



# Company Profile



## About The Company

Environmental & Site Safety Solutions, or ESSS (*E-triple-S*), is a privately-owned UKAS and ISO accredited asbestos consultancy with public and private sector experience throughout the United Kingdom.

Having served in the asbestos industry for over 30 years, our staff and management are experienced, qualified and competent, enabling us to undertake asbestos projects of any size or level of complexity across all sectors.

Our diverse range of accredited services include asbestos surveys, bulk sampling, and air monitoring; including four-stage clearance. Other services include asbestos removal project management, auditing, asbestos management plans and awareness training. We provide a 24/7 service should an emergency arise and you need our assistance.

ESSS' reliability and expertise can solve your asbestos concerns and satisfy your needs, ensuring you achieve health and safety compliance, meet your legal obligations and minimise the risk of prosecution; giving you peace of mind.

You can expect impartial, professional advice with speedy response times.

Using the latest technology and adhering to best practices, we ensure that our services offer the most practical and advanced solutions available. All projects are managed to incorporate industry best practice, current legislation and HSE approved codes of practice.

Our track record includes a spectrum of industries, but is not limited to:

- Rail Industry
- Financial Industry
- Housing Associations & Councils
- Government
- Commercial/Blue Chip Companies
- Airports
- Utilities Sector
- Education Sector
- Pharmaceutical Sector
- Telecommunications
- Construction Industry

## Table of Contents

About The Company	Page 3
Company Statement	Page 4
Quality Management	Page 5
Asbestos Surveys	Page 6
Management Surveys	Page 7
Refurbishment & Demolition Surveys	Page 8
Re-Inspection Surveys	Page 9
Management of Asbestos in Buildings	Page 10
Survey Report & Register	Page 12
Sample Analysis	Page 15
Air Monitoring & Clearance Testing for Asbestos Fibres	Page 16
Asbestos Remediation Project Management	Page 19
Auditing	Page 20
Asbestos Management Software	Page 22
Asbestos Awareness & Management Training	Page 23
Training	Page 24





## Company Statement

**Our Commitment** is to follow ethical and professional conduct, operating impartially, objectively and with absolute transparency.

**Our Vision** is to become the market leader in asbestos industry, providing the highest standard in services and advice and the quickest response times to a diverse range of customers.

**Our Mission** is to provide our customers with valued asbestos solutions using our industry expertise in health, safety and environmental risk management through high caliber employees.

**Our Core Values** are to conduct business with integrity and fairness; focus on our customers' needs; continuously train our employees & improve our processes; provide quality services; and reward employees on merit & promote teamwork.

## Quality Management

Quality management systems are integrated deep into the heart of everything we do. The quality of our work is of prime importance to us and this ensures we deliver the best possible service to you at all times.

We are compliance driven to the required standards of ISO 17020 (requirements for bodies) and ISO 17025. (requirements of testing and calibration laboratories)

UKAS Inspection Body and UKAS Testing Laboratory No. 9608.

ESSS is proud of its comprehensive integrated management system and holds **ISO 90001**, **ISO 14001** and **ISO 45001** accreditations; each certified by an independent UKAS accredited organisation.

Regular internal compliance and performance audits extend into all areas of our business. Furthermore, we receive annual compliance audits via industry recognised external organisations as part of our continual memberships and accreditations to their schemes.

# Asbestos Surveys

(UKAS ACCREDITED SERVICE)

An effective asbestos management programme requires an appropriate assessment of asbestos-containing materials (ACM's) suspected to be present in a building.

This will require a comprehensive survey of the premises to determine the location of all ACM's. ESSS can advise you on the type of survey required, and discuss the methods and procedures involved in carrying it out.

There are two types of surveys referred to in *HSG 264, the approved and prescribed method for carrying out asbestos surveys*:

1. Asbestos Management Surveys
2. Refurbishment and Demolition (R & D) Surveys



## Management Surveys

The purpose of the management survey is to manage asbestos-containing materials (ACM's) during the normal occupation and use of premises.

A management survey aims to ensure that:

- nobody is harmed by the continuing presence of ACM's in the premises or equipment;
- that the ACM's remain in good condition; and
- that nobody disturbs it accidentally

The survey must locate ACM's that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to make **Material Assessments**.

