

Scottish Veterans Residences

Asbestos Management

Policy

1st October 2019

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1. Introduction

This document brings Scottish Veterans Residences (SVR) existing policy on work with asbestos into line with the requirements of the *Control of Asbestos at Work Regulations 2012*.

Staff involved with working with asbestos, supervising such work, or issuing contracts should fully familiarise themselves with the contents of this document.

2. Responsibilities

SVR's policy on asbestos intends to ensure so far as it is reasonably practicable, the health, safety and welfare at work of its employees, tenants and others who may encounter or be exposed to asbestos.

SVR's policy on asbestos shall ensure that known and identified locations of asbestos are recorded and that any such asbestos information is made available to those persons who require it.

Procedures for risk assessment of works involving a likelihood of encountering Asbestos are to be established together with arrangements and measures to ensure the management and control of existing asbestos is carried out in accordance with the *Control of Asbestos at Work Regulations 2012*.

The Duty Holder is responsible, so far as is reasonably practicable, for ensuring the health, safety and welfare at work of all employees, residents, tenants and other personnel.

In particular he will:

- Ensure appropriate training, information and instruction is provided for relevant employees in the form of training courses, seminars, information leaflets and booklets, and personal instruction as appropriate.
- Ensure that where specialist technical expertise in relation to asbestos is not available suitable arrangements are made to obtain this information as required.
- Ensure that employees or relevant contractors are provided with appropriate information, instructions and training on work being undertaken in areas containing Asbestos.

The Property Services Manager and CDM Adviser are responsible for maintaining an Asbestos Register for all of SVR properties and shall be responsible for ensuring that designated responsible premises officers are aware of the locations, condition and control measures recommended to prevent risks to health and safety.

The Asbestos Register shall be continuously reviewed and updated as changes occur.

3. What is Asbestos?

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and equipment materials.

There are three main types of asbestos:

- Chrysotile – white
- Amosite - brown
- Crocidolite - blue

There are also a further three minor forms which were rarely commercially used. These are:

- Fibrous actinolite
- Fibrous anthophyllite
- Fibrous tremolite

Asbestos containing products have been widely used in buildings as construction materials, fireproofing, thermal insulation, electrical insulation, sound insulation, decorative plasters, roofing products, flooring products, heat resistant materials, gaskets, friction products etc.

Since 1985 the new use of any material containing blue or brown asbestos has been banned. By 1999 the new use of any building materials containing white asbestos had been banned.

4. Health Effects of Asbestos

All asbestos fibres (blue, brown and white) are dangerous. There are no safe forms of asbestos although products where the fibres are tightly bonded (e.g. asbestos cement) are less likely to shed fibres than products where the fibres are more loosely bonded (e.g. asbestos insulating board). It should be noted that there is no safe exposure limit for asbestos. Exposures to asbestos fibres should be kept to as low a level as reasonably practicable. Once asbestos related diseases occur there is no known cure.

There are three main types of serious health risks associated with exposure to asbestos fibres:

Asbestosis – chronic obstructive lung disease

Lung cancer – a fatal lung disease

Mesothelioma – a fatal cancer of the outer lining of the lung specific to asbestos exposure.

Statistics indicate that despite legislative controls, deaths due directly to asbestos are at an all time high of approximately 3000 deaths per year and are predicted to peak at 10000 cases by 2025.

It is recognised that the largest group of workers at risk from asbestos exposure are building workers, particularly those involved in repair and maintenance, refurbishment and demolition, including electricians, plumbers, joiners, and computer and telecommunication engineers – people who may encounter asbestos during their normal day to day work activities.

5. Legislation

This policy is based on the following legislation and shall be amended in line with any changes.

Health and Safety at Work etc. Act 1974

The Control of Asbestos at Work Regulations 2012 (Under Revision CD285)

The Management of Health and Safety at Work Regulations 1999 (as Amended)

The Construction Design and Management Regulations 2015.

Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2006

The Personal Protective Equipment (Enforcement) Regulations 2018

6. Policy Application

The arrangements detailed consist of a series of procedures which are intended to safeguard persons who may encounter the possibility of discovering asbestos in the course of their work and to ensure the safety of any premises occupants who may be affected by any associated works which may involve the disturbance of asbestos containing materials.

