

# ASBESTOS MANAGEMENT POLICY & PROCEDURE

Version 2

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## **1. Introduction**

This document outlines Swansea Bay University Health Board's Policy for controlling the risks associated with asbestos containing materials (ACM's) within the premises under their control.

The document is intended to act as a guide to all departments involved in the management, occupation and maintenance of Swansea Bay University Health Board Premises and to provide guidance on managing the risks from asbestos containing materials (ACM's) in all Health Board buildings. It sets out policy and procedures for the routine management of ACM's and for situations where ACM's may be disturbed by works taking place within buildings.

Draft for Approval

## 2. Policy Statement

Swansea Bay University Health Board acknowledges and accepts its obligation under the Health and Safety at Work Etc. Act 1974 and the Control of Asbestos Regulations 2012.

Where appropriate, Approved Codes of Practice and Guidance information published by the Health and Safety Commission and Executive shall be taken as the adopted standard.

Swansea Bay University Health Board shall ensure as far as is reasonably practicable that hazards arising from ACM's are identified and that risks arising from those hazards are prioritised and controlled.

ACM's will be identified and assessed using the services of an independent Asbestos Consultancy. This consultancy will be accredited to United Kingdom Accreditation Service (UKAS) standards complying with ISO/IEC 17020:2012 (Surveying for asbestos in premises) and ISO/IEC17025: 2017 (Testing for asbestos). This will also include Consultants who undertake testing, sampling and monitoring during remedial or removal works.

Asbestos Management Plans (AMP) have been established for properly addressing risks from ACM's and presumed ACM's.

Where ACM's are:

- in good condition and not subject to deterioration, they will be left undisturbed and their condition monitored. Appropriate warning labels may be affixed.
- are damaged, deteriorating or inadequately sealed, they shall be repaired provided the repair will be durable and the ACM is not likely to experience further damage or disturbance. Appropriate warning labels may be affixed.
- are damaged, deteriorating or inadequately sealed and repair is not practicable, they shall be removed.

Swansea Bay University Health Board in accordance with Section 11 of the Control of Asbestos Regulations 2012 will prevent the exposure to asbestos of any employee so far as is reasonably practicable. Where this is not practicable, no employee will be exposed to asbestos in a concentration in the air inhaled by that worker which exceeds the control limit.

The latest re-inspection report and if required the original Asbestos Survey and Register will be made available to consultants, maintenance employees, contractors and any other persons planning or undertaking work on the premises that may disturb known ACM's.

Where building or engineering works are due to be undertaken the appropriate procedures, defined in Organisation and Responsibilities Section shall be followed.

In the event of asbestos (or suspected asbestos) material being discovered unexpectedly or being damaged, all work must cease with immediate effect and procedures, as described in the Organisation and Responsibilities Section will be followed.

The Health Board will ensure, so far as is reasonably practicable, that all contractors appointed to undertake remedial work or removal of asbestos containing materials shall be competent and hold, where appropriate, a Licence issued by the Health and Safety Executive.

Swansea Bay University Health Board will ensure that all parties involved in achieving this obligation have been given necessary information, instruction, training and facilities to allow compliance to be realised safely. Other duty holders and involved parties will be expected by Swansea Bay University Health Board to comply with any steps required to realise these aims.

Swansea Bay University Health Board will carry out a regular review of this policy to ensure that the highest standards of health and safety are maintained.

### **3. Asbestos Surveys**

Management surveys of all premises constructed prior to 2000 have been conducted and Asbestos registers established for all such premises.

Asbestos Survey Information from all premises will be maintained by the Operations Health & Safety Officer. The register is accessible electronically by all Health Board staff via the Intranet at <http://ststorage/asbestos>. For clarity, where there is no ACM's present on site the register will confirm this.

At 12 month frequencies ACM's shall be re-assessed by an UKAS accredited Consultant. Arrangements for this will be put in place by the Operations Department and be managed by the Operations Health and Safety Officer.

Reassessments of ACM shall also take place whenever information is obtained that suggests the presence of hitherto unknown ACM or that suggests ACM has been damaged or the integrity of the encapsulation has deteriorated.

Information from the Asbestos Register shall be made available to contractors tendering for or carrying out works and any other persons that may be undertaking work that may affect ACM.

Where building or engineering works are due to be undertaken in premises, appropriate surveys, risk assessments and method statements will be conducted and shall be followed. Prior to any works taking place there shall be an assumption, unless clear evidence is available to the contrary, that ACM will exist within any building.

### **4. Contractors and Consultants**

Contractors appointed to undertake remedial work or removal of ACM shall be competent and hold a current Licence issued by the Health and Safety Executive.

Consultants who undertake testing, sampling and monitoring shall be UKAS accredited.

The Estates Health & Safety Officer shall maintain a list of approved asbestos contractors and consultants and such information shall be made available on request.

