

METHOD STATEMENT

For the
SAFE REMOVAL and DISPOSAL OF AIB
From
23 Trinity Street
North Shields
NE29 6LZ

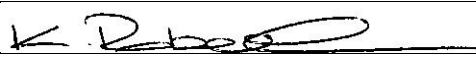


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NICHOL ASSOCIATES LIMITED

Job No: NAL/01048

Revision Number:	001
Author:	Steven Walsh
Position:	Project Manager
Date:	22/11/2020
Authorisation Signature:	

Quality Checked by	Keith Robertson
Signature	
Date	22/11/2020
Authorised to be issued by	Keith Robertson

REVISION HISTORY

Rev No	Section	Date	Description of change

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- 2.00 [MANAGEMENT OF WORKS](#)
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1.0 DETAILS OF CONTRACT

1.1	Client		
	North Tyneside Council Cobalt Business Park The Quadrant 16 The Silverlink North NE27 0BY		
	Telephone Number	Contact	Email Address
	0191 643 6730	Phil Bamford	phil.bamford@northtyneside.gov.uk

	Client Site Address (If Different from above)		
	23 Trinity Street North Shields NE29 6LZ		
	Telephone Number	Contact	Email Address

1.2	Asbestos Removal Contractor	
	Nichol Associates Limited Unit 19 Blue Sky Way Monkton Business Park South Hebburn Tyne and Wear NE31 2EQ	
	HSE Asbestos Licence Number:	132005670

	Plan of Work Prepared by	
	Name	Position
	Steven Walsh	Project Manager
	Telephone Number	Mobile Number
	0191 4385432	07590983667
	Email Address	stevenwalsh@nicholassociates.co.uk

1.3	Site Operatives			
	1		8	
	2		9	
	3		10	
	4		11	
	5		12	
	6		13	
	7		14	

1.4	Project Date & Working Times		
	Date ASB5 Submitted:	24/11/2020	
	Duration of Work:	3 Days	
	Date Site Set UP will Commence:	09/12/2020	
	Date Licensed Work Will Commence:	09/12/2020	
	Date 4 stage clearance:	9 th 10 th & 11 th December 2020	
	Time of 4 Stage Clearance:	13:00 (Daily)	
	Comments:	Analyst competency to be checked and recorded in site diary. Total stage four clearance should last 4 hours per enclosure.	
	Site Working Hours (Please use 24 Hour Clock)		
	Monday - Friday	Saturday	Sunday
08.00 hrs to 17.00 hrs			

	Principal Contractor (if applicable)		
	North Tyneside Council Cobalt Business Park The Quadrant 16 The Silverlink North NE27 0BY		
	Telephone Number	Contact	Email Address
	0191 643 6730	Phil Bamford	phil.bamford@northtyneside.gov.uk

1.6	Other Asbestos Licensed Contractors (i.e. Scaffolding)		
	N/A		
	Telephone Number	Contact	Email Address
	HSE Ancillary Licence Number	Contractor Contracted To: -	

1.7	UKAS Accredited Analytical Company (Who will carry out 4 stage clearance)		
	Franks Portlock Consulting Limited North East England Office Unit 2B Hylton Park Sunderland Tyne and Wear SR5 3HD		
	Telephone Number	Contact	Email Address
	0191 419 3116	Phil Franks	enquiries@franksportlock.co.uk
	Analytical Company Contracted To: -		UKAS Accreditation Number
	North Tyneside		0239

1.8	Enforcing Authority	
	HSE Newcastle Alnwick House, Benton Park View, Newcastle upon Tyne. NE98 1YX	
	Telephone Number	Facsimile No
	0191 2026200	0191 2026300
	Email Address	Construction.Newcastle.Area19@hse.gsi.gov.uk
	Contacts	

2.0 MANAGEMENT OF THE WORKS

2.1	Project Management <i>Please state when the following will be on site</i>					
	Site Supervisor		Manager		Director	
	At all times	X	At all times		At all times	
	Less than 4 Hours a day		Less than 4 Hours a day		Less than 4 Hours a day	
	Carryout Site Checks	X	Carryout Site Inspections		Carryout Site Checks	
	Complete Paperwork	X	Complete Paperwork		Complete Paperwork	
	Witness Smoke Test	X	Witness Smoke Test		Witness Smoke Test	
	Daily	X	Daily		Daily	
	Weekly		Weekly		Weekly	
	No Planned Visits		No Planned Visits	X	No Planned Visits	X

2.2	VISION PANELS / CCTV - Please state which of the following will be used and where. <i>Vision panels and or CCTV when used must allow the supervisor / guardian to see all areas of the working enclosure with 360° vision</i>			
	Vision Panels		CCTV	
	Airlocks	X	Airlocks	X
	Bag Locks		Bag Locks	
	Enclosures	X	Enclosures	X
	Number of Vision Panels to be used	3	Number of Cameras to be used	3
			Location of TV Monitor	NEXT TO AIRLOCK
	<i>Additional Comments: -</i> VISION PANELS WILL BE USED ON ALL ENCLOSURES. ENC 001 - VISION PANELS will be inserted into the inner airlock and also inserted onto enclosure wall to monitor activities in the working area ENC 002 – VISION PANELS will be inserted into the Airlock Flaps (x3) ENC 003 - VISION PANELS will be inserted into the middle Airlock and Inner Airlock Flaps (x3) This will allow full supervision of waste being removed from the enclosure and full supervision of the decontamination process.		<i>Additional Comments: -</i> CCTV WILL BE USED ON ALL ENCLOSURES. ENC 001 – CCTV will be located within the Enclosure ENC 002 – CCTV will be located within the Enclosure (x2) and within the Inner Airlock (x1) ENC 003 - CCTV will be located within the Enclosure (x2) and within the Inner Airlock (x1) This allows monitoring of activities within the working area in each enclosure and supervision of the initial decontamination procedure and wasted being removed from the enclosures.	

2.3	Site Contacts (Persons responsible for site conditions and activities)		
	Name	Position	Telephone Number
	1. Craig Humby	Site Supervisor	077808794097
	2. Steven Walsh	Project Manager	07590 983667
	3.		
	4.		
	5.		
	Office Based Contacts		
	Name	Position	Telephone Number
	Keith Robertson	Operations Director	07718 606499
	Steven Walsh	Project Manager	07590 983667

2.4	DEPARTURES (Amendments to original Plan of Works)		
	No changes to the details in the assessment or plan of work are to be made without prior authorisation from a Contracts Manager, General Manager, Company Safety Officer or Director. All departures / changes to this plan of work are to be recorded here and in the daily site log by the Supervisor authorised to do so. IF THE TASK CANNOT BE CARRIED OUT IN ACCORDANCE WITH THIS PLAN OF WORK DUE TO WHATEVER REASON THEN WORK ON THE TASK MUST CEASE (UNLESS TO MAKE SAFE) UNTIL AUTHORISATION IS GIVEN		
	TIME/DATE	DETAILS OF CHANGE	SIGNATURE

3.0 SCOPE OF WORK & RISK ASSESSMENT

3.1	Asbestos Survey Companies									
	Franks Portlock Consulting Limited. Unit 2b, Hylton Park, Sunderland, SR5 3HD.					Report number: J035119, Version: 1				
	1	Survey Date		Survey Type		2	Survey Date		Survey Type	
		12th November 2020		Management part refurb						
	SURVEYOR					SURVEYOR				
	Kieron Halley									
3.2	Project Location									
	23 Trinity Street North Shields NE29 6LZ									
	Building Location / Name			External Cupboard, Bathroom & Kitchen.						
	Floor			Ground & 1 st floors						
	Room Number			N/A						
	Removal Method									
	Licensable				X	Airtight Enclosure				X
	Direct Connection					Air locks				X
	Sprayed Coatings					Insulation				
	Insulating Board				X	Sprays and Suppressant				X
	Wrap and Cut					Injection				
	Hot works					Hand Tools				X
3.3	Asbestos Content, Quantity, Location & Condition etc.									
	Asbestos Insulation					Asbestos Coating				
	Asbestos Textured Coating					Asbestos Cement				
	Asbestos Insulation Board (AIB)				X	Asbestos Mill Board				
	Asbestos Containing Gaskets					Asbestos Textiles				
	Asbestos Containing Floor Tiles					Asbestos Containing adhesives				
	Asbestos Debris					Environmental Clean				X
	Composite Materials									
	Quantity / Size of Job				6m ²					
	Extent / Condition				All Areas are in good condition.					
	Can all asbestos materials be removed through the airlocks safely? (if not explain)				Yes					
	Asbestos Types									
	Chrysotile		Amosite	X	Crocidolite		Tremolite		Actinolite	Anthophyllite
	General Condition			Good.						

