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**Fire Prevention Plan**

**Review date:** October 2020

**Version no:** 3

**Site Name:** A1 Wokingham Car Spares

**Site Address:** Highland Avenue, Wokingham RG41 4SP

**Table of Contents**

[Purpose (who is the plan for?) 1](#_Toc53063371)

[Combustible materials on site 2](#_Toc53063372)

[Non-Combustible materials on site 3](#_Toc53063373)

[Activities at Site 4](#_Toc53063374)

[Managing the common causes of fires 5](#_Toc53063375)

[Prevent Self Combustion 11](#_Toc53063376)

[Prevent fire Spreading 15](#_Toc53063377)

[Appendices 21](#_Toc53063378)

[Additional Environmental Considerations 23](#_Toc53063379)

[A1 Group Fire Emergency Evacuation Procedure 24](#_Toc53063380)

[A1 Group Fire Evacuation strategy 25](#_Toc53063381)

[A1 Group Emergency Action Plan 29](#_Toc53063382)

[A1 Group trained Fire Marshals @ 1/10/20 30](#_Toc53063383)

Purpose (who is the plan for?)

This plan has been devised and is available for all employees, contractors and customers who operate or visit the Wokingham Car Spares site and also the local Fire Officers who in an emergency will attend site to deal with any incident. It will give all those who read this document knowledge of the business and the areas of high risk. It also outlines the preventative measures currently being taken to deal with a Fire on site or the measures to prevent a fire from occurring.

The main objectives of this Fire Prevention Plan is to ensure the A1 Group have robust procedures in place for the following:

1. **Minimising the likelihood of a fire happening:** by identifying all plant, equipment and materials used on site and identifying the fire risks associated with each type. The A1 Group also ensure ALL employees, supervisors, and managers are trained to identify and therefore reduce the potential fire risks on site with plant, equipment and materials and follow the A1 Group safe working procedures outlined in this plan. By ensuring that ALL employees, customers and the A1 Group facilities are protected from the dangers of a fire through its daily activities the A1 Group will significantly reduce the risk of potential injuries, death and property damage that can result due to a fire.
2. **Ensure all fires are dealt with within 4 hours.** The A1 Group by having the correct fire prevention and identification procedures coupled with competent and trained employees it aims to extinguish any fire on site itself however, if necessary, the A1 Group would contact the local fire brigade for assistance.
3. **Minimise the spread of a Fire within the site and neighbouring sites.** By having the correct segregation / quarantine area for high risk materials and liquids and ensuring these are stored correctly at all times and no cross contamination occurs. If, however, a fire should occur then the A1 Group has enough trained employees on site to extinguish the fire appropriately using the correct techniques by identifying the dangers associated with a particular liquid or material.

Combustible materials on site

**Paper/Cardboard** - this would be mainly in the offices or from inside of ELV’s that have been brought on site to be scrapped.

The E Bay shed also use cardboard for packaging up parts for distribution to customers.

There are archive files containing paper in steel containers in various locations as indicated on site map 1.

**Depolluted / un depolluted ELV’s –** all scrap vehicles that arrive on site do so in a un depolluted state and the A1 Group then depollute these prior to scrapping or placing on the racks for customers to purchase spare parts.

**Plastics** – the trim inside the vehicles from any cars on site. Also, A1 Loo Hire hold over 100 plastic toilets on site at any one time.

**Batteries –** these are disconnected when the ELV’s arrive on site and prior to de pollution

**Tyres –** there are racks of new and used tyres held on site for use on customer vehicles. There are also old scrap tyres which are removed during de pollution these are stored at the back of the scrap yards against a steel perimeter wall. There are also old scrap tyres which are stored in various steel containers around the site and are identified on site map 1.

**Liquids** (**including petrol/diesel)** – any petrol or diesel which comes on site from the fuel tanks in ELV’s is removed in the depollution area and stored in a larger steel fuel tank. This has a maximum storage capacity, and the fuel is used internally by A1 Group vehicles. There is also fresh diesel brought on site which is stored in a steel tank and again this is used in company vehicles.

**Gases** – we have propane, butane and oxyacetylene gas on site which are stored in specific areas when not in use – the area is highlighted on site map 1.

**Scrap metals** – some of which may be contaminated with other wastes such as oils or plastics these are always scrapped using the baler as opposed to being treated.

**Air Bags** – these are disconnected at the same time as the batteries

**Textiles** – the interiors of cars are made of various types of textiles. The furniture in the offices is also covered in textile material.

**Wood** – there is some wood on site used in various locations however, this is not stock piled. There are 4 portacabins also used on site for office activities which are mainly of a wood construction.

Non-Combustible materials on site

**Non-combustible materials include:** Any material which when tested to BS 476-11:1982 (2007) does not flame nor cause any rise in temperature on either the centre (specimen) or furnace thermocouples. Products classified as non- combustible in tests following the procedures in BS 476-4:1970 (2007).

**Concrete** – The floor around the scrap yard is made of concrete.

**Steel** – The walls around the scrap area are made of steel and the main office building is constructed of a steel shell with concrete and brick walls that use cement.

**Aluminium** – ELV wheels (Ferrous), Piping, old windows (Non-Ferrous)

#### Incompatible Materials

The A1 Group does not have any stores of materials such as oxidizers and organic peroxides, which produce large amounts of oxygen when they decompose. If in future, they were to have these then they would be kept in an area separate from flammable materials.

