

South Lakeland District Council

Asbestos Management Plan 2004

[The Management Plan is based on the Control of Asbestos at Work Regulations 2002]

The stated aim of the Council as dutyholder is to:

Prevent the exposure of its employees, contractors and the general public to asbestos:

The control measures to prevent such exposure are set out in Regulation 4 of the CAW Regulations and require the dutyholder to:

- (a) take reasonable steps to find materials in premises likely to contain asbestos and to check their condition;
- (b) presume that materials contain asbestos unless there is strong evidence to suppose they do not;
- (c) make a written record of the location of asbestos and presumed ACM's [Asbestos Containing Materials] and keep the record up to date;
- (d) assess the risk of the likelihood of anyone being exposed to these materials; and
- (e) prepare a plan to manage that risk and put into effect to ensure that;
 - (i) any material known or presumed to contain asbestos is kept in a good state of repair;
 - (ii) 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
 - (iii) information on the location and condition of the material is given to anyone potentially at risk



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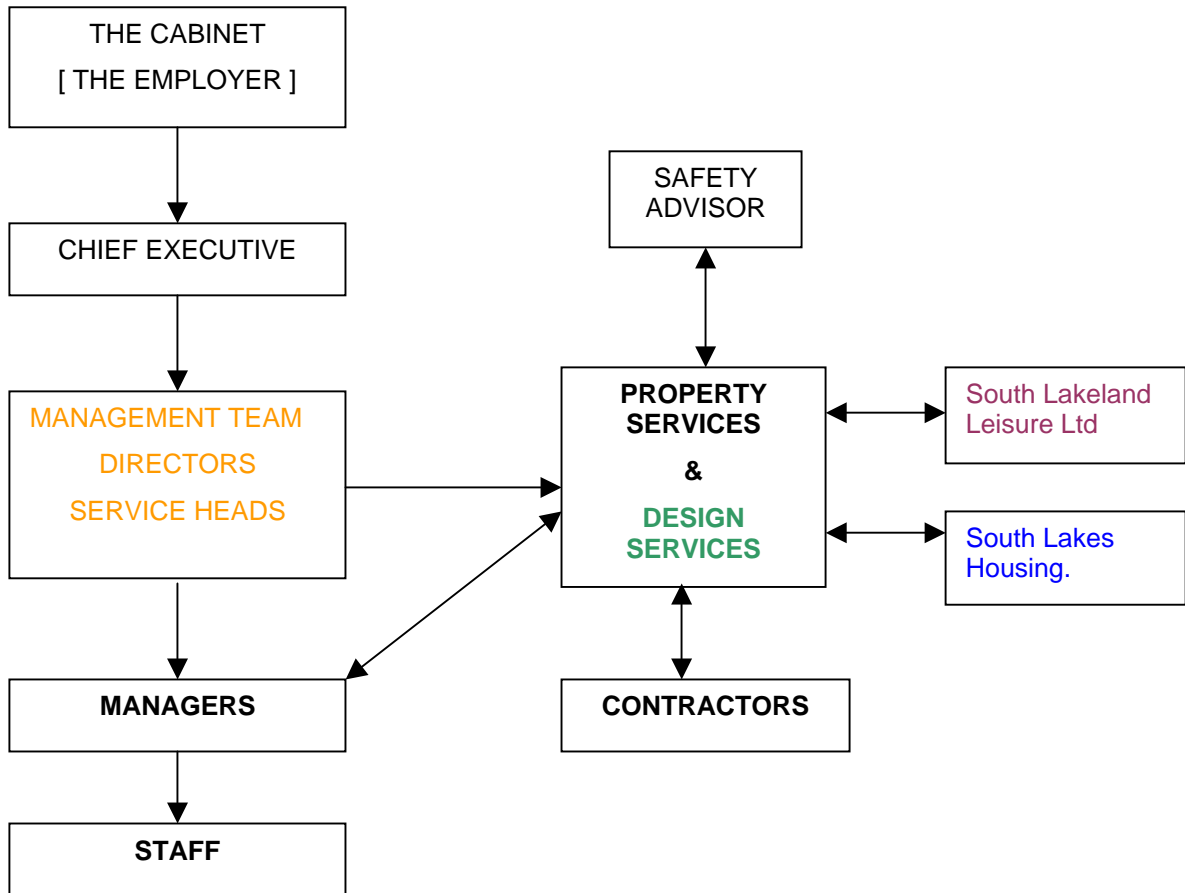
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Responsibilities flowchart:

South Lakeland Leisure Ltd is Responsible for:

Identifying asbestos in those elements of Leisure Properties under its control.

Surveying, collating and communicating such information to all persons engaged by SLLL to carry out work in premises under its control.

South Lakes Housing is responsible for:

Identifying asbestos in SLH offices under its direct control.

Identifying asbestos in the Council's housing stock.

Surveying, collating and communicating such information to all persons engaged by SLH to carry out work in premises under their control.

The Property Services Group is responsible for:

Identifying asbestos on Corporate structures under its direct control [including office accommodation shared by SLH]

Surveying, collating and communicating such information to all persons engaged by PSG to carry out work in premises under their control.

Communicating with and controlling contractors in order to prevent exposure to ACM's

Design Services are responsible for:

Consulting Property Services as to the presence of ACM's before they [Design Services] commission works to be carried out [e.g. refurbishment of Council properties]

Requesting Type 3 surveys prior to any refurbishment or demolition works.

Refer to page 7 "Overall Responsibilities" and Section 1.0 page 10 "Surveying, sampling, assessing" for further information regarding responsibilities.

Priorities for the implementation of the AMP:

The main priority lies with co-operation from, and consultation with:

“All Council employees who are responsible for placing and ordering contracts”

Such employees must consult Property Services/Design Services before the commencement of any work or activity affecting materials that may contain asbestos. Ref: Section 1.1 c) page 7, for further information.

Such activities include work carried out by:

- **Electricians**
- **Plumbers**
- **Joiners**
- **Heating & ventilating engineers**
- **Telecommunications engineers**
- **Fire, burglar alarm installers**
- **Computer installers**
- **Painters & decorators**
- **Gas fitters**
- **Builders**
- **Plasterers**
- **Demolition contractors**
- **Roofing contractors**
- **Building surveyors**
- **Other trades and contractors**

