conder PRODUCTS

Product Update

Conder Products Ltd, the leading UK manufacturer of oil/water separators, has launched its new:

CNSB Bypass Separator range

Pollution prevention is a critical part of sustainable drainage systems and verified oil separators are designed to prevent watercourse pollution by containing oil and other hydrocarbons that have entered a drainage system.

Conder's new range of CNSB Bypass Separators are designed and tested in accordance with BS EN858-1-2 and are proven to effectively separate oil and water under test to less than 1 parts per million and, therefore, protect the environment and public safety. The new CNSB range fulfils all current regulatory requirements for oil separators in the UK.

Features & benefits

- Innovative design
- Competitively priced
- Small & easy to handle
- Major installed cost savings
- Easy to service & maintain
- Fully compliant to the Environment Agency's new PPG3 guidelines
- An Environment Agency verified manufacturer
- Fully tested & verified with a range from CNSB 1.5 to CNSB 1000 (class 1 & class 2)
- Exceeds industry standards
- Full BSI certification
- Silt & non-silt options
- Prevents pollution & reduces risk

Application areas

- Car parks
- Roadways & major trunk roads
- Light industrial & goods yards
- Discharge to a sensitive environment

Alarm systems

Under the new PPG3 guidelines all separators must be provided with an alarm system. This automatic warning device indicates that the separator is in need of immediate maintenance for it to continue to work effectively.

A full technical and service package is available which can include product specification, separator & alarm installation, commissioning, oil & silt removal, service and maintenance.

For further technical information please contact our sales office: 08702 640004 or email: sales@conderproducts.com

Unit Reference	Nominal Size	Area Drained sq. m	Length excl. Silt	Diameter	Length inc. Silt	Silt Capacity Litres	Overall Height	Inlet to Base	Outlet to Base
CNSB1.5/2*	1.5	833	1400	1000	1400	150	2150	1680	1630
CNSB3/2*	3	1667	1400	1000	1400	300	2150	1680	1630
CNSB4.5/2*	4.5	2500	1700	1000	1785	450	1825	1220	1170
CNSB6/2*	6	3333	1700	1000	1975	600	1825	1220	1170
CNSB7.5/2*	7.5	4167	1700	1000	2165	750	1825	1220	1170
CNSB10/2*	10	5556	1700	1000	2485	1000	1825	1220	1170
CNSB15/2*	15	8333	1800	1200	2670	1500	2100	1400	1350
CNSB20/2*	20	11111	1800	1200	3115	2000	2100	1400	1350
CNSB25/2*	25	13889	1800	1200	3555	2500	2100	1400	1350
CNSB30/2*	30	16667	2200	1500	3520	3000	2640	1720	1670
CNSB40/2*	40	22222	2200	1500	4090	4000	2640	1720	1670
CNSB50/2*	50	27778	2200	1500	4655	5000	2640	1720	1670
CNSB60/2*	60	33333	2600	1800	4415	6000	3300	2025	1975
CNSB70/2*	70	38889	2600	1800	4835	7000	3300	2025	1975
CNSB80/2*	80	44444	2600	1800	5225	8000	3300	2025	1975
CNSB90/2*	90	50000	2600	1800	5620	9000	3300	2025	1975
CNSB100/2*	100	55556	2600	1800	6010	10000	3300	2025	1975
CNSB135/2*	135	75000	4100	2500	6781	13500	3000	**	**
CNSB1000/2*	1000	555556	Details on application for all sizes between CNSB135 and CNSB1000						

We reserve the right to alter specification without prior notice.

*ADD Class of Separator required ie Class 1 or Class 2 **Dependent on pipework sizes

conder PRODUCTS

- Separators
- Package Pumping Stations
- Attenuation & Storage Tanks
- Condercell Modular Storage

- Packaged Sewage Treatment Systems (up to 2000 P.E.)
- Clereflo MBR Technology Sewage Treatment Systems (up to 5000 P.E.)
- Rainwater Harvesting
- Above Ground Engineered Vessels

Conder Products Ltd, 2 Whitehouse Way, South West Industrial Estate, Peterlee, County Durham SR8 2HZ

FM 81587
BS EN ISO 9001:2000

Klargester BioDisc® BE-BL

High Performance Package Sewage Treatment Plants for Residential, Business & Leisure Applications

Sustainable, Reliable, Affordable

Kingspan®

Klargester BioDisc® BE-BL

The Klargester BioDisc® utilises proven rotating biological contactor (RBC) technology, and this new range of larger BioDisc® treatment plants now enables Klargester to offer solutions against a much wider range of applications.

All Klargester treatment plants are delivered direct to site and ready to install. The process is self-establishing, and does not require the addition of cultures or chemicals.

Improving environmental standards, more stringent controls, new European guidelines and the introduction of new Building Regulations have placed greater responsibility on specifiers and users to ensure they select the correct treatment system for their application. Klargester BioDisc® treatment plants have been designed to provide an engineered package solution to meet a wide range of applications and discharge qualities.

Assured Performance

The nature of wastewater has changed over the last few decades. In recognition of this, Klargester's unique patented Managed Flow System has been specifically designed to maintain optimum performance despite shock organic loadings and hydraulic surges. The detrimental effects of modern disinfectants and cleaning materials are minimised by the managed flow system.

Commercial Applications

Certain commercial applications, such as pubs, clubs, hotels and industrial units, place additional stresses on the wastewater treatment process. The sewage strength from the cocktail of detergents, cleaners, and chemicals demands a greater treatment capacity than a purely residential application.
In such instances Klargester can advise on the best possible treatment and BioDisc® can meet your requirements efficiently and cost-effectively.

Long Term Peace of Mind

All packaged wastewater treatment plant require periodic servicing. A service and preventative maintenance programme prolongs the life of the plant and identifies and rectifies problems before they become serious. As part of this maintenance package, Klargester inform end users on the mechanical, electrical and process performance of equipment. Klargester offer a range of alarm systems to alert the end user to mechanical failure. The installation of such is required under BS EN 12566-3 (BioDisc® BE-BF units only).

Process Design

BioDisc® uniquely provides four separate treatment zones within a single vessel.

Primary Settlement Section 1 : Wastewater enters the primary chamber. Solids and heavy particles, including non-biodegradable items, settle and consolidate into a sludge which requires periodic removal. Liquid still containing some solid particles rises upwards into the **Primary Biozone 2 :** Discs in this area, rotating at approximately two revolutions per minute, allow oxygen to be absorbed into the developing biofilm as naturally occurring bacteria attach to the discs. These discs provide a highly beneficial pre-treatment area.

Flow Management Device 3 : Forward flow is controlled by a baling device attached to the rotor assembly and a pre-determined volume of partially treated waste is transferred into the secondary disc zone. Incoming flows in excess of the baling device capacity stay in the primary area and it is this that creates hydraulic balancing within the plant. Zones 1 and 2 (as above) between them have a balancing capacity equal to approximately 25% of the design flow of the plant and it is this feature that can allow the plant to retain six hours flow in the event of a power failure. **This is now a requirement under the latest Building Regulations Part H2**.

Secondary Disc Zone 4 : Flows entering this zone are exposed to a second and separate bank of discs on which grow a further matrix of bacteria. Protected from flow variation and harmful contaminants, the bacteria efficiently use the nutrients in the effluent as a food source.

The rotation of the discs creates a gentle flow path within both disc zones that moves wastewater along the zone and rotation also sloughs ageing or surplus bacteria from the discs creating space for new bacteria to develop.

A key benefit of BioDisc® is that the whole surface area is continually regenerated with new biological growth and that there is constant replenishment as all spent bacteria are flushed into the final settlement zone.

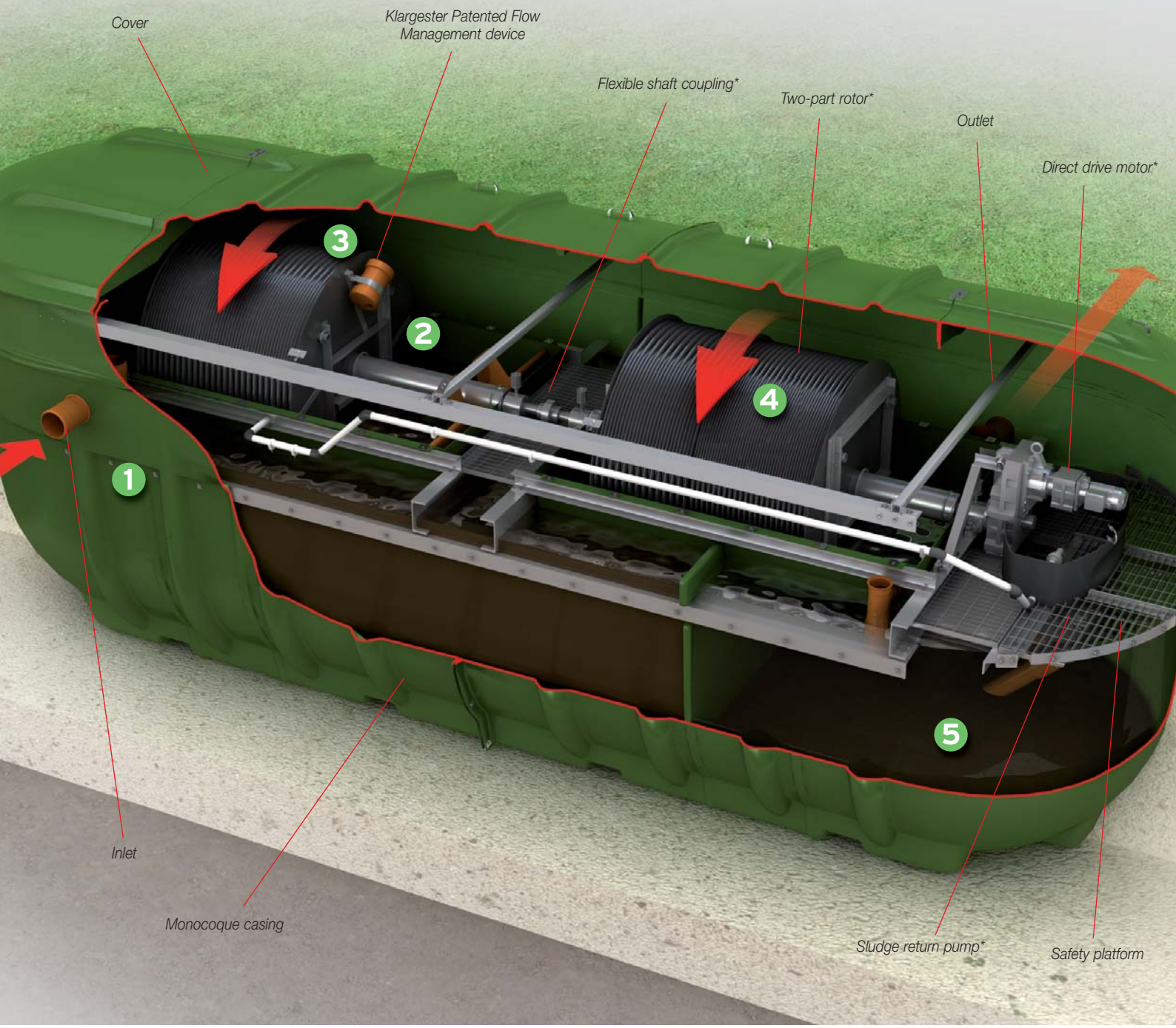
It is often the case with submerged or fixed media treatment processes, that the biological zones become clogged with dead or excessive biological growth, inhibiting treatment and demanding expensive and dirty maintenance.

Final Settlement Zone 5 : The almost fully treated effluent, is displaced from the disc area into the final settlement zone. The final settlement zone is fitted with a simple sludge return pump that transfers the settled material from the base of this zone into the primary settlement zone. This improves process performance by protecting the outlet and returning dilute and active biomass into the primary tank. This feature can be modified for seasonal flow variations.

The final effluent, free from solids and pollutants, exists through the outlet pipe.

Process Features

- Klargester Patented Flow Management (KPFM)
- No process maintenance required
- Simple mechanics
- Self generating bacteriological process
- KPFM provides the capability to adjust plant performance
- Compliance with BS EN 12566-3 (BioDisc® BE-BF units only), BS 6297 and Building Regulations Part H2
- Sludge return pump in final settlement tank to enhance performance. Sludge return can be configured to help overcome seasonal flow variations
- No odour or environmental nuisance
- Silent in operation



** BioDisc® BH-BL only.*

Consistent Effluent Quality

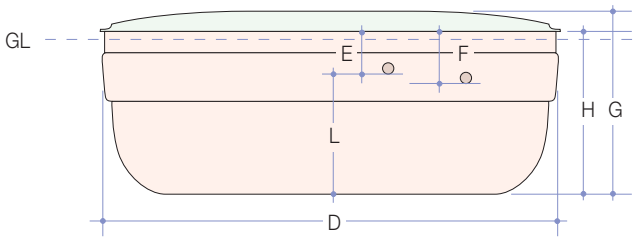
These plant are designed to achieve an effluent quality of 20mg/l BOD, 30mg/l Suspended Solids and 20mg/l Ammonia on a 95% basis. These BioDisc® can also be configured to produce better standards of effluent quality with Ammonia levels as low as 5mg/l being achievable. Contact Klargester for design support and further information.

