



# Asbestos Initiative Guidance



[The duty to manage asbestos](#) ensures workers and building users are protected from the risks of exposure to asbestos. It applies to a range of non-domestic buildings, including premises like factories, warehouses, offices and shops; and public buildings like hospitals, schools, premises used for religious worship, museums and libraries. [A few simple questions](#) can help identify if you have a legal duty to manage asbestos.

To support dutyholders, HSE recently updated their web pages for the duty to manage asbestos in buildings, these include guidance on:

- What the legal duty is and the steps required to comply with the law.
- Who the dutyholder is, depending on the type of building etc, and what they must do.
- New templates of an asbestos management plan and an asbestos register with site plan.
- Examples of how asbestos can be managed.

Guidance and resources:

- [A comprehensive guide to Managing Asbestos in premises \(hse.gov.uk\)](https://www.hse.gov.uk/pubns/priced/hsg227.pdf) can be downloaded at <https://www.hse.gov.uk/pubns/priced/hsg227.pdf>
- Download an [asbestos management plan template](#) and the [asbestos register template](#) for your buildings.
- [Watch our video](#) explaining the steps to the duty to manage asbestos in buildings.
- [Asbestos \(HSE guidance\) - States of Guernsey \(gov.gg\)](#).
- [Guernsey Training Providers](#) can be found through the GOSHA website at: <http://www.gosha.org.gg/guernsey-training-providers-and-consultants/>

# **Asbestos Initiative Guidance**

Dutyholders must:

1. Take reasonable steps to assess if there are materials containing asbestos in your premises, and if so, the type/amount, where it is and the condition of the asbestos. [Asbestos: The survey guide HSG264 \(hse.gov.uk\)](#).
2. Presume materials contain asbestos unless there is strong evidence that they do not.
3. Maintain up-to-date records of the type, location and condition of the ACM's - or materials which are presumed to contain asbestos. [Example asbestos register and site plan \(hse.gov.uk\)](#), [Asbestos register template \(hse.gov.uk\)](#).
4. Ensure that where suspect materials are discovered, a relevant competent person undertakes an assessment of the risk to tenants, employees and third parties.
5. Assess the risk of anyone who could be exposed to fibres from the ACM materials.
6. Prepare a plan that sets out in detail how the risks from these materials will be managed. [Example asbestos management plan \(hse.gov.uk\)](#), [Asbestos management plan template \(hse.gov.uk\)](#).
7. Take the necessary steps to put the plan into action.
8. Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up to date.
9. Provide site-specific advice and information on the location and condition of the materials to anyone who is liable to work on or disturb them and raise awareness of the asbestos safety policy and management plan. [Example asbestos register and site plan \(hse.gov.uk\)](#), [Asbestos register template \(hse.gov.uk\)](#).
10. Ensure that any necessary works to ACM's are only carried out by Competent Asbestos Removal contractors.

Although you may appoint a competent person to carry out all or part of the work to meet the requirements of the duties above, you will have to be involved in the final assessment of the potential risk. In particular, you will know how the premises are used and what disturbance is likely to occur.

# **1. Take reasonable steps to assess if there are materials containing asbestos in your premises, and if so, the type/amount, where it is and the condition of the asbestos.**

## **Find out if asbestos is present.**

Was the building built or refurbished before 2000?

If Yes, assume asbestos is present.

If No, asbestos is unlikely to be present – no action required.

## **Do you already have information on asbestos in your building?**

Walk around your buildings to identify all ACMs or presumed ACMs, including areas not normally visited like roof voids, storerooms etc.

ACMs may be present if the building was constructed or refurbished before 2000. All asbestos use was prohibited by 1999. You need to do all that you reasonably can to find them by:

- Looking at building plans and any other relevant information.
- Carrying out a thorough inspection of the premises both inside and out to identify materials that are, or may be asbestos.
- Consulting others, such as the employees including maintenance staff, who may be able to provide you with more information.
- All documentary information that can be obtained about the premises must be systematically checked and as thorough an inspection, as is reasonably accessible, of the premises both inside and outside must be carried out.

