RISK ASSESSMENT & METHOD STATEMENT
(In compliance with CAR2012 & CDM2015)
FOR THE SAFE REMOVAL OF ASBESTOS CONTAINING MATERIALS

From

138-140 Highgate Road
Highgate
London
NW5 1PB

For

Space Free Ltd
Regent House
Studio 1
72-76 Eversholt Street
London
NW1 1BY

These RAMS must be read and used in conjunction with Asbestos Essentials Standard Operating Procedures v1

Asbestos Essentials, Unit 5, Crossinglands Business Park, Salford Road, Aspley Guise, Bucks MK17 8HZ
Tel: 0330 223 4024
Email: info@asbestosessentials.co.uk

Table of Contents

Management Review and Authorisation

Plan of Work Prepared By	Bobby Driver	**Title**	Contracts Manager
Signature		**Date**	25/07/2019
Plan of Work Reviewed By	Dave Wilson	**Title**	HSEQ Director
Signature		**Date**	25/07/2019

Supervisor Statement

This plan of work has been read and understood by the undersigned supervisor and the supervisor has passed this information on to the operatives engaged on this project. All operatives are required to sign the RAMS to confirm their understanding of the requirements.

It is the supervisor's responsibility to make any necessary minor amendments to the site diagram, and to report problems with the DCU, plant and equipment immediately.

Supervisors Name	Rob Carter	**Date**
Signature		

1. Project Details

Client	**Company Name Address & Post Code**	Space Free Ltd, Regent House, Studio 1, 72-76 Eversholt Street, London, NW1 1BY		
	Client Contact Name	Mr Andrew Neophytou		
	Tel Number	07790 002731		
Site	**Site Address & Post Code**	138-140 Highgate Road, Highgate, London, NW5 1PB		
	Site Contact Name	Mr Andrew Neophytou		
	Tel Number	07790 002731		
Asbestos Essentials Management	**Project Manager Tel Number**	Stuart Corner Mobile 07534884113	**Attendance Onsite**	Site set up
	Supervisor	Rob Carter	**Attendance Onsite**	**At all times during the project**
	Tel Number	07783 609890		
Analytical Company	**Analytical Company Details**	AC&MS Ltd		
	Tel Number	01268 680136		
	Contact Name	Richard Gray		
	Contracted to	Asbestos Essentials Ltd.		
	Details of analytical requirements and attendance on site.	Personal, 4-stage clearance, DCU clearance.		
Waste Company	**Company Name & Address**	Windsor Waste Management Ltd, Unit 29 Childerditch Industrial Estate, Childerditch Hall Dr, Little Warley, CM13 3HD		
	Tel Number	01708 559966		
	Waste License Number	CBDU663545		
	Skip or Collection of waste	Skip		
	Location of skip on site	Garage forecourt.		
	Skip size and quantity of bags	16 yd sealed skip		
Other Licence holders (if applicable)	**Company Name & Address**	N/A		
	Tel Number	N/A	**Licence Number**	N/A
	Contracted to	N/A		
CDM 2015 Appointed Roles	**CDM Client**	Space free Ltd	**Attendance Onsite**	Ad hoc
	Principal Designer	N/A	**Attendance Onsite**	N/A
	Principal Contractor	Asbestos Essentials Ltd	**Attendance Onsite**	At all times

2. Project Dates

Project start date	Saturday, 10 August 2019
Project completion date	Friday, 16 August 2019
Hours of work	08:00-16:00 hours
Weekend working	Yes
Weekend hours	08:00-15:00 hours
Number of employees required for project	3 - 5
Details of How to Access the Site	The site will be accessed via the gated entrance on Highgate road. Parking will be available on site.

3. Survey Details

ACM to be removed	Results of analysis	Information supplied by	Condition	Fixing	Quantity
AIB Ceiling tiles throughout ground floor	Amosite & Chrysotile	Athena Environmental Solution Ltd	Good	Screwed	53m²
External AIB Soffits	Amosite	Athena Environmental Solutions Ltd	Good	Nailed	19 Lm

4. Project Overview

OVERVIEW OF PROJECT AND WHY THE WORKS ARE REQUIRED			
Specific work location(s)	**Type of material, from what medium, and removal or repair etc.**	**Task sheet reference**	
Garage, Store's, Kitchenette, Cupboard, W/C's, Shop	Removal of AIB containing Amosite and Chrysotile.	**TS**	01

Asbestos Essentials Ltd have been instructed to carry out the safe removal and disposal of the AIB ceiling tiles in the areas required due to being affected by the demolition of the building.

- To carry out the safe removal of the AIB ceiling tiles.
- All works will be carried out under fully controlled conditions.
- Mobile towers will be used and only PASMA trained operatives will erect them and sign them off daily.

Overview of project and why the works are required			
Specific work location(s)	**Type of material, from what medium, and removal or repair etc.**	**Task sheet reference**	
Exterior Soffits	Removal of AIB containing Amosite and Chrysotile.	**TS**	02

Asbestos Essentials Ltd have been instructed to carry out the safe removal and disposal of the AIB Soffits in the areas required due to being affected by the demolition of the building.

- To carry out the safe removal of the AIB Soffits.
- All works will be carried out under fully controlled conditions.
- Mobile towers will be used and only PASMA trained operatives will erect them and sign them off daily.

SITE SPECIFIC RULES

- Visitors must be escorted at all times.
- All equipment, plant and 110v electrical tools will be checked for 'fit for purpose' before use. Accidents, incidents and near misses must be reported to the supervisor.
- Smoking only in designated areas
- No people under 18 permitted on site
- Eating or drinking not permitted on site
- Respect to all public at all times.
- CSCS cards are used on this project

SITE SECURITY

The site will be secured, and the enclosures will be made safe at the end of each shift by the asbestos team, Night flaps on the airlocks and bag locks will be sealed using cloth tape.

