EXAMPLE Plan of Work
Asbestos Project No. 65021

A copy of this Plan of Work is to be present on site at all times during the project.

All works within this project are to be undertaken in strict accordance with this Plan of Work.

All procedures and risk assessments as set out within this document are to be adhered to at all times, which are contained within AIB Solutions Limited's Policy & Procedure Manual 6, of which a current copy is also to be present on site.

Brief Description of Work The project involves the removal and disposal of the full asbestos cement garage structure, including timber doors. The works are to be completed under semi controlled conditions.	Start / End Date	21/06/17	21/06/17
	Hours of Work (On Site)	08:30	12:30
	Total Shifts / Duration	4 hours	
	Dates Not Expected On Site	N/A	
	Total No. of Employees (Min/Max)	3	3
	Designated Vehicle(s)	NU11BWC	SC13WFS WELFARE
Site Address Plot of land Belle Vue Road Leek Staffordshire ST13 8ER	Contact Name		
	Site Telephone No.		
	Mobile No.		
Client Name & Address Cornerstone Developments 6 Westwood Park Drive Leek Staffordshire ST13 8NG	Contact Name	Paul Hare	
	Telephone No.		
	Mobile No.	07738 683072	
Site Supervisor / Responsible Person NB. The Site Supervisor / Responsible Person must be contactable at all times. Only a suitably competent person will be left on site in the Supervisor's / Responsible Person's temporary absence.	Name		
	Mobile No.		

Additional Comments / Instructions

Prior to commencing work **PLEASE ENSURE** that you undertake your own site assessment to ensure that all working methods and risk assessments contained within this document are suitable and sufficient and the document is updated accordingly with any amendments by the Supervisor / Responsible Person. If you are in doubt or major amendments need to be made, please contact the person below.

Contracts Manager - Projects Co-ordinator Responsibility Declaration

I confirm that I have drafted all relevant documentation for this Plan of Work to the best of my knowledge and belief from the information received. I have reviewed this document following preparation and take full responsibility for its accuracy. In addition I confirm that the content satisfies the duties placed upon the company in general, and myself individually as an agent of the company.

Signed	Name		Date

OFFICE USE ONLY

Consignment Note Sent	Air Test Sent		Invoice Sent
Order Number		Total Value	

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Project Specific Details

1 Project Overview & Detailed Description of the Works

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Appendices

Appendix A Sketch of Work Area / **Photographs** / Notification Form (If Applicable) [Y]

Appendix B Site Records [Y]

Further Info [ ]

SECTION 1 Detailed Description of the Works

Description must tell a detailed story of the works

Read this Plan of Work in full along with the associated risk assessments to be adhered to.

Segregate the area of work using barrier tape and the appropriate warning signs. The area is to be cleared of all obstructions prior to the works and any electrics will be isolated by the client.

Power and water supplies for the works are to be taken from the closest possible location, or as agreed with the client on site. Where a power supply is not available, generators are to be used to provide a temporary 110v supply. These are to be positioned outside any buildings whilst in use to ensure adequate ventilation. Generators are also to be secured where possible using a chain and padlock, and placed in a drip tray in case of fuel leaks.

Where temporary water supplies are required, water butts are to be used on site to store and provide water. Where adequate lighting is not available in the work areas, hand lamps are to be used.

Trailing Cables / hoses are to be secured either to the floor, or above head height to ensure no tripping hazards are present on site.

Half masked RPE and Type 5/6 PPE are to be worn at all times during the removal procedure as set out below.

Breakage of asbestos materials to aid removal **must** be kept to an absolute minimum.

At all times the works are to be undertaken in accordance with the methods of work / risk assessments as stipulated in this Plan of Work with reference to the company's Standard Working Procedure Manual.

Any impervious / non-cleanable surfaces adjacent to the material to be removed are to be covered using polythene sheeting.

Work at height is to be undertaken from hop ups and podium steps. Which are to be used to provide safe working access as required to the roof sheets. If the height of the podium steps is unsuitable for access to the roof sheets then step ladders may be used. These will have to be footed at all times when in use.

The doors to the garage are to be removed and disposed of.

