BS 8520-3:2009

BSI Standards Publication

Equipment used in the controlled removal of asbestos-containing materials –

Part 3: Operation, cleaning and maintenance of class H vacuum cleaners – Code of practice

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Foreword

Publishing information

This part of BS 8520 is published by BSI and came into effect on 31 December 2009. It was prepared by Subcommittee HS/1/1, *Asbestos* under the authority of Technical Committee HS/1 *Occupational health and safety management*. A list of organizations represented on this committee can be obtained on request to its secretary.

Supersession

This part of BS 8520 is based on PAS 60-3:2004, which is withdrawn.

Relationship with other publications

This British Standard is one part of a series, *Equipment used in the controlled removal of asbestos-containing materials,* the other parts of which are:

- *Part 1: Controlled wetting of asbestos-containing materials – Specification*;
- *Part 2: Negative pressure units – Specification*;

This British Standard is one of three parts developed from the PAS documents *Equipment used in the controlled removal of asbestos-containing materials*:

- *Part 1: Controlled wetting of asbestos-containing materials – Specification*;
- *Part 2: Negative pressure units – Specification*;
- *Part 3: Operation, cleaning and maintenance of class H vacuum cleaners – Code of practice*.

Hazard warnings

WARNING. This British Standard calls for the use of substances and/or procedures that can be injurious to health if adequate precautions are not taken. It refers only to technical suitability and does not absolve the user from legal obligations relating to health and safety at any stage.

Use of this document

It has been assumed in the preparation of this British Standard that the execution of its provisions will be entrusted to appropriately qualified and experienced people, for whose use it has been produced.

Presentational conventions

The provisions in this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is "should".

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

In particular, attention is drawn to the following statutory regulations:

The Control of Asbestos Regulations 2006 [1]

The Control of Asbestos Regulations (Northern Ireland) 2007 [2]

The Electrical Equipment (Safety) Regulations 1994 [3]

The Electricity at Work Regulations 1989 (as amended) [4]

The Electricity at Work Regulations (Northern Ireland) 1991 [5]

The Health and Safety at Work etc. Act 1974 (as amended) [6]

The Machinery Directive 98/37/EC (as amended) [7]

The Supply of Machinery (Safety) Regulations 2008 [8]

The Provision and Use of Work Equipment Regulations 1998 [9]

The Provision and Use of Work Equipment Regulations (Northern Ireland) 1999 (as amended) [10]

The Simple Pressure Vessels (Safety) Regulations 1991 (as amended) [11]

The Control of Substances Hazardous to Health Regulations 2002 (as amended) [12]

The Management of Health and Safety at Work Regulations 1999 (as amended) [13]

The Special Waste (Scotland) Regulations 2004 (as amended) [14]

The Hazardous Waste Regulations (England and Wales) 2005 (as amended) [15]

The Hazardous Waste Regulations (Northern Ireland) 2005 (as amended) [16]

1 Scope

This British Standard gives recommendations for the operation, cleaning and maintenance of class H (high hazard) vacuum cleaners containing a filter conforming to BS EN 1822 in the controlled removal of asbestos-containing materials (ACM).

It is not applicable to any other types of vacuum cleaner for vacuuming up liquids or other applications.

NOTE 1 Class H vacuum cleaners are commonly referred to as H-type vacuum cleaners.

NOTE 2 Attention is drawn to the use of class H vacuum cleaners as described in HSE task guidance Asbestos Essentials HSG 210 [17].

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS EN 60335-2-69, *Household and similar electrical appliances – Safety – Part 2-69: Particular requirements for wet and dry vacuum cleaners, including power brush, for industrial and commercial use*

3 Terms and definitions

For the purposes of this Part of BS 8520, the terms and definitions in BS EN 60335-2-69 and the following apply.

