

Plan of Works

Removal of VFT

Site Name:	BRYNTEG HOUSE		
Site Address:	9 CRAIG – Y – FAN, CYMMER, SA13 3LN		
			
Compiled By:	Ken Davies	Signed:	
Checked By:	Paul Cassemis	Signed:	
Date of Issue:	12/08/2020	Version No.	1
PERIOD OF WORKS			
Proposed start date:	12/08/2020	Finish Date:	12/08/2020
Hours of work	08:00 – 17:00		
Night Working?	No	Weekend Working	No



COVID 19
The risk of covid 19 is still very much with us. The site team of Cass Group will bring their own covid hygiene box as well as use the on-site wash facilities. Social distancing will be adhered too and when within the asbestos work area/ respiratory zone the RPE that will be worn will be satisfactory. Where social distancing outside the work area then Cass Group will provide their own 3ply face coverings as per specific risk assessments.

NAME:	PAUL CASSEMIS	POSITION:	MANAGING DIRECTOR
DATE:	12/08/2020	SIGNED:	

APPROVAL & AMENDMENT RECORD

Approval

This plan of work has been read and understood by the undersigned supervisor and the supervisor has passed this information on to the operatives engaged on this project. All operatives are required to sign the Plan of Work induction form within the site file.

Supervisor		Signed	
-------------------	--	---------------	--

Amendments

If amendments need to be made to this POW, the supervisor shall seek approval from the nominated project manager. Amendments should only be of a minor nature. Any amendment, including those to the site diagram, should be recorded and detailed below.

Date	Change to POW	Reason for change	Approved by:



Contract No: «Contract_Ref»

COMPANY DETAILS

Company Name:	Cass Group
Address:	Britannia Business Park Blackwood NP12 3SF
EA Waste Carriers Licence No:	CBDU016522
Asbestos Insurance Policy No:	HUPI69541875

METHOD STATEMENT / PLAN OF WORK

This method statement 'Plan of Work' has been drawn up in accordance with the Control of Asbestos Regulations 2012, HSG247 and the ALG Memo 04/12 'Suitable and sufficient plans of work (aka method statements)' dated October 2012. This method statement should also be read in conjunction with the CASS GROUP Standard Operating Procedures (SOP). These detail the generic methodology for standard company activities e.g. air, bag lock or enclosure construction. The CASS GROUP site pack will be available at each project site and will contain all relevant information e.g. the records of asbestos personnel training and equipment testing along with COSHH & Risk Assessments.

OPERATING PROCEDURE RELEVANT TO THE WORKS

GP V1 Removal of Non-licensed Asbestos Containing Materials

CLIENT DETAILS

Client:	CRYNANT PLANT
Address:	The Old gas Works, Milland Road Ind. Estate, Milland Road, Neath, SA11 1NJ
Contact Name:	RHODRI HOPKINS
Contact Tel No / Email:	07973905029

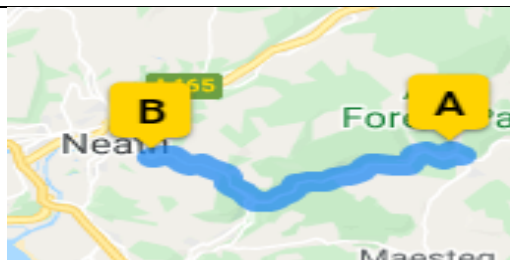
SITE DETAILS

Site Name:	BRYNTEG HOUSE
Address:	9 CRAIG Y FAN CYMMER SA13 3LN
Site Contact Name	RHODRI
Site Contact Number	07973905029
Building Type/Use	Residential
Is the site occupied?	No

CASS ASBESTOS PERSONNEL

Operations Director:	Paul Cassemis	Email	Paul.cassemis@cass-group.co.uk
		Tel.	07948 260988
Contracts Manager	Paul Cassemis	Email	Paul.cassemis@cass-group.co.uk
		Tel.	07948 260988
Site Supervisor	PAUL CASSEMIS	Tel.	AS ABOVE
No of operatives on site		1	
When will Supervisor be on site		Throughout the duration of the works	

FURTHER SITE INFORMATION

Power Availability	No	If Yes, Location / Detail	
Water Availability	Yes	If Yes, Location / Detail	ON SITE
Nearest A&E	Address:	CYMLA HOSPITAL (LOCAL) Cymla Common, Neath, SA11 3SU	
	Telephone No.	01639 862000	
	Miles from site	Via A4107 and B4287 - 17 mins - 8.1 miles	
			
Welfare Facilities	Provided By	Client	
	Location	ON SITE	

CDM REGULATION DETAILS

All Cass Group sites will conform to the requirements of CDM. Should additional requirements be requested by the main site agent these will be added to the POW as appropriate.

