

Newman Scott Limited

ASBESTOS PROCEDURE

1. All of our Clients have a responsibility in law to ensure that anybody carrying out work on their premises is not exposed to asbestos. If it is likely that asbestos is in their building, they should have it inspected. They then have a duty to pass information on to us about the location and condition of asbestos in every area we will be working in or uncovering.
2. In most of our projects, even seemingly 'cosmetic' ones there will be a risk of potential exposure to asbestos (e.g. lifting out a ceiling tile for an electrician – knocking out the odd wall/partition). In most cases an asbestos survey should be carried out that identifies whether or not there is asbestos in every area we will be entering. The law states that material must be assumed to contain asbestos unless it is positively identified as not so.
3. It is up to the Client whether they have a Type 2 or Type 3 survey, but it needs to identify that **every** area we will be working in or uncovering has been inspected. For example, if we need to go above the ceiling, and it has removable tiles or access panels, the asbestos survey could be type 2, but it must include the area above the ceiling. If the ceiling does not have access panels, then the survey would need to be Type 3. If we are going to knock down walls it needs to deal with what is behind the wall not just what the surface material is.
4. We should ask for an asbestos survey at the tender/negotiation stage of a project within a building that is likely to have asbestos (i.e any pre 1999 building). If there isn't one we should flag that up and qualify our tender to state that any cost or programme effect resulting from asbestos being present is excluded and that we will need to see a survey before starting on site.
5. On receipt of an asbestos survey from a Client, Contract Managers should read it and ensure that all areas we will be working in or uncovering have been inspected. If they haven't, let Helen Laville or John Graham know.
6. If asbestos has been identified and it is not being removed let Helen Laville or John Graham know so that the workforce can be informed and the Construction Phase plan and arrangements modified and appropriate control measures put in place.

7. All our workforce have received Asbestos Awareness Training in accordance with the regulations. That training must be followed at all times.

We MUST NEVER send our operatives into a unit if the above has not been done. IT IS ILLEGAL and the person who allows it is committing a criminal offence punishable on first instance with imprisonment.

J Graham
Director
24/08/2006