

**a0**asbestos  
essentials

# Introduction to Asbestos essentials

## Advice to managers and sole traders

---

### Non-licensed tasks

Workers are at risk of developing asbestos-related diseases.

Disturbing asbestos-containing material (ACM) can release invisible fibres. Once in the air, fibres can be breathed in and cause lung diseases including:

- mesothelioma – a cancer of the linings to the lungs and stomach;
- lung cancer;
- other serious diseases such as asbestosis – a scarring of lung tissue.

There are no sudden changes in health after breathing in fibres – these diseases can take from 15 to 60 years to develop. They are incurable and often fatal. You need to protect yourself now to prevent contracting an asbestos-related disease in the future.

### Some trades likely to disturb asbestos

- Electricians, joiners, plumbers, gas fitters, shop fitters, heating and ventilation engineers
- Labourers, roofers, plasterers, demolition workers and other workers in construction
- Phone and data engineers, alarm installers
- Surveyors, general maintenance engineers, painters and decorators

*Asbestos essentials* task sheets tell employers, managers and sole traders what to do when they need to work on or near ACMs. They will help you to decide what category of asbestos work it is and how to plan the work safely.

Higher-risk work with ACMs, including sprayed coatings, loose asbestos, lagging, insulation and jobs involving asbestos insulating board (AIB) – apart from some very limited-duration works to AIB – will require an HSE-licensed contractor.

The task sheets cover work that does not need a licence if carried out as the sheets describe. Each sheet describes what equipment is required for a particular task and covers the action needed to reduce exposure to an adequate level.

### Why is asbestos a problem?

Large amounts of asbestos were used in new and refurbished buildings before 2000. Blue (crocidolite) and brown (amosite) asbestos were banned by law in 1985. Manufacture and supply of all asbestos was banned by the end of 1999. Existing asbestos articles can continue in use until they reach the end of their service life.

A large number of premises and older plant and equipment still contain some asbestos. Much of the asbestos will be hidden in the fabric of the building so is not immediately obvious. It is also unlikely to be recorded in the building plans but should be in the duty-to-manage plan. Workers most likely to come into contact with ACMs are those in the construction, maintenance, refurbishment and related trades. When ACMs are damaged or disturbed they can release dangerous fibres which, if breathed in, can cause serious diseases. Around 5000 people in Great Britain die every year from asbestos-related diseases as a result of past exposure, making asbestos the single greatest cause of work-related deaths.

### Information, instruction and training

Any worker (including the self-employed) who is liable to disturb asbestos during their work must receive the correct level of information, instruction and training so they can work safely and without risk to others – see sheet em2.

### Safety checklist

- Can you avoid disturbing asbestos by doing the job in some other way?
- Have you determined what the asbestos-containing material is?
- Do you need a licence for the work?
- Always follow all legal requirements.
- Follow the task guidance sheet.
- Use an asbestos waste container.
- Dispose of at a licensed disposal site.

#### Caution:

- Do not sweep dust or debris – use a Class H vacuum cleaner or damp rags.
- Don't take used overalls home.
- Don't reuse disposable PPE.
- Don't smoke.
- Don't eat or drink in the work area.

## Who these task sheets are for and how to use them

*Asbestos essentials* task sheets will help small businesses, sub-contractors and the self-employed to comply with the Control of Asbestos Regulations 2012. They will also help dutyholders, clients, trade union and employee safety representatives to understand how work should be done.

The task sheets provide the information you need to help you recognise asbestos and protect yourself and others. They include:

- equipment and method sheets (em0–em10). These provide guidance and advice on the right tools for the job and how to use them;
- a series of task sheets (a0–a38) with full colour images, illustrations and step-by-step guidance. It is important to follow all the actions in a task sheet, or use equally effective measures. Each task sheet shows a list of em sheets you should read before you start that task;
- the Decision flow chart in this sheet will help you decide if you can carry out the work or if you need to use an HSE-licensed contractor, or whether the work is notifiable non-licensed work (NNLW);
- the two detailed illustrations in this sheet showing where asbestos can be found in a typical industrial and residential property;
- a safety checklist to help you make sure you haven't forgotten anything.

**Following the sheets will help reduce the risk of ill health and the spread of asbestos. The task sheets can be used to form part of your risk assessment.**

## What to do first

Before starting work you should check what asbestos is present as part of your planning. In non-domestic premises, including industrial and commercial buildings, there should be a location plan/register – ask to see it. (This will not usually be available in domestic premises.) Check that the plan covers the area of the building that you will be working in and, if you are doing refurbishment work, that it includes a survey listing the types of asbestos present and their condition.

**If there is no register or survey – or the report is not clear – do not start work.**

You could arrange for a sample to be taken by a competent person and analysed or, alternatively, you can presume that any material you need to disturb contains the most hazardous types of asbestos (crocidolite or amosite) and apply the appropriate controls, using a licensed contractor if required (see Decision flow chart ). The client also needs to agree your plan of work to understand what work you are going to do, and how.

**Other hazards**

Other specific hazards appear in the checklist on each *Asbestos essentials* task sheet. They include:

**Work on fragile roofs:** Fragile roofs cannot bear weight – see [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction)

**Work at height:** Take precautions to avoid falls – see [www.hse.gov.uk/falls](http://www.hse.gov.uk/falls)

**Electrical hazards:** Get a competent electrician to isolate and reconnect the electricity supply – see [www.hse.gov.uk/electricity](http://www.hse.gov.uk/electricity)

**Gas safety:** Check your contractor’s registration at [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)

**Manual handling:** Plan how to remove and handle heavy material and articles safely – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd)

**Slips and trips:** Floors protected with polythene become very slippery when wet – see [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips)

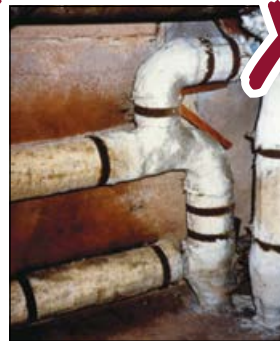
**Confined spaces:** You need to know that restricted workplaces are safe to enter and the air is fit to breathe – see [www.hse.gov.uk/confinedspace](http://www.hse.gov.uk/confinedspace)

There may be other hazards – you need to consider them all.

**Examples of licensed work – Don’t touch this!**



Broken asbestos insulating board



Asbestos lagging



Sprayed asbestos (limpet)

**Examples of non-licensed work – You can work on these materials if you are trained**



Damaged textured coating



Asbestos cement roofing



Asbestos-containing gasket

**If you have any doubts, your risk assessment should help you determine the type of work (see em0) or ask the client to employ an HSE-licensed asbestos contractor.**

**Main points**

- Work with, or disturbance of, any type of ACM can be dangerous.
- If you work on ACMs and you smoke, you are at much greater risk of lung cancer.
- You need information, instruction and training to work safely with ACMs. See sheet em2.
- Consider those around you. Don’t put your workmates in danger or take fibres home on your clothes and put your family at risk.
- Second-hand equipment may not be asbestos-free.
- Dispose of contaminated materials safely.

The *Asbestos essentials* task sheets **do not apply** to licensed work. You should only go ahead if you are sure the work does not require a licence.

## Does the work need a licence?

Most higher-risk work with asbestos must be carried out by a licensed contractor. This includes:

- work on asbestos sprayed coating, loose fill insulation and asbestos lagging;
- work on AIB or other types of asbestos insulation where the risk assessment demonstrates that the fibre release will be high, eg the material is damaged, or the work is not short duration work.

‘Short duration’ means any one person doing this type of work for less than one hour – or more than one person doing the work for no more than two hours – in any seven consecutive days. The total time spent by all workers must not exceed two person hours. This includes time spent setting up, building enclosures, cleaning and clearing up.

Non-licensed work includes most work on asbestos-containing textured coatings, also known as Artex, and asbestos cement.

## Is it notifiable non-licensed work?

Some non-licensed work, where the risk of fibre release is greater, is subject to three additional requirements:

- notification of work;
- marking work areas with warning notices;
- medical examinations and record keeping.

This work is known as notifiable non-licensed work (NNLW).

To decide if the work is NNLW, you will need to consider: the type of work you are going to carry out; the type of material you are going to work on; and its condition.

## Decide what type of work you are doing

- **Maintenance** – eg drilling holes to attach fittings or pass cables through, painting, cleaning etc. Maintenance includes some removal where it is incidental to the main task, eg removing an asbestos ceiling tile to allow inspection.  
Or
- **Removal** – eg as part of a refurbishment or redesign project.  
Or
- **Encapsulation** – eg work to enclose or seal asbestos materials in good condition.  
Or
- **Air monitoring and control**, and the collection and analysis of samples.



### Consider the asbestos type

- Is it **friable** (high fibre release when disturbed)? The more friable a material is, the more likely it will release asbestos fibres when worked on and the greater the risk of exposure. Materials such as asbestos insulation are more friable than materials such as asbestos cement.
- How firmly is the asbestos bound in a matrix (for removal work only)? ACMs where the asbestos is coated, covered or contained within another material, such as cement, paint or plastic, are considered to be firmly bound in a matrix.

### Consider the material's condition

- Has the material been damaged or is it in poor condition, eg badly flood- or fire-damaged?
- Will the material's matrix be destroyed when worked on, eg deteriorating textured coatings (Artex) with gel or steam?

Once you've considered these three elements, the Decision flow chart will help you to decide which category your work with asbestos is, or check the HSE website for more help before you start.

In summary, most work with firmly bound materials in good condition such as asbestos cement, bitumen, plastic, resin, rubber, roofing felt, paper linings, cardboard, textiles, gaskets, washers and rope etc will not need to be notified. Short duration maintenance work involving AIB which is in good condition, and removal of small areas of textured coatings to support installation/replacement of smoke alarms and light fittings, will not normally need to be notified.

NNLW will normally include removal of textured coatings where the material is deteriorated, eg using steaming and gelling methods, and short duration removal of AIB as part of refurbishment.

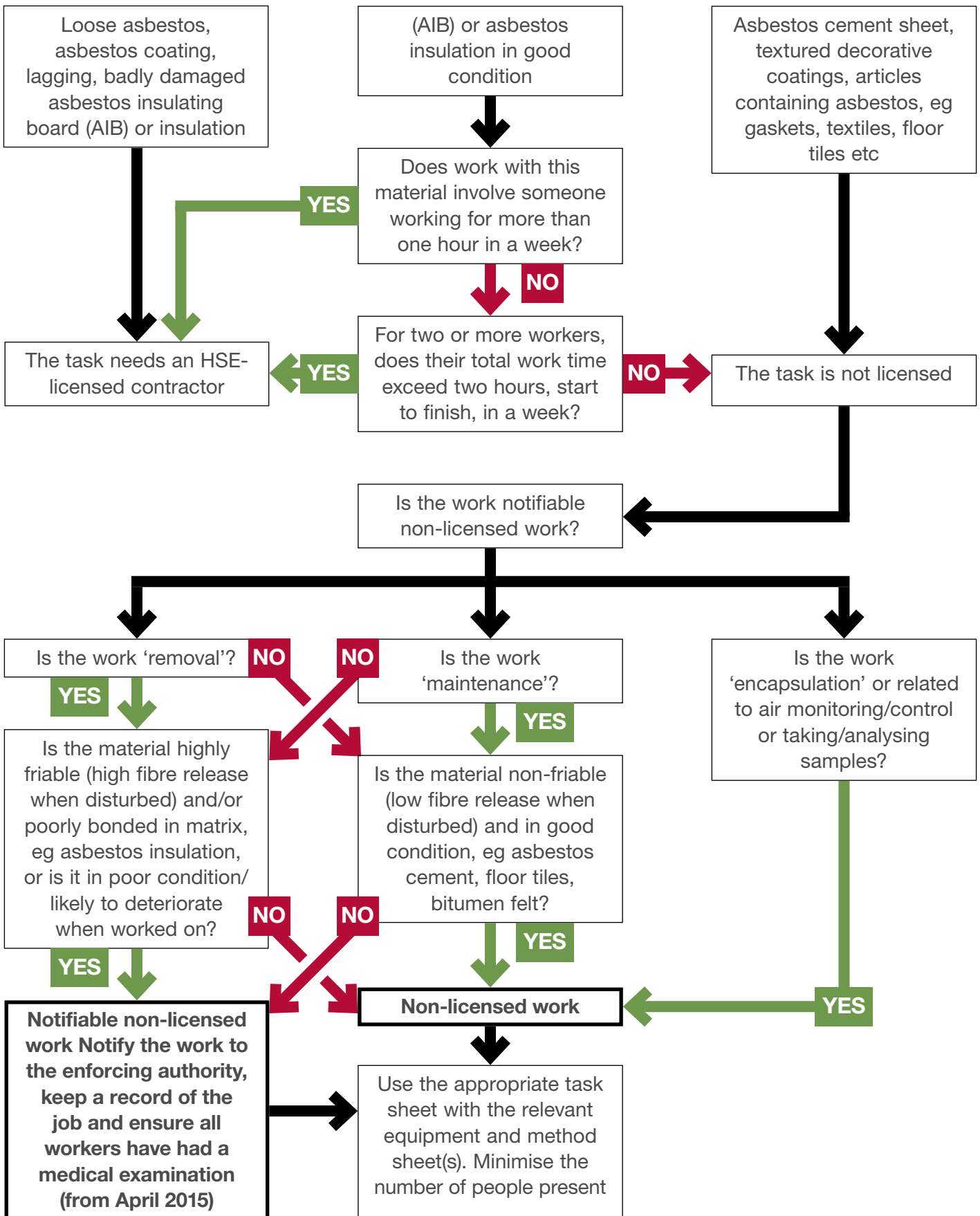
Each *Asbestos essentials* task sheet will give advice on whether the work is notifiable.

