needs an outside contractor, then that would be arranged and that machinery/equipment will be deemed as US until it has been fixed by the contractor. Weekly maintenance helps to keep the machinery and equipment working well so faults should not occur.</p> <p>We also ensure that any unused plant is not near any combustible wastes.</p> <p>*Electrical faults – Our electricians onsite are tested annually by an outside electrical engineer, Mr Ross Hawtin. Once he has inspected the electricians and is happy he will provide us with a certificate which is then kept in the site office. If he feels parts of the electricians need any work or changing, then he will carry out these works before he leaves site.</p>

Within our weekly site checks the electricians are checked to ensure there are no loose wiring, all plugs look in good order and there are no obstructions of a fire risk within that area.

We also carry out in-house Pat testing on electrical equipment and tools annually. These are recorded on a check sheet and stickers are placed on each equipment that has passed. However, we do carry out checks on the electrical heater before we use them in the winter as well as annually.

***Discarded smoking materials** – There is a no smoking policy to all staff/customers/contractors on site. We have clear no smoking signage throughout the site. If people wish to smoke they must do this away from our site. We are all non-smokers on site and we all have a zero tolerance to smoking on site.

***Hot works** – The hot works that are carried out on site is when we are having to do any welding on our M.O.T re-sellable cars. We do not carry out hot works regularly but when we do we ensure that all welding is completed by 4pm, this allows the equipment to cool down before the end of day. The equipment will be checked by Gary or Danny at the end of the working day.

Hot works will only be carried out if there are 2 members of staff in the area as one will act as fire watch. There will need to be a fire extinguisher in that working area that can be used if needed. Staff need to follow safe working practices that we have in place with regards to hot works on site.

Welding is the only hot works we carry out on site at present.

***Recovery of fuels** – We have a certified fuel retrieval machine on site to ensure the safe retrieval of fuels from the ELV.

***Storage of fuels/flammable substance** – When fuels are drained from the ELV's throughout the day these are all kept within our bunded area and all fuels are moved out to our designated fuel shed that is in the rear compound. The fuel is kept in metal drums within the metal fuel shed and is bunded so no fuel is able to escape. We also hold an IBC of red diesel which is used for our plant on site. This is stored within our secondary containment that can hold 110% of the full IBC of 900ltrs. At present this is stored within the rear depollution area but we have access to it via the side of the building and can be removed if needed.

No scrap vehicles are left inside the workshop over night. The depollution area is emptied of vehicles at 5pm each day.

No flammable substances are kept inside the workshop out of hours.

***Portable heater** – We have a heater in the site office. This is obviously only used in the colder months. It is turned off by myself when I leave at 3pm and it is checked again before the others leave the site at 5:30pm. This heater is Pat tested annually along with all other electrical equipment but we also carry out a Pat test on the heater before it is used in the winter months.

***Hot exhausts** – We ensure good housekeeping to prevent dust settling on and around hot exhausts. Apart from the plant we do not use any machinery or leave vehicles running for long periods of time to prevent hot exhausts. Gary is within the rear compound for the majority of the day so

he is our designated fire warden. At each breaktime, when he leaves the rear compound he will check all plant/machinery etc that may have become hot when being used and areas where heat can be generated or a risk of fire is high, these times are 10:30am, 1:30pm and at the end of the working day at 5:30pm. All Plant/machinery is not used after 5pm to allow exhausts to cool before we leave site.

These checks have always been carried out as a routine check that Gary has always done but so that I know he has completed them we have decided to get Gary to sign the site diary each day. This way we are all aware the checks have been completed and therefore the rear compound is safe. Upon the days Gary is on holiday/ill Danny is in the rear compound so will take over this role.

***Ignitions sources-** We ensure that we keep all combustible wastes away from any naked flames that are present. At present the only equipment we use that has a naked flame is the welding equipment this is used on vehicles within the open workshop. All metal bins within the workshop are situated around the edge and therefore not in close proximity of the welding area. We ensure that there is no combustible waste within the area of the job before they begin. As before there will always be 2 members of staff within this area, one acting as a fire watch while the other is completing the welding job.

***Batteries-** We remove all batteries from every ELV as soon as it enters the site for scrap. No vehicle is left with its battery still attached for any amount of time. We double check all vehicles have had their batteries removed throughout the day and we do not allow any batteries to be left in any vehicles within the rear compound overnight. All batteries are taken to the secure lidded battery box that is kept in the top compound.