Activities at Site

**Waste Materials delivery**

* Receiving ELV’s on site via A1 Group car transporters
* Customer ELV’s deliveries
* Scrap metal deliveries via A1 Group vehicles
* Customer scrap metal deliveries

**Tyre Shed**

* Tyre checks / Tyre repairs and replacements/ Tyre Storage

**Ferrous**

* Weigh in material upon arrival at site
* Batteries and Air Bag disconnection
* Vehicle storage prior to depollution
* Vehicle depollution
* Empty all A1 vehicles using a grab
* Using Baler to crush scrap metal

**Non-Ferrous**

* Use of scales to record weight of non-ferrous materials as lower weight items
* Sorting different non-ferrous waste materials
* Cropping of copper piping
* Granulating / Stripping wire

**Car Spares**

* Depolluting
* Car Storage on racks (3 cars high)
* Remove ELV parts to be purchased by customers (parts removed by A1 Group employees)

**Loo Hire**

* Plastic Toilet Storage
* Plastic Toilet cleaning
* Plastic Toilet repairs

**Office**

* General office activities – computer use / photocopying / file storage
* Staff kitchen

**Food Hut**

* Preparation and sale of food i.e. sandwiches for customers and employees

Managing the common causes of fires

#### Definitions

Fires are classified according to the type of fuel or material:

* Class A - wood, paper and cloth;
* Class B - flammable gases, liquids and greases;
* Class C - fires in live electrical equipment, or involving materials near electrically powered equipment;
* Class D - combustible metals such as magnesium, zirconium, potassium and sodium.

#### A1 Group House Keeping Practices to reduce likelihood of fire

The following are the fire prevention practices associated with fire hazards identified above:

|  |  |
| --- | --- |
| **Type of Fire Hazard** | **Fire Prevention Practices** |
| Paper | wastepaper bins emptied daily |
| Plastic | waste plastic discarded daily |
| Electrical | **PAT** inspections are determined according to the risk of an item becoming faulty and how the equipment is constructed. A fully trained electrician inspects all appliances prior to use which is then provided with a PAT Label |
| Flammable/combustible liquids | Liquids are stored in approved flammable storage cabinets or in areas away from ignition sources |
| Combustible materials | these are stored in designated areas away from ignition sources |
| Tyres | there are approximately 600 tyres stored in two piles – one for scrap and one re sale which are stored on purpose-built racking which allows for free air flow to reduce heat build-up. They are contained within an enclosed area which is secure at all times |
| Cars | All vehicles are placed on purpose-built racks that conform to safety standards and comply with H&S requirements, they are stacked 3 vehicles high and no source of ignition on site is close to them |
| Petrol/diesel | Petrol/Diesel is stored in various tanks around the site and are identified on the main site map  Petrol/Diesel removed from vehicles under depollution is stored separately. |
| Anti-Freeze | Stored in tank in the depollution area |

#### Other causes of fire

#### Arson

The site is considered low risk for Arson given the nature of the business. Also, the site is away from the main road (Bearwood Road) which is situated at the bottom of Highland Avenue - the entrance if protected by CCTV at all times.

The site is also protected by security between the hours of 5pm and 6am who patrol the site at various intervals between these hours and have access to CCTV which covers ALL areas of the site.

If the security personnel discover a fire, then they are instructed to call the local fire brigade immediately and not treat this themselves (unless they have been fully trained to do so). The local fire brigade also attend the site on a regular basic to conduct drills in order to train their Fire Fighters and as such are considered familiar with the A1 Group hazards, surroundings and nature of its operation.

The site boundary is covered on the main site plan and there a 2nd access to the site which is through Fern View which located on the bottom left corner on the main site plan, this entrance would be used if main site entrance became inaccessible.

#### Plant and Equipment on site

**Vehicles** – employee and company vehicles which are on site between 8am and 6pm. All company vehicles are serviced in line with service requirements and all have a fire extinguisher inside

**Car transporter –** these are used to bring ELV’s on siteandare serviced in line with service requirements and all have a fire extinguisher inside

**Hook Loader –** these are used to bring scrap on site andare serviced in line with service requirements and all have a fire extinguisher inside

**Bulker Tipper –** these are used to bring scrap on site andare serviced in line with service requirements and all have a fire extinguisher inside

**Skip Lorries –** these are used to bring scrap on site andare serviced in line with service requirements and all have a fire extinguisher inside

**Forklifts** – these are used to transport material and ELV’s around site and are inspected against a daily check sheet and then serviced annually against service requirements. If there are issues then the vehicle is quarantined and not used until issue is resolved.

**Shear/Baler** - these are used to transport material and ELV’s around site and are inspected against a daily check sheet and then serviced annually against service requirements. If there are issues then the vehicle is quarantined and not used until issue is resolved.

**Crane** – this is used to transport material to the baler and is inspected against a daily check sheet and then serviced annually against normal service requirements. If there are issues then the plant is quarantine (not physically moved but prevented from operating) and not used until issue is resolved.

**Granulator** –this is used to strip plastic from wire and only used when required it is serviced annually against service requirements, if there are issues then the machine is again quarantined and not used until issue is resolved.

**Croppers** - these are used to cut long strips of copper pipes and only used when required. There are inspected when used and are serviced annually against service requirements. If there are issues then this equipment is quarantined and not used until issue is resolved.

**Tyre Machines** – these are used to remove wheels. This is used on a daily basis and are inspected against a daily check sheet and then serviced annually against service requirements, if there are issues then the vehicle is quarantined and not used until issue is resolved.

**Nonferrous scales** – these are serviced and calibrated annually using a qualified external source

**Weigh Bridge** – this is calibrated annually using a qualified external source and is a requirement from our insurers

**Various depollution equipment** – various small hand tools are used in the depollution area and only used when required. They are serviced annually against service requirements. If there are issues then they are removed from the area and not used until the issue is resolved.

