

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

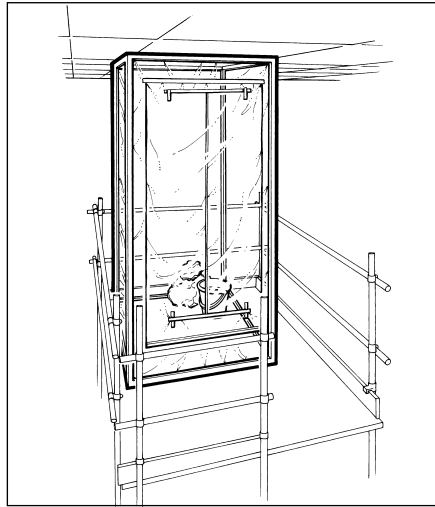
Other hazards

Work at height – see www.hse.gov.uk/work-at-height. Take precautions to avoid falls.

Manual handling – see 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).

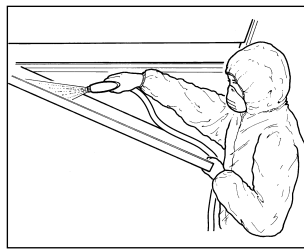
Method 1: Removing a single ceiling tile less than 0.36 m² in area (eg 60 cm x 60 cm)

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 m² 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.

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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.

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