

Application for Authorisation – Unloading of Petrol into Storage at Service Stations
Environmental Protection Act 1990

Huntingdonshire District Council
Environmental Health Services, Pathfinder House,
St Mary's Street, Huntingdon, Cambs, PE18 6TN

Section A: General Information

1. Name and address of premises where process is/will be carried out:

SAINSBURY SUPERMARKET LTD, ST. GERMAIN WALK
NUBERY ROAD, HUNTINGDON. Post Code.....

Telephone No 01480 - 450072 Contact Name..... TBA

Position..... STORE MANAGER

2. Name and address of applicant(s):

SAINSBURY SUPERMARKETS LTD, STAMFORD HOUSE STAMFORD ST.
BLACKFRIARS LONDON. Post Code..... SE1 9LL

Telephone No 0171 - 695 - 6386 Contact Name..... COLIN SPARKES

Position..... PETROL OPERATION

3. Name and address of registered office (if applicable) In the case of partnerships, names and home addresses of the partners

.....

..... Postcode.....

Telephone No..... Contact Name.....

Position.....

4. Name of the ultimate holding company (if applicable)

.....

.....

5. Address for correspondence if different from (1) above

JS PETROL Ground Floor, KENNIE HOUSE
BLACKFRIARS LONDON SE1 9LL

6. Enclose a map/plan with the application showing the location where the process is/will be carried out. Where the process is/will be carried out on only part of the premises please indicate the exact location on the plan enclosed.

Plan Reference..... G1067-99

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7. Is the service station located under permanent living quarters or working areas?

YES	NO
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8. When was vapour balancing equipment installed or when will it be installed?

Section B: process and Control Information

9. Volume of petrol unloaded into the service station in each of the last three calendar years in cubic metres (ie litres divided by 1000). Circle the appropriate band.

YEAR	VOLUME OF PETROL /m ³			
1996	< 100	100 – 500	501 - 1000	>1000
1997	<100	100 – 500	501 - 1000	>1000
1998	<100	100 – 500	501 - 1000	>1000

NEW ANTICIPATED > 1000

10. Are deliveries "Driver Controlled"

YES	NO
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11. At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour balancing system is in place. If the latter information is not known, a statement of what assessment will be made to determine this information and within what timescale. The information supplied under item 11 should be supplemented by a site specific assessment.

2 (Two)

12. Measures taken or to be taken for vapour emission control, both during unloading and in storage.

SEE ENCLOSED BOOKLET

(continue on separate sheet if necessary)

13. Please attach process diagrams and plans of vapour balancing equipment (including height and location of tank vent pipes).

PLAN ENCLOSED

14. Unloading procedure and instructions (please attach)

SEE ENCLOSED BOOKLET

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15. Details of Supervision, Training and Qualifications of Operating Staff [Details should be specific to on-site staff and include general statements concerning delivery drivers].

SEE ENCLOSED BOOKLET
(Continue on separate sheet if necessary)

16. Schedule of maintenance of vapour balancing controls (please attach)

AS ABOVE

17. Schedule of examination and testing for vapour balancing controls (please attach).

AS ABOVE


18. Procedures or contingency measures in the event of vapour containment equipment failure. (please attach).

AS ABOVE

You may also supply any other information you wish the Local Authority to take into account when considering your application.

I hereby certify that I am authorised to sign this application and all the information contained in this application is correct to the best of my knowledge and belief.

Name (BLOCK CAPITALS): COLIN J. SPARKES

Signature:  Date: 23 SEPTEMBER 1999

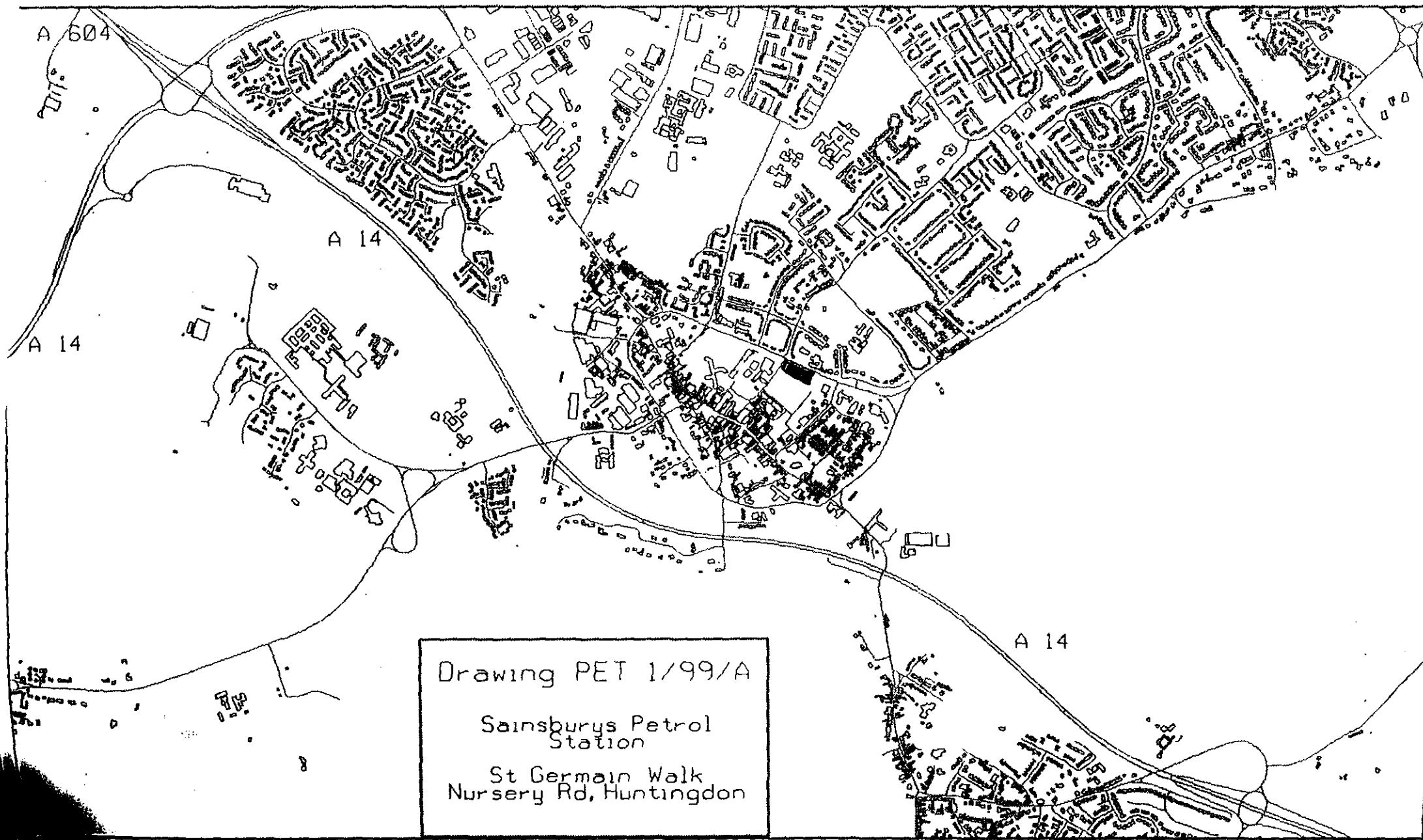
Designation: PETROL OPERATIONS

Fee attached - £120 (cheques payable to the Huntingdonshire District Council) £ 120.00

Please return completed forms and cheques to ;

Environmental Health Services Division
Huntingdonshire District Council
Pathfinder House
St Mary' Street
Huntingdon
Cambs
PE18 6TN

If you have any questions or wish to discuss any part of your application please contact - Mr C Watkin, Environmental Protection Officer Tel (01480) 388365



GENERAL NOTES

1. Implied Conditions

It should be noted that Section 7(4) of the Act provides that, in relation to any aspect of the process not regulated by the conditions in this authorisation the best available techniques not entailing excessive cost shall be used:

- (i) for preventing the release of substances prescribed for air into the air, or where that is not practicable by such means, for reducing the release into the air of such substance to a minimum and for rendering harmless any such substances which are so released, and
- (ii) for rendering harmless to any other substances which might cause harm if released into the air.

The provision of sufficient training and practical instruction to enable staff to carry out their duties in respect of using (or supervising the use of and maintaining vapour balancing controls, and the actions to be taken in the event of a leak of vapour) are essential to attainment of best available techniques not entailing excessive cost at filling stations.

2. Review

The Local Authority will undertake a review of the conditions in this authorisation at least every 4 years or where complaint is attributable to the process an immediate review shall be undertaken.

3. Variation

The Local Authority will ensure that the authorisation remains up to date in line with the objectives set out in section 7(2) of the Act and may issue a Variation Notice following amendment to the Secretary of State's Guidance Note or following receipt of any direction from the Secretary of State.

4. Appeal

The operator can appeal in writing to the Secretary of State for the Environment against the conditions included in an authorisation or any refusal to vary the authorisation within six months of the date of the decision against which the appeal is made. Appeals will not put notices into abeyance, except in the case of revocation notices.

5. Transfer of Authorisation

The holder of the authorisation may transfer it to a person who proposes to carry out the process in the holder's place. The person to whom the authorisation may transfer it to a person who proposes to carry out the process in the holder's place. The person to whom the authorisation is transferred must notify the Local Authority within 21 days of the date of transfer and anyone who fails to do so is guilty of an offence.

6. Other Legal Requirements

This Authorisation is issued solely for the purpose of Part 1 of the Environmental Protection Act 1990 and the Operator must ensure that he complies with all other statutory requirements.

7. Annual Subsistence Charge

The Secretary of State has drawn up a charging scheme under Section 8 of the Environmental Protection Act 1990, Part 1. Under this scheme Local Authorities are required to levy an annual subsistence charge related to the authorisation. The Local Authority will invoice for the amount due which is subject to annual review by the Department of the Environment.

DO NOT SCALE



VAP.REC. St.1b.
(LOW-LEVEL)

D.C.D. UNIT.

