

Site Specific Plan of Works & Risk Assessments



GILPIN
ENVIRONMENTAL

194 LYNHER HOUSE

**Mountwise
Plymouth
PL1 4HH**

SITE TRAVEL TIME:

No Travel

START DATE:

27/07/2020

FINISH DATE:

27/07/2020

WEEKEND WORKING?

NO

NIGHT WORKING? (7pm to 7am)

NO



SCOPE OF WORKS

The following Asbestos Containing Materials (ACM's) are scheduled for removal within this project
Locations will be detailed in the individual Working Area methodology.

Asbestos Containing Material	Present	Quantity	Enclosure Required	No of Enclosures
Asbestos Sprayed Coatings	NO	N/A	N/A	
Asbestos Thermal Pipe Insulation	NO	N/A	N/A	
Asbestos Insulating Board (AIB)	YES	1m²	YES	1
Asbestos Debris	NO	N/A	N/A	
Asbestos Textured Coatings	NO	N/A	N/A	

CONTRACT NUMBER: PCH060

Representative	Job Title	Signature	Date
Prepared by: Rob Burley	Technical Manager		22/07/2020
Approved by:			
Issued to:			
<u>Works Completed</u> Name:	Client/ Main Contractor/ Representative on Site		

Version	Revised By	Job Title	Reason for Change	Date
001	Robert Burley	Technical Manager	Original	

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Appendix	A	Gilpin Environmental Operatives, Non-Workers & Visitors Induction Records
Appendix	B	Senior Management Site Report
Appendix	C	Emergency Procedures C1 - Injury C2 - Breach of a 'Live' Enclosure C3 - Accidental Disturbance of Asbestos Fibres C4 - Accidental Split of Asbestos Waste Bag C5 - Failure of Negative Pressure Unit (NPU) C6 - Fire Arrangements C7 - Failure of CCTV C8 - Collapse of Asbestos Enclosure C9 - Complete Loss of Electrical Power C10 - Loss of Water Supply to Decontamination Unit (DCU)
Appendix	D	HSE License to Undertake Work with Asbestos
Appendix	E	Insurance Certificate
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1.0 Project Information

1.1 Project Details

Project Name:	194 Lynher House
Contract Number:	PCH060
Full Site Address:	Mountwise, Plymouth, PL1 4HH
Project Description:	Gilpin Environmental have been instructed to undertake the removal of the AIB panel within the Kitchen next to the Gas meter as part of a major refurbishment of the void property.

1.2 Key Project Dates

Project Start Date:	The works are due to commence on 27/07/2020		
Project Finish Date:	The works are due to finish on 27/07/2020		
Agreed Working Hours:	0800-1700		
Amendments to Project Date:	New Finish Date	Date Amended	Supervisor Signature
<i>Amendments to completion dates require an update to the ASBS. Supervisor is to sign only once a member of Senior Management has agreed the dates and the ASBS updated.</i>			

1.3 Project Teams

Client:	
Client Contact:	
Contact Number:	
Contact Email Address:	
Client Address:	

Principal Designer (PD):	Not Applicable
<i>Where there is more than one contractor working on site the client must appoint a Principal Designer</i>	
PD Contact:	
Contact Number:	
Contact Email Address:	
Client Address:	

Principal Contractor (PC):	
<i>Where there is more than one contractor working on site the client must appoint a Principal Contractor</i>	
PC Contact:	
Contact Number:	
Contact Email Address:	
Client Address:	

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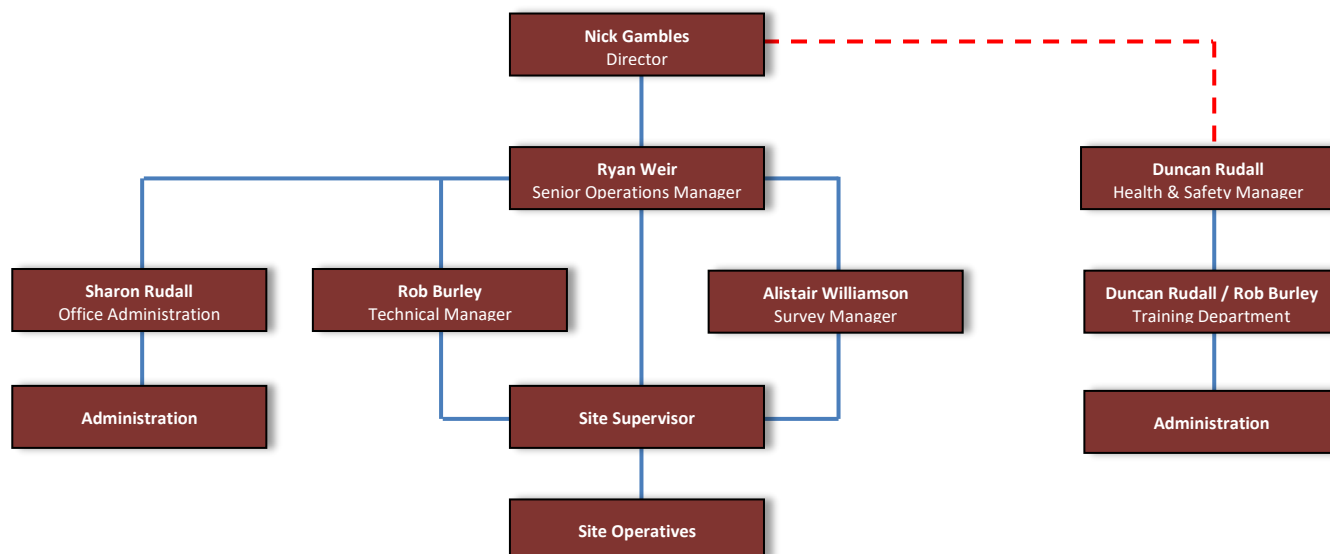
Director:		
Technical Manager:		
Senior Operations Manager:		
Survey Manager:		
Health & Safety Manager:		
24 Hr Emergency Contact:		

Site Manager/Supervisor:		
Asbestos Site Supervisor will be based on site for the duration of the works. The Supervisor will be responsible for the supervision of works on site, and overall all 5 key stages in the removal process, these are as follows; Planning → Set up → Smoke Test → Asbestos Removal → Cleaning & 4-Stage Clearance Any changes to site conditions, enclosure layout and/or construction, or any general site issues, will be liaised by the supervisor to the operations manager, who will then pass onto the client/principle contractor should this be deemed necessary.		
Site Operatives:		

1.4 Emergency Contacts

Police / Fire / Ambulance	999 (Emergency)
HSE Incident Contact Centre	0845 300 99 23
Environment Agency	0800 807 060
Gas – Wales & West	0800 111 999 (Emergency)
Electricity – WPD	0800 365 900 (Emergency) 0845 601 2989 (General)
Water – South West Water	0344 346 2020/ 0800 169 1144

1.5 Organisation & Responsibilities



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1.6 Other License Holders

Is another Licensed Contractor Involved in the Project?	NO
Licensed Contractor:	
License Number:	
License Expiry Date:	
PC Contact:	
Contact Number:	
Contact Email Address:	
Client Address:	

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2.0 Equipment List

2.1 Site Setup and Mobilisation

Item	Approximate (Qty)	Actual (Qty)	Returned to Store
Decontamination Unit (DCU) – 8 Man Unit	1		
Decontamination Unit (DCU) – 4 Man Unit			
Scott ProFlow P3 Filters	6		
Sundstrom SR100 P3 Filters	6		
NPU – 2000 unit/s – Serial Number	1		
NPU – 5000 unit/s – Serial Number			
H-Type Vacuum	2		
Smoke Machine (with Smoke Canister)	1		
CCTV	1		
Viewing Panels	2		
Airless Sprayer			
Handheld Garden-type Sprayer	1		
Red Box Wet Needle Injection Machine			
Airlock Frames (set of 3 cubes)	2		
Liquid Soap	1		
Nail Brushes	2		
Decon Towels	2 x Boxes		
1000 Gauge Polythene	4 x Rolls		
Fire Retardant Polythene			
Cloth Tape (Box 16 rolls)	1 x Box		
2x2 Timber			
2x4 Timber			
Disposable Coveralls – White	6		
Disposable Coveralls – Blue	6		
Disposable Coveralls – Red	6		
NPU 500 Filters (for DCU)	2		
NPU 2000 Filters	2		
NPU 5000 Filter			
LPG for DCU			
ET10			
ET150			
Asbestos Bags – Clear	1 x Box		
Asbestos Bags – Red	1 x Box		
Disposable Socks			
Disposable Pants			
Spray Adhesive			
Asbestos Signage	As Required		
Should you require additional materials, equipment, or any specialist plant please contact the office at your earliest convenience.			

