

Global Waste Technical Services Ltd

FLOOR	AREA	USAGE	FUEL SOURCE	OXYGEN SOURCE	ESCAPE RISK
Ground	Conveyor Feed	Below and above the conveyor feeds for both balers are sprinkler dowsing systems connected to the pump house. The conveyor feed system also has six heat detector heads linked to a central alarm system. Whilst a major source of fuel for a fire is present. No ignition source as a result of the process has been identified at this time	High	Medium	High (maintenance activities)
Outside Ground	Paper Yard	Water hoses are located along the walls which are connected to the mains water supply to the dock. No automated detection/alarm/suppression systems in place. A vast amount of fuel for a fire is present in the form of loose, baled and palletised paper based material. Ignition sources present in the area include various forms of mobile plant, most notable process which may provide an ignition source is the shovel loading into the reception halls	High	Medium	Low
Inside Ground	Reception Halls	Reception hall areas have sprinkler systems all through the ceiling. A vast quantity of loose paper based material and computer media is stored in this area the shed has openings on both north and east elevations. This would provide a through ventilation of a fire in the building thus greatly increasing the ferocity and heat of a fire	High	High	Low
Inside Ground	Wrapper Area	The wrapper consists of two machines, an inverter and a stretch wrap film machine which uses a cold wrap plastic polymer and machine system to shrink the film over the bale. Sprinkler detector heads are located in this area. A lot of loose material can build up under the conveyor feed to these machines and again has open areas to the north and east elevation. The possible ignition sources may come from incompatible material being cut on the adjacent bench saw or mobile plant in the work area, or faulty electric power supplies and motors drives	High	High	High (maintenance activities)
Outside Ground	Bale Stack Area	Once bales are wrapped they are placed in the bale stack yard. No fire detection alarm or suppression systems in this area. A minor amount of loose litter that has escaped the paper yard in present though continuously managed through litter inspection and clearance. Certain types of paper that is not completely dry and impregnated with saturated fat may pose a fire hazard through self combustion if they are left in storage over a period of time. Organic gas build up within the bale may also occur. Another combustion source may be present in the form of mobile plant and vehicles catching fire in the area ventilation to the fire would become greater as the bale stack is disassembled to reach the fire core a bale fire is known to produce a white fire flame indicating extremely high temperatures	High	High	Low
Inside Ground	Fire Detection & Alarm	X6 Heat Detectors located on conveyors leading to hoppers 1&2 and hopper feeds. Fire call points located at north, south and east elevation openings. The alarm system has a 24 hour link via telecommunications to 24hr manned switchboard which upon receiving a distress code will alert the local fire station and the MRF Manager or Senior supervisor.	N/A	N/A	N/A
Inside Ground	Fire Suppression	The RDFPP building uses a variety of extinguishing media including mains fed water hoses, AAF and Co2 extinguishers, and a sprinkler system which is connected to a 440m3 water storage tank. The water is pumped into the shed via an automated diesel actuated pumping system. Upon a sprinkler head vial being broken, the release of water pressure will trigger the first motor pump to activate, as each vial breaks the water pressure will drop further. Once the pump has reached maximum pump capacity the secondary pump motor will activate to make up the extra pump capacity required. At the base of the water storage tank is x4 female round head swivel connections which are the same as fire brigade use to connect to fire pump monitors. These are for the fire brigade to connect water hoses to via male swivel head connections	N/A	N/A	N/A

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STEP 2 – IDENTIFY PEOPLE AT RISK

People are split into two distinct categories employees and visitors (our offices are not open to the general public).