TANK		PS	
TANK No	GRADE		
1	C/2		
2	C/2		
3	C/DE		
4	U/L		

PIPE WORK
VENTS WITH
(RUNS)
FILLS -
STAGE 2 VAPOR RECOVERY
STAGE 2 VAPOR RECOVERY

SUCTIONS

54mm

63mm

DUCTING

50mm DUCTS

100mm DUCTS

75mm DUCTS

GRAVEL SUCTION

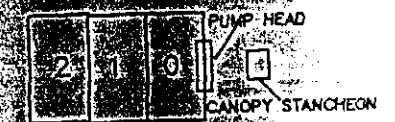
SLURRY SUCTION

WATER SUCTION

DIESEL SUCTION

PETROL SUCTION

PUMPS
WAYNE DRESSER 2000 G-HOSE (4-0FF)



HOSE NUMBERS
HOSE 0 = 11 LP
HOSE 1 = 4 STAR/CITY PETROL
HOSE 2 = CITY DIESEL

ACCESS COVERS
4 OFF # 900mm (WITH SUB-COVERS)

TANKS
COOKSON & ZINN DOUBLE SKINNED STEEL TANKS
(IN PEA SHINGLE)

INTERSTITIAL LEAK DETECTION SYSTEM
VEEDER-ROOT

OVERFILL PREVENTION VALVES
EMCO WHEATON

TANK GAUGE
VEEDER-ROOT T15350R

D.C.D.
VEEDER-ROOT DC0350

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Stage 1b Vapour Recovery

Details of Operation

Contents

Manifolding diagrams - above ground and below ground

Delivery procedures

Health & Safety procedures

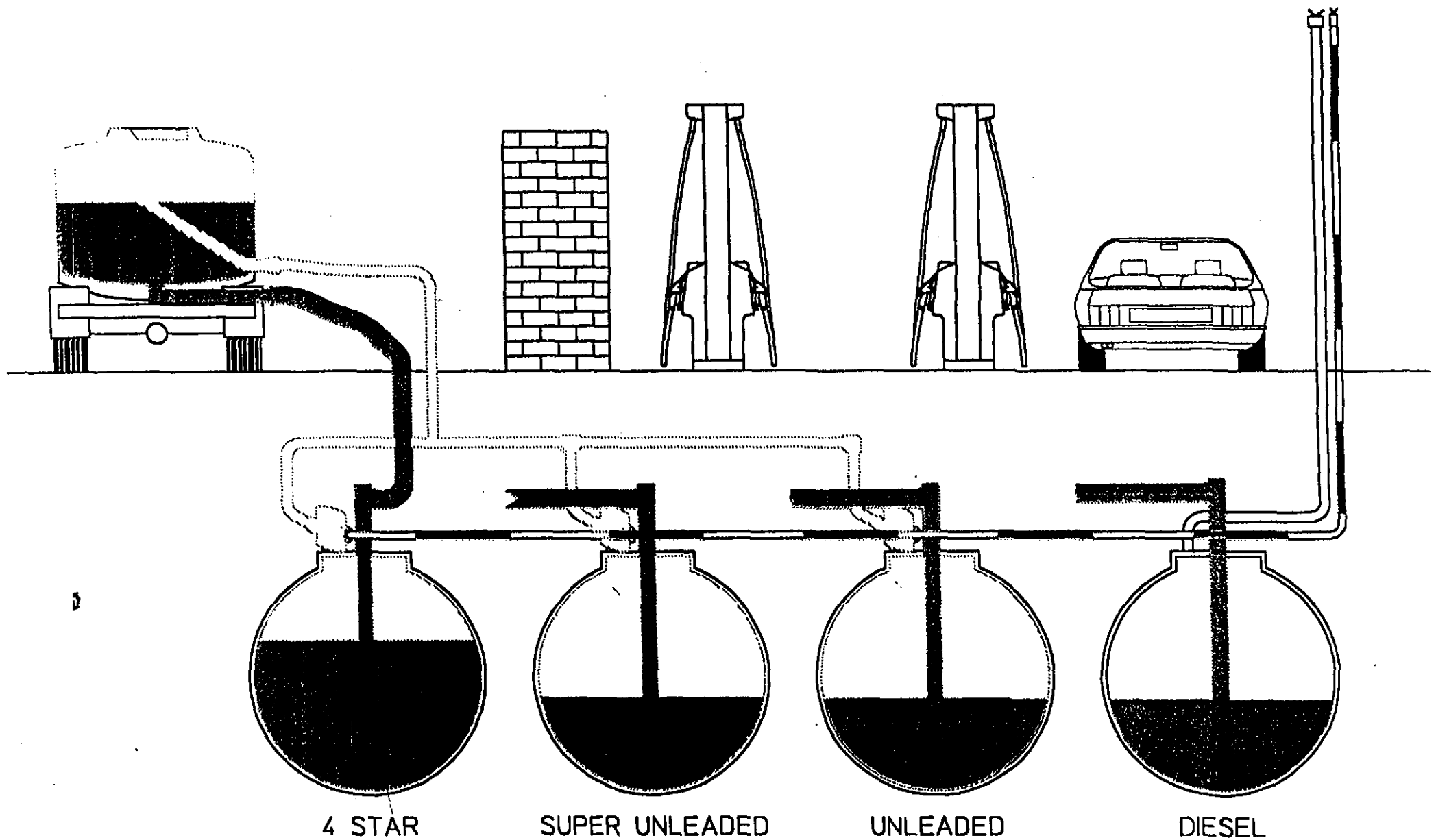
Safe working practices

Training programme for delivery drivers

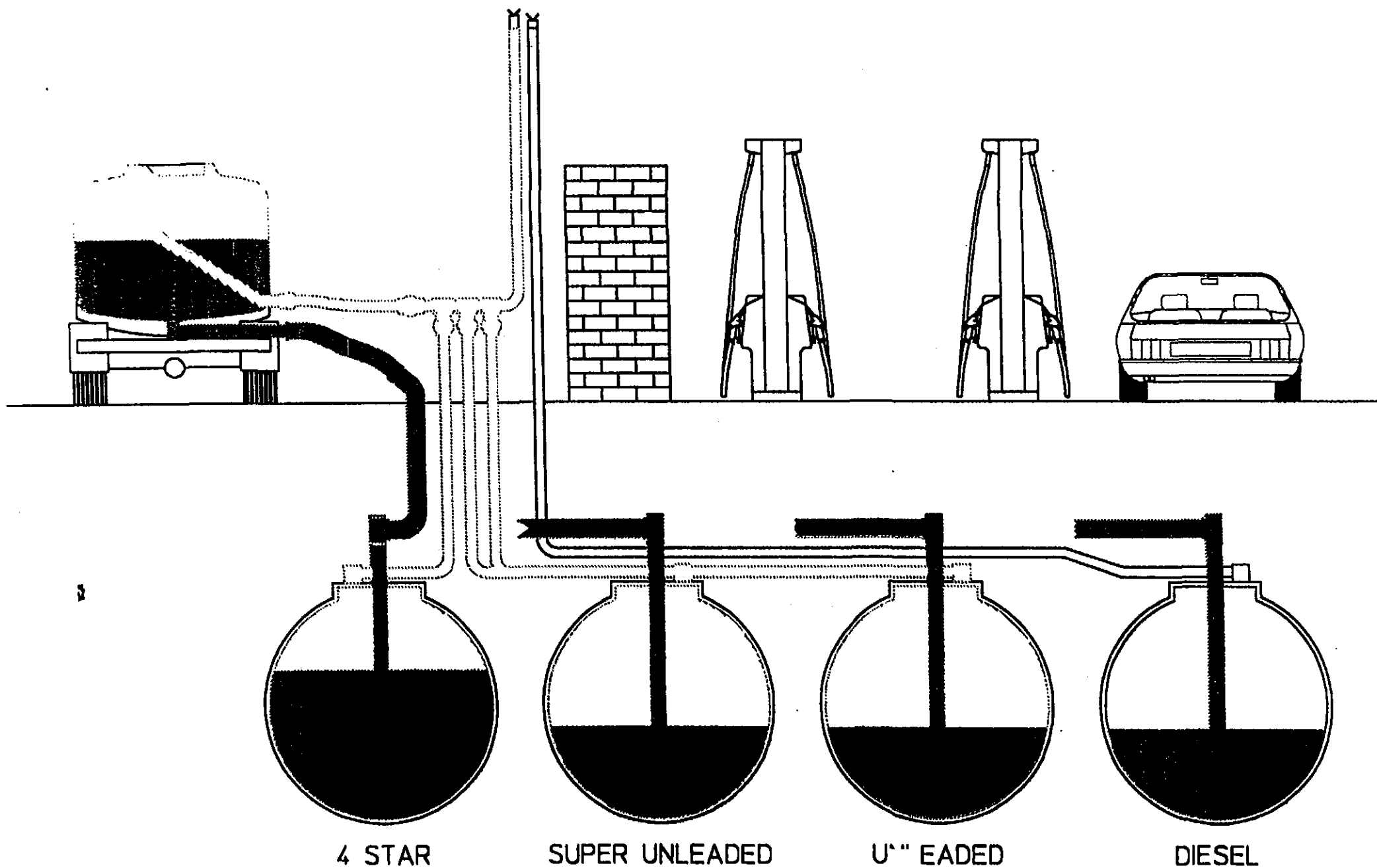
Maintenance schedule

Diagram of pressure relief valve

STAGE 1B (BELOW GROUND MANIFOLDING)



STAGE 1B (ABOVE GROUND MANIFOLDING)



Delivery Procedures

Delivery Procedure

Delivery of petroleum products is subject to Schedule 4 of the Dangerous Substances (Conveyance by Road in Road Tankers and Tank Containers) Regulations 1992. These regulations impose required standards of conduct from the member of staff accepting the delivery and the tanker driver. They are intended to ensure that all fuel deliveries take place in a safe environment limiting the possibility of any spillage and subsequent fires, explosions or leaks into underground water supplies. **THESE REGULATIONS ARE LEGAL REQUIREMENTS AND FAILURE TO OBSERVE THEM COULD RENDER INDIVIDUALS LIABLE TO PROSECUTION.**

A fire extinguisher, sand bucket and 'no smoking sign' must be placed near to the filling point, down wind of the tanker.

The accurate checking and supervision of a petrol delivery is of vital importance in maintaining a good stock result, and must be performed by the Petrol Station Manager, or in his/her absence by another competent person.

The following covers the correct procedures for accepting fuel deliveries and clearly outlines the sequence in which the various events must take place:

IMPORTANT

Care must be taken to avoid prolonged skin contact and personal hygiene should always be observed after accepting a fuel delivery.

WHEN ACCEPTING DELIVERY THE SAFETY GOGGLES AND RUBBER GLOVES PROVIDED MUST BE USED.

Sensible footwear must also be worn when accepting deliveries (with no protruding metal heels or tips).

Before Delivery Commences

Ensure the tanker is correctly parked and presents no hazard to public on the forecourt. The tanker must also have a clear escape route, at all times in the event of any emergency.

