

SLOUGH BAPTIST CHURCH POLICY	Asbestos Policy
POLICY NUMBER: SBCP-01	



Primary Responsibility:	Secretary
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DISTRIBUTION

Original	Slough Baptist Church Office
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1. Purpose and Scope

This policy is designed to protect the employees and members of Slough Baptist Church (“the Church”) and all visitors and users of the church building from the health risks arising from exposure to asbestos. This document refers to the church building in Windsor Road (referred to below as “the premises”).

2. Governing Regulations

Regulation 4 of the Control of Asbestos Regulations 2012 (“the regulation”) provides the governing requirements for the management of asbestos in non-domestic premises. This is the applicable code for building owners, tenants or anyone else with legal responsibility for premises. For the purposes of this policy, the Trustees of Slough Baptist Church are considered to be the “owners” of the premises.

The regulation requires the owners of the premises to:

- Take reasonable steps to find asbestos-containing materials in their premises and to check its condition;
- Keep an up-to-date written record of the location and condition of asbestos-containing materials;
- Assess the risk of exposure to asbestos-containing materials;
- Prepare and put into effect a plan to manage the risk.

The regulation places the onus on the owners to assume that asbestos-containing materials are present, unless there is strong evidence that they are not.

3. Background Information

Asbestos has been used for over 150 years and its use in building materials was widespread from the 1950s to the mid-1980s. The use of blue and brown asbestos was banned in 1985, although some asbestos-containing materials were still in use up to 1999. Materials installed after 1999 can reasonably be expected to be asbestos-free.

High-risk asbestos-containing materials include:

- Asbestos moulded or preformed lagging used as thermal insulation on pipes and boilers;
- Sprayed asbestos or asbestos insulating board used for thermal insulation, fire protection, partitioning and ducts;
- Asbestos-containing ceiling tiles.

Lower-risk asbestos-containing materials include:

- Asbestos-containing floor tiles;
- Asbestos cement roofing and guttering;
- Textured coatings.

In most cases, asbestos-containing materials do not present an immediate health risk. Serious illnesses can be caused when asbestos fibres are released from materials, become airborne and are inhaled. Where asbestos-containing building materials are in good condition, it usually presents less of a risk to leave it alone, since any attempts to remove the material are likely to generate asbestos fibres. However, if the material is in poor condition, or needs to be disturbed for other reasons, then special care needs to be taken as outlined in this policy.

This policy is not intended to inhibit minor maintenance activities, such as attaching fixings to walls or replacing light-fittings. It is primarily aimed at new building works. However, staff and volunteers should be aware of the risks of airborne asbestos fibres and should exercise appropriate caution before commencing activities that could potentially release fibres, such as sanding, breaking of insulating boards, etc.

4. Asbestos Log

The Church shall maintain an Asbestos Log. This shall list all the materials within the premises that either do contain asbestos, or that are suspected of containing asbestos. The log shall also record in a separate section any new asbestos-free materials that are installed and any materials that have been tested for asbestos-containing materials with negative results.

The Asbestos Log is attached to this policy and shall be kept in the Church Office. The log shall be made available for inspection, within two working days of a request, to anybody that is working within the premises (either as direct staff, or on a contract basis), or to any Church Member or Associate.

The Church Manager shall ensure that the Asbestos Log is kept up-to-date. The log shall be inspected annually by a nominated trustee, who will report back to the Council on the condition of the log.

5. Inspection

Any potential asbestos-containing materials listed in the Asbestos Log shall be inspected on an annual basis by the Church Manager or an appropriate nominee. Written inspection results shall be held on file and should be reviewed by a nominated trustee at the same time as the Asbestos Log is reviewed.

The approach to be taken will depend on the condition of the asbestos-containing material, as follows:

Good Condition: Avoid disturbing the material. Monitor condition at regular intervals.

Minor Damage: Material should be repaired and / or encapsulated.

Poor Condition: Suitable arrangements should be made to remove the material.

6. Preparing for Building Work

Before commencement of any new building or maintenance work that is likely to cause disruption to the fabric of the premises, the Asbestos Log shall be consulted. If it is known that asbestos-containing materials, or materials that could possibly contain asbestos are likely to be disturbed then consideration shall be given to whether a licensed contractor should be employed to remove

the materials in a controlled manner and whether the work should be notified to the relevant enforcing authority.

The regulations categorise work involving asbestos materials in three categories:

- Licensable Work;
- Notifiable Non-Licensed Work (NNLW);
- Non-Licensed Work.

Examples of each type of work are included within Appendix A.

For disruptive building work where it is unknown whether the affected materials contain asbestos, further investigative work shall be instigated. An architect or other professional shall be consulted to determine the likelihood of asbestos being present and, where appropriate, samples may be taken for analysis by a suitably-qualified contractor. The results of these investigations, whether positive or negative, shall be recorded in the Asbestos Log.

