

Appendix 3. Asbestos Permit to Work

ACM PERMIT TO WORK

Use for activities where ACM hazards and ACM exposure risks are present, suspected/ anticipated

Permit No:

SECTION 1 – ACM LOCATION AND DETAILS

ACM Hazard			
Site:		Building:	
Location:		Asbestos Register ref. or description and type of ACM hazard:	
I certify I have given due consideration to the presence of asbestos	Building constructed after 2000 Therefore no asbestos present	STFC Asbestos Management Register shows ACM present: Conduct a local R&D Survey	STFC Asbestos Refurbishment/Demolition Survey is inconclusive: Conduct a local R&D Survey
Signature & date:			

SECTION 2 – DECLARATION OF WORK PERMITTED

Company/Department:		Supervisor:	
Work to be carried out:			
R&D Survey reference number and outcome:			
Risk Assessment and Method statement references	As appropriate air sampling, materials testing results, smoke test and evidence of contractor competence (training) should be witnessed.		
Permit valid from: [Date(s)/time(s)]		Until: [Date(s)/time(s)]	

I CONFIRM THAT THIS PERMIT IS VALID FOR THE ABOVE WORK DATE(S) AND TIMES ONLY. SHOULD AN EXTENSION OR ADDITIONAL WORK BE REQUIRED A NEW PERMIT IS REQUIRED

Issued by: Date/Time:

Signed: _____

SECTION 3 – CONTRACTOR’S RECEIPT/ACCEPTANCE OF PERMIT

I HAVE READ AND UNDERSTOOD THIS PERMIT AND WILL IMPLEMENT THE CONTROLS DESCRIBED IN THE RELEVANT RISK ASSESSMENT AND METHOD STATEMENT DETAILED IN SECTION 2 ABOVE.

Person in charge of work: Date/Time:

Signed: _____

SECTION 4 – CANCELLATION OF PERMIT

THE ABOVE WORK IS COMPLETE, AREA CLEARED OF WORK/EQUIPMENT/ DEBRIS/PERSONNEL.

Person in charge of work (**contractor**): _____ Date/Time:

Cancelled by (**STFC**): _____ Date/Time:

Comments:
Where ACMs have been disturbed or found - post work air testing is to be carried out.

GENERAL INFORMATION ON THE MANAGEMENT OF ASBESTOS IN BUILDINGS

INTRODUCTION

If asbestos fibres enter the lungs they can cause cancer or incurable diseases. Consequently, STFC is committed to ensure that all reasonably practicable steps are taken to prevent exposure of staff, students, contractors or visitors; caused by inadvertent or inadequately controlled disturbance of asbestos.

RESPONSIBILITY

Responsibilities for implementing safe systems of work when dealing with asbestos are detailed in the SHE Code. The requirements of this code of practice are mandatory. Because of the hazards associated with asbestos management are responsible for ensuring that work which may disturb asbestos containing materials (ACMs) is not undertaken without first consulting the Asbestos Control Officer (ACO).

The ACO must be consulted on all works where there is a risk of disturbance to known or unknown ACMs. The day-to-day responsibility for the supervision of work in the presence of ACMs is delegated to authorised Asbestos Permit Issuers within the Estates & Operations Management teams. STFC ACOs are listed in the STFC SHE Directory.

WORK WHICH MAY INVOLVE DISTURBANCE OF ASBESTOS

Staff supervising work on the fabric of buildings must consult the ACO and arrange for an R&D Survey before work starts.

LABELLING OF ACMs

Where asbestos is identified it should normally be labelled as such; to reduce the risk of inadvertent disturbance. Where it is decided not to label asbestos materials (e.g. for large areas of external corrugated building sheets) it is essential that those who may work on, or disturb material, are made aware of the presence of asbestos on sites/buildings.

MONITORING OF ACMs

Regular inspections will be carried out of all visible/accessible asbestos and recorded. Varying inspection frequencies are established, depending on the probability of damage and the nature of the location.

When asbestos is found in unsatisfactory condition it will be repaired, or if retention is not a viable alternative, it will be removed.

If demolition of any structure/building is required, then a Demolition Survey must be undertaken before any other work commences. This survey will be arranged by the person instructing the Works Order. A Demolition Survey searches for ACMs in every part of the works area; i.e. behind and within walls etc.

CONTRACTORS AND ACMs

All relevant information on the presence or suspected presence of asbestos-based materials will be passed, in writing, to the principal contractor, who in turn is obliged to pass relevant information concerning the presence of asbestos to their sub-contractors. Contractors who do building and modification work, even where the presence of asbestos is not expected, should be given a copy of the relevant STFC SHE Code. They should be asked to report any suspicious material they encounter in the course of their work so that it can be checked out before work on it proceeds further.

CEILING TILES

Asbestos ceiling tiles cannot easily be identified just by visual inspection as they may be painted. All ceiling tiles should be treated as containing asbestos unless they are known to be something else. When disturbing potential asbestos containing ceiling tiles for short periods (less than 10 minutes), for example when lifting suspended ceilings tiles to visually inspect or survey electrical or other services a disposable respirator to standards EN149 (type FFP3) or EN1827 (type FMP3) must be worn and any dusts found sent for asbestos analysis and depending on the results the location of ACMs detailed in the asbestos register. Asbestos ceiling tiles should only be taken down by approved Licensed Asbestos Removal Contractors.

IN THE EVENT OF AN EMERGENCY

Even in the case of emergency call-out, asbestos or suspect asbestos should not be disturbed until there has been time for a proper risk assessment. The area should be made safe, by isolation, without disturbing any asbestos.