PROTECTING PEOPLE AND PLACES HSE

# Making Plans of Work, work

## UKATA Webinar 21st October 2026

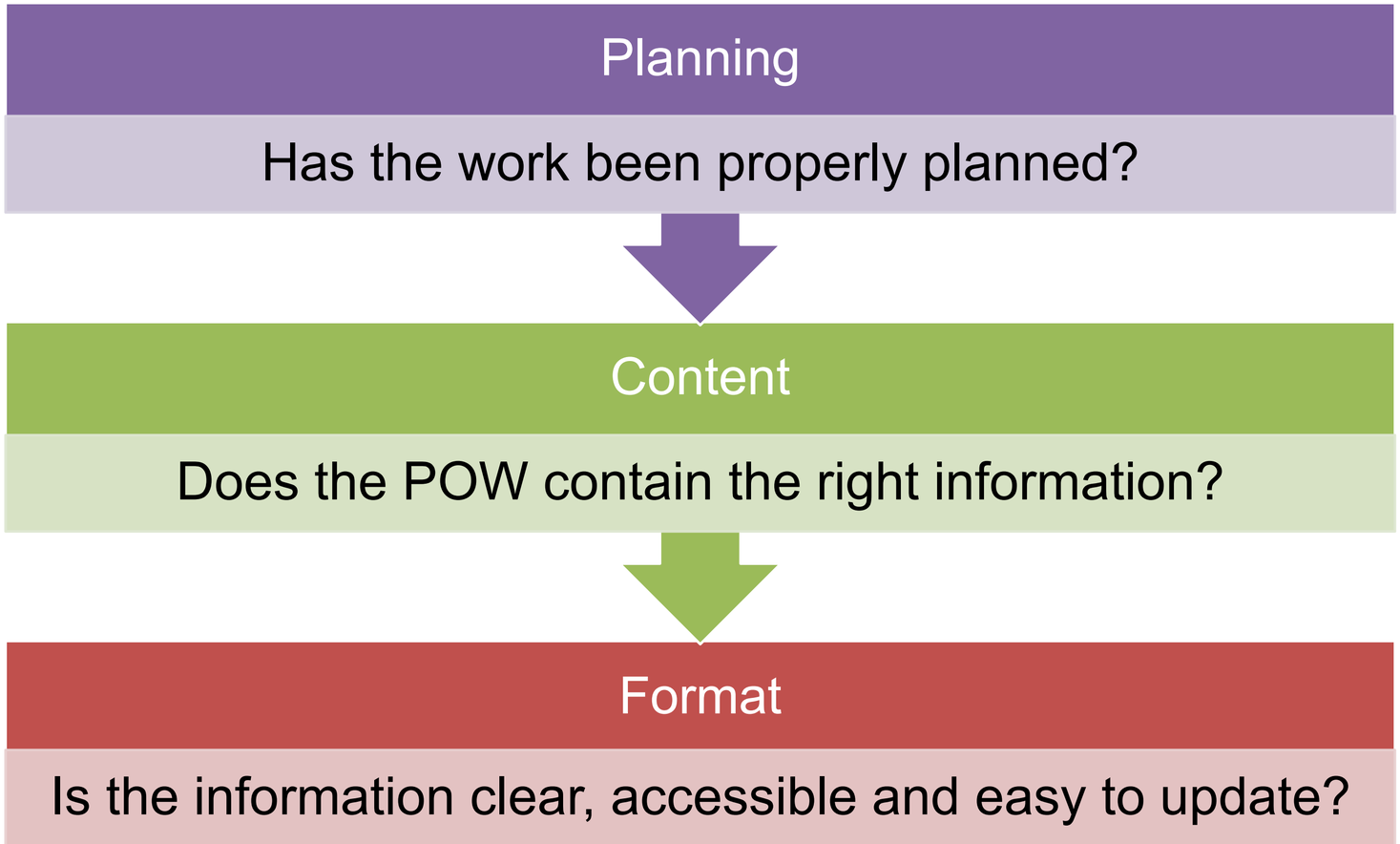
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# Content

- Regulation and HSE Guidance
- Where is improvement needed?
- How human factors insights can help?
- Visual content
- Air management calculations
- Key takeaways and action

# 3 questions to ask about every Plan of Work

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**Aim:** Move from a compliance document to a practical tool that supports safe work.

# Increasing Use of Technology in Plans of Work

- **3D site models and visual tools** improve understanding of work areas, access routes, enclosures, and control measures.

- **AI-assisted drafting tools** are increasingly being used to generate first drafts of Plans of Work, particularly for lower-risk activities such as NNLW.

- **Digital Plans of Work** are now commonly accessed on tablets and mobile devices, providing:
  - Faster updating and version control
  - Ability to zoom into photographs, drawings and site plans
  - Interactive viewing and rotation of 3D images and models
  - Direct links to supporting documents, calculations and records
  - Integration with ventilation calculation spreadsheets, enabling real-time updates to key parameters

**Key benefit:** Technology can improve accessibility, accuracy and communication of the Plan of Work, helping it become a practical working document rather than a static compliance record.

# Plans of Work – Introduction: HSE Guidance

## Regulation 7 Plans of work

**Summary**

This regulation requires employers to prepare a written plan before work on asbestos is carried out, including details of the work, and the appropriate actions to control risk and prevent harm.

*(1) An employer must not undertake any work with asbestos without having prepared a suitable written plan of work detailing how that work is to be carried out.*

*(2) The employer shall keep a copy of the plan of work at those premises at which the work to which the plan relates is being carried out for such time as that work continues.*

*(3) In cases of final demolition or major refurbishment of premises, the plan of work must, so far as is reasonably practicable, specify that asbestos must be removed before any other major works begin, unless removal would cause a greater risk to employees than if the asbestos had been left in place.*

*(4) The plan of work must include in particular details of—*

*(a) the nature and probable duration of the work;*
*(b) the location of the place where the work is to be carried out;*
*(c) the methods to be applied where the work involves the handling of asbestos or materials containing asbestos;*
*(d) the characteristics of the equipment to be used for—*
*(i) protection and decontamination of those carrying out the work, and*
*(ii) protection of other persons on or near the worksite;*
*(e) the measures which the employer intends to take in order to comply with the requirements of regulation 11; and*
*(f) the measures which the employer intends to take in order to comply with the requirements of regulation 17.*

*(5) The employer must ensure, so far as is reasonably practicable, that the work to which the plan of work relates is carried out in accordance with that plan and any subsequent written changes to it.*



HSE Health and Safety Executive

# Managing and working with asbestos

Control of Asbestos Regulations 2012

## Approved Code of Practice and guidance




**L143 (Second edition)**
**Published 2013**

This publication contains the Control of Asbestos Regulations 2012, the Approved Code of Practice (ACOP) and guidance text. Two ACOPs, L127 *(The management of asbestos in non-domestic premises)* and L143 *(Work with materials containing asbestos)* have been consolidated into this single revised ACOP. The presentation and language has been updated wherever possible. It provides guidance text for employers about work which disturbs, or is likely to disturb, asbestos, asbestos sampling and laboratory analysis. It also provides guidance on the specific duty to manage asbestos on the owners and/or those responsible for maintenance in non-domestic premises.