- The systems are designed to deal with flows up to 3xDWF.
- Applications where commercial catering takes place will generate significant volumes of grease which should not be allowed to enter any treatment system.
- Klargester manufacture a wide range of grease traps and their specialist advice should be sought in these types of applications.
- The treatment of sewage from applications other than domestic housing can often demand special precautions, therefore specialist advice should be sought from Klargester.

Effluent Pumpsets

A septic tank or treatment system pumpset can be used to disperse settled effluent when a site has a high water table or adverse invert levels. Installed after the treatment system and pumping settled effluent up to an inspection chamber, flow to the drainage system then takes place by gravity in the normal way.

Standard BioDisc® Single Piece System



Note: Illustration is a schematic, do not use for installation. Refer to customer drawings for true pipework orientation.

The loadings given in the chart below are representative of typical domestic housing applications. The sizing of sewage treatment plant requires specialised knowledge and experience. Please consult Klargester for an assessment of your application.

G.L. = Ground Level

Unit Size	BE	BF	BG	BH	BJ	BK	BL
Maximum Daily BOD (kg)	2.1	3.0	4.2	4.5	6.0	7.5	9.0
Maximum Daily Flow (m^3)	7	10	14	15	20	25	30
D Length (mm)	3340	4345	5235	7755	7755	7755	7755
Width (mm)	2450	2450	2450	2455	2455	2455	2455
E Inlet Invert depth (mm)	600	600	600	600	600	600	600
L Depth below inlet invert (mm)	1825	1820	1820	1790	1790	1790	1790
F Outlet Invert Depth (mm)	685	700	700	750	750	750	750
G Overall Height (mm)	2825	2825	2875	2830	2830	2830	2830
H Height to rim of cover (mm)	2485	2485	2485	2500	2500	2500	2500
Empty Weight (kg)	1200	1315	1660	3000	3100	3200	3300
Standard Power Supply	1 phase	1 phase	1 phase	3 phase	3 phase	3 phase	3 phase
Optional Power Supply	3 phase	3 phase	3 phase	1 phase	1 phase	1 phase	1 phase
Motor Rating - 1phase/3phase (watts)	75/60	120	180	250	250	370	370
Full load current 1 phase (amps)	1.10	1.26	1.70	1.95	1.95	2.35	2.35
Full load current 3 phase (amps)	0.35	0.42	0.63	0.88	0.88	1.35	1.35
Sludge Return Pump Rating (watts)	-	-	250	480	480	480	480

Please refer to Klargester for specialist advice for applications where primary settlement tanks or pump stations may be required.

Klargester BioDisc® BE-BL

Sample Chambers

When a treatment plant discharges, it is a regulatory requirement to have a sampling point so that the effluent quality can be periodically checked by regulatory bodies.

Available to suit all outlet depths of our standard ranges, a Klargester sample chamber provides the solution, enabling both quick installation and easy access for accurate and convenient effluent testing.

Safety Features

- Low profile lockable covers
- Fully removable covers to ease maintenance, simplify de-sludging and provide a safe working environment without the need for restricted access provision, a requirement of the Confined Spaces Regulations 1997
- Full platform access to motor and bearings
- Secure lockable control panel
- Integrated loss of rotation alarm (optional on BE-BG, standard on BH-BL)

Control Panel

The plant are supplied with either a single phase or a three phase direct drive motor and come complete with a control panel and feature:

- inversion device included within the panel*
- single phase power supply to the panel converted within the panel to three phase prior to connection to the drive motor

Low Operating Cost

BioDisc® has proven track record for high quality performance, reliability and low operational costs and the new range incorporates features that further enhance that reputation:

- designed to run from either a single phase or 3 phase power source
- require 60 to 370 watt motors, offering the lowest running costs of any plant in their class

Direct Drive

The disc assembly rotates through the sewage effluent and supports the growth of a biological matrix. When fully loaded with saturated bacteria the disc assembly becomes heavy, therefore both drive and rotor design are critical. Klargester have many years experience in this field and these new products provide a number of new features:

- direct drive motor which is fixed directly to the disc shaft*
- no requirement for chain or belt drive**
- reduced and simplified maintenance

Two-Part Shaft

A two-part shaft has been incorporated to simplify maintenance and reduce bearing wear. The new Klargester two-part shaft assembly:

- supports the rotor in four places rather than two
- significantly reduces the load and wear on the shaft and bearings
- features bearings selected for long life
- features bearings fitted with automatic grease capsules that only require annual replacement
- simplifies installation by reducing potential drive alignment and bearing wear problems sometimes associated with long single shaft motors

Rotor Design

New range includes the well established Klargester rotor design which:

- is compact and structurally sound
- is designed and built for long life without the need for rotor maintenance often associated with sectional bolted rotor assemblies

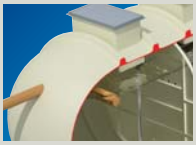
Monocoque Casing

All BioDisc® in this range utilise the same casing, providing:

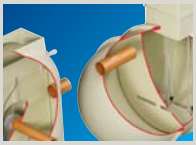
- lightweight, yet robust and structurally strong GRP construction for easy on-site handling
- steel cradle integrated into the casing provides stable platform for mechanical components
- factory pre-engineered to exacting Klargester standards, ensuring consistent high quality and eliminating on-site assembly
- full length ports providing quick and easy access for desludging
- 600mm invert depth, with only 150mm head loss through the plant
- variable desludging/emptying cycles

** BioDisc® BH-BL only.*
***BioDisc® BH-BL only - chain drive on BioDisc® BE-BG.*

The Market Leading Range of Klargester Sewage Treatment, Pumping and Drainage Solutions from Kingspan Environmental


Commercial Sewage Treatment Plants

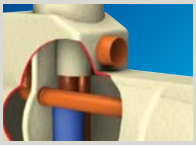

Large Capacity Pumping Stations


Stormwater Attenuation Systems


Domestic Sewage Treatment Plants


Packaged Pump Systems


Reed Beds


Oil/Water Separators


Septic Tanks


Below Ground Storage Tanks

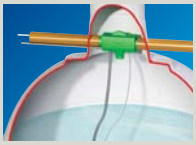

Grease & Silt Traps


Packaged Drainage Systems

KingspanWater Rainwater Harvesting Solutions


Residential & Commercial Rainwater Harvesting


Domestic Rainwater Harvesting


Garden Watering Systems

Klargester Accredited Installers

Strategically located throughout the UK and Ireland, Klargester Accredited Installers are appointed following a selection process which assesses their installation expertise, reputation and financial status.

These performance criteria, together with their design skills and knowledge of Klargester products are also reviewed to ensure that the highest levels of professionalism are maintained.

Free Site Visit

To help determine your exact requirements, Klargester offer free site visit support from our team of specialist Area Sales Managers. Please call, fax or click for more information.

Kingspan Environmental Service

Who better to look after your treatment plant than the people who designed and built it?

Kingspan Environmental have a dedicated service division providing maintenance for wastewater treatment products.

Factory trained engineers are available for site visits as part of a planned maintenance contract or on a one-off call out basis.

To find out more about protecting your investment and ensuring peace of mind, contact us on **0845 355 0555** or visit us online at **www.kingspanenvservice.com**

Accredited to
BS EN ISO 9001: 2008
BS OHSAS 18001: 2007

BRITISH WATER

UK GREEN BUILDING COUNCIL
Founding Member

Issue No. 6: September 2010

Klargester

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email: info@klargester.ie

Visit our website **www.klargester.com**, or our company website **www.kingspanenv.com**

Part, Section and Question Number	Document Reference
B2: Question 1a	**Supporting Statement Section 3** (Pre Application Discussions) and **Attachment 1** (Pre-Application Discussions)
B2: Question 3b	**Supporting Statement Section 4 (Technical Ability)** and **Attachment 2** (WAMITAB Certificates)
B2: Question 3d	**Supporting Statement Section 5** (Environmental Management System) and **Attachment 3** (HSQE System)
B2: Question 5	**Supporting Statement Section 6** (Site plans) and **Attachment 4** (Site Plans)
B2: Questions 5b	**Supporting Statement Section 7** (Site Condition Report) and **Attachment 5** (Site Condition Report)
B2: Question 5c	**Supporting Statement Section 8** (Non-Technical Summary) and **Attachment 6** (Non-Technical Summary)
B2: Question 6	**Supporting Statement Section 9** (Environmental Risk Assessment) and **Attachment 7** (Environmental Risk Assessment)
B3: Question 1	**Supporting Statement Section 10** (What activities are you applying for)
B3: Question 2	**Supporting Statement Section 11** (Emissions to air, water and land)
B3: Question 3	**Supporting Statement Section 12** (Operating Techniques), **Attachment 9** (Odour Management Plan) and **Attachment 11** (Other Attachments)
B3: Question 4	**Supporting Statement Section 13** (Monitoring)
B3: Question 6	**Supporting Statement Section 14**
B3: Appendix 5	**Supporting Statement Section 15**
F1: 1,2	**Attachment 12** (OPRA Spreadsheet)
F1: 7	**Attachment 13** (Index of Application Documents)
Additional	**Attachment 14** (Fire Prevention Plan)

Notes.

Perimeter Fence Line

Fire fighting water supply area

NORTH

Indicative

Menege

Prevailing Wind

250m³ Wood Chip Bark

Fire Engine Main Entrance

Fire Engine Alternative Entrance

Silage Entry Route

Retaining Wall

Biofilter

Wet Scrubber

Gas Engine Associated Equipment

Flare

Reception Building

Pump House

Pumping & Heating Containers

Tank 5

Tank 2

Tank 1

Silage Feeder

10N° Car Parking

Site Meeting Room

Site Office

Digestate Loading Area

Tank 4

Tank 3

Silage Clamp

Weighbridges with control station.

Rainwater Tank

Leachate Tank

2000m³ Lubrication Oil & 2000m³ Waste Lubrication Oil

Tanks 1 - 5 9142m³ Biogas

5000 Tn Maize Silage

Rev	Description	Date	By
1	First Issue	29.02.16	JM/BH

AGRIVERT

Agrivert Limited
The Stables,
Radford,
Chipping Norton,
OX7 4EB

Tel 01608 677 700,
Fax 01608 677 711,
email mail@agrivert.co.uk

Project
Anaerobic Digestion Facility
Coursers Farm

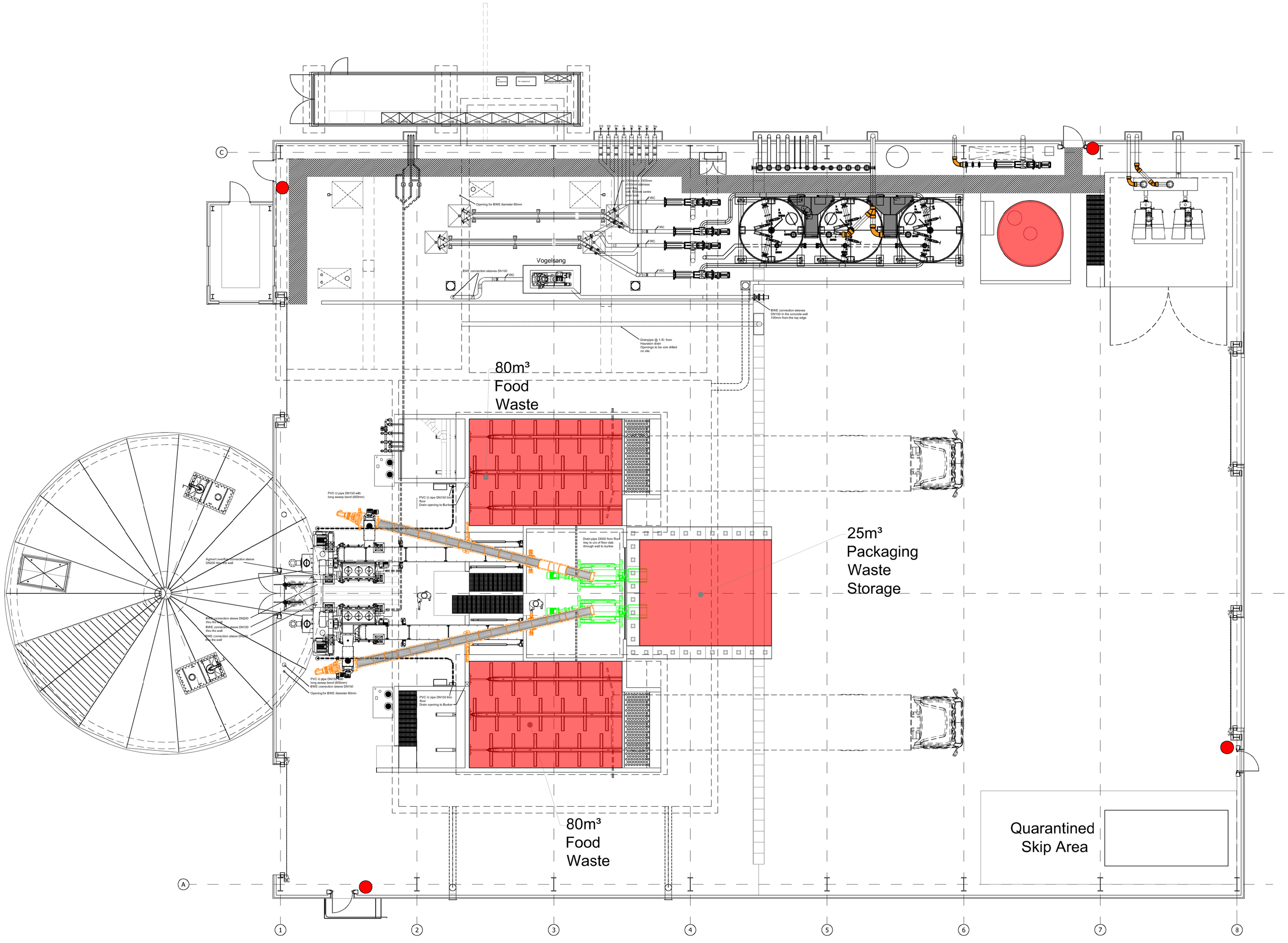
Title
Site Layout Plan
Fire Prevention Layout

Scale @ A1	Drawn by/Checked by	Date
1:500	JM	29.02.16

Job no.	Dwg No.	Revision
A305	1000 C 022	1

Notes.

