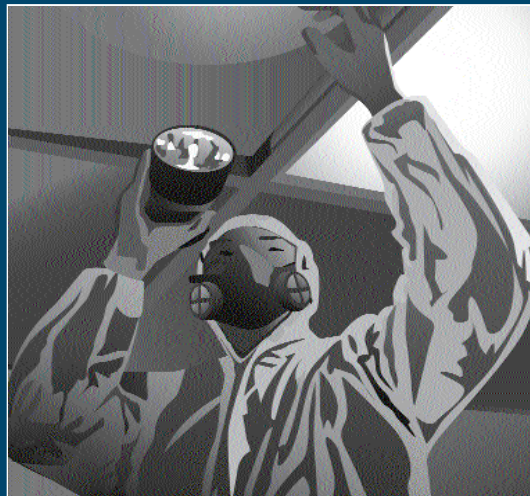


## Self-help Asbestos Safety Toolkit



ACCREDITED BY:

**ROSPA**  
*The Royal Society for the  
Prevention of Accidents*

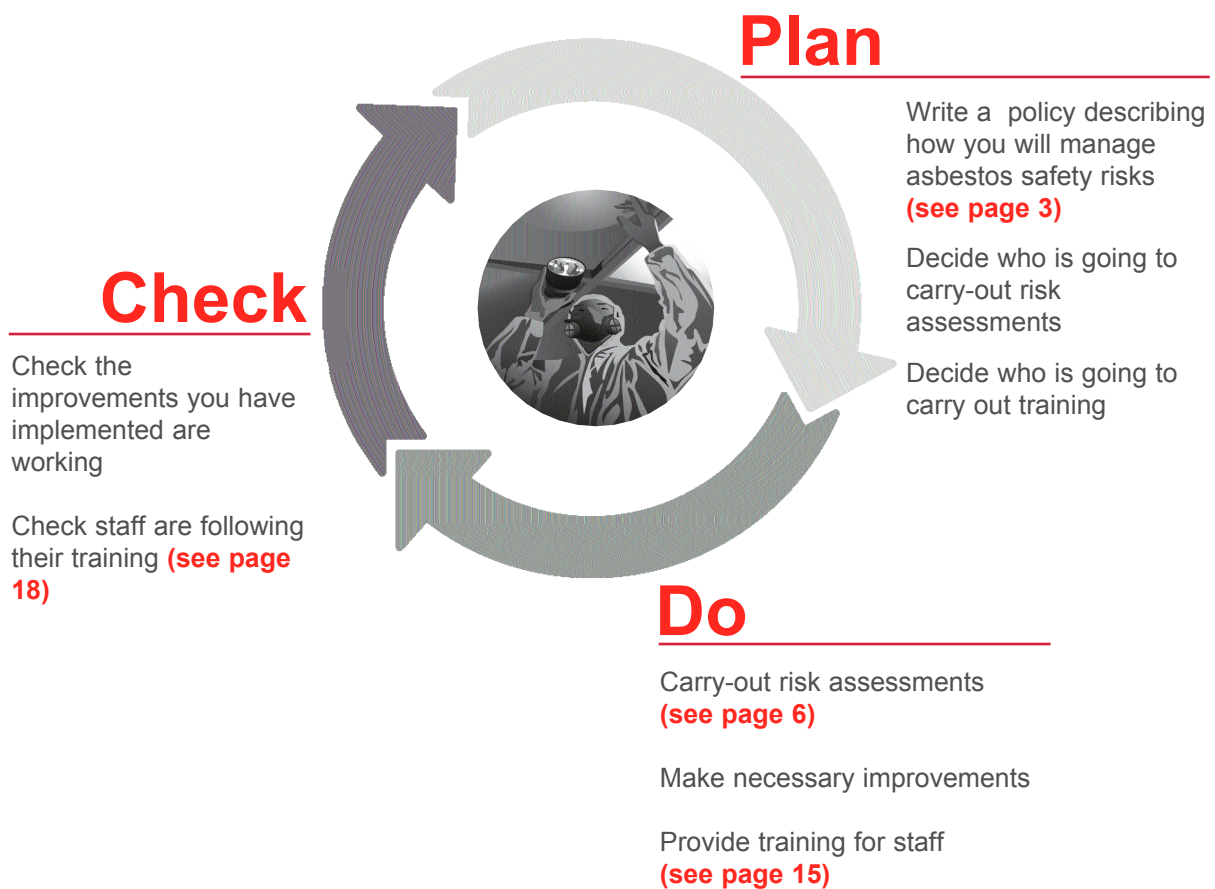
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# Preparing to improve asbestos safety

