**SPECIFICATION FOR A**

**MEASURED TERM CONTRACT**

**FOR THE REMOVAL OF ASBESTOS**

**THROUGHOUT**

**THE GOLDING HOMES ESTATE**

|  |  |
| --- | --- |
| **SECTION 1 - ASBESTOS PRELIMINARIES** | |
| **1.1** | **Statutory/General Obligations & Recommendations** |
| 1.1.1 | The Asbestos Works “Term Contractor” shall ensure that all welfare and safety measures required under or by virtue of the provisions of any enactment or regulations and amendments or the working rules of any industry are strictly compiled with. |
| 1.1.2 | Attention is drawn in particular to the current legislation which is not to be considered as exhaustive or the most current available. Where any of the details have been superseded the most recent applies up to the time of tender submission. |
| **1.2** | **Site Supervision** |
| 1.2.1 | Maintain an adequate site organisation under the full-time control of an experienced supervisor who is conversant with the safety, health and welfare regulations and is capable of assuming complete responsibility for the types of removal operations within the scope of this contract. |
| 1.2.2 | The works will be subject to inspection at anytime to ascertain whether the approved procedures for the removal and disposal of asbestos and similar material are being complied with. Such inspections shall in no way relieve the Contractor of the responsibility of ensuring that the operations strictly adhere to the current provision of all legislation, regulations and supplementary guidance notes issued thereto. |
| **1.3** | Definition of Terms |
| 1.3.1 | Employer: Golding Homes |
| 1.3.2 | RO: The Responsible Officer. |
| 1.3.3 | HSE: The Health and Safety Executive. |
| 1.3.4 | WORKING AREA: the term ‘working area’ shall mean the contaminated zone and any other adjacent areas affected by the asbestos removals and requiring isolation and protection during the course of the works, irrespective of whether being directly worked in, or acting as a temporary transit passageway of any purpose. |
| 1.3.5 | The working zone, and access thereto and therefrom, shall be determined by discussion with the Golding Homes and Asbestos Consultant. |
| 1.3.6 | WORKING DAY: the term ‘ working day’ shall mean daytime working during any weekday between Monday and Friday; where decontamination is required and authorised by the PM to remain powered, with or without operative attendance, during night hours and weekends, etc, the Contractor shall be paid for extra ‘working day’ periods without enhancement to the scheduled rate. |
| 1.3.7 | WORKING WEEK: the term ‘working week’ shall mean five consecutive working days; periods less than half a full working week shall be disregarded, all other periods shall be regarded as full working weeks. |
| 1.3.8 | OPERATIVE: the term ‘operative’ shall mean any operative or other Contractor’s workmen and all authorised Managers personnel who have attended a relevant Asbestos Management course. |
| 1.3.9 | CONFINED SPACE: means ‘any place, including any chamber, tank, pit, pipe, sewer, flue, well or any other similar place, in which, by virtue of its enclosed nature, there arises a foreseeable specified risk’. Note a location can be a confined space only during certain work activity, depending on the presence of a reasonably foreseeable risk of serious injury, e.g. a room during spray painting; an open vat; enclosures during asbestos removal; excavations; and interiors of machines, plants or vehicles. |
| 1.3.10 | The RO shall decide at the time of ordering whether the work is in a confined space and indicate this on the order. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.4** | **Hygiene Facility** | | | | |
| 1.4.1 | The Asbestos Works “Term Contractor” shall provide on-site, a hygiene unit for the use of all persons who must enter the work or transit zone and/or are engaged in asbestos disturbance works. The hygiene facilities shall be of a design in accordance with HSE Guide Asbestos The Contractor’s Guide. HSG 247 | | | | |
| 1.4.2 | The hygiene facilities shall be maintained on-site throughout the whole works and be of the appropriate size to provide the necessary showers, washing and storage facilities to meet the requirements of the works. | | | | |
| 1.4.3 | The position of the hygiene unit to be agreed and confirmed prior to submission of the Asbestos Works “Contractor’s” Method Statement. | | | | |
| 1.4.4 | All suitable services shall be ascertained, provided and connected by the Asbestos Works “Term Contractor” at his own expense. | | | | |
| 1.4.5 | The hygiene facility shall have hot and cold water supplies and filtered waste water outlets connected to a suitable point of drainage. | | | | |
| 1.4.6 | The hygiene facility shall be locked at all times when not in use. | | | | |
| 1.4.7 | The hygiene waste filter shall be replaced as necessary and the used filter disposed of as asbestos contaminated waste. | | | | |
| 1.4.8 | The hygiene facility shall be kept clean on a daily basis and air tested weekly whilst on site. The Hygiene facility shall not be allowed on site without a clearance certificate from the previous site. | | | | |
| 1.4.9 | All clearance tests undertaken within the hygiene facility shall be conducted by the Asbestos Consultant as part of the four stage clearance procedure. | | | | |
| **1.5** | **Respiratory Protective Equipment (RPE)** | | | | |
| 1.5.1 | The Asbestos Works “Term Contractor” shall provide respiratory protective equipment for all operatives engaged in pre-cleaning work or working in designated asbestos areas and transit zones, in accordance with the selecting respiratory protective equipment for work with asbestos INDG 264, Respiratory Protective Equipment HS(G)53 A Practical Guide for Users and Asbestos Contractors Guide. | | | | |
| 1.5.2 | It is the Asbestos Works “Contractors” responsibility to ensure that all respiratory equipment is adequately maintained, cleaned and maintenance records are kept for all equipment. | | | | |
| 1.5.3 | A current face fit certificate must be provided for each specific type of respirator used by individual operatives. Operatives must be clean shaven. | | | | |
| 1.5.4 | The Equipment shall fit the wearer correctly, and shall not be shared with other wearers, unless adequately checked, cleaned and disinfected beforehand. | | | | |
| **1.6** | **Safety Helmets** | | | | |
| 1.6.1 | The Asbestos Works “Term Contractor” shall provide, in accordance with the Construction (Head Protection) Regulations, industrial safety helmets complying with BS EN397 for all work people, including staff that could be in danger of head injury. The Asbestos Works “Term Contractor” shall use his best endeavour to ensure that helmets are worn where necessary. | | | | |
| **1.7** | **Protective Clothing** | | | | |
|  | The Asbestos Works “Term Contractor” shall provide protective clothing for all persons who are liable to contamination including the Client’s Representative and the client appointed Site Supervisor and shall be of a material which does not retain asbestos fibres. | | | | |
|  | Clothing and footwear shall completely enclose body, head and feet in such a manner as to prevent contamination. | | | | |
|  | Protective clothing worn in the working and “dirty” areas shall be of a different colour to clothing worn in transit between the “dirty” area and showers. | | | | |
|  | NO street clothes or footwear shall be worn in the “dirty” area (i.e. transit side of the showers). | | | | |
|  | NO transit clothing or footwear shall be worn in the clean area (i.e. street side of the showers). | | | | |
| **1.8** | **Personal Hygiene** | | | | |
| 1.8.1 | Soap, nail brushes, dry towels, hangers, hooks, storage lockers for RPE and protective clothing and personal lockers shall all be provided in adequate quantities in the clean side of the hygiene unit. A mirror for fitting respirators shall be positioned on outer chambers or airlock adjacent to work area. | | | | |
| 1.8.2 | Shower facilities are to be sited between transit and clean areas so as to deter users from retracting their steps from clean to “dirty” areas without having to pass through the showers. The number of showers to operatives shall not exceed the ratio of 1:4. | | | | |
| **1.9** | **Transit Procedures** | | | | |
| 1.9.1 | The Asbestos Works “Term Contractor” shall satisfy the Asbestos Consultant that he has a safe procedure to transit between the airlocks and the decontamination unit which does not endanger the health, safety and welfare of: | | | | |
|  | (i) | | | His own personnel. | |
|  | (ii) | | | Others in the building or on the adjacent site. | |
| 1.9.2 | Clear distinction must be possible between protective clothing used for the purpose of Asbestos Works and transiting and the following colour coding should be covered in the Standard Operating Procedures and Method Statements and should be in a format as below or similar | | | | |
|  | Work zone - Red overalls  Transit zone - Blue overalls  Other areas - White overalls | | | | |
| 1.9.3 | Tests, both visual and analytical will be carried out on the transit route to make sure it has not become contaminated with asbestos fibres. If this is found to be the case then the Asbestos Works “Term Contractor” shall clean this area to the satisfaction of the Asbestos Consultant at the Asbestos Works “Contractor’s” own expense. Any additional costs to the Employer due to delays at this stage shall be borne by the Asbestos Works “Term Contractor” as well as the cost of any additional analytical work. These costs shall be deducted from the Asbestos Works “Contractor’s” final account. | | | | |
| **1.10** | **Asbestos Waste Removal, Storage, Transporting & Disposal** | | | | |