***Leaks & spillages of oils & fuels –** Movement of vehicles around site is minimal. All vehicles are depolluted and then baled straight away which reduces the risk of spillages. Any spillages that do occur are cleaned up by using the spillages kits on site.

***Housekeeping –** We ask the depollution area is to be cleaned at the end of every working day. Each Saturday we undertake a site clean up where sweeping up dusts/leaves and any other combustible waste is carried out. Housekeeping is checked each week on our site checks and recorded in the site diary if I feel it could be improved.

***Reactions between wastes –** We have written procedures in place on the inspection and acceptance of waste on site. Each vehicle is inspected before we accept it for scrap, we have a look inside each vehicle including the boot. If any unwanted waste is found upon depollution it will be placed in quarantine until it can be disposed of correctly.

We also have a designated cage that is situated beside the heavy steel waste skip that we can place any unwanted gas cylinders/LPG tanks that are found upon depollution. These wastes cannot be left on site for long periods of time, so we would need to source information fast on what we should do with the waste.

Carrying out these checks help to prevent having any wastes on site that are not allowed and that may cause an issue when it reaches the rear compound.

See Appendix G for our written procedure for inspecting wastes.

Section 2: Preventing Fires on site.

<p>Waste stored on site/pile sizes/volumes</p>	<p>You can see on the site plan the location of our storage piles of wastes.</p> <p>The wastes we hold on site can change on a day to day basis.</p> <p>*We will always have 8/12 cars that are either for re-sale or awaiting MOT work to then be re-sold. These are kept on the area just inside the main gate. These vehicles are spaced with good walkways around the whole car so it is accessible on all sides. These vehicles have a good rotation rate.</p> <p>*At present we have 30 vehicles in our side compound that have been fully depolluted and re-stacked so parts can be taken off as and when. These are in the process of being rotated and we have reduced the amount of vehicles we have in this area to free up some space. These vehicles are always removed and replaced with new vehicles every 6 months. We write when the cars are rotated in the site diary so we know when the 6 months is coming to an end. We stack these vehicles so you are able to walk around the cars and have easy access to each one. We stack 2, one on top of the other and then with a 1.5 metre gap we then have the next stack of 2 vehicles. All vehicles within this area are fully depolluted, no wheels/tyres are left on or in the vehicle and the battery would have been removed.</p> <p>*The bale pile can be between 3 – 40 bales at any one time. We do not exceed 40. We have Blackwater Transport come in for 2/3 scrap bale collections each week, this allows us to keep the bale pile to the minimum amount.</p> <p>We have worked out that each bale measures on average 80cm high. We stack our bales, 4 high, so our bale pile on average is 3m 20cm high. This ensures the bales are not higher than our boundary fencing and the pile is secure and stable.</p> <p>Our pile at maximum capacity is 3.2 metres high, 10 metres long, 3.5 metres wide.</p> <p>Our bale pile is 1.5m inside our metal fencing which runs along our rear boundary with the bunded wall running in between the bales and fencing. The bale pile is 2 metres away from the waiting to be depolluted vehicles and more than 6 metres from the buildings and other stacked vehicles on site.</p> <p>Our bales can be accessed by at least 2 sides, depending on where that bale is in the pile.</p> <p>*Cars awaiting depollution are always kept to a minimum. 6/8 at the most. This pile is located 2 metres away from the bale pile and more than 6 metres from the buildings and other stacked vehicles on site. It is 3.5 metres away from the metal fencing that surrounds our rear boundary. These vehicles can be accessed from at least 2 sides, sometimes 3 depending on where that vehicle is placed within that stack.</p> <p>Non-depolluted cars are kept on the concreted area in the rear compound near the wrecking area. These vehicles are only stacked 2 high usually 4 bottom cars and 4 top cars so 8 in total (this is the maximum amount we</p>
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	<p>can hold in this area). 2 cars (one on top of the other) measures 2.8m high, 4m long and 1.6m wide Our pile of non-depolluted cars at maximum capacity measures 2.8m high, 4m long and 6.4m wide.</p> <p>*Scrap tyres- We keep our scrap tyres in a metal storage container in the side compound. The maximum amount of tyres that can be kept in this container is 400. We book in for scrap tyre collection as often as we can and we ensure BK Racing are on site every 10/14 days. This keeps the quantity we have on site to a minimum.</p> <p>*Scrap batteries – We keep the scrap batteries in a lidded battery box in the top compound. The battery box is not to be overloaded and no batteries are to be left on the floor in the surrounding area.</p> <p>*Waste oil and fluids – We store the waste oil and fluids in IBC containers within our depollution area. These are all on impermeable surfaces with secondary containment. 2 x IBC's are for waste oil and 2 x IBC's are for waste fluids. Each IBC can hold 1000 ltrs. We also have 2 wheelie bins for waste oil filters and the waste brake fluid is kept in 205ltr metal drums within the same area with secondary containment. All fluid levels are monitored within the weekly site checks.</p> <p>*Fuels – All fuels that are drained throughout the day are moved into the metal fuel shed at the end of each day. The fuel storage shed is located in the side compound. Fuels are stored in 205ltr metal drums within the bunded secondary containment fuel shed. Levels are monitored weekly.</p> <p>*Waste residues – We have a 240L Biffa wheelie bin on site that takes all our other residue waste such as food packaging, rubbish from vehicles and office waste. This bin is located within the workshop.</p>
Storage times	<p>*For MOT/resale cars – We keep these vehicles between 7 days to 6 months, depending on the reason on way they are there. Most are moved/sold/scrapped within 4 weeks of entering the site.</p> <p>*Depolluted stacked cars for parts to be removed – We keep these vehicles on a strict 6 month rotation. Every 5/6 months these cars will be pulled out and replaced with newer fresh depolluted cars.</p> <p>*Bale car pile – We aim for bales to be collected 2/3 times each week. This keeps the storage time to a minimum. For example....If a car comes in for scrap on a Monday it is processed, baled and collected by Friday if not before.</p> <p>*Vehicles awaiting depollution – We aim to keep this pile moving with processing the vehicles as they come in. If a vehicle is classed as scrap when it enters the site we aim to have it processed within 24 hours (unless it is the weekend).</p> <p>*Scrap tyres – Our scrap tyre container can hold up to 400 tyres. This is the maximum amount we keep on site but we arrange for a scrap tyre collection for every 10/14 days which keeps the maximum amount to around 200.</p>