Check the suppliers' delivery note carefully, to ensure that the quantities and grades delivered, are the same as those ordered. Also ensure that the correct delivery note has been provided by the tanker driver.

A reading must be taken from the tank gauge to ensure that there is sufficient capacity available underground to accept the delivered quantity.

CASEY - 1005

- ◆ At the gauge in the kiosk check to ensure that no RED status indicator lights are illuminated and that the indicator lights are as follows:
 - GREEN indicator lights are illuminated.
 - AMBER indicator lights are flashing randomly.
- ◆ At the DCD terminal unlock and open the pedestal door and check the following:
 - A fire bucket with sand is in place.
 - A Dry Powder fire extinguisher is present and is ready for use.
- ◆ Unlock the terminal door and check for the following:
 - The fill area lighting is automatically switched on as the door is raised.
 - All status indicator lights on the display keypad are extinguished.
 - The Liquid Crystal Display (LCD) screen indicates the Service Station identity prompt.
 - There is sufficient paper on the printer roll.
- ◆ Press keys 1 and 15 simultaneously for approximately 3 seconds. The screen will display and automatically scroll through the following sequence:

LICENSEE TEST
Testing alarm...

-the alarm will sound for approximately 3 seconds-

LICENSEE TEST
Testing Lamps ...

-the keypad status indicator lights will illuminate in sequence, RED to GREEN from Tank 1 through to Tank 15-

LICENSEE TEST
Print Ullage

-the terminal printer will commence a print-out of the ullage for each tank (a duplicate print-out will be initiated in the kiosk-

- ◆ Remove and retain the print-out. Press any key to end the test.

seventh column, the correct date and time. This Part must be completed before delivery into the tank commences. The sixth column may only be completed after compliance with the appropriate sub-paragraphs of paragraph 9 of Schedule 4 of the Regulations. Paragraph 9 reads as follows:

- ◆ *The competent person shall be in charge of the storage tank for the purpose of the delivery and shall not permit delivery into that tank to commence -*
- ◆ *unless the tank has immediately before the delivery been measured with a dipstick or other suitable measuring device and the measurement has shown that the quantity of petrol proposed to be delivered can safely be received by that tank; and*
until -
- ◆ *the hose (whether a single length or segmented) through which the petrol will be delivered ("the delivery hose") is connected to the filling point of that tank, and*
- ◆ *(where the provisions paragraph 7 apply to the delivery) the vapour balance hose is secured to the vapour balance pipe before the delivery hose is connected as aforesaid;*
- ◆ *(in any case where there is a separate dipping opening in the storage tank) until that dipping opening has been securely closed; and*
- ◆ *(where siphon pipes link storage tanks at the licensed premises and none of the linked tanks is fitted with a mechanical overfill protection device) until the tank has been isolated from the other storage tanks by the closure of suitable valves.*
- ◆ *and shall not as respects that tank sign his name on the certificate referred to in paragraph 10 until he has complied with the appropriate requirements of sub-paragraphs (a) to (d) of this paragraph".*

Guidance Notes For Completion of Certificate Part B

NOTE: [In this Part, the driver must enter, in the first column, the relevant storage tank number, letter or number and letter; in the second column, the number of each compartment of any carrying tank from which the petrol is to be delivered; and , in the third column, his signature. This Part must be completed after Part A has been completed by a competent person appointed by the licensee, but before delivery into the tank commences.

Health & Safety Procedures

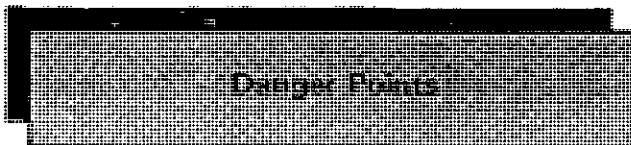
Every Petrol Filling Station must be licensed by the Local Licensing Authority. This Licence is required by law for the storage of petrol. The telephone number of the local Licensing Authority must be recorded on the 'USEFUL TELEPHONE NUMBERS' Barker Card (PSN 47) which must be displayed above each pump control monitor. This must also be written in the PFS Emergency Procedures Guide, which should be located next to the Petrol Filling Station telephone.

It is a legal requirement that all Petrol Filling Station Staff, are fully aware of the contents and conditions of the Licence. A copy of the licence must be displayed in the PFS kiosk, the original will be held by the Licensing Manager on extn 7450.

READ AND UNDERSTAND THE LICENCE

A Petrol Filling Station is a potentially dangerous place, with the storage and dispensing of large quantities of a highly flammable liquid. Observance of simple safety procedures will ensure that neither staff nor the general public will be exposed to a hazardous situation.

Provided PFS staff understand the routine of handling petroleum products and observe the safety regulations laid down, there is no undue risk in dealing with petrol. Therefore PFS staff must be fully aware of all safety regulations concerned with the Petrol Filling Station.



- ◆ 'Spillages create an immediate hazard. They must be contained and cleaned up immediately.
- ◆ Petroleum products should not be allowed to enter main drains, sewers, rivers or any water course. All such spillages are classed as environmental incidents and must be reported immediately to the Local Authority.
- ◆ Smoking is not permitted anywhere in the petrol station either by staff or customers.
- ◆ Footwear having exposed metal toes and/or heel tips or studs liable to cause a spark must not be worn. See the BPM for details of special safety footwear.
- ◆ Petroleum vapours mixed with the right proportion of air will form a flammable mixture. The intensity of smell of vapours is no safe indication of the danger. Any unexpected smell of petrol should be reported at once to your Store Manager, Area Engineering Department and Area Safety Advisor.
- ◆ One litre of petrol can give off several hundred litres of flammable vapour/air

mixture.

- ◆ In the event of a customer's vehicle breaking down on the PFS forecourt, it must be pushed (with the customer's consent) clear of the pumps and parked in a position which does not impede traffic flow. Repairs to vehicles must only be carried out by qualified persons. If necessary an offer may be made to call the breakdown services or a local garage. Customers should not use the Petrol Filling Station telephone personally.

- * ◆ Under no circumstances should customers be allowed to start cars on the forecourt using jump leads.

* HAZARDOUS ZONE 1

This is the highest category area of hazard on the P.F.S. and is a distance of 15 feet in any direction from a pump, fill point or manhole and also any part of a tanker off-loading fuel.

In this area nobody is permitted to operate cutting, drilling, pumping equipment or any other tool that in its use is likely to produce flame or sparks.

Any person performing routine maintenance and/or repairs must prove to P.F.S. staff that the equipment they are to use is safe. Only approved contractors can carry out repairs and only using equipment which is exceptionally safe. The equipment must be approved by the Petroleum Licensing Authority.

Should there be any queries with regard to any operation about to take place or equipment to be used, Contact Petrol Department at Blackfriars.

Air Machine

This machine should not be used for inflating bicycle tyres, therefore children must not be allowed to use it.

Mobile Telephones

By order of the Licensing Authorities, mobile telephones, C.B. Radio's or any other transmitting devices e.g. electronic pagers, must not be used anywhere on the forecourt.



Before operating any equipment in the PFS, staff must have been trained in the operation and have sound knowledge and understanding of the following:

- ◆ Control point and emergency procedures.

- ◆ Correct operation and fault reporting.
- ◆ Procedures for activating and controlling dispensers.
- ◆ Appropriate emergency procedures.
- ◆ Correct use of telephones and tannoy.
- ◆ The legal requirements affecting the sale and storage of petroleum.
- ◆ Location and use of the fire fighting equipment.
- ◆ Use of protective clothing, where appropriate.
- ◆ Action to clear spillages.

ALL training **MUST** be recorded in the Site Register.



All petrol station staff must:-

- ◆ Know, understand and observe all safety regulations.
- ◆ Be aware of the full extent of their responsibilities.
- ◆ Ensure that no one under the age of 16 dispenses fuel from the pumps.
- ◆ Petrol spirit can only be dispensed into APPROVED CONTAINERS of either metal, with a capacity not exceeding 22 litres, or of plastic, with a capacity not exceeding 5 litres, and provided that they are labelled, "PETROLEUM SPIRIT - HIGH FLAMMABLE" and that, when filled each container is forthwith securely closed in such a manner as to prevent any outflow of petroleum spirit or vapour. No more than 2 containers may be filled at any one time, by one person.
- ◆ Be aware of all conditions on the petroleum licence, a copy of which is held in the petrol station kiosk.
- ◆ Read and understand the "Notice to Employees" which is displayed in the petrol station kiosk.
- ◆ Take all adequate precautions to exclude sources of ignition from the petrol station area e.g. matches, smoking materials, any tools which may cause sparks etc.
- ◆ Check daily to ensure that all required fire fighting equipment (sand, fire

extinguishers) are available and in the correct place. Completion of the PFS Safety Audit will confirm this.

Vapour from petrol, when combined with air, is highly flammable. For this reason "No Smoking" and "Switch Off Engine" signs should be prominently displayed on all canopy pillars and outside the kiosk. This is a legal requirement.

- ◆ Only those heaters installed as standard must be used, on no account should additional electric bar or fan heaters be used.
- ◆ Protective clothing (eg. boots and gloves) must be worn, particularly if petrol is regularly handled. To avoid any risk of petrol making contact with the eyes, goggles should also be worn.
- ◆ Exposure to petrol vapour in high concentrations over a prolonged period may cause headaches and nausea. Inhalation of petrol vapour must be avoided at all times.
- ◆ If a casualty results from petrol vapour inhalation then the casualty must be moved away from the source of the vapour and the Emergency Services called immediately.
- ◆ Skin contact should be avoided at all times, as this in turn can result in dermatitis and inflammation of the skin. Always use the personal protective equipment provided.
- ◆ Should a petroleum product contact with the skin arise, then immediate washing with soap and water and the use of an approved hand cleanser should follow.
- ◆ If a Petroleum product comes into contact with eyes, bathe them using an eye bath, ensuring plenty of clean water is used.

◆ **FOR REFERENCE SEE COSHH SHEETS SECTION**



- ◆ Spillages create an immediate hazard. They must be contained and cleaned up immediately.
- ◆ Petroleum products should not be allowed to enter drains, sewers, rivers or any water course. All such spillages are classed as environmental incidents and must be reported immediately to the Local Authority.
- ◆ Should a petrol spillage occur from a car or a petrol tanker then an effective "vapour" blanket cover of sand from a fire bucket should be spread over the spillage immediately.