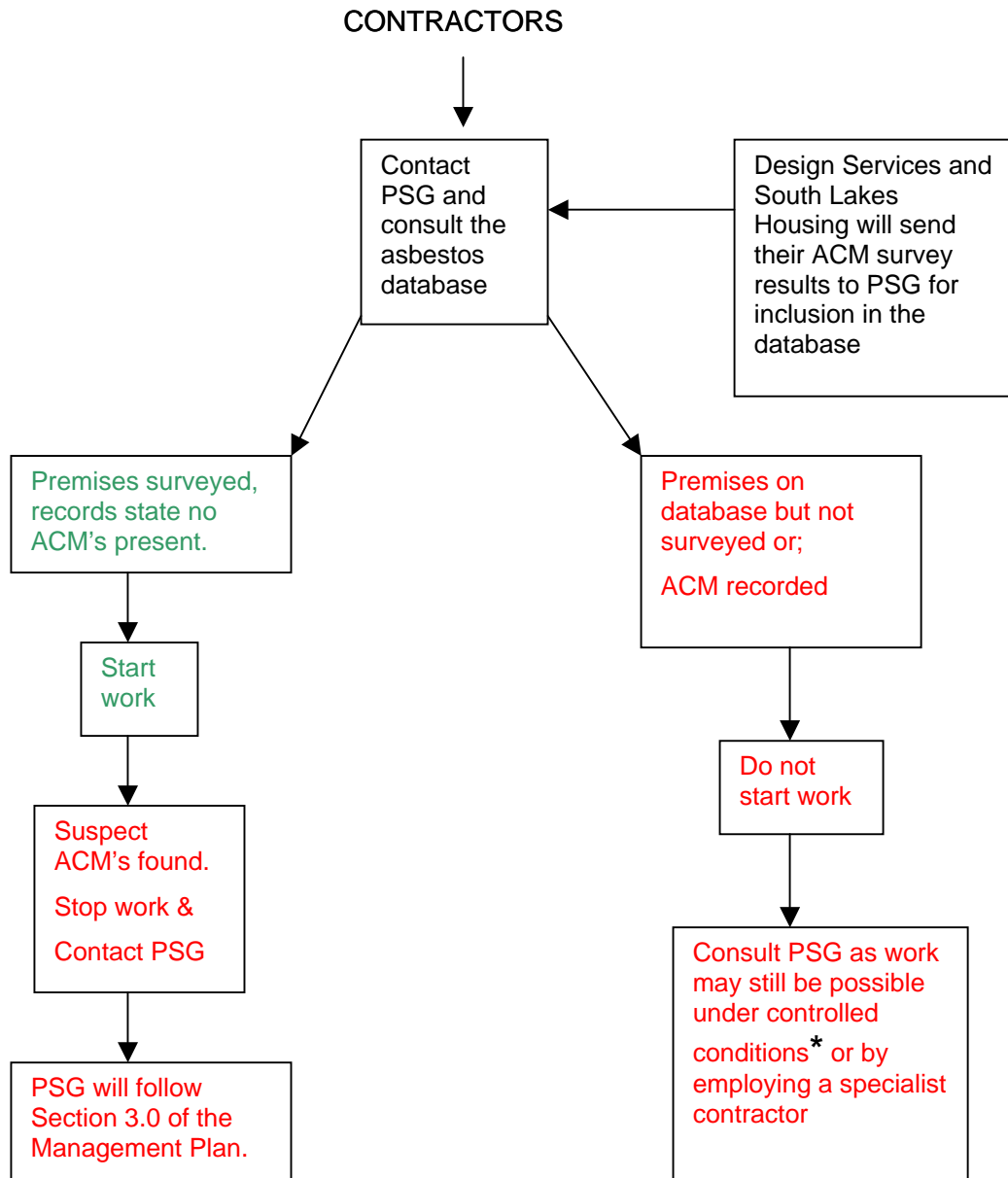
N.B. Pages 3 – 5 of the AMP have been redrafted as **“Practical Instructions for Contractors”** and distributed to all Contractors, Trades & Building Workers and Property Surveyors.

Flowchart and information for contractors before starting any work or activity which may affect structural materials.

Glossary:

ACM = Asbestos Containing Materials

PSG = Property Services Group



* The following documents must be referred to and complied with.

1.0 Controlled conditions as per the task guidance sheets in the Asbestos Essentials Task Manual
[Health & Safety Executive publication HSG210]

2.0 The Approved Code Of Practice

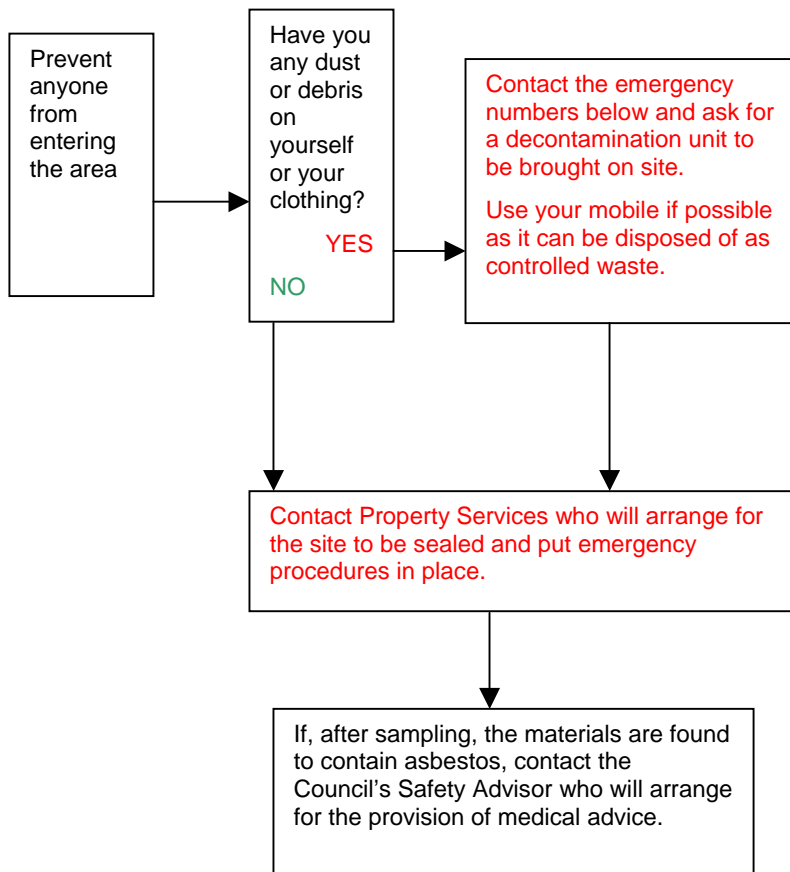
Work with asbestos which does not normally require a licence (Forth edition) Control of Asbestos at Work Regulations 2002

[Health & Safety Executive publication L27]

CONTRACTORS, TRADES & BUILDING WORKERS, PROPERTY SURVEYORS

IF YOU DISTURB SUSPECTED ASBESTOS CONTAINING MATERIALS YOU MUST:

STOP WORK IMMEDIATELY AND:



Emergency phone numbers for the provision of a mobile decontamination unit:

- Asbestos and Air Management Services Ltd. Tel' 01539 740816/724703

Mobile 07732 733440

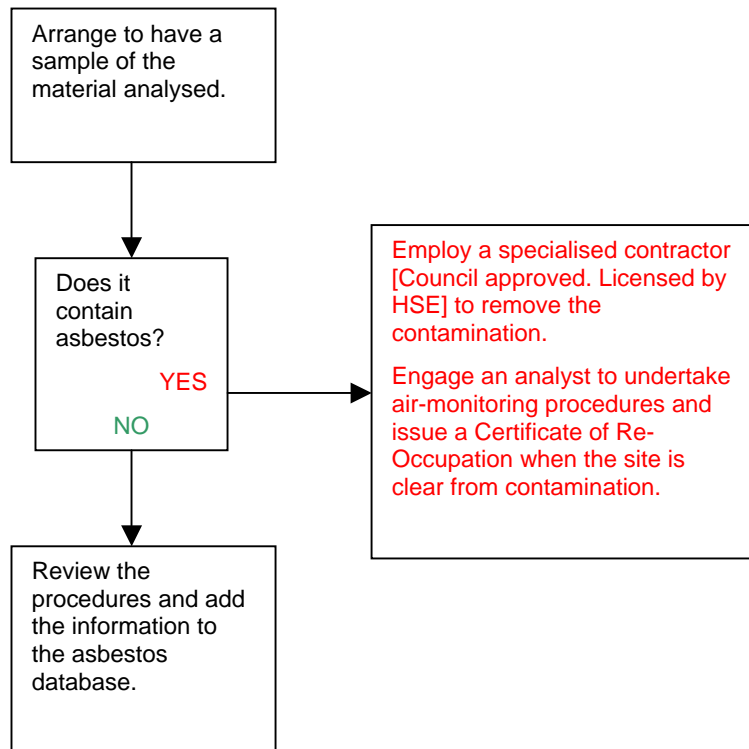
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S.L.D.C. Out of hours emergency phone number: Tel' 0870 4286905 ask for the duty Property Services Surveyor

