

Northampton Roman Catholic Diocesan Trust

Asbestos Policy and Procedures

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Statement of Intent

The Northampton Roman Catholic Diocesan Trust (the Diocese) recognises and accepts its legal responsibilities for health, safety and welfare as detailed in the Health and Safety at Work etc. Act 1974. It is the policy of the Diocese to develop and ensure a safe, healthy and supportive environment for all Priests, employees, parishioners, voluntary works, visitors and contractors.

The Diocese is fully committed to the policy and regards it as having the highest priority and will ensure that all reasonable steps are taken to implement the policy.

In respect to the safe management of asbestos containing materials (ACMs) the Diocese is committed to protecting individuals who occupy or visit Diocese premises from the health risks associated with ACMs.

The Diocese will operate an Asbestos Management Policy, as incorporated into the Health and Safety Policy, for the safe management of ACMs and will maintain and implement procedures and arrangements to meet Diocese policies.

Anyone who occupies Diocese premises will be required to co-operate with charged with the safe management of ACMs at the premises.

Any person working or visiting Diocese premises will be required to take all reasonably practicable steps to see that their activities, and the consequences of their actions, comply with the statutory obligations, arrangements and procedures set out under this Policy.

Employees, including clergy, voluntary workers and contractors who work at Diocese premises, will be informed of the location, type and condition of known or presumed ACMs in the locations they are permitted to occupy together with an indication of the potential exposure risk.

The key points of this Asbestos Management Policy are:

- No materials containing asbestos will be used within Diocese premises for the purposes of re-instatement repair or replacement.
- No employee or voluntary worker, including clergy, shall work on or with ACMs.
- For those premises for which the Diocese holds duties as 'duty holder', as defined in the Control of Asbestos Regulations 2012 (CAR 2012), the Diocese will assess premises, constructed prior to 2000, for the presence and condition of ACMs and the potential risk of exposure to asbestos airborne fibres to building occupants.
- The findings from such assessments will be recorded in an Asbestos Register and where necessary control and management actions will be implemented to manage, remove or treat ACMs in order to eliminate or minimise the risk of exposure to asbestos airborne fibres to building occupants.
- All required actions will be set out in an Asbestos Management Plan (AMP). The AMP will be reviewed and updated as necessary on an annual basis.
- Training, instruction and awareness will be provided for employees in the safe management of ACMs and will be appropriate to the individual's job role and place of work.
- Any other person likely to be at risk from ACMs will be provided with suitable information on the location and associated risk of known ACMs at Diocese premises.
- All service providers and contractors must be able to demonstrate to the Diocese that their employees, when working at Diocese premises where ACMs or presumed ACMs or known to be present, have received suitable and appropriate training on the risk and management of ACMs in respect to their work activities.
- Competent persons will be appointed to provide specialist services to meet the requirements of this policy.
- Certain job roles at the Diocese will include responsibilities for the delivery and implementation of the policy.
- Where changes in the use, occupancy, ownership of premises, or for any incidents involving the disturbance of ACMs, or any other obligation relating to the management of ACMs, will be monitored and the feedback used to review the policy.

The Policy is approved by the Bishop on behalf of The Northampton Roman Catholic Diocesan Trust.

Signed:

Position:

Date:

PART A: OVERVIEW

A1: Introduction

This Asbestos Management Policy document sets out how the Diocese will aim to meet its statutory obligations and ensure in so far as is reasonably practicable, the safety of those working or occupying Diocese premises are not put at an unacceptable risk of exposure to airborne asbestos fibres. The Policy defines how the Diocese intends to safely manage asbestos containing materials (ACMs) at its premises and how compliance with relevant statutory obligations will be achieved.

It is the aim of the Diocese to meet the requirements of the Policy through the implementation of arrangements and procedures supported by procedural checklists and guidance notes contained in the Policy.

The Policy also defines the responsibilities of certain job roles within the Diocese as well as the responsibilities of those persons who occupy, visit and work Diocese premises.

All Diocese employees, including clergy, voluntary workers, parishioners, contractors and visitors have a duty of care to work and occupy Diocese premises in a safe manner and to comply with the requirements of the Policy.

In addition, contractors are also required to meet certain statutory obligations and responsibilities, when carrying out activities involving ACMs at Diocese's premises.

This document contains a statement of intent (as set out above), arrangements and procedures for implementing the policy and supporting information contained in the appendices.

A2: Legislative Requirements

For the purposes of maintaining effective risk management of ACMs at Diocese premises, this the policy, arrangements the procedures the Diocese will be implemented to meet the requirements of the Control of Asbestos Regulations 2012 (CAR 2012), associated Approved Codes of Practice (ACoP) and Guidance Notes as produced by the Health and Safety Executive (HSE) and accepted best practice.

Definition of the Dutyholder

In respect to this Policy, the definition of a Dutyholder is that defined in Regulation 4 of the Control of Asbestos Regulations 2012, namely and in summary, a Dutyholder is:

- a) every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access thereto or egress there-from; or;
- b) in relation to any part of non-domestic premises where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises, or any means of access thereto or egress there from.

The regulation also states that where there is more than one Dutyholder, the relative contribution to be made by each such person in complying with the Regulatory requirements will be determined by the nature and extent of the maintenance and repair obligation owed by that person.

The extent of this duty therefore, in most cases, will be determined by the degree of responsibility over matters concerning the fabric of the building and maintenance activities carried out at Diocese premises.

A3: Asbestos Containing Materials

Uses of Asbestos, Risks & Health Hazards

Asbestos is a naturally occurring silicate mineral which is fibrous in nature. Asbestos fibres are resistant to heat, fire, chemical attack and do not conduct electricity. It is for these reasons asbestos was used widely in many industries and in particular as a constituent in many construction materials installed in buildings during the 20th Century.

Disturbance of materials containing asbestos has the potential (if inhaled) to lead to asbestos related ill health effects including; asbestosis, mesothelioma, lung cancer and pleural plaques.

Typically, the time from exposure to diagnosis of an asbestos related disease can be between 15-60 years.

It is not illegal to have asbestos within a building; however, there are legal duties covering general safety and the need to prevent or minimise exposure to asbestos fibres.

It is important to understand that the condition of ACMs within a building may affect the safety of the building occupants and therefore, ACMs must not be in a condition that results in (or is likely to result in) asbestos fibres becoming airborne in circumstances where the fibres can be inhaled by building occupants.

