



LICENCED ASBESTOS METHOD STATEMENT / CONSTRUCTION PHASE PLAN

(To be read in conjunction with Standard Operating Procedures issued August 2019)

CONTRACT NO: AS/20539

SITE ADDRESS:

HMP FORD

FORD ROAD

FORD

BN18 0BX



DUCTCLEAN UK ASBESTOS LICENCE No: 091905401

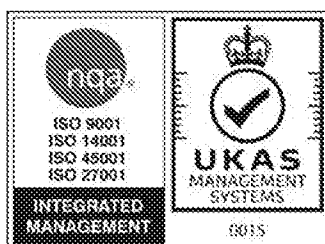
EXPIRY DATE: 27/07/2022

Risk:

This POW must be read in conjunction with risk assessments and guidance for safe working during the Covid 19 pandemic.

This document is private and confidential and must not be disclosed to any third parties not directly associated with the conduct of this project without written permission.

Revision	Author		Date	Review by	Signature	Modifications
0	DH		14/11/21	D Dickson	D Dickson	Original



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1 Woodfield Road, Wuxyn Garden City, Hertfordshire AL7 1JQ

PLAN OF WORK CHECKLIST

The Supervisor is to complete this checklist on arrival at site and prior to proceeding with the main body of the planned works.

ITEM	YES	NO
Welfare facility location		
Muster point location		
Power location		
Water location		
Asbestos location		
DCU location		
Transit route location		
Drain location		
Skip/waste vehicle location		
Waste route location		
Load list		
ASB5		
Analytical company		

Supervisor name:	
Supervisor signature:	



Health and Safety
Executive

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

Licence to undertake work with asbestos

Licence Number 091905401

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

Ductclean (UK) Limited
1 Woodfield Road
WELWYN GARDEN CITY
Hertfordshire
AL7 1JQ

("the licensee")

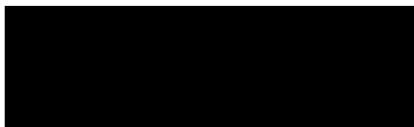
to undertake work with asbestos subject to the conditions below. The licence is granted from **28 July 2019** and shall remain valid until **27 July 2022** unless revoked in writing by an authorised Person.

CONDITIONS

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

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

Signature



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

Name: **Jo Pearson**
H M Inspector of Health and Safety
Asbestos Licensing Unit

Date: **22 July 2019**



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1.0 SECTION ONE: CONTRACTUAL INFORMATION

1.1 SITE ADDRESS

HMP FORD
FORD ROAD
FORD
BN18 0BX

1.2 (a) SCOPE OF PLANNED WORKS

The project entails the following works with asbestos containing materials:

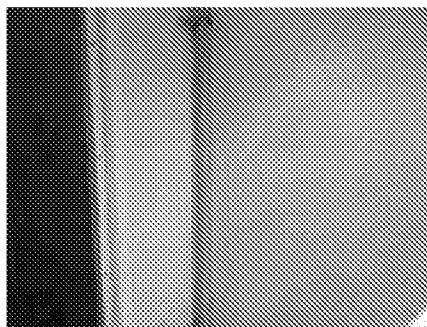
Safe removal and disposal of AIB panels and debris to the walls and ceiling of 3no porches to single storey accommodation blocks. The works will be carried out under fully controlled conditons within 3 enclosures.

(b) ACMS REMAINING ON COMPLETION

All ACM's will be removed to allow the blocks to be demolished on completion of removal works.

(c) PHOTOGRAPHS

porch where AIB panels and debris will be removed.



AIB panels to porch



External image of the blocks

(d) SITE CONSTRAINTS

The works are within a prison (CAT D open) the prison has various policies to follow when working on site. The client will give a full site specific induction of HMP ford site rules. The following must be adhered to:

- Mobile phone or devices must not be taken onto site
- Items that are on the restricted list must not be taken onto site such as narcotics, cigarettes, weapons or alcohol.
- Operatives must have a current DBS cert
- Operatives who recognise an inmate must notify the client.
- Deliveries must be booked 24hrs in advance
- Tools and equipment must be individually signed on and off of the company vehicle.

The full site rules will be detailed further both verbally and with additional client literature.

(e) SIGNIFICANT RISKS TO BE AWARE OF

COVID 19 – There is currently a COVID 19 pandemic with various restrictions in place throughout the country and within work place. Various risk assessments and procedures will be used to carry out the works safely (see section 2.3 risk assessments)

(f) OTHERS WHO MAY BE AFFECTED BY THE WORKS

Prior planning means the works area will be cordoned off from other users of the building. Signages and barriers will also be used along with an outside man to control the airlocks. The risk of others being affected are low to none. The prison will assign a full time escort who will manage movement around site and control of tools and equipment.

(g) WELFARE ARRANGEMENTS

DCUK will provide a self contained welfare unit complete with an office to be used during the works. The welfare and office will be used following strict COVID rules where used is staggered and regular cleaning is carried out. The site also has an onsite café with toilets

(h) SERVICE ISOLATIONS REQUIRED

Service	Required	By whom
Electrics	Y	client
Boilers and gas	Y	client
Water	Y	client
Fire Alarm	Y	client
Smoke detectors	Y	client

(i) CLIENT REQUIREMENTS / RESPONSIBILITIES

The client is to be responsible for the provision of the following items unless other arrangements have been agreed in writing, prior to site establishment works.

- Isolations where required

Ductclean (UK) Limited does not permit work on live mechanical plant that could cause injury from moving parts.

1.3 (a) CLIENT DETAILS

Gov Facility Services Ltd
1st Floor
Albany House
98 Petty France
London
SW1H 9EA

Trevor Williams
Project Manager
Gov Facility Services Ltd (an MOJ owned Company)

(b) PRINCIPAL CONTRACTOR DETAILS

DCUK

(c) PRINCIPAL DESIGNER DETAILS

As above and Lucion for removal scope

(d) CONTRACTORS DETAILS

DCUK FM
Unit 7 Mount Street, Birmingham, B7 5QU

(e) CDM CO-ORDINATION

Pre start meeting to be held 1 week prior to the start date then regular progress meetings via team or zoom.

1.4 (a) ENFORCING AUTHORITY

Kent HSE office
Address: Kent, International House, Dover Place, Ashford, Kent,
TN23 1HU

(b) LOCAL AUTHORITY

Brighton/east sussex

1.5 (a) SITE-BASED SUPERVISOR

Chris Wilden

The Supervisor will maintain contact with the Contracts Manager, analyst and the client for the duration of the works. The Supervisor will be on site at all times for the duration of the works.