Safety Advisor: Tel' 01539 733333 ext' 7406

PROPERTY SERVICES / DESIGN SERVICES

EMERGENCY PROCEDURES FOR THE DISTURBANCE OF SUSPECTED ASBESTOS CONTAINING MATERIALS



Emergency phone number for the provision of an analyst:

RPS Consultants Ltd. Tel' 01925 849800

Or other Council approved consultant.

The stated aim of the Council is to:

- a) Prevent the exposure of its employees to asbestos
- b) Where it is not reasonably practicable to prevent such exposure-
 - (i) Reduce the exposure to the lowest level reasonably practical by measures other than the use of respiratory protective equipment, and
 - (ii) Ensure that the number of its employees who are exposed to asbestos is as low as reasonably practicable
- c) Prevent or, where this is not reasonably practicable, reduce to the lowest level reasonably practicable, the spread of asbestos from any place where work under its control is carried out.

The Management Plan is based on the Control of Asbestos at Work Regulations 2002

Scope:

The Council will:

- 1.0 take reasonable steps to find materials in premises likely to contain asbestos and check their condition
- 2.0 presume that materials contain asbestos unless there is strong evidence to suppose that they do not
- 3.0 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.
- 4.0 assess the risk of the likelihood of anyone being exposed to these materials
- 5.0 prepare a plan to manage the risks identified in 4.0 and ensure that:
 - (i) any material known or presumed to contain asbestos is kept in a good state of repair
 - (ii) any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired and if necessary removed
 - (iii) information on the location and condition of the material is given to anyone potentially at risk

Overall Responsibilities:

1.0 The Council, its Chief Executive, Directors and Managers will take all reasonable steps within their powers to comply with the Asbestos Management Policy.

Such steps will mirror those set out in the Council's current General Health and Safety Policy.

2.0 The Cabinet [deemed as the employer] has the overall responsibility for developing the Asbestos Management Plan [AMP].

A draft AMP was compiled during December 2004 following the Safety Advisor gaining a Proficiency Certificate in the Management of Asbestos in Buildings [BOHS P405] from the British Occupational Hygiene Society.

The Cabinet formally approved the AMP on Wednesday 27 July 2005.

3.0 The Property Services Group has the delegated responsibility for assessing Council premises for the presence of ACM's. Refer to Section 1.1 of the plan for further information.

4.0 It is important to remember that the Authority will have statutory duties not only to its own employees but also to persons other than those it employs. This will include Contractors, tenants and members of the public whose safety or health may be compromised or affected directly or indirectly through the Authority's acts or omissions.

Negligence can take many forms including the lack of available information, instruction, training and supervision where appropriate.

Under the existing legislation in certain instances individual persons (which may include Directors of Corporate concerns and others) can be held liable for acts or omissions compromising a particular Approved Code of Practice or system of work and leading to a situation that is unsafe and/or prejudicial to health.

5.0 A large proportion of prosecutions by the HSE involve asbestos legislation, and such prosecutions may involve actions against individuals such as Council Officers.

In addition there are also thousands of civil claims against employers from individuals who have contacted asbestos related illnesses or from relatives of affected individuals.

Such claims are often successful because asbestosis and mesothelioma can be directly attributed to asbestos exposure. (Awards up to £100,000 are not unknown).

Background

Due to the length of time likely to elapse between a first exposure to asbestos dust and the diagnosis of an asbestos-related disease, most people now dying of such a disease may well have a history going back 35 years where their work involved exposure to asbestos dust. In fact it is expected that the number of asbestos deaths will go on rising until the year 2010 and possibly up to 2025.

As a result the HSE is actively seeking to promote awareness of the dangers involved with exposure to asbestos dust. As part of a National Campaign certain workers will be targeted, in particular those concerned with repair, refurbishment and building maintenance. This will include plumbers, carpenters, electricians, gas fitters and others.

No matter how routine a job may seem, information must be made available regarding any asbestos present in the building. In fact workers likely to be involved in repairs, refurbishments and forms of building maintenance, improvement or alterations should be given guidance on the precautions to take where asbestos materials are concerned. In addition these workers should be encouraged primarily by their employer to seek this type of information. Advice would include the precautions to take for adequate protection and the correct use of suitable masks or respirators where appropriate.

In practice, only those workers suitably trained to follow the procedures in the Asbestos Essentials Task Manual [Health & Safety Executive publication HSG210] will be authorised to carry out work on Asbestos Containing Materials.

Despite today's stringent legal controls, exposure to asbestos is still a very real risk for some workers. This is especially true for those engaged in the maintenance, refurbishment and repair of buildings where drilling, cutting, sanding, damage or disturbance of asbestos materials is concerned.

Workers such as plumbers, carpenters and electricians are often at particular risk in these situations.

A general lack of awareness of the presence of asbestos materials in the buildings where they are working will expose them and others to the dangers of exposure to asbestos dust.

These groups of workers should be alerted to the dangers of disturbed asbestos fibres. Guidance should be available to advise of the precautions to take to protect themselves, their colleagues and any other persons who may be affected by their activities.

It is important that a structured approach is adopted to ensure that all the legal requirements for work are rigidly adhered to. This is the only way to ensure that people are not unnecessarily exposed to a potentially lethal substance and that the Authority or its individual officers and employees are not subject to prosecution.

Asbestos related diseases:

The development of a number of illnesses can be directly attributed to exposure of airborne dust containing asbestos fibres. The morphology of the asbestos fibres is such that an entry into air passages via inhalator or respiratory processes can cause damage to the 'delicate' structures providing the lung function. Illnesses some of which are fatal include:-

Asbestosis

Affects the elasticity of the lung walls due to fibrosis or scarring of the lung tissue associated with high levels of exposure to asbestos dust.

The disease is irreversible and progressive even if exposure ceases.

Carcinoma of the Lung (Lung Cancer)

Although this disease is often associated with people already suffering from asbestosis it may also develop separately. The chances of developing this usually fatal condition will increase with the degree of exposure to asbestos dust. However, cases of cancer developing after only low levels of exposure to asbestos dust are known. It is important to note that smokers who are exposed to asbestos dust are at greater risk than those exposed to asbestos dust or in fact smokers not exposed to asbestos dust.

