

Corporate Health and Safety Policy

Part C - Section 8

Asbestos

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Part A

MANAGING ASBESTOS TOOLKIT

1. PURPOSE

This document sets out the arrangements for the management of asbestos and asbestos containing materials (ACM's) in Council premises. It applies to all ACM's and asbestos related activities in premises:

- directly controlled by the Council; includes community schools
- that the Council has a duty to carry out maintenance

The aim of this arrangement is to prevent and/or reduce the risk to employees and non-employees from exposure to asbestos fibres. This is achieved by establishing practical guidelines for managing asbestos and to comply with the Control of Asbestos Regulations.

2. ASBESTOS

2.1 Its Hazards

Asbestos was most extensively used as a building material in the UK from the 1950s through to the mid-1980s. Any building built before 2000 (houses, factories, offices, schools, hospitals, etc) can contain asbestos. Asbestos is a strong, light, fibrous material. It is highly resistant to chemical and water attack and is very effective for fire proofing and thermal insulation.

There are three main types of asbestos;

- Blue (Crocidolite),
- Brown (Amosite) and
- White (Crysotile).

Despite the fact that asbestos is categorised in this way the type of asbestos cannot be identified by its colour alone.

Even though blue and brown asbestos are considered to be the more hazardous they can all cause serious ill health. Asbestos Containing Materials (ACM's) in good condition are safe unless asbestos fibres become airborne, which happens when materials are damaged or sometimes when disturbed.

If ACM is damaged or disturbed it can release extremely small fibres which can cause damage to the lungs and respiratory track if inhaled; [asbestos related diseases](#) can often be fatal. Breathing air containing asbestos fibres can lead to:

- asbestosis (a scarring of the lung tissue caused by asbestos)
- mesothelioma and other asbestos related lung cancers, and
- diffuse pleural thickening (a non-malignant disease affecting the lung lining).

Asbestos related diseases won't affect immediately but later on in life, so prevention of exposure is vital to prevent the development of asbestos-related diseases in the future.

Asbestos fibres are already present in the environment in Great Britain so people are already exposed to very low levels of fibres. However, a key factor in the risk of developing an asbestos-related disease is the total number of fibres breathed in. Working on or near damaged ACM's or breathing in high levels of asbestos fibres, which may be many hundreds of times that of environmental levels, can increase the chances of getting an asbestos-related disease.

Asbestos is considered safe if it is in good condition and not physically damaged. If asbestos materials are damaged, they can be made safe by sealing, enclosing or, in certain circumstances, removal. Removal is a hazardous, disruptive and an expensive operation that must be carried out by authorised asbestos contractors and is normally only considered as a last resort. The best approach is to carefully manage asbestos to protect health and safety and comply with the law.

2.2 MANAGEMENT APPROACH

The Council will manage the risk from asbestos by:

- appointing a competent person (Asbestos Co-ordinator) to lead in ensuring the management of ACM's throughout the Council;
- presume that certain materials contain asbestos, unless there is strong evidence that they do not;
- setting up a Corporate Compliance Register (CCR)
- ensuring that all Council managed or owned premises have an up to date Asbestos Survey/Register, a status report on pending and completed actions and monitoring reports;
- assessing the risk from the material;
- preparing action plans that set out how we will manage risk in the areas affected;
- ongoing review and monitoring of the action plans and condition of the ACM's to inform and update the asbestos register;
- ensuring that employees or contractors who may come into contact with ACM's are appropriately trained;
- provision of up-to-date information on the location and condition of material for those who need to know;
- use only CHAS (Contractors Health & Safety Assessment Scheme) approved, UKAS accredited and independent analytical services for asbestos identification, sampling, monitoring and testing (including clearance and reassurance);
- use only CHAS approved, licensed asbestos contractors for removal and repair work.
- ensuring all asbestos waste resulting from removal activities is transported and disposed of in accordance with specific waste control

legislation.

3. RESPONSIBILITIES

3.1 The Asbestos Co-Coordinator

The Council's Asbestos Co-Coordinator is the Building Services Manager who is responsible for co-ordinating and monitoring the management of asbestos containing materials on all premises either directly managed or controlled by the Council. They should be qualified to British Institute of Occupational Hygiene P402 or S301 or equivalent with practical experience of dealing with asbestos.

For all premises either directly managed or controlled by the Council, they shall:

- generate and maintain a Central Compliance Register (CCR) to ensure that the Council complies with its statutory obligations;
- the CCR will maintain a list of all premises indicating those that contain ACM's, what type of asbestos survey has been undertaken, copy of the asbestos survey/register;
- ensure that premises have access to a minimum Type 2 Asbestos Survey and a status report of actions pending and completed via the CCR;
- ensure that premises have monitored and updated records of the condition of ACM's at least annually and use this to update the CCR;
- following any building and refurbishment works and at least every 5 years, update the Asbestos Survey/Register for premises and update the CCR;
- provide a regular update of asbestos information with the relevant assessments carried out by the premises manager, etc;
- organise asbestos awareness training for all Premises Managers, Supervising Officers, Consultants and Building Service Officers;
- assist in the design and identification of suitable methods for the removal of asbestos once a decision has been taken to do so;
- follow Corporate Procurement Rules to ensure the selection of competent and authorised contractors to manage asbestos works;
- follow Corporate Procurement Rules to ensure the selection of competent and accredited contractors for asbestos sampling, analysis and removal;
- monitor contract performance through contractor reporting (Performance Indicators/Data), inspections and auditing;
- arrange asbestos surveys, repair and removal work, and, ensure that adequate systems for the suitable supervision of such work is in place;
- update the CCR with asbestos compliance information from tenants of leased premises;
- submit regular Management Reports to the Director for Commercial Services and Head of Safety, Health and Wellbeing on compliance status;

- ensure the Building Services Team provides support, guidance and advice to Premises Manager's when required;
- respond to emergency situations involving the disturbance of ACM's and facilitate plans to manage the situation and minimise the risk of exposure;
- report to the Head of SHaW any emergency situations including accidental/uncontrolled release of asbestos fibres;
- report to SHaW team any incidences of ACM's being either removed or disturbed.

