

---

## Method Statement and Risk Assessment

### ASBESTOS SURVEY INVESTIGATION

Client [[Click here](#) type Client name]

Site Ref [[Click here](#) type survey location or Ref]

Address [[Click here](#) and type site address]

Survey Month / Year [[Click here](#) type Month & Year]

Survey Type **Asbestos Survey to HSG264**

**Powell Padilla**   
Asbestos Building Surveyors and Environmental Consultants

Document prepared by:
<b>K Thomas</b> Health and Safety Manager
Document QA checked by:
<b>M C Padilla</b> Quality Assurance Manager

Powell Padilla Limited  
Unit 11 Wedgbury Way  
Canalside Industrial Estate  
Brettle Lane, Brierley Hill  
West Midlands  
DY5 3JU

Tel: 0845 094 5683  
Fax: 0845 094 5684  
postroom@powellpadilla.co.uk

© 2006 Powell Padilla Limited

---

## Project Particulars

### Name, Nature and Location of Project

An Asbestos Survey to [[Click here](#) and type the location of the survey and the site address]

### Type of Survey Required

"[[Click here](#) and type required survey]"

## Employer and Consultants

### Employer

[[Click here](#) and type the client and client address]

### Employer Contact

[[Click here](#) and type the client contact name]

### Project Management

[[Click here](#) and type the Project Management name, contact / address details]

### Project Manager

[[Click here](#) and type the client contact name]

### Asbestos Surveying Consultants

Powell Padilla Limited, Unit 11 Wedgbury Way, Brettle Lane, Brierley Hill, West Midlands, DY5 3JU

Tel: 0845 094 5683

### Asbestos Consultant/s

Mr R Powell

Mobile: 07917 102131

## Scope Of Work

Carry out an Survey in accordance with HSG 264 Asbestos: The Survey Guide methodology to determine the presence of any asbestos bearing materials to: **ADDRESS**

Start Date	Duration	Number of Operatives

## Assessment

An Asbestos Survey is to be carried out to **ADDRESS** as outlined in Asbestos: The Survey Guide (HSG264). Where fibre release is assessed to be of high risk, a polythene enclosure will be erected and suitable PPE will be applied, prior to investigation being carried out with an H type vacuum used to decontaminate all operatives following the investigation.

## Survey Procedures

All specified areas within **ADDRESS** will be inspected physically, functional space by functional space to determine the presence of asbestos containing materials in accordance with in house documented procedures and based on current HSE guidance. The Surveyor/s shall accomplish all tasks necessary to identify all asbestos containing materials. This task shall include, but is not necessarily limited to the following:

1. Conduct a thorough on-site visual inspection. Inspection shall be scheduled and co-ordinated with the Client Representative and conform to the approved work schedule. During the inspection, the Surveyor/s shall identify and quantify the suspected material.
2. It has been identified during the pre-start walk through that a double extension ladder will be required for use in order to gain access to wall panels. A risk assessment has concluded that due to the short term nature of use of the ladder (less than 1 hour in total over an 8 hour period) that this is acceptable work practice. Also please refer to risk assessment page 8
3. Indicate all areas of homogenous material, without regard to the results of subsequent laboratory bulk analysis, either on a set of building floor plans or schematic drawings (to be supplied by the Client) or in tabular form.
4. Identify the functional spaces on the drawings.
5. Identify all locations where asbestos-containing material may be present but cannot be sampled, with the reason it cannot be sampled.
6. Complete the Survey, listing all functional spaces where asbestos containing material is present, whether determined through bulk sample analysis, or is strongly suspected to be present through uniformed composition of previously sampled materials.
7. Complete a Survey Summary Form for suspect asbestos containing material, whether later proven to contain asbestos or not.

---

# Bulk Sampling Procedures

The Surveyor/s shall conduct bulk sampling of all friable and non-friable suspected asbestos containing materials. All sample locations shall be clearly identified on copies of the building schematic diagrams (drawings or floor plans) and marked with an identification number corresponding to the respective bulk sample number.

Sampling of material previously documented, as asbestos-containing material is not required to confirm the presence of asbestos. However, such known asbestos containing material must be shown on the building drawings or floor plans and be treated in all other respects in the manner as suspect material subsequently proven to contain asbestos. The asbestos must be risk assessed and quantified.

