



**Exeter City Council**

**The Management of Asbestos**

**in**

**Exeter City Council Premises**

**Policy, Strategy, Management Responsibilities and Implementation Procedures for  
the Management of Asbestos in Exeter City Council Buildings**

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## 1. INTRODUCTION

This document should be read in conjunction with all current Regulations, <http://www.hse.gov.uk/asbestos/>

Historically asbestos has been used extensively in buildings, due to its insulation and fireproofing properties, physical strength and low cost. Asbestos Containing Materials (ACMs) formed an integral part of building construction up to the late 1990s and as awareness of the problems associated with asbestos increased some of the more hazardous materials have been removed. The use of ACMs in building construction and refurbishment is now prohibited by law, but even so, many buildings still have ACMs remaining within their fabric.

When asbestos fibres are inhaled, there is a serious risk to personal health. The most severe health effects, including Mesothelioma, lung cancer and asbestosis were not evident until many years after the first exposures allowing the asbestos industry to grow and establish itself.

Unless preventative measures are taken, people using and occupying buildings may be at risk of exposure to asbestos fibres. These people will include those involved in building maintenance operations as well as other people not normally associated with the building trade, for instance, computer cabling installers, fire/intruder alarm installers, telephone engineers, plumbing/heating engineers, emergency services and normal building users. To minimise this risk the Council will ensure that all reasonable care is taken to ensure that ACMs are identified and managed correctly. For instance, if they have a sealed surface and are left undisturbed, they present no risk to the building users but if the surface is damaged loose fibres can be released into the atmosphere creating a health risk to people in the area.

## 2. POLICY STATEMENT

In all matters relating to the presence of ACMs in Council premises, the Council will maintain a safe and healthy environment by:

- Complying with all regulations relating to the control of asbestos
- Ensuring that workers, employees and premises users do not disturb or work on any ACMs without taking the proper precautions. This means any work, such as drilling, breaking, removing, sawing, painting, sanding down, sticking posters, pinning posters etc that could disturb asbestos containing material.
- Taking all reasonable steps as necessary to identify the presence of asbestos in Council buildings where the Council is the duty holder.
- Managing and minimising the risks where ACMs remain in buildings.
- Removing (where reasonably practicable) ACMs where the risk to building users is assessed as being un-reasonable.
- Conducting an annual training programme in accordance with Regulation 10 of the Control of Asbestos Regulations 2012 (CAR 2012).
- Ensuring that the condition and location of all ACMs is known in the long term and that this information is passed on to those liable to disturb them.

### 3. AIM (NON-DOMESTIC)

The Control of Asbestos Regulations 2012 (CAR 2012) specify duties with which any person who has responsibility for the maintenance or repair of buildings must comply.

The purpose of this policy is to:

- Assist Council staff in compliance with Regulations.
- Define the responsibilities of Council staff in relation to the management of asbestos.
- Have clear procedures for the management of asbestos in Council premises.
- Raise awareness of the issues relating to the management of ACMs in Council premises.
- Minimise the risk from asbestos to any person using Council premises.
- Provide guidelines for policy review, training and the recording, management and safe removal (where appropriate and practicable) of ACMs.

**The requirement for the Duty to Manage ACMs, (Regulation 4, Control of Asbestos Regulations 2012) does not apply to domestic buildings (with the exception of communal areas). The Council has a separate policy for management responsibilities and procedures in relation to domestic premises under its control. See appendix 8.**

### 4. MANAGEMENT RESPONSIBILITIES

Current asbestos legislation allocates responsibility for properties according to the concept of the duty to manage premises (Regulation 4 CAR 2012). These regulations state that the duty to manage a property may be held by the owner/employer of that property. It is important to note that the law states that duty cannot be delegated (yet an individual may delegate management responsibility for that duty). Therefore, the duty holder for the majority of council buildings (excluding buildings managed by Estates Services) will be the Council via Executive, and responsibility for this duty will be delegated through the council management chain.

These management responsibilities are defined in the Exeter City Council Health & Safety Policy.

Set out below are specific additional responsibilities relating to the management of asbestos in council premises. All ADs and CMs within the Council have duties under CAR 2012, the implementation of these duties may be delegated, however, the responsibility remains with the AD and CM and ultimately with the Directors and the Chief Executive.

#### 4.1 Chief Executive and Directors

With regard to all health and safety legislation the Chief Executive and Directors are responsible for supplying adequate resources and support to ensure that the Council's legal obligations are fulfilled.

#### 4.2 Assistant Director Environment

Responsible for identifying and coordinating adequate resources to enable the following:

- The development and review of asbestos policies and procedures for Council non-domestic premises.

- Completion of the planned asbestos surveying, testing and consequential removal programme at all Council non-domestic premises.
- Maintenance of a list of competent and approved UKAS consultants and contractors for surveying, analytical testing and removal work.
- Maintenance of the asbestos database.

#### **4.3 Assistant Director Economy (in respect of commercial premises)**

Responsible for identifying and coordinating adequate resources to enable the following:

- The development and review of management plans for ACMs in Council commercial premises where the Council is a duty holder.
- The development and supply of information for tenants relating to the presence of ACMs where appropriate.
- The identification to the Safety and Asbestos Officer (SAO) (Environment Directorate) of all assets under their control for inclusion into the asbestos survey, testing and consequential removal programme.
- The identification of premises duty-holders where leased or managed by estates.
- Maintenance of the GVAS database where it relates to asbestos.
- Ensuring that premises are re-surveyed for asbestos when vacated and prior to occupation by new tenants.

#### **4.4 All Assistant Directors and Corporate Managers (ADs and CMs)**

Responsible for identifying and coordinating adequate resources to enable the following:

- The implementation of the policy and procedures set out in this document.
- Establishing systems and procedures to allow facilities managers to fulfil their role.
- The management of ACMs that remain in buildings under their control.
- The suitable and sufficient risk assessment of any ACMs prior to works that they are ordering at their premises.
- Commissioning Refurbishment and Demolition surveys (through Environment Directorate where appropriate) within an adequate timescale prior to demolition, construction or refurbishment works.
- Ensuring liaison with staff from Environment Directorate to maintain, update and use the asbestos registers for their premises.
- The distribution of premises asbestos registers or information relating to ACMs on site to facilities managers, tenants, contractors, designers etc where appropriate.
- The management control of all of contractors operating in buildings for which they are responsible.
- Adequate employee training and retention of such records including induction.

#### **4.5 Principal Health and Safety Officer (PHSO)**

Responsible for:

- Providing guidance and assistance to all Assistant Directors (ADs) and staff with their responsibilities in matters relating to asbestos.
- Monitoring the application of the policy and adequacy of management arrangements, reporting findings from time to time to SMT/ELF/Key Partners.
- Reporting incidents/accidents under RIDDOR as necessary.
- Investigating incidents/accidents as necessary.

- Assisting in maintaining and reviewing the asbestos policy with the Safety and Asbestos Officer (SAO)

#### **4.6 Facilities Managers**

Facilities managers control day-to-day access and egress, along with maintenance operations and other events that may interfere with ACMs in Council buildings for which they have responsibility.

Facilities managers will be supported by their ADs who will ensure that systems and procedures are in place to ensure that the role is fulfilled.

Facilities managers are responsible for the day-to-day management of asbestos within Council operational buildings and must ensure that ACMs are not un-intentionally disturbed. They should:

- Take reasonable steps to determine the location of materials (asbestos surveys) likely to contain asbestos within buildings under their control and make themselves familiar with any ACMs highlighted in surveys.
- If there is any doubt presume that materials contain asbestos, verification by sampling/testing or survey should be carried out prior to any works.
- Prepare, implement and review management plans (see management plans below) for approval by heads of service.
- Ensure that Refurbishment and Demolition surveys are carried out (through the Safety and Asbestos Officer) prior to any demolition, construction and refurbishment works.
- Liaise with the SAO in order to maintain, update and use the asbestos registers for their premises.
- Ensure that all contractors operating in their buildings are competent to carry out the work required, suitably managed and provided with information relating to ACMs.
- Ensure their own employees are adequately trained and records of such training kept.
- Ensure that new employees are adequately inducted, to include a walkthrough of their work area where any ACMs can be pointed out.
- The above (with the exception of management plans) also applies to Public Realm, Engineering Services with reference to Structures, Walls, Street Furniture, Bridges and Monuments.

#### **4.7 The Environment Directorate and Safety and Asbestos Officer (SAO) (non-domestic), on behalf of the Assistant Director Environment.**

Responsible for:

- Implementing and managing the planned asbestos Management survey, re-inspections, testing and consequential removal programme at all Council occupied premises.
- Arranging for Refurbishment and Demolition surveys to be carried out prior to demolition, construction and refurbishment works at all Council non-domestic premises.
- Receiving asbestos survey reports and recording their details on central non-domestic asbestos register and database.
- Issuing premises asbestos survey reports and registers and their revisions to ADs and CMs for re-direction to facilities managers and tenants.
- Periodical maintenance and review of the central asbestos register and database.

- Manage and monitor contractors on site where appropriate or alternatively instruct a UKAS accredited analytical consultant. (Appendix 2)
- Arrange for the labelling of ACMs where appropriate.
- Assisting facilities managers, project managers, designers and contract administrators with issues relating to the management of ACMs.
- Assisting facilities managers with material and priority assessments.
- Provide information on licensable ACMs contained within Council non-domestic buildings to the fire service, as required.
- Assisting in maintaining and reviewing the asbestos policy.
- Circulate the policy documents and any revisions.
- Auditing in accordance with the list, Appendix 7.
- Acting as the 'appointed person' for ECC as required by HSG264 - 2010
- Being available in the event of an asbestos emergency where appropriate.

#### **4.8 All officers commissioning works, including architects, surveyors, facilities managers**

Responsible for:

- Taking the necessary steps to identify any asbestos within the work area, prior to works commencing.
- Communicating findings to all involved, including contractors and facilities managers.
- Presuming that materials contain asbestos unless there is strong evidence to suppose they do not.
- Ensuring that works are monitored by a competent person and that correct procedures are followed.
- Allowing only competent contractors ideally sourced from the Council's approved list to carry out any work in locations where asbestos is identified or thought to be present.
- Ensuring that any external contractors working on Council premises have provided their employees with suitable and sufficient training.
- Notifying all proposed non-reactive work to SAO in order that the work can be cross-referenced with asbestos records for the premises in question.

#### **4.9 All Exeter City Council staff have a duty to:**

- Cooperate with their employer on all health and safety matters.
- Notify their line manager immediately (who will instigate the emergency procedure as necessary) if they see any suspected ACMs, or any damaged materials that have been identified as containing asbestos.

### **5. MANAGEMENT PROCEDURES**

#### **5.1 Management Plans**

Facilities managers must retain a readily accessible, up-to-date copy of an asbestos survey (carried out by a UKAS accredited analyst) for all premises for which they are responsible, unless the building was constructed post 2000 and the retained health and safety file indicates that no ACMs were used the construction. The survey report including asbestos register should be held on site where practicable and made available to contractors.



Facilities managers must also establish a written asbestos management plan for buildings under their control (where ACMs are present); the plan should include the following risk assessments where necessary and adhere to the format for Management Plans in Appendix 5.

- Material assessment - involving the Safety SAO (as part of an asbestos survey)
- Priority assessments - Facilities managers with assistance from the SAO as necessary.
- Management Plans - Facilities manager with responsibility for day-to-day operations.

Management plans will assess the risk of exposure from asbestos and presumed asbestos materials and record the action necessary to ensure that:

- Any material known or presumed to contain asbestos which may create a risk of exposure because of its state and/or location is repaired (encapsulated) or if necessary removed (see Appendix 2).
- Any other material known or presumed to contain asbestos is maintained in a good state of repair, is re-inspected, by a competent person and recorded, in accordance with the Management Plan
- Information about the location and condition of material known or presumed to contain asbestos is given to anyone likely to disturb it.
- Any asbestos-containing materials that are likely to be disturbed by maintenance workers or others is clearly labelled.

Estates officers manage parts of some buildings and will identify duty-holders depending on lease particulars. Leaseholders are 'dutyholders' for the parts of premises for which they are responsible under the lease.

Estates officers will request a copy of asbestos management plans from the tenant/leaseholders where appropriate (dependant on responsibility).

If there is no contract or the property is Council occupied or void or surplus then the Facilities manager must prepare management plans or maintain any existing management plans in line with the above. Specific management plans will be required where estates services officers are responsible for building externals only.

## **5.2 Remedial Action/Removal of ACMs**

Where ACMs have been identified, and a risk assessment has shown the need for remedial action/removal, the AD/facilities manager/technical officer should liaise with the SAO to ensure compliance with CAR 2012.

Only contractors licensed by the HSE and accepted onto the ECC approved list (a copy of which can be obtained from the Contracts Section) can be used for the removal or remedial works of licensable ACMs. Licensable applies to all removal of sprayed asbestos coatings, pipe and vessel insulation and asbestos insulating board and insulating blocks.

An approved and competent contractor may carry out asbestos removal work that is not licensable providing prior agreement is made with SAO.

All work with asbestos is required to have a specific risk assessment and method statement which can be supplied by SAO.

See appendices 2, 3, 4 for the procedures to be followed.

Due to the extent of contractor activity, ACMs and persons on site in the Civic Centre, a permit to work procedure is operated by the Civic Centre facilities manager.

### **5.3 Where any building work, work to services or refurbishment works is to be undertaken**

When building or service works are to be undertaken in Council premises, the works will be planned and managed so as to control the risk from ACMs. The asbestos register will be examined well in advance of works commencing and further surveys commissioned if required. The facilities manager and/or the person who is responsible for the contract should implement the following.

- Identify the scope of the works. Demolition, construction or major refurbishment will require a Refurbishment and Demolition survey prior to works. (See Appendix 5 for definition).
- Liaise with the SAO who will check the Asbestos Register for the affected area and arrange for any survey works.
- If asbestos is definitely not present the facilities manager/contract manager should inform the contractor carrying out the work.
- If asbestos is found to be present then an assessment should be made to determine the remedial action avoidance or removal required to allow the planned works to continue. Note - Appendix 3 Flow Charts for Management Options may also be of assistance here.
- If remedial action/removal is carried out on licensable ACMs a certificate confirming the area is suitable for re-occupation will need to be issued by a UKAS accredited analyst.
- The facilities manager/contract manager should inform the contractor carrying out the work of the position and status of any remaining asbestos and ensure that the works being carried out will not damage or disturb it (in accordance with the asbestos management plan).

### **5.4 Emergency Procedure**

If any member of staff in a Council building suspects there are ACMs in a position and condition that may be hazardous they must notify their line manager who will instigate the emergency procedure. (See Appendix 1)

### **5.5 Incident/Accident Reporting**

All incidents of asbestos fibre release/damage must be reported without delay to the Principal Health and Safety Officer (PHSO) using the relevant [Accident Incident Form](#) available from CityNet. The decision as to the necessity for reporting under RIDDOR will lie with the Principal Health and Safety Officer (PHSO)

## 5.6 Training

All persons who are involved in property management including heads of service, facilities managers, estates services officers, supervising officers, site managers, reactive maintenance staff, or who may plan, manage or implement works that could disturb ACMs should receive basic asbestos awareness training. This may include selected consultants and contractors as set out in the Asbestos Code of Practice L143. Refresher training where relevant to the role is to be provided at regular intervals and recorded.

Task manual training will be provided and recorded for those involved with un-avoidable (non-licensable only) asbestos related tasks.

New employees should be adequately inducted, to include a walkthrough of their work area where any ACMs can be pointed out.

## 5.7 Construction Design Management Regulations

CDM refurbishment or demolition work will always require a destructive Refurbishment/Demolition, full access sampling and identification asbestos survey, which will be carried out in controlled conditions, in unoccupied areas and is to be provided by the client to the CDM co-ordinator.

