BOND DEMOLITION

Project Completion Pack

Project Number:

944

Project Scope:

The safe removal and disposal of the asbestos sprayed coating to the structural steel beams and false ceilings within the main Post Office area.

Site:

Treorchy Post Office, High Street, Treorchy, CF42 6NP

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Section 1 - Signed Plan of Work and Risk Assessment

GATE CODE 2516

BOND DEMOLITION

The Removal of Thermal Insulation to Beams Within Ceiling Void and Associated Environmental Clean of Ceiling Void

Post Office, 21-23 High Street, Treorchy CF42 6ZZ

Edition number:	1	Completed by:	Glyn Rosser	Completed on:	02.04.2022	Checked By:	-	Contract Start Date:	

BDL 01 – FLOCK REMOVAL	**Company Name:** Bond Demolition Limited Unit 3B Pant Glas Industrial Estate Bedwas Caerphilly CF83 8DW	**HSE License No.** 022104659 **Expiry date.** 08/JULY/2024 **ARCA Membership No.** 4226
Post Office, 21-23 High Street, Treorchy, CF42 6ZZ	**Location Of Works:** **Enclosure 1 -** Ground Floor Main Post Office	**Contract Time Scale** **Start Date: 01.06.2022** **End Date: 06.06.2022** **Duration: 10 Shifts – 5 Days**

Scope of Works:
To undertake the removal of asbestos thermal insulation two 3nr beams within the ceiling void, additionally deconstruct, and remove as contaminated waste 2nr suspended ceilings (one above the other) and an environmental clean of the ceiling void. All works will be conducted under fully controlled conditions, with negative pressure units and a DCU with a direct connection in place.

All works will be carried out in line with:

L143 - The Control Of Asbestos Regulations 2012
HSG247 – Asbestos, The Licensed Contractors Guide
The Health And Safety At Work Act 1974
The Provision And Use Of Work Equipment Regulations 1998 (PUWER)
Bond Demolition Limited – Standard operating procedures version 13

Asbestos survey details		
Asbestos Survey carried out by:	Environmental Essentials	**Contact:** 0845 456 9953
Type of Survey:	Asbestos Management survey	
Survey Reference:	P-252351	

Client Details	
Client:	Kingfisher
Clients Representative:	Name: Mr Ashley Eley Mobile: Landline: Email: ashley@kingfisherwales.co.uk

BDL Project Management Details	
Asbestos Supervisor:	Name: Mr Darren Warmeant (Days)/ Jason David (Nights) / Jamie White (Cover) Mobile: 07733 472903 / 07952 819934 / 07733 472903
Contracts Manager:	Name: Mr Glyn Rosser Mobile: 07487262530 Landline: 02920 888788 Email: glyn@bonddemolition.co.uk

Operations director:	Name: Mr Peter Smith Mobile: 07956 571964 Landline: 02920 888788 Email: peter@bonddemolition.co.uk		
Project Description			
Number of operatives:	Minimum 2 – Maximum 8 per shift		
Start date of works:	01.06.2022	**Expected completion date:**	06.06.2022 (Clearance)
Hours of Works	08:00–18:00 Day Shift 18:00-08:00 Night Shift Wed/Thurs/Fri/Sat/Sun	**Weekend working:**	Yes
Type of Premises:	Post Office		
Vehicle Access to the Premises:	Good – vehicles to access site via parking to rear in car park (gated)		
Asbestos Type:	Amosite		
Material to be removed:	Thermal Insulation to Beams		
Extent of Works:	**18lm**		
Condition of Asbestos:	Poor – the asbestos is in a poor condition and is unsealed		
Function of Product:	Asbestos fire insulation material		
Plant, Equipment, Pipework or Service Status:	Offline and disconnected		
Hold point	**Plant and equipment must be offline and disconnected before works commence – have you seen certificates?**	Date: 2/6/22 Sign:	
Degree of Difficulty:	Average		
Proximity of Third Parties:	External Area to be barriered off with Heras fencing and mandatory signage to create wider exclusion zone around the DCU, Generator and Airlock / bag lock. These areas will be detailed during pre-start briefings undertaken by all parties each day to ensure that no unauthorised persons enter these areas.		
Protection of Others:	**Segregation of area:** Work areas will be segregated from wider building by way of exclusion zone and mandatory signage, the decontamination compound will be segregated by way of heras fencing – access will be closed from all areas to maintain exclusion zone **Control measures in place:** Air/Bag lock Negative pressure Greco airless sprayer		

Access Requirements:	Aluminium podiums – anti surf with only two wheels at the front of the equipment.
Estimated Fibre concentration:	Up to 3f/ml- From HSE Guidelines

RPE Detail

- Operatives to be face fitted for in use RPE to be tested by competent independent company and within 12 months of date.
- RPE should always be examined before it is put on to check that it is in good working order. This is referred to as the 'Daily Check' carried out each time the wearer dons the RPE.
- **The pre-use examination should include checks on:**
- **The condition of the head harness and face piece including seal and visor and whether the RPE is complete and correctly assembled.**
- **The condition of the inhalation and exhalation valves if fitted. For example, dirty, curled up or cracked valves will not perform properly and will severely compromise the protection provided.**
- **The condition of any threaded connectors and seals.**
- **The type and condition of the filter(s) ensuring they are 'in date' and fitted properly.**
- **The battery charge and condition.**
- **Air flow rate for power assisted and powered respirators compared with the manufacturers specification.**
- **Any additional tests in accordance with the manufacturer's recommendations.**
- The objective of these tests is to provide practical advice on the election, care and maintenance of Respiratory Protective Equipment (RPE) used in environments likely to give rise to asbestos exposure. It is the employer's responsibility to provide adequate RPE for employees working with asbestos. Further guidance can be found in BS4275:1997 and the current edition of HSE publication HSG 53.

Type of coverall: PPE Type 5/6	Disposable coverall: - Red for stripping - White for transiting - Blue for general work i.e. the creation of enclosure and setup of decontamination unit - Overalls to have an elasticated hood, cuffs and ankles and to be disposed of in the asbestos waste skip after each use. 
Additional Protective clothing: Must Be Worn When Outside Of Enclosure Area	
Fibre Suppression:	Airlock/bag lock Enclosure NPU'S

	Fine mist spray and shadow vacuum.