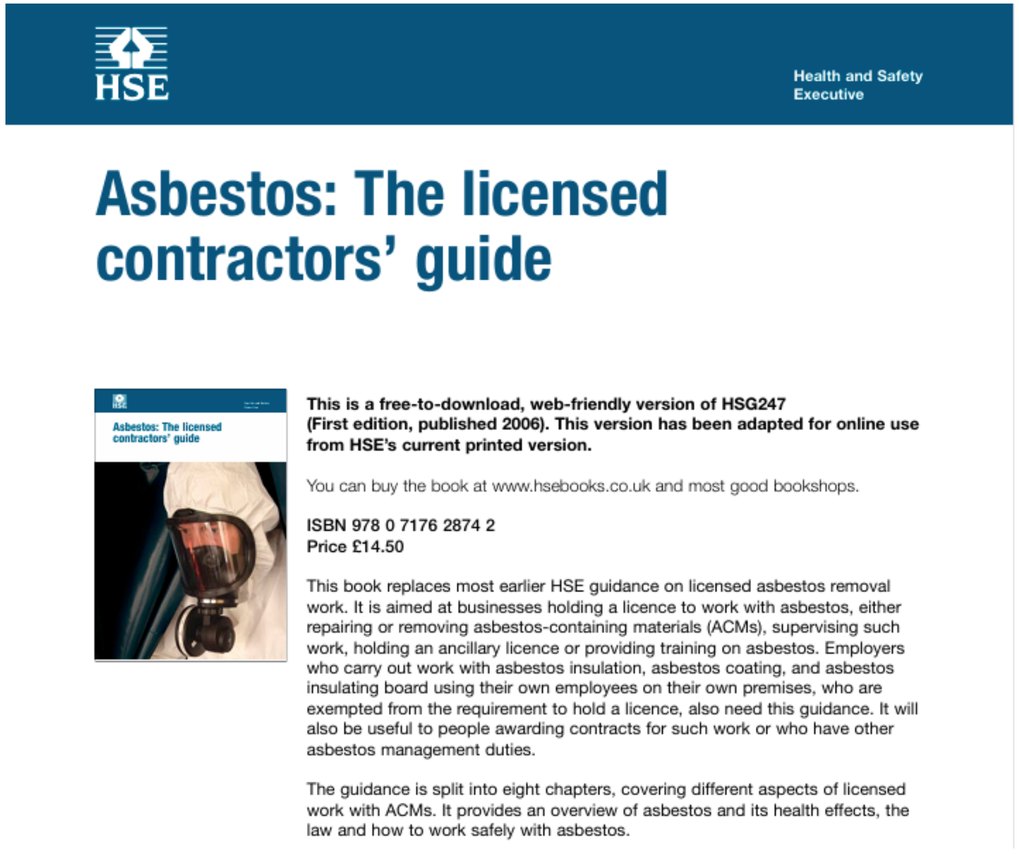
The Regulations set out your legal duties and the ACOP and guidance give practical advice on how to comply with those requirements. The Regulations give minimum standards for protecting employees from risks associated with exposure to asbestos.

The Regulations came into force on 6 April 2012, updating and replacing the previous 2006 law. They contain new requirements for certain types of non-licensable work with asbestos on notification of work; designating areas where you are working on asbestos; medical surveillance and record keeping.

# HSG247 The Licensed contractors' guide

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- Provides practical guidance on how licensed contractors should develop and implement POWs.
- **Chapter 3:** Risk assessments, plans of work [**pages 43-48**] and notifications for work with ACMs



HSE

Health and Safety Executive

## Asbestos: The licensed contractors' guide

Asbestos: The licensed contractors' guide

**This is a free-to-download, web-friendly version of HSG247 (First edition, published 2006). This version has been adapted for online use from HSE's current printed version.**

You can buy the book at www.hsebooks.co.uk and most good bookshops.

**ISBN 978 0 7176 2874 2**
**Price £14.50**

This book replaces most earlier HSE guidance on licensed asbestos removal work. It is aimed at businesses holding a licence to work with asbestos, either repairing or removing asbestos-containing materials (ACMs), supervising such work, holding an ancillary licence or providing training on asbestos. Employers who carry out work with asbestos insulation, asbestos coating, and asbestos insulating board using their own employees on their own premises, who are exempted from the requirement to hold a licence, also need this guidance. It will also be useful to people awarding contracts for such work or who have other asbestos management duties.

The guidance is split into eight chapters, covering different aspects of licensed work with ACMs. It provides an overview of asbestos and its health effects, the law and how to work safely with asbestos.

# Operational Guidance [2018]
# Plans of Work – purpose and core principles

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- Significantly expands HSE's expectations of what an effective, site-specific, usable PoW looks like in practice. Places particular emphasis on:
  - ✓ Avoidance of generic content.
  - ✓ Clear, logical work sequencing ("timeline"),
  - ✓ Formal coordination with analysts.
  - ✓ Visual site information.
  - ✓ Demonstrating how the job will actually be managed and supervised.

**Title**

**Asbestos Regulation 7 plans of work – purpose and core principles**

***Open Government status***

Open

***Target audience***

HSE inspectors who regulate licensed asbestos work.

***Contents***

Appendix 1: Contract and scope of work
Appendix 2: The relationship with the analyst
Appendix 3: Special characteristics of the site and its vicinity
Appendix 4: Site diagram or drawing
Appendix 5: What Good Looks Like – the timeline
Appendix 6: Control measures
Appendix 7: Equipment and materials

***Summary***

This guidance is aimed at HSE inspectors to aid consistency when assessing the suitability of plans of work (PoWs), but it is written to also be accessible to licensed contractors' staff. The guidance can be read alongside ALG memo 04/12, issued under the umbrella of the ALG industry forum. The contents will eventually be included in the Licensed Contractors' Guide (HSG 247) when revised.

***Introduction***

1. There are many ways to create a suitable PoW and comply with Regulation 7 of the Control of Asbestos Regulations 2012 (CAR 2012). Reg. 7 describes specific absolute requirements for PoWs, these should be met. There is more detail in the Approved Code of Practice and guidance which accompanies Reg. 7, contained in "Managing and working with asbestos" (L143).
2. A PoW should be a practical and useful document describing a safe working method for staff to follow. It should include details of the work, and the appropriate actions to control risk and prevent harm. These are the core principles which underpin this guidance.
3. It is the duty of the employer to produce a suitable PoW. It must be ready at the time of notification. This is one of the standing licence conditions. It is not acceptable to produce an outline plan at the time of notification and develop the detail as the work progresses. The work must be planned before it starts. That is not to say that changes can't be made to the written plan where that is

# Where is improvement needed?

## 1. Competence, Ownership and Communication

**Issues arising from inadequate knowledge, experience, or communication of the plan.**

- Plans prepared without a site visit.
- Plans prepared by personnel lacking sufficient competence.
- Reliance on verbal arrangements or information only available on site.

