Type 2

ASBESTOS INSPECTION REPORT

At

Haydon Court North
Helmsdale

For
Haydon Court (North) Management Co Ltd
C/o Ridgeway Estate Agents

Issue date: 29th August 2008

CONTENTS

Appendices

1 Introduction

Instructions were received from:

Barry Mercer
Managing Agent

To determine the presence of asbestos at:

Haydon Court North
Thames Avenue
Helmsdale
Wiltshire
SN25 1RA

For or on behalf of:

Haydon Court (North) Management Company Ltd
C/o Ridgeway Estate Agents
32 High Street
Wootton Bassett
Wiltshire
SN4 7AF

1.1 The purpose of the inspection was to locate and record asbestos containing materials within the scope of a Type 2 survey; to produce risk assessments and a register of the findings, propose appropriate actions for the safe management of any identified or presumed materials in order to comply with the 'Control of Asbestos Regulations 2006' and the 'Health & Safety at Work Act 1974'.

1.2 The inspection was carried out by K H Williams, qualified to BOHS P402, BOHS P405, BOHS S301and RSPH Level 3 Certificate in Asbestos Inspection Procedures. (See item 3.0 for inspection types).

1.3 All samples were analysed by Scientific Services Ltd, Unit 2 Pool Industrial Park, Wilson Way, Redruth, Cornwall, TR15 3RX.

1.4 The inspection report was written and compiled by:

Name: K H Williams

Signed:.....

2 Executive Summary

2.1 To assist you in complying with the 'Control of Asbestos Regulations 2006' and the 'Health & Safety at Work Act 1974' a Type 2 inspection was carried out to establish the presence of asbestos containing materials within the site.

2.2 As a result of the samples taken on site and presumptions based on visual inspection we can confirm that asbestos containing materials were found; a summary of the materials inspected are recorded in Appendix 'B' together with their risk assessments.

2.3 We have recommended that some of those materials require remedial works such as minor repair or encapsulation in order to make them safe. Once this work has been carried out these together with the rest of your asbestos containing materials may be included in a management plan which organises labelling or colour coding of materials and regular monitoring of their condition.

2.4 What you need to do now;

- Draw up a set of procedures individual to your organisation to complete the management plan in Appendix D.
- Make a member of your management team responsible for updating the asbestos register in Appendix E and ensuring that it is made available to anyone entering the site to carry out work, cleaning or maintenance tasks.
- Train your staff so that they understand your commitment to health and safety and are aware of the new procedures dealing with asbestos containing materials.
- Before planning a refurbishment or demolition of part or the whole site organise a full Type 3 inspection. (See section 3 for a full description)

3 Types of Inspection

There are three types of inspection referred to in MDHS 100.

3.1 Type 1: Location and assessment inspection (presumptive inspection)

The purpose of the inspection is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building and assess their condition. This inspection essentially defers the need to sample and analyse for asbestos (or the absence thereof) until a later time (e.g. prior to demolition or major refurbishment). The duty holder bears potential additional costs of management for some non-asbestos-containing materials. All areas should be accessed and inspected as far as reasonably practicable or must be presumed to contain asbestos. Any materials which can reasonably be expected to contain asbestos must be presumed to contain asbestos, and where it appears highly likely to contain asbestos, there should be a strong presumption that it does. All materials which are presumed to contain asbestos must be assessed.

When is a Type 1 inspection appropriate?

Regulation 4 of the Control of Asbestos Regulations 2006 (CAR) requires dutyholders to inspect reasonably accessible parts of the premises as part of the process of accessing whether asbestos is or is not liable to be present in the premises. Whether that inspection should be Type 1 or Type 2 is for the dutyholder to decide. By way of general guidance, a Type 1 inspection is ideally suited to properties where the possibility of asbestos is low or in properties of uniform design and style where existing asbestos data is already available. It does not involve sampling, unlike a Type 2 inspection. It is not appropriate for use in situations where works are proposed on premises.

Advantages and disadvantages of a Type 1 inspection.

The prime benefits of a Type 1 inspection over a Type 2 are firstly that the inspection will generally be slightly cheaper, because time is not spent sampling suspected materials and consequent sample analysis costs are avoided, and secondly that as a result the inspections are generally quicker to complete.

The main drawback of a Type 1 inspection is that suspected materials will have to be presumed to contain asbestos and therefore managed as such under the CAR. Since the suspected materials will not be sampled to prove otherwise, the cost of their management is likely to be high.

3 Types of Inspection (Continued)

3.2 Type 2: Standard sampling, identification and assessment inspection (sampling inspection)

The purpose and procedures used in this inspection are the same as for Type I, except that representative samples are collected and analysed for the presence of asbestos. Samples from suspected ACM's are collected and analysed to confirm or refute the inspector's judgement. If the material sampled is found to contain asbestos, other similar homogeneous materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogeneous materials will require a greater number of samples. The number should be sufficient for the inspector to make an assessment of whether asbestos is or is not present. Sampling may take place simultaneously with the inspection, or as in the case of some larger inspections, can be carried out as a separate exercise, after the Type I inspection is complete.

When is a Type 2 inspection appropriate?

A Type 2 inspection, through the sampling process, allows for the management of asbestos materials alone. It is ideally suited to properties where the possibility of finding asbestos is high or in properties of uniform design and style where information obtained through sampling will be used in conjunction with data collected from a Type 1 inspection.

A Type 2 inspection is not appropriate for use in situations where refurbishment works are proposed on premises.

Advantages and disadvantages of a Type 2 inspection.

The advantages of a Type 2 inspection over a Type 1 are that the inspection will generally result in the management of asbestos materials only and will remove from the management process those suspected items that do not have asbestos content. This in most situations will produce a long term saving.

The disadvantage of a Type 2 inspection over a Type 1 inspection is that because the inspection involves sampling of materials the costs are liable to be higher to allow additional site time and analytical fees.

3.3 Type 3: Full access sampling and identification inspection (pre-demolition/major refurbishment inspection)

This type of inspection is used to locate and describe, as far as reasonably practicable, the majority of ACM's in the building and may involve destructive inspection, as necessary, to gain access to all areas. A full sampling programme is undertaken to identify possible ACM's and estimates of the volume and surface area of ACM's made. The inspection is designed to be used as a basis for tendering for the removal of ACM's from the building prior to demolition or major refurbishment so the inspection does not assess the condition, surface treatment or accessibility of the asbestos or provide material risk assessments.

4 Scope of Inspection

4.1 To carry out the inspection in accordance with the requirements of the Health and Safety Executive guidance document MDHS 100 - Surveying, Sampling and Assessment of Asbestos Containing Materials and The National Individual Asbestos Certification Scheme (NIACS) - Asbestos Inspection Manual.

4.2 To take representative samples of known or suspected asbestos containing materials and have those samples analysed by a UKAS accredited laboratory using stereo microscope, polarised light, and dispersion staining techniques in accordance with the HSE publication HSG 248 'The Analysts' Guide'.

4.3 The report is based upon a non-destructive inspection of an unfamiliar site.

4.4 Labelled photographs have been taken to illustrate the report and are to be found in 'Appendix A'.

4.5 Building and room identification numbers used in the report and plans are for reference purposes only and may not be the same as any existing room numbers or names in current use.

4.6 The inspection does not claim to reveal all asbestos containing materials and caution should be taken before carrying out any works that may disturb the fabric of the building i.e. before refurbishment or demolition a full Type 3 inspection should be carried out.

4.7 The recommendations made in the report are based upon assumptions made after consideration of the material assessment alone and should be reviewed for suitability in each circumstance. Statutory authorities or other bodies may require amendments based on local knowledge, change in legislation and change in use or other specific criteria.

4.8 The measurements within this report are approximate only and should not be used for contractual, pricing or engineering purposes.

5 Inspection Caveats

5.1 It is not reasonably practicable to sample every material encountered during an inspection, so samples are taken at points that appear to be representative locations. During the time available, the building was thoroughly inspected, however, the inspection should not be considered exhaustive for the following reasons:

- Plans for the site were not available at the time of the inspection.
- Where samples have been taken, no examination has been made beyond the sampled item into any void that may be present behind the suspect material.
- No access has been gained to elements in excess of 3 metres in height.
- No inspection has been possible beneath all plaster coated materials.
- Samples have not been collected from locations where the material integrity of the application will be affected (such as gaskets, skylights etc.)
- No inspections have been performed behind ceramic tiles.
- No inspections have been performed behind sealed or well painted risers etc.
- Applied floorings e.g. carpets have not been lifted during this inspection.
- Wall paper and other wall coverings have not been removed for inspection.
- The internal cores of fire doors have not been inspected.
- Live services or plant have not been inspected.
- Damp courses and other materials such as asbestos felts have not been sampled during this inspection.
- Mastic and fillers have not been sampled during this inspection.
- Only common areas have been inspected.

6 Sampling Strategy

6.1 Type 1 inspections: no sampling is undertaken.

6.2 Type 2 inspections: sampling is undertaken in accordance with MDHS 100 unless otherwise stated.

6.3 The inspection is conducted by means of visual inspection of all safe and reasonably accessible areas of the defined site. When carrying out type 2 and type 3 inspections where the inspector suspects that a material on the site contains asbestos, a bulk sample is taken for analysis. The objective of carrying out sampling is to identify the type of asbestos fibres contained within the suspected asbestos containing material.

6.4 Sampling will not be undertaken if it is reasonable to suspect that the structural integrity of the material will be adversely affected i.e. roofing materials or flue pipes. Such materials will be presumed to contain asbestos unless there is strong evidence to the contrary.

6.5 Samples are taken using a variety of hand tools including a chisel, sharp knife, pliers, a core sampler, or screwdriver, as appropriate. In all cases of sampling, care is taken to ensure that the samples are representative of the material involved and that sufficient quantity of material was sampled. In the case of pipe/thermal insulation, this means ensuring that the full depth of the material is sampled - for example by using a hand borer. In the case of board or tile materials, the sample is taken from the full thickness of the element.

6.6 In areas on the site where there are substantial quantities of visually uniform material, then a small number of samples are taken and should be considered as being representative of the whole area. Therefore visually similar materials in the same areas where asbestos has been located should be assumed to contain asbestos fibres also.

6.7 Similarly, where there are a large number of identical items distributed throughout the site, a single or a small number of samples are taken by the inspector. In such cases the client should assume that identical items on the site will have the same composition as the elements sampled.

7 Health and Safety Statement

7.1 All sampling is undertaken causing the minimum possible nuisance and potential risk to the health and safety of the building occupants and site visitors.

7.2 As required under the Control of Asbestos Regulations 2006 dust release during sampling is reduced to as low as reasonably practicable. An assessment may dictate the need for precautionary measures to be taken which may include some or all of the following:-

a. Isolation of the sampling area.
b. Damping of the material by spray or injection to suppress dust release.
c. Appropriate cleaning and removal of any fallen debris.
d. Use of personal protective equipment and respiratory protective equipment.

7.3 After sampling any broken or unsealed material with potential to cause airborne dust is sealed by suitable means (i.e. by tape, fillers, PVA sealant, etc.) and any remaining dust or debris removed by wet wiping or by using an approved 'Type H' vacuum cleaner. Immediately after collection, all samples are double-sealed in self-seal plastic sample bags. Each sample bag is labelled with a unique sample reference number and the location of the sampling position identified on a site location plan. Each sampling tool is carefully cleaned after each use and great care is taken to prevent cross-contamination between samples. Any disposable material used in sampling, or dust created while sampling is treated as if contaminated by asbestos and is taken away in sealed asbestos waste bags and disposed of as asbestos waste.

8 Site Description

8.1 The site consisted of four three storey purpose built block of six flats constructed from concrete frame with brick infill and flat felted roofs over with four separate blocks of garages.

8.2 The inspection included the following areas:

a. Internal common areas.
b. External.

8.3 Common areas extended to the entrance halls, stairs, landings and understairs cupboards.

8.4 Electrical installations were live during the inspection and have not been inspected.

8.5 Externally the demise was accessible all round.

8.6 The buildings were occupied at the time of the inspection.

8.7 Individual flats were specifically excluded from the inspection.

8.8 There were no inaccessible areas.

9 Results

9.1 Materials containing asbestos have been identified in several locations within the buildings surveyed. From the samples taken and analysed, it has been confirmed that the following elements of the buildings surveyed contained asbestos:

S01 The external soffit boards to the front porches and under the hanging tiles to each block

S02 The grey floor tiles to blocks 1 & 2

S04 & S08 The artex ceilings to all blocks

S05 The external artificial slate hanging tiles to all blocks

S06 The cream floor tiles to the staircase in block 3 and the hall, stairs and landings in block 4

9.2 Materials that appeared similar to or looked like asbestos containing materials are noted for your reference. During the visual inspection these materials were examined but not sampled as they are known not to contain asbestos:

N01 The internal riser panels to all floors

9.3 A Type 2 survey is unlikely to reveal all possible asbestos containing materials within the building as this could only be achieved by dismantling it brick by brick. The following areas are examples of where concealed asbestos may commonly be found. Anyone accessing these areas should carry out a risk assessment and take the necessary precautions to protect themselves and others:

Area	Type of asbestos material	Risk
External wall hanging tiles	Paper or felt lining	Medium
Metal or PVCu cladding Walls/roofs, fascias/soffits	Profiled cement sheets/boards Flat insulation boards	Low Medium
Roof spaces	Insulation Fire breaks and boards Cement water tanks Sarking felt	High Medium Low Low
Above sealed suspended ceilings	Fire breaks	Medium - high
Plaster or artex covered partition walls and ceilings	Insulation boards	Medium - high
Doors	Internal fire resistant panels	Medium
Within sealed risers	Cement pipes and flues Pipe lagging and lining boards	Low High
Metal encased pipework and flues, high level pipework	Lagging Seals Cement and gaskets	High Medium Low
Catering equipment	Insulation and cement boards to canopies, fryers and sterilisers	Medium - low
Electrical boards and battery boxes	Textile flash guards, rope seals and boards	Medium - high
Storage heaters	Pads and boards	Medium
Lifts	Shaft lining, clutch and brake systems	Medium - high
Live plant and boilers	Lagging Seals Gaskets	High Medium Low

10 Discussion

10.1 Please note that consideration has not been given to the future use of the site and the following recommendations are based upon current observations. Any refurbishment likely to cause disturbance to asbestos containing materials or materials adjacent to asbestos materials will necessitate removal.

S01 The external soffit boards to the front porches and under the hanging tiles to each block are unpainted and at risk from releasing fibres. We would recommend that this material is encapsulated with Idenden Vapour Barrier Coating 30-150 in accordance with the manufacturer's instructions to provide a suitable surface ready for painting. Do not use abrasive techniques to prepare this material for painting. Do not fix anything to this material.

B.N.S 2010

S02 & S06 The grey floor tiles to blocks 1 & 2 and the cream floor tiles to the staircase in block 3 and the hall, stairs and landings in block 4 are in fair condition overall and pose very low risk to human health. We would recommend that this material is managed by way of annual inspection to monitor for signs of further deterioration.

S04 & S08 The artex ceilings to all blocks are in fair condition and painted which poses very low risk to human health. We would recommend that this material is labelled with asbestos warning stickers and managed by way of annual inspection. Do not remove light fittings or use abrasive techniques to prepare this material for painting.

S05 The external artificial slate hanging tiles to all blocks are in fair condition overall and unlikely to be disturbed by the normal occupation of the building. Single broken tiles may be replaced in strict accordance with the HSE task essentials advice sheets. We would recommend that this material is managed by way of annual inspection to monitor for any signs of deterioration.

10.2 By law all of the asbestos containing materials described above must be maintained in good condition and incorporated into a safe system of management i.e. a written Management Plan (Guidance in Appendix D) which;

a. Recognises the importance of reducing the risk of exposure to airborne respirable asbestos fibres for all personnel, and

b. Minimises the risk of spreading asbestos contamination throughout the site.

10.3 Before planning a major refurbishment or demolition of part or the whole building a Type 3 survey (See item 3.0 for survey types) will be required.

10.4 This report should be retained on site and the information contained within made available to any statutory body or any party carrying out work or cleaning on the premises.

11 Disclaimer

11.1 Whilst every reasonable effort has been made to locate and identify all elements of asbestos containing materials within the defined site, no claim whatsoever will be entertained for any costs incurred as a result of further elements of asbestos containing materials being discovered at a later date. Should any building or refurbishment works be carried out which expose a suspect material all building works should halt until the material has been sampled.

12 List of Abbreviations

ACM	Asbestos Containing Material
HSE	Health & Safety Executive
UKAS	United Kingdom Accreditation Service
CAR	Control of Asbestos Regulations 2006
MDHS	Methods for the Determination of Hazardous Substances
NIACS	National Individual Asbestos Certification Scheme
RPE	Respiratory Protective Equipment
PPE	Personal Protective Equipment
ACoP	Approved Code of Practice
AC	Asbestos Cement
AIB	Asbestos Insulating Board
BOHS	British Occupational Hygiene Society
RSPH	Royal Society for the Promotion of Health

13 References and Further Information

- Control of Asbestos Regulations 2006 SI 2006/2739 The Stationery Office 2006
- The management of asbestos in non-domestic premises. Regulation 4 of the Control of Asbestos Regulations 2006. Approved Code of Practice and guidance L127 (Second edition) HSE Books 2006
- Health & Safety at Work Act 1974 The Stationery Office 1974
- A comprehensive guide to managing asbestos in premises. HSG227 HSE Books 2002
- Managing health and safety in construction: Construction (Design and Management) Regulations 1994. Approved Code of Practice and guidance HSG 224 HSE Books 2001
- Asbestos: The analysts' guide for sampling, analysis and clearance procedures HSG 248 HSE Books 2005
- Asbestos: The licensed contractors' guide HSG 247 HSE Books 2006
- Surveying, sampling and assessment of asbestos-containing materials MDHS100 HSE Books 2001
- Management of health and safety at work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance L21(Second edition) HSE Books 2000
- Control of substances hazardous to health (Fifth edition). The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and guidance L5 (Fifth edition) HSE Books 2005
- The Hazardous Waste (England and Wales) Regulations 2005 SI 2005/112 The Stationery Office 2005
- Environmental Protection Act 1990 The Stationery Office 1990
- Introduction to asbestos essentials: Comprehensive guidance on working with asbestos in the building maintenance and allied trades HSG213 HSE Books 2001
- Asbestos essentials task manual: Task guidance sheets for the building maintenance and allied trades HSG210 HSE Books 2001
- Managing asbestos, your new legal duties - A joint leaflet produced by Royal Institute of Chartered Surveyors, Federation of Small Business, Asbestos Testing and Consulting division of ARCA and HSE
- A short guide to managing asbestos in premises. Leaflet INDG223(rev3) HSE Books 2002

14 Explanation of Material Record Sheets (Appendix B)

14.1 Photo Reference
A unique number is allocated to each material which corresponds to the photograph of the material shown in Appendix A.

14.2 Location
A description of where the material is located within the building.

14.3 Material Description
Jargon free description of the material.

14.4 Extent
A summary of additional locations where visually similar materials are identified but not sampled.

14.5 Level of identification
A unique identification number is given to each sample taken and analysed which can be cross referenced with the bulk analysis certificate from the laboratory in Appendix C. Sampled materials are prefixed with 'S'. Where a material has not been sampled but is similar in appearance to an existing sample it is shown as presumed and prefixed with a 'P'. Similarly where a material has not been sampled due to inaccessibility or where structural integrity of the product may be affected but is presumed to be asbestos it is shown as presumed. Where a material has been examined because it looks like or could be easily mistaken for an asbestos containing material but upon closer inspection has been dismissed it is shown as inspected and prefixed with an 'N'.

14.6 Asbestos Containing Material
An easy reference yes or no result for each analysed sample together with the type of asbestos it contains. Non asbestos materials are not considered any further.

14.7 Material Condition
A description of the current state of the material including the condition of any protection or substrate the material is fixed to.

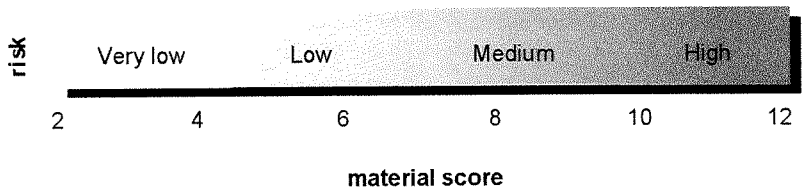
14.8 Protection
A description of the type of surface treatment, if any, the material has which will affect the materials ability to release fibres.

14.9 Material Risk
In order to effectively manage asbestos and put in place measures to reduce the risk of uncontrolled exposure an initial assessment is carried out which scores each material in its current state.

Four parameters are assessed using a scoring system from 0 (very low) to 3 (high):

- the type of product or material and its properties
- the extent of damage or deterioration
- the surface treatment of the ACM
- the type of asbestos fibre used in its manufacture

The value assigned to each parameter is added together to give a total score between 2 and 12 providing a good initial guide to the priority for any remedial action as it identifies the high-risk materials. Non-asbestos materials are not scored.



14.10 Accessibility
A description of how easy the material is to reach during the normal occupation of the building or during maintenance whichever is higher.

14.11 Total Quantity
The estimated amount of the material as a number of items, linear meter or meter squared measurement including all other locations where visually similar materials have been identified.

14.12 Recommended Form of Treatment
Based on the material risk assessment a quick reference to the type of action required for each asbestos containing material.

- REMOVAL - Recommended as a last resort where any disturbance to asbestos materials is liable to expose personnel to elevated levels of airborne respirable asbestos fibres and/or spread the extent of the contamination throughout the rest of the area or building. Materials recommended for removal are not suited to any form of containment programme.

- MAKE SAFE - Recommended where asbestos materials are in a location and/or condition that requires some remedial action. The action may be minor repairs to damaged surfaces or encapsulation of all exposed asbestos surfaces. Following completion of remedial works this column may be changed to reflect the new status i.e. manage.

- MANAGE - Recommended only where asbestos materials are in a condition and/or location which does not give rise to a significant health risk - PROVIDED THE MATERIAL REMAINS UNDISTURBED. Materials can be disturbed either by routine maintenance operations or by personnel carrying out their normal daily work activities which could cause impact or surface damage requiring assessments to be constantly re-evaluated.

Building managers must be aware of any changes in the work activities in areas where asbestos materials are located. Previously managed asbestos materials will require removal if, for instance, it is decided to carry out building or maintenance works which require disturbance of the asbestos or adjacent materials.

APPENDIX A

SITE PHOTOGRAPHS

Front Elevation

Rear Elevation

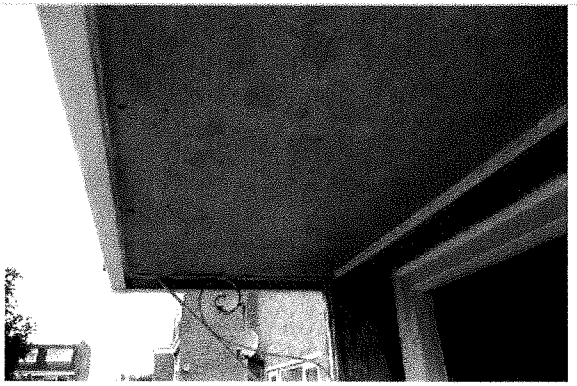
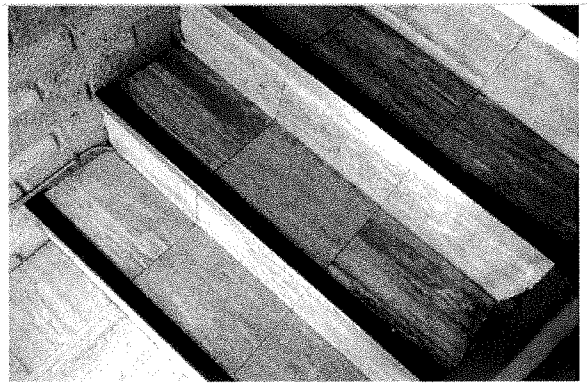


Photo Ref: S01

Photo Ref: S02



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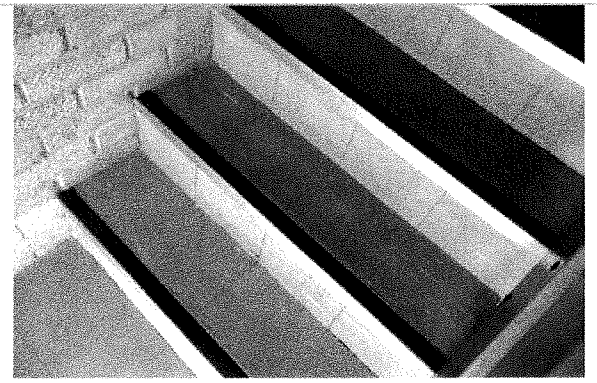
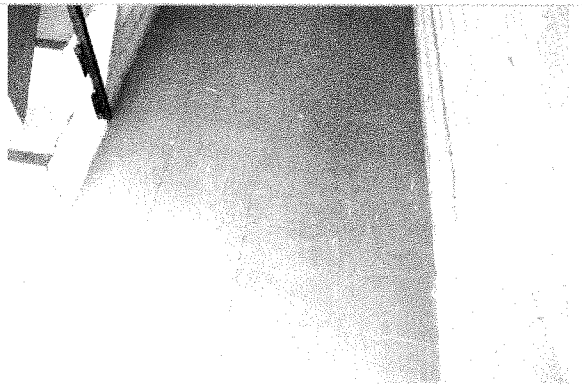


Photo Ref: S06

APPENDIX A SITE PHOTOGRAPHS



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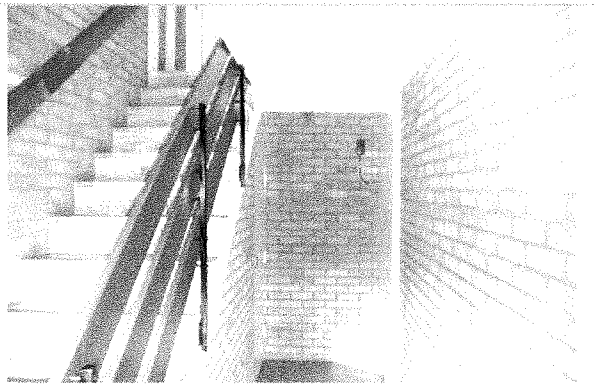

Photo Ref: S08

Photo Ref: S09

visually similar to S01

visually similar to S06

Photo Ref: N01

APPENDIX B

MATERIAL RECORD SHEETS

APPENDIX B MATERIAL RECORD SHEETS

INSPECTION CARRIED OUT AT	BY QUALIFIED INSPECTOR	TYPE	INSPECTION REF	DATE (start)	DATE (finish if different)
Haydon Court North, Helmsdale	*Karen Williams*	*2*	*969*	*15th July 2008*	

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S01	External Block 1 Porch Soffit	grey board	visually similar to soffits under hanging tiles, ditto all blocks	analysed sample ref. S01	YES amosite	fair	none	medium	high	32 m²	Make Safe then MANAGE
S02	Internal Block 1 Ground floor Entrance hall	grey floor tiles	visually similar to stairs and landings, ditto block 2	analysed sample ref. S02	YES chrysotile	fair	none	very low	high	60 m²	MANAGE
S03	Internal Block 1 Entrance hall Staircase	black nosing strips	visually similar to blocks 2 & 3	analysed sample ref. S03	NO						
S04	Internal Block 1 Entrance hall Ceiling	stipple artex	visually similar to stairs and landings, ditto all blocks	analysed sample ref. S04	YES chrysotile	fair	painted	very low	medium	60 m²	MANAGE
S05	External Block 1 Second floor Hanging tiles	artificial slate	visually similar to all blocks	analysed sample ref. S05	YES chrysotile	fair	none	very low	medium	160 m²	MANAGE
S06	Internal Block 3 Entrance hall Staircase	cream floor tiles	visually similar to block 4 hall, stairs and landings	analysed sample ref. S06	YES chrysotile	fair	none	very low	high	45 m²	MANAGE

Key: Chrysotile = white asbestos Amosite = brown asbestos Crocidolite = blue asbestos
(Any material presumed to contain asbestos is treated as Crocidolite i.e. the worst case scenario)

APPENDIX B MATERIAL RECORD SHEETS

INSPECTION CARRIED OUT AT	BY QUALIFIED INSPECTOR	TYPE	INSPECTION REF	DATE (start)	DATE (finish if different)
Haydon Court North, Helmsdale	*Karen Williams*	*2*	*969*	*15th July 2008*	

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S07	Internal Block 3 Ground floor Entrance hall	green floor tiles	visually similar to landings	analysed sample ref. S07	NO						
S08	Internal Block 3 Entrance hall Ceiling	stipple artex	visually similar to stairs and landings, ditto all blocks	analysed sample ref. S08	YES chrysotile	fair	painted	very low	medium	60 m²	MANAGE
S09	Internal Block 4 Entrance hall Staircase	black nosing strips		analysed sample ref. S09	NO						
N01	Internal Blocks 1-4 Hall/landings Walls	riser panels	visually similar to all floors	inspected but rejected	NO						

Key: Chrysotile = white asbestos Amosite = brown asbestos Crocidolite = blue asbestos
(Any material presumed to contain asbestos is treated as Crocidolite i.e. the worst case scenario)

APPENDIX C

BULK ANALYSIS CERTIFICATE

SCIENTIFIC

Scientific Services Ltd.
St. Stephen, St. Austell, Cornwall PL26 7QF
TEL: (01726) 878 900 FAX: (01726) 878 901
Email:enq@scientificservices.org
Web:www.scientificservices.org

2577

ASBESTOS BULK ANALYSIS TEST REPORT

Test Report Number R26570

SOP No. D3TA1 based on HSG248 Appendix2

Asbestos Uk Surveys 51 Cam Green Cam Dursley Gloucestershire GL11 5HL	
Date Samples Received by Lab:-	21/07/2008

Location:-	Haydon Court, Helmsdale
Date Sampled:-	15/07/2008
Sampled by:-	Karen Williams
Date Tested:-	23/07/2008
Tested By:-	Melanie Lewis
Your Order:-	AUK210708
SSL Job No:-	24621

TEST RESULTS

Test Number	Client Sample Number	Sample Type	Sample Details	Asbestos Type(s) Present
79886	969/S01	IB	Block 1 Front Entry Porch - Soffit Insulated Board	AMOCHR
79887	969/S02	VFT	Block 1 Inter Entrance Hall - Grey Floor Tiles VFT	CHR
79888	969/S03	VFT	Block 1 Internal Staircase - Black Nosings VFT	AND
79889	969/S04	TC	Block 1 Internal Entrance Hall - Ceiling Artex DC	CHR
79890	969/S05	C	Block 1 Ext - Hanging Artificial Slate Tile Cement	CHR
79891	969/S06	VFT	Block 3 Internal Staircase - Cream Floor Tiles VFT	CHR
79892	969/S07	VFT	Block 3 Inter Entry Hall - Green Floor Tiles VFT	AND
79893	969/S08	TC	Block 3 Internal Entrance Hall - Ceiling Artex DC	CHR
79894	969/S09	VFT	Block 4 Internal Staircase - Black Nosings VFT	AND

Additional Comments

Authorisation Code	20087231342
Authorised by	Nick Brokenshire
Technical Approval	20082051342
Authorised by:	James Bolt

KEY

Sample Type: B = Bituminous Product, C = Cement, DD = Dust & Debris,G = Gasket, HSL = Hard Set Lagging, IB - Insulation Board, L = Preformed/Friable Lagging, LFF = Loose Fill Fibres, MP = Mineral Products, PS = Plaster, PT = Paint, RP = Reinforced Plastic S = Soils, SC = Spray Coating, TC = Textured Coating, TFT = Thermoplastic Floor Tiles, VFT = Vinyl Floor Tiles, T = Textiles O = Other (detailed).

Asbestos Type: AMO = Amosite, CHR = Chrysotile, CROC = Crocidolite, TRE = Fibrous Tremolite, ACT = Fibrous Actinolite, ANT = Fibrous Anthophyllite, AND = Asbestos Not Detected

Remarks: Materials have been referred to as Asbestos Insulation Board or Asbestos Cement based on upon their asbestos content and visual appearance alone. Density checks on materials have not been carried out unless stated otherwise. Where samples have not been taken by Scientific Services Ltd, it can only report analysis results. No responsibility can be taken for any consequences arising from the clients sampling strategy or procedures, or the use of these results in subsequent reports. *Tests so marked in this report are not included in the UKAS accreditation schedule for this laboratory. Tests marked $ in this report have been subcontracted to a UKAS accredited laboratory.

This report relates only to the samples tested. Opinions and Interpretations expressed herein are outside the scope of UKAS accreditation.
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APPENDIX D

MANAGEMENT PLAN

CONTENTS

15 Background to Asbestos

15.1 Asbestos is a naturally occurring mineral that has been used for about 150 years on a large commercial scale. It is versatile, plentiful and ideal as a fire proofing and insulation material; unfortunately the tiny fibres can penetrate the lungs making it deadly.

15.2 Asbestos related diseases (mesothelioma, asbestosis and lung cancer) kill at least 3,000 people a year with this figure expected to rise to 10,000 by 2011. The people dying during this period will have already inhaled a fatal dose of asbestos fibres which can take anywhere from 15 to 60 years after first exposure to develop into these fatal diseases. Most of these people will have been exposed many years ago when asbestos was less well controlled and was in much wider use than today.

15.3 The figures are a clear sign of what happens when such a risk is not managed and while there is unfortunately nothing we can do to help those who have been exposed to asbestos in the past, we can and must do everything in our power to prevent any further exposure to asbestos.

15.4 Unless the risks from asbestos in buildings are managed effectively today we will not be free from the misery and suffering that asbestos-related diseases cause in the future.

16 Legislation

16.1 We have all had a responsibility under the 'Health & Safety at Work Act 1974' to ensure the health, safety and welfare of persons at work and for protecting others against risks to health or safety in connection with the activities of persons at work but since then the government felt it necessary to introduce specific legislation aimed purely at the control of asbestos.

16.2 The Control of Asbestos Regulations 2006 not only prohibit the importation, supply and use of all forms of asbestos, they specify the work methods and controls that should be used to prevent exposure and spread of asbestos during removal and detail the requirements of the duty to manage asbestos in non-domestic premises.

17 The Duty to Manage Asbestos Containing Materials

17.1 The Heath and Safety Commission have produced a new ACOP which gives specific advice on how to comply with Regulation 4 of the Control of Asbestos Regulations 2006 - 'The management of asbestos in non-domestic premises'.

Following the advice set down in the relevant provisions of the ACOP will ensure that you are doing enough to comply with the law and prevent possible prosecution.

17.2 Non-domestic Premises

The duty to manage asbestos in premises does not apply to individual domestic houses or flats where there are no common parts.

Examples of common parts:

Houses that have been converted into flats may share common entrances, and purpose built blocks of flats may have foyers, corridors, lifts and lift shafts, staircases, boiler houses, laundry rooms and internal vertical risers common to all. The shared external fabric of the building, gardens, yards, outhouses, bin stores, sheds and garages will also be included in the term 'common parts'.

The exception to the rule:

Where residential houses or flats are maintained by a bursar or agent, the premises may not fall under the duties of The Control of Asbestos Regulations but as soon as a contractor is instructed to carry out repair or maintenance work, that house or flat becomes a place of work. Places of work must comply with the Health & Safety at Work Act in relation to ascertaining the presence or absence of asbestos.

17.3 Who has a duty to manage asbestos

A wide of range of people potentially have obligations under the regulation from the owner of those premises and anyone he has delegated his responsibilities to i.e. a managing agent to an employer and the self employed if they have responsibilities for maintaining or repairing non-domestic premises.

17 The Duty to Manage Asbestos Containing Materials (continued)...

17.4 Duties of owners, occupiers, managing agents and others

Regulation 4 requires dutyholders to:

- take reasonable steps to find materials in premises likely to contain asbestos and to check their condition;
- presume that materials contain asbestos unless there is strong evidence to suppose they do not;
- make a written record of the location and condition of asbestos and presumed asbestos containing materials (ACM's) and keep the record up to date;
- assess the risk of the likelihood of anyone being exposed to these materials; and
- prepare a plan to manage that risk and put it into effect to ensure that:
  - any material known or presumed to contain asbestos is kept in a good state of repair;
  - any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed; and
  - information on the location and condition of the material is given to anyone potentially at risk.

18 Preparing a Plan

18.1 Once it has been established that asbestos containing materials are present in your property you must put systems and procedures in place to limit the possible spread of asbestos fibres by maintaining those materials in good condition and prevent exposure to asbestos by making the people likely to disturb it aware that it is there.

18.2 It may not be economically viable to remove the asbestos materials so your management plan must provide written evidence of how your specific organisation is going to manage the risks associated with keeping them in place.

- How do you plan to tell people where asbestos is so they don't accidentally disturb it?
- How are you going to monitor your existing asbestos materials?
- How are you going to carry out the recommendations made in the report?
- How would you deal with an emergency?
- How are you going to update the plan?

Depending on the size of your organisation the plan may only be a few pages long and take the form of a list of procedures or it may be linked to an overall policy statement.

19 Preventing Exposure

19.1 Asbestos provokes a full range of responses when discussed ranging from apathy to panic so careful consideration must be made when preparing guidance for staff. The report findings and assessment of risk should be conveyed in a clear concise manner; simply fixing asbestos warning labels over the weekend will not instil confidence. This group of people will take a great interest in preserving their working environment in a safe condition which can translate as an effective tool in ensuring that the processes within the management plan are implemented successfully. Involving staff will make them an important part of the monitoring strategy and damaged asbestos will not be left untreated.

19.2 The impact that building, mechanical, electrical, telecommunications, data cabling and alarm contractors have on a property cannot be understated. Control of all contractors is important to ensuring the success of your management plan. If the contractor is exposed to asbestos and you have not identified the risks then you could be held liable.

19.3 Information on the location and condition of asbestos containing materials must be passed on to each and every person who may expose themselves and others to asbestos. This could be anyone from a cleaner, an electrician, plumber or carpenter, the new owner or tenant of the building through to a fireman tackling an emergency.

19.4 The Asbestos Register provided in Appendix F is a separate document designed to be an accessible, easily amendable, visual reference of all the asbestos containing material identified during the inspection. Procedures must be put in place to ensure that anyone carrying out repair, cleaning or maintenance work on site is instructed to inspect the register before starting work to see if they are likely to be working on or near asbestos materials.

19.5 One such procedure is a permit-to-work system which enables you to control access to the premises and only allow people with a permit issued by a nominated employee to carry out work on the building. (We have included an example of a permit-to-work at the end of the section)

19.6 The distinction between visitor and contractor is very important in terms of the amount of information you make available to a visitor. They are unlikely to disturb asbestos but may be anxious about the presence of asbestos warning labels for example.

19.7 The management plan should identify who you would class as a visitor. For example would a temporary worker be classified as a member of staff or a visitor?

20 Monitoring Asbestos Containing Materials

20.1 Asbestos containing materials must be maintained in good condition to prevent fibre release and should be included in any cyclical maintenance programmes. The deterioration of surface paint, protection or coverings can have serious consequences and eventually necessitate the complete removal of the material.

20.2 Regular re-inspection of the asbestos materials left in place is required in order to continue to comply with the regulations. The time between inspections will depend on the type of material, where it is and its condition, but should be at least every six to twelve months.

20.3 Photographs are useful to compare condition over time and highlight deterioration. When the ACM does start to deteriorate, remedial action can be taken to repair, protect or remove it.

21 Recommended Forms of Action

21.1 **Training;** careful consideration needs to be given to all persons including visitors who may come into contact with asbestos materials within your site. The Regulations require mandatory training for anyone liable to be exposed to asbestos fibres at work (regulation 10). This includes maintenance workers and others who may come into contact with or who may disturb asbestos (e.g. cable installers or caretakers).

21.2 **Labelling and colour-coding of ACM's;** where an ACM is going to be left in place it may be useful, depending upon its location, to label the material or in the case of pipework colour-code the insulation. You should decide on a standard for labelling to ensure consistency but it should not be relied upon as a control measure. They may become dirty, obscured or fall off and should therefore only be used as a back-up to another system.

21.3 The plan should refer to any repairs or removal work recommended in the report with a timescale for completion. Generally the materials with highest overall risk scores (shown on the asbestos register in appendix F) will require the earliest attention. A control action may be required to make asbestos containing materials safe i.e. immediate repair or removal. Management actions are recommended to maintain a safe status over a period of time. These should be reviewed and changed when work or a re-inspection is carried out.

21.4 **Protection/enclosure of ACM's;** should not disturb the ACM or compromise its fire resistance or structural integrity. Protection means the construction or placing of a physical barrier in front of the ACM to prevent accidental disturbance. Enclosing the ACM involves the erection of an airtight barrier around it to prevent the migration of asbestos fibres from the original material. The original material should be in good condition and not vulnerable to damage following enclosure. Take care to record the existence of the ACM behind the enclosure by labelling it and monitor the condition of the enclosure regularly.

21.5 **Seal or encapsulate the ACM;** using bridging encapsulants which form a durable layer which adheres to the surface of the ACM or penetrating encapsulants which are designed to penetrate into the ACM before hardening and locking the material together providing additional strength. Encapsulation is only suitable if the ACM is in sound condition and can support the additional weight without delaminating, where the ACM comes away from the substrate it was covering.

21.6 **Repair the ACM;** will only be considered as an option when the damage is slight and repair can be restricted to patching/sealing small areas or making good slight damage to enclosures that are protecting ACM's.

22 Removing Asbestos Containing Materials

22.1 At some point some or all of the asbestos containing materials will have to be removed due to deterioration or their location which may be affected by building work or demolition.

22.2 Licensed work may only be carried out by a contractor licensed by the HSE and includes work on lagging, insulation, insulation boards and products that have been used for insulation purposes. A notice period of 14 days is required before work can start on site. A list of licensed contractors belonging to the Asbestos Removal Contractors Association is available at www.arca.org.uk

22.3 Normally, non-licensed work includes work on asbestos-containing textured coatings, asbestos cement, on some other asbestos-containing materials, and certain work of "short duration" on asbestos insulating board. Any person carrying out these works must be trained in accordance with The Control of Asbestos Regulations 2006, prepare a Plan of Work and carry out the work in accordance with HSE recommended task sheets, an introduction to which is included at the back of the asbestos register in appendix F).

22.4 The premises where removal of asbestos materials is to take place must be registered with the Environment Agency in accordance with The Hazardous Waste Regulations 2005. (See an example Notification of Hazardous Waste Producer Premises at the end of this section)

22.5 In addition, clients commissioning refurbishment or demolition of buildings have duties under the Construction (Design and Management) Regulations 2007 (CDM) to identify the presence of asbestos containing materials and pass on that information to potential contractors. Usually this will require a Type 3 (invasive) survey of the building or structure. A Type 3 survey is designed to be used as a basis, but not solely, for tendering the removal of asbestos materials from the building prior to demolition or major refurbishment.

22.6 Some good news is that as part of the government commitment towards urban regeneration, it has introduced an additional tax relief for companies incurring expenditure on land remediation. The tax relief was introduced in the Finance Act 2001 however, as with many forms of tax relief, there are a number of conditions that need to be met and technicalities to overcome before the benefit can be obtained but up to 150% of the capital expenditure can be claimed back as a deduction in computing the profits of the trade for the accounting period in which the expenditure is incurred. (Ask us for full details)

23 Dealing with Emergencies

23.1 Management of asbestos is not a 9am to 5pm job and this need to be reflected in your approach to management. How will you control people such as security staff patrolling the building at night or contractors working over the weekend?

23.2 What would your procedure be if asbestos was accidentally disturbed? (Refer to the flow chart EM1 which is included at the back of the asbestos register in appendix F).

23.3 How would you make information on the location of asbestos available to the emergency services?

24 Updating the Plan

24.1 For the management plan to operate successfully long-term it must be reviewed periodically or when there is a significant change of the organisation or persons responsible for its implementation.

24.2 Unless you intend to remove all the asbestos materials in your premises the management of asbestos is a long-term commitment which will continue throughout the life of your buildings until their final demolition

24.3 As part of our ongoing commitment to you the dutyholder we provide a free advice service on any asbestos related issue and the following additional services:

- Labelling
- Monitoring and re-inspection
- Management plan audit
- Encapsulation
- Type 3 Inspection
- Removal services
- Training

Full details on request.

Asbestos UK Surveys
Tel: 0845 313 9068 Fax: 0871 661 7645
Email: karen@auksurveys.co.uk

25 Further Reading

- The management of asbestos in non-domestic premises. Regulation 4 of the Control of Asbestos Regulations 2006. Approved Code of Practice and guidance L127 (Second edition) HSE Books 2006
- A comprehensive guide to managing asbestos in premises. HSG227 HSE Books 2002
- Introduction to asbestos essentials: Comprehensive guidance on working with asbestos in the building maintenance and allied trades HSG213 HSE Books 2001
- Asbestos essentials task manual: Task guidance sheets for the building maintenance and allied trades HSG210 HSE Books 2001
- Managing asbestos, your new legal duties - A joint leaflet produced by Royal Institute of Chartered Surveyors, Federation of Small Business, Asbestos Testing and Consulting division of ARCA and HSE
- A short guide to managing asbestos in premises. Leaflet INDG223(rev3) HSE Books 2002

Permit-to-work

Building/maintenance work in areas known to contain asbestos materials is prohibited unless a permit to work has been issued to the personnel involved.

This permit to work is issued to the named recipient for the specific operation detailed below:

Work permit no. _____
Date valid from: _____
Date valid to: _____
Permit issued to: _____
Employer: _____

Location of works: _____
Description of works: _____
_____
_____

Asbestos containing materials have been used in several locations within the premises. Before proceeding with the work please confirm the following:

1.	Has the Asbestos Register been examined jointly with the appointed employee?	YES	NO
2.	Has the area where the intended works are to be performed been examined jointly with the appointed employee?	YES	NO
3.	Are there asbestos containing materials present in the work area?	YES	NO
4.	Will the works impact or disturb the asbestos containing materials?	YES	NO
5.	If yes, has an appropriate risk assessment been carried out and the appointment of a licensed contractor discussed?	YES	NO
6.	Are staff occupying the work area?	YES	NO
7.	Is it necessary to evacuate the work area?	YES	NO
8	Is it necessary to seek further advice?	YES	NO

Asbestos materials are not to be disturbed without the approval of the appointed employee. All works are to be carried out in accordance with the 'Control of Asbestos Regulations 2006'.

If any unknown material or materials suspected of containing asbestos are uncovered during the works, work is to cease immediately and the appointed employee notified.

Signature of recipient: _____
Issued by: _____
Signature: _____
Position: _____
Tel: _____

On completion of the works this permit must be returned to the person named above.

APPENDIX E

ASBESTOS REGISTER

26 Explanation of Asbestos Register (Appendix E)

26.1 Table 1 is from Appendix A in the main inspection report. It describes the location, type of material, condition, approximate quantity and recommended treatment.

26.2 Table 2 Risk Assessment & Status

26.3 Material Risk Score
The material assessment considers how easily asbestos fibres are released from the material.

Four parameters are assessed using a scoring system from 0 (very low) to 3 (high):

- the type of product or material and its properties
- the extent of damage or deterioration
- the surface treatment of the ACM
- the type of asbestos fibre used in its manufacture

The value assigned to each parameter is added together to give a total score between 2 and 12. Generally softer materials will release their fibres more easily and score higher.

26.4 Priority Risk Score
The priority assessment considers how likely the material is of being disturbed or damaged by the type of normal activities (including maintenance and cleaning) the material is exposed to in conjunction with how many people would be exposed if the material were disturbed. Additional site specific factors may also be considered such as the age of the occupants.

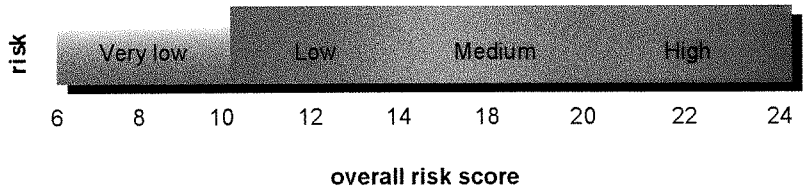
As before with the material assessment four main parameters are assessed using a scoring system from 0 (very low) to 3 (high):

- Normal occupant activity
  - Main type of activity in the area
  - Secondary activities
- Likelihood of disturbance
  - Location
  - Accessibility
  - Extent/amount
- Human exposure potential
  - Number of occupants
  - Frequency of use
  - Average time in use
- Maintenance activity
  - Type of maintenance activity
  - Frequency of maintenance activity

26 Explanation of Asbestos Register (Appendix E) (Continued)

26.5 Overall Risk Score

The results of the material and priority assessments are combined to give an overall risk score which enables different materials to be directly compared.



26.6 Material Classification

Asbestos containing materials are classified into one of two groups by the Control of Asbestos Regulations.

a. Those materials that do not generally require a licensed contractor to work with or remove them such as: asbestos cement; textured decorative coatings and paints which contain asbestos; articles of bitumen, plastic, resin or rubber which contain asbestos where their thermal or acoustic properties are incidental to their main purpose (e.g. vinyl floor tiles, electric cables, roofing felt) and other insulation products which may be used at high temperatures but have no insulation purposes, for example gaskets, washers, ropes and seals. Anyone removing these materials must still be suitably trained in the use of PPE and RPE and the control measures required to reduce exposure to the lowest possible levels. There are strict regulations regarding the transport and disposal of all asbestos containing materials and the premises producing the waste must be registered with the Environment Agency.
b. Those materials such as asbestos lagging and insulation that can only be removed or sealed by a contractor that has been licensed by the Health and Safety Executive. Notification to the enforcing authority is required 14 days in advance of starting any work on this material.

26.7 Keeping Up-to-Date

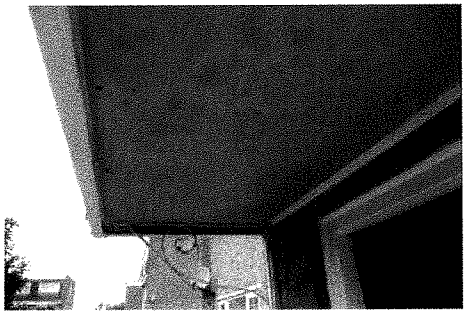
Following re-inspection or remedial work any changes to the condition, protection or whether the ACM has been labelled or not should be recorded in the space provided. Where materials are removed before refurbishment for example, the record must be updated to include the new detail.

New entries to the register are required when additional asbestos materials are identified or suspected i.e. during a re-inspection or a destructive Type 3 survey.

All entries should show when they were updated otherwise it is impossible to assess whether the record is current and takes account of all the construction, maintenance or asbestos removal that has occurred on the premises.

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S01	External Block 1 Porch Soffit	grey board	visually similar to soffits under hanging tiles, ditto all blocks	analysed sample ref. S01	YES amosite	fair	none	medium	high	32 m²	Make Safe then MANAGE

RISK ASSESSMENT & STATUS



Material Risk Score	7	(Scored in accordance with the Health & Safety Executive algorithms)
Priority Risk Score	8	
*Overall Risk Score (6-24)	**15**	(Total of Material & Priority Risk Scores)
Material Classification	**Asbestos Insulation Board**	(Refer to Approved Code Of Practice L143)
A licence is	required	for work on this material (See notes below)
This material is	not identifiable by	a warning or colour coded label
This material is due for	re-inspection in	August 2009

Anyone who works with or may disturb this material must be licensed by the Health and Safety Executive

The Health and Safety Executive require 14 days notification of this work before commencing on site

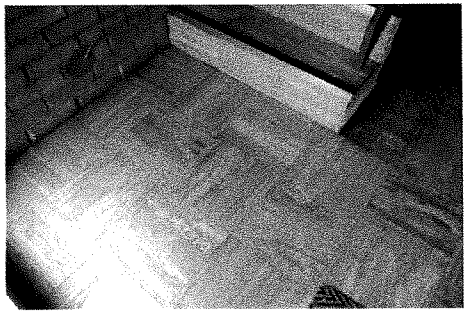
All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005

UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S02	Internal Block 1 Ground floor Entrance hall	grey floor tiles	visually similar to stairs and landings, ditto block 2	analysed sample ref. S02	YES chrysotile	fair	none	very low	high	60 m²	MANAGE

RISK ASSESSMENT & STATUS



Material Risk Score	4	(Scored in accordance with the Health & Safety Executive algorithms)
Priority Risk Score	8	
*Overall Risk Score (6-24)	**12**	(Total of Material & Priority Risk Scores)
Material Classification	**Vinyl Floor Tiles**	(Refer to Approved Code Of Practice L143)
A licence is	not required	for work on this material (See notes below)
This material is	not identifiable by	a warning or colour coded label
This material is due for	re-inspection in	August 2009

Anyone who works with or may disturb this material must be properly trained in accordance with The Control of Asbestos Regulations 2006

Carry out work with this material in accordance with the HSE 'Asbestos Essentials' task sheets listed at the end of this section

A risk assessment and plan of work must be completed by a competent person before disturbing this material

All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005

UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S04	Internal Block 1 Entrance hall Ceiling	stipple artex	visually similar to stairs and landings, ditto all blocks	analysed sample ref. S04	YES chrysotile	fair	painted	very low	medium	60 m²	MANAGE

RISK ASSESSMENT & STATUS

Material Risk Score	3	(Scored in accordance with the Health & Safety Executive algorithms)
Priority Risk Score	8	
*Overall Risk Score (6-24)	**11**	(Total of Material & Priority Risk Scores)
Material Classification	**Decorative Coating**	(Refer to Approved Code Of Practice L143)
A licence is	not required	for work on this material (See notes below)
This material is	not identifiable by	a warning or colour coded label
This material is due for	re-inspection in	August 2009

Anyone who works with or may disturb this material must be properly trained in accordance with The Control of Asbestos Regulations 2006

Carry out work with this material in accordance with the HSE 'Asbestos Essentials' task sheets listed at the end of this section

A risk assessment and plan of work must be completed by a competent person before disturbing this material

All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005

UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S05	External Block 1 Second floor Hanging tiles	artificial slate	visually similar to all blocks	analysed sample ref. S05	YES chrysotile	fair	none	very low	medium	160 m²	MANAGE

RISK ASSESSMENT & STATUS

Material Risk Score	4	(Scored in accordance with the Health & Safety Executive algorithms)
Priority Risk Score	6	
*Overall Risk Score (6-24)	**10**	(Total of Material & Priority Risk Scores)
Material Classification	**Asbestos Cement**	(Refer to Approved Code Of Practice L143)
A licence is	not required	for work on this material (See notes below)
This material is	not identifiable by	a warning or colour coded label
This material is due for	re-inspection in	August 2009

Anyone who works with or may disturb this material must be properly trained in accordance with The Control of Asbestos Regulations 2006

Carry out work with this material in accordance with the HSE 'Asbestos Essentials' task sheets listed at the end of this section

A risk assessment and plan of work must be completed by a competent person before disturbing this material

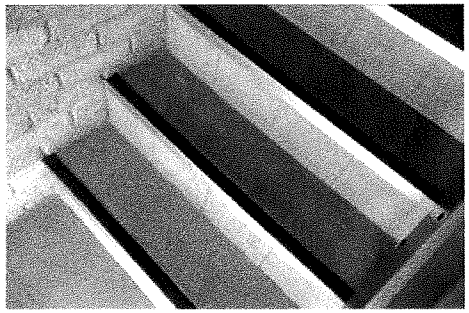
All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005

UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S06	Internal Block 3 Entrance hall Staircase	cream floor tiles	visually similar to block 4 hall, stairs and landings	analysed sample ref. S06	YES chrysotile	fair	none	very low	high	45 m²	MANAGE

RISK ASSESSMENT & STATUS



Material Risk Score	4	(Scored in accordance with the Health & Safety Executive algorithms)
Priority Risk Score	8	
*Overall Risk Score (6-24)	**12**	(Total of Material & Priority Risk Scores)
Material Classification	**Vinyl Floor Tiles**	(Refer to Approved Code Of Practice L143)
A licence is	not required	for work on this material (See notes below)
This material is	not identifiable by	a warning or colour coded label
This material is due for	re-inspection in	August 2009

Anyone who works with or may disturb this material must be properly trained in accordance with The Control of Asbestos Regulations 2006

Carry out work with this material in accordance with the HSE 'Asbestos Essentials' task sheets listed at the end of this section

A risk assessment and plan of work must be completed by a competent person before disturbing this material

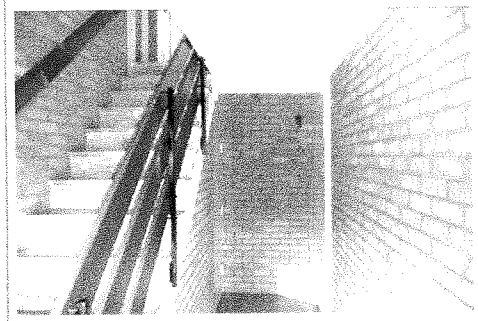
All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005

UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S08	Internal Block 3 Entrance hall Ceiling	stipple artex	visually similar to stairs and landings, ditto all blocks	analysed sample ref. S08	YES chrysotile	fair	painted	very low	medium	60 m²	MANAGE

RISK ASSESSMENT & STATUS



Material Risk Score	3	(Scored in accordance with the Health & Safety Executive algorithms)
Priority Risk Score	8	
*Overall Risk Score (6-24)	11	(Total of Material & Priority Risk Scores)
Material Classification	Decorative Coating	(Refer to Approved Code Of Practice L143)
A licence is	not required	for work on this material (See notes below)
This material is	not identifiable by	a warning or colour coded label
This material is due for	re-inspection in	August 2009

Anyone who works with or may disturb this material must be properly trained in accordance with The Control of Asbestos Regulations 2006

Carry out work with this material in accordance with the HSE 'Asbestos Essentials' task sheets listed at the end of this section

A risk assessment and plan of work must be completed by a competent person before disturbing this material

All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005

UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)

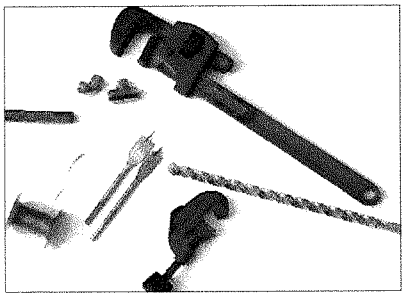
*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

ao asbestos essentials

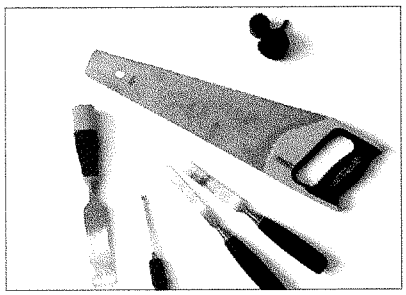
Non-licensed tasks

Some trades likely to disturb asbestos

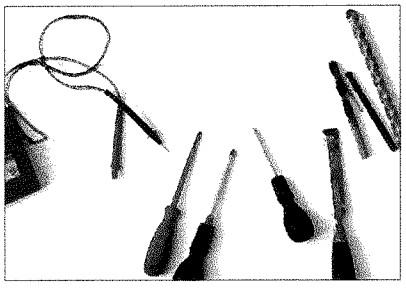
Anyone who works on the fabric of a building, may be at risk of disturbing asbestos. This includes:



- **electricians, joiners, plumbers, gas fitters, shop fitters, heating and ventilation engineers;**



- **labourers, roofers, plasterers, demolition workers and other workers in construction;**



- **phone and data engineers, alarm installers; and**

- **surveyors, general maintenance engineers, painters and decorators.**

Advice to managers and sole traders on 'Asbestos essentials'

Introduction to task sheets for non-licensed work

What is asbestos, why is it a problem?

Large amounts of asbestos were used in new and refurbished buildings before 2000. Usage began to decline in the 1970s and blue asbestos (crocidolite) had a voluntary ban in 1970. Blue and brown (amosite) asbestos were banned by law in 1985. Uses of white asbestos (chrysotile) were banned in 1999. Everything else, and most second-hand supply (except for very high performance materials) was banned by 2000.

A large number of premises still contain some form of asbestos. Workers most likely to come into contact with asbestos-containing products are those in the construction, maintenance, refurbishment and related trades.

When asbestos materials are damaged or disturbed they can release dangerous fibres which, if breathed in, can cause serious diseases. Around 4000 people in Great Britain die every year from asbestos-related diseases making asbestos the single greatest cause of work-related deaths.

What you need to do

- Ask to see a plan and check what asbestos is present. If unsure, assume that any material you need to disturb does contain asbestos. The client also needs to see your plan of work to understand what work you are going to do, and how.

Your workers

- Everyone who works with, or may disturb asbestos, must be properly trained. See sheet em2.

What the premises owner (client) needs to tell you

- Where any asbestos containing materials (or materials presumed to contain asbestos) are, that you are likely to meet.

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Disease

Disturbing asbestos-containing material can result in release of invisible fibres. Once in the air, fibres can be breathed in and cause lung diseases including:

- **mesothelioma - a cancer of the linings to the lungs and stomach;**
- **lung cancer; and**
- **asbestosis - lung scarring.**

There are no sudden changes in health after breathing in fibres - these diseases can take from 15 to 60 years to develop. They are incurable and often fatal. You need to protect yourself now to prevent contracting an asbestos related disease in the future.

Working on asbestos-containing materials

Asbestos fibres are more likely to be released if the following happens:

- **Asbestos-containing materials are not identified before work starts.**
- **Work is poorly planned or badly carried out.**
- **You work on dry asbestos-containing materials.**
- **You use power tools or saws.**
- **You sweep up asbestos-containing debris.**

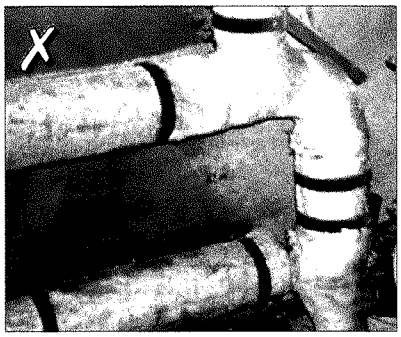
Asbestos-containing materials may be left in place, as long as they do not and will not put anyone at risk of exposure to asbestos fibres.

Main points:

- You need training to work safely with asbestos-containing materials. See sheet em2.
- *Asbestos Essentials* does not apply to licensed work. Only go ahead if you are sure the work does not require a licence.
- Work with, or disturbance of, any type of asbestos-containing material can be dangerous.
- Second-hand equipment may not be asbestos-free.
- If you work on asbestos-containing materials and you smoke, you are at much greater risk of lung cancer.
- Consider those around you. Don't put your workmates in danger or take fibres home on your clothes and put your family at risk.
- Carry out the work and dispose of contaminated materials safely.

Licensed work Don't touch this!

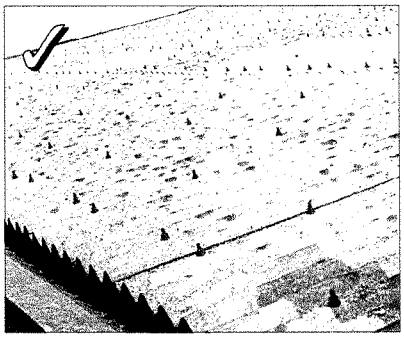
Limpet/sprayed asbestos



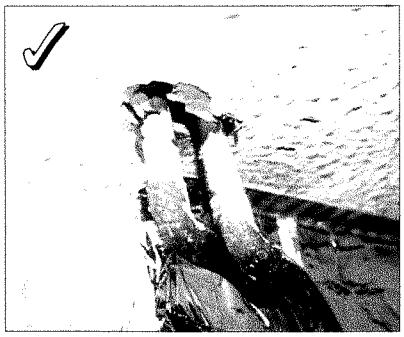
Lagging

Damaged asbestos insulating board

Non-licensed work Do this if you are trained



Asbestos cement sheets or guttering



Textured coating

Gaskets or rope seals

If you have any doubts, carry out a risk assessment (see 'More help') or ask the client to employ an HSE-licensed asbestos contractor.

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OTHER HAZARDS

Other specific hazards appear in the checklist on each Asbestos essentials task sheet. They include:

Work on fragile roofs - see www.hse.gov.uk/construction/information.htm. Fragile roofs cannot bear weight.

Work at height - see www.hse.gov.uk/falls/index.htm. Take precautions to avoid falls. Must you work from a ladder? Where necessary, erect an access platform.

Electrical hazards - see www.hse.gov.uk/electricity/index.htm. Get a competent electrician to isolate and reconnect electricity supply.

Manual handling - see www.hse.gov.uk/msd/index.htm. Plan how to remove and handle heavy material and articles safely.

Slips and trips - see www.hse.gov.uk/slips/index.htm. Floors protected with polythene become very slippery when wet.

Confined spaces - see www.hse.gov.uk/confinedspace/index.htm. You need to know that restricted workplaces are safe to enter and the air is fit to breathe.

There may also be other hazards - you need to consider them all.

Planning

Before carrying out any work:

- Ask the premises owners for their records of asbestos; what was checked, what was found, and what was not checked.
- If there is no record and you have reason to suspect asbestos, ask for an asbestos survey to be done before accepting the contract.
- Check if the work could require a licence. See 'Useful links'.
- When a licence is not needed for the work, follow the task sheets or other HSE guidance.
- If there is no task sheet for the work, get help from a competent health and safety advisor.
- When you seek advice, ensure that the person providing that advice is competent.
- If asbestos-containing material needs replacement, the replacement must be asbestos-free.

Prepare a plan of work. Make sure it includes the following:

- What the work is, and how long it is likely to last.
- The address and description of the job.
- When the work will be done.
- The procedures to follow to reduce exposure and prevent the spread of asbestos.
- The equipment needed, including personal protective equipment (PPE).
- Decontamination and waste disposal arrangements.
- Emergency procedures.

Make sure that everyone involved is fully aware of the plan and knows:

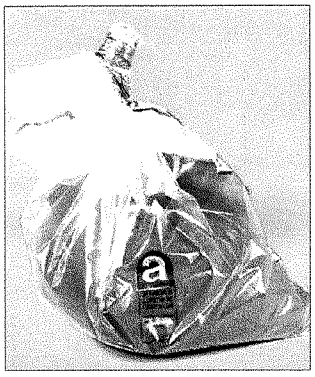
- what they need to do;
- why each action is being taken; and
- what to do in the case of emergencies and accidents.

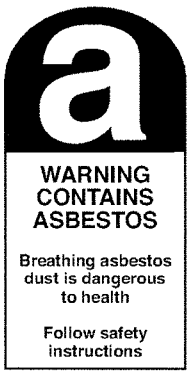
Caution: Emergency call-out is no excuse for low standards or cutting corners.

Disposal of asbestos materials and waste

'Hazardous' or 'Special' Waste needs safe disposal. This includes:

- asbestos;
- materials containing asbestos; and
- anything contaminated with asbestos unless fully decontaminated.





Make sure you double-bag and label asbestos waste.

For advice on disposal contact the Local Authority, the Environment Agency or, if based in Scotland, SEPA. Or hire a licensed waste contractor. See 'More help'

MORE HELP

- You can get details of licensed asbestos removal contractors, licence holders and training providers from HSE's Infoline Tel: 0845 345 0055 Textphone: 0845 408 9577 e-mail: hse.infoline@natbrit.com and at www.hse.gov.uk/asbestos/licensing/index.htm

- HSE priced and free publications are available from HSE Books Tel: 01787 881165 Website: www.hsebooks.co.uk

- Contact the Asbestos Testing and Consultancy (ATAC) who are a division of the Asbestos Removal Contractors Association (ARCA). ARCA also have a list of members who can hire equipment and offer training and other services. www.arcaweb.org.uk. Tel: 01283 531126;

- Contact the Asbestos Control and Abatement Division (ACAD) Tel: 01325 466704;

- Contact your trade association.

- The British Occupational Hygiene Society (BOHS Tel: 01332 298101 You can find a list of qualified hygienists on their website at www.bohs.org/ under 'Professional > Consultants'

- For advice on disposing of asbestos and other waste go to www.environment-agency.co.uk, www.sepa.org.uk/, or www.netregs.gov.uk/netregs.

- These task sheets and equipment and method (em) sheets can be downloaded free from www.hse.gov.uk/asbestos/essentials/index.htm

- Take a look at some images of common uses of asbestos on www.hse.gov.uk/asbestos/gallery.htm

- HSE's online risk assessment to see if the taks you need to carry out requires a licence is at www.hse.gov.uk/asbestos/essentials/index.htm

Asbestos essentials task sheets

A0 Advice for sole traders and managers
Introduction to task sheets for non-licensed work
A1 Drilling holes in asbestos insulating board (AIB)
A2 Removing a single (screwed in) asbestos insulating board (AIB) ceiling tile
A3 Removing a door with asbestos insulating board (AIB) fireproofing
A4 Removing a single asbestos insulating board (AIB) panel less than $1m^2$, fixed with nails or screws
A5 Cleaning light fittings attached to asbestos insulating board (AIB)
A6 Repairing minor damage to asbestos insulating board (AIB)
A7 Painting undamaged asbestos insulating board (AIB)
A8 Enclosing undamaged asbestos materials to prevent impact damage
A9 Drilling holes in asbestos cement (AC) and other highly bonded materials
A10 Cleaning debris from guttering on an asbestos cement (AC) roof
A11 Removing asbestos cement (AC) debris
A12 Cleaning weathered asbestos cement (AC) roofing and cladding
A13 Repairing damaged asbestos cement (AC)
A14 Removing asbestos cement (AC) sheets, gutters, etc and dismantling a small AC structure
A15 Removing an asbestos cement (AC) or reinforced plastic product, eg tank, duct, water cistern
A16 Painting asbestos cement (AC) sheets
A17 Removing asbestos paper linings
A18 Removing asbestos friction linings
A19 Removing an asbestos fire blanket
A20 Laying cables in areas containing undamaged asbestos materials
A21 Removing asbestos-containing bituminous products
A22 Removing metal cladding lined with asbestos-containing bitumen
A23 Removing asbestos-containing floor tiles and mastic
A24 Removing flexible asbestos textile duct connectors (gaiters)
A25 Removing compressed asbestos fibre (CAF) gaskets and asbestos rope seals
A26 Drilling and boring through textured coatings
A27 Inserting and removing screws through textured coatings
A28 Removing textured coating from a small area, eg one square metre
A29 Clearing up debris following collapse of a ceiling or wall covered with textured coating
A30 Removing an asbestos-containing 'Arc shield' from electrical switchgear
A31 Removing a single asbestos-containing gas or electric heater
A32 Replacing an asbestos-containing part in a 'period' domestic appliance
A33 Replacing an asbestos-containing fusebox, or a single fuse assembly
A34 Removing pins and nails from an asbestos insulating board (AIB) panel
A35 Replacing an asbestos cement (AC) flue or duct
A36 Removing an asbestos cement (AC) panel outside, beside or beneath a window
A37 Removing asbestos-containing mastic, sealant, beading, filler, putty or fixing
A38 How to deal with fly-tipped asbestos waste

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This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

The information in the task sheets will help small businesses - subcontractors and sole traders - to comply with the Control of Asbestos Regulations 2006. It also helps duty-holders, clients, trade union and employee safety representatives know how work should be done.

Most work with asbestos-containing materials, including lagging, insulation and insulating board, must be done by an HSE-licensed contractor.

***Asbestos essentials* covers work that will not need a licence if carried out just as the sheets describe. Each sheet describes 'good practice' for a particular task and covers the action needed to reduce exposure to an adequate level.**

It is important to follow all the actions in the task sheet, or use equally effective measures. Following the sheets is not a guarantee of safety.

'Sporadic and low intensity exposure'

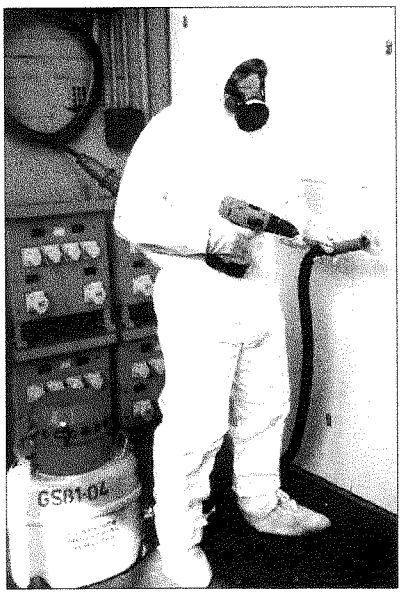
Normally, non-licensed work includes work on asbestos-containing textured coatings, asbestos cement, on some other asbestos-containing materials, and certain work of 'short duration' on asbestos insulating board.

'Short duration' means any one person does this type of work for less than one hour, or more people can do the work for a total of less than two hours, in any seven consecutive days. The total time spent by all workers must not exceed two hours. This includes time spent setting up, cleaning and clearing up.

Equipment and Method sheets

EM1 What to do if you uncover or damage materials that may contain asbestos
EM2 Training
EM3 Building and dismantling a mini-enclosure
EM4 Using a Class H vacuum cleaner for asbestos
EM5 Wetting asbestos materials
EM6 Personal protective equipment (PPE)
EM7 Using damp rags to clean surfaces of minor asbestos contamination
EM8 Personal decontamination
EM9 Disposal of asbestos waste
EM10 Statement of cleanliness after textured coating removal

Don't create dust if you can avoid it



Using a Class H vacuum cleaner and a drill cowl

SAFETY CHECKLIST

- ✓ Can you avoid disturbing asbestos by doing the job in some other way?
- ✓ Do you need a licence for the work?
- ✓ Always follow all legal requirements.
- ✓ Follow the task guidance sheet.
- ✓ Use an asbestos waste container.
- ✓ Dispose at a licensed disposal site.

Caution:

- Don't sweep up dust or debris - use a Class H vacuum cleaner or damp rags.
- Don't take used overalls home.
- Don't re-use disposable PPE.
- Don't smoke.
- Don't eat or drink in the work area.

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Published by the Health and Safety Executive 12/07

em1
asbestos essentials
Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2006.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- **Asbestos fibres can cause lung cancer and lung diseases.**
- **Check it out before you start work.**
- **Read the safety checklist on the task sheet.**

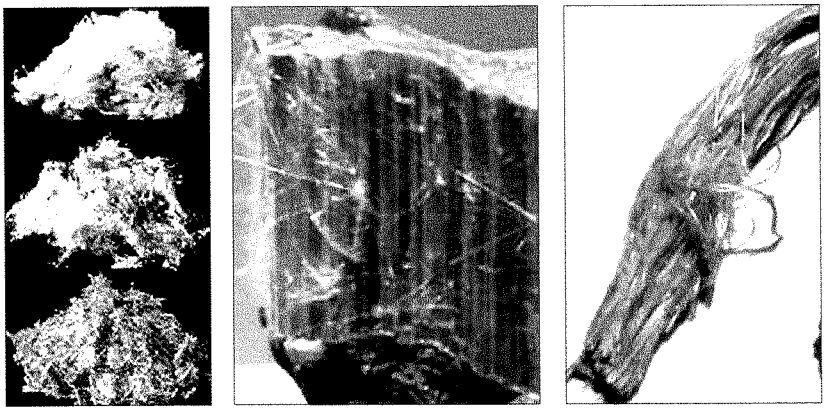
What to do if you uncover or damage materials that may contain asbestos

Equipment and method sheet

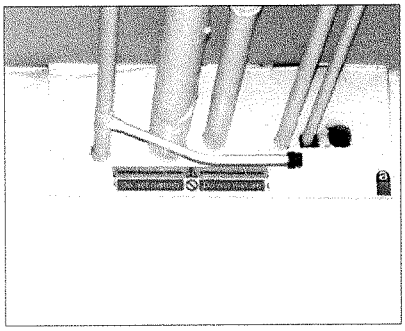
What this sheet covers

This sheet shows some examples of where asbestos can be found. A chart describes what to do if you find asbestos materials during a job.

It also applies where asbestos materials get damaged by accident.



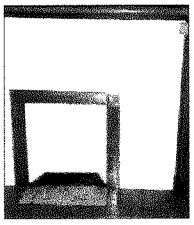
There are three 'colours' of asbestos, but you can't tell just by the colour what you have found; it could be mixed with other ingredients which change the appearance.



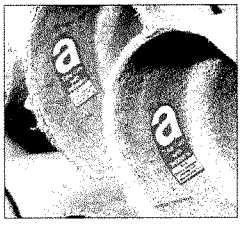
Don't assume there will always be warning signs. There could be undiscovered asbestos in buildings you work on.

Asbestos isn't always obvious. Would you spot an asbestos gasket on an old engine, asbestos cement pipes or an asbestos-containing fuse-board? If you're not sure, the premises owner needs to get it checked out!

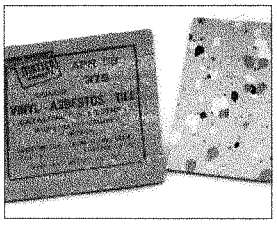
Asbestos lagging on an old tank

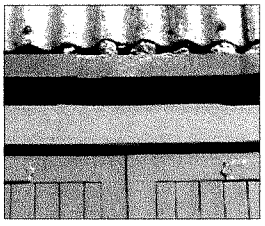


Asbestos insulating board (AIB) fire surround



These asbestos cement pipes are labelled, so are the tiles, but you might not know until you start to lift them.





There could be sprayed limpet under this asbestos cement (AC) sheeting

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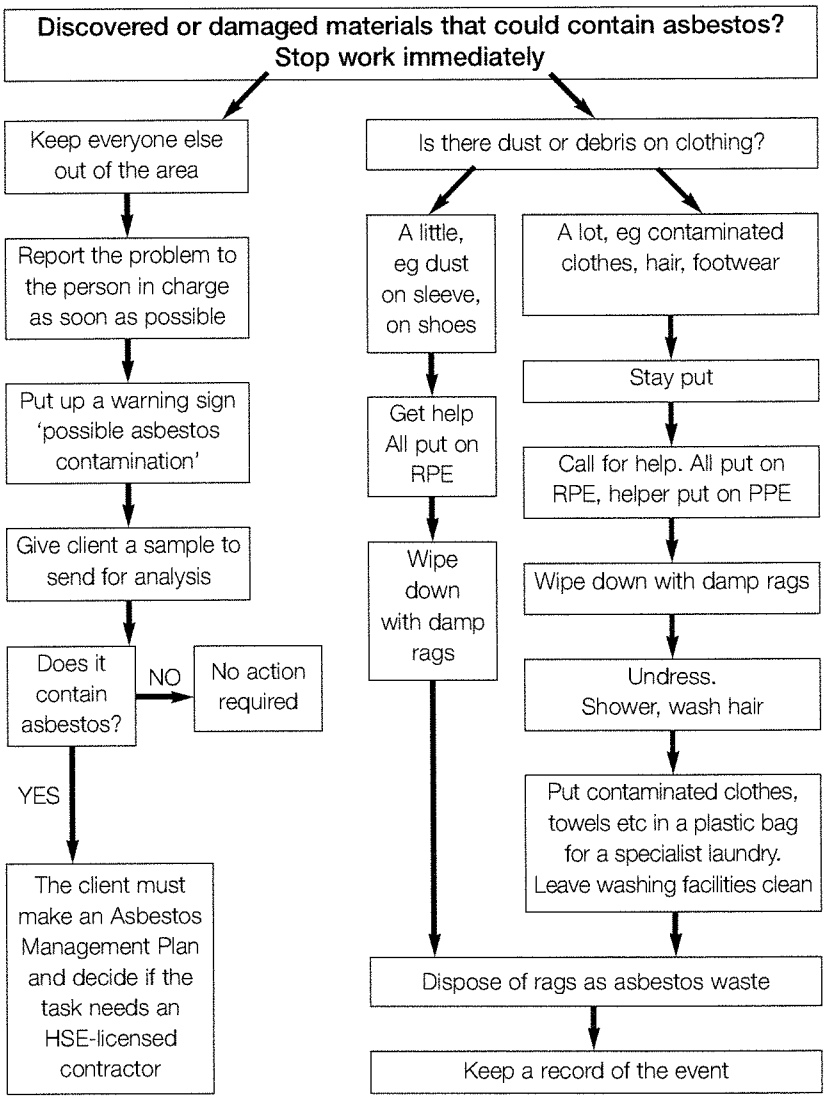
MORE HELP

- **Licensed asbestos contractors, and training providers** - HSE's Infoline Tel: 0845 345 0055 Textphone: 0845 408 9577 e-mail: hse.infoline@natbrit.com and at www.hse.gov.uk/asbestos/licensing/index.htm
- **HSE priced and free publications** - HSE Books Tel: 01787 881165 and at www.hsebooks.co.uk
- **More asbestos pictures** - www.hse.gov.uk/asbestos/gallery.htm
- **Help to decide if the task is licensed** - HSE has an online risk assessment at www.hse.gov.uk/asbestos/licensing/index.htm
- These equipment and method sheets and task (a) sheets can be downloaded free from www.hse.gov.uk/asbestos/essentials/index.htm
- See sheet a0 for details of more guidance

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.



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.

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em2
asbestos essentials
Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2006.

It is also useful for trade union and employee safety representatives.

Only carry out this work if you are properly trained and have the right equipment.

Remember:

- **Asbestos fibres can cause lung cancer and lung diseases.**
- **Read the safety checklist on the task sheet.**
- **You must be trained to work safely with asbestos materials.**
- **Young workers are at special risk due to lack of experience.**

Asbestos sticks in your lungs. The younger you are, the longer it remains to cause damage.

Training

Equipment and method sheet

What this sheet covers

People that carry out any work on asbestos materials must be trained and supervised properly.

You need training even if you worked with asbestos in the past.

Procedures

- Contact Infoline for information on training providers - see 'More help'.

Training, supervision and information

- Training must include detailed information on:
  - recognising asbestos;
  - how asbestos can affect your health;
  - the added dangers of smoking;
  - the uses and likely locations for asbestos in buildings;
  - what work you are allowed to do by law;
  - what the law requires you to do;
  - what methods to use;
  - what equipment you need to do the job properly;
  - how to choose, use and look after personal protective equipment;
  - recognising and dealing with other dangers, such as work at height;
  - decontamination of yourself and work areas;
  - emergency procedures; and
  - waste disposal.

- Refresher training is needed every year, or more often if:
  - work methods change;
  - the type of equipment used changes; or
  - the type of work changes a lot.

- Supervise the task - make sure workers follow the rules.

Information for others

- Tell all other workers that may be nearby what you are doing, where and why.
- Tell them about other risks from the work, eg changes in fire exits.

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MORE HELP

- **Licensed asbestos contractors, and training providers** - HSE's Infoline Tel: 0845 345 0055 Textphone: 0845 408 9577 e-mail: hse.infoline@natbrit.com and at www.hse.gov.uk/asbestos/licensing/index.htm
- **HSE priced and free publications** - HSE Books Tel: 01787 881165 and at www.hsebooks.co.uk
- **More asbestos pictures** - www.hse.gov.uk/asbestos/gallery.htm
- **Trade associations** - the Asbestos Removal Contractors Association (ARCA) Tel: 01283 531126 Website: www.arcaweb.org.uk, or the Asbestos Control and Abatement Division (ACAD) Tel: 01325 466704
- These equipment and method sheets and task (a) sheets can be downloaded free from www.hse.gov.uk /asbestos/essentials/index.htm
- See sheet a0 for details of more guidance

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em9 asbestos essentials

Non-licensed tasks

Disposal of asbestos waste

Equipment and method sheet

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2006.

It is also useful for trade union and employee safety representatives.

Remember:

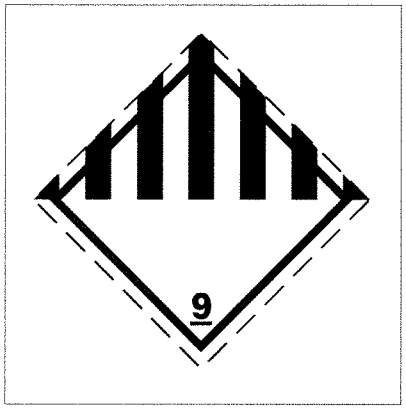
- **Asbestos fibres can cause lung cancer and lung diseases.**

What this sheet covers

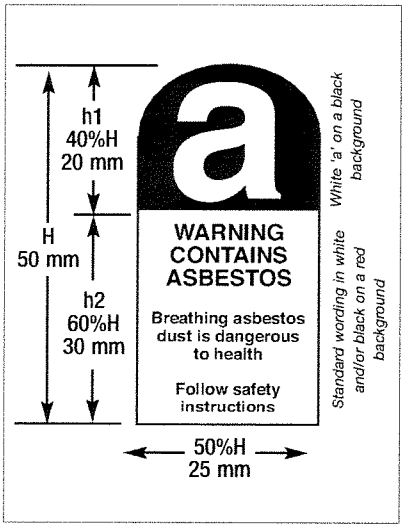
This sheet describes good practice when you need dispose of asbestos waste.

Any asbestos product or material that is ready for disposal is defined as asbestos waste. Asbestos waste also includes contaminated building materials, tools that cannot be decontaminated, personal protective equipment and damp rags used for cleaning. If in doubt, always treat waste as 'Hazardous' or 'Special'. See the table for more details.

You can discharge waste water that may be contaminated with traces of asbestos to the sewage system.



Vehicle placard



Asbestos warning sign

England and Wales	■ Asbestos waste is 'Hazardous Waste' when it contains more than 0.1% asbestos. ■ The Hazardous Waste Regulations apply. Complete a Waste Consignment Note. ■ Contact the Environment Agency for more information.
Scotland	■ Asbestos waste is 'Special Waste' when it contains more than 0.1% asbestos. ■ The Special Waste Amendment (Scotland) Regulations apply. Complete a Waste Consignment Note. ■ Contact the Scottish Environment Protection Agency for more information.
England, Scotland and Wales	■ All asbestos waste is subject to Schedule 2 of the Control of Asbestos Regulations 2006 and most waste is subject to the Carriage of Dangerous Goods (etc) Regulations 2004 (CDG). ■ Firmly-bound asbestos - asbestos cement and articles with asbestos reinforcement - does not release hazardous or respirable fibres easily. CDG does not apply. ■ The Carriage of Dangerous Goods (etc) Regulations 2004 (CDG) applies for all other asbestos waste. See 'More help'.
Caution: Don't mix asbestos waste with other waste to get below 0.1%.	

- Waste must be packed in UN-approved packaging with a CDG hazard sign and asbestos code information visible.
- Double-wrap and label asbestos waste. Standard practice is to use a red inner bag with asbestos warnings, and a clear outer bag with the CDG sign.

Caution: Don't overfill bags. Beware sharp objects that could puncture plastic.

MORE HELP

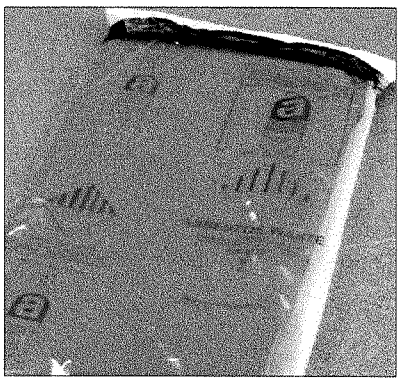
- **Licensed asbestos contractors, and training providers** - HSE's Infoline Tel: 0845 345 0055 Textphone: 0845 408 9577 e-mail: hse.infoline@natbrit.com and at www.hse.gov.uk/asbestos/licensing/index.htm
- **HSE priced and free publications** - HSE Books Tel: 01787 881165 and at www.hsebooks.co.uk
- **Disposal of asbestos waste** - www.environment-agency.co.uk, www.sepa.org.uk/, or www.netregs.gov.uk/netregs
- **Waste duty of care** - www.defra.gov.uk/environment/waste/legislation/duty.htm
- **Carriage of Dangerous Goods** - www.hse.gov.uk/cdg/manual/commonprobs.htm
- These equipment and method sheets and task (a) sheets can be downloaded free from www.hse.gov.uk/asbestos/essentials/index.htm
- See sheet a0 for details of more guidance

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

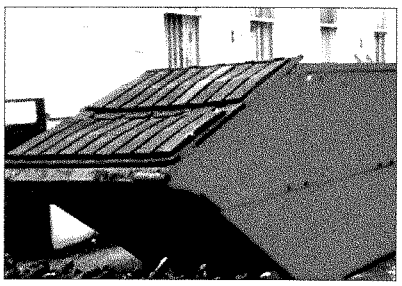
- If you carry waste, use a sealed skip, or a vehicle with the following:
  - segregated compartment for asbestos;
  - easily cleanable; and
  - lockable.
- Otherwise, arrange for transport by a registered waste carrier.
- Safe disposal - at a licensed disposal site.
- Complete a Waste Consignment Note. Keep copies of these documents for three years.

Further information

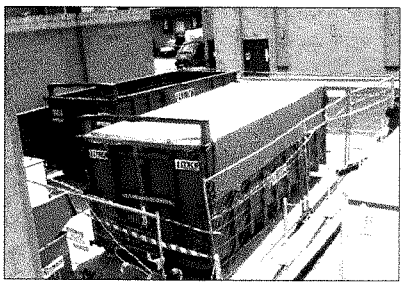
- *Asbestos: The licensed contractors' guide* HSG247 HSE Books 2006 ISBN 978 0 7176 2874 2



All waste should be double-bagged or double-wrapped in plastic sheeting, with the correct hazard warning signs attached.



Use a lockable skip for asbestos cement sheet



It is not good enough to throw sheeting over a standard skip

This document is available at www.hse.gov.uk/asbestos/essentials/index.htm

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Published by the Health and Safety Executive 12/07

Asbestos UK Surveys
Terms and Conditions

Asbestos UK Surveys undertake to carry out the survey using trained and experienced surveyors using the combined approach of survey techniques with regard to visual examination and necessary bulk sampling. Whilst every effort will be made to identify all materials so far as is reasonably practicable to do so within the scope of the survey and the following report it is entirely possible that after a survey asbestos containing materials of one sort or another may remain in the property or area covered by that survey.

It is not possible to diagnose asbestos within materials that are covered, unexposed or inaccessible such as:

- *The interior of plant, equipment, pipework, ducting, voids or other similar enclosed areas, the access to which would necessitate the use of specialist equipment, tools or specialist knowledge training.*
- *Lift shafts, lift motor rooms, plant rooms or similar that will require the attendance of a specialist engineer.*
- *Areas not safe to access or not accessible via a 3m long survey ladder i.e. no provision will be made for specialist access equipment.*
- *We will not inspect areas that would require the removal of carpets, furniture or fixtures or fittings.*
- *Samples will not be taken which would endanger the surveyor or affect the structural integrity of the item concerned i.e. electrical installations, gaskets and ropes, fire doors, roofing materials etc.*
- *Asbestos may well be hidden as part of the structure to a building and not visible until the structure is exposed or dismantled at a later date.*
- *Debris from previous asbestos removal projects may well be present in some areas; general asbestos debris does not form part of this survey although all good intentions are made for its discovery.*
- *Sampling of certain materials may not be representative in that they contain asbestos to varying degrees and some may be less densely contaminated in different areas (Artex for example).*

Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles, confined spaces or just simply because no access could be gained due to a locked cupboard for example. It may be necessary for the limits of the surveyor's authority to be confirmed prior to the survey.

Generally areas not covered by the survey are as follows:

- *Asbestos containing materials existing within areas not specifically covered by the survey report are considered outside the scope of the survey.*
- *Where an area has been previously stripped of asbestos i.e. plant rooms, ducts etc. and new coverings added debris may still be present under the coverings and it should not be considered free of asbestos. (Asbestos removal carried out prior to the introduction of "The Control of Asbestos at Work Regulations 1987" should not be assumed to have been carried out to today's standards.)*
- *Whilst every reasonable effort will be made to locate asbestos containing materials within the defined site, we have not inspected areas of the property structure which are covered, unexposed or inaccessible and we are therefore, unable to report that any such part of the property structure is free from asbestos.*
- *No responsibility will be accepted for the presence of asbestos in materials other than those sampled in the survey.*

Asbestos UK Surveys cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some damage is unavoidable and will be limited to just that necessary for taking the sample. Power tools will not be used as these can lead to unacceptable disturbance of asbestos containing materials. Methods used to carry out the survey will be agreed with the client prior to any work being commenced.

Materials referred to as 'asbestos insulating board' or 'asbestos cement' are assessed on visual appearance and no density test of materials will be carried out unless specifically requested.

Further to and notwithstanding anything to the contrary in these terms and conditions whereby liability is excluded or limited to a lesser amount, the liability of Asbestos UK Surveys under or in connection with this agreement whether in contract or in tort, in negligence, for breach of statutory duty or otherwise for any claim shall not exceed the amount, if any recoverable by Asbestos UK Surveys by way of indemnity against the claim in question under Professional Indemnity Insurance taken out by Asbestos UK Surveys and in force at the time that the claim or if earlier circumstances that may give rise to the claim is reported to the insurers in question.