Hold Point

The correct equipment is on site with all the correct certificates and compliant certificates

Supervisors Name:	Signature:	Date:
		1/6/22

Airlock/bag lock system

- 6 No. 2m x 1m x1m frame's will be constructed using steel frames with 1000-gauge virgin polythene fixed with spray tack and 75mm cloth tape to form the air lock and bag lock systems
- The air lock/bag lock will have a rectangular opening allowing operatives to pass through with a flap which must cover the opening, the flap will be weighted to 400 grams achieved by rolling up 1.7m of 1000-gauge polythene.
- Air/bag lock flaps must have a deflection of between 200-250mm when the negative pressure unit(s) is/are turned on.
- A standard air lock system will allow 1500m^3 of air through before limiting the amount of workable space within the 1m cube area.
- When larger volumes of air are required further single stage chambers or panel filters will be fitted to allow the increased air flow into the enclosure area.

The air/bag lock system will be located externally to the enclosure and sealed (See Sketch Plan) air/bag lock and transit route will be within a segregated zone

Hold Point	**Supervisor must check that flap deflection is as described above before removal works begin**	**Signed:**
		Date: 2/6/22

Enclosure Construction details:

The enclosure area will be constructed in line with regulation 16 of The Control of Asbestos Regulations 2012 and the approved code of practice for asbestos removal.

Enclosures will be formed from 1000-gauge polythene and will be constructed to prevent the spread of asbestos as far as reasonably practical and to reduce the spread of asbestos to the lowest level reasonably practical, the enclosures will be established as follows:

- Timber batten and 1000-gauge polythene will be used along with 75mm cloth tape and staples to form the enclosure walls where the existing walls of the room are not convenient.
- An airlock, bag lock and NPU will be fitted to the enclosure to allow sufficient through flow of air and minimise the risk of 'dead spots' inside the enclosure, where the placement of the NPU will not allow this, a roving head will be used. These will be constructed of metal speed frames, wrapped in 1000 gauge polythene and secured using cloth tape.
- Works inside the enclosure area will be monitored either by way of CCTV or by viewing panels.
- Following the smoke test hazard warning signs will be erected.

Enclosures	Enclosure Length (m)	Enclosure Width (m)	Enclosure Height (m)	Enclosure Volume (m3)	Airlock Volume (m3)	Baglock Volume (m3)	Total Volume (m3)	m3/hr Required to Achieve 10 Air Changes	Length of Roving Head Hose Attachment & Nputing Hose (m)	Percentage Reduction per linear meter	Reduction of NPU capacity to allow for length of nt hose	Number of Bends	Percentage Reduction per bend	Total reduction in NPU capacity for number of bends	Total reduction in NPU Capacity	Total m3/hr Required to Achieve 10 Air Changes	NPU Specification
1	12	8	4	384	6	6	396	3960	0	1%	0%	0	2%	0.00%	0.00%	3960.0	2 x 2000 NPU

Air Management
• The works area will be placed under negative pressure - Enclosures under negative pressure are intended to prevent spread the spread of airborne asbestos fiber. • The minimum amount of air changes achieved will be 10 "air changes" • The correct air flow will be determined by using air lock door flaps as an indicator. 'Standard' flaps should show a deflection of around 0.2mm for each 1m3/hour of air flow (i.e. around 200mm at 1000m3 /hour), regardless of enclosure size. • Where enclosures are perfectly sealed, the volume of air pulled out must be equal to the volume of air allowed in. In other words, where an enclosure has a series of NPUs intended to move 10,000m3 /hour of air, it must be designed to allow 10,000m3 /hour in. • Factors that may impact on pressure and air mixing within enclosures will be, high/low ambient temperatures and (unavoidable) obstacles within the enclosure may be shown to have an impact on mixing.

Negative pressure detail:	• NPU's will be strategically placed to protect people outside of the enclosure, NPU's will be placed as per the site drawing and will give between a minimum of -5 pascals and no more than -7.5 pascals. • All negative pressure units will be visually inspected daily when in use and readings taken am and pm. • These units will be in date of 6 months which will be thoroughly examined and tested by a competent person to make sure they are working properly to its design with an up to day m3/hr rating each unit is producing. • A record of these will be kept on site for inspection by the enforcing authority and the client if needed. • Negative Pressure units contain within its structure a HEPA Filter tested to an efficiency of 99.995%(H14) which meets stringent regulations
Temperature of Work Area after Erection of Enclosure:	5° – 10° to be monitored depending on weather
Will the Enclosure be subject to Solar Gain?	Yes, works are internal, temperature to be monitored for time of year
Smoke Test:	Will be completed to ensure that airlock and bag lock are correctly sealed. The smoke test will be witnessed by the asbestos supervisor and where possible a member of the Kingfisher site team.
Viewing Window:	600 x 300 viewing panel
CCTV:	Will be used where it is not possible for a full field of view to be gained from viewing panels
Wet Stripping Equipment:	Handheld Pump Sprayer - Fine mist spray diluted with wet strip (surfactant). Greco airless sprayer

COSHH Assessments			
Wet Strip Red/Clear	Spray Glue	Propane	Colt Smoke
Diesel	Cloth Tape		
COSHH Assessments form part of the Supervisors personal file/site pack.			

Type of Monitoring & Frequency:	Supervisor to check asbestos works as they are ongoing, viewing panel followed by a four-stage air clearance test.
Personal Monitoring requirements	Personal monitoring will be undertaken on selected enclosures at differing stages of the works to ensure that at no point the control level is breached.
H Type Vacuum Cleaners:	H type double motor dust vacuum 200HDZ **(MINIMUM 2 PER ENCLOSURE)** **1 x vacuum must be kept in the van as a spare**
Decontamination Facilities: **Where possible two asbestos areas will run at the same time, therefore additional DCU's will be brought to site.**	• 1 no. Self-contained twin shower fit for use of up to 8 asbestos operatives. • Gas and Electric certificates within 12 months of date and the NPU DOP Tested within 6 months of date. • Where possible water feed directly connected if water supply near to decontamination unit or we will utilize 25ltr water containers and fill the on-board water storage tank. • Unit will be fully functional prior to any asbestos works starting. • On board gas bottles placed on the floor beside the DCU will be used to supply power and heat the hot water. • Decontamination unit fitted with RCD circuit breaker can be powered by the on-board gas generator or run direct from mains on site power.
Location of power, water and waste	• Power will be drawn from a near-by 40KVA Generator and site boxes • Water will be drawn from near-by fire hydrant or an existing supply of the schools, whichever is more convenient
Location of Decontamination Unit	To be placed according to the sketch plan for each enclosure, works will be undertaken block by block, therefore the DCU will not be in the same place throughout the works.
Direct Connection Possible:	No – Direct connection is not possible due to the location of the enclosures