The asbestos cement sheets to the roof are to be sprayed with a surfactant solution, using a low pressure, hand held sprayer, both prior to and during the removal procedure. The fixings holding the sheets are to be removed with hand tools, bolt crops or a small 110v grinder where necessary; and the sheets removed whole, from the framework. The asbestos cement sheets to the walls of the garage are to be removed and disposed of as above or along with the framework if the panels are removable with the frame.

If the panels are removed from the frame, and the garage has a metal frame, this is to be removed flush with the concrete slab using a small grinder or a reciprocating saw.

The sheets are to be wrapped in 1000 gauge polythene, and marked as asbestos waste; prior to being removed to the waste vehicle, via the safest and most direct means possible from the work area. The waste vehicle is to remain locked when not in attendance. Under no circumstances are waste materials to be left unattended in public occupied areas.

SECTION 1 Detailed Description of the Works (Continued)

If no additional description, please write "BLANK"

Remove all tools and equipment and tidy the area of work accordingly. An environmental clean of the immediate area is to be undertaken to remove any debris following the removal of the material. This is to be carried out using an h-type vacuum cleaner, and tak rags.

Polythene protective sheeting is to be removed, double bagged for disposal as asbestos waste; and transported to the waste vehicle.

Supervisor / Responsible Person is to undertake a visual inspection of all work and transit areas prior to signing the Declaration within the Site Records.

Occupier (if applicable) is to complete the Declaration and Customer Satisfaction Questionnaire.

Client Requirements (Power, Water, Clearance of Items etc)			
Power Supply	No – Generators to be taken to site	Clearance of Stored Items	Yes – Client to clear all stored items
Water Supply	No – Water butts to be taken to site	Unhindered Access To Working Areas	Yes
Isolation of Services (Certs)	Yes – Client will produce	Suitable Parking and Storage	
Welfare Arrangements			
Operational Toilet	**No – Welfare vehicle to be taken to site**	Rest Area	**No – Welfare vehicle to be taken to site**
Washbasin with Hot/Cold Water	**No – Welfare vehicle to be taken to site**	If alternate arrangements nee to be made, please explain:	
Drinking Water	**No – Welfare vehicle to be taken to site**		

IMPORTANT: Work is not to commence on site unless all client requirements have been fulfilled and welfare arrangements are in order. Full welfare facilities may not be available on site where work is of short duration.

SECTION 2 Others Involved / Contractor Details

HSE / Environmental Health Office		(Area and Enforcing Authority that this work falls under)
Office HSE Crewe	Address Hornbeam House, Electra Way, Crewe, CW1 6QJ	Contact No.

Emergency Details	(Please refer to Standard Working Procedures for full details in the event of an emergency)	
Accident & Emergency University Hospital of North Staffordshire	Address Newcastle Road, Stoke-on-Trent, Staffordshire, ST4 6QG	Contact No. 01782 715444
Fire & Rescue Staffordshire Fire & Rescue Service	Address Pirehill, Stone, Staffordshire, ST15 0SB	Contact No. 08451 221155

Construction Design & Management Details		(If Applicable)
Principle Contractor	Address	Contact Name & No.
CDM Co-ordinator	Address	Contact Name & No.

Other Licence Holders Involved with the Works		(If Applicable)

UKAS Laboratory Details				(Air Monitoring Details)
Employed UKAS Lab	Contracted by		Office Contact No.	
Analyst Name & Mobile No.	Site Attendance Date		Site Attendance Time	
Exact Type of Works	Part Time		Full Time	
	Personal		Background	
	Leak		Reassurance	
	4 Stage Clearance		Visual	

Waste Arrangements				
Removal of Waste by: **AIB Solutions Ltd**	35yd Enclosed Skip		Dedicated Waste Vehicle	Y
	16yd Enclosed Skip		Red Container Compartment	
	8yd Enclosed Skip		Yellow Container Compartment	
	General Skip		Hazi Bag Compartment	
Skip Company (If Applicable)	Licence Number		Office Contact No.	
			01782 613773	
	Site Attendance Date		Site Attendance Time	

