



Asbestos Policy & Procedures

Shield Services Group

Experts in Providing
Specialist Services
Nationwide

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Document Control

Date	Revision	Comments
01 Feb 2010	One	General Revision
16 Feb 2011	Two	General Revision
08 Aug 2012	Three	General update reflecting changes in regulations and company policies, in preparation for a major revision.
30 Jul 2013	Four	General Revision pending ACOP release
08 Sep 2014	Five	Revision to take into account changes in required air flow calculations and removed duplication of training requirements
08 Dec 2014	Six	Revision of names to reflect changes in management.
07 Dec 2015	Seven	Revision to Personal Exposure statement
22 Dec 2015	Eight	Amendment to RPE mask checks
14 Mar 2016	Nine	Amendment to Analyst Inspection
23 May 2016	Ten	Supervisor and DCU site rules updated
08 June 2016	Eleven	Technical Team review of policy and adding updated SOP's
08 May 2017	Twelve	Change in SOP numbers updated policy
18 October 2017	Thirteen	Update to safety boots, annual policy review and statement undertaken in September
17 th November 2017	Fourteen	Personal Exposure hours update
9 th April 2018	Fifteen	Updated asbestos licence expiry to September 2019. Added Notification section for LW, NNLW, working in NI and on GB Nuclear sites.
10 th August 2018	Sixteen	Updated asbestos estimated fibre levels
15 th January 2019	Seventeen	Annual Review
30 th July 2019	Eighteen	Updated asbestos estimated fibre levels
Updates are now recorded on CD002 – 30/07/19		

Approved By	Signed	Date
Paul Jones		04/08/2020

Index

1.	Asbestos Policy Statement	3
2.	Roles and Responsibilities	4
3.	Asbestos License Requirements	8
4.	Plans of Work (POW)	10
	GUIDANCE ON CHANGES TO PLANS OF WORK	10
5.	Medical Surveillance & Health Records	14
6.	Site Documentation	15
7.	Respiratory Protective Equipment (RPE)	18
8.	Personal Protective Equipment	19
9.	Hygiene Unit (DCU)	20
10.	Enclosures	25
	ASBESTOS ZONE	25
	RESPIRATOR ZONE ASP014 Respirator Zones	26
11.	Decontamination – Changing & Transit Procedures	28
12.	Asbestos Removal Techniques with Licensed and Non Licensed Works	28
13.	Asbestos Stripping Situations to Avoid	29
14.	Asbestos Removal Which Does Not Require A License	29
15.	Waste Removal	29
16.	Cleaning Enclosures in Preparation for 4 Stage Clearance	31
17.	Emergency Procedures	31
18.	Accident Reporting	31
19.	Requirements for Drivers and Vehicle	31
20.	Scaffolds for Licensed Asbestos Removal	31

1. ASBESTOS POLICY STATEMENT

All successful companies ensure that all business risks are adequately controlled which includes health and safety risks, this will ensure that we protect the well-being of all our employees as well as our business and reputation within the community.

Successful management of H&S is an absolute priority within Shield Environmental Services and is of paramount importance if we are to build on our success within a very demanding working environment.

My responsibility is to ensure the effective implementation and maintenance of a robust Safety Management System, which includes a practicable and achievable H&S Policy which will ensure, so far as is reasonably practicable:

- The prevention of ill health.
- Reduction in accidents.
- A safe working environment.
- Continual improvement in H&S management and performance.

The Board and the Management Team are totally committed to ensure that all necessary measures shall be taken, throughout the company, to promote this objective for all employees. We shall ensure that our H&S objectives are achievable and deliverable to protect the health and welfare of all our staff and customers and as a minimum comply with our relevant Health, Safety or Environmental statutory obligations.

Responsibility for providing the appropriate safe working environment and determining the procedures necessary for the promotion of health and safety at work rests with management.

All matters concerning health and safety will be implemented after full consultation with our employees through representatives of employee safety and the H&S Committee.

This Policy will be reviewed regularly on a continual basis to meet our current legal requirements, as a minimum at least on an annual basis. Any revisions will be discussed with employees and brought to the attention of all employees.

We are totally committed to achieving the best health, safety and welfare standards possible so that a positive safety culture is embedded within the business, controlling safety risks and accidental damage can only deliver a further contribution to our profitability within a highly competitive market place.

A handwritten signature in black ink, appearing to read "Luke House".

Luke House
Managing Director

Date: 24/01/2020

2. ROLES AND RESPONSIBILITIES

Managing Director

My responsibilities are to ensure that:

- This policy is developed, implemented, maintained, monitored, communicated and reviewed as necessary, at least on an annual basis.
- All changes are notified to the Board and to all staff.
- Suitable resources are made available to ensure that this policy is implemented without risk to health.
- Appropriate levels of insurance are maintained.
- All conditions of Shield Environmental Services' Asbestos Licence are adhered to at all times.
- Suitable plant and equipment provided to undertake asbestos removal is fit for purpose, maintained in good condition and has all the necessary inspections, tests and certificates.
- All levels of management are aware of their responsibilities and understand the requirements of this policy.
- A suitable and effective training program is implemented and maintained to ensure that all levels of asbestos staff are suitably trained and competent to undertake their duties.
- Objectives and targets are set, levels of achievement are measured and reported to the Board of Directors.

Directors

Directors must take the lead in matters of safety and in particular must ensure that:

- They show a positive commitment to health and safety by adopting and demonstrating good safety awareness during all work under their control.
- Understand the company's Asbestos Policy and understand their responsibilities to implement this policy.
- All conditions of Shield Environmental Services' Asbestos Licence are complied with at all times.
- Suitable supervision of asbestos projects is provided so that the requirements of this policy are implemented by all employees.
- Arrangements are made so that all employees are given adequate information, instruction, training, supervision and equipment to carry out their tasks safely and without presenting risks to themselves or others.

- Workplaces and work activities are subjected to a suitable Risk Assessment so that Hazards are identified and priorities are established for controlling any significant risks.
- They consider Health and Safety issues as part of the selection, purchasing and implementation process for new equipment, products and work methods.
- New projects, developments and installations are designed and implemented to conform to appropriate health and safety standards and any information is passed on to those who require it.
- When any 'planned' absence, of Asbestos Management occurs a suitable and timely handover of any Asbestos contract is undertaken.