## Initial preparations

Undertaking risk assessments is a fundamental part of how to manage health and safety. The aim of any risk assessment is to prevent injury or ill health before it occurs. The focus of your risk assessment must be on making practical improvements in your workplace that will make a difference. This toolkit and associated video programmes are designed to help you undertake risk assessments of asbestos safety tasks.



The diagram above shows a simple three step process to managing asbestos safety risks effectively - plan, do, check. This document will help you work through these steps and provides easy-to-use tools to enable you to reduce risks in your workplace.

An integral part of this toolkit are the associated video programmes (***Essentials of Asbestos Safety Risk Assessment, Providing Health And Safety Training***). Please refer to these programmes for advice and guidance.

# An example asbestos safety policy statement



An electronic copy of this policy document can be downloaded from the Human Focus E-learning website - details on the rear cover.

## General statement

Our organisation will take all reasonable steps to reduce the risk of damage to health from asbestos. As part of this process we will assess all aspects of our management of asbestos hazards with the aim of reducing risk.

This policy sets out what measures we will take to ensure asbestos does not pose a significant risk to our employees or anyone else who might be affected by our activities. The person who will have overall responsibility for the implementation of this policy is **insert name and position**.

## Risk assessment

**insert name** has been nominated as the person who will oversee the carrying out of asbestos risk assessments in our workplace. This person has undergone training in asbestos risk assessment techniques. Where necessary **she/he** will appoint additional competent persons to assist in carrying out of risk assessments.



For more information on risk assessment see the programme **Essentials of Asbestos Safety Risk Assessment (Programme code - 826)**

If you undertake tasks where you are likely to be exposed to significant risk of exposure to asbestos we are committed to consulting you during the risk assessments in order to gain your views. We believe your involvement in the process of assessing risks is vital to managing risks and your co-operation is very important.

Our asbestos risk assessments will be reviewed on a regular basis. Reviews will occur if there is a change in the work we carry out, or some aspect makes our risk assessment invalid. We will retain good and accurate records of all our asbestos risk assessments.

## Implementing asbestos safety improvements

**Insert name** has been nominated as the person who has overall responsibility for dealing with risks arising with asbestos safety. We recognise that the process of undertaking risk assessments may require us to implement reasonable improvements. We are committed to doing this. You play an important role in helping to identify problems and are responsible for raising any concerns. If you do this we will:

- Take all necessary steps to investigate the matter;
- Implement any reasonable and practical improvements that might be required;
- Keep all employees informed of the improvements.

The first aim of our risk assessments will be to avoid or reduce risk of exposure to asbestos with measures that may

include:

- Implementing measures to reduce the risk of disturbing asbestos;
- Implementing additional measures to protect from risk of exposure to asbestos when working on or near asbestos containing materials;
- Implementing emergency procedures where asbestos is accidentally disturbed.

### Emergency evacuation

**Insert name** has been nominated as the person who will oversee emergency evacuation measures in our organisation. This will include evacuation procedures and the provision, use and testing of alarms, asbestos suppression measures and asbestos fighting equipment.

### Information and training

If you are exposed to a risk of exposure to asbestos at work you will be provided with information and training so that you can carry out your work safely. **Insert name** has been nominated as the person who will oversee the delivery of asbestos safety training in our workplace. This person has undergone training in providing health and safety training. Where necessary she/he will appoint additional competent persons to assist in carrying out training. This training will include:

- What asbestos is and where it is likely to be found;
- Understanding the health risks from asbestos exposure;
- Actions to take if you are likely to encounter or disturb asbestos.