| **1.10.1** | **Removal of Asbestos** | | | | |
| 1.10.1.1 | Asbestos materials shall be removed by methods creating the minimum practicable release. Fibres release within the enclosure should be reduced to the lowest level reasonable and should not exceed **4f/ml**. The Asbestos Works “Term Contractor” shall include for the provision and use of fibre suppressants. | | | | |
| 1.10.1.2 | The Asbestos Works “Term Contractor” shall utilise methods that incorporate the use of spray machines. Dry stripping shall not be permitted under any circumstances. | | | | |
| 1.10.1.3 | The Asbestos shall be removed by persons (over the age of eighteen years) who have been instructed in correct working procedures, who are wearing the correct respirators and protective clothing and who are maintaining all safeguards necessary for the safe removal of the asbestos. | | | | |
| 1.10.1.4 | Immediately the asbestos waste is produced, it shall be double bagged and sealed in impermeable durable plastic containers. The first bag shall be red, the second bag shall be clear. Both bags shall be labelled to indicate source of waste. | | | | |
| 1.10.1.5 | Asbestos waste shall not be lying around in the working areas. | | | | |
| 1.10.1.6 | Where asbestos is being worked in restricted spaces, local high efficiency sealed extraction units shall be used. | | | | |
| 1.10.1.7 | The working area shall be clear at the end of each shift. | | | | |
| 1.10.1.8 | PVA sealant shall not be applied until authorised by the Asbestos Consultant. Normally at the end of the clearance visual and air tests. | | | | |
| **1.11** | **Control of Asbestos Waste** | | | | |
| 1.11.1 | Bagged, sealed waste is to be transferred to the inner chamber of the triple bag lock, where it shall be thoroughly vacuumed and cleaned down and placed in a second bag, sealed again and clearly marked “Asbestos Waste”. This double bagged waste shall then be transferred to a suitable steel waste skip with a lockable steel lid which shall be kept locked at all times if unattended. The waste shall be subsequently transported in the manner specified below. | | | | |
| 1.11.2 | Any accidental spillage must be vacuumed up immediately and split bags further double bagged, sealed and marked. | | | | |
| 1.11.3 | Waste shall not be taken through the main hygiene facilities. If the hygiene facilities are attached to the enclosure, separate openings for the removal of waste should be provided i.e. “Bagging lock”. | | | | |
| **1.11.1** | **Carriage of Waste** | | | | |
| 1.11.1.1 | Bagged contaminated waste shall be carefully transferred by vehicles provided by the Asbestos Works “Term Contractor” or nominated Asbestos Works “Waste Carrier” for transport to an authorised waste tipping site within the UK. Any spillage to be dealt with as defined under “Control of Asbestos Waste”. The transfer of waste from site to tip shall by in accordance with the consignment note procedure laid down in the control of Pollution Act Waste Notification. | | | | |
| 1.11.1.2 | The Asbestos Works “Term Contractor” shall provide a copy of the “Waste” carrier’s registration certificate prior to any waste being removed from site.  The Asbestos Works “Sub Contractor” shall provide details of the Transport of Dangerous Goods Safety advisor. | | | | |
| **1.11.2** | Disposal of Asbestos Waste | | | | |
| 1.11.2.1 | Disposal of all waste shall be in accordance with the Hazardous Waste Regulations 2005. | | | | |
| 1.11.2.2 | All asbestos shall be disposed of at a licensed UK landfill site and the Asbestos Works “Term Contractor” shall include for all charges connected therewith in his tender and for transport to the site via shipping methods. | | | | |
| 1.11.2.3 | The Asbestos Works “Term Contractor” shall provide a copy of the disposals site waste disposal or waste management Registration Certificate prior to any waste being removed from site. | | | | |
| **1.12** | **Notification of Disposal of Asbestos** | | | | |
| 1.12.1 | The Asbestos Works “Term Contractor” shall be responsible for ensuring that the waste consignment note is completed. No final account payment or interim shall be passed without receipt of the completed consignment form. | | | | |
| **1.13** | Personal Equipment The Asbestos Works “Term Contractor” is responsible for ensuring: | | | | |
| 1.13.1 | Respiratory equipment shall be completely clean and fitted with new filter before each shift, or at more frequent interval if site conditions or manufacturers recommendations require it and shall be stored in clean airtight containers when not in use. | | | | |
| 1.13.2 | Contaminated overalls shall be double bagged, sealed and labelled correctly | | | | |
| **1.14** | **General Plant Tools and Equipment** | | | | |
| 1.14.1 | The number of high efficiency (type H) vacuum cleaning units, complete with HEPA filters to be provided by the Asbestos Works “Term Contractor” shall be appropriate for the scope of the “Works”. | | | | |
| 1.14.2 | All sheeting used to enclose working areas, airlocks, transit area and shower facilities, shall be visually inspected at the start and end of each shift. Any repairs, if any shall be carried out before work commences. | | | | |
| 1.14.3 | Negative pressure/air movers shall be provided by the Asbestos Works “Term Contractor”. The type and number shall be appropriate for the scope of works. | | | | |
| 1.14.4 | The Asbestos Works “Term Contractor” shall ensure that pre filters on air extraction equipment are changed at least once per shift and contaminated filters disposed of as for asbestos waste. | | | | |
| 1.14.5 | No plant or equipment shall be removed from the work area until it has been cleaned within the work area and again within the inner airlock. | | | | |
| 1.14.6 | The Asbestos Works “Term Contractor” shall nominate a person to be responsible for carrying out tests and inspection of sheeting, plant and equipment and keeping accurate records of dates and result of tests which shall be available for inspection by “The Asbestos Consultant/Project Manager” and/or HSE Inspectorate. Such tests shall be at intervals recommended by manufacturers/suppliers or as required by “The Asbestos Consultant/Project Manager”/Asbestos Consultant. | | | | |
| 1.14.7 | The Asbestos Works “Term Contractor” shall provide all necessary safe means of access and egress to and from the work area including ladders, scaffolding, mobile towers etc. | | | | |
| **1.15** | **Notices** | | | | |
| 1.15.1 | A copy of all Notices required under any act or Regulation, including: | | | | |
|  | a. | Plan of Work and Risk Assessments | | | |
|  | b. | Disposal of Waste etc. | | | |
|  | c. | Names and details of Asbestos Works “Contractors”. | | | |
|  | d. | Notification to HSE. | | | |
|  | Shall be submitted by the Asbestos Works “Term Contractor” to the Client’s Representative and the Health and Safety Inspectorate. | | | | |
| **1.16** | **Licences, Insurances, Medical Certificates, Training Records, Face Fit Test & Equipment Records** | | | | |
| 1.16.1 | Copies of current licences, insurances, medical certificates, equipment records, face fit test and training records for all employees shall be submitted prior to the commencement of any works by the Asbestos Works “Term Contractor” to the Client’s Representative and the Health & Safety Inspectorate. | | | | |
| **1.17** | **Programme, Supporting Documentation** | | | | |
| 1.17.1 | The Asbestos Works “Term Contractor” shall provide, in addition to the programme chart for the work, the following: | | | | |
|  | a. | | Plan of Work/Method Statement. | | |
|  | b. | | His proposals for the organisation and execution of the works. | | |
|  | c. | | The commencement and completion dates and relationship between various activities. | | |
|  | d. | | His manpower, materials and plant requirements and how he proposes to arrange for supply of same. | | |
|  | e. | | Emergency Procedures. | | |
|  | f. | | Health and Safety Plan | | |
|  | g. | | Risk Assessment | | |
| 1.17.2 | The Asbestos Works “Term Contractor” shall submit one copy of the Method Statement and programme to “The Asbestos Consultant/RO”. And one copy shall be kept on site | | | | |
| **1.18** | **Monitoring** | | | | |
|  | The “Term Contractor” shall record progress on a copy of the programme kept on site. Update or redraft without delay if any circumstances arising which affect the progress of the Works and submit copies of all revisions to the RO. | | | | |
| **1.19** | **Hot Work** | | | | |
|  | Working Conditions in relation to Thermal Environment | | | | |
|  | (i) | | | | The “Term Contractor” shall note there is No Hot Working permitted |
| **1.20** | Daily Record Log | | | | |
|  | The “Term Contractor” shall keep a daily site log. The log shall record, number of operatives on site, change of fitters etc and description of the activities undertaken. | | | | |
| **1.21** | **Notification to enforcing Authorities** | | | | |
|  | The “Term Contractor” shall give the appropriate notification of the proposed work to HSE or other enforcing authority in accordance with the Control of Asbestos Regulations 2012,. | | | | |
| **1.22** | **14 Day Notice Exemption** | | | | |
|  | In cases where notifiable work is required to be undertaken within the 14 day notification period, the appointed “Term Contractor” shall carry out a site visit. The “Term Contractor” shall submit the necessary ASB5 notification electronically to the enforcing authority. | | | | |
|  | In case of emergency works where a waiver of the 14 days notice from the Enforcing Authority has been obtained, a copy of the Enforcing Authorities approval form shall be submitted with the invoice. | | | | |

