

emoasbestos
essentials

Risk assessments and plans of work

Equipment and method sheet

Non-licensed tasks

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.
- Can you do the work some other way?
- Does the risk assessment highlight the need for a licensed contractor?

What this sheet covers

Before commencing any work on asbestos-containing materials (ACMs) a risk assessment must be carried out to assess the potential risk of exposure to asbestos, and appropriate steps put in place to prevent or reduce exposure.

The guidance and appropriate task sheet can be used to form part of your risk assessment and plan of work. Where there are no asbestos risks – and tasks that differ from those in these sheets – further risk assessment will be required.

The risk assessment process is set out below.

Risk assessment

Before starting any work that is likely to disturb asbestos, a suitable and sufficient risk assessment must be arranged by the employer.

Whoever carries out the risk assessment must:

- be competent to do the risk assessment (have sufficient knowledge, training and expertise);
- carry it out before work begins and allow enough time to put appropriate precautions in place;
- make sure the assessment is job specific and consider all aspects of the work.

The risk assessment must:

- establish the potential risks (including general risks such as falls from height and electrical hazards as well as those from asbestos) and identify who may be affected;
- identify the action to be taken to remove the risk or, if that is not possible, to reduce the risk to as low as possible;
- record the findings of the risk assessment – and the action to be taken – and inform employees;
- implement the actions to be taken;
- review and update the risk assessment as required.

Other hazards

Other specific hazards appear in the checklist on each *Asbestos essentials* task sheet. They include:

Work on fragile roofs: Fragile roofs cannot bear weight – see www.hse.gov.uk/construction

Work at height: Take precautions to avoid falls – see www.hse.gov.uk/falls

Electrical hazards: Get a competent electrician to isolate and reconnect the electricity supply – see www.hse.gov.uk/electricity

Gas safety: Check your contractor's registration at www.gassaferegister.co.uk

Manual handling: Plan how to remove and handle heavy material and articles safely – see www.hse.gov.uk/msd

Slips and trips: Floors protected with polythene become very slippery when wet – see www.hse.gov.uk/slips

Confined spaces: You need to know that restricted workplaces are safe to enter and the air is fit to breathe – see www.hse.gov.uk/confinedspace

There may be other hazards – you need to consider them all.

Content of the risk assessment

A risk assessment should include full details of the work to be carried out and how long the work is expected to take. It should also include:

- details of the type and quantity of the asbestos;
- details of the expected level of exposure;
- details of the controls to be used to reduce exposure, eg use of controlled wetting, adequate personal protective equipment (PPE) or respiratory protective equipment (RPE), or use of enclosures;
- decontamination procedures for tools, equipment and PPE;
- details on how asbestos waste will be managed and disposed of as hazardous waste (see em9);
- emergency procedures (see em1).

The findings of the assessment should be communicated to employees and anybody else who could be affected. A copy of the risk assessment must be available on site.

Plan of work

Prepare a short plan of work (also known as a method statement). See equipment and method (em) sheets for useful advice to help you prepare this plan. If the work is notifiable, your copy of the notification may help you.

Make sure the plan includes the following:

- what the work is, and how long it is likely to last;
- the address and description of the job;
- when the work will be done;
- the procedures to follow to reduce exposure and prevent the spread of asbestos, ie by following the *Asbestos essentials* task sheets and the order of control methods;
- the equipment needed, including PPE;
- decontamination and waste disposal arrangements;
- emergency procedures.

Order of control methods

Where possible, avoid working on or disturbing ACMs. Where this cannot be avoided, use control methods in the following order:

- controlled wetting of ACM;
- removal of whole/intact material minimising breakages;
- shadow vacuuming to control exposure at source;
- suitable PPE including RPE.

Make sure that everyone involved is fully aware of the plan and knows:

- what they need to do;
- how to wear their PPE and RPE correctly;
- why each action is being taken;
- what to do in the case of emergencies and accidents.

Manage the work

Monitor the work to ensure it is being carried out with the appropriate controls in place and that controls are being used correctly.

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em1

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What to do if you discover or accidentally disturb asbestos during your work

Equipment and method sheet

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.
- Asbestos isn't always obvious. Would you spot an asbestos gasket on an old engine, asbestos cement pipes or an asbestos-containing fuse board? If you're not sure, the premises owner needs to get it checked out!
- There are three 'colours' of asbestos, but you can't tell just by the colour what you have found; it could be mixed with other materials which change its appearance.

What this sheet covers

This sheet tells you what you need to do if you discover or accidentally disturb and release asbestos during your work.

