

Removing an ACM-coated panel (Ceiling or Wall) RISK ASSESSMENT & SSOV	Senior Operative in charge of operation	Signature of senior operative in charge and responsible for carrying out the risk assessment and enforcing SSOV	Date risk assessment carried out on site
	Please print full name:		

Location	Job Ref
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The completion of this combined risk assessment, permit to work, and consignment note will ensure we are complying with the law (HSE A28) to ensure the safe removal of ACM coated panel of no more than 1 sq m from a property without causing harm to any person who may be affected by the completion of this work.

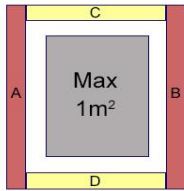
Preparing the work area:

- Do you need to isolate any services?
- Restrict access to room
- Minimise the number of people present
- Close doors and windows
- Ensure adequate lighting
- Use only approved ladders
- Ensure you have correct RPE & PPE
- Ensure you have a working mobile telephone

Equipment, tools and materials you must have before you begin work

- 1000-gauge polythene sheeting with CDG Notice for large panels
- Sufficient RED polythene bags with the CDG hazard notice
- Sufficient CLEAR polythene bags with the CDG hazard notice
- Sufficient tape to seal bags
- Dustpan and brush
- Spray gun with sufficient water/washing-up liquid mix
- Cloth or paper towelling to clean area and tools
- Access to sink and tap, or a bucket of clean water
- RPE (Asbestos-rated half-mask or full Versaflo Hood)
- Disposable overalls with hood
- Laceless shoes or shoe coverings
- Gel (e.g. X-Tex) to remove asbestos coating
- Paint brush to apply Gel
- Tape measure to confirm surface area of pastch
- Warning tape and notices to secure location
- Colloidal Gel to suppress dust during cutting

At Risk	<input checked="" type="checkbox"/> Employees	<input type="checkbox"/> Tenants	<input type="checkbox"/> Children & vulnerable adults	<input checked="" type="checkbox"/> Company & private property
	<input type="checkbox"/> Contractors & other visitors	<input type="checkbox"/> Neighbours	<input checked="" type="checkbox"/> Pets	<input checked="" type="checkbox"/> Environment



Rectangle A	Width (m)	x	Length (m)	=	Surface Area (sq m)
Rectangle B		x		=	
Rectangle C		x		=	
Rectangle D		x		=	
Total Surface Area (should not exceed 1 sq m)					

Only authorised operatives who have received training within the last 12 months are to carry out this operation.

Hazards	Who might be harmed and how	RISK without controls	Standard controls that should be observed on all sites	RISK with controls	Site Manager	Extra controls required to reduce risk to safe level. Use Ext. sheet if necessary	Revised risk after extra controls		
							Likelihood	Severity	Risk
<input checked="" type="checkbox"/> Breathing in asbestos fibres	Breathing in asbestos fibres will lead to serious and fatal long-term lung diseases or cancers. It is easy to underestimate the immediate threat to your health. Every asbestos fibre will cause harm and the damage is cumulative. It can take years before irreversible symptoms become apparent, by which time it is too late.	25	Follow the rules listed on the accompanying SSOV. Obtain a <i>Permit to Work</i> after preparing and securing the site, before starting work. Make sure you are wearing the correct PPE/RPE and you have to hand all the required materials and equipment you need. Ensure the contaminated waste will be collected and transferred to either the Elliott Rd store or taken direct to an approved asbestos waste disposal site before leaving the property.	5	<input type="checkbox"/> Standard controls enforced on site				

PERMIT TO WORK: Asbestos Removal

All work must be completed by 16:00 on the same day.

Permit number obtained from HO

Name of person in charge:	<input type="text"/>	
Time work started:	<input type="text"/>	Number of asbestos bags used: <input type="text"/>
Time work ended:	<input type="text"/>	Number of wrapped panels: <input type="text"/>

CONSIGNMENT NOTE TO RECORD TRANSFER OF ASBESTOS WASTE FROM SITE TO STORE / DISPOSAL SITE

All work must be completed by 16:00 on the same day.

Person collecting:	<input type="text"/>	
Taken to Unit 5, Elliott Rd	<input type="text"/>	No. of bags transferred: <input type="text"/>
Take to Disposal Site	<input type="text"/>	No. of Panels transferred: <input type="text"/>

It is essential this form is completed at each stage of the operation and is delivered to HO to be signed off by a manager in the office as soon as is reasonably practical after completing the transfer from site to the store or final disposal site.