This shows the ability of ACM's, if disturbed, to release fibres into the air. It guides you in prioritising any remedial work.

It is highly advisable for you to provide the surveyor with the site layout, building plans, building specifications or architect's drawings, and any history of asbestos work prior to works commencing. Pointing out your site hazards, including means of safe access to heights, also helps our surveyors.

**The area should be vacated during the survey.**

The report we generate will state the asbestos type, location, extent, condition and any surface treatment; the 'Material Assessment'. The report will comment on priorities for any remedial work.

The report will clearly state where the surveyor or sampler did not survey or sample. **You should always presume that areas that the surveyor has not accessed do contain asbestos until can be proven otherwise.**

# Refurbishment & Demolition Surveys

We are accredited to undertake both refurbishment and demolition (R&D) surveys.

R&D surveys are required where the premises, or part of it, needs upgrading, refurbishment or demolition. The survey does not need a record of the condition of asbestos-containing materials (ACM's) unless work is delayed for a period longer than 3 months.

A refurbishment and demolition survey aims to ensure that:

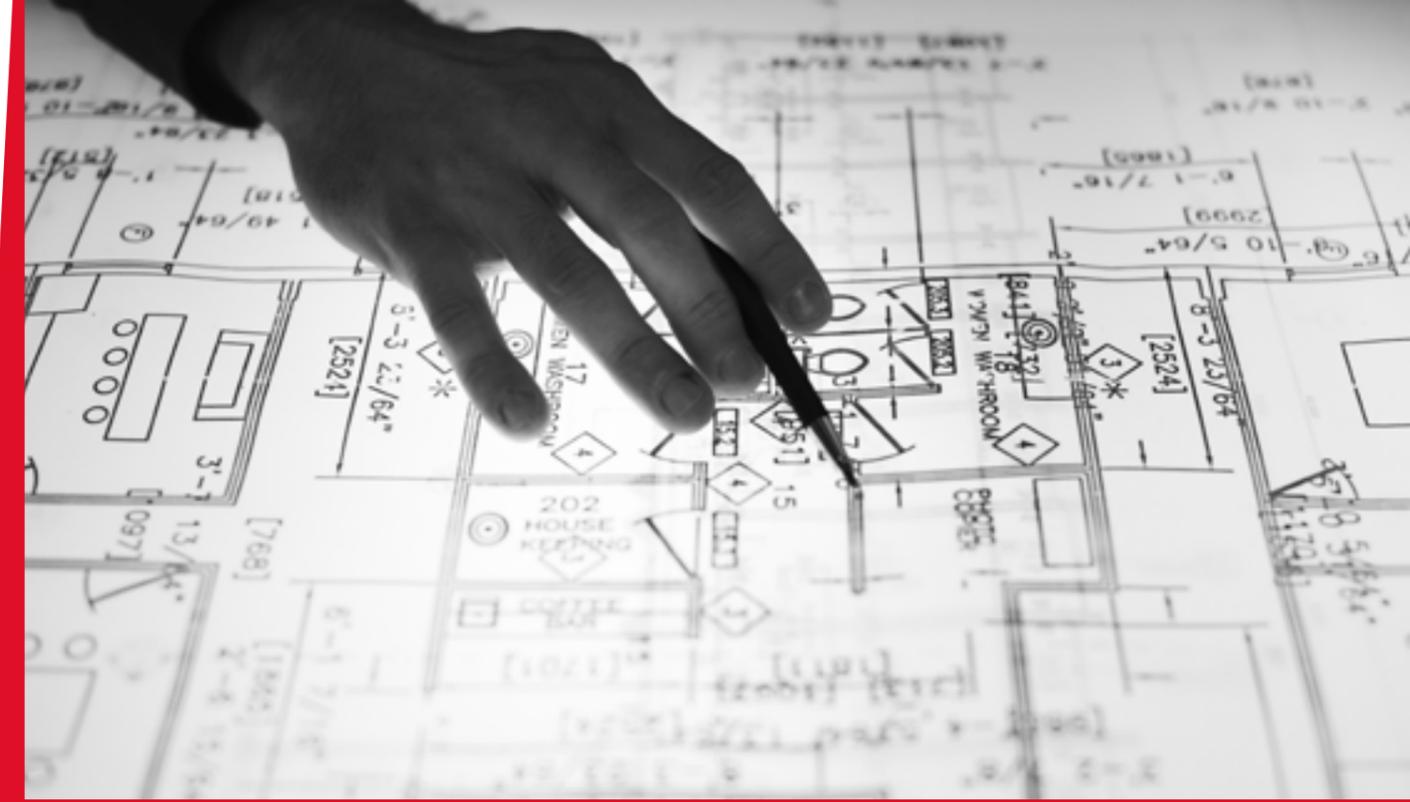
- nobody will be harmed by work on ACM's in the premises or equipment;
- such work will be done by the right contractor in the right way