Mesothelioma

This type of cancer will usually affect the lining of the Thoracic Cavity [Pleural Membrane] or abdominal wall [Peritoneum] or the lining around the heart [Pericardium]. The chances of developing this disease will be higher following high levels of exposure, however, there is no safe exposure level and the disease can develop following a single exposure. The disease may take up to 40 years to develop and is always fatal, with death usually occurring within a year of diagnosis.

Pleural Plaques

Increased risk of developing lung cancer due to bands of scar tissue on lung pleura.

Pleural Effusion

A collection of fluid around the lungs as a result of exposure to asbestos.

Asbestos Legislation

Work involving asbestos is subject to strict legal requirements which are enforced by the Health and Safety Executive (HSE). The relevant statutory provisions include:

- (i) The Health and Safety at Work Etc Act 1974
- (ii) The Asbestos (Licensing) Regulations 1983
- (iii) The Control of Asbestos at Work Regulations 2004, Regulation 4 "the management of asbestos in non-domestic premises"
- (iv) The Management of Health and Safety at Work Regulations 1999
- (v) The Personal Protective Equipment Regulations 1992
- (vi) The Provision and Use of Work Equipment Regulations 1998

See Appendix (f) for a comprehensive list of relevant publications.

Asbestos Management Plan

1.0 Responsibilities for surveying, sampling and assessment of asbestos containing materials:

- 1.1 **Before any work, or activity which may affect any material is carried out, a check must be made for the presence of asbestos by consulting the Council's Asbestos Database, archive records and plans containing material specifications.**

The database contains information compiled as a result of surveying, sampling and assessment of ACM's using the Methods for the Determination of Hazardous Substances [MDHS 100]. This document sets out how to survey workplace premises for ACM's and how to record the results in a usable form.

The Property Services Group employs three Surveyors who have undertaken the BOHS Proficiency Certificate Module P402, examination – Building Surveys and Bulk Sampling.

Refer to Appendix a) for details of the survey methodologies.

Where this information is not deemed reliable or there is doubt, then the process in 1.2 must be adhered to.

The majority of contracts involving work activities likely to affect structural materials are placed and authorised by:

- a) The Property Services Group, [Commercial & Technical Services, Central Services] who deal with the maintenance of Council properties. They also maintain an asbestos database and are responsible for ensuring that all contractors engaged by them are made aware of the presence [or otherwise] of asbestos products that may be encountered during work activities.
- b) Design Services [Commercial & Technical Services, Central Services] who design new projects, refurbishment of premises etc' and liaise with Property Services regarding the possible presence of asbestos in Council properties.
- c) All other persons who are responsible for placing and authorising contracts must consult Property Services regarding the presence of asbestos [or otherwise] before the commencement of any work or activity which may affect structural materials. See Appendix (g) for details of such persons.

This refers mainly to the Council's Information Technology Section who employ contractors to perform such work activities as cable replacement and installation. Due to the nature of this work, the potential for exposure to ACM's is high and must be controlled accordingly.

- 1.2 Representative sampling of the materials will be undertaken by a Property Surveyor [holding the BOHSS Proficiency Module P402] and subsequent analysis performed by an independent laboratory holding current UKAS (United Kingdom Accreditation Service) accreditation for the identification of asbestos.
- 1.3 Where asbestos is identified, those materials shall be treated in accordance with this code and other supporting codes and guidance.
- 1.4 Where, during the course of any work, materials which may contain asbestos are discovered, work must cease and the materials must be treated in accordance with this code and other supporting codes and guidance.
- 1.5 Once the presence of asbestos has been confirmed then a suitable and sufficient risk assessment of the situation must be carried out. This will be carried out by a competent, trained person such as a Property Surveyor and will consider both the condition of the material and the risk that it presents.
- 1.6 As a result of the risk assessment carried out in 1.5, a decision shall be reached regarding the future treatment of the material.

2.0 Treatment of Asbestos Material

Treatment shall involve one of the following measures:-

2.1 Asbestos material in sound condition, unlikely asbestos fibre release.

Where a material is in sound condition, unlikely to release asbestos fibres and unlikely to be disturbed during any future work or activity, it may be left in place.

The material should then be labelled in accordance with Schedule 2 of the Control of Asbestos at Work Regulations 2002.

The address, location, position, type and extent of the material shall be noted in the Councils asbestos database.

Materials entered in the database shall be periodically checked to ascertain their condition. The risk assessment carried out in 1.5 should be reviewed to ensure there has been no significant change in circumstances i.e. these could include damage to the material or the increase likelihood of such damage.

Relevant information arising out of the database and the risk assessment shall be made available to any person who may be affected by the material. In most situations the labelling described above will fulfil this requirement.

2.2 Asbestos material removal.

The material shall only be removed under controlled conditions by a licensed contractor [from the Council's approved list] who is competent to carry out such work.

2.3 Sealing/Encapsulation of Asbestos Material.

In situations where it is not reasonably practicable to follow options 2.1 or 2.2 and the risk assessment has indicated a need for remedial action, the material may be sealed (encapsulated) or similar. Once this has taken place it should then be labelled and maintained through periodic checks as described in 2.1. This work must be performed by a licensed, contractor under controlled conditions.

See the relevant Codes of Practice/Guidance on:

L28, Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board [CAW Regulations 2002].

HSG 189/2 Working with Asbestos Cement.

HSG 189/1 Controlled Asbestos Stripping Techniques For Work Requiring A Licence (1999)

HSG 213 Asbestos Essentials (2001)

HSG 227 Managing Asbestos in premises (2002)

Note: Where either the removal of the asbestos material or its encapsulation is advocated then the necessary work must be completed prior to the undertaking of any work or activity which may disturb the material.

3.0 **Precautions in the event of deliberate/unwitting damage/disturbance of materials containing asbestos**

In situations where there is accidental damage to materials which either contain, or are suspected to contain asbestos then the following procedures should be followed.

3.1 **Refer to pages 5 and 6 for immediate instructions.**

Stop work immediately and prevent anyone from entering the area. Evacuate all persons from all areas which may foreseeably have been contaminated, on leaving each area shut all the doors, windows and other connections to reduce air movement. Inform staff [if any] working in the area of the situation.

3.2 If there is any doubt concerning the presence of asbestos, the material shall be assumed to contain asbestos, and a BOHS P402 competent Property Surveyor will take a sample of the material for analysis. Analysis sampling will be carried out by an independent laboratory holding current UKAS accreditation for the identification of asbestos.

See page 6 for the PSG emergency procedures for the disturbance of suspected ACM's.

3.3 Make suitable arrangements to check contamination in each area which may have been affected i.e. Disturbance air testing (testing performed whilst dust raising activities are being undertaken). This testing will be carried out by competent persons and the areas shall be treated as contaminated until shown to be otherwise.

See Section 9 - Guidance on testing associated with Asbestos work

Contaminated areas including those which are "potentially contaminated" will only be entered by persons wearing suitable Personal Protective Equipment i.e. Protective clothing and suitable respiratory protective equipment (RPE).

See Section 8 - Guidance Notes on Respiratory Protective Equipment

3.4 Make suitable arrangements to seal all contaminated areas to prevent the spread of contamination for the following situations:

Extensive damage has occurred

Where additional disturbance of the material is unavoidable

Where air-test results confirm a large degree of contamination

Where a decision has been reached to remove the material etc.

