POLICY FOR HEALTH, SAFETY AND WELFARE

PART C ARRANGEMENTS

SECTION 8

ASBESTOS

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1. INTRODUCTION

This arrangement sets out the policy for the management of asbestos in Council premises. It applies to all asbestos materials, including mixtures containing asbestos and asbestos related activities in premises either directly controlled by the council or in which the council has a duty to carry out maintenance. The aim is to prevent and/or reduce the risk from exposure to asbestos fibres by establishing practical guidelines for managing asbestos and comply with Control of Asbestos Regulations.

2. ASBESTOS AND ITS HAZARDS

2.1. Asbestos is a strong, light, fibrous material, which has been commonly used in construction and renovation of buildings. It is highly resistant to chemical and water attack. and is very effective for fire proofing and thermal insulation. These properties made it ideal for reinforcing cement and other materials used in the manufacture of building and engineering products and for insulation.

2.2. There are three main types of asbestos;

- Blue (Crocidolite),
- Brown (Amosite) and
- White (Crysotile),

The first two are considered to be the more hazardous. The type of asbestos cannot be identified by their colour alone. Many buildings contain asbestos as it was used until the late 1970's in many forms as a building material. It has been found in roof, ceiling, wall and floor tiles, paints, plaster and other wall coverings, insulation, heating and ventilation systems and various types of equipment.

2.3. If asbestos-containing material (ACM) is disturbed it can release extremely small fibres which cause extensive damage to the lungs if inhaled, with asbestos related diseases often being fatal. Breathing **air containing asbestos fibres can lead to cancers of the chest and lungs**. The danger is not immediately obvious because the fibres cannot be seen with the naked eye and the results of exposure may not appear for many years The risk of injury or illness is linked to the length of exposure, and the amount of asbestos fibres in the air. **It is essential, therefore, that ACMs are identified, assessed and carefully managed.**

2.4 Asbestos is considered generally safe if it is in good condition and not physically damaged. If asbestos materials are damaged, they can be made safe by sealing, enclosing or removing them. Removal is a hazardous, disruptive and expensive operation and is normally as a last resort. Carefully managing asbestos will protect health and safety and comply with the law.

3. BASIC PRINCIPLES

3.1. The Council's strategy for minimising the risk of exposure to asbestos fibre is based on the following commitments. So far as is reasonably practicable, we will:

- Find out where it is, by undertaking identification surveys.
- Presume that materials contain asbestos unless there is conclusive evidence that disproves this.
- Assess the risk to health and safety wherever asbestos is found, and where necessary taking immediate action to have it sealed, enclosed or removed.
- Where appropriate, label asbestos containing materials that remain in buildings,
- Use only CHAS (Contractors Health & Safety Assessment Scheme) approved, UKAS accredited and independent analytical services for asbestos identification, sampling, monitoring and testing (including clearance and reassurance.
- Use only CHAS approved, licensed asbestos contractors for removal and repair work.
- Ensure that the Health & Safety Unit is notified before any asbestos removal work begins.
- Provide and maintain Asbestos Registers for all buildings, which must be kept up to date and checked prior to planned works commencing.
- Ensure that if council employees work with asbestos, it is be done in accordance with relevant legislation and council procedures.
- Provide appropriate information, instruction and training for employees and others.
- Maintain effective procedures for dealing with incidents involving a release of asbestos fibres at a council workplace or on premises where the council has control to any extent.

4. RESPONSIBILITIES

4.1 Chief Officers

Chief Officers have a duty to ensure that there are appropriate asbestos management arrangements within their Service Areas to ensure compliance with Asbestos at Work Regulations and this policy. Details of the arrangements must be specified in their Service Health Safety and Welfare policy. Chief Officers must also ensure these arrangements ensure that:

- All buildings for which they have responsibility have been surveyed, and the survey is kept up to date.
- Asbestos risk assessments are carried out and remedial action is taken.

- That the asbestos registers are produced, copies issued to premises and they are kept up to date both locally and centrally.
- ACMs left in place are labelled where appropriate.
- Systems are set up to ensure that adequate information, instruction and training is provided.
- Systems are established for the monitoring of ACMs left in place and for emergency actions in case of accidental damage of ACMs.

