

## **POW Cover Sheet**

Site Address: **186 The Chantry  
 Farnham  
 Surrey  
 GU9 7AU**

Work Location: **Bathroom**

| POW Choke Points                                                                                                                                                                              | Time | Photo Taken | Supervisor Signature |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|----------------------|
| 1. Team has been briefed on this POW and signed to confirm in Section 11 of this document.                                                                                                    |      |             |                      |
| 2. The DCU is fully set up, running correctly and the spare gas bottle is confirmed full. <b>(Photo evidence required of set up)</b>                                                          |      |             |                      |
| 3. Isolation certificates / written confirmation of isolations required for the works have been received and confirmed. Client / contractor / Supervisor to sign Section 10 of this document. | N/A  |             |                      |
| 4. Smoke test completed and time for smoke to clear completed in Section 4. <b>(Photo evidence required of smoke in enclosure)</b>                                                            |      |             |                      |
| 5. If personal monitoring has been requested (Section 4.9), confirm that a monitor has been correctly fitted.                                                                                 |      |             |                      |
| 6. Observed wetting techniques being used in accordance with this POW. <b>(Photo evidence required of wetting within enclosure)</b>                                                           |      |             |                      |
| 7. Thorough visual of enclosure / work area completed and MEL-45 form completed.                                                                                                              |      |             |                      |
| 8. Analyst 4SC completed.                                                                                                                                                                     |      |             |                      |
| 9. All materials have been cleared from site. <b>(Photo evidence required of working area clear of materials, equipment, waste and rubbish)</b>                                               |      |             |                      |
| <p align="center"><b>ALL PHOTO EVIDENCE REQUIRED TO BE SENT TO<br/> <a href="mailto:sitphotos@merryhill.co.uk">sitphotos@merryhill.co.uk</a> THE SAME DAY</b></p>                             |      |             |                      |

**Plan of work for the asbestos removal project at:**

Site Address: **186 The Chantrys**  
**Farnham**  
**Surrey**  
**GU9 7AU**

Work Location: **Bathroom**



**BRYAN DART**  
**Merryhill Envirotec**  
**(Asbestos License No. 951803844)**  
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08/09/2020  
1

## Index

1. Details of the work
2. Management of the works
3. Scope of work and site-specific risks
4. Significant risk and how they will be controlled
5. Method of work
6. Asbestos plant required for the work
7. Other site-specific information (not in standard working procedures)
8. Emergency procedures
9. Enclosure sketches and air management
10. Sign-off sheets and revisions to this plan of work
11. Briefing sign off sheet tool box talk sheet

## Appendices

1. List of SWPs
2. List of Non-Significant Risks
3. List of relevant COSHH sheets
4. Covid-19 Risk Assessment

| 1. Details of Work:                            |                                                                                                                                                      |                                                                                                                                                                                                                                                                                 |      |                  |                     |                             |                       |                              |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------|---------------------|-----------------------------|-----------------------|------------------------------|
| 1.1                                            | Name and local address of the persons to whom Merryhill are contracted.                                                                              | Waverley Borough Council,<br>The Burys,<br>Godalming,<br>Surrey.<br>GU7 1HR<br>Timothy Tyler – 01483 523079 / 07798 667671                                                                                                                                                      |      |                  |                     |                             |                       |                              |
| 1.2                                            | Clients site contact                                                                                                                                 | Tenant                                                                                                                                                                                                                                                                          |      |                  |                     |                             |                       |                              |
| 1.3                                            | The names and telephone numbers of Merryhill contacts.                                                                                               | <table border="1"> <thead> <tr> <th>Name</th> <th>Telephone number</th> </tr> </thead> <tbody> <tr> <td>Plan of work Author</td> <td>Bryan Dart<br/>07919 048 194</td> </tr> <tr> <td>• Asbestos Supervisor</td> <td>Carl Perris<br/>07867 430 648</td> </tr> </tbody> </table> | Name | Telephone number | Plan of work Author | Bryan Dart<br>07919 048 194 | • Asbestos Supervisor | Carl Perris<br>07867 430 648 |
| Name                                           | Telephone number                                                                                                                                     |                                                                                                                                                                                                                                                                                 |      |                  |                     |                             |                       |                              |
| Plan of work Author                            | Bryan Dart<br>07919 048 194                                                                                                                          |                                                                                                                                                                                                                                                                                 |      |                  |                     |                             |                       |                              |
| • Asbestos Supervisor                          | Carl Perris<br>07867 430 648                                                                                                                         |                                                                                                                                                                                                                                                                                 |      |                  |                     |                             |                       |                              |
| 1.4                                            | The number of employees (including Grades) on site at any time.                                                                                      | 1 x Supervisor<br>1 x Operative.<br>All names of staff involved in these works will be recorded in the supervisor daily site diary                                                                                                                                              |      |                  |                     |                             |                       |                              |
| 1.5                                            | When the work is to take place i.e. dates and times (nights, weekends, etc), The dates for set up, removal and clearance.                            | The works will commence on 29 <sup>th</sup> September and be completed on the same day.<br><br>The working hours are 08.00 – 16.00                                                                                                                                              |      |                  |                     |                             |                       |                              |
| 1.6                                            | If CDM applies who is the principal contractor                                                                                                       | Waverly Borough Council are the principal contractor.<br><br>Merryhill are working to their own RAMS                                                                                                                                                                            |      |                  |                     |                             |                       |                              |
| 1.7                                            | Who will carry out the 4-stage clearance test?<br><br>Who is the analytical company instructed by?<br><br>Time allowed for 4-stage clearance testing | Gully Howard Technical Limited,<br>Unit 4 St Georges Business Centre St Georges Square,<br>Portsmouth PO1 3EY<br>Tel: 020 3714 6246<br><br>Appointed by WBC<br><br>2 hours Booked for 1400hrs                                                                                   |      |                  |                     |                             |                       |                              |
| 2. Management of the Work:                     |                                                                                                                                                      |                                                                                                                                                                                                                                                                                 |      |                  |                     |                             |                       |                              |
| 2.1                                            | How often will the;<br>• Site Supervisor<br>• Operations Manager<br>Be on site?                                                                      | Throughout the works<br>If required                                                                                                                                                                                                                                             |      |                  |                     |                             |                       |                              |
| 2.2                                            | How will Direct supervision, viewing panels and CCTV be used on this project?                                                                        | CCTV will be sited within the enclosure with viewing panel attached to the inner chamber of the airlock/baglock.                                                                                                                                                                |      |                  |                     |                             |                       |                              |
| 3. Scope of work and asbestos risk assessment: |                                                                                                                                                      |                                                                                                                                                                                                                                                                                 |      |                  |                     |                             |                       |                              |
| 3.1                                            | Provide brief details of any asbestos survey, <b>Management</b> or <b>Major Refurbishment/Demolition</b> who did this and when.                      | A management survey report was provided by Waverley Borough Council.<br>Survey Ref: 0415182 03<br>Dated: 15.09.2020                                                                                                                                                             |      |                  |                     |                             |                       |                              |