3.2 Chief Officers

Chief Officers have a duty to ensure that there are appropriate asbestos management arrangements within their service to ensure compliance with the Asbestos at Work Regulations and this policy. Chief Officers must ensure that arrangements exist for:

- all buildings, for which they have responsibility, to be surveyed and the survey kept up to date;
- the management of premises and facilities therein;
- remedial action detailed in each survey to be carried out;
- copies of local asbestos registers to be produced, issued to premises managers and kept up to date, including updating the CCR;
- ACM's left in place being labelled, where appropriate;
- local systems established for the monitoring of ACM's left in place and for emergency actions in case of accidental damage of ACM's;
- local systems set up to ensure staff receive adequate information, instruction and training;
- reporting to Building Service Team and SHaW team any incidences of ACM's being either removed or disturbed.

3.3 Supervising Officers and/or Consultants

Supervising Officers are likely to be members of the Building Service Team and Consultants, Architects, Engineers, Surveyors and other technical officers. All should have received suitable asbestos awareness training.

They will be responsible for:

- arranging asbestos survey's, repair and removal work and ensuring that adequate systems for the supervision of such work is in place;
- the use of authorised and competent contractors for work involving ACM's;
- monitoring contractor performance and the control measures;
- notifying the SHaW Team and Premises Manager of start dates for asbestos removal projects ;
- notifying the Building Service Team and SHaW team of any incidences of ACM being either removed or disturbed;
- notifying Premises Managers that it is safe to reoccupy the area when a satisfactory clearance notice has been received;
- submitting reports to Asbestos Co-ordinator on contractor performance.

3.4 Commissioning Officers

Any Architect, Engineer, Headteacher, Manager, Premises Manager and Surveyor who commissions a contractor, or other person, to undertake building operations or construction works on Council premises must establish whether or not asbestos is present. This can be achieved by reviewing the premises asbestos survey or, if not present, undertaking an asbestos survey.

Commissioning Officers are legally required to pass any known information on hazards, such as asbestos, to the contractor and, where applicable, the CDM (Construction Design and Management) Co-ordinator for the project.

3.5 CDM Co-ordinators (for CDM projects)

CDM Co-ordinators may act as the **Supervising Officer or Consultant** and may be required to establish the presence/absence of asbestos. The CDM Co-ordinator must liaise with the Asbestos Co-ordinator when bulk sampling of suspect material is required.

Under the Regulations the CDM Co-ordinator must make sure that details of all hazardous substances which could be encountered in specified building operations or construction works are incorporated into the "Pre Tender Safety Plan". When demolition or dismantling of the building or section of the building is part of the project a Type 3 asbestos survey must be carried out. This survey checks hidden areas such as cavities. See Corporate Health, Safety and Welfare Policy Section 6 [Managing Contractors](#) and Section 32 [Health & Safety in Construction](#).

They will be responsible for:

- Liaising with the Principal Contractor, **Commissioning Officer** and **Premises Manager** with respect to the building project and management of ACM
- reporting to **Commissioning Officer and Premises Manager** any incidences of ACM being either removed or disturbed

3.6 Managers and supervisors

Building managers and supervisors who, to any degree, arrange or control building maintenance are responsible for ensuring that they and their staff undergo appropriate training. They must ensure suitable and sufficient risk assessments are undertaken for any proposed work that presents significant risk and that suitable control measures are adopted. Managers and supervisors are also responsible for monitoring to ensure that agreed safety measures are being adhered to.

3.7 Property Services Team

Property Service Officers are, in general, responsible for Council properties or land that is leased or let. As a representative of the Council they have a legal responsibility to ensure, so far as reasonably practicable, that the detail of all significant risks are shared with the Tenant and vice-versa.

Consequently, they are responsible for informing the Tenant, Leaseholder:

- if the area/premises contains ACM's and any other significant risk;
- if they are Duty holder of the area/premises their duty to manage their statutory obligations to manage asbestos;
- that any works undertaken on the asbestos must be notified to the Council in writing in advance of the works;
- that the Council may request information and periodically inspect to ensure the property is maintained in accordance to legislation;
- that the Tenant must inform the Council of any risks they have or may introduce into the area/premises.

In addition they must:

- have systems in place to record any risks introduced into the area/premises by the Tenant;
- as is reasonably practicable, ensure the Council's lease terms and conditions and any leasehold arrangements are adopted by the Tenant;
- implement a system for periodic monitoring the tenant to ensure compliance with the lease agreement.

