

**Plan of Work
For Licensed Asbestos Works
at:
Flat 17 Rookwood House
Honiton
Devon
EX14 1BP**



Project Ref:	PGCL195	Start Date:	30/11/2020
Plan of Work Prepared By:	Andy Purdey		

Project Scope
We are to carry out the removal of the AIB Header panel (<1m²) from within the hall/store under fully controlled conditions. The AIB Panel is in good condition and contains amosite. Works will be conducted within a purpose built full enclosure under negative pressure.

Revision No.	Date	Reviewed By	Date	Authorised
0	13/11/2020			
1				
2				

Plan of Work Handover			
'I confirm that this plan of work covers all aspects of this project; that all known hazards have been identified and the appropriate control measures appointed to ensure a safe working environment at all times. The Site Supervisor named below holds valid training certification and has been provided all relevant information and instruction, to enable him to carry out the works in accordance with Company Policies and legislative requirements. Any major changes to the plan of work will be agreed and authorised by the Contracts Manager before work commences.			
Contract Manager Signature		Date	
Supervisor Signature		Date	

This Plan of Work produced by Gwella Contracting Services Ltd is site specific for work with the asbestos-containing materials (ACMs). It is structured from a Site-Specific Risk Assessment, leading to a Site-Specific Written Methodology. The POW also incorporates the elements of a Construction Phase Plan under CDM.
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1.0 Contract Details & Contact Information

Client Name					
LiveWest					
Client Address					
Skypark, 1 Wellington Way, Clyst Honiton, Exeter, EX5 2FZ					
Client Contact		Mark Atkinson			
Telephone	01803 869612	Email	Asbestos.Removals@livewest.co.uk	Mobile	07736133064
Site Contact		Miss L Attwood			
Telephone	-	Email	-	Mobile	07895 640333

GCS Office					
Plymouth					
GCS Office Address					
Unit 8 Forrester Business Park, Estover Close, Plymouth, PL6 7PL					
Contract Manager		Andy Purdey			
Telephone	01752 289279	Email	andypurdey@gwellacontracting.co.uk	Mobile	07800925515
Site Supervisor		Ashley Groves			
Telephone	-	Email	ashleygroves@gwellacontracting.co.uk	Mobile	07980276060

Enforcing Authority	HSE Plymouth	ASB5 Ref	D115316616
Start Date	30/11/2020	Expected Finish Date	30/11/2020
Start Time	8am	Finish Time	5pm
Weekend Working	N/A	Weekend Working Hours	N/A
Min. No. on Site	2	Maximum No. on Site	3
Supervisor on Site	Ashley Groves	F10 No. (CDM Projects)	N/A

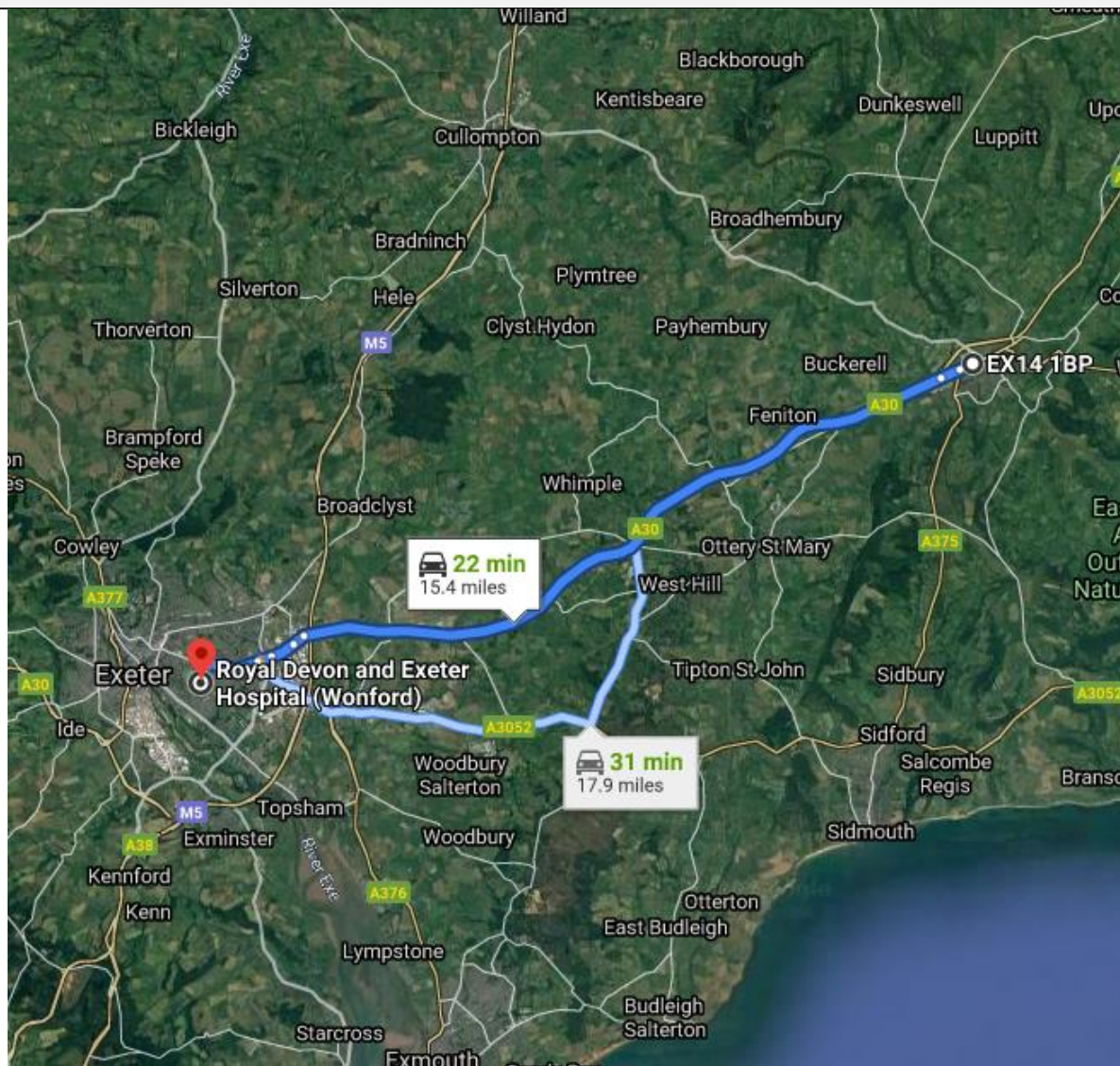
Role	Company	Contact Name	Contact No.	Mobile No.
N/A				

