

Plan of Work (Method statement) Aide Memoire

NOTE: The Plan of Work only needs to spell out site specific details. Generic information contained in the current version of your company's procedures in relation to hygiene facilities, decontamination, transiting, site inspections, equipment checks, PPE, bagging, storing, transporting of waste and emergency arrangements, etc should be available at all times on site. This information need only be expanded upon in the Plan of Work if the on site procedures will differ from the standard arrangements.

1 Details of contract.

- The name and local address of the persons to whom you are contracted
- The names, job titles, and telephone numbers of all relevant contacts, including your site supervisor and the competent person preparing the Plan of Work
- When the supervisor will be on site
- The number of employees on the job at any time
- When the work is going to take place ie dates and times (nights, week end work, etc), the dates for set up, removal and clearance.
- The names of the principal contractor, and client (*Construction (Design and Management) Regulations [NI] 2016*) if CDM applies
- The name(s) of any other asbestos licence holders involved
- Who will carry out the 4 stages of the clearance process and issue the certificate of reoccupation. Provide the name of the UKAS / ISO 17020, ISO17025 accredited analyst and to whom they are contracted

2 Scope of work and risk assessment:

- Provide brief details of any asbestos survey (Management Survey or Refurbishment or Demolition survey Ref: HSG264 Asbestos: The Survey Guide.[Second edition 2012] Refurbishment Surveys will be required for all work which disturbs the fabric of the building in areas where the management survey has not been intrusive.)
- The level who did this and when
- Provide a description of the work, its location and the removal method
- State the type and form of asbestos, the quantity, extent and condition
- Provide brief details of any access and fire risks and precautions taken
- Who will consider departures from the Plan of Work and how will these be noted and recorded on site?

3 Control measures:

- State the expected exposure using controls specified
- Describe the steps taken to reduce exposure as low as reasonably practicable and to control release into the environment

- Provide a sketch(es) showing size of enclosure(s), three stage airlocks and bag locks, the location of viewing panels, CCTV when appropriate, negative pressure units, H-type vacuum cleaners, DCU, transit routes, waste routes, skips etc, and include the positions from which the water and electrical supplies to the DCU are to be fed.
State the volume of enclosure, size and numbers of NPU s. The NPU's must be capable of giving an airflow of at least 1000m³ per hour for enclosures less than 120m³ and at least 8 air changes per hour for enclosures greater than 120m³ in size.
The serial numbers of the DCU, NPU's and H-type vacuums to be used should be included in the method statement.
- State the type of respirators used
- Describe the air monitoring arrangements for duration of the work
- Describe the arrangements for smoke testing and witnessing.
- Describe how control measures are to be maintained on site and what checks are to be in place.

4 Method of work for removal:

- State any additional precautions to reduce exposure
- Provide detailed site information and a site specific description of the working method to be used with reasons
- Describe which fiber suppressant technique is to be used
- For wet strip system – describe injection technique, time allowed for penetration, what indicator will be used to check material is fully saturated
- State what tools and other equipment are to be used
- For AIB work, provide a proper indication of practical measures to minimise dust release

5 Other relevant site specific information:

- DCUs (including clearance testing, copy of last clearance to be kept in DCU)
- Entry and exit procedures
- Welfare facilities
- Waste disposal
- Emergency procedures (including asbestos disturbance during enclosure erection, etc)

6 State the version/date of your company's standard procedures which apply.

NB: Work should not take place until there is a copy of the Plan of Work available on site and it should be made available to employees, to the person carrying out the 4 stage site clearance certification process and to any others involved in the work, as necessary. Any changes to the Plan of Work should be notified to HSENI.