

Fierté Multi Academy Trust 		HR Policy Handbook		
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Version Control

Version	Date Approved	Changes	Reasons for Alterations
1	February 2005	New policy to comply with the Control of Asbestos at Work Regulations 2002	Introduction of explicit Duty to Manage asbestos
2	2006	Updated to reflect new legislation Control of Asbestos Regulations 2006	Alignment of several pieces of asbestos legislation
3	February 2010	New policy structure to provide easier guidance to operational staff.	Policy due for review and following external audit report.
4	September 2012	Introduction of notifiable non licensed work as a result of new legislation.	Enactment of Control of Asbestos Regulations 2012
5	September 2014	No Changes	
6	September 2016	MAT Trust	Conversion to MAT
7	September 2017	Trust (x 3 schools) review	

Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures:

- a. Each Premise Manager is aware of the location of asbestos containing materials and presumed asbestos containing materials and has an Asbestos Register available on site.
- b. Staff responsible for the management of the premise are familiar with the contents of the premises Asbestos Register and the asbestos management arrangements.
- c. Staff and contractors whose activities bring them into contact with the fabric of the building have read and signed the Asbestos Register and understand to ensure that they must not disturb asbestos prior to commencing work.
- d. An Intrusive Work Assessment Form is completed prior to any work that interferes with the fabric of the building to determine if further testing is required prior to work commencing and ideally at the planning stages.
- e. A Control of Contractors - Hazard Exchange Form is completed with contractors prior to the commencement of any work activities.
- f. Premise Managers and deputies have completed the Asbestos Management briefing contained in the asbestos register and implemented training matrix requirements.

1. Application

This policy applies to all buildings owned, leased or managed by the Violet way Multi Academy Trust.

2. Introduction

This policy describes the activities and responsibilities involved while working with asbestos, in accordance with the Control of Asbestos Regulations 2012.

Asbestos is a naturally occurring fibrous mineral that is strong and resistant to heat, fire and corrosive chemicals. These qualities made asbestos a popular building material for fire protection and thermal insulation. There are three main types of asbestos:-

- Crocidolite (blue)
- Amosite (brown)
- Chrysotile (white)

Asbestos was used extensively as a building material in Great Britain from 1950 to the mid 1980's and continued to be used in decreasing amounts until 1999. Although some asbestos has been removed, it is likely that many thousands of tonnes are still present within buildings. It is estimated that over half a million non domestic premises currently contain some form of asbestos containing material.

Asbestos is comprised of small fibres, which can only be detected by using a microscope under laboratory conditions. Asbestos fibres are hazardous only when inhaled, because they cause harm to the lining of the lungs. Exposure to asbestos has long term health implications and is linked with lung cancer, mesothelioma and asbestosis. As asbestos ages, weathers or is worked on, it becomes more “friable” and fibres may be more easily released.

Since asbestos is not dangerous unless the individual fibres are released into the air and inhaled, any asbestos present in buildings will pose no harm if it is effectively managed and monitored to ensure it remains in good condition.

However, any activity that causes the fibres to be released will have the potential to cause exposure, for example cutting, drilling, using machinery, removal, sawing, unintentional and intentional damage. Often the people carrying out these types of activities are unknowingly being exposed to asbestos.

3. Aims & Objectives

Policy Objective

The main objective of this policy is to ensure that any asbestos located in the council's building stock is managed in accordance with the legislation. There will also be a requirement for contractors to demonstrate that their staff have sufficient knowledge to recognise asbestos if they encounter it and follow suitable precautionary measures.

The aims of the policy are to:

- Take steps to locate any asbestos containing materials (ACM's) in our premises and assess their condition;
- Maintain records of the location and condition of asbestos containing materials and assess the risk from them;
- Provide information and advice on the location, type and condition of the material to anyone who could be in a position to disturb it;
- Ensure that all contractors working in our premises clearly understand the risks involved in disturbing asbestos containing materials;
- Take all reasonable steps to prevent the accidental release of asbestos fibres;
- Materials where their content is not known must be treated as if it is an asbestos containing material; and
- Implement effective emergency arrangements should an accidental release of fibres occur.

4. Definitions

Asbestos Containing Material (ACM) - any product or material containing asbestos.

Asbestos Register - Document held on site containing the current asbestos survey and associated information. This document is to be signed by all contractors prior to undertaking any work activity and also by council employees who may be arranging or undertaking work at the property.

Management Surveys (Type 2) – Sampling survey of the accessible areas of a building for asbestos to either confirm or refute its presence (non-intrusive i.e. not in cavities, voids etc). In addition to this survey a Refurbishment and Demolition Survey (Type 3) maybe required prior to intrusive work being undertaken.

Refurbishment and Demolition Surveys (Type 3) – Intrusive examination of a building to discover hidden asbestos products prior to refurbishment/other major works including demolition. (Areas inspected typically include wall cavities and other areas not readily accessible). Information gained from these surveys must be used in addition to the information in the Management Surveys (Type 2).