Unexpected discovery of asbestos

If during your work you discover materials which you believe to be asbestos stop work immediately. Put up a warning sign and ensure nobody enters the area. Report the problem to whoever is in charge and arrange to have a sample of the material analysed. If it does not contain asbestos then work can continue. If the material does contain asbestos then follow the flow chart to decide if the work needs a licensed contractor.

Alternatively, you could presume that the material contains the worst type of asbestos and apply the appropriate controls, using a licensed contractor if required.

If you are employed in-house, remember to tell your manager to update the asbestos management plan; otherwise report it to the customer.

Accidental release of asbestos

If you accidentally disturb and release asbestos during your work, it must be dealt with quickly and appropriately.

The clean-up of lower risk asbestos materials where the fibres are firmly bound in a matrix but are essentially in good condition (ie mostly intact), such as asbestos cement (AC), bitumen products, papers, textiles, small-scale release of asbestos insulating board (AIB) etc will generally not require a licensed contractor.

Caution

Check what you're working on before you start:

- Avoid using a sweeping brush as this can spread asbestos.
- Make sure no unauthorised personnel enter the area.
- The clean-up of any accidental release of higher risk materials, eg asbestos lagging, loose fill, asbestos coatings (not textured coatings) or large-scale releases of AIB, must be done by a licensed contractor.

Emergency procedures

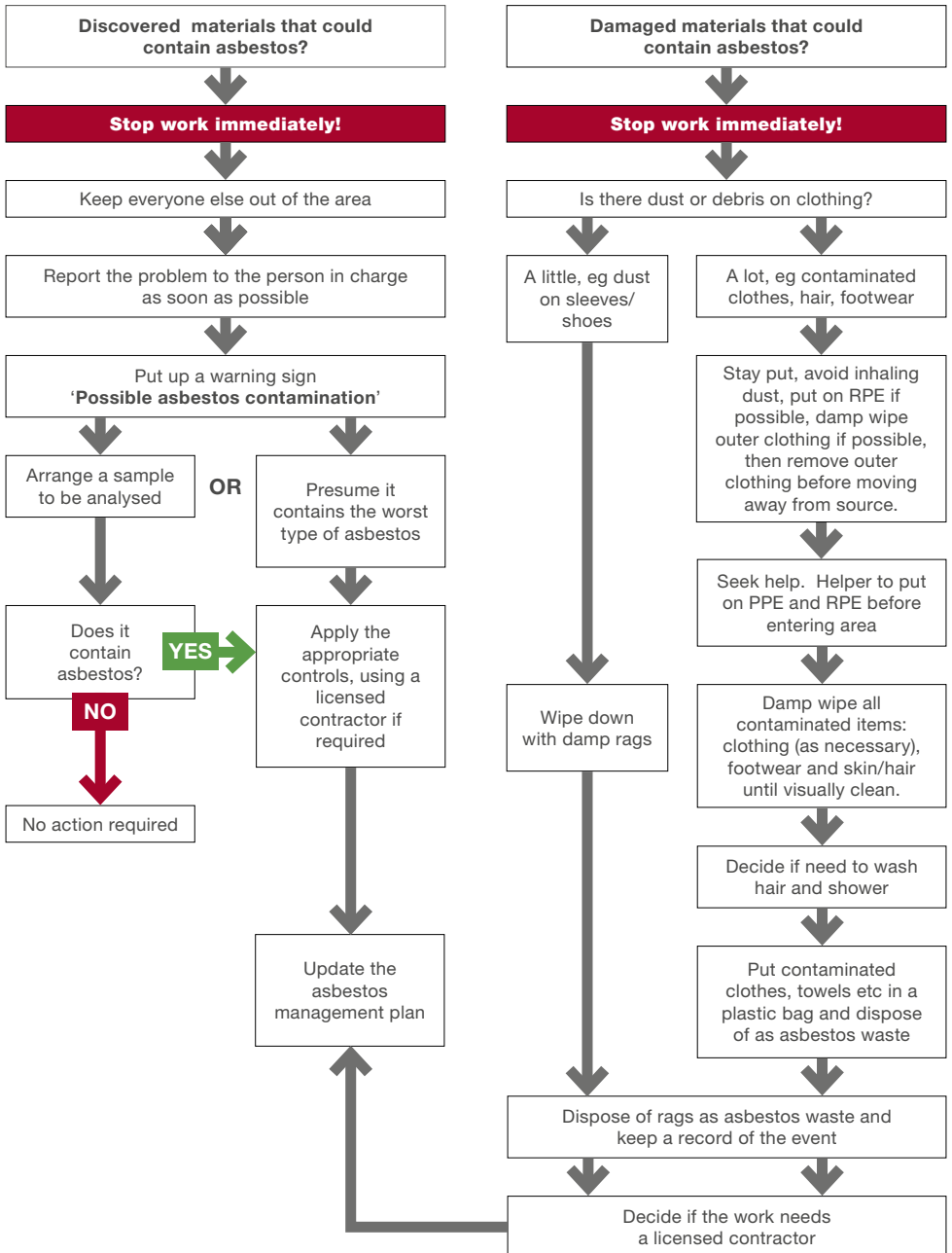
Your emergency procedures should include managing an uncontrolled release of asbestos materials into the workplace. Steps should be taken to:

- warn anybody who may be affected;
- exclude from the area anyone not needed to deal with the release;
- identify the cause of the uncontrolled release;
- regain adequate control as soon as possible;
- make sure anyone in the work area affected who is not wearing personal protective equipment (PPE), including respiratory protective equipment (RPE), leaves the affected area immediately. Minimise the spread of asbestos by ensuring they are suitably decontaminated;
- clean up dust and debris (see em7);
- decontaminate anyone who is contaminated with dust and debris;
- ensure rags, clothing or PPE is decontaminated or disposed of as contaminated waste;
- consider lone and/or remote workers to ensure they can alert someone if necessary.



Top row: An asbestos gasket, asbestos cement pipes and an asbestos-containing fuse board
 Bottom row: The asbestos cement pipes are labelled, so are the tiles, but you might not know until you start to lift them. There could be sprayed limpet under the AC sheeting

Flow chart





AIB fire surround



Don't assume there will always be warning signs. There could be undiscovered asbestos in buildings you work on

More information

For information about health and safety visit <https://books.hse.gov.uk> or <http://www.hse.gov.uk>. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops. To report inconsistencies or inaccuracies in this guidance email: commissioning@wilt.com. British Standards can be obtained in PDF or hard copy formats from BSI: <http://shop.bsigroup.com> or by contacting BSI Customer Services for hard copies only Tel: 0846 086 9001 email: cservices@bsigroup.com. The Stationery Office publications are available from The Stationery Office, PO Box 29, Norwich NR3 1GN Tel: 0333 202 5070 Fax: 0333 202 5080. E-mail: customer.services@tso.co.uk Website: www.tso.co.uk. They are also available from bookshops. Statutory Instruments can be viewed free of charge at www.legislation.gov.uk where you can also search for changes to legislation.

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em2asbestos
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Information, instruction and training

Equipment and method sheet

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.
- You need training even if you have worked with asbestos in the past.
- Young workers are especially at risk due to lack of experience.

What this sheet covers

People who carry out any work on asbestos materials must receive the correct information, instruction and training, and be supervised properly.

Information, instruction and training for non-licensed work

If a worker is to carry out work that **will** disturb asbestos, adequate information, instruction and training are required. The training should be designed around the asbestos work activities that will be carried out and should include practical training as necessary.

In addition to asbestos awareness training, training for non-licensed work should include:

- what work you are allowed to do by law;
- what the law requires you to do;
- procedures to protect yourself;
- what methods to use;
- what control measures are required;
- what equipment you need to do the job properly;
- how to choose, use and look after personal protective equipment (PPE), including respiratory protective equipment (RPE);
- recognising and dealing with other dangers, such as work at height and other potential hazards;
- decontamination of yourself, work equipment and work areas;
- emergency procedures;
- waste handling and waste disposal.

Practical training should include:

- decontamination procedures;
- use of PPE, including RPE;
- construction of mini-enclosures where necessary;
- use of control techniques such as Class H vacuum cleaners and wet spraying equipment.

The equipment and method (em) sheets used along with the task sheets will provide some of the above information.

Information for other workers

- Tell all other workers that may be nearby what you are doing, where and why.
- Tell them about other risks from the work, eg changes in fire exits.

It is important that information, instruction and training are set at the appropriate level for the task to be carried out by the worker (and supervisor) to avoid putting themselves and others at risk.

Ongoing/refresher training

Individual training needs should be assessed on an ongoing basis and training should be provided promptly when required.

Refresher training is needed every year, or more often if:

- work methods change;
- the type of equipment used changes;
- the type of work changes a lot.

Supervisors and managers should be trained at the appropriate level to help ensure employers are carrying out their work correctly.

Keeping records of employee training will help keep a track of the training provided and identify any gaps.

Certificates of training

There is no legal requirement for employees to hold a certificate of training before they can work with asbestos. A certificate is not proof of competency to do the job but, where issued, a certificate shows that training has been completed and can be kept as part of an employee's training record.