Then the procedures laid down in the Code of Practice and Guidance:

Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board. L28 2002.

Work with Asbestos Cement. HSG 189/2.

3.5 Where the contamination is not widespread and corrective action can be performed quickly and with ease, then a licensed contractor may undertake the work without first producing a written method statement and assessment of risk. However a verbal description of their work method and the precautions they will take shall be sought. Nobody shall enter the area in question unless they are wearing adequate protective clothing and RPE.

See Section 8 – Guidance Notes on RPE

- 3.6 In situations involving asbestos insulation board and asbestos cement, where there is very limited damage and the amount of contamination is minimal or verified by the results of suitable air testing, it may not be necessary for the licensed contractor to use all the available control methods.

Natural ventilation will be maintained at a maximum. Any debris shall be gently sprayed with water, until thoroughly wetted.

The debris shall then be carefully placed in a polythene bag and sealed.

The inner bag shall be carefully placed in a suitable outer bag and sealed.

The debris will be disposed of as asbestos waste. Refer to Appendix (h)

Unsealed surfaces may then be coated with a suitable low pressure sprayed sealant applied by a means that will not cause surface abrasion. Good quality impervious tape may be used to seal surfaces which are not accessible to general building occupants.

Suitable respiratory protective equipment (RPE) must be used throughout this operation.

See Section 8 – Guidance Notes on RPE

Refer to the HSE booklet HSG 201, [Asbestos Essentials Task Manual] for more detailed information. Although this refers to specific tasks, the equipment and method guidance sheets provide essential information for the protection of persons working with ACM.

- NOTE: Air testing must be carried out by an independent laboratory holding current UKAS accreditation for asbestos fibre coating.

4.0 Work with Asbestos Insulation/Asbestos Coating/Asbestos Insulating Board

When work is to be carried out on the above types of material, or when any other work which is likely to produce a significant amount of airborne asbestos fibre is to be undertaken, the procedures set out in the HSE Approved Code Of Practice And Guidance "Work with asbestos insulation, asbestos coating and asbestos insulating board" [L28, Control of Asbestos at Work Regulations 2002] must be followed.

- 4.1 Ensure that a competent officer to deal with the asbestos work is chosen and put in charge of the project. Competent officers will have a thorough knowledge and understanding of this code and will ensure that all relevant stages of the code are adhered to during the project.
- 4.2 The contractor chosen to undertake the work must hold a current licence under the Asbestos (Licensing) Regulations 1983 (as amended 1998). The Health and Safety Executive is the licensing authority and checks can be made of the HSE's Asbestos Licensing Unit to ensure that contractors are licensed.
- 4.3 Prior to commencing any work, the Contractor must produce:
- a) The asbestos removal Specification.
 - b) The asbestos risk assessment for the work to be undertaken.
 - c) The Asbestos Removal Contractors Plan of Work (Method Statement)

Where the CDM Regulations apply:

- d) The Designer's risk assessment detailing all the associated health and safety risks
- e) The Pre – Tender Health & Safety Plan as prepared by the appointed Planning Supervisor

Copies of each document must be sent to the Officer in charge and the Council's Safety Advisor for agreement. Copies of these documents shall be retained by the Officer in Charge and the Council's Safety Advisor. Site copies of these documents must be available at all times and also retained on site.

A suitable and sufficient Risk Assessment will rely heavily on the possession of up to date and accurate information. This is particularly relevant where it may concern the type of asbestos involved and any circumstances which may compromise a safe system of work.

- 4.4 Prior to the Contractor making their Risk Assessment they must be supplied with the results of the asbestos identification. Furthermore, the Contractor shall also be given any information regarding any known circumstances that will have a direct or indirect bearing on the system of work.

Each contractor should be issued with a copy of the Council's Asbestos Management Plan.

- 4.5 Where work is to be put out to tender the Method Statements and the Risk Assessments shall be obtained from each tenderer prior to the awarding of the contract. As part of the decision process, the Competence of the tenderer, the adequacy/suitability of their procedures and the adequacy of their resource allocation will receive due consideration.
- 4.6 The contractor must employ an approved laboratory which is accredited under the UKAS' scheme for asbestos fibre sampling. Self - assessment by the Contractor is not permissible.

5.0 Work with Asbestos Cement

When asbestos cement products are to be removed or treated, the following guidance must be adhered to:

- 1.0 HSE Guidance "Working With ASBESTOS Cement" HSG 189/2 must be followed.
- 2.0 HSE Guidance " ASBESTOS ESSENTIALS" HSG 213, Comprehensive guidance on working with asbestos in the building maintenance and allied trades.

Asbestos Materials Used in Buildings

Asbestos Product	Use	Asbestos Content	Remarks
Loose fill and sprayed insulation.	Thermal and acoustic insulation. Fire and condensation protection.	Sprayed coatings > 70% asbestos. A mixture of types used until 1974. Amosite, Chrysotile, Crocidolite asbestos, with binder.	Potential for fibre release unless sealed. Potential increases as the materials age or become friable and disintegrate. Dust released may then accumulate. Removal of sprayed coating is a licensed activity. Spray residue can be found up to 50m away from spray site.
Asbestos lagging.	Thermal insulation of pipes, boilers, pressure vessels, preformed pipe sections, slabs, tape, rope, corrugated paper, quilts, felts and blankets.	Crocidolite used for some boards up to 1965. 5 - 90% amosite or a mixture of amosite and chysolite.	Likely to cause a dust hazard if very friable, broken, abraded, sawn or drilled.
Insulating boards.	Fire Protection, thermal and acoustic insulation. Used in ducts, firebreaks, infill panels, partitions and ceilings, ceiling tiles, roof underlays, wall linings, fire doors, fire surrounds	Crocidolite used for some boards up to 1965. 15-40% Amosite or a mixture of Amosite and Chrysotile.	Likely to cause a dust hazard if very friable, broken, abraded, sawn or drilled.
Mill Board.	General heat insulation and fire protection.	Up to 97% asbestos with binders. Crocidolite often used.	Soft, paper-like.
Textiles, ropes and yarns.	Heat/fire resisting gaskets and seals. Boiler and flue sealing. Fire blankets. Extensive electrical applications.	All types of asbestos where used until about 1970. Since then only chrysotile has been used. Asbestos content >90%.	Fibres may be released when large quantities or unbonded material are stored or handled.
Cement products.	Profiled and flat sheets used in roofing products and rain water goods. Pipes for drinking water, sewage and drainage.	Usually 15% Chrysotile in a cement binder. Older types may contain Amosite, Chrysotile or Crocidolite.	Difficult to visually differentiate between AIB and asbestos cement products.
Friction products.	Mainly 25 – 70% Chrysotile with resins and fillers.	Brake and clutch linings.	
Reinforced plastics.	Amosite, Chrysotile, Crocidolite, Anthophyllite. < 15% in thermoplastic.	Windowsills, capping for banisters, toilet cisterns.	Material is often black and has a high density and scratch resistance.
Gaskets and washers.	Gaskets and washers.	Up to 90% mainly Chrysotile. Older products may contain Crocidolite.	
Flooring products.	PVC tiles. Magnesium Oxychloride flooring.	5 – 7 % fine Chrysotile. Up to 2% Tremolite or Anthophyllite.	Used where floor needs to be hard wearing e.g. stairwells.

