

## METHOD STATEMENT

### CUTTING TEXTURED DECORATIVE COATING THAT CONTAINS ASBESTOS (PLASTERED CEILINGS)

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#### Equipment to be used:

- 1 x 210mm cardboard template (standard loft) or equivalent ducting size
- 4 x 8"x2" screws
- 2 x 500 grade large polyurethane bags
- 2 x Adhesive warning asbestos labels (for waste)
- 1 x Box (from unit to be installed)
- 1 x Ratchet Prop
- 1 x Tub of wet wipes
- 1 x Washing Up Liquid/Water mix in Spray Bottle
- 1 x Tube of Decorators Caulk / Shaving Foam
- 1 x Disposable coverall type 5
- 1 pair Disposable nitrile gloves
- 1 x Safety glasses
- 1 x Roll of Duct tape
- 1 x FFP3 half face mask
- 1 x Replacement pre-filters for mask
- 3m<sup>2</sup> Adhesive polyurethane sheeting
- 2 x Warning Asbestos signs
- 1 pair Disposable Over-boots or Rigger boots
- 1 x Plasterboard hand saw
- 1 x 110v Transformer

#### PRIOR TO WORK

1. The office will check whether the client has provided information relating to asbestos in their properties upon receipt of an order and if asbestos is noted as present they check where it is within the property and therefore will it affect our work that is due to be carried out. If Textured Decorative Coating (TDC) is listed and it is positive for chrysotile, this will be listed in the special instructions for you along with the instruction for this method statement to be followed for the TDC procedure.
2. Where we do have access to the clients' asbestos register, if the property is not listed the client will be contacted and information requested. Until the client can clarify this job will not be scheduled. If the client is unable to provide definitive information on asbestos within the property we will assume that it is present and put notes onto the job information for the installer.
3. No engineer shall carry out any work on TDC unless they have completed a UKATA accredited external training course and the internal training on the company procedure of how to carry out this work. If you come across TDC on a job and you have not completed the training, call the office to advice.

#### PERSONAL PROTECTIVE EQUIPMENT (PPE) & RESPIRATORY PROTECTION EQUIPMENT (RPE)

4. All listed PPE and RPE above needs to be worn in accordance with HSE EM6 document (attached) which is associated with the above Regulations as a guidance document for non-licensed work to ensure compliance and to keep individuals safe.
5. A visual inspection should take place on the RPE prior to use each time it is used for any defects. The insertion of a fresh pre-filter into the front of the respirator should be carried out at this point. Note: Every 3 months (March, June, September & December) a recorded formal visual inspection is to take place. The replacement of the main P3 filter cartridge is to take place annually (June).
6. Set up your tools and equipment in the relevant work area ensuring to keep them tidy and not cause any trip hazards. Use the adhesive polyurethane sheeting (if carpet) or dust sheets (if tiles or vinyl) to cover the floor material where you will be working, approximately 3m x 3m.

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#### PREPARING WORKED AREA

7. Prior to starting work you need to check the work area (visual checks of the ceiling, under the loft insulation and in the loft space) for asbestos such as asbestos water tanks, pipes, board or textured decorative coating. If there is no mention of asbestos or TDC in your notes for the job and you suspect asbestos STOP. Call your Line Manager to advice and await further instructions.
8. When you are about to start the work on the TDC, you must advise any occupants in the property of the work to be done (this includes to advise any other trades/contractors working in the property) and set an exclusion zone until the work is completed. Your men at work signs and asbestos signs should be used to set the exclusion zone up. All doors and windows are to be closed and where required furniture/personal belongings are to be removed from under the worked area. Where items cannot be removed they are to be covered with disposable polyurethane sheets and use the adhesive polyurethane sheeting to cover the carpets

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9. The area of the ceiling that is to be cut should be marked up with either 210mm cardboard template for the loft unit diffuser or 2 x 110mm for MIV units, ducting on the underside of the ceiling ensuring there are no obstacles/beams above for a ductwork or the fan carcass for a filterless fan. You should then use your shaving foam to cover the marked up areas.
10. All engineers are to wear all the relevant PPE before cutting of the TDC commences. Put your coveralls on first (but do not put the hood up at this point), nitrile gloves and then your half face mask (including placing a new pre-filter into the front), lastly put your coverall hood up and tape up shoelaces.