Asbestos Managers

Asbestos Managers in particular must ensure that:

- They show a positive commitment to health and safety by adopting and demonstrating good safety awareness during all work under their control.
- Understand the company's Asbestos Policy and understand their responsibilities to implement this policy.
- All conditions of Shield Environmental Services' Asbestos Licence are complied with at all times.
- Suitable supervision of asbestos projects is provided so that the requirements of this policy are implemented by all employees.
- Make arrangements so that all employees are given adequate information, instruction, training, supervision and equipment to carry out their tasks safely and without presenting risks to themselves or others.
- Written safe systems of work / plans of work are drawn up, explained to all staff concerned and an outline of all hazards and risks are explained.
- Provide suitable control measures to control any Identified Risks as part of the above.
- All risk assessments and COSHH Risk Assessments are carried out and implemented.
- All plant and equipment used to remove asbestos is fit for purpose and has valid certification.
- Suitable PPE / RPE is readily available and issued to all staff who require it and a record of issue and inspection is maintained.
- Take responsibility for notification of Asbestos Works and production of a suitable Plan of Works at the time of notification.
- Management are informed of all accidents, incidents and H&S issues which they cannot resolve.

- When any planned absences occur that a suitable and timely handover of any Asbestos contract is undertaken.

Health and Safety Manager

The Health & Safety Manager will:

- Ensure that the Asbestos Policy is implemented, monitored and communicated effectively to all staff
- Review this policy as required, at least on an annual basis, taking into account changes in legislation, codes of practice and industry best practice and the Board are notified of such changes.
- Ensure that a suitable Risk Assessment process is implemented and all working activities are subjected to the Risk Assessment Process.
- Implement and maintain a comprehensive Audit program to ensure compliance with our statutory requirements, industry best practice and Shield Environmental Services' Safety Management System.
- Give guidance at appropriate levels on policies and procedures enabling the creation of safe working environments and safe systems of work.
- Promote individual awareness of health, safety and environmental issues amongst all employees.
- Maintain a suitable Accident / Incident reporting system to ensure that all workplace incidents are investigated and remedial action is implemented.
- Provide a range of training solutions to meet identified shortfalls in the knowledge or understanding of employees at all levels, and to refresh or update that knowledge and understanding wherever appropriate.
- Maintain a relevant knowledge base and skills.
- Build and maintain appropriate links with external organisations within the Health, Safety and Environmental field.

Asbestos Supervisor

All Asbestos Supervisors must ensure that:

- They understand the company's Asbestos Policy and understand their responsibilities to implement this policy and lead by example.
- They understand and communicate all information, including Risk Assessments, Plan of Works and Plans of Work etc for each work package relating to working with asbestos, to all persons under their control and any other person who may be affected by our operations.

- All conditions of Shield Environmental Services' Asbestos Licence are complied with at all times.
- All plant and equipment supplied is in good condition, safe to use, fit for purpose and has valid certification.
- All persons under their control are suitably trained and are competent to undertake asbestos work and operate any equipment.
- Must be present on site at all times during licensed work.
- Suitable PPE / RPE is readily available and issued to all staff who require it and that it is worn correctly and stored correctly when not in use.
- Any operative under their control carry out user inspections of RPE, and this is recorded on the appropriate form.
- They maintain a site diary to Log any events / incidents.
- All site inspections are undertaken and site documentation is completed to reflect the site checks. (DCU / Site Diary / RPE / Enclosure / Equipment).
- A Hold Point is carried out at the beginning of all licensed works after the set up but before the removal starts. This procedure records the crucial elements of a site before the site goes live, such as POW, site paperwork, site H&S and site layout ensuring compliance of the site. The digital documentation is sent to the specific branches hold point email address.
- Safe access and egress to all areas of the site is maintained at all times.
- Suitable signage is prominently displayed
- All work is undertaken in accordance with the Plan of Works, and that only minor changes are individually made, major changes can only be made once discussed with and authorised by a Contracts Manager.
- They apply the procedures for dealing with accidents, incidents and emergencies.
- Working areas, transit and waste routes area clean and free of asbestos.
- Waste is bagged as it is stripped, avoiding accumulation of waste material, and removal of bagged waste is removed from the enclosure on a daily basis, where practicable.
- The Hygiene unit cleaned out daily.
- The correct procedures are followed at the end of stripping operations to allow the certificate of reoccupation to be issued.
- They are aware of what the laboratory analyst will require before clearance sampling is undertaken and the certificate of reoccupation can be issued.
- Management are informed of all accidents, incidents and H&S issues which they cannot resolve

- They undertake toolbox talks for site operatives particularly on the plan of work under their control and any other toolbox talk as required to ensure that the work is undertaken safely.

Asbestos Operatives

All Asbestos Operatives must ensure that:

- Understand the company's Asbestos Policy and understand their responsibilities
- Understand and Comply with all information, including Risk Assessments, Plan of Works, Plans of Work etc for each work package relating to working with asbestos as communicated by the Supervisor or any other senior Shield Environmental Staff.
- Use any plant and equipment supplied for the task they are competent in its use and ensure it is kept in good condition, safe to use and fit for purpose.
- Undertake user inspections of RPE, and ensure that this is recorded on the appropriate form.
- Co-operate with the company on all issues regarding Health, Safety or Welfare.
- Inform their Supervisor / Management of all accidents, incidents and H&S issues.

3. ASBESTOS LICENSE REQUIREMENTS

The Control of Asbestos Regulations 2012 dictates that an Asbestos Licence is required when undertaking work on Asbestos unless all of the following exemptions apply:

- The exposure is of 'sporadic and low intensity' (less than 2 hours total or 1 hour for 1 man) and
- It is clear that the control limit (0.1 f/ml) will not be exceeded and
- The work involves:
 - Short, non-continuous maintenance activities.
 - Removal of materials in which the asbestos fibres are firmly linked in a matrix (e.g. asbestos cement, floor tiles etc).
 - Encapsulation or sealing of asbestos containing materials which are in a good condition.
 - Air monitoring or collection and analysis of samples.

