

Managing Asbestos session for all Premises Managers & Delegated Responsible Persons



Session objectives

- ☒ To ensure **Managers** and **Delegated Responsible Persons** are aware of their responsibilities in managing Asbestos
- ☒ Understanding the Legal Requirements
- ☒ Hazards from asbestos and where it can be found
- ☒ Steps to be taken when asbestos is discovered
- ☒ Understanding the Asbestos Survey
- ☒ The correct completion of the Asbestos Log Book
- ☐ **This training is not intended for those who will be working on asbestos**



Duty to Manage (Dutyholders)

- Every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from those premises; or
- In relation to any parts of non-domestic premises where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access or egress to or from those preemies.



Duty to Manage (Dutyholders)

- Where there is more than one such dutyholder, the relative contribution to be made by each such person in complying with the requirements of this regulation will be determined by the nature and extent of the maintenance and repair obligations owed by that person.
- Every person must co-operate with the dutyholder so far as is necessary to enable the dutyholder to comply with duties set out under **Regulation 4 of Control of Asbestos Regulations 2012**



Asbestos Legislative Compliance



Asbestos and the Law

- Health and Safety At Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Asbestos Regulations 2012
- Construction (Design and Management) Regulations 2015
- Reporting of injuries diseases and dangerous occurrences regulations 2013



Control of Asbestos Regulations 2012

Regulation 4

The duty to manage asbestos in non-domestic premises.

This Dutyholder responsibility is delegated to the Premises Manager.



Control of Asbestos Regulations 2012

Regulation 5

Identification of the presence of asbestos

An employer shall not undertake any work which is liable to expose his employees to asbestos unless he has carried out a suitable and sufficient assessment as to whether asbestos is or is liable to be present in the premises.

This is identified through the undertaking of a Management Asbestos Survey or a Refurbishment & Demolition asbestos Survey



Control of Asbestos Regulations 2012

Regulation 6

Assessment of work which exposes employees to asbestos. To be read with Regulation 11(1)

This regulation requires employers to carry out a suitable and sufficient risk assessment to identify the risks of exposure to asbestos.

Also required to consider general risk too, as required by regulation 3 of the Management of health and safety at work regulations 1999



Control of Asbestos Regulations 2012

Regulation 11

Prevention or reduction of exposure to asbestos. To be read with Regulation 6

This regulation requires employers to prevent employees being exposed to asbestos or, if this is not possible, to put in place the measure and controls necessary to reduce exposure to as low as is reasonably practicable.



Control of Asbestos Regulations 2012

Regulation 10

Information, Instruction and Training

Every employer shall ensure that adequate information, instruction and training is given to those of his employees who are liable to be exposed to asbestos, or who supervise such employees.

- A training course alone will not make a person competent.



Types of information, instruction and training

Asbestos Awareness:

Makes candidates aware of the dangers of damaging ACM and Asbestos exposure.

Non-Licensable Asbestos Work: (including Notifiable Non-Licensable Asbestos Work)

For those who will be working with asbestos where that work **is not** classified as “licensable work with asbestos”.

Licensable Work with Asbestos:

For those who will be working with asbestos where that work **is** classified as “licensable work with asbestos”.



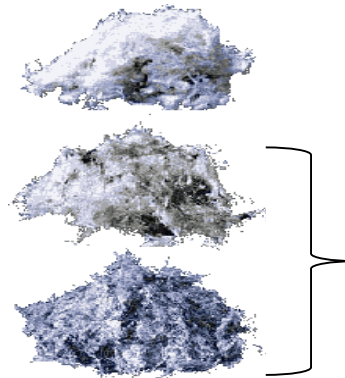
Asbestos - What Is It?

- Naturally occurring mineral fibre.



Main types:

- 'White' - chrysotile
- 'Brown' - amosite
- 'Blue' - crocidolite



Use and import of
chrysotile (white)
asbestos banned in 1999

Use of crocidolite (blue)
and amosite (brown)
asbestos banned
1985



Asbestos - Properties

- Incombustible
- Binding agent - increases strength
- Resistant to electrical current
- Sound absorption
- Amphiboles resistant to alkalis
- Amphiboles resistant to acid



Where Asbestos can be found



Asbestos - Usage

- Asbestos was used in hundreds of different products and buildings from 1950s to the mid 1980s.
- Asbestos cement was used up until 1999 in a variety of different premises and materials.
- The use of asbestos peaked in the 1960s and early 1970s.