LIAISON WITH INVOLVED PARTIES

Regular liaison with the client agent and named subcontractors and the Asbestos Essentials site teams will be maintained by Asbestos Essentials in accordance with the client's requirements; to include email, telephone contact and regular progress meetings.

CONSULTATION WITH THE WORKFORCE

The Contracts Manager previously visited the site on the 22/07/2019 and will meet the workforce on site at project commencement to ensure that all instructions contained within this RAMS are fully communicated and understood.
Asbestos Essentials adopt procedures to enable employees, self-employed persons and employees of contractors engaged on contract activities to discuss and offer advice on matters connected with the contract that contribute towards the good management of health and safety.
This will be given effect via:

- Toolbox talks regarding specific and significant risks
- Encouraging personnel to raise any concerns immediately with the Contracts Manager or other members of the team who will have authority to effect change.
- Enabling the views of personnel to be expressed by their representatives at the regular site safety & progress meetings.
- Monthly meetings are held where worker involvement is actively encouraged.

SELECTION AND CONTROL OF CONTRACTORS

Contractors working on behalf of Asbestos Essentials will submit their RAMS, where applicable, prior to the project commencing which will be included in the site pack.
Contractors wishing to undertake work on behalf of Asbestos Essentials are subjected to an evaluation of their ability to manage health and safety in compliance with the requirements imposed by health and safety legislation, and their ability to provide a workforce that is suitably trained, informed, and sufficiently instructed thus enabling them to undertake their duties and responsibilities in a competent manner.

5. Site PPE Required

Work Wear	When/Where to Be Worn	Comments/Type (Delete specific site requirements)
Full-Face Mask (Power Assisted)	Within enclosure	Assigned Protection Factor of 40 Powered full face respirator with a FFP3 Filter
Half mask	Whilst transporting waste.	Assigned Protection Factor of 20 Orinasal Half Mask with FFP3 Filter
Hard hats	Within work area	To be removed whilst in Asbestos enclosure and left in the clean end of the DCU OR Airlock
Steel toe capped boots	Whilst onsite	All footwear worn must be steel toe capped whilst on site
Hi Viz jackets	Whilst onsite	To be removed whilst in Asbestos enclosure and left in the clean end of the DCU
White coveralls	Whilst setting up enclosure and transporting waste from the enclosure	Type 5/6 Cat 3
Blue coveralls	On transit to and from "LIVE" enclosure	Type 5/6 Cat 3
Red Coveralls	During removal works within enclosure	Type 5/6 Cat 3
Protective Gloves	During removal works within enclosure	Gloves suitable for the type of operation being carried out must be worn at all times. Asbestos Essentials supply: EN338:2003 Abrasive Resistance level achieved 2 Blade Cut Resistance Level achieved 1 Tear Resistance Level achieved 2 Puncture Resistance Level achieved 1 CE Cat 2
Wellington shoes	Transit from DCU to asbestos enclosure	Where site rules apply all footwear must be steel toe capped whilst on site
Black steel toe capped wellington boots	During removal works within asbestos enclosure	All footwear worn must be steel toe capped whilst on site
Overshoes	Whilst in work area	To be left in work area and not to be worn outside

6. DCU Arrangements

Prior to any works commencing, the DCU will be set up in the location detailed below, tested and recorded in the site information file completed by the Asbestos Essentials Site Supervisor

Location on site	By shutter doors on the forecourt.
Is the DCU a direct connection to the enclosure?	No direct connection will not be possible as the site will be unsecured Airlocks and bag locks will be position within the roller shutter doors.
Is the DCU self-contained	Yes
Water Supply	Mains Water will be supplied by the client.
Power Supply	Mains power will be supplied by the client.
Location of drainage or disposal of wastewater instructions	Wastewater will be filtered within the DCU and disposed of in the nearest foul drain.
Distance of Transit Route	10 Metres
Will the transit route be covered?	No the floors will not be covered due to solid floors

7. Details of the Welfare Facilities

The following welfare facilities will be available within the DCU
Toilets
Washing Facilities
Drinking Water
Facilities for rest (canteen)

8. Waste Management

Method for wrapping, bagging and removal of waste from the enclosure	As per Asbestos Essentials Standard Operating Procedures v1 and training All waste will be double bagged in the Bag locks and removed by hand and taken to the sealed skip.
Distance of Waste Route	10 Metres
How will the surface of the waste route be protected?	No the floors will not be covered due to solid floors

PHOTO(S) OF DCU LOCATION(S)

9. ANTICIPATED EXPOSURE LEVELS & SELECTED PPE & RPE

As our employees are involved in asbestos removal operations on a regular basis we record all hours worked in the working area based on this assessment. Should personal on-site monitoring verify lower levels for the type of work being carried out the results will be taken into account on future assessments

Evidence of maximum anticipated fibre levels recorded during our specific removal works is detailed within the table below.