Types of Asbestos

Six types of asbestos were mined and commercially exploited. The three most common types of asbestos are:

- Chrysotile (white asbestos)
- Grunerite (Amosite - brown asbestos)
- Crocidolite (blue asbestos)
- The other forms of fibre types which found more rarely are:
- Anthophyllite, Tremolite and Actinolite.

All types of asbestos are generally accepted to cause lung damage and should be regarded with the same degree of caution.

The type of material in which asbestos can be found is important in determining the risk to health as some materials release asbestos fibres into the atmosphere more readily than other types.

The main type of asbestos containing materials found in buildings, in ascending degree of risk, tend to be:



The Location of ACMs in Buildings

Materials containing asbestos was permitted in buildings up to the late 1990's and much of it is still present. Law in the UK prohibited all types of ACM products for use in buildings materials in November 1999.

The most common uses of asbestos containing materials within buildings were:

Type of asbestos containing material	Uses
Vinyl floor coverings, textured coating and plastics	Roofing felt, damp-proof material, vinyl floor tiles and some thermoplastics; some textured coatings to walls and ceilings.
Asbestos Cement: Produced as profiled and flat sheeting and moulded products	Roofs, partitioning, shuttering, soffits, rain water goods, water tanks, flue pipes, roof tiles/slates, decorative finishes
Asbestos Insulating Board (AIB): Used for fire protection, insulation and as a general building board (under various trade names, such as 'Asbestolux')	Wall partitions, ceiling tiles, ducts, wall linings, fire breaks, fire protection on doors, canopies panels to heating units and switchgear.
Asbestos Rope/Cloth	Gaskets and seals to boilers and flues, fire blankets, protective curtains
Insulation:	On pipework, boilers and pressure vessels and ducting
Spray coating Used for fire protection and/or thermal and acoustic insulation	On structural steelwork, concrete walls, soffits/ceilings

The general approach to asbestos risk by the Diocese

Due to the general ban in the use of ACMs in the United Kingdom after 1999, buildings constructed after that year should by law, not contain ACMs.

Buildings can be classified into broad risk categories based upon construction age:

- **High Risk: Constructed or refurbished before 1987**
- **Medium Risk: Constructed between 1987 and 1994**
- **Low Risk: Constructed between 1994 up to and including 1999**
- No Risk Constructed after 1999.

On the basis of the above, it is the policy of Diocese to make an assessment of the location and condition of ACMs of its premises built before 2000.

PART B: ARRANGEMENTS

B1: Responsibilities

Introduction

This section sets out the individual responsibilities for the safe management of asbestos containing materials with Diocese premises. This Policy operates under the requirements of the Diocese Health and Safety Policy.

THE BISHOP

The Bishop has overall responsibility for health, safety and welfare within the Diocese and will ensure all necessary and appropriate actions are implemented to ensure that legislative requirements and statutory instruments are met in full. This will be achieved through the requirements, set out under the Diocese Asbestos Management Policy.

The Bishop will see that adequate resources are provided to those who have been delegated responsibility for the implementation of the Policy.

THE BOARD OF TRUSTEES

The Board of Governors has elected to take joint responsibility of ensuring this Policy is implemented through the sub Committee for Health and Safety and that adequate and resources are made available within the Diocese to ensure the aims and objectives of the Policy are achieved.

DIRECTOR OF FINANCE AND DEVELOPMENT

In addition to the requirements set out for this role within the Diocese Health and Safety Policy, the Director of Finance and Development will see that suitable management and co-ordination of activities are in place to achieve compliance with the Policy. The Director will act as the Responsible Person on behalf of the Diocese and will delegate certain duties and responsibilities to the Property Administrator for the day to day compliance of statutory obligations, as defined in the Policy.

The Director will be responsible for implementing an annual review and update of the Policy, arrangements and procedures.

In addition, the Director will be responsible for implementing the Diocese Asbestos Management Plan (AMP) and will ensure that there is an annual review and update of the Plan.

PROPERTY ADMINISTRATOR

In addition to the requirements set out for this role within the Diocese Health and Safety Policy, the Property Administrator will manage and co-ordinate compliance with the requirements set out in the Asbestos Policy.

The Property Administrator will hold certain Responsible Person duties as delegated to them by the Director of Finance and Development, on behalf of the Diocese. The responsibilities will be in respect to the day to day implementation of policy and procedures to ensure, in so far as reasonably practicable that the Policy arrangements and procedures are implemented at Diocese premises.

The Property Administrator will see that the actions set out in the Diocese Asbestos Management Plan (AMP) are implemented and the AMP is updated once actions are completed.

The Property Administrator will monitor the progress of actions set out in the AMP and report to the Director of Finance and Development of uncompleted actions so that the plan be reviewed and amended as necessary and remedial actions are implemented.

THE DIOCESE SURVEYOR

In addition to the requirements set out for this role within the Diocese Health and Safety Policy, where the Diocese Surveyor is required to plan, manage, commission, procure or oversee planned and reactive maintenance works, redevelopment or demolition of premises on behalf of the Diocese the Surveyor must ensure suitable and sufficient assessments are carried out, by competent persons, and adequate remedial and control actions are put in place, as necessary, to ensure any ACMs are managed safely and in accordance with this Policy.

It will be responsibility of the of the Diocese Surveyor to carry out, as part of routine inspections and condition surveys at Diocese premises to assess the condition of known or presumed ACMs which

have been identified as Low or Very Low Risk.

PARISH PRIEST OR PRIEST IN CHARGE

In addition to the requirements set out for this role within the Diocese Health and Safety Policy, any Priest who holds responsibility for Diocese premises constructed before 2000, will act as Dutyholder for those premises and will ensure that:

- Any known or presumed ACMs are managed in safe condition and to prevent damage to ACMs in so far as is reasonably practicable.
- They fulfil the requirements of Dutyholder by ensuring that for premises under their control ACMs are assessed and a written Asbestos Register of ACMs is produced.
- Regular re-inspections are carried out to determine if ACMs remain in a safe condition and to see that a record the findings of any such re-inspection is made and the Asbestos Register is kept up to date.
- Ensure that for any persons carrying out maintenance and repair works at premises under their control are made aware of the location, condition of ACMs in the areas those persons will work. This will be best achieved by making available a copy of the Asbestos Register before works are planned and carried out.
- Inform the Property Administrator of any damage which has occurred to known or suspect ACMs within their premises and to follow the Emergency Procedures set out in this Policy.
- They co-operate and comply with the requirements of the Diocese Asbestos Management Plan.

