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## **MANAGEMENT OF ASBESTOS INFORMATION/GUIDANCE**

### **Introduction and Aim**

This information/guidance document supports the management of asbestos procedural document and forms part of the suite of health and safety documents. This guidance should be followed to ensure the appropriate actions are taken under the legislative framework for the management of asbestos.

### **Supporting Procedures and Written Control Documents**

Risk Management Policy, Health and Safety Policy, Incident reporting Policy, Stress, Lone Worker Procedure, Statutory and Mandatory Training Policy, Fire Safety Policy, Personal Protective Equipment Procedure, Asbestos Management Procedure, Control of Contractors Procedure and associated guidance.

### **Scope**

This information and guidance supports the procedural document and is applicable to all Public Health Wales staff. In this document 'staff' refers to all staff including agency staff, temporary staff, those on honorary contracts and volunteers.

### **Equality, Health Impact Assessment**

An EHIA has been completed.

### **Approved by**

Health and Safety Group

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# **1. Introduction**

Under the Control of Asbestos Regulations (CAR) 2012, Public Health Wales has a legal duty to manage asbestos in its non-domestic premises.

This Management of Asbestos Procedure (AMP) sets out the responsibilities and procedures to ensure the safe management of asbestos present in any of the buildings owned, leased or otherwise used by the organisation and its staff and visitors. If asbestos has been identified in any of the premises where Public Health Wales is the designated Duty holder, an Asbestos Inspection Programme will be undertaken (contact the Estates, Safety and Facilities Division to clarify sites). In premises where Public Health Wales is not the Duty holder the Estates, Safety and Facilities division will request a copy of an up to date inspection programme from the Landlord.

It is the responsibility of the Chief Executive to ensure that all the procedures and arrangements detailed in the AMP are implemented. All relevant documentation related to these procedures and arrangements will be recorded on the Facilities Management System (FMS).

This AMP must at all times be available for inspection by anyone who is liable to disturb the fabric of the building. The AMP will be hosted on the FMS and hard copies will be retained with the premise local building manager.

# **2. Definition**

CAR - Control of Asbestos Regulations

ACMs - Asbestos Containing Materials

AIB – Asbestos Insulation Board

UKAS – United Kingdom Accreditation Service

# **3. Background**

Asbestos has been used commercially for over 130 years in over 2000 different products. Public Health Wales, in common with other NHS trusts and Health Boards, has asbestos incorporated into premises under its control in building materials; (although in most cases Public Health Wales will not be the designated "Duty holder" for the management of asbestos containing materials) the majority of which were installed before 2000.

The presence of asbestos in these areas is taken into account in all building and services maintenance, refurbishment and demolitions.

## 4. Roles and responsibilities

**Where Public Health Wales is the designated Duty holder** (it is owned or the lease identifies the organisation is responsible for all internal works), these duties include:

- Setting procedures for the management of Asbestos Containing Materials (ACMs) and their effective implementation
- Implementing and updating this plan
- Ensuring compliance with Control of Asbestos Regulations (CAR) 2012.

The Estates, Safety and Facilities Division is also accountable for the implementation and updating of the Management of Asbestos Procedure. In conjunction with an appointed Asbestos Consultant, the Estates, Safety and Facilities Division's Compliance is responsible for the continued management, identification and removal of ACMs to meet the requirements of the Management of Asbestos Procedure, CAR 2012 and all other relevant legislation. The duties include the following:

- Facilitate asbestos surveys for all the premises and other buildings in which the organisation's employees work and providing this information to the asbestos coordinators/premise lead to hold on site as a reference document for contractors.
- Maintaining a Central Asbestos Register, which is a collection of all the premises Asbestos Survey Information.
- Providing advice and information on ACMs to persons who have an appropriate interest when undertaking works. This shall include project specific inspections on site i.e. data cabling that may penetrate infrastructure
- Ensuring regular and routine inspections of ACMs, as identified on the Asbestos Register, are undertaken at regular intervals.
- Seeking advice from experts in situations where the Asbestos Register is not sufficiently detailed or further advice/reassurance is required.
- Identifying the training needs of asbestos coordinators and arrange for that training to be delivered.
- Review of training being delivered and requirements for refresher training.
- Arrange for risk assessments associated with potential exposure to asbestos for in-house activities to be placed on the FMS system

- To assess, in conjunction with asbestos coordinators and an accredited Asbestos Consultant, the competence of contractors working on site when asbestos may be disturbed. (This will be completed as part of the tender/quote stages of procurement).
- To evaluate, in conjunction with an accredited Asbestos Consultant, the Risk Assessments and Plans of Work of contractors involved with work on or with asbestos.
- To coordinate the emergency arrangements in the event of an uncontrolled release of asbestos fibres.
- Assist in isolating any area adjacent to an ACM or suspected ACM if they are disturbed or damaged in conjunction with support from the asbestos coordinators.
- Where applicable, to produce in conjunction with the accredited Asbestos Consultant, a Specification of Works with respect to any asbestos removal to inform tendering process involving UKAS accredited contractors.
- Responsible for monitoring compliance with the AMP and all associated procedures.
- Ensuring contractors operate in accordance with the Specification and Method Statements for undertaken such works.
- Ensuring where applicable the enforcing authority is notified by any Licensed Contractor engaged to carry out removals or abatement.
- Ensuring all requirements of CAR 2012 and any associated legislation/ guidance are complied with.
- Arranging for remaining ACMs to be appropriately labelled where appropriate.

**Where Public Health Wales is not the designated Duty holder, the Estates, Safety and Facilities divisions duties will include:**

- Setting procedures/guidance for ACM management and for the effective implementation of procedures and guidance.
- Implementing and updating the Asbestos Management Procedure.
- Ensuring compliance with CAR 2012.
- Requesting an up to date survey inspection report from Duty holder.
- Maintaining a Central Asbestos Register, which is a collection of all the premises Asbestos Survey Information.