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em3

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Building and dismantling a mini-enclosure

Equipment and method sheet

Non-licensed tasks

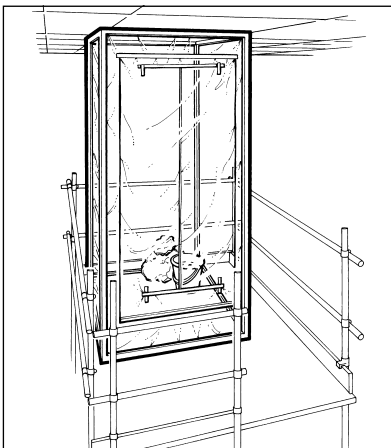
This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Plan carefully – do you need an HSE licence to do this work?
- Read sheet a0.
- Read the safety checklist.
- You must be trained to work safely with asbestos materials.



mini enclosure

What this sheet covers

This sheet describes how to build a mini-enclosure. It applies to minor work with asbestos insulating board (AIB).

It does not apply to building full enclosures for work that must be carried out by an HSE-licensed contractor.

Caution: A mini-enclosure only prevents asbestos spreading. It does not prevent or control exposures while you are doing the task.

If work lasts for more than one hour for one worker in a seven-day period, or exceeds two hours for two or more workers in a seven-day period (including setting up, building enclosures and cleaning), a licensed contractor will be required to do the work.

Equipment

- A proprietary mini-enclosure, or a home-made mini-enclosure using 1000-gauge polythene sheeting, duct tape and masking tape, and timber or other materials for the frame
- Smoke tubes
- Sealant, eg polyvinyl acetate (PVA)
- Garden type sprayer
- Bucket of water
- Rags for wiping
- Class H vacuum cleaner (BS 8520) – see sheet em4
- Asbestos waste bag
- Clear polythene bag

Preparing the work area

- Ensure safe access.
- Close doors. Use warning tape or notices to alert other people.

Building the enclosure

- Where possible, use a proprietary mini-enclosure as these are quicker and easier to erect.
- Alternatively, use timber or other materials to build a frame.
- Make the enclosure large enough to do the work safely.

Caution

Never use duct tape or spray adhesive on AIB. This will cause damage during dismantling.

Information for other workers

- Tell all other workers that may be nearby what you are doing, where and why.
- Tell them about other risks from the work, eg changes in fire exits.

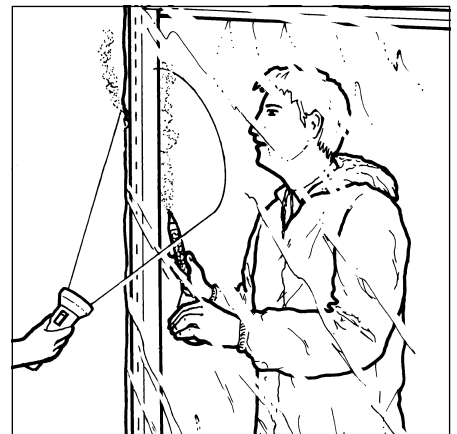
- Attach the polythene sheeting inside the frame with duct tape. This minimises cleaning.
- Attach the polythene sheeting to the ceiling with suitable tape.
- Attach it to non-asbestos surfaces with duct tape.
- Make an entry slit in one wall of the enclosure and reinforce this with duct tape.
- Attach a polythene sheet above the entry slit to cover it.
- Use smoke tubes to check all enclosures for leaks.
- Release smoke at the seals inside the enclosure.
- Someone else must check for leaks outside.
- Seal all leaks.
- Put all tools for the task – bucket of water, rags, sprayer, vacuum cleaner nozzle and hose etc inside the enclosure.

Enclosure dismantling

- Work carefully – prevent asbestos escaping.
- Clean the enclosed area with the Class H vacuum cleaner.
- Clean the equipment and polythene sheeting with damp rags.
- Decontaminate yourself – see sheet em8.
- Inspect the enclosure visually – is it properly clean?
- Spray the polythene sheeting with PVA sealant.
- Remove the sheeting from the framework and put it in the asbestos waste bag.
- Remove your protective equipment and dispose of it.
- Put in a clear polythene bag and tape closed.
- If the framework is clean and was fully protected, you can re-use it.



Put the equipment you need inside the enclosure before you start



Test the enclosure for leaks with a smoke test

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em4

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Using a Class H vacuum cleaner for asbestos

Equipment and method sheet

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check that the vacuum cleaner is in good working order before you start.
- Read sheet a0.
- Read the safety checklist.
- You must be trained to work safely with asbestos materials.

What this sheet covers

This sheet describes the Class H vacuum cleaner, how to use it to minimise asbestos fibres released during a task, and how to use it to clean contaminated items.

The cleaner must comply with British Standards.

A Class H vacuum is not mandatory for non-licensed work but can be a useful piece of equipment on a number of tasks.

Never use domestic vacuum cleaners, even those fitted with high-efficiency particle arrestor (HEPA) filters as these are not adequate for use with asbestos, and will allow asbestos fibres to pass straight through.



