

**GENERAL POLICY STATEMENT**

ABCA Systems Ltd acknowledges and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos at Work Regulations 2012 and any future legislation appertaining to asbestos.

ABCA Systems Ltd will endeavour to comply with all approved Codes of Practice and Guidance issued by the Health and Safety Executive in respect of the exposure of its employees and others to asbestos arising from the activities or undertakings of the Authority. ABCA Systems Ltd will do everything reasonably practicable to protect all such persons from risks to health from exposure to asbestos.

**Definitions**

Asbestos:

A group of naturally occurring mineral fibres that were commonly used in various building materials for their heat resistance and strength.

Asbestos-Containing Materials (ACMs):

Any materials or products that contain more than 1% asbestos by weight.

This policy requires the full cooperation of management and staff at all levels. The following will occur;

**By ABCA Systems**

- Asbestos awareness training is provided to all new employees and is refreshed on an annual basis.
- All operatives will be directly instructed to stop work if they suspect they have found asbestos. They will contact their immediate superior and await instruction.
- It is the responsibility of the supervisor to advise the owner of the building in which ABCA representatives are working and ensure no work is done on the project until full investigation has taken place.

**By external parties**

- A survey is carried out in order to identify asbestos containing or other potentially hazardous materials on site (detailed survey would be carried out by a suitably qualified personnel).
- Where appropriate, dispose of any such materials in a safe manner using licensed and accredited contractors.
- Where risk assessment indicates the risk of removal to be greater than the risk of leaving in situ, to keep a register of and to conspicuously mark such materials so as to ensure safe working processes are employed in the case of subsequent damage, maintenance or removal.

**EXPECTED CHECKLIST FOR WORK WITH ASBESTOS MATERIALS**

This work would be carried out by a licenced company and not ABCA Systems. We would expect our chosen licenced company to carry out the following ensuring that everything is dealt with adequately and complies with the Control of Asbestos at Work Regulations 2012.

**THE ASSESSMENT**

The assessment covers;

- The type of work and duration.
- The type and quantity of asbestos and the results of any analysis.
- The controls to be applied (e.g. encapsulation, controlled wet strip, dust suppression techniques etc.).
- The reasons for the choice of work method (e.g. work-face vacuum techniques because of exposed hot pipe work etc.).
- Details of expected exposures, noting:-
  - (i) Whether they are liable to exceed a control limit or action level and the number of people affected.

- (ii) If above a control limit, the expected exposure, so that appropriate Respiratory Protective Equipment (RPE) can be assessed and selected.
- (iii) Whether anyone other than employees may be exposed, and their expected exposure.
- (iv) Where applicable, results already available from air monitoring.
- (v) The steps to be taken to control exposure and the release of asbestos to the environment.
- (vi) Procedures for assessment, provision, use and decontamination of Personal Protective Equipment (PPE), which includes RPE.
- (vii) Procedures for the safe removal of waste from the work area and the site.
- (viii) Procedures for dealing with emergencies.

#### **THE PLAN OF WORK (METHOD STATEMENT)**

The Method Statement must specify:

- The nature and probable duration of the work.
- The address and location where the work is to be carried out.
- The methods to be used.
- The equipment, including PPE used for:
  - (i) The protection and decontamination of those carrying out the work
  - (ii) The protection of other people present on or near work site

A copy of both the Assessment and the Method Statement should be kept on site.

#### **CONTINGENCY PLAN - PROCEDURES TO BE FOLLOWED IN THE EVENT OF UNEXPECTED EXPOSURE OR SUSPECTED DANGER OF EXPOSURE TO ASBESTOS MATERIALS**

The incident must be reported immediately to the following:

- Contract Supervisor
- Manager of the area in which the problem has occurred
- Managing Director

There must be an immediate site meeting to decide on measures required which may include one or more of the following: -

- Evacuation, closure and sealing-off of the area concerned;
- Sampling/analysis of the material concerned;
- Air sampling in the area concerned;
- Survey/assessment of the extent of the problem;
- Notification of the incident to the Health and Safety Executive;
- Counselling/health surveillance for anyone affected;
- Consultation with a Licensed Asbestos Contractor over remedial works required;
- Arrangements for any remedial works required including funding;
- Arrangements for clearance and re-occupation of the area;
- Arrangements for temporary re-location of activities normally carried out in the area concerned;
- Reporting of the incident to appropriate Members and Committees; informing to the Press.

A further meeting must be held after the matter has been fully dealt with to review the incident, determine what measures, if any, could be taken to prevent a recurrence, draw up and circulate an appropriate advisory notice and make recommendations for inclusion in the Asbestos Policy at the next annual review.

Please see the below flow chart showing the steps to be taken if an Asbestos Incident occurs.

## Stop all work immediately.

If safe to do so without extending the contaminated area, then vacate the area to a safe place and contact your manager.

If not safe to relocate contact your line manager for immediate assistance / support.

### Operative to inform thier Line Manager / Dept Manager

- Confirming Site Address.
- Confirming the location of the incident within the premises.
- Confirming FULL details of the incident.

### Department Manager / Director

- To inform the client that there has been a possible asbestos incident at their premises.
- To review all available documentation regarding asbestos on site.
- If required by the severity of the incident then arrange for a licenced asbestos inspector to attend site to check / confirm asbestos and to provide a clean up team if required.
- Update the Managing Director and inhouse H&S team.

### Department Manager / Director

- Ensure that the incident is recorded on the intranet H&S incident report form.
- Obtain the test results from the licenced Asbestos contractor for both the materials tested and if required the air quality within the effected area.
- Once all of the information has been collected & investigated, update the inhouse H&S team to enable the HSE to be informed.