# Safety Management System

## Asbestos (ACM) risk assessment and Management Plan

Next review due: July 2020, or when significant changes occur.

See: review findings at the bottom of the page.

<table>
<thead>
<tr>
<th>Hazard: Contamination with Asbestos or Asbestos Containing Materials (ACM).</th>
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<tbody>
<tr>
<td>People / Items at risk: Microlink employees, visitors, contractors, trespassers and intruders.</td>
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<tr>
<th>Details of risk:</th>
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<tr>
<td>• Above the level of the yard and floor block: No asbestos has been detected above ground floor level, on the Microlink House site since its acquisition and refurbishment by Microlink PC in 2001; or during ongoing works up until the present day. In consequence the risk of contamination from ACMs located above ground may be considered to be unlikely.</td>
</tr>
<tr>
<td>• Below the floor block: However, according to the 1897 and 1910 Ordnance Survey maps of the area held by The Hampshire Record Office in Winchester, the Brickfield Lane part of the School Lane Industrial Estate, Chandlers Ford was built on the site of the Clay Pits from which the clay was extracted for The Chandlers Ford Brickworks. Despite no traces of asbestos having been found during excavations involving penetration of the yard or floor block since Microlink acquired the site, it must be assumed that any dry rubble found beneath these surfaces may contain ACMs!</td>
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<th>Existing control measures:</th>
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<tr>
<td>• Information about asbestos in these premises: In the event of ACMs being discovered on the site the location/s will be recorded diagrammatically on an outline drawing of the site. A written and photographic record will be kept of the condition of any ACM/s that may be found on site.</td>
</tr>
<tr>
<td>• Access to this Asbestos Risk Assessment, Management Plan and associated records: The controlled version of the Asbestos Risk Assessment and Management Plan and associated records for Microlink House, are accessible to anyone with internet access, by following this link: <a href="http://sms.microlinkpc.com/pdf_files/sms_risk_assessment_asbestos.pdf">http://sms.microlinkpc.com/pdf_files/sms_risk_assessment_asbestos.pdf</a>.</td>
</tr>
<tr>
<td>• Uncontrolled Hard Copies Hard copies of this risk assessment and management plan may be obtained by written request or email from: The Safety Officer, Microlink PC (UK) Ltd, at the address above. nb: Hard copies are uncontrolled and must never be used before checks are made for updated electronic versions!</td>
</tr>
</tbody>
</table>

Nb: Only the electronic version of a SMS document is controlled!

However, hard copies may be printed but must be checked as being current prior to use!
### Additional control measures needed:

- **Boring or Excavations penetrating the yard or floor block to the infill:**
  
  Should it be necessary to bore or excavate through the floor block to the infill and dry rubble is encountered it should be assumed that it may contain asbestos and the guidance in: HSE publication: EM1 Asbestos Essentials: should be followed!

  - the task should be stopped immediately the presence of asbestos is suspected,
  - minimise the spread of contamination to other areas,
  - keep exposure as low as possible
  - provide RPE and PPE as necessary,
  - isolate the area, no one leaves no one enters,
  - report the problem to the person in charge, as soon as possible,
  - erect warning signs of "possible asbestos contamination",
  - send a sample for analysis
  - make a management plan to isolate or clean up an asbestos contamination,
  - make records of the incident, actions and future control measures, to prevent or reduce the risk of a similar incident in the future.

### Review interval:

- 12 months or when significant changes to the risk from asbestos occur.

### Original assessment and management plan:

- 23-August-2010 by Clive Richardson, Safety Officer and Facilities Manager.

### Employee Responsibilities:

- **Premises Manager:** Vahid Ganjavian, Managing Director.

  **People responsible for:**

  - managing asbestos on the premises:
    Safety and Facilities Team.
  - for updating the asbestos register (if any):
    Safety and Facilities Team.
  - for reviewing this plan:
    Clive Richardson of C&CSS; on behalf of the Microlink PC (UK) Ltd., Safety and Facilities Team.

### Review findings:

- 12-07-2019, reviewed by Clive Richardson, of C&CSS on behalf of Microlink PC (UK) Ltd; no significant changes have been made.