	<p>*Scrap Batteries – We have 2 battery boxes on site that can hold around 80 batteries each. These boxes are collected on a monthly basis so our maximum amount is approximately 160 batteries.</p> <p>*Waste oil/fluid – We have an oil collection on average every 6/8 weeks, this keeps the oil levels low. They also drain oil from sealed drainage that we have under our engine skip and the new oil interceptor. The coolant IBC containers take longer to fill so these are usually collected every 12/16 weeks. We also have the brake fluid collected but this is usually only once a year as this takes time to fill the drum. Oil filters are collected on average every 6 months.</p> <p>*Fuels – The fuels that we drain from the scrap vehicles are constantly being used for works vehicles and our own private vehicles, this helps keep the fuel levels low. We aim to keep the amount to around 400 ltrs. We store these fuels in metal drums within the metal fuel shed. We also store red diesel on site that we use for our plant machinery. The red diesel is stored in a 1000ltrs IBC but the most we hold in that IBC is 900ltrs. This IBC is stored in our depollution area which has secondary containment. Upon delivery the IBC would be close to full (900 ltrs) this is the maximum we hold on site of red diesel.</p> <p>*Waste residues – Our Biffa bin is collected every 2 weeks. The bin is never overfilled and is kept secure inside the workshop.</p>
<p>Monitor and control temperatures in the piles of bales</p>	<p>*Gary will routinely turn piles to ensure the waste remains cold and the centre does not become too hot</p> <p>*We ensure the bales are collected 2/3 times each week to keep the bales moving. This helps reduce the build up of heat within the pile. At least once a week (more if able) when we have a small amount of bales, Gary will move those bales out in the quarantine area and then the bales he processes that day he will stack at the bottom and then place the older bales back on top, this ensures the bottom bales are never being left on the bottom where heat can be generated.</p> <p>*We do not tend to have high weather temperatures even in the summer months but our bales are located near our rear boundary fence which is shaded by big trees so this can help in keeping the bales cooler in the summer months.</p>

We have to manage our waste piles carefully as this prevents the risk of self-combustion from occurring and it also limits the scale of a fire if one breaks out.

It helps that we minimise the pile of our scrap bales.

