

Loss prevention standards

Motor Trade – Waste Management

Motor trade premises are at risk of fires caused by the accidental ignition of waste materials – but good management and housekeeping can significantly reduce the risk of injury or damage occurring.



Motor Trade – Waste Management



Introduction

Garage workshop environments can produce a lot of waste from operations such as vehicle servicing, maintenance, storage operations, body shop repairs, vehicle refinishing and paint spraying operations. Clearing this waste effectively is an essential part of a robust risk management programme.

Management

Prompt and thorough identification of waste materials and good management procedures for controlling waste should keep workspaces clean, tidy and well organised. This should be adopted for the whole of the site, including internal workshop areas, stores, offices, external compounds, yards and vehicle storage areas. Effective housekeeping can reduce the potential of workplace hazards arising, such as fires, which can be devastating to a business.



Documentation

Documentation of your waste clearance arrangements should be provided and held by nominated staff members. Documented standards should include the frequency of inspections to control waste in workspaces and to quantify the levels of waste permitted before clearance. This should include provision for weekends and bank holidays when removal may not be available. The duration of inspections should be recorded, as well as any remedial measures required and confirmation of completion.

All employees should be encouraged to maintain good waste management practices and be provided with formal training. This training should be recorded and regularly updated, and include advice on how waste is cleared, segregated, stored and removed. It is crucial that a commitment to continually improve standards is demonstrated throughout the entire organisation at both management and operational level. As part of this, organisations must have a clearly communicated zero tolerance policy in respect of poor waste clearance and management.

Waste storage arrangements should form part of any fire risk assessment required under the [Regulatory Reform \(Fire Safety\) Order 2005](#). A risk assessment should also be carried out for any work activity involving the use or storage of a dangerous substance such as a flammable liquid as part of the [Dangerous Substances and Explosive Atmospheres Regulations 2002](#) (DSEAR).

Specific Hazards

Internal housekeeping and waste storage

Any residue and spillages of substances such as oil and fuel should be cleared immediately. Non-combustible mineral-based absorbent granules or a similar material should be used, then promptly swept up and placed in a non-combustible lidded container before removing them from the building. Sawdust should never be used to mop up waste. Oil-soaked sawdust can heat up spontaneously, and if ignited by a spark or flame, it can cause a rapidly developing fire that is difficult to extinguish.

Any waste products that will be re-used, such as waste oil, should be stored in appropriate containers and kept separately from other waste materials. The volumes stored should be kept to a minimum.

Oil, grease or flammable solvent-contaminated rags, wipes, paper or cloth should be stored in lidded metal bins and kept separate from other waste. Each waste container should be clearly identified to ensure that all individuals

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are aware of the contents and potential hazards. Waste should be regularly removed to external storage areas on the day of or before its collection from the site, whichever is the most practicable. All rags and waste should be kept at least 1 metre away from any heat sources in operation, such as:

- Electrical distribution board or fuse board
- Portable heating equipment
- Heat exchanger or boiler
- Waste oil heater

External housekeeping and waste storage

Soiled rags and waste should be stored in suitable non-combustible receptacles, fitted with lids that are sealed when left unattended or the premises are closed for business. If they will not be used as fuel or for recycling purposes, they should be removed from the premises at least every 30 days, or as soon as possible. Waste materials including recycling should be collected regularly by authorised and licensed contractors. All storage bins and containers should be located well away from the buildings.

Good security measures, including secure perimeter fencing, locked gates, intruder alarms, CCTV systems, and external lighting, will help prevent unauthorised access of external areas. Chaining wheeled waste bins to secure objects or anchors can prevent them from being moved close to buildings and maliciously ignited.

Fuel retrievers

Draining fuel is particularly hazardous without the use of a proprietary retriever. To minimise the possibility of spillage and escaping petrol vapour, proprietary fuel retrievers should be operated in accordance with the **manufacturer's instructions** by a competent individual. The units should be stored in a well-ventilated area, clear from ignition sources or combustible materials. The retrieved fuel should be emptied outside, well away from smoking areas and other sources of ignition, with the fuel placed in a suitable non-combustible lidded container.

Waste oil heaters

Burning waste oil as fuel in small waste oil burners requires the appropriate permit from the Local Authority (Schedule 13 of the Environmental Permitting (England and Wales) Regulations 2016). The equipment should be specifically designed and installed for such use and operated and regularly maintained in accordance with the **manufacturer's instructions**. **Waste oil heaters should be kept at least 1 metre clear of any other materials.**

Waste tyre storage

Waste tyres should be collected on a regular basis to prevent a build-up, and stored externally in a suitable location well away from buildings wherever possible. Any internal storage of waste tyres should be kept to a minimum, and at least 1 metre away from any electrical or heating equipment.

Vegetation in close proximity to vehicle tyre storage areas should be regularly controlled to prevent ignition during dry months. Any areas used for vehicle tyre storage should be secured to prevent unlawful access and malicious ignition.