|                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>3.2</b></p>                                                                                                                                                                                                                                                                                                                                                          | <p>Give a clear overview of the works, to include features and restrictions/limitations of the site where is the work located, Provide a description of the location and the removal method of the ACM.</p> <ul style="list-style-type: none"> <li>A. Brief statement of what we have been instructed to remove / remediate</li> <li>B. Findings from the site-specific risk assessment</li> <li>C. Access to and from the work area (e.g. traffic movements)</li> <li>D. Fire risks and precautions to be taken</li> <li>E. Asbestos working enclosure set-up</li> </ul> <p><b>USE PHOTOS WHERE POSSIBLE TO AID EXPLANATION</b></p> |
| <p><b>A. The Work</b></p> <p><b>Bathroom:</b> To remove and dispose of AIB service riser boxing.</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>AIB Boxing</p> </div> </div> <p>All removals will be carried out as per <b>(SWP-22)</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>B. Describe the Significant Findings of Site-Specific Risk Assessment</b></p> <p>Fall from Height – Work at high level will be undertaken via a delta deck podium</p> <p>Carrying DCU Trips and Falls</p> <p>Covid -19</p>                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>C. Site Access</b></p> <p>The tenant will give the Merryhill team access to the property then vacate for the day.</p> <p>The Merryhill van and DCU will be parked on the road in front of the property in the morning prior to works commencing and will not be moved again until the works are complete.</p>                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

#### D. Fire Risks / Precautions

Merryhill will be undertaking no activities that will create additional risks, however the supervisor will brief the team on a safe/muster point and emergency procedures as per **(SWP-04)**

#### How will safe place of work be maintained

Safe places of work will be maintained by receiving and understanding the Merryhill supervisors briefing on the contents of the RAMS for these works and the task specific risks associated with the job

The supervisor will remain on site at all times ensuring that the team are working to the site induction, Merryhill Briefing and the SWP's for the works being undertaken, the supervisor will record the checks of the works in his daily diary.

#### E. Asbestos Working Enclosure Set-up – if non-standard, justification must be given below

|                                                                       |                           |                                                                                            |
|-----------------------------------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------|
| Direct connection                                                     | <b>No</b>                 | Works are within the ground floor flat. Direct connection is not possible.                 |
| Standard Baglock                                                      | <b>No</b>                 | There is insufficient room for a baglock                                                   |
| Semi controlled conditions required? (i.e. high-level soffit removal) | <b>No</b>                 |                                                                                            |
| <b>3.3</b>                                                            | Type and form of asbestos | AIB containing Amosite.                                                                    |
|                                                                       | The quantity and extent   | AIB – 2m <sup>2</sup> The AIB is in three sections the biggest being 1 metre high by 300mm |
|                                                                       | Condition and fixings     | AIB nailed to timber framework. Good condition.                                            |

#### 4. Control Measures:

##### 4.1 Provide details of any significant risks and precautions.

| <b>Hazard</b>                                                                         | <b>Control Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working off of a Delta Deck platform for low level working at heights up to 3 metres. | <p>The Delta Deck is to be full inspected for wear or damage prior to use paying particular attention to the legs, feet and retention catches, and the guard rails</p> <p>Ensure that both the footwear of the operative and the feet of the Delta Deck are clean</p> <p>Ensure that the area in which the Delta Deck is to be used is clear of obstructions, level and is firm</p> <p>Ensure that area is subject to good housekeeping removing all waste and obstacles from the work area</p> <p>Manufactures instructions for use must always be followed including the maximum load capacity</p> <p>Operative will be in receipt of relevant information, instruction, training and supervision</p> |
| Carrying NPU                                                                          | <p>All NPU's to be delivered / collected as close as possible to place of storage / point of use, to minimise manual handling.</p> <p>The vehicle should be securely parked &amp; the engine switched off before</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                      |                    |                                           |          |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------|----------|
|                                                                                                       | <p>Operatives start to load or unload the machine.<br/>         Prior to moving the NPU the proposed route will be checked to ensure the pathway is clear of trip hazards</p> <p>The supervisor will instruct the team to move NPUs off vans and upstairs in pairs (working to the covid-19 policy)</p> <p>The 1600 NPUs on site weigh 25kg and have carrying handle on either side to enable ease of movement</p> <p>Operative will be in receipt of relevant information, instruction, training and supervision.</p> |                                                                                                                                                                      |                    |                                           |          |
| Covid-19 Policy                                                                                       | See appendix 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                      |                    |                                           |          |
| <b>Non-Significant risks associated with the works are highlighted in Appendix 2 of this document</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                      |                    |                                           |          |
| <b>4.2</b>                                                                                            | What steps are to be taken to reduce exposure as low as reasonably practicable and to control release into the environment.                                                                                                                                                                                                                                                                                                                                                                                            | <p>AIB removals will be carried out under fully controlled conditions</p> <p>The asbestos will be removed and placed directly into waste sacks and sealed tight.</p> |                    |                                           |          |
| <b>4.3</b>                                                                                            | Are there any variations to the SWP's                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | None                                                                                                                                                                 |                    |                                           |          |
| <b>4.4</b>                                                                                            | Type of respirators used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Air fed Respirators                                                                                                                                                  | <b>X</b>           | Power assisted respirator with P3 filters | <b>✓</b> |
|                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Half mask with P3 filters (orinasal respirator)                                                                                                                      | <b>✓</b>           | Disposable single use FFP3 mask           | <b>X</b> |
| <b>4.5</b>                                                                                            | Type 5/6 category 3 disposable coveralls will be used with elasticated hood, cuffs and ankles.                                                                                                                                                                                                                                                                                                                                                                                                                         | White for site set up                                                                                                                                                | <b>✓</b>           | Blue for transiting                       | <b>✓</b> |
|                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Red for asbestos removal                                                                                                                                             | <b>✓</b>           | White for waste runs                      | <b>✓</b> |
| <b>4.6</b>                                                                                            | Air monitoring arrangements for the duration of the work.                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Reassurance testing                                                                                                                                                  | <b>X</b>           | Background Testing                        | <b>X</b> |
|                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                      |                    | 4-stage clearance testing                 | <b>✓</b> |
| <b>4.7a</b>                                                                                           | Smoke testing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Supervisor Witness                                                                                                                                                   | <b>✓</b>           | Analyst Witness                           | <b>X</b> |
|                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                      |                    | Client Witness                            | <b>X</b> |
| <b>4.7b</b>                                                                                           | The supervisor can note here the results of the smoke test                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                      |                    |                                           |          |
|                                                                                                       | How long did smoke take to clear with NPU(s) on?                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Approximate no. of air changes per hour?                                                                                                                             | Tick which applies | Initial                                   |          |
|                                                                                                       | <b>7 min 30 sec</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>8</b>                                                                                                                                                             |                    |                                           |          |
|                                                                                                       | <b>6 min 0 sec</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>10</b>                                                                                                                                                            |                    |                                           |          |
|                                                                                                       | <b>5 min 0 sec</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>12</b>                                                                                                                                                            |                    |                                           |          |
|                                                                                                       | <b>3 min 45 sec</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>16</b>                                                                                                                                                            |                    |                                           |          |
|                                                                                                       | <b>3 min 0 sec</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>20</b>                                                                                                                                                            |                    |                                           |          |

