

The supply of diesel fuel to strategic reserve fuel tanks

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 Owner: **Assistant Director, Technical and Commercial (P)**
 Responsible work team: **Procurement Operations Category**

Contents

1 Summary 2
 2 References 2
 3 Definitions 2
 4 Introduction 2
 5 Procedure 3
 Appendix 1 – List of Brigade premises 6
 Appendix 2 – Method statement 8
 Appendix 3 – Fuel issue – form 1 9
Document history 10

1 Summary

- 1.1 This policy sets out the process for managing the ordering and delivery of ultra low sulphur diesel (ULSD) fuel and its issue and use to Brigade vehicles. Specifically the following will be covered:
- The ordering of fuel on POMS.
 - Delivery and recording arrangements.
 - Storage restrictions and arrangements at Brigade premises.

2 References

- 2.1 Policy number 897 - Sustainable development
- 2.2 Policy number 368 - Health, safety and environmental event investigation
- 2.3 Policy number 490 - Person in control of LFB premises.
- 2.4 Policy number 491 - Safety rules for contractors working at LFB premises - part 1.
- 2.5 Policy number 492 - Safety rules for contractors working at LFB premises - part 2.
- 2.6 Policy number 643 - Hazardous waste disposal procedure.
- 2.7 Policy number 747 - Polluting material storage and spillage procedure.

3 Definitions

- 3.1 **DERV** - The ultra low sulphur diesel used by all Brigade vehicles.
- 3.2 **Hazardous waste** - Any type of waste that is potentially harmful to human health or the environment. Hazardous waste includes the majority of items previously classified as special waste and covers items which previously required no specific disposal considerations.
- 3.3 **Person in control (PIC)** - The LFB manager with day to day responsibility for a given LFB premises or defined parts of the LFB premises (see Policy number 490_– Person in control of LFB premises).
- 3.4 **POMS** - Purchase Order Management System.
- 3.5 **SERD** - Safety Event Reporting Database. All safety and environmental events (including 'near misses'), from the most trivial to the most serious, will be recorded on this database. Access can be achieved through the START menu on the Wide Area Network (WAN).
- 3.6 **Spill kit** - A kit comprising of a variety of products such as, but not exclusive to, absorbent materials, PPE, drain covers, and booms, depending on the products being stored and identified through pre-planning and risk assessment by the person in control.

4 Introduction

- 4.1 Whilst all vehicles are now provided with a fuel card so that each vehicle is able to re-fuel at any petrol filling station the Brigade still retains 39 fuel storage tanks at fire stations (see Appendix 1). These strategic reserves of fuel are held to maintain pan-London resilience in preparation for any disruption to national fuel supply ensuring that the Brigade can maintain a strategic stock of fuel throughout the organisation regardless of external circumstances.
- 4.2 Increased regulatory controls, environmental awareness and costs have led to the requirement for stricter management of this resource.

- 4.3 This procedure does not attempt to impart knowledge, instruct or direct contractors on matters which are intrinsically/inherently part of their trade competency and the carrying out of their trade. LFB will inform contractors of known premises-specific hazards, in accordance with Policy number 491 and Policy number 492 - Safety rules for contractors working at LFB premises (part 1 and 2).

5 Procedure

Legislation

- 5.1 The policy takes account of all the legislation, guidance and other documents identified in section 2 - References.

Ordering

- 5.2 It is essential that substation officers arrange for replenishment when the amount of fuel in storage tanks with a 5,000 litre capacity reaches a level of 2,500 litres or where the level reaches 5,000 litres where the tank capacity is 10,000 litres.
- 5.3 When the level of fuel reaches the minimum amount an order is to be placed on POMS.
- 5.4 Orders for Derv do not require the approval of the station commander but will be automatically processed by Procurement department and sent to the contracted supplier generally on the same day.

Delivery

- 5.5 Under the current contract arrangements the supplier should only be delivering to fire stations Monday to Friday between 10.30 and 18:00.
- 5.6 Deliveries are completed in accordance with the Method Statement set out in Appendix 2.
- 5.7 Upon completion of the delivery of fuel the tanker driver will provide an automatically generated proof of delivery (POD) confirming the exact number of litres of fuel delivered. The POD is to be signed by an authorised person with their name clearly printed and be retained at the station and be used to receipt the amount delivered against the order number raised on POMS. This should be completed immediately or as soon as possible in order that the subsequent invoice from the supplier can be paid.
- 5.8 Failure to receive the delivery on POMS can result in a delay in payment of the invoice and may result in the Brigade receiving an additional charge.

Spillage

- 5.9 Beneath each fuel storage tank there is a drip tray to collect any spillage arising from delivery or refilling of a vehicle or should there be any leakage from the tank.
- 5.10 Spillage may occur when the delivery driver is clearing his hose on completion of the delivery. Should this happen then it is the responsibility of the driver in cleaning up the spillage. Should the driver be unable to clear up the spillage then this should be carried out by station personnel in accordance with the procedure set out below. On these occasions only should the Procurement department be informed that a spillage has occurred as a result of the actions of the driver, using the 'contact us' button on POMS.