Contractors appointed to remove asbestos must not themselves carry out sampling. Sampling will only be carried out by consultants appointed by the Health Board or Principal Contractor for CDM projects.

Prior to the commencement of any asbestos works the Contractor will provide a full method statement relating to the works taking place and a copy of the HSE notification ASB5.

## **5. Management of Asbestos**

The Estates Health & Safety Officer will act as the competent asbestos adviser and shall be available to provide an advisory service for all Health Board premises. This includes the provision for arranging for sampling and analysis by an accredited Laboratory.

Where existing installations include ACM which are in good condition and not subject to abrasion, environmental wear, deterioration or damage due to its location, the material shall be left undisturbed and its condition monitored annually, by the appointed asbestos consultant.

Where existing premise include ACM which are damaged, deteriorating or inadequately sealed, it shall be repaired and/or sealed and encapsulated provided the repair will be durable and not subject to further damage or disturbance. Where the balance of costs of removal compared to the ongoing costs of maintenance show that it is reasonable to remove the ACM rather than repair and retain it this shall be the preferred option.

Where areas within premises include ACM which is disturbed, damaged, deteriorating or inadequately sealed and repair, as stated above, is not practicable, the rooms/areas will be sealed off and access controlled by the Estates Department until such time as funding will allow removal by licensed contractors.

ACM in existing buildings shall be managed according to their risk assessment rating as stated in the Asbestos Survey Information. Materials rated above 10 are considered to present an unacceptable risk and consideration shall be given to either treating the ACM to lower the risk or to undertake planned removal.

### **5.1 Sprayed applications**

Surfaces finished with sprayed applications containing asbestos shall be:

- Sealed or encapsulated if in good condition but removed in a situation where damage by impact, abrasion, vibration or air movement is likely.
- Left alone if in good condition and unlikely to be damaged as above.
- Removed if damaged or inadequately sealed and it is not reasonably practicable to reseal or encapsulate. If left in position, its location shall be marked on the Asbestos Survey Information.
- Standard warning notices shall be displayed to indicate the location of all spray coating and in areas where general access is not available i.e. within voids warning notices shall be displayed in a prominent position at the point of entry.



## **5.2 Insulation and lagging**

Where Asbestos-containing insulation material is in an existing installation it shall be:

- Left alone if in good condition, adequately sealed where it is unlikely to be damaged.
- Removed if damaged, inadequately sealed or impact damage and/or abrasion is likely.
- If left in position, its location shall be marked on the Asbestos Survey Information. Standard warning notices shall be attached where general access is not available i.e. boiler room, ducting etc. In addition insulation that is not an ACM but has the appearance of an ACM shall be positively identified by an appropriate notice.

## **5.3 Insulation boards (ceiling tiles and wall boards etc.)**

Where existing installations containing asbestos are sound and undamaged, or there is no evidence of dust release and the material is not subject to abrasion, impact or deterioration, it shall be:

- Left undisturbed and recorded in the Asbestos Register.

Where condition has deteriorated it shall be:

- Sealed or encapsulated if damage is minor or impact damage is likely.
- Removed if damage is significant and it is not reasonably practicable to reseal or encapsulate.
- Standard warning notices shall be attached to all ACM and in areas where general access is not available i.e. within a ceiling voids, plant rooms and other such maintenance areas warning notices shall be displayed in a prominent position.

## **5.4 Ropes and gaskets**

Where asbestos ropes and gaskets are contained in equipment it shall be:

- Left in place if in good condition and not releasing fibres.
- Removed and replaced with a non-asbestos product during routine and maintenance servicing when it is necessary to disturb.
- Removed and replaced with a non-asbestos product if damaged or fibre release is evident.
- If left in position it shall be recorded in the Asbestos Register. Warning notices shall be attached to equipment.

## **5.5 Asbestos cement products**

Where asbestos cement products are contained within the building they shall be:

- Left undisturbed if in good condition and not releasing fibres.
- Sealed if damage is minor.
- Removed if significantly damaged and replaced with non-asbestos material.

Where asbestos cement products have been used externally they shall be:

- Removed if damage is significant or material is friable or loose and capable of releasing fibre.
- If left in position it shall be recorded in the Asbestos Register.
- Standard warning notices shall be attached to all ACM and in areas where general access is not available i.e. plant rooms and other such maintenance areas.

## **5.6 Floor tiles, roof felts, DPC**

Where PVC floor tiles and bituminous materials contain asbestos they shall be:

- Left undisturbed if in good condition and they are suitable for their intended purpose.
- Removed, if they are extensively damaged.
- If left in position it shall be recorded in the Asbestos Register. Warning notices shall not normally be attached.

