



# BLACK SLUICE INTERNAL DRAINAGE BOARD

## Policy for the Management of Asbestos in Non-domestic Premises

All types of asbestos are dangerous. Asbestos is made up of thin fibres that cannot be seen with the naked eye but can be breathed in. The fibres can become stuck in the lungs causing scars that stop the lungs working properly (asbestosis), or cause cancer. The main types of cancer caused by asbestos are cancer of the lung and cancer of the lining of the lung (mesothelioma). These diseases can take from 15 to 60 years to develop and there is no cure.

Anyone who disturbs asbestos-containing materials, for example, by working on them or near them, may be at risk of exposure. The Control of Asbestos Regulations 2012 places responsibilities on duty holders to manage asbestos in non-domestic properties.

### Duty Holders Responsibilities

1. Must take reasonable steps to find out if there are materials containing asbestos in the premises and, if so, how much, where they are and what condition they are in. This will involve a survey being undertaken by a competent person;
2. The results of the survey should be recorded and the information provided to anyone who may work on, or disturb, the materials, for example, contractors;
3. Must develop a plan to manage materials containing asbestos on the premises. In some cases, asbestos can be safely left in place and a system of inspection introduced. Where asbestos is to be removed, the duty holder must use a contractor who holds a licence to work on asbestos (exemptions apply);
4. Must undertake a suitable assessment of the risk to health of employees, and others, before any work is carried out that may expose persons to asbestos. The risk assessment should be completed by a competent person;
5. The results of a risk assessment should be recorded and the information provided to employees, including the control measures in place to prevent exposure; and
6. Must review the survey and management plan at regular intervals and revise as necessary.

### Employee Responsibilities

1. Must co-operate with the arrangements for the management of asbestos in non-domestic premises, for example, ask to see a copy of the asbestos survey and be mindful as to where asbestos is present, such that you are able to recognise defects or shortcomings in arrangements; and
2. Must notify the duty holder if there any defects or shortcoming in their arrangements.

Authorised by: \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_



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## Policy for Work with Asbestos

All types of asbestos are dangerous. Asbestos is made up of thin fibres that cannot be seen with the naked eye but can be breathed in. The fibres can become stuck in the lungs causing scars that stop the lungs working properly (asbestosis), or cause cancer. The main types of cancer caused by asbestos are cancer of the lung and cancer of the lining of the lung (mesothelioma). These diseases can take from 15 to 60 years to develop and there is no cure.

Anyone who disturbs asbestos containing materials, for example, by working on them or near them, may be at risk of exposure. The Control of Asbestos Regulations 2012 places responsibilities on employers to manage work with asbestos containing materials.

### Employers Responsibilities

1. Must not undertake any work that exposes employees to asbestos unless a suitable and sufficient assessment has been carried out to identify whether asbestos is, or is liable to be present, of what type and in what condition;
2. Must make a suitable and sufficient assessment of the risks to employee health from any asbestos work and record the findings. The assessment should be reviewed regularly;
3. Must determine whether the work requires a license, is notifiable non licensed work or is non licensed work;
4. Must only undertake work they are licensed or competent to do;
5. Must prepare a written plan for any asbestos work detailing how the work is to be carried out. A copy of the plan must be kept at the workplace;
6. Must not undertake any work unless notified to the enforcing authority in writing (for licensed and notifiable non licensed work);
7. Must ensure that adequate information, instruction and training is given to employees who are liable to be exposed to asbestos and those who supervise asbestos work;
8. Must prevent or reduce exposure of employees to asbestos so far as is reasonably practicable, ensuring that control measures are maintained in an efficient state, in efficient working order and good repair;
9. Must, provide adequate and suitable protective clothing and ensure that such clothing is disposed of as asbestos waste or adequately cleaned at suitable intervals;
10. Must protect the health of employees from an accident, incident or emergency;
11. Must prevent, or where this is not reasonably practicable, reduce to the lowest level reasonably practicable, the spread of asbestos from any workplace and ensure that the workplace, and any plant used is kept in a clean state;
12. Must designate asbestos areas and respirator zones as appropriate during asbestos work;
13. Must monitor the exposure of employees to asbestos fibres present in air at regular intervals and when a change occurs (exemptions apply). In addition, must monitor for site clearance certification. Records are to be kept;
14. Must ensure that a health record for each employee, undertaking licensable work, is maintained and kept for 40 years. Medical surveillance is required by a relevant doctor at intervals not exceeding 2 years;
15. Must ensure that, on or before 30 April 2015, a health record for each employee, undertaking notifiable non licensed work, is maintained and kept for 40 years. After 1 May 2015, medical surveillance is required by a relevant doctor at intervals not exceeding 3 years;
16. Must provide adequate washing and changing facilities; and
17. Must ensure the appropriate storage, distribution and labeling of asbestos waste.

**Employee Responsibilities**

- 1. Must co-operate with arrangements for work with asbestos, in particular using any control measures, including dust suppression/extraction and personal protective equipment;
- 2. Must follow carefully all procedures in the plan of work and keep the workplace clean;
- 3. Must eat and drink only in the places provided; and
- 4. Must report any defects or shortcomings in arrangements, and particularly in control measures, to your Supervisor/Manager immediately.

**Authorised by:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_