### Decision flow chart

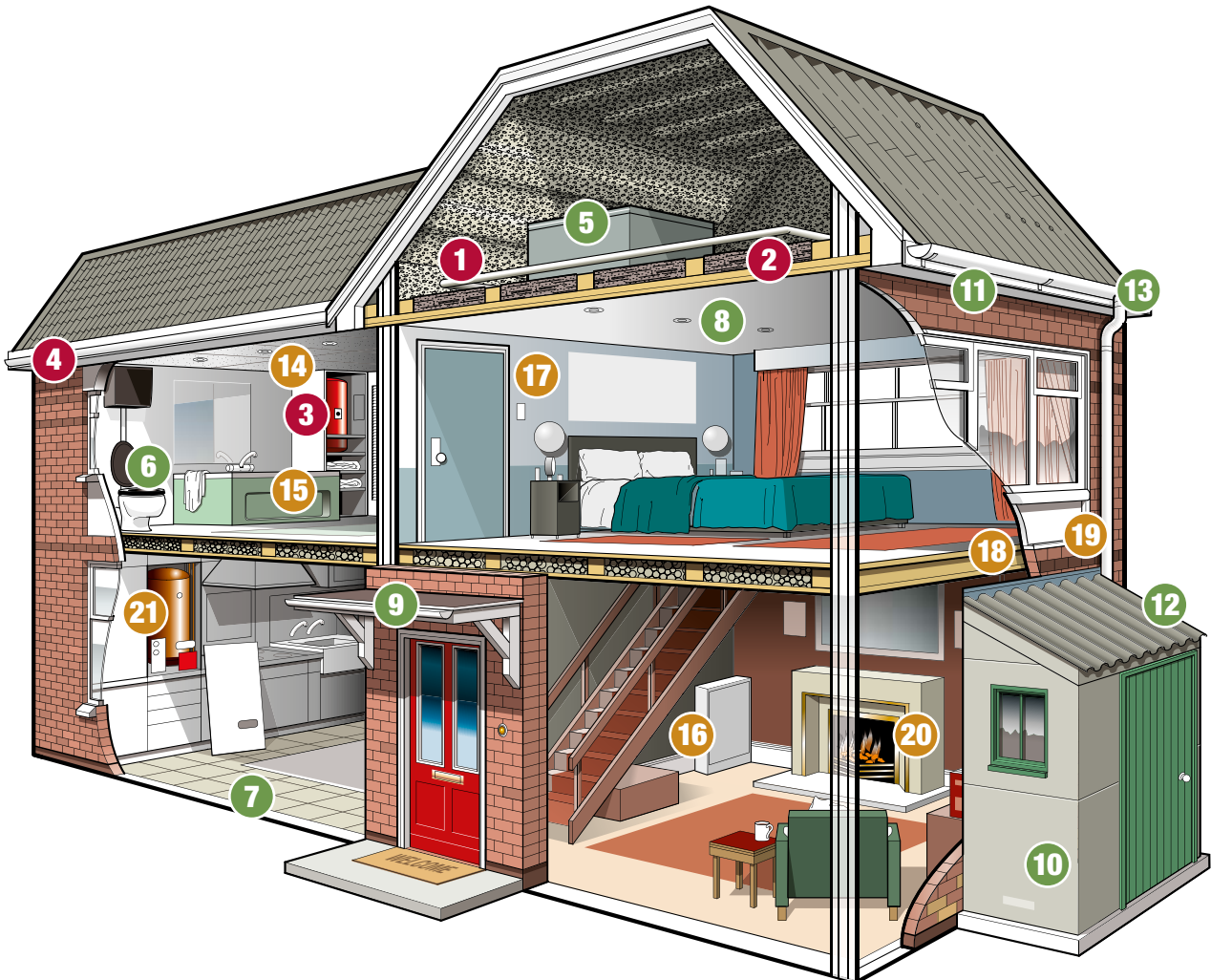
The following flow chart will help you to decide who should do the work, and to determine if it is licensed work or non-licensed work.

If you determine the work is non-licensed you will then need to decide if it is notifiable non-licensed work (NNLW).

**Decision flow chart**



## Where asbestos materials can be found in a residential property



### Usually licensed

- 1 Pipe lagging
- 2 Loose fill insulation
- 3 AIB airing cupboard and/or sprayed insulation coating on boiler and hot water tank
- 4 AIB soffits

### Normally non-licensed

*(If work that causes significant break up may require notification)*

- 5 Asbestos cement water tank
- 6 Toilet seat and cistern
- 7 Vinyl floor tiles

- 8 Textured decorative coating on walls and ceilings eg Artex
- 9 Roofing felt
- 10 Asbestos cement panels
- 11 Asbestos cement soffits
- 12 Asbestos cement roof
- 13 Asbestos cement gutters and downpipes

### If short duration non-licensed – otherwise licensed

- 14 AIB ceiling tiles
- 15 AIB bath panel
- 16 AIB behind fuse box

- 17 AIB partition wall
- 18 AIB interior window panel
- 19 AIB exterior window panel
- 20 AIB behind fire
- 21 AIB around boilers, storage heaters and warm air heating systems

Note: This diagram does not show all possible uses and locations of asbestos materials. A detailed survey will be required to identify all asbestos materials in a building.

AIB = Asbestos insulating board



The following information will help in identifying the appropriate enforcing authority to notify the work to:

Type of premises/activity	Enforcing authority
Shops, offices, separate catering services, launderettes, sport, entertainment and recreational activities, exhibitions, church or religious meetings, hotels, camping and caravan sites, wholesale and retail storage	Local authority (LA)
Factories and factory offices, civil engineering, construction and demolition sites, hospitals, research and development establishments, local government services and educational establishments, fairgrounds, radio, television and film broadcasting, seagoing ships, docks, transport undertakings, domestic premises, quarries, farms (and associated activities), horticultural premises and forestries, mines/quarries, offshore installations, operating licensed nuclear sites	Health and Safety Executive (HSE)
Railways, railway lines, signal boxes	Office of Rail Regulation (ORR)

## How to notify NNLW

For NNLW you will need to fill in the online notification ASB NNLW1 at: <https://extranet.hse.gov.uk/lfservlet/external/asbnnlw1> and submit it electronically from your computer or device.

Work can start as soon as the electronic notification has been submitted. You do not need to wait for permission from the notified authority.

## Planning checklist

Remember, before carrying out any work:

- Ask the premises owners for their records of asbestos; what was checked, what was found, and what was not checked.
- If there is no record and you have reason to suspect asbestos, ask for an asbestos survey to be done before accepting the contract (you will have to arrange this yourself in domestic properties, or alternatively, assume that it does contain asbestos and take appropriate control measures).
- Check if the work could require a licence.
- When the work does not need a licence, check if it is notifiable and, if so, submit form NNLW1 then follow the task sheets or other HSE guidance.



- If there is no task sheet for the work it may be possible to safely adapt a similar task sheet. If required, get help from a competent health and safety advisor.
- If ACM needs replacement, the replacement must be asbestos-free.

## Risk assessment and plan of work

Before starting any work that is likely to disturb asbestos, a suitable and sufficient risk assessment and a plan of work must be prepared. See em0.

## Further reading

*Asbestos: The licensed contractors' guide* HSG247 HSE 2006  
[www.hse.gov.uk/pubns/books/hsg247.htm](http://www.hse.gov.uk/pubns/books/hsg247.htm)

*Respiratory protective equipment at work: A practical guide* HSG53 (Fourth edition) HSE 2013  
[www.hse.gov.uk/pubns/books/hsg53.htm](http://www.hse.gov.uk/pubns/books/hsg53.htm)

*Fit testing of respiratory protective equipment facepieces*  
HSE Information Operational Circular OC 282/28  
[www.hse.gov.uk/foi/internalops/ocs/200-299/282\\_28.pdf](http://www.hse.gov.uk/foi/internalops/ocs/200-299/282_28.pdf)

*Health and safety in roof work* HSG33 (Fourth edition) HSE 2012  
[www.hse.gov.uk/pubns/books/hsg33.htm](http://www.hse.gov.uk/pubns/books/hsg33.htm)

*The Hazardous Waste (England and Wales) Regulations 2005*  
[www.legislation.gov.uk](http://www.legislation.gov.uk)

Carriage of dangerous goods [www.hse.gov.uk/cdg/](http://www.hse.gov.uk/cdg/)

Environment Agency  
[www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

Natural Resources Wales  
<https://naturalresources.wales/waste/https://www.gov.uk/government/publications/hazardous-waste-consignment-note>

Scottish Environment Protection Agency [www.sepa.org.uk/](http://www.sepa.org.uk/)

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a1

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Drilling holes in asbestos insulating board (AIB)

### What this sheet covers

This sheet describes good practice when you need to drill into AIB to attach fittings, or to pass through cables or pipework.

This sheet is *not* appropriate if work lasts more than one hour for one worker in a seven-day period, or exceeds two hours for two or more workers in a seven-day period; use an HSE-licensed contractor for such work.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- If feasible, also restrict general access to the rear of the AIB.
- If this is not possible, warn the building owner that this area is contaminated.
- Ensure adequate lighting.

### Equipment

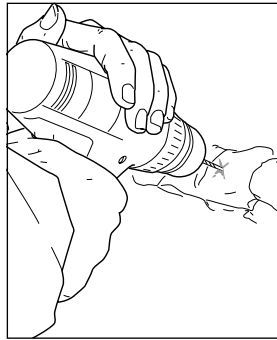
- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) – see sheet em4
- Drill – manual or powered, set at the lowest speed
- Drill bit, or hole cutter for holes greater than 20 mm diameter
- Drill cowl for vacuum cleaner nozzle, to extract around the drill bit
- Masking tape
- Thick paste, eg wallpaper paste or shaving foam, or a drill cowl to contain drilling debris
- Permanent sealant
- Plastic or metal sleeve to protect hole edges
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

**Other hazards**

Work at height: See [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

There may be other hazards – you need to consider them all.

Registration at [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)



Drill through paste or foam or use a drill cowl and a Class H vacuum cleaner. A hand drill creates less dust. If you have to use an electric drill, put it on the slowest setting

**Personal protective equipment (PPE) – see sheet em6**

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

**Procedure**

- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Cover the drilling point and the rear (if accessible) with masking tape to prevent the edges crumbling.
- For cable and pipework, make the hole slightly bigger than required.

**Method 1: Drilling 1 to 5 holes up to 20 mm in diameter in board less than 6 mm thick**

- Cover the drill entry and, if accessible, exit points, with a generous amount of paste, foam or a drill cowl.
- Drill through the paste, foam or cowl.
- Clean off the paste, foam and debris with damp rags, or remove the cowl and clean the surface. Clean the back surface with damp rags, if accessible.
- Rags and paste or foam contain dust and fibres. Dispose of as asbestos waste.
- Seal the drilled edge with sealant.
- Insert a sleeve to protect the hole's edges from cabling etc.

**Method 2: Drilling 6 to 20 holes, or any hole over 20 mm in diameter, or drilling through board more than 6 mm thick**

- Place the drill cowl over the drill point. Put the drill bit or cutter through the cowl opening.
- Attach the Class H vacuum cleaner hose to the cowl. Turn it on.

- Drill the hole.
- Vacuum the drilled hole, and the rear of the board if accessible.
- Seal the drilled edge with sealant.
- Insert a sleeve to protect the hole's edges.



Control measures: shadow vacuuming and using drill cowls as local extraction



Seal the drilled edge with sealant

## Cleaning and disposal

- Clean the equipment and the area with the Class H vacuum cleaner and/or damp rags.
- Put used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a2

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em3** Building and dismantling a mini-enclosure

**em4** Using a Class H vacuum cleaner for asbestos

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing a single (screwed-in) asbestos insulating board (AIB) ceiling tile

### What this sheet covers

This sheet describes good practice when you need to remove a single AIB ceiling tile.

This sheet is *not* appropriate:

- for the removal of AIB slats;
- where the tile has more than minor damage;
- where the tile is heavily painted so its removal could damage adjacent tiles;
- if work lasts more than one hour for one worker in a seven-day period, or exceeds two hours for two or more workers in a seven-day period (this includes time to set up, dismantle and clean the mini-enclosure).