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3.0 Project Timeline

3.1 Site Setup and Mobilisation

Activity	Duration (days)	Programmed Start
Setup of Site Boundary (<i>Heras Fencing, Safety Signage, etc</i>)	1	27/07/2020
Induction and Signing of Plan of Works & Risk Assessments	1	27/07/2020
Setup of Welfare	1	27/07/2020
Setup of DCU	1	27/07/2020

3.2 Kitchen AIB Panel

Activity	Duration (days)	Programmed Start
Pre-clean of Working Area	1	27/07/2020
Setup of Enclosure	1	27/07/2020
Installation of NPU's and equipment into the Enclosure	1	27/07/2020
Removal of the ACM's	1	27/07/2020
Fine Clean of Enclosure	1	27/07/2020
4-Stage Clearance by UKAS Accredited Analyst	1	27/07/2020

3.3 Site Demobilisation

Activity	Duration (days)	Programmed Start
Off-hire of all Plant, Equipment, Fencing & Welfare etc	1	27/07/2020
Removal of DCU from Site	1	27/07/2020
Demobilisation from Site	1	27/07/2020

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4.0 Coronavirus (COVID-19) Company Risk Assessment

Gilpin Demolition Group - Risk Assessment

CORONAVIRUS – COVID19

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Representative	Job Title	Signature	Date
Prepared by: Duncan Rudall	Health & Safety Director		03/06/2020
Approved by:			
Issued to:			

Change record

Minor amendments may be carried out by Gilpin Site Manager or Supervisor named in this document, this must be recorded below and re-briefed to all operatives on site.

Major changes must be discussed and approved with the author of this document, prior to the works being undertaken. The CDM Plan must be re-briefed & re-signed by all parties' concern.

Any significant changes to the Plan resulting from design changes will only be done after consultation with the Principal Designer.

Version	Revised By	Job Title	Reason for Change	Date
001	Duncan Rudall	Health & Safety Director	Original	25/02/2020
002	Duncan Rudall	-	Government updates / industry guidance	28/02/2020
003	Duncan Rudall	-	Government updates / industry guidance	17/03/2020
004	Duncan Rudall	-	Government updates / industry guidance	23/03/2020
005	Duncan Rudall	-	Government updates / industry guidance	24/03/2020
006	Duncan Rudall	-	Government updates / CIC and industry guidance	03/03/2020
007	Duncan Rudall	-	CIC industry update version 3 – 14 April	15/04/2020
008	Duncan Rudall	-	Return to site working	16/04/2020
009	Duncan Rudall	-	Change due to Clients comments	24/04/2020
010	Duncan Rudall	-	Government document release 11 th May site working	12/05/2020
011	Duncan Rudall	-	CLC update 19 th May	25/05/2020

These risk assessments will be made into site bulletins that are be read in conjunction with this document and CIC SOP Rev 4 14/04/2020 and HM Government Working on Construction Sites 11th May 2020

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Hazard Identified	Identified Risks	Who May Might Be Harmed	Implemented Controls to Manage Risks
Coronavirus COVID-19 General and applies to all associated risk assessments.	- Sore throat - Persistent cough - Fever - Restricted breathing - Death	Gilpin Employees Other Trades Members of Public	SUPERVISOR OR MANAGER TO MANAGE CLOSELY ALL BELOW, OPERATIVES TO ADHERE AT ALL TIMES: - Follow CLC Safe Operating Procedures Version 4 19th May 2020, HMG 11th May. - Provide information to all personnel - Supply cleaning products, hand wash, wipes, anti bac (where possible) - Ensure water supplies are not interrupted on site. - Clean down all surface's multiple times daily. MOST IMPORTANT - Wash hands for 20 seconds with soap and hot water - Use anti bac wonder wipes provided as well as soaps - Use Pure Hand alcohol sanitiser (moisturise dry skin often) - Use Cliniclean germ buster wipes for surfaces - DO not touch face, maintain good hygiene regime at all times. - Cover coughs and sneezes with inner elbow or tissue. Dispose of tissue. - Maintain a social distance of 2m's in and out of work - Once at work staff MUST stay on site and NOT leave site to visit local shops. - Limited access to sites from visitors or ban to gate - NO sign in out. Supervisor to use register process - Do not socialise after work - Do not use public transport - If symptoms show leave work do not come in to work. Isolate 7days if live alone, isolate 14days if living with partner or other. - Call 111 if you need to – DO not go to doctors or Hospital - Call 999 where required. - All persons need to be open and honest about actives outside work and at-risk friends or family.
Maintaining social distance and hygiene Welfare	Exposure and spread of COVID-19 virus	Gilpin Employees Other Trades Members of Public	- Additional welfare to be used where possible. - Oasis unit used 1 person at a time. - Use vehicles also as seating for welfare, remove some seating creating distancing space, mark out seating and place names (same use seating no moving about) - Vent to air – open the windows - Stager access times for operatives and manage. - Use vehicles as extra seating - Outside seating where possible. - Start of day and after use cleaning, wipe downs. USE PROCHEM MICROSAN SRAYS AND PROVIDED CLINICLEAN WIPES.
Maintaining social distance and hygiene Vehicles and machines	Exposure and spread of COVID-19 virus	Gilpin Employees Other Trades Members of Public	- Re Introduce redundant vans - Stop multiple occupancy if possible or maintain teams 2 person per van (transit size only) – to work and return only - NO deviations 1 person per van (Caddy size only) - Windows open - Persons not to face each other - Clean vans regularly e.g. wipe down hard surfaces daily - Some ops to use personal cars - No multiple user to machines where possible. - Wipe down with provided wipes before use and after use, leave clean. USE PROVIDED CLINICLEAN WIPES.
Maintaining social distance and hygiene	Exposure and spread of COVID-19 virus	Gilpin Employees Other Trades Members of Public	- All deliveries booked as normal - If small hand movable - dropped at gate maintaining 2m distance

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Deliveries			Large loads unloaded by forklift or machine. Lorry driver to stay out of the way operatives to take time, driver banksman/slinger only
Maintaining social distance and hygiene General working Demolition and asbestos.	Exposure and spread of COVID-19 virus	Gilpin Employees Other Trades Members of Public	- Supervisor to remind operatives constantly regarding social distancing. - Plan tasks to suit 2m rule - Use machine preferably. - Normal site PPE such as high vis vests jackets etc will be worn but left on site at the welfare area. - All operatives are face fit for Sundstrom half masks and will be at hand at all times, these will be worn if wished or when instructed to. 166F (glasses) Eye protection will be worn at all times when working. - Gloves will be worn for task specific work only involving sharp objects that may cut the skin. COVID-19 remains on gloves for many hours due to gloves which do not get washed so as such pose a health issue. Hands will be washed more times during the day and as such pose less risk. Site Manager to audit all work activities during the day. - If multiple ops working spread out/keep distance, take turns passing in hallways, through doorways, loading waste bins and transiting generally. - Keep an eye on each other not just for safety but symptoms of COVID-19. - Pull each other up on hygiene, coughing distancing etc -ITS IMPORTANT. - If working with other trades with no adherence, move away and report. - Ventilate work areas internally - Take more breaks externally at distance. - DCU – use – only 1 person in shower and clean end at any one time. - There may be a time where operatives will have to be closer than 2m's for specific controlled tasks. If the 2m rule can't be maintained so far as reasonably practicable STOP and rethink work, speak to line manager/director.
Maintaining social distance and hygiene Face Fit Testing Demolition and asbestos.	Exposure and spread of COVID-19 virus	Gilpin Employees Other Trades Members of Public	- The room must be large enough to accommodate social distancing at all times. (2m) Minimum. - The room must be well ventilated - Vent to air – open the windows - Separate tables or long table to enable 2m distancing minimum. - Fitter to wear a respirator when candidate in the room as precaution. - Disposable surgical type gloves to worn at all times during face fitting and changed with each candidate. - Antic bac wipes to be used to wipe masks touched by FITTER and CANDIDATE. - Fitter to demonstrate and verbally explain from a distance. Candidate to replicate fitters instructions and place own mask. - On completion all equipment to be wiped down by the fitter prior to removing respirator and changing gloves. - On PC/Client sites check their measure in place, if not as ours ask for change report to Duncan or another director
Maintaining social distance and hygiene Asbestos Surveying Demolition and asbestos.	Exposure and spread of COVID-19 virus	Gilpin Employees Other Trades Members of Public	- Manager/Surveyor to remind operatives constantly regarding social distancing. - Plan tasks to suit 2m rule where reasonably practicable. - Sundstrom orinasal respirator with FFP3 filters to be worn at all times, Filter to be disposed of on survey completion. - CAT 3 Type 5/6 coveralls to be worn and disposed of after survey. - If multiple ops working spread out/keep distance, take turns passing in hallways, through doorways etc. - Pull each other up on hygiene, coughing distancing etc -ITS IMPORTANT. - Ventilate work areas internally - Take more breaks externally at distance. - Hand wipes and washing to be used as and when required.

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Additional COVID-19 controls to be read in conjunction with existing site SSOW and controls:

Site Safe Working.

All works will be assessed on site prior to starting by the Demolition and or Environmental Supervisor/Manager/Surveyor to ensure it can be undertaken in line company and CIC, Government rules and procedures.

2m distancing is a must at all times, good hygiene and hand washing must be maintained on all sites.

General set up in preparation orinasal half masks with FFP3 filters are to be at hand and 166F eye wear to be on hand as precaution at all times.

Undertaking surveying orinasal half masks with FFP3 filters are to be worn at all times as a precaution to released fibre and 166F eye wear to be worn as precaution if the 2m rule is to be reduced when team working. However, this is for limited time and reduced worker is preferable.

COVID virus can last on fabric work gloves, these aren't washed regularly posing a risk to face touching so as such gloves are task specific and disposed of on completion.

Issued CIC Site Operating Procedures and HMG Site working 11th May 2020 will be followed and not deviated from for any reason. If unsure of work activities, site conditions, site instruction all works will stop and you will contact the H&S Director and or Operations Director.

For asbestos removal works FFP3 filtered respirators are worn so as such the 2m working social distancing doesn't apply however will be closely managed.

