



Western Bio Energy Ltd, Unit 5 , Afan Way, Baglan
Industrial Park Baglan Port SA12 8DJ

Fire Prevention and Mitigation Plan

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Notice

This report was originally produced by Land & Mineral Management for Western Bio-Energy Limited for the specific purpose of providing a Fire Prevention and Mitigation Plan (FPMP) for their operations at the Western Wood Energy Plant, Longlands Lane, Margam, Port Talbot, SA13 2NR. The same procedures will therefore be employed at the offsite storage location at Western Bio Energy Ltd, Unit 5 , Afan Way, Baglan Industrial Park Baglan Port SA12 8DJ

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Foreword

WBE provision for the HGV parking and storage the biomass fuel for the operation of the energy plant in Margam using a Fire Prevention and Mitigation Plan (FPMP) for this material. This document provides a bespoke FPMP for the combustible wood storage.

The FPMP seeks to meet the NRW FPMP objectives:

- minimise the likelihood of a fire happening.
- mitigate the effects of a fire on the community, critical infrastructure and the environment.
- minimise the resources of third parties required during a fire.
- Reduce clean-up and remediation costs.

This FPMP has been prepared considering the constraints of the site and its surroundings together with consideration of various fire guidance documents including those from NRW, EA, BRE and WISH

1 Overview

Operator

- 1.1 The operator will be Western Bio-Energy Limited (WBE)

FPMP Permitted Activities

- 1.2 The site activities covered by this FPMP is the storage of recycled wood fuel for subsequent use in the energy plant.
- 1.3 The recycled wood fuel materials covered by this FPMP are non-hazardous.

Site Location

- 1.4 The site address is:

Western Bio Energy Ltd , Unit 5 , Afan Way, Baglan Industrial Park Baglan Port SA12 8DJ
Grid Ref: SS 7497490672

Site Context

- 1.5 The Western Bio Energy storage yard is securely surrounded by a 3m palisade fence system. The permitted site's immediate neighbours are detailed below.
- Open barren land to the north.
 - A dual carriage highway to the west.
 - Industrial units to the south, and
 - Access road and industrial units to the east;
- 1.6 It should be noted that the storage operations, to which this FPMP relates, only occupy part of the area as the rest of the yard is utilised for safe overnight parking of the HGV's.

Figure 1: Site Location

The site is located within the Baglan Industrial Park in Port Talbot.



Sensitive Receptors

- 1.7** In terms of human receptors in the immediate surroundings these are industrial workplaces associated with manufacturing and storage to the East and South of the facility . To West are the nearest residential properties located approximately 100m beyond a dual carriageway separated by a large grass verge and a 3 m high fence before the dual carriageways own infrastructure.
- 1.8** In terms of infrastructure there is a major dual carriageway (Aberavon Way) to the West and the facilities own access road to the East which services the other industrial facilities.
- 1.9** In terms of environmental receptors there are no significant environmental receptors due to its location within an industrial estate.

Combustion Products

- 1.10** Table 1 outlines the potential combustion products generated from a fire incident.

Table 1: Potential Combustion Products from Fire Incident

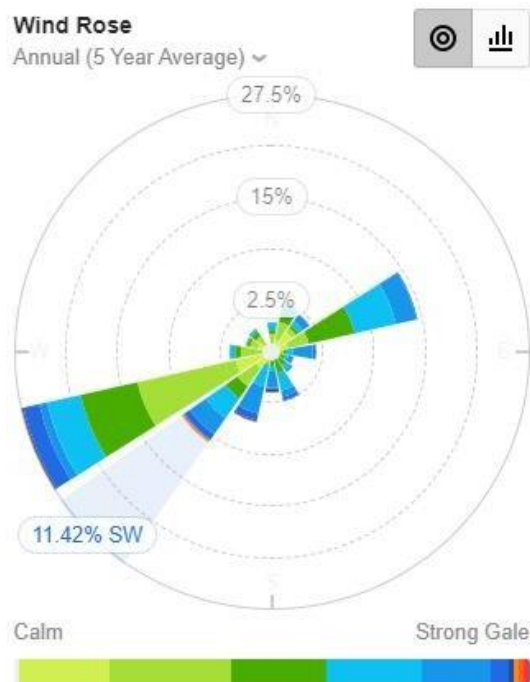
Combustion Product	Possible pathway to receptors
Fire waters	Surface waters: however overall contained drainage systems will ensure impacts do not extend beyond permit boundary
Burnt Material	Minimal potential form virgin wet wood.
Steam	None
Gases	No gases on site.
Thermal Radiation	None as perimeter palisade fence provides protection
Smoke	Smoke has potential from a fire .
Dust/ash	Ash and dust has potential from a fire. The site has 24 / 7 manning and there are fire extinguishers, a water bowser with a pump for use in the event of a fire.

- 1.11 From table 1 the combustion products with the greatest potential to impact the local community are smoke, dust/ash and soot. The impact is dependent on: the duration of an event (therefore minimizing the duration is a priority); how water is applied to a fire; and, weather conditions i.e. smoke, dust/ash and soot are all dependent on wind to mobilise off site and as the distance from the site increases the impacts will reduce. Staff FPMP training will include how to apply water to fires minimizing the generation of airborne combustion products. The local community will be informed of an incident with appropriate advice to minimize impact on them e.g. closing windows

Wind Direction

- 1.12 The prevailing wind is from the west south west, see wind rose in figure 2. There are no receptors immediately downwind. The closest at 80m is the Howdens industrial property . The next receptor is the Aberavon Way carriageway over 100m away. The potential combustion impacts of a major incident on these receptors would be from smoke, dust/ash and soot which would be of a short duration with no lasting impacts.

