



Jersey Fire & Rescue

..making Jersey a safer community

***Standard Conditions of
Licence for Petroleum
Filling Stations***

2005

States 
of Jersey

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Part A1 Definitions

In the licence and for the purpose of these conditions (except in so far as the context otherwise requires) the following expressions shall have the meanings respectively assigned to them:

Approved means the acceptance in writing by the States of Jersey Fire and Rescue Service of the standard of installation and the methods of construction and operation as suitable for licensing.

Approved Arrangements means those arrangements on the licensed premises which accord with those shown on the deposited plans and related correspondence which will be considered to form part of the licence and includes buildings, installations, equipment and the operation of the licensed premises.

Approved Container means a metal container of a capacity not exceeding 23 litres permanently labelled 'Petroleum Spirit – Highly Flammable' with a secure leak proof cap, or a plastic container not exceeding 5 litres capacity which complies with the requirements of the Petroleum-Spirit (Storage)(Jersey) Regulations 2001.

Authorised Officer means a person duly authorised by the Home Affairs Committee for the purposes of the Law.

The Committee means the Home Affairs Committee

Competent Person means a person with enough practical and theoretical training, knowledge and actual experience to carry out a particular task safely and effectively. The person shall have the necessary ability in the particular operation of the type of plant and equipment with which he or she is concerned, an understanding of relevant statutory requirements and an appreciation of the hazards involved. The person shall also be able to recognise the need for specialist advice or assistance when necessary and to assess the importance of the results of examinations and tests in the light of their purpose. A 'person' can be taken to mean more than one or a body corporate or incorporate. It is therefore possible to appoint appropriate organisations (eg. insurance companies or inspection bodies) to carry out tasks designated for competent persons.

Control Point means a position in a kiosk or other building at an attended self-service filling station from which an attendant can adequately view and supervise activities at the dispensing equipment and activate and shut off the equipment in an emergency.

Convenience Store means a building or that part of a building forming part of the licensed premises which is used for the sale of consumer goods and other services, the said building having a retail/trade selling area in excess of 60 square metres.

Deposited Plan means the plan or plans deposited with and approved by the Licensing Authority showing the arrangement of the licensed premises and the methods specified thereon for keeping and handling of petroleum spirit and shall include any petroleum spirit store as defined, and these plans shall form part of any licence to keep petroleum spirit.

Driver Controlled Delivery means a delivery in which the road tanker driver may off-load a tanker containing petroleum spirit at a filling station without being monitored by the licensee's representative. This is subject to prior agreement having been obtained from the States of Jersey Fire and Rescue Service and a licence issued in accordance with Schedule 3 Part 5 of the Petroleum-Spirit (Carriage by Road) (Jersey) Regulations 2001.

Filling Station means the premises at which petrol is dispensed into the fuel tanks of motor vehicles or into containers and which may be operated in one of the following modes:

- (a) **Attendant Operated** means a filling station where an attendant directly operates and controls and dispensing equipment and the discharge nozzle.
- (b) **Attended Self-Service** means a filling station where a user operates the dispensing equipment which is activated, supervised and may be shut off in an emergency by an attendant at a control point.
- (c) **Unattended Self-Service** means a filling station where dispensing equipment is activated and operated by the user without supervision by an attendant.

Hazardous Area means a three dimensional space in which a flammable atmosphere is, or may be expected to be, present in such frequencies as to require special precautions for the construction and use of electrical equipment, and some non electrical apparatus. **EN 60079-10** defines the following hazard areas:

- (a) Zone 0: in which an explosive gas-air mixture is continuously present, or present for long periods.
- (b) Zone 1: in which an explosive gas-air mixture is likely to occur in normal operation.
- (c) Zone 2: in which an explosive gas-air mixture is not likely to occur in normal operation and, if it occurs, it will exist only for a short time.

EN 60079 also defines the areas outside these zones as non-hazardous.

Licence means a Licence granted by the committee under the Petroleum (Jersey) Law 1984 for the keeping of Petroleum Spirit.

Licensed Premises means the premises in respect of which the licence is approved or subsequently amended (and shall include all buildings, tanks, fittings, pumps, dispensers, drains, petroleum separators, and catchment areas) within the areas marked on the deposited plans relevant to the licensed premises.

Licensee means the person or body, whether corporate or otherwise, whose name appears as the licensee on the Licence and includes any person acting on, or purporting to act on, behalf of the licensee.

Licensing Authority means The States of Jersey Fire and Rescue Service.