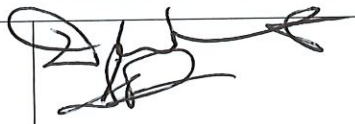
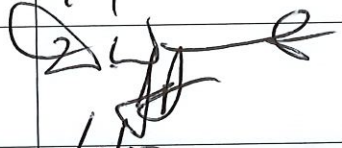
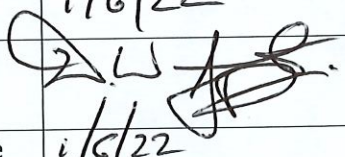
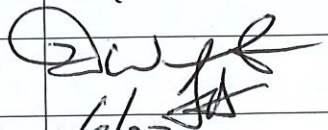
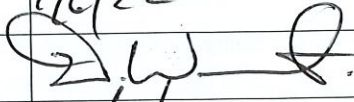
Hold Point

1. Prestart DCU Checks completed and DCU set up and is fit for use.
2. Does the DCU have sufficient showerheads for the number of men on site?

Supervisors Name	Signature	Date	Time
A L Jarrett	A L Jarrett	1/6/22	18:30.
Amount of Waste: approximate	160 bags		

Waste removal procedure:	Following the waste removal procedures detailed on page 136 of HSG247 section 7.92 – asbestos waste removed from within the enclosure will be double bagged in UN approved bags as shown: Waste will be placed in a red asbestos waste sack and excess air removed, this bag will be sealed with cloth tape, before removal from the enclosure the red bag will be cleaned and vacuumed to remove surface contamination, The waste will then be passed to an operative in the centre of the three stage bag lock who will double bag the waste into a clear asbestos waste sack and seal, the waste will then be taken directly to the sealed asbestos waste skip. 
Enabling works	Transit route and enclosure area is to be cleared of debris before asbestos works begin, heras fencing signed Amber Zone denoting restricted access, will be installed to form an exclusion zone around the decontamination unit, all electric cables must be secured at high level to prevent trip hazards.

To be completed by supervisor before works commence

Hold Point	Decontamination unit must be set up and correctly earthed before works commence – inspection form must be completed daily – any defects must be reported to the contract's manager IMMEDIATELY	Sign	
		Date	1/6/22
Hold Point	The correct equipment is on site with all the correct certificates and compliant certificates	Sign	
		Date	1/6/22
Hold Point	All operatives must receive a site-specific induction on their first day onsite before commencing works	Sign	
		Date	1/6/22
Hold Point	Daily inspection sheet must be completed for all RPE before operatives enter the enclosure area	Sign	
		Date	1/6/22
Hold Point	Daily briefing must be carried out before works and signed by all operatives	Sign	
		Date	1/6/22
Hold Point	Site set up audit completed by supervisor to ensure transit routes and works area is correctly set up, once the enclosure is live a weekly audit must be completed by supervisor	Sign	
		Date	2/6/22

Hold Point	**I confirm that** 1. The POW is suitable for the intended planned works and any amendments have recorded. 2. All the site staff been briefed on this POW so that they understand what the work entails and are aware of any significant Health, Safety or Environmental risks? 3. ALL site documentation for ALL site staff been checked and is valid, in date and correct? 4. ALL site equipment been checked and is valid, in date and correct? 5. A copy of the following is on site: a. ASB5 for the works and any updates. b. BDL Asbestos Licence. c. BDL Insurance Certificate. d. BDL Waste Carriers Licence. e. BDL Asbestos Standards Operating Procedures (SOP's). f. COSHH Assessments g. Equipment Checklists/Site Pack Forms	Sign	
		Date	1/6/22

ANY CHANGES TO THIS METHOD STATEMENT MUST BE NOTIFIED TO AND AGREED BY THE CONTRACTS MANAGER BEFORE THEY ARE MADE

	Name:	Contact Number:	Position:
Who will authorise any alterations to the plan of work:	**Glyn Rosser**	07487262530	Asbestos Contracts Manager
	Darren Warmeant/ Jason David	07539 339565 07952 819934	Asbestos supervisor(s)
	Peter Smith	07956 571964	Operations Director

Major Change: The BDL nominated site supervisor is to follow the directions within the POW and if necessary, **MUST** discus any "Major "changes with the Contracts Manager **BEFORE** implementing the agreed changes, all changes will be issued to Kingfisher for approval.

The following situations are classed as a 'Major Change'

- Site plan drawing does not actually reflect the site conditions and needs an amendment.
- Enclosure cannot be constructed as per the POW i.e. partition wall has been removed.
- Increase / decrease in size of enclosure as the NPU calculation will need to be reassessed.
- Discovering more Asbestos on site than was detailed in the POW e.g. AIB goes into a different room through the ceiling / 20m² is now 40m².

- Discovering different asbestos materials from that identified e.g. Pipe Lagging discovered when removing AIB.
- Removal method has to change from what is detailed on the method statement e.g. injection to spray mist.
- A change to position of Airlock / Baglock and NPU's which could affect air movement.
- Insufficient room to position the Airlock / Bag lock
- Significant changes to the Transit / Waste Route which may affect other persons on site.
- Being requested to complete more works by the client.
- Results of personal air monitoring which reveal a high asbestos fibre count.

Minor Change: 'MINOR' amendments to the POW can be carried out by the BDL Supervisor, MINOR changes are normally any changes which would **NOT** have an impact on the safe running of the site.

- DCU / waste skip must be located in another area which would NOT affect transiting or waste movement.
- Minor changes to Waste / Transit Route which would NOT affect others on site.
- Changes to site personnel.
- Other minor issues which the supervisor can change, which does not influence site safety.

Any changes to the POW which must be undertaken **MUST** be detailed in the amendments section of the POW and Site Diary; this must be dated and signed by the BDL **SUPERVISOR**.

