



HEALTH & SAFETY MANUAL

Issue No: 3

This Policy and Manual is the property of LAR Ltd and is issued under the authority of:

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1.1 General Statement of Policy on Health, Safety and Welfare

In accordance with its duty under Section 2(3) of the Health and Safety at Work Act 1974, and in fulfilling its obligations to employees, Sub-Contractors and members of the public who may be affected by its activities, the Company has produced the following Statement of Policy in respect to health and safety.

The Company believes that:

- Health and Safety ranks equal in importance to all other business objectives.
- Health and safety is the responsibility of everyone.
- High performance standards in health and safety are only achieved through the commitment of all employees.
- All injuries, damage to health and damage to the environment are preventable.
- It is good business practice from the standpoint of efficiency and economy to prevent injuries and work related ill health.

It is the Company's objective to achieve a working environment which is free of work related accidents, ill health and damage to the environment.

In order to achieve this objective, the Company will:

- Identify hazards in the workplace, assess the risks posed by them, and implement preventative and protective controls to safely avoid injury, ill health and damage to the environment.
- Provide and maintain safe plant and work equipment.
- Establish and enforce safe methods of work.
- Recruit and appoint personnel who have the skills, abilities and competence appropriate with their role and level of responsibility.
- Ensure that technical competence is maintained through the provision of refresher training, as appropriate.
- Promote awareness of health and safety and good practice through effective communication, relevant information or training.
- Review its Health and Safety Policy annually to monitor its effectiveness and ensure that it reflects changing needs and circumstances.
- Provide sufficient funds needed to meet these objectives.

The Company is committed to the following goals:

- Protecting the health and safety of our employees and others who may be affected by our business activities.
- Ensuring that our activities are environmentally responsible.
- Requiring that our Sub-Contractors provide similar protection for the environment and for the health and safety of our employees and customers.
- Helping our customers to achieve high health and safety standards.
- Investigating any injuries and incidents in order to understand the cause, and to develop plans to avoid recurrence.

Management has established these safety beliefs, objectives and goals, and is responsible for their implementation.

The organisation and arrangements for putting this Policy into safe practice are contained herein.

Signed:



Print: Bob Clarke, Managing Director

Date: November 2009

1.2 - Legal Compliance

Legal

It is essential that the Company complies with the requirements of relevant health and safety legislation, ACOP's and Health and Safety Guidance Notes. This includes, but is not limited to, the following:

- Asbestos (Licensing) Regulations 1983 as amended
- Asbestos (Prohibitions) Regulations 1992 and Amendment Regs 2003
- Carriage of Dangerous Goods and use of Transportable Pressure Equipment Regulations 2004
- Chemicals (Hazard Information and Packaging for Supply) Regulations 1994 as amended
- Confined Spaces Regulations 1997 as amended
- Construction (Design and Management) Regulations 2007
- Construction (Head Protection) Regulations 1989 as amended
- Construction (Health, Safety and Welfare) Regulations 1996
- Control of Asbestos at Work Regulations 2002
- Control of Lead at Work Regulations 1998
- Control of Noise at Work Regulations 2005
- Control of Substance Hazardous to Health Regulations 2002
- Control of Vibration at Work Regulations 2005
- Electricity at Work Regulations 1989
- Electricity Safety Quality and Continuity Regulations 2002
- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Safety Signs and Signals) Regulations 1996 as amended
- Lifting Operations and Lifting Equipment Regulations 1998 as amended
- Management of Health and Safety at Work Regulations 1999 as amended
- Manual Handling Operations Regulations 1992
- Memorandum of Guidance on the Electricity at Work Regulations 1989
- Key UK Regulations Summary Title Occupiers Liability Act 1957
- Personal Protective Equipment at Work Regulations 2002
- Provision and Use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as amended
- Safety Representatives and Safety Committee Regulations 1977
- Work at Height Regulations 2005
- Working Time Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992 as amended.

Compliance with this system shall be monitored through the review and audit procedures described herein.

1.3 Guidance

The following guidance is relevant for Asbestos Removal Work:

- HSG 247 The Licensed Contractor's Guide.
- HSG 248 The analysts' guide for sampling, analysis and clearance procedures 2005.
- INDG 188P Asbestos alert for building maintenance, repair and refurbishment workers 2004 - ISBN 0 7176 1209 0.
- INDG 255 (Rev1) Asbestos dust kills: keep your mask on, guidance for Employees on wearing Respiratory Protective Equipment for work with asbestos 2003 - ISBN 0 7176 1697 5.
- BS EN ISO 17025: 2000 General requirements for the competence of testing and calibration laboratories.
- IND (G) 223 – A short guide to Managing Asbestos in Premises (Rev 3) 2002.
- Health and Safety Executive Guidance Note EH44 “Dust: General Principles of Protection” (second revised edition) ISBN – 07176 14352.
- Health and Safety Executive Guidance Note PM32 The Safe Use of Portable Electrical Apparatus (electrical safety) (Revised Nov 1990) Department of the Environment Secretary of State Guidance Asbestos Processes (July 1991).
- L143 Work with materials containing asbestos – Control of Asbestos Regulations 2006 ISBN 0 7176 62063 Approved Code of Practice.
- MS13 Asbestos medical guidance note - www.hse.gov.uk/pbns/ms13.pdf
- EEC Council Directive 90/394/EEC of 28 June 1990. “The Carcinogens Directive”.
- EEC Council Directive 91/382/EEC of 25 June 1991 on “The Protection of Workers from Risks Related to Asbestos at Work”.

1.4 Asbestos

LAR's main business is removing or treating asbestos containing materials (ACMs). In order to control exposure to asbestos fibres, the Company has comprehensive documented safe working procedures that are adhered to.

The Managing Director has extensive experience in working with asbestos materials. He has undertaken walk through asbestos surveys at Crossley Park Head Office, Compound and Gelderd Road offices. He has found no suspect ACMs in the building structures, but recognises that Type 3 Asbestos Surveys should be undertaken where refurbishment or demolition is planned.

1.5 Statutory Notices, Posters, Registers and Documents

The Company is required to provide certain signs and notices as a legal requirement and will also provide other notices and signs as a Company requirement.

Notices

The notices provided around the premises will include the following:

1. Company Employers Liability Insurance Certificate.
2. Health and Safety Poster - "What you should know".
3. Any other notice or poster required by any specific regulation.

Signs

Other signs will be provided as a means of improving safety in the premises, and such signs will comply with the colours approved for safety signs.

e.g. There are 5 categories of sign, each with its own distinctive shape and colour. These are:

- i Prohibitory Sign - These are circular with a red border and a diagonal line over a black symbol on a white background. They indicate the prohibition, i.e. "No Smoking".
- ii Warning Sign - These are triangular in shape with a black border and a symbol on a yellow background. They will denote the presence of the depicted danger area when the sign is displayed, i.e. "Caution".
- iii Mandatory Sign - These are circular on a blue background with symbols in white. These will indicate the specific instruction which must be obeyed, i.e. "Dust masks must be worn".
- iv Emergency Signs - These are square or rectangular (depending on the size of text or symbol) and will consist of a green background on a white symbol, i.e. "First Aid Post".
- v Fire Fighting Signs - These are rectangular or square, with a white pictogram on a red background.

It will be the duty of every employee to obey safety signs - they are a direct instruction from the Director and constitute information and instruction.

Registers and Documents

Registers and Documents must be kept to ensure that the Company is complying with the law, regulations and evidence that things have been completed.

The records and documentation which must be kept by law are, for example:

- Employer's Liability Insurance Certificates.
- Safety Policies.
- Risk Assessments.
- Certain medical and health surveillance records.
- Working time.
- Environmental monitoring.
- Records of accident and diseases.

Some documents need to be kept as evidence that things have been completed. For example:

- Minutes from safety related meetings.
- Inspection Systems.
- Maintenance Logs.
- Safety Rules and Procedures.
- Safety Audits.
- Safety information from Suppliers.
- Training, information and instruction given to employees.

Records and documentation shows that the Company has a commitment to health and safety, and they can be invaluable if an incident occurred in which records had to be produced.

Certain legislation provisions require documentation or records to be kept for a specific period of time. The Company will ensure that any records or documents, which are required to be held for a specific length of time, will be kept in an adequately secure and suitable environment.

Maintenance and Display

Any documents, signs and notices issued should be conspicuously displayed, completed and/or maintained as may be required by the relevant Company procedure or statutory regulations concerned.

1.6 – General Statement on Health and Safety Policy

Company responsibilities are organised to ensure that all aspects of health and safety are addressed.

Systems are in place to ensure that the objectives of the Company's Health and Safety Policy are fully understood and observed by Management and Employees. Health and Safety matters, raised on a daily basis, should be dealt with immediately (if possible) at the Health and Safety Meetings or discussed as an agenda item of any other appropriate meeting.

Effective monitoring of this Health and Safety will help to ensure that any necessary changes are made to maintain this Policy in line with Company Procedures. The Health and Safety Management System Manual updates are available on an annual basis which helps to ensure that the Company remains up to date with health and safety legislation. Health and safety is a prime consideration in forward planning for the Company.

Management accepts its overall responsibility for providing adequate information, instruction training and supervision in order to ensure that the Company responsibilities are fulfilled. Channels of communication are encouraged so that employees can suggest ways in which the workplace can be made safer.

Good housekeeping is a key element in the provision of a safe place of work. Employees undertake general workplace housekeeping, as they have a responsibility for the cleanliness of their own work areas.

Arrangements exist for the following:

- Clean and safe working environment
- Adequate welfare facilities
- Adequate office facilities and storage space

Checklists are available to record health and safety inspections which include, amongst other things, an inspection of the workplace, fixtures, equipment, materials, systems of work and welfare facilities.

Employee Responsibilities

The Health and Safety at Work Act 1974 requires every employee to take the reasonable care of his or her own health and safety whilst at work and to look after the interests of others who may be affected by what he or she does or fails to do.

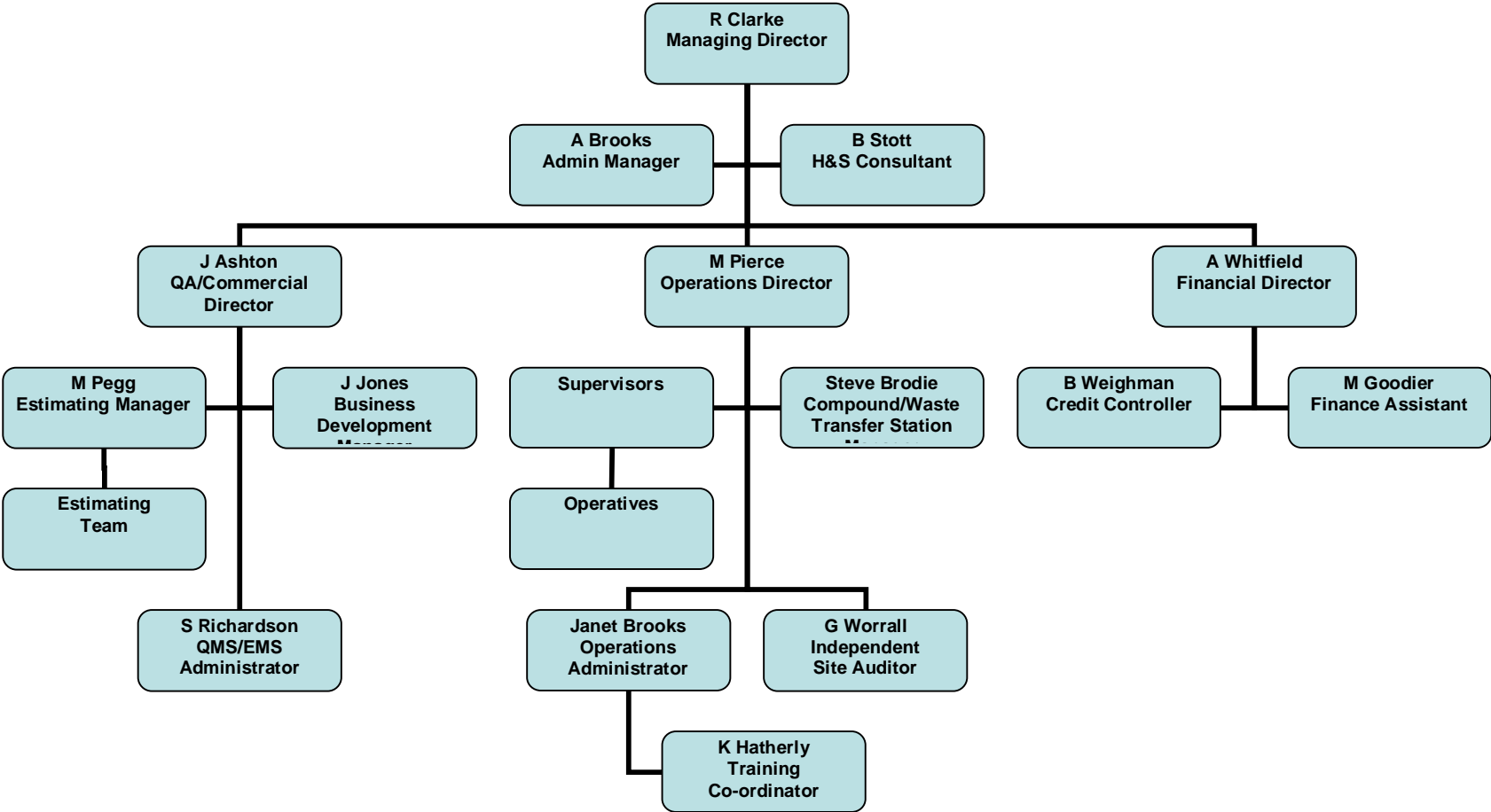
He or she must co-operate with the employer to conform to health and safety law and is required, by Section 8, not to damage or misuse anything provided as part of the efforts being made to comply with the law.

The Act is part of Criminal Law and contravention by an employee could result in prosecution by the HSE.

A notice listing the responsibilities of the employer and employee is posted on the Company notice board.

Failure to comply with, and observe, the health and safety rules and safe working procedures will be regarded as a breach of the employment contract and may result in disciplinary action being taken.

LAR Ltd Organisational Chart



1.8 - Responsibilities

Managing Director

The employer/Managing Director has ultimate responsibility for all aspects of the health, safety and welfare of all employees within the Company, and is responsible for:

- Reading and understanding the Company Health and Safety Policy.
- Enforcing and ensuring the effectiveness, implementation and update of the Policy to achieve the highest possible standard for all persons within the Company.
- Ensuring adequate monies and facilities are available to meet the requirements of the Health and Safety Policy.
- Providing the necessary support in terms of resources and time to allow the effective implementation of the Policy, and relevant training of all persons working for the Company.
- Ensuring that the Company Health and Safety Management System is understood at all levels.
- Ensuring that responsibility is properly assigned at all levels, and that all persons who discharge their responsibilities do so in accordance with the Health and Safety at Work etc Act 1974 and other relevant legislation and guidance.
- Ensuring that the Policy is administered throughout the Company and appoint Senior Managers to be responsible for the day to day implementation of the Policy in the various branches of the Company's activities.
- Instigating any necessary disciplinary action for those who seriously or blatantly disregard arrangements in place for health and safety.
- Instigate investigations of reportable accidents and recommend action to prevent recurrence.
- Ensuring that the operations performed at the Company do not present a nuisance to the public, such as excessive noise, dust or fumes.
- Liaising with others with regard to safety needs and standards.
- Arranging and attending Operative Meetings on a six monthly basis to discuss accident prevention, performance and possible improvements etc. These meetings will be represented by all groups of employees, and minutes will be circulated to all staff. Ensure that regular communications meetings are held with all staff and operatives.
- Ensure that safe working procedures are communicated effectively to employees and that employees receive such information, instruction, training and supervision to ensure that all work proceeds according to the minimum legal requirements and procedures set out in this Policy.
- Where necessary, arrange for text alerts and memos to be issued to staff to draw attention to safety related issues.
- Set a personal example when in the workplace by wearing appropriate personal protective equipment (PPE).
- Ensure that good levels of housekeeping are applied within the organisation.

Company Safety Consultant

The Company Safety Advisor will give advice and guidance to the Company, as requested, with regard to the following:

- Requirements affecting health, safety and welfare.
- Provision, selection and use of protective clothing and equipment.
- Working methods and equipment or materials which could reduce risks.
- Assist the company in informing the Health and Safety Executive of dangerous occurrences, major injury or accidents.
- Assist other line Managers in any dealings with the Health and Safety Executive and/or Clients.
- Provide advice on training requirements, where requested to do so.
- Endeavour to establish an understanding that compliance with the regulations and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency.

Independent Site Auditor

The Independent Site Auditor is responsible for:

- Reporting to the Operations Director and ensuring that on site procedures are in compliance with relevant legislation and Codes of Practice.
- Carrying out routine Safety Audits of all Supervisors and projects.
- Liaise with Supervisors and Operatives, as required, during site audits.

Financial Director

The Financial Director has a responsibility to promote responsible attitudes towards health and safety within the Company, and in particular will:

- Read and understand The Company Health and Safety Policy.
- Carry out routine inspections in the Department under his/her control.
- Ensure that, where necessary, accident investigations in the Department under his/her control are carried out.
- Ensure that safe working procedures are communicated effectively to employees in the Department under his/her control, and that employees receive such information, instruction, training and supervision to ensure that all work proceeds according to the minimum legal requirements and procedures set out in this Policy.
- Instigate any necessary disciplinary action to any member of staff failing to satisfactorily discharge their health and safety responsibilities.
- Set a personal example, when in the workplace, by wearing appropriate PPE.
- Ensure that good levels of housekeeping are applied within their Department.
- Liaise with others to help them fulfil their responsibilities.

Commercial Director

The Commercial Director is responsible for health, safety and welfare in their department, and in particular will:

- Read and understand the Company Health and Safety Policy.
- Ensure that safe working procedures are communicated effectively to employees and that employees receive such information, instruction, training and supervision to ensure that all work proceeds according to the minimum legal requirements and procedures set out in this Policy.
- Implement the disciplinary procedure to any member of staff failing to satisfactorily discharge their health and safety responsibilities.
- Maintain good housekeeping standards in the Department under their control.
- Liaise with others with regard to health and safety needs and standards to help them fulfil their responsibilities.
- Set a personal example by wearing the appropriate PPE where applicable.
- Vet any Contractor that the Company may use from time to time to ensure that they have taken into account the health, safety and welfare of their employees and anyone not employed by them. They may ask for guidance and assistance from the Company Safety Advisor to help him/her fulfil this responsibility.
- Identify training needs relating to health and safety for all commercial staff.
- Ensure the procedures related to subcontractors assessments are implemented.