PARISH SAFETY OFFICER

In addition to the requirements set out for this role, within the Diocese Health and Safety Policy, a Parish Safety Officer will assist the Parish Priest, or the Priest in Charge, meet the Dutyholder obligations by assisting:

- In managing known or presumed ACMs in a safe condition and to prevent damage to ACMs in so far as is reasonably practicable.
- ACMs are assessed and a written Asbestos Register of ACMs is produced.
- With regular re-inspections of ACMs remain to ensure the materials are managed in a safe condition and to see that a record the findings of any such re-inspection is made and the Asbestos Register is kept up to date.
- Ensure that for any person carrying out maintenance and repair works is made aware of the location, condition of ACMs in the areas those persons will work.
- Inform the Property Administrator of any damage has occurred to known or suspect ACMs and follow the Emergency Procedures set out in this Policy.
- Co-operate and comply with the requirements of the Diocese Asbestos Management Plan.

ALL EMPLOYEES & VOLUNTARY WORKERS

All employees and those carrying out voluntary work who occupy the Diocese premises are reminded of their legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 which requires employees & voluntary workers:

- To take reasonable care of the health and safety of themselves and of other persons who may be affected by their actions or omissions.
- To report to the Property Administrator immediately if they believe a suspect or known ACMs has become disturbed or damaged.
- To follow the Emergency Procedures set out in this Policy if they believe a known ACM has become damaged.

PARISHIONERS & VISITORS

Whilst occupying Diocese premises, parishioners & visitors have a general duty to be aware of the health and safety requirements and to take reasonable care for the health and safety of themselves

and of other persons who may be affected by what they do or fail to do during their course of their education.

If a parishioner or visitor becomes aware of damage to a Diocese building which causes concern that an ACMs may have become damaged, then they should report the incident to the Parish Priest or Priest in Charge.

ASBESTOS CONSULTANT

The role of the Asbestos Consultant is to assist the Diocese as a Competent Person for the safe management of ACMs at Diocese premises and to advise on compliance with relevant legislation and policy.

Diocese personnel involved in the managing of asbestos risk can seek advice and assistance from the Asbestos Consultant to help achieve their obligations and duties under this Policy.

The Asbestos Consultant's role may involve the delivery of a range of technical services, such as:

- Advice, guidance and technical support in the safe management of ACMs
- Asbestos surveys, investigations and re-inspections
- Sampling, testing of suspect materials
- Specifying abatement and remedial actions for managing ACMs in a safe condition
- Technical evaluation of planned remedial works

CONTRACTORS

All contractors must adhere to all relevant HSE ACoP and Guidance and the requirements of the Diocese Asbestos Policy. Contractors are required to make their own risk assessments and adopt appropriate safe methods of work before carrying out any activity at Diocese premises which may involve the disturbance of ACMs.

All contractors must ensure they have suitable and sufficient information relating to the location and condition of ACMs in the areas in which they intend to work and in good time before prior commencing planned works commencing.

In every instance it remains the responsibility of the contractor to ensure information obtained relation to the location and condition of ACMS at a Diocese premises is suitable of the preparation of the contractor's risk assessments and safe working methods. Where information on the location and condition of ACMs is not adequate the contractor must request further information or instruction from the Diocese

All contractors and their sub-contractors when carrying out work at Diocese premises must ensure that where they carry out work on, or adjacent to, suspected or known ACMs, that such work is carried out in accordance with the Control of Asbestos Regulations 2012 (CAR 2012).

B2: Asbestos Assessment & Register

Overview

The Diocese will adopt a risk assessment approach to meeting the requirements of Regulation 4 – Duty to Manage, as defined in the Control of Asbestos Regulations 2012 (CAR 2012).

The main mechanism for determining the risk posed by ACMs, for normal occupation will be by carrying out of suitable and sufficient assessments to determine the location, type, condition of ACMs and to assess the potential risk of exposure by building occupants to airborne asbestos fibres.

Assessments will normally be made by undertaking a survey or a re-inspection, in accordance with HSE Guidance Note HSG 264: The Survey Guide.

The survey or re-inspection will an assessment of the condition of identified or presumed ACMs and the potential of those materials to release fibres. This will allow Dutyholder to prioritise the need for action as part of the plan for managing asbestos.

A standardised assessment tool – The Material Assessment is defined in HSG 264 and provides a simple additive algorithm to assess the potential for fibre release and to enable ACMs to be ranked in a simple numerical order

Material Assessment algorithm

The main factors influencing fibre release are given a score which when added together provide a material assessment rating. The four main parameters which determine the amount of fibre released from an ACM when subject to disturbance are:

- Product type
- Extent of damage or deterioration
- Surface treatment
- Asbestos type

Materials with assessment scores of 10 or more are rated as having a high potential to release fibres, if disturbed. Scores of between 7 and 9 are regarded as having a medium potential, and between 5 and 6 a low potential. Scores of 4 or less have a very low potential to release fibres. Non-asbestos materials are not scored.

The Material Assessment Scores can be categorised as:

Material Assessment Score	Risk Category
1 to 4	Very Low
5 to 6	Low
7 to 9	Medium
10 or above	High

Asbestos Register

Where the Diocese holds Dutyholder responsibilities it will maintain a register of identified or presumed ACMs. The register will be held on the Diocese Asbestos Register with copies of registers held at each Parish where premises have been assessed to have ACMs present.

The strategy for maintaining and updating the Register will be based upon an annual programme of:

- Assessments of buildings constructed pre-2000.
- Adequate and appropriate surveys/assessments, as required by various planned works.
- Re-inspections of known or presumed ACMs.

Assessments will be prioritised in terms of risk upon the following criteria:

- Construction age.
- Building occupation and use.
- Void properties.
- Premises where works are to be carried out.
- Acquisition of premises.

Where there is a potential to disturb ACMs as part of maintenance, repair, refurbishment or demolition works, the Diocese will carry out, or require those in control of such works to carry out, suitable and sufficient assessments, in line with Guidance Notes produced by the Health and Safety Executive.

The premises Asbestos Registers are available to those who are responsible for the management of ACMs as part of any maintenance, repair, refurbishment, or demolition works carried out at Diocese premises or for those persons who have a responsibility to manage Diocese premises.

Re-Inspections

The Diocese will carry out regular inspections of known or presumed ACMs.