Motor Vehicle includes any vehicle, **boat or craft** powered by an engine using petroleum spirit as a fuel.

Petroleum Spirit means petroleum spirit as defined by Section 23 of the Petroleum (Consolidation) Act 1928 of the United Kingdom or any Act or Acts amending or replacing the same, which expression shall include petroleum mixtures as defined by the Petroleum (Mixtures) Order 1929 of the United Kingdom, or any other legislation which amends or extends that definition.

Petroleum Spirit Store includes any building or place used for or in connection with the keeping or dispensing of petroleum spirit on the licensed premises but does not include, unless otherwise specifically stated, petroleum spirit contained in the fuel tanks of motor vehicles kept on the licensed premises.

Safe Working Capacity is equal to 97% of the actual capacity of the storage tank expressed in litres.

Site Register means the permanent record kept at the licensed premises identifying the various activities which affect the safety of those premises.

PART A2 Limitations, Variations and Amendments

Limitations

2.1 Nothing in the licence or conditions attached thereto is in any way intended or deemed to absolve the licensee or any other person or persons from liability to observe, comply with or carry out any requirement or provision of any statute, regulation or bye-law or other legal requirements for the time being in force.

Variations and Amendments

2.2 Any special condition, exemption or variation allowed in any particular case shall be read together with, and taken as, part of these conditions, unless otherwise specified. Any general or special condition may be amended or varied at the discretion of the States of Jersey Fire and Rescue Service.

Part A3 General Conditions

The Licence

3.1 The licensee and all persons employed on the premises shall act in accordance with and observe the conditions attached to the licence.

3.2 The licence or copy shall be kept intact on the licensed premises and shall be produced to an authorised officer upon demand. When required, the licence shall be sent to the States of Jersey Fire and Rescue Service, with any written application for amendment, renewal or transfer.

3.3 The licensee shall, at least 28 days before transferring all or any part of his interest in the licensed premises to any other person, give notice in writing to the States of Jersey Fire and Rescue Service of his intention to do so and of the name and address of the person to whom he proposes to transfer that interest in those premises.

3.4 A transfer of licence shall not be complete until an application has been received and approved by the States of Jersey Fire and Rescue Service.

3.5 The licensee shall, at least 28 days before discontinuing or changing the use of any petroleum spirit storage tank(s) or petroleum spirit store(s) on the licensed premises, give the States of Jersey Fire and Rescue Service notice in writing of his/her intention to do so and shall immediately take such steps as may be required by the States of Jersey Fire and Rescue Service to render them safe from fire and/or explosion. This condition shall not apply where the use of the storage tank(s) or receptacle(s) is discontinued temporarily for the purpose of cleaning but the licensee shall notify the States of Jersey Fire and Rescue Service in writing of the temporary disuse. Repairs or cleaning to any tank(s) on site shall not be carried out without the written consent of the States of Jersey Fire and Rescue Service.

3.6 No alterations may be made to the licensed premises that affect the approved arrangements (including the demolition of any tank on site) unless the written consent of the States of Jersey Fire and Rescue Service has been given. The approval of plans by Building or Planning Regulations shall not be deemed or construed as being approval under this licence condition. The licensed premises shall be maintained such that all approved arrangements, including all safety related features, function properly.

3.7 The licensee shall notify the States of Jersey Fire and Rescue Service, as soon as is practicable in writing, of any information about developments or alterations adjacent to the licensed premises which might affect the safety of operations on the licensed premises.

Permitted Quantities

3.8 The quantity of petroleum spirit kept at any one time on the licensed premises shall not exceed the amount specified in the licence, exclusive of petroleum spirit in the tanks of motor vehicles which may be present on the licensed premises.

Powers of Entry for Authorised Officers

3.9 Every duly authorised officer of the States of Jersey Fire and Rescue Service shall at all reasonable times be allowed unrestricted access to the premises for the purpose of ascertaining whether the conditions attached to this licence are being duly observed. The licensee shall give every reasonable assistance, which such officers may require for that purpose and shall supply samples of any substances which an authorised officer may have reasonable cause to believe to be subject to the provisions of the Petroleum (Jersey) Law 1984.

Containers

3.10 Any container in which petroleum spirit has been kept shall be maintained securely closed and whilst on the licensed premises shall be kept only in a petroleum spirit store or at such position as may be approved.

