



H.E.S

HEALTH SAFETY AND WELFARE POLICY



HAMPSHIRE ENVIRONMENTAL SERVICES

HEALTH, SAFETY & WELFARE POLICY

April 2016

Author	Checked	Issue Date	Issue Number
DC	MP	04.04.16	Issue 7 Rev 2



Statement of Health, Safety and Welfare Policy

Our work is in potentially high-risk sectors of Asbestos removal, surveys and encapsulation and demolition. Health and safety is extremely important within our business, and we fully accept our responsibilities to our staff, sub contractors and other people.


We will endeavour to ensure that, so far as is reasonable practicable, our operations are conducted in such a manner as to prevent harm or injury to people or damage to their working environment.

The company will take every reasonable measure, including the provision of adequate resources, to discharge its responsibilities by:

- Provide and maintain a clean, healthy and safe working environment so far as is reasonably practicable.
- Make it a prime responsibility of management to ensure that the health and safety policies are fully implemented as an integral part of the management of Hampshire Environmental Services Ltd.
- Consult with employees regularly to ensure the effectiveness of this policy, and to offer opportunity for their view on any changes required.
- Expect employees and contractors to co-operate in carrying out this policy, and to ensure that in their own work so far as is reasonably practicable they do not create risk to themselves or others.
- Provide appropriate training and supervision.
- Provide and maintain the appropriate equipment for the work to be carried out.
- Provide personal protective equipment.
- Carry out Occupational Health Screening checks for operatives exposed to health hazards.
- Regularly review and improve this policy in the light of changing standards, and information gathered from monitoring performance.
- Ensuring adequate welfare facilities are available.
- Obtaining the services of an external health and safety consultant to provide competent advice, support and to monitor performance against this policy.

We expect employees and contractors to comply with their legal duties and work with us to ensure that our workplaces are safe and healthy for everyone.

We have appointed David Carter as having particular responsibility for health, safety and welfare for the company and to whom reference should be made in the event of difficulty in implementing this policy.

Signature: 
Position: Managing Director

Date: 03/04/2016

Review Date: 03/04/2017

Introduction to Procedures

The Policy has four main sections and an appendix:

- 1) **General**
Health and safety issues affecting the whole Company.
- 2) **Site Health and Safety**
Health and safety aspects relevant to Company activity
- 3) **Asbestos Management System**
- 4) **Office Health & Safety**
Covers all office based activity including the use of PC's

Appendix A **Standard Systems of Work**
Details safe systems of work associated with Company activity.

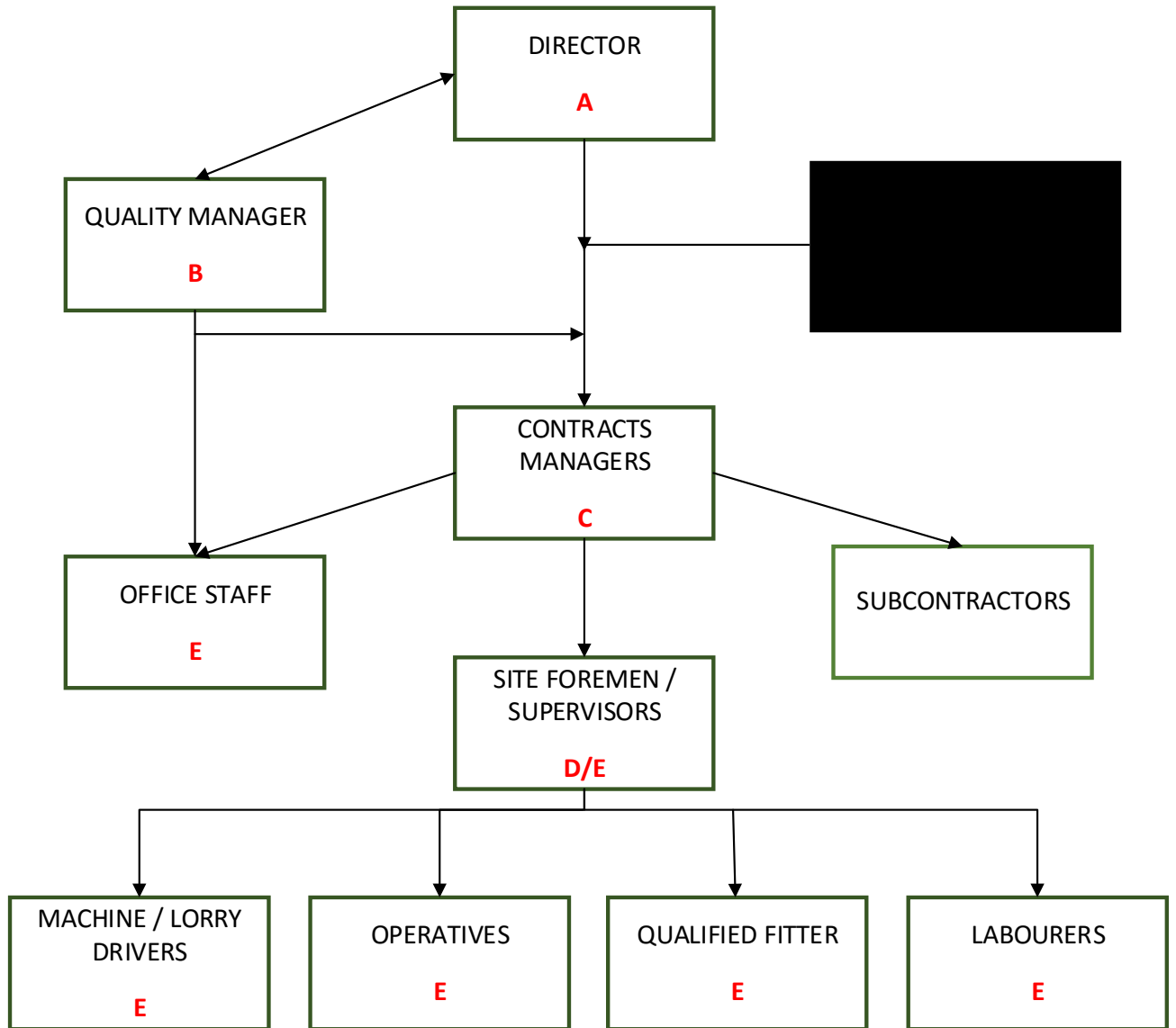
Appendix B **Policy Confirmation**
Confirmation of receipt and understanding of the policy.

Safety Management Systems

There are obvious risks attached to the work carried out by the Company, to manage these we will operate the following system:

- 1) Site specific risks will be identified from a combination of sources e.g. the pre-tender safety plan supplied by the CDM, information from the client and from a site survey during job pricing.
- 2) This information is then used to ensure that we have allowed for safety arrangements to be reflected within the price and to produce our method statements.
- 3) The method statements will refer to standard systems of work where they are applicable, but will also be site specific as no two sites are the same.
- 4) The method statement is given to the site supervisor with verbal instructions. They then give the operatives a site-specific induction, reminding them of the standard systems of work which will be followed at that site. A set of these will be held on site.
- 5) There are various statutory inspections of equipment that will be carried out. The Company has a daily inspection system for all its sites, which is reinforced by visits from the management.
- 6) Our staff is trained appropriately: e.g.
 - a) Asbestos Supervisor Training
 - b) Asbestos Operative Training
 - c) First Aid Appointed Persons
 - d) Site Safety
 - e) Site Induction
- 7) We make sure that our sub-contractors are aware of their safety responsibilities and provide method statements for the work they undertake. We, in turn, provide them with the site safety plan.
- 8) We have split the responsibilities for carrying out our systems as follows.

Health and Safety Organisation



Organisational Responsibilities

A. Directors.

The Director is responsible implementing the health and safety policy and managing risk within our business. He is also responsible overall for directing the contract pricing, planning and tendering process including site health and safety arrangements and selection of contractors. To ensure that he complies with his legal duties, he has access to competent health and safety advice through our consultants. The Director is also responsible for directing and monitoring internal and external auditing arrangements and authorisation procedures and will liaise with the Quality Manager in guiding the implementation of this and other initiatives.

B. Quality Manager

The Quality Manager is responsible for the implementation and monitoring of the management system. He is responsible for auditing the system and reporting non-conformances to the Director. With the support of the Director will investigate issues raised by staff as part of the confidential consultation process. The Quality Manager is also responsible alongside the Director for the implementation of the internal and external auditing processes and other improvement initiatives.

C. Contracts Managers

The Contracts Managers are responsible for preparing adequate risk assessments and method statements for all projects, and ensuring that the work is adequately controlled and the supervisors are monitored. They are responsible for conducting the contract pricing, planning and tendering process including site health and safety arrangements and selection of contractors, as well as for day-to-day control of sub contractors assisted by our supervisors. They are responsible for ensuring that training, equipment, medical and exposure records are kept up to date, that supervisors have all relevant site paperwork (i.e RAMS, COSHH assessments, certificates etc) and that projects are undertaken in accordance with the Companies' Health and Safety Policy and all other regulatory requirements. Contracts Managers will also assist in the implementation of the Companies internal and external auditing procedures.

D. Supervisors

Supervisors must ensure staff are adequately trained and briefed on the proposed work and associated method statements. They must also ensure staff are adequately supervised including young and inexperienced staff who may require extra supervision. Supervisors must ensure that method statements are followed on site and that any changes required are brought to the attention of the contracts manager. They are responsible for carrying out any daily checks that are required. Supervisors are required to attend the six monthly liaison meetings. Supervisors are required to undertake the pre inspection of enclosures prior to 4 stage air clearances. Supervisors are required to liaise with the analytical company and employees during 4 stage and re-assurance air testing. Supervisors will also assist in the implementation of the Companies internal and external auditing procedures.

E. Employees

Employees must look after their own health and safety and ensure that they do not affect other people's health and safety. They have a legal duty to co-operate with the company and follow our safe systems of work and to bring any problems to their supervisor attention.

F. Sub Contractors

Sub-contractors have a responsibility to manage and supervise their own health and safety. This will be reinforced by our supervisors who will ensure that agreed systems of work are complied with.

Health and Safety Consultants

Our health and safety consultants act as competent persons under the Management of Health and Safety at Work Regulations. They assist us with training, site visits, health and safety paperwork, technical information and if necessary accident investigations.