Vacuum clean carefully. It is easy to disturb asbestos fibres, make them airborne and breathe them in

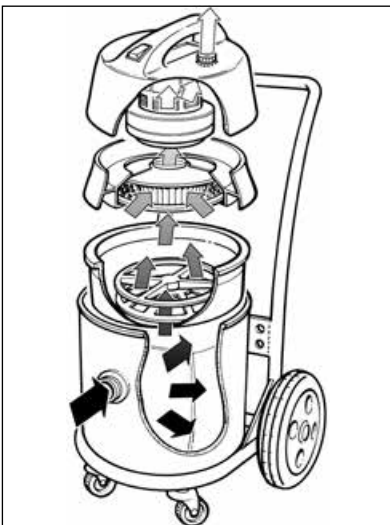
Equipment

- You can hire or purchase a Class H vacuum cleaner with a range of attachments: look up 'asbestos safety equipment hire' on the internet.
- Ensure hired cleaners are clean and in good working order on receipt.
- The hire company should thoroughly examine and test the cleaner at least once every six months and provide a valid certificate.
- If the certificate is not in date do not accept the vacuum.

Caution

You, and other people, will be exposed to high levels of asbestos fibres if you fail to take the proper precautions.

Domestic vacuum cleaners should never be used on asbestos.



Class H vacuum cleaner

British Standards

You should only hire a Class H vacuum cleaner that conforms to the following standards.

BS 8520-3:2009 *Equipment used in the controlled removal of asbestos-containing materials.* Gives recommendations for the operation, cleaning and maintenance of Class H (high-hazard) vacuum cleaners containing a filter conforming to BS EN 1822 in the controlled removal of asbestos-containing materials (ACMs). It does not apply to any other types of vacuum cleaner for vacuuming up liquids or other applications.

- If the certificate is due to expire during the hire period, contact the hire company before expiry to arrange for the equipment to be re-tested or for delivery of a replacement vacuum.
- Some Class H vacuum cleaners are designed for wet and dry removal. Select this type of vacuum if water has to be removed. Normal Class H dry vacuums can be used for removal of moist or wetted material but not water.
- If you own the equipment you will need to arrange for a new examination and test on expiry of the certificate. Contact the manufacturer or supplier, or a licensed maintenance company, to arrange this or to obtain more information.

Vacuuming procedures

- Inspect the vacuum before each use to check it is in good working order, provides adequate suction and has not been damaged.
- If fitted with a low-flow indicator, check if this is activated.
- Follow the manufacturer's operating procedures.
- Pick up bigger pieces of debris and put them in a suitable waste bag.
- Vacuum clean with care; it is easy to disturb asbestos fibres, make them airborne and breathe them in.
- Normal Class H dry vacuums can be used for removal of moist or wetted material, but not water.
- Clean floors, carpets and fabrics with the adjustable floor attachment.
- Clean areas of limited access with the tapered attachment.
- Clean solid surfaces such as desk tops with the flat attachment.
- Check for damage after use.

Used as a control measure – dust extraction

- You can use the Class H vacuum cleaner to control asbestos fibres at source, eg:
 - shadow vacuuming: hold the nozzle close to the task (eg screw removal);
 - local dust extraction at the cutting point: enclose the tool (eg drill bit) with a drill cowl and attach the nozzle.



Control measures: shadow vacuuming and using a drill cowl as local extraction

Possible problems

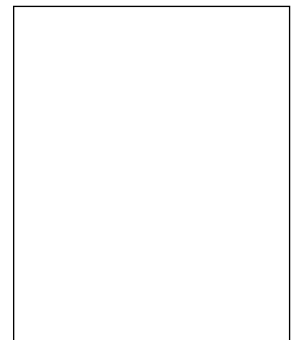
Reduced suction:

- You have a long extension cable, resulting in low supply voltage.
- The waste container is full.
- The hose is blocked. Clearing it can release asbestos; clear it carefully or get help from the hire company.

Emptying and cleaning

Never clean inside the vacuum cleaner yourself.

- Never attempt to remove or change the bag yourself; this should be done by a competent person under controlled conditions. Contact the supplier or a licensed organisation for assistance.
- After each use, clean the vacuum cleaner's outer casing and attachments with the vacuum and then with damp rags.
- Rags must be disposed of as asbestos waste (see em9).
- Inspect the case, hose and attachments visually.
- Keep the hose and attachments in a labelled plastic sack.
- Replace the sealing cap over the hose opening in the cleaner's casing.
- Store in a suitable sealed container until next usage.
- Return vacuum to hire company in a double asbestos bag (usually provided by the hire company).