Figure 2: Wind Rose Mumbles Docks (9.3km west of site)



Source: <https://wind.willyweather.co.uk/wl/neath-port-talbot/margam.html>

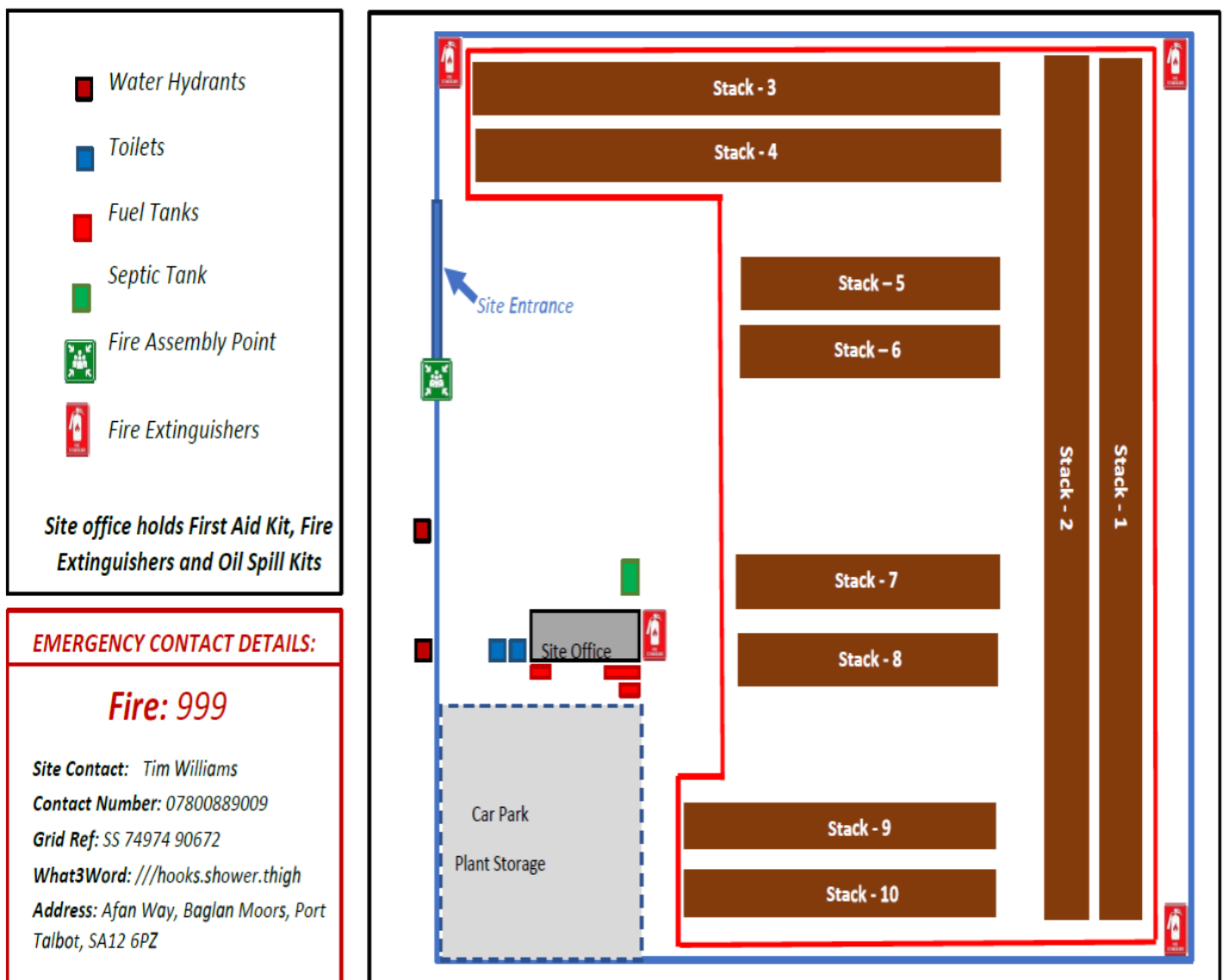
Site Layout Details

- 1.13 Figure 3 is a schematic site layout plan showing the storage and quarantine areas. Stacks will not exceed 3m and there is a 3m gap between the stacks and the boundary . distance between the rows is set at 6m after consultation with the fire Brigade and the company insurers.

