

LICENCED ASBESTOS REMOVAL PLAN OF WORKS AND RISK ASSESSMENT



Project Number	0920-10
Site Address	1 & 18 Glebelands Looe, Cornwall PL13 1NP
Client	CORNWALL HOUSING
Start Date	Monday 5 th October 2020
Finish Date	Tuesday 6 th October 2020
Site Hours	08:00am to 17:00pm
TMS Site Supervisor	Mr Louis Edwards

Project Details: Within two single enclosures placed under negative pressure- removal of asbestos insulating board ceiling panel above the front door of 2 single properties (number 1 & number 18) One enclosure to be completed per shift including 4SC

As a responsible employer the Plan of Work for the above detailed project has been compiled in compliance with Regulation 7 of CAR 2012 Approved Code of Practice and provision has been made to include measures for compliance with Regulation 11 and Regulation 17. [This plan of work should be read in conjunction with TMS Environmental company standard operating procedures \(SOPs\) Revision 3](#)



TMS Environmental
Unit 10C Threemilestone Industrial Estate
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TR4 9LD
Phone: (+44) 01872 263727
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SECTION 1- POW / RA MANAGEMENT SIGN OFF

POW & RA Completed By	Position	Date	Signature
Louis Edwards	HSEQ Director	20 th September 2020	

I hereby confirm that I have briefed the TMS Environmental Ltd Supervisor on the contents of this Plan of Work and Risk Assessment, the work will be carried in accordance with TMS Environmental Ltd, Health & Safety Policy and TMS Environmental Ltd Asbestos Standing Operational Procedures, any deviation from this Method Statement will be reported to myself by the nominated TMS Environmental Ltd Supervisor WHICH WILL BE AGREED prior to IMPLEMENTING ANY CHANGES

SUPERVISOR SIGN ON

Site Supervisor Name	Date	Signature
Louis Edwards		

I hereby confirm that I have been briefed by the above Contracts Manager on the contents of this Plan of Work and Risk Assessment and understand the work is to be carried in accordance with TMS Environmental Ltd, Health & Safety Policy and Asbestos Standing Operational Procedures, deviation from this Plan of Work will be reported to the Contracts Manger.

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SECTION 2- TMS Client

Client Name	
Client Address	Units 9 & 9A Threemilestone Industrial Estate, Threemilestone, Cornwall, TR4 9LD
Contact Name	Mr Phil Jenkin
Email Address	Phil.Jenkin@cornwallhousing.org.uk
Telephone Number	0300 1234161
Site Contact (If different)	N/A

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SECTION 3- WHO ARE THE LOCAL ENFORCING AUTHORITY



Authority Name:	H.S.E – Plymouth
Address:	Plymouth This office will only receive visitors with a prior appointment. 1st Floor Cobourg House 32 Mayflower Street Plymouth PL1 1QX

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SECTION 4- SITE SUPERVISOR DOCUMENTATION HOLD POINT



Item	Confirmation
POW & RA	
ASB5	
ASBESTOS LICENCE	
INSURANCE	
WASTE CARRIERS LICENCE	
ASBESTOS SURVEY REPORT	
DAILY INSPECTION LOGS	
ISOLATION CERTIFICATION	
SOP'S FILE	
COSHH FILE	
EMPLOYEE TRAINING RECORDS	
TYPE H VAC DOP CERTIFICATION	
NPU DOP CERTIFICATION	
DCU DOP CERTIFICATION	
DCU GAS TEST	
DCU ELECTRICAL TEST	
DCU PREVIOUS CLERANCE	

Supervisor Name	
Date	
Signature	

TMS Environmental Site Supervisor Declaration

I confirm all documentation is present, in date and available for inspection by TMS Environmental management, HSEQ department, Visiting Inspectors (HSE / EHO), ACAD, External auditors & the main client TMS Environmental are contracted to.