Intrusive Works – Any activity which interferes with the fabric of the building. Intrusive work includes any drilling into walls, cutting, lifting of duct covers, work in ceiling voids, etc.

HSF 45 Intrusive Works Assessment Form and HSF 46 Control of Contractors - Hazard Exchange Form – the council's documents that must be completed jointly by the Premises Manager (including property survey if appropriate) and the Contractor prior to the commencement of any work.

Premises Manager – Designated person who has responsibility for the local management of a premise. They will oversee health and safety management within the premises including the authorisation of works and the control of contractors.

For the purposes of this policy, Duty Holder responsibilities under the Control of Asbestos Regulations apply to council staff with this role. Where buildings have shared occupancy the relevant Premise Managers must co-operate and co-ordinate with each other to ensure they fulfil the obligations of this policy.

5. Arrangements for Applying The Policy

5.1. Asbestos Surveys.

5.1.1 Management Surveys (Type 2)

Surveying, sampling and assessment of asbestos containing materials will be undertaken for all premises (including domestic premises) within the council's property portfolio. These surveys will be prioritised, arranged and authorised by the Asbestos Management Team on the basis of use, age and any previous asbestos information.

The survey and sampling will be carried out by a competent UKAS accredited consultant appointed by the council's Asbestos Management Team. The individual surveyors must be trained to a minimum of P402 (Building Surveying and Bulk Sampling for Asbestos).

Data reports will be produced from which individual site Asbestos Registers will be created by the Asbestos Management Team. This will be held electronically for use by property surveyors and other professionals and a hardcopy will be provided to the site and explained to the relevant Premise Manager.

The database will record evidence of asbestos containing materials and also where sampling identifies that a material does not contain asbestos. Following a positive identification of an asbestos containing materials a risk assessment (inline with HSG 264 and HSG 227) will be completed. This will identify the likelihood of the material to release fibres along with the probability of any exposure to asbestos fibres. This will enable management and control measures to be specified for each asbestos containing material.

Ad hoc sampling will also be undertaken should any suspect materials be discovered that are not detailed in the Asbestos Register.

5.1.2 Refurbishment and Demolition Survey (Type 3)

Prior to the commencement of any works which may disturb hidden asbestos materials it is the responsibility of the person commissioning the works to request a Refurbishment and Demolition Survey from the Asbestos Management Team. The Commissioning Officer must complete the HSF 47 Asbestos Intrusive Survey Request Form (please refer to Intrusive Survey Request Guidance document for more information) to initiate this process. The Asbestos Management Team will then appoint a competent consultant to undertake the survey and produce a report.

To assist the commissioning officer in determining if a Refurbishment and Demolition Survey (type 3) is required they must complete, at the planning stages, the HSF 45 Intrusive Work Assessment Form.

All demolition projects in buildings constructed before the year 2000 must have a full Refurbishment and Demolition Survey (type3) completed prior to commencement of works. As much asbestos as is reasonably practicable must be removed in accordance with section 5.7 before demolition works commence. These works will be project managed by the Asbestos Management Team.

5.1.3 Management Surveys (Type 2) Re-inspections

The Asbestos Management team will run an ongoing programme of re -inspections of premises to reassess the condition of all previously identified accessible asbestos containing materials. Asbestos materials previously identified but located in unoccupied areas such as voids, floor ducts etc will be re-inspected on a three yearly basis.

If the annual re-inspection identifies any non compliance issues regarding effective management of asbestos in the premises, the Asbestos Management Team will complete Annual Re Inspection Non Compliance form HSF68 to record the issues

identified, make formal recommendations and request Investigation both locally by the Premise Manger and by the Health and Safety Team if the need is identified.

Following these re-inspections updates for on site Asbestos Registers will be produced and distributed. Also the council's electronic asbestos management database will be updated.

5.2 Asbestos Registers

The Asbestos Register will be maintained and updated on a regular basis by the Asbestos Management Team.

Property Surveyors and other commissioners of works must ensure that they advise any contractor of the information contained in the Asbestos Register regarding any areas of known or presumed asbestos containing materials when work instructions are issued.

Prior to the commencement of any works which may disturb hidden asbestos materials it is the responsibility of the person commissioning the works to request a Refurbishment and Demolition Survey from the Asbestos Management Team (see section 5.1.2 above).

If no information is available then asbestos materials must be presumed to be present (unless the Intrusive Work Assessment Form has been completed and provides suitable evidence that asbestos is not present) and a suitable survey requested (see sections 5.1.1 and 5.1.2 above).

It is essential that all the information held in the Asbestos Register is available at all times for use by contractors and other individuals carrying out works in the premise.