The frequency of inspections will be determined by the risk posed by the type and location of ACMs or presumed ACMs, the use and occupancy of a premises and the potential for those materials to be disturbed during normal occupation.

The Property Administrator, with assistance from the Asbestos Consultant, will prepare an annual

programme of re-inspections and assessments and update the Register accordingly.

All re-inspection findings and assessment data obtained will be recorded on Asbestos Register.

Frequency of Re-inspections

The frequency of re-inspections will depend on the highest Material Risk Assessment Score recorded for known or presumed ACMs at a Diocese premises.

The re-inspection frequency for Diocese premises will be:

Material Assessment Risk Score	Frequency
1 to 4	60 months
5 to 6	36 months
7 to 9	12 months

Where a survey assessment identifies a **High-Risk Score of 10 or above**, it will be the Policy of the Diocese to deal immediately with the item in order to make it safe and to reduce the Material Risk Score to the lowest score possible.

Non- asbestos assessment

Where premises assessed as unlikely to contain ACMs due to the construction age, i.e. post 2000, the Diocese will use a Non-Asbestos Assessment document to record such premises have been assessed.

The Non-Asbestos Assessment will be stored on the Asbestos Register.

B3: Asbestos Management Plan

The Diocese will produce and maintain an overarching Asbestos Management Plan (AMP) for the continued safe management of asbestos risk at Diocese premises.

The content of the AMP will follow the guidance set out in Approved Code of Practice (ACoP) - Managing and working with asbestos (Second edition) L143, published in 2013. The ACoP provides guidance on the specific duty, under CAR 2012, which requires to manage asbestos in a safe condition.

The ACoP has special legal status and failure to meet the relevant provisions may result in prosecution under health and safety law.

The AMP will contain a series of Control Actions and Management Actions prioritised to fulfil the criteria of Paragraph 129 of the ACoP.

As a minimum, the AMP will be reviewed every 12 months. It will also be reviewed if there is reason to believe that circumstances have changed (e.g. there is a change of use of building, where work has resulted in ACMs have been removed or repaired etc).

B4: Working with Asbestos Containing Materials

It is the Policy of the Diocese that no Priest, employee or voluntary worker shall work with ACMs.

All works should be carried out in accordance with the Control of Asbestos Regulations 2012 (CAR 2012) and follow all relevant HSE ACoP and Guidance.

Work with ACMs is classified into the following types of work:

- Notifiable Licensed Work
- Notifiable Non-Licensed Work
- Non-Notifiable Work

All Notifiable Licensed and Notifiable Non-Licensed work with ACMs will be carried out by a suitable contractor that meets the following approval criteria:

- Hold a current Licence issued by HSE
- Have suitable insurances cover for carrying out such work (public liability to a minimum £5 million, Employers Liability cover of £10million). The contractor must provide evidence of the

correct insurance cover upon request.

- The contractor employs suitably trained operatives for the type of work it will undertake with ACMs at Diocese premises. The contractor must provide valid training certificates upon request.
- The contractor should be a member of a suitable professional organisation such as ARCA, or ACAD.

All non-licensed works will be carried out in accordance with the CAR 2012 and follow the guidance as set out in the HSE series of Guidance Notes – Asbestos Essentials. (see Appendix 1 for the list of Asbestos Essential guidance notes).

B5: Emergency Response

Where confirmed ACMs or suspect ACMs have been disturbed accidentally or where existing control measures have been breached the Diocese will operate an Emergency Response Procedure to prevent or reduce potential exposure to airborne asbestos fibres within its premises. (see Section C4: Emergency Response Procedure).

If the incident has involved the disturbance of known ACMs and there has been a potential exposure to asbestos airborne fibres to persons occupying Diocese premises, the Director of Finance and Development will arrange for an assessment to be made by the Asbestos Consultant.

The Director of Finance and Development will see that an Incident/hazard Report is completed and will liaise with the Health and Safety Executive (HSE) or other enforcement authorities following an incident.

B6: Training & Instruction

For those individuals whose work activities require them to occupy premises that contain ACMs, appropriate and adequate instruction and awareness on the relative risk that ACMs pose will be provided by the Diocese. The level of information and instruction will depend on the location and condition of ACMs at the premises and the potential for those employees to be exposed to asbestos airborne fibres during their normal work activities.

Diocese employees who are involved in some aspect of managing ACMs will be provided with suitable and appropriate awareness training.

A record of when information or training was provided will be kept on employees training records.

Awareness training will be provided by competent persons and the content of the training shall meet the requirements of Regulation 10 of CAR 2012.

For those individuals who are involved with the assessment and management of ACMs shall receive regular legislation or guidance updates to keep them informed of the statutory requirements in respect to asbestos risk management.

B7: Contractors

When the Diocese appoints contractors to carry out work at its premises which or are likely to involve work with ACMs including removal, decontamination, encapsulation, or repairs, the Diocese will ensure their appointed contractors:

- a. hold a current license issued by the HSE for all Notifiable works (see section C3: Work with Asbestos Containing Materials);
- b. are able to demonstrate that it has adequate control procedures in place and its operatives are appropriately trained to safely carry out work with ACMs;
- c. are on the Diocese approved contractors list;
- d. hold sufficient insurance cover - (e.g. Employers, Public Liability and Professional Indemnity if available);
- e. can show, in respect of Notifiable works that it is a member of a relevant trade organisation, e.g. the Asbestos Removal Contractors Association (ARCA);

- f. can provide documented evidence to give reasonable assurance that their work will be undertaken safely and without risks to health, including a site specific risk assessment and detailed plan of work (RAMS), exposure assessments, training records, details of sub-contractors, waste disposal procedures, and other relevant documents as requested by the Diocese;
- g. has no enforcement action pending or have been subject to enforcement actions issued by the HSE or Local Environmental Officer, or prosecution within the last 5 years in respect to working with ACMs;
- h. Seek advice and guidance from its Asbestos Consultant on the pre-qualifying contractors in respect to the competency and suitability of nominated contractors.

The Diocese will hold a list of approved licensed contractors for Notifiable Licensed and Notifiable Non-Licensed Work. The list of approved contractors is held by the Head of Estates Health & Safety Manager.

B8: Asbestos Consultants & Testing Companies

When the Diocese has a requirement to carry out testing, inspections, sampling, measuring fibre concentrations in the air, or for identifying asbestos types in suspect materials it will ensure such organisations who provide these services hold United Kingdom Accreditation Service (UKAS) accreditation for the following quality standards:

- ISO 17025 for air sampling, and fibre counting and sample fibre identification.
- ISO 17020 for inspection (surveying) and bulk sampling.