Precautions against Fires, Explosions, Leaks and Spills

3.11 The licensee shall take all practicable steps necessary to prevent:

- (a) accident by fire or explosion;
- (b) Persons under the age of 16 having access to petroleum spirit on the licensed premises or any equipment associated with such spirit;
- (c) The escape of petroleum spirit;
- (d) Any petroleum spirit entering any drain, sewer or waterway;
- (e) any naked light, fire, flame or any other source liable to ignite flammable vapour occurring or present within a hazardous area;
- (f) Smoking taking place in any hazardous area where petroleum spirit is kept, handled or exposed;
- (g) the operation of radio transmitting equipment, including Citizens Band radios and mobile telephones in the hazardous area, except for radio transmitting equipment not capable of inducing a current or charge which could ignite a flammable atmosphere as defined in BS 6656;
- (h) The dispensing of petroleum spirit unless the safe operation of the licensed premises can be ensured;

3.12 The licensee shall immediately take all practicable steps necessary to remedy any defect or condition likely to cause accident, fire, explosion or leak and to investigate any suspected leak, and thereafter carry out at his own expense such tests and works of demolition, alteration, extraction, retrieval or construction as may be required by the States of Jersey Fire and Rescue Service.

3.13 The licensee shall immediately notify the States of Jersey Fire and Rescue Service confirming in writing the details of any fire, spillage, accident or explosion and of any leak or loss involving petroleum spirit, or indicated leak or loss as a result of inventory checking or for any other reason, at or from the licensed premises.

3.14 Appropriate steps shall be taken to prevent leaks and spills and to detect the sources of any leaks, including leaks indicated as a result of monitoring petroleum spirit stocks or excessive petroleum spirit odours at or in the vicinity of the licensed premises. Any leaks or spills shall be prevented from escaping from the licensed premises. Small leaks or spills shall be cleared up promptly by the application of dry sand or other absorbent material. All sand or other material used for clearing or containing leaks or spills shall not be exposed to a source of ignition and shall be disposed of safely.

3.15 Any leaks or spills shall be removed promptly from separating chamber and drainage channels.

3.16 No electric light, electrical apparatus or appliance likely to ignite surrounding flammable vapour shall be used in any hazardous area where petroleum spirit is kept, handled or exposed.

3.17 Adequate and unobstructed means of escape from all parts of the licensed premises shall be provided and maintained to the satisfaction of the States of Jersey Fire and Rescue Service. The parking of vehicles shall not be permitted in such a manner as to impede the safety of the licensed premises.

3.18 Adequate and efficient fire-fighting equipment together with means for summoning the States of Jersey Fire and Rescue Service as approved or required by the Licensing Authority, shall be provided at all times by the licensee. All such equipment shall be situated in a position approved by the States of Jersey Fire and Rescue Service and shall remain at all times, when the premises are open for business, both accessible and unobstructed. The equipment shall be maintained in good condition and be capable of efficient operation at all times and in all weather conditions.

Site Register, Maintenance, Repairs and Modifications

3.19 The licensee shall maintain a site register for the keeping of records relating to the installation, maintenance, repair, inventory checking, electrical requirements and details of all persons carrying out relevant activities in a form similar to that in Appendix 1 to these Licence Conditions.

3.20 At least 24 hours before the transfer or cessation of a licence both the licence and site register or a copy thereof shall be deposited with the Licensing Authority by the outgoing licensee.

3.21 All relevant persons working at the licensed premises shall be given adequate theoretical training and practical instruction to ensure that they fully understand the hazardous characteristics of petroleum spirit, the operational and emergency procedures at the licensed premises and relevant licensing and other legal requirements. Records of such training shall be maintained in a form similar to that in Appendix 1 to these Licence Conditions.

3.22 A maintenance scheme to ensure the integrity of plant and equipment, the presence and effectiveness of safety and emergency provisions and the maintenance of the site in a condition free from fire hazards shall be in operation on the licensed premises. Records shall be kept to monitor the various elements of the scheme, to show any significant faults detected and to reflect significant repairs and modifications in a form similar to that in Appendix 1 to these License Conditions.

3.23 No work involving the disconnection of pipelines within a tank access chamber, removal of the tank lid, or work involving drilling or excavation of ground adjacent to an underground tank or pipeline, shall take place without the prior written approval of the States of Jersey Fire and Rescue Service.

3.24 Any modifications, repairs, removals or abandonment of tanks, tank compartments, pipelines, metering pumps, dispensers and associated equipment shall be under the control of a competent person.

3.25 The location of any storage tank that has been permanently taken out of use shall be recorded on the site register by the licensee and brought to the attention of any person who subsequently becomes responsible for those premises.