|             |                                                                       |                                                                                                                                                                                                                                 |                                                                                   |                             |
|-------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------|
| <b>4.8</b>  | Describe how control measures are to be maintained on site.           | The supervisor will carry out 3 daily checks and note these in their site diary.<br>In addition to direct supervision the supervisor will manage works taking place either by viewing panels or CCTV as set out in Section 2.2. |                                                                                   |                             |
| <b>4.9</b>  | Personal Monitoring to be carried out on this project?                |                                                                                                                                                | How many personal monitoring samples are required and at what stages of the work? | One during removals         |
|             |                                                                       |                                                                                                                                                                                                                                 | What is the Flow rate to be set to                                                | 1 $l/m$                     |
|             |                                                                       |                                                                                                                                                                                                                                 | What is the duration of sampling required                                         | 4 hours                     |
| <b>4.10</b> | State the Operatives' expected exposure using the controls specified. | <b>Expected Exposure Level:</b>                                                                                                                                                                                                 |                                                                                   | <b>Less than: 0.25 f/cc</b> |
|             | <b>VALUES TAKEN FROM APPENDIX 2 of SWP-05</b>                         | <b>If Reading is Above this Value, POW Author MUST be contacted</b>                                                                                                                                                             |                                                                                   | <b>0.3 f/cc</b>             |

| 5. Method of work:                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                          |                                              |   |                |   |               |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---|----------------|---|---------------|---|
| 5.1                                                                                                                                                                                                                                                                  | Non-asbestos PPE to be worn on the works                                                                                                                                                                                                                                                                                                 | Safety Boots                                 | ✓ | Hard Hat       | X | Ear Defenders | X |
|                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          | Hi-Vis                                       | ✓ | Safety Glasses | X | Gloves        | X |
|                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          | List other specialist PPE requirements here: |   |                |   |               |   |
| 5.2                                                                                                                                                                                                                                                                  | Provide detailed site information: a site-specific description of the working method to be used, with reasons, explain unambiguously the site set up, the sequence of work and the selected work methods aimed at restricting exposure (see SWP list in appendix 1) and controlling non-asbestos risks as far as reasonably practicable. |                                              |   |                |   |               |   |
| The Supervisor team will attend site and given access to the property and the tenant will vacate for the day.                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                          |                                              |   |                |   |               |   |
| Site set up                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                          |                                              |   |                |   |               |   |
| The site supervisor will brief the operative on the RAMS for the works to be undertaken.                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                          |                                              |   |                |   |               |   |
| The DCU will be set up at the on the road in front of the of the property as per (SWP-06) The supervisor will escort the operative when transiting to and from the working area. The wastewater will be poured down the toilet after the enclosure has been removed. |                                                                                                                                                                                                                                                                                                                                          |                                              |   |                |   |               |   |
| The welfare unit will be delivered and set up in the rear carpark.                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                          |                                              |   |                |   |               |   |
| The Van will be parked with the loading door curb side. Equipment and plant will then be placed inside the area to be worked.                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                          |                                              |   |                |   |               |   |
| A fully controlled asbestos working enclosure will be erected to bathroom with an airlock attached as per (SWP-10)                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                          |                                              |   |                |   |               |   |
| The NPU will be placed outside at the rear of the property and attached to the bathroom window as per (SWP-12)                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                          |                                              |   |                |   |               |   |



NPU

Signage will be displayed in prominent locations; signs will also be placed in order to identify the waste and transit routes **as per (SWP-11)**

Once the team have completed the enclosure, the supervisor will inspect the sheeting and when satisfied, undertake the smoke test, and record the findings in his site diary **as per (SWP-13)**.

### **AIB Removals**

The Operatives will then enter the hygiene unit and don the appropriate RPE/PPE for removals and enter the work area **as per (SWP-08 and SWP 15)**

The supervisor will put a personal monitor pump on one of the operatives. The pump will remain on the operative during removals and cleaning works. The pump will run for four hours. The supervisor will instruct the operative to switch the pump off if he leaves the working area before the four-hour duration. The operative will turn the pump back on when returning to work. After four hours the operative will switch off the pump. **As per (SWP-5)**.

The face of the riser will be sprayed with a water/surfactant mix delivered via a low pressure sprayer, which will be allowed to penetrate.

Using a small flat bar, the front panels will be carefully removed by levering with the bare rear face of the AIB being sprayed with diluted surfactant during the removal process, the AIB panels will be placed into red asbestos bags and sealed at the neck with tape **as per (SWP-16) & (SWP-22)**

The remaining AIB riser panels will then be sprayed with diluted surfactant on the bare rear face and allowed to soak prior to removal by levering with a small flat bar and bagged for disposal **as per (SWP-16) & (SWP-22)**

The timber framework will be removed by levering and bagged for disposal as contaminated waste.

After all the waste has been placed into the segregated compartment of the Merryhill van **as per (SWP-28 and SWP29)**

### **Fine Cleaning:**

Following the removal of waste, the operatives will vacuum the whole enclosure working methodically from, ceiling level down to the floor starting from the airlocks working back to the air movers. Once the enclosure has been vacuumed down the team will use rags dampened with a water surfactant mix and wipe down the whole enclosure **as per (SWP-30)**

#### Four Stage Clearance:

Once fine cleaning of the whole enclosure is complete the supervisor will enter the area and inspect the works, if the supervisor is satisfied that the works meet the required standard, he will complete form MEL-45 and instruct the analyst to undertake their visual inspection and clearance air testing.

The analyst will undertake the four-stage clearance test, once a satisfactory result has been obtained the analyst will issue a re-occupation certificate.

|     |                                                                                                  |                              |   |
|-----|--------------------------------------------------------------------------------------------------|------------------------------|---|
| 5.3 | Describe which fibre suppressant technique is to be used.                                        | Low pressure injection       | X |
|     |                                                                                                  | Airless sprayer              | X |
|     |                                                                                                  | Low pressure hand sprayer    | ✓ |
| 5.4 | Any additional precautions to reduce exposure?                                                   | None                         |   |
| 5.5 | What tools and equipment are to be used, including access equipment, cutting tools and lighting. | Basic hand tools, Delta Deck |   |

#### 6. Asbestos Plant required for the work:

| SP-Resected Plans (A) |                                      |                         |   | SP-Resected Plans (B) |   |                       |          |     |   |
|-----------------------|--------------------------------------|-------------------------|---|-----------------------|---|-----------------------|----------|-----|---|
| 6.1                   | Decontamination units                | 8-Man Standard DCU      |   | ✓                     |   | Qty.                  |          | 1   |   |
|                       |                                      | 4-Man or Modular DCU    |   | X                     |   | Qty.                  |          |     |   |
| 6.2                   | Air movers (All BS 8520-2 compliant) | Series 4,000            | X | Qty                   |   | Series 2,000          | X        | Qty |   |
|                       |                                      | Series 1,600            | ✓ | Qty                   | 1 | Series 500            | X        | Qty |   |
|                       |                                      | Larger unit being used? |   | Unit Size (5000 etc.) |   | X                     | Quantity |     |   |
| 6.3                   | Vacuums (BS 8520-3 compliant)        | Numatic series 200      | ✓ | Qty                   | 2 | Numatic series 350    | X        | Qty |   |
| 6.4                   | Wet strip technique                  | Red Box system,         | X | Qty                   |   | Airless Sprayer       | X        | Qty |   |
|                       |                                      | Pump up sprayer large   | ✓ | Qty                   | 1 | Pump up sprayer small | ✓        | Qty | 1 |