**Theme:** The plan is not developed, managed, or communicated by competent persons and cannot be relied upon as the primary instruction for the work.

## 2. Inadequate Review and Change Management

**Failures to keep the plan current as circumstances change.**

- Site conditions altered without corresponding amendments.
- Changes to layout, access arrangements, work methods, or scope not reflected in the plan.

**Theme:** The POW is treated as a static document rather than a live management system.

## 3. Poorly Defined Work Methodology

**Insufficient detail about how the work will actually be completed.**

- Limited, incorrect or absent work methods.
- No info on saturation times or included when not appropriate
- No logical sequence for removal activities.
- No **hold points** at critical stages OR hold points not integrated into POW
- Ambiguous wording such as "if necessary", "where appropriate", or "suitable".

**Theme:** The plan does not provide clear, task-specific instructions capable of directing the work.

## 4. Inadequate Site and ACM Information

**Insufficient understanding or description of the workplace and asbestos hazards.**

- Insufficient details on ACMs; panel sizes, pipework dimensions, condition, or weight. Specific challenges to removal.
- No information on ACMs remaining in situ.
- Lack of information on adjacent or associated non-licensed work.

**Theme:** The plan fails to adequately describe the asbestos risks and physical work environment.

## 5. Access, Scaffolding and Work at Height

**Insufficient planning for access systems and associated risks.**

- No suitable POW for licensable scaffolding activities.
- Missing or inadequate scaffold drawings.
- Poor consideration of work at height.
- Failure to consider access equipment and MEWPs.
- Lack of consideration of proximity between scaffold components and ACMs.

**Theme:** Access arrangements have not been integrated into the overall asbestos plan of work.

## 6. Resource Planning and Workforce Arrangements

**Insufficient consideration of personnel and practical delivery.**

- Two-person teams where activities effectively require more workers.
- No provision for an outside person where required.
- Unrealistic assumptions about simultaneous tasks.
- Unclear responsibilities for welfare provision.

**Theme:** The resources identified are insufficient to safely deliver the planned work.

# Human Factors Insights

…..making it easy for **people** to do the right thing and hard to do the wrong thing, by designing work systems that fit human strengths and limitations rather than expecting people to adapt to flawed systems.

ACOP 7

## Licensable work

**192 Suitable and sufficient plans of work are a licence condition for any licensable work with asbestos and a legal requirement. The plan of work is a critical element of management control.**

Guidance 7

## Purpose of the plan of work

194 The suitable and sufficient plan of work will be a practical and useful document, describing a safe working method for employees to follow.

195 It is an essential tool for senior managers/directors. It shows that they have considered significant site risks (asbestos and otherwise) and produced a specific job plan to address them.

## Who creates the plan

196 The plan should be drawn up by a suitably competent person, following a visit and full appraisal of the site. Thorough discussions with others, such as the building owner, or dutyholder under regulation 4 of the Regulations, are an important part of the planning process. The most effective planning will involve input from employees, ie the operational staff who carry out/directly supervise the asbestos work.

## How the plan of work is used

197 The plan is the record of how senior managers/directors want the job to be done. Its main purpose is to guide site work and an up-to-date copy must always be on site. A copy should also be kept at the head office, so management can effectively monitor performance. Access to general procedures should also be available at site level, either as paper copies or electronically. The plan should be kept updated to reflect any subsequent changes to the work.

198 Unnecessarily lengthy and complicated documents are not required. The plan needs to guide employees in a practical way on the work in hand.

# Method Statement (POW) vs Procedure (SOP/SWP)

A **method statement** (often part of a RAMS—Risk Assessment and Method Statement) is a **project-specific document.** It details how a specific, often high-risk or unusual task will be carried out safely on a particular site.

A **procedure** (or Standard Operating/Working Procedure/SOP/SWP) is a **generalised, organisational document**. It defines a standardised process meant to be applied consistently across multiple projects and routine operations.

- They are different in terms of flexibility and goal but work closely together.
- You will have both - **understanding the difference is important**
- The following slides relate to procedures but there is read across to POWs

# Understand the task : Task Analysis

## Work as imagined

- What we think happens

## Work as disclosed

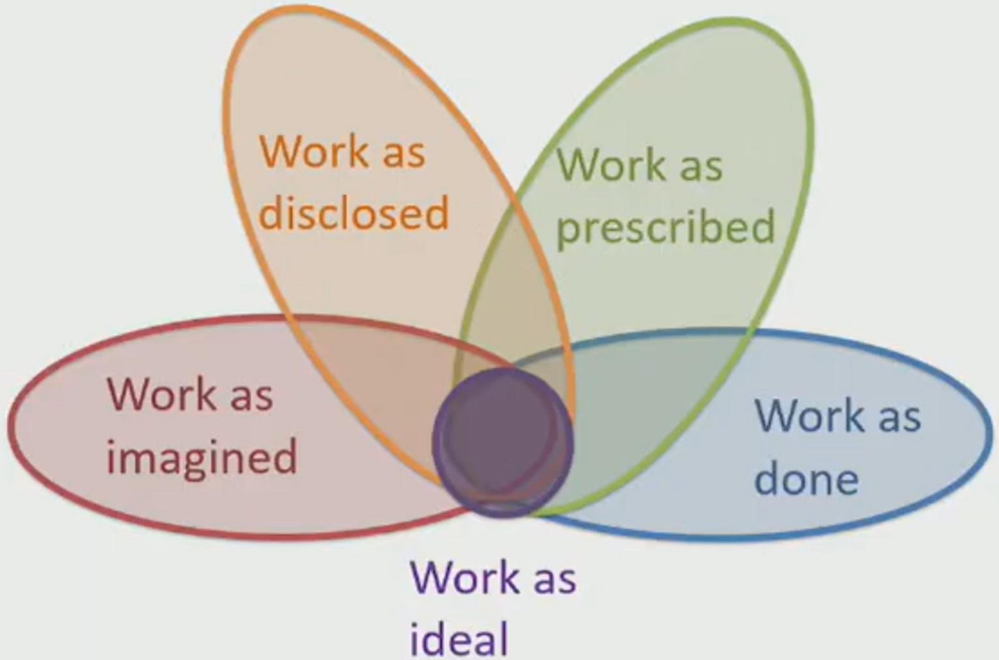
- What people say happens

## Work as prescribed

- What regulations, guidance and procedures say should happen

## Work as done

- What actually happens in practice




Adapted from Steven Horrocks:
https://humanisticsystems.com/2016/12/05/thevarietiesofhumanwork/