CATEGORY	RISK
Staff	Approximately 15 staff members using the offices as a fixed work location with approximately 4-6 persons using the premises as a satellite work place (numbers are shift and task dependant)
Visitors	Numbers fluctuate between days. However during the working day approximately 3-4 visitors are present at any one time

STEP 3 – EVALUATE

The specific areas identified on the previous page as having a specific risk are addressed on their own merits on the following pages. The site as a whole is subject to the following precautions:

SUBJECT	DESCRIPTION
Fire Detection / Warning System	Heat detection systems and a 24hr manned alarm system is in place in the RDFPP Building with break glass fire call points located on the North, East and South elevation access egress points. Offices have now been installed with battery operated smoke detectors and call point located at main fire exit points
Fire Fighting Equipment	A variety of different forms of fire suppression media available in the RDFPP building as described in the risk assessment. AAF and Co2 extinguishers are located in the offices. However additional extinguishing media may be required in offices with single access/egress points
Escape Routes	Escape routes for the offices are generally sufficient. Opening leading to the outside of the building do not appear to be blocked or obstructed by awkward chicanes through the route
Signage	Fire escape route signage is generally insufficient in the RDFPP Building. Designated escape routes do not appear to be clearly marked. Escape route signage in the offices is generally sufficient with escape routes displaying running man symbols over the top of the doors.
Emergency Lighting	Emergency lighting is sufficient in the offices and outside escape routes. There is no apparent emergency lighting in the RDFPP building or sortation cabin including the west elevation fire escape route door
Fire Exit Doors	Push button lock overrides are fitted at main fire exit points. No fire exit doors are apparent in the RDFPP Building with one door west elevation being in a poor condition. Though looks as if it has never been allocated as a fire escape route. the route out via the sortation cabin out to the west elevation is the only fire exit door though does not have a keep clear notice on the opposite side
Training for Staff	No personnel has attended a specific fire safety training course which should consist of The Theory of Fire, action in the event of discovering a fire, action in the event of hearing the fire alarm, raising the alarm, Safety Signage, Correct use of fire equipment and knowledge of emergency escape routes and muster points. A full evacuation of the RDFPP building is carried out twice a year and the times recorded. No evacuation of the offices has been carried out at this point.
Signing in Book COSHH file	All staff and visitors are required to sign in and out every time they enter or leave the office building. However weighbridge office does not. The department managers shall appoint a responsible person to maintain a register of visitors for people carrying out business activities on their behalf. In the event of an emergency evacuation the duty receptionist will take both the staff and visitors signing in books the muster point and carry out a roll call.
Testing	Weekly tests are carried out using alternative call points throughout the rdfpp building. All fire safety systems are maintained by Jim Kelly on a 6 month basis
Fire Wardens	No Trained fire wardens or appointed duty receptionists have been allocated to the offices. The RDFPP building has the shift supervisors responsible for the role of duty receptionist for role call. However at this point they have no access to the Coshh file

STEP 3.1 – RECOMMENDATIONS

RECOMMENDATIONS TO REDUCE HIGH RISK LEVEL	
Fire Detection & Alarm	It is recommended that smoke detectors are installed in all office areas, toilet facilities and store rooms. This detection and alarm system should be integrated with the system in place for the RDFPP building given that the offices are only partitioned from the paper yard by a steel clad wall and a walkway of 1.2 metres. Consideration should be given to installing visual fire warning beacons in the RDFPP building due to high sound output and in the offices to assist visitors or potential employees that may have a hearing impairment.
Emergency Lighting	RDFPP Building Emergency lighting should be installed along the routes towards the openings and above the opening itself.
Office Windows	Windows that are of the top open out type should be adapted to fully extend in the event to assist escape of able bodied persons from offices with single exit points. Employees should be trained in the importance of closing windows to prevent providing the fire with an increased oxygen supply thus increasing the ferocity of the fire.
Fire Extinguishing Media	No further recommendations
RDFPP Elevation Openings	The shutter door on the north, south and east elevation must remain closed when material movements into the shed have been completed. This will also assist in reducing dust migration in the building. Supervisors should be trained in the importance of keeping shutters closed when not in use to prevent fire convection through the building.
Kitchen Areas	It is advised that the use of toasters is forbidden in kitchen areas. These provide both an ignition source from the heating element and a fuel source should food products overheat within the toaster. If this is not practicable, then toasters should be mounted on a separate shelf away from other potential fuel sources in order to prevent fire spread. It was also noticed that Microwaves have no safety warning label against putting metallic objects within them. It is recommended that new signage is re-instated and affixed to the door opening.

