Asbestos

1. Introduction

Asbestos remains a significant health risk across many buildings and infrastructures, even where materials are in good condition or not immediately visible. Contractors must assume asbestos may be resent unless clear, current information confirms otherwise. Disturbing asbestos-containing materials, even unintentionally, can release fibres that cause serious long-term illness, so strict controls are in place to prevent exposure.

This document sets out the asbestos-related requirements that apply to all contractors working on airport premises. It explains what information will be provided, what you are expected to check before starting work, and the actions you must take if you suspect asbestos has been disturbed. These requirements apply to every contractor, regardless of trade or task, and form part of the airport's wider Permit to Work and Contractor Control arrangements.

The aim is simple: to ensure that no work activity creates an uncontrolled asbestos risk to you, other workers, airport staff, or the public.

2. General Requirements

- Contractors must treat asbestos as a potential risk in all areas unless current, verified survey information confirms otherwise.
- No work may begin until the relevant asbestos information has been reviewed through the Contractor Management System.
- Contractors must ensure they understand the asbestos status of the area they are working in, including any limitations or gaps in survey coverage.
- Intrusive work of any kind (e.g. drilling, cutting, breaking, accessing voids, lifting tiles) must not be carried out without explicit authorisation through the Works Authorisation/Permit to Work process.
- Any material that appears damaged, unusual, or inconsistent with the survey information must be treated as suspected asbestos and reported immediately.
- Contractors must ensure that all employees involved in the work are briefed on the asbestos information relevant to the task and area.
- Only trained and competent personnel may undertake work that could involve asbestos; evidence of competence may be requested at any time.
- Contractors must not bring asbestos-containing materials onto airport premises under any circumstances.
- Work methods, tools and equipment must be selected to avoid disturbing building fabric unnecessarily and to prevent dust or fibre release.
- Any accidental disturbance, suspected disturbance, or damage to building fabric must be reported immediately to the airport's nominated contact.
- Contractors must cooperate fully with the airport's Asbestos Appointed Person(s) and follow all instructions issued regarding asbestos management and control.
- No Works Authorisation or Permit to Work will be approved where asbestos risks are not fully understood, controlled, or supported by the appropriate survey information.

3. Work in Areas with Known of Presumed Asbestos

- Before submitting any Works Authorisation (WA) or Permit to Work for an area where asbestos is known or presumed to be present, contractors must review the latest asbestos survey through the Contractor Management System.
- A validation sign-off step has been added to make sure the correct information has been provided and understood, and to maintain tighter control over works in older buildings or locations where asbestos risks require closer scrutiny.
- All WA requests must follow the process below:
    - The relevant asbestos survey(s) must be downloaded and reviewed before the WA is submitted.
    - Contractors are responsible for reading and understanding the contents of the survey(s).
    - Once reviewed, the survey(s) must be attached to the WA in the asbestos attachment section.
    - By attaching the survey(s), the contractor confirms they understand the findings, will comply with the requirements, and have briefed all employees involved in the work.
- Any area not covered by a survey must be treated as containing asbestos until confirmed otherwise. In these cases, early engagement with the LLA Asbestos Appointed Person(s) is essential before any work can begin.
- If the planned work involves breaching or altering any surface or material, this must be clearly stated in the WA/Permit scope as 'REFURBISHMENT OR DEMOLITION REQUIRED'. No work will be approved until an appropriate survey has been completed for the full scope of the activity.
- No WA or Permit to Work will be approved or issued without prior consent from the TSD Asbestos Appointed Person(s).

4. Works to Remove Asbestos or ACMs

- Any work involving the removal of asbestos or asbestos containing materials (ACMs) must be carried out in line with the Control of Asbestos Regulations and relevant HSE guidance.
- Contractors undertaking removal works are responsible for ensuring waste is handled, packaged, transported, and disposed of correctly.
- The following requirements apply:
    - All asbestos waste must be packed in UN-approved packaging with the correct CDG (Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations) hazard label and asbestos code clearly visible.
    - Waste must be double-wrapped and labelled. Standard practice is a red inner bag with asbestos warnings, and a clear outer bag with the CDG label where required.
    - Large pieces of ACM should not be broken up. Instead, they must be double-wrapped in suitable 100-gauge polythene sheeting and labelled appropriately.
    - Anyone transporting asbestos waste must hold a valid waste carrier's licence.
    - If transporting waste directly, use either a sealed skip or a vehicle that is:
        - Fitted with a segregated compartment for asbestos
        - Easy to clean

        - Fully lockable (simply covering a standard skip is not acceptable)
    - If contactors do not have the correct transport arrangements, they must use a registered waste carrier.
    - Asbestos waste must only be taken to a licensed disposal site.
    - A Waste Consignment Note must be completed for every load. Copies must be provided to LLA and retained for 3 years.
- For further detail contractors should refer to HSE guidance EM9: Disposal of Asbestos Waste (https://www.hse.gov.uk/pubns/guidance/em9.pdf)

5. Asbestos-related incidents

- If asbestos or suspected asbestos is found, damaged, or disturbed in any way, contractors must take immediate action to prevent exposure and stop the situation from getting worse.
- The following actions are required:
    - **Stop work immediately** and keep the area as still and contained as possible.
    - **Do not touch, move or attempt to clean up** any debris, dust, or damaged material.
    - **Prevent others from entering the area** until the situation has been assessed.
    - **Report it straight away** to your work sponsor and they will follow the LLA process.
    - **Follow any instructions given** by the Asbestos Appointed Person(s) or the airport representative.
    - **Do not restart work** until the area has been inspected and clearance has been given.
- This applies to all incidents, including accidental damage, unexpected materials uncovered during work, or any situation where asbestos is suspected but not confirmed.