- Providing advice and information on ACMs to persons who have an appropriate interest or connection. This shall include the undertaking of project specific inspections on site
- Ensuring regular and routine inspections of ACMs, as identified in the Asbestos Register, are undertaken.
- Seeking advice from experts in situations where the Asbestos Register is not sufficiently detailed or further advice/reassurance is required.
- Identifying the training needs of asbestos coordinators and arrange for that training to be delivered.
- Review of training being delivered and requirements for refresher training.
- Evaluating, in conjunction with an appointed accredited Asbestos Consultant, the Risk Assessments and Plans of Work of contractors involved with work on or with asbestos.
- To assist with the emergency arrangements in the event of an uncontrolled release of asbestos fibres.
- Assist in isolating any area adjacent to an ACM or suspected ACM if they are disturbed or damaged in conjunction with support from the asbestos coordinators.
- Will be responsible for monitoring compliance with the AMP and all associated procedures.
- Ensuring contractors operate in accordance with the Specification and Method Statement.
- Ensuring where applicable the enforcing authority is notified by any Licensed Contractor engaged to carry out removals or abatement.
- Ensuring all requirements of CAR 2012 and any associated legislation/guidance are complied with.
- Arranging for remaining ACMs to be appropriately labelled where appropriate.

### **Estates, Safety and Facilities Division**

The Estates, Safety and Facilities division is responsible for ensuring the ongoing management arrangements of the Management of Asbestos Procedure and for arranging appropriate surveys as outlined in Appendix A.

### **Asbestos coordinators/Managers (Premise Leads)**

Will be trained to awareness level in asbestos management and will undertake the duties and responsibilities of the Estates, Safety and Facilities division both during periods of absence and when delegated. They will be responsible for:

- Checking the Emergency Toolkit every quarter where required.
- Providing information about the location and condition of asbestos to every person liable to disturb it and to the emergency services.
- Referring to the local asbestos register and ensuring that all contractors have been made aware of the location of asbestos and have signed to say that they have communicated this to their team prior to work commencing and ensuring that the contractor's team have undertaken asbestos training.
- Generate and issue any Permit to Work (PTW) to Licensed Contractors for any asbestos removal works ensuring:
  - The appropriate monitoring of contractors on site during the course of or on completion of their work to ensure compliance with CAR 2012.
  - Liaison with the Contractor and Asbestos Consultant with respect to air monitoring and clearance testing.
  - Provision of assistance with the emergency arrangements in the event of an uncontrolled release of asbestos fibres.
  - The isolation of any area adjacent to an ACM or suspected ACM if they are disturbed or damaged in conjunction with support from the asbestos coordinators.

### **Contractors - General work**

All contractors will be managed under the Public Health Wales Control of Contractor's Procedure (PHW10/TP01). Those who will be working on or in the vicinity of any ACMs will be made fully aware of the locations and condition as detailed in the Asbestos Register by the employing Public Health Wales Manager / Public Health Wales Compliance Officer or member of the team.

All contractors including sub-contractors undertaking work for Public Health Wales must:

- Refer to the asbestos register for the premise and communicate details to their respective team
- Be trained to an appropriate level of Asbestos awareness and subsequent refresher training dependant on the works to be undertaken, an example of which is detailed in the Control of Asbestos Regulations 2012 and the Approved Code of Practice "Managing and working with asbestos" L143 second edition 2013.

(This should be delivered by an organisation approved by the United Kingdom Training Providers Association (UKATA)).

- Maintain an awareness of the dangers of asbestos and a high degree of vigilance for suspecting its presence in the particular areas of their work.
- Ensure that their work does not cause an exposure to asbestos, either for themselves **or** others and must use the Public Health Wales Asbestos Register to confirm or otherwise the presence of asbestos in any workplace.
- Contact the relevant Public Health Wales Manager / Estates, Safety and Facilities Division (Compliance Manager) in the event that asbestos is suspected in their work area. The Manager / Compliance Officer must inform the Estates, Safety and Facilities Division immediately.
- Ensure that in the event of doubt or the inability to confirm a non-asbestos presence. Confirmation must be obtained from the employing organisation estates/safety team before proceeding.
- Ensure that they respond to and maintain all communications with their Public Health Wales Manager / Estates, Safety and Facilities Division (Compliance Officer).
- Ensure that they comply with the AMP and relevant procedures and where acting as sole, main or principal contractor, have a thorough understanding of these procedures.
- Ensure that all sub-contractors are informed of the AMP and relevant procedures and are aware of the location of ACMs within the project area.
- Cooperate with any licensed asbestos removal contractors or associated contractors working within or adjacent to the known or intended project area.
- Ensure that emergency measures are in place for any suspected or known exposure to ACMs and that these are in line with organisation/duty holder procedures.
- Ensure sub contracted licensed asbestos works are carried out by a licensed asbestos removal contractor only. The appointment of a licensed asbestos removal contractor is subject to approval and agreement of the Estates, Safety and Facilities division.

## **5. Asbestos removal categories**

Asbestos removal can be categorised into three different groups; Non-Licensed, Notifiable Non-Licensed and Licensed work. Whether a type of asbestos work is either licensable, notifiable non-licensed or non-licensed work



has to be determined in each case and will depend on the type of work to be carried out, the type of material and its condition. The identification of the type of Asbestos Containing Material (ACM) to be worked on and an assessment of its condition are important parts of the risk assessment, which needs to be completed before work commences.

### **Licensed asbestos removal contractors**

Where the organisation is the duty holder and before appointing a UKAS accredited licensed asbestos removal company, Public Health Wales will check against the Health and Safety Executive (HSE) website to ensure that the company has no prosecutions for breaches of CAR 2012.

Licensed asbestos removal contractors employed by Public Health Wales are responsible for:

- Undertaking licensable works with asbestos and must hold and comply with the terms of the license issued to them by the Health and Safety Executive for undertaking this category of work. These contractors will need to be members of a trade body such as the Asbestos Removal Contractors Association (ARCA).
- Complying with current legislation, associated Approved Codes of Practice and Guidance and also the Public Health Wales AMP and Project Procedures.
- The provision of notification to the appropriate enforcing authority at least 14 days before the commencement of each project or by agreement and at the request of the Estates, Safety and Facilities Division, apply a waiver from the minimum notice. A suitable and sufficient plan of work must have been prepared by the time of notification.
- Attending site to assess and prepare quotations against asbestos remedial works specifications - the Contractor to raise any issues relating to the health and safety aspects or potential costs of a project
- The provision of a Plan of Work, including risk assessment to the Estates, Safety and Facilities Division. This to include details of project resources and timetable and an emergency procedure discussed and agreed with the Estates, Safety and Facilities division
- Attending the asbestos contract pre-start meeting, progress meetings and handover meeting as required
- Carrying out regular inspections of the work environment with any defects found by or reported to the local Asbestos Coordinator/ premise lead, Estates, Safety and Facilities Division or Asbestos Consultant being rectified by the Contractor immediately

- Complying with all reasonable requests from the local Asbestos Coordinator or Estates, Safety and Facilities Division.
- Complying with Permits to Work.
- Liaising with the appointed Analyst to ensure the satisfactory progress of the works.
- Providing copies of notification and consignment notes and other relevant documentation with final account to the local Asbestos Coordinator and Estates, Safety and Facilities Division.

