



**METHOD STATEMENT AND RISK ASSESSMENT**  
**REVISION NUMBER:**

**CLIENT DETAILS**

Edinburgh City Council  
Level 1.4  
Waverley Court  
6 East Market Street  
Edinburgh  
EH8 8BG

**SITE DETAILS**

Kaimes Special School  
140 Lasswade Road  
Edinburgh  
EH16 6RT

**SCOPE OF WORKS**

The work involves the removal of asbestos VFTs location Storeroom Ground floor Room 051 refer to site Plan. Exposed bitumen adhesive will be surface vacuumed and PVA sprayed on completion. Floor will then be painted with Grey Heavy duty concrete floor paint.

**(PHOTOGRAPH ON COMPLETION OF WORKS)**

**JOB NUMBER**

**25-2723**

<b>Prepared By:</b>		<b>Authorised By:</b>	
<b>Position:</b>	Contracts Manager	<b>Position:</b>	Managing Director
<b>Signed:</b>		<b>Signed:</b>	
<b>Date:</b>	28/05/2025	<b>Date:</b>	28/05/2025

**On site 1230 hrs**







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## 1.0 PROJECT DOCUMENT SUBMISSION

PROJECT DOCUMENT SUBMISSION			
	Signature	Print name	Date
SEPA Consignment Note Submitted			
Client Copy of Paperwork Submitted			
Analyst Copy of Paperwork Submitted	Not applicable to this work scope	Not applicable to this work scope	Not applicable to this work scope

## 2.0 PROJECT KEY PERSONNEL CONTACT INFORMATION

KEY PERSONNEL CONTACT INFORMATION			
Title	Name	Contact No.	Email
NAS Managing Director			 <a href="mailto: @northernasbestos.co.uk">@northernasbestos.co.uk</a>
NAS Operations Manager			 <a href="mailto: @northernasbestos.co.uk">@northernasbestos.co.uk</a>
NAS Project Owner (Project Contact)			 <a href="mailto: @northernasbestos.co.uk">@northernasbestos.co.uk</a>
NA Works Supervisor			 @northernasbestos.co.uk
Client Representative			
Site Contact	EDC Security		
Other			
Analyst	tbc		
HSE Office	Edinburgh FOD		
Waste Carrier	NAS Ltd		<a href="mailto:enquiries@northernasbestos.co.uk">enquiries@northernasbestos.co.uk</a>
Nearest A&E Department	ERI		49 Little France Cres Edinburgh



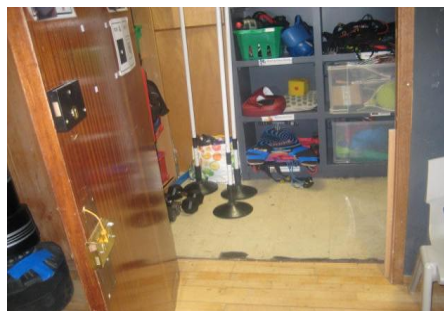
## 4.0 PROJECT OVERVIEW

### PROJECT OVERVIEW

The work involves the removal of asbestos VFTs location Store Room Ground floor Room 051 refer to site Plan. Exposed bitumen adhesive will be surface vacuumed and PVA sprayed on completion. Floor will then be painted with Grey Heavy duty concrete floor paint. **(PHOTOGRAPH ON COMPLETION OF WORKS)**

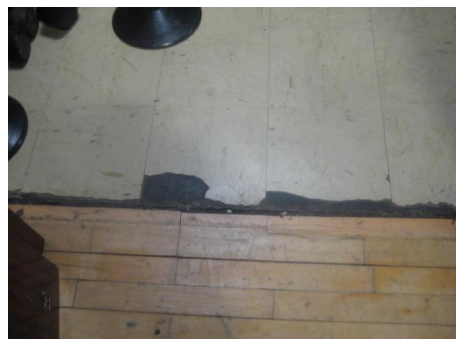
#### Sequence of Work: Each Area Floor

- Set up respirator Zone double flap system to entrance doors
- Any shelves will be sheeted over with 500g sheeting.
- Undertake controlled removal of asbestos floor tiles.
- Fine Clean
- Seal exposed adhesive.
- Paint with Grey HD Floor Paint
- Supervisor visual inspection
- Reassurance Air tests
- Remove Respirator Zone



#### Area Specific Risk Assessments

- Hand Tool Use
- COSHH - Wetting Agent for ACM
- COSHH-PVA
- COSHH -Concrete Paint



Before any removal is undertaken the site operatives will 1<sup>st</sup> erect an exclusion zone to segregate them from any other 3<sup>rd</sup> party and to control the spread of any airborne fibres that may be released. This will be constructed using 1000g polythene and PCL tape.

Decontamination for the operatives will be a spray bottle/ wet wipes/ bucket sponge by the exclusion zone, where they can wipe down there RPE & PPE before leaving the work area, there coveralls will be placed into a red asbestos bag to be disposed of as asbestos waste.