## **5.7 Artex textured coatings**

Artex was a textured coating commonly used in many buildings and should always be presumed to contain asbestos unless analysis shows otherwise. Artex shall be:

- Left undisturbed if in good condition and not releasing fibres.
- Sealed if damage is minor.
- Removed if significantly damaged and replaced with non-asbestos material.
- Removed if damage is significant or material is friable or loose and capable of releasing fibre.
- If left in position it shall be recorded in the Asbestos Register.
- Warning notices shall not normally be attached.

## **6. Leased, rented and shared buildings**

- 6.1 Property acquired on full repairing lease is to be treated, as Health Board owned property.
- 6.2 Health Board owned property let on other types of lease is to be treated, as Health Board owned property. If the presence of ACM is known, it shall be brought to the tenant's attention.
- 6.3 Where the Health Board occupy premises under sharing arrangements, the Health Board shall have responsibility as the employer of any Health Board staff accommodated at such premises to ensure that statutory compliance is met with regard to all aspects of health and safety including awareness of the existence and the management of ACM within such premises.

## **7. Acquisition and Disposals**

- 7.1 In the process of acquiring new premises an asbestos management survey will be carried out in accordance with HSG264 Asbestos: The Survey Guide. This survey should be carried out at the earliest opportunity and before exchange of contracts, to determine the nature and extent of all asbestos materials present. In the event that friable asbestos materials (insulation board, insulation, sprayed coating, etc.) are identified it may be assumed that these materials will need to be removed or managed during the period of Health Board occupation. The cost of such removal works or ongoing management should therefore be reflected in the purchase price, and serious consideration given to their removal ahead of Health Board occupation.
- 7.2 In the event that Health Board disposes of a property or leases it for any period to another party, the Asbestos Register for the premises will be transferred formally to the new controller of the premises. Records will be kept of such transfers, including acknowledgement of receipt and understanding by the new premises duty holder.

## **8. Management of asbestos in buildings**

### **Responsibilities**

Managing the risks from ACM in Health Board premises requires responsibilities being placed on a number of duty-holders.

The Chief Executive has overall responsibility for the health, safety and welfare of staff and others affected by the work activities of the Health Board and for the effective implementation of health and safety management policies and procedures. The Chief Operating Officer of the Health Board has delegated responsibility for Health and Safety.

8.1.1 **Assistant Director of Operations - Estates** has delegated responsibility for the operational implementation of this policy. Through this responsibility he shall ensure that the Health Board has suitable arrangements in place for setting policy for ACM management and developing procedures. Appointing a responsible person to ensure local management of ACM on their behalf if the duty is not to be personally undertaken.

8.1.2 **Estates Managers** shall ensure suitable arrangements are in place for implementing the procedures contained within this document. In particular this shall include:

- Consultation with and provision of information to employees and the Trades Unions through the Union Safety Representatives.
- Ensuring any person undertaking work in the establishment which may disturb ACM is suitably qualified and trained, has checked and understood the Asbestos Survey Information contained in the Asbestos Register and is aware of their responsibility to avoid disturbing the material.
- Informing the Health and Safety Officer of any amendments considered necessary to the Asbestos Register.
- Seek advice from the Health and Safety Officer with regard to the provision of further advice or reassurance on the management of ACM.
- Isolating any area adjacent to any ACM or suspected ACM if they appear to have been disturbed or damaged, informing the Health and Safety Officer for further advice and assistance
- Ensuring that employees working in the premises of other organisations are suitably protected from exposure to ACM though the establishment of effective mechanisms to coordinate and cooperate on health and safety matters.

8.1.3 **Health and Safety Officer** will carry out most of the responsibilities of the Health Board with regard to the identification and management of asbestos and for production and maintenance of the Asbestos Registers.

8.1.4 **Project managers, Estates Officers and others responsible for organising or carrying out works in buildings**, which may affect the fabric of the structure or equipment within it, should have regard to the possibility of disturbing ACM. In particular they should:

- Refer to the Health and Safety Officer for current asbestos information.
- Arranging for the sampling and testing, if necessary by UKAS accredited consultants.
- Comply with requirements contained within this document.

- Consider at the initial outset of any project or works the possibility of disturbing ACM which must be addressed in a method statement relative to the works to be carried out.
- IT cabling projects, all routes to be verified by the relevant Estates Department involving walking the routes with IT and the cabling contractor.

## **8.2 Using the Asbestos Survey Information**

All staff and others who may cause any disturbance of ACM whilst carrying out their work should be familiar with the Asbestos Register. They should avoid disturbing ACM and be trained in the steps to take to avoid releasing asbestos fibres. Where this likelihood exists the Health Board will adopt a policy of asbestos removal as the preferred course of action.