All reasonable practicable steps will be taken to ensure that SVR/SVR employees, residents, tenants and contractors working on behalf of the SVR/SVR will not be exposed to hazards associated with materials containing asbestos.

7. Asbestos Surveys

The Health and Safety Executive (HSE) publication MDHS 100 (surveying, sampling and assessment of asbestos containing materials) sets out how to survey workplace premises for asbestos containing materials and how to record the results in a usable form. SVR/SVR employed Ethos Environmental Ltd, a UKAS Accredited organisation, to undertake Type 2 Asbestos Surveys (Management Survey) on behalf of SVR/SVR. The results of these surveys are presented in Appendix 1. The survey forms the asbestos register for SVR/SVR.

Where work has been carried out since 2006, Maintenance and Demolition Asbestos Surveys have been completed by Ethos Environmental Ltd and their findings acted upon

As materials are removed the register will be updated. See Appendix 2.

8. Artex and Electrical Equipment

It should be noted that during the survey project, no samples were taken from decorative coatings (e.g. Artex) on walls or ceilings. These materials have been known to contain asbestos.

These must be sampled prior to undertaking any work which may disturb these materials.

No samples were taken from live electrical equipment. It is not uncommon for electrical equipment to have asbestos based material within the boxes (e.g. fuse sheaths, flash guards, arc shields, cable covering). An investigation of electrical equipment must be undertaken prior to any work. The investigation must be undertaken once the relevant item has been de-energised.

Asbestos has been identified in Bitumen Adhesive (for floor tiles) in BOTH properties during renovation works. This is likely to occur in other locations and the appropriate care taken.

9. Major Refurbishment / Pre Demolition

Prior to any refurbishment or demolition works a type 3 (Maintenance and Demolition) survey as defined in the HSE publication MDHS 100 will be undertaken.

10. Asbestos Register

All the information collected during the asbestos surveys will be recorded in the Asbestos Register.

The Asbestos Register will be maintained by the Property Services Manager and CDM Adviser where applicable and a copy held by the Property Services Manager.

It is the responsibility of the Property Services Manager and CDM Adviser where applicable to update the register as changes occur.

A hard copy of the register will be issued to the manager of all Properties.

11. Information for Contractors

All personnel with the responsibility for issuing works orders will ensure that prior to the works commencing the asbestos register is consulted and the existence of asbestos is brought to the attention of the contractors in writing, clearly identifying areas which are known/presumed to have asbestos containing materials.

Where contractors arrive on site, they are under instructions to report their presence and identify the tasks that they are to carry out to the Residence Manager.

Should the contractors discover any variances to the information contained in the asbestos register, this must be reported to the Property Services Manager who will inform the CDM Adviser and the Register updated.

12. Asbestos Licensed Contractors

Contractors carrying out asbestos work on behalf of SVR/SVR need to be suitably qualified .

Only suitably qualified contractors can tender for asbestos work.

The Principal Contractor and/or CDM Adviser shall ensure that prior to any asbestos removal works being undertaken, the appointed contractors provide all relevant documentation required for works with asbestos.

This shall include:

- ASB5 notification form and plan of work
- Asbestos licence
- Company insurance document
- Company Health and Safety policy
- CDM Health and Safety plan as notified to the HSE
- Training records (refresher or full)
- Medical Certificates
- RPE face fit test certificates
- Plant examination and test certificates

- Permit to work
- COSHH data
- Waste disposal arrangements
- Documentation required on completion of the removal works shall include:
- Site diary
- Site induction records
- Daily enclosure and air lock inspection records
- Daily negative pressure units and vacuum inspection records
- Respirator inspection records
- Daily decontamination unit inspection records
- Operative showering records
- Working platform inspections
- Air monitoring and clearance certificates
- Personal air monitoring records
- Asbestos exposure records
- Waste consignment notes

13. Training

All staff who may encounter asbestos during the course of their work shall be given the necessary training to be able to identify the situations in which asbestos may be present, to be able to recognise asbestos or similar suspect materials and to set out safe working practice to minimise risks to health and safety.