Removal will be undertaken in half mask RPE with p3 filter and white coveralls type 5/6, safety gloves and steel toe cap boots (safety glasses will be provided).

The VFTs will be removed using handheld muts, handheld scrapers, flat bars. If required a 110v handheld tile lifter will be utilised for the purpose of removal of stubborn sections. Dust surfactant will be provided as a fine mist via killer sprayer application. Any loose debris will either be hand picked and placed into relevant waste bags or vacuumed using H type cleaner.

On completion all surfaces will be finely vacuumed using the h-type vac and sprayed and wiped down using rags/ tak tag, the supervisor will check the work area to make sure all loose materials have been removed and that the area is clear of all dust and debris. Any surface exposed bitumen adhesive will be sprayed with a diluted PVA solution.

The floor will be encapsulated over with Grey HD concrete floor paint, a minimum of two applications will be applied.

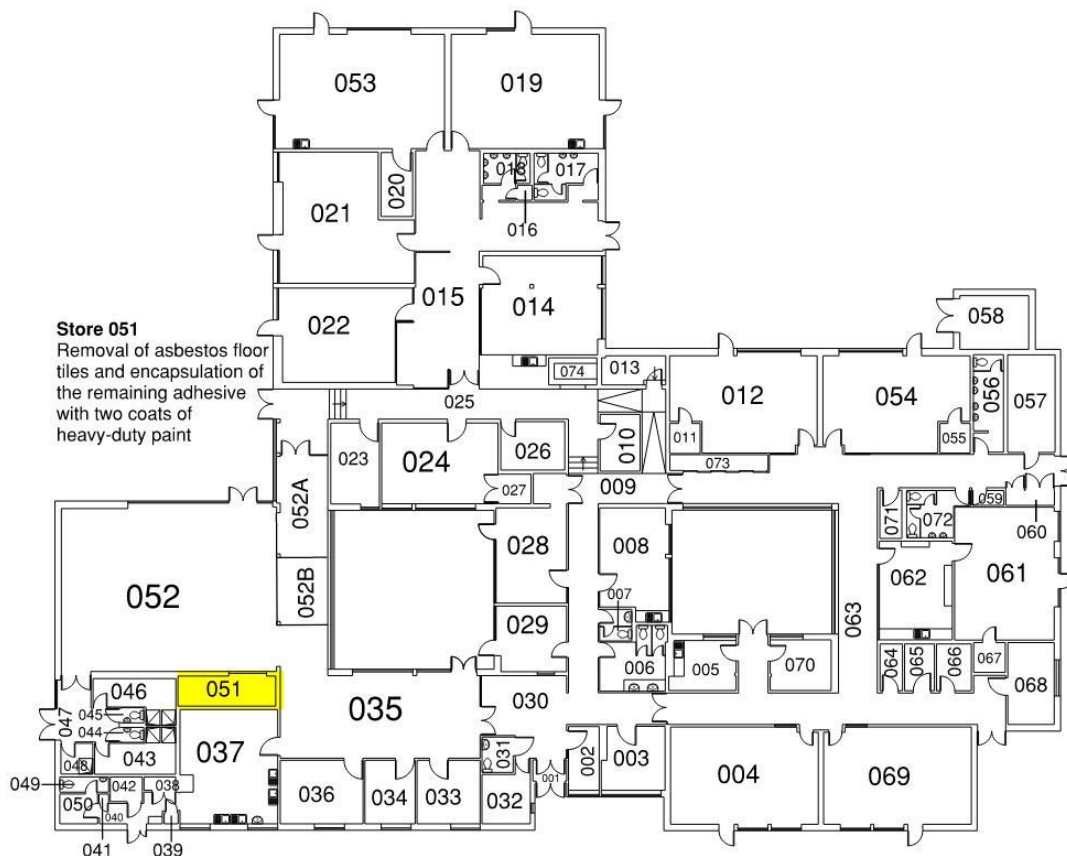
Following the visual inspection the appointed analyst will conduct a visual inspection prior to carrying out reassurance air tests within the zones.

Waste shall be double bagged in 500 gauge red and clear asbestos waste bags to be tied and sealed with PCL Tape, alternatively waste can be double wrapped in 1000 gauge polythene and sealed with PCL Tape and labelled with asbestos hazard warning tape. Waste shall be stored in a separately enclosed lockable compartment of the works vehicle pending transfer to Grampian Rd, Elgin where it will be stored in a locked enclosed skip pending uplift to Avondale landfill site, Polmont, Falkirk, FK2 0YG

All works are to be conducted in accordance with the NA Asbestos Removal Procedure SOP1(REV31), Control Of Asbestos Regulations 2012 and the Special Waste Regulations 1996 (amended). A copy of the SEPA notification paperwork will be forwarded to the client on completion of the works and transfer of the material to the appropriate landfill.