# Understand the task: Task Analysis

- Identify task steps & critical steps [hold points]
- Understand variations/variability in task steps
- Consider decisions as well as actions
- Identify required standard(s)
- Examine existing use of procedures
- Examine potential for failure and consequences
- Uncover previous critical incidents
- Identify potential shortcuts/violations
- Identify differences between novices and experts
- Know the realities of doing the task

# Make your procedures easy to use

- **Step presentation** – correct order and flow
- **Layout** – headings and sub-headings, space
- **Readability** – average reading age = 10 years; English as an additional language; short sentences; avoid negatives
- **Words & terms** – simple, specific, relevant, consistent
- **Font** – size, colour, bold, underlining
- **Illustrations & Visual Aids** – relevance & positioning
- **Present hazards** at start**; control measures** – embedded

## An ideal procedure

- Reflects how tasks are actually carried out
- Uses familiar language and consistent terminology
- Is concise but with an appropriate level of detail
- Is presented in logical steps and well laid out
- Is in a suitable format and is accessible
- Identifies key hazards and specifies necessary precautions
- Is an integral part of training for a job
- Is supported by other job aids when appropriate

# Plans of Work – Improvements to Visual Content

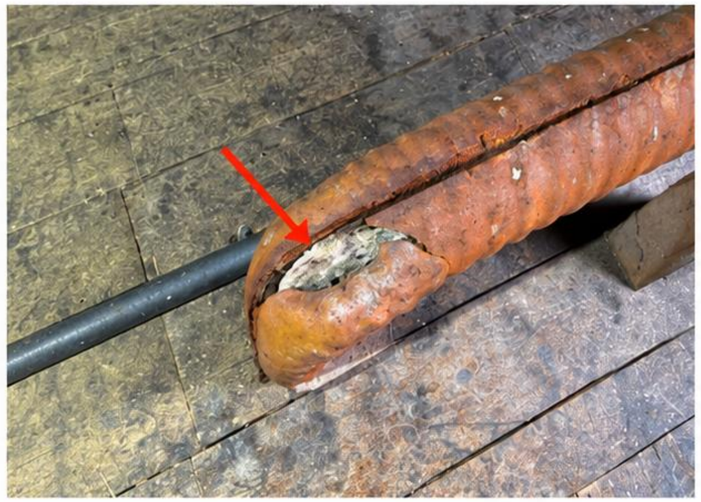
# Details of ACMs to be removed

| | | | | | |
|---|---|---|---|---|---|
| Area/ Floor/ Room/ Product: | Main building: First floor: Cleaners cupboard: Ceiling tiles | | | | |
| Inspection Date: | 21/11/2024 | Next Inspection: | 23/05/2025 | Survey Type: | RI |
| Location ID: | | Location Ref: | | Product Type: | Asbestos Insulating Board |
| | | Action: | Re-inspect periodically and manage accordingly | Damage: | Low damage: Broken edge Tiles |
| | | | | Treatment: | AIB painted or encapsulated |
| | | Material Comments: | Previously identified AIB ceiling tiles. NO SIGNIFICANT DETERIORATION OBSERVED (Nov 2024) | Asbestos Type: | Amosite & Chrysotile |
| | | | | Identification: | Strongly Presumed as previous sample |
| | | | | Quantity: | To room |
| Material Risk Score: | 6 | Material Risk Band: | Low Risk | Priority Risk Score: | 4 |



CAUTION CONTAINS ASBESTOS

# Details of ACMs to be removed







| | |
|---|---|
| **Location** | Main loft area |
| **Material type** | Asbestos thermal insulation to pipework and lagging debris to the floor under MMMF |
| **Fibre type** | Amosite and chrysotile |
| **Quantity** | Approx 10LM |
| **Quality** | Poor loose condition |
| **How is it fixed?** | Hand applied |

