

## ***ANNEX 8 Method Statement Aide Memoire***

**Asbestos Licensing Unit (ALU)  
Asbestos Liaison Group (ALG)  
ALG Memo 01/08**

To: ALG members

From: Greg Haywood, Head of ALU

Date: 11 January 2008

**Subject: How to draw up a plan of work (aka method statement)**

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### What is a plan of work (POW)?

It is a key safety document that takes the information about significant risks from your risk assessment, and combines them with the job specification, to produce a practical and safe working method for the workers to follow on site. Its aim should be to control workers' exposure to asbestos and thereby reduce the future incidence of asbestos related disease. It should also detail how other risks should be eliminated or controlled, such as when working at height, or minimising risk of musculo-skeletal injury. Paragraphs 76-86 of ACOP L143, chapter 3 of HSG 247 and the Appendices to this document, detail what should be in a plan of work.

A POW must be concise, easy to read and job/site specific. Generic information about frequently used company procedures, such as how to bag waste and how to set up the decontamination unit, can form part of the general health and safety policy documents that an Asbestos Licensing Principal Inspector (ALPI) would expect to see during a licence assessment interview. Such procedures should be incorporated into induction training for new staff.

In certain circumstances a generic POW may be acceptable for repetitive jobs, such as equipment maintenance or work in identical properties, but this will need to be negotiated with the local ALPI in advance.

### Who is it for?

Although when notifying the enforcing authority of work with asbestos a POW needs to be included the **POW is not for the enforcing authority to approve**. The POW is for the contractor and employees to use to plan and carry out the job effectively and without risk to their health and safety.

Supervisors and managers should use it as a benchmark against which to measure worker performance. It is therefore essential that it is both site and job specific and kept up to date when circumstances change. Workers must be told about any changes to the plan. Significant changes should also be sent to the Enforcing Authority.

### Where should it be kept?

It should **always** be on site as a live document. Access to general procedures should also be available at site level, either as paper copies or via computer access. A copy should also be kept at the head office to enable management to effectively monitor performance.

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### When should a POW be drawn up?

You should create a POW after you have been to site to assess the job. It will help you to accurately price the job by providing a detailed work method in advance.

You should submit a POW with your job notification to HSE or the Local Authority (LA).

### What form should a POW take?

This document contains 3 appendices for you to use:

- Appendix 1: Full Licence Holder – Plan of work aide memoire
- Appendix 2: Supervisory Licence Holder - Plan of work aide memoire
- Appendix 3: Ancillary Licence Holder - Plan of work aide memoire

Use one of the attached appendices as a checklist to ensure that you have included all the right information.

The POW should be referenced to the appendix checklist number.

Specify if the item is a photograph, diagram or written and mark when completed.

Although it is inevitable that written material will be required, use pictograms, photographs and diagrams as much as possible, e.g. annotate the site layout plan, (an essential part of the POW), illustrate needle patterns for wet injection etc. It is the quality of the content, not the quantity that is important.

### Why is it so important to provide a good POW?

This is an essential live document for the workers to use on site. They are relying on you to create a safe working method.

A POW has an additional role in providing information to an Enforcement Officer/Inspector about the nature of the job and how well it has been planned. Enforcement action is likely to be taken if a POW does not accurately reflect the ongoing work during a site inspection.

**Your POW must contain the information contained in paragraphs 76-86 of ACoP L143 or it is likely to be rejected by the enforcing Authority and the notification period of 14 days will be delayed. The notification period will not start until a satisfactory revised POW has been received by the enforcing authority. The 14 day notification is a minimum and notifications should normally be received before this minimum period and reflect the planning that has taken place.**

**NB: If any of the notification papers (copy of licence, POW, notification form ASB 5) are missing the notification period cannot start.**