### **Asbestos consultants/Analysts**

Asbestos consultants employed by Public Health Wales are responsible for:

- Maintaining UKAS accreditation relevant to instructed tasks.
- Providing pro-active support to Public Health Wales, to a level which would not fall within the Health and Safety Executive (HSE) requirement for a supervisory Licence.
- Reviewing and commenting on asbestos works specifications and prior to start of the works, on the Contractors Plan of Work.
- Providing quotations which reflect the anticipated project site and analytical requirements.
- Attending meetings including, but not restricted to, pre-start, project progress and handover meetings.
- Completing check lists and provision and placement of all warning and advisory signs etc.
- Assisting with the application and completion of the Public Health Wales project.
- Carrying out analytical works and inspections as agreed with Public Health Wales.
- Where site conditions alter and the Asbestos Coordinator or Estates, Safety and Facilities division is not immediately available, the Analyst is to adjust the level of testing and inspection to ensure that all information relevant to the continued health and safety of the Contractor and building occupants is obtained.
- Reporting to the Asbestos Coordinator or Estates, Safety and Facilities Division any defects or non-compliances relating to the Contractor's performance, including suitability of the work areas, adherence to the Plan of Work, Statutory Instruments and AMP.

- Checking areas on completion of asbestos remedial works to ensure that the Contractor has completed his scope of works and all affected areas have been left in a satisfactory condition
- Maintaining regular contact as minimum at the start and the end of each site day with the Asbestos Coordinator or Estates, Safety and Facilities Division, regarding progress of site works
- Reporting to the Asbestos Coordinator or Estates, Safety and Facilities Division any aspects of asbestos management encountered on site which could give rise to health risks
- Providing written reports as requested on project progress to the Asbestos Coordinator or Estates, Safety and Facilities division; the reports to include such information, in excess of accreditation requirements, as requested by Public Health Wales
- Issuing formal reports, including 4 Stage Clearance and Certificate of Reoccupation, to the Asbestos Coordinator on completion of site works.

The following **must be noted**:

No work which requires asbestos removal or encapsulation can be undertaken without the approval and signed Permit to Work (see Appendix B) from the Asbestos Coordinator or Estates, Safety and Facilities Division.

For all work on the fabric of the building where there is asbestos present, but removal or encapsulation is not required, an "Authority to Proceed" form (see Appendix C) must be obtained from the Asbestos Coordinator or Estates, Safety and Facilities division.

For works on/in post 2000 buildings, it can be assumed that no asbestos will be present and work can proceed without reference to the Asbestos Team or Asbestos Register.

No work which requires asbestos removal, encapsulation or work in locations where there is a potential for airborne asbestos fibres to be present can be undertaken without the approval of the Asbestos Coordinator or Estates, Safety and Facilities division.

## **6. Asbestos removal categories**

### **Training**

All relevant staff shall undergo training in asbestos awareness. For newly appointed personnel, this training will be carried out at induction.

All asbestos coordinators will also undergo Asbestos Coordinator training and also how to use appropriate databases (this will depend on the contractor

appointed). The list of coordinators is held by the Estates, Safety and Facilities Division.

### **Ongoing risk assessment of asbestos**

New buildings are designed to be asbestos free. Older buildings will be inspected for the presence of asbestos and risk assessments undertaken by an independent consultant accredited by the UKAS for inspection (asbestos survey) and testing (sample analysis and air monitoring).

Appendix D illustrates the Public Health Wales Risk Management Index for monitoring and programmed removal based upon the results of the risk assessment process.

All ACMs will be risk assessed in accordance with the guidance in HSG 227. Any Extreme Risks (with a score of 21 plus) will result in access to the area being restricted immediately and an asbestos removal company contacted for advice on removal (see Appendix E).

High Risks (17-20) will be programmed to be removed as soon as possible.

Until the programmed work has been completed, suitable control mechanisms will be introduced in order to manage the risk appropriately.

All asbestos occurrences will be risk assessed on an ongoing basis in order to check for deterioration or change in circumstances. The frequency of this assessment will vary depending on the soundness and risk of being damaged. In most cases, this will be at an interval not exceeding one year.

All asbestos occurrences and risk assessments will be formally recorded in the asbestos register and in hard copy, held by the Estates, Safety and Facilities Division.

### **Maintenance of the Asbestos Register**

The asbestos register serves as the basis for the development of site-specific action plans. The action plan will be implemented by the application of Control Actions in the first instance, followed by Management Actions.

The options available as Control Actions are:

- Restrict access or isolate area
- Urgent decontamination under controlled conditions
- Remove under controlled conditions
- Repair damaged material
- Seal exposed faces/edges (encapsulation)
- Box in or barrier (enclose)
- Environmental clean of debris.

The options available as Management Actions are:

- Restrict access or isolate area
- Monitor and re-inspect at suitable frequency

- Label with appropriate stickers
- Operate a Permit-to-Work system
- Provide information, instruction or training to staff and contractors
- Conduct air monitoring

Programmed re-inspections will be carried out on a frequency dictated by the potential for damage as identified by a risk assessment, generally not longer than annually. These inspections also check the integrity and location of any labels that may have been put in place.

The findings of the re-inspections are used to update the asbestos register and are an important mechanism by which programs of abatement work are initiated in response to unacceptable deterioration.

Public Health Wales will maintain its asbestos register in two forms; a master on-line database (Facilities Management System (FMS)). The Estates, Safety and Facilities Division will have administrator rights to FMS and the asbestos coordinators and any relevant applicable staff will have "read only" access to the entire data. Information will be posted on the Public Health Wales' Intranet, together with staff inductions informing them about the risk associated with asbestos and the availability of the register.

