

PJ Labour Services



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METHOD STATEMENT

Strip Out of Roof, Dismantle Mezz and Demolition of Structures
Units 6 & 10 and Security Building
Barton Park Ind Estate, Eastleigh SO50 6RR

GLJ Contracts Ltd

Units 3 & 3A Ashmore Lake Road Willenhall
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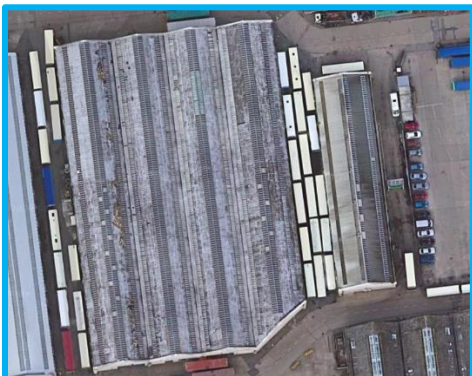
Prepared by : Andy Grannell CMIOSH
Date : 16th July 2024
Checked by : Paul Harris
Amended : rev01 15th August 2024



PROJECT MANAGEMENT STRUCTURE

Contract Manager : Paul Harris Mobile: 07850 867448
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RAMS Ref Number: PJLS/24-07-04



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1.0 SCOPE OF WORKS

1.1 Strip Out and Demolition of 2no Industrial Units

1.2 Work will include:

- Service terminations and protection of live services undertaken by GLJ
- Soft strip of fixtures, fittings to both units
- Dismantle Office and Mezzanine Unit 6
- Demolition of Unit 10
- Demolish Security Building

2.0 SEQUENCE OF WORKS

2.1 General Background Information

2.1.1 The work area is within a live commercial trading estate. All site roads will remain live.

2.1.2 Vehicles, plant and recycling vehicles will access industrial estate via Chicken Hall Road.

2.1.3 All arisings will be taken to the 20-yard / 40-yard skips located within Unit 6, or within the Bus Park area (see below).

2.1.4 The Work will be undertaken in 5no phases:

- (i) P1 – Strip and dismantle Office Building within Unit 6
- (ii) P2 – Demolish Unit 10
- (iii) P3 – Demolish internal Brick Building
- (iv) P4 – Dismantle Mezzanine Platform within Unit 6
- (v) P5 – Demolish Security Building

2.2 Preparation and Equipment Delivery and Access to the Work Areas

2.2.1 Prior to commencement of work, all operatives will receive a site safety induction from the GLJ Site Manager and a specific induction on this Method Statement from the PJLS Supervisor will also be delivered. All personnel will then sign in and be authorised to commence work.

2.2.2 All equipment will be delivered to site and located within the compound area. Welfare / Office facilities in accordance with the CDM Regulations 2015 will be provided. This will consist of use of the existing welfare facilities within the building. Alternatively, a self-contained welfare unit will be used – Oasis or Ground Hog unit.

2.2.3 Existing services will be terminated / isolated or protected (if staying live) by a competent electrician and gas engineer appointed by GLJ as the PC. Services Engineers will confirm in writing that all services are dead prior to PJLS commencing work.

2.2.4 110v supply via a single 230v outlet and transformer will be provided by GLJ to enable the use of 110v power tools and charging of batteries for other tools, to be used on the project.

2.2.5 Access to working areas will be secured at the end of working shift by locking doors / gates.

2.2.6 Protective and access scaffolding will be erected to the southern elevation of Unit 10 to enable hand demolition under controlled conditions. The whole of Unit 6 will be scaffolded to enable the roof to be stripped. There will be a loading bay between Units 6 & 10 to allow roofing materials to be brought down to the recycling area in a protected manner, rather than have the telehandler operating in the access road to the north of Unit 6.

2.2.7 Access into the working areas will be via the sliding doors to the Unit. Our skips will be located inside Unit 6. Alternatively an area of the Bus Park, adjacent to Unit 10, will be used for waste recycling and storage of skips – this will be discussed and agreed with the Client.

2.2.8 All equipment will be checked for serviceability prior to use for the first time.

2.2.9 A Refurbishment / demolition asbestos survey has been undertaken and will be furnished to the PJLS Supervisor for reference. GLJ will contract a Licensed Asbestos Contractor to remove all licensed ACM's prior to PJLS commencing work in each area. A 4-stage Reoccupation Certificate will be furnished to PJLS by the asbestos analyst prior to us starting work in the relevant area. Site Supervisor to confirm locations of ACMs with the GLJ Site

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Manager prior to commencement of work. The location of ACMs will be briefed to all PJLS operatives.

- 2.2.10 In the event that any ACMs not listed within the survey are found during the strip-out and demolition, works will cease immediately with the area evacuated and cordoned off. The supervisor will inform GLJ, who will arrange for the suspected ACM to be analysed / removed. Works will only commence once it has been confirmed as safe or has been removed by a licensed contractor.

2.3 Soft Strip

- 2.3.1 Operatives will wear protective glasses to BSEN166F, to keep dust from the removal of the suspended ceilings and partitions, out of their eyes. FFP3 disposable respirators will also be worn as this operation is likely to generate dust.
- 2.3.2 The units will be stripped out, working methodically through the work area. Operatives using hammers, mattocks and hand-held tools will begin to strip out fixtures and fittings. Access will be gained by using 500mm hop-ups / podium steps or mobile scaffold towers for the suspended ceilings.
- 2.3.3 Items to be removed consist of carpet tiles, suspended ceilings, partitions. Items will be placed in wheelie bins in the working area and then transported to the bins within Unit 6. Waste will be placed in the 40-yard skips. The waste will be recycled off-site. Manual Handling Guidance contained within Appendix 3 of this Method Statement will be complied with.
- 2.3.4 Suspended Ceilings: using 500mm hop-ups / podium steps / mobile towers, the ceiling tiles will be removed by hand and placed into a wheelie bin and taken to the skip. The ceiling grid will then be cut in sections and methodically removed from the hangers, using small bolt-croppers or wire-cutters. Care will be taken to ensure the grid doesn't fall in an uncontrolled manner. The hangers will then be cut close to their anchor points on the ceiling slab using wire cutters.
- 2.3.5 Floor Coverings – floor coverings will be removed using a long-handled carpet scraper, they will be removed from the adhesive. They will be loaded into the wheelie bins and taken to the compound area and palletised.
- 2.3.6 Strip Out of Studwork Partitions: Plasterboard studwork will be removed using hand tools – gemmy bars and mattocks – FFP3 masks and glasses to BSEN166F will be worn. Plasterboard and timber studwork will be taken down to the pick-up truck for off-site recycling.
- 2.3.7 Glass Partitions / Glazing Units within Partitions: Glass partitions and glazing units will be removed by hand by removing the beading and ceiling / floor fixings or fixings within the partition. They will then be placed in the corner of a room and purposely smashed in a controlled manner using a metal long-handled tile scraper. beads of glass will then be shovelled into a wheelie bin and taken to the skip. Operatives will wear cut resistant 5 gloves and gauntlets to protect their forearms when handling glass.
- 2.3.8 The waste company will provide all necessary waste tickets and information relating to percentages of arisings that have been recycled.

2.4 Demolition of Mezzanine Platform

- 2.4.1 Edge protection to the leading edge will be left in-situ and the whole area under the mezzanine will have fall arrest nets installed as close to the underside as possible. Operatives will remove the furthest floor panel first (using a Tec Gun), moving backwards away from the leading edge, working from the existing platform. Operatives will work in a methodical manner, the area below and surrounding these works will be cordoned off at all times using barriers and signage.
- 2.4.2 Floor panels will be lowered to ground level at the loading bay using the scissor lift.
- 2.4.3 Panels will be taken to the site compound as the mezzanine floor is stripped out.