Fire Extinguisher Locations



Rev	Description	Date	By
1	First Issue	17.02.16	JM/BH

AGRIVERT
Agrivert Limited
The Stables,
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OX7 4EB
Tel 01608 677 700,
Fax 01608 677 711,
email mail@agrivert.co.uk

Project
Anaerobic Digestion Facility
Coursers Farm

Title
Reception Building
Fire Prevention
Ground Floor Plan

Purpose of Issue
Approval

Scale @ A1	Drawn by/Checked by	Date
1:100	JM	17.02.16

Job no.	Dwg No.	Revision
A305	1000-B204	1

AGRIVERT

Concern Report – AQD006

Part One - To be completed by employee raising the concern

If you have any concern with any actual or potential problems at work and would like the company to review your concern, please use this form. Some of the areas you could use this form for are: environmental issues, health and safety issues, a work procedure, discrimination of any kind you may witness or be victim to, or in fact anything during your working day that causes you concern. This is an informal procedure and in no way replaces the company's grievance procedure which you may use at your discretion.

Agrivert strive to adhere to all current legislation and approved codes of practice, but rely on all its employees to actively participate and work with the company to ensure continued compliance.

The general procedure is for you to complete this section of the form and give it to your direct line manager. If you wish to, you may send this form anonymously to the Compliance Director at Radford who co-ordinates the Concern forms on behalf of the company. Thank you for your time

Your Name:	Your location:
Reason for Concern:	
Action you feel is required :	
Forwarded to:	Date:

CONCERN REPORT – PART TWO (PLEASE ATTACH TO PART ONE)
TO BE COMPLETED BY THE PERSON RECEIVING THE CONCERN FORM (PART ONE)

Your Name:	Your location
Your position	Date part one received.
ACTION TAKEN/NEEDS TO BE TAKEN (please delete as appropriate)	
If you have taken action please inform the employee raising the concern of action taken Do they feel their concern was resolved? YES/NO If no please state why.	
Please now pass to the Compliance Director who co-ordinates the Concern forms Date forwarded:	

CONCERN REPORT – PART THREE (PLEASE ATTACH TO PART ONE & PART TWO)

ONLY TO BE COMPLETED BY THE COMPLIANCE DIRECTOR

Your Name:	Your location
Your position	Date part one & two received.
Is there any further action needed. If yes, by who by when. If no please sign off and file.	
Has this matter been resolved to the company's satisfaction YES/NO	
If yes please sign and date:	
If no please refer to Chief Executive Date referred	

CONCERN REPORT – PART FOUR (PLEASE ATTACH TO PART ONE, TWO & THREE)

ONLY TO BE COMPLETED BY THE CHIEF EXECUTIVE

Reason this unresolved concern has been brought to your attention
Any further action to be taken by who, by when.
Please sign and date when this matter has been resolved to your satisfaction and return to the Concern Form Co-ordinator Date

Site Checklist – AQD 008

Site Name: Auditor: Date:

CATEGORY	ITEM CHECK	COMPLIANT? *(Tick box if yes)*	COMMENT
Hazardous Substances Storage	• Labelled (QP06 4.5.2)		
	• Bunded (QP06 4.5.2)		
	• Secure (QP06 4.5.2)		
	• Data Safety Sheets available and up-to-date (QP17 4.1, 4.2)		
Information available to staff	• Health & Safety Law Poster – with relevant information		
	• Health and Safety Objectives available (QP17 1.3)		
	• 1st Aider(s) identified (QP07 4.1.3)		
	• Emergency Plan and Site Rules– AQD 308 (QP07 4.1.3 & 4.5.1)		
	• Traffic Route displayed		
	• Work Instructions (given to individuals or available in cabin) (QP22 4.1.2, QP 31 4.9 & 4.10)		
	• Individuals have signed Risk Assessments and copies in Induction file. • Risk Assessments current, signed and displayed (QP17/8 2.2, 2.3) Annually reviewed, last review date? • If the Risk Assessment identifies time limits for using equipment is there a log to record this or is the Permit to Work System used?		
	• Process Flow Chart displayed (APC) (QP22) Includes environmental controls (QP18 2.5)		
	• Fire Safety Assessment completed (QP 07 4.1.1a) AQD 196 • Site Evacuation Plan known & displayed (QP07 4.1.3) • Location Plan of Fire Extinguishers & Break Glass points available (AQD 304, 305)		
	• Employer's Liability Insurance Policy certificate accessible.		
	• H & S Policy Statement – current & available (QP20 1.5)		
	• Quality Policy – current & available		
	• Environmental Policy – current & available (QP20 2.2)		
	• Accident Forms available to personnel – AQD 18 (QP26)		
	• See it, Sort it, Report it post box and cards available • Recent Feedback Reports displayed & monthly pie chart • Follow up actions identified		
	• Concern Form available to personnel– AQD 006		
	• WI82 (if applicable) available and checklists being completed		

CATEGORY	ITEM CHECK	COMPLIANT? *(Tick box if yes)*	COMMENT
	• Inductions completed (including contractors & agency staff) (AQD 157). • Confirmation that site personnel are trained to do the tasks they're doing (includes agency staff) (QP09 4.8) Training Plans (AQDe 263 & 264) in place?		
	To be completed if site has an APC (as indicated above) (QP22) (QP13 4.1, 4.2) • Check APC for operational compliance and record below and / or on APC sheet. Specify which	Recorded on: APC ☐ Site Check List ☐ Both ☐	
Information kept on site by Managers	• Personal Protective Equipment and Clothing Log (AQD 127) issued for all staff (QP09, 4.2)		
	• Calibration inspection records (QP21 4.2/4.3)		
	• Lifting Equipment / slings / chains / harnesses have been assessed, inspected if required and certificates issued. Stored correctly (QP06 4.1.2/4.1.4)(QP31 4.13)		
	• Site Permit available and conditions being met		
	• Odour Management Plan available and being followed. Annually reviewed, last review date?		
Welfare Facilities **(QP24 1.2 – check whether AQD73's have been completed regularly)**	• Safety check completed weekly (AQD 73) (QP06 4.3.2)		
	• Clean & Clear of rubbish		
	• Fire extinguishers – 2kg ABC, inspected annually (QP06 4.1.4 & 4.3.5)		
	• Nail brush available		
	• Disposable gloves – suitable for task		
	• Soap provided		
	• Paper towels in a dispenser		
	• Toilet paper on a holder		
	• Hot water available		
	• Drinking water available		
	• Appliances / utensils clean		
	• Smoking area provided		

CATEGORY	ITEM CHECK	COMPLIANT? *(Tick box if yes)*	COMMENT
	• No dirty boots area defined		
	• 1st Aid kit available and complete		
	• Eye wash station (if applicable)		
	• Pre Work barrier skin cream and after work skin cream available		
PPE	• Is the clean PPE stored separately from the dirty		
	• Regularly inspected for damage or deterioration (QP06 4.6)		
	• Labelled with owner		
	• Spare stocks available (QP06 4.6)		
ABPR	• Foot dips & wheel sprays full of Virkon and clean		
	• Valid ABPR certificate available on site		
	• Samples sent as required and results correct		
	• Requirements of ABPR HACCP being completed		
PAS100/110	• Relevant specification, protocol and certification bodies rules available on site		
	• Valid certificate on site		
	• Samples sent as required and results correct		
Tools	• Not lying around, correctly stored and accounted for		
Site Equipment	• Check that daily machinery checklist AQD52 is completed or similar equipment checklist appropriate to site (Agrivert and Customer machinery) (QP06 4.1.11, QP15 4.2, QP31, 4.7)		
Hire Equipment	• Records of inspection/test/instructions provided by hire company (QP06 4.1.13)		
	• Daily Machinery Maintenance Checklists completed		
Vehicles (driven), includes 360°s, loading shovel, telehandlers, etc.	• Machinery Maintenance Checklists completed (not lorries or car) (QP06 4.1.7, QP31 4.7)		
	• Displayed ID number (not cars)		

CATEGORY	ITEM CHECK	COMPLIANT? *(Tick box if yes)*	COMMENT
	• Clean (inside and out)		
	• Fire extinguisher – 2kg ABC (as a minimum) (QP07 4.6)		
Additional checks for Lorries (QP06, QP31)	• Height markers (visor) used correctly		
	• Risk assessment, site assessment, small map, big map, permit to deliver (in lorries used for cake / compost delivery)		
	• Reversing cameras clean (if fitted)		
	• Wheel nut indicators present and aligned		
	• Seat belts always worn		
	• Tyre tread depth within 1.0mm (absolute minimum)		
	• Drivers defect books completed (QP06 4.1.7)		
	• Lights – all working (including side markers)		
	• Signage & ID number visible and not tatty		
	• Faulty Plant, Vehicles & Equipment taken out of use. (QP06 4.1.10)		
Vans, other company vehicles on site	• Main driver identified • Correctly licensed, serviced & maintained (QP06 4.1.12)		
Fuel storage (>1250L) and bowsers	• Bunded, Haz-Chem label, no smoking & ID number visibly displayed (QP31 4.11)		
	• Kept locked when not in use (QP31 4.11)		
	• Clean		
Electrical equipment	• Annual safety tests – certificates displayed (QP06 4.2)		
	• Outside equipment fitted with ELCB or RCD (QP31 4.12)		
Spillage kits / Grit kits (QP25)	• Clearly labelled and easy access		
	• Shovel		
	• If the granules or grit is used how will they be disposed of (see QP 27)		
Site	• Signage clearly visible – warnings, H & S Posters (cuts & grazes, AD gas levels) (QP 31,4.4) EP sign		
	• Pedestrian areas defined – either on site or site map		
	• Free of litter		
	• Clean / Tidy		

CATEGORY	ITEM CHECK	COMPLIANT? *(Tick box if yes)*	COMMENT
General	• Is QP 23 being followed for employing contractors		
	List the contractors and check back with Head Office records:		
	• Health surveillance / assessment – is completed for nights, general and young workers (circle applicable) (QP17 3.0) Identify applicable staff in the opposite comments column		
	• Lone Workers - is the procedure being adhered to?		
	• Purchase Order Book correctly completed (QP04)		
	• Files tidy and easy to find information. Any contract information duplicated to Head Office (QP02 3.2.4)		
	• Customer feedback including complaints dealt with and sent to Head Office (QP19, QP24 3.4)		
	• EA notices or exempt activities correctly identified and filed, copied to Head Office where appropriate.		
	• Visitor Inductions – up to date version being used? Acknowledgment form being completed?		
Maintenance / Inspections of plant & equipment	• Has maintenance and inspection of all plant been considered and being carried out and records kept on the Asset List (record serial numbers and check against Head Office records) (QP 06, 4.1.2) • Guards in place and checked (QP 31, 4.2) • Manufacturer's Machine settings are not altered without MD's written permission and recorded (QP 31, 4.3) • Ladders – identified, annual inspection recorded, secured (QP 06 4.1.4, 4.1.10)		
Site Manager	• Review diary. • Identify agreed actions recorded following review meetings (QP01,4)		
	• Confirm access to head office IT network (QP02 3.1.1/3.1.2)		
	• Check HR informed when Agency Staff are employed.		

CATEGORY	ITEM CHECK	COMPLIANT? *(Tick box if yes)*	COMMENT
	Deliveries: • Check delivery notes are signed and returned to Head Office. • Check non-conforming items are quarantined (QP11)		
	• Identify if any issues outside the scope of the site risk assessment? (QP17, QP18)		
	• Any evidence of potential contact with sewage, lime or contaminated substances?		
	• Evidence of transfer notes on site – completed correctly (QP27) • Evidence of Hazardous Waste correctly identified and correctly removed off site (QP27)		
	• Evidence of contractors providing RA / MS (QP23 4.3.3) • Evidence of monitoring of contractors work, in site diary (QP23 4.3.7)		
	• Any permits to work correctly completed (QP32)		
	• Evidence that injury from manual handling is assessed and eliminated where possible or controls in place (QP12 3.2.1)		

This check list is not exhaustive but meant as a guide to ensure consistency across all sites, nationally.