How we store ELVs	We stack any ELVs that have not been depolluted so therefore are still deemed as hazardous, 2 high, within the rear compound. In the location where we keep this stack it is very good access and the vehicles can be accessed from at least 2 sides, if not 3. We have found that having these vehicles at 2 high is safer, more secure and stable. We always aim to only have a small amount of ELV's awaiting depollution as we are a small site and can get overloaded quickly. This has to be well managed by Danny and Gary and they have a good system in place to ensure these to ensure we keep all scrap vehicles moving.
What waste do we store in containers?	<p>*We store our scrap tyres in a big metal shipping container that is situated in the side compound. We keep the scrap tyre limit to a minimum and we have regular collections for removal of scrap tyres. We do this to prevent a fire from spreading and tyres burn very well and cause a huge amount of smoke so this is a fire we do not want to have.</p> <p>*We also store fluids/oils in 1000ltr IBC containers. These are all stored within an area that has secondary containment, which is able to hold 110% of the fluid/oils contained. This prevents spillages that can lead to a fire spreading.</p> <p>*The waste oil filters are stored in wheelie bins within the depollution area.</p> <p>*All the scrap batteries are stored in lidded battery boxes in the top compound.</p> <p>*Fuels are kept in 205ltr metal drums within the metal fuel shed.</p>

Prevent the fire from spreading

Separation distances	<p>*We aim to keep our combustible scrap piles 6 metres away from other waste piles on site. Space can be a problem and this is why we keep our scrap moving and have constant scrap collections to ensure we keep to a low amount. We have to keep all of the scrap piles within this area so it remains 6 metres away from our building.</p> <p>*We keep our waste piles at least 1 metre away from our steel boundary fencing. As we are a small site we are limited on where we can have our scrap piles. Our metal boundary fencing is within 1 metre but this means that the scrap piles are 6 metres away from the buildings. The piles are also well away from our neighbouring businesses.</p> <p>Behind our boundary fencing is a footpath and beyond that is the resident's gardens. The distance between our boundary fencing and their actual house is around 45 metres. With a site like ours we believe this is the best option. This ensures that it is away from our buildings and from the neighbouring businesses and we feel that if we moved the scrap piles closer to our front fencing, which would mean 6 metres away from our buildings but this would cause more problems to the trading estate if a fire did break out. The only option we could have is to move our scrap pile to the middle of our site but again this would mean it is too close to buildings and neighbouring businesses.</p> <p>The footpath also allows another access for the fire service to access a fire if</p>
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	<p>it did break out in the rear compound, that way they could protect the rear gardens and prevent the fire from spreading.</p> <p>The rear compound has the oil interceptor and hydrobreak, which is best placed where the vehicles are being depolluted and stacked etc so it catches any excess fluids. We also have the bunded wall in the rear compound so the fire waters can be contained better within this area.</p> <p>This is another reason why we keep our scrap piles to a minimum if we can as we are aware we do not have the space to hold large amounts in this rear compound.</p> <p>We do feel at present that this is the best place within our site for our scrap piles to be and we will always aim to improve this when we can.</p>
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***Quarantine area**

We have 2 areas on site that we can use as a quarantine area if we needed it. Both areas are within the rear compound and are on either side of our scrap bale pile. You can see on the site plan the 2 areas that we can use. The main area that we use as a quarantine area is to the left-hand side of the rear compound if you are standing looking at the rear boundary fence (Main Quarantine area on the site plan). This quarantine area that we like to keep clear is all concreted ground with good drainage and it is also where our interceptor is situated along with our hydro-break and we also have the bunded wall running along the rear fencing which can contain fire waters so again this is a good area for any burning bales to be hosed down.

This area is used as a temporary holding area for vehicles that either need to be depolluted and stacked back up in the stacked car compound or need to be depolluted and disposed of.

We do aim to keep this area as clear as possible in the event that it is needed in a fire. The area would be more than able to take 50% of our largest waste pile and it is still within our boundary. At maximum we could store on average 25 vehicles at single level within this one quarantine area, so if we needed to go 2 high we could have around 50 vehicles in this area. This would still leave a good distance from our perimeter fencing. Bales are obviously smaller, so we would be able to fit our bale pile and un-depolluted vehicles within this one area if we needed to.

The second option of a quarantine area is at the opposite side of the rear compound (quarantine area on the site plan). This is also now a fully concreted area with our bunded wall running all the way around it. We have made drainage gully's so that the rain water flows across the rear compound area into the interceptor drainage system. This area is also large enough to take 50% of our largest waste piles. Having the choice of 2 quarantine areas allows us to have options and space if a fire did break out on site.