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- 2.4.4 Working progressively front to rear, the connecting steel beams will unbolted throughout the mezzanine platform using an impact wrench. The MEWP will be positioned under the beam being unbolted and loaded into the platform of the scissor lift.
- 2.4.5 The access stairs will be dismantled piece by piece, ensuring that at no time is it left in an unstable condition that could lead to an unplanned collapse. Working top down, using impact wrenches, with access gained from the scissor lift.
- 2.4.6 The final element to be removed will be the support columns. They will be supported by 2no operatives either side. They will be either un-bolted using the impact wrench or cut using a Stihl saw at the base, depending on whether bolts are exposed or covered by the floor screed. They will then be lowered to ground level and stacked and palletised.
- 2.4.7 The mezzanine frame and secondary purlins will be palletised and banded for off-site recycling / re-sale.

2.5 Non-Licensed Asbestos – General Method Details

- 2.5.1 Refer to Acorn R&D Survey undertaken on 22nd January 2024 - Job Number N-47779
- 2.5.2 Non-licensed asbestos removal work on the project involves removal of roofing felt, from Unit 10, containing chrysotile within the material. Refer to Appendix 6 for detailed methodology in accordance with HSE Guidance Asbestos Task Sheets HSG210 – Asbestos Essentials
- 2.5.3 Non-licensed asbestos will be removed by trained operatives. There will be no requirement to submit an ASBNNLW1, as the work is Non-Notifiable. The affected areas will have warning notices placed at the entrance indicating that asbestos removal works are in progress and to prevent third-parties not involved in the work entering the removal areas, all areas containing asbestos will be marked up as Respirator Zones, with signage. Operatives will be wearing the necessary PPE – see section below for details.
- 2.5.4 Site Manager will maintain Daily Asbestos Exposure Records.
- 2.5.5 At the end of each working shift, operatives will remove their disposable paper suits by turning them inside out and placing in the asbestos waste sack. Boots will be wiped down with a sponge. orinasal half masks will be worn, these will be cleaned off using baby wipes or tack-rags and placed in its case. Disposable overalls will be placed in the asbestos waste bags at the end of the working shift. They will then use the welfare facilities to wash. Bags containing waste PPE will be sealed and placed in the asbestos skip for disposal.
- 2.5.6 Designated washing / changing facilities will be present on site for the operatives to undertake the non-licensed asbestos removal. There will be no requirement for them to use a decontamination unit, however we will have a boot wash area set up.
- 2.5.7 Any areas used to temporarily store asbestos bags will be placed in an exclusion zone with appropriate signage displayed.
- 2.5.8 All Waste Consignment Notes obtained from the licenced waste carrier will be kept within the site waste management file.
- 2.5.9 Operatives undertaking this work will have the minimum of ‘Work with Notifiable Non-Licensed Work with Asbestos’ training. They will be clean shaven and wearing an ori-nasal respirators with disposable FFP3 filters, and Type 5 Cat 3 disposable white overalls, boots with no laces and overalls not tucked into boots. All operatives will have a current Face Fit Test undertaken.
- 2.5.10 If any asbestos, other than asbestos containing roofing felt / bitumen, is found, work will cease, the area will be cordoned-off and samples will be taken by a UKAS accredited



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surveying company. It will then be removed by the licensed contractor in accordance with the Control of Asbestos Regs 2012.

2.5.11 The licensed contractor will provide their own decontamination units and all necessary plant and equipment in accordance with HSG247 Licensed Asbestos Contractors guidance.

2.5.12 When the work is complete the area will be inspected for cleanliness. There will be no requirement of 4-stage clearance of the non-licensed working areas.

2.6 Removal of Non-Licensed Asbestos Containing Materials

2.6.1 Refer to Asbestos Survey for locations of ACMs, also refer to Appendix 6 of this method statement for a Asbestos Task Sheets. When the buildings have been cleared of all loose materials, work on removing the non-licensed ACMs will start. It is worth noting that the Acorn Surveyor did not gain access to the main roof, and therefore the roofing felt may not contain asbestos. On the assumption that it does contain ACM's, the following method will be used:

2.6.2 Roofing Felt to Unit 10:

- The area below the roof will have been fully cleared out so there is a clean floor for arisings to be placed on. The Dust Boss will direct a constant water mist into the building to suppress and possible dust being generated.
- The 30t demolition machine with grab attachment will start removing the roofing materials, one bay at a time, and place down on the floor slab. The roofing felt will be picked out by the grab and placed into a separate pile. This picking operation will be assisted by 2no operatives on the ground to separate timber etc from the felt. There will be radio contact between the machine driver, operatives on the ground and the PJLS Supervisor. At no time will the machine be operating when the operatives are picking. The machine will have its 'Deadman' applied and the grab will be positioned on the ground
- Felt containing ACMs will be placed in the asbestos skip complete with a closing lid, by the 360 machine and grab.
- Any debris on the floor will then be sprayed with water and PVA and swept up and placed in the asbestos waste bag, then put in the asbestos skip.
- When the work is complete, the area will then be inspected for cleanliness before being deemed clear for demolition.

2.6.3 All PJLS operatives have current Asbestos training, within the previous 12-months, for work with non-licensed asbestos.

2.6.4 This work is not licensed work and there will not be a requirement to work within an asbestos enclosure.

2.6.5 All personnel will be clean shaven, face fit tested for the respirators they are wearing. RPE to be orinasal half masks to FFP3 standard. Disposable overalls to Type 5, Cat 3 will be worn. Boots with no laces to be worn (rigger boots or safety wellington boots)

2.6.6 The felt will be placed in the asbestos skip, which will be lined with polythene before work commences.

2.6.7 After stripping work has been completed in that bay, small elements of debris will be picked and if necessary,

2.6.8 When the felt from the first roof bay has been removed, the demolition of the steel portal frame in the bay will start.

2.6.9 Waste will be removed by a licensed waste carrier in accordance with the Hazardous Waste Regulations.

2.6.10 Refer to Appendix 6 for Asbestos Task sheets for the method of working.

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2.7 Demolition of Main Structure – Unit 10

- 2.7.1 All loose items within building will have been previously removed and placed in the waste skips using the correct waste segregation.
- 2.7.2 Demolition process for all buildings will be planned / sequenced so that no structural element or component leads to an uncontrolled collapse of the structure being worked on
- 2.7.3 1no 20t Mini High Reach demolition machine will start the demolition process. This will be by using the selecta-grab attachment to remove the roofing felt, timber boarding and timber purlins. Work will be from top down, working in a methodical manner in a north to south direction. As stated above, IF the felt contains chrysotile (white asbestos), the felt will be removed and the bay cleaned each time before the main portal frame is sheared.
- 2.7.4 The machine's grab attachment will be changed for a shears attachment to cut the portal frame and lower under control. The brick walls will be pulled into the footprint of the building by the machine as work progresses. A 20t excavator with bucket attachment will clear masonry arisings as work progresses and load into a dumper to be taken to the crushing area.
- 2.7.5 This process will be repeated for each bay
- 2.7.6 A constant fine water spray will be applied to the demolition area to suppress dust when concrete is being demolished. This will be via a Dust Boss
- 2.7.7 There will be no requirement for a demolition operative to hold a water hose.
- 2.7.8 All non-masonry arisings will be processed with arisings placed in the relevant bin with the 20t machine.
- 2.7.9 Non timber and metal arisings and any waste will be picked out using the grab attachment. The arisings will be taken to the waste recycling facility for processing.
- 2.7.10 The demolition area will be fenced off and all unauthorised personnel will be prevented from entering the work area. There will be no formal traffic management plan inside the demolition area as this would be impracticable to implement. The machine will operate freely within the fenced area – there will be no personnel in the machine areas when machines are working.
- 2.7.11 When the building has been demolished within 1no bay of the office end of the building, the remainder of work will be undertaken using hand demolition techniques, working from the protective scaffolding, to demolish the gable end on the southern elevation.
- 2.7.12 Using 110v Kango hammers or SK12 air breakers, the masonry will be broken out working top down. Vibration Trigger times will not be exceeded. Refer to Appendix 4 for details. The PJLS Supervisor will record trigger times and monitor on a daily basis for HAVS symptoms. The results of this site based monitoring, will be recorded daily in the Site SHE Management Files.
- 2.7.13 As the gable end is progressively demolished by hand, the scaffold will progressively be struck. The scaffold will be tied into the main building and have Monarflex sheeting attached to prevent any demolition 'fly' materials from leaving the envelope of the demolition area.
- 2.7.14 When the main structure is down, the slab and foundations will be broken out using a 30t machine and breaker (Hydraulic Pecker) attachment. Using a pulveriser attachment, the 20t machine will process the arisings to remove and reinforcing bar and mesh from the concrete, before it is loaded into the
- 2.7.15 All demolition work will be in accordance with: BS 6187:2011 Code of Practice for Full and Partial Demolition