The survey must locate and identify all ACM's before any structural work begins at a stated location or on stated equipment at the premises. It involves fully intrusive inspections and possible disturbance of asbestos. **The area surveyed must be vacated, and certified 'fit for reoccupation' after the survey.**

It is highly advisable for you to provide the surveyor with the site layout, building plans, building specifications or architect's drawings, and any history of asbestos work prior to works commencing. Pointing out your site hazards, including means of safe access to heights, also helps our surveyors.

The reports will state the location, presence and extent of asbestos-containing materials and debris. It does not necessarily assess the asbestos condition (except when delay of works) but our surveyor will mention any that is in a dangerous state.

There should be no areas not surveyed within the scope of works programmed for this type of survey, and any such areas are to be agreed between both parties prior to the survey starting. In this case the report will clearly state where the surveyor did not survey or sample. **You should always presume that areas that the surveyor has not accessed do contain asbestos until can be proven otherwise.**



## Re-Inspection Surveys

ESSS is accredited for the undertaking of re-inspection surveys.

The Control of Asbestos Regulations 2012 requires that the condition of asbestos containing materials (ACM's) must be inspected regularly and records updated accordingly. The frequency of the asbestos inspection regime must not exceed 12 months but is dictated by the nature of risk that the asbestos poses. The risk is assessed by the type, extent, condition and location of the asbestos.

Re-inspection surveys are designed to allow our competent surveyor to monitor and record the condition of any previously identified asbestos products.

Like any building material, asbestos-containing materials are also subject to potential damage and degradation. As an asbestos product degrades, it can be more likely to become a hazard to health, and therefore should be inspected at regular intervals to ensure its condition has not deteriorated.

**For this type of survey to be undertaken, an existing asbestos survey or asbestos register should be in place.** Our surveyor will use the existing information to locate previously identified asbestos products and reassess its condition. The survey report itself will include new photographs of those materials together with a new recommendation on how to safely manage those materials.

# Management of Asbestos in Buildings

After the ACM's (asbestos-containing materials) data has been recorded in the database, a suitable management programme can be drawn up. The factors affecting the risk posed by the ACM's on site are:

- Product type
- Extent of damage or deterioration
- Asbestos type
- Surface treatment

These parameters should preferably be assessed by the duty-holder:

- People's (human) exposure frequency
- Likelihood of disturbance
- Use of the building/premises
- Maintenance type and frequency

Our database can be incorporated into your existing management system, which may include the preparation of permit-to-work systems and the production of a formal Asbestos Policy and Management Plan.

## Management Actions

Typical management actions might include: updating the log of asbestos materials; periodic re-inspection of condition of confirmed or presumed ACM's; change of use of premises; reassessment of risk following change in condition or use; restrict access to or isolate areas; label ACM's; inform staff and contractors; train those affected by or likely to come into contact with ACM's; institute safe work procedures and/or permit-to-work systems.

## Control Actions

Some of the asbestos materials may require remedial works (e.g. removal or encapsulation) due to their poor condition or lack of surface treatment, or because they have been scheduled for removal as part of an overall management strategy to remove asbestos over a period of time. ESSS are ideally placed to co-ordinate such remedial works to ensure the smooth running of the project and compliance with all relevant legislation.

# Management of Asbestos in Buildings (Continued)

## Providing Information

In all situations involving the effective management of asbestos, it is important to ensure that information is readily available and is actively disseminated to the appropriate people. As part of an asbestos management plan, all employees or building occupants need to be made aware of the location of ACM's and associated risks and be given clear instructions to report any damage or deterioration to a central coordinator.