At present if a fire did break out within the rear compound we would use the quarantine areas to possibly move wastes piles around with the crane to allow access to any burning vehicles/areas. We could also use the area to move our crane into to allow access to more of the rear compound or scrap pile. These quarantine areas are both on fully concreted ground with good drainage and it is also where our interceptor and hydro-break are situated so again this is a good area for any burning bales to be hosed down.

Our fuel shed is no longer near the rear compound and has now been moved to the side compound away from our scrap piles. The tyre container has also been repositioned further up the site away from our scrap pile, we have also fitted 2 roof mounted fire extinguishers within the container. We have one of our CCTV cameras looking over the area which holds the fuel shed and the tyre container. The whole rear compound is now fully concreted and is surrounded by a new completed bunded wall that is now 52cm high which will allow us to keep any contaminated fire waters on site if needed.

*Detecting fires

On site we have recently installed 4 new automatic smoke alarms. We brought these smoke alarms as they were recommended by the fire service. We have a health and safety advisor that visits our site every 12 weeks for a safety check walk around and he is also happy with the smoke alarms we have had installed. Our alarms are situated.....1 is in the site office, 2 are in the main workshop and the last one is situated in the depollution bay. Before we placed them in their locations we did test how sensitive they are as this would make a difference on where we would have put them. I test these alarms once a week as part of my weekly site checks.

We have also recently added CCTV to our site with 6 cameras. These 6 cameras are situated around our site where we feel is most vulnerable or most likely to be a fire risk. This CCTV system is linked to a mobile phone so we would receive an alert if there is unknown movement or noise on site out of hours. It is also good as we can look at any one camera to check for any signs of fire/smoke when we are not on site and can alert the fire service. Once the CCTV had been fitted we did carry out checks on how sensitive the cameras are and what would it take to send the alarm to the phone and we were pleased with the results. We have put a timer on the alerts so they are only sent when we are not on site. We will carry out tests on this CCTV alert system once a month and record the outcome in the site diary.

We have given the local residents (their properties run along the rear boundary) our personal contact details as well as our business contact details, so they are able to alert us if a fire or situation occurred when we are not on site. We like to keep a good relationship with our local residents and we received positive responses when I visited them with the information and are happy to help.

I have been to see our neighbouring businesses along the trading estate and exchanged contact details which each company. This way if a fire breaks out we can alert them if we feel their property may be at risk or if it is likely to disrupt their business in any way. They also have our contact details if they need to alert us to a problem when we are not on site. We are part of a small trading estate where everybody knows one another as we have all been here for a very long time and we all have a good working relationship and look out for each other.

Throughout the working day it helps that we are only a small site where we can all hear each other. We are able to alert one another if a fire breaks out. If a fire does break out within the working day the procedures in place to detect a fire in its early stages will help reduce the risk of the burning increasing and causing more damage. We carry out fire drills throughout the year (every 3 months) to ensure all our staff/employees know exactly what to do in a fire and are reminded where our fire assembly point is.

Detection Flow Chart

On-site

↓
If a fire is found then that person
will shout FIRE FIRE FIRE

Or

if any of the alarms go off then

↓
Depending on the fire and where it is
depends on if we would try and deal
with ourselves or leave the site and
phone the fire service.

← Dealing with a small fire

We would use the correct fire extinguisher.
We could also use water with using
the hose or buckets.
If we manage to control the fire then
we would continue the day and regularly
check the area to ensure the fire does not
reignite.

This would be logged in the site diary
& a fire report would be done, this would
be kept in the site office.

The area would be checked again before
we closed the site.

→ Dealing with a large fire

All staff and customers would
leave the site immediately and
gather at the fire assembly
point at the main gate.

The fire service will be called &
we would ensure everyone on
site is accounted for.

We would wait for the fire
service to arrive and await
their instruction.

We can help the fire service
by informing them about the
site layout and we can move
machinery etc if needed.

Off Site

If a fire begun when we are not on site.....

The fire alarms would be set off, this would trigger the CCTV to send an alert to the mobile phone.

The alarm noise could also alert the local residents who would use the contact details to alert us.

This could also be done by a neighbouring business.

If it was in an outside area of the site the CCTV would pick up noise and movement from the fire and send an alert to the phone.

The local residents and neighbouring Businesses would also become aware of the fire quickly and they can then contact us and the fire service.

One of the family would be on site within 5/10 minutes to assist the fire service.

