



FIRE PREVENTION PLAN – EPR/FB3201LQ

Recycling Lives limited, The Flatts, Whitworth Close,
Darlaston, Wednesbury, West Midlands, WS10 8LJ

Version 1.0 21/01/2019

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Site Information & Key Contacts List

| | | |
|-----------------------|--|------------------------------------|
| Site Address: | The Flatts, Whitworth Close, Darlaston, Wednesbury, West Midlands, WS10 8LJ | National Grid Reference |
| Site Operator: | Recycling Lives Ltd | SO 98162 97314 |

| Contact | Description | Office Hours | Out of Hours |
|--|--|----------------------|--|
| Recycling Lives Ltd | Site Operator/Permit Holder | 01772 654321 | ADJ Fire & Security 01257 233222 |
| Paul Ballard | Technically Competent Manager | 01772 654321 | 01772 654321 |
| Hannah McDonald | Site Manager & Out of Hours Contact | 01772 654321 | 07946596037 |
| Graeme Slater | Out-of-Hours Contact for Emergencies Only | 01772 654321 | 07515 567118 |
| Walsall Manor Hospital Moat Road, Walsall, WS2 9PS | Local NHS Hospital including A&E | 01257 261222 | In Emergency 999 |
| Darlaston Family Practice Darlaston Health Centre, Pinfold Street, Darlaston, WS10 8SY | Local Doctors GP | 0121 568 4300 | In Emergency 999 OR Non-Emergency 111 |
| West Midlands Police | Local Police – non-emergency Police Emergency | 0345 113 5000 999 | 101 999 |
| Willenhall Community Fire Station Clarks Ln, Willenhall, WV13 1HT | Fire & Rescue Service (in Emergency Dial 999) | 0121 380 7553 | 999 |
| Environment Agency Sapphire East, 550 Streetsbrook Rd, Solihull B91 1QU | Environmental Regulator | 0370 850 6506 | 0800 80 70 60 |
| Walsall Borough Council | Local Planning Authority | 01922 650000 | |
| South Staffordshire Water | Local Water Supplier/Sewerage Provider | 0800 389 10 11 | 0800 389 10 11 |

1 Introduction

1.1 Fire Prevention Objectives

1.1.1 This Fire Prevention Plan (FPP) has been designed to meet the following 3 objectives:

- To minimise the likelihood of a fire happening
- To aim for a fire to be extinguished within 4 hours; and
- To minimise the spread of a fire within the site and to surrounding neighbouring sites

1.2 Correspondence with Fire and Rescue Service

1.2.1 During the start of site operations, the FRS will be invited to the site to undergo a Fire Risk Assessment. Depending on the results of this assessment, the FPP will be updated to coincide with any recommendations provided by the FRS.

1.2.2 Recycling Lives Ltd will ensure all plans are suitable and seek a two-yearly response from the Environment Agency (EA) and Fire Rescue Service (FRS) with regards to their FPP and associated operations on site. This regular correspondence will ensure all measures to prevent, mitigate and contain fires on site are up to date and deemed to be sufficient by the FRS.

1.3 General Site Information

1.3.1 This document considers the risks associated with a fire on site at Recycling Lives, The Flatts, Whitworth Close, Darlaston, Wednesbury, West Midlands, WS10 8LJ.

1.3.2 The site is operated in accordance with a SR2008 No 20: 25kte vehicle storage, depollution and dismantling (authorised treatment) facility and is currently applying for a bespoke permit for 50,000 tonnes p/a. The layout, infrastructure, drainage and location of the site is shown on the drawing number 1 which is Appendix 1 of this document.

1.3.3 This FPP document will be kept in the site office in addition to the site's Environmental Management System (EMS) which should be read in conjunction with this FPP. Permitted operations as detailed in the site's EMS are shown below:

Table 1.1 – Extract of Table S2.1 activities from SR 2008 No 20

| Description of Activities | Limits of Activities |
|--|--|
| <p>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)</p> <p>R4: Recycling/reclamation of metals and metal compounds</p> <p>R5: Recycling/reclamation of other inorganic materials</p> <p>D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it was produced.)</p> | <p>Treatment consisting only of depollution of waste motor vehicles and sorting, separation, grading, baling, shearing, compacting, crushing, or cutting of waste into different components for recovery.</p> <p>There shall be no treatment of lead acid batteries, other than sorting and separating from other wastes.</p> <p>There shall be no treatment including the decanning of catalytic converters, other than sorting and separating from other wastes.</p> <p>The maximum quantity of hazardous waste shall not exceed 10 tonnes per day. This does not include the manual depollution and dismantling of waste motor vehicles.</p> <p>Wastes shall be stored for no longer that 1 year prior to disposal and 3 years prior to recovery.</p> <p>Wastes shall be stored for no longer than 1 year prior to disposal and 3 years prior to recovery</p> <p>The maximum quantity of hazardous waste stored at the site shall not exceed 50 tonnes at any one time of which no more than 10 tonnes shall be stored for disposal. This does not include waste motor vehicles awaiting manual depollution.</p> <p>No more than 50 tonnes of intact waste vehicle tyres (waste code 16 01 03) shall be stored at the site at any one time.</p> |

| | |
|--|--|
| | <p>No more than 25 tonnes of waste vehicle batteries (waste code 16 01 01* or 16 06 05) shall be stored at the site at any one time.</p> <p>No more than 10 tonnes of intact waste vehicle catalytic converters (waste code 16 01 21* or 16 01 22) shall be stored at this site at any one time.</p> |
|--|--|

1.4 Hours of Operation

1.4.1 The site will be operated according to the hours specified below:

| | |
|--------------------------------|---------------|
| Monday to Friday | 07:00 – 17:30 |
| Saturday | 07:00 – 12:00 |
| Sundays & Bank/Public Holidays | Closed |

Export Area operating hours

| | |
|--------------------------------|---------------|
| Monday to Friday | 07:00 – 19:00 |
| Saturday | 07:00 – 16:00 |
| Sundays & Bank/Public Holidays | Closed |

Second Round Tyres operating hours

| | |
|--------------------------------|---------------|
| Monday to Friday | 07:00 – 18:00 |
| Saturday | 07:00 – 16:00 |
| Sundays & Bank/Public Holidays | Closed |

Note: The only activities on site which will be permitted outside of these hours are onsite maintenance works, emergency deliveries of waste/plant/machinery and general office use.

1.4.2 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular and/or pedestrian access.

1.5 Staffing and Management

- 1.5.1 The table below details the minimum number of staff when the site is open for the reception and processing of waste and also the number of staff available to assist in tackling a fire at the site.

Table 1.2 – Staffing numbers and responsibilities

| Position | Employees | Responsibilities |
|--|-----------|--|
| Site Manager | 1 | Overall management of site |
| Technically Competent Manager – Not on site at all times at this site. | 1 | Ensuring site is operated in accordance with the Environmental Permit and in-line with attendant regulations |
| Administration Staff | 1 | All administration tasks including weighbridge |
| Machine / Plant Operators/ Operatives | 11 | Waste handling/processing, reception and plant operation |

- 1.5.2 Additional staff will be employed and be utilised on site during site development and throughout busy periods to carry out site maintenance works, plant maintenance, administration and record keeping.
- 1.5.3 All operational staff and any contractors must be made aware and understand the contents of the FPP and what they must do in any fire situation.

