

Corporate Health and Safety Policy

Part C - Section 8

Asbestos Management

CONTENTS

1. PURPOSE

2. ASBESTOS

- 2.1 What is it?
- 2.2 What are the dangers?
- 2.3 How can it affect you?

3. DEFINITIONS

4. MANAGEMENT APPROACH

5. RESPONSIBILITIES

- 5.1 Chief Executive
- 5.2 Delivery Unit Directors
- 5.3 Community Schools
- 5.4 Head of Estates - LBB
- 5.5 Head of Safety, Health and Wellbeing - LBB
- 5.6 Director of Estates – CSG/Re
- 5.7 Head of Building Services - CSG
- 5.8 Project Managers
- 5.9 Safety, Health and Wellbeing Service - CSG
- 5.10 Managers
- 5.11 Premises Managers
- 5.12 Asbestos Coordinator – CSG
- 5.13 Employees

APPENDIX 1

Asbestos Management Arrangements

Document Tracker

Version	Reason for change	Date	Produced
V1	New arrangement	2002	Peter Dempsey
V2	Changes to Legislation	2007	Ian Kimmett
V3	Changes to Legislation/Changes to Council structure	2017	Mike Koumi

1. PURPOSE

The document sets out the framework for the management of asbestos in council properties in order to comply with the requirements of the Control of Asbestos Regulations 2012 (the Regulations) and associated guidance. In particular where the council has duty holder responsibilities; for example in premises managed, occupied or leased by the council and where the council is the employer, e.g. community schools. It also applies in premises where the council has a duty or liability to repair and maintain.

The detailed arrangements can be found in the 'Asbestos Management Arrangements' (AMA) which is attached at Appendix 1. The AMA communicates to all stakeholders how the council and its partners manage the risks associated with asbestos within the buildings and premises they have responsibility for. Along with the Corporate Health and Safety Policy, the AMA outlines the management system in place to deliver compliance with statutory asbestos management requirements.

2. ASBESTOS

2.1 What is it?

Asbestos was first commercially imported in the 19th century and was widely used from the 1930s until its prohibition in 1999. Asbestos was extensively used as a building material in the UK during that period so 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.

In many cases Asbestos Containing Material's (ACM's) can be hidden: in roof spaces; as a result of being painted over; behind cladding; etc.

There are three main types of asbestos:

- Blue (Crocidolite);
- Brown (Amosite);
- White (Chrysotile).

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

2.2 What are the dangers?

Where ACM's are damaged or disturbed it can release extremely small fibres which can cause damage to the lungs and respiratory tract if inhaled.

Asbestos exposure is responsible for over 3000 deaths every year. Younger people, if routinely exposed to asbestos fibres over time, are at greater risk of developing asbestos-related disease than older workers. This is due to the time it takes for the body to develop symptoms after exposure to asbestos.

2.3 How can it affect you?

Exposure to asbestos can cause four main diseases:

- Mesothelioma (a cancer of the lining of the lungs; it is always fatal and is almost exclusively caused by exposure to asbestos)
- Asbestos-related lung cancer (which is almost always fatal)
- Asbestosis (a scarring of the lungs which is not always fatal but can be a very debilitating disease, greatly affecting future quality of life)
- Diffuse pleural thickening (a thickening of the membrane surrounding the lungs which can restrict lung expansion leading to breathlessness.)

It can take anywhere between 15-60 years for any symptoms to develop after exposure, so these diseases will not normally affect persons immediately but may do later in life

Asbestos fibres are already present in the environment in Great Britain. Key factors in the risk of developing an asbestos-related disease are the type of Asbestos exposed to, the frequency of the exposure and the total number of fibres breathed in.

3. DEFINITIONS

(1) Dutyholder

“(a) every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from those premises; or

(b) in relation to any part of non-domestic premises where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access or egress to or from those premises.” (regulation 4 (1) of the Control of Asbestos Regulations 2012)

(2) Owner, Occupier, Landlord, Managing Agent, Tenant

“93 - The duty to manage is placed on the person or organisation that has the main responsibility for maintenance or repair of non-domestic premises and common parts of domestic premises. The dutyholder may be the owner or, where there is an explicit agreement, such as a tenancy agreement or contract, the dutyholder may be the occupier or the landlord, sub-lessor or managing agent. It may also be the tenant. Where there is a tenancy agreement or contract, the extent of the duty will depend on the nature of that agreement. In some circumstances, the duty to manage may be shared. If so, the dutyholders should co-operate to make sure that the risk from asbestos is managed appropriately.”