Any changes to the above MUST be notified to the enforcing authority

2.0 Emergency Details

Emergency 'First Point of Contact' while on site			
Security	GCS Site supervisor – Ashley Groves	First aid	GCS Site supervisor – Ashley Groves
Fire	In the case of a FIRE – Call 999	Other (Please State)	-
Nearest A&E Hospital: (Full address)	Royal Devon & Exeter, Barrack Road, Exeter, EX2 5DW – 01392 411611		
Approx Distance to A&E	<16 miles	Approx Driving Time	<23 minutes

Location of Nearest A&E



3.0 Survey Information

Survey Details						
Completed By:	Kovia			Reference No.:	J008886	
Survey Date	06/02/20	Copy Attached:	No	Survey Type:	Management	Yes
					Refurbishment	No
					Demolition	No

Survey Data Sheets (cont)

KOVIA

	Survey Date:	Lead Surveyor	Survey Type	Floor	Analysis
	6 Feb 2017	Tom Haddy	Management Survey	Ground	Chrysotile + Amosite (2)
	Building	Room	Item	Quantity	
	Main Flat	Store G01	Insulating board panel Door header panel	<1m ²	
	Sample No (S,SP,P,As)	Product Type	Surface Treatment	Condition	Accessibility
	AJ002626 (S)	Asbestos Insulating Board (2)	Unsealed (2)	Low Damage (1)	Occasionally likely to be disturbed (1)

4.0 Risk Assessment

The Contract Manager for the project shall complete a risk assessment prior to creating this plan of work to ensure that all hazards relevant to the work are eliminated where possible or reduced to the lowest level of risk possible. The CM shall indicate in the table below the hazards relevant to this project. The Supervisor and all other persons working on this project should reference the associated company risk assessments held in the site file and follow the relevant control measures.

RA No.	Description of Hazard	Hazard Present
RA01	Working from pre erected - constructed fixed scaffolding	N
RA02	Falling objects / material, when working from height	N
RA03	Being struck on the head while on site	Y
RA04	Working near to or within open ducts/trenches	N
RA05	Use of ladders to access areas only / short work duration	N
RA06	Using step ladders to build low level enclosures	Y
RA07	Use of hop ups for short duration work only	N
RA08	Use of mobile scaffolding towers, for working platforms, access working within and outside enclosure	N
RA09	Use of MEWPs and Cherry Pickers	N
RA10	Working in a loft space, either removing ACMs or sheeting out the area	N
RA11	Working on Flat roofs, removing ACM	N
RA12	Potential exposure to asbestos fibres within or outside an enclosure	Y
RA13	Accidental release of asbestos fibres from Waste Stream	Y
RA14	Fire within building and work areas	Y
RA15	Manual Handling	Y
RA16	Use of portable electrical equipment	Y
RA17	Isolation of Electrical circuits and devices	N
RA18	Slips, trips and falls	Y
RA19	Sharps	N
RA20	Use of equipment and hand tools	Y
RA21	Plant equipment emitting excessive noise, tasks	N
RA22	Lone working	N
RA23	Parking and reversing vehicles and trailers,	Y
RA24	Using a large Scale fuel Generator,	N
RA25	Working within a Demolition site or compound	N
RA26	Changes to the working environment upon arrival	Y
RA27	Operative coming in contact vermin faeces or Urine	N
RA28	Operative coming in contact Pigeon / Bird Droppings	N
RA29	Operative coming in contact with substance and chemicals used in the process of removing ACM	Y
RA30	Activity by the Operative causing an Environmental impact,	Y
RA31	Working in a Confined Space:	N
RA32	Use of Quilling equipment	N
RA33	Use of Ultra-High Pressure Water Jetting operations	N
RA34	Working in an enclosure experiencing high temperatures	N
RA35	Operative undertaking hot works , whilst on site	N
RA36	Noise	N
RA37	Use of knives	Y
RA38	House keeping	Y

5.0 Project Planning

5.1 Equipment list: (amend as specific to the task)

Type	Required (Qty.)	Provided (Qty.)	Comments on differences
Personnel Protection			
Coveralls – White	2		
Coveralls – Blue	2		
Coveralls – Red	2		
Disposable Socks	1		
Disposable Pants	1		
Respirator Filters P3 FF	2		
Respirator Filters P3 HF	2		
Safety Gloves	2		
DCU			
DCU Water Filters	1		
DCU NPU. Filters	1		
DCU Gas	1		
Disposable Towel	2 Packs		
Enclosure			
Timber 2x2	8 lengths		
Standard Polythene	1 roll		
Fire Retardant Polythene	-		
Correx	10 sheets		
Airlock/Baglock Cubes	3 Cubes		1m x 1m x 2m Cubes to be used
Nails / Screws	-		
Tape	2 rolls		
Spray-Tack	-		
Asbestos zone signs	4		
Respirator zone signs	4		
Expanding foam	-		
Plant			
NPU – 500 unit	-		
NPU – 1000 unit	-		
NPU – 1500 unit	1		
NPU – 2000 unit	-		
NPU – 4000 unit	-		
Neg. filters 4000	-		
Neg. filters 2000/1500	1		
Neg. filters 500/1000	-		
Task lighting	1		
Type H Vacuum (2 Min.)	2 vacs		
Chemical			
A-strip	1		
ET10	-		
ET150	-		
PVA	1		
Smoke Canister	1		
Waste Bags			
Asbestos – Red Small	-		
Asbestos – Red Large	10		
Asbestos – Clear Small	-		
Asbestos – Clear Large	10		
General Waste Bags	1		
Other			
	-		
(Note - All COSHH Risk Assessment can be found in the site folder.)			
Please tell the Contracts Manager if the above equipment is inadequate or faulty			