Maximum fibres within the work area are not to be exceed: 1.00 f/cm³
Maximum fibres outside the work area are not to be exceed: 0.10 f/cm³

Task	Anticipated f/cm³	RPE	Protection factor	Coveralls Type 5/6 Class 3
Pre-Clean	<0.10 f/ml	Half Mask	20	White
Enclosure Construction	<0.10 f/ml	N/A	N/A	White
Removal of Screwed and nailed AIB	<0.018f/ml	Full Face	40	Red within enclosure
Waste run	<0.10 f/ml	Half Mask	20	White
Dismantling Enclosure	<0.10 f/ml	Half Mask	20	White

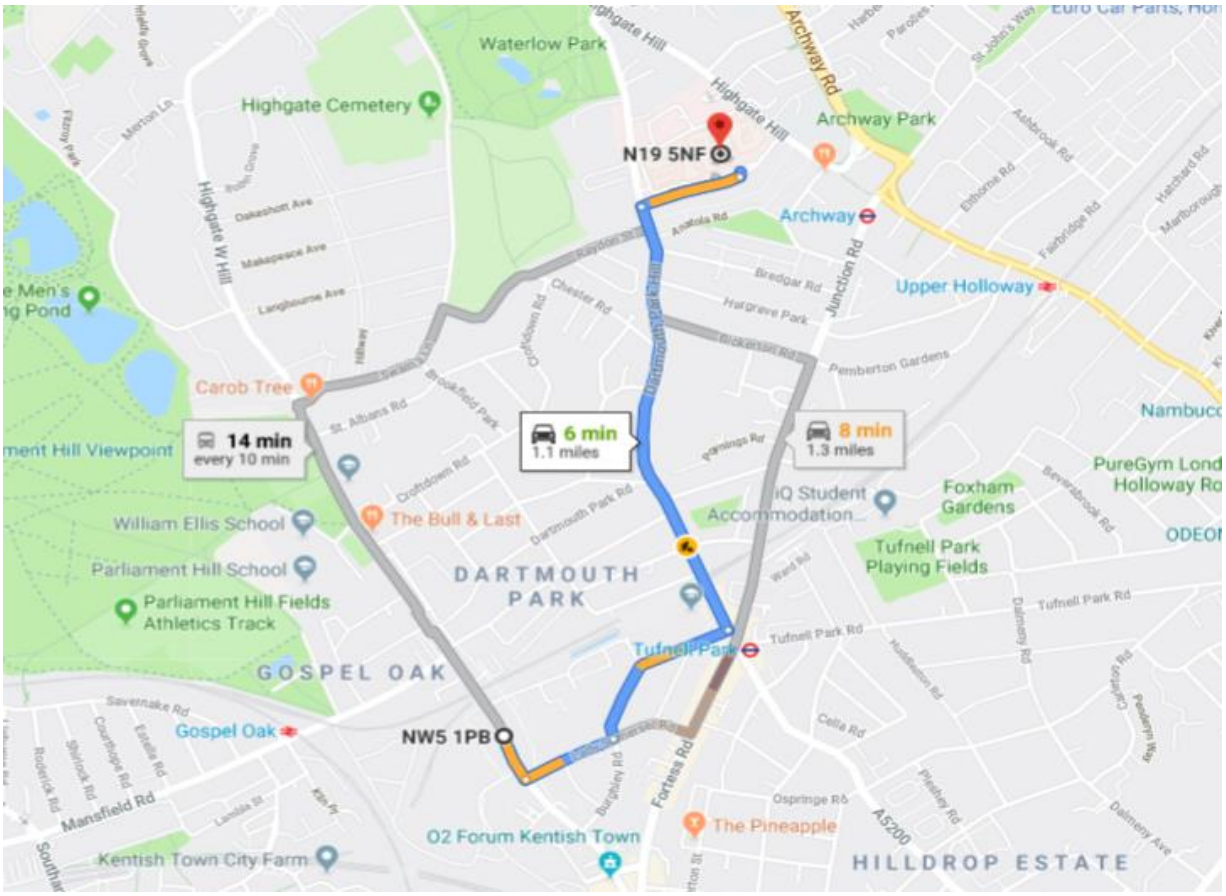
10. DETAILED CONTROLS

Controls are specified below and embedded within the safe working procedures described.