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SECTION 5- NEAREST A&E HOSPITAL

Hospital Name:



Address:

Derriford Road, Crownhill, Plymouth, PL6 8DH

Telephone Number:

01752 202082

Distance From Site:

20.5 Miles

Start:

Glebelands, Looe PL13 INP, UK

0.0

Head south-east on Glebelands

0.0

0.0

Turn left to stay on Glebelands

0.0

0.0

Turn left onto Sunrising

0.0

0.0

Turn right onto Sunrising/Sunrising Estate

0.1

0.1

Turn left onto Barbican Rd

0.1

0.4

Turn right onto B3253

0.5

2.6

Continue onto A387

3.1

3.2

Turn left onto A374

6.3

1.3

At the roundabout, take the 3rd exit onto A38

7.6

6.0

At Carkeel Roundabout, take the 2nd exit and stay on A38
Toll road

13.6

4.7

Take the A386 slip road to City centre/Tavistock

18.2

0.2

At Manadon Roundabout, take the 2nd exit onto the A386 slip road to Tavistock/Airport/Derriford/Southway/Belliver/Estover

18.5

0.2

Merge onto Manadon Hill/A386
Continue to follow A386

18.7

0.7

Keep left to continue on Tavistock Rd/A386

19.4

0.1

Continue straight to stay on Tavistock Rd/A386

19.5

0.3

At Derriford Roundabout, take the 3rd exit onto Derriford Rd
Go through 1 roundabout

19.8

0.5

Turn right

20.4

0.2

Arrive: Derriford Rd, Plymouth PL6 8DH, UK

20.5

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SECTION 6- TMS ENVIRONMENTAL PROJECT CONTACTS

The designated asbestos site supervisor below is to be in full time attendance throughout the works

Site Supervisor – TMS Environmental

Name: Louis Edwards
Contact Number: 07990 037169
Email: louis@tmsenv.co.uk



Site Operatives

Minimum Number: 2
Maximum Number: 3

Project Manager- TMS Environmental

Name: Louis Edwards
Contact Number: 07990 037169
Email: louis@tmsenv.co.uk



Emergency Contact Numbers

- **TMS Head Office:** 01872 263727
- **Managing Director -Simon Clarke-** 07887 658143
- **HSEQ Director -Louis Edwards-** 07990 037169
- **Contracts Manager -Audie Marston-** 07387 398563

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SECTION 7- PROJECT FIREST AID ARRANGEMENTS

First aid will be controlled by: 	TMS Environmental Supervisor- Louis Edwards 								
First Aid Equipment Will Be Located: 	A 10 man first aid kit will be located: <table border="1"> <tr> <td>Works Van</td> <td>✓</td> </tr> <tr> <td>DCU</td> <td>✓</td> </tr> <tr> <td>Outside Airlock</td> <td>✓</td> </tr> <tr> <td>Welfare Unit</td> <td></td> </tr> </table> Each kit is to be inspected as to ensure it is fully stocked	Works Van	✓	DCU	✓	Outside Airlock	✓	Welfare Unit	
Works Van	✓								
DCU	✓								
Outside Airlock	✓								
Welfare Unit									



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SECTION 8- COMMUNICATION ARRANGEMENTS

Client	A pre start meeting will be completed between TMS Environmental & Cornwall Housing to ensure the full scope of work has been identified to allow for Cornwall Housing to fit new front doors o the properties. Daily updates will be reported by the appointed TMS contracts manager to the client representative of Cornwall Housing- Mr Phil Jenkin
Contracts Manager:	The contracts manager will provide a detailed and full briefing to the site supervisor prior to the project commencing. Daily communication will be held between the contract's manager and site supervisor throughout each site working day.
Supervisor:	The site supervisor will throughout the project works complete a toolbox talk of which will involve the briefing to all site operatives. This will be recorded using TMS Environmental toolbox talk record forms.
Tenants	Prior to the works commencing a detailed briefing will be given to the tenant of number 1 & 18 Glebelands to advise of access restrictions, signage, times and what they can / cannot do whilst TMS Environmental actively complete the scheduled licenced asbestos removal works .



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SECTION 9- SITE INDUCTIONS

TMS Employees	The site supervisor will complete a site induction with TMS operatives prior to works commencing.
Site Visitors	The site supervisor will complete a site induction with any visitors to site. The supervisor will then escort the visitor throughout the site to maximise control at all times.
Contractors	The only planned contractor will be Scientific Services of whom will be completing the 4-stage clearance on behalf of TMS. The site supervisor from TMS will complete a site induction with the analyst.



