

METHOD STATEMENT

For the
**SAFE REMOVAL and DISPOSAL OF AIB DOOR
HEADERS**

From
Maytree House
Hawthorn Terrace
Newcastle
NE4 6RW



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Job No: NAL/01046

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Position:	Project Manager
Date:	18/11/2020
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Quality Checked by	Keith Robertson
Signature	
Date	18/11/2020
Authorised to be issued by	Keith Robertson

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1.0 DETAILS OF CONTRACT

1.1	Client		
	Straightline NE LTD Units 1-3 Ruby Park Brunswick Industrial Estate Newcastle NE13 7BA		
	Telephone Number	Contact	Email Address
	01912170733	Chris Oxnard	chris.oxnard@stline.co.uk

	Client Site Address (If Different from above)		
	11 Maytree House Hawthorn Terrace Newcastle NE4 6RW		
	Telephone Number	Contact	Email Address
	07825 955870	Brett May	brett@stline.co.uk

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:	18/11/2020	
	Duration of Work:	9 Day's	
	Date Site Set UP will Commence:	02/12/2020	
	Date Licensed Work Will Commence:	02/12/2020	
	Date 4 stage clearance:	Please see program on page 35	
	Time of 4 Stage Clearance:	13.00 hours	
	Comments:	Analyst competency to be checked and recorded in site diary. Total stage four clearance should last 4 hours	
	Site Working Hours (Please use 24 Hour Clock)		
	Monday - Friday	Saturday	Sunday
08.00 hrs to 17.00 hrs	N/A	N/A	

1.5	Principal Contractor (if applicable)		
	Straightline NE LTD Units 1-3 Ruby Park Brunswick Industrial Estate Newcastle NE13 7BA		
	Telephone Number	Contact	Email Address
	01912170733	Chris Oxnard	chris.oxnard@stline.co.uk

	Principal Contractor (if applicable)		
	Straightline NE LTD Units 1-3 Ruby Park Brunswick Industrial Estate Newcastle NE13 7BA		
	Telephone Number	Contact	Email Address
	01912170733	Chris Oxnard	chris.oxnard@stline.co.uk

	CDM Coordinator (if applicable)		
	Straightline NE LTD Units 1-3 Ruby Park Brunswick Industrial Estate Newcastle NE13 7BA		
	Telephone Number	Contact	Email Address
	01912170733	Chris Oxnard	chris.oxnard@stline.co.uk

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

1.7	UKAS Accredited Analytical Company (Who will carryout 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

	Enforcing Authority	
	HSE Newcastle Alnwick House, Benton Park View, Newcastle upon Tyne. NE98 1YX	
	Telephone Number	Facsimile No
	0191 2026200	0191 2026300
	Email Address	
	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	X	Weekly	
	No Planned Visits		No Planned Visits		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	
	Bag Locks		Bag Locks	
	Enclosures		Enclosures	X
	Number of Vision Panels to be used	3	Number of Cameras to be used	2
			Location of TV Monitor	Next to airlock
	<i>Additional Comments: -</i>		<i>Additional Comments: -</i>	
	VISION PANELS WILL BE USED		CCTV WILL BE USED	
VISION PANELS will be placed onto the inner and middle airlock to allow supervision of the initial decontamination procedure.		CCTV to be inserted within the enclosure wall to monitor activities within the working area. 2 cameras will be used.		
VISION PANELS will be placed onto the enclosure to allow supervision of the operatives inside the enclosure.				

2.3	Site Contacts (Persons responsible for site conditions and activities)		
	Name		Telephone Number
	1.	John Dodsworth	07545 915808
	2.	Steven Walsh	07590 983667
	3.		
	4.		
	5.		
	Office Based Contacts		
	Name		Telephone Number
	David Nichol		07980 729055
	Keith Robertson		07718 606499
	Steven Walsh		07590 983667

[illegible]

3.0 SCOPE OF WORK & RISK ASSESSMENT

3.1	Asbestos Survey Companies					
	1	Survey Date	Survey Type	2	Survey Date	Survey Type
	SURVEYOR			SURVEYOR		

3.2	Project Location				
	Maytree House Hawthorn Terrace Newcastle NE4 6RW				
	Building Location / Name		Communal corridors		
	Floor		4 th		
	Room Number		N/A		
	Removal Method				
	Licensable		X	Airtight Enclosure	X
	Direct Connection			Bag locks	
	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			3 (1m² per door header)																
	Extent / Condition			good Condition																
	Asbestos Types																			
	Chrysotile			Amosite		X	Crocidolite			Tremolite			Actinolite			Anthophyllite				
	General Condition				AIB is in good condition															