Figure 3

 Yard Arrangement Plan (Baglan Holding Yard)

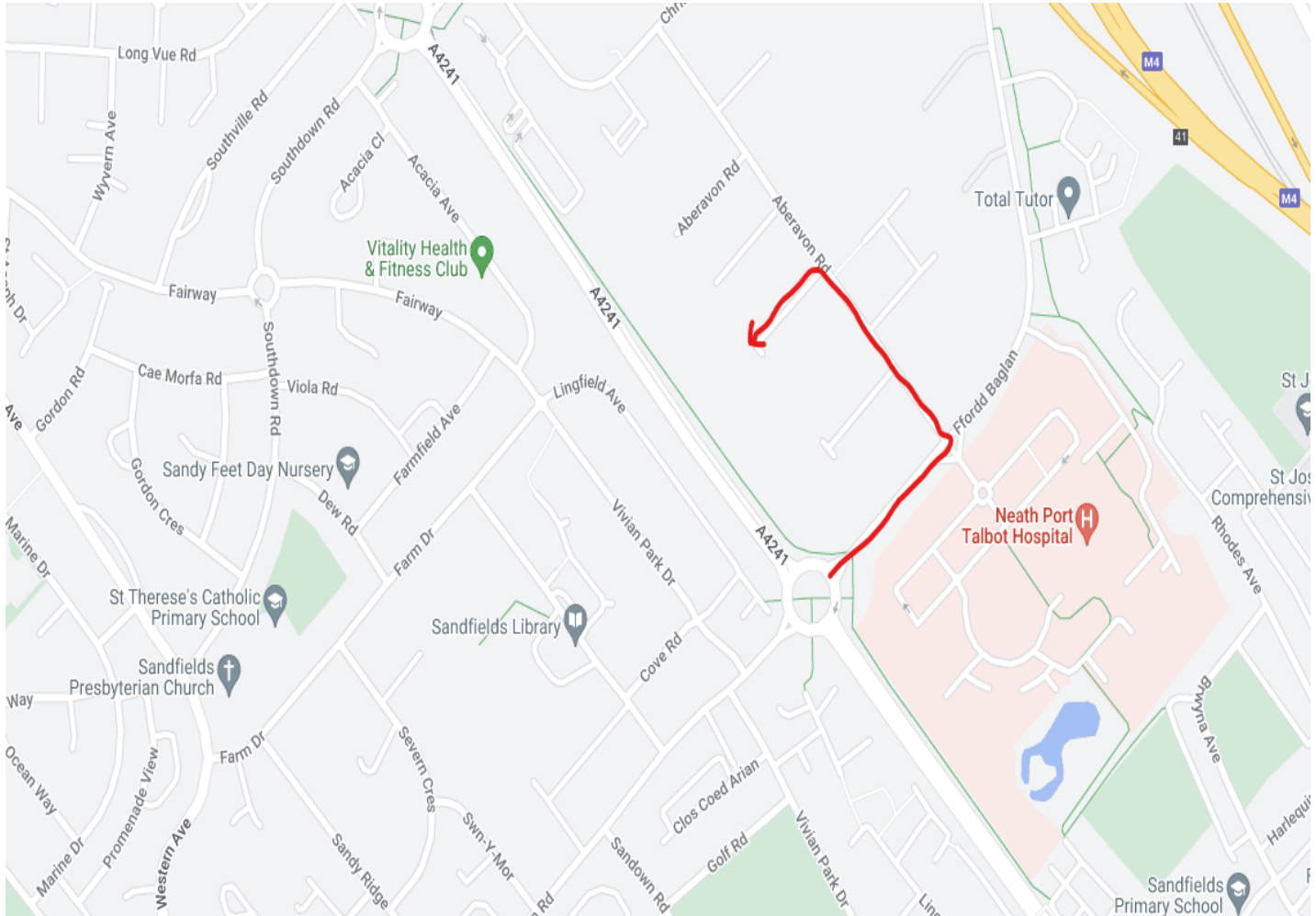
ALL TIMBER STACKS MUST NOT EXCEED 3 METRES HIGH AND MUST HAVE A MINIMUM OF 3 METRE DISTANCE BETWEEN STACKS AND BOUNDARY



Site Access and Alternative Emergency Access

- 1.14 There is one access road from the industrial estate via Aberavon Road.

Figure 4: Access



Off Site Emergency Pack

- 1.15 An off-site Incident Response Plan is held at the admin block which is just within the permit boundary but well away from the area of storage as you approach the yard.

Contact Details

- 1.16 During an incident, contact with the local community will be done by the operator's Communications Controller outlined as provided for in the site's Incident Response Plan. The Incident Response Plan has contact details including emergency contacts and neighboring businesses.

2 Materials, Product and Process

Operations

- 2.1 The site is used to park vehicles overnight and store the timber before moving it to a user facility.
- 2.2 The maximum amount of wood received to site will not exceed 50T/day and the site has a wood storage capacity of 3,500T.

Acceptance Procedures

- 2.3 All deliveries have a recorded delivery number, and these are filed in the Admin system on site.
- 2.4 Following acceptance onto site the material is typically directed to a storage pile. The load will be deposited and a secondary visual inspection will occur. If the load is found to contain non permitted material, a photographic record of the load is taken and the whole load will be rejected. The material will be reloaded back onto the vehicle it arrived in to be transported off site. A form will be completed for each load rejected and kept in the Wood Fuel Rejection File.
- 2.5 The following is recorded for each load of recycled wood fuel:
- The vehicle registration number;
 - The haulier's Registration of Carriers registration number; and
 - A Transfer Note showing the producer, a description and amount of the material, the haulier and the collection point.

No acceptance of materials

- 2.6 In addition to the general acceptance procedures outlined above material will not be accepted onto site if at any point during the working day the following conditions preventing normal working operations arise:
- Insufficient storage capacity,
 - Extreme weather conditions,
 - Abnormal site conditions e.g. critical infrastructure failure, a fire incident.
- 2.7 Details of such events will be recorded in the Site Diary.