Others who may undertake work on premises, such as service engineers, IT cable installers, fire and burglar alarm installers, and other contractors etc., must be provided with information before commencing any work. They should be advised on the limitations of the survey and requested to inform on any findings, which they consider require amendment to the Asbestos Register, i.e. discovery of suspect material not previously shown. If in doubt the Health and Safety Officer shall be contacted for further advice or assistance as a matter of urgency. It will be the responsibility of the Estates Managers to ensure that all tradespersons working in Health Board Premises are adequately trained in awareness of asbestos and work in accordance with an agreed method statement and conduct their work in a safe manner.

Where it is necessary that disturbance of ACM identified in the survey will take place as a consequence of proposed work a refurbishment/ see section 8.4 and 9 for guidance.

## **8.3 Unplanned Disturbance of ACM**

In situations where suspect or known ACM has been disturbed or damaged to the extent that it may be releasing fibres, the area should be isolated and the appropriate Estates Manager or his or her deputy contacted without delay. Further advice on securing/isolation of areas where ACM has been disturbed or damaged will be provided by the Estates Manager or his or her deputy. In such cases, unplanned disturbance of asbestos should also be reported to the Health and Safety Officer, and followed up by a DATIX Incident Report.

The Estates Manager or his or her deputy will make arrangements for removal and environmental clean of the affected area.

Where staff or others may have been exposed to asbestos fibres they shall be informed at the earliest opportunity and given full information about the level of risk to themselves.

#### **8.4 Planned Disturbance of ACM**

Planned disturbance of ACM may be necessary when undertaking projects such as building works, installing and maintaining services, carrying out refurbishment work etc.

Where it has been identified that it is necessary to disturb an ACM a refurbishment/demolition survey, as required under HSG246, will be undertaken and a suitable risk assessment and method statement developed for the work. This will be completed by appropriately licensed or trained individual depending on the nature of the asbestos with regard to type, quantity and likelihood of fibre release.

Costs for planned disturbance of ACM should be taken into account at the initial planning stage and included in the project budget.

### **9. Procedures for works affecting ACM**

#### **9.1 General Requirements**

In all buildings, it shall be assumed, unless there is evidence to the contrary, that ACM will be present. Estates Manager/Project managers shall ensure that when any intrusive works are to take place in any premises that the attending contractor or sub-contractor is made aware of any asbestos risk and that a copy of the Asbestos Register is made available on-site for the attending contractor or sub-contractor.

#### **9.2 Control Measures**

All areas where there is a known asbestos risk such as voids, ducts, duct cupboards, roof spaces, basements etc will be subject to control by the relevant Estates Department. That control will include locking the identified areas off, displaying appropriate warning signage and operations of a **permit to work system** to ensure that only properly qualified persons are allowed access for legitimate Health Board purposes.

#### **9.3 Procedures for Planning Projects**

When considering any building, refurbishment, demolition, maintenance, cabling or engineering work in buildings the Asbestos Register shall be checked to identify the area(s) where disturbance of ACM is likely. Regard shall be made to service runs for water, steam, electricity, gas, telephones, IT cabling etc. that extend outside the immediate working area.

In many situations, such as refurbishments or IT cabling schemes, it is possible to modify designs to avoid disturbing ACM. This is advisable as disturbance or removal may significantly increase risk and cost. An inspection for ACM is therefore best undertaken at the preliminary stages of the scheme.

#### 9.4 Removal or Disturbance of ACM

The most appropriate means of managing ACM is removal. Where this can be reasonably achieved with regard to risk of release of fibres, effects on persons and cost. Alternatively the ACM should be left in place and undisturbed however, if ACM is present and there is no practicable alternative but to remove or disturb it, Estates Manager will seek approval to employ appropriately licensed and qualified contractors to carry out such works.

Due to the risks associated with ACM it is generally good practice to undertake work on it at the time when the minimum number of people will be on site. Where possible premises should not be in general occupation and works should be planned ahead to accommodate this. Such events will be risk assessed and planned in accordance with HSE requirements **(the HSE will not permit transfer routes through occupied areas)**.

The Licensed Contractor appointed by the Health Board to undertake any work on ACM will control access to any ACM area and no other persons will be permitted entry unless they have a valid reason for doing so, are authorised, are appropriately trained and are wearing the appropriate personal protective equipment. Such persons would normally be the consultant analyst.

Depending on the type of ACM, i.e. if it is **asbestos insulation, sprayed coating, asbestos insulation board**, it will be necessary to appoint an HSE Licensed Contractor. Work on these materials will need to be undertaken under controlled conditions. The Licensed Contractor is legally required to submit an ASB5 notification to the HSE and allow at least 14 days before commencing work on site. This period needs to be allowed for in programming the works although waivers can be applied for in exceptional circumstances.

The Health and Safety Officer will maintain a list of HSE licensed contractors and UKAS accredited analysts suitable for undertaking work on ACM in Health Board premises. The list will be available to view electronically on the Asbestos Register.