CHECKLIST NAME	FREQUENCY	Site form to be used
RPE/PPE Checks	Pre use	RPE Daily RPE Inspection Record
Daily Exposure sheet	Daily	Site File Form 11 v2
Enclosure/s Integrity Checks	Pre start and twice daily	Daily Site Inspection Record
DCU Checks	Pre start and twice daily	Daily DCU Inspection Record
Isolation of services	Pre-start	Site File
Enclosure Handover Form	Prior to stage 2 analytical	From Analyst
NPU Checks	Pre use and twice daily	Daily Site Inspection Record
Hand Arm Vibration (HAVS)	Throughout use	Hand Arm Vibration Daily Record
H Type Vacuums	Prestart & Pre use	Daily Site Inspection Record
Ladder/Tower/Hop Up Check	Pre-use	Ladder/Tower/Hop Up Checklist
Monthly RPE Mask checks	Completed Monthly	RPE Monthly Inspection & Maintenance Record
Smoke Test	Before commencing asbestos removals and as required	Smoke Test Report

Enclosures 1 Details					
Location:	Main Building – Ground floor – Post Office – Front of House				
Dimensions	L=12 x W=8 x H=4 384m³	Airlock & Bag lock Volume	12 m³	Total Enclosure Volume (Include Airlock & Baglock)	396m³
Expected Fiber release	Sprayed coating 0.08	Quantity	18lm	Condition:	Poor
Level of Control:	Fully Controlled conditions with an Enclosure Under Negative Pressure, and use of a Decontamination Unit.				
The ACM current surface finish:	Unsealed				
The ACM is fixed in place with:	Is not fixed in place				

Asbestos to be removed

The asbestos to be removed is asbestos thermal insulation to beams within the ceiling void.

Enclosure - NPU Requirements			
The NPU's are to be set up as per the site drawing and in accordance with BDL SOP VO12			
NPU vent	The NPU is to be vented direct to atmosphere in accordance with the site plan / drawing layout in this POW		
NPU ROVING HEAD REQUIRED?	YES		
Enclosure Air Lock & Bag lock details			
Airlock	A 2 stage Tunnel will be erected in accordance with BDL SOPs and is to be formed with metal speed frames / timber battens and 1000 gauge polythene sheeting and connected directly to the Dirty end door of the DCU as per the site drawing / diagram.		
Bag lock	A 3 stage bag lock will be erected in accordance with BDL SOPs and will be formed with metal speed frames / timber battens and 1000 gauge polythene sheeting		
Vision panels	Vision panels which are a minimum of 600mm X 300mm will be present on both the airlock and bag lock. These will be installed in accordance with SOP V13 Section 19 Vision Panels/CCTV.		
Enclosure 1: Waste Route and Transit Route			
Transit Route	Direct Connection	Approx. length	N/A
Waste Route	From the airlock out to the waste van parked next to the DCU	Approx. length	3m

Pictures of waste and transit Route	 DCU Location - Waste Van Location - Airlock and Bag Lock Positions

Arrangements For Smoke Testing the Enclosure

The site supervisor is to ensure that a smoke test of the enclosure is undertaken to ensure that there are no leaks, and the enclosure is of sound condition BEFORE ANY ASBESTOS REMOVAL WORKS CAN COMMENCE

The Smoke Test is to be undertaken by the BDL Supervisor with Kingfisher in attendance

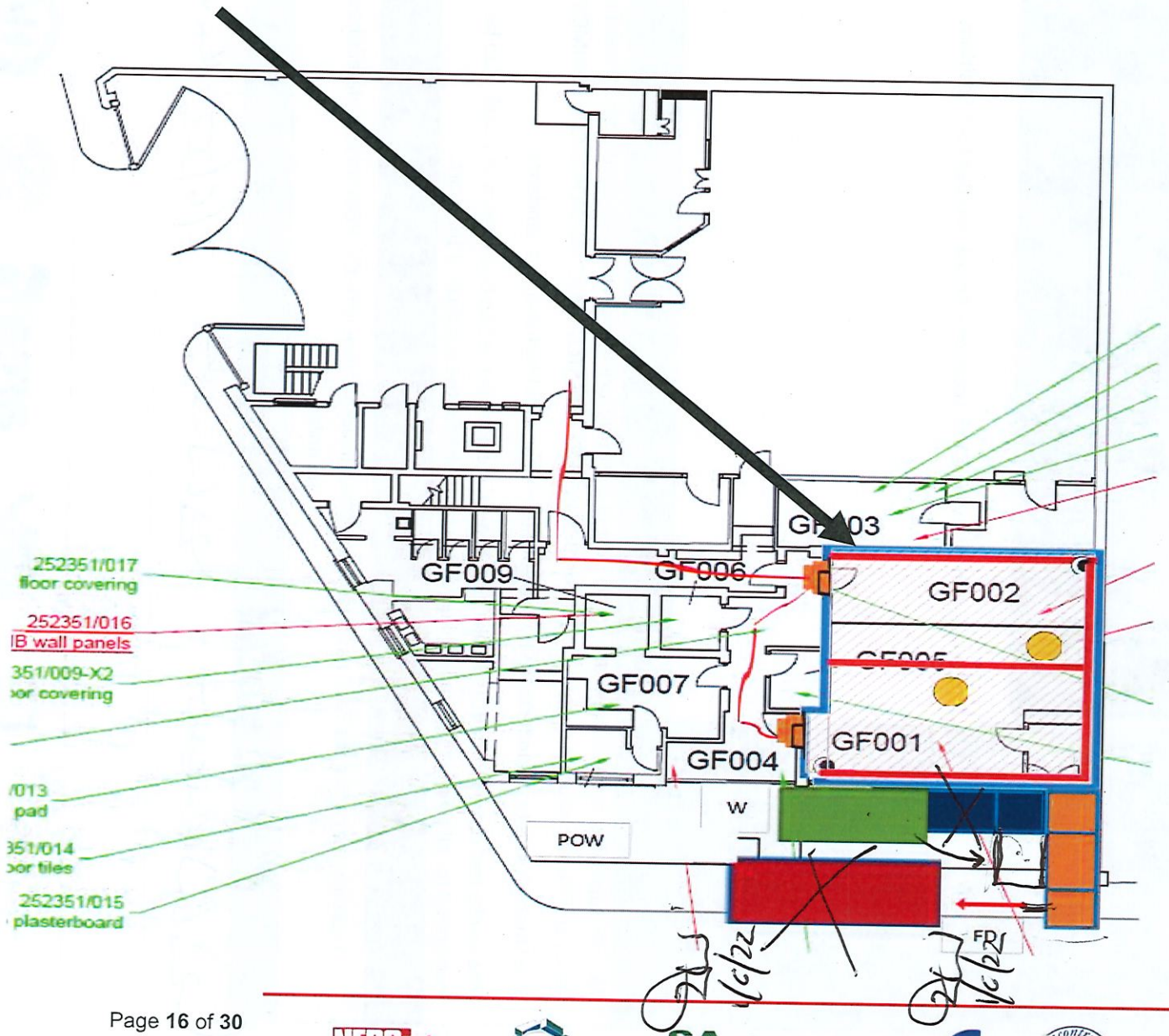
The smoke test record form BDL 'Smoke Test Report' included in the Site Documentation pack, is to be completed for all smoke tests undertaken and kept on site for the duration of the work.

