

Compliance Assessment Report

Report ID:
CAR_NRW0033527

This form will report compliance with your permit as determined by an NRW officer

Site	Gwynedd Skip And Plant Hire Ltd	Permit Ref	CB3237AP		
Operator/Permit holder	Gwynedd Skip And Plant Hire Ltd				
Regime	Waste Operations				
Date of assessment	30/05/2018	Time in	10:00	Out	12:50
Assessment type	Audit				
Parts of the permit assessed	As below				
Lead officer's name	Thomas, Rhys				
Accompanied by	Amos, Lucy				
Recipient's name/position	Stacey Pritchard/ Director	Date issued	29/06/2018		

Section 1 – Compliance Assessment Summary

This is based on the requirements of the permit under the Environmental Permitting Regulations or the licence under the Water Resources Act 1991 as amended by the Water Act 2003. A detailed explanation is captured in "Compliance Assessment Report Detail" (Section 2) and any actions you may need to take are given in the "Action(s)" (section 4). This summary details where we believe any non-compliance with the permit has occurred, the relevant condition and how the non-compliance has been categorised using our Compliance Classification Scheme (CCS). CCS Scores can be consolidated or suspended where appropriate, to reflect the impact of some non-compliances more accurately. For more details of our CCS scheme, contact your local office.

Permit conditions and compliance summary	CCS Category	Condition(s) breached
A1 - Specified by permit	A	
B1 - Infrastructure - Engineering for prevention and control of emissions	A	
B4 - Infrastructure - Containment of stored materials	A	
C2 - General Management - Management system and operating procedures	C3	3.5.1
C3 - General Management - Materials acceptance	A	
C4 - General Management - Storage, handling labelling and Segregation	A	
D1 - Incident Management - Site security	A	
F1 - Amenity - Odour	A	
F2 - Amenity - Noise	A	
F3 - Amenity - Dust/fibres/particulates and litter	A	
F4 - Amenity - Pests/birds and scavengers	A	
F5 - Amenity - Deposits on road	A	
G2 - Monitoring and Records, Maintenance and Reporting - Records of activity, site diary/journal/events	A	
G4 - Monitoring and Records, Maintenance and Reporting - Reporting and notification to Natural Resources Wales	A	

KEY: See Section 5 for breach categories, suspended scores will be indicated as such.

A = Assessed or assessed in part (no evidence of non-compliance), **X** = Action only,

O = Ongoing non-compliance, not scored.

Number of breaches recorded	1	Total compliance score (see section 5 for scoring scheme)	4
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If the Number of breaches recorded is greater than zero, please see Section 3 for our proposed enforcement response

Section 2 – Compliance Assessment Report Detail

This section contains a report of our findings and will usually include information on:

- The part(s) of the permit that were assessed (eg. Maintenance, training, combustion plant, etc)
- Where the type of assessment was 'Data Review' details of the report/results triggering the assessment
- Any non-compliances identified
- Any non-compliances with directly applicable legislation
- Details of any multiple non-compliances
- Information on the compliance score accrued inc.
- Details of advice given
- Any other areas of concern
- Any actions requested
- Any examples of good practice
- A reference to photos taken

Audit Report

Audit carried out on 30th May 2018 by Environment Officers Rhys Thomas and Lucy Amos. The main objective of the audit was to review the operators Fire Prevention and Mitigation Plan (FPMP), in line with the current guidance. Officers assessed whether the FPMP is suitable and follows the minimum standards set out in the guidance, and whether the procedures were followed on site. Other audit objectives were to assess the new processing activities on site now taking place outside the operations building, and to review the operator's compliance with duty of care requirements.

The operator was pre-notified of the audit, and a copy of the Audit Plan was sent. Present on site during the audit was director, Stacey Pritchard and Site Foreman, Neil. A desk-based review of the FPMP was carried out prior to the audit taking place by Rhys Thomas. Findings from the review were discussed on site during the visit.

FPMP review:

The following version of the site FPMP was reviewed as part of the audit: *Fire Risk Assessment & Prevention Plan. May 2017 (Report No 2858/R/003-2)*. The document was assessed against the standards set out in the following guidance document: *Fire Prevention & Mitigation Plan Guidance – Waste Management (Version 2.0 August 2017)*

Findings and action points from the review are summarised below. The FPMP guidance sets out what *must* be in you FPMP, and what *should* be in your FPMP. For the *should*, please do these, give alternatives or explain why you do not think they apply. Please note that 'stack' can also mean 'pile'

Guidance:

Section 1.1.3 refers to Version 1 (May 2016) of the guidance document *Fire Prevention & Mitigation Plan Guidance – Waste Management*. An updated version of the guidance is now available (Version 2.0, August 2017) and the FPMP should be updated to reflect this

Waste Types:

Your FPMP *must* include the amount & type of waste received daily and how it is managed. The type of waste received is detailed in the plan, however there is no indication of daily quantities received.