3.26 The licensee shall ensure that petroleum separating chambers and all drainage channels and gullies connected thereto are efficiently maintained, subject to routine visual inspections are cleaned out when necessary and in any event shall be inspected at least once in any period of six months.

3.27 Storage tanks, delivery, supply, and vent lines shall be subjected to testing for leaks in accordance with the methods and intervals agreed by the Licensing Authority, and in accordance with the general principles of the document "Guidance on Assessing the Risk of Fire and Explosion at Sites where Petrol is Stored and Dispensed as a Fuel" published by the Health and Safety Executive.

3.28.1 A full Electrical periodic test and inspection shall be carried out and certified by a competent person accredited by UKAS specifically for Petrol filling stations, at intervals not exceeding 12 months to ensure that electrical equipment and installations in hazardous areas as well associated equipment in non-hazardous areas continues to remain in a satisfactory condition.

3.28.2 A current electrical periodic inspection report showing completion of all relevant sections shall be kept on the licensed premises and shall be provided to an authorised officer on demand. A copy of the completed document, along with any accompanying data sheets is also to be forwarded to the Licensing Authority.

3.29 Combustible material and rubbish shall only be kept in the areas approved by the States of Jersey Fire and Rescue Service.

Operating and Emergency Procedures

3.30 The licensee shall make available to persons working at the licensed premises, written procedures for normal and emergency operations. The procedures shall set out clearly the actions necessary for compliance with the licence conditions and other legal requirements, safe operation, effective maintenance and appropriate emergency response at the licensed premises.

3.31 All operational and emergency procedures shall be reviewed regularly by the licensee. They shall be amended to take into account any changes in local circumstances, any alterations or modifications to the plant or equipment at the licensed premises and any practical experience arising from suspected or actual leaks, spills or other incidents.

Storage of Other Flammable Liquids

3.32 Save as otherwise approved by the States of Jersey Fire and Rescue Service, no substance of a flammable, corrosive or explosive nature shall be in or near a place where petroleum spirit is kept, handled or exposed. Goods incompatible with the need to avoid fires and explosions from petroleum spirit, eg. Fireworks and other explosive substances shall not be offered for sale at licensed premises.

3.33 Compartmented tanks shall not be used for storing both petroleum spirit and fuel oils for use in heaters. (Diesel is not a fuel oil for use in heaters)

3.34 Fuel oil, paraffin, other flammable liquid or gas shall only be kept on the licensed premises at the position shown on the deposited plan. Where required by the States of Jersey Fire and Rescue Service provision shall be maintained to prevent the outflow of such fuel oil, paraffin, other flammable liquids or gas from the place of storage. Where such products are authorised to be kept on the licensed premises, the tank in the case of an above ground tank, and the manhole chamber and/or the fill pipe in the case of an underground tank, shall be clearly marked to readily identify its contents.

Draining Motor Vehicle Fuel Tanks

3.35 Where work is required to be done on any petroleum fuel tank of any motor vehicle, petroleum spirit shall be drawn off from the fuel tank of a motor vehicle only in the open air or other safe, well ventilated place. This shall only be into a metal container large enough to contain the total contents of the field tank and conspicuously labelled 'PETROLEUM SPIRIT – HIGHLY FLAMMABLE'. The container shall forthwith be securely closed. Petroleum spirit shall not be placed in or kept in a bucket or similar open vessel.

Repair of Vessels

3.36 The licensee and any other person employed in or about the premises shall not repair or cause or permit to be repaired any vessel in which petroleum spirit is or has been kept, until all reasonable precautions have been taken to ensure that the vessel has been rendered free from petroleum spirit and flammable vapour.

Notices

3.37 The licensee shall keep displayed a notice setting out the conditions of licence to be observed by persons employed at the licensed premises. The notice shall be installed where it is readily accessible and easily readable by all employees likely to be at the licensed premises at any time (**see Appendix 2**).

3.38 Notices shall be in accordance with the Health and Safety (Safety Signs and signals) Regulations 1996, BS 5499. All warning and information notices or signs shall be on unobscured display.

Part B1 Petrol Filling Stations

General

1.1 Any dispensing areas of the forecourt and any road tanker delivery areas shall be adequately lit for safety purposes and at all times of use be to a level of not less than 100 lux at ground level in the working area.

Road Tanker Deliveries

1.2 The licensee shall bring to the notice of all concerned the provisions of the Petroleum-Spirit (Carriage by Road) (Jersey) Regulations 2001 or any amending legislation which relates to the precautions to be observed in delivering and receiving petroleum spirit from a road tanker into a storage tank.