## Contractors

These are the people identified by the HSE as being most at risk due to the possibility of inadvertent exposure to asbestos. The possibility of finding further concealed asbestos materials during any opening-up works always exists and, as such, it would be the responsibility of the duty-holder to instigate appropriate remedial action and update the management plan.

## Planning Supervisors

If a project falls under the auspices of the **Construction (Design and Management) Regulations**, the appointed Planning Supervisor must be informed of the whereabouts of all asbestos-containing materials, for inclusion in the pre-tender Health & Safety plan.

## Emergency Services

Emergency services need to be able to access this information readily, when necessary.

## The Role of ESSS

ESSS can provide expert consultancy services to you to assist in drawing up and maintaining your asbestos management plan. Our computerised asbestos management database can assist greatly in this regard.



## Survey Report & Register

Asbestos registers/reports are designed and produced by ESSS to assist the “duty holder” as defined in **Regulation 4 of the Control of Asbestos Regulations (CAR) 2012** to fulfil their requirements in terms of that regulation. ESSS is accredited for the undertaking of **Priority Risk Assessments (PRA)** during a commissioned survey.

The information and assessments of asbestos-containing materials obtained from the asbestos survey are entered into our asbestos management database. Such information, based on the criteria set out in **HSG 264**, includes Material Assessment data (\*), Priority Risk Assessment data (\*\*) and data received from our Survey Report (\*\*\*):

\* **Material Assessment:** HSG 264 makes reference to a numerical algorithm score, which is shown against records of identified, suspected or presumed asbestos occurrences; this is calculated from scores assigned to the three main parameters which determine potential fibre release (material type, condition and surface treatment) and its potential to cause harm (asbestos type).

\* **Product Type** (as a building component): The most appropriate description of the material as a building component.

\* **Extent or Amount:** An approximate extent of the material is given in either square or linear metres and the extent of damage or deterioration caused to the material noted at the time of the survey.

\* **Asbestos Type (and content):** The type(s) of asbestos fibre(s) identified, with an indication of the amount of fibre present.

\* **Surface Treatment:** An indication of the degree of protection afforded to the surface of the material. Sealants may be applied in liquid form (e.g. paint, proprietary encapsulate) or rigid (e.g. over-clad with board).

A Priority Risk Assessment can only be carried out with a detailed knowledge of the building and its use. As the dutyholder under CAR you are required to make this risk assessment, using the information given in the survey report and your detailed knowledge of the activities carried out within your premises. The risk assessment will form the basis of the management plan, so it is important that it is accurate.

## Survey Report & Register (Continued)

\*\* **Normal Occupant Activity:** considers the main and secondary activities undertaken in the area/room (e.g. store room, office work, vehicular or manual work).

\*\* **Likelihood of disturbance:** considers the location (outside, small room, large room etc). Also the ease of accessibility of the ACM; is it likely to be disturbed with the activities taking place, and the extent of ACM likely to be disturbed.

\*\* **Human exposure potential:** considers the number of staff/personnel in the area/room and the frequency of use as well as periods of time.

\*\* **Maintenance Activity:** Type of normal maintenance activities and the frequency of that maintenance.

\*\*\* **Location:** The information is organised in a logical way according to the layout of the site.

**Comment:** An appropriate comment is provided for each recorded ACM.

**Recommendation:** For each identified location of asbestos-containing material we will provide you with a recommendation on further action based on our interpretation of legislation and best practice prevailing at the time of the survey together with our observations of the accessibility of the asbestos-containing material to possible damage.

It is important to note that only the duty-holder will have sufficient detailed knowledge of the site conditions, use and processes to enable the prioritisation and scheduling of action(s) within a management plan to be carried out properly. Reassessment of any management action, either proposed by ourselves or decided on as a result of the duty-holder’s assessment, will be required if the condition of the material alters, if the use of the area changes, if refurbishment is planned, etc.

# Survey Report & Register (Continued)

## Report Format

Asbestos registers/reports are available in both hard copy and electronic format and will be supported by:

- A summary of different types of asbestos material identified.
- A summary of all the areas accessed for inspection.
- A summary of all the areas not accessed for inspection.
- A materials analysis report, produced by the UKAS-accredited laboratory.
- Floor plans marked up to indicate asbestos location(s).
- Photographs may be included to show examples of asbestos occurrences.

