

FIRE PREVENTION PLAN

ALBUS ENVIRONMENTAL LIMITED

212 Kingsnorth Industrial Estate Hoo Rochester
Kent ME3 9NZ

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fire prevention plan

2 1 2 K I N G S N O R T H I N D U S T R I A L ESTATE HOO R O C H E S T E R K E N T M E 3 9 N Z

The fire prevention measures set out in this plan are designed to meet 3 main objectives pursuant to the Environment Agency's guidance.

- Minimise the likelihood of a fire happening
- Aim for a fire to be extinguished in 4 hours
- Minimise the spread of fire within the site and to neighbouring sites

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1. WASTE MANAGEMENT

The directors of Albus have overall responsibility for the day to day operations at the site. These responsibilities include as a minimum; compliance with the site permit and supporting documents including legislative guidance specific to the acceptance and treatment of clinical wastes. The prevention of fire as a result of their business operations and protection of the environment and local amenities within the proximity of their business.

The directors shall ensure that all management and staff at the facility aware of the conditions of this FPP (Fire Prevention Plan) and records of training in this regard will be maintained on site and reviewed as part of their internal auditing system. Site induction procedures for third parties and new members of staff shall include details of this fire prevention plan (FPP).

This Fire Prevention Plan should be read in conjunction with the EMS and Site Permit to ensure a comprehensive understanding of the requirements of the facility and its safe operation are attained by management and individuals who have an association with the day-to-day running of the facility.

A technically competent manager (TCM) holding the relevant qualification to manage a medium risk waste treatment and transfer facility will be in attendance as required by the Environment Agency guidelines and shall maintain continued competence and accreditation by the Waste Management Training & Advisory Board (WAMITAB).

1.1 INCOMING WASTE

The site will be permitted to accept the following non-hazardous and hazardous waste types;

MATERIAL

- Non-infectious clinical waste
- Infectious clinical waste
- sharps containers containing sharps;
- aerosols;
- absorbents, wiping clothes and personal protective equipment.

1.2 MAIN ACTIVITIES

The main activities carried out at the site are:

- The mechanical treatment of hazardous clinical waste / healthcare waste by maceration, high temperature steam.
- Mechanical treatment of non-hazardous clinical / healthcare waste by maceration only.
  - Off-site disposal to incineration

- washing and shredding of sharps containers.
- repackaging and bulking up for off-site disposal.

1.3 AMOUNT OF WASTE STORED ON SITE

MATERIAL	MAXIMUM STORAGE
Non-infectious clinical waste	90m3
Infectious clinical waste	115.5m3
Sharps Containers Destined for Treatment	23m3
Absorbents, Wiping Cloths and Protective Equipment	2m3
Shredded Plastic	1.5m3
Cleaned Sharps Containers	5m3

All operating procedures will be managed to ensure these limits are not exceeded, however should these limits be approached due to measures outside of the control of the company, (plant failure for example) then the emergency plan will instigated which will include increased fire watches and consideration of site closure until normal operations resume. The Environment Agency will be notified if the prevailing situation has the potential to pose a threat to the locality and environment.

The site will not be permitted to receive more than 50,000 tonnes per annum.

The general operating policy will be to maintain the minimum amount of waste stored on site at any one time as this will allow the facility time to rectify any issues before implementing the site closure procedure. This also serves to maintain waste piles in their lowest form, maintain minimum separation and ensure the "first in first out" policy is achieved by constant stock rotation. In order to operate the facility at manageable levels waste is exported from site during normal working hours and when the site is at its quietest.

1.4 TIME PERIOD OF WASTE STORED ON SITE

The nature of the type of waste accepted at the site precludes prolonged storage, therefore under normal operating conditions waste would be on site for no longer than 48 hours. Because processed waste is conveyed to enclosed containers immediate after maceration and disinfection, replacement of the containers will be effected in the shortest possible time once full to allow continual processing of the waste.

Daily inspection of the operations will be carried out by the TCM or site manager in the company of the site supervisor and their inspection will focus, amongst other items, on waste rotation, noting whether the rotation method is performing as required and waste materials are not stagnating.

Stock rotation is facilitated by employment of in-house and third-party haulage contractors utilising large bulk vehicles with carrying capacity of 30m3 to either remove waste to

incineration. Regular shipments of waste enable continuous stock rotation and ensure no waste remains in storage for more than a week.

To ensure the principal of first in first out is achieved, waste piles shall be cleared before the next pile is added unless the operational capacity is such that all of the stored waste can be processed within a week.

1.5 STORAGE METHOD

All waste materials entering site will do so via the computerised weighbridge and office. From here waste deliveries will be assessed for compliance with the conditions of the environmental permit and then directed to the point of disposal within the processing building.

Infectious clinical waste will remain in sealed wheelie type bins until ready for treatment. This will depend on the quantity of bins on site as a small amount of waste will make treatment uneconomical.

The processing building has sufficient capacity to hold 150 such wheelie bins in readiness for treatment. Please refer to Appendix H for location of the bins before treatment.

Non-infectious clinical waste will be stored loose within the offensive waste building. This waste type is stored until ready for processing through the maceration plant then delivered direct to an enclosed 30m3 container ready for export from site. See Appendix B.

All wastes will be stored either within the main buildings with roller shutter doors closed or externally in 30m3 enclosed containers. Infectious clinical waste will only be stored within the building and moved to external containment once treated by steam technology.

Absorbents, wiping cloths and protective equipment shall be stored in sealed bins on the ground floor of the main waste building. A maximum of one 770 litre bin for each hazardous absorbents, wiping cloths and protective equipment and one 770 litre bin for non hazardous shall be stored at any time.

Aerosols shall be stored in cages on the ground floor main building a significant distance from combustible wastes and other combustible sources. A maximum of two cages shall be stored on site at any time.

All waste related to the sharps container treatment process shall be stored on the mezzanine floor of the main building. This includes the sharps containers prior to treatment, shredded plastic and storage of cleaned sharps containers. The storage quantity is kept low to ensure the 6m separation distances are achieved.

1.6 PILE LOCATIONS

The site is segregated primarily into two areas, internal building where waste processing takes place and externally for storage of empty bins and full containers.

Appendix B and H illustrate the location of non-infectious waste prior to maceration and storage of sealed bins containing infectious waste and the location of the treatment plant. Also, the external positions of containers either in the process of being filled or waiting for transport from site.

Segregation of waste piles within the building is achieved by 6-metre fire breaks.

The business of accepting, storage and treatment of clinical wastes is a simple one in terms of fire prevention as the quantity of waste stored on site is small and coupled with strict segregation of wastes types derived from legislative requirements, makes fire prevention relatively controllable.

1.7 PILE SIZES

Consideration has been given to waste piles sizes to provide manageable quantity of waste that keeps within the maximum piles sizes as stated in the Environment Agency Guidance for Fire Prevention Plans: Environmental Permits. As a result of this, a conscious effort to mitigate the consequences should a fire occur by management of pile sizes forms the basis of this management plan.

Table 1 below illustrates the approximate cubic metres of each pile size and signifies the maximum storage capacity for each waste pile.

Typically, containers are 2.0 metres high, 6.11metres long and 2.5metres wide and providing a total capacity of 35 cubic yards (26.8 to 30m^3).

Table 1 illustrates the type, quantity and location of waste held in storage.

Table 1.

Waste Types and Pile Size					
Waste type	Cubic metres	Location	Pile dimensions m2		
			Height	Width	Length
Non-infectious clinical	90	Loose in offensive waste building	4.0	4.7	4.7
Infectious clinical (sealed bins)	115.5[(1)]	Sealed wheelie type bins stored in main building x 150 no,	1.37	0.84	1.37
Quarantine Bins	6.16	Sealed wheelie type bins stored in main building x 8 no,	1.37	0.84	1.37
~~Non-infectious clinical (contained)~~	~~90~~	~~3 x containers located external of the main building~~	~~2.0~~	~~2.5~~	~~6.0~~
Absorbents, wiping cloths, protective clothing	2	Sealed wheelie type bin stored in main building x 2 no.	1.37	0.84	1.37
Sharps Containers for Treatment	23[(1)]	Sealed wheelie type bin stored in main building x 30 no.	1.37	0.84	1.37
Shredded Plastic	1.5	1 Tonne Bags x 2 no.	0.9	0.9	0.9
Cleaned Sharps Containers	5	Loose stored in building (stacked 3 containers high)	2.5	2.5	4

[(1)]770 litre bins = 0.77m^3

Maintaining pile sizes within the parameters stated above is a fundamental part of this Fire Prevention Plan and failure to adhere to the maximum stated sizes could result in a fire becoming uncontrollable.

1.8 PILE SEPARATION

Please refer to Appendix B.

a) There is one loose waste pile located within the offensive waste building that consists of non-infectious clinical waste which shall be maintained to the size as stated in table 1.

b) Infectious clinical wastes will be stored on site in sealed 0.77m^3 wheelie bins in readiness for processing by steam technology. Bins are emptied into a hopper one by one from the storage point highlighted in Appendix H. The quantity of bins shall be maintained to within 150 number stored in readiness for processing. Once the bins are empty, they will be washed and returned to the external storage area ready for reuse.

c) The external storage area will not be used to store waste and any and all bins will be thoroughly washed before storage. Electricity is not supplied to the external building other than to provide power for flood lights.

d) Treated waste shall be stored external of the main building in enclosed metal containers. Each processing plant shall supply treated waste direct to a container for transport to off-site disposal. It is envisaged that a maximum of 3 full containers will be on site at any one time.

e) Waste related to the sharps container treatment is stored on the mezzanine floor. The sharps containers ready for treatment are stored in 30 x 770 litre sealed wheelie bins. The shredded plastic is stored in minimal quantities in 1 tonne bags. The cleaned sharps containers are stored loose and stacked 3 containers high. The 6m separation distance is maintained for all waste storage areas on the mezzanine floor.

f) Aerosols shall be stored in cages (250kg haz and non haz each), 6m away from the main bin storage area in the main building.

g) Absorbents, wiping cloths and protective equipment are stored in 0.77m litre sealed wheelie bins (0.1 tonnes haz and non haz each) and shall be stored 6m from the main bin storage area in the main building.

Concrete plinth segregation is not considered necessary as the space within the main building is sufficient to maintain the minimum 6 metre separation.
However, should operational expectations change to the extent that physical separation is require by use of concrete plinths, this management plan shall be amended accordingly and submitted to the area Environment Agency office for approval before the alterations commence.

ATTRIBUTES OF USING CONCRETE PLINTHS FOR SEPARATION AND THE REQUIRED CRITERIA.