An Asbestos licence is granted by the Asbestos Licensing Unit (ALU) of the HSE and is valid for a maximum of 3 years and the HSE can impose conditions as they see fit. The HSE can also revoke or amend the conditions of our Asbestos Licence as the result of poor performance or enforcement action.

Shield Environmental Services has a full Asbestos Removal Contractor's Licence granted by the HSE, Licence Number 841900684 which is valid until 30th September 2022.

The following HSE conditions are part of Shield Environmental Services' asbestos licence and must be adhered to without exception.

- A copy of our Asbestos Licence must be displayed on all licensed asbestos removal works.
- The Enforcement Authority (HSE / LA) must be notified at least a minimum of 14 days in advance on an FOD ASB5 for all work which involves an asbestos licence.
- A site specific Plan of Works (i.e. plan of work) must be prepared at the time of notification to the enforcement authority for all licensed asbestos work.
- The Plan of Works can be requested at any time by the Enforcement Authority.

4. PLANS OF WORK (POW)

Asbestos Contracts Managers are to ensure that a copy of the ASB5 is included with all POW issued to asbestos removal teams, and this must be available on site at all times.

Asbestos Contracts Managers are to ensure that a site specific POW is prepared before the Notification (ASB5) is sent to the Enforcing Authority.

If the start date is delayed or end date is extended for any reason then the HSE / LA must be notified immediately by Fax or email, and a copy retained.

All POW's for licensed works must be submitted to the plan of work email with a copy of the ASB5 Notification and Site Assessment Form for review by the compliance team. All POW's of newly appointed Contract Managers will be reviewed until a consistent satisfactory standard of documentation is produced. After which POW's are selected at random for review based on experience and specification of works. Contract Managers will not be required to submit a Site Assessment Form after 12 months at the discretion of the Branch Manager. This must be submitted to the Health and Safety Manager in writing.

The POW must be thoroughly explained and discussed with the nominated Asbestos Site Supervisor prior to any asbestos works commencing.

The Asbestos Contracts manager must ensure that the nominated Site Supervisor understands what is required before he attends site.

If necessary the Asbestos Contracts Manager should attend the site and 'walk through' the work with the Asbestos Supervisor.

GUIDANCE ON CHANGES TO PLANS OF WORK

The Site Supervisor is to ensure that the POW is explained to all site staff and that it is followed at all times.

Whenever there is a requirement to change a POW onsite then the following guidance must be followed:

RE-NOTIFICATION

In the event that a 'Re-Notification' being required the Site Supervisor must cease all work and not proceed until such times as s/he has discussed the issue with the Asbestos Contracts Manager concerned and a decision has been given by authority on how to proceed.

- Discovering different asbestos materials from the identified eg.. Pipe Lagging discovered when removing AIB wall / ceiling.

MAJOR CHANGE

In the event that a 'Major Change' to the POW is required then the Site Supervisor must cease all work and not proceed until such times as s/he has discussed the issue with the Asbestos Contracts Manager concerned and has been given authority to make those changes.

The following situations are classed as a 'Major Change'

- Site plan drawing does not actually reflect the site conditions and needs rewriting

- Enclosure cannot be constructed as per the plan of works i.e. partition wall has been removed.
- Increase / decrease in size of enclosure as the NPU calculation will need to be reassessed.
- Discovering more Asbestos on site than was detailed on the plan of works e.g. AIB goes into a different room through the ceiling – 20m² is now 40m².
- Discovering different asbestos materials from that identified e.g. Pipe Lagging discovered when removing AIB wall / ceiling.
- Removal method has to change from what is detailed on the plan of works e.g. injection to spray mist.
- A change to position of Airlock / Baglock and NPU's which could affect air movement.
- Insufficient room to position the Airlock / Baglock.
- Significant changes to the Transit / Waste Route which could have an effect on other persons on site.
- Being requested to complete more works by the client.
- Results of personal air monitoring which reveal a high asbestos fibre count.

MINOR CHANGES

These are normally any changes which would not have an impact on the safe running of the site.

- DCU / waste skip has to be located in another area.
- Minor changes to Waste / Transit route which would not affect others on site.
- Changes to site personnel.
- Other minor issues which the supervisor can change, which does not have an effect on site safety.

Any changes to the POW which have to be undertaken must be detailed in the amendments section of the POW and Site Diary: this must be dated and signed by the site supervisor.

NOTIFICATION OF ASBESTOS WORK

It is a requirement of our licence to work with asbestos under the Control of Asbestos Regulations 2012 that work should be notified to the appropriate enforcing authority in writing at least 14 days before undertaking any licensable work with asbestos via HSE online ASB5 website <https://extranet.hse.gov.uk/lfserver/external/asb5>.

To make changes to a submitted ASB5 notifications go to the online notification and tick the update box. Enter the Notification Number we were given when we made the initial notification and the email address we used. click the Retrieve details button and Click the submit button

to confirm the changes. We will receive an email acknowledgement with a copy of the updated notification.

To withdraw notifications go to the online notification and tick the update box. Enter the Notification Number we were given when we made the initial notification and the email address we used. Click the Retrieve details button and tick the withdraw option & confirm by clicking OK on the dialog box that will appear. Once your notification is returned click the submit button. Note: you will not receive an email acknowledgement that you have withdrawn the notification.

Should the circumstances of any job notified change, check against ALG Memo 06/12 Annex 2 and to take action accordingly.

If the name of our supervisor changes in the 14 day period before the work starts, we MUST go back to the original notification and insert the new details. After the work starts, we only need to change our notification if the supervisor changes for a period of more than 2 days. We do not have to change your notification if the supervisor changes for short period of a few hours, up to 2 days.

For Notifiable Non-Licensed Work (NNLW) with asbestos under the Control of Asbestos Regulations 2012 that work should be notified to the appropriate enforcing authority in writing at least 1 day before undertaking work with via HSE online website <https://extranet.hse.gov.uk/lfservlet/external/asbnnlw1>

Waiver Requests

Waivers will only be granted in exceptional circumstances. The waiver process is explained in ALG Memo 06/12. Approval before requesting a waiver MUST be gained from the Asbestos Health and Safety Manager and Regional Director in their absence.

