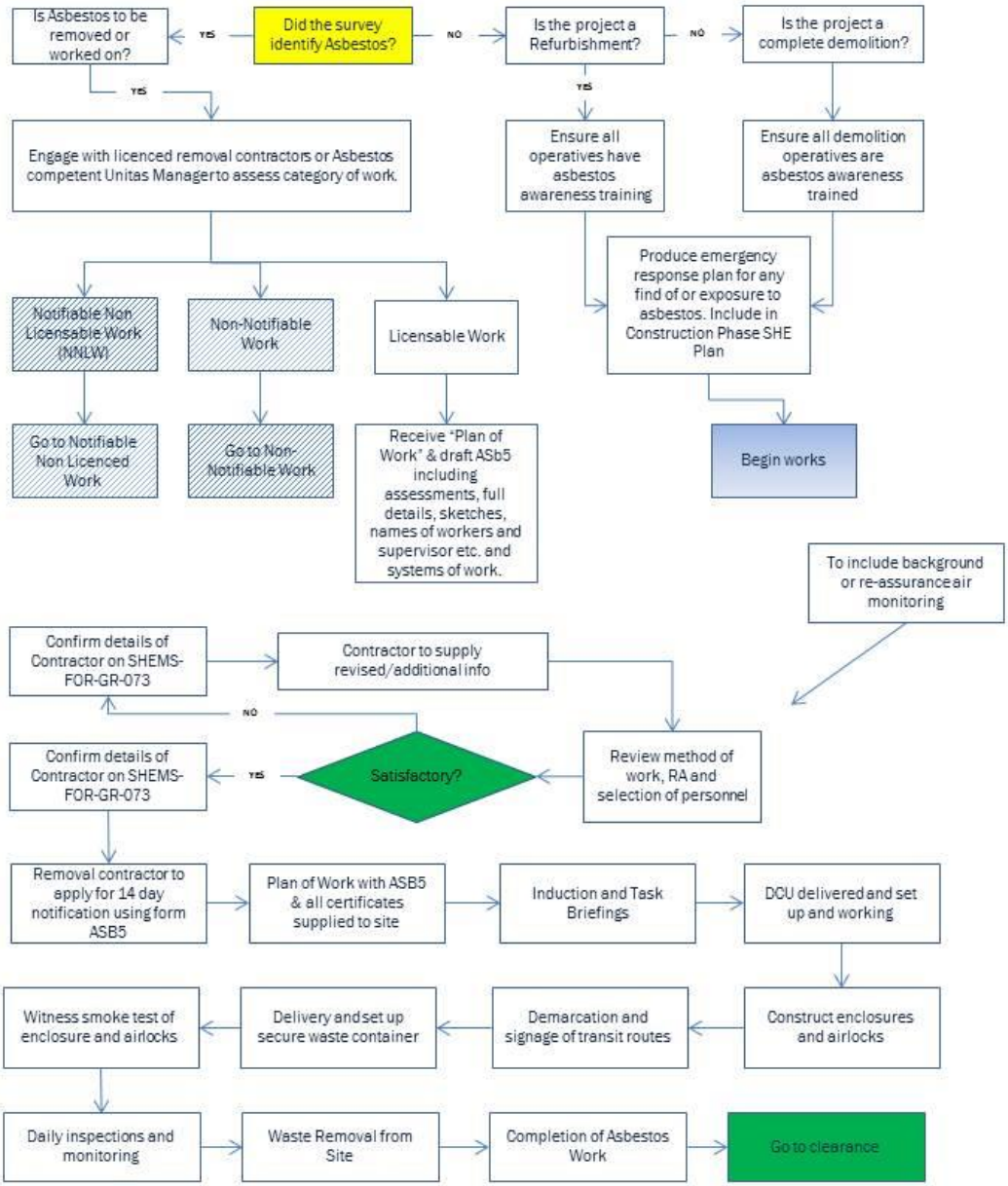
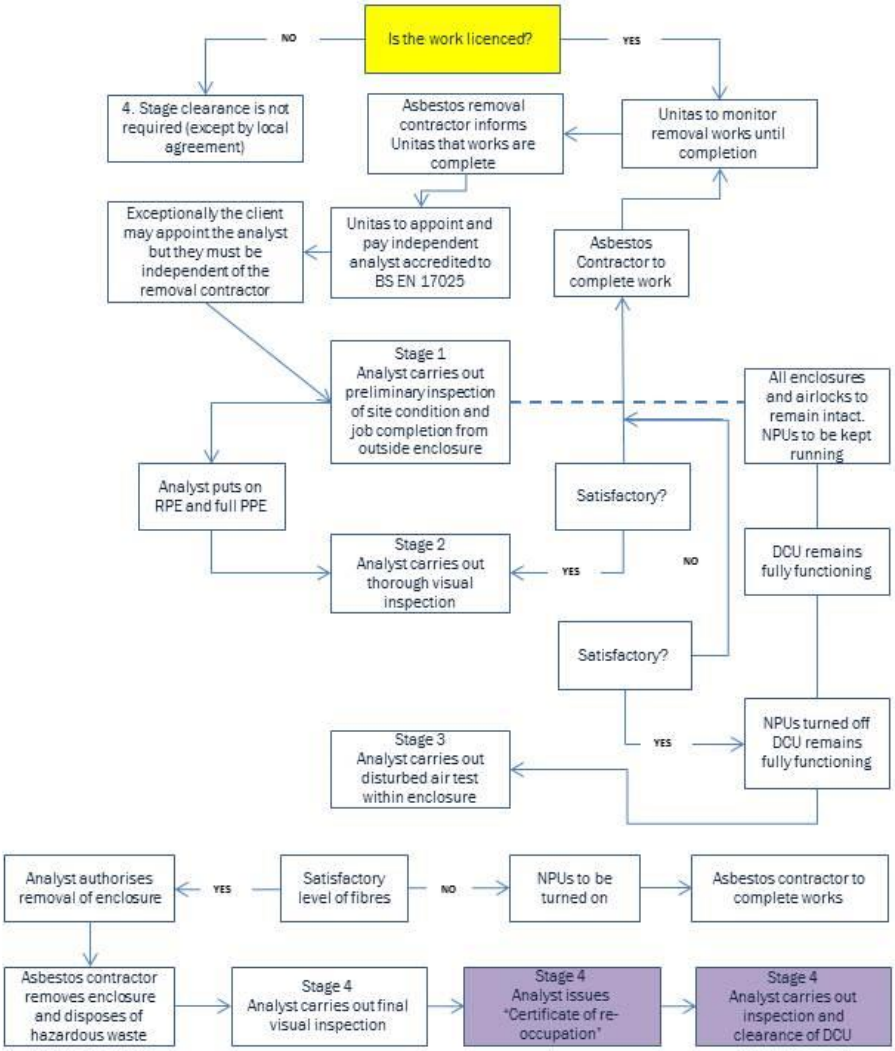
The following Minimum Standard is applicable on all projects