(b) CONTRACTS MANAGER

Daniel Hegarty

The Contracts Manager will maintain contact with the site and with the client for the duration of the works to monitor progress and compliance. The Contracts Manager will attend site as required.

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1.6 PROJECT START DATE

29/11/21 enabling works
30/11/21 notifiable works

1.7 ANTICIPATED DATE OF PROJECT COMPLETION

3/12/21

1.8 HOURS OF WORK

08:00 – 16:30

1.9 NUMBER OF SHIFTS

5

1.10 OUTLINE PROGRAMME AND LABOUR RESOURCE REQUIREMENT

See attached detailed programme

1.11 (a) LABOUR RESOURCES

1 Supervisor and up to 7 No. Operatives.

(b) TRAINING

Contract specific training requirements in addition to asbestos training:

Training	Number required
PASMA	1
CSCS	all
DBS	all

1.12 (a) ISO 17025 (UKAS) LABORATORY

Appointed independently by Appointed by the client.

Lucion
Max Williams | Head of Accounts
Lucion Environmental Ltd | South East & London

Following the completion of the works, obtain a copy of the Analytical Certificates from the above-named Analyst for Ductclean's records (irrespective of Analyst's contractual arrangements). As per HSE Asbestos Licensing Unit Memo 5/05 dated July 5th, 2005.

(b) OTHER LICENCE HOLDERS

N/A

2.0 SECTION TWO: RISK ASSESSMENTS (INC. EXPOSURE ASSESSMENT)

2.1 RISK ASSESSMENTS UNDERTAKEN BY

Name:	Daniel Hegarty	Signature:		Date:	14/11/21
Comments:	Works will be under taken within full enclosure under fully controlled removing partition walls will be carried out prior to enclosure set up.				

Hazard/Risk	Affected	Likelihood	Severity	Initial Risk	Control Measures	Likelihood	Severity	Residual Risk
Asbestos AIB Inhalation of asbestos fibres, Chronic respiratory disease	DC, P, S	5	5	25	Fully sealed enclosure with 3 stage airlocks and NPU to be constructed to contain the asbestos. Ensure that the enclosure has a minimum of 10 air changes per hour. Raw asbestos to be fully suppressed or encapsulated prior to removal using low-pressure spraying. H-Type vac to be used to shadow vac removal of fixings. H-Type vacuum to be used to clear up debris, Type 3 Cat 5/6 hooded overalls to be worn. Operatives to have current, in date face fits for RPE being worn & RPE to be fitted P3 filter.	2	5	10

Who is potentially at harm?	DC = DCUK operatives	P = Public	S = Subcontractors	C = Client
	V = Visitors	YP = Young Persons	O = Others	

2.2 ASBESTOS EXPOSURE ASSESSMENT AND CONTROLS

Asbestos Survey Details	Report Reference:	Job Ref No: 446232, Account Ref No: 21795, Contract Ref No: 66601	Produced by:	Lucion
	Survey Date:	18/12/20	Survey Type:	Demolition

Enclosure/RZ Reference, Site Location	Asbestos material and asbestos type	Condition	Extent and/or quantity	Fixing	Scope of work/remedial action (including likelihood of breakage)	Control Measures (including containment/suppression/LEV)	Fibre levels with controls f/cm ³
Enclosure 1 – block P1	Aib - Amosite/Chrysotile	GOOD WITH SME DEBRIS	8M2	SCREW FIXED	Safe removal and disposal of AIB panels and debris. Works within an enclosure under fully controlled conditions.	Fully controlled and contained conditions under constant negative pressure. Fibre suppression through administration of wetting agents. Shadow vacuuming (LEV) technique.	residues - 0.36 f/cm ³
Enclosure 2 – Block P2	Aib - Amosite/Chrysotile	GOOD WITH SME DEBRIS	8M2	SCREW FIXED	Safe removal and disposal of AIB panels and debris. Works within an enclosure under fully controlled conditions.	Fully controlled and contained conditions under constant negative pressure. Fibre suppression through administration of wetting agents. Shadow vacuuming (LEV) technique.	residues - 0.36 f/cm ³
Enclosure 3 – Block G1	Aib - Amosite/Chrysotile	GOOD WITH SME DEBRIS	8M2	SCREW FIXED	Safe removal and disposal of AIB panels and debris. Works within an enclosure under fully controlled conditions.	Fully controlled and contained conditions under constant negative pressure. Fibre suppression through administration of wetting agents. Shadow vacuuming (LEV) technique.	residues - 0.36 f/cm ³

If any personal readings exceed the expected fibre levels with controls, works are to stop, and the specified removal techniques and control measures are to be reviewed.

2.3 NON-ASBESTOS WORK RISK ASSESSMENT AND CONTROLS

Hazard/Risk	Affected	Likelihood	Severity	Initial Risk	Control Measures	Likelihood	Severity	Residual Risk
Working in a prison – general rules and procedures	DC	4	4	16	All DCUK personnel must be approved to work on site. Operatives must have current DBS certificated and client security clearance. HM Prison Ford is a Category D men's prison however site procedures remain the same as other prison sites as detailed below: - All operatives and any plant or materials must be approved to enter site including deliveries. - Phones or any communication device are not permitted to be taken onto site. - Drugs, alcohol, weapons, tobacco or any item on the prison exclusion list must not be taken onto site. operatives and vehicles will be thoroughly inspected prior to entering and leaving site. noncompliance of prison rules will result in police action being taken. - The prison will brief rules and procedures for emergencies on site. - Operatives will be escorted whilst on site however they should not enter locations outside of the agreed work locations.	1	4	4
Working in a prison – COVID 19	DC	4	4	16	During the current COVID 19 pandemic the prison are operating specific procedures to protect staff, prisoners and contractors. Face masks must be worn and temperatures will be taken prior to entering site. DCUK operatives will also follow COVID standing operating procedures.	1	4	4
Working at height Use of mobile towers and step ladders	DC	5	5	25	Operatives will use Mi towers to safely reach the top of the enclosure when constructing timber frames, sheeting and decontamination	1	5	5