DCU use – 1 person per compartment at anyone time. NO cohabiting.

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5.0 Site Specific Risk Assessments

Hazard Identified	Identified Risks	Who May Might Be Harmed	Implemented Controls to Manage Risks
Fibrous Asbestos Fibres	- High Exposure to Asbestos Fibres - Asbestos Related Disease	Gilpin Employees Choose an item. Choose an item. Choose an item. Choose an item.	- Asbestos Survey/Sampling undertaken to identify ACM type, condition, and extent as per HSG264. - Suitable RPE & PPE as per the site-specific Plan of Works and Gilpin Environmental Ltd Standard Asbestos Procedures. - Removal of Asbestos Containing Materials (ACM's) within a Full Enclosure under negative pressure. - Removal of Asbestos Containing Materials in accordance with site-specific Plan of Works document, current regulation (CAR2012) and Gilpin Environmental Ltd's Standard Asbestos Procedures. - Fibre suppression to minimise the spread and release of asbestos fibres during removal operations. - All person working with asbestos to be suitably trained and certified. - Periodic personal air monitoring in-line with Gilpin Environmental Ltd's air monitoring strategy.
Contaminated Personnel	- High Exposure to Asbestos Fibres - Asbestos Related Disease	Gilpin Employees Choose an item. Choose an item. Choose an item. Choose an item.	- Brief individual on Decontamination Procedure - Ensure individual passes through DCU correctly - All contaminated clothing to be disposed as hazardous waste - Individual to dress in blue disposable coveralls
Slips, Trips, and Falls	- Musculoskeletal Disorder (MSD) - Fractured Limbs - Broken Bones - Head Injury - Paralysis	Gilpin Employees Choose an item. Choose an item. Choose an item. Choose an item.	- Site Induction and daily briefs to inform of changing site conditions. - Good Housekeeping (Tools and Equipment stored correctly). - High Visibility clothing to be worn at all times. - Suitable footwear (conforming to BS EN ISO 20346 Safety Boots) to be worn at all times. - Task Lighting. - Operatives not to run on site. - Operatives MUST not walk with their hands in their pockets.
Cordless Combi Drill (240v Battery)	- Noise (Below 80dB) - Hand Arm Vibration (HAVs) - Electrocution - Entanglement - Puncture Wounds - Dust	Gilpin Employees Choose an item. Choose an item. Choose an item. Choose an item.	- Provision of low vibration equipment. 12 monthly PAT testing. - Refer to HAV's ready reckoner (<i>Vibration Magnitude 8 m/s²</i>) - Visual checks for visual defects prior to use and recorded in PUWER book. - Drill quarantined if any defects identified. - Keyless Chuck - Drill to be turned off when changing the drill piece. - All operatives to read GDG HAVS Guidance Notes (<i>doc ref GDG_071</i>) - HAVS Risk Assessment (<i>doc ref GDG_072</i>) to be completed for each task undertaken. - Operatives not to exceed the Gilpin Demolition Group exposure of 350 points per day. - Maximum trigger time for this tool in a day is 2 hours 30 minutes. (<i>this does not include the use of other vibration tools</i>).
Cordless Impact Driver (240v Battery)	- Noise (107dB) - Hand Arm Vibration (HAVs) - Electrocution - Entanglement - Puncture Wounds - Dust	Gilpin Employees Choose an item. Choose an item. Choose an item. Choose an item.	- Provision of low vibration equipment. 12 monthly PAT testing. - Refer to HAV's ready reckoner (<i>Vibration Magnitude 12 m/s²</i>) - Ear Defenders (conforming to EN352) with a minimum SNR rating of 27. - Visual checks for visual defects prior to use and recorded in PUWER book. - Drill quarantined if any defects identified. - Keyless Chuck - Drill to be turned off when changing the drill piece. - All operatives to read GDG HAVS Guidance Notes (<i>doc ref GDG_071</i>) - HAVS Risk Assessment (<i>doc ref GDG_072</i>) to be completed for each task undertaken. - Operatives not to exceed the Gilpin Demolition Group exposure of 350 points per day.

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Hazard Identified	Identified Risks	Who May Might Be Harmed	Implemented Controls to Manage Risks
			Maximum trigger time for this tool in a day is 2 hours 30 minutes. (this does not include the use of other vibration tools).
Drills (110v)	- Noise (103dB) - Hand Arm Vibration (HAVs) - Electrocution - Entanglement - Puncture Wounds - Trailing Cables - Dust	Other Trades Choose an item. Choose an item. Choose an item.	- Provision of low vibration equipment. - Refer to HAV's ready reckoner (Vibration Magnitude 19 m/s²) - Ear Defenders or Ear Plugs (conforming to EN352) with a minimum SNR rating of 23. 12 monthly PAT testing. - Visual checks for visual defects prior to use and recorded in PUEWER book. - Reciprocating Saw quarantined if any defects identified. - Keyless Chuck - Drill to be turned off when changing the drill piece. - All operatives to read GDG HAVS Guidance Notes (doc ref GDG_071) - HAVS Risk Assessment (doc ref GDG_072) to be completed for each task undertaken. - Operatives not to exceed the Gilpin Demolition Group exposure of 350 points per day. - Maximum trigger time for this tool in a day is 2 hours 30 minutes. (this does not include the use of other vibration tools).
Handsaw	- Manual Handling - Cuts (lacerations) - Cuts (puncture) - Cuts from Slipping (when pressure is applied) - RSI (Repetitive Strain Injury) - Wood Dust	Gilpin Employees Choose an item. Choose an item. Choose an item. Choose an item.	- Check for CE (European Conformity) Mark - Safety Gloves Cut 5 Rated (Conforming to EN388). - Visual checks for visual defects prior to use. - Handsaw quarantined if any defects identified. - Saw to be sheaved when not in use. - Teeth to be checked prior to use. Where blunt teeth are identified, the saw is to be disposed and replaced with a new saw. Blunt teeth can increase the risk of injury from slipping. - RPE with P3 filter to be worn when cutting indoor or within a confined environment.
Hand Tools	- Manual Handling - Impact Injury (head, leg, foot, etc) - Puncture Injury - Back Injury - Shoulder Injury (rotator cuff) - RSI (Repetitive Strain Injury)	Gilpin Employees Choose an item. Choose an item. Choose an item. Choose an item.	- Check for CE (European Conformity) Mark - Safety Helmet (conforming to EN397). - Safety Gloves (conforming to EN388). - Safety Glasses (conforming to EN166) to be used where applicable. - Visual checks for visual defects prior to use. - Ensure adequate clearance - Only use a Sledgehammer with a High Carbon Steel head. - Only use a Mattock with a High Carbon Steel head.
Utility Knife	- Cuts (lacerations) - Cuts (puncture) - Cuts from Slipping (when pressure is applied) - RSI (Repetitive Strain Injury)	Gilpin Employees Choose an item. Choose an item. Choose an item. Choose an item.	- Check for CE (European Conformity) Mark - Safety Gloves Cut 5 Rated (Conforming to EN388). - Visual checks for visual defects prior to use. Company issued self-retracting knives only to be used. - If Utility Knife has any visual defects identified, it is to be disposed of and replaced. - Utility Knife blade to be retracted when not in use. - Blade to be checked prior to use. Where a blunt blade is identified, this is to be disposed and replaced with a new blade. Blunt blades can increase the risk of injury from slipping whilst under pressure.
Soft Strip Activities	- Manual Handling - Construction Dust - Puncture Wounds - Lacerations - Impact Injury - Head Injury - Back Injury	Gilpin Employees Choose an item. Choose an item. Choose an item. Choose an item.	- For Manual Handling please refer to Manual Handling RA - Safety Helmet (conforming to EN397) - Safety Gloves (conforming to EN388) Cut Level 5 to be worn where applicable. - Half Mask Respirator with a FFP3 filter. Operative to have a valid (1-year) quantitative face fit certificate to be used where applicable. - Dust Suppression techniques to be implemented where natural ventilation is not present. - Ensure adequate clearance for works.