Use an HSE-licensed contractor for such work.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- Method 1: 500-gauge polythene sheeting and duct tape
- Method 2: Use a mini-enclosure if available – if not, use timber or other framework with 1000-gauge polythene sheeting and duct tape – see sheet em3
- 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) – see sheet em4
- Sealant, eg polyvinyl acetate (PVA)
- Magnet
- Screwdriver
- Non-asbestos replacement ceiling tile
- Garden-type sprayer containing wetting agent
- Bucket of water and rags



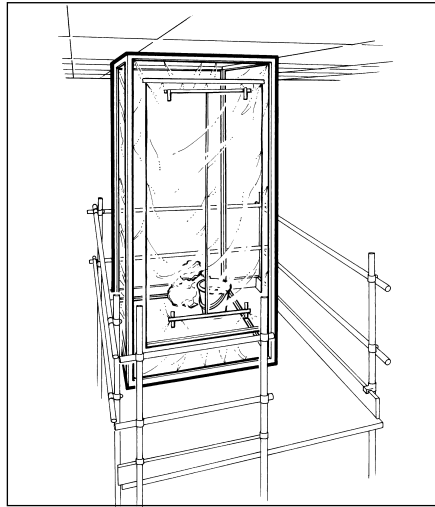
### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

There may be other hazards – you need to consider them all.

- Asbestos waste bag
- Clear polythene bag



Protect nearby areas with polythene sheeting or a mini-enclosure. Use shadow vacuuming to control dust when removing screws

### Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

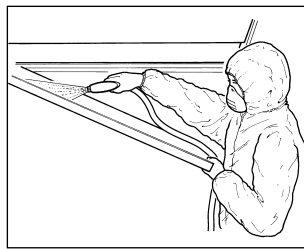
### Method 1: Removing a single ceiling tile less than 0.36 m<sup>2</sup> in area (eg 60 cm x 60 cm)

#### Procedure

- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.

#### Removal

- Locate steel screws with the magnet. Locate brass screws by careful paint scraping.
- Use 'shadow vacuuming' to control dust – see sheet em4.
- Unscrew – put the screws in the waste bag.
- Carefully lower one end of the tile. Vacuum its upper surface.
- Spray the upper surface with PVA.
- Keep the tile flat and lower it gently.
- Place the tile in the asbestos waste bag.
- If asbestos fillets are present, seal with a sealant.
- Fix a new non-asbestos tile by attaching it to a non-asbestos surface, not to asbestos fillets.



Carefully lower one end of the tile. Vacuum its upper surface and spray with PVA. Keep the tile flat and lower it gently

## Method 2: Removing a single ceiling tile more than 0.36 m<sup>2</sup> in area (eg 60 cm x 60 cm)

### Procedure

- Erect a proprietary 'mini-enclosure', or build one as described in sheet em3.

### Removal

- Follow the removal instructions for method 1.
- Double-wrap the tile in 1000-gauge polythene sheeting.

### Cleaning and disposal

- Clean a mini-enclosure with the Class H vacuum cleaner and dismantle it as advised in sheet em3.
- Clean the area and equipment with the Class H vacuum cleaner and damp rags.
- Put used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a3

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing a door with asbestos insulating board (AIB) fireproofing

### What this sheet covers

This sheet describes good practice when you need to dispose of a door backed with AIB. It is also suitable where AIB is sandwiched within the door.

This sheet is *not* appropriate:

- for the removal of an AIB panel (see sheet a4);
- for the disposal of a door with more than minor damage to the AIB;
- if work lasts more than one hour for one worker in a seven-day period, or exceeds two hours for two or more workers in a seven-day period.

Use an HSE-licensed contractor for such work.

**Please note:** If the AIB starts to deteriorate on removal of the nails then the work may be notifiable non-licensed work (NNLW); see sheet a0 *Introduction to asbestos essentials*.

### Preparing the work area

- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Sealant, eg polyvinyl acetate (PVA)
- Screwdriver
- Non-asbestos replacement fire door
- Garden-type sprayer containing wetting agent, eg diluted washing-up liquid
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Asbestos warning stickers

### Other hazards

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

There may be other hazards – you need to consider them all.



Double-wrap the door in polythene sheeting with asbestos warning stickers

### Personal protective equipment (PPE)



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate).
- A respirator is not normally required.

### Procedure

- If unpainted, spray the board with PVA sealant.
- If the board is within the door, spray all exposed edges.
- Allow it to dry.
- Lay enough polythene sheeting on the floor to wrap up the door.
- Unscrew the door from its hinges and lower it onto the polythene sheet.
- Double-wrap the door with polythene sheeting and secure with duct tape.
- Attach asbestos warning stickers.
- If necessary, fit a replacement door with the same fire protection properties.

### Cleaning and disposal

- Clean the equipment and area with damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a4

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em3** Building and dismantling a mini-enclosure

**em4** Using a Class H vacuum cleaner for asbestos

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing a single asbestos insulation board (AIB) panel, less than 1 m<sup>2</sup>, fixed with nails or screws

### What this sheet covers

This sheet describes good practice when you need to remove a single AIB sheet less than 1 m<sup>2</sup> in area.

This sheet is *not* appropriate:

- when the AIB has more than minor damage or is heavily painted so its removal could damage adjacent panels;
- when the AIB is in the form of ceiling tiles or slats;
- for removing heavily nailed or centre-nailed panels;
- for soffits;
- for a panel larger than 1 m<sup>2</sup>;
- for removing more than two small panels a week;
- if work lasts more than one hour for one worker in a seven-day period, or exceeds two hours for two or more workers in a seven-day period.

Use an HSE-licensed contractor for such work.

**Please note:** If the AIB starts to deteriorate on removal of the nails then the work may be notifiable non-licensed work (NNLW); see sheet a0 *Introduction to asbestos essentials*.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500- and 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) – see sheet em4
- Thick paste, eg wallpaper paste or shaving foam
- Sealant, eg polyvinyl acetate (PVA)
- Permanent sealant
- Magnet



### Caution

If the panel has nails in the centre, the job needs an HSE-licensed contractor.

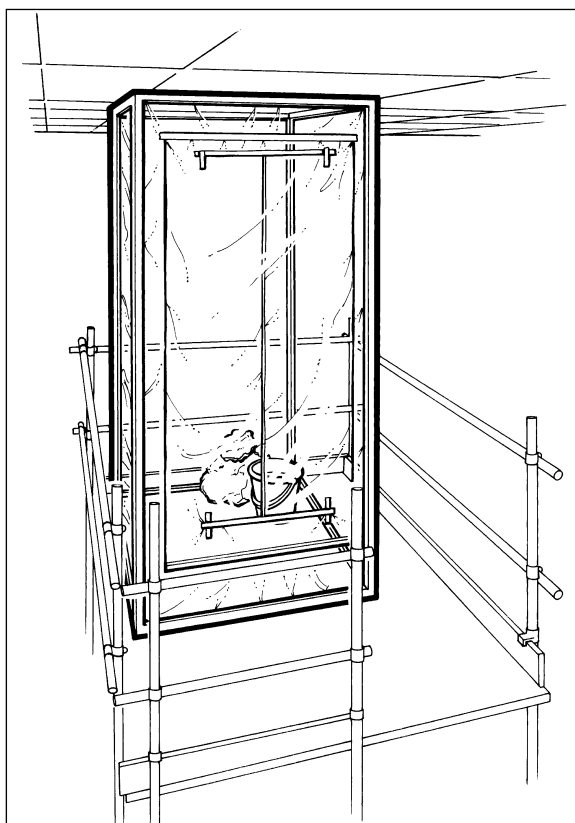
### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

There may be other hazards – you need to consider them all.

- Screwdriver
- Garden-type sprayer containing wetting agent
- Paint brush
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Asbestos warning stickers



Use a mini-enclosure if you need to remove a panel fixed with nails

### Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

### Procedure

- Inspect carefully. If the AIB is in good condition and is unlikely to get damaged upon removal, follow this sheet.
- If the board is badly damaged or likely to get damaged, use an HSE-licensed contractor.

### Panel with nails

- Erect a mini-enclosure – see sheet em3.
- If you can remove nails with the claw, do so with ‘shadow vacuuming’ – see sheet em4.

- If this is not possible, you need to break the panel across one corner. Cover the intended break line with pastel foam.
- Deeply score the panel across one nailed corner through the paste/foam.
- Lever to break the panel at the scored line – hold the vacuum nozzle near to the break to collect as much dust as possible.
- Ease the panel away to loosen other nails, and remove these with shadow vacuuming.
- Remove the panel and vacuum all newly-exposed surfaces.

#### **Panel with screws**

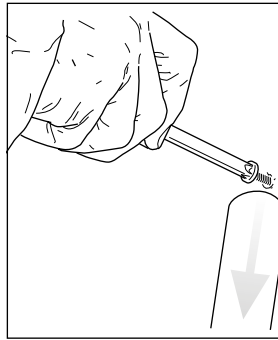
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Locate steel screws with the magnet. Locate brass screws by careful paint scraping.
- Use ‘shadow vacuuming’ to control dust – see sheet em4.
- Unscrew – put the screws in the waste bag.
- Ease the panel away. Vacuum its newly-exposed surfaces and screw holes.

#### **All panels**

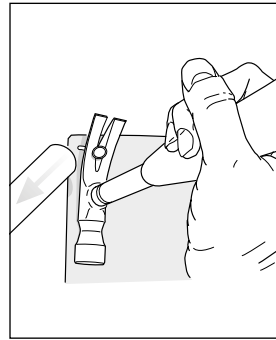
- Spray the panel with PVA.
- Double-wrap large panels with 1000-gauge polythene sheeting; place smaller boards in the waste bag.
- Attach asbestos warning stickers.
- Gently paint newly-exposed surfaces and screw holes with sealant paint.

#### **Cleaning and disposal**

- Clean any newly-exposed surfaces with the Class H vacuum cleaner.
- Clean a mini-enclosure with the Class H vacuum cleaner and dismantle it as advised in sheet em3.
- Clean the area and equipment with the Class H vacuum cleaner and damp rags.
- Put debris, used rags, polythene sheeting, paintbrush and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.



Panel with screws: Use shadow vacuuming to control dust as you remove screws



Panel with nails: If possible, remove nails with a claw and shadow vacuuming. If this is difficult without damaging the board, apply paste to one corner and make a deep score line so you can lever the corner away first

## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a5

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet **a0** *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em6** Personal protective equipment (Including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Cleaning light fittings attached to asbestos insulating board (AIB)

### What this sheet covers

This sheet describes good practice when you need to clean a contaminated light fitting attached to AIB, eg to change a bulb or tube.

This sheet is *not* appropriate where the AIB is damaged or may be damaged, eg by 'rocking' the screws during cleaning. Use an HSE-licensed contractor for such work.

See sheet **em4** *Using a Class H vacuum cleaner for asbestos when removing a screwed-in fitting*, and sheet **a6** for minor damage repair.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) – see sheet **em4**
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE) – see sheet **em6**

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).





Cleaning inside the tube fitting with a Class H vacuum cleaner

### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Electrical hazards – see [www.hse.gov.uk/electricity](http://www.hse.gov.uk/electricity). Get a competent electrician to isolate and reconnect electricity supply.

There may be other hazards – you need to consider them all.

## Procedure

- Isolate the power supply – use a competent electrician.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Avoid removing the light fitting – this may disturb the AIB.
- Clean the light-fitting exterior with the Class H vacuum cleaner.
- Place easily removable sections on the polythene sheeting, for cleaning on the floor.
- Open the light fitting carefully. Insert the Class H vacuum cleaner hose and clean inside the fitting.
- Complete the cleaning with the Class H vacuum cleaner.

## Cleaning and disposal

- Clean the area with damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.



# a6

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Repairing minor damage to asbestos insulating board (AIB)

### What this sheet covers

This sheet describes good practice when you need to repair small areas of damaged AIB, eg a broken corner or scratches.

This sheet is *not* appropriate:

- if work lasts more than one hour for one worker in a seven-day period, or exceeds two hours for two or more workers in a seven-day period;
- where the material is badly damaged.

Use an HSE-licensed contractor for such work.

If AIB is in a position where further damage is likely, see sheet a8.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Liquid impact adhesive
- Permanent sealant
- Non-asbestos replacement panel for covering gaps
- Garden-type sprayer or small paint brush
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE) – see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).



### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

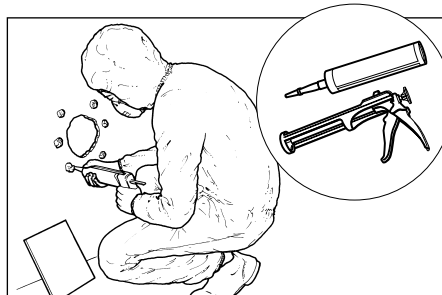
There may be other hazards – you need to consider them all.



This damaged AIB needs to be covered and protected from further damage

### Procedure

- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Remove small bits of loose board – use a damp rag. Put these in the asbestos waste bag.
- Paint the damaged area with sealant by brush or gentle spraying.
- After drying, cover gaps with the replacement panel.
- Attach it with adhesive.
- Wipe dusty surfaces with a damp rag.



Attach the replacement panel with adhesive



Wipe up dust and debris with a damp rag

### Cleaning and disposal

- Clean the equipment and the area with damp rags.
- Put debris, used rags, paint brush, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

**a7**asbestos  
essentials**Non-licensed tasks****Essential information**

**Important:** You must read sheet **a0** *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Painting undamaged asbestos insulating board (AIB)

**What this sheet covers**

This sheet describes good practice when you need to paint undamaged AIB for protection or for decoration.