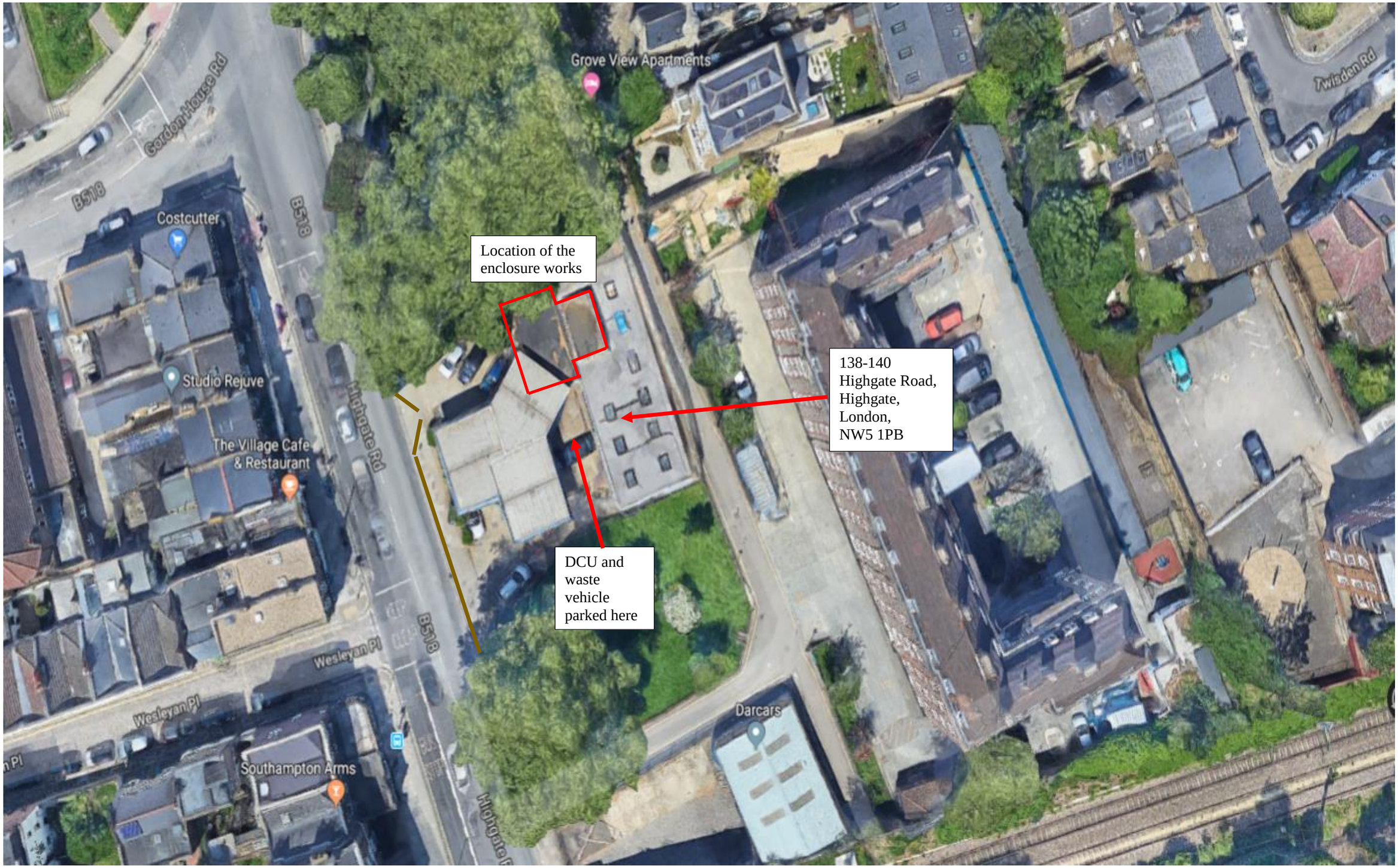
Segregation	See pre-clean and enclosure construction sections on task sheets
Training	All operatives to be trained to the required standard within the last 12 months.
Medicals	All operatives to hold a medical certificate completed within the last 24 months.
Safe working system	Asbestos removal will be carried out in a sealed enclosure under negative pressure; wet stripping techniques will be used as detailed in the method of removal section contained in these RAMS.
Decontamination	See decontamination procedures as per Asbestos Essentials Standard Operating Procedures
RPE & PPE	All operatives to hold face fit certificates for the masks they are using. Masks to be maintained as per Asbestos Essentials standard procedures. See above for selected RPE & PPE.
Supervision	Authorised and trained supervisor to be on site at all times. Supervisor to be trained to the required standard within the last 12 months.

11. Emergencies

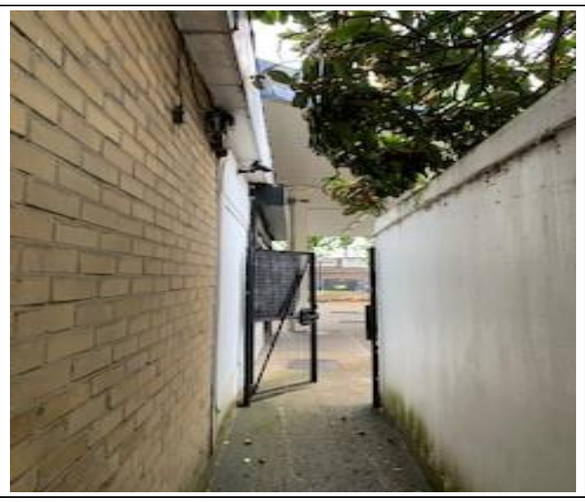
Emergency procedures relative to this project including any specific to the premises which must be adhered to in addition to those listed in the Asbestos Essentials standard operating procedures	Fire assembly point: Outside By DCU First aid kit location: By Airlocks Accident book: Within site contract file Appointed first aider: Rob Carter Raising the alarm: Air/foghorn to be used to evacuate operatives from the enclosure

Where the nearest A&E department is	• Tel: 020 72723070 • The Whittington Hospital • Magdala Avenue • London • N19 5NF • Distance from site: 0.8 Miles 

12. Aerial View Showing General Site Layout



13. Photographs of Site

			
Front of Garage to be Herras fenced to form enclosure for soffit removal.	Area of ceiling tiles to be carefully removed.	Ceiling tiles to be carefully removed.	Lights to be disconnected by the client.
			
Enclosure to be formed around sky light using 2″ x 2″ Timber.	Soffits to be carefully removed.	Soffits to be carefully removed.	Enclosure to be formed using the boundary wall and 2″ x 2″ timbers for the soffit removal.

14. Task Sheet

STOP POINT!

A copy of the isolation certificates must be available on site – if this is not available then you must contact the Project Manager BEFORE YOU PROCEED

Isolation Arrangements	List of building services which require to be Isolated before commencing work?						
	Lighting	YES	To be Completed by	Contractor appointed by the client	Completed	Yes	
****IMPORTANT****	**Works must not start until the required isolations have been completed / certified by a competent person / contractor.**						

Ensure a picture of an isolation certificate is sent to the office before commencing work

Pictures of Isolations required

			
Full isolations will be carried out by the client prior to our works commencing.			