Following any work on ACM under fully controlled conditions, it is a legal requirement to have an independent UKAS Accredited Consultant undertake a visual inspection and air clearance test. Consultant should be

appointed directly by the Health Board and NOT via the Asbestos Removal Contractor.

A clearance certificate should always be issued by the independent Consultant, to the Health Board. The Estates Manager or Project Manager will issue a copy of the clearance certificate to the Health and Safety Officer so that the asbestos register can be updated.

### **9.5 Reinstatement**

If asbestos removal concerned any fire doors/breaks etc it is essential that, after any ACM removals works have been carried out, reinstatement of the area, post clearance, shall be carried out using non Asbestos Containing materials with an equivalent fire rating. Such reinstatement must be carried out as soon as is practicable after the removal has been completed.

### **9.6 Licensed work, Notifiable non licensed work and non licensed work**

As required by the control of asbestos regulations 2012, work on **asbestos insulation, coating and asbestos insulation board** shall be undertaken only by an HSE Licensed Contractor.

Work with **asbestos cement** and with materials such as **bitumen, plastic, resins or rubber which contain asbestos**, are materials that may be removed and worked on by any competent contractor, a licence is not required. These materials do not pose a high risk as asbestos fibres are tightly bound into the material and are unlikely to become airborne in significant concentrations.

Asbestos products which are used at high temperatures but have no insulation purpose i.e. gaskets, washers, ropes, seals etc., are materials which may be worked on by any competent contractor. Technicians and engineers who undertake work on equipment with these products should have suitable knowledge and experience in controlling the risks.

All work on ACM, is subject to the Control of Asbestos Regulations 2012. These regulations require identification of asbestos type, risk assessment and planning of work on ACM to reduce health and safety risks and place requirements on those in control of works.

It should be recognised that, all ACM are designated as 'Hazardous Waste' and notification is required to be given to the Environment Agency for transfer and disposal.

### **9.7 Construction design and management regulations 2015**

The Construction Design & Management Regulations 2015 (CDM) are intended to reduce the health and safety risks associated with construction activities.



Irrespective of the size of the project, the designer has a duty to avoid foreseeable risks to the health and safety of any person at work carrying out construction work. This duty of the CDM Regulations will always apply, and hence under this legislation any person undertaking 'design' should always consider the risks from exposure to ACM.

On completion of the works, information on ACM including method statements, clearance certificates must be passed to the Health and Safety Officer for use in updating the Asbestos Register. Such documents will be archived and retained in a safe place of storage for a period of 40 years. A statement will be included in the project Health and Safety File on the extent of asbestos related work and the information held on the Asbestos Register.

Draft for Approval

## Appendix 1

### Asbestos: Its uses and applications

Asbestos is the commercial name given to a naturally occurring fibrous silicate mineral commonly used in construction materials and other products because of its high heat resistance, strength and durability, however there are many types of asbestos. Over time, exposure to asbestos may lead to asbestosis, mesothelioma, lung cancer and other cancers.

Asbestos was mined in many countries, including Canada, Russia, South Africa, South America, India.

Asbestos fibres can be split into in two distinct groups; amphiboles and serpentine, based on their silicate crystal structure type.

There are six minerals in the asbestos group;

#### 1. Serpentine

- Chrysotile – ‘White’

#### 2. Amphiboles

- Amosite – ‘Brown’
- Crocidolite – ‘Blue’
- Fibrous Anthophyllite
- Fibrous Tremolite
- Fibrous Actinolite

However only ‘White’, ‘Brown’ and ‘Blue’ types of asbestos have had any real commercial significance as they are the most naturally abundant minerals of the group. It should be noted that uses of sprayed coating ceased in 1974 and asbestos lagging is unlikely to be found in buildings constructed after 1975.

Products	Asbestos Type	Uses / Applications
Insulation Boards	Chrysotile	Partition walls, infill panels, boxing's, ceiling tiles, fire breaks, door lining.
Sprayed Coatings	Crocidolite Amosite Chrysotile	Used on structural steelwork, applied to walls and ceilings

