

Appendix G

Fire Risk Assessment

FIRE PREVENTION AND MITIGATION PLAN

Copy dropped off on 25/01/18 in Bangor
NRW office for the attention of Rhys Thomas

FFRIDD RASUS - FIRE PREVENTION PLAN

SITE INFORMATION :

SITE MANAGER : DAVID EVANS
07827 281700
SITE TEL No : 01766 780088

SITE OPERATIONS MANAGER : STEVEN EDWARDS
07788 584821

ADDRESS : FFRIDD RASUS LANDFILL SITE
MORFA ROAD
HARLECH
GWYNEDD
LL46 2UW

LOCAL RECEPTORS :

Tanforhesgan Farm - Mrs E. Williams 01766 780465

Glan y Mor Farm - Alun 07768214416

SITE PERMIT NUMBERS:

YB3897TF	TRANSFER STATION
PP3294FJ	CIVIC AMENITY SITE & Area 2 landfill
GP3330BY	LANDFILL SITE (area 1 & 3)
BP3398EW	IN-VESSEL COMPOSTING

SJF 23/05/18

GUIDANCE DOCUMENT :

NRW Fire prevention & mitigation plan guidance - waste management
guidance note 16 version 2, July 17

SITE DESCRIPTION :

Ffridd Rasus site is located 3km North Harlech at grid reference (NGR) SH 577 338
The site comprises a Closed landfill sites, Civic Amenity Site and Transfer Station

STORAGE ON SITE :

Each waste type is separated by a 800mm thick concrete wall

DOCUMENT REVIEW DATE

Jan-19

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PLAN 3 - SITE VEHICLE ACCESS

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FFRIDD RASUS FIRE MANAGEMENT PLAN
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PLAN - SURROUNDING LAND USE

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HAR-FIRE-002	PROCEDURE FOR INSPECTING/MONITORING FOR SIGNS OF FIRE IN CELLS
HAR-A-004	PROCEDURE FOR HANDLING AND STORAGE OF HOUSEHOLD CHEMICALS
HAR-A-008	PROCEDURE FOR HANDLING AND STORAGE OF GAS BOTTLES
HAR-A-019	PROCEDURE FOR DEALING WITH SPILLS
HAR-S-018	WASTE ACCEPTANCE/INSPECTION PROCEDURES
HAR-S-048	SPIKER BAR SURVEY

TOOL BOX TALKS

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SPILL CONTROL
DRIVING YOUR VEHICLE
ENERGY CONSERVATION
ENVIRONMENTAL INCIDENTS
OIL AND FUEL HANDLING AND STORAGE
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HAZARD NOTICE - SMOKING AT WORK (including e cigarettes or devices)
PORTABLE ELECTRICAL APPLIANCE TESTING
GUIDANCE FOR SITE MANAGERS - HOW TO INVESTIGATE WHEN A FIRE ALARM SOUNDS
HOT WORKS - FIRE SAFETY
COSHH
ACCIDENTS AND INCIDENTS
MANAGEMENT AND CONTRACTORS

HIGHWAYS AND MUNICIPAL - ENVIRONMENTAL POLICY

Francis Susan Jane (PAB)

From: Thomas, Rhys <Rhys.Thomas@cyfoethnaturiolcymru.gov.uk>
Sent: 13 February 2018 15:43
To: Francis Susan Jane (PAB); Edwards Steven (PAB)
Subject: Ffridd Rasus FPMP

Sue / Steve,

Diolch am ail-gyflwyno copi o Gynllun Atal a Lliniaru Tan Ffridd Rasus. Mae'r ddogfen wedi cael ei adolygu gan Geraint Hughes ac rydym yn hapus bod dim argymhellion pellach ganddom ar gyfer unrhyw ychwanegiadau i'r ddogfen.

Dyma'r sylw sydd wedi ei rhoi:

The resubmitted document provides the information required for an appropriate FPMP. Some of the provided information is contained within corporate documentation and it should be ensured that this is also appropriate for the site.

When providing, information relating to mitigating some common causes of fire e.g. PAT testing of electrical appliances, it is not necessary to provide test records but information indicating that this is in place would suffice. This does not mean that they may not be requested in the future.

Os yr ydych angen unrhyw wybodaeth pellach ynglyn a'r cynllun atal a lliniaru tan mae croeso i chi gysylltu gyda mi.

Diolch,
Rhys

Rhys Thomas
Swyddog Amgylchedd / Environment Officer
Cyfoeth Naturiol Cymru / Natural Resources Wales
Ffôn/Tel: 03000 65 3765
E-bost/E-mail:
Rhys.Thomas@cyfoethnaturiolcymru.gov.uk Rhys.Thomas@naturalresourceswales.gov.uk

Siaradwr Cymraeg

Gwefan / Website: cyfoethnaturiol.cymru / naturalresources.wales

Yn falch o arwain y ffordd at ddyfodol gwell i Gymru trwy reoli'r amgylchedd ac adnoddau naturiol yn gynaliadwy.

Proud to be leading the way to a better future for Wales by managing the environment and natural resources sustainably.

Twitter: twitter.com/NatResWales
Facebook: facebook.com/NatResWales
Flickr: Flickr.com/NatResWales
Youtube: youtube.com/NatResWales

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg / Correspondence welcomed in both Welsh and English.

Francis Susan Jane (PAB)

From: Ross, Stuart <Stuart.Ross@cyfoethnaturiolcymru.gov.uk>
Sent: 09 February 2018 09:17
To: Francis Susan Jane (PAB)
Subject: RE: Schedule 6 (A) Ffridd Rasus - Jan 2018

Thanks Sue

From: Francis Susan Jane (PAB) [mailto:susanjanefrancis@gwynedd.llyw.cymru]
Sent: 08 February 2018 09:01
To: North Wales PPC <north.wales.ppc@cyfoethnaturiolcymru.gov.uk>
Cc: Ross, Stuart <Stuart.Ross@cyfoethnaturiolcymru.gov.uk>; 'Braid, Ana' <ana.braid@woodplc.com>; Baldwin Rhian Haf (PAB) <rhianhafgibson@gwynedd.llyw.cymru>
Subject: Schedule 6 (A) Ffridd Rasus - Jan 2018

Good Morning,

Please find attached the schedule 6, Part A, notification to comply with the requirements of permit GP3330BY/V005 (landfill Area 1&3 following closure) following the breach in the groundwater results obtained in January 2018.

Regards
Sue

Susan Francis
Assistant Engineer/Peiriannydd Cynorthwyol
Tel : 01286 679508

FFRIDD RASUS – FIRE PREVENTION AND MITIGATION PLAN

Responses to R. Thomas e-mail of the 07.12.17

Comments and recommendations	answer
<p>1. Does the FPMP follow current guidance? – It is not clear which guidance is used, should refer to NRW guidance document if this is the one used</p>	<p>Yes – the guide followed is the NRW fire prevention and mitigation plan – waste management guidance note 16 version 2, July 17. Reported on the cover sheet of the FPMP</p>
<p>2. The document should identify the amount and type of waste received daily – this is currently not evidenced in document but a reference is made to weighbridge report?</p>	<p>The information is tabulated for individual wastes within section headed :- WASTE STORAGE AND QUANTITIES</p>
<p>3. The document should identify the maximum time waste is stored on site.</p>	
<p>4. The plan should identify the maximum size of a waste stockpile – maximum size by weight is shown on plan. Maximum size in terms of length, width and depth should also be made available.</p>	
<p>5. Minimum separation between stacks and buildings – not evidenced however reference is made to Waste Storage Plan. Would it possible to incorporate this information into the FPMP?</p>	
<p>6. Is there a clear area around perimeter of site (and is this identified on plan) – currently not evident in the document submitted.</p>	<p>Plans have been drawn for each waste type. In every case the wastes are separated by concrete blocks. Details are shown in the report.</p> <p>The site perimeter and land use are detailed in :- RECEPTORS AND DRAINAGE surrounding land use plan</p>
<p>7. Fire prevention techniques (management of hotspots and recording) – No information available but does reference document HAR-FIRE-002. Can this</p>	<p>The following procedures have been incorporated into the TBT / OP / RA section of the report :- HAR-FIRE-001 – Procedure for dealing with a fire on site HAR-FIRE-002 – Procedure for inspecting/monitoring for signs of fire in cells Within the SITE SERVICIFIC DOCUMENTATION there are details of the sites fire management documents</p>

<p>information be incorporated into document?</p>	
<p>8. Technique to minimise risk of fire spreading on site or from site – Not evident.</p>	<p>There are several Gwynedd Council corporate/departmental procedures which are used to minimise the risk of fire at the site.</p> <p><u>DEPARTMENTAL PROCEDURES</u> Risk Assessments / Operational Procedures and Tool box talks</p> <p>HAR-FIRE-001 PROCEDURE FOR DEALING WITH A FIRE ON SITE PROCEDURE FOR INSPECTING/MONITORING FOR SIGNS OF FIRE IN</p> <p>HAR-FIRE-002 CELLS PROCEDURE FOR HANDLING AND STORAGE OF HOUSEHOLD</p> <p>HAR-A-004 CHEMICALS PROCEDURE FOR HANDLING AND STORAGE OF GAS BOTTLES</p> <p>HAR-A-008 PROCEDURE FOR DEALING WITH SPILLS HAR-A-019 WASTE ACCEPTANCE/INSPECTION PROCEDURES</p> <p>HAR-S-018 SPIKER BAR SURVEY HAR-S-048</p> <p><u>TOOL BOX TALKS</u></p> <p>MATERIALS HANDLING AND HOUSEKEEPING SPILL CONTROL DRIVING YOUR VEHICLE ENERGY CONSERVATION ENVIRONMENTAL INCIDENTS OIL AND FUEL HANDLING AND STORAGE WASTE MANAGEMENT DUST POLLUTION</p> <p><u>CORPORATE</u> COORPORATE FIRE SAFETY POLICY NO SMOKING POLICY - GUIDELINES FOR MANAGERS HAZARD NOTICE - SMOKING AT WORK (including e cigarettes or devices) PORTABLE ELECTRICAL APPLIANCE TESTING GUIDANCE FOR SITE MANAGERS - HOW TO INVESTIGATE WHEN A FIRE ALARM SOUNDS HOT WORKS - FIRE SAFETY</p>

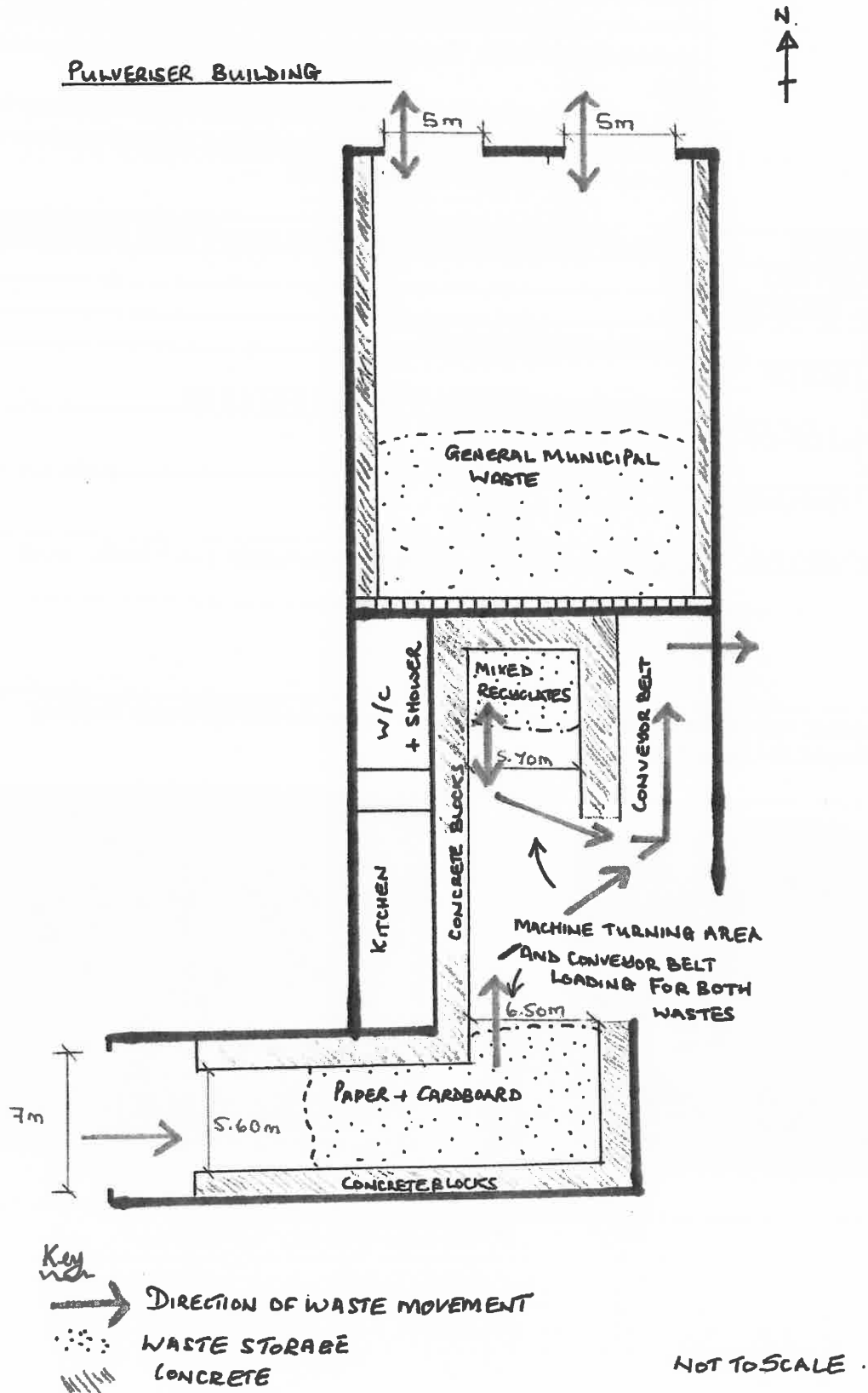
	<p>COSHH ACCIDENTS AND INCIDENTS MANAGEMENT AND CONTRACTORS HIGHWAYS AND MUNICIPAL - ENVIRONMENTAL POLICY</p>	<p>In addition each waste type is contained within a concrete wall/floor</p>
<p>9. Combustion products and emissions from fire and response (impact on community, critical infrastructure and environment how to minimise) – not evident.</p>	<p>Details of the local receptors are shown as :-</p> <ol style="list-style-type: none"> 1) plan 2) site condition report produced by Amec 3) The direction of the prevailing wind is also shown on the plans – in the opposite direction to the receptors 	
<p>10. Contact details of sensitive receptors within 1km of site – Referenced under 'Receptors and Drainage' however no detail provided in document.</p>	<p>Receptors and Drainage section Contains a re-drawn plan of the site drainage plan The surrounding land use plan details the location of the fire assembly point Plan of local area and receptors (contact details for both farms are shown on the report cover sheet)</p>	
<p>11. Site plans/maps:</p> <ul style="list-style-type: none"> - Location of any off-site / third party building which may be affected – not shown on plan. - Location of 'off site' emergency information not shown on plan. (This should comprise of an information pack for emergency services during out of hours incident response to include FPMP). - Location of sensitive receptors within 1km – Not presented however referenced in 'Receptors and Drainage'. - Assembly point for staff / visitors – Not shown on plan however it is referenced in procedure for dealing with fire on site HAR-FIRE-001. - Site drainage plan could be clearer. 	<p>Operational Procedures are now incorporated into the report HAR-FIRE-001 PROCEDURE FOR DEALING WITH A FIRE ON SITE HAR-FIRE-002 PROCEDURE FOR INSPECTING/MONITORING FOR SIGNS OF FIRE IN CELLS</p> <p><i>(NB : we will still require advice as to the location of the out of hours information pack – dose this need to be site based or located at the local fire station?)</i></p>	
<p>12. FPMP does not identify common causes of fire and preventative measures.</p>	<p>Please refer to comments in section 8</p>	

13. Are there procedures for managing wastes stored within buildings? Document references a waste storage plan but no details included.	SITE SPECIFIC DOCUMENTATION HAR-A-001 – Weekly check sheet
14. Are there any Fire detection / Suppression systems fitted?	Details of the fire detection system are tabulated for the individual wastes. Not all buildings on the site have fire detection systems fitted. Additional information on the fire extinguisher etc are detailed in the SITE SPECIFIC DOCUMENTATION
15. A process to regularly review the FPMP should be detailed.	<p>The fire plan will be reviewed on a yearly basis, or following :-</p> <ul style="list-style-type: none"> Fire incident at the site Near miss which could cause a fire Changes to the waste storage volumes Changes to the waste accepted and stored at the site Internal /external audit Review of corporate and/or departmental policy

The pulveriser building is used to store the following wastes :-

General municipal waste
Paper and cardboard
Mixed recyclates

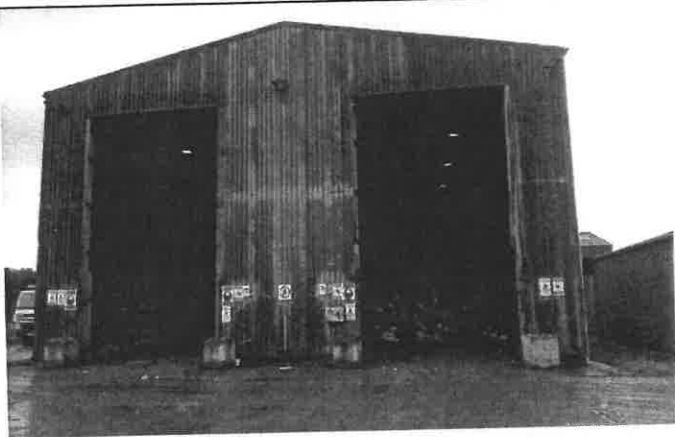
In addition the welfare facilities (WC and kitchen) are also located along the central western section of this building



GENERAL MUNICIPAL WASTE STORAGE

BUILDING INFORMATION	<p>Municipal waste is stored in the northern part of the main pulveriser building.</p> <p>The building is a single storey building clad in corrugated steel on two sides & roof. The third wall, which separated the waste reception hall from the welfare facilities and the mixed recyclates storage area is constructed of brick. The whole building is constructed on a concrete slab.</p> <p>The waste reception hall is 18m (w) x 18m (l) and is accessed from the north via 2no. 5m wide entrances. Additional internal concrete walls line the building up to a height of 3m.</p>
FIRE EXTINGUISHERS	Located with building and marked on map 4. FIRE EXTINGUISHERS
EMERGENCY LIGHTING	No
FIRE DETECTION SENSORS	No
WASTE STORED	General municipal waste
MAXIMUM VOLUME OF WASTE STORED	waste pile at maximum = 16 (w) x 6 (l) x 5 (h)
MAXIMUM TONNAGE OF WASTE STORED	100 tonnes
APPROXIMATE TONNAGE RECEIVED	30t per day
DURATION OF STORAGE	Removed in 20 - 25 t loads approximately 3 to 5 loads / week

Entrance into the paper and cardboard storage area
WIDTH OF ENTRANCE= 5m x 2no



Municipal waste storage inside building



PAPER AND CARDBOARD STORAGE

BUILDING INFORMATION	<p>Paper and cardboard are stored in the southern part of the main pulveriser building.</p> <p>The building is a single storey building clad in corrugated steel.</p> <p>The waste is stored within a free standing concrete block bay on a concrete pad. The bay is formed by concrete blocks, 0.80m thick on three sides. The blocks are 0.80(w) x 1.60(l) x 0.80(h) each and are constructed to a maximum height of 4m.</p>
FIRE EXTINGUISHERS	Located with building and marked on map 4. FIRE EXTINGUISHERS
EMERGENCY LIGHTING	Yes – Details shown on drawing FIRE ALARM SYSTEM
FIRE DETECTION SENSORS	Yes – Details shown on drawing FIRE ALARM SYSTEM
WASTE STORED	Paper and cardboard
MAXIMUM VOLUME OF WASTE STORED	waste pile at maximum = 5.60 (w) x 18 (l) x 4 (h)
APPROXIMATE TONNAGE RECEIVED	3 – 3.5 tonnes per day
MAXIMUM TONNAGE OF WASTE STORED	45 tonnes
DURATION OF STORAGE	Removed in 18 to 20 t loads approximately 2 loads / week

<p>Entrance into the paper and cardboard storage area</p> <p>WIDTH OF ENTRANCE = 7m</p>	<p>Card and paper storage area</p>
	

MIXED RECYCLATES STORAGE

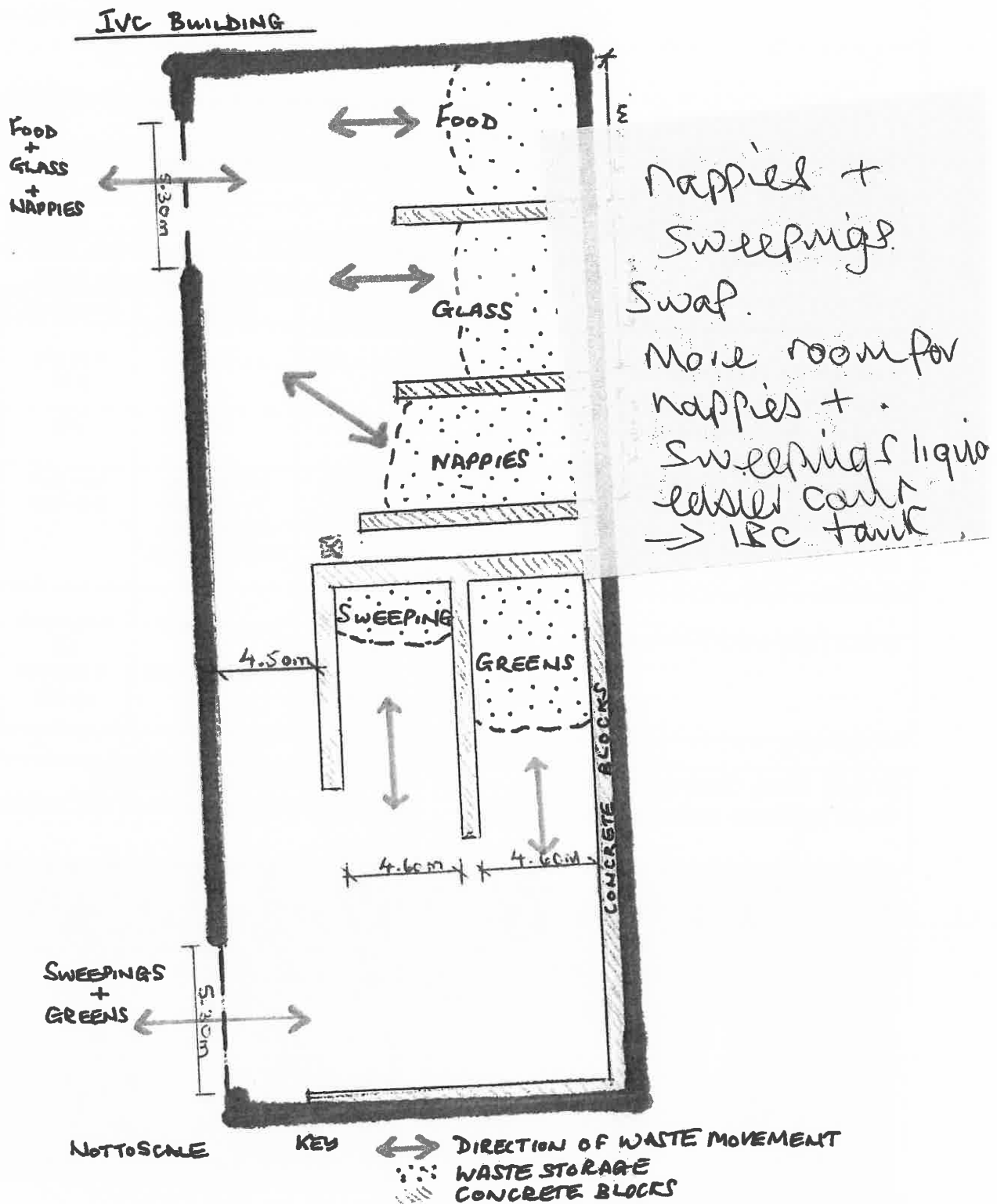
BUILDING INFORMATION	<p>Mixed recyclates are stored in the central part of the main pulveriser building.</p> <p>The building is a single storey building clad in corrugated steel.</p> <p>The waste is stored within a free standing concrete block bay on a concrete pad. The bay is formed by concrete blocks, 0.80m thick on three sides. The blocks are 0.80(w) x 1.60(l) x 0.80(h) each and are constructed to a maximum height of 4m.</p>
FIRE EXTINGUISHERS	Located with building and marked on map 4. FIRE EXTINGUISHERS
EMERGENCY LIGHTING	Yes – Details shown on drawing FIRE ALARM SYSTEM
FIRE DETECTION SENSORS	Yes – Details shown on drawing FIRE ALARM SYSTEM
WASTE STORED	Mixed recyclates – paper, card, plastic, tins
MAXIMUM VOLUME OF WASTE STORED	waste pile at maximum = 5.70 (w) x 7 (l) x 4 (h)
APPROXIMATE TONNAGE RECEIVED	Loads averaging 1.30 t every day
MAXIMUM TONNAGE OF WASTE STORED	25 tonnes
DURATION OF STORAGE	Removed in 13 t loads approximately 1 load / fortnight

Mixed recyclates storage area
(conveyor belt located top RHS of photo)



The IVC building is used to store the following wastes :-

- Food
- Glass
- Nappies
- Sweepings
- Greens



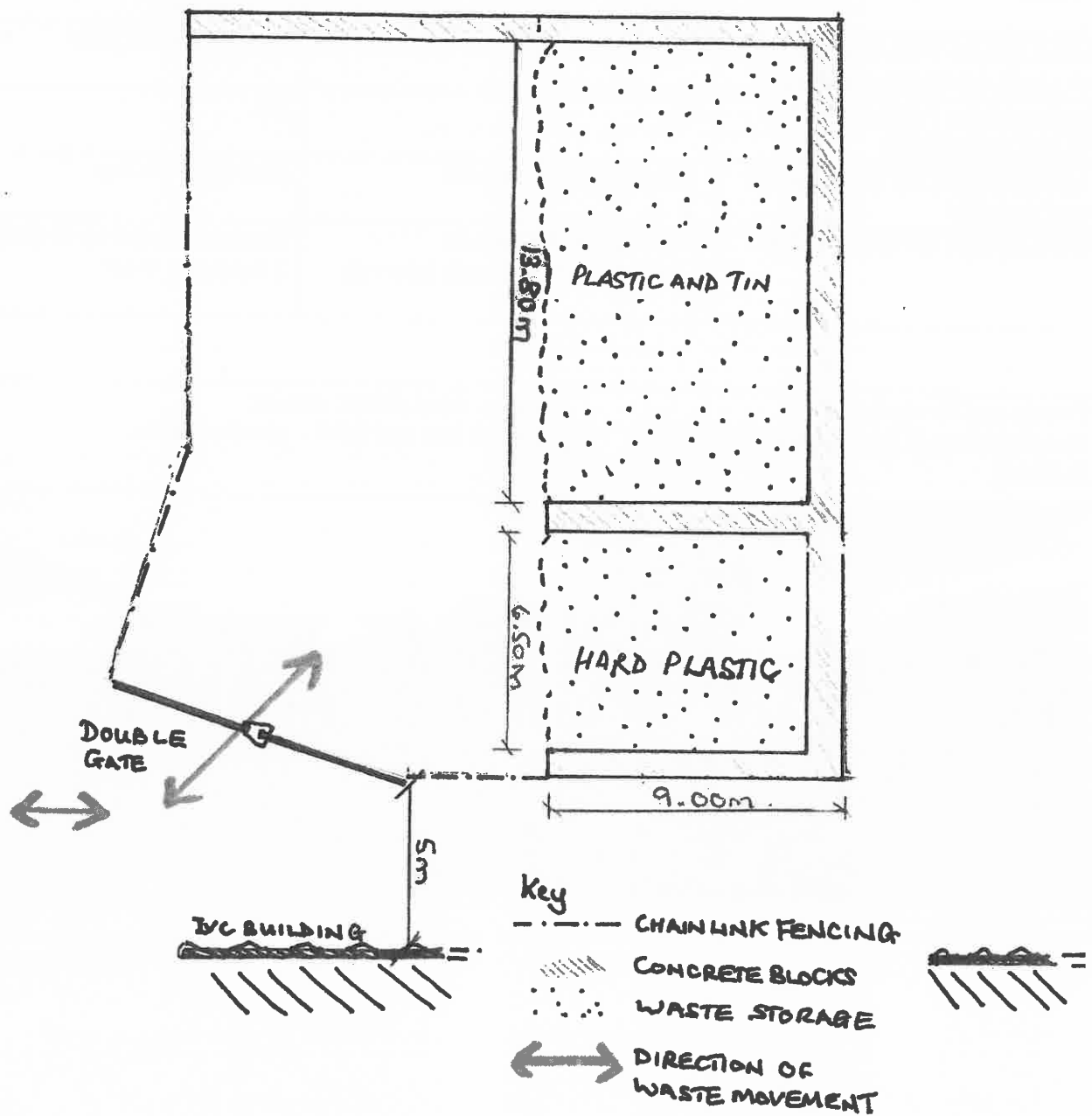
FOOD/ GLASS /NAPPIES / SWEEPERS AND GREENS STORAGE

BUILDING INFORMATION	<p>Recyclates are stored in designated bays within the building. Food, Glass and Nappies are accessed via the building's NE access and the sweepers and greens are accessed via the NW access.</p> <p>The building is a single storey building clad in corrugated hard plastic.</p> <p>The waste is stored within free standing concrete block bays on a concrete pad. The bay is formed by concrete blocks, 0.80m thick on three sides. The blocks are 0.80(w) x 1.60(l) x 0.40(h) each and are constructed to a maximum height of 2.80m.</p> <p>Any liquor from the concrete pad is contained within the building's drainage system.</p>				
FIRE EXTINGUISHERS	Located with building and marked on map 4. FIRE EXTINGUISHERS				
EMERGENCY LIGHTING	No				
FIRE DETECTION SENSORS	No				
WASTE STORED	Food, glass, nappies, sweepers and green waste. Each waste type is stored in a concrete bay, separating each waste types.				
	Food	Glass	Nappies	Sweepers	Greens
MAXIMUM VOLUME OF WASTE STORED (WxLxH)	5 x 6 x 2.80	6 x 6 x 2.80	5 x 6 x 2.80	4.60 x3x 2.80	4.60 x11x2.80
MAXIMUM TONNAGE OF WASTE STORED	26t	60t	30t	20t	40t
APPROXIMATE TONNAGE RECEIVED	2t / day	2t / day	2 loads/week 7 – 14t each Smaller daily load on average 1t	Less than 0.5t / day	4 t/day
DURATION OF STORAGE	Removed in 13t loads approx. 1 to 2 times/week	Removed in 25 – 30t every fortnight	Removed in 25 - 26t 1 load per week	Removed in 10t 1 load per month	20 – 22t load (Seasonal) 3 loads/wk summ 1 load/wk winter

(L to R) Food, Glass and Nappies
Stored in Eastern section of IVC building(L to R) Sweepings and Greens
Stored in Western section of IVC building

HARD PLASTIC, MIXED PLASTIC AND CANS

External concrete bays are used for the storage of :-
Hard plastic
A mixture of plastic and cans

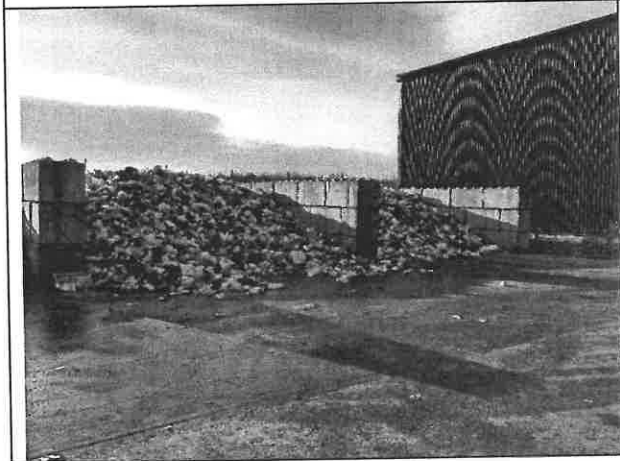
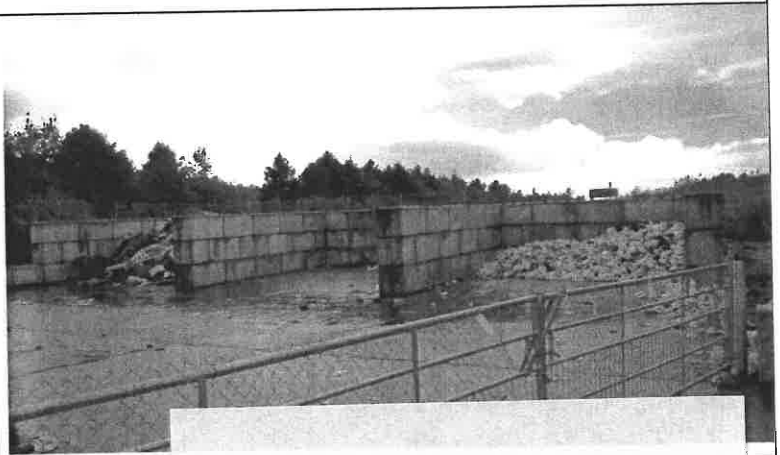
EXTERNAL STORAGE BAYS

HARD PLASTIC, MIXED PLASTIC AND CANS

STORAGE AREA INFORMATION	The waste is stored within 2 free standing concrete block bays on a concrete pad. The bays are formed by concrete blocks, 0.80m thick on three sides on a concrete pad. The blocks are 0.80(w) x 1.60(l) x 0.80(h) each and are constructed to a maximum height of 2.40m.	
FIRE EXTINGUISHERS	No	
EMERGENCY LIGHTING	No	
FIRE DETECTION SENSORS	No	
WASTE STORED	Hard plastic (1 bay)	Mixture of plastic and tin (1 large bay)
MAXIMUM VOLUME OF WASTE STORED (WxLxH)	6.5 x 8.00 x 2.40	13.80 x 8.00 x 2.40
MAXIMUM TONNAGE OF WASTE STORED	13t	20t
APPROXIMATE TONNAGE RECEIVED	2t loads, twice a month	Less than 1t / day
DURATION OF STORAGE	Removed in 5t loads at approximately 2 month intervals	Removed in 5.5 to 6t loads 2 loads per week.

