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HAS/012/002 – Procedure for working with or near materials containing asbestos in operational premises.

1. Purpose

This code of practice details the procedures for working on or near asbestos in accordance with the policy, **HAS/012 – The Control of Asbestos.**

This document supersedes the following documents, all copies of which should be destroyed.

Ref	Version	Date	Title
HAS / 012 / 002	4.0	Nov 2013	Procedure for working with or near materials containing asbestos in operational premises.

2. Scope

This document outlines the assessments and precautions that must be undertaken before anyone carries out work with or adjacent to materials containing or likely to contain asbestos. Contractors and service providers, not holding a license for work with asbestos, to Northern Powergrid companies are required to follow the requirements contained within this document. The document provides guidance, intended to cover only Northern Powergrid buildings, sites and equipment.

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3. Procedure

3.1. Assessment of suspected materials

- 3.1.1.** All premises are being surveyed to identify asbestos containing materials. Surveys are being carried out by a UKAS accredited contractors. Re-inspections are being carried out by suitably internally trained staff and appointed contractors.
- 3.1.2.** Where it is not certain that any material does not contain asbestos then it shall be deemed to contain asbestos unless proven otherwise.
- 3.1.3.** All identified and suspected asbestos containing materials shall be assessed for condition. Where asbestos containing materials are damaged or likely to become damaged due to routine operational works or maintenance they shall be removed by an approved licensed contractor. In house trained staff can be used for works on asbestos-containing materials identified in appendices 1 through to 8. Where such asbestos containing material cannot be removed immediately they should be sealed and protected from inadvertent contact or damage until they are removed. For small works not requiring a licence and not included within appendices 1-8 then the safety section should be consulted.
- 3.1.4.** All staff likely to come into contact with asbestos containing materials shall be trained and made aware of its location. Each item of asbestos containing material shall be suitably identified, an Asbestos Location Plan shall be available within operational premises and it shall clearly identify asbestos containing material's. Where this is not possible, the plan and location of any asbestos containing materials should be made readily available, via the company plant register, to anyone who needs to enter the substation. Each Asbestos Location Plan shall include information on where the asbestos containing material is located, its condition, the unique reference number used to identify the plan and the date the plan was completed. Any areas not checked shall also be detailed on the plan; these areas shall be assumed to contain asbestos until proven otherwise. The Asbestos Location Plan shall be updated when any removal or repairs affecting the asbestos containing materials are carried out and this shall be the responsibility of those commissioning the removal or repair.
- 3.1.5.** Where asbestos containing materials remain in situ within operational premises, in addition to the Asbestos Location Plan above, an Asbestos Management Plan shall be compiled which shall be retained on the company's asset register. The Asbestos Management Plan shall include all the details shown on the Asbestos Location Plan above and, in addition, the level of risk posed by the material and any actions to be taken, to manage that risk, i.e. monitor, encapsulate, repair or remove.
- 3.1.6.** Where asbestos containing materials are damaged, they shall be removed or repaired as appropriate. Where any asbestos has been repaired or removed the asbestos location plan and the asbestos management plan shall be updated by those commissioning the works as soon as is reasonably practicable

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- 3.1.7.** Where asbestos containing materials have been identified which are accessible or likely to be disturbed **and** the risk of asbestos fibre release is high, they shall be re-inspected for condition at least every 6 months. Where the assessment identifies the asbestos containing material as inaccessible on a day-to-day basis then the interval between re-inspections may be extended taking account of other substation inspection programmes. However, LV boards which are clad in asbestos containing material will require a more rigorous inspection regime and will be inspected at least 6 monthly. The re-inspection shall be carried out by a competent person either internally trained or a third party approved contractor. Photographs shall be taken as a record and evidence of condition and they shall be used to check changes to the condition at subsequent assessments.
- 3.1.8.** Where asbestos containing materials are inadvertently damaged during work, such work shall be immediately suspended and the situation and material shall be assessed immediately by a competent person. See Appendix 9.
- 3.1.9.** Where asbestos is present within or on a building, the building and surrounding area of the asbestos containing material shall be kept clean and free from accumulations of any dust. Where it is not reasonably practicable to keep those areas clear of dust then the dust shall be sampled on a regular basis. If such dust is found to contain asbestos fibres then the source of the asbestos fibres shall be identified, abatement works shall be carried out and the substation shall be cleaned. Areas containing asbestos shall not be dry brushed, as this is likely to make any fibres contained in the dust to become airborne. Where materials containing asbestos remain in situ then the area around them should be thoroughly cleaned prior to any works being carried out. A licensed contractor should carry out the cleaning work unless the cleaning can be done in accordance with Appendix 7.
- 3.1.10.** Where doors contain asbestos then consideration shall be given to replacing them as the operation of opening and closing the doors could result in the release of respirable fibres. Where doors are not replaced they shall be sealed and clearly marked to identify they contain asbestos.
- 3.1.11.** Any information relating to the site needs to be available at the site for use by anyone visiting the site including the emergency services.