## **7. Asbestos removal/disturbance procedure**

### **General procedure for the removal or remedial works of asbestos materials where Public Health Wales is the designated Duty Holder.**

The asbestos coordinators/premise leads will oversee with the assistance of Estates and Safety function / supervise all asbestos removal / encapsulation undertaken in premises owned or leased by Public Health Wales where Public Health Wales is the designated Duty Holder.

All asbestos removal and remedial works will be carried out by a specialist contractor, who is licensed by the Health and Safety Executive and monitored on behalf of Public Health Wales by an independently appointed UKAS accredited analytical company.

Prior to any removal or remedial work being carried out, the Estates, Safety and Facilities Division will ensure that a full risk assessment of the work is carried out by an asbestos removal contractor. This risk assessment will reflect:

- Type of asbestos
- Likely disturbance/spread of dust
- Possible exposure to this dust of any person (visitor or staff)
- Amount of asbestos, material type and location
- Control methods to be used.

The asbestos coordinators will ensure the Contractor produces a full Plan of Works in conjunction with an Asbestos Consultant which will include

notification to the HSE (where required) in addition to approved work methods, controls and technical detail.

A "Permit to Work" (see Appendix B) will then be issued by the Estates, Safety and Facilities Division before the work can commence.

For licensed work, a detailed four stage certificate of re-occupation including clearance air monitoring will be undertaken to each work area following a detailed visual inspection and active air disturbance, prior to returning the area to normal occupation.

For licensed work, the Analytical Consultant will arrange for the testing of adjacent areas which may have been evacuated during the asbestos removal process, to ensure it is safe to re-occupy.

During the abatement process, the whole area will be clearly marked with appropriate asbestos warning signs/barriers to prevent unauthorised access to the area.

All stripped asbestos and debris from the enclosure will be double bagged and sealed for disposal as asbestos waste at a properly licensed site by the licensed contractor. A copy of the waste transfer note must be provided to the Estates, Safety and Facilities Division to be recorded on the FMS.

Advice will be sought from relevant specialist i.e. Fire, as and when required.

The work together with all supporting information and test results will be recorded in the FMS. The asbestos register will be reviewed to reflect works undertaken.

**Procedure for accidentally disturbing and or handling an exposure (or possible exposure) to asbestos (refer to Appendices E, F and G).**

In the event of an uncontrolled release of asbestos fibres or discovery of new damage to asbestos materials the following procedure shall be followed.

- If individuals have potentially been exposed, assess the extent and implement safety measures. Take immediate steps to make the site and person(s) safe by either barring access or making arrangements necessary to vacate an area.
- Where required, emergency tool kits will be located at strategic locations and trained staff must follow the procedure outlined in Appendix F. The need for emergency tool kits will be identified by the Estates, Safety and Facilities Division. Kits are to be readily available for any person(s) who are contaminated with asbestos fibres (see Appendix F). These kits will need to be inspected as required (annually) by the asbestos coordinator/premise lead and then refitted with a designated coloured cable tie fitted to the toolkit container. The colours for the cable ties will be as follows;

April 2019 – Yellow

April 2020 – Blue

April 2021 – Green

April 2022 – Red

Inspection sheets to be completed and forwarded to the Estates, Safety and Facilities Division by the end of April each year.

Each emergency tool kit(s) will each contain the following items:

- Disposable hooded overalls
- Masks – respiratory protective equipment (RPE)
- Overshoes
- Wet wipes
- Towels
- Asbestos disposal bags
- Duct tape
- Valuables bags
- Tool Kit procedure document.
- Emergency sign
- Gloves

Procedure for the use of Emergency Toolkit(s) can be viewed in Appendix F.

- Contact and appraise the following staff
  - Estates, Safety and Facilities division
  - Asbestos coordinators / Premise Lead.
- Asbestos coordinators/ Premise Lead/ Estates, Safety and Facilities division to contact Asbestos Consultant.
- Consultant to assist with assessments and take air/swab samples to ascertain exposure level.
- Analytical company evaluates problem and defines work methods to be adopted with Estates, Safety and Facilities division.
- If necessary, a Licensed Contractor will be appointed and undertakes work which will be monitored by the Analytical Consultant.
- Analytical Consultant undertakes all necessary testing, during and upon completion of the work prior to allowing reoccupation of area.
- Copies of air test, certificate of reoccupation made available to staff affected.
- Health and Safety Manager to contact and advise the HSE if exposure has occurred.
- Estates, Safety and Facilities division to record the incident on Datix.

## **Procedure for project and maintenance work**

The key elements to be followed as part of the procedure when requesting works/assistance relating to asbestos or work in close proximity to ACMs such as those below are detail below:

- An asbestos survey
- Refurbishments/upgrades
- Maintenance/repairs

The procedure which must be followed is:

- Relevant Manager must contact the Estates, Safety and Facilities Division.
- A brief description of the works to be undertaken must be provided along with the location and date of intended works.
- The Estates, Safety and Facilities Division will confirm with the originator of the request what assistance will be necessary and when it can be provided and that the asbestos register has been checked.
- If considered necessary, the Estates, Safety and Facilities Division will appoint relevant contractors i.e. Asbestos Removal Contractor, Consultant or Analyst who will be required to assist with the works.
- For emergency works where response time is important, the asbestos coordinators can be contacted directly via the Estates, Safety and Facilities Division. The procedure to be followed when considering or undertaking project or maintenance and reactive work is detailed in Appendix G.

## **Work with asbestos**

A flow chart out lining the procedure for working with asbestos is detailed in Appendix H.

## **Labelling**

Labelling may be applied where asbestos has been assessed as satisfactory to leave intact i.e. it does not require removal. This will enable people working in the vicinity to identify asbestos sources and to stop working if their work could cause fibre release. This is not to detract from all persons/contractors referring to the asbestos register prior to undertaking works.

Where Public Health Wales are the Duty holders, different labels are deployed as follows:

- ACMs in public areas



- ACMs in staff plant or service areas.

The label designs approved by Public Health Wales are included at Appendix I.

## **8. Monitoring**

Public Health Wales will monitor the level of compliance in respect of the management of asbestos through Public Health Wales' own Facilities Management System. This will be reported through using a compliance dashboard to the Health and Safety Group.