|  |  |
| --- | --- |
| **1.23** | Invoicing |
|  | The “Term Contractor” should note that the Client or RO will not pass any invoice for payment until all relevant documentation has been completed to the Client’s satisfaction. |
| **1.24** | **First Aid** |
| 1.24.1 | The Asbestos Removal Works “Term Contractor” shall ensure that designated suitably trained (certified) first aiders are present on site at all times during the works. |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 2 – ASBESTOS SPECIFICATIONS** | | | |
| **2.1** | **Specification for the Removal of Asbestos Containing Materials with an enclosure.** | | |
| **2.1.1** | **Licensed Asbestos Works “Term Contractor”** | | |
| 2.1.1.1 | Asbestos Works must be carried out by Asbestos Works “Contractors” who are currently licensed, for the type of work to be undertaken under the Control of Asbestos Regulations 2012. A copy of the Asbestos Works “Contractor’s” license must be kept on the site and be available for inspection at all times. | | |
| 2.1.1.2 | A report on the works and the manner in which they are carried out by the Asbestos Works “Term Contractor” may be submitted by “RO” to the Health & Safety Executive. | | |
| **2.2** | **Plan of Work/Method Statement** | | |
| 2.2.1 | At the time of submitting the tender the Asbestos Works “Term Contractor” shall submit for the approval of “The RO”, a written statement of the method of working specific to this contract and a written assessment of the works in accordance with The Control of Asbestos Regulations 2012. | | |
| 2.2.2 | This method statement must comply with HSE Guidance Note HSG 267 Asbestos; The Licenced Contractors Guide. | | |
| 2.2.3 | Acceptance of the method of working and assessment will not release the Asbestos Works “Term Contractor” for any responsibilities under the contract of specific requirement of the Enforcing Authority. Any additional requirements stipulated by the Enforcing authority shall be complied with at the Asbestos Works “Contractor’s” expense. | | |
| 2.2.4 | The Asbestos Works “Contractor’s” method statement shall include details of the following: | | |
|  | a) | | The name of the Asbestos Works “Contractor’s” supervisor on site. This person shall be responsible for ensuring that only duly authorised persons enter the working area and shall keep a record of all entry and exits into those areas. |
|  | b) | | In addition this/these person/s shall be responsible for the correct keeping of any documentation required to be kept on site by regulations, or the provisions of this Contract. |
|  | c) | | The size and proposed of the hygiene unit. |
|  | d) | | The enclosure construction and sealing materials. |
|  | e) | | The air-locks, number and location. |
|  | f) | | The air extraction equipment and its location |
|  | g) | | The Asbestos Works “Contractors” nominated waste tip (under the control of |
|  |  | | relevant Local Authority) |
|  | h) | | Dust suppressant techniques. |
|  | i) | | Handling techniques. |
|  | j) | | Waste removal and disposal |
|  | k) | | (Where applicable) the proposed transit route in detail. |
|  | l) | | (Where applicable) how it is intended to keep persons out of the transit route who are not suitably equipped. |
| **2.3** | Site Documentation and Record Keeping | | |
| 2.3.1 | A Site Document File must be kept on site by the site Supervisor. This will contain: | | |
|  | 1. | A copy of the Plan of Work | |
|  | 2. | A copy of the Licence for Work with Asbestos Insulation and coatings. | |
|  | 3. | A copy of the ASB 5 notification form. | |
|  | 4. | A copy of the waiver document (if issued). | |
|  | 5. | A copy of the work programme. | |
|  | 6. | A copy of the current employers and public liability insurance certificate. | |
|  | 7. | A copy of all relevant medical certificates. | |
|  | 8. | A copy of all relevant training certificates. | |
|  | 9. | A copy of all relevant plant test certificates. | |
|  | 10. | A copy of Waste Carriers Registration. | |
|  | 11. | Copies of all Consignment Notes | |
|  | 12. | COSHH assessments for all products in use. | |
|  | 13. | Risk Assessments for the proposed works. | |
|  | 14. | Copies of all bulk and air tests carried out. | |
|  | 15. | Copies of all enclosure respirator and plant examinations. | |
|  | 16. | Copies of all relevant quantitative face fit test certificates. | |
| 2.3.2 | The Site Supervisor will be responsible for maintaining a site log and all site records for the duration of the contract. | | |
| **2.4** | **Air Handling - Negative Pressure Equipment** | | |
| **2.4.1**  2.4.1.1 | Negative Pressure Equipment Sufficient negative pressure units must be used in order to maintain a constant negative pressure throughout the work. These must have a viable means of indicating the pressure drop across the filter. The Asbestos Works “Term Contractor” must provide calculations to indicate the number of air changes provided by this system. The NPU must provide an airflow of at least 8 air changes per hour for enclosures greater than 120 m3 in size or an airflow of at least 1000 m3(500 m3 for textured coating full enclosures) per hour for enclosures less than 120 m3 in size. The enclosure size should include additional areas introduced during the asbestos removal, egg ceiling voids. The airflow provided by the negative pressure unit(s) should be based on the current performance of the equipment and not the original design specification;  Unless exceptional circumstances dictate the negative pressure units should be vented to outside the building. The negative pressure units will be checked by the Asbestos Consultant daily and if found to be operating at less than an adequate efficiency to provide the required negative pressure the Asbestos Consultant will instruct the Asbestos Works “Term Contractor” to rectify the situation by either changing or increasing the number of units at the Asbestos Works “Contractor’s” own expense. | | |
| 2.4.1.2 | The Asbestos Works “Term Contractor” shall include for all costs and additional equipment necessary in overcoming the building design or environmental conditions which may affect the specified provision of criteria in relation to negative pressure and air movement. | | |
| 2.4.1.3 | Negative pressure units shall be used. Each unit to provide adequate negative pressure for the complete enclosure. A second unit must be on site as a standby only. | | |
| 2.4.1.4 | The contractor shall demonstrate by calculation and practically that the units will provide sufficient flow rates for that particular enclosure. | | |
| 2.4.1.5 | The negative pressure must be sited correctly to provide best air management.. | | |
| 2.4.1.6 | Each negative pressure unit should be complete with the following: | | |
|  | i) | | Non-return damper close solid coupled to the units discharge. |
|  | ii) | | Barkman Differential Pressure monitor Maxi monitor with switching mode, shall be used to control the two units. |
|  | iii) | | Suitable HEPA filters capable of achieving 99.997% fibre collection. |
| 2.4.1.7 | The pre-filters and HEPA filters are to be close coupled to the polythene enclosure sheeting (pre-filter inside and HEPA outside the enclosure). No air hose between the pre-filter and HEPA will be permitted within the enclosure. The negative pressure units will be vented to the atmosphere whenever possible. | | |
| **2.4.2** | Siting of Negative Pressure Equipment | | |
| 2.4.2.1 | The negative pressure equipment should be vented externally. Air tests will be taken periodically on the outlet of negative pressure equipment and if found to be in excess of 0.01 fibres/ml remedial action must be taken. If it is found that any piece of equipment fails to meet this standard or is found to be unacceptable in any other aspect of its performance then the asbestos consultant will require its removal from site and its replacement by a suitable unit. The equipment shall be checked daily and if found to be operating below the minimum required to maintain an adequate negative pressure must be changed. | | |
| **2.4.3** | **Negative Pressure Unit - Exhaust**  **Ventilation System Filter Type** | | |
| 2.4.3.1 | The discharge of the ventilation system shall be subject to “absolute filtration”. The filtration system must be as a “HEPA” filter assembly to BS 8520/2. I.e. it must have a differential pressure monitor in the NPU so that a judgement can be made as to whether a HEPA filter is blocked. Plus the NPU must be fitted with non-return flap. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2.4.4** | **Negative Pressure Unit - Exhaust Ventilation**  **Discharge Position** | | |
| 2.4.4.1 | The Asbestos Works “Term Contractor” shall where practicable include for discharging the ventilation system to external atmosphere. Consideration and inclusion shall be given to securing the proposed outlet positions against intruders. | | |
| **2.4.5** | Negative Pressure Unit - Exhaust Ventilation System Continued Operation | | |
| 2.4.5.1 | On works lasting longer than one day the air mover/negative pressure unit shall remain in continuous operation and shall be adequately maintained unless otherwise approved in writing by “The Asbestos Consultant/Project Manager”. | | |
| 2.4.5.2 | Where exhaust ventilation system units are sited externally the Asbestos Works “Term Contractor” shall provide necessary insulation to minimise/reduce noise emission to acceptable levels. | | |
| 2.4.5.3 | All extension hoses used in conjunction with the above equipment shall be constructed of purpose made extendible rigid coil with UPVC coating. | | |
| **2.5** | **Enclosure (Asbestos Area) Permit to Work** | | |
| 2.5.1 | The Asbestos Works “Term Contractor” shall operate a permit to work system as detailed in HSE Guidance Note GS5 ensuring only people wearing protective equipment/clothing may enter the general work area. This shall apply to all areas previously indicated to have been made restricted access or where pre-cleaning work has commenced. | | |
| 2.5.2 | The Asbestos Works “Term Contractor” shall keep a record of all Authorised persons who have entered such an area. | | |
| **2.6** | **The Enclosure Area** | | |
| 2.6.1 | **Full Enclosure:** The asbestos work zone shall be totally enclosed with a 3 stage airlock and NPU. The asbestos work zone shall be of a minimum practicable size and consideration should be given to segmenting areas to achieve this. Refer to HSE Guidance Note HSG 247 Asbestos The Licenced Contractors Guide. A full enclosure should be used for large-scale work (eg on textured coatings). i.e a 3 stage Airlock, Baglock, NPU & DCU  **Mini Enclosure;** A mini-enclosure is a small enclosure or tent used to prevent the spread of contamination without air extraction. Normally acceptable for small scale textured coating removal i.e. 2m2 section, a 2 stage airlock system will suffice.  **Partial Enclosure**; A partial enclosure is neither fully enclosed nor provided with air extraction but does have a 3 stage airlock system. This types of enclosures are acceptable for external cement soffit removal and AIB soffit removal if not practical to erect a full enclosure | | |
| **2.7** | **Enclosure Materials** | | |
| 2.7.1 | Each area where Asbestos Works is to be carried out shall be sealed to prevent the escape of asbestos dust. The standard of enclosure shall be commensurate with the nature and duration of the removal works and must meet the approval of the asbestos consultant. | | |
| 2.7.2 | Materials should be of a good quality and approved. Enclosures may be formed from a combination of the following materials: double skin, or single skin, polythene sheeting (1000 gauge minimum), ducting tape or tape of similar quality, 2” x 2” timber or equivalent strength in other material, expanding polyurethane foam and heavy duty staples. Access to and egress from the enclosures shall be via a series of a minimum of three airlocks, which must contain at least one area with suitable facilities for the personnel to carry out a preliminary decontamination of themselves, their clothing and respiratory protective equipment. | | |
| 2.7.3 | In certain circumstances by virtue of quantity or location i.e. fire escape routes, public areas etc, flame retardant polythene will be necessary and included for. The isolation of the work zone shall be completed by the use of other appropriate sealing methods. | | |