Nearest A&E Dept:	In case of Fire or other emergency dial 999	Report Gas Leak to: 0800 111 999	
Likelihood	Severity of Risk	Calculated Risk	Action Plan
1 Improbable: 0%-5% Unlikely to happen	1 No risk to short-term or long-term health or sustaining personal injury	0 - 5	Low Risk - No extra controls needed
2 Remote: 5%-25% May occur at sometime	2 Remote risk to health or sustaining minor injuries treatable by site first aid	6 - 15	Introduce extra controls to reduce risk
3 Possible: 25%-50% Could occur at sometime	3 Low risk of personal injury requiring medical attention at A&E Department	16 - 20	Only under supervision of Site Manager
4 Probable: 50%-75% Very likely to occur	4 Moderate risk of personal injury resulting in more than 7 days off work	21 - 25	Do not proceed as the risk is too high
5 Very probable: 75%-100% Almost certain	5 High risk of life-changing injury, long-term chronic illness, cancer and death		Make reference to the Company CDM Plan when assessing risk

Safe System of Working (SSOW)

Email: HealthandSafety@mariscosouth.co.uk

Site		Folio Ref:	
Subject	Asbestos Removal – ACM coated panel of less than 1m²		
Legislation and HSE Guidance	<ol style="list-style-type: none"> 1. Control of Asbestos Regulations 2012. Links: Regulations or HSE. 2. L143: Managing and Working with Asbestos. 3. A28: Removing textured coating from a small area, for example 1m². 4. em4: Using a Class H vacuum cleaner for asbestos. 5. em5: Wetting asbestos materials. 6. em6: Personal protective equipment (including RPE). 7. em7: Using damp rags to clean surfaces of minor asbestos contamination. 8. em8: Personal decontamination. 9. em9: Disposal of asbestos waste. 		
Materials & Equipment	<ol style="list-style-type: none"> 1. X-Tex™ Gel, or equivalent, to soften the ACM Coating and encapsulate it to allow safe removal from the panel surface with a scrapper. 2. FFFP3 half-face mask if clean-shaven. Full hood for operatives with beards or stubble. Masks must have a UK-assigned factor of 20 or more. 3. Disposable overalls – Type 5 (BS EN ISO 13982-1+A1) 4. A sufficient number of clear and red polythene bags and/or 500-guage sheets, which must display the UN-approved CDG hazard label for asbestos. 5. Tape to seal each bag or panel in sheets. 6. Warning tape and notices. 7. Dustpan and brush to collect scrapings. 8. Hand saw and colloidal gel, or equivalent, to suppress dust when cutting out panel. 9. Garden-type sprayer containing wetting agent to suppress dust. 10. Bucket of water and rags. 11. A sealable container in the intended vehicle to receive and transport waste. 12. Approved steps or platform for working at height. 		
Mandatory paperwork to be completed by operatives	<ol style="list-style-type: none"> 1. Asbestos removal RAM (to be signed off by operatives) 2. Asbestos Permit to Work (Number to be obtained from HO) 3. Consignment note to record transfer of bags from site to store / disposal site 4. The three documents have been combined into one simple-format sheet which we will refer to as the RPC Form (risk-permit-consignment). There will be numerous RPC Forms created for each operation that requires a work permit. 		

