

Find out more about managing asbestos

Visit: **www.hseni.gov.uk/dutytomanage**
or call: **0800 0320 121**

Useful Contacts:

Asbestos Removal Contractors Association:
www.arca.org.uk or Tel: **01283 531126**

The Royal Institution of Chartered Surveyors:
www.rics.org or Tel: **0870 333 1600**

United Kingdom Accreditation Service (UKAS) for asbestos surveys:
www.ukas.com or Tel **020 8917 8400**
(To access the full list of asbestos surveyors visit www.hseni.gov.uk/dutytomanage/ukas)

© Crown copyright 2010.

A large type version of this text is available on request from HSENI.
Printed and published by the Health and Safety Executive for Northern Ireland 09/10

Are you responsible for a hidden killer?

KILLER

ASBESTOS

ASBESTOS

A joint campaign from HSENI
and the District Councils

Know your building, know your responsibilities.

If you **own, occupy, manage** or have responsibilities for **non-domestic** premises which may contain asbestos, or if you are responsible for the non-private, i.e common parts of domestic premises like hall and lift areas in flats, you will either have:

- a legal duty (under the Control of Asbestos Regulations (NI) 2007 (Regulation 4)) to manage the risk from this material; or
- a legal duty to co-operate with whoever manages that risk.

Tenant/Landlord responsibilities

For rented non-domestic premises, responsibility may be set out through a tenancy agreement or contract - outlining the extent of the tenant's and landlord's responsibilities, and explaining what happens in the case of premises with more than one occupier. If responsibility for asbestos is not made clear within a tenancy agreement or contract, tenants are advised to seek clarification with their landlord as soon as possible.

If you are unsure of your responsibilities - seek professional advice.

This hidden killer could be in any building built or refurbished before the year 2000.

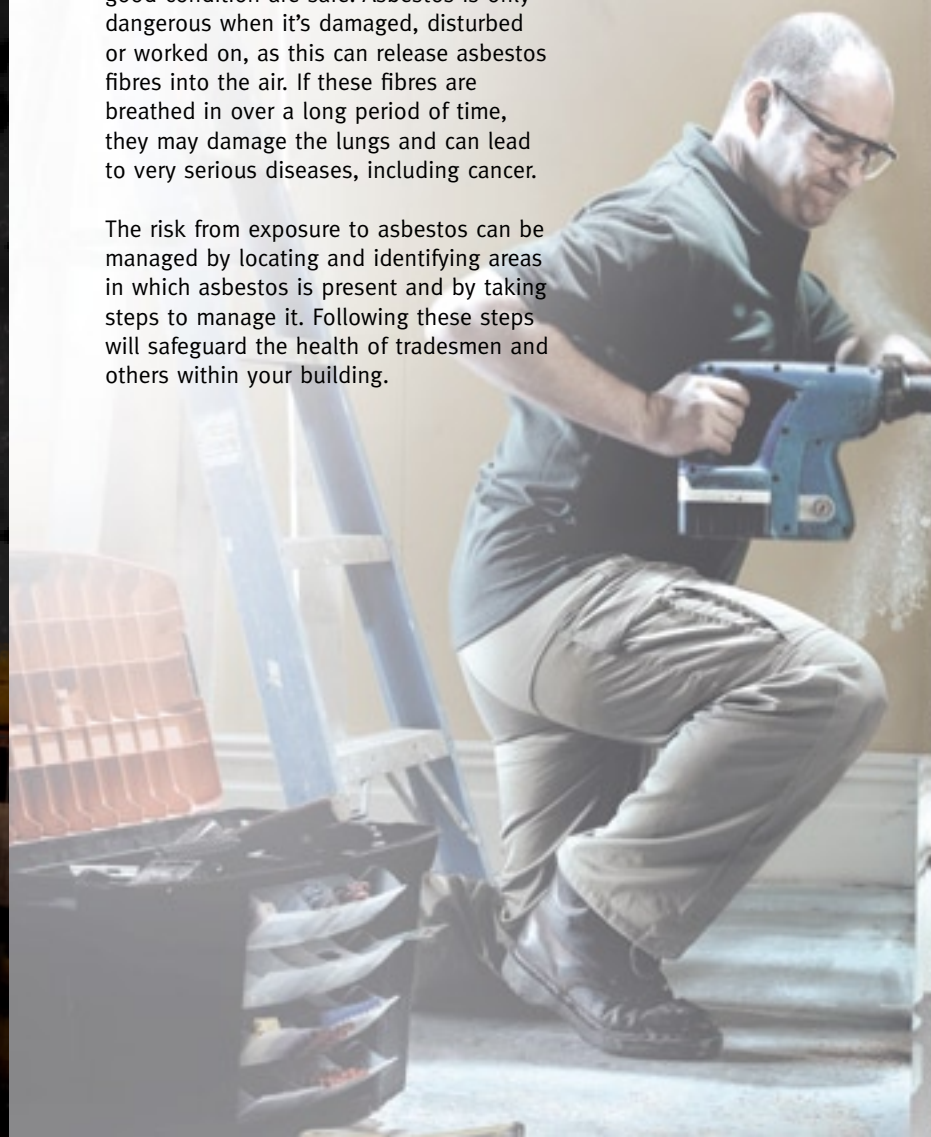


Know who's at risk.

Tradesmen carrying out repair and maintenance work are most at risk. They are more likely to disturb or damage asbestos containing materials and often don't realise they are working on asbestos.

Most asbestos containing materials in good condition are safe. Asbestos is only dangerous when it's damaged, disturbed or worked on, as this can release asbestos fibres into the air. If these fibres are breathed in over a long period of time, they may damage the lungs and can lead to very serious diseases, including cancer.