#### Plans of the Property Indicating the Locations of Asbestos Materials - Kaimes Special School

##### K1 BUILDING - GROUND FLOOR





## 5.0 CHANGES TO PLAN OF WORK

Any possible alterations must be notified immediately to the works Project Owner; a consultation must also take place with the Operations Manager. No works can proceed until authorisation has been given and the amendments recorded below. Please note that any departures from this plan of work must be recorded below by the person in charge of the works.

Due to the type and circumstances of a method statement alteration, it may be necessary for re-notification of the works to the appropriate enforcing authority. The relevant Project Owner shall fully investigate the requirement for re-notification. In certain situations, it may also be necessary to inform the enforcing authority of major and/or minor changes. Consideration of these changes must be given prior to works commencing.

SECTION	DESCRIPTION	REASON	AUTHORISED BY	DATE



## 6.0 CONTRACT DURATION / STAFFING LEVELS

CONTRACT DURATION / STAFFING LEVELS			
No. of Supervisors on the Project		1	
No. of Operatives on the Project		2	
Name of Supervisor		[REDACTED]	
Name of Operative(s)		[REDACTED]	
No. of Analysts on the Project		Client supply	
Maximum No. of Persons Working on the Project at any given time		1	
Will the Supervisor remain on site at all times		Yes	
Will the Analyst remain on site at all times		no	
CONTRACT DURATION / STAFFING LEVELS			
Anticipated Contract Start Date		06/06/2025	
Anticipated Contract Completion Date		06/06/2025	
Planned Air Test Date & Time		1230hrs	
Planned Work Hours		1230-1600hrs	
Day shift, night shift, weekend work		Day shift	
Total Duration (Shifts)	Preparations (Shifts)	Asbestos Removal (Shifts)	Clearance / Re-Occupation (Shifts)
1	0.1	0.9	

MANAGEMENT SITE ATTENDANCE	
What is the anticipated attendance of the works Project Owner to the site?	none
What is the anticipated attendance of the works Company Senior Manager to the site?	No

## 7.0 WORK AREA / PREMISES INFORMATION

WORK AREA / PREMISES INFORMATION			
Type / Use of Premises	Council School Building		
Are Premises occupied during work	Areas of the property has been exclusion zoned with barriers and entrance flap system.		
Specific Location of Work Site Within Premises	Store Room 051		
Welfare Provision	Client Provided	Transient Van/ Welfare Facility	Sanitary convenience
	✓		
Details of Welfare Provision	Rest room/staff kitchen and toilet		

## 8.0 ASBESTOS CONTAINING MATERIAL CLASSIFICATION DETAILS

ASBESTOS CONTAINING MATERIAL CLASSIFICATION DETAILS	
Classification (i.e. AIB, Cement, Thermal)	VFTs and Bitumen adhesive
Quantity (i.e. Lm, M2, Weight)	12m2
Type of Application (i.e. Ceiling, Plant)	Floor
Asbestos Condition	aged
Anticipated fibre levels expected from the removal of each material	<0.01fm/l

ASBESTOS CONTAINING MATERIAL ANALYSIS INFORMATION	
Type of Asbestos Survey Conducted	Re inspection
Date of Asbestos Survey	
Name of Survey Company	Environmental Essentials
If "No" Survey was Conducted, Please Specify Name of Person or Organisation Who Conducted Sampling	n/a
Analysis Carried Out By	Environmental Essentials
Date of Analysis	
Analysis UKAS No.	
Analysis Result	Chrysotile
Analysis Reference	n/a
Water Absorption Test (if applicable)	n/a

## 9.0 ANALYST DETAILS

<b>APPOINTED 3<sup>rd</sup> PARTY ANALYST INFORMATION (UKAS ACCREDITED)</b>		
<b>Is an Analyst Required for the Work</b>	yes	
<b>(* If “no”, please state reason)</b>		
<b>Is the Analyst Appointed by NA or Client</b>	Client appointed	
<b>Company Name of Appointed Analyst</b>	TBC	
<b>UKAS Accreditation No.</b>		
<b>Address of Appointed Analyst</b>		
<b>Contact No. of Appointed Analyst</b>		
<b>WHICH OF THE FOLLOWING IS REQUIRED TO BE UNDERTAKEN BY THE ANALYST?</b>	<b>YES</b>	<b>NO</b>
<b>Background Monitoring</b>		
<b>Reassurance Testing</b>	Yes	
<b>Visual Inspection</b>	Yes	
<b>Personal Monitoring</b>		

## 10.0 PARTIAL ENCLOSURE CONSTRUCTION INFORMATION

ENCLOSURE CONSTRUCTION INFORMATION **For Works Such as Textured Coating Removal Works**		
ELEMENT	YES	NO
Will a partial enclosure be used for the works		✓
How many enclosures are required for the works	n/a	
(if No, please state additional information and/or sufficient control measures)	The control limit shall not be exceeded	
Is there ample space to allow a 1m x 1m x 2m x 2 stage transit tent	n/a	n/a
(if No, Please state clearly the foot print size of the transit tent that is to be used) Please note that if space does not allow a cubed airlock to be attached to the area please detail additional controls to control the asbestos work area and prevent the spread of asbestos	n/a	
Is it possible to install viewing panels in the enclosure walls	n/a	n/a