Training Co-ordinator

The Training Co-ordinator is responsible for:

- Reading and understanding the Company Health and Safety Policy.
- Keeping all training records up to date.
- Arranging training for all operational staff.
- Notifying staff of any training requirements
- Providing information on staff training records to the HSE/EHO and site staff as and when requested.

Operations Director

The Operations Director is responsible for health, safety and welfare in their Departments, and in particular will:

- Read and understand the Company Health and Safety Policy.
- Co-ordinate day to day operations of site personnel and forward planning of the Works Programmes to complete projects.
- Evaluate site Audits and implement any action where necessary.
- Ensure adequate plans of work are in place before works commence
- Ensure staff under their control draft and approve Method Statements, Risk Assessments and Accident and Emergency Procedures for all works.
- Make amendments, if necessary, to Plans of Work and ensure that all relevant personnel are notified.
- Ensure that safe working procedures are communicated effectively to employees and that employees receive such information, instruction, training and supervision to ensure that all work proceeds according to the minimum legal requirements and procedures set out in this Policy.
- Implement the disciplinary procedure to Reprimand any member of staff failing to satisfactorily discharge their health and safety responsibilities.
- Ensure that the correct documentation is available to site personnel for every contract.
- Arrange for the Independent Site Auditor to make site visits to ensure that all staff are following procedures.
- Liaise with others with regard to health and safety needs and standards to help them fulfil their responsibilities
- Set a personal example by wearing the appropriate PPE where applicable.
- Ensure that a good standard of housekeeping is maintained in their areas of control.
- Liaise with stores to ensure the correct plant and materials are available and allocated to jobs.
- Ensure training needs are established and provided.

Estimators

It is the responsibility of the Estimators to:

- Read and understand the Company Health and Safety Policy.
- Carry out Risk Assessments, as required, by the Management of Health and Safety at Work Regulations 1999. Estimators may ask for assistance or guidance from the Company Safety Advisor in order to help them fulfil this responsibility. This process is to be applied when visiting sites on all occasions.
- Draw up Plans of Work.
- Liaise with others with regard to health and safety needs and standards to help them fulfil their responsibilities.
- Ensure that a good standard of housekeeping is maintained in their areas of control.
- Carrying out their duties without endangering themselves or others.

Compound/Waste Transfer Station Manager

The Compound/WTS Manager has responsibility for:

- Ensuring that they read and understand Company Health and Safety Policy.
- General upkeep of plant and machinery, ensuring it is maintained in accordance with legislative requirements.
- General control of the Stores, including supply of materials and ordering of items for health and safety purposes.
- Maintenance of all electrical equipment including Portable Appliance Testing (PAT) and recording of relevant information.
- Arranging for the servicing and maintenance of negative pressure units, Type H Vacuum Cleaners, decontamination units, and all other relevant plant.
- Servicing and maintenance of respiratory equipment and the upkeep of records.
- Monitoring of hazardous waste coming into the storage area at Crossley Park.
- The issue of all PPE to all Employees and upkeep of Registers.
- Arranging for regular servicing etc of all contract/owned vehicles.
- Purchasing of equipment to the budget agreed with the Managing Director.
- Ensure that a good standard of housekeeping is maintained in their areas of control.
- Inspections of the Hazardous Waste Station.
- The completion of Waste Transfer and Consignment Notes.
- Monitoring waste brought into the Waste Transfer Station from site.
- Monitoring of waste skips for levels of materials and arranging for skip exchanges as and when necessary.
- Monitoring the condition of skips supplied to the Waste Transfer Station.
- Arranging insurance for all Company vehicles.

Site Supervisors

Site Supervisors will ensure that:

- They read and understand the Company Health and Safety Policy.
- They bring to the notice of all appropriate employees the existence and details of this Policy.
- Planning is in accordance with Company Policy, including the order and method of work, lighting, electrical supplies, welfare facilities, Fire and Emergency Procedures and training requirements. Liaising with the Client to ascertain what hazards exist within the work site and what Emergency Procedures are in place in the event of a fire or accident, ensuring that this information is communicated to each Employee.
- They assess the risks associated with work activities, ensuring that reasonable and practical controls are in place to eliminate or minimise any hazards.
- No unnecessary risks are taken by Employees or Sub-Contractors whilst performing their duties.
- They inspect all machinery, plant equipment and structures regularly, ensuring that defects are rectified immediately. If necessary, withdrawing the defective equipment.
- All staff are adequately instructed in the safe operation of equipment and machinery and that appropriate PPE and or Respiratory Protective Equipment (RPE) is worn where appropriate.
- All areas of the site, to which the general public or visitors have access, are maintained to ensure their safety. Organising sites so that work is carried out with minimum risk to Employees, Contractors or the public.
- Operatives under their control adhere to the Plan of Works.
- Smoke Tests and Air Monitoring are carried out, and results are reported to the Client where appropriate.
- Asbestos waste is correctly stored and transported from site to the Hazardous Waste Transfer Station at Crossley Park, or collected directly by the Licensed Waste Contractor.
- Site documentation and records, such as Asbestos Waste Consignment Notes, are correctly completed and submitted.
- Where necessary, issue written instructions setting out methods of work and checking that Sub-Contractors engaged in high risk activities, for example asbestos removal, demolition etc, are working to their own Safety Policy.
- Any person appointed to make the necessary inspections of scaffolding, cradles, plant etc are qualified and have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
- They set a good example by wearing appropriate PPE whilst on site.
- The workplace is kept tidy at all times.
- Adequate First Aid facilities and fire fighting equipment are maintained, and that staff are aware of their locations.
- The reporting of accidents and incidents are in accordance with Company Policy.
- All necessary records are completed and kept, i.e. Exposure Forms, Respirator Checklists, Plant and Plant Inspection Registers etc.
- Implement the disciplinary procedure to They reprimand any member of staff failing to satisfactorily discharge their health and safety responsibilities.
- They cooperate with the Independent Site Audit Consultant/Company Health and Safety Advisors.

Asbestos Removal Operatives

It is the responsibility of all Asbestos Removal Operatives and users of Plant/Machinery to:

- Read and understand the Company Health and Safety Policy.
- Read and sign to acknowledge the receipt and understanding of the generic and site specific Method Statements and Risk Assessments, and carry out all works in line with these documents.
- Ensure all work is carried out in accordance with Company procedures.
- Use the correct tools and equipment for the task being undertaken.
- Only use tools that are in good condition.
- Do not adapt, alter or improvise any tools for use.
- Report all defective tools, plant and equipment to the Site Supervisor.
- Follow all instructions given to them by the Site Supervisor.
- Wear all PPE (including RPE) correctly, and inspect the PPE/RPE items issued to them, pre and post use, as required.
- Attend any safety training or medical examinations as required.
- Report any matter which may put at risk his/her health, or that of another person.
- Inform your Supervisor if you are taking any medication which could affect your capacity for work.

Other Employees

Employees must perform all tasks with due regard for the health safety and welfare of everyone, and are responsible for:

- Ensuring that they read and understand the Company Health and Safety Policy.
- Becoming conversant with safety documents and general rules relating to their work activity and the workplace.
- Assisting with the investigation of accidents, dangerous occurrences/incidents or near misses occurring within their area. They must also ensure that they report any accidents, dangerous occurrences, incidents and near misses by informing their immediate Supervisor.
- Maintaining good standards of housekeeping.
- Liaising with others with regard to health and safety requirements and standards.
- Wearing appropriate PPE where applicable.
- Ensuring that they take adequate precautions to prevent accidents and injury to themselves and others.

2 Training and Induction

2.1 Training

The importance of training Company employees cannot be underestimated. The nature of the business dictates that all operatives are thoroughly trained on the latest health and safety courses so as to ensure the continued welfare of all employees. Using a mixture of in-house and HSE Approved training providers for Asbestos Courses, LAR ensures that the operatives are trained to the highest possible standards from the moment they join the Company.

All LAR site employees are subject to review at the quarterly LAR Training Meeting.

2.2 Induction Process

The relevant manager will ensure all new staff and operatives complete a record of training already received and an induction check list is completed.

All new staff will receive basic Induction Training, either in formal training groups or by one to one sessions with the managers of the relevant departments. The basic content of an induction are as follows:

- Company Safety Health and Welfare Policy
- First Aid arrangements
- Emergency arrangements
- Hazards and risk assessments
- Manual handling awareness
- Safety and health on site
- Employee handbook containing Equal Opportunities literature
- Environmental awareness

2.3 Training Records

All training records are kept at Head Office in individuals personal files. A copy of all employees certification is also kept by each supervisor on site so records are readily available.

The computer database is utilised to log all training and identify refresher dates. Regular meetings are held between the Managing Director and administration, to ensure all training is current and up to date.

3 Consultation

3.1 Consultation of Health and Safety Issues with Employees

Regular meetings are held to discuss accident prevention, performance, health and safety regulations, standards and possible improvements etc. These meetings will be represented by all groups of employees, and minutes will be circulated to all staff. Employees can also discuss concerns or ideas at any time with relevant personnel. Our Union appointed Site Safety representative is available to act as a conduit between site employees and management, for any health and safety issues. Problems requiring immediate attention should, in the first instance, be referred to the direct line manager. If the matter is not resolved, the Managing Director should be informed.

LAR ensures that safe working procedures are communicated effectively to employees and that employees receive such information, instruction, training and supervision to ensure that all work proceeds according to legal requirements and procedures set out in this Policy.

LAR ensures that the Policy is administered throughout the company and appoints senior managers to be responsible for the day to day implementation of the policy in the various branches of the company's activities. A Supervisor Feedback Form is completed on all work projects which highlights any changes he was required to make to the Plan of Work. These forms are reviewed by the Operations Team and where necessary, discussed further within Estimating/Management Meetings and any relevant changes to procedures made.

Supervisors meetings are held quarterly and Operatives meetings are held 6 monthly. Both meetings include discussion of health and safety matters. These meetings are to bring attention to concerns, exchange ideas and propose practical solutions to problems.

The meeting comprises of a range of nominated personnel from the following disciplines:

- Senior managers
- All operatives/Supervisors
- Office based staff

Minutes are available to all personnel.

Various meetings are held throughout the Company, with all minutes being held centrally by the Admin Manager who will ensure that minutes of meetings are circulated to relevant parties.

The Admin Manager will ensure all consultation meetings are scheduled in the company meeting calendar. The schedule will be reviewed annually.

4 MONITORING SAFETY PERFORMANCE

4.1 Measuring Performance

Proactive Monitoring

- The independent auditor will audit sites as per his weekly schedule.
- The Operations Director is to carry out at least 4 Site Inspection Reports per month.
- The Managing Director is to carry out at least 1 Site Inspection Report per month.
- The Safety Consultant is to audit the system twice per year.

Reactive Monitoring

- General site visits by management. Oral instructions will be given to rectify any substandard work or safety issues. Records of any instructions to be recorded in the site diary.
- Accidents – All accidents and incidents will be recorded in the Accidents file situated with the Admin Manager. The results of any investigations will be reviewed at Management Meetings.

4.2 Review and Audit

Ongoing review is carried out to investigate new ideas or methods to update areas or replace ineffective systems.

The Company Safety Advisor will audit the Health and Safety Management System to ensure compliance with policy and procedures.

The Company also employs the services of an external auditor to establish compliance with legislative and company requirements .

Policies, assessments and systems are all revised as necessary, for example, after time or change in circumstances of work, personnel or legislation. Otherwise, they should be carried out annually.

This Health and Safety Manual will be reviewed on an annual basis or when there is a change in circumstance, personnel or legislation.

The Management Review Meeting will review and consider the findings of all the above audits.

5 - WORK PRACTICES

5.1 Risk Assessments

Risk assessments are a legal requirement under the Management of Health and Safety at Work Regulations. These are produced for the Company's activities and reviewed if and when any significant changes arise in work activities or personnel. It is the responsibility of management to ensure that risk assessments are produced and reviewed as appropriate, or at least annually, and any changes brought to the attention of the persons who may be affected.

Hazard checklists and risk assessment forms are available with specific versions for Manual Handling, Display Screen Equipment, Fire, the Control of Substances Hazardous to Health (CoSHH) and PPE.

Risk assessments will be undertaken by the Company Safety Advisor in conjunction with the Managing Director and Operations Director in the first instance. Once risk assessments are in place, they will be reviewed by either of the above on a regular basis.

The findings of the risk assessments will be reported to the Company Safety Advisor who will work on actions required to remove/control any risks.

The Managing Director is responsible to ensure that actions required are implemented in to the Company's procedures.

Risk assessments will be reviewed on an annual basis or whenever the work activity changes, whichever is the soonest.

A copy of all generic risk assessments are held by each supervisor on site with site specific risk assessments for each job attached to the Plan of Work. A blank risk assessment is also available for the site supervisor if a new risk assessment is required on site. Supervisors assess all risk assessments on each site.

A Generic Risk Assessment List will be maintained by the Operations Director and kept in the reference area.

5.2 COSHH

The Company's objective is to ensure safety when using any substances.

The Control of Substances Hazardous to Health (COSHH) Regulations require employers to assess and avoid or reduce exposure of hazardous substances to employees and other persons.

Hazardous substances are not just purchased chemicals. They also include substances such as dust generated from a work process and microbiological agents.

Material Safety Data Sheets (MSDS) describe the hazards of supplied chemicals and are used to gain information that allows an assessment to be carried out.

MSDS's must be available for all products that are used. Copies of these should be filed in hard copy or electronically for easy retrieval.

Wherever possible, the Company will avoid work where there is exposure to hazardous substances and where this is not possible, will ensure exposure is minimised.

COSHH assessments to cover all work activities, where there is exposure to hazardous substances, will be prepared using the Company COSHH Assessment Form. At least once a year, the Compound Manager we will review the inventory of substances used and review our control measures to ensure that the management controls are still appropriate and effective.

Control measures will be introduced to reduce risk to our employees or others affected by our business operations. Where reasonably practicable, this will be by measures other than PPE.

Where PPE must be used, employees will be provided with the appropriate equipment, which will be maintained, repaired and tested, as required, for each class of protection.

Information, instruction and training will be provided for all employees who may be exposed to hazardous substances. The necessary information and training will also be provided for any non-employees working on site who may be exposed to hazardous substances.

A copy of all generic COSHH assessments is held by all site supervisors with the main copy at Head Office in the Reference Area. If a site specific Plan of Work states a different COSHH, this will be provided to the supervisor in the Job Site File.

Sub Contractors

Sub contractors must provide specific COSHH assessments for work which they undertake involving exposure to hazardous substances.

5.3 Fire Safety

APPOINTMENTS, DUTIES & PLANS

Responsible Person

- LAR head office & stores - The MD will ensure a suitably trained person is appointed to carry out the duties of a Fire Safety Coordinator.
- Sites – LAR operations take place on sites under the control of “others”. When each site operation is set up the Operations Director will ensure the Plan of Works identifies the arrangements for fire safety.

Duties

- **The Fire Safety Coordinator :**
 - Attend a suitable training course.
 - Set up a fire safety plan.
 - Ensure a fire risk assessment for the LAR establishment is carried out at least every 12 months.
 - Appoint sufficient fire marshals and deputies to cover for holidays and absences.
 - Ensure fire safety checks & exercises are carried out in accordance with the requirements of the Fire Safety Plan.
 - Report to the MD any actions instigated or required as a result of any inspections.
 - Ensure all records and plans are stored in an accessible filing system.
 - Ensure fire safety notices are kept up to date.
- **Fire Marshals:**
 - Fire marshals will be appointed by the Fire safety Coordinator
 - Attend a suitable training course.
 - Understand their responsibilities described in the Fire Safety Plan.
 - Ensure notice is given to the fire safety coordinator for planned absences

The Fire Safety file is kept in the Reference Area at Head Office.

5.4 INCIDENT REPORTING AND INVESTIGATION

INTRODUCTION AND SCOPE

LAR are responsible for recording and investigating any accidents and incidents involving the workforce or anyone else including members of the public, as a result of any business activity.

Good incident investigation identifies the root causation and determines required actions to avoid recurrence and drive continuous improvement. These procedures apply to all LAR businesses.

MANAGEMENT OVERVIEW

Emergency Arrangements

The senior manager must ensure their establishment has emergency arrangements known to and readily available to those who may require them. These would normally be defined in the Plan of Work.

First Aid and Fire Safety arrangements for the Head Office will be displayed on the notice board.

Supervisors or managers responsible for the work must clearly understand the emergency procedures, key contacts and any actions to be followed in the event of an incident. They should understand the arrangements.

Accident/Incident Reporting

The responsible manager must ensure every incident is appropriately reported and investigated.

Thorough incident investigations must be undertaken by competent persons with sufficient recorded detail to enable us to take appropriate actions to prevent recurrence and also mount a robust defence in the event of a claim.

Where enforcement authorities such as Police, HSE or EA are involved, a senior manager must take control, becoming the focal point for all contact with these agencies, including controlling the issue of documents and information.

More serious incidents will be investigated by allocated licensed investigators who will be nominated by the Managing Director.

INITIAL MANAGEMENT ACTIONS AFTER A SERIOUS INCIDENT

Immediate Actions

- Ensure First Aid Assistance attends the scene
- Call the emergency services
- Make immediate area safe by removing any hazard to the injured person or those assisting.
- Ensure Emergency Coordinator identified and in contact with Management at the scene and also with Security or those controlling access to the site.

Urgent Actions

- A Senior Manager must be identified to take control and provide a central point of contact (This would normally be the supervisor).
- Isolate and protect accident location.
- Identify and separate potential witnesses
- Notify as soon as possible the Operations Director or the Managing Director.
- The Director will ensure that the next of kin is informed and appropriate arrangements made to ensure they are able to contact or visit the injured person.

Further Actions

- Provide assistance to Police or Enforcement Agencies including accompanying staff members, providing PPE and access to control or interview rooms.
- The Managing Director will decide need for external support or legal assistance.
- Brief all staff and operatives that no person should give a formal statement or documents to the Police or Enforcing Authority unless this has been discussed with the senior manager.

Accident Books

- Any accidents should be recorded in the Accident Book which is situated on the Health and Safety Notice Board.
- Completed forms contain personal details and are subject to the Data Protection Act and must therefore be kept in a secure place.
- Contractors must maintain their own Accident Book and cannot be forced to use the LAR book. As any incident can lead to a claim many years after the event, copies of all subcontractors accident book entries must be submitted to LAR, appended to the accident report.