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1.0 General Health and Safety

1.1 Consulting with Staff

All staff are required to read the Health and Safety Policy on joining the company and when it is revised. Site employees will be issued with copies of the Standard Systems of Work and any subsequent revisions.

Specific training will be given on health and safety topics as required.

A small library of appropriate documentation will be kept in the office.

The following will be displayed in prominent places:

- The current Employers Liability Insurance Certificate
- The poster "Health and Safety Law – What you should know".

Staff are encouraged in the first case to discuss any health and safety issues with their Supervisor and Director if necessary. Staff may also, in confidence, discuss issues with the Quality Manager if they do not feel comfortable speaking with their supervisor.

We provide Site specific information to Supervisors in a method statement who will then induct their team to specific issues of the job.

We do not have any formally recognised trade unions within the Company. However, should employees require to be formally represented in consultation with the Company on matters of health and safety, they may in accordance with The Health and Safety (Consultation with Employers) Regulations, elect a 'Representatives of Employee Safety' sufficient to cover all sites. Any such Representatives have various powers given to them by law and the Company will support them in carrying out their role.

Should our employees not elect a representative we will consult staff individually or in groups as necessary on matters of health and safety.

1.2 Non-English Speaking Personnel

Communication is an extremely important part of our operations and ensuring a clear understanding of legislation, emergency procedures and work ethics.

Employees and subcontractors whose first language is not English shall be given the same opportunities to correspond with other workers; the following guidelines make arrangements for this:

In circumstances where the employee/subcontractor does not speak English he will be paired up at all times with an English speaking employee who can give leadership and assistance to the non English speaking person.

The non English speaking employee/subcontractor will be shown the emergency procedures in case of fire or other emergencies, it must be clear that the person(s) fully understand the procedure.

Under no circumstance will the non English speaking worker be permitted to work without an English speaking 'buddy' worker being in attendance.

Additional training will be provided for non English speaking workers where the need arises.

1.3 Training

Training is of key importance in the management of health and safety. We will provide training in all relevant areas and have specifically identified the following subjects:

- Management and supervisory responsibilities.
- Site safety and layout.
- Skills training, e.g. asbestos removal, manual handling, working at height, electrical safety.

- First aid.
- Use of Display Screen Equipment
- Safe operation of machinery. (For new equipment, before it becomes operational).
- Noise precautions.
- COSHH.
- Risk assessment

Induction (An Induction Check List is at section 6, Records)

All new staff will be made aware of their responsibilities during induction
Any specific training requirements will be covered in the relevant sections.

The Directors will agree training requirements with supervisory staff and ensure that sufficient time and resources are made available for it to be carried out.

1.4 Accident and Dangerous Occurrences Reporting Procedure

All injuries to staff, visitors or the public resulting from accidents on site or in other workplaces, however minor, are to be recorded in the accident book either on site or in the offices of Hampshire Environmental Ltd.

In the event of a major injury or fatality to any of the above, or a dangerous occurrence (scaffold collapse, contact with overhead power cables, machinery overturn etc) the following procedure is to be followed:

- a. The supervisor is to report immediately to the Health & Safety Director.
- b. Health & Safety Director to immediately contact Bruce Sutherland to agree the best course of action
- c. The Health & Safety Director must:
 - (i) Initiate an investigation by the site's supervisor and, if necessary, the Company's Safety Adviser.
 - (ii) Ensure the HSE is informed, if applicable.
- d. The Health & Safety Director will deal with all aspects arising from a civil claim for negligence or Industrial Injury Benefit ensuring that all details including the results of investigations are retained.
- e. Our consultant will, when, requested write the investigate report and forward it together with photographs, sketch plans, witness statements and other relevant information to the Health & Safety Director. All damage only accidents must be investigated by the Supervisor and a report made to the Health & Safety Director.

Note. Supervisors will be provided with a list of "dangerous occurrences".

1.5 Accident Investigation

Accidents must be investigated as soon as possible and it may be necessary to start an investigation immediately

Investigations must:

- Be thorough.
- Attempt to ascertain the cause of the accident.
- Attempt to establish ways of working which minimize the likelihood of the accident occurring again and review the risk assessment, method statement or standard system of work.

If there is an accident, supervisors will need to:

- Make the site safe

- Take evidence from witnesses (including the victim)
- Take photographs; make sketches of the scene and any equipment or machinery involved.

1.6 Housekeeping

Good housekeeping will reduce the potential for slip, trip and fall accidents. Sites are to be kept as tidy as is practical. The office manager will ensure that the office is cleaned regularly and that particular attention is paid to the kitchen area and toilets.

1.7 First Aid

As a result of a risk assessment our policy is to train a number of staff to Appointed Person level i.e. that which will enable them competently to prevent a worsening of the injury, control the accident and call medical assistance. This training is normally repeated every three years

First aid kits will be available in each vehicle and at each site office. They will include items such as sterile dressing, bandages, wound dressings and resuscitation aids. Ointments, pills or other medication must not be kept in first aid kits.

Bottles of sterile eyewash may need be kept at sites in clean conditions, if fresh water is not available.

1.8 Handling Loads

Due to the nature of our work, we cannot avoid manual handling and there is frequently a need to physically move loads.

Nobody should attempt to move or lift a load that they feel is beyond their capability.

Everybody should, wherever possible, use specialist mechanical equipment (e.g. trolleys, hoists)

Those who may need to do this type of work will be trained in manual handling.

1.9 Personal Protective Equipment (PPE)

The following personal protective clothing and equipment will be provided by the Company at no cost to employees:

- Hard Hat Boots with protective toecaps and soles.
- Waterproof jackets - in wet working conditions only
- Overalls – work trousers – in specific conditions only
- Eye Protection*
- Hearing protection *
- Gloves
- Respiratory Protective Equipment
- High Visibility Waistcoats EN471 Class 2 (2 stripes around the body and over the shoulder hoops) will be issued.

* The type of equipment issued will depend on the circumstances

Asbestos operators are “face fitted” with respirators to ensure the optimal selection of the correct type of equipment.

Where a site is identified as having a risk not covered by the PPE normally provided (e.g. a contaminated site with noxious fumes) the company will acquire appropriate PPE and staff will not attend site until they have been trained in its use.

Employees are expected to look after their equipment and to ensure that it is serviceable before each use. Damaged items should not be used but replaced if their effectiveness is compromised. The company will provide clean and secure equipment stowage.

All items of clothing and equipment provided for personal use must be used correctly and for the purpose intended.

1.10 The Construction (Head Protection) Regulations 1989

The Company has a positive policy that all our employees will wear hard hats on sites. The only exception is if the site supervisor assesses that there is no risk of head injury, i.e. in cabs of excavators. This must be written down.

We will provide hard hats for employees and long-term labour-only sub-contractors. Hardhats must be looked after by the user and a replacement requested should it become damaged. Hard Hats have a life of three years from the date of first use.

1.11 Occupational Health

We have a positive attitude towards managing health risks. We have formally appointed Dr Susanna Gillibrand MRCGP AFOM as our medical surveillance / Health Care provider, and have implemented a health surveillance programme in accordance with the following minimum requirements:

- General Wellbeing
- Audiometry Screening
- Vision Screening
- Musculoskeletal Review
- Lung Functioning Assessment
- Hand-Arm Vibration Syndrome Screening
- Occupational Dermatological Surveillance

This is additional to the licensed and Non-Notifiable Non-Licensed (NNLW) asbestos medicals which we have carried out where required.

Other health risks such as Weil's disease, lead, toxins, zoonoses, psittacosis, legionella, radiation etc, will be assessed in the site specific Health and Safety Plan.

1.12 Alcohol and Drugs

Alcohol and drug abuse by employees and sub-contractors (including supervisory and management staff) will adversely affect their safety and potentially that of others on site.

If you think that someone may be under the influence of alcohol or drugs, you must tell the Supervisor or Manager who must arrange for them to be removed from the site.

Please be aware that symptoms suggesting that a person is under the influence of drugs or alcohol may also be created by other conditions, e.g. heat exhaustion, hypothermia, diabetes etc, in addition a person might be affected by legitimate medication prescribed by a doctor.

If proven, any person reporting for work in an unfit condition through alcohol or drug misuse is likely to face disciplinary action.

1.13 Risk Assessment

The law requires that any significant risks to which employees are exposed are identified, reduced and controlled by employers so that they do not pose a threat of injury or ill health.

We recognise this and risk assessments are carried out as part of its project planning procedure. Safety requirements are then included in method statements and site safety plans and employees are fully briefed on these before work starts. Copies of all method statements and safety plans are held on site.

Despite preventative planning, there are occasions when hazards arise that have not been foreseen and decisions have to be made quickly on matters of safety, supervisory staff will therefore be trained in methods of risk assessment to meet this eventuality. Where necessary, risk assessments and method statements will be revised and reissued to all relevant parties.

Risk assessments for activities conducted away from sites must be organized by the relevant supervisor and carried out in conjunction with the staff involved.

Significant findings of risk assessments must be documented. If it is necessary to conduct an assessment in circumstances that have been unforeseen, this may be written on paper and attached to a form later. (See section 5 for blank risk assessment form)

Risk assessments for work of a continuing nature, e.g. the yard, are reviewed normally every two years or when something significant happens to alter the level of risk. Young people and others who may be more vulnerable to risk will be given special consideration on the risk assessment due to their lack of experience and maturity. Young persons will be closely supervised until they have become competent to operate on their own.

1.14 Use of Display Screens

Like most other equipment, computer stations carry potential risks to health. Users of display screen equipment, defined as 'somebody who needs the equipment to carry out a significant part of their job', must conduct their own risk assessment. This assessment should be agreed any remedial action taken. Things to check include:

- Chair - fully adjustable with a 5 star base.
- Desk – large enough, matt surface.
- Screen – adjustable positioning, focus and definition
- Need for footrest, wrist support, document holder.
- Positioning – away from glare or reflection.
- Décor of room – pastel shades to reduce reflection.
- Lighting – defused and designed for display screen work.

To reduce the chance of eye or hand/arm fatigue, those using display screens on a continuing basis should take a short break every hour and do something else for ten minutes, e.g. filing.

The Company will resource eyesight checks as advised by an optician every two years for those who are designated 'users', and will also provide any lenses required specifically for display screen work together with a basic set of frames. Designer frames will have to be funded by the user.