Site Throughput

- 2.8 Approx 50 T per day , vehicle movements are limited to approx. 6 per day.

Storage

- 2.9 Storage of the biomass is either in the external yard areas or internally in the Fuel Barn. Material is stored in its loose form. No storage of mixed materials takes place.
- 2.10 The wood is typically in a chipped form in the size range of 100mm to 50mm. There is provision for larger sized virgin wood to be accepted to site which will be processed to meet specifications on a separate part of the site (the 'North Road') which is kept fully segregated from the recycled material. The biomass fuel specifications for wood accepted to site seeks to keep the level of fines to a minimum.
- 2.11 The precise configuration of storage piles will vary reflecting operational needs but will conform to storage dimensions and durations outlined in this FPMP. The pile sizes comply with the NRW FPMP guidance, The fire brigade and our company insurance requirements.

Storage Times

- 2.12 The facility provides 3,500T of storage.

Storage Pile Sizes

- 2.13 Wood will be stored in piles sizes taking account of the FPMP guidance and the operational need and practicality. Stacks are 35m x 3m to suite the perimeter fences.

Separation Distances/Fire Walls

- 2.14 As per guidance there are 6m gaps between stacks and the perimeters provides a 3 m gap before the fence line.

Wood Treatment: Stock Rotation

- 2.15 Full records are kept of all wood accepted and its storage location on the site. As wood is accepted at the site it is directed to an appropriate area for unloading.

Recording of Storage Piles Durations

- 2.16 A schematic layout of all storage piles is maintained in the site office on a white board which identifies each pile with a unique reference number. Piles are formed in sequence and details recorded for each pile include the date that storage commenced, the 'out by' date and the maximum storage period. Only one pile is formed at a time. Tonnages are also recorded for each pile to ensure storage limits are not exceeded.

3 Preventing Fires

- 3.1 To prevent fires all practical measures will be taken to remove ignition sources, operate a robust acceptance/inspection regime and prevent self-ignition by controlling pile sizes, stock rotation and restricting storage times.
- 3.2 The following paragraphs detail measures to combat common causes of fire and ignition sources.

Plant and Equipment

- 3.3 The plant and equipment used at this site is detailed in table 3.

Table 3: Plant and Equipment

Mobile Plant (external)
Logset Forwarder
Log Grab
Loading Shovel
Mercedes Tractor Unit
2 x Volvo Tractor Unit
Scania RORO Unit
Trailers

- 3.4 All vehicles have inspection sheets and fire extinguishers.
- 3.5 All plant is subject to daily inspection. Servicing for plant and equipment is to a minimum of manufacturer's recommendations. Any defects are recorded and actioned appropriately with full records of all inspection and maintenance works kept by the operator at the site office.

Electrical and Exposed Cables

- 3.6 A schedule is maintained for the regular inspection and maintenance. Records of inspections and maintenance works are kept by the site operator. There are no electrical installations within 12m of any external storage stacks and electrical equipment is kept to a minimum required for safe operational needs including lighting, powering the handling system.

Naked lights and Smoking

- 3.7 The site has a strict no smoking policy with smoking only permitted outside the site gate.
- 3.8 No naked lights are permitted on site apart.

Heat and Spark Prevention/Detection

- 3.9 All mobile plant is cleaned at the end of the working day to avoid the build-up of fines material on heated surfaces of machines.

Gas Bottles and other Flammable Substances

- 3.10 All gas bottles and other substances such as oils and grease necessary for maintenance works are kept in a lockable container, away from the wood storage areas. The routine site inspection includes these storage areas.
- 3.11 Diesel for use on site is kept in bunded fuel tanks separate from the wood storage areas, No fueling of mobile plant takes place where wood is stored.

Fire Watch

- 3.12 All site employees are briefed to remain vigilant across the site for signs of heating or fires throughout their working shift and to specifically check for any signs at the start and end of any breaks or shifts. All staff must raise the alarm on discovering a fire.
- 3.13 The daily site inspection of the site includes surveillance for any signs of heating or fires. At the end of the working day, an hour after all machinery and plant has been turned off.

Parking of Plant

- 3.14 At the end of the working day all mobile plant is parked away from storage areas with a minimum distance of 12m from any storage piles (adjacent to the boiler service building).

CCTV system

- 3.15 External storage areas are covered by a monitored CCTV system providing 24hour continuous stream to the staff. The live CCTV stream can also be remotely accessed providing for external remote surveillance. The CCTV system provides an element of additional monitoring to assist the detection of fires and assist with the swift determination of appropriate firefighting actions.

24-hour Security Presence

- 3.16 The site is operational 24hours a day, 7 days a week with a continual staff presence on site outside of normal working shift hours with regular patrols throughout the day and night providing early detection of any possible fire incident.

Internal Storage

- 3.17 The Fuel Barn provides an area of internal storage and integrated handling and processing as the recycled wood is moved from storage into the combustion chamber. As detailed above there are extensive fire detection and suppression provision in the building.

Hot Works

- 3.18 Hot works are not permitted in the storage areas.

Industrial Heaters

- 3.19 There are no industrial heaters associated with the wood storage or processing areas.