**Maintenance and Servicing Records** – ALL plant and equipment that is used on site is maintained on a daily basis using a checklist which is completed by the Operator. All defects are recorded and reported to Management immediately and the plant or equipment is not isolated until the defect is resolved. If the plant is static, then the keys are removed / if the plant is able to moved then this will go into a designated area and the keys will be removed.

**Service records storage** – these are kept in the general office. Each piece of plant or equipment has its own folder which will hold a comprehensive maintenance and service record – all documents are stored in fireproof cabinets.

**NB**: Our insurers come annually to conduct their own safety checks to ensure all plant and equipment on site has been serviced and all safety checks are conducted internally.

**Plant quarantine area** - all plant / equipment that has a defect reported and is unusable is stored away from working area and placed in designated area – when in this area either the vehicle, plant of equipment **MUST NOT** be used. Where the plant is fixed then the ignition keys are removed in order that it cannot be used.

#### Electrical Faults

PAT inspections are conducted annually by a qualified Electricians – **Berridge Limited based in Camberley.** There are written procedures which set out the regular maintenance of all electrical equipment on site. The A1 Group also have a dedicated electrician who works for the business and is available in the first instance should an issue occur.

Trained employees conduct daily checks on all plant and equipment using a manufacture approved checklist.

#### No Smoking Policy (copy of the A1 Group no Smoking Policy)

In line with the Health & Safety at Work Act 1974, we aim to provide a working environment which is safe, without risks to health and to your well-being at work. Accordingly, our smoking policy applies to all A1 Group employees, contractors, temporary staff, sub-contractors and clients. For many years we have not permitted smoking on A1 Group premises or in any building except only the permitted designated areas. All employees and contractors are expected to follow the smoking rules and regulations on all of our client sites. Smoking is also not permitted around the main entrance to the site and the designated smoking area is a safe distance from any combustible waste.

Employees who meet visitors on our premises are to explain our position if needed and to ensure that they comply. Visitors who wish to smoke may do so in the designated smoking area. If you are based at, or visiting client sites, you will be subject to the smoking policies that are in force at those locations.

It should be noted that we expect that time spent on smoking breaks is made up during the working day. Ignoring the smoking restrictions will result in the use of the Disciplinary Policy.

Company Cars

If you have a company car, you must inform your manager if you do not use your car primarily for private purposes. If this is the case, you will need to display a non-smoking sign in your car, which we can provide.

If you own your car yourself, it is your responsibility to comply with the law relating to smoking at all times, including when using your car on company business.

The A1 Group wishes to ensure, in accordance with its general no-smoking policy, a smoke free environment for staff and clients. Therefore, when driving on ANY company business (including in a company car, a rental car or your own car), you must not smoke in the vehicle.

The A1 Group also wishes to remind all employees that any activity which may be a distraction from driving, such as lighting cigarettes or smoking should be avoided in the interests of safety.

#### Hot works and safe working practices

**Cutting** - this takes place using oxyacetylene which is in the depollution area and used to remove the engines from ELV’s prior to the vehicles being scrapped. Checks are conducted at various intervals during the day to ensure if the equipment is not being used then it is left safely. These are repeated at the end of the day to ensure the equipment has been shut down correctly and left overnight in a safe manner. All trained A1 Group operatives are aware of the SWPs for using the oxyacetylene equipment and regularly attend refresher training. **NB:** There is a supply of water readily available which can be used to cool down the equipment if necessary

#### Industrial Heaters

There are no industrial heaters used on site. The heating system is operated in the general office and other buildings are via the various air conditioning units on site.

#### Hot Exhausts and Engine Parts

A visual check is conducted at hourly intervals by the Yard Operators to check the exhausts and engines on plant and machinery used on site. As the site is used at all times between 8am and 5.30pm, any issues would be detected by the operators in the area where the plant or equipment is being used.

*List of equipment which are used by the A1 Group*

**Generators** - these are situated in the depollution areas

**The Shear/Baler** - this is situated in the main scrap processing area

**Cranes** – these are situated in the main scrap processing area

**Forklifts** – these are in operation at various locations around the site i.e. car spares/ scrap metal

#### Ignition sources

The A1 Group eliminate all non-essential ignition sources where flammable materials are used or stored as follows:

* The A1 Group keep sources of open flame i.e. oxyacetylene at least **6 metres away** from any operation involving flammable materials.
* Any ignition equipment is segregated and at least **6 metres away** from flammable materials and only used near the water containers
* The A1 Group do not cut materials equipment containing flammable liquids unless the equipment has been emptied and purged with a neutral gas such as nitrogen.
* The A1 Group prohibits chemical ignition sources in areas where flammable materials are stored or handled.
* The A1 Group use only non-sparking tools in areas where flammables are stored or handled.
* The A1 Group eliminates the possibility of static sparks caused by electron transfer between two contacting surfaces in flammable storage or handling areas.

#### Batteries in ELVs

#### All ELV’s batteries are disconnected and removed and are placed in a sealed plastic storage container prior to entering the depollution shed. These are stored up to a maximum weight limit (25 tonnes) and then are sold and removed from site. NB these are removed on a weekly basis in order to be ensure the maximum storage level is never reached.

#### Leaks and spillages of oils and fuels

The A1 Group has a spillage procedure and there a number of spill kits on site with a number of trained employees on site at all times in order to deal with any potential spillage. These employees undergo annual refresher training. The location of the spill kits can be seen on the main site map

#### Build-up of loose combustible wastes dust and fluff

The site is continually inspected by the Operators on an hourly basis in order to prevent the build up of loose combustible waste. There is an adequate stock rotation system in place so that piles of waste are always moved on a regular basis and not left in one place. The office and other buildings are cleaned daily by an onsite cleaner.