## Asbestos Register Update

On completion of asbestos remedial works or following re-inspection of ACM's where the condition of the ACM's or use of the premises has changed, the asbestos register needs to be updated to reflect the change in risk and possible alteration to remedial action recommendations or priorities. A record of such works is thereby recorded as well as any revisions to the management plan. This document will thus assist in the ongoing "Duty to Manage" requirement.

# Sample Analysis

## Sampling

Sampling materials suspected of containing asbestos can give rise to exposure to asbestos. **Regulation 6 of the Control of Asbestos Regulations 2012** requires that a risk assessment be undertaken and **Regulation 7** requires a Plan of Work be produced prior to any work with asbestos.

The regulations also set out the control measures and personal protective equipment (PPE) to be used and require that personnel undertaking sampling should be given adequate information and training enabling them to work in a safe manner and to consider the safety of others. Additionally, site-specific risk assessments will need to be carried out and any site safety protocols observed.

## Identification of Asbestos in Bulk Materials

ESSS has selected UKAS accredited laboratories to undertake asbestos bulk sample analysis that meet the requirements of the HSE's publication **HSG 248** and the quality objectives of the International Standard **ISO/IEC 17025**.

Normal turnaround for analysis of bulk materials from the time samples are received at the office is 24 to 48 hours.





## Air Monitoring & Clearance Testing for Asbestos Fibres

(UKAS ACCREDITED SERVICE)

Environmental sampling of asbestos may be required for various reasons including identification of a source of contamination, assessment of personal exposure, determination of background levels and to check the efficiency and effectiveness of control measures.

Decisions about the potential risk of exposure, the compliance or otherwise with control limits, action levels and the clearance indicator level are dependent on air sampling and analysis. It is essential therefore that those measurements are competently carried out using the appropriate sampling procedures and equipment.

ESSS is UKAS accredited and committed to providing reliable asbestos site sampling and testing services to **ISO 17025** standards and for ensuring the correctness and reliability of sampling and testing. To achieve the level of competence to enable continued compliance, we will:

- Use technicians who are trained and qualified to perform sampling and testing;
- Provide suitable laboratory accommodation, ensuring that acceptable environmental quality for the analysis of test samples is maintained;
- Use sampling and testing methods as described in **HSG 248**;
- Use equipment of established design that is suitable for the specific test activity;
- Maintain equipment calibration programmes;
- Handle samples using methods described in **HSG 248**.

**All air monitoring certificates issued are supplied electronically and/or via hard copy.**

An air sampling strategy will be devised prior to asbestos remedial works to ensure that all aspects of the work are covered. Technicians employed by us to carry out asbestos air sampling and analysis will use any of the following sampling applications depending on the client's specification and scope of works:

## Air Monitoring & Clearance Testing for Asbestos Fibres (Continued)

### • Background Sampling

Background sampling is conducted to establish ambient airborne fibre levels prior to the commencement of any activity that may lead to airborne asbestos contamination.

### • Leak (Enclosure Check) Testing

Sampling outside an enclosure and in adjacent areas during the removal process to ensure that effective fibre containment is being maintained.