#### 7. Other site-specific information (not in standard working procedures) relating to:

|     |                                    |                                  |                                      |                                    |  |  |  |  |  |
|-----|------------------------------------|----------------------------------|--------------------------------------|------------------------------------|--|--|--|--|--|
| 7.1 | DCU's, including clearance testing | Clearance at the end of the job. |                                      |                                    |  |  |  |  |  |
| 7.2 | Entry and exit procedures          | Unattached and transiting.       |                                      |                                    |  |  |  |  |  |
| 7.3 | Welfare facilities                 | 7.3a                             | Who is supplying welfare facilities? | Merryhill will site a welfare unit |  |  |  |  |  |
|     |                                    | 7.3b                             | What are the seating arrangements?   | Merryhill welfare unit             |  |  |  |  |  |

|                  |                | <b>7.3c</b>                                                           | What arrangements are there for hot & cold water? | Merryhill welfare unit                                                                                                                                      |  |                  |  |          |          |  |   |
|------------------|----------------|-----------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------|--|----------|----------|--|---|
|                  |                | <b>7.3d</b>                                                           | What are the toilet facilities?                   | <table border="1"> <tr> <th colspan="2">Toilet Arranged?</th> </tr> <tr> <td>Flushing</td> <td>Chemical</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table> |  | Toilet Arranged? |  | Flushing | Chemical |  | ✓ |
| Toilet Arranged? |                |                                                                       |                                                   |                                                                                                                                                             |  |                  |  |          |          |  |   |
| Flushing         | Chemical       |                                                                       |                                                   |                                                                                                                                                             |  |                  |  |          |          |  |   |
|                  | ✓              |                                                                       |                                                   |                                                                                                                                                             |  |                  |  |          |          |  |   |
| <b>7.4</b>       | Waste Disposal | By sealed Van to Merryhill House, Budds Lane, Romsey, Hants, SO51 0HA |                                                   |                                                                                                                                                             |  |                  |  |          |          |  |   |

| 8. Emergency Procedures:                                                       |                                                                                                                                                                                                                                                                                                   |                        |                                                  |  |                                                |  |                                                   |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------|--|------------------------------------------------|--|---------------------------------------------------|
| <b>8.1</b>                                                                     | Emergency Procedures, including asbestos disturbance during enclosure erection, are located in the standard working procedures SWP 04                                                                                                                                                             |                        |                                                  |  |                                                |  |                                                   |
| <b>8.2</b>                                                                     | <b>Incident responses</b>                                                                                                                                                                                                                                                                         |                        |                                                  |  |                                                |  |                                                   |
| <b>8.2a</b>                                                                    | <table border="1"> <tr> <td><b>Minor Incident:</b></td> <td>Attend with appropriate response:</td> </tr> <tr> <td></td> <td>Record in site diary &amp; accident book:</td> </tr> </table>                                                                                                         | <b>Minor Incident:</b> | Attend with appropriate response:                |  | Record in site diary & accident book:          |  |                                                   |
| <b>Minor Incident:</b>                                                         | Attend with appropriate response:                                                                                                                                                                                                                                                                 |                        |                                                  |  |                                                |  |                                                   |
|                                                                                | Record in site diary & accident book:                                                                                                                                                                                                                                                             |                        |                                                  |  |                                                |  |                                                   |
| <b>8.2b</b>                                                                    | <table border="1"> <tr> <td><b>Major Incident:</b></td> <td>Where is the nearest phone location: Company Van</td> </tr> <tr> <td></td> <td>Where is the nearest RPE location: Company DCU</td> </tr> <tr> <td></td> <td>Report to head office &amp; <b>CLIENT</b> immediately</td> </tr> </table> | <b>Major Incident:</b> | Where is the nearest phone location: Company Van |  | Where is the nearest RPE location: Company DCU |  | Report to head office & <b>CLIENT</b> immediately |
| <b>Major Incident:</b>                                                         | Where is the nearest phone location: Company Van                                                                                                                                                                                                                                                  |                        |                                                  |  |                                                |  |                                                   |
|                                                                                | Where is the nearest RPE location: Company DCU                                                                                                                                                                                                                                                    |                        |                                                  |  |                                                |  |                                                   |
|                                                                                | Report to head office & <b>CLIENT</b> immediately                                                                                                                                                                                                                                                 |                        |                                                  |  |                                                |  |                                                   |
| <b>8.3</b>                                                                     | <b>Location of nearest A&amp;E Hospital</b>                                                                                                                                                                                                                                                       |                        |                                                  |  |                                                |  |                                                   |
| Royal Surrey County Hospital<br>Egerton Road<br>Guildford<br>Surrey<br>GU2 7XX |                                                                                                                                                                                                                                                                                                   |                        |                                                  |  |                                                |  |                                                   |

### 9. Enclosure sketches and air management:

#### 9.1 Enclosure air management details

| Enclosure location                        | Width | Height | Length         | Total              |
|-------------------------------------------|-------|--------|----------------|--------------------|
| Enclosure                                 | 1.75m | 2.4m   | 1.75m          | 7.35m <sup>3</sup> |
|                                           |       |        |                |                    |
|                                           |       |        |                |                    |
|                                           |       |        |                |                    |
| Air Lock                                  | 1m    | 2m     | 3m             | 6m <sup>3</sup>    |
| Bag Lock                                  |       |        |                |                    |
|                                           |       |        |                | 13.35              |
| Total number of bends                     |       | 2      |                |                    |
| Total length of ducting                   |       | 9      |                |                    |
| Minimum Total Air Required<br>1x1,600 NPU |       | 1,590  | m <sup>3</sup> |                    |
| NPU Airflow Total                         |       | 1,590  | m <sup>3</sup> |                    |
| Air Changes Per Hour                      |       | 108    |                |                    |

