

PLAN OF WORK

For the safe removal of asbestos containing **Corrugated Roof Sheets** materials from:

Unit 2, Brookside Avenue, Rustington, BN16 3LF



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Job number: C2026- 4681

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Authorisation

Author:	Daniel Deakin
Position:	Manager
Date:	27/09/2026
Signature:	

1.0 DETAILS OF CONTRACT

1.1	Client		
	Bromley Demolition Ltd 676 Siward Road Bromley Kent BR2 9JY		
	Telephone Number	Contact	Email Address
	0208 4643610	Gary Bishop	gary@bromleydem.co.uk

1.2	Asbestos Removal Contractor	
	Spectra Analysis Services Ltd 2 Olympic Business Centre Paycocke Road Basildon Essex SS14 3EX	
	HSE Asbestos Licence Number:	142305706

	Plan of Work Prepared by	
	Name	Position
	Daniel Deakin	Manager
	Telephone Number	Mobile Number
	01268 534380	07748 595676
	Email Address	danieldeakin@spectraholdings.co.uk

1.3	Site Operatives- to be chose from			
	1	Jimmy Howlett	2	Barry Scoot
	3	Steve McIroy	4	

1.4	Project Date & Working Times		
	Duration of work	10 shifts	
	Date works will commence	TBC	
	Date of air monitoring	Various	
	Time of air monitoring	Various	
	Site Working Hours (use 24 Hour Clock)		
	Monday – Friday	Saturday	Sunday
	08.00-16.00	N/a	N/a

1.5	CDM Client (if applicable)		
	As 1.1		
	Telephone Number	Contact	Email Address

1.6	UKAS Accredited Analytical Company		
	Spectra Analysis Services Ltd 2 Olympic Business Centre Paycocke Road Basildon Essex SS14 3EX		

2.0 MANAGEMENT OF THE WORKS

2.1	Project Management <i>Please state when the following will be on site</i>					
	Site Supervisor		Manager		Director	
	At all times	✓	At all times		At all times	
	Less than 4 Hours a day		Less than 4 Hours a day		Less than 4 Hours a day	
	Carryout Site Checks		Carryout Site Checks		Carryout Site Checks	
	Complete Paperwork		Complete Paperwork		Complete Paperwork	
	Witness Smoke Test		Witness Smoke Test		Witness Smoke Test	
	Daily		Daily		Daily	
	Weekly		Weekly		Weekly	
	No Planned Visits		No Planned Visits	✓	No Planned Visits	✓

2.2	Site Contacts (Persons responsible for site conditions and activities)			
	Name		Position	Telephone Number
	1.	Jimmy Howlett	Site Supervisor	07983 333517
	2.			
	3			
	4.			
	5.			
	Office Based Contacts			
	Name		Position	Telephone Number
	Vince Emmery		Site Works Manager	07581077575
	Daniel Deakin		Director	07748 595 676
	Robyn Deakin		Contracts Manager	01268 534380
	Office		Office	01268 534380

2.3	DEPARTURES (Amendments to original Plan of Works)		
	No changes to the details in the assessment or plan of work are to be made without prior authorisation from a Contracts Manager, General Manager, Company Safety Officer or Director. All departures / changes to this Plan of Work are to be recorded here and in the daily site log by the Supervisor authorised to do so.		
	IF THE TASK CANNOT BE CARRIED OUT IN ACCORDANCE WITH THIS PLAN OF WORK DUE TO WHATEVER REASON THEN WORK ON THE TASK MUST CEASE (UNLESS TO MAKE SAFE) UNTIL AUTHORISATION IS GIVEN		
	TIME/DATE	DETAILS OF CHANGE	SIGNATURE

3.0 SCOPE OF WORK & RISK ASSESSMENT

3.1	Asbestos Survey Company	
	Amstech Unit F The Rich Industrial Estate Avis way Newhaven East Sussex BN9 0DU	
	Survey Date	Survey Type
	26 th August 2026	Refurbishment and Demolition Survey
	SURVEYOR	
	N/a	

3.2	Scope & Project Location
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The work will involve the safe removal of asbestos cement corrugated roof sheets to the main roof and flat roof areas of the building described on page 1 of this document and as per the sample sheets detailed below: -

The removal will be undertaken working below the sheets with access via MEWPs and mobile scaffold tower, so that the sheets and cement slabs can be lowered into the building for safe removal

No work will be undertaken from the top side of the roof.

Sample ID	Building	Floor	Description	Room/Position	Extent (m ²)	Fixing	Substrate	Asbestos Type Identified	
DL001399	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Work Area 1, Ceiling	8m ²	Bonded	Timber	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
					Material	Priority	Total		
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	



Picture 32

Sample ID	Building	Floor	Description	Room/Position	Extent (m ²)	Fixing	Substrate	Asbestos Type Identified	
As DL001399	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Work Area 2, Ceiling	24m ²	Bonded	Timber	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
					Material	Priority	Total		
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	



Picture 33

Sample ID	Building	Floor	Description	Room/Position	Extent (m ²)	Fixing	Substrate	Asbestos Type Identified	
As DL001399	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Changing Room, Ceiling	6m ²	Bonded	Timber	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
					Material	Priority	Total		
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	



Picture 35

Sample ID	Building	Floor	Description	Room/Position	Extent (m ²)	Fixing	Substrate	Asbestos Type Identified	
As DL001399	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Rear Lobby, Ceiling	4m ²	Bonded	Timber	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
					Material	Priority	Total		
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	

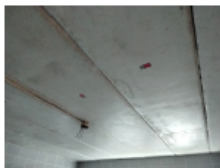


Picture 39

Sample ID	Building	Floor	Description	Room/Position	Extent (m ²)	Fixing	Substrate	Asbestos Type Identified	
As DL001399	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Warehouse Office, Ceiling	22m ²	Bonded	Timber	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
					Material	Priority	Total		
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	



Picture 42

Sample ID	Building	Floor	Description	Room/Position	Extent (m ²)	Fixing	Substrate	Asbestos Type Identified	
As DL001399	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Toilets 2, Ceiling	6m ²	Bonded	Timber	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
					Material	Priority	Total		
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	

Sample ID	Building	Floor	Description	Room/Position	Extent (m ²)	Fixing	Substrate	Asbestos Type Identified	
As DL001399	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Work Area 3, Ceiling	30m ²	Bonded	Timber	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
					Material	Priority	Total		
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	

Sample ID	Building	Floor	Description	Room/Position	Extent (m ²)	Fixing	Substrate	Asbestos Type Identified	
As DL001399	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Little Office, Ceiling	4m ²	Bonded	Timber	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
					Material	Priority	Total		
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	

Sample ID	Building	Floor	Description	Room/Position	Extent (m ²)	Fixing	Substrate	Asbestos Type Identified	
As DL001399	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Little Office Lobby, Ceiling	4m ²	Bonded	Timber	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
					Material	Priority	Total		
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	

Sample ID	Building	Floor	Description	Room/Position	Extent (m ²)	Fixing	Substrate	Asbestos Type Identified	
As DL001399	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Work Area 4, Ceiling	20m ²	Bonded	Timber	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
					Material	Priority	Total		
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	