5.2 Hire Company	On-Hire Date.	Off-Hire Date	Equipment Type	Quantity
N/A				

5.3 Access Equipment			
Podium Steps:	No	Cherry Picker:	No
Mobile Scaffold:	No	Fixed Scaffold:	No
Scissor Lift:	No	Step ladders:	Yes
Other (Please state):	N/A	Other (Please state):	N/A
Supplied by: Gwella Contracting Services			
Level of training required for Supervisor and operatives to use equipment:			
PASMA:	N/A	Working at height:	No
IPAF:	N/A	Other (Please state):	-

5.4 PPE:			
High visibility vest:	Yes	Safety boots:	Yes
Eye protection:	Yes	Site gloves:	Yes
Hard hat:	Yes	Safety gloves:	Yes
Hearing protection:	No	Anti-vibration gloves:	No
Safety harness:	No	Other (please state):	-
Colour of coveralls:	Within a live enclosure:	Setting up/Minor works	While Transiting
	Red	Blue	White

5.5 RPE and Expected fibre levels	
Expected fibre levels when undertaking work:	0.39 f/cm³
Type of RPE to be used at each stage:	
Pre-Clean: -	Asbestos Works: P3 Full face Masks
Forming Enclosure: -	Removing Waste: P3 Half Face Masks (Outside of enclosure)

6.0 Safety Requirements:

Indicate below the list of Standard Operating Procedures applicable to the identified tasks relevant to this project. Any variation to the Standard Operating Procedures must be detailed within this Site Specific Plan of Work.

GWE-SOP No.	Arriving onsite		GWE-SOP No.	Analytical	
001	Introduction	✓	011	DCU Clearance Test	✓
002	Arrival on Site & Induction	✓	020	Enclosure Monitoring	✓
007	Setting up a DCU on Site	✓	056	Air Monitoring	
008	Use of Mobile DCU	✓	058	Four Stage Clearance	✓
009	Use of Modular DCU		Removal Processes		
012	Establish Signage	✓	031	Controlled Wetting Needle Point Injection	
013	Pre Clean		032	Controlled Wetting Surface Spraying	✓
014	Respirator Zones	✓	033	Control at Source LEV Shadow Vac Technique	✓
015	Building & Dismantling Enclosures, Airlocks and Baglocks	✓	034	Sprayed Coating Removal	
017	Use of Vision Panels and CCTV	✓	035	Hard Set Lagging Removal	
019	Smoke Testing	✓	036	Sectional Lagging Removal	
General			037	Wrap and Cut Pipework	
003	Loading & Unloading Vehicles	✓	038	Rope & Textile Removal	
004	Usage of Vehicles	✓	039	Gaskets Removal	
005	PPE Selection and Use	✓	040	AIB Panels – Screwed	
006	RPE Selection and Use	✓	041	AIB Panels – Nailed	✓
010	Transit and Decontamination of Personnel	✓	042	AIB Panels – Glued	
021	Emergency Procedures	✓	043	AIB Panels - Lay-In Grid	
022	Hot Environment		044	Asbestos Cement Roof Sheets	
023	Live Hot Pipes		045	Asbestos Cement Lay-In Grid panels	
024	General Live Electrical Equipment	✓	046	Floor Debris	
030	Electrical & Mechanical Plant in an Enclosure	✓	047	Floor Tile Adhesive	
053	Double Bagging and Removal of Asbestos waste	✓	048	Textured coating to Concrete	
054	Waste Asbestos & Non Asbestos Waste	✓	049	Textured coating to Plaster Board	
055	Waste Packaging, Labelling & Transfer	✓	050	Quilling Grit Blasting	
059	What to do on an HSE or EHO Visit	✓	051	Residues Impacted to Walls (snots)	
060	Non-Asbestos Hazards	✓	052	Fine Cleaning	✓
Access			061	Removal of Fire Doors	
025	Work at Height - Fixed Scaffold		062	Removal of Asbestos Paper Vapour Barrier Beneath MMMF lagging	
026	Work at Height - Mobile Scaffold		065	Removal of Dura-steel Panels	
027	Work at Height - Steps and Ladders	✓	068	Promenade Floor Debris	
028	Work at Height – MEWPS		069	External AIB Soffits Partial Enclosure	
066	Rope Access working		070	Partial Mini Enclosure	
Equipment			061	Textured Coating to Lath and Plaster	
016	Use of NPUs	✓	072	Textured Coating to Plaster on Walls	
018	Use of H Type Vacuums	✓	073	Debris clearance	
029	Use of Hand Tools in asbestos working areas	✓	074	Cement Pipe	
057	BS 8520 NPUs, Vacuums and Injection	✓			
063	Angle Grinders (HOT WORKS)				
064	Flame Cutting (HOT WORKS)				
067	Selection & use of Fire Extinguishers on Site	✓			

Client Specific Procedures: N/A

7.0 Project Overview

If the job is between 0-2 weeks, the below table will give an estimated length of time to complete each stage. If the job lasts longer than two weeks insert additional table/s to cover duration of project or produce a separate Gant Chart to be used as a stand-alone document.

Predicted length of works:		Date:	30/11/20														
		Working day:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Events:			(X = day the event should be on)														
Arriving on site:			X														
Supervisor briefing to operatives			X														
Check all gas certs and DCU paperwork			X														
Setup DCU			X														
Mask Checks (Half-mask every-day, full-face when planned usage)			X														
Controlling the area: - Position van - Setup asbestos & respirator zone signs to skip/compound/etc, transit/waste route signs - Place barrier tape to identify respirator zones - Confirm isolation of services			X														
Erect tower scaffolding			-														
Fill in permit to work			X														
Location 1	Pre-clean (take photo)	X															
	Construct works area & Enclosure (take photo)	X															
	Removal of ACM	X															
	Cleaning of enclosure	X															
	Completion – visual inspection and/or analyst (take photo)	X															
Location 2	Pre-clean (take photo)																
	Construct works area (take photo)																
	Removal of ACM																
	Cleaning of localised area																
	Completion – visual inspection and/or analyst (take photo)																
Leaving site:			X														
Working day:			1	2	3	4	5	6	7	8	9	10	11	12	13	14	

Please call the Contracts Manager when the works have been completed.