3.2. Work with small amounts of asbestos containing materials or work where they may be disturbed.

- 3.2.1.** Only operatives trained in work with small quantities of asbestos (see 3.3 and 3.8) shall carry out any works involving asbestos containing material. Such works shall be limited to those detailed within the Appendix 1 - 8 of this document. They shall wear, were stated in the relevant appendix, the appropriate asbestos works PPE/RPE as detailed in 3.7 below. Before any other work, involving asbestos containing material is undertaken a thorough, documented assessment shall be carried out by a suitably trained and competent person.

Details of working methods are contained in Appendices 1 to 8 of this document

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Note:

- Disposable PPE should not be re-used
- Operatives should not eat drink or smoke whilst carrying out work with asbestos containing material's
- For more detail on the assessments referred to in appendix 1 – 8 contact the safety section.

3.2.2. Consideration must be given to the use of wetting agents to dampen the asbestos containing material to prevent any release of fibres becoming airborne, care must be taken to ensure the area does not become too wet, and where work is adjacent to electrical equipment that suitable precautions are taken to prevent the ingress of water. Asbestos or dust likely to contain asbestos or suspected asbestos should not be dry brushed under any circumstances, the use of damp rags or tack wipes or, where available or required based on the risk assessment.

3.3. Permitted duration of work

3.3.1. Short duration non licensed work on asbestos containing material is permitted as detailed in appendices 1 to 8 only. Where works are to be carried out on Asbestos Insulating Board (AIB) or similarly friable materials, it may be carried out by suitably trained persons providing that it does not involve more than 1 hour per week for an individual and where two or more workers are involved their total time shall not exceed 2 hours in any seven consecutive days (one week) start to finish. This includes time spent setting up and clearing up. See Appendix 9 for further guidance. Any time spent working on AIB shall be recorded on the form shown in Appendix 10, which should be returned to the operative's line manager/supervisor. For small works not included in appendix 1-8 contact the safety section prior to any work starting

3.4. Disposal of Waste

3.4.1. All waste shall be double bagged prior to disposal in polythene bags clearly marked 'asbestos' prior to disposal. The waste should first be placed in a red bag marked 'Asbestos' and sealed, this should then be placed in a clear bag marked 'Asbestos' and sealed. Under no circumstances should asbestos material be broken in order to make it fit into the supplied bags. Where items are too large to bag, they should be suitably wrapped in 1000 gauge polythene sheeting and suitably marked up to identify the content.

3.4.2. A Hazardous Waste Consignment Note shall be completed prior to the removal of asbestos waste from any site, this note shall accompany the waste to the disposal site. Where it is not possible or practicable to remove the waste immediately, it MUST be double bagged and left in a secure area. Information on left in waste must be passed to the removal company to instigate collection.

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3.4.3. Care should be taken to ensure the bags / wrappings are not damaged during handling, storage and transport. Asbestos waste should be taken to a suitable location and disposed of in accordance with EOC/11 Appendix 10 "Procedure for Disposal of Asbestos".

3.5. Accidental damage

3.5.1. Where asbestos containing materials or suspected asbestos containing materials are accidentally damaged during work operations then the procedure in Appendices 9 shall be followed.

3.6. Welfare at work

3.6.1. Where disturbance of asbestos containing material is likely to occur, then only operatives who are trained in work with or adjacent to asbestos containing materials shall carry out the work.