#### Reaction between wastes

In order to prevent reactions between incompatible or unstable waste, all staff that deal with metal recovery are informed of our waste acceptance procedure as a part of their initial induction and ongoing refresher training.

**Waste acceptance procedure summary**

**Non-ferrous metal operators** inspect the load when weighing the metal on the weigh scales. They are fully trained in what materials we can and cannot accept and will inform customers if prohibited items are included in loads. These will not be accepted.

**Weighbridge operators** ask for details of what is included in loads before weighing in any metal loads. They are fully trained in what materials we can and cannot accept, if prohibited items are included in loads, they will need to be removed before we weigh in the vehicle/load.

**Crane drivers** are trained to check the loads unloading lorries. They are fully trained in what materials we can and cannot accept and will report back to the weighbridge operators if prohibited items are included in any loads.

#### Deposit Hot Loads

In the event of a fire, any material that has been affected during the fire situation is isolated from all remaining material on site to prevent re ignition or contamination.

All material affected by the fire is removed using forklift trucks or the grab loader and the area is then cleaned to prevent further contamination. This isolated material is then removed from site and disposed of at a specified location.

Prevent Self Combustion

#### Managed Storage times

The maximum amount of the types of waste allowed to be stored under our licence at any one time at the A1 Group Wokingham site are as follows:

|  |  |  |
| --- | --- | --- |
| **Type of Waste** | **Maximum Volume of Waste** | **Maximum storage time** |
| Vehicles | 2000 | 3 months |
| Oil | 10 tonnes | 3 months |
| Batteries | 25 tonnes | 3 months |
| Cable and Wire | 5 tonnes in separate areas | 3 months |
| Ferrous | 2000 tonnes | 3 months |
| Non-Ferrous | 40 tonnes | 3 months |
| Hazardous | 10 Tonnes | 3 months |
| Tyres | 300 Tyres | 3 months |
| Petrol/ Diesel | 8000ltrs | ongoing |

**NB: -** with the exception of oil, petrol/diesel and anti-freeze which are all stored in purpose made tanks. All other items are stored on a reinforced concrete surface that flow into a sealed drainage system on site.

#### How waste is managed and stored

* **Vehicles** - are placed 3 vehicles high on purpose-built racks that conform to H&S requirements and there is **no source of ignition on site is close to them**. They are fully decontaminated before crushing
* **Oil** - all stored in tanks which are emptied monthly by external source (collected by Slickr)
* **Anti-Freeze** - stored in tanks and collected monthly
* **Batteries** – disconnect and after de pollution they are stored in sealed purpose made battery containers
* **Cable and wire** - stored in segregated bins awaiting processing these bays are 6 metres away from ignition sources
* **Ferrous materials** - stored in separate piles by the crushing and bailing machine awaiting bailing and are 6 metres away from ignition sources
* **Hazardous** - all waste that is deemed hazardous is stored in separate specially constructed tanks
* **Aluminium** – stored in segregated piles
* **Tyres** - There are approximately 600 tyres on site. These are spilt into two areas - 300 in the main scrap processing area. There are 300 part worn which are for re sale which are stored on purpose built racking this allows for free air flow to reduce heat build-up. They are contained within an enclosed area which is secure at all times
* **Petrol/Diesel (various types)** 
  1. White diesel for fuelling Company vehicles is stored in a 12000lts capacity tank which the A1 Group only store 10000ltrs to allow for demurrage
  2. Petrol/Diesel removed from vehicles under depollution is stored separately
  3. Petrol tank with breather 500ltr tank storing 400ltrs allowing for demurrage and a 1000ltr tank storing 800ltrs allowing for demurrage.
  4. Red Diesel/Gas oil tank which has 500ltr capacity which the A1 Group only store 400ltrs.

**The maximum volume of each waste pile in m3**

* **Cable and wire** - stored in **various size steel skips** at specific locations around the site
* **Ferrous** - unprocessed pile 1200 cubic metres and then specific bales after processing which are also 1200 cubic metre
* **Non-Ferrous** - aluminium **60 cubic metre** bay

**NB:** The minimum separation (fire break) distance between waste piles or storage areas. All waste piles segregated by 1 metre high concrete barrier. Most piles are in designated areas which are over 30 metres from each other

**The location within the site where each type of waste is stored**

* The location of the specific waste held on site is detailed in the main site map in the appendices of this Fire Prevention Plan

**The maximum size of any fuel storage, stipulating the maximum length, width and depth**

**Scrap Metal – 5 tanks**

Clean Diesel - diameter 128cm x 115cm

Clean Petrol - diameter 104cm x 400cm

Dirty Petrol - diameter 125cm x 115cm

Red Diesel for Baler - diameter 225cm x 215cm

Red Diesel Tank for machines - 185cm height x 122cm width x 320cm length

**Spare side – 4 tanks**

Clean Diesel – 127cm length x 74cm width x 137cm height

Clean Petrol diameter 128cm x 115cm

Red Diesel diameter 225cm x 125cm

Dirty Petrol diameter - 128cm x 115cm

**Non-Ferrous - 1 tank**

Red Diesel – diameter 190 cm X 160cm

**Main Yard Fuel tank**

White Tank for Company vehicles - 201cm height x 201cm width x 335cm length

#### Procedures in place for stock rotation

All stock is moved around the site on a daily basis. All waste never reaches its maximum volume and is always sold prior to this and will leave site.