STEP 4 – RECORD, PLAN, INSTRUCT, INFORM, TRAIN

SUBJECT	DESCRIPTION
Record	Records are kept of all weekly fire alarm tests, all alarm maintenance and repairs, Fire evacuations both actual and exercise and all staff training.
Plan	Escape plans and safe routes are shown in the Street Fuel Ltd Handbook available to all staff.
Instruct	Fire safety instruction is to be given to all staff on appointment and staff fire safety training is to be carried out on an annual basis.
Inform	Information is to be passed to the staff of any changes to fire safety information via e-mail and tool-box talks.
Train	Training of staff and Fire Wardens is to be carried out on an annual basis and at least one emergency evacuation is carried out annually simulating a fire situation with one or more exit routes blocked to dislodge employee's complacency when attempting to reach a place of safety.

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STEP 5 - REVIEW

No substantial changes are planned in terms of the property or staff numbers for the foreseeable future.
In the event of a substantial change this assessment will be reviewed immediately.
In the absence of change this policy will be reviewed annually by the Safety Representative

FLOOD PROCEDURES

Flood Planning

1. Insurance

It is the responsibility of the Street Fuel Limited Risk and Insurance Manager to ensure that the property is insured against the possible financial loss caused by flooding and to ensure that the policies are kept up to date and available for the insurance assessors. A copy of this policy and public liability and employee liability insurance policies are kept in the office at the weighbridge office in the charge of the RDFPP Manager

2 .Flood Compartmentalization and Prevention of Accidental Release

Should a breach in flood defenses occur, it is imperative that no pollution from oils and diesel used to power and maintain fixed and mobile plant escape into the dock basins. To assist this, interceptors and weirs to drainage systems have been installed leading from the RDFPP to the ports main drainage systems. Various one-way water inlet valves, leading to basins and pollution control barriers, and lock gates prevent pollutants entering the river or local authority owned drainage systems. In addition to these precautions, oil drums are placed on raised bunds approximately 0.5 metres from the ground. Unused drums are routinely removed from the site to reduce the risks associated with the storage of potentially hazardous substances to health, safety and the environment

3. Protection of Electrical Services

The mains electrical supply to the Macpress and RDFPP Plant Room are situated within lockable cabinets. However, it is recognised that the electrical cabinets are located on the ground level and are not water tight. Therefore, no real protection from water ingress is apparent. The mains fuse boards have modern trip switches. If water ingress does occur then it is likely that these will break the electrical circuits to the Macpress and Plant Room. If this was to occur, an emergency lighting system has been installed to highlight emergency exit routes which is connected to internal battery backup system

4. Protection of Hardcopy Documents and Computer Data

The computer server system GLOBAL mainframe is situated at Hinkcroft Transport Limited (HTL), London SE14 5RS to protect the system from destruction through flooding, the system automatically backs-up every evening. Should emergency back-up be required? The RDFPP Manager can contact Hinkcroft Transport Limited and emergency back-up can be remotely activated by Telephoning TEL: 020 8691 3074

Vital hardcopy documentation held by the RDFPP manager and is stored in cabinets. The admin office is raised from the ground on a concrete platform approximately 1.5 meters in height. This should be sufficient to protect documentation at the early stages of flooding. However, if it is perceived that the flooding may exceed this level, documentation will be moved to the HTL.

5. Monitoring weather Information and Flood Warning

The Flood Warning Bulletin Service provided by the Environment Agency will be received by the RDFPP Manager who will then use the Environmental Agency Flood Action Level determined to implement Emergency Procedures

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6. Environmental Agency Flood Action Levels

The Environment Agency uses four action level codes to communicate flood warnings, to alert homes and businesses the expected arrival and severity of the impending flood. These codes are as follows:

CODE 1 – FLOOD WARNING OF LOW LEVEL LAND

ACTION:

- Monitor weather forecasts daily.

