

# a2

## 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'.



## 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; or
- if work lasts more than one hour per week for a worker, or two hours in total for two or more workers; (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 EN 60335) - 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;
- 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.



### 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.

### 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.

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

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

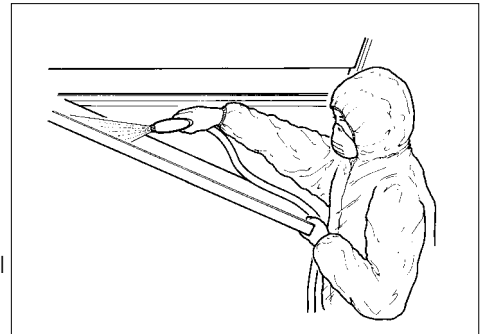
## Method 1: removing a single ceiling tile less than 0.36 square metres in area (eg 60cm x 60 cm)

#### 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 container.
- 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 container.
- 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.



*Vacuum the back of the tile then spray with PVA*

## Method 2: removing a single ceiling tile more than 0.36 square metres in area (eg 60cm 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 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

### 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 and  
help to decide if work is licensed** -  
[www.hse.gov.uk/asbestos/index.htm](http://www.hse.gov.uk/asbestos/index.htm)

### 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.

### 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*
- em3 *Building and dismantling a mini-  
enclosure*
- em4 *Using a Class H vacuum cleaner  
for asbestos*
- 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*

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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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.