Sample ID	Building	Floor	Description	Room/Position	Extent (m ²)	Fixing	Substrate	Asbestos Type Identified	
DL001401	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Open Warehouse, Corrugated Roof Sheets	580m ²	Bolted	Concrete	Chrysotile + Crocidolite	
Recommendations					Assessment Scores			Risk Code	
					Material	Priority	Total		
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					6	-	6	C	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	

Sample ID	Building	Floor	Description	Room/Position	Extent (m2)	Fixing	Substrate	Asbestos Type Identified	 Picture 64
DL001404	Unit 2 Brookside Avenue, Rustington	Ground Floor	Cement	Open Warehouse, Cold Water Tank and Lid	1no.	Bonded	Metal	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					Material	Priority	Total		
					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	

Sample ID	Building	Floor	Description	Room/Position	Extent (m2)	Fixing	Substrate	Asbestos Type Identified	 Picture 68
As DL001401	Unit 2 Brookside Avenue, Rustington	External	Cement	External Elements, Corrugated Roof Sheets	See intern	Bolted	Concrete	Chrysotile + Crocidolite	
Recommendations					Assessment Scores			Risk Code	
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					Material	Priority	Total		
					6	-	6	C	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	

Sample ID	Building	Floor	Description	Room/Position	Extent (m2)	Fixing	Substrate	Asbestos Type Identified	 Picture 76
As DL001399	Unit 2 Brookside Avenue, Rustington	External	Cement	External Elements, Ceiling/Soffit	2m²	Bonded	Timber	Chrysotile	
Recommendations					Assessment Scores			Risk Code	
Low risk ACM (bound in matrix) remove, repair or encapsulate under controlled conditions. Work on this material does not require a license. Work on this material may be notifiable to the appropriate enforcing authority. Disposal of asbestos waste by a licensed contractor only. All work must conform to the 'Control of Asbestos Regulations 2012'.					Material	Priority	Total		
					3	-	3	D	
Reinspection Due		12 months	Actions Taken	N/A	Time Scale			Action Completed Sign & Date	

Building Location/Name				Unit 2					
Room				Roof coverings					

3.3	Asbestos Content, Quantity, Location & Condition etc.										
	Asbestos Insulation to Pipes				Asbestos Coating						
	Asbestos Sprayed Coating				Asbestos Cement						
	Asbestos Insulation Board (AIB)				Asbestos Mill Board						
	Asbestos Containing Gaskets				Asbestos Cement			✓			
	Asbestos Containing Floor Tiles				Asbestos Containing adhesives						
	Asbestos Debris				Asbestos paper lining						
	Composite Materials										
	Quantity										
	Asbestos Types										
	Chrysotile	✓	Amosite		Crocidolite		Tremolite		Actinolite		Anthophyllite
General Condition											
Generally good condition											

3.4	Safe Access, Egress and Fire Risks		
	Entry Criteria	As Per the Method of Work and Site Requirements (Induction etc.) All personnel to undergo site safety induction before entry to site. Toolbox talks to be carried out by Spectra site supervisor before works commence.	
	Access Point	As Per the Method of Work and Site Requirements (Induction etc.)	
	First Aid box location	Within Spectra vehicle	
	First Aiders	At least one Spectra employee, identified at induction	
SMOKING ONLY ALLOWED IN DESIGNATED AREAS ON SITE AS PER SITE INDUCTION BY CLIENT			

3.5	OTHER RISKS IDENTIFIED ON SITE		
	IN ACCORDANCE WITH REGULATION 3 of THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 THE FOLLOWING RISKS HAVE BEEN HIGHLIGHTED AS HAVING A POTENTIAL TO CAUSE HARM ON THIS SITE AND THEREFORE BEEN ASSESSED TO REDUCE THAT RISK. COPIES OF ALL THE RISK ASSESSMENTS APPLICABLE TO THIS PROJECT CAN BE FOUND UNDER THE RISK ASSESSMENT SECTION OF THE SITE FILE.		
	SLIPS TRIPS AND FALLS		✓
	ELECTRICAL HAZARDS		
	WORKING AT HEIGHT		✓
	MOVING VEHICLES		
	3 RD PARTIES		
	DEMOLITION		
	MUSCULO-SKELETAL RISKS		✓
	MAUAL HANDLING		✓
	BIOLOGICAL HAZARDS		
	CHEMICAL HAZARDS		
	SMALL TOOLS		✓
	WEEKLY ASBESTOS FIBES EXPOSURE (FILLED IN DAILY)		✓

4.0 CONTROL MEASURES

4.1	ENGINEERING CONTROLS			
	WRAP & CUT		ENCAPSULATION	
	CONTAINMENT ENCLOSURE	✓	GLOVEBAG	
	VACUUM TRANSFER		NEGATIVE PRESSURE	✓
	TYPE 'H' VACUUMS	✓	DECONTAMINATION UNIT	
	WET & DRY VACUUM		GRACO ELECTRIC SPRAYER UNIT	
	HAND OPERATED 'KILLASPRAYS'	✓	INJECTION SYSTEM	
	'ASTRIP' FIBRE SUPPRESSANT	✓	TORSTRIP TEXTURED REMOVER	
	SCAFFOLD TOWER		MEWP (LICENCED OPERATIVES ONLY)	
	ASBESTOS LICENSED SCAFFOLD		SEVEN DAY REGISTER (If Required)	
	SCAFF TAGGS		CONFINED SPACE ENTRY	

4.2	RESPIRATORY PROTECTIVE EQUIPMENT (RPE)			
	TYPE	STANDARD	PROTECTION FACTOR	
	FULL FACE MASK, POWERPACK, P3 FILTERS	EN 136/143	40 f / ml	X
	ORINASAL HALF MASK, P3 FILTERS	EN 140/143	20 f / ml	✓
	DISPOSABLE P3 ORINASAL MASKS	EN 149	20 f / ml	X
	RPE TYPE TO SUIT ASBESTOS ASSESSMENT ON PAGE			Back Page
	ALL WEARERS MUST BE FACE FIT TESTED AND CERTIFICATED			

4.3	PERSONNEL PROTECTIVE EQUIPMENT (PPE)			
	DISPOSABLE COVERALLS	✓	SAFETY BOOTS	✓
	HARD HATS		TRANSIT SAFETY BOOTS	
	HIGH VIZ VESTS	✓	SAFETY GLASSES (OUTSIDE ENCLOSURE)	
	EAR DEFENDERS		SAFETY GLASSES (RPE INSIDE WORK AREA)	
	SAFETY HARNESS		GLOVES	✓

4.4	TASK SPECIFIC PERSONNEL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS				
	TASK	COVERALLS		FOOTWEAR	
	SITE SET UP & GENERAL	BLUE DISPOSABLE COVERALLS	✓	GENERAL SAFETY FOOTWEAR	✓
	ASBESTOS REMOVAL	RED DISPOSABLE TYPE 5/6	✓	GENERAL SAFETY FOOTWEAR	✓
	TRANSIT PROCEDURES	WHITE DISPOSABLE COVERALLS	✓	TRANSIT FOOTWEAR	✓