3.1 adhesive wipe
slightly adhesive cloth specifically designed to assist in the fine cleaning of dust

NOTE These are also known as Tak'rags™.[1)]

3.2 asbestos waste bag
heavy duty, impervious, UN-certified, suitably labelled (asbestos warning) bag

3.3 brush attachment
circular or oval attachment to clean difficult-to-access areas (allowing a fine clean of the work area and equipment)

*NOTE See **6.3.3** for brush attachment use in operator decontamination.*

3.4 contractor
licensed or unlicensed company working with ACM

3.5 corrugated hose
flexible tube that connects the body of the class H vacuum cleaner to the attachment head

1) Tak'rag is a trade mark owned by Gramos Applied Ltd, Smethwick, West Midlands, and is an example of a suitable product available commercially. This information is given for the convenience of users of this standard and does not constitute an endorsement by BSI of this product.

3.6 class H vacuum cleaner
vacuum cleaner which is suitable for dusts with occupational exposure limits, including carcinogenic and pathogenic dusts

NOTE Sometimes referred to as Class H (high hazard) vacuum cleaners. Hereafter referred to as "vacuum cleaners".

3.7 dust bag
bag used for the collection of asbestos dust within the vacuum cleaner

NOTE Dust bags are also referred to as pre-filter bags and dust collection bags.

3.8 high efficiency particulate air (HEPA) filter
highly efficient filter element

NOTE 1 The abbreviation HEPA is also used for high efficiency particulate arrestor.

NOTE 2 HEPA filters are also known as essential filters.

3.9 operator
individual assigned to use a vacuum cleaner (**3.6**) in the controlled removal of ACMs

3.10 low-flow indicator
device fitted to the vacuum cleaner (**3.6**) to indicate a loss of airflow or capacity

3.11 working enclosure
structure erected to prevent the spread of asbestos and the exposure of people outside the enclosure to asbestos and to maintain negative pressure within the enclosure

4 Training of operators

The contractor should ensure that only trained operators who are experienced and competent in working with asbestos operate vacuum cleaners (**3.6**). The operation of vacuum cleaners should form part of the training for both new and existing operators. Training should include:

a) selection of equipment, including verifying test and maintenance status;

b) pre-use electrical checking, certifying and visual inspection of cables, plugs and connections to the vacuum cleaner body;

c) pre-use checking of the hose, its connections to the body of the vacuum cleaner and connections for attachments;

d) changing and disposing of the vacuum cleaner dust bag to minimize fibre release;

e) cleaning of the vacuum cleaner and accessories on completion of work;

f) necessity for procedures described in **4**c), d) and e) to be carried out within a working enclosure (**3.11**);

g) safe storage of both the vacuum cleaner and its accessories after use;

h) emergency procedures, e.g. procedures to be followed when there is a blocked hose, split dust bag or failure of the vacuum cleaner.

*NOTE See **9.1** for more occurrences considered as emergencies.*

5 Risk assessment

Contractors should ensure that all work involving the removal of ACMs has a task-specific risk assessment and plan of work (method statement) including emergency procedures. The plan of work should include the selection and use of equipment, certification, checking and inspection and record keeping.

6 Operation

6.1 Before use of equipment

6.1.1 The contractor should ensure that any new vacuum cleaner has been supplied with a filtration efficiency certificate, stating that the vacuum cleaner essential filter element and operator instructions have been tested to BS EN 60335-2-69.

NOTE A filtration efficiency certificate does not ensure that the vacuum cleaner has been certified by a third party.

6.1.2 The contractor should ensure that new and serviced vacuum cleaners are delivered with a filtration test certificate for the assembled vacuum cleaner, not just for the HEPA filter. If a filtration test certificate is not included, then the vacuum cleaner should not be used for the removal of ACM.

6.2 Decontamination within the working enclosure

6.2.1 The contractor should consider the potential difficulties in decontaminating many of the accessories used, e.g. hose interiors or brush attachments (see Clause **5** for risk assessments). Provision should be made for either bagging these items in clear, asbestos waste bags for use on the next project, or disposing of them as asbestos waste on completion of the work.

6.2.2 The vacuum cleaner should only be used for cleaning fine dust and debris (as recommended by the manufacturer) to minimize the risk of blocking the hose or damaging the dust bag. All larger pieces of debris should be collected and bagged before using the vacuum cleaner.

NOTE Caution is advised when collecting damp materials as this might cause the waste bag to fail and damage the vacuum cleaner.

6.2.3 All visible dust should be removed from all surfaces, first with the vacuum cleaner and then adhesive wipes (**3.1**), in order to prevent the dust from dispersing into the air.