Procedure for jobs overrunning:

On occasions it is possible that your job may overrun please call the Contracts Manager, who may be able to assist by providing greater support. It is important this information is passed along at an early stage as the Client may need to be informed. If the job is still overrunning and you have been unable to get assistance from the Contracts Manager please inform the Branch Manager.

Arriving on site

8.0 Initial site setup

8.1 Controlling the area	
The Van & DCU will be positioned as close to the working area as possible:	Yes
Heras fencing is to be used to restrict access to Gwella personnel only:	No
A sufficient number of signs will be on working areas & routes, informing people of the hazards:	Yes
Barrier tape is to be used around the working areas to identify respirator zones:	Yes
Carpet protector / Correx will be used to cover carpeted areas of the transit and waste route:	Yes

8.2 DCU Set Up	
	
Is a DCU to be used:	Yes
Type of DCU to be used:	Mobile DCU
DCU to be positioned:	To be positioned as close to the working area as possible as per the photo above
Power for DCU to be obtained from:	To be obtained from the power source 5m from the DCU
Water for DCU to be obtained from:	Water to be obtained from site – SITE
Waste discharge to be disposed of via:	Waste water to be collected into waste water drums and will be transited to the closest foul drain outside the front of the property
The DCU must be 'Fully Operational' before any works start. – PLEASE DO NOT over fill the water drums. Please only fill at a comfortable carrying weight	

Welfare facilities: Toilet, Washing and Rest Facilities: Assessment to be suitable and sufficient so far as reasonably practicable, such as the following provisions to be amended or deleted where applicable:			
Provided by:	Gwella		
Location(s):	Toilet to be delivered to site from Brandon Tool hire		
Toilets:	Yes	Means of drying hands:	Yes
Hot & Cold running water:	Yes	Seating (rest) area:	Yes
Soap or washing agent::	Yes	Means of heating food or drinks:	No
Sanitising gel:	Yes	Other (please state):	N/A

Please fill in the DCU Setup Record, begin the Half-mask and Full-face Daily Mask Inspection Records, brief all operatives on contents of method statement and take preliminary photos of the areas.

9.0 Other job specific information

9.1 Area inspection and Witnessing of smoke tests	Required:	Yes
Gwella site supervisor to inspect the enclosure at regular intervals and will witness the smoke test		

9.2 Waste Disposal			
Amount of waste:	5 Bags	Waste Container:	Van
Waste Carrier:	GCS transported to DSW Waste Transfer Station	Landfill or Transfer station Address:	DSW – Domellick Manor, St Dennis, Cornwall, PL26 8BY
Contact Details:	Darren Shrigley	Contact Details:	01726 860093
Details of secure storage on site:	Licensed Sealed Asbestos Skip – Specifically for GCS (Gwella)		

9.3 Analytical Detail									
Analytical Company:		G&L Consultancy Ltd			UKAS Accredited:		Yes		
Contact Name:		Darren Alway			Telephone:		01823 443898		
Appointed By:		GCS			Date Booked:		12/11/20		
Analyst Start Date & Time:		30/11/2020 1pm			Analyst Finish Date:		30/11/2020		
Type of Air Testing:									
Background	No	Leak	No	4 SC	Yes	Reassurance	No	Personal	No
Background – Completed before any works commence to establish ambient fibre level. Leak – Carried out external to enclosure to monitor integrity of the enclosure is maintained. 4SC – On completion of removal processes to ensure the area is fit for reoccupation. Reassurance – May be requested by client after the removal of the enclosure or in areas adjoining the location of removal works. Personal – To confirm that the methods of work being carried out are being adequately controlled and all available protection afforded.									
Personal Monitoring: (Analyst to detail material and removal method being used on certification provided)									
Name	Material	Set Up	Removal	Fine Clean	Waste Run	Detent			

9.4 Isolation of Service			
Power	No	To be undertaken by:	-
Gas	No	To be undertaken by:	-
Water	No	To be undertaken by:	-
Other:	N/A	To be undertaken by:	-

10.0 Description of works in each location

Location 1

Location 1: Summary of work being undertaken on ACM's	Remove:	Repair:	Encapsulate:	Respirator Zone:	Enclosure:		
	Yes	No	No	Yes	Yes		
	Paint:	Drill:	Reinstatement :	Other (please specify):		N/A	
	No	Yes	No				
Site Address:	Flat 17 Rookwood House, Honiton						
Internal/External:	Internal	Floor:	Ground	Room:	Store		
Enclosure Details:							
Dimensions	Width(m): Height(m): Length(m): Volume (m³): 1.5m x 2.5m x 3m = 11.25m³			Total Volume (m³): + 2m³ per stage of airlock or baglock = 17.25m³			
Air Management	Minimum air flow required (m³/h):		Quantity of Negative Pressure Units to be used:				
	(if >120m³) T. Vol. x 8 =		NPU500 NPU1000 NPU1500 NPU2000 NPU4000				
	(if <120m³) = 1000		0 0 1 0 0				
	Total capacity of NPUs without Ducting (m3/h)			Air changes per hour:			
	1666			Total capacity ÷ Total Volume =			
				96.57			
	NPUs fitted with a roving head or ducting for inlet or exhaust purposes are to be calculated using the formulas below; this calculates the reduction of the NPU flow rate with ducting connected. 1% per metre of ducting 2% per 90 ° bend 4% for use of roving head 1. Ducting Correction (DC) for each individual NPU = ducting % ÷ 100 x NPU capacity = Total Ducting Correction (TDC) 2. Total Ducting Correction (TDC) = DC1 + DC2 + (and so on for each additional NPU which needs a DC).						
	Ducting Correction: (m³/h)			12%			
Actual Air changes per hour: (Total capacity of NPUs – TDC) ÷ Total Volume of the enclosure = AACPH			1666-12% = 1466.08 84.99				
Construction	Timber Batons:	Clear Polythene:	Opaque Polythene:	Fire retardant Polythene:	Double-Skinned:	Fixed Scaffold:	
	No	Yes	No	No	No	No	
	CCTV in Enclosure:			Vision Panels		Baglock	Airlock
	No			Yes		No	Yes
If NO ENCLOSURE is required, please find the detailed justification below:							
-							
If PARTIAL ENCLOSURE is being used please find justification below:							
-							
If NO BAGLOCK is being used, please find the justification below:							
Due to limited working space and small amount of asbestos waste, a baglock will not be attached							
If the DCU is NOT directly attached to the enclosure, please find the justification for this below:							
Due to the location a DCU cannot be attached to the enclosure							
Details of ACM's To Be Removed:							
Item Nos.	Material	Extent (m² or lm)	Surface (e.g. wall, pipework, boxed riser, etc.)	Condition	Method of attachment	Type of asbestos fibre	Survey Reference
1	AIB	<1m2	Panel	Good	Nailed	Chrysotile Amosite	-