4.2 The Asbestos Co-Ordinator

The council's Asbestos Co-Ordinator is the Head of Asset Management. The Asbestos Co-ordinator is responsible for:

- Setting up and maintaining the Asbestos Registers.
- Designing and specifying the method for the removal of asbestos once a decision has been taken to do so.
- Ensuring the selection of competent consultants to manage asbestos works and monitoring their performance.
- Drafting and maintaining a list of competent supervising officers and/or consultants.
- Regular update of asbestos information with the relevant premises controller, exchange of records, inspections, risk assessments, etc.
- Establishing and maintaining a list of preferred contractors for asbestos sampling, analysis and removal. The standards for these contractors are contained in paragraph 13.1.

4.3 Supervising Officers and/or Consultants

Supervising Officers and Consultants will be Architects, Engineers, Surveyors and other technical officers who have received suitable Asbestos awareness training. They will be responsible for arranging asbestos survey, repair and removal work and ensuring that adequate systems for the supervision of such work is in place. Supervising Officers and Consultants will notify the Health and Safety Unit of the start dates of all asbestos removal projects and inform the Premises Controller, where applicable, of the start date. When a satisfactory clearance notice has been received the Supervising Officer or Consultant will advise that it is safe to reoccupy the area.

4.4 Commissioning Officers

All Architects, Engineers, Headteachers, Managers, Premises Controllers and Surveyors who Commission a contractor or other person to undertake building operations or Construction works must establish whether or not asbestos is present. This may be achieved by undertaking surveys or by other reliable means.

Commissioning Officers must pass any known information on hazardous substance such as asbestos to the contractor and where applicable the CDM (Construction Design and Management) Co-ordinator for the project (if it is a CDM project).

4.5 CDM Co-ordinators (for CDM projects)

CDM Co-ordinators may also act as the Supervising Officer or Consultant. They may also be required to establish the presence or absence of asbestos by the Commissioning Officer. The CDM Co-ordinator must liaise with the Asbestos Co-ordinator when bulk sampling of suspect material is required.

Under the Construction Design and Management Regulations (CDM) the CDM Co-ordinator must ensure, so far as reasonably practicable, that details of all hazardous substances which could be encountered specified building operations or construction works are incorporated into the "Pre tender Safety Plan". When demolition or dismantling of the building or section of the building is part of the project a type 3 asbestos survey needs to be carried out, as outlined in HSE guidance note MDHS 100. This survey checks hidden areas such as cavities. For more information about the CDM regulations, see section 6 of the Corporate Health, Safety and Welfare Policy.

4.6 Managers and supervisors

Building managers and supervisors who, to any degree, arrange or control building maintenance are responsible for ensuring that they and their staff undergo appropriate training. They must ensure suitable and sufficient risk assessments are undertaken for any proposed work that presents significant risk and that suitable control measures are adopted. Managers and supervisors are also responsible for monitoring to ensure that agreed safety measures are being adhered to.

4.7 Premises Controllers

Premises Controllers must maintain their asbestos register and establish local procedures to ensure that information contained in asbestos surveys and work reports are added to the asbestos register and ensure that the asbestos co-ordinator is notified to update the central registers. All persons undertaking any type of building work including DIY type activities, must either be shown the register before they commence work or must be advised of the asbestos warning scheme and the need to consult with either the Premises Controller or their representative before starting work. Premises Controllers must also:

- Ensure staff are briefed on care with asbestos products (**See Appendix A** - Guidance on Asbestos in the Workplace)
- Know what initial action to take (**See Appendix A** - Guidance on Asbestos in the Workplace)

- Consult with Safety Representatives of the workplace on asbestos matters.
- Regularly inspect (at least once per year) areas with known or presumed asbestos products. This should be more often in areas where damage is possible. Ensure asbestos is in good condition and warning labels displayed (**See Appendix B** - Asbestos Warning labels).
- Establish systems to warn maintenance staff and contractors who visit of the likely asbestos products in the area they are to work in.
- Contact the Asbestos Co-Ordinator if they suspect the presence of previously unidentified asbestos or if they consider asbestos may be disturbed by proposed work.
- Not authorise any maintenance, building or DIY work unless they are certain asbestos will not be disturbed.

4.8 The Health and Safety Unit

Health and Safety Consultants provide health and safety advice regarding asbestos in council premises and will, where practicable, attend asbestos removal smoke tests to confirm the effectiveness of the control measures in place. The Consultant's role is mainly advisory, however, in the event of an actual or potential breach in safety requirements which pose imminent risk, they are empowered to take immediate action, on behalf of the Chief Executive, to stop work.

5. WHERE ASBESTOS IS FOUND IN PREMISES

Thousands of tonnes of asbestos were used in between 1950 and 1985 in buildings and other products with much of it is still in place. Whilst it is not possible to visually confirm the presence of asbestos in a product, asbestos products have typical uses which lead to them being found in certain locations in buildings as shown in appendix A.