### Procedures for dealing with problems

**Insert name** has been nominated as the person who has overall responsibility for dealing with problems arising from asbestos safety at work. All employees share a responsibility for participating in risk reduction exercises, such as risk assessments, and to report any concerns or problems as they arise. If you raise a health and safety matter related to asbestos at work, the company will:

- Take all necessary steps to investigate the matter
- Implement any reasonable and practical improvements that might be required
- Keep all employees informed of the improvements.

Signed on behalf of **Insert company name and signature**



*For more information on training see the programme*

**Conducting Health and Safety Training (Programme code - 780)**

*For employee training see the programme*

**What Everyone Needs To Know About Asbestos Safety (Programme code - 825)**

# Main steps of the risk assessment process



For more information on this risk assessment process see the programme.

**Essentials of Asbestos Safety Risk Assessment (Programme code - 826)**

## STEP 1 – Identify the hazards

- List all the main sources of fuel and ignition in the area / premises being assessed
- Go and observe area / premises being assessed - even if you are familiar with them
- Use the form on page 6 to identify any problem features of each task
- Involve your colleagues - ask them for their views

## STEP 2 – Decide who might be harmed and how

- Which staff perform the tasks?
- Can visitors, passers-by be harmed?
- Common injuries are sprains / strains / crushed hands and feet.

## STEP 3 – Evaluate the risks and decide on precautions

- Is it possible to avoid asbestos safety tasks?
- If not, look for practical and simple ways of reducing the risk.
- Pay particular attention to asbestos safety tasks that are strenuous / involve awkward postures.

## STEP 4 – Record your findings and do it

- Use the risk assessment form on pages 6 to record your findings
- Keep your records in a safe place - you may need them

## STEP 5 – Review your assessment and update if necessary

- Conduct a new risk assessment if the task(s) changes.
- Conduct a new risk assessment from time-to-time to check it is valid or if your improvements are not working.

# Risk assessment form

<b>Title and date</b>	
Company / workplace <b>Acme distribution, Birmingham Depot.</b>	Name of assessor(s) <b>Paul Fletcher</b>
	Date <b>30/07/06</b>
<b>Describe the premises</b> (briefly details of the area(s) being assessed)	
<b>Acme warehouse facility, Birmingham Depot.</b>	

Asbestos Risk Assessment						
Asbestos Fibre release due to building condition (building controller)						
Hazard description	Tick answer Yes No	Further details about this hazard(s)	Who is affected and how could they be exposed?	Details of existing control measures	Are improvements needed? (if so provide brief description)	Done?
Asbestos containing material condition E.g. Damaged Scatched	<input checked="" type="checkbox"/>	<b>Asbestos insulation boards in external electrical metering building</b>  <b>Surface condition checks shows a number of boards are scratched</b>  <b>No evidence of dust/fibres in the immediate vicinity</b>	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Members of public <input type="checkbox"/> Inadequate equipment <input type="checkbox"/> Inadequate maintenance <input checked="" type="checkbox"/> Poor systems of work <input type="checkbox"/> Lack of info / instruction/ training <input type="checkbox"/> Risk taking / corner cutting <input type="checkbox"/> Accidental errors	<input checked="" type="checkbox"/> Asbestos plan <input type="checkbox"/> Regular inspection <input type="checkbox"/> Task design / safe systems <input checked="" type="checkbox"/> Info / instruction / training <input type="checkbox"/> PPE  <b>This material is shown in the asbestos plan for the site</b>	<b>Details of material condition will be added to the asbestos plan</b>  <b>A notice is required on the door advising of presence of asbestos</b>  <b>6 monthly checks of material condition to be organised</b>	
					With existing controls this hazard is: Unacceptable <input type="checkbox"/> Further controls required <input type="checkbox"/> Adequate controls <input checked="" type="checkbox"/>	