#### Monitor and control Temperature

All employees are trained to watch for fires and ensure hotspots are prevented. All scrap is regularly rotated

Shear / cut compacted / lose iron bales leave the Shear/Baler in sections of 1/2ft

Car bales are compacted back of the shear and piled against the storage wall made out of steel and stored at a maximum of 30ft (there is a mark on the wall to indicate the maximum storage height.

All bales loaded onto articulated vehicles and sold

#### Waste bale Storage

Only Ferrous metal is baled up to a limit of 30ft high these are then shipped out daily between Monday to Friday – the location of the types of waste bales are located in the main ferrous scrap processing area which can be seen on the general site map

#### Procedure for storing end of life vehicle

* ELV’s are brought on site on car transporters or using a A1 Group vehicle
* There are then unloaded off transporters in designated area – all ELV’s are stored in holding area until 2 deep and no more than 3 vehicles high
* All ELV batteries are then removed where possible - if they unable to be removed then they are removed during depollution. All batteries are stored in sealed containers
* ELV’s when required taken to the Depollution area
* Depolluted – removal of all fluid and then crane used ripped out engines – the crane then places the ELV in baler where it is crushed and results in bale of waste which is stored in pile until it is ready to leave site

#### Waste Stored in containers

The only waste stored in containers over 1100litres is cable/batteries which are stored in purpose built skips or bins these can be moved in the event on fire using either a fork lift or a grab handler – they are all accessible in event of fire.

**Procedure**

In the event of a fire in a bin / skip this will be extinguished using a fire extinguisher initially. It this method does not extinguish the fire then the Fire Marshall for the area will instruct either the fork lift driver or grab handler operator to remove the material on fire to the middle of the scrapyard and the fire engine with then be used to extinguish the fire. The material is then removed from site to a specific location.

Prevent fire Spreading

#### Separation Distances

All waste is stored at safe distance from other waste in segregated areas which are **a minimum of 6 metres** as indicted on site plans. There are materials which are stored against the site perimeter however these has been classed as low risk. No combustible materials are stored against buildings

#### Fire Walls and construction standards

The boundary walls in the scrap processing yard are made of 1 inch steel and have resistance period of more than 120 minutes as required. The remainder of the site is covered steel palisade fencing which is designed for security purposes, No waste is stored in bays therefore there are no fire walls required only concrete barriers however the waste removed from vehicles is retained in designated area which are at a minimum of is 6 metres away from other areas therefore crossed contamination is considered low risk

#### Quarantine Area

There is a designated area within the boundary of the site and also in the middle of the scrap yard which any material can be placed should it be on fire it can then be extinguished safely without causing issue to other materials. The quarantine area is located on the main site map

#### Detecting Fires

During working hours. A visual detection system by A1 Group Operators is in place. There are employees working in all areas which are considered high risk at all times they have been trained to detect possible issues which could lead to a fire and they take appropriate measures to ensure that a fire does not occur.

**Offices** - Smoke alarms are fitted in all areas

**Outside working hours** - CCTV and security

#### Fire Safety Inspections and Housekeeping

#### Fires

A1 Group Managers, Supervisors and H&S Safety committee members are responsible for daily work site inspections to ensure compliance with the company Fire Safety Program. These inspections address housekeeping issues, correct storage of flammable materials chemicals, access to fire extinguishers and emergency evacuation routes.

#### A1 Group employee responsibilities

**Management**

Responsible for seeing that fire-prevention procedures are established and enforced; fire suppression systems are inspected regularly and maintained; supervisors are trained to use fire extinguishers for incipient fires; and employees are trained to use evacuation routes and procedures.

**Supervisors**

Responsible for monitoring the use of flammable materials; training employees in safe storage, use and handling of flammables; and ensuring that storage areas for flammables are maintained properly.

**Fire Marshals**

The A1 Group has a minimum of two trained fire marshals on site at all times. They are responsible for coordinating a site evacuation in the event of an incident. They are also trained to undertake tackling any fire in the first instance using the site firefighting equipment.

Employees are responsible for following company procedures for the safe storage, use and handling of flammable materials, and reporting violations of the A1 Group fire prevention plan.

#### Fire Fighting Equipment/Personnel

The fire prevention techniques used, including management of hotspots (sign of potential self-combustion), monitoring, reporting, recording and actions

* All firefighting is only undertaken by trained operators using the correct equipment
* The A1 Group has 2 processing areas which have a 9000 litre water container
* All combustion products and emissions (to air, land and water) from the fire and the emergency response (including the impact on people, critical infrastructure and the environment) are minimised as follows:

**Techniques used to minimise the risk of fire spreading within the site or from the site**

* Employees (Fire Marshals) may attempt to extinguish incipient fires with fire extinguishers or using the water tanks and hose system
* Once the fire has been extinguished any material that has been affected in a fire situation is isolated from the remaining material on site to prevent re ignition or contamination. All material affected by the fire is then removed using forklift trucks or a grab loader and the area is then cleaned to prevent further contamination. This isolated material is then removed from site and disposed of at a specified location

**Firefighting Marshals**

The A1 Group has fire marshals trained in the use of fire-extinguisher which use can save both lives and property. All Fire Marshals are trained in a fire situation and familiar with proper selection, inspection and maintenance of equipment which is essential.

All fire extinguishers are placed in conspicuous locations, clearly visible and easily accessible.

**Fire Engine**

A designated Fire Engine is in the middle of the site and is ready to deal with any emergency. The A1 Group has a nominated fire team and they have been trained by the local Fire Brigade and considered competent in attacking a small fire with appropriate equipment however firefighting is always secondary to life safety.