Photograph of ACM location	Photograph of ACM location	Photograph of ACM location	Photograph of ACM Location
			

Photograph of ACM location	Photograph of ACM location	Photograph of ACM location	Photograph of ACM Location
			

3.4 Safe Access, Egress and Fire Risks									
	Entry Criteria	Access / egress to the enclosure will be via the airlock (see site diagram for details) This route will be clearly identified with transit route signs and will always be kept clean. Operatives will be chaperoned to & from the decontamination unit. This will be included within the site induction.							
	Access Point	Access to the enclosure for operative and waste transit routes will be via the airlock (See Site Diagram for Details). This area will be segregated from any other persons during the removal works to avoid and conflict / confusion. This will be included within the site induction.							
	Transit Procedure	Yes		No		Direct Connection	Yes		No

Photograph of Airlock Position	Photograph of Airlock Position	Photograph of DCU location	Photograph of DCU Location
			

Photograph of Transit & Waste Route	Photograph of Transit & Waste Route	Photograph of Transit & Waste Route	Photograph of Transit & Waste Route
			

	FIRE PLAN	Has Fire Plan Been Prepared		Yes	X	No	
	Where will Fire Plan be Displayed:	Within Site Folder					
	How will Fire Plan be Communicated?	Site Induction	X	Toolbox Talk			
	Fire Extinguishers	Location:	Next to Enclosure/Airlocks				
		Type:	Powder				
		Location:					
		Type:					
		Location:					
		Type:					
		Location:					
		Type:					
	Evacuation Plan	Has Evacuation Plan Been prepared	Yes	X	No		
	Muster Point	TBC during site induction					
	How will Muster Point be Communicated?	Site Induction	X	Toolbox Talk			
	First Aid Box Location	Inside Company vehicle and DCU					
	First Aiders	Craig Humby					
Additional Comments	Site supervisor is to ensure that all employees involved in these works have a clear understanding of the location of first aid equipment and the need to report and record any injuries no matter how minor these may be.						
NO SMOKING ANYWHERE ON SITE							

3.5	OTHER RISKS IDENTIFIED ON SITE	
	IN ACCORDANCE WITH REGULATION 3 of THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 THE FOLLOWING RISKS HAVE BEEN HIGHLIGHTED AS HAVING A POTENTIAL TO CAUSE HARM ON THIS SITE AND THEREFORE, BEEN ASSESSED TO REDUCE THAT RISK. COPIES OF ALL THE RISK ASSESSMENTS APPLICABLE TO THIS PROJECT CAN BE FOUND UNDER THE RISK ASSESSMENT SECTION OF THE SITE FILE.	
	SLIPS TRIPS AND FALLS	X
	ELECTRICAL HAZARDS	X
	WORKING AT HEIGHT	
	MOVING VEHICLES	
	3 RD PARTIES	X
	DEMOLITION	
	MUSCULO-SKELETAL RISKS	
	MANUAL HANDLING	X
	BIOLOGICAL HAZARDS	
	MOULD	
	PIDGEON DROPPINGS	
	CHEMICAL HAZARDS	
	ASBESTOS	X
	SECURITY	X
	LONE WORKING	
	UNOCCUPIED BUILDINGS	X
	LIGHTING	X
	CONFRONTATION	X
	HYPERDERMIC NEEDLES / SHARPS	
	GAS	X
	FUMES	
	DUST	X
	MEMBERS OF THE PUBLIC	X
	WEATHER CONDITIONS	X
	WATER	
	ROOF WORK	
	INCORRECT PPE / RPE	X
	HOT SURFACES	
	HEAT	X
	PATHWAYS/ROADS ACCESS AND EGRESS	X
	FIRE SAFETY	X
	PLANT AND MACHINERY	X
	LOADING VEHICLES	X
REVERSING OF VEHICLES	X	
CONFINED SPACES		
LADDERS / HOP-UP'S	X	
WEEKLY ASBESTOS FIBES EXPOSURE (FILLED IN DAILY)	X	

4.0 CONTROL MEASURES

4.1	EXPECTED EXPOSURE	
	Segregation Works / Tenting / Building Enclosure	<0.01 f/ml
	Shadow Vacuuming	<0.02 f/ml
	Removal of Asbestos Materials, including bagging of material within the enclosure	<2 f/ml
	Fine Cleaning Works Within an Enclosure	<2 f/ml
	Removal of Enclosure / De-tenting	<0.01 f/ml
	Movement of Waste from Enclosure to Skip	<0.02 f/ml
	Pre-cleaning works	<0.01 f/ml
	Outside Man	<0.01 – 0.00 f/ml

4.2	ENGINEERING CONTROLS			
	WRAP & CUT		ENCAPSULATION	
	CONTAINMENT ENCLOSURE	X	GLOVEBAG	
	VACUUM TRANSFER		NEGATIVE PRESSURE	X
	TYPE 'H' VACUUMS (MINIMUM 2)	X	DECONTAMINATION UNIT	X
	WET & DRY VACUUM (Inside Enclosure)		GRACO ELECTRIC SPRAYER UNIT	
	HAND OPERATED 'KILLASPRAYS'	X	INJECTION SYSTEM	
	'ASTRIP' FIBRE SUPPRESSANT	X	TORSTRIP TEXTURED REMOVER	
	HOP UP'S	X	MEWP (LICENCED OPERATIVES ONLY)	
	PASMA SCAFFOLD		SEVEN DAY REGISTER (If Required)	
	SCAFF TAGGS		CONFINED SPACE ENTRY	

4.3	RESPIRATORY PROTECTIVE EQUIPMENT (RPE)			
	TYPE	STANDARD	PROTECTION FACTOR	
	FULL FACE MASK, POWERPACK, P3 FILTERS	EN 136/143	40 (4.0 f / ml)	<2F/ML
	ORINASAL HALF MASK, P3 FILTERS	EN 140/143	20 (2.0 f / ml)	<0.002 F/ML
	DISPOSABLE P3 ORINASAL MASKS	EN 149	20 (2.0 f / ml)	
	SELF CONTAINED BREATHING APPARATUS		2000 (200 f / ml)	
	SUPPLIED AIR RESPIRATOR		2000 (200 f / ml)	
	RPE TYPE TO SUIT ASBESTOS ASSESSMENT ON PAGE			39

ALL WEARERS MUST BE FACE FIT TESTED AND CERTIFICATED

4.4	PERSONNEL PROTECTIVE EQUIPMENT (PPE)			
	DISPOSABLE COVERALLS	X	SAFETY BOOTS	X
	HARD HATS		TRANSIT SAFETY BOOTS	X
	HIGH VIZ VESTS (When not wearing coveralls)	X	SAFETY GLASSES (OUTSIDE ENCLOSURE)	X
	EAR DEFENDERS		SAFETY GLASSES (RPE INSIDE WORK AREA)	
	SAFETY HARNESS		GLOVES	X

4.5	TASK SPECIFIC PERSONNEL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS				
	TASK	COVERALLS		FOOTWEAR	
	SITE SET UP	WHITE DISPOSABLE COVERALLS	X	GENERAL SAFETY FOOTWEAR	X
	ASBESTOS REMOVAL	RED DISPOSABLE TYPE 5/6	X	BLACK SAFETY WELLINGTONS	X
	TRANSIT PROCEDURES	BLUE DISPOSABLE COVERALLS	X	WHITE SAFETY WELLINGTONS	X

4.6	CONTROL LIMITS	
	ASBESTOS TYPES	CONTROL LIMIT
	CHRYSTOTILE	0.1 f / ml
	AMOSITE	0.1 f / ml
	CROCIDOLITE	0.1 f / ml
	ACTINOLITE	0.1 f / ml
	TREMOLITE	0.1 f / ml
	ANTHOPHYLLITE	0.1 f / ml
	MIXTURES OF ANY OF THE ABOVE INCLUDING CHRYSTOTILE	0.1 f / ml

4.7	ESTIMATED FIBRE LEVELS (Control Measures Applied)	
	PLEASE REFER TO ASBESTOS ASSESSMENT ON PAGE	39

4.8	NEGATIVE PRESSURE UNIT (NPU) CALCULATIONS
	PLEASE REFER TO INDIVIDUAL ENCLOSURE SCHEDULES

4.9	AIR MONITORING (BY INDEPENDENT UKAS ACCREDITED ANALYTICAL COMPANY)			
	PRE-START BACKGROUND TESTS		BACKGROUND MONITORING	
	LEAKAGE TEST SAMPLING		REASSURANCE TEST SAMPLING	
	PERSONNEL SAMPLING WHEN REQUIRED (Maintain Personnel Assessments)			
	4 STAGE CLEARANCE and ISSUEING OF CERTIFICATE OF REOCCUPATION			X
	Explain how communication with the analyst will be undertaken		Analytical works have been booked through our client (North Tyneside Council. Paul Herron 07815778919 has arranged the 4-stage clearance)	
	At what stage of the project will the analyst be on site, to include dates and times		The analyst will be on site on 9 th 10 th & 11 th December from 13:00 to carry out a 4-stage clearance on each enclosure.	
	Have sampling times for personal air monitoring been agreed with the analyst		Personal air monitoring has not been arranged for this project.	
Details of Employees for Personal Monitoring (To Include Activities)				
	Name		Position	Tasks being Undertaken
	1.			
	2.			
	3			
	4.			
	5.			