3.6.2. Operatives shall have available suitable protective disposable clothing including disposable coveralls, facemasks, gloves and booties (see 3.7 for specifications). All of which should be treated as contaminated waste on completion of the work. They should be disposed of accordingly in the asbestos waste bags. Re-usable facemasks where issued must be thoroughly cleaned prior to storage.

Suitable washing facilities, preferably with clean running water, and/or tack wipes or wet wipes etc. shall be made available for personal cleansing on completion of work. Under no circumstances should contaminated or suspected contaminated clothing be taken home for laundering, it must be disposed of as contaminated waste as detailed above.

3.7. PPE for work with asbestos containing materials

3.7.1. Operatives shall have available suitable protective disposable clothing which conforms to; -

- Disposable coveralls, Type 5/6 (BS EN ISO 13982-1) or Flame retardant coveralls BS EN 133 Index 1

Wear one size too big – this will help prevent ripping at the seams.

Coveralls should cover tops of footwear to prevent fibres becoming trapped in laces etc. Where possible either Wellingtons or disposable booties should be worn.

Hood should be over the RPE retaining straps.

- RPE Facemasks,

Disposable respirator to standards EN149 (type FFP3) or EN1827 (type FMP3).

Re-useable masks are issued for use where facial hair is present. These are used in conjunction with a sealing hood. Following use, the hood shall be disposed of. Re-useable masks shall be thoroughly cleaned after use

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Notes

- Close fitting respirators need to be fit tested and are not suitable for operatives with beards or stubble. Where facial hair is present, a re-useable respirator with disposable hood shall be worn.
- Company approved PPE suppliers will provide a face fit service where required, and can carry out suitable initial and annual fit checks for those who are required to wear RPE.
- Gloves; should be single use disposable gloves.
- Footwear, Boots without laces such as smooth surface wellingtons are preferable to disposable overshoes, which can cause slipping.
- Flame retardant coveralls shall be used if working adjacent to live exposed equipment in addition to any disposable coveralls used to protect against exposure to asbestos fibres.
- Never take any PPE which has been specifically provided for use for work on asbestos containing materials home, all such PPE should be disposed of as asbestos waste.

3.8. Training

3.8.1. All company staff involved in managing, supervising, initiating or planning/designing of work on system assets and those required to work on ACM's or required to work in situations where it is possible their work could disturb asbestos will be given adequate information, instruction and training, so that they are aware of:-

- The properties of asbestos and its effects on health, including its interaction with smoking,
- The types of products or materials likely to contain asbestos,
- The operations, which could result in asbestos exposure and the importance of preventive controls to minimise exposure,
- Safe work practices, control measures, and protective equipment,
- The purpose, choice, limitations, proper use and maintenance of respiratory protective equipment,
- Emergency procedures,
- Hygiene requirements,
- Decontamination procedures,
- Waste handling procedures,
- Medical examination requirements
- All operatives who are likely to disturb asbestos shall be subject to face fit training for any respirators issued. (see 3.7.1 above)

3.8.2. The information, instruction and training for company staff required to work on small amounts of asbestos shall be refreshed at least annually.

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3.8.3. Designers need to understand their responsibilities for removal, disposal and maintenance of environments, which contain or may contain asbestos. This should include the types of assessments that may need to be carried out.

3.8.4. Specific Training requirements can be split into 3 main categories with one sub category:-

- (a) Asbestos Awareness Training (Relevant to all operational staff & property management staff)
 - 1. On-Line Asbestos Awareness Training
- (b) Asbestos Awareness Training and Duty to Manage. (For managers & property management staff)
- (c) Unlicensed work with Asbestos. (On site operatives)

Note: all asbestos training shall be refreshed annually

3.9. Informing the HSE and or Local Authority.

Works permitted by company staff (appendix 1 to 8) do not require pre-notification. Works carried out by company approved licensed contractors may require pre-notification to the relevant authority.

3.10. Accidental release of asbestos fibres (Incident Management)

Should company staff inadvertently work on asbestos, or suspect that they have been inadvertently exposed to risk of inhaling asbestos fibres then they shall report the matter immediately using the 159 reporting hot line. In all such cases, an exception report will be completed and an investigation will be carried out to determine the circumstances and identify any measures needed to prevent a reoccurrence. The classification for such investigations shall be as specified by the Head of Safety, Health and Environment.