4.5	CONTROL LIMITS	
	ASBESTOS TYPES	CONTROL LIMIT
	CHRYSTOTILE	0.1 f / ml
	AMOSITE	0.1 f / ml
	CROCIDOLITE	0.1 f / ml
	ACTINOLITE	0.1 f / ml
	TREMOLITE	0.1 f / ml
	ANTHOPHYLLITE	0.1 f / ml
	MIXTURES OF ANY OF THE ABOVE INCLUDING CHRYSTOTILE	0.1 f / ml
4.6	ESTIMATED FIBRE LEVELS (Control Measures Applied)	
	PLEASE REFER TO ASBESTOS ASSESSMENT ON PAGE Back Page	

4.7	AIR MONITORING (BY INDEPENDENTUKAS ACCREDITED ANALYTICAL COMPANY)			
	PRE START BACKGROUND TESTS	N/A	BACKGROUND MONITORING	N/A
	PERSONAL MONITORING SAMPLING	N/A	REASSURANCE TEST SAMPLING	N/A
	PERSONNEL SAMPLING WHEN REQUIRED (Maintain Personnel Assessments)			N/A

4.8	DAILY SITE CHECKS AND RECORD KEEPING	
	THE FOLLOWING RECORDS WILL BE KEPT ON SITE AT ALL TIMES AND FILLED IN ON A DAILY BASIS BY THE ON SITE SUPERVISOR AS A RECORD OF THE WORKS BEING CARRIED OUT AND OPEN FOR INSPECTION BY THE HEALTH AND SAFETY EXECUTIVE (HSE)	
	DAILY SITE DIARY	✓
	DAILY ENCLOSURE CHECK SHEET	N/A
	DAILY DECONTAMINATION UNIT (DCU)	N/A
	DAILY NEGATIVE PRESSURE UNIT (NPU)	N/A
	DAILY TYPE 'H' VACUUM MACHINES (MINIMUM 2 VACUUM MACHINES PER JOB)	✓
	DAILY RPE OPERATIVE / USER DAILY CHECK SHEET	✓
	WEEKLY ASBESTOS FIBES EXPOSURE (FILLED IN DAILY)	✓

4.9	OPERATIVE CONTROLS	
	THE FOLLOWING OPERATIVE RECORDS MUST BE AVAILABLE ON SITE AT ALL TIMES AND MUST BE CURRENT AND WITHIN DATE FOR THE WORKS BEING CARRIED OUT AND OPEN FOR INSPECTION BY THE HEALTH AND SAFETY EXECUTIVE (HSE)	
	ASBESTOS MEDICAL CERTIFICATE (REGULATION 21 CAWR 2002 REFERS EVERY 2 YEARS)	✓
	CURRENT FACE FIT TEST TO SUIT EACH RESPIRATOR BEING USED	✓
	CURRENT ANNUAL ASBESTOS OPERATIVE TRAINING CERTIFICATE	✓
	PORTABLE SCAFFOLD TOWER ERECTION CERTIFICATE (TO BE ERECTED BY CERTIFICATED HOLDERS ONLY IN ACCORDANCE WITH MANUFACTURERS INSTRUCTIONS ON ERECTION AND CORRECT USE)	✓
	ANY OTHER CURRENT TRAINING CERTIFICATES RELAVENT TO THE WORK (i.e. CONFINED SPACE, MEWPS ETC)	✓

5.0	METHOD OF WORK
5.1	WORKING PROCEDURES
	<u>GENERAL</u> Arrive on site and report to security, carry out client site induction if required. Ask clients representative to walk all personnel around the site so as to familiarize everybody with the site, its surroundings and any 3rd party risks that may now be present. Carry out a further risk assessment of these 3rd party risks if applicable. Works will be carried out within an exclusion zone. Waste will be disposed of as hazardous waste at a licenced waste station. All works will be undertaken in accordance with the Control of Asbestos Regulations 2012

5.2	METHOD OF WORK
	Working Area Construction
	A Work Zone will be formed to the area by; The immediate area of work will be cordoned off with barrier tape and warning signs (Asbestos operations, Authorised Access only) will be posted around the perimeter of the work area. At the edge of the 'Work Zone' will be placed a bucket containing clean water and a sponge, for primary decontamination. Disposable hooded overalls with elasticated cuffs and ankles. Disposable overshoes. Respiratory Protective Equipment complying with "Certificate of Approval" F2486 and manufactured to BS4558 HE standards. In this instance R.P.E. will be in the form of orinasal half face masks.

5.3	METHOD OF WORK
	REMOVAL METHOD
	The work will involve the removal of asbestos cement corrugated and flat block roof coverings to the roof area of, Unit 2 Brookside Avenue, Rustington, Access will be via a combination of • mobile tower (Spectra operatives hold a valid PASMA training certificate) • MEWP (Spectra operatives hold a valid IPAF training certificate) All roof coverings will be removed and lowered into the building where they will be wrapped in polythene and disposed of as per the below method: - Step 1 The Client will Empty the building/Office of any items and place outside, any items that cannot be moved must be sheeted over and sealed with 2 layers of polythene. Step 2 Spray the cement sheets from underneath or above whichever side we are working from and above with a water/surfactant mix from a hand held low pressure spray bottle. Using the mobile tower/MEWP, reach to the cement sheeting and cut the securing bolts where possible with bolt croppers, when cut carefully lift the sheets and lower down to the ground and place in 1000g polythene and seal using cloth tape. Step 3 Carry this operation out until all the sheets/slabs to the roof have been removed and stacked into the sealed asbestos waste skips. Step 4 Using a H type vac vacuum all surfaces of dust and debris and then use tack rags to clean the area. Once completed the supervisor will conduct a visual of the area to ensure all materials have been removed. Step 5 Once the supervisor is satisfied the works are completed, he will proceed to fill out a statement of cleanliness form.

5.4 FIBRE SUPPRESSANT TECHNIQUE TO BE USED

	SURFACE COATING	
	None	
	H-TYPE VACUUMS TO BE USED ON SITE	
	Is the equipment BS8520/3/2009 compliant	Yes
	If not state why	Not applicable
	Number of vacuums to be used	1
	Are any wet vacs to be used	No
	Are wet vacs HEPA filtered	Not applicable
	How will hoses be treated at end of job	Bagged for use on another project
	Will the Type 'H' Vacuums be in test before completion of works	Yes
	If No what arrangements are in place	Not applicable
HOLD POINT	With the assistance of the client walk the operatives around identifying the works to be undertaken and showing where the work zones are to be set up.	
HOLD POINT	Return back to the site welfare facilities and carryout a pre - commencement toolbox talk and run through the plan of works, the risk assessments and general methodology to ensure that all operatives and team members are fully aware of the activities we will be undertaking as part of our contract.	
HOLD POINT	Ensure that all operatives engaged in this contract have the relevant documentation and certificates to carry out these works (Medicals, Annual Training, Face Fits etc)	
HOLD POINT	Ensure that all 'Work Zones' or Environmental Enclosures set up as per this Plan of works.	
HOLD POINT	Ensure that all products have been removed in accordance with this Plan of Work	
HOLD POINT	Position waste carrying vehicle and ensure that all legislative waste disposal documentation present, is current and will be valid for and within the time scale of the works.	
HOLD POINT	Walk the client around the job and ensure they are happy with the job done, clean as necessary the ensure clients satisfaction.	
All documentation including air test certificates should be copied to the Site Manager, with the originals being returned to the office for archiving / transferring into the Health & Safety File		