Asbestos – Usage in Property

- Lagging to boilers
- Asbestos cement sheeting
- Fire protection in doors
- Pipework ducting and flue pipes
- Roofing materials
- Sprayed fire insulation
- Insulation boards
- Soffit boards
- Rainwater goods



Asbestos - Where is it found?

Ceiling boards



Stair nosing



Sink mastic pads



Cement flues



Lagging



Fly-tipped Waste



Fly-tipped Waste



Fly-tipped Waste



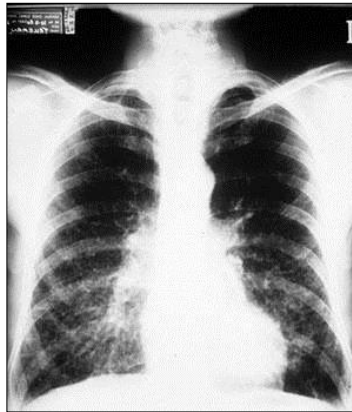
Fly-tipped Waste



Fly-tipped Waste



The hazards associated with Asbestos



Asbestos - Why is it dangerous?

- If you **inhale** asbestos fibres they can become lodged in the tissue of your lungs and your body's natural defences may not be able to break them down.
- Asbestos is only a risk if you disturb or damage it and cause the fibres to be released into the air.



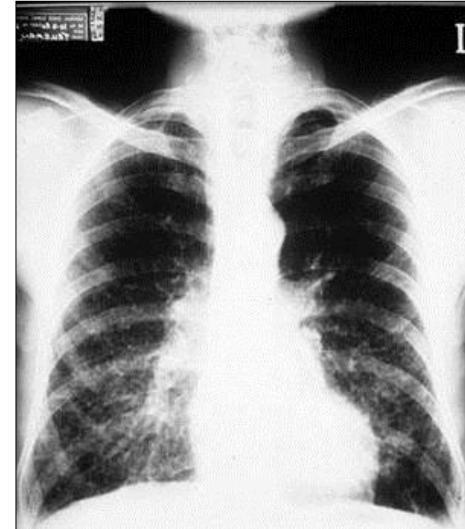
Asbestos - What Are Its Effects?

- **Asbestosis**
 - scarring of the lungs

- **Lung cancer**
 - bronchial cancer

Strongly linked with smoking. Smoking can increase the risk by 53%

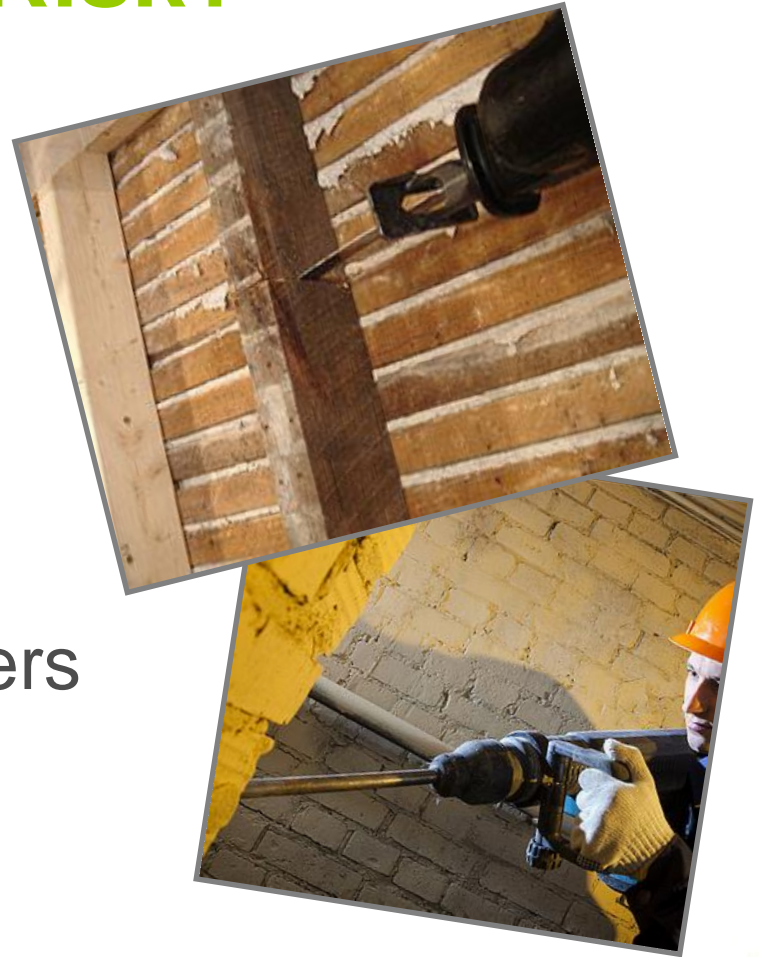
- **Mesothelioma**
 - cancer of the lining between the chest and lungs



Asbestos - Who Is at Risk?