6.2.4 The vacuum cleaner should then be used from top to bottom of the enclosure, working towards the negative pressure unit (NPU) and paying particular attention to steelwork, pipework, joint flanges, valves, recesses, bolt heads, enclosure walls and ledges.

NOTE See BS 8520-2 for a description and the specification of NPUs.

6.3 Decontamination of operators

6.3.1 The contractor should ensure that operators use the vacuum cleaner to decontaminate each other before they leave the working enclosure. Operators should work in pairs, using a brush attachment (**3.3**) to vacuum all visible dust from each other, paying particular attention to the respirator zone.

6.3.2 A hose should not be used without a brush attachment when cleaning the operators' outer garments.

6.3.3 The brush attachment used should be as small as possible, i.e. not exceeding 10 cm in diameter, to maximize the efficiency of the vacuum cleaner and allow access to difficult areas, e.g. around the face seal of the mask.

6.4 Contingency provision of equipment during building maintenance and repair

NOTE 1 As many buildings throughout the UK still contain large amounts of asbestos, it is possible that any maintenance or remedial work will disturb some asbestos.

If maintenance or remedial work is likely to disturb asbestos, a vacuum cleaner, trained and competent operator and a NPU should be available as part of dust control measures and to assist in the cleaning of the area on completion of the work.

NOTE 2 Further information can be found in the HSE task guidance Asbestos Essentials HSG 210 [17].

7 Cleaning of equipment

*COMMENTARY ON CLAUSE **7***
*See also **6.2** and **6.3** for decontamination inside the working enclosure.*

7.1 General

7.1.1 The vacuum cleaner and its accessories should be cleaned by competent, trained operators only, wearing suitable personal protective equipment (PPE). Cleaning should be carried out in a controlled environment inside the working enclosure only.

7.1.2 The inlet hose should be removed and sealed before cleaning of the vacuum cleaner takes place.

7.1.3 Only the outside of the vacuum cleaner and its accessories should be cleaned. Under no circumstances should the vacuum cleaner be dismantled for cleaning purposes outside the working enclosure.

NOTE Maintenance work on vacuum cleaners and other equipment contaminated with asbestos is covered by the Control of Asbestos Regulations [1], [2]. Those involved in such work are reminded of the requirements of the Regulations and the need for a license, especially with regard to work on sites other than their own premises.

7.2 Cleaning of equipment before and after the working day

7.2.1 Outer case and casters

The outer case and casters of the vacuum cleaner should be cleaned as follows.

a) A brush attachment (of the type described in **3.3** and **6.3.3**) should be used to carry out the initial cleaning of the outer case, switches, clasps, casters and handles.

b) The outer case should then be thoroughly cleaned with an adhesive wipe.

c) Special attention should be given to the cleaning of clasps, crevices and cables with the brush attachment and the adhesive wipe to ensure that no visible dust remains.

d) The vacuum cleaner should be given a further wipe around the outer case using an adhesive wipe prior to sealing the vacuum cleaner in a clear, asbestos waste bag. The outside of the asbestos waste bag should then be cleaned with an adhesive wipe. Only when this has been completed should the asbestos waste bag be removed from the working enclosure.

7.2.2 Hoses and attachments

The hoses and attachments of the vacuum cleaner should be cleaned as follows.

a) Adhesive wipes should be used to clean the hose.

b) Special attention should be given to the external corrugations of the hose to ensure that no visible dust remains.

c) It is unlikely that the internal corrugations of the hose can be cleaned sufficiently; the attachment end or ends of the hose should be sealed using self-adhesive cloth tape or similar, therefore.

d) The hoses and attachments should then be placed in clear, asbestos waste bags. Only when this has been completed should they be removed from the working enclosure.

*NOTE See also **7.3.2**.*

7.2.3 Brush attachments

The brush attachments should be cleaned thoroughly by removing the brush attachment whilst the vacuum cleaner is still running and use the vacuum nozzle to clean the brush attachments, paying particular attention to the bristles, any recesses, etc., and placed in a clear, asbestos waste bag and stored in a sealed container if being used again. Brush attachments that are not being used again should be placed in an asbestos waste bag and disposed of as asbestos waste.