**ALL CALCULATIONS ABOVE TO BE CARRIED OUT USING MEL-48 NPU Airflow Calculator**

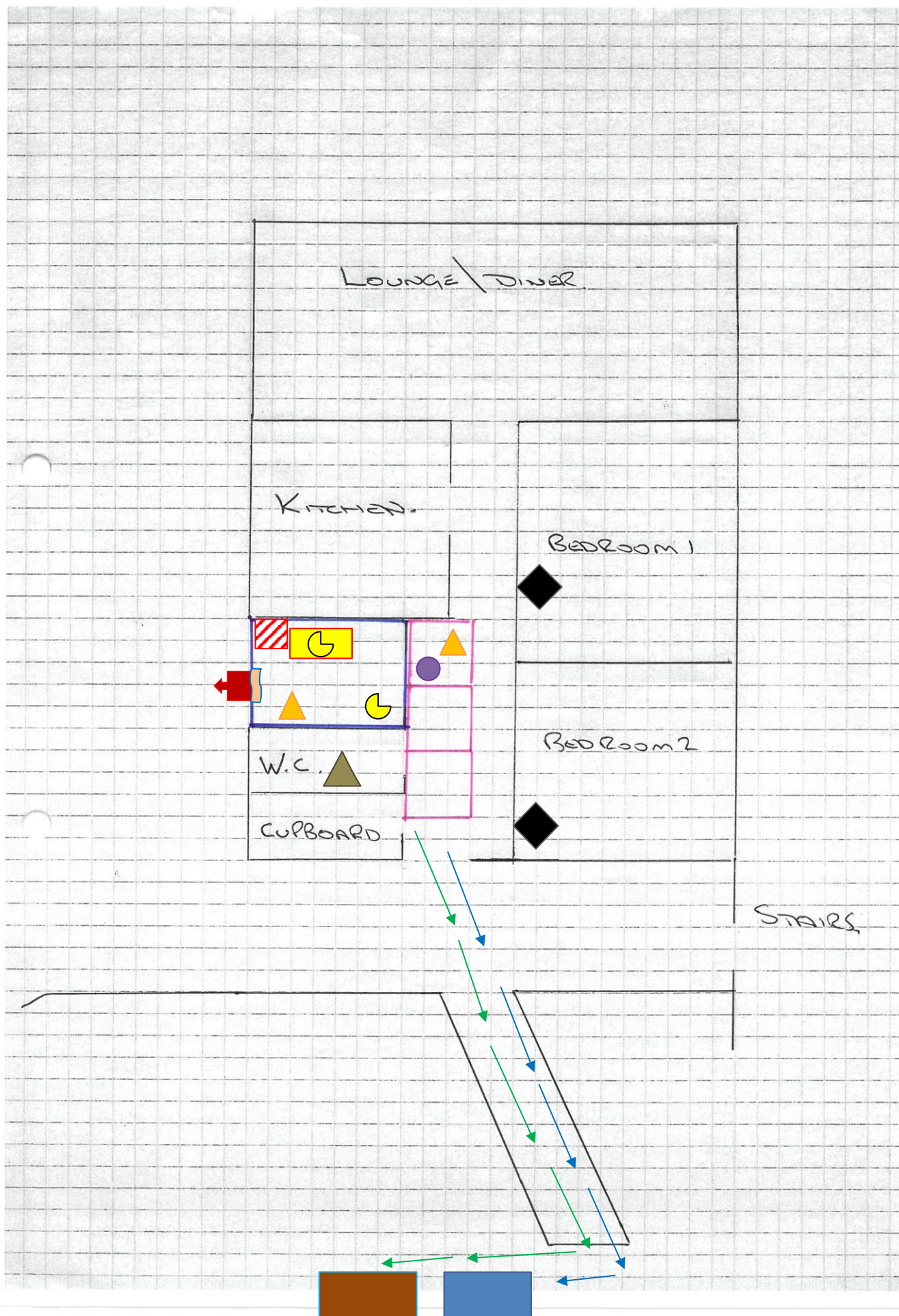
## 9.2 Sketches

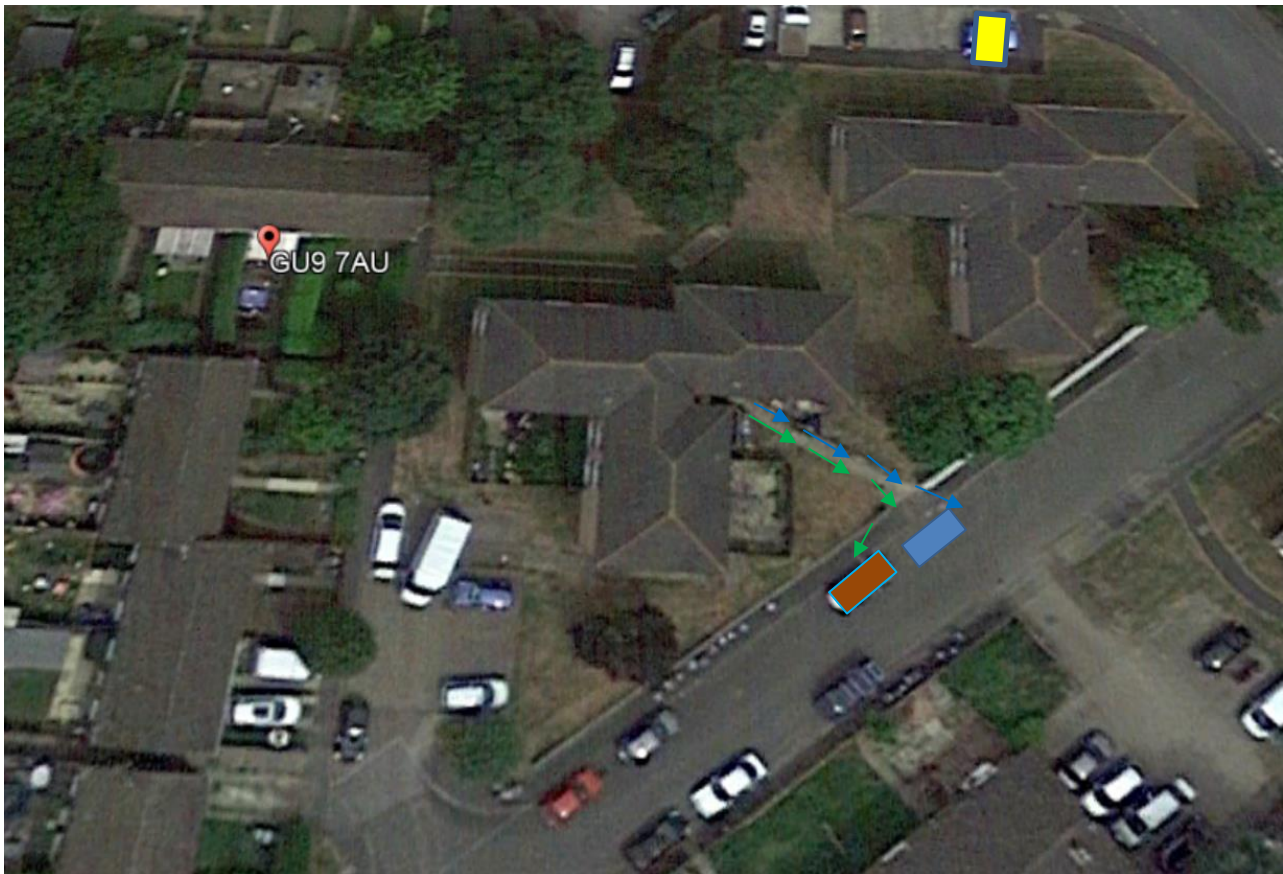
### Sketch Key:

|                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                   |                                                                                    |                                                                                     |                                                                                     |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |  |  |  |  |  |  |  |
| Water Supply                                                                      | Electrical Supply                                                                 | Air Lock                                                                          | Bag Lock                                                                          | Shared Air/Bag Lock                                                               | Enclosure                                                                         | Access Equipment                                                                   | Asbestos                                                                            | Welfare Unit                                                                        | DCU                                                                                 |
|  |  |  |  |  |  |  |  |  |  |
| CCTV                                                                              | Viewing Panel                                                                     | Bucket / Sponge                                                                   | H-Class Vacuum                                                                    | Roving Head                                                                       | Waste Route                                                                       | Transit Route                                                                      | NPU                                                                                 | Van                                                                                 | Waste Water                                                                         |