General assumptions with regard to asbestos content ie “may be asbestos in building” are not acceptable.

Information, location, condition of any ACMs is to be provided to any persons liable to disturb it, including emergency services.

Arrangements must be made for controlling site risks including asbestos. The health and safety file must contain information on remaining asbestos in any buildings following refurbishment under CDM.

## 5.8 Asbestos Surveys

Surveys must only be commissioned through the SAO; (in order that the central information database can be maintained) prior written agreement will be required for any deviations to this.

All asbestos surveys will be carried out in accordance with procedures set out in HSG264 and any sampling must be carried out in un-occupied areas.

## 5.9 Planned Survey Programme

Where the Council has liability, non-domestic premises should be surveyed to a Management survey standard (See Appendix 6 for definition), under a planned programme.

A Management survey will identify where ACMs are present in accessible positions within each building and their condition. (Note: it does not guarantee to identify all ACMs)

## 5.10 Transport Storage and Disposal

Small quantities of **bonded** ACMs must only be removed by trained operatives, in accordance with HSG210 and suitably wrapped, labelled and contained. This material can be transported under ADR special exemption 168 and should be taken in an enclosed vehicle direct to an approved site. The Environment agency have approved the retention of

an enclosed skip on the Exton Road site for Non-licensed waste only. The Skip is locked and access skip is strictly via the SAO.  
Fly-tipped asbestos waste can be accepted at the Devon County municipal waste site on Exton Road, by prior arrangement.

### 5.11 Information to Emergency Services

Regulation 4 requires that information on ACMs within non-domestic premises be provided to the fire service. This will be carried out by the SAO in the form of a spreadsheet style report, detailing any licensable ACMs on non-domestic ECC premises. It will be sent to the East Devon Group Commander and will be reviewed at least annually.

### 5.12 Sampling and Testing

Sampling and testing to confirm whether materials contain asbestos will normally be carried out as part of the Management Survey programme.

The Safety and Asbestos Officer (SAO) must be consulted before any sampling or testing is commissioned. Only personnel trained in the required procedures may collect samples of suspect materials. All air test and material sample results must be sent to the SAO for recording purposes.

### 5.13 Labelling of ACMs

In premises where the Council are the duty-holder all building components known or strongly presumed to contain asbestos which are to remain in the building should be clearly identified by means of a label, where reasonably practicable. In accordance with the Signs and Signals regulations 1996, a 3 part sign should be used as detailed below and in *A short guide to Managing Asbestos in premises* (indg223).

Labelling is not normally required in domestic properties however ACMs in communal parts of domestic properties should be labelled.

Where ACMs are within a duct or ceiling void, labels may be located adjacent to access hatches or where access can be gained so that they can be easily seen by anyone attempting to gain access.

The SAO will supply and may arrange for installation of identification labels.



### 5.14 Maintenance of Asbestos Records

#### Asbestos Databases

All records for asbestos surveys, remedial work and sampling will be held on the main

server at the Civic Centre and managed by the SAO as appropriate. The records shall include:

- Results of all surveys
- Results of ad-hoc sampling and testing
- Buildings plans
- Works undertaken to remove ACMs

Other records to be kept on file (hard copy):

- Consignment notes, copies of contractor insurance, air test and site clearance certificates - including any consequential information (SAO)
- Risk assessments/method statements (SAO)
- Asbestos management plans & condition monitoring records (facilities managers)
- Inadvertent exposure incident logs (HR)

These records should be held and maintained for forty years. Copies of hazardous waste consignment notes shall be retained for five years. Files that exceed this time period should be archived.

If any properties are disposed of then relevant information should be passed to the new owner and the register amended. Where premises are acquired or constructed then relevant information will be entered onto the register.

#### **5.15 Approved Contractors and Analysts**

Only analysts approved by the United Kingdom Accreditation Service (UKAS) should carry out Management and Refurbishment/Demolition surveys, including sampling of possible ACMs and environmental testing. Only those appearing on the ECC approved list (a copy of which can be obtained from the Contracts Section) may be used.

Only contractors licensed by the HSE and accepted onto the approved list can be used for the removal of, or remedial works with licensable ACMs.

The performance of the licensed contractors will be monitored as a matter of routine by the person instructing the works with the assistance of the SAO as necessary and should be recorded. Amendments should be made to the approved list of contractors as necessary.

#### **5.16 Management of Small Projects/Reactive Works**

Precautions need to be taken concerning the possible presence of ACMs on all projects irrespective of their size or complexity. Even on the smallest of projects the extent of asbestos may be significant.

The procedures as set out in the Appendices to this policy should be followed where appropriate.

All general risk assessments issued for work on Council premises should include a check for asbestos in the vicinity of the work to be carried out.

Specialist contractors should be used in all instances of asbestos work where ever possible. Non-licensed tasks and certain tasks of short duration may be carried out from time to time

by trained reactive maintenance staff from Building and Electrical Services. A suitably qualified and competent contractor should carry out licensed work with asbestos (see Appendix 2).

CAR12 introduces a new category of work with asbestos called 'Notifiable non-licensed work' (NNLW). This new category requires additional aspects of control and judgement in relation to work with asbestos and as such all work with asbestos should be prior approved by SAO.

The SAO will notify the HSE where NNLW is approved, along with retaining records of works and organising health checks to be carried out on personnel involved.

**All** work with asbestos must be supervised by a competent person.

There must be a specific risk assessment/method statement for the work and, where non-licensed it should be carried out in accordance with the Asbestos Essential Task Manual HSG210.

For day-to-day reactive maintenance operations (non-domestic) the asbestos database must be consulted prior to starting work in order to check that the work intended will not disturb any ACMs (see asbestos management plans Appendix 5).

The facilities manager is responsible for this by ensuring that the maintenance operative signs the relevant form in the asbestos management plan Appendix 5.

The Method of work should also be discussed with contractor

In the event of an out of hours emergency situation the operative may attempt to do enough to prevent the situation worsening, (ie turn off a remote switch or stop cock) whilst avoiding contact with suspect materials. In an emergency asbestos situation the Safety and Asbestos Officer can be contacted via the 24-hour control room

### **5.17 Personal Protective Equipment (PPE)**

Personnel carrying out asbestos related works as above are required to have dust mask face fit testing.

The standard of disposable mask required for work with ACMs is EH149 FFP3 and the standard of disposable coverall is a type 5 in accordance with HSE equipment and method sheet - [em6](#)

PPE will be supplied by line managers.

The type H vacuum (located at Exton Rd) will be maintained and used in accordance with HSE Equipment and method sheet - [em4](#) Maintenance will be managed by the The Safety and Asbestos Officer.

### **5.18 Review of Asbestos Policy**

#### **Annual Review**

The AD Environment will review the Asbestos Policy, Strategy and Implementation Plan annually with assistance from the AD Economy, the PHSO and the SAO. Any recommendations for changes to the policy will be reported to the Strategic Management

Team/Executive for ratification and to ELF/Key Partners for information. Any changes to the procedures for dealing with ACMs that result from the annual review will be actioned by the AD Environment.

### **Review as a result of legislative changes**

The AD Environment, the PHSO and the SAO will monitor changes in legislation, relating to asbestos. Recommendations for changes and their implementation will be dealt with as detailed under the annual review above, or sooner if necessary.

### **Review as a consequence of incidents, complaints or corrective actions**

The AD Environment and the PHSO will monitor complaints and incidents (including use of the existing accident/incident reporting procedure). Any necessary changes to the policy that result will be dealt with as detailed under Annual Review above, or sooner if necessary.

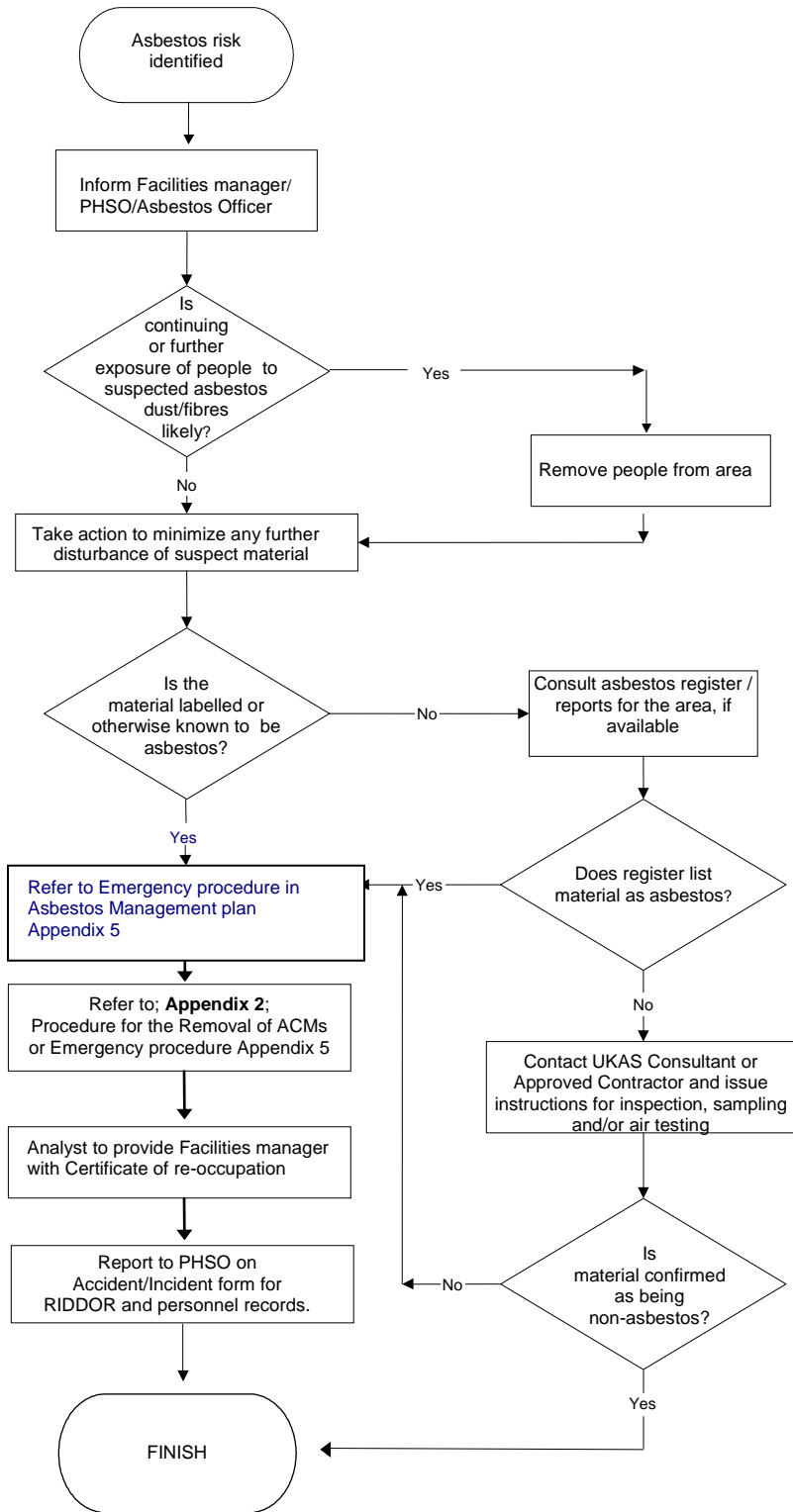
## **5.19 Policy Distribution**

An electronic circulation copy will be made available on the Council's Intranet service. Copies of the policy will be circulated electronically to all of the following addresses.

Chief Executive  
Strategic Directors (SDs)  
Assistant Directors and Corporate Managers (ADs and CMs)  
The Safety and Asbestos Officer (SAO)  
Principal Health and Safety Officer (PHSO)  
Facilities managers

It is the responsibility of the SAO to circulate the Policy documents and any revisions and to maintain and update the circulation list.

# APPENDIX 1 - EMERGENCY PROCEDURE





## APPENDIX 2 - PROCEDURE FOR THE REMOVAL OF ACMS

Where removal work has arisen as a consequence of the Asbestos Management non-domestic survey programme the SAO will assist in the implementation of the procedure.

Where the removal work relates to a building project or Refurbishment/Demolition survey, the supervising officer should consult the SAO, who will assist in the implementation of the procedure.

Where works are required as a result of the emergency procedure, the facilities manager should consult the SAO/PHSO, who will assist in the implementation of the procedure..

The SAO will manage all **major** work on ACMs, although analyst management of works may be considered for larger jobs or when the SAO is not available.

	Action	Action by
	Identify the extent of the asbestos related works using flow chart A (See Appendix 3): <u>Either; major (section a below) or minor (section b)</u>	Facilities manager/ Project Officer/ SAO
a.	Asbestos related major works are defined as licensable, involving: ACMs applicable to Chart B and C in Appendix 3; <b>Works of this nature must be organised and managed by SAO or An approved analyst.</b>	
1.	<p><b>Major Works: The SAO will:</b></p> <p>Assess the scope of works and if necessary an Appoint analytical consultant who will:</p> <ul style="list-style-type: none"> <li>➤ manage the works in SAOs absence</li> <li>➤ carry out air quality testing as necessary</li> <li>➤ carry out 4 stage clearance testing</li> <li>➤ issue clearance certificates</li> </ul>	SAO  Analyst
2.	<p>Appoint licensed, approved contractor who will:</p> <ul style="list-style-type: none"> <li>➤ issue contractor's Health and Safety Plan including Method Statement and risk assessment</li> <li>➤ notify the HSE using form ASB5</li> <li>➤ provide on-site liaison with the analytical consultant and facilities manager</li> <li>➤ provide full time on-site supervision</li> <li>➤ execute the works</li> <li>➤ agree completion of works with the analytical consultant</li> <li>➤ issue disposal certificates to analytical consultant</li> </ul>	SAO  Contractor
3.	Review the risk assessment/method statement	

	<p>Verify notification to the Health &amp; Safety Executive by the contractor</p> <ul style="list-style-type: none"> <li>➤ arrange for the issue of a permit to work where necessary (Civic Centre work)</li> <li>➤ manage the implementation phase of the works</li> <li>➤ carry out random on-site inspections of paperwork and working methods</li> <li>➤ Inform project supervisor or facilities manager on completion of the works</li> <li>➤ forward copies of the clearance certificate to the project supervisor/facilities manager as appropriate</li> <li>➤ update the central asbestos records</li> </ul>	SAO
4.	<p><b>The Client will:</b></p> <ul style="list-style-type: none"> <li>➤ Where the works are part of a project, the client will pass copies of the clearance certificate, as appropriate, for information and inclusion in the CDM Health and Safety file.</li> <li>➤ Where the works are commissioned in order to repair/remove unsafe ACMs or to allow safe maintenance/refurbishment to proceed, a copy of the clearance certificate should be appended to the survey report/Management Plan.</li> </ul>	Client
	<p><u>Note: Only UKAS accredited Analysts and HSE licensed Contractors can be used for the removal of ACMs where the extent is classified as Major Works</u></p> <p><u>They must also be approved on the Council select list</u></p>	
b.	<p>Asbestos related minor works are defined as non- licensable or notifiable non-licensable, involving: ACMs applicable to Chart D, Appendix 3</p>	
1.	<p><b>Minor Works (where an external contractor is used):</b> Appoint analytical consultant if required, this is not mandatory but may be appropriate for specific situations, SAO will advise. Alternatively, the SAO may supervise works if available. The person supervising the works will:</p> <ul style="list-style-type: none"> <li>➤ define the scope of works</li> <li>➤ confirm works are within minor works definition</li> <li>➤ liaise with SAO, project supervisor and facilities manager</li> <li>➤ facilitate the appointment of a competent contractor (*see below)</li> <li>➤ review contractor's method statement/risk assessment</li> <li>➤ Arrange for the issue Permit to Work where necessary (Civic Centre work)</li> <li>➤ monitor works</li> <li>➤ confirm waste disposal arrangements</li> <li>➤ confirm completion of works</li> </ul>	Design Consultant/ Supervising Officer/ Facilities manager/ Project Officer/ SAO