6.0 OTHER RELEVANT SITE SPECIFIC INFORMATION

6.1	HYGIENE FACILITY	
	Hygiene facility provided by	N/a
	Hygiene facility type	N/a
	Number of showers	N/a
	Maximum operative use	N/a
	Power	N/a
	Water	N/a
	DCU clearance testing	N/a
	Location	N/a
	Towelling procedure	N/a

6.2	WELFARE FACILITIES	
	Welfare provided by	Client
	Maximum operative use	To be confirmed
	Power	Mains
	Water	Mains
	Location	To be confirmed
	Type of facility	Toilets

6.3	EMERGENCY PROCEDURES	
	Fire	Sound Air Horn
	Muster Point	At Spectra vehicle
	Fire Marshall	Site Supervisor
	First Aid	Spectra vehicle (First Aider identified at induction)
	Procedures to deal with damage to asbestos bags whilst transferring waste to sealed lockable skip – container (bag run)	Please refer to ASBESTOS REMOVAL PROCEDURES & CONTROLS

6.4	Nearest Accident and Emergency Hospital (A&E Department)
	Note: All Spectra Analysis Services vehicles have access to Satellite Navigation and details nearest hospital is as follows: Link http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx Address: Worthing Hospital, Lyndhurst Road, Worthing, West Sussex, BN11 2DH Tel: 01903 205111 Distance: 7.5 miles Map from Site to Hospital 

6.5	WASTE DISPOSAL	
	SITE WASTE PRODUCER REGISTRATION NUMBER	SPECTR
	STORAGE OF BAGGED WASTE	Within sealed waste container within Spectra vehicle
	LICENSED HAULIER / CARRIER	Spectra Analysis
	CARRIERS LICENCE NUMBER	CBDU198942
	LOCATION OF LICENCED LAND FILL SITE	ACS Yard 1 &2 Runwood Road Charfleets Industrial Estate Canvey Island SS8 0PL
	OTHER CONTAMINATED MATERIALS OR PRODUCTS ON SITE	To be disposed of as asbestos waste

7.0 STANDARD PROCEDURES

7.1	ASBESTOS REMOVAL PROCEDURES & CONTROLS	
	ISSUE NUMBER	15
	DATE OF ISSUE	February 2022
	ISSUED TO	HSE Chelmsford
	HEALTH AND SAFETY AUTHORITY OFFICE ISSUE	
	HSE Chelmsford Redwing House Hedgerows Business Park Colchester Road Springfield Chelmsford CM2 5PB	
	Telephone Number	Contact
	01245706208	David King

8.0 SITE INDUCTION AND ACKNOWLEDGEMENT

8.1	Site Induction and confirmation of Understanding
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To be read and signed by Site Supervisor and all Operatives after reading the Plan of Work / Method Statement and Risk Assessments.

This Plan of Work / Method Statement and associated Risk Assessments should be located in the site cabin / welfare facility.

The Site Supervisor is responsible for demonstrating and reviewing all methods contained within these documents as the work proceeds.

No changes to the methodology contained within these documents will be allowed without the express permission of an Asbestos Manager or Safety Adviser. Such changes must be recorded in departure section of this Plan of Work, together with any changes to the asbestos assessment.

I have read / had read to me and understood the Plan of Work / Method Statement, Risk Assessments and the documents detailed.

[illegible]

9.00 RISK ASSESSMENTS

RISK ASSESSMENT



Risk Assessment Number: RD-RA012

ACTIVITY:	WORKING MEWPS
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HAZARDS:	SLIPS TRIPS & FALLS, FALLING FROM HEIGHT, THIRD PARTY
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THOSE AT RISK:	ALL EMPLOYEES, AND OTHERS
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LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	5	x	5	x	25

ACTION & CONTROL MEASURES	TRAINING – Only staff with appropriate IPAF training to operate the MEWP. GROUND CONDITIONS – The platform must only be used on firm and level ground. If pot holes, uneven ground or obstacles are present then the MEWP cannot be used. (Localised ground features, e.g. trenches, manholes and un-compacted backfill can all lead to overturning of the equipment used). OUTRIGGERS – Outriggers must be extended and checked before raising the platforms. Spreader plates may be necessary – always check the equipment manual. GUARDRAILS – Make sure that the platform is fitted with effective guard rails. Never attempt to climb on or over guard rails. ARRESTING FALLS – If there is still a risk of falling from a platform, a harness with a short work restraint lanyard must be secured to a suitable manufactured anchor point within the basket. A harness and lanyard would not be required for the use of scissor lifts. BASKET LOCATION – Do not leave the basket at height when not in use. FALLING OBJECTS – exclude third parties from the work zone, using physical barriers where necessary to protect from falling objects. WEATHER – Stop work immediately in the case of thunderstorms and/or high winds. HANDLING MATERIALS – if the MEWP is being utilised to remove materials, ensure the weight and dimensions of the materials are accommodated when deciding on platform size to use. NEARBY HAZARDS – Do not operate a MEWP close to overhead cables or other overhead machinery. Do not allow any part of the MEWP to protrude into traffic routes. BANKSMAN – If excluding all third parties is not possible, use a banksman when relocating the MEWP between work areas. RESCUE – Please refer to Spectra emergency procedures for rescue plans.				
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HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	2	x	2	x	4

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVER ALLS	HIGH VIZ VESTS	RPE TYPE	LANYA RD	OTHER
✓	✓	AVAILABLE	INC RPE	✓	✓	AVAILABLE	FULL FACE / P3	AVAILABLE	

RISK ASSESSMENT



Risk Assessment Number: RD-RA012

	IS HEALTH SURVEILLANCE REQUIRED:		YES		N O	✓
NEXT REVIEW DATE:	08/12/2026	ASSESSOR:	Danny Deakin			

RISK ASSESSMENT



Risk Assessment Number: RD-RA006

ACTIVITY:	WORKING AT HEIGHT – MOBILE SCAFFOLD TOWERS
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HAZARDS:	SLIPS TRIPS & FALLS
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THOSE AT RISK:	ALL EMPLOYEES, AND OTHERS
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LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	5	x	5	x	25