Reporting of Accidents and Incidents

- All accidents and incidents must be notified to LAR head office by telephone.
- Accident/incident reports must also be sent to our loss adjusters or insurers, so they can promptly investigate incidents that could lead to a damage claim.
- Full incident reports must be produced for accidents and incidents as listed below:
 - All first aid accidents where the person does not report for work the next day
 - All RIDDOR accidents or dangerous occurrences
 - All accidents and incidents that involve members of the public
 - All incidents which result in damage to plant or equipment
 - All near misses that could have had serious consequences
 - All environmental or pollution incidents.

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

- RIDDOR requires certain accidents, incidents or diseases to be reported to the HSE. The Managing Director will determine if it is reportable. The RIDDOR categories include:
 - Fatalities
 - Major RIDDOR – including fractures (not fingers or toes), amputation, shoulder dislocation, hip or spine, loss of sight (either temporary or permanent), burn or penetration of eye, injury caused by electricity or requiring resuscitation or over 24hr stay in hospital
 - Accidents to member of the public – involving any hospital treatment.
 - Reportable Dangerous Occurrences – usually failure of lifting machinery, electrical short circuit, collapse of structure, falsework or scaffolding.
 - 3 day absence from work – (i.e. it is reportable on the 4th day of absence)
 - Notifiable diseases – as listed in RIDDOR

Reportable RIDDOR Incidents

After an initial investigation, the LAR Managing Director will determine whether an incident is reportable and how contact should be made with the HSE.

LAR Responsibility

- Employees or agency workers under LAR management control
- Members of the public or reportable dangerous occurrences where we are Principal Contractor or controller of the premises.
- TH F2508 must be completed in 10 days, but for Fatalities, Majors, Members of the Public or Dangerous occurrences, the HSE must be informed 'promptly'.
- If you telephone your local HSE office promptly in the event of a serious incident, beware that if you try to use the 0845 300 9923 Central HSE number, you will be asked questions leading to the remote production of an F2508. It is highly recommended the Safety Adviser assists in preparing a draft prior to making this call to reduce use of site jargon or misinterpretation inherent in verbal communication. Never admit fault – relay only the facts.

Contractor Responsibility

- Employers are legally responsible for investigating and submitting their own F2508. If we are controller of the premises, we must request a copy, as the wording may affect any subsequent claim against us. We should offer to assist with and review the F2508, particularly of SME's before they are submitted.
- An incident report with the relevant level of investigation must still be completed for all reportable incidents with the documentation submitted to the appropriate insurer or loss adjuster.

Accident Investigation Process and Responsibility for Reporting

- Accidents will be investigated by an authorized person using the Accident Investigation Report Form.
- Authorised investigators may delegate to specific tasks to others including specialists, but must exercise overall management control of the accident investigation to reach a meaningful conclusion and make realistic recommendations. They must ensure the following:
 - Reports are complete, accurate, vetted for legally embarrassing phrasing
 - Appendices contain appropriate sketches and photographs
 - Witness statements or supporting documentation appended and referenced.
 - Conclusions and recommendations are agreed and clearly presented
 - The report and recommendations are closed out and the report circulated
 - It is critical that all relevant information is collated to allow retrieval in the event of a claim. Information will also aid statistical analysis of accident trends.

As the Accident Paperwork has confidential information on, this file is kept with the personnel files in a secure area.

5.5 First Aid and Emergency Services

It is the policy of the Company to provide equipment and facilities which are adequate and appropriate for the rendering of First Aid to employees.

At permanent locations, notices are displayed providing the First Aiders name and stating the location of first aid boxes. Employees are required to report all accidents.

Wherever reasonably practicable, COSHH datasheets and assessments will be available for use by first aiders. The Operations Director, each supervisor and some operatives/estimators are trained first aiders.

Each permanent site and each van has a fully stocked first aid kit.

First aid kits must be checked for contents regularly and maintained with the required contents by Supervisors in the case of vehicles and the Compound/WTS Manager in the case of Crossley Park.

Spot checks will be made by the independent site auditor.

Emergency Services (Fire, Ambulance, Police)

The person responsible for first aid will be designated as the person responsible for contacting an ambulance in an emergency. Therefore, the person responsible will ensure that posters giving the necessary information are displayed on the site.

5.6 Manual Handling

Manual handling means any transporting of a load, including lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.

Manual handling can cause injury if not carried out correctly. This includes:

- Back strain, slipped disc
- Hernias.
- Lacerations, crushing of hands or fingers
- Tenosynovitis
- Bruised or broken toes or feet
- Various sprains, strains etc
- Falls caused by handling large sheets in windy conditions

In accordance with the Manual Handling Regulations 1992, the company will endeavour to avoid the need for employees to undertake manual handling operations that involve risk of injury. If this is not reasonably practicable, the company will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practical. This will include, where possible, the provision of information and general indications on the weight of each load, and the heaviest side of any load whose centre of gravity is not positioned centrally.

The company is committed to reducing, to a minimum, the numbers of staff injured whilst lifting and handling (lifting, carrying, pushing and pulling). In order to achieve these aims, the company will ensure that all tasks which require persons to lift are assessed, and that sufficient financial resources are made available should the assessment identify the need for changes in the method of work or lifting and handling aids to be provided. If it is not possible to remove the need to move the object(s), staff assessed as being medium to high risk must be trained in kinetic handling techniques.

The Company screens future employees using a Pre-employment Medical Declaration Form to ensure that employees are not unknowingly put at additional risk from the tasks that they are required to undertake.

The Company will ensure that any protective clothing provided for employees allows correct lifting techniques to be adopted.

Job descriptions and methods of working will be changed, if required, to meet the needs of any job assessed as high risk with respect to manual handling

Any woman who is pregnant, and is in a post assessed as high risk, will be found alternative work if there are no aids or adaptations or a second person available to render the work safe.

Site supervisors will not require any operative, particularly a young person to lift, without assistance, a load which is likely to cause injury.

The selection of persons to carry out manual handling or lifting tasks will be based on physical ability. Where loads have to be manual handled, the need to ensure that good access is provided is very important.

An employee regularly carrying out a high risk operation and suffering from recurring muscular or skeletal disorders will be referred to an Occupational Health Physician, after the task has been reassessed, to ensure that the safe system of work is correct.

Advice given by the Occupational Health Physician will be followed up by the company.

5.7 Mobile Telephones

The company acknowledges that it is illegal to use a hand held mobile telephone whilst driving.

This also includes:

- When stopped at traffic lights;
- When in a traffic jam or any other hold up;
- When stopped at the side of the road with the engine running.

Note: Using mobile telephones whilst driving also includes sending or receiving text messages.

Properly fitted hands free mobile telephones and associated kits are legal to use, but only when used in a safe manner.

It is important to remember that the driver must maintain full control of the vehicle at all times, and can still be prosecuted for failing to drive without due care and attention or for dangerous driving.

LAR does not permit drivers of commercial vehicles to make or receive calls, as hands-free kits are not provided in commercial vehicles.

LAR fits full hands free kits in its car fleet. LAR allows drivers of cars to make calls by voice activation only, and to receive calls with a hands free kit. If an employee answers a hands free call whilst driving, they must only do so when it is safe and try to keep the call as brief as possible.

No driver may use a mobile phone to read or send texts, or for similar activities whilst the vehicle engine is running.

Any company employee required to contact fellow employees by telephone, knowing that they are likely to be driving, should, if possible, avoid making the call altogether, use any message answer service, if available, or restrict the duration of any such calls.

When stopping to make or receive calls, this must be done in a safe location with the vehicle engine switched off. Petrol stations must never be used for making or receiving mobile telephone calls or messages, whether the telephone is hands free or not.

Rules on Site

- Only use your mobile phone in a safe/designated area – approved by the site manager.
- Always observe the rules set out by individual main contractors

5.8 Maintenance of Company Vehicles

All employees provided with a Company vehicle have a responsibility to ensure that it is maintained in a roadworthy condition at all times. Employees should ensure that regular visual checks are carried out and these checks must include the following:

- Tyre tread depths and general tyre condition.
- Condition and working order of all lights on the vehicle;
- Fluid levels, i.e. oil, front and rear screen wash and coolant level.
- Condition of wiper blades, both front and rear
- General condition of mirrors and glazing.

In addition to these checks, it is the responsibility of the Compound/WTS Manager to ensure that commercial vehicles are booked into an authorised dealer for servicing at the prescribed intervals found in the Manufacturers Handbook. Drivers must advise the Compound Manager when a service is due. The Compound Manager will undertake spot checks from time to time to ensure that this is the case.

Company car drivers must arrange servicing of their cars themselves at the required intervals.

Personal Safety

- Employees must not pick up hitchhikers whilst on Company business;
- It is advised that vehicle doors are kept locked at all times whilst in the vehicle;
- If another driver signals a fault on your vehicle, employees must not stop immediately. Rather, they must drive to a place where it is safe to stop and check;
- Items must not be stored on the rear seat of vehicles. Use the boot space provided.

Employees should assess the risk of driving and inform their Supervisor or Manager if they feel they are unfit to drive for any reason.

Vehicle Security Issues

- Vehicles must be locked at all times whilst unattended
- Valuables must not be left on show inside vehicles.
- The Company will not be held liable for employees' own valuables left in vehicles.

Employees are provided with details of who to contact in the event of a breakdown/emergency. They should ensure that they have this information available to them whenever they use the vehicle.

Drugs and Alcohol

The consumption of alcohol, before and during driving for work, is strictly prohibited. In addition to this, if any employee suspects that another employee may be carrying out company business under the influence of alcohol, they must report this immediately to their immediate supervisor or manager which may result in disciplinary measures.

Employees must notify their supervisor or manager if taking drugs for medical purposes which may affect or impair their ability to drive a motor vehicle.

5.9 Maintenance of Equipment

All new equipment is assessed for its suitability for purpose prior to purchase.

At the time of allocation, **ALL** operating information, safety notes and risk assessments, where appropriate, are provided.

All maintenance is arranged by the Compound Manager who is also responsible for the upkeep of any related records.

Defective Equipment

If an employee deems a piece of equipment unsuitable for use, they must bring it to the attention of their immediate supervisor who will ensure that the item remains out of use until it has been repaired by a competent person. A Defect Report Form, as held by the Compound Manager, must be filled out. The Compound Manager will ensure that defective items are repaired by competent persons or disposed of.

Plant Tagging System

Each item of equipment, identified by its own unique number, carries a tag on which is engraved the date when it is required for servicing.

Hired Equipment

It is the responsibility of the Compound Manager to arrange for the hire of any equipment, including lifting equipment, from a reputable company. It shall be a condition of the order that the equipment is supplied with necessary certification and evidence of inspection. The site supervisor has responsibility on site to ensure that items are in good working order.

5.10 Electrical Safety

It is the policy of LAR to carry out electrical testing and inspection for fixed installations at base sites on a minimum five yearly basis. The frequency of fixed installation checks may be increases, as advised by the Contractor, where there are increased risks.

Fixed electrical installation inspection and testing will be carried out by an external NICEIC contractor.

Portable appliance inspection and testing will either be carried out in-house, following suitable training for appropriate staff, or by an external NICEIC contractor. All tested equipment will be labeled in order that, at a glance, it is apparent whether or not the equipment has recently been tested.

Appliance at fixed sites will be inspected and tested on an annual basis.

Site appliance/cables, other than the DCU will only be of the 110v or lower voltage type. Even lower voltage equipment will be used where practical.

Combined inspection and testing of all site appliances and cables, other than battery type, including the DCU, will take place on a 6 monthly basis.

Residual cut out devices (RCD's) used in conjunction with 230v site equipment, which may only be used in relation to the DCU, must be tested daily for correct operation.

The Compound Manager has the responsibility to ensure that electrical testing is carried out on all items of electrical equipment and that records are kept of these tests.

Faulty electrical equipment must be withdrawn from use, and a clear label put on it to indicate it must not be used. Any equipment which cannot be repaired at reasonable expense must be promptly disposed of unless it is required as part of an accident investigation.

Employees must adhere to the following rules to ensure safety:

- Report electrical faults to your supervisor;
- Do not use any electrical equipment that appears to be faulty. Do not attempt electrical repairs yourself unless you are trained in this task. Faults may be indicated by the following:
 - Bare wires visible.
 - Cable damaged or cut/abraded, other than light scuffing
 - Plug cracked, pins bent or socket blocked with material
 - Taped or otherwise inadequate cable joints
 - Cable sheath not gripped where it enters plug or equipment, or internal coloured wire visible.
 - Outer casing of equipment damaged or fixings missing
 - Overheating or burn marks on the plug, cable or equipment
 - RCD's not tripping when the test button pressed (at least daily)
 - Physical damage, sparks, mild shocks and unusual heat or smell.
- Never replace a fuse in a plug or equipment with a fuse of higher rating, and never substitute a fuse with anything else. Never put a fuse into a live circuit. Always switch off first.
- Do not join or repair electrical cables using tape. A proper connector must be used for this purpose, and a qualified person must carry out the work.

- Do not overload circuits and wiring. Use a separate power point for each plug wherever possible.
- Avoid kinking or bending electrical extension cables.
- When switching off a machine which has a plug, do not pull the plug out before turning off the switch to the electrical socket. Never pull the cable to remove the plug.
- Always switch off a machine before adjusting or maintaining it. If the equipment has a plug, remove it from the socket.
- Site cables must be installed clear of access ways and preferably in a safe position above head height. If necessary, they should be visibly marked, e.g. with bunting/signs. Where necessary, cables must be protected inside conduit/other protectors.
- Festoon lighting equipment should be secured above head height. Where festoon lighting equipment is installed, it must not be of the screw on pin contact type. Only properly constructed sets with moulded on fittings are allowed. On festoon lighting, all bulb sockets are live. Steps are therefore to be taken to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires would still be live.
- Keep electrical equipment and cables away from water unless they are designed to work in a wet environment. If you do not know, assume they are not! Do not wet electrical equipment or fittings when cleaning.
- Installation/removal work of electrical equipment will only be carried out by suitably qualified and experienced persons. Employees must be authorised in writing to carry out this work.
- If somebody has suffered an electric shock and is still in contact with the electrical equipment, do not touch them until the electrical supply to the equipment is switched off. Where this is not possible, stand on something dry and insulating e.g. phone book or rubber mat, and push the casualty away from the equipment using something dry and wooden such as a wooden chair leg. For high voltage electricity such as at an electrical sub station, call the electricity supplier and Emergency Services. Do not attempt rescue yourself as this is too dangerous.

5.11 Purchasing

The Company will endeavour to use products which are not harmful to health in any way. However, where items or materials are purchased which are thought to contain substances hazardous to health, Material Safety Data Sheets on the product, form an integral part of the Purchase Order. These are then used to conduct an assessment as required under COSHH.

5.12 Use of Contractors

The Company aims to establish and maintain an approved list of suppliers and a knowledge based list of Sub-Contractors. Acceptance on these supplier lists will be achieved by fulfilling several criteria and will be formulated on the basis of past performance, a questionnaire including requirement for information on health and safety policy and vendor assessment. The procedure is described in the LAR Quality Management Procedures.

5.13 Health Surveillance

For those engaged in asbestos services, asbestos medical examinations are arranged on induction to the Company (unless already possessed) and therefore at a maximum of 2 year intervals, from the last one, for those personnel identified as at risk of potential exposure (all operation staff). The medical examination includes a spirometry (lung function) test and a discretionary x ray.

The medical examinations are carried out in accordance with Regulation 21 of the Control of Asbestos Regulations 2006. The certificates issued by the Medical Officer are retained at Head Office and copies provided to employees if requested.

5.14 Young Persons

LAR does not employ any person below minimum school leaving age but will employ young persons. Young persons however will not be employed to work with asbestos. A young person is identified as “under 18 years of age”.

Before the Company allows any young person to work on our premises, we are required, by law, to prepare a risk assessment telling the parents or legal guardian of the young person what risks may be involved in their work. The Managing Director is responsible for authorizing the employment of any young persons.

Young persons can be susceptible to workplace risk due to:

- Lack of awareness or risk
- Lack of work experience
- Immaturity
- Susceptibility to peer pressure

Young persons over the MSLA, up to the age of eighteen (and then subject to Risk Assessment), must not be employed to carry out work where significant risk to health and safety cannot be avoided, including:

- Work objectively beyond physical or psychological capability
- Work involving harmful exposure to agents that are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child, or which, in another way, chronically affects human health, e.g. asbestos.
- Work involving harmful exposure to radiation.
- Work involving the risk of accidents, which it may be assumed cannot be easily recognised or avoided by young workers, owing to their insufficient attention to safety or lack of experience or training.
- Work in which there is a risk to health from extreme heat or cold, or from noise or vibration.

However, where the work is necessary for their training, and where risks have been reduced as low as is reasonably practicable, they may (subject to the risk assessment), carry out the work as long as supervision is provided.

If a young person is employed by the company, even if they are unpaid, they will be treated in every respect as if they were a paid employee of the company.

No young person will be permitted to operate any plant or equipment unless they are on a recognised scheme of training, have received the appropriate instruction, are being closely supervised and that the supervisor is satisfied that they have the necessary maturity to understand the level of risk involved.

If on completion of a risk assessment, the risks to the young person are still high, the Company will not employ them to do the work.

5.15 Display Screen Equipment

It is the responsibility of the Directors to ensure that those employees, who are classed as users, have an assessment conducted on their workstations.

Persons are classified as users if most or all of the following apply:

- Must use DSE to complete the job as no alternative means is available;
- No choice in use of DSE;
- Training in use of DSE needed to do their job;
- DSE used for continuous periods of an hour or more
- DSE used in this way more or less daily
- Fast transfer of information between user and screen required.

LAR will classify all persons who work with DSE as users.

Rest Breaks

The user should take regular rest breaks away from the screen. Users should incorporate changes of activity, such as telephone calls, photocopying, filing, etc, into the working day.

Any employee, who believed that his or her DSE workload does not permit adequate breaks away from the screen, should bring this to the attention of Management.

Recommendations for safe use of DSE

- Mix screen based and non screen based work, or take regular breaks away from the screen.
- Blink, stretch and focus eyes on long distance objects

Eyes and Eyesight

Where users make the request, a DSE eyesight test will be conducted, at an Optician, at the Company's expense.

Tests are then conducted every 2 years. If corrective appliances specifically for DSE are required, the company will pay for a pair of the basic items. If the user requires more expensive items, they will be liable for the cost over and above that of the basis items.

The Display Screen Equipment File is situated in the Reference Area at Head Office.