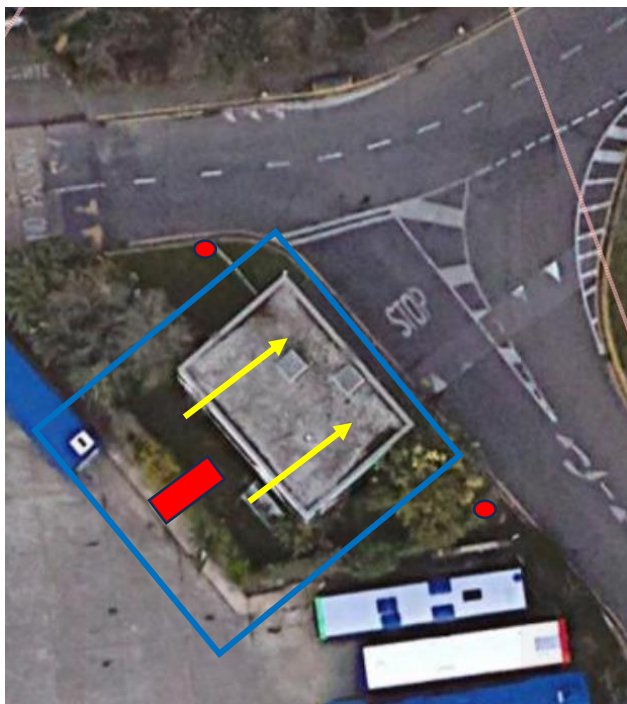
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2.8 Demolition of Internal Masonry Offices within Unit 6 and

- 2.8.1 Internal Office: When all ACMs have been removed, and Reoccupation certificate has been issued, the demolition will start. Roller shutter doors will remain open to ensure good ventilation, and Dust Boss will apply a light water mist to suppress dust generation.
- 2.8.2 Using a 5t 360 excavator fitted with grab attachment, the office will be demolished. Masonry will be taken to the crushing area in the forward tipping dumper. There will be no requirement for an operative on foot to hold a hose to suppress dust. There will be no personnel in the machine working area.
- 2.8.3 The machine will dismantle the office ceiling, then the walls from the top down, working systematically. Great care will be taken to ensure the existing structure is not affected by the machine or the grab movements.
- 2.8.4 Arisings will be removed by the 20t machine into a dumper and taken to the crusher.

2.9 Demolition of External Security Building

- 2.9.1 The building will be full enclosed with security fencing to protect third-parties and prevent unauthorised access.
- 2.9.2 When all ACMs have been removed, and Reoccupation certificate has been issued, the demolition will start. Doors and windows will remain open to ensure good ventilation, during the soft strip operation.
- 2.9.3 Using hand tools, fixtures and fittings will be removed and taken outside to the appropriate waste skip.
- 2.9.4 20t machine with grab will undertake the demolition. Dust Boss will apply a light water mist to suppress dust generation
- 2.9.5 The grab will remove the cladding and work top down and progressively into the building.
- 2.9.6 When the main structure is down, the foundations and slab will then be broken out. All concrete will be taken to the crusher using a forward tipping dumper.
- 2.9.7 All due care will be taken in relation to the site access road, which will remain live during the demolition of the Security Hut. A Signaller / Spotter will be positioned adjacent to the road and will be in radio contact with the machine driver. Their job will be to stop any works that potentially could impact on traffic and pedestrians entering and leaving site.



Key:

- 360 20t Demo Machine 
- Direction of demo 
- Protective Fencing 
- Signallers / Spotters 

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2.10 Use of Crusher

- 2.2.1 Concrete and masonry will be crushed to 6F2 specification.
- 2.2.2 The crusher will be delivered to site and positioned adjacent to the stockpile of hardcore / masonry as applicable.
- 2.2.3 The area where the crushing takes place will be fenced off using Heras fence panels or similar barriers.
- 2.2.4 When the required stockpile of material has been generated, using a 360-excavator located on an existing stockpile, a channel 5m wide and 15m long will be excavated to site the mobile crusher. Arisings to be placed at sides and rear of stockpile to ensure excavator operator has a platform high enough to ensure a full view of the crushers jaw and feed mechanisms.
- 2.2.5 Mobile crushing plant will be set-up ready for work. The discharge conveyor will be hydraulically extended and placed and fully supported by wire supports. All machine guards fitted and secured, all access ladders secured and fitted. Machine will be checked for level to ensure minimum vibration and maximum stability
- 2.2.6 Operatives will wear FFP3 dust masks when operating the crusher, the masks will be replaced at regular intervals as they become clogged and soiled. Damage and irritation to the eyes will be avoided by wearing goggles or safety glasses.
- 2.2.7 360° excavator will then excavate the stockpiles and deposit into the feed hopper slowly to ensure even distribution on feeder tray, at the same time checking for oversize pieces. As the crusher is operating a water dust suppression system is applied which sprays the discharge hopper, conveyor and jaws to suppress the dust as the recycled material forms a stockpile
- 2.2.8 The crusher and screener operators will be experienced, trained in its operation and hold the appropriate qualification (CPCS / NPORS or equivalent training, for the operator and CSCS for any attendants). All concrete / masonry / Tarmac arisings will be crushed with the operator at ground level and any rubbish in the crush pile will be removed when the crusher is shut down.
- 2.2.9 If there is a requirement to remove any blockages, such as re-bar, this will be done with the crusher jaws isolated (but crusher engine still running) and a long-handled hook will be used to pull the obstruction out.
- 2.2.10 If there is a requirement to enter into the body of the crusher to remove any obstructions, the crusher will be switched off and the starter key held by the operator undertaking the clearance work. The machine driver loading the crusher will be briefed that no arisings are to be placed in the hopper / vibrating table whilst an operative is inside the crusher. When the obstruction is cleared, the crusher will be started and the work will commence. The 360-excavator driver will be informed that loading of the crusher can commence.
- 2.2.11 During the moving of the crusher, the operator will carry out this operation from ground level using the remote-control device.
- 2.2.12 If there is a requirement for the operator to gain access to the platform at height (to clear blockages etc), the operator will ensure the gate remains in the closed position to prevent falls from the platform. Before the crusher is loaded the operator will climb down to ground level and position himself where crushing operations can be observed.
- 2.2.13 The operator will not be stood on the platform when the crusher is being loaded due to the risk of being hit by falling demolition arisings
- 2.2.14 During the crushing operation, a banksman with a hosepipe will be used, to keep the materials hosed down to reduce the nuisance caused by dust. A water hose will be attached to the crusher belt feed to minimise and dust produced. Where practical to do so, the arisings



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heap will be damped down over night by leaving a hydrant hose running prior to crushing operations commencing the following day.