B9: Property Acquisitions

In circumstances in which Diocese plans to acquire or occupy other premises, built before 2000, those responsible for the purchase arrangements will, as part of a due diligence process, see that an up to date asbestos register is available from the vendor or landlord.

Where no suitable register is available, the Diocese should consider prior to completing any property acquisition, carry out a suitable assessment by commissioning an asbestos survey.

B10: Performance Measuring and Monitoring

The Director of Finance and Development will carry out reviews from time to time to provide assurance that consultants and contractors are meeting their obligations to a satisfactory standard in respect to the requirements of this Policy.

The areas for review will include but may not be restricted to:

- Response performance.
- Quality and completeness deliverables, e.g. reports, plan of works, certification.
- Resource management.
- Feedback obtained from the relevant Diocese management teams.
- Feedback from enforcing authorities following their visits.
- Progress against targets as set out in the Diocese AMP.

B11: Incidents, Non-Conformances & Corrective Actions

All asbestos related incidents must be reported to the Director of Finance and Development Manager.

Where there has been a potential asbestos fibre release the incident will be investigated with assistance from the Asbestos Consultant.

The Director of Finance and Development will liaise with the Health and Safety Executive (HSE) or other enforcement authorities following an incident.

In order to prevent further incidents or non-compliances of a similar nature, the Director of Finance and Development will request the Asbestos Consultant to make an assessment of the incident and request recommendations on proposed corrective actions. Those corrective actions may be incorporated in to Policy arrangements or AMP.

Non-conformances or poor compliance by consultants, contractors or third parties managing asbestos on behalf of Diocese should be reported to the Director of Finance and Development so that a profile of strong and weak performers can be compiled.

In circumstances in which uncontrolled disturbance of ACMs occurs, the Director of Finance and Development will prepare an incident report, and in conjunction with the Asbestos Consultant, review the safe working procedures in place at the time of the incident so that necessary measures to prevent a similar incident occurring can be implemented.

The Director of Finance and Development should be informed as soon as practicable of direct contact by the HSE or any other enforcement body with Diocese personnel or a contractor working on behalf of the Diocese, in relation to queries or investigations concerning ACMs at Diocese premises.

Where the Diocese is required to respond to queries or actions from enforcement agencies, employees, students or visitors, the following escalation process will be implemented:

Action received	Recommended response
Verbal advice or request.	Respond as requested – take advice, if necessary, from the Property Administrator, provide safety advice to the appropriate individuals involved.
Letter	Copy letter to the Director of Finance and Development. Acknowledge & respond taking necessary advice if required.
Improvement Notice	Contact the Director of Finance and Development who will respond within timescales agreed and liaise with the Asbestos Consultant, if required, on any remedial and or corrective actions to meet the Improvement Notice.
Prohibition Notice	The Director of Finance and Development will deal with the response and outcomes in relation to a Prohibition Notice.
Initiation of a prosecution or civil action	As above.

B12: Documents & Records Relating to ACMs

All relevant documents relating to ACMs including any summaries, registers, or plans will be retained and archived for a minimum of 6 years. Documents relating or used to make assessments of exposure to airborne asbestos fibres must be retained for up to 40 years.

Any summary of results must contain suitable quantifiable data about airborne fibre levels to enable an assessment of an individual's average exposure levels, for different types of work activities as carried out by the individual or to assess the prevailing condition of ACMs at the time of the potential exposure.

B13: Policy Review

An annual review will take place by the Director of Finance and Development together with the Asbestos Consultant and any other persons nominated by the Director of Finance and Development.

The review will assess any changes to policy, procedures and arrangements or the AMP as necessary.

The review will consider the general operational requirements of the Diocese re-development plans, planned maintenance schemes, or changes in legislation.

PART C: PROCEDURES

C1: EMERGENCY RESPONSE PROCEDURE

Policy

Where confirmed ACMs or suspect ACMs have been disturbed accidentally or where existing control measures have been breached the Diocese will operate an Emergency Response Procedure to prevent or reduce potential exposure airborne asbestos fibres within its premises.

If the incident has involved the disturbance of known ACMs and there has been a potential exposure to asbestos airborne fibres to persons working or occupying the premises, the Director of Finance and Development will arrange for an assessment to be made by the Asbestos Consultant.

The Director of Finance and Development will see that an Incident/hazard Report is completed and will liaise with the Health and Safety Executive (HSE) or other enforcement authorities following an incident.

On the discovery of damaged suspect materials

If any person discovers known or suspect ACMs in a damaged or poor condition, they should follow the Emergency Procedure and immediately inform the Property Administrator.

The damaged material should not be disturbed, and no attempt should be made to dispose or repair the material without the explicit authorisation of the Property Administrator.

If the suspect material is in a poor or damaged condition and is likely to give rise to airborne fibres, then access in to the area should be prevented by:

- a) Closing all doors and windows in the immediate vicinity.
- b) Informing people not to enter the area.
- c) Fixing at each entrance warning signage bearing the words "NO ENTRY: Contact the Property Administrator " in red on a white background and of prominent size and location.
- d) Cordon off the area with barrier tape or temporary segregation to prevent the immediate spread of asbestos fibre until the exposure risk is known.

If the disturbed or damaged material has not been confirmed as an ACM, the Property Administrator Director will arrange to:

- a) Restrict access in to the area.
- b) Instruct the Asbestos consultant to take sample(s) of the materials for analysis.
- c) Prepare an incident report.
- d) Seek advice and guidance, if needed, on any measures considered necessary to minimise the risk to health in the interim period.

No person shall interfere with the suspect material or cause the material to be disturbed without prior consultation with the Health & Safety Manager.

If the incident has involved the disturbance of ACMs and there has been a potential exposure to asbestos airborne fibres to persons working or occupying the premises, the Director of Finance and Development will arrange for an assessment to be made by the Asbestos Consultant.

The Director of Finance and Development will see that an Incident/hazard Report is completed and will liaise with the Health and Safety Executive (HSE) or other enforcement authorities following an incident, once the findings of the assessment are known.

C2: ASBESTOS SURVEYS & ASSESSMENTS

Purpose of an asbestos survey

The purpose of a survey is to make an assessment on the location; type extent and condition and exposure potential of ACMs is to.