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SECTION 10- WASTE MANAGEMENT ARRANGEMENTS

Waste Disposal Contractor Name:	TMS Environmental	
Address:	Unit 10c Threemilestone Industrial Estate, Truro, Cornwall, TR4 9LD	
Contact Number & Email:	01872 263727	louis@tmsenv.co.uk
Waste Carriers License Number:	CBDU42820	
Type Of Waste:	Asbestos Insulation Board Ceiling Panel	
Anticipated Number Of Bags:	5 bags per property including enclosure material waste.	



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EWC	17-06-01
Packing Group:	II
UN Class:	9.1
Asbestos Content:	Amosite (Brown)
Fibre Concentration:	70% per kg
Product End Disposal Point:	Biffa Waste Services- Exeter

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All waste is to be stored in the designated sealed waste compartment of the TMS Environmental works van of which will be located in line with site specific diagram.

The waste compartment will then be emptied daily at TMS Environmental holding skip.

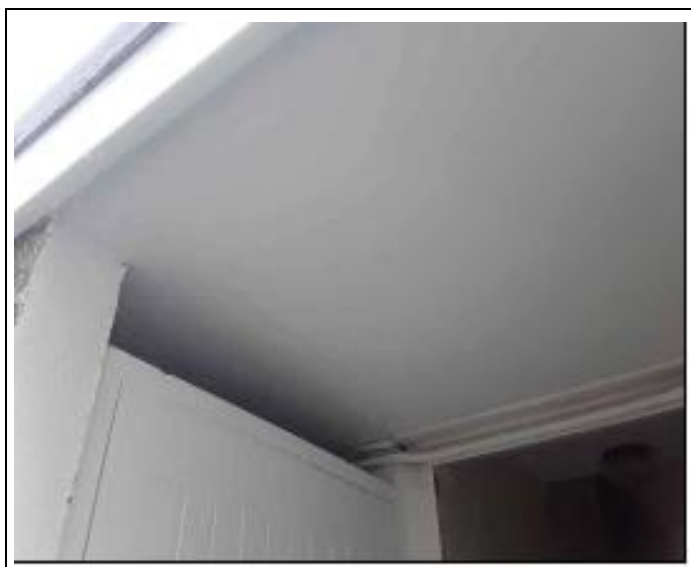


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SECTION 11- PROJECT OVERVIEW

Outline Description of Works:	Under fully controlled conditions placed under negative pressure the work involves the removal of asbestos insulating board ceiling panels above the front door of properties 1 & 18 Glebelands.		
ACM Type:	Asbestos Insulation Board	Asbestos Fibres	Amosite (Brown)
ACM Location & Extent :	Total extent is 1.5M2 to each property ceiling panel to front door. The board is in one panel but split between entrance area and stores. Where possible the board is to be fully removed but should any board need to remain in situe of which will not effect the new front door being installed then the edges and board remaining in situe will be subject to encapsulation using ET150		
Condition Of ACM:	Good	Surface Of ACM	Painted Surface
ACM Fixing:	Nail Fixed Into Timber Joists		

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18 Glebelands AIB Ceiling Panel	1 Glebelands AIB Ceiling Panel	



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SECTION 12- PERSONAL MONITORING & EXPOSURE

Previous Personal Monitoring Results

Based on the removal of a similar product and works process adopted on previous work and utilising the 2019 average:

0.014 F/ML



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SECTION 13- NOTIFICATION DETAILS AND SITE WORKING HOURS

Project Start Date:	Monday 5 th October 2020			
Project Finish Date:	Tuesday 6 th October 2020			
Total Number Of Days:	2 Days			
Site Working Hours	Start	08:00am	Finish	17:00pm
ASB5 Notification Reference:	13B15013C8			
Date of ASB5 Submission:	20 th September 2020			
Method Of Supervision	Full time supervisor in attendance daily throughout the works.			