ENCLOSURE SIZE / REQUIRED NEGATIVE PRESSURE UNITS						
Enclosure No. (ref)	Length (m)		Width (m)		Height (m)	
A - Total Enclosure Volume (m3)						
B - Air Lock Volume (m3)						
C - Bag Lock Volume (m3)						
Total Enclosure Volume (A+B+C)						
No of Air Changes Per Hour Required						
= Total Volume (A+B+C) x 10 (= required cubic metres per hour)						
NPU Capacity	NPU	NPU	NPU	NPU	NPU	NPU
	6500	5000	3250	2500	1000	850
No. of NPU(s)						
*Please note that the operation and maintenance of the NPU equipment must be maintained and held on site in the project work pack for inspection by internal / external parties.						

## 11.0 PARTIAL ENCLOSURE CONSTRUCTION INFORMATION - CONTINUED

ENCLOSURE CONSTRUCTION INFORMATION		
WHICH OF THE FOLLOWING MATERIALS WILL BE USED FOR THE CONSTRUCTION OF THE ENCLOSURE AND THE PROTECTION OF SURFACES	YES	NO
Single Skin 1000 Gauge Polythene	n/a	n/a
Flame Retardant Polythene	n/a	n/a
Spray Adhesive	n/a	n/a
Expanding Foam	n/a	n/a
Re-usable Air Lock	n/a	n/a
Single Use Air Lock	n/a	n/a
PCL Tape	n/a	n/a
ENCLOSURE CONSTRUCTION INFORMATION		
WHICH OF THE FOLLOWING WILL BE USED FOR THE CONSTRUCTION OF THE ENCLOSURE	YES	NO
Independent Scaffold	n/a	n/a
Timber to Suit	n/a	n/a
Building Structure	n/a	n/a
Wooden Frames	n/a	n/a
Pre-Fabricated Metal Frames	n/a	n/a
ADDITIONAL INFORMATION		

## 12.0 PROJECT SERVICE PROVISIONS

ENCLOSURE LOCATION INFORMATION		
WHICH OF THE FOLLOWING IS APPLICABLE TO THE LOCATION OF THE ENCLOSURE OR WORK SITE	YES	NO
Are any areas of the enclosure (including air lock, bag lock) exposed to the elements? (*if "Yes", please specify and inform of controls)		✓
Is there sufficient power supply to the work area?	✓	
Will a back up power supply be mobilised for the project? (*if "yes", please specify, if "no" please detail why)		✓
Is there a sufficient clean water supply on site for the project? (If "no", please specify details of how water shall be supplied to the work area)	✓	

### 13.0 PROJECT ISOLATIONS

WORK AREA ISOLATIONS				
SERVICES	SERVICE PRESENT	SERVICE TO BE ISOLATED	RESPONSIBLE PERSON	ISOLATION CARRIED OUT
Electricity				
Water				
Gas				
Telecommunications				
Air Handling System				
Smoke Alarm				
Fire Alarm Systems				
Alarm System				
H2S Sensors				
Flash Sensors				
*Please note that certificates of isolation or written notification of isolation must be presented to the onsite work supervisor prior to works commencing.				

## 14.0 PROJECT SPECIFIC PPE

ITEM	COVERALL REQUIREMENTS FOR OPERATIONS				
	Normal Ops	Tenting Ops	Removal Ops	Waste Transit Ops	De-mob Ops
Standard Issue Work Clothing	✓		✓	✓	✓
Poly/Cotton Boiler Suit					
White, Type 5/6, Disposable Suit			✓	✓	

ITEM	PERSONEL PROTECTIVE EQUIPMENT FOR OPERATIONS				
	Normal Ops	Tenting Ops	Removal Ops	Waste Transit Ops	De-mob Ops
Hard Hat					
Hi-visibility Vest					
Safety Goggles			✓		
Safety Specs					
Ear Protection					
Hand Protection			✓	✓	
Safety Foot Wear	✓		✓	✓	✓
Harnesses					
(Other)					
(Other)					
(Other)					

## 15.0 PROJECT SPECIFIC RPE

<b>RESPIRATORY PROTECTIVE EQUIPMENT FOR OPERATIONS</b> Please specify type under each element	
<b>Work Activity</b>	<b>Type of Respirator</b>
Normal/Standard Operations	
Pre-Cleaning Operations	
Tenting Operations	
Waste Transit Operations	Half face mask with p3 filter
Removal Operations	Half face mask with p3 filter
Demobilisation Operations	
*Please note that respiratory check sheets must be maintained and held in the project work pack for inspection by internal / external parties.	