	Describe the final cleaning and checking arrangements in preparation for the four-stage clearance	Site supervisor will check the enclosure after works are complete and if satisfactory will complete the handover form and supply copy to analyst.
	Who will hand over the enclosure(s) and transit / waste routes to the analyst	Site Supervisor

4.10	SMOKE TESTING			
	ALL ENCLOSURES ARE TO BE SMOKE TESTED BY THE SITE SUPERVISOR OR ASBESTOS CONTRACTS MANAGER AND WITNESSED BY ONE OF FOLLOWING IF AVAILABLE. IF WITNESS NOT AVAILABLE RECORD IN DAILY SITE DIARY GIVING REASONS WHY AND MEASURES TAKEN TO TRY TO OBTAIN WITNESS			
	CLIENT	SITE MANAGER	ANALYST	CONTRACTS MANAGER

4.11	DAILY SITE CHECKS AND RECORD KEEPING			
	THE FOLLOWING RECORDS WILL BE KEPT ON SITE AT ALL TIMES AND FILLED IN ON A DAILY BASIS BY THE ON SITE SUPERVISOR AS A RECORD OF THE WORKS BEING CARRIED OUT AND OPEN FOR INSPECTION BY THE HEALTH AND SAFETY EXECUTIVE (HSE)			
	DAILY SITE DIARY			X
	DAILY ENCLOSURE CHECK SHEET			X
	DAILY DECONTAMINATION UNIT (DCU)			X
	DAILY NEGATIVE PRESSURE UNIT (NPU)			X
	DAILY TYPE 'H' VACUUM MACHINES (MINIMUM 2 VACUUM MACHINES PER JOB)			X
	DAILY RPE OPERATIVE / USER DAILY CHECK SHEET			X
	WEEKLY ASBESTOS FIBES EXPOSURE (FILLED IN DAILY)			X

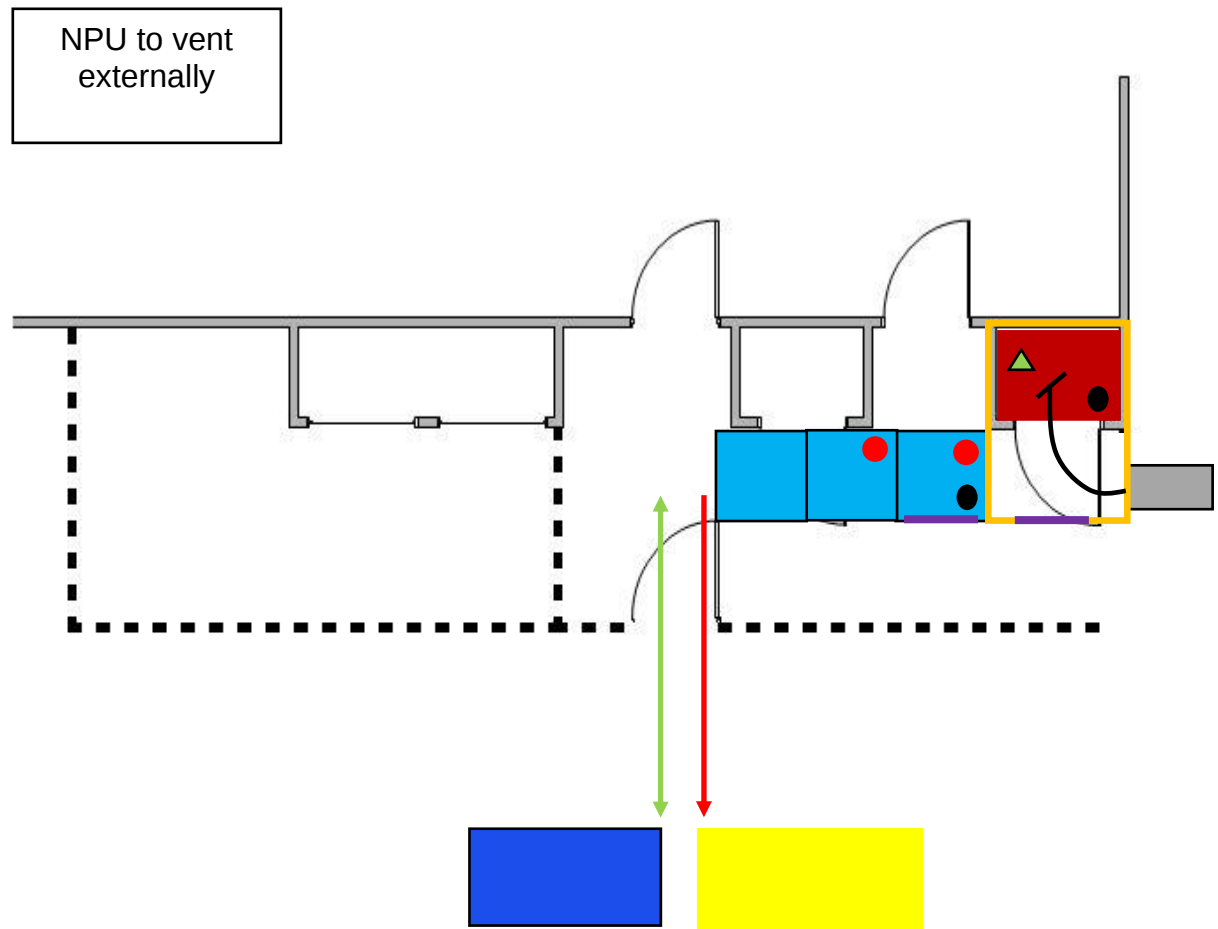
4.12	OPERATIVE CONTROLS			
	THE FOLLOWING OPERATIVE RECORDS MUST BE AVAILABLE ON-SITE AT ALL TIMES AND MUST BE CURRENT AND WITHIN DATE FOR THE WORKS BEING CARRIED OUT AND OPEN FOR INSPECTION BY THE HEALTH AND SAFETY EXECUTIVE (HSE)			
	ASBESTOS MEDICAL CERTIFICATE (REGULATION 22 CAR 2012 REFERS EVERY 2 YEARS)			X
	CURRENT FACE FIT TEST TO SUIT EACH RESPIRATOR BEING USED			X
	CURRENT ANNUAL ASBESTOS OPERATIVE TRAINING CERTIFICATE			X
	PORTABLE SCAFFOLD TOWER ERECTION CERTIFICATE (TO BE ERECTED BY CERTIFICATED HOLDERS ONLY IN ACCORDANCE WITH MANUFACTURERS INSTRUCTIONS ON ERECTION AND CORRECT USE)			
	ANY OTHER CURRENT TRAINING CERTIFICATES RELEVANT TO THE WORK (I.e. CONFINED SPACE, MEWPS ETC)			X

4.13	AMBIENT TEMPERATURES			
	BELOW 0°C		20°C - 30°C	
	0°C - 10°C		30°C - 35°C	
	10°C - 20°C	X	ABOVE 35°C	
	WILL THE AREA BE SUBJECT TO SOLAR GAIN	YES	X	NO

4.14	PROXIMITY OF THIRD PARTIES			
	NEXT TO ENCLOSURE		VACANT BUILDING	X
	FLOOR ABOVE		FLOOR BELOW	
	MORE THAN 10 METRES AWAY			