5.16 Working Time Regulations

The basic rights and protections that the Regulations provide are:

- A limit of an average of 48 hours a week which a worker can be required to work (though workers can choose to work more if they want to). The compulsory limit, with limited exemption is 40 hours per week and 8 hours per day for young persons.
- A **limit** of an **average** of 8 hours work in 24 hours which night workers are permitted to work. Young persons must not normally work between the hours of 2200 and 0600.
- Free Health Assessments **must be offered** to night workers.
- A right to 11 hours rest a day (12 hours compulsory for young persons)
- A right to a day off each week (two day compulsory for young persons)
- A right to a 20 minute (30 for young persons) in-work rest break if the working day is longer than 6 hours (4.5 hours for young persons).
- A right to 4 weeks paid leave per year.

It is recognised by the Company that excessive working hours and/or night work can affect the health of individuals. A night shift is one that involved at least 3 hours work during the period from 2300 to 0600 hours. As far as possible, the Company aims to avoid situations where excessive hours or night work is necessary. Where this is not possible, appropriate controls to reduce the risk of adverse effects will be implemented. Adequate time off will be allocated.

5.17 Stress

Stress can produce physical symptoms (headaches, tiredness, real or imaginary pains), behavioural symptoms (increase in alcohol abuse, smoking, irritability, inability to cope) and psychological problems (feeling of anxiety, depression, paranoia), which will result in poor performance, increasing absenteeism, a potentially higher rate of accidents/incidents and general inefficiency.

It is the duty of all Supervisors and Managers to be alert to these symptoms in employees, seek guidance, and instigate pro-active measures to reduce work related stress.

Indicators such as work performance, sickness absence monitoring and staff behaviour are useful to assess if there is a stress problem.

The following measures are taken to reduce the likelihood of stress:

- Job descriptions issued and updated when required.
- Adequate training provided for the work
- Monotonous work routines avoided
- Monitoring or workloads to ensure individuals have enough work but are not overburdened.
- Encourage regular communication between individuals and managers, in order that potential problems can be addressed before they cause work related stress.
- Arrange regular Appraisals to provide an opportunity for constructive response and discussion.

5.18 Violence

The Company recognises that it has an obligation to strive to eliminate the danger posed by the threats of violence related to employment.

The scope of violence is not limited to physical assault, but permits the inclusion of equally distressing and intimidating verbal aggression. Incidents arising from discriminatory behavior are also included.

Examples of threatening or violent behavior include:

- Intimidation, such as shouting and swearing;
- Threatening behavior in the form of verbal threats, gestures and obstruction etc;
- Possession of any weapon, regardless of the lack of any overt threat to use it;
- Being incapable whilst under the influence of drink and drugs;
- Any unwanted physical contact;
- Personal insults;
- Racial harassment;
- Sexual harassment;
- Harassment on the grounds of disability;
- Bullying

In order to achieve this, the Company will:

1. Endeavour to minimize the risks to employees by providing a safe and healthy working environment. In particular, attention will be paid to employees working on Reception and employees away from the company premises.
2. Not tolerate verbal or physical harassment of its employees, assaults upon employees or their property by clients or other members of the public.
3. Record and investigate all incidents; threats of, or actual violence at work, and take any remedial action that may be necessary.

Employees must report any incident involving violence and/or aggression to their immediate supervisor or manager.

LAR Senior Managers/Directors will review all reports and assess the need to implement disciplinary procedures.

5.19 Equal Opportunities

The Company is an Equal Opportunities employer. Decisions about training and development are not made on the basis of race, gender, religion or disability. For more information, see our Equal Opportunities Policy situated in the Reference Area at Head Office.

5.20 Disabilities

The Company recognizes that employees who are disabled can offer the same skills and abilities as non disabled people, and is committed to providing equality of opportunity to those who have a physical or mental impairment.

It is the Company Policy that every disabled person shall be treated equally, and at no time shall be discriminated against because of their disability, unless it should prove to be a fundamental impediment that could not be overcome by reasonable adjustments.

All of the procedures laid down in this policy apply equally to all members of staff, including those who are disabled. The Company is aware of its obligations under the Disability Discrimination Act 1995, and will undertake access audits of its premises which may be visited by members of the public.

Should refurbishments or restoration work be carried out at any time, the Company will identify any disabled access routes that may have been affected, and if necessary, offer a safer alternative. Wherever practicable, those responsible for designing new or modified facilities, work methods or workplace layout, subject to reasonable adjustments.

Provisions will be made so that all disabled persons are able to understand and comply with Emergency Procedures in the event of a fire. This will be achieved by training and where necessary, in the event of a fire, physical assistance be made available to them.

Should any employee become disabled for whatever reason, the Company will provide guidance and assistance and make reasonable adjustments in order to retain the services of that person, as an employee, wherever reasonably practicable.

At no time shall the fact that an employee is disabled have any bearing on their eligibility for being provided with training or opportunities in career development or promotion.

The Company will carry out risk assessments, when required, in order to identify any specific hazards or risk that individuals may be exposed to by way of their disability.

The Company will liaise with the appropriate organizations in order to obtain advice on adapting premises, special aids, training and assessing employees who become disabled.

5.21 Lone Working

The majority of the Company's work involves employees working alongside client employees or other contractors*. Lone working should be avoided wherever possible. However, in the event that this is not possible, a suitable and sufficient risk assessment should be conducted by the Commercial Director and/or the Site Supervisor, and must include controls such as, but not restricted to:

- Ensuring an immediate Supervisor or Manager is informed where the employee is going, and again when they have finished.
- Periodic visits by a Supervisor or Manager to observe what is happening;
- Ensure persons have a means of contact, for example, a mobile telephone;
- Arrangements for emergencies to be established;
- If the employee concerned does not feel it is safe to carry out lone work, they must inform their immediate Supervisor or Manager;

** In these situations, employees must abide by Company Policies and not engage in unsafe working practices that may be encouraged by others.*

5.22 Alcohol/Drugs

It is the policy of the Company to ensure that all alcoholic drinks and drugs, apart from those used for medical purposes, are prohibited from all areas of our operations.

No person shall present themselves for work whilst their efficiency and judgement is impaired after the use of alcohol or drugs.

If, in the opinion of the Management, a person has consumed alcohol or drugs and they have presented themselves for work, they will be suspended pending an enquiry.

If any employee believes that a colleague is unfit for work for any reason, then they must report this to their immediate supervisor immediately.

Drugs prescribed by a Medical Practitioner or Pharmacist may still affect safety performance. It is the employee's responsibility to inform their immediate supervisor or manager if they are taking any medication which impairs their performance.

5.23 Smoking

The Company recognizes that smoking can cause severe damage to the health of its workforce. Therefore, steps have been taken to reduce the harm that smoking causes, especially through passive smoking to those employees who do not smoke.

All Company offices and commercial vehicles are smoke free areas. This includes reception and waiting areas, interview and meeting rooms, as well as the general office areas.

Visitors are required to observe this policy.

Smoking Restrictions

Working Areas

Smoking is prohibited in all Company workplaces and commercial vehicles.

Working Areas – CDM/Client Sites

Smoking will be restricted to designated external areas, as set by the client.

Asbestos and the Smoking Policy

Exposure to asbestos combined with smoking has been determined to have a synergistic effect and can increase the chances of contracting lung cancer.

GENERIC PLAN OF WORK

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1 - General Conditions

We shall, at all times, comply with the specific conditions imposed upon the contract and with the following:

- The Control of Asbestos Regulations 2006 and the most recent versions of relevant HSE Guidance Notes and Approved Codes of Practice.
- The requirements of the Environment Agency with regard to waste movement and disposal in whose area of work is carried out.
- All other requirements as detailed in the current LAR Ltd: Health and Safety Policy Manual and other documents cited therein, as appropriate to the particulars of the site.

We shall nominate, to the Client, a person or persons who will be on site at all times whilst work with asbestos is in progress, who will be responsible for the compliance with the Regulations. These details will be included within the site specific Plan of Work.

We shall nominate our Safety Manager, for the duration of the works, within the site specific Plan of Work.

2 - Pre Site Set-Up Procedures

Allowance is made by the Company for Safety, Health and Welfare, in every Tender submitted. It is Company Policy that no job will be deficient in safety due to a lack of funding.

The extent of the works shall have been determined prior to commencement on site. Full cognisance of all factors affecting the execution of the works shall be taken. With this in mind, variation to the extent of the works, or any other factor affecting the works, shall not be accepted on the site until proper and adequate time has been allowed to give it consideration. The scope of the work shall be that included within our Plan of Work or any references made within that plan.

As soon as an order is received, the company will ensure that an initial brief Risk Assessment/Method Statement or Construction Phase Health and Safety Plan/Plan of Work is prepared and issued to site as applicable. No job will commence unless risks have been assessed and considered.

For all notifiable jobs, the person in charge of the job will ensure that a Form F10 and/or ASB 5 Notification, in respect to licensable works, has been sent to the local HSE Office or Local Authority Environmental Health Department, as appropriate, and copied to the relevant Company personnel.

The Company will take steps to ensure that competent and experienced people are engaged, either directly or via Sub-Contractors, to undertake the works.

3 - Site Documentation

Personnel

The LAR Ltd Site Supervisor is issued with a personnel file which contains all main stream LAR Ltd personnel. Contained, within the file, is the medical, face fit and training certification for each Operative. All the Certificates will be verified, stamped and signed by the LAR Ltd Head Office Administration Team prior to being duplicated and issued to each Supervisor. The LAR Ltd Site Supervisor will check his personnel file and ensure that he has all the Certificates on site prior to allowing Operative to commence work on his site. In the case of Agency labour being provided, the Site Supervisor will ensure that he has

received the relevant paperwork prior to allowing the Operative to commence work. These Certificates will be verified, stamped and signed by the Agency supplying the labour.

Type 'H' Vacuums and Negative pressure Units

The LAR Ltd site Supervisor is issued with a Plant Certificate File which contains all LAR Ltd vacuums and negative pressure units. The DOP Certificates are checked, verified, stamped and signed by the LAR Ltd Head office administration team prior to being duplicated and issued to the Supervisors. The LAR Ltd Site Supervisor is to check the plant against his Plant File to ensure that he has the current Certification on site. Where plant is hired, the Site Supervisor is to ensure that it is provided with current and verified Certificates prior to using the equipment on site.

The LAR Ltd Site Supervisor will carry out weekly inspections of 'H' Type vacuum cleaners and daily inspections of negative pressure units, whilst they are in use on site. These inspections will be recorded within the site paperwork Log Sheets.

Decontamination Units

The LAR Ltd Site Supervisor will ensure that he has copies of the current DOP Certificate for the negative pressure unit within the unit and has a clean Air Certificate available within the unit from its previous site. On a long ongoing project, good working practice will be to regularly Air Test the unit throughout the course of the project.

The unit will be subject to inspection by the Supervisor before and after every shift, with the inspection being logged within site paperwork. This is to ensure that the unit is clean, the doors are self-closing, and the lighting and shower are working.

Air Tests should be carried out within the shower area and the dirty end compartments.

LAR Supervisors complete site paperwork each week which includes all inspection records and is sent back to the office weekly.

The person in overall charge of the works will ensure that all documents required to be kept on site are provided, and the Site Supervisor will ensure that they are displayed and/or completed as necessary.

Any missing documents are to be reported to the LAR Ltd Head office immediately and recorded within the site paperwork. Replacement copies are to be issued immediately by the LAR Ltd Head office.

4 - Site Familiarisation/Induction

The Site Supervisor must arrange site safety familiarisation on each job for all Operatives and Sub-Contractors.

On some larger scale jobs, a formal Induction by the main Contractor may be required.

All persons must adhere to the safety rules set out during site familiarisation/induction.

Sub-Contractors are expected to ensure that their Operatives are trained, not only in the specific task/duty they are contracted for (scaffolding, electrical work etc), but also in the general awareness towards Health and Safety (COSHH, Noise, Dust etc).

5 - Site Housekeeping

It is accepted that untidy sites are hazardous and give rise to many accidents which could otherwise be avoided. The Company therefore places great importance on the need to maintain clean and tidy conditions to prevent accidents, as well as providing better conditions for working in.

All Operatives, regardless of status, are required to keep their own work areas tidy and to regularly remove debris and rubbish to a central collection point.

No Operative should leave rubbish for someone else to clear up!

Note: The Company expects that Site Supervisors will play their part in encouraging tidiness on site by maintaining clean and tidy offices, drying rooms, mess rooms, compound, plant and equipment etc.

This will help to set a good example.

6 - Site Storage

The Company will take measures to ensure that everything, which needs to be stored on the site, is stored safely and without risk to people.

Every person on the site must follow the directions of the Site Supervisor on safe storage, regardless of the item/s in question or ownership.

Attention should be focused on height, weight, stability, strength and any hazardous fumes, gases, liquids or other possible release of hazardous agents, particularly agents which might harm the environment.

Storage will be arranged in order to minimise manual handling, and thus reduce hazards.

Where Sub-Contractors require special storage rooms or temporary premises, they must provide this at their own cost and position the facility at the direction of the Site Supervisor, unless otherwise agreed in writing with the Company.

With any storage system, the safety of people will be the main consideration.

7 - Scaffolds

General Purpose Scaffolding

All scaffolds, erected on Company sites or used by Employees, will be erected in accordance with the Work at Height Regulations 2005.

At Tender stage, the scaffolding requirements for a contract will be determined and allowed for.

The person placing the order for scaffolding will arrange for full details, of the use and loadings of the scaffold to be erected, to be provided to the scaffolding Sub-Contractor (if applicable), so that it is clear exactly what is required. This can best be accomplished by requesting a sketch plan or Method Statement.

Before accepting a scaffold erected by a specialist scaffolding Sub-Contractor for use by the Company's Employees, the Site Supervisor or, if requested, the Safety Adviser, will inspect the scaffold.

The Site Supervisor will ensure that all scaffolds are erected in accordance with the above standards and at the beginning of each week, will inspect the scaffold and ensure that any defect is corrected. A report of the inspection and action taken will be entered in the Scaffold Inspection Register. A similar inspection will also be carried out after high winds, other adverse weather conditions, or if the scaffold is damaged in any way.

Only persons authorised by the Company will be permitted to alter, erect and dismantle scaffolds.

The Site Supervisor will ensure that all scaffolds are erected on ground surfaces that have been prepared, leveled and consolidated.

On other surfaces, ie roofs, the Site Supervisor must take steps to ensure that the scaffold does not exceed loading limits, therefore creating risk of collapse.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use by Employees, must have a notice erected warning that it is not to be used.

Where Hilti ties are used to tie in the scaffold, Proof Test Certificates should be requested.

The Site Supervisor will ensure that mobile towers can be used safely and efficiently on site, taking into account floors, ceiling heights, roof members, type of work etc.

Training is provided to Site Supervisors required to carry out inspections and Operatives required to erect, alter or dismantle mobile towers.

Mobile towers will only be erected by Operatives, under the direct supervision of competent persons.

The Site Supervisor will make sure that any person who is required to erect, alter, move and/or use a Mobile Tower, has had sufficient training and knowledge and is competent to carry out a pre-use inspection.

All mobile tower scaffolds will be inspected before use, and at 7-day intervals, by the Site Supervisor responsible, and a record of inspection made in the Site Scaffold Register.

The following precautions must be complied with:

- 1 Height must be relative to effective base dimensions, ie the height of the working platform not more than 3 times the minimum base width for external use and not more than 3.5 times the minimum base width for internal use.
- 2 Outriggers or stabilisers must be extended where applicable.
- 3 The tower must not be used or moved on sloping, uneven or obstructed surfaces.
- 4 The tower must be vertical.
- 5 The tower must be tied to building where required.
- 6 The tower must be moved from ground or floor level, however, not by using high level structures to pull it along.
- 7 The floor must be free from openings, ducts, steps etc.
- 8 No person is to remain on the platform while being moved.
- 9 Materials and tools are to be removed or secured on the platform.
- 10 Overhead obstructions must be noted. In particular, overhead electricity cables.
- 11 Bracing must be fitted.
- 12 Guard rails and toe boards must be fitted.
- 13 Wheels must be locked when the platform is in use.
- 14 The tower must not be used in adverse weather.
- 15 The safe working load of the platform must not be exceeded.
- 16 Proper ladder access must be fitted.

When mobile tower scaffolds are not in use, measures must be taken to ensure that children cannot reach or climb scaffolds.

8 - Ladders

Ladders should be checked by the user, before use, to ensure that there are no defects, and at least weekly while in use. Either the Scaffold Register or a Ladder Inspections Register can be used for recording the inspections.

Where a defect is noted or a ladder is damaged, it will be repaired or taken out of use immediately if it cannot be repaired on site.

The Site Supervisor will check that ladders in use are secured, have a solid, level base, and are being used correctly.

Ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder, eg carrying large items, work requiring both hands etc.

Methods of use which will result in damage to the ladder will not be permitted, eg securing a ladder with a scaffold clip placing board on the rung to form a working platform or ramp etc.

The Site Supervisor will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout the length.

The main hazards associated with ladders are:

- i Not securing the ladder properly.
- ii Unsafe use of the ladder, eg over-reaching, sliding down etc.
- iii Using a ladder where safer method should be provided.
- iv Using a ladder with a defect.
- v Unsuitable base to the ladder.
- vi Insufficient handhold at the top of the ladder or at stepping off position.
- vii Insufficient foothold at each rung.

- viii Using a ladder near overhead electrical cables, crane contacts etc.
- ix Ladder at an unsuitable angle, eg swaying, springing etc. The recommended angle is 1 in 4 or 70°.
- x Insufficient overlap of extension ladders.
- xi Old or excessively worn ladders.

Ladders will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised access to scaffolds etc to others, particularly children, is prevented.

9 - Step Ladders

All step ladders, trestles and staging will be checked by the Site Manager/Supervisor before use to ensure that there are no defects, and will be checked at least weekly while in use on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately.

The Site Supervisor will check that the equipment is being used correctly and not being used where a safer method should be provided.

The Site Manager/Supervisor will ensure that proper storage is provided for stepladders, undercover where possible.

The main hazards associated with step ladders are:

- a Unsuitable base, eg un-level, packing pieces, loose material etc.
- b Unsafe use of equipment on scaffold platforms, roof etc, where special precautions have not been taken.
- c Overloading.
- d Use of equipment where safer method should be provided.

10 - Abrasive Wheels

Any Abrasive Wheel Machine, hired or owned by the Company and used on site, will be maintained in accordance with the Provision and Use of Work Equipment Regulations 1998.

Sufficient numbers of Operatives will be trained in accordance with the Abrasive Wheels Regulations in the mounting of abrasive wheels and discs on the type of machine to be used, and the names of the persons appointed will be entered in the Abrasive Wheels Register. Each person appointed should be issued with a copy of a Certificate of Appointment.

Any person required to use an abrasive wheel machine or tool is given training in the precautions to be taken to safeguard themselves and others.