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					works. Due to space restriction step ladders may be used. All equipment will be assembled and inspected by a pasma trained operative. Step ladders must be footed and operatives must refer to the SOP's for full procedures.			
Manual handling	DC	4	4	16	Review Appendix 19 within SOP for detailed procedures. The heaviest piece of equipment will be a 1000NPU. The works are all on the ground floor with no steps or trip hazards.	1	4	4
Working with electrical plant, equipment & tools	DC	4	4	16	All electrical plant, equipment and tools to have current PAT test certificate. Visual inspection to be carried out before each use.	1	4	4
Isolations of services	DC	4	4	16	The client will carry out isolations of services to the perimeter of each block to be demolished. These include: - Electricity - Water - Pin phones - cables All services will be taken back to a service pit and retained. Prior to the start of works the client must issue isolation certificates.	1	4	4
Deliveries/ Collections	DC	4	4	16	Deliveries must be booked into site and will be subject to searches when entering and leaving site. 24hr notice must be hgiven prior to deliveries to site	1	4	4
Storage of site tools	DC	4	4	16	Tools must be kept in a tool vault within the company vehicle and will not be left onsite overnight. The prison will operate search procedures and log tools on and off site. The tools required will be hand tools only and no substantial power tools.	1	4	4
General public interface Causing Anxiety, panic,anger	DC,P,V,YP	4	5	20	All transating and waste procedures to be supervised.	1	5	5

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					Supervisor to escort transacting operatives to and from the DCU. All routes are within the DCUK compound with no access to the prisoners or staff.			
Gas exposure	DC	5	5	25	Gas will be isolated and purged prior to works	2	5	10
COVID-19 a new strain of coronavirus; Incubation period is between 2 to 14 days. The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection: - cough - difficulty in breathing - fever Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. Spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Respiratory secretions produced when an infected person coughs or sneezes containing the virus	DC, P, S, CV, YP, O	4	4	16	Symptoms All workers must only attend site if they are not experiencing symptoms such as continuous cough, high temperature, loss of taste or smell. Workers temperatures will be checked upon arrival on site using either hand held temperature gun or scanner. Anyone presenting these symptoms will be refused access to site and sent home. All staff and visitors to wash hands with sanitisers upon arrival on site, when using welfare facilities and when leaving site; <i>Limit 'Face to face' activities as much as possible; where this cannot be achieved face coverings/snoos/RPE worn subject to work activity.</i> Visitors to announce themselves to the site supervisor upon site arrival. Visitors to include appointed analyst, auditors, client representatives, etc. Tenants or building occupants will be required to remain outside of DCUK FM demarcation area to prevent contact. Barriers and/or barrier tape will be used to prevent unauthorised access. Signage will be displayed prominently around the work area including – welfare, DCU, site boards, as a reminder that social distancing must be maintained. Social distancing Hi-vis will be worn highlighting the importance of 2m distancing. Social distancing will be ensured by adherence to the following processes; DCU – Stagger times of use for DCU. Workers to enter the DCU separately to prepare for enclosure entry. Upon leaving the enclosure, workers to stagger decontamination at >5 minute intervals to ensure that adequate distance is maintained. DCU	1	4	4

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are most likely to be the main means of transmission.					to be cleaned at the end of each shift to ensure hygiene standards are maintained. Welfare – When using DCU+, breaks to be staggered to ensure that a maximum of 1 person is using the welfare arrangements at any one time. Static Welfare – When using static welfare, a maximum of 2 persons to use welfare, subject to space constraints. Enclosure construction - When erecting and dismantling enclosures, workers must wear face coverings or ‘snoods’ to reduce face to face contact. Manual handling – When carrying plant and equipment, such as NPU, transmission should be limited wearing of face coverings or ‘snoods’. Time to be limited whilst conducting manual handling/lifting activities to <15 mins in total. Touch points for NPU to be wiped before lift and once placed at position of use. Cleaning regime – An enhanced site cleaning regime will be enforced and will include DCU, Welfare, toilets, vehicles, plant and equipment, including mobile towers, NPU’s, H-Type vacuums. The cleaning regime will include cleaning of surfaces, handles and tools, these will be cleaned prior to each move or use and after equipment is used. Anti-bacterial wipes will be used to wipe areas down, bagged and disposed of as general waste. Waste will be bagged for >72 hours to prevent spread. The cleaning product to be employed will be Versan broad spectrum disinfectant for disease control which meets the requirements of BS/EN1276. Breaks/rest periods – Breaks will be staggered to ensure that social distancing will be maintained. Preference for works will be to work in unoccupied areas. Areas will be cleaned prior to works commencing and as part of the handover process at			
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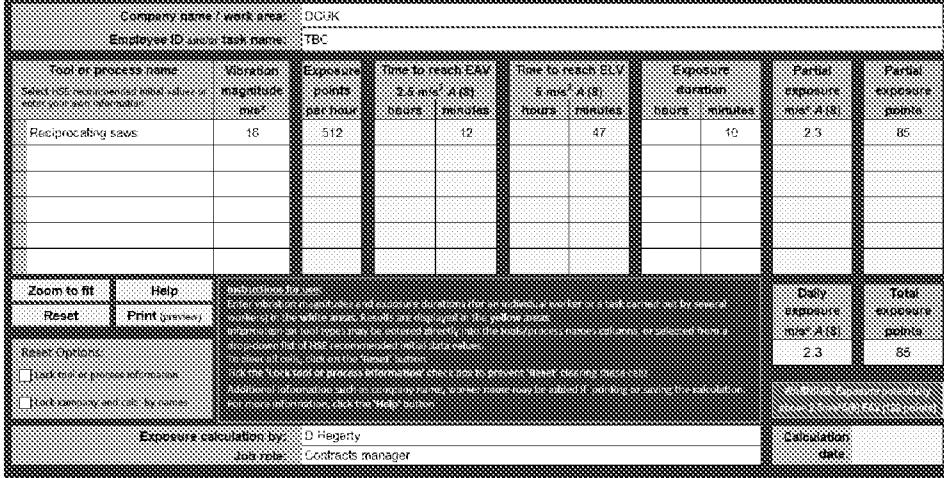
					the end of the shift or when the work area is handed back – whichever is sooner. Emergency arrangements - All workers will evacuate site in the normal manner and report to the normal muster points by the DCU. Social distancing will be observed where possible, but the focus will be on the more immediate risk associated with the evacuation i.e. fire. First aider to be provided with briefing/guidance on additional controls for Covid 19. First Aider is to wear the specified C-19 PPE/RPE when treatment/contact is required within 2m of the IP. The site gloves may be replaced with latex surgical gloves to facilitate treatment. First Aider is to wash/sanitise hands thoroughly before putting on and after taking off PPE. After contact with the IP the First Aider is to wash wash/sanitise hands thoroughly at the earliest opportunity and avoid touching the mouth, eyes and/or nose until this is done. Additional disposable PPE to be kept with first aid kit- site hygiene station to be used in the event of treatment. This information will be communicated via the RA and Site specific Toolbox Talk. Please refer to COVID SOP for more instruction and guidance.			
Use of a Generator – 20KVA	DC	3	4	12	Will be positioned in a well ventilated, outdoor location. Cordored off, Checked maintenance record before use. 10KVA boxes to be used for power outside each block	1	4	4
Use of a recip saw	DC	3	4	12	A recip saw will be used to cut through fibre board and timber partitons. Operatives must wear safety gloves and eye protection when using a recip saw.	1	4	4
HAVS	DC	3	4	12	Refer to section 2.4	1	4	4
Noise from the use of a recip	DC	3	4	12	Refer to section 2.4	1	4	4