If the building's age or the information you obtain provide strong evidence that no ACMs are present, then you do not need to do anything other than to record why this evidence indicates there is no asbestos present.

**You should always presume any material contains asbestos unless there is strong evidence to suggest it does not.**

## **Asbestos Survey**

The thorough inspection of the premises will usually take the form of a survey. The survey should be comprehensive and systematic, and the survey type should ensure you meet your current occupational requirements. The survey must be undertaken by suitably trained person who has the appropriate combination of qualifications and experience.

If you suspect materials contain asbestos, you may need to have samples analysed. Often, this is the only certain way of identifying if a material does contain asbestos. Samples should only be taken by suitably trained people.

A management survey should be carried out to identify the asbestos for normal day-to-day occupation and maintenance of the building, and a refurbishment and demolition survey should refurbishment or demolition work be planned.

All parts of the premises should be checked, including, yards, sheds, outbuildings, underfloor services, ducts, corridors, vertical risers, ceiling voids, storerooms, external runs of pipes and bridges. Fixed plant and machinery, such as process plant, should be included, as well as mobile units which are permanently on the premises. Mobile units, which are only on the premises intermittently, should not be included.

## **Assessing the condition of ACMs**

The assessment should take account of the type of ACM, the amount and its condition. This will determine its potential to release asbestos fibres into the air, if disturbed. The assessment should consider the following:

- Is the surface of the material damaged, frayed or scratched?
- Are the surface sealants peeling or breaking off?

- Is the material becoming detached from its base? (This is a particular problem with pipe and boiler lagging and sprayed coatings.)
- Are protective coverings, designed to protect the material, missing or damaged?
- Is there asbestos dust or debris from damage near the material?

## **2. Presume materials contain asbestos unless there is strong evidence that they do not.**

Homes whose construction was completed before 2000 should always be presumed to contain asbestos, unless there is strong evidence to suggest they do not. Any premises constructed after 2000 can be presumed to be asbestos free. However, exercise caution in circumstances where new premises are built on existing basements or linked to adjoining structures.

## **3. Maintain up-to-date records of the type, location and condition of the ACM's - or materials which are presumed to contain asbestos.**

### **Recording the assessment information/ Asbestos Register**

Create a record of the locations where the assessment indicates ACMs are present or presumed to be present. The written record should include an accurate drawing of the premises and the main features of each room and passageways should be marked on it.

The record and drawing should contain details of the locations of the ACMs, their extent and condition and their forms (e.g., the product type – tiles, boards, cement sheets) and what the ACM looks like (e.g., if painted and what colour).

**This formal record is frequently referred to as an asbestos register. It can be in written or electronic form. The record should be dated to aid periodic reviews.**

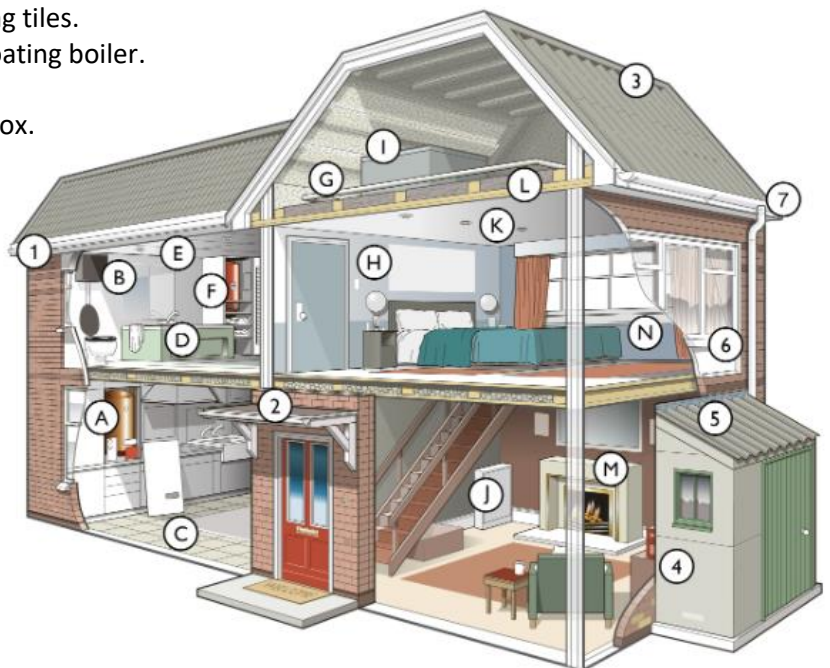
Locations could include:

#### **Inside**

- A. Asbestos insulating board (AIB) around boiler.
- B. Toilet cistern.
- C. Vinyl floor tiles backed with asbestos paper and bitumen adhesive.
- D. AIB or asbestos cement bath panels.
- E. AIB ceiling tiles.
- F. AIB airing cupboard and/or sprayed insulation coating boiler.
- G. Pipe lagging.
- H. AIB partition wall.
- I. Asbestos cement water tank.
- J. AIB behind fuse box.
- K. Textured decorative coating, for example Artex.
- L. Loose fill insulation.
- M. AIB behind fire.
- N. AIB or asbestos cement interior window panel.

#### **Outside**

- 1. AIB or asbestos cement soffits and fascias.
- 2. Roofing felt.
- 3. Asbestos cement roof tiles/slates.
- 4. Asbestos cement panels.
- 5. Profiled asbestos cement sheeting.
- 6. AIB or asbestos cement exterior window panel.
- 7. Gutters and asbestos cement downpipes.



**All the information gathered from the assessment should be used to form the management plan.**

4. **Ensure that where suspect materials are discovered, a relevant competent person undertakes an assessment of the risk to tenants, employees and third parties.**
5. **Assess the risk of anyone who could be exposed to fibres from the ACM materials.**

#### **Assessing the risk**

Ensure that an assessment of the potential risk from the ACMs is made. The assessment should consider the following:

- The information gathered on the location, amount and condition of the ACM.
- Is the ACM in a position where it is likely to be disturbed?
- How much ACM is present? Is there easy access to the ACM?
- Do people work or move near the ACM in a way that is liable to disturb it, i.e., is it vulnerable to damage?
- If likely to be disturbed, is it close to areas where people normally work?
- How many people use the area where the ACM is?
- Is maintenance, repair or refurbishment work or other activity on the premises likely to be carried out where the ACM is?

The assessment should identify how the ACMs are going to be managed and how any work activity which may disturb asbestos will be managed. The assessment should identify those ACMs:

- Which are in good condition and can be left in place and managed.
- Which are in vulnerable locations that need to be protected or removed.
- In poor condition and which need repair or removal.
- Which will need to be removed where maintenance, refurbishment work or demolition is planned.

6. **Prepare a plan that sets out in detail how the risks from these materials will be managed.**

**A written (electronic or paper) management plan should be prepared.**

The management plan should set out how the risks identified from asbestos will be managed. Details should include:

- **Identifying the person(s) responsible for managing the asbestos risk.**
- A copy of the **asbestos record** or **register** and how to access it if it is kept electronically.
- **Instructions that any work on the fabric of the building cannot start without the relevant parts of the record/register being checked.** The plan should include details for how this will be achieved.

In particular, the plan should identify the procedures and arrangements to make sure: – the record/register is checked in good time before the work starts; – checks will be made that the information on the presence of asbestos has been understood and will be taken into account; – checks will be made that the correct controls will be used and that competent asbestos-trained contractors will carry out the work;

- Plans for any necessary work identified from the risk assessment, e.g., repair, protect or remove ACMs.
- **The schedule for monitoring the condition of any ACMs.**
- **How to communicate the content of the management plan.**
- Contingency arrangements if the main contact person for asbestos risk management is not available.

#### **Arrangements to deal with accidents, incidents and emergencies.**

You should have emergency procedures in place for any accident, incident or emergency relating to asbestos, for example, accidental disturbance of ACMs during building work, unless the amount of asbestos in the premises is so small that any risk would be minimal.