NB: *Note to auditor only – attach copy of site process flow chart containing ticks and comments to show compliance.*

Accident / Spillage / Theft

EVERY SECTION IS TO BE COMPLETED. NON APPLICABLE SECTIONS MUST BE MARKED "N/A"
EACH PERSON INVOLVED MUST COMPLETE A SEPARATE FORM.

YOUR FULL NAME:	CONTACT TELEPHONE (s):	TODAY'S DATE:
DATE OF INCIDENT:	TIME OF INCIDENT:	CLIENT:
SITE:	EXACT LOCATION INCIDENT:	DISTRICT COUNCIL / SOURCE:
WHAT/ WHY/ HOW DID IT HAPPEN?		HAULIER:
		VEHICLE REGISTRATION:
		LIST ANY PLANT OR EQUIPMENT INVOLVED:

Was there injury / damage? ☐ Yes ☐ No If Yes, Details: Date of medical treatment / damage repair? Are any follow-up treatments required?	Record if immediate action was required? ☐ Yes ☐ No If Yes, what did you do and include costings even if approximate: **Purchase Order Number:**

Any further action required / recommended? (Including how to stop repeat actions/incidents)

Completed Date:

Who did you report this to:
State if photos or drawings are submitted to support information:
Time and date:

Your signature: (only required when printing the form)

…….....

Manager Signature:

Print name in full:

(check boxes above complete)

HEAD OFFICE USE ONLY:
Date report received by Compliance Dept:……

RIDDOR / CAT. 1 / CAT 2 (circle one)

Insurance claim? Yes / No (any details over page)

AQD073g Weekly site safety tour (AD)

Site Name:	Person completing survey:

- The inspection is to ensure the safety and wellbeing of persons on site is safe guarded
- Mark acceptable items with a tick; Mark un-acceptable items with a cross if not rectified at the time of inspection.
- Report all un-acceptable items to the site manager

Check the items listed below	Date:						
Are access/egress and routes around site clear, both foot and vehicle							
Check there are guard rails or equivalent protection for access to areas at height							
Check working structures are safe and not overloaded							
Check all working areas and walkways are clear of trip hazards							
Check the site is tidy							
Check safe and proper storage of materials and hazardous substances							
Check waste disposal arrangements (i.e. skips and disposal points)							
Check lighting is adequate							
Check effective signage is in place and visible							
Check the perimeter is intact and no evidence of attempted breach (exterior fencing)							
Check the toilets are clean and stocked							
Check all electrical items have current PAT test stickers							
Check the emergency plan is displayed							
Check fire extinguishers are available and in date							
Test Fire Alarm to ensure working							
Test Emergency Lighting to ensure working							
Check first aid kit is available and stocked							
Check the correct PPE is in place and being used*							
Check for any open Permit to Work. (Ensure these are being followed)							
Check that all equipment emergency stops work							
Check all Ladders are stored securely and have in date ladder tags							

*** If any piece of PPE is missing, not being used or of poor quality, ensure replacement is obtained ASAP (especially hi vis). Operatives not wearing the correct PPE must cease on site operations until suitable PPE is worn.**

Detail of problems or issues and rectification action is to be recorded on fault report below.

Problem Report

1) problem:		**Date:**	
Rectified Date:		**Supervisor/ Manager:**	

2) problem:		**Date:**	
Rectified Date:		**Supervisor/ Manager:**	

3) problem:		**Date:**	
Rectified Date:		**Supervisor/ Manager:**	

4) problem:		**Date:**	
Rectified Date:		**Supervisor/ Manager:**	

Emergency Preparedness Register (Including Fire) – AQD 190

Site:

All emergency preparedness drills and/or exercises are to be recorded below.

Fire drills are to be practiced at a minimum of 12 monthly intervals and recorded.

Date	Full/part evacuation	Time initiated	Evacuation time	Outcome / remedial action / comments

Date Completed:
Site:

Fire Safety Assessment – AQD 196

	Stage 1: Identify the fire hazards	Yes	No	N/A	Notes
1	Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the work place?				
2	Is the system working effectively?				
3	Are all combustible materials and flammable liquids and gases stored safely?				
4	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?				
5	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?				
6	Is the wiring of the electrical installation inspected periodically by a competent person?				
7	Is the use of extension leads and multi-purpose adaptors kept to a minimum?				
8	Are flexes run in a safe place where they will not be damaged?				
9	Is the upholstery of furniture in good condition?				
10	Is the workplace free of rubbish and combustible waste materials?				
11	Is there a designated smoking area provided with adequate ashtrays?				
12	Have suitable measures been taken to protect against risk of arson?				
13	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?				

	Stage 2: Identify the people who could be at risk	Yes	No	N/A	Notes
14	Is there a sufficient number of exits of suitable width for the people likely to be present?				
15	Do exits lead to a place of safety?				
16	Are gangways and escape routes free from obstructions?				
17	Are the escape routes free from tripping and slipping hazards?				
18	Are steps and stairs in good state of repair?				
19	Are final exits always unlocked when the premises are in use?				
20	Are the devices securing final exits capable of being opened immediately and easily without the use of a key?				
21	Are internal fire doors labeled as such and normally kept closed?				
22	Are the self closers on fire doors operating correctly?				
23	Do the doors on escape routes open in the direction of travel? (i.e. towards the escape route)				
24	Are escape routes clearly signed?				
25	Are escape routes adequately lit?				
26	Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?				

	Stage 3: Eliminate, control or avoid the fire hazards	Yes	No	N/A	Notes
27	Do procedures and practices avoid the use of combustible materials or processes that use heat?				
28	Has consideration been given to all cost effective measures that could be taken to prevent the occurrence of arson?				
29	Have staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?				
30	Have you asked your insurers for advice regarding the fire protection of your premises?				

	Stage 4: Consider whether the existing fire safety provisions are adequate or need improvement	Yes	No	N/A	Notes
31	Where escape lighting is installed is it in working order and maintained regularly?				
32	Is there an automatic fire detection and alarm system?				
33	Can the fire alarm be raised without placing anyone in danger?				
34	Is there an automatic smoke detection and alarm system?				
35	Are the smoke alarms in good working order?				
36	Are the smoke alarms tested on a weekly basis?				
37	Are the batteries in smoke alarms changed on a regular basis?				
38	Is an adequate number of suitable fire extinguishers provided?				
39	Are fire extinguishers and fire blankets located suitably and ready for use?				

40	Are the fire extinguishers serviced annually by a competent company or person?				
41	Is any fixed firefighting installation or automatic fire detection system in working order?				

	Stage 5: Record the findings	Yes	No	N/A	Notes
42	If you employ five or more people have you recorded the findings of the fire safety assessment?				
43	Have you told your staff or representatives about your findings?				
44	If you have prepared a formal report has this been shown to your staff or their representatives?				
45	If you share the workplace with others do they know about the risks that you have identified?				
46	If you do not have direct control over the workplace have you made your findings known to your owner or landlord?				

	Stage 6: Prepare an emergency plan	Yes	No	N/A	Notes
47	Are the fire action notices displayed prominently throughout the workplace?				
48	Has an emergency plan been drawn up in case of a major fire?				
49	Is a copy of the emergency plan kept other than the workplace?				

	Stage 7: Carry out a periodic review of the assessment	Yes	No	N/A	Notes
50	Has a procedure been established to review the Fire Safety assessment periodically?				

Any additional comments:

Checklist completed by: _____ Date: _____

Any further actions required: YES/NO

If yes, actions required:

Completed by: (Date): _____

Assessed as satisfactory (signature): _____

Compliance Director

Copy of Fire Risk Assessment issued to:

Others that share workplace / building	Yes / No / N/A	Details:	Date:
Owner or Landlord	Yes / No / N/A	Details:	Date:

Fire Safety Assessment to be reviewed at least once a year or in light of any significant changes to site / premises, if unsure please ask HSQE Department.
All high risks identified to be recorded on a standard Agrivert Risk Assessment and issued accordingly.

BREAK GLASS FIRE UNIT LOCATIONS – AQD 304

Site: ……..

BREAK GLASS FIRE UNIT NUMBER	LOCATION

FIRE EXTINGUISHER LOCATIONS – AQD 305

Site: ……..

FIRE EXTINGUISHER NUMBER	LOCATION	FIRE EXTINGUISHER TYPE

AGRIVERT

New Employee Induction Checklist - AQDe 41

NAME:	**PREFERRED NAME:**
AREA:	**MANAGER:**
JOB TITLE:	**START DATE:**
is this position permanent or temporary?	

Part one: to be completed prior to start date by Line Manager

Part one: pre-start date - and read Company Induction QP16 *(not an exhaustive list – manager to amend as needed for position type)*	√ or n/a	By who	by when	Status - done?
Send offer pack: offer letter, contract if ready; benefits; bonus; job description; pre-employment health surveillance AQDe138a (& then b if required)		Line Manager contract & offer letters are prepared by HR (Peopletime)		
If it's a length of time before start date arrange / diarise a contact programme for pre-start period / send relevant pre-read company information		Line Manager		
Send initial induction forms for completion & request items to bring AQDe135; AQDe138c; AQDe134, AQDe118, AQDe147		Line Manager		
Line manager to take up references and record AQDe140		Line Manager PT check		
PPE required? If yes, then e-mail / phone recruit for sizes & complete form AQDe127 & AQDe 127a (agree relevance of style and fit)		Line Manager		
Programme an initial familiarisation and training plan for probationary period using this template - AQDe263		Line Manager		
Announcement of appointment and start date to team/company i.e. send an email out		Line Manager		
Organise a desk, chair, stationery (a suitable workstation)		Line Manager		
Organise IT equipment i.e. laptop etc (complete AQDe 292) Specify what: and raise a Capex (AQD101) and PO where required		Line Manager		
Credit and or Fuel card required? YES / NO (check with Finance and then request via email to Finance manager If yes, set the credit limit required £		Line Manager		
Keys required: If yes list key issued i.e. HO, site YES / NO If yes, lock up procedure explained: ___ Alarm system explained and code given ___		Line Manager		
Vehicle required? If yes organise for first day		Line Manager		

Part 2: to be completed first few days of employment by Line Manager or their nominated person

AQD No.	DETAILS OF INFORMATION GIVEN, FORMS TO BE COMPLETED, PROCEDURES DISCUSSED AND TRAINING UNDERTAKEN.	By whom	√ when done	N/A	
AQDe 135	If new starter might be required to drive a company vehicle Drivers questionnaire completed: _____ Copy of licence attached. paper _____ card: _____ HO to add to matrix AQDe23 _____	Line Manager			
AQDe 138a (b) AQDe 138c	GP Information & Emergency Contact details / Health surveillance completed (E-contacts copy to be kept on Site, everything else to be sent to HR)	Line Manager			
AQDe 134	Bank details form completed & forward to Finance: _____	Line Manager & Finance			
AQDe 147	48 hour week limit op out agreement signed as to whether they wish to opt out or not.	Line Manager			
AQDe 118	Next of kin nomination form: _____ Finance to add to Westfield : ____	Line Manager Finance			
	P45: ____ P46: ___ Sent to Finance on: _____	Line Manager & Finance			
AQDe 170	Right to work in UK document check list completed. Original documents seen and photocopies attached to signed form	Line Manager			
AQDe 143	Probation period & review date discussed Diary note made for review : _____	Line Manager			
AQD 159	Mobile phone - if applicable complete form Phone number issued: _____	Line Manager			
AQDe 137 AQDe 263f	Based on competency needs identified in the job description and certificates seen, Manager to complete the initial training verification form to identify any training needs and add to initial probationary training programme AQDe263	Line Manager/ Ops Manager			
AQDe 263/4 series	If needed for position, open the appropriate site training plan	Line Manager			
AQDe 136	Ergonomics - if using a laptop or PC for periods of one hour or longer? YES / NO If YES, Display Screen Equipment guide and self-assessment issued: Forward to Compliance when completed:	Line Manager			
AQDe 262	Manager to agree and then issue personal targets and objectives for the year	Line Manager			
	Has a company vehicle been issued YES / NO Reg No: Make:	Line Manager			
AQDe 237	If company van, explain tax rules for private usage and complete Van Drivers Tax Options (AQDe 237) Forward Finance: _____	Finance - Line Manager arrange a meeting			
	If YES, has a fuel card been issued by Finance and the procedure for use been explained. YES / NO If yes, number of card…….	Finance - Line Manager arrange a meeting			
DVD AQDe 264	Schedule a date to carry out the Agrivert Health and Safety DVD induction training:……..	Line Manager			