	<ul style="list-style-type: none"> <li>➤ update Health and Safety Plan (if part of CDM project)</li> <li>➤ Arrange for the update of central records</li> </ul>	
	<p>Note: There is a requirement to notify the Health and Safety Executive for minor works that fall into the category of notifiable non-licensed.</p> <p><u>Only Contractors approved by ECC may be used for this work.</u></p>	
2.	<p>*Appoint Contractor.</p> <p>Contractors do not need to be licensed to remove ACMs, which fall into the minor works category, however they must be competent and able to:</p> <ul style="list-style-type: none"> <li>➤ provide a risk assessment and method statement</li> <li>➤ Notify HSE as necessary (NNLW)</li> <li>➤ provide on-site liaison</li> <li>➤ execute the works</li> <li>➤ seal any waste in double bags, clearly marked as asbestos waste</li> <li>➤ facilitate the safe and proper disposal of all waste to include the supply of a consignment note</li> <li>➤ Provide a certificate of cleanliness</li> </ul>	Contractor
	<p>In all cases records of works should be retained on the central electronic database and consist of the following;</p> <ul style="list-style-type: none"> <li>➤ Initial quotation</li> <li>➤ Plan of Work</li> <li>➤ Air/4 stage clearance test(or certificate of cleanliness for non-licensed works)</li> <li>➤ Disposal/consignment certificates</li> <li>➤ Follow-up photo</li> </ul>	

# APPENDIX 3 - FLOW CHARTS

## Chart A: Identification for Management Options

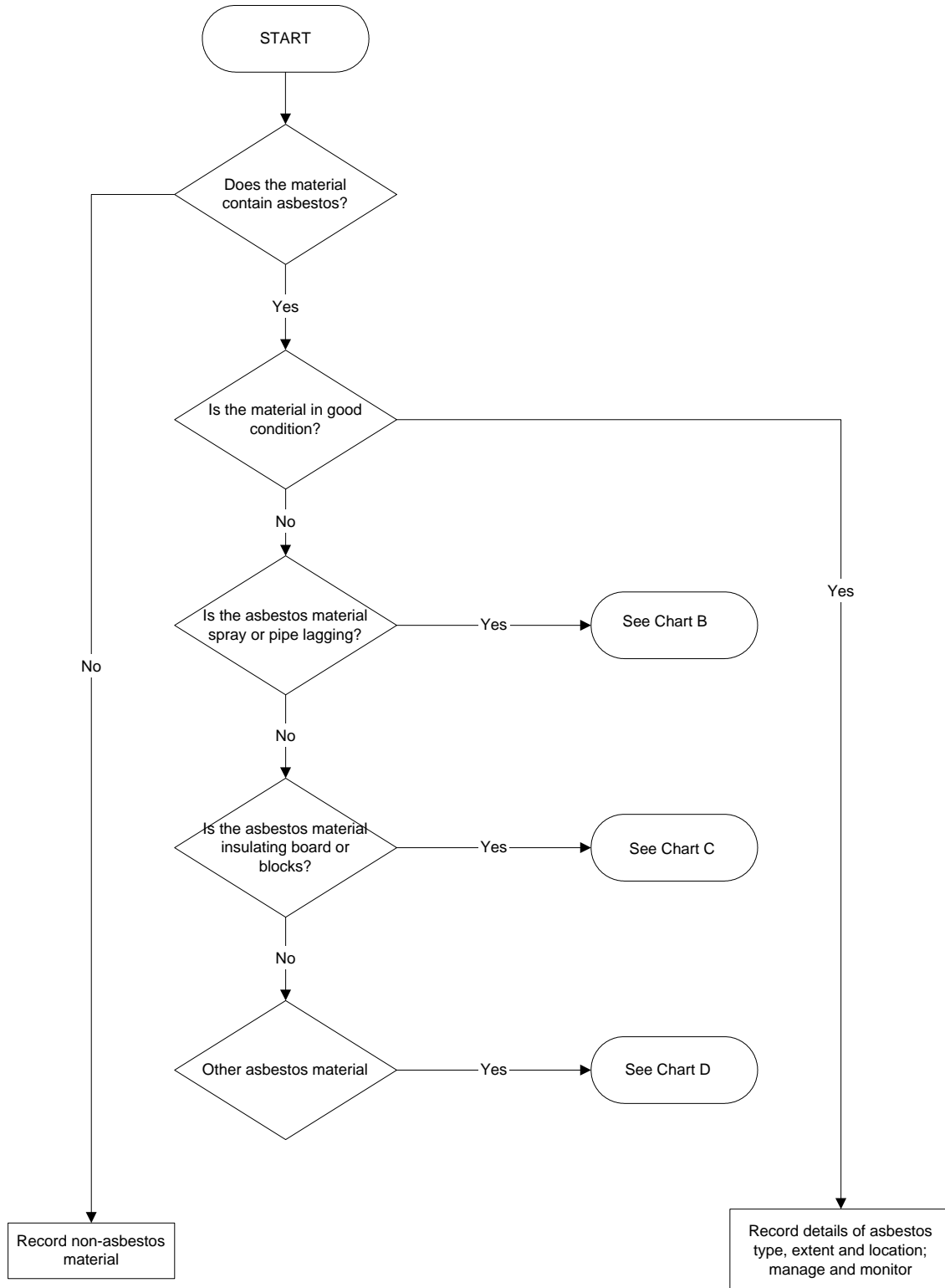
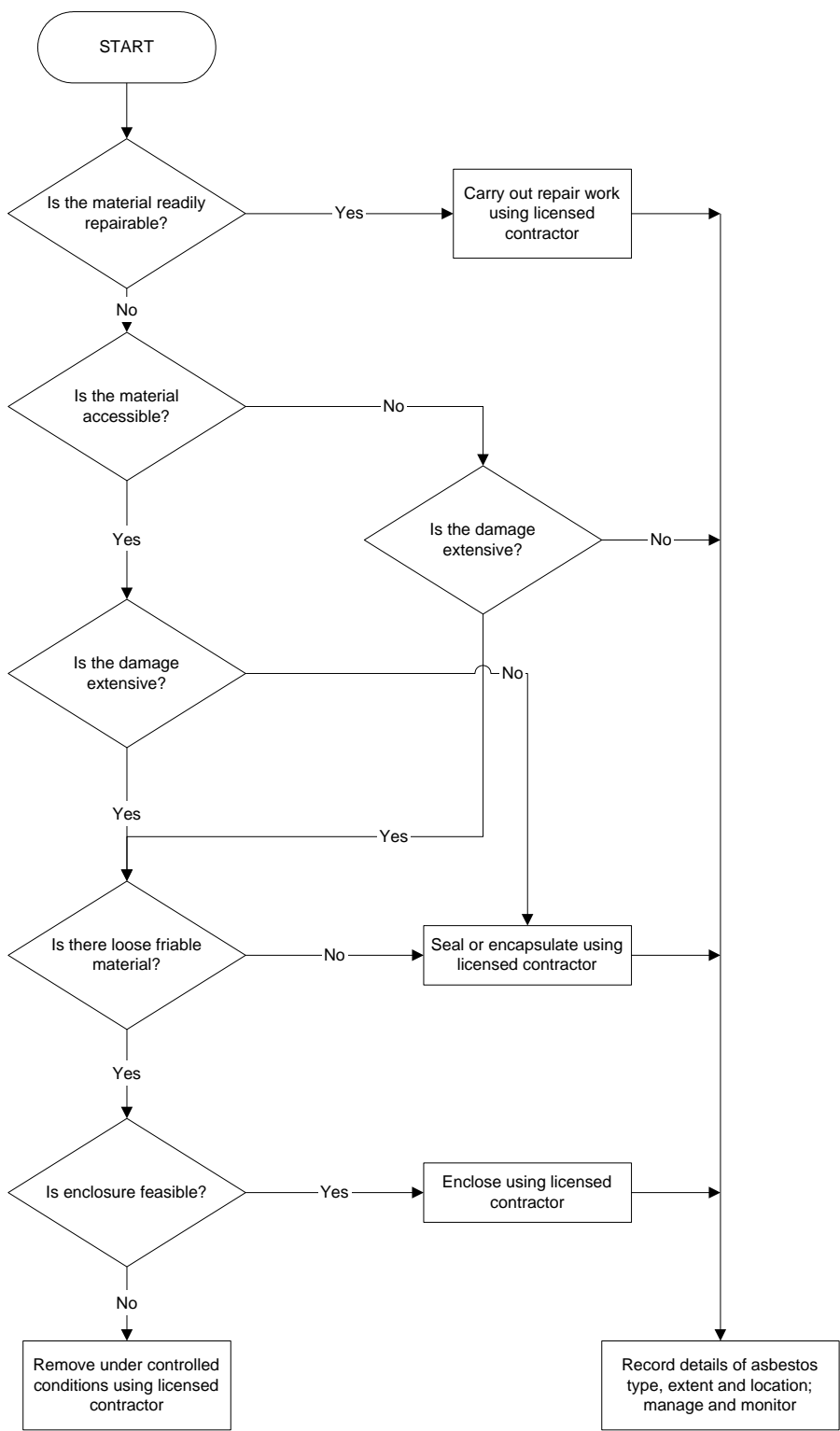
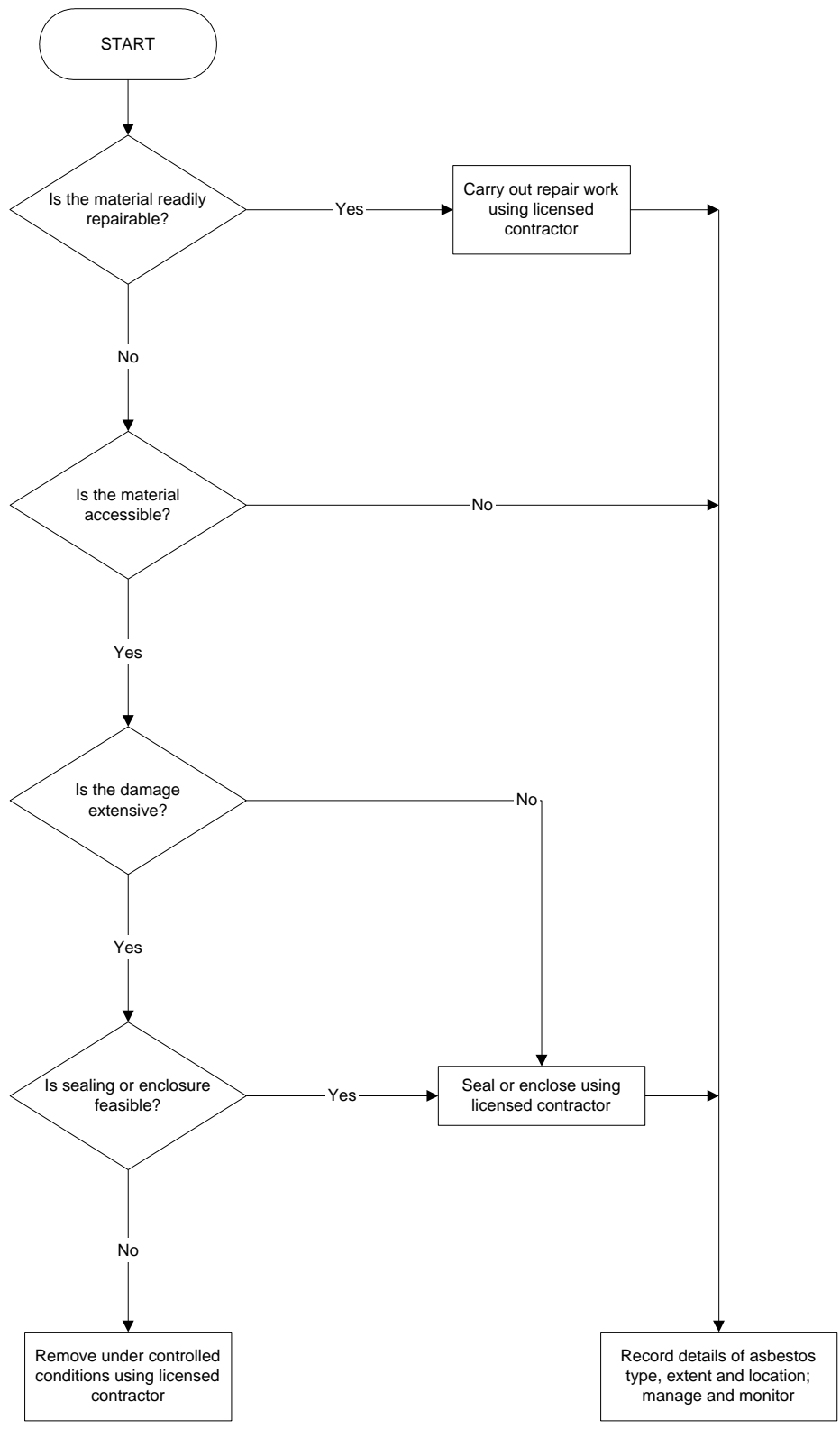


Chart B: Sprayed asbestos coatings and pipe and vessel lagging

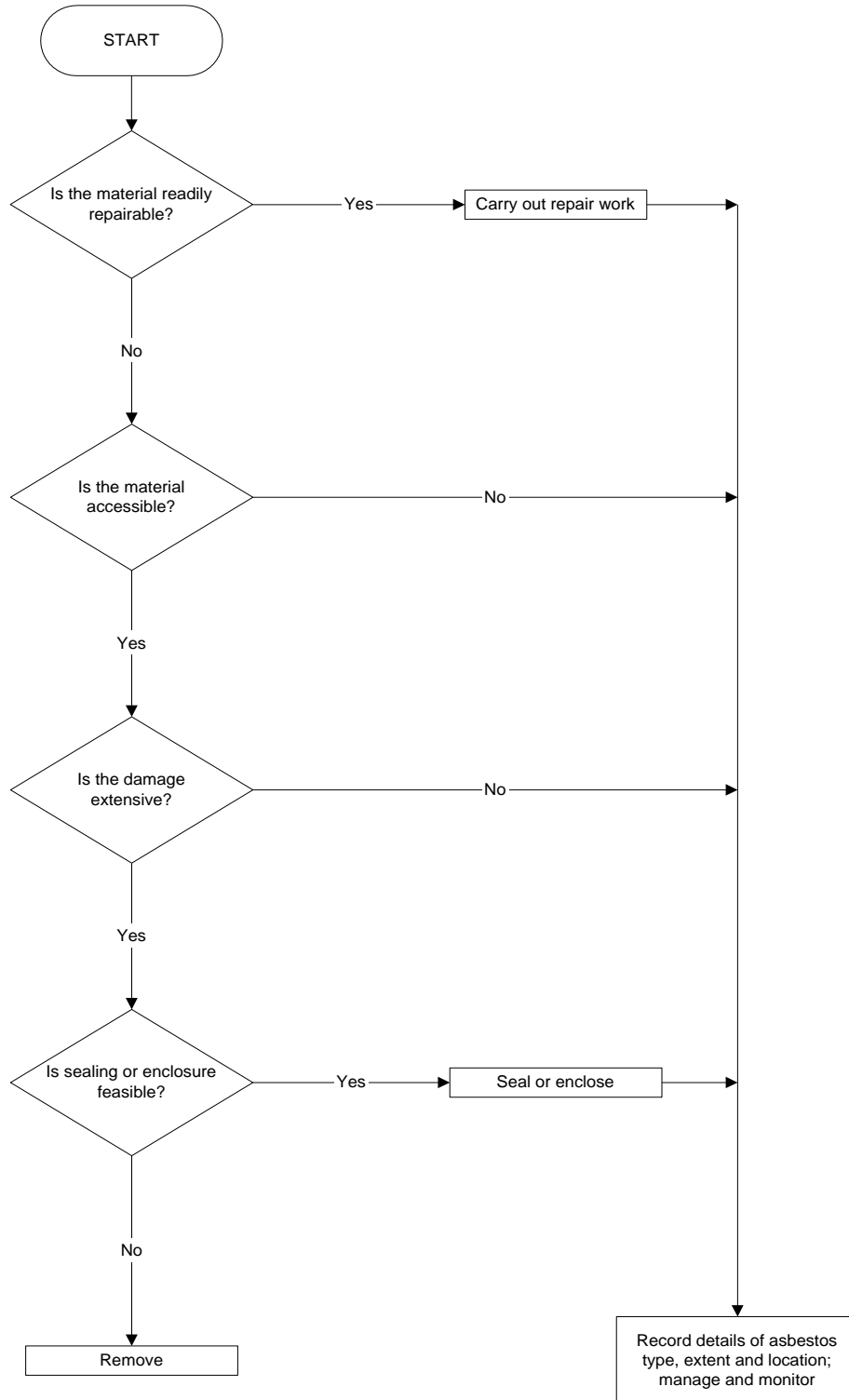


### Chart C: Asbestos insulating board and insulating blocks



### Chart D: Other asbestos materials

The HSE 'Decision Flow Chart' must be consulted along with this chart in order to categorise any work as 'Notifiable non-licensed' or 'non-licensed'



Note: Any work with asbestos should always be carried out by a licensed contractor from the approved list. Unless the exceptions apply see – 5.16 Management of Small Projects and Appendix 2

## APPENDIX 4 - ASBESTOS RISK ASSESSMENT

The asbestos risk assessment is an assessment of the type and condition of ACMs, or the presumed ACMs, and the likelihood of the release of fibres in the event of its disturbance. The material assessment will give a good initial guide to the priority for management as it will identify the materials, which will most readily release airborne fibres if disturbed. The priority assessment considers other factors to be taken into account when prioritising action. The assessment is completed by calculating the Material Assessment Algorithm and the Priority Assessment Algorithm.