Where the responsibility as defined in paragraph 3 applies to the council, then the building is deemed under their control for asbestos management and the building will be categorised as such and managed accordingly. It is the responsibility of those contracted to manage the estate in compliance with the requirement. When buildings are acquired and relinquished then their category will be amended or they will be acknowledged as removed from the asset lists and asbestos management system.

Category - Operational

Operational buildings are categorised where the council is defined as the dutyholder, in accordance with (1) and (2) above. Category Operational is the standard to which the council expects asbestos, which they have any responsibility for, to be managed. Premises within this category are actively managed by the council

Category - Community Schools

For Community Schools the council is the employer even though not defined as dutyholder according with (1) and (2) above. These buildings are the responsibility of Headteachers and Governing Bodies to manage the asbestos; however arrangements are in place to ensure that the asbestos is demonstrably managed to the operating standard laid down by Category Operational

Premises within this category must be demonstrably managed to the standard of those in Category Operational, with the council and CSG Estates adopting a standard setting, advisory, supervision, monitoring and auditing role. Where the schools purchase the building services traded service from CSG then the standards in Category Operational will apply.

Category - Other Council Owned

These are categorised as properties where the council may not be defined as dutyholder according with (1) and (2) above. These properties are known to the council but may be sub-let under FRI leases to other parties. These buildings are the responsibility of others to manage the asbestos; however arrangements are in place to ensure that the occupier/leaseholder has measures in place to ensure they comply with the terms of their lease or license. This will include arrangements for the effective management of asbestos in order to comply with their duty holder responsibilities.

Premises within this category must confirm that they have they have suitable asbestos management arrangements in place and, when requested, demonstrate that these arrangements satisfy statutory requirements. The council and CSG will periodically monitor that these arrangements are and remain in place.

4. MANAGEMENT APPROACH

Asbestos Containing Materials are considered safe if in good condition and not physically damaged. If ACM's are damaged, they can be made safe by sealing, enclosing or, if this is not possible, removal. Legislation requires the effective management of asbestos and the council will do this by:

- appointing a competent person (Asbestos Co-ordinator) to lead in the development, implementation and maintenance of an effective system for the management of asbestos throughout the council;
- assessing whether premises are liable to contain asbestos and identify its location and condition;
- presuming that certain materials contain asbestos, unless there is strong evidence that they do not;

- assessing the risk from any identified or presumed ACMs and identifying vulnerable or damaged ACMs and arrange for their repair and/or protection or, where necessary, arrange removal by a competent person;
- using only UKAS accredited and independent analytical services for asbestos identification, sampling, monitoring and testing (including clearance and reassurance);
- appointing only competent and, when required, licensed contractors for asbestos removal and repair work

5. RESPONSIBILITIES

5.1 Chief Executive

The Chief Executive has been delegated as the 'Duty Holder' on behalf of the council for the purposes of Regulation 4 of The Control of Asbestos Regulations. As such they will ensure that all reasonably practicable steps are taken to protect any person likely to be affected from exposure to asbestos:

- providing the necessary resources for the successful implementation of these arrangements;
- delegating the performance of this duty through the council's management structure and contractual arrangements, while retaining the responsibility under the legislation;
- ensuring an appropriate level of monitoring and review for the effectiveness of these arrangements are in place via the Strategic Commissioning Board and the health and safety committee structure

5.2 Delivery Unit Directors

Directors will support the Chief Executive by ensuring that, *for premises within their control*, these Asbestos arrangements are implemented and that local systems for asbestos management are in place.

- Ensure all premises have a 'Premises Manager' and that the names of these individuals are provided to the Asbestos Co-ordinator.
- Ensure that Premises Managers have access to and complete the asbestos training provided to support that role
- That all relevant staff receives adequate information, instruction and training.
- Reporting to the Asbestos Co-ordinator and Head of Safety, Health and Wellbeing, of any planned works that may disturb asbestos and any incidences of ACM's being accidentally disturbed.

5.3 Community Schools

Governing bodies are responsible for ensuring that the council's health and safety standards and policies are applied, that a suitable system for the management of asbestos is in place and for providing the necessary resources for the successful management of asbestos.

In community schools the person with the delegated "Duty Holder" responsibilities is the Headteacher. They are responsible for ensuring all

reasonably practicable steps are taken to protect any person likely to be affected from exposure.