- 2.2.15 All waste consignment notes to be retained by Site Supervisor and handed to the Client.
- 2.2.16 During rest breaks the crusher will be shut down and prevented from unauthorised use, namely, immobilised or made safe by removing the key.
- 2.2.17 When the materials have been crushed, they will be stockpiled on site for further use. The mobile tracked crusher will be positioned away from the boundaries to avoid disruption from noise and vibration to our neighbours.
- 2.2.18 A copy of the crusher license will be provided to the site with the machine and a copy retained on site. Daily and weekly checks will be carried out by the operator in accordance with to manufactures guidance

2.11 Waste Processing and Recycling

- 2.11.1 All waste will be processed off site, apart from concrete and masonry. Waste will be separated on a like for like basis in separate skips, which will be suitably marked up with the waste stream
- 2.11.2 All waste leaving site will have a waste ticket or Consignment Note issued by the waste carrier. These will be retained on site. They will be furnished to the Client via the Principal Designer at the end of the project.

2.12 Special Controls and other Associated Works

- 2.12.1 Hot works taking place will be under the Hot Works Permit issued by GLJ Site Manager.
- 2.12.2 In an emergency, the MEWP platform will be lowered to ground level using the gravity release lever from the chassis. Any first aid to the MEWP operator will then be administered.
- 2.12.3 Daily Task Briefings will be given by the Site Supervisor to all operatives to ensure they are fully briefed on the work activities and methodology for that day.

3.0 SUPERVISION ARRANGEMENTS

- 3.1 There will be a full time Site Supervisor, **Glen Disbury** on site at all times. He will plan, supervise and co-ordinate all operations.

4.0 MONITORING ARRANGEMENTS

- 4.1 The Contracts Manager will visit site regularly and will ensure compliance with this method statement, the programme and methodology as agreed with the Client
- 4.2 The Company SHE Adviser will make unannounced visits during the works and undertake SHE inspections to ensure compliance with best practice and SHE legislation generally. He will also deliver Toolbox Talks as required to supplement any given by the Site Supervisor.

5.0 SCHEDULE OF EQUIPMENT

- 5.1 20t Mini High Reach 360 demolition machine with grab attachment
- 5.2 5t, 20t and 30t 360 excavators with grab, pecker, pulveriser and bucket attachments
- 5.3 Bobcat front loading shovel and forward tipping dumper
- 5.4 Mobile Concrete Crusher.
- 5.5 Tube and fitting scaffolding with monarflex..
- 5.6 500mm Hop-Ups / podium steps
- 5.7 Wheelie bins and wheelbarrows.
- 5.8 20-yard skip and 40-yard skips.
- 5.9 110v Reciprocating saw, 4 ½” angle grinder and various hand tools.
- 5.10 Petrol driven floor saw with water suppression.
- 5.11 Stihl saw and 110v Kango Hammer / SK12 Air Breaker.
- 5.12 All equipment will be maintained & inspected on a daily basis with weekly inspections logged as required by PUWER 98 and Work at Height Regulations 2005.

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6.0 OCCUPATIONAL HEALTH & ENVIRONMENTAL CONTROLS

- 6.1 HAVS monitoring will be undertaken by the Site Supervisor for all operatives using vibratory tools, with trigger times recorded.
- 6.2 Removal of asbestos containing roof felt (to be confirmed if present) will be undertaken under semi-control conditions. damping down as removal progresses.
- 6.3 Operatives may be exposed to substances hazardous to health which include silica dust. It should be remembered that all work will be undertaken in a well-ventilated work area and light water spray will be applied to keep the dust down.
- 6.4 See COSHH Assessments contained within Appendix 2.

7.0 METHOD OF ACCESS & EGRESS TO WORKPLACE

- 7.1 Masonry and concrete arisings will be taken to the crushing area, with all other arisings placed in a 40-yard skip for off-site segregation and recycling. The Bobcat and dumper will transport masonry to the crusher and Wheelie bins will be used to transport soft strip arisings to the skips.
- 7.2 There will only be pedestrian access in and around the working areas – no plant or vehicles in operation with the exception of the 360 machines, dumpers and Bobcat. All plant will be operating within fenced off exclusion zones, when working to prevent access to third-parties in the working area.

8.0 PROTECTION OF 3rd PARTIES & RESTRICTIONS TO CONSTRUCTION

- 8.1 Risk to third parties from our activities will be assessed & suitable control measures will be implemented to ensure the health and safety of third parties, namely exclusion from the strip-out zones using barriers and suitable signage to warn other site personnel. Doors will be locked at the end of each working shift to prevent access to third parties.
- 8.2 Smoking is only allowed within a designated external area. No smoking will take place in any enclosed public spaces or within the work areas.

9.0 TRAINING REQUIREMENTS FOR THE WORK ACTIVITY

- 9.1 All operatives will be suitably competent and hold the necessary certificates of training for the relevant activities. This will include SMSTS / SSSTS / CCDO for Managers and Supervisors, CSCS / CCDO for demolition operatives, IPAF, PASMA, and CSCS for all other site personnel, or equivalent standards of training and competence.
- 9.2 All operatives will have in-date Asbestos Awareness training within the previous 12-months, with the majority of PJLS operatives holding current NNLW training certificates.
- 9.3 Operatives' certificates & records of training are retained within the Supervisor's site file.

10.0 RISK ASSESSMENTS.

- 10.1 Risk Assessments for relevant operations have been undertaken and are contained in Appendix 1. Suitable control measures as identified in the Risk Assessments will be followed by our operatives.

11.0 PERSONAL PROTECTIVE EQUIPMENT

- 11.1 All personnel will wear hard hats, protective boots & high vis jackets or vests.
- 11.2 Goggles to BSEN-166B, FFP3 respirators and ear defenders when operating Kango Hammer / Breaker, Recip Saw and angle grinders / Stihl saw and Floor saw.
- 11.3 Refer to asbestos section above for PPE requirements for that element of work.
- 11.4 PPE will be utilised as a control measure as a last option, we will always seek to control hazards at source using the standard Hierarchy of Control Measures.
- 11.5 Where social distancing cannot be implemented, masks, light eye protection and gloves will be worn by operatives working in close proximity with each other.

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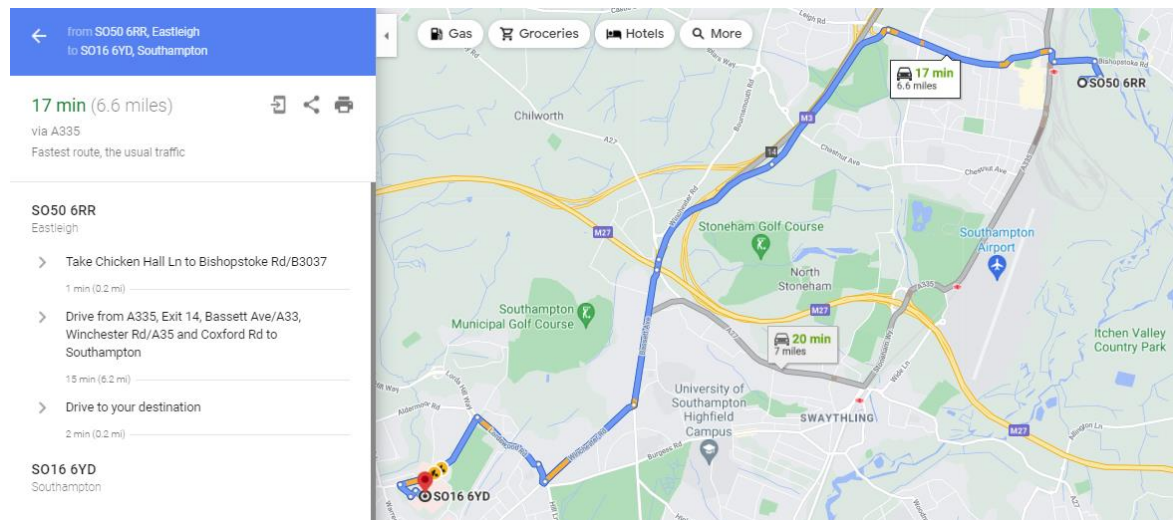
12.0 EMERGENCY AND FIRST AID ARRANGEMENTS

- 12.1 All Company personnel will be inducted on arriving at site by the GLJ Site Manager with the methodology being briefed to them by the Site Supervisor. Actions in the event of emergencies will be detailed at this time.
- 12.2 A first aider will be on site at all times with first aid facilities located within the site office.
- 12.3 Location of nearest A&E Hospital will be communicated during the induction.