#### FOR A LOFT UNIT – CUTTING FROM ABOVE INSIDE THE LOFT

11. When cutting from above for a loft diffuser put the loft bag inside the loft box and using the ratchet prop hold it in place on the ceiling where the hole is going to be cut, ensuring a seal between the box and ceiling. Enter the loft and in the area the diffuser is to be located ensure the insulation is lifted and dampen down the area to be cut with the washing up liquid/water spray. You can then carefully cut the ceiling with your pad saw around the template/ducting when doing a loft unit unless it is a latte and plaster ceiling where a 20mm wood bit will be required on your hand drill. This tool will also be required for a twin spigot install. After cutting, check that all the material has entered the bag inside the box including any loose bits or debris that may have come off and into the loft. Spray the edges of the cut to dampen down any dust. Any contaminated tools are to be wiped down with wet wipes; these wet wipes are to be placed into the waste bag.
12. Exit the loft and carefully take down the box from the prop. Place the waste bag into a 500-grade bag, close and put to one side (still on the polyurethane sheeting). Put decorators caulk on the cut edges of the hole and the back of the screw holes of the diffuser and attach the diffuser to the ceiling with 4 x 8"x2" screws inserting the plasterboard plugs at the same time. Clean any contaminated tools with wet wipes and put these into the 500-grade waste bag.

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#### CUTTING FROM UNDERNEATH – NO ACCESS TO THE LOFT OR FOR A CEILING MOUNTED FAN

13. Where there is no access into the loft or you are cutting a ceiling for a filterless fan install you will need to cut the ceiling from below using your 4 step platform ladders or hop-up. After marking up as above in point 10 you will need to put on your PPE (this should include safety glasses if positioning requires this) you will need to place the adhesive polyurethane onto the floor under the work area and position your platform ladders/hop ups to one side of the work area where possible.
14. For a loft unit put decorators caulk on the cut edges of the hole and the back of the screw holes of the diffuser and attach the diffuser to the ceiling with 4 x 8"x2" screws inserting the plasterboard plugs at the same time. Clean any contaminated tools with wet wipes and put these into the 500-grade waste bag.
15. For a ceiling mounted filterless fan – surface mounted put decorators caulk on the cut edges and on the back of the screw fixings of the back carcass and attach this to the ceiling using appropriate plasterboard plugs.
16. For ceiling mounted filterless fan – recess mounted – wedge the back carcass using recess kit into the ceiling then use caulk to seal around the carcass.
17. Whichever method of install you have followed ensure you tidy your tools and equipment and provide the user guide to the tenant explaining how the unit works as directed in the normal method statement. Then take all your tools and equipment back to your van.

#### TIDYING AND CLEANING WORK AREA

18. Skirting boards, windowsills and the sheeting should all be wiped down. If required, please wipe yourself down with wet wipes. Remove all PPE apart from your mask whilst on the adhesive polyurethane (stepping off this when removing the disposable cover shoes). The adhesive polyurethane needs to be folded inwards onto itself to enclose PPE and any debris that may have escaped during the process. This is to be put into the 500-grade waste bag. Wet wipes should be used at this stage to wipe down the outside of your mask and these are to be added to the waste bag along with your pre-filter.
19. The 500-grade waste bag now needs to be sealed using the swan neck method. Insert the contaminated bag into the 2nd 500-grade bag, seal again using the swan neck method. Attach the self-adhesive warning label along with the waste tag to the bag and complete the information require onto the tag for the waste disposal company. This waste needs to be taken out to your van along with other equipment and put into your sealable collection box.