Pre-start checks and set-up requirements	Ensure the DCU is set up and fully functional Remove all non-contaminated items Clean around areas where the enclosure is to be sealed Remove all non-asbestos dusts and debris from the working area, transit/waste routes Set up exclusion zones, barriers, signage etc.
Location/source of power for enclosure works	Temporary power will be supplied by the client.
Access equipment required	Mobile towers will be used and only PASMA trained operatives will erect them and sign them of daily.
Type of task lighting to be provided	

NPU Requirements

TS01 – Front offices and Soffits

Length m	Width m	Height m including any floor/ceiling voids	Volume	Airlock m³	Baglock m³	Total m³	CMH Required for 10 air changes	Ducting m	Roving Head m	Depreciation of airflow due to ducting	Total CMH Required	NPU (s) Required
12.00	8.00	3.50	336.00	6.00	6.00	348.00	3480.00	0.00	18.00	765.00	4245.00	

TS01 – Rear lightwell

Length m	Width m	Height m including any floor/ceiling voids	Volume	Airlock m³	Baglock m³	Total m³	CMH Required for 10 air changes	Ducting m	Roving Head m	Depreciation of airflow due to ducting	Total CMH Required	NPU (s) Required
10.00	5.00	4.50	225.00	0.00	0.00	225.00	2250.00	0.00	0.00	0.00	2250.00	2 x 4000 NPU's

The specific CMH for each NPU is detailed on the test certificate for that specific unit. The Supervisor must check to ensure the units on site provide sufficient airflow to cover the above calculation. Performance of the NPU's are recorded in the Supervisors site information file.

A minimum airflow of 1000m³/hour is required on small enclosures (>120m³)

Airlock construction & size	3 no 1m x 1m x 2m speed frames to construct the 3 stage Airlocks.
Baglock Construction & size	3 no 1m x 1m x 2m speed frames to construct the 3 stage bag locks.
How the enclosure should be constructed TS01 & TS02	1. Erect the enclosure as per Techniques detailed in Asbestos Essentials Standard Operating Procedures v1 section 3 as laid out on the site plan for this task sheet. 2. Using 2 x 2 timbers and the fabric of the building to build the enclosure, all polythene will be stapled into the inside of the 2 x 2 timbers leaving the raw edge on the outside. 3. TS01 the walls of the front and side of the enclosure will be formed using Herras fencing and the boundary wall and 2" x 2" timber batons to form the roof of the enclosure. 4. Any penetrations in the walls or ceiling will be sheeted over or sealed using expanding foam. 5. All the sheeting will be sealed suing spray tac and cloth tape. 6. Site the airlocks and bag locks to the enclosure as per site diagrams. 7. Site the NPU's and roving heads as per site diagrams. 8. 2 No. buckets with sponges will be positioned in the dirty stage of the airlocks. 9. CCTV and Vision panels will be used on TS01 and TS02 so we can assess the progression of the works from outside of the enclosure. 10. Clear bags will be positioned in the middle stage of the bag locks. 11. All mandatory warning signage will be attached to the enclosures, airlocks and bag locks. 12. The transit and waste routes will also be marked using the directional signage highlighting the route from the airlock to the DCU and the sealed skip.
Requirement for smoke testing: **Details of the smoke test must be recorded in the site information file**	1. The enclosure detailed above must be tested for integrity by conducting a smoke test as per Asbestos Essentials Standard Operating Procedures v1 2. A smoke test will be carried out by filling the enclosure with smoke to check for any potential leaks. This will be inspected by the Supervisor (and analyst if present). 3. When satisfied with the integrity of the enclosure, the negative pressure units will be switched on and the smoke dispersion observed to ensure adequate air movement with minimal "dead spots". 4. The air movement will be also be judged by the deflection of the airlock flaps which will be deemed adequate if this is between 30-45 centimetres from vertical. 5. The Supervisor must assess the adequacy of air flow management by paying particular attention to look for stall points (dead spots). Observations must be recorded in the site information file.
Who will witness the smoke test	The site supervisor will witness the smoke test and record the findings within the site pack paperwork.

15. The method required to remove the identified asbestos containing materials

AIB Ceiling tiles TS01	• Once the enclosure checks have been carried out operatives will enter the enclosure to start the removal works. • One operative will lightly spray the face of the AIB ceiling tiles using an airless sprayer with a mixture of 10 parts water and 1- part surfactant. • As the fixings are screws, we will undo them using the shadow vac technique this is done by one operative holding the vacuum in place and the other operative will try and undo the screws, when you come to the last screw make sure one hand is holding the tile in place so it doesn't drop to the floor. • Should the screws not undo then a controlled break maybe required this will be done whilst one operative lightly sprays down the immediate area and the other operative nips the board around the fixings then they will use a pry bar to gently lever the panel away from the fixing keeping breakages to a minimum. • Once the tile is free from its location, we will spray the back of the tile until you see the change in colour prior to being placed directly into the red asbestos sack. • Then the ceiling void can be accessed to spray the raw side of the tiles with surfactant and allow to soak before repeating the removal method until all remaining ceiling tiles have been removed if any open voids are discovered within the ceiling void removal works will cease until the voids have been sealed using 1000gauge polythene. • All waste will be bagged and removed from the enclosure as per AES standard procedures manual. • Should there be any MMMF lagging above the tiles this will need to be removed, the MMMF will be lightly sprayed using the airless sprayer and removed by hand and bagged and removed as mentioned above. • On completion of all bulk asbestos works the entire area and its contents will be cleaned using hand scrapers, scouring pads and anti-static clothes. • The timber that the ACM's has been fixed to will either be removed using hand tools and disposed of as hazardous waste or cleaned with surfactant-soaked wire brushes and wire wool all nail/screw holes will be drilled out using an over sized drill bit whilst shadow vacuuming. • Once all visible debris and residues have been removed from all surfaces as far as reasonably practicable, the entire area including any access equipment being left in the area, will be decontaminated using Type 'H' approved vacuum cleaning equipment and finally wiped clean with anti-static clothes prior to the site supervisor carrying out a pre-visual inspection of the enclosure before being handed back to the UKAS Accredited Analyst who will commence with the prescribed four stage clearance procedure.
AIB Soffits TS02	• The removal technique will be carried out in the same enclosure as the ceiling tile removal works. • One operative will lightly spray the face of the AIB soffits using a handheld pump spray with a mixture of 10 parts water and 1- part surfactant. • As the soffits are fixed with nails a controlled break will be required this will be done whilst one operative lightly sprays down the immediate area and the other operative nips the board around the fixings then they will use a pry bar to gently lever the soffit away from the fixing keeping breakages to a minimum. • Once the soffit is free from its location, we will spray the back of the soffit until you see the change in colour prior to being placed directly into the red asbestos sack. • This method will be repeated until all remaining soffits have been removed. • All waste will be bagged and removed from the enclosure as per AES standard procedures manual. • Should there be any MMMF lagging above the soffits this will need to be removed, the MMMF will be lightly sprayed using the airless sprayer and removed by hand and bagged and removed as mentioned above. • On completion of all bulk asbestos works the entire area and its contents will be cleaned using hand scrapers, scouring pads and anti-static clothes. • The timber that the ACM's has been fixed to will either be removed using hand tools and disposed of as hazardous waste or cleaned with surfactant-soaked wire brushes and wire wool all nail/screw holes will be drilled out using an oversized drill bit whilst shadow vacuuming. • Once all visible debris and residues have been removed from all surfaces as far as reasonably practicable, the entire area including any access equipment being left in the area, will be decontaminated using Type 'H' approved vacuum cleaning equipment and finally wiped clean with anti-static clothes prior to the site supervisor carrying out a pre-visual inspection of the enclosure before being handed back to the UKAS Accredited Analyst who will commence with the prescribed four stage clearance procedure.

