

## **CJ Paint Spraying Ltd**

### **Asbestos Arrangements**

CJ Paint Spraying Ltd recognises the potential risks of exposure to asbestos and will comply with the Control of Asbestos Regulations 2012 and other relevant legislation, in order to manage risk from asbestos in its work activities.

These arrangements outline the roles and responsibilities of managers and staff who may be at risk of exposure to asbestos, and provide guidance to staff who in the course of their duties may disturb asbestos containing materials.

CJ Paint Spraying Ltd has a policy of zero- exposure to asbestos fibres by avoiding contact with asbestos containing materials whenever possible. This will be done by using Licensed asbestos removal contractor's asbestos is identified.

CJ Paint Spraying Ltd will implement appropriate management arrangements and provide sufficient resources to carry out its legal duties imposed by the Asbestos Regulations 2012.

### **AT CLIENT PREMISES**

The Health, Safety and Welfare Team will:

- Ensure that any employee likely to disturb the fabric of a school building inspect the Onsite Asbestos Register before commencing any work.
- Ensure that all the relevant work permits are obtained from the school or from the council beforehand as appropriate.
- Assess the risk of likelihood of exposure from such materials.
- Identify employees who are potentially more at risk from asbestos due to their work duties and provide them with Asbestos Awareness Training, refreshed every 12 months.
- Undertake risk assessments before commencing work which exposes, or is liable to expose employees or others to risk from asbestos.
- Produce a plan of work detailing how such work will be carried out.
- Either prevent exposure to asbestos or reduce it to as low a level as is reasonably practicable.

### **MANAGEMENT ARRANGEMENTS**

**Director** (who is also a member of the Health, Safety and Welfare Team)

CJ Paint Spraying Ltd Director is the "duty holder" under the Asbestos Regulations.

**Contracts Manager** (who is also a member of the Health, Safety and Welfare Team)

Contracts Managers / Safety Officers are the lead for the management of risk from asbestos, and is also responsible for the day to day management of risk from asbestos including:

- Communicate with client schools to ensure Asbestos Registers are on site and up to date.
- Communicate with Head teachers and Site Managers to help establish where asbestos may be located in the buildings.

- The preparation of risk assessments before commencing any work which exposes or is liable to expose employees or others to asbestos.
- Procedures for action in the event of asbestos containing materials being discovered or suspected or disrupted

### **Employees working on fabric of buildings**

All staff likely to disturb the fabric of any building should be made aware of the procedure to follow in the event of damage to known or presumed asbestos containing materials. They should inspect the Onsite Asbestos Register before commencing any work likely to disturb asbestos containing materials, and are instructed not to proceed with any work if they suspect that materials they are disturbing could contain asbestos. They are to report the fact immediately to the Site Manager (Client) and the Contracts Manager. Appendix 1 outlines the procedures in place for action following the discovery and /or disturbing of asbestos containing materials.

### **Staff Training**

CJ Paint Spraying Ltd staff who are likely to disturb the fabric of a building receive asbestos awareness. However, it is the company's policy to avoid working on such materials, rather than utilising control measures to reduce any risk. This has been achieved in all instances to date.

### **EMPLOYEES RESPONSIBILITIES**

All employees have a responsibility for their own health & safety and should ensure:

- They co-operate fully with any control measures put in place to protect them from exposure to asbestos
- They report any suspicions that they may have about the discovery, disturbance of or exposure to asbestos containing materials
- That any service users/visitors or members of the public are not exposed to asbestos containing materials
- They follow the correct procedures when working on building fabrics, and adhere to the procedures.
- Attend asbestos-related training as stipulated and provided by the company.

### **Identifying asbestos in the workplace**

Locating and identifying asbestos can be difficult, as its appearance may be changed by surface coatings, heat or aging. It may also be encapsulated by or concealed beneath, other materials. Original plans or specifications may help to confirm its presence. If a building was constructed between about 1900 and 1990, particularly between 1945 and 1980, there is a probability that it contains asbestos. Industrial and local authority buildings, schools, hospitals and 'system built' buildings contained the most asbestos. Past uses of asbestos include:

Insulation and sprayed coatings using moulded or preformed lagging

- Boilers, plant and pipework
- Fire protection to steelwork
- Thermal and acoustic insulation of buildings, including loose packing

#### Insulation board

- Fire protection to doors
- Cladding on walls and ceilings
- Partitioning
- Ceiling tiles
- Fire breaks in ceiling voids

#### Asbestos cement

- Corrugated roof sheets
- Flat sheets for cladding partitions
- Roof and rainwater drainage goods
- Underground pipes
- Bath panels
- Artificial roof slates

#### Other uses

- Vinyl or thermoplastic floor tiles
- Insulation of electrical equipment
- Some textured coatings
- Bakelite sanitary ware, and other products

#### **ACTION IN THE EVENT OF DISCOVERING ASBESTOS CONTAINING MATERIALS, BUT NOT DISTURBED.**

- Staff are required to stop all activities, vacate the area immediately and secure the area to prevent access by others.
- Inform the Site Manager and Contracts manager of the discovery.
- Draw up a new method statement and risk assessment with the help of the Contracts Manager, to avoid disturbing the asbestos or asbestos containing material.