Contractors must have access/ a copy of the Asbestos Register and relevant Refurbishment and Demolition Surveys (Type 3) prior to works commencing and that they sign the relevant section of the Asbestos Register to confirm that they have reviewed and understand the information contained within.

5.3 Letting Tenders and Issue of Works

Commissioning Officers must at the point of tendering works provide information on all known or presumed asbestos containing materials, including where required the results from any Refurbishment and Demolition Surveys (Type3), to those contractors tending for the works.

Any asbestos identified that would be disturbed by the works to be undertaken must be removed in accordance with Section 5.7 of this document prior to commencement.

5.4 Selection of Contractors

Contractors working on behalf of the council must work in accordance with this policy. Contractors are required to be CHAS Approved and have Construction Line registration.

Commissioning officers must ensure that the contractors used are competent for the activities for which they are being contracted. Commissioning officers are encouraged to only use contractors from councils "Pre - qualified Contractors List".

Contractors appointed to act as the Principal Contractor under CDM must be CHAS Approved for the Principal Contractor category.

If a Commissioning Officer decides not to use a contractor on the council's "Pre - qualified Contractors List" they take complete individual responsibility for ensuring that they undertake and document their own assessment of the contractors competency (this assessment must include an assessment that the contractors are competent in relation to the management of health and safety and asbestos management).

It is recommended that commissioning officers check for recent enforcement notices against the contractor using the [HSE website](#) .

Contractors found to be in breach of this policy will be subject to investigation and possible suspension from the council's "Pre - qualified Contractors List".

On appointment of a contractor (who will disturb or work on the fabric of the building) it is essential that the HSF 46 Control of Contractors - Hazard Exchange Form is completed and the contractor confirms that their operatives and subcontractors have received asbestos awareness training.

5.5 Control of Contractors

HSF 46 Control of Contractors - Hazard Exchange Form must be completed with the contractor prior to the commencement of works to ensure that the Premises shares hazard information regarding the premises with the contractor and control measures are agreed. The site arrangements to manage safety must also be agreed e.g. contractors parking, delivery arrangements, first aid etc. The contractor should also as part of this process provide the Premise Manager/Representative with details of the hazards their activities will present and how they will be controlled. Method statements/risk assessments may be provided.

Premise Managers should ensure that the document is signed by all relevant parties, including if required the Property Surveyor. The contractor should be provided with a copy of the completed HSF 46 Control of Contractors - Hazard Exchange Form.

Premise managers must monitor contractors' activities at regular intervals to ensure that they are operating as agreed and in a safe manner. Any concerns should be brought to the contractor's attention immediately and actions agreed before work continues.

5.6 Labelling of asbestos containing materials

The council does not use labels to identify the presence of asbestos containing materials; the identification process is managed through the onsite asbestos register and control of contractor arrangements.

Some asbestos labels do exist and are a legacy of previous management arrangements. Premise Managers and Contractors must not use asbestos labels as a definitive indication of the presence of asbestos in a building. The Asbestos Register must be referred to before any work commences.

5.7 Removal of Asbestos

Licensed Asbestos Removal Contractors will be used for all (this includes non licensed work activities) works involving the removal of asbestos containing materials. These contractors will be [HSE approved contractors](#) and will be required to provide a copy of their HSE licence.

Before work is undertaken, where asbestos is present in any form, the Control of Asbestos Regulations requires that an assessment is completed. This assessment must be in writing and will cover the following:-

- A description of the work, including type of work. For example repairs and removal;
- The type, quality and condition of the asbestos containing material;
- The steps to be taken to prevent or reduce exposure to the lowest level reasonably practicable including the reasons for the chosen work;
- The steps to be taken to control the release of asbestos into the environment;
- Details of expected exposure and the number of people affected;
- Procedures for the removal of waste in accordance with the special waste regulations;
- Procedures for dealing with emergencies;
- Use and decontamination of personal protective equipment (PPE) including respiratory Protective equipment (RPE); and
- A check on the proposed contractors competence (and any pending notices) using the HSE website.

Independent air monitoring must be contracted (via a separate order) by the council with a competent UKAS Accredited Analyst who will produce air monitoring records, clearance testing and issuing of reoccupation certificate once the work is completed (where required).

All works for asbestos removal and air monitoring/clearance testing must be issued directly by the Asbestos Management Team to ensure that council records and asbestos registers are accurately maintained and updated.

Commissioning Officers must complete Asbestos Removal Request Form to request the Asbestos Management Team to initiate the removal of known asbestos containing materials prior to other works commencing.

Some schools that have the autonomy to raise their own orders or arrange work independently of the council must ensure that the Asbestos Management Team is kept informed where the school intends to remove asbestos identified in its Asbestos register. They must ensure that the contractors appointed to undertake the removal works hold the correct licence issued by the HSE and required air monitoring is undertaken to ensure normal occupancy can resume following removal. The Asbestos Management Team must have copies of the contractor's method

statements, air monitoring paperwork and reoccupation certification and waste disposal notices.