OTHER ASBESTOS LICENCE HOLDERS ON SITE

Are other License holder on site?	No
Will their work impact CASS site?	No
If Yes, confirm this has been considered in the POW and form PR2.SF.1.F25 completed*.	No
<i>*If other license holders on site please complete form– Other Licence Holders Details' which details the contractor onsite, their works and any mitigation taken to ensure CASS GROUPS site is not effected.</i>	

SCOPE OF WORK (Brief Overview)

The removal of VFT approx 4m2

PHOTOS (If Appropriate)



Safe removal and disposal of approx. 4m2 of VFT

TYPE & FORM OF ASBESTOS

Type Of Asbestos	Chrysotile (White)	Amosite (Brown)	Crocidolite (Blue)	Other Amphiboles
Composite/Vinyl Products	Yes	No	No	No

QUANTITY AND CONDITION OF ASBESTOS

(Quantity, Extent & Thickness. Condition, associated debris)

Removal of approx. 4m2 of VFT from the plinth within the named building
VFT is in good condition and is to be removed to aid in demolition

EXPOSURE LEVELS DURING REMOVAL

VFT Removal

The anticipated maximum fibre levels in the air within the enclosure are expected to be below 1 fibre per ml of air for Chrysotile (White) is unlikely to be exceeded if the control measures detailed within the method statement are adhered to. Employees will not be exposed to fibres on any other contract for the duration of this job. The table below is a guide to the airborne fibre level that may be expected close to the operators breathing zone in different scenarios, inappropriate techniques are shown in italics as an indication of how NOT TO DO IT.

ASBESTOS REMOVAL OPERATIONS (EXAMPLES)	CONCENTRATION (FIBRES/ML)
Careful removal of an Asbestos vft using surface applied dust suppressant and Local Exhaust Vacuum (Shadow Vacuuming)	Less than 1 f/ml
<i>Breaking and Ripping Out of asbestos without controls</i>	<i>Up to 10 f/ml</i>
<i>Personal monitoring from a similar project -</i> site	
<i>Result:</i>	
<i>Operative:</i>	
<i>Date:</i>	

ASBESTOS CONTROLS

(Controls to prevent the spread of asbestos fibres)

Non-Licensed

- Polythene drop sheets (to doorways)
- Half-face RPE
- Dust suppression will be used using a hand sprayer.
- Shadow Vacuuming
- Partial Enclosure / Semi-controlled environment
- General
 - All operatives will have the appropriate level of asbestos training.
 - Suitable lighting will be installed by CASS GROUP for the asbestos works if required.
 - All waste will be removed from the area in asbestos waste sacks as per company Standard Operating Procedures

PROTECTIVE / RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

NON -LICENSED

The following RPE will be employed on this project – Orinasal ‘half face’ Masks for the removal of non-licensed materials (EN 143 [Filter = FFP3] Nominal Fibre Protection = 2 fibres per ml.). Each operative will examine RPE at each wearing and will be responsible for its cleanliness and the reporting of any faults, when worn the straps will always be inside the PPE. All wearers will have a current face fit for the mask being used with onsite supervisor pre-use inspections, monthly competent person inspections and an annual service.

Type of RPE

Pre Clean	Sundstrom Half Face (P3 Filter – PF20)
Removal	Sundstrom Half Face (P3 Filter – PF20)
Clean Down	Sundstrom Half Face (P3 Filter – PF20)
Removing Waste	Sundstrom Half Face (P3 Filter – PF 20)

Coveralls

Pre Clean / Removal / Transit	White Disposable Type 5/6
Removing Waste	White Disposable Type 5/6

SPECIFIC Site PPE to be worn:				
Hearing Protection	Safety Boots	Hard Hat	Hi-Visibility Clothing	Gloves
NO	YES	YES	YES	YES
Waterproofs	Flame retardant coveralls	Safety Glasses	Safety Harness	Other?
NO	NO	YES	NO	Choose an item.
Other/Comments				

SITE SETUP

All site set up procedures are described in detail in the CASS GROUP SOP; the following items are required on this site-	
Any site specific safety procedures? (eg Inductions, fire procedures)	Yes
If yes, please detail	By client
Are any isolations required prior to works?	No
If required, are certificates available? If no work cannot commence until certificates are available?	No
Daily checks on all equipment inc RPE	Yes
Site induction & tool box talk	Yes
Is a pre-clean required	No