AQD No.	AQD No.	DETAILS OF INFORMATION GIVEN, FORMS TO BE COMPLETED, PROCEDURES DISCUSSED AND TRAINING UNDERTAKEN.	By whom	√ when done	N/A	Not Relevant N/A
AQD 33 & AQD 98b		Telephone list issued: _____ Organisation list issued: _____	Line Manager			
QPe 35 QPe 36 QPe 37		Company procedures explained Discipline & Dismissal QPe35 ____ Grievance QPe 36 and right appeal procedure ___ Equality, Diversity and Prevention of Discrimination QPe37 ____	Line Manager			
AQDe 235		Discuss info pack on company benefit scheme currently in operation: _____	Line Manager			
AQDe 25 & AQDe26		General absence notification procedure explained & self-certification form explained	Line Manager			
AQDe 27		Holiday request form and company procedure for booking holidays discussed.	Line Manager			
AQDe 47		Expense form discussed and procedure for reclaiming expenses made on behalf of Agrivert explained.	Line Manager			
AQDe 030		Explain the use of the mileage form – private care / company car	Line Manager			
AQDe28		If position requires, issue blank time sheets and discuss procedure for completion	Line Manager			
AQDe 077		Staff Finder's fee explained and AQDe 077 issued – we'll pay you if you find us staff	Line Manager			
AQD 229		If employee holds responsibility for site compliance, included site checklist AQD229 within personal training plan	Line Manager			
AQD 098d		Issue G Drive Structure AQD 098d and explain location of relevant folders on the server	Line Manager			
		Identify employee have rights and procedures on maternity: paternity, adoption, parental leave - discuss briefly and guide how to find out further information from HR	Line Manager / PT when applicable			
		Time keeping, hours of work, punctuality, any special location requirements eg early starts, late finishes explained and mutually agreed.	Line Manager			
		Introduction to other members of the team – appoint a mentor who the new employee can go to with any queries. Name of mentor:……	Line Manager			
Hand out		Issue fire safety booklet	Line Manager			
Hand out		Manual handling guidance given - *please indicate which guidance book issued:* Manual Handling (sites) YES / NO or Manual Handling for Offices YES / NO	Line Manager			
Hand out		Discuss risk of Leptospirosis (Weil's disease) and the level of personal hygiene required. Issue 'Stay Clean, Stay Healthy' HSE leaflet	Line Manager			
Hand out		Issue company Health & Safety handbook that also contains "Quick Guide to Agrivert" – employee to sign last page & return to HR	Line Manager			

AQD No.	DETAILS OF INFORMATION GIVEN, FORMS TO BE COMPLETED, PROCEDURES DISCUSSED AND TRAINING UNDERTAKEN.					DETAILS PROCED
	Other items completed: Job Description					

I agree all items above have been completed as documented and that I will observe the policies and procedures explained to me. I understand that it is my responsibility if there is any item I am unsure of to ask my manager to re-explain.

_____ **Date:** _____

New Employee

I agree all items above have been completed. If there is anything outstanding it will be highlighted and completed as soon as possible.

_____ **Date:** _____

Manager in charge of induction - For and on behalf of Agrivert

Please print name: _____ **Position:** _____

Peopletime/Office use only (please date and initial)

Bank details/P45/6 passed to Payroll		**Scan training certs and forward for inclusion on AQDe23**	
Open manual & electronic personal file		**Birthday given to PA to the Chief Executive**	
Add to Payroll Update Log		**Advise Compliance to add to organisational plan**	

First Aid, Fire and Emergency Procedures – QP07

1 Objectives

The purpose of this procedure is to establish how the necessary arrangements are made and maintained to deal with emergencies.

2 Responsibilities

It is the responsibility of the relevant Executive Director to determine the extent of procedures and facilities required and for the Line Managers to ensure that the necessary measures are implemented, maintained and checked.

3 Supporting Documents

AQD 023 Training and Qualification Matrix
AQD 034 Permit to Work
AQD 073 Health and Safety Checklist / Site Safety Tour
AQD 190 Emergency Preparedness Register (includes fire)
AQD 196 Fire Safety Assessment
AQD 304 Break Glass Fire Unit Locations
AQD 305 Fire Extinguisher Locations

QP 06 Management (Maintenance) of Premises Plant Vehicle
QP 07 First Aid, Fire and Emergency
QP 17 Hazard Identification, Risk Assessment and the control and the setting of Health and Safety Objectives
QP 18 Assessing Environmental Aspects and Impacts
QP 22 Contract Process Control
QP 25 Spillage Procedure
QP 26 Accident and Incident Reporting and Investigation
QP 32 Permits to Work

4 Procedure

4.1 Sites (includes Workshops)

4.1.1 As part of the site set up process review in accordance with QP17 (Hazard Identification, Risk Assessment and the control and the setting of Health and Safety Objectives) the Operations Manager or nominee shall identify the following:

a) Fire/explosion risk, taking into account; plant design, building layouts, site accommodation, storage of flammable/explosive substances, combustible material, and potential sources of ignition.

Establish precautionary measures to prevent fire/explosion, early detection methods, equipment, training and procedures to deal with fires, evacuations and call out emergency services and liaison with other building/premises users. Where appropriate, Fire Extinguisher locations should be recorded on AQD 304 and Break Glass Fire Unit locations on AQD 305. Sites comprising of more than one cabin/office shall have sufficient smoke detectors as determined by the Risk Assessment. Record on Fire Safety Assessment (AQD 196) and display significant risks on the site risk assessment. These should also be checked on a weekly basis by completing Health and Safety Checklist / Site Safety Tour (AQD 073).

22.01.16

b) Required first aid facilities, taking into account availability of existing facilities, hazards/risks involved in company operations/number of personnel on site and distance to nearest hospital with emergency facilities. Establish facilities required in terms of equipment, training and procedures.

c) Security and personnel safety issues, taking into account nature and location of premises, neighbourhood, history of vandalism/theft, etc. lone working/night working, hazardous nature of processes/environment. Establish rules to minimise risks, methods of securing premises and equipment, reporting in procedures for lone workers.

d) Environmental risks, taking into account sensitive targets in the vicinity, planned usage, storage and distribution of materials on site, potential for spillages, errors in handling materials etc. Establish necessary containment measures, fail-safe procedures, site specific method statements, requirements for spillage kits, emergency training, etc.

4.1.2 At site set up these risks and the identified necessary measures shall be incorporated into a site or process specific risk assessment and a written description of site specific control measures in accordance with QP18 (Assessing Environmental Aspects and Impacts) and QP22 (QP 22 Contract Process Control). The Site Manager shall ensure all the necessary control measures are in place and are maintained and include confirmation of this in the regular health and safety inspection which is recorded on the Health and Safety Checklist (AQD 073 a-e). The Site Manager shall ensure that all personnel are aware of all emergency procedures as part of the site induction training.

4.1.3 The Site Manager shall ensure that emergency plan notices, see Section 4.5 of the procedure, confirming all arrangements are displayed in the site offices/process buildings/individual vehicles as necessary.

4.1.4 Spillages shall be handled in accordance with QP25 (Spillage Procedure), reported and investigated in accordance with QP26 (Accident and Incident Reporting and Investigation).
.

4.3 Head Office

4.3.1 The Compliance Department shall review fire safety issues as part of the monthly health and safety inspection, using Health and Safety Checklist / Site Safety Tours (AQD 073) in accordance with QP06 (QP06 Management (Maintenance) of Premises Plant Vehicle) and also by carrying out a Fire Safety Assessment (AQD 196) annually. Any significant findings must be recorded on the office Risk Assessment.

4.3.2 The Compliance Department shall ensure that the smoke alarm is tested monthly and shall organise an annual fire drill and record on the Emergency Preparedness (inc. Fire) Register (AQD 190).

4.3.3 The Compliance Department shall ensure that the emergency notices are displayed confirming procedures in the event of a fire or other emergency, identifying first aiders and location of first aid kits using Health and Safety Checklist / Site Safety Tour (AQD 073).

4.3.4 Any spillages that have an environmental significance shall be handled in accordance with QP25 (Spillage Procedure and reported and investigated in accordance with QP26 (Accident and Incident Reporting and Investigation).

4.3.5 The Compliance Department shall ensure that the Fire Extinguishers are visually checked on a monthly basis as part of the monthly Health and Safety Checklist (AQD 073) and maintained annually externally.

4.4 Other emergency arrangements

4.4.1 Where the client, or controller of the premises where the company is working, has existing emergency procedures, the Line Manager shall ensure that all site personnel are aware of them, that they are appropriate in terms of the company's activities and that the company's own site specific emergency procedures are compatible.

4.4.2 Where it is proposed to carry out work requiring an Agrivert Permit to Work (AQD 034), QP 32 (Permits to Work) must be followed. The Permit to Work should detail emergency and rescue procedures associated with that work and the Line Manager shall ensure that these are appropriate and fully implemented before signing the Permit to Work.

4.4.3 **Responses to media / press release** – No comments should be made without Agrivert's Chief Executive or Commercial Director and/or the client's authorisation to ensure factually correct and discreet application.

4.5 Emergency Plans/Notices

4.5.1 The site / vehicle emergency plan/notice (QP07) shall include:

- Emergency contact numbers
- Emergency spillage advice
- Advice on how to record and investigate
- If appropriate, muster stations in the event of emergency warning alarms
- If appropriate site location
- Fire procedure as listed below

Line Mangers must ensure they can provide the following information if contacted during an emergency and are familiar with the clients emergency rules.

Procedures in the event of a fire or other emergency

- Method of raising the alarm
- Responsibility to contact emergency services
- Fire fighting information and rules
- Evacuation procedures, muster points, re-entry to building/site

First aid arrangements

- Action in event of an accident
- Identity and location of first aiders
- Location of first aid kit
- Location of nearest hospital with A and E facilities

- Reporting arrangements for accidents

Spillage procedures

- Emergency contact numbers – company, client and others

All vehicles / plant must have access to least a fire extinguisher, first aid kit and spill kit.

4.6 Training and Awareness

4.6.1 All personnel will be made aware of emergency procedures in relation to their work location as part of their induction training.

4.6.2 Drills and tests of emergency preparedness are carried out to a schedule register prepared by the Line Manager which will confirm levels of awareness and recorded on Emergency Preparedness Register (includes fire) (AQD 190).

4.6.3 Specific training requirements such as use of fire extinguishers or first aid training will be identified on Job Descriptions during the Annual Appraisals and by the Line Manager. Recommendations and training will be recorded on the Training and Qualification Matrix (AQD 023).

Emergency Plan

North London AD Site

ACTION:

- Contact emergency services if appropriate – Dial '999'
- Know your location.
- Control and contain any spillage and seek further advice from your Supervisor.
- Ensure all incidents are reported to your Supervisor and recorded.
- Take any witness details and photographs if appropriate.

Emergency telephone numbers and contacts:

Health & Safety	Susan Relf	**07702 700 914**
Environment Agency	Incident Line	**0800 80 70 60**
Agrivert	Out of Hours	**07702 700 911**
Nearest Hospital with A & E (16.6 miles)	Lister Hospital Coreys Mill Lane, Stevenage SG1 4AB	**01438 314333**

WHERE ARE YOU ?

North London AD Site
Coursers Road
St. Albans
Hertfordshire

AL4 0PG

AGRIVERT

Fire action

Any person discovering a fire should:

- **Break the glass fire point if possible**
- **Alert all staff by shouting 'fire, fire, fire'.**
- **Call fire brigade on 999.**
- **Attack fire if possible and if trained to do so using the appliances provided.**

On hearing the fire alarm you should:

1. **Go to the Muster point located on the grass area, at the entrance gate.**

DO NOT

- **Take risks.**
- **Stop to collect personal belongings.**
- **Return to the building for any reason unless authorised to do so.**

Senior Manager or Competent Person (whoever present) to control evacuation

AD Induction Training Checklist – AQDe 157h

Name of person receiving induction……Site:……

Company Name (if applicable)**:……**

Name of Inductor:…… Date:……..

Please tick	✓
Work instructions – issued and signed (company method statement supplied if applicable)	
Site Risk assessment – issued and signed	
Always sign in and out of site!	
No Smoking – only at top right of car park	
This site produces gas– do you know where zones are? (see zone map in welfare cabin)	
Welfare facilities and first aid	
Correct Training / Certificates?	
Fire and emergency procedures	
Site rules including the Permit to Work procedure for all non standard work, lock off procedures and lone working.	
Safe working on and around scaffolding, use of ladders, any Working at Height (to include below ground)	
Safe routes and traffic plans – 10mph speed limit.	
Safe methods of manual handling	
Procedure for icy ground conditions (i.e. whereabouts of salt or sand)	
Reporting accidents/incidents and near misses	
Consultation on health and safety, how to express any concerns and to whom	
COSHH requirements - Cement / digestate/ diesel (PPE and personal hygiene) - Materials on site and the whereabouts of the Data Safety Handbook	
Equipment safety requirements - Weekly checks of equipment / maintenance - Storage - What to do with faulty/suspect equipment	
Safe access / egress	
Issue, storage and use of PPE	

AD Induction Training Checklist – AQDe 157h

Reporting any existing medical conditions or any conditions that occur during work	
Mobiles phones – where and when to use & private phones – only in breaks	
CCTV – This site is monitored by 24hr CCTV	

Inductee's signature:…….... Inductor's signature:…….……

North London Anaerobic Digestion Facility

Fire Prevention Plan

February 2016

Contents

Revision Schedule

Version	Date	Details	Prepared By	Reviewed By	Approved By
01	17 February 2016	Created	David Olwell	Andrew Simm	Andrew Simm

To be reviewed every 12 months. Next review due in February 2017.