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SECTION 14- WORKS PROGRAMME

Each property will be the same for the programme of works

	08:00am	09:00am	10:00am	11:00am	12:00pm	13:00pm	14:00pm	15:00pm	16:00pm	17:00pm
Tenant Greeting	X									
DCU Set Up	X									
Enclosure Construction		X	X							
Smoke Test			X							
AIB Removal				X	X					
Enclosure Cleaning						X				
TMS Supervisor Visual							X			
4SC								X	X	
Clear Site										X



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SECTION 15-ASBESTOS SURVEY DETAILS

Survey Company Name:	The logo for KOVIA Asbestos Consultancy consists of the word 'KOVIA' in large, white, bold, uppercase letters on a blue rectangular background. Below it, the words 'Asbestos Consultancy' are written in smaller, white, bold, uppercase letters.
Survey Report Reference:	1 Glebelands Looe Cornwall PL13 1NP UPRN: 1490010 & 18 Glebelands Looe Cornwall PL13 1NP UPRN: 1490180
Survey Type:	Both surveys are Refurbishment type survey
Is A Copy Available On Site:	Yes and also included within the Site Box for site supervisor to access at all times.



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SECTION 16-AIR MONITORING ARRANGEMENTS

UKAS Company Name:			
Company Address:	The Fuel Depot, Scorrier, Redruth, Cornwall, TR16 5UT	Email	T.Hamilton@scientificservices.org
Company Telephone:	01209 311350		
UKAS Number:	2577		
Contracted To:	TMS Environmental directly of whom will corrdinate the attendance.		

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Monitoring Required 	Personal Monitoring	
	Background Testing	
	Leak Testing	
	Reassurance Test	
	4 Stage Clearance	✓ Each Enclosure (5 th & 6 th)
	DCU	✓ Final Day Of Works (Tuesday 6 th)
Additional Information For Air Testing Requirements		

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SECTION 17-EQUIPMENT SCHEDULE

ITEM	SIZE	NUMBER REQUIRED
	8 man self contained	1
	Type H vac- 200 model	Note- Minimum Requirement (2) 2
	1,500 CMH	1

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SECTION 18—SITE PPE

Item	Required	If Yes When Is It Required To Be Worn ?
	✗	Hard Hats- Not Required
	✓	Safety Glasses- Required whilst cutting 2x2 timber and installing screws into framework
	✓	Safety Boots - Required during all work activities outside the enclosure work and transit procedure.

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Item	Required	When Is It Required To Be Worn ?
	✓	Gloves - Required within the enclosure and whilst handling waste
	✓	High Viz Vest- - Required walking throughout site but not within the working enclosure once live
	✗	Hearing Protection- Not Required

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Item	Required	When Is It Required To Be Worn ?
	✗	Safety Goggles- Not Required
	✓	Wellington Boots - Required within the enclosure at all times
	✓	Transit Shoes – Required when transiting from the DCU to the airlock

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SECTION 19- SITE COVERALLS

Item	Colour	When Is It Required To Be Worn ?
Cat 3 type 5/6 coveralls RED		To be worn for all work within a live enclosure
Cat 3 type 5/6 coveralls BLUE		To be worn for transiting procedures
Cat 3 type 5/6 coveralls WHITE		Worn by personnel undertaking ancillary works including pre cleaning, waste runs, enclosure construction, enclosure de tenting and where there is the potential of contamination, inclusive of clearance procedures and when cleaning the DCU.

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SECTION 20-SITE RPE

All operatives to be clean shaven prior to using the designed respirator

Pre Clean Of Area:	✓		½ Face RPE Containing FFP3 Type Particulate Filter
Enclosure Construction:	N/A	N/A	Nil
Asbestos Removal Within Enclosure:	✓		Full Face Power Assisted RPE Containing FFP3 Type Particulate Filter
Asbestos Cleaning Within Enclosure:	✓		Full Face Power Assisted RPE Containing FFP3 Type Particulate Filter
Enclosure Deconstruction:	✓		½ Face RPE Containing FFP3 Type Particulate Filter
Waste Removal From Enclosure:	✓		½ Face RPE Containing FFP3 Type Particulate Filter
DCU Cleaning:	✓		½ Face RPE Containing FFP3 Type Particulate Filter