For comprehensive descriptions and illustrated examples of ACM's refer to MDHS 100.

7.0 Asbestos Products Used In Appliances

Appliance/ Asbestos Product	Use	Asbestos Content	Remarks
Hairdriers, fan and radiant electric heaters, irons, toasters, washing machines, tumble driers, spin driers, dish washers, refridgerators and freezers	Paper, element formers, brake pads, compressed fibre gaskets and seals, rubberised or other polymer gaskets and seals.	Variable	Asbestos paper has been used for heat insulation in hair driers. In general, gaskets and brake pads are sealed within appliances and are unlikely to release fibre into the atmosphere.
Cookers	Insulating board, Fire cement, compressed fibre seals, rubberised or other polymer seals.	16-40% Variable	
Simmering Mats	Millboard	Approaching 100%	
Iron Stands	Paper, millboard and asbestos cement	Approaching 100% and 10-15%	
Catalytic gas heaters	Compressed asbestos fibre panels.	100% sometimes covered by glass fibre mesh.	Those in doubt about the condition of their heater should contact the Safety Officer.
Gas warm-air heaters	Aluminium backed paper, cloth and insulating board.	Approaching 100% and 16-40%	
Boilers pipework	Asbestos/plaster with or without a surface fibre layer.	Variable	
Electric 'warm-air' and storage heaters.	'Caposil' insulating blocks, Insulating board. Paper, string, compressed fibre washers, rubberised/polymer bonded washers.	16-40% Variable	
Radiators	String, washers	Approaching 100% variable.	

8.0

GUIDANCE NOTES ON RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

8.1 Under regulation 10, paragraph 78, of the Control of Asbestos at Work Regulations 2002, an employer is required to provide employees with suitable RPE in work situations where there is a likelihood of exposure to a concentration of asbestos in excess of a control limit. The RPE shall be suitable for the purpose intended and will reduce the concentration of asbestos to below the control levels.

The RPE should be a type approved by and currently conforming to a standard approved by the Health and Safety Executive (HSE).

The guidance contained in the, Selection Of Suitable Respiratory Protective Equipment For Work with Asbestos [INDG 288 Revised 2003] must be followed by all persons.

8.2 RPE and Asbestos Work

Work site air monitoring has shown that in the worst cases, dust levels well over 1000 fibres/millilitre of air (FL/ML) can be created during the dustiest asbestos removal jobs. These very high levels are most likely to arise during the stripping of loose asbestos insulation and/or sprayed asbestos coatings in working conditions with very little ventilation at the working position.

It is essential that arrangements are made to ensure that the exposure to asbestos is reduced to the lowest reasonably practicable level. Wherever possible, control measures must be effective and should reduce the dust levels at the source.

8.3 The Use of RPE

The wearing of RPE to protect against asbestos is a fail to danger control strategy since, in the absence of any acute symptoms, the wearer cannot tell if the RPE being worn is providing the anticipated level of protection.

Any RPE used should be suitable and adequate for the purpose indeed. Furthermore, it should be properly used by the wearer and also properly maintained (this will include suitable storage arrangements).

To reduce the element of uncertainty to an absolute minimum, arrangements should be made to ensure the correct selection of RPE. Any such selection will include considerations such as the suitability for the wearer and the need to ensure a good face fit. It should always be remembered that due to variation in facial characteristics, a particular Manufacturer's equipment may not fit all persons in the work team and other equipment should then be considered.

RPE should be regularly maintained in accordance with the maker's recommendations. Arrangements should be in place to ensure the adequate training of users of the equipment and of the persons maintaining it, this will include effective supervision of all such control procedures.

Contractors should also carry out personal monitoring of employees exposure. This shall be required periodically so that the Contractor can confirm that the protection limits of the RPE provided are not being exceeded. This is particularly relevant in situations where the Contractor is using methods of work which do not effectively control dust levels at the source.

Reference should also be made to the following if further information on RPE is to be sought.

HS (G) 53, The Selection, Use and Maintenance of RPE – Health and Safety Executive.

8.4 Types of Respiratory Protective Equipment (RPE) likely to be encountered and their use by Council Employees.

The most common type of RPE likely to be encountered by those Council's employees or contractors that may from time to time be involved in work where there is a potential to "low" levels of asbestos fibre are disposable respirators or rubber face mask types.

8.5 Guidance to Contractors

For Contractors their employer will be informed of the presence of asbestos materials (and the labelling arrangements for these areas) in a proposed work area prior to the commencement of any work activity. The Council through the Officer in Charge will ensure as far as possible that the procedures proposed by the Contractor are adequate to ensure that there is a safe system of work i.e. safe and not prejudicial to health for its employees and other persons (such as members of the public who may be affected). Officers in charge will ask contractors to prepare work methods statements to ensure that the proposed procedures (including the schedule of work) are suitable and adequate for a safe system of work. Where there is any doubt then the matter should be referred to the Council's Safety Officer who will as matter of course also be provided with a work method statement for the proposed work.

The contractor will ensure that his employees are provided with suitable work equipment and personal protective equipment (including RPE and that all such equipment is properly used and maintained to ensure a safe system of work during the work activity in question.

Furthermore the Contractor will ensure that any persons not in his employ are not exposed to any situation, arising as a direct or indirect result of any work activity under his control that may expose them to an unsafe condition or a condition prejudicial to health.

9.0

CONTRACTORS GUIDANCE NOTES ON TESTING ASSOCIATED WITH ASBESTOS WORK

Testing Associated with Asbestos Work

Prior to commencing any asbestos work, a decision for a suitable and adequate regime of air testing will be made. The following guidance has been provided to assist in designing such a regime.

Testing prior to the Start of Asbestos Related Work

These tests may be used where:-

- (i) the full extent of contamination is unknown and it is necessary to discover which areas require decontamination;
- (ii) where sources of asbestos other than those directly associated with the proposed work exist, it may be useful to obtain background levels of airborne fibre to avoid confusion during other types of testing, for example, tests outside an enclosure during work;
- (iii) where tests are to be taken following the removal of the enclosure, air testing prior to construction of the enclosure is also necessary if it is to be ascertained that contamination occurred as a result of the failure of the enclosure.

Smoke Testing

This type of testing should be undertaken prior to the start of work whenever work is carried out in an enclosure.

The test may be undertaken by the contractor or by the Consulting Analyst, however when undertaken by the Contractor it should always be witnessed by a trained Council Official i.e. Officer in Charge or the Council's Safety Advisor

In situations where enclosures remain in position for a period of several days or more, additional daily tests should be performed, these should take the form of localised smoke testing. Smoke released from a smoke tube should be puffed around the enclosure seals with air extraction equipment in operation. Smoke should not be drawn into the enclosures if the seals are in good condition.

The Council Officer will only witness the initial smoke test in an enclosure prior to stripping. Under no circumstances will subsequent inspection take place by Council employees until a final clearance test has been given by an analyst accredited by UKAS or equivalent.

10. Appendices

Appendix (a) Survey methodology

The Property Services Group are responsible for surveying the Council's properties for the presence or otherwise of ACM's.