Location of and Route to A&E:

Southampton General Hospital

Tremona Road, Southampton, Hampshire, SO16 6YD Tel: 023 8077 7222



13.0 WELFARE & DISCIPLINE

- 13.1 The Site welfare facilities will be provided for our operatives and sub-contractors, they will not be abused or misused and will be treated with respect. Operatives will not leave any rubbish in welfare / canteen areas.
- 13.2 Welfare facilities on site will be in full compliance with the CDM Regulations 2015.
- 13.3 Client personnel and representatives will be treated in a courteous manner at all times. All operatives will be dressed in an appropriate manner and will refrain from using foul language and abusive behaviour.
- 13.4 Breaches of discipline will attract an initial verbal warning, followed by a written warning and finally the operative will be dismissed from site.

14.0 LEGISLATIVE COMPLIANCE

- 14.1 Work will be in accordance with our SHE Policy and Procedures manual the Project H&S Plan and this Method Statement, Risk Assessments and COSHH Assessments. We will also fully comply with current legislation, guidance and best practice:

Any comments on the content of this method statement should be directed to the undersigned. If there are any changes that are required to be made, to this Method Statement, the SHE Adviser will be consulted, and the necessary changes will be made.

For and on behalf of PJ Labour Services Ltd

Andy Grannell CMIOSH
Company SHE Adviser

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Appendices

Appendix 1	Risk Assessments
Appendix 2	COSHH Assessments
Appendix 3	Manual Handling Guidance
Appendix 4	Vibration Management
Appendix 5	Site Plan
Appendix 6	Asbestos Task Sheets

METHOD STATEMENT ACKNOWLEDGEMENT

I have read and understand the above Method Statement and will comply fully with it.

If the Method of Work needs to change for any reason, I will first consult with the Site Manager / Contract Manager, who will then consult with the Company SHE Adviser to discuss the proposed revised Method of Work.

Name	Company	Signature	Date

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METHOD STATEMENT AMENDMENTS / ADDENDUMS

Important note

If any change to this agreed method statement is required due to site conditions, it must first be discussed with the Contract Manager or SHE Adviser. A revised method of working will then be discussed and agreed. Revisions to be itemised below:

CHANGES TO METHOD STATEMENT WHICH HAVE BEEN AGREED WITH CONTRACTS MANAGER

I confirm that all the changes have been agreed with the Contracts Manager.

Name of Person Making Changes:

Signed :

Date:

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Appendix 1

Risk Assessments

AC01	MEWPs – Scissor Lift
DM04	Minor demolition and alterations
DM05	Demolition of Concrete/Brickwork using 360° Machine
DM08	Soft Strip-out of Buildings
HH08	Manual Handling
HH09	Working with Asbestos
HH14	Control of Dust
HK02	Slips, Trips, Falls
HT01	Using hand tools
PM03	Using abrasive wheels / angle grinders
PM15	Using Petrol Disk Cutting Equipment
PM33	Use of Recip Saw
SF04	Mobile scaffold towers
SF06	Use of access scaffolding
VS03	Vehicular access crossing pedestrian routes
VS05	Reversing Vehicles
WH01	Work at Height

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Appendix 2

COSHH Assessments

BD36	Plasterboard
DU04	General Dust
DU05	Concrete Dust
FU01	Diesel
FU06	Petrol
IN16	Insulation - Rolls, Slabs, Pipes
TB06	Softwood/ Hardwood

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Appendix 3

Manual Handling Guidance

1. **Manual Handling Operations Regulations** require operations involving manual handling (MH) to be assessed. Where operations are simple or short duration & not to be repeated then verbal instruction will be sufficient, in other cases the assessment to be recorded.
2. When a MH task is required, can the task be avoided i.e. storage of goods nearer workplace. If not, can mechanical means be used i.e. use of a grab attachment to remove arisings.
3. If a MH task remains then a more detailed assessment is required covering the following:

4. TASK

- 4.1 Does it involve: (i) holding / manipulating loads at distance from trunk (ii) twisting the trunk / stooping / Reaching upwards (iii) excessive movement, lifting or lowering distances, excessive carrying distances (iv) excessive pushing or pulling of loads (v) risk of sudden movement of loads (vi) frequent or prolonged physical effort (vii) insufficient rest or recovery periods (viii) rate of work imposed by a process

5. THE LOADS

- 5.1 (i) heavy (ii) bulky or unwieldy (iii) difficult to grasp (iv) unstable, or with contents likely to shift (v) sharp, hot or otherwise potentially damaging

6. THE WORKING ENVIRONMENT

- 6.1 (i) space restraints (ii) uneven, slippery or unstable floors (iii) variations to floor level or work surface (iv) extremes of temperature or humidity (v) conditions causing ventilation problems or gusts of wind (vi) poor lighting conditions

7. INDIVIDUAL CAPABILITY

- 7.1 (i) require unusual strength, height (ii) create a hazard to pregnant women or have a health problem (iii) require special information or training for its safe performance

8. OTHER FACTORS

Is movement or posture hindered by personal protective equipment or by clothing

9. REDUCING RISK OF INJURY

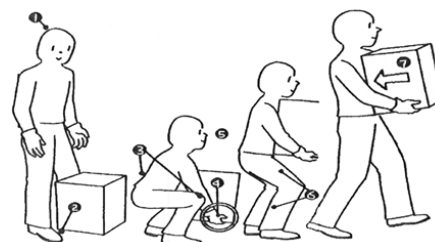
- 9.1 Risk identified in the assessment must be reduced, by taking appropriate steps. The effectiveness of these measures should then be monitored.

- 9.2 Address risks in a practical way by looking at the same factors of 'task', 'load', 'working environment' and 'individual capability'.

- task made easier by use of a mechanical aid i.e. wheel barrow or gin wheel.
- load made smaller or lighter by specifying lighter materials i.e. building blocks.
- working environment improved (i) more space (ii) work areas free from mud or ice.
- individuals capability can be improved by information, training and supervision

12. HANDLING TECHNIQUES

- 12.1 Following guidance should be applied whenever carrying out manual handling operations. Safe lifting methods are as important to control risk, as reducing weight etc.



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13. GOOD HANDLING TECHNIQUES

- 13.1 Correct method of lifting is to use the strong leg & thigh muscles and to maintain the lift. Following points to be covered in training programmes & the capability of employees should be considered in making assessments.

14. PLAN THE LIFT

- 14.1 Where is the load to be placed. Use handling aids. Get help with the load. Ensure no obstructions. Take rests if possible, in order to change grip.

15. PLACEMENT OF FEET

- 15.1 Feet apart gives a balanced & stable base. Leading leg forward. Adopt a good posture. Bend knees so that the hands, when grasping the load, are as nearly level with the waist as possible. Don't kneel or over-flex the knees. Keep back straight (chin in). Lean over load to get a good grip. Keep shoulders level & facing in the same direction as the hips.

16. GET A FIRM GRIP

- 16.1 Keep arms within width legs are apart. Position & nature of grip will depend on circumstances & individual preference, but it must be secure. If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible.

17. DO NOT JERK

- 17.1 Carry out lifting movements smoothly, keeping control of the load.

18. MOVE THE FEET

- 18.1 When turning to the side, move the feet; do not twist the trunk.

19. KEEP CLOSE TO THE LOAD

- 19.1 Keep the load close to the trunk. Keep heaviest side of load next to the trunk. If a close approach to the load is not possible, try sliding it towards you before attempting to lift it.

