



Nuneaton and Bedworth Borough Council

Corporate Asbestos Procedures Manual (003)

November 2016

Related Documents

001: - Corporate Asbestos Policy

002: - Corporate Asbestos Management Plan

Contents:	Page
1. Introduction to asbestos	3
<ul style="list-style-type: none"> ▪ What is asbestos ▪ Exposure Standards ▪ Control Limits ▪ Incident or Near miss? 	
2. Emergency Procedures	4
<ul style="list-style-type: none"> ▪ Reporting Of Suspected Asbestos Containing Material (ACM) ▪ Persons becoming contaminated with asbestos fibres ▪ Out of hours emergencies 	
3. Routine maintenance works	6
<ul style="list-style-type: none"> ▪ General guidance (Unlicensed including Notifiable Non-Licensed Work) 	
4. Major Refurbishment and Demolition Works	9
<ul style="list-style-type: none"> ▪ Specification for Contractors working with ACMs ▪ Removal Contractor (including encapsulation works) 	
5. Specification for Contractors working with ACMs	9
<ul style="list-style-type: none"> ▪ Removal Contractor (including encapsulation works) ▪ Supervising Analyst ▪ Contractors' carrying out work on ACM's not requiring a license ▪ Approved Asbestos Removal Contractors ▪ Supervising Analyst ▪ Contractors carrying out work on ACM's not requiring a license 	
6. Labelling	11
<ul style="list-style-type: none"> ▪ Label Types ▪ Labelling areas ▪ Labelling Protocol 	
7. List of Approved Asbestos Contacts	17
8. Appendices	19
<ul style="list-style-type: none"> A Asbestos Incident Report Form B Emergency Procedure Flow Chart C Operatives Emergency Procedure Credit Card D Emergency Procedure - Officers providing technical support 	

1. Introduction to asbestos

What is asbestos

Asbestos is a silicate mineral, existing in six fibrous forms. Of these only three are normally found in building materials:

- Crocidolite (Blue)
- Amosite (Brown)
- Chrysotile (White)

All three can cause fatal diseases, although Crocidolite and amosite are considered to be more dangerous than Chrysotile.

Asbestos possesses a range of properties, which make it useful for producing a wide range of products. It is non-combustible; it is a good insulator against heat, sound and electricity, and because it is fibrous, products of high strength and durability.

Although the use of asbestos in all its forms was banned in 1999, considerable quantities of asbestos containing materials remain within existing buildings, which can be disturbed during routine maintenance, refurbishment and demolition works.

The asbestos content of products varies from less than 1% up to 100% and cannot usually be identified by colour. The method for determining presence of asbestos fibres within a sample is Polarised Light Microscopy and should be undertaken by a UKAS accredited laboratory.

The Control of Asbestos at Work Regulations 2002 introduced a specific requirement for the Duty to Manage Asbestos in non-domestic premises. The Duty to Manage asbestos in non-domestic premises, all asbestos licensing / prohibition regulations are now contained in the Control of Asbestos Regulations 2012.

Exposure Standards

The Control of Asbestos Regulations require that employers must prevent the exposure to airborne asbestos fibre or where this is not reasonably practicable, to ensure exposure is kept as low as is reasonably practicable.

Control Limits

This is the maximum concentration of asbestos fibres in the air measured over a continuous 4 hour or 10 minute period. Personnel must not be exposed above this level and exposure should be reduced as low as is reasonably practicable below this level by means other than the use of Respiratory Protective Equipment (RPE).

The Asbestos Regulations have a single Control Limit for all types of asbestos of:

- 0.1 fibres/cm³ of air, measured over a four or eight hour period.
- 0.6 fibres/ml of air, measured over a ten minute period. Short term exposure limit (STEL).

Control measures must be used to ensure the exposure to airborne asbestos fibres to Employees and others affected by the works, will be kept as low as is reasonably practicable and at least below the control limit.

Exceeding the control limits will trigger the following requirements:

- Prevention of the spread of asbestos fibres from the work area.
- The area will be designated as a respirator zone
- Suitable respirators must be worn by all persons entering the area
- Control measures must be introduced to lower fibre levels to the lowest reasonably practicable.

Incident or Near miss

The Council's Asbestos Management Group (AMG) have approved the following definitions:

- What is an asbestos incident?
An incident occurs when a known acm or an unknown material is disturbed (moved) or damaged and which releases fibres or debris into the work area.
- What is a near miss?
A near miss occurs when unknown material is exposed but not damaged (for instance - when boxing around a pipe is removed revealing other unknown material behind it which is not attached to the boxing removed).

ALL incidents will be recorded using the form at Appendix A of this document which should be completed by the Supervisor called to attend the incident. The form will be sent to the Council's Health and Safety department. An investigation will then take place by a suitably qualified person to establish what lessons are to be learned and what improvements if any are necessary to the Council's methods of work to prevent a reoccurrence.

All incidents will be reported to AMG for discussion of actions required and set timescales for their implementation. Incident forms will be formally signed off after implementation of required actions by AMG.

Near misses will not be recorded.

2. Emergency Procedures

Reporting Of Suspected Asbestos Containing Material (ACM)

The following procedure should be followed by all Nuneaton & Bedworth BC staff, contractors, etc., whenever suspected ACMs are discovered during work or known ACMs become damaged by any other physical method.

Council Operatives will be provided with a credit card sized outline of this procedure (see Appendix C) and the following posts will act as Supervisors indicated in the flow chart:

Voids Chargehands (3)
Reactive Chargehands (3)
Building Maintenance – Building Surveyors (2)

The following posts will act as technical support for the supervisors should they require additional advice / guidance.

Head of Health, Safety and Asbestos and Health, Safety Officers and all holders of BOHS Module P405 (see Appendix D).

The following posts will act as supervisors and technical support for operatives when working Out of Hours:

Out of Hours Surveyors

Further guidance out of hours will be obtained from the 24/7/365 helpline provided by the Council's appointed Analytical contractor.

See also flow chart at Appendix B of this document.

All Supervisors and those offering technical support and guidance will be provided with designated training to enable them to fulfil and become competent in the role.

Procedure

- **Stop work immediately.**
- **Isolate** the area i.e. shut doors and windows, turnoff ventilation systems and fans etc.
- **Post warning notices** (if available) and inform people in the immediate area and request that everyone keep away.
- **Contact immediately** The Hub (or Council's Supervising Officer if external contractor) They in turn will contact the appropriate Supervisor who may obtain further guidance from the persons listed at Appendix D.
- **Check** the asbestos register online (or site copy if available) to establish whether ACMs are known to be present in the area. In circumstances where no register details are available Health and Safety department, E&S or Property Services - Building Maintenance Section will arrange sampling, testing and analysis by UKAS accredited laboratory.
- If the analysis proves that the material does not contain asbestos then work can continue and normal repairs carried out. If the analysis proves the material to be an ACM then either remedial works or removal will be carried out, if necessary, by a licensed asbestos removal company, all in accordance with current legislation and ACOP L143 before the room can be re-occupied.

Note: There may be a requirement for preliminary decontamination of any person(s) exposed and / or notification of exposure on medical health / personnel records.(see below)

The following must be noted and complied with:

DO NOT allow work to continue in any area where materials which are **suspected** of containing asbestos have been found.

- If suspected ACMs have been damaged or disturbed during work(s) in progress, the materials should be left in-situ, the work(s) suspended and the area isolated pending further investigation.
- **DO NOT** attempt to take a sample. The actual act of sampling asbestos can expose the sampler to dangerous levels of asbestos fibres and you could contaminate the surrounding area. Samples can only be taken by a UKAS accredited asbestos testing sampling and identification lab.

Should the material be found to contain asbestos and the work required means that a licensed contractor is necessary, then:

- An asbestos removal contractor and environmental analyst will be appointed.
- A scope of work must be prepared and agreed with the analyst, asbestos removal contractor and contract administrator to repair or remove the material as soon as possible.
- The removal contractor will submit notification to the HSE where appropriate.
- The area will remain closed until the asbestos works have been completed and the environmental analyst has issued the relevant certificate of reoccupation.
- It may be necessary to programme further asbestos removal works.

Persons becoming contaminated with asbestos fibres

If persons believe they may have become exposed to and their clothing contaminated by asbestos fibres following a release of asbestos the following procedure should be adopted:

1. The above procedure should be followed securing the safety of others in the building.
2. The person that is contaminated should if direct access is available go to the outside of the building and find an isolated area. Do not go to the outside if large numbers of people are congregating or you have to traverse through the building.
3. If access to the outside is not available use an adjoining **vacant** room or **STAY PUT**.
4. If you do not have suitable overalls and disposal bags available these will be brought to you.
5. If possible, once supplied, the contaminated person should change into the overalls and place **all** external clothing being worn at the time of exposure, into the disposal bags. The bags should then be double bagged and conspicuously marked asbestos.
6. If it is found that the contamination was asbestos then the clothes will be disposed off as if ACM.
7. **All** rooms that the contaminated person passed through will need to be closed and sealed until the analysis laboratory gives the all clear.
8. Where exposure concentrations exceeded the control limit the person will be brought under medical supervision by referral to the Council's Occupational Health Provider.

Out of hours emergencies

The following procedure should be followed whenever suspected ACMs are discovered out of normal working hours.

- Upon discovery of the suspected ACM **immediately** call the Council's out of hours emergency number giving details of the location, whether internal or external and the cause of the emergency. Do not attempt to take a sample or interfere with the material in any way.
- The Call out duty officer will contact an Out of Hours Surveyor or the Council's nominated Asbestos Consultancy for advice and if necessary arrange for the location to be sealed or

cordoned off if outside, and notices warning of the potential danger to be erected. All persons need to be prohibited from entering the affected area.

- A sample of the material will be arranged to be tested at the earliest opportunity by a UKAS accredited asbestos testing sampling and identifying lab.
- If the lab confirms that the material is an ACM, then the Asbestos Manager, E&S or Property Services will arrange for it to be removed and appoint a licensed removal contractor and supervising analyst when appropriate.

3. Routine maintenance works

General guidance (Unlicensed works including Notifiable Non Licensed Work)

The Council, and its employees, will not **NORMALLY** undertake any un-licensed work. Contractors operating on behalf of NBBC may undertake unlicensed works providing they have demonstrated that their employees and supervisors have been trained to carry out the task involved.

Subject to the above, Council operatives, who have received suitable training to Category B of Regulation 10 CAR 2012, may carry out minor works on acm's that are very low risk and the Council will self indemnify itself and the operative against claims arising from such work. (See Document 001 Asbestos Policy – November 2016 –amended January 2019 Item J)

This procedure is intended for use where routine maintenance work is required either in the vicinity of, or on ACMs where a licence for the work under the Control of Asbestos Regulations 2012 is not required.

This includes:

- any work with asbestos cement (AC) (eg cleaning, painting, repair or removal of AC materials and demolition or dismantling of structures containing AC).
- any work with materials of bitumen, plastic, resins or rubber which contain asbestos, the thermal and acoustic properties of which are incidental to its main purpose (eg activities as above for AC).
- minor work with asbestos insulation, asbestos coating and asbestos insulating board (AIB) which because of its limited extent and duration does not require a license (eg drilling holes, repairing minor damage, painting, removal of a single panel of AIB).
- minor work with asbestos insulation, asbestos coating and AIB' is work where either:
 - i. any person who carries out the work spends less than a total of 1 hour in any seven days; or
 - ii. the total time spent on the work by all the people working on it, does not exceed 2 hours.

To ensure compliance with Regulation 4 of CAR 2012 NBBC will provide all information, in its possession, to contractors employed by the Council, relating to the presence of ACMs in all premises in its ownership. This will be achieved by providing access to a read only electronic copy of the asbestos survey database for the contractors and by leaving a summary Asbestos Register at each location in the care of the duty holder / premises manager. This will mean relevant asbestos information being available to all persons working in any property owned by the Council.

Procedure:

1. On receiving a request for normal routine maintenance or minor repair work the Surveyor / Repairs Advisor will either issue the works order to the contractor directly or arrange for an inspection, to establish the full extent of the work required to be carried out.
2. Where an inspection visit is to be carried out the asbestos register for the property concerned must be consulted before the visit takes place and checked against the on site register held at the premises.
3. When the works order is issued, (either directly following a request for maintenance or following an inspection visit) and the property concerned is known to contain asbestos the ordering system (NBBC) will flag the order with:

“*WARNING – THIS PROPERTY CONTAINS ASBESTOS****
Consult asbestos register PRIOR to commencing work or for further information
contact 024 7637 6344 (Housing Properties) or 024 7637 6314 (Corporate
Buildings).”

4. On receipt of a works order containing the asbestos flag, the contractor will, before issuing instructions for the commencement of works, ensure that the location of the ACMs in relation to the works is fully understood by examination of the on site asbestos register (where available) or online database and that the precautions required for the works are fully understood and these details are recorded in the risk assessment and method statement for the works.
5. If any building or part of building has not been checked for the presence of asbestos the contractor will assume that ACMs may be encountered during the works and instruct his staff to proceed with extreme care and be on the look out for suspect materials that should be recognised as a consequence of the asbestos awareness training they have received.
6. If suspect materials are subsequently located the contractor's staff should stop work immediately and seek appropriate advice from the Engineering & Surveying Section. (in accordance with the Emergency Procedure) The material should be sampled by a person who is specifically trained and been judged competent to do so. A laboratory holding the appropriate UKAS accreditation should be engaged to undertake the analysis of these samples.
7. If the sample proves to be an ACM and the work will not require a licensed contractor then the risk assessment and method statement should be amended to take account of the presence of these materials and work may then be recommenced. If the sample is not an ACM then work may continue as originally intended.
8. Contractors must be especially careful when working near to:
 - All insulating board products used for fire protection on steel work, wall partitions, ducts, and backing panels in heater units etc.
 - Asbestos insulating board (AIB) ceiling tiles and wall panels.
 - Asbestos Cement (AC) roofing products, rainwater goods, drainage pipes, shuttering materials and water storage tanks.
 - Asbestos containing textured coatings including Artex® and similar products

- Asbestos ropes and other textile products used particularly as flash guards in electrical equipment and gaskets on oven doors
 - Plastic products including asbestos containing vinyl floor tiles and black plastic toilet cisterns
 - Asbestos millboard and other paper products used in electrical equipment and sometimes as backing to vinyl floor sheet covering.
9. Contractors should note that whenever asbestos has been used for specific use in a building there may be unauthorised secondary uses and spread of contamination eg AIB packing pieces for joists and door frame sets, over spray from sprayed coatings, spread of ACMs by cable pulling operations.
 10. All minor maintenance works involving any contact with ACMs must be undertaken in accordance with the HSE Guidance Notes HSG 210, "Asbestos Essentials".
 11. Generally contractors should always endeavour to keep asbestos materials wet when working on them unless there is a specific risk of electric shock.

4. Major Refurbishment and Demolition Works

Prior to any major refurbishment or building alterations or proposed demolition the Engineering and Surveying Section (E&S) of the Asset & Street Services Directorate or the Building Surveyors section of Property Services within the Housing and Communities Directorate **must** be consulted.

The following procedure will then be put in place:

- An intrusive survey, in accordance with HSG 264 will be commissioned, of the areas of the building to be refurbished or altered or of the whole premises to be demolished.
- A suitable contractor will then be appointed to carry out the removal of all asbestos identified in the survey, so far as is reasonably practicable. This will include the appointment of a supervising analyst if appropriate.
- On completion of the asbestos removal and receipt of satisfactory clearance documentation a permit to work will be issued allowing the refurbishment or demolition to take place.

5. Specification for Contractors working with ACMs

Only contractors who hold the appropriate licence under the Control of Asbestos Regulations 2012 may undertake works on behalf of NBBC (other than routine maintenance as described above) with any ACMs.

Removal Contractor (including encapsulation works)

The removal contractor must:

- Be licensed by HSE under the Control of Asbestos Regulations 2012 to undertake removal and encapsulation works.

- Hold Public Liability Insurance as detailed in the Council's Financial Regulations and Standing Orders.
- Demonstrate Adequate Training of their Workforce.
- Have an adopted Health and Safety Policy.
- Adopt Safe Methods and Plans of Works.

Membership of the Asbestos Removal Contractors Association (ARCA) or Asbestos Control & Abatement Division (ACAD) must also be held.

The following documentary evidence will be required before a contractor is commissioned:

- HSE license
- Health & Safety Policy
- Insurance Documentation
- Personnel Training Records
- Equipment Maintenance records
- RPE face fit test records
- Plans of Work
- Risk Assessments

Along with details of the last 5 removal works undertaken.

Supervising Analyst

The supervising analyst must have:

- UKAS (United Kingdom Accreditation Service) accreditation for:
 - Asbestos Fibres in Air
 - Fibre Counting
 - Sampling
 - Asbestos in Bulk Materials
 - Sampling
- Participation in Regular Laboratory Counting Exchanges (RICE) and AIMS quality check schemes.
- BOHS S301 Module and be BOHS Certified Competent Persons in Asbestos
- HSE License for asbestos project management and supervision.

The following documentary evidence will be required:

- HSE license
- Health & Safety Policy
- Procedures Manual
- Equipment calibration details
- Insurance Documentation
- Personnel Training Records
- UKAS Documentation
- RPE face fit test records
- Plans of Work
- Risk Assessments

Along with details of the last 5 supervision or project management tasks of asbestos removal works undertaken.

Contractors carrying out work on ACM's not requiring a license

All contractors carrying out routine maintenance works in any Council owned building must:

- Hold Public Liability Insurance as detailed in the Council's Financial Regulations and Standing Orders.
- Demonstrate Adequate Training of their Workforce.
- Have an adopted Health and Safety Policy.
- Adopt Safe Methods and Plans of Works.

The following documentary evidence will be required:

- Health & Safety Policy
- Insurance Documentation
- Personnel Training Records including asbestos awareness training for each operative either by approved construction industry passport schemes or by certified attendance at a Council or UKATA / IATP run training session.
- Suitable Plans of Work

- Risk Assessments

6. **Labelling**

6.1 **Introduction**

Varying types of asbestos products have been identified during the surveys conducted in NBBC buildings. Whilst there is no statutory requirement to label these products to indicate the presence of asbestos, the Approved Code of Practice (ACOP) “Managing and working with asbestos” (L143) states that:

138 *“ACM’s can be labelled clearly with the asbestos warning sign or some other warning system (eg colour coding) can be used. If labelling is not used, the duty holder must make sure that those who might work on the material know that it contains or may contain asbestos, before they start work.”*

The purpose of this labelling is to prevent as far as is reasonably practicable, potential accidental exposures resulting prior to maintenance or other activities that may disturb the material in-situ or to provide an interim warning that the product contains asbestos prior to any proposed asbestos removal work.

Labelling and colour coding alone should not be relied on as a control measure in themselves. They may become dirty, obscured or fall off and therefore should be used as a back up measure.

This method statement will be regularly reviewed, amended and reissued as appropriate.

6.2 **Types of ACMs Identified During the Survey**

The following asbestos containing materials (ACM) have been identified around NBBC sites.

- Loose debris
- Insulating board products
- Gaskets (eg between pipe / plant sections)
- Rope products (eg lining to porcelain fuses, gaskets to duct work)
- Cloth products (eg expansion seals to duct sections, fire blankets)
- Paper products (eg beneath non asbestos pipe insulation)
- Textured coatings (eg ceiling Artex)
- Cement products (eg corrugated sheets, fire breaks)
- Bakelite products (eg toilet cisterns)
- Bitumen products (eg adhesive beneath floor tiles)
- Vinyl products (eg floor tiles, lino etc.)

A full description of the product types for all ACMs identified during the survey programme have been detailed within the asbestos database.

6.3 Label Types

Sample labels are shown in Table 1 of the method statement. Labels must conform to the Health & Safety (Safety Signs and Signals) Regulations 1996.

6.4 Labelling areas

There are three areas within NBBC buildings requiring labels each one will have a specific type of label. These areas are;

Public areas:

NBBC building areas to which the public have routine access

Staffed areas

NBBC building areas where NBBC employed staff and contractors only have routine access

Plant rooms

NBBC plant rooms that NBBC maintenance personnel and authorised contractors only have access.

Note: Labelling may be carried out in all internal communal areas and all corporate buildings. Labelling will not be carried out externally or in any private dwellings.

6.5 Labelling Protocol

Asbestos products will require labelling in all areas, however, where asbestos has been identified in public areas, a discretionary approach is required. The following protocol should be implemented:

a) Thermal Insulation

- i) Pipe insulation will require one label per pipe section (up to 10 metre lengths) and per flange / valve on each visible side. An additional label should be fixed for longer sections (over 10 metre lengths).
- ii) Boiler / calorifier insulation will require one label to the centre of each item at eye level (where practicable).
- iii) If the condition of the insulation does not facilitate the application of a self – adhesive label (due to the surface being dirty or the insulation being in poor condition) then asbestos warning tape should be used. The tape should be wrapped around the pipe section and tied to itself (do not fix to the insulation) to form a band around the pipe section. The warning tape should be placed at similar frequencies to that outlined in section i.

b) Insulating Board Products (Including Acoustic Tiles)

- i) Ceilings – Label should be placed on the ceiling approximately 150mm from the wall above each entrance door to the specific area. An additional label should be fixed every 10m² around the perimeter of the room (150mm from the wall).

- ii) Walls – Label should be placed on the wall approximately 150mm from the ceiling. An additional label should be fixed every 10m² (150mm from the ceiling).
- iii) Door panels – Label should be placed at the top centre of each door (to each side where applicable), approximately 75mm from the top.
- iv) Fire break panels - Label should be placed at the top centre of each panel (to each side where applicable), approximately 75mm from the top.
- v) Columns / risers – Label should be placed on the face panel opposite the entrance to the room, approximately 150mm from the top.
- vi) Individual and other items - Label should be placed on each item, or at an appropriate frequency as to clearly identify the extent of the hazard. In auditoria areas, labels should be affixed behind curtains.
- vii) No labels should be fixed in public areas.

c) Gaskets and Rope Products

- i) Each instance of this type of product should be labelled where practicable. Should the surveyor not be able to affix the label directly to the product, (eg Rope lining to porcelain fuse / gasket between pipe work sections) appropriate reasoning for this action should be noted and subsequently recorded onto the database.

d) Cloth Products

- i) Each instance of this type of product should be labelled where practicable. Should the surveyor not be able to affix the label directly to the product, (eg Dirty expansion seal between duct sections) appropriate reasoning for this action should be noted and subsequently recorded onto the database.

e) Paper Products

- i) Labels should be fixed to paper insulated pipe work as defined in Section a; items i) & ii).
- ii) Labels should be fixed to paper insulated ceiling / wall panels as defined in Section c; items i) & ii).
- iii) Individual and other items - Label should be placed on each item, or at an appropriate frequency as to clearly identify the extent of the hazard. Should the surveyor not be able to affix the label directly to the product, (eg Paper lining to fuse cartridge) appropriate reasoning for this action should be noted and subsequently recorded onto the database.
- iv) Labels should be fixed to paper insulated floor coverings (eg Paper lining beneath vinyl floor tiles) on the floor behind each entrance door to the area. An additional label should be fixed to the skirting at 5 metre intervals around the perimeter of the room.
- v) No labels should be fixed in public areas.

f) Textured Coatings

- i) Individual and other items - Label should be placed on each item, or at an appropriate frequency as to clearly identify the extent of the hazard. Should the surveyor not be able to affix the label directly to the product, (eg External cowls, promenade type floor tiles) appropriate reasoning for this action should be noted and subsequently recorded onto the database.
- ii) External roof sheets, fascia or soffits will not normally be labelled except where safe access is possible to the internal surface. Should labels be fixed externally, additional weather protection using clear varnish will be necessary?
- iii) No labels should be fixed in public areas.

g) Bakelite Products

- i) Each instance of this type of product should be labelled where practicable. Should the surveyor not be able to affix the label directly to the product, (eg Bakelite fuses) appropriate reasoning for this action should be noted and subsequently recorded onto the database.
- ii) A single label should be fixed to the top surface (i.e. lid) of any asbestos containing toilet cisterns.

h) Bitumen Products

- i) Labels should be fixed to bitumen based floor coverings (eg Adhesive beneath vinyl floor tiles) on the floor behind each entrance door to the area. An additional label should be fixed to the skirting at 5 metre intervals around the perimeter of the room.
- ii) Individual and other items - Label should be placed on each item, or at an appropriate frequency as to clearly identify the extent of the hazard.
- iii) External bitumen products (eg roof felts / damp proof course) will not require labelling.
- iv) No labels should be fixed in public areas.

j) Vinyl Products

- i) Labels should be fixed to vinyl floor coverings on the floor behind each entrance door to the area. An additional label should be fixed to the skirting at 5 metre intervals
- ii) Labels should be fixed to textured (eg Artex type coating) ceiling / wall panels as defined in Section c; items i) & ii).
- iii) No labels should be fixed in public areas.

k) Cement Products

- i) Labels should be fixed to cement panels as defined in Section c; items i) ii) iii) iv) & v). around the perimeter of the room. Should asbestos containing skirting be present, this should be noted and subsequently recorded on the database.
- ii) Individual and other items - Label should be placed on each item, or at an appropriate frequency as to clearly identify the extent of the hazard.
- iii) No labels should be fixed in public areas.

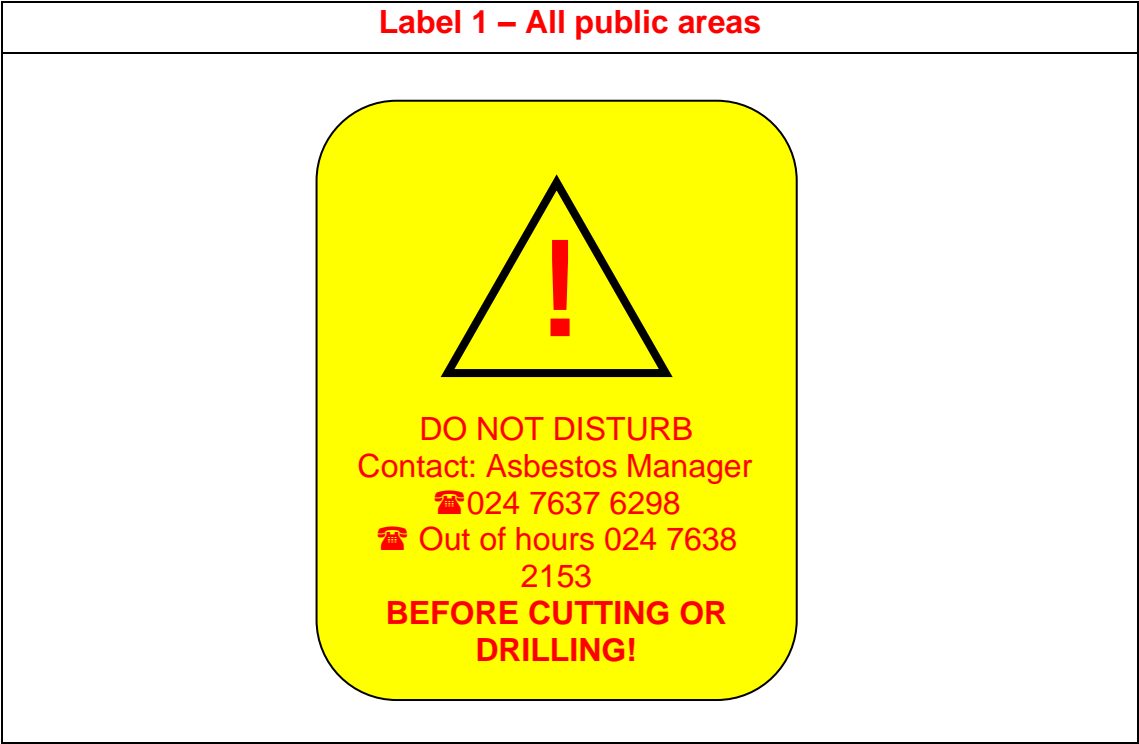
l) Asbestos Dust / Debris

- i) Appropriate warning signage should be attached to the entrance doors to the area and the area should operate under a permit-to-work system.

m) Riser Duct Cupboards

- i) Appropriate warning signage should be attached to the entrance doors to the area and the area should operate under a safe system of work.

Table 1 – Sample of asbestos labels



Label 3 – Plant Rooms



a

Warning

**This room contains
Asbestos Material**



Do Not Disturb

**Refer to Asbestos Register Held by
Engineering & Surveying Section
024 7637 6298**

Report Damage to

**Asbestos Manager ☎ 024 7637 6298
Out of Hours ☎ 024 7638 2153**

Approved Asbestos Removal Contractors

Inc: Incident assessments, Removal of Fly tipping, Environmental Clean etc.

Rank 1 Contractor

Name: IES
Contact: **Ian Whitaker**
Address: North Street
Wigston
Leicestershire
LE18 1PS

Tel No: 0116 288 0000
Fax:: 0116 288 3111
E-mail: ian@iesgroup.co.uk

Emergency: Ian Whitaker 07813 000908
Paul Whitaker 07779 990612

Rank 2 Contractor

Name: **Insulation Contracting Services Ltd**
Contact: **Alan Green / Antony O'Brien**
Address: **2 Butchers Court
1692 – 94 High Street
Knowle
Solihull
B93 0LY**
Tel No: **01564 779204**
Fax: **01564 779205**
E-mail: alan@ics-asbestos.co.uk
antony@ics-asbestos.co.uk
Emergency : **07973 760098
07939 588337**

Approved Supervising Analyst

Inc: Air monitoring, sampling etc

Rank 1 Contractor:

Name: **CLEARVIEW ENVIRONMENTAL LTD**

Contact: David Whitaker/Kate Gibbins

Address: North Street
Wigston
Leicestershire
LE18 1PS

Tel No: 0116 288 8256

Fax:

E-mail: david.whitaker@clearviewenv.com-kate.gibbins@clearviewenv.com

Out of hours
Emergency
Number:

Rank 2 Contractor:

Asbestos Incident Report and Investigation Form					
Confidential Document Please return completed report to the Health and Safety Team for confidential filing	Service Unit (Print)		Reporting Person (Print)		
	Service area (Print)		Incident Ref Number (contact the Health & Safety Team for number)		
	Manager (Print)				
Address of Incident <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px;"></div> </div> <div style="width: 15%;"> Date of Incident <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 15%;"> Time of Incident <div style="border: 1px solid black; height: 20px; width: 100%;"></div> (24 Hr Clock) </div> <div style="width: 15%;"> Date Reported <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> How Many Persons Involved <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 50%;"> Is the property tenanted <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div> <div style="margin-top: 5px;"> Exact Location at property where incident occurred. (Use asbestos survey Room ID if available) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div>					
Personal Details of Affected Persons					
Full name of Affected Person 1		Date of Birth	Employee <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Resident <input type="checkbox"/> Public If no please show other category with a tick <input type="checkbox"/> Contractor <input type="checkbox"/> Agency		
Full name of Affected Person 2		Date of Birth	Employee <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Resident <input type="checkbox"/> Public If no please show other category with a tick <input type="checkbox"/> Contractor <input type="checkbox"/> Agency		
Full name of Affected Person 3		Date of Birth	Employee <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Resident <input type="checkbox"/> Public If no please show other category with a tick <input type="checkbox"/> Contractor <input type="checkbox"/> Agency		
Continue on separate sheet if more persons affected.					
Incident details (include type of material disturbed and if known ACM): <div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
What caused the Incident? Describe the immediate causes and root cause. (Continue on separate sheet if necessary) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
If Contractor, name of Company		Is there a Risk Assessment for this Activity?		Risk Assessment Reference Number	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<input type="checkbox"/> Yes <input type="checkbox"/> No		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Was RPE being used at the time of the incident ?		If yes what type ?			
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
What was the assessed level of contamination to persons					
<input type="checkbox"/> No Visible Dust <input type="checkbox"/> Small Amount of Visible Dust (ie on sleeves, shoe etc.) <input type="checkbox"/> A lot of visible dust (ie over hair, large areas of body etc.)					
What action was taken. (include decontamination process used etc) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
What happened next					
<input type="checkbox"/> Contaminated area sealed. <input type="checkbox"/> Licensed Contractor Informed <input type="checkbox"/> Advice Given to tenant <input type="checkbox"/> Asbestos Manager Informed					
What Corrective and Preventative Action is in place to prevent a re-occurrence. (Continue on separate sheet if necessary) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
Signature of affected person		Signature of Line Manager/Supervisor		Signature of Director	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Date		Date		Date	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
For Health & Safety Office use only					
Lost time injury ?		RIDDOR ?		RIDDOR Ref Number	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
		Date taken to AMG		Date Signed off by AMG	
		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