## 16.0 WASTE MANAGEMENT

<b>WASTE DISPOSAL</b>	
Is the client or NA responsible for the disposal of waste?	NAS Ltd
How is the waste to be wrapped?	Double bagged in red and clear asbestos waste bags tied and sealed with PCL tape or double wrapped in 1000 gauge polythene sealed with PCL tape and labelled with asbestos hazard warning tape
Where will waste be stored on site pending disposal?	Lockable enclosed section of works vehicle.
Consignment Note No: (if known)	SA759
Name of Registered Carrier Appointed?	NAS Ltd
Carrier Vehicle (i.e. Skip, enclosed vehicle)	Lockable enclosed section of works vehicle.
Address of waste destination	Avondale Environmental Limited Avondale Rd Falkirk FK2 0YG
Quantity of waste (i.e. Tonnes, bags) Approx	40kg



## 17.0 REMOVAL METHODOLOGY / CONTROL MEASURES

<b>METHOD OF REMOVAL</b> Please indicate which of the following methods will be used on the project	
Wrap & Cut/Remove	
Stripping Using Hand Tools	✓
Unscrewing	
Cropping Bolts	
Other:	

<b>CONTROL MEASURES</b> Please indicate which of the following methods will be used on the project	
Pre Clean	N/a
Fibre Suppression by means of: Spraying using hand pressurised spray	✓
Fibre Suppression by means of: Shadow vacuuming using a H type vacuum	✓
Partial enclosure surrounding work area	
Wetting Agent to be used, Ratio of water/surfactant mixture, Penetration Time,	
What indicator shall be used to check that the material is adequately saturated to ensure controlled removal method	
Other:	

## 18.0 CLEANING & CLEARANCE PROCEDURES

<b>CLEANING &amp; CLEARANCE PROCEDURES</b> Please indicate which of the following methods will be used on the project	
All stripped surfaces will be finely cleaned using hand tools only (no power tools) and any residues removed	✓
Wetted abrasive pads and/or cloths (i.e. tack-rags) will be used to remove all visible contamination from surfaces, without using excessive amounts of liquid	✓
Vacuum off all surfaces in the work area or partial enclosure using a H-type vacuum, including any polythene screening protecting plant & equipment, including scaffolding board platforms	✓
Vacuum all surfaces of immediate work area	✓
Carry out visual inspection of the works and the whole interior of the area. Any residual materials found should be removed or picked up and double bagged, and the affected area vacuumed.	✓
Thoroughly clean all work equipment, including any non-disposable tools, NPU's, vacuums	✓
The independent analyst will carry out preliminary check of the site condition	
The independent analyst will conduct a thorough visual inspection of the work area	✓
The independent analyst will undertake Reassurance air monitoring. Only when receipt of the reoccupation certificate can works proceed for the dismantling of the partial enclosure, polythene double bagged or wrapped, ready for disposal as contaminated waste	✓
The independent analyst will carry out a final assessment, post partial enclosure / work area dismantling check	
The air lock will be cleaned dismantled and disposed of as contaminated waste	
The air lock lock will be cleaned thoroughly ready for future use	

## 19.0 ADDITIONAL HEALTH & SAFETY INFORMATION

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH		
PLEASE INDICATE BELOW ANY ITEMS THAT FALL UNDER COSHH RULING THAT WILL BE USED ON THE PROJECT AND THE AVAILABILITY OF COSHH & MSDS INFORMATION	COSHH AVAILABLE & INCLUDED IN SITE WORK PACK	MSDS AVAILABLE & INCLUDED IN SITE WORK PACK
Wet Strip	yes	
PVA	yes	
Concrete Floor Paint	yes	

ACCESS / EGRESS TO WORK SITE	
Who is responsible for access / egress equipment to the work site?	n/a
WHICH OF THE FOLLOWING WILL BE USED FOR THE WORKS	
Independent scaffold	
Hop-up Platform	
Tower Scaffold	
Step Ladders	
MEWP	
Crane & Basket	
Other (Specify)	
Please provide justification for the applicable items above	

ADDITIONAL HEALTH & SAFETY INFORMATION			
Does the work involve any of the following	Yes	No	RA Item No.
Confined Space Entry		✓	
Work in Hot Environment		✓	
Work in Cold Environment		✓	
Work on Live / Operational Plant		✓	
Working at height		✓	
(If "yes" to any of the above, please specify Risk Assessment Item Number)			

## 20.0 EQUIPMENT REQUIREMENTS

EQUIPMENT / CERTIFICATION REQUIREMENTS Please list all equipment requirements and associated certificates required		
EQUIPMENT	REQUIRED CERTIFICATES	Quantity
H-Type Vacuum	DOP / PAT	1
Half Mask	Service	1
Extension Cables	PAT	2
5Kva Transformer	PAT	2
Battery Powered Drills	PAT	
Hand Tools	n/a	4
Peglars	n/a	
Buckets	n/a	1
Camera	n/a	
First Aid Kit	n/a	1