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

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

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

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

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

2. FIRE PREVENTION MEASURES

Fire prevention measures have been formulated to support the findings from the Fire Risk Assessment and the guidance issued by the Environment Agency. These control measures shall be kept under continuous review by site management and external fire risk assessor. Adherence to this Fire Prevention Plan forms the basis of Albus Environmental fire prevention policy and when enacted in conjunction with the EMS and operational risk assessments constitutes a safe and effective working environment.

2.1 CONTROL SOURCES OF IGNITION

To reduce the risk of fire-starting ignition sources will be kept to a minimum in the vicinity of the combustible waste. Any ignition source such as electrical cables and lighting is installed and maintained by a competent person. Any ignition source is subject to a risk assessment before being sited in or around the waste material.

The following are considered as potential Ignition sources:

- *Arson*

- Predominantly carried out by intruders but potentially by 'grudge' attacks disaffected employees. The site operates remote 24-hour security 7 day a week and the facility is surrounded by 4-metre-high concrete walls to all aspects. Kingsnorth industrial estate has 24-hour gated security on site. ○ *Plant and Equipment*
- Maintenance regime and active cleaning programme coupled with regular inspections serves to negate the potential of a fire starting from plant and equipment.
- Parking plant away from combustible waste when not in use is an essential procedure and in use at the facility
- All mobile plant will be fitted with extinguishers ○ *Electrical Faults*
- Regular inspections will be undertaken as detailed in section 2.16. Electrical equipment is kept away from waste where possible and when power to static equipment is required, a physical barrier will be in place separating the two
- As a rule, power cables are located at high points and secured to the building framework

○ *Smoking*

- A No Smoking policy is in force at the site for visiting drivers and site staff. Dedicated smoking areas are provided outside of the permitted boundary. The policy will be rigidly enforced, and an immediate ban would ensue should anyone be caught smoking away from approved areas.
- The no smoking policy also applies to "e" cigarettes ○ *Hot Works*
- No 'Hot Works' will be allowed to commence without the appropriate forms being processed, personnel involved in the activity are fully briefed and their area of work explained.
- Hot works permits can only be issued by senior members of staff who have undergone the relevant training and their names appear on the authorised personnel register
- Hot works are carried out away from waste piles in areas that are clean and prepared for the activity
- During the operational day, hot works will be supervised by a member of staff who has previously been made aware of the conditions under which the work can commence
- In all cases, plant that has undergone hot works will be left and supervised for a period of time before returning to active duties ○ *Industrial heaters*
- Industrial heaters are not used on site ○ *Hot Exhausts*
- Build-up of dust a debris on hot exhausts can cause components to catch fire without warning, therefore it is essential that regular visual checks are conducted on all waste handling equipment. The plant maintenance programme accompanying this plan suggests that plant and equipment is stopped and checked mid-shift and states what points of the equipment should be checked
- In essence, waste handling plant and equipment should be stopped and checked every 4 hours as a minimum and more so in particularly dusty conditions

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

- *Batteries*
  - Batteries left for storage or found in in-coming waste streams must be stored in appropriate lockable containers, located away from waste piles, until removed from site by competent licenced waste carriers
- *Leaks and Spillages*
  - During daily checks on site plant and equipment should include fluid leaks which must be reported if found and the appropriate action taken. Fluid leaks have the potential to ignite when coming into contact with hot surfaces
  - Spillages must be dealt with in accordance with the procedures set out for this event
- *Build-up of loose debris and combustible waste*
  - Good housekeeping is essential for health and safety compliance and averting a potential fire from accumulated waste
- *Reaction Between Wastes*
  - There is a potential for fire risk when mixing incompatible waste streams and to mitigate the possibility of this occurring strict adherence to waste acceptance procedures is essential. The site EMS details measures associated to waste acceptance protocols and associated actions
- *Deposited Hot Loads*
  - The site has a dedicated procedure in place for this eventuality which is covered more comprehensively in section 2.13 of this document

No mains electrical components are located within 6 metres of combustible waste. Mains electricity cables are kept in dedicated cable corridors which are located away from combustible waste. Electrical components on static waste handling equipment are intentionally sited away from waste processing compartments.

2.2 FIRE PREVENTION SIGNS

The site is not accessible to members of the public, so all advisory signs are for approved contractors who work in the industry and should have fire safety training provided to them by their employer. However, clear concise signage is essential and is evident at Albus Environmental by placement in prominent locations and made clearly visible and unobstructed by buildings or boundaries. Fire warning signs will be kept clean and inspected daily by the site manager who will issue instruction for appropriate action when required.

2.3 HOT WORKS

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

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

Before a hot works permit is issued, the site procedure detailing what control measures must be in place before works begin should be discussed with the people associated to the works, after which the permit can be completed. If any work takes place in or around waste material an additional person will be at the scene to monitor for any potential fires.

If possible, all hot works including grinding and cutting using abrasive wheels will be undertaken at a location away from combustible waste. The location will be designated by the site supervisor who will appoint a responsible member of staff to be in attendance whilst the works progress and will also ensure appropriate fire suppression equipment is within easy reach. The member of staff will satisfy himself that adequate time has elapsed following completion of the works and where possible the area and items subject to heat will be doused with water. Items of equipment that cannot be treated in this manner will be left attended until such time has passed to satisfy those involved that items have sufficiently cooled, and further attendance is not necessary.

These same procedures apply during maintenance periods at the end of the working day.

2.4 VISITOR PROCEDURES

All visitors must sign in on entry by reporting to the site office where a senior member of staff will be informed of their presence. All visitors must be accompanied around the site and not enter restricted areas. Company policy regarding the NO SMOKING rule explained when site induction is being carried out.

Contractors arriving with the intention of carrying out works will undergo a separate induction.

2.5 SMOKING POLICY

Albus Environmental operates a strict NO SMOKING policy throughout the operational areas of the site. Designated smoking areas are sign posted with appropriate cigarette waste bins/sand buckets. The No Smoking policy also applies to electronic cigarettes.

Any transgression of this policy will lead to immediate expulsion from site for visitors and disciplinary action taken against site staff. A second offence will lead to termination of employment.

2.6 PLANT MAINTENANCE SCHEDULE

All mobile plant will be subject to a routine maintenance programme by the manufacturer or approved contractors to help prevent ignition/combustion from failing parts.

However, as there is always potential for failure, therefore all machine operators will have some knowledge of their specific machine and undergo fire awareness training to identify potential hazards and how to report them.

Plant maintenance check sheets are used in conjunction with the maintenance procedure which instructs the user on the procedure for checking their machinery for trapped debris and buildup of dust and fluff. Mobile plant will be used infrequently due to the low scale activities undertaken on site.

As a rule, hot works will only be undertaken during the operational day but should circumstances dictate otherwise, then a senior member of staff will remain present until the hot works are complete.

When plant is not in use, it is kept at the plant parking area which is >20metres from the operational area (Please see Appendix D)

2.7 HOUSEKEEPING

To reduce potential fire spread and ignition of loose material all staff will be aware of the importance of good housekeeping and ensure waste material is kept in the appropriate area. Consumable materials will be returned to lockable containers at the end of the working day and checking of the operational area will ensue before the site is closed for the day.

All staff are responsible for cleaning their own working area both during and at the end of their shift.

2.8 SITE SECURITY AND CCTV

The site is bordered by a 4-metre-high concrete wall to all aspects of the perimeter. There is one single palisade gate providing access to the facility leading from the arterial road. This arrangement is sufficient to deter unauthorised access and maintain a secure perimeter.

Attendance at the site is maintained over a 12-hour period and comprises both operational and management personnel. Commencing at 6.00, operational staff begin the working day and finish at 18.00, after which the site is monitored remotely by senior management using the CCTV surveillance systems. Once the facility is fully operational consideration will be given to operating the site 24 hours a day. This will afford a constant presence on site and aid in the detection of a fire.

During the operational day CCTV cameras will be monitored remotely from the manager's office via a multiplex screen providing simultaneous viewing of 2 cameras. These cameras can also be viewed remotely by computer or smart phone.

COMBUSTIBLE MATERIALS USED ON SITE

The following text outlines the types of combustible materials held on site and the controls employed to manage their use.

Site consumables:

- *Diesel fuel within the tank of Site Plant, no fuel shall be stored on site*
- *Engine oils and grease for mobile plant and machinery*
- *Hydraulic oil for site plant*
- *Cleaning fluids*

Due to the low level of plant activity expected at the site diesel fuel will be brought in on an "as and when required" basis.

It is not envisaged that gas cylinders will be used on site to any degree, however, there may be circumstances that require gas cylinders for welding and maintenance works etc. In these situations' persons bringing the cylinders will be encouraged to remove them at the end of each day.

It is not anticipated that flammable items, such as batteries, will be evident in incoming waste streams due to the nature and origin of the waste. However, staff will be vigilant to the possible presence of such items.

All customers using the facility will be issued with a copy of the site rules on their first visit and 6 monthly thereafter.

2.10 PLANT FITTED WITH EXTINGUISHERS AND DUST FILTERS

All mobile plant will be fitted with the appropriate fire extinguisher as directed by a third-party specialist.

2.11 BUCKET LOADER STRIPS

This is being addressed through the Fire Risk Assessment and will result in an update of this document. Mobile plant ground engaging equipment has the potential to create sparks and to mitigate this, the concrete base will be maintained wet to reduce the potential of friction and generation of sparks.

2.12 END OF SHIFT FIRE WATCH

Due to the risk of undetected smouldering fires all staff will be responsible for carrying out an end of shift inspection on their immediate workstation. Then site supervisor has additional responsibilities to ensure that all areas have been inspected throughout the day and at the end of the shift.

2.13 PLANT SEPARATION OUT OF HOURS

Plant operators will be instructed to ensure there is no waste material left near exhaust pipes whilst the plant is stationary. Regular cleaning and washing of internal compartments will be carried out to ensure no trapped debris is present.

Plant will be removed from the operational area and returned to the designated plant parking location which is situated approximately >20 metres from the nearest waste pile. Waste treatment machinery will be switched off at least 45 minutes before the end of the working day to provide a "cooling off" period. Only mobile waste handling plant is diesel powered, all treatment equipment will be powered by electrically.

2.14 QUARANTINE AREA – HOT LOADS

Should a hot load arrive, or it is possible to move a small portion of waste on fire, there is a marked quarantine area on the main waste reception compound which is sufficiently capacious to allow all round access to extinguish the fire.