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SECTION 21- DECONTAMINATION UNIT

Prior to the commencement of any work on site the DCU will be set up and be fully operational, inspected by the site supervisor to ensure the unit complies fully with HSG247, CAR2012 & **TMS Environmental SOP's Revision 3**

Unit Type:	1 x 8-man self-contained DCU
Number Of Shower Heads:	2 (compatible for up to 8 men)
Power For DCU Will Be Obtained From:	Sockets are live within the full property. A 240v lead will be used from the DCU to mains 240v supply of which and RCD will also be utilised to provide surge protection.
Water For DCU will Be Obtained From:	Internal self contained water supply within the unit of which will be filled using 25L water drums from TMS office.
Waste Water Will Be Discharged:	The water will be filtered by the on-board water management waste system and discharged via a designated waste hose leading to the fowl drain located externally.
DCU will be located:	Externally as close as possible to the property in the car park area.
Direct Connection:	No- will not be possible due to the location of works within the property within 2 single enclosures and to allow for public access throughout the works.

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DCU Location 1 Glebelands



Overview

DCU to be positioned in the car park area.

Chapter 8 barriers to be used to form enclose the access area.

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DCU Location 18 Glebelands



Overview

DCU to be positioned on road but slightly onto the path area.

Chapter 8 barrier either side of the DCU to be used.

When visiting site the car park was full and this is the closest location to use.

If a car park space is available then this will be used and the POW updated.

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SECTION 22- WELFARE

	• No coveralls to be worn when using area • Clean full area after use • Do not leave taps running • Leave toilet seat down when finished	Site welfare facilities are to be supplied by: The main property 1 & 18 The welfare is located: Ground floor kitchen area The toilet is located: Ground floor of the property.
Welfare	Welfare Rules	

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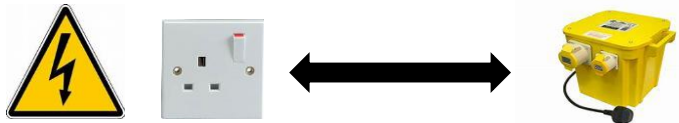
SECTION 23- SERVICE ISOLATIONS

Item	Required	To Be Completed By
Gas	×	Not Applicable
Water	×	Not Applicable
Electric	×	Not Applicable

List Of Services To Be Isolated	Should any additional services be discovered during removal process or as the project progresses then the supervisor MUST STOP work until it can be determined whether the services are live or not. Any live services MUST be isolated prior to the supervisor allowing the work to re-commence where there is a risk to TMS Environmental staff and others	Supervisor Name	
		Date	
		Signature	
		The site supervisor is to request a copy of the isolation certification/ confirmation prior to any works commencing.	

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SECTION 24- SITE SERVICES (POWER & WATER)

Power	Photo Of Power Location
A 5 kva transformer will be used to service the power requirements of the NPU, type H vacs and lighting throughout the works. All cables leading from the transformer are to be elevated above head height as to minimise the risk of trip hazards.  Location: Within the ground floor of each property 1 & 18	

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Water	Photo Of Water Location
Water will be used on site via the 25l drums of which will be taken to site from TMS Environmental office. This will be used to fill the DCU, sprayers and buckets throughout the asbestos removal works.  Location: TMS Truro Office	

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SECTION 25- WORKING AT HEIGHT

Item Required	Size	Location
	600 x 600 hop up unit	Each property 1 & 18

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SECTION 26- ENCLOSURE CONSTRUCTION

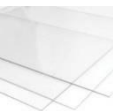
The work area/s will be demarcated, and the enclosure/s will be constructed in accordance with TMS Environmental SOP's Revision 3.

A combination of the materials listed and the main building structure will be utilised to form the enclosure surrounding the asbestos insulating board being removed.

All internal surfaces surrounding the asbestos insulation board to be removed will be covered using 1000 gauge polythene to form the sealed enclosure.

All accumulated waste generated during the enclosure construction is to be cleared at regular intervals into clear sacs in preparation for disposal.