## 21.0 CONSUMABLE REQUIREMENTS

CONSUMABLE REQUIREMENTS Please list all consumable requirements and quantities required	
CONSUMABLE	QUANTITY
H/D Clear Asbestos Bags	3
H/D Red Asbestos Bags	3
White Disposable Suits	2
Roll of Silver Duct Tape	1
H Type Vacuum Cleaner Bags	1
H/D Polythene Sheeting 1000 Gauge	1
Tack Rags	1
Bucket	1
Sponge	1
Tile Scrappers	2
Gloves - latex grip	4
Wetstrip/PVA/paint	1L

## 22.0 ON-SITE PAPERWORK REQUIREMENTS

TITLE	INSERTED BY	CHECKED BY	RETURN CHECK
HSE License			
SEPA Carriers License			
Insurance Certificates			
Health & Safety Policy			
Asbestos Removal Policy			
Method Statement			
COSHH Assessments/MSDS Sheets			
Risk Assessment			
Client Permit to Work (if applicable)			n/a
Site Layout Plan (if applicable)			n/a
Personnel Medical Certificates			
Personnel Asbestos / Training Certs			
Personnel Face Fit Certs			
7 Day Site Pack			
SEPA Consignment Note			
Air Monitoring Certificates			
(Other – Specify)			
(Other – Specify)			
(Other – Specify)			
(Other – Specify)			
(Other – Specify)			
(Other – Specify)			
(Other – Specify)			

Equipment and Consumable Confirmation to be signed by Supervisor			
	Signature	Print name	Date
Equipment Pre-mobilisation checks			
Consumable Pre-mobilisation checks			

## 24.0 RISK ASSESSMENT

Item No	Nature of Hazard	Persons affected	Possible Effect of Hazard	L x S = R			Precautions or remedial action	Residual risk
				L	S	R		
1	Equipment set-up and de-rig	Operatives, third parties	Lost time injury, minor damage				<p>After arrival on site, the Supervisor shall liaise with the client with regard to obtaining applicable permit to work (PTW) authorisation which may be required.</p> <p>The Supervisor shall review the Risk Assessment and amend as required to reflect additional hazards on site. All personnel should sign that they have read and understood this risk assessment before undertaking any tasks.</p> <p>Before commencing work the Supervisor shall carry out a Daily Tool Box Talk with all personnel involved in this task, detailing how the task is to be carried out, who is going to carry out each task, discuss the safety issues of each individual task and ensure that all risk reduction measures are in place to minimise the risk to personnel involved in carrying out these tasks.</p> <p>All personnel to have undertaken manual handling training. Correct manual handling procedures shall be followed; knees bent, straight back during lift, assess the lift.</p> <p>Personnel to be aware of TILE = Task, Individual, Load, Environment. Be aware of colleagues' physical abilities.</p> <p>Areas to be barriered off from third parties with warning tape and labels identifying the asbestos hazard.</p> <p>Before dismantling equipment ensure that all power is isolated.</p> <p>All cables hosing to be routed carefully avoiding walkways wherever possible.</p> <p>A COSHH assessment shall be carried out and all applicable paperwork including appropriate MSDS sheets shall be kept on site.</p>	
2	Inhalation of asbestos	Operatives	Serious injury / fatality				<p>Northern Asbestos Services Procedures (Asbestos Encapsulation, Removal and Repair) to be followed at all times.</p> <p>Only suitably trained and competent personnel to carry out asbestos operations.</p>	

## Precautions or remedial action

				<p>All personnel to wear appropriate RPE namely half face respirator with P3 filter. See section 16.0 of the method statement for specific mask usage during the project</p> <p>All personnel to have an in date face fit test for the applicable RPE.</p> <p>All personnel to have in date asbestos Operative or Supervisor certification.</p> <p>All personnel to check RPE before each shift as per Asbestos training and record on form, Daily Respirator Check Sheet.</p> <p>When removing asbestos, techniques such as wet stripping with fibre suppressant gel or application of a water/surfactant mixture via hand pressurised sprayer or similar device or shadow vacuuming are to be employed to reduce fibre release.</p> <p>Non-Enclosure works - All waste to be bagged immediately and double bagged prior to transit to on-site waste storage facility.</p> <p>All waste is to be handled carefully and personnel are to ensure that there are no punctures in any waste packages.</p>
3	Spread of asbestos fibres	Operatives, third parties	Serious injury / fatality	<p>Northern Asbestos Services procedures to be followed at all times.</p> <p>All personnel to use appropriate PPE/RPE and decontamination procedures as described in NA Services procedures.</p> <p>Transit/waste routes to be inspected by the supervisor and any remedial actions undertaken and be recorded within the Supervisors Daily Report Sheet – Stage of Works/Comments Box. The Daily report sheet is held within the 7 day site pack.</p> <p>Site to be secure and safe and checks to be carried out by the supervisor and any remedial actions undertaken and be recorded within the Supervisors Daily Report Sheet – Stage of Works/Comments Box. The Daily report sheet is held within the 7 day site pack.</p> <p>All vacuums shall have nozzles sealed with duct tape and shall then be placed within 2 500 gauge clear asbestos waste bags for safe transit/storage to next site or base.</p>

## Precautions or remedial action

				All equipment shall be cleaned during the decontamination process for safe return and use.
4	Potential of electrocution when undertaking asbestos operations	Operatives, third parties	Serious injury / fatality	<p>Northern Asbestos Services procedures to be followed at all times.</p> <p>All equipment to be 110V and to have in date PAT test.</p> <p>All equipment to be function tested prior to mobilization and prior to use on site.</p> <p>Power to be isolated within work areas via an approved electrician or electrical engineer.</p> <p>All electrical isolations to be checked and section <b>14.0</b> of Method statement initialed by the supervisor.</p> <p>All power cables to be routed away from walk ways and to have hazard warning tape attached.</p> <p>All work sites to have a first aid kit.</p>
5	Fire during asbestos operations	Operatives, third parties	Serious injury / fatality	<p>Northern Asbestos Services procedures to be followed at all times.</p> <p>All equipment to be 110V and to have in date PAT test.</p> <p>All power inside work areas to be isolated when possible.</p> <p>Extension reels to be rolled out to prevent heat build up.</p> <p>All personnel to be made aware of the location of fire fighting equipment and fire exits.</p> <p>All work sites to have a first aid kit.</p> <p>Company/Site emergency procedures to be followed at all times, on finding fire:</p> <ul style="list-style-type: none"> <li>• Operate the fire alarm – or site use of emergency claxon air horns.</li> <li>• These air horns shall be situated outside the enclosure/work area</li> <li>• Air horns shall also be placed within an enclosure area for a similar purpose</li> </ul>



## Precautions or remedial action

				<ul style="list-style-type: none"> <li>• Shout for assistance</li> <li>• Call the Fire Brigade on : 999</li> <li>• Attempt to fight the fire using the appropriate fire extinguisher, only if safe to do so.</li> </ul> <p>Upon hearing the fire alarm report to your nearest fire assembly point using the closest available exit.</p> <p>If may be necessary to arrange a separate assembly point if leaving a work area having come from a live asbestos area without having decontaminated. This shall be agreed at project start following discussion with the client representative</p> <p>Refer to Section 24.3 of Company Procedures held within the site paperwork document briefcase.</p>
6	Transportation of asbestos from work area to vehicle or skip	Operatives, third parties	Lost time injury, minor damage	<p>Northern Asbestos Services procedures to be followed at all times.</p> <p>Transit/waste routes to be inspected by the supervisor and any remedial actions undertaken to be recorded within the Supervisors Daily Report Sheet – Stage of Works/Comments Box. The Daily report sheet is held within the 7 day site pack.</p> <p>All personnel to have undertaken manual handling training. Correct manual handling procedures shall be followed; knees bent, straight back during lift, assess the lift.</p> <p>Personnel to be aware of TILE = Task, Individual, Load, Environment. Be aware of colleagues' physical abilities.</p> <p>All waste is to be double bagged in 500 gauge asbestos bags or double wrapped in 1000 gauge polythene. Packages must be sealed with suitable asbestos warning tape.</p> <p>All waste storage vehicles/skips or areas to remain locked at all times other than during waste transfer operations</p>
7	Transportation from work site base or unlicensed	Operatives, third parties	Serious injury / fatality, minor damage	<p>All asbestos waste to be stored correctly in a segregated area of the work vehicle.</p> <p>All transportation of waste whether by NAS or appointed waste carrier to be undertaken in possession of a completed in date SEPA note.</p>

## Precautions or remedial action

	waste site			<p>Asbestos waste shall not be carried on top of other equipment/materials in any vehicle.</p> <p>Asbestos waste shall be separated from other equipment by a sheet of 1000 gauge polythene as a minimum.</p> <p>ADR rules and regulations shall be adhered to at all times. Tonnage limits of 333kilos non-bonded brown/blue and 1 ton non-bonded white asbestos products shall not be exceeded in a company vehicle driven by any Northern Asbestos Services employee without ADR certification.</p>
8	Use of hand tools	Operatives	Minor injury	<p>All hand tools to be in good condition and fit for purpose</p> <p>All hand tools to be clean and free from debris</p> <p>All hand tools to be wiped down on completion of use</p> <p>Any broken hand tools to be consigned as waste</p> <p>Any rough or sharp edges on hand tools to be buffed smooth to avoid piercing injury, cuts or abrasions</p> <p>Do not try to carry too many hand tools at once – carry individually or in a tool belt or box. Avoid dropping.</p>
9	Slips Trips and Falls	Operatives, third parties	Serious injury/fatality	<p>Good Housekeeping of the whole site to be followed at all times.</p> <p>All cables &amp; NPU ducting will be sited in a safe manor away from walk ways or taped/tied down. The will be tied down and clearly marked as a trip hazard.</p>
10	Dust & Debris, shavings, sparks in eyes – specify task	Operatives/ Supervisors	Loss time injury, damage to eyes, blindness	<p>Assess body position and position of any tool that may create arising's into the eye and try to keep head above and as far away from point of contact as possible</p> <p>Wear safety specs, goggles, face shield as required and as suitable for the task</p> <p>If having to remove items above head height likely to generate dust whilst doing so wear eye protection at all times</p> <p>Use LEV to reduce and minimise dust levels such as shadow vacuuming or similar</p> <p>Spray mist / wet down dust with suitable dust suppressant / water to minimise dust creation</p>