| 2.7.4 | The enclosure shall not impede the means of escape in case of fire. Flame retardant polythene, adhesive tape and sealants used to form the enclosure shall be treated and disposed of as contaminated waste. Where adhesive tapes, staples, etc have caused damage to the paintwork, wall paper etc the Asbestos Works “Term Contractor” is to include for making good to “Client” satisfaction. | | |
| 2.7.5 | The Asbestos Works “Term Contractor” shall be responsible for adopting where existing and/or providing, maintaining, amending and removing temporary screens and enclosures during the full period of the contract and at the commencement of each phase for the purposes of preventing asbestos migration. | | |
| 2.7.6 | The Asbestos Works “Term Contractor” shall be responsible where necessary for providing and maintaining all temporary means of escape from enclosures to the requirements of the fire officer. | | |
| **2.8** | **Application of Expanding Hard setting Foam** | | |
| 2.8.1 | Where expanding hard-setting flame retardant foam has been used to seal gaps in walls and spaces between walls and pipes etc., this shall be non-combustible and either removed or finished flush with surrounding surfaces and coated with “Firecheck” as manufactured by Liquid Plastics or similar. | | |
| **2.9** | **Airlocks and Transit Zone** | | |
| 2.9.1 | At the entrance to the work zone the Asbestos Works “Term Contractor” shall construct a three chamber air-lock in accordance with HSE Guidance Note HSG 247. The sides top and bottom of each chamber shall be completely sealed and the ends shall be covered by sheeting flaps, fixed to a rigid frame that may be pushed aside on entry. The chamber shall provide sufficient space to accommodate cleaning equipment and for operatives to change from work zone protective clothing into transit zone overalls. The Airlock size should be a minimum of 2mx2mx1m, if not there must a justifiable reason to explain why the case. | | |
| 2.9.2 | Where the entrance is not continually supervised a lockable physical barrier shall be provided. Airlock shall be constructed to a commensurate standard with the standard of enclosure previously stated. | | |
| 2.9.3 | The Asbestos Works “Term Contractor” shall include for all costs and additional equipment necessary in overcoming the building design or environmental conditions that may affect the specified provision of criteria in relation to positioning air locks and enclosure. | | |
| **2.10** | **Externally Sited Enclosure Transit Tunnel Protection** | | |
| 2.10.1 | Where the work requires visqueen enclosure/transit tunnels to be sited in open air these shall be protected externally by 5mm sheeting plywood securely fixed in position. | | |
| **2.11** | **Access “Direct” System** | | |
| 2.11.1 | A system of direct access from decontamination unit to the working zone via constructed enclosed walkway shall not be required only defined transit routes. | | |
| **2.12** | **Access “Transit” System** | | |
| 2.12.1 | In certain circumstances, which shall be specified in the Description of Works, the Asbestos Works “Term Contractor” shall comply with the requirements of HSE guidance L247 for transiting back and forth between the enclosure and the hygiene unit. | | |
| **2.13** | **Hygiene Unit Location** | | |
| 2.13.1 | The Asbestos Works “Term Contractor” shall, unless specified in the Description of works, position the Hygiene unit as near as practicable to the work area if it can’t be attached to the enclosure.  In certain circumstances the relocation of the unit as work progresses may be necessary. | | |
| **2.14** | **Pre-Commencement Survey Notification**  **of Existing Defects** | | |
| 2.14.1 | Prior to the commencement of any works the Asbestos Works “Term Contractor” shall carry out a survey of the work zone and transit route to locate any defective equipment, materials, fixtures and fittings. Any such defects shall be brought to the attention of “The Asbestos Consultant/Project Manager” prior to commencement of work. | | |
| **2.15** | **Pre-Smoke Test** | | |
| 2.15.1 | The Asbestos Works “Term Contractor” is advised to carry out an initial smoke test to check the efficiency and ventilation system of the enclosure prior to requesting the presence of “The Client” or his/her appointed asbestos consultant. | | |
| **2.16** | **Smoke Test of Enclosure** | | |
| 2.16.1 | Prior to any removal works commencing a smoke test shall be carried out by the Asbestos Works “Term Contractor” in the enclosure to confirm the effectiveness of the sealing system and the efficiency of the ventilation system. | | |
| 2.16.2 | Therefore all smoke must have cleared from the enclosure when the NPU has been placed on within the shortest timescale. | | |
| 2.16.3 | Consideration shall be given to the size and position of the ventilation system and the segmenting of enclosures in order to achieve this. | | |
| 2.16.4 | In certain circumstances it may not be practical to smoke test the enclosure or possible to clear an enclosure within 10 minutes. In such cases “The Asbestos Consultant/Project Manager’s” approval to commence must be obtained. | | |
| 2.16.5 | The smoke test shall be witnessed and documented. | | |
| 2.16.6 | The Asbestos Works “Term Contractor” shall ensure all smoke detection equipment which may be affected by the smoke test is isolated before such tests are carried out if possible or alternatively inform the local fire authority. | | |
| **2.17** | **Smoke Test Failure Recharge** | | |
| 2.17.1 | **Notice of Smoke and Clearance Testing** | | |
|  | The “Term Contractor” shall liase with both the PM and on site fire section with regards to specific times and dates. The “Term Contractor” shall give reasonable notice with regard smoke and clearance testing. Normally 4 hours notice is required between 7.30am and 18.00 hrs. | | |
|  | Notice outside these times and dates will be subject to individual arrangements. | | |
|  | Should there be any failure of the initial smoke test of the enclosure ALL further costs incurred by the Analytical Company in witnessing satisfactory initial testing shall be borne by the “Term Contractor”. | | |
| **2.18** | **Asbestos Areas** | | |
| 2.18.1 | Warning notices shall be erected by the Asbestos Works “Term Contractor” stating: | | |
|  | a) | | Asbestos Works work is in progress. |
|  | b) | | Entry beyond the point of notice is restricted to authorised personnel wearing suitable respiratory and protective equipment. |
|  | c) | | Restricted access to authorised persons. |
| **2.19** | **Pre-Cleaning of the Work Area** | | |
| 2.19.1 | The Asbestos Works “Term Contractor” may clean surfaces and fittings in areas covered by the Description of Works before any work involving the disturbance of asbestos materials commences. After cleaning, items such as electric meter and switch gear shall be sealed, by the use of polythene sheet and adhesive tape, to prevent ingress of asbestos fibres. | | |
| **2.20** | **Operatives Engaged in Pre-Cleaning** | | |
| 2.20.1 | All Asbestos Works “Contractor’s” operatives engaged on this cleaning work shall wear protective clothing and respirators of an approved type and go through the hygiene unit and procedures as previously described at the end of work/shift. | | |
| **2.21** | **Moveable Items in Work Zone** | | |
| 2.21.1 | When specified in the description of works the Asbestos Works “Term Contractor” shall clean and remove, through the man-locks, contaminated items stored in the work zone. | | |
| 2.21.2 | This work shall be carried out before any work involving the disturbance of asbestos materials is commenced. Vacuums and tack cloths shall be used. | | |
| **2.22** | **Pre-Commencement Check List** | | |
| 2.22.1 | Prior to any disturbance work commencing, normally following a successful smoke test, “The Asbestos Consultant/Project Manager” and/or his appointed representative shall complete the pro-forma pre-commencement check list. | | |
| 2.22.2 | A copy of the Specification, Description of Works, and assessment shall be kept on site throughout the contract by the Asbestos Works “Contractor’s” on-site supervisor. The Asbestos Works “Contractors” shall ensure the supervisor is fully conversant with legislation, the specification and extent of the works. | | |
| **2.23** | **Asbestos Works** | | |
| 2.23.1 | Asbestos materials must be removed adopting controlled wet stripping methods using fibre suppressant agents. “Stripping by High Pressure Water Jets” will not be permitted. There may be occasions on which a surface application by a low pressure sprayer of material is justified for which “The client’s” approval must be obtained. | | |
| 2.23.2 | This will be undertaken in such a manner that the wetting operation does not in itself result in a release of asbestos fibres. In order to effectively suppress the dust 40% water content of the material will be required before removal. Sufficient time will be allowed to ensure that the wetting agent thoroughly penetrates the material to be removed. It is likely that further control measures or wetting will be carried out during the removal to minimise asbestos fibre release from dry patches due to drying out or incomplete wetting. | | |
| **2.24** | **Procedure for Removing Loose Fill/Earth** | | |
| 2.24.1 | The Asbestos Works “Term Contractor” shall include for where working on/or in areas containing loose fill/earth for carrying out the following procedure: | | |
|  | a) | | Removing specified material from all surfaces with the exception of the loose fill/earth up to and including wire brushing all other surfaces. |
|  | b) | | Remove all surface rubble and debris from surface of loose fill/earth. |
|  | c) | | Remove all loose fill/earth down to virgin ground until the results of random bulk sample analysis indicate no asbestos material to be present |
| **2.25** | **Solid Floors, Walls & Ceiling Surfaces Decontamination** | | |
| 2.25.1 | All non-asbestos wall/ceiling surfaces within all areas covered by the Contract are to have loose or flaking materials scraped or wire brushed down to a firm base. All such work to be done inside the enclosure. | | |
| **2.26** | **Light Fittings** | | |
| 2.26.1 | The Asbestos Works “Term Contractor” shall where applicable include for: | | |
|  | a) | The careful disconnection, decontamination and setting aside for re-use of all light fittings affected by the works. | |
|  | b) | The careful reconnection and re-fixing on completion of the works including all necessary additional temporary fixings. | |
| **2.27** | **Encapsulation** | | |
| 2.27.1 | Where encapsulation is specified to take place, the encapsulation and any inclusive reinforcing membranes will be specified with due regard to the particular site conditions. | | |
| 2.27.2 | Where encapsulation is specified, the Asbestos Works “Term Contractor” shall include for all preparatory works and application procedures either specified or required by the specified encapsulant manufacturer’s technical information. | | |
| **2.28** | **Air Monitoring** | | |
| 2.28.1 | Air monitoring shall normally commence within the first hour after commencement of the works and thereafter at the discretion of the Specialist Asbestos Consultant. | | |
| **2.29** | **Air Monitoring Records** | | |
| 2.29.1 | The clients appointed Analyst shall keep records of all air monitoring carried out. During the work these records shall be retained on site with the analyst for inspection by the Asbestos Works “Term Contractor” or other authorised persons. | | |
| **2.30** | **Air Monitoring Failure Procedure** | | |
| 2.30.1 | If any air sample any air samples taken outside the enclosure has a fibre concentration in excess of 0.01 fibres per millilitre the Asbestos Works “Term Contractor” shall stop work, and take all practicable steps to check and improve his enclosure, ventilation system and decontamination procedures. The Asbestos Works “Term Contractor” shall not recommence Asbestos Works work until further air samples confirm that the fibre concentration level does not exceed 0.01 f/ml. **The cost of these further samples shall be borne by the Asbestos Works “Term Contractor”.** | | |