### 1. Material Assessment Algorithm

Sample Variable	Score	Examples of Scores
<b>Product type or debris from product:</b>	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc).
	2	Asbestos insulating board, millboards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal Insulation (pipe and boiler lagging) sprayed asbestos, loose asbestos, asbestos mattresses and packaging.
<b>Extent of damage:</b>	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks, broken edges on boards or tiles.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or de-laminating of materials, sprays and thermal insulation. Visible asbestos debris.
<b>Surface treatment:</b>	0	Composite materials containing asbestos: reinforced plastics, resins and vinyl tiles.
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays.
	3	Unsealed laggings and sprays.
<b>Asbestos type:</b>	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite



	3	Crocidolite
<b>Score Indicator:</b> <b>Score for each of the 4 sections to be added together</b>	10-12 7- 9 5 – 6 2 – 4	<b>High Risk:</b> Significant potential to release fibres. <b>Medium Risk</b> Low Risk Very Low Risk

## 2. Priority Assessment Algorithm

<b>Assessment Factor:</b>	<b>Score:</b>	<b>Examples of score variables:</b>
<b>Normal Occupant Activity:</b>	0	Rare disturbance activity (little used store room).
	1	Low disturbance activity (office type activity).
	2	Periodic disturbance activity (industrial or vehicular activity which may contact asbestos)
	3	High disturbance activity (fire door with asbestos insulating board in constant use).
<b>Likelihood of Disturbance:</b> <b>Location</b>	0	Outdoors
	1	Large rooms or well ventilated areas
	2	Rooms up to 100 m <sup>2</sup>
	3	Confined Spaces
<b>Accessibility:</b>	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
<b>Extent/Amount:</b>	0	Small amounts of items (strings or gaskets)
	1	Less than 10 m <sup>2</sup> or 10m pipe run
	2	10 m <sup>2</sup> to 50 m <sup>2</sup> or 10m to 50m pipe run
	3	More than 50 m <sup>2</sup> or more than 50m pipe run.
<b>Human Exposure Potential:</b> <b>Number of Occupants</b>	0	None
	1	1 to 3
	2	4 to 10
	3	More than 10

<b>Frequency of use of area:</b>	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
<b>Average time area is in use:</b>	0	Less than 1 hour
	1	1 to 3 hours
	2	3 to 6 hours
	3	More than 6 hours
<b>Maintenance Activity:</b>  <b>Type of Activity</b>	0	Minor disturbance (possibility of contact on gaining access).
	1	Low disturbance (changing light bulbs in asbestos insulating board ceiling).
	2	Medium disturbance (lifting one or more asbestos insulating board ceiling tiles to access valve).
	3	High disturbance (removing a number of asbestos insulating board ceiling tiles to replace valve)
<b>Frequency of Activity:</b>	0	Asbestos unlikely to be disturbed for maintenance
	1	Less than once a year.
	2	More than once a year
	3	More than once a month
<b>Score Indicator:</b>  <b>Average is calculated for each factor</b>	10 - 12 7 - 9 5 - 6 0 - 4	<b>High Priority</b> <b>Medium Priority</b> Low Priority Very Low Priority

### 3. Assessment Example

#### Priority Assessment Algorithm For Asbestos Insulating Board Panels on Fire Doors:

Assessment Factors		Score for Variable	Overall Score
<b>Normal Occupant Activity:</b> Main type of activity: High levels of disturbance		3	3
<b>Likelihood of Disturbance:</b> Location: Rooms up to 100 m <sup>2</sup> Accessibility: Routinely disturbed Extent / Amount: Less than 10 m <sup>2</sup>		2 3 1	Average = 2
<b>Human Exposure Potential:</b> Number of Occupants: More than 10 Frequency of use of area: Daily Average time area is in use: More than 6 hours		3 3 3	Average = 3
<b>Maintenance Activity:</b> Type of Activity: Minor disturbance Frequency of Activity: Less than once a year		0 1	Average = 1
<b>Total Priority Assessment Score:</b>			9
<b>Material Assessment Score (supplied by surveyor):</b>			7
<b>Total Of Material And Priority Assessments Scores:</b>			16
<b>Total Score Indicator:</b>	<b>20-24 High Priority</b> <b>14-19 Medium Priority</b> 10-13 Low Priority 0-9 Very Low Priority		

**APPENDIX 5 MANAGEMENT PLANS (INCLUDING EMERGENCY PROCEDURE PACK)**



**Exeter City Council**

**ASBESTOS MANAGEMENT PLAN**

Building Name.....

Duty Holder/s.....

.....

**Survey report and Management Plans to be located**

Room.....

Creation Date:.....

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## 1.0 INTRODUCTION

**The main aim of this document is to reduce the risk of exposing persons to asbestos, as well as to comply with the law by responsibly managing the risks posed by the presence of asbestos in properties which the Council occupy, or own, or have maintenance responsibility for.**

**You are required to read and acquaint yourself with all sections of this management plan. In each section, you will find guidance on how you are expected to contribute to the successful management of the risks associated with the presence of asbestos, help you comply with the law and adhere to the requirements of Exeter City Council.**

Some of the information has been taken from leaflets of good practice published by the HSE. For more information see: <http://www.hse.gov.uk/asbestos/managing/intro.htm>

## RESPONSIBLE PERSONS AT THE PROPERTY

This plan should be prepared by the dutyholder for individual, non-domestic premises constructed prior to the year 2000.

The dutyholder/s are indicated on the front page of this management plan, other responsible persons and managers should be identified, who should sign this management plan to acknowledge acceptance. **See Section 7 on page 43.**

## ASBESTOS – THE DANGERS

Breathing in air containing asbestos dust can lead to serious diseases, including cancer of the lungs.

An estimated 3000+ people die every year from Asbestos-related disease in the UK and this number is expected to go on rising. There is generally no cure for asbestos-related diseases.

There is usually a long delay between first exposure to asbestos and the onset of disease. This can vary between 15-60 years. The vast majority of people now dying were exposed to asbestos during the 1950's and 1960's when the use of asbestos was widespread. But exposure is still occurring. Only by preventing these exposures now, will asbestos-related disease eventually be eradicated.

There are three main types of asbestos, commonly called 'blue' (crocidolite), 'brown' (amosite) and 'white' (chrysotile). All are dangerous, but blue and brown asbestos are known to be more hazardous than white. They cannot be identified by their colour alone.

## WHO IS AT RISK?

Many of the people now dying from asbestos-related diseases worked in the building trade. They were carpenters, joiners, electricians, shop fitters, plumbers etc. They may have breathed in asbestos dust during their day-to-day work with asbestos materials or because work with asbestos was carried out near them.

**The main aim of this management plan is to reduce the risk of exposing contractors, staff and others to asbestos.**

Until recently it was thought that those now dying from asbestos related disease were exposed to large amounts of asbestos either regularly or during a single spell of work lasting from a few weeks to a few years. It is now thought possible that repeated low level exposure

could occur during routine repair work and may also lead to asbestos induced cancers. The scientific evidence on exactly what level of exposure causes disease is unclear. **But we do know the more asbestos dust inhaled the greater the risk to health.** That is why it is important that everyone who works with asbestos should take the strictest precautions.

Many buildings still contain asbestos. So many tradesmen may still be at risk when they carry out refurbishment, repairs or maintenance work on buildings which contain asbestos. Other workers, may also routinely disturb asbestos. For instance, computer installers, particularly cabling installers, fire alarm installers, window blind fitters or telecommunication engineers could also be at risk.

## **WHERE IS ASBESTOS FOUND IN BUILDINGS?**

Thousands of tonnes of asbestos were used in buildings in the past and much of it is still in place.

You are most likely to come across asbestos in these materials:

- sprayed asbestos and asbestos loose packing – generally used as fire breaks in ceiling voids;
- moulded or pre-formed sprayed coatings and lagging – generally used in thermal insulation of pipes, boilers etc;
- sprayed asbestos mixed with hydrated asbestos cement – generally used as fire protection in ducts, fire breaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- asbestos insulation board (AIB)
- some ceiling tiles;
- paper and paper products used for insulation of electrical equipment, asbestos paper has been used as a fire proof facing on wood fibre board;
- asbestos cement products, which can be compressed into flat or corrugated sheets for roofing, other asbestos cement products include gutters, rainwater pipes, water tanks, flues and soffit boards;
- certain textured coatings, e.g. older artex.
- pipe gaskets, rope seals, floor tiles, bitumen adhesives and felts, toilet seats and cisterns.

## **2.0 YOUR LEGAL DUTY AS A MANAGER**

### **WHAT THE LAW SAYS:**

The Control of Asbestos Regulations (CAR 2012) requires employers to prevent exposure to asbestos; in addition there is a Duty to Manage Asbestos in non-domestic premises.

This management plan has been prepared to comply with the asbestos regulations and every person in control of a building has a legal duty to understand how to take steps to reduce the risk of exposing any persons to asbestos.

Before any work with asbestos is carried out, the Regulations require employers and persons in control of buildings to make an assessment of the likely exposure to asbestos dust.

Work on materials that contain asbestos should always be planned well in advance, supervised and carried out by suitably trained operatives, in accordance with risk assessments and method statements.

If there is no current asbestos survey report for these premises, you must assume that all components of the building contain asbestos and ensure that no damage occurs without prior assessment.

There is also a duty to inform the fire services of the presence of asbestos contained in buildings.

### **3.0 CONSIDERATIONS & CONSULTATION IN ADVANCE OF ANY WORK ON PROPERTY**

#### **SAFETY REPRESENTATIVES**

The Council employs a Safety and Asbestos Officer (SAO) and a Principal Health and Safety Officer (PHSO). The Safety and Asbestos Officer can be contacted for advice in the first instance and must be consulted prior to any work being carried out with asbestos.

Safety representatives have been appointed under Safety Regulations. You must consult them on health and safety matters. The Regulations also require you to give them access to information relevant to the health and safety of the workers they represent, including any relating to potentially hazardous conditions.

#### **ASBESTOS POLICY**

All staff have responsibilities and some are required to carry out certain duties under the Council's Asbestos Policy or the conditions of your tenancy. The policy can be viewed on the internal site of the Council's intranet.

### **4.0 MANAGING THE ASBESTOS RISKS - WHAT YOU MUST DO**

#### **A. INFORM STAFF OF RISKS AND PROVIDE TRAINING**

You have a legal duty to inform your staff and make them aware of the presence of asbestos at the property. It may be necessary to provide basic asbestos awareness training for some members of your staff. Refresher training should follow at regular intervals.

All staff must be aware of this management plan and the presence of the asbestos register. You may decide to arrange a meeting and request all staff to sign a form to confirm this has taken place.

You must make staff aware that they have a legal duty to work in a responsible way to avoid or minimise the risk of exposing themselves or others to asbestos. Staff must also be aware of their responsibility to report any problems or concerns as early as possible.

You should also ensure that each member of staff is clear about their role and responsibilities and is aware of the requirements that will be put in place to control contractors as necessary, (see next section).

All Asbestos Containing Materials (ACMs) and presumed ACMs should be priority assessed using the algorithm and form in section 13.0 of this document. An example can be found in Appendix 4 of the asbestos policy.

All materials known or presumed to contain asbestos should be clearly identified by means of a label, where reasonably practicable.



The SAO can supply labels.

Please see the ECC asbestos policy section 5.13, page 12 for more details.



Example label

## **B. CONTRACTORS AND STAFF WORKING AT THE PROPERTY**

Building Managers must ensure that procedures are in place, so that where necessary all contractors are provided with sight of the Asbestos Register in order to identify any ACMs in their proposed work area (unless the work is minor and unlikely to disturb any asbestos, i.e. computer repair). They should then complete the “Awareness of Asbestos Presence” form (see Section 11.0).

Persons carrying out regular work, such as caretakers or cleaners should also sign this form as a one off (or again if their work area changes) before carrying out work on, or adjacent to materials that contain asbestos. They should also be made aware that they have a duty to work in a responsible way to avoid or minimise the risk of exposing themselves or others to asbestos, along with reporting any damage to ACMs or concerns as early as possible.

A permit to work system is used in the Civic Centre and it is recommended that other Facilities Managers adopt a similar approach to contractor control. An example can be found on CityNet.

If a contractor or member of staff cannot complete their work because of the presence of asbestos or there is concern that their work may lead disturbance of asbestos, this must be reported immediately to the Duty Holder. The work must stop until a new method of completing the work has been agreed. This may involve employing a licensed asbestos contractor to carry out work to enable the original contractor to complete his work. The Safety and Asbestos Officer or the Principal Health and Safety Officer should be contacted for advice on how to proceed.

There is the possibility of coming across hidden asbestos materials, which might not be recorded on the register. You must report any such concerns immediately to the Safety and Asbestos Officer or the Principal Health and Safety Officer. Arrangements will be made to have this material tested. You must assume that all material contains asbestos unless it has been shown otherwise in a survey report or test.

If staff/contractors do have to work on materials containing asbestos you must make sure that they have been trained accordingly, know they are working with asbestos and that they will take precautions to avoid or control asbestos exposure in accordance with suitable and sufficient risk assessments and method statements (which can be provided by Safety and Asbestos Officer).

The HSE publication ‘Asbestos Essentials’ (reference HSG210) is a task manual for building, maintenance and allied trades on non-licensed asbestos work. The Safety and Asbestos Officer has access to this publication.

Work with asbestos must only be commissioned through the SAO; in order that the central information database can be maintained and the work is correctly risk assessed and categorised.