- ◆ When the liquid has been soaked up the sand must be swept up and placed in a bucket. The bucket must then be placed at the off-set fills location for at least one week, to allow all vapour to escape and for the sand to dry out. The sand should then be disposed of by placing in a rubbish sack and in turn into the Branch Waste Compactor. It is important that the sand has fully dried before disposal.

With major spillages effective steps must be taken as follows:

- ◆ Activate the EMERGENCY Cut off button on the Console, and other ignition sources.
- ◆ Stop the flow of petrol from wherever it is coming e.g. close foot valve on the Road Tanker.
- ◆ Isolate the spilled product damming with sand. In addition the spillage should be covered with a foam blanket, from a fire extinguisher.
- ◆ Effectively block drains and gullies so as to prevent product entry, except those constructed to conduct spills into the interceptors.
- ◆ Telephone the Fire Authority on 999 immediately. **DO NOT ALLOW ANY CARS ON THE SITE TO BE STARTED.** Remove any customers and inform Duty Manager.
- ◆ If necessary stop the movement of traffic adjacent to the site, and do not allow any other access to site by the public.
- ◆ Have to hand all the Filling Station Fire equipment and be prepared to use it.
- ◆ Await the arrival of Local Fire Authority and be prepared to give all necessary communication and assistance, i.e. type of product, amount spilled, any entry to drains etc.

Note: AT ALL TIMES STAY UP WIND OF SPILLAGE AWAY FROM HARMFUL VAPOURS IN CASE FIRE BREAKS OUT

Control of Deliveries

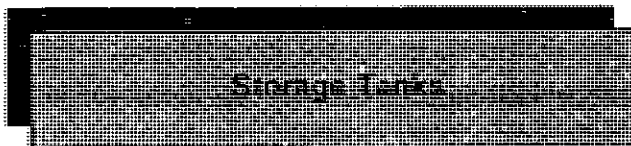
LICENSEE DELIVERIES ONLY

It is a legal requirement that a competent person over 18 years of age must take charge of this operation: This is recorded in the verbal test taken upon completion of the Tanker Delivery Video. This is then held on the employee's personnel file and recorded in the Site Register.

This competent person must:

- ◆ Be present throughout the whole delivery operation.
- ◆ Check that the tanker engine or any other motor is switched off during the delivery.
- ◆ Ensure the hoses and connections are in good condition and made secure.
- ◆ Check the earth bonding between the hose and storage tanks is complete.
- ◆ Upon arrival of the tanker ensure that it is parked correctly and presents no hazard to the public with adequate bollard/cone positioning where necessary. Ensure that the tanker has a clear and unobstructed escape route.
- ◆ Prior to discharge, a fire extinguisher must be positioned near but upwind of the fill point area.
- ◆ When checking the dipstick readings protective gloves and goggles must be worn.
- ◆ High visibility and protective clothing must be worn, e.g. a weatherproof anorak supplied by the BPM.
- * ◆ In circumstances where the competent Person has to dip the tanker themselves, they must not wear shoes with studs or other exposed metal parts as these could cause sparks. The footwear must also have non slip soles.

For full details regarding Delivery procedure, refer to the Ordering and Delivery section of this manual.



- ◆ Ensure that all manhole covers to storage tanks are in good condition, fit snugly to their seating and are generally free from defect or fracture.
- ◆ Always keep the storage tank manhole chamber free from water where possible.
- ◆ Storage tanks must be marked with a number/letter/grade, and safe working capacity of fuel.
- * ◆ All filling pipes must be capped and locked with brass padlocks. The keys (either T keys or specialist lifting equipment) should be tagged and held in

the security cupboard in the kiosk. These must also be sealed in a banking envelope with a suitable record kept for use when uncapping.

- ◆ A plan of the storage tanks, manhole fill points/tanks, pipework and grades held must be retained in the Petrol Filling Station Site Register for reference.

Fire Equipment

- ◆ The recommended minimum quantity of fire extinguishers held in the PFS is as below, and an AFFF foam and Co2 extinguisher within the kiosk. Any queries should be raised via the Head Office Fire Department.

2 x 5.5L	AFFF for 1-4 pumps
3 x 5.5L	AFFF for 5-8 pumps
1 x 5.5L	for every 3 additional pumps

- ◆ Extinguisher Colour Code

Type	Colour	Uses
Dry Powder	Blue	All Types of Fire
Carbon Dioxide	Black	All Types of Fire
Foam/Multipurpose	Cream/Beige	All non Electrical fires

- ◆ Fire buckets should be placed alongside each pump, these buckets should be half full of dry sand, not Builders sand. The correct sand to be used is SHARP SAND.
- ◆ All staff must be aware of the position of the red coloured Firemans Switch and main Isolator Switch.
- ◆ All PFS staff must know the purpose of the various extinguishers and know how to operate them correctly.
- ◆ All fire extinguishers must be inspected quarterly by the branch and annually by a competent person from the manufacturer or nominated company.

The fire trolleys should be positioned either side of the kiosk entry door.

Accident/Incident Reporting

All PFS's should maintain a fully equipped first aid box. The Petrol Station Manager must make themselves aware of the names of the various branch first aiders. It is a legal requirement that all accidents are correctly reported. Any accidents or injuries caused to staff must be written in the Staff Accident Book

held in the Branch Personnel's Office and brought to the attention of the Petrol Station Manager. Accidents or injuries to members of the public should be recorded on a Customer Accident Form, a copy of which should be forwarded to Customer Relations, Blackfriars.

Where a dangerous incident occurs i.e. any damage to the tank of a fuel tanker, any fuel leak or fuel fire. The Fire Brigade must be notified immediately, then reported to Blackfriars.

- ◆ All notifiable accidents to customers or staff must be reported in the appropriate Accident Book.

OPERATING INSTRUCTIONS FOR HYDRAULIC MANHOLE COVER LIFTER

These instructions apply to the Covermate Mark 2, hand operated Hydraulic manhole cover lifter.

DESCRIPTION AND SAFE OPERATION

- ◆ This equipment has been designed for removing manhole and duct covers. It is essential for safe operation that the instructions are followed, and the equipment is used only in the correct and proper manner for the purpose for which the equipment is supplied.
- ◆ Each operator, before using the machine, should satisfy him/her self that it is in good and correct working order. Any fault should be reported immediately and the machine not used until it is rectified.
- ◆ The machine has been designed to provide the operator with the mechanical ability to remove covers up to a weight of 1 TON whilst providing a static vertical seal breaking load of 3 TONS.
- ◆ Never allow hands or feet to be placed under a raised manhole cover.



Any visit to the Petrol Filling Station by a Trading Standards Officer, Environmental Health Officer, Petroleum Officer or any other Enforcement Officer must be immediately communicated to the Store Manager, or Manager of the day. They must then personally deal with the relevant Officer, offering any necessary assistance.

A routine visit by the Petroleum Officer need not be communicated to the Local Authority Liaison Department but any adverse comments should be reported to the Petrol Department at Blackfriars as well as the foregoing.

Using the pre-formatted form from the Retail Forms Bulletin Board, details of the

- ◆ Never allow hands or feet to be placed under a raised manhole cover.

Local Authority Visits

Any visit to the Petrol Filling Station by a Trading Standards Officer, Environmental Health Officer, Petroleum Officer or any other Enforcement Officer must be immediately communicated to the Store Manager, or Manager of the day. They must then personally deal with the relevant Officer, offering any necessary assistance.

A routine visit by the Petroleum Officer need not be communicated to the Local Authority Liaison Department but any adverse comments should be reported to the Petrol Department at Blackfriars as well as the foregoing.

Using the pre-formatted form from the Retail Forms Bulletin Board, details of the visit must always be communicated to Head Office using the Messaging system, as soon as the Officer has left site. A screen print must be taken and signed by the Manager of the Day and it must be completed and distributed as shown at the base of the document. It is the responsibility of the Store Manager to ensure that the above communication takes place.

If any advice is required whilst dealing with the Officer, Food Safety and Local Authority Liaison Department (FSLAL) must be contacted on extension 6016 or 6311.

Only in the case of an emergency (e.g. requirement to close Petrol Station) when there is no reply to the above numbers during office hours, ring the Legal Department on extension 6910. In emergency situations outside of office hours contact the Blackfriars Emergency Control Room on 0171 633 9290.

Further advice on dealing with Local Authority Officers can be found in Standing Instructions, Book 1, Section G.

For any advice on matters regarding subjects covered by Local Authority officer visits, contact may be made to either FSLAL or Fire Department.

Petrol Fumes

Petrol is a highly flammable liquid which will give off flammable vapour, even at very low temperatures. This means there is always a risk of fire or explosion if a source of ignition is present.

Petrol can cause:

- ◆ Eye irritation, skin irritation
- ◆ Dermatitis
- ◆ Nausea and headaches if vapour is inhaled

If Petrol fumes are detected/suspected in the kiosk building or on the site.

- ♦ Switch off all electrical power by pressing the Emergency Stop Button. This stops any further petrol from being dispensed and removes all power from the forecourt
- ♦ Call the Fire Brigade using 999 and liaise with the Fire Brigade Officer upon arrival
- ♦ Clear the kiosk of customers and all unnecessary staff
- ♦ Notify the Retail Service Desk who will inform the contractor
- ♦ Prevent smoking on or close to the installation
- ♦ Inform the Duty Manager as soon as possible
- ♦ Vacate the kiosk
- ♦ Send employees to Hospital if necessary.

MANAGERIAL ACTION FOR SITE EMERGENCIES

When it is safe to do so the Duty Manager is to inform the following:

HO Security who will inform the following:

Company Fire Officer (all Company Fire Officers have exposimeters and may be able to attend site to check petroleum vapour levels)

District Manager

Regional Facilities Manager

JS Petrol

Food Technology where petrol fumes may taint food products

Occupational Health Manager at Blackfriars

The Duty Manager will inform the Petroleum Officer from site.

