

Emergency Fire Action Plan

- Introduction

The fire safety plan has been established for the safe working of the Barry site to ensure that:

- This plan covers the action to be taken in the event of a fire on the Barry Site
- How fire hazards will be controlled.
- Emergency responders will be notified of a fire emergency.
- Emergency responders will not be delayed in carrying out their duties.
- Firefighting operations will be managed effectively without unnecessary delays.
- Designated supervisory staff will be appointed and organized to respond to fire emergencies.
- Instructions including schematic diagrams describing the type, location and operation of building fire emergency systems will be established.
- Building facilities, systems, equipment and devices will be properly inspected and maintained.

The fire safety plan reflects the characteristics of the wood facility considering the available firefighting infrastructure. The fire safety plan includes the following information:

- Emergency procedures for an emergency

In the event of a Fire all operatives must inform the site Manager by radio or by mobile phone. He will then inform the Fire Brigade 999 and the Natural Resources Wales Incident Hotline 0300 065 3000. In the event of the fire effecting residents the police may need to be involved because the residents may need evacuation.

Other contact numbers are:

 1
Mr Alan Webb (M.D) Mobile 

- **Training of site personnel on evacuation procedures**

Site operatives have the evacuation procedures explained at their induction provided by the Health and Safety Manager. Regular site fire safety meetings a part of regular safety meetings and fire drills are conducted throughout the year.

- **The Assigned site personnel are responsible to maintain fire safety duties**

These are the Site Manager and Site Supervisor. They are responsible for controlling combustibles on the site and around the buildings. Also, general site housekeeping this done by asking staff to removing excess pallets, rubbish /waste material and other combustibles on a regular basis.

Other things to take into consideration are maintaining separation of combustibles from open flame devices. They maintain and clear unobstructed from access route(s) for fire brigade. Maintaining there is a clear exit from the office.

The parking of vehicles or delivery trucks should not obstruct fire department access if needed to attend site.

- **Firefighting Services – Access Route**

Site drawings are in weighbridge / site office for the fire brigade and show the location of firefighting equipment. The site address signs are visible and legible to emergency crews from the street. The site road is 12 metres wide, allowing good access for appliances (See Appendix A).

- **Fire Extinguishers**

There is a sufficient quantity and type on-site and servicing is undertaken annually by Diamond Fire or another certified company.

They are provided at or near fuel operated equipment and are they adjacent to any hot works operations (e.g. cutting torch, welding, torching, etc.). The extinguishers are intended for small fires and plant fires. Water is intended for extinguishing wood fires.

All plant has industry standard fire extinguishers onboard, the shredder has an automatic suppression system.

- **Hot Spots**

Wood chip / fines begin to heat after production due to breathing (microbiological oxidation), it is possible to reach temperatures of 65°C after two weeks. Usually charring is an indication that temperatures are getting critical, this occurs sometime before smoke develops.

Daily checking of stock piles for temperature and signs of temperature increase as well as not keeping material onsite for two weeks will minimise the potential for hot spots.

Should a hot spot be identified and requires digging out, this will be undertaken in a controlled manner;

- Identify a concrete block bay or an isolation area minimum 20m from other sources and materials with sufficient room to spread the materials to cool it down
- Monitoring of temperature with temperature probe or electronic hand held infrared monitor
- Provision of a water spray or fogging
- Flooding of the stock pile by inserting perforated pipes and pumping water in
- Use on site plant Loading shovel(s), 360 Grab to remove hot material
- The removed material will be put away from stock piles in an isolated area and dampened down, temperatures will be monitored until the temperature is no longer a risk with a temperature probe or hand-held monitor. This material will be removed from site for disposal if not longer suitable or for re-processing at one of our primary processing sites.

- **Hot Works Operations**

The area is to be kept clear of flammable and combustible materials for a distance of 6 metres. A fire watch takes place during the hot works operation and for 60 minutes after its completion and then a final inspection is completed at the end of the day. No hot works must be conducted in the proximity of combustible or flammable materials and provisions have been made for protection of such materials by non-combustible materials, where hot works is conducted must be properly ventilated. Appropriate signage will be used during these works.

- **Flammable and Combustible Storage**

There are no flammable or combustible liquids stored within the wood yard.

- **Electrical Installations and Petroleum Gases**

The electrical installations, storage and use of petroleum gases comply with the requirements of the Safety Standards Act. Electrical installations will be checked by a qualified electrician. Diesel is stored in a double skinned, secure tank. Lubricants are stored in an ISO Unit.