This sheet is not appropriate where the asbestos material is badly damaged. Use an HSE-licensed contractor for such work.

**Preparing the work area**

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

**Equipment**

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) (if available – see sheet em4)
- Low-solvent paint
- Low-pressure sprayer, brush or roller
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

**Personal protective equipment (PPE) – see sheet em6**

- Provide
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate).
- A respirator is not normally required.



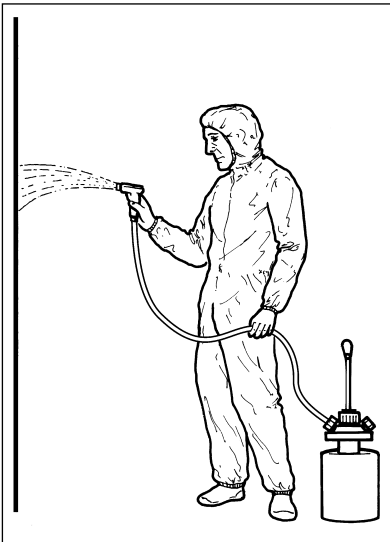
**Caution**

Never prepare surfaces by sanding or rubbing down.

**Other hazards**

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

There may be other hazards – you need to consider them all.



Use low-pressure spraying where possible

**Procedure**

- Check that there is no damage before starting work; if there is, see sheet a6.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Remove dust using a Class H vacuum cleaner (if available) or damp rags.
- Apply the paint, preferably by low-pressure spraying.
- Spray using a sweeping motion.
- If painting by brush or roller, do so gently and avoid concentrating on one area to reduce surface damage.

**Cleaning and disposal**

- Clean the equipment and the area with damp rags.
- Put debris, used rags, polythene sheeting, paintbrush/roller and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

**Personal decontamination**

See sheet em8.

**Clearance and checking off**

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a8

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Enclosing undamaged asbestos materials to prevent impact damage

### What this sheet covers

This sheet describes good practice when you need to protect asbestos materials from impact damage, and you do not want to remove them. Examples include:

- asbestos insulating board (AIB) wall panels that could be damaged by trolleys;
- lagged pipework running along the bottom of a wall that could be scuffed.

For minor repairs on AIB see sheet a6. For minor repairs on asbestos cement see sheet a13.

This sheet is *not* appropriate where the asbestos material is badly damaged or where you disturb the asbestos. Use an HSE-licensed contractor for such work.

### Preparing the work area

- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

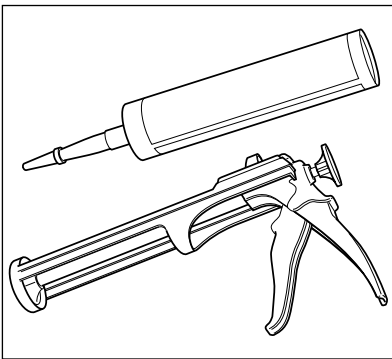
### Equipment

- Warning tape and notices
- Liquid impact adhesive
- Screwdriver
- Nails or screws
- Hammer
- Non-asbestos board – this may need to meet an original specification, eg fire resistant
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

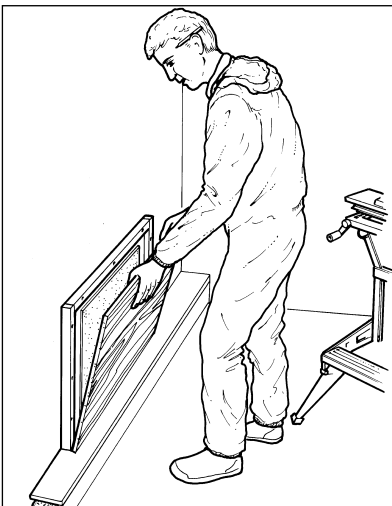
**Other hazards**

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

There may be other hazards – you need to consider them all.



If you have to attach panels to asbestos-containing materials, use impact adhesive



Use non-asbestos boarding to protect asbestos

**Personal protective equipment (PPE)**

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate).
- A respirator is not normally required.

**Procedure**

- Box-in pipework without disturbing the asbestos.
- Where possible, fix replacement panels to non-asbestos materials – you can use nails or screws.
- Use adhesive to attach replacement panels to asbestos-containing materials.
- Seal the cavity and provide adequate fire barriers.
- Warn the building owner about the presence of asbestos-containing material you have enclosed so it can be managed properly.

**Cleaning and disposal**

- Clean the equipment and the area with damp rags.
- Put debris, used rags and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

**Personal decontamination**

See sheet em8.

**Clearance and checking off**

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.



# a9

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Drilling holes in asbestos cement (AC) and other highly bonded materials

### What this sheet covers

This sheet describes good practice when you need to drill holes in asbestos cement, bitumen products, floor tiles or other highly-bonded materials containing asbestos.

For asbestos insulating board, see sheet a1. For textured coatings, see sheet a26.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- If feasible, also restrict access to the rear of asbestos material. If drilling a roof from outside, segregate the area beneath.
- If access to the rear is not possible, warn the building owner that this area is contaminated.
- Ensure adequate lighting.



Asbestos cement tiles on a roof



Interior floor tiles



Drill cowl to contain drilling debris



Use a hole cutter for holes greater than 20 mm

### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Slips and trips – see [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips). Floors protected with polythene become very slippery when wet.

There may be other hazards – you need to consider them all.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Drill – manual or powered, set at the lowest speed
- Drill bit, or hole cutter for holes greater than 20 mm diameter
- Masking tape
- Thick paste, eg wallpaper paste or shaving foam, or a drill cowl to contain drilling debris
- Mastic or sealant for gaps
- Plastic or metal sleeve to protect hole edges
- Class H vacuum cleaner (BS 8520) (if available – see sheet em4)
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

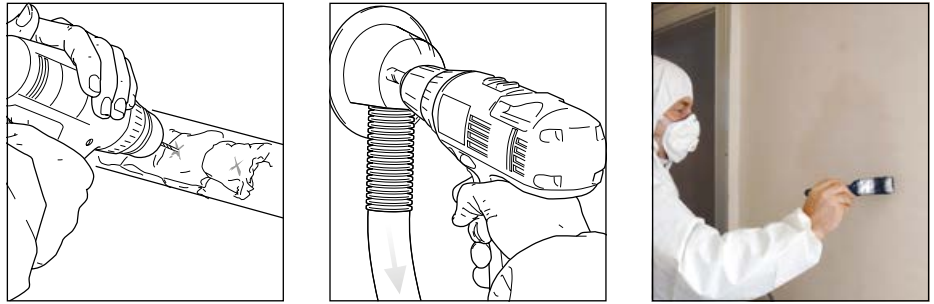
### Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

### Procedure

- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Cover the drilling point and the rear (if accessible) with masking tape to prevent the edges crumbling.
- For cable and pipework, make the hole slightly bigger than required.
- Cover the drill entry and, if accessible, exit points, with a generous amount of paste, foam or a drill cowl.
- Drill through the paste, foam or cowl.
- Use Class H vacuum (if available) to control fibres at source – see sheet em4.
- Clean off the paste, foam and debris with damp rags and remove the masking tape. Or remove the drill cowl and clean the surface. Clean the back surface with damp rags, if accessible.
- Rags and paste or foam contain dust and fibres. Dispose of as asbestos waste.
- Seal the drilled edge with sealant.
- Insert a sleeve to protect the hole's edges from cabling etc.



Drill through masking tape covered with paste or foam, or use a drill cowl connected to a Class H vacuum cleaner as local extraction. Seal drilled edges with sealant

### Cleaning and disposal

- Clean the equipment and the area with Class H vacuum (if available) and/or damp rags.
- Put debris, used rags, polythene sheeting, paintbrush and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a10

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet **a0** *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Cleaning debris from gutters on an asbestos cement (AC) roof

### What this sheet covers

This sheet describes good practice when you need to remove debris from gutters.

The gutters may be made of AC, or it may simply collect water from an AC roof.

### Preparing the work area

- Ensure safe access.
- Can you do this work from ground-level?
- Restrict access – minimise the number of people present.
- Use tape and notices to warn others.

### Equipment

- Warning tape and notices
- Scoop, trowel or scraper
- Garden-type sprayer or watering can containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE)

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - protective gloves. Select single use gloves.
- A respirator is not normally required.



### Procedure

- Sprinkle the wetting solution into the gutter. Avoid creating a slurry.
- Scoop out the debris into the waste bag.
- Wet the debris again if you find dry material.

**Caution**

AC roofs are always fragile and cannot bear weight.

**Other hazards**

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Work on fragile roofs – see [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction). Fragile roofs cannot bear weight.

There may be other hazards – you need to consider them all.



Wet the debris again if you find dry material. Avoid creating a slurry

**Cleaning and disposal**

- Clean the equipment with damp rags.
- Put used rags and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

**Personal decontamination**

See sheet em8.

**Clearance and checking off**

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a11

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing asbestos cement (AC) debris

### What this sheet covers

This sheet describes good practice when you need to clear up AC. This includes decontamination following a fire. Clean-up after a fire will always be notifiable non-licensed work (NNLW) – see sheet a0 *Introduction to asbestos essentials*.

This sheet is *not* appropriate for cleaning debris from damaged asbestos lagging, insulation or insulating board. Use an HSE-licensed contractor for such work.

For fly-tipped AC waste, see sheet a38.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- Warning tape and notices
- Scoop, trowel or scraper
- Adhesive tape
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE) – see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - A respirator is not normally required if there are only a few pieces of contamination in a small area, or the pieces are damp.
- For larger or heavily contaminated areas, a respirator is required.





**Caution**

AC roofs are always fragile and cannot bear weight.

**Other hazards**

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Work on fragile roofs – see [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction). Fragile roofs cannot bear weight.

There may be other hazards – you need to consider them all.

**Caution**

Make sure the debris is AC only.



AC debris is common

**Procedure**

- Clean up visible contamination in occupied areas, eg houses and gardens nearby. In large contaminated areas, eg following a fire, you may be unable to remove all the AC.
- Dampen the AC debris with spray.
- Pick up larger pieces of debris. Put them in the asbestos waste bag.
- For debris on rough surfaces, keep it damp and scoop or scrape it into the asbestos waste bag.
- Clean contaminated surfaces with damp rags, then put these in the asbestos waste bag.
- Press adhesive tape onto small dust deposits, then put the tape in the asbestos waste bag.
- If necessary, repair the AC – see sheet a13.
- Put used rags and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

**Personal decontamination**

See sheet em8.

**Clearance and checking off**

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a12

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Cleaning weathered asbestos cement (AC) roofing and cladding

### What this sheet covers

This sheet describes good practice when you need to clean AC cladding and roofing, either to improve its appearance or to prepare it for a surface coating.

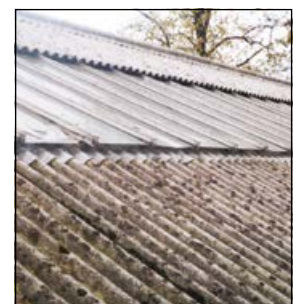
This sheet is *not* appropriate for cleaning asbestos insulating board. Use an HSE-licensed contractor for such work.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Use tape and notices to warn others.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Approved biocide
- Scoop or trowel
- Scraper
- Proprietary cleaning machine
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag



Moss and lichen growth on AC roofing and gutters

**Caution**

AC roofs are always fragile and cannot bear weight.

**Caution**

It is dangerous to seal over exhaust vents from gas-fired equipment. Can the equipment be turned off?

**Other hazards**

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Work on fragile roofs – see [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction). Fragile roofs cannot bear weight.

There may be other hazards – you need to consider them all.

**Personal protective equipment (PPE) – see sheet em6**

- Provide:
  - disposable overalls fitted with a hood (you may need waterproof overalls);
  - boots without laces (laced boots are hard to decontaminate);
  - protective gloves. Select single use gloves;
  - a disposable particulate respirator (eg FF P3) for manual scraping and for operating the filtration system.
- A respirator is not normally needed for an operator who is well away from the cleaning machine.

**Procedure**

- Prevent slurry entering the building. Seal gaps into the building with polythene sheeting, secured with duct tape.
- If necessary, remove debris first – see sheet a11.
- Only in exceptional circumstances is high-pressure jetting appropriate. This requires a specialist contractor.

**Method 1: Cleaning cladding accessible from ground level**

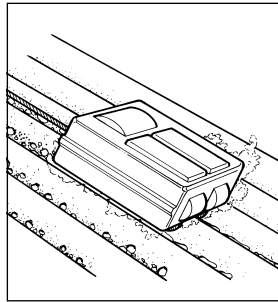
- Prepare the biocide according to the instructions on the label. Apply it by low-pressure sprayer.
- Allow time for the biocide to work – check the product label.
- Keep the surface wet and remove growths by gentle scraping. Dead plant roots are hard to remove – leave these in place.
- Scoop debris into the asbestos waste bag.