Care is to be taken whilst handling COSHH items and the site specific COSHH assessment & MSDS sheet for each product is to be available and understood by the user.

2 X 2 Timber	Screws	Plywood Sheeting	Corex
			
✓	✓	N/A	✓
1000 Gauge Polythene	Spraytack	Expanding Foam	3" Tape
			
✓	✓	✓	✓
Staples	Hazard Tape	Asbestos Tape	Vision Panels
			
✓	✓	✓	✓

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SECTION 27- ENCLOSURE LOCATION

Enclosure Location	Enclosure Location
Enclosure Reference: One Floor: Ground Area Reference: • 1 Glebelands	

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Enclosure Location	Enclosure Location
Enclosure Reference: Two Floor: Ground Area Reference: 18 Glebelands	

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SECTION 28- AIRLOCK & BAGLOCK

Airlock	Baglock
The airlock is to be constructed internally in each location using pre fabricated galvanised cubes Each section is to measure 1m L x 1m W x 2m H The airlock is to be positioned in line with the site diagram each enclosure 1 & 2 Within the dirty compartment a mandatory viewing panel measuring a minimum of 300mm wide x 600mm tall is to be installed to allow for viewing of the decontamination process.	Due to space restrictions within each areas of works no separate bag lock will be used and the 3 stage airlock will be used as a combined baglock.



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SECTION 29-EMERGENCY EXIT

Emergency Exit	Muster Points
Should a fire be discovered on site, raise the alarm, evacuate the enclosure/ work area and call the fire service – 999 A designated emergency exit cut point will be placed within the polythene wall for use in emergency situations only. The main access will be via the airlock on each enclosure. Additional cut points will be formed where polythene sheeting utilised to form the enclosure. The set points will be clearly labelled. The route from the area is to remain clean and free from trip hazards at all times. Emergency communication with the operatives within the enclosure / work area will be via continues blast of the fog horn. A horn will be placed to each of the airlock points for use in emergency situations only. The operatives are to leave the enclosure / work area and follow the full decontamination process upon instruction from the site supervisor.	Contaminated Muster Point: Next to the DCU externally Non Contaminated Muster Point: Next to the works van externally

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SECTION 30-PRE CLEANING

Pre Cleaning

During the site visit/s and planning stage the asbestos throughout was in good sealed condition throughout.

The localised floors surface where the enclosure is to be formed is to be cleaned using a type H vacuum cleaner prior to enclosure construction.

Operatives are to don white cat 3 type 5/6 coveralls and ½ face respirators to complete this process.

Should the ACM be very badly damaged where the condition may have changed since initial scoping visit then work MUST stop and the appointed contracts manager contacted for further instruction.



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SECTION 31-ENCLOSURE SMOKE TESTING

Smoke Testing	Supervisor Sign Off						
A smoke test will be carried out in accordance with <u>TMS Environmental SOP's Revision 3</u> prior to the operatives entering the enclosure. This is to be completed within all areas forming part of the enclosure including airlock/combined baglock. The record of the smoke test is to be recoded on TMS Environmental smoke test record form for enclosure 1 & 2 The smoke test is to be completed by: Site operative The smoke test is to be witnessed by: Site Supervisor	I confirm the smoke test has been completed within the enclosure prior to the asbestos removal works commencing. The smoke test form has been completed and is located within the site project box. <table><tbody><tr><td>Supervisor Name</td><td></td></tr><tr><td>Date</td><td></td></tr><tr><td>Signature</td><td></td></tr></tbody></table>	Supervisor Name		Date		Signature	
Supervisor Name							
Date							
Signature							

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SECTION 32-ENCLOSURE COMUNICATION & MONITORING

Viewing Panels 	Viewing panels are to be located in the dirty compartment of the airlock and within the polythene wall of the enclosure to provide viewing of the works. The viewing panels will be used for interaction between the site supervisor and operative within the enclosure.
CCTV 	Not Required
2 Way Radios 	Not Required



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SECTION 34-NPU'S & AIR MANAGEMENT

NPU's

NPU's specific to enclosure requirements are to be placed in a position to allow for good air management to be achieved.