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Hazard Identified	Identified Risks	Who May Might Be Harmed	Implemented Controls to Manage Risks
Overhead Working	- Manual Handling - Back Injury - Shoulder Injury (rotator cuff) - RSI (Repetitive Strain Injury)	Gilpin Employees Choose an item. Choose an item. Choose an item.	- Safety Helmet (conforming to EN397). - Safety Gloves (conforming to EN388). - Ensure adequate clearance for works. - Rotational work when working for a prolonged period. - Do not overstretch. - Ensure adequate access.
Manual Handling	- Back Injury - Upper Limb Disorder (UDL) - Musculoskeletal Disorder (MSD) - Carpel Tunnel Syndrome (CTS) - Lower Limb Disorders (LLD) - Osteoarthritis - Paralysis	Gilpin Employees Choose an item. Choose an item. Choose an item.	- Always assess the task - Always work 'Inside Base' - Lift by using your 'Big Engines' – legs - Initiate the push/pull with a 'Dip & Drive' - Ensure the front foot is facing the direction of the operation - Place one foot forward for good posture - Turn by moving the feet - Only perform what you feel you can safely manage - Load to be broken down into smaller, lighter and more manageable loads where possible. - Carrying route to be inspected prior to carrying objects to ensure they are free of obstacles and hazards. - Mechanical lifting aids are to be used where available. TASK – Supervisor to check the handling task and identify any of the following hazardous activities are involved; Twisting, Bending, Pushing, Pulling, Position of Load, INDIVIDUAL – Supervisor will assess the capability of the individual, if they have any health issues or injuries. LOAD – Is the load; Heavy, Difficult to Grip, Sharp, Hot, Cold, Loose Content, Oversized, Awkward to Lift. ENVIRONMENT – Supervisor to access the environment for hazards such as uneven surface, adverse weather conditions, temperature, and levels.
Numatic HZQ200 110v Vacuum	- Manual Handling - Trailing Leads - Back Injury - Electrocution	Gilpin Employees Choose an item. Choose an item. Choose an item.	- Weights 10kg - To be carried by 1 person using lifting handle on top or holding top of bag. - Can be wheeled into position on castors. - Must be double bagged when not in use.
2000 Negative Pressure Unit (NPU)	- Manual Handling - Trailing Leads - Back Injury - Electrocution	Gilpin Employees Choose an item. Choose an item. Choose an item.	- Weights 40kg - To be carried by 2 people using lifting handles on the side. - Can be wheeled into position on castors. - Castors to be locked in place when in position. - Leads to be checked for defects. - Blanking Plates to be on front of unit.
Storage Gas Bottles (LPG)	- Explosion - Severe Injury - Death	Gilpin Employees Choose an item. Choose an item. Choose an item.	- Stored in a well-ventilated lockable cage or container in open air. - Restricted access to containment area to authorised personnel only. - Suitable safety signage displayed. MUST not be stored below ground, such as a basement or cellar. MUST not be stored directly under a bridge - Stored away from weeds, long grass and accumulation of readily combustible materials. - Storage cage/container situated out of the vicinity of cylinders containing other gases or substances.

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Hazard Identified	Identified Risks	Who May Might Be Harmed	Implemented Controls to Manage Risks
Fire Precautions	- Property Damage - Burns - Unconsciousness - Asphyxiation - Lung Damage - Death	Gilpin Employees Choose an item. Choose an item. Choose an item.	- Thorough site induction to go through fire precautions on site, locations of muster points and access/egress routes. - No Smoking will be permitted on site except for in designated areas identified during the site induction. - Fire Plan identifying muster points and access/egress routes of the working area. This is to be updated as site conditions and working areas change. - Suitable and sufficient in date fire extinguishers will be available and located within suitable positions throughout the site. - Hot Works (Permit to Work) to be completed prior to works commencing. - Sparks are to be contained using plywood board and/or fire blankets. - Suitable fire extinguishers are to be kept next to the gas cylinders and close to the work area. - An operative is to be appointed as fire watchman to watch for any fires and stop works and extinguish them as required. <i>Only small fires are to be tackled.</i>
Legionnaires Disease (Legionella)	- Flu Symptoms - Pneumonia Symptoms - Nausea and Vomiting - Headaches - High Temperature - Death	Gilpin Employees Choose an item. Choose an item. Choose an item. Choose an item.	- Use of Chlorine tablets where water tanks or storage water tanks are used on site - Ensure direct main water feed. - Before connecting the DCU to a water source turn on the shower heads - Connect to water source and turn the boiler to the hottest setting - Leave shower on and leave system to purge for a minimum of 10 minutes allowing any bacteria to be killed - Unused bowser tanks can build up bacteria when left damp or partial water inside. If using the water bowser is to be used, a Chlorine tablet is to be placed into the tank, left to work as per instructions, then the system is to be flushed through - At end of the day showers heads take off brackets and left hanging to ground to prevent build up of water in U-bend - At end of the day if filled, onboard bowser to be drained - At end of the day water system drained down - At end of the day water filters changed and bottle filled up (this will prevent an airlock in the system) - At end of the day DCU drained through and any water on the floor wiped clean - At end of the day water supply turned off and disconnected from the DCU

I, the below named person, confirm that the above Risk Assessments have been carried out by myself and are specific to this site. The Risk Assessments contains the control measures implemented to reduce and/or eliminate the identified hazards;

Name:	Robert Burley	Job Role:	Technical Manager
Date:	13/07/2020	Signature:	

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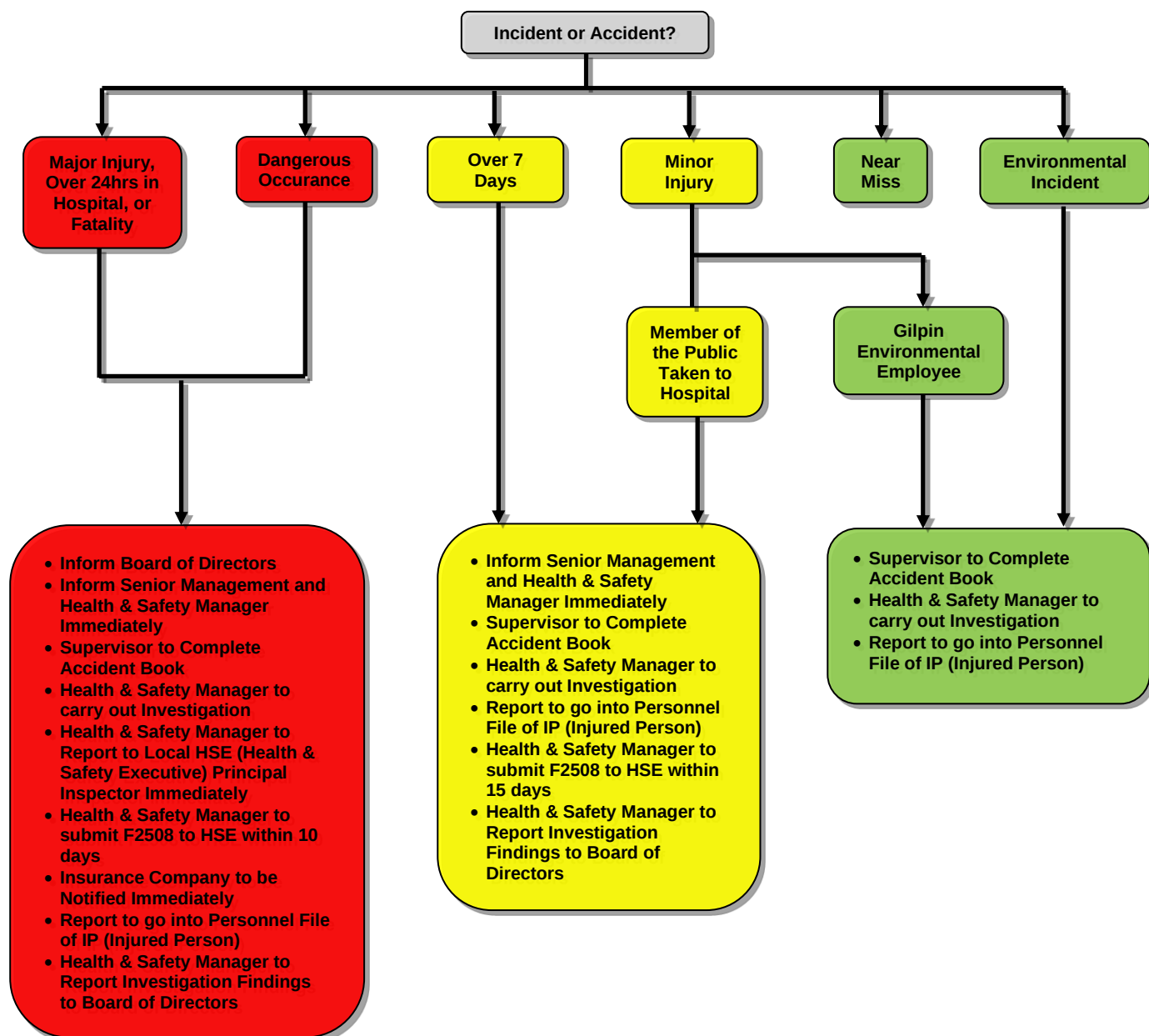
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6.0 Emergency Procedures

6.1 Accident Reporting Procedures Flow Chart



6.2 Emergencies Procedures Available in Appendices

Procedure	Ref No.	Procedure	Ref No.
Injury	C1	Fire Arrangements	C6
Breach of a 'Live' Enclosure	C2	Failure of CCTV	C7
Accidental Disturbance of Asbestos Fibres	C3	Collapse of Asbestos Enclosure	C8
Accidental Split of Asbestos Waste Bag	C4	Complete Loss of Electrical Power	C9
Failure of Negative Pressure Unit (NPU)	C5	Loss of Water Supply to Decontamination Unit (DCU)	C10

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6.3 First Aid Procedures and Hospital Arrangements

First Aid facilities will be provided within the Welfare facilities with the location identified during the site induction. A qualified first aider will be onsite at all times who will be identified to the operatives during site inductions and their contact details provided. First aiders will display a green and white first aid sticker on their safety helmet.