Plastic and tin storage
Note building in background is the IVC building

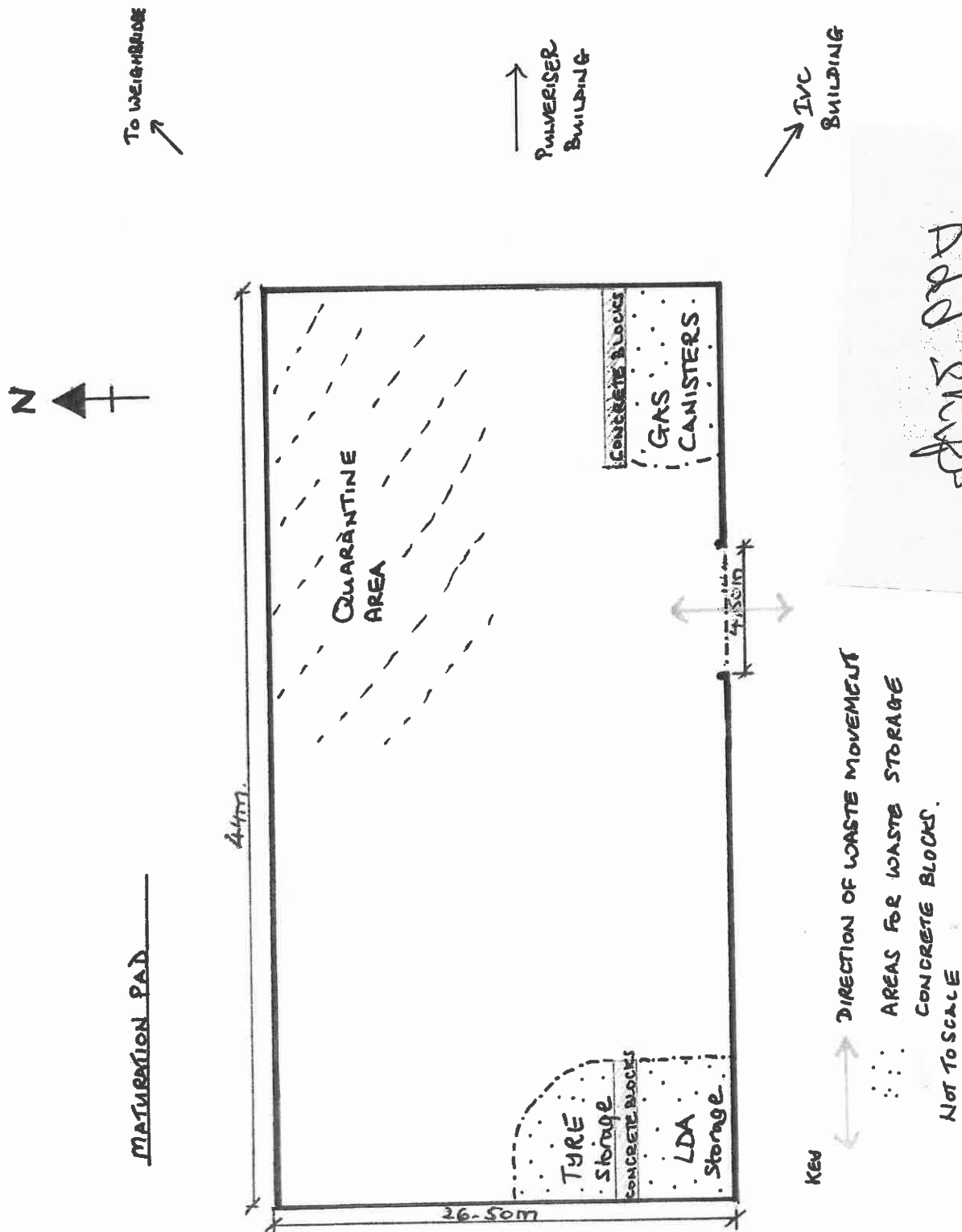
LHS – Hard plastic storage
Central bay and LHS – plastic and tin



Now only
2 bays

The maturation pad is used to store the following waste:-

Tyres
LDA
LPG



STORAGE AREA INFORMATION	<p>The waste is stored within 3 separate areas, each formed from a single concrete block wall on a concrete pad. In addition the LPG items are stored within a cage.</p> <p>The blocks are 0.80(w) x 1.60(l) x 0.80(h) each and are constructed to a maximum height of 1.60m.</p> <p>The concrete pad is surrounded by a concrete upstand. In the event of an emergency the quarantine area for fire damaged waste/items is located in the north-eastern portion of the maturation pad, within this contained area.</p>		
FIRE EXTINGUISHERS	No		
EMERGENCY LIGHTING	No		
FIRE DETECTION SENSORS	No		
WASTE STORED	Tyres	LDA	LPG
MAXIMUM VOLUME OF WASTE STORED (WxLxH)	7.50 x 8.50 x 1.00	7.50 x 8.50 x H Height varies dependant on size of LDA	Stored within cage
MAXIMUM TONNAGE OF WASTE STORED	1t	1 to 2t	0.10t
APPROXIMATE TONNAGE RECEIVED	Less than 1t every month	1 tonne every 2 weeks	0.10t per month
DURATION OF STORAGE	Removed in less than 1t loads every 1 – 2 months	2 weeks	Load removed every month

WASTE STORAGE / QUANTITIES

PLAN 1 - SITE PLAN (includes information on storage of waste)

DETAILS OF WASTE STORED ON SITE

YEARLY WEIGHBRIDGE WASTE SUMMARY REPORT

PLAN 3 - SITE VEHICLE ACCESS

HALL ROAD

SITE VEHICLE ACCESS ③

PREVAILING WIND

SITE DRAINAGE
OUTFALL

ACCESS TO WEST DOCK

WEIGHBRIDGE AND
TRANSFER STATION
ENTRANCE

ROAD

DITCH

OIL INTERCEPTOR

Household
Waste
Recycling
Centre

Weighbridge

10,000L FUEL TANK
20,000L FUEL TANK

LEACHATE
TANKS

Workshop

Pulveriser
Building,
Waste
Reception
and Welfare
Facilities

CHEM
STORE

HYDRANT

Septic
Tank

ion
QUARANTINE

ACCESS TO PAPER/CARD
AND MIXED RECYCLATES

LANDFILL

ACCESS TO
PAPER/CARD

EXTERNAL BAYS

MC Building

↑ FIRE ASSEMBLY POINT NEAR FENCE IN
CAR PARKING AREA

← PREVAILING WIND

2580000

SITE DRAINAGE
OUTFALL

ROAD

DITCH

OIL INTERCEPTOR

2580000

Sweep +
Roppies
r enesse.

Wee on pad
now asbestos
at this locn

hbridge

Household
Waste
Recycling
Centre
(C.A.)

Waste
Oil
1,000L

SKIP CONTAINING
SMALL WASTE

10,000L FUSE TANK

20,000L FUSE TANK

wee
Storage
Takes

now on pad

OIL
Storage

Workshop
SPILL
STATION

CHEMICAL STORAGE

CONTAINER

Pulveriser
Building,
Waste
Reception
and Welfare
Facilities

HYDRANT

REFUSE 100 TONNES

Septic
Tank
Storage
5T

Skips Empty (Full) as

QUARANTINE
AREA

TYRES
LDA
FRIDGES
LPG

PEL +
BOARD
5 TONNES

JVC Building

GREENS
40T

SWEETENERS
20T

NAPPES
30T

GLASS
60T

FOOD
26T

Carls +
Plastics

Hard
Plastic

WASTE STORAGE - II

SITE PLAN (I)

SITE SPECIFIC DOCUMENTATION

FIRE MANAGEMENT DOCUMENTS

FFRIDD RASUS PREMISES FIRE MANAGEMENT PLAN

FFRIDD RASUS FIRE MANAGEMENT PLAN

FIRE RISK ASSESSMENT

PLAN 4 - LOCATION OF FIRE EXTINGUISHERS

FIRE ALARM SYSTEM

TAN LLYN FIRE MAINTENANCE

ELECTRICAL INSTALLATION CONDITION REPORT

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SITE INDUCTION PRESENTATION

DAILY CHECK - PLANT/VEHICLE

WEEKLY CHECK

Iechyd a Diogelwch / Health and Safety

Cynllun Rheoli Tân / Fire Management Plan

6.10a

Versiwn/Version 4

Enw Safle / Site Name:

FFRIDD RASUS - HARLECH

Dyddiad / Date :

JANUARY 2018

Cynhyrchwyd y Cynllun Gweithredu Tân hwn fel rhan o broses asesu risg tân y Cyngor. Diben y cynllun yw sicrhau, os bydd achos o dân, y bydd y Rheolwr Safle, marsialiaid tân, staff, ymwelwyr a chontractwyr yn gwybod beth y dylid ei wneud er mwyn sicrhau y gellir gwacáu'r gweithle yn ddiogel.

Rhaid i'r cynllun hwn fod ar gael i'w archwilio gan staff, y Gwasanaeth Tân, swyddogion gorfodaeth iechyd a diogelwch ynghyd ac unrhyw berson arall all fod angen ei weld

Bydd y Cynllun Gweithredu Tân hwn yn ffurfio rhan o'r Ddogfennaeth Diogelwch Tân a gedwir yn y safle. Ceir manylion llawn o'r ddogfennaeth y dylid ei gadw yn y safle ym mynegai'r Ffeil Wybodaeth yr Eiddo neu focs glas.

Cyfrifoldeb y Rheolwr Safle fydd cynnal a chadw'r ddogfen hon a dylid ei hadolygu yn flynyddol neu yn amlach os digwydd unrhyw newid i drefniadaeth y safle. Ni ddylid trefnu unrhyw adeiladol waith ar y safle heb dderbyn caniatâd y Gwasanaeth Eiddo yn y lle cyntaf.

This Fire Management Plan has been compiled as part of the Council's fire risk assessment process. The aim of the plan is to ensure that in the event of a fire, the Site Manager, fire marshals, staff, visitors, and contractors know the action they should take to ensure that the workplace can be safely evacuated

The Fire Management Plan must be available for inspection by staff, Fire Service officers and Health and Safety Enforcement Officers as well as any other person who requires to see it.

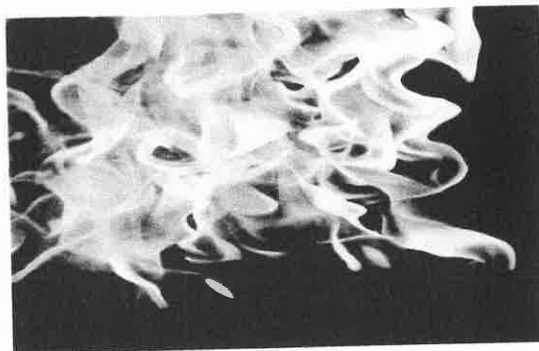
This Fire Management Plan forms part of the Fire Safety Documentation that is kept on site. Full details of the documentation that should be kept on site can be seen on the index page of the Property Information File, or blue box. This should include Gwynedd Council's Fire Safety Policy which outlines fire safety responsibilities.

The responsibility for maintaining this document rests with the Site Manager. This plan must be reviewed annually or earlier if there are any changes to the arrangements / layout on site. No building work may be arranged on site without the prior consent of Property Services.



Gwynedd Council

Premises Fire Management Plan



Document Issue Status & Revisions

Issue Nr	Date	Comments	Issued By
1	May 2008 JAN 2016	Revised by S. J. Jones and D. J. Jones	DPJ / CJ



Fire Management Plan

This Fire Management Plan has been compiled as part of the Council's fire risk assessment process. The aim of the plan is to ensure that in the event of a fire, the Site Manager, fire marshals, staff, visitors, and contractors know the action they should take to ensure that the workplace can be safely evacuated.

This fire management plan is kept in

SITE OFFICE

and is available for inspection by staff, the Fire Service and health and safety enforcement officers.

This Fire Management Plan forms part of the Fire Safety Documentation that is kept on site. Full details of the documentation that should be kept on site can be seen on the index page of the Property Information File or blue box.

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Subject

Workplace Details

Building Occupant Details

Responsibilities

Emergency Procedures

Means of escape

Fire Testing

Water supply

Fire Safety Inspections

Hot Working

Combustible materials

Flammable substances

People with disabilities

Arson

Out of hours arrangements

Electrical Safety

Gas Safety

Training



Section 1.

Workplace Details:

Use of Premises

WASTE SITE

Address:

FRIDD RASAS
MORFA ROAD
HARLECH
GWYNEDD

Post Code:

LL46 2UW

Telephone Number:

01766-780088

Occupier of Premises:

GWYNEDD COUNCIL
WASTE TREATMENT SERVICE

Residential Care Only (Delete where not applicable)

Number of Bedrooms:

N/A

Number of other rooms:

N/A



Section 2

Building & Occupant Details

Number of Workers in Workplace:

~~18~~ 5

Number of non-employees in Workplace:

N/A

Site Manager:

DAVID OWEN EVANS
LEWIS OWEN EVANS

Fire Safety Co-ordinator:
(if applicable)

DAVID OWEN EVANS

(Where the Site Manager is based on Site the Site Manager shall assume the role of the Fire Safety Coordinator.)

Deputies:

N/A

Fire Marshals:

NONE

Frequency of fire drills.

6 MONTHLY



The fire alarm panel is located at:

~~N/A~~ MAIN ENTRANCE TO
BUILDING

The key for the fire alarm panel is kept in:
*(Important – the key should not be kept in the
Panel, particularly in public areas where it could
be tampered with)*

~~N/A~~ SITE OFFICE



Section 3

Organisation and Responsibility for Fire Safety

(For full details of responsibilities for Fire Safety, please refer to Gwynedd Council's Fire Safety Policy.)

Site Managers

The duties of each Gwynedd Council Site Manager will include the following in relation to each premise they are responsible for.

- Ensure that a Fire Management Plan is maintained and readily available for inspection at an accessible place within the premises.
- Ensure that regular fire safety tests are carried out and recorded in premises for which they are responsible in accordance with the premises Fire Management Plan. Report any defects to the property maintenance helpdesk.
- Ensure that accurate records are maintained of all checks, inspections, tests, fire patrols and fire drill procedures in the premises Fire Safety Log book.
- Conduct regular inspections of escape routes, fire brigade access, fire fighting facilities and work areas and monitor the requirements laid down in premises Fire Management Plans.
- Arrange regular emergency evacuation drills
- Maintain current Personal Emergency Evacuation Plans (PEEPS) for all relevant persons on the site.
- Regularly monitor and review the arrangements for calling the fire brigade.
- Report an incident involving fire on the premises to the relevant Directorate Health, Safety and Welfare Advisor as soon as possible.
- Ensuring that any contractor, sub-contractor, member of staff or any other person (whether employed or not) does not commence work on the premises unless authorised to do so either by the Corporate Property Department or Consultancy Service.
- Report any concerns about the standards of work or competency of contractors working on site to the Directorate Health, Safety and Welfare Advisor as soon as possible.
- Identify appropriate personnel to be nominated as Fire Marshals and inform the individuals' Line Managers so that authorisation may be given for their appointment.
- Ensure that managerial matters identified in fire risk assessments are addressed in accordance with the premises Fire Action Plan.
- Ensure staff are made aware of any temporary arrangements to building fire safety measures as a result of any maintenance work.

Fire Co-ordinators

The duties of Fire Co-ordinators shall be to;

- Promote a safe working environment at all times
- During an alarm, execute those duties required for the safe evacuation of the workplace, and ensure that all staff and visitors report to the assembly points.
- In the event of an enforcement officer visit, provide them with Fire Management Plan that is available on site including the Fire Log Book.



- Report any Enforcement Officer visit to the Site Manager.
- Provide the officer-in charge of the first fire appliance to arrive in the event of a fire the following information
 - How many persons are still in the building
 - If relevant – any dangerous substances stored in the building that are likely to become involved
 - Where the seat of the fire is thought to be located
 - The best route to get to trapped persons or the seat of the fire

Fire Marshalls

The duties of Fire Marshalls (whom shall be appointed in writing) are;

- To clear their designated area of all personnel in a fire evacuation
- Dealing with special needs persons in the building (for whom a PEEP will have been prepared by Line Managers)
- Reporting their area is clear to the Fire Co-ordinator at the fire assembly point
- Extinguish fires with available fire fighting equipment if so trained and it is safe to do so.
- Conducting regular fire safety inspections of their area

(In schools and residential care homes, all staff are designated as Fire marshals)

All Staff

All Gwynedd Council staff members are responsible for the following:

- To take reasonable care of their own health, safety and welfare, and that of any other person(s) who may be affected by their acts or omissions.
- Cooperate with relevant Corporate and Departmental fire safety guidance and procedures issued.
- Ensure that their workstations and offices are kept tidy with appropriate disposal of combustible waste and packaging.
- Ensure that non essential electrical equipment are switched off when not in use.
- Not bringing any personal electrical equipment into their workplace – the use of personal electrical equipment in the workplace is forbidden.
- Report any defects or deficiencies in fire safety arrangements to their Line Manager.
- Ensure that any visitors they invite or receive into Gwynedd Council premises, including delegates to seminars and meetings, contractors etc. sign into the building where applicable, and are informed of the premises emergency procedures in all circumstances.



Section 4

Emergency procedures

The means of raising the alarm in case of fire in this workplace is by:

RADIO / MOBILE PHONE / SOUNDING MANUAL ALARM SYSTEM

The emergency service should be notified by:
(Please state if fire alarm is linked to a monitoring station)

SITE MANAGER / TELEPHONE / NOT LINKED TO MONITORING STATION

If alarm system is linked to a monitoring station, please state the phone number below:

N/A

Fire action notices must be displayed prominently throughout the premises with site specific information added by Site Manager.

High risk equipment should be isolated in the event of a fire.

Machinery / equipment which should be isolated on this site are;

ITEMS OF PLANT PARKED WITHIN WASTE RECEPTION HALL

Exit the building by the nearest emergency exit.

Only trained staff should attempt to extinguish a fire, and only then if it is safe to do so.



Evacuation procedure in the event of a fire is: (Please insert below site specific details of roll call / fire marshal sweep procedures.)

(Residential Care Homes only - Evacuate residents at least 2 compartments away from the fire to give protection of 2 hours and continually review the situation)

A large, empty rectangular box with a black border, intended for the user to insert specific details of the evacuation procedure.

Fire assembly points are located at: (Please insert)

A rectangular box with a black border containing the handwritten text "MAIN CAR PARK OUTSIDE ENTRANCE GATES" in capital letters.



Section 5

Means of escape

The Site Manager should highlight and number exit doors and escape routes on the drawing in Appendix 1.

All exit routes and final exit doors must be checked at the start of each day to ensure they are unlocked and clear of obstruction. These checks must be recorded in the fire safety logbook.

In particular, some final exit doors may be locked at night for security purposes. These doors must be unlocked at the start of each day, or at any other time when the building is occupied out of normal working hours such as weekends. Doors that are locked are numbered as follows on the attached premises plan: (please state if not applicable)

N/A

Fire exit doors are unlocked by:

(Please complete or note if not applicable)

Any electronic door release mechanisms which are interlinked with the fire alarm system should be identified in the fire log book.

Any fire signage installed must be kept unobstructed by stored materials.



Section 6

Fire Testing

The following fire safety tests must be undertaken within the premises and recorded in the premises fire log book. The Site Manager is responsible for ensuring that these tests are undertaken, this may be by delegating duties to other individuals. Defects noted during any of the tests noted below must be noted in the Fire Log Book and **immediately** notified to the Property Department Helpdesk. If testing is undertaken by a person other than the Site Manager, they must make the Site Manager aware of any defects noted.

False alarms and any fire incident no matter how small must be recorded in the fire log book. In the event of a fire the Directorate Health, Safety and Welfare Advisor must also be notified immediately and an accident HS11 form completed.

Means of Escape

The means of escape from the building must be checked visually on a daily basis by the Fire Marshals. All doors should be checked on a weekly basis for opening.

Fire Alarm System

Daily – The fire alarm control panel must be checked to see that it indicates normal operation. This is the Site Manager's duty.

Weekly – The correct operation of the alarm system, including any automatic door release mechanisms, must be checked by actuating at least 1 call point or panel, on any 1 zone. Each zone is tested in turn and at every test a different trigger device is used so that all trigger devices are tested over a period of time. The entry in the fire precautions logbook must identify the zone and trigger device used for each test. This is the Site Manager's duty.

Additional Tests – There are additional tests, which are done quarterly, annually, and five yearly in accordance with British Standard 5839. These tests require specialised equipment and knowledge and are carried out by a competent person. Responsibility for arranging these tests should be detailed in the service level agreement.

Lighting

All escape routes are adequately lit when the premises are in use. External lighting must switch on automatically when there is insufficient daylight or individual lights may be operated by an internal switch next to the nearest exit door.

Escape Lighting

Daily – A check must be made to ensure that steps have been taken to remedy any fault recorded in the logbook and if installed that the emergency light panel has been checked and defects noted. This is the Site Manager's duty.



Monthly – Visual check that illuminated exit signs are energised by the emergency supply by simulating a lighting circuit power failure. During the power failure simulation, all luminaires and signs must be checked to ensure that all lamps are illuminated. The test need continue only until this has been done. This is the Site Manager's duty.

Six Monthly – The monthly test should be carried out where every 3 hour luminaire and internally illuminated sign is energised from its emergency supply for a continuous period of 1 hour and every 1 hour luminaire and internally illuminated sign is energised from its emergency supply for a continuous period of 15 minutes. (Responsibility for arranging these tests should be detailed in the service level agreement).

Three Yearly – Every luminaire and internally illuminated sign should be energised from the emergency battery supply or back up battery supply for its full duration by simulating a lighting circuit power failure. (Responsibility for arranging these tests should be detailed in the service level agreement).

Subsequent Annual Test – All self-contained luminaire with sealed batteries is tested in the same way as described for the three yearly tests. At the end of every test all indicator lamps must be checked to ensure that all batteries are recharging. (Responsibility for arranging these tests should be detailed in the service level agreement).

Fire Fighting Equipment

All fire extinguishers should be hung on wall brackets with the base of the extinguisher at a suitable height for use by the occupants of the building, or be sited in purpose built floor stands at permanent Fire Points.

The extinguishers must be of a suitable size and weight for use by the occupants of the building. Some fire extinguishers can be very heavy.

An adequate number of suitable types of portable extinguishers must be available throughout the workplace. Fire Marshals receive training on the use of fire fighting equipment only trained fire marshals should attempt to extinguish a fire.

The Site Manager must prepare a list of all fire fighting equipment, including fire extinguishers, hose reels and dry risers on site together with their location. They must all be checked weekly to ensure they are sited in the correct location and have not been tampered with. These checks must be recorded in the fire logbook with any defects notified to the Property Department Helpdesk immediately.

Site Managers should carry out weekly checks to ensure that fire fighting equipment are in place and in good working condition.

Annual testing – All fire fighting equipment must be inspected and serviced by a competent person. Responsibility for arranging these tests should be detailed in the service level agreement. The Site Manager should ensure that this is undertaken.



Section 7

Water Supply

An adequate supply of water should be available on site for fire fighting purposes via public hydrants. On large sites additional 'private' hydrants may be provided. Please list location of any private hydrants below or confirm if not applicable.

PRIVATE HYDRANT LOCATED OUTSIDE MAIN
SITE OFFICE NEAR FUEL STORAGE TANKS

Site managers must ensure that all private hydrants are suitably marked and kept clear of obstruction at all times.



Section 8

Fire Safety Inspections

Regular fire safety inspections should be undertaken within the workplace to ensure that housekeeping standards are maintained. The Site Manager should ensure that this takes place.

Directorate Health, Safety and Welfare Advisors shall also carry out periodic audits on fire safety procedures within a premises.

It is also possible that the premises may be inspected by the Fire Service or other enforcement officers such as Environmental Health Officers or Health and Safety Executive Inspections.



Section 9

Hot Working

No hot works should be carried out on site without prior approval from the Gwynedd Council contract organiser and the Site Manager.

When any hot work is undertaken on site it must be ensured that the following control measures (or at least equivalent to) are in place.

- Ensure that Site manager has been informed (if work undertaken during normal working hours).
- Ensure that area is cleared of all loose combustible material.
- Exposed combustible structural components such as wooden floor must be covered with non-combustible material.
- Area should be adequately screened with non combustible material when cutting, welding or grinding.
- The area of hot work must be thoroughly examined for any signs of fire for a minimum period of one hour after the work has been completed.
- Ensure that fire extinguishers of the appropriate type are available nearby during the work with a careful watch being maintained for fire breaking out whilst work is in progress.
- Any LPG gas cylinders used in the work must be secured in a vertical position and fitted with a regulator and flashback arrester.
- Tar boilers, lead heaters and similar equipment should only be taken onto roofs in exceptional circumstances, when a non-combustible heat insulating base must be provided to prevent heat igniting the roof. Such equipment must always be supervised by a competent person and be placed where spilled material can be controlled. Gas cylinders must be a minimum of 3 meters away from the burner and at least 2 appropriate extinguishers must be to hand.



Section 10

Combustible Materials.

Combustible materials must be used safely and kept clear of any likely ignition sources.

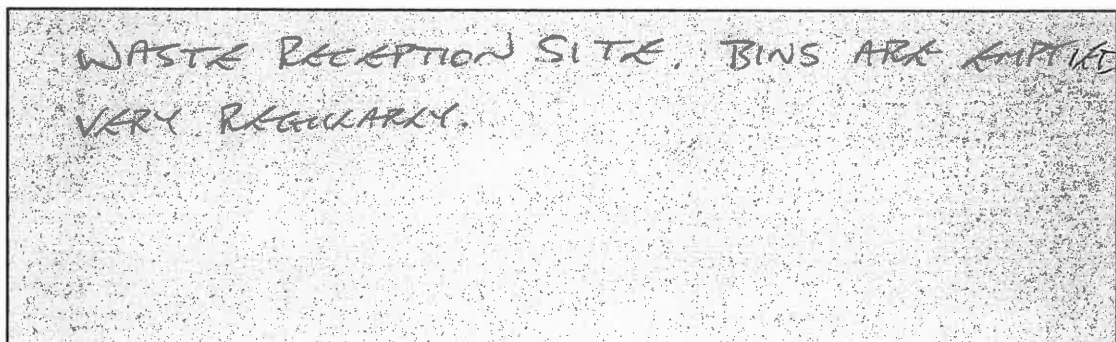
Good housekeeping standards must be maintained throughout the premises. Waste material, in the form of paper-waste, cardboard and packaging material must be regularly removed from the workplace. Do not forget about outbuildings, boiler houses, caretakers office and other 'out of the way' places.

Any damaged upholstered furniture with exposed foam filling material should be repaired or replaced. Any items to be replaced must be appropriately disposed of.

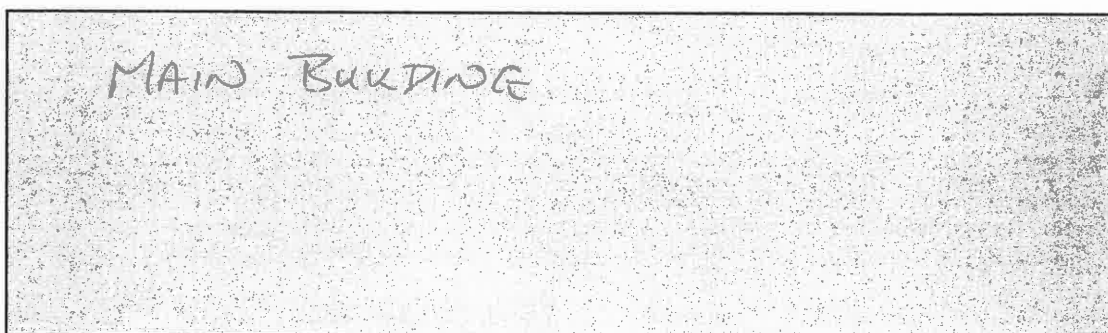
New textile materials should be compliant with BS5867.

Refuse should be stored in a secure compound at least 6 metres from the building wherever possible. Refuse compounds should not be located nearby to an emergency egress route.

The arrangements for emptying refuse bins within the premises are
(please outline below, giving details of frequency and responsibilities)



The refuse compound for the premises is located at: (please give details below, specifying any security measures in place)





Section 11

Use and Storage of Flammable Substances and LPG

Safety data sheets should be kept for all hazardous substances on site and a COSHH (Control of Substances Hazardous to Health Regulations 2002) assessment undertaken. The COSHH assessment should consider the use and storage of each substance.