Requests to HSE to waive the 14 day notification period

This is done in two stages:

Firstly notify all licensed asbestos work, using an ASB5 Notification online and tick the "waiver request" box on the form.

Secondly, to request a waiver, to allow the work to proceed without 14 days notice, we must forward to HSE:

- the email acknowledgement (and PDF attachment) we will receive when we submit our ASB5 notification,

- A suitable plan of work prepared to comply with the Control of Asbestos Regulations 2012 and

- written confirmation from the contractor's client that there is an emergency or equally pressing reason, using the relevant email address - we should use only these email addresses - do not send to a named Inspector as he/she may not be in the office (unless specifically requested to do so).

Local Authority Waiver Requests

We will need to contact the Local Authority to apply for these.

Work with Asbestos in Northern Ireland

HSENI requires a Plan of Work to be submitted with any notification for Licensed and Notifiable Non-licensed work with asbestos.

For Licensed work form AR079 ASB5 NI to be completed and for Notifiable Non-Licensed work form AR081 ASBNNLW1 to be completed and returned to HSENI, 83 Ladas Drive, Belfast, BT6 9FR, Northern Ireland.

Work with Asbestos on GB Nuclear sites

Control of Asbestos Regulations 2012 – arrangements on GB Nuclear Sites

Any notifiable asbestos removal work on sites regulated by the Office for Nuclear Regulation (ONR) should be notified to **ONR** on **Form ASB5** via the **HSE online form** at <https://extranet.hse.gov.uk/lfservlet/external/asb5>.

To enable ONR to retrieve data on notified licensed asbestos removal work on nuclear sites **additional information is now required when completing Form ASB5**.

- Please complete the question on page 4: **‘Is the asbestos removal taking place on special premises?’**;
- select **‘yes’**; and
- select the option **‘nuclear licensed site’**.

Note that there is currently no facility on Form ASB5 to select ONR as the enforcing authority.

All waiver requests for ONR sites should be sent to ONR, not HSE. ONR will follow the same process as HSE when considering such requests. Please note asbestos waiver requests sought on a Friday afternoon must be received by ONR no later than 13:00hrs.

All asbestos related correspondence, including waiver request paperwork, should be forwarded to the following ONR address:

ONR - Conventional Health and Safety Team
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

email: ONRTechDiv@onr.gov.uk

Notifiable non-licensed work with asbestos should be notified to ONR on the HSE online form ASB NNLW1 – ‘Notification of non-licensed work with asbestos’, at <http://www.hse.gov.uk/asbestos/licensing/notifiable-non-licensed-work.htm>. Please add **‘nuclear’** as a reference in the ‘Activity and process involved’ section.

ONR is the enforcing authority for non-nuclear (conventional or industrial) health and safety topics on nuclear sites, including regulation of the requirements of the Control of Asbestos Regulations 2012. Asbestos licensing remains a statutory function of HSE, administered and overseen by HSE’s Asbestos Licensing Unit (ALU).

5. MEDICAL SURVEILLANCE & HEALTH RECORDS

All site based asbestos removal operatives and supervisors must undergo 2 yearly medical examinations undertaken by an EMAS doctor appointed by the HSE.

Branch / Contracts Managers are to ensure that this is undertaken so that no asbestos removal operative and supervisors goes 'out of date' for their medical.

Asbestos removal staff are not permitted to undertake licensed asbestos removal unless they have a valid in-date Medical Certificate from an HSE registered Employment Medical Advisory Service (EMAS) Doctor.

Medicals will be undertaken during company time at Shield Environmental Services expense.

The examination of asbestos workers consists of the clinical examination, including the lung function test. In the clinical examination, apart from a general assessment of the fitness, the doctor looks for any signs of any chest disease which might for instance make respirator wearing difficult then specifically for the faint crackling sounds which occur on breathing in, and which remain even after a cough to clear the air passages: these, if present, are due to the thickening of a scarred lung. The lung function test also helps the doctor establish that the lungs are performing well and to exclude other diseases. If containing less air, the breathing test would cause a reduction in the column of air that could be exhaled.

A certificate is issued by the examining doctor to the employer, the employee will also be given, a copy of the certificate. Employees are to receive a copy of the certificate within 4 weeks of the date of examination.

The employer's copy of the medical certificate is to be retained for a period of 40 years.

HEALTH RECORDS

A record is maintained by Shield Environmental Services which lists the type of job performed with start and end dates and the average duration of exposure in hours per week. Employees are entitled to see this record at any time (with sufficient notice) and also request a copy on leaving the company employ.

Note: This record is to be kept for a period of at least 40 years from date of last entry.

PERSONAL EXPOSURE RECORDS

All employees who are subject to asbestos exposure are required to record their exposure each week on their time-sheets, which are inputted into Vensis by the branch admin.

All employees must record:

- Working hours per day including weekend
- Project number for each site worked
- Exposure hours per site, per day against each type of ACM

Personal sampling/air monitoring will be undertaken for a representative range of jobs and work methods to protect the health of employees throughout the year. It will be done at regular intervals and individuals will be selected at random and when there is a change which may affect exposure such as change in SOP's, methodology or equipment etc. The date, branch, employees name, site address and location, type of work being undertaken, ACM, reported result and calculated result, sample duration and analyst company name will

be logged on to the 'Personal monitoring data spreadsheet HS033. Any calculated result level of asbestos fibres in air that exceeds the control limit measured over 10 minutes of 0.6 f/cm³ should be raised as a Non-Conformance and investigated. This spreadsheet will be stored in the personal monitoring file held at the head office in electronic format, made available to employees and will be retained for at least 40 years.

Personal sampling/air monitoring records are reviewed by the Asbestos Health & Safety Manager each quarter as part of the ISO quarterly meeting, to make an assessment of the estimated fibre levels of employees undertaking various tasks to be detailed within the Asbestos PoW and updated annually.