Action: Include details of daily quantities received on site.

The plan *must* include the total amount of waste and the types that are stored on site at any one time and how it will be stored. This is detailed on the site plan with further details on table 4 of the FPMP. The maximum capacity of the operations building needs to be clarified as the FPMP references both 2,000 tonnes (in part 2.1.5) and 4,000 tonnes (in table 4).

How each type of waste is stored *must* be detailed in the FPMP. The plan lists potential combustible wastes received on site, and the list includes both Green wastes and textiles. The FPMP does not clearly identify or explain how these two waste streams will be managed on site, in terms of storage capacities, time stored on site, how and where they will be stored. They are also not referenced on the site plan. This was discussed during the audit and it was clarified that textiles are not segregated from the residual waste and therefore are not stored separately on site. It was agreed that this will be removed from the list in the FPMP. Details for green waste storage and handling on site will be included in the FPMP and site plan.

Action: Include details on storage and handling of green waste including capacity, storage times, how and where they will be stored. Green waste storage should also be shown on site plan.

Action: Clarify storage capacity within building and adjust relevant parts of the FPMP.

Storage times and self-combustion.

The FPMP *must* detail the maximum amount of time each type of waste will be stored on site and how it will be managed. Table 4 of the FPMP states a maximum storage duration of 5 days for all waste types listed. Discussions during the audit revealed that this is not accurate and that the maximum storage duration for some waste types will be longer. Materials that are at risk of self-combustion if stored for more than 3 months are; green waste, wood, paper / card, and general/mixed waste. If you are storing such material for longer than 3 months you must demonstrate what additional measures you will take, including monitoring the piles to reduce risk. General fire prevention principles that you should consider adopting are listed in Part 7 of the FPMP guidance.

Action: Review and adjust the maximum storage times stated in the FPMP.

Stacks and separations distances:

The FPMP outlines the maximum size of waste piles (detailed in table 1), and the minimum separation distances between storage areas. Stack lengths and separations distances are in line with those stated in the guidance. Mixed waste within the building tend to be stored in two distinct stockpiles. A suitable separation distance needs to be maintained between both stockpiles, based on the maximum size of these stockpiles. Please use graph 1 in the guidance document which details the separation distance that *should* be maintained for general waste stockpiles. This needs to be detailed in your FPMP.

Action: Detail how stockpiles will be managed within the building, including maximum size and separation distances.

Monitoring of stacks:

The FPMP *must* include the fire prevention techniques used, including management of hotspots (signs of potential self-combustion), monitoring, reporting, recording and actions. Part 3.1.8 details that stockpiles will be inspected and temperature monitored if deemed necessary. Further details *should* be included to demonstrate how temperature will be detected and where any measurements will be recorded. You should also explain what triggers you will use in relation to temperature measurements and escalation of actions in relation to these triggers.

Paper / card and plastics are stored in baled form on site. The FPMP *must* show how you are reducing the risk of fire occurring specifically in bales, as well as other stockpiles. It is recommended your plan shows what monitoring you will use to assess a representative number of bales (minimum 10%), that you get temperature readings from bales within centre of stack, and that you turn the bales to make sure waste stays cold.

Action: Include details of when and how stockpile temperature will be measured and recorded.

Using bays and walls:

The plan must detail what techniques will be used to minimise the risk of fire spreading within the site or from the site. It is detailed that waste stockpiles are enclosed and segregated using bay walls. You also *should* demonstrate that the bay walls used are of sufficient height, thickness and construction that offer a fire resistance period of at least 120 minutes to allow waste to be isolated to stop fire spreading and minimise radiant heat.

A freeboard space of 1m at the top and sides of the bay walls *should* be maintained at all times. This should be detailed in the FPMP including how this will be maintained.

As detailed in the guidance, the maximum width of bunkers *should* be 10 metres.

Action: Outline how the bay walls offer fire resistance.

Local sensitive receptors:

The plan recognises the impacts of emissions from a fire on local receptors, including the community, infrastructure and environment. This is supported by a table showing sensitive receptors and a location map of these receptors. The plan *must* also include contact details for sensitive receptors within 1km of the site.

Action: Include contact details for sensitive receptors.