**Method 2: Employ a specialist roof cleaning contractor with a cleaning machine**

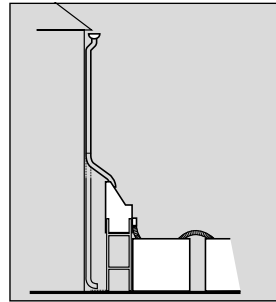
- This method creates a lot of slurry that must be collected for disposal.
- The contractor should:
  - divert the slurry through a collection and filtration system;
  - keep solid waste wet and put it in the waste bag;
  - flush out the slurry collector with clean water.

**Cleaning and disposal**

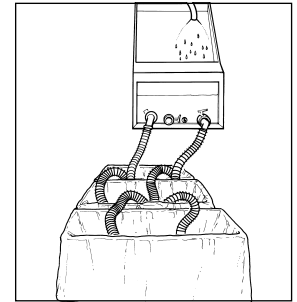
- Clean the equipment and the area with damp rags.
- Put debris, used rags, polythene sheeting, paintbrush and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.



Cleaning machine



The contractor should use a collection and filter system



## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a13

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Repairing damaged asbestos cement (AC)

### What this sheet covers

This sheet describes good practice when you need to repair damaged AC. For badly damaged AC, see sheet a14 or sheet a15.

This sheet is not appropriate for repairs to asbestos insulating board – see sheet a6.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Mastic or sealant for gaps
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE)

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate).
- A respirator is not normally required.



### Procedure

- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Clean up debris and loose material – see sheet a11.
- Paint the damaged area – see sheet a16.

**Caution**

AC roofs are always fragile and cannot bear weight.

**Other hazards**

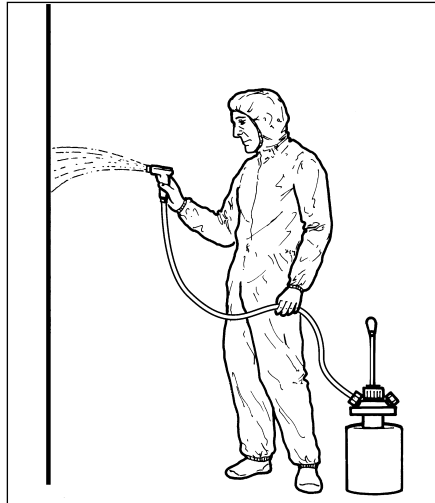
Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Work on fragile roofs – see [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction). AC roofs are fragile and cannot bear weight.

Slips and trips – see [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips). Floors protected with polythene become very slippery when wet.

There may be other hazards – you need to consider them all.

- Alternatively, protect the area by attaching and sealing a non-asbestos panel over the damage – see sheet a8.
- Warn the building owner about the presence of asbestos-containing material you have covered so it can be managed properly.



Paint or cover the damaged area, see a8 and a16

**Cleaning and disposal**

- Clean the equipment and the area with damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

**Personal decontamination**

See sheet em8.

**Clearance and checking off**

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.



# a14

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing asbestos cement (AC) sheets, gutters etc and dismantling a small AC structure

### What this sheet covers

This sheet describes good practice when you need to remove AC sheets, gutters, drains, ridge caps etc on a small scale, or dismantle a small structure (eg shed or garage) as long as AC stays intact during removal. If the AC starts to break up creating significant dust then the work will be notifiable non-licensed work (NNLW) – see sheet a0 *Introduction to asbestos essentials*.

This sheet does not apply to large scale work or mechanical demolition – a full risk assessment and plan of work will need to be prepared.

This sheet is not appropriate if other asbestos-containing materials are present, eg lagging, limpet or insulating board. Use an HSE-licensed contractor for such work.

### Preparing the work area

- Ensure safe access – you may need a mobile access platform.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500- and 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Bolt cutter
- Webbing straps and rope
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Lockable skip for larger quantities of waste
- Asbestos warning stickers

### Caution

AC roofs are always fragile and cannot bear weight.

### Caution

It is dangerous to seal over exhaust vents from gas-fired equipment. Can the equipment be turned off?

### Caution

There may be AC debris on the ground. Be careful not to crush this.



AC sheets used as roofing

## Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

## Procedure

- Check with the premises owner that only AC is present.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.

## Overlaying AC sheets

- Can you overlay sheets with non-asbestos material instead of removing the AC?
- If so, attach the material to existing purlins. Avoid drilling through the AC. If you cannot avoid drilling, see sheet a9.

## Removal

- Avoid or minimise breaking the AC.
- If fasteners hold the sheets in place, dampen and remove them and place them in the asbestos waste bag.
- If the sheets are bolted in place, dampen and cut the bolts while avoiding contact with the AC.
- Remove the bolts or fixings carefully and place them in the asbestos waste bag.
- Unbolt, or use cutters to release gutters, drain pipes, ridge caps etc. Avoid contact with the AC.
- Lower large pieces to the ground. Don't drop them or use rubble chutes. Stack sheets carefully.
- Where there are several AC sheets and other large items, place them in a lockable skip.

### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Work on fragile roofs – see [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction). Fragile roofs cannot bear weight.

Electrical hazards – see [www.hse.gov.uk/electricity](http://www.hse.gov.uk/electricity). Get a competent electrician to isolate and reconnect electricity supply.

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

Confined spaces – see [www.hse.gov.uk/confinedspace](http://www.hse.gov.uk/confinedspace).

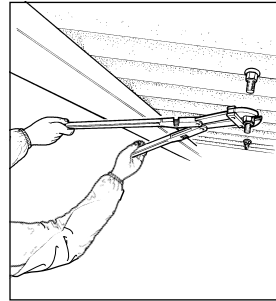
Slips and trips – see [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips). Floors protected with polythene become very slippery when wet.

There may be other hazards – you need to consider them all.

### Further reading

Health and safety in roof work HSG33 (Fourth edition) HSE Books 2012 [www.hse.gov.uk/pubns/books/hsg33.htm](http://www.hse.gov.uk/pubns/books/hsg33.htm)

- Double-wrap large pieces in 1000-gauge polythene sheeting. Seal with duct tape.
- Attach asbestos warning stickers.
- Place small pieces in the asbestos waste bag.



Cut the bolts while avoiding contact with the asbestos cement. Double-wrap large pieces in 1000-gauge polythene sheeting and seal with duct tape

### Cleaning and disposal

- Clean the equipment and the area with damp rags.
- Check for debris in fasteners or bolt holes. Clean with damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Dispose of contaminated webbing and rope as 'asbestos waste'.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a15

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet **a0** *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing an asbestos cement (AC) or reinforced plastic product, eg tank, duct, water cistern

### What this sheet covers

This sheet describes good practice when you need to remove an AC product (eg tank) or a plastic reinforced product (eg a bakelite cistern) from an area such as a loft.

If the article is no longer needed, but doesn't interfere with any other installations or work, then note its location for the building owner and leave it in place.

See sheet **a35** for AC flues and ducts and sheet **a23** for plastic floor tiles.

If the product is attached to asbestos insulating board, see sheet **em4** on shadow vacuuming and sheet **a6** for minor damage repair.

### Preparing the work area

- Ensure safe access.
- Restrict access– minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500- and 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Screwdriver and spanners
- Hammer
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Asbestos warning stickers

### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

There may be other hazards – you need to consider them all.



Try to remove the product intact, or wrap it in 1000-gauge polythene sheet before breaking it up

### Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).
- A respirator is not normally needed to remove a reinforced plastic product.

### Procedure

- For lofts and similar areas, board out an area large enough to work on and to prevent asbestos contaminating loft insulation nearby.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Check that the product is not fixed to asbestos insulating board.

### Removal

#### *AC product: Removal intact*

- Strengthen any damaged sections with duct tape.
- Remove fittings, plumbing etc and unscrew the product from its supports.
- Place the screws in the asbestos waste bag.
- Double-wrap the product in 1000-gauge polythene sheet.
- Attach asbestos warning stickers.
- Lower to the ground carefully.

#### *AC product: Non-intact removal*

- Dampen the product and wrap it in 1000-gauge polythene sheet.
- Carefully break the wrapped product with the hammer.
- If pieces are small enough, place them whole in asbestos waste bags.
- Lower large pieces to the ground. Don't drop them or use rubble chutes. Stack sheets carefully.



- Double-wrap large pieces in 1000-gauge polythene sheeting. Seal with duct tape.
- Attach asbestos warning stickers.

### Cleaning and disposal

- Clean the equipment and the area with damp rags.
- Check for debris in screw or bolt holes. Clean with damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.



See sheet a35 for AC flues and ducts and sheet a23 for plastic floor tiles

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.



# a16

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Painting asbestos cement (AC) products

### What this sheet covers

This sheet describes good practice when you need to paint an AC product that is in good condition.

**Caution:** If done wrongly, painting can result in the product failing.

To protect from impact damage, see sheet a8.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Low-solvent paint
- Low-pressure sprayer, or brush or roller
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE)

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate).
- A respirator is not normally required.



### Procedure

- Check the asbestos cement surface before starting work.
- Repair damage – see sheet a13.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.

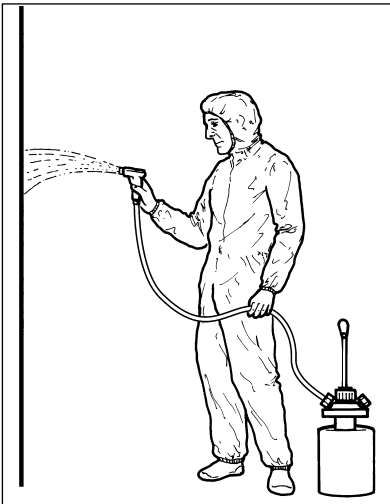
**Other hazards**

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

There may be other hazards – you need to consider them all.

**Caution**

Never prepare surfaces by sanding or rubbing down.



Use low-pressure spraying

- Wipe dusty surfaces with a damp rag.
- Apply the paint, preferably by low-pressure spraying.
- Spray using a sweeping motion.
- If painting by brush or roller, do so gently and avoid concentrating on one area to reduce surface damage.

**Cleaning and disposal**

- Clean the equipment and the area with damp rags.
- Put debris, used rags, polythene sheeting, paintbrush or roller and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

**Personal decontamination**

See sheet em8.

**Clearance and checking off**

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a17

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing asbestos paper linings

### What this sheet covers

This sheet describes good practice when you need to remove asbestos paper linings (eg from a boiler casing, beneath lino, or where asbestos paper separates easily from other materials).

Due to the deterioration of the paper linings during removal the work will be notifiable non-licensed work (NNLW) – see sheet a0 *Introduction to asbestos essentials*.

This sheet is not appropriate for removing asbestos paper lagging. Use an HSE-licensed contractor for such work.

### Preparing the work area

- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.



Asbestos paper linings can be found in boiler casings, under lino or tiles and many other places



Paper gaskets can contain asbestos

### Other hazards

Electrical hazards– see [www.hse.gov.uk/electricity](http://www.hse.gov.uk/electricity). Get a competent electrician to isolate and reconnect electricity supply.

There may be other hazards – you need to consider them all.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Permanent sealant
- Sharp knife
- Garden-type sprayer containing wetting agent
- Paint brush
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

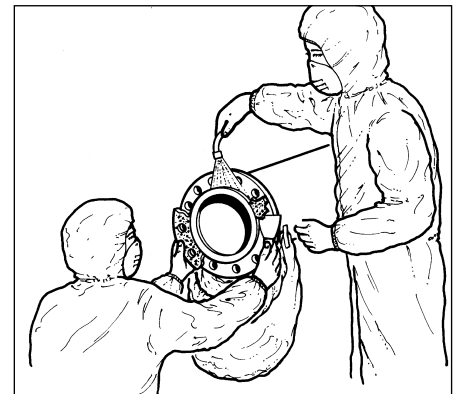
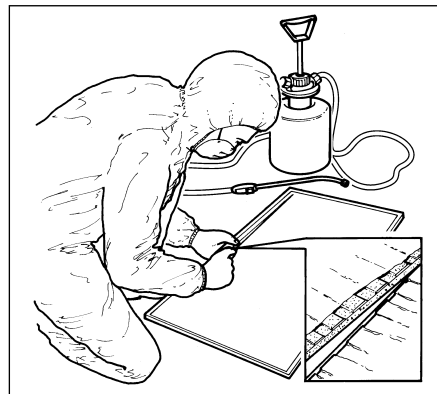
### Personal protective equipment (PPE) – see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).



### Procedure

- Isolate the power supply – use a competent electrician.
- Only work on a boiler that is cold.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.



If you can't remove the paper whole, cut it – don't tear – and dampen it as you go

### Removal

- Carefully remove the covering – dismantle metal covers on a boiler; ease back lino etc.
- Protect vulnerable parts with polythene sheeting, fixed with tape to a non-asbestos surface.
- Dampen the exposed paper.
- If possible, remove the paper whole. Otherwise, cut the paper – don't tear it – and dampen as you remove it.

- Put the paper in the waste container.
- Brush any paper you can't remove with sealant.
- Brush the back surface of other material, eg lino, with sealant before disposal.

