

# a27

## asbestos essentials

### Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2006.

It is also useful for trade union and employee safety representatives.

Asbestos fibres can cause lung cancer and lung diseases.

The sheet covers the points you need to follow to reduce exposure to an adequate level.

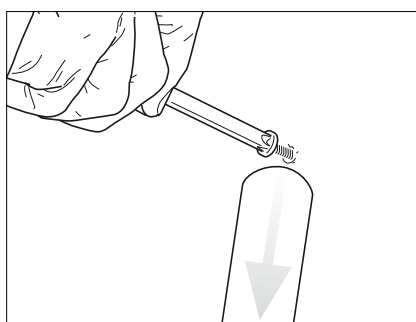
It can act as a risk assessment for asbestos if it matches what you plan to do.

Follow all the points, or use equally effective measures.

Only carry out this work if you are properly trained and have the right equipment.

#### Main points

- Asbestos fibres can kill.
- Keep exposures low using all the controls in this sheet.
- Also follow sheet a0 and equipment and method (em) sheets; see 'Essential information'.



Use shadow vacuuming to control dust when removing screws

## 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.

This sheet is NOT appropriate:

- if work lasts more than one hour per week for a worker; or
  - if work lasts two hours in total for two or more workers.
- The work is still non-licensed but you need to make a risk assessment.

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.
- A two-stage airlock is not required.
- Ensure adequate lighting.

### Equipment

- 500-gauge polythene sheeting and duct tape;
- warning tape and notices;
- Class H vacuum cleaner (BS EN 60335) - see sheet em4;
- permanent sealant;
- magnet;
- screwdriver;
- paint brush;
- bucket of water and rags;
- asbestos waste container, eg labelled polythene sack; and
- clear polythene sack.

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

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



### 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.

### MORE HELP

- **Licensed asbestos contractors, and training providers** - HSE's Infoline  
Tel: 0845 345 0055  
Textphone: 0845 408 9577  
e-mail: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com)  
and at [www.hse.gov.uk/asbestos/licensing/index.htm](http://www.hse.gov.uk/asbestos/licensing/index.htm)
- **HSE priced and free publications** -  
HSE Books Tel: 01787 881165  
and at [www.hsebooks.co.uk](http://www.hsebooks.co.uk)
- **Qualified hygienists** - The  
British Occupational Hygiene  
Society (BOHS) Tel: 01332 298101  
and at [www.bohs.org/](http://www.bohs.org/) under  
'Professional > Consultants'
- **Trade associations** - the Asbestos  
Removal Contractors Association  
(ARCA) Tel: 01283 531126 Website:  
[www.arcaweb.org.uk](http://www.arcaweb.org.uk), or the Asbestos  
Control and Abatement Division (ACAD)  
Tel: 01325 466704
- **Disposal of asbestos waste** -  
[www.environment-agency.co.uk](http://www.environment-agency.co.uk),  
[www.sepa.org.uk/](http://www.sepa.org.uk/), or  
[www.netregs.gov.uk/netregs](http://www.netregs.gov.uk/netregs).
- **More asbestos pictures** -  
[www.hse.gov.uk/asbestos/gallery.htm](http://www.hse.gov.uk/asbestos/gallery.htm)
- **Help to decide if work is licensed** -  
[www.hse.gov.uk/asbestos/licensing/index.htm](http://www.hse.gov.uk/asbestos/licensing/index.htm)

### ESSENTIAL INFORMATION

**Download and follow these advice sheets from [www.hse.gov.uk/asbestos/essentials/index.htm](http://www.hse.gov.uk/asbestos/essentials/index.htm):**

- em1 *What to do if you uncover or damage materials that could contain asbestos*
- em2 *Training*
- em4 *Using a Class H vacuum cleaner for asbestos*
- em6 *Personal protective equipment (PPE)*
- em7 *Using damp rags to clean surfaces of minor asbestos contamination*
- em8 *Personal decontamination*
- em9 *Disposal of asbestos waste*

### 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' to control dust -see sheet em4.
- Unscrew - put the screws in the waste container.
- Paint sealant around the hole.

### Cleaning and disposal

- Clean the area and equipment with the Class H vacuum cleaner and damp rags.
- Put debris, used rags, paint brush, polythene sheeting and other waste in the asbestos waste container and tape it closed.
- Put the asbestos waste container in a clear polythene sack 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, duty-holder or client to check off the job.

### OTHER HAZARDS

**Work at height** - see [www.hse.gov.uk/falls/index.htm](http://www.hse.gov.uk/falls/index.htm).  
Take precautions to avoid falls. Must you work from a ladder? Where necessary, erect an access platform.

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

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory 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 as illustrating good practice.

### SAFETY CHECKLIST

- ✓ Can you avoid disturbing asbestos by doing the job in some other way?
  - ✓ Do you need a licence for the work?
  - ✓ Always follow all legal requirements.
  - ✓ Follow the task guidance sheet.
  - ✓ Use an asbestos waste container.
  - ✓ Dispose at a licensed disposal site.
- Caution:**
- Don't sweep up dust or debris - use a Class H vacuum cleaner or damp rags.
  - Don't take used overalls home.
  - Don't re-use disposable PPE.
  - Don't smoke.
  - Don't eat or drink in the work area.

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

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