### • Site Clearance Certification for Re-occupation

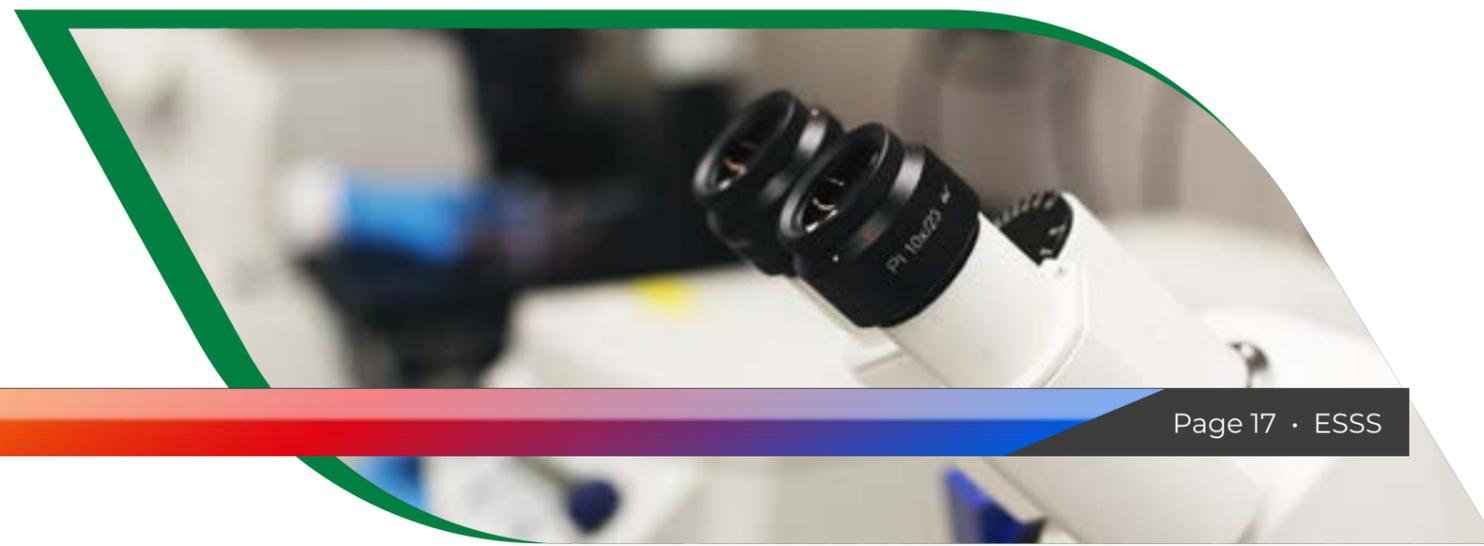
Site clearance certification is carried out once removal and/or encapsulation of the asbestos specified has been completed. The four successive stages of site clearance certification are:

1. Preliminary check of site condition and job completeness
2. Visual inspection inside enclosure or work area
3. Clearance air monitoring
4. Final assessment of site for reoccupation after enclosure/work area dismantling

ESSS can provide clearance testing and the issue of site certification for re-occupation (please note, you **must** be accredited by UKAS to undertake asbestos air monitoring).

### • Reassurance Sampling

This type of monitoring may be required in certain circumstances (such as when an enclosure has been dismantled on completion of asbestos removal) to confirm that the residual asbestos airborne fibre concentrations are less than 0.010 fibres per millilitre of air sampled.





## Air Monitoring & Clearance Testing for Asbestos Fibres (Continued)

### • Personal Sampling

This type of test is to be carried out when it is necessary to assess the exposure level of an individual carrying out his/her work. Sampling of asbestos removal personnel working in enclosures to ensure that adequate respiratory protective equipment is worn (referred to as an RPE test) or sampling to check compliance with Control Limits under the **Control of Asbestos Regulations 2012** are examples where personal sampling is applied.

### • Work Area Sampling

This type of sampling is to assess the release and spread of asbestos fibre concentrations near sources (e.g. inside enclosures, works without an enclosure). The results can help determine whether the control measures in place are effective and suitable and give removal contractors the peace of mind that the expected exposure is not being compromised and also gives another measurement for their health surveillance program.

### • Sampling Certification and Reporting

Normally, all air sampling certification is prepared on-site and issued by the Technician. Where required, a daily written report is produced detailing airborne fibre monitoring activities and occurrence of any events related to the project. This provides the client with an ongoing detailed record of the progress and extent of asbestos remedial works.

## Asbestos Remediation Project Management

Asbestos regulations can often be complex and difficult to interpret. Asbestos removal without independent specialist advice can have many pitfalls, from an uncontrolled risk of asbestos exposure by building occupants, to non-qualified claims for additional work by the contractor. We can, if required, provide Schedules of Work, Specifications and Tender Documents to ensure control throughout the removal or remediation project.

By providing constant on-site management and supervision, we can manage an asbestos remedial project from the first identification stages through to final completion. We relieve you of this legislative burden by ensuring that your legal obligations are fully addressed, and that the remedial works are completed with minimal disturbance to other building users.

ESSS project managers will ensure the safe and cost effective completion of asbestos-removal projects, within a time scale which suits your requirements. The final project file prepared for you will include financial, legal and health and safety records of the works.