1.3 The road tanker, while petroleum spirit is being discharged there from into a storage tank, shall stand in a position approved by the States of Jersey Fire and Rescue Service.

1.4 At any filling station with a vapour balancing system, care shall be taken to prevent the release of petroleum spirit vapour at ground level. When connecting hoses prior to delivery of petroleum spirit, the vapour hose shall be connected before the delivery hose. On completion of the delivery operation, the vapour hose shall not be disconnected until the delivery hose has been discharged and disconnected. At such sites the dipping of a road tanker compartment is not permitted whilst the transfer of petroleum spirit is actually taking place from any compartment of the road tanker, unless approved by the States of Jersey Fire and Rescue Service.

1.5 Simultaneous road tanker deliveries of petroleum spirit and Liquid Petroleum Gas shall not be made.

1.6 The licensee shall, by appropriate means, ensure that whilst deliveries are taking place the road tanker has a clear escape route in the case of an emergency.

Dispensing Activities

1.7.1 When the licensed premises are closed for business, all electrical power to the dispensing equipment shall be switched off and the dispensing equipment shall be securely locked to prevent nozzles being removed from their housings.

1.7.2 Except when they are needed for immediate use, tank filling and dipping pipes, and access to them, shall also be securely locked.

1.7.3 The means to switch on power and to release locking devices shall be inaccessible to the general public.

1.8 The licensee shall take all reasonable steps to ensure that:

1.8.1 The engine of any vehicle is switched off before the dispensing of fuel to that vehicle.

1.8.2 All dispensing equipment is operated in accordance with the manufacturer's instructions and equipment designed for operation by an attendant is only operated by a trained attendant.

1.8.3 Following dispensing, nozzles are firmly stored in their housings, thereby switching off metering pumps and dispensers, or in the case of centralised pump systems to isolate hoses from sources of pressure.

1.8.4 Where appropriate, hoses are draped to avoid damage by moving vehicles.

1.8.5 The person in charge of a control point does not permit dispensing activities to be undertaken where any person is seen to be smoking in the hazardous area.

1.9 Except where a pump used to dispense petroleum spirit is being tested for accuracy or during the course of repairs to the installation or any part thereof, petroleum spirit shall be dispensed only by means of approved equipment into the fuel tanks of motor vehicles or into an approved container. Any container shall immediately be securely closed and removed from the licensed premises or placed in a store approved for the purpose.

1.10 Approved containers shall only be filled when the dispenser nozzle operating levels are held open manually.

1.11 Unless an emergency switch is provided at an approved position, a power driven dispenser used for filling the fuel tanks of motor vehicles shall be fitted with an approved device maintained to limit continuous outflow of petroleum spirit from a dispenser.

Monitoring and Testing for Leaks

1.12 Consistent, accurate monitoring of petroleum spirit delivered, stored and dispensed shall be carried out by the licensee in order to detect leaks from each licensed underground tank and connected pipeline system.

Unless otherwise authorised in writing by the States of Jersey Fire and Rescue Service, at least once during each working day an inventory check and record shall be made as follows:

1.12.1 Measure the contents of each tank or compartment.

1.12.2 Before petroleum spirit is delivered or dispensed, take a reading of the meter totaliser of each connected metering pump or dispenser.

1.12.3 Maintain a running record of the measurements and readings for each separate tank or compartment and connected system, together with a record of associated deliveries. The record shall be maintained daily in a form which shows clearly all gains and losses for each tank or compartment and connected pipeline system. It shall be retained at the licensed premises for at least 12 months and shall be available for examination by an authorised officer at all reasonable times. In any event, any gains or losses which vary from the normal operating pattern shall be notified forthwith to the States of Jersey Fire and Rescue Service.

1.13 Periodic checks shall be made for the presence of water in each tank or compartment.

1.14 Where diesel fuel is stored in a compartment of a multi-compartment petrol tank, all the precautions and standards necessary for the storage of petroleum spirit shall be followed. Distinctive marking and identification shall be in place, adequate steps to detect leaks shall be taken and regular monitoring to detect any contamination shall be carried out. In the event of failure of a compartment, the whole tank shall be regarded as failed.

Storage of Fuel in Tanks of Motor Vehicles

1.15 Petroleum spirit may be kept in the fuel tanks of motor vehicles standing in such parts of the licensed premises as have been approved for motor vehicle sales, servicing or repairs.