## **9. Related documents**

- The Health and Safety at Work etc. Act 1974
- The Control of Asbestos Regulations 2012 and Supporting Documents
- Public Health Wales' Health and Safety policy

## **10. References**

- Five Steps to Risk Assessment - HSE Books, INDG163(rev1) 1/02/C300
- The Control of Asbestos Regulations 2012 – ISBN 0 110751914
- The Approved Code of Practice, "Managing and working with asbestos" L143 second edition 2013
- "A Comprehensive guide to managing asbestos in premises" HSG 227. <http://www.hse.gov.uk/pubns/books/hsg227.htm> Asbestos essentials task manual: Task guidance sheets for the building maintenance and allied trades HSG210 HSE Books 2001 ISBN 0 7176 1887 0
- The Survey Guide HSG264 HSE Books 2001 ISBN 0 7176 2076 X Web version: [www.hse.gov.uk/pubns/mdhs/index.htm](http://www.hse.gov.uk/pubns/mdhs/index.htm)
- Asbestos: The licensed contractors' guide HSG247 HSE Books 2006
- ISBN 0 7176 2874 4
- Asbestos - Guidance Note MS13 - HSE.
- Managing Asbestos in Premises (INDG 223(rev2))
- Asbestos Alert for Building Maintenance, Repair and Refurbishment *Workers. Leaflet* INDG 188 2/02 C700 - HSE.
- Asbestos Dust. The Hidden Killer. 'Are you at Risk' Leaflet IND (G) 187L - HSE.

# **Appendix A - Types of survey**

## **Management surveys**

Management surveys are intended to identify Asbestos Containing Materials (ACMs) that could affect the normal occupation of a building.

This includes ACMs that might be disturbed not only by regular maintenance activities, but also those affected by reasonably foreseeable activities such as cabling works in risers.

The 2012 HSG 264 guidance emphasises the benefit of thorough surveys, with attempts to be made to open up areas where maintenance or similar can be anticipated. Samples of suspect materials should be taken, although some level of 'presumption' and reduced sampling regimes are acceptable so long as the consequent management of identified or suspected ACMs is appropriate.

'Management surveys' fell under Type 1 and 2 survey descriptions in earlier HSE guidance (MDHS 100).

The current position of Public Health Wales ACMs is at a level comparable with this 'Management Survey' definition. However, the significant volume of survey work undertaken in the mid 1990s was generally to occupied buildings. This occupation may have caused surveyors access problems with related limitations to the survey findings.

The HSE expects virtually all non-domestic premises to have Management Survey information already; this data is essential for the Estates, Safety and Facilities Division to effectively manage ACMs and thus comply with the 'Duty to Manage' requirement stated in Regulation 4 of the Control of Asbestos Regulations 2012.

## **Refurbishment surveys and demolition surveys**

These surveys attempt to locate and describe all ACMs in a project area and are required well before any refurbishment or demolition is due. This type of survey is also required for what may appear, initially, as relatively minor work, for example, formation of a riser or dismantling of heating plant. Prior to January 2010, these surveys were termed 'Type 3' in the HSE MDHS 100 guidance.

To enable this level of identification, the area must be fully accessible to the Surveyor and appropriate investigation techniques and equipment to be employed. Survey planning is essential, to allow the Surveyor to understand the scope of the intended works for any exclusions to the survey to be agreed with the Client and for arrangements to be made clear and isolate the survey area. HSG 264 emphasises the need for the survey area to be isolated from building occupants and that ideally, reoccupation after survey is not planned. However, it recognises that this is not always achievable. Where the survey

area is to be reoccupied, assurance that it is acceptable for reuse should be obtained from the Surveyor.

Intrusive investigation works can be significant – making good after survey works is minimal unless requested otherwise. Suspect materials are sampled during the survey and the extent of ACMs estimated. The condition of the ACM is generally not reported except where materials are damaged, if areas of asbestos debris may be expected, or if there will be a time delay between the survey and the intended refurbishment or demolition.

For a refurbishment/demolition survey to be successfully completed at least the following criteria must be met:

- Area is unoccupied, with no intention to reoccupy after survey
- Area is fully accessible – with fixings, furnishings and heavy equipment removed, or at least easily movable
- Area is fully accessible in terms of decontamination sign-offs and other relevant authorisations
- Suitable survey techniques are employed – breaking through of partitions, opening up of floor voids, use of access platforms for high level areas etc.

If the conditions above are not met, the survey will not be considered comprehensive; limitations will be noted in the Survey Report and arrangements will need to be made to undertake further survey work when the site conditions area appropriate.

The HSE recognise that unidentified ACMs may still remain in the survey area, thus appropriate controls need to be in place for the actual refurbishment period and most certainly for any demolition works.

# Appendix B and C - Permit to Work for asbestos removal or encapsulation and Authority to Proceed (ATP) – These are available on request from the Estates, Safety & Facilities Division.

## PERMIT TO WORK FOR ASBESTOS REMOVAL OR ENCAPSULATION



Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

Permit Number: 01- 0001

### Part 1 – To be completed by the Business Manager (Asbestos Coordinator)

This permit is valid only for the work set out below.

IT IS PUBLIC HEALTH WALES' POLICY TO PREVENT DAMAGE OR DISTURBANCE TO ASBESTOS

a) Location of work: \_\_\_\_\_

b) Work to be carried out: \_\_\_\_\_

c) This permit is valid from: \_\_\_\_\_ am/pm dd / mm / yy To: \_\_\_\_\_ am/pm dd / mm / yy

d) Precautions checklist (tick as required)

Received notification of removal/Encapsulation to HSE	<input type="checkbox"/>	Received risk assessment	<input type="checkbox"/>
In receipt of Contractor's licence	<input type="checkbox"/>	Method statement and drawings agreed and received	<input type="checkbox"/>
In receipt of Contractor's insurance	<input type="checkbox"/>	Other:	<input type="checkbox"/>

e) To be completed by the *Local Asbestos Coordinator or Facilities Manager*

I certify that I am satisfied that it is safe for the work detailed above to proceed in accordance with the Public Health Wales Asbestos Working Procedure, as noted in paragraph 5.2 of the AMP and separate method statement where referenced above.