1.6 Plant and Equipment

- 1.6.1 The table below details the plant/equipment on site including that equipment specifically required for the implementation of this FPP. Only trained operatives will be permitted to drive/operate the plant/equipment listed below.

Table 1.3 – Staffing numbers and responsibilities

| Item | Number | Function |
|-------------------------------|--------|--|
| Material (scrap) handlers | 4 | Loading/unloading/movement/sorting |
| 360° grab | 2 | Loading/unloading/movement/sorting |
| Scrap metal / ELV baler | 1 | Compaction/processing of metals and ELVs |
| Depollution & dismantling rig | 3 | Depollution/dismantling vehicles |
| Weighbridge | 1 | Accurate weighing of incoming/outgoing loads |

1.7 Sensitive Receptors

- 1.7.1 A Sensitive Receptors Plan (FPP-Walsall-4) has been provided in Appendix 1 to highlight all main receptors within 1,000m of the site which could be affected by a fire at the site. These are:

Schools

- St. Joseph's Catholic Primary School – 805m
- King's Hill Primary School – 969m
- Salisbury Primary – 997m

Health

- Vision Medical Services – 804m
- Darlaston Family Practice – 966m
- Dr Ali & Syed – Darlaston Medical Centre – 966m

Leisure Centres & Libraries

- Darlaston Swimming Baths – 322m
- Buzz Bingo – 610m
- All Active – 805m
- Bentley Leisure Pavilion – 834m
- Bentley Youth Football Club – 852m

Churches/Places of Worship

- Keyway Church - 643m
- Darlaston Methodist Church – 665m
- All Saints' Church – 966m
- Saint Joseph's Roman Catholic Church – 805m
- St. Lawrence's Church – 968m
- The Salvation Army – 965m
- Masjid-E-Umar – 804m
- Zia-E-Madina Mosque – 966m

Community Halls

- Five Star Community Centre – 805m

Parks & Playgrounds

- Owen Park – 325m
- Victoria Road Allotments – 483m
- Heaven Park and Garden – 965m

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

2 Managing Common Causes of Fire

2.1 Details

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

Table 2.1 – Common fire sources and mitigation

| Source | Risk | Specific mitigation |
|---|---|--|
| Arson or vandalism | Deliberate ignition of wastes by intruder(s) and/or vandalism of site infrastructure, plant and/or machinery which may give rise to malfunction or compromise the integrity of waste storage/containment measures | Site security measures are detailed in section 2.7. |
| Plant or equipment | e.g. spillages of fuel, sparks from machinery or malfunction caused by ineffective maintenance | All items of plant are subject to the preventative maintenance checklist and stored 6m away from combustible materials when the site is closed. See sections 2.5 & 2.6 |
| Electrical appliances and cabling | Faulty appliances or damaged/exposed electrical cable may spark as a result of a power surge | Fixed wire testing is carried out every five years and portable appliances are PAT tested every 12 months in accordance with legislation. |
| Discarded smoking materials | Risk of ignition of stored waste from smoking materials which have not been fully extinguished | The site has a designated smoking area as detailed on drawing No Walsall-1. The smoking policy is shown in section 2.4 |
| Open burning on site or on adjacent sites | Risk of ignition from radiative heat or flaming from open | There is no open burning on site. All staff are suitably |

| | | |
|-------------------------------------|---|---|
| | burning on site or on adjacent sites | trained by site management regarding the implications. |
| Overheating of stored waste | Sources of heat may include heating pipes, hot exhausts, light bulbs, space heaters or direct sunlight. | Stored wastes will be visually inspected throughout the day and turned as necessary to prevent the formation of 'hot spots.' Waste storage times are relatively low at this site. |
| Sparks from loading buckets/shovels | Scraping of loading buckets/shovels causing sparks which may ignite stored wastes | Fire extinguishers are fitted in the cab of all loading plant. |

| Source | Risk | Specific mitigation |
|---|--|---|
| Hot works | e.g. welding, soldering, cutting etc. which involve the use of high temperature equipment which may be a source of both primary and residual heat to stored wastes | The site's hot works procedure is provided in Section 2.3 below. |
| Industrial heating | Industrial heaters and/or pipework used to heat internal and external areas on site which may, in turn, supply heat to stored wastes increasing the risk of combustion | There are no industrial heaters (or associated pipework) used at this site. |
| Hot exhausts | Potential source of both primary and residual heat to stored wastes | Daily fire watch and the preventative maintenance ensure the risk is minimised. |
| Loose material build-up around plant/machinery exhausts | Light waste and ambient particulates with high combustibility settling and building up in key areas in and around plant/machinery and around exhausts | Plant equipment is monitored daily as per the checklist and dedicated site staff use cleaning agents to keep the area around plant and equipment clear of debris. Shift teams at the end of shift clean the area around the equipment they have been working on and |

| | | |
|----------------------|---|---|
| | | ensure the equipment is clear of all debris and material. |
| Hot loads | Wastes bought to site which may contain materials that are above ambient temperature. | All loads are inspected in accordance with Recycling Lives waste acceptance procedures. If such loads arrive at site, they are usually intercepted by site operatives who will refuse the acceptance of the waste. They will then, if need be, direct the load to the quarantine area to ensure the material does not pose a concern/fire risk to the site. If required, the material will be treated to ensure the risk of fire is completely negated. |
| Overhead power lines | Any overhead power lines on or around the site may ignite in the event of a fire and worsen the effect of the fire. | There are no overhead power lines which traverse the site. |

2.2 **Fuel storage and hazardous material storage**

2.2.1 Further to drained fluids from ELVs, the site will also store red diesel and Ad-Blue in the locations shown on Drawing No. FPP-Walsall-1. Procedures for the above site storage are as follows:

- Tanks will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank. The bund will be made by breeze blocks which measure 440mm x215mm x100mm. These will be laid flat, 3 high, measuring 300mm in height. The bunding will measure in length 12m and the 2m in width.
- All pipework and associated infrastructure will be enclosed within the bund.
- A lock will be fitted to the tank valve to prevent unauthorised operation.
- All valves and gauges on the bund will be constructed to prevent damage caused by frost.
- No combustible wastes will be stored within 6 metres of the tanks.
- The tanks will be clearly marked showing the product within and also its capacity.

- 2.2.2 **Other Hazardous Storage** - The site will not routinely store gas cylinders, aerosols or other combustible liquids and if there are any chemicals present at site they will be stored as per COSHH for the particular chemicals. If any of the non-routinely stored items need to be stored at site for any reason, they will be stored in a quarantine skip or roro and removed from site within a suitable timeframe.

2.3 **Hot Works Procedure**

- 2.3.1 Hot works can take place in various areas of the site i.e. on fixed plant therefore it is not possible to designate an area for this. The site's hot works procedure is shown below:
- a) Check that hot work is required, or could you use an alternative (drill and bolt etc.)
 - b) All hot works must be carried out with a stand-off from other stored materials/wastes on site (i.e. 6 metres). Any hot works which take place within 6m of stored waste will be watched over by an additional observer.
 - c) Ensure the area is cleared of all flammables.
 - d) Ensure you have TWO fire extinguishers to hand. The type would depend on your working environment but generally a CO2 and a powder extinguisher would be suitable.
 - e) Ensure you have used screens to shield bystanders from sparks and welding flash.
 - f) Ensure you have an observer to watch over you and check for sparks while you work.
- 2.3.2 Prior to undertaking work activities such as welding and hot works, all RL employees are trained to carry out work with great care and attention given to their surrounding areas. This is to help them identify and thus make sure that combustible and flammable materials are not in the same area they are working in. They must also make certain that during these types of work activities they have an appropriate fire extinguisher to hand.