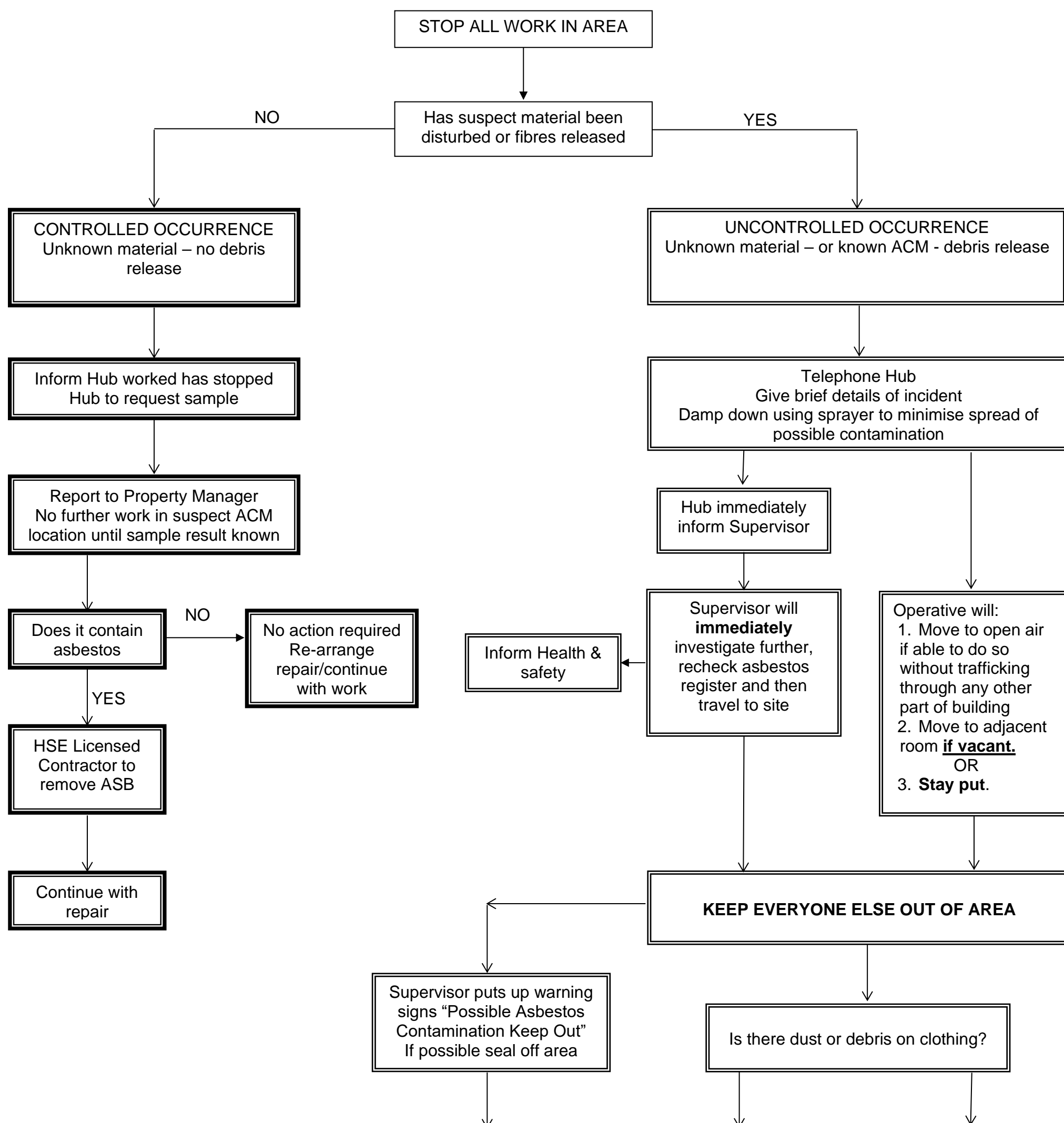
ASBESTOS EMERGENCY PROCEDURES

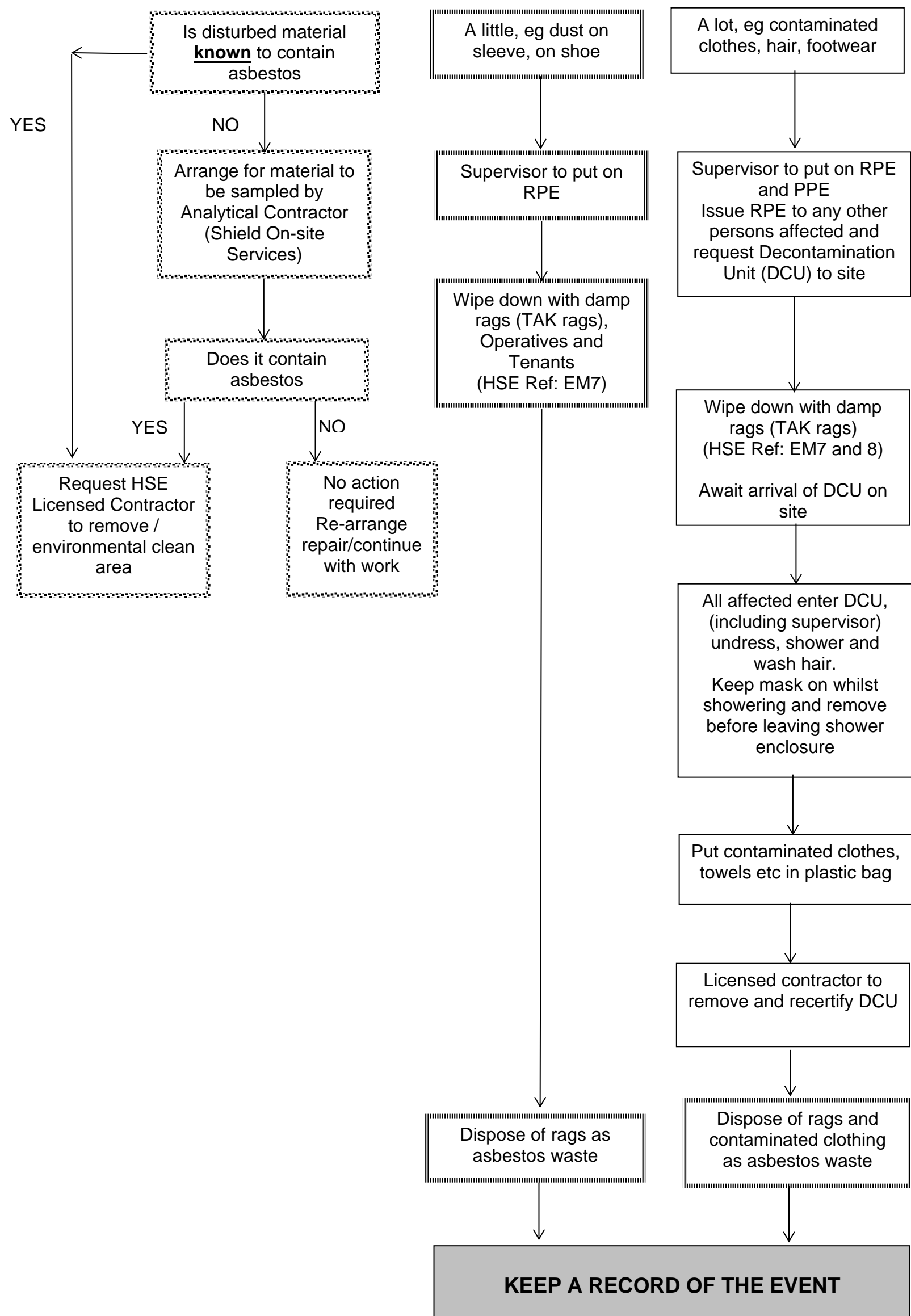
This flowchart is to be read in conjunction with Emergency Procedure commencing on page 4 of this document.

Notes : ALL operatives are issued with an emergency procedure card and spray bottle which must be filled prior to work activity. These together with their mobile phone and a disposable mask should be kept with them at the work location (not left in vehicles) at ALL times.

ALL supervisors have been issued with an emergency kit box which must be kept available at all times (preferably in their car boot) It must be replenished immediately after any incident.

On discovering / damaging unknown material OR damaging a known Asbestos Containing Material (ACM)





Operatives Emergency Procedure Credit Card

ASBESTOS EMERGENCY PROCEDURE

- If a suspect material is discovered / disturbed **STOP** work immediately.
- If dust / debris have been released - **STAY PUT** unless immediate access is available to outside, close door, and wait until assistance arrives.

**DO NOT WALK THROUGH
ANY OTHER PART OF THE PROPERTY**

- Where possible request tenant to stay away from affected area until assistance arrives.
- Contact the HUB on **07771977583** or **07748615016**

Out of Hours call **024 7638 2153**

P.T.O.

ASBESTOS EMERGENCY PROCEDURE

- Give a brief description of what has happened.
i.e. where, what, how, amount of debris if any.
- Give your name and contact number, state what department you work for, i.e. voids, planned maintenance etc, give the property address where you are working and number of occupants in property including tenants, i.e. two operatives and two tenants.
- You will receive a telephone call from a designated person who will explain what will happen and what to do.

Officers with BOHS Module P405

Head of Health, Safety and Asbestos

Principal Building Surveyor, Assets & Street Services – Glenn Hooper

Senior Building Surveyor, Property Services – Robert Askew

Health and Safety Officer Sandra Smith

Non exhaustive and will be subject to change

Corporate Asbestos Procedures Manual

Quality Record

Issue No.	Date	Stage	Agreed
4	March 2014	HASCOG	13 March 2014
		Management Team (MT)	N/A
		Single Member	15 April 2014
5	June 2015	HASCOG	18 June 2015
		Single Member	16 July 2015
6	November 2016	HASCOG	3 October 2016
		Single Member	
7	December 2018	HASCOG	January 2019
		Single Member	TBA