Marking and Identification of Tanks, Fill Pipes and Measuring Devices

1.16 A clear and durable indication shall be maintained at each tank, tank fill point, and measuring device of:

1.16.1 The identification number;

1.16.2 The sale working capacity;

1.16.3 The grade of fuel.

Where vapour balancing is installed at the site, a clear and durable notice shall be displayed which reads "connect vapour return line before off-loading" adjacent to the vapour return line and tank fill points.

Assessing and Controlling the Risks

1.17 Every licensee shall carry out an assessment of the risk of fire and explosion involved with the dispensing and storage of petroleum spirit using the principles set out in the document "Guidance on Assessing the Risk of Fire and Explosion at Sites where Petrol is Stored and Dispensed as a Fuel" published by the Health and Safety Executive. A record of the assessment shall be kept on the licensed premises and be provided to an authorised officer on demand. The licensee shall take appropriate measures to control risk where necessary, as identified by the assessment.

1.18 The risk assessment of risk should be reviewed from time to time (generally at least every 3 years), particularly if changes are made to the petroleum installation or to neighbouring properties. In addition the licensee shall review a risk assessment if requested by the States of Jersey Fire and Rescue Service.

Part B2 Attendant Operated Filling Stations

2.1 Whenever an attendant operated filling station is open for business, a trained attendant shall be available to operate the dispensing equipment. The attendant shall not allow customers to operate the equipment. No operating attendant shall be under the age of 16 years and no-one under the age of 18 years shall be left in sole charge of the filling station.

Part B3 Attended Self-Service Filling Stations

3.1 Adequate supervision of all dispensing activities at an attended self-service filling station shall be exercised by a trained attendant or attendants at a suitable located and equipped control point or points. No operating attendant shall be under the age of 16 years and no-one under the age of 18 years shall be left in sole charge of a filling station. The control equipment shall not allow any activation of dispensing equipment unless the attendant, only on demand, releases a specific dispenser identified by its dispenser number. There shall be no facility for dispensing equipment to be activated automatically. At a self-service filling station with a convenience store or additional other services the licensee shall have specific contingency plans for ensuring that adequate supervision of dispensing activities can be maintained at all times.

3.2 An attendant shall not activate any dispensing point unless satisfied that no smoking or other sources of ignition are present; that the engine of the vehicles to be filled is switched off; that adequate supervision can be continued; and that any necessary action in the event of an emergency or deviation from dispensing can be taken. Irrespective of the configuration of dispensers at the filling station, an attendant shall not activate any more than eight dispenser points for simultaneous delivery of fuel into the tanks of motor vehicles or approved containers.

3.3 When open for business, the licensed premises shall be supervised by a competent person who shall not be under the age of 18 years

3.4 **Nozzle trigger latching mechanisms should be removed or disarmed (except for autogas).**

Absence of Attendant from Control Point

3.5 If the attendant, for any reason, leaves the control point so that the remote control devices are no longer under the attendant's immediate supervision, all dispensing systems shall be de-activated. The only exception to this condition shall be that if the attendant makes a delivery from any dispenser, then that dispenser only may remain activated during any absence from the control point.

Part B4 Unattended Self-Service Filling Stations

4.1 The licensee or a representative shall be on call whenever the filling station is open for business.

Appendix 1 –Register for Maintenance, Repair and Training

Record of general maintenance and repairs

Item	Date and person responsible	Action taken	Date and person responsible	Action taken	Date and person responsible	Action taken
Firefighting equipment						
Other emergency equipment, warning & information notices						
Interceptor and drainage channels						
Manhole chambers, off-set filling points, vent pipes						
General site maintenance						

Record of information and training for staff (see Elements of Training)

Name of member of staff

Date	Issue of written procedures for normal and emergency operations	Type of training given	Type of additional or refresher training given

Elements of training for persons Employed at petrol filling stations

1. Equipment operation (self-service and manual)

Sound knowledge and understanding of:

- a) operation of fuel dispensing and other forecourt equipment, including equipment specific to the site (eg. off-site filling points, valve pits, storage and dispensing systems for fuels other than petrol);
- b) Fuel grades and types;
- c) Imperial / metric conversion

Ability to:

- d) Operate fuel dispensing equipment safely and correctly in accordance with company safety policy and legislation;
- e) Recognise faults in fuel equipment, take appropriate action and follow reporting procedure;
- f) Record tank contents and meter readings correctly;
- g) Operate other forecourt equipment and recognise associated faults;
- h) Deal with customer queries regarding safety and fuel grades, types and measures.