# Site Plan(s)





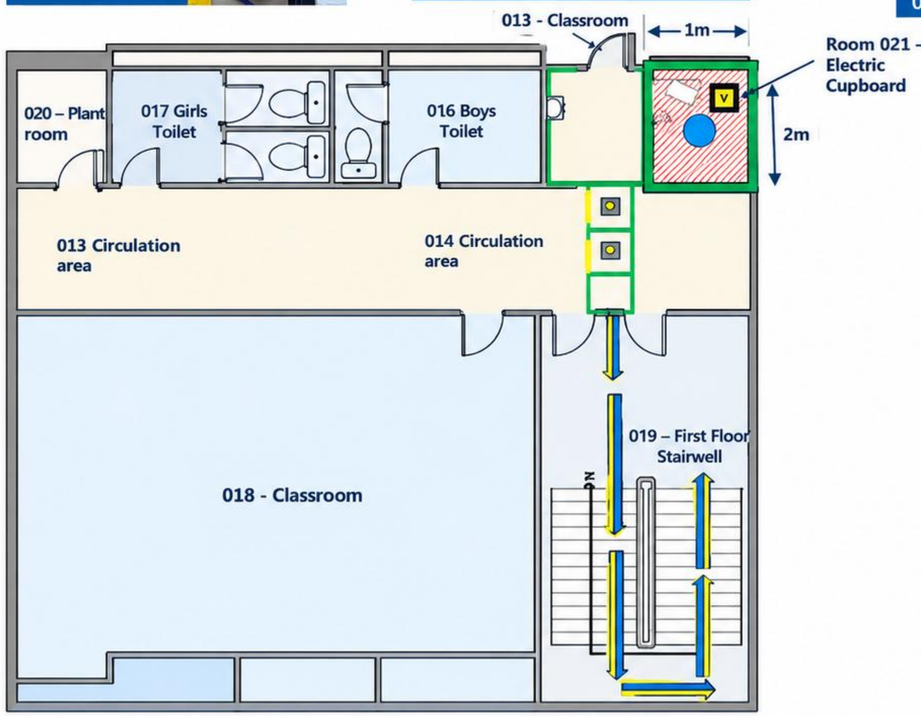
020 – Plant room



013 – Classroom toilet



021 – Corridor – Electric cupboard



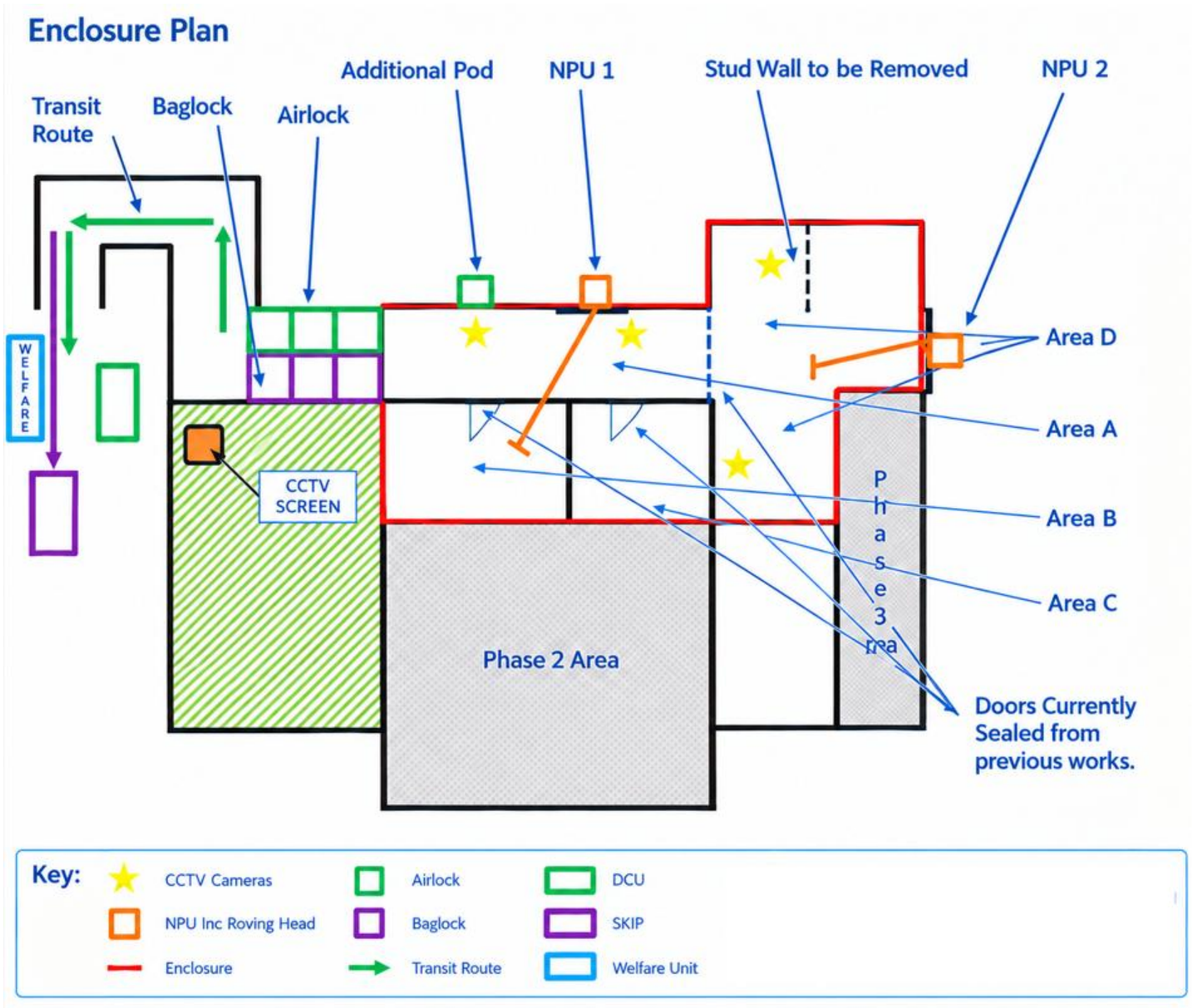



021 – Corridor – Electric Cupboard



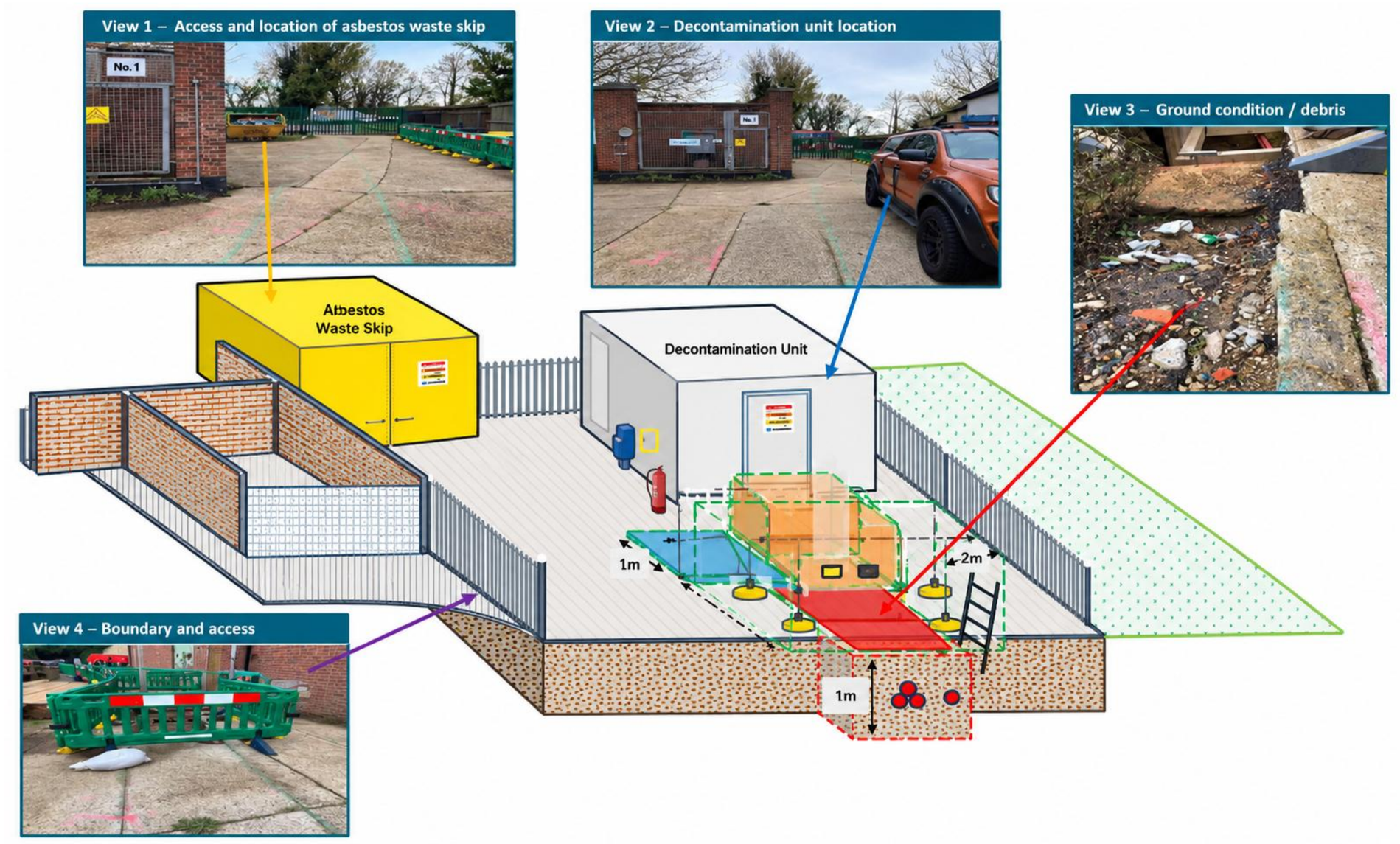
019 – First Floor Stairwell

# Site Plan(s)


Enclosure Plan
Transit Route
Baglock
Airlock
Additional Pod
NPU 1
Stud Wall to be Removed
NPU 2
Area D
Area A
Area B
Area C
CCTV SCREEN
Phase 2 Area
Phase 3 area
Doors Currently Sealed from previous works.
WELFARE
Key:
CCTV Cameras
Airlock
DCU
NPU Inc Roving Head
Baglock
SKIP
Enclosure
Transit Route
Welfare Unit

