Estates Department

Asbestos Policy & Guidance

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Reviewed by the Laurus Trust

Policy

The Laurus Trust is committed to managing the hazards of asbestos in accordance with current health, safety and environmental legislation, with particular regard to safe control, removal and disposal.

Objectives

To take all necessary steps to ensure that employees, contractors and any other persons affected by its activities, are made aware of significant asbestos hazards.

To treat all asbestos, once identified, in accordance with the relevant legislation, Approved Codes of Practice and current best working practices.

To carry out all remedial work on identified asbestos in a planned manner based upon prior risk assessment

To ensure, in the absence of other information, that all relevant contractors adopt a precautionary approach, particularly in emergency repair situations.

To ensure that commissioned works and programmed maintenance contracts allow sufficient resources, so far as is reasonably practicable, in order to control any risks from the disturbance of asbestos.

To implement a management system for situations where a risk assessment determines that asbestos is to remain in-situ so that risks continue to be assessed and minimised, e.g. Asbestos Action Plans.

To promote safe disposal and transportation of asbestos waste by means of arrangements to control the activities of contractors in accordance with the Hazardous Waste Regulations and Carriage Regulations.

Responsibilities

The day-to-day responsibilities for controlling any identified risk from asbestos dust to the following positions:

1. Estates Director
2. Trustees and Governors of The Laurus Trust

1. The Estates Director will ensure that:

A management plan is developed to enable the academy or its contractors to remove or isolate asbestos when programmed maintenance is carried out.

Any employee that is involved in the commissioning of work involving asbestos is suitably trained.

Appropriate types of asbestos surveys are carried out so that both planned and reactive work is carried out in a safe manner.

Contractors and sub-contractors are made aware of the Asbestos Register and have to sign to show that they have been provided with site specific asbestos information relevant to their needs. A sign off sheet is contained within the contractor's guide and is filed in the estates office.

Any removal of asbestos containing material undertaken by employees or contractors is completed in accordance with current legislation.

Other relevant legislation, e.g. Construction, Design & Management Regulations, is identified and followed.

Arrangements are made to provide specialist technical expertise and competent advice on asbestos related matters.

The Asbestos Plan is regularly reviewed, monitored and updated

Any asbestos information contained in the Management Survey is available to all building users, contractors and the emergency services.

No work involving the possible disturbance of asbestos is carried out until the Asbestos Surveys are brought to the attention of all building users and contractors.

If there are any doubts about any uncontrolled release of asbestos, then all work will cease immediately and advice sought from the Health and Safety advisor and or asbestos specialists.

The Estates Director will ensure that all Asbestos Action Plans are monitored on an annual basis and that this Policy and associated Guidance is also reviewed annually or following any significant changes in legislation, etc.

GUIDANCE

Background

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining.

Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in. Past exposure to asbestos currently kills 3,000 people a year in Great Britain and this number is expected to go on rising for the next ten years.

There is no cure for asbestos-related diseases.

There is usually a long delay between first exposure to asbestos and the onset of disease - this can vary from 15 to 60 years.

Only by preventing or minimising these exposures now will asbestos-related disease eventually be wiped out.

Asbestos is a name given to a group of naturally occurring fibrous minerals mined from the earth in several countries around the world.

It has excellent heat resisting properties and was widely used in the building industry.

There are 3 main types of asbestos still found in premises in the UK:

Crocidolite - "blue asbestos
Amosite - "brown asbestos"
Chrysotile - "white asbestos"

There is no such thing as a "safe asbestos" - all types are dangerous, but blue and brown asbestos are more hazardous than white.

The colour of the materials relate to the condition of the asbestos when first mined and can only be identified by using scientific techniques in a laboratory.

It is now illegal to use asbestos in the construction or refurbishment of any premises, but many thousands of tonnes of it were used in the past and much of it is still in place.

As long as it is in good condition and is not being disturbed or damaged - there is little risk

But if it is disturbed or damaged, it can become a danger to health, because asbestos fibres are released into the air and people can breathe them in.

Persons at risk

It is now thought that repeated low exposures, such as those which could occur during routine repair work, may lead to cancers.
Current scientific evidence on exactly what levels of exposure cause disease is unclear, however the more asbestos fibres breathed in, the greater the risk to health.

Legal Situation

- Section 2 of the Health & Safety at Work etc. Act 1974 (HASWA) requires, so far as reasonably practicable, the provision of a working environment that is safe and without risks to health.
- Section 3 of HASWA also places similar duties on an employer for persons other than their own employees, e.g. members of the public, contractors, students, etc.
- Specific regulations for controlling work with asbestos containing materials (ACM's) in non-domestic premises can be found in the Control of Asbestos at Work Regulations 2012.