| **2.31** | **All Rooms/Areas Adjacent Asbestos Areas** | | |
| 2.31.1 | Following a monitoring air test in excess of 0.01 fibre per ml the Asbestos Works “Term Contractor” shall sign post that room/area as a Respirator Zone until further air tests indicate levels not exceeding 0.01 fibres per millilitre. | | |
| **2.32** | **Standard of Enclosure Cleanliness** | | |
| 2.32.1 | The Asbestos Works “Term Contractor” shall clean the whole enclosed area so that: | | |
|  | a) | Exposed surfaces are visually free from dust and fibres. | |
|  | b) | Result of contact-wipe samples where necessary are, so far as reasonably practicable, free of fibres. | |
|  | c) | Air measurements taken in simulated conditions of occupation in respect of air agitation do not have fibre concentrations in excess of 0.01 fibres per millilitre. | |
| **2.33** | **Re-Cleaning of Enclosure** | | |
| 2.33.1 | **If any of these criteria are not met the Asbestos Works “Term Contractor” shall re-clean the whole of the enclosed area. The cost of this re-cleaning, together with the analytical companies charges for further inspection and testing shall be borne by the Asbestos Works “Term Contractor”.** | | |
| **2.34** | **Application of PVA Sealant** | | |
| 2.34.1 | Following satisfactory air clearance tests and prior to dismantling the enclosure, the Asbestos Works “Term Contractor” shall spray the whole of the interior face of the polythene sheeting. In certain circumstances other surfaces may be coated with PVA prior to disturbance air tests following satisfactory visual clearance. “The Asbestos Consultant/Project Manager’s” approval shall be obtained prior to carrying out this work. | | |
| **2.35** | **Removal of the Enclosure** | | |
| 2.35.1 | The Asbestos Works “Term Contractor” shall not remove the enclosures to the work zone or transit zone until the analyst has completed all four stages of the clearance procedures and confirmed a satisfactory certificate of reoccupation. | | |
| **2.36** | **Reassurance Tests Following Enclosure Removal** | | |
| 2.36.1 | After the enclosure and any pre sheeting is removed air samples shall be taken, in simulated conditions of occupation in respect of air agitation, in the room which the asbestos has been removed and any areas/rooms inaccessible as a result of enclosure construction. | | |
| 2.36.2 | **If the fibre concentration of these air samples is in excess of 0.01 fibres/millilitre, the Asbestos Works “Term Contractor” shall re-clean the room/area without re-erecting the enclosure. The cost of this re-cleaning together with the analytical company charges for further inspection and testing shall be borne by the Asbestos Works “Term Contractor”.** | | |
| 2.36.3 | The Asbestos Works “Term Contractor” shall continue the re-cleaning until further air measurements indicate airborne Fibre concentrations below 0.01 fibres/millilitres. | | |
| 2.36.4 | The “Term Contractor” shall be expected to effectively cordon off the area during this procedure to the satisfaction of the Golding Homes so as to preclude migration of asbestos contamination. | | |
| **2.37** | **Scaffolding Access Equipment** | | |
| 2.37.1 | The Asbestos Works “Term Contractor” shall provide, erect, maintain and strike on completion all necessary access equipment to complete the work described. Boilers and other plant shall not be used as working platforms. All such equipment shall be delivered to site in clean condition free from all dust, debris and deleterious materials. | | |
| **2.38** | **Lighting** | | |
| 2.38.1 | The Asbestos Works “Term Contractor” shall provide maintain and remove on completion all necessary temporary lighting to complete the work described both for his own works and that of the Specialist Asbestos consultant. | | |
| **2.39** | **Temporary Support Protection** | | |
| 2.39.1 | The Asbestos Works “Term Contractor” shall include for providing all necessary temporary support to pipework, fittings and equipment to prevent damage or disruption. | | |
| **2.40** | **Disposal of Contaminated Items** | | |
| 2.40.1 | The Asbestos Works “Term Contractor” shall confirm with “The Asbestos Consultant/Project Manager” and compile a written inventory of all items disposed of as contaminated waste. A copy of the inventory shall be provided for “The Asbestos Consultant/Project Manager”. | | |
| **2.41** | **Asbestos Works/Abatement Strategy** | | |
| 2.41.1 | This specification is part of a developed strategy for controlling Asbestos Works during the majority of asbestos work. It is anticipated that in certain circumstances for practical reasons a different strategy of asbestos works will be required. | | |
| 2.41.2 | Any working method or variation from this specification shall be agreed with “The client/RO” prior to commencement of the works. | | |
| 2.41.3 | Where any such agreement is made the Asbestos Works “Term Contractor” shall confirm the method in writing to “The Client/RO” within 7 days. | | |
| **2.42** | **Information to the Public and Occupants** | | |
| 2.42.1 | Publicity and information regarding the relative hazards of asbestos appropriateness of precautions are the responsibility of the **Client**. The Asbestos Works “Term Contractor” and his employees shall refrain from passing any such comments. | | |
| **2.43** | **Liaison with Occupiers of Buildings** | | |
| 2.43.1 | Where asbestos works are to take place on occupied buildings the Asbestos Works “Term Contractor” shall maintain access to the occupied sections of the building and shall keep the building custodian/person in charge of the building informed of any essential restrictions on their use of the property. | | |
| **2.44** | **Notice of Smoke and Clearance Testing** | | |
| 2.44.1 | The Asbestos Works “Term Contractor” shall liaise with the appointed Asbestos Consultant/Project Manager with regards to specific times and dates. The Asbestos Works “Term Contractor” shall give reasonable notice with regard smoke and clearance testing. Normally 24 hours Asbestos Consultant/Project Manager notice is required between 8.00 am and 6.00 pm within the Contract dates. | | |
|  | Notice outside these times and dates will be subject to individual arrangements. | | |
| **2.45** | **Instructions by the Analyst** | | |
| 2.45.1 | The analyst has no authority to give instructions which amend, alter extend the works within this specification. This is the sole responsibility of “The Asbestos Consultant/Project Manager”. | | |
| **2.46** | **Smoke Testing, Air Monitoring & Clearance Testing - Working Hours** | | |
| 2.46.1 | The Asbestos Works “Term Contractor” shall include for all smoke tests and clearance testing procedures unless specified elsewhere shall be completed between 8.00am and 6.00pm. All additional analytical charges incurred by the client for such work outside these specified times shall be borne by the Asbestos Works “Term Contractor”. | | |
| **2.47** | **Analytical Monitoring** | | |
| 2.47.1 | **Additional monitoring costs outside the times specified and/or submitted with the Asbestos Works “Contractor’s” working hours on the Form of Tender/ Quotation shall be borne by the Asbestos Works “Term Contractor”.** | | |
| 2.47.2 | Should the Asbestos Works “Term Contractor” locate any suspect asbestos material/debris during the course of the works which in his opinion at that time is not covered by the specification, all work liable to disturb such material shall cease and The client notified for further action. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.48** | | **Responsibility - Asbestos Works “Term Contractor”** | | |
| 2.48.1 | | It is the sole responsibility of the Asbestos Works “Term Contractor” to ensure all materials and work covered by the Specification and Description of Works are satisfactorily completed. Monitoring and clearance by the appointed analyst shall not be taken by the Asbestos Works “Term Contractor” as necessarily indicating an acceptable standard of work. | | |
| 2.48.2 | | The Asbestos Works “Term Contractor” shall engage the services of electrical, mechanical engineers and general building trade contractors who are suitably trained and equipped to effect repairs etc, within a designated asbestos work enclosures that shall be available on a 24 hour call out basis with a maximum 3 hour response. | | |
| 2.48.3 | | The Asbestos Work “Term Contractor” shall include for making the area safe after works are completed. In circumstances where a small area of ceiling with an asbestos content is removed then this may involve placing a cover plate over a structural opening in the ceiling as a temporary measure prior to refurbishment taking place. | | |
| 2.48.4 | | The Asbestos Work “Term Contractor” shall ensure after full removal of asbestos containing ceilings that the area is left in a safe manner with all fixtures, fittings and cabling suitably secured. | | |
|  | |  | | |
| **SECTION 3 - ANALYTICAL MONITORING/ CLEARANCE SPECIFICATION** | | | | |
| **3.1** | Air Monitoring Clearance Testing and Bulk Sample Analysis for Asbestos Works | | | |
|  | The Golding Homes Asbestos Consultant is an independent laboratory accredited by UKAS to ISO 17025 for fire counting, clearance testing and bulk material identification. The Golding Homes is to provide all analytical air monitoring and clearance testing for the works. The asbestos removal works contractor shall not include for these services. | | | |
|  | The Asbestos Removal Works “Term Contractor” shall include for the costs of the provision and use of the hygiene facilities by the appointed Asbestos Analyst and safe access. | | | |
|  | The Asbestos Removal Works “Term Contractor” shall provide access to the enclosure at all times. | | | |
|  | The Asbestos Removal Works “Term Contractor” will be charged for analytical services arising from: | | | |
|  |  | | | |
|  | 1. | | Aborted site visits from contractors Bad planning | |
|  | 2. | | Late Cancellation of Analyst due to contractors Bad planning | |
| **3.2** | **Analytical Works** | | | |
| 3.2.1 | Asbestos analytical works shall only be carried out by The Golding Homes Asbestos Consultant approved for the category of work to be undertaken. | | | |
| **3.3** | **Information** | | | |
| 3.3.1 | It is the responsibility of the Client to give advice to staff and public on the relative hazards of Asbestos. The analyst shall refrain from making any such comments. | | | |
| **3.4** | **Analysts Employed** | | | |
| 3.4.1 | Only trained analysts working from Golding Homes Asbestos Consultant UKAS accredited laboratories thoroughly conversant with legislative procedures and with a 6 month minimum practical experience with the company in all aspects, of asbestos bulk sampling/air monitoring and site clearance work are to be deployed on the “works”. | | | |
| **3.5** | **Analytical Work** | | | |
| 3.5.1 | The analyst shall carry out the following: | | | |
|  | 1. | | Complete the pro-forma pre-commencement check lists. | |
|  | 2. | | From completion of enclosure smoke test up to the completion of clearance testing the Asbestos Works “Term Contractor” shall carry out monitoring of the negative pressure within the enclosure during the works. Should the reading fall below 0.05” Wg the Asbestos Works “Term Contractor” shall be immediately notified and take all necessary actions to remedy the situation. | |
|  | 3. | | Witness the smoke tests of enclosures in which asbestos are to be disturbed. Complete and sign a copy of the integrity of enclosure certificate. | |
|  | 4. | | Undertake air monitoring outside the enclosure to test the effectiveness of the measures taken to prevent the escape of asbestos fibres. The frequency and length of test dependent on site circumstances. All in accordance with Asbestos: The Analyst Guide for Samples, Analysis and Clearance Procedure HS(G) 248. | |
|  | 5. | | Carry out periodic visual inspection of the enclosure and bring to the attention of the Asbestos Works “Term Contractor” any defects noted. | |
|  | 6. | | Complete pro-forma daily site diary monitoring report sheets. | |
