



Asbestos Management A 'Duty to Manage' Briefing

LEGACY





Part 1 - awareness

TYPES, USE AND DANGERS OF ASBESTOS

What is asbestos

- Asbestos is a generic term given to several mineral silicates found naturally in seams and veins around the world
- It is a naturally occurring fibrous material
- Asbestos Containing Material(ACM) is defined as *“any material containing any, or a mixture of the different types of asbestos”*



Asbestos Types

**White
Asbestos**
(Chrysotile)



**Brown
asbestos**
(Amosite)



Blue asbestos
(Crocidolite)



Asbestos really was the 'magic mineral' so you can see why it was used in so many products

High tensile strength of fibres

Low thermal and electrical conductivity

Absorbs sound

Resistance to acid (blue) and alkali (white)

Water repellent (amphiboles)

Chemically inert

Thermal stability – excellent for heat insulation

Used extensively for fire and heat insulation

BUT.....

In the UK 5000 people die every year from Asbestos related health effects.

The inhalation of asbestos fibres can be hazardous to health but it is not instant, the effects can take from 15 to 60 or more years to develop. Diseases include:-

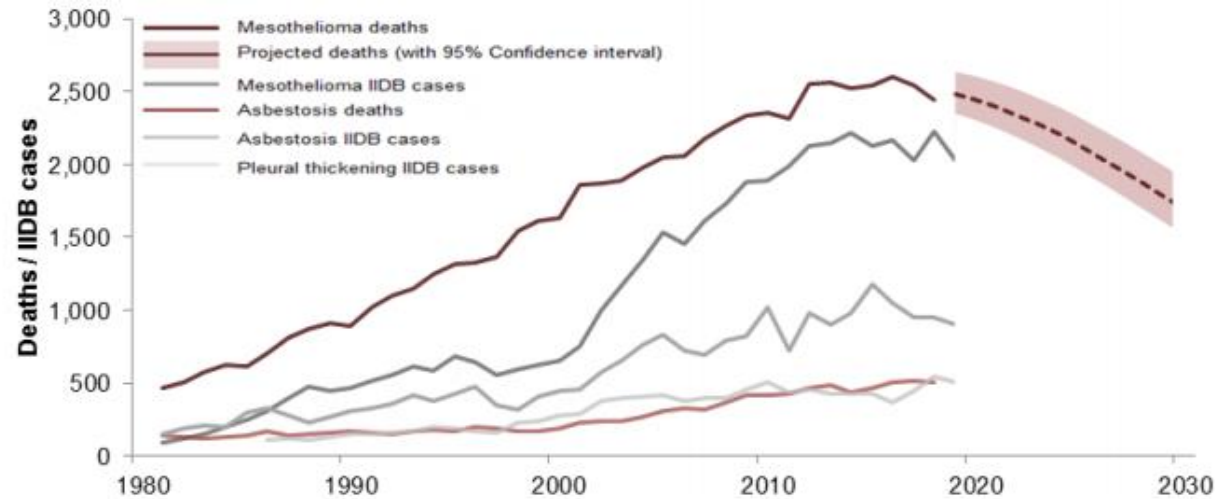
Pleural plaques (localised pleura thickening)

Asbestosis (scarring of the tissue of the lung)

Lung Cancer (tumours develop)

Mesothelioma (incurable cancer of the lining around the lung or stomach)

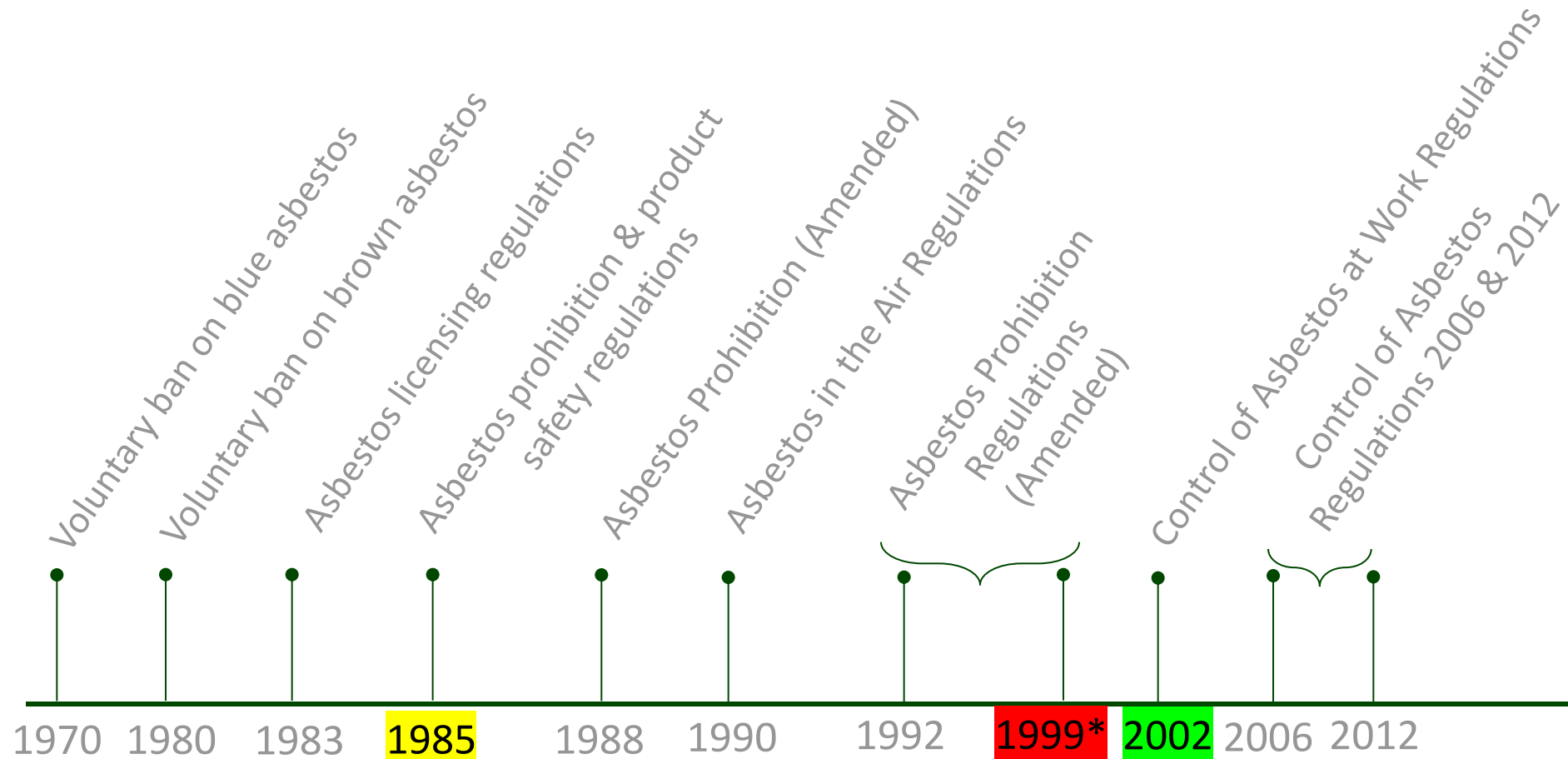
Mesothelioma, asbestosis, and pleural thickening: time trends in annual deaths and Industrial Injuries Benefit Disablement (IIDB) cases.



**Latest statistics are for 2018 for deaths and 2019 for IIDB cases*

- Annual deaths increased steeply over the last 50 years, largely as a result of asbestos exposure prior to 1980, and are now expected to continue at current levels for the rest of the decade before declining.
- This prompted legislation to prohibit further use and management of asbestos.

Asbestos legislation

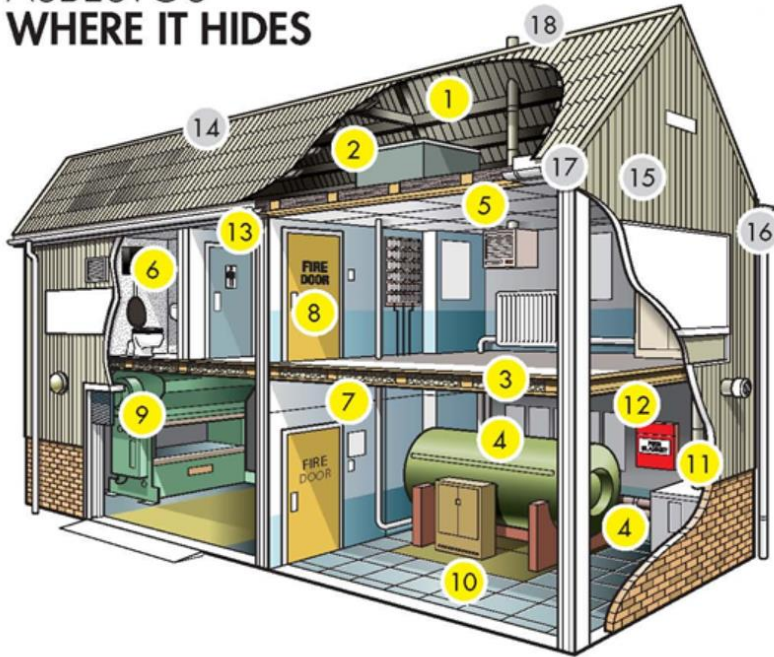


*The ban is NOT worldwide

A 'snap shot' of asbestos containing materials

Industrial property

ASBESTOS WHERE IT HIDES



1. Sprayed coatings
2. Asbestos cement
3. Loose fill insulation
4. Lagging
5. AIB ceiling tiles
6. Toilet cisterns
7. AIB panels
8. AIB wall partitions
9. Ropes seals gaskets, paper
10. Floor tiles
11. Around boilers
12. Textiles such as fire blankets
13. Textured decorative coatings
14. Cement roof
15. Cement panels
16. Cement guttering
17. Soffits AIB or cement
18. Cement flue

Moveable items containing ACMs



Gas mask in its original state prior to sampling exercise



Front end of filter to mask

The Asbestos Prohibition Regulation states that when an item is no longer used for its intended purpose it cannot be sold, moved to a different building or given away. It is to be disposed of as asbestos waste. This includes science equipment, kilns, catering equipment etc.

Asbestos was used up right up until the prohibition in 1999.
The Fabric of the building can only be assessed as Asbestos Free if it is a new build from 2000 onwards.

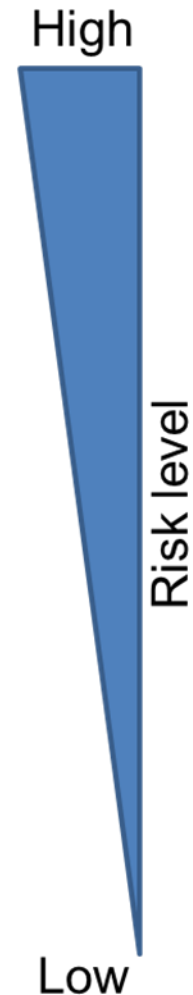


1990's Composite roof tiles – Asbestos Cement

The presence of ACM's in your building does not mean they are all high risk – friability along with condition, amount and location form part of the assessment

Friability = how easily the product releases asbestos fibres

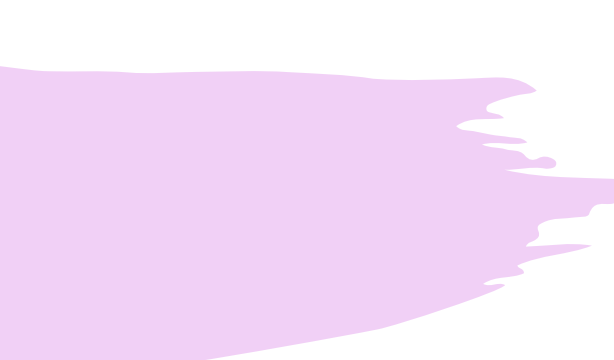
- **Loose asbestos**
- **Sprayed asbestos on steel work/concrete**
- **Insulation on pipe work, boilers etc.**
- **Insulating board products (AIB)**
- Asbestos paper, card and felts
- Asbestos textile products
- Asbestos cement products
- Textured coatings
- Thermo-plastic floor tiles
- Bitumen products





Part 2 – Roles and Responsibilities

DUTY HOLDERS, LEASED IN AND OUT,
CONTRACTS

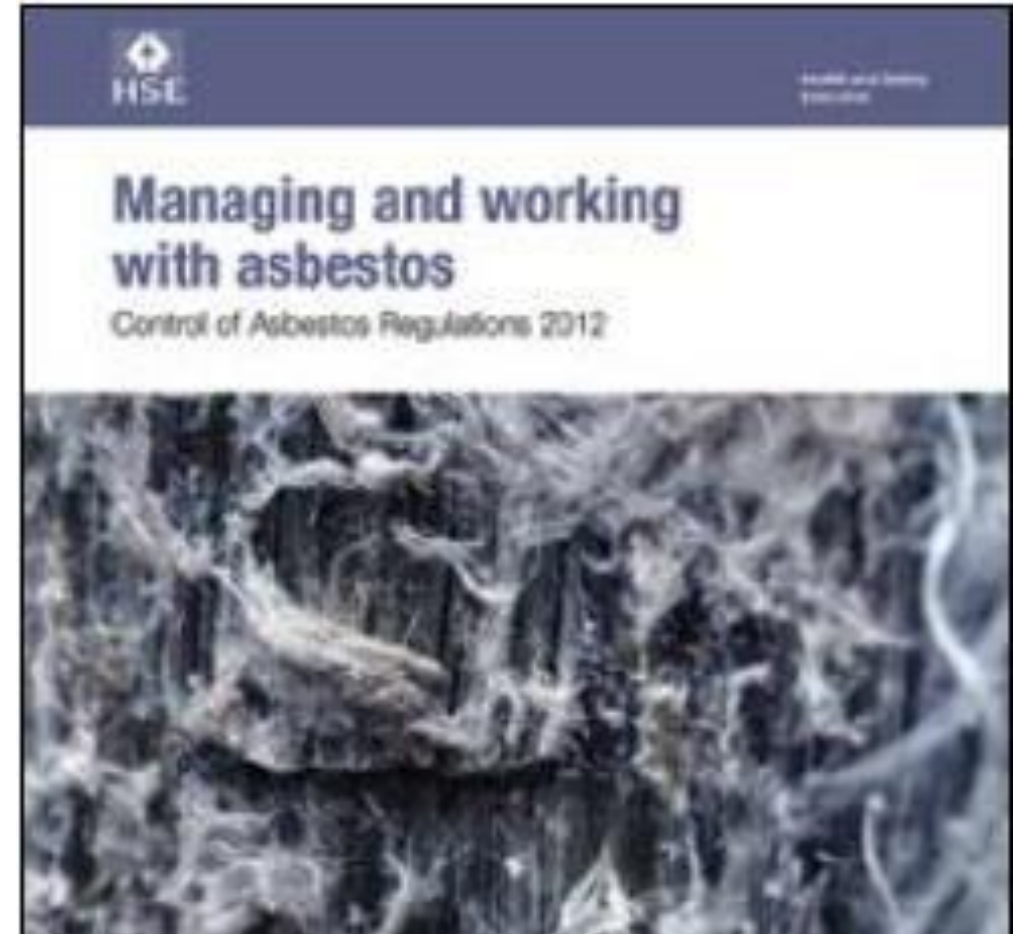


Present day requirements

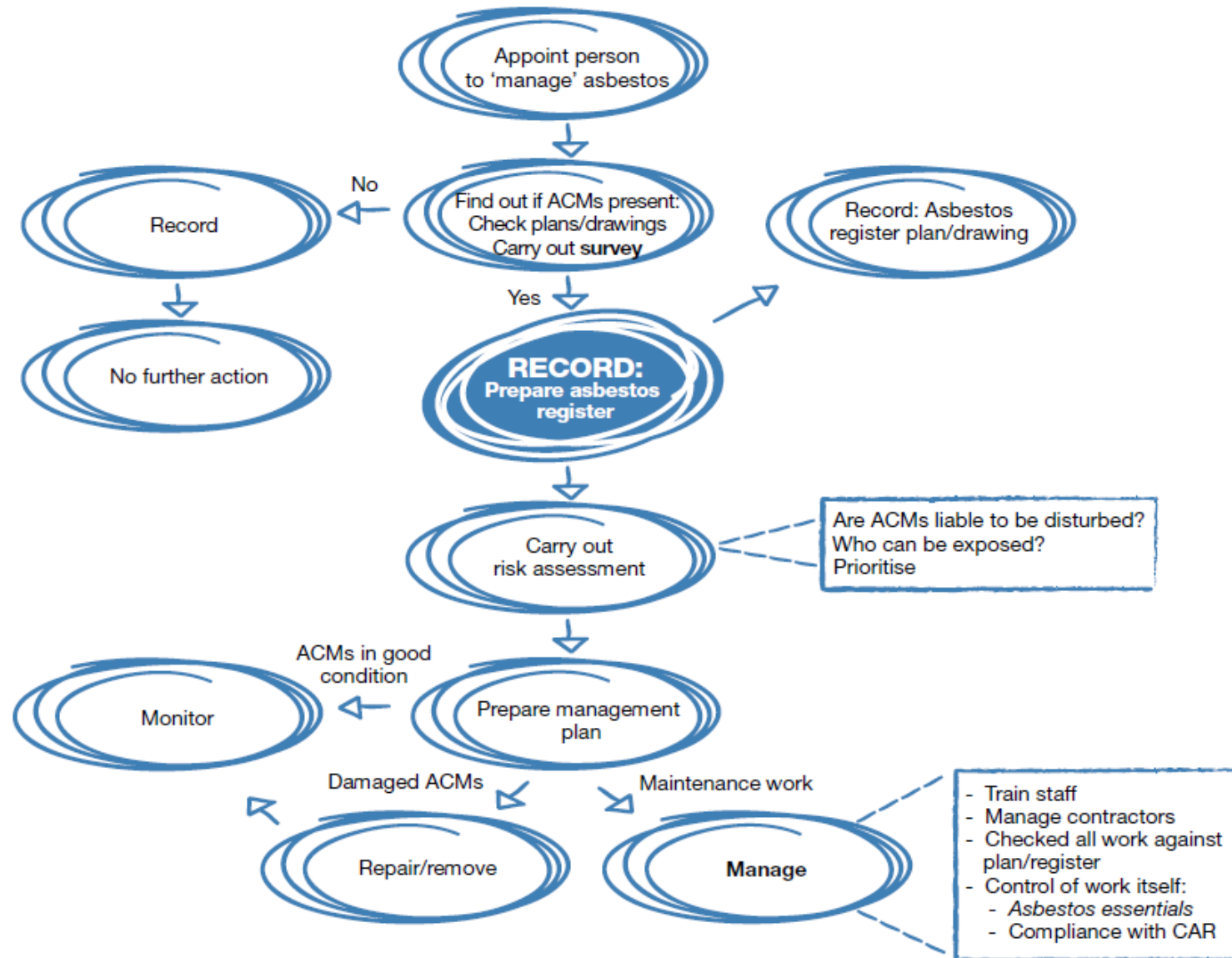
- CAR 2012
- L143 ACOP
- HSG264 The Surveyors Guide
- HSG247 Licensed Contractors Guide
- HSG 248 The Analysts Guide
- HSG210 Asbestos Essential Task Sheets

The Control of Asbestos Regulations (CAR) 2012

- The primary legislation for asbestos in the UK is CAR 2012 – The Control of Asbestos Regulations 2012.
- The HSE have produced a freely downloadable ACOP (Approved Code Of Practice) L143 (Second Edition) Published 2013 – Managing and working with asbestos.



HSE: Main Steps to Managing Asbestos



ASBESTOS MANAGEMENT PLAN



Who is a Duty Holder?

L143 (2nd Edition) Managing and working with asbestos

- **Every person who has by virtue of a contract or tenancy an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from the premises.**

OR

- In relation to any part of non-domestic premises where there is no such contract or tenancy, every person who has to any extent, control of that part of those non-domestic premises or any means of access to or from those premises.
- And where there is more than one such duty holder, the relative contribution is to be made by each person in complying with the requirements of this legislation.

What does that mean in practice?

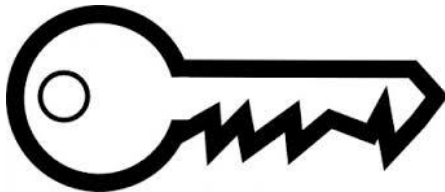
- For the majority of premises the 'dutyholder' will be the employer.
- In situations where budgets for building maintenance & management are held by the Premises Manager or a Management Committee the duty to manage asbestos will be shared between the Premises Manager/ Management Committee and the Local Authority.
- All parties who arrange for the repair, maintenance, management and access to the premises will have legal obligations under Regulation 4, The Duty to Manage Asbestos in Non- Domestic Premises.

Regulation 4 (CAR) Duty to Manage Asbestos

- The Duty Holder's **legal responsibilities cannot be delegated**, but duty holders **can nominate others** to do all or part of the work **to assist** in complying with the duties. Anyone or any organisation who is nominated to do some work as a result of this regulation must know what it is they have to do and be able to do it safely.
 - They should be competent to do this work.
 - There is a requirement on others to co-operate as far as is necessary to allow the Duty Holder to comply with Regulation 4 CAR 2012 –
 - Anyone who is not a Duty Holder, but has information on or control of the premises, must help the duty holder, as far as necessary, to comply with the duty. But this does not extend to paying for or sharing the costs of any actions the Duty Holder takes to manage these risks
 - If the owner rents, leases or lets out under a contract or agreement and gives shared responsibility to the owner and the occupier(s), all parties should make whatever parts of the building they are responsible for available to one another. This enables each Duty Holder to carry out their responsibilities under regulation 4.

Who has obligations under Reg 4?

- Building Manager
- Key holder
- Receptionist
- Head Teacher
- Caretaker
- Persons arranging building & maintenance works
- Persons who supervise building & maintenance activities
- Persons who control access (or egress) to a Premises
- Building Owner





Part 3 – Finding Asbestos

SURVEYING, ASSESSING, RECORDING

CAR 2012 – Regulation 5 & 6

5 - Identification of the presence of asbestos

This regulation requires employers to identify the presence of asbestos and its type and condition before any building, maintenance, demolition or other work, liable to disturb asbestos, begins. It also sets out the requirement to arrange a survey if existing information on the presence of asbestos in the premises is incomplete or appears unreliable.

6 - Assessment of work which exposes employees to asbestos

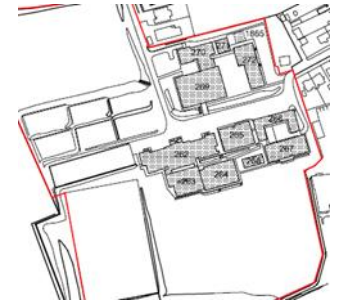
- This regulation requires employers to carry out a risk assessment to identify the risks of exposure to asbestos. It sets out the requirement to record any significant findings and put in place steps to prevent, or reduce, exposure to employees.
- If work is liable to expose employees to asbestos then a suitable and sufficient assessment of the risks must be made and recorded.

Survey Types

- The type of survey will vary during the lifespan of the premises and several may be needed over time. A **Management Survey** will be required during the normal occupation and use of the building/**premises*** to ensure continued management of the ACMs in situ.
- A **Refurbishment or Demolition Survey** will be necessary when the building (or part of it) is to be upgraded, refurbished or demolished.

*Premises - While in most cases the survey will only be needed on existing buildings (including basements, cellars, tunnels, under crofts etc.) and the surrounding site, there may be some situations where there are hidden underground structures or pipes which may only come to light when refurbishment or demolition work is to take place.

These should be included in the survey as appropriate.

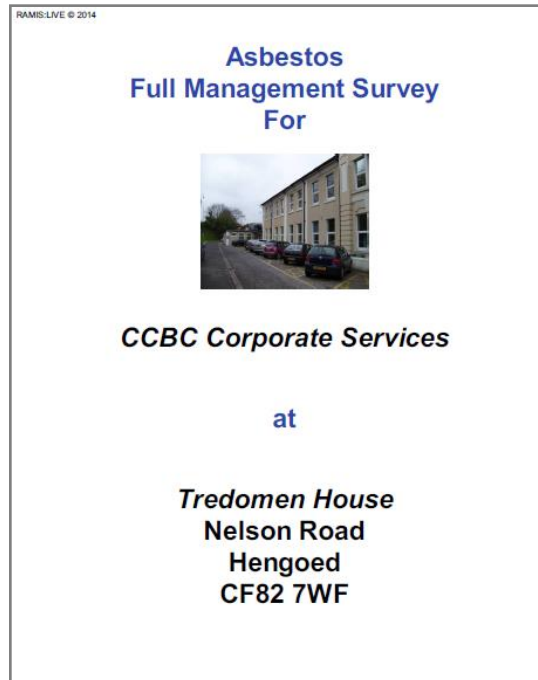


What survey do I have?

- Your property should have an Asbestos Management Survey. A copy of the survey must be freely available to anyone who needs access to it on site.
- Paper copies may be easier to pass on to visiting maintenance workers, who will need them to know the location and condition of any asbestos before they start work. Electronic copies are easier to update and are probably better suited for people responsible for large numbers of properties or bigger premises.
- If you do not have an Asbestos Management Survey for your premises you should arrange to have one as soon as possible.

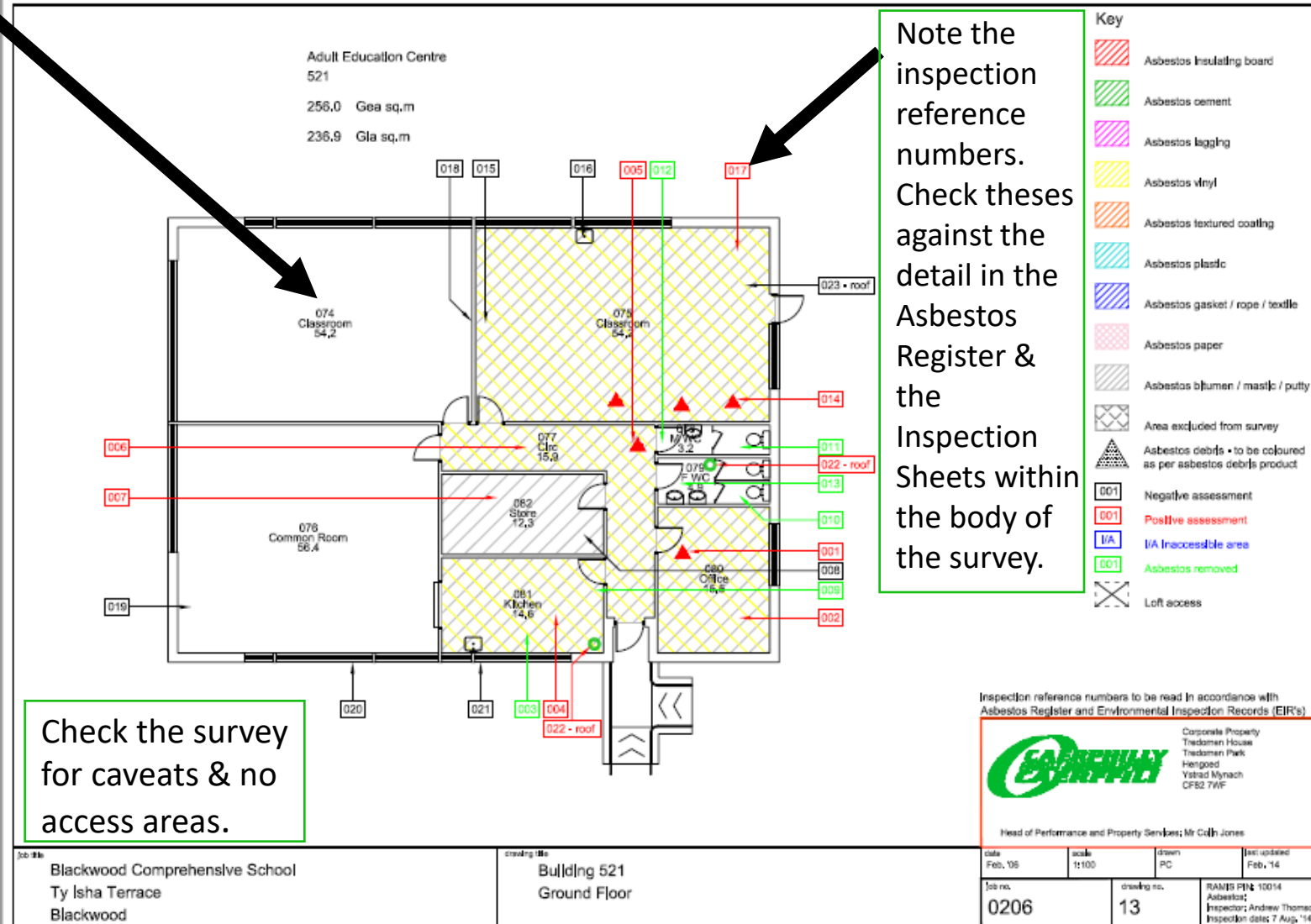
Asbestos Management Survey

Remember a management survey is intrusive but not destructive so **will not** find all potential Asbestos Containing Materials in your premises.



Section 1.	Name and Address
Section 2.	Survey Objectives
Section 3.	Site Outline
Section 4.	Analytical Techniques
Section 5.	Survey Caveat
Section 6.	Inaccessible Areas
Section 7.	Survey Recommendations
Section 8.	Asbestos Register
Section 9.	Full Assessment Report
Section 10.	Environmental Inspection Records
Appendix 1.	Drawing / Site Plans
Appendix 2.	Certificates

There may be room numbers or names



RAMIS Compliance Solutions Inspection Record	Site ID:	10014
	Survey Ref:	10014/R001
	Survey Date:	8/7/2014
	Published on:	8/8/2014
	Site Name:	Blackwood Adult Education Centre

<i>Building</i> <i>Room</i>	521 075 Classroom	<i>Floor</i> Ground	<i>Inspection Ref Number</i> 10014/017
			<i>RAMIS ID</i> 532925
			<i>Sample / Inspect Date</i> 8/7/2014
			<i>Survey or Inspection</i> Full Survey
			<i>Surveyor</i> Andrew Thomson
			<i>Level of ID</i> Strongly Presumed
			<i>Analyst</i>
			<i>Analyst Date</i>
			<i>Lab Reference</i> Similar to 1433548-0243
			<i>Contains Asbestos</i> Yes

Grey floor tiles and bitumen adhesive under modern tiles

Inspection
Reference

Grey floor tiles and bitumen adhesive under modern tiles				Contains Asbestos		Yes	
Material Assessment							
Product Type	Score	Extent of Damage	Score	Surface Treatment	Score	Asbestos Type	Score
Vinyl	1	Good Condition	0	Reinforced Composite Material	0	Chrysotile	1
Item / Material	Vinyl and bitumen (54 m2)			Hazard Band	D	Material Assessment Score	2
Hazard Warning Level	Very Low Risk						
Surveyors Comment	Similar to inspection reference 10014/006. Asbestos strongly presumed in vinyl tiles and bitumen adhesive under modern floor tiles. Monitor in situ on an annual basis.						
Score	Secondary Activity		Score	Activity		Score	
1	Rare Disturbance		0	Low		1	
Score	Avg. Time In Use		Score	Exposure Potential		Score	
3	> 3 to < 6 hours		2	High		3	
Score	Maint. Frequency		Score	Maint. Activity		Score	
0	Unlikely Disturbance		0	Rare		0	
Location	Score	Accessibility	Score	Extent / Amount	Score	Disturbance Likely	Score
Rooms up to 100m2	2	Inaccessible	0	> 50 m2	3	Medium	2
						Priority Assessment Score	6
Total Assessment							
Total Assessment		Low Risk		Risk Band		C	Total Assessment Score
						8	

Material Assessment lets us know what the product is, if it contains asbestos, what the condition was at the time of the survey & how much of the product there is.

The Priority Assessment is for the Building Manager – this helps them to assess any risks to their proposed service provision.

				Contains Asbestos		Yes	
Score		Surface Treatment		Score		Asbestos Type	
0		Reinforced Composite Material		0		Chrysotile	
		Hazard Band		D		Material Assessment Score	
						2	
Hazard Warning Level		Very Low Risk					
Surveyors Comment		Similar to inspection reference 10014/006. Asbestos strongly presumed in vinyl tiles and bitumen adhesive under modern floor tiles. Monitor in situ on an annual basis.					
Priority Assessment							
Location Assessment		Main Activity		Score		Secondary Activity	
		Low Disturbance		1		Rare Disturbance	
				0		Low	
No. of Occupants		Score		Frequency of use		Score	
>10		3		Daily		3	
				> 3 to < 6 hours		2	
						High	
						3	
Disturb & Maint Assessment		Maintenance Type		Score		Maint. Frequency	
		Minor Disturbance		0		Unlikely Disturbance	
				0		Rare	
						0	
Location		Score		Accessibility		Score	
Rooms up to 100m2		2		Inaccessible		0	
				> 50 m2		3	
						Medium	
						2	
						Priority Assessment Score	
						6	
Total Assessment							
Total Assessment		Low Risk		Risk Band		C	
						Total Assessment Score	
						8	

Survey Limitations - Caveats to surveys

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General caveat & site specific caveats/ No access areas or limitations

- Ducts
- Mechanical Equipment
- Electrical Installations
- Height
- Ducts & Risers
- Limited Access Area
- No Access Areas
- Lift Shafts
- Locked Rooms

We don't always see the Asbestos

- Above Ceilings
- Wall cavities
- Packers around doors / windows.
- Boiler Houses
- Floor Ducts
- Risers
- Lofts

Building Type

- Traditional – Brick /Block
- System Build
- CLASP (A type of system build)
- If you have a System Build or CLASP construction Premises there is a greater probability of hidden ACMs. This could be in the form of fire protection to steelwork, packers, offcuts and more.



CLASP & System Construction



AIB to columns, packers, to doors, windows, wall panels. AIB cavity closures Unsealed AIB in Voids



Insulating board off-cuts and debris within wall void

Asbestos Register

- The information in the asbestos survey is then used to create an 'Asbestos Register' of the known asbestos at the premises. The Survey is a point in time, what the surveyor saw on the day of the survey.
- The Register can be paper or in electronic format and should be updated to reflect the current asbestos position at the premises.
- The register should contain an accurate plan showing the location of the ACM's.
- The register should contain details of the ACM's, location, extent, condition, product type and description.
- No access areas should be shown in the register & on the plans and be presumed to contain asbestos unless there is strong evidence that it does not.
- The record should be dated to aid periodic review.

Prohibited or Restricted Areas

- The register should contain a copy of the sites Prohibition & Restriction Notice (where they have one).
- Prohibit - Access to the area is prohibited. Should access be required then seek competent advice. Enabling work by a Licensed Asbestos Removal Contractor may be required to facilitate access.
- Restriction – Access to the area is conditional to specific requirements which need to be adhered to e.g. Wearing appropriate PPE & RPE, having specific levels of training, limiting duration of works, limiting types of work.



Where there are Prohibition or Restriction Notices to your ceiling void-monitor the integrity of the ceiling – missing tiles should be replaced. The contractor who replaces the tiles may need specific training to work on or near asbestos – NOTE: Sometimes the P&R is to the ceiling void & sometimes it is only to the loft space – read your P&R Notice & if it isn't clear to you check.



Keeping your property asbestos information up to date.

Premises Manager to keep the contact details up to date.

Any changes to your ACMs must be recorded:

For e.g. any works that affects your ACMs, you will need evidence of the changes.

If the premises have arranged the works directly then they will need to provide the relevant information to evidence the updates. If the work is arranged by someone else, they should record and communicate the changes

Condition Monitoring - changes to the condition of your readily accessible ACMs should be communicated and action taken where required

Examples of evidence to update the Asbestos Register

Bond Demolition Ltd Demolition & Asbestos Removal

Bond Demolition Ltd
Unit 38, Ocean Park
Part One Industrial Estate
Bridewell
CF83 5GR
Tel No: 01292 588755

Statement of Cleanliness after Removal of Asbestos

In relation to the removal of - asbestos floor tiles

Within room 054, dining room

At: Ystrad Mynach Primary School, Lewis Street, Ystrad Mynach, Hergoed, CF82 7AQ

On: 04-04-2018

The removal consisted of:

The removal of asbestos vinyl floor tiles, bitumen to remain in place

By: Bond Demolition Ltd
Unit 38, Ocean Park
Part One Industrial Estate
Bridewell
CF83 5GR

I have checked that the asbestos vinyl floor tiles were removed, and the area was cleaned thoroughly both before and after removing the respiratory zone. I inspected the following areas to make sure there were no visible traces of dust or debris.

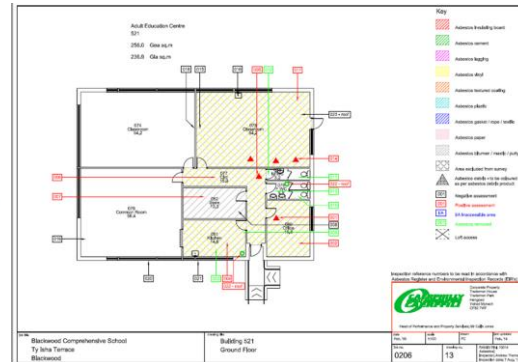
Floors and low-level walls and surfaces adjacent to works and transit route rooms adjacent to the works area

I am satisfied that the area can be returned to normal use.

Signed: A.G. Murphy Position: Contracts Manager

Date: 04-04-2018

Contractors
Self
Certification.



Waste
Consignment
Note.

Form HWCN01v051

The Hazardous Waste Regulations 2005: Consignment Note

PRODUCER'S/HOLDER'S/CONSIGNOR'S COPY (Delete as appropriate)

PART A Notification details

1 Consignment note code: **CAN845/141650**

2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):
**YSTRAD MYNACH PRIMARY SCHOOL
LEWIS STREET
YSTRAD MYNACH, HERGOED
CF82 7AQ**

3 Premises code (where applicable): **CAN845**

4 The waste will be taken to (name, address and postcode):
**NEWPORT CITY COUNCIL, DOCKSWAY
DOCKSWAY, NEWPORT, NP23 5NS**

5 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):
**BOND DEMOLITION LTD, UNIT 38, OCEAN
PARK, PART ONE INDUSTRIAL ESTATE,
BRIDEWELL, CF83 5GR**

PART B Description of the waste

1 The process giving rise to the waste(s) was: **RENOVATION**

2 SIC for the process giving rise to the waste: **45.251**

3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)

Description of waste	List of wastes (EWC code(6 digits))	Quantity (kg)	The chemical/biological components of the waste and their concentrations are:	Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size
VINYL FLOOR TILES	170605	600	CHROMIUM 5-10% SOLID	SOLID	H3	PLASTIC BAGS

The information given below is to be completed for each EWC identified

EWC code	Packing group(s)	UN identification number(s)	Proper shipping name(s)	UN class(es)	Special handling requirements
170605	3	250	CHROMIUM	9	DOUBLE BAGGED

PART C Carrier's certificate

(If more than one carrier is used, please attach schedule for subsequent carriers. If a schedule of carriers is attached tick here [X])

I certify that I today collected the consignment and that the details in A2, A4 and B3 are correct and I have been advised of any specific handling requirements.

1 Carrier name: **S. CARR**

On behalf of (name, address, postcode, telephone, e-mail, facsimile):
AS AS

2 Carrier registration no./reason for exemption:
CDU 12210

3 Vehicle registration no. (or mode of transport, if not road):
WTS MAX

Signature: **[Signature]**

Date: **04/04/2018** Time: **12:05**

PART D Consignor's certificate

I certify that the information in A, B and C above is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.

1 Consignor name: **A. Murphy**

On behalf of (name, address, postcode, telephone, e-mail, facsimile):
AS AS

Signature: **[Signature]**

Date: **04/04/2018** Time: **12:05**

PART E Consignee's certificate (where more than one waste type is collected all of the information given below must be completed for each EWC)

Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)
170605	700 Kgs	D05	D05

1 I received this waste at the address given in A4 on: **04/04/2018** Time: **13:07**

2 Vehicle registration no. (or mode of transport if not road):
WTS MAX

3 Where waste is received please provide details:
DP 3733 BK

I certify that waste management licence/permit/authorisation no(s):
DP 3733 BK

authorises the management of the waste described in B at the address given in A4.

Signature: **[Signature]**

Date: **04/04/2018** Time: **13:07**

HWCN01v051

Changes that
affect the CAD
plan.



Before & After photos.

ALL OF THESE
THINGS NEED TO BE
REFLECTED IN
YOUR **ASBESTOS
MANAGEMENT
PLAN**





Part 4 – Managing Asbestos

PROCEDURES, COMMUNICATION,
TRAINING

Condition Monitoring

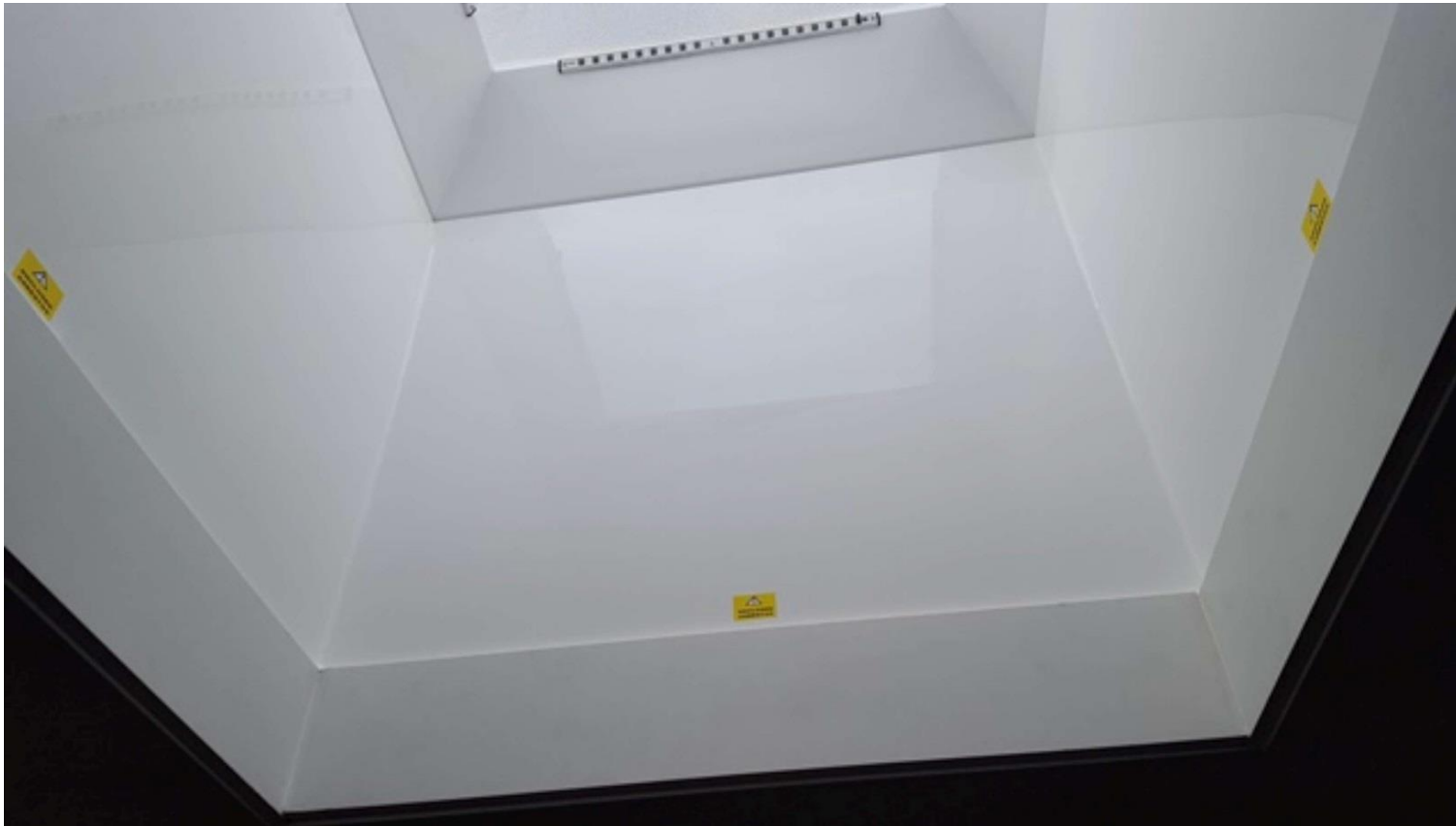
- Every year the condition of the readily accessible known ACMs at your premises need to be monitored & the monitoring recorded.
- Ensure that this task is undertaken – this may be outsourced, it may be arranged by the landlord or the building manager – know your roles and responsibilities.
- The task must be undertaken by a competent member of staff.

Asbestos may be present in your premises but has been overclad below the ceiling line to protect it from accidental damage.



AIB Skylight cheeks overclad with Whiterock.

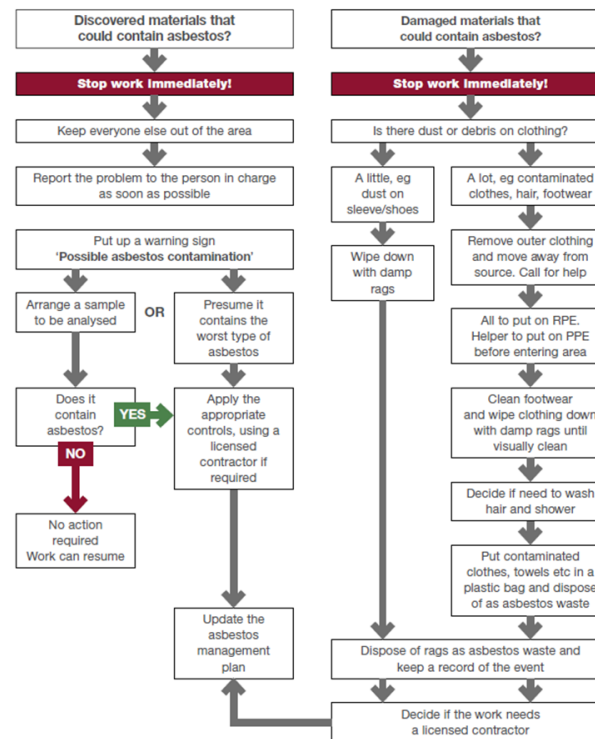
It is important that all of the over-cladding remains in good condition to protect the ACMs. Report any defects.



Emergency

- This Emergency Procedure is taken from the HSE publication HSG210 EM1
- REMEMBER – Don't put yourself or anyone else at risk.
- If a suspect ACM has been disturbed don't clean it up – STOP & get help.

Flow chart



Training, information and instruction

Reg 10 CAR 2012

Common
theme for all
health and
safety matters

Ensures people
are informed
and competent

Effective
management of
contractors

Provide information to anyone who might disturb asbestos

You must tell the following people about your asbestos management plan:

- site or building managers
- employees
- contractors
- maintenance workers

Share your plan with site or building managers

You should ensure your asbestos management plan is available at the specific site it relates to.

Those with the responsibility must share the plan with anyone working in the premises.

As a dutyholder or the person assigned responsibility, you should:

- tell workers what the management plan arrangements are
- provide the emergency services with information on the location and condition of any known asbestos-containing materials (ACMs)
- provide the management plan to worker representatives and trade union safety representatives

Tell workers about your asbestos management plan

You must tell workers before they start work on the fabric of your building about your asbestos management plan. This is to prevent them disturbing ACMs without the correct controls in place.

You must include both your employees and any contractors who come to your premises, for example when doing:

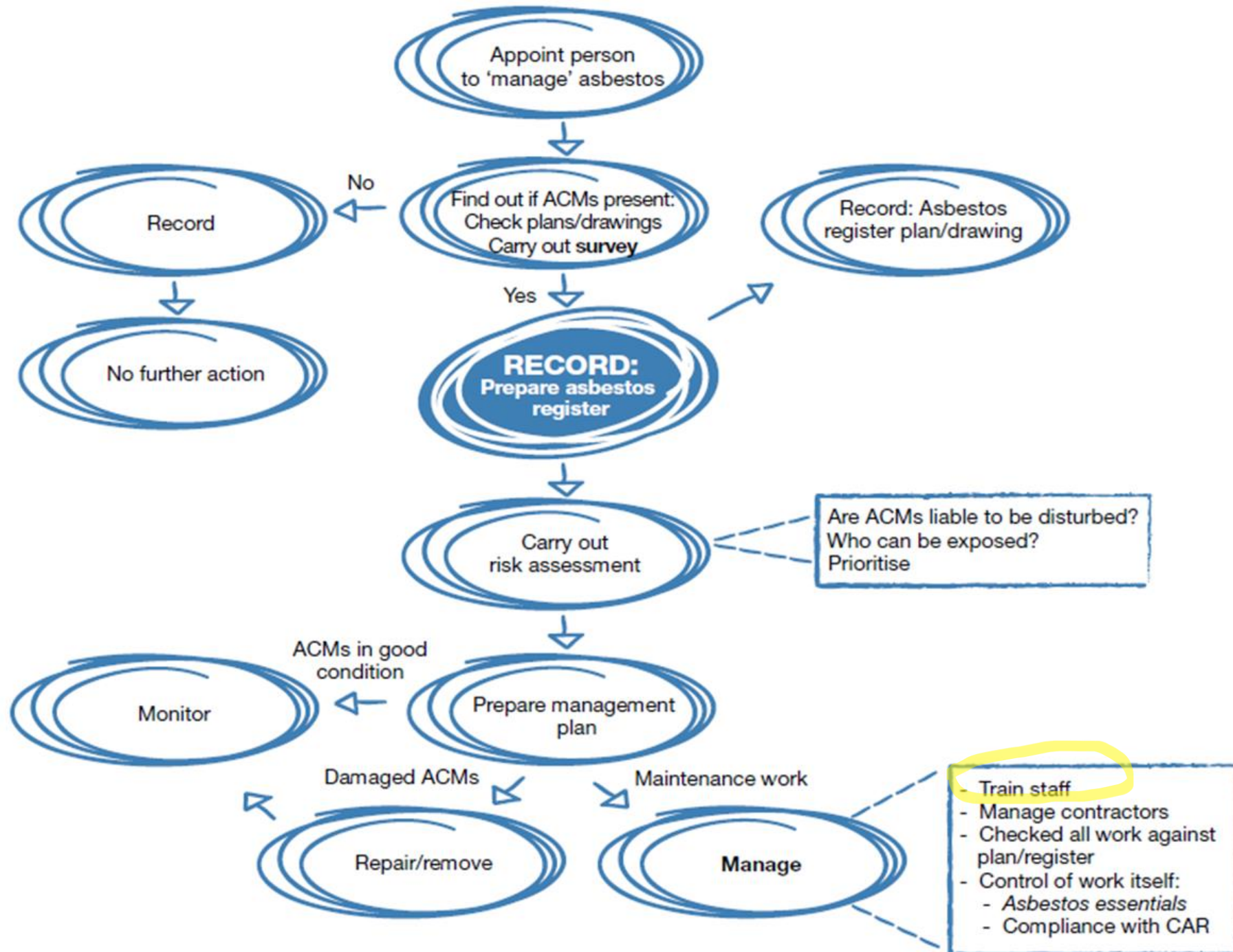
- construction – builders, roofers, painters and decorators, joiners, plasterers, shop fitters
- installation – plumbers, gas fitters, electricians, phone, alarm and heating and ventilation engineers
- maintenance – engineers, repairers
- excavation and demolition – contractors, surveyors

Other people you need to share the plan with

HSE –

Some people, such as teachers, are unlikely to disturb asbestos but work in a building that contains it. You must inform them:

- about the specific locations of ACMs in the rooms or areas they use
- not to disturb them and what to do in the event of accidental damage



Training Needs Analysis



Consider roles, responsibilities, activities

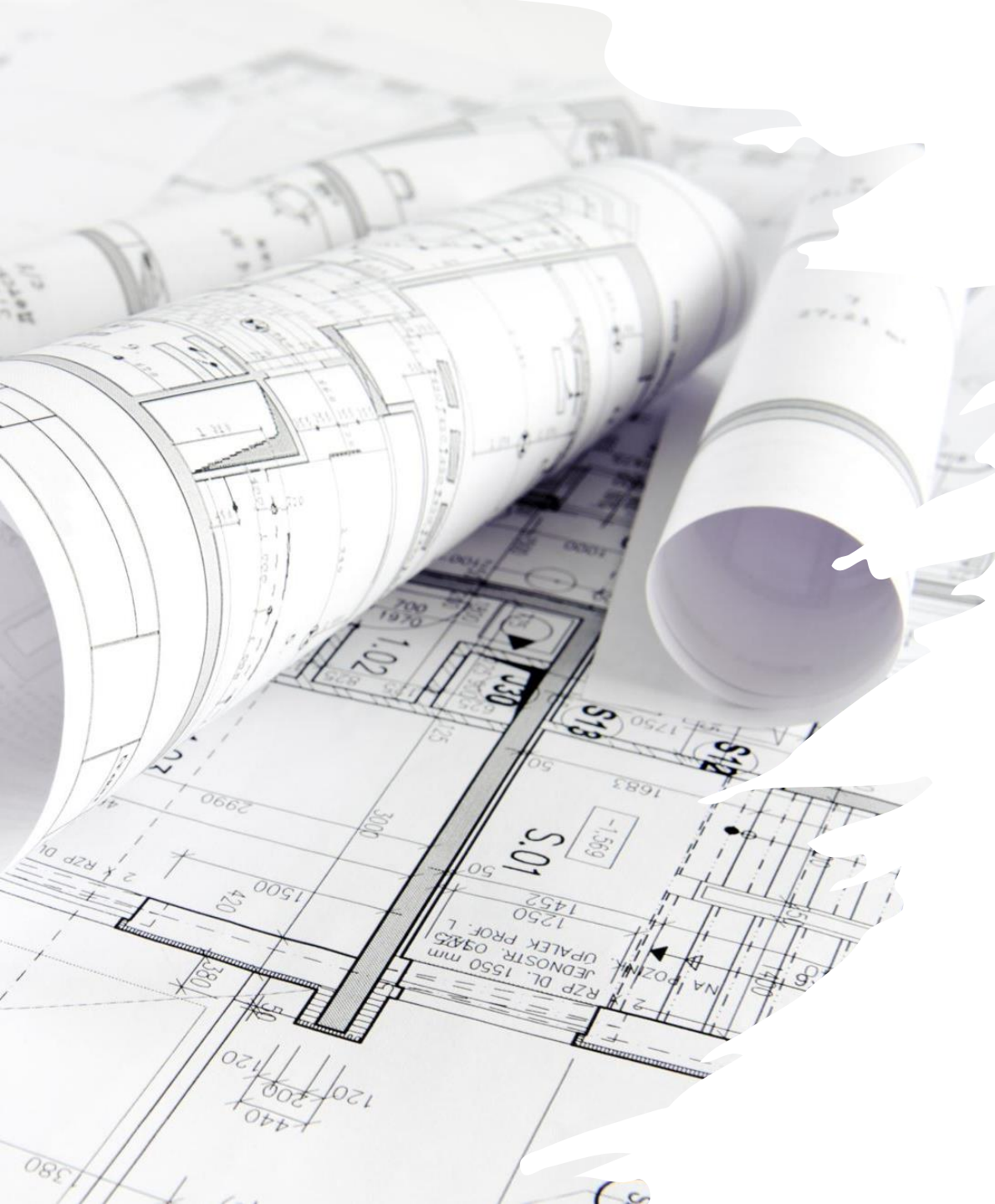
- Premises Manager
- Staff that engage with contractors and arrange works
- Contractors/employees that carry out building or maintenance work
- IT technicians/Caretakers
- Key holders/receptionist/those that control access/egress
- Catering/Cleaning staff
- Staff that are required to carry out asbestos condition monitoring
- All staff that occupy the premises

Levels of training

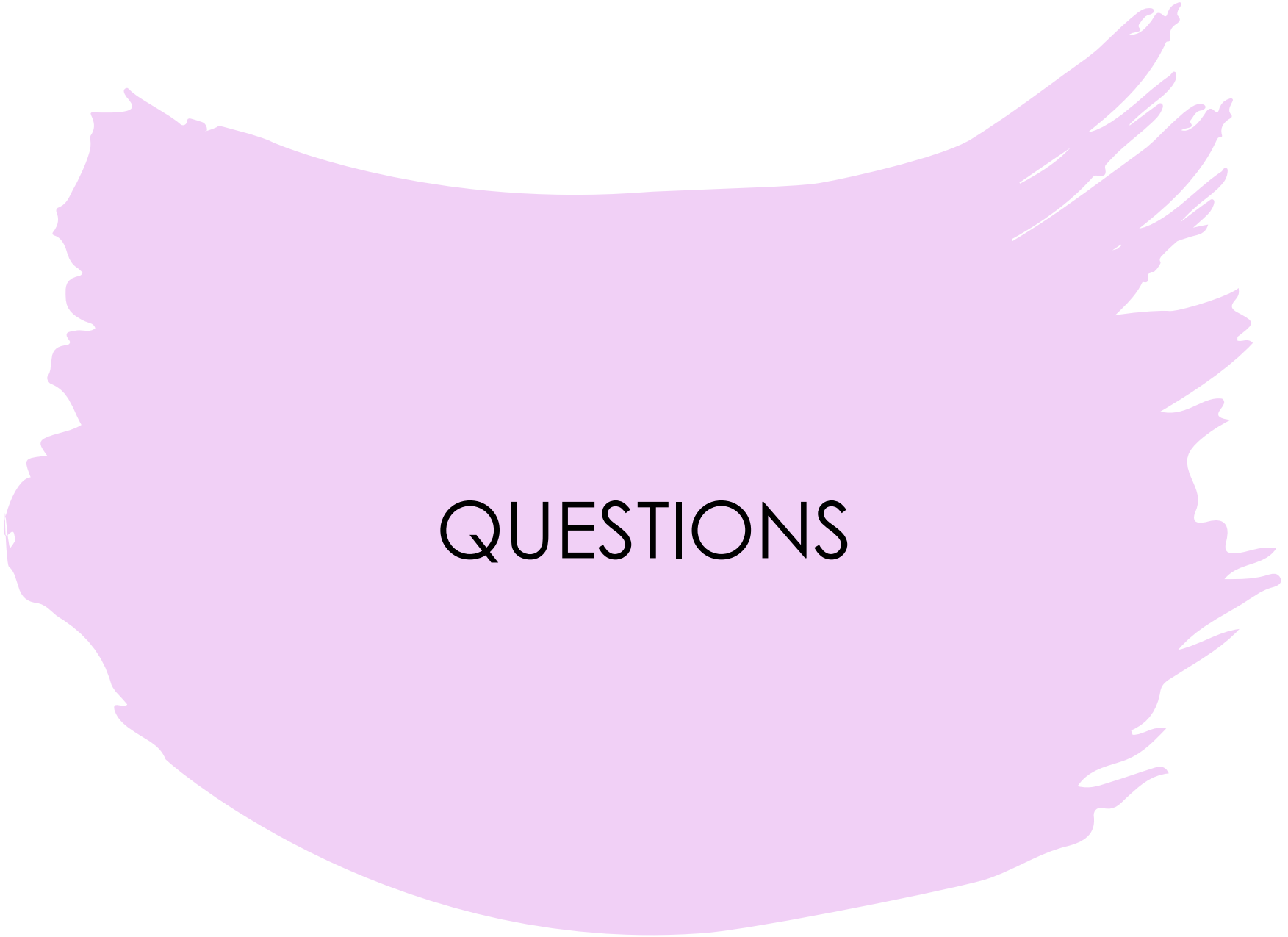
- Briefings/tool box talks
- Asbestos Awareness
- Non licensed Asbestos Training
- Licensable Training
- Duty to Manage Asbestos
- Technical Officer Training
- Asbestos Professional Qualifications P405 P402 etc

The Way Forward.....





- An asbestos management plan sets out the procedures and arrangements to manage the risk from asbestos-containing materials (ACMs) in your premises.
- **What your plan should contain**
 - Your plan should include:
 - who is responsible for managing asbestos including deputies
 - your asbestos register, including the site plan showing the location of asbestos-containing materials (ACMs) and areas not inspected
 - the schedule for monitoring the condition of ACMs
 - how you will share your asbestos register with workers or contractors doing maintenance work
 - control arrangements to ensure that ACMs are not disturbed
 - emergency procedures if ACMs are disturbed
 - The plan should be site-specific and say who is responsible for each element of the plan. It can be written or electronic.
 - Make it easy to read, update and find when you or anyone else needs it.

A light purple brushstroke background shape, resembling a wide, horizontal stroke with irregular, feathered edges. The shape is centered on the page and contains the word "QUESTIONS" in black, uppercase letters.

QUESTIONS