1.15 The Construction (Design and Management) Regulations

All construction work or dismantling comes under CDM and safety plans and method statements will be produced. If notification is required under these regulations to HSE the Principal Designer is required to carry this out.

In the capacity of Principal Contractor, the Company should receive, in good time for inclusion in method statements, an information pack from the Principal Designer. We will develop this information into a demolition safety plan that includes method statements. If we are to act as Principal Contractor under these regulations the Company will:

- a. Prepare a construction phase plan based on the Pre- Construction Information and obtain method statements from sub-contractors.
- b. Ensure cooperation of all sub-contractors on site and that adequate emergency procedure are in place and notified to all workers.
- c. Control and manage the site, and the site security.
- d. Ensure all contractors involved have sufficient information, and in good time, to enable them to do their work safely.
- e. Provide briefings on the project in the form of tool box talks and ensure safety information is prominently displayed together with details of the project.
- f. Provides any information to the Principal Designer that might be required for inclusion in any eventual Safety File.

1.16 Standard Systems of Work

A number of standard safe systems of work have been produced and are at the Annexes. The relevant site specific procedures will be identified by the Contract Manager and Supervisor for inclusion in the Health and Safety Plan.

For areas not covered by the standard systems or health and safety plans, risk assessments are to be produced by the relevant Supervisor and Contracts Manager.

1.17 Monitoring and Supervision

There are three levels of site visits and monitoring that we carry out: -

1. The supervisor or person in charge constantly monitors the standards and work practices including the Health and Safety Policy. This person is required to ensure the standards remain acceptable.
2. Members of the management team visit on a regular basis and they are required to monitor the safety standards and working practices. They will take appropriate action to ensure standards are kept at a satisfactory level.
3. A professional safety consultant will visit the site at regular intervals and make reports on standards. Copies of the report are given to the supervisor and sent to the Director. The visiting consultant is empowered to stop work if any person is put at serious risk.

1.18 External Health and Safety Adviser

Health and Safety advice and support will be obtained from external consultants. The external health and safety consultant will provide support and advice in the preparation of risk assessments and method statements, and will act as the competent person under the Management of Health and Safety Regulations.

2.0 Site Health and Safety

2.1 Asbestos

Asbestos fibres can cause fatal diseases in humans if they enter the lungs. We are a licensed asbestos removal contractor and are well aware of the risks with asbestos. We have the capability of carrying out asbestos surveys in accordance with HSE's Guidance HSG 264.

We have trained and competent staff who can deal with asbestos safely, and ensure that both health and safety and environmental legislation is strictly followed.

We carry out personal monitoring of fibre levels with the type of work we carry out, and our asbestos operatives are under health surveillance.

2.2 Transporting of Asbestos

Materials with more than 0.1% of asbestos are defined as Hazardous Waste. Disposal is controlled by the Environment Agency. We are aware of the regulations that affect the carriage of asbestos. We have appointed a dangerous goods safety advisor. We will try to ensure that orange plates, trem cards and transport documents are used correctly when required. We will ensure that all our asbestos waste is transported by a registered carrier to a licensed tip.

2.3 Man Made Mineral Fibre (MMMMF)

This range of products incorporates glass fibre, rock wool, ceramic insulation, boards and blankets.

These products have been known to cause irritation of the skin, eyes and in excessively dusty conditions may cause problems in the chest. Whilst most people's skin does become resistant after a while, some do have to protect themselves or even change work.

These products have now become classified as possibly carcinogenic to humans and therefore come under the COSHH Regulations.

Some MMMF encountered may be contaminated with asbestos fibres and will therefore be treated as if it were asbestos. The techniques employed to remove non-contaminated MMMF will minimize the dust generated and utilise safety equipment to control any additional risks.

2.4 Fire & Emergency

The potential for fire will be assessed at the project planning stage. Fire equipment will be provided. Before starting work in buildings close to where others are occupied, agreement will be reached with clients, adjacent occupiers and the fire authority if necessary for amendment of their fire safety arrangements.

Site specific fire and emergency procedures will be included in the Risk Assessments.

2.5 Electrical Power Tools

The majority of portable power tools used by the company are hired in and will therefore be subject to regular maintenance and testing regimes. All such tools should normally be double insulated and operated from 110v.

Where tools or equipment (kettles, microwaves etc) belong to the company or are privately owned (where permitted), they are to be regularly inspected and tested using the Electrical Engineers Regulations (BS 7671: 1992 or equivalent) as an initial basis for the frequency of inspections and testing. See Standard System of Work G02

Before using hired, company or private tools, employees are expected to visually check the condition of the tool for damage to the:

- Lead, including chaffing, unauthorized tape and incorrect joints.
- Plug looking for exposure of the inner coloured cables, damage and signs of burning.
- Equipment including loose cables.

We will whenever possible use 110v equipment in preference to that using 230v externally or in damp or hostile environments. If 230v equipment has to be used it will be protected by a residual current device (RCD power breaker)

2.6 Confined Spaces

A confined space is an enclosed area that could present any of the following:

- Toxic, low oxygen or flammable atmosphere.
- Difficult access and exit.
- Possibility of rapid ingress of water, gas, sand etc.
- High or low temperatures.

Examples of confined spaces include poorly ventilated boiler rooms, inspection pit, roof spaces, tanks, basements, manholes, culverts etc.

The potential hazards arising from confined spaces include, asphyxiation, poisoning, entrapment, disorientation, explosion, flooding etc.

Only fully trained operatives are authorised to enter confined spaces and training requires a specific course that includes practical exercises.

Confined spaces into which employees must enter, will be identified during the project planning stage. A specific risk assessment and safety method statement will then be required for each confined space.

The risk assessment will identify the equipment and work arrangements that are required, e.g. gas detectors, escape sets, harness, intrinsically safe electrical equipment, and permits to enter/controlled entry, emergency procedures and training.

2.7 Work at Height

Scaffold Access Platforms

The following rules apply:

- Scaffold access platforms over 2 metres high will be constructed and adapted by qualified contractors.
- Ladders will be tied.
- Scaffold will be erected on firm level ground where possible.
- The scaffold will be inspected daily for obvious sign of damage or missing safety features, e.g. guard rails. The scaffold will be inspected once a week by a competent person.
- Complicated scaffolds involving ladder beams, fans etc, will be designed by a qualified designer.
- Ladder access from ground level at the end of the working day will be removed or access denied to prevent unauthorised use of the scaffold. See also Standard System of Work G04.

Mobile Elevating Work Platforms (MEWP)

Only persons who hold certificates of competence will be allowed to operate this type of equipment that will be hired from reputable hire centres. MEWP's must be operated on firm, even ground otherwise an alternative form of access will be used. The Standard System of Work G03 will be operated by employees.

Use of Lightweight Towers

There are many makes of lightweight access scaffold towers. Each of them will only function properly when they are in good condition and have been assembled correctly and are properly maintained. We will inspect them as required under the Work at Height Regulations. Towers of the correct height only must be used; to make do will result in accidents. Standard System of Work G04 must be followed.

2.8 Fragile Surfaces

Operatives will be warned of the dangers of any fragile surfaces such as asbestos cement roof sheets and polycarbonate roof lights. We will provide the necessary access equipment to enable work to be carried out safely.

2.9 Harnesses

Before use, all fall protection equipment will be checked by operatives. If damaged, abrasions, stitching damage, clip/buckles, or grease, oil or chemical stains the harness will not be used.

The foreman will ensure the employees who are to wear the harness are competent to fit and adjust and use them.

The company will arrange for the harnesses and associated equipment to be cleaned and thoroughly examined on a six monthly basis by a competent person. A record of the examination will be kept.

2.10 Gas Bottles

LPG gas is used during asbestos removal for water heating, and compressed gases are used for demolition burning

Gas bottles should be

- Stored in bulk outside in a ventilated metal cage and out of sunlight
- They should be kept vertically and tied or chained to stop them falling over.
- Kept clean, grease/lubricants if in contact with oxygen will form an explosive mixture.
- Shut off after use
- Used only by trained staff

Only authorised persons are permitted to change bottles and careful consideration of manual handling issues is required.

If gas bottles are involved in a fire all employees are advised to move away and inform the fire emergency services on their arrival of the cylinders.

2.11 Noise

Some sites may be noisy places and control measures will be put in place to protect the hearing of employees and visitors. They may well be designated 'Ear Protection Zones' at the Project Planning Stage, and if so, ear protection must be worn and the appropriate signs posted.

The priority however will be to reduce levels of noise by taking reasonably practicable measures including:

- Using the quietest machines (with sound proof cabs, silencers, mufflers etc).
- Ensuring the position of any static plant takes account of the effects of noise on employees, the public and nearby residents.

- Establishing the greatest practicable distance between employees and machine operations.
- Using sound baffles or enclosures.
- Training on the long term dangers of exposure to noise and site specific briefings as part of the project method statement.

The Company will provide ear defenders for all those on site; it is the responsibility of Foremen, staff and visitors to ensure they are worn. We are reluctant to provide earplugs as it can be difficult for site workers to keep their hands clean which is a problem when refitting or adjusting the plugs

The law requires that ear defenders must be provided if noise levels exceed the so-called lower exposure action values of 80dBA but at this level wearing them is optional. From the upper exposure action values, 85 dBA wearing ear defenders is compulsory.

These numbers generally mean little to people and therefore a rule of thumb is that if you cannot hold a reasonable conversation without raising your voice with somebody at a distance of 2 metres you should be wearing ear protection.

2.12 Vibration

Employees face risks from using vibrating hand tools and plant. Hazards include vibration white finger (VWF) and hand arm vibration syndrome as well as whole body vibration. The risk is increased by prolonged use of such equipment and particularly in cold and wet conditions.

We would normally use machine demolition wherever possible. Occasionally there will be jobs where a machine cannot physically access and we will have to use hand tools. We will seek to purchase / hire equipment which produces lower vibration levels when replacing plant or buying new equipment. We will also ensure that equipment is maintained and serviced to minimise vibration.

Our staff will be made aware of the risks from vibration through training and site induction. An assessment will be made of the risks from vibration and where necessary measures to limit the exposure, such as rotating jobs, will be introduced. Employees must report any concerns they have and any symptoms of HAVS or VWF, and we use a self-screening procedure.

2.13 Dust

The company will provide masks if required and will use damping arrangements if dust levels become excessive. The normal problems with dust will be identified at the planning stage.