**Waste Route & Transit Route 15 metres**

**Embed sketch plan here**





**10. Sign off sheets and revisions to this plan of work:**

| Merryhill Approvals            | Name        | Signature | Date       |
|--------------------------------|-------------|-----------|------------|
| Author                         | Bryan Dart  |           | 08.09.2020 |
| Peer Review<br>(if applicable) |             |           |            |
| Asbestos Supervisor            | Carl Perris |           | 29.09.2020 |

| Paperwork Sign-off                                                                                                                                                                                                                                                                                                                                       | Name | Signature | Date |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|------|
| <p>I confirm that following documents are on-site in either electronic / paper format:</p> <ul style="list-style-type: none"> <li>• Plan of work</li> <li>• ASB5/NNLW (if applicable)</li> <li>• Training Certificates</li> <li>• Insurance Certificates</li> <li>• DOP Certificates</li> </ul> <p>Please ensure tablet is switched on at all times.</p> |      |           |      |

| Third-Party Confirmations                             | Yes / No / N/A | Confirmed by | Date |
|-------------------------------------------------------|----------------|--------------|------|
| <i>To be completed by the client's representative</i> |                |              |      |
| Electrical Isolations Carried Out                     | N/A            |              |      |
| Gas Isolations Carried Out                            | N/A            |              |      |
| Water Isolations Carried Out                          | N/A            |              |      |
| Boiler Isolated                                       | N/A            |              |      |
|                                                       |                |              |      |
|                                                       |                |              |      |
|                                                       |                |              |      |
|                                                       |                |              |      |

10.1: Any changes except minor ones must be authorised by the plan of work author or a Director.

| Date | Revision number | Revision | Initials |
|------|-----------------|----------|----------|
|      |                 |          |          |

We the undersigned confirm that we have been briefed on the contents of this plan of work, the associated Risk Assessments and other documentation applicable to this work.

[illegible][illegible]

## Appendix 1

**Merryhill use Standard Working Procedures applicable to these works (currently working to Version 2)**

| SWP No. | Description                                                | Current Issue | Applicable? |
|---------|------------------------------------------------------------|---------------|-------------|
| SWP-04  | Asbestos Generic Emergency Procedures                      | 1             | ✓           |
| SWP-05  | Personal and van air monitoring                            | 1             | ✓           |
| SWP-06  | Location & Use of Hygiene Facilities                       | 1             | ✓           |
| SWP-07  | Use of Clients Power & Water Services                      | 1             | ✓           |
| SWP-08  | Selection & Use of Protective Clothing (PPE)               | 1             | ✓           |
| SWP-09  | Pre-Cleaning of Work Areas                                 | 1             | ✓           |
| SWP-10  | Construction of Enclosures & Air Locks                     | 1             | ✓           |
| SWP-11  | Use of Asbestos Warning Signs                              | 1             | ✓           |
| SWP-12  | Use & Maintenance of Extraction Plant & Vacuum Cleaners    | 1             | ✓           |
| SWP-13  | Use & Maintenance of Smoke Machines                        | 1             | ✓           |
| SWP-14  | Use & Maintenance of Orinasal Respirators                  | 1             | ✓           |
| SWP-15  | Use & Maintenance of Powered Respirators                   | 1             | ✓           |
| SWP-16  | Use & Maintenance of Low Pressure Sprayers                 | 1             | ✓           |
| SWP-17  | Use & Maintenance of Injection Equipment                   | 1             |             |
| SWP-18  | Removal Techniques for A/C Roof Sheeting, Cladding & Flues | 1             |             |
| SWP-19  | Removal Techniques for A/C Domestic Soffits Removal        | 1             |             |
| SWP-20  | Removal Techniques for Textured Coatings                   | 1             |             |
| SWP-21  | Removal Techniques for AIB Domestic Soffits                | 1             |             |
| SWP-22  | Removal Techniques for Asbestos Insulating Board           | 1             | ✓           |
| SWP-23  | Removal Techniques for Thermal Insulation                  | 1             |             |
| SWP-24  | Removal Techniques for Sprayed Coatings                    | 1             |             |
| SWP-25  | Using Wet-Blasting Equipment                               | 1             |             |
| SWP-26  | Working in Attics and loft spaces                          | 1             |             |
| SWP-27  | Using Vibrating Tools                                      | 1             |             |
| SWP-28  | Removal of Waste from Enclosures, Carriage & Disposal      | 1             | ✓           |
| SWP-29  | Waste Carriage & Disposal Documentation                    | 1             | ✓           |
| SWP-30  | Decontamination of Enclosures                              | 1             | ✓           |
| SWP-31  | Completion of Site Diary & Records                         | 1             | ✓           |

**Delete ✓'s as appropriate**

## Appendix 2

### Other Non-Significant Risks Associated With this Project (currently working to Version 2)

| SWP No. | Description          | Current Issue | Applicable? |
|---------|----------------------|---------------|-------------|
| GRSK-01 | Electrical Hazards   | 1             | ✓           |
| GRSK-02 | Noise & Vibration    | 1             |             |
| GRSK-03 | Manual Handling      | 1             | ✓           |
| GRSK-04 | Harmful Substances   | 1             | ✓           |
| GRSK-05 | Workplace Layout     | 1             | ✓           |
| GRSK-06 | Slips, Trips & Falls | 1             | ✓           |
| GRSK-07 | Construction Works   | 1             |             |
| GRSK-08 | Environmental        | 1             | ✓           |
| GRSK-09 | Machinery Cleaning   | 1             |             |

Delete ✓'s as appropriate

### Appendix 3

#### COSHH Sheets Appropriate to this Project (currently working to Version 2)

| SWP No.  | Description     | Current Issue | Applicable? |
|----------|-----------------|---------------|-------------|
| COSHH-01 | WD-40           | 1             |             |
| COSHH-02 | Spray Tac       | 1             | ✓           |
| COSHH-03 | Astrip          | 1             | ✓           |
| COSHH-04 | Expanding Foam  | 1             |             |
| COSHH-05 | MMMF            | 1             |             |
| COSHH-06 | General Dust    | 1             |             |
| COSHH-07 | Enclosure Smoke | 1             | ✓           |
| COSHH-08 | Welding Fumes   | 1             |             |
| COSHH-09 | Bonding Primer  | 1             |             |
| COSHH-10 | ET 150          | 1             |             |
| COSHH-11 | Q19             | 1             |             |
| COSHH-12 | Isopar          | 1             |             |
| COSHH-13 | Amphoclens      | 1             |             |
| COSHH-14 | Bisandet        | 1             |             |
| COSHH-15 | Carbonex        | 1             |             |
| COSHH-16 | IMS             | 1             |             |
| COSHH-17 | Klenz           | 1             |             |
| COSHH-18 | R43             | 1             |             |
| COSHH-19 | White Spirit    | 1             |             |
| COSHH-20 | PX-Ornokill     | 1             |             |
| COSHH-21 | AMW             | 1             |             |
| COSHH-22 | Zinsser         | 1             |             |
| COSHH-23 | Propane Gas     | 1             | ✓           |
| COSHH-24 | Diesel          | 1             |             |
| COSHH-25 | Petrol          | 1             | ✓           |
| COSHH-26 | X-Tex           | 1             |             |
| COSHH-27 | PVA             | 1             |             |