5.0 PLANS / DIAGRAMS

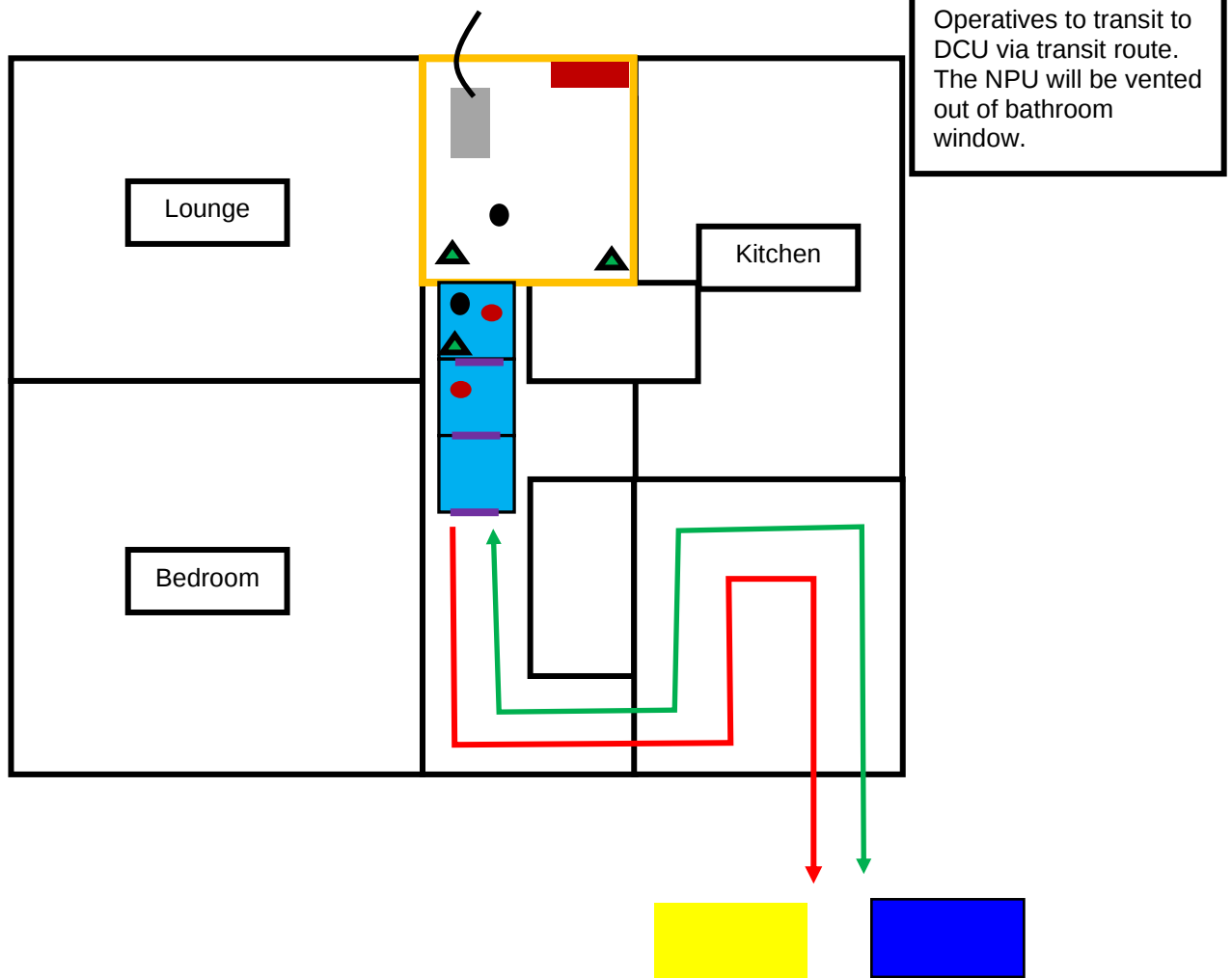
5.1 External cupboard



	Key		Key
	Airlock / Material Lock		Hepa Vacuums
	CCTV		Water Bucket
	Waste Route		Transit Route
	Asbestos Material		Viewing panels
	Enclosure		Negative Pressure unit
	Decontamination Unit		Waste Container
	Roaming Head		NPU Ventilation

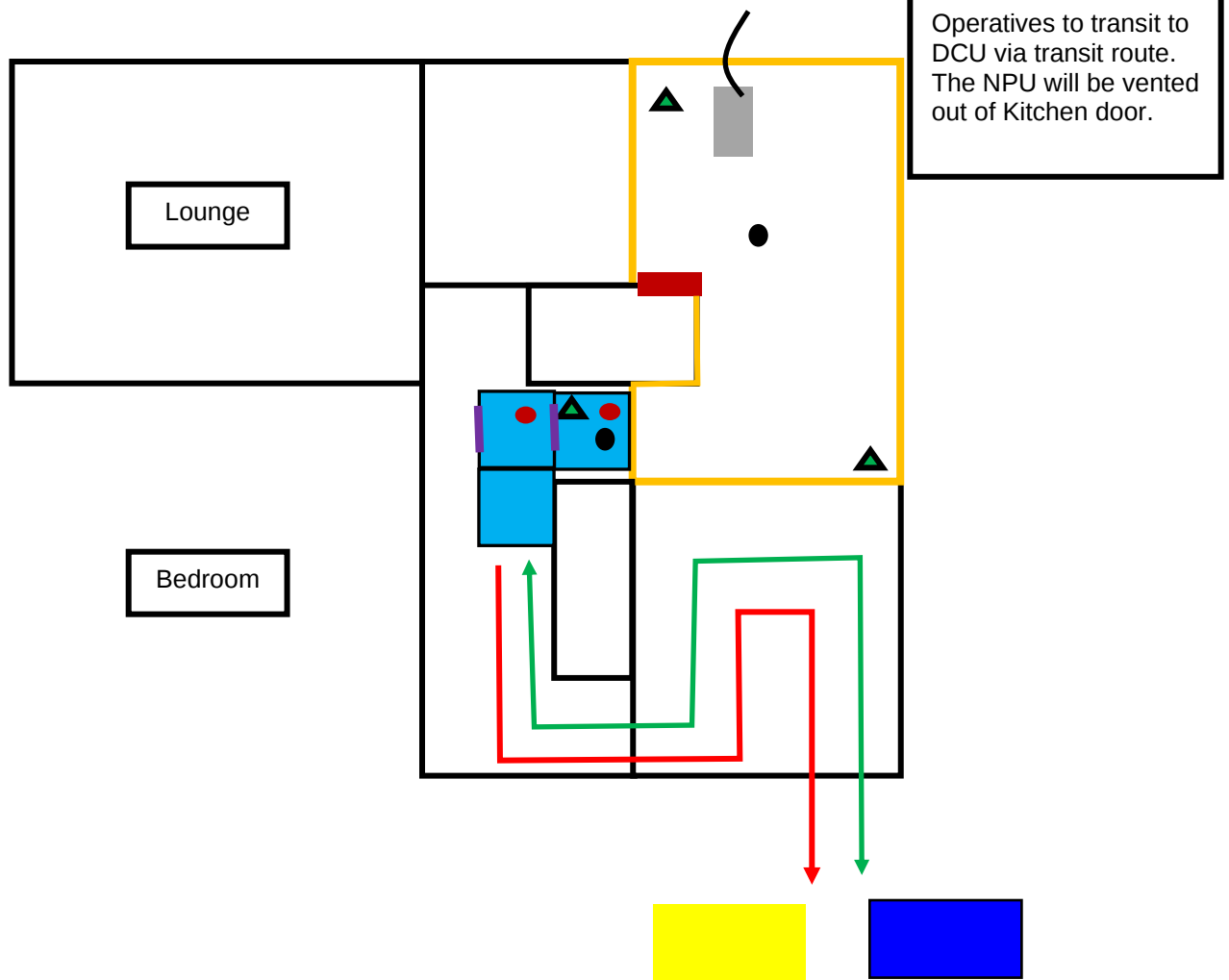
5.2

Bathroom Enclosure



	Key		Key
	Airlock / Material Lock		Hepa Vacuums
	CCTV		Water Bucket
	Waste Route		Transit Route
	Asbestos Material		Viewing panels
	Enclosure		Negative Pressure unit
	Decontamination Unit		Waste Container
	NPU Ventilation		

5.2 Kitchen Enclosure



	Key		Key
	Airlock / Material Lock		Hepa Vacuums
	CCTV		Water Bucket
	Waste Route		Transit Route
	Asbestos Material		Viewing panels
	Enclosure		Negative Pressure unit
	Decontamination Unit		Waste Container
	NPU Ventilation		

