

## SHE 004 Asbestos

### Introduction

It is known that many Arqiva buildings and cabins contain asbestos containing materials. This information sheet details how contractors employed by Arqiva to undertake work on our sites should take account of asbestos when carrying out intrusive work.

### Intrusive Work

Intrusive work is classified as any work that disturbs the fabric of a building, plant or equipment. Typical examples are:

- Drilling a hole in a wall, ceiling or floor
- Creating an opening in a wall for a feeder run
- Removing a wall
- Refurbishment of a building interior where the floor, ceiling and wall covering are to be stripped back and replaced
- Removal of wall heaters
- Removal or repair of toilet cisterns
- Electrical switchgear
- Roofing work

### Asbestos Information

If the work you are undertaking is notifiable to the Health and Safety Executive under the Construction (Design and Management) Regulations you will be provided with asbestos information / survey report as part of the pre-construction information pack. You must review the information and ensure it covers your specific work area. If it does not you should request further information from your Arqiva contact / project manager or CDM Coordinator.

If the work you are undertaking is not notifiable the Gateway risk register for the site will identify whether asbestos is present. If it is you should request further information from your Arqiva contact / project manager.

If access to the site you are working on is not controlled through Gateway refer back to your Arqiva contact / project manager.

If you are in any doubt or do not understand the information you have been given do not continue with the work and seek clarification from your Arqiva contact / project manager.

Asbestos surveys and management plans are not kept on site they are held electronically by Arqiva.

If no asbestos information is available you should always assume that the building contains asbestos unless it was constructed post the year 2000, there is an exact bill of quantities for the build in the health and safety file or you can see the material affected by your work e.g. bricks and you know it does not contain asbestos.

### Training and Competence

Any contractor undertaking intrusive work must ensure that all their operatives have received asbestos awareness training. You must be able to provide evidence of this training by either holding training records on site or your head office is able to easily provide them upon request. Operatives must also understand what action to take if suspected asbestos containing material is discovered during work.

### Method Statements and Risk Assessments

If asbestos is present on site this should be discussed at the prestart meeting or method statement briefing prior to work commencing.

Method statements and risk assessments for any intrusive work must take account of any pre identified asbestos, detail work methodologies and control measures to prevent exposure to asbestos and what to do if asbestos containing materials are found.

If there is no asbestos on site this should be confirmed within the method statement.

## Records on Site

Any asbestos information provided by Arqiva including survey reports must be available at all times on site in hard copy so it can be checked and referred to by any site operative.

## Action to Take if Asbestos is Discovered

The following action should be taken if you discover asbestos or materials that could potentially contain asbestos:

- Stop work immediately
- Report the information to your Arqiva contact / project manager and to the Arqiva Accident Report Line
- Discuss with your Arqiva contact / project manager whether further existing information can be provided by Arqiva or if an asbestos survey should be arranged
- If a survey is required the Arqiva contact / project manager will arrange this
- If there is a sound rationale that the materials do not contain asbestos and you agree to continue work with your Arqiva contact / project manager this decision must be documented and be available on site in hard copy e.g. hand annotated method statement, print out of email correspondence