### **Cleaning and disposal**

- Clean the equipment and the area with damp rags.
- Put debris, used rags, polythene sheeting, paintbrush and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### **Personal decontamination**

See sheet em8.

### **Clearance and checking off**

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a18

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing asbestos friction linings

### What this sheet covers

This sheet describes good practice when you need to remove a friction lining containing asbestos (eg brake assembly, clutch housing) or when the housing needs cleaning.

### Preparing the work area

- Restrict access – minimise the number of people present.
- Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) (if available – see sheet em4)
- Scraper
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE) - see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).



### Procedure

- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.



**Caution**

Never use a brush or compressed air for cleaning.

**Other hazards**

There may be other hazards – you need to consider them all.



Disc brake on a vehicle

**Removal**

- Partially open the housing and vacuum the inside.
- Open the housing carefully. Use damp rags to clean inside.
- Put the worn friction lining and dirty rags in the waste bag.
- Scrape off any residues using 'shadow vacuuming' – see sheet em4.

**Cleaning and disposal**

- Clean the equipment and the area with Class H vacuum (if available) and/or damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

**Personal decontamination**

See sheet em8.

**Clearance and checking off**

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a19

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing an asbestos fire blanket

### What this sheet covers

This sheet describes good practice when you need to remove an asbestos fire blanket, or replace it with a non-asbestos blanket.

### Preparing the work area

- Restrict access – minimise the number of people present.
- Ensure adequate lighting.

### Equipment

- Suitable non-asbestos replacement fire blanket
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE)

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate).
- A respirator is not normally required.



### Procedure

#### Removal

- Where the blanket and container are no longer needed, unscrew the box from the wall and put it, with the blanket inside, into the waste container.
- For a blanket in a box with opening base, open the front and dampen with spray.
- Slide the blanket into the asbestos waste bag.
- For a blanket in a circular cylinder, first dampen the blanket. Spray up into the container.
- Avoid over-wetting and creating a pool of water.
- Pull the blanket out, into the asbestos waste bag.

**Caution**

Never unravel or shake an asbestos fire blanket.

**Other hazards**

There may be other hazards – you need to consider them all.



Open the front, dampen, and slide the blanket into the asbestos waste bag

**Cleaning and disposal**

- Clean inside any container that remains, with damp rags.
- Clean the floor beneath the container with damp rags.
- Put used rags and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

**Personal decontamination**

See sheet em8.

**Clearance and checking off**

- Visually inspect inside the container and the floor beneath it to make sure that these have been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a20

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Laying cables in areas containing undamaged asbestos materials

### What this sheet covers

This sheet describes good practice when you need to run cables through an area containing intact asbestos lagging, insulation, insulating board or coating.

If you need to remove an asbestos insulating board (AIB) ceiling tile for access, see sheet a2.

This sheet is *not* appropriate where damaged asbestos material is present, or for cabling over a suspended AIB ceiling. Use an HSE-licensed contractor for such work.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Adhesive spray
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE) – see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).



### Procedure

- Wherever possible, use existing cable trays or conduits, or fix cables to non-asbestos surfaces.

### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

There may be other hazards – you need to consider them all.

- If there is no alternative to running cables near asbestos, protect the surfaces with 500-gauge polythene sheeting secured with adhesive spray or duct tape to non-asbestos surfaces.
- Avoid drilling through asbestos-containing materials.
- Avoid fixing cables to anything that contains asbestos.
- Ensure that cabling only runs over the protected sections.

### Cleaning and disposal

- Clean the equipment with damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a21

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet **a0** *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing asbestos-containing bituminous products, such as roofing felt, gutter linings or damp-proof courses

### What this sheet covers

This sheet describes good practice when you need to remove asbestos-containing bituminous products such as built-up roofing, gutter linings or damp-proof courses.

This sheet is *not* appropriate for work with metal cladding lined with asbestos-containing bitumen (eg 'Galbestos') – see sheet **a22**.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Sharp knife
- Scraper
- Shovel
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Lockable skip for larger quantities of waste
- For roof work, interlocking bucket-type rubble chute into the skip



### Caution

It is dangerous to seal over exhaust vents from gas-fired equipment. Can the equipment be turned off?

For roof work, check if the roof may be fragile.

Don't rip up asbestos bituminous felt; never burn the debris.



Built-up bituminous roofing and bituminous asbestos fabric over a doorway

### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Work on fragile roofs – see [www.hse.gov.uk/construction](http://www.hse.gov.uk/construction). Fragile roofs cannot bear weight.

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

There may be other hazards – you need to consider them all.

### Personal protective equipment (PPE)



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate).
- A respirator is not normally required.

### Procedure

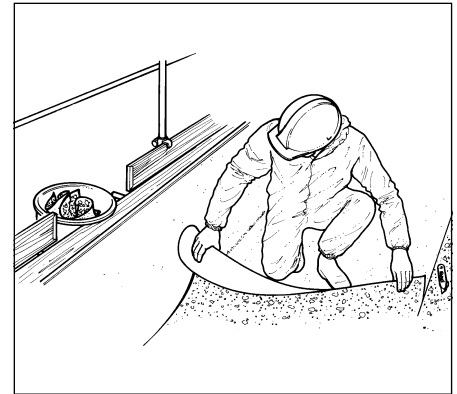
- Seal access points, eg skylights, with polythene sheeting and duct tape.

### Overlaying

- Can you avoid removal, eg by overlaying with non-asbestos bituminous felt?
- Warn the building owner about the presence of asbestos material you have covered by overlaying so it can be managed properly.

### Removal

- Can you minimise the amount for removal, cutting around the area?
- For safe handling, cut and remove manageable sections.
- Place these in the chute or the skip.
- Remove adhering material by dampening and gentle scraping.
- Collect up all debris.
- Remove large dust deposits by dampening and shovelling into the asbestos waste bag.
- Dampen dust and debris from disintegrating felt and place in the asbestos waste bag.



Cut and remove manageable sections

### Cleaning and disposal

- Clean the equipment with damp rags.
- Dismantle and decontaminate the chute with damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a22

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet **a0** *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing metal cladding lined with asbestos-containing bitumen

### What this sheet covers

This sheet describes good practice when you need to remove metal cladding lined with asbestos-containing bitumen (eg 'Galbestos').

This sheet is not appropriate for work with asbestos-containing bitumen products (eg roofing felt, damp-proof course) – see sheet **a21**.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500- and 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Bolt cutter
- Hammer
- Chisel
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Lockable skip for larger quantities of waste
- Asbestos warning stickers

### Personal protective equipment (PPE)

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate).
- A respirator is not normally required.



**Caution**

It is dangerous to seal over exhaust vents from gas-fired equipment. Can the equipment be turned off?

**Other hazards**

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Slips and trips – see [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips). Floors protected with polythene become very slippery when wet.

There may be other hazards – you need to consider them all.

**Procedure**

- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.

**Removal**

- Carefully remove fixtures such as pipework.
- If the sheets are screwed in place, knock off the screw heads with the hammer and chisel.
- If the sheets are bolted in place, cut the bolts while avoiding contact with the asbestos-containing bitumen. Remove the bolts carefully.
- Pull the sheet away from its fastenings, dampening exposed surfaces.
- Lower sheets to the ground – do not use a rubble chute.
- Put small items and debris in the asbestos waste bag.
- Double-wrap cladding pieces in 1000-gauge polythene sheeting.
- Attach asbestos warning stickers.
- Where there are several sheets of cladding, place them in a lockable skip.

**Cleaning and disposal**

- Clean the equipment and the area with damp rags.
- Check for debris in screw or bolt holes. Clean with damp rags.
- Put debris, used rags, polythene sheeting, and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

**Personal decontamination**

See sheet em8.

**Clearance and checking off**

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a23

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing asbestos-containing floor tiles and mastic

### What this sheet covers

This sheet describes good practice when you need to remove floor tiles that contain asbestos.

These may also have asbestos-paper backing, or be fixed with asbestos-containing mastic.

Removal of floor tiles with an asbestos-paper backing will be notifiable non-licensed work (NNLW) – see sheet a0 *Introduction to asbestos essentials*.

### Preparing the work area

- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- Warning tape and notices
- Class H vacuum cleaner (BS 8520) (if available – see sheet em4) for large areas
- Sharp knife
- Hammer
- Scraper
- Shovel
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag



Floor tiles that contain asbestos can also have asbestos-paper backing, or be fixed with asbestos-containing mastic

**Caution**

Never sand the floor.

**Other hazards**

There may be other hazards – you need to consider them all.

**Personal protective equipment (PPE) – see sheet em6**

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

**Procedure****Overlaying**

- Can you avoid removal, eg by overlaying with non-asbestos material?
- Warn the building owner about the presence of asbestos material you have covered by overlaying, so it can be managed properly.

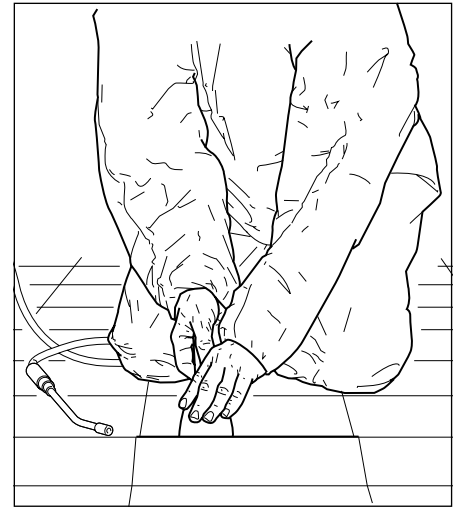
**Removal**

- Place the scraper in the joint between the tiles. Lift the tile gently – try to avoid breakage.
- For firmly-fixed tiles, tap the scraper with the hammer.
- For a large tiled area, lift tiles using a shovel. This speeds up the job and avoids kneeling close to the tiles.
- Spray water under the tiles as they are lifted, to suppress dust and wet any asbestos paper that may be present. See also sheet a17.
- Wet any asbestos paper tile backing as the tiles are lifted.
- Gently scrape up adhering mastic. You can soften mastic with solvent, by warming with an infra-red lamp, or embrittle it with dry ice.
- Place debris in the asbestos waste bag.



Asbestos-containing mastic





Spray water under the tiles to suppress dust as you lift them gently, avoiding breakage

### Cleaning and disposal

- Where you have removed only a few tiles, use damp rags to clean the floor. Clean larger areas with the Class H vacuum cleaner (if available) and/or damp rags.
- Clean the equipment with damp rags.
- Put debris, used rags and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a24

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em6** Personal protective equipment (PPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing flexible asbestos textile duct connectors (gaiters)

### What this sheet covers

This sheet describes good practice when you need to remove a gaiter (flexible asbestos textile connector) from metal ductwork sections or from the joint with a fan.

This sheet applies where the gaiter is riveted to the metal frame, and where it is clipped in place over the ducting.

This sheet is *not* appropriate if adjacent ducting is lagged with asbestos. Use an HSE-licensed contractor for such work.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- Warning tape and notices
- Drill – manual or powered, set at the lowest speed
- Screwdriver
- Scraper
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

There may be other hazards – you need to consider them all.



Connectors may be clipped or riveted

### Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

### Procedure

- Turn off and lock off the system.

#### Method 1: Riveted flexible gaiters (duct connectors)

- Where possible, unbolt the assembly holding the connector and remove it whole.
- Otherwise, dampen the gaiter and drill out the rivets, avoiding the gaiter material.
- Ease the metal plate away. Dampen the gaiter's inner surface.
- Remove the gaiter and place it in the asbestos waste bag.
- Dampen any debris adhering, and carefully scrape it into the asbestos waste bag.

#### Method 2: Clipped flexible gaiters (duct connectors)

- Dampen the gaiter.
- Remove the clips holding the gaiter in place.
- Slide the gaiter off the ducting and put it in the waste bag.
- Wipe the clips with damp rags.

### Cleaning and disposal

- Clean the equipment and the area with damp rags.
- Check for debris in screw or bolt holes or on the ducting.
- Clean with damp rags.
- Put debris, used rags and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a25

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing compressed asbestos fibre (CAF) gaskets and asbestos rope seals

### What this sheet covers

This sheet describes good practice when you need to remove CAF gaskets and asbestos rope seals from pipework, vessels and plant, or heaters, boilers etc.

If the gasket or seals are substantially broken up or damaged during removal then the work will be notifiable non-licensed work (NNLW) – see sheet a0 *Introduction to asbestos essentials*.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) (if available – see sheet em4) to collect adhering gasket residues
- Scraper
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE) – see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).



### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Slips and trips – see [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips). Floors protected with polythene become very slippery when wet.

There may be other hazards – you need to consider them all.

### Procedure

- Ensure the system has been made safe (pipework emptied, electrical supply isolated etc).
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Protect vulnerable components with polythene sheeting.

### Removal

- Unbolt or unscrew the flange, or dismantle the equipment.
- Once accessible, dampen the asbestos. Continue dampening as it is exposed.
- Ease the gasket or rope seal away with the scraper, and place into the asbestos waste bag.
- Keep the surface damp, and ease away asbestos residues.
- Gently scrape off residues using 'shadow vacuuming' (if available – see sheet em4).