5.1 NEGATIVE PRESSURE REQUIREMENTS											
Enclosure Number	Height (m)	Width (m)	Length (m)	Volume (V) in cubic meters m ³	Air Changes (AC) required per hour	Negative Pressure Required in m ³ h (V x AC)	Total Negative Pressure Required in m ³ h (Enc + AL)	Exhaust / Roving Head Reduction %	Size of NPU m ³ h	No. of NPU' s	
001 (Ext C/B)	2	0.8	1.1	1.76	10	17.6	39.2	4	1000	1	
Air lock x 3	2.0	0.6	1.8	2.16	10	21.6					
002 (Bathroom)	2.3	1.8	3.1	12.834	10	128.34	149.94	3	1000	1	
Air lock x 3	2.0	0.6	1.8	2.16	10	21.6					
003 (Kitchen)	2.3	2.1	3.6	17.388	10	173.88	195.48	3	1000	1	
Air lock x 3	2.0	0.6	1.8	2.16	10	21.6					

PLEASE ENSURE AIRFLOW RATE ON NPU IS SUITABLE FOR THESE WORKS BY CHECKING DOP CERTIFICATES

NEGATIVE PRESSURE REDUCTION – ROVING HEAD / EXHAUST
The addition of flexible ducting to the Negative Pressure Unit for either roving heads or the addition of an exhaust for ventilation will reduce airflow through the Negative Pressure Unit. The following reductions have been considered when calculating required ventilation rates: 1% of reduced ventilation rate per metre of ducting 2% of reduced ventilation rate for each 90° bend in the ducting.

NEGATIVE PRESSURE REDUCTION – CALCULATION
NPU Airflow Rates are recorded on the DOP certificate for each Negative Pressure Unit, please ensure the Airflow Rate exceeds the Total Negative Pressure Required in m³h (Enc + AL) in the above table using the calculation below: NPU Airflow Rate - Exhaust / Roving Head Reduction % = NPU Flow Rate

RECORD OF SMOKE TEST (ENCLOSURE 001 External Cupboard)			
The above enclosure has been checked for the integrity of the seals by subjecting it to a controlled smoke test. A full external examination of the enclosure has been undertaken and we are satisfied that the enclosure is now suitable for the purpose of removing asbestos as part of the controlled conditions laid down with in this plan of works.			
For NICHOL ASSOCIATES LIMITED		For CLIENT	
Name:		Name:	
Date:		Date :	
Signature:		Signature:	
Comments:		Comments:	

RECORD OF SMOKE TEST (ENCLOSURE 002 Bathroom)			
The above enclosure has been checked for the integrity of the seals by subjecting it to a controlled smoke test. A full external examination of the enclosure has been undertaken and we are satisfied that the enclosure is now suitable for the purpose of removing asbestos as part of the controlled conditions laid down with in this plan of works.			
For NICHOL ASSOCIATES LIMITED		For CLIENT	
Name:		Name:	
Date:		Date :	
Signature:		Signature:	
Comments:		Comments:	

RECORD OF SMOKE TEST (ENCLOSURE 003 Kitchen)			
The above enclosure has been checked for the integrity of the seals by subjecting it to a controlled smoke test. A full external examination of the enclosure has been undertaken and we are satisfied that the enclosure is now suitable for the purpose of removing asbestos as part of the controlled conditions laid down with in this plan of works.			
For NICHOL ASSOCIATES LIMITED		For CLIENT	
Name:		Name:	
Date:		Date :	
Signature:		Signature:	
Comments:		Comments:	

6.0	METHOD OF WORK
6.1	WORKING PROCEDURES
	GENERAL Carryout a further risk assessment of these 3rd party risks if applicable. The work involves the removal and disposal of asbestos insulation board within the lower external cupboard ceiling, Bathroom boxing and Kitchen wall panels. The all areas will be emptied prior to works starting. The bath will be disconnected and isolated prior to our arrival on site to allow us to remove the bath to gain full unrestricted access to the boxing. The Decontamination Unit (DCU) must be set up and operational prior to work starting and before the erection of the enclosure(s). A "self-contained" unit with integral power and water tanks will be employed as necessary. The Unit will be located as close to the work site as possible, using the road to the front of the property. Under no circumstances should work commence without a fully operational DCU. Direct connection will not be applied on this project due to the surfaces and physical barriers directly outside of the building. Water Suppliers will be obtained from water containers to supply the DCU. Power is not available on site. A generator will be used for this project the generator will be positioned outside of property due to fume admissions. Prior to setup of the enclosure taking place a pre-clean will be carried out ensuring the work area's and transit routes are clean and tidy. Whilst doing this, operatives will wear half face respirators (with p3 filters) and white overalls (type 5 cat 3). 2.0m x 0.6m x 0.6m air locks have been issued for this project. The air locks are of an enough size for the waste from the enclosure's to be passed through, the airlocks will be positioned on the enclosure (see diagram). Full-size airlocks cannot be used on this project due to the size of the hallway of the property and garden and fencing, an extension onto the public footpath was considered but access to the general public would be affected. ENC 001 – External Cupboard - Using the fabric of the building 1000-gauge polythene sheeting, adhesives and polycloth tape to erect an airtight working enclosure as per the attached sketch's and dimensions. The walls and floors within the cupboard will be sheeted and sealed to prevent any contamination to these areas and any pipework located within the area. Any items within the cupboard that cannot be removed will be sheeted and sealed to prevent contamination to these areas. A Vision panel will be fitted to the airlock to allow supervision of the decontamination process and allow supervision of asbestos waste being transferred through the air lock. A further Vision Panel and CCTV will be located within the enclosure to allow supervision of the operatives whilst removal takes place. Water buckets will be placed in to the inner and middle airlocks and a Type "H" vacuum added to the inner airlock to aid with the removal of waste from the enclosure and the decontamination process. A 1000m³h NPU will be positioned on the enclosure (see diagram) and vented externally. A roaming head will be used on this project to prevent any dead spots being created during the removal process during this part of the works. A further Type "H" vacuums, low pressure garden sprayer and hand tools will be placed within the working enclosure to aid with the removal of the Asbestos containing material. Suitable signage and warning signs will be displayed around enclosure with transit routes being restricted to public access and barred off.

6.2	WORKING PROCEDURES
	ENC 002 – Bathroom – Prior to works starting the bath will be disconnected and isolated to allow the bath to be removed prior to removal of the AIB Boxing. Using the fabric of the building 1000-gauge polythene sheeting, adhesives and polycloth tape to erect an airtight working enclosure as per the attached sketch's and dimensions. The walls and floors within the bathroom will be sheeted and sealed to prevent any contamination to these areas and any pipework located within the area. Any items within the bathroom that cannot be removed will be sheeted and sealed to prevent contamination to these areas. Vision panels (x3) will be fitted on to the airlock flaps and an additional CCTV camera to allow supervision of the decontamination process and allow supervision of asbestos waste being transferred through the air lock. CCTV will be located within the enclosure to allow supervision of the enclosure to allow supervision of the operatives whilst removal takes place. Water buckets will be placed in to the inner and middle airlocks and a Type "H" vacuum added to the inner airlock to aid with the removal of waste from the enclosure and the decontamination process. A 1000m³h NPU will be positioned inside the enclosure (see diagram) and will be sealed with 1000-gauge polythene and vented externally via the bathroom window. A further Type "H" vacuums, low pressure garden sprayer and hand tools will be placed within the working enclosure to aid with the removal of the Asbestos containing material. Suitable signage and warning signs will be displayed around enclosure with transit routes being restricted to public access and barriered off. ENC 003 – Kitchen – Using the fabric of the building 1000-gauge polythene sheeting, adhesives and polycloth tape to erect an airtight working enclosure as per the attached sketch's and dimensions. The walls and floors within the kitchen will be sheeted and sealed to prevent any contamination to these areas and any pipework located within the area. Any items within the kitchen that cannot be removed will be sheeted and sealed to prevent contamination to these areas. Vision panels (x2) will be fitted on to the middle airlock and the inner flap and an additional CCTV camera to allow supervision of the decontamination process and allow supervision of asbestos waste being transferred through the air lock. CCTV will be located within the enclosure to allow supervision of the operatives whilst removal takes place. Water buckets will be placed in to the inner and middle airlocks and a Type "H" vacuum added to the inner airlock to aid with the removal of waste from the enclosure and the decontamination process. A 1000m³h NPU will be positioned inside the enclosure (see diagram) and will be sealed with 1000-gauge polythene and vented externally via the rear kitchen door. A further Type "H" vacuums, low pressure garden sprayer and hand tools will be placed within the working enclosure to aid with the removal of the Asbestos containing material. Suitable signage and warning signs will be displayed around enclosure with transit routes being restricted to public access and barriered off. Once each enclosure is erected a smoke test will be carried out to ensure the enclosure is airtight. Any leaks will be sealed ensuring the working enclosure is airtight. This process will be witnessed by an UKAS Analyst or Site Manager (if available) and recorded. Due to 10 air changes per hour being required the smoke should clear the enclosure within 6 minutes.