SAMPLE

# Risk assessment form

## Asbestos Risk Assessment - sheet 2

### Asbestos Fibre release due to building condition (building controller)

Hazard description	Tick answer Yes No	Further details about this hazard(s)	Who is affected and how could they be exposed?	Details of existing control measures	Are improvements needed? (if so provide brief description)	Done?	
<b>Sealant condition</b> E.g. Fibres showing Sealant missing Sealant peeling	<input checked="" type="checkbox"/>	<p><b>Asbestos cement roofing sheets in material store have been treated with sealant paint.</b></p> <p><b>General condition of sealant is good - no sealant missing</b></p>	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Members of public <input type="checkbox"/> Inadequate equipment <input checked="" type="checkbox"/> Inadequate maintenance <input checked="" type="checkbox"/> Poor systems of work <input type="checkbox"/> Lack of info / instruction/ training <input type="checkbox"/> Risk taking / corner cutting <input type="checkbox"/> Accidental errors	<input checked="" type="checkbox"/> Asbestos plan <input type="checkbox"/> Regular inspection <input type="checkbox"/> Task design / safe systems <input type="checkbox"/> Info / instruction / training <input type="checkbox"/> PPE	<p><b>Details of material condition will be added to the asbestos plan</b></p> <p><b>6 monthly checks of material condition to be organised</b></p>	With existing controls this hazard is: Unacceptable Further controls required <input checked="" type="checkbox"/> Adequate controls <input type="checkbox"/>	
<b>Material adhesion</b> E.g. Separating from base Protective material peeling	<input checked="" type="checkbox"/>	<p style="text-align: center; font-size: 2em; color: red; opacity: 0.5;">SAMPLE</p>	<input type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Members of public <input type="checkbox"/> Inadequate equipment <input type="checkbox"/> Inadequate maintenance <input type="checkbox"/> Poor systems of work <input type="checkbox"/> Lack of info / instruction/ training <input type="checkbox"/> Risk taking / corner cutting <input type="checkbox"/> Accidental errors	<input type="checkbox"/> Asbestos plan <input type="checkbox"/> Regular inspection <input type="checkbox"/> Task design / safe systems <input type="checkbox"/> Info / instruction / training <input type="checkbox"/> PPE	With existing controls this hazard is: Unacceptable Further controls required <input type="checkbox"/> Adequate controls <input type="checkbox"/>		



# Risk assessment form

## Asbestos Risk Assessment - sheet 3

### Asbestos Fibre release due to building condition (building controller)

Hazard description	Tick answer Yes No	Further details about this hazard(s)	Who is affected and how could they be exposed?	Details of existing control measures	Are improvements needed? (if so provide brief description)	Done?
<b>Protective covering</b> E.g. Covering damaged Covering missing	<input checked="" type="checkbox"/>	<p><b>Lagged pipework in the boiler room is asbestos fibres with a protective covering.</b></p> <p><b>Last visual inspection shows it to be in good condition</b></p>	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Members of public <input type="checkbox"/> Inadequate equipment <input checked="" type="checkbox"/> Inadequate maintenance <input checked="" type="checkbox"/> Poor systems of work <input type="checkbox"/> Lack of info / instruction/ training <input checked="" type="checkbox"/> Risk taking / corner cutting <input type="checkbox"/> Accidental errors	<input checked="" type="checkbox"/> Asbestos plan <input type="checkbox"/> Regular inspection <input type="checkbox"/> Task design / safe systems <input checked="" type="checkbox"/> Info / instruction / training <input type="checkbox"/> PPE	<p><b>Condition of material to be included in asbestos plan</b></p>	
<b>Other hazard</b> Please describe	<input checked="" type="checkbox"/>	<p style="text-align: center; font-size: 2em; color: red; opacity: 0.5;">SAMPLE</p>	<input type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Members of public <input type="checkbox"/> Inadequate equipment <input type="checkbox"/> Inadequate maintenance <input type="checkbox"/> Poor systems of work <input type="checkbox"/> Lack of info / instruction/ training <input type="checkbox"/> Risk taking / corner cutting <input type="checkbox"/> Accidental errors	<input type="checkbox"/> Asbestos plan <input type="checkbox"/> Regular inspection <input type="checkbox"/> Task design / safe systems <input type="checkbox"/> Info / instruction / training <input type="checkbox"/> PPE	<p>With existing controls this hazard is:</p> <p>Unacceptable <input type="checkbox"/> Further controls required <input checked="" type="checkbox"/> Adequate controls <input type="checkbox"/></p>	
					<p>With existing controls this hazard is:</p> <p>Unacceptable <input type="checkbox"/> Further controls required <input type="checkbox"/> Adequate controls <input type="checkbox"/></p>	