|  | 7. | | Carry out clearance procedure following completion of disturbance work. Record all details of clearance certification. All in accordance with Asbestos: The Analyst Guide for Samples, Analysis and Clearance Procedure HS(G) 248 and the four stage site clearance certificate of re-occupation as detailed in the CAR 2012. | |
| **3.7** | **Pre-Commencement Smoke Test Certificate** | | | |
| 3.7.1 | The pre-commencement sheet shall be completed immediately after a satisfactory smoke test and prior to any disturbance of asbestos commencing. | | | |
| **3.8** | **Smoke Test** | | | |
| 3.8.1 | The smoke test of the enclosure is to confirm: | | | |
|  | a) | | All practical measures have been taken to achieve a sealed enclosure. | |
|  | b) | | Air extraction equipment is suitable and adequate to achieve 8 full changes of the enclosure atmosphere per hour. | |
|  | In provision of smoke consideration must be given to the effect of smoke density on the ventilation system filter. All details recorded on the integrity of enclosure sheet. | | | |
| **3.9** | **Air Monitoring** | | | |
|  | The analyst shall remain on-site whilst air monitoring equipment is in operation. | | | |
|  | Air monitoring equipment shall be in accordance with the requirements of HSE Guidance Note, Asbestos: The Analyst Guide for Samples, Analysis and Clearance Procedure HS(G) 248. | | | |
|  | The monitoring sample period shall normally be flowrate and volume 60 minutes at 8 litres per minute giving a 480 litre sample. The analyst shall read at least 100 graticule areas on each sample when undertaking leakage monitoring or when sampling in relation to four hour control limits. For evaluation to the clearance indicator, the analyst shall read 200 graticule areas on samples of a minimum of 480 litre volume. If the collected volume is more than 480 litres, the number of graticule areas inspected may be reduced as detailed in Asbestos: The Analyst Guide for Samples, Analysis and Clearance Procedure HS(G) 248. | | | |
|  | Air monitoring shall normally commence between 30 and 60 minutes from the start of disturbance removal work. The number and frequency of samples shall be agreed between “The Asbestos Consultant/Project Manager” and the analyst. | | | |
|  | The analyst shall immediately inform the Asbestos Works “Term Contractor” and “The Asbestos Consultant/Project Manager” if any monitoring sample exceeds 0.01 f/ml. | | | |
|  | The analyst shall immediately inform the Asbestos Works “Term Contractor” and “The Asbestos Consultant/Project Manager” if any monitoring sample taken within the work enclosure exceeds that stated in the Contract Method Statement. | | | |
| **3.10** | **Monitoring Strategy** | | | |
|  | Where the area around the enclosure is to remain occupied and serves as an access route, continuous monitoring, normally consisting of 1 hour sampling periods, shall be undertaken. | | | |
|  | Monitoring areas which are unoccupied or are vacated for the duration of the work shall normally have continuous monitoring for the first 8 hours consisting of 1 hour sampling periods. Subsequently monitoring shall be agreed with “The Asbestos Consultant/Project Manager”. | | | |
|  | Areas/rooms in which monitoring is taking place shall normally be designated restricted access areas. Following any monitoring test in excess of 0.01 f/ml the room/area shall be designated a respirator zone until further tests confirm levels do not exceed 0.01 f/per ml. | | | |
| **3.11** | **Assistance in Access** | | | |
| 3.11.1 | The appointed Asbestos Works “Term Contractor” shall provide the analyst with a suitable area and power supply to carry out site monitoring and all the necessary assistance to complete the required inspection and testing including: access equipment, electrical supply, decontamination facilities, protective clothing, appropriate respiratory protection and lighting to complete the work. | | | |
| **3.12** | **Site Clearance Certification for Re-Occupation** | | | |
|  | Once removal of the asbestos has been completed, the premises must be assessed to determine whether they are thoroughly clean and hence fit to be returned to normal occupation. It is important that this includes the premises, any plant or equipment or parts of the premises where work with asbestos has taken place and the surrounding areas that may have been contaminated. The areas requiring assessment for site clearance certification include: | | | |
|  | a) | | | the enclosed area including airlocks or the delineated work area where an enclosure has not been used; |
|  | b) | | | the immediate surrounding area (for enclosures this will include the outside of walls and underneath polythene floors; for delineated areas this will included surfaces nearby either where asbestos may have been spread or where the re-cleaning was not done properly); |
|  | c) | | | the transit route if one has been used; and |
|  | d) | | | The waste route and area around the waste skip. |
| **3.13** | **The Process of Site Clearance Certification** | | | |
|  | Site clearance certification should only be carried out when work has been completed and the employer of those who have carried out the work has ensured that the areas requiring clearance assessment have been thoroughly cleaned and allowed to dry. Site clearance certification should normally be carried out in four successive stages, with the next stage only being commenced when the previous one has been completed. | | | |
|  | However, more complex jobs egg where multi-stage clearance is required or where scaffolding is remaining on site, may involve more stages. | | | |
|  | In situations where more clearance stages are required, this should be taken into account in the plan of work. | | | |
|  | The four stages of site clearance certification are: | | | |
|  | a) | | stage one – preliminary check of site condition and job completeness; | |
|  | b) | | stage two – a thorough visual inspection inside the enclosure/work area; | |
|  | c) | | stage three – clearance air monitoring; | |
|  | d) | | Stage four – final assessment post enclosure/work area dismantling. | |
|  | The analyst shall give the Asbestos Works “Term Contractor” a general verbal description of the enclosure conditions in respect of the failure. | | | |
|  | Only when “The Analyst” is satisfied that the Asbestos Works “Term Contractor” has carried out all reasonable work in eradicating any suspect areas shall the analyst continue with the clearance procedure. | | | |
|  | The analyst shall carry out all clearance testing procedures in accordance with Asbestos: The Analyst Guide for Samples, Analysis and Clearance Procedure HS(G) 248. All equipment used along with sample volume, flowrate and period all as previously described. | | | |
|  | The simulated disturbance shall be by means of a clean sheet of visqueen or similar structure against all surfaces within the enclosure for the specified minimum duration of 5 minutes at the commencement of clearance testing. All in accordance with Asbestos: The Analyst Guide for Samples, Analysis and Clearance Procedure HS(G) 248. | | | |
|  | In the case where work has been undertaken on or in areas containing loose fill earth the analyst shall take random bulk samples to confirm the removal of all such contaminated loose fill/earth at the visual clearance stage. | | | |
|  | There will be situations as a quality control procedure swab test shall be taken prior to dismantling the enclosure to ascertain and confirm site cleanliness. This procedure will be in addition to the visual inspection and clearance test. | | | |
| **3.14** | **Pre-Sheeting Removal & Clearance (Inaccessible) Areas** | | | |
| 3.14.1 | Reassurance sampling shall be carried out following enclosure removal: | | | |
|  | a) | | | In areas inaccessible due to enclosure construction which could not be monitored. |
|  | b) | | | Any area/equipment pre-cleaned by the Asbestos Works “Term Contractor” and therefore not covered by the initial clearance. |
|  | c) | | | It is deemed appropriate due to the design or construction of the enclosure by “The Asbestos Analyst”. |
| 3.14.2 | The clearance procedure shall normally be identical to that of the enclosure. | | | |
| **3.15** | **Information** | | | |
|  | Information referring to the extent of individual contracts can be found in the Specification and/or description of works. When the analyst is uncertain they must contact “The Client/RO” prior to carrying out the clearance visual inspection. | | | |
|  | Where circumstances permit the analyst shall be provided with a written copy of the Scope of Works. | | | |
| **3.16** | **Daily Record** | | | |
| 3.16.1 | A daily diary sheet shall be completed by the analyst on the pro-forma provided. Information provided shall include: | | | |
|  | a) | | Analysts | |
|  | b) | | Date | |
|  | c) | | Specific ‘on’ and ‘off’ site times | |
|  | d) | | Confirmation of “The Clients/RO” instructions and site visits. | |
| **3.17** | **Monitoring Sheets & Certificates** | | | |
|  | All records shall be kept by the analyst when on site and be open to viewing by authorised persons. | | | |
|  | One copy of any results or reports shall be handed to The Asbestos Term Contractor and one given to the Client. | | | |
|  | On completion of the contract, all copies, with the exception of the analyst records shall be forwarded to “The Asbestos Consultant/Project Manager”. | | | |
| **3.18** | **Sampling/Survey** | | | |
| 3.18.1 | When instructed the Analyst shall: | | | |
|  | a) | | Without undue delay visit the site and report directly to the Building Custodian. Inform the custodian of your instructions and any necessary precautions to be taken. | |
|  | b) | | Carry out sampling of materials as ordered ensuring minimum practicable disturbance. On completion of sampling, sampled material to be sealed using suitable adhesive tape or other appropriate method. | |
|  | c) | | Any additional works requested by personnel on site or considered necessary by the analyst shall be confirmed by the Client before being carried out. | |
|  | d) | | Following analysis of samples, verbal confirmation of the results may be forwarded to the client only, to be followed promptly by the relevant, certificates. | |
| 3.18.2 | These shall include exact locations, including if possible, rough layout plan with sampling positions marked with reference numbers. In addition, give any information considered relevant, condition of suspect material and details of any contamination. | | | |
| **3.19** | **Analytical Certification** | | | |
| 3.19.1 | All certification issued by the analyst shall conform to the requirements of The Analyst Guide for Samples, Analysis and Clearance Procedures HS(G) 248. In addition certification shall be completed on-site. | | | |
| **3.20** | **Site Surveillance** | | | |
| 3.20.1 | Any dangerous working practices on the part of the Asbestos Works “Term Contractor” noted by the analyst shall be immediately brought to the attention of “The Client. | | | |
| **3.21** | **Disputes** | | | |
| 3.21.1 | Any disputes between the Analyst and the Asbestos Works “Term Contractor” relating to the works shall be immediately brought to the attention of “The client”. | | | |
| **3.22** | **Standard & Continuity** | | | |
| 3.22.1 | The company shall endeavour wherever possible to maintain the same analyst on each individual contract and ensure the quality of work is of the highest standard. Where more than one analyst is to be used the company shall ensure liaison between analysts on individual contract requirements. | | | |
| **3.23** | **Exemptions** | | | |
| 3.23.1 | This specification is part of a developed strategy for controlling Asbestos Works during the majority of asbestos works. It is anticipated that in certain circumstances for practical reasons a different strategy of work will be required. | | | |
| 3.23.2 | Any working method or variation from this specification shall be agreed with “The Asbestos Consultant/Project Manager” prior to commencement of work. | | | |
| **3.24** | **Hygiene Procedure & Protective Clothing** | | | |
| 3.24.1 | The analyst shall have use of any hygiene facilities on-site. | | | |
| 3.24.2 | The analyst shall liaise with “The Asbestos Works “Term Contractor” prior to entering any enclosure/ work area to determine the level of appropriate personal protection required. | | | |