Site plans:

The FPMP includes two site plans. One general site plan showing layout (drawing no 2858/1/002), and a site drainage plan. A lot of the information required as listed in the guidance, is available on the site plans. As discussed during the audit a few things that are currently not on the plans need to be included.

Action: Include the following information on the site plan:

- Areas where hazardous materials are stored (gas cylinders, chemicals, fuel tanks etc)
- Main access for fire engines and any alternative access points.
- Location of spill kit
- Location of emergency information pack

Contingency measures:

The FPMP *must* have contingency measures in place for dealing with issues during and after a fire. This was discussed during the audit and such contingency measures are in place and have been discussed between the operators and their insurers. Such details need to be included in the FPMP. This *must* include; diverting incoming wastes to alternative sites, contractors that might be used to assist with additional plant required during and after an incident, and how you will clear and decontaminate the

site.

Action: Provide details of what contingency measures are in place for dealing with issues during and after a fire.

Further recommendations:

The FPMP details actions that the operator will take in the event of detecting a fire or hotspot, which includes removing combustible wastes from adjoining bays / stockpiles to reduce risk of fire spreading, or removing the burning waste on to the quarantine area and dowsing with water. As discussed, other actions *should* also be considered and detailed in the plan. These include:

- Using the spray / misting equipment to reduce stockpile temperature.
- Using soil, sand, crushed brick and/or gravel to help suppress the fire.

The common causes of fires are listed in section 2.1.8 of the FPMP. This list was discussed during the audit and found to be comprehensive.

Staff must be aware of the procedures set out in the FPMP and must be trained to manage activities in accordance with the plan, such as in the detection and management of hotspots. As discussed during the audit, this can be delivered to relevant staff as 'toolbox talks' sessions. Records of such training should be maintained on site.

During the audit, the operator confirmed that they are in the process of installing a fire detection and suppression system within the building. The FPMP should be updated to include this information once it has been installed.

The FPMP should be treated as a live document, therefore some detail should be included describing how and when the document will be reviewed. Any operational changes on site or a fire incident should prompt a review of the FPMP.

In addressing the points raised above it should not be relied upon to mean that the measures are considered to represent appropriate measures covering every eventuality through operation of the permit. Your FPMP should be kept under constant review to ensure measures remain effective. You must also ensure that the plan is fully implemented on site at all times. The plan should be revised where necessary in accordance with Section 24 - Reviewing and Monitoring your Fire Prevention & Mitigation Plan of the guidance.

In a future compliance assessment visit we will undertake an assessment of your compliance with your FPMP.

On site observations:

Following the discussion surrounding the FPMP, officers proceeded on to site to observe site activities and assess whether the procedures set out in the FPMP are followed and that operations on site were compliant with permit conditions. Officers were accompanied by Site Foreman during the visit.

Site was busy at time of inspection with wastes being accepted on site and processing activities taking place. Officers first visited the weighbridge office where site operative discussed waste acceptance and

record keeping procedures.

It was good to see that an emergency information pack has been installed. This is conveniently located next to the site gate. This is useful for the Fire Service to have access to the plan and site plans out of hours in an emergency. Please ensure that this emergency pack is kept up to date with any updated site plans and procedures.

The new picking line is now up and running in the yard. This was not in operation during the audit, but wastes were stored in the bays beneath at the time. A dust suppression system has been installed to mitigate potential issues arising from the processing activities of this new machinery. This was operating at the time of visit. It was discussed that this system may be moved to a more elevated position to be closer to the blower at the end of the picking line, as this has been identified as the highest potential source of dust.

The storage bays on the yard were inspected. The bays on the yard are constructed of concrete walls and blocks, and all appeared to be in good condition. The storage bay for plastics and cardboard was full at the time, with plastic and cardboard bales being stored on the yard directly in front of the bay. This was discussed, and it was noted that the large stockpiles of both materials were due to difficult market conditions. The current storage is not in line with procedures set out in the FPMP as this states that card and plastics will be stored within the designated storage bay. The bay walls provide the necessary protection and resistance to isolate any burning waste and stop fire spreading. The FPMP guidance describes that if the open (length) side of bays/bunkers face a building or other waste stack then separation distances quoted in the guidance should be maintained. When storage bays are full the minimum separation distances described in the guidance and identified in your FPMP should be maintained for bales/stockpiles stored outside the bays.

There was a large amount of trommel fines in the bays during the audit. There was only a small amount of green waste and wood waste on site, both stored appropriately within their bays. Other wastes on the yard were stored within designated containers, which included plasterboard, window frames, fridges/freezers and asbestos. All containers were appropriately labelled to identify their contents. Gas canisters were stored within a designated skip located next to the quarantine area.