7.2.4 Dust bags

7.2.4.1 Only dust bags recommended by the vacuum cleaner manufacturer should be used and the manufacturer's instructions should be followed on how to change the dust bag.

7.2.4.2 Dust bags should only be changed within the working enclosure.

7.2.4.3 Dust bags should only be changed by competent, trained asbestos workers wearing suitable personal protective equipment (PPE).

7.2.4.4 The dust bag should be changed:

a) when the low flow or other warning device indicates that the dust bag needs to be changed;

b) after any other noticeable decrease in the vacuum cleaner's performance (a full dust bag is a common cause of a decrease in vacuum cleaner performance);

c) more frequently when damp materials are being collected (see also **6.2.2**, Note);

d) on completion of the work.

NOTE Dust bags holding ACMs are considered asbestos waste. Attention is drawn to the Special Waste (Scotland) Regulations [14] and the Hazardous Waste Regulations [15], [16].

7.3 Cleaning of equipment on completion of work

7.3.1 All equipment that has been used in the removal of ACM should be cleaned thoroughly with the vacuum cleaner as part of the final clean on completion of the work. The vacuum cleaner should be used to vacuum dust from all the equipment used, including the vacuum cleaner itself (see **7.2**).

7.3.2 The hose of the vacuum cleaner should remain connected to the cleaner to prevent re-contamination of the working enclosure and the attachment end of the hose should be sealed once cleaning has taken place [see **7.2.2,** item c)]. After cleaning has taken place, the vacuum cleaner, with the hose still connected, should be placed into clear, asbestos waste bags and sealed until required. Care should be taken during this process to ensure that the hose and connections are not damaged. When the vacuum cleaner needs to be used again, the sealed clear, asbestos waste bag should only be opened inside a working enclosure.

7.3.3 Any attachments used while cleaning the equipment should be sealed in a clear, asbestos waste bag for future use or disposed of as asbestos waste (see **7.2.3**).

7.3.4 Even if the vacuum cleaner has been thoroughly cleaned, it should still be treated and identified as being contaminated with asbestos. It should be stored in a secure, locked container; this is to prevent the asbestos waste bag being damaged and that the vacuum cleaner being tampered with.

7.4 Cleaning of equipment before regular maintenance or repair

Before regular maintenance or repair is carried out, the vacuum cleaner should be cleaned within a working enclosure as follows.

a) Clean the outer case thoroughly with a damp rag or adhesive wipe.

b) Open the vacuum cleaner using the toggle fasteners on the outer case.

c) Remove the dust bag.

NOTE Dust bags holding ACMs are treated as asbestos waste. Attention is drawn to the Special Waste (Scotland) Regulations [14] and the Hazardous Waste Regulations [15], [16].

d) If another vacuum cleaner is available, use it to thoroughly clean the inside of the vacuum cleaner and the inside of the motor housing containing the HEPA filter.

e) If another vacuum cleaner is not available, use a damp rag or adhesive wipe to thoroughly clean all internal surfaces, removing all visible dust. Allow the internal surfaces to dry before re-assembling the vacuum cleaner.

The vacuum cleaner should also be cleaned before being submitted for regular electrical or filtration efficiency testing.

8 Maintenance inspections and examinations

8.1 The contractor should ensure that an experienced operator who is competent in carrying out maintenance inspections conducts daily and weekly visual inspections of:

a) electrical plugs for bent or damaged pins, signs of overheating, damage around the cable inlet, cracks and dents;

b) cables for cuts and fraying and any sign of overheating;

c) switches for damage to and functioning of the switch;

d) handles for cracks and chips;

e) hoses for holes, tears, cracks and damage to the reinforcement wire;

f) the low-flow indicator;

NOTE An example of how to check this is to switch the vacuum cleaner on and place a hand over the inlet. After four or five seconds, a flashing light emitting diode or an audible tone indicates that the low-flow indicator is functioning.

g) the outer case, casters and handles for general structural damage and damage to seals.

8.2 The timing and completion of the weekly inspection (**8.1**), the result of the inspections and any maintenance of the vacuum cleaner should be recorded in a maintenance log (for an example, see Annex A) at the place of work until the end of the contract or until the log is superseded by the next service or test.