Safe Systems of Work - The main hazards associated with Abrasive Wheels are:

- a Bursting of the wheel or disc.
- b Injuries from flying particles.
- c Cuts to hands, legs etc.
- d Dust from certain types of materials.
- e Loose clothing tangled in the disc.
- f Electric shock.
- g Noise.
- h Fire and explosion.

11 - Personal Protective Equipment (PPE)

Coveralls are colour coded for each zone they are to be used in, as follows:

- Transit routes – Blue.
- Working zones – Red.
- Other areas – White.

Safety footwear will be worn on all sites. Safety Wellington boots or rigger boots will be worn in enclosures, rubber boots will be worn for transiting, and general safety boots will be worn for other work.

All Operatives are provided with safety helmets, and these will be worn on site as per the specific site rules.

Respiratory Protective Equipment (RPE)

Full Face Respiratory Protection

Only full face positive pressure respirators, with a nominal protection value of 40, will be used for high risk work, in accordance with the Plan of Work.

Half Face Respiratory Protection

These will only be used for lower risk work, again in accordance with the Plan of Work.

Beards/Facial Hair

Facial hair is not permitted as it may interfere with the effectiveness of the respiratory protection.

Cleaning of RPE

Each Operative is responsible for cleaning their own RPE in line with the Manufacturer's instructions. This will be checked by the Site Supervisor.

Respirator Inspections

Respirators must be inspected before and after every use by the Operative, and a recorded inspection will be carried out by the LAR Site Supervisor every Monday morning to ensure that at least every Operative's mask has a recorded inspection every month. Respirators to be inspected on a Tuesday morning following a Bank Holiday.

These inspections cover the following check points: -

Orinasal Half Mask

- Pass the head harness through hand to check for damage.
- Check the harness clip.
- Ensure the face seal area is clean, smooth and free from debris.
- Check for signs of damage to the rest of the face piece moulding.
- Check valves are in place, clean and are in good condition.
- If filters are fitted or supplied, ensure that they are of the correct type (P3 white label) and within the use by date.

Sabre Phantom or similar Full Face Respirator

- Check waist belt, buckle and battery clip.
- Check battery casing for damage and ensure connecting area is clean, dry and free from debris.
- Remove motor from face piece and check connecting plug and contacts.
- Check outer 'o' ring seal on motor, ensuring it has a fine coating of silicone grease.
- Check inner seal at base of filter housing thread.
- Check the head harness and buckles.
- Ensure the face seal area is clean, smooth and free from debris.
- Check for signs of damage to the rest of the face piece moulding by gently stretching.
- Check that the visor is not scratched so as to distract the wearer.
- Clip off valve cover and check valve is in place, clean, flexible and seated correctly.
- Fit motor, pas plug and cable through housing from inside mask and push casing fully home against moulded shoulder of mask housing.
- If new filters are fitted or supplied, ensure they are of the correct type, and within use-by-date.
- Screw filter hand tight into housing.
- Ensure filter float is available for checking the efficiency of filter.
- Hoses free holes and clean.
- Motor blower units sealed and not damaged, filters mounted correctly and correct type.

IF ANY FAULTS ARE FOUND, THE RESPIRATOR IS TO BE REMOVED FROM USE IMMEDIATELY UNTIL THE FAULT IS RECTIFIED

ALL RESPIRATORS IN USE ARE TO BE SERVICED OR REPLACED EVERY SIX MONTHS.

Servicing of RPE

This will be carried out in accordance with the manufacturer's instructions. The Waste Transfer Station Supervisor/Environmental Co-ordinators are responsible for all maintenance and servicing of RPE.

Face Fit Test

Each Operative will have this undertaken each time they are issued with new RPE, or every 2 years, or with weight gain/loss, and when they are first employed by the Company.

Keeping of Records

Each major component of a respirator has an identification number and a record kept of all defects and repairs. These records are kept for a minimum of five years.

Records of weekly PPE and RPE use shall be kept as part of the staff exposure records.

Fall Arrest Equipment

The Stores Manager is responsible for the issue, servicing and maintenance of all fall arrest equipment and the upkeep of any related records.

12 - Laundry Procedures

The Company has a policy of using disposable clothing only inside the asbestos work enclosures.

Only disposable towels are to be used. Personal items are not permitted.

13 - Site Set-up

The Operatives will be given the Plan of Work to read and understand fully the works that they will be carrying out, together with any hazards. They will sign, as indicated on the Plan of Work, to confirm that they have read and understood the works.

Where enclosures are being formed prior to any works being carried out, the mobile decontamination unit/modular unit will be set up as close as possible to the working area with supporting legs down and power/water connected and tested. Ideally, the decontamination unit will be connected directly to the work enclosure. The Site Supervisor must ensure that the shower unit has sufficient shampoo/soap and nail brushes to allow Operatives to fully decontaminate, and also to ensure that there are clean towels available within the clean end of the shower unit. The principal of one shower per four Operatives will be utilised to ensure that there are sufficient decontamination facilities on site.

NB towels are not to be taken into the shower section of the unit. These are only to be used within the clean end.

The Plan of Work will indicate if the area of work is contaminated or non-contaminated

Contaminated Areas

Operatives are to wear a blue Type 5 coverall and orinasal half mask with P3 filter whilst setting up. This is as minimum details to be covered within site specific Plan of Work.

Non-Contaminated Areas

Operatives are to wear a blue Type 5 coverall. If the Site Supervisor considers that there could be a danger of some disturbance of asbestos, then an orinasal half mask with P3 filter should also be worn and the Plan of Work altered.

If the Supervisor is not satisfied that the Plan of Work covers the work, or can locate airlocks/negative pressure units more effectively elsewhere then the Plan of Work, this is to be altered immediately on site after having informed the Contracts Manager.

Waste and Transit Routes

These routes must be identified within the site specific Plan of Work. These routes should be the most direct/shortest route possible, and ideally away from occupied areas. Occasionally, it may be necessary to carry out a pre-cleaning exercise to these routes. This may include vacuuming the routes with the aid of 'H' type vacuum cleaner, sheeting over with visqueen secured with self adhesive tape, or boarding over with hardboard. Site specific details are to be included with the Plan of Work. It may be necessary on long routes to erect barrier tape and signage to demarcate the routes.

The Site Supervisor will ensure that the following items are taken account of before the works starts:

- a Site compound, cabins, toilets, mess rooms, PPE for issue, heat, light, water for welfare, shelter, storage for clothing, First Aid facilities etc.
- b Signs, notices and posters for display.
- c Fencing and gates.
- d Adequate lighting
- e Security.
- f Materials, plant and equipment storage areas.
- g Gas storage, highly flammable liquids storage.
- h Waste skips area/route.
- i Services, where applicable.
- j Access and Egress to working places - All gangways, walkways, steps, stairs, doorways etc will be kept free of debris and obstructions. Walkways will be kept clear and not used for storage.
- k Ladders and scaffolds, etc - All ladders, scaffolds, trestles, towers and platforms will be of the right quality, of good construction and erected by competent persons.
- l Work in confined spaces, or where fire is a risk, will always be subject to a quick evacuation procedure, via adequate openings/exits and a well defined escape drill.
- m Transit routes.
- n Safety administration documents - Safety Procedures, Registers, Notices, Forms, Risk Assessments, Method Statements, Health and Safety Plan/Plan of Work.
- o Fire Procedures, assembly points, extinguishers.

14 - Enclosure Set-up

The framework will be formed around the working enclosure utilising 50mm x 50mm P.A.R. timbers, with a header and sole plate timber spacing at approximately 1.2 metre centers being stitched nailed top and bottom. Clear 1000 gauge visqueen will be used, being pulled taut and fixed with the aid of staples and cloth backed adhesive tape. There will be no loose hanging visqueen, which will inevitably trap asbestos debris.

Prior to the enclosure being formed, all moveable items will be moved out of the work area. Any non-moveable items will be pre-cleaned with 'H' type vacuum cleaners and fully covered with visqueen and sealed with tape. If the area is deemed to be contaminated, the items may be pre-cleaned and passed out of the enclosure.

Sufficient numbers of vision panels are to be fitted, where possible, to the work enclosure to provide full view of the work area. Vision panels also need to be fit, where possible, to the inner stages of the airlocks and baglocks. All vision panels should be 300mm x 600mm as a minimum.

Prior to any works commencing, Operatives must ensure that, where possible, any voids are thoroughly sealed with tape, visqueen and foam.

Where tubular scaffolding has to be erected for safe working access, the Scaffold Contractor must provide ranch boarding to aid in the fixing of the visqueen to form the walls and ceiling of the enclosure. The scaffold deck is to be visqueen sheeted, then layered with hardboard, then layered with a further additional layer of visqueen, all secured with cloth backed tape and spray adhesive.

After inspection by the Supervisor the enclosure will be Smoke Tested, Negative Pressure Tested and witnessed, as stated within the Plan of Work, and recorded within the site paperwork.

15 - Airlock Construction

All airlocks will be constructed of 50mm X 50mm P.A.R. timber and 1000 gauge visqueen, ideally of a suitable and sufficient size of overall dimensions approximately 3m long x 1m wide x 2m high. The visqueen is to be attached internally with staples, all sealed over with cloth backed adhesive tape.

Flaps are to be fitted to each section of the airlock on the inner (enclosure) side. The flaps are to be lightly weighted with 75mm lengths of 25mm x 25mm par timber, secured to the bottom corners with staples and tape.

An additional flap must be fitted externally to the airlock to allow the airlock to be sealed.

The airlock will display warning signs and **LAR Ltd's licence**. Vision panels are to be fitted, where possible, to the dirty inner stage of the airlock (minimum size 300mm x 600mm).

Construction where the Hygiene Unit can connect direct to the Enclosure:

A single stage airlock will be connected to the enclosure for access and egress of Operatives, within which will be placed a 'H' type vacuum cleaner and hand held sprayers for preliminary decontamination of Operatives and waste.

Construction where transiting to the Hygiene Unit is necessary:

A three stage airlock will be connected to the enclosure for access and egress of Operatives, within which will be placed a 'H' type vacuum cleaner and hand held sprayers for preliminary decontamination of Operatives and waste.

16 - Baglock System

Baglocks will be fitted to enclosures, where possible, with site specific details to be included within the Plan of Work.

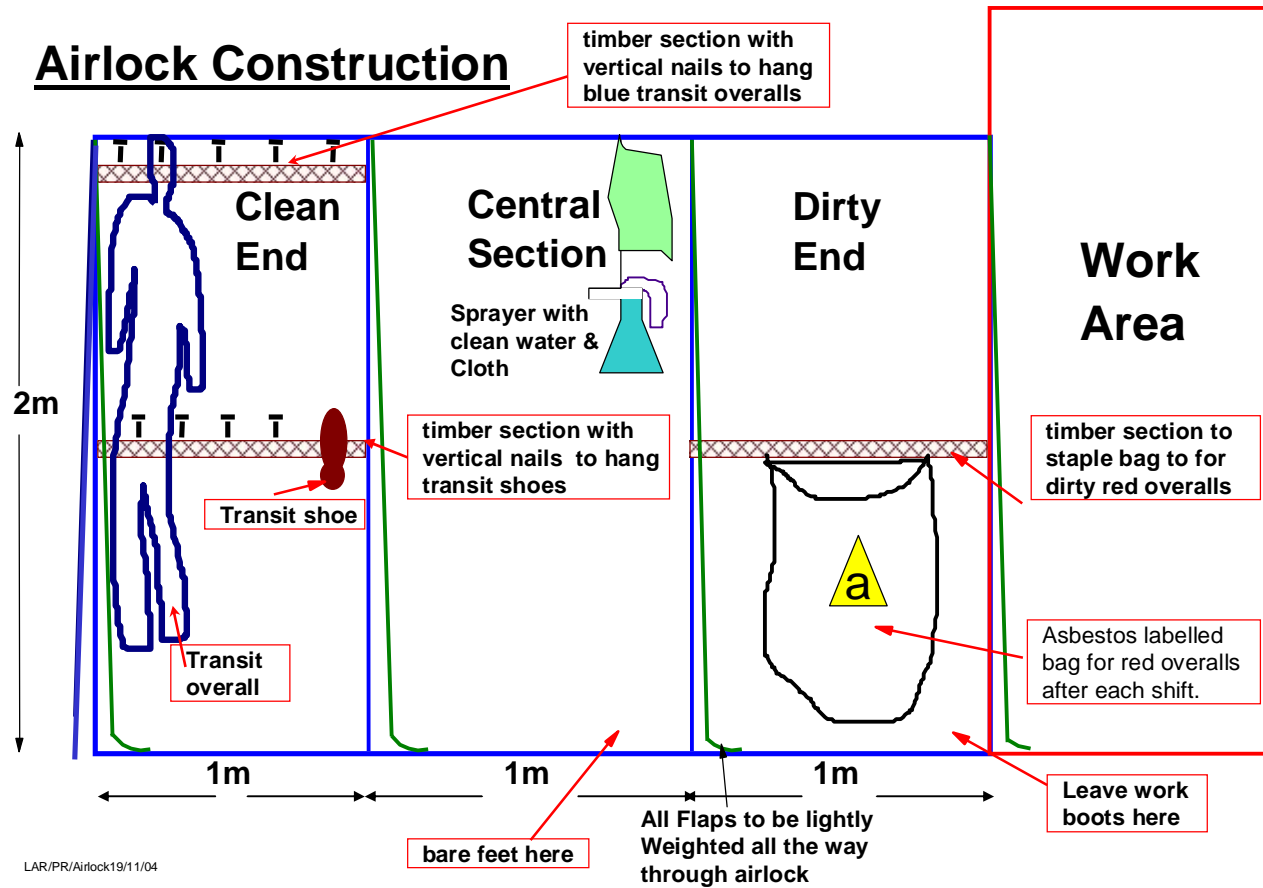
All baglocks will be constructed of 50mm x 50mm timber and 1000 gauge visqueen, each overall cube dimensions approximately 1m long x 1m wide x 2m high, visqueen being attached internally with staples, all sealed over with cloth backed adhesive tape. Lightly weighted flaps will be fitted to each section inside, and the front of the baglock will display warning signs.

The flaps must be lightly weighted with 75mm lengths of 25mm x 25mm par timber, secured to the bottom corners with staples and tape.

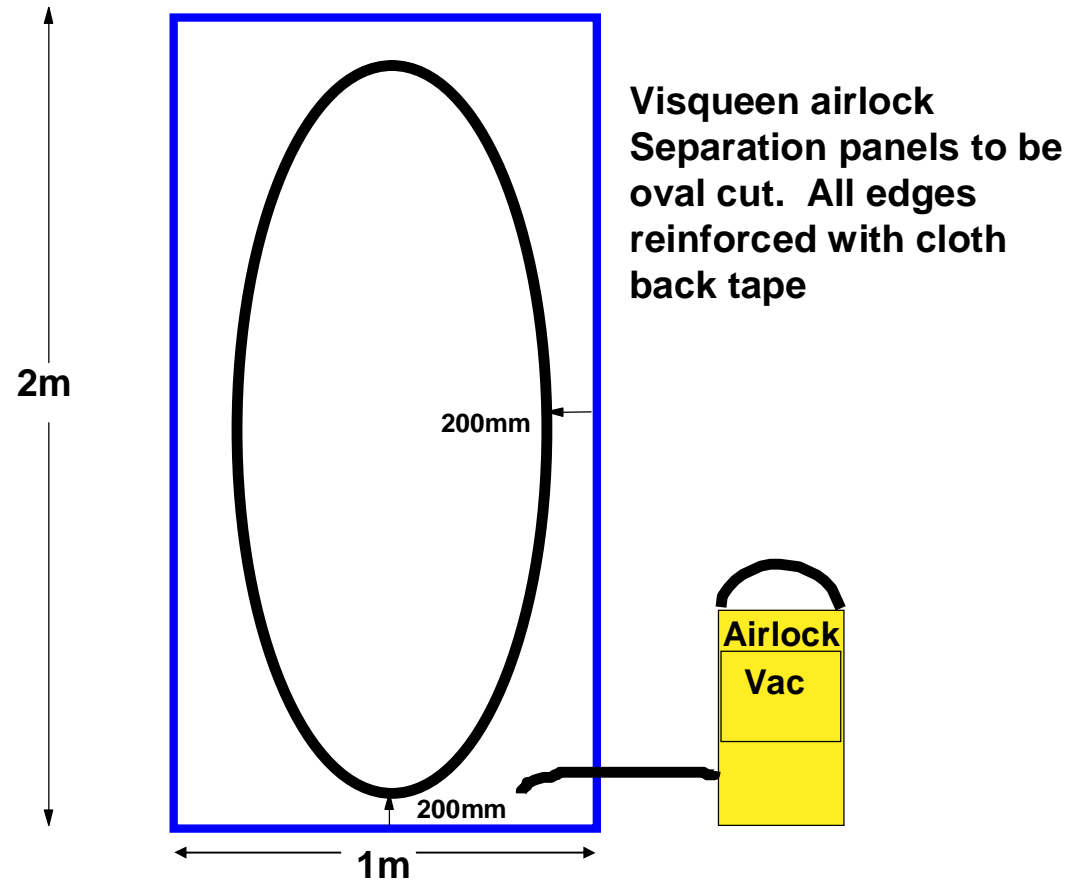
Vision panels to be fitted where possible to the dirty (inner stage) of the baglock (minimum size 300mm x 600mm)

A three stage baglock will be connected to the enclosure independently to the airlock, where possible, exclusively for the removal of waste from the enclosure.