20. SQUAT LIFT

(i) THINK before doing anything. (ii) STAND as close to load as possible. Spread feet to create a stable base (slide the load close if it is on a shelf). (iii) BEND knees & keep back in a natural line. Do not bend your knees fully, as this will leave little power to lift. (iv) GRASP the load firmly. (v) RAISE your head as you start to lift. (vi) LIFT with legs. Use leverage, momentum, balance & timing for smooth action. Move feet. (vii) HOLD load close to centre of your body.

21. KINETIC LIFTING

- 21.1 KEEP THE BACK STRAIGHT - in all acts of lifting the back should be kept as straight as possible.

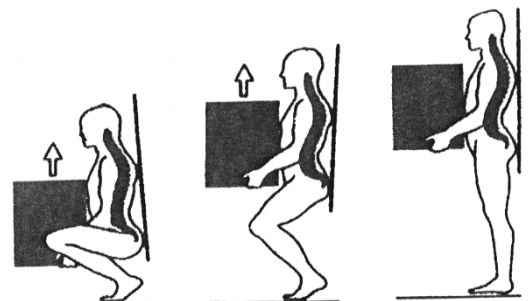
- 21.2 USE THE LEG MUSCLES - in most people probably the strongest muscle group in the body.

- 21.3 KEEP THE LOAD CLOSE TO THE BODY - the further away from the body the greater the increase in mechanical disadvantage.

- 21.4 KEEP THE ELBOWS CLOSE TO THE SIDE - this avoids unnecessary strain on the upper arm and shoulders.

- 21.5 USE A PALM GRIP - always try to hold the load in a firm grip.

- 21.6 POSITION THE FEET - Feet should be about the width of the hips and shoulders apart.



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Appendix 4

Vibration Management

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Tools – Noise and Vibration Output

Manufacturer	Code	Type	Vibration Magnitude	Exposure Points per hr	Exposure Action Value	Exposure Limit Value	Noise Level Output dB(A)
Hilti	TE706 AVR	110v Pick / Demo Hammer	5.5 m/s ² ,	61	1hr 39 mins	6hrs 37 mins	87 dB(A)
Makita		Reciprocating Saw	1.5m/s ²	5	22hrs 13mins	>24hrs	84 dB(A)
Sullair	SK12	Comp Air Demolition Pick	6.0 m/s ²	72	1 hr 23 mins	5 hrs 33 mins	106 dB(A)
Stihl	TS400	300mm Petrol Cut-off Saw	6.6m/s ²	87	1 hr 9 mins	4 hrs 35 mins	107 dB(A)

Vibration Controls

If the Exposure Action Value is exceeded over an 8-hour working day the following action must be undertaken:

Risk assessment, Low vibration tools used where reasonably practicable, Well maintained and serviced tools, Rotation of operatives, Healthy workforce, Keep hands warm, Health Monitoring will take place by the Site Supervisor. The Site Supervisor has been trained to recognise the early symptoms of Hand Arm Vibration, which include cold white fingers (finger blanching) tingling sensation and lack of manual dexterity. Measuring of vibration levels, Health Surveillance undertaken if regularly exceeding the EAV. If using multiple tools during the shift, refer to the HSE Ready Reckoner Points System to work out combined vibration maximum times before exceeding the EAV or the ELV

THE EXPOSURE LIMIT VALUE (ELV) TRIGGER TIME MUST NOT BE EXCEEDED

Noise Controls

Less than 80dB(A):	no control measures required
80 – 84dB(A):	hearing protection made available
85dB(A) or more	hearing protection mandatory, noise exclusion zones marked with appropriate signage

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Appendix 5 – Site Layout plan



- Key:**
- Site Perimeter
 - Demolition Direction
 - Traffic Routes
 - Emergency Assembly
 - Access / Egress Gate
 - Plant Storage, Fuel
 - Site Welfare, First Aid
 - Car Parking
 - Waste processing
 - Crusher Location
 - Protective Scaffold

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Appendix 6

Asbestos Task Sheets

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em4

asbestos
essentials

Using a Class H vacuum cleaner for asbestos

Equipment and method sheet

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check that the vacuum cleaner is in good working order before you start.
- Read sheet a0.
- Read the safety checklist.
- You must be trained to work safely with asbestos materials.

What this sheet covers

This sheet describes the Class H vacuum cleaner, how to use it to minimise asbestos fibres released during a task, and how to use it to clean contaminated items.

The cleaner must comply with British Standards.

A Class H vacuum is not mandatory for non-licensed work but can be a useful piece of equipment on a number of tasks.

Never use domestic vacuum cleaners, even those fitted with high-efficiency particle arrestor (HEPA) filters as these are not adequate for use with asbestos, and will allow asbestos fibres to pass straight through.



Vacuum clean carefully. It is easy to disturb asbestos fibres, make them airborne and breathe them in



Equipment

- You can hire or purchase a Class H vacuum cleaner with a range of attachments: look up 'asbestos safety equipment hire' on the internet.
- Ensure hired cleaners are clean and in good working order on receipt.
- The hire company should thoroughly examine and test the cleaner at least once every six months and provide a valid certificate.
- If the certificate is not in date do not accept the vacuum.

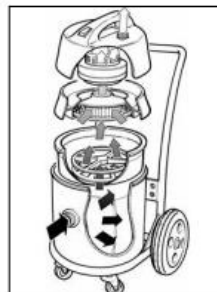
em4 – Using a Class H vacuum cleaner for asbestos

Health and Safety
Executive

Caution

You, and other people, will be exposed to high levels of asbestos fibres if you fail to take the proper precautions.

Domestic vacuum cleaners should never be used on asbestos.



Class H vacuum cleaner

British Standards

You should only hire a Class H vacuum cleaner that conforms to the following standards.

BS 8520-3:2009 *Equipment used in the controlled removal of asbestos-containing materials*. Gives recommendations for the operation, cleaning and maintenance of Class H (high-hazard) vacuum cleaners containing a filter conforming to BS EN 1822 in the controlled removal of asbestos-containing materials (ACMs). It does not apply to any other types of vacuum cleaner for vacuuming up liquids or other applications.

- If the certificate is due to expire during the hire period, contact the hire company before expiry to arrange for the equipment to be re-tested or for delivery of a replacement vacuum.
- Some Class H vacuum cleaners are designed for wet and dry removal. Select this type of vacuum if water has to be removed. Normal Class H dry vacuums can be used for removal of moist or wetted material but not water.
- If you own the equipment you will need to arrange for a new examination and test on expiry of the certificate. Contact the manufacturer or supplier, or a licensed maintenance company, to arrange this or to obtain more information.

Vacuuming procedures

- Inspect the vacuum before each use to check it is in good working order, provides adequate suction and has not been damaged.
- If fitted with a low-flow indicator, check if this is activated.
- Follow the manufacturer's operating procedures.
- Pick up bigger pieces of debris and put them in a suitable waste bag.
- Vacuum clean with care; it is easy to disturb asbestos fibres, make them airborne and breathe them in.
- Normal Class H dry vacuums can be used for removal of moist or wetted material, but not water.
- Clean floors, carpets and fabrics with the adjustable floor attachment.
- Clean areas of limited access with the tapered attachment.
- Clean solid surfaces such as desk tops with the flat attachment.
- Check for damage after use.

Used as a control measure – dust extraction

- You can use the Class H vacuum cleaner to control asbestos fibres at source, eg:
 - shadow vacuuming: hold the nozzle close to the task (eg screw removal);
 - local dust extraction at the cutting point: enclose the tool (eg drill bit) with a drill cowl and attach the nozzle.



Control measures: shadow vacuuming and using a drill cowl as local extraction

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Possible problems

Reduced suction:

- You have a long extension cable, resulting in low supply voltage.
- The waste container is full.
- The hose is blocked. Clearing it can release asbestos; clear it carefully or get help from the hire company.