3.8 Premises Managers

In general, Premises Managers maintain the premises and must:

- ensure an asbestos survey/register is accessible on site;
- maintain their asbestos register by ensuring information contained in asbestos surveys, work reports, inspection reports, etc are update on the CCR;
- inform all persons undertaking any type of building work - including DIY type activities - of the location of the ACM's, the location of the asbestos register and the arrangements for dealing with any suspected ACM's found;
- where appropriate, label the asbestos materials by placing a sticker on the material identified. If the area/panel is large, like a ceiling, wall, floor or roof, use stickers discretely placed in all corners;
- brief staff of the presence and implications of ACM's;
- produce a plan of the premises indicating the location of ACM's;
- carry out visual checks, at least annually, of the condition of ACM's, and report any deterioration immediately to the Property Service Team;
- carry out more regular visual checks where damage is more likely;
- implement an emergency system for reporting and dealing with any accidental damage or exposure to asbestos or dealing with any suspected ACM's found including immediate notification to the Asbestos Co-ordinator, Building Service Team (BST) and Head of SHaW;
- report such incidents as a dangerous occurrence on the accident/incident form;
- consult with TU Safety Representatives of the workplace on

asbestos matters;

- contact the Asbestos Co-Coordinator if the presence of previously unidentified asbestos is suspected or if asbestos may be disturbed by proposed work;
- not authorise any maintenance, building or DIY work unless they are certain asbestos will not be disturbed.

3.9 The Safety, Health & Wellbeing (SHaW) Team

The SHaW team provide policy and health and safety advice regarding asbestos. They also work closely with the Estates Service to ensure compliance with this policy and statutory obligations. The H&S Consultant's role is mainly advisory to support and provide technical advice to managers and the Estates Service to carry out their roles effectively. In the event of an actual or potential breach in safety requirements, which pose imminent risk, they are empowered to take immediate action, on behalf of the Chief Executive, to stop works and instigate remedial actions to secure the area and control exposure.

4. FURTHER INFORMATION

In emergencies, or for more information about the Council's arrangements for dealing with asbestos, contact:

- SHaW Team 020 8359 7960 OR Asbestos Co-ordinator on 020 8359 7801.
- For emergencies, outside normal working hours, call the Council's Emergency number 020 8359 2000.
- For general information on asbestos: www.hse.gov.uk/asbestos
<http://www.hse.gov.uk/asbestos/information.htm>
- For information on the Control of Asbestos Regulations 2006 visit, <http://www.hse.gov.uk/pubns/priced/l143.pdf>
- For the management of asbestos in non-domestic settings <http://www.hse.gov.uk/pubns/priced/l127.pdf>
- For information about asbestos contractors, visit the Asbestos Removal Contractors Association at www.arca.org.uk

MANAGING ASBESTOS TOOLKIT

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PART A - CONTRACTS

A.1 General Duties

For work carried out on Council premises, the Council has a duty to ensure that its employees have a safe place of work. In order to fulfil this requirement the Commissioning Officer must take steps to ensure that the contractor;

- (a) is competent to carry out the work safely;
- (b) has included the necessary safety measures to protect occupants of the premises in planning and costing the work.

The Management of Health and Safety at Work Regulations requires two or more employers on the same premises to co-operate, co-ordinate and communicate their activities to ensure that Contractors brought onto the premises are provided with information on risks to health and safety and measures taken by the host to control the risks.

To comply with these duties and to enable the Contractor to plan and cost the work effectively for safety, the Commissioning/Supervising Officer or CDM Co-ordinator (if the job is subject to the CDM Regulations) **must**:

- ensure so far as is reasonably practicable that the Contractor is provided with sufficient information to work safely;
- ensure that the Contractor clearly specifies the precautions, which will be taken to control risks;
- agree the required precautions with the Contractor;
- monitor the work of the Contractor to ensure that safeguards are properly managed and remain effective.

The Council also has a duty to ensure that employees of Contractors are not endangered by the way Council staff carry out their own work. This duty will require the Commissioning/Supervising Officer or CDM Co-ordinator to provide information to the Contractor on such matters as;

- emergency procedures in the premises;
- hazardous processes in the areas of works, such as fumes or dusts emitted in the work area;
- movement of people, plant or transport which could affect the Contractor's operatives.

The Commissioning Officer or CDM Co-ordinator may need to consider stopping processes or removing materials from the work area before the contractor starts.

The legal duty imposed on the Council includes the cleaning, repair and maintenance of plant, machinery and buildings, whether such work is carried out by Council employees or independent contractors. This duty can extend to protecting members of the public or employees of other organisations, including Contractors' staff, who may be affected by the Contractors' activities on behalf of the Council.

A similar duty relates to the safety of premises, although in some cases "control" of the premises may be the responsibility of others, (if premises are

leased or shared). Matters which need to be drawn to the contractor's attention to meet this duty include;

- the location of any services;
- any hazardous materials in the premises such as asbestos insulation;
- contaminated ground;
- fragile roof material, etc.

In addition, Commissioning Officers, CDM Co-ordinators and Premises Controllers may need to co-ordinate the activities of several Contractors on the premises to ensure they do not affect each other's health and safety.

A.2 Approved contractors

Only licensed asbestos contractors will be employed to undertake major asbestos work. In addition, the licensed asbestos contractors must have their safety policy pass a CHAS assessment within the previous three years. Asbestos contractors are also required to submit the following documentation for assessment:

(a) Asbestos Removal Companies

- A declaration outlining the contractor's experience with regard to asbestos activities plus two references from previous jobs.
- A valid Asbestos Removal Licence in the Company name issued by the HSE, in accordance with the Asbestos Licensing Regulations.
- A Method Statement for the works.

(b) Analysis Laboratories

- Accreditation by the UK Accreditation Service (UKAS).
- Membership for the Regular Interlaboratory Counting Exchange Scheme (RICE).
- A Method Statement for the works.

