Herefordshire Council

Title	Asbestos Management Guidance	Date Review Date	April 2022 April 2023

Schools asbestos management guidance

Contents

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What is asbestos?

Asbestos is the name given to a group of fibrous materials, chiefly composed of silicates, which occur naturally in many parts of the world. Six types of asbestos are commercially produced, with the three main types being:

- Crocidolite blue asbestos
- Amosite brown asbestos
- Chrysotile white asbestos

Where can it be found?

Asbestos Containing Materials (ACM) have been put to many uses over the past century. The image below shows typical areas where asbestos may be found in premises. However, it does not include all possible uses for ACMs which you may come across.

While the importation and use of blue, brown and white asbestos has been banned by law, many thousands of tonnes of asbestos were used in buildings in the past. Much of this is still there and you cannot easily identify it from its appearance.

What were the most common uses of asbestos?

- loose asbestos packing between floors and in partition walls;
- sprayed ('limpet') asbestos on structural beams and girders;
- lagging on pipe work and boilers;
- asbestos insulating board ceiling tiles, partition walls, fire breaks, heater cupboards, door panels, lift shafts linings, fire surrounds, etc.;
- asbestos cement products such as roof and wall cladding, bath panels, boiler and incinerator flues, fire surrounds, gutters, rainwater pipes, water tanks etc.; and
- other products such as floor tiles, mastics, sealants, decorative coatings, rope seals and gaskets (in pipe work etc.), millboard, paper products, cloth (fire blankets, etc.) and bituminous products (roofing felt, etc.)

ASBESTOS BUILDING

TYPICAL LOCATIONS FOR THE MOST COMMON ASBESTOS-CONTAINING MATERIALS

KEY

ROOF AND EXTERIOR WALLS

1. Roof sheets and tiles
2. Guttering and drainpipe
3. Wall cladding
4. Soffit/fascia boards
5. Panel beneath window
6. Roofing felt and coating to metal wall cladding

BOILER, VESSELS AND PIPEWORK

7. Lagging on boiler, pipework, calorifier etc.
8. Damaged lagging and associated debris
9. Paper lining under non-asbestos pipe lagging
10. Gasket in pipe and vessel joints
11. Rope seal on boiler access hatch and between cast iron boiler sections
12. Paper lining inside steel boiler casing
13. Boiler flue

CEILINGS

14. Spray coating to ceiling, walls, beams/columns
15. Loose asbestos in ceiling/floor cavity
16. Tiles, slats, canopies and firebreaks above ceilings
17. Textured coatings and paints

INTERIOR WALLS/PANELS

18. Loose asbestos inside partition walls
19. Partition walls
20. Panel beneath window
21. Panel lining to lift shaft
22. Panelling to vertical and horizontal beams
23. Panel behind electrical equipment
24. Panel on access hatch to service riser
25. Panel lining service riser and floor
26. Heater cupboard around domestic boiler
27. Panel behind/under heater
28. Panel on or inside, fire door
29. Bath panel