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Please refer to SOP for generic hazards and controls which include – slips, trips and falls, vehicle movements etc

2.4 OCCUPATIONAL HEALTH RISK ASSESSMENT AND CONTROLS

Occupational Health	Affected	Estimated (before controls)	Controls applied	Estimated (after controls)
Noise	DC	100(A)	Operatives must wear ear protection when using a recip saw to cut. Cuts are through timber and fibre board so noise limits will not exceed control limits. Operatives will wear ear plugs as a precaution The level at which employers must provide hearing protection and hearing protection zones is now 85 decibels (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is now 80 decibels	72(A)
Vibrations	DC	16ms2	 Operatives will wear anti vibration gloves and only use the recip for 10 minutes in total or 45 cuts	2.3ms2
Heat		C		C
Lead				
Other				

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Date:.....

2.5 COSHH ASSESSMENT ACTION SUMMARY

Product	Use(s)	Protective Measures								Hazards		First Aid						Storage/ Transport	Waste Disposal	General OS & H	DCUK COSHH Assessment References (See Dropbox and/or Hilti App for the full assessment and MSDS)									
		PPE				Misc.				Health	Fire	Eye	Skin	Inhale	Ingest	Other														
		Gloves	Eye Protection	Overalls	RPE	Avoid contact with skin	Avoid contact with eyes	Avoid inhalation	Avoid ingestion	Corrosive	Harmful to health	Toxic	Highly flammable	May cause fire	Potentially explosive	Rinse eyes thoroughly	Seek medical help if required					Wash with warm water and soap	Seek medical help if required	If inhaled move to fresh air	Seek medical help if required	Do not induce vomiting	Wash mouth with water	Seek medical help if required	SEEK MEDICAL HELP IMMEDIATELY	Remove contaminated clothing
FIBRE SUPPRESSANT (ALL)	The wetting of asbestos containing materials by brush, injection or spraying.	Rubber	Goggle	Type 5		Y	Y									Y	Y	Y		Y	Y		Y				Upright, sealed, original container, 5- 30C.	Surplus product – Hazardous. Clean containers – General.	Good ventilation, exclusion zone, wash after handling, do not eat, drink or smoke while using.	173, 188, 189, 190, 191, 192, 212

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Product	Use(s)	Protective Measures								Hazards				First Aid								Storage/ Transport	Waste Disposal	General OS & H	DCUK COSHH Assessment References (See Dropbo and/or Hilti App for the full assessment and MSDS)				
		PPE				Misc.				Health		Fire		Eye	Skin	Inhale	Ingest	Other											
		Gloves	Eye Protection	Overalls	RPE	Avoid contact with skin	Avoid contact with eyes	Avoid inhalation	Avoid ingestion	Corrosive	Harmful to health	Toxic	Highly flammable	May cause fire	Potentially explosive	Rinse eyes thoroughly	Seek medical help if required	Wash with warm water and soap	Seek medical help if required	If inhaled move to fresh air	Seek medical help if required					Do not induce vomiting	Wash mouth with water	Seek medical help if required	SEEK MEDICAL HELP IMMEDIATELY
SPRAY ADHESIVE (ALL)	To assist with the adhesion of polythene sheeting to structural surfaces i.e. brickwork, wood, etc when forming asbestos enclosures.	Rubber	Light	Type 5		Y	Y	Y				Y			Y	Y	Y		Y	Y	Y	Y	Y		Y	Upright, sealed, original container, 5-30C. Class 2 transport hazard.	Surplus product – Hazardous. Clean containers – General.	Good ventilation, exclusion zone, wash after handling, do not eat, drink or smoke while using, remove ignition sources.	23, 44, 110, 133, 214
PVA BINDER (ALL)	Encapsulation of asbestos materials by brush or sprayer. Spraying of polythene enclosure sheeting in preparation for disposal following asbestos removal.	Rubber	Goggle	Type 5		Y	Y	Y			Y				Y				Y			Y			Y	Upright, sealed, original container, 5-30C.	Surplus product – Hazardous. Clean containers – General.	Good ventilation, exclusion zone, wash after handling, do not eat, drink or smoke while using.	10,117, 135 218

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Product	Use(s)	Protective Measures								Hazards				First Aid										Storage/ Transport	Waste Disposal	General OS & H	DCUK COSHH Assessment References (See Dropbox and/or Hilt App for the full assessment and MSDS)		
		PPE				Misc.				Health		Fire		Eye	Skin	Inhale	Ingest	Other											
		Gloves	Eye Protection	Overalls	RPE	Avoid contact with skin	Avoid contact with eyes	Avoid inhalation	Avoid ingestion	Corrosive	Harmful to health	Toxic	Highly flammable	May cause fire	Potentially explosive	Rinse eyes thoroughly	Seek medical help if required	Wash with warm water and soap	Seek medical help if required	If inhaled move to fresh air	Seek medical help if required	Do not induce vomiting	Wash mouth with water					Seek medical help if required	SEEK MEDICAL HELP IMMEDIATELY
COLT 4 SPIRIT A E SERIES	Smoke testing of asbestos remediation enclosures.	Rubber	Goggle	Type 5											Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Upright, sealed, original container, 5- 30C.	Surplus product – Hazardous. Clean containers – General.	Good ventilation, exclusion zone, wash after handling, do not eat, drink or smoke while using.	52
EXPANDING FOAM (ALL)	Temporary filling of gaps in structures and between structures and enclosures.	Rubber	Goggle	Type 5		Y	Y	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	Y		Y		Y	Y	Upright, sealed, original container, 5- 30C. Class 2 transport hazard.	Surplus product and containers – Hazardous.	Good ventilation, avoid inhalation of vapours, wash after handling, do not eat, drink or smoke while using, remove ignition sources.	31,
BLEACH (ALL)	The cleaning of decontaminatio n units and welfare facilities.	Rubber	Goggle	Type 5		Y	Y	Y	Y	Y					Y	Y	Y					Y	Y		Y	Upright, sealed, original container, 5- 30C.	Surplus product – Hazardous. Clean containers – General.	Good ventilation, exclusion zone, do not spray, wash after handling, do not eat, drink or smoke while using.	15, 108, 210