HOLD POINT

I confirm that a 'Smoke Test' has been undertaken in accordance with this POW and the details have been recorded.

Supervisors Name	Signature	Date	Time
D WARMEANT	D W	2/6/22	14.00.

Sketch Plan – Enclosure 1



NPU 1500	
DCU	
Waste Skip	
Waste Route Transit Route	
H Type Vac	
AL/BL	
Vision Panel	
CCTV	
NPU Exhaust	
Bucket/Sponge Water Power Foul Drain	PD W POW FD
Enclosure area Location of asbestos	
Wall opened up for access	

Detailed Asbestos Working Method

The BDL Supervisor is to the check that all personal on site are trained and hold current in date competency cards and training certification, all paperwork must be verified and showing the approved stamp mark

Step 1 – Plan of works

The supervisor is to brief all working parties on the scope of works to be undertaken, time should be allowed to answer any questions or queries from the working party to ensure everyone fully understands what work is to be done and how it is to be carried out. Section 11 handover conformation must be signed by all members of the working party.

Step 2 – Decontamination Unit

Prior to the commencement of any work on site a fully compliant DCU is to be sited as per the site diagram. The DCU will then be set up in accordance with BDL Hygiene/Decon Facilities & Transit Procedures. The supervisor responsible for the task is to ensure that the DCU is inspected daily and that it is fully functional. These checks will be recorded on the BDL DCU inspection sheet prior to the shift commencing. All DCU's will have an in-date air test on file.

Step 3 – Enclosure Construction

Prior to works commencing, operatives will polythene all hard surfaces (such as floor, walls, counter tops etc), with 1000 gauge polythene and cloth tape.

The enclosure area will be formed using a combination of the areas walls and timber framing. The direct connection airlock and associated bag lock system will be formed at the front main doors to the post office. 2nr NPU's will be positioned at the two doors leading to rear of house areas. The bag lock system and NPU's are to be attached with cloth tape with a vision panel installed at each. Operatives will secure the frame into the wall using screws and then secure 1000-gauge polythene to it with staples and 75mm cloth tape, A 2-stage direct connection airlock and separate bag lock will be attached to allow access and waste removal. Where necessary, LED festoon lights will be suspended along the length of the internal transit route. Power will be sourced from generators located as close as possible to the working area; site transformers will be used to transfer power to the working area along with a distribution board. Each area will have a NPU attached to the area and sealed to the polythene, the NPU will be located inside of the building and will be vented to the exterior via ducting.

Step 4 – Workplace Monitoring

Both CCTV and Vision panels will be used on this project to ensure works can be viewed and monitored at all times

Step 5 – Smoke test

A smoke test will be carried out witnessed by the supervisor and Kingfisher representative, only when a successful result is reached and recorded will the enclosure become live for removal works to take place.

Step 6 – Removal of ACM's

Operatives will enter the enclosure through the airlock system and proceed to use wet strip, needle injection plates to thoroughly soak the areas of the beam. This will be done in a methodical manner. Allowing sufficient time for the ACM to be saturated fully. Operatives will then use razor scrapers to scrape the saturated material directly into red un-labelled waste bags. This process will be repeated until the section is free from Thermal Insulation. Once one section is complete operatives will methodically move onto the next section of the beam repeating the process. The area will be wire brushed and subjected to fine cleaned by wet rags with A strip water 1:10 mix and Htype vacs.

The beams will be sprayed with a Greco airless sprayer and wiped clean.

Throughout the works, access equipment will be tagged, the supervisor will ensure that the tags can be seen by through the vision panel for their weekly inspection.

Step 7 – waste removal

Waste generated will be controlled and bagged in line with BDL SOP's for waste removal and disposal

Step 8 – Fine Clean

On completion of the asbestos removal works the enclosure will be subjected to a fine clean in line with BDL SOPs. (Various Sections)

- All asbestos equipment is to be cleaned in accordance with BDL SOPs.
- Type H vacs are to have a clean bag inserted
- NPUS are to have a clean filter inserted before the 4SC is undertaken
- All Access equipment used within the enclosure is to be cleaned before removal from the enclosure

Step 9 – visual inspection

The BDL Supervisor is to inspect the enclosure, waste and transit routes to ensure that all ACM's identified have been removed safely and that there is no visible traces of dust or debris inside the enclosure or along the complete length of all waste or transit routes accordance with the BDL SOP VO11

Note: Once the supervisor has carried out his inspection, the enclosure handover form must be completed and signed by the analyst carrying out the visual

Emergency procedures

In the event of an emergency situation arising, full consultation will take place with the e services.

Injury

In the event of an accident requiring an injured person to be removed from the area, the procedures should apply:

- The victim comes first, the risk to his health is immediate and obvious, other considerations are secondary.
- Call a first aider and send someone to call the emergency services.
- As far as practicable, operatives should vacuum clean the victim and themselves and the immediate vicinity.
- Respirators and boots should be sponged.
- If breathing has ceased, respirators will have to be removed to apply mouth to mouth esuscitation.
- If the victim can be moved, remove him from the working area. If necessary, slit and reseal the enclosure.
- Once outside the enclosure cut off contaminated clothing and bag as waste.
- Direct and assist the emergency services to ensure the quickest possible attention to the victim
- When the victim is in competent hands, completely decontaminate all equipment and personnel and the immediate area.