6. IDENTIFICATION OF ASBESTOS CONTAINING MATERIALS (ACM's)

6.1. Unless there is strong evidence to suggest otherwise, all materials should be presumed to contain asbestos. Such evidence will include;

- Previous surveys and sampling
- Building plans and records
- Materials that obviously cannot contain asbestos such as glass, solid wood materials, floorboards, stone, etc.

6.2. Where there is no evidence to rule out the presence of ACMs, surveys and sampling shall be carried out to examine all "reasonably accessible" areas of the premises.

6.3. Surveys and Sampling will only by carried out by competent people who have been suitably trained and accredited to EN45013. If an outside organisation is employed to carry out this work then checks must be made to ensure they are accredited to ISO17020 for surveying and/or ISO17025 for sampling.

6.4. Surveys and sampling will be carried out in accordance with Health and Safety Executive guidance MDHS 100 - Surveying, Sampling, and Assessment of asbestos containing materials.

6.5. Any samples of suspected materials taken are to be sent by to an approved laboratory for analysis.

6.6. Chief Officers must ensure that risk assessments are completed for each identified ACM based on the results of the surveys and any laboratory analysis of samples. The assessments will consider the condition and location of the material and recommend either removal or the introduction of control measures **(See Appendix C).**

6.7. A copy of the Risk Assessment must be passed immediately to the Chief Officer, the Premises Controller and the Asbestos Co-Ordinator or their respective nominated representatives so that further action may be considered and entries made in central and local asbestos registers (See section 7).

6.8. A copy of the asbestos risk assessment **must** be passed to the Joint Secretary to the Trade Union Side, who will liaise with other safety representatives.

6.9. Additional to the above, air sampling of areas may be considered necessary. Only an approved analyst will undertake this sampling.

7. ASBESTOS REGISTERS

7.1. There are two Centralised Asbestos registers in the Council. These are:-

• Housing Stock managed by Housing Services.

• Corporate Buildings (All locations other than Housing Stock) set up and maintained by the head of Asset Management.

7.2. In addition each Premises Controller will have a copy of the register records for their site. Access to central and local asbestos registers by authorised persons will be available through the Asbestos Co-ordinator or Premises Controller. Authorised persons include:

• Supervising Officers

• Officers who commission work

• Safety Liaison Officers or other nominated officer within the Service Area.

• Health and Safety Consultants

• Premises Controllers

• Joint Secretaries to the Corporate Health and Safety Committee.

7.3. Local elected Trade Union Safety Representatives will have access to records for their premises.

8. MONITORING AND REVIEW OF ASBESTOS REGISTER

Premises Controllers will ensure that the location and condition of asbestos is visually checked for accuracy against the entry in the Asbestos Register. This should be carried out in accordance with the frequency detailed in the specific asbestos risk assessment form but **must not exceed one year**. Any deterioration in its condition or discrepancies found must be notified to the Asbestos Co-ordinator.

Premises Controllers must immediately notify the Asbestos Co-ordinator if they suspect or discover that the Asbestos Register is inaccurate. The Asbestos Co-ordinator should review the Asbestos Register System on a periodic basis. A Flowchart illustrating compliance issues for Premises Controllers is attached at **Appendix D.**

9. RECORD KEEPING

Records must be kept of the following elements of asbestos management:

• Periodic (at least annual) visual examination of ACMs

• Occasions when it has been necessary to amend the asbestos register

• Evidence to show that contractors or other employees have seen and noted the contents of the asbestos register

• Records of health surveillance, where necessary (must be kept for 30 years)

• Clearance certificates for any asbestos works, including risk assessments, air sampling, waste handling notes, and all contract documentation for asbestos removal or repair work

• Training of any staff in all aspects of asbestos control and management

• Any other records that may appear relevant to asbestos management.

10. TRAINING

Employees who have responsibilities and duties concerning asbestos must undergo suitable education and training. This should be organised after consultation with the HSU. It is the responsibility of each Chief Officer or their representative to ensure that employees are adequately trained and records of training are kept.

When providing information to employees, contractors or other building users, consideration must be given to communication factors such language difficulties or literacy problems. Information and instructions must be in plain language

appropriate to the user. Translations into other languages and Braille, or the use of pictures and verbal briefings should be used when necessary.