*NOTE The maintenance log is intended to ensure that vacuum cleaners are regularly inspected, maintained and serviced. See also Clause **10**, Note 2.*

8.3 Vacuum cleaners should be examined thoroughly and tested every six months by a competent person or organization, in accordance with the manufacturer's instructions.

NOTE 1 Maintenance work on equipment contaminated with asbestos is covered by the Control of Asbestos Regulations [1], [2]. Those involved in such work are reminded of the requirements of the Regulations and the need for a license.

The effectiveness of the HEPA filter should be checked during these examinations.

NOTE 2 For testing frequency and details of items to be checked every six months, attention is drawn to the Control of Asbestos Regulations, Regulation 13 [1], [2].

9 Emergency procedures

9.1 The following circumstances should be considered as an emergency if the vacuum cleaner is:

a) outside a working enclosure, and

1) a contaminated vacuum cleaner is dropped, causing the latches to fail and exposing the waste bag inside; or

2) there is a road traffic accident involving a vehicle transporting the vacuum cleaner; or

3) the latches fail whilst lifting or handling, causing the seals on the vacuum cleaner to come apart.

b) inside a working enclosure, and:

1) a dust bag ruptures whilst being changed; or

2) a vacuum cleaner is dropped, causing the latches to fail and exposing the dust bag inside; or

3) the hose becomes blocked during use; or

4) the electrical supply fails.

NOTE This list is not exhaustive.

9.2 The contractor should attempt to identify any other issues that might be considered an emergency using a detailed task-specific method statement or plan of work and risk assessments (see Clause **5**).

NOTE Attention is drawn to the Management of Health and Safety at Work Regulations [13].

10 Records

The contractor should maintain service and maintenance records, weekly visual inspection records and other statutory or manufacturers' certificates for the duration of the work.

NOTE 1 Attention is drawn to the Health and Safety at Work etc. Act [6], the Management of Health and Safety at Work Regulations [13], the Control of Asbestos Regulations, Regulation 13 [1], [2].

NOTE 2 There are specific timescales stated within the Control of Asbestos Regulations [1], [2] and the accompanying approved Codes of Practice HSE L143 [18] for the maintenance of records for vacuum cleaners, e.g. retention of records for five years.

Annex A (informative) Maintenance log example

Figure A.1 is an example of a maintenance log.

Figure A.1 **Maintenance log example**

EQUIPMENT HISTORY SHEET - WEEKLY INSPECTIONS

Hygiene unit ☐ Vacuum cleaner type ☐ Air extraction ☐

Unit: Model:

Model: Serial no:

Date of last six monthly test: / / Date of next six monthly test due: / /

Date	Approx. hours run	Inspected by (print and sign)	Satisfactory YES / NO	Defects and / or remarks

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For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

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BS EN 1822-1, *High efficiency air filters (HEPA and ULPA) – Part 1: Classification, performance testing, marking*

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HEALTH AND SAFETY EXECUTIVE. *Maintaining portable and transportable electrical equipment* (HS(G) 107) ISBN 978 0 717 62805 6. Sudbury: HSE Books. [3)]

ACAD Best Practical Means booklet No. 1: *Asbestos fibre control methods*. [4)]

ACAD. Alternative Code of Practice 1: *For work with asbestos requiring a licence*. [4)]

ARCA. Guidance Note 13: *Recommended Guidelines for decontamination and workshop facilities for the maintenance and testing of type 'H' Vacuum Cleaners and other plant which has been used on asbestos.* [5)]

IEE. *Code of Practice for In-Service Inspection and Testing of Electrical Equipment*, 2008. [6)]

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2) Available from http://www.hsebooks.co.uk

3) Available from http://www.hsebooks.co.uk

4) Available from TICA House, Yarm Road Business Park, Darlington, County Durham DL1 4QB; Available from http://www.tica-acad.co.uk

5) Available from ARCA House. 237 Branston Road, Burton upon Trent, Staffordshire DE14 3BT; http://www.arca.org.uk/publications.asp

6) Available from http://www.iee.org/Publish/Books/WireAssoc

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