Stored flammable liquids within workrooms should be kept below 50 litres or a day's supply (whichever is the lesser) and should be stored in their original containers, in a fire resisting, cupboard, or bin. Oxidising agents and toxic substance should not be stored in the same area as flammable substances or LPG.

External flammable liquid or LPG storage areas must be secure and should be placed at least 10 metres from the building and appropriately signed. The advice of the Directorate Health, Safety and Welfare Advisor should be sought on further site specific control measures.

Flammable substances and / or LPG are stored within the building at the following locations: (please complete box below as appropriate or state if not applicable.)

~~WORKSHOP FOR LPG STORAGE~~
LPG'S ARE STORED OUTSIDE & QUANTITIES
KEPT TO A MINIMUM AT THE MATURATION
SLAB AREA.

An external flammable substances / LPG storage area is located at: (give details if applicable or confirm if not applicable)

AS ABOVE

Appropriate warning signs, eg, "HIGHLY FLAMMABLE LIQUIDS", "NO SMOKING" AND "NO NAKED LIGHTS" should be prominently displayed at the entrances to stores.



Section 12

People with disabilities

If any person with a disability is employed on site, suitable arrangements must be made for their evacuation in the event of a fire. Line Managers must carry out a PEEP (Personal Emergency Evacuation Plan) for each person that has a disability. The Site Manager must be made aware when a PEEP is completed.

Please state below the number of persons employed within the premises for whom a PEEP has been completed along with their location, or confirm if not applicable (no personal details should be recorded in this box.) It is also necessary to consider non-employees who may be within the premises.

N/A

Section 13

Arson

Arson is the largest single cause of fire in the UK. Control measures should be therefore in place to minimise the risk of arson. Listed below are some the control measures that generally reduce the risk of arson:

- ① • Control of access into the premises both during and out of normal working hours
- ② • Perimeter fencing and gates
- ③ • CCTV
- ④ • Fire resisting mail boxes inside letter boxes
- ⑤ • Lighting of the premises at night
- ⑥ • Structural protection
- ⑦ • Siting rubbish bins away from buildings
- ⑧ • Good housekeeping
- ⑨ • Supervision of all visitors
- ⑩ • Control of contractors
- ⑪ • Siting external refuse compounds away from the building

Please state the control measures in place to control arson:

AS ABOVE

NO 1 - CONTROL OF ACCESS INTO PREMISES

2 - PERIMETER FENCING + GATES

3 - CC TV

8 - GOOD HOUSEKEEPING

9 - SUPERVISION OF ALL VISITORS

10 - CONTROL OF CONTRACTORS



Section 14

Use of property outside of normal use.

Arrangements must be in place to ensure the safety all persons who use the building outside of normal working hours. Within Gwynedd Council premises, examples may include cleaning & caretaking staff, staff working extra hours, meetings, events, concerts, weddings, evening classes or out of hours maintenance work. Additional hazards may present themselves out of hours which must be controlled, and consideration must be given to emergency procedures. e.g. roll call registers and emergency exit.

Please state what control measures / handover procedures are in place to ensure the safety of users outside normal working hours

SITE NOT IN USE OUTSIDE OF NORMAL
WORKING HOURS.



Section 15

Electrical Safety

The electrical installation of the building should be subject to a periodic test and inspection at least every 5 years.

This test should only be carried out by a competent electrical contractor who is affiliated to an approved trade body. A copy of the certificate issued at the time of inspection should be kept on the premises.

Electrical equipment must also be maintained in safe condition. Users should visually check equipment for signs of damage prior to using it. In addition, certain equipment should be subject to portable appliance testing (PAT testing).

Within residential care homes it must be ensured that any personal portable electrical appliances that clients have in their rooms are PAT tested prior to use.

Any electrical equipment not in use should be switched off.



Section 16

Gas Safety

All Gas appliances must be regularly inspected by a qualified CORGI registered engineer.

It should be ensured that any contractors who carry out work on gas installations on the premises leave documentation on site to confirm what action was taken.

Gwynedd Council employees should not use gas appliances unless they have received thorough training in its use. This includes the re-ignition of gas boilers. If a boiler shuts down for any reason, Site Managers should contact the Property Department helpdesk immediately.

Access to boiler rooms must be carefully controlled. Boiler rooms must not be used for general storage and must be locked at all times.



Section 17

Training.

The level of training provided to staff by Gwynedd Council on fire safety is commensurate with the level of responsibilities.

All staff

All staff must receive basic fire information by their Line manager on their first day of work. This should include the action to be taken in the event of a fire, action on discovering a fire, evacuation procedures, and familiarisation with emergency exits and assembly points. Refresher training should be provided annually. Regular fire drills are also a means of providing information to building users and reinforcing the training that has already been provided.

Managers

Managers receive additional training on Fire Risk Assessments by a competent person so that they may carry out risk assessment on any processes within their control which poses a risk of fire.

Site Managers

Site Managers receive specific training on their responsibilities. This training will provide details of the various testing and checks required as well as information on emergency procedures and fire drills.

Fire-Coordicators

Fire Coordinators will receive training on their relevant duties which include some aspects of the training administered to Site Managers with reference to testing regimes.

Fire Marshals

Fire marshals shall receive training on the use of fire fighting equipment. This training is only provided to Fire Marshals, and therefore no other untrained person should attempt to extinguish a fire.

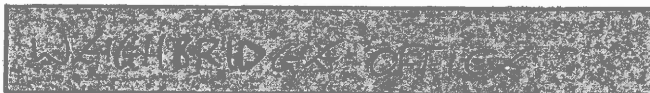
Iechyd a Diogelwch / Health and Safety

Cynllun Rheoli Tân / Fire Management Plan

6.10a

Versiwn/Version 4

Cedwir y Cynllun Rheoli Tân yn:
This fire management plan is kept in:



Dyddiad adolygiad olaf Date of Last Review	Cwblhawyd gan Completed by	Arwyddwyd Signed
JANUARY 2018	S. EDWARDS	

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4	Pobl ag anableddau / People with disabilities
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Iechyd a Diogelwch / Health and Safety

Cynllun Rheoli Tân / Fire Management Plan

6.10a

Versiwn/Version 4

Rhan / Section 1

Manylion Gweithle / Workplace Details:

Defnydd safle / Use of Premises

WASTE PROCESSING SITE

Cyfeiriad / Address:

FFRIDD RASUS
MORFA ROAD
HARLECH
GWYNEDD

Côd Post / Post Code:

LL46 2UW

Rhif ffôn / Telephone Number:

01766 780088

Deiliad yr eiddo /
Occupier of Premises:

Gofal Preswyl yn Unig / Residential Care Only

Nifer lloffttydd /
Number of Bedrooms:

Nifer ystafelloedd eraill
Number of other rooms:

Nifer preswylwyr
Number of residents

Ysgolion / Schools yn unig / Schools only

Nifer disgyblion
Number of pupils

Iechyd a Diogelwch / Health and Safety

Cynllun Rheoli Tân / Fire Management Plan

6.10a

Versiwn/Version 4

Rhan / Section 2

Manylion adeilad a deiliaid *Building & occupant details*

Nifer gweithwyr yn yr adeilad /
Number of Workers in Workplace:

5

Nifer y rhai nad ydynt yn weithwyr yn y gweithle /
Number of non-employees in Workplace:

0

Rheolwr Safle /
Site Manager

DAVID OWEN JONES

Cydlynnydd tân
Fire Safety Co-ordinator:
(ble fo'n berthnasol / *if applicable*)

Ble fo'r Rheolwr Safle wedi eu lleoli ar y safle bydd y Rheolwr Safle yn ymgymryd â dyletswyddau Cydlynnydd Tân

Where the Site Manager is based on Site the Site Manager shall assume the role of the Fire Safety Coordinator

Dirprwyon / *Deputies:*

ELFYN JONES

Marsialyddion tan /
Fire Marshals:

ALL SITE STAFF HAVE
RECEIVED FIRE AWARENESS
TRAINING & SAFE
USE OF EXTINGUISHERS

Nifer marsialyddion wedi eu hyfforddi mewn defnydd diffoddwyr tân
Number of marshals trained in use of fire extinguisher

5

Iechyd a Diogelwch / Health and Safety

Cynllun Rheoli Tân / Fire Management Plan

6.10a

Versiwn/Version 4

Amllder driliau tân /
Frequency of fire drills.

6 MONTHLY

Lleoliad panel y larwm dân yw /
The fire alarm panel is located at:

CANTEEN ENTRANCE

Lleoliad y cedwir goriad y panel yw :
(Pwysig - ni ddylai'r goriad gael ei gadw
yn y panel, yn enwedig mewn ardaloedd
cyhoeddus ble gellid ymyrryd ag ef)
The key for the fire alarm panel is kept in:
(Important - the key should not be kept in the
Panel, particularly in public areas where it could
be tampered with)

KEY CABINET
WEIGHBRIDGE OFFICE

Mae rhai paneli tân angen côd yn hytrach na goriad
Noder y côd os yn berthnasol
Some panels require a code rather than a key
Please enter code in digits if relevant

N/A

Iechyd a Diogelwch / Health and Safety

Cynllun Rheoli Tân / Fire Management Plan

6.10a

Versiwn/Version 4

Rhan / Section 3

Gweithdrefnau Argyfwng / Emergency procedures

Y dull o roi gwybod pan fo tân yn y gweithle hwn yw /
The means of raising the alarm in case of fire in this workplace is by:

CLAXTON + BREAK GLASS

Dylid hysbysu'r Gwasanaethau Brys trwy /
The Emergency Services should be notified by means of:

BY TELEPHONE

Y person sy'n gyfrifol am hysbysu'r Gwasanaethau Brys yw /
The person responsible for notifying the Emergency Services is:

SITE MANAGER / DEPUTY

Os yw'r system larwm wedi ei chysylltu â gorsaf fonitro, beth yw'r rhif ffôn /
If alarm system is linked to a monitoring station, please state the phone number below:

N/A

Rhaid arddangos rhybuddion i hysbysu'r hyn y dylid ei wneud mewn achos o dân yn glir trwy'r adeilad, gyda'r wybodaeth sy'n benodol i'r safle wedi ei hychwanegu gan y Rheolwr Safle / Fire action notices must be displayed prominently throughout the premises with site specific information added by Site Manager.

Dylid symud offer risg uchel ymhell oddi wrth y tân /
High risk equipment should be isolated in the event of a fire.

Yn y safle hwn, yr offer / cyfarpar y dylid ei symud oddi wrth y tân yw /
Machinery / equipment which should be isolated on this site are:

CONVEYOR BELT SYSTEM

Dylid mynd allan o'r adeilad trwy'r allanfa dân agosaf.
Exit the building by the nearest emergency exit.

Dim ond marsialiaid tân hyfforddedig ddylai geisio diffodd tân, a dim ond os yw'n ddiogel gwneud hynny.
Only trained staff should attempt to extinguish a fire, and only then if it is safe to do so.

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Y dull gwacau pan fo tân yw: (A fydddech gystal â chynnwys manylion isod sy'n berthnasol i'r safle ynglŷn â gweithdrefnau megis, galw'r gofrestr / gwirio ardaloedd mae'r marsialiaid tân yn gyfrifol amdanynt.)
Evacuation procedure in the event of a fire is: (Please insert below site specific details of roll call / fire marshal sweep procedures.)

Ni fydd y Gwasanaeth Tân ac Achub yn ymateb i alwad 999 os mai'r unig wybodaeth sydd ar gael yw bod y larwm tân wedi seinio. Bydd rhaid sefydlu trefn ymchwilio i ddarganfod os oes arwyddion o dân e.e. arogl mwg neu sŵn anghyfarwydd. Defnyddiwch y ddogfen 6.10h am gymorth i sefydlu trefn ar gyfer eich safle gwaith chi / The Fire and Rescue Service will not respond to a 999 call where the only information available is that a fire alarm is sounding. A procedure must be established to investigate if there are signs of a fire e.g. smell of smoke or unusual noises. Use the document 6.10h for advice on how to establish a procedure for your work site.

Cartrefi Gofal Preswyl yn unig - Gwacáu'r preswylwyr o leiaf ddwy adran i fwrdd o'r tân er mwyn rhoi gwarchodaeth o ddwy awr ac adolygu'r sefyllfa'n barhaus)

Residential Care Homes only - Evacuate residents at least 2 compartments away from the fire to give protection of 2 hours and continually review the situation)

REFER TO HAR-FIRE-001 - REVISION 3
FOR OPERATIONAL PROCEDURE

Lleolir y mannau ymgynnull tân yn: (Llenwch y blwch)
Fire assembly points are located at: (Please insert)

MAIN SITE CAR PARK

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Rhan / Section 4

Pobl ag anableddau / People with disabilities

Os oes unrhyw berson gydag anabledd yn bresennol ar y safle, rhaid gwneud trefniadau priodol ar gyfer eu symud os bydd achos o dân. Rhaid i Reolwyr Llinell gwblhau cynllun gwacâd argyfwng personol (PEEP) ar gyfer aelodau o'u staff a rhoi copi o'r asesiad i'r Rheolwr Safle. Y Rheolwr Safle sy'n gyfrifol am sicrhau fod PEEP wedi ei gwblhau ar gyfer defnyddwyr gwasanaeth / disgyblion neu'r cyhoedd yn gyffredinol.

Nodwch isod y nifer o bobl a gyflogir o fewn yr eiddo id â PEEP wedi ei gwblhau ar eu cyfer, ynghyd â'u olliad, neu gadarnhau os nad yw'n berthnasol (ni ylid cynnwys unrhyw fanylion personol yn y blwch n). Rhaid hefyd rhoi ystyriaeth i rai allai fod yn yr ldo nad ydynt yn welthwyr.

Mewn adeilad cyhoeddus, rhaid i'r Rheolwr Safle gwblhau GEEP (asesiad gwacau cyffredinol) er mwyn cyfarch gwacâd unrhyw aelod o'r cyhoedd anabl all fod yn yr adeilad yn ystod argyfwng. Gweler taflen PEEP / GEEP gorfforaethol

If any person with a disability is present on site, suitable arrangements must be made for their evacuation in the event of a fire. Line Managers must carry out a PEEP (Personal Emergency Evacuation Plan) for members of their staff and give a copy of the assessment to the Site Manager. The Site Manager shall be responsible for ensuring a PEEP is completed on service users / school pupils or general members of the public.

Please state below the number of persons present in the building for whom a PEEP has been completed along with their location, or confirm if not applicable (no personal details should be recorded in this box.) It is also necessary to consider non-employees who may be within the premises.

In public buildings, a GEEP (general emergency evacuation plan) must be produced by the Site Manager to address the evacuation of any disabled member of the public who may be present in the building during an emergency. See PEEP /GEEP corporate template.

N/A

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Rhan / Section 5

Defnyddio a Storio Sylweddau Fflamadwy a LPG / Use and Storage of Flammable Substances and LPG

Rhaid i ardaloedd storio allanol ar gyfer hylifau fflamadwy neu LPG fod wedi eu diogelu ac wedi eu lleoli o leiaf 10 metr oddi wrth yr adeilad ac wedi eu harwyddo'n briodol. Dylid derbyn cyngor y Gwasanaeth Iechyd, Diogelwch a Lles ynglŷn â mesurau rheoli sy'n benodol i'r safle.

LPG storage areas must be secure and should be placed at least 10 metres from the building and appropriately signed. The advice of the Corporate Health Safety and Welfare Service should be sought on further site specific control measures.

Dylid cadw taflenni data diogelwch ar gyfer pob sylwedd peryglus ar y safle a dylid cwblhau asesiad Rheoliadau Rheoli Sylweddau Peryglus i Iechyd 2002 (COSHH). Dylai'r asesiad COSHH ystyried y defnydd a wneir o'r sylweddau ynghyd â'r modd y caiff pob un o'r sylweddau eu storio.

Safety data sheets should be kept for all hazardous substances on site and a COSHH (Control of Substances Hazardous to Health Regulations 2002) assessment undertaken. The COSHH assessment should consider the use and storage of each substance.

Dylid cadw hylifau fflamadwy mewn ystafelloedd gwaith i lai na 50 litr, neu gyflenwad ar gyfer y diwmod yn unig (pa un bynnag yw'r lleiaf), a dylid eu storio yn eu cynwysyddion gwreiddiol, mewn cwpwrdd neu mewn bin sy'n ddiogel rhag tân. Ni ddylid storio cyfryngau ocsidio a sylweddau gwenwynig yn yr un lle â sylweddau fflamadwy neu LPG.

Stored flammable liquids within workrooms should be kept below 50 litres or a day's supply (whichever is the lesser) and should be stored in their original containers, in a fire resisting, cupboard, or bin. Oxidising agents and toxic substance should not be stored in the same area as flammable substances or LPG.

Mae sylweddau fflamadwy a / neu LPG yn cael eu storio o fewn yr adeilad yn y lleoedd a ganlyn: (cwblhewch y blwch isod fel bo'n briodol neu nodi os nad yw'n berthnasol.)

An external flammable substances / LPG fixed storage area is located at: (give details if applicable or confirm if not applicable)

CONCRETE MATURATION PAD

Mae'r lle storio allanol / compownd LPG wedi ei leoli yn: (rhodwch fanylion os yn berthnasol neu gadarnhau os nad yw'n berthnasol)

Flammable substances and / or LPG are stored within the building at the following locations: (please complete box below as appropriate or state if not applicable.)

REFER TO SITE PLAN NO 1

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Dylid arddangos arwyddion rhybudd priodol yn amlwg ym mynedfeydd y storfeydd, e.e. 'HYLIFAU FFLAMADWY IAWN', 'DIM YSMYGU', a 'DIM GOLEUADAU NOETH'
Appropriate warning signs, eg, 'HIGHLY FLAMMABLE LIQUIDS', 'NO SMOKING' AND 'NO NAKED LIGHTS' should be prominently displayed at the entrances to stores.

Mae'r gweithdrefnau argyfwng mewn achos o ollyngiad nwy neu gemegyn neu dân oherwydd nwy / gemegolion fel a ganlyn (gweler hefyd Rhan 1 ar gyfer ar argyfwng cyffredinol)
Emergency procedures in the event of a gas or chemical leak, or a fire due to a gas / chemical leak are: (Also see Section 1 for general emergencies)

REFER TO HAR-FIRE-001 REVISION 3

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Rhan / Section 6

Diangfeydd Tân / Means of escape

Dylai'r Rheolwr Safle amlygu a rhifo'r allanfeydd argyfwng a'r llwybrau dianc ar gynllun o'r adeilad.

The Site Manager should highlight and number exit doors and escape routes on a plan of the building.

Rhaid archwilio pob llwybr dianc ac allanfeydd olaf ar ddechrau pob diwrnod, er mwyn sicrhau eu bod wedi eu datgloi ac yn glir o unrhyw rwystr. Rhaid cofnodi'r archwiliadau hyn yn y llyfr cofnodi diogelwch tân.

All exit routes and final exit doors must be checked at the start of each day to ensure they are unlocked and clear of obstruction. These checks must be recorded in the fire safety logbook.

Efallai y bydd rhai allanfeydd olaf dan glo yn ystod y nos ar gyfer dibenion diogelwch. Rhaid datgloi'r drysau hyn ar ddechrau pob diwrnod, neu unrhyw adeg arall y tu allan i oriau gweithio arferol, os bydd pobl o fewn yr adeilad, megis ar benwythnosau. Dylid rhifo'r drysau a gedwir dan glo ar gynllun o'r adeilad a'i atodi i'r Cynllun Rheoli hwn (noder os nad yw'n berthnasol).

In particular, some final exit doors may be locked at night for security purposes. These doors **must** be unlocked at the start of each day, or at any other time when the building is occupied out of normal working hours such as weekends. Doors that are locked should be numbered on a plan of the building and attached to this Fire Management Plan (please state if not applicable).

Lleoliad a rhifau drysau sy'n cael eu cloi / Location and numbers of the doors that are locked

DOOR NO1 - ENTRY BY PAPER BAY
DOOR NO2 - LAB
DOOR NO3 - STOCK ROOM / ALICE SWITCH ROOM
DOOR NO4 - IVC ENTRY DOOR

Bydd allanfeydd tân yn cael eu datgloi gan:
(Cwblhewch, neu nodwch os nad yw'n berthnasol)

Fire exit doors are unlocked by:
(Please complete or note if not applicable)

SITE MANAGER

Dylid nodi unrhyw fecanwaith sy'n agor drysau ac sy'n cydgysylltu gyda'r system larwm tân, yn y llyfr log tân.

Any electronic door release mechanisms which are interlinked with the fire alarm system should be identified in the fire log book.

Lle mae arwyddion diogelwch tân wedi cael eu gosod, ni ddylent fod wedi eu cuddio gan ddeunyddiau sy'n cael eu storio.

Any fire signage installed must be kept unobstructed by stored materials.

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Rhan / Section 7

Profion tân / Fire testing

Rhaid cynnal profion diogelwch tân a'u cofnodi yn Llyfr Cofnodi Tân yr eiddo. Cyfrifoldeb y Rheolwr Safle fydd sicrhau y cwblheir y profion hyn a gellir gwneud hyn drwy ddirprwyo'r dyletswyddau i unigolion eraill. Ble fo hyn yn digwydd, rhaid bod gan y Rheolwr Safle drefniadau monitro effeithiol mewn lle. Rhaid nodi'r diffygion a nodwyd mewn unrhyw un o'r profion a nodir isod yn y Llyfr Cofnodi Tân a hysbysu Desg Gymorth yr Uned Eiddo ar unwaith. Os bydd unrhyw berson arall, heblaw'r Rheolwr Safle, yn cynnal y profion, rhaid iddynt sicrhau fod y Rheolwr Safle'n ymwybodol o unrhyw ddiffygion a nodwyd.

Fire testing must be undertaken and recorded in the Fire Log Book. The Site Manager is responsible for ensuring that these tests are undertaken, this may be by delegating duties to other individuals but where this occurs the Site Manager must monitor arrangements. Defects noted during any of the tests noted below must be noted in the Fire Log Book and immediately notified to the Property Department Helpdesk. If testing is undertaken by a person other than the Site Manager, they must make the Site Manager aware of any defects noted.

Rhaid cofnodi cam rybuddion ac unrhyw achos o dân, waeth pa mor fychan, yn y Llyfr Cofnodi Tân. Os bydd achos o dân, rhaid hysbysu'r Gwasanaeth Iechyd Diogelwch a Lles Corfforaethol ar unwaith a chwblhau ffurflen ddamweiniau HS11.

False alarms and any fire incident no matter how small must be recorded in the fire log book. In the event of a fire the Corporate Health Safety and Welfare Service must be notified immediately and an accident HS11 form completed.

Rhan / Section 8

System Taenellwyr / Sprinkler System

Nodwch ffynhonnell y cyflenwad dwr ar gyfer systemau taenellu ar y safle

State the source of water supply for any sprinkler systems on site

N/A

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Rhan / Section 9

Archwiliadau Diogelwch Tân / Fire Safety Inspections

Dylid ymgymryd ag archwiliadau diogelwch tân yn rheolaidd o fewn y gweithle er mwyn sicrhau bod y safonau o fewn yr eiddo yn cael eu cynnal. Dylai'r Rheolwr safle sicrhau y cwbllheir hyn.

Regular fire safety inspections should be undertaken within the workplace to ensure that housekeeping standards are maintained. The Site Manager should ensure that this takes place.

Bydd yr Uned Diogelwch Eiddo a'r Gwasanaeth Iechyd, Diogelwch a Lles Corfforaethol hefyd yn ymgymryd ag archwiliadau cyfnodol o'r gweithdrefnau diogelwch tân o fewn unrhyw eiddo.

The Building Safety Unit and Health, Safety and Welfare Service shall also carry out periodic audits on fire safety procedures within a premises.

Gall yr eiddo hefyd dderbyn archwiliad gan y Gwasanaeth Tân, neu swyddogion gorfodaeth eraill, megis Swyddogion Iechyd yr Amgylchedd neu Archwiliadau gan yr Awdurdod Gweithredol Iechyd a Diogelwch

It is also possible that the premises may be inspected by the Fire Service or other enforcement officers such as Environmental Health Officers or Health and Safety Executive Inspections.

Pam mae Archwiliadau Diogelwch Tân yn cael ei cynnal cofndowch manylion yr Archwiliad yn y tabl isod.

When Fire Safety Inspections are performed then please record details of the inspections in the section beneath

Dyddiad archwiliad / Date of Inspection	Archwiliad gan / Inspection performed by	Adran neu sefydliad / Department or Organisation	Cafodd Materion ei codi / Any issues raised

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Rhan / Section 10

Gwaith Poeth / Hot Working

Ni ddylid gwneud unrhyw waith poeth ar y safle heb yn gyntaf dderbyn caniatâd gan drefnydd contractau Cyngor Gwynedd a'r Rheolwr Safle.

Pan wneir unrhyw waith poeth ar y safle, rhaid sicrhau bod y mesurau rheoli a ganilyn (neu rai sy'n cyfateb iddynt o leiaf) yn eu lle:

- Sicrhau bod y Rheolwr Safle wedi ei hysbysu (os bydd y gwaith yn mynd rhagddo yn ystod oriau gwaith arferol).
- Sicrhau y bydd deunydd llosgadwy rhydd wedi cael ei glirio o'r ardal honno.
- Rhaid gorchuddio unrhyw ddarnau strwythurol llosgadwy sydd yn y golwg, megis llawr pren, gyda deunydd nad yw'n llosgadwy.
- Dylai'r ardal gael ei chuddio'n briodol gyda deunydd nad yw'n llosgadwy pan ymgwymerir â thorri, weldio neu hogi.
- Rhaid archwilio'r ardal lle yr ymgwymerir â'r gwaith poeth yn drylwyr am unrhyw arwyddion o dân am gyfnod o leiaf un awr ar ôl cwblhau'r gwaith.
- Sicrhau bod y math priodol o ddiffoddwyr tân ar gael gerllaw yn ystod yr amser y cwblheir y gwaith a chadw llygaid i sicrhau na fydd tân yn cynnau tra bo'r gwaith yn mynd rhagddo.
- Rhaid gosod unrhyw silindrau Nwy Petrolewm Hylifol (LPG) a ddefnyddir yn y gwaith yn fertigol a'u ffitio gyda rheolydd ac ataliwr gwreichioni.
- Ni ddylid mynd â boeleri tar, gwresogyddion plwm, ac offer cyffelyb ar ben toeau, ond mewn amgylchiadau eithriadol, pan fydd yn rhaid darparu sylfaen ynysu gwres na fydd yn llosgadwy, er mwyn rhwystro'r gwres rhag llosgi'r to. Rhaid i offer o'r fath gael ei oruchwyllo gan berson cymwys a'u gosod yn y fath lle fel y gellir rheoli unrhyw ddeunydd a arllwysir. Rhaid i silindrau nwy gael eu lleoli o leiaf dri metr i ffwrdd o'r llosgydd a rhaid sicrhau bod o leiaf dau ddiffoddydd tân priodol wrth law.

No hot works should be carried out on site without prior approval from the Gwynedd Council contract organiser and the Site Manager.

When any hot work is undertaken on site it must be ensured that the following control measures (or at least equivalent to) are in place.

- Ensure that Site manager has been informed (if work undertaken during normal working hours).
- Ensure that area is cleared of all loose combustible material.
- Exposed combustible structural components such as wooden floor must be covered with non-combustible material.
- Area should be adequately screened with non combustible material when cutting, welding or grinding.
- The area of hot work must be thoroughly examined for any signs of fire for a minimum period of one hour after the work has been completed.
- Ensure that fire extinguishers of the appropriate type are available nearby during the work with a careful watch being maintained for fire breaking out whilst work is in progress.
- Any LPG gas cylinders used in the work must be secured in a vertical position and fitted with a regulator and flashback arrester.
- Tar boilers, lead heaters and similar equipment should only be taken onto roofs in exceptional circumstances, when a non-combustible heat insulating base must be provided to prevent heat igniting the roof. Such equipment must always be supervised by a competent person and be placed where spilled material can be controlled. Gas cylinders must be a minimum of 3 meters away from the burner and at least 2 appropriate extinguishers must be to hand.

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Rhan / Section 11

Deunyddiau Llosgadwy / Combustible Materials.

Rhaid defnyddio deunyddiau llosgadwy yn ddiogel a dylid eu cadw yn ddigon pell oddi wrth ffynonellau tanio tebygol.

Combustible materials must be used safely and kept clear of any likely ignition sources.

Rhaid cynnal safonau da yn yr holl eiddo. Rhaid i ddeunyddiau gwastraff, megis gwastraff papur, cardbord, a deunyddiau pacio gael eu symud o'r gweithle yn rheolaidd. Peidiwch ag anghofio am adeiladau allanai, boelerdai, swyddfeydd gofawyr a mannau eraill 'allan o'r ffordd'. Nid ddylid storio offer mewn boelerdai.

Good housekeeping standards must be maintained throughout the premises. Waste material, in the form of paper-waste, cardboard and packaging material must be regularly removed from the workplace. Do not forget about outbuildings, boiler houses, caretakers office and other 'out of the way' places. Equipment should not be stored in boiler houses.

Dylid trwsio neu adnewyddu unrhyw ddodrefn wedi'u clustogi ac sydd wedi eu difrodi i'r fath raddau nes bo'r llenwad sbwng yn y golwg. Dylid gwaredu yn briodol unrhyw eitemau fydd angen eu hadnewyddu. Dylai defnyddiau tecstilïau newydd gydymffurfio â Sefydliad Safonau Prydeinig 5867.

Any damaged upholstered furniture with exposed foam filling material should be repaired or replaced. Any items to be replaced must be appropriately disposed of. New textile materials should be compliant with BS5867.

Dylid cadw sbwriel mewn compownd diogel, o leiaf chwe metr oddi wrth yr adeilad lle bo hynny'n bosib. Ni ddylid lleoli'r fath le yn agos at ddihangfa dân.

Refuse should be stored in a secure compound at least 6 metres from the building wherever possible. Refuse compounds should not be located nearby to an emergency egress route.