PSG follow the guidance in the HSE's MDHS 100 Methods for the Determination of Hazardous Substances [Surveying, sampling and assessment of asbestos containing materials]

The Council has a computerised Database containing information on the location or otherwise of ACM's in Council premises.

An Asbestos Module will be incorporated in the existing Integrated Property Management System Software [IPMS]. The module will enable relevant persons [e.g. contractors] to access the Asbestos Database and check for the presence [or otherwise] of ACM's before starting work.

The information will also be made available on the Council's INTRANET.

It is anticipated that the system upgrade will be completed by the end of September 2005.

Appendix (b)

HEALTH EFFECTS OF INADVERTENT EXPOSURE TO ASBESTOS:

Guidance for South Lakeland District Council

[Based on Health and Safety Executive Operational Circular OC 265/48]

This document provides guidance for SLDC when responding to enquiries from: contractors, employers, employees, trade unions and members of the public following inadvertent exposure or possible inadvertent exposure to asbestos.

INTRODUCTION

1.0 From time to time circumstances arise in which people are inadvertently exposed to asbestos fibres, usually in small quantities, in a variety of situations.

Examples have included:

- office workers exposed to asbestos dust during renovation work which disturbed asbestos ceiling tiles
- council workers possibly exposed to asbestos dust whilst performing routine maintenance work
- contractors and resident staff exposed to asbestos containing materials as a result of works carried out by the contractors

2.0 Those exposed receive little or no prior warning of the possible risk to health. In many cases those responsible for the exposure claim to have been unaware of the presence of asbestos prior to the work being carried out.

3.0 People who may have been exposed to asbestos are understandably anxious and concerned about the possible effects on their health.

Moreover, where incidents involve members of the public or vulnerable sections of the population, widespread publicity may result.

HSE frequently receives requests from employers, employees, trade unions, other interested parties and members of the public for advice on how to manage the health aspects of such exposure.

This document gives advice on how to deal with such requests consistently.

There is at present no effective post-exposure prophylaxis for the effects of inhaled asbestos fibres, although in smokers the risk of asbestos-induced lung cancer (but not mesothelioma) can be reduced by stopping smoking.

There are also no generally available techniques for determining individual lung burdens of asbestos fibres, other than post mortem.

4.0 In many cases exposure will have been minimal, with little likelihood of any long-term ill-effects.

However, although the type of asbestos may be known, there will often be little if any reliable quantitative information concerning the level and duration of exposure.

Work with asbestos cement is unlikely to pose the same risks as work with asbestos insulation and coating and asbestos insulating board.

5.0 Asbestos incidents arouse concern and anxiety, and often unrealistic expectations of medical tests or even treatment.

This should be addressed by offering prompt and reasoned advice, without contributing to unnecessary alarm.

The guidance in this document should be sufficient in many cases and is intended to assist those responsible for managing such situations.

6.0 In circumstances where cases of inadvertent exposure to asbestos may have occurred, the following steps should be considered by the named responsible persons.

6.1 Ascertain as far as possible the type of asbestos, the likely exposure levels involved and the duration of exposure.

6.2 Where employees may have been significantly exposed (for instance exposure may have exceeded the relevant action level), the employer should be advised to obtain advice from an occupational health service provider, particularly regarding the medical assessment and counselling of exposed employees.

6.3 Consider offering those involved - employers, employees or members of the public, the opportunity to discuss the situation with an SG [HSE Specialist Group] medical or occupational health inspector, particularly where they are otherwise unlikely to have access to an occupational health service.

7.0 In such circumstances, SG medical and occupational health inspectors should consider giving the following advice:

7.1 Employers should keep accurate and detailed records concerning the incident and those persons involved. If they ask about retention of records, they should be advised that under the Control of Asbestos at Work Regulations 2002 (CAW Regulations) employers are required to maintain health records relating to employees whose exposure to asbestos exceeds the action level for 40 years and employers may wish to follow these requirements as good practice.

7.2 Where exposure is unlikely to have exceeded the action levels it will usually have been insufficient to pose a significant long-term risk to health. Where the exposure can be estimated the advice given will need to reflect as far as possible the likely degree of risk.

7.3 Advise employees that if they wish to consult their GPs they should ask for a note to be made in their personal record of the possible exposure including date(s), duration, type of fibre, and likely exposure levels (if known). Advise them that their GP may refer them to a specialist in respiratory medicine in some circumstances, but that this is not considered necessary by HSE in most cases.

7.4 Alternatively, or in addition, employers may be provided with a list of occupational health services if they choose to refer employees for assessment and counselling.

7.5 In circumstances where concerns are raised about off-site effects and risks to members of the public, the SG should liaise with the Director of Public Health/Director of Environmental Health as appropriate.

7.6 HSE does not advocate routine X-rays for people exposed to asbestos in the majority of such circumstances. (Asbestos-related damage to the lungs takes years to develop and become visible on chest X-rays, and X-ray examinations cannot indicate whether or not asbestos fibres have been inhaled.)

Appendix (c)

INADVERTENT EXPOSURE TO ASBESTOS: ADVICE FOR EMPLOYERS

[Health and Safety Executive Information Document HSE 265/48 (Part 1)]

1.0 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.

2.0 Breathing in asbestos fibres can eventually lead to a number of diseases, including:

- (1) asbestosis or fibrosis (scarring) of the lungs,
- (2) lung cancer; and
- (3) mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

It is possible that repeated low-level exposures may lead to asbestos-related diseases, although high exposure for long periods is linked more clearly to these diseases. There is usually a long delay between first exposure to asbestos and the first symptoms of disease; this can vary between 15 and 60 years.

3.0 It is unfortunately not uncommon for people to be inadvertently exposed to asbestos fibres, usually in small quantities, during building operations, maintenance work or following damage to asbestos-containing materials. (Many of those suffering today from asbestos-related diseases worked in the building trades and were exposed to asbestos in their day-to-day work with asbestos materials or because work with asbestos was carried out near them.)

4.0 Such incidents understandably cause anxiety about the possible effects, both short and long term, of the exposure. In many circumstances exposure will have been minimal, with little likelihood of any long term effects. Unfortunately, although the type of asbestos involved may be known there is often little, if any, reliable information concerning the amount of asbestos which may have been inhaled.

5.0 It is important to ascertain as far as possible the type of asbestos, the duration of exposure and the likely exposure levels. You may need to seek advice from occupational hygienists or occupational health specialists. The local office of the HSE may be able to give general advice and provide information on the availability of local specialist services.

6.0 You should keep accurate and detailed records concerning the incident and those persons involved. The Control of Asbestos at Work Regulations require records to be kept for 40 years. Although these Regulations may not apply, you may wish to follow their requirements.

7.0 If exposure is unlikely to have exceeded the action level it will usually have been insufficient to pose a significant long-term risk to health. Where you are able to estimate the extent of exposure the advice that those who have been exposed can be given should reflect the risk as far as possible.

8.0 Exposed individuals should be informed that if they wish to consult their GP they should ask for a note to be made in their personal medical record of the possible exposure including date(s), duration, type of fibre and likely exposure levels (if known). (Their GP may refer them to a specialist in respiratory medicine but this is not normally considered necessary by HSE.) Each case should be considered on its merits, but HSE does not normally advocate routine X-rays for persons exposed to asbestos in these circumstances.