Note: example of estimated fibre levels for PoW 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;

Our Personal Monitoring strategy is to ensure sufficient accurate information is available to:

1. Record accurate cumulative exposure of employees (Fibre-hours) via Staff Timesheet/Exposure Record (LO017) which is recorded onto Vensis database.
2. Identify trends and values higher or lower than anticipated (Good/Poor practice) via quarterly review and investigating exposures over 0.6f/cc.
3. Ensure Personal Monitoring is representative and can benchmark employees/branches (branches vs company average) via review of HS033 spreadsheet.

We shall monitor the following as a representative comparison across all branches.

- Asbestos Containing material Type
- Phase of work (e.g. Removal, Cleaning, Enclosure dismantling).

Our Plan of Work will detail any air monitoring strategy and will include details of any personal monitoring. This will state which individual(s) will be monitored for which task(s) as part of our proactive approach to Personal Monitoring.

Where an analyst is client appointed, we will engage with the client and we will request that the Analysts must provide this information to the Licence holder given the personal nature of the results.

6. SITE DOCUMENTATION

The following site documentation must be onsite and stored in the man bags at all times

- Asbestos policy & procedures manual.
- A suitable and sufficient POW
- ASB5 for the work being undertaken (if asbestos licensed work).
- Copy of Shield Environmental Services' asbestos licence.
- Valid medical / face-fit / training certificates (AR003) for all persons on site.

- Shield Environmental Services' details of insurance.
- Waste carriers licence.
- Valid plant and maintenance records for equipment on site.
- Risk assessments & COSHH assessments.
- Last clearance certificate for DCU.

In addition to the above documentation the Site Supervisor is to maintain a daily site diary and daily inspection sheets as follows:

SUPERVISORS SITE DIARY

A site diary is to be maintained on site, by the nominated supervisor, in the form of a daily log.

This must be completed for any incidence of note at the time of the incident.

This allows any verbal instructions or incidents to be recorded and serves as a record of how the work progressed and a history of what happened on site.

The following records are maintained and a certified copy held on site.

NEGATIVE PRESSURE UNITS (NPU's – Record of daily inspections)

Whilst the NPU's are in use the supervisor must carry out a daily inspection and record his findings.

Copy of DOP & PAT certificates are to be kept on site for all asbestos equipment and these records have to be kept for 5 years in the branch office.

All NPU's must be inspected and tested in accordance with BS 8520-2009.

VACUUMS

Only Type 'H' vacuums to BS 8520-3:2009 are to be used and inspected and tested in accordance with BS 8520-3.

Copy of DOP certificates are to be kept on site for all asbestos equipment and these records have to be kept for 5 years in the branch office.

HYGIENE UNITS (DCU's – Record of daily inspection)

Hygiene Units must be inspected daily and result of inspection recorded onsite inspection log these document must be kept for 5 years.

The running gear must be inspected and maintained and records recorded.

ENCLOSURE INTEGRITY

Before starting work in the enclosure, a thorough visual inspection and smoke test must be conducted to check the enclosure's integrity. The filtered air extraction equipment must be tested to ensure it is achieving negative pressure and the required air change rate.

Inspection of the enclosure must be carried out daily as follows:

- First thing in the morning prior to commencing work.
- Last thing at night before leaving site.
- At break times before re-entering enclosure.

OTHER AREAS REQUIRING DAILY INSPECTION

The following areas are to be inspected daily, site supervisor to ensure that these checks are recorded on the daily site log:

- Surrounding exterior area of enclosure.
- Asbestos waste skip area.
- Transit route.
- Waste route.

7. RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

RESPIRATORS (Record of Inspections, Examination & Tests)

All employees are to inspect their RPE for suitability every time before use, and they must sign the daily RPE log to this effect, Supervisor to ensure that this is completed

All RPE issued to any Asbestos Staff is to be stored in a clean state inside the protective plastic boxes provided when not in use.

All RPE must have a suitable ID tag fixed to the RPE which identifies the owner.

In addition to the checks all RPE (except the disposable type) should be more thoroughly examined and tested, by trained personnel, before it is issued to any wearer for the first time and at least once a month to make sure that it is working properly to its design specification. A record of inspection, examination, maintenance and defects remedied must be kept for five years. Only proprietary spare parts should be used.

FULL FACE POWERED RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

Full face, high efficiency, power assisted respirators to EN 147 fitted with an FFP3 filter: must be worn inside any live asbestos enclosure or when the plan of works indicates it has to be worn.

A Quantitative face-fit test certificate for the type, make, model, size of respirator that is to be worn, both full-face & half-mask must be on site at all times.

Repeat face-fit testing is to be undertaken on an annual basis and this must be recorded on the company system.

In order for an efficient seal to be maintained wearers of respiratory equipment must be clean-shaven at all times.

Disciplinary action will be taken against any employee who is not clean shaven when working with asbestos.

RPE PRE-USE CHECKS

- Start of the daily shift, test the flow rate. Measure the efficiency of the filter and to test that the battery is fully charged and not deteriorating, i.e. losing power.
- Check for:
 - a. Cleanliness.
 - b. Serviceability of visor, straps, buckles.
 - c. Proper seating of all valves and motors.
 - d. No leaks or holes.

HALF MASK AND FULL FACE RPE

- Thorough maintenance and examinations, should be made at least once every month and this mask must be checked and maintained every time prior to use.
- The above to be recorded.

ASSIGNED PROTECTION FACTORS OF RPE

All respiratory equipment is rated with an Assigned Protection Factor (APF), which means that the RPE will give you 20 or 40 times protection in relation to the control limit. The assigned protection factors are as follows:

Control Limit for Asbestos is 0.1 f/ml.

Rubber half mask fitted with a FFP3 filter.	APF of $20 \times 0.1 = 2$ f/ ml
Full Face Power Assisted fitted with an FFP3 filter	APF of $40 \times 0.1 = 4$ f/ ml

An APF means that this is the nominal protection the RPE will give the wearer, e.g. if the fibre level inside the enclosure is 4 f/ml then it will be 0.1 f/ml inside the RPE if wearing a full-face powered respirator with an FFP3 filter attached.