5.8 Personal Protective Equipment

When a risk assessment identifies the need for personal protective equipment (PPE) Respiratory Protective Equipment (RPE) or other measures to prevent or control exposure to asbestos these control measures must be implemented and monitored to ensure suitable protection of staff and other building users.

5.9 Training

Appropriate asbestos awareness training will be provided to individuals identified in the management of, use of, repair of or maintenance of council premises. These training requirements are set out in the Training Matrix Appendix 2.

All council employees are required to be briefed on the council's asbestos management arrangements by reading the employee information leaflet as part of their induction

Professional Advisors e.g. Asbestos Management Team and representatives of the Health and Safety Team will have a minimum of the P405/P402 (Management of Asbestos in Buildings) to ensure that a good level of professional competency and advice can be offered to Premise Managers and other duty holders.

5.10 Reporting of incidents

For the purposes of this policy an incident will be deemed to be the accidental or deliberate disturbance of any known or presumed asbestos containing material.

It is the responsibility of the Premise Manager or other responsible person to report any such incident immediately to:

- Asbestos Management Team; and
- Health and Safety Team using the County Accident Form HSF40.

See Section 7 for contact details.

Premise manager to follow emergency procedures whilst awaiting investigation of the incident. See Section 5.10 below.

Upon receipt of notification of an incident the Asbestos Management Team will visit site/send a competent analyst to investigate and arrange for any required reassurance air testing to assess the risks. The outcomes will be documented on the HSF 48 Asbestos Incident Form and the completed copy provided to the Health and Safety Team. The Health and Safety Team will complete an internal investigation report and make recommendations as required. This report will be shared with relevant senior managers and premise manager.

The Health and Safety Team will report the incident to the Health and Safety Executive in accordance with RIDDOR Regulations and HSE (OC265/48 version 3) "Part 2 Exposure to asbestos from work activities advice for employees and members of the public". The HSF 48 Asbestos Incidents Form will be returned to Asbestos Management Team once the reporting decision has been taken.

5.11 Emergency procedures

The emergency procedure to be followed in the event of unexpected disturbance/suspected disturbance of known/presumed asbestos containing material: -

- Stop the work immediately;
- Evacuate the area and prohibit further access;
- Leave all contaminated material in the area including contaminated clothing;
- No attempt should be made to clean the area; and
- Report the incident immediately as detailed in Section 5.9.

See Appendix 3 for Incident Response and Emergency Procedures flow chart

5.12 Working in Partnership

The Trust as well as SCC will provide on request the details of the location of known and presumed asbestos containing materials to Stoke on Trent and Staffordshire Fire and Rescue Services for emergency risk management processes, or if a legitimate request from another partner agency is made.

5.13 Monitoring and Review

The Health and Safety and Asbestos Management Teams will review this policy:-

- once every two years, or
- if legislation changes; or
- if a significant incident occurs.

In addition the council will undertake a formal audit at least every five years. This will be undertaken using an external specialist who will, at the request of the Asbestos Management Team, provide information on the effectiveness of the current policy and procedures and also those areas where change is required owing to revised legislation or to improve the asbestos management process within the council.

A selection of the Internal Health and Safety Audits of council services will review local arrangements for the management of asbestos within the operational control section of the audit. This will allow the council to monitor trends and ensure that Premise Managers are fulfilling their duty holder responsibilities.

6. Key Accountabilities

6.1 Policy Makers and Planners

- Health and safety management is devolved for practical purposes. However the overall responsibility for health and safety of the authority's employees and others affected by our work activities rests with the employer. That is the council members, the Chief Executive and Senior Leadership Team.
- The Senior Leadership Team are responsible for ensuring suitable resources are available for the effective management of asbestos and that this policy is implemented effectively through out their areas of responsibility.

- Ensure access to competent advice and support to allow the authority to manage asbestos in accordance with the Control of Asbestos Regulations and supporting Approved Codes of Practice.
- Senior Leadership Team will receive quarterly performance management information.
- Planners must ensure that a named Premise Manager is appointed for each county council workplace;

6.2 Premise Managers

All Premises Managers across the Trust and with full range of the County Council's services to whom "Duty Holder" responsibilities have been delegated will ensure, so far as is reasonably practicable, that the following requirements are met at the premises under their control:-