**Precautions or remedial action**

				Clean dusty / dirty surfaces before moving items					
				Ensure a good availability of eye wash liquid on site and in close proximity to area of work					
11	Use of 110v handheld Tile Lifter	Operatives	Serious injury/ Electrocution	Ensure that the tool is correctly rated for the task and suitable for the workload expected. Ensure that the tool is in good order and a daily/per-use visual inspection has been carried out. Ensure that the operative is instructed how to use the tool safely via a toolbox talk on the task at hand. Ensure that lighting is sufficient within the area. Ensure that the access is safe with any working platform compliant with Work at Height Regulations 2005. Supervisors are to ensure that the operatives have received any relevant training on the use of the equipment. Work should be scheduled / phased and completed as per the plan of work. PPE appropriate to the task is issued and used, e.g. hard hats, safety footwear, impact resistant goggles, ear defenders, dust masks and gloves. All cutting electric tools to be 110v, PAT tested up to date and inspected prior to use. Only trained operators to carry out changing of blades and disc's as per their training. Battery operated tools to be charged using the charger designed for the tool					
Reviewed By:		Date:		Reviewed By:	Date:		Reviewed By:	Date:	

### Coronavirus Pre-Start Site Risk Assessment

Job Number	25-2723
Client	Edinburgh City Council
Site	Kaimes Special School Edinburgh
Scope	store room cupboard
Dates	06/06/2025
Site staff per day	2

Is the site completely un-occupied?	Yes	No
If Yes, continue job using standard enhanced COVID-19 hygiene practices. If No, continue COVID-19 Risk Assessment.		
Can access be gained while maintaining strict 2m social distancing rules?	Yes	No
If Yes, continue risk assessment. If No, Contact client by phone or email and detail here how this will be achieved for the duration of the project:		
Can the work area be isolated from other site users for the duration of the project?	Yes	No
If Yes, continue risk assessment. If No, detail here what measure will be put in place to segregate NAS staff from other site users:		
Are welfare facilities available for sole use of NAS staff?	Yes	No
If Yes, continue risk assessment. If No, detail here what measures will be put in place to segregate NAS staff from other site users with regard to welfare facilities:		
Can Transit / Waste Routes be isolated from other site users?	Yes	No
If No, detail here what measures will be put in place prevent interaction with site staff and other site users during transit procedures:		
Are site vehicles fully equipped with COVID-19 decontamination equipment: Hand gel, water, soap, wipes etc	Yes	No
If Yes, continue risk assessment. If no, remedy before deployment.		

#### Senior Management Deployment Approval:

Name:	
Date:	28/05/25
Review details:	

**This document is to be read in conjunction with the Company Risk Assessment**

I have examined the above activities and made a comparison with the site and location and have concluded that the following additional significant hazards are present, and that the following additional control measures are required. Completion of this form will ensure that any changes or additions to the original assessment are both appropriate and complete.

ADDITIONAL SIGNIFICANT HAZARDS	ADDITIONAL CONTROL MEASURES
Signed..... Position..... Date.....	

## 23.0 METHOD STATEMENT AND RISK ASSESSMENT BRIEFING

This Method Statement has been read and understood in conjunction with the work Risk Assessment by;			
PRINT NAME	SIGN NAME	POSITION	DATE

# Appendix A – Copy of Asbestos Licence

Appendix B: Confirmation of Isolation				
Job Details				
Job Number:				
Site Location:				
Scope of Works:				
Reason for Isolation:				
Isolation – To be completed by the Competent Person performing the isolation				
Drawing / Area / Enclosure Reference:				
Date / Time of Isolation:				
Isolation Details:				
No	Item ID / Circuit No.	Description	Isolation Type	Isolation Method
1				
2				
3				
4				
Confirmation to Proceed with Work – to be completed by competent person conducting isolation				
Isolation Period valid:		From:	To:	
		(Date & Time)	(Date & Time)	
Isolation Completed by Competent Person:			Signature:	
			Print Name:	
			Company Name:	
			Date:	
Received By: (To be completed by Northern Asbestos Services Site Supervisor)				

<b>NAS Ltd Supervisor:</b> Site Supervisor must consult with competent person conducting isolation to understand the isolation arrangements in place, for example, what, where and how the isolation has been conducted AND anything that hasn't been isolated. The Site Supervisor MUST also communicate these details to both Operatives and anyone else who has cause to be in the work area.	<b>Signature:</b>	
	<b>Print Name:</b>	
	<b>Date:</b>	