Fire Prevention Plan
Staff Training Tool

Wraik Hill Recycling - Elysian Fields, Wraik Hill, Whitstable, Kent, CT5 3BY

Concise staff briefing, quiz and training record

Source document	Fire Prevention Plan V1 - PT-FPP-V1
Training audience	All site staff, contractors and relevant visitors
When to deliver	Induction, then refresher training every 6 months, and after changes/incidents
Trainer	Site Manager / TCM / nominated competent person
Purpose	Make sure staff can prevent fires, spot early warning signs, respond safely, and contain fire water

Important: Staff safety comes first. No person should put themselves at risk to fight a fire. Report, raise the alarm, and follow site management and Fire and Rescue Service instructions.

1. Training aim and key objectives

- By the end of this briefing, staff should know how to prevent fires, inspect waste and plant, identify early signs of heat/fire, use the quarantine procedure, contact the right people, and support fire-water containment.
- The Fire Prevention Plan has three core objectives: minimise the likelihood of a fire, aim to extinguish any fire within 4 hours, and minimise fire spread within the site and to neighbouring sites.

2. Site operations and combustible waste

- The site receives skip waste, mainly from construction and demolition activities. Waste is tipped into the sorting shed, manually sorted, and stored in dedicated waste streams.
- Combustible wastes include wood, plastics, paper/cardboard, bulky waste, UPVC/plastics, plasterboard and residual mixed waste. Combustible waste is stored in external 40-yard containers, with smaller 8-yard containers also present.

3. Main fire risks staff must control

- Arson and security breaches: keep gates, fencing, doors, locks and CCTV arrangements effective. Report any defect or suspicious activity immediately.
- Plant and hot exhausts: plant must be checked, maintained, cleaned down, isolated at the end of the day and kept at least 6 m from combustible waste when not in use.
- Smoking, hot works and ignition sources: smoking is only allowed in the designated smoking area. Hot works require controls, separation, screens, a permit-to-work and a fire watch.
- Electrical faults, leaks, spillages and dust/fluff build-up must be reported and managed immediately.

4. Waste storage rules

- Use designated containers and storage areas only. Do not allow waste to be stored outside approved areas.
- Maintain 6 m separation between combustible waste containers and storage areas where required. Keep containers covered when not actively loading or unloading.
- Do not exceed available storage capacity. Waste should be moved on a first-in, first-out basis where practicable and removed from site promptly.
- The site permit limits are no more than 75,000 tonnes per year, no more than 300 tonnes on site at one time, and no waste kept longer than 3 months.

5. Daily checks and temperature monitoring

- Staff must remain vigilant throughout the day and during end-of-day checks. Look for smoke, steam, smouldering, unusual smells, hot surfaces, leaking fluids, damaged cables, poor housekeeping and non-conforming waste.

- Thermal imaging/heat monitoring is used to identify abnormal temperatures. 0-50°C requires no action; 50-60°C must be reported to management and monitored closely; 60°C+ requires immediate removal to quarantine and management notification.
- Loose combustible waste, dust and fluff must be removed, especially if near an ignition or heat source.

6. Hot loads and non-conforming waste

- Burning, reacting, visibly hot, steaming or smoking loads must not be accepted into normal storage.
- If safe, suspect material must be isolated in the quarantine area, marked, recorded, and reported to the Site Manager/TCM. Non-conforming waste arrangements must be made with the customer or a suitable permitted facility.

7. Quarantine area

- The quarantine area must be kept clear, available and accessible at all times. It is used for hot loads, suspect/rejected waste, smouldering waste, burning waste where safe to move, and isolated fire-damaged material.
- Only move hot or burning waste when safe and under instruction from the Site Manager/TCM or Fire and Rescue Service. Mobile plant may be used to isolate waste, create fire breaks, or move material into quarantine.

8. What to do if fire or smoke is found

- Raise the alarm and notify the Site Manager/TCM/Fire Marshal immediately. Contact the Fire and Rescue Service immediately.
- Do not take risks. Only use fire extinguishers if trained, confident, and it is safe. Fire extinguishers are for very small fires or to help escape if trapped.
- For a small fire, affected waste should not be dealt with in situ if it can be safely separated. Mobile plant may be used to pull affected waste away, move it to quarantine, and prevent fire spread.
- For a large or uncontainable fire, evacuate the site/buildings/immediate area, await the Fire and Rescue Service, and follow their instructions. Notify the Environment Agency incident service within 24 hours.