|  |  |  |
| --- | --- | --- |
| **SECTION 4 – HEALTH AND SAFETY** | | |
|  | The Client recognises that Health and Safety is of paramount importance. Under no circumstances is the Health of the Employer’s Employees, the public or visitors to the site to be compromised. | |
|  | The Contractor shall comply within the current Health & Safety Legislative requirements and guidance notes for the duration of the work. | |
|  | All work procedures and activities, including roles, responsibilities and communications regarding the works are to be included within the contractor’s site specific plan of work/method statement. | |
|  | The requirements stipulated within the tender documentation, which are relevant to the proposed works, shall be incorporated within the Asbestos Removal “Contractors” site-specific plan of work/method statements. | |
|  | The hazards identified with the Pre-tender documents are to be addressed in the Asbestos Removal “Contractors” Plan of Work Method Statement. | |
|  | Existing procedures exist throughout the site. Details of existing procedures appertaining to the proposed works are covered by the Golding Homes Health and Safety Policy. | |
|  | The Asbestos Removal “Term Contractor” employees and sub-contractors shall undergo site induction training approved by the Asbestos Removal “Term Contractor” which shall be recorded. The main contractor’s site rules must be adopted at all times. | |
|  | Should the proposed works fall under CDM Regulations the hazards identified within the Pre-tender Health and Safety Plan is to be addressed in the Asbestos Removal “Contractors” Plan of Work Method Statement. | |
|  | Significant hazards that have been foreseen by the designers will be advised to the Asbestos Removal “Term Contractor” by the Design health and Safety Plan. | |
|  | Where the Asbestos Removal “Term Contractor” becomes aware of significant hazards which have not been adequately dealt with by the design process he shall inform the Project Manager. | |
|  | Unforeseen significant hazards that become evident throughout the course of the work shall be notified to the Planning Supervisor by the Asbestos Removal “Term Contractor” and if necessary, work suspended until the risks have been assessed by the Asbestos Removal “Term Contractor” and adequate controls put in place. |
|  | A competent person shall undertake the erection of scaffolding to provide safe access to undertake the removal work. |
|  | Notwithstanding the requirement of this Specification, or of the Contract, the Asbestos Removal “Term Contractor” shall include for compliance with any instructions, Improvement Notices or Prohibition Notices issued by the Local Authority or the HSE. |
|  | No instruction issued to the Asbestos Removal “Term Contractor” by the Engineer or his authorised representative shall relieve the Asbestos Removal “Term Contractor” from compliance with the Control of Pollution Act 1974. |
|  | All work equipment shall be provided, used and maintained in a proper manner and, in particular, in accordance with The Provision and Use of Work Equipment Regulations 1992 and The Construction (Lifting operations) Regulations 1998. |
|  | The generation of dust may require the Asbestos Removal “Term Contractor” to undertake assessments in respect of The Control of Substances Hazardous to Health Regulations 2002. |
|  | All operational sites have individual characteristics that should be understood by the contractor prior to submitting their tender. |