Potential hot loads entering site are clearly a significant hazard to the waste treatment facility and therefore the following procedures specify actions required to prevent acceptance of hot loads and methods employed should a hot load not be identified before it is tipped.

a) CCTV operation and monitoring by the site weighbridge operator will alert staff to the possibility of a hot load arriving at the weighbridge.
b) If a hot load is identified at the weighbridge and before the load is accepted, the vehicle driver will be instructed to immediately leave the premises and place the bin in a location nearby, away from any combustible materials.
c) If time allows, assistance may be provided by site plant.
d) Should a load be deposited on the concrete base and during routine visual inspection found to be hot, the alarm will be raised, and the site manager and director immediately notified
e) The hot waste will then be dealt with in accordance with the procedures listed in section 3 "Fire Prevention Measures"

2.15 HOT SPOTS

Hot spot identification will be undertaken as a part of the daily routine as this procedure is a positive tool to minimise the risk of combustion. All staff will be trained on the use of fire detection equipment and understand what actions to take upon identifying a potential hot spot. It is unlikely that hot spots will develop due to waste not being on site for prolonged periods as the permit and procedures preclude extended storage.

2.16 SELF-COMBUSTION

Material will not be stored on site for any length of time that would require a specific self combustion procedure. To prevent the potential of self-combustion, waste material will be processed and exported from site at the earliest opportunity, especially during periods of elevated temperatures. The Facility benefits from a main processing building where waste is stored and processed under cover and an annex building for storage of empty wheelie bins.

Material within the main building will be kept ventilated to mitigate the potential of selfcombustion.

The site manager or nominated person will use a thermal digital temperature gauge to ascertain the relative temperature of the waste piles to provide an early warning of potential problems. A record of such inspections will be maintained in the site diary.

2.17 ELECTRICAL SYSTEM

All electrical circuits will be subject to an annual inspection and routine maintenance by qualified contractors. All staff will be aware of the need to immediately report any damage to electrical cables or appliances.

The general rule is; no electrical circuits are within 6m of combustible waste, with of course the exception of the treatment plants..

2.18 RISKS FROM NEIGHBOURING BUSINESSES

The waste treatment facility is bordered by the industrial estate arterial road to the east and open ground to all other aspects. There are many other industrial units close by but sufficiently distant not to cause concern.

There have been no incidences where these premises have caused concern, or their activities have encroached upon the existing waste treatment facility.

3. FIRE PREVENTION MEASURES

The following fire prevention measures are in place should a fire occur, and actions required at the incipient stages of detection.

3.1 FIRE DETECTION & ALARM

There is no Automatic Fire Detection (AFD) system on site due to operating techniques mentioned previously and presence of site personnel and remote security monitoring.

On hearing the alarm all customers will make their way to the assembly point, whilst staff will make their way to the weighbridge office to await further instructions from the site Manager.

The Site Manager will co-ordinate both the evacuation and the initial fire-fighting response.

A dedicated Fire Action Plan shall be available on site which is continually reviewed and to which staff will have the appropriate training.

The first method of detection will be when the waste delivery vehicle pulls onto the weighbridge which is in full view of the weighbridge office and CCTV system. At this point a visual inspection is undertaken along with gathering of details relating to the source of the waste which will provide the weighbridge clerk with an indication of the type of waste carried and likely components that would arouse suspicion should anything untoward be present within the load.

The waste contained in bins will be unloaded manually from the vehicle and placed in the designated storage area. The roller shutter doors will be kept closed during the aforementioned activities.

3.2 FIRE FIGHTING – STAFF

Initial firefighting will be conducted utilising appropriate fire extinguishers and hoses.

Whilst the alarm is sounding a staff member will discharge the water extinguisher(s) on the material on fire whilst the plant operators arrive to separate the material.

All staff will have been trained on the use of extinguishers and their limits. No member of staff is expected to put themselves at risk.

The means and resources of fighting a fire on site are as follows:

- Use of fire hoses
- Fire extinguishers
- Emergency services
- Powered jet wash

Hoses are located strategically around the site and are able to reach 20 meters from the reel.

The site jet wash, although small in size would be employed to fight a fire in the incipient stages if required.

3.3 QUARANTINE AREA – CONTAINMENT

The quarantine area is located in the centre of the compound as this affords multiple access for firefighting, initially by site staff and later if applicable, by emergency services. This area is separated by in excess of 15m from any other combustible material and located on impermeable concrete.

Waste handling plant will be used to bring burning material (initial stages) into the area and then used to aid extinguishing of the fire.

This area will then be closed for access and monitored over the next hour to ensure the fire has been extinguished.

Burnt material will be treated as contaminated waste and will therefore be disposed of in a correct manner.

The quarantine area is capable of holding 60m^3 and therefore is designed to accommodate at least 50% capacity of the largest combustible waste pile - therefore the quarantine area can hold in excess of the 58 m^3 required.

Maintaining the combustible waste piles to within their maximum pile size as stated in this Fire Prevention Plan is a crucial component in mitigating the risk and consequences of fire at the facility.

3.4 SEPARATING UNBURNED MATERIAL WITH PLANT

Mobile plant will be used in the event of a fire breaking out to separate un-ignited waste beyond the separation gaps to reduce the risk of fire spread between piles.

3.5 SEPARATING BURNING MATERIAL WITH PLANT

Separating burning material from the main waste piles will ensue at the incipient stages of a fire and under no circumstances will plant be used without the direct supervision of the site manager or his nominee, which in many cases would be a director.

Whilst the operation to remove burning waste takes place water will be sprayed over the area, plant and waste as it is removed to the quarantine area.

Regular drills and enactment of the fire emergency procedures is crucial and must be carried out no less than monthly. Consideration must also be given to turnover of staff, holiday and sickness cover. The outcome of fire drills shall be recorded in the site daily as a minimum and comments raised on the performance of staff and resources shall be included, along with suggestions for improvement if identified.

3.6 FIRE-FIGHTING – FIRE & RESCUE SERVICES

The site has access to a single fire hydrant located adjacent the site entrance for use by the F&RS and site operatives if required.

Water Requirements (Per Pile)

A pile with a volume of 250m3 will require 1,675 litres of water per minute for three hours, therefore a total water supply of 301,500 litres per pile.

Water Availability

Fire Hydrant;

A hydrant is a 4" pipe able to deliver between 2,000 and 4,000 litres per minute for use by the emergency services. There is one hydrant in the immediate vicinity of the waste facility, adjacent to the main entrance some 30 metres distant.

Static Water Tank;

To augment the hydrant, the underground interceptor tank containing 10,000 litres of water may be utilised by the emergency services.

Fire Hose;

A series of hoses are placed at various points around the site to act as the initial resource to fight a fire at the early stage. Hoses have sufficient length to reach sensitive locations.

Total Water Availability;

- Fire hydrant supplying water at an average 3,000lts minute = 540,000lts over a 3hour period.
- Static water tank = 10,000lts (0.93 l/s)
- Mains replenishment = 3.65 l/s (39,420 litres over a 3-hour period)
- Mobile Bowser 500 litre tank

Total water availability = 589,920 litres.

Requirements of water for the largest waste pile = 138,669 litres over a 3-hour period. This is calculated by 115.5m^3 x 6.67 = 770 litres/minute. 770 litres x 180 = 138,669 litres over 3 hours. Consequently, there is adequate water supply (fire hydrant providing 3,000 litres/minute which is well in excess of 770 litres/minute required based on the largest waste pile).

It may be postulated that sufficient water is available to fight a fire sited in the largest waste pile for a duration of 3 hours.
It should be noted that 100% of water used in fire suppression will not result in the same quantity emanating for containment and later disposal as absorption and evaporation work to reduce the amount of water remaining.

3.7 FIRE & RESCUE SERVICES ACCESS

The site is accessed from the main industrial site road. Once on the site, access to the waste piles is obtained by access though the main roller shutter doors. Externally, the containers are easily accessible from multiple points from both the site and to a lesser degree, from neighbouring premises.

3.8 FIRE PREVENTION

In order to minimise the risk of fire during the working day and most importantly outside of working hours, adherence to the preventative measures outlined in this plan are critical and must be maintained at all times. Internal auditing of active and passive systems should ensue at least monthly by keeping the topic prominent in the minds of all site personnel. By featuring in staff briefings such as Tool-Box-Talks and management meetings, posters and joint management and staff audits, awareness of the potential of a fire starting remains prominent.

Management of the waste piles to within the quantities stated on the FPP is essential as the mechanisms outlined for prevention and control become ineffectual if exceeded. By maintaining waste pile sizes to a minimum precipitated by frequent use of bulk vehicles to remove waste from site, ensures the objectives of this plan are met.

The key areas of concern and remediation to prevent the potential of a fire starting have been identified and listed below:

1. Heat generated from mobile and static plant (especially hot exhausts)
    - Machines will be stopped at regular intervals, no more the 4 hours, and allowed to cool and check for trapped debris
    - Plant and equipment will be cleaned at these intervals using compressed air
2. Electrical equipment is located at least 6 metres from combustible waste
    - All fixed equipment is positioned away from combustible waste and checked daily as part of the supervisors' rounds
    - Temporary and portable electrical equipment will be routed away from waste piles whenever possible and should the situation necessitate closer proximity to combustible waste the area will be monitored continuously by the site supervisor until the equipment is removed
3. The permissible smoking point is located on hard standing away from the main waste processing hall and minor waste storage areas

3.9 STAFF TRAINING

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

- Regular Tool-Box-Talks relating to selected topics taken from this FPP

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

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

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

4. EMERGENCY PLAN

Should a fire start and take hold the following Emergency Plan will be implemented.

4.1 FIRE-FIGHTING STRATEGY

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

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

This document has been prepared to assist the F&RS in their role and will be continually reviewed and updated upon any consultation or advances derived from industry best practice.

A plan detailing the location of all fire extinguishers, alarms, hose and assembly point is maintained in the site office. Buildings and containers storing fire extinguishers are clearly marked by a fire extinguisher icon on the external door. Key members of staff, the site manager and shift supervisor, will assist the fire emergency services by appraising them of the prevailing situation and providing specific details such as location of fire hydrants, on-site water sources building layout and construction and confirmation that buildings have been evacuated and all personnel accounted for.

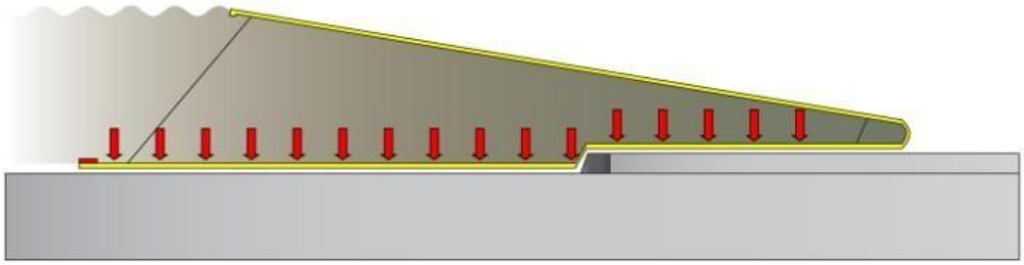
4.2 FIRE WATER MANAGEMENT

In the event of a fire the majority of fire water would be contained by the retaining walls and then will be removed from site as contaminated waste via an approved contractor following liaison with the local Environment Agency. Booms will be deployed before the entrance to the site as this is the low point after which the ground rises to meet with the external road level at the main gate.