3.11. Records

Any known, or suspected, inhalation of asbestos fibres should be reported on an "Asbestos – Employee Notification Document" obtained from HR, Safety or from Top Forms on the company intranet. This should only occur when an employee has inadvertently disturbed any asbestos containing material. The affected employee and their manager shall complete the form and forward copies to HR.

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4. References

4.1. External Documentation

Reference	Title
HSG 210	Asbestos Essentials

4.2. Internal documentation

Reference	Title
HAS/012	The Control of Asbestos
HAS/012/001	Labelling of Asbestos in Ground-mounted Substations
ENV / 003	Management of Waste

4.3. Amendments from Previous Version

Reference	Details
n/a	Full review

5. Definitions

Reference	Title
ACM	Asbestos Containing Material
Approved Contractor	UKAS Approved contractors under standards BSENISO 17025 or UKAS Approved contractors under standards BSENISO 17020
Competent Person	Someone with sufficient training, experience, knowledge and other qualities to enable them to properly undertake the duties assigned to them.
Asbestos Register	A record of the location of any asbestos identified within a building following a survey.
Asbestos Management Plan	Details of the management procedures in place to prevent exposure. It considers who could disturb asbestos on the premises and the management plan to prevent such a disturbance.
Unlicensed Work	Work which knowingly disturbs low risk asbestos containing materials, such as maintenance workers and their supervisors.
Licensed Contractor	Company approved for work with asbestos, which requires a licence under the Control of Asbestos Regulations 2012
RPE	Respiratory Protective Equipment
PPE	Personal Protective Equipment
Asbestos suitably trained and competent person	Person suitably trained by the company to work with small amounts of asbestos or asbestos containing materials.

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6. Authority for issue

6.1. CDS Assurance

I sign to confirm that I have completed and checked this document and I am satisfied with its content and submit it for approval and authorisation.

		Sign	Date
Lynn Donald	CDS Administrator	Lynn Donald	18/07/16

6.2. Author

I sign to confirm that I have completed and checked this document and I am satisfied with its content and submit it for approval and authorisation.

Review Period - This document should be reviewed within the following time period.

Standard CDS review of 3 years	Non Standard Review Period & Reason		
Yes	Period: n/a	Reason: n/a	
Should this document be displayed on the Northern Powergrid external website?			No
		Sign	Date
Steve Garnett	Health and Safety Policy Manager	Steve Garnett	18/07/2016

6.3. Technical Assurance

I sign to confirm that I am satisfied with all aspects of the content and preparation of this document and submit it for approval and authorisation.

		Sign	Date
Paul Norton	Head of Safety	Paul Norton	02/08/2016

6.4. Authorisation

Authorisation is granted for publication of this document.

		Sign	Date
Geoff Earl	Director of Safety, Health and Environment	Geoff Earl	02/08/2016

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Appendices - Standard procedures for works with materials known or assumed to contain asbestos

The following Appendices (1 to 8) identify low risk asbestos works that can be carried out by trained Northern Powergrid staff and contractors. The appendices all have common procedures that must be observed by those undertaking the works.

Appendix 1 Guidance note for the removal of small amounts of asbestos cable tape.

Appendix 2 Guidance note for the sealing of asbestos cable tape

Appendix 3 Guidance note for removal of service position single cables wrapped in asbestos tape

Appendix 4 Guidance note for the removal and insertion of auxiliary fuses with asbestos splashguards

Appendix 5 Guidance note for the operation of LV fuse boards clad with asbestos insulating board (AIB)

Appendix 6 Guidance note for the removal of or work on live LV cut-outs containing asbestos

Appendix 7 Guidance note for the cleaning of small amounts of dust/debris which may contain asbestos fibres

Appendix 8 Guidance note for access to and the operation of fuses within LV street pillars which may contain asbestos

Appendix 9 What to do if you discover or damage materials that could contain asbestos

Appendix 10 Record of works with Asbestos Insulating Board (AIB)

All of the identified works have been assessed and proven that the exposure to asbestos is below the Control Limit (0.1 f/cm³) providing the works are carried out as detailed.