### Cleaning and disposal

- Clean the equipment and the area with the Class H vacuum cleaner (if available) and/or damp rags.
- Put used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.



Gasket material left on a pipe flange



Joint packing on a flue



String gasket between metal sheets



Some examples of rope seals found on boilers



## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a26

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Drilling and boring through textured coatings

### What this sheet covers

This sheet describes good practice when you need to drill through textured coating.

If the coating is on asbestos insulating board, see sheet a1.

### Preparing the work area

- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) for cleaning (if available – see sheet em4)
- Drill – manual or powered, set at the lowest speed
- Drill bit, or hole cutter for holes greater than 20 mm diameter
- Thick paste, eg wallpaper paste or shaving foam, or a drill cowl to contain drilling debris
- Permanent sealant
- Paint brush
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag



Textured coating is common on ceilings

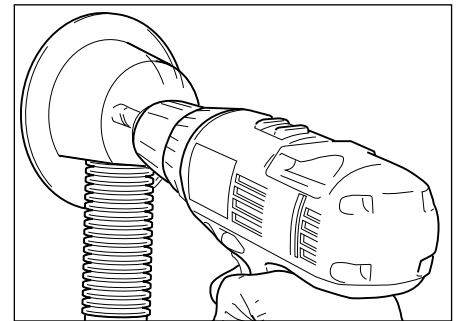
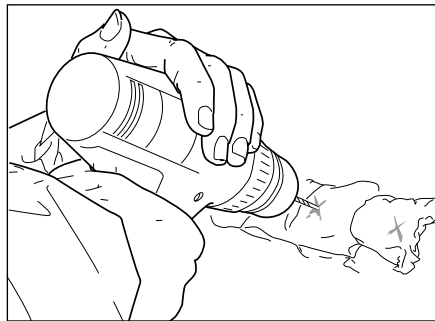
### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

There may be other hazards – you need to consider them all.



Drill through paste or foam or use a plastic cowl with a Class H vacuum cleaner (if available)



A hand drill creates less dust. If you have to use an electric drill, put it on the slowest setting

### Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

### Procedure

- Remove furniture and fittings from the area, or protect them from contamination using 500-gauge polythene sheet.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- For cable and pipework, make the hole slightly bigger than required.

### Drilling and boring

- Cover the drill entry and, if accessible, exit points with a generous amount of paste, foam or a drill cowl.
- Drill through the paste, foam or drill cowl.
- Clean off the paste, foam and debris with damp rags, or remove the device and clean the surface. Clean the back surface with damp rags, if accessible.
- Rags and paste or foam contain dust and fibres. Dispose of as asbestos waste.
- Seal the drilled edge with sealant.

## Cleaning and disposal

- Clean the area and equipment with the Class H vacuum cleaner (if available) and/or damp rags.
- Put debris, used rags, paint brush, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a27

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Inserting and removing screws through textured coatings

### What this sheet covers

This sheet describes good practice when you need to insert and remove screws through textured coating.

If the coating is on asbestos insulating board, see sheet a4.

### Preparing the work area

- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) (if available – see sheet em4)
- Permanent sealant
- Magnet
- Screwdriver
- Paint brush
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE) – see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).



### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

There may be other hazards – you need to consider them all.



a26 tells you how to drill through textured coating



Paint sealant around the hole before you insert the screw. Use shadow vacuuming (if Class H vacuum available) to control dust when removing screws



## Procedure

- Can you use strong adhesive instead of screws?
- Remove furniture and fittings from the area, or protect them from contamination using 500-gauge polythene sheet.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.

### Inserting screw

- Hole drilling – see sheet a26.
- Paint sealant around the hole and fix the screw.

### Removing screw

- Locate steel screws with the magnet. Locate brass screws by careful paint scraping.
- Use 'shadow vacuuming' (if Class H vacuum available) to control dust – see sheet em4.
- Unscrew – put the screws in the waste bag.
- Paint sealant around the hole.

## Cleaning and disposal

- Clean the area and equipment with the Class H vacuum cleaner (if available) and/or damp rags.
- Put debris, used rags, paint brush, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.



## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a28

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet **a0 Introduction to asbestos essentials**

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing textured coating from a small area, for example 1 m<sup>2</sup>

### What this sheet covers

This sheet describes good practice when you need to remove a small area of textured coating, eg around 1 m<sup>2</sup>, in preparation for other maintenance work.

If steaming or gelling methods are used other than in preparation for maintenance such as fitting smoke alarms or light fittings then the work will be notifiable non-licensed work (NNLW) – see sheet **a0 Introduction to asbestos essentials**.

This sheet is *not* appropriate for large areas. The work is still non-licensed but you need to make a full risk assessment and the work will be NNLW – see sheet **a0 Introduction to asbestos essentials**.

If the coating covers asbestos insulating board, use an HSE-licensed contractor.

### Preparing the work area

- Do you need to isolate any services?
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) (If available – see sheet em4)
- Penetrating stripping fluid or gel, or a steam generator
- Permanent sealant
- Plastic dustpan
- Scraper
- Paint brush
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

**Caution**

Never scrape through or sand down textured coatings or stripped surfaces. Don't use power tools to cut through textured coatings.

**Other hazards**

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Slips and trips – see [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips). Floors protected with polythene become very slippery when wet.

There may be other hazards – you need to consider them all.

**Personal protective equipment (PPE) – see sheet em6**

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

**Procedure**

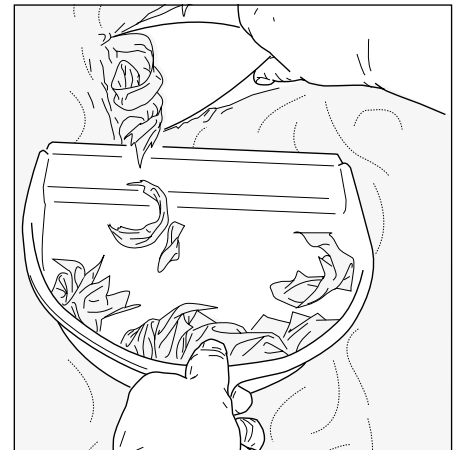
- Remove furniture and fittings from the area, or protect them from contamination using 500-gauge polythene sheet.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.

**Removal**

- Dampen and pick off any loose pieces of coating and put them in the asbestos waste bag.
- Either gently brush on penetrating fluid, or dampen and loosen the coating with steam.
- When loose, gently scrape the coating into the dustpan.
- Empty this into the waste bag.
- Seal the stripped surface with sealant.



Gently brush on penetrating fluid, or dampen and loosen the coating with steam



Gently scrape the coating into the dustpan

**Cleaning and disposal**

- Clean the area and equipment with a Class H vacuum cleaner (if available) and/or damp rags.
- Put debris, used rags, paint brush, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a29

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Clearing up debris following collapse of a ceiling or wall covered with textured coating

### What this sheet covers

This sheet describes good practice when you need to clear up wall or ceiling debris with a textured coating.

This sheet does *not* apply to the removal or renovation of remaining coatings.

It is *not* appropriate if the coating covers asbestos insulating board. Use an HSE-licensed contractor for such work.

### Preparing the work area

- Ensure that the area is safe to enter.
- Do you need to isolate any services?
- Restrict access – minimise the number of people present.
- Ensure adequate lighting.

### Equipment

- Warning tape and notices
- Class H vacuum cleaner (BS 8520) – see sheet em4
- Scoop or trowel
- Shovel
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Lockable skip for larger quantities of waste

### Personal protective equipment (PPE) – see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).



### Other hazards

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

Electrical hazards – see [www.hse.gov.uk/electricity](http://www.hse.gov.uk/electricity). Get a competent electrician to isolate and reconnect electricity supply.

There may be other hazards – you need to consider them all.



Old lath and plaster ceilings are often covered in textured coating to hide imperfections

### Procedure

- Shovel or scoop smaller pieces into the asbestos waste bag.
- Put larger amounts in the lockable skip.

### Cleaning and disposal

- Clean contaminated furniture and furnishings with the Class H vacuum cleaner.
- Wrap cleaned furniture in polythene sheeting. Remove cleaned furnishings.
- Dispose of any contaminated furniture or furnishings that cannot be cleaned.
- Clean the equipment and the area with damp rags.
- Put debris, used rags and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.



# a30

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing an asbestos-containing 'arc shield' from electrical switchgear

### What this sheet covers

This sheet describes good practice when you need to remove an arc shield.

### Preparing the work area

- Have a competent electrician isolate and lock off the electricity supply, and test to show that the system is not live.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) – see sheet em4
- Screwdriver and spanners
- Non-asbestos replacement arc shield
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE) – see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).



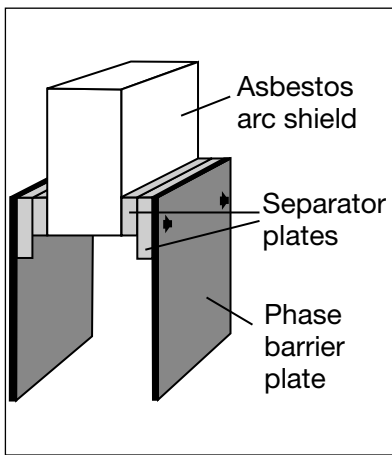
### Procedure

- Pre-clean the area. Vacuum and wipe surfaces with damp rags.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.

### Other hazards

Electrical hazards – see [www.hse.gov.uk/electricity](http://www.hse.gov.uk/electricity). Get a competent electrician to isolate and reconnect electricity supply.

There may be other hazards – you need to consider them all.



Arc shield

### Removal

- Unbolt or unscrew using ‘shadow vacuuming’ – see sheet em4.
- Remove the bolts or fixings carefully and place them in the waste bag.
- Loosen and remove the arc shield. Put it in the waste bag.
- Gently scrape off residues using ‘shadow vacuuming’ – see sheet em4.
- Vacuum clean and/or wipe all surfaces.
- Install the new arc shield.

### Cleaning and disposal

- Clean the equipment and the area with damp rags.
- Put used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a31

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing a single asbestos-containing gas or electric heater

### What this sheet covers

This sheet describes good practice when you need to remove:

- a single gas heater (catalytic, radiant, coal- or log-effect);
- an electric heater (storage, radiant etc).

This sheet is *not* appropriate if the work involves asbestos insulating board and the work lasts more than one hour for one worker in a seven-day period, or exceeds two hours for two or more workers in a seven-day period. Use an HSE-licensed contractor for such work.

You must use a Gas Safe-registered engineer to disconnect and make safe gas appliances.

### Preparing the work area

- Have a competent electrician to isolate the appliance from the electricity supply.
- You must have a Gas Safe-registered engineer to disconnect gas appliances and make them safe.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500- and 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) – see sheet em4
- Screwdriver and spanners
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Asbestos warning stickers

### Other hazards

Electrical hazards – see [www.hse.gov.uk/electricity](http://www.hse.gov.uk/electricity). Get a competent electrician to isolate and reconnect electricity supply.

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

Gas safety – check your contractor's registration at [www.gassaferegister.co.uk/](http://www.gassaferegister.co.uk/).

There may be other hazards – you need to consider them all.

### Caution

Some catalytic heaters contain loose asbestos mats.

### Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

### Procedure

- Can you remove and dispose of the appliance intact?

### Preparation

- Remove furniture and fittings from the area, or protect them from contamination using 500-gauge polythene sheet.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Check if the appliance is attached to asbestos insulating board (AIB); sometimes this is wall-mounted behind heaters.

### Removal

- Remove the cover, wipe it with damp rags and set it aside.
- Vacuum inside the appliance. Vacuuming should remove all loose material or articles.
- Dampen the parts that may contain asbestos, eg panels, board, paper, string and fire cement.
- Unscrew or unbolt fixed parts using shadow vacuuming – see sheet em4. Put the fixings in the asbestos waste bag.
- Remove panels or parts intact and put them in the asbestos waste bag.
- Vacuum inside the carcass before removal. If it is attached to AIB, unscrew it using shadow vacuuming. Put the screws in the asbestos waste bag.
- If fixed to AIB, see sheet a6 for repairing minor damage.
- Double-wrap the carcass and the cover with 1000-gauge polythene sheeting. Seal with duct tape. Attach asbestos warning stickers.

### Cleaning and disposal

- Clean the equipment and the area with damp rags.
- Put used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a32

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet **a0** *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Replacing an asbestos-containing part in a 'period' domestic appliance

### What this sheet covers

This sheet describes good practice when you need to remove an asbestos-containing replaceable part in a domestic appliance.

This is most likely if the appliance is a 'heritage' or 'period' piece, eg cooker, washing machine, dryer, dishwasher, freezer, radiator, oil stove etc.

**You must use a Gas Safe-registered engineer to disconnect and make safe gas appliances.**

### Preparing the work area

- Have a competent electrician to isolate the appliance from the electricity supply.
- You must have a Gas Safe-registered engineer to disconnect and make safe gas appliances
- Can you do the job outdoors?
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) – see sheet em4
- Screwdriver and spanners
- Scraper
- Non-asbestos replacement part
- Garden-type sprayer containing wetting agent, eg diluted washing-up liquid
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag



### Other hazards

Electrical hazards – see [www.hse.gov.uk/electricity](http://www.hse.gov.uk/electricity). Get a competent electrician to isolate and reconnect electricity supply.