2. Control point operation

Sound knowledge and understanding of:

- a) Control point and emergency procedures;
- b) Correct operation and fault reporting;
- c) Procedures for activating and controlling dispensers;
- d) Appropriate emergency procedures;
- e) Correct use of customer communication system

3. Forecourt safety procedures

- a) Legal requirements affecting forecourt operations;
- b) Location, selection and use of firefighting equipment;

- c) Policies and procedures covering accident and injury, safety, emergencies and emergency service contacts.

Ability to:

- d) Follow correct procedures for use of firefighting equipment, dealing with leakage's and spillage's, enforcing "no smoking" requirements and recording accident damage;
- e) Comply with accident, injury and safety policy procedure;
- f) Contact emergency services when required.

4. Receipt of fuel products

Sound knowledge and understanding of:

- a) Dangers associated with the delivery of fuel, including manholes, cap removal, spillage and vapour;
- b) Arrangements for receipt and storage of fuel;
- c) Driver's and receiver's responsibilities on delivery of fuel;
- d) Dispensers, tank layout, grades and capacities, and any vapour balancing system.

Ability to:

- e) Follow correct procedures for pump switch-off, tanker parking, tank and tanker dip checks or gauge readings, petroleum certification completion, grade checking, signing for delivery and completion of stock control documentation;
- f) Appreciate safety standards on receipt of goods.

5. Site housekeeping

Sound knowledge and understanding of:

- a) The importance of a clean, safe and tidy forecourt and stock displays;
- b) Forecourt opening and closing procedures.

6. Site security

Sound knowledge and understanding of security practices and the ability to follow them.

7. Personal safety and hygiene

Sound knowledge and understanding of the value of protective clothing, footwear, gloves and goggles when required; the need to wash properly with plenty of soap and water after finish of work; and correct methods of handling and lifting.

Appendix 2 – Specimen Display Notice for Employees

This Appendix is not a part of the Licence Conditions but represents a specimen notice for issue to employees.

The Licence

1.1 The licensee and all persons employed on the premises shall act in accordance with and observe the conditions attached to the licence.

Permitted Quantities

1.2 The quantity of petroleum spirit kept at any one time on the licensed premises shall not exceed the amount specified in the licence, exclusive of petroleum spirit in the tanks of motor vehicles which may be present on the licensed premises.

Powers of Entry for Authorised Officers

1.3 Every duly authorised officer of the States of Jersey Fire and Rescue Service shall at all reasonable times be allowed unrestricted access to the premises for the purpose of ascertaining whether the conditions attached to this licence are being duly observed. The licensee shall give every reasonable assistance which such officer may require for that purpose and shall supply samples of any substances which an authorised officer may have reasonable cause to believe to be subject to the provision of the Petroleum (Jersey) Law 1984 or Regulations replacing, amending or modifying the same.

Containers

1.4 Any container in which petroleum spirit has been kept shall be maintained securely closed and whilst on the licensed premises shall be kept only in a petroleum spirit store or at such position as may be approved.

Precautions against Fires, Explosions, Leaks and Spills

1.5 The licensee shall take all practicable steps necessary to prevent:

- (a) Accident by fire or explosion.
- (b) Persons under the age of 16 having access to petroleum spirit on the licensed premises or any equipment associated with such spirit.
- (c) The escape of petroleum spirit.
- (d) Any petroleum spirit entering any drain, sewer or waterway.
- (e) Any naked light, fire, flame or any other source liable to ignite flammable vapour occurring or present within a hazardous area.

- (f) Smoking taking place in any hazardous area where petroleum spirit is kept handled or exposed.
- (g) The operation of radio transmitting equipment, including the Citizens Band radios and mobile telephones in the hazardous area, except for radio transmitting equipment not capable of inducing a current or charge which could ignite a flammable atmosphere as defined in BS 6656.
- (h) The dispensing of petroleum spirit unless the safe operation of the licensed premises can be ensured.

1.6 Appropriate steps shall be taken to prevent leaks and spills and to detect the sources of any leaks, including leaks indicated as a result of monitoring petroleum spirit stocks or excessive petroleum spirit odours at or in the vicinity of the licensed premises. Any leaks or spills shall be prevented from escaping from the licensed premises. Small leaks or spills shall be cleared up promptly by the application of dry sand or other absorbent material. All sand or other material used for clearing or containing leaks or spills shall not be exposed to a source of ignition and shall be disposed of safely.

1.7 Any leaks or spills shall be removed promptly from separating chambers and drainage channels.

1.8 No electric light, electrical apparatus or appliance likely to ignite surrounding flammable vapour shall be used in any hazardous area where petroleum spirit is kept, handled or exposed.