MAINTENANCE AND INSPECTION OF RPE

- All RPE is to be inspected by a Competent Person a minimum of once every month when appropriate (This can be affected with holiday or non-availability of the equipment) and the findings being recorded on the Mask inspection form. Divisions that are not continuously working with asbestos will carry out a bi-monthly inspection by a competent person and the findings are to be recorded on the mask inspection form.
- This information must be recorded and records maintained for 5 years.
- This information must also be available for inspection by the enforcing authority if required.

COMPETENCE TO INSPECT ANY RPE

Only persons who have attended a course in the inspection of RPE are permitted to undertake monthly RPE Checks.

8. PERSONAL PROTECTIVE EQUIPMENT

COVERALLS

Coverall will be of the disposable type and be of a suitable standard for the work conditions and as such only fibre proof coveralls to BS EN ISO 13982 Type 5 category 3 must be used.

Working / Transit coveralls (in good condition, complete with hood, elasticated cuffs and ankles, and no pockets) must be worn at all times when working with any ACM.

Transit coveralls must be of a different colour to working coveralls and this colour must be noted on the site specific plan of works.

- Disposable underwear will be provided if required.

SAFETY BOOTS

- The safety footwear must be black and have an s3 rating, with a protective steel midsole

- Must be resist penetration of 1100 newton's and 200 joule toecap protection.
- Must have a closed seat region (fully enclosed heel).
- Antistatic properties.(reduce electricity build up)
- Must be energy absorption of seat region.
- Must be water penetration and water absorption resistance.
- Must have a cleated outsole.

HARD HATS

- Suitable head protection (BS EN 397) is to be worn at all times in designated hard hat areas.

HIGH VISIBILITY CLOTHING

- High visibility clothing which complies with BS EN 471 must be worn at all times whilst on site.

EYE PROTECTION

- The necessity for eye protection to be worn would be deemed on a risk basis and any requirement for eye protection should be detailed in the risk assessment and plan of work, or if the client stipulates this as a mandatory requirement. (Not required when wearing full-face RPE).

HAND PROTECTION

- Suitable gloves are to be worn at all times when working with any ACM.

9. HYGIENE UNIT (DCU)

Shield Environmental Services will provide suitable hygiene facilities where necessary / required, in any case for all licensed asbestos removal work and fully operational prior to work commencing.

These can be purpose built to specific laid down standards which comply with HSG 247 Asbestos; The Licensed Contractors guide Appendix 8.1; Minimum design criteria for asbestos hygiene units.

MAINTENANCE AND INSPECTION

Company DCU's must be serviceable and maintained in accordance with the following requirements:

- **Gas Safety**



Annual gas safety inspection to be undertaken by a Gas Safe registered engineer.

➤ Electrical Safety

ONLY a registered NICEIC electrician is to be used for any electrical testing / work.

When engaging the services of an NICEIC electrician you must specify that the test / work are to be undertaken in accordance with:

17th Edition of IEE Wiring Regulations Section 717 'Mobile or Transportable Units'

➤ DOP Testing

The NPU within the DCU must be DOP and PAT tested on a 6 monthly basis; these records have to be kept for 5 years. These inspection sheets need to be attached to hygiene unit inspection sheet, within the Clean End.

➤ Analyst Inspection & Air Clearance Testing

The DCU must be clean and have the last satisfactory inspection and air clearance test certificate from the previous project present within the clean end.

The running gear must be inspected and maintained and records recorded.

➤ Document Control

Authentic copies of the gas / electrical / DOP / Analyst Inspection and Air Clearance test certificates must be kept within the DCU.

Inspection and test records are to be maintained and entered into the company system.

HIRED DCU / MODULAR UNITS

All of the above certification must be requested from the hire company prior to delivery or ensure that the certification is with the DCU when it is delivered.

Any DCU which does not have the above in date and valid certification must not be used until it has been provided.

The DCU must be on site and working before any work starts and it is always the last item of equipment to leave site.

The location of the Hygiene unit and the transit route will be detailed on each site specific plan of works.

Alternatively where there are problems with positioning a DCU in close proximity to the work area then a modular DCU can be used.

The DCU should be attached directly to the enclosure, where this is not practicable the unit must be positioned in an area as close as possible to the enclosure.

All Hygiene units must comply with the following criteria:

Clean End

Must have the following equipment fitted:

- Sufficient personal security lockers for valuables or suitable accommodation for personal clothing
- Fixed seating.
- Mirror (to assist in fitting face-piece).
- Non return ventilator grilles.
- Space heater.
- Self-closing door.
- Hangers, hooks.

Shower Compartment

A ratio of one shower head per four people using the facility.

- Centrally located between clean and dirty ends.
- Separated by self-closing doors.
- Liquid Soap/Shampoo/Shower Gel and a nail brush are provided and must be available in this area.
- Drained and easily cleanable.
- Wall Hooks.
- Self-closing doors

Dirty End

Must have the following:

- Fixed seating.
- Waste Bag
- Space heater.
- Air extractor unit.
- Self-closing doors.
- Suitable signage
- Lockable
- Drained and easily cleanable

SITE MAINTENANCE AND INSPECTION OF HYGIENE FACILITY

- Operatives carrying out cleaning of hygiene facility must not wear their own personal clothing.
- Disposable Type 5 coverall and RPE, (half mask) must be worn and operatives shall take a shower after cleaning the Hygiene Unit.
- The DCU must be cleaned at the end of each working day.
- Record of daily inspection to be maintained and kept for 5 years.
- No materials or equipment are to be stored in the unit other than immediate requirements i.e. clean working/transit clothing and new RPE filters.

ANALYST INSPECTION & AIR CLEARANCE (SHOWER AREA & DIRTY END)

- Satisfactory air clearance must be obtained in the hygiene unit on completion of a contract. (Shower & dirty areas).
- The copy of the last clearance certificate must be displayed in the unit.

MOVEMENT OF DCU

- The air extract unit must be covered during travel by secure dust-tight caps inside and out.
- Water system must be drained and traps in shower and washbasins emptied with residue being disposed of as asbestos waste.

PROTECTION FROM FROST

During cold weather the Supervisor must ensure.

- All water valves are opened.
- All water is drained down from ALL Pipes and the boiler / Shower head.
- The filter system must be drained and contents disposed of as Asbestos Waste.