2.14 Plant and Maintenance

Details of all plant and equipment owned by the Company are kept in the office, these include:

- Serial number.
- Description
- Record of inspection and maintenance
- Test certificate if required
- Record of repair
- Location

Only those staff that are trained and competent are authorised to operate plant. Staff will be trained on the equipment before they are allowed to operate it.

Plant and equipment hired in is sourced only from reputable hire companies who can demonstrate a satisfactory maintenance, servicing and testing procedure.

Supervisors are to ensure that all plant and equipment used on Company sites is in good condition and suitable for the purpose intended. They must physically check the equipment before use and site a valid test certificate. Details of items of plant or equipment requiring regular statutory checking, (e.g. lifting equipment) are held in the office,

Inspections of plant and equipment owned by the company are conducted by Insurance Company Engineers as arranged by the office. In addition, operatives must note any defects on their timesheet so that these can be picked up for attention by the fitter. If serious defects are present, the plant must not be used until they are put right.

The company hires many of its small tools. These are inspected on receipt for damage and suitability by the user and before use. Tools that have any potential safety defect must not be used.

2.15 Site Familiarisation / Induction

Before starting work on site, site layout, services, welfare facilities, security and safety arrangements, e.g. relative positions of noisy equipment and welfare facilities will be checked. Normally this information is put over via a site induction.

2.16 Control of Substances Hazardous to Health (COSHH)

COSHH assessments are risk assessments for the way chemicals and other hazardous substances are used. Sometimes these will be site specific, and for other products such as spray tak for asbestos they are a product used on most jobs.

Procedure: A COSHH Information Sheet is at section 5, Records.

- Obtain the manufacturers data sheet for the product which may be hazardous, they will be labelled, irritant, harmful, corrosive or toxic.
- Read through the data sheet and know how the product is intended to be used, and then complete the COSHH information sheet.
- If there is no data sheet e.g. for waste products, then contact our health and safety advisors
- Brief the staff on using the product the way you intend to and include any safety equipment or safe methods of working they need to use and any emergency procedures that must be followed.
- Ensure that operatives understand and are able to use the safety equipment and methods of use.

Products that will require COSHH assessments include, spray tack, expanding foam, oil, grease, solvents, general dust, etc.

2.17 Hypodermic Needles

Needles are becoming increasingly common in today's society. The risk of contracting disease from being stuck by them is low, but as some of the illnesses can be serious, and even fatal in the longer term, they must be treated very carefully.

The potential for needles to be present will be considered at the project planning stage.

- All employees are reminded to be cautious especially when placing hands into areas where they cannot see, stout rubber gloves or preferably gauntlets, should always be used if a likelihood of needles exists.
- All employees need to be alert for the presence of needles, they are found in the most unlikely places.
- Although most needles are just dropped, some are left maliciously therefore great care is required e.g. in curtains / around the entrance to loft hatches and in wardrobes.
- If needles are found they are not to be touched, the foreman will arrange for them to be disposed of by the client.
- If anybody is suspected of being stuck by a needle they are encouraged to get the wound to bleed, wash well under cold running cold running water without soap and cover with dry dressing, attend casualty immediately and discuss immunization with the casualty doctor.

2.18 Building Services (Electricity, Gas, Oil etc.)

Confirmation in writing that services have been isolated will be sought from the client before we remove asbestos. If services are suspected during removal the Contracts Manager will be consulted before disturbing the services.

2.19 Welfare Arrangements

Site welfare arrangements will be considered and arranged at the project planning stage. It is important to ensure that these are adequate and compliant with CDM 2015, Schedule 2;

Minimum welfare facilities required for construction sites

Sanitary conveniences

1.—(1) *Suitable and sufficient sanitary conveniences must be provided or made available at readily accessible places.*

(2) *So far as is reasonably practicable, rooms containing sanitary conveniences must be adequately ventilated and lit.*

(3) *So far as is reasonably practicable, sanitary conveniences and the rooms containing them must be kept in a clean and orderly condition.*

(4) *Separate rooms containing sanitary conveniences must be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.*

Washing facilities

2.—(1) *Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, must, so far as is reasonably practicable, be provided or made available at readily accessible places.*

(2) *Washing facilities must be provided—*

(a) *in the immediate vicinity of every sanitary convenience, whether or not also provided elsewhere; and*

(b) *in the vicinity of any changing rooms required by paragraph 4, whether or not provided elsewhere.*

(3) *Washing facilities must include—*

(a) *a supply of clean hot and cold, or warm, water (which must be running water so far as is reasonably practicable);*

(b) *soap or other suitable means of cleaning; and*

(c) *towels or other suitable means of drying.*

(4) *Rooms containing washing facilities must be sufficiently ventilated and lit.*

(5) *Washing facilities and the rooms containing them must be kept in a clean and orderly condition.*

(6) *Subject to sub-paragraph (7), separate washing facilities must be provided for men and women, except where they are provided in a room the door of which is capable of being secured from inside and the facilities in each room are intended to be used by only one person at a time.*

(7) *Sub-paragraph (6) does not apply to facilities which are provided for washing hands, forearms and the face only.*

Drinking water

3.—(1) *An adequate supply of wholesome drinking water must be provided or made available at readily accessible and suitable places.*

(2) *Where necessary for reasons of health or safety, every supply of drinking water must be conspicuously marked by an appropriate sign.*

(3) *Where a supply of drinking water is provided, a sufficient number of suitable cups or other drinking vessels must also be provided, unless the supply of drinking water is in a jet from which persons can drink easily.*

Changing rooms and lockers

4.—(1) *Suitable and sufficient changing rooms must be provided or made available at readily accessible places if a worker—*

(a) *has to wear special clothing for the purposes of construction work; and*

(b) *cannot, for reasons of health or propriety, be expected to change elsewhere.*

(2) *Where necessary for reasons of propriety, there must be separate changing rooms for, or separate use of rooms by, men and women.*

(3) *Changing rooms must—*

(a) *be provided with seating; and*

(b)include, where necessary, facilities to enable a person to dry any special clothing and any personal clothing or effects.

(4) Suitable and sufficient facilities must, where necessary, be provided or made available at readily accessible places to enable persons to lock away—

(a)any special clothing which is not taken home;

(b)their own clothing which is not worn during working hours; and

(c)their personal effects.

Facilities for rest

5.—(1) Suitable and sufficient rest rooms or rest areas must be provided or made available at readily accessible places.

(2) Rest rooms and rest areas must—

(a)be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time;

(b)where necessary, include suitable facilities for any woman at work who is pregnant or who is a nursing mother to rest lying down;

(c)include suitable arrangements to ensure that meals can be prepared and eaten;

(d)include the means for boiling water; and

(e)be maintained at an appropriate temperature.

2.20 Lifting Operations

The Lifting Operation and Lifting Equipment Regulations 1998 LOLER Reg 9 (3) state:

(a) every employer shall ensure that lifting equipment which is exposed to conditions causing deterioration which is liable to result in dangerous situations is -thoroughly examined -

(i) in the case of lifting equipment for lifting persons or an accessory for lifting, at least every 6 months;

(ii) in the case of other lifting equipment, at least every 12 months; or in either case, in accordance with an examination scheme; and each time that exceptional circumstances which are liable to jeopardise the safety of the lifting equipment have occurred; and

B) if appropriate for the purpose, is inspected by a competent person at suitable intervals between through examinations, to ensure that the health and safety conditions are maintained and that any deterioration can be detected and remedied in good time.

All lifting operations must have a suitable a sufficient plan of works implemented in the form of a lift plan prior to works commencing. The lift plan will specify the crane, load, ground conditions, ground bearing pressures, out rigger loads, site conditions/restrictions, inspection and competency.

All lifting operations are to be planned by a qualified Appointed Person (CPCS A61), who will develop and implement the lifting plan.

The lifting operation is to be controlled by a qualified Lift Supervisor (CPCS A62), who will receive and accept the Lift Plan and control all operations on site, this may include minor amendments to the Lift Plan. Any major amendments must be agreed in writing with the AP.

Qualified Slinger Signallers (CPCS A40) will assist the lift supervisor, sling the load, and signal to the Lift Supervisor or Crane Driver upon approval.

All lift signals are to be agreed with all parties prior to the works commencing. Two-way radios and or hand signals may be used.

2.21 Excavation

Before any excavation is carried out, a search for underground services will be carried out using a Cable Avoidance Tool and the information on underground services provided by the in the Pre-tender health and safety plan. The guidance in HSG 47 will be followed.

If excavations are likely to need supporting, the support materials must be on site before excavation starts.

Care must be taken to avoid overhead cables and other overhead obstructions. If overhead power lines are present, an assessment of the risk will be made and appropriate control measures put in place.

2.22 Use of Chain Saws

Chain saws offer serious risks to the user in terms of the obvious cuts from the chain and the possibility of collapse from the item being cut and the noise dust and vibration associated with use.

All users will possess a formal training certificate and wear the following PPE

Hard Hat to EN397
Helmet Mounted Mesh Visor to EN 1731 or Goggles to
Chainsaw boots to EN381-6 i.e. containing Ballistic nylon
Leg Protection to EN381-5 i.e. containing Ballistic nylon

In order to reduce the risks associated with hand arm vibration as part of the daily pre start check the anti vibration mountings will be checked. We are not regular users of chainsaws and therefore whilst we do consider the vibration characteristics of the equipment our overall exposure is low compared for example to a tree surgeon.

2.23 Traffic management

Where appropriate, every site should have a plan to control the management of pedestrian and demolition/construction vehicle movement.

Key elements of the plan should include, but not necessarily be limited to the following:

- Vehicle access and routes
- Pedestrian routes
- Parking
- Loading and storage areas
- Overhead and underground services
- Signage
- Reversing areas

2.24 Unplanned Collapse and Material Falls from Height

In order to avoid unplanned collapse, an assessment of the structural system of the building will be carried out by a competent person and the method statement will detail any particular measures to be taken, including sequence of works.

We will use information provided in the Pre-tender health and safety plan to help us assess the building structural stability system and any site-specific hazards.

We will consult structural engineers where necessary and any temporary works will be designed and installed by a competent person.

3.0 Asbestos Systems of work

3.1 Asbestos Policy

We are well aware that working with asbestos is a risk but we believe that with our management system and competent work force this risk is well controlled. We require that all operative play their part to protect the health of everybody. As a HSE Licensed Contractor we work in a heavily regulated sector. Various parts of our management systems are laid down by legislation and ACOP.