If asbestos-containing or potentially asbestos-containing materials are to be disturbed, a risk assessment shall be performed to determine any other precautions that should be taken to protect staff, visitors and members of the public. For example, it may be prudent to prevent staff and visitors from entering a building during the works, or to place warning signs at entrances.

Before any work commences, even if this does not directly affect asbestos-containing materials, the contractor shall be apprised of any potentially asbestos-containing materials in the general area of the work, so that care may be taken not to accidentally disturb these materials.

7. Use of Asbestos in New Building Work

The use of asbestos-containing materials is prohibited. They shall not be used for any new building work on the premises.

Appendix A: Examples of Licensed, NNLW and Non-Licensed Work Types

The Health & Safety Executive provides the following examples at www.hse.gov.uk/asbestos.

Examples of Licensable Work

- Removing sprayed coatings (limpet asbestos).
- Removal or other work which may disturb pipe lagging.
- Any work involving loose fill insulation.
- Work on asbestos millboard.
- Cleaning up significant quantities of loose/fine debris containing asbestos-containing material (ACM) dust (where the work is not sporadic and of low intensity, the control limit will be exceeded or it is not short duration work).
- Work on asbestos insulating board (AIB), where the risk assessment indicates that it will not be of short duration.

Examples of Notifiable Non-Licensed Work (NNLW)

- Removal of asbestos cement products (e.g. roof sheeting) where the material will be substantially damaged or broken up (e.g. as a result of fire or flood damage).
- Removal of asbestos cement products (e.g. roof sheeting) where the material will be substantially broken up, creating significant quantities of dust and debris (e.g. 'dropping' an asbestos cement roof).
- Removal of asbestos paper and cardboard products if not firmly bonded in a matrix.
- Large-scale removal of textured decorative coatings using steaming or gelling methods (e.g. beyond that required for maintenance activities such as installation / replacement of smoke alarms and fittings).
- Minor, short duration work to remove asbestos insulating board as part of a refurbishment project.
- Minor short duration work involving asbestos insulation e.g. repairing minor damage to a small section of pipe insulation where the exterior coating has been broken or damaged.

Examples of Non-Licensed Work

- Cleaning up small quantities of loose/ fine debris containing ACM dust (where the work is sporadic and of low intensity, the control limit will not be exceeded and it is short duration work).
- Drilling of textured decorative coatings for installation of fixtures / fittings.
- Encapsulation and sealing-in work on ACMs that are in good condition.
- Maintenance work involving:
 - asbestos cement products (e.g. on roof sheeting, tiles and rainwater goods)
 - asbestos in ropes, yarns and woven cloth
 - asbestos gaskets or asbestos rope cords (including removal as part of repair and upkeep of equipment) if this can be done without substantial breakage
 - asbestos-containing thermoplastic and vinyl floor tiles, bitumen roof felt, shingles, damp-proofing coatings, and mastics
 - asbestos-containing felt and paper
 - plastic paint coatings, PVC floors, panels and sealing compounds
 - asbestos-containing conveyor belts / drive belts, bonded rubber, electric cables
 - resin-based ACMs such as friction products (e.g. brake linings)
 - painting / repainting AIB that is in good condition
- Removal of:
 - asbestos cement products, (e.g. roof sheeting and rainwater goods) provided the material is carefully handled/removed without breaking up; this includes work with asbestos cement which is weathered but not otherwise substantially damaged;

- small areas of textured decorative coatings using suitable dust-reducing methods, to support other activities such as installation/replacement of smoke alarms and light fittings;
- textured decorative coatings provided that this can be done without deterioration of the material, (e.g. if the backing board is carefully cut around to achieve virtually intact removal);
- loosely fixed (e.g. screwed) asbestos insulating board (AIB) panels in order to gain access to areas for other maintenance activities (e.g. under a bath to carry out pipework maintenance, or for access to a ceiling void for repair of lighting). This also includes re-attaching the panels after the work is done;
- an AIB door with asbestos fire proofing.
- Short duration work:
 - to repair minor damage to AIB;
 - involving drilling holes in AIB (e.g. when installing shelving).
- Other work:
 - on other materials containing asbestos (such as paints, bitumen, resins, rubber, etc.) where the fibres are bound in a matrix which prevents most of them being released (this includes, typically, aged/weathered ACM);
 - associated with collecting and analysing samples to identify the presence of asbestos.

Appendix B: Asbestos Log

First drafted - November 2009
Updated – February 2018

No.	Description	Condition
1	Guttering on Bike shed	Removed and replaced with non-asbestos materials (c. 2014)
2	Flue from boiler house	Good Condition – no need to replace or enclose. See Southern Heating & Ventilation Services report.
3	No other known or suspected asbestos	