1. The Surveyors shall collect representative bulk samples of all materials suspected to contain asbestos in accordance with in house documented and based on current HSE guidance. All sample locations are to be indicated on the drawings or floor plans. Each sample location is to be identified by a unique number which will permit the cross referencing of sample information throughout the report. The documentation should be sufficient to locate and ascertain the quantity and extent of all suspect asbestos containing materials in the building surveyed. The extent of all material known, proven, or assumed to contain asbestos shall be shown on the floor plan diagrams. The extent of other suspect materials shall be documented. All functional spaces shall be investigated.

*Note: Suspect materials, which would be irreparably damaged by the sampling procedure in a manner that would violate the functional integrity of the material, must be assumed to be asbestos containing materials. The material must be documented throughout the report as assumed asbestos containing material.*

2. Bulk samples shall be collected from materials to determine the asbestos content and to identify the complete content matrix of the material. Homogeneity shall be based on, but not necessarily limited to, the following criteria:
  - a) Visual appearance
  - b) Texture
  - c) Use (including but not limited to: ceilings, floors, walls, boilers, tanks, furnaces, other mechanical equipment, ceiling tiles, floor tiles, pipe wrapping, elbow materials, valve materials, on structural members, decks, beams, duct work, in fire doors, stage curtains, insulated protective clothing, laboratory apparatus and equipment).
  - d) Relative date of installation

### 3. Bulk sample collection

- a) Bulk samples shall penetrate all layers, if distinct layers are present. Mastic or adhesive shall be included where present.
- b) The Surveyor/s shall take all precautions to prevent exposure to himself, the client's employees, occupants and the public, at each sample location. A half face filtering mask conforming to EN149, as recommended in the HSE guidance booklet INDG288 – tables 5 & 6, and blue disposable overalls, shall be the minimum personal respiratory protection used by the Surveyor/s during bulk sample collection.
- c) Bulk samples shall be taken when the area is not in use or, which have been cleared of personnel not essential to the survey and sampling. The Surveyor/s are responsible for advanced scheduling and notification and shall co-ordinate the survey schedule with the client Representative. Adequate notice shall be provided when evacuation of area and occupant relocation is required (where applicable). The client representative shall be responsible for any required evacuation and relocation. At no time may the Surveyor's request for evacuation and relocation interfere with essential client business.
- d) Wet procedures shall be used during sample collection to minimize fibre release using an amended water surfactant solution. The amount of solution shall be sufficient to minimize fibre release but must not affect the material's cohesive and adhesive properties.
- e) Where wet-sampling procedures cannot be used safely (i.e. adjacent to electrical equipment or connections), a HEPA vacuum shall be used to collect stray fibres released during sampling.
- f) Each bulk sample should be carefully placed into a self-sealing bag and allocated its individual sample reference number. This should then be placed in a second bag and sealed.

---

#### 4. Area protection and clean up

- a) Prior to collecting samples, 4mm (minimum) plastic sheeting shall be placed on the floor or surface below the area to be sampled. The plastic sheeting shall extend a minimum of 12 inches in all directions beyond the area sampled. After sampling, the plastic should be cleaned using either wet wiping or HEPA vacuuming before it is placed in an appropriate disposal bag.
- b) Care shall be taken to minimise area contamination, however, any visible debris generated during sampling shall be removed immediately upon completion of the sampling procedures using wet wiping techniques, HEPA filtered vacuuming or both.
- c) The Surveyor/s shall be responsible for appropriate disposal of the contaminated plastic sheeting, debris and cleaning rags.

#### 5. Repairs / Restoration

- a) The Surveyor/s collecting the bulk samples shall be responsible for protecting the area and making the appropriate repairs to the sampling areas (i.e. seal sample point with paint or a quick setting agent or similar. Repairs shall be made immediately upon completion of sample collection.
- b) After repair, the sample location shall be identified neatly with the unique sample number identifying the bulk sample collected from the site.

## Sample Submission

1. The Surveyors shall submit bulk samples to a laboratory that is accredited by the United Kingdom Accreditation Service (UKAS).
2. The samples shall be submitted to the laboratory for analysis promptly upon completion of the survey. All sealed bulk samples should be placed into a "Jiffy" bag, addressed to the relevant laboratory. A label should then be fitted to the outside of the "Jiffy" bag, marked "Contains Asbestos Samples", along with a returns address label and then tightly sealed prior to postage.
3. The Surveyors shall have the laboratory analyse each sample and identify the type and amount of asbestos present.