SECTION 3 Details of Asbestos to be Worked Upon

	Anticipated Exposure f/ml							
	Without Controls	With Controls	Condition	Quantity	Chrysotile	Amosite	Crocidolite	Other
Spay Coating	1000	<0.5						
Insulation	100	0.18						
AIB	30	0.93						
Textured Coating	10	0.06						
Cement	25	0.04	Fair	40msq	Y			
Woven	30	0.05						
Composites	30	0.10						
Other (Specify)								
Other (Specify)								

Survey / Sampled by:	Survey Type:	Survey / Sample Date:
Westland Environmental Safety	Bulk Analysis	18th May 2017

SECTION 4 Control Measures

Pre-Clean Required	No	Wetting Injection Technique	N/A
		Wetting Time	N/A
Enclosure (If not, why?)	N/A	Wetting Low Pressure Spray	Handheld Sprayers
Smoke Test Arrangements	N/A	Wetting Time	Prior to & During Removal
Air Lock (If not standard, why?)	N/A	Shadow Vacuum Technique	Environmental Clean
Bag Lock (If not present, why?)	N/A	Encapsulation	N/A
Negative Pressure	N/A	Other	

SECTION 4 RPE & PPE

Enclosure Works		Non Enclosure Works		General Site (Also During Works)	
Scott Phantom Vision / Scott Phantom Protector		Sundstrom SR100	Y	High Visibility Clothing	Y
Cat 3 Type 5/6 Coveralls (Red = Live Enclosure) (White = Transit) (Blue = Site Preparation / General)		Cat 3 Type 5/6 Coveralls	Y	Hard Hats	
		S3 Safety Boots	Y	Gloves	Y
Wellington Boots (White = Transit) (Black = Live Enclosure)		Green Wellington Boots (NLW & NNLW including TC Works)	Y	Eye Protection	
				Hearing Protection	

List any other PPE that will be required for this project:	

SECTION 5 Methods of Work to be Adopted

(Please tick all relevant procedures applicable to this project)

RPE & PPE		
MW01	Use of Orinasal Respirators	Y
MW02	Use of Powered Respirators	
MW03	Selection of Protective Equipment	Y
Equipment		
MW04	Location and Use of Hygiene Facilities (Decontamination Unit / DCU)	
MW05	Use of H-Type Vacuums	Y
MW06	Use of Negative Pressure Units	
MW07	Use of Smoke Machines	
MW08	Use of Injection Equipment	
MW09	Use of Low Pressure Sprayers	Y
Transit & Waste		
MW10	Transit Procedures (Enclosure Detached from DCU)	
MW11	Transit Procedures (Enclosure Attached to DCU)	
MW12	Transit Procedure (For AIB Soffit Removal)	
MW13	Entry / Exit Procedure for Textured Coating Work	
MW14	Removal of Waste, Carriage & Disposal	Y
Types of Set Up		
MW15	Use of Warning Signs	Y
MW16	Semi-Controlled Conditions	Y
MW17	Fully Controlled Conditions	
MW18	Pre-Clean of Works Area	Y
MW19	Use of Client's Power & Water Services	Y
MW20	Decontamination of Enclosures	
Sprayed Coating		
MW21	Removal from Steel Beams	
MW22	Removal from Concrete Slabs & Soffits	

Insulation / Lagging		
MW23	Removal from Pipework	
MW24	Removal of Hard Set Insulation from Water Cylinders / Boilers etc	
MW25	Removal by Wrap & Cut	
MW26	Encapsulation of Sprayed Coating / Insulation (Removal of Overspray's)	
Asbestos Insulating Board / Millboard / Coated Fibreboard		
MW27	Removal of Suspended Ceiling Tiles	
MW28	Removal of Nailed and Treated Boards	
MW29	Removal of Nailed and Untreated Boards	
MW30	Removal of Screwed and Treated Boards	
MW31	Removal of Screwed and Untreated Boards	
MW32	Removal of Duct Panels	
MW33	Removal of Partition Panels	
MW34	Removal of Domestic Soffits	
MW35	Encapsulation of Good Condition Boards	
MW36	Encapsulation of Poor Condition Boards	
Textured Coatings		
MW37	Removal of Coating Applied to Concrete	
MW38	Removal of Coating Applied to Plasterboard or Plaster	
Environmental Cleaning		
MW39	Of AIB (Including Dust, Debris & Residue)	
MW40	Of AIB (Including Dust, Debris, & Residue) & Encapsulation	
MW41	Of Insulation & Lagging (Including Dust, Debris & Residue)	
MW42	Of Insulation & Lagging (Including Dust, Debris & Residue) & Encapsulation	
Other		
MW43	Taking of Samples for Bulk Analysis	