SIGNAGE FOR DCU'S

The following signage should be displayed clearly:

CLEAN END DOOR  	DIRTY END DOOR     
INTERNAL DOOR – GOING FROM CLEAN END TO SHOWER  	
INTERNAL DOOR – GOING FROM SHOWER TO DIRTY END  	
INTERNAL DOOR – GOING FROM DIRTY END TO SHOWER 	

10. ENCLOSURES

SES enclosures will be built in accordance with CAR 2012, L143, HSG 247, SES POWs and SOPs.

PRE-CLEANING

Pre Cleaning to be undertaken if identified by the CM at the site assessment stage.

Before erecting any enclosures all surfaces must be cleaned to remove all visible traces of dust and debris. This must be done using a half mask/FFP3 Filter and type 5/6 disposable coveralls and appropriate materials and tools.

If this dust or debris is likely to be asbestos then the pre clean must be undertaken inside a designated Respirator Zone or an enclosure.

TESTING EFFECTIVENESS OF THE ENCLOSURE: - VISUAL EXAMINATION & SMOKE TESTS

In accordance with company standard procedures ASP019 Smoke Testing

1. Airlocks & Baglocks

In accordance with company standard operating procedures ASP015 Building & Dismantling Enclosures, Airlocks and Baglocks.

2. Air Management & Negative Pressure Units

In accordance with company standard operating procedures ASP016 Use of NPUs

3. Type 'H' Vacuums

In accordance with company standard operating procedures ASP018 Use of H Type Vacuums

4. Exclusion Zones

To ensure that we protect any other persons who may be working within close proximity of any asbestos works.

All asbestos works are to be undertaken within an exclusion zone this is to consist of:

- Clearly defined 'Asbestos Zone'
- Clearly defined 'Respirator Zone'

ASBESTOS ZONE

The Asbestos Zone is any operational area being used for the removal of asbestos.

Physical barriers (Heras fencing, hoarding, warning tape and cones etc) are to be erected around the whole of the working area to exclude ALL Persons not involved in the Asbestos Removal Process.

All access points to the Asbestos Zone must be closed and secured OR covered with polythene and tape OR Barrier tape.

The Site Supervisor is to liaise with any other persons on site to warn them to stay out of the Exclusion Zones at all times.

The Asbestos Zone is to include:

- DCU
- 'Respirator Zone' (Enclosure)
- Transit route
- Waste route
- Waste Skip
- Any other area where we are working to remove Asbestos
- Equipment storage area

The following suitable signage must be placed around the Asbestos Zone and on all access points to clearly warn unauthorised persons of the dangers involved and to keep away:



Danger Asbestos



No Unauthorised Access

RESPIRATOR ZONE ASP014 RESPIRATOR ZONES

The 'Respirator Zone' is an area inside the Asbestos Zone where it is likely exposure to Asbestos dust is likely and that the Control Limit of 0.1f/ml will be exceeded.

All persons who are required to enter the Respirator Zone must:

- Hold a valid UKATA Class 1 Asbestos training certificate for licensed asbestos work.
- Hold a valid UKATA Class 2 Asbestos training certificate for Non-Licensed asbestos work.
- Hold a valid face fit test for the particular RPE which they are intending to wear.
- Hold a valid medical certificate.

- Wear suitable RPE (powered Full Face RPE or ½ mask) with FFP3 Filter attached.
- Wear Suitable Type 5/6 Coveralls.
- Wear suitable protective footwear.
- Wear suitable PPE as required by a Risk assessment / Plan of Work.

The Respirator Zone includes the following areas:

- The Asbestos Removal Enclosure.
- All Airlocks.
- All Baglocks.
- An area of at least 5m from the work area where asbestos removal is being undertaken without an enclosure, e.g. Soffits.

All asbestos removal operations must be undertaken within a defined Respirator Zone, this will include:

- Asbestos removal operations.
- Decontamination routines.
- Waste Bagging & Sealing.

Suitable signage must be displayed around the Respirator Zone, in particular:

- On the entrance door flap to all Airlock & Baglocks.



- On every exposed side of the working enclosure.
- 5 m surrounding (if possible) any asbestos removal operations when not using an enclosure.

The above signs must be displayed on:

- All exposed faces of the enclosure.
- On the entrance to all Airlocks and Baglocks.

11. DECONTAMINATION – CHANGING & TRANSIT PROCEDURES

In accordance with company standard operating procedures ASP010 Transit and Decontamination of Personnel.

12. ASBESTOS REMOVAL TECHNIQUES WITH LICENSED AND NON LICENSED WORKS

The primary objective in asbestos removal work is to prevent or minimise fibre release, ie remove the asbestos in a safe manner. This should always be the main priority. So the choice of stripping method and the work methods need to be carefully considered to make sure that the most appropriate techniques are employed. The chosen stripping method (or combination of methods) should disturb the ACM as little as possible and the ACM should be treated or controlled to prevent fibre release.

In accordance with company standard operating procedures:

- ASP031 Controlled Wetting Needle Point Injection
- ASP032 Controlled Wetting Surface Spraying
- ASP033 Control at Source LEV Shadow Vac Technique
- ASP034 Sprayed Coating Removal
- ASP035 Hard Set Lagging Removal
- ASP036 Sectional Lagging Removal
- ASP037 Wrap and Cut Pipework
- ASP038 Rope & Textile Removal
- ASP039 Gaskets Removal
- ASP040 AIB Panels – Screwed
- ASP041 AIB Panels – Nailed
- ASP042 AIB Panels – Glued
- ASP043 AIB Panels - Lay-In Grid
- ASP044 Asbestos Cement Roof Sheets
- ASP045 Asbestos Cement Lay-In Grid panels
- ASP046 Floor Tiles
- ASP047 Floor Tile Adhesive
- ASP048 Textured coating to Concrete
- ASP049 Textured coating to Plaster Board
- ASP050 Quilling Grit Blasting
- ASP051 Residues Impacted to Walls (snots)
- ASP052 Fine Cleaning
- ASP061 Removal of Fire Doors
- ASP062 Removal of Asbestos Paper Vapour Barrier Beneath MMMF lagging
- ASP065 Removal of Dura-steel Panels
- ASP068 Promenade Floor Tiles
- ASP069 External AIB Soffits Partial Enclosure

- ASP070 Internal Partial Mini Enclosure
- ASP071 Internal Partial-Mini Enclosures
- ASP072 Texture Coating to Lath Plaster
- ASP073 COVID-19 Cleaning

13. ASBESTOS STRIPPING SITUATIONS TO AVOID

In accordance with company standard operating procedures ASP022 Hot Environment.