- To have completed the Level 2 Asbestos Management Intranet Briefing and Self Assessment. Ideally to also attend Level 3 training (see Appendix 2 Training Matrix)
- Ensure that in their absence a responsible person is on site to implement this policy;
- Be aware that hidden asbestos may still be present in their premises even though a Management Survey (type 2) has been undertaken;
- Ensure that they are familiar with the contents of the Premises Asbestos Register and ensure it remains accessible and available on site at all times. Where an Asbestos Register is not available no work shall commence until the presence of any asbestos containing materials has been investigated. If the Asbestos Register has been mislaid information is available from the Asbestos Management Team;
- Ensure local arrangements are established to ensure that the contents of the Asbestos Register is communicated to all parties who work on or disturb the fabric of the building;
- Ensure that before contractors undertake any work on the fabric of the building:
 - A Hazard Exchange Form is completed and precautionary measures identified,
 - The whereabouts of known asbestos is identified to the contractor,
 - The contractor reads the contents of the Asbestos Register and signs to say they have read it.
 - In the case of intrusive work, ensured the completion of an Intrusive Work Assessment Form.
- Identify all in-house staff whose work is likely to involve them in building maintenance work/having contact with the fabric of the building (e.g. caretaker, handyman, etc) and ensure that such employees:

- Are informed of the whereabouts of asbestos materials so that their operations do not disturb or damage them.
 - Read the contents of the Asbestos Register and sign to say they have read and understand it.
 - Receive appropriate level of training See Appendix 2 Training Matrix
- Presume that materials contain asbestos, unless there is strong evidence that they do not.
 - Ensure that work undertaken will not cause exposure to asbestos and that appropriate preventative and protective measures are implemented.
 - Complete visual inspection of previously identified known and presumed asbestos containing materials that are safely accessible; (as required by the Annual Health and Safety Evaluation Checklist HSF1)
 - Report any concerns regarding the condition of known/presumed asbestos containing materials immediately to the Asbestos Management Team;
 - Implement the Emergency Asbestos Procedure promptly where any known/presumed asbestos containing materials has been damaged and may have exposed persons to airborne asbestos fibre.
 - Whenever a change of use for any building or part of a building is proposed, notify the Asbestos Management Team who will ensure that a re-assessment of the risk is undertaken.
 - Where known/presumed asbestos containing materials have been identified, ensure that no invasive fixings (e.g. drawing pins, nails, screws, etc) are used in these areas. Breaches of this policy howsoever caused must be reported to the Health and Safety Team for investigation
 - Some Premise Managers will also have the autonomy to commission projects independently e.g. Head teachers. Please refer to responsibilities in section 6.3.
 - Premise Managers arrange their own works requiring asbestos removal/surveying must ensure that copies of all documentation are forwarded promptly to the Asbestos Management Team. (Council strongly advises against this practise). In such circumstances they must also ensure:-
 - Licensed contractor is used;
 - Suitable Method Statements have been completed
 - Where required, works are notified to the HSE
 - Adequate air monitoring and certification of reoccupation is provided.
 - Consignment notes for removed asbestos are received.

6.3 Commissioning Officers

Staff with responsibility for arranging work to premises (whether carried out by contractors, Council staff or others) must ensure, as far as is reasonably practicable, that:

- Information relating to the location and condition of Asbestos Containing Materials will be given to people who may disturb them during work activities including care and cleaning staff.
- No work will be undertaken until the Hazard Identification Checklist has been completed by the Premises Manager and contractor. Work may only commence when measures to deal with any identified hazards have been agreed.
- No intrusive work will be undertaken until the Hazard Identification Checklist and the Intrusive Works Assessment Form have been completed by the Premises Manager and contractor. Work may only commence when measures to deal with any identified hazards have been agreed and a permit has been issued by the Premises Manager to the person carrying out the works.
- Commissioning Officers must complete Asbestos Removal Request Form to request the Asbestos Management Team to initiate the removal of known asbestos containing materials prior to other works commencing.

6.4 Waste Manager

The Waste Manager is responsible for:

- Providing suitable facilities to receive bonded asbestos products at each of the Council's household waste sites.
- Ensuring that operatives receive level 2 training in accordance with Appendix 2 Training Matrix.
- Recording the date received, types and quantity of all asbestos materials accepted.
- Providing advice and guidance to members of the public detailing how asbestos materials are to be handled to avoid exposure to fibres.

6.5 Occupational Therapy Technicians

Occupational Therapy Technicians (OTTs) operate within the Social Care and Health Directorate to provide a facility for the installation of therapy equipment and aids to access for people with disabilities in Council and privately owned properties.

All OTT operatives will receive level 2 training in asbestos awareness and must use all of the supplied control measures in accordance with local risk assessments prior to commencement of works.

6.6 Employees

Every employee of the Council will:

- Not interfere with or misuse any equipment which is provided to control exposure to airborne asbestos fibre.
- Immediately report to the premises manager any damage or disturbance of asbestos containing materials or suspected asbestos containing materials that he or she may become aware of.
- Comply with any working procedure to ensure that their own exposure to airborne asbestos fibre, and that of others, who may be affected by their activities, is kept to a level which is as low as reasonably practicable.
- Use all control measure equipment, Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) that is provided for the safe conduct of any works.
- Not carry out any invasive fixings (e.g. drawing pins, nails, screws etc) without the prior approval of the Premises Manager.