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Product	Use(s)	Protective Measures								Hazards				First Aid										Storage/ Transport	Waste Disposal	General OS & H	DCUK COSHH Assessment References (See Dropbox and/or Hilti App for the full assessment and MSDS)		
		PPE				Misc.				Health		Fire		Eye	Skin	Inhale	Ingest	Other											
		Gloves	Eye Protection	Overalls	RPE	Avoid contact with skin	Avoid contact with eyes	Avoid inhalation	Avoid ingestion	Corrosive	Harmful to health	Toxic	Highly flammable	May cause fire	Potentially explosive	Rinse eyes thoroughly	Seek medical help if required	Wash with warm water and soap	Seek medical help if required	If inhaled move to fresh air	Seek medical help if required	Do not induce vomiting	Wash mouth with water					Seek medical help if required	SEEK MEDICAL HELP IMMEDIATELY
MULTI-SURFACE CLEANER (ALL)	The cleaning of decontamination units and welfare facilities.	Rubber	Goggle	Type 5											Y	Y	Y	Y	Y	Y	Y	Y	Y			Upright, sealed, original container, 5-30C.	Surplus product – Hazardous. Clean containers – General.	Exclusion zone, wash after handling, do not eat, drink or smoke while using.	1, 17, 34, 64, 118, 119, 120,121, 220
DISINFECTANT (ALL)	The cleaning of decontamination units and welfare facilities.	Nitrile	Goggles	Type 5		Y	Y			Y					Y	Y	Y		Y			Y	Y			Upright, sealed, original container, 5-30C.	Surplus product – Hazardous. Clean containers – General.	Good ventilation, exclusion zone, wash after handling, do not eat, drink or smoke while using.	53, 106, 157,158, 211,221
PROPANE GAS	Fuel for generators.	Insulate	Goggle	Type 5		Y	Y	Y	Y			Y		Y	Y	Y		Y						Y	Y	Upright, sealed, original container, 5-50C. Class 2 transport hazard.	Do not discharge surplus product, return containers to supplier.	Good ventilation essential, exclusion zone, use gas detectors, do not eat, drink or smoke while using, remove ignition sources.	204

Ductclean (UK) Ltd

1 Woodfield Road, Welwyn Garden City, Hertfordshire AL7 1JQ

2.6 DYNAMIC RISK ASSESSMENT

If additional risks are identified on site which have not been addressed in previous sections, the Supervisor is to stop work and contact the relevant Contracts Manager and/or Compliance Team. The identified risks and agreed control measures must be recorded in the table below and emailed through to [REDACTED] and the relevant Contracts Manager before works can continue.

Hazard/Risk	Affected	Likelihood	Severity	Initial Risk	Control Measures	Likelihood	Severity	Residual Risk

Signed:.....

Date:.....

SECTION THREE: SEQUENCE OF OPERATIONS

3.1 SEQUENCE OF OPERATIONS

- 301** The site supervisor will read the method of works schedule and risk assessments to all operatives and is to ensure that all operatives sign the site induction record following their verbal confirmation that they fully understand the methods of works and safe systems to be adopted during the project. The COVID risk assessment is to be used in conjunction with the COVID SOP, all members of the site team, visitors and others affected by our work must be inducted in line with our COVID control measures. The client will also have their own induction and covid procedures.

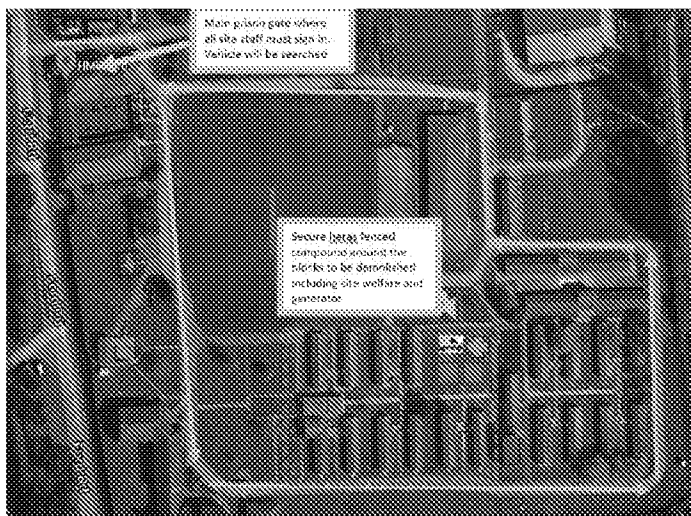
HOLD POINT 1 – INDUCTION, AND BRIEFING & COVID SECURE CHECK

.....
(SUPERVISOR SIGNATURE)

302 DCU

Ductclean (UK) Limited personnel will upon arrival on site, confirm the hygiene unit position. The hygiene facility assigned to the project will be fully operational prior to the commencement of any containment procedures.

- 303** The mobile shower unit will be located in a heras fenced compound outside each block



The DCU will serve all all 3 enclosures and cannot be directly connected due to security reasons. The DCU may need to be moved off site at short notice.

304 POWER

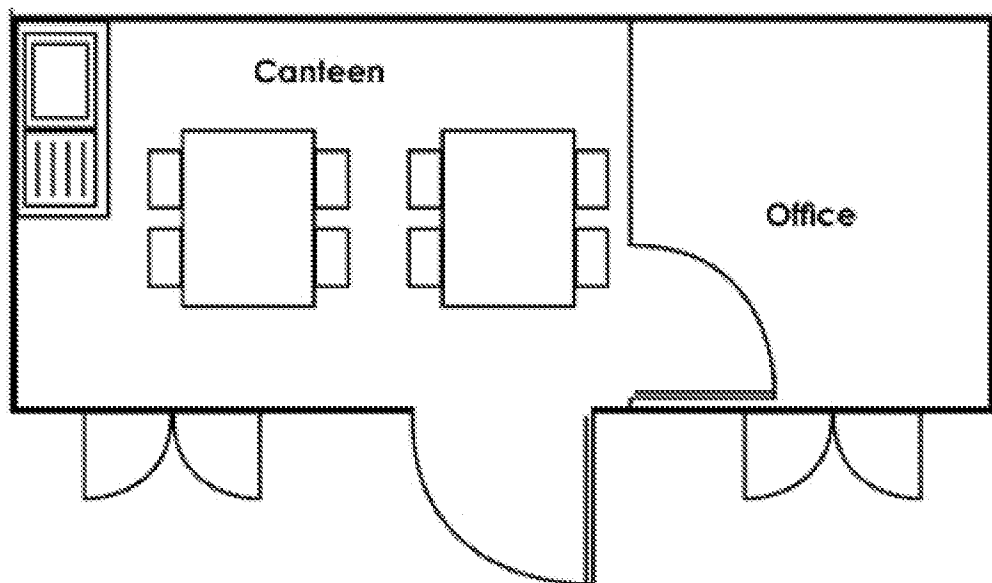
A 20KVA bundled generator will be used. A DCUK electrician will install two 10KVA boxes that will be positioned 1 in front of each block. The KVA's will be moved as works progress.