Appointed First Aider Name:	
First Aider Contact Number:	

Nearest Hospital for Major Injuries	
Hospital Name:	Derriford Hospital
Hospital Address:	Derriford Road, Crownhill, Plymouth, PL6 8DH
Phone Number:	01752 202 082

Nearest Hospital for Minor Injuries	
Hospital Name:	Cumberland Centre
Hospital Address:	Damerel Close, Plymouth, PL1 4JZ
Phone Number:	01752 434 390

6.4 Fire Plan and Muster Points



KEY

Fire Assembly Point	Fire Assembly Point (for Contaminated Persons)	Fire Alarms	Air Horn

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7.0 Site Safety Requirements & Control Measures

7.1 Working at Height Access Equipment

Access Equipment			
Alloy Tower	NO	Crane & Man-Riding Basket	NO
Podium Steps	NO	Telehandler & Man-Riding Basket	NO
Hop Up	NO	Fixed Scaffold	NO
Step Ladder	NO	MEWP (Boom-Type)	NO
Extending Ladder	NO	MEWP (Scissor-Type)	NO

7.2 Expected Exposure Levels – Well Controlled Work with ACM's

Asbestos Containing Material	Activity	Dust Suppression Technique	Anticipated Exposure Level (AEL)
Asbestos Insulating Board (AIB)	All Activities	Not Specified	0.089
	Set up/Dismantling	None	0.028
	Encapsulation	None	0.114
	Removal	Fine Mist Spray of Surfactant	0.098
	Removal – Nailed	Fine Mist Spray of Surfactant	0.105
	Removal – Screwed	Fine Mist Spray of Surfactant	0.311
	Fine Cleaning	Fine Mist Spray of Surfactant	0.060
	Bagging Waste	Fine Mist Spray of Surfactant	0.135

7.3 Respirator Types and Working Activities

Working Activity	Use Full Face RPE (P3 Filter)	Use Half Face RPE (P3 Filter)
Transiting from the Decontamination Unit (DCU) to Full Enclosure	Yes	No
Transiting from the Full Enclosure to the Decontamination Unit (DCU)	Yes	No
Transiting from the Decontamination Unit (DCU) to Partial Enclosure	Yes	No
Transiting from the Partial Enclosure to the Decontamination Unit (DCU)	Yes	No
Working with Licensed Asbestos Containing Materials (ACM's)	Yes	No
Working with Notifiable Non-Licensed Asbestos Containing Materials (ACM's)	No	Yes
Working with Non-Licensed Asbestos Containing Materials (ACM's)	No	Yes
Pre-clean of Working Area and Enclosure Construction	No	Yes
Acting as an 'Outside Man' or in a Respirator Zone	No	Yes
Transiting Waste from Enclosure/Working Area to Asbestos Skip/Waste Vehicle	No	Yes
Dismantling the Enclosure/Working Area following Analytical Clearance	No	Yes
Cleaning the Shower and Dirty End of the Decontamination Unit (DCU)	No	Yes

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7.4 Mandatory Personal Protection Equipment (PPE) Requirements

PERSONAL PROTECTIVE EQUIPMENT (PPE)	Required
Safety Helmet (EN 397)	YES
Safety Footwear (EN 20325)	YES
Hi-Viz Vest or Jacket (EN 471:2003)	YES
Safety Gloves (EN 388) – <i>Cut rating dependant upon Risk Assessment</i>	YES
Safety Glasses (EN166/170/172 1F CE)	NO
Safety Goggles (EN166 1B CE)	NO
Safety Ear Defenders (EN352-1) – <i>SN rating dependant upon Risk Assessment</i>	NO
Safety Ear Plugs (EN352-2) – <i>SN rating dependant upon Risk Assessment</i>	NO

7.5 Type 5/6 Cat 3 Coveralls Colour Selection

Working Activity	Primary Coloured Coverall to be Worn	Coloured Coverall Worn under Primary Coverall
Transiting from the Decontamination Unit (DCU) to Full Enclosure		
Transiting from the Full Enclosure to the Decontamination Unit (DCU)		None
Transiting from the Decontamination Unit (DCU) to Partial Enclosure		
Transiting from the Partial Enclosure to the Decontamination Unit (DCU)		None
Working with Licensed Asbestos Containing Materials (ACM's)		None
Working with Notifiable Non-Licensed Asbestos Containing Materials (ACM's)		None
Working with Non-Licensed Asbestos Containing Materials (ACM's)		None
Pre-clean of Working Area and Enclosure Construction		None
Acting as an 'Outside Man' or in a Respirator Zone		None
Transiting Waste from Enclosure/Working Area to Asbestos Skip/Waste Vehicle		None
Dismantling the Enclosure/Working Area following Analytical Clearance		None
Cleaning the Shower and Dirty End of the Decontamination Unit (DCU)		None

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8.0 Site Setup

8.1 Site Access

Site Access Gate Controlled by:	
Site Contact for Access	
Access Gate Code	Not Applicable
Access Gate Key Location	Key-a-Like Fitted

8.2 Setup of Decontamination Unit (DCU)

Is a DCU Required for these works?	YES	
Location of Decontamination Unit (DCU)		
		
Type of DCU:	Caravan YES	Modular NO
Number of DCU's on Site:	1	
Is the number of DCU's suitable for the number of operatives on site:	No. Shower Heads on DCU	No. Operatives Per Shower Head
	2	4
Number of operatives suitable for this site?	8	
Power for the DCU located from:	Onboard Generator	
Water for the DCU located from:	Mains Feed	
Waste Water to be discharged via: (foul drain, toilet, etc)	Foul Drain	

Upon arriving on site the Decontamination Unit must be fully functional before any other works can be carried out.

The DCU **MUST** have

1 x shower head for every 4 operatives on site	NPU certificate displayed in the clean end
Gas Safe certificate for boiler displayed in Clean End (12 monthly)	Electrical certificate for unit provided by an NIC EIC Registered company and displayed in Clean End (12 monthly)
Air clearance certificate from previous job clearly Displayed in the Clean End	
Shower gel in shower suitable for no of Ops on site.	Nail brushes in shower suitable for no of Ops on site.
	Disposable coveralls, towels, and filters.

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8.3 Control of Legionella or Legionnaires Disease

Water systems, such as those in a DCU, with the right environmental conditions could be a source for the growth of Legionella. There is a reasonably foreseeable risk of legionella where water has been standing for a period of 10 days and there is combination of one or more of the following factors;

Where water has been standing for a period of 10 days or more and the following.

Has a water temperature between 20-45°C.

Creates or spreads breathable droplets, for example aerosol created by a shower or water outlets.

Stores and/or re-circulates water.

Is likely to contain a source of nutrients for the organism to grow, for example rust, sludge, scale, organic matter and biofilms.

To prevent potential exposure to Legionella when using a DCU that has not been used for a period of 10 days or more (this could be less in the right conditions), before use the following procedure should be followed;

Before connecting the DCU to a water source turn on the shower heads.

Connect to water source and turn the boiler to the hottest setting.

Leave shower on and leave system to purge for a minimum of 10 minutes allowing any bacteria to be killed.

Unused bowser tanks can build up bacteria when left damp or partial water inside. If using the water bowser is to be used, a Chlorine tablet is to be placed into the tank, left to work as per Instructions, then the system is to be flushed through.

At the end of each day the following procedures MUST be followed;

Shower heads taken off brackets and left hanging to ground to prevent build up of water in U-bend.

If filled, onboard bowser is to be drained.

Water system drained down.

Water filters changed, and bottle filled up (this will prevent an airlock in the system).

DCU cleaned through and any water on the floor wiped clean.

Water supply turned off and disconnected from the DCU.

HOLD POINT

Confirmation the DCU is fully operational and has a supply of power and water and have been suitably earthed. The DCU is fully stocked (*coveralls, mask filters, decon towels, nail brushes, liquid soap*) and that the preventatives To prevent the spread or growth of legionella have been undertaken during setup and will be followed throughout the project.

Name	Position	Signature	Date
	<i>Site Supervisor</i>		
	<i>Witness</i>		

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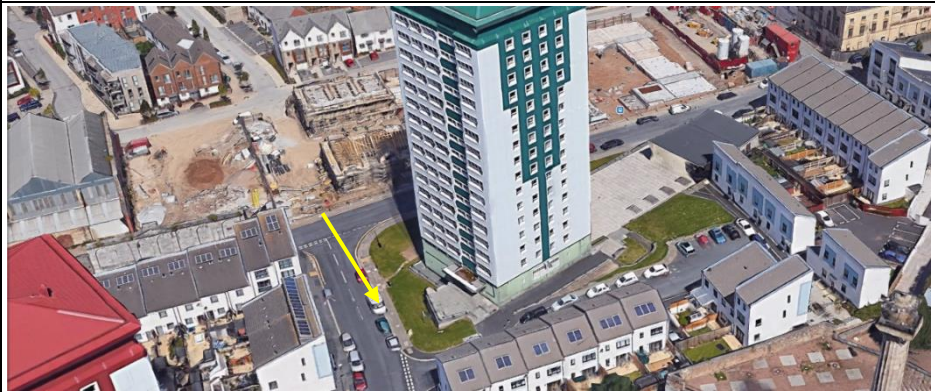


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9.0 Location and Responsibility of Welfare Facilities

Welfare to be provided by:	Gilpin Environmental Ltd
Location of Welfare:	

10.0 Asbestos Survey Detail

Type of Survey (as per HSG247)	
Major Refurbishment and Demolition Survey	NO
Management Survey	NO
Bulk Sample Analysis	NO
Report Undertaken By:	No survey report available
Company Address:	
Report Reference No:	
Date of Report	
Individual survey references on enclosure separate Plan of Work documents.	

