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**Fire Prevention Plan**

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***The Fire Prevention Plan is reviewed periodically (6 monthly) by the Management of the A1 Group and the H&S Consultant and any changes required are actioned and the FPP is updated and these updates are then communicated to all employees***

Purpose

The purpose of this Fire Prevention Plan is to establish procedures for identifying fire hazards and preventing fires. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees, customers and facilities are protected from the dangers of fire and to reduce the risk of potential injuries, death and property damage.

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 at all times 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.

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.

Ignition sources

Any operation on site which involves flames or sparks (welding / angle grinding) is not conducted near combustible materials or ignition sources and employees prior to undertaking such tasks are required to ensure the area is safe. All such equipment which can still remain heated after use is stored away safely and away from combustible materials.

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 (such as welding and cutting torches, furnaces, matches and heaters) away from operations involving flammables.
* Any ignition equipment is segregated and only used near the water containers and not near flammable materials.
* The A1 Group do not cut or weld 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.

House Keeping Practices

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

|  |  |
| --- | --- |
| **Type of Fire Hazard** | **Fire Prevention Practices** |
| Paper | waste paper 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. Trained employees inspect appliances prior to use |
| 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 300 tyres all of 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 |
| Cars | All vehicles are placed on purpose built racks that conform to H&S requirements, they are stacked and no source of ignition on site is close to them |
| Petrol/diesel | Diesel is stored in a 9000lts tank and stores only 8000ltrs to allow for demurragePetrol/Diesel removed from vehicles under depollution is stored separately:- Petrol tank with breather 500ltr tank storing 400ltrs allowing for demurrage and a 1000ltr tank storing 800ltrs allowing for demurrageDiesel tank 500ltr tank storing 400ltrs |

Fire Safety Inspections and Housekeeping

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.

Incompatible Materials

The A1 Group does not have any store 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.

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.

Fire Emergency procedures

Employee’s response to a fire emergency is detailed as followed. Designated and trained employees (Fire Marshals) may attempt to extinguish incipient fires with fire extinguishers after sounding the alarm to alert other employees.

**Person Discovering the Fire**

* If you discover the fire, raise the alarm immediately
* Ensure the fire warden or other responsible person has notified the emergency services
* If you have been trained in the use of extinguishers and it is safe to do so, fight the fire
* If this fails, evacuate immediately. Ensure no one is left in the room and close all doors and windows behind you
* Report to the fire assembly point and report to the fire warden or responsible person
* Do not re-enter the building until the Senior Fire Brigade Officer or Senior Responsible Person has given permission to do so

**On Hearing the Fire Alarm**

* Operate any essential shutdown devices/equipment
* Immediately leave the premises by the nearest safest fire exit
* Ensure no one is left in the room and close all doors and windows behind you
* Report to your allocated Assembly Point
* Any visitors should be taken with you to the assembly point

**Fire Wardens**

* Gather all nominal rolls appertaining to your area of responsibility
* Carry out full sweep of area of responsibility. Ensure no one is left in the area and close all doors and windows behind you
* Report to Assembly area and ensure all personnel accounted for
* Ensure emergency services have been notified
* Liaise with emergency services on arrival

Fire Fighting Equipment

The A1 Group has 2 processing areas which have a 2000 litre water container with a centrifugal pump to dispense the water. In the event of a fire in a different location the container is transported using a fork lift to the area which the fire exists. In all areas Portable fire extinguisher are used as 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.

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.

All 30 site fire extinguishers are fully charged and operable, and in their proper locations at all times.

All fire extinguishers are serviced annually by RES Group, Reading, 0118 9500635.

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 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 | 2000 litre water tank. Installed/monitored 110db fire alarm system |
| Car Spares area | Installed/monitored 110db fire alarm system |
| Metal Recycling area | 2000 litre water tank. Installed/monitored 110db fire alarm system |
| 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 at present

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.

**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.

Security

Security is employed to start at 1700hrs to 0600hrs, patrolling the site once every hour with full access to the CCTV to continue surveillance.

Training

Fire Marshals are 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, General Manager.

Site Specific Information

* The amount and type of waste received daily and how it is managed
* Waste Oil from depolluted vehicles. 200ltrs daily pumped to 5000ltr waste tank. Emptied at every 3500ltrs
* 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:
* 2000 vehicles
* Oil 10 tonne of oil
* Batteries 25 tonnes
* Cable and wire 5 tonnes stored in separate areas in
* Ferrous 2000 tonnes
* Throughput Hazardous waste for disposable 10 tonnes

NB. With the exception of oil which is stored in purpose made tank in bunded areas. All other items are stored on a reinforced concrete surface.

* Each type of waste at the A1 Group site is stored as follows:
* All vehicles are placed on purpose built racks that conform to H&S requirements, they are individually separated on racks on the stacks and no source of ignition on site is close to them. They are fully decontamination before crushing
* **The un depolluted vehicles are stored at x and max no / dealt within timescale**
* Oil - all stored in tanks
* Batteries - stored in sealed containers
* Cable and wire - stored in segregated piles in individual bays awaiting processing
* Ferrous materials - stored in separate piles by the crushing and bailing machine awaiting bailing
* Hazardous - all waste that is deemed hazardous is stored in separate specially constructed tanks
* Tyres - There are approximately 300 tyres all of which are stored on purpose built racking in the tyre building this allows for free air flow to reduce heat build-up. They are contained within an enclosed area which is secure at all times. **What happens Renew / old removed**
* Petrol/Diesel
	1. Diesel is stored in a 9000lts tank and stores only 8000ltrs 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. Diesel tank 500ltr tank storing 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
* Non Ferrous - aluminium **60 cubic meter** bay
* Ferrous - unprocessed pile 1200 cubic meters and bales after processing also 1200 cubic meters

NB: All bays segregated by 1 meter thick concrete blocks walls

* The location within the site where each type of waste is stored
* The location of specific waste held on site is detailed in the site map in the appendices of this Fire Prevention Plan
* The maximum size of any waste pile, stipulating the maximum length, width and depth
* 6000ltrs tank, capacity 5000lts to allow for demurage. Dimensions cm 233 x 122 x 185
* The minimum separation (fire break) distance between waste piles or storage areas
* All waste piles segregated by 1 meter wall. Most piles are in designated areas which are over 30 meters from each other
* The fire prevention techniques used, including management of hotspots (sign of potential self-combustion), monitoring, reporting, recording and actions
* All firefighting is undertaken by trained operators using the correct equipment
* The A1 Group has 2 processing areas which have a 2000 litre water container with a centrifugal pump to dispense the water. In the event of a fire in a different location the container is transported using a fork lift to the area which the fire exists
* 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:
* All water used to tackle a fire will go into a sealed drainage system. The water will pass through intersectors and will then be removed by tankers and taken for safe disposal at an approved treatment facility
* 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
* If necessary the water tanks can be moved to the location of the fire using fork lift trucks
* 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

Additional Environmental Considerations

In considering the following the A1 Group has considered:

* 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
* As the site contains hazardous and non-hazardous material the A1 Group is unable to separate the water used to fight any fire as it is all collected in one sealed tank
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