EQUIPMENT BEING USED

(BS8520 Compliant if appropriate)

Equipment	Description/Details
Fibre suppressant	Hand held pump sprayer
Negative Pressure	No (Available if required)
Vacuum Equipment	1No. Type H Vacuums
Hand tools (nail bar, screw driver, stapler)	Yes
Mobile Tower scaffold	N/A
Fixed Scaffold	N/A
Ladder (Triple Extenders)	N/A
Step ladder	N/A
Hop-up	N/A
Podium	N/A
Lighting	YES
Sack Truck	N/A
Additional Items	
Scrapers	Yes

REMOVAL DETAILS

Area and scope of works	
Safe removal and disposal of VFT from named location	
	• The area will be isolated by means of polythene sheeting on the doors and windows • The tiles will be dampened down to keep down the dust and fibres using a garden type sprayer with water /suppressant mix. • Floor tiles will be removed using Big Mutt floor scrapers plus other hand held tools. A power scraper maybe used on larger or stubborn areas where required . • The tiles will be bagged immediately and on completion, removed to a locked waste van. • The area will then be cleaned down using a class H vac to ensure all debris is captured into hard to reach areas. • On completion the area will be checked by the supervisor to make sure the area is left free of asbestos waste/debris before the works are signed off.



SITE PLAN

Contract No: «Contract_Ref»25

Document Ref: PR1
Issue Date: September 2020

Page 11 of 16

Revision No. 0
Issue No. 1

Site Specific Risks	
A full detailed risk assessment follows this 'method' section of this document where all site risks will be assessed. If elevated risks are identified these should be included in the methodology removal process	
Are there any elevated risks expected on this project?	Mitigation measures applied
Covid	See page 2, social distancing/ hand washing/ hand sanitiser / RPE
Manual handling	Use of wheeled aid where required, do not over fill waste sacks
Use of hand tools	Pre check before use, wear PPE
Adverse (warm or cold weather)	Take regular breaks with plenty of fluids

REMOVAL PROCESS

The site will be setup in accordance with the procedures set out in the relevant SOP.

Removal of Floor Tiles

- The area will be isolated by means of polythene sheeting on the doors and windows
- If required, the tiles will be dampened down to keep down the dust and fibres.
- Floor tiles will be removed using Big Mutt floor scrapers plus other hand held tools. A power scraper maybe used on larger areas.
- The tiles will be bagged immediately and on completion, removed to a locked waste van.
- The area will then be cleaned down and vacuumed.
- On completion the area will be checked by the supervisor to make sure the area is left free of asbestos waste/debris before the works are signed off.

ANALYTICAL AIR MONITORING

Appointed Analytical Company:				
Contact:	#N/A			
Telephone No:	#N/A			
Appointed By:	CASS GROUP			
No Of Visits:		Dates:		
Type Of Air Monitoring:	Background		Reassurance	
			Personal	

WASTE DISPOSAL

Waste Containment	Double Bagged	
On Site Storage	Waste Van	
The waste containment will be locked whilst it is not in use and when filled will be transferred to a registered waste transfer station in accordance with the required legislative guidance.		
Transport Method	1. Van	Yes
	2. Trailer	
	3. Skip/Other carrier	
Skip Hire Company (if applicable)	1. Windsor Skips	
	2. Moorland Environmental	Yes
Waste Transfer Station	Windsor waste, Cwmcarn Ind Est Risca. Newport	Yes
A numbered Waste Consignment Note, Document No. PR11, will be included in the Project file for use as required.		

EMERGENCY PROCEDURES

In the event of an emergency situation such as injury, fire or release of asbestos materials the procedures as detailed in the company standard operating procedure (SOP) book will be applied. Any site emergency procedures will be as per site rules to be addressed in the toolbox talk at the start of the works

WORKPLACE SAFETY

The workplace will be kept free of any potential risks such as trailing leads, excess or stacked materials. A 2kg powder fire extinguisher and first aid kit will be available during the works. The CASS GROUP works supervisor will find out and relay to the removal personnel the site specific fire control protocols. Suitable lighting will be installed if required.

CHANGES TO PLAN OF WORKS

Changes to this Plan of Work may be carried out by the site supervisor only after prior authorisation from the project Contracts Manager or other member of CASS GROUP management team. All amendments shall be recorded in the front of this document. This document must remain onsite throughout the works.