**These procedures should be contained in the asbestos management plan**, and include the steps to be taken to minimise the risks of exposure to asbestos and measures in place to carry out emergency repairs. In any circumstance where there is an accidental uncontrolled release of asbestos into the workplace, the cause of the uncontrolled release should be identified, and adequate control regained as soon as possible.

If an employee has been potentially exposed to asbestos fibres in an incident, a note that the exposure has occurred should be added to the employee's personal record. A copy of the note must be given to the employee with instructions that it should be kept indefinitely. It is also recommended that they consult their GP to have a note of their possible exposure made on their personal medical record, which should include date(s), duration, type of fibre and likely exposure levels (if known).

## **7. Take the necessary steps to put the plan into action.**

### **Actioning your Asbestos management plan**

Ensure that the plan is implemented to manage the risks. The action plan should:

- Prioritise the actions identified.
- Give high priority to damaged material and materials likely to be disturbed; these will need to be repaired, sealed, enclosed protectively or removed using trained and competent personnel.

If unsure how to implement the management plan yourselves, seek competent specialist advice from an asbestos surveyor, a laboratory or a specialist contractor, or other competent person as appropriate.

The plan should include procedures and responsibilities to ensure that the asbestos register is shared with any worker/contractor carrying out maintenance or other work.

**The asbestos register, including drawings, should be available on site for the entire life of the premises and should be kept up to date.**

## **8. Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up to date.**

### **Reviewing and updating the management plan**

**The Asbestos management plan, including records and drawings, should be reviewed every 12 months.**

It should also be reviewed if there is reason to believe that circumstances have changed (e.g., there is a change of use of building, work being undertaken, ACMs removed or repaired etc). The plan, including records and drawings, should then be updated accordingly.

**Any identified or suspected ACM must be inspected, and its condition assessed periodically, to check that it has not deteriorated or been damaged.**

There will also be events or changes, e.g., maintenance work, new tenants or employees, which should also trigger a review of the plan. The effectiveness of the current management plan should be reviewed to:

- Highlight the need for action to repair/remove ACMs.
- Raise awareness among all employees.
- Raise issues which may affect the management plan, including:
  - changes to the organisational structure and/or staff.
  - resourcing the management plan.
  - changes to company procedures.
  - changes in building use/occupancy/refurbishment plans.

There should be periodic checks to make sure that the arrangements and procedures for managing asbestos are working and that people are fully aware of what they should be doing to comply with the duty to manage.



**9. Provide site-specific advice and information on the location and condition of the materials to anyone who is liable to work on or disturb them and raise awareness of the asbestos safety policy and management plan.**

**Asbestos Register**

If the material is in good condition, well protected either by its position or physical protection, reducing the likelihood of damage, and is unlikely to be worked on regularly or otherwise disturbed, it is usually safer to leave it in place and manage it.

If ACMs or presumed ACMs that are in good condition are left in place, this information should be entered on the record/register of locations and the information kept up to date.

**Everyone who needs to know about the asbestos should be told about its presence in sufficient detail, e.g., maintenance workers, contractors and occupants.**

People who simply occupy premises only need to be informed, where necessary, of the location of the ACMs, so that the ACM will not be disturbed during normal occupational activities. Occupants should be instructed not to do anything which could damage or disturb the ACMs and to report any accidental damage promptly.

ACMs can be labelled clearly with the asbestos warning sign or some other warning system (e.g., colour coding) can be used. If labelling is not used, the dutyholder must make sure that those who might work on the material know that it contains or may contain asbestos, before they start work.

**10. Ensure that any necessary works to ACM's are only carried out by Competent Asbestos Removal contractors.**

**Repair and removal of asbestos**

Some damaged ACM can be made safe by repairing it and either sealing or enclosing it to prevent further damage. If this can be done safely, ensure the area is marked after it has been repaired and make sure it is on the record of asbestos locations.

If ACM is likely to be disturbed during routine maintenance work or daily use of the building, it will release fibres. If it cannot be easily repaired and protected, have it removed.

This work must be carried out by someone trained and competent to carry out the work, most work with ACMs, which can lead to the high release of asbestos fibres, is restricted to specialist asbestos removal contractors. See [Control of Asbestos \(gov.gg\)](https://www.gov.uk/government/publications/control-of-asbestos-part-3) Part 3.