ACTION & CONTROL MEASURES	- SECURITY OF SITE, ELIMINATE ACCESS TO UNAUTHORISED PERSONNEL. - FIXED SCAFFOLD TO BE ERRECTED BY TRAINED AND COMPETENT PERSONEL - CHECK ALL PARTS FOR WEAR & TEAR (DO NOT USE IF THERE ARE ANY DEFECTS) - CHECK WORK AREA IS FREE FROM DEBRIS/TRIP HAZARDS –IF NOT TIDY BEFORE WORKCOMMENCES OR HIGHLIGHT AND MAKE SAFE - NEVER ERECT THE TOWER TO A HEIGHT ABOVE THAT RECOMMENDED BY THE MANUFACTURER. - Use towers to EN1004. - MAKE SURE ALL SAFETY DEVICES ARE FITTED AND WORKING INC HANDRAILS/BRAKES/ KICK BOARDS /STABILISERS - WHEN WORKING WITHIN THE CONFINES OF THE SCAFFOLD TOWER, NEVER OVER-REACH, WORK ONLY WITHIN SAFE REACHING DISTANCE - WHEN MOVING A MOBILE TOWER ALWAYS REDUCE THE HEIGHT TO A MAXIMUM OF 4m, TEMPORARILY RAISE THE OUTRIGGERS, CHECK THE GROUND IS FIRM AND PUSH OR PULL USING MANUAL EFFORT FROM THE BASE ONLY - NEVER MOVE THE TOWER WHEN PEOPLE OR MATERIALS ARE ON THE TOWER OR, IN WINDY CONDITIONS - IF WORKING EXTERNALLY NEVER USE WHEN THERE ARE STRONG WINDS - WHEN IN USED NO WASTE TO BE STORED ON THE PLATFORM AND CHECK WEIGHT AGAINST CONTRACTORS/MANUFACTURERS INSTRUCTIONS (IF IN DOUBT ASK!!) NEVER OVERLOAD - DO NOT WORK ON THE SCAFFOLD IN POORLY LIT AREAS - IF USING IN AN ASBESTOS ENCLOSURE ENSURE THAT THE SCAFFOLD TOWER IS FULLY CLEANED AND DECONTAMINATED AND INCLUDED IN THE FOUR STAGE CLERANCE PROCESS.				
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HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	2	x	2	x	4

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	INC RPE	✓	✓	AVAILABLE	FULL FACE / P3		

DATE OF ASSESSMENT:	13.02.2026	IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO
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NEXT REVIEW DATE:	13.02.2027	ASSESSOR:	Danny Deakin
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RISK ASSESSMENT



Risk Assessment Number: RD-RA003

CLIENT:	
SITE ADDRESS:	
ACTIVITY:	MANUAL HANDLING OF ASBESTOS WASTE
HAZARDS:	MUSCULAR SKELETAL
THOSE AT RISK:	ALL EMPLOYEES

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	4	x	4	x	16

ACTION & CONTROL MEASURES	- NEVER OVERFILL BAGS (CHECK MANUFACTURERS GUIDELINES FOR WEIGHT ALLOWANCE PER BAG) - WRAPS TO BE OF A MANAGEABLE SIZE AND WEIGHT - MAKE SURE ASBESTOS WASTE IS CAREFULLY PLACED INTO SACK OR POLYTHENE WITHOUT BREACHING - ALL BAGS AND WRAPS TO BE SECURELY SEALED - ALL SHARP OBJECTS TO BE REMOVED PRIOR TO WASTE BEING CAREFULLY PLACED INTO SACK OR POLYTHENE WRAP TO ENSURE BREACHING DOES NOT OCCUR - TAKE REGULAR BREAKS WHEN TYING BAGS TO STRETCH AND KEEP MUSCLES SUPPLE - REDUCE MONOTONY OF TASK WHERE APPROPRIATE - ENSURE THERE ARE REASONABLE WORKLOADS AND DEMANDS - ENCOURAGE GOOD SOUND TEAMWORK - MONITOR AND CONTROL OF SHIFT AND OVERTIME WORKING - PROVIDE APPROPRIATE TRAINING - INTRODUCE ALL NEWCOMERS TO A SLOWER PACE THIS WILL HELP DEVELOP GOOD WORKING PRACTICES
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HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	2	x	2	x	4

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	INC RPE	✓	✓	AVAILABLE	HALF FACE/ P3		

DATE OF ASSESSMENT:	20/06/2027	IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO	
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NEXT REVIEW DATE:	N/A	ASSESSOR:	Danny Deakin
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RISK ASSESSMENT



Risk Assessment Number: RD-RA004

ACTIVITY:	USE OF HAND TOOLS
HAZARDS:	CUTS/HAND VIBRATION, TRIPS
THOSE AT RISK:	ALL EMPLOYEES

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	4	x	4	x	16

ACTION & CONTROL MEASURES	- ALWAYS CARRY HAND TOOLS IN A POUCH/BAG WHEN IN BETWEEN JOBS - PICK UP TOOLS WHEN NOT IN USE AND STORE IN A PURPOSE MADE TOOL BOX TO KEEP A TIDY SITE AND DEVELOP GOOD HOUSEKEEPING - BLADED OR SHARP TOOLS IE KNIVES/SAWS/CHISELS ECT MUST AT ALL TIMES BE CARRIED IN A SHEATH/PROTECTIVE COVER OR HAVE THE BLADE RETRACTED WHEN NOT IN USE - WEAR GLOVES WHEN USING ANY HAND TOOLS - EYE PROTECTION MUST BE WORN WHEN USING ANY HAND TOOLS TO PROTECT THE EYES FROM SPLINTERS/DEBRIS - USE WHERE POSSIBLE BATTERY POWERED SCREW DRIVERS IN PLACE OF MANUAL TO HELP PREVENT REPETATIVE STRAIN INJURIES - WHEN USING VIBRATING HAND TOOLS FOLLOW MANUFACTURES GUIDLINES , LIMIT USE OF THE TOOL & TAKE REGULAR BREAKS, AVOIDING THE USE OF THESE TOOLS WHEREVER POSSIBLE - INSPECT ALL TOOLS BEFORE USE ,IF DAMAGED DO NOT USE AND SEEK REPLACEMENT - CHECK ELECTRICAL TOOLS HAVE AN UP TO DATE CERTIFICATE FOR THEIR USE
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HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	2	x	2	x	4

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	INC RPE	✓	✓	AVAILABLE	HALF FACE/ P3		

DATE OF ASSESSMENT:	23/10/2026	IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO
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NEXT REVIEW DATE:	N/a	ASSESSOR:	Danny Deakin
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RISK ASSESSMENT



Risk Assessment Number: RD-RA009

CLIENT:	
SITE ADDRESS:	
ACTIVITY:	USE OF HAND OPERATED AND MECHANICAL POWER TOOLS
HAZARDS:	Hot Surfaces, Heavy Equipment, Electricity, Dust, Flying Debris, Rotating Parts, Sharp Edges, Buried services in walls
THOSE AT RISK:	ALL EMPLOYEES

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	=	RISK RATING
	2	x	4	=	8

ACTION & CONTROL MEASURES	- ALWAYS CARRY HAND TOOLS IN A POUCH/BAG WHEN IN BETWEEN JOBS - PICK UP TOOLS WHEN NOT IN USE AND STORE IN A PURPOSE MADE TOOL BOX TO KEEP A TIDY SITE AND DEVELOP GOOD HOUSEKEEPING. - EYE PROTECTION MUST BE WORN WHEN USING ANY HAND OPERATED AND MECHANICAL POWER TOOLS TO PROTECT THE EYES FROM SPLINTERS/DEBRIS - USE WHERE POSSIBLE BATTERY POWERED SCREW DRIVERS AND DRILLS IN PLACE OF MANUAL TO HELP PREVENT REPETATIVE STRAIN INJURIES - WHEN USING VIBRATING HAND TOOLS FOLLOW MANUFACTURES GUIDLINES, LIMIT USE OF THE TOOL & TAKE REGULAR BREAKS, AVOIDING THE USE OF THESE TOOLS WHEREVER POSSIBLE. - AVOID THE USE OF HAND TOOLS ABOVE HEAD HEIGHT. - CHECK FOR THE POSSIBILITY OF HIDDEN SERVICES IN WALLS OR FLOORS WHERE WORK IS TO TAKE PLACE, OBTAIN ISOLATION CERTIFICATES FROM CLIENTS OF SEEK SERVICE DRAWINGS. - INSPECT ALL TOOLS BEFORE USE ,IF DAMAGED DO NOT USE AND SEEK REPLACEMENT. - CHECK ELECTRICAL TOOLS HAVE AN UP TO DATE PORTABLE APPLIANCE TESTING.
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HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	=	RISK RATING
	2	x	2	=	4