**Make sure that they do:**

- Keep all unnecessary personnel out of the work area
- Take care not to create dust
- Keep the material wet, whenever possible;
- Wear a suitable respirator and protective clothing;
- Clean up with a vacuum cleaner which complies with BS 5415 (Type 'H')

**Make sure they don't:**

- Break up asbestos materials;
- Expose other workers who are not protected;

**C. PERIODIC ASBESTOS CONDITION CHECK SURVEYS and REVIEW**

Where asbestos containing materials remain in premises and are to be managed, a routine inspection must be carried out to monitor the condition of the ACM. Inspection frequencies should be 12 monthly intervals dependant on risk. More frequent intervals may be required as a result of priority assessments. Less frequent intervals may be reasonable for ACMs such as damp proof courses or some pipe gaskets in situ. The purpose of these inspections is to identify deterioration or damage to ACMs, which could lead to a release of asbestos fibres.

This inspection should also make a note of any areas where asbestos warning labels have been removed, painted over or are not clear.

Nominated, competent staff can carry out this inspection along with a review of the condition of warning labels, on the form provided with this plan, section 12.0. You should advise the Safety and Asbestos Officer if there is any notable change in the asbestos material after each periodic check.

Staff selected to carry out such inspections must at least be trained in asbestos awareness. The Management arrangements should be reviewed 6 monthly and recorded on the form in section 9.0. Inaccessible areas should also be reviewed if necessary and can be remarked upon here.

It is recommended an independent asbestos survey is repeated at least every 5 years dependant on risk.

**D. REPORTING ACCIDENTS AND INCIDENTS**

Any accident or incident should be dealt with and reported in accordance with the Exeter City Council asbestos policy 5.5 and Appendix 1 (see also 6.0 in this plan) and reported on the form in this plan section 10.0

## **5.0 ASBESTOS SURVEY REPORT, RISK ASSESSMENTS AND RECOMMENDED ACTIONS**

These documents provide information on the location of asbestos at this property. An assessment of material risk will be included in the survey report where asbestos materials have been identified, strongly presumed or presumed.

Independent asbestos Management surveys have been carried out on all ECC Non-domestic premises. The survey reports are copied electronically onto a database, which is available on the shared drive.

Information to be retained on site (where practical) should consist of:

- The asbestos survey report including site plans, register and material assessment.
- Priority assessments as necessary (see 13.0).
- This management plan including appended forms.

During the survey some areas may have been recorded as inaccessible. In accordance with the regulations it must be presumed that there is asbestos present within these areas. Additional surveys (Refurbishment and Demolition) will be required for any major refurbishment, demolition or CDM works.

There is a corporate programme of work which takes in to account the most urgent priorities to repair, replace or encapsulate materials that contain asbestos across the Council. You may contact the Safety and Asbestos Officer to discuss the priorities and actions for your property.



## **6.0 ASBESTOS EMERGENCY PROCEDURE PACK**

### CONTENTS

Aide Memoire Guidance Sheet  
No Entry Signs  
Briefing Sheet (manager)  
Briefing Sheet (staff and visitors)



## **ASBESTOS HAZARD EMERGENCY PROCEDURE**

**(Aide Memoire)**



### **If exposure to asbestos is suspected:-**

Calmly ask all staff to leave the work area where the exposure to asbestos has occurred.

Isolate the area by closing doors and windows (do not lock doors if they form part of a fire exit Place 'No Entry' signs on the door(s) and inform all staff and visitors to avoid this area. Do not re-enter the area until an all clear has been given.

Inform line managers, and relevant Strategic Manager

Telephone the Safety and Asbestos Officer (01392) 665069 and/or Exeter City Council Principal Health and Safety Officer (01392) 265456. If out of hours or at weekends telephone the control centre on 0845 3511060.

If the exposure is significant then contaminated clothing should be double bagged. The necessity for emergency dust/air sampling and personal decontamination, will be established by PHSO or the SAO who are able to call on the services of an analyst and a decontamination unit.

Read the 'Accidental Exposure to Asbestos: Guidance for Manager's briefing sheet.

If necessary, distribute the 'Accidental Exposure to Asbestos: Guidance for Staff'.

If this occurrence is part of a larger accident or incident and the emergency services have been contacted, you must ensure they have been informed of the likely asbestos exposure upon their arrival. Give them the asbestos register if necessary.

If there is a fire in the building you must also inform the emergency services of the presence of asbestos contained in the building. If possible hand the asbestos register to the Fire Officer in charge when they arrive.

There is further information on Emergency procedures in Appendix 1 (page 16) of the Asbestos Policy.

# **ASBESTOS HAZARD**

## **NO ENTRY**

**Material which may be asbestos has been disturbed in this room.  
For your protection the room has been isolated.**

**The following persons have been notified:-**

- **Exeter City Council Safety and Asbestos Officer**
- **Exeter City Council Property Surveyors**
- **Specialist contractors will conduct a site visit as soon as possible.**
- **For further information telephone the Exeter City Council.**



**ACCIDENTIAL EXPOSURE TO ASBESTOS  
GUIDANCE FOR MANAGERS**

**1. INTRODUCTION**

From time to time circumstances arise in which people are inadvertently exposed to asbestos fibres in a variety of situations.

Those exposed receive little or no prior warning of the possible risk to health. In many cases those responsible for the exposure to asbestos are understandably anxious and concerned about the possible effects on their health.

There is at present no effective post-exposure prophylaxis for the effects of inhaled asbestos fibres, although in smokers the risk of asbestos-induced lung cancer (but not mesothelioma) can be reduced by stopping smoking. There are also no generally available techniques for determining individual lung burdens of asbestos fibres, other than post mortem.

**2. DETAIL**

Breathing in asbestos fibres can eventually lead to a number of disease, including:-

- (1) asbestosis or fibrosis (scarring) of the lungs;
- (2) lung cancer; and
- (3) mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

It is possible that repeated low-level exposures may lead to asbestos-related diseases, although high exposure for long periods is linked more clearly to these diseases. There is usually a long delay between first exposure to asbestos and the first symptoms of disease; this can vary between 15 and 60 years.

It is unfortunately not uncommon for people to be inadvertently exposed to asbestos fibres, usually in small quantities, during building operations, maintenance work or following damage to asbestos-containing materials. (Many of those suffering today from asbestos-related diseases worked in the building trades and were exposed to asbestos in their day-to-day work with asbestos materials or because work with asbestos was carried out near them).

Such incidents understandably cause anxiety about the possible effects, both short and long term, of the exposure. In many circumstances exposure will have been minimal, with little likelihood of any long term effects. Unfortunately, although the type of asbestos involved may be known there is often little, if any, reliable information concerning the amount of asbestos which may have been inhaled.

It is important to ascertain as far as possible the type of asbestos, the duration of exposure and the likely exposure levels. The Property Department will provide the expertise to assist with the assessment.

You should keep accurate and detailed records concerning the incident and those persons involved. The Control of Asbestos at Work Regulations require records to be kept for 40 years. Although these Regulations may not apply, you should follow their requirements.

Exposure is unlikely to have exceeded the action level, which is determined by a contaminated air sample, and will therefore usually have been insufficient to pose a significant long-term risk to health. However you should keep an 'evidence log' – noting the movements and routes of people away from the centre of the exposure. Note the time of exposure too. Follow the procedure in the aid memoir.

Exposed individuals should be informed that if they wish to consult their GP they should ask for a note to be made in their personal medical record of the possible exposure including date(s), duration, type of fibre and likely exposure levels (if known). (Their GP may refer them to a specialist in respiratory medicine but this is not normally considered necessary by HSE). Each case should be considered on its merits, but the HSE does not normally advocate routine X-rays for persons exposed to asbestos in these circumstances.

Alternatively, or in addition, you may choose to refer staff to the Occupational Health Support Unit for counselling.

You should, in addition, consider carefully what went wrong in causing staff to be exposed to asbestos on this occasion, and how you will prevent this happening again in future.

(Source: HELA Circular 5/19 November 2000)

#### **FURTHER READING**

- (1) Managing asbestos in workplace buildings (INDG223)
- (2) Working with asbestos in buildings (INDG289)
- (3) Asbestos alert: worker' card for building maintenance, repair and refurbishment workers (INDG188P)
- (4) Asbestos Essentials (HSG210)





**ACCIDENTIAL EXPOSURE TO ASBESTOS  
GUIDANCE FOR STAFF**

**1. INTRODUCTION**

From time to time circumstances arise in which people are inadvertently exposed to asbestos fibres in a variety of situations.

Those exposed receive little or no prior warning of the possible risk to health. In many cases those responsible for the exposure may claim to have been unaware of the presence of asbestos prior to work being carried out.

People who may have been exposed to asbestos are understandably anxious and concerned about the possible effects on their health.

There is at present no effective post-exposure prophylaxis for the effects of inhaled asbestos fibres, although in smokers the risk of asbestos-induced lung cancer (but not mesothelioma) can be reduced by stopping smoking. There are also no generally available techniques for determining individual lung burdens of asbestos fibres, other than post mortem.

**2. DETAIL**

Staff who may have been exposed to asbestos are understandably anxious and concerned about possible effects on their health.

Breathing in asbestos fibres can eventually lead to a number of disease, including:-

- (1) asbestosis or fibrosis (scarring) of the lungs;
- (2) lung cancer; and
- (3) mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

It is possible that repeated low-level exposures may lead to asbestos-related diseases, although high exposure for long periods is linked more clearly to these diseases. There is usually a long delay between first exposure to asbestos and the first symptoms of disease; this can vary between 15 and 60 years.

It is unfortunately not uncommon for people to be accidentally exposed to asbestos fibres, usually in small quantities, during building operations, maintenance work or following damage to asbestos-containing materials. (Many of those suffering today from asbestos-related diseases worked in the building trades and were exposed to asbestos in their day-to-day work with asbestos materials or because work with asbestos was carried out near them).

Asbestos exposure incidents understandably cause anxiety about the possible effects both short and long term, of the exposure. In many cases exposure will have been low, with little likelihood of any long term side effects.

Unfortunately although the type of asbestos involved may be known there is often little, if any, reliable information concerning the amounts of asbestos which may have been inhaled, so it is often difficult to be certain exactly how much long term risk to health may have been caused.

Your manager should try to find out as much as possible about the type of asbestos, the duration of exposure, noting the product type, and the likely exposure levels and your manager should keep accurate and detailed records concerning the incident and those people involved. You should request a copy of the details.

If you are concerned you should consult your GP who should be given details about the possible exposure including date(s), duration, type of asbestos, likely exposure levels (if known) and whether an air test was carried out and, if so, what the result was and you should ask for a note of these details to be made in your personal medical record. Your GP will decide whether you should be referred to a chest specialist (although this is not usually necessary) or whether you should undergo any tests such as an X-ray. Again this is not usually necessary or helpful, particularly because in the short term a chest X-ray would not show anything wrong, even after heavy exposure to asbestos. In particular a chest X-ray cannot show whether or not asbestos fibres have been inhaled.

Exeter City Council will also consider carefully what went wrong to cause you to be exposed to asbestos on this occasion, and how this can be prevented from happening again.

(Source: HELA Circular 5/19 November 2000)

**7.0 ACKNOWLEDGEMENT OF MANAGEMENT PLAN**

To be signed by the Dutyholder/s and other relevant staff nominated by the Dutyholder.

<b>NAME</b>	<b>TITLE</b>	<b>SIGNED</b>	<b>DATE</b>

## 8.0 AMENDMENTS REGISTER

Please list all amendments to this Asbestos Management Plan below.

DATE	DETAIL

**9.0 REVIEW OF MANAGEMENT PLAN**

The management plan will be reviewed six monthly or at other appropriate times as determined by the Dutyholder.

REVIEW DATE	NAME	<b>COMMENTS</b> Are arrangements still satisfactory? Have any changes been made? Communicate changes as necessary

**10.0 ACCIDENTS OR INCIDENT REPORTS**

Please keep copies of all notes/reports of accidents or incidents involving asbestos in this section of the report. These will be reviewed periodically.

<b>DATE</b>	<b>INCIDENT DETAILS</b>	<b>SAFETY INCIDENT FORM COMPLETED?</b>

**11.0 CONTRACTORS CONFIRMATION OF SIGHT OF THE ASBESTOS REGISTER.**

- I have been shown the asbestos register, including identified ACMs, presumed ACMs and inaccessible areas. This has been compared to my plan of work.
- I have been instructed on the Emergency procedure.
- I will report any adverse incident concerning asbestos to the Building Manager immediately.

DATE	NAME OF CONTRACT COMPANY	SIGN AND PRINT NAME

**12.0 ANNUAL (MINIMUM) RE-INSPECTION OF ASBESTOS CONTAINING MATERIALS and WARNING LABELS**

Date	ACM location and/or Reference No.	Actions; e.g.; <i>Re-inspect; Label; Encapsulate; Repair; Remove; Request expert assessment</i>	*M/A score	*P/A score	R/A Priority <i>VL; L; M; H</i>	Re-inspection Date				Sign

\*M/A = Material Assessment (See algorithm in survey report) \*P/A = Priority Assessment (See next page) R/A = Risk Assessment Priority indicator (See page 23)



### 13.0 ASBESTOS PRIORITY ASSESSMENT ALGORITHM

Assessment Factor:	Score:	Examples of score variables:
<b>Normal Occupant Activity:</b>  Main type of activity	0	Rare disturbance activity (little used store room).
	1	Low disturbance activity (office type activity).
	2	Periodic disturbance activity (industrial or vehicular activity which may contact asbestos)
	3	High disturbance activity (fire door with asbestos insulating board in constant use).
<b>Likelihood of Disturbance:</b>  Location	0	Outdoors
	1	Large rooms or well ventilated areas
	2	Rooms up to 100m <sup>2</sup>
	3	Confined Spaces
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Extent/Amount	0	Small amounts of items (strings or gaskets)
	1	Less than 10m <sup>2</sup> or 10m pipe run
	2	10 m <sup>2</sup> to 50 m <sup>2</sup> or 10m to 50m pipe run
	3	More than 50 m <sup>2</sup> or more than 50m pipe run.
<b>Human Exposure Potential:</b>  Number of Occupants	0	None
	1	1 to 3
	2	4 to 10
	3	More than 10
Frequency of use of area	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average time area is in use	0	Less than 1 hour
	1	1 to 3 hours
	2	3 to 6 hours
	3	More than 6 hours
<b>Maintenance Activity:</b>  Type of Activity	0	Minor disturbance (possibility of contact on gaining access).
	1	Low disturbance (changing light bulbs in asbestos insulating board ceiling).
	2	Medium disturbance (lifting one or more asbestos insulating board ceiling tiles to access valve).
	3	High disturbance (removing a number of asbestos insulating board ceiling tiles to replace valve)
Frequency of Activity	0	Asbestos unlikely to be disturbed for maintenance
	1	Less than once a year.
	2	More than once a year
	3	More than once a month
<b>Score Indicator:</b> <b>Average is calculated for each factor</b>	10 - 12 7 - 9 5 - 6 0 - 4	

**ACM location and/or Asbestos Register Reference**

No.....

<b>Assessment Factors</b>	<b>Score for Variable</b>	<b>Overall Score</b>
<b>Normal Occupant Activity:</b> Main type of activity: ?		
<b>Likelihood of Disturbance:</b> Location: ? Accessibility: ? Extent / Amount: ?		Average =
<b>Human Exposure Potential:</b> Number of Occupants: ? Frequency of use of area: ? Average time area is in use: ?		Average =
<b>Maintenance Activity:</b> Type of Activity: ? Frequency of Activity: ?		Average =
<b>Total Priority Assessment Score:</b>		
<b>Material Assessment Score (supplied by surveyor):</b>		
<b>Total Of Material And Priority Assessments Scores:</b>		
<b>Total Score Indicator:</b>	<b>20-24 High Priority</b> <b>14-20 Medium Priority</b> 10-13 Low Priority 0-9 Very Low Priority	

## APPENDIX 6 - METHODS OF SURVEYING FOR ACMS

HSG264 replaced MDHS100 and sets out how to survey workplace premises for ACMs and how to record the results in a usable form. It also gives advice on how to recognise and sample suspected ACMs. HSG264 has been produced as guidance issued by the Health and Safety Executive for people carrying out surveys and those responsible for managing the risks from asbestos in non-domestic premises. It will also be of interest to those commissioning surveys. There are two types of survey defined in the HSG264 Guidance issued by the HSE, they are:

### **Management Survey**

This is the standard survey that should be carried out for the continued management of asbestos in premises. The purpose of the survey is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building and assess their condition. Sampling is the most common approach that has been used for surveys. However, a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed, using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (ie material assessment).