14. Other Information

The Health and Safety at Work Etc Act 1974 ok

The Control of Asbestos at Work Regulations 2012 as amended and Approved Codes of Practice L27 , L28 and L127

The Asbestos (Licensing) Regulations 1983 as amended

The Asbestos (Prohibition) Regulations as Amended

The Asbestos Products (Safety) Regulations as Amended

The Special Waste. Amendment (Scotland) Regulations 2004

Confined Spaces Regulations 1997

HSG 247 Asbestos: The licensed contractors' guide

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

HSG 264 Asbestos: The survey guide HSG 53 Selecting Respiratory Equipment for work with Asbestos *

HSG 227 A comprehensive guide to managing Asbestos in premises

HSG 210 Asbestos Essentials task manual

* This documents will be superseded by the Licensed Asbestos Contractors Guide

APPENDIX 1: LOCATION OF ASBESTOS BASED MATERIALS

A1 WHITEFOORD HOUSE

Area	Asbestos Found	Description	References (photo, cert, plan)
PELHAM BURN HOUSE			
Administration Main Office	No		
Administration Toilets	No		
Administration Offices x 2	No		
Lift Motor Room	No	No sample was taken of lift brake shoes which have been known to contain asbestos. Fuse box in area. No access to live electrical equipment	
All Flats	No		
External	No		
ADDISON SMITH HOUSE			
All Flats	No		
MCLAGAGAN SUITE			
Pavilion Boiler Room	No	Fuse box in area. No access to live electrical equipment	
Pavilion Toilets x 2	No		
Pavilion Pipe Chase	No		
Pavilion Store Cupboard	Not Known	No Access to Area	
Pavilion Switch Room	No	Fuse box in area. No access to live electrical equipment	
Pavilion Corridor	No		
Pavilion Administration Store	No		
Pavilion Calorifier Room	No		
McLagan Room	No		
McLagan Room Shop	No	Fuse box in area. No access to live electrical equipment	
McLagan Boardroom	No		
McLagan Games Room	No		
CALLENDER HOUSE			
Foyer	No		
All Flats	No		
Stairwell	No		
Dining room	No		
Kitchen	No		
Attic space	No		

Table 1: Survey Findings continued:

Area	Asbestos Found	Description	References (photo, cert, Plan)
WHITEFOORD HOUSE			
All Flats	No		
Corridor outside 224, 225 & 226	No	Fuse box in area. No access to live electrical equipment	
Cleaners Cupboard	No		
Attic	No		
Lift shaft	No		
Boiler House	Yes	Element A: Gaskets on two flanges at left side boiler	Sample No's 35663/35664, Photo's 1+2, Cert No A-10175
Lift Motor Room	No	No sample was taken of lift brake shoes which have been known to contain asbestos.	
Handy Man Store	No		
Supervisor Office	No		
Laundry Room	No	Fuse box in area. No access to live electrical equipment	
Laundry Drying Room	No		
Basement Stores	No		
Basement Switchroom	No	Fuse box in area. No access to live electrical equipment	
KENNETH HILL HOUSE			
All Flats	No		
THE LODGE (LARGE)			
Toilet	No		
Downstairs Bedroom	No		
Lounge	No		
GLOUCESTER HOUSE			
Not Surveyed Built in 2002	No		
MANAGERS HOUSE			
Bedrooms x 2	No		
Bathroom	No		
Office	No		
Lounge	No		
Dining room	No		
Kitchen	No		
Garage	No		
McLAREN HOUSE			
All Flats	No		
1st floor Toilet	No		
Switch Room	No		
Kitchen Stores	No		
Managers Office Reception	No		
Managers Office	No		
EXTERNAL			
Lodge (Small) - Office			
All Areas	Yes	Bitumen floor adhesive	Floor tiles were retained and a new ply

			floor was laid and shot fired through the tiles/adhesive. Project R138 – Sept 2017