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

S3 SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	AVAILABLE	✓	AVAILABLE	AVAILABLE			

DATE OF ASSESSMENT:	28.10.2026	IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO	✓
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NEXT REVIEW DATE:	N/A	ASSESSOR:	Danny Deakin
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RISK ASSESSMENT



Risk Assessment Number: RD-RA013.1

ACTIVITY:	MANUAL HANDLING OF BAGGED ASBESTOS WASTE
HAZARDS:	MUSCULAR SKELETAL
THOSE AT RISK:	ALL EMPLOYEES
WEIGHT:	20-25kg – each bags needs to be carried by the neck by 1 person when transporting to the sealed waste skip or waste vehicle.

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	4	x	4	x	16

ACTION AND CONTROL MEASURES			
The Task Involves	Yes	No	Remedial Action
Holding Loads away from Trunk		X	
Twisting		X	
Stooping	✓		Bend at knees and keep straight back to lift.
Reaching sideways	✓		Change position if possible
Reaching upwards		X	
Large vertical movements		X	
Lifting above shoulder height		X	
Lifting below knee height	✓		Bend at knees and keep straight back to lift.
Change in position/posture	✓		Monitor posture as you lift / deposit items
Long carrying distances	✓		Do not carry for long distances. Take regular breaks when carrying
Repetitive handling	✓		Plan movements – do not move more than necessary.
strenuous pulling or pushing		X	
unpredictable movement of loads		X	
insufficient rest or recovery		X	
A workrate imposed by a process		X	
ARE THE LOADS?			
Heavy	✓		1 man lift
Bulky/Unwieldy		X	
Difficult to Grasp		X	
Harmful (E.G. Sharp/hot)		X	
Unstable/unpredictable		X	
Obstruction of vision to person when moving		X	
Is it difficult for the person to obtain assistance when handling difficult or heavy loads		X	

RISK ASSESSMENT



Risk Assessment Number: RD-RA013.1

ACTION AND CONTROL MEASURES CONTINUED									
The Task Involves				Yes	No	Remedial Action			
THE WORKING ENVIRONMENT – ARE THERE:-									
Constraints on Posture					X				
Obstructions				✓		The waste transit route will be defined within the method statement and any obstructions will be cleared prior to the contract commencing.			
Poor Floors				✓		The waste transit route will be defined within the method statement will no run of go over any poor floors.			
Variations in Levels				✓		The waste transit route will be defined within the method statement any variations in levels on the transit route will be detailed within section (4.5 Waste Transit Route) of the method statement.			
Hot/Cold/Humid conditions					X				
Strong Air Movements					X				
Poor Lighting Conditions					X				
INDIVIDUAL CAPABILITY – DOES THE JOB:-									
Require unusual capability					X				
Create a hazard to those with a health problem				✓		Only fit persons to carry out tasks			
Call for specialist information/Training					X				
Call for Manual handling				✓		Observe Training			
OTHER FACTORS									
Is movement or posture hindered by clothing or personal protective equipment					X				
SITE SPECIFIC FACTORS									
PPE/RPW				✓		When transporting asbestos waste from the enclosure to the sealed asbestos skip or waste vehicle, all operatives involved must wear Disposable coveralls, and half faced orinasal face mask.			
HAZARD RATING AFTER CONTROLS:		LIKELIHOOD		X	SEVERITY		X	RISK RATING	
		2		X	2		X	4	
PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)									
SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	If site requires	AVAILABLE	n/A	✓	✓	AVAILABL E	Half faced Orinasal	N/a	N/a
IS HEALTH SURVEILLANCE REQUIRED:						YES	✓	NO	
NEXT REVIEW DATE:		05/10/2026		ASSESSOR:		Danny Deakin			

RISK ASSESSMENT



Risk Assessment Number: RD-RA013.4

ACTIVITY:	MANUAL HANDLING OF PLANT – “H” Type Vacuum Cleaner Numatic HZ570
HAZARDS:	MUSCULAR SKELETAL
THOSE AT RISK:	ALL EMPLOYEES
WEIGHT:	18kg – This Vacuum needs to be carried by the handle with 1 person when moving the equipment

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	4	x	4	x	16

ACTION AND CONTROL MEASURES			
The Task Involves	Yes	No	Remedial Action
Holding Loads away from Trunk		X	
Twisting		X	
Stooping	✓		Bend at knees and keep straight back to lift.
Reaching sideways	✓		Change position if possible
Reaching upwards		X	
Large vertical movements		X	
Lifting above shoulder height		X	
Lifting below knee height	✓		Bend at knees and keep straight back to lift.
Change in position/posture	✓		Monitor posture as you lift / deposit items
Long carrying distances		X	
Repetitive handling		X	
strenuous pulling or pushing		X	
unpredictable movement of loads		X	
insufficient rest or recovery		X	
A workrate imposed by a process		X	
ARE THE LOADS?			
Heavy	✓		1 man lift
Bulky/Unwieldy		X	
Difficult to Grasp		X	
Harmful (E.G. Sharp/hot)		X	
Unstable/unpredictable		X	
Obstruction of vision to person when moving		X	
Is it difficult for the person to obtain assistance when handling difficult or heavy loads		X	

RISK ASSESSMENT



Risk Assessment Number: RD-RA013.4

ACTION AND CONTROL MEASURES CONTINUED									
The Task Involves			Yes	No	Remedial Action				
THE WORKING ENVIRONMENT – ARE THERE:-									
Constraints on Posture				X					
Obstructions			✓		Remove all obstructions from the Route				
Poor Floors			✓		Plan route for moving equipment to avoid unsafe flooring				
Variations in Levels			✓		Plan route for moving equipment to avoid unsafe flooring				
Hot/Cold/Humid conditions				X					
Strong Air Movements				X					
Poor Lighting Conditions				X					
INDIVIDUAL CAPABILITY – DOES THE JOB:-									
Require unusual capability				X					
Create a hazard to those with a health problem			✓		Only fit persons to carry out tasks				
Call for specialist information/Training				X					
Call for Manual handling			✓		Observe Training				
OTHER FACTORS									
Is movement or posture hindered by clothing or personal protective equipment				X					
SITE SPECIFIC FACTORS									
N/a				X					
HAZARD RATING AFTER CONTROLS:		LIKELIHOOD		x	SEVERITY		x	RISK RATING	
		2		x	2		x	4	
PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)									
SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	n/a	✓	✓	AVAILABLE	N/a	N/a	N/a
IS HEALTH SURVEILLANCE REQUIRED:							YES	✓	NO
NEXT REVIEW DATE:		05/10/2026		ASSESSOR:			Danny Deakin		

RISK ASSESSMENT



Risk Assessment Number: RD-RA013.11

ACTIVITY:	MANUAL HANDLING OF PLANT – 5KVA Transformer
HAZARDS:	MUSCULAR SKELETAL
THOSE AT RISK:	ALL EMPLOYEES
WEIGHT:	35kg – This Transformer needs to be always handled by 2 people when moving the equipment.