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	X	No		Direct Connection	Yes		No	X
	FIRE PLAN	Has Fire Plan Been Prepared				Yes	X	No		
	Where will Fire Plan be Displayed:	Site office								
	How will Fire Plan be Communicated?	Site Induction		X	Tool Box 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	Tool Box Talk					
	First Aid Box Location	Inside Company vehicle and DCU								
	First Aiders	John Dodsworth								
	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
	Environmental Clean	<0.02 f/ml
	Outside Man	<0.01 – 0.00 f/ml

4.2	ENGINEERING CONTROLS			
	WRAP & CUT		ENCAPSULATION	X
	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)	
	ASBESTOS LICENSED SCAFFOLD		SEVEN DAY REGISTER (If Required)	
	SCAFF TAGGS		CONFINED SPACE ENTRY	

4.2	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			34
ALL WEARERS MUST BE FACE FIT TESTED AND CERTIFICATED				

4.3	PERSONNEL PROTECTIVE EQUIPMENT (PPE)			
	DISPOSABLE COVERALLS	X	SAFETY BOOTS	X
	HARD HATS	X	TRANSIT SAFETY BOOTS	X
	HIGH VIZ VESTS	X	SAFETY GLASSES (OUTSIDE ENCLOSURE)	X
	EAR DEFENDERS		SAFETY GLASSES (RPE INSIDE WORK AREA)	
	SAFETY HARNESS		GLOVES	X

4.4	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

4.5	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

4.6	ESTIMATED FIBRE LEVELS (Control Measures Applied)	
	PLEASE REFER TO ASBESTOS ASSESSMENT ON PAGE	34

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

4.8	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 ISSUING OF CERTIFICATE OF REOCCUPATION		X

4.9	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

4.10	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

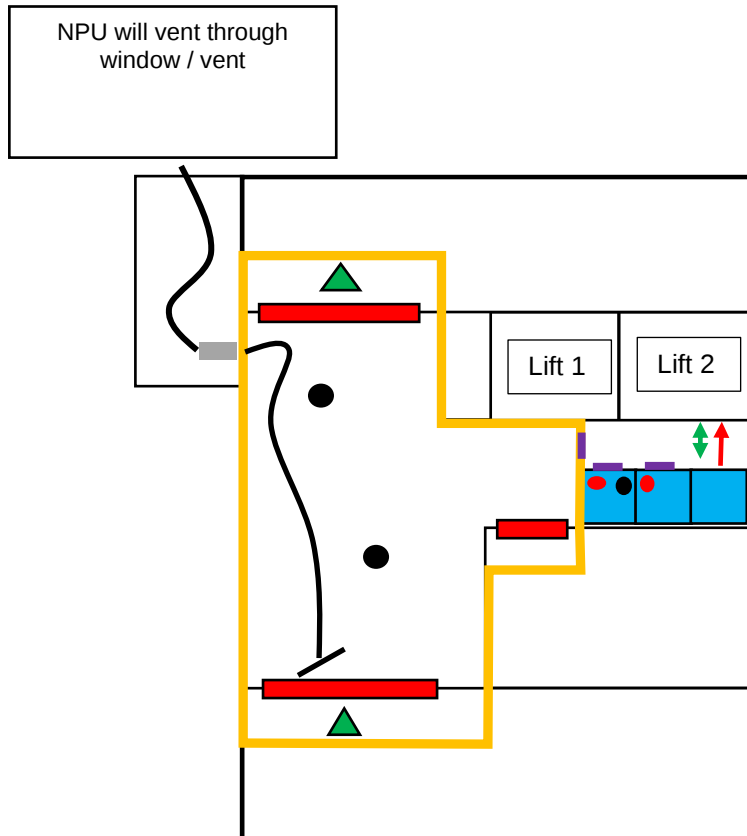
4.11	OPERATIVE CONTROLS		
	THE FOLLOWING OPERATIVE RECORDS MUST BE AVAILABLE ON-SITE AT ALL TIMES AND MUST BE CURRENT AND WITHIN DATE FOR THE WORKS BEING CARRIED OUT AND OPEN FOR INSPECTION BY THE HEALTH AND SAFETY EXECUTIVE (HSE)		
	ASBESTOS MEDICAL CERTIFICATE (REGULATION 22 CAR 2012 REFERS EVERY 2 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

4.12	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	NO	X

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

5.0 SITE SKETCHES

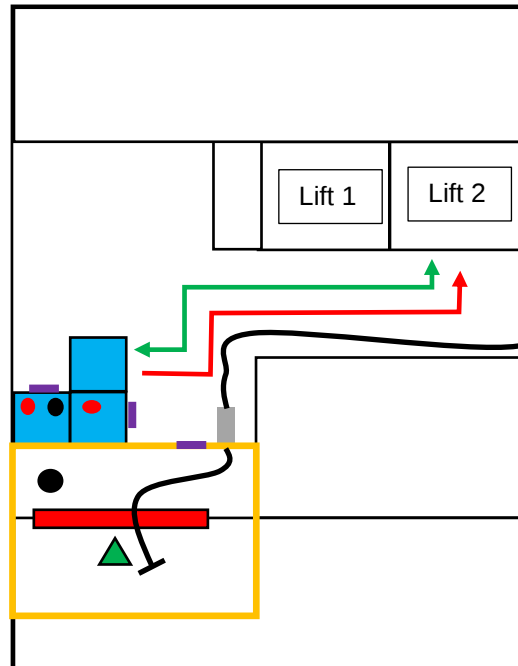
5.1 4th floor Enclosure



Operatives will transit to and from the enclosure via the lift. Whilst using the lift access will be restricted and controlled by the site supervisor who will chaperone operatives to and from the enclosure entrance and exit to the building will be via the main door

	Key		Key
	Enclosure		Negative Pressure Units
	Airlock / Material Lock		Hepa Vacuums
	NPU exhaust		Waste Routes
	Transit Route		Water Bucket
	Asbestos Insulation Board		CCTV
	NPU exhaust		Vision Panel

5.2 Doorway enclosure 1

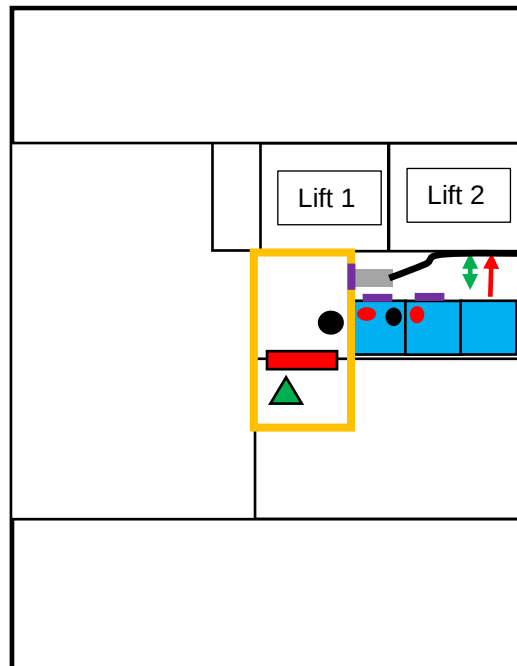


Operatives will transit to and from the enclosure via the lift. Whilst using the lift access will be restricted and controlled by the site supervisor who will chaperone operatives to and from the enclosure entrance and exit to the building will be via the main door

NPU will vent through window. The trunking will be placed above head high to prevent a trip hazard

	Key		Key
	Enclosure		Negative Pressure Units
	Airlock / Material Lock		Hepa Vacuums
	NPU exhaust		Waste Routes
	Transit Route		Water Bucket
	Asbestos Insulation Board		CCTV
	NPU exhaust		Vision Panel

5.3 Doorway enclosure 2

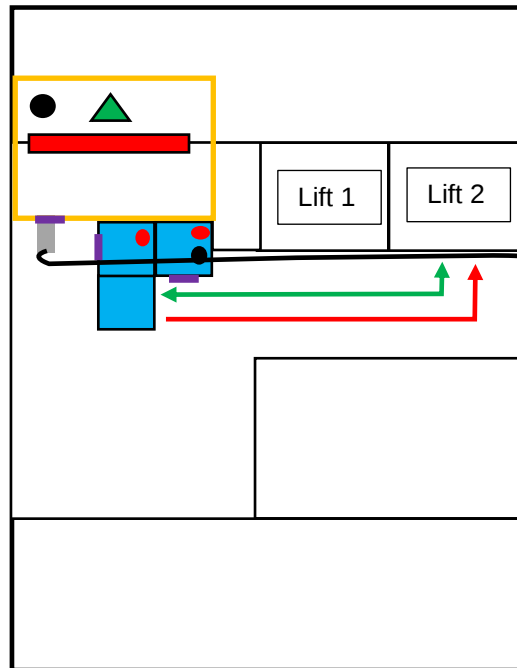


Operatives will transit to and from the enclosure via the lift. Whilst using the lift access will be restricted and controlled by the site supervisor who will chaperone operatives to and from the enclosure entrance and exit to the building will be via the main door

NPU will vent through window. The trunking will be placed above head high to prevent a trip hazard

	Key		Key
	Enclosure		Negative Pressure Units
	Airlock / Material Lock		Hepa Vacuums
	NPU exhaust		Waste Routes
	Transit Route		Water Bucket
	Asbestos Insulation Board		CCTV
	NPU exhaust		Vision Panel

5.3 Doorway enclosure 3



Operatives will transit to and from the enclosure via the lift. Whilst using the lift access will be restricted and controlled by the site supervisor who will chaperone operatives to and from the enclosure entrance and exit to the building will be via the main door

NPU will vent through window. The trunking will be placed above head height to prevent a trip hazard

	Key		Key
	Enclosure		Negative Pressure Units
	Airlock / Material Lock		Hepa Vacuums
	NPU exhaust		Waste Routes
	Transit Route		Water Bucket
	Asbestos Insulation Board		CCTV
	NPU exhaust		Vision Panel

5.2 Transit and Waste Routes



	Key		Key
	Waste Container – waste transfer arrangements		Waste Routes
	Decontamination Unit		Transit Route

5.3	Enclosure Amendments
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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
4 th floor	2.3	8	4	73.6	12	883.2	909.12	15	2500	1
Air lock x 3	2.0	0.6	1.8	2.16	12	25.92				
Doorway Enclosure 1	2.3	1.8	2.1	8.694	12	104.328	130.248	8	1000	1
Air lock x 3	2.0	0.6	1.8	2.16	12	25.92				
Doorway Enclosure 2	2.3	1	2	4.6	12	55.2	81.12	7	1000	1
Air lock x 3	2.0	0.6	1.8	2.16	12	25.92				
Doorway Enclosure 3	2.3	1.8	2.1	8.694	12	104.328	130.248	8	1000	1
Air lock x 3	2.0	0.6	1.8	2.16	12	25.92				

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.

RECORD OF SMOKE TEST 4 th floor			
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 3 rd floor doorway 43 & 44			
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 3rd floor doorway 45 & 46

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 3rd floor doorway stair way

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 1st floor doorway 21 & 22

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 1st floor doorway 19 & 20

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 1st floor doorway Staircase

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 ground floor doorway 17 & 18

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 ground floor doorway 15 & 16

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 ground floor doorway Staircase

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 The supervisor and operative will report to the site office and undertake a site induction prior to works starting on site. Carryout a further risk assessment of these 3rd party risks if applicable. The work involves the removal and disposal of asbestos insulation board from the door headers of the communal doorways within the corridor. During the works some tenants will be unable to gain access to there properties. It has there for been arranged that the tenants will vacate there propertied between the hours of 8am – 5pm. These arrangements have been made by the client. Prior to works commencing the site supervisor will ensure all tenants affected will have left their properties. The lift within the building will be used to transit to and from the enclosure as well as to take equipment to the floors. While the lifts are being used by Nichol Associates access to tenants will be restricted. During the removal of the staircase door header on each floor lift access to that particular floor will be restricted. This will be controlled by the site supervisor. 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 available on site from sockets located within the corridor. A generator will be taken to site and used as backup. If required 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 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). Using the fabric of the building 1000-gauge polythene sheeting, timber, adhesives and polycloth tape to erect an airtight working enclosure as per the attached sketch and dimensions. The walls within the enclosure will be sheeted and sealed to prevent any contamination to these areas and any pipework located within the room. Any items within the room that cannot be removed will be sheeted and sealed to prevent contamination to these areas. 2.0m x 0.6m x 0.6m air locks have been issued for this project due to restricted space within the working areas. We are unable to extend the area as this will have further impact on tenants within the building. The air locks are of an enough size for the waste from the enclosure to be passed through. Vision panels will be fitted to the inner and middle airlock to allow supervision of the decontamination process and allow supervision of asbestos waste being transferred through the air lock. We are unable to use bag locks on this project due to restricted space. Water buckets will be placed in to the inner and middle airlocks and a Type “H” vac added to the inner airlock to aid with the removal of waste from the enclosure and the decontamination process. A 2500m³h NPU will be used on the enclosureon the 4th floor and a 1000m³h NPU will be used on the remaining enclosures. The NPU’s will be positioned on the enclosure’s (see diagram) and vented via the window/vent. A roaming head will also be attached to eliminate any dead spots within the enclosure’s. CCTV and vision panel will be placed within the enclosure’s to allow supervision of the operatives whilst removal takes place and within the inner airlock to allow supervision of operatives during the decontamination process. A further Type “H” vacuums, low pressure garden sprayer and hand tools will be placed within the working enclosure’s to aid with the removal of the Asbestos containing material. Suitable signage and warning signs will be displayed around enclosure with access being restricted to the public and barriered off.

6.2	WORKING PROCEDURES
	Once the enclosure is erected a smoke test will be carried out to ensure the enclosure is air tight. Any leaks will be sealed ensuring the working enclosure is air tight. This process will be witnessed by an UKAS Analyst or Site Manager (if available) and recorded. Due to 12 air changes per hour being required the smoke should clear the enclosure within 5 minutes. 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 in to the enclosure where they will put on the safety wellington boots. The ply board that has been placed onto of the AIB will be removed to allow access to the AIB. The AIB will be suppressed and then removed by locating the 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. Waste accumulated will be placed into red 'UN' labelled polythene waste sacks and sealed. The sealed waste sacks will be passed through the airlock, 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). The framework holding the ACM in place will be removed leaving the bottom half in place. 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. 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. 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. Welfare will be provided by the client and will be on site at all times.

6.5	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	2 per enclosure		
	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		
	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			
	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		
	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		

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 carryout 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	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 Decontamination area and airlocks to the work area and attach the correct sized negative pressure unit (1000m³h NPU) 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 unit and check that the work enclosure is being placed under negative pressure and that there is adequate airflow.	
HOLD POINT	ENCLOSURE	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.	
	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	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.	

ENCLOSURE

The 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 and been checked by the Asbestos Removal Site Supervisor, 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

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

Sign to confirm that the 4-stage clearance and the Certificate of Reoccupation has been issued for enclosure.

SUPERVISORS SIGNATURE

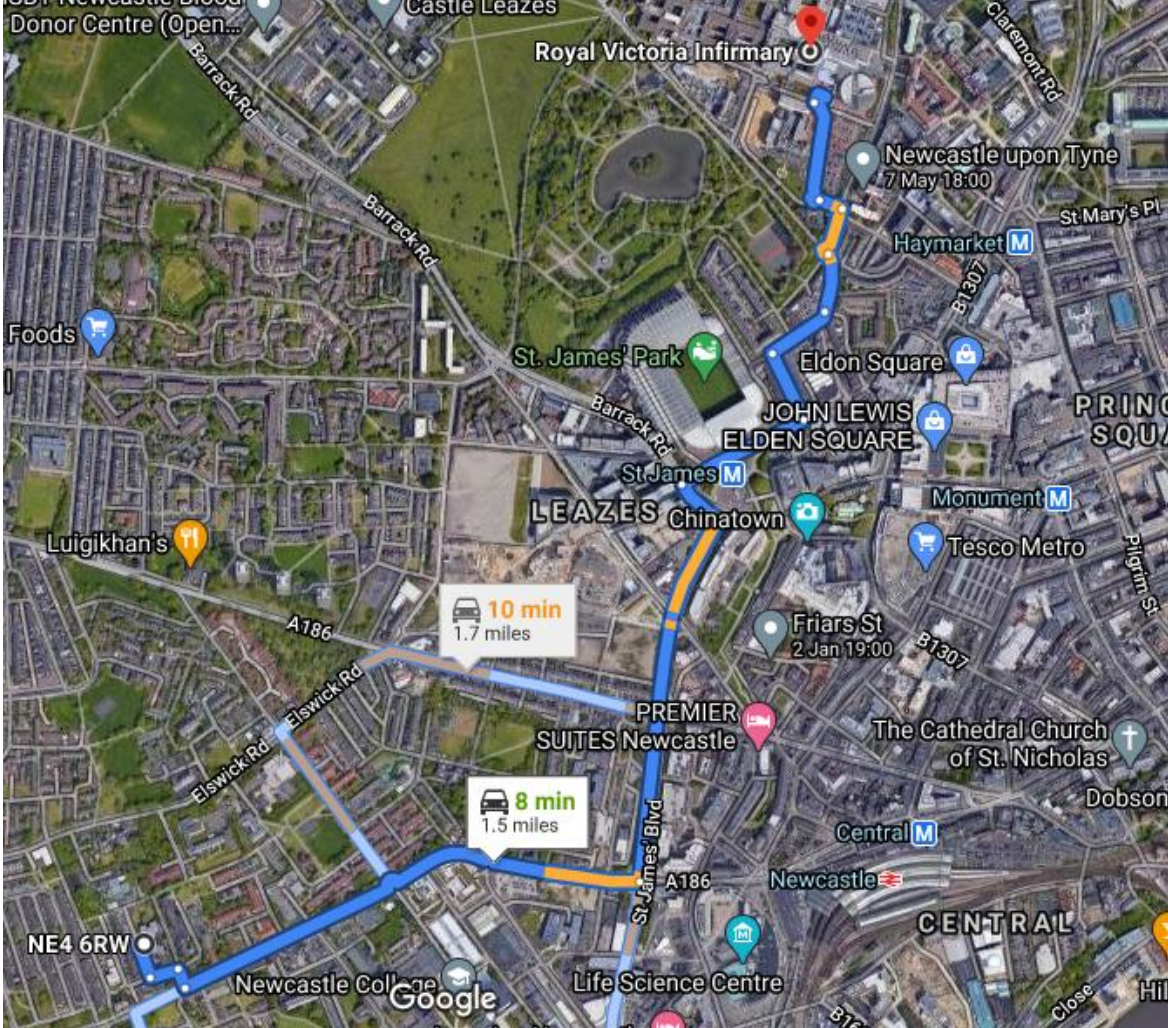
All documentation including air tests and Certificate of Reoccupation should be copied to the Site Manager, with the originals being returned to the office for archiving / transferring into the Health & Safety File

7.0	OTHER RELEVANT SITE-SPECIFIC INFORMATION	
7.1	DECONTAMINATION UNIT (DCU)	
	DCU PROVIDED BY	Nichol Associates
	NUMBER OF SHOWERS	2
	MAXIMUM OPERATIVE USE	8
	POWER	GENERATOR
	WATER	SELF-CONTAINED SUPPLY
	DCU CLEARANCE TESTING	PREVIOUS CLEARANCE IN CLEAN END
	LOCATION	As near to working enclosure as possible

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	STRAIGHTLINE NE LTD
	MAXIMUM OPERATIVE USE	
	POWER	240V
	WATER	TAP
	LOCATION	FLAT WITHIN BUILDING
	TYPE OF FACILITY	FLAT

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)
	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: RVI Hospital Queen Victoria Road New Victoria Wing Royal Victoria Infirmary Newcastle Upon Tyne NE1 4LP Contact Telephone Number: 0191 233 6161

7.6	WASTE DISPOSAL	
	STORAGE OF BAGGED WASTE	IN LOCKED WASTE VEHICLE
	LICENSED HAULIER / CARRIER	NICHOL ASSOCIATES
	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
Door Headers	4 th	01	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 = glovebag, Y = yes, N = no

Maytree House - Asbestos Removal Program																	
Location	Decants	01-Dec-20	02-Dec-20	03-Dec-20	04-Dec-20	07-Dec-20	08-Dec-20	09-Dec-20	10-Dec-20	11-Dec-20	14-Dec-20	15-Dec-20	16-Dec-20	17-Dec-20	18-Dec-20	21-Dec-20	
4th Floor																	
Hallway 4/3 & 4/4	49 & 50																
Hallway 4/7 & 4/8	51 & 52																
Stairwell 4/9	-																
3rd Floor																	
Hallway 3/3 & 3/4	43 & 44																
Hallway 3/12 & 3/13	45 & 46																
Stairwell 3/14	-																
1st Floor																	
Hallway 1/3 & 1/4	21 & 22																
Hallway 1/16 & 1/17	19 & 20																
Stairwell 1/18	-																
Ground Floor																	
Hallway G/1 & G/2	17 & 18																
Hallway G/8 & G/9	15 & 16																
Stairwell G/3	-																

	Emergency Light Isolation
	Asbestos Removal
	Fire Door Installation
	Emergency Light Re-Connection

Flat	Decant Date
49, 50, 51 & 52	02-Dec-20
43 & 44	03-Dec-20
45 & 46	07-Dec-20
21 & 22	09-Dec-20
19 & 20	14-Dec-20
17 & 18	16-Dec-20
15 & 16	17-Dec-20

FLOOR 4 - TENANTS TO BE DECANTED 8AM-5PM
 FLOOR 3, 1 & GROUND - TENANTS TO BE DECANTED 8AM-4PM