9.0 Alternatively, or in addition, you may choose to refer employees for counselling. You may wish to select an occupational health service for this purpose. The local office of HSE's Employment Medical Advisory Service may be able to provide information on services in the area.

10.0 You should, in addition, consider carefully what went wrong in causing your employees to be exposed to asbestos on this occasion, and how you will prevent this happening again in future.

11.0 For those working in building maintenance, repair and refurbishment HSE publish 2 information booklets available in priced packs of 10:

- (1) Managing asbestos in workplace buildings (INDG223); and
 - (2) Working with asbestos in buildings (INDG289);
- and a pocket card:
- (3) Asbestos alert: workers' card for building maintenance, repair and refurbishment workers (INDG188P).

Appendix (d)

INADVERTENT EXPOSURE TO ASBESTOS: ADVICE FOR EMPLOYEES

Health and Safety Executive Information Document HSE 265/48 (Part 2)

Employees are advised to refer to Appendix (c) ADVICE FOR EMPLOYERS which contains similar advice.

Appendix (e)

INADVERTENT EXPOSURE TO ASBESTOS: ADVICE FOR GENERAL PRACTITIONERS

The Cumbria and Lancashire Health Protection Unit should be contacted for advice.
Capitol Buildings, Hilltop Heights, London Road, Carlisle CA1 2NS
Tel: 01228 538489

Reference should also be made to the Health and Safety Executive Information Document HSE 265/48 (Part 3)

This document along with other essential information can be accessed from the HSE's website:
www.hse.gov.uk/asbestos/index

Appendix (f)

The following publications are held by the Property Services Group and the Safety Advisor for reference purposes:

Publication	Code
Work with asbestos insulation, asbestos coating and asbestos insulating board	L28
The management of asbestos in non-domestic premises	L127
Work with asbestos which does not normally require a licence	L27
Working with asbestos cement	HSG189/2
A comprehensive guide to managing asbestos in premises	HSG227
Introduction to asbestos essentials	HSG213
Selection of suitable respiratory protective equipment	INDG288
Effects on health of exposure to asbestos. Cant find.	RR
Asbestos building poster: Typical locations for ACM's.	
Asbestos dust kills-keep your mask on	INDG255
Asbestos essentials: Task manual	HSG210
Asbestos risk management presenter pack	
The provision, use and maintenance of hygiene facilities for work with asbestos insulation, coating and insulating board	EH47
Training operatives and supervisors for work with asbestos insulation and coatings	EH50
Working with asbestos in buildings	INDG289
The analysts guide for sampling, analysis and clearance procedures	HSG248
MDHS100 free download available	
Workplace effectiveness of respiratory protective equipment for asbestos removal work	CRR112

Asbestos Regulations, Guidance Publications List:

Asbestos (Licensing) regulations 1983 (As Amended)

Control of Asbestos at Work Regulations 2003

Guidance Note EH51 "Enclosures provided for work with asbestos insulating, coating and insulating board".

Guidance Note EH57 "The Problems of Asbestos Removal at High Temperatures".

HS (G) 189/1 Controlled asbestos stripping techniques for work requiring a licence.

Control of Substances Hazardous to Health Regulations 2002.

Guidance Note EH10 "Asbestos Exposure Limits and Measurements of Airborne Dust Concentrations".

Guidance Note MDHS 39/4 "Asbestos Fibre in Air".

The Specialist Waste Regulations 1996.

Chemical (Hazard) Information and Packaging for Supply Regulations 1998, (as amended).

HSG 53 The Selection, Use and Maintenance of Respiratory Protective Equipment.

Appendix (g)

List of persons responsible for placing contracts and/or instructing employees to carry out work activities involving the disturbance of structural materials:

N.B. the contents of this list will be reviewed when any reorganisation of responsibilities take place.

POSITION / DEP'T	WORK ACTIVITIES/ POSSIBLE ACM DISTURBANCE / EXPOSURE
Property Services Manager. Commercial & Technical Services. Central Services.	Contractors engaged by SLDC. Property Surveyors.
Design Services Manager Commercial & Technical Services. Central Services	Officers on-site.
Information and Public Halls Manager. Customer Services.	Works in public halls.
Coronation Hall Manager. Customer Services.	Specialist theatre contractors / lighting specialists. Caretaker's duties. Technical Manager.
Museum Manager. Customer Services.	Caretaker's duties. Employees mounting exhibits.
Kendal Town Hall Manager. Customer Services.	Caretaker's duties.
Streetcare Manager. Customer Services.	Minor works involving the fabric [Asbestos cement] of the buildings at the depots. Removal of fly-tipping debris.
ITC Manager. Resources.	Contractors engaged in cable installation in voids, roof / ceiling panels etc'.
Building Control Manager. Customer Services.	Officers on-site.
Environmental Protection Manager. Customer Services.	Environmental Health Officers and Pest Control Officers.
Grounds Maintenance Officer. Customer Services.	Contractors. Employees.
Director of South Lakeland Leisure Ltd.	Parts of the building controlled by PSG.
Director of South Lakeland Housing.	Maintaining the Council's housing stock.

Appendix (h)

Special Waste Regulations 1996. Disposal and removal requirements.

- 1.0 Asbestos must be disposed of as Special Waste in accordance with the above Regulations as all forms of asbestos are listed as Category 1 Carcinogens.
- 2.0 Waste should be placed in suitable labelled containers as it is produced. Containers should be sealed and cleaned before removal from the enclosure. They should be taken to a secure storage area if they are not being removed immediately.
- 3.0 Containers should be of suitable design and construction to prevent any escape of waste. The waste should be double wrapped in suitably robust plastic bags or sheeting. The inner bag. It is standard practice to use a suitably labelled red plastic bag [or sheeting] to contain waste. The inner bag/sheet should not be over filled and air should be excluded before sealing. It is standard practice to use suitably labelled clear plastic bags/sheeting for the outer bag.
- 4.0 Waste should be transferred to a Waste Management site in an enclosed vehicle. This will usually be via a licensed waste carrier and taken to a site with a Waste Management Licence under the provisions of the Environmental Protection Act 1990 to accept asbestos waste.
- 5.0 If special wastes are to be removed, a consignment note system must be used.
 - (i) Consignment note – 5 copies
 - (ii) Person gathering waste – Consignor
 - (iii) Person moving waste – Carrier
 - (iv) Person receiving waste – Consignee
- 6.0 Procedures
 - (i) Not less than 3 clear working days, but not more than 1 month, before waste is removed
 - (ii) Consignor or carrier fills in Part A and B of Consignment Note [CN] and sends to regulator Environment Agency
 - (iii) On the day waste is moved, Carrier agrees correctness of information in parts A and B and completes Part C. consignor signs Part D and keeps a copy
 - (iv) Carrier checks that: 4 copies of the CN are available/Parts A&B/completes Part C/agree any changes with the Consignor, only minor changes/Consignor signs Part C and keeps copy/3 copies of the CN to travel with the waste
 - (v) Consignee: Signs 3 remaining copies to say that load has been accepted and that they are authorised to manage it properly/Returns 1 copy to carrier/Keeps 1 copy for Consignee's records/Sends last copy to Regulator E A



11.0 Reviews / Revisions

11.1 Current edition 01/08/05