- Facilitate in the management of ACMs at Diocese premises.
- Assess, in so far as is reasonably practicable, the location, extent and condition of ACMs.
- Assess damage or deterioration of identified ACMs or presumed ACMs.
- Prepare, and maintain a record of ACMs, in the form of a register.
- Enable the implementation of plan for the safe management of ACMs within an Asbestos Management Plan (AMP) so as to maintain those materials in a safe condition, prevent disturbance and exposure by building occupants to airborne asbestos fibres.
- Enable implementation of appropriate control and management actions for any necessary remedial work, with measures to maintain those materials in a good and safe condition and comply with legal requirements
- Enable for the identification of ACMs that may need removing prior to maintenance, refurbishment or demolition works.

Management Surveys

Management Surveys are carried out to locate, as far as is reasonably practicable the presence and extent of any suspect ACMs which could be damaged or disturbed during normal occupation including, any foreseeable maintenance and installation works.

This type of survey will usually involve representative sampling of suspect materials for analysis, to determine the presence or absence of asbestos fibre.

A Management Survey can also include presuming a material or area contains or does not contain asbestos, in combination with sampling of suspect materials.

The scope of the survey must be clearly defined. Ideally both internal and external parts of a building should be surveyed at the same time. However, where there is a specific requirement to survey only part of a building the Asbestos Register should be clear as to what parts have been investigated.

The survey may include some intrusive investigations as is necessary for foreseeable maintenance and repair activities.

The findings and scope of a Management Survey should include a Material Assessment - see Section B2 above or the Material Assessment section below for an explanation of the Material Risk Assessment Score.

Refurbishment and Demolition Surveys

This type of survey is required before any refurbishment or demolition work is carried out in premises that are likely or is known to contain ACMs.

A Refurbishment and Demolition survey should be carried out to locate and describe, as far as is reasonably practicable, all ACMs in areas where refurbishment or demolition work will take place.

The survey will be intrusive and involve the opening up of building fabric to investigate voids and cavities and those areas which are difficult to reach.

This type of survey may also be required in circumstances where intrusive maintenance, repair and installation work is required or where plant is to be removed or dismantled.

Re-inspection Surveys

At Diocese premises where an assessment has identified materials categorised as Medium Risk (see B2 above) the Diocese will employ the Asbestos Consultant to carry out a re-inspection of those materials and update the Asbestos Register.

C2: ASBESTOS SURVEYS & ASSESSMENTS

At premises where only Low or Very Low Risk materials have been identified the Diocese surveyor will carry out the re-inspection and update the Asbestos Register, as part of routine condition surveys.

Survey planning

Those persons commissioning surveys for ACMs should consider the purpose of the survey and what information should be provided to those carrying out the survey, namely:

- Site and location details and the scope of the survey investigations.
- The access arrangements.
- Access restrictions such as confined spaces or known concealed services, ongoing works and listed buildings restrictions or tenant issues which may limit the scope of the investigations.
- Why the survey is needed.
- What type(s) of survey is required.
- What format the report is required.

Material Assessments

Any Management Survey should include an assessment of the condition of the ACMs and the potential for the materials identified to release asbestos fibres when subject to disturbance.

The Material Assessment is defined in HSE Guidance Note HSG 264 and provides a simple additive algorithm to assess the potential for fibre release and to enable ACMs to be ranked in a simple numerical order.

Material Assessment algorithm

The main factors influencing fibre release are given a score which when added together provide a material assessment rating. The four main parameters which determine the amount of fibre released from an ACM when subject to disturbance are:

- Product type
- Extent of damage or deterioration
- Surface treatment
- Asbestos type

Materials with assessment scores of 10 or more are rated as having a **HIGH** potential to release fibres, if disturbed. Scores of between 7 and 9 are regarded as having a **MEDIUM** potential, and between 5 and 6 a **LOW** potential. Scores of 4 or less have a **VERY LOW** potential to release fibres. Non-asbestos materials are not scored.

The Material Assessment Scores can be categorised as:

Material Assessment Score	Risk Category
1 to 4	Very Low
5 to 6	Low
7 to 9	Medium
10 or above	High

C2: ASBESTOS SURVEYS & ASSESSMENTS

During the assessment

If during the investigations suspect or known ACMs are discovered in a poor state of repair which may easily give rise to further uncontrolled disturbance and potential exposure to airborne fibres, those carrying out the assessment should:

- Follow the Emergency Procedure and prevent or restrict access;
- Inform immediately the Property Administrator or in their absence the Director of Finance and Development;
- Liaise with the Asbestos Consultant any other person nominated by the Property Administrator.

Checking the survey data or report

On completion of an asbestos survey the following checks should be made to ensure the relevant risk assessment data has been obtained. These include:

- Bulk analysis results and certification;
- All drawings made available have been included in the report;
- The scope of the survey was as agreed;
- All the rooms and areas have been accessed;
- Sufficient samples have been taken in relation to the extent of the investigations and that there is not a disproportionate number of cross references of sample locations.

C3: WORK WITH ASBESTOS CONTAINING MATERIALS

Policy

It is the policy of the Diocese that no employee shall work with ACMs.

All work with ACMs must be carried out by contractors that:

- Hold a current license issued by the HSE for Notifiable Licenced works;
- Must prepare a written risk assessment and method statement (RAMS) and submit to Property Administrator prior to the work commencing;
- Can demonstrate that it has adequate control procedures in place and that its operatives are appropriately trained to carry out such work;
- Must provide written confirmation, with supporting training certificates, that operatives have received appropriate training to carry out work with ACMs are on the Diocese approved list;
- Have prepared and submitted specific risk assessments and method statements prior to all planned work.

HSE Guidance

All work with ACMs should be carried out in accordance with the control of Asbestos Regulations 2012 (CAR 2012) and follow the guidance as set out in the HSE series of Guidance Notes – Asbestos Essentials. (see Appendix 1 for list of asbestos Essential guidance notes). Risk assessments and method statements must be produced for all planned work with ACMs

Type of Work

Work with ACMs can be classified into the following types of work:

- Notifiable Licensed Work
- Notifiable Non-Licensed Work
- Non-Notifiable Work

Notifiable Licensed Work

Work involving the removal of thermal insulation, asbestos coatings (except minor works with decorative textured coatings) and asbestos insulation board is considered Notifiable Licensed Work.

This type of work must only be carried out by contractors holding a licence issued by the HSE (Licensed Contractor).