Always check your Job Instruction Documentation and carry out a personal risk assessment to make sure that the site is safe. When working on or near live conductors and equipment always follow the approved procedures and the appropriate guidance note for live working.

Where identified, and unless otherwise stated always wear your appropriate Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE). As a minimum, see section 3.7 PPE for work with Asbestos containing material, NOTE: This PPE is an additional layer, not a substitute layer. Additional PPE may be required for specific work activities and environments. If in doubt about any aspects of your work contact your supervisor.

For all works, only the minimum number of people required to do the work should be permitted into the working area.

For works involving Asbestos Insulating Board (AIB) consider the likely duration of the task, ensure compliance with section 3.3 'Permitted Duration of Work'.

Make sure that you have taken suitable steps to prevent the access of untrained or unequipped personnel into the working area. Where appropriate use tape and warning notices to warn others likely to enter the area.

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Take all the necessary tools and equipment to the working area to remove the need to leave the area until the work is completed. This should include, spray container, tack wipes and waste disposal bags for debris and used items of PPE. Ensure that the surrounding area/surfaces are protected from contamination by covering with 500g polythene sheeting (use clean waste bags where appropriate) securely attached using duct tape to non-asbestos surfaces. Keep disturbance of all suspected or known asbestos containing material to a minimum.

On completion of all asbestos works: -

Clean the area in proximity to the point of work using “tack wipes”.

Clean all the tools, wellingtons, rubber gloves and helmet and visor where appropriate using “tack wipes”

Remove your outer overalls and booties and place them in an asbestos waste bag.

Using suitable washing facilities/wet wipes wash/wipe all exposed areas of skin, taking care not to remove your respiratory protective equipment until washing is complete.

Never eat, drink or smoke until washing is complete.

Place all used wet wipes in the asbestos waste bag.

When you have finished with the asbestos removal equipment including approved personal protective equipment and approved respiratory protective equipment, make sure that it is disposed of as asbestos waste.

Make sure that all waste bags are double bagged, securely fastened and correctly labelled.

Asbestos waste should be taken to a suitable location and disposed of in accordance with ENV / 003 – Management of Waste .

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Appendix 1

Guidance note for the removal of small amounts of asbestos cable tape

Responsible person; Craftsman

Scope This document gives guidance on the safe method of removal of small amounts of asbestos cable tape.

Working method: -

Always wear all the necessary approved personal protective equipment and approved respiratory protective equipment throughout the course of the work.

Wet the tape on the cables using the spray, taking care not to apply excess water such that it runs off the cable. If the cable tape is in poor condition, apply dampened Tack Wipes or equivalent prior to using the wetting agent/spray (low pressure spray of water and detergent).

Remove the tape taking extreme care not to unnecessarily disturb or break up the asbestos tape releasing fibres.

Removed tape should then be double bagged in approved asbestos waste bags for disposal as asbestos waste.

Thoroughly clean the surface of the cable using tack wipes.

Following removal of the tape and cleaning of the cable, seal the cable using a proprietary sealer such as ET150 as detailed below;

1. Apply to the surface with a brush or spray (garden type spray container is suitable).
2. Allow to dry and, if required the surface can be painted.

Alternatively, the cable can be sealed using PVC or self-amalgamating tape. (Note - the asbestos plan must be amended accordingly.)

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Appendix 2

Guidance note for the sealing of asbestos cable tape

Responsible person; Craftsman

Scope This document gives guidance on the safe method of sealing asbestos cable tape. In following this guidance, exposure to respirable asbestos fibres is maintained to well below those considered injurious to health.

Working method: -

Always wear all the necessary approved personal protective equipment and approved respiratory protective equipment throughout the course of the work.

Seal the cable tape using a proprietary sealer such as ET150 as detailed below;

1. Apply to the surface with a brush or spray (garden type spray container is suitable).
2. Allow to dry and, if required the surface can be painted.

Alternatively, the cable can be sealed using PVC tape. (Note - the asbestos plan must be amended accordingly.)

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Appendix 3

Guidance note for the removal of service position single cables wrapped with asbestos tape.