Pipe insulation / Lagging	Chrysotile Amosite Crocidolite	Lagged pipes in boiler rooms, hard set or preformed sections, insulation to hot water cylinders, calorifiers etc.
Asbestos Ropes	Chrysotile	Used to seal joints to boilers, flues, chimneys etc. gaskets, kiln lining, heaters.
Asbestos Cloths and Textiles	Chrysotile	Fire blankets, fire proof clothing, oven gloves, safety curtains.
Asbestos Paper	Chrysotile	Electrical insulation in switchgear, heat reflective layers to boilers and electrical storage heaters.
Millboards	Crocidolite	Thermal insulation to industrial ovens, steam pipes.
Asbestos Cement	Amosite Chrysotile	Corrugated roofing sheets, roofing tiles, partition walls, flat sheets, infill panels, bath panels, guttering, water tanks, flue pipes, eaves soffits, fascia boards, flower boxes.
Gaskets	Chrysotile	To pipe flanges.
Asbestos reinforced plastics	Amosite Chrysotile	Toilet cisterns, battery cases, injection-mouldings in the motor industry.
Friction products	Chrysotile	Brake linings, to road & rail vehicles, lifts and other machinery.
Asbestos thermoplastic or vinyl floor tiles	Chrysotile	Floor tiles, stair nosing's, skirting's.
Asbestos Bitumen products	Chrysotile	Roofing felt, damp-proof courses, gutter linings, coatings on metals, sink pads.
Paints and surface coatings	Chrysotile	Textured coatings to ceilings and walls 'ARTEX'.
Mastics, sealants, putties and adhesives	Chrysotile	Floor tile backing, seals to window/door frames.

In the UK, asbestos is the number one cause of work-related death, and around 20 people each week die as a result of asbestos-related illnesses. This number is made

up almost exclusively of tradesmen that work closely with asbestos, whether this is knowingly or accidentally. When inhaled for long periods of time, asbestos can go on to cause cancer, lung diseases and Asbestosis.

## Appendix 2

### Types of Survey

The purpose of all asbestos surveys is:

- To help manage asbestos in premises
- To provide accurate information on the location, amount and condition of asbestos-containing materials (ACM's)
- To assess the level of damage or deterioration in the ACM's and whether remedial action is required
- To use the survey information to prepare a record of the location of any asbestos, typically known as an asbestos register, together with an asbestos plan of the premises. The information in the register should then be used as part of a risk assessment to identify who and when any identified asbestos might be disturbed, and to establish a management plan to prevent such a disturbance
- To help identify all ACM's that need to be removed before commencement of any scheduled refurbishment or demolition works.

From 2010, the HSE have changed their terminology and criteria for asbestos surveys. Their latest publication, *HSG 264 - Health and Safety: Guidance Booklets: Asbestos: The survey guide*, refers to two types of asbestos survey – Management Surveys and Refurbishment and Demolition surveys.

The purpose of a management survey is to control asbestos-containing materials (ACM) during the normal occupation and use of premises by ensuring that:

1. Nobody is harmed by the continuing presence of ACM in the premises or equipment
2. The ACM remain in good condition
3. Nobody disturbs it accidentally.

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACM's in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility, etc.

A management survey should include an assessment of the condition of the various ACM's. This 'material assessment' will give a good initial guide to the priority for managing ACM's as it will identify the materials which will most readily release airborne fibres if they are disturbed. The survey will usually involve sampling and analysis.

A management survey can also 'presume' the presence or absence of asbestos. By presuming the presence of asbestos, the need for sampling and analysis can be deferred until a later time (e.g. before any work is carried out).

However, as far as possible, all ACM's should be identified as part of the survey. The areas inspected should therefore include, but not be limited to, underfloor voids, ceiling voids, lofts, inside risers, service ducts and lift shafts, areas behind wall linings, basements, cellars, underground rooms, under-crofts, etc.

### **Refurbishment and demolition surveys**

A refurbishment and demolition survey aims to ensure that:

1. Nobody will be harmed by work on ACM in the premises or equipment
2. Such work will be done by the right contractor in the right way.

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACM's in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

There is a specific requirement in the *Control of Asbestos Regulations 2012* (Regulation 7) for all ACM's to be removed before major refurbishment or final demolition. Removing ACM's is also appropriate in other smaller refurbishment situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc).

Under the *Construction design and management regulations*, the survey information should be used to help in the tendering process for removal of ACM's from the building before work starts. The survey report should be supplied by the client to designers and contractors who may be bidding for the work, so that the asbestos risks can be addressed. In this type of survey, where the asbestos is identified so that it can be removed (rather than managed), the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present. However, where the asbestos removal may not take place for some time, the ACM's' condition will need to be assessed and the materials managed.

Refurbishment and demolition surveys are intended to locate all the asbestos in the building or relevant part, as far as reasonably practicable. Disruptive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos.

In many instances ACM's will be effectively concealed within the building fabric and even the most intrusive survey will not locate and identify all ACM's within a property. Careful consideration should therefore be given by the surveyor to stating the limitations of the survey.

In some instances ACM's will be so integral to the fabric of a building that they may only be discovered during the course of refurbishment or demolition work. As a consequence, the client should make provision for this possibility, particularly as there may be potentially significant delays to the project programme, together with increased project costs.

Survey restrictions and caveats can seriously undermine the management of asbestos in buildings and should only be included where absolutely necessary and can be fully justified. Any survey restrictions and caveats must be agreed in advance between the surveyor and client, and fully documented in the survey report.