- 5.11 Where a spillage occurs (including spills within the drip tray) the nearest spill kit is to be used in accordance with Policy number 747 - Polluting material storage and spillage (**note** - this is the 'in-house' spill kit and not the grab pack on appliances which is provided by the Environment Agency for the benefit of the public at operational incidents only).
- 5.12 Ensure any used spill equipment is stored separately from other wastes, labelled and disposed of correctly as hazardous waste via POMS or the Property Helpdesk, in accordance with Policy number 643 - Hazardous waste disposal.
- 5.13 Report any spillages outside of the drip tray via SERD (including near misses), in accordance with Policy number 368 - Health, safety and environmental event investigation.

Maintenance of stock records

- 5.14 A record of the delivery of DERV fuel to the strategic storage tank and all subsequent issues of fuel to vehicles is to be made using the fuel issues record form (see Appendix 3) which is available for download from the intranet (New office document/Forms Stations/General Station Forms). It is essential that all deliveries are recorded on this form to ensure that the record of the amount of fuel stock within the storage tank is accurate following issues of fuel to vehicles.

Responsibilities

Managers

- 5.15 All managers and station personnel are responsible for ensuring that all staff members under their responsibility:
 - (a) Comply with the requirements of this policy.
 - (b) Are provided with sufficient resources, information and training as is necessary to ensure compliance with this.

Employees

- 5.16 All LFB employees must:
 - (a) Take reasonable care for the health, safety and well-being of themselves and of others who may be affected by what they do at work.
 - (b) Co-operate with LFB management and seek agreement with the person in control of the premises and station commander (where this is not the same person) and others as necessary to enable the Brigade to comply with its policies and legal duties.
 - (c) Take positive steps to understand and to comply with the LFB policies and procedures.
 - (d) Direct all queries regarding ordering, receipting, delivery and collection to the Purchasing Team via the POMS application "Contact Us" button.

Assistant Director, Technical and Commercial (PR)

- 5.17 The Assistant Director, Technical and Commercial is responsible for ensuring departmental procedures and all procurement related work is carried out with appropriate regard to this policy and maintaining suitable contracts and purchasing support to maintain the provision DERV.

Head of Property

- 5.18 The Head of Property is responsible for the management and maintenance of the strategic fuel tanks.

The Assistant Commissioner, Fire Stations (FS)

- 5.19 The Assistant Commissioner, Fire Stations will be responsible for the strategic overview of the reserve, its operational use, and allocation , in the event of limited or reduced fuel stocks from external suppliers .

Person in Control (PIC)

- 5.20 It is the responsibility of the person in control of the premise to ensure compliance with the requirements of this procedure. It is the responsibility of the person in control to ensure that all staff within the site are aware of the requirements of this procedure.

Appendix 1 – List of Brigade premises

Premises	Address
Addington Fire Station	197-199 Lodge Lane, Addington, Surrey, CR0 0QA
Battersea Fire Station	11 Este Road, London, SW11 1TL
Bethnal Green Fire Station	11 Roman Road, Bethnal Green, London, E2 0HU
Chingford Fire Station	34 The Ridgeway, Chingford, Essex, E4 6PP
Croydon Fire Station	90 Old Town, Croydon, Surrey, CR0 1AR
Ealing Fire Station	60-64 Uxbridge Road, Ealing, London, W13 8RA
East Ham Fire Station	210 High Street South, London, E6 3RS
Edmonton Fire Station	99 Church Street, Edmonton, London, N9 9AA
Erith Fire Station	52 Erith Road, Belvedere, Kent, DA17 6HR
Feltham Fire Station	101 Faggs Road, Feltham, Middlesex, TW14 0LZ
Finchley Fire Station	227 Long Lane, London, N3 2RP
Forest Hill Fire Station	155 Stanstead Road, London, SE23 1HP
Hainault Fire Station	368-388 New North Road, Hainault, Redbridge, Essex, IG6 3DY
Hammersmith Fire Station	190-192 Shepherds Bush Road, Hammersmith, London, W6 7NL
Hayes Fire Station	65 Shepiston Lane, Harlington, Middlesex, UB3 1LL
Ilford Fire Station	460 High Road, Ilford, Essex, 1G1 1UE
Kensington Fire Station	13 Old Court Place, Kensington High Street, London, W8 4PL
Kentish Town Fire Station	20 Highgate Road, London, NW5 1NS
Kingston Fire Station	390 Richmond Road, Kingston Upon Thames, Surrey, KT2 5PR
Lee Green Fire Station	9 Eltham Road, London, SE12 8ES
Lewisham Fire Station	249-259 Lewisham High Street, London, SE13 6NH
Northolt Fire Station	74 Petts Hill, Northolt, Middlesex, UB5 4JT
Old Kent Road Fire Station	405 Old Kent Road, London, SE1 5JH
Orpington Fire Station	13 Avalon Road, Orpington, Kent, BR6 9AX
Poplar Fire Station	168 East India Dock Road, London, E14 0BP
Romford Fire Station	198 Pettits Lane North, Romford, Essex, RM1 4NU
Ruislip Fire Station	Bury Street, Ruislip, Middlesex, HA4 7TW
Sidcup Fire Station	162 Main Road, Sidcup, Kent, DA14 6NZ
Soho Fire Station	126 Shaftesbury Avenue, London, W1D 5ET
Stanmore Fire Station	650 Honeypot Lane, Stanmore, Middlesex, HA7 1JS
Stratford Fire Station	117 Romford Road, Stratford, London, E15 4LY
Sutton Fire Station	43 St. Dunstons Hill, Sutton, Surrey, SM1 2JX
Twickenham Fire Station	30 South Street, Twickenham, Middlesex, TW2 5NT
Walthamstow Fire Station	343 Forest Road, London, E17 5JR