2.4 **Smoking Policy**

- 2.4.1 Smoking, including the use of e-cigarettes is prohibited in all waste management and storage areas.
- 2.4.2 Smoking is only permitted in the designated smoking areas, outside the offices, as shown on the Site Layout Map which is referenced as Drawing No. FPP-Walsall-1 and shown in Appendix 1 of this FPP.

- 2.4.3 Managers will be responsible for the promotion and maintenance of the policy by their staff. Managers will receive training and guidance regarding their responsibilities in relation to the policy and enforcement of it.
- 2.4.4 Employees should inform the appropriate manager immediately if anyone fails to comply with the policy.
- 2.4.5 Employees not complying with the policy will be referred to their manager for support subject to the disciplinary procedure.
- 2.4.6 Visitors not adhering to the policy will be asked to comply or leave the site.

2.5 Plant and Equipment

- 2.5.1 External separation distances of 6m will be observed between plant and stored material when the site is not staffed. In the depollution building, no ELVs will be stored out-of-hours. Plant which is not in use for any extended period and in any event at the end of the working day will be stored at least 6 metres from any other stored combustible wastes.
- 2.5.2 During out of hours, the baler will have a 6m separation distance to any stored combustible waste.
- 2.5.3 Bucket loaders will contain firefighting equipment in the cab. Rubber strips are not considered appropriate as they are usually removed via uneven and bumpy ground.
- 2.5.4 Mufflers will be fitted onto hot exhausts to ensure the source of ignition from plant/equipment is reduced to a minimum.
- 2.5.5 Dust from processing/treatment operations on site can settle at the end of the shift/working day onto hot exhausts and engine parts so a fire-watch will be implemented after cessation of works. Any build of dust/fluff will be removed from the equipment and comments noted on an inspection sheet or similar as shown in Appendix ii.
- 2.5.6 Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis to ensure, where possible, the machinery is mechanically sound, as described in the section below.
- 2.5.7 Fuels and combustible liquids from site vehicles (forklift trucks etc.) will be controlled by ensuring each vehicle has undergone the relevant preventative maintenance checks (as mentioned in section 2.6 below).
- 2.5.8 Any spillages of fuel will be cleared immediately by depositing sand or absorbents on the affected area and removed to the quarantine area or a dedicated skip to await removal to a

suitably permitted facility. The locations of the spill kits are shown on Drawing No. FPP-Walsall-1.

2.6 Preventative Maintenance

- 2.6.1 All items of plant and equipment listed in Section 1.6 (and any additional items of plant which may be hired in to cover busier periods) are subject to preventative maintenance checks to ensure their safe operation and to prevent any potential situations which may give rise to faults or malfunction. A preventative maintenance and fire checklist are shown in Appendix ii of this FPP.
- 2.6.2 Much of the plant and equipment on site and all vehicles in the fleet are subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts. Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis i.e. daily, before, during and at the end of each working day to ensure (where possible) the machinery is mechanically sound. These checks will be carried out using the preventative maintenance checklist shown in Appendix ii and any results which are flagged as needing attention will also be recorded and a copy kept on site for the site managers reference.

2.7 Site Security

- 2.7.1 The site will be bounded by a mixture of 2.4m high palisade fencing and 4.5m high concrete panel walls. The site will also have steel lockable gates.
- 2.7.2 The site will benefit from site-wide CCTV coverage with 24-hour on and off-site supervision. The locations of CCTV cameras are indicatively shown on Drawing FPP-Walsall-8.
- 2.7.3 The CCTV has movement sensors so in the event of any unusual activity i.e. intruders, smoke, flames, the CCTV will notify the out-of-hours contact who will then view the footage and decide what course of action to take place i.e. attend the site within 5 minutes and call the FRS or Police.
- 2.7.4 Other adjacent/surrounding users of the Industrial Estate, some of whom are 24-hour operational, will also be given the sites out-of-hours contact so if any suspected unusual activity is taking place, the out-of-hours contact can be notified immediately.
- 2.7.5 The site security will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within a suitable

timescale. All repairs will be noted on the site diary within 24 hours of the event. The checklist in Appendix ii provides further information.

- 2.7.6 The security measures at the site are under constant daily review under the site's inspection regime. If unauthorised access becomes apparent as a problem at the site, the security measures will be reviewed, and improvements implemented.

2.8 Electrical Faults or Damaged/Exposed Electrical Cables

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

- a) Fire Detection & Alarm System;
- b) Emergency Lighting;
- c) Machinery checks/services (as per manufacturers' instructions).

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

- 2.8.3 Any potential ignition sources from suspected electrical faults will be isolated and the appointed electrical contractors will be contacted immediately to rectify the situation. Where possible, staff will immediately remove any stored wastes from the vicinity of the fault area or cable traverse if safe to do so.

3 Waste Acceptance Procedures

3.1 Waste Acceptance Procedures

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

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

- a) The date and time of delivery
- b) The name and address of the waste producer
- c) The detailed and accurate description of the waste including type, quantity (in tonnes and/or cubic metres) and EWC codes
- d) How the waste is contained e.g. loose, container type
- e) The carrier's name and address
- f) Driver's name, signature and vehicle registration number

- g) Signature or initials of person(s) producing/accepting/inspecting/carrying the waste
- h) Additional handling details/notes made by the driver after inspection of the load
- i) SIC code of the premises which produced the waste (where relevant)
- j) Waste hierarchy declaration
- k) Information on previous treatment of the waste e.g. manual or mechanical

- 3.1.2 Any wastes identified during the incoming waste inspections which do not conform to the site acceptance criteria will not be accepted and/or removed and quarantined immediately to await safe removal from site and the EA will be contacted (where necessary) if the non-conforming waste discovered is likely to lead to a breach of permit conditions or a potential risk of combustion.
- 3.1.3 Once the waste has been accepted, the following procedures in Section 4.3 will apply.

4 Managing waste storage to prevent self-combustion and the fire spreading

4.1 General

- 4.1.1 All waste stored on site will comply with Section 9.1 of the EA's FPP guidance and reference should be made to Drawing No. FPP-Walsall-1 for details of all waste piles stored at the site.
- 4.1.2 The operator will minimise pile sizes and store waste materials in their largest form as shown below.