We have a fire information box on the back of our main gate. This holds site plans of the site showing the storage areas and any hazardous/flammable materials on site.

It also holds our contact details so if we have not already been contacted then the fire service would be able to do so.

Suppressing fires

We are aware that if any waste is kept inside the building that a fire suppression system needs to be fitted. We believe we have taken significant steps to reduce the risk of fire within our workshop. These are.....changing our plastic bins for metal lidded bins, we do not keep any scrap vehicles on the depollution bay throughout the night, this area is now emptied by 5pm. We clear all tyres/batteries/fuels etc away at the end of each day to their designated areas outside of the workshop and we do not hold any flammable substances within the workshop. We also believe that with our new CCTV being fitted within the workshop and other areas of the site a fire would be detected quickly and therefore the fire service would be alerted sooner and the fire could be dealt with.

With early detection a fire could be dealt with. The suppressing systems we have on site are: fire extinguishers, water butts, hoses, fire blankets. All of these will help suppress the fire and allow the fire service time to get to site to then use their fire hoses on the fire using the hydrant at the end of the trading estate.

For when we are not on site we are hopeful our new CCTV system will help us detect a fire as soon as it starts and with our new smoke alarms we feel, that if a local resident or neighbouring businesses heard an alarm sounding in the evening they have our details and have been told to phone the fire service asap so we would be alerted in the early stages of a fire breaking out. We as a family all live relatively close to the site. I live within a 7-minute drive, Gary is approximately 10 minutes from site and Danny is slightly further out but will still only take 15 minutes to get to the site. Our dad lives the closest with only a 3/5-minute drive away so if either one of us is contacted throughout the night we would contact our dad who would be the first on site in an emergency.

We have recently moved our tyre storage container. It is now positioned further up the site in the side compound area which is away from our scrap piles and away from the quarantine areas. We have also made a plan that BK Racing to come on site every 10/14 days to collect a minimum of 150 tyres each time, this will ensure that we keep the scrap tyres to a minimum. They pass our site every few days, so they are happy to pop in when they have an empty van. We have ensured that our new hose that we have purchased reaches the tyre container by the route through the main doors of the workshop. The CCTV camera that is positioned to look over the stacked car area also shows you the tyre container, so we can keep check on this while not on site and we would expect to receive an alert if a fire did start in this area. This is a metal shipping container which has solid metal doors, these doors are closed unless we need to place scrap tyres inside.

We have fitted 2 roof mounted fire extinguishers within the tyre container. They work by heat detection, when the heat reaches 68 degrees it causes the bulb to break which then triggers the extinguishers. The dry powder will be released with a discharge time of 10 seconds and it will cover an area of 6sqm. This, we hope will help suppress a fire to allow the fire service and ourselves time to get to site. We believe the risk of a fire inside this metal container is low and we have taken significant steps to help detect a fire and suppress a fire if one did break out. These new extinguishers will be tested annually by Ace Fire Ltd when they come on site to do our other extinguishers. I will also add this to the weekly site checks.

Firefighting techniques

We have designed the layout of our site to allow for active firefighting. We have clear access to the rear compound and workshop areas and throughout our stacked cars. We have done this as it will help to enable the fire to be extinguished within 4 hours. We should not fight a fire if it is going to put our lives at risk. The fire service will use their expertise to extinguish the fire for us.

Active firefighting means having the resources available at all times to fight a fire, including in the event of a fire. The resources we have on site to fight a fire, depending on the size of the fire, include.....*fire blankets *fire extinguishers *plant machinery that we can use to move waste around site, such as use our crane to move burning loads to enable the fire service to get the water hoses under or in the pile to extinguish the fire easier. *staff *available water supplies on site including a hose and water butts.

We can use a variety of firefighting techniques which can be used together or separately to extinguish a fire, these include:

- *applying water to cool unburned materials & other hazards.

- *separate unburned material from the fire using heavy plant.

- *separating burning material from the fire to quench it with hoses or in pools of water.

We could also suffocate the fire by using soil, sand, crushed brick/gravel but within our site this would be a last resort and we would need the environment agency to agree to this. We would need to remove all the contaminated soil/sand etc as soon as the fire is extinguished to the correct hazardous waste disposal site.