Specialist contractor details can be obtained found in the phonebook or from the Health and Safety Executive.

# Asbestos Initiative checklist(s)

These checklists aim to support management teams to review their asbestos management arrangements. They ask key questions so dutyholders can check if suitable precautions are in place, and to record any further action that is needed.

- ☐ **Find**                      You must check if materials containing asbestos are present or are liable to be present. (This will usually take the form of an **asbestos survey** by a competent surveyor.
  
- ☐ **Condition**              You must check what condition the material is in.
  
- ☐ **Presume**                You must assume the material contains asbestos unless you have strong evidence that it does not.
  
- ☐ **Identify**                If you are planning to have maintenance or refurbishment of the building carried out or the material. is in poor condition, you may wish to arrange for the material to be sampled and identified by a specialist.
  
- ☐ **Record**                 Record the location and condition of the material on a plan or drawing. (**Asbestos register**)
  
- ☐ **Assess**                 You must decide if the condition or the location means the material is likely to be disturbed. (**Survey**)
  
- ☐ **Plan**                     Prepare and implement a plan to manage these risks. (**Asbestos management plan**)



# Asbestos Initiative checklist(s)

	Yes	Further action needed
<p><b>Are you aware who has the overall legal responsibility for the management of maintenance and repair of the buildings?</b>  <a href="#">Control of Asbestos ACoP</a> (page13)</p> <p>The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the premises - this is the dutyholder. In some cases, these responsibilities may be shared between dutyholders.</p>		<p><a href="https://www.hse.gov.uk/asbestos/duty/check.htm">Check if you have the duty to manage asbestos</a> at <a href="https://www.hse.gov.uk/asbestos/duty/check.htm">https://www.hse.gov.uk/asbestos/duty/check.htm</a></p>
<p><b>Has the dutyholder arranged for a management survey to be completed by a competent asbestos surveyor?</b></p> <p><a href="#">Control of Asbestos ACoP</a> (Para 56-62)</p>		
<p><b>Does the management survey clearly show the location of all ACMs?</b></p> <p><b>Check any site plans or photographs are clear and accurate and that you can use them to locate the ACMs.</b></p> <p>All areas of the premises should be included, for example:</p> <ul style="list-style-type: none"> <li>• Storerooms.</li> <li>• Yards.</li> <li>• Outbuildings.</li> <li>• underfloor services.</li> <li>• Pipes.</li> <li>• ceiling voids.</li> <li>• Corridors.</li> <li>• Boiler rooms.</li> </ul>		<p><a href="https://www.hse.gov.uk/asbestos/diagrams.htm">Diagrams showing where asbestos can occur in buildings</a>: at <a href="https://www.hse.gov.uk/asbestos/diagrams.htm">https://www.hse.gov.uk/asbestos/diagrams.htm</a></p>
<p><b>Does the management survey clearly identify any areas that have not been inspected and should therefore be presumed to contain ACMs and managed accordingly?</b></p> <p>Check the survey report for limitations and areas out of scope. Surveys may not look at inaccessible areas, for example:</p> <ul style="list-style-type: none"> <li>• loft spaces, ceiling cavities, roofs.</li> </ul> <p>The information in the survey report should be used to form an <b>asbestos register</b>.</p>		