1. Introduction

1.1 The North London Anaerobic Digestion Facility is located at Coursers Farm, Coursers Road, St Albans, Hertfordshire, AL4 0PG. The site will process up to 75,000 tonnes per annum of biodegradable organic waste through anaerobic digestion (AD) to create biogas and an organic fertiliser. The biogas will be utilised within a combined heat and power (CHP) plant to produce renewable electricity. No hazardous waste is accepted at the site.

Site Overview

1.2 The site is located at Coursers Farm, part of the Tyttenhanger Estate, and situated approximately 2km north of Junction 22 (London Colney) of the M25 motorway, 2km southwest of Hatfield and less than 1km southwest of the village of the Colney Heath at OS grid reference TL 204 048. It is located within the District of Hertsmere and the Parish of Ridge.

1.3 The site, measuring approximately 5.2 hectares (ha), is bordered to the west by Tyttenhanger Quarry which is operated by Lafarge Aggregates; and to the east by two large agricultural barns, fields and yards which form the Coursers Farm complex. A footpath runs through Coursers Farm, and approximately 100m from the southern boundary of the application site lies Tyttenhanger Stream. Coursers Road, forming the northern boundary of the site, links Colney Heath with the Dell roundabout and the M25. An electricity substation is located adjacent to the northwest corner of the site.

1.4 The site is accessed from the existing Coursers Farm access onto Coursers Road which is to be improved by the widening of the bell mouth and improved visibility splays. HGV's leaving the site are required to turn left and travel to the west as there is a 7.5 tonne weight restriction imposed on Coursers Road further to the east. The site is located 2km from Junction 22 and 4km from Junction 23 of the M25. It is close to the A1(M), A414, M10 and M1.

1.5 The built development on site comprises of four digestion tanks and one storage tank, a waste reception building, site office and welfare facilities, biofilter, weighbridge, gas engine units, heating and pumping containers, transformer, energy crop storage area and feeder, access roads, a car parking area and ancillary plant. The development has been built in accordance with the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) guidelines.

1.6 Agrivert appreciate that there is a growing concern regarding fires on waste sites within the Country, many of which can be prevented through the appropriate management of on-site operations. Historic instances of fires on waste sites primarily relate to the storage of combustible waste (compost, wood etc.) in stockpiles where conditions allow fires to spread quickly; generally due to separation distances being too small and stockpiles too high. Agrivert's AD feedstock is predominantly wet food waste which is stored for no longer than 48 hours inside a controlled waste reception building and is therefore considered to have a low risk of reaching conditions required to ignite a fire. Silage storage within the site is also summarised within the report below.

1.7 It is now a requirement of the Environment Agency for all Environmental Permit applications to contain a Fire Prevention Plan.

1.8 It is the objective of this plan to evaluate the fire risk posed by the North London AD site, to show the measures in place which minimise the risk of a fire starting. It will also discuss the event of a fire occurring and the measures implemented to extinguish it; whilst minimising any environmental impact.

1.9 This Fire Prevention Plan has been prepared following guidance from the Environment Agency:

Fire Prevention Plans - Version 2, March 2015

Fire Prevention Plan Consultation – November 2015

2. Combustible and Flammable Materials

Available Onsite Capacity

2.1 In any working day, the North London AD facility processes up to 280 tonnes of municipal kerb-side collected food waste or 280 tonnes of other food waste inputs (commercial, leisure, food and beverage manufacturers). In any given week, the facility could process 1200 tonnes of organic wastes.

The following capacity is available across the site and is indicative of the total amount of waste that can be retained onsite on any given day.

Table 1: Onsite Capacity

Element	Capacity	Total Capacity
Waste reception bunker (x2)	80m^3 per bunker	160m^3
Liquid Tanks (2 tanks)	250m^3 and 450m^3	700m^3
Mixing Tank	860m^3	860m^3
Primary Digesters (2 tanks)	5587m^3 per tank	11,174m^3
Secondary Digesters (2 tanks)	5587m^3 per tank	11,174m^3
Pasteurisation Tanks (3 tanks)	30 m^3 per tank	90m^3
Storage Tank	5587m^3 per tank	5587m^3
Silage Clamp Leachate Tank	100m^3	100m^3
	Total	29,845m^3

2.2 In addition to the available onsite capacity set out in the above table, Agrivert have the ability to store 300 tonnes of waste on the floor of the reception building. Storage on the floor is only used in the event of plant failure and seasonal peaks (i.e. Christmas period). This is a temporary measure and waste is not stored on the reception building floor for any longer than 24 hours. Conditions within the reception building are maintained at an ambient temperature with no direct sunlight.

2.3 The silage clamp located to the South of the site has the capacity to hold 3,000 tonnes of silage at any one time. This is covered with silage wrap, which is stripped back to expose a small working face whenever silage is required within the AD system.

On-site Combustible Materials

Table 2: Combustible Materials

Combustible material	**Form *(e.g. chips, shredded, baled)***	**Quantity stored (capacity)**	**Quantity received daily (capacity)**	**Maximum storage time**	**How the material is stored**	**Management arrangements**
Packaging Waste (plastics)	Shredded	25t	Approx. 12.5t/day	5 Days	3m x 3m by 3m high piles	Stored in Reception building away from processing area Removed at 3 day intervals
Packaging Waste (paper, and/or cardboard)	Stacked or baled	0-2t	Less than 1t per day (dependant on waste source)	5 days	1m by 1m by 1m high piles	Stored in Reception building away from processing area Removed at 5 day intervals or on completion of processing of that waste source.
Food Waste (Pre-Maceration)	Solid and Liquid Food Wastes	160m3	280t/day	2 Days	2x 80m3 Bunker	Process inputs are not flammable in normal conditions. Reception building maintained at ambient temperature. Absence of sunlight with the building. Waste tipped in to recessed bunker and processed under FiFo conditions. Liquid waste stored in sub-surface storage tanks.
Food Waste (Post-Maceration)	Processed Food and Liquid Waste	27,935m3 (5,587m3 per tank)	280t/day	80 Days	2x Primary Digesters. 2x Secondary Digesters, 1x Storage Tank	Process inputs are not flammable in normal conditions. Absence of sunlight within sealed tanks. There is the general absence of oxygen within the AD process, Long retention times ensure compliance with the PAS110 Quality Standard.
Wood Chip/Bark	Damp Wood Chip/Bark	250m3	N/A	Continuous	250m3 within concrete Bio Filter	Stored within concrete Biofilter. Continuously dampened via a sprinkler system. Monitored by

						temperature probes.
Silage	Maize/Grass Silage	3000t	N/A	Continuous	Silage Clamp 2-3m high	Covered and stored within Bunded Area Outside of Processing Zones. Small face exposed sporadically for use within AD process
Flammable Liquids	Lubrication Oils	2000 m3	N/A	Continuous	Within bunded tank away from processing areas	Within bunded tank away from processing areas
Flammable Liquids	Waste Lubrication Oils	2000 m3	N/A	Continuous	Within bunded tank away from processing areas	Within bunded tank away from processing areas
Flammable Gases	Biogas: Consisting Of: Methane (60-65%) Carbon dioxide (35-40%)	9142m^3	10t/day	Continuous	In membrane within Digester Tank covered by a weather protection.	Biogas stored in the absence of oxygen to prevent fire and explosions. Air is added to the biogas at a very low concentration (less than 0.5%) each day. Plant constructed to DSEAR specifications Fire detection systems installed at CHP engines. Automatic cut off valve to biogas supply installed. Automatic pressure controlled flare in the event of over production.

3. Hazardous Substances

3.1 Describe any hazardous substances present which could cause adverse environmental effects or dangers in the event of a fire.

Table 3: Hazardous Substances

Hazardous Substance	Quantity	Where and how stored
Ferrous Chloride	35 m3	Double Skinned Bunded tank within Reception Building away from processing areas.
Biogas: Consisting Of: Methane (60-65%) Carbon dioxide (35-40%)	9142m3	In membrane within Digester Tank covered by a weather protection. Biogas stored in the absence of oxygen to prevent fire and explosions. Air is added to the biogas at a very low concentration (less than 0.5%) each day. Plant constructed to DSEAR specifications Automatic pressure controlled flare in the event of over production.
Lubrication Oil	2000 litres	Outside of Reception Building away from processing areas in a bunded tank
Waste Lubrication Oils	2000 litres	Outside of Reception Building away from processing areas in a bunded tank

4. Potential Ignition Sources

Table 4: Ignition Sources

Ignition source	Likelihood	Reason
Arson or vandalism	Low	Site has security measures including perimeter fencing and CCTV. Fire alarms on-site
Plant or equipment failure	Low	Regular maintenance and inspection programme (see Attachment 8 of Permit Application)
Vehicle Fuel	Low	Spill kits maintained on site for immediate treatment of any spills.
Naked lights	Low	No naked Lights in waste processing or gas storage areas
Hot works (e.g. welding or cutting)	Low	No welding or cutting in process areas where works effect a piece of processing equipment. All work is undertaken in isolation to the rest of the system and in accordance with appropriate Risk Assessments. No welding or cutting in gas storage areas.
Hot exhausts	Low	No hot exhausts in processing areas or gas storage areas
Damaged or exposed electrical cables	Low	Regular maintenance and inspection programme (see Attachment 8 of Permit Application)
Neighbouring site activities	Low	No neighbouring activities likely to be a source of ignition (Surrounding uses include farming, equestrian centre, small businesses including a hire centre and ABC Fencing Ltd)
Incompatible wastes	Low	No wastes other than Organic Waste for processing accepted. Waste accepted will only be those set out within the Environmental Permit.
Self-combustion (e.g. due to chemical oxidation)	Low	Plant operates FiFo principles on all wastes accepted. Waste is maintained in wet conditions prior to processing.
Electrical faults	Low	Regular maintenance and inspection programme (see Attachment 8 of Permit Application)
Discarded smoking materials	Low	No wastes other than Organic Waste for processing accepted. Waste accepted will only be those set out within the Environmental Permit. No smoking on-site (designated staff smoking areas outside of site boundary)
Industrial heaters	Low	No Industrial Heaters on-site
Open burning (on site or adjacent sites)	Low	No Open Burning on-site or on adjacent sites
Reactions between incompatible materials	Low	No wastes other than Organic Waste for processing accepted. Waste sources are scientifically tested prior to being accepted on site to ensure they are

		appropriate for the process.
Sparks from loading buckets	Low	Loading buckets operate with the reception building and the silage storage area. All waste within the reception building is moist, reducing ignition potential. The silage is removed sporadically with a loading shovel and is not considered to have the potential to cause a spark.
Hot loads deposited at the site	Low	No hot loads deposited at site. Waste accepted will only be those set out within the Environmental Permit.

Table 5: Risk Assessment

What harm can be caused and who can be harmed			Managing the risk	Assessing the risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk?**
What has the potential to cause harm?	**What is at risk? What do I wish to protect?**	**How can the hazard get to the receptor?**	**What measures will you take to reduce the risk? If it occurs – who is responsible for what?**	**How likely is this contact?**	**What is the harm that can be caused?**	**What is the risk that still remains?**
Major fire	Local population and ecological receptors	Windblown dispersion.	Process inputs are not flammable in normal conditions. Biogas stored in the absence of oxygen to prevent fire and explosions Plant constructed to DSEAR specifications Fire detection systems installed at CHP engines. Automatic cut off valve to biogas supply installed. Follow Site Emergency Plan and inform relevant authorities	Very unlikely	Severe	Low to medium provided procedures are followed
Minor fire	Local population. Ecological receptors	Windblown dispersion.	See above for major fire	Unlikely	Significant	Low to medium provided procedures are followed.
Vehicle fire	Local population. Ecological receptors	Windblown dispersion.	See above for major fire	Unlikely	Significant	Low to medium provided procedures are followed.
Failure to contain firewater	Local water courses. Ground and groundwater.	Surface water diffusion into ground.	Fire prevention measures as above. Plant offers a completely sealed liquid management system and the site is bunded to CIRIA C736 Standards	Unlikely	Significant	Low to Medium

5. Fire Prevention

5.1 Agrivert's facilities have been designed to minimise the risk of fire, explosion, flooding, biological outbreaks and accidents. However, if the risk cannot be completely designed out it will mitigated through suitable management and operating procedures. The North London AD Facility has been designed with Fire Prevention taken into account through its design principles. The facility is also constructed to DSEAR specifications. The DSEAR plan is produced post-construction as information must be compiled based on the site infrastructure as existed rather than as planned.

5.2 **Fire Mitigation through Design Principles**

Design principles

1) Explosion zones
2) High combustion rated electrical equipment in areas where gas may be present
3) No purification of biogas
4) Cooling/ventilation system for plant control panels
5) No smoking on site
6) No gas supply to site or cookers in site administration and welfare building kitchen
7) Correct storage of chemicals.
8) Good housekeeping
9) Mitigation through risk assessment

5.3 **Fire Mitigation through Processing & Storage**

5.3.1 Waste is deposited into one of two recessed bunkers. This allows the facility to operate a First in First out (FiFo) process meaning that storage of waste in piles is not required under normal conditions. A walking floor moves the waste towards an incline screw which delivers the waste into a macerator, which processes up to 20 tonnes per hour and reduces the particle size of the material to less than 12mm. The macerator also accepts liquid wastes and water to blend the mixture and remove plastic and contaminants. The blended waste is then fed into a submerged mixing tank. This wet waste is then fed into the Digestion tanks and under normal conditions is not flammable and does not have the potential to self-combust (lack of available oxygen, sunlight and inert nature of material). The Digestion tanks are operated under mesophilic conditions which breaks down the wet waste stored within the tanks.