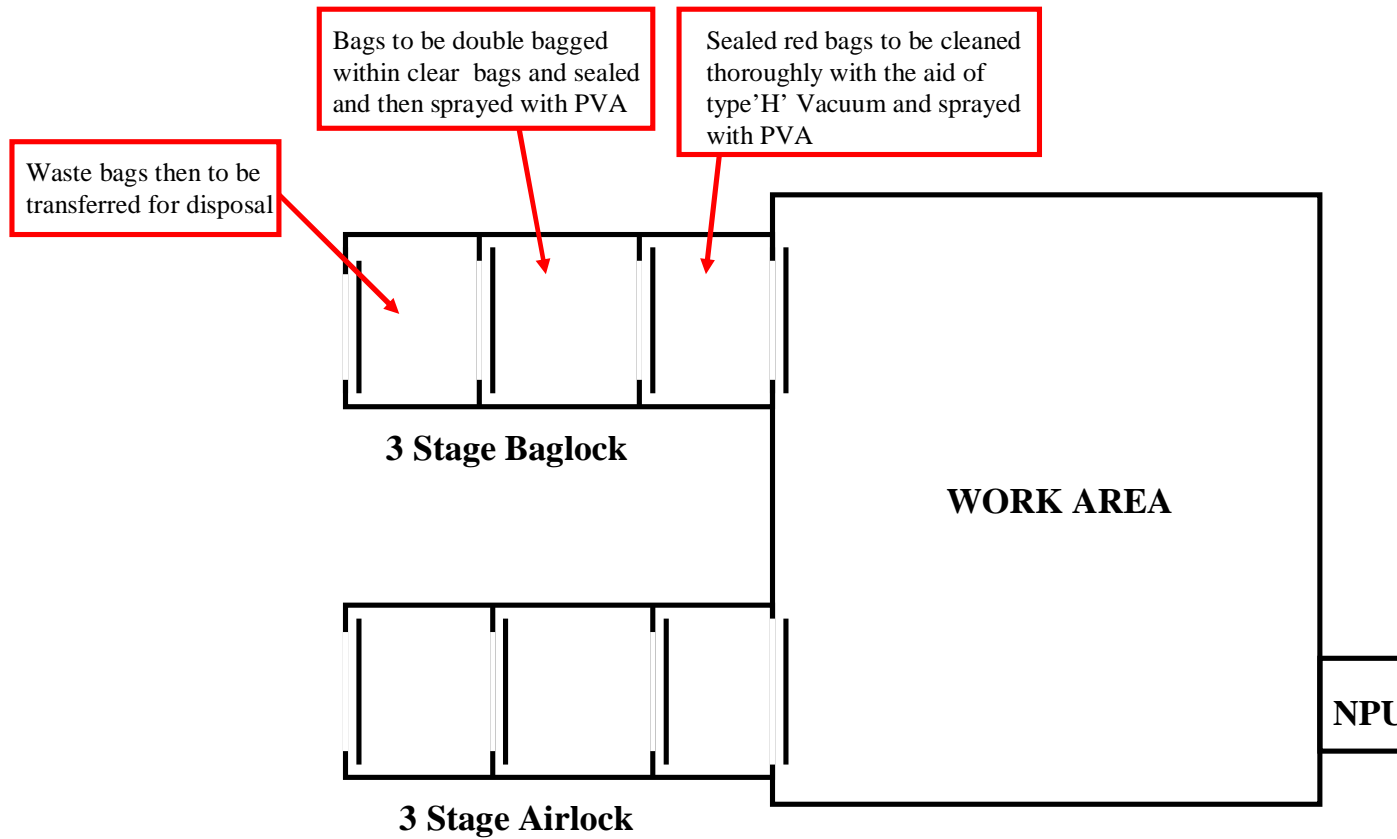
Airlock Construction



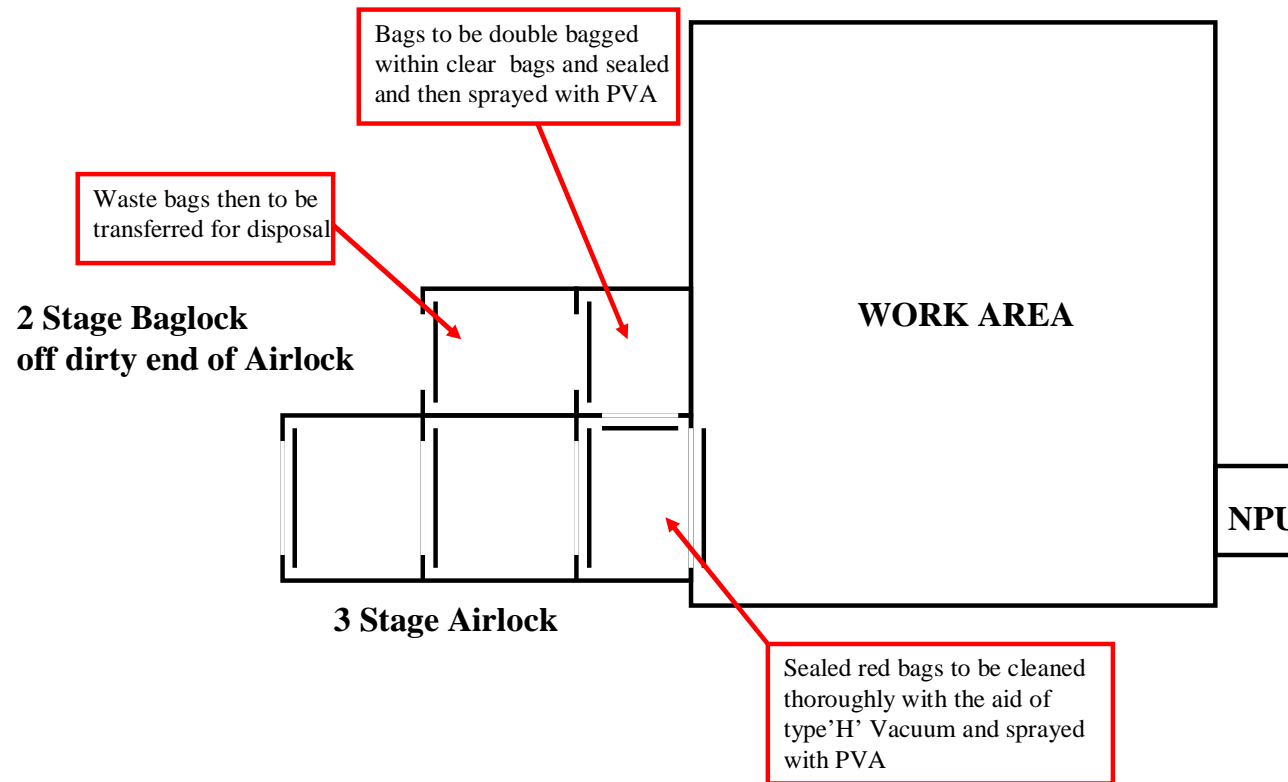
Airlock Construction Sectional view



WASTE ROUTE THROUGH SEPARATE BAGLOCK



WASTE ROUTE THROUGH BAGLOCK CONNECTED TO AIRLOCK



17 - Negative Pressure Units

All negative pressure units must be inspected daily and recorded within the site paperwork, these inspections are to include the time of the last filter change. Filters must be fitted in front of the HEPA filters secured in place with paper tape.

Where possible, the unit will be positioned at the furthest point away from the airlock, and positioned outside of the working enclosure to give a minimum of 8 air changes per hour across the enclosure.

If the unit needs to be placed within the enclosure, it will be thoroughly sealed over with visqueen and tape.

If the unit needs to be ducted through the airlock, the remote filter head must be positioned as far away as practicable from the airlock and is to be moved around the enclosure by the Operatives to provide localised air movement to where they are working.

Negative pressure units must be run for a minimum of one hour at the end of each shift, prior to the negative pressure units being switched off. Negative pressure units must also be run for a minimum of one hour prior to the Analyst carrying out the Clearance Works.

Prior to Air Testing and visual inspections, new filters should be placed in the units. This will be done by carefully removing the pre filter and disposing of as asbestos waste. The filter housing is to be then thoroughly cleaned with a 'H' type vacuum and damp disposable cloths. Once clean, a new pre filter must be fitted and sealed in position with paper tape. The plastic transit covers must be fitted and secured with clips. The electrical lead must be cleaned and coiled for future re use.

After successful clearance results, plant/negative pressure units within enclosures can be uncovered and wiped down with damp disposable cloths and removed from the enclosure to return to the compound.

Exhaust ducting will be wrapped up and tied for reuse and **must not** be placed in clear asbestos bags.

The intake ducting will be tied up and if in good condition, and to be used again, will be placed into a clear asbestos waste bag and sealed with tape.

NOTE: BY ADDING DUCTING INTAKE OR EXHAUST, THIS WILL REDUCE THE PULLING POWER OF THE UNIT, IE BY ATTACHING 2Nº 3M LENGTHS, IT WILL BE REDUCED BY APPROXIMATELY 15%.

18 - Vacuum Cleaners

All 'H' type vacuum cleaners must be inspected by a LAR Site Supervisor prior to use, and weekly inspections recorded within site paperwork.

The procedure for removing vacuum cleaners from enclosures will differ depending on whether they are being returned to the van or compound or being moved to another enclosure as below:

Being returned to Van or Compound

The vacuums will have the vacuum bags removed within the enclosure and the internal surfaces thoroughly cleaned, using damp disposable cloths. Once clean internally, a new vacuum bag is to be fitted and the vacuum reassembled. The external surfaces are then to be thoroughly cleaned with damp disposable cloths. The vac hose inlet on the unit is to be secured with the transit cap. The vacuum hose is to have the ends sealed and the external surface cleaned with aid of damp disposable cloths prior to being sealed into clear asbestos waste bags. All vacuum tools to be cleaned and sealed into clear asbestos waste bags.

Transit to another Enclosure

The vacuum will be cleaned externally, all the caps being fitted and wiped down with a damp disposable cloth and passed out of the area. The hose will have the ends sealed and be placed into a clear bag and sealed.

19 - Injection/Spray Equipment

All injection/spray equipment used for fibre suppressing will be emptied of any remaining fibre suppressant and thoroughly flushed with clean water, ensuring that all the needles and nozzles are asbestos free. The external surfaces will be wiped clean, as will all the hoses and fittings.

All equipment used for spraying encapsulation materials will be thoroughly flushed on the completion of each shift to prevent the material blocking/clogging hoses and fittings.

20 - Procedure for Removing other Items of Small Equipment used for Asbestos Removal Works from an Enclosure

All hand tools and small items of equipment must be thoroughly cleaned with the aid of damp disposable cloths.

Any electrical extension leads and festoon lighting is to be thoroughly wiped down and decontaminated with damp disposable cloths prior to being coiled for future re-use.

21 - Asbestos Removal Operations

All work, where asbestos is liable to be disturbed or intentionally worked upon, will be undertaken in accordance with the Control of Asbestos Regulations (CAR) 2006, the Approved Code of Practice to the said Regulations and L147: Asbestos: The Licensed Contractor's Guide. Where appropriate, further guidance will be obtained from current editions of the various HSE Guidance Notes. This is detailed in the following notes.

Work methods with ACMs will always be selected to accord with Regulations 11 of CAR:

- 1 Every employer shall:
 - a prevent the exposure of his employees to asbestos, as far as is reasonably practicable;
 - b where it is not reasonably practicable to prevent such exposure:
 - i take the measures necessary to reduce the exposure of his employees, to asbestos to the lowest level reasonably practicable, by measures other than the use of RPE;
 - ii ensure that the number of his employees, who are exposed to asbestos at any one time, is as low as is reasonably practicable

Details of the means by which this will be achieved on each site shall be described in the Plan of Work and communicated to the Client so that the Client can be satisfied of these details and make such inspections, as deemed necessary. Each work area, if enclosed, shall be fitted with vision panels in sufficient number and suitably located, where it is possible so to do, such that our work methods can be readily seen.

Work with asbestos will be undertaken with great care to ensure that disturbance and fibre release is kept as low as is reasonably practicable, so that the exposure of the Operative to asbestos fibre is prevented. In all events, this exposure will not normally exceed 1F/ml measured over a 4-hour period.

Details of LAR's specific removal procedures are given in the following section.

LAR Ltd carries out a systematic personal monitoring scheme on all Operatives working with ACMs, to monitor the effectiveness of control measures and working practices.

The following techniques may be employed to reduce exposure to asbestos fibres:

Controlled Wetting

The use of water with a proprietary “fibre suppressant”, or other wetting agent, (subject to COSHH assessment) for the purpose of wetting asbestos fibres, and thus preventing them from becoming airborne, will be employed. This may take the form of low-pressure injection into the ACMs or surface application by low pressure spraying with a hand pumped sprayer or similar device. In whatever circumstances, it will be undertaken in such a manner that the wetting operation does not in itself cause undue release of asbestos fibres and if such release is not preventable, other precautions will be taken to control such release. Sufficient time will be allocated to ensure that the best possible wetting has been achieved, but it will be expected that complete wetting is not always possible and due regard of this will be taken to ensure that further control measures are in operation when work upon the ACM commences. It is likely that further wetting will be required during the work when dry areas are exposed or the previously wetted area dries out. These techniques are carried out by trained competent Operatives.

Local Exhaust Ventilation

The use of extract equipment in the vicinity of the work area to remove, at source, some or all of the asbestos fibres, which do become airborne, will be used. This may take the form of:

- i Shadow-vacuum technique - Hold the nozzle of a 'H' type vacuum cleaner, which is fitted with a high-efficiency particulate arrestor filter, immediately adjacent to the point of disturbance. The airborne asbestos is contained within the vacuum cleaner. Such vacuum cleaners are subject to daily inspection when in use and six monthly thorough examinations and testing of their filtration efficiency. Records are kept of such inspections.
- ii The use of locally sited air extraction (sometimes called “negative pressure units”), at the point of actual removal, to provide extraction from the immediate vicinity of the work with the ACM. This equipment is designed to extract air from the asbestos work areas and is fitted with a high-efficiency particulate arrestor filter. The airborne asbestos is thus contained within the air extraction equipment. Such equipment is normally sited outside the work area and connected by means of a flexible hose to the vicinity of the asbestos release. When this is not possible the unit is sited within the enclosure, sheeted over and fully sealed. Such air extraction equipment is subject to daily inspection, when in use, and six monthly thorough examinations and testing of filtration efficiency. Records are kept of such inspections.

22 - Specific Asbestos Removal Techniques

REMOVAL OF AIB

Removal of AIB Ceiling Panels

Firstly, the perimeter ceiling tiles are to be removed, utilising light sprays of fibre suppressant (Dampstrip 30-330), with a type H vacuum cleaner in close proximity to minimise fibre release in order to check the integrity of the enclosure. If any voids are found, these are to be sealed with tape, visqueen and foam. This will give us access to the remaining tiles, which will be sprayed with fibre suppressant and left to soak into the AIB for a minimum of 30 minutes. Once wetted, the AIB will be carefully removed by unscrewing/de-nailing the ceiling tile. All waste will be immediately bagged into asbestos waste bags as works progress. Electrical cable within the ceiling void will not be cut. It is to be cleaned and tied up.

If the panels were on a metal tracking which is to be removed, the remaining metal grid system will then be carefully removed by unscrewing/cutting into manageable sections, utilising light sprays of fibre suppressant and then placing it into visqueen sheeting, being sealed with tape and treated as asbestos waste.

If the panels were on a metal tracking which is to remain in place once all the ceiling tiles are removed, the remaining metal grid system will be vacuum cleaned with the aid of 'H' type vacuum cleaners, wiped down with damp disposable cloths and left in situ.

If the panels were on a timber framework, on completion of the removal of the ceiling tiles, the remaining timber framework will be cleaned of all debris, utilising light sprays of fibre suppressant and hand held wire brushes. All screw/nail holes will be drilled out with a cordless screwdriver.

At the end of the working shift or completion of the removal works, we will remove all waste from the work area to the sealed lockable container or site van.

On completion of the removal works, the enclosure is to be thoroughly cleaned using 'H' type vacuum cleaners and by wiping all surfaces with a damp disposable cloth. Prior to the independent Analyst carrying out Clearance Works, the LAR Site Supervisor is to enter the work area and carry out a visual inspection, ordering any further cleaning they deem necessary.

Removal of Asbestos Lift Out Tiles

A small number of perimeter ceiling tiles will be sprayed with a fibre suppressant, lifted out of the grid system and placed directly into asbestos waste bags in order to check the integrity of the enclosure. If any voids are found, they are to be sealed with tape, visqueen and foam. The backs of the remaining tiles will then be sprayed with a fibre suppressant, which will be left to soak for a minimum of 30 minutes, and lifted out of the grid system and placed immediately into asbestos waste bags.

At the end of the working shift or on completion of the removal works, we will remove all waste from the works area to the sealed lockable container or site van.

On completion of the removal works, the metal tracking will be thoroughly cleaned with the aid of 'H' type vacuum cleaners and wiped down with damp disposable cloths prior to the independent Analyst carrying out Clearance Works. The LAR Site Supervisor is to enter the work area, carry out a visual inspection and order any further cleaning they deem necessary.

Removal of other AIB Panels

The AIB will firstly be sprayed with a fibre suppressant (Dampstrip 30-330), which will be left to soak for a minimum of 30 minutes, and then carefully unscrewed/denailed with the aid of 'H' type vacuum cleaners and light sprays of fibre suppressant, placing waste immediately into asbestos waste bags or being wrapped in visqueen sheeting. Any remaining screw/nail holes will be drilled out with a cordless screwdriver, with a 'H' type vacuum cleaner being held in close vicinity to the area being drilled.

At the end of the working shift or on completion of the removal works, we will remove all waste from the work area to the sealed lockable container or site van.

On completion of the removal works, the enclosure is to be thoroughly cleaned using 'H' type vacuum cleaners and all surfaces wiped with a damp disposable cloth.

Prior to the independent Analyst carrying out clearance works, the LAR Site Supervisor is to enter the work area, carry out a visual inspection, and order any further cleaning that they deem necessary.

Removal of ACMs within a Storage Heater

The heater unit will be isolated by the Client prior to works commencing.

The front cover of the storage heater will then be opened. This will give access to the heater bricks within the unit. These will then be sprayed with a fibre suppressant (Dampstrip 30-330). The bricks will then be carefully lifted out of the unit and placed into asbestos waste bags. This will give us access to the asbestos panel to the rear of the heater unit which will be carefully removed with the aid of light sprays of fibre suppressant by unscrewing the panel from the metal casing. Once removed, the metal casing of the storage heater will be wrapped in visqueen and treated as asbestos waste. The remaining area will then be vacuum cleaned with the aid of 'H' type vacuum cleaners and damp disposable cloths.

Removal of AIB Materials within a Heater Cupboard

Non Enclosure Work

Prior to our works commencing, the Client will isolate the boiler and a Permit to Work will be issued to LAR, if required.

The a/c flue will then be sprayed with a fibre suppressant (Dampstrip 30-330) carefully removed avoiding unnecessary breakages at joints, and waste placed immediately into asbestos waste bags. Any debris generated during these works will be vacuum cleaned with the aid of a 'H' type vacuum cleaner.

NOTE: Where the flue passes through the roof void, visqueen will be laid directly under the flue pipe to avoid debris falling on to the fibreglass insulation. Once the flue has been removed, the heater will then be wrapped in visqueen and labeled with asbestos warning labels.