# Risk assessment form

## Asbestos Risk Assessment - sheet 4

### Asbestos fibre release due to workpractices

Hazard description	Tick answer Yes No	Further details about this hazard(s)	Who is affected and how could they be exposed?	Details of existing control measures	Are improvements needed? (If so provide brief description)	Done?
<b>Planned activity</b> E.g. Removal of asbestos containing materials Cutting Sawing Drilling Breaking up Repairs Sealing	<input checked="" type="checkbox"/>	<b>Laying new electrical cable in corridor adjoining canteen. The wall is covered with a textured coating type material</b>	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Members of public <input type="checkbox"/> Inadequate equipment <input type="checkbox"/> Inadequate maintenance <input checked="" type="checkbox"/> Poor systems of work <input checked="" type="checkbox"/> Lack of info / instruction/ training <input checked="" type="checkbox"/> Risk taking / corner cutting <input type="checkbox"/> Accidental errors <b>Unless a safe system is followed, there is a risk of fibre release</b>	<input type="checkbox"/> Asbestos plan <input type="checkbox"/> Regular inspection <input type="checkbox"/> Task design / safe systems <input type="checkbox"/> Info / instruction / training <input type="checkbox"/> PPE	1. <b>Wherever possible, use existing cable trays or conduits</b> 2. <b>If there is no alternative to running cables near asbestos, protect the asbestos following HSE worksheet A20 - ensure all staff are briefed.</b> 3. <b>Clean equipment with wet rags.</b> 4. <b>Put debris, used rags, and other waste in the waste container.</b> 5. <b>Tap the container closed</b>	With existing controls this hazard is: Unacceptable Further controls required <input checked="" type="checkbox"/> Adequate controls <input type="checkbox"/>
<b>Unplanned fibre disturbance / release</b> E.g. Accidental uncovering Accidental disturbance Accidental damage	<input checked="" type="checkbox"/>	<b>Lobby area / reception has asbestos-containing floor tiles. Cleaning or other routine maintenance tasks may disturb or damage the files.</b>	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Members of public <input type="checkbox"/> Inadequate equipment <input checked="" type="checkbox"/> Inadequate maintenance <input checked="" type="checkbox"/> Poor systems of work <input type="checkbox"/> Lack of info / instruction/ training <input type="checkbox"/> Risk taking / corner cutting <input type="checkbox"/> Accidental errors ^	<input type="checkbox"/> Asbestos plan <input type="checkbox"/> Regular inspection <input type="checkbox"/> Task design / safe systems <input type="checkbox"/> Info / instruction / training <input type="checkbox"/> PPE	1. <b>Conduct regular inspections of this area to check for any signs dam age.</b> 2. <b>Ensure that any maintenance tasks carried on or near the flooring are subject to a permit to work to ensure that a safe system of work has been agreed before work commences.</b>	With existing controls this hazard is: Unacceptable Further controls required <input type="checkbox"/> Adequate controls <input checked="" type="checkbox"/>

SAMPLE



# Main steps of the training process



For more information on training see the programme **Conducting Health and Safety Training (Programme code - 780)**

For employee training see the programme **What Everyone Needs To Know About Asbestos Safety (Programme codes - 825)**

## STEP 1 – Decide what training is needed

- Provide general principle training to give staff an understanding of the basics
- Identify any job specific training that might be required (e.g. use of mechanical aids, specific workpractices). If job specific training is required, decide who will provide it (i.e. do you need the help of a specialist provider?)
- Identify any improvement measures that have been developed by your risk assessment (i.e. what improvements have you developed and what do your colleagues need to know?)