7. Specialist Advice

7.1 Asbestos Management Team

The Asbestos Management Team co-ordinates the management of asbestos across the council. Its principal activities are:-

- Managing a prioritised initial survey and re-inspection programme;
- Maintain the electronic asbestos management database for each premise and archiving historical information;
- Produce and distribute the Asbestos Registers for each premises to the relevant Premise Managers (including any updates);
- Provide advice and guidance on asbestos related matters;
- Project manage remediation and removal works;
- Facilitate emergency works if required; and
- Carrying out periodic audits and investigations.

A helpdesk is available from 9.00am – 5.00pm Monday to Friday on 01785 277699. Outside these hours please contact the emergency contact number 01782 749910

7.2 Occupational Health

- Arrange for a consultation with employees who have been exposed to elevated levels of asbestos; and
- Provide health surveillance if requirement is identified (including maintaining suitable records).

7.4 Health and Safety Team

The Health and Safety Team will provide specialist support and advice to Premise Managers on management of asbestos containing materials. This includes delivery of an annual health and safety training plan which will include Premises Management Training and Asbestos Awareness Briefings.

The Health and Safety Team will also ensure that a selection of each year's internal health and safety audits review local implementation of this policy by Premises Managers as part of the operational control section of the audit.

All incidents of accidental disturbance of asbestos will be investigated by a Health and Safety Advisor, an incident report produced and recommendations communicated to all relevant parties.

8. Legislative Framework

- a. The Health and Safety at Work Act
- b. The Management of Health and Safety at Work Regulations
- c. Control of Asbestos Regulation 2012
 - i. L143 Work with materials containing asbestos
 - ii. L127 The Management of asbestos in non domestic premises
 - iii. HSG 227 A comprehensive Guide to Managing Asbestos in Premises
 - iv. HSG 264 Survey Guide
- d. Construction Design and Management Regulations 2007
- e. Special Waste Regulations 2005

9. Further Advice and Information

This policy document is for general guidance only. If you need any further advice on how to apply this policy please contact the Health and Safety Team.

Further background information on this topic is available on the following Website:
www.hse.gov.uk

10. Related Policies

HR58 Control of Contractors

11. Standard Documents

HSF 45 Intrusive Works Assessment Form

HSF 46 Control of Contractors - Hazard Exchange Form

HSF 47 Asbestos Intrusive Survey Request Form

HSF 48 Asbestos Incident Form

HSF 49 Asbestos Removal Request Form

HSF 50 Visual Inspection of known asbestos and presumed asbestos containing materials form

HSF 68 Annual Re Inspection Non Compliance form

12 Appendices

Appendix 1 Asbestos Intrusive Survey Request Guidance

Appendix 2 Training Matrix

Appendix 3 Asbestos Management Incident Response and Emergency Procedures

Appendix 4 Frequently Asked Questions

Asbestos Intrusive Survey Request - Guidance

This process must be followed where it is decided that intrusive samples are required to locate asbestos materials prior to the commencement of project works.

It is also still essential that you refer to any available Management Surveys (Type 2) information and pass this on to those who may be undertaking the project works.

- Complete the survey request form and e-mail to Zoe Capewell
zoe.capewell@staffordshire.gov.uk
- Provide as much detail regarding the works as possible; this is an essential requirement to enable an effective survey to be undertaken.
- Provide marked drawings detailing the areas where the works are to be carried out (services must also be considered at this point e.g. cabling and pipe work runs)
- It may be necessary to arrange a site meeting to ensure that all those involved have a clear understanding of what is required and what can be delivered, if this is the case the Asbestos Management Team will arrange a mutually convenient date and time.
- It is important that a realistic timescale is given for the return of the information normally at least 4 weeks will be required from request to receipt of report.
- The cost of undertaking the survey and also the cost for the removal of any identified asbestos materials shall be charged to the project budget. Initially the Asbestos Management Team will require an order number or details of the cost code to be used.
- Intrusive samples by their nature will cause damage to the fabric and décor of the building and only minimal making good will be carried out by the surveyors on site (covering sample points with self adhesive patches). This should be explained to building users prior to the surveys being undertaken.

Asbestos Management Team Contact Details

Jason Bunn Team Leader 01785 277772 Mob 07773792116
Andrew Bell Senior Surveyor 01785 277699 Mob 07773792093
Andrew Richards Senior Surveyor 01785 277699 Mob 07773792098
Zoe Capewell Admin Assistant 01785 277239