Enclosure Work

The AIB will be firstly sprayed with a fibre suppressant (Dampstrip 30-330), then left to soak for a minimum of 30 minutes, and carefully unscrewed/denailed, with waste placed immediately into asbestos waste bags wrapped in visqueen. The area will then be thoroughly decontaminated with the aid of 'H' type vacuum cleaners and damp disposable cloths. The remaining timber framework will be cleaned of all debris with the aid of light sprays of fibre suppressant and hand held wire brushes. All screw/nail holes will be drilled out with a cordless screwdriver.

Removal of Secondary Seal to Closure Plate in a Chimney Breast

The gas fire will be isolated by the Client and removed prior to LAR setting up.

Once the enclosure has been formed, the back boiler will be removed, vacuum cleaned with a 'H' type vacuum cleaner, wiped down with damp disposable cloths and handed out of the enclosure to be disposed of by the Client. This will give us access for the removal of the AIB panel above the back boiler. The AIB will firstly be sprayed with fibre suppressant (Dampstrip 30-330) and left to soak for a minimum of 30 minutes. Two rows of bricks will be carefully removed and treated as asbestos waste. This will give access to the AIB panel which can be removed whole, avoiding any breakages, and placed directly into asbestos waste bags.

Once removed, the area will be thoroughly decontaminated with the aid of type H vacuum cleaners and damp disposable cloths.

Pipe Insulation – Sectional

The insulation material is to be injected using a multi-needle injection system injecting the material with a fibre suppressant.

The small injection system utilises Dampstrip 30-330 being pre-mixed with water to a maximum dilution of 15 to 1.

The large injection system utilises Astrip being automatically mixed through the machine. Once injected, the insulation will be left to soak for a minimum of 1 hour. Both units used are multi-point injection systems.

Needle Pattern

The needle pattern will be dependent on the material and thickness being removed i.e. spray coating to ceiling, vessels, pipes, etc. All our supervisors and operatives are trained on this system annually and the site supervisor carries the manufacturers guidance on needle patterns within their site paperwork.

Indicator

To ensure that the material is fully wetted, core samples will be taken by the site supervisor or operative prior to the removal. If any dry patches are found, additional fibre suppressant may need to be injected into the pipework, or alternatively, light sprays of fibre suppressant are to be utilised to ensure the insulation is thoroughly wetted. Care will be taken to ensure that no slurry is created.

Tools to be utilised for the removal process will be scrapers, wire brushes, scouring pads and an emery cloth. The removal process will be carried out in one operation with the saturated material being removed by cutting along the sectional joints to remove the insulation whole with all generated waste being placed immediately into asbestos waste bags.

Any asbestos debris remaining to the pipework is to be wetted with light sprays of fibre suppressant, prior to being removed with hand held tools and shadow vac techniques.

At the end of the working shift or completion of the removal works, we will remove all the waste from the work area to the sealed skip/van.

On completion of the removal works, the enclosure will be thoroughly cleaned using 'H' type vacuum cleaners, and by wiping all surfaces with damp disposable cloths. Prior to the independent Analyst carrying out Clearance Works, the LAR Site Supervisor is to enter the work area and carry out a visual inspection and order any further cleaning they deem necessary.

Pipe Insulation – Hardset

Prior to the insulation being injected, the pipework will be wrapped in cling film with the cling film being overlapped a minimum of 50mmj at joints and ensuring the pipework is fully wrapped.

The insulation material is to be injected using a multi-needle injection system injecting the material with a fibre suppressant.

The small injection system utilises Dampstrip 30-330 being pre-mixed with water to a maximum dilution of 15 to 1.

The large injection system utilises Astrip being automatically mixed through the machine. Once injected, the insulation will be left to soak for a minimum of 1 hour. Both units used are multi-point injection systems.

Needle Pattern

The needle pattern will be dependent on the material and thickness being removed, i.e. spray coating to ceiling, vessels, pipes, etc. All our supervisors and operatives are trained on this system annually and the site supervisor carries the manufacturers guidance on needle patterns within their site paperwork.

Indicator

To ensure that the material is fully wetted, core samples will be taken by the site supervisor or operative prior to the removal. If any dry patches are found, additional fibre suppressant may need to be injected into the pipework, or alternatively, light sprays of fibre suppressant are to be utilised to ensure the insulation is thoroughly wetted. Care will be taken to ensure that no slurry is created.

Tools to be utilised for the removal process will be scrapers, wire brushes, scouring pads and emery cloth. The removal process will be carried out in one operation with the saturated material being removed by cutting along the sectional joints to remove the insulation whole with all generated waste being placed immediately into asbestos waste bags.

Any asbestos debris remaining to the pipework is to be wetted with light sprays of fibre suppressant prior to being removed with hand held tools and shadow vac techniques.

At the end of the working shift or completion of the removal works, we will remove all the waste from the work area to the sealed skip/van.

On completion of the removal works, the enclosure to be thoroughly cleaned using type H vacuum cleaners and wiping all surfaces with damp disposable cloths. Prior to the independent analyst carrying out clearance works, the LAR site supervisor is to enter the work area and carry out a visual inspection and order any further cleaning they deem necessary.

Wrap and Cut

The pipework is to be removed in manageable lengths to reduce the risk of manual handling. This will mean that small sections of insulation will need to be removed. The small sections are to be injected with fibre suppressant and allowed to soak. Once thoroughly wetted, the section is to be removed and all generated waste is to be placed into asbestos waste bags. The exposed ends of the insulation are to be sealed with self adhesive tape. The exposed section of pipework is to be thoroughly cleaned with hand held wire brushes and scrapers.

The remaining insulated pipework is then to be wrapped in visqueen sheeting with all joints being sealed with self adhesive cloth tape. Once all the pipework has been sealed within the visqueen, the pipework is to be cut out using tiger saws. The pipework will be supported at the opposite end by an Operative.

At the end of the working shift, or completion of the Removal Works, we will remove all the waste from the work area to the sealed skip/site van.

On completion of the Removal Works, the enclosure is to be thoroughly cleaned using 'H' type vacuum cleaners and by wiping all surfaces with damp disposable cloths. Prior to the independent Analyst carrying out Clearance works, the LAR Site Supervisor is to enter the work area and carry out a visual inspection and order any further cleaning they deem necessary.

Removal of Asbestos Paper Beneath Fibreglass

The fibreglass will be lightly sprayed with a fibre suppressant (Dampstrip 30-330). The bands holding the fibreglass will then be removed and the fibreglass insulation placed immediately into asbestos waste bags. The exposed asbestos paper will then be thoroughly wetted with a fibre suppressant (Dampstrip 30-330). The insulation will then be removed, placing all waste into asbestos waste bags. The pipework will then be cleaned with damp disposable cloths.

Removal of Asbestos Insulation Debris

The asbestos debris is to be thoroughly wetted with light sprays of fibre suppressant prior to being removed with hand held scrapers, wire brushes and shadow vac techniques.

On completion of the Removal Works, the enclosure is to be thoroughly cleaned using 'H' type vacuum cleaners and by wiping all surfaces with damp disposable cloths. Prior to the independent Analyst carrying out Clearance Works, the LAR Site Supervisor is to enter the work area and carry out a visual inspection and order any necessary further cleaning they deem necessary.

Removal of Asbestos Insulation Debris within a Boiler Room

Once isolated by our Client, the boiler units within the work area will be vacuum cleaned, prior to being sheeted over with visqueen and sealed with tape. Any non-moveable items will be pre-cleaned and then sheeted over with visqueen and sealed with tape. All walls, floors, pipe hangers, brackets etc within the Boiler Room will then be thoroughly checked for any asbestos insulation debris. If found, the debris will be wetted with a fibre suppressant (Dampstrip 30-330) and then scraped with hand held tools/wire brushes and cleaned with 'H' type vacuum cleaners in close vicinity. Any waste will be placed immediately into asbestos waste bags.

Once all the debris has been removed, the whole of the Boiler Room will be vacuum cleaned with the aid of 'H' type vacuum cleaners and wiped down with damp disposable cloths. All metal clad fibreglass insulation to the pipework and calorifier is to be left in-situ and wiped down with damp disposable cloths. If any damaged sections are found, these will be sealed with cloth backed tape.

CEMENT

Asbestos Cement Materials

The area surrounding the Removal Works will be barrier taped off and warning signs attached to prevent the entry of unauthorised persons.

Visqueen sheeting will be laid below the working area to catch any dust or debris generated from the Removal Works. The asbestos cement materials will be sprayed with a fibre suppressant (Dampstrip 30-330) and carefully unscrewed/denailed avoiding any unnecessary breakages, wherever possible, utilising hand held tools.

At the end of the working shift, or on completion of the Removal Works, we will transfer all contaminated waste to a sealed lockable container or site van.

On completion of the Removal Works, the Site Supervisor will carry out a visual inspection of the area to ensure that the area of work is clean and free of any asbestos dust or debris.

Removal of Fuse Pads

Prior to works commencing, the Clients electrician will isolate all power to the fuse box, then test to ensure the fuse boxes are not live.

Once completed, the pads will be removed and placed directly into asbestos waste bags. The fuse box will then be thoroughly vacuum cleaned with the aid of a 'H' type vacuum cleaner.

Removal of Thermoplastic Floor Tiles

The tiles will be wetted with a fibre suppressant and removed with hand held floor scrapers, placing waste immediately into asbestos waste bags.

Removal of Asbestos Flue Pipe

Prior to our works commencing, the Client will isolate the boiler. The flue section will then be sprayed with a fibre suppressant (Dampstrip 30-330). The flue pipe will be carefully removed, avoiding any unnecessary breakages at joints, being placed immediately into asbestos waste bags. Any debris generated during the works will be thoroughly vacuum cleaned with the aid of 'H' type vacuum cleaners.

NOTE: Where the flue passes through the roof void, visqueen will be laid directly under the flue pipe to avoid any debris falling into the fibreglass insulation/Rainwater Goods

The rainwater goods are to be lightly sprayed with fibre suppressant (Dampstrip 30-330) and carefully removed and placed immediately into asbestos waste bags, or floor to ground, and wrapped in visqueen. Where breakages are unavoidable, the area is to be thoroughly wetted with fibre suppressant and carefully scored to minimise shattering.

TEXTURED COATING

Removal of Textured Coating to Plasterboard

The textured coating is to be wetted with light sprays of fibre suppressant (Dampstrip 30-330) prior to the removal of the plasterboard complete with textured coating. All generated waste is to be placed immediately into asbestos waste bags. The remaining timberwork is to be thoroughly cleaned with hand held scrapers, wire brushes and a 'H' type vacuum cleaner.

At the end of the working shift, or completion of the Removal Works, we will remove all the waste from the work area to the sealed skip/site van.

On completion of the removal works, the enclosure is to be thoroughly cleaned using type H vacuum cleaners and by wiping all surfaces with damp disposable cloths. Prior to the independent analyst carrying out clearance works, the LAR site supervisor is to enter the work area and carry out a visual inspection and order any further cleaning they deem necessary.

Removal of Textured Coating to Concrete

The textured coating is to be removed with a proprietary brand of textured coating remover. The remover is to be painted on utilising an airless sprayer to apply an even, heavy coating. The coating is to be left on for between 1 to 12 hours, or until the coating is soft. Once the coating is soft, it is to be removed utilising hand held scrapers and wire brushing. All generated waste is to be placed into asbestos waste bags. The enclosure floor is to be cleaned on a regular basis to prevent a build up of excessive amounts of removed coating.

On completion of the Removal Works, the concrete soffit is to be washed down with water and damp disposable cloths.

It may be necessary to wash the soffits with a proprietary brand of solution to neutralise the textured coating remover. This requirement depends on the Clients reinstatement.

Drilling of Textured Coating

The localised floor under the area which is to be drilled, is to be covered with visqueen sheeting. The hole is to be drilled utilising a slow speed drill fitted with a drill cup connected to a 'H' type vacuum cleaner. Once the hole has been drilled, it will be cleaned with the aid of a 'H' type vacuum cleaner prior to the application of ET150 mastic to seal the edges of the hole.

Where the hole is required within the plasterboard, the hole may be cut utilising hand held chisels to cut through the plasterboard, placing all generated waste into asbestos waste bags. The edges of the hole are to be painted with an application of ET150 mastic.

The visqueen floor sheeting is to be thoroughly cleaned with the aid of 'H' type vacuum cleaners, prior to being removed and disposed of as asbestos waste.

Scraping Textured Coating

The areas to be removed are to be marked and identified by our Client. The area immediately under the area of work is to be covered with visqueen sheeting. The textured coating is then to be lightly sprayed with a fibre suppressant (Dampstrip 30-330) prior to being removed with hand held scrapers and shadow vac techniques. The edges of the scrapes are to be painted with an application of ET150 mastic.

The visqueen floor sheeting is to be thoroughly cleaned with the aid of a 'H' type vacuum cleaner, prior to being removed and disposed of as asbestos waste.

GENERAL

Removal of Debris within a Boiler House

The area will be thoroughly cleaned. All non-moveable items will be sheeted over with visqueen and sealed with tape. The walls will be thoroughly wetted with a fibre suppressant (Dampstrip 30-330). Once thoroughly soaked, the walls will be scraped with hand held tools placing all waste immediately into asbestos waste bags. Any remaining debris will again be sprayed with fibre suppressant. The walls will then be wire brushed with hand held tools and wiped down with damp disposable cloths. On completion of the works, all walls will be vacuum cleaned with 'H' type vacuum cleaners.

Removal of Boiler Section

The boiler sections will be released by cutting the holding bolts allowing the Operatives to pull sections apart, so as to break into manageable handling pieces.

Once split, the rope gasket will be sprayed utilising a fibre suppressant and placed directly into asbestos waste bags. The cast sections will be double wrapped in visqueen and labeled with asbestos waste bags and disposed of in the sealed skip/site van.

23 - Decontamination Transit Procedures of Operatives

The decontamination unit will be connected to the enclosure, wherever possible.

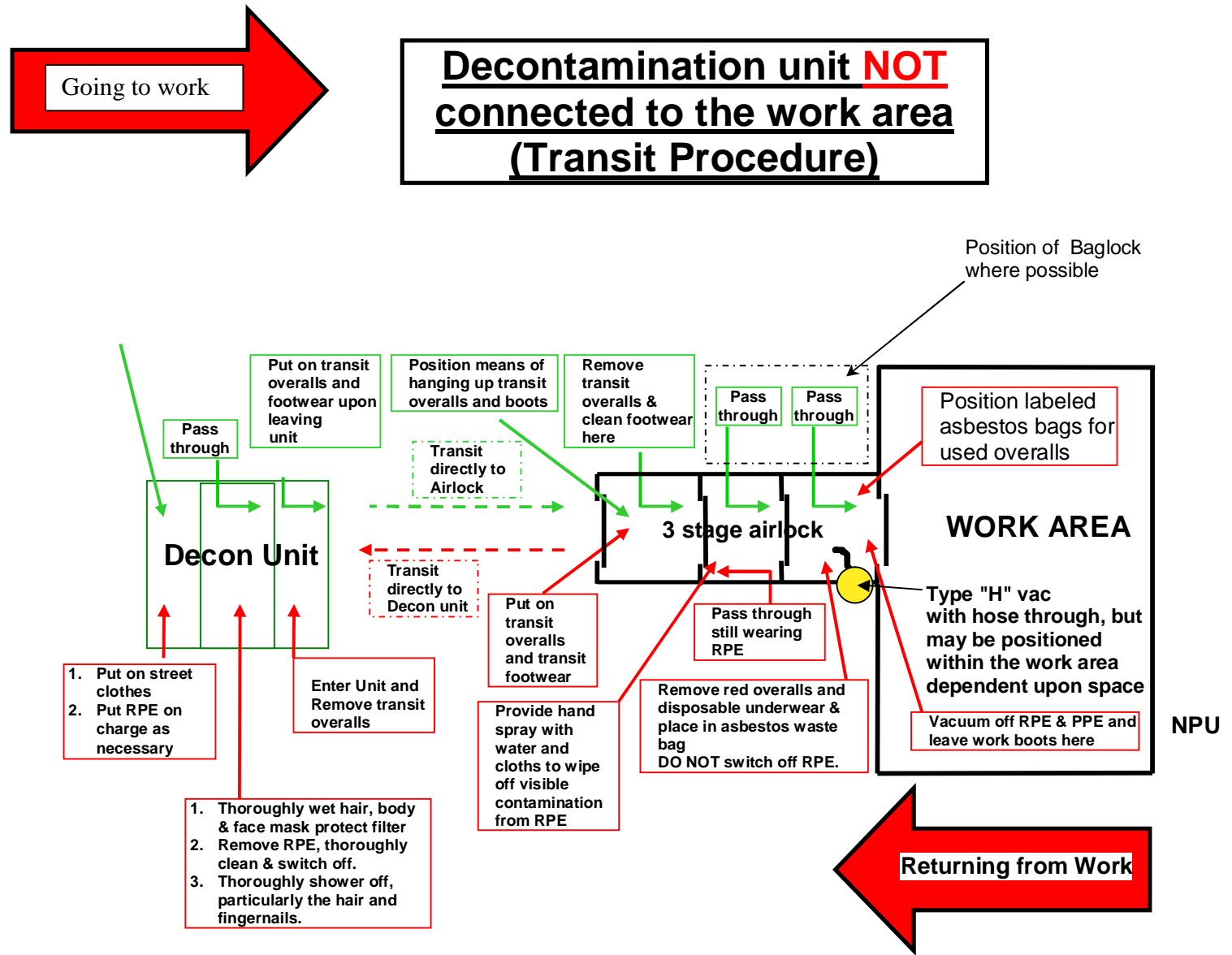
Where this is not possible, the Transit Procedures will be used.