*Water supplies

As our site is small we do not have space to have access to hold large amounts of water such as large storage tanks or lagoons. We do however have 2 water butts, one in the top compound and one in the rear compound, these we can use for smaller fires or to help suppress a larger fire. We also have a long hose in the workshop that is connected to a tap so we are able to suppress/extinguish a fire if needed within the workshop or the top area of the site. We have very recently purchased a longer hose that is kept beside the tap that we can use if a fire needs to be suppressed within the rear compound. This longer hose is 66 metres in length. This can either be run out through the workshop main entrance if a fire is within the top end of the site or it can be run down through the depollution area fire exit which would mean it can reach the rear compound area.

The water supplies we have on site will be sufficient to suppress any fire until the fire service arrives on site.

The fire hydrant is located at the end of the trading estate, outside unit 2, it is clearly marked and should not be obstructed. The flow rate of that hydrant is unknown as our local water company do not have the equipment or man power to test what the flow rate is but we have been informed that the standing pressure is between 2.5 to 3 bar depending on the time of day. They did add that due to the pipe configuration and the pipe size that they would not expect any issues with achieving considerable flow to assist the firefighters in tackling a fire along our trading estate. At 130m this is the closest hydrant to our site. The fire service have said that this is not a problem and they would just link hoses to ensure the water can reach our site. They have successfully done this before so we have no concerns that getting the water to our site from that hydrant would be a problem.

***Fire waters**

We have recently increased the height of our bunded wall which surrounds the rear compound and runs along the rear boundary of our site. The wall runs the whole way along the rear fencing and it continues up both sides. The length of the wall is now 10m up both sides of the site and is 45m along the bottom fencing. The height of the bunded wall is 52cm.

As we need to be able to potentially hold 134,400 ltrs on site according to our largest scrap pile we had to make these changes and increase the length and height of the wall. With this new height (52cm) and length (10m) we have calculated that we will be able to hold 234'000ltrs of fire waters on site without including the interceptor, which can also potentially hold 3600ltrs of water.

To Explain.....We are currently still awaiting for the drainage to be linked up to the mains sewers. We have had to make changes to the rear compound to ensure this can be done as South West Water requested that we made alterations and purchased and fitted a Hydro-break/Valve which will control the flow of rain waters leaving our site in to the mains drains. We have had to make space for the hydro-valve to be fitted underground alongside our interceptor and new manholes have been made. Currently we are just waiting for the Hydro Valve to be delivered (due by the 22nd November). It can then be fitted. This is completing the work that was requested by SWW and therefore Hutchins Groundworks can then come in and complete the connection. As long as SWW give us the go ahead this drainage can and should be connected by the end of this year. It has been a very long process and we have been messed about by contractor's continuously, this is why we have completed the majority of the work ourselves. The end is in sight!

This new hydro valve/break that is being fitted inside the manhole cover for our site has a system which has a shut off valve. This allows us to manually open the man hole and with using a tool we can shut the flow valve which will stop any waters from heading down the pipes and into the mains sewers. The waters will basically stay within our site and our drainage pipes until we have either had the waters tested and confirmed we can then release into the mains sewers or until we can get Lanes group to site to remove the waters with their tankers.

With regards to any fire waters that we would retain on site within our bunded wall and interceptor we would contact Lanes Group, which is a company who collect contaminated waters. They can collect from our site using a tanker and supply us with a consignment note. This company are very prompt and a reliable company who we have used before.

***Diverting wastes**

In the event of a fire and our site having to be closed we would divert our wastes to Newbery Metals who are based on Kingsteignton Road in Newton Abbot. They are the next local vehicle scrap yard from us and we have had close relations with this company for many years. We would need to contact them asap to inform them of our situation and if they are able to take in the wastes. They are a large site, with more man power and space and who deal with a larger amount of scrap than us so are more than capable of dealing with added wastes entering their site.

For all vehicles that may have been booked in for a collection we would need to contact those customers using the contact details we would have taken and explain the situation and pass them the contact details of Newbery Metals who would be able to collect the vehicle and deal with it within their site instead.

***Training**

Kerry Robbins will ensure that basic fire prevention training is given to each member of staff upon employment. The training will cover.....

*The contents of the fire prevention plan including how it can be accessed.

*Good housekeeping practices.

*Proper response and notification in the event of a fire.

*Instructions on how to use portable fire extinguishers.

*The recognition of potential fire hazards on site.

Upon employment we will train all employees about the fire hazards we have on site with the specific materials and processes to which they will be exposed to and we will maintain documentation of all training given. Training is given upon employment, annually and if any new equipment/machinery is brought on to site that changes the work processes. Each employee has their own training record folder which is kept in the site office.