## Appendix 3

### Asbestos Risk Assessment Criteria

#### **Hazard Risk Rating of Asbestos Areas**

- Asbestos that is found to be present does not necessarily create an unacceptable risk.
- Asbestos is the hazard, the risk can only be defined when this hazard is assessed within the environment in which it is found.
- This assessment also must take into account the activities carried out near or on the asbestos for the assessment to be able to present viable recommendations.

There are two types of assessment carried out: the Material Assessment and the Priority Assessment. The scores for these are then combined to give an overall Hazard Risk Assessment Score.

**The Material Assessment** – this assesses the ability of asbestos material to release fibres into the air should it be disturbed.

The main parameters are:

Product type, Extent of damage or deterioration, Surface treatment, Asbestos type.

Scores of:

10 or more are regarded as having a high potential.

7-9 are regarded as having a medium potential.

4-6 a low potential.

3 or less have a very low potential.

The potential for fibres to be released into the air from different ACM's can be ranked as follows:

**HIGH**

Sprayed coatings / loose fill

Lagging and packing

AIB

Rope and gaskets

Millboard and paper

Asbestos cement

Floor tiles, mastic and roof felt

Decorative paints and plasters

**LOW**

**The Priority Assessment** – this takes into account various human factors in order to modify the priority assigned by the material assessment.

The parameters considered are:

The location of the material, its extent, the use to which the location is put, the level of occupancy of the area, the activities carried on in the area, the likelihood/frequency with which maintenance activities are likely to take place.

**The total hazard rating– of an ACM is classified as follows**

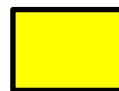
High Risk - Total Score 19-24



Medium Risk - Total Score 13-18



Low Risk - Total Score 8-12



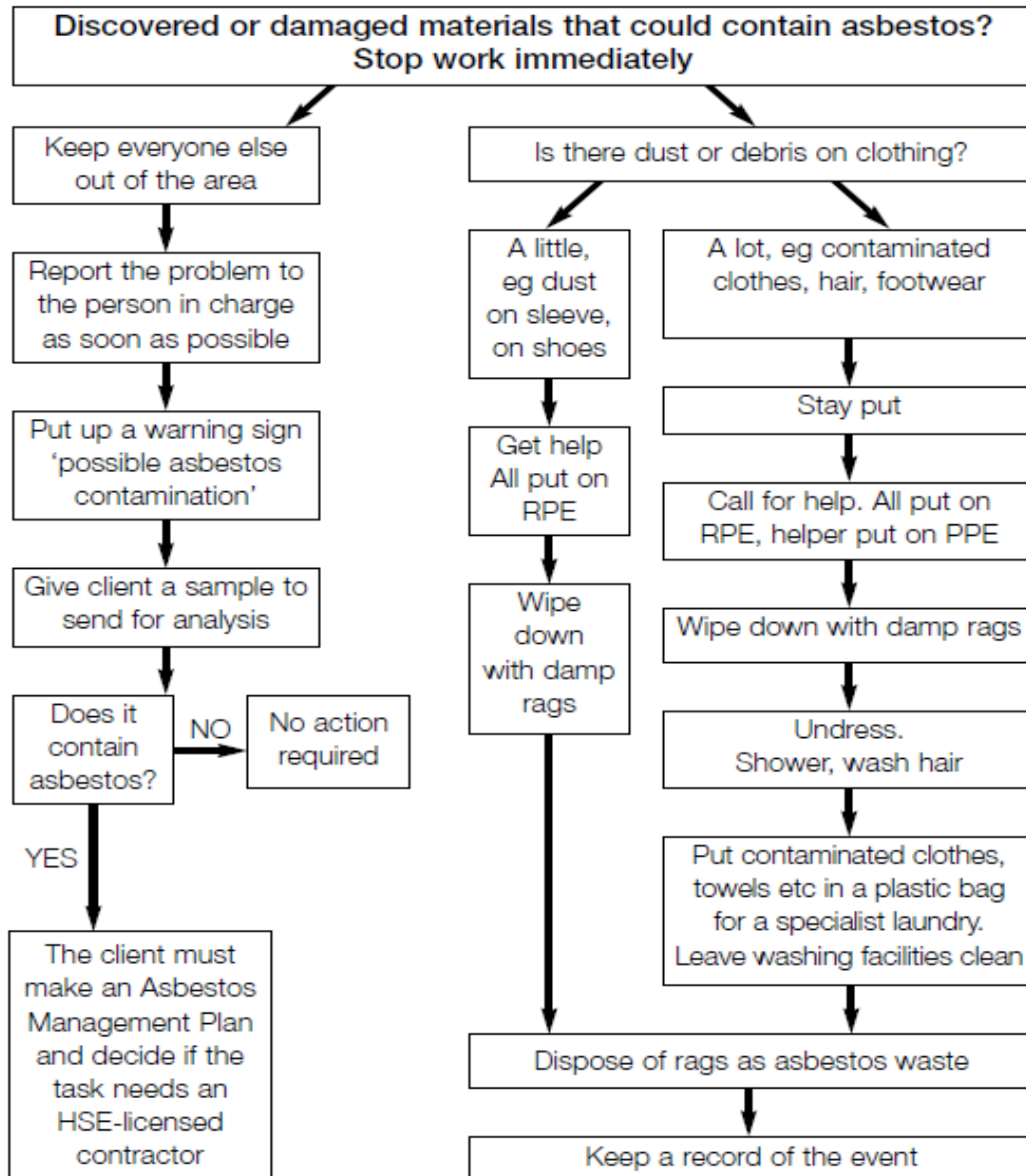
Very Low Risk - Total Score 0-7.