**Fire Suppression system – Baler**

As the most likely area of ignition is in the Baler this has been fitted with a Fire suppression system. This is enabled in an emergency and will prevent the spread of the fire it is activated by the Operator of the Baler.

The Shear Baler is made of a heavy-duty steel structure and is designed to contain most fires. The Fire suppression system has been put into place with the added intention of minimising damage to the machines own operating systems i.e. Hydraulics and wiring.

**NB** The Baler is the only equipment on site with its own fire suppression system

**Fire Hydrant**

There is a hydrant located on the junction of Highland Avenue / Bearwood Road which is approximately 150 metres from the main gate to the Wokingham site which could be used by the emergency services if required and the site water supplies have been exhausted Fire Control Measures. The Hydrant allows for 480litres per minute to be used.

*Other A1 Group firefighting equipment*

* Fire Extinguishers - all 30 site fire extinguishers are fully charged and operable, and in their proper locations at all times and all fire extinguishers are serviced annually by RES Group, Reading, 0118 9500635.
* Fire Blankets in all kitchen areas

***The following is a list of fire control measures installed or available in work areas:***

|  |  |
| --- | --- |
| **Work Area** | **Fire Control Measures** |
| General Office | 5 Fire Extinguishers. Installed/monitored 110db fire alarm system |
| Site Offices | 3 Fire Extinguishers. Installed/monitored 110db fire alarm system |
| Workshop | 3 Fire Extinguishers. Installed/monitored 110db fire alarm system |
| Yard | 2 x 50000 litre water tanks. Installed/monitored 110db fire alarm system  Fully operational Fire Engine which can be operated with fully trained employees |
| Car Spares area | Installed/monitored 110db fire alarm system |
| Metal Recycling area | Covered as per yard system  Fire Suppression system installed within the Baler |
| Training Room | 2 Fire Extinguishers. Installed/monitored 110db fire alarm system |

Fire Extinguishers: 30 Fire Extinguishers, within 10 metres of each other at various locations around the site and are specific to the material or equipment in that area

Alarm: Manual alarm system, by rocker switch. 110db located in 2 places on site

#### Maintenance and Inspection Program

The periodic maintenance and inspection frequencies for fire control measures are as follows:

|  |  |  |
| --- | --- | --- |
| **Fire Control Measures** | **Inspection Frequency** | **Service Firm** |
| Fire Alarm System | Weekly test / Annually | RES Group Reading |
| Fire Extinguishers | Monthly and annual | RES Group Reading |

There is no sprinkler system installed on site

#### Water Supply

The A1 Group has 2 processing areas they are supplied by 3 x 50000litre rainwater bowsers – if a fire occurred within each of these areas then the fire would initially be treated by an onsite fire engine however, the fire engine does not have a large water storage container so would be fed by these bowsers. The water is extracted from this tank with a centrifugal pump from the fire engine.

In the event of a fire in a different location then a hose is run from the bowser to the location of the fire engine. In all cases the fire engine would be used to treat a fire unless it was deemed too large to extinguish and then the local fire brigade would be contacted.

There are also 4 IBCs in various locations which hold 9000 litres each if oner of the 3 crane drivers see a fire they will grab the IBC and break this on top of fire to extinguish this. This has proved a very effective method.

In all areas there are Portable fire extinguishers which are deemed an effective method for fighting fires in their incipient stages. Portable fire extinguishers are the preferred method to fight fires even when other firefighting measures are available.

#### Maximum Waste Storage Firefighting capacity

The maximum waste piles on site are in the main scrap processing area and are 1200 cubic metre this would require 8000 litres of water per minute. On site there is 150,000 litres of rainwater stored at the bottom of the spares yard in 3 bowsers. Therefore, the A1 Group would need to use recycled water from the fire using on site pumps to continually ensure the bowsers have water in them continually otherwise after 18 minutes the water bowsers would be exhausted.

Additionally at the outset of any fire the main Fire Marshal for the site would decide if at the outset of the fire whether the A1 Group Fire Operatives on site could extinguish the fire themselves and if not then The A1 Group would contact the local fire bridge immediately who could attend site in 15 minutes and they would use the nearby hydrant which could provide an additional 480 litres of water /minute.

#### Managing Fire Water

All water used to tackle a fire will go into a sealed drainage system (interceptor tank) The water will pass through interceptor and the contaminated water will then be removed by tankers and taken for safe disposal at an approved treatment facility. The inceptor tank on site can hold approx. 37,000 litres. The uncontaminated water can be recycled and used to provide more water in the event of a large fire.

The A1 Group would use one of their A1 Wet Waste tankers to empty the interceptor tank – the tanker can take approx. 27,000 litres which would be emptied at a local sewerage plant.

#### Diverting Waste during or after an incident

If there is an incident, then all incoming traffic apart from emergency vehicles would be prevented from entering site at the junction of Highland Avenue and the Bearwood Road.

We would notify local residents in Highland Avenue of the incident and offer to put them up at a local establishment whilst the Fire is brought under control

We would liaise with the Fire Brigade on how we should notify other local residents and establishments such as schools, care homes etc and would use the local police to assist in this process.