Detailed Description of Sequence of Work

Immediate risks or requirements (e.g. access, precautions): Manual Handling, Slips, Trips, & Falls, COVID-19

Please refer to your SOP's regarding each activity as per the associated GWE-SOP's No's below in **Green**

1. Arrive on site – Set up Assure on your teams iPad – **GWE001/002**
2. Once the Assure program is ready to start we are to complete the following sequences
3. We are to set up the DCU before any works are to commence – The DCU is to be fully functional before works commence – **GWE007/008**
4. We are to read and acknowledge the contents of this POW – Please sign
5. We are to check the RPE and record – **GWE006**
6. We are to check the site conditions – If any changes, please inform the CM before proceeding
7. We are to set up an area of demarcation in the form of a respirator zone – **GWE014**
8. We are to set up a full enclosure using 2x2 timber, polythene and cloth tape to the Store area Correx transit route to protect carpet then seal header panel from outside
9. Seal header panel from outside – **GWE015**
10. Once the enclosure has been fully set up – we are to attach the NPU as per the detailed site plan – **GWE016** - See site plan for details
11. We are to set up the asbestos removal signage including transit/waste routes – **GWE012**
12. Once the enclosure has been fully set up – we are to check the Assure program has been fully completed ready to commence with the smoke testing
13. We are to proceed with the smoke test – GCS supervisor to witness and sign the smoke testing cert once the enclosure integrity has been proven satisfactory. – **GWE019**
14. **Enclosure is now LIVE**

Removal of the AIB Door Header Panel

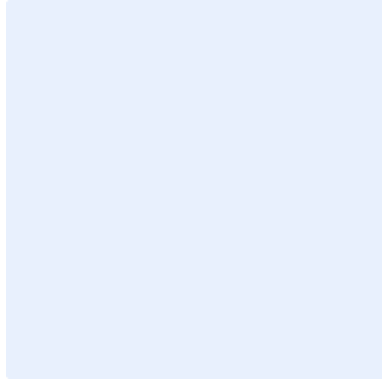
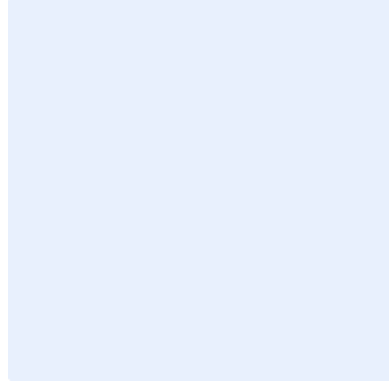
15. We are then to fully dampen the AIB panels using a mixture of wetting agent and water (1:10) through an airless sprayer – **GWE032**
16. Once the AIB has been wetted, we are to carefully remove the nail fixings whilst using the shadow vacuum technique using a light hand tool such as a pair of pinchers – **GWE033**
17. The AIB is to be removed using a nail bar and by prising away in a controlled manner with minimal disturbance and to be placed directly into a red asbestos waste bags – **GWE054**
18. All waste generated within the enclosure must also be placed into red asbestos waste bags.
19. When removing the asbestos waste from the enclosure, we are to double bag all of the asbestos red bags using clear asbestos waste bags. – **GWE053**
20. All red bags are to be double bagged inside the 'dirty stage' of the airlock
21. We are to repeat this process until the AIB has been fully removed
22. We are to drill out any nail holes using an over-sized drill bit
23. All generated waste must be removed from the enclosure via the allocated waste route – See site plan for detail routes
24. We are to then proceed with the fine clean – **GWE052**
25. We are to fully remove all dust/debris using a H-Type Vacuums and dampened rags containing cleaning agents – **GWE018**
26. All rag waste must be removed as asbestos waste
27. Once the enclosure has been thoroughly cleaned, the GCS site supervisor is to check the enclosure for any dust/debris also ensuring the enclosure is fully cleaned to the satisfactory standard required.
28. Once the enclosure is ready for handover to the analyst we are to complete the Assure program confirming the handover.
29. G&L to undertake a 4 stage clearance – Stage 1, The checking of the site, including paperwork, followed by Stage 2, visual inspection. Once the visual is proven to be satisfactory, the analyst will proceed – Stage 3, analyst to carry out a clearance air test. Once the air test has been completed and proven satisfactory we are to carefully fully remove the enclosure including any remanence of any tape. Stage 4, the analyst is to inspect the remaining areas once the enclosure has been fully removed. – **GWE058**

Job Complete

All major changes to the plan of work must be authorised by the Contracts Manager.