There are many makes of Class H vacuum cleaner. Purchase or hire one from a supply company and follow all the instructions (make sure it conforms to BS 8520-3:2009 and contains a filter conforming to BS EN 1822)

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em5

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Wetting asbestos materials

Equipment and method sheet

Non-licensed tasks

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It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check what you're working on before you start.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.

What this sheet covers

This sheet explains why you must wet asbestos materials before working on them, and how to do this.

The spraying technique can also be used when painting or sealing asbestos materials.

Damp asbestos materials release far fewer asbestos fibres into the air. Don't drench them and create a waste 'slurry'. Electrical equipment in the area needs to be isolated and protected.

Equipment

- Wetting agent – or you could use liquid detergent as an alternative
- Sprayer, either a garden type spray or a low-pressure spraying machine less than 3.4 bar (50 psi)
- Brush or roller

Procedures

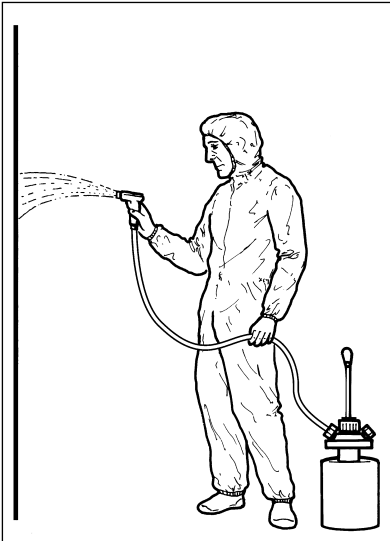
- Wet the asbestos materials before starting any work. Don't work on dry asbestos materials.
- Water on its own does not effectively wet asbestos-containing materials, wetting agents should be used.
- Some asbestos materials, eg board/sheet cannot be wetted all the way through so you need additional methods to control dust exposure, eg a Class H vacuum cleaner to shadow vacuum during screw removal.
- Normal dry Class H vacuums can be used for removal of moist or wetted material, but not water.



Spray at low pressure; high-pressure spray could disturb fibres from asbestos paper under these tiles

Caution

Some tasks will be carried out at height. Make sure that wetting does not create a slipping risk.



Spraying is the preferred wetting method

Wetting

- Spraying is the preferred wetting method.
- If you use a brush or roller, dispose of it as asbestos waste.
- Dilute the wetting agent with water according to the manufacturer's instructions. This is usually:
 - 10–15 parts water to 1 part wetting agent; or
 - 8 parts water to 1 part liquid detergent.
- Allow the spray to 'fall' onto the asbestos material – not hit it as a jet.
- Spray carefully; use a slow backwards and forwards motion. Avoid concentrating on any one area – this can disturb the asbestos material or leave dry patches.
- Over-wetting material can create a waste slurry which will be difficult to clean up.

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Personal protective equipment (including RPE)

Equipment and method sheet

Non-licensed tasks

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Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check what you're working on before you start.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.

Caution

Never use laced boots; these are very difficult to clean properly.

Never take used overalls home.

Never leave the respirator lying around where it can collect dust.

Never dangle the respirator around your neck.

Make sure the correct filter is fitted.

What this sheet covers

This sheet describes what personal protective equipment (PPE) you need.

It also describes respiratory protective equipment (RPE).

PPE and RPE are your last lines of defence against asbestos fibres. Follow the methods in the task guidance sheets to avoid fibres being released into the air.

Overalls

- Disposable overalls – Type 5 (BS EN ISO 13982-1+A1) are suitable.
- You may need waterproof overalls for outdoor work.
- Wear one size too big to help to prevent ripping at the seams.
- If the cuffs are loose, seal them with tape.
- Avoid wearing a long-sleeved shirt – these are difficult to cover properly.
- Wear the overall legs over footwear. Tucking them in lets dust into footwear.
- Wear the hood over RPE straps.
- Dispose of used overalls as asbestos waste.

Gloves

- If you wear protective gloves, use single-use disposable gloves. If you must use latex gloves, use only 'low-protein powder-free' gloves.
- Dispose of used gloves as asbestos waste.

Footwear

- Boots are preferable to disposable overshoes which can cause a slipping risk.
- Choose boots without laces as these are easier to clean.



A 'dust mask' doubled up for more protection is useless. You need a respirator



Disposable RPE worn correctly



Disposable RPE worn correctly



Disposable RPE worn incorrectly



For some tasks, non-disposable RPE is needed

Respiratory protective equipment

- Use suitable RPE with a UK-assigned protection factor (APF) of 20 or more.
- Suitable types of RPE:
 - disposable respirator to standards EN 149 (type FFP3) or EN 1827 (type FMP3);
 - half-mask respirator (to standard EN 140) with P3 filter;
 - semi-disposable respirator (to EN 405) with P3 filter.
- This equipment should be suitable for most short-duration non-licensed work. Workers should select a make and size that fits them.
- This equipment is not suitable for people with beards or stubble – hooded respirators are required for these situations.
- The equipment is also unsuitable for long periods of continuous use; you need power-assisted equipment for such situations.