## STEP 2 – Deliver the training

- Get your colleagues to watch the video programme **What Everyone Needs To Know About Asbestos Safety**
- Make sure trainees can view the video programme in a quiet area and will not be interrupted.
- Test their understanding by making sure they complete the asbestos safety quiz.
- Give each trainee an opportunity to practice their skills whilst you watch. Ask your colleagues to demonstrate how they can apply their training. Discuss any problems they may have.

## STEP 3 – Check that the training is working

- Provide constructive comments on peoples behaviour to help your colleagues develop good habits.
- Make sure you
  - say something as soon as you see someone doing something wrong
  - are specific and focus on their behaviour
  - are positive - don't just comment on what they did wrong
  - ask questions to check.

# Asbestos safety trainee quiz

Test your understanding of this training session.

<b>Asbestos safety questions</b> (please put a circle around the correct response)	
1 Asbestos was generally supplied in 3 main types , Amosite, Chrysotile and Crocidolite which are commonly called brown, white and blue asbestos	<input checked="" type="radio"/> TRUE <input type="radio"/> FALSE
2 All products incorporating asbestos will be clearly labelled	<input type="radio"/> TRUE <input checked="" type="radio"/> FALSE
3 Asbestos is only found in houses built during the 1950s	<input type="radio"/> TRUE <input checked="" type="radio"/> FALSE
4 Due to their extremely small size, asbestos fibres can be drawn into the deepest part of the lung	<input checked="" type="radio"/> TRUE <input type="radio"/> FALSE
5 The 3 known illnesses caused by asbestos are lung cancer, asbestosis and malignant mesothelioma	<input checked="" type="radio"/> TRUE <input type="radio"/> FALSE
6 The effects of exposure to asbestos fibres or asbestos containing material are always immediate	<input type="radio"/> TRUE <input checked="" type="radio"/> FALSE
7 It is thought that as little as one fibre of asbestos inhaled into the lung may lead to an asbestos related disease	<input checked="" type="radio"/> TRUE <input type="radio"/> FALSE
8 If you are in any doubt that you may have disturbed an asbestos containing material you should stop work and take emergency action	<input checked="" type="radio"/> TRUE <input type="radio"/> FALSE
9 When working close to or with asbestos, you should follow pre-scribed safe systems which includes the use of task sheets and method sheets that describe the safest ways of working on asbestos containing materials	<input checked="" type="radio"/> TRUE <input type="radio"/> FALSE
10 If you are going to carry out work that is known to release asbestos fibres, you have a duty to protect anyone else likely to be affected by any release as well as protecting yourself	<input checked="" type="radio"/> TRUE <input type="radio"/> FALSE

Trainee name (please print) \_\_\_\_\_

Trainee signature \_\_\_\_\_

Date \_\_\_\_\_

# Asbestos safety - ongoing checklist

Name of manager \_\_\_\_\_ Start date \_\_\_\_\_ Submission date \_\_\_\_\_

Checklist Item	Yes/ No	Action Required
<b>General</b>		
Are there any problems with the asbestos plan, i.e. has one been produced by the building controller or made available to the occupier and is it upto date?		
Are there any problems / concerns regarding new work activities, i.e. which may disturb asbestos and which may not have risk assessed?		
Are there any problems / concerns regarding existing processes or methods of work, i.e. which have been risk assessed but which may still have caused problems?		
<b>Training, information and systems of work</b>		
Are there any training problems, i.e. have all relevant personnel received asbestos awareness training, as a minimum, and further task-based training where required?		
Are there any problems with training records, i.e. up to date?		
Are there any problems with prescribed safe systems of work in or around asbestos material, i.e. are staff following instructions, including safe control, use of PPE and disposal of hazardous waste?		
<b>Building infrastructure / condition</b>		
Are there any problems or concerns with planned inspections of known asbestos containing materials, i.e. are the inspections being carried out and have any identified remedial actions been taken?		
Are there any concerns regarding the records of planned asbestos inspections, i.e. are they up to date?		
Are there any problems or concerns with the condition of asbestos containing materials which may require a review of risk assessment(s)?		
<b>Other items to be checked</b>		



# HUMAN FOCUS

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