Working with Asbestos Policy

Diligent Developments Ltd Limited is trading as Diligent Developments Ltd
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Company Number – 5323384
Registered Office – Office 6, 78-88 BEnsham Grove, Croydon, CR7 8DB

Our Asbestos Policy

Diligent Developments Ltd recognises the need to protect its employees and others from the harmful effects of asbestos by:-

(a) complying with the Regulations;
(b) providing standards not less than those set out in the Approved Codes of Practice;
(c) taking all reasonable steps to prevent its employees and others from breathing asbestos fibres.
(d) providing appropriate training

It is recognised that it is a difficult issue to tackle and Diligent Developments Ltd's aim is to deal with the issue in a pragmatic fashion.

In support of this, Diligent Developments Ltd will instigate the following practical steps:-

1 **Survey sites to ascertain if asbestos containing materials are present**

Type two surveys (as laid down in MDHS 100 Surveying, sampling and assessment of asbestos-containing materials) will be undertaken.

2 **Records of Location**

The resulting information is to be held in central files (asbestos register) which are readily accessible to the staff. The information must be maintained and kept updated.

3 **Letting of Tenders and Issue of Work Orders**

Ensure that prior to the letting of tenders or the issue of works orders the asbestos *register* is consulted and the existence of asbestos is brought to the attention of the staff in writing, clearly identifying areas which are known/ presumed to have asbestos containing materials. If the job is of a major nature or if an asbestos survey has not yet been undertaken an asbestos surveys may be necessary and the person responsible for letting the contract will be responsible for arranging this.

Licensed Asbestos Removal Contractors will be used for all work with
• **asbestos insulation –** thermal, acoustic and electrical
• **asbestos coatings –** e.g. sprayed limpet, artex
• **asbestos insulation board –** e.g. asbestolux, ceiling tiles apart from very minor works with **asbestos insulation board** e.g. drilling one or two holes or removing one tile or piece of board.

4 **Assessment**
Before work is undertaken where asbestos is present in any form the Control of Asbestos at Work Regulations requires that an assessment is carried out. The assessment needs to be in writing and should cover:-

1. A description of the work, including the type of work e.g. repairs and removal.
2. The type, quantity and condition of the asbestos containing material.
3. The steps to be taken to prevent or reduce exposure to the lowest level reasonably practicable, including the reasons for the chosen work.
4. The steps to be taken to control the release of asbestos into the environment.
5. Details of expected exposures and the numbers of people affected.
6. Procedures for the removal of waste.
7. Procedures for dealing with emergencies.
8. Use and decontamination of personal protective equipment (PPE) including respiratory protective equipment (RPE).

Ensure that the project manager submits a copy of the assessment and Plan of Work (Method Statement) before commencing any work involving asbestos, apart from minor work involving limited amounts of external asbestos cement products such as removing rain water goods, single sheets of asbestos cement etc. Appendix 1 provides a method statement form that should be used for all work undertaken by Diligent Developments Ltd employees.

A copy of this should be submitted to the Health and Safety officer at least 5 clear working days before the work is intended to commence. In exceptional circumstances where the delay could create a danger to staff or the public this can be reduced.

5 **Safe Systems of Work**

All work undertaken by staff must be undertaken in accordance with methods provided by HSG210 (Health and Safety Executive – Asbestos Essentials – Task Manual) or be undertaken by a licensed asbestos contractor using an agreed safe system of work. Personal monitoring of personnel carrying out this work together with clearance air testing should be undertaken on a periodic basis, and any costs arising are considered as being the responsibility of the appropriate Project Manager.

Where control measures are introduced, Diligent Developments Ltd will ensure they are maintained and properly used. Safe Systems of Work for company employees will be introduced and updated as necessary in the form of Method statements where work results in a possible risk of exposure to asbestos fibres.

Part of the safe system of work should include the safe disposal of the asbestos waste. This involves the completion of a Prenotification consignment note for waste disposed of by comapny employees and the copies of certificates for waste removed.