- Appoint competent persons or contractors to assist them in the management of asbestos including the identification and condition assessment of ACM's and any activities involving exposure to, or removal of, ACM's.
- That a suitable system for the identification and management of asbestos is in place including the monitoring of ACM's left in place and for emergency actions in case of accidental damage of ACM's
- That staff receive appropriate information, instruction and training.
- Anyone who is directly responsible for the management of asbestos has had suitable asbestos training.
- Provide details of their asbestos management plan (AMP), and any other related information requested, to the Asbestos Coordinator.
- Copies of the AMP are up to date and readily accessible to relevant parties
- Report to Asbestos Co-ordinator and Head of Safety, Health and Wellbeing, any incidences of ACM's being accidentally disturbed.
- Establish systems for the monitoring of ACM's left in place and for emergency actions in case of accidental damage of ACM's

5.4 Head of Estates

The Head of Estates is the SRO for the CSG Estates service and as such will monitor the delivery of the service to ensure that the requirements of the contract, including the output specification and performance targets are met.

The Head of Estates will ensure that suitable arrangements are in place for the effective repair and maintenance, including building compliance, of the council's operational estate and where the council is the duty holder or has liabilities.

5.5 Head of Safety, Health & Wellbeing

The Head of Safety, Health and Wellbeing sets the councils health and safety policy and strategy and ensures a plan for implementation is in place. In particular:

- Review management information and report to the Chief Executive and Strategic Commissioning Board on performance and any significant risk including additional controls introduced.
- Advise on the health and safety framework for the management of compliance for all council property
- Monitor compliance with this policy arrangement.
- Take immediate action, on behalf of the Chief Executive, to stop work activities where there is an imminent risk to health or significant breach of statutory duty.
- Ensure suitable asbestos training is available for staff.
- Liaise with the HSE on behalf of the council

5.6 Director of Estates - Customer Support Group (CSG)

The Chief Executive has delegated corporate asbestos management functions to the Director of Estates. The Director of Estates is responsible for ensuring corporate systems and controls are in place for the management of asbestos where the council is the duty holder and where the council has allocated sufficient financial resource to carry out these duties, in particular:

- Overall responsibility for delivery of services by CSG Estates to comply with contracted commitments and other commissions that may be instructed from time to time.
- Design, implement and maintain systems and processes, to be agreed by the council, which details how the risks associated with asbestos, will be managed on behalf of the council.
- Appoint a suitably competent person as the corporate 'Asbestos Co-Ordinator' to ensure the implementation of the management system across the council estate.
- Provide the Chief Executive and officers of the council with competent help and advice on asbestos matters.
- Provide a regular management report on asbestos compliance status to the Head of Estates.
- Responsible for maintenance of the asset lists and categorisation of premises.
- Communication of amendments to relevant parties.
- Responsible for ensuring roles are suitably resourced and competent within their control.
- Responsible for the Estates and Valuation teams compliance with the asbestos management policy and procedure.
- Ensure and record that the councils 'Standard Lease Terms' and any other leaseholder arrangements for the management of risk have been adopted by the leaseholder/tenant.
- Periodically monitor the leaseholder/tenant to ensure compliance with the terms of the lease and in particular the statutory compliance clauses.

5.7 Head of Building Services - CSG

The Head of Building Services is responsible for the relevant teams' compliance with the asbestos management procedure.

They are also responsible for ensuring roles are suitably qualified, resourced and competent within their control and ensure the work of the building services team is conducted in compliance with asbestos management policy and procedures.

5.8 Project Managers (Including CSG Major Projects Team)

For any building operations or construction works on council premises, project managers must establish whether or not asbestos is present. They shall:

- Ensure their work is conducted in compliance with the asbestos management policy and procedures
- Liaise with the Asbestos Co-ordinator as required to ensure all

activities are undertaken in line with this policy arrangement.

- Ensure all project parties have the requisite level of competence in regards to asbestos risk.

5.9 CSG - Safety Health and Wellbeing

The CSG SHaW service provides Asbestos advice, training, incident support and will monitor compliance with legislation and these arrangements as appropriate.

- Provide an effective advisory service to stakeholders on all matters relating to health and safety, including asbestos.
- Facilitate the undertaking of asbestos awareness and asbestos duty holder training for employees.
- Advise all stakeholders on any legislative changes affecting the Management of Asbestos.
- Ensure asbestos management performance, and compliance with these policy arrangements is assessed when carrying out H&S audits; significant findings are communicated to the Asbestos Co-ordinator and Head of SHaW.