4.2 Waste Storage Table

- 4.2.1 The following table gives the maximum pile sizes and duration for all wastes stored on site:

Table 4.1 – Combustible waste storage table

| Plan Ref: | Brief Description | Storage Form | Height (m) | Volume (m3) or tonnes | Max Storage Time |
|-----------|---|--|------------|----------------------------|------------------|
| Area 6 | Tyre Contractor/ End-of-Life Tyre Storage | Stacked on pallets/ Free standing inside specific storage area at site | 2M | 30 tonnes | <2 Weeks |
| Area 2 | Undepolluted ELV Storage | On the ground in specific storage area | 2M | 90 tonnes (80 ELVs max) | <48 hours |

| | | | | | |
|-----------------------------------|--|---|------|---------------|----------|
| Area 3 | Batteries/ Catalytic Convertors | Battery Storage Bins with lids or under cover in the depollution building | 1M | <1M3 | <2 weeks |
| Area 4 | Drained Fluids i.e. Petrol, Diesel, Coolant, Oil, Contaminated Fuel | Double Bunded Tanks | 1M | 20,000 litres | <2 weeks |
| Depolluted Car Storage Area | Depolluted ELV Storage | Free-standing/3-sided panel bay | <4M | 750m3 | <2 weeks |
| Area 9 | Engines and CAT removal area | 40 cubic yard skip/ fire wall to rear | 2.6M | 78m3 | < 2weeks |
| Area 10 | Baled ELVs | Baled/2-sided panel bay | <4M | 400M3 | <2 weeks |
| Area 11 | Alloy Storage | Free-standing/3-sided panel bay | <2M | 30 tonnes | <2 weeks |

4.3 Depolluting ELV Procedure

4.3.1 Upon acceptance into the site, Undepolluted ELVs are manoeuvred by plant or driven (if feasible) into Area 1 as shown on drawing No. FPP-Walsall-1 to await depollution. In this area, the battery will be disconnected from the ELV to reduce the risk of short circuiting. The ELV will then be transferred (lifted by forklift or pushed) into the depollution area (Area 2).

The ELV is then depolluted/dismantled as per the steps below:

- Disconnect battery from the ELV and store in adjacent container (Area 3).
- Remove fuel, oil filter, coolant, washer water, brake fluid and power steering caps. The liquids will be removed/drained via an auto drain machine then pumped into external containers (Area 4).
- Wheels are removed and moved to the tyre contractor bay (Area 5) where those containing rims will undergo 'tyre popping' which is a mechanism used to push the alloy out of the tyre.
- The alloy will then be transferred to Area 11.
- If the tyre is re-usable, it will be stored on a wrapped pallet within the tyre contractor area (Area 6) until such time as the contractor sells them on. If the tyre cannot be re-used and deemed waste, it will be stored/stacked in Area 7 until the tyre contractor moves it on to his disposal site.
- Other items such as catalysts will be removed from the ELV and deposited into the storage containers in Area 8.
- The ELV will then be removed from the rig and placed on the ground.
- The ELV will be assessed for pyrotechnic devices and deployed using a suitable procedure or removed from site for subsequent neutralisation.

- Once the potentially contaminated/hazardous parts/components have all been removed the ELV will be transferred to Area 9.

4.4 Storage/Monitoring Procedures (free standing piles)

Table 4.2 – Waste storage/monitoring table (free standing piles)

| Storage Reference: | Storage/Monitoring procedures to reduce the risk of fire |
|--------------------|--|
| Area 6 | <ul style="list-style-type: none"> • The tyre storage area shown in Drawing No. FPP-Walsall-5 is handled by Second Round Tyres which are a subcontractor. • This area acts as the tyre storage area and tyres will be stacked in rows to a height of 2m. • The tyre contractor (Second Round Tyres) who runs this area of site is responsible for all stock rotation and for checking what is waste and what is re-sale. ▪ The holding average quantity is 1674 tyres per week with an average weight of a tyre of 15kg. ▪ No more than 30 tonnes of waste vehicle tyres shall be stored at the site. • As tyres are not prone to self-combustion and are stored for 2 weeks at a time, no further monitoring other than visual is required. |
| Area 11 | <ul style="list-style-type: none"> • This area consists of alloys stored after removal from the wheel of ELV's. • The same procedures apply as above. |
| Area 9 | <ul style="list-style-type: none"> • This area consists of compacted/crushed ELVs which are stockpiled prior to baling. In this area, the engines will be ripped out using a 360° grab and deposited into the Depolluted Car Storage Area prior to bailing. • All vehicles will have been fully depolluted and hazardous components removed as set out in the depollution procedure shown in Section 4.3 above. • As the ELV s in this area are crushed/compacted, this area has been classed as a pile as it will not consist of a whole ELV. |

| | |
|---------|--|
| | <ul style="list-style-type: none"> Operational staff will tip at the rear of the pile and excavate from the front to ensure stock rotation and the first in first out principle apply. Due to the site's high throughput the ELVs will usually not be stored for longer than 72 hours but may be stored for up to two weeks as a worst-case scenario; i.e. for unplanned breakdowns, staff shortages. The area is accessible for firefighting. The quarantine area is adjacent to these piles to ensure waste can be dragged into this area quickly. No form of monitoring other than visual required. |
| Area 10 | <ul style="list-style-type: none"> This area will store the baled ELV's. The bales will be stored in a bay with 4.5m concrete panel walls. The bales are estimated at 1m in height so will not be stacked higher than 4 to ensure a freeboard is maintained. The bales will be placed at the rear of the pile and excavated from the front to ensure good stock rotation and the first in first out principle applies. The bays can be easily accessed for firefighting. Waste can be visually monitored throughout the day by site operatives. No form of monitoring other than visual required. |

4.5 Storage/Monitoring Procedures (containers)

4.5.1 The table below details the waste types which are stored in containers at the site.

| Storage Reference: | Storage/Monitoring procedures to reduce the risk of fire |
|--------------------|--|
| Area 3 | <ul style="list-style-type: none"> Dedicated battery bins and IBC containers which each have volume of 1'200 litres are used to store batteries and catalysts prior to removal from site. The wastes are removed every two weeks or sooner if the container area is full. There is access to the containers via the depollution building and they would be removed from this area using a forklift truck. |

| | |
|--------|--|
| Area 4 | <ul style="list-style-type: none"> This area consists of double skinned/bunded, non-combustible tanks and will store waste oil, petrol, diesel and antifreeze/coolant. |
| Area 9 | <ul style="list-style-type: none"> This area will consist of engines removed from ELVs. As the ELVs will have been depolluted and all hazardous components removed. The engines will not contain any reactive, hazardous material. The engines will be bulked and removed from site usually within 48 hours but may be stored for up to two weeks as a worst-case scenario; i.e. for unplanned breakdowns, staff shortages etc. There is access all around the container, including the top for firefighting. In the event of a fire the containers would be dragged into the quarantine area using plant and extinguished in site. |

4.6 **Storage/Monitoring Procedures (where pile sizes don't apply - ELVs)**

4.6.1 The table below details the storage/monitoring procedures for Undepolluted ELVs which are stored at the site prior to depollution.

Table 4.4 – Waste storage/monitoring table (Undepolluted ELVs)

| File Reference: | Storage/Monitoring procedures to reduce the risk of fire |
|-----------------|--|
| Area 2 | <ul style="list-style-type: none"> This area is where ELVs are stored prior to depollution. The ELVs are stored on the ground in rows of three, two high and the bay can hold maximum eighty ELVs at any one time, ensuring there is access for firefighting purposes. The site does not store vehicles in separated rows, due to lack of space. The 360 grab has access to the roofs of the vehicles in the depollution bay and the vehicles are only stacked two high. Any vehicles which are severely damaged i.e. leaking oil, burn outs etc. will be depolluted immediately or consigned to the quarantine area. If a fire broke out within the storage area, and if it was safe to do so, the 360 grab would pick up all vehicles that were not on fire and move them to the quarantine area to create a firebreak. |

| | |
|--|---|
| | <ul style="list-style-type: none"> • The ELVs are stored in a segregated bay which falls to the rear of the bay to ensure oils/fluids do not track into other areas of the yard. • Any visible oil leaks will be cleaned up using spill kits and the spill kit residue will be deposited into a spill bin. • Operational staff will continue to monitor this area for the presence of oil. • Batteries are disconnected in this area and may also be removed from the ELV to prevent short circuiting, • No form of monitoring other than visual is required in this area. |
|--|---|

4.7 Depollution Building

- 4.7.1 The depollution building measures approximately 162m² and is open fronted north-west facing. The building is sealed and engineered to slope towards the rear to contain any spillages and to prevent ingress of water. The bund will prevent any oils trailing around the site and causing a fire/health and safety risk.
- 4.7.2 The only storage out-of-hours inside the building will be IBCs containing batteries. There will be no ELVs stored in this building out-of-hours.