CODE 2 – FLOOD WARNING HOMES AND BUSINESSES

ACTIONS:

- Isolate services
- Relocate vital documentation (2nd floor)
- Erect Flood Retention Equipment
- Move vehicles to higher ground levels

CODE 3- SEVERE FLOOD WARNING

ACTIONS:

- Initiate evacuation plan
- Do not travel to work
- Keep constant watch to local radio station: KMFM Channel Bandwidth: 107.9-100.4 Frequency: FM

CODE 4- ALL CLEAR

ACTION:

- No flood warning in force

IMMEDIATE FLOOD RESPONSE ACTION PLAN

FOR CODE 2 & 3 FLOOD WARNINGS:

1. Alert all non-essential staff not to come to work. Cancel all visitors and hauliers

Let all department managers know and code level and tell them to alert non-essential staff not to come to work and cancel all visits until further notice

2. Move Documentation

Request Transport Department supply boxes to load vital documentation into boxes ready transport to HTL offices if required

3. Begin Compartmentalization

Begin erecting flood defense barriers by placing paper bale walls across the north elevation entrance points, and material feed entrance bay. Flood protection across RDFPP building entrance by sand bags or thick gauge polythene sacks filled with dry earth or sand; ensure these are correctly sealed for effectiveness against water ingress (see Flood Defense Plan overleaf)

4. Alert I.T Support Desk

Alert HTL and request Immediate back-up Server

5. Alert

Neighboring businesses and Peel Ports (marine department)

6. Leave Message on Main Telephone Answer Phone

Alert people that RDFPP is closed due to flood warnings and supply an alternative contact number.

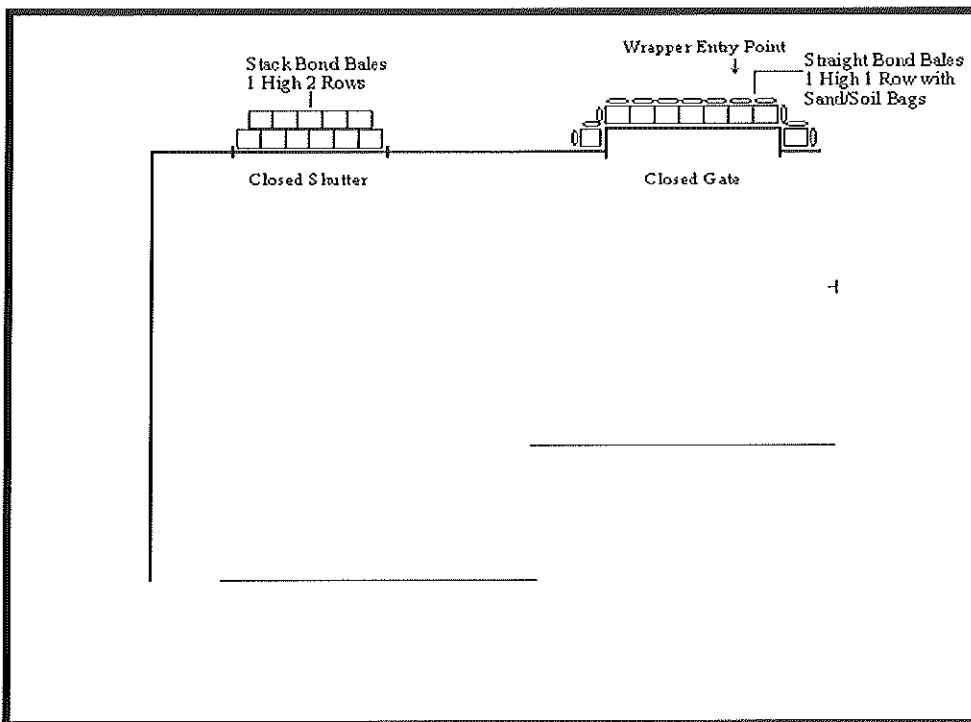
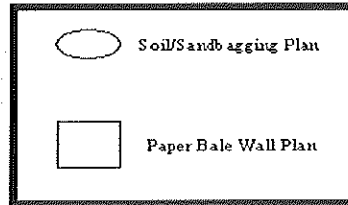
7. Evacuate and Secure

As in fire evacuation procedures, Fire Wardens are to check each floor and room to confirm the RDFPP building and ancillary buildings are clear Duty Receptionist to carry out role call.

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Maintenance Engineer/Supervisor is to lock isolate Fuse Boards doors and lock all office doors.