Main groups

- Construction workers
- Plumbers
- Electricians
- Maintenance workers
- Telecommunications workers
- Cleaners and caretakers



**Asbestos cannot be identified
by visual examination!**



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Asbestos - Effective Management

- Identify where it is present
- Assess the condition
- Determine likelihood and severity of exposure
- Management plan

The Survey & Log Book together form the management plan and must be kept up to date and signed where identified.



Asbestos Management

Remove it

Gone for good?

- Costly
- Substitutes?
- Creates a risk
- Disposal

Encapsulate

Cheap

- Asbestos remains
 - Open to abuse
 - Demolition risk

Leave and monitor

Cheapest

- Safe?






NCC Asbestos Management Plan

- Survey Report
- Asbestos Register
- Risk Assessment
- Remove or contain
- Restrict access or isolate
- Control of work & contractors
- Monitor
- Maintain log
- Duty holder?
- Inform
- Train
- Label asbestos (?)
- Permit to work



Understanding the Asbestos Survey

 B D A Surveying Ltd ASBESTOS MANAGEMENT AND CONSULTANCY		<small>Chapel Street, Gushy, Leicester LE2 5AD Tel: 0116 2719879 Fax: 0116 2719478 Email: info@bda-surveying.co.uk Web: WWW.bda-surveying.co.uk</small>	 305
ASBESTOS SURVEY REPORT MANAGEMENT SURVEY			
SURVEY REPORT NO: NCC/MA/JC/04107			
			
CLIENT: Nottingham City Council		DATE OF SURVEY: 16/09/2014	
SURVEYED BY: A. Bennett		Signed:	
AUTHORISED BY: R. Hubbard		Signed:	

Asbestos Survey - Contents

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Asbestos Survey - Location

	Red indicates that action is required				Amber indicates on-going monitoring management is required										
							Report No: NCC/MA/JC/04107					Date: 16/09/2014			
Room No.	Room	Ref Number	Sample Ref	Photo Ref	Building Component	Description	Quant/ UOM	Prod Type	Dam	Surface Treat	Asbestos Type	Score	Access	Action Priority	Action
N/A	Boiler Room	06/4	BN/13141	N/A	Pipework	Exposed & unlagged along with some foam insulation & paper lining – non detected	30m	2	0	1	ND		3		
N/A	Boiler Room	06/5	BN/13142	001	Debris to pipework	Chrysotile & Amosite	30m	3	3	3	2	11	3	High	Remove
N/A	Boiler Room	06/6	BN/13143	002	Debris to walls	Amosite	All	3	3	3	2	11	3	High	Remove
N/A	Boiler Room	06/7	BN/13144	003	Debris to walls	Chrysotile	All	3	3	3	1	10	3	High	Remove
N/A	Boiler Room	06/8	BN/13145	004	Gaskets	Chrysotile	1 off	2	0	1	1	4	3	Low	Manage
N/A	Boiler Room	06/9	N/A	005	Boilers	May contain concealed asbestos rope & gaskets – Presumed Chrysotile	1 off	2	0	1	1	4	1	Low	Manage
N/A	Boiler Room	06/10	N/A	006	Electrical switch gear	May contain concealed asbestos flashguards – Presumed Crocidolite	1 off	2	0	1	3	6	1	Low	Manage
N/A	Boiler Room	06/11	BN/13146	007	Debris to floor	Chrysotile	18m²	3	3	3	1	10	3	High	Remove

Report No. : NCC/MA/JC/04107
 Surveyor: A.Bennett
 Date: 16/09/2014



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Asbestos Survey – Certificate of Analysis



Chapel Street, Oadby, Leicester LE2 5AD
Tel: 0116 271 9179 · Fax: 0116 271 6478
Email: info@bdasurveying.co.uk
Web: www.bdasurveying.co.uk

ASBESTOS MANAGEMENT & CONSULTANCY



2791

CERTIFICATE OF BULK SAMPLE ANALYSIS

BDA 069 Last Revised: 12/11/2012 Revision No.: 6

Client

Nottingham City Council
Loxley House
Station Street
Nottingham
Nottinghamshire
NG2 3NG