We hold a Full Asbestos Licence. This allows us to carrying out work with asbestos insulation or asbestos coating or asbestos insulating board provided we comply with the requirements of our license.

Every Contract has to have a site-specific method statement, but we have standard systems of work for items such as colour of coveralls, decontamination etc. These are lodged with HSE Basingstoke as instructed by the Asbestos Licensing Unit of the HSE.

The key people in the asbestos management system are as follows with the responsibility:

3.1.1 Director

David Carter has overall responsibility for the asbestos management system and will be responsible for ensuring the responsibilities allocated are monitored and conducted. As we are a small company he is a hands on person and will attend site routinely to develop the safety.

3.1.2 Contracts Manager

1. He will ensure all equipment used in asbestos removal has been tested and are in date, i.e 6 monthly DOP tests.
2. Ensure all persons involved in asbestos removal are in date for training and medicals.
3. He will ensure all employees have face fits for the respiratory protection they use.
4. Notify the HSE giving 14 days for all work which is using our license.
5. Ensure valid insurance is held
6. Visit sites and produce site-specific risk assessments and method statements.
7. Visit sites and monitor standard on site and take action to maintain the companies' standards.
8. Liase with clients to ensure they are aware of our requirements.
9. Arrange with the UKAS analyst who is conducting the four-stage clearance.
10. Check the supervisors mask on at least a monthly basis and look at the records for mask checking.
11. Notify and arrange for the disposal of asbestos waste
12. Collate and store the exposure records

3.1.3 Supervisor

1. To assist in the production of site-specific risk assessments and method statements.
2. To manage the safety on site of the asbestos removal team and other people who may be affected.
3. To record changes in the method statement and record sheet.
4. To check operatives' masks on a monthly basis and keep records.
5. To ensure the time spent in enclosures is recorded.
6. To witness the smoke test.
7. To carry out daily checks on the enclosure, hygiene unit and air moving equipment and complete the check sheet.
8. To ensure waste is packaged correctly.
9. To liase with the analyst conducting the four-stage clearance.
10. Liase with site managers/ occupiers when work is being conducted.
11. To induct operative to the site.
12. To ensure the relevant site paperwork is held and available.
13. To be on site when work is conducted unless an operative is appointed as responsible deputy.

14. Supervisors will attend the six monthly liaison meetings.

3.1.4 Asbestos Operatives

1. To carry out all work in a professional and safe manner.
2. To work to the method statement and bring problems to the supervisors attention.
3. To remove asbestos in a manner which minimises dust generation.
4. To use equipment correctly and maintain as authorised.
5. To carry out personal and equipment decontamination to a good standard.
6. To pack waste correctly.
7. To draw defects to the supervisors and managers attention.
8. To take part in safety training and initiatives.

We see asbestos removal as a team effort to ensure it is carried out in a safe and professional manner and have therefore allocated the following:

3.2 Auditing

We will conduct our sites on two levels;

The contracts manger will audit a number of sites including any that involve limpet or lagging and where there are more than 5 enclosures, these will be carried out at least twice a month.

The results of these audits will be discussed as part of our 6 monthly health and safety review meeting. We believe that this follows the HSG (65) model for health and safety management.

Our site supervisor will be responsible for site supervision and will conduct a daily site inspection and complete a daily check sheet. Defects will be recorded and rectified

Our Director will visit our sites on at least fortnightly basis and carry out a paperwork audit

3.3 Training policy

The organisation recognises that training is a key part of its overall strategy for ensuring it uses a competent workforce.

When people join the organisation to work with asbestos, a training needs analysis (TNA) will be conducted. A training plan will be produced from the TNA and the individual informed of the training plan.

Before persons work with asbestos they will have completed relevant training and be under supervision or direction of competent person until they are deemed competent.

This organisation normally uses the services of ARCA for formal asbestos training. Some training will be carried out on-job. Records will be kept of all training.

If employees do not achieve the required level during training, they will not be allowed to fulfil that role and the Contracts Manager will discuss a plan of action with the training organisation. This will either, involve remedial training or re-evaluating their position within the company.

The training organisation will conduct their own evaluation upon completion of training and we will confirm with the student to ensure they achieved the objectives of the training. The Contracts Manager will keep a record of all training and operate a call up system to ensure refresher training is carried out within good time.

After the training we will monitor the person's quality of work to ensure they are competent for the new role, if we identify any weak areas we will arrange for on-job training by a senior member of the organisation.

When persons attend refresher training, the training organisation will conduct a training needs analysis at the commencement of the training and if they have areas of concern they will raise them with the organisation.

When a new operative or supervisor has been trained, we will monitor their work and when they are satisfied that they are competent they will discuss the matter with the responsible person who if they agree will sign off the trainees as being competent.

3.4 Medicals

The employees used under our Asbestos license are subjected to a 2 yearly medical by an approved Doctor. The contracts manager has a call up system, which inform him of when medicals are required so they can be organised. Records of all medical examinations are to be retained by the operations manager for a period of 40 years, these are stored in a fireproof safe in the office.

3.5 Risk Assessments/Method Statements

The work that we do is covered by a **written method statement**, which describes how the work will be done. The operations manager considers the site when pricing the job and carried out an initial evaluation aided by any asbestos surveys and pre tender health and safety plans provided. The Contracts Manager produces the Risk Assessments / method statement. And issues them to the supervisor after ensuring they understand them. We will use the suggested format.

3.6 Personal Exposure & Monitoring Strategy

We will work with UKAS analysts when they carry out 4-point clearances, and **routinely commission personnel monitoring** to confirm the exposure of our staff when we enter enclosures **We create exposure records from the information listed on the daily check sheets**, this shows the time in the enclosure and the expected exposure level, the information will be put into a spreadsheet. This is the responsibility of the Contract manager. The information on the spread sheet will be reviewed by the Contract manager and Director, at the six monthly review meeting any areas of concern will be investigated.

We have a positive attitude toward conducting personal monitoring. Our strategy is that we will carry out personal monitoring for the following: 100% of removal works for sprayed asbestos, every six months for asbestos insulation board. We actively conduct personal monitoring so that we can accurately predict the personal asbestos exposures our employees are likely to experience.

3.7 Paperwork

The following documentation is to be maintained on site for the inspection of the Project Manger or HSE Inspector to view

- Plan of Work, Licence
- ASB5
- Programme
- Insurance
- Waste Carriers Registration
- COSHH & Risk Assessments
- Medical and Training Records
- Quantitative Face Fit Testing
- Test certificates for NPU's, H Type Vacuums, maintenance records and daily site inspection sheets.

An emergency bag, Fire Extinguisher and First Aid kit will be located outside of the working enclosure as a safety precaution.

3.8 Decontamination

The decontamination facility must be set-up and operational before starting any asbestos associated works, this to include the erection of the asbestos working enclosure or removal of equipment and plant from vehicles.

- The decontamination unit will be sited as close as is reasonably practicable to the working enclosure.
- The decontamination unit is to preferably be connected via the 3/2 chamber airlock to the working enclosure. This may not be possible on every site
- Decontamination facilities are to be provided at a ratio of 4 operatives to one shower and are to be in compliance with Guidance.
- The decontamination facility will be fitted with its own NPU that must be automatically operated by lighting and must remain in operation for a minimum of 15 minutes after the lighting has been switched off.
- Waste water must discharge through a filter system (5 micron) prior to entering a drainage system.
- The decontamination facility will have running Hot & Cold water, adequate supply of shampoo, nail brushes and must be fitted with mirror in the Clean End to check respirator face-fit.
- Prior to removal of the decontamination facility from site it must be visually inspected by the analyst and atmospheric monitoring must be carried out to ensure an acceptable level of 0.01f/ml is achieved in the dirty and shower sections.
- The Dirty End of the decontamination unit must be assumed to be contaminated. Respiratory protective equipment and PPE must be worn when entering this area until final checks and monitoring have been carried out by the site analyst.

PROCEDURE

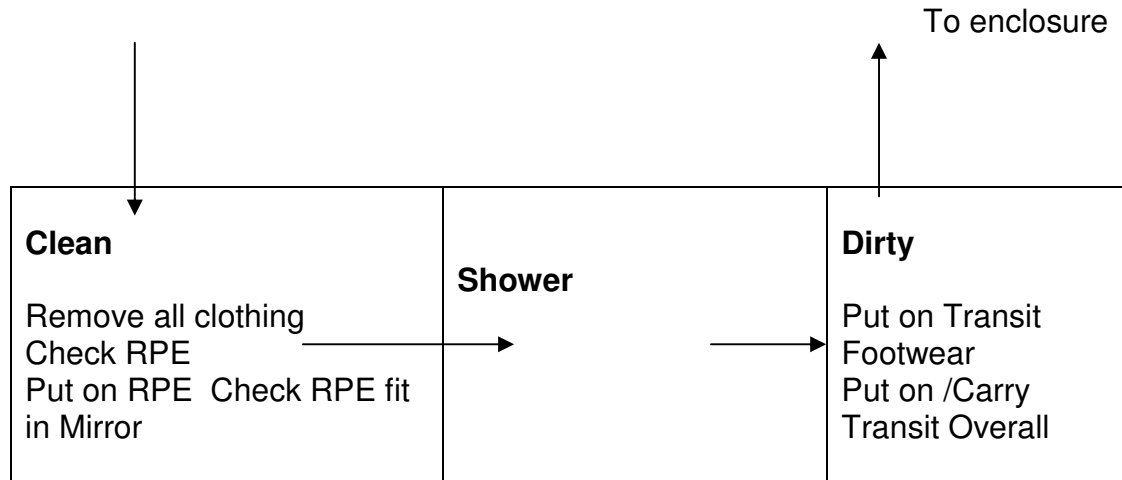
On starting work:

- Enter the decontamination unit from the external door in the "clean area".
- Make sure the RPE is serviceable. Fit new filters as necessary, ensure a fully charged battery is fitted.
- Remove all clothing, including underwear and leave tidily in the facility provided. Dress in clean working overalls
- Put on RPE and use a mirror to ensure a good face fit. Carry out a "vacuum" fit test.
- Pass through the shower section (without showering) and into the dirty area. Put transit overalls over the top. Put on footwear. The transit overalls and footwear are not protective clothing used in the work area. They should be of distinctive colour, which is different from that of working overalls.
- Pass through the door of the dirty area and proceed by the agreed route to the transit the air lock at the entrance to the stripping enclosure.
- Enter the first compartment of the transit air lock, take off transit overalls and place in the container provided.
- Pass through the second compartment and put on stripping footwear and proceed to working enclosure.