Mae'r trefniadau ar gyfer gwagio biniau sbwriel yn yr eiddo fel a ganlyn:
(a fydddech gystal â rhoi manylion o ba mor aml y mae hyn yn digwydd a'r cyfrifoldebau)
*The arrangements for emptying refuse bins within the premises are:
(outline below, giving details of frequency and responsibilities)*

Lleolir y compownd ar gyfer yr eiddo yn:
(rhowch fanylion isod, yn nodi unrhyw fesurau diogelwch sydd yn eu lle)
*The refuse compound for the premises is located at:
(please give details below, specifying any security measures in place)*

Rhan / Section 12

Llosgi bwriadol / Arson

Un o'r prif resymau am achos tân yn y DU yw llosgi bwriadol. Felly, dylid gosod mesurau rheoli yn eu lle er mwyn lleihau'r risg o losgi bwriadol. Rhestrir isod rai o'r mesurau rheolaeth fydd yn lleihau'r risg o losgi bwriadol yn gyffredinol:

Arson is the largest single cause of fire in the UK. Control measures should be therefore in place to minimise the risk of arson. Listed below are some the control measures that generally reduce the risk of arson:

- Rheoli'r fynedfa i'r eiddo yn ystod a thu allan i oriau gwaith arferol
- Ffensys ar hyd y terfyn a giatiau
- Camerâu Teledu Cylch Cyfyng (CCTV)
- Blychau post sy'n ddiogel rhag tân wedi eu gosod y tu mewn i flychau llythyrau
- Goleuo'r eiddo yn y nos
- Diogelu'r adeilad
- Lleoli biniau sbwriel ymhell oddi wrth adeiladau mewn compownd diogel
- Cadw trefn
- Goruchwyllo pob ymwelydd
- Rheoli contractwyr
- Lleoli pob compownd allanol ar gyfer sbwriel oddi wrth yr adeilad
- Control of access into the premises both during and out of normal working hours
- Perimeter fencing and gates
- CCTV
- Fire resisting mail boxes inside letter boxes
- Lighting of the premises at night
- Structural protection
- Siting rubbish bins away from buildings in secure compounds
- Good housekeeping
- Supervision of all visitors
- Control of contractors
- Siting external refuse compounds away from the building

Nodwch isod y mesurau rheoli sydd mewn lle i leihau'r risg o losgi bwriadol:
State below what control measures are in place to control arson:

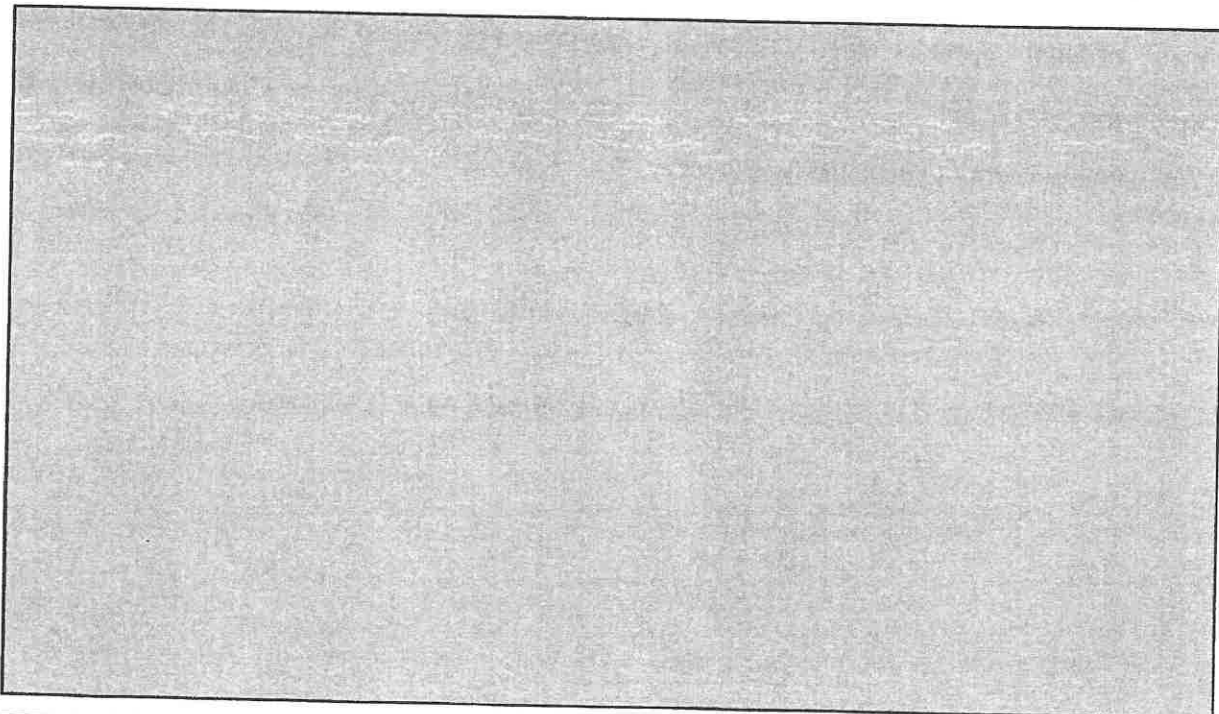
Rhan / Section 13

Defnyddio'r adeilad y tu allan i oriau gweithio arferol / Use of building outside of normal use.

Rhaid cael trefniadau yn eu lle er mwyn sicrhau diogelwch pob person sy'n defnyddio'r adeilad y tu allan i oriau gweithio arferol. O fewn eiddo Cyngor Gwynedd, gall hyn gynnwys staff glanhau a gofawyr, staff yn gweithio oriau ychwanegol, cyfarfodydd, digwyddiadau, cyngherddau, priodasau, dosbarthiadau nos, eisteddfodau, neu waith cynnal a chadw y tu allan i oriau arferol. Efallai y bydd peryglon ychwanegol yn amlygu eu hunain yn ystod yr adegau hyn, a bydd yn rhaid eu cadw dan reolaeth. Rhaid rhoi ystyriaeth i weithdrefnau brys, e.e. galw'r gofrestr ac allanfa argyfwng.

Arrangements must be in place to ensure the safety all persons who use the building outside of normal working hours. Within Gwynedd Council premises, examples may include cleaning & caretaking staff, staff working extra hours, meetings, events, concerts, eisteddfod, weddings, evening classes or out of hours maintenance work. Additional hazards may present themselves out of hours which must be controlled, and consideration must be given to emergency procedures. e.g. roll call registers and emergency exit.

Nodwch isod pa drefniadau rheoli / gweithdrefnau trosglwyddo sydd yn eu lle, er mwyn sicrhau diogelwch y defnyddwyr y tu allan i oriau gwaith arferol.
State below what control measures / handover procedures are in place to ensure the safety of users outside normal working hours



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Rhan / Section 14

Diogelwch trydanol / *Electrical safety*

Dylid rhoi prawf cyfnodol ar osodiadau trydanol yn yr adeilad a'u harchwilio o leiaf bob pum mlynedd. Yn y mwyafrif o adeiladau'r Cyngor caiff hyn ei drefnu gan y gwasanaeth Eiddo ond mae rhai achosion ble fo hyn yn gyfrifoldeb ar y Rheolwr Safle e.e. rhai o adeiladau'r Adran Prifffyrdd a Bwrdeistrefol.

Dim ond contractwr trydanol cymwys sydd ag aelodaeth gyswilt â chorff crefftwyr cydnabyddedig e.e. NICEIC ddylai gwblhau'r prawf hwn. Dylid cadw copi o'r dystysgrif a roddwyd adeg yr archwiliad yn yr eiddo.

Bydd yn rhaid hefyd i offer trydanol symudol gael eu cynnal a'u cadw fel y bob mewn cyflwr diogel. Dylai'r defnyddwyr wirio'r offer cyn eu defnyddio, er mwyn sicrhau nad oes arwyddion o unrhyw ddiffrod. Hefyd, dylai'r offer penodol gael prawf teclynnau trydanol symudol (portable appliance testing).

Mewn cartrefi gofal preswyl, dylid sicrhau bod unrhyw offer trydanol symudol personol sydd gan gleientiaid yn eu hystafelloedd yn derbyn prawf teclynnau trydanol symudol (PAT), cyn eu defnyddio. Caiff hyn ei drefnu gan y Gwasanaeth Cefnogol, Adnoddau Dynol.

Dylid diffodd unrhyw offer trydanol na fydd yn cael eu defnyddio.

The electrical installation of the building should be subject to a periodic test and inspection at least every 5 years. In the majority of Council buildings, these inspections are arranged by the Property Service, although there are some buildings where it is the responsibility of the Site Manager to arrange this e.g. some of the Highways and Municipal Depts' buildings.

This test should only be carried out by a competent electrical contractor who is affiliated to an approved trade body such as NICEIC. A copy of the certificate issued at the time of inspection should be kept on the premises.

Portable electrical equipment must also be maintained in safe condition. Users should visually check equipment for signs of damage prior to using it. In addition, certain equipment should be subject to portable appliance testing (PAT testing).

Within residential care homes it must be ensured that any personal portable electrical appliances that clients have in their rooms are PAT tested prior to use. This is arranged by Support Services, Human Resources.

Any electrical equipment not in use should be switched off.

Iechyd a Diogelwch / Health and Safety

Cynllun Rheoli Tân / Fire Management Plan

6.10a

Versiwn/Version 4

Rhan / Section 15

Diogelwch Nwy / Gas Safety

Dylid archwilio'r holl offer nwy yn rheolaidd gan beiriannydd cymwysedig wedi ei gofrestru gyda Gas Safe.

All Gas appliances must be inspected annually by a qualified Gas Safe registered engineer.

Dylid sicrhau bod unrhyw gontractwyr fydd yn ymgymryd â gwaith gosod nwy yn yr eiddo yn gadael dogfennaeth yn y safle i gadarnhau pa waith a wnaed. Mae cyfrifoldeb am gynnal a chadw offer nwy yn gallu amrywio o fewn y Cyngor. Yn y mwyafrif o adeiladau, bydd y Gwasanaeth Eiddo yn trefnu'r gwaith. Mae rhai Gwasanaethau wedi dewis cadw'r cyfrifoldeb hwn eu hunain ac felly mewn achosion o'r fath bydd y Rheolwr Safle yn gyfrifol am drefnu. Ble fo Rheolwr Safle yn trefnu cynnal a chadw eu hunain, dylent sicrhau fod y peiriannydd yn gymwys ac wedi cofrestru gyda Gas Safe ar gyfer y math penodol o waith e.e. masnachol / domestig / arlwy.

Contractors who carry out work on gas installations should leave documentation on site to confirm what action was taken. Responsibility for the maintenance of gas equipment varies within the Council. In most buildings, it will be arranged by Property Services, but some services have opted out of this arrangement and in those situations, the Site Manager will be responsible for arranging the inspection. Where Site Managers arrange the work themselves it must be ensured that the engineer holds the relevant Gas Safe registration to do the work e.g. commercial / domestic / catering.

Ni ddylai gweithwyr Cyngor Gwynedd ymyrryd ac offer nwy. Mae hyn yn cynnwys ail danio boeleri nwy. Os bydd boeler yn gwrthod gweithio, am ba bynnag reswm, dylai'r Rheolwr Safle gysylltu â desg gymorth yr Uned Eiddo ar unwaith ac eithrio safleoedd yr Adran Priffyrdd a Bwrdeistrefol ble fo Rheolwr Safle yn trefnu gwaith adfer eu hunain.

Gwynedd Council employees should not intervene with gas appliances. This includes the re-ignition of gas boilers. If a boiler shuts down for any reason, Site Managers should contact the Property Department help desk immediately. The only exception to this would be Site Managers in the Highways and Municipal Department who organise their own maintenance work.

Rhaid rheoli mynediad i foelerdai yn gaeth. Ni ddylid defnyddio boelerdai ar gyfer storio cyffredinol a rhaid eu cloi trwy gydol yr amser.

Access to boiler rooms must be strictly controlled. Boiler rooms must not be used for general storage and must be locked at all times.

Rhestrwch yr offer nwy sydd yn yr adellad isod:
List below all gas appliances on site:

NONE

Rhan / Section 16

Hyfforddiant / Training

Bydd lefel yr hyfforddiant a ddarperir ar gyfer y staff ar ddiogelwch tân gan Gyngor Gwynedd, yn gymesur â'r lefelau cyfrifoldeb. Cyfrifoldeb Rheolwyr Llinell yw adnabod anghenion hyfforddi eu staff a sicrhau eu bod yn derbyn yr hyfforddiant hynny. Gall hyn olygu bydd angen i Reolwyr Safle gydlynw hefo Rheolwyr Llinell mewn rhai amgylchiadau e.e. hyfforddiant marsialyddion tân.

HOLL STAFF

Rhaid i'r holl staff dderbyn gwybodaeth sylfaenol ynglŷn â than gan eu Rheolwr Llinell ar y diwrnod cyntaf yn y gwaith. Dylai hyn gynnwys yr hyn y dylid ei wneud os bydd achos o dân; yr hyn y dylid ei wneud os canfyddir tân; gweithdrefnau gwacáu, a chynefino'r gweithwyr gyda'r diangfeydd tân a'r manau ymgynnu. Dylid darparu hyfforddiant gloywi yn flynyddol. Bydd ymarferion tân rheolaidd hefyd yn ffordd o ddarparu gwybodaeth ar gyfer defnyddwyr yr adeilad ac atgyfnerthu'r hyfforddiant a ddarparwyd eisoes.

RHEOLWYR

Bydd Rheolwyr yn derbyn hyfforddiant ychwanegol gan berson cymwys ynglŷn ag Asesiadau Risg Tân, fel eu bônt yn medru ymgymryd ag asesiad risg ar unrhyw broses o fewn eu rheolaeth sy'n peri risg tân.

RHEOLWYR SAFLE

Bydd y Rheolwyr Safle yn derbyn hyfforddiant sy'n benodol ar gyfer eu dyletswyddau. Bydd yr hyfforddiant hwn yn darparu manylion o'r gwahanol brofion a gwiriadau angenrheidiol, ynghyd a gwybodaeth am weithdrefnau brys ac ymarferion tân.

CYDLYNWYR TAN

Bydd y Cydlynwyr Tân yn derbyn hyfforddiant ar eu dyletswyddau perthnasol, gan gynnwys rhai agweddau o'r hyfforddiant a roddir i'r Rheolwyr Safle ynglŷn â'r drefn profion.

MARSIALYDDION TAN

Bydd y Marsialiaid Tân yn derbyn hyfforddiant ar ddefnyddio offer ymladd tân. Darperir yr hyfforddiant hwn ar gyfer Marsialiaid Tân yn unig, ac felly, ni ddylai unrhyw berson arall sydd heb dderbyn hyfforddiant geisio diffodd tân.

The level of training provided to staff by Gwynedd Council on fire safety is commensurate with the level of responsibilities. It is the Line Managers' responsibility to identify the training needs of their staff and ensure that staff receive that training. This will require Site Manager to liaise with Line Managers in some circumstances e.g. Fire Marshal training.

ALL STAFF

All staff must receive basic fire information by their Line manager on their first day of work. This should include the action to be taken in the event of a fire, action on discovering a fire, evacuation procedures, and familiarisation with emergency exits and assembly points. Refresher training should be provided periodically. Regular fire drills are also a means of providing information to building users and reinforcing the training that has already been provided.

MANAGERS

Managers receive additional health and safety training by a competent person so that they may carry out risk assessments on any processes within their control which poses a risk of fire.

SITE MANAGERS

Site Managers receive specific training on their responsibilities. This training will provide details of the various testing and checks required as well as information on emergency procedures and fire drills.

FIRE CO-ORDINATORS

Fire Coordinators will receive training on their relevant duties which include some aspects of the training administered to Site Managers with reference to testing regimes.

FIRE MARSHALLS

Fire marshals should receive training on the use of fire fighting equipment. This training is only provided to Fire Marshals, and therefore no other untrained person should attempt to extinguish a fire

Asesiad Risg Tân

Fire Risk Assessment

6153

Safle Gwaredu Gwastraff
Fridd Rasus

Harlech

Harlech

LL46 2UW

Cyfeirnod:

32

Dosbarthiad:

Copi 1 - Rheolwr Safle

Copi 2 - Gwasanaeth Eiddo

Copi 3 - Swyddog Iechyd a Diogelwch

Templed:

Fire Risk Assessment



Gwasanaeth Eiddo
Cyngor Gwynedd
Caernarfon
Gwynedd
LL55 1SH

diogelwch.eiddo@gwynedd.gov.uk

30/06/2015

Llymder	(1) TRYCHINEBUS	(2) DIFRIFOLDEB UCHEL	(3) DIFRIFOL	(4) DIFRIFOLDEB ISEL
Tebygdrwydd				
(A) BRON YN SICR	1A	2A	3A	4A
(B) TEBYGOL IAWN	1B	2B	3B	4B
(C) TEBYGOL	1C	2C	3C	4C
(D) ANNHEBYGOL	1D	2D	3D	4D
(E) ANNHEBYGOL IAWN	1E	2E	3E	4E

Mae'r adroddiad yn cynnwys detholiad o eitemau o'r asesiad risg llawn sydd angen sylw. Os oes angen, gall y Gwasanaeth Eiddo ddarparu copi o'r asesiad risg llawn ar gyfer y Gwasanaeth Tân.

Mae copïau o'r llyfr log tân a'r dogfennau eraill y cyfeiriwyd atynt yn yr asesiad yma ar gael yn:

<http://mewnrrwyd.gwynedd.gov.uk/DiogelwchEiddo>

gall ysgolion gael mynediad iddynt drwy:

<https://diogel.gwynedd.gov.uk/Datysgolion/Diogelwch%20Eiddo/>

Mae'r darganfyddiadau anwyddocaol wedi cael eu nodi ar y tabl gweithredu.

Severity Likelihood	(1) CATASTROPHIC	(2) MAJOR	(3) SERIOUS	(4) MINOR
(A) ALMOST CERTAIN	1A	2A	3A	4A
(B) VERY LIKELY	1B	2B	3B	4B
(C) LIKELY	1C	2C	3C	4C
(D) UNLIKELY	1D	2D	3D	4D
(E) VERY UNLIKELY	1E	2E	3E	4E

This report is an extract containing items from the full risk assessment that require action. If necessary, a copy of the full assessment can be provided to the Fire Brigade by the Property Service.

Copies of the fire log book and other documents referred to in this assessment can be obtained from:

<http://mewnrrwyd.gwynedd.gov.uk/DiogelwchEiddo>

schools can access the information via:

<https://diogel.gwynedd.gov.uk/Datysgolion/Diogelwch%20Eiddo/>

Significant findings are identified on the actions table.

Canfyddiadau Arwyddocaol

Significant Findings

Ni adnabwyd unrhyw ddarganfyddiadau arwyddocaol yn ystod yr asesiad yma

No significant findings were identified during this assessment

01-09-15

Rheolwr Safle -
Site Manager

Rheolaethol

3D Consider providing refresher fire
training to staff include the use of fire
extinguishers

refresher training should be
arranged.

7.00 A yw'r staff wedi derbyn
hyfforddiant sylfaenol mewn
ymyladd tân

Have staff received basic fire
training

Offet Gostodolig - Fixed Equipment

Larwm Tân - Fire Alarm

51.00 A oes dull o senio'r
larwm/canfod tân

Is there a way of raising the
alarm \ detecting fire

01-09-15

Rheolwr Safle -
Site Manager

Rheolaethol

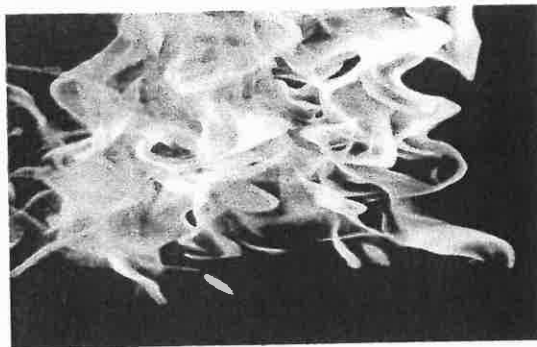
3D A plan indicating the different zones
for the fire alarm should be installed
adjacent to the fire alarm panel.

A fire alarm system has been
installed in the staff areas and
waste paper storage area.



Gwynedd Council

Premises Fire Management Plan





Document Issue Status & Revisions

Issue Nr	Date	Comments	Issued By
1	May 2008 JAN 2016	Revised to include order and DO zone	DPJ / CJ



Fire Management Plan

This Fire Management Plan has been compiled as part of the Council's fire risk assessment process. The aim of the plan is to ensure that in the event of a fire, the Site Manager, fire marshals, staff, visitors, and contractors know the action they should take to ensure that the workplace can be safely evacuated.

This fire management plan is kept in

SITE OFFICE

and is available for inspection by staff, the Fire Service and health and safety enforcement officers.

This Fire Management Plan forms part of the Fire Safety Documentation that is kept on site. Full details of the documentation that should be kept on site can be seen on the index page of the Property Information File or blue box.

The responsibility for maintaining this document rests with the Site Manager.

EXTINGUISHER LOCATIONS

PREVAILING WIND

2

SITE DRAINAGE
OUTFALL

ROAD

DITCH

OIL INTERCEPTOR

CASORTING
SHED
(CO₂)

CASARIA
(POWDER)

Weightbridge
SITE OFFICE (FOAM/CO₂/POWDER)

Household
Waste
Recycling
Centre

10,000L FIRE TANK
20,000L FIRE TANK
(FOAM)

(CO₂/FOAM)
Workshop
STORE ROOM
(CO₂/FOAM)

CHEM
STORE

Pulveriser
Building,
Waste
Reception
Welfare
Facilities
(ANTISEPTIC)
(CO₂)

HYDRANT

PASSAGEWAY
(FOAM/POWDER)
LAB ROOM
(CO₂)

PAPER AND
COMMUNAL
(WATER/POWDER)

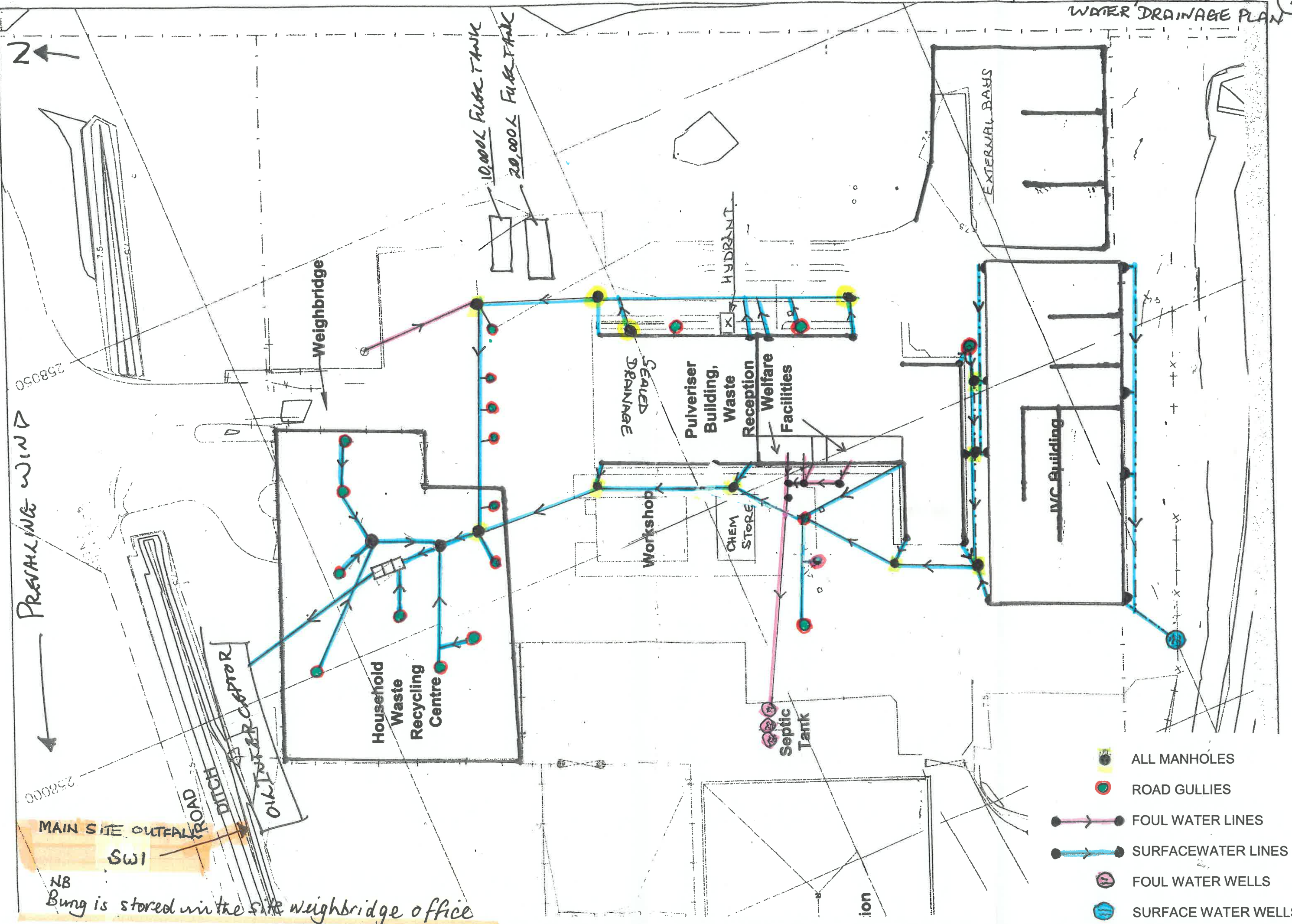
Septic
Tank

EXTERNAL BAYS

IVC (POWDER/CO₂)

IVC Building

LOCATION OF
FIRE EXTINGUISHERS ④



PREVAILING WIND

258050

258000

MAIN SITE OUTFALL ROAD

SW1

NB Bung is stored in the site weighbridge office

Weighbridge

10,000L FUEL TANK
20,000L FUEL TANK

SEALED DRAINAGE

Pulveriser Building, Waste Reception Welfare Facilities

Workshop

CHEM STORE

Septic Tank

EXTERNAL BASINS

IVC Building

ALL MANHOLES

ROAD GULLIES

FOUL WATER LINES

SURFACEWATER LINES

FOUL WATER WELLS

SURFACE WATER WELLS

2. Site Condition Report

2.1 H5 Template Parts 1-3

1.0 Site Details	
Name of the applicant	Gwynedd Council
Activity address	Ffridd Rasmus Waste Management Facility
National grid reference	SH 57755 33816
Document reference and date for Site Condition Report at permit application and surrender	AMEC report ref: S28587rr796i2
Document references for site plans (including location and boundaries)	AMEC report ref: S28587rr796i2
2.0 Condition of the Land at Permit Issue	
Environmental setting including: <ul style="list-style-type: none"> • geology; • hydrogeology; • surface waters. 	<p>Regional Geology</p> <p>The Site is situated on a sub-horizontal marine/alluvial coastal plain. The underlying bedrock is the Gamlian Formation which is described as interbedded grey and purple siltstone and mudstone (BGS, 1982). The Gamlian Formation belongs to the Cambrian Harlech Grit Groups.</p> <p>Local Geology</p> <p>The Site is underlain by light brown, unconsolidated sand which is believed to be wind blown (BGS Sheet 135 Solid). Further west, the light brown/orange sand changes at depth (typically less than 2.5 m below ground level [bgl]) to unconsolidated grey sand.</p> <p>This grey sand is described as fine to medium grained, rounded to sub rounded quartz sand with abundant white shell fragments, occasional dark grey, rounded lithic fragments, with occasional entire gastropod valves and rare slate pebbles. It is considered that the light brown sand represents a moderate energy coastal dune environment and the grey sand represents a higher energy beach environment. The sands become denser with depth and as silt content increases. The unconsolidated sand extends to a depth greater than 20 m bgl (the deepest borehole drilled on site to date).</p> <p>During an Entec site investigation in 2004, there was an apparent change in ground conditions at approximately 9-10 m bgl. Progress through this horizon was difficult although there were no observed justifications in the returned core samples. It is possible that this zone is slightly denser than the overlying sands due to increased silt content.</p> <p>Hydrogeological Setting</p> <p>Aquifer Category and Characteristics</p> <p>The unconsolidated sands underlying the Site are classified by the EA as a Secondary 'A' Aquifer.</p> <p>There are no data available on the hydraulic conductivity of the sand obtained by pumping tests. However, analysis of the results of particle size distribution (PSD) measurements using the Fair and Hatch methodology (as given in Bear 1972) can indicate approximate conductivity values.</p>

.... continued
Environmental setting
including:

- geology;
- hydrogeology;
- surface waters.

The Fair and Hatch method is very sensitive to the porosity chosen for the sediment. Taking a range of between 20 and 40% for the porosity of the sand (LandSim), the method suggests hydraulic conductivities lie between 0.9 and 36 m/d.

During development of the boreholes drilled during 2004 observed drawdowns were small (less than 0.50 m with a pumping rate of up to 0.5 m³/hr), with the water level stabilising rapidly. It is surmised that the hydraulic conductivity is therefore toward the higher end of the range suggested by the PSD results, between 5 and 20 m/d.

Groundwater Abstractions

Details of current licensed abstractions within a 3 km radius of the site were requested from the EA in 2001. Private groundwater abstractions are, however, exempt from licensing in the whole of Gwynedd and no details of these are kept by the EA. There are no public groundwater abstractions in the area. There are currently no properties down hydraulic gradient of the site.

The Environmental Health Department of Gwynedd Council was contacted for details of private (unlicensed) water supplies in 2001. Unfortunately the records for the area had not been collated, although there are no private water supplies within 3 km of the site which are sampled by the Environmental Health Department. To the west of the site, the ditches may be used for stock watering when water is present although much of the time the ditches are dry. Grazing of cows takes place in the fields to the west of the landfill.

Surface Water

A series of drainage ditches run to the north and west of Areas 1 and 3 which connect into a surface water drain to the west of the site, which flows into the estuary. The EA's flood risk map for the area indicates that the site is not at risk of flooding from either river or tidal sources.

Meteorological Conditions

The site lies on the boundary of MORECS squares 111 and 112. The MORECS long term (1961 to 1985) mean annual rainfall and effective rainfall square 112 (centred on Ffestiniog) and square 111 (the Llyn Peninsula) are 1924.4 mm/a and 1423.5 mm/a respectively (for grass on soil of medium available water capacity).

These MORECS data are supplemented with rain gauge information from a number of hydrometric monitoring stations. The Hydrometric Register and Statistics (2000) shows three stations in the general area of Ffridd Rasus, although they lie between 10 and 20 km away from the site:

- Station 64010 (SH 735 264), average precipitation 2144 mm/a;
- Station 65005 (SH 400 404), average precipitation 1430 mm/a; and
- Station 65007 (SH 500 429), average precipitation 2076 mm/a.

Both the MORECS data and the rain gauges are situated in hilly terrain and as such are likely to over estimate the precipitation at the site. More local data is available through the Flood Estimation Handbook (FEH, 1999) which suggests an average precipitation at the site of 1105 mm/a. Assuming the same evaporation rate as for MORECS square 112 (500.9 mm/a), then an average effective rainfall onto grassland of 604 mm/a is predicted.

Effective rainfall onto uncapped waste is estimated to lie between 600 and 1000 mm/a as there will be no transpirative losses. Capping of the landfill with a low permeability clay layer or LLDPE membrane will reduce infiltration significantly. The typical value used for infiltration through clay caps in risk assessments is 50 mm/a. Since it is proposed to cap the wastes with a 1 mm (LLDPE) geomembrane, it can be assumed that infiltration is more likely to be between 20 and 30 mm/a until the cap degrades (although 50 mm/a has been modelled to ensure conservative outputs).

The prevailing wind direction is from the south west.

The meteorological station at the Site is a Vantage Pro 2 Weather Station, supplied by Sky View Systems. Operational Procedure HAR-S-033 details the procedure for meteorological monitoring at the site.