6 **Health Records**

A record of every employee who has worked with or been exposed to, during the course of work, to asbestos fibres will be maintained by the Personnel Section for administrative staff. All employees who are regularly working with or sampling asbestos will need to have annual lung function tests and consultation with the occupational health service. Such records are required to be kept for a minimum period of forty (40) years.

7 **Notification to Health and Safety Executive**

At least 14 days prior to commencement the Health and Safety Executive must be notified of any work likely to give rise to asbestos in air above the "action level" specified by the Regulations. In practice, this type of work will be done by a Licensed Asbestos Removal Contractor, and it would be their responsibility to notify the work to the HSE. Prior to allowing work to commence by the Licensed Asbestos Removal Contractor ensure that the HSE has been notified and are satisfied with the proposal.

8 **Information and Training**

All workers likely to come into contact with asbestos must be made aware of this Policy, any relevant Safe Working Method and the Health and Safety Executive's "Asbestos Alert" card. Appropriate levels of training will be given to all personnel who are responsible for the maintenance of buildings, those who are involved in any asbestos related work and those who may come into contact with asbestos containing materials. Training provided will be recorded on their personal training records.

9 **Implementation of the Policy**
The policy will be continuously monitored and regularly reviewed to ensure that it is effective in the management of asbestos. Progress of the implementation of the policy will be reported in Diligent Developments Ltd annual review of in-house health and safety which is presented to Management team at the end of each financial year.

10 **Appendices**

1. List of relevant statutory provisions.
2. Asbestos containing materials in buildings (listed in the approximate order of ease of release)
3. Method statement for work involving Asbestos containing material

LIST OF RELEVANT STATUTES, STATUTORY INSTRUMENTS, APPROVED CODES OF PRACTICE AND OTHER OFFICIAL GUIDANCE

The Health and Safety at Work Etc. Act 1974
The Control of Asbestos at Work Regulations 2002
The Asbestos (Licensing) Regulations 1983 as amended
The Asbestos (Prohibition) Regulations 1992 as amended
The Asbestos Products (Safety) Regulations 1985
The Control of Asbestos in Air Regulations 1990
The Special Waste Regulations 1996
EH10 - "Asbestos - exposure limits and measurement of airborne dust concentrations"
EH47 - "Provision, use and maintenance of hygiene facilities for work with asbestos insulation and coatings"
EH50 - "Training operatives and supervisors for work with asbestos insulation and coatings"
EH51 - "Enclosures provided for work with asbestos insulation, coatings and insulating board"
EH51 - "Removal techniques and associated waste handling for asbestos insulation, coatings and insulating board"
HSG 189/1 Controlled Asbestos Stripping Techniques
HSG 189/2 Working with Asbestos Cement
HSG 210 Asbestos Essentials – Task Manual
HSG 227 a Comprehensive Guide to Managing Asbestos in Premises
INDG 264 Selecting Respiratory Protective Equipment for Work with Asbestos
MS13 - Asbestos
HSC/E - Working with Asbestos - A guide for supervisors and safety representatives
DETR - Asbestos and Man Made Mineral Fibres in Buildings
HS(R) 19 Guidance to the Asbestos (Licensing) Regulation 1983.
MDHS 100 – Surveying, sampling and assessment of asbestos containing materials.

HSE BOOKLETS - "Asbestos " IND(G)54L "Asbestos Alert" IND(G)188P to be issued to all workers likely to be exposed.