When leaving the work area:-

- Vacuum dust from your clothing and equipment inside the enclosure.
- Leave the work area and pass into the dirty end of the air lock. Remove dust from your protective clothing and respirator using a second vacuum cleaner or the hose from the work area vacuum cleaner passed through the air lock flap. Where possible get work colleague to vacuum clean you. Footwear should also be cleaned by vacuum/water and sponge and particularly where the contamination is by wet waste, by washing in foot bath. Clean the respirator with a sponge and water.
- Move to centre compartment and Remove all protective clothing and boots but not your respirator
- Enter the third compartment of transit facility and put on your transit overall.
- With your respirator on and in the case of powered respirators with the motor running, leave the transit facility and walk to the decontamination unit by the agreed route.
- Enter the hygiene unit by the door marked "dirty area" take off all protective clothing and any underwear worn in the stripping enclosure. Then place it in the storage position or in plastic bags for disposal or cleaning. Do not remove the respirator.
- Wearing the respirator and in the case of positive powered respirators with the motor running, pass into the shower area. Wash body and the respirator thoroughly. Take great care to avoid excessive or direct wetting of the filters by the use of a sponge rather than allow water to flow directly onto the filter ports. Remove the respirator and continue to shower thoroughly. While still in the shower area, remove the filters from the RPE as necessary and place the used filters carefully in a plastic bag and leave for disposal. Ensure the respirator face piece is clean both inside and out.
- Pass through the door into the clean area of the unit, completely dry, and dress. Leave the respirator in the clean area and ensure the batteries are placed on charge. Leave the clean area via the external door.

DCU



Air Lock

Clean Transit Overalls Transit Footwear	Stripping Overalls Stripping Wellies	Dirty Bucket of Water Vacuum Clean Bags/Tape Bucket of Water
----------------------------------------------------------	-----------------------------------------	---------------------------------------------------------------------------------

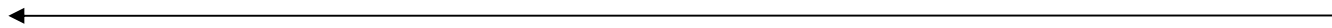
IN



Take off Transit Overalls /
Footwear

Put on stripping Overalls
Wellies

OUT

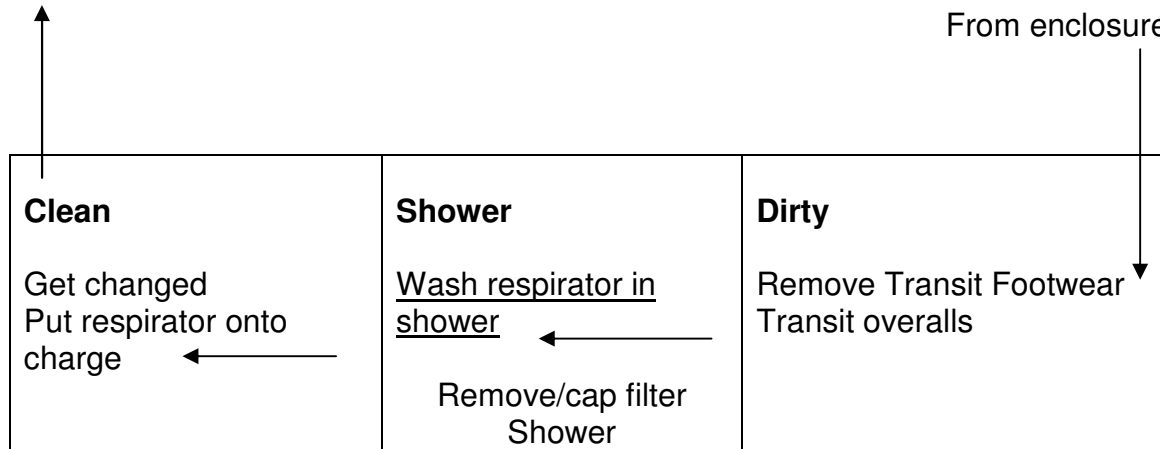


Put on Transit Overalls / footwear
Hoover off/remove pre-filter
Wash off respirator

Take off Striping Overalls

Wellies

DCU



3.9 Enclosures

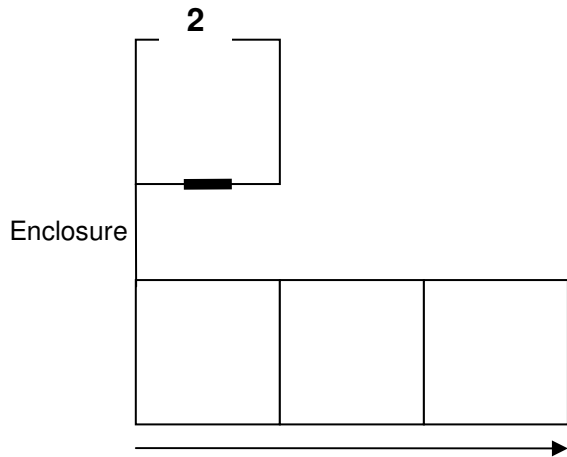
- The type of PPE and RPE selected for use during enclosure set up will depend on the site conditions and the nature of the enclosure. Type 5 coveralls should be worn whenever an RA indicates there is a possibility of contamination with asbestos fibres. Therefore white Type 5 coveralls will generally be worn during preparation of the work area including pre-clean and construction of the enclosure unless the preparation work does not involve any potential for asbestos contact or contamination. Similarly operatives will generally wear a minimum of an FFP3 half face mask with an APF of 20 as per their face fit for construction of the enclosure. Where the site is contaminated for set up or there is a risk of disturbing asbestos during set up operatives will wear an FFP3 full face powered mask with an APF of 40 as per their face fit and red Type 5 coveralls. This will be detailed within the site specific method statement and risk assessment.
- All equipment will have been moved from the area prior to our works. Any items still in place will be covered and sealed from contamination with polythene sheet. We will seek advice from the client regarding anything that could be moved
- Where appropriate a pre clean will be carried out – this may be deemed to be contaminated working and will be indicated as such on the plan of work
- Small openings difficult to seal will be filled and sealed with expanding Polyurethane foam, particular attention is to be given to where services pass through the wall above ceiling level.
- Where possible, the enclosure will be constructed using the existing building, which will be lined with 1000-gauge polythene.
- Particular attention is to be given to penetrations by doors / windows pipes etc. Where sheets are overlapped the joint will be formed using a spray adhesive and taped.
- Any free standing enclosures will be created from a robust timber frame and lined with 1000 gauge polythene stapled and sealed with a 75 mm cloth reinforced tape
- It is our current practice to use a number of floors to allow for removal of any spillage created during removal works
- Where possible a Perspex vision panel is to be inserted into the enclosure at a suitable position to provide the appointed analyst or a HSE Inspector a clear view of the works.
- Where not possible we will consider other options.

3.10 Three Stage Air Locks

- Asbestos Warning notices will be prominently displayed.
- Access/egress to the enclosure will be solely via a three-stage air lock. This will be large enough to permit changing transit/working overalls and footwear, vacuum decontamination and sponge cleaning of respiratory equipment.
- We will normally provide a bag lock. This may be a double or single stage and will be large enough to take the proposed waste.
- A Perspex vision panel will be inserted into the stage closest to the enclosure to allow the supervisor to monitor decontamination is carried out correctly.

3.11 Bag Locks

Bag Locks

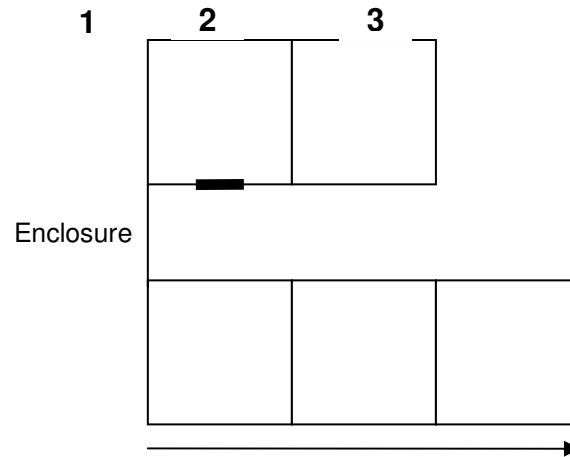


Three Stage (Air Lock)

One Stage – Bag Lock

Seal three stage (Air lock) before using bag lock.

- 1 – Single bag waste and bags cleaned externally by H Vac,
- 2 – Bag put into second outer bag
- 3 - Perspex Vision Panel to stage closest to enclosure



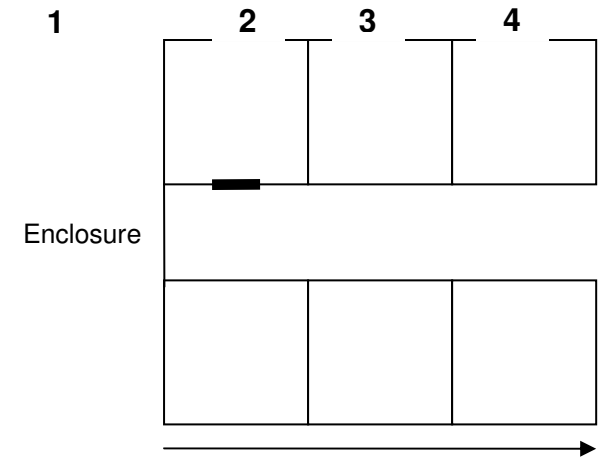
Three Stage (Air Lock)

Two Stage – Bag Lock

Seal three stage (Air lock) before using bag lock.

- 1 – Single bag waste
- 2 – Bags cleaned externally by H Vac, Bag put into second outer bag
- 3 – Double bagged waste stored here awaiting disposal
- 4 - Perspex Vision Panel to stage closest to enclosure

SFR MPS.