SECTION 5 Methods of Work to be Adopted

(HSG210 Asbestos Essentials Task Manual Procedures / Tick Relevant Procedure)

Equipment and Method Sheets			Work with Asbestos Cement		
EM1	What to do if you uncover further / additional asbestos materials	Y	A9	Drilling holes in asbestos cement and other highly bonded materials	
EM2	Training	Y	A10	Cleaning debris from guttering on an asbestos cement roof	
EM3	Building a 'Mini Enclosure'		A11	Removing asbestos cement debris	Y
EM4	Using a H-Type vacuum when working with asbestos	Y	A12	Cleaning weathered asbestos cement roofing and cladding	
EM5	Wetting asbestos materials	Y	A13	Repairing damaged asbestos cement	
EM6	Personal protective equipment	Y	A14	Removing asbestos cement sheets, gutters etc and dismantling a small asbestos structure	Y
EM7	Using rags to clean contaminated surfaces and equipment	Y	A15	Removing asbestos cement or reinforced plastic product, e.g. tank, duct water cistern	
EM8	Personal decontamination	Y	A16	Painting asbestos cement sheets	
EM9	Disposal of asbestos waste	Y	A35	Replacing an asbestos cement flue or duct	
Asbestos Insulating Board (Minor Works)			A36	Removing an asbestos cement panel outside, beside or beneath a window	
A0	Advice on Non Licensed Work with asbestos		**Removal / Replacement of Other ACM's**		
A1	Drilling holes in asbestos insulating board		A17	Removing asbestos paper linings	
A2	Removal of a single asbestos insulating board ceiling tile		A18	Removing asbestos friction linings	
A3	Removal of door with asbestos insulating board fireproofing		A19	Removing an asbestos fire blanket	
A4	Removal of a single screwed in asbestos insulating board under 1m2 in area		A21	Removing asbestos containing bituminous products	
A5	Cleaning light fittings attached to asbestos insulating board		A22	Removing metal cladding lined with asbestos containing bitumen	
A6	Repairing minor damage to asbestos insulating board		A23	Removing asbestos containing floor tiles and lino	
A7	Painting undamaged asbestos insulating board		A24	Removing flexible asbestos duct connectors (gaiters)	
Work with Textured Coatings Containing Asbestos			A25	Removing compressed asbestos gaskets and asbestos rope seals	
A26	Drilling and boring through textured coatings		A30	Removing an asbestos containing arc shield from electrical switchgear	
A27	Inserting and removing screws through textured coatings		A31	Removing a single asbestos containing gas or electric heater	
A28	Removing textured coating from a small area		A32	Replacing an asbestos containing part in a domestic appliance	
A29	Cleaning up debris following a collapse of a ceiling or wall		A33	Replacing an asbestos containing fuse box or single fuse assembly	
Safe Work with Undamaged Asbestos Materials			A37	Removing asbestos containing mastic, sealant, filler, putty or fixing	
A8	Enclosing undamaged asbestos materials to prevent impact damage		**Fly Tipped Waste**		
A20	Laying cables in areas containing undamaged asbestos materials		A38	Making safe and collecting fly tipped waste	
A34	Removing pins and nails from an insulating board panel				

Section 6 Summary of Associated Hazards / Risk Assessments

Please Note: Where the initial site visit / desk top study indicates hazards additional to asbestos, they must be identified below by ticking the appropriate box. These hazards must be adequately controlled by adherence to the applicable generic risk assessment contained within the latest version of the Procedure Manual. Should the Supervisor and Operatives identify further risks, these must be ticked below and the additions communicated by the Supervisor / Designated Responsible Person for the project to the applicable workforce and third parties as necessary. This must be recorded in the site diary for this project.

IMPORTANT: Should any persons be unsure of any risk and feel that it cannot be adequately controlled, stop work immediately and consult the author of this Plan of Work.