305 WATER

Water will be taken from an on demand water bowser that will be towed to the works compound and filled each day or as required.
Waste water will be discharged directly into the foul drains by hosing to the nearest man hole cover of each block.

306 WELFARE

Welfare will be within the DCUK welfare unit and contain welfare, toilets, drying room and office space



HOLD POINT 2 – WELFARE:.....
(SUPERVISOR SIGNATURE)

307 ASBESTOS PPE

Personnel are to wear safety footwear and Ductclean (UK) Limited Uniform or disposable **WHITE** overalls at all times during containment (enclosure construction) works and where there is a likelihood of disturbing asbestos or dust/debris.

308 Each operative will don **RED** overalls with elasticated cuff and ankle and full hood, gloves, boots when removing asbestos material.

309 **BLUE** overalls will be worn when transiting to and from the airlocks attached to the enclosure and the hygiene facility.

310 Overalls will be Type 5 Category 3 disposable with elasticated cuff and ankle and full hood. The hood should be worn **over** the straps of the RPE and overall legs worn **over** footwear, i.e. not tucked into boots, because dust and debris can get in at the top.

311 GENERAL PPE

When working around site minimum PPE is as per Table 4.6
Operatives must wear face coverings when in enclosed spaces

312 ASBESTOS PLANT

Hazardous type vacuum cleaning equipment will be present and be fully operational during containment procedures.

313 PRE-START

Access & Site specifics - The client and contracts manager will meet the supervisor on day 1 of the works to establish the works area.

314 Traffic management – DCUK FM vehicles, inclusive of DCU are to be situated in the compound in designated parking areas.

315 Site security arrangements - By the client. DCUK FM staff should ensure doors are closed to the building upon exit. Due to the site being a prison additional security procedures are in place as detailed within the site induction.

- 316 Site signage arrangements - No entry signage is to be placed on the transit and waste route access doors as DCUK FM will have sole access to these areas for the duration of the works.
- 317 Site deliveries must be arranged with the client and 24 hr notice is required.

- 318 Permit to work arrangements – permits are not required

319 **ISOLATIONS**

Isolation of services will be required as described in section 1.2(h).

HOLD POINT 3 – ISOLATIONS:

P1
P2
G1

(SUPERVISOR SIGNATURE)

320 **PREPARATION WORKS (INCLU. PRE-CLEAN)**

All waste and transit routes must be pre-cleaned. Any items within the room that can be cleaned will be removed prior to the set up of the enclosure. Rubber heavy duty matting will be used for external areas that cross grassed areas.

321 **ENCLOSURE 1 - 3 - CONSTRUCTION**

Enclosures will be constructed as per site specific drawings and in accordance with the DCUK Standard Operating Procedures.

An enclosure will be developed using 50mm x 50mm timber fixed with Turbo Gold double self-countersunk 5 x 80mm wood screws. This will be sealed by stapling 1000-gauge polythene sheeting to fully envelope the extent of the proposed asbestos zone with all joints covered with 75mm wide polycloth tape. Surfaces to which the enclosure is fixed will be pre-cleaned to ensure maximum adhesion of polythene and cloth tape. All the work area will be cordoned off with red and white barrier tape.

A pod will be constructed externally on the porch to allow an airlock and baglock to be attached. main entrance door will be sheeted over and sealed.

- 322 The NPU will be attached to each enclosure externally venting to atmosphere. The NPU will vent for 1hr at the end of each shift prior to sealing the enclosure.
- 323 A 3-stage airlock and bag lock with pod sizes of 1m² will be connected to the enclosure. The top and bottom of each pod will be sealed with Correx and poly cloth tape and the sides sheeted with 1000g polythene, sealed with tape.
- 324 Any minor breaches in the enclosure -i.e. - around pipes, trunking etc, will be sealed by use of polythene and tape etc. or by the application of expanding foam, following a pre-clean.

325 **CCTV/VIEWING PANELS**

Vision panels and will be used to view the works within each enclosure, cctv is not required.

326 **NPU ASSESSMENT**

The current airflow performance of each of the NPU's will be checked and recorded by the site supervisor using a Kimo Vane Anemometer. The supervisor will take five measurements in front of each pre-filter; one from each of the four corners and one in the middle of the filter.

- 327 Alternatively, the NPU can be checked using the integrated digital airflow meter or retro fitted gauge.

- 328** The flaps on the airlock should move a minimum of 200mm to ensure that 5 pascals are achieved within the enclosure.
- 329** **ACCESS EQUIPMENT (WORK AT HEIGHT)**
Mobile mi towers will be used to safely reach the top of the enclosure during set up and removal of the partition walls. 6 tread step ladders will be used within the enclosure to access all areas as the porch is only 2m2.
- 330** **TASK LIGHTING**
If required, temporary 110v task lighting is to be used in the form of self-righting lights or lead light within the enclosure and building.
- 331** **SMOKE TEST**
When all sealing up works are completed and airlocks and NPU's installed, a preliminary check/visual inspection of the hygiene unit, enclosure, airlock/baglock, NPU, transit/waste route, waste van and method statement is to be carried out by our Site supervisor.
- 332** A smoke test can now be conducted witnessed and recorded by the appointed analytical representative or DCUK operative.

HOLD POINT 4 – SMOKE TEST

P1
P2
G1

(SUPERVISOR SIGNATURE)

- 333** **ASBESTOS REMEDIATION**
Operatives wearing full-face respirators, red coveralls, and full PPE will now enter the enclosure and commence the careful removal of all asbestos containing materials (ACM's) from area.
- 334** Operatives will carefully remove the fixings holding the AIB panels in place use a h type vacuum to shadow vacuum whilst removing the fixings. Spray suppressant onto the rear of the board as it is removed. Use a h type vacuum to remove any debris.
Using a drill and drill bit all fixing holes will be cleaned to remove any residues.
The panels will be removed whole and will be double wrapped in polythene and asbestos lable attached prior to removal to the skip.
- 335** Following the removal of all visible asbestos waste the work area is to be subjected to fine cleaning using hazardous type vacuum cleaning equipment.
- 336** All related cleaned plant and equipment is to be removed from the area, all traces of materials used in the construction of the enclosure must be removed and disposed of as asbestos contaminated waste, except for access equipment, lighting and H-Type vacuum cleaners.
- 337** **4-STAGE CLEARANCE**
Once all fine cleaning is complete and the vacuum cleaners emptied, the Ductclean supervisor carries out a visual inspection, once satisfied that the area is ready, in accordance with Stage 1 of the analytical company's 4-stage clearance or certificate of re-occupation.