The NPU is to be positioned in line with site specific diagram

When an enclosure is > 120m³ a minimum of at least 8 ac/h is required.

Where an enclosure is < 120m³ an airflow of at least 1,000m³ per hour is required.

The enclosure size should include additional areas introduced during the asbestos removal, eg ceiling voids and floor voids.

The airflow provided by the negative pressure unit(s) should be based on the current performance of the equipment and not the original design specification.

Air Management Calculations:

Enclosure 1: 1 L x 1m W x 2m H + 1 3 stage airlock

Enclosure 2: 1 L x 1m W x 2m H + 1 3 stage airlock

The NPU will be posited externally and will not require ducting for extraction

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NPU Position Enclosure 1



NPU Position Enclosure 2

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Enclosure 1 & 2

Area	Length	Width	Height	Volume
Enclosure	1	1	2	2
Airlock	3	1	2	6
Baglock	0	0	0	0
Total Volume M3	8			
Number Of Air Changes	10			
Total CMH Required	80			
NPU Ducting 1% reduction per m of straight ducting	0	0%		
NPU ducting 2% reduction per bend on ducting	0	0%		
	Total	0.000%		
	Variance	0		
Total CMH Required	80			
NPU Size Required	1,500			

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SECTION 35-ASBESTOS REMOVAL PROCESS

Enclosures:

Each of the enclosures will be constructed surrounding the asbestos being removed in each property 1 & 18.

Lighting:

110v task lighting will be installed within the enclosure to maximise the operative's vision throughout the works.

Access Equipment:

Hop up units only will be used to gain access to working at height.

Workplace Monitoring:

Vision panels will be placed within the dirty compartment of the airlock and in the box section polythene wall.

Removal Process-

The surface of the AIB panels are to be adequately sprayed using a hand held airless sprayer containing astrip (1:10) mix.

The AIB is fixed nail fixings throughout the area.

All nails within the panels are to be located and removed using a bonzi bar and hammer whilst utilizing the shadow vac method of removal.

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Due to the potential breakage whilst removing nails a second operative is to provide a constant and direct mist spray at the point of removal of the nails using a hand held airless sprayer containing astrip (1:10) mix.

Panels are to be removed from the perimeter first to ascertain if a void is present above the wall and ceiling. Should a void be present the operatives are to install a corex barrier of which is to be held in place using pcl cloth tap and spray adhesive. A secondary smoke test is to be complete by the onsite supervisor to ensure the enclosure is fully sealed and under sufficient negative pressure.

Each panel is to be carefully released from its housing and gently lowered. As this is completed a second operative is to furthermore adequately spray the rear of the AIB panels and vacuum any dust that may be present. The panels are to be passed to a second team member where they are to be double wrapped using 1000-gauge polythene and sealed using 3" pcl cloth tape. This process is to be repeated until all AIB panels to the ceiling area have been removed.

The supporting timber batons utilized to for the structural housing of the AIB area to be furthermore sprayed using a hand held type airless sprayer containing astrip (1:10) mix. The timber battens are to be dismantled by locating natural joints.

All timber is to be placed directly into red-labelled and approved UN waste sacs and sealed. This process will be followed until timber battens have been removed. The timber is to be double wrapped using 1000-gauge polythene and sealed using 3" pcl cloth tape ensuring no sharp edges or nails are present.

All remaining nail holes to timber joists on the stairs are to be located and firstly sprayed using a hand held airless sprayer containing astrip (1:10) mix followed by being drilled out using a cordless type drill whilst a direct shadow vac is applied at source to ensure all asbestos traces are removed.

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Remaining AIB / Encapsulation

Should AIB require to remain in situ within the enclosure leading into the stores area the edge of the AIB is to be firstly adequately sprayed using a hand held airless sprayer containing a strip (1:10) mix.

The board will then be marked where a cut line is required then scored using a Stanley knife whilst a direct shadow vac is applied at source using a type H vacuum cleaner.

The board edge and rear will then be sealed using ET150 of which will be applied using a paint brush.