In the event of a Fire any material that has been affected in a fire situation is isolated from the remaining material on site to prevent re ignition or contamination. This material is then removed from site and disposed of at a specified location. The A1 Group separates unburned material from the fire using heavy plant i.e. forklift trucks or a grab loader. The affected area is then cleaned using detergents to prevent further contamination

Appendices

#### Site Maps

**Site plans - all need scale attached**

**Revised site plan 1** - Overall site plan to includeemergency access / smoking areas / buildings / CCTV

**Revised Site plan 2** - Building Usage include All buildings and indicate what they are used for

**Revised site plan 3** – Hazardous materials types and location

**Revised Site plan 3** – Quarantine area located

**Revised site plan 4** - Sensitive receptors within 1km i.e. School / Hospital / care homes etc

**Revised site plan 5** – Drainage plan / spill kits

Additional Environmental Considerations

The A1 Group has also considered the following

* Scale and nature of the environmental hazards on the Wokingham site and all activities that take place on it.
* The specific risks posed to people, the environment and property both on site and locally
* The type of materials the A1 Group store on site, the form they’re stored in and the length of time needed to extinguish a fire involving them
* The availability of firewater containment facilities
* The local topography, weather conditions and fire scenarios that could reasonably be expected on site

1. Reducing the amount of firewater run-off generated - use sprays and fogs rather than jets.

* This has been considered and the Company use a 25mm hose to extinguish fires using the water from the tanks

1. Recycling firewater if it’s not hazardous and it’s possible to reuse

* The water used to extinguish a fire will follow the rainwater course and be pumped backed into the water the rainwater bowsers. However, the A1 Group is unable to separate any hazardous materials which may mix with this water depending the location of the fire

1. Applying water to cool unburned material and other hazards, taking care to prevent this water causing or adding to water pollution and/or increasing air pollution

* Any material that has been affected in a fire situation is isolated from the remaining material on site to prevent re ignition or contamination. This material is then removed from site and disposed of at a specified location

1. Separating unburned material from the fire using heavy plant

* All material is removed using forklift trucks or a grab loader and area is then cleaned to prevent further contamination

1. Separating burning material from the fire to quench it with hoses or in pools or tanks of water (this will reduce the amount of firewater produced)

* This already exists on the site

1. Burying the fire using soil, sand, crushed brick and/or gravel (if there are limited water supplies and smoke is threatening local people).

* As the water tanks on site are always full the above has not been considered

1. In order to prepare for a possible emergency situation

* The A1 Group practice different scenarios during fire drills. The A1 Group also have regular liaison with the local fire bridge who use the Wokingham site for regular training exercises

A1 Group Fire Emergency Evacuation Procedure

The A1 Group fire emergency evacuation plan (FEEP) is a separate document which includes the action to be taken by all staff in the event of fire and the arrangements for calling the fire brigade. It includes all relevant information in relation to the FEEP.

**General Fire Notice** - a fire action sign posted in positions where staff and relevant persons can read it and become familiar with its contents.

**Staff Fire Notice** - this is a detailed emergency evacuation plan which takes account of the findings of the risk assessment, e.g. the staff significantly at risk and their location. In addition, it contains notices giving clear and concise instructions of the routine to be followed in case of fire.

**Responsible Persons**

These are employees responsible for implementing the A1 Group fire action plan and they have received adequate training in firefighting and evacuation procedures.

In producing this document, the following items have been considered where appropriate:

* Fire evacuation strategy
* Action on discovering a fire
* Action on hearing the fire alarm
* Calling the fire brigade
* Power/process isolation
* Identification of key escape routes
* Fire wardens/marshals
* Places of assembly and roll call
* Firefighting equipment provided
* Training required
* Personal Emergence Evacuation Plan
* Liaison with emergency services

A1 Group Fire Evacuation strategy

At the A1 Group we have a simultaneous Evacuation in place which is where everyone will react to the warning signal given when a fire is discovered, then making their way, by the means of escape, to a place of safety away from the premises which is located by the main entrance to the site.

**Defend in Place**

This allows the employees to stay put and allow the internal fire service to extinguish the fire. If the fire spreads and it cannot be controlled, then they will initiate a full evacuation.

**Action on discovering a fire:**

On discovering a fire, it is the duty of every person to sound the nearest fire alarm immediately.

**Action on hearing the fire alarm**

All employees of the A1 Group upon on hearing the fire alarm to act in accordance with the agreed FEEP strategy and the responsibility of the fire warden’s on hearing the alarm. All employees and visitors should proceed to muster station located by the main entrance via the nearest safe route.

**Emergency Exits Offices/Workshops**

All office/workshop exits are clearly visible and walkways are identified in such a manner that every occupant of the building will identify the best way to get out of the building in a fire or other emergency.

Exits are never obstructed and all doors / passageways that are not an exit or path to an exit are identified with a sign that reads ‘Not an Exit’ or a sign that indicates its actual use, such as storage.

All exit signs are self-illuminating, or illuminated by a reliable external light source these are serviced every 6 months

**Site**

Safe access to the site for fire and rescue services and other emergency responders is achieved via a large main gate which is unlocked at all times for ease of access.

**Lifts and escalators** – N/A

**Building control** - Employees should not re-enter any building with the possible exception of the Fire Team.

**Calling the fire brigade**

The Fire Service should also be informed immediately, by a Fire Warden once they have assessed the conditions.

**Work Time / out of hours**

All Fire Wardens are conversant with the emergency evacuation plan during work hours.

At other Times the site is monitored by designated security team which are employed to start at 1700hrs to 0600hrs, patrolling the site once every hour with full access to the CCTV to continue surveillance.

**Power/process isolation**

Close Down Procedure – The A1 Group ‘Close Down’ procedure is as follows:

**Identification of key escape routes**

At the Wokingham site where members of the public or persons unfamiliar with layout of the premises will follow a Fire Warden who will direct them to the muster station via pre-designated escape route. Fire maps are displayed throughout the site in each zoned area

**Fire Wardens/Marshals**

The Fire Marshals where necessary safeguard the safety of employees and are responsible for the implementation of certain fire safety measures which will include the fire evacuation.