FLOORING MATERIALS

30. Floor tiles, linoleum and paper backing, lining to suspended floor

AIR HANDLING SYSTEMS

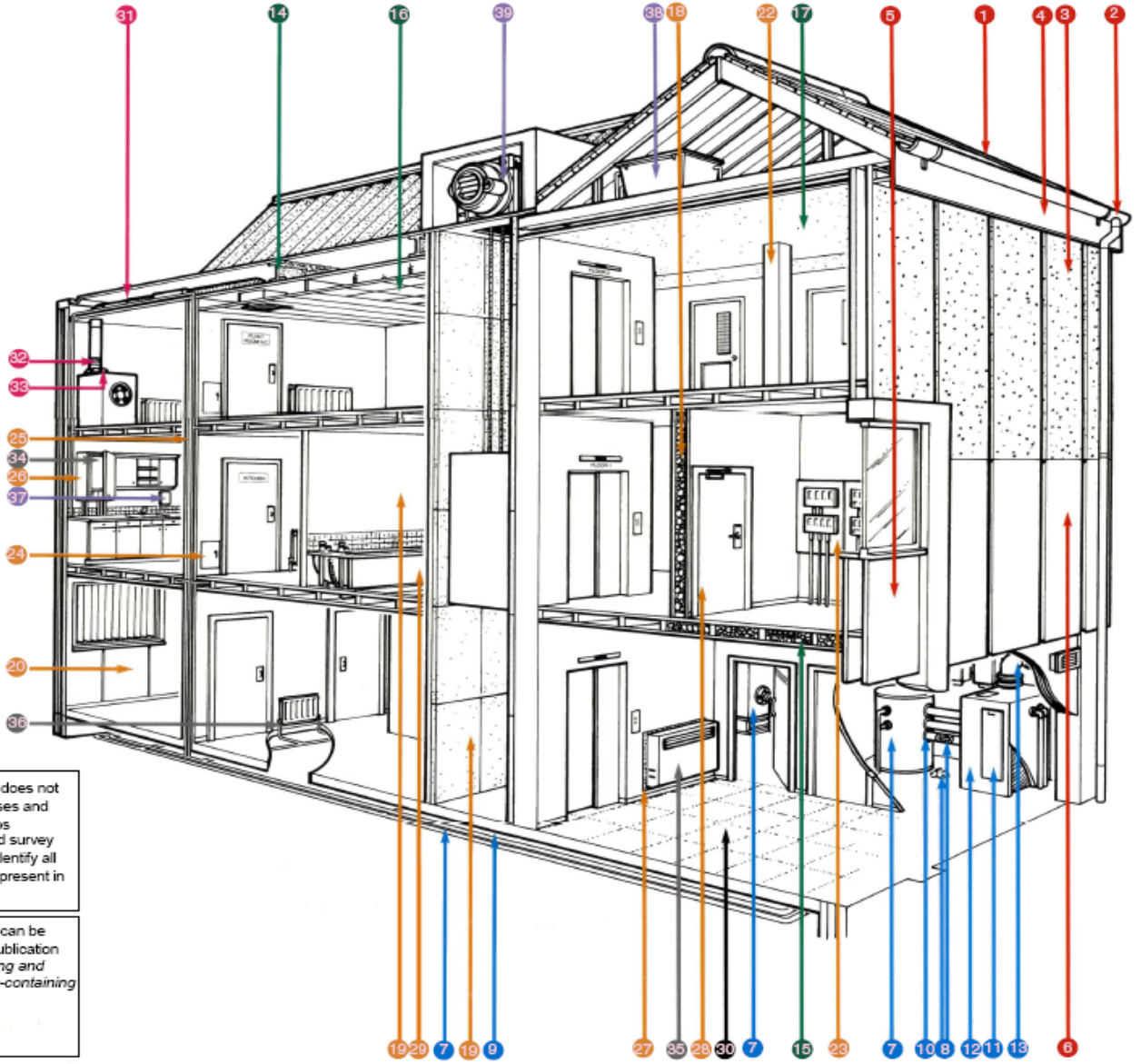
31. Lagging
32. Gaskets
33. Anti-vibration gaiter

DOMESTIC APPLIANCES

34. Gaskets, rope seals and panels in domestic boilers 'Caposil' insulating blocks, panels, paper,
35. string etc in domestic heater
36. String seals on radiators

OTHER

37. Fire blanket
38. Water tank
39. Brake/clutch lining



Note: This diagram does not show all possible uses and locations of asbestos materials. A detailed survey will be required to identify all asbestos materials present in a building.

Further information can be found in the HSE publication MDHS100 *Surveying and sampling asbestos-containing material*

What is so dangerous about asbestos?

Breathing in air containing asbestos fibres can lead to asbestos related diseases, mainly cancers of the lungs and chest lining.

Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in. Past exposure to asbestos currently kills 5000 people a year in Great Britain. This number is expected to plateau for at least the next ten years. There is no cure for asbestos-related diseases.

There is usually a long delay between first exposure to asbestos and the onset of disease. This can vary from 15 to 60 years. Only by preventing or minimising these exposures now will asbestos-related disease eventually be wiped out.

There are two broad groups of asbestos still found in premises, which are broken down further in to specific types:

- Serpentine (curly/wavy fibres)
    - Chrysotile/white asbestos
- Amphibole (splinter/needle like fibres).
    - crocidolite/blue asbestos
    - amosite/brown asbestos

All of them are dangerous, but blue and brown asbestos are more hazardous than white. You cannot identify them just by their colour.