HOLD POINT 5 – HANDOVER FORM:

P1
P2
G1

(SUPERVISOR SIGNATURE)

- 338** Stage 2 will include the Site Supervisor and the analyst inspecting area of work for completeness, cleanliness and suitability for the next stage of the process, which is air monitoring. Then the appointed analytical representative will be invited into the enclosure to carry out Stage 2 of the analytical company's 4-stage clearance or certificate of re-occupation, a thorough visual inspection of the enclosure.

HOLD POINT 6 – STAGE 2 COMPLETE

P1
P2
G1

(SUPERVISOR SIGNATURE)

- 339** On completion of a satisfactory visual inspection, the NPU is to be turned off and a new filter will now be installed and sealed over prior to Stage 3 of the analytical company's 4-stage clearance or certificate of re-occupation, clearance air monitoring.
- 340** After fibre levels of $<0.010 \text{ f/cm}^3$ are recorded, the enclosure's polythene will be lightly sprayed with a PVA / water solution and allowed to dry and purge prior to the removal of the enclosure.
- 341** The final assessment post enclosure/work area dismantling will now be carried out or Stage 4 of the analytical company's 4-stage clearance or certificate of re-occupation and once satisfactory, the Certificate of Re-occupation can be issued along with a clearance certificate for the hygiene unit. Supervisor to obtain a copy of the reoccupation certificate upon completion of the works.
- 342** It should be noted that the hygiene unit will be fully operational throughout the clearance procedure and the analyst should fully decontaminate between stage 2 and 3. Following the issue of the Certificate of Re-occupation, the analyst will conduct air monitoring within the shower and dirty stage of the hygiene facility before the unit is removed from site. The clearance certificate will be clearly displayed within the clean end; preferably on the back of the door in a clear wallet.

HOLD POINT 7 – SITE HANDOVER

P1
P2
G1

(SUPERVISOR SIGNATURE)

**3.2 (a) AUTHORITY TO AMEND
METHOD STATEMENT**

The DCUK Supervisor has the authority to make minor amendments to the method statement. A minor amendment can be defined as any amendment that does not materially change the scope of works or constitute re-notification.

If the supervisor is in any doubt as to whether it is a significant amendment, he shall contact his Contracts Manager and/or the Compliance Team immediately for further guidance.

Examples of Minor Amendments (not exhaustive):

- Changes to the assigned personnel (i.e. Supervisor)
- Changes to the assigned analyst.
- Identification and mitigation of additional minor hazards which do not require a change in the work methodology (i.e. trip hazards).

Examples of Significant Amendments (not exhaustive):

- Changes to dimensions and/or layout of any aspect of the enclosure.
- Changes to the asbestos material, condition, removal techniques or control measures.
- Changes to waste or transit routes and location of DCU or skip.
- Changes to the working times and dates or numbers of personnel.
- Identification mitigation of additional significant hazards which require a change in the work methodology (i.e. work at height).

Any amendments made to the PoW must be emailed through to pow@dcukfm.com and the relevant Contracts Manager at the earliest opportunity and prior to the change being adopted.

**(b) SUPERVISOR'S HAND-
WRITTEN AMENDMENTS**

4.0 SECTION FOUR: ASBESTOS ARRANGEMENTS

4.1 (a) ENCLOSURE DETAILS

Enclosure Dimensions

Enclosure Reference:	Enclosure 1						
Enclosure dimensions:	Length m	Breadth m	Height m	Volume of Air / Bag lock m ³	ALL NPU Ducting m	ALL NPU Ducting bend	Volume of Enclosure m ³
	3	2	3	12			30
Combined value of NPU(s) to be used:	1000	Performance adjusted air moved per hour by selected NPU combination in m ³ :		1000	Ducting Correction (m ³ /hr)		0
					Actual Air Changes per hour		33

Enclosure Reference:	Enclosure 2						
Enclosure dimensions:	Length m	Breadth m	Height m	Volume of Air / Bag lock m ³	ALL NPU Ducting m	ALL NPU Ducting bend	Volume of Enclosure m ³
	3	2	3	12			30
Combined value of NPU(s) to be used:	1000	Performance adjusted air moved per hour by selected NPU combination in m ³ :		1000	Ducting Correction (m ³ /hr)		0
					Actual Air Changes per hour		33

Enclosure Reference:	Enclosure 3						
Enclosure dimensions:	Length m	Breadth m	Height m	Volume of Air / Bag lock m ³	ALL NPU Ducting m	ALL NPU Ducting bend	Volume of Enclosure m ³
	3	2	3	12			30
Combined value of NPU(s) to be used:	1000	Performance adjusted air moved per hour by selected NPU combination in m ³ :		1000	Ducting Correction (m ³ /hr)		0
					Actual Air Changes per hour		33

(b) AIRLOCK SYSTEMS

Airlock (3-Stage) per enclosure

3.00m x 1m x 2m high = 6m³

baglock (3-Stage) per enclosure

3.00m x 1m x 2m high = 6m³

(c) COMMUNICATION ARRANGEMENTS

Item	Required	Quantity
Vision panel (per enc)	✓	4 per enc
CCTV Camera		
2-Way Radio		
Other		

(d) SMOKE TEST ARRANGEMENTS

The smoke test will be carried out by the independent analyst Lucion

4.2 (a) LOCATION OF HYGIENE FACILITY

(b) TRANSIT ROUTE

The mobile DCU will be sited in a heras fenced compound.

Transit to the hygiene facility from the area of works will be: through a 3-stage 'Speed frame' airlock system containing two buckets and sponges (one for cleaning RPE, other for washing footwear) and a 'H'-type vacuum cleaner.

4.3 (a) WASTE CARRIAGE ARRANGEMENTS

Carried by:
Windsor Waste Management Ltd
Unit 29 Childerditch Hall Industrial Estate
Little Warley
Brentwood
CM13 3HD

(b) WASTE DISPOSAL

Final Destination:
Parkgate Farm Hazardous Waste, Landfill
Hills Waste Solutions Limited
Parkgate Farm, Purton
Swindon, Wiltshire
SN5 4HG

Permit Number – NP3934LH

(c) WASTE CARRIAGE ROUTE

waste route will be via the bag locks and along the external path.