Planning and preparation

- Plan for and practise emergency procedures such as failure or damage to RPE.
- Workers need to be fit tested to make sure that the RPE fits them properly.
- Arrange fit testing and training on use and inspection of RPE before the work starts. Ask the supplier for help or contact fit2fit.org for details of accredited fit test providers. See More help on sheet a0.
- Workers must be medically fit to wear RPE – seek medical advice if you are not sure.

Training

- Make sure that RPE users know:
 - how to check their equipment is working properly before they put it on;
 - how to check that it fits;
 - how to identify and replace worn or defective parts;
 - about the limitations of the RPE they are using.
- Instruct users to throw away disposable RPE/PPE as asbestos waste after one use.
- Tell workers to stop work and leave the area if they think their RPE is not working properly.

Using RPE

- All types of RPE restrict what the wearer can do. It is uncomfortable to wear for long periods, but it is important that you protect yourself.
- RPE has to be worn all the time and until the worker is away from the contaminated air.

- Put on and wear the respirator in accordance with your training and the manufacturer's instructions.
- Carry out a fit check in accordance with your training and the manufacturer's instructions.
- If the worker wears spectacles, they should ensure they do not create a gap between the mask and face.
- Put the overall hood over the straps.
- At the end of the shift, take off RPE last and, if it is disposable, put it in the asbestos waste.
- For non-disposable RPE, clean after use and store in a safe place away from contamination.
- With half-mask respirators, change filters regularly – your supplier may be able to advise you how often. Dispose of used filters as asbestos waste.

Maintenance of non-disposable equipment

- Keep RPE clean and in good working order – follow the manufacturer's instructions.
- Inspect and check RPE for damage every time. Carry out thorough checks monthly (or every three months if used infrequently). Inspect all parts including valves and seals. Replace the respirator as appropriate.

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em7

asbestos
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Using damp rags to clean surfaces of minor asbestos contamination

Equipment and method sheet

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check what you're working on before you start.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.



Wiping up debris with a damp rag

What this sheet covers

This sheet explains how to use rags to clean minor asbestos contamination from smooth, non-absorbent surfaces and equipment.

Equipment

- Bucket of water
- Either cotton rags that do not shed fluff onto clean surfaces, or impregnated rags (eg 'Tak' rags)
- Adhesive tape, to collect small dust deposits
- Asbestos waste bag
- Clear polythene bag

Procedures

- Pick up bigger pieces of debris and put them in a suitable waste container.

Rags

- Impregnated rags do not need soaking.
- Soak the cotton rag in water. Fold in half or quarters. Wring it out.
- Wipe the contaminated surface.
- Refold the rag to give a clean surface.
- Repeat until you have used all the clean surfaces of the rag.
- Put the used rag in a bag. Get a clean rag and repeat cleaning until all surfaces are clean.

Tape

- Tape is only useful for removing small dust deposits. Surfaces may need repeated tape applications.
- Place a strip of tape over the contaminated surface. Peel it off slowly.
- Put the used tape in a bag. Repeat with a fresh piece.

Caution

Never resoak a contaminated rag; this contaminates the water. Make sure you have enough rags for adequate clean-up.

Wastes

- Put bags of used rags and tape in a suitable asbestos waste bag.
- Tape the bag closed.
- You need to ensure you have enough rags to avoid contaminating the water.
- See sheet em9 for disposal.

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em8

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Personal decontamination

Equipment and method sheet

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check what you're working on before you start.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.

What this sheet covers

This sheet describes how to decontaminate yourself after work with asbestos materials.

Personal decontamination is easier when you wear the correct personal protective equipment (PPE).

You need to decontaminate yourself properly, otherwise you may take asbestos fibres home on your clothing and expose your family and friends.

Procedures

Removing and decontaminating PPE

- Clean your boots with damp rags – see sheet em7.
- Where available, clean your overalls with the brush attachment on a Class H vacuum cleaner. Vacuum off the brush.
- Otherwise, use damp rags in a gentle 'patting' action. Rubbing can disturb fibres.
- Where there are two workers, they can help to clean each other.
- Peel off disposable overalls. They should be inside out when they have been removed. Put them in a suitable asbestos waste bag.
- Bag up reusable overalls for a specialist laundry.
- Finally, remove your respiratory protective equipment (RPE) in accordance with em6.
- Tape the bag closed.