Contractors will be subject to assessment or validity of the submitted documentation. The SHaW Team will carry out the CHAS assessment of asbestos contractors when necessary. Assessment of performance prior to, during and after the works will be carried out by the Asbestos Co-ordinator or nominated deputy. Periodic Inspection and/or monitoring of the contractors performance may be carried out by the SHaW Team as required.

A.3 Sub-contracting - requirements placed on main contractor or consultants

Where asbestos work is to be undertaken by sub-contractors who are managed by a Principal Contractor or where consultants are employed to manage contractors, the commissioning officer responsible for the project must ensure - through contract documentation with the Principal Contractor or consultant - that they are provided with a copy of this document and that they apply the standards contained within. In addition, where the asbestos work is major, the Supervising Officer reminds the Principal Contractor or consultant that only council approved contractors are permitted to undertake major work.

A.4 Separate contract conditions

In all situations, where there will be air sample monitoring during asbestos work and clearance tests on completion, the laboratory carrying out this work must not be connected in any way with the contractor carrying out the asbestos work. In this respect:

- (a) The laboratory analyst **must** be employed directly by the council or council representative and not by a contractor;
- (b) The removal contractor and laboratory **must** not be part of the same company nor to have any type of business connection.

A.5 Non-asbestos Work - Contract Conditions

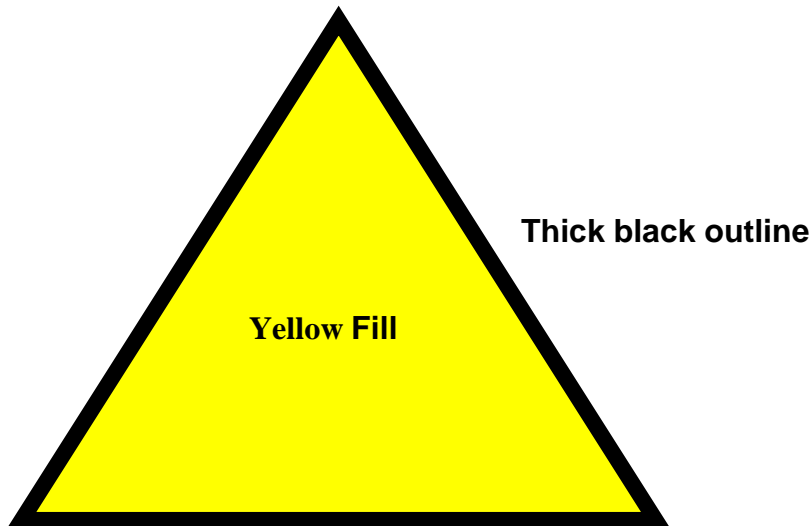
The following are examples of conditions that should be included in the documentation of the building and maintenance contracts, which do not directly involve asbestos.

'The Council will take such steps as are possible to identify the location of and where it is likely to be affected by the intended work, removal of, asbestos building products prior to the commencement of the contract. Given the wide use of this material in the past, it is not however possible to categorically exclude from any building works in Council premises the possibility of inadvertent discovery or disturbance of asbestos. The contractor must therefore ensure that if any material thought to contain asbestos is discovered, it is not disturbed. '

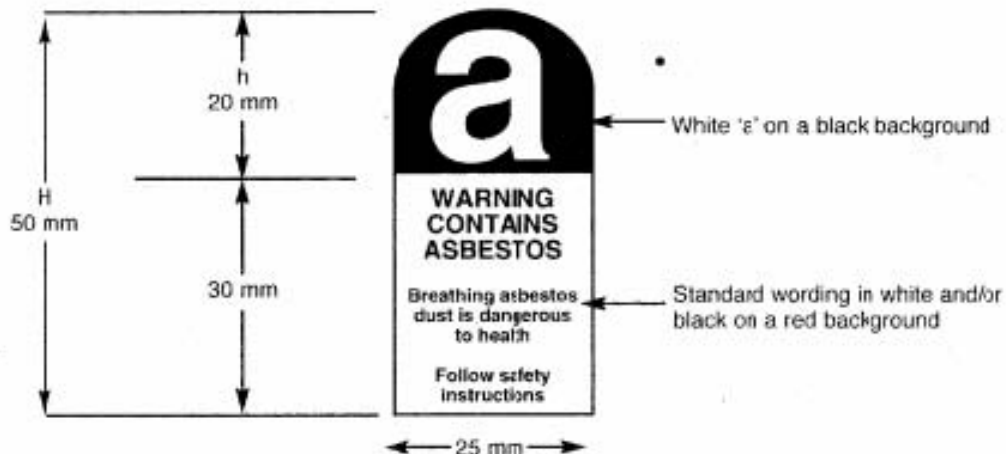
'Should disturbance take place, work is to stop immediately and the vicinity cleared of persons. If possible the affected area should be secured. The Council's Asbestos Co-ordinator is to be informed immediately of any discovery or disturbance. Subsequent identification, analysis, removal and clearance (if necessary) will be carried out in accordance with legislation and the Council's Health Safety and Welfare Policy. In the event of this clause being disregarded and the subsequent investigation reveals that the contractor has disturbed asbestos, the contractor may be charged with the cost of any cleaning operation that may be required and any cost incurred by the Council by virtue of the premises not being available for normal use.'

PART B - ASBESTOS WARNING LABELS

Label A: Suitable for use in all locations for display in sensitive areas where unnecessary anxieties could arise.



Label B May not be suitable in all areas.



Premises Managers must ensure, so far as reasonably practicable, that either Label A or Label B is displayed on all known asbestos or as near as practicable to the asbestos. If Label A is selected staff and contractors must be told to contact the Premises Manager if they are likely to work near or with the panel or equipment which displays this Warning Label.