Safe Working Practices

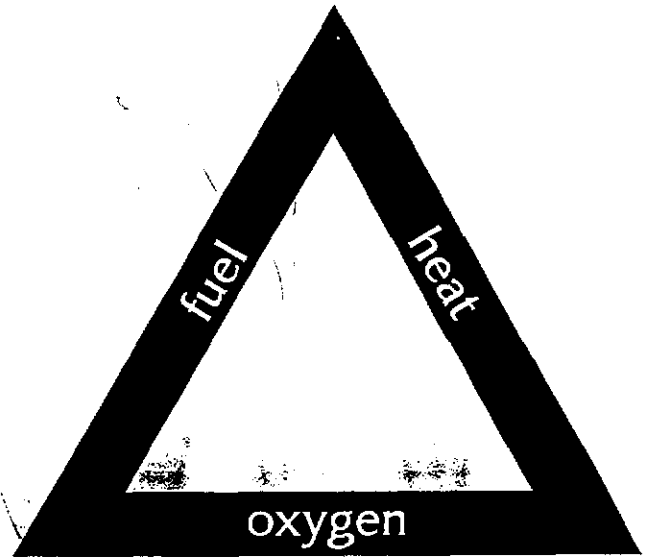
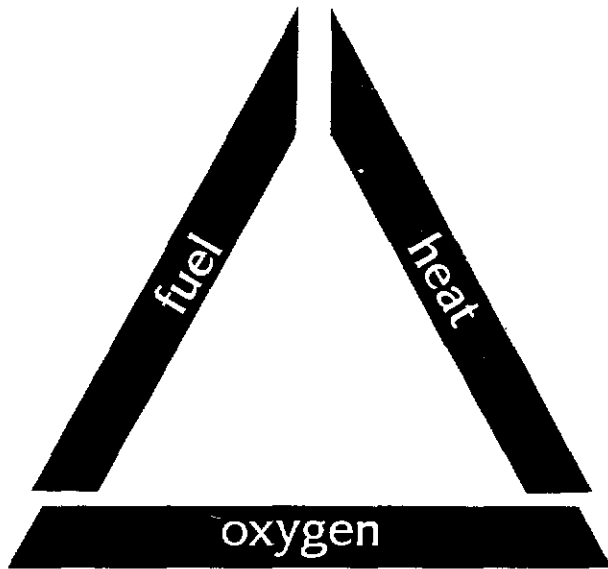
Safe Working Practices (Facilitators Guide)

EDITION : June 1996



"To be the best food retailer in the world"

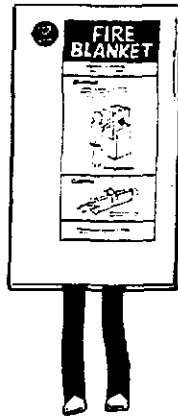
Fire Safety



Put all three together - the result is FIRE

Fire Safety

Fire Blanket



Carbon Dioxide

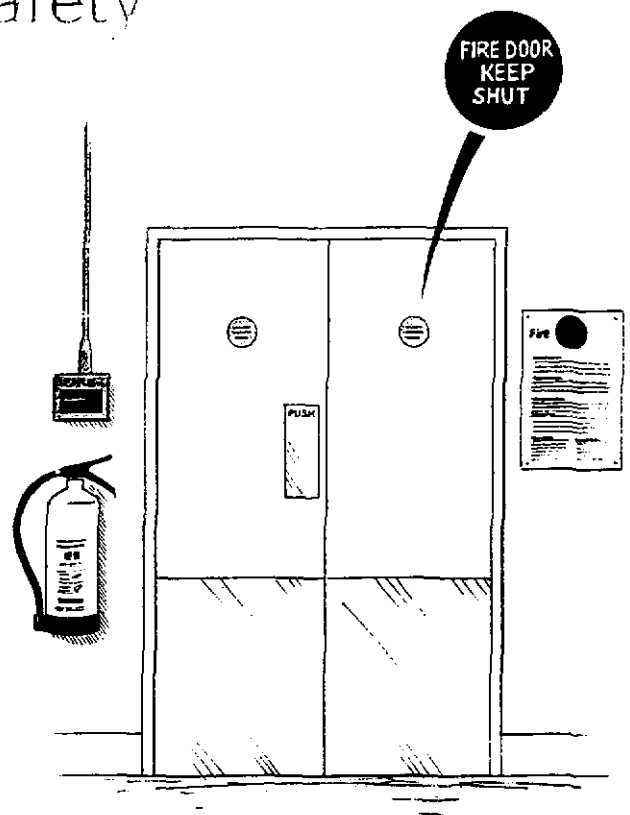


AFFF



Fire Safety

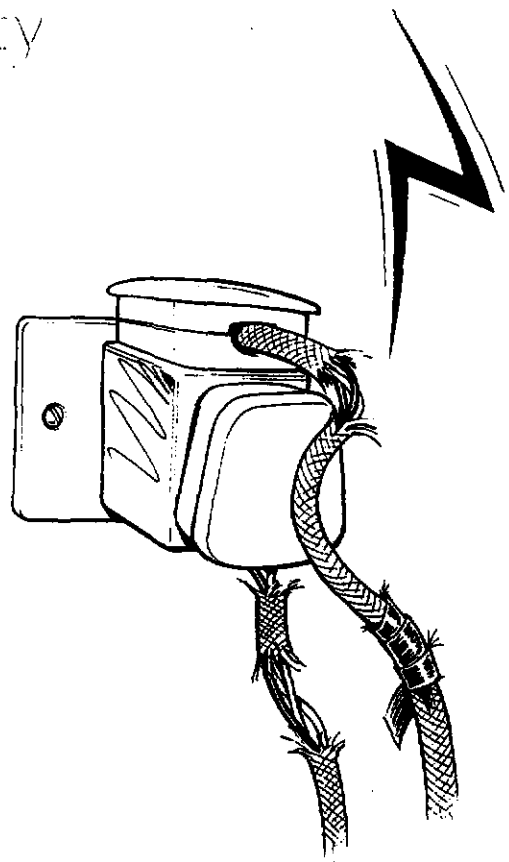
- (Fire exit doors and escape corridors
- (Fire resisting doors
- (Fire alarm systems
- (Heat and smoke detectors
- (Emergency lighting
- (Fire extinguishers, hose reels and fire blankets
- Fire safety signs
- Sprinkler systems



Fire Safety

Electrical Equipment and Wiring

- Ⓒ Never use multi-adaptors
- Ⓒ Check for frayed leads
- Ⓒ Avoid trailing leads
- Ⓒ Extension cables can only be used on a temporary basis and care must be taken when routing them
- Never use damaged or defective electrical equipment



Your Responsibilities for Fire Safety

- Ensure that you know the procedures in the event of a fire
- Know the location and use of fire equipment
- Ensure that housekeeping is excellent and that rubbish is removed regularly to a safe location
- Ensure that all escape routes and exits are kept clear at all times
- Do not wedge open or obstruct fire shutters
- Smoke only in authorised areas - use ash trays provided
- Keep a watchful eye for potential hazards particularly those involving electrical equipment
- Report anything that you would consider to be a potential fire hazard or a threat to fire safety

Characteristics of Petrol

- Petrol is highly flammable - it gives off flammable vapours even at low temperatures
- There is always a risk of fire or explosion if a source of ignition is present
- Petrol floats on water and can travel long distances away from the original source
- Petrol vapour is heavier than air - greatest concentrations can be found in drains, pits and other enclosed areas
- Petrol vapour is still present in empty tanks and cans and will be a danger
- Petrol and petrol vapour are toxic. It should not be inhaled or swallowed - avoid contact with the skin



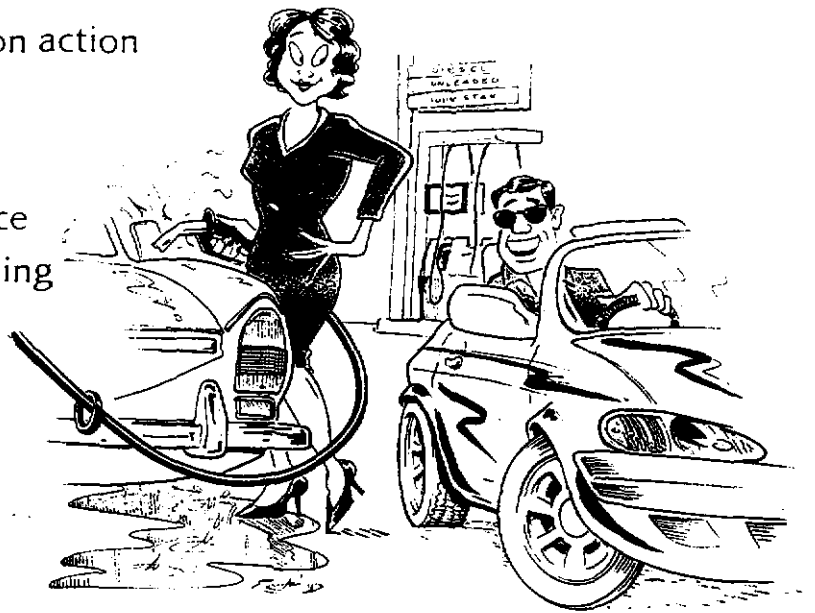
Petrol

Points to Bear in Mind

- NEVER syphon petrol
- NEVER use petrol as a cleaning agent
- ALWAYS wear gloves when receiving deliveries
- ALWAYS avoid breathing in of vapours

Slop Over at Point of Fill

- () Isolate the affected pump
- () Inspect the scene and decide on action
- () Cover the spillage with sand
- () Remove the sand to a safe place and re-open the pump for trading



Emergency Procedures

- Use emergency stop button to switch off all power
- Call the Fire Brigade using 999
- Clear the forecourt and kiosk of customers - vehicles must not be started
- Lay sand or foam over the petrol
- Vehicles must not enter or leave the site
- Prevent smoking at or near the installation
- Do not re-enter the premises without permission
- Remain calm - do not cause panic
- Inform Duty Manager as soon as possible

Personal Responsibilities

Points to Note and Action

- Know, understand and observe all licensing conditions and safety regulations
- Ensure you are fully aware of the full extent of your responsibilities
- Ensure no one under 16 dispenses fuel from the pumps
- (Ensure petrol is only dispensed into an approved container
- Read and understand the 'Notice to Employees' and the petrol licence conditions
- Carry out daily checks to ensure that fire fighting equipment is in the correct place

Pump Authorisation

Check the following:

You can see the customer and the vehicle

Licensing Conditions are being adhered to

The pump nozzle is correctly inserted - delivery hoses should not be stretched or kinked and latches not wedged open

Vehicle engine is switched off

The customer is over 16 years of age

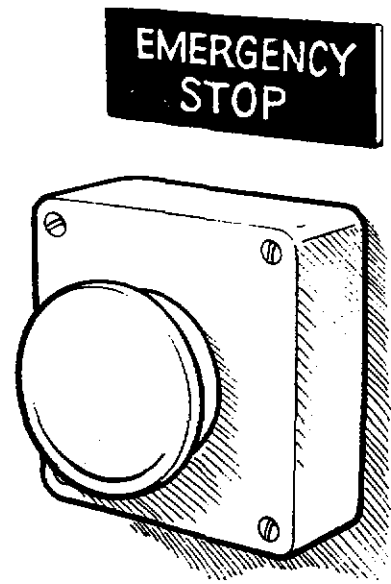
- ☐ No one is smoking
- No one is using a CB radio or car phone
- If containers are being filled - they must only be the approved containers
- Regularly check forecourt operation during dispensing

Petrol Fumes in the Kiosk

- ☐ Switch off all electrical power using emergency button
- ☐ Call the Fire Brigade using 999
- ☐ Clear the kiosk of customers
- ☐ Prevent smoking on or close to the installation
- Inform the Duty Manager

In the Event of a Fire

- Switch off all electrical power
- Operate the fire alarm system
- Make a backup call to the Fire Brigade using 999
- Stop vehicles entering the site
- Try to put out the fire - if it is safe to do so
- Use the multi-purpose foam for petrol fires
- DO NOT USE WATER
- Remain up-wind of any incident
- Reset the emergency stop button when permission is given by the Fire Brigade Officer
- Inform Duty Manager



Using the Desk Flips

These notes **must** be used in conjunction with the *Safe Working Practices* desk flips provided in the A3 carrying case. Obtain the necessary equipment and resources prior to each session so that you are adequately prepared to give the training.