14. ASBESTOS REMOVAL WHICH DOES NOT REQUIRE A LICENSE

It is relatively easy to release asbestos fibres when working with asbestos insulation, asbestos coatings and AIB. In most cases, only those with a licence should carry out work with these materials. However, licensing will not apply to short-duration work where the risk assessment shows the work will only produce sporadic and low intensity exposure and will not exceed the control limit.

Work which does not usually require a license from the HSE is:

- Small, short duration maintenance tasks where the control limits will not be exceeded.
- Removing textured decorative coatings by any suitable dust-reducing method.
- Cleaning up small quantities of loose/ fine debris containing ACM dust (where the work is sporadic and of low intensity, the control limit will not be exceeded and it is short duration work).
- Work on asbestos cement products or other materials containing asbestos (such as paints, bitumen, resins, rubber, etc) where the fibres are bound in a matrix which prevents most of them being released (this includes, typically, aged/weathered AC).
- Work associated with collecting and analysing samples to identify the presence of asbestos

Ancillary work means work associated with the main work of repair, removal or disturbance of asbestos. Work carried out in an ancillary capacity requires a licence unless the main work (ie the removal, repair, disturbance activity) does not meet the conditions in the definition of licensable work. This can also include the putting up and taking down scaffold to provide access for licensed works.

Supervisory work means work involving direct supervision over those removing, repairing or disturbing asbestos. This applies to supervisory work for both licensable and non-licensable activities.

15. WASTE REMOVAL

Asbestos waste, asbestos products or materials that are ready for disposal, including building materials, debris, dust, rubble, disposable PPE, rags used for cleaning and used tools that cannot be properly decontaminated should be disposed using 'Approved UN Waste Packaging' which has been subjected to rigorous testing to withstand handling and transport by road so that they comply with The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG) and The Control of Asbestos Regulations 2012.

All waste must be disposed of in accordance with the Hazardous Waste (England) Regulations 2005 consignment note system and The Waste (Duty of Care) Regulations.

Use of Skip & Vehicle for transporting Waste

The Asbestos waste should only be transferred in a secure storage facility which would normally be a lockable sealed skip. Any broken pieces of asbestos material / debris / coveralls should be double bagged in line with the packaging for asbestos waste. The skip should be taken directly from the place of removal to the disposal site (landfill). When there are smaller amounts of asbestos waste, the waste can be transferred by other means a company van which has a sealed bulkhead between the driving compartment and the load compartment and has a designated waste compartment or a dedicated sealed container inside; Waste must not be stored with any other equipment. Waste compartments and waste vans MUST have a smoke test and certificate AR023 which is stored in the vehicle folder and/or displayed in waste compartment of the vans. This is to ensure that there are no 'leaks into the cab areas' through the bulkhead provided. Vans are not generally allowed onto landfill sites and consequently waste must be transported to a "Waste Transfer Station. In waste transfer stations (WTS), asbestos waste will be transferred from the vans to lockable sealed skips for later onward movement to the landfill site. At this stage, it will be the responsibility of the waste transfer station operator to consign the waste to landfill.

Waste Transfer Stations (WTS)

The WTS is to receive "small" amounts of asbestos waste double bagged or wrapped items. The WTS must hold a permit for asbestos waste from the Environment Agency. In addition, the work activities on the station relating to asbestos are subject to the requirements of CAR 2012. To meet the requirements of CAR 2012, the waste transfer station has to be appropriately designed and there should be adequate arrangements and procedures (ie risk assessments, systems of work/plans of work) in place to ensure that exposure to asbestos is prevented or reduced to as low as reasonably practicable. In addition, the systems should ensure that the spread of asbestos is prevented.

BAGGING FIBROUS ASBESTOS WASTE

ALL fibrous asbestos waste without exception must be placed in UN approved red bags and then in a UN approved clear bag or double wrapped in polythene.

BONDED ASBESTOS WASTE

All Bonded Asbestos waste (cement / floor tiles / Artex) should be placed in a UN approved clear bag and then inside another UN Approved clear bag.

When bagging any asbestos waste it should not be broken to fit into the bag and must be double wrapped in industry standard polythene.

Where UN approved packaging is not appropriate the authorisation mentioned in below, allows deviations from the European requirements for transporting dangerous goods within Great Britain. It permits the carriage of waste asbestos (UN 2212 and UN 2590 substances is not available written authorisation permitting the carriage of waste asbestos when special provision 168 cannot be utilised.

Vehicle drivers must carry the authorisation 465 (revision 1): to permit the carriage of UN 2212 waste asbestos, amphibole and UN 2590 waste asbestos, chrysotile packaging is valid from 29 January 2016 until 31 January 2017.

In accordance with company standard operating procedures:

- ASP053 Double Bagging and Removal of Asbestos waste
- ASP054 Waste Asbestos & Non Asbestos Waste
- ASP055 Waste Packaging, Labelling & Transiting

16. CLEANING ENCLOSURES IN PREPARATION FOR 4 STAGE CLEARANCE

In accordance with company standard operating procedures:

- ASP020 Enclosure Monitoring
- ASP056 Air Monitoring
- ASP058 Four Stage Clearance

17. EMERGENCY PROCEDURES

In accordance with company standard operating procedures ASP021 Emergency Procedures

18. ACCIDENT REPORTING

In accordance with company standard operating procedures ASP021 Emergency Procedures

19. REQUIREMENTS FOR DRIVERS AND VEHICLE

In accordance with company LO042 - Vehicle safe driving policy

20. SCAFFOLDS FOR LICENSED ASBESTOS REMOVAL

In accordance with ALG Memo 01/10 - Ancillary asbestos license for scaffolding



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