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### APPENDIX 1

#### Full licence holder - Plan of Work Aide Memoire

		Written details, photograph or diagram	Completed or not applicable
<b>1. Details of contract:</b>			
1.1	The name and local address of the persons to whom you are contracted (including the site address if different).		
1.2	The names, job titles, and telephone numbers of all relevant contacts, including the site supervisor, manager or director responsible for the site.		
1.3	The number of employees on the job at any time and names.		
1.4	When the work is going to take place i.e. dates and times (nights, week end work, etc), the dates for set up, removal and clearance.		
1.5	The names of the principal contractor, the planning supervisor and CDM client, if CDM applies.		
1.6	The name(s) of any other asbestos licence holders involved.		
1.7	Who will carry out the 4 stages of the clearance process and issue the certificate of reoccupation.		
<b>2. Management of the job:</b>			
2.1	How often the		
	• supervisor;		
	• manager;		
	• director ;		
	will be on site.		
2.2	How viewing panels and or CCTV will be used.		
2.3	The names and contact telephone numbers of the supervisor, manager or director responsible for conditions on site.		
2.4	Who will consider departures from the Plan of Work and how will these be communicated to the workers on site?		
<b>3. Scope of work and risk assessment:</b>			
3.1	Provide brief details of any asbestos survey, the level (Type 1, 2 or 3) who did this and when.		
3.2	Provide a description of the work, its location and the removal method.		
3.3	State the type and form of asbestos, the quantity, extent and condition.		
3.4	Provide details of any access and fire risk		

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	and precautions to be taken. Include details of how safe places of work will be provided and maintained.		
3.5	Provide details of any other risks and precautions.		
<b>4. Control measures:</b>			
4.1	State the expected exposure using the controls specified.		
4.2	Describe the steps taken to reduce exposure as low as reasonably practicable and to control release into the environment.		
4.3	Provide a sketch(es) showing:		
	<ul style="list-style-type: none"> <li>• size of enclosure(s);</li> </ul>		
	<ul style="list-style-type: none"> <li>• location of viewing panels, and / or CCTV;</li> </ul>		
	<ul style="list-style-type: none"> <li>• negative pressure units;</li> </ul>		
	<ul style="list-style-type: none"> <li>• H-type vacuum cleaners;</li> </ul>		
	<ul style="list-style-type: none"> <li>• DCU, (include the positions from which the water and electrical supplies to the DCU are to be fed);</li> </ul>		
	<ul style="list-style-type: none"> <li>• transit routes (if applicable - include explanation why direct connection between DCU and air lock is not being used);</li> </ul>		
	<ul style="list-style-type: none"> <li>• bag locks;</li> </ul>		
	<ul style="list-style-type: none"> <li>• waste routes;</li> </ul>		
	<ul style="list-style-type: none"> <li>• and skips etc.</li> </ul>		
4.4	State the volume of enclosure, size and numbers of NPU s and number of air changes per hour.		
4.5	State the type of respirators used		
4.6	Describe the air monitoring arrangements for duration of the work		
4.7	Describe the arrangements for smoke testing and witnessing.		
4.8	Describe how control measures are to be maintained on site and what checks.		
<b>5. Method of work:</b>			
5.1	State any additional precautions to reduce exposure.		
5.2	Provide detailed site information and a site specific description of the working method to be used with reasons		
5.3	Describe which fibre suppressant technique is to be used		
5.4	For wet strip system – describe injection technique, including:		
	<ul style="list-style-type: none"> <li>• needle type;</li> </ul>		
	<ul style="list-style-type: none"> <li>• needle pattern;</li> </ul>		
	<ul style="list-style-type: none"> <li>• dilution factor;</li> </ul>		
	<ul style="list-style-type: none"> <li>• what indicator will be used to check</li> </ul>		

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	material is fully saturated;		
	<ul style="list-style-type: none"> <li>• and time allowed for penetration.</li> </ul>		
5.5	State what tools and other equipment are to be used and whether they meet the PAS 60 standards.		
5.6	For AIB work, describe the practical measures to minimise dust release.		
<b>6. Other site-specific information:</b> (not in company procedures) relating to:			
6.1	DCUs (including clearance testing).		
6.2	Entry and exit procedures.		
6.3	Welfare facilities.		
6.4	Waste disposal.		
6.5	Emergency procedures (including asbestos disturbance during enclosure erection, etc)		