Management surveys may involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties. Factors include; the type of building, the nature of construction, accessibility etc.

### **Refurbishment and Demolition Surveys**

This survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will involve destructive inspection as necessary, to gain access to all locations, including those that may be difficult to reach. Refurbishment work may vary from relatively small to large projects. Small scale work may occur in different parts of a building at different times over several years. A full sampling program is undertaken in these areas to identify all possible ACMs and to obtain estimates of the volume and surface area of the ACMs present. The survey is primarily designed to identify ACMs so that they can be removed in preparation for refurbishment or demolition.

## APPENDIX 7 - AUDIT

Asbestos management plans will be audited periodically by the SAO.  
The following list will be examined to confirm compliance with this policy.

<b>Asbestos Management</b>			
<b>Building name:</b>		<b>Reference number:</b>	
<b>Duty-holder:</b>		<b>Site representative:</b>	
<b>Auditor:</b>		<b>Date:</b>	
<i>Minimum requirement in italics</i>			
	<b>Area for inspection</b>	<b>Findings</b>	<b>Satisfactory?</b>
1	Asbestos survey report on-site and available for assessment.		
2	Management plans on-site and available for assessment. <i>(Reviewed six monthly)</i>		
3	Are all ACMs labelled where practical? <i>(Labelled in non-public areas)</i>		
4	Has a person been nominated to carry out re-inspections? If so have they been trained in Asbestos Awareness?		
5	Have ACMs been re-inspected on a regular basis (management plan form 12). <i>(At least annually)</i>		
6	Have priority assessments been carried out where asbestos is identified or presumed?		
7	Are all staff aware of any ACMs. <i>(Recorded on induction records)</i>		

**Maintenance Activities****Auditor:****Date:**

	<b>Area for inspection</b>	<b>Findings</b>	<b>Satisfactory</b>
	Awareness of Asbestos Presence form management Plan form 11  <i>(Form being used/date of last use)</i>		
	Risk assessment/method statement carried out for task manual/minor works?		

**Contractor Activities****Contractor name:****Building:****Auditor:****Date:**

	<b>Area for inspection</b>	<b>Findings</b>	<b>Satisfactory</b>
	<b>Survey works:</b>  Confirm any inaccessible areas  Confirm all suspect materials sampled.		
	<b>ACM removal, licensable works</b>  All site documentation available?  Work carried out in accordance with above? Supervisor available onsite?		
	<b>ACM removal, Non-licensable works</b>  Risk assessment /Method statement available?  Work carried out in accordance with above?  Waste ACMs double bagged?  No debris left onsite		

## **APPENDIX 8 - HOUSING POLICY**

EXETER CITY COUNCIL

ASBESTOS CONTROL  
PROCEDURE AND MANAGEMENT PLAN FOR DOMESTIC HOUSING PROPERTIES

FOR COMPLIANCE WITH

THE CONTROL OF ASBESTOS REGULATIONS 2012

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## 1 Introduction

This policy provides a means by which the legislative requirement to manage, control and abate asbestos materials will be discharged.

Historically asbestos has been used extensively, especially in buildings, due to its thermal insulation, fireproofing, physical strength and low cost.

The most severe health effects, including Mesothelioma, Lung Cancer and Asbestosis, were not evident until many years after the first exposures allowing the asbestos industry to grow and establish itself.

The Control of Asbestos Regulations (CAR) 2012 control the risk from asbestos and although use is now prohibited by law the legacy of past industry remains within buildings leaving an extensive problem requiring careful management.

Potential exposure within Local Authority Buildings arises from:-

- Removal of asbestos containing materials;
- Accidental disturbance of asbestos containing material during other building maintenance, repair or DIY by tenants.
- Vandalism/wilful damage;
- Natural deterioration of asbestos products in buildings;

**Responsibilities under this policy are organised under several group headings. It is critical that individuals are able to identify themselves as belonging to one or more of these groups regardless of their job title.**

Every individual who orders work in connection with the structure, fabric or fittings in a building suspected of containing asbestos must comply with 4.2 as well as ensuring the contractor performing the work complies with either 4.3 or 4.4. This will usually apply to Premises Managers, Building Surveyors, Architects, Assistant Directors ordering building work, plumbing work, electrical work, general maintenance work etc no matter how minor.

## **SIMPLE PROCEDURES LINKED TO RESPONSIBILITIES WILL AID IMPLEMENTATION.**

### **Scope of Asbestos Policy**

The management is only required to non-domestic premises, as stated in CAR 2012 Reg 4, however this authority will aim to identify asbestos in all the buildings it is currently responsible for including domestic premises.

### **Statement of Intent**

The Local Authority accepts its responsibilities under the Control of Asbestos Regulations 2012 and associated regulations, ACOP's and guidance, namely L127 with the aim of eliminating or reducing to the lowest level reasonably practicable, the risks from asbestos. In support of this statement the Authority will adhere to the following standards:-

- i. Prevent further use of asbestos containing materials by the council in accordance CAR 2012.
- ii. Adopt a programmed approach to positively identify, risk assess and manage all existing asbestos containing materials to Housing Services non-domestic premises.  
  
Along with identification of all asbestos and correction of reported survey action issues within domestic premises.
- iii. Create and maintain a comprehensive database of asbestos containing materials within Housing controlled premises.
- iv. Asbestos surveys will be undertaken to the appropriate level when properties become void, when major works are planned and at any other time when remedial works are required. All communal areas will be surveyed to identify asbestos containing material.
- v. Either remove or where appropriate actively manage all existing asbestos containing materials, whichever is the most reasonably practicable and effective way to control the risk from asbestos.
- vi. Clearly and appropriately label all asbestos containing materials where practicable.
- vii. Put in place arrangements to monitor and control the risks from work involving asbestos.
- viii. Provide an appropriate level of information and training for those with duties under the policy



and those exposed to risk.

- ix. Inform tenants in writing of the position of any asbestos containing materials within their home.
- x. To ensure all work with asbestos is carried out in accordance with the Approved Code of Practice L143.

The Assistant Director Environment will be responsible for overseeing and monitoring the implementation of the policy throughout the Authority.

### **Specific Responsibilities in the discharge of the above standards**

#### **4.1 AD Housing and Contracts:-**

- 4.1.1 Through the sample survey to identify the locations of all suspected asbestos containing materials in buildings under their control .
- 4.1.2 Take immediate action to control imminent risks from asbestos (**Procedure 1**).
- 4.1.3 Manage asbestos depending upon results of risk assessment and arrange for the retention of copies of clearance certificates following removal (**Procedure 2**).
- 4.1.4 Arrange for the labelling of all asbestos containing materials as appropriate (**Procedure 2**)
- 4.1.5 Ensure that the results of the survey are properly recorded. Ensure the provision of the relevant parts of the asbestos database and the 'Asbestos Procedure' are supplied (**Procedure 7**) to all contractors and others working in the vicinity of asbestos containing materials. This will be achieved via the supply of full survey data for work on voids and major works. With responsive works orders, information on asbestos will be supplied with the work order or full survey data can be supplied on the request of the contractor.
- 4.1.6 Establish policies, arrangements and procedures to ensure no work that may disturb asbestos material is carried out without adherence to the standards under 4.2 and 4.3.
- 4.1.7 Arrange for the monitoring of the condition of asbestos containing materials within all Housing non-domestic premises on a regular basis dependant on risk (annual minimum).
- 4.1.8 Where asbestos has been identified in residential premises notify tenants of the hazards to

health, appropriate precautions to take and the need to report damaged suspect asbestos materials to the Authority

#### **4.2 'OFFICER COMMISSIONING WORK'; Those responsible for commissioning any work in buildings suspected of containing asbestos will:-**

- 4.2.1 Consult the Asbestos Database as part of the planning process. Where insufficient information exists on the Database an asbestos survey must be arranged or assume asbestos is present **(Procedure 3)**.
- 4.2.2 Decide if a HSE licensed asbestos contractor and an accredited monitoring analyst needs to be appointed for the work **(Procedure 4)**.
- 4.2.3 Provide relevant parts of the 'asbestos database' and the 'Asbestos Procedure" **(Procedure 7)** to all contractors and others who may disturb the fabric of the building.
- 4.2.4 Ensure a method statement and risk assessment is obtained from the contractor in all cases of asbestos works and is reviewed prior to work by a competent person **(Procedure 5)**.
- 4.2.5 Ensure that all contractors at risk of disturbing asbestos, especially those in the building/maintenance trades, have received as a minimum asbestos awareness training or preferably trained to undertake tasks as detailed in the HSE 'Task Manual' **(Procedure 5)**.
- 4.2.6 Monitor compliance with the method statement **(Procedure 6)**.
- 4.2.7 Ensure copies of monitoring / clearance certificates are provided to the manager in charge of premises where asbestos works are carried out **(Procedure 6)**.

#### **4.3 'ASBESTOS WORKERS'; Managers/ contractors responsible for carrying out asbestos work will:-**

- 4.3.1 Carry out a risk assessment for the proposed work and apply the appropriate Approved Code of Practice.
- 4.3.2 Provide a suitable method statement to the commissioning department for review before work begins.
- 4.3.3 Carry out monitoring where appropriate.

- 4.3.4 Notify the HSE where required.
- 4.3.5 Provide all persons working at risk of asbestos exposure with adequate information, instruction and training including regular refresher training.
- 4.3.6 Ensure all work is in accordance with the Control of Asbestos Regulations 2012 and associated Approved Codes of Practice.
- 4.3.7 Dispose of all asbestos waste in accordance with CAR Regulations and Hazardous Waste Regulations.
- 4.3.8 In cases of doubt contact the Supervising Officer.

**4.4 'OTHER WORKERS'; Local Authority employees or contractors who's work may accidentally disturb asbestos materials e.g. building maintenance or repair and refurbishment of buildings or services will:-**

- 4.4.1 Be able to identify typical materials likely to contain asbestos (or under the DIRECT supervision of someone who can) (**Procedure 7**).
- 4.4.2 Refer to the relevant section of the asbestos database before work begins. This should have been provided by the client (**Procedure 7**).
- 4.4.3 Stop work if suspect asbestos materials may be disturbed (**Procedure 7**).

**4.5 The Safety and Asbestos Officer:-**

- 4.5.1 Retain a high level of competence with regard to the management of asbestos so as to provide advice and assistance with all aspects of corporate asbestos policy procedures and practice.  
Will carry out random audits of asbestos works on behalf of Housing, for both licensed and non-licensed works.

**4.6 Tenant's will: -**

- 4.6.1 Immediately report all damaged suspected asbestos materials to the Exeter City Council and avoid any further contact and exposure unless they are informed that the material does not pose a risk.

**5. Emergency procedure**

- 5.1.1
- Every effort will be made to avoid the uncontrolled release of asbestos fibres however if such a situation is reported the refer to procedure 1
  - Advice should be taken from specialist contractor on next appropriate step.

## 6. Further Advice

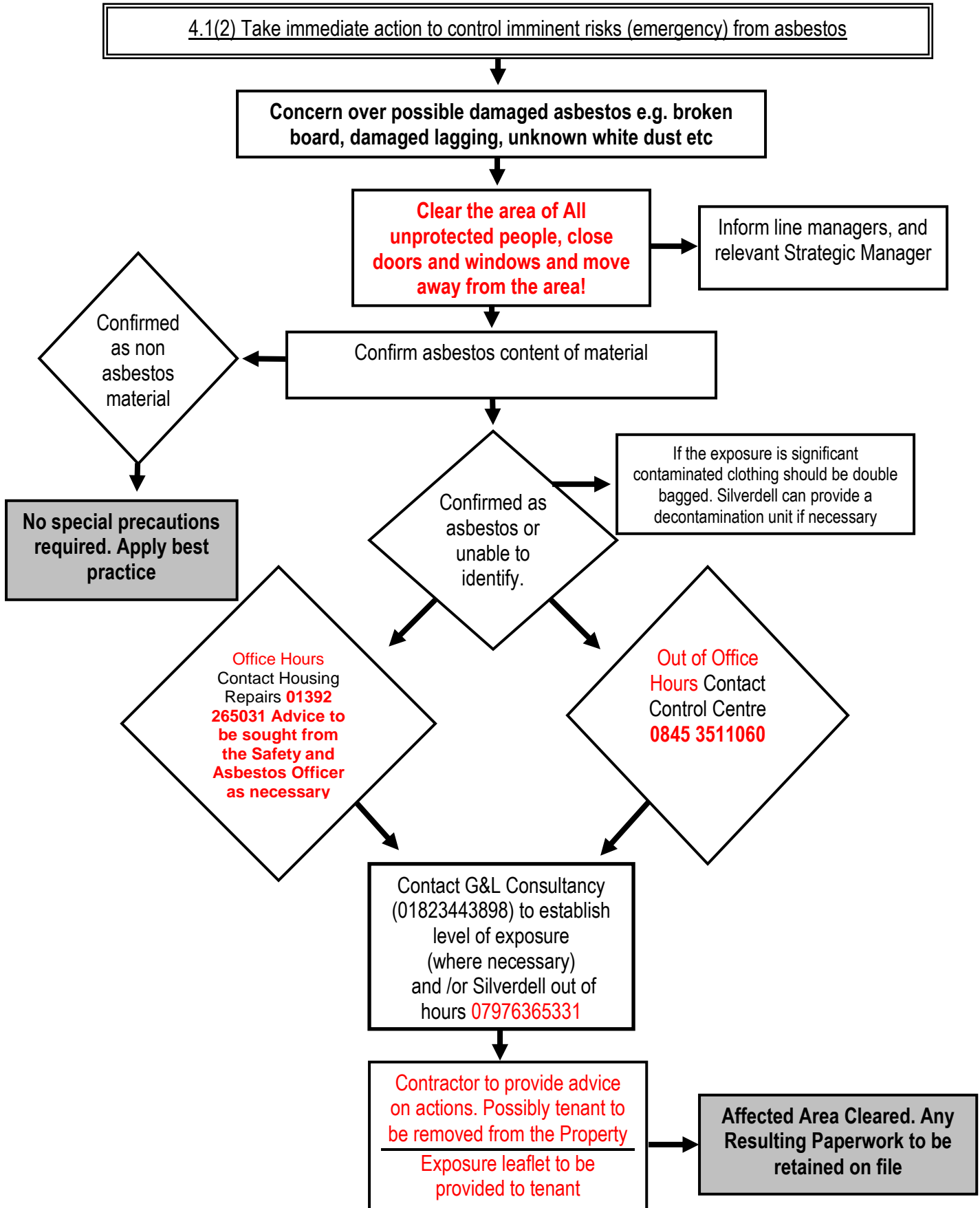
Further advice on any aspect of this policy can be obtained from Head of Environmental Services.

### APPENDIX A

PROCEDURAL FLOW CHARTS	
1	<b>Control of imminent risks;</b> <i>This procedure is designed to help you carry out responsibility 4.1(2)</i>
2	<b>Managers responsible for premises;</b> <i>This procedure is designed to help you carry out responsibility 4.1(3) and 4.1(4)</i>
3	<b>Those responsible for commissioning any work in buildings suspected of containing asbestos;</b> <i>This procedure is designed to help carry out responsibility 4.2(1)</i>
4	<b>Those responsible for deciding if the need for Licensed Asbestos Removal Contractor is required.</b>
5	<b>Those responsible for commissioning any work in buildings suspected of containing asbestos;</b> <i>This procedure is designed to help carry out responsibility 4.2(4), (5)</i>
6	<b>Those responsible for commissioning any work in buildings suspected of containing asbestos;</b> <i>This procedure is designed to help carry out responsibilities 4.2 (6, 7)</i>
7	<b>This procedure is for building trades operatives or contractors whose work may accidentally disturb asbestos materials eg building maintenance or repair and refurbishment of building or services;</b>
8	<b>Undertaking of surveys on refurbishment projects.</b>

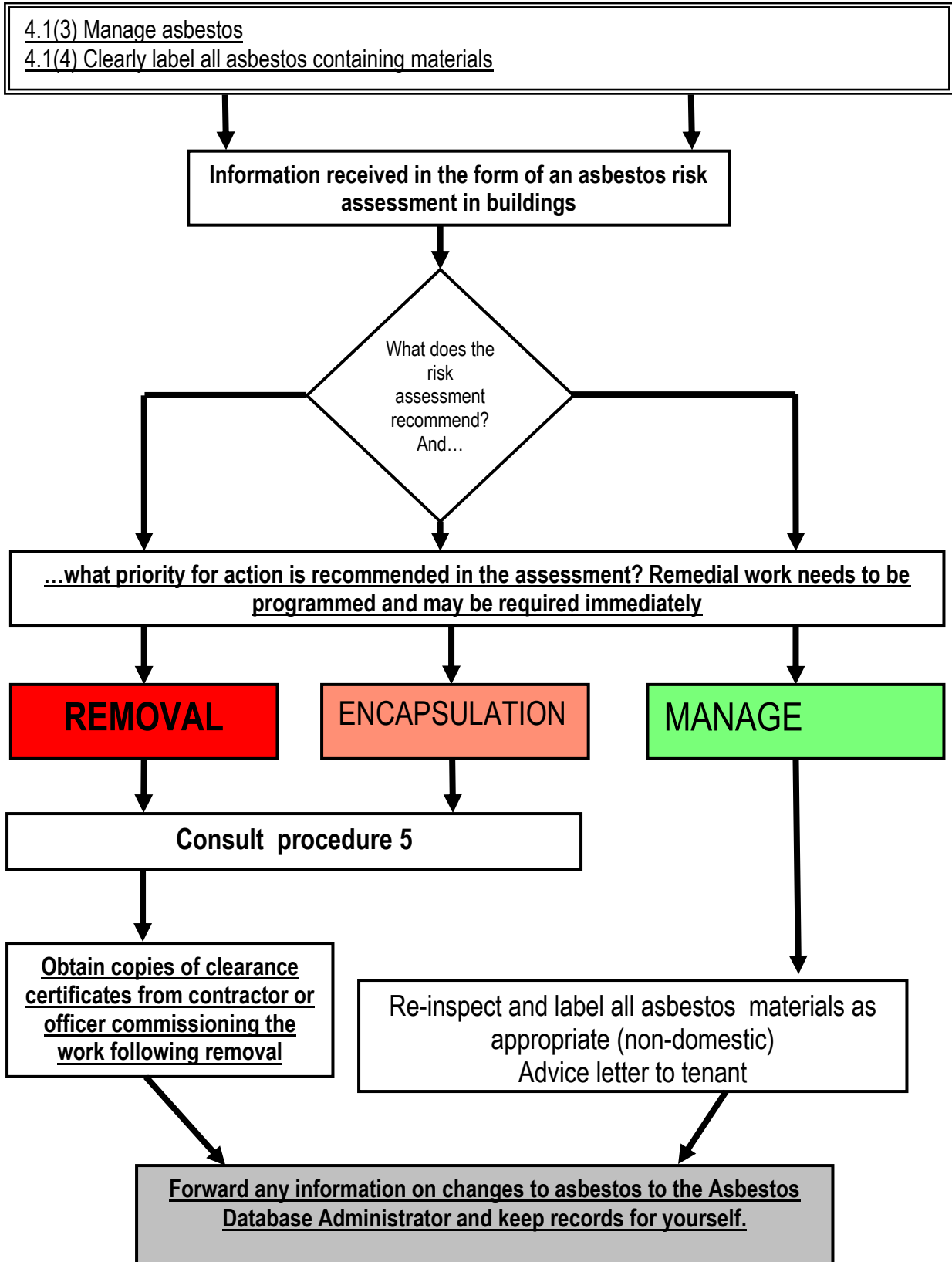
# PROCEDURE 1

Imminent risks; This procedure is designed to help you carry out responsibility 4.1(2)



## PROCEDURE 2

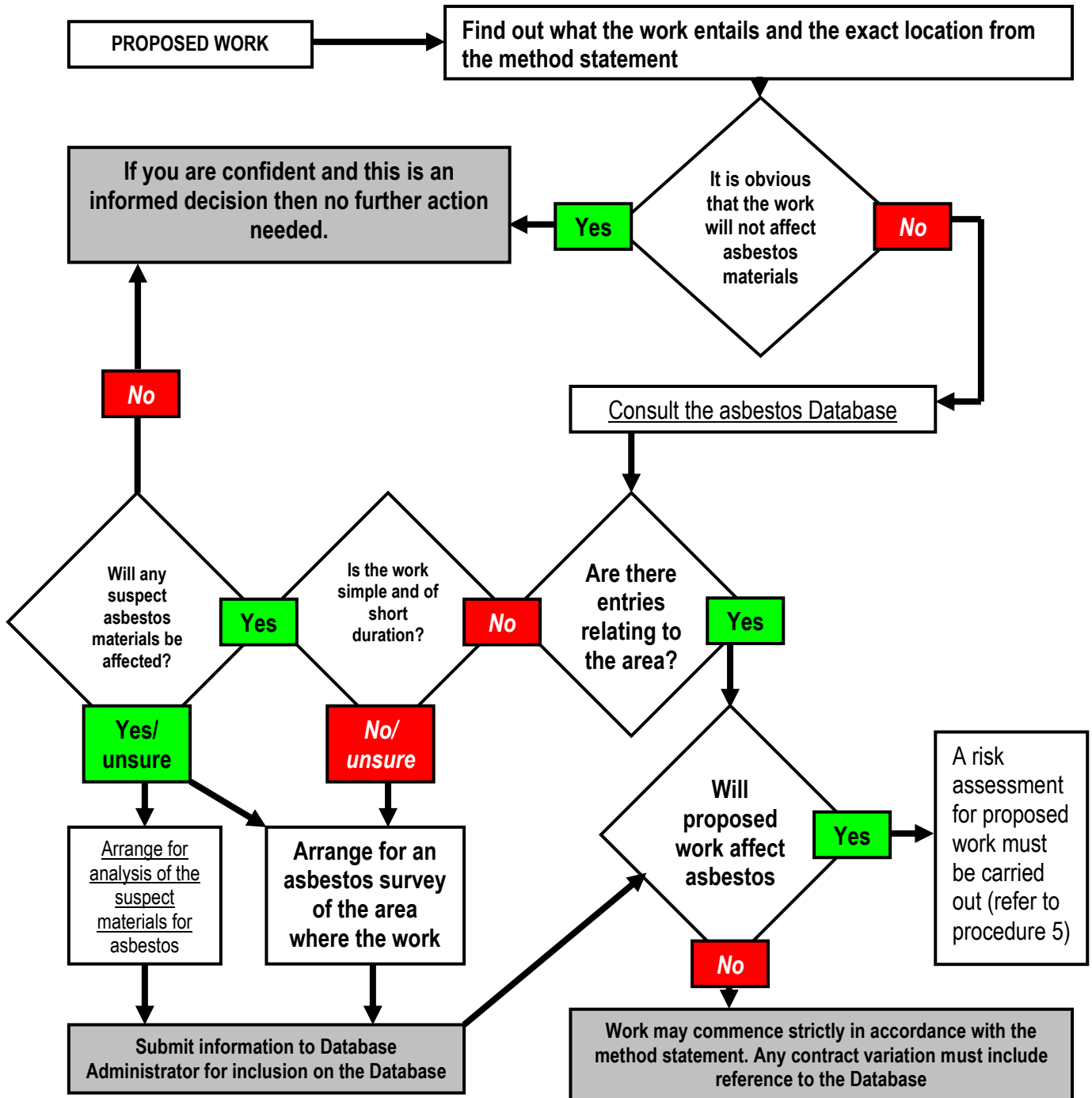
All officers; This procedure is designed to help you carry out responsibility 4.1(3) and 4.1(4)



**PROCEDURE 3**

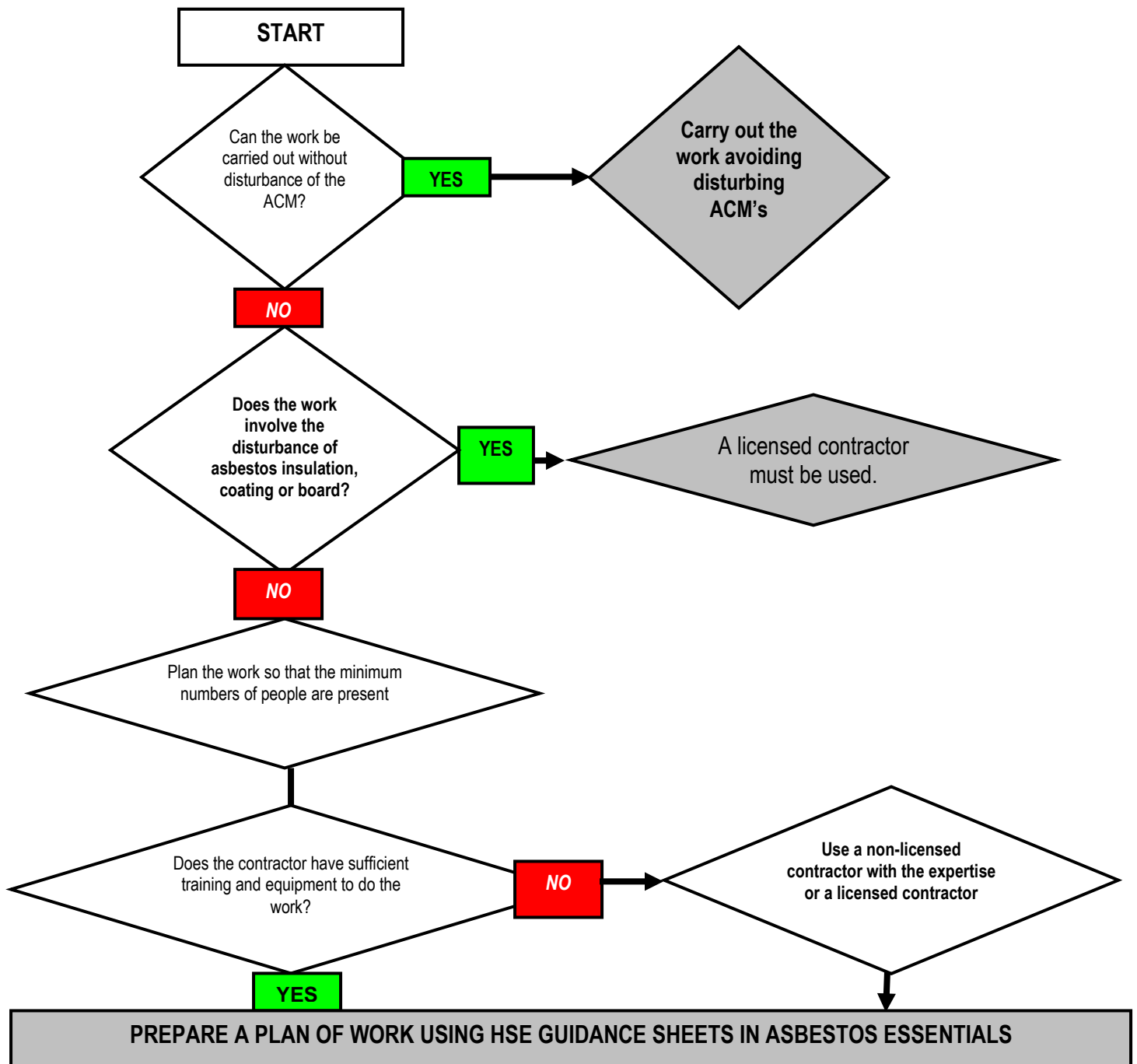
**Those responsible for commissioning any work in buildings suspected of containing asbestos; This procedure is designed to help carry out responsibility 4.2(1)**

4.2(1) Consult the Asbestos Database as part of the planning process. Where insufficient information exists on the Database an asbestos survey must be arranged or assume asbestos is present



## PROCEDURE 4

For those responsible in determining the need for a Licensed Asbestos Removal Contractor



From 2012 some non-licensed work is notifiable to HSE. Details are available from the Safety and Asbestos Officer or the Principal Health and Safety Officer.

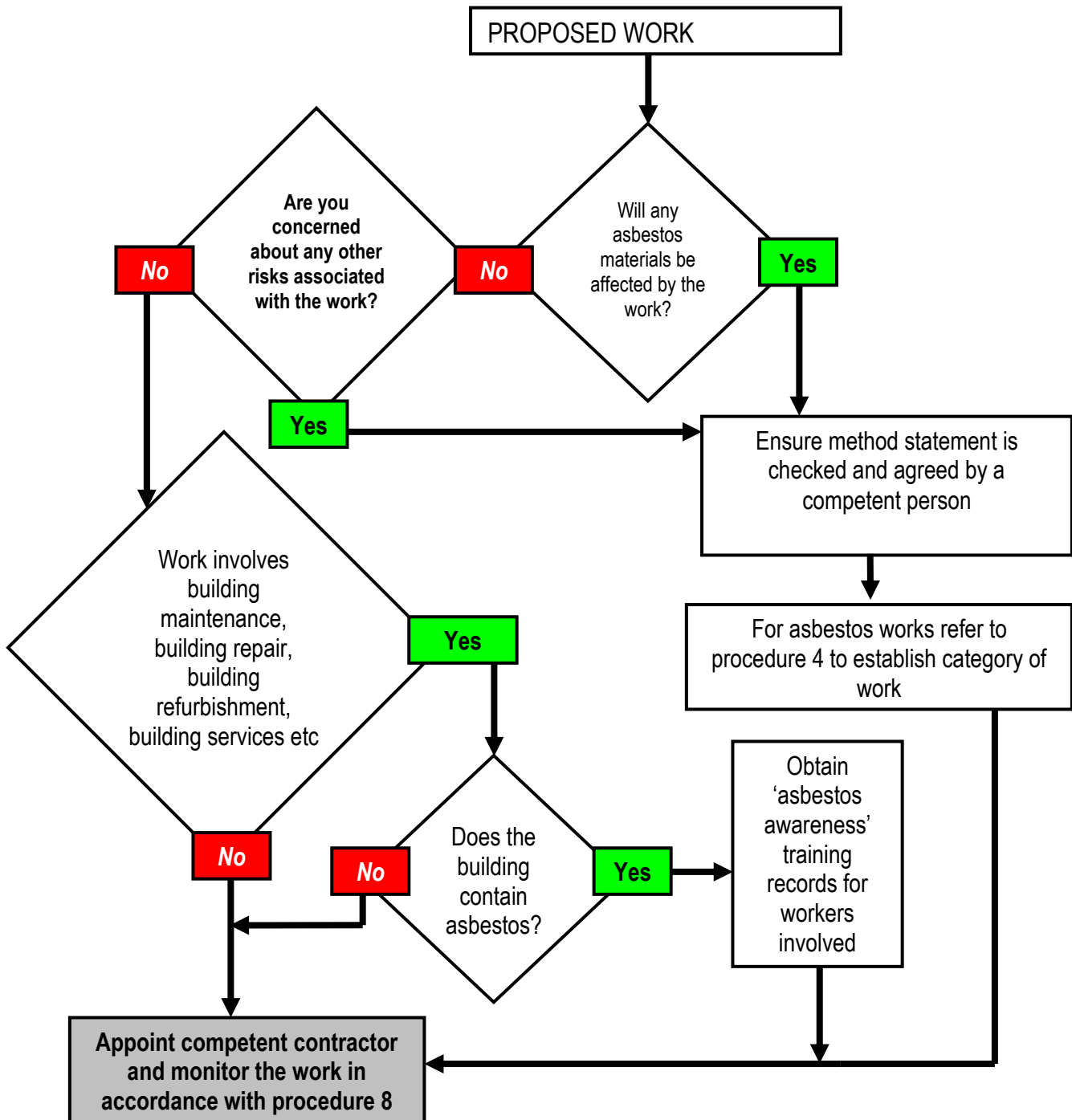


## PROCEDURE 5

**Those responsible for commissioning any work in buildings suspected of containing asbestos;** *This procedure is designed to help carry out responsibility 4.2(4), (5)*

4.2(4) Ensure a method statement and risk assessment is obtained from the contractor carrying out the work in all cases and is reviewed by a competent person prior to work.