16. Four Stage Clearance – UKAS Accredited Analyst (where applicable)

The Asbestos Essentials Supervisor **MUST** enter the enclosure to confirm the works have been completed to a satisfactory standard and then completing the "Thorough Visual Inspection Form" which is given to the Analyst prior to inviting the Analyst to commence the Four Stage Clearance procedure.

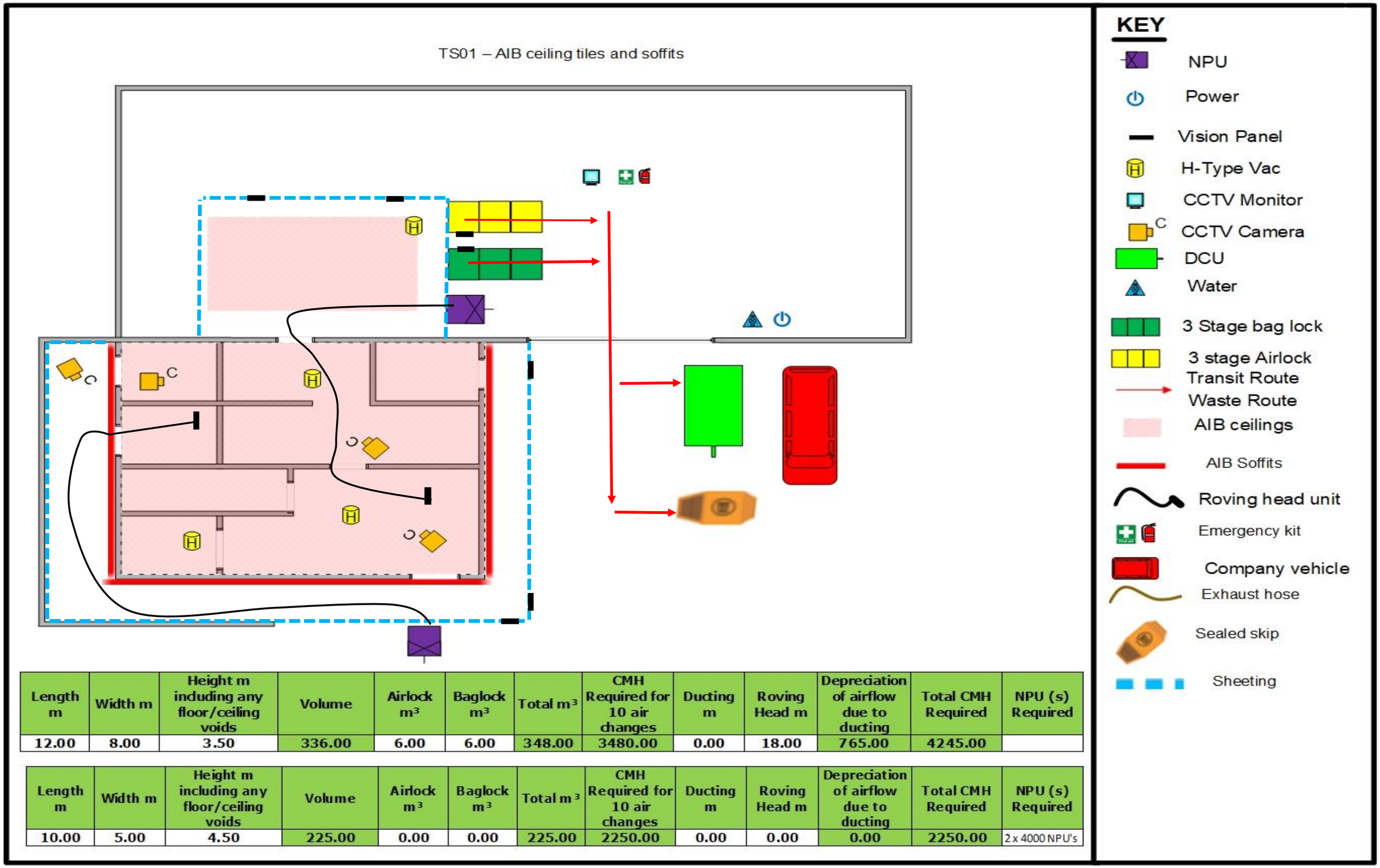
Following satisfactory completion of Stages 1 - Preliminary Checks of site conditions & job completeness, Stage 2 - Thorough Visual Inspection of the enclosure/area, and Stage 3 - Clearance Air monitoring, the enclosure will be dismantled and cleared away to allow the analyst to complete Stage 4 by checking the surrounding area, transit routes and the decontamination facility and issue the Certificate of Reoccupation which should be handed over to the Client or Clients Representative during the final site inspection.

