

**Asbestos Policy  
Edition 1  
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Authorized by

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Managing Director

**ISSUE CONTROL**

This Policy is a controlled document and amendments to this document are affected by the re-issue of complete pages

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**1.0 Compliance Requirements****Legal**

- Health and Safety at Work, etc Act 1974 (HSWA)
- Control of Asbestos Regulations 2006
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations (CDM) 2007

**Guidance**

- HSE Guidance Note MDHS100

**2.0 Introduction**

Asbestos is an extremely hazardous substance and damage of asbestos containing materials (ACM's) during installation and maintenance activities could result in significant asbestos fibre release. The company will ensure that the risk of exposure to asbestos is controlled and managed effectively.

It is essential that the possible disturbance of asbestos is considered prior to the installation and maintenance work. Where required, advice shall be sought from an asbestos consultant in the planning stages of the work.

No employee or subcontractor employed by the company should be put at risk from exposure to asbestos containing material. Therefore no employee or sub-contractor should work with, on or near exposed asbestos material, unless given specific instruction by the company to do so.

The company will comply with the Control of Asbestos Regulations 2006 to manage the risk from asbestos to employees and subcontractors and will:

- Assess whether premises contain asbestos
- Assess the risk from asbestos
- Take action to manage the risk from asbestos

### 3.0 Assessing the Risk of Exposure to Asbestos

Prior to commencing installation and maintenance work, the company shall liaise with the client or main contractor to ensure that the risk of exposure to asbestos has been assessed and is adequately controlled.

***NO INSTALLATION OR MAINTENANCE WORK SHOULD COMMENCE UNTIL AN ASBESTOS ASSESSMENT HAS BEEN PERFORMED.***

To enable verification of the assessment and control of asbestos, the client/main contractor should provide the following:

#### 3.1 Asbestos Surveys

Asbestos surveys in accordance with HSE Guidance Note MDHS100. Surveys performed should be either:

- Type II surveys: for all buildings
- Type III surveys: only where major works will be involved (typically major refurbishments)

#### 3.2 Asbestos Register

A register of any asbestos identified in the area of the premises where the installation or maintenance work is to be performed. Registers will include:

- Building name
- Geographical location
- Type and condition of asbestos

At all times, unless known or reasonably assumed, all suspicious materials are to be treated as asbestos.

A risk assessment must be undertaken to determine whether the handling of asbestos containing material identified can be avoided and prevent the release of asbestos fibres where:

- The material is disturbed e.g. prone to accidental damage
- The surface of the material is damaged, frayed or scratched
- The surface sealant is peeling or braking off
- The material is becoming detached from its base
- Protective coatings are missing or damaged
- There is asbestos dust in the immediate surrounding area
- Moisture or water damage is causing breakdown of the material

Risk assessments are performed in accordance with ***Health and Safety Policy HS10 – Risk Assessment Policy.***

Where the handling of asbestos containing material cannot be avoided, a detailed method statement shall be established to ensure that all necessary precautions and monitoring systems are put in place.

### 4.0 Handling of Asbestos Containing Material

***UNDER NO CIRCUMSTANCES SHOULD EMPLOYEES HANDLE ASBESTOS CONTAINING MATERIALS DURING INSTALLATION AND MAINTENANCE ACTIVITIES.***

Where required, specialist fully licensed contractors who are equipped and competent to handle asbestos material under the asbestos licensing and disposal regulations are utilized.

**5.0 Discovery of Asbestos Containing Material**

If any asbestos material (including asbestos cement) is discovered or suspected, employees should immediately withdraw from the area and report the incident to the supervisor responsible.

Work must not restart until a positive identification of the material is made and a safe way of working established to remove the risk of exposure to asbestos.

The supervisor shall liaise with the client or main contractor.

A risk assessment must be undertaken (see clause 3.0) to determine whether the handling of this material can be avoided, and if not, a detailed method statement will be devised to ensure that all necessary precautions and monitoring systems are put in place.

**6.0 Emergency procedure**

Where Asbestos Containing Materials (ACM's) have been accidentally damaged or inadvertently disturbed during installation and maintenance work, persons must withdraw from the affected area immediately. The affected area shall be cordoned off to prevent further access and identified with warning signs at all access points.

Efforts must also be taken to prevent the fibres becoming airborne by minimising drafts in contaminated areas by closing windows and shutting down ventilation plant. Plant and equipment or any other item that may have been contaminated shall be left undisturbed in the affected area until the appropriate environmental cleaning and subsequent remedial works has been carried out.

The incident must be reported to the client/main contractor immediately to enable them to contact a Licensed Contractor to carry out environmental cleaning of the affected area and temporary encapsulation works. Work shall not resume until this has been performed.

7.0 Procedure Flowchart