Ref	Hazard	Tick	Ref	Hazard	Tick	Ref	Hazard	Tick
RA01	Asbestos	Y	RA21	Electricity	Y	RA41	Airless Spray System	Y
RA02	Manual Handling	Y	RA22	Gas		RA42	Wet Injection	
RA03	Slips, Trips & Falls	Y	RA23	Sharps		RA43	Waste Man. Facility	Y
RA04	Work at Height	y	RA24	Chemical Hazards	Y	RA44	Welfare Vehicle	
RA05	Noise	Y	RA25	Confined Spaces		RA45	Reciprocating Saw	Y
RA06	Housekeeping	Y	RA26	Decontamination Unit		RA46	Roof Ladder	
RA07	Vans & Moving Plant	Y	RA27	Negative Pressure Unit		RA47	Waste Transfer Station	Y
RA08	Lighting		RA28	Step Ladders	Y			
RA09	Generators	Y	RA29	Ladders				
RA10	Fire	Y	RA30	Podium Steps	Y			
RA11	Lone Working		RA31	Tower Scaffold				
RA12	Tenanted Properties		RA32	Fixed Scaffold				
RA13	Transit of Waste	Y	RA33	Construction/Work Sites	Y			
RA14	Glass		RA34	Extreme Temperatures				
RA15	Dust (Non Asbestos)	Y	RA35	Birds/Animals/Rodents				
RA16	Hammer Drill (Kango)		RA36	Roof Access & Work	Y			
RA17	Rotary Drill		RA37	Loft Access & Work				
RA18	Grinder	Y	RA38	Unstable Structures				
RA19	H-Type Vacuum	Y	RA39	Hop Ups	Y			
RA20	Hand Tools	Y	RA40	Wet Abrasive Blasting				

Additional Comments & Observations

Section 7 Equipment & Consumable Requirements Schedule

Asbestos Control Measure Equipment

Item	Type / Size	No.	Tick
Negative Pressure Unit			
Flexible Ducting			
Exhaust Ducting			
Roving Head			
H-Type Vacuum	Small	2	
Mobile DCU			
Flat Pack DCU			
Wet Strip System			
Airless Sprayer	Handheld	1	
Encapsulation Set			

Access Equipment

Item	Type / Size	No.	Tick
MEWP (Scissor Lift)			
MEWP (Cherry Picker)			
Tower Scaffold			
Fixed Scaffold			
Podium Steps	Standard	1	
Step Ladders		1	
Extending Ladders			
Hop Ups	Standard	2	
Crawl Boards			
Roof Ladder			

Other Equipment

Item	Type / Size	No.	Tick	Item	Type / Size	No.	Tick
Bolt Crops	Jaw Type	1		Generator & Drip Tray	3kva	1	
Kango				Transformers	3kva	1	
Floor Tile Remover				110v Leads	16A	4	
Reciprocating Saw	Standard	1		Hose Pipe			
Grinder	Small	1		Water Butts	Small	1	
Battery Drill				Festoon Lighting			
Circular Saw				Hand Lamps	110v	1	
Wheel Barrow				Plasterers Light			
Gas Monitor				CCTV			
Suction Cups (Glazing)							
Two Way Radio							
Glass Bin	Standard	1					

Consumable Schedule

Material	Type / Size	No.	Tick	Material	Type / Size	No.	Tick
Wetstrip	5 Litres	1		Polythene Rolls	Standard 1000G	2	
ET150 / Asbecoat	10 Litres			Airlock / Baglock Cubes			
Spray Tak	500 ml Can	1		Red Asbestos Bags	Large	50	
Expanding Foam	500 ml Can			Clear Asbestos Bags	Large	50	
PVA	5 Litres			Blue Coveralls	XL	4	
Staples	Box	1		White Coveralls	XL		
Cloth Backed Tape	3"	4		Red Coveralls	XL		
Plywood	8' x 4'			Disposable Towels	Standard	50	
Corex Sheeting	8' x 4'			Water Filters			
Timber Batons				NPU Pre-Filters			
Supalux				Clear Unprinted Bags			
Adhesive							
Mastic							
Asbestos Warning Labels							