The risk from exposure to asbestos can be managed by locating and identifying areas in which asbestos is present and by taking steps to manage it. Following these steps will safeguard the health of tradesmen and others within your building.



8 steps...

to asbestos risk management

Complete these eight steps before you carry out any repair, maintenance or refurbishment work to your building.

You don't have to be a health and safety specialist or asbestos expert to understand your building. If you have a safety advisor you could ask them to help you or you could get help from a competent asbestos surveyor.

1

Are you responsible for maintenance and repair activities for non domestic buildings, either through a contract or tenancy agreement, or because you own the building?

Yes

You are a dutyholder, and have a responsibility to manage asbestos.

Go to step 2.

No

The person who is in charge should know where asbestos is. Ask them to show you the asbestos register or record.

2

Was the building built before 2000?

Yes

Assume asbestos is present.

Go to step 3.

No

Asbestos unlikely to be present. No action needed.

5

Keep a written record or register

This needs to be easy to read. It could be a plan or diagram of the building, a written list or a computer based record:

- Record where the asbestos containing material is, and its condition.
- Record roles and responsibilities with regard to managing asbestos.

It is important that the record or register is easily accessible - particularly if it is being used to tell workers about the location of asbestos (see step 7).

Go to step 6.

6

Act on your findings

Draw up a priority action list:

- Give high priority to damaged material and materials likely to be disturbed. These will need to be repaired, enclosed or removed using trained personnel - a licensed contractor may be required.
- If materials are in good condition and are unlikely to be disturbed - leave in place but regularly review their condition.
- Record what you find and the action you take.

Go to step 7.

3

Do you have any information on asbestos in your building already?

This may be previous asbestos surveys, building or insurance reports.

Use this information as a starting point.

Go to step 4.

4

Find out about asbestos in your building.

Carry out a detailed survey of your premises to identify all materials that may contain asbestos (e.g. insulating board, ceiling tiles and insulation on pipe work) including areas normally not visited, e.g. roof voids, store rooms etc. You can **either** presume that asbestos is present or confirm its presence/absence through use of a more detailed survey* and sampling. If you opt to presume, any subsequent work should be carried out with full asbestos safety precautions. **If you are not confident to undertake this yourself - seek specialist advice*.**

Go to step 5.

7

Tell people where the asbestos is

- Consider labelling ACMs (asbestos containing materials).
- Consider who works on or near asbestos. Tell them where the asbestos is before they start work.
- Anyone who may work on asbestos must be trained and use safe working methods.
- Remember, some work requires a licence. If you are unsure what to do, seek professional advice.

Go to step 8.

8

Keep your records up to date

Even after your action list is completed you need to continue to manage risks:

- Walk round your building at least once a year and update your plan as necessary.
- Check materials regularly to see if they have deteriorated, been damaged or disturbed in any way.
- If you find deterioration.

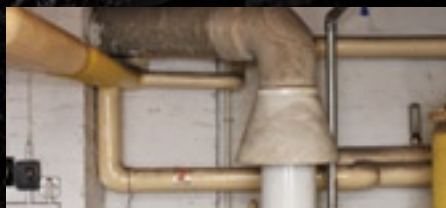
Go to step 6.

*If you choose to have a survey to identify asbestos, it is better to use an accredited company or someone who is certified. Any survey carried out should be based on 'Asbestos: The survey guide' HSG264, which is **free to download from www.hse.gov.uk**. A poor survey could end up costing more money in the long run.

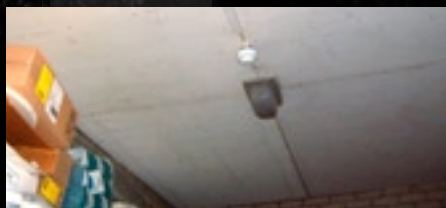
Know your building, know your responsibilities.

Know the dangers.

Where are asbestos containing materials likely to be found?



Asbestos insulation on pipes



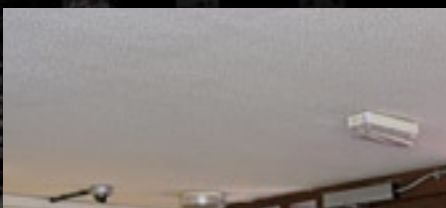
Asbestos insulation board ceiling



Vinyl floor tiles containing asbestos



Asbestos cement as fabric of building



Textured paint finish on ceiling



Residual asbestos debris following poor removal contract

Asbestos product	What it was used for
Sprayed asbestos (limpet).	Fire protection in ducts and to structural steel work, fire breaks in ceiling voids etc.
Lagging.	Thermal insulation of pipes and boilers.
Insulating boards.	Fire protection, thermal insulation, wall partitions, ducts.
Asbestos cement products, flat or corrugated sheets.	Roofing and wall cladding, gutters, rainwater pipes, water tanks, flues.
Certain textured coatings.	Decorative plasters, paints.
Asbestos ropes and cloth.	Gaskets, insulation, seals.

For more examples of asbestos containing materials visit www.hseni.gov.uk/dutytomanage/examples

Know who to ask.

HSENI carried out an extensive campaign to advise tradesmen of the dangers of asbestos. Through this campaign, tradesmen have been encouraged to ask to see a building's asbestos register before commencing any work.

As a duty holder, it's your responsibility to ensure you have an asbestos register for your premises and make this available to tradesmen in advance to any maintenance or repair work taking place.

If you do not have an asbestos register, tradesmen may refuse to carry out the work required, which could delay your project and cost you time and money.

You have a responsibility to protect against this hidden killer.

Remember...

Your duty to manage is all about protecting yourself and others from exposure to asbestos fibres. If the asbestos is in good condition and not likely to be disturbed, it is usually safer to leave it in place and manage it appropriately. Removal may be unnecessary and costly!