Contact Name

Mr Andy Fletcher

Sample Address

Job No : NCC/MA/JC/04107

Number of Samples : 12

Collected By : A. Bennett

Date Bulks Received : 17/09/2014

Bulk Laboratory : BDA Office Laboratory

Sample No Bulk Analyst	Date Analysed / Issued	Location Sample Address	Building	Room	Client Ref.	Description	Identification	Comments
Certificate ID : 1								
BN/13137 Bill Norton	17/09/14 17/09/14	Sherwood Library		Lobby	02/3	Vinyl floor	Non-detected	
BN/13138 Bill Norton	17/09/14 17/09/14	Sherwood Library		Cleaner's Cupboard	03/6	Debris to pipe	Non-detected	
BN/13139 Bill Norton	17/09/14 17/09/14	Sherwood Library		Cleaner's Cupboard	03/7	Debris in high level void	Non-detected	
BN/13140 Bill Norton	17/09/14 17/09/14	Sherwood Library		Basement Stairs	05/4	Insulation to pipework	Non-detected	
BN/13141 Bill Norton	17/09/14 17/09/14	Sherwood Library		Boiler Room	06/4	Paper lining to pipework	Non-detected	
BN/13142 Bill Norton	17/09/14 17/09/14	Sherwood Library		Boiler Room	06/5	Insulation debris to pipework	Chrysotile Amosite	
BN/13143 Bill Norton	17/09/14 17/09/14	Sherwood Library		Boiler Room	06/6	Insulation debris to walls	Amosite	

BDA Surveying Ltd bear no responsibility for samples taken by a third party, or interpretation of results due to having no involvement in sampling locations, methods of sampling or sample size. All analysis carried out as described in BDA Surveying in-house methods, which is in accordance with HSG248. Certificate shall not be reproduced except in full without the written approval of the laboratory.

Analyst : Bill Norton

Signed :