6.2	WORKING PROCEDURES
	Operatives will don their removal and transit overalls (type 5 cat 3) and full face RPE (with P3 filters) whilst in the Clean end of the DCU. The operatives will then make their way through the DCU exiting out of the Dirty end door and follow transit route to the working enclosure. Operatives will remove their transit attire in the outer airlock and proceed into the enclosure where they will put on the safety wellington boots. The AIB panels will be suppressed and then removed by locating the nails/screws and removing them using hand tools and shadow vacuuming techniques. The board will then be removed with minimum breakage to the asbestos containing product. If it is not possible to remove the AIB panel whole, it will be suppressed sufficiently using low pressure sprays. Once the AIB is sufficiently suppressed it will be scored using a Stanley knife and broken using a shadow vacuum technique. Once removed the AIB will be placed into red 'UN' labelled polythene waste sacks and sealed. The framework holding the ACM in place will be fine cleaned, any offending materials can be removed by using a wire brush and shadow vacuuming techniques The enclosure will be fine cleaned using Type "H" Vacs to vac all areas within the enclosure and damp rags to wipe over any areas to remove any traces of asbestos debris, ready for an independent analytical company to carry out a 4-stage clearance. Waste accumulated will be placed into red 'UN' labelled polythene waste sacks and sealed. The sealed waste sacks will be passed through the bag lock, cleaned and double bagged by placing into clear 'UN' labelled waste sacks and sealed. The bags can then be transferred to the lockable waste container / receptacle ready for onward disposal in accordance with the waste acceptance criteria (WAC) of the Hazardous Waste (England and Wales) Regulations 2005 (Amended 2009). Whilst leaving the enclosure the operatives will carry out an initial decontamination and remove their removal coveralls and wellington boots. Operatives will then don their transit coveralls and shoes and transit to the DCU will be as per the site diagrams and suitable signage will be displayed showing the transit route. Once inside the DCU a full decontamination will take place. Once the final clean down has been carried out the supervisor can inspect the works and if satisfactory invite the independent analyst to carry out the required clearance and issuing of the certificate for reoccupation. The supervisor will check the paperwork/qualifications of the analyst before allowing them to undertake any works on site. The visual inspection handover form (QF232-1) will be completed and signed by the supervisor and analyst. A copy of the form will be given to the analyst for their records. Once stages 1, 2 and 3 have been passed by the analyst the operatives will take down the enclosure and remove any equipment which was being used during the removal. The walls within the boiler room will also be encapsulated during this time. Whilst doing this operative will wear half face respirators (with p3 filters) and white overalls (type 5 cat 3). All waste accumulated during this process will be disposed of as asbestos waste. Within this Plan of Works the sketches shown are for reference purposes only and are to indicate the works being undertaken. All works will be undertaken under controlled conditions and in accordance with the Control of Asbestos Regulations 2012. A welfare unit provided by Nichol Associates will be on site at all times.

6.3	Special Characteristics of the site and its vicinity	
	Any other site features or constraints impacting on the job, how will these be managed	Access to the property will be restricted and controlled by the site supervisor.
	How are work areas and waste transit routes segregated from Visitors and Staff	During transit and removal of waste from the enclosure the site supervisor will police the transit route to ensure it is clear from members of the public. The transit and waste route cannot be segregated throughout the removal works due to it consisting of a public footpath
	Are there any external gas vents that could interfere with the enclosure or air management? (if yes, is a Gas Safe registered installer required to work on this	N/A
	Is scaffolding required (licensed, non-licensed), how does this fit in with the site, will it need to be designed, and what is the access onto the scaffold	N/A
	Are there any special access arrangements for power and water supply	There is no power or water available on site as these have been turned off by NTC water and power will be taken to site by Nichol Associates personnel
	Describe the muster points in an emergency, with consideration of contaminated personnel	In the event of an emergency that requires an evacuation of the property all asbestos personnel will continue to the decontamination unit where a decontamination will take place. If it is not possible to use the decontamination unit supervisor and operatives will stand at a separate muster point away from the general public and other trades
	Describe the availability of emergency contacts, especially at night or weekends for this project (if relevant)	Steven Walsh will be the emergency contact and will be available via phone (07590983667) 24/7

6.4	Fibre Suppressant Technique to Be Used;			
	INJECTION MACHINE (Insulation & Coatings)			
	Make	N/A		
	Model			
	Is Equipment BS8520 / 1 Compliant			
	If Not State, Why			
	Needle Type			
	Needle Pattern			
	Dilution Factor			
	Saturation Checking Indicator / Method to ensure total saturation			
	MATERIAL TYPE / MATRIX			
	Hydrophobic		Hydrophilic	
	Time Allocated for Penetration			
	Amount of Fibre suppressant Allocated to the process of injection			
	SURFACE COATING EQUIPMENT			
	Low Pressure Garden Sprayer	YES		
	General Hose Pipe			
	Airless Sprayer			
	Shadow vacuum Technique	YES		
	Other			
	OTHER EQUIPMENT TO BE USED ON SITE			
	Type 'H' Vacuums			
	Is Equipment BS8520 / 3 Compliant	Yes		
	If Not State, Why	N/A		
	Number of Vacuums to be used	4		
	Are Any Wet Vacs to be used	N/A		
	Are they HEPA Filtered	Yes		
	How will Hoses be treated at end of job	Be Doubled Bagged and Sealed accordingly		
	Will the Type 'H' Vacuums be in test before completion of works	Yes		
	If No what arrangements are in place	N/A		
	OTHER EQUIPMENT TO BE USED ON SITE			
	Negative Pressure Units (NPU)			
	Is Equipment BS8520 / 2 Compliant	Yes		
	If Not State, Why	N/A		
	Number of NPU's to be used	One per enclosure		
	External cupboard Size In m ³ h of NPU's	1000m ³ h		
	Bathroom Size In m ³ h of NPU's	1000m ³ h		
	Kitchen Size In m ³ h of NPU's	1000m ³ h		
	Size In m ³ h of NPU's			
	Size In m ³ h of NPU's			
	Are they HEPA Filtered			
	How often will Pre-Filters be Changed	Start and end of each working day and before Clearance		
	Will Roving Heads be required	Yes, on external enclosure		
	How will hoses used be handled at end of contract	All hoses will be doubled bagged and sealed accordingly		
	Will the NPU'S be in test before completion of works	Yes		
If No what arrangements are in place	N/A			

6.5	HOLD POINTS
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HOLD POINT	ENCLOSURE Does the plan of work require altering due to a change, design or management issue being discovered on site? If this is the case, then all works are to stop before any site set up takes place and contracts manager to be informed so the Plan of Work can be amended.	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE If any amendments are to be made to the plan of works, then inform the project manager of the changes and discuss what is to be carried out.	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE Return to the site welfare facilities and carryout a pre - commencement toolbox talk and run through the plan of works, the risk assessments and general methodology to ensure that all operatives and team members are fully aware of the activities we will be undertaking as part of our contract.	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE Ensure that all operatives engaged in this contract have the relevant documentation and certificates to carry out these works (Medicals, Annual Training, Face Fits etc)	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE Ensure that the Decontamination is fully compliant and has a valid Electrical Test Certificate, a DOP Test certificate and has a two-stage clearance certificate confirming cleanliness and air clearance from previous job. Position decontamination unit connect to the water, power and drainage and check that everything is working and fit for purpose prior to any works commencing.	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE Position lockable waste container. And ensure that all legislative waste disposal documentation has been submitted, is current and will be valid for and within the time scale of the works.	SUPERVISORS SIGNATURE