TENT RUPTURE

- Immediately cease work within the enclosure
- Operatives wearing full protective equipment will make all necessary repairs.
- Short duration air tests will be taken to immediately determine if there has been any liberation of asbestos fibers.
- Should air tests prove that asbestos is present, then fully protected operatives will clean the area until air tests indicate a clearance.

FIRE PRECAUTION

- Within large tents, 2 fire extinguishers will be positioned in the airlock.
- Smaller tents will have 1 fire extinguisher positioned in the airlock.
- In the case of a fire alert the operatives within the tent will immediately evacuate the enclosure and proceed to the designated contaminated fire muster point located on the tennis courts next to the storage container. A roll call will be undertaken from this point by the asbestos supervisor and reported back to the Kingfisher representative.

DAMAGED DISPOSAL BAGS

Should a disposal bag be damaged in transit to the disposal skip then:

- Immediately barrier off the area of spillage.
- Spray area with PVA emulsion
- Operatives wearing full face respirators and protective equipment and using type H vacuum plant will clear up all the spillage
- Re-spray the area with PVA emulsion

FAILURE OF RESPIRATORY EQUIPMENT

- As with injury and fire, the risk must be put into perspective.
- A short-term exposure to even quite high levels of asbestos will not necessarily lead to ill effects later in life.
- In the event of a loss of power to the respirator the operative must make their way directly to the airlock and exit the enclosure.
- Follow full transit and decontamination procedures.

breathing may become more difficult and labored, so it is important not to pan

Risk Assessments

Risk Assessment Matrix

Multi -fatal	6	12	18	24	30	36
Fatality	5	10	15	20	25	30
Major	4	8	12	16	20	24
Notifiable	3	6	9	12	15	18
Minor	2	4	6	8	10	12
Negligible	1	2	3	4	5	6
	Very rare	Remote	Occasional	Regular	Frequent	Almost certain

Very High Risk
High Risk
Medium Risk
Low Risk

Hazard	Who might be harmed	Uncontrolled risk rating	Safety measure to manage the hazard and reduce the risk to an acceptable level	Controlled risk rating	Additional control measures
Exposure to Asbestos Fibres:	• BDL Personnel • Contractors • Visitors	5 x 5 = 25 High	1. Only suitably Asbestos trained and certified staff will be allowed to undertake this task. 2. Access to the enclosure is restricted to authorised persons. 3. The removal of the ACM will be in accordance with current asbestos regulations, the Licensed Contractors Guide and BDL's Asbestos Policy & Procedures Manual. 4. Work will be undertaken in accordance with this Plan of Work.	5 x 2 = 10 Medium	Kingfisher Minimum Standards
Electrical Safety	• BDL • Contractors	5 x 4 = 20 High	1. Only 110V CTE electrical equipment to be used on site. 2. Asbestos Hygiene Unit operates from 240v, this must be suitably earthed using the earth rod or tested via an earth plug. RCDs are to be used at all times on all 240v Supply. 3. Only properly maintained and PAT certified electrical equipment to be used on site. 4. Where electrical equipment has to be removed a certificate to the effect that the equipment is 'electrically isolated (dead)' must be issued. (No works to commence without)	5 x 2 = 10 Medium	Kingfisher Minimum Standards
Work at Height	• BDL • Contractors	5 x 5 = 25 High	1. Tower scaffolds to be used and erected by PASMA trained Operatives 2. Scaff tag fitted to all scaffolds / towers 3. Mobile tower checks to be completed and signed before use and after being dismantled / erected by a PASMA trained operative	5 x 2 = 10 Medium	1.Check validity of PASMA certificates for site staff 2.Ensure sufficient Scafftag provided. 3.Ensure all inspection records are completed 4.Kingfisher Minimum Standards

Hazard	Who might be harmed	Uncontrolled risk rating	Safety measure to manage the hazard and reduce the risk to an acceptable level	Controlled risk rating	Additional control measures
Movement of Vehicles:	• BDL Personnel • General Public	4 x 3 = 12 Medium	1. Access between the working area and site to be agreed with client. 2. All Operatives to ensure High Visibility clothing is worn at all times, strictly keeping to designated pedestrian walkways where applicable. 3. All BDL drivers to practise safe driving at all times.	4 x 2 = 8 Low	All BDL vehicles will be escorted on foot through sensitive working areas. Kingfisher Minimum Standards
Accidental release of asbestos fibers from Waste Stream.	• BDL Personnel • Contractors • Client staff • General public	4 x 4 = 16 Medium	1. Provision of locked and sealed Waste Skip container for waste material. 2. All waste to be disposed of in accordance with the Hazardous Waste Regulations 2005. 3. Disposal at a waste disposal site, which holds a valid Waste Management Licence, which is authorised to accept asbestos waste. Including production of a consignment note.	2 x 2 = 4 Low	Kingfisher Minimum Standards
Use of hand tools (non-powered)	• BDL Personnel	4 x 4 = 16 Medium	1. Ensure that hand tools are not used for anything other than their intended purpose, e.g. do not use a screwdriver as a chisel. 2. Eye protection MUST be used whenever work is carried out using cold chisels or any other tools where there is a risk of flying particles. 3. Open-bladed knives, screwdrivers and other sharp tools must not be carried in pockets or in any manner which could cause injury to the user or others, blades must be retracted into the body of the tool when not in use. 4. Tools must not be left lying about but returned to storage after use 5. Operatives must carry out visual checks of hand tools before their first use each day. Damaged or dangerous tools must not be used. 6. Common faults which must be checked for include: 7. loose and damaged hammer heads 8. damaged screwdriver blades 9. Incorrect mounting of sharp blades		Kingfisher Minimum Standards