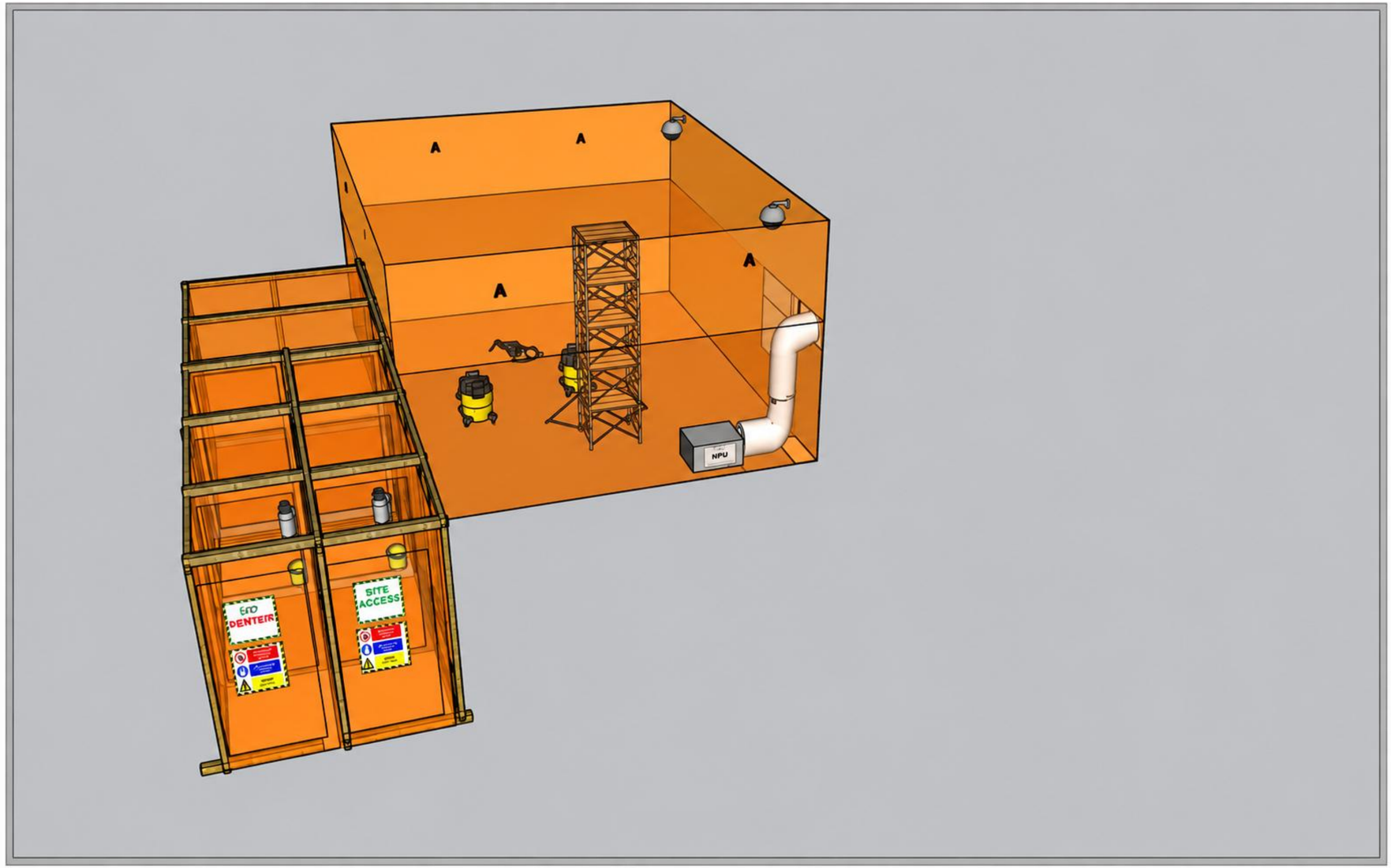
# 3D Site plan(s)

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# 3D Site plan(s)





# Air Management Calculations

# What does the POW need to include

ACOP **minimum volume flow rate** $m^3$/hr for enclosure size

**NPU volume flow rate** $m^3$/hr after site specific **design deductions** to ensure enclosure volume flow rate is met

Are any **additional** openings required for **make up air** – if Yes what are these?

**ACOP requirement for minimum air flow rates are met for size of enclosure and supporting information.**

# What does the POW need to include

- **Total Volume of enclosure**
  - include airlocks, baglocks, voids opened up during removal.
- **Required minimum volume flow rate**:
  - **Enclosures less than 120m$^3$** minimum airflow = **1000 m$^3$/hr**
  - **Enclosures greater than 120m$^3$** minimum = 8 air changes per hour, typically this is rounded up to 10 [Multiply the enclosure volume by 10 to get minimum volume flow rate]
- **Volume flow rate of NPU(s) on site** [design (manufacturers tech spec), 6-month DOP cert (specific model NPU), site (specific model NPU)]
  - Allow for reductions due to resistance to air flow caused by:
    - Ducting
    - Bends in ducting
    - Roving heads
- **Adequate make-up air to prevent excessive airlock flap deflection**
  - 1500 - 3000 m$^3$/hr – open baglock
  - 3000 - 7000 m$^3$/hr – add 1 x 1 x 2m cube OR increased flap weight (??)
- **Consider non-standard designs** – very high enclosures, soffit removal, non-standard size airlocks, direct DCU connection

## Learning from examples…

- The following examples illustrate the varying approaches taken

**NPU Calculations**

**Enclosure** = Length – 14 m X Width – 10 m X Height – 3 m = 420 m3

Additional Airlock Pod = 2m3

Airlock/Baglock = 12 m3

Total Volume = 434 M3

8 Air Changes Per Hour = 434 X 8 = 3472 M3/Hr

NPU to be Used is

NPU 1 - NPU 18 - 2472 M3/Hr.