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	4	x	4	x	16

ACTION AND CONTROL MEASURES

The Task Involves	Yes	No	Remedial Action
Holding Loads away from Trunk		X	
Twisting		X	
Stooping	✓		Bend at knees and keep straight back to lift.
Reaching sideways	✓		Change position if possible
Reaching upwards		X	
Large vertical movements		X	
Lifting above shoulder height		X	
Lifting below knee height	✓		Bend at knees and keep straight back to lift.
Change in position/posture	✓		Monitor posture as you lift / deposit items
Long carrying distances		X	
Repetitive handling		X	
strenuous pulling or pushing		X	
unpredictable movement of loads		X	
insufficient rest or recovery		X	
A workrate imposed by a process		X	

ARE THE LOADS?

Heavy	✓		2 man lift
Bulky/Unwieldy		x	
Difficult to Grasp		x	
Harmful (E.G. Sharp/hot)			
Unstable/unpredictable		X	
Obstruction of vision to person when moving		X	
Is it difficult for the person to obtain assistance when handling difficult or heavy loads		X	

RISK ASSESSMENT



Risk Assessment Number: RD-RA013.11

ACTION AND CONTROL MEASURES - CONTINUED									
The Task Involves				Yes	No	Remedial Action			
THE WORKING ENVIRONMENT – ARE THERE:-									
Constraints on Posture					X				
Obstructions				✓		Remove all obstructions from walkways			
Poor Floors					X				
Variations in Levels					X				
Hot/Cold/Humid conditions					X				
Strong Air Movements					X				
Poor Lighting Conditions					X				
INDIVIDUAL CAPABILITY – DOES THE JOB:-									
Require unusual capability					X				
Create a hazard to those with a health problem				✓		Only fit persons to carry out tasks			
Call for specialist information/Training					X				
Call for Manual handling				✓		Observe Training			
OTHER FACTORS									
Is movement or posture hindered by clothing or personal protective equipment					X				
SITE SPECIFIC FACTORS									
N/a					X				
HAZARD RATING AFTER CONTROLS:		LIKELIHOOD		X	SEVERITY		X	RISK RATING	
		2		X	2		X	4	
PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)									
SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	n/a	✓	✓	AVAILABLE	N/a	N/a	N/a
IS HEALTH SURVEILLANCE REQUIRED:							YES	✓	NO
NEXT REVIEW DATE:		05/10/2026		ASSESSOR:			Danny Deakin		

RISK ASSESSMENT



Risk Assessment Number: RD-RA020

ACTIVITY:	SETTING UP OS ENCLOSURE/REMOVING ASBESTOS
HAZARDS:	SLIPS TRIPS AND FALLS
THOSE AT RISK:	ALL EMPLOYEES, AND OTHERS

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	4	x	4	x	16

ACTION & CONTROL MEASURES	SETTING UP ENCLOSURES - SECURITY OF SITE, ELIMATE ACCESS TO UNAUTHORISED PERSONNEL. - ENSURE THAT THERE IS ADEQUATE LIGHTING WITHIN THE WORKING ENVIRONMENT - ENSURE THAT WHEN CONSTRUCTING THE ENCLOSURE THE WORK AREA IS CLEAR FROM MATERIALS USED, ALL WASTE POLYTHENE AND ADHESIVE TAPE ROLLS TO BE BAGGED IN CLEAR SACKS, OFF CUTS OF TIMBER TO BE PLACED WITHIN BAGS OF SKIPS PROVIDED - SAFELY STORE ALL 110VOLT LEADS AT GROUND LEVEL COVER OR SECURE WITH TAPE. - MARK SLOPES OR CHANGES OF LEVELS - REMOVE ALL OBSTRUCTION FROM THE AREA/S OF WORK - WEAR SUITABLE FOOTWEAR AT ALL TIMES - ENSURE ALL ACCESS EQUIPMENT IS SET UP AND USED AS PER THE MANUFATORS RECOMMENDATIONS AND BY TRAINED OPERATIVES				

HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	1	x	2	x	3

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	INC RPE	✓	✓	AVAILABLE	FULL FACE / P3		

DATE OF ASSESSMENT:	12/10/2025	IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO	
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NEXT REVIEW DATE:	11/10/2026	ASSESSOR:	Danny Deakin
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RISK ASSESSMENT



Risk Assessment Number: RD-RA019

ACTIVITY:	GRINDING, USE OF PORTABLE GRINDERS - NOISE				
HAZARDS:	1. Ejection of High-Energy Grinding Debris (metal and dust) could lead to eye injury 2. Impact injuries from bursting wheels 3. Cut and abrasion injuries from contact with rotating wheel 4. Fires from poor control of grinding dust 5. Inhalation of Grinding Dust 6. Excessive noise from grinding wheel 7. Electric shock from damaged leads 8. High frequency vibration from hand held grinders 9. Noise from working with Grinders				
THOSE AT RISK:	ALL EMPLOYEES, AND OTHERS				
LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4
HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	5	x	5	x	25
ACTION & CONTROL MEASURES	PPE 1. STAR STANDARD ISSUE COVERALLS, 2. SAFETY BOOTS WITH A HEEL AND A GOOD GRIP AND STEEL TOE CAP 3. EAR DEFENDERS OR DISPOSABLE EAR PLUGS 4. RESPIRATORY PROTECTION (to BS EN 149 FFP2S) MAY BE REQUIRED IF PROLONGED GRINDING IS NECESSARY EQUIPMENT 1. IN POPULATED AREAS SCREENS MUST BE PLACED AROUND THE WORK AREA TO LIMIT THE FLIGHT OF GRINDING DEBRIS FROM HAND HELD ANGLE GRINDERS 2. ALL GRINDERS MUST HAVE THEIR FIXED GUARDS IN PLACE 3. ANGLE GRINDERS WILL BE 110VOLT SUPPLY AND WILL BE REGULARLY MAINTAINED IN ACCORDANCE WITH STAR GUIDANCE ON PORTABLE AND TRANSPORTABLE ELECTRIC APPLIANCES INFORMATION AND INSTRUCTION 1. NO ONE MAY CHANGE A WHEEL UNLESS THEY HAVE ATTENDED A COURSE COVERING THE SAFE MOUNTING OF ABRASIVE WHEELS OR ARE BEING SUPERVISED BY A COMPETENT PERSON 2. CARE MUST BE TAKEN IN TOP RELATION TO THE CORRECT SELECTION OF WHEELS OR DISC FOR THE MAXIMUM SPINDLE SPEED OF THE MACHINE ENVIRONMENT 1. ENSURE THAT ADEQUATE LIGHTING EXISTS 2. FLAMABLE AND COMBUSTIBLE MATERIALS MUST BE REMOVED FROM THE GRINDING AREA TO PREVENT A FIRE HAZARD. (Flammable and combustible materials could include open paint/glue pots, oil, paper, rags, solvents, insulation panels etc).				