HOLD POINT	ENCLOSURE - 001 Using the fabric of the building, timber, 1000-gauge polythene sheeting, timber, adhesives and polycloth tapes erect an airtight working enclosure as per the attached sketch. 2m x 0.6m x 0.6m Metal Framework will be used to construct the airlock system As shown attach the airlocks to the work area and attach the correct sized negative pressure unit and adequate vision panels and cameras to the enclosure and bag lock system. To the 3rd stage cubicles of the airlocks install a type 'H' vacuum cleaner, and both personnel sponge and a bucket of clean soapy water and a sponge and boot wash facility. Install a further Type 'H' vacuum machine in the working enclosure together with the required hand tools, scrapers and low-pressure atomiser spray equipment and Astrip Fibre Suppressant. Run up the NPU and check that the work enclosure is being placed under negative pressure and that there is adequate airflow	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE - 001 Ensure that the Negative Pressure Unit (NPU) used to place the working enclosure under negative pressure on this enclosure area are as per the requirements detailed on each numbered enclosure sketch, are adequate for the size of the enclosure and the exhaust is vented to the outside of the building taking into account any flexible ducting reductions. All NPU's and Type 'H' vacuums being used have both current DOP and Electrical Test Certificates and will be valid for the Duration of the working enclosure / contract. PLEASE ENSURE AIRFLOW RATE ON NPU IS SUITABLE FOR THESE WORKS BY CHECKING DOP CERTIFICATES AND CHECKING THIS AGAINST THE NPU REQUIREMENTS SHOWN IN THIS PLAN OF WORK	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE - 001 Using the UKAS Analyst or Site Manager as a witness if available, carry out a smoke test of the enclosure to check the integrity of the seals and record on the results on the Smoke Test section on Sketch 1.	SUPERVISORS SIGNATURE

Operatives will don on their Personal Protective Equipment (PPE) including disposable coloured coded coveralls, gloves, safety Wellington boots and their Full Face Powered Respiratory Equipment (RPE) and proceed to the work area via the decontamination unit and airlock system and into the work enclosure.

Using the spray equipment and 'Astrip' Fibre Suppressant / surfactant, spray all the areas where the offending asbestos contaminated materials are, and leave to penetrate until the materials are saturated.

Once penetration has reached optimum saturation the offending materials can be removed. The offending materials can be carefully removed ensuring that it is always sprayed with fibre suppressant during the removal operation and placed into red 'UN' labelled polythene waste sacks and sealed. These should be passed through the bag lock, cleaned and double bagged by placing into clear 'UN' labelled waste sacks and sealed.

The bags can then be transferred to the lockable waste container / receptacle ready for onward disposal in accordance with the waste acceptance criteria (WAC) of the Hazardous Waste (England and Wales) Regulations 2005 (Amended 2009)

Once the materials have been removed the operatives will clean the whole work area.

Once the final clean down has been carried out the supervisor can inspect the works and if satisfactory invite the analyst to carry out the required clearance and issuing of the certificate for reoccupation

The Analyst will carry out both visual inspections and air clearances and upon satisfactory results will instruct the supervisor to remove the enclosure.

Once removed the analyst will check the area over once again to check that all materials have gone and to his satisfaction.

Once satisfied with the 4-stage clearance mechanism the analyst will issue a certificate of reoccupation.

HOLD POINT	ENCLOSURE - 001 Sign to confirm that the site supervisor has entered the enclosure to inspect the works have been completed, then the analyst can be invited to enter the enclosure	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE - 001 Sign to confirm that the 4-stage clearance and the Certificate of Reoccupation has been issued for enclosure.	SUPERVISORS SIGNATURE

All documentation including air tests and Certificate of Reoccupation should be copied to the Site Manager, with the originals being returned to the office for archiving / transferring into the Health & Safety File

HOLD POINT	ENCLOSURE - 002 Using the fabric of the building, timber, 1000-gauge polythene sheeting, timber, adhesives and polycloth tapes erect an airtight working enclosure as per the attached sketch. 2m x 0.6m x 0.6m Metal Framework will be used to construct the airlock system As shown attach the airlocks to the work area and attach the correct sized negative pressure unit and adequate vision panels and cameras to the enclosure and bag lock system. To the 3rd stage cubicles of the airlocks install a type 'H' vacuum cleaner, and both personnel sponge and a bucket of clean soapy water and a sponge and boot wash facility. Install a further Type 'H' vacuum machine in the working enclosure together with the required hand tools, scrapers and low-pressure atomiser spray equipment and Astrip Fibre Suppressant. Run up the NPU and check that the work enclosure is being placed under negative pressure and that there is adequate airflow	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE - 002 Ensure that the Negative Pressure Unit (NPU) used to place the working enclosure under negative pressure on this enclosure area are as per the requirements detailed on each numbered enclosure sketch, are adequate for the size of the enclosure and the exhaust is vented to the outside of the building taking into account any flexible ducting reductions. All NPU's and Type 'H' vacuums being used have both current DOP and Electrical Test Certificates and will be valid for the Duration of the working enclosure / contract. PLEASE ENSURE AIRFLOW RATE ON NPU IS SUITABLE FOR THESE WORKS BY CHECKING DOP CERTIFICATES AND CHECKING THIS AGAINST THE NPU REQUIREMENTS SHOWN IN THIS PLAN OF WORK	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE - 002 Using the UKAS Analyst or Site Manager as a witness if available, carry out a smoke test of the enclosure to check the integrity of the seals and record on the results on the Smoke Test section on Sketch 1.	SUPERVISORS SIGNATURE

	Operatives will don on their Personal Protective Equipment (PPE) including disposable coloured coded coveralls, gloves, safety Wellington boots and their Full Face Powered Respiratory Equipment (RPE) and proceed to the work area via the decontamination unit and airlock system and into the work enclosure. Using the spray equipment and 'Astrip' Fibre Suppressant / surfactant, spray all the areas where the offending asbestos contaminated materials are, and leave to penetrate until the materials are saturated. Once penetration has reached optimum saturation the offending materials can be removed. The offending materials can be carefully removed ensuring that it is always sprayed with fibre suppressant during the removal operation and placed into red 'UN' labelled polythene waste sacks and sealed. These should be passed through the bag lock, cleaned and double bagged by placing into clear 'UN' labelled waste sacks and sealed. The bags can then be transferred to the lockable waste container / receptacle ready for onward disposal in accordance with the waste acceptance criteria (WAC) of the Hazardous Waste (England and Wales) Regulations 2005 (Amended 2009) Once the materials have been removed the operatives will clean the whole work area. Once the final clean down has been carried out the supervisor can inspect the works and if satisfactory invite the analyst to carry out the required clearance and issuing of the certificate for reoccupation The Analyst will carry out both visual inspections and air clearances and upon satisfactory results will instruct the supervisor to remove the enclosure. Once removed the analyst will check the area over once again to check that all materials have gone and to his satisfaction. Once satisfied with the 4-stage clearance mechanism the analyst will issue a certificate of reoccupation.
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HOLD POINT	ENCLOSURE - 002 Sign to confirm that the site supervisor has entered the enclosure to inspect the works have been completed, then the analyst can be invited to enter the enclosure	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE - 002 Sign to confirm that the 4-stage clearance and the Certificate of Reoccupation has been issued for enclosure.	SUPERVISORS SIGNATURE

All documentation including air tests and Certificate of Reoccupation should be copied to the Site Manager, with the originals being returned to the office for archiving / transferring into the Health & Safety File

HOLD POINT	ENCLOSURE - 003	SUPERVISORS SIGNATURE
	Using the fabric of the building, timber, 1000-gauge polythene sheeting, timber, adhesives and polycloth tapes erect an airtight working enclosure as per the attached sketch. 2m x 0.6m x 0.6m Metal Framework will be used to construct the airlock system	
	As shown attach the airlocks to the work area and attach the correct sized negative pressure unit and adequate vision panels and cameras to the enclosure and bag lock system.	
	To the 3 rd stage cubicles of the airlocks install a type 'H' vacuum cleaner, and both personnel sponge and a bucket of clean soapy water and a sponge and boot wash facility.	
	Install a further Type 'H' vacuum machine in the working enclosure together with the required hand tools, scrapers and low-pressure atomiser spray equipment and Astrip Fibre Suppressant.	
	Run up the NPU and check that the work enclosure is being placed under negative pressure and that there is adequate airflow	
HOLD POINT	ENCLOSURE - 003	SUPERVISORS SIGNATURE
	Ensure that the Negative Pressure Unit (NPU) used to place the working enclosure under negative pressure on this enclosure area are as per the requirements detailed on each numbered enclosure sketch, are adequate for the size of the enclosure and the exhaust is vented to the outside of the building taking into account any flexible ducting reductions.	
	All NPU's and Type 'H' vacuums being used have both current DOP and Electrical Test Certificates and will be valid for the Duration of the working enclosure / contract.	
	PLEASE ENSURE AIRFLOW RATE ON NPU IS SUITABLE FOR THESE WORKS BY CHECKING DOP CERTIFICATES AND CHECKING THIS AGAINST THE NPU REQUIREMENTS SHOWN IN THIS PLAN OF WORK	
HOLD POINT	ENCLOSURE - 003	SUPERVISORS SIGNATURE
	Using the UKAS Analyst or Site Manager as a witness if available, carry out a smoke test of the enclosure to check the integrity of the seals and record on the results on the Smoke Test section on Sketch 1.	