**Delete ✓'s as appropriate**

## Appendix 4

|          |            | Likelihood    |          |          |        |             |
|----------|------------|---------------|----------|----------|--------|-------------|
|          |            | Very Unlikely | Unlikely | Possible | Likely | Very Likely |
|          |            | 1             | 2        | 3        | 4      | 5           |
| Severity | Negligible | 1             | 2        | 3        | 4      | 5           |
|          | Minor      | 2             | 4        | 6        | 8      | 10          |
|          | Moderate   | 3             | 6        | 9        | 12     | 15          |
|          | Major      | 4             | 8        | 12       | 16     | 20          |
|          | Extreme    | 5             | 10       | 15       | 20     | 25          |

*Risk matrix used in risk assessment below*  
*RR = residual risk*

## Coronavirus (COVID-19) Risk Assessment

**Whilst on-site and in Merryhill yard, including entering domestic dwellings**

**Assessment date:** 9<sup>th</sup> October 2020

**Review date:** 1<sup>st</sup> November 2020 / or before if guidance changes

**Version:** 4

| Hazard                                                                                                                                                                                                                                                                                                  | Risk              | Control measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | RR               | Persons at risk    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|
| Exposure from others due to:<br>1) Living with someone with a confirmed case of COVID-19.<br>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.<br>3) Being advised by a public health agency that contact with a diagnosed case has occurred. | $4 \times 3 = 12$ | <ul style="list-style-type: none"> <li>To follow government action of self-isolation</li> <li>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</li> <li>Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</li> <li>Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible.</li> <li>To continue following ongoing government guidance</li> <li>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</li> <li>Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer;</li> </ul> | $4 \times 1 = 4$ | Individual workers |

|                                       |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              |                                    |
|---------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------|
|                                       |                               | <p>people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020</p> <ul style="list-style-type: none"> <li>• Follow good NHS hygiene measures at all times</li> <li>• Avoid all visitors to your home unless they are providing a medical requirement</li> <li>• Do not approach delivery staff, allow packages to be left on the doorstep</li> <li>• Do not take any antibiotics as they do not work against viruses.</li> </ul> |                              |                                    |
| Managing contacts / visitors          | 4<br>x<br>4<br>=<br><b>16</b> | Limiting visitors wherever possible<br>1) Maintaining records of visitors (own records to be kept in addition to PC)<br>2) Any visitors to use hand sanitizer or wash hands before they enter the site.<br>3) All records of visitors to be kept for possible use of NHS Track & Trace                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4<br>x<br>1<br>=<br><b>4</b> | Individual workers / site visitors |
| Suspected case whilst working on site | 4<br>x<br>4<br>=<br><b>16</b> | <p>If a worker develops a high temperature or a persistent cough or loses their sense of taste/smell while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ol> <p>Workers who develop any of the above symptoms whilst at work will be taken home in a Merryhill vehicle. The person with symptoms should wear a face covering or RPE for the duration of the journey. Windows in the vehicle are to be kept open for the duration of the journey to protect the driver. The vehicle should then be thoroughly cleaned, paying particular attention to touch points such as handles, seatbelts etc.</p>                                                                                                                                                                                                       | 4<br>x<br>1<br>=<br><b>4</b> | Individual workers                 |
| General travel                        | 4<br>x<br>4                   | <ul style="list-style-type: none"> <li>• Do not travel unless you cannot work from home</li> <li>• Please continue to follow any further national government advice provided</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 4<br>x<br>1                  | Individual workers                 |

|                                                                |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                   |                    |
|----------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------|
|                                                                | $=$ $16$                           | <ul style="list-style-type: none"> <li>Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service</li> <li>All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible</li> <li>If single occupancy cannot be accommodated (in vans), then occupants may choose to wear their half mask or a cloth face covering.</li> <li>Other means of transport should be considered to avoid using public transport such as walking / cycling</li> <li>Public transport to be avoided at peak times (5:45-7:30 and 16:00-17:30)</li> <li>Bubbles to be used to ensure same people use the same vehicles</li> <li>Vehicles to be cleaned / wiped down at touch points if vehicles need to be swapped.</li> </ul>                                                                                                                                                                                                                                                                                                      | $=$ $4$                           |                    |
| Access / egress to site                                        | $4$<br>$\times$<br>$4$<br>$=$ $16$ | <p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> <li>1) Stop all non-essential visitors</li> <li>2) Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>3) Remove or disable entry systems that require skin contact e.g. fingerprint scanners</li> <li>4) Require all workers to wash or clean their hands before entering or leaving the site</li> <li>5) Allow plenty of space (two metres) between people waiting to enter site</li> <li>6) Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times</li> <li>7) Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</li> <li>8) Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> </ol> | $4$<br>$\times$<br>$1$<br>$=$ $4$ | Individual workers |
| Inclement weather – cold temperature allows disease to survive | $2$<br>$\times$<br>$2$<br>$=$ $4$  | <ul style="list-style-type: none"> <li>All persons to dress appropriately for the weather</li> <li>Welfare facilities provided to shelter from the elements</li> <li>Maintain good hygiene measures at all times</li> <li>Appropriate respiratory protective equipment (RPE) masks to be considered as last resort</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | $2$<br>$\times$<br>$1$<br>$=$ $2$ | Individual workers |
| Poor hygiene                                                   | $4$<br>$\times$<br>$4$<br>$=$      | <ul style="list-style-type: none"> <li>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | $4$<br>$\times$<br>$1$<br>$=$     | Individual workers |

|                                                                                 |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                                         |
|---------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------|
|                                                                                 | <b>16</b>         | <p>technique to be adopted as directed by NHS</p> <ul style="list-style-type: none"> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>• Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site</li> <li>• Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>• Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush If portable toilets are used then these should be cleaned and emptied more frequently.</li> </ul> | <b>4</b>         |                                         |
| Use of Changing facilities, showers and DCUs                                    | $4 \times 4 = 16$ | <ol style="list-style-type: none"> <li>1) Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>2) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>3) Consider increasing the number or size of facilities available on site if possible</li> <li>4) Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres</li> <li>5) Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | $4 \times 1 = 4$ | Individual workers                      |
| Working in local vicinity to construction workforce (maintaining 2m distancing) | $4 \times 4 = 16$ | <ol style="list-style-type: none"> <li>1) Starting and finishing times are to be staggered and reviewed to ensure no build up of staff / teams in areas</li> <li>2) Workers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace</li> <li>3) Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures.</li> <li>4) Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance. Where 2m distance is not viable, risk mitigations to be used such as increased hand washing, keeping activity times as short as possible, wearing of face coverings outside of enclosures and</li> </ol>                                                                                                                                                                                                                                                                                                                      | $4 \times 1 = 4$ | Individual workers, contractors, client |