## Appendix 4

### Action in case of disturbance (HSE Asbestos Essentials)



## Procedures

- Stop this work immediately.
- Follow the chart above or do a risk assessment to decide who must do the work - you may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as you can.
- Clean up the contamination.

## Appendix 5

### Criteria for Licensed, Notifiable Non-Licensed and Non-Licensed Work

#### Licensed Asbestos Work

Work where exposure to employees will not be sporadic and of low intensity

Work for which the risk assessment demonstrates that the control limit is likely to be exceeded.

Work on asbestos coatings.

Work on asbestos insulation board or asbestos insulation which the risk assessment demonstrates that the work:

- Is not sporadic and of low intensity
- Is such that the control limit is likely to be exceeded
- Is not short duration

#### Requirements for Licensed Work

- Notify the work to the HSE
- Carry out medical surveillance
- Maintain a register of work
- Hold a HSE license
- Have arrangements to deal with accidents, incidents and emergencies
- Designate asbestos areas

#### Notifiable None Licensed Work (NNLW)

- Work where exposure to employees will be sporadic and of low intensity
- Work for which the risk assessment demonstrates that the control limit will not be exceeded
- Work is of short duration
- Have arrangements to deal with accidents, incidents and emergencies
- Designate asbestos areas
- Notify work to the enforcing authorities
- Carry out medical surveillance (from April 2015)
- Maintain a register of work

#### Examples of>NNLW (ref. HSE illustration of asbestos work categories)

- Asbestos insulation/AIB if short duration work below control limit and removal work not part of maintenance
- Textured decorative coatings – using gels/steam for large scale removal
- Paper felt and cardboard e.g. electrical equipment insulation, ropes or yarns or cloth, or gasket and washers depending on condition – if poor condition or degraded during work will be>NNLW (see also none licensed work below)

#### None Licensed Work

- Exposure to employees must be sporadic and of low intensity
- The risk assessment for the work demonstrates that the control limit will not to be exceeded.
- Work is of short duration

#### Examples of None Licensed Work (ref. HSE illustration of asbestos work categories)

- Paper felt and cardboard e.g. electrical equipment insulation, ropes or yarns or cloth, or gasket and washers depending on condition – if kept virtually intact (see also>NNLW)
- AIB – if short duration work below the control limit and part of maintenance work
- Textured decorative coatings – only when carefully cutting around backing sheets to achieve removal intact
- Strings kept virtually intact e.g. removed whole
- Resin-based materials e.g. friction products/brake lining
- Conveyor belts/ drive belts
- Asbestos cement products
- Thermoplastic/vinyl floor tiles, bitumen roof felt shingles, asbestos paper damp proof coatings, mastics, asbestos paper backed PVC floors, resurfaced PVC panels & compounds

## Appendix 6

### Reference documentation

The Control of Asbestos Regulations 2012 S.I. 2012 No.632

Health and Safety at Work Act etc 1974

The Management of Health and Safety at Work Regulations 1999

HSG 227 A Comprehensive Guide to Managing Asbestos in Premises

HSG 247 Licensed Contractors Guide

HSG 264 The Survey Guide

Asbestos essentials – HSE publication

Construction (Designs and Management) regulations 2015

The Health and Safety (Consultation with Employees) Regulations 1996

## Appendix 7

### Amendment Record

No.	Amendment
1.	Amendment record section appendix 7 added to document.
2.	Page 4 updated the ISO requirement to include 17020 and 17025.
3.	Temporary advisory note included at Section 3 page 6 regarding transition of the asbestos register.
4.	Requirement for a copy of ASB5 included section 4 page 6
5.	Appendix 6 page 26 updated to include The Management of Health and Safety at Work Regulations 1999 HSG 227 A Comprehensive Guide to Managing Asbestos in Premises and HSG 247 Licensed Contractors Guide.
6.	Page 10 Director of Planning changed to Director of Strategy
7.	Section 8.1.4 reference to IT cabling included.
8.	Section 9.2 Control Measures