4.8 Fire Walls and Bays

- 4.8.1 The concrete bund walls on site (Drawing FPP-Walsall-1) are used to separate waste material where either:
1. Waste is stored without separation
 2. Waste is stored within 6m of the site perimeter
 3. Waste is stored within 6m of internal/external building walls
- 4.8.2 Freeboard – Where waste material is stored against walls a suitable freeboard will be maintained so in the event of a fire flames/waste material will not spread into adjacent bays and accelerate the spread.
- 4.8.3 The concrete walls are designed and constructed to the BS8110 Pt2 'Structural use of concrete Part 2 Code of Practice for special circumstances and BSEN1992-1-2 'Design of concrete structures. General rules. Structural fire design' and in accordance with BSEN1992, the fire resistance of concrete structures over 100mm will have a fire resistance of 1200°C for 4 hours.

4.8.4 As the walls have been manufactured by reputable companies and to a British Standard the walls will:

- Resist fire (both radiative heat and flaming)
- Have a fire resistance period of at least 120 minutes to allow waste to be isolated and to enable a fire to be extinguished within 4 hours

4.8.5 All waste stored within walls is accessible from at least one side to ensure the waste can be removed using the plant available at the site.

4.8.6 The firewalls will be checked as part of the below daily inspection programme and any other walls installed at the site will be supplied by a BS supplier.

4.9 External heating

4.9.1 It is considered that as external piles are stored within the limits of this FPP guidance and undergo stock rotation as shown in section 4.4 that heat will not generate in the pile. As the external storage will be a maximum of 48 hours – 2 weeks, it is considered the waste will not reach a trigger temperature; even during times of prolonged sun exposure.

4.9.2 Should external temperatures exceed 80°C, the operator will turn the material during regular intervals between the hours of 12:00 – 16:00 to reduce the sun exposure on the face of the pile.

4.9.3 The site is not storing waste which is prone to combustion from sunlight as ELVs and scrap metal have a very low conductivity.

5 Site inspection programme

5.1 Daily checks

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

5.1.2 Carrying out the above checks daily will keep the levels of dust, fibre, paper and other loose combustible materials, which could aid in the acceleration of a fire, on site surfaces to a

minimum and ensure all containment of wastes on site are functioning effectively in accordance with the storage limitations.

5.2 Staff training

- 5.2.1 Operational staff are subject to site inductions which includes basic fire emergency procedures. The site has trained fire marshals and fire trained engine operatives who are able to carry out these inductions.
- 5.2.2 A full test (drill) of the procedures in this document will be carried out every 12 months to test that the plan works. The outcome and any follow up training for staff will be documented in the site diary and relevant forms in the EMS. The Fire Checklist may also be used during the drill.

5.3 Toolbox talks

- 5.3.1 All operational staff on site have received fire awareness training/toolbox talks from trained staff i.e. the operations, site or TCM on their staff induction to detect early signs of fire and to minimise the chance of a fire breaking out in order to meet the three objectives.

6 Quarantine Area

- 6.1 The site will have a dedicated quarantine area as shown on Drawing No. FPP-Walsall-1 and waste could be piled 4m high enabling storage for more than half of the largest volume of combustible waste piles. i.e. ELV Storage (Drawing No. FPP-Walsall-1).
- 6.2 Combustible waste will be stored at a minimum 6m distance from the main reception area and the de-pollution area. The quarantine area is to be left clear at all times and is at least 6m away from all waste.
- 6.3 During operational hours the Quarantine Area will be used for vehicle manoeuvring and will be clear when the site is not in use.
- 6.4 The grab will be used to separate bales or engines from other bales or engines that may be on fire only if safe to do so following recommendation from the FRS and/or the EA and thus mean that the pile sizes would be diminished.

7 Detecting fires & response procedures

7.1 Fire detection procedure (manual)

7.1.1 If a fire is detected or suspected by a member of staff during operational hours, this person will then conduct the following procedure:

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

7.2 Out of hours fire detection (automated)

7.2.1 As detailed in Section 2.7, the CCTV System is fitted with movement sensors to detect activity out-of-hours such as flames, smoke, intrusions which then logs a call to the out-of-hours contact who will view the footage and contact the relevant person.

7.2.2 In the event of a call being logged to the out-of-hours contact, the footage can be viewed instantly in HD format, if a fire, smoke or flames are present then the operator would immediately log a call to the FRS by dialling 999 and then attend the site.

7.2.3 It is considered the FRS would be available within 10 minutes to assist the out-of-hours contact in suppressing and controlling the fire.

8 Fire response procedures

8.1 Response procedures

8.1.1 Further to the above measures, the following procedure would apply if a larger fire is detected:

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

8.1.2 In the event of the site manager or TCM being absent from the site, the operator will ensure a suitable person is employed and familiar with the site to take command of an incident should one occur.

8.2 Staff/Visitor Response Procedure

8.2.1 The following actions will be undertaken by site operatives when a fire is detected or suspected on site:

- Don't panic
- Inform the site manager or technically competent manager immediately
- Raise the alarm (if not done so already)
- Do not try to tackle the fire yourself unless you are trained in doing so and you are sure of the nature of the fire
- Leave the site using the nearest exit as quickly and as orderly as possible
- Assemble at the specified fire assembly point
- The site manager or delegated operative will be in charge of calling the emergency services on '999' and ensuring that all persons who were working in the building are assembled safely

- Do not return to the site until you have been given the 'all clear' by the emergency services and/or site management/ responsible person.

8.3 Evacuation of Staff (and Drill Procedure)

- 8.3.1 An evacuation plan has been formulated for the site and all operational staff have been made aware of it (through site induction and refresher training). The fast and effective evacuation of staff to the one of the Fire Assembly Point shown on Drawing No. FPP-Walsall-7 will increase safety on site and limit the impact of a fire on any persons on site.
- 8.3.2 Fire drills will take place every 12 months to ensure evacuation times are acceptable and that site staff remain informed of evacuation procedures. The operator will also appoint and train fire marshals on site, to aid in the above.
- 8.3.3 The full drill involving a dry run of the procedures involved in this document will be carried out every 12 months. The drill will be a simulation of an emergency with the location of a mock fire to staff in order to test the response speed in deploying pollution control equipment i.e. including drain mats/plugs and ensure all firefighting equipment is sound. The fire check form may also be completed and a detailed report of the outcome of the exercise will be prepared to assist with staff training as stated in Section 5.2.