Signed: \_\_\_\_\_ Local business: \_\_\_\_\_ Time/Date: \_\_\_\_\_ am/pm dd / mm / yy

Name: \_\_\_\_\_ Tel number: \_\_\_\_\_

Signed: \_\_\_\_\_ Facilities Manager: \_\_\_\_\_ Time/Date: \_\_\_\_\_ am/pm dd / mm / yy

Name: \_\_\_\_\_ Tel number: \_\_\_\_\_

### Part 2 – To be completed by the Asbestos Consultant

I confirm that I fully understand the work to be carried out and the requirements of this permit as given in Part 1. I accept responsibility for managing the work detailed in Part 1, in accordance with the Public Health Wales' Asbestos Working Safe System and separate method statement referenced in Part 1.

(Asbestos Consultant)  
Company: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Tel number: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

### Part 3 – To be completed by the Person in Charge at Commencement of Works

I confirm that the work described in Part 1 will be carried out in accordance with and to the precautions checklist relative documentation.

Signed: \_\_\_\_\_ Company: \_\_\_\_\_

Name: \_\_\_\_\_ Tel number: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

### Part 4 – To be completed by the Person in Charge on completion or suspension of the work:

I confirm that the work described in Part 1 has been satisfactorily completed\*/suspended\*. All personnel and equipment have been withdrawn and the area made safe.

Signed: \_\_\_\_\_ (Person in Charge): \_\_\_\_\_

Name: \_\_\_\_\_ Tel number: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

### Part 5 – To be completed by the Business Manager (Asbestos Coordinator)

Permit must be returned to the Issuing Officer on completion of the work

I confirm that the work detailed in Part 1 has been satisfactorily completed\*/suspended\* and that this permit is cancelled

Signed: \_\_\_\_\_ Supervising Officer: \_\_\_\_\_

Name: \_\_\_\_\_ Tel number: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C – Authority to Proceed (ATP)

Form number

If using a Contractor, the survey and ATP to be undertaken at the same time as obtaining a quote. This must be completed and signed off by the Asbestos Coordinator or Facilities Manager before placing an order and proceeding with any work

### Part 1 – To be completed by Project Manager

Project Manager	Signed/Date
Site	Location
The following work is to be undertaken	
On: _____ At: _____	To: _____ At: _____
Customer	Reasoning for work

### Part 2 – To be completed by Asbestos Coordinator/Facilities Manager

Asbestos Register Checked	Y / N	Asbestos RAMS Reviewed	Y / N / NA
Asbestos Present	Y / N	Cable Route Agreed (if applicable)	Y / N / NA
Site Meeting will all Parties	Y / N / NA	Work can proceed	Y / N

### Part 3 – Confirmation of viewing register to be completed by Contractor Supervisor

Date	Location and detail of work to be carried out	Contracting Company and Supervisor's name for Working party	"I confirm that I have seen all Asbestos register/registers in regard to the location of work and confirm that work undertaken will not be affected by/or disturb any potential asbestos presence. I confirm that I have passed/will pass on this information to my working party before work commences. I can also confirm that the working party has undertaken asbestos awareness training".	Signature

Top copy to stay in permit book Second copy to be issued to Contractor

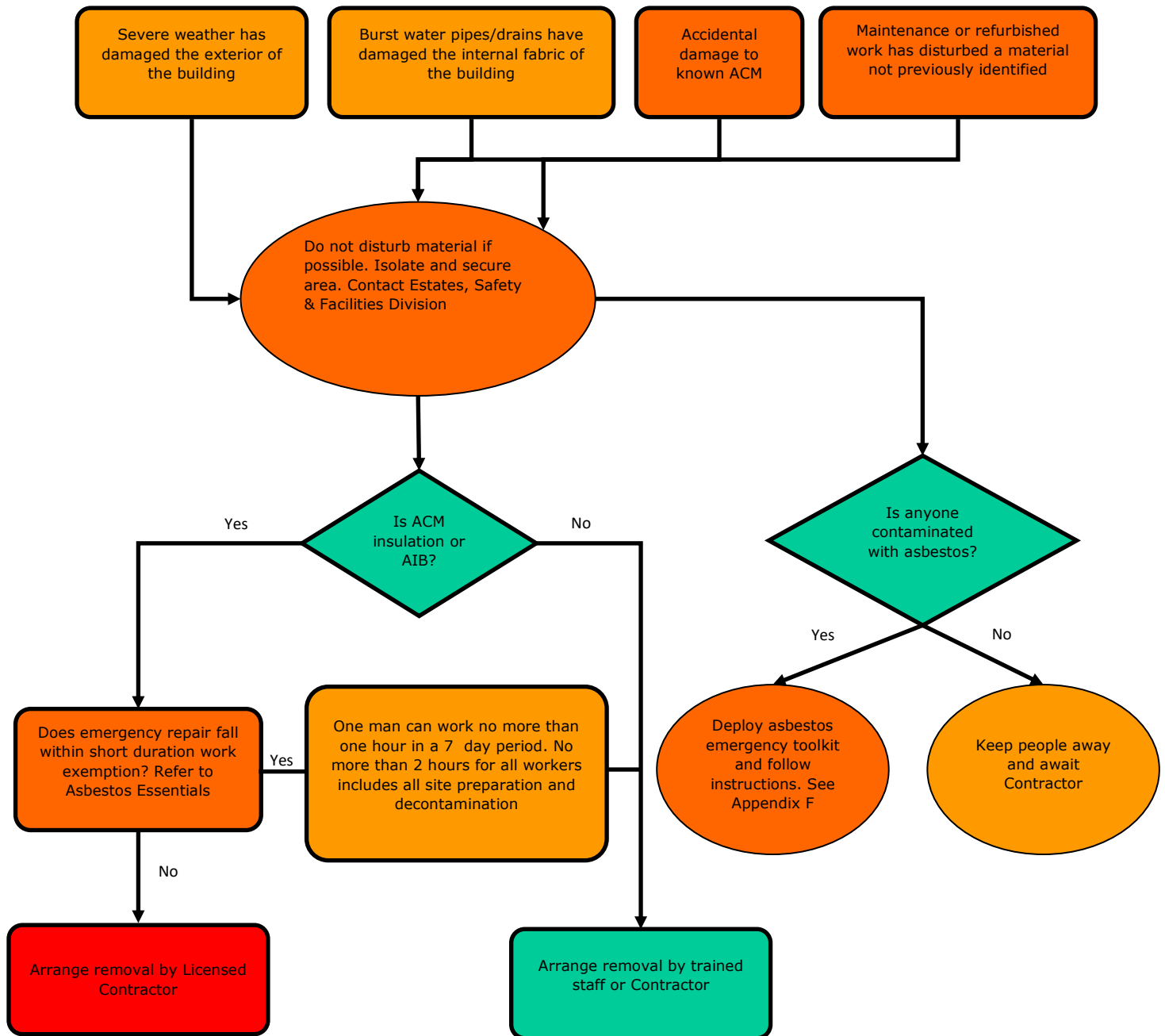
## Appendix D - Risk management index

For Premises where PHW are the designated Duty Holders.