Premises	Address
Wandsworth Fire Station	45 West Hill, Wandsworth, London, SW18 1RL
Wennington Fire Station	Wennington Road, Wennington, Essex, RM13 9EE
Willesden Fire Station	59a Pound Lane, Willesden, London, NW10 2HH

Appendix 2 – Method statement

- 1 Upon arrival at site, contractor must sign in using the attendance sheet in Section 1 of the Premises Log Book.
- 2 Contractor must be made aware of any known premise specific hazards (including any vehicle manoeuvring hazards), emergency procedures and welfare facilities.
- 3 Accompany contractor to the tank and unlock the roller shutter.
- 4 Complete a visual inspection of the tank condition and surrounding area for any defects, spills or safety related concerns. Any defects must be reported to the Property Helpdesk.
- 5 Allow the delivery to commence only when you are satisfied that you have done all that you can to ensure that the delivery is safe.
- 6 Contractor should make the delivery in accordance with their own method statement, ensuring correct PPE is worn at all times (hard hat with splash visor and pvc gauntlets are compulsory for contractors when making fuel deliveries).
- 7 Supervise the delivery at a safe distance.
- 8 In the event of a chemical spillage during delivery, however small, the contractor should use appropriate spill kit equipment to mop up the spill.
- 9 Any contaminated spill equipment produced during delivery should be sealed and removed from the premise by the contractor to be disposed of separately as hazardous waste by a licensed hazardous waste contractor.
10. Stop the delivery immediately in the event of unsafe practices or if unsafe working conditions exist which may affect the safety of the contractor, LFB staff and visitors, or adversely affect the environment. Where it is evident that there is serious or imminent danger to people or the environment, any LFB employee has the duty to act by requesting that the work cease.

Appendix 3 – Fuel issue – form 1

LFB LONDON FIRE BRIGADE	FUEL ISSUE RECORD		FUEL TYPE		<small>(TICK WHICH TYPE)</small>	REFERENCE NUMBER		
			DIESEL			ST N	YEAR	PAGE
	PETROL							

ISSUES								
DATE	QUANTITY	REG NO	LOCATION	DRIVER RECEIVING	OFFICER ISSUING	METER AT START	METER AT END	STOCK IN TANK

ORDERS			RECEIPTS			
DATE	QUANTITY	POMS REFERENCE NUMBER	DATE RECEIVED	QUANTITY RECEIVED	RECEIVED BY	SIGNATURE

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	12/12/2013	SDIA	H - 15/10/2019	HSWIA		RA	05/12/2013
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 6, Appendix 1	Kingsland and Southwark fire station removed from list due to station closure.	17/07/2014
Page 10, Assessments.	SIA & RA dates added.	21/07/2014
Page 10	Subject list and FOIA exemptions tables.	29/10/2014
Throughout	This policy has been reviewed as current, no changes were necessary, except in paragraph 2 where reference to PN897 has been added.	14/12/2016
Page 1 Page 4, para 5.17 and 5.18	Owner title changed to 'Assistant Director, Technical and Commercial.' The term 'head of' changed to 'Assistant Director, Technical and Commercial' in both paragraphs.	16/04/2018
Throughout	Changes made to organisation, department and team names to reflect the changes in organisational structure and governance due to the abolition of the London Fire and Emergency Planning Authority, now replaced with the London Fire Commissioner.	18/02/2019
Throughout	As a result of the role to rank changes job titles in this document have been updated.	15/10/2019
Page 4, Para 5.18	Reviewed as current with change of responsibility to the correct post holder title.	14/05/2021

Subject list

You can find this policy under the following subjects.

ULSD	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification