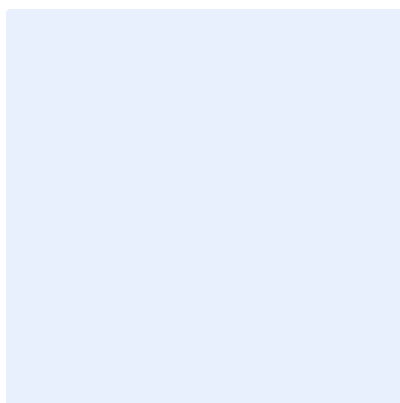


Plan of Work for Working with Asbestos

Removal of AIB Boxing in Larder

Address



Project Number:			Start date:		
Shield Quotation Number: Framework					
Key Information: To attract the attention of the operatives working inside the enclosure, please use the air horn located on site board.					
Rev	Author	Date	Reviewer	Date	
'I confirm that the content of this plan covers all aspects of this project and the Site Supervisor has been given the correct training, information and instruction to enable him to carry out the works in accordance with Shield Company Policies. Any major changes to the plan of work will be agreed and authorised by the Contracts Manager before work commences'.					
Signed by Contracts Manager		Date	Signed by Site Supervisor		Date

(Template Version AR059 – Plan of works – V22 – 200929)

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Introduction

This is Shield Services Group Site Specific Plan of Work (POW) incorporating Shield's Safe System of Work, for work with the asbestos-containing-materials (ACMs). It is made up of a Site-Specific Risk Assessment, a Site-Specific Written Method of Working and also incorporates the elements of a Construction Phase Plan under CDM.

Contract Details & Contact Information

We are contracted to:			
Client name:		Address:	
		Telephone:	
Client contact:		E-mail:	
		Mobile:	
Client representative on site:		Telephone:	
We will be undertaking the following works:			
We are to remove the AIB boxing from the Larder Cupboard in the Kitchen			
Shield staff responsible for works:			
Branch:		Address:	
		Telephone:	
Contracts Manager:		E-mail:	
		Mobile:	
Site Supervisor:		Mobile:	
		E-mail:	
Operatives:			
Extra Operatives:			
Important contract information:			
Shield Job No.:		Site Supervisor onsite:	At All Times
Max. No. of staff on site:	4	Involves weekend work:	No
Start date:		Weekend working hours:	N/A
Expected finish date:		Daily working hours:	08:00 – 17:00
Enforcing authority:	HSE		
ASB5:		F10: CDM	N/A
Important changes to this information must be notified to the HSE or Local Authority			

Other parties contracted to this site:

	Company Name	Telephone	Contact Name	Mobile
Principal Contractor:	N/A			
Other License Holders:	N/A			

Site Planning

1. Equipment list: (amend as specific to the task)

Type	Required (Qty.)	Provided (Qty.)	Comments on differences
Airlock/Baglock cubes	3		
Respirator filters P3 full	2		
Respirator filters P3 half	2		
A-strip	5 litres		
DCU water filters	2		
DCU neg. filters	2		
DCU gas	1		
Safety Gloves	-		
NPU – 500 unit	-		
NPU – 1000 unit	-		
NPU – 1500 unit	1		
NPU – 2000 unit	-		
NPU – 4000 unit	-		
Neg. filters 4000	-		
Neg. filters 2000/1500	2		
Neg. filters 500/1000	-		
Overalls – white	2		
Overalls – blue	-		
Overalls – red	2		
PVA	-		
Asbestos zone signs	As Required		
Respirator zone signs	As Required		
Smoke canister	1		
Spray-tack	-		
ET10	-		
ET150	-		
Expanding foam	-		
Tape	12		
Timber 2x2	-		
Nails	-		
Bags – red asbestos	10		
Bags – clear asbestos	10		
Disposable towels	As Required		
Disposable socks	As Required		
Disposable pants	As Required		
Opaque polythene	1		
Correx	5		
Task lighting	As Required		
Type H Vacuum	2		

(Note - All COSHH Risk Assessment can be found in the site folder.)

Please tell the Contracts Manager if the above equipment is inadequate or faulty

2. Equipment on hire:

Hire Company	Off-Hire Nos.	Off-Hire Date	Equipment Type	Quantity

3. Risk Assessments:

SITE SPECIFIC RISK ASSESSMENTS

The non-asbestos hazards on this contract have been risk-assessed as follows:									
Severity	Fatality	5	5	10	15	20	25	Action from Risk Values	
	Major injury	4	4	8	12	16	20	0-4 5-10 LOW RISK: Ensure controls are followed and method of work is not altered. MODERATE RISK: Tolerable if cost of reduction would exceed the improvement gained (reasonably practicable).	
	Moderate Injury	3	3	6	9	12	15		
	Minor Injury	2	2	4	6	8	10		
S	Insignificant Injury	1	1	2	3	4	5	11-25 UNACCEPTABLE RISK: Cannot be justified. Control measures must be introduced to bring down either the severity or, more usually, the likelihood.	
			1	2	3	4	5		
		Very unlikely	Unlikely	Likely	Very Likely	Almost Certain			
		L	Likelihood						

Reference			
Severity	<i>Fatality</i>	-	<i>Death</i>
	<i>Major injury</i>	-	<i>Injuries requiring more than 3 days absence</i>
	<i>Moderate Injury</i>	-	<i>Injuries needing first aid</i>
	<i>Minor Injury</i>	-	<i>Injuries not requiring treatment</i>
S	<i>Insignificant Injury</i>	-	<i>No Injury</i>

Site Specific Risks:

If the controls detailed within Shield Risk Assessments are suitable and sufficient; no further information is required, where further site specific controls need to be edited, amend and complete extra assessments in the following table.

Ref No	Work Activity / Task/ Who might be harmed	Hazard / Hazardous Event Expected Consequence- Injury- Harm	Pre Assessment of Risk			Are Any Further Control Measures Required on Site	Post Assessment of Risk		
			S	L	R		S	L	R
RA03	Being struck on the head while on site. • Shield personnel.	Fatality, Head injury, trauma.	5	5	25	Hard Hats (BS EN 397) are to be worn by all persons, including visitors, in designated Hard Hat Areas, and within the exclusion zone expect when working in a respirator zone.	5	1	5
RA06	Using step ladders. • Shield personnel.	Falling off the step ladder and striking the ground, or objects on the way to the ground. Fatality	5	5	25	- Step ladders shall be inspected before use, by competent person, ensure all four stepladder feet are in contact with the ground and the steps are level; ensure any locking devices are engaged. - Ladders tags to be used and attached to all step ladders, step ladders shall be inspected by a competent person every three months, ladders to be EN131. - Only carry light materials and tools; do not leave the tools on the step ladder when not using. - Over-reaching must be avoided in all cases. - Don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold. - Position the stepladder to face the work activity and not side on. - Avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete). - Where side-on loadings cannot be avoided, you should prevent the steps from tipping over, e.g. by tying the steps. Otherwise, use a more suitable type of access equipment. - Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder. - Hard Hats (BS EN 397) are to be worn by all persons, including visitors, in designated Hard Hat Areas, and within the exclusion zone expect when working in a respirator zone.	5	1	5

Ref No	Work Activity / Task/ Who might be harmed	Hazard / Hazardous Event Expected Consequence- Injury- Harm	Pre Assessment of Risk			Are Any Further Control Measures Required on Site	Post Assessment of Risk		
			S	L	R		S	L	R
RA07	Use of hop ups for short duration work only. Shield personnel.	Falls from height, Fatality	5	5	25	- Damaged or painted hop up's will be removed from the workplace immediately. - Hop up's must be checked before use. - Hop ups must only be used by competent persons Selected for use to areas where it is too small an area where platforms would hinder process and cause over reach, backwards fall and impact with platform. - Persons ensure the intended floor area for use of hop up is clean, free from obstructions, and that ground area is firm. - Do not use on poor ground, fragile surfaces or near voids. - All feet on the hop up must be on a firm, flat surface. - Provision of safe means of access/egress to hop ups. - Approved access only within working vicinity. - Not to be used on top of other platforms, (Scaffold, Mobile towers etc). - Hard Hats (BS EN 397) are to be worn by all persons, including visitors, in designated Hard Hat Areas, and within the exclusion zone expect when working in a respirator zone.	5	1	5
RA12	Potential exposure to asbestos fibres within or outside an enclosure. - Shield personnel. - Tenant	Inhalation of Asbestos fibres. Fatality Respiratory health problems. Potential development of asbestos related diseases.	5	5	25	- Only suitably trained and certified operatives shall be allowed to undertake this task. - All enclosures will be constructed in accordance with current legislation and industry best practice, they will be smoke tested and be fitted with a negative pressure unit giving the required minimum number of air changes in accordance with current legislation. - Access to the enclosure is restricted to authorised trained persons. - The removal of the ACM will be in accordance with current asbestos regulations, the Licensed Contractors Guide and Shield's Asbestos Policy & Procedures Manual. - Work shall be undertaken in accordance with this Plan of Work.	5	1	5

Ref No	Work Activity / Task/ Who might be harmed	Hazard / Hazardous Event Expected Consequence- Injury- Harm	Pre Assessment of Risk			Are Any Further Control Measures Required on Site	Post Assessment of Risk		
			S	L	R		S	L	R
						- Correct PPE & RPE to be worn during removal. (Overalls – EN 1149-1:2006 Cat. III Type 5/6, RPE filters P3). - Correct decontamination of operatives, waste and equipment will be followed. - Fibre suppressing techniques will be used to minimise the spread of asbestos during removal, as specified in the description of works. - The enclosure shall be disturbance tested and a certificate issued prior to entry by any contractors or sub-contractors.			
RA13	Accidental release of asbestos fibres from Waste Stream and when in transit to final disposal. Shield personnel.	Respiratory health problems. Inhalation of Asbestos fibres. Fatality Potential development of asbestos related diseases.	5	5	25	- Provision of locked and sealed container for waste material (i.e. Waste Skip or Van). - All waste to be disposed of in accordance with the Hazardous Waste Regulations 2005. (As amended.) - Disposal at a waste disposal site, which holds a valid Waste Management Licence, which is authorised to accept asbestos waste. Including production of a consignment note. - Reassurance and background air testing of transit route and van may be carried out.	5	1	5
RA14	Fire within building and work areas. - Shield personnel. - Tenant	Fatality, Asphyxiation, due to lack of oxygen, smoke inhalation.	5	5	25	- Site Operatives to be made aware of the Fire precautions required on site; for example, how to raise the Alarm, nearest Fire Call Point, location of nearest fire extinguisher, fire evacuation route, muster point and client contact name. - Suitable and sufficient fire extinguishers will be located at the entrance to all enclosures and if larger enclosures are being worked, several more will be located at strategic locations (waste bag lock, NPU, power supply points, emergency egress points etc.) - A Shield fire evacuation point may be different to the client standard evacuation / assembly point in order to prevent contamination of non-asbestos personnel.	5	1	5

Ref No	Work Activity / Task/ Who might be harmed	Hazard / Hazardous Event Expected Consequence- Injury- Harm	Pre Assessment of Risk			Are Any Further Control Measures Required on Site	Post Assessment of Risk		
			S	L	R		S	L	R
RA15	Manual Handling such as Off /on loading vehicles. Carrying and moving polythene rolls; moving and setting up NPU; carrying Transformers, and access equipment to designated location on site. • Shield personnel.	Muscular-skeletal injuries. Sprains.	4	5	20	- Manual handling assessments to be undertaken by a competent person. - All operatives to be trained annually in 'Manual Handling', correct lifting, carrying, pushing, lowering, pulling or moving of loads by hand or any other bodily force. - This training will ensure that correct grip, back, chin, feet, arms and body postures are followed for the carrying of polythene rolls, ladders, Negative Pressure Units (NPU), transformers etc. - NPU's are to be carried using 2 people one either side of the NPU. - Operatives to check their intended carrying route to ensure no obstacles are present before carrying. - Asbestos waste bags will not be overfilled by operatives. - Carrying objects will be completed as close to the body as possible. - Where possible trolleys or other lifting aids will be used to make carrying less strenuous. - Supervisors will check waste / transit routes as part of their normal day to day checks to ensure there are no slip and trip hazards. - Operatives will not attempt to lift an object which they feel or recognise as being too heavy without assistance either through mechanical aid or someone else to help them.	4	1	4
RA16	Use of portable electrical equipment, vacuum cleaners, NPU's, lighting, reciprocating saws etc. • Shield personnel.	Electrocution. Trips and falls. Fatality	5	5	25	- A visual inspection of equipment will be carried out before use. - Only 110V CTE electrical equipment to be used on site. - Asbestos Hygiene Unit operates from 240v; this must be suitably earthed using the earth rod or tested via an earth plug. RCDs are to be used at all times on all 240v Supply. - All electrical systems and electrical equipment used on sites, shall be properly maintained and accompanied with a valid electrical test certificate in accordance with portable appliance testing regulations.	5	1	5

Ref No	Work Activity / Task/ Who might be harmed	Hazard / Hazardous Event Expected Consequence- Injury- Harm	Pre Assessment of Risk			Are Any Further Control Measures Required on Site	Post Assessment of Risk		
			S	L	R		S	L	R
						- All electrical systems and electrical equipment used will be manufactured to recognised British and European standards, with suitable electrical protective devices as necessary. - All equipment found to be defective will be switched off and reported immediately. - Leads and extension cables are to be routed so as to minimise the likelihood of damage and trip hazards; cables will be placed at either high level or cable tied and kept out the way of all access routes. - All sites will have a servable fire extinguisher in case of a fire.			
RA17	Isolation of Electrical circuits and devices. • Shield personnel.	Electrocution. Fatality	5	5	25	Electrical isolation of circuits shall be undertaken by a competent trained person, before any work is undertaken with an isolation certificate issued, by the competent person or contractor.	5	1	5
RA18	Slips, trips and falls, on sites, within buildings and within the enclosure whilst working. • Shield personnel.	Fatality, Personal Injury. Sprains. Breaks in ankles and legs.	5	3	15	- All persons on site must wear suitable safety footwear (BS EN ISO 20346:2004) at all times. - Asbestos Waste with in the enclosure must be cleared away at regular intervals. - All tools and equipment must be kept in a tidy state to avoid becoming a trip hazard. - All Shield Personnel are to wear High Visibility clothing at all times when on site. - Shield supervisor to check transit and waste routes regularly (3 times a day) to ensure routes are clear. - A good housekeeping regime will be held and therefore clear access routes will be maintained at all times. - Floor surfaces to be kept in a good, clean condition. - Spilled liquids to be cleaned up immediately. - All trailing cables to be secured away from walkways - Warning notices to be put out when floor cleaning is in operation.	5	1	5

Ref No	Work Activity / Task/ Who might be harmed	Hazard / Hazardous Event Expected Consequence- Injury- Harm	Pre Assessment of Risk			Are Any Further Control Measures Required on Site	Post Assessment of Risk		
			S	L	R		S	L	R
						- Floors surfaces are kept free from grease, oil etc. - Floor surfaces not to be left highly polished. - Operatives to walk and not run which would reduce impact of any event All loose cables will be placed at either high level or cable tied and kept out the way of all access routes. - In frosty, icy and wet conditions ensure areas are covered in none slip covering or use salt to thaw ice.			
RA23	Parking and reversing vehicles and DCU, to position on site for scheduled works. - Shield personnel. - General Public	Entrapment, crushing, Fatality, broken limbs, being struck by moving vehicle.	5	4	20	- All vehicles (Van and Decontamination Unit) will be segregated where possible from other potentially affected groups. Segregation will either be hoarding or barrier tape, whichever is more effective for the location of the vehicles. - Parking and access between the working area and site to be agreed with client, before work commences. - All Operatives to ensure High Visibility clothing is worn at all times, strictly keeping to designated pedestrian walkways where applicable. - All Shield drivers to practise safe driving at all times and adhere to legal speed limits and local onsite speed restrictions.	5	1	5
RA26	Changes to the working environment upon arrival. Shield personnel.	Fatality, Personnel injury.	5	3	15	- Works will not commence; the supervisor shall contact the contracts manager. - A separate risk assessment will be filled in by the Site Supervisor to identify any new hazards and communicated to the contracts manager. - Work will only commence when the contacts manager has evaluated the new hazards, and have been managed accordingly.	5	1	5
RA29	Operative coming in contact with substance and chemicals. Shield personnel.	Chemical burns, Inhalation of fumes, Contact with eyes and eye irritation. Fatality	5	3	15	- Hazardous Chemicals are to be assessed for suitability under COSHH Regulations. - COSHH risk assessments are to be available on site. - Information on safe use will be given to operatives before they are used. - Non-hazardous materials are to be used wherever possible.	5	1	5

Ref No	Work Activity / Task/ Who might be harmed	Hazard / Hazardous Event Expected Consequence- Injury- Harm	Pre Assessment of Risk			Are Any Further Control Measures Required on Site	Post Assessment of Risk		
			S	L	R		S	L	R
						- Appropriate gloves (BS EN 374-1:2003) (BS EN 388:2003) and eye-protection (BS EN 166-1F:2001) are to be worn when handling hazardous chemicals. - Any specific substances requested by the client will have a COSHH assessment produced (safety data sheet sent to Shield technical department).			
RA30	Activity by the Operative causing an Environmental impact, by ACM removal, waste removal, generation of waste, segregation of waste, increased noise to activities on site, damage of wellbeing. Shield personnel.	Increased noise levels, potential noise nuisance, to neighbours. Environmental impact land and areas, Destruction of the habitat of protected species.	3	3	9	- All Shield personnel are responsible for: - Minimising the amount of waste. - Use skips and designated waste areas. - Comply with and dispose of waste in accordance with the Clients Site Waste Management Plan (SWMP). - Area should be cleared as work progresses. - Report any signs of Bats / Newts to Client. - Keep noise and dust to an absolute minimum.	3	1	3
RA37	Use of knives. Shield personnel.	Potential for cuts when using knives.	4	3	12	- Users to inspect knives prior to each use and not use if blade or handle is damaged or badly worn. - Use open blade safety knife when cutting thicker materials. - Ensure you cut away from body, keep free hand clear of cut etc. - Knives must be stored safely and with blades retracted at all times. - Appropriate gloves to be worn when cutting. - Ensure that all personnel promptly report any cuts and seek first aid to reduce risk of infection. - When the knife is not in use the blade is to retracted or covered. - Knives are not to be left on step ladders runs, when not in use to be put away in toolbox.	4	1	4

Ref No	Work Activity / Task/ Who might be harmed	Hazard / Hazardous Event Expected Consequence- Injury- Harm	Pre Assessment of Risk			Are Any Further Control Measures Required on Site	Post Assessment of Risk		
			S	L	R		S	L	R
RA38	Housekeeping. Shield personnel.	Risk of falling or muscular injury unclean routes, chemical substances and highly flammable liquids etc. may cause personal injury or fire. Fatality	5	3	15	- All walkways, stairs etc. to be kept free of obstacles. - Stairways to be kept clear of obstacles and handrails provided. - All spillages to be cleaned up immediately. - Follow manufacturers' recommendations for the cleaning up of oils, chemicals etc. - The storage of goods on floors to be kept to specific areas with adequate walkways in between. - Fire doors and escape routes to be kept free of obstacles. - Waste materials to be stored in bins and removed at the end of each working shift/day. - Supervisors to check work areas at the end of each shift/day. - All cables to be kept away from areas where staff walk. - All chemical substances to be kept locked away when not in use. - All highly flammable liquids etc. to be kept in a specially provided cabinet when not in use. - All COSHH assessments made available for all substances.	5	1	5
RA39	(COVID-19 specific). Travelling to and from site. Shield personnel.	Individuals catch the virus, transfer the virus to others. Unknown risk of long-term medical effect from virus. Potentially fatal to those who have underlying medical conditions or are elderly.	5	5	25	- Reduce travel to an absolute minimum as far as is reasonably practicable. - Follow Government guidelines/daily government briefings. - Avoid public transport where practicable and where not, implement safe distancing from other travellers and contact with surface with hands. Do not touch your face. - Wash hands on arrival, during work regularly and before leaving work. - Follow Government guidelines. Identify any who fall into the at-risk category and conduct individual risk assessments depending on nature of risk. - Use provided disposable gloves at all times, even under work gloves and dispose as required.	5	3	15

Ref No	Work Activity / Task/ Who might be harmed	Hazard / Hazardous Event Expected Consequence- Injury- Harm	Pre Assessment of Risk			Are Any Further Control Measures Required on Site	Post Assessment of Risk		
			S	L	R		S	L	R
RA40	(COVID-19 specific). Individuals with COVID-19 symptoms. Shield personnel.	Individuals can transfer the virus to others. Potentially fatal and unknown risk of long-term medical effect from virus.	5	5	25	- If you feel any of the symptoms self-isolate at home and ensure the entire household self isolates following the Government Guidelines. - If symptoms become unmanageable with home/self-care call 111 or 999 and follow Government Guidelines. - If anyone in your household has symptoms the whole household should self-isolate. DO NOT COME TO WORK IF ANYONE IN YOUR HOUSEHOLD HAS SYMPTOMS. - If you start the present any symptoms, please contact your line manger immediately and follow the above steps and Government Guidelines.	5	3	15
RA41	(COVID-19 specific). Working with other contractors who potentially have the virus. - Shield personnel. - Tenants	Individuals catch the virus, transfer the virus to others. Unknown risk of long-term medical effect from virus. Potentially fatal to those who have underlying medical conditions or are elderly.	5	5	25	- Segregate trades where possible in working areas. Where lifts are used between floors restrict numbers entering the lift at one time. - Keep work team to a minimum. - Maintain 2 meters' gap between yourself and others. - Maintain good housekeeping throughout site. - Use provided disposable gloves at all times, even under work gloves and dispose as required. - Be observant of symptoms in self and others, - New persistent cough and or high temperature. - Carry handkerchief or tissues and dispose appropriately in lidded waste bin. - Cough/sneeze into hanky or sleeve not into hands. - If you feel any of the symptom's self-isolate at home and inform your line manager immediately. - If anyone in your household has symptoms the whole household should self-isolate. - Check government guidance on high risk categories and arrange home working or total shielding for workers in these categories.	5	3	15

Ref No	Work Activity / Task/ Who might be harmed	Hazard / Hazardous Event Expected Consequence- Injury- Harm	Pre Assessment of Risk			Are Any Further Control Measures Required on Site	Post Assessment of Risk		
			S	L	R		S	L	R
						- Wash hand before eating, drinking and smoking. - Wash hands on arrival, during work regularly and before leaving work.			
RA42	(COVID-19 Specific) Coming in the contact with contaminated areas/surfaces. - Shield personnel. - Tenant	Individuals catch the virus, transfer the virus to others. Unknown risk of long-term medical effect from virus. Potentially fatal to those who have underlying medical conditions, elderly or coming into contact with the elderly.	5	5	25	- Ensure suitable welfare provision is available on site. - Where biometrics security is in place ensure good cleaning, arrangements are in place. - Gloves to be worn as part of standard PPE when on site. - Ensure you wash your hands thoroughly before and after wearing gloves. - Follow Government guidelines. Identify any who fall into the at-risk category and conduct individual risk assessments depending on nature of risk. - Check government guidance on high risk categories and arrange home working or total shielding for workers in these categories. - Use provided disposable gloves at all times, even under work gloves and dispose as required. - Wash hand before eating, drinking and smoking. - Wash hands on arrival, during work regularly and before leaving work.	5	3	15
RA43	(COVID-19 specific). Visitors to and from site and normal work areas. - Shield personnel. - Tenants	Individuals catch the virus, transfer the virus to others. Unknown risk of long-term medical effect from virus. Potentially fatal to those who have underlying medical conditions or are elderly.	5	5	25	- Restrict visitors to those essential to enable works to continue. - Restrict all nonessential visitors or site staff where possible. - Follow Government guidelines. Identify any who fall into the at-risk category and encourage not to visit site unless urgent and approved by site management.	5	3	15

'I confirm that the above risk assessment was carried out by myself and covers the specific hazards and control measures relating to this job and site over and above Shield generic risk assessments and control measures and there were no further non-asbestos hazards identified.'

Signature:

Date:

Name:

Title:

4. Safety requirements:

List of Shield's Standard Operating Procedures applicable to the identified tasks, where there are variations to the SOPs these are detailed within this Site Specific Plan of Works.

Arriving onsite			Analytical		
ASP001	Introduction	✓	ASP011	DCU Clearance Test	✓
ASP002	Arrival on Site & Induction	✓	ASP056	Air Monitoring	
ASP007	Setting up a DCU on Site	✓	ASP058	Four Stage Clearance	✓
ASP008	Use of Mobile DCU	✓			
ASP009	Use of Modular DCU		Removal Processes		
ASP012	Establish Signage	✓			
ASP013	Pre Clean	✓	ASP031	Controlled Wetting Needle Point Injection	
ASP014	Respirator Zones	✓	ASP032	Controlled Wetting Surface Spraying	✓
ASP015	Building & Dismantling Enclosures, Airlocks and Baglocks	✓	ASP033	Control at Source LEV Shadow Vac Technique	✓
ASP017	Use of Vision Panels and CCTV	✓	ASP034	Sprayed Coating Removal	
ASP019	Smoke Testing	✓	ASP035	Hard Set Lagging Removal	
ASP020	Enclosure Monitoring	✓	ASP036	Sectional Lagging Removal	
General			ASP037	Wrap and Cut Pipework	
ASP003	Loading & Unloading Vehicles	✓	ASP038	Rope & Textile Removal	
ASP004	Usage of Vehicles	✓	ASP039	Gaskets Removal	
ASP005	PPE Selection and Use	✓	ASP040	AIB Panels – Screwed	
ASP006	RPE Selection and Use	✓	ASP041	AIB Panels – Nailed	✓
ASP010	Transit and Decontamination of Personnel	✓	ASP042	AIB Panels – Glued	
ASP021	Emergency Procedures	✓	ASP043	AIB Panels - Lay-In Grid	
ASP022	Hot Environment		ASP044	Asbestos Cement Roof Sheets	
ASP023	Live Hot Pipes		ASP045	Asbestos Cement Lay-In Grid panels	
ASP024	General Live Electrical Equipment	✓	ASP046	Floor Tiles	
ASP030	Electrical & Mechanical Plant in an Enclosure	✓	ASP047	Floor Tile Adhesive	
ASP053	Double Bagging and Removal of Asbestos waste	✓	ASP048	Textured coating to Concrete	
ASP054	Waste Asbestos & Non Asbestos Waste	✓	ASP049	Textured coating to Plaster Board	
ASP055	Waste Packaging, Labelling & Transiting	✓	ASP050	Quilling Grit Blasting	
ASP059	What to do on an HSE or EHO Visit	✓	ASP051	Residues Impacted to Walls (snots)	
ASP060	Non-Asbestos Hazards	✓	ASP052	Fine Cleaning	✓
Access			ASP061	Removal of Fire Doors	
ASP025	Work at Height - Fixed Scaffold		ASP062	Removal of Asbestos Paper Vapour Barrier Beneath MMMF lagging	
ASP026	Work at Height - Mobile Scaffold		ASP065	Removal of Dura-steel Panels	
ASP027	Work at Height - Steps and Ladders	✓	ASP068	Promenade Floor Tiles	
ASP028	Work at Height - MEWPS		ASP069	External AIB Soffits Partial Enclosure	
ASP066	Rope Access working		ASP070	Asbestos Sampling	
Equipment			ASP071	Internal Partial-Mini Enclosures	
ASP016	Use of NPUs	✓	ASP072	Texture Coating to Lath Plaster	
ASP018	Use of H Type Vacuums	✓			
ASP029	Use of Hand Tools in asbestos working areas	✓			
ASP057	BS 8520 NPUs, Vacuums and Injection	✓			
ASP063	Angle Grinders (HOT WORKS)				
ASP064	Flame Cutting (HOT WORKS)				
ASP067	Selection & use of Fire Extinguishers on Site	✓			

Protect yourself and others from getting sick

Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



Wash your hands

Wash your hands with soap and running water when **hands are visibly dirty**



If your **hands are not visibly dirty**, frequently clean them by using alcohol-based hand rub or soap and water



Protect others from getting sick

When coughing and sneezing **cover mouth and nose** with flexed elbow or tissue



Throw tissue into closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



Protect others from getting sick



Avoid close contact when you are experiencing cough and fever

Avoid spitting in public



If you have fever, cough and difficulty breathing **seek medical care early** and share previous travel history with your health care provider









Client Specific Procedures:

Access equipment:			
Podium Steps:	No	Cherry Picker:	No
Mobile Scaffold:	No	Fixed Scaffold:	No
Scissor Lift:	No	Ladders/Step ladders:	ASP027-Yes
Other (Please state):	-	Other (Please state):	Hop-Up
Supplied by: Shield Services Group / Hired			
Level of training required for Supervisor and operatives to use equipment:			
PASMA:	Yes	Working at height:	Yes
IPAF:	No	Other (Please state):	-

Emergency 'first point of contact' while on site: SOP ASP021			
Security:	Site Supervisor	First Aid:	Site Supervisor
Fire:	Dial 999	Other (Please state):	N/A
Nearest A&E Hospital: (Full Address)	RD&E Hospital, Barrack Road, Exeter. EX2 5DW 01392 411611 – In the event of an emergency dial 999		

RPE and Expected fibre levels: SOP ASP006			
Expected fibre levels when undertaking work:			0.039 ⁽ⁱⁱⁱ⁾
Type of RPE to be used at each stage:			
Pre-Clean:	N/A	Asbestos works:	P3 Full Face Masks
Forming Enclosure:	N/A	Removing Waste: (Outside of enclosure)	P3 Half Face Masks

PPE: SOP ASP005			
High visibility vest:	Yes	Safety boots:	Yes
Eye protection:	Yes	Site gloves:	Yes
Hard hat:	Yes	Safety gloves:	No
Hearing protection:	No	Anti-vibration gloves:	No
Safety harness:	No	Other (please state):	-
Colour of overalls:	Within a live enclosure:	Setting up/Minor works	While transiting
	Red	-	White

5. Project time-line:

(If the job is between 0-2 weeks, the below table will give an estimated length of time to do each stage. If the job lasts longer than two weeks a separate Gant Chart will be used as a stand-alone document.)

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

Please call the Contracts Manager when works have been completed.

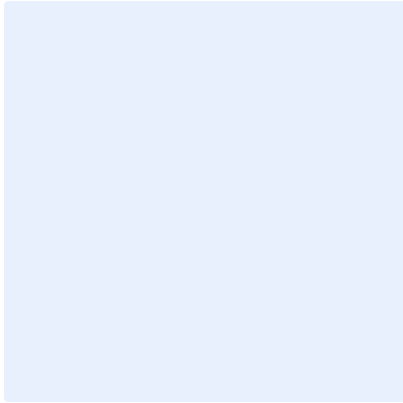
Procedure for jobs overrunning:

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

Arriving on Site

1. Initial site setup:

Controlling the area: – SOP – ASP012	
The DCU & Van will be positioned as close to the working area as possible:	Yes
Heras fencing is to be used to restrict access to Shield personnel only:	No
A sufficient number of signs will be on working areas & routes, informing people of the hazards:	Yes
Barrier tape is to be used around the working areas to identify respirator zones:	Yes
Correx sheeting will be used to cover carpeted areas of the transit and waste route:	No

DCU setup: SOP – ASP007 ASP010			
 (Photo of chosen location for DCU)			
Is a DCU to be used:	Yes		
DCU to be positioned:	In visitors parking space		
Power for DCU to be obtained from:	DCU Generator		
Water for DCU to be obtained from:	DCU Water Bowser to be filled		
Waste discharge to be disposed of via:	Filtered waste water to be disposed of via foul drain		
Type of DCU:	Caravan Style: ASP008-Yes	Modular: No	
The DCU needs to be 'in service' and setup before the work starts.			

Welfare facilities: Toilet, Washing and Rest Facilities: Assessment to be suitable and sufficient so far as reasonably practicable, such as the following provisions to be amended or deleted where applicable:			
Provided by:	Client		
Location(s):	Facilities within property		
Toilets:	Yes	Means of drying hands:	Yes
Hot & Cold running water:	Yes	Seating (rest) area:	Yes
Soap or washing agent::	Yes	Means of heating food or drinks:	Yes
Sanitising gel:	Yes	Other (please state):	-

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

2. Other job specific information:

Area inspection and Witnessing of smoke tests: SOP – ASP019	Required:	Yes
Site Supervisor to witness smoke test		

Waste disposal: SOP – ASP054			
Amount of waste:	10 Bags	Waste Container	Van Waste Compartment
Waste Carrier	Shield Environmental Services Ltd	Landfill or Transfer station Address	Transfer Station, Rayell House, Heron Road, Sowton Industrial Estate, Exeter. EX2 7LL
Contact details	01392 367299	Contact details	01392 367299
Details of secure storage on site:		Waste to be removed from site daily	

Analyst's Details:						
Analytical Company:		SSL		Telephone:	01209 311350	
Appointed by:		Shield Services Group		Frequency of visits:	At the end of works	
Dates air test booked:	Start:		Type of air monitoring:	Leak:	Clearance:	Reassurance:
				No	Yes	No
	Finish:			Personal:	Van:	Background:
				No	No	No
Personal Air Monitoring						
Name			Task			
Reassurance Air Monitoring						
Location			Frequency			

Survey details:						
Undertaken by:			Reference number:			
Date of survey:		Copy attached:		Type:	Refurbishment	No
					Demolition	No
					Management	Yes
					TBC	-
Survey reference numbers for individual ACMs are listed in the relevant location.						

Isolation of services:			
Power	No	To be undertaken by:	-
Gas	No	To be undertaken by:	-
Water	No	To be undertaken by:	-
Other:	-	To be undertaken by:	-

3. Description of works in each location:

Location 1

Summary of work being undertaken on ACM's in this location:	Remove:	Repair:	Encapsulate:	Asbestos Work: LW					
	Yes	No	No	Respirator Zone:		Enclosure:			
	Paint:	Drill:	Reinstatement:	Yes		Yes			
	No	No	No	Other (please specify):		-			
Building Number/Name:									
Internal/External:		Internal	Floor:	Ground	Room:	Kitchen			
Enclosure details:									
Dimensions	Width(m):	Height(m):	Length(m):	Volume (m³):	Total Volume (m³):				
	2 x	2.5 x	2 =	10	+ 6 per airlock or baglock = 16				
Air management	Minimum air flow required (m³/h):			Quantity of Negative Pressure Units to be used:					
	(if >120m³) T. Vol. x 8 =			1000	NPU500	NPU1000	NPU1500	NPU2000	NPU4000
	(if <120m³) 1000						1		
	Total capacity of NPUs without Ducting (m³/h)				Air changes per hour:				
	1820				113.75				
					Total capacity ÷ Total Volume =				
	NPU's with ducting connected for inlet or exhaust purposes are to be calculated using the formulas below; this calculates the reduction of the NPU flow rate with ducting connected.								
Ducting Correction: (m³/h)				Actual Air changes per hour:					
2% = 36.54 TDC									
Calculation Formula 1 % per metre of ducting and 2 % per 90 ° bend 1. Ducting Correction (DC) for each individual NPU = ducting % ÷ 100 x NPU capacity = Total Ducting Correction (TDC) 2. Total Ducting Correction (TDC) = DC1 + DC2 + (and so on for each additional NPU which needs a DC).									
Construction	Timber batons:	Clear polythene:	Opaque polythene:	Fire retardant polythene:	Double-skinned:	Fixed Scaffold:			
	No	No	Yes	No	No	No			
	CCTV to be placed in enclosure:			Are vision panels to be used?		Baglock	Airlock		
	Yes			Yes		No – Insufficient Space	Yes		
ACM details:									
Item Nos.	Material	Extent (m² or lm)	Surface (e.g. wall, pipework, boxed riser, etc.)	Condition	Method of attachment	Type of asbestos fibre	Survey Reference		
1	AIB	5m²	Wall	Good	Nailed	Amosite	J257988		
Detailed description of works: Here is the step-by-step extent of works in this location, from setting up to completion.									
Immediate risks or requirements (e.g. access, precautions):									
We are to remove the AIB boxing from the larder cupboard located in the kitchen of the 1 st floor flat.									
Tenant is aware that they may have to leave the property during the actual removal works, they are welcome to stay in the property whilst the enclosure is being built however during the removal and the 4stage clearance test they may be asked to leave.									
When transiting to the DCU the outside man is to walk ahead of the operative through the communal areas, to prevent the operative coming into contact with other tenants or members of the public									

1. Set up DCU – **DO NOT** commence **ANY** works until DCU is fully functional (ASP007).
2. Ensure that there is an **unmarked clear bag** in the clean end of the DCU for general waste.
3. Erect full enclosure as per the plan on page 32 of this document (ASP015).
4. Carry out smoke test to check the integrity of the enclosure and to ensure that there are no dead air spots (ASP019).
5. Complete hold point and email to holdpoint@shieldservicesgroup.com
6. Once the smoke test passes the area can "go live".
7. Enter the area via DCU and Airlock.
8. The AIB will be sprayed with a 1:10 solution of surfactant and allow sufficient time to fully saturate.
9. Locate the fixings of the AIB panels and carefully remove the fixings under shadow vac and place direct into a RED clearly marked asbestos waste bag (ASP041).
10. Remove the AIB panels ensuring minimal breakage, should breakage be required this will be carried out by wetting the area to be broken with a 1:10 solution of surfactant, scoring then break along the score line ensuring the area kept wet at all times.
11. Ream out hold from fixings under shadow vac to ensure no asbestos fibres remain.
12. Place all the asbestos waste in RED clearly marked asbestos waste bags.
13. Double bag into an outer CLEAR clearly marked clear asbestos waste bag and seal with cloth tape (ASP053).
14. Place all waste into the waste compartment of a Shield Van to await disposal.
15. Starting at high level and working the way down, working from the NPU back to the airlock clean the entire works area using a combination of damp rags & H-type vacuum.
16. Supervisor to check the works area has been cleaned to a satisfactory standard.
17. Invite UKAS accredited analytical company to carry out the 4-stage clearance.
18. On instruction from the analyst remove the enclosure.
19. Inform tenant that it is safe to return to the property.
20. Clear site – ensure that no kit / consumables / general waste remains.

If no enclosure is required, please find the detailed justification for this here:

N/A

If no baglock is being used, please find the justification for this here:

Insufficient Space due to building constraints

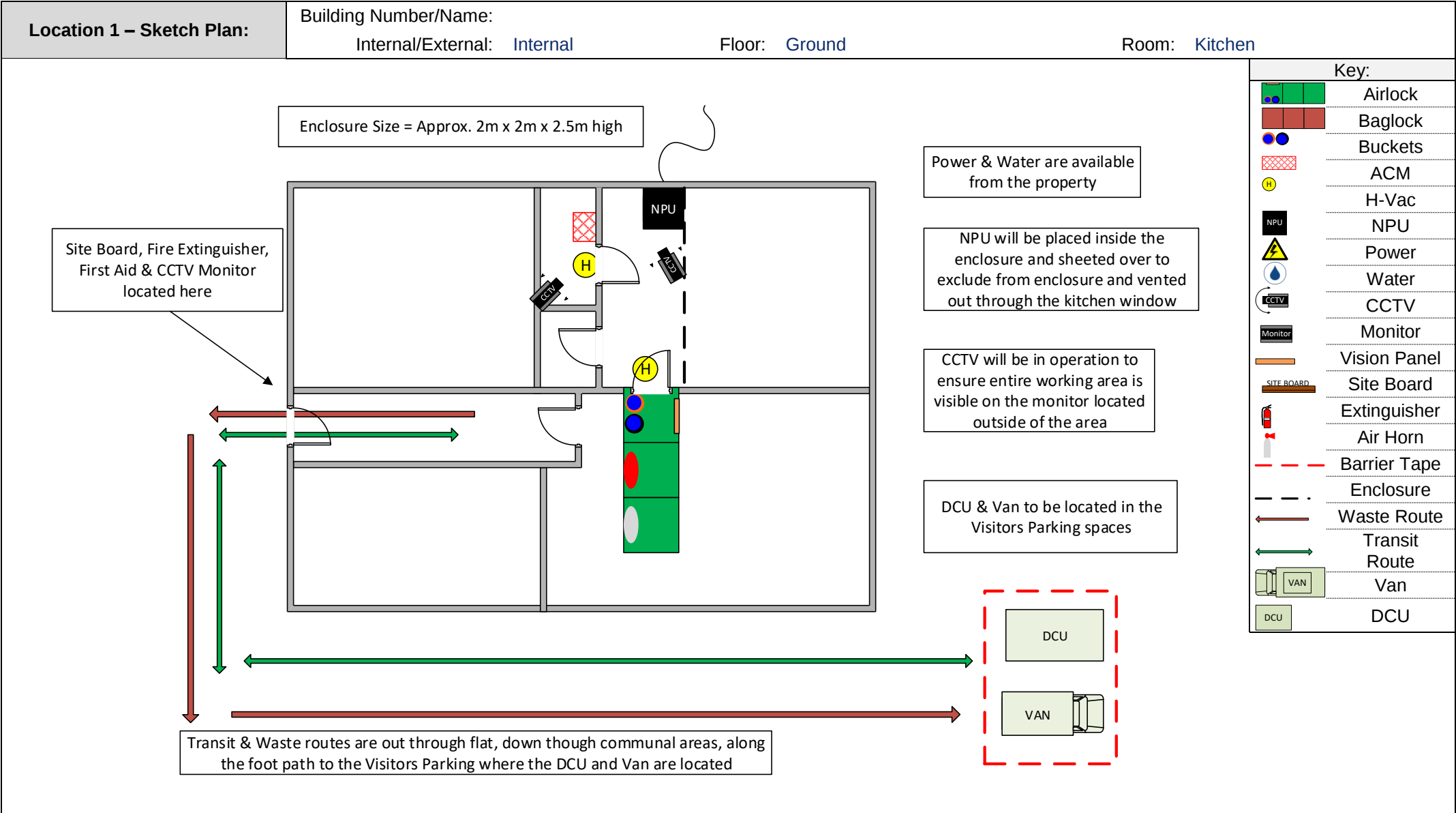
If the DCU is not attached directly to the enclosure, please find the justification for this here:

Insufficient space due to building constraints

All major changes to the plan of work must be authorised by the Contracts Manager. Please see guidance on what constitutes a major and minor change to the plan of work in the appendix.

Location 1 - ACM photos:									
Photo 1	Description:	Photo 2	Description:	Photo 3	Description:	Photo 4	Description:	Photo 5	Description:
Photo 6	Description:	Photo 7	Description:	Photo 8	Description:	Photo 9	Description:	Photo 10	Description:

Location 1 - Transit / Waste Route Description/distances (focusing on areas difficult to draw):		
Transit Route:	From airlock, out of flat, down through communal areas and along path to the DCU – Approx. 50mtrs	This was the shortest route / best route to avoid people
Waste Route	As transit route above – to VAN – Approx. 50mrs	This was the shortest route / best route to avoid people



Managing Site Conditions

1. Site supervisor briefing:

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

Signature: _____

Date: _____

Name: _____

Title: Site Supervisor

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

Operative name:	Signature:	Date:

Please write your full name clearly.

2. Permit to Work

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

3. DCU – Setup Record:												Form Required:		Yes						
DCU Number: _____ Date arrived on site: _____																				
Clearance certificate displayed Signs in place & locked doors Mirror in place Self-closing doors Soap / Towels / Nail Brush / Gel Heating functioning NPU functioning Boiler functioning Gas supply connected Water supply connected Waste water connected to drain Electrical earthing tested and earthing rod in place Waste Removed Sited Level Clean Date Time (Please tick to confirm item has been checked)															Faults Identified		All Faults Fixed (Circle)		Signed	
										Y	N									
										Y	N									
										Y	N									
										Y	N									
										Y	N									
										Y	N									
										Y	N									
										Y	N									
										Y	N									
										Y	N									
										Y	N									
										Y	N									
If a fault has been discovered and cannot be fixed: stop the work, seal the DCU and tell the Contracts Manager.																				

[illegible]

5. Full Face Mask – Daily Inspection Record:													Form Required:		Yes			
(Please request more inspection sheets if there are 3 or more operatives on site and the job is to last longer than 7 days.)																		
Name	Date	Identification Tag Number	Battery and power pack identification Number	Flow rate	Exhalation valve	Battery harness	Battery charge	Battery lead	Head straps	Face piece	Visor	Valves	Motor	Face fit	Faults Identified	Fit for use (Circle)		Signed
																Y	N	
																Y	N	
																Y	N	
																Y	N	
																Y	N	
																Y	N	
																Y	N	
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																Y	N	
																Y	N	
																Y	N	
																Y	N	
																Y	N	
																Y	N	
If a fault has been discovered: do not use the mask and tell the Contracts Manager.																		

6. Access tower checklist:									Form Required:	No
Inspection frequency: • Carry out inspection immediately after tower erection, fill in a Scafftag and place on tower. • If adjusted, part or fully dismantled the tower must be re-inspected before use. • If used continuously in the same location, with no adjustment, the tower should be inspected every 7 days. • Any tower which sustains damage should be taken out of service immediately.										
	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
A satisfactory inspection has been conducted of:	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)	(initial or N/A)
Components prior to erection										
Tower prior to use:										
Tower upright										
Castors locked / legs correctly adjusted										
Braces & platform level										
Braces in position										
Stabilisers / outriggers / ballast fitted as specified										
Platforms located and clips locked										
Handrails in place										
Toe-boards in place										
Ground conditions firm & level – free from obstructions										
Free from overhead cables										
Ladder accessible										
Site supervisor:	Signature:						Date:			

7. Hand-Arm Vibration Exposure Record

Form Required: Yes/No

Sheets must be completed daily and issued per operative when multiple tools are used.

Project:		Project Number:	
Operative Name:		Date:	
Operative Signature:		Supervisor Signature:	

Date	Full equipment name	Vibration magnitude M/S ²	Start-time	End-time	Duration (Mins.)	Exposure points (M/S ² ÷ 60 x Mins)	Accumulative Points	Operative full name

This record is to be used as a Supervisor's tool for managing the daily use of vibrating equipment safely. **Employees MUST not be exposed above 320 points to take into account the potential 20% +/- variance against the manufacturer vibration magnitude. Where actual vibration monitoring is being undertaken to confirm the vibration magnitude then employees may work up to 400 points but not exceed.**

Reference table - HAV exposure points and 'ready-reckoner': ([HSE online guidance](#))

Vibration magnitude m/s ²	40	800								
	30	450	900							
	25	315	625	1250						
	20	200	400	800						
	19	180	360	720	1450					
	18	160	325	650	1300					
	17	145	290	580	1500					
	16	130	255	510	1000					
	15	115	225	450	900	1350				
	14	98	195	390	785	1200				
	13	85	170	340	675	1000	1350			
	12	72	145	290	575	865	1150	1450		
	11	61	120	240	485	725	970	1200	1450	
	10	50	100	200	400	600	800	1000	1200	
	9	41	81	160	325	485	650	810	970	1300
	8	32	64	130	255	385	510	640	770	1000
	7	25	49	98	195	295	390	490	590	785
	6	18	36	72	145	215	290	360	430	575
	5.5	15	30	61	120	180	240	305	365	485
	5	13	25	50	100	150	200	250	300	400
	4.5	10	20	41	81	120	160	205	245	325
	4	8	16	32	64	96	130	160	190	255
	3.5	6	12	25	49	74	98	125	145	195
	3	5	9	18	36	54	72	90	110	145
	2.5	3	6	13	25	38	50	63	75	100
	2	2	4	8	16	24	32	40	48	64
	1.5	1	2	5	9	14	18	23	27	36
	1	1	1	2	4	6	8	10	12	16
		15 m	30 m	1 h	2 h	3 h	4 h	5 h	6 h	8 h
		Daily exposure time								

	Above limit value
	Likely to be above limit value
	Above action value
	Likely to be above action value
	Below action value

* Time to reach EAV (exposure action value). This is the total exposure time required for the individual tool or process, before the exposure action value (2.5 m/s²A (8) or 100 points) is reached. Time to reach ELV (exposure limit value). This is the total exposure time required for the individual tool or process, before the exposure limit value (5 m/s²A (8) or 400 points) is reached.

* Guidance on vibration magnitude for common used equipment – Battery Operated Drills (2.5 m/s²) max exposure 8 hours,
110v Drills (4 m/s²) max exposure 3 hours, Angle grinder (7 m/s²) max exposure 1 hour, Breaker (12 m/s²) max exposure 20 minutes

DO NOT EXCEED 400 POINTS IN ANY COMBINATION OF TOOLS WITHIN 1 DAY

8. Daily site inspection records:

This inspection record and the site diary must be filled in on a daily basis and match with each other.

Day 1 Daily Site Inspection Record:

Date:

Please request more inspection sheets if the job is to last longer than 14 days. If the faults identified change during the day simply cross out your previous comment and write a new one. If not, keep the original comment (e.g. 'None').

Inspection of:	Time of day			Faults identified	Remedy	Site Supervisor Signature		
	Begin.	Mid.	End					
Enclosure integrity								
Airlock integrity								
Baglock integrity								
NPU fully functional								
NPU gauge reading:								
Vacuums working properly								
Injection equipment fully functional								
CCTV operational								
Transit route free from debris or obstruction								
Waste route free from debris or obstruction								
Skip secure								
DCU fully functional and clean								
DCU NPU gauge reading:								
Signs in place								
Stock check – sufficient stock for job								
Shield van clean and parked correctly								
All equipment stored in a tidy manner								
All personnel are wearing the correct PPE and corporate clothing								
Smoke test undertaken:	Yes ☐ No ☐			Take photo of the site setup	Identification numbers of equipment:		Certs on site:	
Witnessed by:					Air Movers		Y	N
					Vacuums		Y	N
					Injection		Y	N
Time:		Date:		DCU		Y	N	

9. Additional site specific risk assessment form:

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

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

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

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

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

10. Revision to the plan of work:

Date	Revision Number	Revision	Supervisor Signature

All changes to the plan of work need to be clearly written here. Please see what constitutes a major and minor change to the plan of work in form AR050. All major changes need to be authorised by the Contracts Manager.

11. Record of Management, HSE, ARCA and Auditing visits:

(To be filled in by the Site Supervisor)

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

12. Domestic Property Disclaimer

Disclaimer regarding the removal of policyholder's furniture and possessions:	
As discussed, should you require us to move your furniture this will be at your own risk as we are not insured or obligated to do so. If you wish the furniture to remain in the room during the removal works every precaution will be taken to protect it, however this will be at your own risk.	
Policyholder's signature:	
Shield Services Group Representative:	
Date:	

Appendix

1. Asbestos License



Health and Safety
Executive

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

Licence to undertake work with asbestos

Licence Number 841900684

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

Shield Environmental Services Limited
Shield House
Caxton Business Park, Crown Way
Warmley
BRISTOL
Avon
BS30 8XJ

("the licensee")

to undertake work with asbestos subject to the conditions below. The licence is granted from **01 October 2019** and shall remain valid until **30 September 2022** unless revoked in writing by an authorised Person.

CONDITIONS

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

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

Signature

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

Name: **Helen Diamond**
H M Inspector of Health and Safety
Asbestos Licensing Unit

Date: **10 September 2019**

F00 ASB2a (rev 04-12)

2. Insurance certificate



CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE^(a)

(Where required by regulation 3 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy Number: **B190355201047**

1. Name of policy holder: **Shield Environmental Holdings Limited and Shield Environmental Services Limited and Shield Demolition Limited and Shield Mechanical & Electrical Services Limited and Shield Flooring Services Limited**
2. Date of Commencement of Policy: **31st July 2020**
3. Date of expiry of Insurance Policy: **30th July 2021**

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5,000,000^(c); or
(b) ~~the cover provided under this policy relates to claims in excess of £~~
but not exceeding £

Signed on behalf of those Lloyd's Underwriters subscribing to the above policy (Authorised Insurers)



- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Note: The information below this line does not form part of the statutory certificate. Those Underwriters at Lloyd's on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary:
Name and address of issuing intermediary:

MILES SMITH LIMITED
ONE AMERICA SQUARE
17 CROSSWALL
LONDON EC3N 2LB

28/1/99
NMA2838

ⁱ HSE are the enforcing authority for: the outside of buildings, factories and factory offices, civil engineering, construction* and demolition sites, hospitals, research and development establishments, local Government services and educational establishments, fairgrounds, radio, television and film broadcasting, sea going ships, docks, transport undertakings, railways, domestic premises, quarries, farms (and associated activities), horticultural premises and forestry's (*including premises which fall to Local Authorities).

ⁱⁱ District Councils are the enforcing authority for: shops, offices, separate catering services, launderettes, sport, entertainment and recreational activities, exhibitions, church or religious meetings, hotels, camping and caravan sites, wholesale and retail storage.

ⁱⁱⁱ Estimated fibre levels for removal (based on last 3 years average calculated results of personal monitoring data up to 31/07/20, for: Spray Coating 0.044; AIB panels 0.032; AIB debris 0.036; Insulation 0.016; Insulation residue 0.037; Cement panels 0.020; Cement debris 0.009; Textured coating 0.015; Vinyl floor tiles 0.021; Paper 0.022; Soil contamination 0.059; AC sheets 0.026; Bitumen 0.064; Textiles 0.028; Other 0.010 f/ml;