Review

As the responsible person for the fire safety and prevention at Milber Salvage & Spares, Kerry Robbins will review this fire prevention plan at least annually for necessary changes.

Appendix list

A – Location Plan

B – Site Plan A – Site Layout & legend

C – Site Plan B – Fire & legend


D – Site Plan C – Drainage/surfaces & legend

E – Road Plan (Hydrant location)

F – Example of our weekly site check sheet

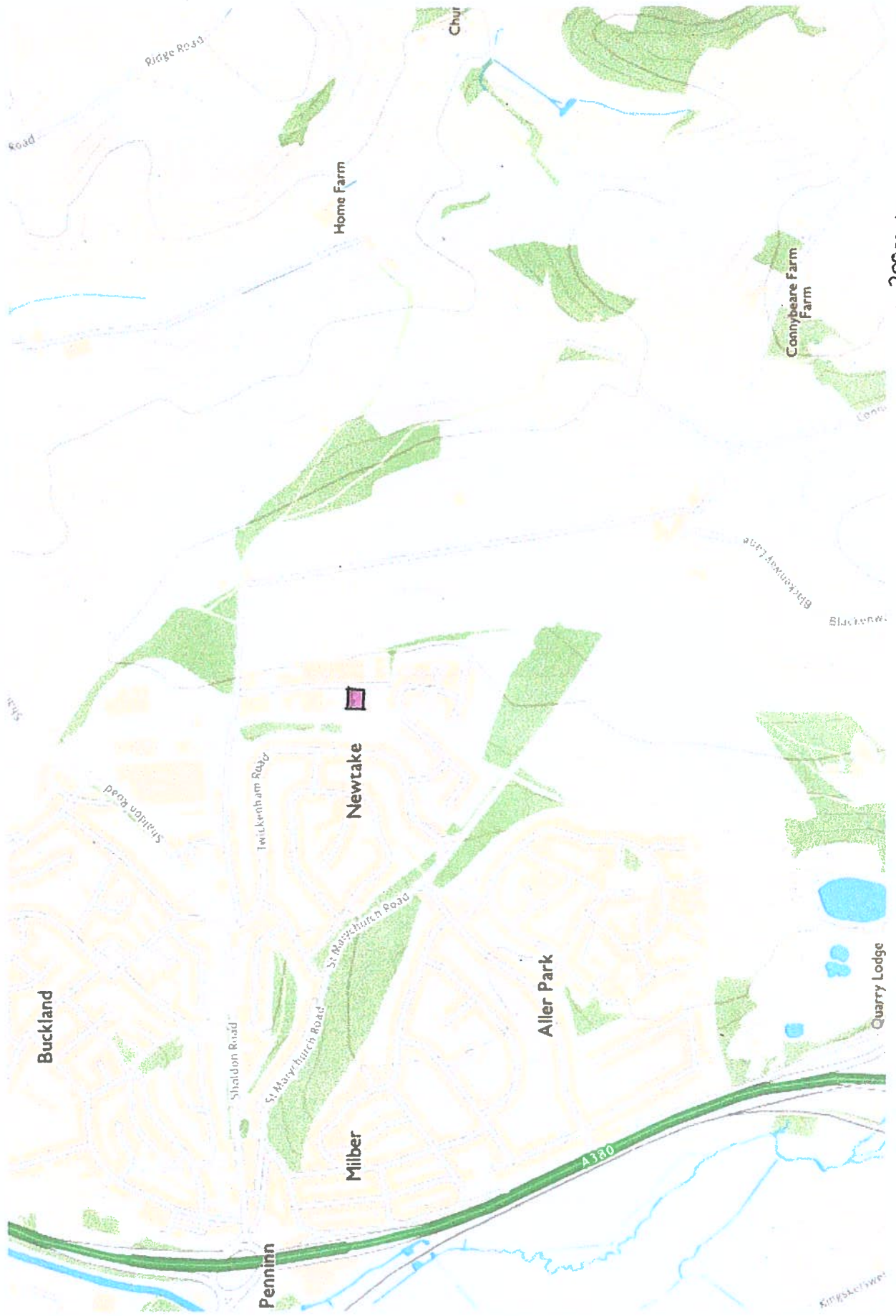
G – Procedure for inspecting incoming waste.

Appendix A - Location plan

 - 20-22 MILBER TRADING ESTATE

SX 870 711

SX 888 711



Scale | 200m | 500ft

SX 870 691

SX 888 691