



# Asbestos Management Policy

Felix O'Hare is committed to meeting all legal obligations under current and future legislation and following accepted good practice in order to prevent or reduce the exposure to asbestos as far as is reasonably practicable. This policy applies to all Felix O'Hare employees and sub-contractors.

The policy has been developed in compliance with duties under the Control of Asbestos Regulations (NI) 2012 and will apply to all our sites.

## **Policy Objectives**

- Prevent exposure to the hazards associated with Asbestos Containing Materials (ACMs)
- Ensure Felix O'Hare are made aware of all possible locations of asbestos within a project
- Ensure Felix O'Hare receive all documentation and asbestos surveys from Client prior to commencing work on site
- Ensure work area is clear from asbestos prior to commencement of work
- Review the effectiveness of the Asbestos Management Policy and Asbestos Management Plan on a regular basis
- Promote awareness of asbestos and this Policy and Procedures through training of staff
- Only HSENI approved contractors to remove licensed asbestos
- For removal of all types of ACM, risk assessments and method statements must be in place

## **Responsibilities**

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

The managing director holds overall responsibility for the policy and for ensuring that no employees / contractors are exposed to Asbestos Containing Materials (ACM).

## **Policy Application and procedure**

Our Asbestos procedure forms part of this policy and is written 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 Felix O'Hare Ltd employees, will not be exposed to materials containing asbestos.

## **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.

## **Policy Review**

Our Asbestos policy will be reviewed annually by the Managing Director, or as required, to monitor its effectiveness and to ensure that it reflects any changing needs and circumstances.

## **Asbestos Procedure**

Prior to commencement of a refurbishment project Felix O'Hare must ensure we get all asbestos information from the Client on the possible locations of asbestos within the building.

Based on the information / survey / asbestos register and asbestos regulations determine whether or not asbestos can be removed by the company or if an licensed asbestos contractor is required under the Control of Asbestos Regulations 2012 to prevent exposure to asbestos.





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## **Non Licensable Asbestos Removed by Felix O'Hare & Co. Ltd (refer to description of Non licensed work at end of this procedure)**

- Safe System of Work in place with method statement and risk assessment
- All operatives trained in working with asbestos
- Asbestos removed by the company using appropriate PPE as identified by H&S risk assessment.
- Asbestos is double bagged in bags (red interior and clear exterior bag).
- Bags placed in a sealed container
- Asbestos bags removed by a licensed asbestos disposal contractor.
- A copy of both the hauliers and waste disposal facilities licenses' will be kept on file at the main office.
- A copy of all consignment notes shall be kept on file.

## **Licensable work with asbestos -Removal and disposal by a licensed asbestos contractor (refer to description of licensed work at end of this procedure)**

- All licensable asbestos work will be carried out by a Licensed contractor
- Appoint HSENI approved Asbestos Removal Contractor
- Ensure Safe System of Work is in Place and they provide Risk Assessments / Method Statement for approval
- Forward Safety Documentation to Principal designer and Client for information / approval prior to commencement of work
- Ensure notification is forwarded to HSENI 14 days prior to any asbestos removal commencing
- Ensure all operatives are trained
- After Asbestos is removed ensure waste is removed in accordance with waste regulations and is disposed of correctly.
- All asbestos clearance and air monitoring certificate should be inspected prior to access to the area for work
- All consignment notes should be kept on file and forwarded to Client for H&S File

## **What to do if Asbestos if unidentified asbestos is discovered or damaged**

The following steps should be followed if an un-damaged asbestos containing material is discovered during a working process:

### **Procedure 1**

- 1) Discover ACM, stop work immediately
- 2) Keep everyone else out of the work area
- 3) Report problem to the person in charge as soon as possible
- 4) Put up a warning sign 'possible asbestos contamination'

However if you discover an ACM in a bad condition or actually damage the ACM during the work activity, the following procedures will need to be followed:

### **Procedure 2**

- 1) Discover damaged ACM, stop work immediately
- 2) Keep everyone else out of the work area
- 3) Is there dust or debris on clothing (if no, follow procedure 1)
- 4) Remove the clothing and put it into a plastic bag
- 5) Try to wash thoroughly straight away or if the facility is available take a shower
- 6) Leave the washing facilities clean
- 7) Report the problem to the person in charge as soon as possible
- 8) Put up a warning sign 'possible asbestos contamination.





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Step 3 of Procedure 1 and step 7 of Procedure 2 will require that you contact the site foreman as soon as possible. The Site Foreman will then contact head office and the Client contact to inform them of the discovery and the procedures that had been followed.

Head office will then liaise with the client to arrange for a sample to be analysed and the work area to be cleaned up if necessary. No-one will be allowed to re-enter the contaminated area for any reason until a clearance/re-occupation certificate has been issued to the client by the appropriate asbestos analysing/air monitoring company.

## Descriptions of Licensed Asbestos and Non Licensed Asbestos

### Licensed Asbestos

Most asbestos work must be undertaken by a licensed contractor but any decision on whether particular work is licensable is based on the risk.

Licensable work with asbestos is work:

- where worker exposure to asbestos is not sporadic and of low intensity; or
- where the risk assessment cannot clearly demonstrate that the control limit will not be exceeded i.e. 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm<sup>3</sup>); or
- on asbestos coating; or
- on asbestos insulation or asbestos insulating board where the risk assessment demonstrates that the work is not short duration work, e.g. when work with these materials will take no more than two hours in any seven day period, and no one person works for more than one hour in that two hour period.

You will require a licence if you are working with asbestos in any of the above ways as an 'asbestos contractor' on someone else's premises, or within your own premises using your own employees.

### Non Licensed Asbestos

To be exempt from needing a licence the work must be:

- Sporadic and low intensity - to be considered sporadic and low intensity the concentration of asbestos in the air should not exceed 0.6f/cm<sup>3</sup> measured over 10 minutes; and
- Carried out in such a way that the exposure of workers to asbestos will not exceed the legal control limit of 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm<sup>3</sup>); and
- Meet at least one of four other conditions:
  - \* It is a short non-continuous maintenance task, with only non-friable materials (friability describes how likely an ACM is to release asbestos fibres when worked on, so non-friable materials will only release a small number of fibres during work); or
  - \* It is a removal task, where the ACMs are in reasonable condition and are not being deliberately broken up, and the asbestos fibres are firmly contained within a matrix, e.g. the asbestos is coated, covered or contained within another material, such as cement, paint or plastic; or
  - \* It is a task where the ACMs are in good condition and are being sealed or encapsulated to ensure they are not easily damaged in the future; or
  - \* It is an air monitoring and control task to check fibre concentrations in the air, or it's the collection and analysis of asbestos samples to confirm the presence of asbestos in a material.

From April 2012, some types of non-licensed asbestos work also have additional requirements – notification of work, medical surveillance and record keeping. This work is known as notifiable non-licensed work (NNLW).

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Managing Director



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