1.9 Adequate and unobstructed means of escape from all parts of the licensed premises shall be provided and maintained to the satisfaction of the States of Jersey Fire and Rescue Service. The parking of vehicles shall not be permitted in such a manner as to impede the safety of the licensed premises.

1.10 Adequate and efficient fire-fighting equipment together with means for summoning the States of Jersey Fire and Rescue Service as required, shall be provided at all times by the licensee. All such equipment shall be situated in a position approved by the States of Jersey Fire and Rescue Service and shall remain at all times, when the premises are open for business, both accessible and unobstructed. The equipment shall be maintained in good condition and be capable of efficient operation at all times and in all weather conditions.

1.11 Except where a pump used to dispense petroleum spirit is being tested for accuracy or during the course of repairs to the installation or any part thereof, petroleum spirit shall be dispensed only by means of approved equipment into the fuel tanks of motor vehicles or into an approved container. Any container shall immediately be securely closed and removed from the licensed premises or placed in a store approved for the purpose.

1.12 Approved containers shall only be filled when the dispenser nozzle operating levers are held open manually.

Site Register, Maintenance, Repairs and Modifications

1.13 All relevant persons working at the licensed premises shall be given adequate theoretical training and practical instruction to ensure that they fully understand the hazardous characteristics of petroleum spirit, the operational and emergency procedures at the licensed premises and relevant licensing and other legal requirements. Records of such training shall be maintained in a form similar to that in Appendix 1 to these Licence Conditions.

1.14 Combustible material and rubbish shall only be kept in the areas approved by the Licensing Authority.

Operating and Emergency Procedures

1.15 The licensee shall make available to persons working at the licensed premises, written procedures for normal and emergency operations. The procedures shall set out clearly the actions necessary for compliance with the licence conditions and other legal requirements safe operation, effective maintenance and appropriate emergency response at the licensed premises.

Storage of Other Flammable Liquids

1.16 Save as otherwise approved by the States of Jersey Fire and Rescue Service, no substance of a flammable, corrosive or explosive nature shall be in or near a place where petroleum spirit is kept, handled or exposed. Goods incompatible with the need to avoid fires and explosions from petroleum spirit, eg. fireworks and other explosive substances shall not be offered for sale at licensed premises.

Notices

1.17 The licensee shall keep displayed a notice setting out the conditions of licence to be observed by persons employed at the licensed premises. The notice shall be installed where it is readily accessible and easily readable by all employees likely to be at the licensed premises at any time.

Road Tanker Deliveries

1.18 The licensee shall bring to the notice of all concerned the provisions of the Petroleum-Spirit (Carriage by Road) (Jersey) Regulations 2001 or any amending legislation which relates to the precautions to be observed in delivering and receiving petroleum spirit from a road tanker into a storage tank.

Draining Motor Vehicle Fuel Tanks

1.19 Where work is required to be done on any petroleum fuel tank of any motor vehicle, petroleum spirit shall be drawn off from the fuel tank of a motor vehicle only in the open air or other safe, well ventilated place. This shall only be into a metal container large enough to contain the total contents of the field tank and conspicuously labelled 'PETROLEUM SPIRIT – HIGHLY FLAMMABLE'. The container shall forthwith be securely closed. Petroleum spirit shall not be placed in or kept in a bucket or similar open vessel.

Repair of Vessels

1.20 The licensee and any other person employed in or about the premises shall not repair or cause or permit to be repaired any vessel in which petroleum spirit is or has been kept, until all reasonable precautions have been taken to ensure that the vessel has been rendered free from petroleum spirit and flammable vapour.

Dispensing Activities

1.21

- (a) When the licensed premises are closed for business, all electrical power to the dispensing equipment shall be switched off and the dispensing equipment shall be securely locked to prevent nozzles being removed from their housings.
- (b) Except when they are needed for immediate use, tank filling and dipping pipes, and access to them, shall also be securely locked.
- (c) The means to switch on power and to release locking devices shall be inaccessible to the general public.
- (d) The engine of any vehicle is switched off before the dispensing of fuel to that vehicle.
- (e) All dispensing equipment is operated in accordance with the manufacturer's instructions and equipment designed for operation by an attendant is only operated by a trained attendant.
- (f) Following dispensing, nozzles are firmly stored in their housings, thereby switching off metering pumps and dispensers, or in the case of centralised pump systems to isolate hoses from sources of pressure.
- (g) Where appropriate, hoses are draped to avoid damage by moving vehicles.
- (h) The person in charge of a control point does not permit dispensing activities to be undertaken in the vicinity of any person seen to be smoking.