Three Stage (Air Lock)

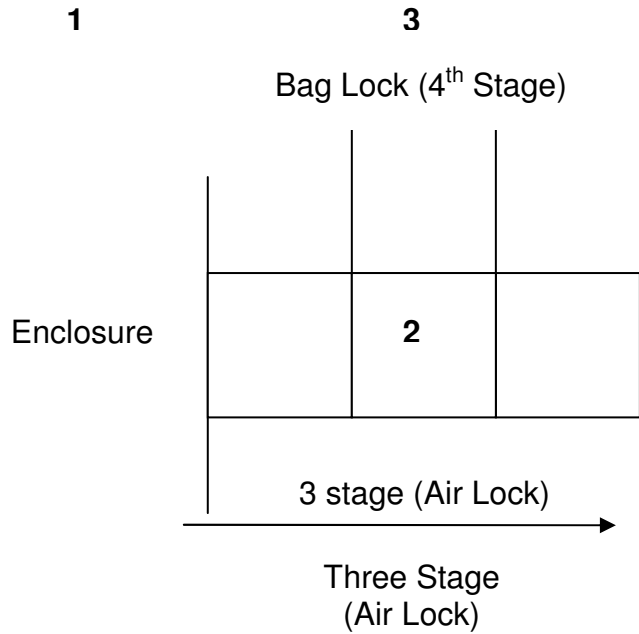
Three Stage – Bag Lock

Seal three Stage (Air lock) before using bag lock.

- 1 – **Single bag waste**
- 2 – **Bags cleaned externally by H Vac**
- 3 – **Bag put into second outer bag**
- 4 – **Double bagged waste stored here awaiting disposal or passed straight to outside man to place in skip**
- 5 - **Perspex Vision Panel to stage closest to enclosure**

Bag Locks (Cont)

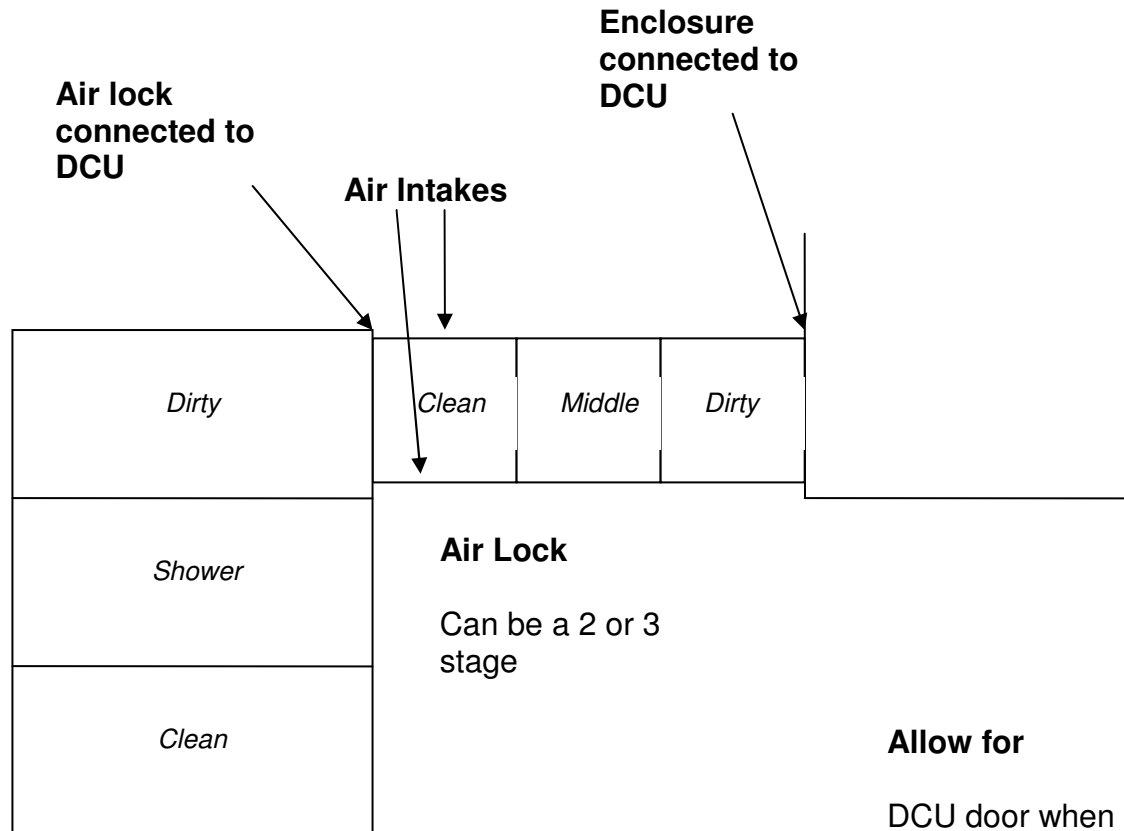
If you can't use a separate bag lock (Limited space)



Four Stage (Air Lock) – Inc Bag Lock
1 – Single bag waste and bags cleaned externally by H Vac,
2 – Bag put into second outer bag
3 – Double bagged waste placed in here awaiting disposal
4 - Perspex Vision Panel to stage closest to enclosure

3.12 Non-transit situations

Three stage (Air lock) Straight on DCU



Allow for

DCU door when building air lock

Height differences

Air intake – Flaps, Internals

3.13 Air Movement

- The enclosures will be fitted with a negative pressure unit capable of producing a minimum of 8 air changes per hour (or 1000m³ per hour for enclosures less than 120m³) and maintaining a pressure above 0.05 inches Water Gauge during operation. The air movers will be fitted with high efficiency absolute filters conforming to BS3928 and will remain in constant use throughout the asbestos removal and should remain in operation for a minimum of 60 minutes after work has ceased. This may not always be practical on a demolition site where the power is by generator
- The negative pressure units to be sited inside of the enclosure and vented to atmosphere via tubular ducting the external entrance doors.
- Pre-filters and pressure gauges will be checked on site by the appointed site supervisor every shift, with all inspections to being logged on the site sheet.
- Filters will be replaced as deemed necessary and must be changed at least every seven days

3.14 Smoke Test

- The integrity of the encapsulated area is to be visually inspected by the site supervisor and where possible a clients representative prior to work commencing in accordance with Guidance.
- Removal work must not commence until approval has been granted and the enclosure subjected to a smoke leakage test to identify any breaches in the enclosure.
- Arrangements and adequate notice is to be given prior to smoke leakage testing of the enclosure, this to ensure all necessary parties have been made aware of the location and time of the testing in order to avoid false alarms being raised.
- Smoke detection equipment within the asbestos working enclosure is to be rendered innocuous for the duration of the works and must be covered and protected from contamination.

3.15 Personal Protective Equipment

- We supply all our operatives and supervisors with masks in accordance with their face fit tests – we use the portacount method for both half and powered masks
- Powered Masks e.g. Phantom offer an APF of 40
- Half masks offer an APF of 20
- Operatives are responsible for checking; cleaning and disinfecting their RPE each time it is worn.
- New filters will be issued to operatives as required
- Anyone who enters one of our enclosures will comply with our transit and decontamination procedures.

Set-up Overalls	-	Blue
Transit Overalls	-	White
Transit Footwear	-	training shoes
Stripping Overalls	-	Red
Stripping Footwear	-	Steel Toe Caps (no laces)

All overall will be of the disposable type and CE Approved Type 5

The stripping and transit overalls to be suitable to the task in both strength and protection from contamination and to include: -

- Integral Hood
- Elasticised Cuffs
- Elasticised Ankles
- Elasticised Waist
- Dust Proof Fastening

Contaminated Red overalls will be put back into the enclosure and bagged as waste next time the enclosure is entered

Transit overalls will be similarly treated in the decontamination unit.

Overalls will be freely issued as and when required.

3.16 Asbestos Waste

- Waste arising from a live enclosure will be treated as Hazardous Waste, it will be placed in red asbestos waste bags inside the contaminated area
- These will be hoisted and passed into the third stage or bag lock where they will be double bagged with a clear outer asbestos waste bag and sealed with tape
- The asbestos waste sacks will comply with the Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996 and the Control of Asbestos Regulations 2012
- In some circumstances the waste will not fit into the bags – it may be necessary to create packages for the waste e.g. pipe work that is being removed by wrap and cut. The same general principle will be followed regarding decontamination of these packages.
- All waste will be placed in a sealed and lockable van or skip prior to transfer by a registered carrier to a licensed landfill site. On sensitive sites or sites with restricted access where it is not possible for waste to be placed immediately into the vehicle or skip a sealed bag storage area will be created to allow controlled waste movements. This will be included in any clearance or reassurance air testing.

3.17 Cleanliness Inspections

- Prior to air testing by a UKAS accredited laboratory (or in place of this for some non-licensed non-notifiable works) the Supervisor will undertake a thorough visual inspection of the completed work area and surrounding locations to ensure that they are free from all:
 - waste remaining in the enclosure;
 - visible debris on the surfaces;
 - puddles of water, wet patches and leaking pipes;
 - evidence that sealant has been applied to exposed surfaces.
- This inspection should be undertaken in a methodical manner (e.g. top to bottom clockwise around the room/area) and be supported with photographic evidence wherever possible. HSG 248 'The Analysts Guide' gives the following guidance for required standard of the visual inspection as follows:

“6.15 The removal process will have given rise to the spread of asbestos dust inside the enclosure. Residual dust may still remain on any unprotected or inadequately cleaned surfaces. Such dust presents an ongoing risk to building occupants. Therefore a thorough visual examination of all surfaces should be performed. It should involve a close and detailed inspection across all parts of the enclosure kneeling down or using ladders where appropriate (see Figure 6.2). All items should be checked. The inspection can be assisted by using a torch and by running a fingertip across the surfaces to check for presence of fine dust. Awkward or difficult locations must not be excluded. Baglocks and airlocks should be included.”

- On completion of this inspection the supervisor will either request that the independent UKAS accredited analyst carry out the air clearance testing or sign the 'Statement of Cleanliness', in accordance with the site specific plan of work which will state the level required for each project. HES SFR MPS-006 'Asbestos Standard Systems of Work' contains further guidance.