### Project Specification

A clearly defined Specification for any necessary remedial works will be produced by us. The Specification will detail all aspects of the work, including any special site considerations, so that a licensed contractor can provide a realistic and accurate quotation for the work(s).





## Auditing

We appreciate that identifying and servicing your asbestos needs is only half of the challenge you are faced with. Like any other aspect of business, its continued monitoring and evaluation is key to its success or shortcomings.

With the constant demands of a business's core activities, coupled with the specialist approach required when dealing with asbestos, this challenge can become overwhelming and cause difficulties.

ESSS asbestos auditing services relieves that pressure from you, giving you assurance and peace of mind that your legal obligations are being satisfied; your asbestos needs are being met, and allows you to focus on your business.

Each customer's asbestos specification and services received will differ, and inevitably change over time. Therefore we guarantee to accurately review each unique need and service you have with bespoke auditing. There are, however, certain key auditing services every customer can benefit from:

- **Company & Personnel Auditing**

Whether you are re-assessing an existing asbestos company, personnel or contractor, or considering a new appointment, as industry experts, ESSS is well positioned to assist you in your decision making processes. We will consider a range of criteria both industry and client specific including the likes of: accreditations, qualifications, insurances, policies, procedures, documentation and relevant experience.

## Auditing (Continued)

- **Service Auditing**

Irrespective of the asbestos service(s) a customer receives or requires, ESSS is able to guide you on an asbestos company's capabilities and performance. Such services will include the likes of: surveys, air monitoring, bulk analysis, four stage clearance, asbestos removal.

- **Report Auditing**

The collection and the conversion of important data into useful information which can be utilised for the purpose of managing asbestos and/or properties is key. We will ensure that the necessary data is accurately captured and correctly interpreted, and that reporting formats are in line with industry standards.

- **Management Auditing**

The management of asbestos within properties covers all aspects of management from the initial identification and scheduling of service works through to the continued and on-going management of those properties. This includes the likes of: recommendations and action plans.

- **Pricing & Timeframe Auditing**

ESSS can assist you in implementing realistic and attainable targets, achieving greater value for money and maximising returns on your investment.