Slips and trips – see [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips). Floors protected with polythene become very slippery when wet.

Gas safety – check your contractor’s registration at [www.gassaferegister.co.uk/](http://www.gassaferegister.co.uk/).

There may be other hazards – you need to consider them all.

### Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

### Procedure

- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Protect vulnerable components with polythene sheeting.

### Removal

- Vacuum inside the appliance. Vacuuming should remove all loose material or articles.
- Unscrew or unbolt fixed parts using shadow vacuuming – see sheet em4. Put the fixings in the asbestos waste bag.
- Once accessible, dampen the asbestos. Continue dampening as it is exposed.
- Ease the asbestos away, into the asbestos waste bag.
- Gently scrape off residues using ‘shadow vacuuming’ – see sheet em4.
- Clean using damp rags and fit the replacement part.



Clean up with damp rags and the Class H vacuum cleaner. Double-bag used rags, polythene sheeting and other waste

### Cleaning and disposal

- Clean the appliance, the area and equipment with the Class H vacuum cleaner and damp rags.
- Put used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a33

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Replacing an asbestos-containing fuse box or a single fuse assembly

### What this sheet covers

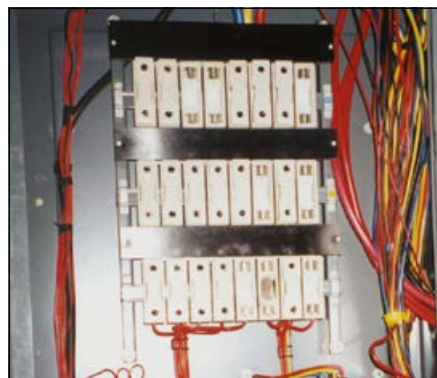
This sheet describes good practice when you need to remove a single asbestos-containing fuse assembly or an asbestos-containing fuse box.

### Preparing the work area

- Have a competent electrician isolate and lock off the electricity supply, and test to show that the system is not live.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) – see sheet em4
- Screwdriver
- Non-asbestos replacement fuse box
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag



Old-style fuse boxes contain asbestos inside the fuse assemblies and must be handled correctly

### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Electrical hazards – see [www.hse.gov.uk/electricity](http://www.hse.gov.uk/electricity). Get a competent electrician to isolate and reconnect electricity supply.

There may be other hazards – you need to consider them all.

### Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

### Procedure

- Instead of a single fuse assembly, can you replace the whole fuse box?
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Check if the fuse box is attached to asbestos insulating board (AIB).
- Vacuum clean around and inside the fuse box.

### Removal: Fuse box

- Remove connections and carefully unscrew using 'shadow vacuuming' – see sheet em4.
- Place the screws in the waste bag.
- Loosen and remove the fuse box. Put it in the asbestos waste bag.
- Vacuum clean and/or wipe all surfaces.
- Install the new fuse box – attach it to a non-asbestos surface.
- If the fuse box had been attached to AIB, see sheet a6 to repair minor damage.

### Removal: Fuse assembly

- Unplug the fuse carrier and put it in the asbestos waste bag.
- Vacuum the fuse holder with the Class H vacuum cleaner.
- Unscrew the connections.
- Unscrew the fuse holder with 'shadow vacuuming' – see sheet em4.
- Put screws and the fuse holder in the waste bag.
- Vacuum and wipe clean the connectors.
- Install the non-asbestos replacement assembly.

### Cleaning and disposal

- Clean the area and equipment with the Class H vacuum cleaner and damp rags.
- Put used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.



After cleaning, put used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed

---

## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a34

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet **a0** *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing pins and nails from an asbestos insulating board (AIB) panel

### What this sheet covers

This sheet describes good practice when you need to remove pins or nails from an AIB panel.

If the panel starts to break up or is damaged during removal of pins or nails the work will be notifiable non-licensed work (NNLW) – see sheet **a0** *Introduction to asbestos essentials*.

### Preparing the work area

- Can you do this work from ground level?
- Restrict access – minimise the number of people present.

### Equipment

- Thick paste, eg wallpaper paste or shaving foam
- Permanent sealant
- Filler
- Pliers
- Paint brush
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE) – see sheet **em6**

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - protective gloves. Select single use gloves.
- A respirator is not normally required.



### Procedure

- If the nail/pin is flush with the surface, removal will damage AIB. Either paint over it, or get an HSE-licensed contractor for removal.
- Apply a generous amount of paste/foam around the nail/ pin.
- Extract the nail/pin with pliers and put it in the Asbestos waste bag.



### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

There may be other hazards – you need to consider them all.

- Wipe off remaining paste/foam with a damp rag and put it in the asbestos bag.
- Put filler in the small hole and paint over it.

### Cleaning and disposal

- Clean the area with damp rags.
- Put used rags, paint brush, gloves and other waste in the asbestos bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.

### Personal decontamination

See sheet em8.

### Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a35

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Replacing an asbestos cement (AC) flue or duct

### What this sheet covers

This sheet describes good practice when you need to mend urgently, then replace, an asbestos cement flue or air duct.

Sometimes, the joints are sealed with asbestos string.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- Mini-enclosure for nailed-on asbestos insulating board – see sheet em3
- 500- and 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) (if available – see sheet em4)
- Screwdriver
- Hammer
- Non-asbestos replacement flue/duct and sealant
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Asbestos warning stickers

### Personal protective equipment (PPE) – see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).



### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

Slips and trips – see [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips). Floors protected with polythene become very slippery when wet.

There may be other hazards – you need to consider them all.

### Caution

Also remove asbestos fragments that fall down the flue/duct.

## Procedure

- Dampen any AC debris with spray.
- Pick up larger pieces of debris. Put them in the asbestos waste bag.
- Clean contaminated surfaces with damp rags, then put these in the asbestos waste bag.
- Protect surfaces from further contamination – cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.

### Emergency repair (eg one to two days only)

- Wrap the duct or flue with duct tape – replace the part as soon as possible.

## Replacement

- Turn off equipment vented by the flue or fed by the duct.
- If hot, wait for the flue to cool.
- Dampen the AC flue/duct and joint seals.
- If the section can be removed intact, strengthen the damaged sections with duct tape.
- If it cannot be removed intact, wrap the section in 1000-gauge polythene and break it into large pieces with a hammer.
- Dampen any asbestos string seal. Ease it away with the screwdriver into the waste bag.
- Gently scrape off residues using ‘shadow vacuuming’ (if Class H vacuum available – see sheet em4).
- Double-wrap the damaged flue/duct with 1000-gauge polythene sheeting and seal with duct tape. Attach asbestos warning stickers.
- Install the replacement non-asbestos flue/duct.



This section of AC ducting has already been labelled



Sometimes the joints are sealed with asbestos string

## Cleaning and disposal

- Clean the area and equipment with the Class H vacuum cleaner (if available) and damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a36

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet **a0** *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing an asbestos cement (AC) panel outside, beside or beneath a window

### What this sheet covers

This sheet describes good practice when you need to remove an AC panel mounted outdoors.

This sheet is *not* appropriate for an asbestos insulating board (AIB) panel or where the panel conceals asbestos insulation. Use an HSE-licensed contractor for such work.

#### Caution – for windows:

- Indoor panels beneath windows may be AIB – see sheet **a4**.
- Window sills may be made of AC – see sheet **a15**.
- Windows may have asbestos rope seals – see sheet **a25**.
- Outdoor panels are likely to be AC. Check for loose textured coatings.
- Is concealed asbestos possible? If so, ask for a survey.

### Preparing the work area

- Place barriers to restrict access and minimise the number of people present.
- Ensure safe access.
- Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Sharp knife
- Hammer
- Webbing straps and rope
- Non-asbestos covering panel
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Lockable skip for larger quantities of waste
- Asbestos warning stickers

### Other hazards

Work at height – see [www.hse.gov.uk/work-at-height](http://www.hse.gov.uk/work-at-height). Take precautions to avoid falls.

Manual handling – see [www.hse.gov.uk/msd](http://www.hse.gov.uk/msd). Plan how to remove and handle heavy material and articles safely.

Slips and trips – see [www.hse.gov.uk/slips](http://www.hse.gov.uk/slips). Floors protected with polythene become very slippery when wet.

There may be other hazards – you need to consider them all.



External AC panels



A lockable skip

### Personal protective equipment (PPE) – see sheet em6



- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).

### Procedure

- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Can you remove the window and panel assembly intact? Or can you remove the panels intact?
- Remove beading/nails to allow clear access to the panel. Cut beading or prise out nails. Put these in the waste bag.
- If you cannot remove the panel intact, attach duct tape over the surface. Carefully break it into large pieces with the hammer.
- Lower the pieces to the ground.
- Place the sheet and debris in the lockable skip.
- Place small pieces of debris in the asbestos waste bag.
- Clean the exposed surfaces with damp rags to collect dust and debris.
- Fit a non-asbestos replacement panel.

### Cleaning and disposal

- Clean the equipment and the area with damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Place the sack in the lockable skip if you have one.
- Disposal – see sheet em9.



## Personal decontamination

See sheet em8.

## Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

---

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© *Crown copyright* If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a37

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em4** Using a Class H vacuum cleaner for asbestos

**em5** Wetting asbestos materials

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# Removing asbestos-containing mastic, sealant, beading, filler, putty or fixing

### What this sheet covers

This sheet describes good practice when you need to remove mastics etc that contain asbestos. If you also need to remove small areas of textured coating, see sheet a28.

This sheet is *not* appropriate if the material is attached to asbestos insulating board or lagging. Use an HSE-licensed contractor.

### Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) – see sheet em4
- Sealant, eg polyvinyl acetate (PVA)
- Scraper, trowel, hand drill, paintbrush
- Heat source (for some mastics)
- Bucket of water and rags
- Paintbrush
- Asbestos waste bag
- Clear polythene bag

### Personal protective equipment (PPE)

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate).
- A respirator is not normally required.



**Caution**

Don't use power tools.

**Other hazards**

There may be other hazards – you need to consider them all.



Tape mastic

**Procedure**

- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Can you remove the part rather than scraping off the asbestos-containing material?
- Gently scrape up adhering mastic. You can soften mastic with solvent, by warming with an infra-red lamp, or embrittle it with dry ice.
- Scrape off mastic into the asbestos waste bag.
- Dampen plaster-based materials thoroughly with water and scrape off using 'shadow vacuuming' – see sheet em4.
- For asbestos 'Rawlplugs', dampen and drill out using 'shadow vacuuming'.
- Paint newly exposed surfaces with sealant.

**Cleaning and disposal**

- Clean the area and equipment with the Class H vacuum cleaner and damp rags.
- Put debris, used rags, polythene sheeting, paintbrush and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

**Personal decontamination**

See sheet em8.

**Clearance and checking off**

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.

# a38

## asbestos essentials

### Non-licensed tasks

#### Essential information

**Important:** You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

**em0** Risk assessments and plans of work

**em1** What to do if you discover or accidentally disturb asbestos during your work

**em2** Information, instruction and training

**em5** Wetting asbestos materials

**em6** Personal protective equipment (including RPE)

**em7** Using damp rags to clean surfaces of minor asbestos contamination

**em8** Personal decontamination

**em9** Disposal of asbestos waste

# How to deal with fly-tipped asbestos waste

### What this sheet covers

This sheet describes good practice when you recognise fly-tipped material as containing asbestos that you need to deal with.

### Preparing the work area

- Restrict access – minimise the number of people present.
- Use tape and notices to warn others.

### Equipment

- 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Shovel
- Tent pegs
- Garden-type sprayer containing wetting agent, eg diluted washing-up liquid
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Asbestos warning stickers

### Personal protective equipment (PPE) – see sheet em6

- Provide:
  - disposable overalls fitted with a hood;
  - boots without laces (laced boots are hard to decontaminate);
  - respiratory protective equipment (RPE).



### Procedure

- Notify the relevant authority.
- Estimate the amount and type of asbestos waste.
- If the waste is spread around or mixed with non-asbestos material, get an HSE-licensed contractor to deal with it.
- Disposal – see sheet em9.

### Other hazards

There may be other hazards – you need to consider them all.



Asbestos waste discarded illegally

### Small amount of any asbestos-containing waste

- Dampen and place pieces in an asbestos waste bag.
- Shovel damp residues into the bag.

### Large amount of asbestos-containing waste

- Cover the waste securely with 1000-gauge polythene sheet. Peg it down with tent pegs. Attach asbestos warning stickers.
- Mark out an exclusion zone with warning tape.
- If the waste is in an inhabited area, make arrangements to secure the site until it is removed.

### Cleaning and disposal

- Clean the equipment with damp rags.
- Put used rags and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

### Personal decontamination

See sheet em8.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/asbestos/essentials/](http://www.hse.gov.uk/asbestos/essentials/)

© Crown copyright If you wish to reuse this information visit [www.hse.gov.uk/copyright.htm](http://www.hse.gov.uk/copyright.htm) for details. First published as part of *Asbestos essentials task manual* 2001.