Notifiable Licenced work must be notified to the HSE not less than 14 days prior to the asbestos works commence.

The Contractor must submit to the Diocese not less than 14 days prior to any planned work written risk assessment and method statement (RAMS).

Notifiable Non-licensed Work (NNLW)

NNLW work means short duration maintenance and removal work with low risk ACMs.

Short duration work with low risk ACMs should only be sporadic and of low intensity and involve:

- Short, non-continuous maintenance activities in which only non-friable materials are handled, i.e. not thermal insulating or asbestos insulating boards and sprayed coatings
- Removal without deterioration of non-degraded materials in which the asbestos fibres are firmly linked or bound in a matrix;
- Encapsulation or sealing of asbestos-containing materials which are in good condition;
- Removal of textured decorative coatings where the method of removal requires deterioration of the material, e.g. where the material is treated by steam, hydrating gel etc and scraped off the underlying surface, or where it is very badly flood-damaged;
- Removal of asbestos paper and cardboard products if not firmly bonded in a matrix; or,

C3: WORK WITH ASBESTOS CONTAINING MATERIALS

- Removal of asbestos cement which is substantially degraded e.g. badly fire-damaged or de-laminated material, or where substantial breakage is unavoidable to achieve removal.

This type of work must only be carried out by contractors holding a licence issued by the HSE (Licensed Contractor).

Notifying the Works

Contractors must provide evidence that such work has been notified to the HSE prior to commencing work.

The Contractor must provide a copy of the ASB5 – Notification Form for all Notifiable Licensed Work or a copy of notification form ASBNNLW1 for NNLW work.

Where there is any doubt as to whether work with ACMs requires notifying guidance should in the first instance be sought from the Property Administrator.

Non-Notifiable Works

Non-Licensed Work in all cases is work with ACMs that are sporadic and of low intensity. The Diocese will only permit non-licensed contractors to carry out work with ACMs where the work is:

- Short, non-continuous maintenance work on asbestos cement, e.g. work on weathered AC roof tiles;
- Removal of asbestos cement products which are kept virtually intact;
- Short, non-continuous maintenance work on textured decorative coatings, e.g. drilling holes, inserting screws or painting;
- Small-scale maintenance work with textured decorative coatings when this can be achieved without deterioration of the material, e.g. by careful cutting around backing sheets to achieve removal intact;
- Removal, for example, of gaskets or asbestos rope cords from heating appliances, which can be left in situ for disposal or can be lifted out virtually intact, without substantial breakage;
- Removal of floor tiles or bitumen felt, when done with the appropriate controls, e.g. in line with Asbestos Essentials sheets a21 and a23;
- Work to enclose or seal asbestos materials that are in good condition (and that do not require a license);
- Air monitoring and control, and the collection and analysis of samples.

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Planning works

Those in control of the work must check the Asbestos Risk Register to determine if ACMs are likely to be disturbed as part of the works.

Where there is uncertainty as to the extent of ACMs then further investigations will be required to confirm if ACMs are present in the work areas.

The Asbestos Consultant may be consulted on compliance and best practice and if the scope and extent of the works is significant the Diocese should consider appointing the Consultant to prepare a technical scope of works and to visit site to assess site conditions.

Except for minor works either a technical specification or written scope of works should be prepared which sets out the Diocese requirements. For major asbestos abatement works a technical specification should be prepared by the Asbestos Consultant.

The technical specification or written scope of works should be issued to the contractors who are to be invited to submit costs for the works.

Major refurbishment or demolition works will require the appointment of a CDM-Coordinator (CDM-C) to meet the obligations set out in the Construction (Design and Management) Regulations 2007. Those, planning, designing and carrying out such out works should comply with any requests made from the CDM-C.

Risk assessment

Prior to any works with ACMs a suitable and sufficient risk assessment must be carried out.

The risk assessment should ensure that the scope of the proposed works is properly considered; potential risks are established to enable suitable work methods and control measures are put in place to prevent the uncontrolled disturbance of ACMs.

Any risk assessment should be completed in time to allow control measures to be implemented. The assessment process can also be assisted by involving employees who have specific site knowledge of buildings, plant and machinery in the work areas.

The risk assessment should be made by a competent person with adequate knowledge, training and expertise in understanding the risks from ACMs, how the work activity may disturb asbestos, the necessary precautions to minimise exposure to asbestos so that informed decisions on how the asbestos risks associated with the proposed works can be safely managed.

Note: In most circumstances all ACMs should be removed before demolition works. Any decision to leave ACMs in-situ should be determined based upon a suitable and sufficient risk assessment and not solely for commercial reasons.

Risk assessments and Method Statements (RAMS)

All work with ACMs must be subject to a suitable and sufficient risk assessment. Planned works with ACMs should not start unless a written plan or method statement has been prepared and submitted to the Property Administrator.

Site and work specific method statements or plans of work should clearly state how the work is to be safely carried out and include the information detailing:

- The nature and probable duration of the work;
- The scope of the work as identified by the risk assessment; location of enclosures and airlocks, location of skips, negative pressure units;
- A site plan to show where the works will take place;
- The number of persons involved in the work;
- The address and location where the work is to be carried out;
- Methods to be used to prevent or reduce exposure to asbestos;

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- Arrangements for keeping premises and plant clean;
- Arrangements for the handling and disposing of asbestos waste;
- Type of equipment, including Personal Protective Equipment PPE, used for the protection and decontamination and hygiene facilities of those carrying out the work and other people present at or near the worksite;
- Transit routes and decontamination arrangements;
- Air monitoring and clearance certification procedures;
- Emergency procedures.

For demolition or major refurbishment works, the plan of work must specify that all asbestos is to be removed, before work begins, where this is reasonably practicable, and where it does not cause a greater risk than if the asbestos had been left in-situ.

On completion of the works

Documents required for works with ACMs

- Written scope of works and technical specification;
- Contractor's risk assessments and method statement (RAMS);
- Notification to HSE: ASB5 for Notifiable Licensed Works or ASBNNLW1 for Notifiable Non-Licensed Work (NNLW);
- Purchase Order;
- Air Monitoring Certification;
- Certification of Re-occupation;
- Waste Consignment Notes.

All relevant documents, including any summaries, pertaining to the works shall be retained and archived for a minimum of 6 years. Any air monitoring results that have been used or could be used to assess exposure must be retained for up to 40 years.