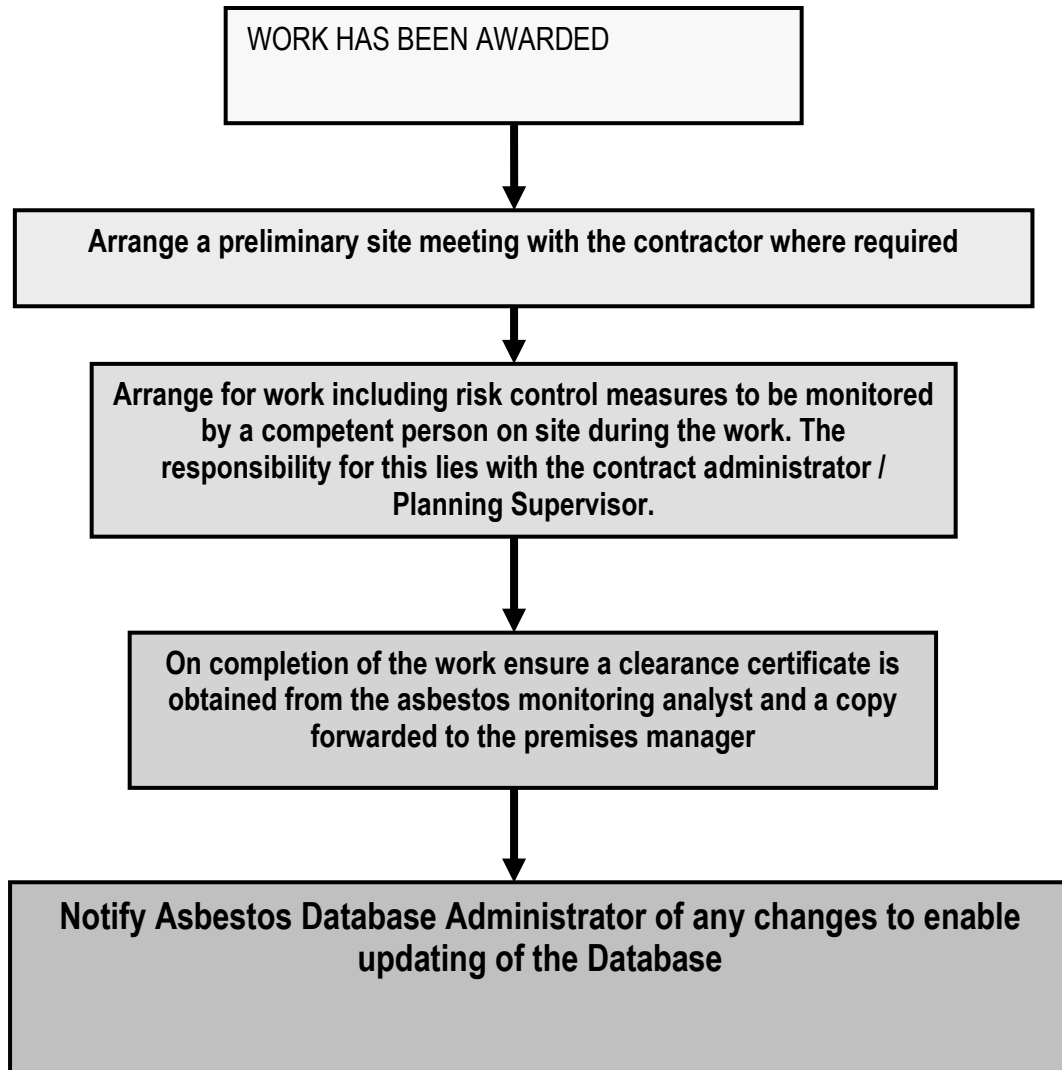
4.2(5) Ensure that all contractors, especially those in the building/ maintenance trades, have received asbestos awareness training including recognition of suspect asbestos materials



## PROCEDURE 6

**Those responsible for commissioning any work in buildings suspected of containing asbestos; This procedure is designed to help carry out responsibilities 4.2 (6, 7)**

**4.2(6) Monitor compliance with the method statement and  
4.2(7) Ensure copies of monitoring/ clearance certificates are provided to the manager in charge of premises**

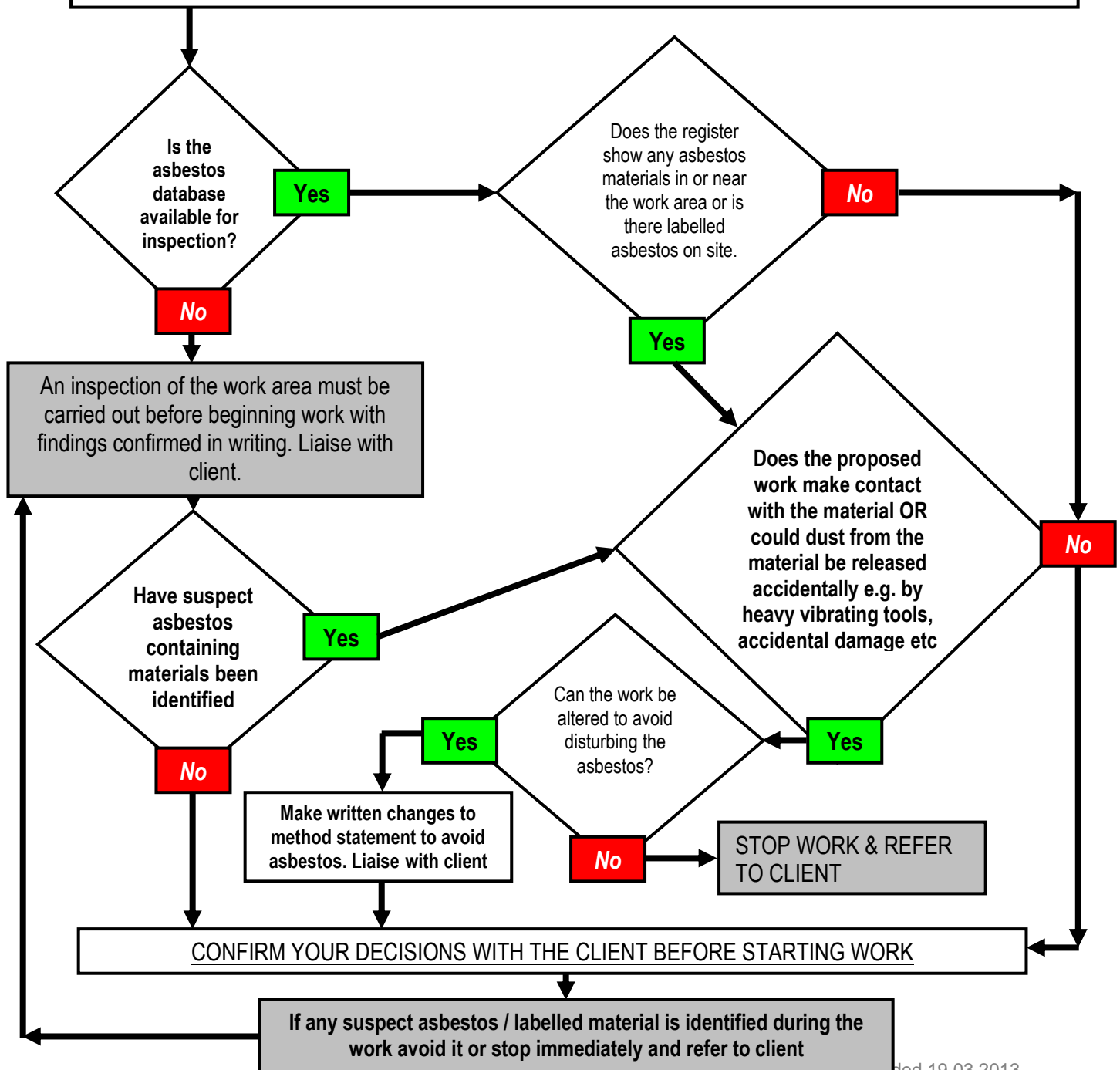


## PROCEDURE 7

This procedure is for building trades operatives or contractors whose work may accidentally disturb asbestos materials e.g. building maintenance or repair and refurbishment of building or services;

This asbestos policy states you must be trained in identifying materials likely to contain asbestos, refer to the relevant section of the asbestos database before work begins and stop work if suspect asbestos materials may be disturbed if the work continues. The following flow diagram helps you do this.

BEFORE YOU START WORK ask the client for the section of the asbestos database which relates to the area in which you propose to work. Ensure you have received asbestos awareness training in the recognition of suspect materials or are under the DIRECT supervision of someone who is.



## **PROCEDURE 8**

### **REFURBISHMENT OF HOUSING STOCK LIKELY TO CONTAIN ASBESTOS**

This is Exeter City Council housing survey strategies for surveying for asbestos as covered in the HSE advisory note on how social landlords should deal with asbestos in properties about to undergo refurbishment.

This advice note introduces the concept of a “refurbishment/demolition” survey.

#### Kitchen/Bathroom programmes

Survey to be carried out by a single surveyor

- The asbestos surveying company should be informed of what work is to be undertaken including other areas apart from Bathroom/Kitchen that requires this level of survey.
- A refurbishment/demolition survey should be undertaken to the room in question with a management survey carried out in the rest of the building.
- Survey discipline –
  - Room to be unoccupied with door closed or door way sealed.
  - Undertake survey that is to be as intrusive as necessary but to cause as little damage as possible.
- It will have to be explained to the tenants by the surveyor initially what is going to happen.

#### Rewires and Central heating installations

Survey to be carried out by a single surveyor

- As this work will involve work in all rooms a different survey strategy may be required.
- Each room to be unoccupied with the door closed or the door way sealed so the tenants can remain in the property.
- Survey discipline –
  - Agree rooms with tenant to be surveyed first.
  - All areas to be surveyed including the roof space. No areas should be classified as no access by the surveying companies.
- It will have to be explained to the tenants by the surveyor initially what is going to happen. This should be supported by a leaflet.
- When orders placed for the survey a copy of the work plans to be included where possible

#### Other major works

The majority of the other major works programme was external works so this type of refurbishment/demolition survey was not considered appropriate. The need to test for asbestos was just as great when doing things such as reroofing and due consideration must be given to this when planning the work.

## Voids

Survey to be carried out by a two surveyors

- To follow the suggestions made in the HSE advice note when a property becomes void the opportunity to undertake a full refurbishment/demolition survey will be taken.
- Possibility of marking these surveys as major works so they do not impact on void turn around time.
- Survey discipline –
  - All areas including the roofspace must be accessed.
  - Reassurance air tests to be done. If significant disturbance of ACM, this will be decided by the asbestos surveyor.
  - All carpets to be lifted.

## Contractor competency

To reduce the hazards of the accidental disturbing asbestos whilst works are going on the contractors should be able to demonstrate a level of competency that is commensurate to the types of works being carried out.

Although the level of competency indicated in the advice notes is general awareness training the meeting felt that in the case of most major works programmes this was not suitable and the level of training to undertake works laid out within the task manual is more appropriate.

Neil Shire  
Housing Repairs and Technical Services Manager  
5<sup>th</sup> August 2009

Reviewed with minor amendments - July 2012

Paul Barton  
Principal Health and Safety Officer

## APPENDIX B

### Actions after Accidental Uncontrolled Release of Asbestos

## **GUIDANCE FOR TENANTS**

### **1. INTRODUCTION**

From time to time circumstances arise in which people inadvertently come into contact with or are at risk of coming into contact with asbestos fibres. In the domestic environment such potential contact we seek to exclude or restrict through our system of notifying tenants and contractors of where asbestos may be encountered in the home. However, occasionally occupiers or workmen are accidentally exposed to asbestos based materials, usually in small quantities, during building operations, maintenance work or through inadvertent damage to asbestos-containing materials.

We recognise that asbestos exposure incidents understandably give rise to genuine concern and distress about its possible detrimental effects but unless the asbestos fibres are inhaled there is little likelihood of any long term side effects

As you may be aware, it is possible that repeated low-level exposures may lead to asbestos-related diseases, although high exposure for long periods is linked more clearly to these diseases. There is usually a long delay between first exposure to asbestos and the first symptoms of disease; this can vary between 15 and 60 years

Breathing in asbestos fibres can eventually lead to a number of diseases, including:-

1. Asbestosis or fibrosis (scarring) of the lungs:
2. Lung cancer: and/or
3. Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

### **2. WHAT YOU CAN DO**

If you are concerned about your health or that of your family, you should consult your GP who should be given details about the possible exposure including date(s), duration, type of asbestos and likely exposure levels (if known) and you should ask for a note of these details to be made in your personal medical record. Again, the Council will give you information on the type of asbestos and the results of our air test. Your GP will decide whether you should be referred to a chest specialist (although this is not usually necessary) or whether you should undergo any tests such as an X-ray. Again this is not usually necessary or helpful, particularly because in the short term a chest X-ray would not show anything wrong, even after heavy exposure to asbestos, in particular a chest X-ray can not show whether or not asbestos fibres have been inhaled.

You may also contact the British Lung Foundation Helpline. The Helpline's team of specialist nurses and advisors will be able to tell you more about the medical conditions caused by asbestos and, if you think you have been exposed, they'll advise you on what to do to check your health. Call the Helpline on 03000 030 555.

### **3. OUR RESPONSE**

Exeter City Council takes any incident of exposure seriously and we carry out the following procedures to ensure that the risks associated with exposure are kept to a minimum. We will undertake a risk assessment and produce a method statement to address the risks identified and we will carry out any one or more of the following actions:

1. An environmental clean of the contaminated area by a specialist contractor. This may also include removing and disposing of any contaminated fabric items which could, in some cases, include carpets, clothing etc. This would be dependent on the spread of fibres from the damaged asbestos containing material (ACM's).
2. The disturbed Asbestos containing materials will be either removed or repaired by the specialist contractor.
3. Air testing carried out by an independent analyst who will visit your property. An air test may not be required if the work with asbestos was of a minor nature.
4. In some cases further air tests may be carried out in other rooms to ensure the fibres have not spread to other areas of the property.
5. Exeter City Council will report back to you the results from the air tests

Finally, Exeter City Council will fully investigate the events which led up to the incident. If Exeter City Council considers that changes need to be made to our working practices or those of our contractors, then action will be taken to address them. Our Health & Safety Department will be notified of the incident and they will carry out any investigations they feel necessary. We will take full account of any recommendations that they may make.

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