3.18 Clearance Testing

- When the supervisor is satisfied that the ACM's have been removed fine cleaning can commence
- The whole area to be cleaned with a Type H vacuum cleaner. Vacuum cleaning plant will conform to BS5415 be 110v electrical and must be inspected daily by the site supervisor daily for defects.
- Vacuum plant is to be serviced at 6-monthly intervals and must be subjected to electrical safety check and filter DOP test (certificates of conformity to remain on site for inspection)
- Whenever vacuum-cleaning plant is transported outside of the working enclosure, the following must apply: -
 - A new clean vacuum bag must have been fitted (bag with waste must be double and treated as asbestos waste).
 - Intake and exhaust ports must have screw caps fitted / taped.
 - Vacuum hoses must have ends sealed with tape and must be placed inside of a clear asbestos waste sack.
 - The vacuum plant must be washed down externally (apply caution with electrics)
 - Vacuum plant must always be used for the collection of dust; dry brushing is not an acceptable method and should always be avoided. High atmospheric levels of airborne asbestos fibre can be experienced when dry brushing occurs.
- When all cleaning works have been completed the area and the area is visually clean and dry – unless other conditions have been identified on the method statement – e.g. basement with a natural spring flooding it – the analyst will carry out a visual inspection. At the analysts instruction it is permitted to spray a PVA solution on any polythene
- A pre inspection on the enclosure must be carried out by the supervisor prior to letting the analyst in the enclosure.
- If the analyst has allowed, the PVA spray should be allowed to thoroughly dry before inviting the appointed analyst to carry out Clearance Monitoring.
- Once the clearance level of less than 0.01 f/ml has been achieved the enclosure will be removed and the polythene sheeting will be disposed of as contaminated waste.
- The clearance level of 0.01f/ml should be taken as a transient indication of site cleanliness along with the visual inspection; therefore, upon completion of the removal of the enclosure the area will be re-inspected by the analyst.

3.19 Emergency Procedures

a) Damage to live enclosure

- If an asbestos working enclosure is penetrated:
- Ensure that all connected negative pressure is operating at full capacity.
- Gently spray a curtain of water on surfaces in the immediate vicinity of the hole. Where possible maintain this water curtain until you can see the hole

- Sheet the hole
- (After about 15 minutes shut off negative pressure equipment and smoke test, sealing where necessary.
- Vacuum clean all surfaces in the vicinity of the penetration. Where practicable spray a solution of PVA.
- Carry out air sampling and cleaning until a clearance certificate can be issued.

In the event of unauthorised entry the trespasser must be dressed in overalls over all other clothing and taken to the hygiene facility. At the start of the personal decontamination procedure all clothing must be removed and disposed of as contaminated waste.

b) **Spillage of waste**

- Clear the area of all personnel except those dealing with the spillage.
- Erect barriers to prevent personnel approaching the spillage.
- If outdoors, cover with suitable sheeting, e.g. polythene sheet, heavy paper, cardboard, and weight the edges to prevent fibres being blown about by the wind. Using a fine water spray allow a curtain of water to fall on the spilled material until it is thoroughly dampened.
- **Do not aim a spray at the material**
- Using a shovel and scraper, not a broom, place the bulk of the material into a new asbestos waste bag, when this is half full, seal it and "double-bag" it in the usual way. Dispose of any covering material as contaminated waste.
- Clean up the immediate area using an approved filtered vacuum cleaner.
- Having air samples taken to ensure that the area is fit for reoccupying, continue cleaning until it is.
- Remove barriers.

c) **Personal Injury or Collapse**

In the event of an accident requiring an injured person to be removed from the area, the following procedures 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 in order to apply mouth-to-mouth resuscitation.
- If the victim can be moved, remove him from the working area. If necessary, slit reseal the enclosure.
- Once outside the enclosure, cut off contaminated clothing and bag as waste. This will enable the victim to be wrapped in a blanket and transported by ambulance without contaminating the ambulance.
- Direct and assist the emergency services so as to ensure the quickest possible attention to the victim.
- When the victim is in competent hands, completely decontaminate all equipment and personnel.

All supervisors are issued with a company mobile phone in cases of emergency; the emergency services should be contacted by dialling **999**.

The office should then be notified of the details of the incident and must include the following information:

- Name of employee or employees injured (in case family need to be contacted)
- Location (as per method statement if not sure)
- Details of injury
- Where casualty is being taken
- Names of any other casualties not in our employment

Ensure the full site address is given to the relevant emergency service; this is to be found on the front cover of the Method Statement.

d) **Fire**

All operatives will be instructed in:

- The alarm signals for evacuation.
- How to operate the alarm system.
- How to operate the fire extinguishers.
- The most direct exit routes in the event of an emergency.
- The circumstances in which the site water supply may be used to fight fire.

In the event of a fire the procedure will be:

- Raise the alarm
- If the fire is in the enclosure, or the enclosure is penetrated, switch off all negative pressure equipment.
- Attempt to put out the fire if possible without personal risk.
- Evacuate the area, cutting the enclosure if necessary.
- Assemble at a designated assembly point.

Site management/supervisor will be instructed to contact the emergency services immediately upon hearing the alarm.

When first attending a site the above information is often displayed in the reception area and is usually freely available. Should this not be the case, ask at reception for the Fire Alarm action plan and details of Muster Points.

It is important and good practice (where possible) to sign in and out when you arrive and leave site.

Lives could be put at risk trying to save individuals believed to be on site that may have left.

If possible request that the fire alarm be tested when inside the enclosure to ensure that it can be clearly heard.

4. Office Based Health and Safety

4.1 Risk Assessment

Assessments made under the Management of Health and Safety at Work Regulations for work in the office shows the level of risks associated with work in any of the offices is low. The items that may require further action are detailed below:

- Use of Computers. A self-assessment can be carried out which is then actioned/endorsed by the office manager.
- COSHH.
- Electrical items.
- Management of contractors.
- Fire Precautions.
- Other.

4.2 Use of Personal Computers (and other display screen equipment)

Display screen equipment will be placed in a suitable environment, e.g. with correct lighting, space and provision of window blinds to avoid glare.

Because the office staff use the display for a large part of their day, they are classified as a 'user' under the Display Screen Equipment Regulations. This means that they are able to claim back the cost of eye tests at the frequency recommended by their optician and should it be necessary, the firm will assist with the finance of basic corrective appliances.

All "users" will be trained in the risks associated with the use of PC's and will be provided with wrist rests, footrests, document holders if appropriate.

Both management and staff should be aware of the need to have regular breaks from the use of both keyboard and mouse of at least 5 minutes per hour.

If problems are experienced with the layout of a workstation or any pain or discomfort from using it, this should be reported to the office manager

4.3 Control of Substances Hazardous to Health Regulations (COSHH)

These regulations require an employer to look at any substances that may be used or created that can cause adverse health effects.

From the material considered, the conclusions of the assessment are that there are no significant risks associated with any of the products because of the low volumes normally used. The use of cleaning materials is limited to what would be considered to be domestic type situations.

Before any product is purchased its risk in its intended use should be considered by reading the label and data sheet and an assessment carried out.

4.4 Electrical Items

The Company will:

- Arrange for testing and inspection of equipment (including employee's personal equipment where permitted) in accordance with the regulations of the Institute of Electrical Engineers (BS 7671: 1992 or equivalent) and the recommendations of the HSE for the time between tests for portable electrical appliances used in an office.
- Separate flammable materials from electrical equipment as sources of ignition.
- Minimise the use of adapters and extension cables.

See Standard System of Work G02.

4.5 Management of Contractors

Before contractors carry out any work, the member of staff who was responsible for placing the order must ensure that the contractor provides some basic information regarding the risks involved and a method statement. Contractor information and Assessment Sheets are at section 5, Records.

4.6 Fire Procedures-General Arrangements

The Director is responsible for the management of fire precaution and will:

- Liaise with the Fire Authority
- Organise regular fire evacuation drills, the inspection of the means of escape and fire fighting equipment, and test fire warning systems.
- Arrange the provision of adequate fire safety training for office and depot staff.

4.7 Safe System of Work

Employees will adhere to the following safe system of work:

- In the event of a fire, however small, activate the nearest / safest fire alarm. Do not wait to inform anybody.
- Inform the Director or senior person present if this can be done safely.
- Summon the Fire Emergency Services (if not already done by the Director).
- Only attempt to extinguish the fire if this can be done safely and in line with training received.
- Switch off any equipment that, if left unattended, may constitute a fire hazard.
- Evacuate the building as soon as possible assembling at the designated point. Do not wait to conclude meetings or telephone calls or to collect personal belongings.
- Close doors as you make your escape particularly those designated as fire doors.
- Do not attempt to re-enter the premises until the Fire Services Officer in charge declares it safe to do so.
- The Director or senior person present should check that the premises have been fully evacuated and liaise with the Fire Brigade as required.
- Use steps or hop-ups to reach high office shelves.
- Ensure that the main office is laid out and maintained to ensure the safety of staff and visitors;

4.8 Use of Office Equipment

Only normal office equipment is used which means that the risks associated with it are low. The firm will ensure that all equipment is properly maintained, where appropriate by means of maintenance contracts including regular preventive care if required. The company will ensure that adequate, properly tested power sockets are provided to run electrical equipment minimising the use of "extension leads". The Office Manager will ensure that:

- Staff are to be trained in the use of equipment:
- On joining, staff will receive induction training.
- When any equipment is changed or introduced, training in its safe use will be provided.
- Staff only use equipment on which they are trained and competent.
- Staff must take care when using any equipment with moving parts (e.g. printers) that they keep hair and clothing well away so that it cannot become trapped.

Staff may not attempt to repair equipment ("unjamming" printers, photocopiers, etc. does not come into this category if it is within the scope of training given). Paper jams whilst unusual do occur. If manufacturer's instructions exist these should be followed. In the absence of manufacturer's instructions advice should be sought from local the company and/or the maintenance supplier. If in any doubt or the instructions tell you to do so, switch the equipment off before attempting to clear a jam.

Faulty equipment must be switched off, unplugged and labelled as unserviceable.

Appendix A - Standard Systems of Work

The Standard Systems of Work have been developed for tasks that are considered to be everyday risks to employees of the company. They are significant risks, but because of experience and competence they are dealt with by the following standard systems. Copies of these systems will be laminated and held in a plastic file available on site.

Method statements and other documentation will refer to the standard system but they must be relevant for them to be used, or a specific risk assessment/method statement will be produced before the work commences.

Any updates or amendments will be communicated across the company by the Director.

Current Standard Systems of Work in Use

- **SFR MPS-005 – H.E.S - Demolition Standard Systems of Work**
- **SFR MPS-005 – H.E.S - Asbestos Standard Systems of Work**

Appendix B – Policy Confirmation



I confirm that I have received, read and fully understood the current issue of Hampshire Environmental Services' Health and Safety Policy.

Name: _____

Position: _____

Signed: _____

Date: _____

Current Issue: Issue 7 Rev 1 _____