Safety Management System

Title: Accidental Identification or Disturbance of ACM's

Reference: SSC-PR-#003  
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Review date:

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<td>Simon Toseland</td>
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1 **Purpose**

To ensure that Sidney Sussex College employees, contractors or other persons know what to do in the event that they discover damaged or cause damage to a suspected asbestos containing material.

2 **Scope**

All construction activities carried out on the College Campus.

3 **Definitions**

**ACM** – Asbestos Containing Material

**CDM** – Construction (Design and Management) Regulations 2007

**Construction Work** - Construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling.

**Competence** - a person or employee who has received adequate information, instruction and training for the task being undertaken and can demonstrate an adequate and up-to-date understanding of the work, required control measures and appropriate law. In addition they must have sufficient experience to apply this knowledge effectively.

**HSE** – Health and Safety Executive

4 **Attachments**

Appendix 1 – Equipment and Methods Guidance Sheet – Flow chart for what to do in the event ACM or presumed ACM is disturbed or discovered.
5 Guidance and references

5.1 Guidance


- Asbestos health and safety: HSE: Asbestos - health and safety in the workplace

5.2 References

- HSE Asbestos Essentials
- Equipment / method statement 1: Uncovering or damaging asbestos
- Equipment / method statement 8: Personal Decontamination

6 Requirements

6.1 Discovering or Disturbing Asbestos

When undertaking a task, a SSC employee or contractor may come across presumed Asbestos Containing Materials (which had not been found prior to the work commencing or when working on or near asbestos materials they may accidentally damaged).

In either case it is important that, the operative must:

1. Stops work and evacuates the area

2. Report the incident immediately to the SSC Health and Safety Officer.

3. Consult with a Health and Safety advisor as appropriate to determine the correct course of action which may include evacuating the area (Refer to Flow Chart)

4. Formulate a plan which may include sampling, analysis and remedial action (advice may need to be sought by appropriate Asbestos Consultant)

5. Record the incident with details of who may have been exposed
6. Update the information on the Asbestos Register

6.2 Asbestos in the event of a fire

In the event that a fire occurs in an area that ACM are present or presumed to be present the emergency services must be made available all information in regards to the location of the ACMS within the building.
7 Procedure for discovery or disturbance of asbestos

Discovery or disturbance of asbestos

Suspected discovery or disturbance of asbestos?

STOP WORK IMMEDIATELY

Isolate the area (to prevent anyone entering) including any air conditioning system.

Have you any dust / debris on yourself or clothing?

Yes

Remove clothing & place in a plastic bag. Take a shower, if possible, otherwise wash thoroughly.

No

Report the incident to the H&S Officer immediately.

Arrange for a sample of the material to be taken for analysis.

Yes

Does it contain asbestos?

Assess the job and use the task guidance sheets to develop a safe system of work. Where necessary employ a specialist contractor licensed by the HSE.

No

Risk Controlled