Paint spraying operations

- Areas used for paint spraying or mixing – Fit with flameproof electrical installations, including lighting, which are regularly tested and maintained by competent individuals. In these areas, avoid direct heating and prohibit non-flameproof equipment such as radios. Consider the use of proprietary spray booths
- Filters and extraction equipment – Clean and maintain in **accordance with the manufacturer's instructions**
- Paints or thinners – Store in suitable proprietary flammable liquid containers and pay strict attention to cleanliness when using solid residues of cellulose solutions, especially cellulose nitrate
- Places in booths where dusts and dry deposits can accumulate – Clean at least once a week using an intrinsically safe vacuum cleaner designed for the purpose and not by brushing
- Scrapings and sweepings from spray booths – Place immediately in metal receptacles with metal lids and remove from the building at the end of each day
- Safe cleaning of spray guns – Provide nozzles and use proprietary cleaning units designed for the purpose
- Combustible materials – Keep at least 1 metre away from the outside of mixing and spray booths, and do not use the roof of the booths for storage
- Spray booth filters – Replace regularly and immediately remove used filters from the building and store externally in suitable containers
- Flammable materials for immediate use – Keep quantities to a minimum, and in no case exceed the maximum quantity required for the operation of one shift
- Drums and cans containing flammable liquids – Keep securely sealed when not in use, and when empty keep closed and away from buildings to await removal from the site



Checklist

A generic Motor Trade – Waste Management Checklist is presented in Appendix 1 which can be tailored to your own organisation.

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[Aviva Risk Management Solutions – Specialist Partners](#)

Sources and Useful Links

- [The Environmental Permitting \(England and Wales\) Regulations 2016](#)

Additional Information

Relevant Loss Prevention Standards include:

- Control and Management of Combustible Waste Materials

To find out more, please visit [Aviva Risk Management Solutions](#) or speak to one of our advisors.

Email us at riskadvice@aviva.com or call 0345 366 6666.*

*Calls may be recorded and/or monitored for our joint protection.

Appendix 1: Motor Trade – Waste Management Checklist



Location	
Date	
Completed by (name and signature)	

	Waste Management Programme	Y/N	Comments
1.	Is there a person responsible for the management of the waste programme?		
2.	Are regular housekeeping inspections carried out, and the findings recorded and actioned?		
3.	Are granules or similar material used to mop up spillages and then removed promptly?		
4.	Are non-combustible, lidded containers used for the storage of soiled or contaminated rags and cleaning cloths?		
5.	Are oily or waste rags removed from the premises regularly and kept outside in non-combustible lidded containers?		
6.	Are fuel retrievers used by competent individuals, stored safely and emptied externally from buildings?		
7.	Are retrieved fuel and waste oils stored safely in suitable containers and regularly collected?		
8.	Is storage of waste outside the premises controlled and regularly collected by authorised contractors?		
9.	Is any waste fuel used for heating purposes stored safely, with volumes kept to a minimum?		
10.	If waste fuel is burned in a small waste oil burner, is the equipment designed for this use and has the appropriate permit been obtained?		

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	Waste Management Programme Contd.	Y/N	Comments
11.	Has a fire risk assessment been carried out and all recommendations completed? Is this regularly reviewed and updated?		
12.	Is the vegetation in any areas housing vehicle tyre storage or combustible waste controlled?		
13.	Are tyres stored externally in a suitable location, well away from all buildings?		
14.	If waste tyres are stored internally, are quantities kept to a minimum, and kept clear of electrical and heating equipment?		
15.	Are adequate security measures provided to tyre storage areas?		
16.	Are tyres regularly collected from the site to prevent a build-up?		
17.	Is the soiled cleaning cloth storage clearly identified and kept separate from general waste?		
18.	Are security measures provided in external areas to prevent waste bins from being moved and placed in close proximity to buildings?		

	Paint Spraying Operations	Y/N	Comments
19.	Has a risk assessment been carried out in accordance with the requirements of DSEAR regarding the storage of dangerous substances such as paints and solvents? Is this regularly reviewed and updated?		
20.	Is a suitable store provided for all flammable liquids?		
21.	Is the quantity of flammable materials for immediate use kept to a minimum, and never allowed to exceed the maximum quantity required for one shift?		
22.	Are all drums and cans securely sealed when not in use, and kept closed and away from the buildings when empty?		
23.	Are materials such as empty tins and used air extract filters containing large quantities of combustible deposits kept in a suitable store?		
24.	Are scrapings and dry deposits cleared from spray booths at least once each week and removed from the buildings?		
25.	Are powders and dusts removed using a suitable vacuum cleaner?		
26.	Are spray booths and mixing areas well maintained, including regular maintenance of extract equipment and filters?		
27.	Are paint spray booths or mixing areas fitted with flameproof electrical and lighting installations, all of which are regularly tested and maintained by competent individuals?		
28.	Have employees been trained in the safe operation of the spray booth and mixing areas?		
29.	Is the use of direct heating within spray booths and mixing areas prohibited?		
30.	Is the use of non-flameproof electrical equipment prohibited in spraying and mixing areas?		
31.	Additional comments:		

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