Asbestos is found in Asbestos Containing Materials (ACMs), which may be present in a variety of different locations throughout any building constructed before 2000. As long as ACMs are in good condition and are not being or going to be disturbed or damaged there is no risk, but if they are disturbed or damaged, they can pose a danger to health because asbestos fibres are released into the air and inhaled.

What do we have to do?

Anyone who has responsibility for the maintenance and/or repair of non-domestic premises, including schools, is a ‘dutyholder’ as defined in Regulation 4 of the Control of Asbestos Regulations 2012. This means that the school and Herefordshire Council have shared responsibility for the repair and maintenance of the premises.

As we are not able to work with Asbestos in any way, this duty to manage is complied with by following an appropriate asbestos management plan. Any work that needs to be carried out on asbestos containing materials, or that may disturb asbestos containing materials, must be carried out by a competent contractor.

If we are identified as a duty holder (see below section) we have to have a survey carried out by a competent person or organisation and a register produced, identifying any asbestos that is present within the area.

We then examine the risk of the asbestos in its current position and condition and add it onto our Asbestos Management Plan (AMP). Calculating the risk posed by an ACM should only be done by

a competent person. The residual risk will then indicate what actions are required for each ACM, a target date set and a person responsible for seeing it is completed.

Once the asbestos register has been created, and actions appropriately allocated, it must be made available to all staff and contractors who may disturb asbestos during their work. Staff must be made aware they must not carry out any work, or take any action, that may disturb ACMs. Asbestos, where easily accessed or potentially damaged or disturbed, should be identified by a sign. The AMP must be updated following any work with asbestos and following visual inspections, and be reviewed at least annually.

The duty holder

The '*duty holder'* is the person identified as responsible for managing the asbestos in a building. Under The Control of Asbestos Regulations 2012 a duty holder is defined as "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 part of non-domestic premises where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access or egress to or from those premises.

Management surveys

The purpose of a Management survey is to locate, as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials in the building and assess their condition.

An experienced, well-trained surveyor, familiar with the range of asbestos products, can usually, by inspection alone, say that a material can be 'strongly presumed' or 'presumed' to contain asbestos.

Strongly Presumed = A material known to have contained asbestos at the time of installation, or visually similar to other materials known to contain asbestos following previous lab analysis.

Presumed = Materials/areas that could not be accessed at the time of the visit, or are awaiting results of analysis.

However, it is much more difficult for surveyors to presume that some materials do not contain asbestos. Many materials such as vinyl floor tiles have exactly the same appearance whether they contain asbestos or not. Where materials are suspected to contain asbestos samples will be taken and analysed for the presence of asbestos.

All areas are accessed and inspected as far as reasonably practicable (e.g. above false ceilings and inside risers, service ducts, lift shafts, etc.). Where not accessible, areas will be presumed to contain asbestos. Any material which can reasonably be expected to contain asbestos will be presumed to contain asbestos, and where it appears highly likely to contain asbestos, there will be a strong presumption that it does.

Demolition or refurbishment surveys

These types of survey are used to locate and describe, as far as reasonably practicable, all asbestos containing materials in the building prior to demolition or major alteration.

The inspection will involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.

This typically involves breaking open ceilings, floors, partitions and internal boxing. It can also mean removing part of a roof covering that would affect the integrity of the roof covering. This type of survey is only applicable for sites or offices undergoing demolition or major refurbishment.

Competent surveyor

To carry out an asbestos survey you must be competent, and this is controlled by the HSE in the form of a licensing procedure. Although the HSE make licensing exceptions on certain types of ACMs, Herefordshire Council does not. Regardless of what the asbestos is or is suspected to be; only a registered and licensed organisation/individual is to carry out any form of work on it.

The asbestos survey and risk assessment

After the Surveyor has carried out the survey, a full and comprehensive report must be made. This survey report will contain a material risk assessment, and in some cases, a priority risk assessment completed in conjunction with the duty holder. This document will be the basis for your Asbestos Management Plan (AMP) and Register. The Survey must contain the following pieces of information:

- The location (including photographs, where appropriate) of all items of asbestos, either suspected or positively identified (dependent on survey type).
- The condition of the asbestos containing material.
- The type of asbestos identified.
- The scope of the survey (type, areas included/excluded etc.).
- The surveyors' assessment of risk with regards to the substances identified (i.e. high, medium or low), using the algorithms set in industry guidance and best practice.
- The surveyor's recommendations with regards to the asbestos identified (i.e. leave and manage, repair, encapsulate, remove etc.).