<p>.... continued</p> <p>Environmental setting including:</p> <ul style="list-style-type: none"> • geology; • hydrogeology; • surface waters. 	<p>Habitats</p> <p>There are two European sites within 2 km of Area 1 as follows:</p> <ol style="list-style-type: none"> Morfa Harlech a Morfa Dyffryn SAC (located at least 0.8 km to the north and west); Pen Llyn a'r Samau/Lleyn Peninsula and the Samau SAC (located at least 0.8 km to the north and west); and <p>A third European Site, Coedydd Derw a Safleoedd Ystlumod Meirion/Meirionnydd Oakwoods and Bat Sites SAC is located approximately 2.2km to the south east of Area 1.</p> <p>Surrounding Land Use</p> <p>The Ffridd Rasus Waste Management facility (the whole site) is located approximately 3 km to the north of Harlech at National Grid Reference (NGR) SH 577 338. The site is accessed via an unclassified road, which connects to the A496. The site is a land raise and lies directly on a coastal plain.</p> <p>The Ffridd Rasus Waste Management facility (the whole site) is bounded to the south and east by Forestry Commission plantations, to the north by agricultural grazing land, while to the west are a number of large fields currently used for crops or silage/hay in the summer and grazing in the winter.</p> <p>Land uses within 500 m of the whole site are detailed in Table 2.1.</p> <p>Table 2.1 Land Uses Within 500 m of the Site</p> <table border="1"> <tr> <td>North</td><td>Glan-y-Mor and Tanforhesgen residential properties (each around 430 m away) and agricultural land.</td></tr> <tr> <td>East</td><td>Forestry Commission plantation and agricultural land.</td></tr> <tr> <td>South</td><td>Forestry Commission plantation and agricultural land.</td></tr> <tr> <td>West</td><td>Agricultural buildings and agricultural land.</td></tr> </table> <p>Within the immediate vicinity of the waste transfer station which lies within Area 1 of the whole site, there are a number of other waste management operations.</p> <p>Land uses within the immediate vicinity of the waste transfer station are detailed in Table 2.2.</p> <p>Table 2.2 Land Uses Within the Immediate Vicinity of the Waste Transfer Station</p> <table border="1"> <tr> <td>North</td><td>Site entrance with weighbridge and weighbridge offices, Household Waste Recycling Facility.</td></tr> <tr> <td>East</td><td>Grassed area to Area 1 perimeter boundary, Forestry Commission plantation.</td></tr> <tr> <td>South</td><td>Redundant part of pulveriser building and welfare facilities, In Vessel Composting Facility.</td></tr> <tr> <td>West</td><td>Access road, leachate tanks and compost maturation pad.</td></tr> </table>	North	Glan-y-Mor and Tanforhesgen residential properties (each around 430 m away) and agricultural land.	East	Forestry Commission plantation and agricultural land.	South	Forestry Commission plantation and agricultural land.	West	Agricultural buildings and agricultural land.	North	Site entrance with weighbridge and weighbridge offices, Household Waste Recycling Facility.	East	Grassed area to Area 1 perimeter boundary, Forestry Commission plantation.	South	Redundant part of pulveriser building and welfare facilities, In Vessel Composting Facility.	West	Access road, leachate tanks and compost maturation pad.
North	Glan-y-Mor and Tanforhesgen residential properties (each around 430 m away) and agricultural land.																
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South	Redundant part of pulveriser building and welfare facilities, In Vessel Composting Facility.																
West	Access road, leachate tanks and compost maturation pad.																

Pollution history including:

- pollution incidents that may have affected land;
- historical land-uses and associated contaminants;
- any visual/olfactory evidence of existing contamination;
- evidence of damage to pollution prevention measures.

Historical Land Use

A review of historical maps dated between 1889 and 1993 is presented in Table 2.3.

Table 2.3 Historical Development in the Vicinity of the Site

Date	Site Land Use	Adjacent Land Use
1889	Marsh land within an area labelled as 'Old Racecourse'. Track traverse site from north to south.	A series of field and marsh land with land drains to the north east and tracks to the east.
1890-1891	Marsh land within an area labelled as 'Old Racecourse'. Track traverse site from north to south.	No significant changes.
1901	Marsh land with some furze (shown on 1:10 560 OS map) within an area labelled as 'Old Racecourse'. Track traverse site from north to south.	Land to the north, east and south labelled as furze. Agricultural fields to the west and beyond the furze to the east.
1938-1954	Marsh land with some furze within an area labelled as 'Old Racecourse'. Tracks traverse site from north to south and east to west.	No significant changes.
1963	No changes to site.	Plantation to the east and south, marsh land to the north and agricultural land to the south.
1973	No changes to site.	No significant changes.
1976	No changes to site.	No significant changes.
1993	Landfilling shown in Area 2 and pulveriser building shown in Area 1. Area 3 still undeveloped.	No significant changes.

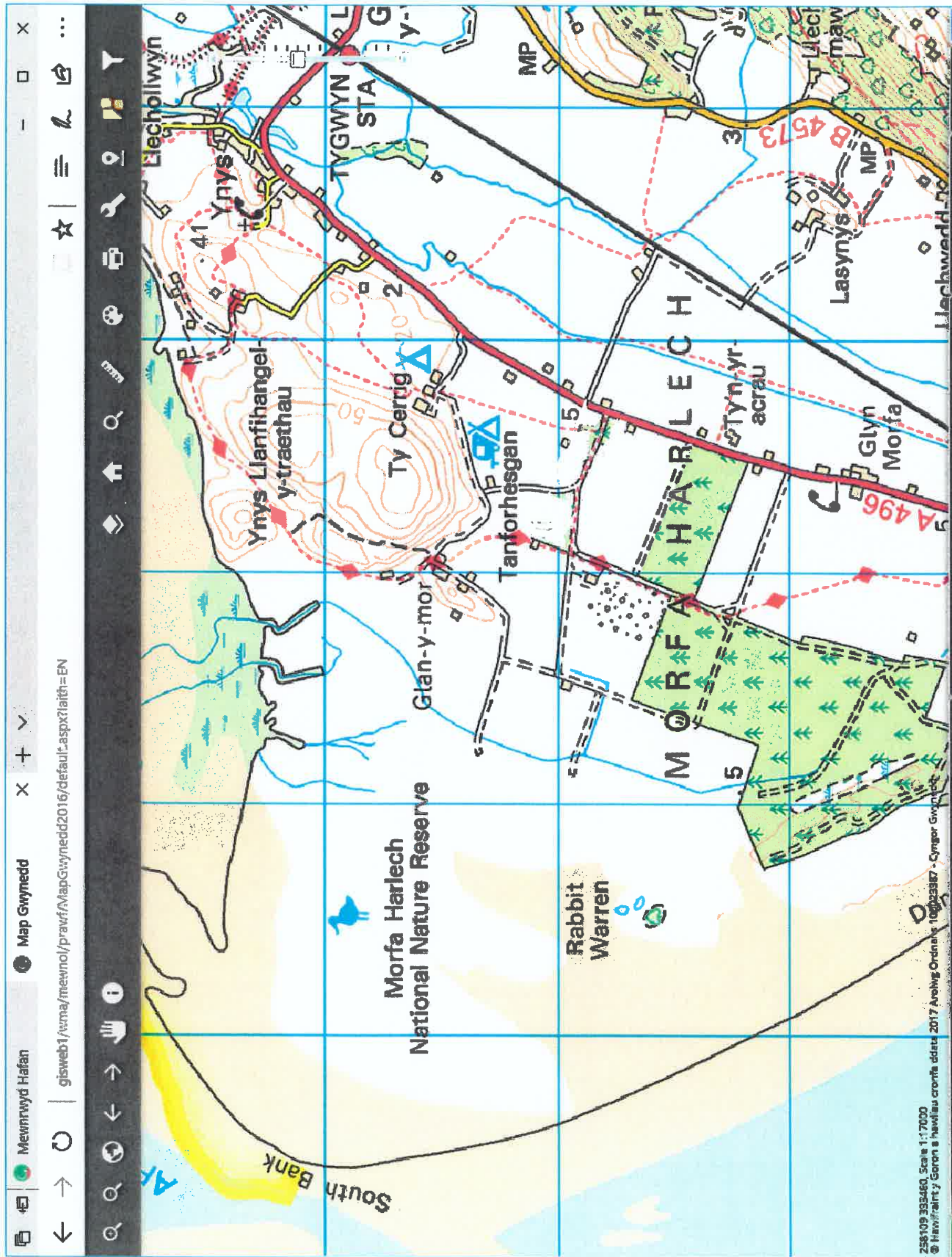
Pollution Incidents Within the Vicinity of the Site

Area 2 has been used for waste disposal (domestic, commercial and non hazardous industrial waste) from 1981 until 2007. The landfill was operated on the principle of dilute and disperse with no engineered containment. Sampling of groundwater and surface water within the vicinity of the site is undertaken on a monthly basis in accordance with the requirements of the Environmental Permits for the whole site and the results reported to Natural Resources Wales (NRW) (formerly Environment Agency Wales) in Quarterly and Annual Reports. Groundwater monitoring results for boreholes down hydraulic gradient of Area 2 have shown, on occasion, elevated concentrations of ammoniacal nitrogen and this may be attributed to the landfill. The Environmental Permit for Area 2 will remain in force until such time as it can be demonstrated that the site does not pose a risk to the environment and monitoring will continue to be carried out and reported to NRW for the duration of that time.

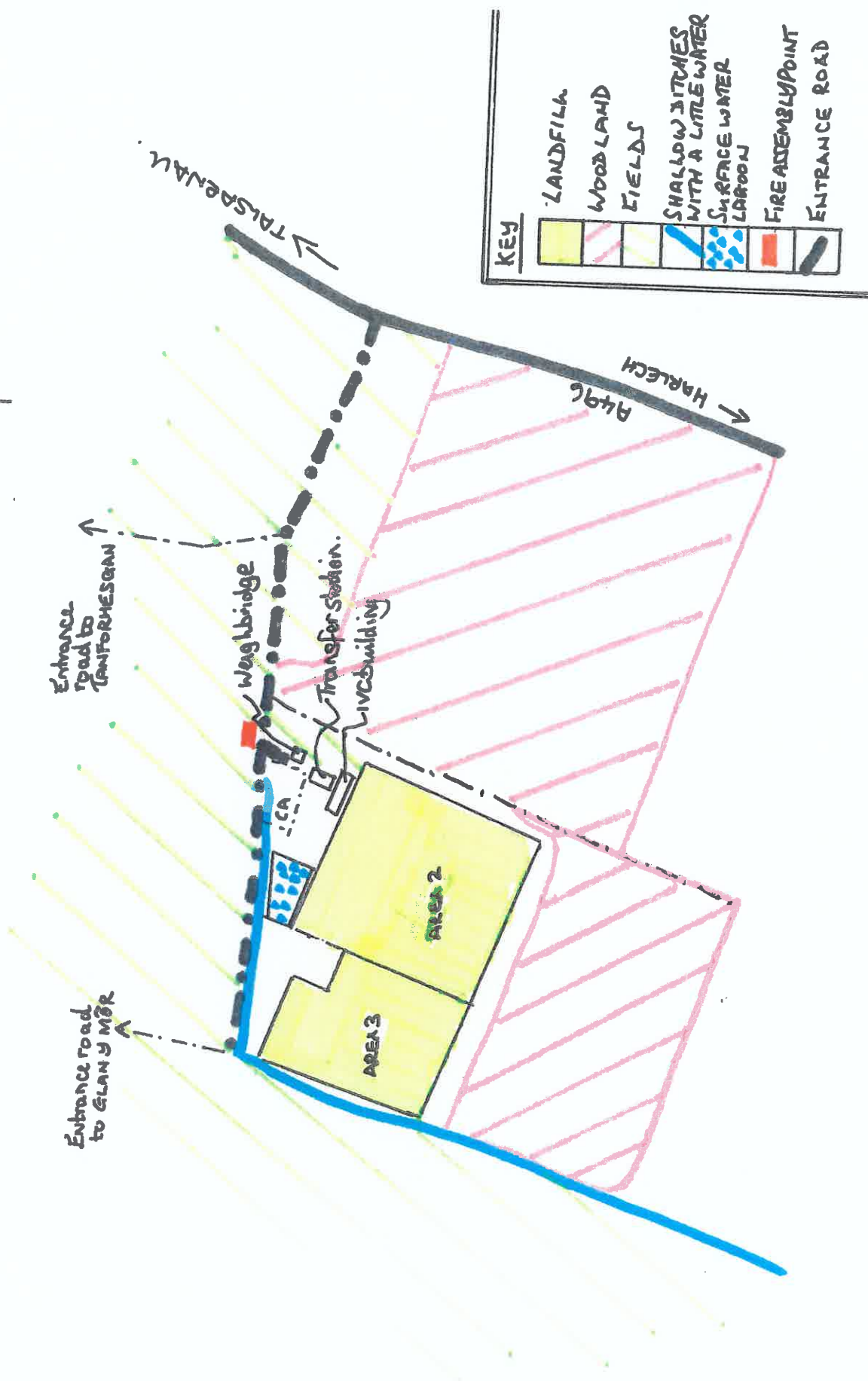
Surface water sampling and analysis are undertaken monthly at monitoring locations SW1, SW2 and SW3. SW1 is located in the vicinity of the site's permitted discharge and SW2 and SW3 are located in the ditch to the west (downstream) of Area 3. In late 2010, a visible sheen of oil was identified within the vicinity of SW1 breaching the permit requirements. Remedial works were carried out to the nearby oil interceptor thought to be the potential source of the contamination with monitoring undertaken to identify any improvement in surface water quality. Quarterly monitoring reports (AMEC Reports refs 22258rr351i2 dated 22 November 2010; 22258rr402i1 dated 11 February 2011 and 28587rr197i2 dated 20 July 2011) around the time showed a decrease in the visible sheen after the remedial works demonstrating the works have been successful. In addition to the remediation, samples are now also taken whenever possible (i.e. unless it is dry) from the pipe which discharges to the drain near this point. The pipe discharges surface water runoff from hardstanding around the site buildings in Area 1. A new interceptor was installed on this drainage system in November 2012. As the waste transfer activities will take place within the building, it is not anticipated that any run off from these activities will occur.

Evidence of historic contamination, for example, historical site investigation, assessment, remediation and verification reports (where available)	No records of historical site investigations relating to the site have been found. The area subject to the Environmental Permit application was previously undeveloped before the pulveriser building was constructed. Since its development, the area has benefitted from an impermeable base.
Baseline soil and groundwater reference data	Sampling of leachate, groundwater, surface water and landfill gas within the vicinity of the site is undertaken on a monthly basis in accordance with the requirements of the environmental permits for the whole site and the results reported to NRW in Quarterly and Annual Reports. The latest report submitted to NRW was AMEC report ref 28587r733i2 dated 14 May 2013.
Supporting information	<p>Geological, hydrogeological and hydrological information for the site was obtained from:</p> <ul style="list-style-type: none"> Groundwater Vulnerability Maps; Ordnance Survey Landranger Series of Great Britain, 1:50 000, Sheet 124 Porthmadog & Dolgellau; The Environment Agency website 'What's in your backyard?' feature. EMS for Ffridd Rasmus Waste Management Facility (AMEC Report Ref 28587r443i2). <p>Historical data was obtained from:</p> <ul style="list-style-type: none"> Old-maps.co.uk. <p>Environmental data for the facility was obtained from:</p> <ul style="list-style-type: none"> Ffridd Rasmus Landfill Environmental Monitoring Report October to December 2010 (AMEC report ref 22258r351i2). Ffridd Rasmus Landfill Environmental Monitoring Report January to March 2011 (AMEC report ref 22258r402i2). Ffridd Rasmus Landfill Environmental Monitoring Report April to June 2011 (AMEC report ref 28587r197i2). Ffridd Rasmus Landfill Environmental Monitoring Report January to March 2013 (AMEC report ref 28587r733i2).
3.0 Permitted Activities	
Permitted activities	<p>Gwynedd Council uses the reception hall for the receipt, storage and bulking up of residual household waste at a rate of approximately 12,500 tonnes per annum (tpa). Waste collection vehicles deliver their loads to the existing reception hall within the pulveriser building; the waste is then bulked up onto articulated vehicles and transported off site for disposal.</p> <p>All receipt, storage and bulking up will take place within the reception hall under cover and on an impermeable surface.</p> <p>The following waste management activities will be carried out on site:</p> <ul style="list-style-type: none"> D15: Storage on site pending other Category 'D' operations; D9: Physico-chemical treatment not specified elsewhere in Annex 1¹ which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12. <p>The permitted waste types are those listed in listed in Table 2.2 of SR2008No1.</p>
Non-permitted activities undertaken	None.
Document references for:	Application for a Standard Rules Permit (AMEC report ref: 28587r792i1 dated September 2013).
<ul style="list-style-type: none"> plan showing activity layout; and environmental risk assessment. 	

¹ Directive 2008/98/EC of the European Parliament and of the council of 19 November 2008 on waste and repealing certain directives.



FFRIDD RASUS – Surrounding Land use plan.



RISK ASSESSMENTS AND OPERATIONAL PROCEDURES

HAR-FIRE-001	PROCEDURE FOR DEALING WITH A FIRE ON SITE
HAR-FIRE-002	PROCEDURE FOR INSPECTING/MONITORING FOR SIGNS OF FIRE IN CELLS
HAR-A-004	PROCEDURE FOR HANDLING AND STORAGE OF HOUSEHOLD CHEMICALS
HAR-A-008	PROCEDURE FOR HANDLING AND STORAGE OF GAS BOTTLES
HAR-A-019	PROCEDURE FOR DEALING WITH SPILLS
HAR-S-018	WASTE ACCEPTANCE/INSPECTION PROCEDURES
HAR-S-048	SPIKER BAR SURVEY

TOOL BOX TALKS

MATERIALS HANDLING AND HOUSEKEEPING

SPILL CONTROL

DRIVING YOUR VEHICLE

ENERGY CONSERVATION

ENVIRONMENTAL INCIDENTS 53F 2021

OIL AND FUEL HANDLING AND STORAGE

WASTE MANAGEMENT

DUST POLLUTION

CYNGOR GWYNEDD**HAR-FIRE-001****Procedure for Dealing with a Fire on Site**

This procedure covers what to do in the event of a fire on site -

1. Upon finding a fire or hearing the building fire alarm activate the Claxton fire bell and warn all staff to evacuate the immediate vicinity. Close the barrier to the CA site and direct any traffic out of the site.
2. Inform the site manger immediately.
3. If it is safe to do so, and under direct supervision of the site manager, attempt to extinguish the fire. Fire extinguishers are located at various locations around the site. Soil or sand can also be used to extinguish a fire.
4. Assess the possible spread of the fire and dial 999 and contact the relevant emergency services. Speak clearly and answer any questions they ask. You may need to provide directions to the site. **THE SITE POSTCODE IS LL46 2UW**
5. The site is to stop receiving waste immediately and all machinery is to be parked up until the situation can be properly assessed by the fire brigade.
6. Contact both neighbouring farms to advise of fire

Tanforhesgan – Mrs E. Williams 01766 780465
Glan Y Mor – Alun 07768214416
7. One person will be sent to the site entrance to await the arrival of the emergency services and provide direction when they arrive. He will also manage traffic at the site entrance and keep the access clear.
8. The manager must instruct all vehicles currently on site to make their way towards the exit if safe to do so.
9. If the fire is likely to produce contaminated 'fire-water' the main site drainage outfall (SW1 in ditch North of the Recycling centre) will be fitted with a drain bung, located at the site office.
10. The concrete slab known as the 'maturation pad' is the nominated quarantine area for storage of smouldering material, if this area is to be utilised, the pump within the chamber near leachate tank 1 must be disconnected and the tank pipework reconnected.
11. The site supervisor or manager is to contact the following bodies and advise them of the situation –
 - i) Immediate line management - Steven Edwards (Operations Manager)
 - ii) Companies who may have waste in transit to the site.
8. Appropriate P.P.E. should be worn at all times.
9. Following any accident relevant paperwork will need to be completed e.g. Accident Book, Accident Report/Investigation, possible R.I.D.D.O.R. report. This will be completed by the site manager.
10. Always follow the site safety rules.

**FFRIDD RASUS,
HARLECH**

CYNGOR GWYNEDD

12. The fire assembly point is located outside the main gate in the car park. The site manager will take the visitors book and diary to the assembly point to ensure all site personnel are accounted for.

HAR-FIRE-001**Procedure for Dealing with a Fire on Site**

12. In many cases fire can be avoided by good housekeeping and ensuring that no smoking takes place on site.

Additional information to support this Operational Procedure can be found in :-

Gwynedd Council – Site Manual and Handbook**Section 7 – Fire Prevention**

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

Name						
Signature						
Date						
Name						
Signature						
Date						

**FFRIDD RASUS,
HARLECH**

**Priffyrdd a Bwrdeistrefol
Highways and Municipal
Gwasanaeth Trin Gwastraff
Waste Treatment Service**



Assessment of : Ffridd Rasus Landfill				HAR-FIRE-001 RA V2.0 (Nov 2010)	
Fire on Landfill Cell	Hazard	Type/Affect of risk	Initial Risk A+B	Control Measures	Residual Risk A+B
Fire on landfill cell		Property damage, injuries and/or fatalities Spread of fire to other areas	1B	<ul style="list-style-type: none"> Emergency procedure ref HAR-FIRE-001 to be followed in the event of a fire Bowser on site to assist in dealing with fire which is filled to capacity when not in use High pressure water gate valve outside main building to fill bowser <i>Hessian no longer used as cover material due to potential flammable properties. Replaced by soil/slate cover material</i> Use of soil to cover waste on a daily basis act as a fire stop to reduce fire spread Field is balanced by competent person and exhaust methane (CH₄) is burnt off through flare Only authorised personnel and visitors on landfill cell, and are aware of emergency procedure 	2D
Naked flames such as cigarette butts, embers		Fire leading to property damage, injuries and/or fatalities	1B	<ul style="list-style-type: none"> No smoking allowed on site Residents are instructed not to place hot embers in wheelie bins Continual visual inspection of refuse on landfill face Visual inspection of refuse by operatives transferring refuse to landfill cell No hot working activities to take place on landfill face See also control measures for fire 	2D
Heat sources such as vehicle exhausts		Fire leading to property damage, injuries and/or fatalities	1C	<ul style="list-style-type: none"> Vehicles are maintained regularly Weekly defects register completed by site staff 	2E
Arson		Fire leading to property damage, injuries and/or fatalities	1D	<ul style="list-style-type: none"> Security fence around site perimeter prevents unauthorised access. 	2E

**Priffyrdd a Bwrdeistrefol
Highways and Municipal
Gwasanaeth Trin Gwastraff
Waste Treatment Service**



Fuel e.g. diesel			<ul style="list-style-type: none"> Fuel stored within bunded tanks Spillages dealt with as noted in HAR-S-012 	
Methane			<ul style="list-style-type: none"> Service agreement in place with external contractor Gas field balanced fortnightly by specialist contractor, the contractor will also measure gases in Cell 2 on a fortnightly basis following fire/hotspot. Increasing data on cell from 1x reading per month to 3 x per month Temperature readings within the cell to be taken on a monthly basis 	

Notes for implementation	Responsible person	Completed by

Risk = A (Severity of outcomes if injury or damage occurs) + B (Likelihood of injury or damage arising from the situation)
See notes in relation to defining A & B

*Storage of waste
Quante stored?
Refer to FM Plan*

**Priffyrdd a Bwrdeistrefol
Highways and Municipal
Gwasanaeth Trin Gwastraff
Waste Treatment Service**



Assessment of : Ffridd Rasmus Landfill			HAR-FIRE-002 RA V0.0 (April 2011)	
Inspecting/monitoring for signs of fire in cells				
Hazard	Type/Affect of risk	Initial Risk A+B	Control Measures	Residual Risk A+B
Methane Carbon monoxide			<ul style="list-style-type: none">• Service agreement in place with external contractor• As part of contractor duties measurements of gases in Cell 2 are carried out on a fortnightly basis following fire/hotspot.• In house monitoring by Cyngor Gwynedd on a monthly basis to measure both landfill gas using GA2000 and temperature• GA2000 serviced on a six monthly basis• Temperature readings within the cell taken on a monthly basis• Trigger levels are in place for both the carbon monoxide (>100ppm) and also the temperature (>50 oC)• Site operatives trained to be vigilant for visual signs of fire• Procedure in place should fire be detected, HAR-FIRE-001 Procedure for dealing with a fire on the site	
Fire on site				

Notes for implementation		Responsible person	Completed by
CLP – monitoring at the site every fortnight		Steve Hindle	Ongoing
Cyngor Gwynedd – monitoring at the site on a monthly basis		Robert Edwards	Ongoing

Risk = A (Severity of outcomes if injury or damage occurs) + B (Likelihood of injury or damage arising from the situation)
See notes in relation to defining A & B

**Priffyrdd a Bwrdeistrefol
Highways and Municipal**
Gwasanaeth Trin Gwastraff
Waste Treatment Service



Assessment of : Ffridd Rasmus Landfill				HAR-FIRE-002 RA V0.0 (April 2011)	
Inspecting/monitoring for signs of fire in cells					
Hazard	Type/Affect of risk	Initial Risk A+B	Control Measures	Residual Risk A+B	
Methane Carbon monoxide			<ul style="list-style-type: none">• Service agreement in place with external contractor• As part of contractor duties measurements of gases in Cell 2 are carried out on a fortnightly basis following fire/hotspot.• In house monitoring by Cyngor Gwynedd on a monthly basis to measure both landfill gas using GA2000 and temperature• GA2000 serviced on a six monthly basis• Temperature readings within the cell taken on a monthly basis• Trigger levels are in place for both the carbon monoxide (>100ppm) and also the temperature (>50 oC)• Site operatives trained to be vigilant for visual signs of fire• Procedure in place should fire be detected, HAR-FIRE-001 Procedure for dealing with a fire on the site		
Fire on site					

Notes for implementation			Responsible person	Completed by
CLP – monitoring at the site every fortnight			Steve Hindle	Ongoing
Cyngor Gwynedd – monitoring at the site on a monthly basis			Robert Edwards	Ongoing

Risk = A (Severity of outcomes if injury or damage occurs) + B (Likelihood of injury or damage arising from the situation)
See notes in relation to defining A & B

CYNGOR GWYNEDD

HAR-A-004 (Rev 1)

Procedure for Handling and Storage of Household Chemicals

This procedure covers the storage and handling of household chemicals.

1. Ensure any containers received are tightly sealed or closed.
2. Offer the general public the use of safety equipment (e.g. rubber gloves) whilst handling household chemicals.
3. Identify the substances from the label(s) where possible and note any safety requirements.
4. All substances must be placed (by the general public) inside a grey plastic box. These boxes must be stored within the Civic Amenity chemstore. The secure store must be kept locked at all times and should be checked at the end of each working day. A collection by the nominated contractor must be arranged when the chemstore is three quarters full.
5. Complete the necessary paperwork, "The acceptance of chemicals and hazardous waste log sheet".
6. If the name of the substance is unknown question the person disposing of the waste about its use and note on the appropriate paperwork.
7. Provided that the container is not leaking the householder can place the container in one of the dedicated grey plastic boxes.
8. In the event of skin becoming exposed to household chemicals wash the area thoroughly with plenty of water. Remove any contaminated clothing first.
9. In the event of a spillage inform the Site Manager and follow the Procedure for Dealing with a Spillage (HAR-S-012, TBT 66, TBT 69 & TBT 75). Spill kit provisions are clearly labelled at the 'spill station' in the workshop.
10. Any spillage must be dealt with immediately; once the spillage has been cleared, place the used spill kit in the blue drums labelled "Used Absorbents Storage" located in the workshop.
11. If a situation arises whereby it is necessary to handle household chemicals; always wear appropriate PPE eg PVC gloves (not leather) rubber apron (not cotton overalls) and goggles. All these items are located at the workshop Spill Station.
12. Always follow Site Safety Rules (HAR –S-001).
13. Household chemicals may only be removed from the site by an approved contractor. The Civic Amenity site is permitted by Natural Resources Wales to accept waste including chemicals. Due to the nature of this waste Household it is categorised as hazardous waste under the European Waste Code (EWC 200199 etc) Please refer to current 'Waste Removal Register' for approved contractors .

**FFRIDD RASUS,
HARLECH**

CYNGOR GWYNEDD

HAR-A-004 (Rev 1)

Procedure for Handling and Storage of Household Chemicals

Additional information to support this Operational Procedure can be found in :-

Gwynedd Council – Highways and Municipal tool box talks

- Tool box talks – Section 6, No 9 - Protective clothing
No 13 – Eye Protection
- Section 15, No 52 – Site tidiness
 - Section 12, No 38 – Control of Substances hazardous to Health Regulations
- No 39 – Working with Chemicals and Hazardous Substances

Highways and Municipal Environmental policy file

- Tool box talks – No 65 Materials Handling and Housekeeping
- No 66 Spill Control
 - No 69 Environmental Incidents
 - No 70 Oil and Fuel handling and Storage
 - No 75 Water Pollution

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification.

A copy of this procedure is available for referring to at the site office.

Name						
Signature						
Date						
Name						
Signature						
Date						

**FFRIDD RASUS,
HARLECH**

**Prifffyrdd a Bwrdeistrefol
Highways and Municipal
Gwasanaeth Trin Gwastraff
Waste Treatment Service**



Asesiad o : Ffridd Rasus Landfill					HAR-A-004 RA V2.0	
Handling and Storing household chemicals						
Hazard	Type/Affect of risk	Initial Risk A+B	Control Measures	Residual Risk A+B		
Risk of tripping, falling and slipping – risk increased in adverse weather	Personal injury	4C	<ul style="list-style-type: none"> Site employees trained to Site Safety Standards Full protective clothing and safety shoes provided. 	3D		
Unknown and identified Chemicals	Chemical burns Mixing of chemicals Environmental damage Risk of fire	3D	<ul style="list-style-type: none"> Wear appropriate PPE, PVC gloves, rubber apron, goggles, in addition to required site PPE Eye wash stations provided on site Identify chemicals/question disposer Segregation of known and unknown chemicals within acidproof containers in the chemical store Chemicals stored in lockable chemical store Chemicals are removed from site by an approved contractor No smoking rule on site Employees trained in fire fighting procedures, use of fire extinguishers Segregation of chemicals in chemical store 	3E		
Spillage	Personal injury Environmental damage	3D	<ul style="list-style-type: none"> Follow guidelines in HAR-S-012 – Dealing with a spillage 	4D		

**Prifffyrdd a Bwrdeistrefol
Highways and Municipal**
Gwasanaeth Trin Gwastraff
Waste Treatment Service



Environmental Risk	Pollution to groundwater and surface water	<ul style="list-style-type: none"> • All chemicals are stored within chem-proof lidded grey boxes. • All filled boxes are stored within a locked and bunded chemical store • Chemicals remain in these boxes within the chemical store until emptied by an authorised contractor • Site staff are trained in environmental awareness (Tool Box Talks) • Site staff are trained in spill response • All incidents are recorded via the AM5 system and investigated to reduce possible re-occurrence • COSHH training to all • Storage containers are checked weekly for damage 	
Notes for implementation			
Ensure adequate stock of PPE are available on site		Responsible person	Completed by
Ensure stock levels of absorbents / eye wash		Site Manager/supervisor	On going
		Site Manager/supervisor	On going

Risk = A (Severity of outcomes if injury or damage occurs) + B (Likelihood of injury or damage arising from the situation)
See notes in relation to defining A & B

CYNGOR GWYNEDD

HAR-A-008 (Rev 1)

Procedure for Handling and Storage of gas bottles

This procedure covers the storage and handling of gas bottles.

1. Gas bottles must be removed from the CA at the end of each working day using the forklift or telehandler. Ensure the route to the storage area is clear and free from obstructions prior to movement.
2. Place the gas bottles down gently. Gas bottles can be heavy, use safe Manual Handling Techniques and place the gas bottle carefully inside the storage area.
3. The storage area must be checked on a regular basis and any damage reported to the site manager immediately.
4. Always follow the site safety rules (HAR-S-001).