Operatives will don on their Personal Protective Equipment (PPE) including disposable coloured coded coveralls, gloves, safety Wellington boots and their Full Face Powered Respiratory Equipment (RPE) and proceed to the work area via the decontamination unit and airlock system and into the work enclosure.

Using the spray equipment and 'Astrip' Fibre Suppressant / surfactant, spray all the areas where the offending asbestos contaminated materials are, and leave to penetrate until the materials are saturated.

Once penetration has reached optimum saturation the offending materials can be removed. The offending materials can be carefully removed ensuring that it is always sprayed with fibre suppressant during the removal operation and placed into red 'UN' labelled polythene waste sacks and sealed. These should be passed through the bag lock, cleaned and double bagged by placing into clear 'UN' labelled waste sacks and sealed.

The bags can then be transferred to the lockable waste container / receptacle ready for onward disposal in accordance with the waste acceptance criteria (WAC) of the Hazardous Waste (England and Wales) Regulations 2005 (Amended 2009)

Once the materials have been removed the operatives will clean the whole work area.

Once the final clean down has been carried out the supervisor can inspect the works and if satisfactory invite the analyst to carry out the required clearance and issuing of the certificate for reoccupation

The Analyst will carry out both visual inspections and air clearances and upon satisfactory results will instruct the supervisor to remove the enclosure.

Once removed the analyst will check the area over once again to check that all materials have gone and to his satisfaction.

Once satisfied with the 4-stage clearance mechanism the analyst will issue a certificate of reoccupation.

HOLD POINT	ENCLOSURE - 003 Sign to confirm that the site supervisor has entered the enclosure to inspect the works have been completed, then the analyst can be invited to enter the enclosure	SUPERVISORS SIGNATURE
HOLD POINT	ENCLOSURE - 003 Sign to confirm that the 4-stage clearance and the Certificate of Reoccupation has been issued for enclosure.	SUPERVISORS SIGNATURE

All documentation including air tests and Certificate of Reoccupation should be copied to the Site Manager, with the originals being returned to the office for archiving / transferring into the Health & Safety File

7.0	OTHER RELEVANT SITE-SPECIFIC INFORMATION	
7.1	DECONTAMINATION UNIT (DCU)	
	DCU PROVIDED BY	Nichol Associates
	NUMBER OF SHOWERS	1
	MAXIMUM OPERATIVE USE	4
	POWER	GENERATOR
	WATER	SELF-CONTAINED SUPPLY
	DCU CLEARANCE TESTING	PREVIOUS CLEARANCE IN CLEAN END
	LOCATION	SEE SITE DRAWINGS

7.2	EXIT / ENTRY PROCEDURES	
	ACCESS	Via transit route to airlock. All operatives and visitors to site are to be inducted into the site and shall be fully aware of the plan of work and its requirements
	TRANSIT	At start of shift – At 12.00 and 13.00 – At end of shift. Transit times to be advised to all other personnel and the transit routes to be vacated and cleared by others

7.3	WELFARE FACILITIES	
	WELFARE PROVIDED BY	NICHOL ASSOCIATES
	MAXIMUM OPERATIVE USE	4
	POWER	GENERATOR
	WATER	SELF CONTAINED SUPPLY
	LOCATION	FRONT OF PROPERTY
	TYPE OF FACILITY	DCU / WELFARE

7.4	EMERGENCY PROCEDURES	
	FIRE	Sound Air Horn
	MUSTER POINT	At Company Vehicle (outside the property)
	FIRE MARSHALL	Site Manager / Site Supervisor
	FIRST AID	At Company Vehicle (First Aider identified at induction)
	WORKING AT HEIGHT PROCEDURE FOR RESCUING INJURED PARTIES	Operatives will be working off low level hop-ups.
	CONFINED SPACE PROCEDURE FOR RESCUING INJURED PARTIES	N/A
	DCU LOSS OF POWER / WATER PROCEDURE	Please see SOP
	HOW WILL ACCESS TO DIFFICULT WORKPLACES BE MANAGED?	N/A
	PROCEDURES TO DEAL WITH DAMAGE TO ASBESTOS BAGS WHILST TRANSFERING WASTE TO SEALED LOCKABLE SKIP / CONTAINER (BAG RUN)	Please refer to ASBESTOS REMOVAL PROCEDURES & CONTROLS

7.5	NEAREST ACCIDENT AND EMERGENCY HOSPITAL (A & E Dept)
	 Accident and Emergency: Northumbria Specialist Emergency Care Hospital, Northumbria Way, Cramlington, NE23 6NZ Contact Telephone Number: 0344 811 8111

7.6	WASTE DISPOSAL	
	STORAGE OF BAGGED WASTE	IN LOCKED WASTE VEHICLE
	LICENSED HAULIER / CARRIER	Nichol Associates LTD
	CARRIERS LICENCE NUMBER	CBDU183023
	LOCATION OF LICENCED LAND FILL SITE	PORT CLARENCE, HARTLEPOOL
	OTHER CONTAMINATED MATERIALS OR PRODUCTS ON SITE	ALL MATERIALS USED FOR SITE SET UP WILL BE DISPOSED OF AS HAZARDOUS WASTE

8.0 STANDARD PROCEDURES

8.1	ASBESTOS REMOVAL PROCEDURES & CONTROLS	
	ISSUE NUMBER	008
	DATE OF ISSUE	June 2020
	ISSUED TO	SITE SUPERVISOR
	HEALTH AND SAFETY AUTHORITY OFFICE ISSUE	
	Telephone Number	Contact
	REVISION NUMBER	0

9.0 SITE INDUCTION AND ACKNOWLEDGEMENT

9.1	Site Induction and confirmation of Understanding
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To be read and signed by Site Supervisor and all Operatives after reading the Method Statement and Asbestos Assessment.

This Plan of Work / Method Statement and Asbestos Assessment (s) should be located in the site cabin / welfare facility.

The Site Supervisor is responsible for demonstrating and reviewing all methods contained within these documents as the work proceeds.

No changes to the methodology contained within these documents will be allowed without the express permission of an Asbestos Manager or Safety Adviser. Such changes must be recorded in departure section of this plan of work, together with any changes to the asbestos assessment.

I have read and understood the Method Statement, Asbestos Assessment and the documents detailed.

[illegible]

10.0 ASBESTOS ASSESSMENT

Summary of Control Measures as required by, and in accordance with Regulation 6, ACoP L143 - The Control of Asbestos Regulations 2012.

LOCATION OF ASBESTOS AND WORK TASK	ENVIRONMENT				CONTROL MEASURES							EXPECTED EXPOSURES				R.P.E			
	FLOOR / LEVEL	ENCLOSURE REFERENCE	MEANS of ACCESS	SAMPLES TAKEN	WRAP & CUT / GLOVEBAG	INJECTION / TORSTRIP	SHADOW VACUUM	LOW PRESSURE SPRAY	CAREFUL REMOVAL	TYPE ' H' VACUUM	ENCLOSURE	EXPECTED EXPOSURE	DAYS OF EXPOSURE	EXCEEDS CONTROL LIMIT	EXCEEDS ACTION LEVEL	DISPOSABLE COVERALLS	POWER ASSISTED MASK	ORINASAL HALF MASK	SCBA / AIRLINE
External Lower Cupboard	Ground	01	F	Y	Y		X	X	X	X	X	<2	1	N	N	X	X	X	
Bathroom Boxing	1 st	02	F	Y	Y		X	X	X	X	X	<2	1	N	N	X	X	X	
Kitchen Wall Panels	1 st	03	F	Y	Y		X	X	X	X	X	<2	1	N	N	X	X	X	
CONSTRUCT ENCLOSURE												<0.01						X	
DEROBE ENCLOSURE												<0.01						X	
BAG REMOVAL												<0.01						X	

Abbreviations: F = by foot, L = step ladder, T = alloy tower, S = specialist scaffolding, M = mewp, X = required, W = wrap & cut, G = glove bag, Y = yes, N = no