Emptying and cleaning

Never clean inside the vacuum cleaner yourself.

- Never attempt to remove or change the bag yourself; this should be done by a competent person under controlled conditions. Contact the supplier or a licensed organisation for assistance.
- After each use, clean the vacuum cleaner's outer casing and attachments with the vacuum and then with damp rags.
- Rags must be disposed of as asbestos waste (see em9).
- Inspect the case, hose and attachments visually.
- Keep the hose and attachments in a labelled plastic sack.
- Replace the sealing cap over the hose opening in the cleaner's casing.
- Store in a suitable sealed container until next usage.
- Return vacuum to hire company in a double asbestos bag (usually provided by the hire company).



There are many makes of Class H vacuum cleaner. Purchase or hire one from a supply company and follow all the instructions (make sure it conforms to BS 5520-3:2009 and contains a filter conforming to BS EN 1822)

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**em5**
asbestos
essentials**Non-licensed tasks**

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check what you're working on before you start.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.

Wetting asbestos materials

Equipment and method sheet**What this sheet covers**

This sheet explains why you must wet asbestos materials before working on them, and how to do this.

The spraying technique can also be used when painting or sealing asbestos materials.

Damp asbestos materials release far fewer asbestos fibres into the air. Don't drench them and create a waste 'slurry'. Electrical equipment in the area needs to be isolated and protected.

Equipment

- Wetting agent – or you could use liquid detergent as an alternative
- Sprayer, either a garden type spray or a low-pressure spraying machine less than 3.4 bar (50 psi)
- Brush or roller

Procedures

- Wet the asbestos materials before starting any work. Don't work on dry asbestos materials.
- Water on its own does not effectively wet asbestos-containing materials, wetting agents should be used.
- Some asbestos materials, eg board/sheet cannot be wetted all the way through so you need additional methods to control dust exposure, eg a Class H vacuum cleaner to shadow vacuum during screw removal.
- Normal dry Class H vacuums can be used for removal of moist or wetted material, but not water.



Spray at low pressure; high-pressure spray could disturb fibres from asbestos paper under these tiles

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**Caution**

Some tasks will be carried out at height. Make sure that wetting does not create a slipping risk.



Spraying is the preferred wetting method

Wetting

- Spraying is the preferred wetting method.
- If you use a brush or roller, dispose of it as asbestos waste.
- Dilute the wetting agent with water according to the manufacturer's instructions. This is usually:
 - 10–15 parts water to 1 part wetting agent; or
 - 8 parts water to 1 part liquid detergent.
- Allow the spray to 'fall' onto the asbestos material – not hit it as a jet.
- Spray carefully; use a slow backwards and forwards motion. Avoid concentrating on any one area – this can disturb the asbestos material or leave dry patches.
- Over-wetting material can create a waste slurry which will be difficult to clean up.

em6

asbestos essentials

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check what you're working on before you start.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.

Caution

Never use laced boots; these are very difficult to clean properly.

Never take used overalls home.

Never leave the respirator lying around where it can collect dust.

Never dangle the respirator around your neck.

Make sure the correct filter is fitted.

Personal protective equipment (including RPE)

Equipment and method sheet**What this sheet covers**

This sheet describes what personal protective equipment (PPE) you need.

It also describes respiratory protective equipment (RPE).

PPE and RPE are your last lines of defence against asbestos fibres. Follow the methods in the task guidance sheets to avoid fibres being released into the air.

Overalls

- Disposable overalls – Type 5 (BS EN ISO 13982-1+A1) are suitable.
- You may need waterproof overalls for outdoor work.
- Wear one size too big to help to prevent ripping at the seams.
- If the cuffs are loose, seal them with tape.
- Avoid wearing a long-sleeved shirt – these are difficult to cover properly.
- Wear the overall legs over footwear. Tucking them in lets dust into footwear.
- Wear the hood over RPE straps.
- Dispose of used overalls as asbestos waste.

Gloves

- If you wear protective gloves, use single-use disposable gloves. If you must use latex gloves, use only 'low-protein powder-free' gloves.
- Dispose of used gloves as asbestos waste.

Footwear

- Boots are preferable to disposable overshoes which can cause a slipping risk.
- Choose boots without laces as these are easier to clean.

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A 'dust mask' doubled up for more protection is useless. You need a respirator



Disposable RPE worn correctly



Disposable RPE worn correctly



Disposable RPE worn incorrectly



For some tasks, non-disposable RPE is needed

Respiratory protective equipment

- Use suitable RPE with a UK-assigned protection factor (APF) of 20 or more.
- Suitable types of RPE:
 - disposable respirator to standards EN 149 (type FFP3) or EN 1827 (type FMP3);
 - half-mask respirator (to standard EN 140) with P3 filter;
 - semi-disposable respirator (to EN 405) with P3 filter.
- This equipment should be suitable for most short-duration non-licensed work. Workers should select a make and size that fits them.
- This equipment is not suitable for people with beards or stubble – hooded respirators are required for these situations.
- The equipment is also unsuitable for long periods of continuous use; you need power-assisted equipment for such situations.

Planning and preparation

- Plan for and practise emergency procedures such as failure or damage to RPE.
- Workers need to be fit tested to make sure that the RPE fits them properly.
- Arrange fit testing and training on use and inspection of RPE before the work starts. Ask the supplier for help or contact fit2fit.org for details of accredited fit test providers. See More help on sheet a0.
- Workers must be medically fit to wear RPE – seek medical advice if you are not sure.

Training

- Make sure that RPE users know:
 - how to check their equipment is working properly before they put it on;
 - how to check that it fits;
 - how to identify and replace worn or defective parts;
 - about the limitations of the RPE they are using.
- Instruct users to throw away disposable RPE/PPE as asbestos waste after one use.
- Tell workers to stop work and leave the area if they think their RPE is not working properly.

Using RPE

- All types of RPE restrict what the wearer can do. It is uncomfortable to wear for long periods, but it is important that you protect yourself.
- RPE has to be worn all the time and until the worker is away from the contaminated air.

- Put on and wear the respirator in accordance with your training and the manufacturer's instructions.
- Carry out a fit check in accordance with your training and the manufacturer's instructions.
- If the worker wears spectacles, they should ensure they do not create a gap between the mask and face.
- Put the overall hood over the straps.
- At the end of the shift, take off RPE last and, if it is disposable, put it in the asbestos waste.
- For non-disposable RPE, clean after use and store in a safe place away from contamination.
- With half-mask respirators, change filters regularly – your supplier may be able to advise you how often. Dispose of used filters as asbestos waste.

Maintenance of non-disposable equipment

- Keep RPE clean and in good working order – follow the manufacturer's instructions.
- Inspect and check RPE for damage every time. Carry out thorough checks monthly (or every three months if used infrequently). Inspect all parts including valves and seals. Replace the respirator as appropriate.

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em7 asbestos essentials

Using damp rags to clean surfaces of minor asbestos contamination

Equipment and method sheet

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check what you're working on before you start.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.



Wiping up debris with a damp rag

What this sheet covers

This sheet explains how to use rags to clean minor asbestos contamination from smooth, non-absorbent surfaces and equipment.

Equipment

- Bucket of water
- Either cotton rags that do not shed fluff onto clean surfaces, or impregnated rags (eg 'Tak' rags)
- Adhesive tape, to collect small dust deposits
- Asbestos waste bag
- Clear polythene bag

Procedures

- Pick up bigger pieces of debris and put them in a suitable waste container.

Rags

- Impregnated rags do not need soaking.
- Soak the cotton rag in water. Fold in half or quarters. Wring it out.
- Wipe the contaminated surface.
- Refold the rag to give a clean surface.
- Repeat until you have used all the clean surfaces of the rag.
- Put the used rag in a bag. Get a clean rag and repeat cleaning until all surfaces are clean.