To reduce the overall water quantities needed to extinguish a fire it is anticipated recycling the fire water from the boomed area and interceptor tank. This will also help reduce the amount of contaminated water that will be disposed of after the event.

Should a fire break out in the main waste processing hall contaminated water may be retained by placement of a boom across the entrance to the building. Sand bags should only be considered as a secondary alternative as the time required to transport and construct a pyramid of bags often negates the use of such methods. Conversely, placement of a boom is efficient and less time consuming.

The schematic presented below is typical of the type of containment barrier proposed for the site:



The entrance to the main waste reception building is approximately 6 metres wide with roller shutter doors filling the space.

The boom can be effortlessly deployed by unrolling from a storage reel and placed immediately before the entrance to form a continuous physical containment barrier.

The outer walls of the waste reception / treatment building are constructed of steel sheets bolted to a steel framework. Joints are not sealed but do fit tightly by interlocking. The concrete bases within the building is designed to fall towards an open drain located at the front aspect. The building itself is surrounded by 4-metre-high concrete wall which is embedded in the concrete base of the compound. Outside, the entire area is paved with impermeable concrete laid to a fall towards a central open drain, which in turn leads to a gully pot and hence to the interceptor sump.

These photos nicely illustrate how the boom or dam is deployed:



It should be noted that not 100 percent water used to extinguish a fire will return as contaminated water because the absorptive capacity of the waste and evaporation will affect to significantly reduce the amount remaining.

The layout of the main reception building promotes retention of water as the gradient favours the building until the inverted camber in the centre of the yard is reached.

The entire yard is constructed of impermeable concrete with an inverted camber running central along its entire length and connects to the four gully pots positioned at various points in the yard. (See Appendix G). From the gully pots water is carried to the interceptor tank. The exit point leading to the main gate is positive, in that it deters water from leaving the site as the level rises approximately 0.5m leading to the central road. A containment boom would be deployed across the entrance, before the rise in level, and link into the concrete wall supporting the perimeter security gate.

Based on expanded yard site area which is bunded by concrete boundary walls and through the use of the boom to be placed at the site entrance (0.16m boom height), the external yard area would be able to contain 1,110.16 m^2 x 0.16m = 178m^3. This is well in excess of the 139m^3 needing to be captured based on the worst case pile size.

4.3 FIRE SPREAD INTERNAL

In the event of a fire starting in the main waste processing hall it is essential that it is contained as quickly as possible.

The 6-metre spacing between waste piles will give time to react and sound the alarm and then using local firefighting equipment begin to tackle the fire. Upon arrival of the site manager and shift supervisor control of the situation will pass to them and pre-planned emergency drill will begin.

During operating hours, it is unlikely for a fire to take hold and become uncontrollable as the site provides sufficient staff and equipment to deal decisively with an incident and activities will always be supervised. The possibility of an out of hours fire starting does exist, therefore it is essential that adherence to the procedures contained in this fire prevention plan is maintained by everyone involved with the site and its operations. 24-hour security is in place on the industrial estate and this includes mobile tours of the site. Contact details of senior management will be given to the security services for use in case of emergencies.

Construction of the main processing hall is such that a fire is unlikely to spread further than the building itself. The outer fabric of the building is constructed of composite materials.

A fire starting in the infectious waste storage area has the potential to spread if not detected quickly, although it is unlikely that the infectious waste will be the source of the fire but a recipient from another nearby source. To prevent this the sealed bins shall be stored in excess of 6 metres from any ignition source and shall remained sealed until moved to for processing.

4.4 FIRE SPREAD EXTERNAL

The spread of fire would be very unlikely as all waste will be stored in steel containers which will be separated by a distance far greater than 6 metres. If a fire were to start and take hold during operating hours neighbouring premises would be informed and advised to move away any mobile equipment further than 20m from the site.

The site is located in the southeast quarter of the wider industrial estate and abuts the perimeter of the main arterial Road. Directly beyond this is the perimeter of the gas fired powered station and wider marshland beyond. At no point does the site perimeter or its building adjoin another structure or building.

To the north, west of the site are located industrial premises that have building and storage in excess of 20 metres from the waste storage and processing areas of Albus Environmental Limited.

4.5 IMPACT ON PEOPLE

The Facility is located in a rural part of Kingsnorth which is formed of industrial units and an electricity power station. Historically the area was designated for power generation provided by a large coal fired power station, this has since been removed to be replaced by the aforementioned gas station.

There are a number of scattered farm houses in the wider area leading way from the industrial estate. Immediately to the south and east lies the river Medway bordered by marsh land and mud flats.

Smoke emanating from a fire poses little threat to local residents and amenities – even should a drift occur without gaining height before reaching such sensitive areas. If a fire were to occur and become out of control smoke would drift northeast wards away from the nearest densely polluted area of Hoo Sant Werhburgh and out to the open channel and seaward.

In the vast majority of cases smoke from fires elevates quickly to altitudes above ground level and buildings.

4.6 CRITICAL INFRASTRUCTURE

Location of infrastructure within 1 kilometre for the site.



Sensitive receptor information Table 3

Table 3

Boundary	Closest property	Approximate distance to Albus Environmental boundary (m)	Up / Down wind of the site
North & North West	Kingsnorth Industrial Estate	0	Up wind
South East	Gas Power Station	40	Cross wind
North West	Beluncle Farm	>1,000	Up wind

Westerly	Nature Study Centre	430	Up wind
West	Village of Hoo Saint Werbugh	2,350	Up wind
Easterly	Water outlet from demobilised power station (Damhead Creek)	860	Cross wind
North easterly	Wetland Area	880	Up wind
North	White Hall Farm	1,000	Cross wind
South	Mud Flats	1200	Up wind

When considering the position of critical infrastructure in relation to the site there is little in the way of residential properties that would be surely affected should a major fire occur. Sensitive areas such as mud flats are mainly located to the east of the site within the estuary and shore line of the river.

For smoke emanating from the site to affect the power station a significant shift in wind direction would be required, predominantly from the west and the concern would be potential material damage rather than smoke contamination. However, the power station is sufficiently distant that should a fire take hold within the site it is unlikely that the effect would be catastrophic.

4.7 DISPOSING OF BURNT MATERIAL

Burnt material will be assessed, once it is clear that no potential for a fire restarting exists. This material will be disposed of at a suitably licenced disposal facility such as incineration. Arrangement for disposal of the burnt material will require a considered approach between the site operator and the Environment Agency prior to removal from site.

4.8 USING THIS FIRE PREVENTION PLAN

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

This fire prevention plan will form part of the site induction programme for new employees, contractors and casual workers. For this plan to work as designed, commitment from directors and the site management team is essential to demonstrate that at every level endorsement and commitment exists.
The training needs of individuals must consider the procedures and actions set out in this plan and must be refreshed at least 6-monthly to ensure that in the event of a fire, they know what must be done.

The likelihood that non-English speaking foreign nationals working at the site or will work there at some point is considered and measures must be in place to ensure that emergency

procedures are fully understood by these people who may be vulnerable during an emergency situation.

5 INCIDENT MANAGEMENT – THIRD PARTY

Should a fire start and take hold, the following emergency plan will be instigated:

5.1 SITE CUSTOMERS – DIVERSION

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

5.2 RESIDENTS

The site is not located in a densely populated area and as mentioned previously it sits to the extreme east of the industrial estate. In emergencies, the list presented in table 3 will be used to contact those premises that should be informed if there were a fire to start on site.

Further to the above an aerial plan of the site and amenities within 1 kilometre is presented in Appendix M.

5.1 BUSINESSES

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

APPENDIX A & APPENDIX B

SITE LAYOUT & PILE LOCATIONS



LEGEND

ENVIRONMENTAL PERMIT BOUNDARY

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Environmental Compliance Ltd.
Unit G1
The Willowford
Main Avenue
Treforest Industrial Estate
Pontypridd.
CF37 5BF

Tel: 01443 801215
Email: info@ecl.world
Web: www.ecl.world

Client
albus environmental

Project Title
ENVIRONMENTAL PERMIT
VARIATION APPLICATION
ALBUS ENVIRONMENTAL LIMITED
212 KINGSNORTH INDUSTRIAL ESTATE
HOO, ROCHESTER. KENT. ME3 9NZ