The training notes and desk flips cover all the appropriate training required. Each desk flip is numbered. The relevant desk flips and notes that apply to each department are listed in the following table:

Department	Desk Flips	Resources Required
Bakery	1-5 Fire Safety	<ul style="list-style-type: none"> • Examples of fire extinguishers • Health and Safety Matters booklet • Examples of fire exits
	6 Bakery Trays	<ul style="list-style-type: none"> • Examples of bakery trays
	7 Bread Wheels	<ul style="list-style-type: none"> • Examples of bread wheels
	8 COSHH	<ul style="list-style-type: none"> • Examples of COSHH signs
	9 Work Equipment and Dangerous Machinery	<ul style="list-style-type: none"> • Examples of work equipment and dangerous machinery
	10 Freezers/Cold Stores	<ul style="list-style-type: none"> • Examples of freezers/cold stores
	11 Knives	<ul style="list-style-type: none"> • Examples of knives
	12 Personal Protective Equipment	<ul style="list-style-type: none"> • Examples of personal protective equipment
	13 Roll-in Trolleys	<ul style="list-style-type: none"> • Examples of roll-in trolleys
	22 Trays and Cotes	<ul style="list-style-type: none"> • Examples of trays and cotes
Checkouts	1-5 Fire Safety	<ul style="list-style-type: none"> • Examples of fire extinguishers • Health and Safety Matters booklet • Examples of fire exits
	6 COSHH	<ul style="list-style-type: none"> • Examples of COSHH signs
	9 Work Equipment and Dangerous Machinery	<ul style="list-style-type: none"> • Examples of work equipment and dangerous machinery
	12 Personal Protective Equipment	<ul style="list-style-type: none"> • Examples of personal protective equipment
	14 Adverse Weather Conditions	<ul style="list-style-type: none"> • Examples of adverse weather conditions
	15 Carts	<ul style="list-style-type: none"> • Examples of carts
Staff	16 Packing	<ul style="list-style-type: none"> • Examples of packing
	17a Customer Trolleys	<ul style="list-style-type: none"> • Examples of customer trolleys
	17b Trolleys - Retrieval	<ul style="list-style-type: none"> • Examples of trolleys - retrieval
Restaurant/ Coffee Shop/	1-5 Fire Safety	<ul style="list-style-type: none"> • Examples of fire extinguishers • Health and Safety Matters booklet • Examples of fire exits
	6 Bakery Trays	<ul style="list-style-type: none"> • Examples of bakery trays
	8 COSHH	<ul style="list-style-type: none"> • Examples of COSHH signs
JSR	9 Work Equipment and Dangerous Machinery	<ul style="list-style-type: none"> • Examples of work equipment and dangerous machinery
	11 Knives	<ul style="list-style-type: none"> • Examples of knives
	12 Personal Protective Equipment	<ul style="list-style-type: none"> • Examples of personal protective equipment

Using the Desk Flips

These notes **must** be used in conjunction with the *Safe Working Practices* desk flips provided in the A3 carrying case. Obtain the necessary equipment and resources prior to each session so that you are adequately prepared to give the training.

The training notes and desk flips cover all the appropriate training required. Each desk flip is numbered. The relevant desk flips and notes that apply to each department are listed in the following table:

Department	Desk Flips	Resources Required
Bakery's	1-5 Fire Safety	<ul style="list-style-type: none"> • Examples of fire extinguishers
	6 Bakery Trays	<ul style="list-style-type: none"> • Health and Safety Matters booklet
	7 Bread Wheels	<ul style="list-style-type: none"> • Bread wheels
	8 COSHH	<ul style="list-style-type: none"> • Examples of chemical products
	9 Work Equipment and Dangerous Machinery	<ul style="list-style-type: none"> • Examples of work equipment
	10 Freezers/Cold Stores	<ul style="list-style-type: none"> • Examples of freezers/cold stores
	11 Knives	<ul style="list-style-type: none"> • Examples of knives
	12 Personal Protective Equipment	<ul style="list-style-type: none"> • Examples of PPE
	13 Roll In Trolleys	<ul style="list-style-type: none"> • Examples of roll in trolleys
	22 Trolleys and Crates	<ul style="list-style-type: none"> • Examples of trolleys and crates
Checkouts	1-5 Fire Safety	<ul style="list-style-type: none"> • Examples of fire extinguishers
	8 COSHH	<ul style="list-style-type: none"> • Health and Safety Matters booklet
	9 Work Equipment and Dangerous Machinery	<ul style="list-style-type: none"> • Examples of work equipment
	12 Personal Protective Equipment	<ul style="list-style-type: none"> • Examples of PPE
	14 Adverse Weather Conditions	<ul style="list-style-type: none"> • Examples of adverse weather conditions
	15 Carts	<ul style="list-style-type: none"> • Examples of carts
	16 Parking	<ul style="list-style-type: none"> • Examples of parking areas
	17a Customer Trolleys	<ul style="list-style-type: none"> • Examples of customer trolleys
	17b Trolleys - Retrieval	<ul style="list-style-type: none"> • Examples of trolley retrieval
	22 Trolleys and Crates	<ul style="list-style-type: none"> • Examples of trolleys and crates
Staff Restaurant/Coffee Shop/ISR	1-5 Fire Safety	<ul style="list-style-type: none"> • Examples of fire extinguishers
	6 Bakery Trays	<ul style="list-style-type: none"> • Health and Safety Matters booklet
	8 COSHH	<ul style="list-style-type: none"> • Examples of chemical products
	9 Work Equipment and Dangerous Machinery	<ul style="list-style-type: none"> • Examples of work equipment
	11 Knives	<ul style="list-style-type: none"> • Examples of knives
	12 Personal Protective Equipment	<ul style="list-style-type: none"> • Examples of PPE

Using The Facilitator's Notes

These facilitator's notes are designed to provide you with the information that needs to be included for each department. Where safe use of work equipment is covered, a practical demonstration must be used as it aids understanding and reinforces the learning. Dangerous machinery training will be covered separately.

For each desk flip, a summary of the learning points and suggested questions to ask is provided to check knowledge and understanding. However, before delivering the training, ensure that you are fully familiar with all relevant safe working practices as stated in the Food and Store Safety Manual and that the information given is up to date. Where possible you should supplement these notes with your own questions and local information.

Remember, the purpose of the training is:

- ◆ for staff to know what the risks are (rather than whether a risk assessment has been carried out)
- ◆ to ensure that staff fully understand the procedures that have been put in place to help reduce the above risks
- ◆ to demonstrate that the training has been properly completed and documented. Sainsbury's is legally responsible for Health and Safety training and this in the main is provided by Store Management.

NB Staff learn best from practical experience. Where possible, provide demonstrations and allow practice.

There are questionnaires covering safe working practices in each department. The questionnaires which need to be completed by staff in your department should be highlighted by a tick in the relevant box.

These questionnaires are designed to test participants' knowledge of the subjects covered and ensure that they have fully understood all the main learning points. Hand them out at the end of the session and allow twenty minutes for their completion and discussion on the answers.

The employee should retain the top copy of the questionnaire and the bottom copy should be placed on their file.

Each employee must be able to provide correct answers to all the questions relevant to their place of work before being signed off as completing this training.

Facilitator's Note

Let each participant receive a copy of the questionnaire in advance and give them 5 minutes to think about the questions on the questionnaire and prepare answers for them. Obviously you should be forthright in how you handle the situation and be aware of that you are responding to the needs of the individual.

DESK FLIPS - FACILITATOR'S NOTES

Desk Flips 1-5 Fire Safety

Desk Flip 1

Introduction

The Store Manager has overall responsibility for the safe working environment of a store, but each individual member of staff, once trained, has a responsibility for ensuring that they maintain that safe working environment. One major part of a safe working environment is the prevention of fire and this means all staff understanding the requirement for fire precautions.

Explain to the group that the basic fire procedures were covered in the initial *You're Welcome* training. The purpose of this session is to recap on that information and discuss fire safety and fire precautions in more detail. Ensure that you show them the appropriate equipment and explain its use. Encourage them to read the instructions on all fire fighting equipment. Let them handle the equipment so that they gain, as far as possible, an accurate impression of their use.

?

Ask the group:

What is fire - how does it occur?

A

The technical answer is that fire is a chemical reaction called combustion. For an outbreak of fire to occur and continue the following are essential:

Show desk flip 1.

Explain to the group that a fire needs three ingredients:

- ♦ fuel: - solid
 - liquid
 - gas
- ♦ air (which contains approximately 21% oxygen)
- ♦ heat - once the fire has started it maintains its own heat supply.

Removal of any one of these ingredients stops the fire.

Tell the group that to prevent fire occurring we need to ensure that everyone is aware of the procedures required for fire safety.

Fire safety is mainly a matter of common sense, but additional vigilance is required to ensure that potential hazards are spotted early.

There are three main causes of fire:

- ◆ electrical equipment/wiring
- ◆ smoking materials
- ◆ cooking materials.

?

Ask the group:

What are the four main areas of fire safety?

A

- 1 Smoking - smoking is not permitted other than in the smoking room.
- 2 Rubbish - must not be allowed to accumulate.
- 3 Fire doors - must not be fastened or wedged open.
- 4 Fire exits - must not be obstructed.

Desk Flip 2

Show desk flip 2 to revise the points made about fire extinguishers and their use.