Exhausts and other Hot Machinery

- 3.20 All machinery, including exhausts will be constantly monitored whilst in use by the operative. All machinery will be cleaned down at the end of the day, to remove any dust or fluff that may have accumulated on the machinery during its operation and moved away from combustible material. All machinery will be rechecked an hour after the finish of works to check the plant has cooled. Checks will be recorded in the site diary.

Open Burning

- 3.21 There is no open burning permitted on site.

Incompatible Materials

- 3.22 There is no possibility of any reaction between incompatible materials as the only material stored on site is wood.

Neighbouring Site Activities

- 3.23 There are no neighboring activities that pose a fire threat.

Hot Loads Deposited on Site

- 3.24 There are no hot loads delivered or accepted on site.

Self-Heating /Self-Combustion

- 3.25 There is no risk from virgin timber self-combustion. This is verified by NRW.

Monitoring

- 3.26 All wood storage areas are visually inspected at the start and end of the working day for signs of heating and this will be recorded in the site diary. The power plant operates 24hours a day so there is a continual presence on site able to monitor all storage areas throughout the day and night.

Contingency Arrangements: Storage and Emergency

- 3.27 In the event of a fire no wood will be accepted to the site and vehicles arriving at site will not be allowed to unload. The WBE will redirect loads back to the supplier when WBE cannot accept wood either due to site closure during an incident or when the site has reached its storage limits.

Seasonality

- 3.28 Deliveries will be the same all your round.

Arson/Vandalism

Security

- 3.29 The risk of arson/vandalism is considered very low as the site is relatively remote from public areas, there are no public access rights over the site or nearby, members of the public are not allowed access the power plant complex, the site is securely fenced with the site offices overlooking the site entrance, as a 24hour operation there is a permanent staff presence on site ensuring no unauthorised access and there is a comprehensive CCTV system across the full complex with the live feed of all CCTV cameras subject to continual monitoring from inside the site control room 24hours a day.

Leaks and spillages of oils and fuels

- 3.30 All plant and machinery are regularly maintained and inspected. Any defects such as fluid leaks are dealt with immediately and any machine leaking oil or fuel will not be used until repairs are affected. Spill kits are kept on site and any spillage/leak incidents will be fully recorded in the site diary. Any contaminated materials resulting from the remediation of fuel leaks/spillages are removed off site to an appropriate disposal facility.

Ignition Sources

- 3.31 Operations on site are designed to keep storage piles and sources of ignition separate. The FPMP deals with the management of various ignition sources under separate headings, table 4 provides a summary of ignition sources and how they are managed.

Table 3: Summary of Ignition Sources and their Management

Source of Ignition	Prevention/Management
Arson/Vandalism	24hr presence of site including site security measures, site wide CCTV coverage continually monitored, remote location and secure site boundaries.
Self Combustion	Storage times are below NRW guidance. Continuous monitoring for signs of self-heating is provided for by means of visual monitoring by staff, regular security patrols throughout the day and night and the CCTV.
Plant or equipment failure	Regular full inspection of plant and maintenance beyond manufacturer's specification.
Electrical faults, damaged or exposed electrical cables	Regular electrical inspections/testing undertaken.
Naked lights	None allowed on site, no smoking allowed on site.
Discarded smoking materials	No fires allowed on site.
Hot works	Not required on site.

Industrial heaters	None used where wood is stored/processed.
Hot exhausts/plant engines	Hot plant subject to continual monitoring in course of working operations. Any accumulated dust and dirt is removed at the end of each working shift and then the plant is checked an hour later to ensure it has cooled down.
Open burning (on site or adjacent land)	No fires allowed on site. No burning takes place on surrounding land
Reactions between incompatible materials	Only wood material is accepted to site which does not give rise to chemical reactions of incompatible materials. Wood acceptance procedures ensure no non-permitted/incompatible material is accepted at the site.
Neighbouring sites activities	Normal operations on the neighbouring activities are not considered to represent a fire risk to the site.
Hot loads	Not allowed on site.

4 Firefighting

Firefighting – General

- 4.1 Any member of staff on discovering a fire during the working day must immediately raise the alarm with the Site Controller in accordance with the Unit Emergency Plan Procedures
- 4.2 The Site Controller will categorise the incidence in accordance with the IRP as minor or major. A minor incident is considered capable of being safely dealt with by site staff without the need for the attendance of emergency services. A major incident requires the attendance of the emergency services.
- 4.3 In the event of a fire during the working day all mobile plant activity will cease, moved to a safe location, and be switched off. No wood will be accepted to the site. Acceptance of material at the site will not recommence until it is safe to do so without risk to the environment.
- 4.4 Contingency arrangements for the diversion of wood will be activated to redirect any incoming materials to the other facilities as discussed previously.
- 4.5 Should the emergency services be called out the Site Controller will be responsible for liaising with them on their arrival unless otherwise provided for if an Incident Controller is appointed as per the IRP.

Fire Fighting

Fire Service

- 4.6 Fighting a major incident would be undertaken by the local fire service because of the safety risks to the staff. The Mid and West Wales Fire and Rescue Service have visited the site to become familiar with the site layout. The Fire Service will use their own high-volume pumps and hose equipment for firefighting which can connect to the onsite fire hydrants which have fire service compatible attachments. Site personnel and equipment will be available to assist firefighting as directed by the Fire Service.

Controlled Burn

- 4.7 WBE do not propose to use 'controlled burn'.