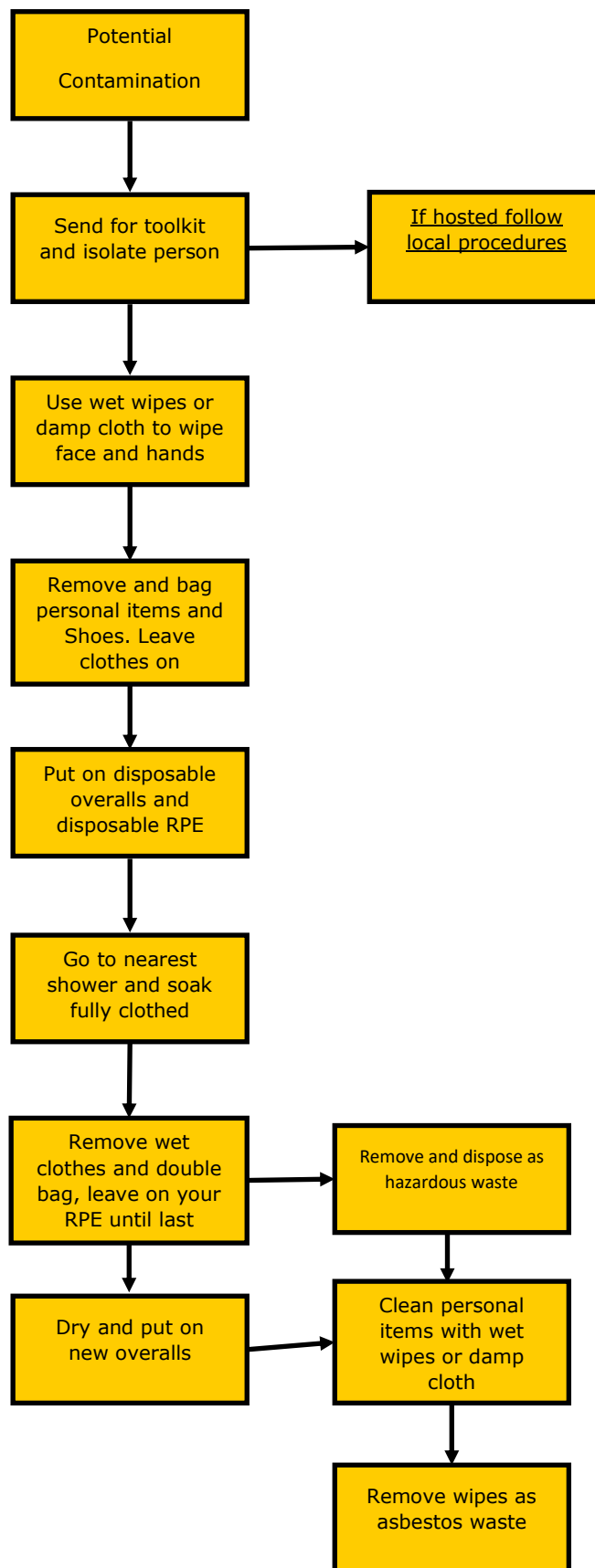
Risk	Score	Monitor	Removal
		(Months)	(Months)
Low	1-11	12	Monitor condition periodically not exceeding 6 months and label the ACM
Moderate	12-16	6	Repair/encapsulate, enclose within a period of 6 months to reduce to low risk score. Label ACM.
High	17-20	3	Consider, repair, encapsulate, or enclose as soon as possible. Consider removal if action to reduce risk cannot be taken. Label as interim measure and consider necessity for access restriction to area. Obtain advice from asbestos consultant.
Extreme	21-24	1	Restrict access to the area immediately, seek advice from asbestos consultant.