5.10 Managers

Managers must ensure their staffs are appropriately trained and competent and that any potential risk, where this procedure may apply, is acknowledged, has been assessed and will monitor to ensure the procedures are complied with.

5.11 Premises Manager

Premises Managers, or persons nominated by Delivery Directors or Headteachers as responsible for asbestos, are responsible for the implementation and monitoring of the premises Asbestos Management Plan.

They shall:

- Ensure contactors and others who may carry out works at the premises are given latest available information in respect of asbestos at the premises and record that information has been made available (contractors etc. to sign acknowledgement)
- Ensure that the asbestos management plan is reviewed and updated on an annual basis or whenever changes occur which may impact the management of asbestos at the premises.
- Ensure all changes that may impact the management of asbestos at the premises are reported back to the Asbestos Coordinator and records are updated accordingly.
- Notify the Head of SHaW in all instances where it is suspected that persons may have been exposed to asbestos fibre and quarantine the area, also notify the Building Services Asbestos Coordinator.
- Consult with any local Trade Union Appointed Safety Representative on asbestos matters

- Taking immediate action to control and communicate imminent risks with asbestos following the Emergency Procedures outlined in *Appendix 1*.
- Not authorise any maintenance, building or DIY work unless they are certain asbestos will not be disturbed.
- Should seek advice from the asbestos co-ordinator before undertaking any works where the presence of asbestos is not known (including any drilling into walls, floors or ceilings)

5.12 Asbestos Coordinator

The Asbestos Co-Coordinator 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 suitably qualified with practical experience of dealing with asbestos.

They shall:

- To act as a central coordination point for all matters and information that impacts upon the management of asbestos in the council.
- To manage and maintain the asbestos database software and register.
- To review management surveys and compile a programme of remediation works.
- To compile and manage delivery of a programme of annual (or sooner as applicable) asbestos re-inspections.
- To respond to ad hoc requests for information in respect of asbestos management from stakeholders.
- To provide technical support in respect of asbestos management to CSG Estates team and council officers
- Respond to emergency situations involving the disturbance of ACM's and facilitate plans to manage the situation and minimise the risk of exposure.
- Immediately Report to the Head of SHaW any accidental/uncontrolled release of asbestos fibres.
- follow Corporate Procurement Rules to ensure the selection of competent and accredited contractors for asbestos sampling, analysis and removal;
- monitor contractor performance through contractor reporting (Performance Indicators/Data), inspections and auditing

5.13 Employees

Employees will follow this procedure where their manager has identified asbestos risk and report any asbestos hazards to the premises manager immediately

6. FURTHER INFORMATION

For more information or guidance, contact:

- CSG SHaW Team 020 8359 7955: shaw@barnet.gov.uk
- 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>

ASBESTOS MANAGEMENT ARRANGEMENTS

1. Due Diligence and Premises Category Management

It is the responsibility of the CSG Estates Service to categorise properties by means of a due diligence exercise. This is conducted for each premises based on its tenure, each premises is then allocated to the relevant category within the management system. The due diligence process concludes once the premises is set up on the Electronic Asbestos Management System (EAMS) in the correct category and the existing information is uploaded and competently reviewed.

All premises are managed on the EAMS. Category Operational will be managed using the entirety of the EAMS functionality. Category Community Schools and Category Other Council Owned will have pages set up for the local information to be uploaded onto for access and appraisal following audit and for compliance monitoring purposes. This will ensure a positive response to all system searches for buildings within the council estate.

Upon lease expiry and subsequent void premises the Property team will request the current asbestos information from the outgoing tenant for upload to the asbestos management system. This information will be competently reviewed and if required asbestos inspection will be instructed. Void premises which are the responsibility of the council will be managed in compliance with Category Operational

2. Category Operational – Asbestos Management

Category Operational is managed using the platform of the EAMS. The system encompasses the initial data capture as well as subsequent application and maintenance of asbestos information.

Where asbestos-containing materials have been identified at the premises, they shall be adequately and suitably managed for the duration of the life of the premises or until they are fully removed.

All contractors must hold a licence from the Health and Safety Executive before undertaking any licensable work with asbestos in accordance with regulation 8 of the Regulations.