The site will then be cleared away of any plant, materials or access equipment and a final inspection carried out by the **Asbestos Essentials** supervisor and the client. Upon satisfaction of completed works all barriers will be taken away and the area can now be re-occupied by others.

The supervisor must sign the job completion form in the site information file and photographs must be taken of the area.

All paperwork and this signed method statement MUST be returned to the **Asbestos Essentials** office on completion of the works.

17. Drawing of Work Area



Length m	Width m	Height m including any floor/ceiling voids	Volume	Airlock m³	Baglock m³	Total m³	CMH Required for 10 air changes	Ducting m	Roving Head m	Depreciation of airflow due to ducting	Total CMH Required	NPU (s) Required
12.00	8.00	3.50	336.00	6.00	6.00	348.00	3480.00	0.00	18.00	765.00	4245.00	

Length m	Width m	Height m including any floor/ceiling voids	Volume	Airlock m³	Baglock m³	Total m³	CMH Required for 10 air changes	Ducting m	Roving Head m	Depreciation of airflow due to ducting	Total CMH Required	NPU (s) Required
10.00	5.00	4.50	225.00	0.00	0.00	225.00	2250.00	0.00	0.00	0.00	2250.00	2 x 4000 NPU's

18. Risk Assessment

The following risk assessment highlights the hazards and the controls required on site to be present by the project manager. The relevant controls MUST be implemented by the Asbestos Essentials site supervisor to ensure the safety of all persons on site by suitable AND adequate control of the risks IDENTIFIED.

The controls listed by the project manager have been deemed sufficient to reduce the likelihood of harm to an acceptable level to enable the works to proceed. Should any person find a situation where additional hazards are identified, or the site conditions change; a review of the assessment must be carried out; Contact your project manager.

The supervisor must provide a toolbox talk on all listed hazards and list them each on the tool box talk record

RISK RATING ASSESSMENT KEY			
L = LIKELIHOOD	1 – Unlikely to happen	2 – Likely to happen	3 – Very Likely to happen
S = SEVERITY	1 – Minor injury / illness	2 – Over 3 day injury / illness	3 – Major injury / illness or death
R = RISK RATING = LIKELIHOOD x SEVERITY = RISK	1 to 2 = Low Risk	3 to 4 = Medium Risk	6 – 9 = High Risk

ITEM NO	HAZARD TYPE (Potential to Cause Harm)	RISK RATING BEFORE ANY CONTROLS ARE IMPLEMENTED			CONTROL MEASURES WHICH ARE TO BE PUT IN PLACE TO REDUCE THE RISK TO A MANAGEABLE LEVEL	ACTION TO BE TAKEN BY	RESIDUAL RISK (After Controls have been implemented)		
		L	S	R			L	S	R
1.	Risk of exposure from asbestos to employees of third parties or domestic / residential persons on site.	3	3	9	Follow the control measures detailed in this document to Prohibit entry into Asbestos working area by others by displaying relevant warning signs and barrier tape to create an exclusion zone.	**Asbestos Essentials**	1	3	3
2.	Injury as a result of Exposure to harmful substances	2	1	2	COSHH Risk Assessments are provided in the Supervisors handbook and the safety precautions identified must be adhered to at all times.	**Asbestos Essentials**	1	1	1
3.	Working at Heights - **Mobile Tower Scaffolds**	3	3	9	**Mobile towers –** ONLY TO BE ERECTED OR ALTERED by PASMA trained and competent persons. Asbestos Essentials Tower Inspection sheet to be completed every day and after dismantling and reusing to record the inspection – completed by PASMA trained Asbestos Essentials Employees DO NOT use the tower if any component parts are missing or damaged. DO NOT overload the tower. DO NOT Pass waste down over the side / edge of the tower. DO NOT reach off the side of the tower. Guard rails and toe boards to be fitted in position AT ALL TIMES All Manufacturing instructions to be adhered to, Towers only to be used on suitable surfaces and brakes to be applied AT ALL TIMES, Operatives MUST BE instructed in safe use of tower and not to 'skate' tower, Outriggers to be fitted as per manufacturer's instruction and when the working platform is X3 -3.5 the height of the smallest base dimension. All access equipment is to be wiped down with tack rags at the end of every shift and thoroughly cleaned prior to the final 4 stage clearance and visual inspection by the analyst.	**Asbestos Essentials**	1	3	3

