

HSP 14 Asbestos

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Briefings

Having read this procedure all key points must be communicated to all staff that are likely to be exposed to asbestos containing materials.

1. Introduction

This procedure explains what managers need to do to manage asbestos on their sites. If you are responsible for a premises built before 2000 it is likely that asbestos materials were used in the buildings construction.

2. The problem

Some of Elizabeth Finn's buildings contain or may contain asbestos. Unless asbestos is properly managed, employees, residents and visitors may breathe in harmful asbestos fibres when carrying out everyday activities. The extremely small, needle like, fibres can penetrate deep into the lungs where they can cause fatal diseases such as Asbestosis and cancer.

Asbestos is only dangerous when disturbed. Safely managed, it doesn't present a risk to health.

3. What the Regulations require?

Those individuals in control of premises (General Managers) have a duty to manage asbestos in premises, find out where asbestos is and its condition, assess the risk, and manage that risk.

If you are responsible for premises built before 2000 you must write an Asbestos Management Plan. This is a primary requirement of the 'duty to manage asbestos,' and you do not require an asbestos survey report to write one.

4. Assessing the risk

To adequately manage the asbestos risk you need to assess and document this assessment.

- Determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the asbestos containing materials (ACM's) or presumed ACM's in the premises;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed.
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically.

5. General advice on controls

Where it is probable that employees and building and maintenance contractors etc. may disturb asbestos in the course of their work on a particular site or sites (the asbestos survey will tell you whether or not it is present), you must:

- Inform them about its presence
- Tell them about the precautions necessary in order to undertake this work safely and,
- Tell them what to do if they damage it accidentally?

You can communicate this information at health and safety meetings and when issuing permits.

Where asbestos is in poor condition, make sure it has been scheduled for removal by licensed asbestos removal contractors. However it shouldn't be removed unnecessarily as this can increase the risk of exposure. Damaged asbestos can be encapsulated / repaired and asbestos

in good condition should be left in situ. Make sure you monitor its condition for damage at least every twelve months. Repairs and removal can be arranged through the Estates or Health & Safety Manager.

If any employees have been exposed to asbestos at any time during their employment with Elizabeth Finn make sure this information is recorded on their personnel records.

6. Asbestos Management Plan

Each Elizabeth Finn Home will have produced an Asbestos Management Plan (Document HSP 14A) which is stored on the intranet. The plan requires an annual review by the General Manager or Health & Safety Manager.

7. Labelling of Asbestos

Labelling with industry standard a labels or the fixing of appropriate warning is to be carried out in boiler and equipment rooms. All other labelling is to be considered on a case by case basis.



8. Training

Make sure everyone in the home is aware of any asbestos that is present and the importance of it not being disturbed.

Maintenance officers completing annual inspections should receive training on requirements.

9. Maintenance

You must continually manage your asbestos risks. Make sure your asbestos management plans are regularly reviewed to ensure their on-going effectiveness. Walk around your buildings at least every year and update your plans as necessary. Check materials regularly to see if they are damaged or disturbed in any way.

10. Disturbance of Asbestos

If you suspect Asbestos has been disturbed you must:

- Stop work immediately,
- Prevent anyone else from entering the area.
- Check to see whether you have any dust on your clothing etc, if so, report it to your manager, remove your clothing and place it carefully in a plastic bag, take a shower and change.
- Contact the General Manager.
- If it can be confirmed that the material is not asbestos, take no further action (check the site asbestos management plan and any asbestos surveys).
- If the material may be asbestos contact the Estates Manager to arrange for a sample of the material to be taken for analysis.

- If, following the sample, the material is shown to be free of asbestos take no further action.
- If the material does contain asbestos, follow the advice of the Health & Safety Manager.

11. Associated documents

- HSP14A Asbestos Management Plans

12. A Summary of the main points

Check that:

- Asbestos Management Plan is produced which identifies any asbestos on site.
- Individuals likely to be exposed to asbestos are made aware of its locations.
- Maintenance inspections are completed annually.
- Defects are reported immediately and rectified.

13. Document history

Author	Steve Andrews (Health & Safety Manager)
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Issue	Date	Author	Reason
1.0	01/08/2015	Steve Andrews	New format. Document replaces HSP18 Asbestos.
2.0	15/01/2018	Steve Andrews	Full review – minor wording changes to section 6.
3.0	13/01/2021	Steve Andrews	Full document review
4.0	26/01/2024	Steve Andrews	Full document review – added section 11 – Associated documents.
4.0	24/02/2024	Steve Andrews	Banner updated, no other changes, issue number kept same.