In particular, training must be provided for employees who carry out:

• Visual checks of ACMs

• Any work on ACMs

• Procurement, management or monitoring of contractors employed to work on ACMs

• Advising any Manager, Premises Controller, employee or contractor on the presence or absence of ACMs, or the procedures to follow in managing ACMs.

11. ASBESTOS EMERGENCY ORGANISATION AND PLAN

In the event of an asbestos emergency, there must be the facility for taking rapid remedial action to contain the hazard and render the situation safe. The Asbestos Co-ordinator is to set up procedures, which will identify:

a) A telephone number to allow prompt notification of an asbestos incident. To the Asbestos Co-ordinator and the Health and Safety Unit.

b) Arrangements for the evacuation of staff and prohibition of access where this is necessary.

c) Approved asbestos removal contractors, capable of dealing with all types of asbestos work.

d) An approved laboratory capable of rapid air and material sample analysis including an on site facility.

e) Notification to and close liaison with the appropriate Safety Liaison Officer, or, other nominated officer who will act as a spokesperson for the Council where necessary.

Information to the Emergency Services

Information on the location and condition of any known or presumed ACM's must be made available to the emergency services. The fire services are the most likely to disturb ACM's, so Premises Controllers must ensure that a plan is made available to the emergency services posted next to the fire control panel for ease of access which shows location and condition of ACM's.

12. PARAMETERS FOR RETENTION OR REMOVAL OF ASBESTOS PRODUCTS/MATERIALS

The HSE guide "Managing Asbestos in Workplace Buildings" recommends that "if asbestos is in good condition, is not likely to be damaged, is not likely to be worked on; it is safest to leave it in place and introduce a Management System." The appropriate Chief Officer controlling the premises or their appointed representative

will take the decision regarding the retention or removal of asbestos. This decision will be based on the risk assessment and advice from the Asbestos Co-ordinator and/or Health & Safety Consultant. The decision should be recorded and must specify whether or not any further action is required. If Asbestos is in poor condition, actions for consideration include repair, seal, enclose or remove. The Asbestos Co-ordinator will be able to give advice on the merits or inadequacy of each option.

12.1 Managing asbestos left in place

If it is decided to leave asbestos that is in good condition in place or repair asbestos and either seal or enclose the asbestos to prevent further damage, ensure that:

- The location and details of asbestos are recorded in the Corporate and local registers and; the asbestos is labelled with a suitable warning Sign. (See Appendix B).

- Other warning signs such as a label (See Appendix B) may also be used in areas where a standard warning sign is not appropriate. The location of these labels must be identified in the central and local Asbestos Register.

12.2 Method statements

All asbestos work requires specific method statements to be drawn up by both removal and laboratory contractors tendering for the work. Statements **must** be specific to the premises, the type of work, and include a risk assessment. Statements must be assessed by the Supervising Officer as part of the selection process and will form the basis of the site meeting with the successful contractors.

12.3 Major asbestos removal work

Prior to the commencement of **all major work**, there must be a site meeting with the selected removal and laboratory contractors and at the Supervising Officer's discretion for the minor work. The purpose is for contractors' to outline the proposed method of work and for the council to clarify any issues. The Supervising Officer is responsible for arranging the meeting and inviting the HSU and Premises Controller. The Premises Controller is responsible for notifying the appropriate Trade Union Safety Representative, who may also attend.

Only Licensed Contractors on the Council's list of preferred asbestos removal contractors will be used for Major Work. Major asbestos work is defined as:

- Any work with asbestos insulation and asbestos coatings.

- Any work in excess of the Control Limits and Action Levels specified in the Control of Asbestos at Work Regulations.

- Any work with asbestos insulation board; where one or more of the following applies;

  - Work involving the removal, repair or disturbance of asbestos insulation board.

o The duration of the work is greater than 1 hour in any period of 7 consecutive days.

o The area of the material to be handled exceeds 2m^2.

o Work involves suspended ceilings, (excluding movement of a tile for the purpose of access to services in the void above).

12.4 Minor asbestos work

Some minor asbestos work may be carried out by unlicensed contractors, although they must fully competent and adequately equipped and their Method Statement must include a suitable and sufficient risk assessment for the job.

12.5 Air test standard

The standard acceptable for air tests carried out for reassurance purposes or outside the work area and on final clearance is to be an absolute maximum of 0.01 fibres per millilitre. Tests will be carried out in accordance with HSE Guidance Notes on Asbestos Exposure Limits and Measurement of Airborne Dust Concentrations.

12.6 Asbestos waste disposal

All asbestos waste resulting from removal activities must be transported and disposed of in accordance with specific waste control legislation.

13. CONTRACTS

13.1 General Duties

For work carried out on council premises, the council has a duty to ensure that its employees continue to have a safe place of work. In order to fulfil this requirement the Commissioning Officer must take steps to ensure that the contractor;

(a) is competent to carry out the work safely;

(b) has included the necessary safety measures to protect occupants of the premises in planning and costing the work.

Regulation 11 of the Management of Health and Safety at Work Regulations requires two or more employers on the same premises to co-operate and to co-ordinate their activities to ensure that contractors brought onto the premises are provided with information on risks to health and safety on the premises and measures taken by the host to control the risks.

To comply with these duties and to enable the contractor to plan and cost the work effectively for safety, the Commissioning Officer or CDM Co-ordinator (if the job is subject to the CDM Regulations) **must:**

• ensure so far as is reasonably practicable that the contractor is provided with sufficient information to work safely.

• ensure that the contractor clearly specifies the precautions, which will be taken to control risks.

• agree the required precautions with the contractor.

• monitor the work of the contractor to ensure that safeguards are properly managed and remain effective.

The council also has a duty to ensure that employees of contractors are not endangered by the way council staff carry out their own work. This duty will require the Commissioning Officer or CDM Co-ordinator to provide information to the contractor on such matters as;

• emergency procedures in the premises.

• hazardous processes in the areas of works, such as fumes or dusts emitted in the work area.

• movement of people, plant or transport which could affect the contractor's operatives.

The Commissioning Officer or CDM Co-ordinator may need to consider stopping processes or removing materials from the work area before the contractor starts.

The legal duty imposed on the Council includes the cleaning, repair and maintenance of plant, machinery and building, whether such work is carried out by council employees or independent contractors. This duty can extend to protecting members of the public or employees of other organisations, including contractors' staff, who may be affected by the contractors' activities on behalf of the Council.

A similar duty relates to the safety of premises, although in some cases "control" of the premises may be the responsibility of others, (if premises are leased or shared). Matters which need to be drawn to the contractor's attention to meet this duty include;

• the location of any services

• any hazardous materials in the premises such as asbestos insulation

• contaminated ground

• fragile roof material, etc.

In addition, Commissioning Officers, CDM Co-ordinators and Premises Controllers may need to co-ordinate the activities of several contractors on the premises to ensure they do not affect each other's health and safety.

13.2 Approved contractors

Only approved asbestos contractors will be employed to undertake major asbestos work. To become an approved asbestos contractor, their safety policy must have passed a CHAS assessment within the previous three years. Asbestos contractors are also required to submit the following documentation for assessment:

(a) Asbestos Removal Companies

• A declaration outlining the Contractor's experience with regard to asbestos activities plus two references from previous jobs.

• A valid Asbestos Removal Licence in the Company name issued by the HSE, in accordance with the Asbestos Licensing Regulations.

• A Method Statement for the works.

(b) Analysis Laboratories

• Accreditation by the UK Accreditation Service (UKAS).

• Membership for the Regular Interlaboratory Counting Exchange Scheme (RICE).

• A Method Statement for the works.

Inclusion on the council's preferred contractors' list will be subject to the satisfactory assessment or validity of the submitted documentation. The Asbestos Co-ordinator will hold the list of preferred asbestos contractors. The HSU will carry out the CHAS assessment of asbestos contractors. Investigations to assess performance both prior to inclusion in the list or, subsequently, to assess suitably for inclusion or retention will, when required, be undertaken by the Asbestos Co-ordinator and HSU.

13.3 Sub-contracting - requirements placed on main contractor or consultants

Where asbestos work is to be undertaken by Sub-Contractors who are managed by a Main Contractor or where Consultants are employed to manage Contractors, the Commissioning Officer responsible for the project must ensure, through contract documentation with the principal contractor or consultant, that they are provided with a copy of, this document and that they apply the standards contained within this document. In addition, where the asbestos work is major, the Supervising Officer must provide the principal contractor or consultant with the current list of approved contractors and remind them that only council approved contractors are allowed to undertake major work.

13.4 Separate contract conditions

In all situations where there will be air sample monitoring during asbestos work and clearance tests on completion, the laboratory carrying out this work must not be connected in any way with the contractor carrying out the asbestos work. In this respect:;

(a) The laboratory analyst **must** be employed directly by the council and not by a contractor.

(b) The removal contractor and laboratory **must** not be part of the same company nor to have any type of business connection.

13.5 Non-asbestos Work - Contract Conditions

The following clause must be included in the documentation of the building and housing contracts, which do not involve asbestos.

The Council will take such steps as are possible to identify the location of and where it is likely to be affected by the intended work, removal of, asbestos building products prior to the commencement of the contract. Given the wide use of this material in the past, it is not however possible to categorically exclude from any building works in Council premises the possibility of inadvertent discovery or disturbance of asbestos. The Contractor must therefore ensure that if any material thought to contain asbestos is discovered, it is not disturbed.

Should disturbance take place, work is to stop immediately and the vicinity cleared of persons. If possible the affected area should be secured. The Council's Asbestos Co-ordinator is to be informed immediately of any discovery or disturbance. Subsequent identification, analysis, removal and clearance (if necessary) will be carried out in accordance with legislation and the Council's Health Safety and Welfare Policy. In the event of this clause being disregarded and the subsequent investigation reveals that the Contractor has disturbed asbestos, the Contractor may be charged with the cost of any cleaning operation that may be required and any cost incurred by the Council by virtue of the premises not being available for normal use.

14. FURTHER INFORMATION

In emergencies, or for more information about the council's arrangements for dealing with asbestos, contact the Health and Safety Unit on 020 8359 7960 or the Asbestos Co-ordinator on 020 8359 4320.

Outside normal working hours, call the council's emergency number on 020 8359 2000.

For general information on asbestos , visit **www.hse.gov.uk/asbestos and** **http://www.hse.gov.uk/asbestos/information.htm** which includes information on the duty to manage asbestos in schools.

For information on the Control of Asbestos Regulations 2006 visit,

http://www.hse.gov.uk/foi/internalops/fod/oc/200-299/265_50.pdf

For information about asbestos contractors, visit the Asbestos Removal Contractors Association at **www.arca.org.uk**

APPENDIX A

GUIDANCE ON ASBESTOS IN THE WORKPLACE

1. SCOPE

Asbestos products are likely to be found in almost all Council premises. This Guide is directed to persons whose work in Council premises whose work does NOT normally bring them into direct contact with these asbestos products, who may however, because of, ignorance of these products existence or a poor systems of work expose themselves and other persons to dangerous levels of asbestos fibres.

The objective of this guidance is to prevent accidental contact, mishandling or damage to asbestos products in council premises, which could result in the release of fibres into the atmosphere.

2. APPLICATION

This guide applies to:

Management - Managers of Staff and Premises - Council Officers who are in charge of Council premises, (Premises Controllers) and managers of persons working in those premises.

Staff - Staff employed to work in the premises, council employees visiting the premises, and Safety Representatives.

Contractors - carrying out work that does not involve working on or with asbestos products.

3. THE HAZARD

Products containing asbestos present a hazard only when significant asbestos fibres are released and dispersed so that they can be inhaled. The softer or more friable (easy to crumble or reduce to powder) the product containing the asbestos is, the more likely it is to release fibres if is not sealed or encapsulated effectively.

4. IDENTIFICATION OF ASBESTOS

The presence of asbestos fibres in the air cannot be ascertained by the naked eye; nor can the existence of asbestos within a material. The only way to be certain is by sampling followed by laboratory analysis. Sampling and analysis must be carried out under strictly controlled conditions.

5. TYPICAL USES OF ASBESTOS PRODUCTS

Whilst it is not possible by eye to confirm the presence or otherwise of asbestos in a product, asbestos products do have typical uses which lead to them being found in certain locations/areas in buildings as follows (Please note this is **not** an exhaustive list):

Product	Fibre Content	Density	Typical Locations/Users	Hazard Potential	Sealing Encapsulation
Asbestos Cement	Low 10-12% Asbestos (white)	High 88-90% Cement	Roofing, typically garages, outhouses. Gutters and drain pipes. External walls panels. Fire and heat resistant applications (door backing - wall mounted behind heaters).	**Very low**. Abrasion of exposed edges and surfaces may result in fibre release, as can breaking/ smashing/ drilling.	Not normally necessary. Internally, a coat of paint will help to seal exposed edges/ surfaces.
Asbestos Insulating Board	Medium 16-25% Asbestos (Brown or white)	Medium 75-84% calcium silicate	Internal partitions. Walls and roof linings. Duct pipe covers suspended ceiling panels/tiles. Fire resistant panels for doors and walls Production ceased in early 1980s. Phasing out of its use commenced in late 1976.	**Medium**. Abrasion of exposed edges and surfaces can result in fibre release as will breaking or smashing**. Should not be cleaned by vigorous scrubbing or sanding.**	Paint surfaces. Protect exposed edges with battens/ sealing tape.

Sprayed Asbestos Coating	High 55-85% Asbestos (any type)	Low 15-45% binders	Structural fire protection, coatings to internal roof and ceiling areas. Sometimes also on walls, particularly for acoustic or condensation control purposes. Recognisable as a layer of material following the contours of the structure beneath. No asbestos sprayed coatings applied after 1974.	**High**. Particularly in areas where it can be easily damaged or has been allowed to deteriorate.	Normally paint. However this offers no protection against physical/ mechanical damage. All areas of spayed insulation should be considered suspect and reported to the Asbestos Co-ordinator.
Insulation Lagging	High 55-85% Asbestos (any type)	Low 15-45% binders	Used to insulate pipes, heating plant and water storage tanks. Mostly found in boiler rooms, but can be found in areas where the hot water system needs insulating No longer installed. Phased out in late 1960's.	**High** in areas where it can be easily damaged or has been allowed to deteriorate.	Pipework/ surfaces normally sealed with paint. When sound there is no risk. However it required regular inspection to ensure it maintains a good seal.

6. TAKING CARE AROUND ASBESTOS PRODUCTS

In order to exercise an appropriate level of care, **all** employees must be made aware of any harmful materials in their workplace, especially if they are likely to contain asbestos. Once employees are aware of this, they should follow these simple rules.

Always take care in the vicinity of any asbestos products, when:

- Positioning or moving furniture or equipment.
- Using cleaning equipment, particularly powered polishers.
- Using hand tools (particularly those that can cut or abrade surfaces).

Never

- Stand on, climb on, unprotected surfaces, particularly lagging.
- Place heavy weights on or against surfaces.
- Undertake "Do-it-yourself" alterations.
- Disturb suspended ceiling tiles.
- Scrub any asbestos insulating board.
- Fix or remove nails or screws to surfaces.

Carelessly or wantonly damaging an asbestos product may not only put your health at risk, but also put at risk the health of other people. Intentional damage or tampering with ACMs is a serious offence under health and safety law, even for employees.

7. WHAT TO DO IF YOU THINK THERE IS A PROBLEM

Damage to or disturbance of asbestos insulating board (AIB) by cutting, scrubbing or breaking, or any level of damage to spray coating or lagging, may result in high levels of asbestos fibres being released. In the event of this occurring the following initial action must be taken:

- Leave the immediate area (if possible secure the room/area to stop others from getting in).
- Prevent excessive air flow in the immediate area of the damage (windows/doors closed).
- Warn other people (warning notices can be used).
- **Do not** attempt to clear up any fallen or damaged material.
- Call the Asbestos Co-ordinator and report the situation. The Asset Management team will advise on any more immediate precautions should be taken
- Follow up the report to the Asbestos Co-ordinator in writing.

8. MANAGEMENT DUTIES

- Know the exact and likely location of asbestos products in the workplace/area, or the exact location of the asbestos register. Check the local asbestos register which is held by the Premises Controller.
- Brief staff on care with asbestos products (see section 6 above).
- Consult with Safety Representative of the workplace
- Premises Controllers will regularly inspect (at least once per year) areas

with known or presumed asbestos products. This should be more often in areas where damage is possible. If however, anyone has any concerns about the condition of the asbestos or warning labels they must notify the Premises Controller immediately.

• Know what initial action to take in case of damage to ACMs (see section 6 above).

• Warn staff and contractors who visit workplace of the likely asbestos products in the area they are to work in, and what precautions are necessary to prevent exposure to fibres,

• Contact Health and Safety Unit (HSU) on 020-8359 7960 regarding any queries on asbestos products and procedures.

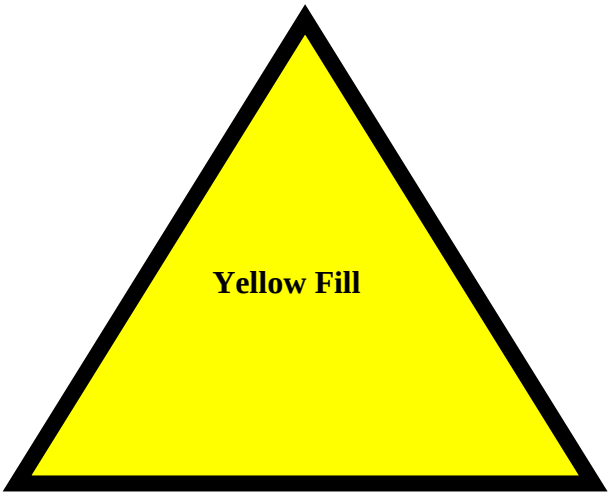
• Contact the Asbestos Co-ordinator if you suspect the presence of asbestos or if you consider asbestos may be disturbed by proposed work.

• Do not authorise any building work or DIY unless you are certain asbestos will not be disturbed.

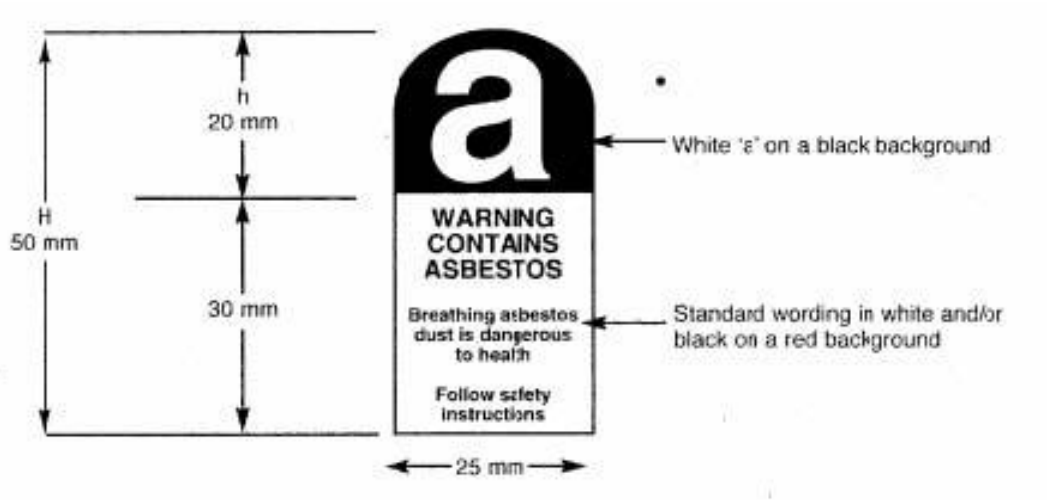
APPENDIX B

ASBESTOS WARNING LABELS

Label A - Suitable for use in all locations



Label B - May not be suitable for display in sensitive areas where unnecessary anxieties could arise



Service Areas must ensure, so far as reasonably practicable, that either Label A or Label B is displayed on all known asbestos or as near as practicable to the asbestos. If Label A is selected Staff and Contractors must be told to contact the Premises Controllers if they are likely to work near or with the panel or equipment which displays this Warning Label.

APPENDIX C

ASBESTOS RISK ASSESSMENT FORM

Site/Property:

Survey Date:

Location/Room Position:

Description/Application:

Sample Taken: Y/N Photograph taken: Y/N

	HAZARD	**Score**	**Actual**
1	**Location**		
	External Internal Internal forced ventilation over sealed asbestos Internal forced ventilation over unsealed asbestos	0 1 2 4	
2	**Condition**		
	Good (unblemished not cut, drilled or machined) Fair (indented or cracked but not broken away) Poor (small part of edge or corner missing) Bad (significant water damage or plant or material	0 3 4 6	

3	**Vulnerability**		
	Difficult to touch or vandalise or hit with a ball, etc Some effort needed to reach chair, ladder etc needed Within normal reach to touch above 1m Within normal reach to touch below 1m	0 1 2 4	
4	**Friability**		
	Asbestos cement in good condition Other Asbestos in good condition Other Asbestos in poor condition Sprayed asbestos and pipe lagging	0 0 6 6	
5	**Cover/Sealant**		
	Behind rigid cover or structure Sealed with undamaged sealant or flexible cover Untreated or with damaged Sealant or cover	0 1 4	
6	**Fibre Content by Volume**		
	Less than 11% white asbestos More than 10% white asbestos Less than 11% brown, blue or mixed asbestos More than 10% brown, blue or mixed asbestos	1 2 4 6	
7	**Total**	30	

APPENDIX C

Suggested Action

Risk Category	**Action**
High >18 Points	Erect warning signs and restricted access. Arrange for immediate sealing, encapsulation or removal
Medium13-18 Points	Arrange for sealing, encapsulation or removal
Low<13 Points	No action needed but monitor to check condition and assessment

COMMENTS:

SAMPLER'S RECOMMENDATIONS:

ACTION TO BE TAKEN

APPENDIX D

COMPLIANCE FOR PREMISES – FLOW CHART