Gas bottles may only be removed from the site by an approved contractor. The Civic Amenity site is permitted by Natural Resources Wales to accept waste including gas bottles. Due to the nature of this waste it is categorised under the European Waste Code (EWC 160505). Please refer to current 'Waste Removal Register' for approved contractors .

Additional information to support this Operational Procedure can be found in :-

Gwynedd Council – Highways and Municipal tool box talks

Tool box talks – Section 6, No 9 - Protective clothing
No 13 – Eye Protection

- Section 15, No 52 – Site tidiness
- Section 16, No 56 – Manual Handling

Highways and Municipal Environmental policy file

Tool box talks – No 65 Materials Handling and Housekeeping

- No 69 Environmental Incidents
- No 71 Waste Management

**FFRIDD RASUS,
HARLECH**

CYNGOR GWYNEDD

HAR-A-008 (Rev 1)

Procedure for Handling and Storage of gas bottles

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification.

A copy of this procedure will always be available for inspection at the site office.

Name						
Signature						
Date						
Name						
Signature						
Date						

**FFRIDD RASUS,
HARLECH**

**Prifffyrdd a Bwrdeistrefol
Highways and Municipal
Gwasanaeth Trin Gwastraff
Waste Treatment Service**



Asesiad o : Ffridd Rasus Landfill					HAR-A-008 RA V1.0	
Handling and storage of gas bottles						
Hazard	Type/Affect of risk	Initial Risk A+B	Control Measures	Residual Risk A+B		
Risk of tripping, falling and slipping – risk increased in adverse weather	Personal injury	4C	<ul style="list-style-type: none"> Site employees trained to Site Safety Standards Full protective clothing and safety shoes provided. Use of forklift to move the gas bottles to secure storage at the end of the day. 	4D		
Manual Handling	Personal injury	3C	<ul style="list-style-type: none"> All site staff have received manual handling training All site staff familiar with site rules and in particular to the PPE requirements. Gwynedd Council – method statement GWY011 – Handling gas bottles GWY017 – Manual Handling 	3D		
Unused gas in bottles	Explosion	3D	<ul style="list-style-type: none"> To aid dissipation of any unused gas; gas bottles are stored externally in a secure cage. Bottles are removed on a regular basis to avoid areas of poor ventilation collecting gas. 	3E		
Forklift	Personal injury / damage to vehicles	3C	<ul style="list-style-type: none"> Plant operative trained/certified to CITB standard 	3E		
Environmental Risk	Emissions to air		<ul style="list-style-type: none"> All gas bottles are stored securely in a locked compound 			

Priffyrdd a Bwrdeistrefol Highways and Municipal

Gwasanaeth Trin Gwastraff
Waste Treatment Service



Notes for implementation	Responsible person Site Manager/supervisor	Completed by
		On going
Ensure adequate stock of PPE are available on site		

Risk = A (Severity of outcomes if injury or damage occurs) + B (Likelihood of injury or damage arising from the situation)
See notes in relation to defining A & B

CYNGOR GWYNEDD

HAR-S-012 (Rev 2)

Procedure for Dealing with a Spillage

This procedure covers what to do in the event of a spillage occurring on site -

1. Remove all possible ignition sources i.e. no hot works, welding e.t.c.
2. Cordon off the area of the spill and if needed go to the site entrance and close the barrier to restrict members of the public accessing site until the spillage has been dealt with.
3. Report to the Haz Box and follow the instructions within.
4. Inform the Site Manager and record in the Site Diary.
5. Appropriate P.P.E. e.g. P.V.C. gloves, goggles, overalls, boots, wellingtons, aprons, disposable overalls, hard hat and high visibility clothing, must be worn at all times.
6. If safe to do so, keep the contaminated area as small as possible and stop the source of the spillage. Spread sand or soil to contain the spill.
7. A spillage kit containing absorbent mats, booms, drain plugs and granules are stored at the CA site. Prevent the spill from reaching the site drainage system by using these absorbent materials. Any spillage must be dealt with immediately.
8. If necessary block all drains using drainage mats, sand bags, soil bunds e.t.c.
9. Any absorbent materials used to treat the spillage must be bagged and placed in a leak proof container and stored in the chemical store. These must be disposed of by an approved contractor, they can not be placed into the residual waste skip.
10. Always follow the site safety rules.
11. If adequate resources are not available on site to deal with the spillage the incident must be reported to Steve Edwards immediately on 07788 584821 or 01286 677080

**FFRIDD RASUS,
HARLECH**

CYNGOR GWYNEDD

HAR-S-012 (Rev 2)

Procedure for Dealing with a Spillage

In the event of a spillage :-

SPILL MATERIAL	PPE REQUIREMENT	SPILL KIT	
		SPILL KIT TYPE	CONTENTS
ASBESTOS	DUST MASK (FFP3) DISPOSABLE OVERALLS NITRILE GLOVES THICK BLACK BAGS DUCK TAPE	ASBESTOS SPILL KIT	watering can dustpan and brush Thick black bags Duck tape
CHEMICALS	PVC RUBBER GLOVES RUBBER APRON FACE SHIELD	UNIVERSAL SPILL KIT	Universal spill kit Drain bung Absorbent mats Boom Granules (stored in chem/oil store)
OILS AND FUEL	RUBBER GAUNTLET OVERALLS		
CAR BATTERY ACID	RUBBER GAUNTLET PVC RUBBER GLOVES RUBBER APRON FACE SHIELD	ACID SPILL KIT	Battery acid spill kit
SHARPS AND NEEDLES	PUNCTURE PROOF GLOVES	SHARPS AND NEEDLES SPILL KIT	Empty sharps box litter pickers / tongues dustpan and brush

**FFRIDD RASUS,
HARLECH**

CYNGOR GWYNEDD

HAR-S-012 (Rev 2)

Procedure for Dealing with a Spillage

Additional information to support this Operational Procedure can be found in :-

Gwynedd Council – Highways and Municipal tool box talks

Tool box talks – Section 6, No 9 - Protective clothing

No 13 – Eye Protection

- Section 15, No 52 – Site tidiness

- Section 12, No 38 – Control of Substances hazardous to Health

Regulations

No 39 – Working with Chemicals and Hazardous Substances

Highways and Municipal Environmental policy file

Tool box talks – No 65 Materials Handling and Housekeeping

- No 66 Spill Control

- No 69 Environmental Incidents

- No 71 Waste Management

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification.

A copy of this procedure will always be available for inspection at the site office.

Name						
Signature						
Date						
Name						
Signature						
Date						

**FFRIDD RASUS,
HARLECH**

HAR-S-018 (REV 1)**Waste Acceptance / Inspection Procedures**

This procedure covers the receipt and acceptance of waste at the Ffridd Rasus site. Staff working at the site are responsible for checking all waste delivered to the site to ensure compliance with the Environmental Permit number QP3134LY. Each load delivered must be accompanied by the correct documentation.

1. Check duty of care documentation when driver reports to weighbridge. Question the driver about the waste carried to ascertain its correct description and European Waste Code (EWC). Confirm the waste has been pre-treated; if the driver is unsure he may use the site telephone to confirm this to be the case with his/her employer.
2. Visually inspect each load on arrival at the site whenever possible to confirm step 1.
3. Establish whether the waste is of an acceptable type. See permitted wastes section of Environmental Permit for acceptable waste types.
4. If the waste load does not conform to the list of acceptable waste, advise the site manager then reject the load and complete the 'waste rejection' form for sending to the Environment Agency.
5. If the waste is acceptable weigh the vehicle and advise the driver of the site operating rules with regard to deposition and any other applicable restrictions on site and direct the driver to the disposal area.
6. Contact the machine operator via 2 way radio at the disposal area to advise of the vehicle and waste type on route. The machine operator will radio back to the weighbridge if the waste discharged is different to the description or whether the load contains any unauthorised waste types.
7. The waste must be reloaded on to the delivery vehicle if found to be unacceptable and the waste rejection forms completed and copied to the Environment Agency.

Other Rules

Under no circumstances is waste to be removed from the site other than by approved contractors.

Report any Health and Safety concerns to the site manager or site personnel.

CYNGOR GWYNEDD

HAR-S-018 (REV 1)

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

Name						
Company						
Signature						
Date						

Name						
Company						
Signature						
Date						

Name						
Company						
Signature						
Date						

**FFRIDD RASUS,
HARLECH**

**Priffyrdd a Bwrdeistrefol
Highways and Municipal**
Gwasanaeth Trin Gwastraff
Waste Treatment Service



Asesiad o : Ffridd Rasus Landfill				HAR-S-018 RA V2.0	
Waste acceptance / inspection					
Hazard	Type/Affect of risk	Initial Risk A+B	Control Measures	Residual Risk A+B	
Non compliant waste	Non permissible waste sent to landfill	4D	<ul style="list-style-type: none"> Site operatives vigilant to the types of waste being tipped. Copy of Site Permit indicates permissible waste, according to their EWC code, copy of permit at sites weighbridge office. Site Operatives are fully conversant with the Operational Procedure, HAR-S-018 Waste acceptance / inspection, HAR-S-035, Non Compliant Waste. Rejected waste is recorded on the 'Waster Rejection' form 	4E	
Removal of non compliant waste from the site	Removal by unlicensed carrier to unlicensed premises for disposal	3A	<ul style="list-style-type: none"> All non compliant wastes are removed from site by registered carriers to sites licenced to accept the waste Duty of care paperwork/transfer notes received from contractors Refer to HAR-S-035 	3E	

Notes for implementation		Responsible person	Completed by
Ensure site operatives are familiar with the Site Permit – European Waste Code		Site Manager	On going

Risk = A (Severity of outcomes if injury or damage occurs) + B (Likelihood of injury or damage arising from the situation)
See notes in relation to defining A

**Prifffyrdd a Bwrdeistrefol
Highways and Municipal**
Gwasanaeth Gwaith Bwrdeistrefol
Municipal Works Service



Asesiad o : Ffridd Rasus		Aseswr: Steve Edwards/David Evans		Dyddiad yr asesiad: 07/12/15	
Landfill Gas Migration		Gwasanaeth :		Dyddiad i'w adolygu : On going depending on monitoring results.	
Perygl	Math/Effaith Risg	Risg Cychwynnol A+B	Dulliau Rheoli	Risg gweddillol A+B	
Gas migration to site buildings	Asphyxiation		<ul style="list-style-type: none"> Venting trench installed inbetween I.V.C. and old landfill (area 2). Spiker bar survey conducted every 6 months. Landfill site gasfield maintained under suction and balanced by experienced technician on a monthly basis. Area 2 gas generation in decline. Site ground is predominantly sand therefore lateral migration is unlikely. Old GMI gas sensors/system in buildings was decommissioned as part of recent development works (May 2015) Decision taken to not replace gas detection system due to No previous allarms The above listed control measures are considered adequate. <p>The need for a gas detection system will be reviewed given Landfill gas is detected in external boreholes. Migration is detected by the 6 monthly spiker bar survey.</p>	4D	

Nodiadau ar gyfer gweithredu		
• Review monitoring results.	Cwblhau gan Steve, David a Sue.	Cwblhau erbyn On going
•		

Priffyrdd a Bwrdeistrefol **Highways and Municipal** Gwasanaeth Gwaith Bwrdeistrefol Municipal Works Service



•			
•			

Risg = A (Goblygiadau tebygol pe byddai niwed, anaf neu ddifrod yn digwydd) + **B** (Tebygolrwydd o niwed neu anaf yn deillio o'r sefyllfa)
Gweler nodiadau mewn perthynas â diffinio A & B ar y daflen

Priffyrdd a Bwrdeistrefol Highways and Municipal

Gwasanaeth #####
Service



A ASESIAID RISG DOSBARTHIAID LLYMDER Y PERYGL

TRYCHINEBUS	(1)	Colled nifer o fywydau oherwydd anaf neu afiechyd galwedigaethol, unai ar unwaith neu'n ohiriedig. Niwed i weithfa neu gyfarpar yn achosi oedi'n hirach na 7 diwrnod.
DIFRIFOLDEB UCHEL	(2)	Colled un bywyd oherwydd anaf neu afiechyd galwedigaethol, unai ar unwaith neu'n ohiriedig. Niwed i weithfa neu gyfarpar yn achosi oedi rhwng 1 a 7 diwrnod.
DIFRIFOL	(3)	Anaf adroddiadwy, afiechyd neu ddigwyddiad peryglus yn unol â RIDDOR Niwed i weithfa neu gyfarpar yn achosi oedi hyd at 1 diwrnod.
DIFRIFOLDEB ISEL	(4)	Anaf mân. Collwyd dim amser gwaith neu dychwelodd y person i'w gwaith yn ystod y sifft ar ôl triniaeth. Tydi niwed i weithfa neu gyfarpar ddim yn achosi oedi arwyddocaol.

B ASESIAID RISG DOSBARTHIAID TEBYGOLIAETH

BRON YN SICR	(A)	Effaith sy'n codi yn sgil perygl sydd bron yn sicr i gael ei gyfarfod, yn seiliedig ar farn a phrofiad, a lle mae'n bosib, wedi'i gefnogi gan ystadegau prosiect neu ddigwyddiad.
TEBYGOL IAWN	(B)	Effaith sy'n codi yn sgil perygl sy'n debygol iawn o gael ei gyfarfod, yn seiliedig ar farn a phrofiad, a lle mae'n bosib, wedi'i gefnogi gan ystadegau prosiect neu ddigwyddiad.
TEBYGOL	(C)	Effaith sy'n codi yn sgil perygl sy'n debygol o gael ei gyfarfod, yn seiliedig ar farn a phrofiad, a lle mae'n bosib, wedi'i gefnogi gan ystadegau prosiect neu ddigwyddiad.
ANNHEBYGOL	(D)	Effaith sy'n codi yn sgil perygl sy'n annhebygol o gael ei gyfarfod, yn seiliedig ar farn a phrofiad, a lle mae'n bosib, wedi'i gefnogi gan ystadegau prosiect neu ddigwyddiad.
ANNHEBYGOL IAWN	(E)	Effaith sy'n codi yn sgil perygl sy'n annhebygol iawn o gael ei gyfarfod, yn seiliedig ar farn a phrofiad, a lle mae'n bosib, wedi'i gefnogi gan ystadegau prosiect neu ddigwyddiad.

MATRICES CYFRADD ASESIAID RISG

Llymder y Perygl Tebygoliaeth	(1) TRYCHINEBUS	(2) DIFRIFOLDEB UCHEL	(3) DIFRIFOL	(4) DIFRIFOLDEB ISEL	Indecs Risg	Ffactor Risg	Côd Lliwa\ a
(A) BRON YN SICR	1A	2A	3A	4A	1A, 1B, 1C, 2A, 2B, 3A	UCHEL EITHRIADOL	
(B) TEBYGOL IAWN	1B	2B	3B	4B	1D, 2C, 2D, 3B, 3C	UCHEL	
(C) TEBYGOL	1C	2C	3C	4C	1E, 2E, 3D, 3E, 4A, 4B	CYMEDROL	
(D) ANNHEBYGOL	1D	2D	3D	4D	4C, 4D, 4E	ISEL	
(E) ANNHEBYGOL IAWN	1E	2E	3E	4E			

Materials Handling and Housekeeping

What?

Poor Storage and handling of materials creates waste and waste created is a loss of resource and very costly. Poorly stored materials and poor housekeeping can increase the risk of pollution incidents and accidents.

Why?

Reduce Costs – Waste costs money. Not only the cost of replacement materials, but also the disposal costs of those that are damaged or spoilt

Reduce Pollution Risks – Good storage reduces the risk of spillages and dusts causing environmental harm;

Avoid Waste - Re-use of materials reduces the requirement for new materials;

Improved Safety – A tidy site is a safe site. Accidents and injuries are less likely if materials and containers are well managed;

Public Image – Good housekeeping creates a positive image to the General public and clients.



Do's

Designate storage areas on your site;

- Keep all traffic and pedestrian routes clear at all times;
- Do ensure all materials are stored securely in suitable locations and in line with guidelines e.g COSHH Assessments;
- Use appropriate equipment to handle any materials;
- Return to storage any materials that have not been used;
- Pick up Litter and if waste identified then dispose of in designated locations immediately , do not leave litter / waste lying around;

Don't's

- Store or leave unprotected any materials that can be damaged by the weather .e.g. cement bags;
- Over-order materials - ensure that adequate storage space is available that doesn't compromise their security or packaging integrity;
- Store together any materials that can contaminate each other
- Don't dispose of materials if they still have a use and utilise off cuts wherever possible

Discussion Points:

1. Do you plan and identify designated areas for material storage on site ?
2. Are you aware of Waste Management , disposal arrangements for the site ?

Spill Control

What?

Spills are a significant source of pollution. A fuel tank leak or oil spill can cause extensive soil, groundwater and watercourse contamination. Reducing the risk of spills occurring is the most important step. However if a spill does occur the correct procedure needs to be followed to reduce the impact.

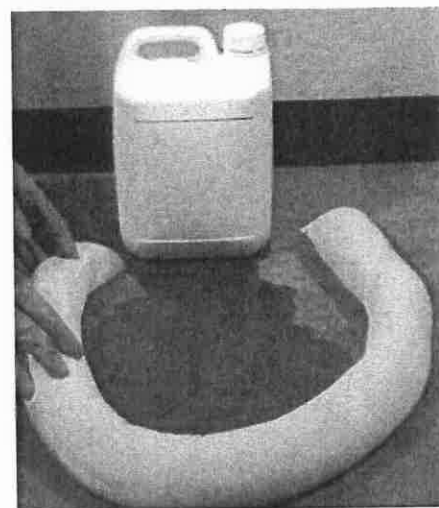
Why?

To Prevent Pollution – Spills of even the smallest amount, dependant on the Substance, can potentially cause catastrophic and sometimes irreversible damage to the environment and therefore all must be done to prevent this from occurring.

Avoid Prosecution and Clean up Costs – A spillage could result in prosecution for anyone identified as negligent in their duties which can also result in extensive clean up costs.

How to deal With a Spill

1. Establish whether materials are hazardous (COSHH)
2. Get help and assistance appropriate to the scale of the spill
3. Find out if anyone is injured and arrange help for them
4. Wear Suitable PPE as identified in the COSHH / Risk Assessment
5. Identify where spill is likely to go and block or bund drains
6. Contain Spill material using appropriate Spill Kit Materials
7. Use appropriate absorbent materials to soak up spillage
8. Place containment material in suitable labelled bags / containers
9. Dispose of Containers as Hazardous Waste (See Waste Management Plan)



Do's

- Do Ensure suitable spill kits are located in required locations
- Do refer to the Emergency Plan for the Site when Spills identified
- Do ensure that all employees are trained to deal with spills with which they are likely to come into contact with.
- Do Know where your site drains or watercourses are that could be affected by spills
- Do ensure you inform your direct supervisor when you identify a spillage
- Do ensure you complete an AM5 Environmental Incident Report for every spill identified

Don't's

- Don't ignore Spills you see, take action and Report it
- Don't flush any spilled substances down drains or into watercourses
- Don't store Oils, Chemicals or other potentially harmful substances on the floor, always ensure they are located on or within suitable drip trays and / or bunds.
- Don't store anything in Bunds, always keep clear and clean, do not let rainwater levels build up if outdoors.
- Don't place contaminated clean up materials in General Waste containers for disposal place in Hazardous waste container if present or bag up separately and identify as Hazardous Waste.

Discussion Points:

1. What substances do you use that could pose spillage threat?
2. Are you aware of Spill Kit locations within your workplace?
3. Do you know where COSHH Information is relating to the substances within your workplace?

Driving your Vehicle

What?

Petrol, Diesel and LPG-fuelled vehicles damage our environment.

As the Highways and Municipal department has such a large fleet, its combined effect is very harmful to your environment. All vehicles release a significant amount of greenhouse gases, which cause climate change. The vehicles also release smoke and dusty particles which cause local air pollution and damages your health. The production of these fuels from refineries is also a polluting process, as considerable amounts of resources are required.

If we change the way you behave behind the wheel, you can reduce your environmental impact a great deal.

Why?

Climate change is the most serious environmental problem facing us right now. Extreme and unpredictable weather conditions are more common

Minimise Pollution – By burning fuel vehicles release a number of polluting materials such as Carbon Dioxide (causes climate change) , Sulphur Dioxide (causes acid rain) and carbon monoxide (causes human health problems).

Reduce Resource Consumption – The fuel we use in our vehicles is produced from natural resources of which we do not have a never ending supply , in order to manage these resources for future use and minimise their depletion we must be more efficient with their use.



Do's

- Do plan your journey beforehand and select the shortest route to your destination;
- Do share a lift with a colleague or use public transport where possible – for example if attending meetings;
- Do check that tyre pressures are inflated to the right pressure;
- Do shift to a higher gear to avoid high revs;
- Do accelerate and brake smoothly;
- Do drive at lower speeds – driving at 50mph uses 10% less fuel than at 70mph;

Don't's

- Don't leave the vehicle idling for more than a minute or two;
- Don't use the air-conditioning unless absolutely necessary – open the window instead;
- Don't drive around with an unnecessary weight load;
- Don't accelerate and brake sharply – instead drive in smooth manner;
- Don't overtake (unless absolutely essential). You won't save much time in any case;
- Don't use the vehicle if you spot a defect.

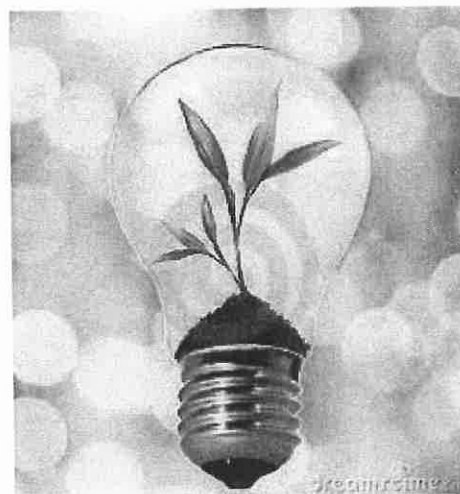
Discussion Points:

1. How many miles do you drive as part of your work each day? How many miles per week? How many miles per year?
2. Which vehicle type is most appropriate for your job? Have you been provided with a vehicle that is too large for what is actually needed?
3. Is the amount of driving that your Unit does really necessary? Could you accomplish what you need to do in another way?

Energy Conservation

What ?

It is estimated that businesses waste up to 20% of the energy they use , Electricity and Gas are two of the most common forms of energy used within the Highways and Municipal department. These are used during a wide variety of tasks which include Heating work environments , Lighting in yards and offices , operating powered tools and office computers and photocopiers.



Why ?

Reduce Pollution and depletion of natural resources - The energy we use utilise usually comes from the burning of fossil fuels whether it be directly by us (gas for heating) or suppliers (Electricity Suppliers burning fossil fuels at Power stations to produce electricity).

Burning of fossil fuels creates air pollution adding to the greenhouse effect which in turn affects climate change which has a global impact ,to minimise it's contribution to this the Highways and Municipal Department intend to reduce their Energy usage.

Do's

- Do switch off all powered equipment when not in use , this includes computers , tools etc.
- Do choose energy efficient models where possible when replacing old or purchasing new equipment
- Do utilise timers for heating systems and heaters if possible and adjust thermostats on heaters , turning down 1C° can reduce usage by up to 8%.
- Do maintain your powered equipment to ensure it performs as efficiently as possible.
- Do minimise artificial light use by keeping windows clear and clean, and, if possible isolate light use to the part of a room you're working in.

Don't's

- Don't leave items powered on when not in use or overnight
- Don't leave on your office , stores or garage lights if empty.
- Don't waste heat , ensure doors , windows are closed if heating used , use draft excluders if needed.
- Don't leave items on Standby.

Discussion Points:

1. What uses most electricity in your workplace?
2. What steps can your work unit take to reduce consumption ?
3. How does your energy consumption impact on your environment ?
4. How could you reduce Energy Usage in your department ?

Oil and Fuel Handling and Storage

What ?

Significant amounts of Oils and Fuels are used within the Highways and Municipal Department across a number of sites.

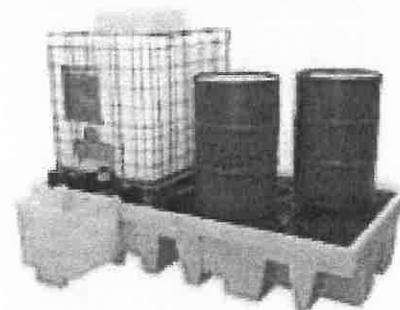
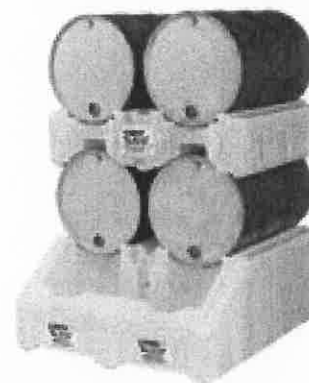
Release of these substances into the environment can be extremely harmful.

In order to ensure the storage and handling of these substances does not effect the environment they must be stored and handled safely and securely.

Why ?

If Oils or Fuels enter the soil or any body of water it can destroy all plants or animals that are present , it can also be dangerous to us if it enters the drinking water supply.

If ground or watercourse contamination from inadequate storage occurred the Council could be subject to action by the EA which could mean prosecution for anyone identified as negligent in their duties which can also result in extensive clean up costs



Do's

- Do Make sure that the containers are clearly labelled
- Do store containers on drip trays
- Do check that drums and cans are correctly sealed
- Do check that the drums and cans are in good condition before you use them
- Do ask your line manager how you should dispose of old containers
- Do ensure that you know where the spill kit /Drain Covers are kept, and that you know how to use them
- Do ensure that if Bunds are in use then ensure they are not damaged , if they are then report it immediately to your Line Manager
- Do not store anything within Tank Bunds and ensure they are clean at all times.

Don't's

- Don't allow Bunds , drums and cans that are stored outside to fill up with water
- Don't allow any leaks or spills to enter the ground or watercourses , drains.
- Don't store the containers on open ground
- Don't ever pour any sort of oil or fuel down drains or sinks
- Don't cause any splashing during the pouring of Oil or Fuels.
- Don't ever ignore any evidence of Oil or Fuel Spills , Report Immediately.
- Don't ever dispose of any waste contaminated with Oil or Fuel in General Waste receptacles.
- Don't ever handle or use Oils or Fuels without first identifying where the nearest suitable Spill Kit is.

Discussion Points:

1. Are you aware of Oil and Fuel Stores within your Site ?
2. What storage facilities for Fuels and Oils are at your Work Location ?
3. Are you familiar with the COSHH Assessments for Oils and Fuels you use ?
4. Are you familiar with the Site Emergency Plan ?

Waste Management

What ?

The Highways and Municipal department generate a significant amount of waste during it's activities which needs to be managed , in line with legislation it must be managed from point of generation to end of life whether it be Disposal Re-cycling.

Why ?

Legislative Requirements – Current Legislation , The Waste (England and Wales) Regulations 2011 specifies conditions for Waste Producers , Carriers , Waste Management Sites / companies , failure to comply with applicable legislation could result in prosecution and significant financial penalties.

Pollution – Failure to manage waste effectively by poor storage on site or incorrect disposal could result in pollution to the surrounding environment.

Cost Savings – The cost of Waste Management , especially disposal is on the rise therefore Reducing Waste generated, Re-using or Recycling opportunities should be explored prior to disposal.

Always refer to your sites Waste Management Plan if information is required on any aspect of waste generated on your site.

**Contact Gareth Harrisson – Environmental Advisor
on 01286679860 for further information or Guidance**



Do's

- Do ensure identified specific Waste receptacles are used for the correct waste
- Do ensure all waste collections are done so by an approved Waste Carrier in possession of a valid Carrier's licence for the waste being collected.
- Do provide covers and bunds to prevent evaporation and spillage of wastes and to ensure that wastes cannot blow away.
- Do always ensure every collection of waste is accompanied by a completed Waste Transfer Note , even for recycling , which should then be kept for 3 yrs
- Do Register as a Hazardous Waste Producer if Hazardous waste is generated on your site.
- Do always look to see if waste generated can be re-used or re-cycled instead of disposed of to landfill.

Don't's

- Don't cross contaminate waste , segregate and place in specific waste containers
- Don't Overfill any waste container and ensure lids closed or skips covered with netting.
- Don't store waste on open ground
- Don't mix Controlled (General) Waste with Hazardous Waste.
- Don't discharge any waste liquids down drains.
- Don't assume waste produced must be disposed of check to see what recycling / reuse arrangements or possibilities are available

Discussion Points:

1. What waste is generated by your activities ?
2. What happens to the waste generated on site ?
3. Are you aware of the Site Waste Plan.
4. Are you aware of the Waste Hierarchy ?

Dust Pollution

What ?

Dust Pollution is generated from a variety of the Highways and Municipal Departments activities on a regular basis.

This can be harmful and a nuisance to not only the workers involved but other members of the public who may be in the vicinity of the work location.

We have a duty of care to minimise the noise generated by our activities and an obligation to comply with a variety of Legislation relating to Noise Pollution.



Why ?

Impact on Ecology – Dusts blowing onto watercourses and plants can affect plant growth and the ecology of watercourses.

Public Relations – Dust problems could affect members of the public located nearby works and could lead to complaint and enforcement action.

Legislative Requirement – Various pieces of Legislation relate to Environmental Dust Pollution to which we must comply with or face possible prosecution and significant penalties.

**Contact Gareth Harrison –
Environmental Advisor on 01286679860
for further information or Guidance**

Do's

- Do where possible utilise dust suppression by dampening down dusty areas with water.
- Do clean vehicle wheels in dry conditions and when wheels are muddy as it will dry into dust and release into environment.
- Do Sweep and clean vehicle and pedestrian routes in dry conditions to minimise Dust generation.
- Do Limit vehicle speeds on sites to aid with Dust Generation in dry conditions.
- Do ensure all dust generating materials are covered to prevent dust generation.
- Do take account of Environmental Conditions when planning activities that may generate Dust.

Don't's

- Don't create unnecessary dust from your work activities, think before you start.
- Don't ignore weather conditions when planning dust generating work which could impact on the local environment.
- Don't damage public relations, communicate with the locality and make them aware of potential dust generating works if likely to affect them.
- Don't ignore control methods identified as required to minimise dust, always ensure they are complied with.

Discussion Points:

1. What activities create dust in your work and what action do you or can you take to minimise ?
2. How can you reduce the amount of Dust generated from your activities ?

CORPORATE PROCEDURE INDEX

COORPORATE FIRE SAFETY POLICY

NO SMOKING POLICY - GUIDELINES FOR MANAGERS

HAZARD NOTICE - SMOKING AT WORK (including e cigarettes or devices)

PORTABLE ELECTRICAL APPLIANCE TESTING

GUIDANCE FOR SITE MANAGERS - HOW TO INVESTIGATE WHEN A FIRE ALARM SOUNDS

HOT WORKS - FIRE SAFETY

COSHH

ACCIDENTS AND INCIDENTS

MANAGEMENT AND CONTRACTORS

HIGHWAYS AND MUNICIPAL - ENVIRONMENTAL POLICY

C

C

Corporate Fire Safety Policy



Reference : 6.10

1. Introduction

- 1.1. The Regulatory Reform (Fire Safety) Order 2005 (RRO) is the primary piece of legislation governing fire safety in non-domestic property. It requires a risk based approach to fire safety, and places specified duties on the 'responsible person', who shall ordinarily be the employer, or any other person in control of a premises. There are circumstances when, if the employer does not have control of a premises, the person with such control shall be the responsible person.