Appendix 2

Asbestos Management Training Matrix

Job Role	Level of Training	Refresher Frequency
Premise Managers	On induction = Level 2 Progressing to Level 3	Annually to review the Level 2 Training
Caretakers/Handypersons/OTT's	Level 3	Annually to review the Level 2 Training
Commissioning Officers (other than Premise Managers e.g. property surveyors, architects etc).	Level 3	Annually to review the Level 2 Training
Policy Makers and Planners	Minimum Level 2 (Depending on role and responsibilities regard property management).	Annually
Professional Advisors • All AMT • SHSS min 4 staff	Level 4	AMT – Annual CPD SHSS – Annual Update by AMT.
Waste Disposal Operatives	Level 2	Annually
Cleaning Supervisors	Level 2	Annually
Cleaners	Level 1 – On Induction Existing Staff next H&S Talk & Newsletter	Annually article in Newsletter
Catering Staff	Level 1 - On induction Existing Staff via Network meetings and Newsletter	Annually article in Newsletter
Employees	Level 1 - On induction Existing Staff next PPR/1-2-1 meeting.	Annually article Health and Safety Newsletter

Level 1 (Basic Information) = Familiar with contents of the Asbestos Employee Information Leaflet

Level 2 (Awareness) = Completed the Asbestos Management Internet Briefing and Self Test.

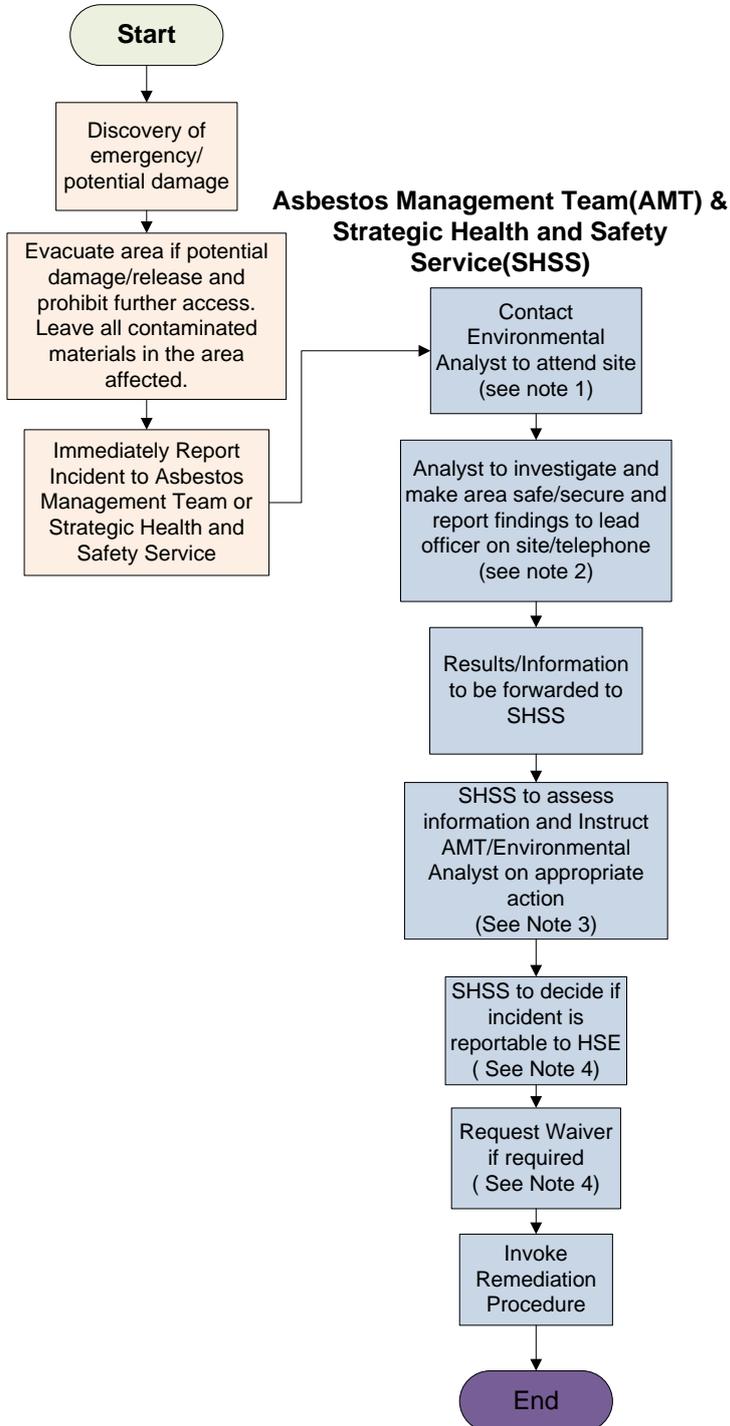
Level 3 (Management) = Asbestos Awareness Training (This may be stand alone Asbestos Awareness Training Course or module in any of the following internal courses:-

- Safe Premises Management;
- H&S Co-ordinators Course;
- Caretakers Training.

Level 4 (Professional) = nationally recognised asbestos course with examination to achieve either P405/402.

Staffordshire County Council Incident Response and Emergency Procedures

All Employees/Contractors



Notes

Emergency is defined as the discovery of damage to ACM or suspected ACM or the urgent removal/making safe of ACM to allow other emergency works to proceed.