PART C - ASBESTOS CONDITION INSPECTION FORM

Site/Property: _____
Survey Date: _____
Location/Room Position _____
Description/Application: _____
Photograph taken: Y/N _____

HAZARD		Score	Actual
1	Location		
	External	1	
	Internal	2	
	Internal forced ventilation over sealed asbestos	3	
	Internal forced ventilation over unsealed asbestos	5	
2	Condition		
	Good (unblemished not cut, drilled or machined)	1	
	Fair (indented or cracked but not broken away)	3	
	Poor (small part of edge or corner missing)	4	
	Bad (significant water damage or plant or material)	6	
3	Vulnerability		
	Difficult to touch or vandalise or hit with a ball, etc	1	
	Some effort needed to reach chair, ladder etc needed	2	
	Within normal reach to touch above 1m	3	
	Within normal reach to touch below 1m	4	
4	Friability		
	Asbestos cement in good condition	1	
	Other Asbestos in good condition	1	
	Other Asbestos in poor condition	6	
	Sprayed asbestos and pipe lagging	6	
5	Cover/Sealant		
	Behind rigid cover or structure	1	
	Sealed with undamaged sealant or flexible cover	2	
	Untreated or with damaged Sealant or cover	4	
6	Fibre Content by Volume		
	Less than 11% white asbestos	1	
	More than 10% white asbestos	2	
	Less than 11% brown, blue or mixed asbestos	4	
	More than 10% brown, blue or mixed asbestos	6	
7	Total	31	

Suggested Action

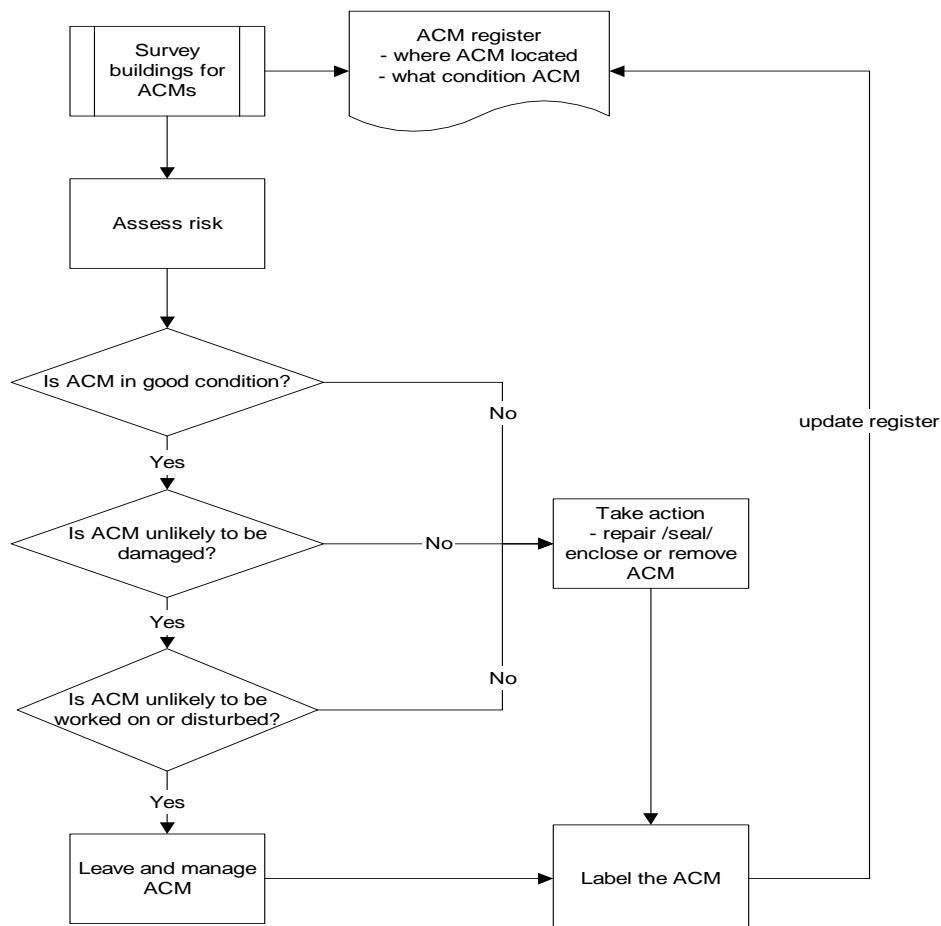
Risk Category	Action
<u>High >18 Points</u>	Erect warning signs and restricted access. Arrange for immediate sealing, encapsulation or removal
<u>Medium 13-18 Points</u>	Arrange for sealing, encapsulation or removal
<u>Low <13 Points</u>	No action needed but monitor to check condition and assessment

PART D - MANAGEMENT OF ASBESTOS

The HSE guide “Managing Asbestos in Workplace Buildings” recommends that “if asbestos is in good condition, is not likely to be damaged, is not likely to be worked on; it is safest to leave it in place and introduce a Management System.” The Asbestos Coordinator or nominated representative in consultation with the Premises Manager, appropriate SLO and Head of SHaW for a given premises will make the decision regarding the retention or removal of asbestos.

This decision will be based on the risk assessment and advice from the relevant parties who have required knowledge of asbestos, building usage and resources available. The decision should be recorded and form part of the Asbestos Survey. It must specify whether or not any further action is required. If Asbestos is in poor condition, actions for consideration include repair, seal, enclose or remove. The merits and adequacy of each option should be discussed with the parties’ identified in the previous paragraph.