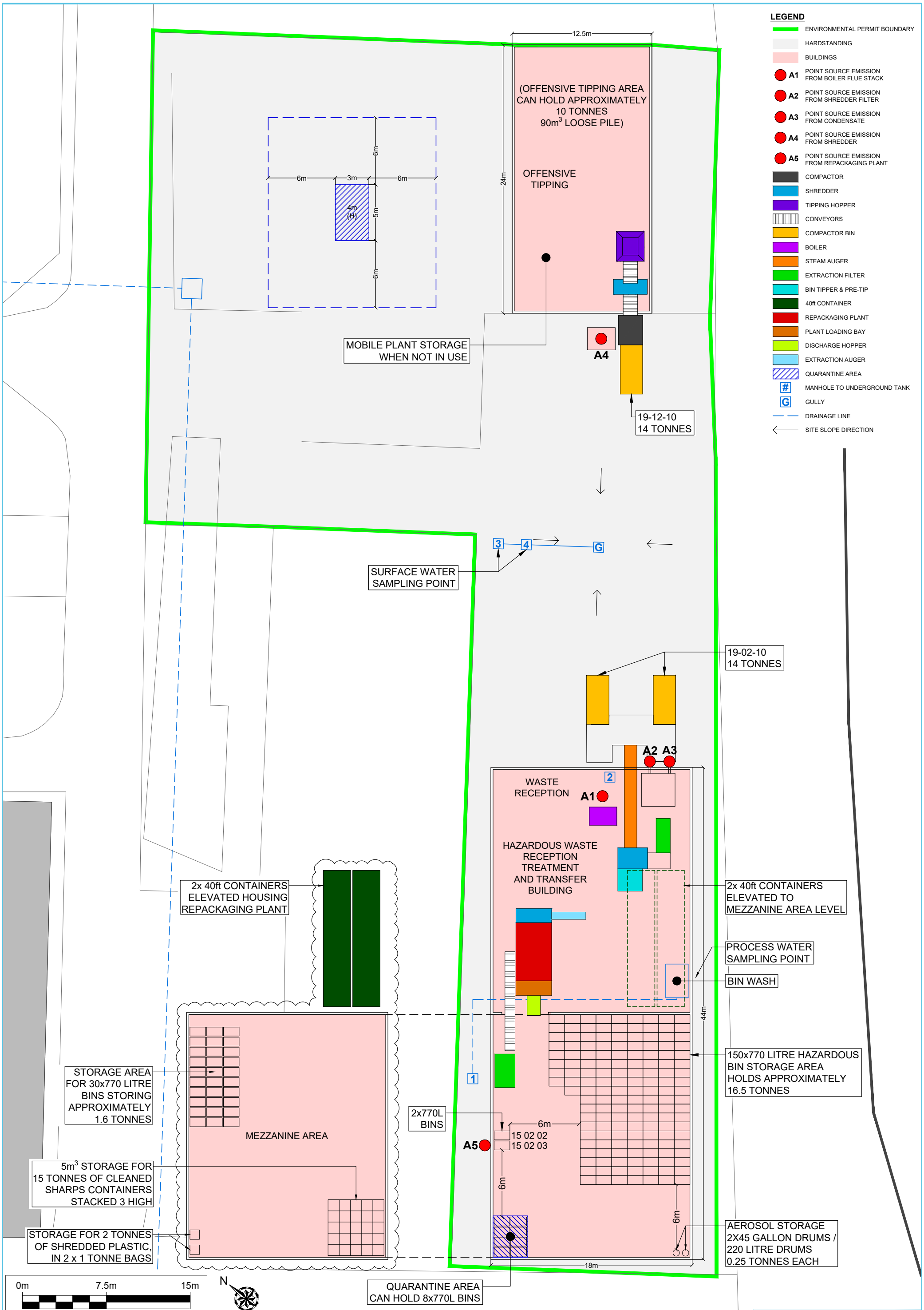
Drawing Title
SITE LOCATION PLAN

Rev	Date	Details	Chkd

Date	Scale	Drawn by	Checked by	Approved by
21/08/2026	1:10K @ A4	GTB	SM	SM

Drawing Status
FINAL

Drawing Number	Rev
ALBU.01.07-01	-



Environmental Compliance Ltd.
Unit G1
The Willowford
Main Avenue
Treforest Industrial Estate
Pontypridd.
CF37 5BF
Tel: 01443 801215
Email: info@ecl.world
Web: www.ecl.world

Client: albus environmental

Project Title: ENVIRONMENTAL PERMIT VARIATION APPLICATION
ALBUS ENVIRONMENTAL LIMITED
212 KINGSNORTH INDUSTRIAL ESTATE
HOO, ROCHESTER
KENT. ME3 9NZ

Drawing Title: SITE LAYOUT PLAN

Rev	Date	Details	Chkd

Date	Scale	Drawn by	Checked by	Approved by
21/08/2026	1:300 @ A3	GTB	SM	SM

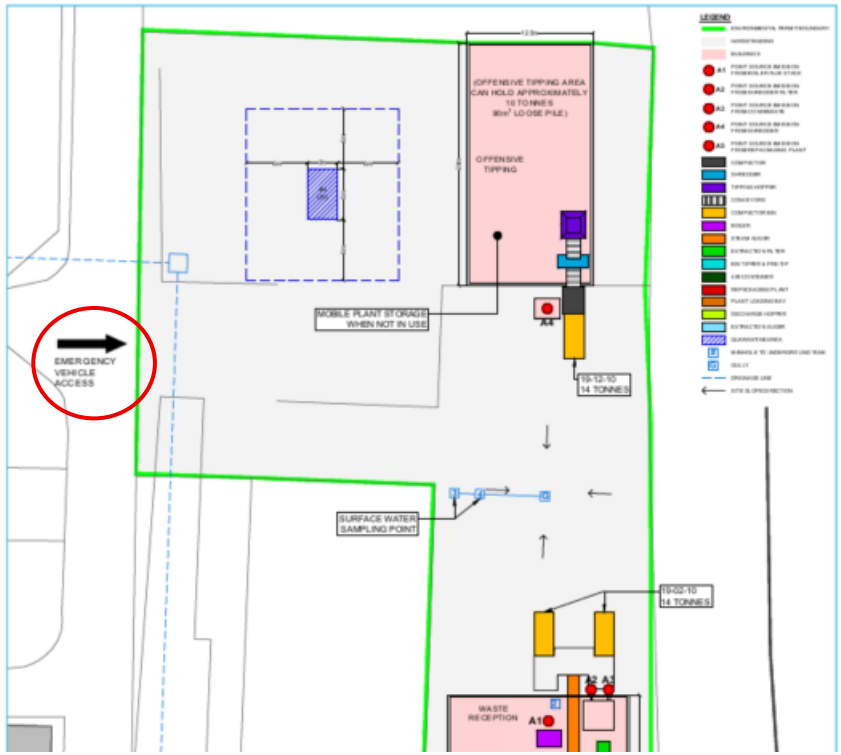
Drawing Status: FINAL

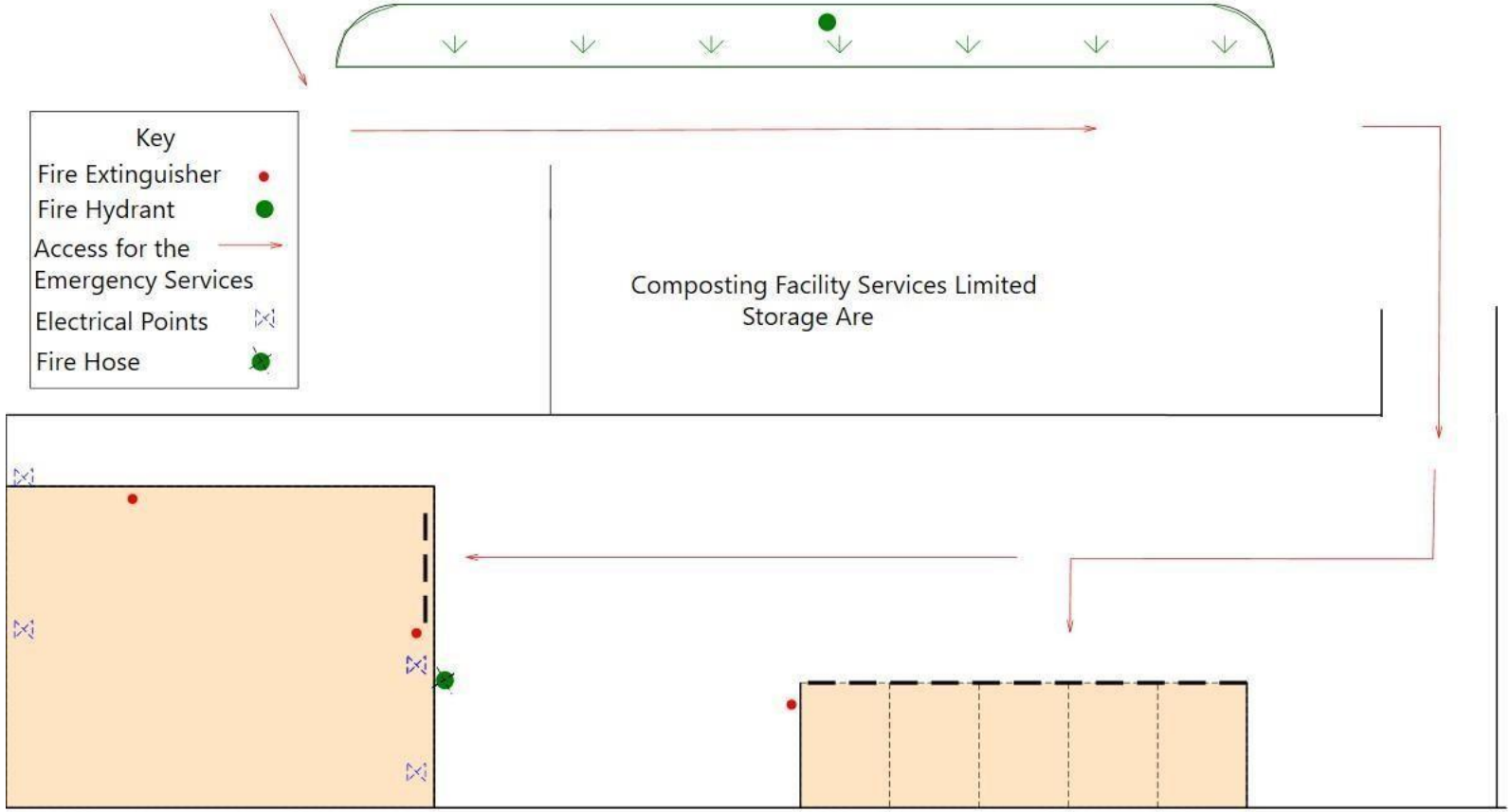
Drawing Number: ALBU.01.07-02

Rev: -

APPENDIX C

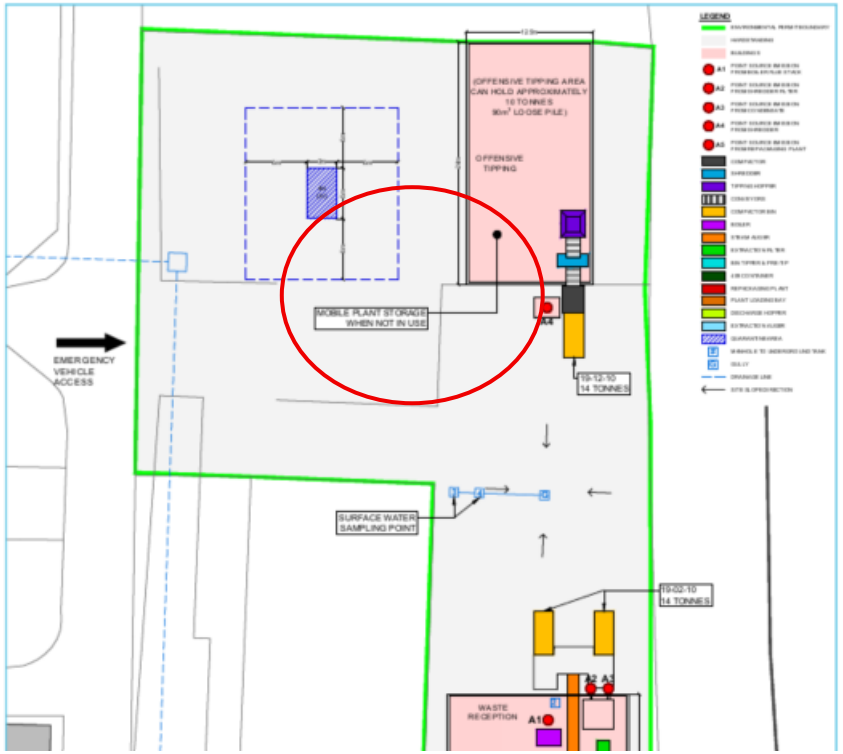
ACCESS ROUTE FOR F & RS – FIREFIGHTING EQUIPMENT