RISK ASSESSMENT



Risk Assessment Number: RD-RA019

RISK ASSESSMENT NUMBER	RA	ASB	0001	
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ACTION & CONTROL MEASURES	<u>PROCEDURES AND DOCUMENTS</u> 1. INSPECT GRINDER AND WHEEL BEFORE EACH USE. DO NOT USE DEFECTIVE EQUIPMENT REPORT ANY DAMAGE TO THE SUPERVISOR 2. DO NOT GRIND FOR EXTENDED PERIODS, 4 HOURS TOTAL SHOULD BE THE MAXIMUM PER DAY PER PERSON SO ROTATE THE WORK AND PERSONAL <u>EMMERGENCY ACTION/PROCEDURES</u> 1. NORMAL FIRST AID PROVISION WILL BE SUFFICIENT TO COVER MOST INJURIES ASSOCIATED WITH THE USE OF GRINDERS, EYE INJURIES WILL NORMALLY BE REFFRED TO HOSPITAL <u>ACCESS</u> 110 VOLT ANGLE GRINDERS AND THEIR LEADS CAN POSE A TRIP HAZARD, GOOD STANDARDS OF HOUSEKEEPING ARE REQUIRED
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HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	2	x	3	x	6

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	INC RPE	✓	✓	AVAILABLE	FULL FACE / P3		

IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO	
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NEXT REVIEW DATE:	12/10/2026	ASSESSOR:	Danny Deakin
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RISK ASSESSMENT



Risk Assessment Number: RD-RA035

CLIENT:	
SITE ADDRESS:	
ACTIVITY:	WORK WITH SURFACE GRINDERS
HAZARDS:	DUST, HAVS, NOISE
THOSE AT RISK:	ALL EMPLOYEES

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	3	X	3	X	9

ACTION & CONTROL MEASURES	Ensure containment and local air extraction techniques are utilised to keep dust to a minimum.
	Spray the work area with surfactant using a low pressure sprayer to mitigate airborne dust.
	Utilise low vibration machines where possible to reduce HAVS risks.
	Provide and use ear protection where multiple machines are used to reduce noise exposure.
	Use eye protection where required.

HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	2	X	2	X	4

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)									
SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	INC RPE	✓	✓	AVAILABLE	FULL FACE / P3		

DATE OF ASSESSMENT:	12/010/2026	IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO	
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NEXT REVIEW DATE:	N/A	ASSESSOR:	Danny Deakin
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RISK ASSESSMENT



Risk Assessment Number: RD-RA003.2

ACTIVITY:	MANUAL HANDLING OF LARGE WRAPPED ASBESTOS WASTE
HAZARDS:	MUSCULAR SKELETAL
THOSE AT RISK:	ALL EMPLOYEES
WEIGHT:	1-25kg -1 man 25-50kg – Each Asbestos waste wrap needs to be carried by 2 persons to the sealed asbestos skip or asbestos waste vehicle.

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	4	x	4	x	16

ACTION AND CONTROL MEASURES

The Task Involves	Yes	No	Remedial Action
Holding Loads away from Trunk		X	
Twisting		X	
Stooping	✓		Bend at knees and keep straight back to lift.
Reaching sideways	✓		Change position if possible
Reaching upwards		X	
Large vertical movements		X	
Lifting above shoulder height		X	
Lifting below knee height	✓		Bend at knees and keep straight back to lift.
Change in position/posture	✓		Monitor posture as you lift / deposit items
Long carrying distances	✓		Do not carry for long distances. Take regular breaks when carrying or where possible use a sack barrow or trolley.
Repetitive handling	✓		Plan movements – do not move more than necessary.
strenuous pulling or pushing		X	
unpredictable movement of loads		X	
insufficient rest or recovery		X	
A workrate imposed by a process		X	

ARE THE LOADS?

Heavy	✓		2 man lift
Bulky/Unwieldy	✓		2 man lift
Difficult to Grasp	✓		If difficult to grasp wear gloves to improve grip or use more persons to make transporting easier
Harmful (E.G. Sharp/hot)			
Unstable/unpredictable		X	
Obstruction of vision to person when moving		X	
Is it difficult for the person to obtain assistance when handling difficult or heavy loads		X	

RISK ASSESSMENT



Risk Assessment Number: RD-RA003.2

ACTION AND CONTROL MEASURES - CONTINUED									
The Task Involves				Yes	No	Remedial Action			
THE WORKING ENVIRONMENT – ARE THERE:-									
Constraints on Posture					X				
Obstructions				✓		The waste transit route will be defined within the method statement and any obstructions will be cleared prior to the contract commencing.			
Poor Floors				✓		The waste transit route will be defined within the method statement will no run of go over any poor floors.			
Variations in Levels				✓		The waste transit route will be defined within the method statement any variations in levels on the transit route will be detailed within section (4.5 Waste Transit Route) of the method statement.			
Hot/Cold/Humid conditions					X				
Strong Air Movements					X				
Poor Lighting Conditions					X				
INDIVIDUAL CAPABILITY – DOES THE JOB:-									
Require unusual capability					X				
Create a hazard to those with a health problem				✓		Only fit persons to carry out tasks			
Call for specialist information/Training					X				
Call for Manual handling				✓		Observe Training			
OTHER FACTORS									
Is movement or posture hindered by clothing or personal protective equipment					X				
SITE SPECIFIC FACTORS									
PPE/RPE				✓		When transporting asbestos waste from the enclosure to the sealed asbestos skip or waste vehicle, all operatives involved must wear Disposable coveralls, and half faced orinasal face mask.			
HAZARD RATING AFTER CONTROLS:		LIKELIHOOD		X	SEVERITY		X	RISK RATING	
		2		X	2		X	4	
PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)									
SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	n/A	✓	✓	AVAILABLE	N/a	N/a	N/a
IS HEALTH SURVEILLANCE REQUIRED:							YES	✓	NO
NEXT REVIEW DATE:		05/10/2026		ASSESSOR:			Danny Deakin		

10.00 ASBESTOS ASSESSMENT

Summary of Control Measures as required by, and in accordance with Regulation 6, ACoP L143 - The Control of Asbestos Regulations 2012.

LOCATION OF ASBESTOS AND WORK TASK	ENVIRONMENT				CONTROL MEASURES							EXPECTED EXPOSURES			R.P.E			
	FLOOR / LEVEL	ENCLOSURE REFERENCE	MEANS of ACCESS	SAMPLES TAKEN	WRAP & CUT / GLOVEBAG	FIBRE SUPPRESSANT	SHADOW VACUUM	LOW PRESSURE SPRAY	CAREFUL REMOVAL	TYPE ' H' VACUUM	ENCLOSURE	EXPECTED EXPOSURE	DAYS OF EXPOSURE	EXCEEDS CONTROL LIMIT	DISPOSABLE COVERALLS	POWER ASSISTED	ORINASAL HALF MASK	SCBA / AIRLINE
Asbestos cement roof sheets/slabs	Y	N	F	Y	N	Y	Y	Y	Y	Y	N	0.01	1	N	Y	N	Y	N

Abbreviations: F = by foot, SPB= Self Propelled Boom T = alloy tower, S = stepladder, M = mewp, X = required, W = wrap & cut, G = glovebag, Y = yes, N = no