Responsible person; Craftsman

Scope This document gives guidance on the safe method of removal of small amounts of asbestos cable. In following this guidance, exposure to respirable asbestos fibres is maintained to well below those considered injurious to health.

Working method: -

Isolate the singles from the supply by removal of the cut out fuse or by cutting the cable outside.

Thoroughly coat the meter tails with thick paste e.g. wallpaper paste or shaving foam, taking care not to apply excess paste such that it runs off the cable. If the cable tape is in poor condition, apply dampened Tack Wipes or equivalent prior to using the wetting agent/spray. This will remove any possibility for generating airborne asbestos fibres.

Remove the tails taking care not to unnecessarily disturb or break up the asbestos tape. The end shell/fuse unit should be removed with the asbestos wrapped singles connected wherever possible.

Removed tape should then be double bagged in approved asbestos waste bags for disposal as asbestos waste.

Thoroughly clean the surface of the cable using tack wipes.

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Appendix 4

Guidance note for the removal and insertion of auxiliary fuses with asbestos splashguards.

Responsible person; Craftsman/Engineer

Scope This document gives guidance on the safe method of removal of fuses with small amounts of asbestos in fuses and carriers. In following this guidance, exposure to respirable asbestos fibres is maintained to well below those considered injurious to health.

Working method: -

An assessment has shown that when removing/replacing up to three auxiliary fuses the wearing of full coveralls, booties and RPE is optional.

For such tasks, as a minimum, you must wear disposable gloves in addition to normal PPE.

Carefully remove the fuse carriers using shadow vacuuming where practicable or using tack wipes to capture any dust which may be generated.

If the fuses are to be reused store them wrapped in tack wipes or a plastic bag. To re insert the fuses carefully remove them from the tack wipes/plastic bag and re insert using shadow vacuuming where practicable or using tack wipes to capture any dust which may be generated.

It is preferable that fuses are replaced with non asbestos containing units where available. Replacement fuses are ones which have been cleaned and marked with blue paint, where these are encountered and require removal, asbestos procedures do not need to be followed.

Thoroughly clean the surface of the surrounding area using tack wipes.

Asbestos containing fuses need be saved for cleaning. These should be sealed in a clear bag and returned to Tech Services. Replacement fuses can also be sourced via Tech Services.

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Appendix 5

Guidance note for the operation of LV fuse boards clad with asbestos insulating board. (AIB)

Responsible person Craftsman/Engineer

Scope This document gives guidance on the safe method of operation of LV boards clad with asbestos insulation board and details the precautions, including PPE and RPE, necessary to ensure that exposure to respirable asbestos fibres is maintained to well below those injurious to health.

Notes

Wherever possible the asbestos cladding shall be removed by an approved licensed contractors and the area shall be thoroughly cleaned of any asbestos, debris and dust prior to commencing work.

Where required the LV board may be re-covered with a more suitable non-asbestos material.

This work will involve making the LV board safe for the approved licensed contractors to work on.

Exposure assessment: -

Asbestos, amosite, has been identified within this product.

Assessments for this procedure have shown the levels of asbestos fibres to be below the relevant control limits and within the scope of work with asbestos not requiring a licence provided an individual does not carry out such work for more than 1 hour in any seven days.

Working method: -

Carefully remove the fuse carrier using shadow vacuuming or using tack wipes to capture any dust, which may be generated.

Keep disturbance of all suspected or known asbestos containing material to a minimum. This is especially important given the fact that it is likely to be impracticable to apply liquid dust suppressants prior to work with such material due to hazards of live electrical equipment.

Where necessary the panels covering the LV board should be unbolted and removed. Whenever practicable these panels, once removed, they should be placed into a labelled waste bags and appropriately disposed of. Consideration should be given to such panels being replaced with non-asbestos substitutes.

On emergency operational work, this may be impracticable and on such occasions, the panel should be carefully placed to one side away from the immediate area of work to guard against accidental damage. Arrangements should then be made for the Asbestos containing material to be double bagged and removed as asbestos waste and disposed of appropriately.

Operational work should be undertaken minimising any disturbance of dust and debris which has accumulated on surfaces of the LV distribution board.

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Appendix 6

Guidance note for the removal or work on LV cut-outs containing asbestos.