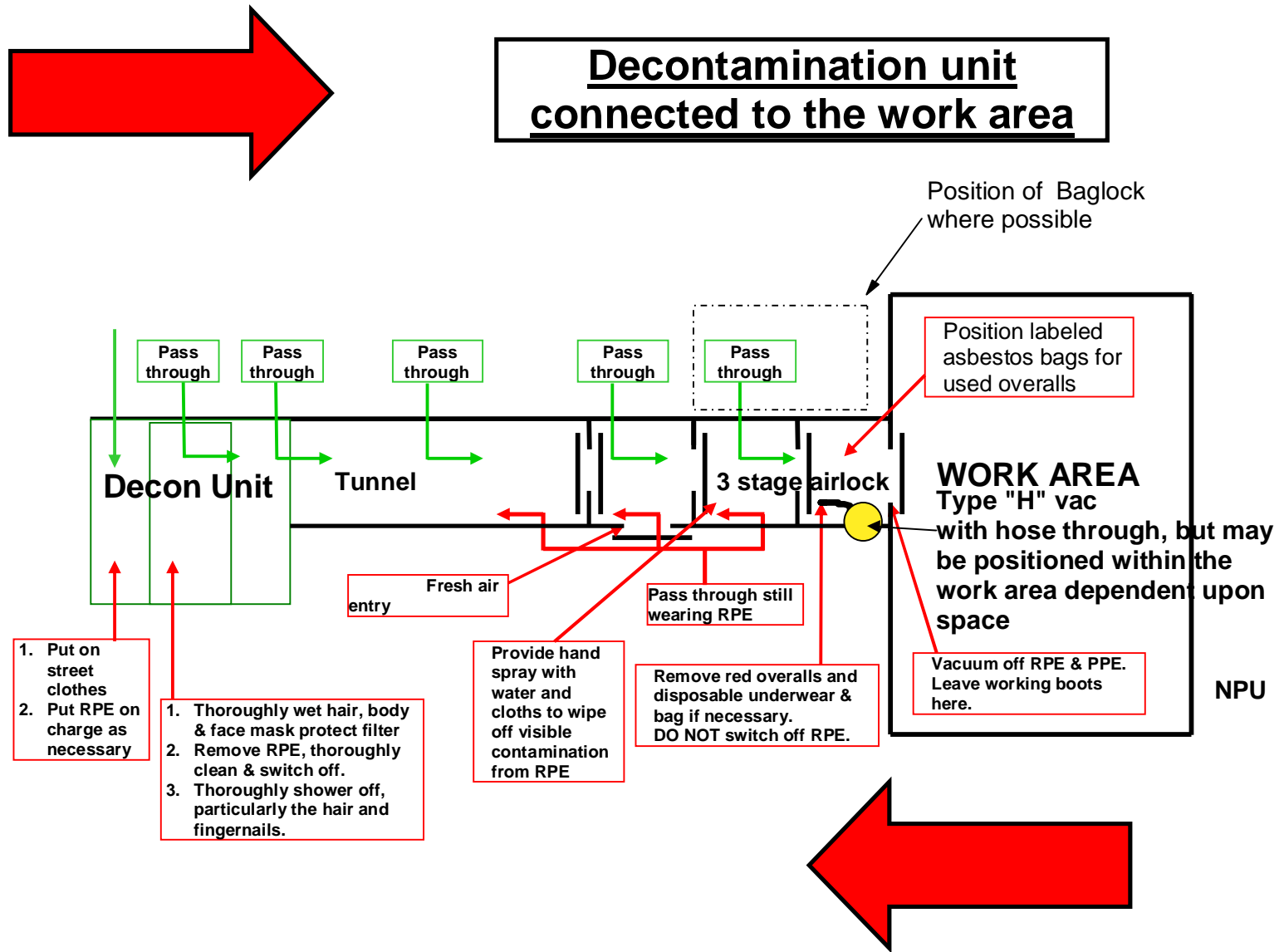
LAR Ltd operates a three boot operation, leather type work boot external to enclosure, Rigger type work boot or Wellington boot for working within enclosure and an ankle rubber type boot for transiting. Agency labour must follow this system for working within the enclosure as well to prevent any confusion on contaminated boots. The Operatives asbestos area work boots will be cleaned with the aid of damp disposable cloth and 'H' type vacuum, prior to being placed into a clear asbestos waste bag and sealed with tape, the bag being sprayed with PVA as it is passed through the airlock where it will generally be stored within the company vehicle until the boots are next required. Then they will be removed from the bag once the next project enclosure has been set-up and the Operative has his respirator on, etc ready to commence work. The transit shoe must be washed and cleaned within the shower area of the decontamination unit, prior to the Operative removing his respirator and decontaminating himself, the transit shoes then being treated as non-contaminated items.

Any Operative reporting to site to work within enclosures without the appropriate work boots will be removed from site.

Blue type 5 overalls are used for transit/setting up procedures. Red type 5 will only be used during stripping and cleaning procedures.

If an Operative is required to transit from one enclosure to another, the Operative will transit to the other enclosure airlock putting on a NEW clean red overall and NEW disposable underclothes as required in the clean end of the other airlock. The Operative's asbestos area work boots will be placed into a clear asbestos waste bag and sealed with tape, the bag being sprayed with PVA as it is passed through the airlock and carried to the next enclosure by the Operative. They will be removed from the bag once the Operative has entered the next enclosure.





24 - Removal of Waste from Work Areas

Handling Techniques and Acceptable Methods

The more roughly that the asbestos is handled, or treated, the more airborne asbestos fibre will be released. In recognition of this fact the following general principles will be applied whenever possible:

- Asbestos will be moved in one operation, in as few pieces as possible, from its location directly into a waste bag.
- If direct bagging is not possible, the visqueen sheeting will be arranged so that the pre-wetted asbestos falls upon it. The asbestos will then be wrapped in the visqueen and removed.
- Sheet material will be removed whole and wrapped in visqueen in full pieces **NOT BROKEN TO FIT INTO ASBESTOS WASTE BAGS.**
- Abrasive cleaning will be undertaken only on wet surfaces. Clients are advised that where mild abrasive cleaning, such as wet wire brushing fails to completely remove asbestos residues, then the remaining asbestos may have to be encapsulated using an appropriate proprietary coating recommended by the manufacturer for such purposes, following consultation between the Client and the Operations Manager.
- The following processes will **NOT OCCUR** without written permission from the Managing Director and approval from the Health and Safety Executive:

Dry sweeping;

Use of an electrical grinder, or similar, upon asbestos residues;

Open grit blasting.

Enclosure Work

The waste must be placed into red bags and sealed within the enclosure, prior to being placed into a clear bag within the second stage of the airlock/baglock. This clear bag will then be sealed and sprayed down with PVA, prior to being passed out through the clean end. Operatives external to the enclosure, aiding in the double bagging and the removal of the waste, must wear blue disposable overalls and orinasal half mask respirators whilst handling waste.

Waste is to be bagged immediately within the enclosure as it is produced and regularly removed from the enclosure to prevent the build up of waste.

Non-Enclosure Work

All waste is to be double bagged or double wrapped as work progresses using light sprays of PVA solution.

25 - Waste Disposal

All waste will be disposed of using Consignment Notes generally generated by LAR Administration Staff. The LAR Site Supervisor will ensure the appropriate sections of the note are completed. All procedures must be in accordance with the Hazardous Waste Regulations.

There are 3 possible methods of dealing with asbestos waste on site:

a On Site Skip

Once the waste has been double bagged or double wrapped it is then to be transferred via the most direct route to the sealed lockable skip as per the Plan of Work.

b Transfer of Waste Via Van

Once the waste has been double bagged or double wrapped it is then to be transferred via the most direct route to the sealed compartment of the van for onward transportation to LAR Ltd Transfer Station, Crossley Park, Crossley Road, Stockport SK4 5BB, or another similar licensed Transfer Station using the Company's waste carrier license. The Supervisor must contact the Transfer Station prior to leaving site to book in the waste.

c Wait and Load

All waste is to be double bagged or double wrapped and stored within a safe location off site until completion of the works. On completion of the works the waste is to be transferred directly to the skip along the most direct route.

Waste Transfer Station Procedures

The asbestos waste skips at the Crossley Park Transfer Station are sealed containers, which have prominent warning signs and are kept locked except when actually being loaded.

The Waste Transfer Station Supervisor is responsible for inspecting the waste being brought in from site for transfer to the waste skips. The Waste Transfer Station Supervisor will also conduct daily checks of the waste skips, prepare monthly and quarterly reports for the Environment Agency, arrange for Air Monitoring of the waste transfer station every quarter and ensure that skips are exchanged as and when necessary.

26 - Encapsulation Works

Where encapsulation works are required, it is important that an assessment is carried out to ensure that the material is of sound condition and adhering firmly to the substrate to prevent the material delaminating once it has been encapsulated. The type of encapsulation system to be used must take into account the effects of any localised activity that cause damage to the encapsulated finish, such as vandalism, tools, equipment or vehicles.

Where a mastic type system is used, the LAR Site Supervisor must ensure that the system is applied in accordance with the manufacturer's recommendations and ensure that all personnel working with any mastic system are aware of the COSHH assessments for the materials being used, and adhere to any control measures identified within this assessment.

All encapsulated materials will be fitted with appropriate warning labels.

LAR accepts no liability of any kind following the completion of any encapsulation works and should be regularly inspected and managed as required by The Control of Asbestos Regulations 2006.

27 - Site Clearance

Enclosure Work

At the end of Asbestos Removal Works, all surfaces shall be free of visible dust and debris as far as reasonably practical. Stripped surfaces shall not be coated or PVA sprayed prior to inspection.

The independent Analyst either appointed by LAR Ltd or the Client, refer to Plan of Work, will carry out the four stage clearance.

Stage One – Preliminary check of site condition and job completeness.

Stage Two – A thorough visual inspection inside the enclosure.

Stage Three – Clearance Air Monitoring.

Stage Four – Final assessment, post enclosure area, dismantling including waste and transit routes and issue of Certificate of Re-occupation.

On completion of these stages the decontamination unit may be visually inspected and air tested as required by the Analysts Guide (1N⁰ pump, shower and dirty end) by the Analyst on the completion of the works or at set intervals as per specific method statement.

At times, the unit may be moved off site on a daily basis. The unit will not be required to be airtested as long as it is in a secure compound and not being used on another site.

If, in accordance with the Plan of Work, stripped surfaces cannot be totally cleaned, they shall be presented for inspection to the Analyst. If the Analyst agrees that the surface has been cleaned as far as is reasonably practical then a proprietary encapsulating material shall be applied, following the manufacture's recommendations, in such quantity as is necessary to totally seal the asbestos containing residues.

In any case, whilst the Analyst is undertaking a visual inspection, he or she shall be accompanied and assisted. Instructions for further cleaning shall normally be followed but should such instructions appear to be unreasonable the Site Supervisor will be consulted. When a satisfactory visual inspection has been achieved, the air extraction equipment shall be switched off and the face of the pre-filters sealed with a cover or tape and polythene. The pre-filter should have been changed prior to the final cleaning.

The Analyst shall perform an Air Test, during which appropriate disturbance of all surfaces shall be undertaken to measure the airborne asbestos fibre concentration. The result of the test will be reported to the Site Supervisor. If the Site Supervisor is told that the airborne fibre concentration is less than 0.01 fibres/ml of air, he may decide that it is safe to dismantle the enclosure. The visqueen must be sprayed with PVA and operatives must dismantle the enclosure in blue type 5 overalls and half masks with P3 filter. A 'H' type vacuum must be located adjacent to the area of work in case debris is found so that it can be cleaned up immediately. All waste generated must be treated as asbestos waste.

The Site Supervisor must consider the possibility of asbestos residues being trapped behind the sheeting. When dismantling the enclosure he may consider the need for reassurance monitoring to be undertaken during or after its completion. In any case, once the enclosure is demolished the Site Supervisor and Analyst should visually examine the place where the enclosure has been and remove any residues of ACMs, which remain. He should also ensure that all traces of materials used in the formation of the enclosure are removed.

The LAR Site Supervisor is to complete the LAR Certificate of Final Inspection on completion of the dismantling of the enclosure in addition to having received the Certificate of Re-occupation for the independent Analyst.

Non Enclosure Work

Prior to work commencing the LAR Ltd Site Supervisor must ensure that the work area is cordoned off with barrier tape and warning signs are displayed.

On completion of works the LAR Site Supervisor must inspect the area of work and may order any further cleaning he deems necessary. Once the LAR Site Supervisor is satisfied that the area is clean and all work has been completed he is to ensure that all barrier tapes and warning signs are removed prior to completing a Certificate of Final Inspection.

28 - Accident and Emergency Procedures

Tent Rupture

In the event of a breach of the enclosure, or high fibre count outside of the enclosure through unexpected leakage, the following procedure will be put in place:

- a Outside Man/Supervisor will instruct removal operatives within the enclosure to cease all operations.
- b The area behind the enclosure will be cordoned off to prevent access to the general public.
- c RPE and PPE will be worn immediately by those persons involved with dealing with the problem.
- d Outside Man/Supervisor and Operatives within the enclosure will inspect enclosure to find the source of the leak, making any necessary repairs.
- e The immediate area around the point of leakage will be thoroughly cleaned and wiped down with the aid of 'H' type vacuums and disposable damp cloths.
- f The independent Analyst will be called upon to visually inspect the area cleaned and then to carry out the Air Monitoring.
- g Work may only restart within the enclosure once clearance has been given by the on site Analyst. Consideration of carrying out a further smoke test within the enclosure should be considered to re prove the integrity of the work area.

Bag Rupture

The area of spillage will be closed off immediately and sprayed with PVA sealant. Operatives wearing full face respirators and protective equipment, using a 'H' type vac, will clear up all the spillage. Cleaning is to continue until reassurance air tests indicate that the area is clear.

Fire Precautions

Fire extinguishers will be provided on site throughout the duration of the project along with an audible alarm, which the Supervisor will sound, to alert Operatives within the enclosure.

Fires inside an enclosure should only be tackled if they are small and there is an easily accessible escape route if control is lost. In the event of a major fire within the enclosure, or elsewhere on site, the Operatives are to leave the enclosure via the quickest route to a fire exit. This may mean slitting the polythene forming the enclosure. A knife should be provided for this purpose at suitable locations around the enclosure.

If the fire brigade is called to the scene they should be advised that asbestos is present.

In the event of Operatives having to leave the enclosure in an emergency, they are to make their way to the muster point, usually the decontamination unit, unless otherwise advised. If it is not safe to assemble by the decontamination unit, the Operative should assemble well away from other people until it is safe for them to decontaminate within the decontamination unit. At this time a roll call should be undertaken to ensure all Operatives are accounted for.

Following an incident where the enclosure has been damaged, either by fire or the Operatives' attempts to escape the fire, further access to the area must be restricted to persons trained in the use of, and wearing of, RPE, until the enclosure is repaired and reassurance Air Testing indicate that airborne fibre levels are less than 0.010f/ml outside the enclosure. Control measures must be applied to reduce the risk of the spread of asbestos whilst the enclosure is repaired.

Injury to Personnel

- a A full time Site Supervisor, who is trained in First Aid, is in attendance outside of the working enclosure at all times. A First Aid Kit is available in the van.
- b 2 spare sets of Orinasal half mask RPE and clothing are available for use of emergency medical assistance at all times.
- c The stripping works cease immediately when an audible alarm is sounded by other Operatives within the enclosure to gain attention of the outside Supervisor. At this point the Site Supervisor may call for emergency assistance.
- d The first intention is to SAVE LIFE. If the injured person can be decontaminated he will be prior to removal from the work enclosure.
- e If the emergency medical team need to enter the enclosure, ie if the injured party cannot be moved, the Site Supervisor will brief and assist in the use of protective equipment. He will also escort the emergency team into the enclosure.

NOTE: Circumstances will dictate what procedure is followed. The Site Supervisors will assess the situation and decide on the best course of action.

Failure of Respirator

Failure of the full face power assisted respirator is highly unlikely if the following procedures are observed:

- Always keep the respirators fully charged when not in use.
- Always check the flow rate before and after use.
- Replace the filter when the flow rate drops.
- Ensure that the Operatives carry out pre and post inspection of the respirators.
- LAR Site Supervisors are to carry out weekly recorded inspections of all the respirators on their site on a Monday morning.
- All respirators are to be serviced every six months and certificated.

In the event of loss of power to the respirator, the Operative must stop work and make his way directly to the airlock. Here he can contact the Site Supervisor who may be able to pass into the enclosure another charged battery. In the event of the battery not being available, the Operative is to follow full transit and decontamination procedures.

Failure of Negative Pressure Unit

Loss of air movement due to blocked pre filter

Pre filters must be changed on a regular basis by Operatives with all filter changes being recorded on site paperwork.

Power failure

- In the event of loss of power, work must stop immediately and Operatives must make their way to the airlock for further instruction.
- If the power can not be returned to the work area, Operatives must evacuate the work area to the decontamination unit.
- The airlocks/baglocks should be fully sealed to prevent the possible escape, ie of asbestos fibres, until power can be restored.
- Once the power has been restored, the enclosure must be re inspected for integrity prior to re commencing work.

Failure of motor unit

In the event of a motor failing whilst in use, work must stop immediately and operatives must await further instruction.

Should the unit need replacing the following procedure will be utilised:

- Turn the unit off.
- Remove the pre filter.
- Vacuum out the pre filter aperture.
- Seal the front of the HEPA filter with polythene sheeting and adhesive tape.
- Seal the enclosure around the front of the NPU to maintain the integrity of the enclosure.
- Remove the NPU from the enclosure.
- Connect a new NPU of the same rating to the enclosure and remove the seal to reconnect the NPU to the enclosure.
- Fit the transit cover and send the defective unit for repair.

It may be necessary to smoke test the enclosure before work resumes.

Failure of HEPA filter

- In the unlikely event of a HEPA filter failure, work must stop immediately and the unit be switched off.
- Any personnel working within the adjacent area must be evacuated.
- Air Testing should be carried out at incremental distances from the work area to determine the extent of potential contamination. As the contamination is by airborne fibres, there will be no visible clue as to the extent of contamination. Access to the affected area should be restricted to personnel trained in the use of RPE.
- Other than ventilation of the area there is little that can be done to decontaminate the area. A free flow of air through the affected area to the outside atmosphere is the most effective way of dispersing the fibres. Ensure that there are no open windows to adjacent buildings/areas or persons in the immediate vicinity before ventilating the area. It may be necessary to run air tests in the adjacent areas during this procedure.
- The NPU should be replaced.
- On receipt of satisfactory air tests work may recommence.

Failure of Lighting within the Enclosure

- Emergency lighting must be utilised as a back up to any lighting system.
- In event of lighting failure work must stop.
- Operative must make their way to the airlock, decontaminate, and transit as normal.

Failure of Services to Decontamination Unit

In event of either water, gas or electricity supply to the decontamination unit failing, it is impossible for the Operatives to use that facility for decontamination and the procedure below must be followed:

- When Operatives stop work within the enclosure, they must preliminary decontaminate within the airlock and transit to the dirty end of the decontamination unit to await further instruction.
- The on Site Supervisor must organise alternative decontamination facilities. Once these are in place the Operatives must complete their decontamination.

Water within the Enclosure

- Should the enclosure become flooded, the first priority is to shut off the source of the flood.
- If isolation of service is not possible, a temporary repair should be made.
- Once the source of the water has been cut off, remove the water in the area. If the seal at the base of the enclosure has been breached, this must be repaired and a smoke test conducted before work résumés.
- If water has leaked from the enclosure to the adjacent areas, and is potentially contaminated, this must be cleared up. Air Tests should be conducted in the affected areas until the airborne fibre levels are below 0.010f/ml.