**Please follow the current
COVID-19 Rules**

11.0 Project Photos – Location 1

									
Photo 1	Description: Airlock Position	Photo 2	Description: Door header panel to remove	Photo 3	Description: Transit/Waste Route	Photo 4	Description: Transit/Waste Route	Photo 5	Description: Transit/Waste Route
									
Photo 6	Description: Transit/Waste Route	Photo 7	Description: Transit/Waste Route	Photo 8	Description: Transit/Waste Route	Photo 9	Description:	Photo 10	Description:

Location 1 - Transit / Waste Route Description/distances:

Transit Route - From the enclosure, out the property, along the path leading to the DCU –45m in length	Shortest route
Waste Route – From the enclosure, out the property, along the path leading to the Van –45m in length	Shortest route

Please follow the current
COVID-19 Rules

11.1 Site Plan

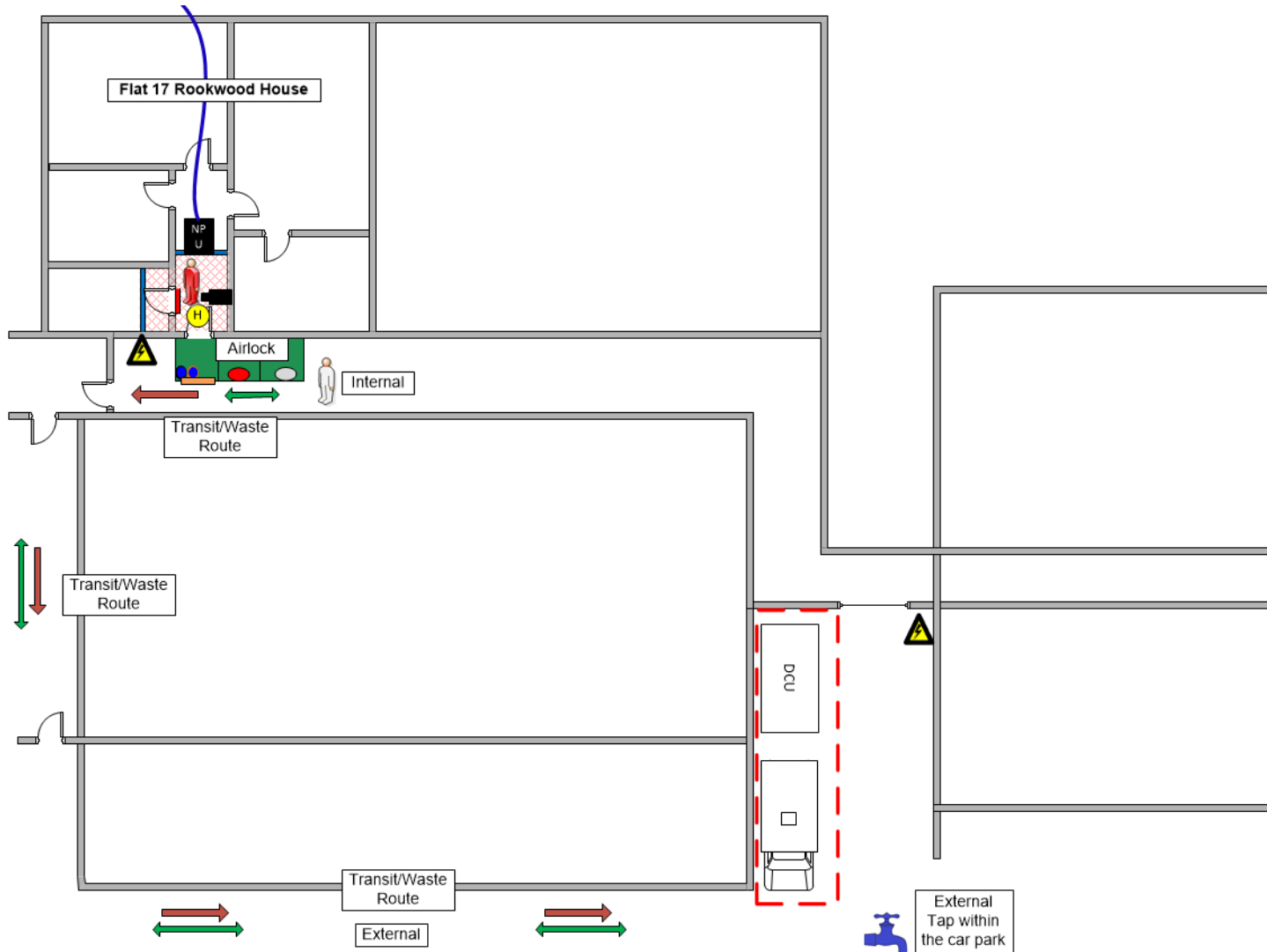
Location 1

Site Address: Flat 17 Rookwood House

Internal/External: External

Floor: Ground

Room: Store



Key:

	Airlock
	Baglock
	Buckets
	ACM
	H-Vac
	NPU
	Power
	Water
	CCTV
	Monitor
	Vision Panel
	Site Board
	Extinguisher
	Air Horn
	Barrier Tape
	Enclosure
	Waste Route
	Transit Route
	Van
	DCU

12.0 Managing Site Conditions

12.1 Supervisor Site Briefing

'I confirm that all operatives have been briefed on the scope and extent of the works and are aware of the specific hazards and safety measures that are in place for this job.'

Signature: _____

Date:

Name:

Title: Site Supervisor

Operative name:	Signature:	Date:

Please write your full name clearly.

12.2 Permit to Work

The following questions must be answered before asbestos works start. Please begin filling-in this form as soon as you arrive on site.	Yes (tick)	No (tick)	N/A (tick)	Signature
Is the plan of work and risk assessment of a good enough standard to proceed and does it reflect the site conditions?				
Have all site staff been briefed on the contents of the plan of work and informed of the risks?				
Has the site board been erected in a good position and does it detail the following information: • Site Supervisor • Current hazards and risks • Nos. of operatives • Analytical company • Contracts Manager				
Does the noticeboard contain the following items: • Valid Insurance Certificate • Valid Asbestos License • Waste Carriers License • Asbestos procedures manual • Fire Extinguisher • Fully stocked first aid kit • Air horn				
Is the site diary available and ready to use?				
Do you have copies or access to all of the following documentation? Are they valid and can you produce them for inspection? • Training certs. • NPU certs. • Face-fit certs. • Hepa Vacuum certs • Medical certs. • Certs. for all additional equipment				
Is the DCU in the best position, in good working order and has the check sheet been completed?				
Have all RPE been checked, serviced within the last 6 months and has the check sheet been completed?				
Are the transit and waste routes clearly marked with the Gwella standard signage and are they free of any trip hazards?				
Are the following safety warning signs, as well as barrier tape identifying the Asbestos and Respirator Zone, in place? • No Unauthorised Access • Wear RPE • Wear Coveralls • Danger Asbestos				
Has the access equipment been set up correctly, filling in the relevant checklist or risk assessment if necessary? If an external contractor has set up the equipment, do you have copies of the necessary certificates? • Mobile Scaffolding • Other: • Fixed Scaffolding • Podium Steps				
Has the gas been purged, electrical equipment and lighting been isolated, and do you have copies of the certificates?				
Are all operatives wearing the PPE stated in the Risk Assessment Requirements section of this plan of work?				
Have other contractors based at this site been briefed on our work?				
Comments:				
Site Supervisor:	Signature:		Date:	
Do not begin any direct work with asbestos until all of the above has been completed and signed as satisfactory.				