8.4 Access for emergency services

- 8.4.1 The nearest fire station is Willenhall Fire Station which is situated 1.6 miles away on Clarkes Lane and the response time is estimated at less than 6 minutes in the event of an incident.
- 8.4.2 The site has direct access from Tramway Close and the width of the surrounding roads, and the gateway provide sufficient access onto the site for the FRS with the access routes clearly shown on Drawing No. FPP-Walsall-3.

9 Suppressing fires & firefighting techniques

9.1 Internal suppression/ alternative measures

9.1.1 Where waste is stored inside the building, it is considered the below measures are suitable in ensuring the three objectives of the FPP guidance are met without the need of an automated suppression system:

- a) At all times and particularly for times when the site is closed (i.e. Friday evening/night, Saturday afternoon/evening/night and Sunday all day), the site will be equipped with an intruder alarm system which will detect any intruders or unusual activity. The site manager or TCM would then view the footage and decide whether to attend the site or notify the FRS so an immediate response can be actioned.
- b) The ELV dismantling shed will only be used when the site is closed for the storage of battery bins and no end-of-life vehicles will be stored within the building overnight.
- c) The shed is open-fronted and provides access to all areas for firefighting.
- d) All waste is visually inspected on arrival and hand sorted-dismantled therefore is not likely to reach a trigger temperature point which mechanically treating combustible waste can do.

9.2 Site-wide suppression

9.2.1 There are a number of fire extinguishers located around the site which can be deployed in the event of an incident to tackle the fire or for fire suppression in the intervening time between discovering the fire and the arrival of the FRS. These are shown on Drawing No. FPP-Walsall-7.

9.2.2 The fire hydrant is located 190m away from the front gates which can aid for further suppression.

10 Water supplies

10.1 General

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

10.1.2 The largest combustible waste pile on site is the Baled ELVs (Drawing No. FPP-Walsall-1).

- 10.1.3 Based on the above scenario, the largest pile on site is Baled ELVs (Drawing No. FPP-Walsall-1). The pile equates to <162 m³ at full capacity, assuming all waste in the pile is combustible, it would require approximately 194,400 l of water requiring approximately 1080 l per minute shown in the table below.

Table. 10.1 – Water supply calculations

| Maximum pile volume in m ³ | Water supply needed in litres per minute | Overall water supply needed over 3 hours in litres | Total water available on/off site in litres |
|---------------------------------------|--|--|---|
| 162 | 1080 x 180 | 194,400 | 194,400 |

10.2 Water supply/suppression (on site)

- 10.2.1 It is proposed there is suitable equipment on site covering all areas of the site storing combustible waste to begin tackling a fire such as fire extinguishers i.e. foam, powder and CO₂.

10.3 Water supply/suppression (external)

- 10.3.1 There are a number of fire hydrants located within close proximity to the site. The nearest hydrant is currently 190m away on the industrial estate, on the junction of Heath Road with Whitworth Close and the flow is increased or decreased as required by United Utilities once the FRS advice there is a fire.
- 10.3.2 The FRS have also advised if necessary, water will be supplied from Walsall Canal which is 435m away from the site.
- 10.3.3 As mentioned in Section 10.1.3, to extinguish a fire within 3 hours, a flow of approximately 1080 litres per minute is required.
- 10.3.4 As there is no readily available information in terms of off-site water supply flow, the following guidance on water supplies for industrial estates extracted from the Local Government Association (LGA)/ Water UK National Guidance document has been reference in order to determine the average flow:
- a) Up to one hectare minimum of 20 l/sec (1200 l/min)
 - b) One to two hectares minimum of 35 l/sec (2100 l/min)
 - c) Two to three hectares minimum of 50 l/sec (3000 l/min)

d) Over three hectares minimum of 75 l/sec (4500 l/min)

10.3.5 The site measures approximately <7,500 m² which is <1 hectare which would easily exceed the required flow (1200l/min) to ensure the fire is extinguished within 3 hours.

11 Managing of fire water

11.1 Drainage

11.1.1 All combustible wastes are stored in the sealed building or the external concrete pad site which drains to the foul sewer system via an interceptor as demonstrated on Drawing No. FPP-Walsall-6.

11.2 Containment of fire water

11.2.1 In the event of a fire, the site will implement drain covers/mats to the surface gullies and there is a penstock valve on the external manhole/interceptor which will be deployed to prevent any firewater entering the interceptor and then leaving the site. The deployment of the penstock valve then closes the drainage system allowing the firewater to be contained on site by creating a lagoon.

11.2.2 The yard measures approximately 7500m² and is bunded with the exception of the back of the Office building adjacent with the RAW2K Bikes storage area (Drawing No. FPP-Walsall-1) due to the need of a turning point for HGV entering and leaving the site.

11.2.3 The concrete on site has been laid so that the water falls in the direction of the RAW2K Cars area therefore standing water would pool towards that area and away from the office building and RAW2K Bikes area.

11.2.4 The site will also initiate 0.16m high fire water boom for the main gate, the RAW2K entrance and the recovered fuels and oils areas, as shown on Drawing FPP-Walsall-1 to contain the 194,4m³ of water, as the access would be the only surface water outlet. This means standing water would pool to a height of 0.025m³ which is below the concrete bund and the boom.

11.2.5 The fire water boom will be industry approved and consist of the same product as those issued to the FRS by the EA in their grab packs which all appliances now have. The firewater booms come in 10m rolls so can be cut to the required length required for this site. The site gate measures approximately 9m therefore one roll is enough.

11.2.6 Using the boom - the boom is used as follows:

- Unroll the boom and seal one end with either an overhand knot or by using cable ties provided.
- Position boom and fill two large outer compartments with water from a hose reel.
- Seal open end with second cable tie.

11.2.7 An example of the boom is shown in Appendix 3 referenced 'Contents of the Environmental Agency Grab Pack' extracted from the EA grab back.

11.3 Removal of fire water

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

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

12 After an incident

12.1 Contingency Planning

12.1.1 In the event of a fire the site will cease accepting waste. All customers who wish to deliver wastes during a fire will be notified by site admin staff and any who arrive without prior notification will be turned away. If urgent, deliveries will be directed to an alternative waste facility in the borough; details of which can be found on the EA's public register.

12.1.2 No waste will be accepted on site until the post-fire site recovery procedures outlined in the section below have been fully implemented and the site is authorised to re-open for trade and waste acceptance.

12.2 Site decontamination

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

- a) Using a bowser, all standing fire water should be sucked up and taken off site or stored in a tank/bowser prior to removal from site.
- b) Using all available resources, manually clean out surface water gullies removing the debris to the pile of fire damages waste for removal to landfill or permitted site.
- c) Using a road sweeper, sweep the yard (damp as required using the bowser) until all ash and clinker has been removed.
- d) All debris has now been isolated and all contaminated water holding areas have been cleaned and emptied.
- e) Wash the yard down in entirety using clean water or allow a reasonably heavy rain shower to wash the yard down.
- f) It is at this stage that site management should decide whether it is appropriate to remove the surface water protection measures, or repeat areas of the clean-up.

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

- a) Remove any temporary mats, valves.
- b) Surface water discharge from the site is now possible the next time it rains to discharge to foul sewer. Ensure the surface water checks are made during the next rainfall event to validate that clean-up has been undertaken satisfactorily. Record all findings and actions in the site diary.
- c) Account for all consumables that have been used in the fire and re-order/replace immediately.
- d) Restack and relocate all items used for the surface water protection during the fire to their storage locations ready for future deployment.
- e) Check monthly that items are still present and correct and still serviceable for use in an emergency.