11.0 Project Analyst Details

Analytical Company:	Scientific Services Ltd
Company Address:	The Fuel Depot, Scorrier, Redruth, Cornwall, TR16 5UT
Contact Number:	01209 311 350
UKAS Number:	2577
Analyst Appointed by:	Plymouth Community Homes
Air Test Bookings	All air monitoring and testing on this project will be arranged by the Site Supervisor / Manager.
Type of air monitoring to be undertaken will be detailed on enclosure separate Plan of Work documents.	
Should the appointed analyst be unavailable, Supervisor to input detail below of secondary analyst.	
Analytical Company:	
Company Address:	
Contact Number:	
UKAS Number: (if known)	

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12.0 Service Isolations

Required Isolations			
Power	NO	Isolation in Place:	NO
Gas	YES	Isolation in Place:	NO
Water	NO	Isolation in Place:	NO
Other	NO	Isolation in Place:	NO
Comments: Isolation of the gas meter is to be undertaken by the PCH in-house team prior to our team's arrival.			
Company Undertaking Isolations:		Isolation Carried out by (Person):	
Date of Isolation:		Signature of Person carrying out Isolation:	

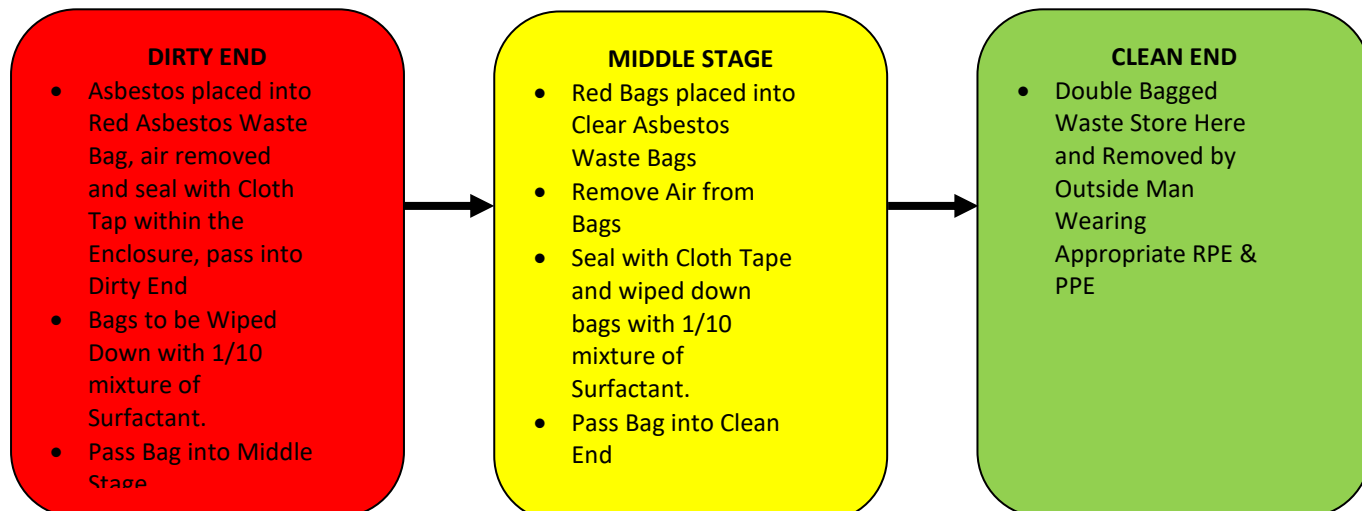
13.0 Disposal of Asbestos Waste

13.1 Waste Disposal Site

Licensed Landfill Site:	The Horsefields	Hills Waste Solutions
Landfill Address:	Clay Pits Way, Sandygate, Newton Abbot, TQ12 3JP	Parkgate Farm, Purton, Swindon, SN5 4HG
Contact Number:	01626 830 762	01793 714 950
Landfill EA Permit Number:	FB3305LT	BK0415IS

13.2 Bagging Asbestos Waste from Enclosure

The waste will be bagged, firstly in a red asbestos bag, then sprayed with surfactant before being placed into a clear asbestos bag. The bags will be U.N certified in accordance with current legislation. The waste will be stored in a sealed lockable container/skip/designated room as per the site-specific Plan of Works on site until completion of works, whereby it will be transported in a designated vehicle to a licensed landfill facility.



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When bagging, and passing waste out through the Baglock/Airlock, operatives within the enclosure cannot pass into the Middle Stage. However, to prevent manual handling injuries such as muscular skeletal disorder, the enclosure operative may place one foot into the Middle Stage. Likewise, the Outside Man cannot pass into the Middle Stage, but can place one-foot in.

Where waste material is too large to be placed into a UN approved asbestos waste bag without breaking, then it can be wrapped twice in 1000-gauge polythene, each layer of which will be securely sealed with heavy duty adhesive tape. Applicable UN signage is to be attached to the front of the parcel in the form of a Red UN Approved Asbestos Waste Bag. The waste bag **MUST** clearly display all UN markings on the bag to identify the parcel as hazardous asbestos waste.

13.3 Bagging Asbestos Waste from Respirator Zone

The waste will be bagged, firstly in a clear (**bonded waste**) or red (**fibrous waste**) asbestos bag, then sprayed with surfactant before being placed into a clear asbestos bag. The bags will be U.N certified in accordance with current legislation. The waste will be stored in a sealed lockable container/skip/designated room as per the site-specific Plan of Works on site until completion of works, whereby it will be transported in a designated vehicle to a licensed landfill facility.

Where waste material is too large to be placed into a UN approved asbestos waste bag without breaking, then it can be wrapped twice in 1000-gauge polythene, each layer of which will be securely sealed with heavy duty adhesive tape. Applicable UN signage is to be attached to the front of the parcel in the form of a Red UN Approved Asbestos Waste Bag. The waste bag **MUST** clearly display all UN markings on the bag to identify the parcel as hazardous asbestos waste.

13.4 Location of Asbestos Waste Receptacle

Is a Skip Required for these works?	NO
Where a skip is being used on a wait and load, will a secure waste holding area be utilised?	NO
If no skip is being used will waste be removed from site in a sealed compartment on the company van?	YES
If no sealed compartment on the van, will waste be stored in a HaziBag (<i>or similar</i>) container?	NO
Location of Waste Receptacle on site	

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Brief given by:

Name	Position	Company	Signature	Date

[illegible]

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Appendix B - Senior Management Site Report

Manager Name:		Position:	
Time of Visit:		Duration of Visit:	
Site Comments – include ;			
Senior Management Signature:		Date:	
Site Supervisor's Signature:		Date:	
Manager Name:		Position:	
Time of Visit:		Duration of Visit:	
Site Comments – include ;			
Senior Management Signature:		Date:	
Site Supervisor's Signature:		Date:	
Manager Name:		Position:	
Time of Visit:		Duration of Visit:	
Site Comments – include ;			
Senior Management Signature:		Date:	
Site Supervisor's Signature:		Date:	

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Appendix C1 – Injury (**Emergency Procedure**)

In the event that anybody working on the site is injured a first aider will attend to provide basic medical treatment. The Ambulance service will be called if deemed necessary by the first aider and asked to attend the address below. The Site Manager on site will instruct a site operative to wait at the site entrance to guide the ambulance services to the injured personnel.

It is important to remember that the injured person comes first, other considerations such as asbestos exposure is secondary to the immediate and visual risk of the victim.

In the case of a Minor Injury within a 'Dirty' enclosure, operatives will be treated by a trained first aider before going through the decontamination procedure. Should injury require further medical aid, operative will be taken to the nearest A&E.

In the case of a Major Injury, as defined in Schedule 1 of RIDDOR 2013 within a 'Dirty' enclosure, injured operative is to be removed from the enclosure as quickly as possible. An opening to be cut into the side of the enclosure, and operative carried to safety, fibre release levels in this instance will be very low as the enclosure will be under negative pressure. Emergency services to be called immediately by the Site Supervisor, and **MUST** be informed that the injury occurred within a live asbestos enclosure. Operative's coveralls to be vacuumed down or clean with a wet sponge, and mask and working boots to be wiped with a wet sponge. Mask should only be removed where the operative has lost consciousness. Contaminated coveralls should be cut off the victim and he should be immediately wrapped in a blanket to allow him to be taken in the ambulance.

In event that an operative has fallen while working at height, or any injury to the back or neck, they **MUST** not be moved in any way until emergency services have arrived. Emergency PPE will be available for Paramedics should they need to enter the enclosure.

All accidents or incidents to employees, visitors or the public resulting from accidents on site **MUST** be recorded in the accident book and **MUST** be reported to Gilpin Environmental Health & Safety Manager in accordance to our Management System.

The Gilpin Environmental Accident & Incident Reporting Telephone number is **07803 628 324**.

Gilpin Environmental Ltd Comply with the Reporting of Injuries, Diseases and Dangerous Occurrences under RIDDOR 2013. However, Gilpin Environmental personnel will co-operate with the reporting by others in accordance with the Clients Requirements.

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Appendix C2 – Breach of a ‘Live’ Enclosure (**Emergency Procedure**)

In the event of an enclosure breach, work in the enclosure to cease immediately, aperture/opening to be resealed, the immediate area adjacent to the enclosure to be sealed off, and operatives wearing the appropriate PPE/RPE will thoroughly H-Type vacuum the contaminated area.

An independent analyst will be called in to take background/re-assurance tests of the contaminated area. Following a successful clearance test, the enclosure will be smoke tested and witnessed by a third party, prior to the recommencement of works.