Hazard	Who might be harmed	Uncontrolled risk rating	Safety measure to manage the hazard and reduce the risk to an acceptable level	Controlled risk rating	Additional control measures
Manual Handling Injury:	• BDL Personnel	3 x 5 = 15 Medium	1. Competent trained persons will lift no more than 22 kg by themselves (i.e. equivalent to a large well-packed suitcase or 22 bags of sugar).	3 x 3 = 9 Low	Kingfisher Minimum Standards
Head Injury:	• BDL Personnel • Client staff	4 x 3 = 12 Medium	1. Hard Hats are to be worn by all persons, including visitors, in designated Hard Hat Areas. 2. All site supervisors will be trained to be competent at First Aid.	2 x 3 = 6 Low	Kingfisher Minimum Standards
Fire:	• BDL Personnel • Contractors • Visitors • General Public	6 x 2 = 12 Medium	1. Site Operatives to be made aware of the Fire precautions required on site; for example, how to raise the Alarm, nearest Fire Call Point, location of nearest fire extinguisher, fire evacuation route, muster point and client contact name. 2. A fire extinguisher will be situated close to the working area.	6 x 1 = 6 Low	Kingfisher Minimum Standards
Slips, trips & falls:	• BDL Personnel • Client staff • Visitors	3 x 5 = 15 Medium	1. All persons on site must wear suitable safety footwear at all times. 2. Refuse and Asbestos Waste must be cleared away at regular intervals. 3. All tools and equipment must be kept in a tidy state to avoid becoming a trip hazard.	2 x 3 = 6 Low	Kingfisher Minimum Standards
Exposure to infection	• BDL Personnel	5 x 2 = 10 Medium	1. All Operatives are to ensure strict personal hygiene, including: 2. Washing hands regularly. 3. Washing hands before smoking, eating or drinking. 4. Dressing open cuts or sores with an appropriate plaster. 5. Any signs of vermin are to be reported to the site manager. 6. All operatives to wear suitable and sufficient PPE and RPE.	5 x 1 = 5 Low	Kingfisher Minimum Standards
Line of Fire Risks (Work Place Injury)	• BDL Personnel	3 x 5 = 15 Medium	1. Warning signage will be in place to warn of the dangers that are present within the enclosure and area of works, plus operatives to be made aware of line of fire risks 2. Operative Training and experience 3. Correct Tool selection and use & removal of faulty tools etc. 4. Standing clear of overhead work/expect debris when pulling down ceiling etc.	2 x 3 = 6 Low	Kingfisher Minimum Standards

Hazard	Who might be harmed	Uncontrolled risk rating	Safety measure to manage the hazard and reduce the risk to an acceptable level	Controlled risk rating	Additional control measures
			5. A full team briefing is to be completed prior to work commencing		
Hazardous Chemicals:	• BDL Personnel	3 x 3 = 9 Low	6. Hazardous Chemicals are to be assessed for suitability under COSHH Regulations. 7. COSHH risk assessments are to be available on site. 8. Information on safe use will be given to operatives before they are used. 9. Non-hazardous materials are to be used wherever possible.	3 x 2 = 6 Low	Kingfisher Minimum Standards
Adverse Environmental impact:	• BDL Personnel	2 x 3 = 6 Low	1. Minimising the amount of waste. 2. Use suitable waste containers 3. Recycle where possible 4. Re-use where possible 5. Area should be cleared as work progresses. 6. Report any signs of Bats / Newts to Client. 7. Keep noise and dust to an absolute minimum.	2 x 2 = 4 Low	Kingfisher Minimum Standards

Amendments to POW All amendments to this plan of works must be formally communicated to the contracts manager and Kingfisher and, recorded below		
Amendment:	**Made by**	**Date**
DRAWING SKETCH PLAN.	D. WARMEANT.	1/6/22
WASTE ROUTE.	D. WARMEANT	1/6/22
	D. W [illegible]	AGREED WITH AUTHOR

Declaration – I have received a method statement briefing, understand it and agree to follow the content of this method statement and risk assessment document		
Name	**Sign**	**Date**
Supervisor DARREN WARMEANT.		1/6/22
STEPHEN VALE		— " —
J. WHITE		1/6/22
OSIAN Archie		1/6/22
Quinn Archie		1/6/22
J. DAVID		1/6/22
J DAVID		1/6/22
R. ROSSER		1.6.22
D EVANS	D Evans	02/06/22
L. EGAN		02/06/22
C. MASON		04/06/22
C. Harris		04/06/22

Section 2 – HSE Notification (ASB5)

HSE

Health and Safety Executive

Control of Asbestos Regulations 2012

Notification of asbestos work

To improve the management of licensed asbestos work through auditing by the asbestos industry, HSE may share limited data provided on the ASB5 form with trade associations and relevant bodies. The data shared will be limited to: name of licensee, licence expiry date, site location, dates of work, nature of work

Notification Number: F610C12412 Submitted Date: 10/05/2022

About you and your licence

Notification type	This is an UPDATE to a previously submitted notification
Licence number	022104659
Expiry date	08/07/2024
Licence holder name	Bond Demolition Ltd
Address	Unit 3b Pant Glas Industrial Estate Bedwas BEDWAS Caerphilly CF83 8DW
Phone Number	07487262530
Email	glyn@bonddemolition.co.uk

Job details

Name of company contracted to	Kingfisher Developments
Phone number of company contracted to	07720592877
Contact name at company contracted to	Mr Ashley Eley
Site address	Treorchy Post Office High Street TREORCHY Rhondda Cynon Taff CF42 6NP
Multiple site addresses	No, there are not multiple site addresses

In which local authority is the site address (Country, Geographical Area, Local Authority)
Wales, Wales, Rhondda, Cynon, Taff

Exact work location or description of where on premises work is to be carried out
Ground Floor, Main Post Office Shop Floor

Person preparing plan of work	Mr Glyn Rosser
Mobile number	07487262530
Site supervisor	Mr Darren Warmeant
Mobile number	07718621631

Timing and duration of work

Actual start date of set up on	01/06/2022

site	
Expected finish date of work	06/07/2022
Waiver required?	No, this notification does not require a waiver
Duration of work (no days)	5 Site Days - 10 shifts
Job start and finish times	0800hrs-2000hrs / 2000hrs-0800hrs
Night working	Yes, night working is involved
Weekend working	Yes, weekend working is involved
Significant cessation / pause	Yes, there will be a significant cessation or pause during the work

Cessation / pause details
Project paused from 09.05.2022 until 01.06.2022 by request of the client.

About the work

ACM Type	Asbestos coating
Work to be undertaken	Removal Environmental Decontamination Encapsulation
General condition of asbestos material	Poor
Main type of asbestos	Amosite

Details of the type of work to be undertaken, general condition and main type of asbestos
Under fully controlled conditions within an asbestos enclosure and with use of a mobile DCU with direct connection, remove 18 linear meters of asbestos coating to steel beams within the ceiling void, also removed 2nr suspended ceilings as contaminated waste and conduct an environmental clean of the post office front of house area. Lastly encapsulate any remaining asbestos coating to the rear of one steel beam that meets the adjoining property due to the inability to remove it from that area. The asbestos coating is spray coating that is unsealed and in a poor condition.