Management Surveys

Following the introduction of asbestos management surveys in January 2010 additional responsibility was placed on the survey planning stage with the specific intention of removing caveats which became prevalent under the previous survey guidance. All surveys conducted will be designed to ensure

they are adequate to provide effective assessment for the provision of safe general occupation and routine maintenance.

Any remedial actions deemed necessary by the surveying / inspecting organisation will be reviewed, specified and managed by the Asbestos Coordinator in a remediation project.

Re-inspections

All identified, retained asbestos-containing materials at the premises will be subject to regular visual re-inspections. Asbestos re-inspections are conducted on a maximum of an annual basis and to be managed by the Asbestos Coordinator. The EAMS monitors the expiry date the current asbestos information and the system will dictate the program to be conducted by the Asbestos Coordinator.

Re-inspections have to be undertaken by competent person(s) as such all re-inspection personnel must have non-licensed asbestos training (Cat B UKATA) in addition to suitable training for asbestos inspection. Re-inspections must reassess the extent of damage and surface treatment of ACMs in order to update the material risk assessment. The priority risk assessment may also be updated if applicable.

For each re-inspection, the applicable data record for each item of retained asbestos material shall be reviewed and updated taking into account changes in its prevailing condition and status since the last inspection and detailing any remedial action required. Any additional suspect or known asbestos-containing materials located during a re-inspection shall be confirmed as such, either by sampling or presumption, and applicable details recorded and added to the inspection / survey report.

The live version of the register will always be available through the EAMS, however where printed versions of survey reports or registers are used on site for reference, they shall be updated following re-inspection or any update. Obsolete printed copies of reports must be suitably disposed of to prevent misinterpretation of information. Premises Managers should always ensure that contractors receive the latest asbestos information when viewed on site.

Survey standards

Appointed surveyors / surveying companies shall comply with the requirements of European Standard BS EN ISO/IEC 17020:2012 for undertaking asbestos surveying and inspections by holding accreditation from the United Kingdom Accreditation Service (UKAS).

All surveys undertaken at the premises must be undertaken in accordance with HSE Document HSG264 - 'Asbestos: The survey guide' and all associated and relevant legislation and guidance.

Any samples taken by the surveyor or other third party, for the subsequent determination of asbestos presence and content must be analysed by an organisation complying with the requirements of European Standard BS EN ISO/IEC 17025:2005 by holding accreditation from UKAS for such work.

Labelling

Asbestos-containing materials at the premises will be assessed on hazard and risk as to the suitability of labelling with asbestos warning signs. The assessment and decision will be made initially by the surveyor but will be reviewed and confirmed by Premises Manager following recommendations made during surveys and re-inspection works.

Asbestos warning signs and labels used will be of a compliant and suitable size and design, fixed in clearly visible locations and to a useful yet manageable frequency. Labels and signs will be the industry recognised standards. Asbestos materials within public areas will generally not be labelled unless specifically required by assessment.

The labelling of asbestos-containing materials shall be carried out by a suitably experienced person utilising a copy of the most recent asbestos register report to ensure accuracy. It is noted that labelling of asbestos-containing materials provides a last line of defence and is no substitute for the correct implementation of the Asbestos Management Plan and associated procedures.

Labelling of ACMs shall be in accordance with schedule 2 of the Regulations.

Approved List of Companies

Only HSE licensed asbestos removal contractors, UKAS accredited surveying companies and analytical laboratories which have been evaluated by the Building Services Team will be invited to provide services.

The performance of asbestos contractors, surveying companies and analytical laboratories will be monitored in relation to all aspects of their work. Companies whose performance fails to meet the required standards may cease to be used.

Premises Managers who seek to commission work themselves will be required to use contractors approved by the Building Services Team and will be further required to demonstrate that they are competent to commission the works by submission of the appropriate CV to the Asbestos Coordinator - submissions and approvals / refusals will be periodically reviewed by the councils estates and health and safety officers.

Employee & Tenant Control

All employees of the council & Capita as well as tenants occupying council premises, shall be instructed on the implementation of the relevant section of

the Asbestos Management Plan and the location of the Site Asbestos Register for the premises they will be working in.

Employees and tenants shall be made aware of the presence and location of asbestos-containing materials within the premises, particularly in their area of work, the associated hazards and risks of exposure, the importance of not damaging or disturbing asbestos-containing materials and measures to be taken in an emergency if the asbestos becomes damaged or disturbed. Training of key stakeholders and personnel will be commissioned by the council to achieve this outcome.