5.3.2 The macerator removes the waste plastic and packaging waste and deposits it into a screw press which removes the majority of excess liquid. It is then deposited onto the reception building floor in an area enclosed by Legio Blocks for Storage.

5.3.3 The Legio Blocks hold the plastic/packaging waste in a single pile 3m high x 3m wide. An approximate of 12.5 tonnes of this waste is produced per day. The plastic/packaging waste is removed from site every 2 - 3 days and transferred to an Energy Recovery Facility.

5.3.4 No waste accepted on-site has the potential to self-combust under normal conditions. No Waste is stored for time period longer than 5 days.

5.4 Fire Mitigation through Risk Assessment

5.4.1 In most cases, conducting a risk assessment will be a relatively straightforward and simple task that may be carried out by the responsible person, or a person they nominate, such as a consultant.

5.4.2 There are five steps in carrying out a fire risk assessment:

1. **Identify hazards**: consider how a fire could start and what could burn;
2. **People at risk**: employees, contractors, visitors and anyone who is vulnerable, e.g. disabled;
3. **Evaluation and action**: consider the hazards and people identified in 1 and 2 and act to remove and reduce risk to protect people and premises;
4. **Record, plan and train**: keep a record of the risks and action taken. Make a clear plan for fire safety and ensure that people understand what they need to do in the event of a fire; and
5. **Review:** your assessment regularly and check it takes account of any changes on site.

5.5 Providing means of escape

Key aspects to providing safe means of escape on sites include:

- **Routes**: your risk assessment should determine the escape routes required, which must be kept available and unobstructed;
- **Alternatives**: well-separated alternative ways to ground level should be provided where possible;
- **Protection**: routes can be protected by installing permanent fire separation and fire doors as soon as possible;
- **Assembly**: make sure escape routes give access to a safe place where people can assemble and be accounted for. On a small site the pavement outside may be adequate; and
- **Signs**: will be needed if people are not familiar with the escape routes. Lighting should be provided for enclosed escape routes and emergency lighting may be required.

5.6 Means of giving warning

5.6.1 Agrivert will have in place a fire alarm on site which is mains operated and battery backed up. The warning will be distinctive, audible above other noise and recognisable by all.

5.7 **Fire-fighting equipment**

Fire extinguishers will be located at identified fire points around the site. The extinguishers will be appropriate to the nature of the potential fire:

- Wood, Paper and Cloth – water extinguisher;
- Flammable Liquids – dry powder or foam extinguisher;
- Electrical – carbon dioxide (CO_2) extinguisher.

6. Plan of Site

Please see Site Plans within Appendix 1

i) Fire Prevention Plan – Site Plan
ii) Fire Prevention Plan – Reception Building Plan

7. Training

7.1 **Training**

7.1.1 All operational staff will be given training in the use of fire-fighting equipment provided on-site. In addition, training on the site fire procedure will also be regularly refreshed to ensure that staff are familiar with it and confident in the knowledge of the actions they need to take.

7.2 **Staff – Induction**

7.2.1 On commencement of employment each employee is inducted, by completing the Employee Induction Checklist (AQDe041), please refer to Appendix 2. This induction checklist covers aspects from operational practicalities and personnel matters, to Health & Safety.

7.2.2 Part of the Employee Induction Checklist includes the appropriate Site Specific Induction Checklist (AQDe157) seen in Appendix 2, which will be completed by the Manager or delegated competent person of the Site. The Site Specific Induction Checklist's are kept on site, together with a signed site risk assessment. When an existing employee is undertaking a new role or working at a new location, a site specific induction is undertaken by the relevant manager.

7.3 **H&S - Fire Policy**

Roles and Responsibilities

7.3.1 It is the responsibility of the Chief Executive, the Compliance Director and the Fire Marshal to ensure that the statement of intent is met and the procedure followed at all times, individual responsibilities include:

7.3.2 Chief Executive

- Overall responsibility to ensure that that Fire Safety Policy is adequate and sufficient.
- To ensure that the appropriate management support is available to maintain the statement of intent.

7.3.3 Compliance Director (Fire Safety Manager)

- Responsible for ensuring correct writing and implementation of Fire Safety Protocols and providing support and guidance to the Fire Marshal.
- To ensure that the Fire Risk Assessment is carried out on a minimum of 2 yearly basis, or sooner if changes occur in legislation, personnel, premises or other circumstances effecting fire safety.
- To ensure that induction training to all new staff is carried out in a timely and appropriate manner whether staff are temporary or permanent.
- Overseeing that records are kept up to date on the testing and maintenance of relevant fire safety systems, equipment and training of staff as required.
- Ensure any report of potential or actual fire hazardous situations or near misses are investigated.
- Ensure that the signing in and out of visitors and other staff policies are adhered to.
- Responsible for the Fire Marshals allocation of roles and activities.
- Responsible for taking charge in the event of a fire and delegation of duties until the arrival of the fire service.

On actuation of fire alarm and the evacuation of personnel to the designated assembly point, the Fire Safety Manager is responsible for:

- Locating the reported fire
- Investigate (or delegate) if the fire is actual or a false alarm, if real call 999 immediately, if false, notify the Fire Marshal and allow personnel entry back into the building.

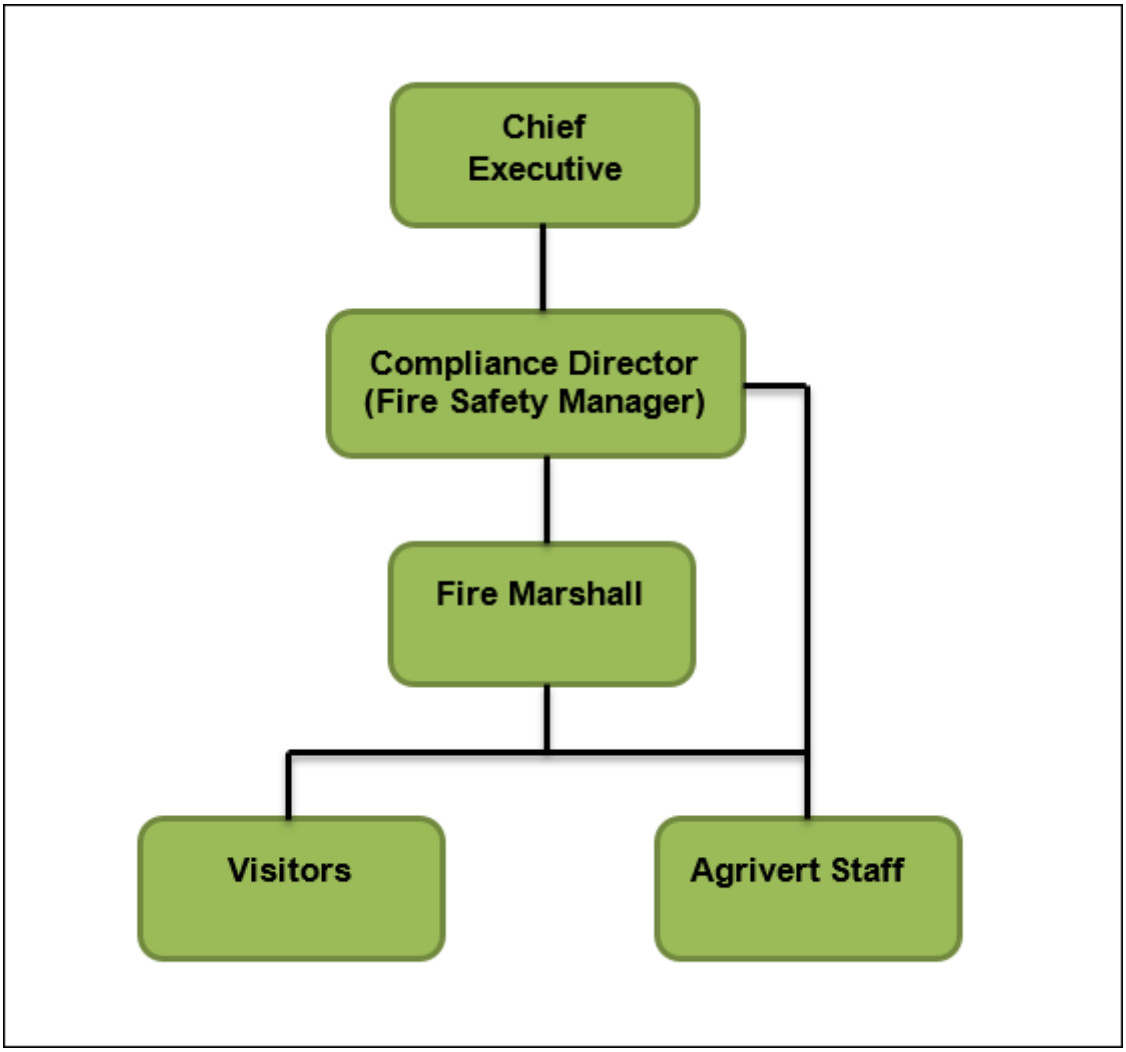
7.3.4 Fire Marshal

- Floor Sweeper – To carry out floor sweep of designated areas and toilets prior to reporting to the assembly point.
- Roll caller – Locate signing in book from Reception and carry out roll call, communicate with Fire Safety Manager of any missing personnel. If none, stay at Assembly Point. If there are missing personnel, ensure this is communicated to the Fire Service.
- Assist in the investigation of the reported fire along with the Fire Safety Manager.
- Use of Fire Extinguishers where safe and trained to do so.

7.3.5 All Staff

It is the responsibility of all Agrivert staff to follow all Fire Safety procedures, notices, emergency action, or preventative actions put in place and to report any potential or actual fire hazardous situations or near misses as detailed in the ‘Reporting fire hazards and near misses’ section of this policy.

7.3.6 **Management Responsibility Flowchart**



7.3.7 **Fire Safety Training**

All of the above roles meet the requirements and responsibilities in the following ways:

7.3.8 Fire Marshal Training

Appointed Fire Marshal to attend an approved Fire & Rescue service course, renewing every three years, covering the following:

- Elements of fire
- Management of Fire Safety
- Human Behaviour and Evacuation
- Extinguishing Fire

7.3.9 <u>All staff</u>

Fire Safety training is given to all Agrivert staff in the following ways:

- As part of company induction for all new employees (AQDe 157 Site Induction Checklist - Appendix 2) issued together with a Fire Safety Guidance Card.
- A minimum of 6 monthly fire drill and de-brief
- Annual Fire Awareness

7.3.10 All training is recorded on a Training and Qualifications Matrix, certificates held in personnel file. Initial company induction fire safety training is recorded on AQDe 157 (Appendix 2) and is also kept in personnel file and on relevant site.

7.3.11 **Visitors**

A signing-in book is provided in the Reception area for visitors to sign in and out of the premises, this can then be used as a register for roll call in the event of a fire evacuation.

Fire action notices are displayed around the building for reference by visitors and all staff.

7.3.12 **Contractors**

For working on the AD Plant outside contractors are required to have permits to work and Risk Assessment Method Statement (RAMS) procedures in place.

8. Monitoring, Reporting and Record Keeping

8.1 This section outlines the arrangements for monitoring of hot spots and general monitoring for adherence to this fire prevention plan.

8.2 **Reporting a Fire Hazard or Near Miss**

On discovery of a potential fire hazard, it should be reported to your direct line manager immediately **or** recorded on a Concern Form (ADQ 006 – Appendix 2) and given to your direct line manager or the Compliance Director for investigation.

If a near miss has occurred with regards to a fire hazard, it should be reported to your direct line manager immediately **and** recorded onto a Near Miss Form (AQD 18 – Appendix 2) and submitted to the Compliance Director for investigation.

8.3 **Frequency of Fire Safety Checks, Inspections and Audits**

Under current legislation and guidance the following table is a guide for testing, maintenance and carrying out of assessments internally and externally (professional contractors). These safety checks are essential to ensure, so far as is reasonably practicable, the compliance of fully working and operational fire safety equipment and practices.