Firefighting Equipment

4.8 Fire extinguishers are provided on each item of mobile plant and at each corner of the yard.

4.9 The on-site firefighting equipment includes²:

- IBC water containers
- Fire hydrants on the road with standpipe
- Hoses and nozzles
- Loading shovel/log grab/telehandler
- PPE

Water Supply

Water Supply Infrastructure

4.10 The system includes a site fire hydrant able to supply of water for firefighting for the external wood storage.

Containment of Firewater

4.11 The firefighting strategy is one using water with the aim of efficiently fighting a fire whilst minimizing the generation of combustion products which will include minimizing the amount of residual fire waters. Vehicles can used to provide a bund area around any incident to contain firewater.

Disposal of Fire Residues

4.12 Burnt material will not be suitable for use and will be removed from site to an appropriately permitted disposal site.

4.13 The used fire waters will be contained within the site as previously detailed. Within 48 hours of a fire incident the quality of the used fire waters will be assessed as to its treatment or disposal such that it does not pose any environmental risk, where necessary being removed from site to an appropriately permitted disposal site. Currently the nearest disposal facility able to accept the burnt material and used fire waters is the Pwllfawatkin Landfill.

4.14 After a fire incident the site will only operate if it can do so without any increased risk to the environment and in accordance with the provisions of this FPMP. Therefore in addition to matters of the disposal of fire residues there will be an assessment of the availability of the quarantine area, the condition of firefighting equipment i.e. fit for purpose with any necessary repairs undertaken, the availability and suitability of site waters available for firefighting and the integrity of the site drainage system.

Reporting

- 4.15 All fire incidents will be fully recorded, including investigation of the cause of the incident and any actions implemented in accordance with the IRP. Full details will be provided to the NRW.

Review

- 4.16 The contents of the FPMP will be kept under regular review by management. Notwithstanding the regular review the FPMP will also be reviewed in response to changes in operational activities, new legislative requirements and any relevant site incidents.

Training

- 4.17 All staff are fully trained in fire procedures which includes up-date training and routine fire drills. Fire training forms part of the site induction training before staff can commence working on site.
- 4.18 Refresher training and a full mock site incident exercise will take place at least once a year. Management will review the need to increase the frequency of fire training and exercises in response to staff turnover, changed site practices and any incidents or near misses. As per the management system, full records are kept of all training events. Muster points are marked on the site drawing.

Communication

- 4.19 An up-to-date FPMP will be kept in the site office available for inspection by all members of staff. A copy of the FPMP will also be kept at the admin block at the site entrance so in an emergency situation NRW and the local Fire Service can readily access the document to assist in dealing with an incident.
- 4.20 Visitors to the site will be made aware of the fire prevention and fighting procedures to ensure they understand their responsibilities.
- 4.21 In terms of communication during a major incident the site controller will be responsible for contacting any human receptor locations which are downwind of the prevailing wind at the time of the incident. The Site Controller will inform them of the situation and any appropriate actions, such as closing windows and staying indoors. The Fire Service's advice will be taken as to ongoing communications during an incident.
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A.1 Emergency Contact Lists & Reporting Matrix

A.1.1 Site and Contacts

Western Bioenergy Ltd Emergency Contact Number:07800 889009

(24hrs) Western Bioenergy Ltd Control Room Emergency

Phone 01636 861818

Site Contacts

Western Bio-Energy Limited

Western Wood Energy Plant - Margam

Longlands Lane

Margam

Port Talbot

SA13 2NR

Tel No: xxxxxxxxx

Position	Name	Number
CEO/General Manager	Rod Lerwell	079 6666 5800
Operations Manager		
Engineering Manager		
EHS Manager		
Harvest and Logistics Manager	Tim Williams	07800 889009
Shift Team Leader		
Shift Team Leader		
Shift Team Leader		
Shift Team Leader		
Shift Team Leader		

A.1.2 External Stakeholders

Electricity
(you will need to quote the full ERF address)

Regulatory Authorities		
Health & Safety Executive Government Buildings, Phase 1, Ty Glas Llanishen ,Cardiff CF14 5SH	HSE Head Office Redgrave Court Merton Road Bootle Merseyside L20 7HS	Major Injury or Fatality: Incident Contact Centre: 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
Natural Resources Wales Site Permit Ref: EPR/ZP3939GL	NRW - Neath Port Talbot Maes Newydd Llandarcy Neath Port Talbot SA10 6JQ	Incident Response Line: 0300 065 3000 Site Inspector: Guy Baskerville Direct Dial: 0300 065 3203/0777 30 40 340 Guy.Baskerville@cyfoethnaturiolcymru.gov.uk
Neath Port Talbot County Borough Council Environmental Health Office	The Quays, Brunel Way, Baglan Energy Park, Neath, SA11 2GG	01639 686868 - from 8.30am to 5pm Monday to Thursday and 8.30 to 4.30pm on Friday.