Responsible person Craftsman/Engineer

Scope This document gives guidance on the safe method for the removal of LV cut-outs which may contain asbestos.

Working method: -

The preferred method is to remove the cut-out intact without opening or entering the cut-out. A tie wrap should be secured around the unit to prevent inadvertent opening of the cut-out during the works, this will prevent inadvertent exposure to any damaged asbestos or fibres contained within. Wherever possible the service cable shall be made dead by cutting either below the cut-out or outside the property. The service shall be proven dead using an approved method without entering the cut-out, itself and the cut-out removed intact by cutting or removing the meter tails from the meter and cutting the cable below the cut-out. This will ensure the asbestos remains undisturbed.

Where the cut-out cannot be removed immediately and it is required to replace a fuse to restore supplies, the following precautions must be taken.

Always wear all the necessary approved personal protective equipment and approved respiratory protective equipment throughout the course of the work.

Carefully remove the cut-out cover using shadow vacuuming where practicable or using tack wipes to capture any dust, which may be generated.

Keep disturbance of all suspected or known asbestos containing material to a minimum. This is especially important given the fact that it is likely to be impracticable to apply liquid dust suppressants prior to work with such material due to hazards of live electrical equipment.

Carefully remove any known asbestos materials where possible, place into labelled waste bags, and dispose of appropriately. Replace the fuse and close the cut-out. Report to your manager that the cut-out contains asbestos and needs replacement as a matter of urgency. Where the cut-out has been removed complete, then the unit should be disposed of in its entirety as asbestos waste by double bagging as detailed below.

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Appendix 7

Guidance note for cleaning small amounts of dust/debris which may contain asbestos fibres.

Responsible person Craftsman

Authorisation Designated Competent Person

Scope This document gives guidance on the safe method of cleaning up of small amounts of dust/debris which may contain asbestos fibres

Exposure assessment: -

Asbestos has been presumed within this product. Tests have been carried out on selected samples of debris and have shown the levels of asbestos fibres to be below the control limit.

If you are in doubt as to whether the amount of debris constitutes a small amount then arrange for a licenced contractor to do the work.

Working method: -

Always wear all the necessary approved personal protective equipment and approved respiratory protective equipment throughout the course of the work. Keep disturbance of all suspected or known asbestos containing material to a minimum.

Never dry brush dust/debris which may contain asbestos fibres.

Wipe up dust/debris using tack wipes, dampened wipes or vacuum using a vacuum approved for use with asbestos. Waste wipes and tack wipes must be placed into an asbestos waste bag. When using dampened wipes, place used rag into asbestos waste bag after one application, i.e. do not re-dampen in water to avoid contamination of the water.

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Appendix 8

Guidance note for the access to and operation of fuses within, LV Street Pillars which contain asbestos

Responsible person Anyone authorised for LV switching

Authorisation Designated Competent Person

Scope This document gives guidance on the safe method of operation of fuses within LV Street Pillars containing asbestos

Notes Asbestos PPE/RPE is not required to open the pillar only. However, the pillar doors should be opened in a manner so as to minimise air movement within the pillar. When open, if there are signs of loose debris or fuse which may contain asbestos, then PPE and RPE must be worn before works commence.