Please follow the current COVID-19 Rules

12.3 DCU – Setup Record

DCU Number: N/A

Date arrived on site: _____

Date	Time	(Please tick to confirm item has been checked)	Faults Identified	All Faults Fixed (Circle)		Signed
		Clearance certificate displayed		Y	N	
		Signs in place & locked doors		Y	N	
		Mirror in place		Y	N	
		Self-closing doors		Y	N	
		Soap / Towels / Nail Brush / Gel		Y	N	
		Heating functioning		Y	N	
		NPU functioning		Y	N	
		Gas Cert available & displayed		Y	N	
		Roller functioning		Y	N	
		Gas supply connected		Y	N	
		Water supply connected		Y	N	
		Waste water connected to drain		Y	N	
		Electrical earthing tested and earthing rod in place		Y	N	
		Waste Removed		Y	N	
		Sited Level		Y	N	
		Clean		Y	N	

If a fault has been discovered and cannot be fixed: stop the work, seal the DCU and inform the Contracts Manager.

Gwella
CONTRACTING SERVICES

(Please request more inspection sheets if there are 3 or more operatives on site and the job is to last longer than 10 days.)

[illegible]

If a fault has been discovered: do not use the mask and tell the Contracts Manager.

Please follow the current COVID-19 Rules

12.5 Full Face Mask – Daily Inspection Record

(Please request more inspection sheets if there are 3 or more operatives on site and the job is to last longer than 7 days.)

[illegible]

If a fault has been discovered: do not use the mask and tell the Contracts Manager.

12.6 Access Tower Checklist

Form Required:

No

Inspection frequency:

- Carry out inspection immediately after tower erection, fill in a Scafftag and place on tower.
- If adjusted, part or fully dismantled the tower must be re-inspected before use.
- If used continuously in the same location, with no adjustment, the tower should be inspected every 7 days.
- Any tower which sustains damage should be taken out of service immediately.

	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
A satisfactory inspection has been conducted of:	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)
Components prior to erection										
Tower prior to use:										
Tower upright										
Castors locked / legs correctly adjusted										
Braces & platform level										
Braces in position										
Stabilisers / outriggers / ballast fitted as specified										
Platforms located and clips locked										
Handrails in place										
Toe-boards in place										
Ground conditions firm & level – free from obstructions										
Free from overhead cables										
Ladder accessible										
Site Supervisor:	Signature:						Date:			

**Please follow the current
COVID-19 Rules**



12.7 Hand-Arm Vibration Exposure Record				Date:	
Details Full equipment name: Vibration magnitude: m/s ² Action value: minutes Limit value: minutes / day Safety measures: (Please contact the Contracts Manager to assist in specifying these requirements)					
Please request more record sheets from the Contracts Manager for each day of the job.					
Shift	Start-time	End-time	Duration (Mins.)	Full Name	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
This record is to be used as a Supervisor's tool for managing the daily use of vibrating equipment safely.					

**Please follow the current
COVID-19 Rules**

13.0 Daily Site Inspection Records

Day 1 Daily Site Inspection Record:				Date:				
Please request more inspection sheets if the job is to last longer than 14 days. If the faults identified change during the day simply cross out your previous comment and write a new one. If not, keep the original comment (e.g. 'None').								
Inspection of:	Time of day			Faults identified	Remedy	Site Supervisor Signature		
	Begin.	Mid.	End					
Enclosure integrity								
Airlock integrity								
Baglock integrity								
NPU fully functional								
NPU gauge reading:								
Vacuums working properly								
Injection equipment fully functional								
CCTV operational								
Transit route free from debris or obstruction								
Waste route free from debris or obstruction								
Skip secure								
DCU fully functional and clean								
DCU NPU gauge reading:								
Signs in place								
Stock check – sufficient stock for job								
Van clean and parked correctly								
All equipment stored in a tidy manner								
All personnel are wearing the correct PPE and corporate clothing								
Smoke test undertaken:				Take photo of the site setup	Identification numbers of equipment:		Certs on site:	
Witnessed by:					Air Movers		Y	N
					Vacuums		Y	N
					Injection		Y	N
Time:		Date:		DCU		Y	N	
This inspection record and the site diary must be filled in on a daily basis and match with each other.								

**Please follow the current
COVID-19 Rules**

Day 2 Daily Site Inspection Record:				Date:			
Please request more inspection sheets if the job is to last longer than 14 days. If the faults identified change during the day simply cross out your previous comment and write a new one. If not, keep the original comment (e.g. 'None').							
Inspection of:	Time of day			Faults identified	Remedy	Site Supervisor Signature	
	Begin.	Mid.	End				
Enclosure integrity							
Airlock integrity							
Baglock integrity							
NPU fully functional							
NPU gauge reading:							
Vacuums working properly							
Injection equipment fully functional							
CCTV operational							
Transit route free from debris or obstruction							
Waste route free from debris or obstruction							
Skip secure							
DCU fully functional and clean							
DCU NPU gauge reading:							
Signs in place							
Stock check – sufficient stock for job							
Van clean and parked correctly							
All equipment stored in a tidy manner							
All personnel are wearing the correct PPE and corporate clothing							
Smoke test undertaken:	Take photo of the site setup			Identification numbers of equipment:		Certs on site:	
Witnessed by:				Air Movers		Y	N
				Vacuums		Y	N
				Injection		Y	N
Time:		Date:		DCU	Y	N	
This inspection record and the site diary must be filled in on a daily basis and match with each other.							