Hazard (Delete as appropriate)	Site Detail (any site specific detail)	Persons In Danger	Risk Analysis			Risk Control (delete those that do not apply)	Residual Risk		
			L	C	R		L	C	R
Site Access/Egress	Collision with Vehicles / Persons	Operatives Others	2	5	10	Parking in designated areas only. Ensure operatives know safe access/exit from building. Access routes should be kept clear and tidy. Transit and waste routes to be signed Pedestrian to be kept clear and clearly defined and where necessary protected	1	5	5
Site Electricity	Electrocution	Operatives	2	4	8	All services isolated and certificate available prior to start if required (Isolation of electrics not anticipated). No equipment to be touched without isolation. Relevant Electrical cabling to be identified and isolated	1	4	4
Site Electricity	Tripping Hazard	Operatives	1	3	3	Temporary cabling to be protected and placed as not to pose risk tripping or otherwise	1	1	1
Working At Height: use of podiums / hop ups	Persons / equipment falling	Operatives	2	5	10	All work to be undertaken in compliance with Work at Height Regulations 2005 Suitable access equipment should only be used. Equipment should be in good condition and well maintained. Equipment should be checked at the start of each day and manufacturer's guidance and limitations will be adhered to at all times.	1	5	10
Manual Handling	Musculoskeletal Injuries Falling / tripping	Operatives	2	4	8	Ensure work areas are kept safe and tidy Suitable PPE to be worn. All operatives have received manual handling training and good lifting and moving practices will be employed at all times. Carrying distances will be kept to a minimum. Mechanical	2	2	4

Likelihood (L)	5	Almost Certain	4	Likely	3	Even Chance	2	Possible	1	Improbable
Consequence (C)	5	Multi Fatality	4	Fatal	3	Major Injury	2	3 Day Injury	1	Accident
Residual Risk (R) = Likelihood x Consequence										



Hazard (Delete as appropriate)	Site Detail (any site specific detail)	Persons In Danger	Risk Analysis			Risk Control (delete those that do not apply)	Residual Risk		
			L	C	R		L	C	R
						aids implemented if required. If handling cannot be avoided the load will be shared.			
Fire	Burns Smoke Inhalation	Operatives Others	2	5	10	2kg powder fire extinguisher available on site All no smoking restrictions to be observed Strictly no smoking inside buildings. Smoking only in designated areas. No flammable substances to be stored on site overnight. Fuel to be stored in suitable containers. Site to be kept clear of waste/rubbish. Operatives to be made aware of CASS GROUP Fire & emergency procedures including escape routes. Any site specific procedures to be relayed to operatives.	1	5	5
Chemical exposure	Use of Wet Strip for suppressant / spray adhesive	Operatives	2	3	6	All chemicals and materials used will have a COSHH Assessment. No other chemicals will be handled without the correct assessment. Suitable PPE to be worn where appropriate. IF FURTHER ASSESSMENTS ARE REQUIRED SEE H&S POLCIY and COSHH ASSESSMENTS	1	3	3
Asbestos	Respiratory Distress Ingestion / Inhalation	Operatives Others	3	4	12	Only suitably trained operatives will be used. Fibre control methods will be used as outlined in the plan of works. An air tight enclosure will be used. Suitable containers will be utilised to contain, transport and store asbestos waste.	1	4	4
Vehicle Movements	Movement of Site Traffic	Operatives Others	2	5	10	Work area protected from other site traffic; transit and pedestrian areas will be signed; CASS GROUP vehicles parked safely and in an appropriate location; all vehicles will loaded	1	5	5

Likelihood (L)	5	Almost Certain	4	Likely	3	Even Chance	2	Possible	1	Improbable
Consequence (C)	5	Multi Fatality	4	Fatal	3	Major Injury	2	3 Day Injury	1	Accident
Residual Risk (R) = Likelihood x Consequence										



Hazard (Delete as appropriate)	Site Detail (any site specific detail)	Persons In Danger	Risk Analysis			Risk Control (delete those that do not apply)	Residual Risk		
			L	C	R		L	C	R
						correctly and loads will be secured			

Likelihood (L)	5	Almost Certain	4	Likely	3	Even Chance	2	Possible	1	Improbable
Consequence (C)	5	Multi Fatality	4	Fatal	3	Major Injury	2	3 Day Injury	1	Accident
Residual Risk (R) = Likelihood x Consequence										