FLOOD DEFENSE PLAN



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Hazardous Spillage Containment Plan

Purpose and Scope

The purpose of this plan is to provide an emergency response to a hazardous spillage such as diesel from the diesel storage tank or mobile plant and vehicles or hydraulic fluid leaks from fixed/mobile plant or vehicles on site.

Hazardous Spill Risk Areas

It has been identified that the following areas can be classified as risk areas for hazardous spillage areas:

LOCATION	ACTIVITY/EQUIPMENT	RISK CATEGORY	SPILL KIT TYPE/SIZE (STOCK CHECK CARD TO BE KEPT IN EACH KIT)	IN PLACE? Y/N
Bale Yard	this area is Maffi are loaded with bales for transportation and where bales are stacked for storage ready for loading. Possible leaks through the splitting of fuel tanks or hydraulic reservoirs	High	24x 25kg Tread care spillage absorbent 1x Fixed Container with the following contents: 1x Caution Tape	NO
Weighbridge	Located in the same area as the Bale Yard. Lorries, Tugs approach the bridge for weigh in. The bridge has high sides and tractor units are prone to striking the sides and possibly splitting fuel/oil tanks.	High	200x Oil Absorbent Pads 1x 44metre Oil Absorbent Roll 40x Oil Absorbent socks (varying sizes) 2x Oil Absorbent Booms 25x Disposable Bags and Ties 4x Disposable Coverall Class 5/6 4x Goggles EN166 4x Pairs of Overshoes 4x Pairs of Nitrile Gloves	NO
Macpress Baler (x2)	Macpress Baler consists of a series of rams and needle feeds that compress materials into a set dimension and density, and bound this material with wire, these mechanical actuations require the use of high pressure fluids. Potential leaks are possible during servicing or topping up of reservoirs	High	1x 25 Kg Tread care Spillage Absorbent 20x Oil Soak Pads 4x 1 Metre Oil Socks 4x disposable bags & Ties 1x Instruction Sheet 1x Goggle EN166 1x pair of Overshoes 1x Disposable Coveralls 1x Nitrile Gloves	NO
Hoggers (x2)	Electric actuated machine with oil lubrication feeds. Used to provide desired bale density by "fluffing" the paper material. Possible oils spills form leaking oil pipe, connections or during hydraulic oil changes	Medium	12x Oil soak Pads 2x 2metre Oil Socks 2x Disposable Bags & Ties 1x Disposable Coveralls & Overshoes 1x Goggles & Nitrile Gloves	NO

IMMEDIATE HAZARDOUS SPILL RESPONSE ACTION PLAN

1. Notification

Alert the Weighbridge Operator of the Spill. The Weighbridge Operator will notify the supervisor via radio or mobile phone communication. If the spillage is in the Bale Yard or Refueling Area :

- The Supervisor will instruct that in/outbound traffic barriers are lowered.
- The Supervisor will notify RDFPP supervisors of the incident.
- The Supervisor shall instruct the spill team to begin containment and clearing.

2. Spill Containment

If the Spill is in the Bale Yard or Refueling Area go to spill station and:

- Place Plastic drain covers over drains where the spill is likely to run off towards.
- Put on goggles and place oil socks around the spill area, taking care not to make physical contact with the spill and avoid spillage onto clothing or footwear

In the meantime members of the Spill Team will begin putting on PPE consisting of: Coveralls, Overshoes, Goggles and Gloves

- The assigned operatives will cordon of the perimeter if the spill area with traffic cones and perimeter tape
- Once the perimeter has been established, the Spill Team will then retrieve the appropriate type and quantity of absorbent and proceed to the spill area
- The Spill Team will begin applying absorbents to the spillage

Once enough time has passed for the absorbent to take effect:

- The Spill Team will retrieve the appropriate quantity of disposable bags and ties to clear up absorbents, if granules have been used, these should be cleared with a shovel and broom and placed in to the bags
- Once the bags have been filled the Spill Team will then tie the bags at the top with a cable tie and note on the outside of the bag the type of spillage cleared E.G Diesel, or Mineral Oil.
- A member of the Spill Team will note the type, quantity and location of spill kit used, and will issue this note to the Weighbridge Operator.
- The remainder of the Spill Team will now place all the bags containing the spill into the Hazardous Waste Receptacle.