# Asbestos Management Software

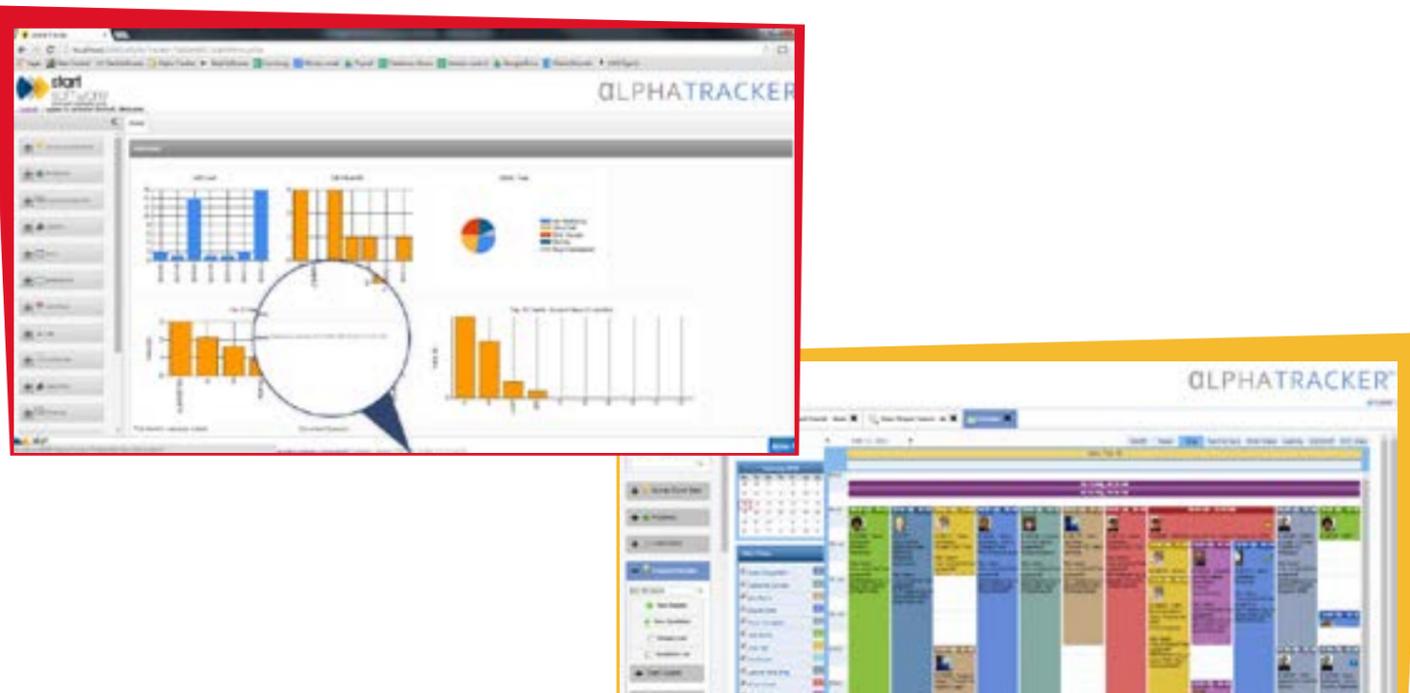
## Database Management

Keeping track of all the information obtained from asbestos surveys and re-inspections, and making it available to customers in a usable and easily updatable format, is essential.

In the often complex business of asbestos surveying, it is imperative that we capture detailed information about your properties and are able to analyse and present the findings to you in a variety of ways. These range from reports on the quantity and location of asbestos, through to giving recommendations on the type and timescale of remedial actions required and the estimated cost of implementing such actions.

We recognise that to achieve our objectives we need a computerised management system to assist us with the collection, interpretation, management and reporting of your asbestos information. This is why the software used is a market leader in asbestos management.

As an online database, it provides you access from anywhere in the world to view, print and export reports, graphs, drawings and photographs; and update various actions in progress. The system enables complete action management and cost estimation for remedial work, and, importantly, provides a full audit trail of all surveys and actions undertaken.



# Asbestos Awareness & Management Training

With the **Control of Asbestos Regulations** requiring adequate asbestos awareness and/or management training for all those who might come into contact with asbestos and/or with a duty to manage it, the temptation to outsource such training is becoming stronger. Often, though, the problem with outsourcing is that “off the shelf” training packages are frequently inadequate and can fail to address the specific issues of concern which you may have.

Our bespoke training courses can be designed for delivery to tradesmen through to building managers, surveyors and architects, and each course will address the general and local issues important to the target audience.

## Certificate of Achievement

At the end of all our Asbestos Awareness and Management courses, a short, multiple-choice question (MCQ) style test is set to ensure that course participants have understood the information presented to them. Those passing the test receive a Certificate of Achievement.

Please note that whilst we are quite willing to issue a Certificate of Course Attendance to anyone failing the MCQ test, possession of such a Certificate **will not** fulfil your requirements with regard to training as defined by the HSE.

## Example Syllabus – Asbestos Awareness Course (bespoke)

- Introduction to asbestos
- Sources, types and uses of asbestos
- Likely locations of asbestos
- Health hazards
- Asbestos-related diseases
- Antagonistic role of smoking
- Legislation and guidance
- Criminal law and civil law
- Control of Asbestos Regulations 2012
- Defective Premises Act 1972 as amended
- Management of asbestos in buildings
- Compliance with Regulation 4 of CAR
- Interpretation of asbestos survey data
- Asbestos registers
- Compilation and review of management plans
- Communication and labelling
- What to do if something goes wrong
- Emergency procedures
- Liaison with the regulatory authorities
- Counselling of exposed personnel
- Minimising legal and financial liabilities
- Dealing with enquiries and concerns

# Training

## Statutory & Technical Training For Asbestos Workers

In addition to providing Asbestos Awareness and Management training, our training services have been established to provide the following courses, the syllabi for which are prescribed in legislation and published guidance by the Health and Safety Executive (HSE):

- Initial and refresher training for licensed asbestos removal operatives, supervisors, managers and directors
- Initial and refresher training for ancillary licence holders (e.g. scaffolders)
- Initial and refresher training for unlicensed contractors and maintenance staff working with asbestos

Courses are offered utilising our existing facilities or can be on-site at your premises.

**Course Bookings:** If you are interested, please call 01268 755 464.