Contractor / Visitor Control

Sub-contractors, maintenance operatives, cleaning staff or other non-council employees or visitors to the premises, who may possibly come into contact with or disturb asbestos-containing materials, shall be shown the Site Asbestos Register and inducted on the implementation of the Asbestos Management Plan and procedures immediately upon their arrival at the site by the site manager or Premises manager. It is the responsibility of the site or Premises Manager to ensure that the latest most up to date information is provided.

The contractor / visitor shall ensure they inspect and understand the Site Asbestos Register and are fully aware of the presence and location of asbestos-containing materials.

Where their work or site activities will, or are liable to, disturb asbestos materials the contractor / visitor must inform the council person responsible for the site. This must be escalated to Asbestos Coordinator in the Building Services Team for review. An assessment of the works shall be undertaken and a decision will be made as to whether the works can proceed safely or if asbestos removal, remediation, refurbishment survey or other actions are required.

It shall remain the responsibility of the contractor / visitor to highlight the risks of works in relation to asbestos and to complete and provide a risk assessment and method statement prior to any works which have any potential to damage or disturb asbestos-containing materials. Risk assessments and method statements are to be reviewed by the person who commissioned the works, who must also be competent to undertake the review.

Any works or activities by contractors or visitors to the premises which expose, damage or disturb a suspect or potential asbestos-containing material shall cease and the emergency procedures shall be followed.

A record of contractors' / visitors' acknowledgement of having read and understood the Asbestos Management Plan and/or Asbestos Register shall be made and retained on site and be signed for by the contractor / visitor.

Information, instruction and training

It is a statutory requirement that adequate information, instruction and training is suitably communicated to employees who are, or who are liable to be exposed to asbestos, including those who supervise or influence the works of those employees.

Formal asbestos awareness training is required to be given to employees whose work could foreseeably expose them to asbestos. It should be given to all demolition workers and those workers in the refurbishment, maintenance and allied trades where it is foreseeable that their work will disturb the fabric of the building because ACMs may become exposed during their work. Exemption from this requirement would apply only where the employer can demonstrate that work will only be carried out in or on buildings free of ACMs.

Asbestos awareness and specific asbestos management training will be given to employees with responsibility for the management of ACM's. Those individuals also have specific responsibilities to which they must be inducted and aware. This training will include the minimum asbestos awareness in addition to specific training on the asbestos management system employed by the council to manage the ACM's for which they are responsible.

Planned works with the potential to disturb ACMs through either non-routine maintenance, refurbishment or construction works will only be managed by individuals who have been suitably trained to conduct this specific role. Where disturbance of ACMs is foreseeable then the Asbestos Coordinator will be consulted at the earliest opportunity.

Training certificates, syllabi and associated information shall be held and maintained by the Premises Manager.

Planned refurbishment works/ Minor works

*Any works which involve drilling, fixing to, demolition or building works must be notified to the CSG Building Services Team in advance of any works taking place. This will result in asbestos registers being checked to ascertain whether asbestos is likely to be present and will set in process a refurbishment and demolition survey if required. **See Appendix A Notification of Change Process.***

Capital project works

*Any projects must be notified to the CSG Building Services Team in advance of any works taking place. This will result in asbestos registers being checked to ascertain whether asbestos is likely to be present and will set in process a refurbishment and demolition survey if required. **See Appendix A Notification of Change Process.***

Refurbishment and Demolition Survey

Any planned construction, building, refurbishment or demolition works which are liable to disturb all or part of any area or element at the premise which are not included within previous or existing asbestos survey reports will require a localised or full Refurbishment / Demolition Asbestos Survey to be carried out, in accordance with HSE Document HSG264 - 'Asbestos: The survey guide'.

Refurbishment / Demolition Asbestos Surveys shall only be undertaken within unoccupied buildings, or parts of buildings, and will inevitably require intrusive inspections to be made into previously sealed or enclosed areas. Following intrusive works an airstest will be required to demonstrate any potential disturbance of ACM has not resulted in elevated fibre concentrations in locations to be subsequently occupied by employees. This air test will be submitted to the site / premises manager or the council responsible person as an airstest certificate to demonstrate safe re-occupation.