One of the main provisions under the 2012 Regulations is Regulation 4, i.e. a responsibility on **"duty holders**" to manage the risk from asbestos or a duty to co-operate with whoever manages that risk.

Duty Holder

A duty holder is anyone having a role for controlling the maintenance or repair of premises and could include:

- Head teachers
- Premises Managers
- Facility Managers
- Managers who have the responsibility for ordering or paying for construction work

Duties

The risk from asbestos can be managed by:

- Finding out if there is asbestos in the premises, its amount and what condition it is in.
- Presuming materials contain asbestos, unless there is strong evidence that they do not.
- Making and keeping up to date a record of the location and condition of the ACM's or presumed ACM's in the premises
- Assessing the risk from the material
- Preparing a plan that sets out in detail how the risks from the material are to be managed
- Taking steps needed to put the plan into action
- Reviewing and monitoring the plan and the arrangements made to put it into place.
- Providing information on the location and condition of the material to anyone who is liable to work on it or disturb it.

Trust Approach

A decision was made to survey the premises for the presence and condition of ACM's.

These surveys are designated as Management Surveys, (previously known as "Type 2",) i.e. standard sampling, identification and assessments surveys, carried out in accordance with the HSE Guidance MDHS100 "Surveying, sampling and assessment of asbestos-containing materials".

The benefits of this survey technique are that they give a much more accurate result than the walk through management survey (previously known as Type 1) by confirming where asbestos is present and will give additional information on asbestos types/concentrations on which to base an assessment of risk.

Samples are taken using low-disturbance techniques and subsequently analysed in accordance with MDHS 77 "Asbestos in bulk materials"

All sample analysis must be carried out by a United Kingdom Accreditation Service (UKAS) accredited laboratory to ISO17020 and individuals with ABICS accreditation should be used, plus surveys should be carried out by BOHS P402 qualified people, with at least 6 months experience (which is currently a UKAS and ABICS requirement)

The results of all surveys are kept centrally by the academy and our advisors, Robertson Stockport in Asbestos Registers, with copies sent to the relevant Duty Holders to ensure that any persons undertaking maintenance or repair work are notified of any ACM's **prior** to work commencing.

Anyone who comes across material that has been damaged or is likely to be disturbed in the course of their normal work or that they suspect may contain ACM **must stop work immediately** and report the matter to the Duty Holder.

The Duty Holder can obtain advice from the nominated officers within Robertson Stockport who have responsibilities for asbestos related matters (0161 217 6922)

Survey Results - action to be taken

1. Assess potential risk from the ACM's

An assessment must be made as to whether the ACM's are being or are likely to be disturbed and the following factors need to be considered:

- The location/amount and condition of the ACM
- Is the ACM in a position where it is likely to be disturbed?
- How much ACM is present?
- Easy access to the ACM?
- Do people work near the ACM in a way that is likely to disturb it?
- Is it close to areas in which people normally work when it is disturbed?
- The numbers of people who use the area where the ACM is
- Is maintenance or refurbishment work likely to be carried out where the ACM is?

2. Condition of ACM's

Minor damage	Good condition
• The material should be repaired and/or encapsulated • The condition of the material should be monitored at regular intervals. Where practical, the material should be labelled.	• The condition of the material should be monitored at regular intervals • Where practical, the material should be labelled

• Inform the contractor and any other worker likely to work on or disturb the material	• Inform the contractor and any other worker likely to work on or disturb the material
Poor condition	**Asbestos disturbed**
• Asbestos in poor condition should be removed*	• Asbestos likely to be disturbed, should be removed*

**Seek specialist advice from an Asbestos specialist as most work on asbestos insulation, asbestos insulating board and lagging, including sealing and removal should normally be carried out by a contractor licenced by the HSE under the Asbestos (Licensing) Regulations 1983 (as amended).*

Where can asbestos be found?

Some ACM's are more vulnerable to damage and more likely to give off fibres than others. In general, the materials which contain a high percentage of asbestos are more easily damaged.

Sprayed coatings, lagging and insulating board are more likely to contain blue or brown asbestos, typically between 55- 85% for sprayed coatings and between 16-40% for insulating board.

Asbestos insulation and lagging can contain up to 85% asbestos and are more likely to give off fibres. Work with asbestos insulating board can result in equally high fibre release if power tools are used.

However, asbestos cement contains only 10-15% asbestos. The asbestos is tightly bound into the cement and the material will only give off fibres if it is badly damaged or broken.

Asbestos is most likely to be found in:

- Sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids
- Moulded or preformed lagging - generally used in thermal insulation of pipes and boilers
- Sprayed asbestos - generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work
- Insulating boards used for fire protection, thermal insulation, partitioning and ducts
- Some ceiling tiles
- Millboard, paper and paper products used for insulation of electrical equipment. Asbestos paper has also been used as a fire-proof facing on wood fibreboard.

- Asbestos cement products, which can be fully or semi-compressed into flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks.

What types of activities?

The majority of asbestos related incidents that lead to the disturbance of ACM's occur during smaller scale, day-to-day maintenance activities, e.g.:

- Routing of computer/alarm & wiring cables through ceiling voids and walls
- Removal of ceiling tiles for access into ceiling voids
- Fitting control valves onto existing pipe-work that disturbs lagging material
- Drilling holes into wallboards, ceiling tiles and through walls that comprise of fire stopping materials.
- Scraping paint from ACM, e.g. pipe-work, wallboards, ceiling tiles, etc.
- Accidental mechanical damage to pipe insulation, e.g. leaning ladders against insulated pipes.

Duty holders must manage these activities by consulting the Asbestos Register and by warning contractors of the presence of ACM's within their premises.

Working with asbestos

1. Asbestos cement

Subject to a risk assessment being carried out by a competent person, trained employees may work with asbestos cements products, e.g. cable troughs and conduits, cisterns and tanks, drain & pressure pipes, vent and flue pipes, guttering and rainwater pipes, ventilators and ducts, roofing sheets, wall cladding panels, etc.

However, where maintenance and repair work involving asbestos is carried out, whether inside a building or in the open air, the following precautions shall be taken:

- Only hand tools must be used as the use of power tools releases large amounts of dust and fibres.
- Respirators approved for use with asbestos must be used - conforming to HS (G) 53 (Respiratory Protective Equipment).
- Disposable overalls and overshoes must be worn
- The material should be kept wet throughout the whole of the operation wherever possible
- Persons not involved in the work should be prohibited from the area
- If possible, carry out the work in the open air
- Cleaning up at the end of the job or as work progresses should be done with an approved vacuum cleaner to BS 5415, incorporating a type H filter.

It is also acceptable to clean up by keeping the area damp and using damp cloths - these, along with the disposable clothing, must be treated as asbestos waste and must be placed in double sealed bags before being properly disposed of - see "Disposal of Waste".

DO NOT

- Break up large pieces of asbestos materials
- Take protective clothing home to wash
- Use dry scrubbing techniques or cleaning with a high pressure water jet

2. Lagging and sprayed coatings

Lagging containing asbestos is mainly found on boilers, associated plant and pipe work, whilst sprayed insulation was used to provide fire protection for structural steelwork and for thermal and acoustic insulation.
No employee is allowed to carry out work involving the disturbance of lagging or sprayed coatings - only HSE licenced contractors can be used.

3. Asbestos Insulation Board (AIB)

AIB was usually used where fire protection was required in such areas as false ceilings, cupboards containing heating appliances, on the face of doors when upgrading was necessary to give 30 minute minimum fire protection and removable panels to service ducts.

The maximum length of time an employee is allowed to work with AIB is one hour in any seven-day period.
Control conditions have to be put into place to stop the release of asbestos fibres into the atmosphere.

A HSE licenced contractor must carry out all other work.

Disposal of Asbestos

Asbestos waste, whether these are small amounts or large-scale waste is subject to waste management controls.

Asbestos waste must be double-bagged in heavy-duty polythene bags and clearly labelled with the appropriate label before being transported to a licenced disposal site using any necessary consignment notes.

Where asbestos cement products are being disposed of in large quantities, sealed, lockable skips designed solely for the use of asbestos cement use can be used.

This skip must be labelled and be located adjacent to the site generating the waste.

In cases where the asbestos cement has to be transported to the waste skip, it must be double wrapped first.

Vehicles and skips used for carrying asbestos waste must be identified in accordance with the requirements of the Road Traffic (Carriage of Dangerous Substances in Packages, etc.) Regulations.

Consultation

The academy recognises its duty to consult appropriate Trade Union Safety Representatives under the Safety Representatives and Safety Committee Regulations 1977 concerning any asbestos related issues which are relevant to the health and safety of employees they represent.