9. Fire-water containment

- Fire water must be contained to prevent contaminated runoff leaving site. Skips/containers are intended to act as the main containment vessel where water is applied to waste inside them.
- For 40-yard skips with doors, hinges, seams or vulnerable gaps, external sealing arrangements may be used to reduce escape of fire water. The plan identifies fire-rated expanding foam as part of the site resources and describes using Nullifire FF197 externally to seal vulnerable skip gaps.
- The foam is a supporting seal only. It should be applied to external seams/gaps where safe to do so and supported by good skip condition, inspection, containment arrangements and management control.

10. Records and refresher training

- Fire training, drills, inspections, defects, actions taken, hot loads, security issues, spillages and incidents must be recorded in the site diary or relevant site record.
- New staff and contractors receive training during induction. Existing staff and contractors receive refresher training every 6 months. Fire drills and plan tests are also carried out every 6 months.

Quick Staff Checklist

Stage	What staff must do	Done/initials
Start of shift	Check gates/fencing/security, look for smoke/heat, check plant, check extinguishers/access routes, confirm quarantine area is clear.	
During operations	Watch incoming loads, reject hot/non-conforming waste, keep separation distances, clean loose waste/dust/fluff, report defects.	
Waste storage	Use designated containers only, keep covers on when not loading/unloading, do not exceed capacity, maintain 6 m separation.	
Temperature concern	50-60°C: report and monitor closely. 60°C+: isolate/remove to quarantine and report immediately.	
Fire/smoke found	Raise alarm, call FRS, notify manager/TCM/fire marshal, do not take risks, only tackle if trained and safe.	
After incident	Record actions, keep fire-damaged waste isolated, arrange removal, notify EA within 24 hours where required.	

Quiz Sheet - Staff Knowledge Check

Complete after the briefing. Trainer to review answers and revisit any weak areas before sign-off.

No.	Question	Answer / notes
1	What are the three main objectives of the Fire Prevention Plan?	
2	Name four common causes of fire that staff must control on site.	
3	What should staff look for when checking incoming loads?	
4	What minimum separation distance is required between combustible waste containers/storage areas?	
5	What temperature range must be reported to management and closely monitored?	
6	What action is required if waste reaches 60°C or above?	
7	When is the quarantine area used?	
8	What is the first thing staff should do if they see smoke, fire or smouldering waste?	
9	When should staff use fire extinguishers?	
10	Why is fire-water containment important?	
11	How can externally applied fire-rated expanding foam help with skip fire-water containment?	
12	Where is the Fire Prevention Plan kept and when must staff be trained?	

Trainer Answer Guide

Question	Expected answer
1	Minimise likelihood of fire; aim to extinguish within 4 hours; minimise spread within site and to neighbouring sites.
2	Examples: arson/security, hot exhausts, smoking materials, hot works, electrical faults, fuel/oil leaks, dust/fluff build-up, hot loads, incompatible wastes.
3	Smoke, steam, heat, smouldering, unusual smells, reactive material, non-permitted or incompatible waste.
4	6 metres.
5	50-60°C.
6	Immediately remove/isolate to quarantine where safe and report to management.
7	Hot loads, suspect/non-conforming waste, smouldering/burning waste where safe, and isolated fire-damaged material.
8	Raise alarm, notify management/fire marshal, and contact Fire and Rescue Service immediately.
9	Only if trained, confident and safe; on very small fires or to aid escape.
10	To prevent contaminated runoff leaving site and causing pollution/environmental harm.
11	It can be applied externally to vulnerable seams/gaps to expand and form a heat-resistant supporting seal, helping reduce escape paths for retained water.
12	In the clearly marked Red Folder/site file. Training at induction and every 6 months, plus after changes/incidents as needed.

Staff Training Record

Trainer to complete and retain this record with site training records. Tick the topics covered and obtain staff signatures.

Training title	Fire Prevention Plan staff training	**Date**	
Trainer		**Location**	
Document ref	PT-FPP-V1	**Version**	1.0
Training type	Induction / refresher / post-incident / other	**Next refresher due**	

Topics covered

Topic	Covered
FPP objectives	☐
Site fire risks	☐
Waste acceptance/hot loads	☐
Waste storage and 6 m separation	☐
Daily checks and thermal monitoring	☐
Quarantine area	☐
Emergency actions and evacuation	☐
Fire extinguishers - only if trained/safe	☐
Fire-water containment	☐
Records, reporting and refresher training	☐

Attendee sign-off

Name	Role/company	Signature	Quiz score	Passed?	Date

Trainer declaration: I confirm that the above staff received training on the Fire Prevention Plan and had the opportunity to ask questions. Any incorrect quiz answers were reviewed before sign-off.

Trainer signature: _____

Date: _____