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Method	<ol style="list-style-type: none">1. To prevent harm to any person or animal that might be affected by the removal of ACM coating, it is essential all operatives strictly comply with all the rules in this SSOW.2. If you cannot secure the site against unauthorised entry; or you do not possess the right equipment, PPE and RPE; or you have not obtained a <i>Permit to Work</i> number from Head Office, do <u>not</u> start the work until you.3. Only operatives who have received asbestos removal training in the last 12 months can undertake the removal of ACM coatings.4. Operatives must use one of the three types of approved RPE to carry out the work:<ul style="list-style-type: none">• A 'use-once' disposable FFP3 Half-Face Mask: They must be clean shaven and have been face-fit tested within the last 12 months with the same disposable FFP3 half-face mask they intend to use on this assignment.• A semi-Disposable FFP3 Half-Face Mask: Disposable FFP3 Half-Face Mask: They must be clean shaven and have been face-fit tested within the last 12 months with the same FFP3 half-face mask they intend to use on this assignment. The mask must have been cleaned and maintained with the filters changed in accordance with the manufacturer's instructions.• A VersaFlo™ powered hoods.5. Operatives must clear and secure the room from which the ACM is to be removed against unauthorised access.6. Operatives must complete the relevant RPC Form for the removal for ACM coatings. This will involve confirming with a controller in head office when and where the ACM removal is to begin. The operative will be given a <i>Permit to Work reference number</i> to indicate the work can proceed.7. Operatives must follow the procedures explained in the HSE guides A28, and em4 to em9, when undertaking the removal of the ACM material, bagging-up and cleaning-up the site.8. At the conclusion of the job, the operatives must confirm with the controller back in Head Office how, who and when the contaminated waste will be removed from this site to either:<ul style="list-style-type: none">• The temporary store at Unit 5, Elliott Rd; or• Direct to an approved commercial disposal site who receives asbestos waste.9. Operatives are reminded only properly sealed, double bagged waste is licenced to be transported in a sealable, closed container within their van. It is illegal to transport loose contaminated waste bags carried in the back of a vehicle. They must be in a container. <p>There are five stages to this work:</p> <p>Stage 1: Removal of the ACM coating from the panel.</p> <p>Stage 2: Cutting out the 'decontaminated' panel.</p> <p>Stage 3: Bagging-up the contaminated waste so it is safe to be transported away from site.</p> <p>Stage 4: Safely removing the contaminated waste from site in licensed vehicles.</p> <p>Stage 5: Create an accurate paper audit trail that identifies when, and how much ACM was removed from a property, and how it was transported to a commercial waste disposal site that accepts asbestos-contaminated waste.</p>
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Stage 1	<p>Removal of the ACM coating from the panel.</p> <p>Apply a generous coating of X-Tex™, or equivalent, to the area to be cut from the ceiling or wall panel. The total area to be treated must not exceed 1m² and by necessity remove the coating along the entire line of intended cut to remove the panel in question.</p> <p>Follow the manufacturer's instructions to allow enough time for the gel to soften the coating and fix it into the colloidal substrate. At this stage, the operative does not need to wear PPE as the act of brushing on the gel does not represent a hazard. RPE should be worn for safety.</p> <p>After the recommended curing time, clear the surrounding area and secure the site from unauthorised entry by locking doors and placing warning signs not to enter.</p> <p>Operatives must now don the required PPE and RPE and can then begin to use a scrapper to remove the cured gel mix. Catch the scapings in a dustpan ^{Note 1}. Do not use excessive force to remove the coating. The soft, combined gel/coating mix should scarp off easily as a hot knife cuts though butter. If you hear a scraping noise as the blade touches residual hard coating, consider applying a second coat of gel.</p> <p>The objective here is to remove as much as you can of the ACM coating from the area that will be cut to remove the panel in question.</p> <p>All scrapings should be placed immediately in the red asbestos bag.</p> <p>Use damp rags and the water sprayer to clean up the area. Add the used rags to the red bag when finished.</p> <p>Note 1: Working at Height Safely. The operative will need two hands to scrape and catch the gel as it drops. This means they may not be able to safely maintain three points of contact with the ladder or platform they are using. Ensure that you use a ladder or platform that allows you to work safely during this operation.</p>
Stage 2	<p>Cutting out the 'decontaminated' panel.</p> <p>The act of removing the ACM coating significantly reduces the risk of the next stage of cutting out the panel will liberate asbestos fibres into the air, but it has not eliminated the hazard. For this reason, the site must remain secured and the operative must continue to wear PPR/RPE until all the contaminated waste has been safely sealed away in the double bags.</p> <p>As dust and debris is subject to gravity, the safest option is for the operative to be above the panel when sawing through the panel to be removed. We appreciate this is rarely possible.</p> <p>The operative should damp down the area and apply a liberal dose of either wallpaper paste, or PVA, along the line of cut to suppress dust and debris.</p>
Stage 3	<p>Bagging-up the contaminated waste so it is safe to be transported away from site.</p> <p>It is a legal requirement that all asbestos contaminated waste is double-bagged (red inner, clear outer) bearing the CDG labels. Use gaffer tape to seal the bags.</p> <p>Part of the work permit system requires the operative to arrange the safe removal of the contaminated waste from the site as soon as possible.</p>

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Stage 4	<p>Safely removing the contaminated waste from site in licensed vehicles.</p> <p>Marisco holds an Upper Tier Waste Carrier Licence until 23 July 2023 and the required vehicle insurance to transport non-notifiable, non-licensed asbestos waste from site of origin to either the temporary store at Unit 5, Elliott Rd, or direct to Commercial Recycling's disposal site.</p> <p>To transport asbestos waste legally, the correct double bags or polythene sheeting must be used that clearly identifies the contents as asbestos contaminated waste. The waste can only be moved if the bags and sheet remain sealed and unpunctured.</p> <p>The bags must be transported in a sealed box within the vehicle. The vehicle must remain locked during the transfer.</p> <p>There are serious repercussions for both the driver and the Company if the vehicle is stopped by the Police or a DVSA officer and a subsequent inspection finds we are not observing the rules described above.</p>
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Stage 5	<p>Create an accurate paper audit trail.</p> <p>In order to secure the future of Company it is essential we demonstrate we are meeting key professional standards and obtain third-party accreditations. This includes ISO 45001 (H&S) and ISO 14001 (Environment).</p> <p>Part of the process of keeping those accreditations is we must undergo regular audits by outside agencies to test if our various safety and environmental administration systems are up to scratch. One of the activities we must demonstrate we are adequately controlling is the safe removal of asbestos from our site.</p> <p>To ensure we record the compliance information we need, all removal of asbestos operations will in future be controlled by a work permit system. It will require the operative in charge of removing the asbestos on the site:</p> <ul style="list-style-type: none">• To complete the relevant RPC Form.• Contact head office just before work begins to obtain a work permit number.• Contact head office again when the removal task has been completed.• To ensure the RPC Form has been correctly completed and either confirm they are removing the contaminated waste from site, and taking personal responsibility for delivering the RPC form to Head Office, or agreeing with the controller at Head Office an alternate person who has accepted the responsibility of removing the waste and arranging the RPC Form to be delivered.• The work permit system entry will only be completed and closed when the RPC Form is returned to Head Office and signed off by the designated controller.
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