Key
Fire Extinguisher
Fire Hydrant
Access for the Emergency Services
Electrical Points
Fire Hose
Composting Facility Services Limited
Storage Are

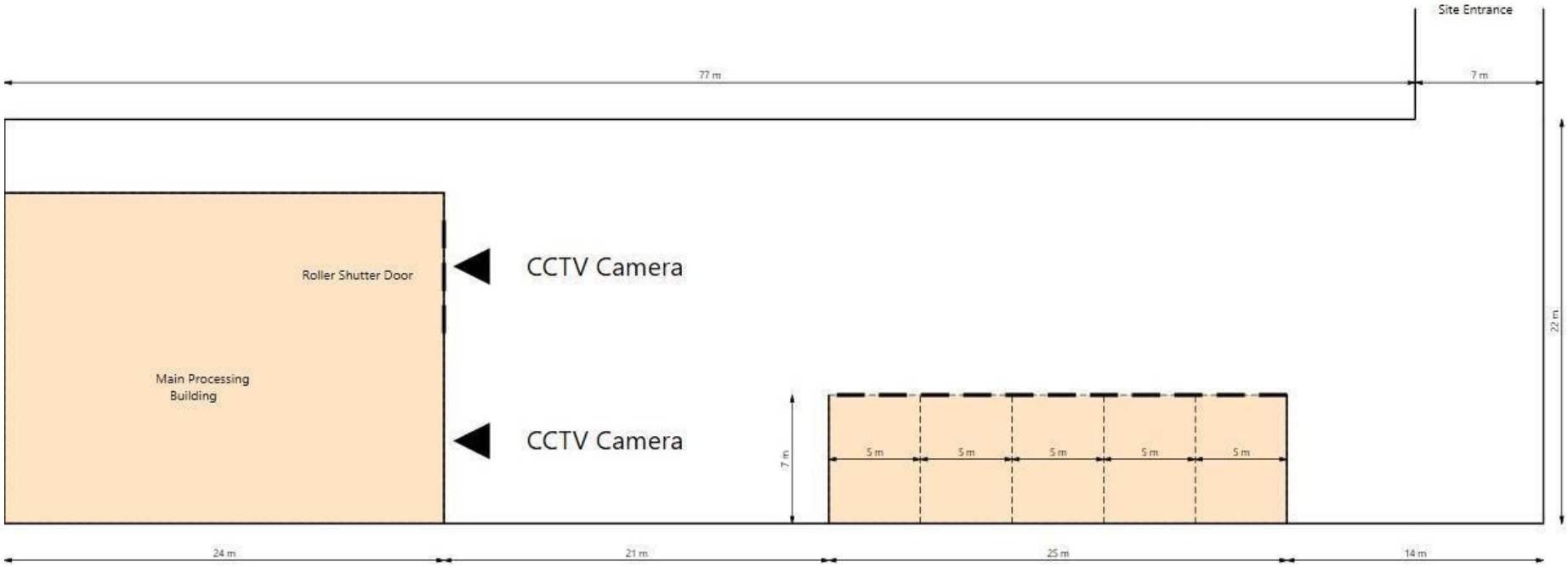
APPENDIX D

PLANT LOCATION OUT OF HOURS



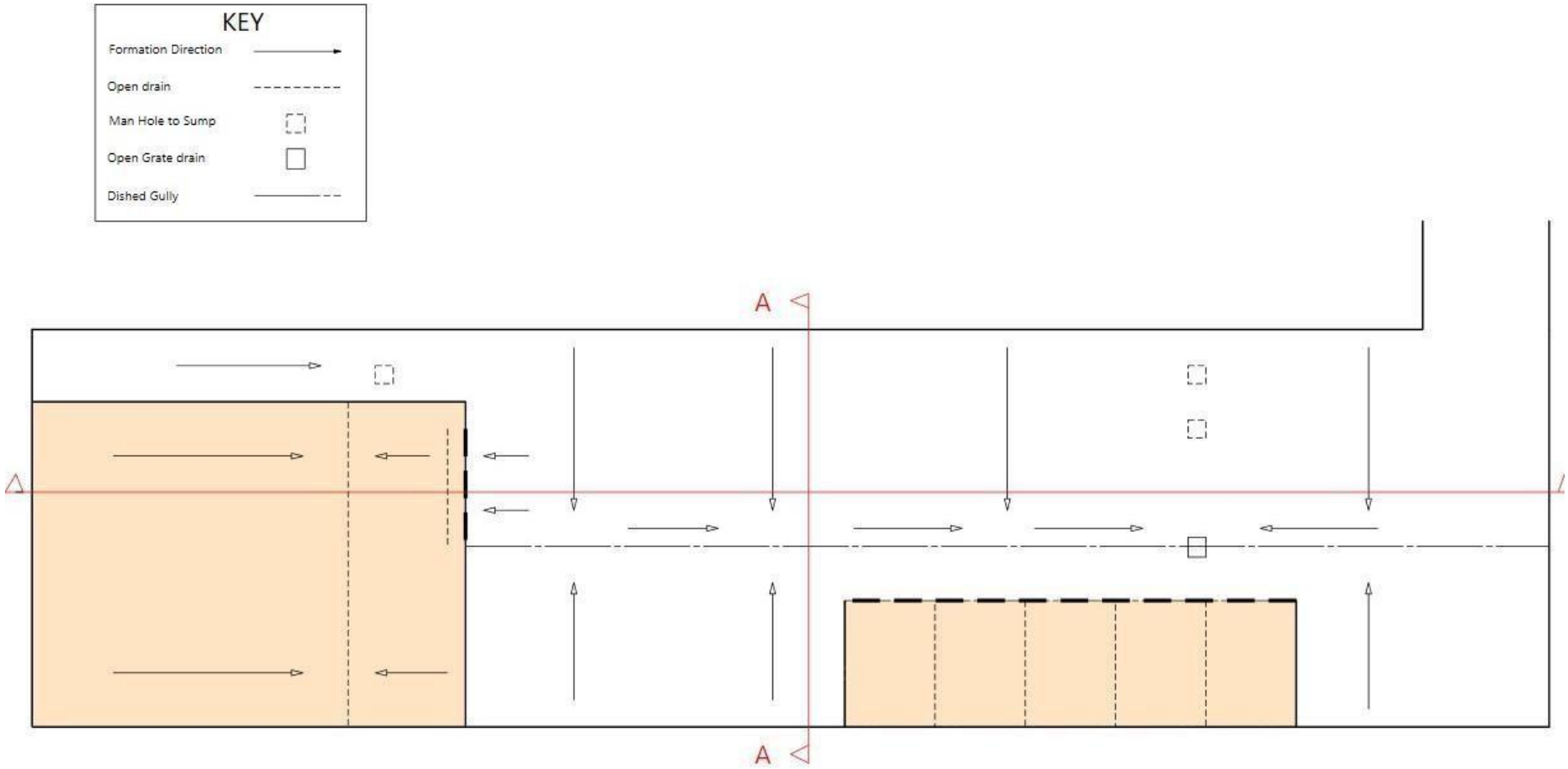
APPENDIX E

CCTV SURVEILLANCE CAMERAS



APPENDIX F

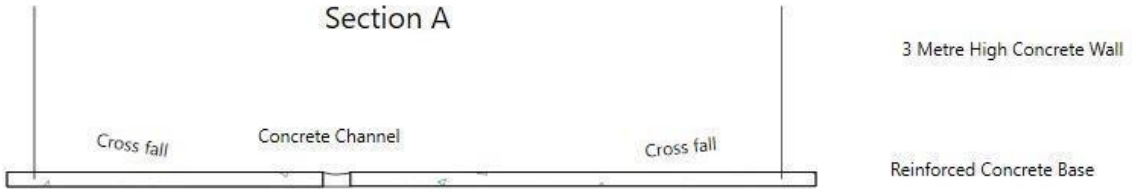
SITE DRAINAGE PLAN



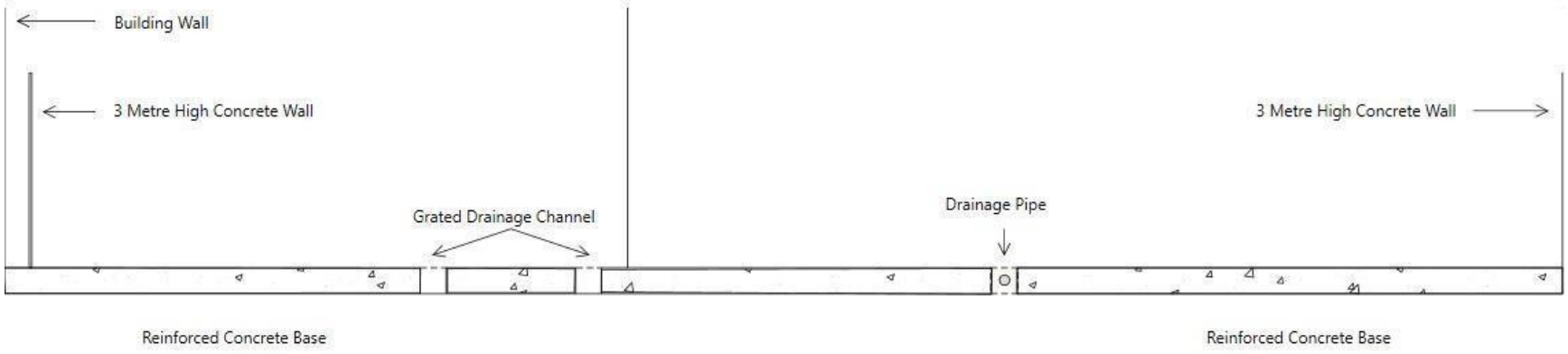
APPENDIX G

SITE DRAINAGE CROSS SECTIONS

Drainage Schematic Not to Sclale

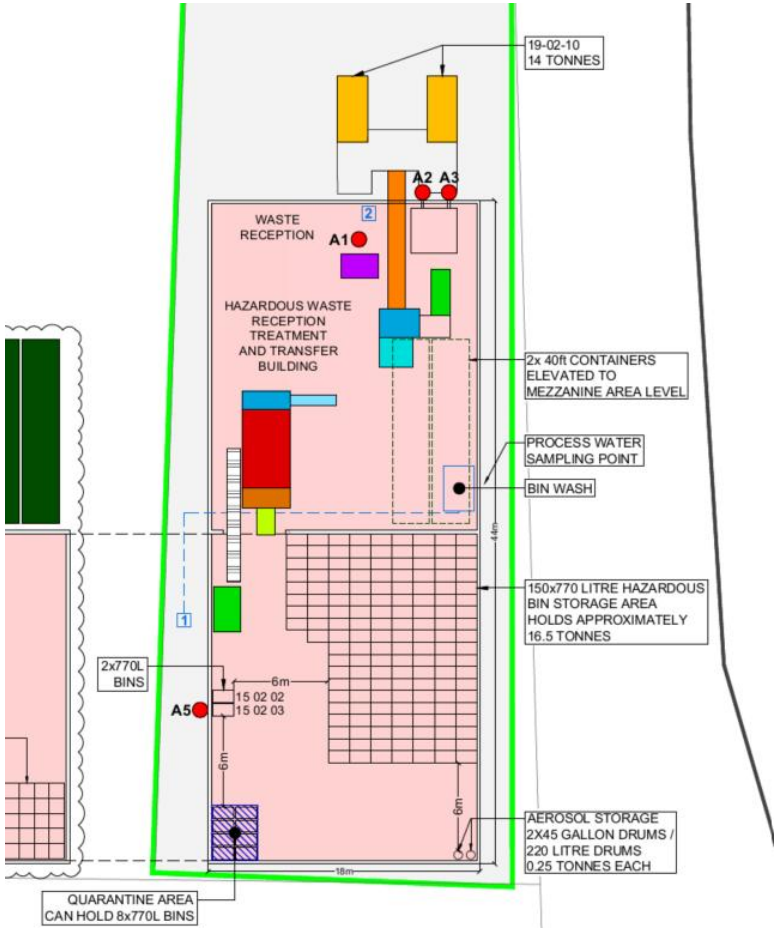


Section B - (Not to Scale Enlarged for Emphasis)



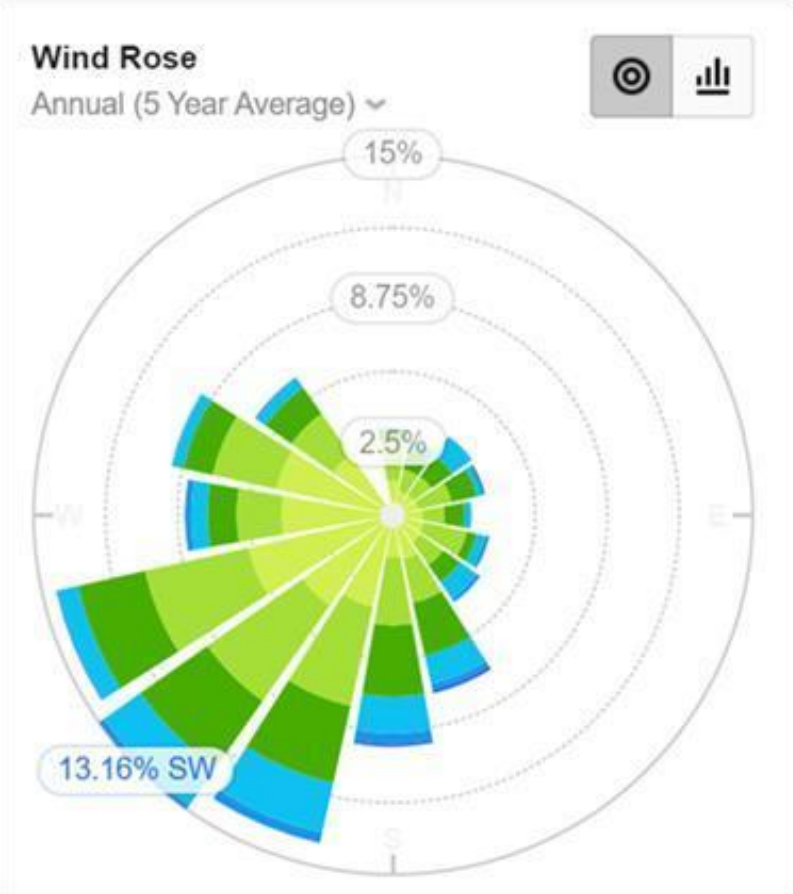
APPENDIX H

Hazardous Waste Treatment Plant



APPENDIX I

PREVAILING WIND DIRECTION



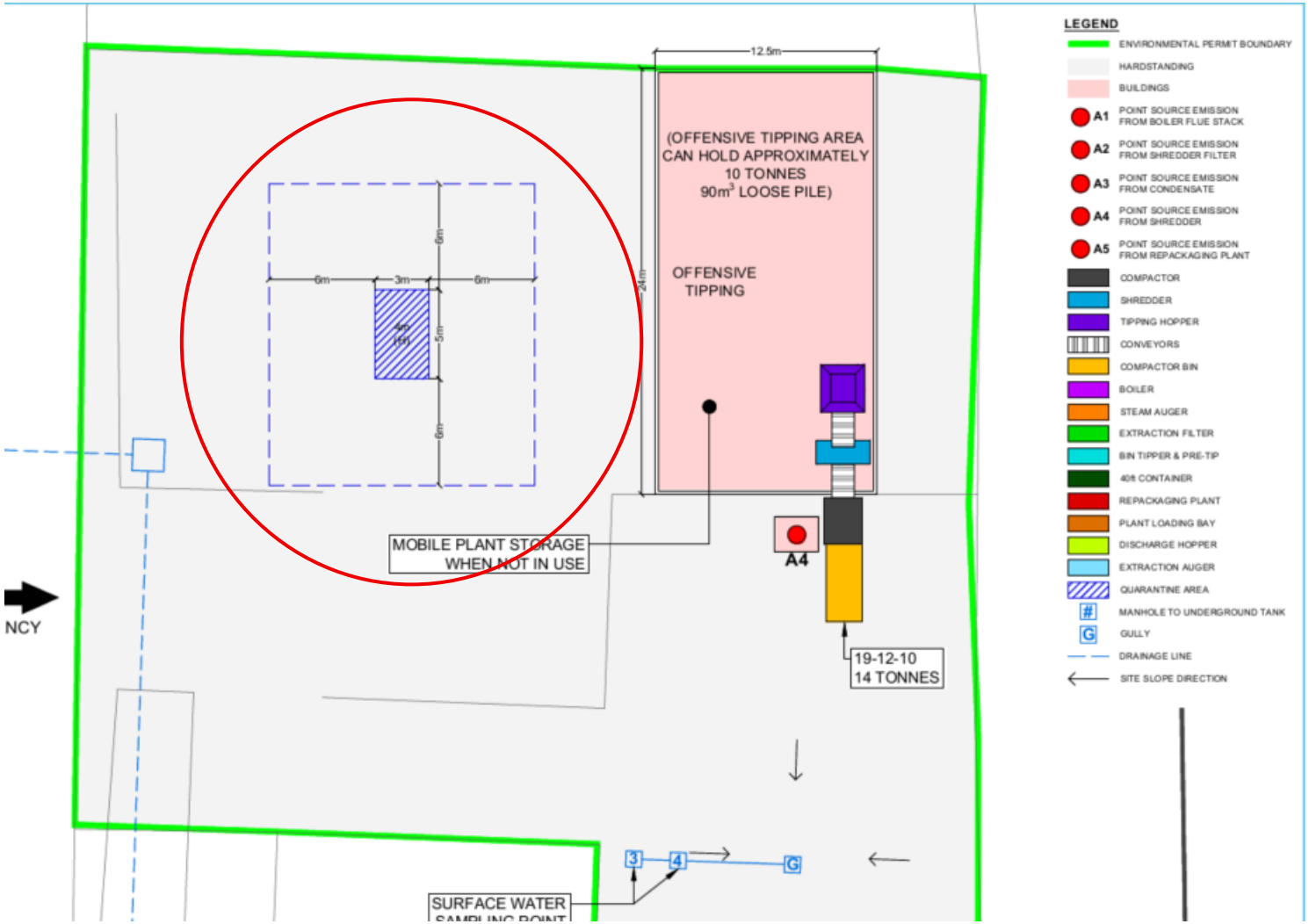


APPENDIX J

PERMIT BOUNDARY



APPENDIX K
QUARANTINE AREA


12.5m
(OFFENSIVE TIPPING AREA
CAN HOLD APPROXIMATELY
10 TONNES
90m³ LOOSE PILE)
OFFENSIVE
TIPPING
24m
6m
6m
3m
6m
5m
6m
MOBILE PLANT STORAGE
WHEN NOT IN USE
A4
19-12-10
14 TONNES
NCY
SURFACE WATER
3
4
G
LEGEND