A1 ROSENDAEL

Area	Asbestos Found	Description	References (photo, cert, plan)
ROSENDAEL GROUND FLOOR & BASEMENT AREA			
Cellar Area	No		
Main Entrance	No		
Entrance Corridor	No		
Office	No		
Library	No		
Games Room	No		
Conservatory	No		
Office	No		
Boardroom	No		
Shop	No		
TV Room	No		
Laundry	Yes	Element A: Acoustic sink patch on underside of sink	Sample No 36177 Cert No A-10319 Photo 4
Dining Room	No		
Kitchen	No		
Kitchen Stores	No		
Pantry	No		
Veg Preparation	No		
Cooks Room	No		
Dining Room	No		
Old Boiler House	Yes	Element B: AIB Boarding on ceiling	Sample No 36172 Cert No A-10319 Photo 3
Ramp at Boilerhouse	No	No access to 2 floor hatches at this area	
Grampian Room	Yes	Bitumen floor adhesive	
All Bedrooms	No		
TV Room	No		
Bathrooms	No		
ROSENDAEL 1st FLOOR AND ATTIC SPACE			
All Rooms	No		
Corridor at Top of Stairwell	No	No access to hatch	
Attic Area	Yes	Element B: AIB boarding on attic door	Sample No 36161 Cert No A-10319 Photo 1
Attic Area	Yes	Element B: AIB boarding on panel next to attic door	Sample No36164 Cert No A-10319 Photo 2

Table 1: Continued/.

CHEF'S HOUSE			
All Rooms	No		
Pantry	Yes	Element A: Acoustic sink patch on underside of sink	As Sample No 36177 Cert No A-10319 As Photo 4
Kitchen	Yes	Element A: Acoustic sink patch on underside of sink	As Sample No 36177 Cert No A-10319 As Photo 4
MANAGERS HOUSE			
All Rooms	No		
EXTERNAL			
External	No		

APPENDIX 2: ASBESTOS SUMMARY AND ACTIONS

Area	Asbestos Found	Description	Comments (e.g. Repaired Removed, etc.)
PELHAM BURN HOUSE			
Lift Motor Room	No	No sample was taken of lift brake shoes which have been known to contain asbestos. Fuse box in area. No access to live electrical equipment	
MACLAGAN ROOM			
Pavilion Boiler Room	No	Fuse box in area. No access to live electrical equipment	
Pavilion Store Cupboard	Not Known	No Access to Area	
Pavilion Switch Room	No	Fuse box in area. No access to live electrical equipment	
Maclagan Room Shop	No	Fuse box in area. No access to live electrical equipment	
WHITEFOORD HOUSE			
Corridor outside 224, 225 & 226	No	Fuse box in area. No access to live electrical equipment	
Boiler House	Yes	Element A: Gaskets on two flanges at left side boiler	
Lift Motor Room	No	No sample was taken of lift brake shoes which have been known to contain asbestos.	
Laundry Room	No	Fuse box in area. No access to live electrical equipment	
Basement Switchroom	No	Fuse box in area. No access to live electrical equipment	
LODGE (SMALL) - OFFICE			
All areas	Yes	Bitumen floor adhesive	Floor tiles were retained and a new ply floor was laid and shot fired through the tiles/adhesive. Project W130 – May 2018
ROSENDAEL GROUND FLOOR & BASEMENT AREA			
Laundry	Yes	Element A: Acoustic sink patch on underside of sink	
Pantry	No		
Old Boiler House	Yes	Element B: AIB Boarding on ceiling	
Grampian Room	Yes	Bitumen floor adhesive	Floor tiles were retained and a new ply floor was laid and shot fired through the tiles/adhesive. Project R138 – Sept 2017
Ramp at Boilerhouse	No	No access to 2 floor hatches at this area	
ROSENDAEL 1st FLOOR AND ATTIC SPACE			
Corridor at Top of Stairwell	No	No access to hatch	
Attic Area	Yes	Element B: AIB boarding on attic door	
Attic Area	Yes	Element B: AIB boarding on panel next to attic door	

CHEF'S HOUSE			
Pantry	Yes	Element A: Acoustic sink patch on underside of sink	
Kitchen	Yes	Element A: Acoustic sink patch on underside of sink	