Note Exhaust Vent tube to be used to window = 1% drop per m and 2% drop per bend = 7 % Drop = 2299 M3/Hr

NPU 2 - NPU 12 - 2460 M3/Hr.

Note Exhaust Vent tube to be used to window = 1% drop per m and 2% drop per bend = 6 % Drop = 2312 M3/Hr

Total NPU = 4611 M3/Hr

Amended Volume Required = 3924 M3/HR

Additional Air Input Chamber IS required as per below calculations

Flow Rate to Allow for Air in = Air Out

Air Lock Flow = 1500m3/hr

Bag lock Flow =1500m3/hr

One Additional Air Chamber = 4000 M3/HR

## Enclosure 1 Volume Calculations and NPU Specification

### Enclosure(s) Air Flow Table

| Air Flow Point | No | Length (m) | Width (m) | Height (m) | Volume ($m^3$) | No. of Air Changes (10) |
|---|---|---|---|---|---|---|
| Enclosure | 1 | 1 | 2 | 3 | 6 | 60 |
| Air lock | 3 | 0.6 | 0.6 | 2 | 2.16 | 21.6 |
| Pod | 1 | 2 | 2 | 4 | 16 | 160 |
| Bag Lock | 3 | 0 | 0 | 0 | 0 | 0 |
| | Gross volume of enclosure | | | | 24.16 | |

| Depreciation | Required | Depreciation | Total | Depreciation: |
|---|---|---|---|---|
| Wear & Tear | 1 | 10% | 10.00% | |
| Exhaust Hose (LM) | 1 | 1% | 1.00% | 13.5 |
| Exhaust Bend (No.) | 1 | 2% | 2.00% | 27 |
| Roving Head (LM) | 2 | 1% | 2.00% | 27 |
| R/H Bend (No.) | 1 | 2% | 2.00% | 27 |
| | Total Depreciation | | 7.00 | 94.50 |

| | |
|---|---|
| Total $M^3$ | 241.6 |
| Total | 1500 |

| | |
|---|---|
| Total | -1258.4 |
| Additional Pods | -1.00 |
| Airlock (Y/N) | 1500 |

### NPU after Wear & Tear

| Wear & Tear | 150 | NPU Choice | 1350 |
|---|---|---|---|
| Gross Air Flow of NPU ($m^3/h$) | | 1500 | |
| NPU Rating | | 1350 | |
| Depreciation (After 10% deduction) | | 94.50 | |
| Net Air Flow | | 1256 | |
| Gross Volume of Enclosure | | 24.16 | |
| Air Changes per hour (ac/h) | | 51.97 | |

## ENCLOSURE DIMENSIONS AND AIR CALCULATION

| Enclosure Reference: | Enclosure 1 | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Enclosure Dimensions** | Length (m) | Breadth (m) | Height (m) | Volume of Airlock m3 | Volume of Baglock m3 | Internal NPU Ducting m | Internal NPU Ducting bend | Volume of Enclosure m3 |
| 6x7x3 | 6 | 7 | 3 | 6 | 6 | 0 | 0 | 138 |
| | | | | Minimum Air Changes | | External NPU Ducting m | External NPU Ducting bend | Required Airflow m3/hr |
| | | | | 10 | | 0 | 0 | 1380 |
| Combined value of NPU(s) to be used: | 2500 | Performance of NPU(s) in m3: | 2638 | Actual performance after ducting correction (m3/hr) | | | | 2638.00 |
| | | | | Actual Air Changes per hour | | | | 19.12 |

## AIR IN

| | | Airlock/ Baglock Size (M3) | Value | Air Inlet Cube(s) | Value | Pre-filters | Value | Deficit |
|---|---|---|---|---|---|---|---|---|
| NPU Performance | 2638 | 12 | 3000 | 0 | 0 | | 0 | -362 |

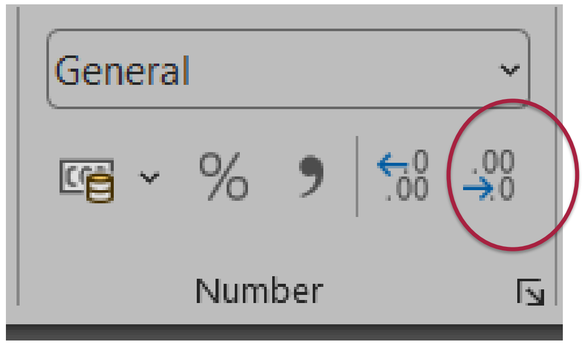
| Air Management Calculator, Area 1 | | | Longest Length | Widest Width | Highest Height | Totals |
|---|---|---|---|---|---|---|
| Conference Room Dimensions (m) | | | 10.2 | 3.1 | 2.5 | 79.05 |
| Corridor Dimensions (m) | | | 13.1 | 1.6 | 2.8 | 58.688 |
| Airlock (inc. direct connection tunnel if applicable) (m) | | | 4 | 1 | 2 | 8 |
| Additional area in enclosure (m) | | | | | | 0 |
| Additional Induced Void Dimensions (m) | | | | | | 0 |
| Backlog (m) | | | 3 | 1 | 2 | 6 |
| **Total Overall Volume (m3)** | | | | | | **151.738** |
| Company ACH Rate (Minimum 8) Air- Can be 10 Air changes as a buffer based on company policy (Just change) | | | | | | 10 |
| Is this enclosure for the removal of softs? | | | | | | No |
| **L143 states that for enclosure volumes of more than 120 cubic metres, the minimum airflow requirement is 8 Air Changes per Hour (ACH)** | | | | | | |
| NPU Minimum Requirement (CMH) Based on Company Rate, L143 (8 or 12 whichever the greater value) | | | | | | **1517.38** |
| NPU Total Capacity before any deductions (Use NPU Service Certificate Airflow Value) | | | | | | 2750 |
| NPU Total Capacity (After Trunking Deduction) **(AIR OUT)** | | | | | | 2750 |
| NPU Capacity Sufficient? | | | | | | Sufficient NPU Capacity |
| Resultant Air Changes Rate Achieved (ACH) | | | | | | 18.1 |
| Air Inlet Capacity (CMH) **(AIR IN)** | | | | | | 3000 |
| Air Inlets Sufficient? **AIR IN /AIR OUT Balanced** | | | | | | **Insufficient Air Inlets** |