Size of job (area or volume)	18 Linear Metres
Minimum number of person employed per shift	2
Maximum number of person employed per shift	8

Control measures and risks

Control measures used to reduce exposure	BS8520 controlled wet strip Shadow vacuuming Decontamination Enclosure of work under negative pressure RPE Other control measure
How the work will be supervised and monitored	Using viewing panels Via CCTV Using enclosure entry

Non-asbestos risks	Yes, there are non asbestos risks that make the asbestos work more difficult

Details of non-asbestos risks

Segregation from the public - The DCU will be located outside of the post office. Segregation from the public will be in the form of physical barriers (Heras fencing with privacy screening), double clipped and kept padlocked when not monitored by the site supervisor.

Special premises	No, the asbestos removal is not taking place on special premises
Enforcing authority	The enforcing authority is - HSE

Notifier contact details and declaration

Declaration	I declare that an ACoP compliant plan of work has been prepared
Notifier name	Mr Glyn Rosser
Position	Asbestos Contracts Manager

Section 3 - Waste Consignment Note

Form HWCN01v112

The Hazardous Waste Regulations 2005: Consignment Note

Environment Agency

PRODUCER'S/HOLDER'S/CONSIGNOR'S COPY (Delete as appropriate)

PART A Notification details

1 Consignment note code: CAX203/N2540

2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):

Treorchy Post office
21-23 High Street Treorchy
CF42 6NP

3 The waste will be taken to (name, address and postcode):

Trecatti landfill Site, Merthyr Tydfil
CF48 4AB

4 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):

Bond Demolition Ltd, Unit 3B, Ocean Park.
Pant Glas Industrial Estate. Caerphilly. CF83 8DR
02920 888788Unit

PART B Description of the waste

If continuation sheet used, tick here ☐

1 The process giving rise to the waste(s) was: Demolition

2 SIC (2007) for the process giving rise to the waste: 45.25/

3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)

Description of waste	List of wastes (EWC code)(6 digits)	Quantity (kg)	The chemical/biological components in the waste and their concentrations are:		Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size
			Component	Concentration (% or mg/kg)			
INSTULATION MATERIALS	170601		AMOSITE	40%	SOLID	HP7	

The information given below is to be completed for each EWC identified

EWC code	UN identification number(s)	Proper shipping name(s)	UN class(es)	Packing group(s)	Special handling requirements
170601	2212	AMOSITE	9	II	

PART C Carrier's certificate

(If more than one carrier is used, please attach schedule for subsequent carriers. If schedule of carriers is attached tick here. ☐)

I certify that I today collected the consignment and that the details in A2, A3 and B3 are correct and I have been advised of any specific handling requirements.

Where this note comprises part of a multiple collection the round number and collection number are:

/

1 Carrier name: LYN LEWIS

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

Bond Demolition Ltd, Unit 3B, Ocean Park.
Pant Glas Industrial Estate. Caerphilly. CF83 8DR
02920 888788 ,Email: Alison@Bonddemolition.co.uk

2 Carrier registration no./reason for exemption:

CBDU12270

3 Vehicle registration no. (or mode of transport, if not road): NK18XWX

Signature

Date 07062022 Time 0725

PART D Consignor's certificate

I certify that the information in A, B and C has been completed and is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

1 Consignor name:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

Bond Demolition Ltd, Unit 3B, Ocean Park.
Pant Glas Industrial Estate. Caerphilly. CF83 8DR
02920 888788, Email: Alison@Bondedemolition.co.uk

Signature

Date 07062022 Time 0725

PART E Consignee's certificate (where more than one waste type is collected all of the information given below must be completed for each EWC)

Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)
170601	260	A	D5

1 I received this waste at the address given in A3 on: Date 07062022 Time 0826

2 Vehicle registration no. (or mode of transport if not road): NK18XWX

3 Where waste is rejected please provide details:

I certify that waste permit/exempt waste operation number:

RP3733PC

authorises the management of the waste described in B at the address given in A3.

Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:

Name:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

Bilfa Waste Services
Trecatti Landfill Site
Merthyr Tydfil
CF48 4AB
Permit – RP3733PC

Signature

Date 07062022 Time 0841

Section 4 - Works Completion Certificate

BOND DEMOLITION

Works Completion Certificate — Site File Form 15

Job Details

Job Number:	9464.	**Location/Address:**	TREORCHY. POST OFFICE.
Date of Completion:	6/6/22		

Enclosure Check

I hereby certify that work was carried out in accordance with mandatory BDL procedure, that inspection checks were performed and documented as required and a successful preliminary visual inspection was carried out by the BDL site supervisor prior to the analyst's visual inspection and clearance air test.

Supervisor Name: L WARMEANT

Signed: L W

Date: 6/6/22

Work Site Check

I certify that all works on the above site have been completed and were carried out in a professional and competent manner, within the specifications laid down by Health and Safety Executive, Asbestos Regulations and the appropriate method statement. The site was left clean and tidy on completion of the contract, and no damages were observed. Where appropriate, messing areas and toilets have been left clean and tidy on completion of the contract and no damages were observed.

Work Carried Out: REMOVAL OF SPRAYED COATINGS.

Comments from client/

Clients Representative

We would appreciate a moment of your time to complete the following questionnaire. This is to ensure we continue to provide a high level of service.

Client Comments

Please circle the relevant figure from 1 to 5. 1 being poor and 5 being very good.

Question	Poor	Unsatisfactory	Satisfactory	Good	Very Good
Overall Standard of the Work Completed	1	2	3	4	5
Approachable/Helpful BDL Staff	1	2	3	4	5
Appearance of BDL Personnel	1	2	3	4	5
Timekeeping	1	2	3	4	5
Housekeeping	1	2	3	4	5
Additional Comments					

Would you use and/or recommend the BDL in future Yes/No (delete as applicable)

Client/Rep Name		Client/Rep Signature	
Supervisor Name	L WARMEANT	Supervisor Signature	L W
Reason for WCC not being signed by an external party	NOT AVAILABLE.	Date: 6/6/22	
		Signed: L W	