2. Policy Statement

- 2.1 Gwynedd Council acknowledges its responsibilities as an employer, and is committed to ensuring, so far as is reasonably practicable, the safety of its employees, as well as that of any other person who may be affected by its undertaking from the risks posed by fire. This includes all building users. Gwynedd Council will also take reasonable measures to minimise the damage to its assets and business operation from fire.

3. Policy Objectives.

- 3.1 In pursuance of this policy, it is Gwynedd Council's intention to ensure, so far as reasonably practicable that:
- Roles and responsibilities in relation to fire safety are clearly defined and understood.
 - Suitable and sufficient information, instruction, training and supervision is provided to staff, and is commensurate with individual duties and responsibilities with refresher training provided at appropriate intervals.
 - Suitable and sufficient risk assessments are carried out and kept under review in relation to structural and managerial fire risks as well as dangerous substances, with preventative and protective measures implemented in accordance with the principles of prevention as defined within the RRO.
 - Action plans are agreed for areas of improvement in relation to the significant findings of the risk assessments.
 - Appropriate fire prevention and protection measures are provided in accordance with the use, size, and activities undertaken within each premises.
 - Any feature of Gwynedd Council premises, and any equipment, provided in connection with assuring fire safety, is maintained appropriately by a competent person.
 - Gwynedd Council co-operates and co-ordinates with other relevant organisations as necessary.
 - Current fire safety requirements are implemented into new developments or major refurbishment work.
 - Guidelines requiring contractors to manage the risk of fire arising from their work are outlined in the contractor handbook.
 - Competent persons are appointed to assist in undertaking preventative and protective fire safety measures.

4. Scope of Policy

- 4.1 This Policy applies to all Gwynedd Council Departments, including all sites and premises which are under the control of the Council as an employer, owner or principal occupier. For units leased out to external agencies, the extent of Gwynedd Council's responsibilities shall be dependent upon the wording of each lease agreement.
- 4.2 This Policy will be supplemented with Corporate, Departmental, and Service level procedures, and guidance notes as necessary.

Corporate Fire Safety Policy



Reference : 6.10

5 Responsibilities

- 5.1 **The Responsible Person:** The 'Responsible Person' as defined by the RRO is the employer. In Gwynedd Council, the employer is represented by the Chief Executive as Head of paid services, together with the Corporate Directors. These persons are collectively described as the Council Leadership Team (CLT). CLT collectively and individually take board level responsibility for ensuring that the requirements of the RRO are applied and implemented, and to nominate one or more persons to act on their behalf to discharge their responsibilities.
- 5.2. The Chief Executive and Corporate Directors have nominated the Head of Regulatory Services to discharge their responsibilities as 'responsible person' for Gwynedd Council's property portfolio in respect of the technical and physical aspects of fire protection within each building.
- 5.3. The Chief Executive and the Executive Directors have further nominated the Head of Departments to discharge their responsibilities as 'responsible person' in relation to the occupancy, use and management of the buildings occupied by their staff.
- 5.4. Heads of Department have nominated a member of staff in each building to be responsible on their behalf for fully implementing their nominated duties. These nominated officers shall be designated the '*Site Manager*'
- 5.5. The duties imposed on the '*responsible person*' in respect of premises are also imposed on *every person*, who has to any extent control of those premises in as far as requirements relates to matters within their control.
- 5.6. In order to ensure compliance with the specific duties imposed on the responsible person in the RRO, the following responsibilities are placed on the individuals listed below.

5.7 Elected Members:

Elected members have a role to play in ensuring the safety of building users. The Cabinet Member with the Portfolio for Resources is the lead Councillor for health, safety and welfare issues, and is accountable to cabinet and to all members for this.

Elected members will ensure that adequate resource and strategic direction is available for the Council to discharge its fire safety responsibilities. They will monitor the Council's performance on fire safety, and ensure that decisions they make individually reflect the Council's overall fire safety commitment.

Elected members shall also ensure that they sign in and out when visiting any Council property.

5.8. School Governors: School Governors shall be responsible for facilitating and monitoring the school's fire safety performance in relation to:

- Ensure an appropriate response to any fire safety concerns on site.
- Establish arrangements for recording, investigating and reporting any incidence of fire.
- Ensure that a system is in place to address management matters that are identified within the fire risk assessment.
- Monitor that general arrangements are in place on site to maintain good housekeeping standards and provide clear escape routes.
- Ensure that no works are organised by the school without prior authorisation by the Property Service.

5.9. Head of Departments are responsible for ensuring that relevant officers within their Department comply with this policy. Head of Departments shall also ensure that adequate fire safety procedures are in place within their Departments, with Site Managers and where required fire co-ordinators having been appointed for all premises under their control. Any change in Site Managers should be notified to the Property Safety Unit.

Corporate Fire Safety Policy



Reference : 6.10

Where more than one Department occupies a building, the relevant Heads of Department shall co-operate with the Site Manager as well as any other organisation. They shall also ensure that their staff are aware of a strict requirement to inform and obtain authorisation from Property Services before any proposed works can be carried out on site, and ensure their staff co-operate fully with Site Managers so as to allow them to effectively discharge their duties.

5.10. The Head of Department, Regulatory Services, as Head of the Department in which Corporate Property Service resides shall be responsible for:

- Maintaining a current asset register of Gwynedd Council property.
- Maintaining current drawings for Gwynedd Council property, indicating fire safety features within each premises.
- Maintaining a register of Site Managers for Gwynedd Council Property.
- Ensuring that leases are clearly worded and responsibilities clear with regard to fire safety.
- Ensure that a competent person(s) undertakes a fire risk assessments in every building for which the Council is responsible for preparing the fire risk assessment.
- Ensure completed assessments are forwarded to Site Managers.
- Ensure competent officers provide advice when requested.
- Provide initial budget costing for proposed work highlighted in the fire risk assessment.
- Prioritise remedial work according to risk and budgetary constraints.
- Establish and maintain a central register of fire risk assessments for all premises which the Council is responsible for the fire risk assessment.
- Manage arrangements for the revision of fire risk assessments.
- Ensure that fire safety specifications are incorporated into the planning of a new build, refurbishment or structural alteration project.
- Ensure a review of the fire risk assessment upon the completion of substantial work to change the use, occupancy or design of any premises.
- Ensure that preventative maintenance work is carried out by a competent person on all fire safety preventative and protective systems, other equipment, and building services, in accordance with Service Level Agreements and/or legislative requirements
- Ensure that all contractors commissioned to undertake any maintenance work, including 'hot work', are competent and have been instructed to comply with Gwynedd Council's relevant policies and procedures.

5.11 The Head of Department, Gwynedd Consultancy shall be responsible for:

- Ensuring that all contractors commissioned to undertake any maintenance work, including 'hot work', are competent and have been instructed to comply with Gwynedd Council's relevant policies and procedures and contractor handbook.
- Monitoring the work of contractors to ensure that work commissioned is fully completed in accordance with specification.
- Report back to the Corporate Property Department (Client) on completed work or at agreed frequencies for major works, confirming that all works are progressing or have been completed and handed back to the Client.

5.12 Service Managers

It shall be the duty of each Service Manager to ensure:

- All processes and activities under their control, including the use of dangerous substances, have been assessed for the risk of fire, with suitable and sufficient control measures in place.
- A personal emergency evacuation plan (PEEP) is prepared for relevant staff / service users / pupils within their services, and that relevant details are passed onto the appropriate Site Manager.
- Ensure staff are aware of emergency procedures for their building, and accounting for staff members' presence / absence at assembly points.
- Their staff have received basic fire safety training that is commensurate with their fire safety responsibilities.

Corporate Fire Safety Policy



Reference : 6.10

- Where they are responsible for staff who work in a building owned or managed by an organisation other than Gwynedd Council, they should request a copy of the fire risk assessment from the duty holder and satisfy themselves that adequate arrangements are in place in terms of fire safety.
- That fire marshals are appointed (in conjunction with the Site Manager)

5.13. Site Managers

The duties of each Gwynedd Council Site Manager will include the following in relation to each site they are responsible for.

- Ensure that a site specific Fire Management Plan is maintained and readily available for inspection at an accessible place within the premises (either in blue box or premises file.)
- Ensure that there is a robust and effective command, control and communication system in place to deal with emergency evacuation when the building is occupied
- Ensure that regular fire safety tasks are carried out and recorded in the fire safety log book. Report any defects to the property helpdesk (Secondary schools will need to submit C1 form).
- Arrange regular emergency evacuation drills (one every 6 months, or one per term in schools as a minimum).
- Ensure that any matters relating to the building that arise from a PEEP are addressed in conjunction with the relevant service manager where appropriate. (upon notification by Line Managers)
- Complete a GEEP (general emergency evacuation plan) if they are managing a public building.
- Regularly monitor and review arrangements for calling the fire brigade.
- Report an incident involving fire on the premises to the relevant Health, Safety and Welfare Advisor as soon as possible.
- Ensuring that any contractor, sub-contractor, member of staff or any other person (whether employed or not) does not commence any building work on the premises unless authorised to do so by the Property Service in accordance with C1, C2 and C3 forms procedure (only exceptions being works organised by the maintenance or building project teams).
- Where authorised to proceed with building work, ensure that all contractors commissioned to undertake any work, including 'hot work', are competent and have been instructed to comply with Gwynedd Council's relevant policies and procedures.
- Report any concerns about the standards of work or its possible effect on fire safety to the Property Helpdesk
- Assess the need for a fire marshals(s) and where deemed necessary identify appropriate personnel to be nominated as Fire Marshals and inform the individuals' Line Managers so that authorisation may be given for their appointment (see Corporate Fire Safety Guidance for more detail)
- Ensure fire marshals have received adequate training.
- Ensure that management defects identified in fire risk assessments are addressed within the specified timescales.
- Ensure that the annual fire risk assessment reviews are promptly completed and returned to the Building Safety Unit (within one month of receipt)
- Ensure staff are made aware of any temporary arrangements to building fire safety measures as a result of any works.
- Ensure there is a system of notifying building users that the building is safe for re-entry following an evacuation.
- Ensure arrangements are in place which enable the effective evacuation of the building in the event of their absence i.e. if an emergency occurs when the Site Manager is not present on site.
- Consider and implement a continuity plan should an emergency prohibit the further use of the building for a given period of time.
- Liaise with the Client Manager or their representative in the handover of works when required.

For premises in which a Site Manager is based, the Site Manager shall take undertake the duties of Fire-Co-ordinator. For premises where the Site Manager is not based on-site, a Fire Co-ordinator must be appointed with the only exception being where the building is empty.

Corporate Fire Safety Policy



Reference : 6.10

5.14. Fire Co-ordinators

The duties of Fire Co-ordinators shall be to;

- Promote a safe working environment at all times
- During an alarm, execute those duties required for the safe evacuation of the workplace, and ensure that all staff and visitors report to the assembly points.
- In the event of an enforcement officer visit, provide them with access to relevant documentation which will include the Site Fire Management Plan, the Fire Log Book, and fire risk assessment located in the blue box or premises safety file.
- Report any Enforcement Officer visit to the Site Manager.
- Take the Blue Box or property safety file out of the building in the event of a fire / emergency if it safe to do so.
- Provide the Incident Commander of the Fire Service the following information in the event of a fire:
 - How many persons are still in the building and their location if known
 - If relevant; the location and nature of any dangerous substances stored in the building.
 - If known, where the seat of the fire is thought to be located
 - The best route to get to trapped persons or the seat of the fire

5.15. Corporate Health, Safety and Welfare Unit shall be responsible for:

- Ensure the Corporate Fire Safety Policy is kept under review jointly with the Building Safety Unit, and that the Policy is reflective of current fire safety legislation.
- Ensure that any Corporate Fire Safety procedure or guidance documents are kept under review and are reflective of government and industry good practice guidance. This shall be done jointly with the Building Safety Unit,
- Act as primary contact point with the Fire and Rescue Service in relation to corporate fire safety measures and liaise with the Property Safety Unit as required.
- Liaise with the Corporate Learning and Development Service to ensure that corporate training provided in relation to fire safety duties is suitable, sufficient and fit for purpose
- Jointly with the Property Safety Unit, provide assistance and advice on fire safety matters and issue specific guidance document in support of this Policy where necessary.
- Upon notification of the appointment of a new site manager, liaise with the Property Safety Unit to ensure that a site visit is conducted to advise on fire procedures that need implementing on site.
- Assist when required in the production of a site specific Fire Management Plan.
- Monitor the implementation of Fire Management Plans.
- Carry out periodical audits in relation to fire safety matters.
- Assist the Fire Service in their investigations and audits and investigate incidents of fire and near misses.
- Report incidents of fire to the Property Safety Unit as soon as reasonably practical.
- Report any relevant incidence of fire to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

5.16. Fire Marshalls

The duties of Fire Marshalls (whom shall be appointed in writing) are;

- To check their designated area is clear of all personnel in a fire evacuation and to note any un cleared areas e.g. individuals unwilling or unable to evacuate, or areas where entry is not possible due to fire or other issue.
- Providing it does not delay or your evacuation and that it is safe to do so, close any open doors and windows along the exit route.
- Reporting their area is clear to the Site Manager or Fire Co-ordinator at the designated fire assembly point.
- If trained, and you consider it safe to do so, attempt to extinguish the fire with the appropriate fire extinguisher.
- Address any fire hazards that comes to their attention, and where it is not possible for them to address the matter report it the Site Manager.

Corporate Fire Safety Policy



Reference : 6.10

- Inform their Line Manager and Site Manager upon any change in their circumstance e.g. change of role, change of location.

5.17. All staff

All Gwynedd Council staff members are responsible for the following;

- Take reasonable care of their own health, safety and welfare, and that of any other person(s) who may be affected by their acts or omissions.
- Co-operate with relevant Corporate and Departmental fire safety guidance and procedures issued.
- Ensure that their workstations and offices are kept tidy with appropriate disposal of combustible waste and packaging.
- Ensure that all non essential electrical equipment are switched off when not in use
- Not bringing any personal electrical equipment into their workplace – the use of personal electrical equipment in the workplace is forbidden.
- Report any defects or deficiencies in fire safety arrangements to the Site Manager
- Ensure that any visitors they invite or receive into Gwynedd Council premises, including delegates to seminars and meetings, contractors etc. sign into a building where applicable, and are informed of the premises emergency evacuation procedures through the site induction process in all circumstances.

Review Date : June 2015



Document Type	Guidelines
Document Name	No Smoking Policy – Guidelines for Managers
Version	3
Approved & Date	March 2007
Effective From	April 2 nd , 2007
Review Date	Reviewed - April, 2013
Relevant Legislation	<ul style="list-style-type: none">• Health and Safety at Work etc Act 1974 (Section1 & 2);• Smoke Free Law 2007.
Related Documentation	<ul style="list-style-type: none">• No Smoking Policy for Council Staff
Author Designation	Health, Safety and Welfare Development Officer

NO SMOKING POLICY FOR COUNCIL EMPLOYEES GUIDELINES FOR MANAGERS

The aims of the No Smoking Policy for Council Employees are to:

- Protect the health, safety and welfare of all employees with a smoke-free environment for non-smokers;
- Create a positive image of the Council;
- Ban smoking during working hours;
- Provide appropriate support for workers who wish to give up smoking;
- Comply with the law.

This has been agreed with Trade Unions and became operational from the 2nd of April 2007, in order to correspond with the changes in the law.

From this date forward, managers are responsible for ensuring that:

- **staff do not smoke in Council buildings or surrounding areas.** For example, smoking is not allowed near Council building entrances or windows or any other area directly outside, where smoke could affect other workers or convey a negative image of the Council.
- **staff do not smoke in any Council vehicle.** Any worker which has a lunch break in one of the Council's vehicles should get out of the vehicle if they want to smoke during their official lunch break.
- **staff do not stop working to smoke during paid working hours.** The only time workers are permitted to smoke is during lunch time subject that they leave the surrounding areas of Council property.
- **This policy also applies to the use of e-cigarettes.**

Staff members who break this policy will be dealt with under the Council's Disciplinary Procedures. No steps will be taken against any worker who refuses to work with clients who smoke in front of them.

The Council supports and advise anybody that wishes to give up smoking. Further information regarding this or regarding how to deal with concerns distributed under this policy can be obtained by contacting your department's Personel Adviser or the Occupational Health Unit.

For a copy of the full policy document visit the Council's intranet site.



Smoking at Work (including e cigarettes or devices)

Why have a smoking policy?

Protect the health, safety and welfare of all employees,
Comply with the law, Create a positive image of the Council,
Provide appropriate support for workers who wish to give up smoking.

Where am I NOT allowed to smoke?

In Council buildings, surrounding areas or Council Sites

For example, smoking is not allowed near Council building entrances or windows or any other area directly outside, where smoke could affect other workers or convey a negative image of the Council. Sites includes any work area that is identified as a site e.g. Roadside work within the traffic management area.

In any Council vehicle. Any worker which has a lunch break in one of the Council's vehicles should get out of the vehicle if they want to smoke during their official lunch break.

When at work, smoking during paid working hours.

The only time workers are permitted to smoke is during lunch time subject that they leave the surrounding areas Council property or Site.

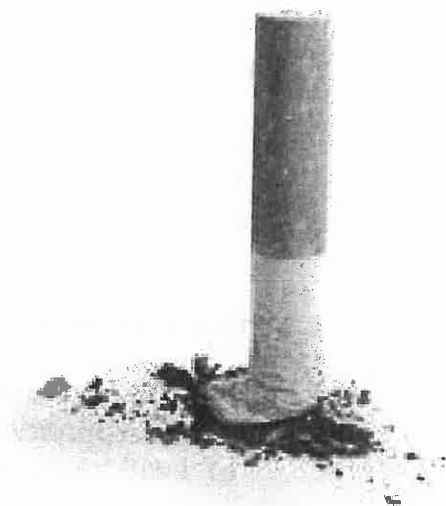
Where can I get help to stop smoking?

The Council supports and advise anybody that wishes to give up smoking. Ask your manager/supervisor for the contact number of your Personnel Adviser or the Occupational Health Unit.

What happens if I do not follow these rules?

Staff members who break this policy will be dealt with under the Council's Disciplinary Procedures.

Please answers the questions on the next page





Hazard Notice

Iechyd a Diogelwch
Health and Safety

Why does the Council have to have a smoking policy?

- a) Protects all members of staff and it is the law
- b) Because the managers do not like the smoke
- c) Health and Safety have banned it

Where can you not smoke?

- a) On the way to work
- b) Not at any time or any place
- c) In or around council buildings/sites, in a Council vehicle or during paid working hours.

What will happen if I do not follow these instructions?

- a) Nothing I don't need to follow the rules
- b) Disciplinary action will be carried out against me
- c) I will be encouraged to carry on smoking

Staff Name: _____ **Staff Signature:** _____

Managers Name: _____ **Managers Signature:** _____

Date: _____

Health, Safety & Welfare

6.30

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Corporate Procedure

Document Details

Type of Document	Corporate Procedure
Name of Document	Portable Electrical Appliance Testing
Relevant Legislation	The Health and Safety at Work etc Act 1974 Electricity at Work Regulations 1989 Management of Health and Safety at Work Regulations 1999 The Provision and Use of Work Equipment Regulations 1998

Amendment History

Date	Details of changes	Approved by
10/3/15	Minor changes	

1.0 INTRODUCTION

- 1.1. It's necessary for employers to ensure that they comply with general duties imposed on them in accordance with the Health and Safety at Work etc Act 1974 and more specifically so, the Electricity at Work Regulations 1989. These Regulations place a duty on employers to take precautions in order to avoid death or personal injury whilst using electricity.
- 1.2. The maintenance, inspection and testing of portable appliances is an integral part of these Regulations and therefore each piece of equipment must be maintained to a level of so far as is reasonably practicable.

2.0 DEFINITIONS

- 2.1 In this procedure document, portable electrical appliances are defined as appliances that are not part of the fixed installation within the building, but are intended to be connected or are connected to a fixed installation or generator by means of a flexible cable and either a plug and socket or a spur box or similar means. Portable equipment also includes small movable appliances which have been fixed for security purposes such as hair dryers in public areas.

3.0 LEGISLATION

- 3.1 Health and Safety at Work etc Act 1974
- 3.2 Management of Health and Safety at Work Regulations 1999
- 3.3 The Electricity at Work Regulations 1989
- 3.4 The Provision and Use of Work Equipment Regulations 1998

4.0 RESPONSIBILITIES

- 4.1 Heads of Department along with their Managers are responsible for ensuring that risk assessments are in place for the use of and maintenance of electrical equipment. Measures must be implemented to eliminate risks where reasonably practicable to do so, or where that is not possible to reduce risks as appropriate.
- 4.2 The Corporate Health Safety and Welfare Service can provide further advice and guidance as appropriate.

5.0 PROCEDURE

5.1 Every piece of portable electrical equipment should be visually checked prior to first use. This also applies to new equipment which should be checked prior to first use. New equipment should be supplied in a safe condition and there is therefore no need for a formal test prior to first use. Once new equipment is put into use, the frequency of any tests / inspections will be determined by a risk assessment which should consider the following:

- User's safety
- Condition of the equipment
- It's use
- How movable it is
- Probability of equipment being damaged
- The environment in which the equipment is being situated, used and stored.
- Results of previous inspections and tests.

Please refer to table further on in document which states the frequencies of expected testing in Gwynedd Council.

5.2 Tests are documented in order to provide a comparison for the future, to determine the frequency of inspection and to provide a basis for the risk assessment.

5.3 **Visual Inspection:** Users should conduct a basic visual inspection prior to using electrical equipment to check for any signs of damage. Visible damage could include damaged supply cable, damage to plug or connector (damaged casing), inadequate joints including taped joints, or equipment been subject to conditions which are not suitable e.e. wet conditions, or evidence of overheating.

Any faults discovered at this stage should be immediately reported to a Line Manager and steps taken to control the risk until further competent advice can be sought.

Formal Inspections and testing – Formal inspections and testing should be carried out periodically.

This must be carried out by a suitably qualified person.

- 5.4. The table below illustrates how often combined formal inspections and testing should be carried out at Gwynedd Council.

Equipment / environment	Combined formal visuals inspection and testing
IT equipment e.g. PCs, VDUs	Every 4 years
Photocopiers, fax machines: Not hand-held, that are not frequently moved	Every 4 years
Double insulated equipment (Class II) Not hand held, which are occasionally moved e.g. desk lamps / fans	Every 4 years
Double insulated (Class II) hand held equipment e.e. some floor cleaners, some kitchen equipment	Annually
Equipment that is earthed (Class I) e.g. kettles, some floor cleaners	Annually
Cables and plugs connected to the above	In accordance with the equipment's testing frequency
Extension leads	Annually
Heavy industrial / high risk of equipment damage (not construction)	6-12 months
Battery operated (less than 20 volts)	n/a
Low voltage (less than 50 volts AC) e.g. phone equipment	n/a
Construction	Before first use on site then monthly

- 5.5 In residential care homes, service users' own personal equipment should be subject to a visual user check when introduced into the home and then introduced into the home's testing cycle from therein.

Review Date : December 2016

Guidance for Site Managers – How to Investigate When a Fire Alarm Sounds

Fire or False Alarm?

Since the 1st April 2015, the North Wales Fire and Rescue Service (NWFRS) will no longer send fire appliances to buildings where the only information available is that a fire alarm is sounding.

The NWFRS expects site managers (or deputies for this position) to investigate why the alarm is sounding before fire crews turn out and providing that this can be done safely.

Whether it is a fire or false alarm, always ensure the building is evacuated in accordance with your emergency procedure whenever the alarm is activated.

How to investigate

Remember **YOU ARE NOT A FIRE OFFICER!** An investigation means looking for **signs of fire**; this could be a smell of fire, seeing smoke or any unusual noises or heat. If, at any time, you discover or are notified of anything similar, contact the emergency services immediately notifying them that there is a **fire**.

Your Fire Management Plan should specify your evacuation plan on hearing the alarm. It should note an allocated person who immediately checks the fire panel if there is a fire panel present. The fire panel should notify you which detector has activated or in which area the activated detector is in. If you do not have a fire panel, then you should follow your usual fire evacuation procedure.

If two or more detectors have been activated, then this may be a sign of a fire. The emergency services must be called and notified that there are multiple detectors activated and that this is a sign that there could be a fire.

If the panel reports that detectors in high risk areas have been activated e.g. boiler houses, stores containing flammable substances etc, then do not enter those areas. Contact the emergency services and explain that the detector has been activated in a high risk room and that you are of the opinion that there could be a fire.

If, at any stage, you detect a sign of fire, then get out of the building using the nearest fire escape and ensure that the emergency services have been notified.

In the event of a fire once out of the building, do not re-enter until the Fire and Rescue Service has confirmed that it is safe to do so or you are aware of why the detector activated and are satisfied that it is safe to do so.

The panel should only be silenced and re-set either at the request of the Fire and Rescue Service or when you are aware of why the detector activated and are satisfied that it is safe to do so. If the panel will not silence and re-set and you have no explanation for this then the emergency services must be contacted and told that you are of the opinion that there may be a fire.

Canllawiau i Reolwyr Safle – Sut i Ymchwilio Pan Fo Larwm Tân yn Seinio

Tân neu Larwm Ffug?

Ers y 1af Ebrill 2015, ni fydd y Gwasanaeth Tân ac Achub Gogledd Cymru (GTAGC) yn gyrru injan dân i adeiladau os mai'r unig wybodaeth sydd ar gael yw bod y larwm tân wedi seinio.

Mae'r GTAGC yn disgwyl i reolwyr safle (neu ddirprwyon i'r swydd yma) ymchwilio pam fo'r larwm wedi seinio cyn i'r criw tân ymateb a chyn belled ei fod yn ddiogel i wneud hynny.

Os yw'n dân neu'n larwm ffug, bydd rhaid sicrhau fod yr adeilad yn cael ei wacau yn unol â'ch gweithdrefn argyfwng pob tro mae'r larwm yn seinio.

Sut i Ymchwilio

Cofiwch, **NID YDYCH YN SWYDDOG TÂN!** Mae ymchwilio yn golygu edrych am **arwyddion o dân**; gall hyn fod yn arogl tân, gweld mwg, sŵn neu wres anarferol. Os, ar unrhyw adeg, rydych yn darganfod neu'n cael eich hysbysu o rywbeth tebyg, cysylltwch â'r gwasanaethau brys yn syth a dweud fod yno dân.

Rhaid i'ch Cynllun Rheoli Tân nodi eich cynllun gwacau os yw'r larwm yn seinio. Os oes ganddoch banel tân, dylai'r cynllun nodi person dynodedig sy'n gwirio'r panel tân yn syth. Dylai'r panel tân eich hysbysu pa ddetector sy'n gweithredu neu ym mha ardal mae'r synhwyrdd gweithredol ynddo. Os nad oes ganddoch banel, rhaid parhau i ddefnyddio'r drefn arferol.

Os oes mwy nac un synhwyrdd awtomatig yn gweithredu, gall hyn fod yn arwydd o dân. Rhaid galw'r gwasanaethau brys a'u hysbysu o hyn a'i fod yn arwydd y gall fod tân.

Os yw'r panel yn eich hysbysu bod synhwyrdd mewn ardaloedd risg uchel yn gweithredu e.e. mewn ystafell bwyleri, peidiwch â mynd i mewn i'r ardaloedd hyn. Cysylltwch â'r gwasanaethau brys ac esbonio bod detector mewn ystafell risg uchel yn gweithredu a'ch bod o'r farn y gall fod tân.

Os ydych, ar unrhyw adeg, yn gweld arwydd o dân, gadewch yr adeilad yn defnyddio'r allanfa dân agosaf a sicrhewch fod y gwasanaethau brys wedi eu hysbysu.

Mew nachos lle mae tan, os ydych allan o'r adeilad, peidiwch a mentro i mewn eto nes fod y Gwasanaeth Tân ac Achub wedi cadarnhau ei fod yn ddiogel i wneud hynny neu os ydych yn ymwybodol pam fo'r detector wedi gweithredu a'ch bod yn siwr ei fod yn ddiogel i wneud hynny.

Ni ddylid troi'r larwm i ffwrdd nac ail-osod y panel nes bod cais gan y Gwasanaeth Tân ac Achub neu os ydych yn ymwybodol o pam fo'r synhwyrdd wedi gweithredu a'ch bod yn siwr ei fod yn ddiogel i wneud hynny. Os ydych yn methu distewi'r larwm neu ail-osod y panel ac nid oes esboniad am hyn, rhaid cysylltu â'r gwasanaethau brys a'u hysbysu eich bod o'r farn bod tân wedi cychwyn.



Hot Works - Fire Safety

Gwynedd Council Guidance Document

Please Note.

This document has been issued as guidance only and can only be considered as the minimum standard which would be required by Gwynedd Council for carrying out hot works.

The guidance document is not a substitute for a method statement which must be site specific and based on the inherent risks of the proposed works and must be prepared by the contractor engaged to carry out the task.

All work must comply with the Health and Safety at Work Act 1974 and the Construction Design and Management Regulations 2007. Contractors must ensure that all relevant Approved Codes of Practice or any other applicable regulations are followed

Planning the Works.

As with any works forward planning will be crucial for the safe execution of the task.

When proposing new projects or repair and maintenance tasks consideration must be given to alternative methods to eliminate hot works and to reduce the likelihood of fire.

For example:-

- Rather than using mastic asphalt and traditional built up felt roofing consider using cold applied built up roofing or single ply membranes.
- Consider using compression fittings to pipe works to eliminate soldering. Use hacksaws or hydraulic shears rather than oxy / acetylene cutters.

Contractors should assess the level risk involved in carrying out hot works and give suitable consideration to the nature of the building fabric both superstructure and envelope including services, fittings, finishes and any stored materials.

Prior to commencement of any hot works contractors must attend a pre-contract meeting on site with a representative of Gwynedd Consultancy's Building Services Unit and the Site Manager i.e. Headmaster or Officer in charge.

The meeting is crucial to ascertain how people are affected by the work either directly or indirectly. Sufficient allowances must be made for forward Planning in the case of any temporary closure or rescheduling. Very often the Site Manager can give pertinent information on issues regarding the site which may be overlooked by others.

Method Statement.

Prior to carrying out hot work tasks contractors are required to risk assess the location of the proposed works and submit method statements for approval prior to commencement.

Permit to Work.

Under some circumstances if work is of a hazardous nature and has the potential to cause extensive damage and loss of life the Council will issue a permit to work.

Contractors will be required to submit a risk assessment and method statement and obtain a permit to work prior to commencement of work.

If a hazardous situation is encountered and the contractor is unsure whether or not a permit to work is required please contact the helpdesk on (01268) 679 059 for assistance. If in doubt please ask!

General Site Rules.

No smoking is permitted on any Gwynedd Council site.

All operatives must be familiar with the content of the Gwynedd Council Contractor Handbook.

Prior to commencement of work a representative must personally report to the Site Manager i.e. Headmaster or officer in charge. The Site manager must be fully briefed on the work activity and will be required to co-operate with any reasonable demands provided that the request is pre planned and agreed in the pre contract meeting.

On commencement of work all operatives to be given a tool box talk explaining the precautions required and the risks involved with the particular task.

Personnel.

All operatives must be adequately trained and hold current CSCS cards or equivalent in the relevant trades and be experienced in hot working. A responsible person as defined within CDM 2007 must be present on site during the execution of the works.

Evacuation Procedure.

In the event of a fire the alarm should be raised immediately within the building and Emergency services contacted with out delay.

Contractors should ensure a reliable method of communication is available to contact the emergency services, and should not rely solely on mobile phones.