The asbestos management plan

The Asbestos Management Plan (AMP) is drawn up from information obtained from the asbestos register in consultation with relevant Directors and the Facilities Management Team. The AMP is a formal document that requires to duty holder to plan how asbestos is managed within the facility. In summary the AMP must contain the following pieces of information;

- The location of the asbestos (office, room, area etc.)
- The Risk Level of the asbestos.
- The actions which are to be taken to control the risk.
- The person responsible for managing this risk

- The time limits (where appropriate) to ensure this is done.
- Signing sheets for contractors/other interested parties to sign to state that they have read and understood the requirements/locations/condition of the ACMs within the premises.
- An asbestos register which is regularly updated
- A record of all works carried out on ACMs
- An emergency plan to be enacted if an ACM is disturbed

Time limits will be required where the risk is medium or high. Also, where medium or high risks are present, employees will be unable to enter the area until these have been dealt with and the working environment is certified safe.

Where asbestos is identified, the following can be used as techniques in managing;

Managing low risk ACMs

Regular monitoring and inspection
This can be carried out by any person who is able to identify where the asbestos is located. The inspection will be a basic visual check and a photograph of the ACM may be required for comparison against the register. The inspector is to look at the ACM to ensure it has not been disturbed or damaged in any way. The photographs will be kept on file for easy comparison over time and the inspection recorded on a form. Obviously, the types of ACMs that will require this type of monitoring and inspection will also vary. If the ACM is in a roof void which is never or extremely rarely accessed or another such rarely or difficult to access area, visual inspections are not required, as in some cases, the inspector can put themselves at a greater risk from carrying out the inspection than posed by the ACM.

Signage
To help identify ACMs in the workplace signage may be required. Where it can be reasonably foreseen that accidental and easy disruption/damage to the ACM may occur, it should be considered to ensure that all persons are aware. A typical example of where signage may be required would be on walls (where persons may drill in to the wall or hammer in nails to hang pictures, coat hooks etc.). However great caution must be taken when using signage as this can lead to persons assuming that a material does not contain asbestos because it is not signed, where the sign could have been removed dropped off or forgotten. It is sometimes better to sign an access door to a room or area where ACMs are present.

Contractor management
It is essential that if ACMs are to be effectively managed within premises, that the persons who are potentially the most likely to come into contact with these substances, contractors, are suitably controlled and monitored. All contractors are to be inducted into the office/site prior to works being carried out, not only should the induction cover local issues such as emergency evacuation procedures, responsible persons etc., but also the scope of works for which the contractor is to carry out. The contractor will provide a risk assessment and method statement for the works they wish to carry out and from this documentation, we must ascertain as to whether they may come into contact with ACMs. If the works involve any drilling, hammering, cutting or otherwise ‘invasive’ operations, the contractor must be informed of the ACMs within the building and the contractor

must read the Asbestos Register and sign to state that they have understood the locations and the state of the ACMs within the premises.

Training
Employees may require training, more for the sake of dispelling myths and reassurance than anything else. Over the years many rumours have been circulated, in many cases completely exaggerating the risks that asbestos, when it is undamaged and undisturbed, can cause to health. Although it is essential that the employees are aware that if damaged/broken/disturbed, asbestos can be extremely dangerous; when in good condition and well managed it is extremely low risk.

Managing medium and high risk ACMs

Where it is identified that the material in its current position or condition is medium or high risk then these ACMs must be either repaired (where appropriate) or removed. No medium or high-risk ACMs should be left in any premises that is occupied for work activities.

Signage

As discussed in the previous section, Signage can be a valuable tool in managing and ensuring awareness to those affected. Where signage is identified as being applicable the standard asbestos signs, as displayed below, are to be used. Please be aware that the type of survey and the certainty of asbestos being contained within the material will have an effect on the signage used. These signs can be purchased from your local safety sign supplier.