Prior to any refurbishment works the requisite refurbishment and demolition survey will be conducted following the same process for appointment the asbestos management surveys, cost of the R+D survey work must be met from the project or works budget. Refurbishment and Demolition surveys involve destructive inspection methods and arrangements must be made by the council's responsible person and the Asbestos Coordinator and agreed upon prior to the survey commencing. For any required repair, making good and cleaning works, either by the surveyor or other party, this is to be documented on the Pre Survey Questionnaire at specification design stage. The emphasis on front end planning is to try and ensure all caveats or limitations are removed from the report (unless agreed with client at the planning stage), so that there is no project delays due to these relating limitations or caveats.

Subsequent remediation works where required will be specified and managed by the Asbestos Coordinator or their designated agent and conducted as a remediation project.

All survey reports shall be held centrally and managed by CSG Estates Service on the EAMS and be easily accessible by the responsible person on site for viewing by any third party whose work or activities may expose them to asbestos-containing materials, or persons requesting the data for assessment.

Asbestos Remediation

Asbestos removal / remediation works will generally be undertaken where:

- Planned building / refurbishment works will, or are liable to, disturb asbestos materials

Regulation 7 requires the removal of ACMs prior to the commencement of major refurbishment works. This may be assessed and asbestos retained only where there is a greater risk posed to employees by its removal than the ACM would pose to be retained. In order to present subsequent contractors with a work environment with the lowest practicable risk compliance to this standard will be required by the council if:

- Survey or re-inspection works identify asbestos in a damaged or deteriorated condition
- Asbestos materials in a previously good condition become accidentally or inadvertently damaged or disturbed;
- A programme of asbestos abatement within the premises is implemented.

Emergency Procedures

In the event of damage (or suspected damage) or disturbance of asbestos containing materials the emergency procedures contained in Appendix B should be followed.

CSG Building Services will act immediately to control the situation and take appropriate action to make safe, remediate the area and sample the materials which are damaged.

The incident will be escalated under the escalation protocol and would be classed as priority 1.

3. Category Community Schools – Asbestos Management

The premises contained within this category have been assessed to demonstrate that the council are not the duty holder but retain employer responsibilities under the Health and Safety at Work etc. Act 1974 and associated regulations.

These premises must demonstrate management arrangement in place that meet the standards set out in Category Operational and must supply details of this to be included on the Electronic Asbestos Management System (EAMS) and will be regularly monitored to ensure they continue to meet the standards described in category Operational.

Continued failure to provide information on the asbestos management arrangements or where they are not demonstrably compliant will result in escalation following the Schools Escalation Protocol

4. Category Other – Asbestos Management

The premises contained within this category will have been assessed to demonstrate that the council are not the dutyholder. However these premises may pose a risk to occupants and public if not adequately managed. Lease arrangements detail a requirement for dutyholders to manage the risks for which they are made responsible. These premises will be periodically audited against legally derived standards

Where properties are not demonstrably compliant and demonstrate a risk to the population this will be suitably escalated. Repeated failure to meet the requirements will be viewed as a breach of lease arrangements and appropriate action will be taken. This will be managed in line with the Escalation Policy.

Appendix A - Notification of change procedure

This Notification of Change form must be used to notify the Asset Management Section of any proposed changes which could have:

- an operational
- building use or
- management impact

on the safe occupation of your building.

This includes works which may alter or disturb the fabric of the building, but equally could be a change in personnel (e.g. asbestos duty holder) or a proposed change in the use of all or part of your building.

Once received, the Building Services Team will review your proposed change and advise you of what actions to undertake to ensure that it is managed appropriately.

Asset Management will also advise/assist with legislative or best practice requirements in relation to your proposal.

Specifically the information will be used to assess the proposal and take into account:

- **Asbestos, fire safety and water hygiene legislation**
- **Planning and Building Control Regulations**
- **Construction Design and Management (CDM) regulations**
- **H&S training implications /requirements**

NOTE : If the proposed change involves alterations to the fabric or other element of your building e.g. electrical wiring, no works can start until this form has been reviewed and formal authorisation has been given by the Building Services team for the works to begin.

Building Name:						
Brief Description of Change (including location if change involves works or change of use)						
Contact Details	Name:		Position:		Tel No:	
					Email:	

Please email this form to: Buildingserviceshelpdesk@barnet.gov.uk

You will be provided with a reference number within two working days of submission.