'Buddy' cleaning using a Class H vacuum cleaner



Make sure you restrict access



Cleaning with damp rag using patting action

Personal decontamination

- A suitable location for personal decontamination should be considered as part of the planning before the job commences.
- Can you use site washing facilities? If so, they must be for your use only.
- Keep other people out during personal decontamination, and until you have cleaned the facilities.
- Wash every time you leave the work area.
- Use damp rags to clean the washing facilities at the end of the job.
- Clean the facilities daily if the job lasts more than one day.
- Inspect the facilities visually once the job is finished.
- Clearance air sampling is not normally needed for washing facilities.
- See sheet em9 for disposal of asbestos waste.

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Disposal of asbestos waste

Equipment and method sheet

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Check what you're working on before you start.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.

What this sheet covers

This sheet describes good practice when you need to dispose of asbestos waste.

Any asbestos product or material that is ready for disposal is defined as asbestos waste. Asbestos waste also includes contaminated building materials, tools that cannot be decontaminated, personal protective equipment and damp rags used for cleaning. If in doubt, always treat waste as 'Hazardous' or 'Special'. See the table for more details.

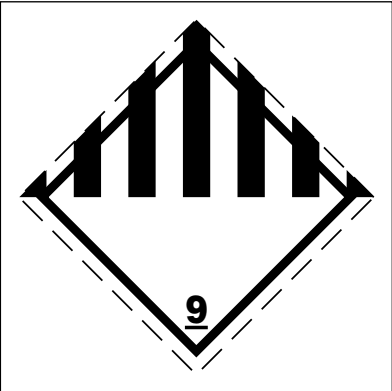
England and Wales	Asbestos waste is 'Hazardous Waste' when it contains more than 0.1 % asbestos. The Hazardous Waste Regulations 2005 apply. Complete a Hazardous Waste Consignment Note. Contact the Environment Agency for more information in England. Contact Natural Resources Wales for more information in Wales.
Scotland	Asbestos waste is 'Special Waste' when it contains more than 0.1 % asbestos. The Special Waste Amendment (Scotland) Regulations 2004 apply. Complete a Hazardous Waste Consignment Note. Contact the Scottish Environment Protection Agency for more information.
England, Scotland and Wales	All asbestos waste is subject to Schedule 2 of The Control of Asbestos Regulations 2012 and most waste is subject to The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG 2009). CDG does not apply to firmly-bound asbestos – asbestos cement or articles with asbestos reinforcement which do not release hazardous or respirable fibres easily. However, the hazardous and special waste regulations still apply. CDG applies for all other asbestos waste.

Caution: Don't mix asbestos waste with other waste to get below 0.1 %.

- Waste must be packed in UN-approved packaging with a CDG hazard label and asbestos code information visible.
- Double-wrap and label asbestos waste. Standard practice is to use a red inner bag with asbestos warnings, and a clear outer bag with the CDG label, if required.

Caution

Don't overfill bags.
Beware of sharp objects that could puncture plastic.



Vehicle placard

- Avoid breaking up large pieces of asbestos waste. Instead double wrap in suitable polythene sheeting (1000-gauge) and label accordingly.
- To transport waste, you need a waste carriers licence.
- If you carry waste, use a sealed skip, or a vehicle with the following:
 - segregated compartment for asbestos;
 - easily cleanable;
 - lockable (it is not good enough to throw sheeting over a standard skip).
- Otherwise, arrange for transport by a registered waste carrier.
- Safe disposal – make sure you use a licensed disposal site.
- Complete a Waste Consignment Note. Keep copies of these documents for three years.



All waste should be double-bagged or double-wrapped in plastic sheeting, with the correct hazard warning signs attached



Asbestos warning sign



Use a lockable skip for asbestos cement sheet



It is not good enough to throw sheeting over a standard skip

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em10

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Statement of cleanliness after textured coating removal

Equipment and method sheet

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

What this sheet covers

This sheet is intended for trained contractors who remove textured coatings.

It sets out a model statement to issue to the client, premises owner or the occupier.

A statement of cleanliness is normally only required for large-scale removal and if an enclosure is used.

Procedures

- After removing textured coating, you need to let the client know the premises are safe to use again.
- Before you do this you need to be sure that textured coating has been removed, as agreed, and all debris cleaned up.
- The next page shows an example of a form to give to the client, premises owner or occupier.

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Regarding the removal of textured coating from

Location

Address

on

Date

The removal work consisted of (job description):

by (name of contractor)

(contractor's address)

I have checked that textured coating was removed and the area was cleaned thoroughly.

I inspected the following areas to make sure that there were no visible traces of dust or debris:

(Areas inspected)

I am satisfied that the area can be returned to normal use.

Signed

Print name (capitals)

Date