Tape

- Tape is only useful for removing small dust deposits. Surfaces may need repeated tape applications.
- Place a strip of tape over the contaminated surface. Peel it off slowly.
- Put the used tape in a bag. Repeat with a fresh piece.

em7 – Using damp rags to clean surfaces of minor asbestos contamination

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Caution

Never resoak a contaminated rag; this contaminates the water. Make sure you have enough rags for adequate clean-up.

Wastes

- Put bags of used rags and tape in a suitable asbestos waste bag.
- Tape the bag closed.
- You need to ensure you have enough rags to avoid contaminating the water.
- See sheet em9 for disposal.

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em8

asbestos
essentials

Personal decontamination

Equipment and method sheet

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check what you're working on before you start.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.

What this sheet covers

This sheet describes how to decontaminate yourself after work with asbestos materials.

Personal decontamination is easier when you wear the correct personal protective equipment (PPE).

You need to decontaminate yourself properly, otherwise you may take asbestos fibres home on your clothing and expose your family and friends.

Procedures

Removing and decontaminating PPE

- Clean your boots with damp rags – see sheet em7.
- Where available, clean your overalls with the brush attachment on a Class H vacuum cleaner. Vacuum off the brush.
- Otherwise, use damp rags in a gentle 'patting' action. Rubbing can disturb fibres.
- Where there are two workers, they can help to clean each other.
- Peel off disposable overalls. They should be inside out when they have been removed. Put them in a suitable asbestos waste bag.
- Bag up reusable overalls for a specialist laundry.
- Finally, remove your respiratory protective equipment (RPE) in accordance with em6.
- Tape the bag closed.



'Buddy' cleaning using a Class H vacuum cleaner

em8 – Personal decontamination

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Executive



Make sure you restrict access



Cleaning with damp rag using patting action

Personal decontamination

- A suitable location for personal decontamination should be considered as part of the planning before the job commences.
- Can you use site washing facilities? If so, they must be for your use only.
- Keep other people out during personal decontamination, and until you have cleaned the facilities.
- Wash every time you leave the work area.
- Use damp rags to clean the washing facilities at the end of the job.
- Clean the facilities daily if the job lasts more than one day.
- Inspect the facilities visually once the job is finished.
- Clearance air sampling is not normally needed for washing facilities.
- See sheet em9 for disposal of asbestos waste.

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em9

asbestos essentials

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check what you're working on before you start.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.

Disposal of asbestos waste

Equipment and method sheet

What this sheet covers

This sheet describes good practice when you need to dispose of asbestos waste.

Any asbestos product or material that is ready for disposal is defined as asbestos waste. Asbestos waste also includes contaminated building materials, tools that cannot be decontaminated, personal protective equipment and damp rags used for cleaning. If in doubt, always treat waste as 'Hazardous' or 'Special'. See the table for more details.

England and Wales	Asbestos waste is 'Hazardous Waste' when it contains more than 0.1 % asbestos. The Hazardous Waste Regulations 2005 apply. Complete a Hazardous Waste Consignment Note. Contact the Environment Agency for more information in England. Contact Natural Resources Wales for more information in Wales.
Scotland	Asbestos waste is 'Special Waste' when it contains more than 0.1 % asbestos. The Special Waste Amendment (Scotland) Regulations 2004 apply. Complete a Hazardous Waste Consignment Note. Contact the Scottish Environment Protection Agency for more information.
England, Scotland and Wales	All asbestos waste is subject to Schedule 2 of The Control of Asbestos Regulations 2012 and most waste is subject to The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG 2009). CDG does not apply to firmly-bound asbestos – asbestos cement or articles with asbestos reinforcement which do not release hazardous or respirable fibres easily. However, the hazardous and special waste regulations still apply. CDG applies for all other asbestos waste.

Caution: Don't mix asbestos waste with other waste to get below 0.1 %.

- Waste must be packed in UN-approved packaging with a CDG hazard label and asbestos code information visible.
- Double-wrap and label asbestos waste. Standard practice is to use a red inner bag with asbestos warnings, and a clear outer bag with the CDG label, if required.

em9 – Disposal of asbestos waste

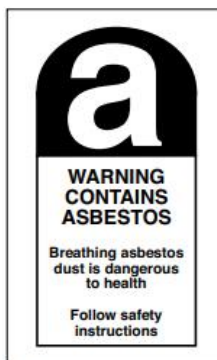
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Caution

Don't overfill bags.
Beware of sharp objects that could puncture plastic.



Vehicle placard



Asbestos warning sign

- Avoid breaking up large pieces of asbestos waste. Instead double wrap in suitable polythene sheeting (1000-gauge) and label accordingly.
- To transport waste, you need a waste carriers licence.
- If you carry waste, use a sealed skip, or a vehicle with the following:
 - segregated compartment for asbestos;
 - easily cleanable;
 - lockable (it is not good enough to throw sheeting over a standard skip).
- Otherwise, arrange for transport by a registered waste carrier.
- Safe disposal – make sure you use a licensed disposal site.
- Complete a Waste Consignment Note. Keep copies of these documents for three years.



All waste should be double-bagged or double-wrapped in plastic sheeting, with the correct hazard warning signs attached



Use a lockable skip for asbestos cement sheet



It is not good enough to throw sheeting over a standard skip

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a21

asbestos
essentials

Removing asbestos-containing bituminous products, such as roofing felt, gutter linings or damp-proof courses

Non-licensed tasks

Essential information

Important: You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

em0 Risk assessments and plans of work

em1 What to do if you discover or accidentally disturb asbestos during your work

em2 Information, instruction and training

em5 Wetting asbestos materials

em7 Using damp rags to clean surfaces of minor asbestos contamination

em8 Personal decontamination

em9 Disposal of asbestos waste

What this sheet covers

This sheet describes good practice when you need to remove asbestos-containing bituminous products such as built-up roofing, gutter linings or damp-proof courses.

This sheet is *not* appropriate for work with metal cladding lined with asbestos-containing bitumen (eg 'Galbestos') – see sheet a22.

Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Use tape and notices to warn others.
- Ensure adequate lighting.

Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Sharp knife
- Scraper
- Shovel
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Lockable skip for larger quantities of waste
- For roof work, interlocking bucket-type rubble chute into the skip

a21 – Removing asbestos-containing bituminous products, eg roofing felt, gutter linings or damp-proof courses

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Caution

It is dangerous to seal over exhaust vents from gas-fired equipment. Can the equipment be turned off?

For roof work, check if the roof may be fragile.

Don't rip up asbestos bituminous felt; never burn the debris.

Other hazards

Work at height – see www.hse.gov.uk/work-at-height. Take precautions to avoid falls.

Work on fragile roofs – see www.hse.gov.uk/construction. Fragile roofs cannot bear weight.

Manual handling – see www.hse.gov.uk/msd. Plan how to remove and handle heavy material and articles safely.

There may be other hazards – you need to consider them all.



Built-up bituminous roofing and bituminous asbestos fabric over a doorway

Personal protective equipment (PPE)

- Provide:
 - disposable overalls fitted with a hood;
 - boots without laces (laced boots are hard to decontaminate).
- A respirator is not normally required.



Procedure

- Seal access points, eg skylights, with polythene sheeting and duct tape.

Overlaying

- Can you avoid removal, eg by overlaying with non-asbestos bituminous felt?
- Warn the building owner about the presence of asbestos material you have covered by overlaying so it can be managed properly.

Removal

- Can you minimise the amount for removal, cutting around the area?
- For safe handling, cut and remove manageable sections.
- Place these in the chute or the skip.
- Remove adhering material by dampening and gentle scraping.
- Collect up all debris.
- Remove large dust deposits by dampening and shovelling into the asbestos waste bag.
- Dampen dust and debris from disintegrating felt and place in the asbestos waste bag.

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Cut and remove manageable sections

Cleaning and disposal

- Clean the equipment with damp rags.
- Dismantle and decontaminate the chute with damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

Personal decontamination

See sheet em8.

Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

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