Emergency Services - 999		
Neath Port Talbot Hospital	Baglan Way, Port Talbot SA12 7BX	01639 862000
Morrison Hospital	Heol Maes Eglwys, Morrison SA6 6NL	01792 702222
Mid And West Wales Fire And Rescue Service	Port Talbot Station Road, Cymmer, Port Talbot SA13 3HR or Commercial Road, Port Talbot SA13 1LG	0370 606 0699/01639 882223
	Neath Cimla Road, Cimla, Neath SA11 3UG	
Neath Police Station	Gnoll Park Rd, Neath SA11 3BW	https://www.south-wales.police.uk/en/neighbourhood/neath-port-talbot/margam/
Port Talbot Police Station -	Station Road, Port Talbot SA1 3 1	https://www.south-wales.police.uk/en/neighbourhood/neath-port-talbot/port-talbot/ 01792 456999
Sandfields Police Station -	Dew Road, Port Talbot SA12 7	01639 882396

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A.2 Site Safety Teams – Contact List

[illegible]

A.3 Evacuation Procedure

An evacuation of the site may be required in the event of

- A fire that cannot be readily controlled by site staff.
- Suspected explosive device or bomb threat
- Fire or explosion on an adjacent site

On evacuation, site staff are required to make their way to the **Muster Point**.

Actions of the **Site Controller**

	Verify that the incident is genuine and action the procedure plan.	
	If required inform the Fire Brigade and brief on the situation	
	Initiate and follow the Incident Response Plan – will normally be a Major incident.	
	Inform staff in the following areas - Yard area - Admin block	
	Shut down any operating plant if necessary	
	Follow guidance in the <i>Incident Response Plan</i>	

Actions of the **Fire Warden (EHS Manager or Nominated Deputy)**

	Obtain <i>Incident Response Plan</i> from the Control Room	
	Obtain visitor signing in sheet and IN/OUT board from the Reception	
	If Muster point is compromised – instruct staff to assemble at the Weighbridge	
	Assign person to meet the emergency services at the gate.	
	Undertake a roll call of staff and visitors at the Muster Point	
	For any unreconciled staff member or visitor, attempt to make contact with them by phone, radio or by visiting last known area and only where safe to do so .	
	Inform the emergency services of any outstanding unreconciled staff or visitors	
	Maintain staff and visitors at the assembly point until the emergency services advises it is safe to return.	

A.4 Checklist of Information for Investigation

In the event of an incident, it is important that information about the circumstances of the incident are collated as soon as possible. This applies to all incidents including safety, criminal acts, environmental incidents and plant failures.

The appropriate Site Controller will be assigned by the IC to obtain the following information.

Ref	Information to be Obtained	
	Identify all persons that sustained a minor or major injury as a result of the Incident	
	Identify all persons who witnessed the incident. (Ensure the information is obtained before they leave the site)	
	Obtain the following from affected persons and witnesses; • Name • Address • Contact Details (phone nr / email address) • Company • Name and contact details of their supervisor • Reason for them being in the area of the incident • Exact time of the incident • Exact location of the incident • Conditions leading up to the incident • What happened at the point of the incident • What equipment was being used / materials being handled • What was done to try and resolve the incident	
	In the area of the incident: • Note any adverse conditions • Take photographs of the area and any plant, equipment, vehicles, etc. in use at the time of the incident.	

Assault – Additional Information

In the event of an assault the following additional information should be obtained from the victim and/or witnesses:

Ref	Information to be Obtained	
	Photograph of any injuries for evidential purposes later	
	Name or description of the perpetrator including accent	
	Vehicle registration number and description, including any logos	
	If a weapon was used and a description	
	If the perpetrator left the scene, the direction and mode of travel	
	Provide a description of anyone accompanying the perpetrator	

NB: Remember that any information you can provide may be essential for Police response.

A Crime Reference Number will be issued by the police. Witnesses may be asked to give statements as part of the investigation. Further advice can be given on this issue.

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Western Bio Energy Ltd				Date:				
				Review Date:				
Assessment								
Substance used:		Diesel						
Manufacturer:		Various						
Description of product:		RED DIESEL - Pinkish/Red Liquid OR WHITE DIESEL – clear liquid used to fuel diesel engines.						
Emergency telephone number		In case of a medical emergency following exposure to a chemical, the public should call NHS Direct in England or Wales 0845 46 47						
Location of process		Various						
Activity being carried out?		Refuelling of Machines and Welfare Generator or lorries						
Identify the persons at risk:		Employees (including trainees) ☒		Contractors ☒		Public ☒		
Describe the activity or work process. (Include how long and how often this is carried out and the quantity of substance used.		- Refuelling of machinery and welfare generator. 5 – 100l dependant on type of machinery being refuelled - Daily						
Classification under CHIP/CLP								
								
Corrosive	Environment Hazard	Explosive	Flammable	Long Term Hazard	Harmful/irritant	Oxidising	Toxic	Pressurised Container
Hazard Type								
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other	
Route of Exposure								
Inhalation		Absorption		Ingestion		Injection		
Workplace Exposure Limits (WELs) please indicate n/a where not applicable								
Long-term exposure level (8hrTWA): 5mg/m3				Short-term exposure level (15 mins): 10mg/m3				
State the Risks to Health from Identified Hazards								
Inhalation: Serious lung injury may occur if droplets of diesel are inhaled e.g. if vomiting occurs after ingestion. Ingestion: Diesel is possibly carcinogenic to humans (causes cancer). Category 3 Carcinogen. Skin Contact: Irritating to the skin Eye Contact: Irritating to the eyes. Environment: Dangerous for the environment. Inform Environment Agency - (England) or Natural Resources Wales (Wales) of substantial incidents Fire: Highly flammable, keep naked flames away and clearly label storage tanks Control Measures: (for example extraction, ventilation, training, supervision). Take account of those substances that are produced from activities undertaken by another employer's employees.								
Inhalation: Use in well ventilated areas. Ingestion: If swallowed, immediately call a poison centre or doctor. Drink plenty of water. Do not induce vomiting. Eyes: Wear appropriate eye protection where required Skin: Cover up exposed skin, and wear suitable gloves								
Personal Protective Equipment								
	Use in well ventilated areas.				Hydrocarbon Proof/nitrile rubber gloves			
	Safety glasses with side shields (Where required)				Irritant to skin and eyes.			