Note 1

In certain circumstances it may also be appropriate to contact removal contractor to instigate immediate clear up see note 4).

Note 2

Analyst to complete site diary sheets and provide photographs and analyst's results. Lead officer to complete the Asbestos Incident Report Form detailing recommended actions and information to make decision on if waiver required from HSE for clear up, removals, environmental clean etc.

Note 3

SHSS to assess information and following SHSS Office Procedure 011 implement action to manage the situation. Work in close partnership with AMT and Specialists (Analyst/Removal Contractor).

Note 4

When deciding if incident is reportable refer to SHSS Office Procedure 011. SHSS to decide if waiver is required following SHSS Office Procedure 011. If reportable and waiver required ensure contact local HSE Inspector directly before HSE Incident contact centre. SCC must do cover note to go with Removal Contractors waiver request paperwork.

Frequently Asked Questions

1. Does asbestos have to be removed?

Although asbestos is a hazardous material it can only pose a risk to health if the asbestos fibres become airborne and are then inhaled. Therefore most asbestos materials pose little risk unless they are disturbed in some way that allows the fibres to be released into the atmosphere. Where the material is in good condition and in a location where it will not be disturbed it should be left in place and effectively managed.

2. What materials contain asbestos?

Asbestos may be found in a variety of locations within a building, for example:

- Fire breaks in ceiling voids
- Thermal lagging, e.g. of boilers
- Ceiling and floor tiles and Artex
- Sprayed asbestos – generally used as fire protection in ducts,
- Firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steelwork
- Millboard, paper and paper products used for insulation of electrical equipment. Asbestos paper has also been used as a fire-proof facing on wood fibre board;
- Asbestos cement products, used as roof and wall cladding

3. What responsibilities do I have as Premise Manager?

You should read the Asbestos Management Policy for complete details and responsibilities. In summary as Premise Manager you have responsibility for ensuring that:

- The asbestos policy is fully complied with.
- The recommendations in the asbestos register are implemented.
- Arrangements are put in place so that all contractors/staff working on the fabric of the building read the asbestos survey and sign the log book before commencing any work.
- All employees are aware of the local asbestos management and the asbestos register.
- Any failings/issues with asbestos management are reported to your manager immediately, and to Asbestos Management Team or Health and Safety Team.

4. I think there is damaged asbestos in my building what do I do?

Stop any work in that area, seal the area off and evacuate the area. Inform your line manager immediately so that the necessary arrangements can be made to assess the materials. Immediately contact the Health and Safety Team on 01785 355777.

5. Contractors are refusing to sign the Asbestos Register what do I do?

Inform the premise Manager and the Property Surveyor/officer responsible for arranging the contract. Contractors **must not** be allowed to start work until the asbestos register

then you must ensure that they are competent to do any work specified. If this involves working on asbestos containing materials then you must ensure that they are where necessary licensed for the work and that they have specific Employer's Liability Insurance for work with asbestos containing materials. It is strongly recommended that any work on asbestos or asbestos containing materials is arranged through Asbestos Management Team

6. What do I do if I lose the Asbestos Register report or log book for my building?

Immediately contact the Asbestos Management Team for a replacement.

7. How do we know if we have asbestos in the building?

Most asbestos will be recorded in the Asbestos Register. However the register is based on a Management Survey (Type 2) which is not intrusive into the structure of the building and so some materials will not have been samples and tested as it would be too destructive. It must be presumed that these materials are potential asbestos containing materials until they are tested, by accredited laboratories, if work on these materials is required.

In some places asbestos will be labelled. Do not rely on labels to identifying asbestos as not all identified asbestos will be labelled. It is crucial to read the Asbestos Register. If you are not sure please contact the Asbestos Management Team or Health and Safety Team for advice.

8. What can my Caretaker do in the building?

Your caretaker/handy person etc. should be fully competent and trained in any tasks they undertake. They should also have written limitations on work that they can or cannot undertake, e.g. drilling in asbestos ceiling. It is important that the limitations are developed in accordance with the information in the Asbestos Register. Your caretaker/handy person etc. must be familiar with the site(s) Asbestos Register and have signed the declaration section. They must also have completed asbestos awareness training and be familiar with the Asbestos Management Policy.

9. What do I have to tell my staff about asbestos in the building?

You must make all staff aware of the asbestos policy and the asbestos register. You must also make them aware of any limitations in place, e.g. not affixing pins in asbestos ceilings.

Any staff who deputise for Premise Managers or who liaise with contractors must be fully aware of the asbestos management procedures and procedures for managing Contractors. They must know that the Intrusive Works Assessment Form must be completed prior to undertaking work on the fabric of the building, and that the contractors must read and sign the Asbestos Register before commencing any work. A Control of Contractors Hazard Exchange Form must also be completed to ensure hazards associated with contractor's activities are effectively managed.