Asbestos – Planning & Carrying out Licensable Work



Asbestos Removal – Clearance (Licensable Works)



General Unitas requirements applicable to this standard

Unitas employees must not sample, remove or work with Asbestos containing materials (ACMs).
The only exception to this policy is where employees are specifically identified, trained, insured and authorised and are part of a licensed asbestos removal unit.

Works with Asbestos Containing Materials are regulated by the HSE through a licensing regime. Whilst there are some exemptions as to work requiring a licence, all works to asbestos containing materials requiring such a licence shall be carried out by the holder of a current asbestos licence for that scope of works.

Planning

- Obtain the "Plan of Work" from the licensed contractor. This must include:

  - Location of the work
  - Name of contractor, names and contact details of managers and supervisors
  - Names of removal operatives to be used
  - Details of any other licence holders (e.g. Ancillary such as scaffolders, or labour suppliers ACoP L143 paragraphs 36-39)
  - Details of survey on which the plan is based (date, type and name of surveyor(s)
  - Type, form, quantity, extent and condition of asbestos
  - Risk assessments by a competent person for the potential asbestos fibre release and control as well as ancillary work and work to be carried out such as work at height
  - Details of anticipated exposure and mitigation methods
  - Method of work (method statement) including nature and probable duration of work, detailed diagram of access routes etc.
  - Details of enclosures, vision panels and CCTV, volumes, air changes to be achieved, Negative Pressure Unit (NPU) requirements including discharges etc. ACoP L143 paragraphs 388-399 provide further information. I.e. .Be equipped with suitable and sufficient viewing panels min 600mm x 300mm (or CCTV) to be able to see all the work being carried out.
  - Inspection and monitoring arrangements to ensure controls are maintained
  - Installation of enclosures including smoke testing and transit arrangements(inc. whom will witness smoke test)
  - Identification of plant required (e.g. vacuum cleaners, suppressant kits)
  - RPE and PPE details with maintenance and test records for RPE and plant
  - Personal and background monitoring details
  - Establishment of hygiene facilities
  - Establishment and maintenance of exclusion zones
  - Waste arrangements (including secure storage and disposal arrangements)
  - Emergency arrangements including arrangements to raise and communicate alarms, fire, medical emergencies, inadvertent damage to ACMs, emergency evacuation, segregation and de-contamination
  - Details as to who will carry out the 4 stage clearance and issue the certificate of re-occupation
  - Details of who will consider any departures from the plan and how these will be communicated to the asbestos workers and site team

Health and Safety at Work etc Act 1974
Asbestos (Licensing) Regulations 1983

Notification Form

Click here for a list of HSE Offices / EMail addresses

- Please read the notes attached before completing this form
- Please use block capitals

- When completed, please return this form to the appropriate authority
- This form may be photocopied for use in subsequent notifications

1 Licence holder details — Click here for guidance

Name | Licence number | Address | Expiry Date | Postcode | Telephone No | Fax No | e mail address | Name of person dealing with job | Mobile Telephone No

2 Occupier or employer or contractor to whom the licence holder is contracted

Name | Contact person | Telephone No | Mobile Telephone No

3 Details of job

Site address where asbestos work is to be carried out | Local Authority Area (use note 1 attached)

Exact work location/description of where on these premises work is to be carried out (use note 2 attached)

Site telephone no | Actual start date of set up on site (use note 3 attached) | Expected duration of work (days)

Type of work to be undertaken (please tick a box)

Asbestos coating ☐ | Textured coating (Artex) ☐ | Asbestos insulation ☐ | Asbestos insulating board ☐

Other ☐ (please specify)

Activity - does the work involve? Dry stripping ☐ | Use of power tools ☐ | Work on or in proximity to hot surfaces ☐

(These work methods should be avoided. If you have ticked any of these boxes justification must be included in a separate note; specific reference in control measures must be included in the method statement)

Size of job (use note 4 attached) | Maximum number of persons employed in the work at any one time

4 Other asbestos licence holders information

Are any other asbestos licence holders involved in the work/subject? Yes ☐ No ☐

Name

In what capacity are they involved? (eg supplying labour, ancillary/supervisory work)

Signature | Date

Print Name | Position

The notification period starts when this form, accompanied by a suitable/acceptable method statement is received by the enforcing authority

F09 A080 (03/01)

- Copy of Licence
- Copy of the ASB5 notification to the HSE
- Medical certificates (2 yearly) for anyone who may enter enclosures or hygiene facilities
- Current test certificates for all plant, NPUs, DCUs, RPE etc.

At this stage some information may still be provisional; however it is still required and noted as such on the Plan of Work Checklist SHEMS-FOR-GR-021 and returned to the contractor. The Safe System of Work should be reviewed with the project SHE manager/advisor

When Unitas are satisfied that the Plan of Work is suitable, the licence holder shall notify the HSE using form ASB5. This is required at least 14 days before the work starts

No work shall commence until the licensed contractor provides a full site pack. This must include all the items listed above as required under the plan of work, in addition to the following:

- Face-fit test certificates for RPE
- Clearance Certificate for DCU from previous use
- Daily checklists

Asbestos Contractors shall be inducted, and briefed on the method of work, including emergency arrangements