Asbestos product	Location/use	Asbestos cement and type/date last used	Ease of fibre release and product name	Removal requiring licensed contractor
Loose Insulation Bulk loose fill, bulk fibre-filled mattresses, quilts and blankets. Also 'jiffy bag' – type products used for sound insulation	Bulk loose fill insulation is now rarely found but may be encountered unexpectedly, e.g. DIY loft insulation and fire-stop packing around cables between floors. Mattresses and quilts used for thermal insulation of industrial boilers were filled with loose asbestos. Paper bags/sacks were also loose-filled and used for sound insulation under floors and in walls	Usually pure asbestos except for lining/bag. Mattresses and quilts were usually filled crocidolite and chrysotile. Acoustic insulation may contain crocidolite or chrysotile	Loose asbestos may readily become airborne if disturbed. If dry, these materials can give rise to high exposures. Covers may deteriorate or be easily damaged by repair work or accidental contact.	**Yes**
Sprayed Coatings Dry applied, wet applied and trowelled finish	Thermal and anti-condensation insulation on underside of roofs and sometimes sides of industrial buildings and warehouses. Acoustic insulation in theatres, halls etc. Fire protection on steel and reinforced concrete beams/columns and on underside of floors. Over-spray of target areas is common.	Sprayed coatings usually 55%-85% asbestos with a Portland cement binder. Crocidolite was the major type until 1962. Mixture of types including crocidolite until mid-1971. Asbestos spray Applications were used up to 1974.	The surface hardness, texture and ease of fibre release will vary significantly depending on a number of factors. Sprays have a high potential for fibre release if unsealed, particularly if knocked or the surface is abraded or delaminates from the underlying surface. Dust released may then accumulate on false ceilings, wiring and ventilation systems. 'Limpet' (also used for non-asbestos sprays).	**Yes**
Thermal insulation Hand-applied thermal lagging, pipe and boiler lagging, preformed pipe sections, slabs, blocks. Also tape, rope, corrugated paper, quilts, felts and blankers	Thermal insulation of pipes, boilers, pressure vessels, calorifiers, etc	All types of asbestos have been used. Crocidolite used in lagging until 1970. Amosite was phased out by the manufacturers during the 1970s. Content varies 6-85%. Various ad hoc mixtures were hand-applied on joints and bends and pipe runs. Pre-formed sections were widely used, e.g. '85% magnesia' contained 15%	The ease of fibre release often depends on the type of lagging used and the surface treatment. Often will be encapsulated with calico and painted (e.g. PVA. EVA, latex, bitumen or propiety polymer emulsion. A harder chemical/weather-resistant finish is known as 'Bulldog'.	**Yes**

		amosite, 'Caposil' calcium silicate slabs and blocks contained 8-30% amosite while 'Caposite' sections contained – 85% amosite. Blankets, felts, papers, tapes and ropes were usually –100% chrysotile.		
Asbestos boards Insulating boards in cores and linings of composite products	Found in fire doors, cladding infill panels, domestic boiler casings, partition and ceiling panels, oven linings and suspended floor systems. Used as thermal insulation and sometimes as acoustic attenuators	Crocidolite used for some boards up to 1965, amosite up to 1980, when manufature ceased. 16-40% amosite or a mixture of amosite and chrysotile.	Can be broken by impact; significant surface release possible by abrasion, but usually painted or plastered. Sawing and drilling will also give significant releases 'Asbestolux'	**Yes**

METHOD STATEMENT

WORK INVOLVING ASBESTOS CONTAINING MATERIAL

Address;-

Before work is undertaken where asbestos is present in any form the Control of Asbestos at Work Regulations requires that an assessment is carried out. This form must be completed or a similar method statement

1. Description of the work, including the type of work e.g. repairs and removal.	
2. The type, quantity and condition of the asbestos containing material.	
3. The steps to be taken to prevent or reduce exposure to the lowest level reasonably practicable, including the reasons of the chosen work.	
4. The steps to be taken to control the release of asbestos into the environment.	
5. Details of expected exposures and the numbers of people affected.	
6. Procedures for the removal of waste.	
7. Procedures for dealing with emergencies.	
8. Use and decontamination of personal protective equipment (PPE) including respiratory protective equipment (RPE).	

(Director) … …….. Date: 10 December 2011