The A1 Group have in place a Fire Marshal for each identified zone and they are responsible for liaising with the chief fire warden to ensure all persons are accounted for in the event of a fire. They have all received special training above the needs of the normal employee, this training was conducted by an external fire training organisation. They are competent in the use of fire extinguishers and be capable of extinguishing small fires. They should have some knowledge of fire prevention and are able to identify possible fire hazards to prevent fire from occurring.

The senior Fire Marshal has the responsibility of maintaining a high standard of fire precautions and the overall responsibility for the action in the event of fire. There is a nominated deputy.

Evacuation fire wardens are appointed for each zone on site and each warden should has a nominated deputy.

**Fire Marshals are responsible for**

* Fire routine and evacuation drill procedure
* Ensuring personnel know location of fire alarm points.
* Ensuring regular use of primary and secondary escape routes.
* The close down procedure
* Procedure for nominated staff to assist employees and members of the public to nearest exits.
* The Senior Fire Marshall is responsible for ensuring that notices are correctly sited the fire emergency evacuation plan is distributed and understood by all employees and visitors

**Training**

Fire Marshals are fully trained with regard to the fire hazards of the materials and processes they are exposed to.

All employees are made aware of those parts of this fire prevention plan which they must know to protect them in the event of an emergency. This program is located in the general office and on the A1 Group back office and is available for review upon request from Clive Owen, Director.

**Places of assembly and roll call**

All employees and visitors should assemble at the two muster stations Yard Staff (Top of the hill by the lorry car park) employees will be directed to this area by the Fire Marshal and the muster station for the Office employees is by the main entrance to site and office employees will be directed by the Fire Marshal to this area but safely so as not to be in the way to prevent the Fire Brigade entering site in an emergency.

A roll call of all employees is taken by the Fire Marshal who is in charge of the assemble point and should report to the Senior Fire Marshal indicating all persons accounted for or whose missing and where they were last seen.

The two assembly point (Muster Stations) is deemed far enough away from the site not to employees in danger of radiated heat and falling debris and not to interfere with firefighting operations and not to jeopardise the actions of the fire service.

Appropriate signage is located around the site directing all employees and visitors to the muster station

**Emergency plan for persons with disabilities**

A1 Group Managers and Supervisors are responsible for assisting any persons with disabilities under their supervision and must choose delegate this responsibility in their absence. The supervisor, alternate and employee with the disability are trained on available escape routes.

A list of persons with disabilities is kept on file in the (General Office). A1 Group site visitors with disabilities will be assisted in the same manner as employees.

**Firefighting equipment provided**

The A1 Group has a nominated fire team and they are trained and considered competent in attacking fire with appropriate equipment however firefighting is always secondary to life safety.

A1 Group firefighting equipment

* Fire Engine
* Fire Extinguishers
* Fire Blankets
* Fire suppression system in Baler

**Training required**

The A1 Group emergency evacuation plan is part of the A1 Group induction and subject to annual refresher training and all employees are familiar with its contents and the A1 Group also conduct regular evacuation drills. All emergency evacuation training is recorded on employee files

The A1 Group fire emergency evacuation plan includes instructions and training for all employees

**Fire drills:**

* Regular intervals
* Records kept
* There should be drills completed at least once a year, from sounding of alarm to roll call procedure
* Fire Alarms and Fire Fighting Equipment should be tested at weekly intervals and records kept
* Fire equipment regularly serviced

**Personal Emergency Evacuation Plan (PEEP)**

In order to assist ANY disabled or sensory-impaired people to escape from fire on the Wokingham site Fire Marshals are trained in the correct procedures to deal with this eventuality.

**Liaison with emergency services**

All Fire Marshals are aware of the necessary contacts with external emergency services. It is the duty of the Senior Fire Marshal to meet the fire and rescue service when they arrived to provide them with any information they require. They are deemed to have an intimate knowledge of the premises and be in contact with the person conducting the roll call at the assemble point.

A1 Group Emergency Action Plan

|  |
| --- |
| **ASSEMBLY POINT:** |
| There are two muster stations on site   1. If fire in bottom yard (metal crushing and recycling area) then muster station at top of the slope next to tyre bay 2. Total site / office evacuation is outside main gates to the site |

|  |
| --- |
| **ACTION ON DISCOVERY OF FIRE:** |
| * Sound the alarm using the nearest fire alarm call point * Leave the building by the nearest fire exit * Do not re-enter the building * Report to the assembly point * Call the fire brigade by mobile phone (after leaving the building) * Liaise with the fire brigade on their arrival * Only attempt to tackle small fires if confident to do so * Do not put yourself at risk |

|  |
| --- |
| **ACTION ON HEARING ALARM:** |
| * Leave the building by the nearest fire exit * Do not re-enter the building * Report to the assembly point * Call the fire brigade by mobile phone (after leaving the building) * Liaise with the fire brigade on their arrival |

|  |
| --- |
| **VISITORS:** |
| * Ensure all visitors and contractors are taken to the assembly point * Assist any disabled persons with their evacuation as necessary |

A1 Group trained Fire Marshals @ 1/10/20

**1 GROUP EMERGENCY ACTION PLAN**

1. **Josh Gooch**
2. **George Petty**
3. **Mark Russell**
4. **Joey Reynolds**
5. **Luke Sawyer**
6. **Alan Webb**
7. **Garry Webb**