No work shall commence (including setting up enclosures) until the DCU is on site and working

The Smoke Test of the enclosures shall be witnessed by Unitas (or their representative when a specialist asbestos consultant is employed)

Transit and waste routes shall be separated from other access routes where reasonably practicable, clearly identified and signed

Waste skips or containers shall be secured and clearly marked as asbestos waste. Waste shall not be stored outside enclosures except in the secured asbestos containers. This will require the containers to be on site before any removal begins

All asbestos waste (including dirty clothes) shall be double bagged and sealed in legally compliant bags

Daily inspections shall be carried out and recorded by the licensed contractor

Background or re-assurance air monitoring shall be carried out where identified by risk assessment (e.g. adjacent to schools, in occupied premises etc.)

On completion of the work, the licensed contractor shall inform Unitas that work is complete and ready for clearance
NPUs will be kept running until the analyst instructs that they can be turned off

Unitas (or where contractually required, the Client) will employ and pay an analytical organisation accredited by UKAS to EN17025 to carry out any background or reassurance monitoring, clearance inspections, air tests and issue of certificates of re occupation.
4 stage clearance will be carried out as described in flow chart Figure 1.

Enclosures shall only be dismantled when cleared

Re-occupation shall only be allowed following receipt of a certificate of re-occupation

Until the certificate of reoccupation is received asbestos exclusion areas shall be maintained, DCU will continue to operate, and full PPE and RPE requirements will continue

Procurement
Select an Asbestos Removal Contractor with a current removal licence covering the work to be carried out (e.g. Insulation, Asbestos Insulation Board etc.)

Check the expiry date of the licence. This MUST be current until after the proposed work is complete. Allow sufficient time for additional works, and do NOT accept that a contractor is going through the renewal process

Unitas (or where contractually required, the Client) will employ an analytical organisation accredited by UKAS to EN17025 to carry out any background or re-assurance monitoring, clearance inspections, air tests and issue of certificates of re-occupation

Documents:
- Notice of Appointment of Asbestos Coordinator SHEMS-FOR-GR-001
- Asbestos Survey Checklist SHEMS-FOR-GR-023
- Asbestos Plan of Work Checklist (Licensed Work) SHEMS-FOR-GR-021
- Asbestos Work Monitoring Form (Licensed Work) SHEMS-FOR-GR-024

Further Guidance/Reference refer to Asbestos Management Standard SHEMS-STD-GR-041

ASBESTOS LICENSED WORKS CHECKLIST

Project Name:
Project No: **Date:**

Name of person undertaking check or Safety Monitoring:

	Check	Complete	
1	Is an appropriate refurbishment/demolition survey available?	✓	X
2	Does the proposed contractor hold an appropriate licence?	✓	X
3	Will the licence still be current after completion of the work?	✓	X
4	Does the proposed 'Plan of Work' include all details in sufficient detail?	✓	X
5	Is a copy of the Notification to HSE (ASB5) available and correct?	✓	X
6	Are finalised details of the 'Plan of Work' available on site?	✓	X
7	Are all certificates (plant, equipment, face fits, medicals) on site?	✓	X
8	Is the decontamination unit and hygiene fully working before enclosure construction?	✓	X
9	Smoke test complete and witnessed by Unitas?	✓	X
10	Transit and waste routes delineated and signed?	✓	X
11	Are waste skips secured and clearly identified as asbestos waste?	✓	X
12	Has background/re-assurance been considered?	✓	X
13	If background/re-assurance air monitoring required is it being done?	✓	X
14	Are daily checks being carried out and recorded by contractor?	✓	X
15	From **external** inspection, are works being carried out as described in the 'Plan of Work', and all respiratory protective equipment worn?	✓	X
16	Are transit routes and areas outside enclosures clear of waste?	✓	X
17	Is waste being doubled bagged, sealed and correctly marked?	✓	X
18	Is analyst working under EN17025 accreditation by UKAS?	✓	X
19	Are all enclosures intact and working until analyst authorises removal?	✓	X
20	Is a clearance certificate issued for all areas?	✓	X

Signature …….

Date …….