Risk management approach to controlling exposure to asbestos



D.1 Asbestos Identification and survey

Unless there is strong evidence to suggest otherwise, all materials should be presumed to contain asbestos. Such evidence will include:

- Previous surveys and sampling
- Building plans and records
- Materials that obviously cannot contain asbestos such as glass, solid wood materials, floorboards, stone, etc.

Where there is no evidence to rule out the presence of ACM's surveys and sampling shall be carried out to examine all "reasonably accessible" areas of the premises.

Who should carry out the survey?

Asbestos Surveys and Register will be carried out by a suitably qualified and competent person listed on the "Safe Contractors List". This specifically means using only **Approved Asbestos Contractors!** The contractor will identify the location of sources and the risks associated with the ACM's on Council premises. These surveys will be carried out in accordance with HSE guidance.

What type of survey should be carried out?

A minimum Type 2 (sampling survey) will be used in cases of existing buildings in use. Where demolition is to occur then a Type 3 (pre-demolition/major refurbishment survey) must be carried out and the information provided to all who may be affected in the workplace.

Further explanation of the different surveys is contained within HSE guidance

D.2 Risk assessment

The Asbestos Co-Ordinator must ensure that risk assessments are completed for each identified ACM based on the results of the surveys and any laboratory analysis of samples. The assessments will consider the condition and location of the material and recommend either removal or the introduction of control measures

A copy of the Risk Assessment must be passed immediately to the Chief Officer, Premises Manager and the Asbestos Co-Coordinator so that recommended action may be considered, carried out and entries made in the CCR.

D.3 Premises Manager actions on receipt of asbestos survey

On receipt of their Asbestos Survey/Register, Premises Managers are instructed to visually check the location and condition of ACM's for accuracy against the entry in the Asbestos Survey.

For ACM's with a low risk of disturbance the condition should be inspected at least annually using the form in Part C. Inspections should be carried out more frequently for ACM's with a higher risk of disturbance. For example, for ACM's located in the loft/ceiling void where the likelihood of disturbance is low then an annual inspection should suffice. However, if ACM's are located in a

school hall as a column or wall panelling then the likelihood of disturbance is much higher and therefore needs to be inspected more frequently.

Following inspection, the condition of the ACM should be reported to enable an audit trail for others to follow in years ahead. A typical monitoring form can be found in Part C. Any deterioration in its condition, discrepancies or concerns must be immediately notified to the Asbestos Co-ordinator.

Premises Managers must immediately notify the Asbestos Co-ordinator if they suspect or discover that the Asbestos Survey/Register is inaccurate.

The Asbestos Co-ordinator should review the Asbestos Management System and carry out periodic audits to ensure compliance.

D.4 Post-survey action

The survey report will contain advice on the action required in order to manage the ACM's. The Asbestos Register will reflect the report findings and any subsequent action taken.

Asbestos in good condition

In general where the asbestos is (a) **in good condition, and**
(b) **not likely to be worked on, and**
(c) **not likely to be damaged**

then it is safer to leave it in place and follow the asbestos management system. This will involve:

- entering the details on the central register;
- labelling the affected area with hazard warning signs;
- re-checking the condition at appropriate intervals depending on the level of risk.

Asbestos in poor condition

Where asbestos is in poor condition then a specialist approved asbestos contractor should be contacted who will advise whether it should be repaired, sealed, enclosed or removed. This will involve:

- a risk assessment identifying that the work can be done safely, mark the area with a hazard warning sign and enter details on the register;
- preparation of a method statement to minimise risk to the operatives, staff and visitors and ensure that they understand the instructions given;
- advising Health and Safety representatives of action taken;
- re-checking the condition of ACM's at appropriate intervals (as part of the rolling programme of surveys).

Repair and removal

Some damaged ACM's can be made safe by repairing it and either sealing or enclosing it to prevent further damage. If ACM's are likely to release dust and cannot be easily repaired and protected, or is likely to be disturbed during routine maintenance work, it should be removed.

D.5 Repair and removal of asbestos materials

When ACM's have been positively identified as hazardous, a specialist licensed asbestos removal contractor will be employed to remove or

encapsulate it. The contractor will be licensed under the Asbestos (Licensing) Regulations. In addition:

- The Head of SHaW, Asbestos Coordinator, Directorate Safety Leadership Officers and TU Health and Safety Reps will be informed of Asbestos removal or encapsulation works. The Asbestos Coordinator will discuss work methods with the Premises Manager, Supervising Officer/consultant and/or contractors prior to commencement.
- Any building work likely to result in the release of asbestos fibres into the atmosphere will be inspected by a licensed asbestos removal contractor or UKAS-registered analyst prior to commencement.
- On completion of all work in relation to asbestos removal or disturbance, an air clearance test certificate is required from a UKAS-registered analyst before reoccupation of the area.
- On completion of asbestos removal works the asbestos survey register will be updated locally by the Premises Manager and centrally by the Building Service Team.

Note - Some minor asbestos work may be carried out by unlicensed contractors although they must be fully competent and adequately equipped and their Method Statement must include a suitable and sufficient risk assessment for the job.

D.6 Asbestos Register

Asbestos Registers form part of the Asbestos Survey and CCR that is accessible from the premises. It is the responsibility of the Premises Manager and Building Service Team to share information with each other and maintain the Registers. The Register shall be consulted prior to any planned work in accordance with this procedure by applying the control measures (D.7) below).

The Register will be updated by the Premises manager, Building Service Team and contractors locally.