Any/All incidents of an enclosure breach to be recorded by the site supervisor in their daily diary. The Health & Safety Manager MUST be notified immediately. Information to include:

Person/Person's contaminated – Direct Employees / Other Contractors / Member of Public

Asbestos Type – AIB / Pipe Lagging / Sprayed Coating / AC

Occurrence – Size of enclosure breach

Action Taken – What immediate action has been taken / Environmental Clean / Breach Sealed

Appendix C3 – Accidental Disturbance of Asbestos Fibres (**Emergency Procedure**)

In the event of an unplanned release occurrence, work is to cease immediately, aperture/opening to be resealed, the immediate area adjacent to be sealed off, and operatives wearing the appropriate PPE/RPE will thoroughly H-Type vacuum the contaminated area and any personal that were contaminated due to the incident.

Personal directly exposed to the unplanned release of asbestos, MUST be decontaminated and pass through the Decontamination Unit. All clothing is to be placed into an asbestos waste bag. Items of clothing will either be disposed and replaced, or will be sent to a specialist laundry for cleaning.

An independent analyst will be called in to take background/re-assurance tests of the area following a successful environmental clean of the area.

Any/All incidents of accidental disturbance to be recorded by the site supervisor in their daily diary, the Health & Safety Manager MUST be notified immediately. Information to include:

Person/Person's contaminated – Direct Employees / Other Contractors / Member of Public

Asbestos Type – AIB / Pipe Lagging / Sprayed Coating / AC

Occurrence – Accidental Disturbance

Action Taken – What immediate action has been taken / Area Quarantined / Decontamination

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Appendix C4 – Accidental Split of Asbestos Waste Bag (**Emergency Procedure**)

In the event of an asbestos waste bag split during transit, work is to cease immediately, The immediate area adjacent to be sealed off, and operatives wearing the appropriate PPE/RPE will thoroughly H-Type vacuum the contaminated area and any personal that were contaminated due to the incident.

Personal directly exposed to the release of asbestos, MUST be decontaminated and pass through the Decontamination Unit. All clothing is to be placed into an asbestos waste bag. Items of clothing will either be disposed and replaced, or will be sent to a specialist laundry for cleaning.

An independent analyst will be called in to take background/re-assurance tests of the area following a successful environmental clean of the area.

Any/All incidents of accidental disturbance to be recorded by the site supervisor in their daily diary, the Health & Safety Manager MUST be notified immediately. Information to include:

Person/Person's contaminated – Direct Employees / Other Contractors / Member of Public

Asbestos Type – AIB / Pipe Lagging / Sprayed Coating / AC

Occurrence – Bag Split Transiting Waste

Action Taken – What immediate action has been taken / Area Quarantined / Decontamination

Appendix C5 – Failure of Negative Pressure Unit (NPU) (**Emergency Procedure**)

Self-Contained DCU

In the event of a power cut or failure of a negative pressure unit (NPU), the Supervisor must evacuate any operatives working inside the enclosure immediately. Operatives are to decontaminate through the 3-stage airlock as normal. In the case of a power failure the use of a Class-H Vacuum will not be possible, so operatives are to use damp cloths to pat down coveralls before removal. Operatives must be out of the enclosure, and the night flap must be sealed within 10 minutes. All operatives are to pass through the decontamination unit and decontaminate themselves. Once the NPU is operational, no works are to commence until the enclosure has vented for a full hour, and had a successful flow of 8 air changes

Modular DCU

In the event of a power cut or failure of a negative pressure unit (NPU), the Supervisor must evacuate any operatives working inside the enclosure immediately. Operatives are to decontaminate through the 3-stage airlock as normal. In the case of a power failure the use of a Class-H Vacuum will not be possible, so operatives are to use damp cloths to pat down coveralls before removal. Operatives must be out of the enclosure, and the night flap must be sealed within 10 minutes. The use of the Modular DCU would not be possible in the event of a mains power failure; operatives are to make their way outside in their transit overalls. RPE is not to be removed. The Site Supervisor will organise for a self-contained DCU to be brought to site for operatives to decontaminate themselves. This backup DCU will then require an air clearance certificate before it can be removed from site.

Once the NPU is operational, no works are to commence until the enclosure has vented for a full hour, and had a successful flow of at least 8 air changes.



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Appendix C6 – Fire Arrangements (**Emergency Procedure**)

In the event of a fire occurring within the site the alarm is to be raised to all operatives working on the site. If the fire cannot be safely contained with the equipment at site the asbestos removal site is to be evacuated immediately and the Fire services called and asked to attend the address. Any operatives working within a 'Live' enclosure are to vacate the enclosure immediately. The Health & Safety Manager will then be contacted and informed of the situation.

The Site Supervisor must ensure a detailed site plan is displayed within the welfare unit clearly identifying;

- Site layout indicating Site address and Site Telephone number
- Fire Point Locations
- Fire Muster / Meeting Point
- Fire Escape Routes
- Location of Site Offices and Welfare
- How to Raise the Alarm
- The most direct routes out of the working area in the event of an emergency

In the event of an emergency or fire, the following procedures should be followed;

- Raise the Alarm!!!
- Should the fire be in the enclosure, or near the enclosure, and providing it is safe to do so, all Negative Pressure Units (NPU's) are to be switched off.
- Only attempt to put out the fire should it be safe to do so without putting yourself or others at risk.
- Evacuate the working area/enclosure. If required breach the enclosure to get everyone safely out of the building.
- All persons should assemble at the designated Muster Point.
- Site Supervisor to contact Emergency Services.

The Asbestos Site Supervisor MUST ensure that all persons on site are aware of the procedures to follow in the event of an emergency on site.

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Appendix C7 – Failure of CCTV (**Emergency Procedure**)

In the event of a failure to a CCTV system, impeding the Site Supervisor from observing all areas of the enclosure, all works are to cease immediately, and operatives are to exit the enclosure following full decontamination procedures. The CCTV unit is to be inspected and tested for any minor faults that may have caused the failure. If the system cannot be fixed on site, the Site Supervisor is to report the fault to the office immediately and request a replacement as a matter of urgency.

The enclosure is to be sealed with the night flap, and no works are to commence until a working CCTV system is in place.

Appendix C8 – Collapse of Asbestos Enclosure (**Emergency Procedure**)

In the event of adverse weather conditions such as heavy winds and/or rain, enclosure integrity can become compromised. Where it is foreseeable that weather conditions on site will worsen, additional precautions will be taken during construction, to ensure the integrity of the enclosure remains sound.

Heavy Rain – a sloping roof will be built into the enclosure and airlocks/baglocks to allow rainwater to run off the enclosure and prevent it from gathering on the roof.

High Winds – enclosure frame to be 'double skinned' with 1000-gauge polythene, to prevent sheeting from being blown off. Frame and/or airlocks to be braced with timber. Sterling board (or equivalent) may be used to strengthen enclosure frame in areas where there is no natural shelter.

Should a 'live' working enclosure become compromised, all works within the enclosure are to cease, and the breach is to be sealed immediately.

In the event of a 'major' enclosure failing such as a collapse within a 'live' working enclosure, all works within the enclosure are to cease, and the breach is to be addressed by operatives. All personnel within the vicinity of the breach, must pass through the decontamination unit and clothing appropriately bagged for either disposal or cleaning at a suitable laundry.

An independent analyst will be called in to take background/re-assurance tests of the contaminated area. Following a successful clearance test, the enclosure will be smoke tested and witnessed by a third party, prior to the recommencement of works.

Any/All incidents of an enclosure breach to be recorded by the site supervisor in their daily diary. The Health & Safety Manager MUST be notified immediately. Information to include:

Person/Person's contaminated – Direct Employees / Other Contractors / Member of Public

Asbestos Type – AIB / Pipe Lagging / Sprayed Coating / AC

Occurrence – Size of enclosure breach

Action Taken – What immediate action has been taken / Environmental Clean / Breach Sealed

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Appendix C9 – Complete Loss of Electrical Power (**Emergency Procedure**)

Self-Contained DCU

In the event of a power cut or failure of a negative pressure unit (NPU), the Supervisor must evacuate any operatives working inside the enclosure immediately. Operatives are to decontaminate through the 3-stage airlock as normal. In the case of a power failure the use of a Class-H Vacuum will not be possible, so operatives are to use damp cloths to pat down coveralls before removal. Operatives must be out of the enclosure, and the night flap must be sealed within 10 minutes. All operatives are to pass through the decontamination unit and decontaminate themselves. Once the NPU is operational, no works are to commence until the enclosure has been vented for at least a full hour, and had a successful flow of 8 air changes. A UKAS accredited analyst is to attend site to undertake background and leak test of the enclosure and surrounding area to ascertain fibres levels. Only once clear results have been obtaining from the analyst can a smoke test be undertaken on the enclosure and works can safely continue.

Modular DCU

In the event of a power cut or failure of a negative pressure unit (NPU), the Supervisor must evacuate any operatives working inside the enclosure immediately. Operatives are to decontaminate through the 3-stage airlock as normal. In the case of a power failure the use of a Class-H Vacuum will not be possible, so operatives are to use damp cloths to pat down coveralls before removal. Operatives must be out of the enclosure, and the night flap must be sealed within 10 minutes. The use of the Modular DCU would not be possible in the event of a mains power failure; operatives are to make their way outside in their transit overalls. RPE is not to be removed. The Site Supervisor will organise for a self-contained DCU to be brought to site for operatives to decontaminate themselves. This backup DCU will then require an air clearance certificate before it can be removed from site. Once the NPU is operational, no works are to commence until the enclosure has been vented for a full hour, and had a successful flow of at least 8 air changes. A UKAS accredited analyst is to attend site to undertake background and leak test of the enclosure and surrounding area to ascertain fibres levels. Only once clear results have been obtaining from the analyst can a smoke test be undertaken on the enclosure and works can safely continue.