ENVIRONMENTAL PERMIT BOUNDARY
HARDSTANDING
BUILDINGS
A1 POINT SOURCE EMISSION FROM BOILER FLUE STACK
A2 POINT SOURCE EMISSION FROM SHREDDER FILTER
A3 POINT SOURCE EMISSION FROM CONDENSATE
A4 POINT SOURCE EMISSION FROM SHREDDER
A5 POINT SOURCE EMISSION FROM REPACKAGING PLANT
COMPACTOR
SHREDDER
TIPPING HOPPER
CONVEYORS
COMPACTOR BIN
BOILER
STEAM AUGER
EXTRACTION FILTER
BIN TIPPER & PRE-TIP
40ft CONTAINER
REPACKAGING PLANT
PLANT LOADING BAY
DISCHARGE HOPPER
EXTRACTION AUGER
QUARANTINE AREA
MANHOLE TO UNDERGROUND TANK
GULLY
DRAINAGE LINE
SITE SLOPE DIRECTION

APPENDIX L

EMERGENCY CONTACT LIST

Site Details	
Name	Albus Environmental Limited
Location	212 Kingsnorth Industrial Estate, Hoo, Rochester, Kent
Post Code	ME3 9NZ
NGR	TQ 80920 72953

Site Contact	**Name**	**Office hours**	**Out of Hours**
Director	Andy White	07403999313	07403999313
Director	Steve Clarke	07905 453810	07905 453810
Head of Operations	Nick Clarke	07467223866	07467223866
Site manager	Chris Good	07535698445	07535698445
Security	Security Guard	01634 525889	01634 525889