Officers proceeded into the operations building which was busy at the time with waste being deposited and sorting activities taking place. The old trommel and picking line machinery is still in use within the building as it is utilised for screening inert material and fines. The building contained two large stockpiles of general waste.

Throughout the audit it was noted that site was tidy and organised and good housekeeping was evident as the site was generally free from litter and dust, which could act as potential causes of fire. Site surfaces appeared to be in good condition and drainage channels were clear and free from debris. Activities on site were not giving rise to any amenity issues at the time of visiting.

Duty of Care:

Following the visit to the operational yard, officers returned to the office to carry out a review of waste transfer notes. The site have recently installed new software to manage their waste movement record keeping, and as part of this new system are moving towards a fully electronic system for issuing and keeping waste transfer notes. Office staff explained that any wastes collected by the company vehicles are recorded electronically, with an electronic transfer note generated and e-mailed to the customer. Paper copies of waste transfer notes are still generated for any wastes brought to site directly by customers. A sample of paper transfer notes and electronic records were viewed during the audit. All paperwork viewed contained all the relevant information as required by Duty of Care legislation.

It was noted that some notes appeared to be incorrectly assigned EWC Codes 191212 for construction and demolition wastes. As explained during the audit, construction and demolition wastes will typically fall under a chapter 17 code in the EWC Catalogue. Chapter 19 codes are for wastes from waste management facilities. It is the waste producer's responsibility to correctly describe and code the waste, however, it was evident during the audit that some of the wastes assigned described as EWC 191212 were directly from the construction and demolition sector. It was agreed at the time that the software will be checked and reviewed to ensure appropriate EWC codes are assigned to waste descriptions.

Non-compliances recorded:

C2 General Management – Management Systems and Operating Procedures. Permit Condition 3.5.1. CCS Score C3.

Permit condition 3.5.1. states that the operator shall manage and operate the activities in accordance with a written fire prevention plan using the current, relevant fire prevention plan guidance. During the audit it has been noted that the current Fire Prevention and Mitigation Plan that is in place falls short of the requirements set out in the Fire Prevention and Mitigation Plan Guidance. Detail of where the FPMP falls short is explained in this audit report. The actions required are summarised in the table below.

During the audit it was also noted that baled plastics and cardboard were being stored on the yard directly outside the designated storage bay, which was full at the time. Minimum separation distances should be maintained for any combustible wastes stored in front of open bays/bunkers, in line with the FPMP guidance. Relevant procedures should be included in the FPMP to ensure this takes place.

Action: Review the Fire Prevention and Mitigation Plan in line with the relevant guidance and submit a revised copy of the plan to Natural Resources Wales by 31st July 2018.

	Actions required when reviewing the FPMP:	
1	Update section 1.1.3 to refer to the most up to date version of the guidance.	
2	Include details of daily quantities received on site.	
3	Include details on storage and handling of green waste including capacity, storage times, how and where they will be stored. Green waste storage should also be shown on site plan.	
4	Clarify storage capacity within building and adjust relevant parts of the FPMP.	
5	Review and adjust the maximum storage times stated in the FPMP.	
6	Detail how stockpiles will be managed within the building, including maximum size and separation distances.	
7	Include details of when and how stockpile temperature will be measured and recorded.	
8	Outline how the bay walls offer fire resistance.	
9	Include contact details for sensitive receptors.	
10	Action: Include the following information on the site plan: - Areas where hazardous materials are stored (gas cylinders, chemicals, fuel	

	<p>tanks etc)</p> <ul style="list-style-type: none"> - Main access for fire engines and any alternative access points. - Location of spill kit - Location of emergency information pack 	
11	Provide details of what contingency measures are in place for dealing with issues during and after a fire.	
12	Include procedure for managing wastes when storage bays are full, including maintaining appropriate separation distances.	

Thank you for your time during the audit. Many of the topics and criteria required by the guidance are covered within the FPMP, however, certain sections require further detailed information so that the plan meets the guidance requirements. I hope that our discussions during the audit, and the action points set out in this report has provided you with sufficient information to review your FPMP. If you have any difficulty in carrying out what is asked please let me know.

If you would like to discuss anything mentioned in this report please contact Rhys Thomas on 03000 65 3765, rhys.thomas@cyfoethnaturiolcymru.gov.uk

Photographs:



Photo 1: New processing unit located in the yard, with dust suppression equipment in operation.