4.	Working at Height – **Step ladders / Hop Ups**	**3**	**3**	**9**	**Step Ladders and Hop ups –** Due to space restrictions steps and hop ups will be utilised they will be checked for wear and tear at the beginning of each shift by a competent person. All access equipment is to be wiped down with tack rags at the end of every shift and thoroughly cleaned prior to the final 4 stage clearance and visual inspection by the analyst. Before use inspection DO NOT USE ANY DAMAGED LADDER / SREP LADDER DO NOT ever use damaged ladders. DO NOT over-reaching DO NOT USE WOODEN LADDERS Ladders (Class 1 industrial) set on firm level ground, be footed or tied and set at the correct angle of 1:4. Must extend 1.05m beyond stepping off point and tied in! Tools and materials must be carried on work belt or hoisted up. 3-point contact when climbing ladders. Ladders are only to be used for tasks of short duration and access ladders Always face ladder. If the work requires two-hands, then alternate means of access must be considered. All ladders secured against movement, footed if ascending to secure ladder.	**Asbestos Essentials**	**1**	**3**	**3**
5.	Manual handling	**2**	**2**	**4**	Only lift what you are physically capable of lifting and ensure that correct grip, back, chin, feet, arms and body postures are followed for the carrying of polythene rolls, ladders, Negative Pressure Units (NPU), transformers etc. Never lift NPU's above waist height, ensure hoists are in place for this type of work	**Asbestos Essentials**	**1**	**2**	**2**
6.	Slips, trips and falls	**2**	**2**	**4**	Ensure the work area is kept free of obstructions and debris at all times. All edges and apertures are covered or guarded. Good housekeeping techniques to be demonstrated at all times. Cables and leads to be tidied out of the way or covered with appropriate safety protection. Safety footwear to be worn at all times. Any surfaces which are slippery should be covered or barriers erected to prevent entry.	**Asbestos Essentials**	**1**	**2**	**2**
7.	Injury from as a result of inadequate lighting	**3**	**2**	**6**	Always ensure that there is adequate lighting to safely carry out your task. Wherever possible natural lighting, portable / task specific lighting to be supplied Do not use halogen lamps as they generate a heat / Fire risk. Use 110-volt lighting where possible Lower voltage if in wet conditions Ensure emergency lighting available if main lighting fails.	**Asbestos Essentials**	**1**	**2**	**2**
8.	Injury to the Head	**2**	**3**	**6**	Suitable Head protection (Hard hats to BS EN397) are to be worn at all times whilst on site where there is a risk of head injury / scaffolding / falling objects / low level obstructions. Or if site conditions / Client requirement. Kick boards to be positioned around the full perimeter of the scaffold No loose materials/tools to be left on scaffold when not in use. No leaning over scaffold handrails when carrying tools/equipment	**Asbestos Essentials**	**1**	**3**	**3**
9.	Foot Injury	**2**	**3**	**6**	Safety Boots (BS EN ISO 20345:2004 – Class 2 minimum) must be worn AT ALL TIMES when working on site.	**Asbestos Essentials**	**1**	**3**	**3**
10.	Hand Injury	**2**	**3**	**6**	Suitable hand protection (Gloves) for the type of operation being carried out must be worn at all times.	**Asbestos Essentials**	**1**	**3**	**3**
11.	Absence of suitable welfare and first aid facilities	**2**	**2**	**4**	Full Welfare will be available within the DCU on site.	**Client**	**1**	**2**	**2**
12.	Working with hand tools	**2**	**2**	**4**	The tools to be used should be suitably designed for the particular purpose. The tools should be used in the approved manner and training provided where necessary. Personal protective equipment should be worn as appropriate.	**Asbestos Essentials**	**1**	**2**	**2**
13.	Electrocution of personnel due to live electrical services	**3**	**3**	**9**	Isolation to be carried out by specialist contractors. A written statement and proof of isolation must be given prior to work commencing and all remaining live services must be clearly identified and protected. The client has arranged for full isolations prior to our arrival on site. Supervisor must ensure the isolations have been completed prior to allowing work to commence.	**Asbestos Essentials**	**1**	**3**	**3**

14.	Risk of falling materials	**1**	**3**	**3**	Ensure area below work area is barrier taped off and warning signs are displayed. Any emergency access required by a third party then it will be mandatory for the third party to wear hard hats or the above works must cease Ensure the personnel carrying out the work above are aware of the work being carried out below and daily communication is carried out by all parties involved. Hard hats must be worn	**Asbestos Essentials**	**1**	**3**	**3**
15.	Gas bottles in DCU	**1**	**3**	**3**	Store correctly (e.g. strapped in a fixed position) within the designated lockable compartment (usually the front compartment of the decontamination unit) and display the relevant signage. Check valves are sufficiently tightened and in use gas bottles are turned off at the end of the working day.	**Asbestos Essentials**	**1**	**3**	**3**
16.	Risks which may be identified by other contractors / persons on site affecting Asbestos Essentials work / Employees	**2**	**3**	**6**	Details of any risks to be communicated to site supervisor by Contracts Manager / Site Manager during induction to site for all ASBESTOS ESSENTIALS Staff to ensure that proper consultation and communication is implemented.	**Client**	**1**	**1**	**1**
17.	Waste Management	**2**	**1**	**2**	DO NOT allow the accumulation of waste. All waste to be cleared and removed at the end of each shift Ensure all waste is put into the correct skip / bin.	**Asbestos Essentials**	**1**	**1**	**1**

19. Programme

Month	Aug	Aug	Aug	Aug	Aug	Aug	Aug																
Date	10th	11th	12th	13th	14th	15th	16th																
Day	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Pre- Clean																							
Enclosure set up																							
Smoke test																							
Saturation																							
Removal																							
Cleaning																							
Air test																							
De-sheet																							

20. Revisions to Plan of Work

This Plan of Work is a "live" working document telling both you and everyone else (particularly the HSE) what practices we will be using to execute the work.

Departures from this Plan of Work must only be made by the Site Supervisor and then communicated to all operatives via an additional site induction.

Major changes in method of work, significant increases in quantity of material to be removed or a change in the type of material to be removed requires a re-notification of the contract to the HSE. In these circumstances the work will be re-notified by the contracts manager to HSE with a new plan of work.

Date	Has Risk Assessment Changed?	Details of changes made Additional control measures implemented if applicable	Authorised By

New Risk Assessments must be communicated to the site team via an additional tool box talk.

On this project the people responsible for revisions to the plan of work are the named Supervisor and named Project Manager in Section 2.