Practice	Details	Internally	Externally
Fire Extinguishers	Check in correct location and charged. Check for any obvious damage, record results (Health and Safety Checklist AQD 073 – Appendix 2)	Monthly	Annually (by external inspector)
Smoke Detector	Visual check of detectors for fault or obvious damage. Ensure battery is in full working order, record results (Health and Safety Checklist AQD 073).	Weekly	N/A
Emergency Lighting System	Inspect system for cleanliness, particularly luminaries. Check	Monthly Discharge test	N/A

	battery and in full working order, record results (Health and Safety Checklist AQD 073).	annually	
Fire Escapes / route	Visually inspect and record results (Health and Safety Checklist AQD 073)	Monthly	N/A
Fire Risk Assessment	Should be carried out and findings recorded. These should be copied to the landlord and the company also vacating the building (Fire Safety Assessment AQD 196) – Appendix 2	Minimum of 2 yearly (Included as a check on checklists AQD008 & AQD73a)	N/A
Fire Drills	These should be carried out with the objective to practice the emergency fire procedure in the event of a fire. All drills should be recorded (Fire Drill Log AQD 190)	6 monthly	N/A
Health and Safety Checklists (AQD 073)	This checklist covers all areas of basic health and safety within the office / site, including fire safety, Portable Appliance Testing (PAT), Control of Substances Hazardous to Health (COSHH) etc.	Monthly	N/A

8.4 **Fire Safety Log Book**

To follow are all activities, checks and inspections that are done in respect of fire safety, these are either kept on site, electronically or filed in relevant site file at head office:

- Emergency Preparedness Register (Including Fire) AQD 190 – Appendix 2
- Office Emergency Preparedness Register (Including fire) AQD 190a – Appendix 2
- Fire Safety Assessment (AQD 196) – Appendix 2
- Maintenance inspections / visits certificates, reports etc.

8.5 The following forms / documents are used for recording aspects of fire safety but cover other areas also and are filed in Agrivert's main filing system:

- Health and Safety Checklist (AQD 073– Appendix 2) filed in main office filing cabinet
- Training and Qualifications Matrix this details all training undertaken, held electronically in main Business Management System (BMS). All certificates are held in the Personnel files.
- Employee Site Induction Checklist (AQDe 157– Appendix 2) this records initial Fire Safety training and signed off by trainer. This too is filed in personnel file and kept on relevant site.
- Accident Form (AQD 018– Appendix 2) this records any accidents, incidents, theft or near misses that occur company wide. A fire would be reported on AQD 018, submitted and investigated by the Compliance Director. All forms are filed in the Compliance department and are entered onto an Accident Analysis and reviewed regularly.

9. Procedure in the Event of Fire

9.1 Emergency Planning

Agrivert has a procedure for establishing the necessary site specific arrangements for dealing with emergencies. This procedure is revised annually to ensure that it continues to be effective and relevant to Agrivert operations.

If an emergency occurs outside of business hours Agrivert has an out of hours line, that is staffed by a Senior Manager or Director who has executive authority to make decisions to resolve problems swiftly.

9.2 Emergency Fire Plan

If you discover a fire:

Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in every building and can be activated by pressing hard against the glass with your thumb.

Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows (if in site office), but the last one out of a room should ensure that the door is shut.

Site Manager to retrieve the visitor register.

Inform the Health and Safety Officer/Fire Marshals as to the location of the fire.

Report to the assembly points for a roll call – the designated locations are sign posted on-site.

If you are with a visitor, ensure site staff accompany you. If possible, the site staff should bring the visitor's log book

If you hear the fire alarm:

Leave the building immediately using the nearest available fire exit. Report to the assembly point for a roll call.

If you are a visitor, ensure site staff accompany you.

The Site Manager checks the roll and reports to the Fire Marshal/Health and Safety Officer.

Fire Marshalls – on hearing or setting off the alarm:

Encourage everyone around you to evacuate as soon as possible

Check buildings are all empty and then check all site staff and visitors are accounted for at the roll call. Procedures will be in place regarding which buildings the fire marshals will check.

Fire Alarm Status:

In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible. The person designated to call the fire brigade is the Site Manager. In their absence, a member of staff should make the call.

In the event that the fire alarm is a false alarm, then the Fire Marshals should establish the cause before letting anyone re-enter the building.

Before the Fire Brigade arrives:

If there is a fire, the Site staff can, if they have received appropriate training and when they have consulted with the Fire Marshal and if it is agreed that the situation does not place them at risk, make use of the fire extinguishers located within the buildings to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

Re-Entry

Do not attempt nor allow others to attempt to re-enter the building unless under specific direction by emergency responders.

Emergency Contacts List

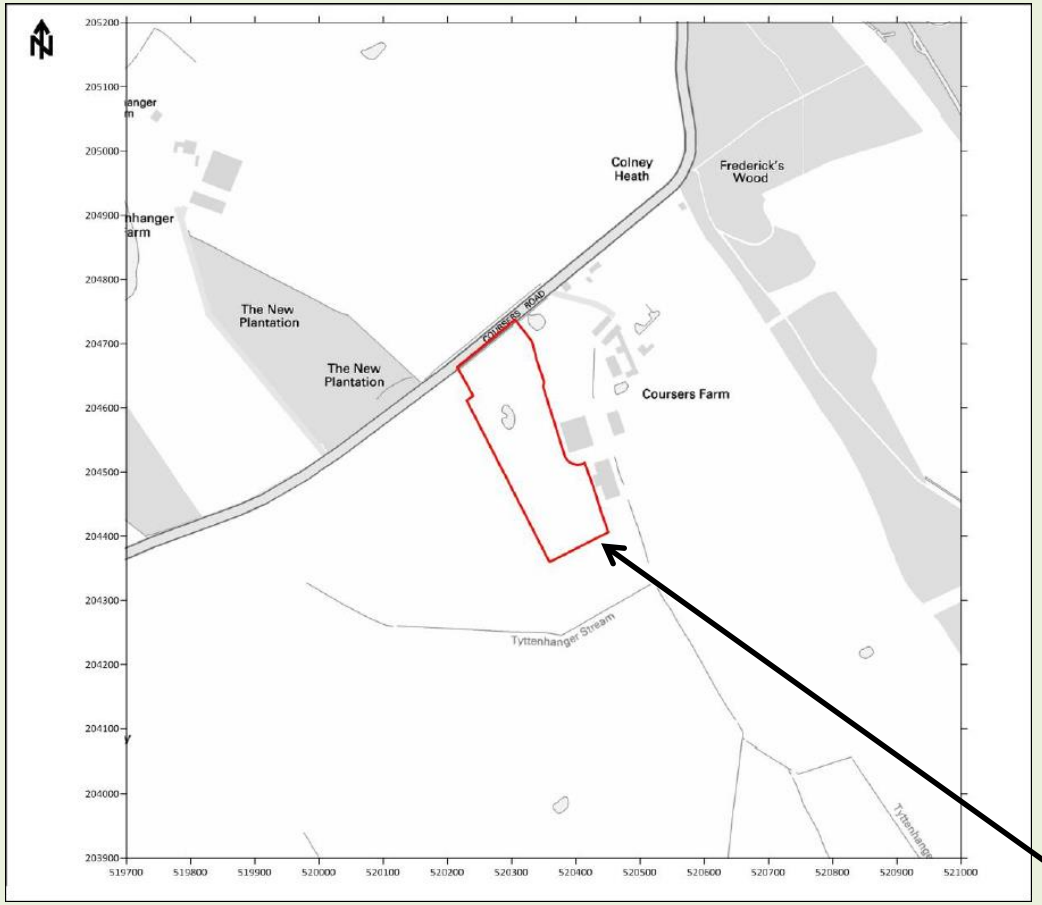
Emergency Services	Fire Service	**999**
Health & Safety	Susan Relf	**07702 700 914**
Environment Agency	Incident Line	**0800 80 70 60**
Agrivert	Out of Hours	**07702 700 911**
Nearest Hospital with A & E (16.6 miles)	Lister Hospital Coreys Mill Lane, Stevenage SG1 4AB	**01438 314333**

The emergency plan for North London AD can be seen in Appendix 2.

10. Emergency Access

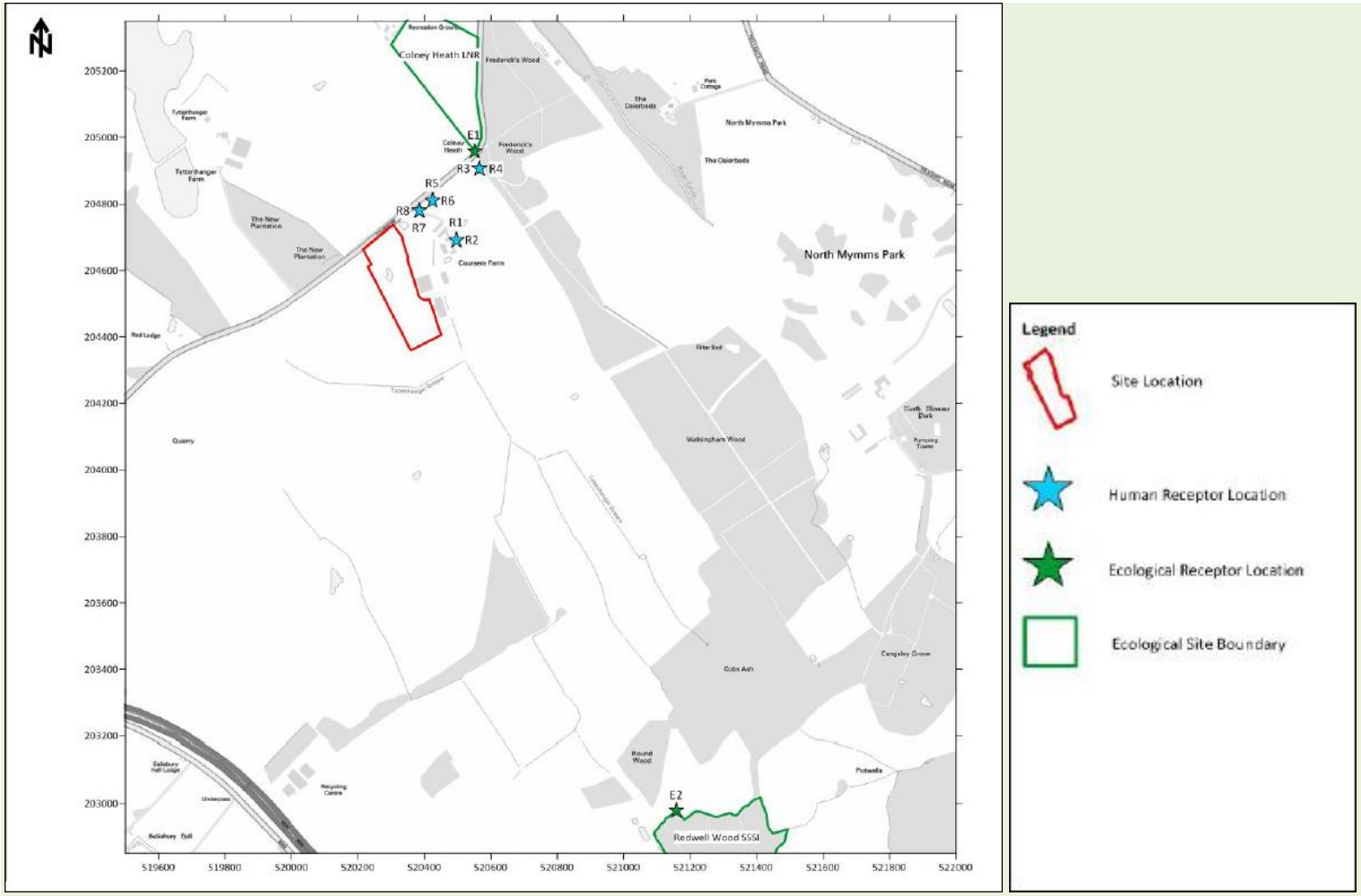
Access to the site for emergency services can be seen in the attached site plan (Appendix 1). Agrivert AD sites are designed so that Tractors and HGV's can access all areas unobstructed. Fire Engines and other Fire Fighting Vehicles are unlikely to be hindered by the site layout when accessing the site. There are two potential accesses for the site for Emergency Services. The main entrance is access from Courser's Road and a second entrance can be access by driving past the site and across the bund via the silage route entry as seen in Appendix 1 – Site Plans.

11. Site Location Plan



AD Site outlined in Red.

12. Sensitive Receptors



No.	Receptor Address	Receptor Type	Approximate distance to the nearest site boundary	Direction from site	NGR	
					X	Y
R1 & R2	Coursers Farm Ground (Residential)	Commercial and Residential	0.3km	East	520496.2	204690.5
R3 & R4	3 Coursers Road Ground (Residential)	Residential	0.2km	Northeast	520566.7	204906.5
R5 & R6	5 Coursers Road Ground (Residential)	Residential	0.15km	Northeast	520424.7	204808.8
R7 & R8	2 Coursers Road Ground (Residential)	Residential	0.1km	Northeast	520384.7	204780.1
E1	Colney Heath (LNR)	Ecological	0.5km	Northeast	520550.0	204959.0
E2	Redwell Wood (SSSI)	Ecological	2km	Southeast	521159.0	202977.0

Appendix 1

i) Fire Prevention Plan - Site Plan

ii) Fire Prevention Plan – Reception Building Plan

Appendix 2

AQD 073g	**Weekly Site Safety Tour (AD)**
AQD 190	**Emergency Preparedness Register (Including Fire)**
AQD 196	**Fire Safety Assessment**
QP 07	**First Aid, Fire and Emergency Procedures**
	Emergency Plan for North London AD
AQD 305	**Fire Extinguisher Locations**
AQD 304	**Break Glass Fire Unit Locations**
AQDe 157h	**Induction Checklist AD**