#### **ACTION IN THE EVENT OF DISCOVERING AND DISTURBING ASBESTOS CONTAINING MATERIALS.**

In the event of an unplanned release of asbestos, encountering material suspected to be asbestos or damaged asbestos material, the following steps will be taken to mitigate the effects of the event:

- Staff are required to stop all activities, vacate the area immediately and secure the area to prevent further access.
- The Contracts Manager (or the Health and Safety and Welfare Team) must be informed immediately, and take initial control of the scene.
- The person in control of the work should consult with the Headteacher, Site Manager and officer of the relevant local authority Property Department - to take action as instructed.
- If a full building evacuation is required (as advised by the Council Property Department or their designate), this should be initiated by contacting the Headteacher or the Site Manager, informing them of the situation, and requesting the fire evacuation alarm be sounded for the relevant area.

- As soon as practicable CJ Paint Spraying Ltd senior managers must be informed of the incident.
- The cleanup will be undertaken by a specialist firm appointed by the relevant local authority (building owners)
- CJ Paint Spraying Ltd staff will not re-enter the area until after the clean-up is complete, and signed off.
- The area must be cleaned of dust and fibres in accordance with HSE guidance.
- Suspect material will be bulk sampled and tested for asbestos.
- Clothing and tools used during the clean-up, and clothes worn by those personnel exposed by the event will be double-bagged in approved asbestos waste bags and tagged accordingly, pending the outcome of the test sample.
- If the results of the analysis of the bulk sample are negative for asbestos, then clothing may be returned to its owner.
- Staff exposed to asbestos by the event will carry out appropriate personal decontamination, under the guidance of the specialist firm appointed by the county council, and by taking note of asbestos training provided by CJ Paint Spraying Ltd.
- The person in control of the work should compile a list of anyone who has been exposed to asbestos during the incident, commence an investigation into the circumstances of the incident (assisted by appropriate personnel) and record what action has been taken (or needs to be taken in the long term). This information should be submitted to the Health, Safety and Welfare Team at the earliest opportunity.
- An air test of the area will be undertaken by the specialist firm appointed by the relevant local authority to ensure there are no airborne fibres present.
- Reoccupation of the area will not be allowed until the reported airborne fibre concentration is <0.010 asbestos fibres/ml.
- A record of exposure will be kept in the Health Record for the individual held by the personnel officer.
- In the case of a contractor (or other person not directly employed by CYNNAL) a case incident file will be held by the Personnel Officer, containing the names of persons who may have been exposed during the incident. Personal files will not be established for non-CYNNAL employees following any incident.
- A copy of the record must be given to the individual with instructions that it should be kept indefinitely.
- Occupational Health Surveillance (and counselling if necessary) will be offered to exposed staff.
- A root cause analysis will be carried out by the Health, Safety and Welfare Team in conjunction with the H&S Manager of the relevant local authority to establish why the event occurred. Any preventative actions arising from this investigation will be reviewed by the Health, Safety and Welfare Team and implemented as appropriate.
- The Asbestos Management Plan will be reviewed and revised accordingly, to prevent further incidents.
- The unplanned event will be notified to HSE by the Chief Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as applicable.

## **EXPOSURE TO ASBESTOS**

Any staff member who suspect that they may have been exposed to asbestos as a result of their work activities are required to enter the incident in the Accident Reporting Book, and report their concerns to the Health, Safety and Welfare Team.

An assessment will be carried out as to the likelihood of exposure and the details of the assessment recorded. Appropriate action will be taken – most probably, referral to the Occupational Health Service.

#### **TRAINING AND FURTHER INFORMATION.**

All staff who are likely to disturb the fabric of a building in the course of their normal activities, are required to attend Asbestos Awareness Training, which will be provided by an approved external training provider.

Newly employed staff will receive Asbestos Awareness Training at the earliest opportunity, and will work under the supervision of a trained staff member until they have undertaken the training themselves.

#### **ARRANGEMENTS REVIEW**

The Dealing with Asbestos Arrangements will be reviewed in the event of change of legislation or guidance, or if it is deemed necessary, and the Health and Safety and Welfare team will ensure this.

Chris Graham

*Chris Graham*

Director – CJ Paint Spraying Ltd

Date – 22/12/2022