

Appendix 8: Staff Advisory Information relating to imminent construction work

From: Global Email

Sent:

To: Global-Circular

Subject: insert facility name : asbestos removal

Asbestos Removal

Asbestos removal is to be carried out in

Insert facility name

Insert location within facility

Insert when work is to be carried out

The Management of Asbestos within the Southern Trust

Background and Regulations

Asbestos is a relatively common material that was used extensively in the construction industry throughout the 20th century. The use and import of asbestos was banned in 1999 when it was recognised as posing a risk to health in all its forms.

The presence of asbestos does not in itself pose a significant risk – it is only when its fibres are released through cutting, drilling etc. in an uncontrolled manner that the risk to health may occur.

In order to ensure that Asbestos Containing Materials (ACMs) do not present a significant risk to health, statutory regulations exist for its' management, primarily The Control of Asbestos Regulations (Northern Ireland) 2012 and in particular Regulation 4, The Management of Asbestos in non-domestic premises, Approved Code of Practice L127.

The Southern Trust fully adheres to these regulations and the Approved Code of Practice.

Trust Arrangements

The main elements of the Trusts arrangements for the management of Asbestos include:

- The Asbestos Policy
- The Asbestos Management Plan
- The Asbestos Register

The Asbestos Policy sets out the Trusts overarching approach to asbestos management.

The Asbestos Management Plan describes, in detail, how the policy will be implemented and how ACMs in Trust premises will be managed.

The Asbestos Register is a register of the location and type of all ACMs in Trust owned premises. This register has just been updated via a rigorous re-inspection of all our premises undertaken by a team of specialist Consultant Surveyors to ensure, as far as possible, that all existing ACMs have been identified. The register provides critical information required for the development of the Asbestos Management Plan.

All facilities will be issued with an Asbestos Register detailing exactly where, if any, ACMs are located within that facility. This register should be kept in the Fire Safety Manual with the Fire Risk Assessment where it can be easily accessed.

Management of Asbestos

When ACMs has been detected the Trust will undertake a risk assessment to determine the appropriate action to take, whether to remove or retain. This risk assessment is in accordance with ACoPs published by the HSENI.

Where ACM is to be removed approved safe systems of work (in accordance to HSENI guidance) will be followed. Removal shall always be undertaken by HSENI licensed contractors (including disposal). Where ACM is to be left in situ then a label has been attached and a programme of inspections and maintenance is in place in accordance to ACoPs published by the HSENI.

[NOTE: if a member of staff should notice damage to an area of a building labelled as containing asbestos they should immediately report the damage to Estates Services]

Refurbishment and Construction Projects

Prior to the commencement of all refurbishment and/or construction projects undertaken by the Trust, Estates Services initiate an additional survey of that area to identify all and any latent ACM's so that appropriate measures can be undertaken as part of the works.

Should you have any specific concerns or want to clarify anything they can contact the Trust's Asbestos Manager.

Arrangements for the Abatement (Repair) or Removal of ACMs

The SHSCT's procedures for undertaking Asbestos Removal or Abatement (repair) works are as follows

- All asbestos removal contractors employed by the Trust are approved and licensed by the Health and Safety Executive (NI).
- All removal works are notified to HSENI at least 14 days before work commences.
- Any Contractor, prior to undertaking works involving ACMs must submit a suitable and sufficient site specific plan of work/risk assessment/method statement with the notification which must be to the satisfaction of HSENI, Estates Services and, where applicable, the Health and Safety CDM Co-ordinator
- Removal work is ONLY carried out under strictly controlled conditions in compliance with HSE guidance (HSG264). This involves the work area being completely isolated and made airtight from any adjacent areas or outside. Externally the area will be cordoned off and appropriate signage erected.
- A 3-stage air tight compartment is constructed between the works area and the exterior through which all personnel must pass both to access and egress. Within this enclosure personnel will clean down and change clothing when passing through the compartment.
- Only suitably trained personnel are allowed access to the works area wearing appropriate PPE including face fitted masks and overalls (red suits within the works area, white suits external to the work area)
- All asbestos containing materials which are being removed are double-bagged or 'double-wrapped' identified as Asbestos waste and pass through the airlock before being deposited in a sealed container which is then transported under licence to a licensed disposal site for disposal.
- On completion of the work the area is assessed and the air quality tested by an independent UKAS accredited laboratory in compliance with HSE guidance (HSG248) and cannot be reoccupied until it meets the required standard and a certificate of reoccupation is issued.