Appendix C10 – Loss of Water Supply to Decontamination Unit (DCU) (**Emergency Procedure**)

Water Supply from Neighbouring Properties

The supervisor is to firstly attempt to acquire a temporary source of water from nearby property, if adjoining properties are available. Should a neighbour willing to lend the site temporary water, the supervisor will contact the office to inform the Contracts Manager. The Contracts Manager will contact the neighbour to offer a form of compensation (to be agreed) for allowing the site Supervisor to use their water supply. The site Supervisor will either use a direct feed from a hose pipe to the DCU or will utilise buckets to fill the on-board bowser of the Self-Contained DCU. Once the DCU has a feed and has gone live, the Supervisor will instruct the operatives within the enclosure to exit and decontaminated as per the company procedures.

Water Supply from Water Bowser

Should a nearby property not be available or the site is in an isolated location, then the Supervisor is to call the Contracts Manager to arrange for a powered water bowser to be supplied to site filled with water. The water bowser is to be connected to the DCU. Once the DCU has a feed and has gone live, the Supervisor will instruct the operatives within the enclosure to exit and decontaminated as per the company procedures.

When running the Decontamination Unit (DCU) off a mains feed, the site **MUST fill the on-board bowser with water.**

This will ensure should a loss of water occur on site, there will be enough stored water for the site team to decontaminate from the enclosure, should the enclosure be live, until the water feed has been re-established.

If the water feed is lost on site, works **MUST cease immediately, and all personnel where required are thoroughly decontaminated. Work cannot recommence until a water feed has been re-established.**

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Appendix D – HSE License to Undertake Work with Asbestos



**Health and Safety
Executive**

*Health and Safety at Work etc Act 1974
Control of Asbestos Regulations 2012*

Licence to undertake work with asbestos

Licence Number 921903559

The Health and Safety Executive, in pursuance of the powers conferred on it by the Control of Asbestos Regulations 2012, licences

**Gilpin Environmental Ltd
The Horsefields
Clay Pits Way
NEWTON ABBOT
Devon
TQ12 3RR**

("the licensee")

to undertake work with asbestos subject to the conditions below. The licence is granted from **29 March 2019** and shall remain valid until **28 March 2022** unless revoked in writing by an authorised Person.

CONDITIONS

1. This licence or a copy thereof, should be made available on request by the licensee for inspection by any person to whom the licensee submits a tender or quotation for work with asbestos and shall be available for inspection at all worksites.
2. The licensee shall give notice in writing of the work to the appropriate HSE or local authority office at least 14 days before the work is commenced, or such other period as the authority will allow. The notice shall specify the type of work to be carried out, the likely duration of the work, the address of the premises at which the work is to be carried out and the date of commencement of the work activity. The enforcing authority must be informed in writing as soon as possible if this information changes. This condition will only apply to licensable work with asbestos as defined in Regulation 2 of the Control of Asbestos Regulations 2012 or when the licensee hires out employees (at operative level) to other licensees.
3. (a) Prior to submitting the notice of work required by Condition 2 the following documents shall be prepared by the licence holder:
 - i) a suitable and sufficient written statement of the plan of work to be used.
 - ii) a suitable and sufficient written specification for the equipment for the protection and decontamination of those engaged in asbestos work and also for the protection of other persons, as appropriate to the work.
- (b) The licensee shall, on request by HSE and/or the local authority provide copies of the documents referred to in 3(a) and/or allow inspection of those documents as required.
- (c) Work carried out under the notice of work required by Condition 2 shall be carried out in accordance with the suitable and sufficient plan of work and the equipment, as specified in (a) (i) and (ii).

The plan of work and written specification must be provided on request and be available at the time of notification.

4. At the end of year one and year two of this licence period, a report, summarising the findings of auditing carried out of your licensed asbestos work should be submitted to the Asbestos Licensing Principal Inspector (ALPI) at the Plymouth office of the Health and Safety Executive, unless agreement is reached with the said ALPI that the practice should cease.

Signature

A person authorised by the Health and Safety Executive to act in that capacity

**Name: Archie Mitchell
Head of Asbestos Licensing Unit**

Date: 11 March 2019

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Appendix E – Insurance Certificate



Verification of Insurance

We are pleased to confirm that our client has the following covers in place:-

Client Details

Client Reference : 10746102
Client Name : Gilpin Demolition Group Limited and Subsidiaries (Sam Gilpin Demolition Limited and/or Gilpin HR Limited and/or Gilpin Assets Limited and/or Whitecleave Quarry Limited and/or Gilpin Environmental Ltd and/or Gilpin Scrap Metals Limited)
Business Description : Demolition (including Rail, Bridge and Marine inc Boat Breaking), Groundworks, Site Clearance, Excavation, Crushing, Screening, Dismantling, Reclamation, Plant Hire, Haulage, Asbestos and General Building Contractors, Quarry Operators and Owners and Machinery Repair, Scrap Metal Dealer/Merchant including end of life Vehicles, Waste Transfer & Yard Operators including Sorting and Separation of Recyclable Materials, Decontamination Services Inc Cleaning and Associated Works.

Liability

Period of Cover : 28th May 2020 to 27th May 2021
Insurer : Aspen Insurance UK Ltd
Policy Number : B1903202171064
Employers Liability : £10,000,000 any one occurrence
Public Liability : £10,000,000 any one occurrence
Products Liability : £10,000,000 any one occurrence and in the aggregate any one period of insurance

Contractors All Risks

Period of Cover : 28th May 2020 to 27th May 2021
Insurer : Allianz Engineering
Policy Number : CS28858875
Contract Works : £1,500,000 maximum value any one contract
Hired in Plant : £1,500,000 maximum items/accident limit

Professional Indemnity

Period of Cover : 12th April 2020 to 27th May 2021
Insurer : HCC International Insurance Company plc
Policy Number : PH7H525148
Limit of Indemnity : £5,000,000 any one claim & in the aggregate any one period of insurance

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Appendix F – Waste Carriers License

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name



Address

National Customer Service Centre
99 Parkway Avenue
Sheffield
S9 4WF

Telephone number

03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier

Gilpin Environmental Ltd

Registered as

an upper tier waste carrier and dealer

Registration number

CBDU280178

Address of place of business

The Horse Fields
CLAY PITS WAY
NEWTON ABBOT
TQ12 3RR

Telephone number

01626 249696

Date of registration

Wednesday 13th March 2019

Expiry date of registration (unless revoked)

Sunday 13th March 2022

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.

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Appendix G – Supervisor, Operative, External Auditor, and HSE Inspector Project Feedback

This section to be filled in with feedback from all staff on site at the end of the project. These will be reviewed monthly and discussed at upcoming Supervisor Meetings and used as learning outcomes for future works.
(consider your available time during 4-stage clearance)

This is your opportunity to tell us about the **positives** and **opportunities for improvement** of the job so we can learn and make your job easier and safer in the future, such as, was the job planned correctly? did you receive your orders on time? was there downtime out of your control? did you learn anything new? was the Plan of Works suitable for the job? Were there any issues encountered during the work and how did you overcome these?

Employee Name:		Job Role:	
Project Positives			
Project Opportunities for Improvement			

Employee Name:		Job Role:	
Project Positives			
Project Opportunities for Improvement			

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Appendix H – Site Supervisor Handover Sheet

Supervisor/Manager Handing Over Site:		Date of Handover:	
Supervisor Taking Over Site:		Time of Handover:	
Items Covered in Site Handover:			Tick as Covered
Site rules and any client specific requirements			
Site setup including location of Welfare and Office facilities			
Cover scope of works and location of all ACM's being removed and reference to Survey/POW's			
Go through 'Plan of Works Overview' document			
Go through all 'Enclosure Plan of Works' documents			
Go through all 'NNLW' documents			
Go through relevant COSHH Assessments			
Current progress and expected completion dates (<i>current enclosure/s and sequencing of works</i>)			
Any booked analytical visits			
Any expected visits (<i>this could include HSE, ACAD, Management, or other Contractors</i>)			
Any Incidents including previous H&S audits that have occurred on site			
Stock checks and any items that need ordering			
Hire equipment on site, when it should be off-hired and where it has been hired from			
Detail any other site-specific information covered in handover:			
Signature of Supervisor/Manager Handing Over Site:			
Supervisor Taking Over Site:			

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Supervisor/Manager Handing Over Site:		Date of Handover:	
Supervisor Taking Over Site:		Time of Handover:	
Items Covered in Site Handover:			Tick as Covered
Site rules and any client specific requirements			
Site setup including location of Welfare and Office facilities			
Cover scope of works and location of all ACM's being removed and reference to Survey/POW's			
Go through 'Plan of Works Overview' document			
Go through all 'Enclosure Plan of Works' documents			
Go through all 'NNLW' documents			
Go through relevant COSHH Assessments			
Current progress and expected completion dates (<i>current enclosure/s and sequencing of works</i>)			
Any booked analytical visits			
Any expected visits (<i>this could include HSE, ACAD, Management, or other Contractors</i>)			
Any Incidents including previous H&S audits that have occurred on site			
Stock checks and any items that need ordering			
Hire equipment on site, when it should be off-hired and where it has been hired from			
Detail any other site-specific information covered in handover:			
Signature of Supervisor/Manager Handing Over Site:			
Supervisor Taking Over Site:			