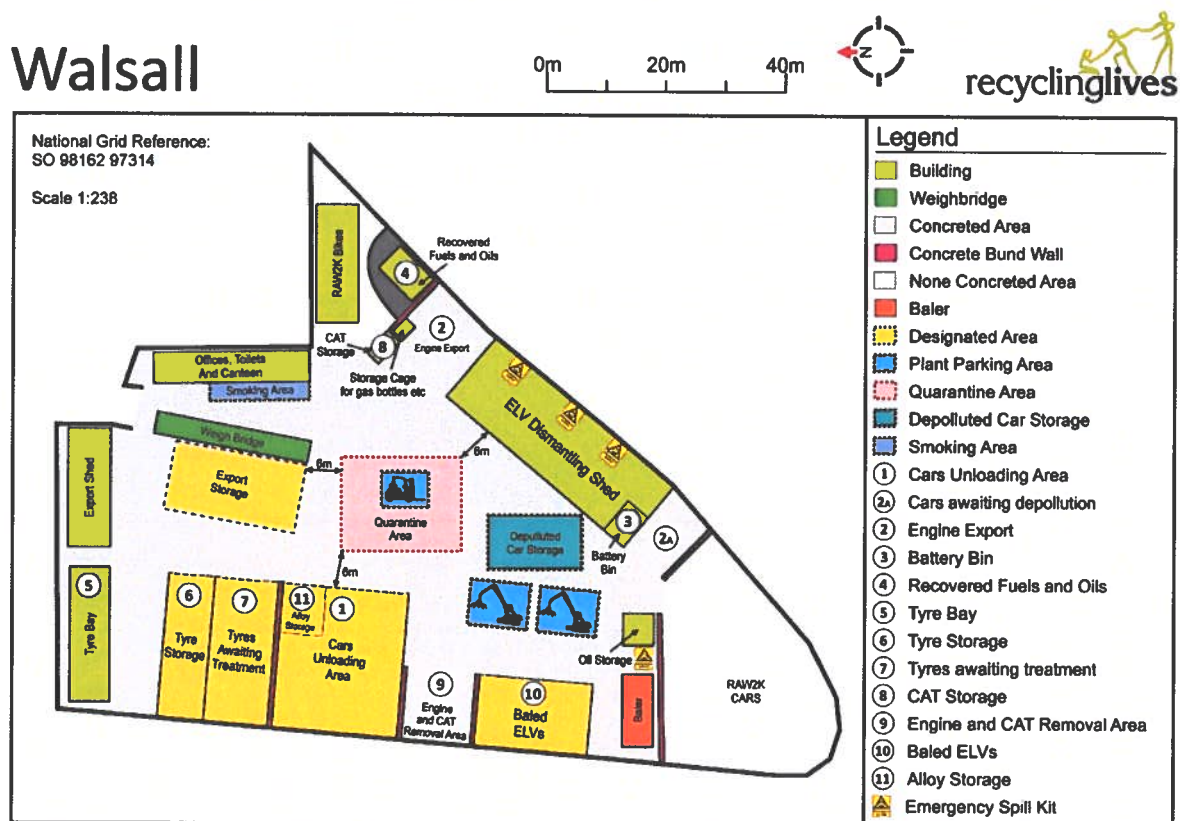
12.2.3 The operator will liaise with the EA throughout the event ensuring they are satisfied with the clean-up programme and notify the operator when the site can begin accepting waste again onto site.

12.3 **Post fire site recovery**

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

- a) Remove damaged material to a permitted facility that is able to deal with it legally.
- b) Ask engineers to carry out repairs on any plant, vehicles and/or infrastructure.
- c) Assist the FRS with the fire investigation and where necessary engage the advice from a professional fire consultant.
- d) Review the FPP and EMS procedures and improve upon where found deficient.
- e) Review training requirements for staff.
- f) Assess whether further preventative measures could be implemented.
- g) Ensure all fire equipment, where used, is replenished.
- h) Remove fire water to a permitted facility for disposal.

FPP-Walsall-1 – Site Layout



FPP-Walsall-2 – Site Boundary



FPP-Walsall-3 – Site Location/ FRS Access Route



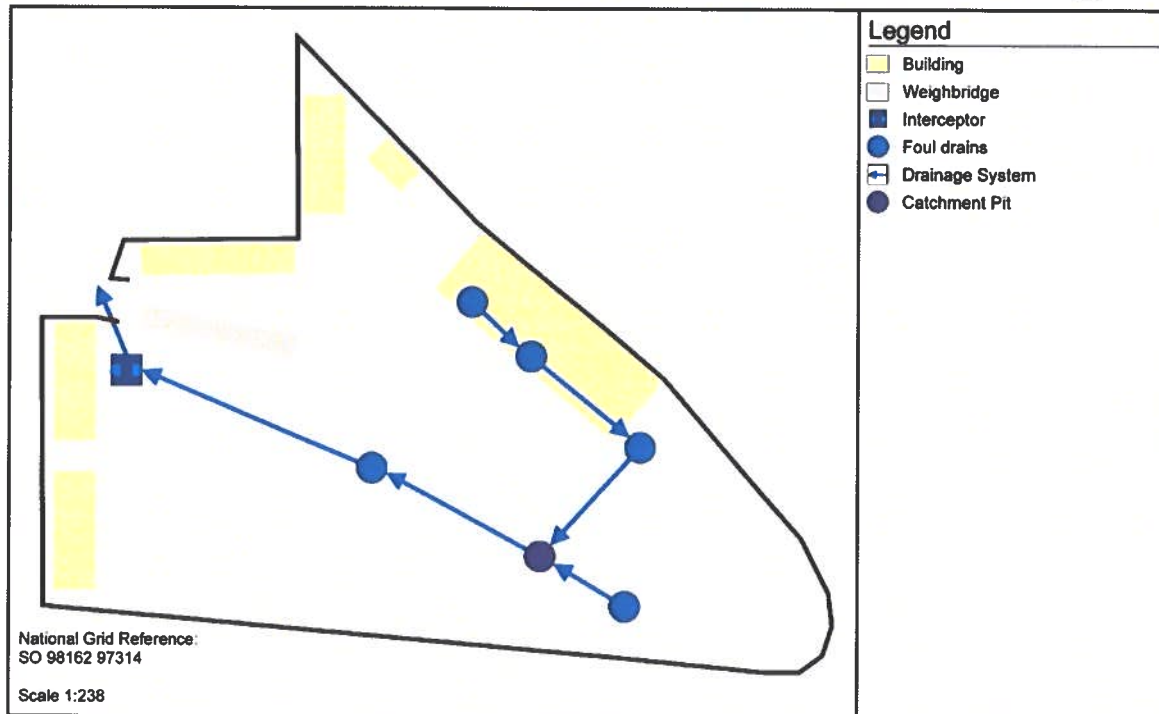
FPP-Walsall-5 – Tyre Area Map – Second Round Tyres