Western Bio Energy Ltd



Date:

Review
Date:

Substance used:	Unleaded Petrol
Manufacturer:	Various providers
Description of product:	Fuel for spark ignition engines designed to run on unleaded fuel.
Emergency telephone number	N/A
Location of process	Various garage forecourts countrywide or on site if provided via storage containers
Activity being carried out?	Refuelling vehicles or small engine powered tools and equipment.

Identify the persons at risk:	Employees (including trainees) ☒	Contractors ☒	Public ☐
Describe the activity or work process. (Include how long and how often this is carried out and the quantity of substance used.)	- Refuelling of chainsaws. 5 – 100l dependant on type of machinery being refuelled - Daily		

Classification under CHIP/CLP

Corrosive	Environment Hazard	Explosive	Flammable	Long Term Hazard	Harmful/irritant	Oxidising	Toxic	Pressurised Container

Hazard Type

Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other

Route of Exposure

Inhalation	Absorption	Ingestion	Injection

Workplace Exposure Limits (WELs) please indicate n/a where not applicable

Long-term exposure level (8hrTWA): Benzene 1ppm (Source EH/40 2005 (amendment 2007)) n-Hexane 20ppm	Short-term exposure level (15 mins): N/A N/A
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State the Risks to Health from Identified Hazards

Skin Contact: Irritating to skin.

Eyes: Moderately irritating to eyes.

Inhalation: Vapours may cause drowsiness and dizziness. Slightly irritating to respiratory system.

Ingestion: Harmful: may cause lung damage if swallowed.

Environment: Dangerous for the environment. Inform Environment Agency - (England) or Natural Resources Wales (Wales) of substantial incidents

Fire: Highly flammable, keep naked flames away and clearly label storage tanks

Control Measures: (for example extraction, ventilation, training, supervision). Take account of those substances that are produced from activities undertaken by another employer's employees.

Eyes: Goggles or safety glasses with side shields must be used if possibilities of eye contact

Skin: When using, wear impervious gloves

Inhalation: Avoid breathing vapours or contact with material. Only use in well ventilated areas.

Ingestion: When using do not eat or drink. High standard of hygiene to be maintained.

Personal Protective Equipment

	Coveralls		Neoprene/nitrile rubber gloves
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Fuel Leaks and Spill Procedures HSE007c

UNIT EMERGENCY PLAN

Leaks Spillages and Escapes – HSE007c

Leaks and spillages of diesel, petrol, oils, coolants/liquid waste or chemicals on site including office/plant parking areas. This is also applicable for containing fire water

**Abnormal
Operating
Condition**

Details of potential consequences:

Spillages of materials on site may lead to either: an environmental incident, a health and safety issue, or both. An incident of this nature may result in loss of habitat or long term health effects, depending on the nature of the material spilled.

PPE Requirements:

Minimum PPE: As required by Site Instruction

Additional PPE: Determined by course of action

INDIVIDUAL ACTION	SITE MANAGEMENT ACTION
1) IMMEDIATELY NOTIFY all personnel and <u>Site Control</u>. 2) Isolate/cordon off the area of the incident. 3) Evaluate incident for location and type of hazards. Determine response based on risk. DO NOT PLACE SELF AT RISK. Inform Site Control of the extent of the incident. 4) IF POSSIBLE AND SAFE TO DO SO, prevent further leakage or spillage. Use spill kit materials to bund affected area if possible or use absorbent material to prevent spread. 5) Check watercourses/drains/surface water collection systems are protected against pollution. Isolate discharge points to surface water and sewer.	1) Shift Team Leader assesses if Major/Minor incident and assigns Incident Controller and initiates the Incident Response Plan 2) Incident Controller to notify the Western Bioenergy Ltd CEO/Plant & EHS Manager IMMEDIATELY 3) CEO/Plant Manager will consider calling specialist contractor to clean up spill if significant environmental damage is observed. Advice from the Environmental representative should be sought at this juncture. If there is a risk of fire the shift team leader will call the Fire Brigade. 4) Shift Team Leader to identify substance and locate COSHH Assessment and MSDS and access correct PPE 5) If possible, make arrangements to transfer any un-spilt liquid to a secure container. 6) Determine the extent of the contamination of soils or pollution of watercourses. 7) Ensure spill area is fully cleaned before access to the public/site operatives resumes. 8) Site Control to notify the EHS Manager and the Regulatory Authorities – NRW and Water Authority 9) The EHS Manager will decide if a scheduled response is necessary as defined in the site Environmental Permit. 10) Arrange for disposal of spilt material and any absorbent items used. Note: these may now be hazardous waste. 11) Notify board of directors 12) Implement any further control measures as necessary. 13) Once the incident is ended review the UEP, site emergency safety plans and make any amendments. 14) Ensure that all site spill kits have been fully replenished and put back in the correct position.

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