| Air Inlet Type | Individual Capacity | Number | Total Capacity (CMH) |
|---|---|---|---|
| Standard Airlocks (1mx1mx2m) | 1500 | | 0 |
| Single Stage Airlock, Connecting Tunnel & Air Pod for Air Flow with mesh to prevent access | 1500 | | 0 |
| Large Airlocks (2mx2mx2m) | 6000 | | 0 |
| Small Airlocks (0.75mx0.75mx2m) | 845 | | 0 |
| Standard Backlogs (1mx1mx2m) | 1500 | 1 | 1500 |
| Standard Backlogs for Enclosures under 3000 CMH (1mx1mx2m) Note: A backlog will be used but is not included within the Air in calculations the backlog flap will be rolled up and adjusted to correct height to give flap displacement in the backlog and airlock if required depended once the anemometer readings calculated on site | 1500 | 1 | 1500 |
| Large Backlogs (2mx2mx2m) | 6000 | | 0 |
| Small Backlogs (0.75mx0.75mx2m) | 845 | | 0 |
| Air Inlet Cubes (1mx1mx2m) | 4000 | | 0 |
| Air Inlet Cubes (0.75mx0.75mx2m) | 2800 | | 0 |
| Air Pre-filter Cubes (0.75mx0.75mx2m) | 442 | | 0 |
| Flapped Pre-filters 2 x 5000 (65cmx65cm) | 172 | | 0 |
| Flapped Pre-filters 1 x 2300 (38cm x 38cm) | 172 | | 0 |
| Flapped Pre-filters 1 x 800 (30cm x 30 cm) | 110 | | 0 |
| **Total Air In** | | | **3000** |
| **Difference Between Air In/Air Out** | | | **250** |
| **Acceptable Air In/Air Out 10% +/- Tolerance** | | | **-8%** |

| NPU Identification | Expiry Date | Capacity | Roving Head Length | Roving Head 90 Degree Bends | Exhaust Duct Length | Exhaust Duct 90 Degree Bends | Capacity (CMH) |
|---|---|---|---|---|---|---|---|
| 2000 NPU - B-11908 | 06/09/2026 | 2750 | | | | | 2750 |
| | | | | | | | 0 |
| | | | | | | | 0 |
| **NPU Capacity Before any Deductions (Use NPU Service Certificate Airflow Value)** | | 2750 | 0 | 0 | 0 | 0 | 0<br>2750 |

# Make it as simple as possible

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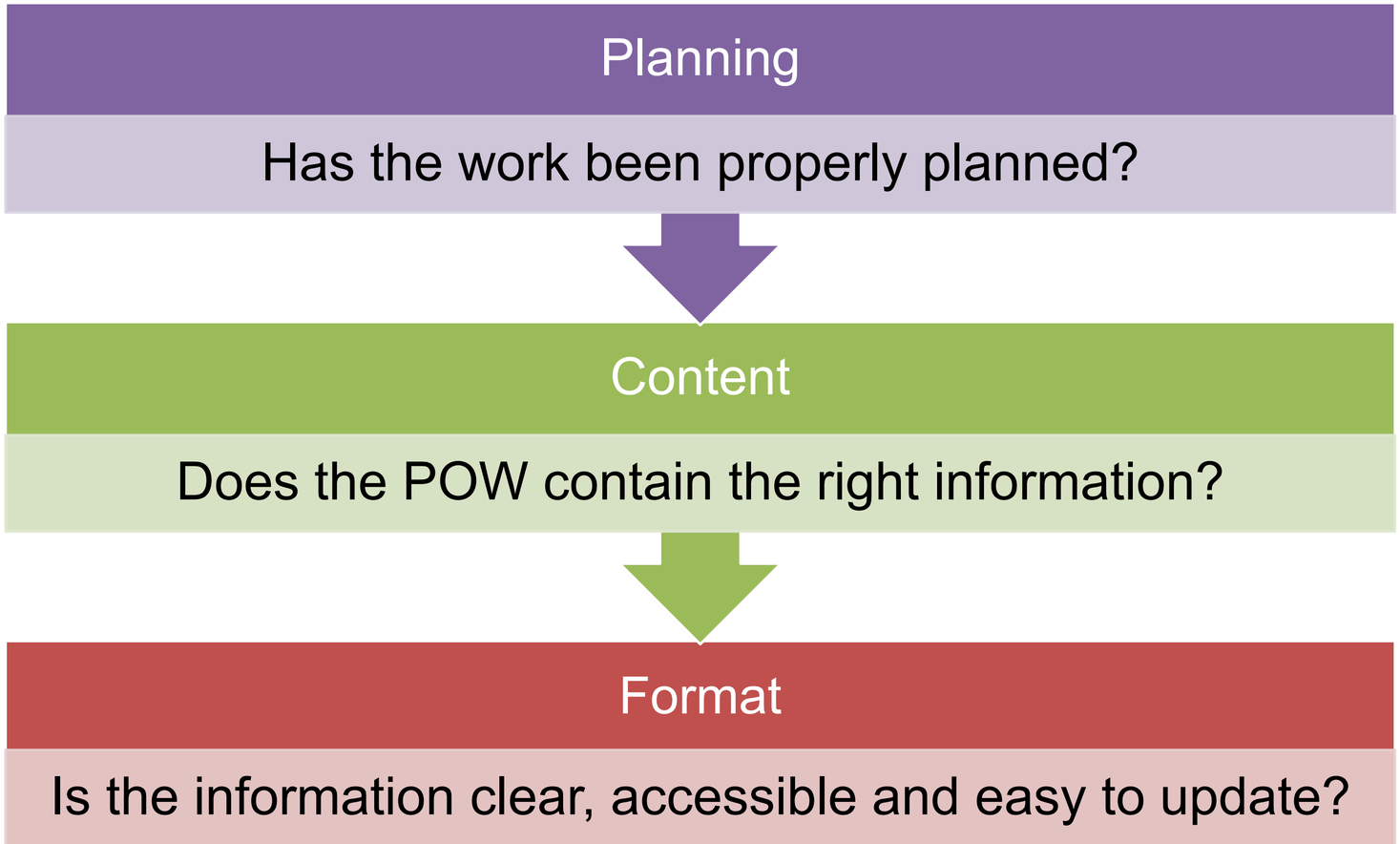



- Don’t worry about decimal points – reduce the ‘number of numbers’ on the page
- Make sure units are correct
- Explain what a number means
- Design calculation spreadsheets are a useful tool and can ensure calculations are correct but can be difficult to understand if pasted directly into the POW.
- Don’t forget about voids
- **Check Point** - Can the site supervisor explain the calculation

# Key takeaways and Action

# 3 questions to ask about every Plan of Work

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**Aim: Move from a compliance document to a practical tool that supports safe work.**

## Call to Action

- Re-read guidance in HSG247 [10-15 mins] and OG [20-30 mins] and highlight bits that you had forgotten about.
- Review your existing POWs to identify any improvements:
  - Identify any unnecessary repetition
  - Scope of work including photos of ACMs and Site Plans at start?
  - If POW includes RA put this at the back?
  - Undertake task analysis for some removal jobs, walk through the task or simulate as part of task analysis – so you have the cues etc. – could video as an alternative.
  - identify any improvements to visual content – larger photos [arrows, lines to show location and extent of ACMs], clearer site plans
  - Can air management calculation data be simplified and/or made clearer

# Thank You for Listening