1 – 11	Low risk	17-20	High risk
12-16	Moderate risk	21-24	Extreme risk

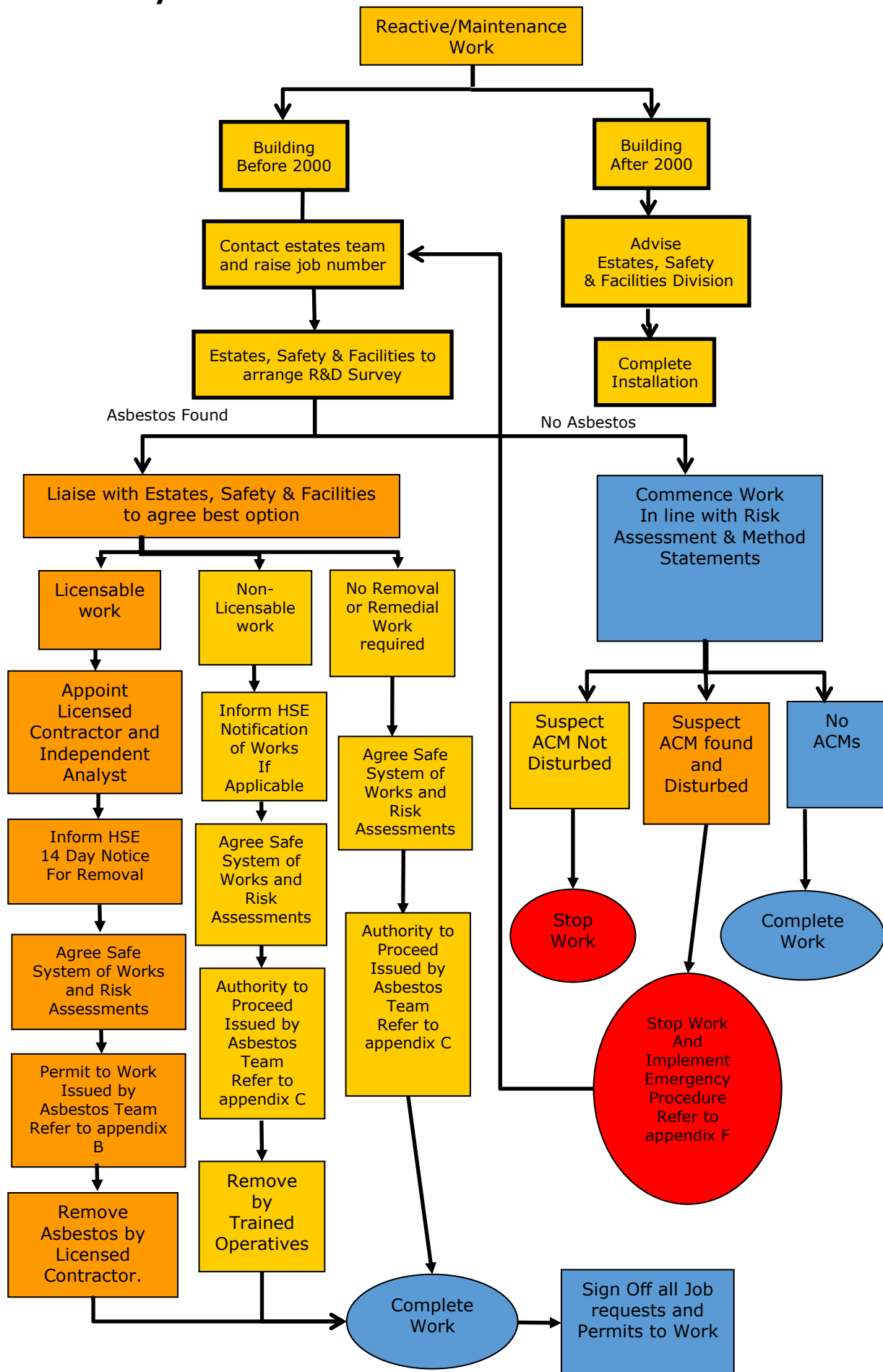
## Appendix E - Accidentally disturbed/possibly disturbed ACMs



## Appendix F - What to do if you discover or accidentally disturb asbestos during your work

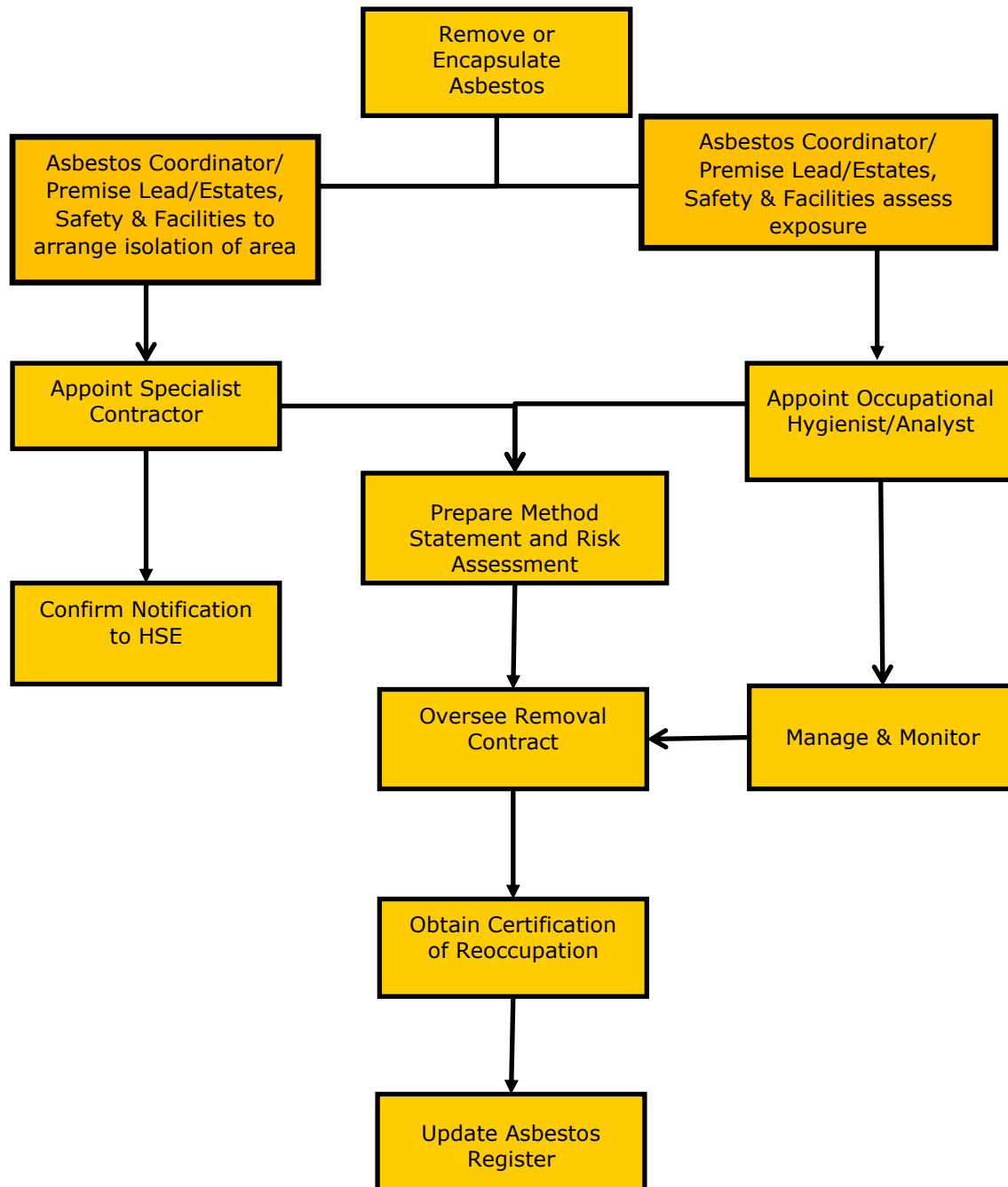


## Appendix G - Flowchart for Project Work - Reactive/Maintenance work





## Appendix H - Work with asbestos



## Appendix I - Approved labels

Asbestos-containing materials in public areas (Example only):



Asbestos-containing materials in staff plant or service areas:

