



Occupational Health & Safety Services

ASBESTOS MANAGEMENT PACK

FOR

NON-DOMESTIC PREMISES

May 2004

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1. **SURVEYING, SAMPLING AND ASSESSMENT OF ASBESTOS-CONTAINING MATERIALS**

(a) **The Law**

The Health and Safety at Work etc Act 1974 requires an employer to provide a safe workplace. Work with asbestos is covered by its own set of regulations – made under the Control of Asbestos at Work Regulations (CAWR) Act. There are also duties to prepare a risk assessment and to make written arrangements to protect those at risk in the Management of Health and Safety at Work Regulations 1999, and to maintain workplace buildings/premises to protect occupants and workers in the Workplace (Health, Safety and Welfare) Regulations 1992. Arrangements to deal with asbestos during refurbishment may also be required by the Construction (Design and Management) Regulations 1994. CAWR has now been amended to include a specific duty to manage the risk from asbestos-containing materials (ACMs) in premises. This specific duty is supported by an Approved Code of Practice (ACOP) and associated guidance.

(b) **Managing Asbestos**

The amended CAWR creates an explicit duty to assess and manage the risks from asbestos in premises. The risks will vary with circumstances, ranging from normal occupation of a non-domestic building to the repair, refurbishment and demolition of the premises, and they will each need to be assessed. This assessment will be used to produce a **Management Plan** which details and records the actions to be undertaken to manage and reduce the risks from asbestos. The broad requirements on employers are to:-

- take reasonable steps to determine the location of materials likely to contain asbestos;
- presume materials to contain asbestos, unless there are good reasons not to do so;
- make and maintain a written record of the location of the asbestos and presumed asbestos materials;
- monitor the condition of asbestos and presumed asbestos materials;
- assess the risk of exposure from the asbestos and presumed asbestos materials and document the actions necessary to manage the risk; and
- take steps to see that actions above are carried out.

The steps you may need to take to meet the above broad requirements are:-

- keep and maintain an up-to-date record of the location, condition, maintenance and removal of all asbestos-containing materials on the premises;
- repair, seal or remove, if there is a risk of exposure due to its condition or location;
- maintain it in a good state of repair;
- inform anyone who is likely to disturb it about the location and condition of the material;
- have arrangements and procedures in place, so that work which may disturb the materials complies with CAWR; and
- review the plan at regular intervals and make changes to the plan and arrangements if circumstances change.

2. OVERVIEW OF REQUIREMENTS FOR SURVEYING AND SAMPLING

(a) Survey and Sample for Asbestos

In some cases, where you have no maintenance work planned and/or the premises are small, it may be appropriate for you to carry out your own inspection. However, you may choose to employ a suitably trained person to do a survey of the premises to identify ACMs, particularly if you are planning maintenance or refurbishment of the premises. They may also be able to advise you on what you need to do and what to include in your Management Plan. You should ask the person or organisation you employ:

- for evidence of their training and experience in such work (preferably United Kingdom Accreditation Service – UKAS Accredited);
- whether they are going to carry out the survey in accordance with the HSE guidance MDHS100 *Surveying, sampling and assessment of asbestos-containing materials*; and
- for evidence that they have suitable liability insurance.

You may also require samples of materials analysed, that you suspect might contain asbestos. Often, this is the only certain way of identifying if a material does contain asbestos. Samples should only be taken by suitably trained people.

(b) **Asbestos Surveys**

An asbestos survey has three main elements:

- firstly, it must as far as reasonably practicable **locate and record** the *location, extent* and *product type* of any presumed or known ACMS;
- secondly, it must **inspect and record** information on the *accessibility, condition* and *surface treatment* of any presumed or known ACMS;
- thirdly, it should **determine and record** the *asbestos type*, either by collecting representative samples of suspect materials for laboratory identification, or by making a presumption based on the product type and its appearance etc.

This information must be held in a suitable (upgradeable) form and should be accessed and understood by all relevant persons.

(c) **Survey Report Format**

There are a number of ways that the survey results may be reported and presented. However, the report must clearly identify the:

- location (eg building identifier, floor number or level, room identifies and position);
- extent (area, length, thickness and volume, as appropriate);
- product type;
- level of identification (presumed, strongly presumed or identified); and
- asbestos type (Chrysotile, Amosite, Crocidolite etc)
- accessibility;
- amount of damage or deterioration; and
- surface treatment (if any).

Laboratory results should be kept. Materials which have been sampled and found not to contain asbestos after analysis also need recording as 'ASBESTOS NOT DETECTED', as the asbestos content of these materials may be questioned in future and it will save a great deal of time and cost if this has been clearly recorded in the first instance. The survey report or abstracts from it should be presented in a form that can be used as the basis of a register or log of ACMs and therefore should be both accessible and updatable.

3. **COMMON AREAS THAT YOU MAY FIND ASBESTOS ARE:**

(a) **Roof and Exterior Walls**

- Roof sheets, slates and tiles
- Guttering and drainpipe
- Wall cladding
- Soffit boards
- Panel beneath window
- Roofing felt and coating to metal wall cladding

(b) **Boiler, Vessels and Pipework**

- Lagging on boiler, pipework, calorifier etc
- Damaged lagging and associated debris
- Paper lining under non-asbestos pipe lagging
- Gasket in pipe and vessel joints
- Rope seal on boiler access hatch and between cast iron boiler sections
- Paper lining inside steel boiler casing
- Boiler flue

(c) **Ceilings**

- Spray coating to ceiling, walls, beams/columns
- Loose asbestos in ceiling/floor cavity
- Tiles, slats, canopies and firebreaks above ceilings
- Textured coatings and paints

(d) **Interior Walls/Panels**

- Loose asbestos inside partition walls
- Partition walls
- Panel beneath window
- Panel lining to lift shaft
- Panelling to vertical and horizontal beams
- Panel behind electrical equipment
- Panel on access hatch to service riser
- Panel lining service riser and floor
- Heater cupboard around domestic boiler
- Panel behind/under heater
- Panel on, or inside, fire door
- Bath panel

- (e) **Flooring Materials**
 - Floor tiles, linoleum and paper backing, lining to suspended floor

- (f) **Air Handling Systems**
 - Lagging
 - Gaskets
 - Anti-vibration gaiter

- (g) **Domestic Appliances**
 - Gaskets, rope seals and panels in domestic boilers
 - 'Caposil' insulating blocks, panels, paper, string etc in domestic heater
 - String seals on radiators

- (h) **Other**
 - Fire blanket
 - Water tank
 - Brake/clutch lining



DUTY TO MANAGE ASBESTOS IN WORKPLACE BUILDINGS 2004 - SELF ASSESSMENT CHECKLIST -

You may find this checklist useful, though this list is not exhaustive. There may be other factors to consider which are relevant and appropriate for your premises

1.	Name and Address of Business:		
		
2.	<u>Duty Holder (owner or occupier)</u> (name and address)		
		
		Yes	No
3.	<u>Inspection and Assessment of Asbestos</u>		
	Relevant history of building looked into?		
	Other sources of information including asking employees?		
	Inspections carried out to decide whether asbestos or presumed asbestos present or not?		
	Findings written down on Asbestos Contaminating Materials (ACMs)/suspect ACMs in building?		
	Risk assessments of ACMs carried out and written down?		
4.	<u>Management Plan Prepared/Asbestos Register</u>		
	Written plan shows areas with ACMs or presumed ACMs and risks?		
	Plan shows action needed and management of asbestos in place?		
	Timetable for plan to be actioned?		
	Plan for investigating and monitoring disturbances established?		
	Method for informing employees and contractors of location of ACMs.		
	System for checking arrangements work and plan reviewed?		
5.	<u>Precautions</u>		
	All maintenance work strictly controlled?		
	Nominated person controls maintenance work?		
	Asbestos containing materials (ACM) known with a system to check records or ACMs not known but system for checking the materials before work starts?		
	Written procedures for task?		
	Initial look/inspection for damaged ACMs; remedial action taken when appropriate?		
	Assessment performed by competent person?		
	Maintenance workers trained on asbestos?		
	System to check that arrangements are working?		
6.	<u>Action Required</u>		

OTHER USEFUL INFORMATION

HSE Publications/Videos

Surveying, sampling and assessment of asbestos-containing material
MDH100 HSE Books 2001 ISBN 0 7176 2076 X

How are you today? The risks of asbestos in buildings Video HSE Books 2001 ISBN 0 7176 1945 1
Part 1 Asbestos awareness for people in the construction industry
Part 2 Management of asbestos on premises

A comprehensive guide to managing asbestos in premises HSG227 HSE Books 2002
ISBN 0 7176 2381 5

Introduction to asbestos essentials: Comprehensive guidance on working with asbestos in the building maintenance and allied trades HSG213 HSE Books 2001 ISBN 0 7176 1901 X

Asbestos essentials task manual: Task guidance sheets for the building maintenance and allied trades
HSG210 HSE books 2001 ISBN 0 7176 1887 0

Work with asbestos which does not normally require a licence. Control of Asbestos at Work Regulations 2002. Approved Code of Practice L27 (Fourth edition) HSE Books 2002
ISBN 0 7176 2563 X

Work with asbestos insulation, asbestos coating and asbestos insulating board. Control of Asbestos at Work Regulations 2002 Approved Code of Practice L27 (Fourth edition) HSE Books 2002
ISBN 0 7176 2563 X

The Management of asbestos in non-domestic premises. Regulation 4 of the Control of Asbestos at Work Regulations 2002 Approved Code of Practice L127 HSE Books 2002 ISBN 0 7176 2382 3

Having construction work done? Duties of clients under the Construction (Design and Management) Regulations 1994 MISC193 HSE Books 1999

Construction (Design and Management) Regulations 1994: The role of the client Construction Information Sheet CIS39 HSE Books 1995

Asbestos alert for building, maintenance, repair and refurbishment workers: Be aware of asbestos the hidden killer Pocket card INDG188 HSE Books 1995 (single copy free or priced packs of 25
ISBN 0 7176 1209 0)

Asbestos dust kills: Keep your mask on Leaflet INDG255 (REV1) HSE Books 1999 (single copy free or priced packs of 20 ISBN 0 7176 1696 7)

Department of the Environment, Food and Rural Affairs publications

Asbestos and man-made mineral fibres in buildings: Practical Guidance Department of the Environment 1999 ISBN 0 7277 2835 0. available from Thomas Telford Ltd, 1-7 Great George Street, Westminster, SW1P 3AA, Tel: 020 7665 2464.

Special Waste Regulations 1996. The controls on special waste: How they affect you EP147 Department of the Environment 1996. Available in England and Wales from Local Environment Agency offices and in Scotland from local Scottish Environmental Protection Agency offices.

Other Useful Addresses

Asbestos Removals Contractors Association, ARCA House, 237 Branston Road, Burton upon Trent, Staffordshire, DE14 3BT, Telephone: 01283 531126

Asbestos Control and Abatement Division, TICA House, Allington Way, Yarm Road Business Park, Darlington, DL1 4QB, Telephone: 01325 466704

Asbestos Building Inspectors Certification Scheme, Suite 2 Georgian House, Great Northern Road, Derby, DE1 1LT, Telephone: 01332 298087

The Royal Institution of Chartered Surveyors, 12 Great George Street, Parliament Square, London, SW1P 3AD, Fax: 020 7334 3844, email: asbestos@rics.org.uk

United Kingdom Accreditation Service, 21-47 High Street, Feltham, Middlesex, TW12 4UN, Telephone: 020 8917 8400

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.

This pack may be obtained via our Website:

www.ipswich.gov.uk/services/occhealth/default.htm

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA, Telephone: 01787 881165, Fax: 01787 313995, Website: www.hsebooks.co.uk (HSE priced publications are also available from bookshops)

For information about health and safety write to Ipswich Borough Council, Occupational Health & Safety Services, 4th Floor East, Grafton House, 15-17 Russell Road, Ipswich, IP1 2DE. Telephone: 01473 433019, Fax: 01473 433062 Email: www.health&safety@ipswich.gov.uk.

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