**Please follow the current
COVID-19 Rules**

Day 3 Daily Site Inspection Record:					Date:			
Please request more inspection sheets if the job is to last longer than 14 days. If the faults identified change during the day simply cross out your previous comment and write a new one. If not, keep the original comment (e.g. 'None').								
Inspection of:	Time of day			Faults identified	Remedy	Site Supervisor Signature		
	Begin.	Mid.	End					
Enclosure integrity								
Airlock integrity								
Baglock integrity								
NPU fully functional								
NPU gauge reading:								
Vacuums working properly								
Injection equipment fully functional								
CCTV operational								
Transit route free from debris or obstruction								
Waste route free from debris or obstruction								
Skip secure								
DCU fully functional and clean								
DCU NPU gauge reading:								
Signs in place								
Stock check – sufficient stock for job								
Van clean and parked correctly								
All equipment stored in a tidy manner								
All personnel are wearing the correct PPE and corporate clothing								
Smoke test undertaken:				Take photo of the site setup	Identification numbers of equipment:		Certs on site:	
Witnessed by:					Air Movers		Y	N
					Vacuums		Y	N
					Injection		Y	N
Time:		Date:		DCU		Y	N	
This inspection record and the site diary must be filled in on a daily basis and match with each other.								

14.0 Additional Site Specific Risk Assessment Form

When discovering an additional hazard: stop the work and contact the Contracts Manager for advice, then fill in the table below.

New Hazard	Who might be harmed	What safety measures are we going to introduce to reduce the risk to an acceptable level	Signature	Date

Do you need to work at height using access equipment not yet specified in the plan of work? If so, please contact the Contracts Manager and then fill in section below.

Access equipment	Reason for use	What control measures are we going to introduce to reduce the risk to an acceptable level	Signature	Date
Cherry picker, Scissor lift, etc.				
Fixed scaffold				
Lightweight tower scaffold				
Ladders				
Step ladders				
Other: _____				

New access equipment pre-checks:		Have you carried out all the required checks on the equipment before starting work?	Yes ☐ No ☐
Have you received training in the use of the equipment selected?	Yes ☐ No ☐	Have all working at height risks been adequately controlled?	Yes ☐ No ☐
Is everyone aware of the above requirements to enable safe working at height?	Yes ☐ No ☐	Has the Contracts Manager been contacted?	Yes ☐ No ☐

**Please follow the current
COVID-19 Rules**

15.0 Revision to the plan of work

Date	Revision Number	Revision	Supervisor Signature

All changes to the plan of work need to be clearly written here. Please see what constitutes a major and minor change to the plan of work in the appendix. All major changes need to be authorised by the Contracts Manager.

**Please follow the current
COVID-19 Rules**

16.0 Record of Management, HSE, ARCA and Auditing visits

(To be filled in by the Site Supervisor)

Type of visit:	Name	Date	Feedback (if any)		
Contracts Manager					
Health & Safety Manager					
Auditor					
Other Management					
HSE Inspector					
ARCA Auditor					
External Auditor					
Other: (Please specify) _____					
Site Supervisor:		Signature:		Date:	
Please record all visitor's comments & feedback here.					

17.0 Domestic Property Disclaimer

Disclaimer regarding the removal of policyholder's furniture and possessions:

As discussed, should you require us to move your furniture this will be at your own risk as we are not insured or obligated to do so. If you wish the furniture to remain in the room during the removal works every precaution will be taken to protect it, however this will be at your own risk.

Policyholder's signature: _____

Gwella Representative: _____

Date: _____

18.0 Supporting Documentation



Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employer's Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by this policy)

Policy No. B19033021921306

1. Name of Policyholder:- Gwella Contracting Services
2. Date of commencement of Insurance:- 14th November 2019
3. Date of expiry of Insurance:- 13th November 2020

We hereby certify that subject to paragraph 2:-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies (b); and
2. (a) The minimum amount of cover provided by this policy is no less than GBP 5 million (c);

Signed for
ASPEN INSURANCE UK LIMITED

A handwritten signature in blue ink, appearing to read "Clive Edwards".

Clive Edwards
Head of UK Corporate Property and Casualty

Notes:-

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(5) of the Regulations.
- (c) See restriction 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Note: The information outside the above box does not form part of the statutory certificate. Aspen Insurance UK Limited requires the following information to be inserted by the Issuing Intermediary:

Name and address of Issuing Intermediary: Miles Smith Limited
One America Square, 17 Crosswall, London EC3N 2LB
Issuing Intermediary's reference: B190330219
(if different from the Policy No. stated above)

It is recommended that you retain a copy of each certificate for a period of 40 years beginning on the date on which the insurance to which this relates commences or is renewed.

IMPORTANT NOTICE

Under the terms of the Employers' Liability (Compulsory Insurance) Regulations 2008 the requirement to display a certificate will be satisfied if it is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.



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 192005941

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

Gwella Contracting Services Ltd
The Sawmills
Wheal Rose
Scorrier
REDRUTH
Cornwall
TR16 5DA

(“the licensee”)

to undertake work with asbestos subject to the conditions below. The licence is granted from 20 January 2020 and shall remain valid until 19 January 2021 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. Before work under the terms of this licence is carried out for the first time, a copy of the most recent medical certificates, training certificates and evidence of face-fit testing for respiratory protective equipment (RPE) in respect of persons undertaking the work shall be provided to the Asbestos Licensing Principal Inspector at the Plymouth office of the Health and Safety Executive.

5. Before work under the terms of this licence is carried out for the first time, a copy of Employer's Liability Compulsory Insurance (ELCI) shall be provided to the Asbestos Licensing Principal Inspector at the Plymouth office of the Health and Safety Executive.

Signature

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

Name: Rosie Brails
H M Inspector of Health and Safety
Asbestos Licensing Unit

Date: 20 January 2020