- **Security**

On-site security is provided: e.g. locked gate, monitored alarm and the site has Monitored 24-hour CCTV (with contact call out list held by the CCTV company).

- **Contact Personnel**

There a list of names and telephone numbers of persons to be contacted during and after normal operating hours or in the event of an emergency are below;

- Site Manager: [REDACTED]
- Operations Director: [REDACTED]
- Managing Director: Mr Alan Webb: [REDACTED]

In addition, key neighbours to be contacted also;

| Location | Receptor | Contact Number |
|----------|---|----------------|
| 1 | Harris Pye Marine International | 01446 720066 |
| 2 | Atlantic Container Storage | 01446 677648 |
| 3 | Dow Corning | 01446 732350 |
| 4 | Associated Port Authority | 029 2083 5042 |
| | Vale of Glamorgan Civil Protection Unit | 01446 700111 |
| | Highways Agency | 0300 123 5000 |
| | Barry Hospital | 01446 704000 |

All the contact personnel are able to respond in a timely fashion with a response time of about 30 minutes.

- **Building Diagrams:**

The diagrams for the site are:

- Plans of the site;
- Muster point(s);
- Location of water sources
- Location of fire protection equipment

The fire safety plan will be reviewed and updated as the site develops and then periodically afterwards. The plan will evolve and will be used to maintain and protect the buildings and site operatives.

- **Fire Precautions and Evacuation procedures**

The Managing Director will ensure that: -

All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.



A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.

The requirements for employee training in fire safety are adhered to.

A fire logbook is kept up-to-date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.

All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.

A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.

A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.

A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.

The company does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so. On no account, should a closed room be opened to fight a fire.

Employees should report any concerns regarding fire safety to management, so that the company can investigate and take any remedial actions that may be necessary. The hazard detection form can be used for this function.

Weighbridge / Office

In the event of a fire breaking out in the site office all staff must follow the company's fire instructions, and evacuate the office by following the green man to the fire exits.

Re-entering the building is strictly prohibited until the incident control officer from the emergency services declares that it is safe to do so.

Process Yard

In the event of a fire in the stockpiles operatives must inform the Site Manager by radio or mobile, who will then inform the fire brigade and the Natural Resources Wales. After this he will instruct the appropriate members of staff assist in the fire action plan.

At present temperature monitoring will be undertaken daily during operational hours using a temperature and moisture probe. If concerns occur regarding temperatures, it is hoped that monitoring with online probes to a live monitoring system- iTOM when daily monitoring indicates that a thermal event could develop Refer to Wood SOP (standard operating procedures) for trigger levels. Following ABPR guidance (currently the only standard detailing continued monitoring) there will be a minimum of two probes per storage bay during evenings and weekends. This will be in addition to the contracted monitoring by CCTV.

- **Extinguishing Fires.**

Only attempt to put out fires if safe to do so. If in doubt, evacuate the buildings or site area. Fire extinguishers are located at various positions around the site and in the site offices. Familiarise with their positions.

The following table summarises the various fires on which the different types of extinguishers should be used. These will only be used for small fires, it is not practicable to fight large fires with extinguishers. For fires the Fire Rescue Service will be notified. Staff will work alongside FRS to extinguish the fire if practically possible by removing to the Quarantine area or concrete bay to contain the fire.

| Type | Solid fires (wood, paper, cloth, etc.) | Liquid fires (petrol, oil, paints, fats) | Safe in vicinity of live electrical apparatus |
|--------------------------|--|--|--|
| Water (gas cartridge) | YES | NO | NO |
| AFFF spray | YES | YES | YES |
| Halon 1211 (BFC) | NO | YES | YES |
| Dry powder | NO | YES | YES |
| CO2 | NO | YES | YES |

- **Points of Importance**

- i) All operatives must familiarise themselves with the 'Fire Evacuation' drawing displayed in the weighbridge and in recycling site office any contractor Prior to commencing work, must have an induction and pointed out all how this relates to the actual site layout.
- ii) No hot works are to be carried out without prior agreement of JM Envirofuels Site Management and must be carried out under a 'permit to work'. Appropriate firefighting equipment must be at hand during hot works operations.



- iii) In the case of a fire, all operatives and staff must report to the fire assembly point adjacent the outside the site gate. Then a role call will be done to ensure all personnel have evacuated.
- v) Operatives must not leave the Fire Assembly Point area until they are told to do so by JM Envirofuels Site Management.

Important

Many activities are the cause of fire. It is your responsibility to prevent fires by safe working practices.

The Site Manager will inform the Fire Brigade and the Natural Resources Wales Incident Hotline 0300 065 3000