Ensure all escape routes are kept clear at all times and do not place any vehicles or work equipment that may obstruct escape routes.

PPE.

All operatives should wear suitable personal protective equipment as required for the task. This will be identified within the site specific risk assessment.

Equipment.

All portable gas equipment should be suitable for the task and be regularly serviced and inspected. Records should be made available on request.

Gas cylinders should be changed in the open air away from potential ignition sources including vehicles and boiler houses etc.

Cylinders should be safely stored in an upright position in proprietary racks to avoid tipping over causing damage to regulators etc.

Flash back arrestors must be fitted to gas cylinders, when not in use valves on gas cylinders must be turned to the off position. When transporting gas cylinders all pipes and hoses should be purged so they are clear of any gas.

Burners must be used a minimum of three meters away from the cylinders and care should be taken to avoid trip hazards caused by hoses etc.

No equipment or materials associated with the works to be stored inside the building or kept in any boiler houses etc.

Work

If working within 15 meters from Propane Gas tanks, flammable liquid stores or gas pipes etc consult with the safety unit for specialist advice.

Clear area of loose combustible material including dry leaves rubbish etc for a radius of 15 meters from the work area.

Ensure materials on opposite side of roof walls etc and any cavities or voids will not be ignited by heat transfer. Combustible surfaces must be protected by non combustible material - fire blankets or metal sheeting - to prevent damage and spread of flame and heat.

To prevent falling debris or dripping hot tar etc falling onto people consult with Building Manager to ensure access to areas below work is restricted by means of locking doors, screening or vacating premises.

If working on a roof a responsible person must supervise work at a safe distance underneath or adjacent to the work area with fire fighting equipment on hand to extinguish any fires. The responsible person should prevent any unauthorised access to that area.

Ensure non combustible sheets or other shielding material is placed below areas of work to collect debris, hot tar or sparks etc.

Gas cylinders, equipment and materials must be transported safely to and from the place of work in compliance with the Transportable Pressure Vessels Regulations 2001, and The Carriage of Dangerous Goods (Classification, Packaging and Labelling) and The Use of Transportable Pressure Receptacles Regulations 1996 as amended (CDGCPL2).

Ensure gas boilers are situated away from the building in a secured compound to prevent fumes entering building and damage by radiant heat.

If gas boilers or similar equipment are used ensure sufficient time has expired before moving or leaving unattended.

Do not store any flammable materials or gas bottles on site overnight.

Extinguishers.

Contractors must provide their own fire fighting equipment and must not borrow extinguishers from the premises.

Fire fighting equipment must be located near the place of work and not inside vehicles.

Fire fighting equipment must be suitable and be regularly serviced and maintained and be of the correct type.

All operatives must be trained in the correct selection and use of fire extinguishers.

Fire Watch.

A competent person must stand by with extinguishing equipment at all times while work is in progress.

Fire watch must be provided during the work and for a minimum of **120 minutes** following the completion of any operation unless otherwise agreed in writing by Gwynedd Council.

A written log sheet needs to be completed following expiry of the 120 minute fire watch and must be available for inspection following any incidents.

Completion.

On completion of works leave site clean and tidy and remove all waste to a licensed tip. Copies of transfer notes should be provided where applicable.

Corporate Support

Control of Substances Hazardous to Health (COSHH) Procedure

Document Details

Reference:	6.12
Type:	Procedure
Title:	Control of Substances Hazardous to Health
Relevant Legislation:	Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 Control of Substances Hazardous to Health Regulations 2002 Classification, Labelling and Packaging of substances and mixtures Registration, Evaluation, Authorisation and Restriction of Chemicals 2007 Personal Protective Equipment Regulations 1992 (as amended 2005)
Original Issue Date:	20.01.2011
Date of Next Review:	17.06.2018

Review History

Date	Details of review	Issued by
17.06.2015	Reviewed, updated and amended	Elan Jones / Gail Warrington

1.0 Scope

This procedure defines the legal requirements to control the risk of substances at work and the control of substances in relevant Council Departments.

The procedure should be used in conjunction with the Gwynedd Councils guidance and generic risk assessment provided and adapted to your needs.

2.0 Definitions

2.1 COSHH - Control of Substances Hazardous to Health

2.2 EH40 / WELs – Workplace Exposure Limits

2.3 Substance Hazardous to Health - A substance which may cause harm when it is able to enter the body. This can be by skin contact, by passing through the skin into the bloodstream, inhalation as a gas, vapour or dust and ingestion.

2.4 CLP Regulation- (1st June 2015 replaces CHIP) – Classification, Labelling and Packaging of substances and mixtures

2.5 REACH - Registration, Evaluation, Authorisation and Restriction of Chemicals 2007.

2.6 Health Surveillance - Health surveillance allows for early identification of ill health and helps identify any corrective action needed.

3.0 Legislation

3.1 Health and Safety at Work etc. Act 1974

3.2 Control of Substances Hazardous to Health Regulations 2002

3.3 Classification, Labelling and Packaging of substances and mixtures

3.4 Registration, Evaluation, Authorisation and Restriction of Chemicals 2007

3.5 The Management of Health and Safety at Work Regulations 1999

3.6 Personal Protective Equipment Regulations 1992 (as amended 2005)

4.0 Procedure

COSHH Assessment and Controlling Risks

4.1 A COSHH risk assessment of all work activities where there is a risk of substances hazardous to health shall be carried out by relevant managers using the Gwynedd Council COSHH Risk Assessment. This should include considering routes of entry and ill health effects

4.2 Hazardous substances can include:

- Substances classified as very toxic, toxic, harmful, corrosive or irritant
- Dust
- Substances assigned a workplace exposure limit
- Biological agents such as micro organisms
- Carcinogens
- Other substances which creates a risk to health e.g. immersion of hands in water for prolonged periods of time, use of latex gloves

Substances can include those used directly in work activities and those generated during work activities.

Where a work activity may expose employees to more than one substance hazardous to health, the employer must consider the possible enhanced harmful effects of combined or sequential exposures

4.3 To ensure adequate control of the hazards and risks the following principles of good practice must be applied:

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures.
- Control exposure by measures that are proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

4.4 Managers should consider the way employees will use the controls when making decisions about their design, installation and use. Human factors, such as risk awareness, work rate, the design of the task and ease of use of controls, influence the extent of exposure to substances hazardous to health. Managers should also consider the arrangements for the safe handling, storage and transport of hazardous substances, of waste containing such substances, and suitable maintenance procedures etc.

4.5 Personal protective equipment shall only be used where there is a need to provide additional protection beyond what has been achieved through control measures identified by the risk assessment; and as an interim measure where these control measures are being developed.

- 4.6 Where prevention to exposure or substitution with less harmful substances is not possible, you must implement effective control measures to ensure exposure is below any approved WEL and for carcinogens and mutagens ensure exposure is reduced as far below the WEL as is reasonably practicable.
- 4.7 A safe system of work should be established on the use of all substances hazardous to health. Relevant managers and staff shall ensure that any substance is used only for its identified purpose and in accordance with the manufacturer's instructions.
- 4.8 Safe storage and segregation of substances according to the manufacturer's guidance should be followed as far as reasonably practicable in order to reduce the risk.
- 4.9 Emergency Procedures or spillage plans must be in place if it is identified that the work activity could lead to **serious consequences** in the event of an accidental release or spillage. Procedures should manage and minimise harmful effects to people and the environment. Procedures should also be in place to inform the employees who may have been affected. Substances should be disposed with according to the manufacturer's guidelines.
- 4.10 The risk assessment should consider the people exposed, including the need to protect particular groups of employees who may be at increased risk, e.g. inexperienced trainees and young people under 18; pregnant workers; disabled workers; and any employees known to be susceptible to certain illnesses such as dermatitis, asthma or other diseases which may be caused or made worse by exposure to substances hazardous to health.
- 4.11 If the risk assessment indicates that there is a potential risk to the health of the workers, appropriate health surveillance must be carried out. This includes baseline health surveillance for new workers where the risk assessment has identified the need for health surveillance. This provides a baseline against which subsequent changes can be compared. In addition, it identifies those workers with pre-existing conditions not attributable to that employment.
- 4.12 Health surveillance can include:
- Health simple methods, such as looking for skin damage on hands from using certain chemicals;
 - technical checks on employees, such as spirometry and hearing tests;
 - more specific medical examinations.

For further information regarding which substances are hazardous to health see **Health Surveillance Procedure** or contact the **Occupational Health Unit**.

5.0 Relevant Documents

- Control of Substances Hazardous to Health Guidance
- Control of Substances Hazardous to Health Generic Risk Assessment
- Control of Substances Hazardous to Health Leaflet
- Health Surveillance Procedure
- Safe system of work template for specific substances

Health and Safety

Reporting and Fully Investigating Accident & Incident Guidelines 6.31b

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This document has been produced to assist those involved in Accident or Incident Investigations. It is provided as brief guidance for use by personnel conducting Accident and Incident Investigations in order to ensure the standard of investigation is to the level required throughout Gwynedd Council. Investigation personnel should familiarise themselves with the content of this document and utilise during Investigations they are involved in. This document has been prepared utilising the HSE Guidance Document HSG245 – Investigating Accidents and Incidents which contains further in depth detail to supplement this guidance.

Why Investigate ?

The fact that an Accident or Incident (Adverse Event) has occurred suggests that existing risk control measures for Hazards in the Workplace were inadequate and therefore these adverse events need to be investigated for a number of reasons some of which include :-

- to aide with and verify compliance with Legal requirements
- the Information and Insights gained from an Investigation - these can be used to improve Health and Safety performance for an organisation
- to prevent further occurrences of the event and prevent future losses for the organisation.

An investigation is not an end in itself, but the first step in preventing future adverse events. A good investigation will enable you to learn general lessons which can be applied across Gwynedd Council.

The Investigation

There are four main steps that need to be addressed which are :-

- Step 1 – Gathering the Information
- Step 2 – Analysis the Information
- Step 3 – Identifying Suitable Risk Control Measures
- Step 4 – The Action Plan and It's Implementation

Step 1 – Gathering the Information

This is where we find out what happened and what conditions or actions influenced the adverse event, this must commence straight away or as soon as practicable. It is important to capture information as soon as possible to prevent it being corrupted e.g. items moved / disposed of or forgotten by those involved or who witnessed the event. Talk to everyone who was close by when the adverse event happened, especially those who saw what happened or know anything about the conditions that led to it.

Collect all relevant and available information, this might include pictures, maps, observations, sketches, measurements, photographs, check sheets or Inspection records, permit's in use and details of environmental conditions at the time.

This information should be recorded initially in note form to be used in the formal report later which will be completed on the Corporate Accident Database, they should be kept until at least the investigation and report is complete. Any information collected in document form can be uploaded to the Accident Database, All this information will be accessible by clicking the Link tab.

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There are some specific questions that should be asked to gather the information required, these would include :-

- Where, when and how did the adverse event happen ?
- Who was injured / suffered ill health or was otherwise involved with the adverse event ?
- What equipment was being used at the time ?
- What activities were being carried out at the time ?
- Was there anything unusual or different about the working conditions ?
- Were there adequate safe working procedures and were they being followed ?
- What injuries or ill health effects, if any, were caused ?
- If there was an injury, how did it occur and what caused it ?
- Was the risk known ? If so, why wasn't it controlled, If not, why not ?
- Did the organisation and arrangement of the work influence the adverse the event ?
- Was maintenance and cleaning sufficient ? if not explain why not ?
- Were the people involved competent and suitable ?
- Did the workplace layout influence the adverse event ?
- Did the nature or shape of the materials influence the adverse event ?
- Did difficulties using the plant and equipment influence the adverse event ?
- Was the safety equipment sufficient ?
- Did other conditions influence the adverse event ?

Asking the above will give the best chance of gathering the required and relevant information in relation to adverse events to enable effective investigation, reporting and identification of causes to determine what if any action is taken to prevent recurrence's.

Once the above information is collected we move on to the next step of the investigation and analyse the information gathered.

Step 2 - Analysing the Information

An analysis involves examining all the facts, determining what happened and why. All the detailed information gathered should be assembled and examined to identify what information is relevant and what information is missing. The information gathering and analysis are actually carried out side by side and as the analysis progresses further lines of enquiry requiring additional information will develop.

To be thorough and free from bias the analysis must be carried out in a systematic manner so all possible causes and consequences of the adverse event are fully considered.

What Happened and Why ?

To enable understanding what happened and why is to organise the information you have gathered. This guidance uses the simple technique of asking Why ? until the answer is no longer meaningful. Don't be concerned about the number of times you ask the Why ? because by doing so will arrive at the real causes of the adverse event.

Having collected the relevant information and determined what happened and why, you can now determine the causes of the adverse event systematically.

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What were the causes ? Immediate , underlying and root Causes.

It is only by identifying all causes , root causes in particular that you can learn from past failures and prevent future repetitions. Causes can also relate to one another in complex ways , sometimes only influencing events and at other times having an overwhelming impact due to their timing or the way they interact.

Consider all causes and keep an open mind , the emphasis is on a thorough , systematic and objective look at the evidence.

Using the information gathered , work through questions about possible immediate causes of the advert considering the people , plant , place and process.

Record all the immediate causes identified and consider any associated underlying or root causes under separate headings in the conclusion section of the Accident Database Report page.

Step 3 - Identifying suitable risk control measures

What Risk Control Measures are needed / recommended ?

The methodical approach adopted in the analysis stage will enable failings and possible solutions to be identified will enable failings and possible solutions to be identified. If several risk control measures are identified, they should be carefully prioritised as a risk control action plan, which sets out what needs to be done, when and by whom.

This can be done within the Accident Database , at the bottom of the reporting section within the Database a Corrective Action section is available for use , this allows Corrective Actions to be entered along with a timescale for completion and detail's of who's responsibility it is for completion. The person identified as responsible will then be informed by email automatically of the action required.

Also available for use is an Effectiveness of CA check that can be implemented and scheduled , this will require the identification of the method for checking the effectiveness to be input along with a timescale and responsible person.

Do similar risks exist elsewhere in the organisation?

Having concluded the investigation of the adverse event, the wider implications should be considered; could the same thing be happening elsewhere in the organisation? What steps can be taken to avoid this? You should also consider if there have been any adverse events in the past and why they have been allowed to happen again?

Following this stage the report should be completed and forwarded to the relevant personnel for review and action or future discussion.

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Step 4 - The risk control action plan and implementation

At this stage in the investigation Departmental management, who have authority to make decisions and act on the recommendations of the investigation team, should be involved. An action plan for the implementation of the additional risk control measures is the desired outcome.

For the risk control measures proposed to management, safety professionals, employees and their representatives should all contribute to a constructive discussion on the action plan. It is crucial that a specific person, usually the department or service manager, is made responsible for ensuring that the action plan as a whole is put into effect. This person doesn't necessarily have to do the work him or herself but he or she should monitor the progress of the risk control action plan. Progress on the action plan should be reviewed regularly.

Employees and their representative should be kept informed of the contents of the risk control action plan and progress with its implementation.

Reviewing and updating the safe working procedures and risk assessment

All relevant risk assessments and safe working procedures should be reviewed after an adverse event. The findings of the investigation will indicate the areas of the risk assessment that need improving. It is important that you take a step back and ask what the findings of the investigation tell you about the quality of your Risk Assessments in general. Are they really suitable and sufficient?

Corporate Procedure

6.21 MANAGEMENT OF CONTRACTORS

Document Detail

Document Type	Procedure
Document Name	6.21 Contractor Management
Version	2
Approved by & date	10.03.2016
Effective from	10.03.2016
Review Date	10.03.2019
Relevant Legislation	The Health and Safety at Work etc Act 1974 Management of Health and Safety at work Regulations CDM Regulations
Related documentation	
Author designation	Catrin Love

Change History

Date	Change Details	Approved by

Corporate Procedure for the management of contractors

1. Scope

1.1. This procedure supports and appends the Council's Health and Safety Policy in relation to the management of contractors, and specifically so, outlines how the Council will manage health and safety risks that arise from the use of Contractors and / or the commissioning of services.

1.2. This document is relevant to Council activities where Contractors are used to undertake work, or where an external provider is commissioned to provide a service on behalf of the Council e.g. construction work, care provision, school transport, or maritime work etc.

This procedure does not apply to the supply of goods.

1.3. Gwynedd Council acknowledges that there may be significant risks associated with the commissioning of contractors to undertake work, or provide a service on its behalf; and that specific responsibilities befall upon the Council as the 'client' in this respect. The Council will manage these risks by:

- Ensure suitable and sufficient risk assessments are in place
- The selection of contractors who are accredited through the 'Safety Schemes in Procurement' (SSIP) programme (or equivalent) so far as is reasonably practicable, and who also have sufficient experience in the particular field of work.
- Monitoring Contractors in order to ensure so far as reasonably practicable that they are adhering to safe systems of work.

1.4. A transition period of 18 months will be allowed for the implementation of this procedure within Departments and this period will run until and including August 2017.

1.5. This procedure document will be reviewed annually in the meantime and regularly from August 2017.

2. Definitions.

2.1. **Contractor:** An individual, company or organisation that is used by the Council (who is not a Council member of staff) to undertake work for payment or reward). This could mean anyone from a consultant to a building contractor.

2.2. The term 'contractor' shall include subcontractor. The Main Contractor has health and safety responsibilities towards his own employees and his subcontractors.

3. Legislation

- ❖ The Health and Safety at Work Act etc 1974
- ❖ The Management of Health and Safety at Work Regulations 1999
- ❖ CDM Regulations 2015

4. Procedure

General arrangements:

- 4.1. The use of contractors by Gwynedd Council is wide-ranging, and similarly the management of contractors varies depending on the size, nature and complexity of the work at hand. However, the Council will not use contractors unless they have demonstrated through the selection / tendering process that they are competent to administer their statutory health and safety obligations to protect their own staff as well as any other person who could be affected by their work.
- 4.2. Every contractor will have been the subject of the pre-qualification process to establish the level of health and safety compliance and application. This will be achieved by only awarding work to contractors that are registered through the SSIP (Safety Schemes in Procurement) programme, or equivalent.
- 4.3. No contractor will be awarded work unless they can demonstrate they possess sufficient information about safety standards, have experience in the relevant work field, technical capabilities, Financial stability and good reputation. The level of competency required will be identified as part of the process of planning the work and then the contract organiser will ensure that these requirements are realised by implementing appropriate and relevant procedures through a combination of quality questionnaires, assessing documentation and monitoring their performance and reviewing them during the work.
- 4.4. In accordance with the CDM Regulations 2015, all health and safety information that is relevant to the work will be provided by the appropriate contract organiser and presented in good time to any contractor who is involved with the work. No contractor will be expected to commence any work without receiving appropriate details first (including associated risk details), and that there is appropriate and sufficient time available so that he can plan his work safely.
- 4.5. In accordance with CDM Regulations 2015 the client will ensure that a competent officer is appointed to any contract to ensure this procedure is implemented effectively and that the monitoring of the health and safety performance of contractors and sub-contractors occurs. The client will also ensure any relevant health and safety information the contractor will need to plan his / their work safely is clearly communicated in advance of any work commencing.
- 4.6. If hazards such as working at height, hot works, asbestos (to name a few) are identified and are likely to create significant risks, then permission to commence work will not be granted until essential health and safety measures are in place such as suitable and sufficient risk assessment, method statements, permits to work etc. Gwynedd Council has a strict authority to work procedure in place for asbestos in particular where no work may commence without a paper 'permit' being issued by the Property Service before-hand.
- 4.7. The use of any Council owned machinery or equipment by any contractor will be planned and managed and agreed beforehand in order to ensure compliance with health and safety legislation.

5. Responsibilities

Responsibilities in terms of health and safety are listed in the Corporate Health and Safety and Welfare Policy. Listed below is further guidance on how individuals can fulfil their responsibilities specifically in relation to contractor management.

Heads of Department:

- 5.1. Ensure there are sufficient resources to manage contractors, including managers, funding for training and competent advice and support, and time for training.
- 5.2. Ensure managers are competent to fulfil their roles in managing contractors safely.
- 5.3. Approve the use of contractors in emergency situations, where their health and safety management arrangements have not been assessed, and ensure they have suitable experience and a good track record, as far as reasonably practicable.
- 5.4. Approve the exemption of contractors whose activities present insignificant health and safety risk and ensure they are recorded on a central record held by Corporate Health and Safety
- 5.5. Satisfy themselves through asking for information which confirms that contractors used within their Department are being Managed e.e. list of assessed Contractors, monitoring reports etc.

Managers (including school Head-Teachers)

- 5.6. Ensure sufficient resources are available for the purpose of contractor management, including staff and budget for training.
- 5.7. That staff are competent within their roles in terms of health and safety management of contractors.
- 5.8. Seek competent advice where there's insufficient competence within the Service.
- 5.9. Ensure that the Property Service is notified in advance of any building work on Council buildings or sites and that the C1 procedure is followed.
- 5.10. Ensure that arrangements are in place for selection of competent contractors who have been accredited to the standard of the Safety Schemes in Procurement (SSIP) programme or equivalent, or where this is not practicable, that they have been assessed using Gwynedd Council's per-qualification questionnaire, and have a good reputation.
- 5.11. Consider situations of emergency where a specialist contractor may be required at short notice.
- 5.12. Ensure adequate arrangements are in place for the supervision and monitoring of contractor work and that the arrangements in place are commensurate with the risk level.
- 5.13. Ensure swift and appropriate action where there is a case of breach of conformance by a contractor.

Every staff member

5.14 Ensure risks have been sufficiently assessed prior to using a contractor

5.15 Ensure that only competent contractors are used who have been accredited to the standard of the Safety Schemes in Procurement (SSIP) programme or equivalent, or where this is not practicable, that they have been assessed using Gwynedd Council's per-qualification questionnaire, and have a good reputation.

5.16 Notify their Line Manager (immediately) of any case of breach of conformance by a contractor. .

The Corporate Health Safety and Welfare Advisory Service

5.17 Lead on the development of a corporate procedure for the control of contractors and conduct regular audits on Departmental arrangements

Environmental Policy



The Highways and Municipal Department of Gwynedd Council, provides a wide range of essential services. These include activities such as highway maintenance, Council fleet management and maintenance, refuse collection and recycling, landfill aftercare and waste treatment, street cleansing, manage and maintain cemeteries, managing crematorium and public grounds maintenance.

It is recognised that the operations of the Highways and Municipal Department do have a direct impact on the environment; and may on occasion be potentially detrimental. Our aim is to reduce or remove the negative impacts on the environment and increase the positive impacts and influences, whilst ensuring a consistent service and maintaining appropriate standards.

We are committed to continual improvement in our environmental performance. To fulfil this obligation, the Department will:

- Manage and monitor our significant environmental aspects through assessing the risks and carrying out inspections;
- Act in accordance with all relevant environmental legislation;
- Reduce the risk of causing harm to the environment;
- Minimise the amount of waste produced by the Department by promoting and enforcing the waste hierarchy – prevent, reduce, re-use, recycle;
- Manage and reduce our energy consumption through setting targets and putting strategies in place;
- Promote economically and environmentally efficient transport methods that will reduce our impact on the environment;
- Prioritise environmental considerations into existing and future Departmental policies in order to improve our environmental performance;
- Ensure that respective clients as well as any contractor, sub-contractor and supplier commissioned by the Highways and Municipal Department have adequate environmental management and sustainable development policies, practices and systems in place;
- Promote sustainable procurement and operational practices that also consider the environmental effect;
- To support the development of staff and ensure that they receive training in order for them to contribute to implementing our environmental system;
- Develop, implement and maintain an environmental management system that is certified to ISO 14001:2015.

Signed:

A handwritten signature in black ink, appearing to read 'Steffan Jones'.

Steffan Jones
Head of Highways and Municipal
September, 2019

A handwritten signature in black ink, appearing to read 'Catrin Wager'.

Y Cyng. Catrin Wager
Cabinet Member (Environmental)
September, 2019

Environmental Roles and Responsibilities

1. Head of Department

Heads of Department are responsible for the protection of the environment within their Department. They are accountable to the Chief Executive for ensuring that their Department complies with environmental regulations.

It is the responsibility of each Head of Department to:

- Ensure that the environmental policy, along with relevant environmental procedures are integral to the Departments' work, culture, values and performance standards and that competent advice on environmental issues have been acquired.
- Provide clear leadership to Senior Managers and staff on environmental protection and set and review targets improving environmental performance.
- Develop an open and sensitive culture which nurtures trust and promotes the participation and involvement of all staff.
- Ensure staff are appropriately represented and consulted on any matters that could affect the environment, and that arrangements are in place to ensure that environmental information flows into, within and from the Department.
- Hold a regular (6 monthly) Departmental Health, Safety and Environmental forum.
- Ensure staff training needs have been identified as appropriate to their role and duties and ensure a thorough training programme is in place (to include induction and refresher training,) and that staff at all levels are competent and capable to undertake their duties safely.
- Ensure that responsibilities for protecting the environment are clear within their Department.
- Ensure that all significant impacts arising from the work of their Department have been identified and that clear and documented procedures and risk assessments have been prepared
- Ensure that a departmental risk register is kept continuously under review.
- Ensure there adequate support staff, representatives and resources to effectively implement the environmental policy.
- Take account of environmental protection needs at the planning and design stage of any new plant, equipment, process or project.
- Ensure environmental considerations are considered and planned from the outset of any major development or project being managed by their Department so that risks are either eliminated or effectively controlled. Also, where appropriate, bring environmental issues to the Management Group for discussion and resolution.

- Nominate a responsible and suitable person to act as Site Manager for all sites under the control of their Department, and ensure that an effective system is in place for notifying the Property Service of any changes.
- Ensure that there are effective procedures in place within the Department to manage any contractors and / or partners undertaking work on behalf of the Department.

2. Service Managers

Managers are accountable for environmental protection within their Service and for promoting a culture of good environmental practice.

The responsibilities of Managers will include:-

- Leading by example; nurturing and maintaining good environmental practices at all times and ensuring sensible environmental management.
- Develop an open culture which breeds trust and promotes the participation and involvement of all staff with open lines of communication for staff to report on concerns.
- Ensure all staff are aware of incident reporting procedures; that incidents are investigated and that prompt corrective action is taken where necessary.
- Ensure that suitable and sufficient environmental risk assessments are undertaken in their area of responsibility. These should be recorded, shared with all relevant staff and regularly reviewed.
- Satisfy themselves that robust environmental protection standards are implemented and maintained.
- Ensure that staff receive specific environmental training applicable to their role. In particular, ensure that new staff are given adequate induction training and identify and monitor the refresher training needs of their staff.
- Identify partners and contractors working for/with the Service and ensure they have robust environmental protection systems in place.
- Monitor the need for further environmental measures, instruction and training.
- Communicate environmental issues effectively with all staff in the department and include environmental performance as a standing item in team meetings.
- Regularly liaising with the Department's Environmental Assistant who will offer guidance and support.
- Report to the Head of Department any concerns regarding Health, Safety, Welfare and Environment that have been identified.

3. Managers / Supervisors / Team Leaders

Staff who supervise or have responsibility for employees, trainees, contractors or members of the public have a duty to support managers in managing the environment within their supervisory work area.

They will carry out the following duties:

- Provide effective leadership to their staff and support improvements to environmental performance.
- Ensure that environmental issues are taken into account at the design stage of new initiatives and projects.
- Continually assess the risks to the environment in their area of responsibility and ensure that significant hazards are adequately addressed.
- Where risks cannot be immediately or wholly eliminated, ensure that reasonable action is taken to reduce the risk to the lowest level practicable. These actions should be recorded on an environmental risk assessment form and brought to the attention of those affected.
- Ensure that incidents in their area of responsibility are reported promptly to the Health, Safety, Welfare and Environment Unit and ensure that incidents are investigated and reasonable action is taken to prevent recurrence.
- Ensure that all employees in their area of responsibility receive appropriate environmental training with regards to protecting the environment. Ensure they have sufficient knowledge, skills and information to carry out their work without affecting the environment.
- Ensure that they and their staff are kept up-to-date with all relevant environmental information.

4. Site Managers

Central to the Council's efforts to improve the condition and use of its buildings and land within site boundaries and ensure they operate safely and efficiently without posing a risk to the environment is the role of Site Managers: individuals who keep an eye on the Council's buildings and land in order that they are maintained in a safe, clean, tidy and attractive condition that does not pose a threat to the protection of the environment, as well as being suitable for the needs of staff and customers.

The responsibilities of Site Managers will be to:-

- Lead by example; nurture and maintain a positive culture to protect the environment at all times.
- Manage any devolved maintenance / servicing budget where applicable. This does not include any budgets managed by Property Services.

- Act as initial contact point, or ensure that another suitable person has been designated as the initial contact point, and take responsibility for day-to-day issues relating to the property.
- Ensure that environmental risk assessments are undertaken and revised and ensure compliance with the arrangements to manage the risks linked to the building, the site and its use.
- Ensure that the Property Services / Blue Box files are kept up-to-date.
- Ensure that Management Plans e.g. waste management plans relating to waste stored on site are implemented. And emergency preparedness plans relating to the environment are implemented on site.
- Arrange grounds maintenance, environmental protection should be considered during this task.
- Support the Council's efforts to reduce energy use and ensure arrangements are in place to record the use of energy on site and to send this information to the Property Service monthly.
- Ensure any contractors they use are competent to undertake the work safely, do not have a negative impact on the environment and produce risk assessments on the work and comply with Gwynedd Council's Contractor management procedures.
- Ensure that Gwynedd Council environmental and safety procedures are followed.
- Ensure that site inspections take place regularly and are recorded on the relevant log sheet e.g. monthly site inspections.
- Attend any training provided for site manager including refresher.
- Promptly reply to requests for information by the Corporate Health and Safety Unit or Property Services.

5. All employees

It will be the responsibility of all employees to:-

- Take reasonable care for the protection of the environment by what they do, or do not do at work.
- Co-operate with all managers and supervisors on environmental matters.
- Familiarise themselves with and act in accordance with the environmental Policy any procedures which have been issued to them or otherwise brought to their attention.
- Attend training provided for them and act in accordance with the training provided or any other verbal and documented instructions given to them.

- Follow safe operating procedures and instructions and not misuse or damage equipment.
- Familiarise themselves with the environmental emergency preparedness plans in their department, participate in training and follow procedures in the event of an emergency.
- Report to their Line Manager as soon as possible any concerns they have about an environmental matter or a situation they feel could cause harm to the environment.
- Assist in maintaining high standards of housekeeping in their workplace.
- Report all environmental incidents or near misses immediately to their Line Manager using the HS11 form. This must be done as soon as possible after the incident. This includes reporting any incident involving a non-employee whilst on Council premises or sites or affected by Council activities which come to their attention.
- Ensure they are aware of how to undertake a work task allocated to them, and how to use equipment they are required to use, and if they are uncertain on any aspect of their duties to ask a supervisor or manager.
- Assess any substantial hazard that could arise during a work process (i.e. dynamic assessment) and ensure that they do not carry out work that could cause a detrimental effect on the environment.
- Make constructive suggestions to their Line Manager on any aspects of environmental protection.

6. Environmental Support

The Head of Department will give consideration to nominating support officers to assist with the implementation and promotion of environmental performance within the Department. In general, support staff will:

- Have received training in NEBOSH Environmental Management, equivalent to certificate or diploma level.
- Act as a contact point on environmental matters within the service or specific sections of the service.
- Assist the Department Head to raise awareness of environmental matters within the Service and promote environmental performance improvements.
- Attend meetings where required.