Photo 2: Emergency services information pack located next to site entrance.



Photo 3: Plastics and Paper/Card storage bay, with materials stored in front of the bay during the visit.



Photo 4: Green waste and wood storage bays.



Photo 5: Storage bays beneath picking line.



Photo 6: Wastes stored in suitably labelled containers.

EPR Compliance Assessment Report

**Report ID:
CAR_NRW0033527**

This form will report compliance with your permit as determined by an NRW officer

Site	Gwynedd Skip And Plant Hire Ltd	Permit Ref	CB3237AP
Operator/Permit holder	Gwynedd Skip And Plant Hire Ltd	Date	30/05/2018

Section 3 – Enforcement Response

You must take immediate action to rectify any non-compliance and prevent repetition. Non-compliance with your permit conditions constitutes an offence and can result in criminal prosecutions and/or suspension or revocation of a permit. Please read the detailed assessment in Section 2 and the steps you need to take in Section 4 below.

In respect of the above non-compliance you have been issued with a warning. At present we do not intend to take further enforcement action. This does not preclude us from taking additional enforcement action if further relevant information comes to light or offences continue.

Section 4 – Action(s)

This section summarises the actions identified during the assessment along with the timescales for when they will need to be completed.

Criteria Ref.	CCS Category	Action required/advised	Due Date
See Section 1 above			
C2	C3	Review and update your FPMP, taking into account the actions noted in the report and the recommendations made.	31/07/2018

Section 5 – Compliance notes for the Operator

To ensure you correct actual or potential non-compliance we may

- Advise on corrective actions verbally or in writing
- Require you to take specific actions verbally or in writing
- Issue a notice
- Require you to review your procedures or management system
- Change some of the conditions of your permit
- Decide to undertake a full review of your permit

Any breach of a permit condition is an offence and we may take legal action against you

- We will normally provide advice and guidance to assist you to come back into compliance either after an offence is committed or where we consider that an offence is likely to be committed. This is without prejudice to any other enforcement response that we consider may be required.
- Enforcement action can include the issue of a formal caution, prosecution, the service of a notice and/or suspension or revocation of the permit.

See our Enforcement and Civil Sanctions guidance for further information

This report does not relieve the site operator of the responsibility to

- Ensure you comply with the conditions of the permit at all times and prevent pollution of the environment
- Ensure you comply with other legislative provisions which may apply

Non-compliance scores and categories

CCS category	Description	Score
C1	A non-compliance that could have a major environmental effect	60
C2	A non-compliance which could have a significant environmental effect	31
C3	A non-compliance which could have a minor environmental effect	4
C4	A non-compliance which has no potential environmental effect	0.1

Operational Risk Appraisal (Opra) - Compliance assessment findings may affect your Opra score and/or your charges. This score influences the resource we use to assess permit compliance.

Section 6 – General information

Data protection notice

The information on this form will be processed by the Natural Resources Wales (NRW) to fulfil its regulatory and monitoring functions and to maintain the relevant public register(s). The NRW may also use and/or disclose it in connection with:

- Offering/providing you with its literature/services relating to environmental matters
- Consulting with the public, public bodies and other organisations (eg. Health and Safety Executive, local authorities) on environmental issues
- Carrying out statistical analysis, research and development on environmental issues
- Providing public register information to enquirers
- Investigating possible breaches of environmental law
- Assessing customer service satisfaction and improving its service
- Freedom of Information Act/Environmental Regulations request

The NRW may pass it on to its agents/representatives to do these things on its behalf. You should ensure that any persons named on this form are informed of the contents of this data protection notice.

Disclosure of information

The NRW will provide a copy of this report to the public register(s). However, if you consider that any information contained in this report should not be released to the public register(s) on the grounds of commercial confidentiality, you must write to your local area office within fifteen working days of receipt of this form indicating which information it concerns and why it should not be released, giving your reasons in full.

Customer charter

What can I do if I disagree with this compliance assessment report?

If you are unable to resolve the issue with your site officer, you should firstly discuss the matter with officer's line managers using the informal appeals procedure. If you wish to raise your dispute further through our official Complaints and Commendations procedure, phone our general enquiry number 0300 065 3000 (Mon to Fri 08.00 – 18.00) and ask for the Customer Contact team or send an email to enquiries@naturalresourceswales.gov.uk. If you are still dissatisfied you can make a complaint to the Public Services Ombudsman for Wales. For advice on how to complain to the Ombudsman phone their helpline on 0845 607 0987.

Welsh Language

If you would like this form in Welsh please contact your Regulatory Officer.