FPP-Walsall-6 – Site Drainage Map

Walsall Drainage Map

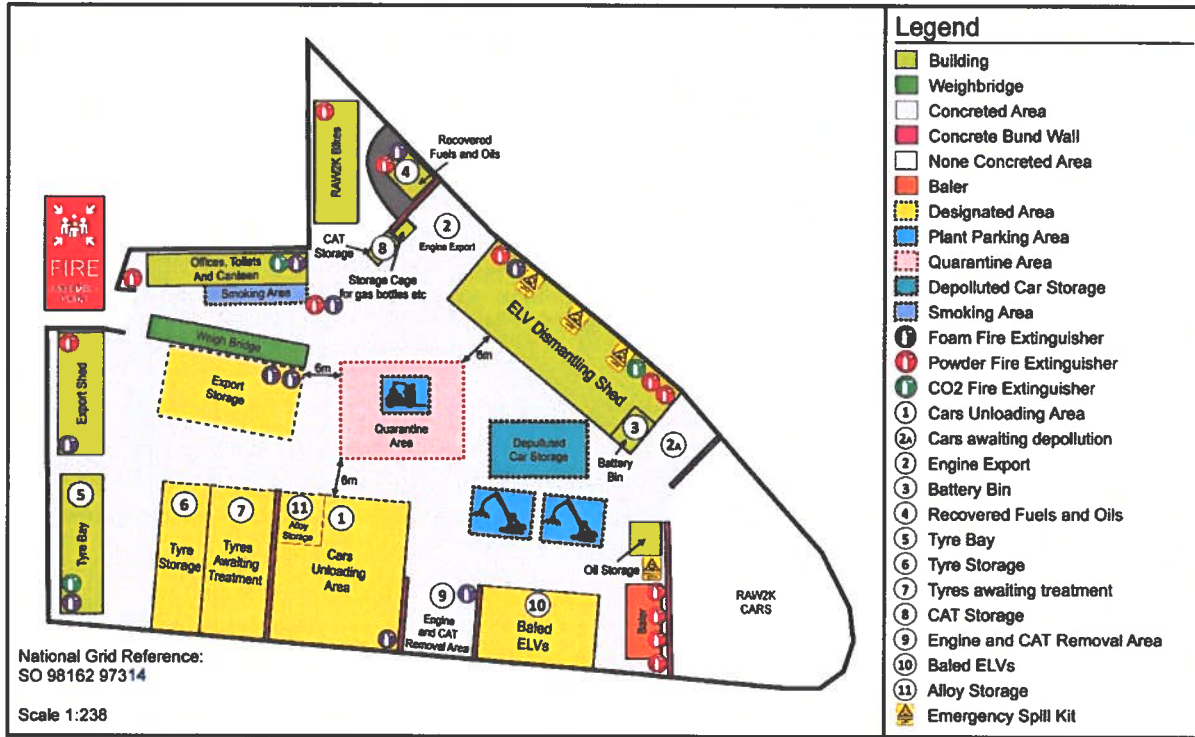
0m 20m 40m



FPP-Walsall-7 – Fire Extinguishers Map

Walsall

0m 20m 40m



The diagram illustrates the layout of the RL Walsall CCTV System. It shows various areas and the placement of cameras (represented by orange icons) and their fields of view (indicated by green arrows). The areas include:

- Depollution**: Located at the top center.
- Entrance**: Located to the right of the Depollution area.
- RL Office**: Located below the Entrance.
- Shed TL Harvey**: Located to the right of the RL Office.
- Weighting**: A vertical rectangular area located below the RL Office.
- Bikes**: A rectangular area located below the Weighting area.
- Baller**: A rectangular area located at the bottom left.
- Cats**: A rectangular area located to the left of the Depollution area.
- Tyre Area**: Located to the left of the Cats area.
- British Car Auction**: A vertical green area on the far left.
- Tyres and Vegetation**: A vertical green area below the British Car Auction.
- TL Harveys**: Located on the far right.

Green arrows indicate the direction of camera fields of view, showing coverage from the Depollution area, the Entrance, the RL Office, the Shed TL Harvey, the Weighting area, the Bikes area, and the Tyre Area.

Weekly Fire Safety Inspection CheckSheet

[illegible]

| Item | Compliant (3) | Non-Compliant(3) |
|--|---------------|------------------|
| Fire Extinguishers located correctly, unobstructed and visible? | | |
| Operating instructions clean, legible and facing outwards. | | |
| Fire Extinguishers unoperated, not obviously damaged and not missing parts? | | |
| Fire Extinguishers have pressure gauges (where fit- ted) that read in operable and safe range. | | |
| Fire Extinguishers have seals and tamper indicators not broken or missing. | | |
| Fire Exits and escape routes unobstructed? | | |

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Preventative Maintenance Checklist

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

| | EQUIPMENT TEAM | | | | | |
|---|----------------|--|--|--|--|--|
| | | | | | | |
| OFFICIAL MAINTENANCE CHECK REQUIRED (Y/N) | | | | | | |
| IF NO, DATE OF LAST CHECK | | | | | | |
| IF YES, DATE OF NEXT CHECK | | | | | | |
| IS ITEM IN CORRECT WORKING ORDER | | | | | | |
| | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| LEAKAGES OF OIL/DIESEL ON MOBILE PLANT/VEHICLES | | | | | | |
| IF NO, WHAT REPAIRS ARE REQUIRED (USE SEPARATE SHEET IF REQUIRED) | | | | | | |
| WERE REPAIRS DETAILED ON THE LAST CHECKLIST | | | | | | |
| IF YES, HAVE THEY BEEN CARRIED OUT | | | | | | |
| ADDITIONAL REPAIRS OR ACTIONS REQUIRED | | | | | | |

Appendix 3

Contents of the Environmental Agency Grab Pack

Figure 1 – Contents of the Environmental Agency Grab Pack



Component parts

- a. Grab Pack bag (empty)
- b. Ready-Mixed clay sealing putty
- c. Clay Drain Mat
- d. Disposable Gloves
- e. Absorbent Pads
- f. Polyboom
- g. Plastic Waste Bags
- h. Cable Ties
- i. Environment Agency warning tape
- j. Laminated Instruction Sheet (not shown)
- k. Clay Equipment Resistance table (not shown)
- l. Laminated guide for waste disposal responsibilities (not shown)

Appendix 4

Grab Check Sheet for Emergency Procedures Training

| Use of grab in case of fire | Amount of time taken to empty bay | No of staff that can use the grab | If grab is damaged, who has it been reported to | YES | NO | Reach of grab/no of vehicles removed |
|---|-----------------------------------|-----------------------------------|---|-----|----|--------------------------------------|
| Date of exercise | | | | | | |
| Has the grab been checked for damage? | | | | | | |
| If any damage – has it been reported and who to | | | | | | |
| In the case of damage-has an assessment been carried out to see if the grab can still be safely used. If not complete one asap and then refer to previous questions | | | | | | |
| Has an alternative been sourced if grab cannot be used? | | | | | | |
| Reach of the grab – how many vehicles in the non-depolluted bay can the grab safely reach. <i>This is in a fire scenario and may mean the first vehicle in the row is on fire. Grab has to be sufficiently far away to protect the team member using it.</i> | | | | | | |
| How many vehicles can the grab safely remove from the area in a given time frame. Please time this at a minute/two minutes etc. <i>Bear in mind in a fire scenario user of grab has to be kept safe.</i> | | | | | | |
| How many staff are on site today that can use the grab. | | | | | | |