3. Spill Investigations

- The Shift Supervisor must notify the Environment Agency and on the INCIDENT HOTLINE and notify them of the incident, and obtain an Incident Reference Number
- The Shift Supervisor shall begin the Investigation of the spillage as using the Accident Dangerous Incident Procedures
- The completed investigation report will be submitted using the appropriate Investigation and witness statement forms, which will then be passed to the H&S Advisor
- The H&S Advisor will pass these reports onto the General Manager, who will then decide if appropriate action has been taken to prevent reoccurrence has been taken or if further investigation is required.

NOTE: If the spill is located at the baling areas, the Environment Agency does not need to be notified. However, all spills must be brought to the attention of the Shift Supervisor and H&S Advisor.

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SPILL TRAINING REQUIREMENTS

The Following Roles have been identified as requiring training in Hazardous Spillage Training and Accident/Incident Investigation Training:

ROLE	SPILL TRAINING REQUIRED Y/N	INVESTIGATION TRAINING REQUIRED Y/N	IDENTIFIED ON MATRIX Y/N
RDFPP MANAGER	NO	YES	YES
SHIFT SUPERVISORS	YES	YES	YES
MAINTENANCE ENGINEER	YES	YES	YES
KEY RDFPP OPERATIVES	YES	NO	YES

The records of training provided or areas highlighted where training is required according to roles can be found on the Street Fuel Training Matrix located within lockable cabinet in admin offices

Sickness Pandemic Procedure

SFL is committed to the protecting the wellbeing of all employees, contractors, clients and visitors

Sickness and disease can be virulent and spread at rapid rates, therefore we have recently adopted the following procedure which uses the arrangements already made for Injuries or received possibly as from a work associated activity and general health surveillance program used for employees.

Modern media communication systems mean the company and individuals are quickly informed of any pandemic that has a likelihood of or currently is affecting people in this country.

Warning of the symptoms associated with the pandemic and regions of the country affected are communicated by the HTL through e-mail bulletins sent to Line Managers and Division Directors.

Employees are expected to report any illness directly to their Line Manager; the Line Manager will then report the matter to the relevant Division Director. The Division Director using information to hand about the symptoms associated with any pandemic and those suffered by employee, will make the judgment if the employee should be referred on.

If the decision to refer is made then the employee will be granted sick leave until referral is complete. The Doctor will then make his diagnosis and if the illness is as a result of the pandemic, will fast-track the diagnosis report back to the Division Director and H&S Departments.

This act will initiate the emergency protocol whereby all Division Directors and Line Managers will be informed of the possible outbreak by the H&S departments. Line Managers are expected to brief supervisors of the possible outbreak who in turn notify employees to report any symptoms associated with the pandemic.

Any further outbreaks in a department will result in on site visits by the Occupational Health Team who will examine and refer patients accordingly. No employee is expected to work if genuinely ill, and pandemics can have a serious impact on business operations. Therefore any person that may display symptoms of an epidemic will be expected to remain at home, and away from the rest of the workforce until their General Practitioner issues a Doctors Note to the employee stating they are well enough to return to work without spreading infection.

IMMEDIATE RESPONSE ACTION PLAN TRAINING AND DRILL TESTING

Procedures contained within the Immediate Response Action Plans will be trained to key staff through practice drills, using various scenarios for an emergency warning and emergency procedures. The results of this training along with the shortfalls encountered will be logged on the emergency procedures database located in the Global folder annotated as Fire and Emergency.

Review of Procedures

No substantial changes are planned in terms of the property or staff numbers for the foreseeable future.

In the event of a substantial change this assessment will be reviewed immediately. The procedures contained within this section of the document will be reviewed after a flood

In the absence of change or flooding, this policy will be reviewed annually by the Safety Representatives of HTL & SFL.

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Having received consultation, I have read and clearly understand MS-CHATHAM-001-Emergency Procedures. I will abide by the duties bestowed upon me in this document.

First Name	Second Name	Date	Signature