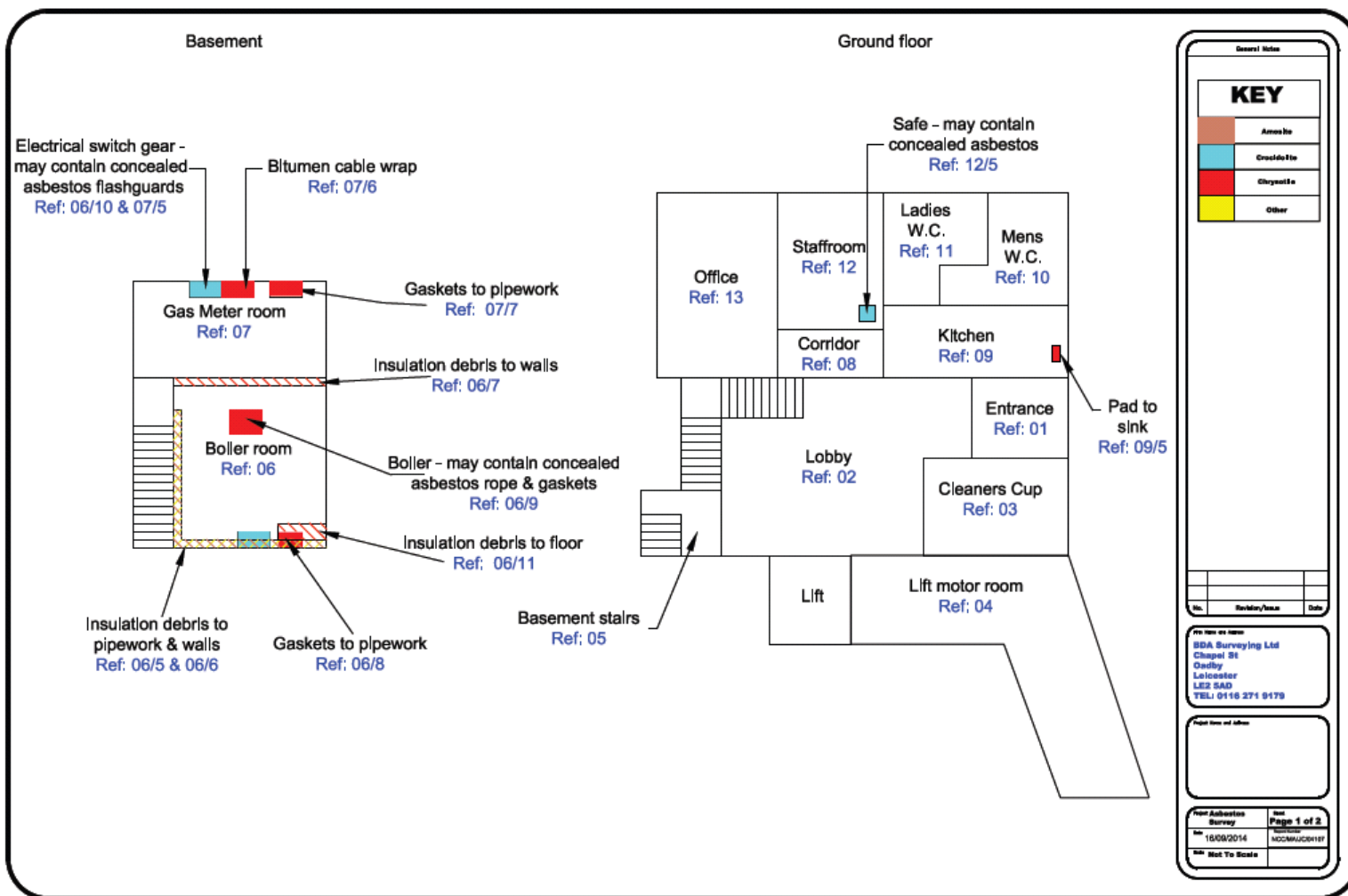
Bill Norton

PAGE 1 of 2



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Asbestos Survey – Floor Plans



Asbestos Survey – Photos

16.0 SURVEY REPORT SHEET

Site			
Location	Boiler Room		
Component	Debris to pipework		
BDA Reference	06/5		
Sample No.	BN/13142	Analysis	Amosite & Chrysotile

Photo Ref: 001



Material Assessment Algorithm

Amount	Product Type	Damage	Surface Treatment	Asbestos Type	Score	Access	Total	Action Priority	Action Required
30m	3	3	3	2	11	3	33	High	Remove

Discussion

The asbestos insulation debris underneath the modern foam insulation to the pipework in the boiler room contains Amosite (brown asbestos) & Chrysotile (white asbestos).

The debris is friable and likely to give rise to airborne fibre release if disturbed by personnel accessing the boiler room. Access to the boiler room should be prohibited until the area has been decontaminated.

The removal works should be carried out by a licensed asbestos removal contractor under fully controlled asbestos removal conditions in accordance with the Control of Asbestos Regs 2012.



Material Assessment Algorithm

Amount	Product Type	Damage	Surface Treatment	Asbestos Type	Score	Access	Total	Action Priority	Action Required
30m	3	3	3	2	11	3	33	High	Remove

Discussion

Asbestos Register

13.0 TABLE 1A: ASBESTOS REGISTER

Building Number	Room No.	Area Ref.	Building Component	Area Affected	Sample Number	Analysis Result	Action
N/A	N/A	06/5	Debris to pipework under modern foam insulation	Boiler room	BN/13142	Amosite/chrysotile	Remove
N/A	N/A	06/6	Insulation debris to walls	Boiler room	BN/13143	Amosite	Remove
N/A	N/A	06/7	Insulation debris to walls	Boiler room	BN/13144	Chrysotile	Remove
N/A	N/A	06/8	Gasket to pipe	Boiler room	BN/13145	Chrysotile	Manage
N/A	N/A	06/9	Boiler – May contain asbestos rope & gaskets	Boiler room	N/A	Presumed chrysotile	Manage
N/A	N/A	06/10	Electrical switchgear – may contain asbestos flashguards	Boiler room	N/A	Presumed crocidolite	Manage
N/A	N/A	06/11	Debris to floor	Boiler room	BN/13146	Chrysotile	Remove
N/A	N/A	07/5	Electrical switchgear – May contain asbestos flashguards	Gas meter room	N/A	Presumed crocidolite	Manage
N/A	N/A	07/6	Bitumen coating to E.S.G cable	Gas meter room	N/A	Presumed chrysotile	Manage
N/A	N/A	07/7	Gaskets	Gas meter room	As BN/13145	Chrysotile	Manage
N/A	N/A	09/5	Pad to sink	Kitchen	BN/13147	Chrysotile	Manage
N/A	N/A	12/5	Safe – May contain concealed asbestos	Staff room	N/A	Presumed Crocidolite	Manage
N/A	N/A	15/5	Heaters – may contain asbestos rope & gaskets	Library	N/A	Presumed chrysotile	Manage
N/A	N/A	17/2	Cement cowl to chimney	External	N/A	Presumed crocidolite	Manage