**Section 5 – Contractor Requirements**

5.1The contractor is to provide a 24 hour emergency response within two hours of receiving call with a committed team to rectify at the first visit or make safe and return as soon as possible to complete. Where problems of a more major nature occur, the contractor will be expected to escalate their response to ensure that appropriate resources are available as necessary.

5.2 All properties provided as part of this contract must continue to be referenced using Golding Homes Unique property reference numbers in order to maintain continuity and auditability. Each UPRN will be provided on instruction within the “Work order” in the form of electronic documentation.

5.3 Golding Homes will provide scaffold for the purpose of works where required. It is the requirement of the contractor to ensure all scaffold is safe and records are received and up to date prior to works starting. E.g Scaff tags/handover documents, gen wheel certificates etc.

5.4 The contractor is responsible for robust quality assurance procedures of all works carried out with a minimum of 10% site audit visits. This will include records of site inspections, observations, errors and corrections. A list of sites audited will be presented to the contract administrator on request. Should there be any defects identified, the appointed contractor will rectify these defects at their own cost. If the contractor appoints a third party to carry out an audit any defects resulting from that audit are to be rectified by the contractor at their own cost.

5.5 Access should be gained through the course of contact information provided by Golding Homes. The access process should be as follows:

* Phone call attempted and email sent if no answer and available.
* Second Phone call and further email if no answer and available.
* Third Phone call and email if no answer and available.
* Letter to be sent (Content to be confirmed with Golding Homes) and notice of exhausted access process provided to the Contract Administrator.

5.6 The Contractor is to provide the following information to the Contract Administrator in respect of each ACM removal task, encapsulation, repair or equivalent performed within 2 weeks of completion via Golding Homes designated SharePoint site (To be provided) in the form of a ‘Completion Pack’:

* Formal HSE Notification: Category as appropriate (Either full 14-day notice for fully licensable work or notifiable non-licensed work (NNLW)).
* Plan of work including RAMS particular to the task.
* All asbestos material consignment notes arising upon completion.
* Certification in respect of full four stage clearance procedure, or reassurance testing/certificate of reoccupation dependant on category of work completed. Documentation for air testing will be provided to the term contractor via Golding Homes 3rd party analyst.
* Confirmation of all ACM’s individually encapsulated or removed in sufficient detail to enable the Contract Administrator to update the asbestos register.

**APPENDIX 1**

**Method Statement for Removal Works under Controlled Conditions**

**(Without enclosure)**

|  |  |  |
| --- | --- | --- |
| 1 | All work is to be carried out in accordance with the main contractors Health and Safety asbestos policy and following the recognised asbestos safe working procedures in compliance with all UK legislation Codes of Practice etc. | |
| 2 | Prior to the works taking place, any enabling works to services i.e. electricity, water, etc that may hamper the asbestos decontamination programme must be carried out. | |
| 3 | Barriers are to be erected to form an operational area to prohibit the entrance of personnel not involved in the asbestos removal programme. Suitable warning notices are to be placed on the physical barriers. | |
| 4 | The outline of a suitable working enclosure must be agreed in the method statement | |
| 5 | All removable items that fall inside the intended layout of the barrier must be removed and placed in a location away from the working area. Non removable items must be sheeted over and sealed outside the scope of the working area on completion of a preclean. Non cleanable item/materials will be disposed of as contaminated waste if defined as contaminated or as a result of remaining within the working area (to be agreed with the **AC**). | |
| 6 | The immediate floor area is to be sheeted with 1000 gauge polythene. All the jointing and sealing of the polythene must be sealed with 75mm foil or cloth tape. | |
| 7 | Suitable primary decontamination facilities must be provided as specified in Guidance Note Asbestos Essentials. | |
| 8 | Vacuum cleaners must be present in duty areas to allow cleaning of bagged personal overalls. | |
| 9 | Temporary lighting may be required within the working area and run off a 110 volt ac supply. The light fittings used must be water proof to the standard of LP65 (hose proof and dust resistant to facilitate easy cleaning) may be used. | |
| 10 | All electrical supplies leading to the working area to power to vacuum cleaners and lighting should be 110 volts ac supply. The contractor is to supply all the necessary transformers to connect to the nearest convenient independent supply to meet the required loads. | |
| 11 | Operatives will wear hooded overalls with elasticated sleeves and ankles, suitable for asbestos work, disposable over boots and gloves. The respiratory protection should be orinasal respirators. Before any work begins, the colour of work overalls (contaminated) and transit overalls (general work) must be agreed with the method statement.. | |
| 12 | | The **ARC** must have on site all necessary documentation such as medical, equipment records, training records, face fit tests, method statements and risk assessments etc. prior to any works commencing. | |
| 13 | The affected material may now be removed adopting a carefully controlled manner. The asbestos material shall be sprayed and saturated using an asbestos fibre suppressant approved by the HSE (Health and Safety Executive) to reduce the dust levels. The asbestos materials can then be removed using the shadow vacuum technique (vacuum cleaner complying to BS 55414 Appendix C (H type). Asbestos debris must now be placed into red labelled 500 gauge asbestos waste bags and sealed with 75mm foil or cloth tape. The bags will be vacuumed off and sprayed with a fine water mist. They are then placed into clear labelled 500 gauge asbestos waste bags and sealed with 75mm foil or cloth tape and passed to the first stage. This waste must then be disposed of as asbestos waste in a specially modified vehicle suitable to carry asbestos waste | |
| 14 | Following the removal of the asbestos debris, any material within the area i.e. loft insulation and other materials that cannot be cleaned down must also be disposed of as asbestos waste. | |
| 15 | When all asbestos material and refuse has been disposed of all the surfaces will be cleaned down with “Tac Rags” and a vacuum cleaner complying to BS 5414 Appendix C (H type). All surfaces must be clean and free of all dust and debris. | |
| 16 | Upon completion of the works if required the analyst will undertake a thorough visual inspection of the area to ensure that the area is safe for normal occupation followed by Reassurance air monitoring to the levels are below <0.01 f/ml | |
| 17 | All barriers and equipment may then be removed and cleared from site. | |

**APPENDIX 2**

**Method Statement for Encapsulation and Labelling of Asbestos Materials**

|  |  |
| --- | --- |
| 1 | All works are to be carried out in accordance with the main contractors Health and Safety policy following the recognised asbestos safety working procedures in compliance with all UK Legislation Codes of Practice etc. |
| 2 | Barriers are to be erected around the local area to prohibit the entrance of personnel not involved in the asbestos encapsulation programme. |
| 3 | Anyone entering the working area should be adequately instructed and trained and should wear adequate respiratory protection suitable for work with asbestos insulation board/asbestos cement. |
| 4 | Polythene must be placed on surfaces to protect the client/tenants finishes and equipment etc prior to commencement of encapsulating works. |
| 5 | Operatives will wear hooded overalls with elasticated sleeves and ankles suitable for asbestos work, disposal over boots and gloves must be worn throughout the entire work process. Operatives will wear suitable and approved orinasal respiratory protection. |
| 6 | The affected asbestos material is to be encapsulated using a suitably approved encapsulant paint as recommended by the HSE (Health and Safety Executive) e.g. Idenden ET 150 to include a canvas (calico) wrap for the pipework insulation. |
| 7 | Two coats of suitably approved encapsulant paint are to be applied to the pipework insulation and asbestos panels ensuring the entire exposed asbestos surface is totally covered. Following the encapsulation works, local surrounding areas must be cleaned using a vacuum cleaner complying to BS 5415 (Appendix C) H type. |
| 8 | When the encapsulant paint is dry an appropriate small asbestos warning label must be discreetly placed at visible locations approximately 2 metres apart within the centre of the asbestos material. |
| 9 | Following the encapsulation process, reassurance air monitoring may be carried out in suitably selected adjacent areas following a suitable visual of the encapsulation works. |
| 10 | Upon completion of the works the analyst will undertake a thorough visual inspection of the area to ensure that the entire exposed asbestos surface is suitably encapsulated and the area is safe for normal occupation. |
| 11 | All barriers and equipment may then be removed and cleared from site. |