The waste route will be identified using signage. The supervisor will escort the operatives along the waste route when in use.

(d) WASTE DESCRIPTION

AIB – 4 within each porch
Debris 32 bags
Filters and overalls 8 bags
12m3 in total

(e) WASTE STORAGE ARRANGEMENT

Bagged waste materials are to be stored within the enclosure/respirator zone until area completion or as otherwise required. Double-bagged waste materials are to be taken directly to the skip ready for transportation to landfill.

4.4 (a) AIR MONITORING STRATEGY

Activity	Daily	Weekly	On comp	Other
Background	✓			
Leak	✓			
Reassurance			✓	
4-Stage Clearance			✓	
Van				
DCU			✓	
Other				

(please tick activity and estimated frequency)

(b) PERSONAL MONITORING

Activity	< 30 mins	1 hr	2 hrs	4 hrs
Remediation works			✓	
Waste run	✓			
Other				

(please tick activity and estimated duration)

(c) 4-STAGE CLEARANCE

If multiple personal monitoring is conducted e.g. works over consecutive shifts, then please ensure that PM is worn by different member of the site team.

The estimated 4-stage clearance durations are as follows:

Enclosure Reference	Estimated Duration
ENC1 - 3	2hrs

(d) ADDITIONAL ARRANGEMENTS

Visual inspection of the surrounding area, waste route together with the area around the waste disposal storage for any obvious asbestos containing waste and debris.

4.5 RPE REQUIREMENTS

Work Area/Activity	Full Face Powered	Half Mask	RAS
ENC 1- 3 removal	✓		
Waste removal		✓	

4.6 PPE ADDITIONAL REQUIREMENTS

Tek 1001 or ST Handler Gloves
Safety foot-wear
High visibility clothing (loading / unloading vehicles etc.)
Hard hats
Arm guanlets
Anti vibration gloves
Eye protection
Face coverings

4.7 ADDITIONAL INFORMATION

Disposable Towels / Shower Gel / Nail Brushes: Disposable towels, nails brushes and shower gel are provided for operatives use.

Storage of Respirators: Half mask and full-face respirators are to be cleaned and dried thoroughly after each use. When not in use Half masks and full facemasks are to be stored in clipper bags.

NOTE

Instances where Ductclean (UK) Limited vehicle is used to transport waste to the final waste disposal site the site supervisor is to ensure that:

- The waste is suitably protected for carriage.
- Waste consignment notices are filled in correctly before leaving site.
- All vehicles carrying dangerous goods in packages above the load threshold must display a hazchem orange plate of size 200 x 300 mm to the front and rear of the vehicle.
- This is when the asbestos waste weight load is over 330KG for fibrous or 1000KG of bonded and when an individual waste package weighs more than 30KG.
- The hazchem orange plate must be secured in such a way that it remains visible in the event of an accident.
- Issued PPE / RPE are worn during the unloading of waste from vehicles.
- The rear storage area of the vehicle is suitably cleaned after unloading to remove any possible debris using hazardous type vacuum cleaning equipment.

5.0 SECTION FIVE: ASSIGNED ASBESTOS EQUIPMENT SCHEDULE

5.1 HYGIENE / FACILITY ARRANGEMENTS

Facility Type: Mobile DCU
Model: twin shower

All units comply with HSE guidance note HS(G) 247

5.2 VACUUM CLEANING EQUIPMENT

Vacuum units are hazardous type (type 'H') and conform with BSI

Name	Model	Weight	Amps	Watts	Quantity
NUMATIC	HZ350	11kg	9	350	4
NUMATIC	HZ450	13kg	9	450	
NUMATIC	HZ750	18kg	18	750	

5.3 NEGATIVE PRESSURE AIR EXTRACTION EQUIPMENT

The following highlighted units have been assigned for use during this project. All units comply with BSI EN 8520:-2:2009.

Model	Weight	Amps	Watts	M ³ /hr
NPU1000	38kg	9	1000	1428
NPU1500	44kg	9	1000	2290
NPU2000	52kg	9	1000	2411
NPU4000	84kg	14	2x1000	4822

ACOP Reg 16 - Preventing/reducing the spread of asbestos

An airflow of at least 1000m³/hr for enclosures less than 120m³ in size.

An airflow of at least 8 air changes per hour for enclosures greater than 120m³ in size.

Less 1% for each metre of flexible ducting and 2% for each 90° bend.

The NPU will be a 2 x 1000 model venting straight to atmosphere. This will be double checked and recalculated on site once the NPU is operational and amended if needed to be.

An airflow of at least 8 air changes per hour for enclosures greater than 120 m³ in size or an airflow of at least 1,000m³ per hour for enclosures less than 120 m³ in size. The enclosure size should include additional areas introduced during the asbestos removal such as voids

5.4 FIBRE SUPPRESSION EQUIPMENT/METHOD

Killaspray Hand Pressure Airless Spraying Equipment

5.5 SMOKE GENERATING EQUIPMENT

Concept Colt 4, 110V Model (Non-toxic smoke generating)

6.0 SECTION SIX: EMERGENCY DETAILS

6.1 (a) EMERGENCY ARRANGEMENTS

Ductclean (UK) Limited supervisor to be advised of onsite specific emergency arrangements during site establishment as part of induction procedures (as agreed) and is to affirm emergency escape routes, meeting points and positions of firefighting equipment with all operatives.

(b) FIRE PRECAUTIONS

A building fire plan will be available upon entry to the building and during the client induction

(c) MUSTER POINT

Main prison gate

(d) FIRST AID ARRANGEMENTS

First aid boxes will be within the site office and the DCU

First Aider(s)

Chris Willden

6.2 LOCATION OF NEAREST A & E HOSPITALS

Arundel & District Hospital
Address: Chichester Rd, Arundel BN18 0AB

6.3 EMERGENCY CONTACTS

DCUK Head Office

Operations

Contracts Manager

See Section 1.5b for the contract specific Contracts Manager details.

Paul Sheppard (Asbestos Division Manager)

Richard Chamberlain (Labour & Shift Operations Manager)

Compliance

Jamie Carraher (H&S Director)

Glenn Tutty (H&S Manager)

Craig Findlow (Trainer and Compliance Auditor)

Dave Dickson (Compliance Auditor)

Logistics

Purchasing Manager

7.0 SECTION SEVEN: SKETCH DIAGRAM / SITE PLAN (APPENDED)

See appended drawing(s) and site plan(s).