The void area above the board will also be sealed using expanding foam then covered using 3" pcl cloth tape and spray adhesive.

Waste Removal:

All asbestos waste is to be removed via the combined airlock / baglock on the enclosure at regular intervals to the designated waste works van waste compartment.

Enclosure cleaning:

The full enclosure is to be cleaned using a type H vacuum cleaner to remove any remaining dust and debris within the area.

All timber will also be wire brushed on the surface as to remove any surface dust and contamination.

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The full enclosure is then finally to be recleaned using damp cloths containing astrip (1:10) mix.

All plant, equipment including access equipment, tools and access equipment is to be thoroughly cleaned as to allow for a visual inspection to be completed within the enclosure.

TMS Supervisor Visual Inspection:

The on-site supervisor is to complete a thorough visual inspection within the enclosure to ensure all asbestos has been removed and is ready for handover to Scientific Services to complete the 4SC

4SC:

Scientific Services are to complete a 4-stage clearance within the enclosure.



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SECTION 36-WASTE REMOVAL AND TRANSIT PROCESS

Waste Process	Transit Process
All waste is to be removed via the combined airlock/ baglock where all asbestos waste sacs are to be double bagged in line with company SOP's revision 3. Smaller parcels are to be recleaned within the baglock using a type H vacuum cleaner and hand wiped on the outer surface using a damp cloth containing astrip (1:10) mix. Any parcels that are too large to be cleaned and be passed out via the baglock will remain within the enclosure until the visual and air clearance test has been carried out. The on-site supervisor is to escort the operatives whilst transporting the waste to the waste van. During waste removal from the works zone avoid interfacing with others i.e. members of the public, other building user and other contractors, post waste route signage, use barrier tape and warning signs where possible to clearly demarcate the route, Waste removal to be completed at quitter times.	The transit route leads internally from each airlock, externally to the DCU located in line with site diagram for each enclosure 1 & 2 The route is to be clearly singed throughout and where possible barrier tape will be installed to segregate the area. The site supervisor will escort the operative from the enclosure to the DCU both when entering then enclosure and leaving the enclosure.

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Transit / Waste Route



Transit / Waste Route



Transit / Waste Route

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SECTION 37-COSHH

Copies of the relevant COSHH assessments & MSDS for products used on these works are held with the Site Supervisors Standard Operating Procedures and COSHH File located in the site box.

Astrip	Spraytack	Expanding Foam	ET150
			
✓	✓	✓	✓
PVA	Propane	Diesel	Petrol
			
✗	✓	✓	✓

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SECTION 38-AMMENDMENTS

Minor Changes to the Plan of Works may be authorised by the competent Site Supervisor.

Major Change to the Plan of Works must be authorised by the Contracts Manager or Operations Manager only.

Where a '**MAJOR**' change to the POW is required the TMS Supervisor **MUST** contact the Operations Manager immediately and agree the changes **BEFORE** proceeding.

The following situations are classed as a 'Major Change'

- Site plan drawing does not actually reflect the site conditions and needs an amendment.
- Enclosure cannot be constructed as per the POW 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 in the POW 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.
- Removal method has to change from what is detailed on the method statement 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 may affect 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.



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'MINOR' amendments to the POW can be carried out by the TMS Supervisor, MINOR changes 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 which would NOT affect transiting or waste movement.
- 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 **TMS SUPERVISOR**.



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SECTION 38-AMMENDMENTS

Item	Date	POW Section	Reason For Amendment	Supervisor Signature



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SECTION 39- EMPLOYEE SIGN ON

I confirm that I have read or have been briefed and fully understood the Plan of Work, the control measures and procedures to be adopted during the contract. The Risk and COSHH assessment are an adequate consideration of the potential Hazards and are controlled as far as is reasonably practicable.

I also confirm I have been made aware of and understand the Key Policy statements for TMS Environmental Ltd.

To be signed by all Operatives and Subcontractors engaged in activities relevant to the plan of work.

By signing this confirmation sheet i confirm that I fully understand the scope of works on the project along with the risk involved.

Name	Position	Date	Signature



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Additional Notes Section



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Additional Notes Section