How the Condition of Asbestos is Assessed

Each section below is scored between 1 and 3.
3 is considered high risk, 1 is considered low risk

- Four parameters for potential fibre release
 - Product type
 - Extent of damage/deterioration
 - Surface treatment
 - Asbestos type
 - **Friability**
- Assessment scores of
 - **10 = high potential**
 - **7-9 = medium potential**
 - **5-6 = low potential**
 - **4 or less = very low potential**



Increasing the Likelihood of exposure

- Location of the material (ACM's)
- Extent of the material
- use to which the location is put
- occupancy levels of the area
- activities carried on within the area
- Likelihood/frequency of maintenance activities



[illegible]

Required Asbestos Monitoring

Using the **Monthly Asbestos Inspection Record Sheet**:-

Responsible Person/Duty Holder MUST carry out & record:

- Monthly check of the logbook

Delegated Responsible Person MUST:

- Inspect & record monthly check of known or presumed ACMs
- Report & record any damage to known or presumed ACMs.
- NOT put themselves at risk during the checks (e.g. ducting, roof voids)



Asbestos Logbook - Compliance

- Check it relates to the **latest survey** (compare with and archive previous surveys)
- Ensure **latest plan** of building from the survey is held in Section 2 (updated as above)
- Update when **asbestos has been discovered**
- Mark logbook sheets and survey where **asbestos has been removed**
- Ensure **monthly inspection sheets** are completed



Required Asbestos Monitoring

[illegible][illegible]

Required Asbestos Monitoring

[illegible][illegible]

The **Premises Manager** **MUST** sign sheet 1 each month, confirming the procedures are being followed and that the log book is being maintained and kept up to date.

Actions required to Deal with Damage to Known / Suspected Asbestos

- Report to Building Services.
- Complete Log Book Section 1
- Isolate area until action is addressed
- Identify why it has occurred.



Asbestos Monitoring - Contractors

APPENDIX 2 VIEWING RECORD

LOG BOOK/ASBESTOS SURVEY- ALL Parties, including Contractors, to indicate they have checked *before* any work commences.

[illegible]Asbestos Logbook
Revision 5

The Delegated Responsible Person or Premises Manager **MUST** ensure any contractor who may disturb the fabric of the building views the latest asbestos survey and signs the sheet in Appendix 2 before work is commenced.



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All NCC information on Asbestos Management can be found on the Corporate Safety Manual:


[Intranet homepage](#)


Asbestos Management

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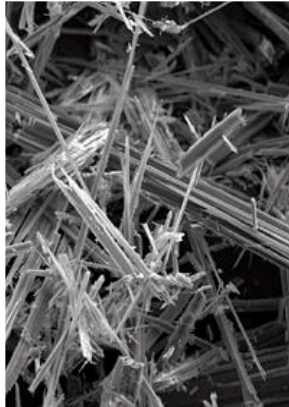
Asbestos Management

This section of the safety manual gives information for managers on what is needed to comply with City Council requirements. More detailed information on this subject can be found within the Downloads section.

Asbestos is a mineral that can potentially cause ill health when it is disturbed and the fibres are then inhaled by a person. Asbestos management needs to focus on the reduction of asbestos fibre release in the workplace.

Manager Information





- All asbestos related work must be done by a licensed contractor
- Management need to undertake a check of all known or presumed asbestos containing materials on a regular basis and complete the asbestos log book
- Any damage to asbestos containing material must be reported immediately
- All contractors who visit your site must sign the asbestos log book



Employees Information

- Asbestos is only harmful when it is disturbed and fibres are released into the environment
- Any asbestos concerns relating to work undertaken must be raised with management
- Asbestos is a material that is found in a wide variety of locations and cannot be identified by visual inspection alone

Downloads

-  [Guidance & Information: Asbestos - Managing in the Workplace \[134kb\]](#)
-  [Employee Information Sheet: Asbestos \[110kb\]](#)
-  [Asbestos Log Book \[501kb\]](#)
-  [NCC Training - Asbestos Awareness Session \[2Mb\]](#)

Related Pages

- [Asbestos Log Book Forms](#)

Page last updated: 13 September 2010 6:56PM



Outstanding Issues – Who to Contact

- ✓ Issues concerning the Log Book or Asbestos Survey, contact Building Services
- ✓ General asbestos queries, contact Corporate Safety Advice
- ✓ Exposure or health related issues, Contact Employee Health & Wellbeing.



Final Test

Having attended this course, you are required to take an online test. This is a short multi-choice test based on the information provided on this course



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Any Questions?



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