|                                     |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                    |
|-------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|
|                                     |                   | <p>RPE within working area.</p> <ol style="list-style-type: none"> <li>Avoid skin to skin and face to face contact</li> <li>Stairs should be used in preference to lifts or hoists and consider one way systems around construction sites</li> <li>Consider alternative or additional mechanical aids to reduce worker interface</li> <li>Any additional COVID 19 measures specified by your Principal Contractor's site rules must be followed. Details of this shall be shared at site induction</li> <li>Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water)</li> <li>Any health concern to be raised immediately to line management / principal Contractor</li> </ol>                                                                                                                                                                          |                  |                    |
| Manual handling - dual lifting      | $4 \times 4 = 16$ | <ol style="list-style-type: none"> <li>Always consider if the task can be performed with one person using mechanical aid</li> <li>Ensure the individual(s) are fit for work prior to commencing task</li> <li>Break down the load where possible so that one person can comfortably carry</li> <li>Assess your route so you can maintain 2m social distance whilst moving the load</li> <li>Where dual lifts cannot be avoided, lift facing away from each other or side by side rather than face to face where possible</li> <li>Where teams are used, try to keep to fixed teams / partnering to prevent cross over of workers</li> <li>Where PPE is to be used, this is on an individual issue and items should not be shared</li> </ol>                                                                                                                                                                                                  | $4 \times 1 = 4$ | Workers            |
| First aid - including mental health | $4 \times 4 = 16$ | <ol style="list-style-type: none"> <li>First aid contents to be monitored to ensure adequate supplies remain</li> <li>First aid and cover arrangements to be reviewed</li> <li>First aider certificates to be checked for validity and understand amended practices in regards to attending a casualty during COVID (such as revised CPR methodology)</li> <li>Emergency plans on site and communicated so all staff understand what action to take in the event of a suspected or confirmed case of COVID 19</li> <li>Mental health first aiders to be considered</li> <li>Communicate any occupational health service available to the workforce including any available employee assistance programme (EAP) or public support</li> <li>Line management to regularly communicate to their team(s)</li> <li>Effective reporting system established on site in order to rectify any raised issues or incidents in a timely manner</li> </ol> | $4 \times 1 = 4$ | Individual workers |
| Working within 2                    | 4                 | <ol style="list-style-type: none"> <li>Always consider if the task can be</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 4                | Individual workers |

|                               |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                               |                    |
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| metres of working team        | $\begin{array}{r} \times \\ 4 \\ = \\ \mathbf{16} \end{array}$ | <p>performed differently without having to breach the 2m social distancing rule</p> <ol style="list-style-type: none"> <li>2) Workers are to limit face to face working and work facing away from each other when possible</li> <li>3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins</li> <li>4) Consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required</li> <li>5) Provide additional supervision to monitor distancing and teams not to be rotated</li> <li>6) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task</li> <li>7) All equipment to be thoroughly cleaned prior and after using it.</li> <li>8) Increased ventilation will be provided within enclosed spaces</li> <li>9) Sites can consider face covering however, it is advised to speak to your H&amp;S competent person on these matters and supplies should be reserved for medical staff as it has been documented that the protective effect is minimal and supplies have been difficult to procure</li> <li>10) Where respiratory protective equipment (RPE) needs to be worn, face fit testing (FFT) must be in place. This equipment is reserved to protect workers from other hazardous substances rather than COVID19 as there is limited evidence that the equipment will offer a high level of protection</li> <li>11) Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination</li> <li>12) Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places</li> <li>13) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).</li> <li>14) Workers deemed clinically vulnerable should never work within 2m of persons and preference should be given to whether any change in task can allow an individual to work from home where possible</li> </ol> | $\begin{array}{r} \times \\ 2 \\ = \\ \mathbf{8} \end{array}$ |                    |
| Working in the Merryhill yard | $\begin{array}{r} 4 \\ \times \end{array}$                     | <ul style="list-style-type: none"> <li>• 2m markings have been placed on the floor at the entrance to the warehouse and in front of the skips.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | $\begin{array}{r} 4 \\ \times \end{array}$                    | Individual workers |

|                                                                             |                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                    |                                                     |
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|                                                                             | $\begin{array}{r} 4 \\ = \\ \mathbf{16} \end{array}$                | <ul style="list-style-type: none"> <li>RPE to be worn when loading waste into the skips.</li> <li>Bags to be placed behind the 2m line and for a single person to load into the skip</li> <li>Heavy loads to be carried out by 2 people, whilst wearing appropriate PPE and RPE</li> <li>Vehicles should be parked far enough away from the skips / warehouse to ensure social distancing can still occur for loading / unloading</li> <li>Only 1 person to enter the warehouse at any given time, the exception is for loading / unloading heavy items when 2 people can carry out the task, but only wearing RPE if social distancing cannot be achieved.</li> <li>Those outside the warehouse to remain behind the 2m line</li> </ul>                                                                                                                                                                                                                                                                                     | $\begin{array}{r} 1 \\ = \\ \mathbf{4} \end{array}$                |                                                     |
| Working in other peoples' homes<br><br>Moving around when working in a home | $\begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array}$ | <ul style="list-style-type: none"> <li>Discussing with households ahead of a visit to ask that a 2m distance is kept from those working, if possible.</li> <li>Asking that households leave all internal doors open to minimise contact with door handles.</li> <li>Identifying busy areas across the household where people travel to, from or through, for example, stairs and corridors, and minimising movement within these areas.</li> <li>Bringing your own food and drink to households and having breaks outside where possible.</li> <li>Limiting the number of workers within a confined space to maintain social distancing.</li> <li>Using a fixed pairing system if people have to work in close proximity. For example, during two-person assembly or maintenance.</li> <li>Allocating the same workers to a household where jobs are repetitive. Employers and agencies should introduce fixed pairing to have the same individuals allocated to a household where jobs are repetitive in nature.</li> </ul> | $\begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array}$ | Individual workers, clients / members of the public |
| Working in other peoples' homes<br><br>Appointments in the home             | $\begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array}$ | <ul style="list-style-type: none"> <li>Only absolutely necessary participants should attend appointments and should maintain 2m separation where possible.</li> <li>Avoiding transmission during appointments, for example, from sharing pens and other objects.</li> <li>Holding meetings outdoors or in well-ventilated rooms whenever possible.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | $\begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array}$ | Individual workers, clients / members of the public |
| Working in other peoples' homes<br><br>Interacting with householders        | $\begin{array}{r} 4 \\ \times \\ 4 \\ = \end{array}$                | <ul style="list-style-type: none"> <li>Communicating with households prior to arrival, and on arrival, to ensure the household understands the social distancing and hygiene measures that should be followed once work has</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | $\begin{array}{r} 4 \\ \times \\ 1 \\ = \end{array}$               | Individual workers, clients / members of the public |

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|                                                                    | <b>16</b>                     | commenced.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>4</b>                     |                                                     |
| Working in other peoples' homes<br><br>Keeping the work area clean | 4<br>x<br>4<br>=<br><b>16</b> | <ul style="list-style-type: none"> <li>• Frequent cleaning of objects and surfaces that are touched regularly, using your usual cleaning products.</li> <li>• Arranging methods of safely disposing waste with the householder.</li> <li>• Removing all waste and belongings from the work area at the end of a shift and at the end of a job.</li> <li>• Washing your hands more often than usual for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose</li> <li>• Reducing the spread of germs when you cough or sneeze by covering your mouth and nose with a tissue or your sleeve, not your hands. Throw the tissue in a bin immediately, then wash your hands.</li> <li>• Cleaning regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.</li> <li>• If handwashing facilities are not accessible, you should carry hand sanitiser.</li> </ul> | 4<br>x<br>1<br>=<br><b>4</b> | Individual workers, clients / members of the public |