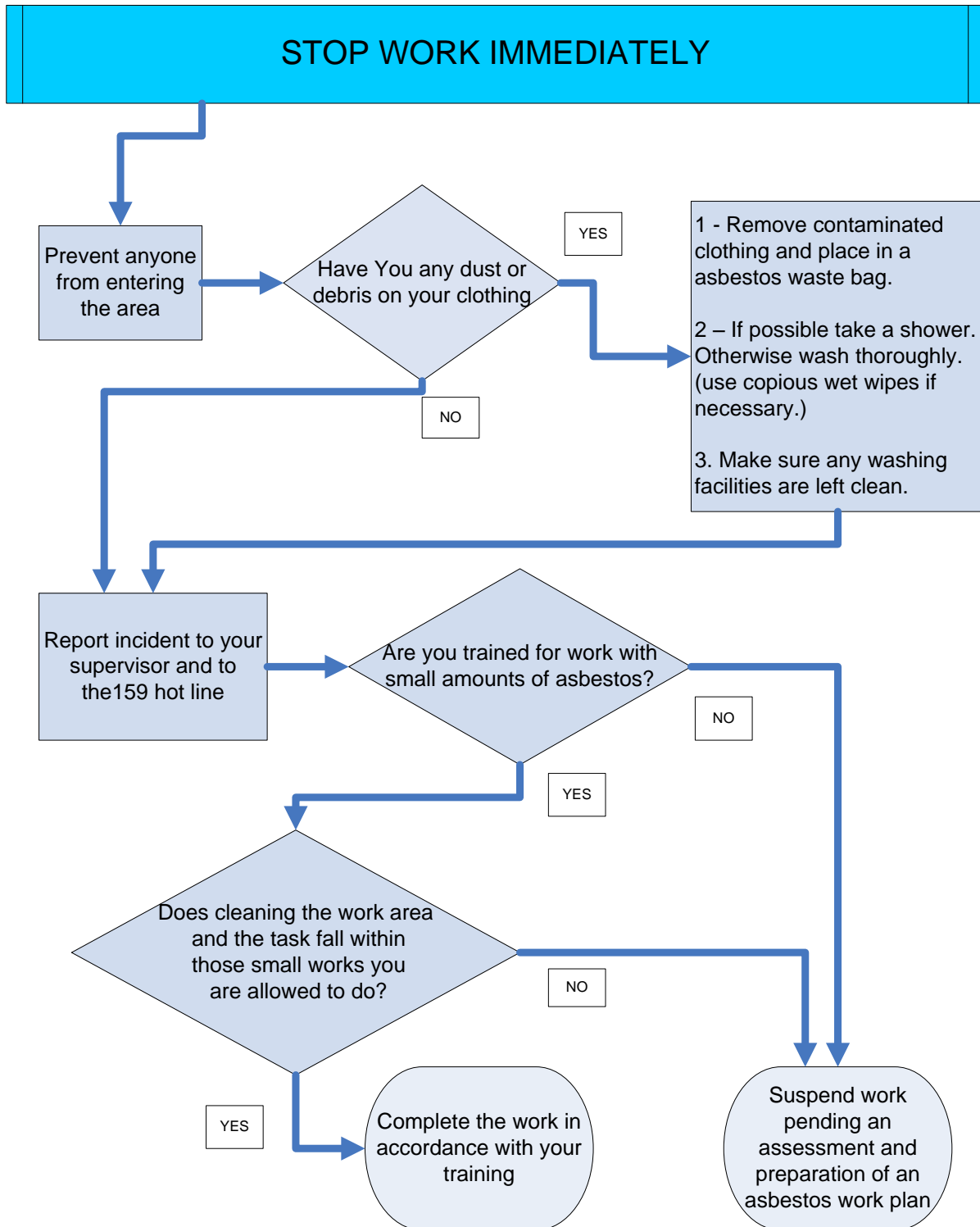
Working method: -

Following removal of the fuse consider re-fitting a replacement which has been thoroughly cleaned of any asbestos containing material.

Document reference	HAS / 012 / 002	Document Type:	Code of Practice
Version:-	5.0	Date of Issue:-	August 2016
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Appendix 9

What to do if you discover or damage materials that could contain asbestos



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Appendix 10

Record of working with asbestos insulation board (AIB).

Name	Pay Number	Location
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Please enter the actual number of minutes so spent in the appropriate column against the day so employed. It is essential that should you make an entry, you must bring this to the attention of your production manager at the earliest possible opportunity, normally when you return to the depot at the end of the day. Return this completed form to your line manager on the last day of the month during which your work involved work on asbestos containing materials.

Month -							
Week Commencing		Week Commencing		Week Commencing		Week Commencing	
Day	No of Minutes and work type*		No of Minutes and work type		No of Minutes and work type		No of Minutes and work type
M		M		M		M	
T		T		T		T	
W		W		W		W	
T		T		T		T	
F		F		F		F	
S		S		S		S	
S		S		S		S	

* Work type e.g. "op of lv fuses"

Signed employee _____ Signed line manager _____

Date _____

Date _____

This form is to be used by your line managers to monitor that your work on asbestos does not exceed 1 hour in any seven-day period.