D.7 Asbestos Database

The Corporate Compliance Register (CCR) forms part of the programme of asbestos management. The databases should comprise a complete list of premises that the Council owns, manages or uses as a record of compliance with statutory functions.

This must consist of three sets of data. These are:

- Council Housing Stock managed by Barnet Homes.
- Corporate Buildings (All locations other than Housing Stock) set up and maintained by Estates Service including schools, children's centres, libraries etc
- Properties owned by the Council and rented or leased to other parties

Arrangements for controlled access to CCR will be arranged by the Building Services manager for:

- Supervising Officers
- Officers who commission work
- Safety Leadership Officers or other nominated officers within Directorates.
- Head of Safety, Health and Wellbeing
- Health and Safety Consultants
- Premises Managers
- Partner Organisations
- Contractors

D.7 Control measures

No building or maintenance work will be carried out on council managed premises without reference to the asbestos registers and CCL.

If the building concerned has not been surveyed, then an inspection must be carried out by a competent person prior to the work being started to identify if there is a risk of disturbing ACM's.

If there is any doubt as to the composition of materials uncovered or damaged during building works, or prior to works commencing, then:

- all work must cease;
- the Asbestos Co-ordinator or nominated deputy will arrange for a competent person to inspect the material and notify the SHaW Team;
- the area will be sealed off until it has been inspected by the Asbestos Co-ordinator and/or a specialist asbestos contractor or analyst;
- if the presence of asbestos is confirmed and in a condition likely to lead to a health risk, the area will remain sealed and warning notices will be posted until the asbestos has been removed or sealed;
- the Head of SHaW, the Directorate SLO, Premises Manager, Headteacher, Commissioning Officer and Trade Union Safety Representatives (as appropriate) will be informed if ACM's are discovered;
- only once the composition of the material is known not to be an ACM will the work be allowed to proceed.

D.8 Record Keeping

Records will be kept of the following elements of asbestos management:

- Periodic (at least annual) visual examination of ACM's (Part C)
- Occasions when it has been necessary to amend the Asbestos Register
- Evidence to show that contractors or other employees have seen and noted the contents of the Asbestos Register
- Records of health surveillance, where necessary (must be kept for 30 years)
- Clearance certificates for any asbestos works, including risk

assessments, air sampling, waste handling notes, and all contract documentation for asbestos removal or repair work

- Training of any staff in all aspects of asbestos control and management
- Any other records that may appear relevant to asbestos management.

D.9 Training and awareness

Asbestos Co-ordinators together with the SHaW team and Directorate SLO's will organise Asbestos Awareness training for all Premises Managers, Building/Campus Managers and Headteachers.

Premises Managers, Building/Campus Managers and Headteachers will carry out a briefing local to their area of responsibilities for employees (and their managers) who are likely to come into contact with ACM's as a result of their normal activities (Part E). Managers and staff will keep records of this briefing. Refreshers will be carried out on a regular basis (at least every two years).

SLO's and the Asbestos Co-ordinator will also be kept up to date on changes in relevant legislation by the SHaW Team.

Contractors will be expected to demonstrate that they have received asbestos awareness training prior to commencement of works and should be made aware of the procedures to follow in managing ACM's.

D.10 Asbestos Emergency Organisation and Plan following accidental exposure to asbestos

Following any incident where there has been potential unprotected (i.e. no Respiratory Protective Equipment being worn) exposure to airborne asbestos dust, the following step **MUST BE TAKEN**:

Premises Manager:

- Remove persons from the area
- Seal off the area and prevent unauthorised access and post warning notices until the asbestos has been removed or sealed
- Immediately notify the Asbestos Co-ordinator or nominated deputies and Head of SHaW
- Await arrival of Asbestos Co-ordinator or nominated deputies and approved asbestos contractor to carry out air sampling and ACM cleaning
- As appropriate, the Directorate SLO, Premises Manager, Headteacher and Trade Union Safety representatives will be informed if ACM's are discovered
- The accident/incident report (AI/1) completed and sent to the SHaW team.
- The incident be notified to the HSE as a RIDDOR report if it is confirmed as an Asbestos release;
- Staff exposed must be referred to Occupation Health where a note will be made of the exposure on the personal record and health surveillance carried out.

Asbestos Coordinator

In the event of an asbestos emergency, there must be the facility for taking rapid remedial action to contain the hazard and render the situation safe. The

Asbestos Co-ordinator is to set up procedures, which will identify:

- A telephone number to allow prompt notification of an asbestos incident to the Asbestos Co-ordinator and the Head of SHaW.
- Arrangements for the evacuation of staff and prohibition of access where this is necessary.
- Approved asbestos removal contractors, capable of dealing with all types of asbestos work.
- An approved laboratory capable of rapid air and material sample analysis including an on site facility.
- Notification to and close liaison with the appropriate SLO or, other nominated officer who will act as a spokesperson for the Council where necessary.

Information to the Emergency Services

Information on the location and condition of any known or presumed ACM's must be made available to the emergency services. The fire services are the most likely to disturb ACM's, so Premises Managers must ensure that a plan is made available to the emergency services posted next to the fire control panel for ease of access which shows location and condition of ACM's. This should form part of the Critical Incident Plan and be kept with the fire risk assessment.

D.11 Review of this procedure

This procedure will be reviewed on a regular basis by the Asbestos Co-ordinator and Head of SHaW. The following aspects will be reviewed annually:

Effectiveness of current management plan:

- in preventing exposure;
- in controlling maintenance workers/contractors;
- in highlighting the need for action to repair/remove ACM's;
- in raising awareness among all employees;
- in maintaining a comprehensive database of all assets either managed or owned by the Council;
- the effectiveness of Leaseholder in managing the Council asset.