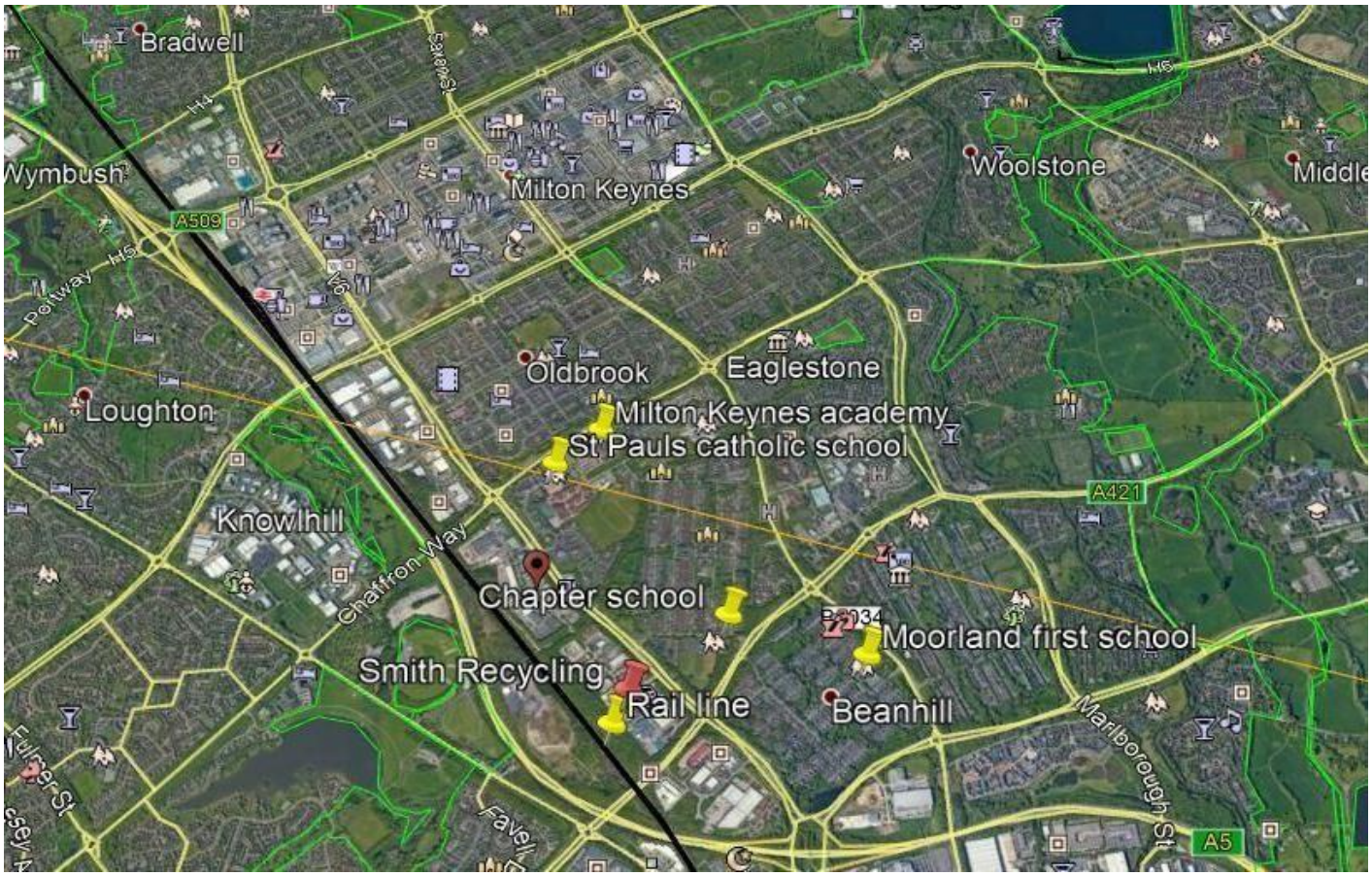
Emergency Services	**Office hours**	**Out of Hours**
Emergency (Fire, Police and Ambulance)	999	999
Medway Maritime Hospital, Windmill Road Gillingham, Kent, ME7 5NY	01634 830000	01634 830000
Medway Police station: Purser Way Gillingham, Kent, ME7 1NE.	01622 690690	01622 690690
Regulators		
Health and Safety Authority (HSE)	0151 922 9235	0151 922 9235
Environment Agency (Nina Williams)	020 8474 6767	03708 506 506
Local Authority (Medway Council)	01634 333 333	01634 304 400
Environment Agency (emergency)	0800 80 70 60	0800 80 70 60
Maintenance Services	**Office hours**	**Out of Hours**

Fuel supplier	TBC	TBC
Electrician	TBC	TBC
Drainage contractor	TBC	TBC

Liquid Waste Removal	TBC	TBC
Utilities	TBC	TBC

APPENDIX M

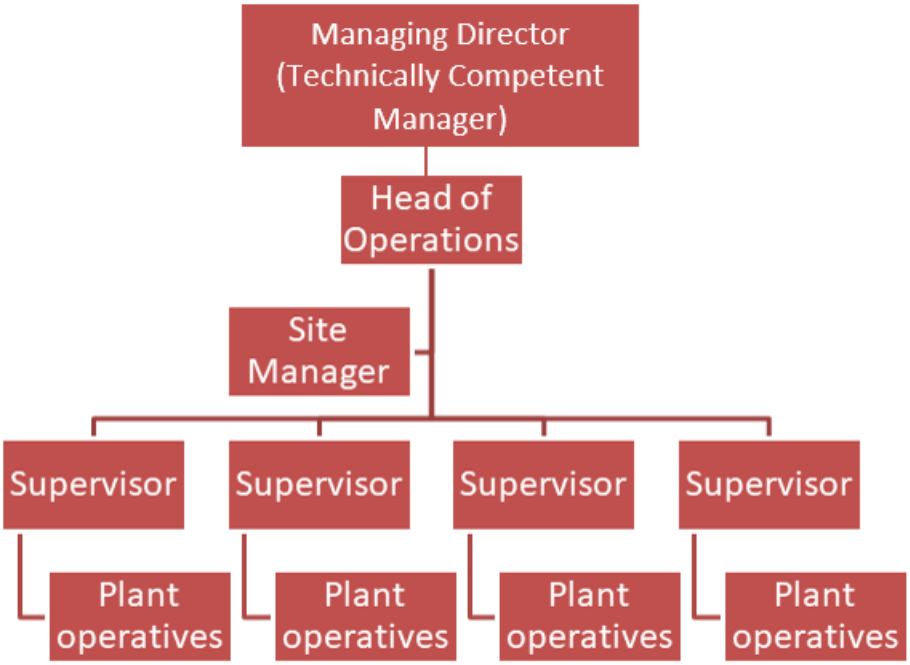
SENSITIVE LOCATIONS WITHIN 1,000 METRES



PP

APPENDIX N

SITE ORGANOGRAM



Appendix O

EMERGENCY ACTION PLAN

FIRE PROCEDURES

EMERGENCY CO-ORDINATOR

The designated Emergency Co-ordinator shall be required to carry out a quick review of the operational area at the time of hearing the fire alarm. The names of any persons remaining in the offices shall be notified to the Emergency Co-ordinators who will conduct a roll call at the fire assembly point. The Emergency Co-ordinators shall not expose themselves to undue risk by performing this duty.

Emergency Co-ordinators may also be required to carry out fire watch duties during hot work tasks based on risk assessment of the job.

IDENTIFICATION OF EMERGENCY CO-ORDINATOR

Emergency Co-ordinator names will be displayed in the canteen room and office reception area. They can be visually identified by the distinctive ORANGE high visibility vest which display the words EMERGENCY CO-ORDINATOR

KEY PEOPLE

Emergency Co-ordinators

- Senior Manager Steve Clarke
- Yard Supervisor Names required

Emergency Co-ordinator Listed Below

First Name	Second Name	POSITION
Name TBC	Name TBC	TBC

IMMEDIATE FIRE RESPONSE ACTION PLAN

- **Discovering a fire.**

On discovery of a fire, the alarm shall be raised by use of the hand operated fire bell which is located at the waste storage area. Once activated, the person announcing the fire will ensure that the Emergency Co-ordinators are informed.

No two Emergency Co-ordinators will be absent from site at any one time.

- **Make safe power supplies**

All Machine Operatives will remove mobile plant from the fire to the plant parking area and switch off engines. Mobile plant used in containing the spread of fire or fire suppression, will remain available and under the direct control of the Emergency Co-ordinators. AS LONG IT IS SAFE TO DO SO

• **Tackling the fire**

Only tackle the fire if safe to do so and you have been trained to do so and have the correct equipment to hand.

• **Hearing the fire alarm.**

On hearing the alarm all personnel shall leave their working area and proceed to the fire assembly point and wait for instruction from the fire co-ordinators.

The site visitors book will be used to provide the basis of the roll call.

• **Calling the fire brigade.**

On hearing the alarm, the emergency co-ordinates shall call the Emergency Services Operator using the number 112 or 999 when using any telephone. Upon connection to the operator, the Emergency Co-ordinator shall be prompted as to which service is required, The Emergency Co-ordinator will request fire and if persons are injured, an ambulance. Once put through to the emergency service, calmly say "This is Albus Environmental Limited, there is a fire in a waste pile (or office) the address is; **212 Kingsnorth Industrial Estate Hoo Rochester Kent ME3 9NZ.** The operator may ask further questions; try to answer them as clearly as possible.

• **Location and use of fire-fighting equipment.**

You must familiarise yourself with the location of fire extinguishers on generally these are located within each office and store containers. These are linked to the mains water supply. AFF and CO2 extinguishers are in every office and cabin.

Water contained in the sump (located on drainage plan Appendix G) will be immediately accessed by a diesel-powered pump inserted into the sump and the outlet hose directed onto the waste piles or fire if required.

• **Escape routes.**

The site has an open aspect to the west where the main gate and office entrance is situated. The assembly point is located to the extreme south east of the facility well away from the zone of a fire. The Emergency Co-ordinators will provide verbal instruction. You should; FOLLOW THEIR INSTRUCTION AT ALL TIMES! DO NOT STOP TO COLLECT BELONGINGS! Assemble at the Fire Assembly Point.

Complete evacuation of the facility is required in all instances when the alarm is activated unless there has been pre-announcement of a test or fire-fighting activities are being undertaken.

Attention needs to be given to unoccupied areas, any areas where the warning may go unnoticed and to people who may not be able to react quickly.

Ensure vehicular access is available in front of the main entrance point for fire engines.

- **Role Call**

The Emergency Co-ordinators or nominated person shall take Register of Attendants to the Fire Assembly Point where the roll call of attendees will be undertaken. Everyone must gather around the person taking the roll call, once their name has been called, they must walk over and stand behind the caller. These registers must be taken quickly to ensure full evacuation so talking or wandering from position is strictly forbidden.

- **Re-entry of the facility**

Entry to the facility shall only be on the express instruction of the Emergency Co-ordinators after assessment of the prevailing situation by the same.