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### APPENDIX 2

#### Supervisory Licence Holder - Plan of Work Aide Memoire

		Written details, photograph or diagram	Completed or not applicable
<b>1. Details of contract:</b> Remember that the role of the supervisory licence holder is to ensure compliance with the Control of Asbestos Regulations 2006 by all duty holders involved in the work.			
1.1	The name and local address of the persons to whom you are contracted (including site address if different).		
1.2	The name of the licensed asbestos contractor(s).		
1.3	The names, job titles and telephone numbers of all relevant contacts including.		
1.4	Your site supervisor and the competent person preparing the plan of work.		
1.5	When your supervisor will be on site.		
1.6	When the work is going to take place ie dates and times (nights, week end work, etc), the dates for set up, removal and clearance.		
<b>2. Scope of work and risk assessment:</b>			
2.1	Provide brief details of any asbestos survey, the level (Type 1, 2 or 3) who did this and when		
2.2	Provide a <b>brief</b> description of the work to be undertaken by the licensed removal contractor(s) and its location and the removal method		
2.3	State the type and form of asbestos, the quantity, extent and condition		
2.4	Provide brief details of any access and fire risks and precautions taken		
2.5	State what the terms of reference are for your involvement in the work (what will you be doing?)		
2.6	Who will consider departures from the Plan of Work and how will these be noted and recorded on site?		
<b>3 Supervisory Licence Holder's "Own Work".</b>			
3.1	What the arrangements are for means for communicating with the person to whom you are contracted, the licensed removal contractor(s), the analysts, etc. Does the person to whom you are contracted and the		

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	licensed asbestos contractor understand your role?		
3.2	The arrangements to check licensed contractor's documentation & test certificates for equipment;		
	<ul style="list-style-type: none"> <li>• medical certificates;</li> </ul>		
	<ul style="list-style-type: none"> <li>• method statements;</li> </ul>		
	<ul style="list-style-type: none"> <li>• maintenance records;</li> </ul>		
	<ul style="list-style-type: none"> <li>• Site log (inc daily check of the enclosure and DCU);</li> </ul>		
	<ul style="list-style-type: none"> <li>• training records (for asbestos work);</li> </ul>		
	<ul style="list-style-type: none"> <li>• face fit test records for RPE;</li> </ul>		
	<ul style="list-style-type: none"> <li>• records of RPE inspection;</li> </ul>		
	<ul style="list-style-type: none"> <li>• copy of licence</li> </ul>		
3.3	The type of respirators used		
3.4	The arrangements in place to stop work (are you certain you have the power to ensure that action is taken?)		
3.5	The arrangements for air monitoring (when, where, by whom, type, recording of exposure levels)		
3.6	The arrangements for 4 stage clearance procedure and who will issue the certificate of reoccupation (What happens if there are unsealed surfaces in the enclosure? What if the enclosure is wet?)		
3.7	The arrangements for DCU clearance testing		
<b>4 Other site-specific information: (not in your company procedures) relating to:</b>			
4.1	Use of hygiene facilities for decontamination		
4.2	Entry and exit procedures		
4.3	Welfare facilities		
4.4	Emergency procedures (including asbestos disturbance during enclosure erection, etc)		

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### APPENDIX 3

#### Ancillary Licence Holder — Plan of Work Aide Memoire

		Written details, photograph or diagram	Completed or not applicable
<b>1. Details of contract.</b>			
1.1	The name and local address of the persons to whom you are contracted (including site address if different).		
1.2	The name of the licensed asbestos contractor(s)		
1.3	The names, job titles, and telephone numbers of all relevant contacts, including your site supervisor and the competent person preparing the plan of work		
1.4	When your supervisor will be on site		
1.5	The number of employees on the job at any time		
1.6	When your work is going to take place i.e. dates and times (nights, week end work, etc), the dates for scaffold erection, dismantling etc.		
1.7	The names of the principal contractor, planning supervisor and CDM client, if CDM applies		
<b>2. Scope of work and risk assessment:</b>			
2.1	Provide a description of the work and its location		
2.2	State the type and form of asbestos, the quantity, extent and condition		
2.3	Provide brief details of any access and fire risks and the precautions taken		
2.4	Who will consider departures from the Plan of Work and how will these be noted and recorded on site?		
<b>3. Control measures:</b>			
3.1	State the type of respirators used		
<b>4. Method of work:</b>			
4.1	Provide detailed site information and a site specific description of the working method to be used with reasons		

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4.2	State what tools and other equipment are to be used		
<b>5 Other relevant site-specific information relating to:</b> (not in generic company procedures)			
5.1	DCUs		
5.2	Entry and exit procedures		
5.3	Welfare facilities		
5.4	Emergency procedures (including asbestos disturbance during scaffold erection, etc).		