## Emergency Procedures

### 1. Personal Injury

- a) Ensure that the injured person is free from further injury and safe.
- b) Immediately contact the client representative.
- c) Immediately inform or have the Powell Padilla head office informed.

### 2. Fire

In the event of a fire the procedure will be:

- a) Raise the alarm, evacuate the area and assemble at the designated assembly point.
- b) Immediately contact the client representative.
- c) Immediately inform or have the Powell Padilla head office informed.

### 3. Asbestos Fibre Release

In the event of unforeseen fibre release, our surveyors will seal off the immediate areas, clean the localised area using a H type vacuum, and contact a UKAS accredited laboratory in order to undertake reassurance air monitoring to ascertain the air fibre content.

**A certificate of re-occupation will be provided following the analysis.**

---

# Risk Assessment

**RISK ASSESSMENT: STAGE ONE**

TASK: SURVEYING AND SAMPLING FOR ASBESTOS		ASSESSMENT DATE: FEBRUARY 2010							ASSESSOR: KEVIN THOMAS CMIOSH							
		People At Risk			Worst Outcome				Likelihood/Probability					Score	Hazard 1	Hazard 2
HAZARDS IDENTIFIED		PPP Staff	Public	Cont	Fatal 5	Major 4	Over 3 day inj 3	Slight 2	Definite 5	Prob 4	Poss 3	Unlikely 2	Remote 1			
FALLS FROM HEIGHT	Hazard 1	✓				✓				✓				15	MED	
	Hazard 2	✓				✓					✓			12		MED
BACK INJURY FROM MANUAL HANDLING	Hazard 1	✓				✓					✓			15	MED	
	Hazard 2	✓				✓						✓		10		MED
ASBESTOS RELATED DESEASE FROM SAMPLING	Hazard 1	✓	✓	✓	✓					✓				15	MED	
	Hazard 2	✓	✓	✓	✓							✓		10		MED
INJURY FROM USE OF HAND TOOLS	Hazard 1	✓					✓				✓			9	MED	
	Hazard 2	✓					✓					✓		6		LOW

OUTCOME x LIKELIHOOD/PROBABILITY = SCORE = HAZARD RATING 2-6 LOW RISK (9-17 MEDIUM RISK) (18-25 HIGH RISK)

SCORE OVER 9 - COMPLETE STAGE TWO ASSESSMENT

**RISK ASSESSMENT: STAGE TWO**

TASK: SURVEYING AND SAMPLING FOR ASBESTOS		ASSESSMENT DATE: FEBRUARY 2010		ASSESSOR: KEVIN THOMAS CMIOSH	
HAZARD (SCORING 9 AND ABOVE)	Current Controls (Describe All Include Training, Etc.)	Any Further Action Required	By Whom	By Date	Review Date
<b>INJURY FROM FALL AT HEIGHT</b>	Ladders and step ladders are justified for use for short term inspection or sampling over whole buildings  Three points of contact are generally maintained during this process  Pre-use and monthly ladder safety checks  Maximum surveying height up to 3 meters on steps  Safe system for use of ladders	Manual handling Instruction to be given  Training on safe use of ladder and step ladders to be given  All surveying staff given HSE documents  Surveyors instructed not to work on or near fragile surfaces	Monitored by Manager	Training to be given before task is undertaken	Annually or after any accident
<b>BACK INJURY FROM MANUAL HANDLING</b>	Individual items, ladder and tool box weighing less than 25kg	Manual Handling Training and Instruction  Safe systems of work	Monitored by Manager	Training to be given before task is undertaken	Annually or after any accident
<b>ASBESTOS RELATED DISEASE FROM SAMPLING</b>	All surveyors have P402 and follow in house procedures manual - MDHS100	All staff follow company policy and procedures  Quarterly RPE checks Monthly surveying kit checks	Monitored by Manager	Training to be given before task is undertaken	Annually or after any accident
<b>INJURY FROM USING HAND TOOLS</b>	Hand tools selection controlled  Staff instructed in safe use of tools	No	Monitored by Manager	Training to be given before task is undertaken	Annually or after any accident