

Asbestos Risk Form

Guidance

The following guidance shall be adopted across all business units when suspect material has been identified or when there is a requirement to undertake asbestos sampling activities.

- White top copy**
- Left with customer or where applicable placed in the customer's folder
- Yellow copy**
- For CHI Installations place in the installer's envelope and post to Stockport along with the commissioning documents
 - For ESD return to Technical Safety Manager, ESD, Oldbury Area Service Centre.
 - For CHC (S&R) return to your local Area Service Centre
 - For BGSM (Smart Meter) Return Canal St, Leeds
- Blue copy**
- For CHI Installations post to Stratford with signed quotation
 - For ESD – engineers copy
 - For CHC (S&R) engineers copy
 - For BGSM (Smart Meter) Energy Experts Copy
- Green copy**
- Trained Sampler copy (Heating Sales Advisor/Surveyor/Engineer/Manager)

Completion of form

Section 1 – Visual identification/inspection of suspect material Central Heating Installations/Smart Meter

The first part of the form SHALL be completed and then signed. Indicate the location and type of suspected materials in order to highlight the potential hazards when referring to the form. Where suspect materials are in good condition and will not be disturbed by installation work, or can be worked safely by following Technical Operational Procedures, no further action is necessary; however, the form must still be signed.

Note – For BGSM Smart Energy Experts shall record the District Network Operator Reference and update the HHT, where Meter Board is suspect.

Service & Repair/Electrical Service Division

Where suspect materials are in good condition and will not be disturbed by the work activity, there is no requirement to complete the form; however it SHALL be recorded on the customer's details using a HAZ flag.

Note – Where a visit by a Trained Asbestos Sampler is necessary, this should be arranged with the customer and details entered on the form.

Section 2 - Trained Asbestos Sampler details

The need for a sample(s) or otherwise must be determined. When necessary, contact your local asbestos sampler who will complete Section 2 of the form.

Section 3 – Sample results

Following a sample(s) analysis, Section 3 of the form must be completed to indicate either a positive or negative result. If a positive result is indicated, complete the asbestos: location, type and condition in the box below.

After consultation with the customer the final decision on how to proceed with any further work MUST be recorded, by marking the appropriate box to determining if removal is by a licensed contractor or by working within British Gas technical Operational Procedures. If British Gas is to carry out the work in line with company procedures, a detailed statement MUST be recorded in the space at the bottom of the form to detail the work to follow.

On occasions the operatives will identify further suspect material (for example, in the fabric of the building), which had not been previously identified. In this case, the operatives must stop work, seek guidance and where necessary, make arrangements for the suspect materials to be sampled, update the form with details of the findings and work required.

Supporting documents:

- D00121 Asbestos Working Guidance A5 Booklet
- D00424 A Customer's Guide to Asbestos A4 Sheet
- D00149 Hazardous Waste Consignment forms (pad of 10)