Risk Assessments and Method Statements (RAMS)

All work with ACMs must be subject to a suitable and sufficient risk assessment. Planned works with ACMs should not start unless a written plan or method statement has been prepared and submitted to Property Administrator.

Site and work specific method statements or plans of work should clearly state how the work is to be safely carried out and include the information detailing:

- The nature and probable duration of the work;
- The scope of the work as identified by the risk assessment; location of enclosures and airlocks, location of skips, negative pressure units;
- A site plan to show where the works will take place;
- The number of persons involved in the work;
- The address and location where the work is to be carried out;
- Methods to be used to prevent or reduce exposure to asbestos;
- Arrangements for keeping premises and plant clean;
- Arrangements for the handling and disposing of asbestos waste;

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- Type of equipment, including Personal Protective Equipment PPE, used for the protection and decontamination and hygiene facilities of those carrying out the work and other people present at or near the worksite;
- Transit routes and decontamination arrangements;
- Air monitoring and clearance certification procedures;
- Emergency procedures.

For demolition or major refurbishment works, the plan of work must specify that all asbestos is to be removed, before work begins, where this is reasonably practicable, and where it does not cause a greater risk than if the asbestos had been left in-situ.

C4: ASBESTOS TESTING AND MONITORING PRE-QUALIFICATION CRITERIA

Asbestos testing and monitoring services

Any organisation that seeks to provide air testing and monitoring services in relation to ACMs must meet the following minimum requirements. This includes sampling and surveying works either employed directly by the Diocese or as a sub-contractor:

- The organisation should be accredited by the United Kingdom Accreditation Service (UKAS) to ISO 17020 for air sampling, fibre counting, bulk sampling and sample fibre identification;
- Demonstrate suitable competency, knowledge, experience and training;
- Have suitable professional indemnity cover for their activities and provide evidence of this (minimum cover expected £5million);
- Have other suitable insurances cover for carrying out such work (public liability minimum £5million, Employers Liability £10million) with no asbestos exclusions on cover;
- Confirm if any enforcement action taken against the organisation or its employees within the past 5 years and if so, what action was taken to prevent recurrence;
- Provide membership details of other relevant professional bodies or evidence of meeting accreditation criteria (e.g.: UKAS IOSH, BOHS, RICE, AIMS, BS EN ISO 9001);
- Provide an example risk assessment and Safety method statement to demonstrate the approach they would take to managing risks arising from their work;
- Not subcontract any of the services requested or use sub-contract labour without the Diocese approval.

APPENDICES

APPENDIX 1

LEGISLATION, HSE ACoP & HSE GUIDANCE NOTES

The Health and Safety at Work etc Act 1974

Control of Asbestos Regulations 2012

The Management of Health and Safety at Work (Amendment) Regulations 2012

Health and Safety Commission Approved Code of Practice, Work with asbestos containing materials (L143) CAR 2012.

Managing and working with asbestos, Control of Asbestos Regulations 2012 ACoP L143

Asbestos: The analysts' guide for sampling, analysis and clearance procedures HSG 248

Asbestos: The licensed contractors' guide HSG247

Asbestos licence assessment, amendment and revocation guide (ALAARG) HSE 50

Construction (Design and Management) Regulations 2007 Approved Code of Practice and guidance L144

Asbestos and man-made mineral fibres in buildings: Practical guidance DETR (Fourth edition)

BS EN ISO/IEC 17020: 2004 General criteria for the operation of various types of bodies performing inspection British Standards Institution

23 BS EN ISO/IEC 17025: 2005 General requirements for the competence of testing and calibration laboratories British Standards Institution.

Further information on statutory requirements, advice and guidance relating to asbestos can be found at the HSE web site: www.hse.gov.uk/asbestos/

APPENDIX 2

HSE Asbestos Essentials Series

Copies of all sheets listed below are available from the HSE Website at www.hse.gov.uk/asbestos/essentials

Sheet Number	Subject
a0	Advice on non-licensed work with asbestos
a1	Drilling holes in asbestos insulating board (AIB)
a2	Removing a single (screwed-in) asbestos insulating board (AIB) ceiling tile
a3	Removing a door with asbestos insulating board (AIB) fireproofing
a4	Removing a single asbestos insulation board (AIB) panel, less than 1m ² , fixed with nails or screws
a5	Cleaning light fittings attached to asbestos insulating board (AIB)
a6	Repairing minor damage to asbestos insulating board (AIB)
a7	Painting undamaged asbestos insulating board (AIB)
a8	Enclosing undamaged asbestos materials to prevent impact damage
a9	Drilling holes in asbestos cement (AC) and other highly bonded materials
a10	Cleaning debris from guttering on an asbestos cement (AC) roof
a11	Removing asbestos cement (AC) debris
a12	Cleaning weathered asbestos cement (AC) roofing and cladding
a13	Repairing damaged asbestos cement (AC)
a14	Removing asbestos cement (AC) sheets, gutters etc and dismantling a small AC structure
a15	Removing an asbestos cement (AC) or reinforced plastic product, e.g. tank, duct, water cistern
a16	Painting asbestos cement (AC) sheets
a17	Removing asbestos paper linings
a18	Removing asbestos friction linings
a19	Removing an asbestos fire blanket
a20	Laying cables in areas containing undamaged asbestos materials
a21	Removing asbestos containing bituminous products
a22	Removing metal cladding lined with asbestos containing bitumen

Sheet Number	Subject
a23	Removing asbestos containing floor tiles and mastic
a24	Removing flexible asbestos textile duct connectors (gaiters)
a25	Removing compressed asbestos fibre (CAF) gaskets and asbestos rope seals
a26	Drilling and boring through textured coatings
a27	Inserting and removing screws through textured coatings
a28	Removing textured coating from a small area, e.g. 1 square metre
a29	Clearing up debris following collapse of a ceiling or wall covered with textured coating
a30	Removing an asbestos containing 'Arc shield' from electrical switchgear
a31	Removing a single asbestos containing gas or electric heater
a32	Replacing an asbestos containing part in a 'period' domestic appliance
a33	Replacing an asbestos containing fuse box or a single fuse assembly
a34	Removing pins and nails from an asbestos insulating board (AIB) panel
a35	Replacing an asbestos cement (AC) flue or duct
a36	Removing an asbestos cement (AC) panel outside, beside or beneath a window
a37	Removing asbestos containing mastic, sealant, beading, filler, putty or fixing
a38	How to deal with fly tipped asbestos waste