Smoking

Careless disposal of cigarettes in the staff restaurant area is also a fire risk. If staff smoke they must ensure that their cigarette is completely extinguished in an ashtray. Do not put any smoking materials, whether extinguished or not, in waste paper bins - this is a fire hazard.

A possible cause of fire is when customers dispose of smoking materials in standard litter bins - keep an eye open for smouldering litter bins, particularly outside the store entrance.

?

Ask the group:

What should you do if you see smoke coming from a litter bin?

A

Operate the alarm call point to evacuate the building. If safe to do so, deal with the fire.

Waste Materials

It is continually stressed that rubbish must be cleared regularly, particularly in the loading bay and warehouse areas. Any combustible materials, eg waste paper, cardboard, pallets and skips, must be stored at least 6m away from the building or structure.

We cannot eliminate all combustible materials, a certain amount of waste materials is always generated, but we must ensure that we do not have unnecessary build up of rubbish. This is not only good housekeeping and prevents accidents, but it ensures that fuel for a potential fire is reduced.

?

What type of rubbish accumulates in your department? Where should the rubbish be taken?

A

Discuss their answers and ensure that they are fully aware of the procedures for cleaning rubbish in their department.

Fire Doors

Tell the group that fire doors are included under the heading of fire safety.

?

Ask the group:

What does fire safety actually mean?

Desk Flip 3

A

Fire safety is the method/action taken to save property and people's lives if a fire occurs.

Fire safety measures are agreed with the Building Control and Fire Authorities at the time the building is designed.

Show desk flip 3.

Fire safety measures include the following:

- ◆ fire exit doors and escape corridors
- ◆ fire resisting doors
- ◆ fire alarm systems
- ◆ heat and smoke detectors
- ◆ emergency lighting
- ◆ fire extinguishers, hose reels and fire blankets
- ◆ fire safety signs
- ◆ sprinkler systems.

Escape Routes

Tell the group that the escape routes from a building (often called the 'means of escape from fire') are the most important of the fire safety systems that are provided.

?

Ask the group:

What types of escape routes are to be found in a store?

A

Escape routes are:

- ◆ aisles that lead to exit doors
- ◆ corridors and staircases - particularly the main corridor leading from the sales floor.

?

What is the main escape route from your department?

A

Reinforce the message that all escape routes must be kept clear at all times. This is particularly important at busy times, for example weekends and Christmas.

Explain to the group that all escape routes lead to fire exits. Sometimes these fire exits will also be normal entrance doors, other doors are only used in an emergency. In either case, the doors must not be obstructed, not even temporarily. Partial obstruction is not acceptable, ie the width of the corridor must not be reduced by obstacles, because this could slow down the flow of people along the corridor.

Fire shutters which are used to subdivide an area in the event of a fire must not be obstructed. Similarly, fire resisting doors must not be wedged or fastened open by unauthorised means.

?

Ask the group:

What should you do if you discover a fire exit which is blocked?

A

Contact a senior member of management and arrange for the obstruction to be cleared immediately. (Remember you never know when you will need to use a fire exit.)

Fire Equipment

Fire equipment is sited so that it is easily accessible in the event of a fire, ie by fire exit doors, break glass call points or in areas considered to be high risk.

?

Ask the group:

What fire equipment is available in the store?

A

- ◆ Hose reels
- ◆ Sprinklers
- ◆ Fire extinguishers:
 - CO₂ - used on flammable liquids and live electrical fires
 - Water - for use on cardboard, wood, etc
 - Multi-purpose Foam - for use on all fires other than live electrical fires
- ◆ Fire blankets - used to smother the fire.

NB From 1 January 1997, all fire equipment will be red.

?

Ask the group:

What equipment is available in the department and what type of fire should it be used for?

A

Discuss fire types, fire equipment and usage.

Stress to the group that fire equipment must never be obstructed for any reason.

Desk Flip 4

Causes of Fire

Electrical Equipment and Wiring

Tell the group that we have already said electrical equipment and wiring are potential causes of fire. Sainsbury's employs engineers to ensure that electrical equipment and wiring is safe, but keep a careful eye on the following:

- ◆ frayed leads
- ◆ trailing leads
- ◆ excessive use of extension cables - use on a temporary basis only - one day maximum
- ◆ always ensure that extension leads are fully unwound whilst in use.

?

Ask the group:

What should you do if you are concerned about the safety of any electrical appliances or wiring in the department?

A

Inform your Department Manager immediately. They will either remove the appliance or isolate it and arrange for an engineer to be contacted.

Remember maintenance must only be carried out by qualified and authorised personnel.

Recap

Recap the emergency procedures relating to fire.

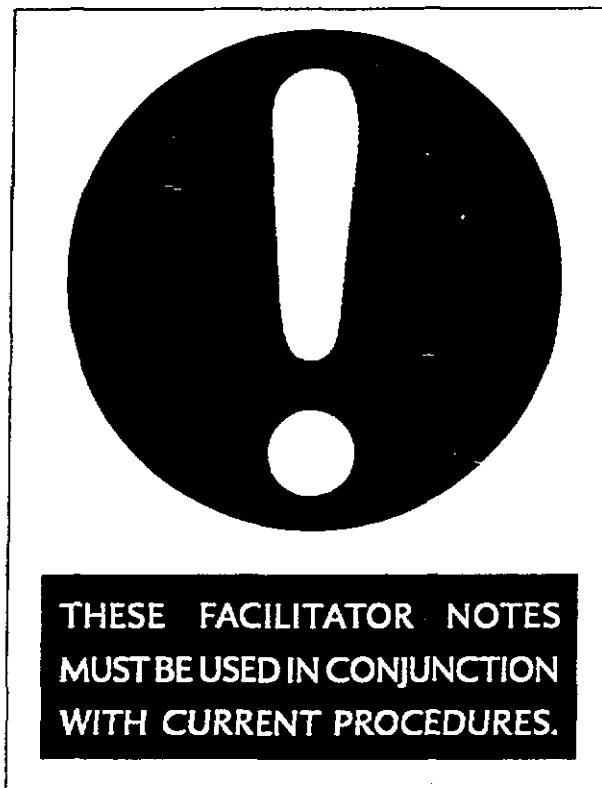
Desk Flip 5

Show desk flip 5. Responsibilities are:

- ◆ ensure that you know the procedures in the event of a fire including the assembly point
- ◆ know the location and use of fire equipment
- ◆ ensure that housekeeping is excellent and that rubbish is removed regularly to a safe location
- ◆ ensure that all escape routes and exits are kept clear at all times
- ◆ do not wedge open or obstruct fire shutters
- ◆ smoke only in authorised areas - use ashtrays provided
- ◆ keep a watchful eye for potential hazards, particularly those involving electrical equipment
- ◆ report anything that you would consider to be a potential fire hazard or a threat to fire safety
- ◆ never use damaged or defective electrical equipment.

Ask for any final questions or concerns.

SAFE WORKING PRACTICES



Before you begin your training, read through the notes and desk flips and study the details appropriate to your department in the 'Food and Store Safety Manual' which is on Branch Electronic Retrieval of Text (BERT). Prepare any additional questions that you think may be useful to reinforce the learning points.

Remember you cannot afford to miss any important details. The safe working environment of your department relies very much on the content and standard of the training you provide.

Facilitator's Notes

Safety at work is everyone's responsibility. Under the terms of the Health and Safety at Work Act, employers can be prosecuted for failing to provide a safe working environment, correct safety training and correct safety equipment, but employees can also be prosecuted for anything they do or fail to do, which places themselves or others at risk.

With this in mind, all companies have a legal responsibility to develop safe working practices and ensure that all staff are fully trained in those practices.

If you do not train your staff fully, they may take unnecessary risks or take action in ignorance. This can lead to accidents involving injury to themselves and/or others. All accidents have personal and financial implications, eg individual costs in terms of injury (to staff), financial cost (to company), cost in time for Managers through investigations and rearranging staffing cover because the individual is off sick.

Summary

To summarise, remind the group of the common causes of fire:

- ♦ unnecessary electrical equipment left switched on
- ♦ cooking equipment left unattended, eg ovens, doughnut fryer, deep fat fryer
- ♦ switching on cooking equipment without oil in it, eg fryer

The other areas where vigilance is required are as follows:

- ♦ rubbish and waste in locker rooms/plant rooms
- ♦ doors required to be kept locked are kept locked - to prevent potential arson
- ♦ outside the store, look for rubbish blocking fire exits or likely to put the store at risk.

All employees are required to undertake refresher Fire Safety training every six months. This normally takes place during the company fire safety weeks.

Desk Flip 27 - Petrol

Show desk flip 27 which illustrates some basic points to bear in mind when working with petrol.

Site Emergencies

Tell the group that although we hope emergency situations do not occur it is important that all members of staff working in the PFS are aware of the action that should be taken.

Explain that the emergency procedures you are about to cover with them are a legal requirement and a condition of the licence and therefore must be followed.

Desk Flip 28 - Slop Over at Point of Fill

A slop over normally occurs when a customer overfills their tank or if air is present in it. Only a small amount of fuel (1-2 litres) is likely to be spilled in these types of incidents.

Show desk flip 28.

?

Ask the group:

The final point on this desk flip states - when the emergency is over, remove the sand to a safe place, and reopen the pump for trading.

Where do you remove the sand to?

A

Sand should be spread in a designated area of the service yard where it should be left exposed to the air so fumes can evaporate for at least 24 hours. After this time it can be swept up and put in the skip.

Discuss the answers with the group.

Desk Flip 29 - Emergency Procedures

Procedures in the event of a fire are covered in desk flips 1-5 and 31.

Leakage to Installation

If there is a leakage at the pump, in the pipework or installation it is vital that the first action taken is to switch off all electrical power by pressing the emergency stop button. This stops any more petrol being dispensed and removes all power from the forecourt.

?

Ask the group:

What do you think you should say to customers who are on or around the forecourt at the time?

A

Explain calmly and clearly what has happened and ask them to leave the forecourt. Vehicles, however, *must not* be moved, the ignition could cause a spark and as a result a fire. If the vehicle has to be moved it should be pushed. Explain that it is vital to call the Fire Brigade using 999 and liaise with the Fire Brigade Officer on arrival.

In the meantime lay sand or the multi-purpose foam from the (AFFF) extinguisher over the fuel leak.

Show desk flip 29 to illustrate the order in which actions should be taken.

?

Ask the group:

What effect does the laying of sand or foam over the fuel have?

A

It prevents vapour from being emitted from the petrol - remember the vapour is highly flammable.

Leakage of Fuel from a Vehicle

A leakage from a vehicle tank needs to be dealt with in exactly the same way as a leakage from an installation.

Facilitator Note

It would be a useful recap of the previous desk flip to ask the group what they should do without showing them the points listed on the desk flip. This will confirm to them that they have understood all the points and the reasons for the action.

Desk Flip 30 - Personal Responsibilities

Tell the group that, as members of the petrol station staff, they must ensure that they know or take action concerning the following points.

Show desk flip 30.

?

Ask the group:

Point five states that you should be aware of the conditions of the petrol licence - where can you find details of these conditions?

A

Check that you know the location of the conditions yourself.

A copy is kept in the PFS kiosk. The 'Notice to Employees' is also displayed in the kiosk.

Additional Points

Mobile phones, management bleeps and sabre handsets should not be used in the PFS. The reason for this is that they are not designated as being intrinsically safe and may cause a spark when they transmit a signal.

All site emergencies must be reported to the Blackfriars Emergency Control Room without delay.

Desk Flip 31 - In the Event of a Fire

Explain to the group that in the event of a fire they must remain calm. They should ensure that they recap/revise the following points on a regular basis so that in the event of a fire the action they take is immediate and automatic.

Show desk flip 31 - In the Event of a Fire.

Discuss each point with the group and ask for questions or concerns. You may like to use the following questions to test knowledge.

?

Ask the group:

1. Where is the emergency stop button?
2. How do you operate the fire alarm system?
3. What should you do if you are not sure whether to try to put the fire out or not?
4. Why shouldn't you use water on a petrol fire?

A

1. Check the location in your station.
2. Check your procedures.
3. Do not try to put the fire out - you could endanger yourself and/or others; ensure the fire alarm is operated.
4. The heat will cause the water to flash into steam resulting in an explosion. In addition oil products will float on water and this could lead to a running fire.

Stress the point that the PFS must not be reopened until permission has been given by the Petroleum Officer.

Ask for any questions. Check that all members of staff know the location of the extinguishers and sand, if applicable.

Desk Flip 32 - Petrol Fumes

Remind the group that the inhaling of petrol fumes can cause nausea and/or headaches. Staff should take note of fumes in the kiosk building.

If petrol fumes are detected/suspected the actions listed here should be taken.

Show desk flip 32.

Discuss each of the points in turn and ask for any questions or concerns.

Desk Flip 33 - Pump Authorisation

Explain to the group that the petroleum licence requires that the PFS attendant checks for legal and safe conditions. During the dispensing operations checks should be carried out to ensure safe conditions still exist. There may be local variations to the licensing conditions.

The attendant must ensure that they always have a clear view of the pump locations whilst they are in the kiosk operating position.

?

Ask the group:

How many dispensing points can one attendant control?

A

Eight.

Tell the group that before they authorise the use of any pump the following must be checked to ensure that it is safe to use.

Show desk flip 33.

?

Ask the group:

When we say check that no one is smoking, does this include passengers in the car?

A

Yes.

Tell the group that they must halt the dispensing operation if licensing conditions are not being met.

Petrol Containers

Explain to the group that there are a number of points to note when it comes to checking whether a container is an approved type or not. They are as follows:

- ◆ a metal container - maximum capacity of 20 litres and marked 'Petroleum Spirit - Highly Flammable'
- ◆ a plastic container that is permanently marked with the manufacturer's name and EC 1992/680, month and year of manufacture, capacity 5 litres, 'Petrol - Highly Flammable', hazard warning sign

Both containers must have caps.

Additional Point - Vehicle Breakdowns

Stress to the group that if a vehicle breaks down on the forecourt, jump leads must not be used.

?

Ask the group:

Why not?

A

Because a spark could cause ignition of vapours.

?

Ask the group:

What should you do if a vehicle breaks down on the forecourt?

A

Ask the customer to push the car off the forecourt - arrange for assistance from other staff, if required.

Ask the customer if they would like to make use of the AA service that Sainsbury's provides.

Finally, tell the group that the forecourt must be monitored throughout the filling operation and in the case of a site emergency or breach of licence condition, immediate action is to be taken as dictated by the type of incident.

The pumps must be regularly supervised when in operation.

26-33 Petrol Filling Stations

☐ 1. What is the minimum age for dispensing fuel from the pumps?

☐ 2. What type of fire fighting equipment is available at the PFS ?

☐ 3. What must you check before you authorise a pump?

☐ 4. Give three examples of situations that would be classified as emergencies in a PFS.

☐ 5. What should you do in the event of a slop over at point of fill?

☐ 6. What action should you take if you smell petrol fumes in the kiosk?

☐ 7. What are the requirements of a plastic container for the storage of petrol?

Employee's signature:

Department Manager's signature:

Date:

Date:

**Training Programme for Drivers contracted
to deliver to Sainsbury's**

Training Programme for Drivers Employed in the J Sainsbury Petroleum Contract

Please find below an outline of the training our drivers undergo prior to them being allowed to operate "solo" on the J Sainsbury contract.

1. All driver's LGV licences are checked to ensure that they have the applicable licence to drive a 38 tonne vehicle. The LGV category is C + E.
2. Each driver's ADR is checked to ensure that they have passed the tankers and liquid flammable classification and to ensure that the licence is in date.
3. Before being offered a driving position with The Transport Company, all drivers have a pre-employment driving assessment. The assessment comes in two parts. Firstly, each driver's driving ability is assessed by a Transport Company Qualified Instructor, secondly the driver's tachograph and general knowledge is assessed in a 30 minute written examination. Only after successfully passing the driving and written assessment is the driver offered a position with The Transport Company.
4. The new driver receives up to two weeks on the job training, depending on his previous experience. The training covers; loading at the petroleum's suppliers terminal, tipping under LCD and DCD conditions and the paperwork for both J Sainsbury and The Transport Company.
5. Further assessments on the driver's ability and technique are carried out after 12 months employment on the J Sainsbury contract.
6. The drivers also undergo an additional training programme designed to improve the efficiency of the driver in a safe environment. The programme combines both in-cab and classroom instruction to cover the following areas; defensive driving, good judgement, efficient gear changing, vehicle checks and manoeuvring.

The above training is designed to produce a competent and professional driver, who can carry out his driving, loading and tipping duties within a safe environment.

Stage 1b Vapour Recovery Maintenance Schedule

Stage 1b Vapour Recovery - Maintenance Schedule

ANNUALLY

- Visual inspection of fill pipe adaptors and caps - replace as required.
- Visual inspection of vapour connection point - including condition of adaptor, poppet valve and dust cover - replace as required.
- Visual inspection of position of and clarity of safety notice replace as required.
- Visual inspection of emission control device - clean/check flame arresters/gauzes.

EVERY THREE YEARS

- Annual maintenance visit plus:
Replace emission control device with new unit certified to meet required pressure and vacuum settings.

EVERY FIVE YEARS

- Annual maintenance visit plus:
Testing of fillpipes, vapour return line(s) and vents.
- Visual inspection of non return ball valves on vapour manifold (if applicable) - clean and check operation.

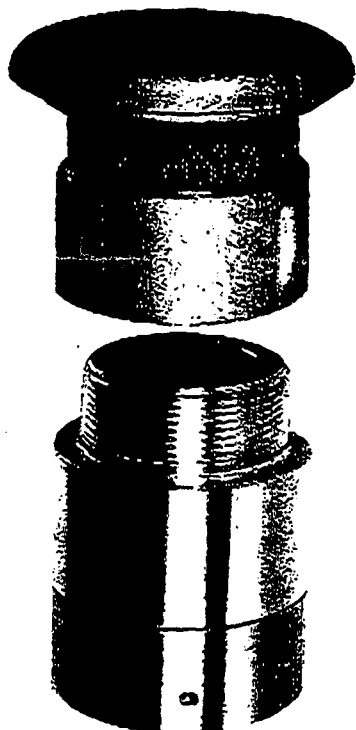
NOTE:

Testing of fillpipes, vapour return line(s) and vents to coincide with the testing of all pipework at five year intervals.

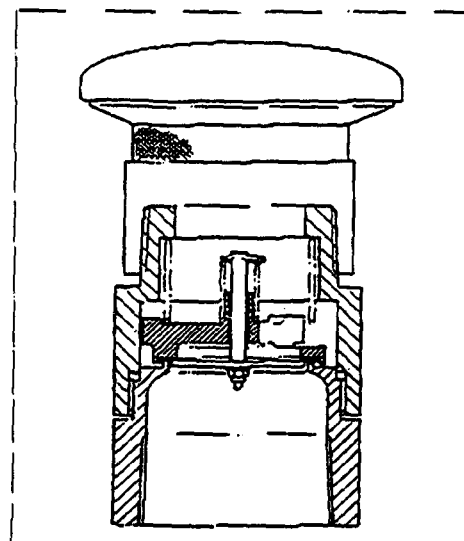
Diagram of Pressure Vent Relief Vent

A84 PRESSURE VACUUM VENT

EMCO
WHEATON



The A84 Pressure Vacuum Vent complies with H.S.G. 41 and is designed for use at vapour recovery installations. An internal pressure vacuum valve restricts the escape of vapour during product drops. During normal storage conditions, the A84 equalises underground tank pressure. The vent is easily threaded onto standard 2" vent lines.



MODEL	INLET	OUTLET	PRESSURE SETTING	VACUUM SETTING	WEIGHT
A84-014 without raincap	2"BSPT Female	2"BSPT Male	8.0 oz/in 35 mb	0.5 oz/in 5 mb	0.5 kg 1.0 lb.
A84-015 includes raincap	2"BSPT Female	2"BSPT Male	8.0 oz/in 35 mb	0.5 oz/in 5 mb	1.05kg 2.3lb.

MATERIALS:

Valve Body:	Aluminium
Rain Cap:	Steel and Aluminium complete with Flame Arrestor
Gasket:	Viton
Poppet:	Aluminium/Plastic
Spring:	Stainless Steel

EMCO Wheaton UK Ltd.,
12 Station Road,
Didcot,
Oxon OX11 7LN
England
Tel: (44) 0235 510 888
Fax: (44) 0235 510 524

EMCO Wheaton SA.,
9 Avenue du Canada,
91966 Les Ulis Cedex,
France

Tel: (33) 1 64 46 27 26
Fax: (33) 1 64 46 90 32

EMCO Wheaton GmbH.,
Emco Strasse 2-4,
Postfach 1120,
W - 3575 Kirchhain 1,
Bundesrepublik Deutschland.
Tel: (49) 6422-84-0
Fax: (49) 064 225100