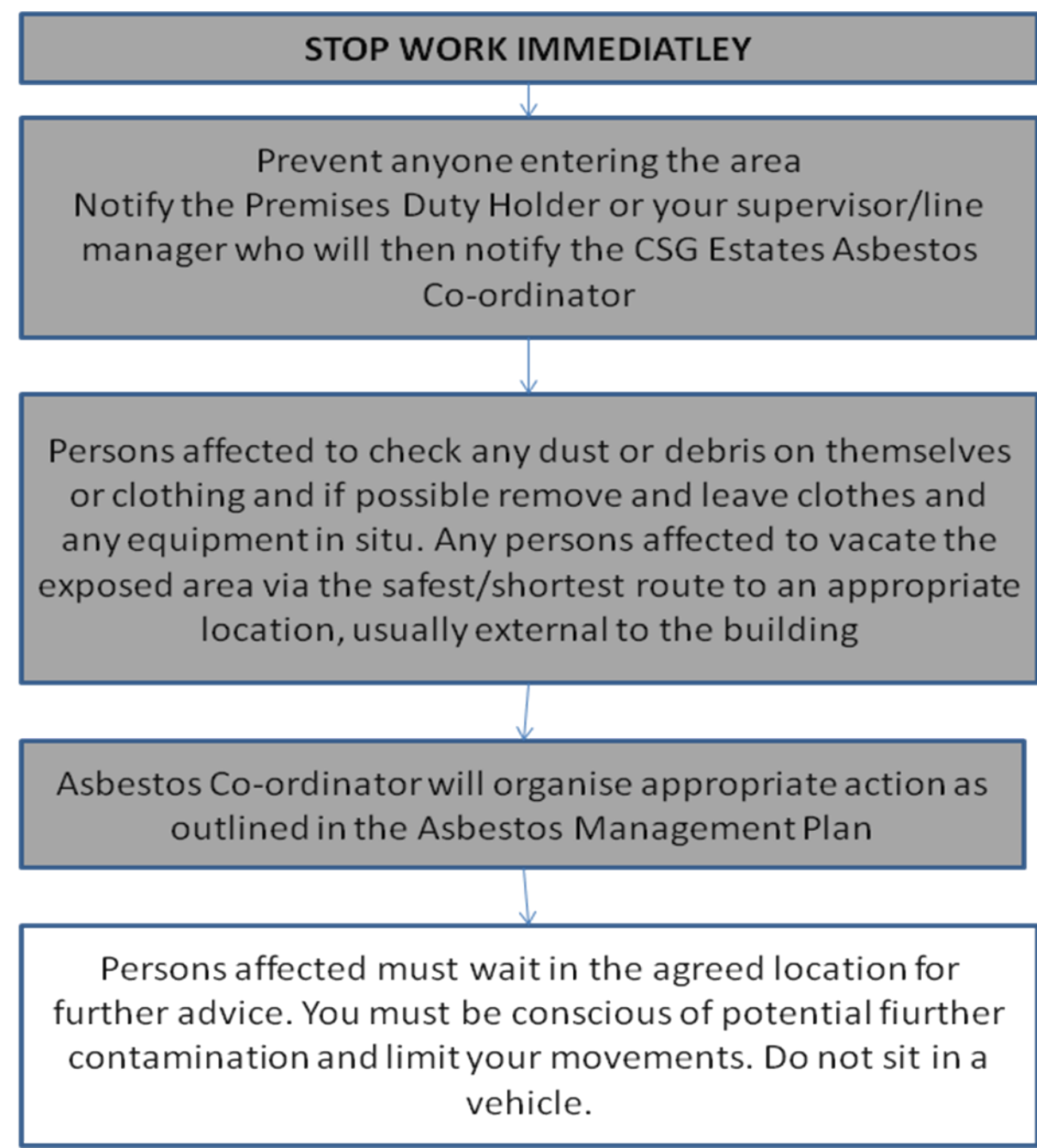
A formal response will be issued within 10 working days of notification detailing any comments and/or recommendations.

If you have any questions or if the matter is urgent, please contact the Building Services Team on **(0208) 359 4543**.

NOTE: The Notification of Change form MUST be submitted to the Building Services Team at least 20 working days in advance of any planned works taking place.

Appendix B – Emergency Procedures

If you think you have disturbed or identified damaged asbestos containing materials



Emergency Contact Details

For general advice and guidance on the contents of this Asbestos Management Plan or any Asbestos related matters including emergencies please contact the following:

- CSG Building Services Team – 0208 359 4543 or
- CSG SHaW Team – 0208 359 7955

Out of Hours Emergencies

- CSG Building Services – 0208 269 2000