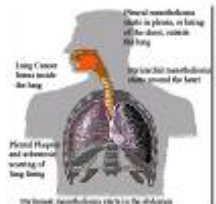




Issues that may affect the management plan:

- changes to method of Service delivery i.e. Outsourced
- changes to organisational structure and/or staff;
- resourcing the management plan;
- changes to company procedures and/or legislation;
- changes in building use/occupancy/refurbishment plans.

Instances of failure of the procedures;

- where procedures have not been followed and why not;
- where procedures have been inadequate and why;
- where exposure to airborne fibres has occurred.

PART E – GUIDANCE ON ASBESTOS AT WORK

<p>What Is Asbestos?</p> <p>Asbestos is a naturally occurring mineral; however asbestos is different from other naturally occurring minerals in that it is of a crystalline structure composed of long thin fibres.</p> <p>Asbestos is classified into two separate groups: Serpentine and Amphibole.</p>	
<p>Asbestos: six different minerals!</p> <p>Chrysotile (White Asbestos), Crocidolite (Blue Asbestos), Amosite (Brown Asbestos), Anthophyllite, Actinolite, Tremolite.</p> <p>White Asbestos is very different from the others!</p>	
<p>Chrysotile asbestos</p> <p>The only type in the Serpentine group and it was the most widely used commercially. Chrysotile asbestos is classified as a sheet silicate, which means it forms flat sheets of long, thin fibres.</p>	
<p>The Amphibole group</p> <p>5 types of asbestos: Amosite, Crocidolite, Tremolite, Actinolite, and Anthophyllite. The most common Amphibole asbestos types are Amosite (brown asbestos) and Crocidolite (blue asbestos).</p>	
<p>In What?</p> <p>Asbestos is a virtually indestructible naturally occurring material and because of its versatility has been put to many uses over the years, such as in bricks, pipe coverings, brake linings, roofing materials, ceiling tiles, floor tiles, fire-resistant work clothes, as an insulator or fire retardant, or as a binder. Consequently, asbestos is found in a variety of locations http://www.hse.gov.uk/asbestos/essentials/building.htm</p>	
<p>Health</p> <p>An uncontrolled disturbance of any asbestos-containing material (ACM) in any concentration may be dangerous to your health! The wonderful properties that make it useful can be harmful if it gets inside the body. The tiny fibres are sharp and strong excepting in the white asbestos, where they are long and curly. Breathe in the fibres and they get stuck inside the body, in fact every time you take a breath they can get drawn deeper into the body and can lead to <u>asbestos related diseases</u> which can often be fatal.</p>	
<p>Properties</p> <p>It is resistant to corrosion. The individual fibres are very strong. This in turn means that the fibres stay in the body and can't be broken down by the body's natural defence mechanisms. The Blue and Brown type of asbestos fibres are sharp and can easily penetrate lung tissue. All the different types of asbestos fibres can trigger cancers.</p>	
<p>Who is at risk?</p> <p>Anyone that disturbs or damages asbestos-containing materials sufficiently to release particles into the atmosphere! e.g. Demolition workers, Building maintenance workers, Gas fitters, Joiners, Electricians, Heating and ventilating engineers, Plumbers, etc.</p>	
<p>Management of Asbestos?</p> <p>LBB Managed Premises should have an Asbestos Survey and Asbestos Register that identifies where ACM's are located, their condition and an Action Plan to either, monitor, encapsulate, repair or remove. ACM's that remain in-situ should be labelled and frequently inspected to monitor their condition.</p>	
<p>As our employees we ask you to help</p> <p>If you suspect asbestos and your work is liable to disturb or damage it, stop work immediately and inform the Facilities Group. If you suspect asbestos but it does not affect the work you are doing then you should inform the Building Service Team as soon as it is practicable to do so</p>	

PART F - TAKING CARE AROUND ASBESTOS PRODUCTS

In order to exercise an appropriate level of care, **all** employees must be made aware of any harmful materials in their workplace, especially if they are likely to contain asbestos. Once employees are aware of this, they should follow these simple rules.

Always take care in the vicinity of any asbestos products, when:

- Positioning or moving furniture or equipment.
- Using cleaning equipment, particularly powered polishers.
- Using hand tools (particularly those that can cut or abrade surfaces).

Never

- Stand on, climb on, unprotected surfaces, particularly lagging.
- Place heavy weights on or against surfaces.
- Undertake "Do-it-yourself" alterations.
- Disturb suspended ceiling tiles.
- Scrub any asbestos insulating board.
- Fix or remove nails or screws to surfaces.

Carelessly or wantonly damaging an asbestos product may not only put your health at risk, but also put at risk the health of other people. Intentional damage or tampering with ACM's is a serious offence under health and safety law, even for employees.

WHAT TO DO IF YOU THINK THERE IS A PROBLEM

Damage to or disturbance of asbestos insulating board (AIB) by cutting, scrubbing or breaking, or any level of damage to spray coating or lagging, may result in high levels of asbestos fibres being released. In the event of this occurring the following initial action must be taken:

- Leave the immediate area (if possible secure the room/area to stop others from getting in).
- Prevent excessive air flow in the immediate area of the damage (windows/doors closed).
- Warn other people (warning notices can be used).
- **Do not** attempt to clear up any fallen or damaged material.
- Call the Asbestos Co-ordinator and report the situation. They will advise on any more immediate precautions should be taken
- Follow up the report to the Asbestos Co-ordinator in writing.