	Yes	Further action needed
<p><b>Preparation of Asbestos Register</b></p> <p><u>Control of Asbestos ACoP(Para 51)</u></p> <p>Register should include:</p> <ul style="list-style-type: none"> <li>• The identification of asbestos containing materials that may be on site.</li> <li>• An assessment of risk from any such asbestos containing materials.</li> <li>• Identification of measures required to be carried out to ensure that any risks from exposure to asbestos containing materials are controlled.</li> <li>• Arrangements for dealing with any accidents, incidents and emergencies.</li> <li>• Arrangements for monitoring and reviewing the effectiveness of the asbestos management plan.</li> </ul> <p><u>Example asbestos register and site plan (hse.gov.uk)</u></p>		<p>The asbestos register should be made available, on request, to the emergency services, in particular the States of Guernsey Fire and Rescue Service, so that they can take the appropriate precautions in the event of an emergency. You may wish to consider keeping a copy of the register next to the fire alarm panel.</p>
<p><b>Has the dutyholder assessed the potential risk from the ACMs?</b></p> <p>The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p> <p><u>Example asbestos register and site plan (hse.gov.uk)</u></p>		
<p><b>Does the dutyholder have a management plan detailing how to manage the risks from any ACMs at your premises?</b></p> <p><u>Control of Asbestos ACoP (Page 16)</u></p> <p>The plan should bring together all the available and relevant information. It should set out what is going to be done, when it is going to be done, and how it is going to be done.</p> <p>It should set out <b>clear roles and responsibilities for all staff who manage asbestos</b> with effective systems in place to cover for staff absences, for example deputising.</p>		

	Yes	Further action needed
<p>The plan should be clear and easy to understand and specific to each premises. It should also <b>include emergency procedures</b> for dealing with any unplanned disturbance of ACMs and <b>how information will be provided to emergency services attending incidents.</b></p> <p>The plan can be written or held as a computer-based record and should be readily available.</p> <p><a href="#">Example asbestos management plan (hse.gov.uk)</a></p> <p><a href="#">Asbestos management plan template (hse.gov.uk)</a></p>		
<p><b>Has this management plan been reviewed in the last 12 months?</b></p> <p><a href="#">Control of Asbestos ACoP (Para 24)</a></p> <p><b>As a minimum, the management plan, including records and drawings, should be reviewed every 12 months.</b></p> <p>It should also be reviewed if there have been any recent changes for example building or refurbishment work.</p>		
<p><b>Has anyone who may disturb ACMs been provided with information about any asbestos present, and areas not surveyed which should be presumed to contain asbestos?</b></p> <p><a href="#">Control of Asbestos ACoP (para 34-41)</a></p> <p>Do you have evidence that anyone who carries out work on the premises liable to disturb ACMs has been given up-to-date information about the location of any asbestos present.</p> <p>The information should be supplied before any work starts, for example via:</p> <ul style="list-style-type: none"> <li>• Contractor site Inductions</li> <li>• Asbestos Register</li> <li>• Permits to work etc.</li> </ul>		

	Yes	Further action needed
<p>Are checks made to ensure anyone who carries out work liable to disturb ACMs (including maintenance staff, caretakers, external contractors), are adequately trained?</p> <p><u>Control of Asbestos ACoP</u>(Para 34-41)</p> <p><b>Awareness training – for staff whose work could expose them to asbestos while carrying out their everyday tasks.</b></p> <p><b>Awareness training is not sufficient for staff planning to carry out any work on ACMs</b> who should undertake more robust specialist training, this includes most work on asbestos insulation, asbestos insulating board and lagging, including sealing and removal.</p> <p>Trained contractors must carry out most work with these higher risk ACMs.</p>		<p>Some <a href="http://www.gosha.org.gg/guernsey-training-providers-and-consultants/">Guernsey Training Providers</a> can be found through the GOSHA website at:  <a href="http://www.gosha.org.gg/guernsey-training-providers-and-consultants/">http://www.gosha.org.gg/guernsey-training-providers-and-consultants/</a></p>

## Any further action needed:

Action required	Action taken by when and by whom:	
Name (and position):	Signature:	Date:
Name of premises:		



### Data Protection - How we collect and use information

The States of Guernsey Health and Safety Executive processes personal data for the purpose of enforcing Health & Safety at work and associated legislation. The personal data collected will vary depending on your business with us but will be no more than is required for that legitimate and lawful purpose. We may obtain information about you from third parties for any lawful purpose in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017 ("DPL"). We may also share your personal data with certain other organisations if the DPL allows us to. All the personal data held by The States of Guernsey Health and Safety Executive will be processed in accordance with the DPL. If you wish to know more about the information we have about you, or about the way we use it, you can check our website page [www.gov.gg/hse](http://www.gov.gg/hse)