



Management of Asbestos Policy

Contents Page

1.0	Introduction
2.0	Process
3.0	Policy
4.0	Programme for compliance
5.00	Recording ACM's and managing risk
5.01	Management System
5.02	Access to Information
5.03	Material Risk and Priority Assessments
5.04	Monitoring and Re-inspection
5.05	Updates
6.00	Roles and Responsibilities
6.01	Chief Executive
6.02	Liberata Property Services
6.03	Pendle Borough Council staff and Building Managers / Responsible Persons
6.04	Human Resource
6.05	Pendle Borough Council Training
6.06	Liberata Training
6.07	Procedures for project and maintenance works
7.00	General control procedures
7.01	Entry into Asbestos contaminated area
7.02	Access to an Asbestos Enclosure
7.03	Labelling Asbestos
7.04	Working with Asbestos Containing Materials
8.00	Day to Day Maintenance Works issued by Liberata
9.00	Out of Hours Call Outs
11.00	Guidance for Containing Accidental Fibre Release.
12.00	Permit to work (PTW)
13.00	ACM Surveys
14.00	Information, instruction, training and supervision
15.00	Monitoring and review
16.00	Emergency Services

1.00 Introduction

The Council will ensure that all Asbestos Containing Materials (ACM's) falling under its control will be managed in such a manner as to eliminate, so far as reasonably practicable, exposure to asbestos fibres to anyone who could be affected. Where exposure cannot be eliminated, the Council shall ensure that exposure to asbestos fibres is reduced below any statutory control limits or action levels that may be in existence.

The revised Control of Asbestos Regulations, which came into force in 6 April 2012,, specify a number of duties which any person who has responsibility for the maintenance or repair of non-domestic buildings must comply with.

Pendle Borough Council recognises its general duty to do all that is reasonably practicable to prevent exposure of it's employees and others (including visitors, tenants, contractors and other users of Council properties) to airborne asbestos particulates.

The risks arising from exposure to airborne asbestos contamination are recognised. It is accepted that the presence of asbestos in Council properties and workplaces does not in itself constitute an immediate risk provided its location is known, it is in good condition, sealed or in such a location that it is unlikely to be damaged or worked on, and its condition is effectively managed.

Wherever asbestos materials exist in Council properties there is a risk to health only if the materials are damaged or disturbed.

It is recognised that those directly and indirectly engaged in maintenance or other construction work are particularly vulnerable – this includes persons entering or working on buildings after damage by fire.

This document should be read in conjunction with all current regulations relating to Asbestos Regulations, Health and Safety Executive Guidance Documents and Specific Procedures for asbestos management.

2.0 Process

Pendle Borough Council has undertaken the following:

- Taken reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
- Presumed that materials contain asbestos, unless strong evidence is available they do not.
- Made a written record of the location and the condition of the asbestos and presumed asbestos-containing materials and are keeping the record up-to-date.
- Assessed the risk of the likelihood of anyone being exposed to these.

Pendle Borough Council shall undertake the following:

- Presume that materials contain asbestos, unless strong evidence is available they do not.
- Maintain written records of the location and the condition of the asbestos and presumed asbestos-containing materials and keep the record up-to-date.
- Assess the risk of the likelihood of anyone being exposed to these.
- Prepare an action plan to manage that risk and put it into effect so that; any material known or presumed to contain asbestos is kept in a good state of repair, any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition repaired or if necessary removed, information on the location and condition of asbestos material is available to anyone potentially at risk.
- Review and monitor the action plan and the arrangements made to put it in place.
- To regularly review the Asbestos Management Plan, its Policies and its Procedures.
- Carry out demolition/refurbishment surveys prior to all building/development works to identify the location and condition of any material that might contain asbestos. All findings to be made available to the Contractor and included in the pre tender Health and Safety Plan where appropriate.

Management surveys have been undertaken for all areas of Council buildings. A comprehensive record of ACM's has been compiled. This information includes location, extent and condition of material and is supported by photograph of sample points, CAD plans showing the presence of asbestos, risk assessments and an asbestos management plan.

3.00 Policy

It is the Policy of Pendle Borough Council that risks arising from Asbestos Containing Materials (ACMs) are effectively managed. This shall include:

- Assessing the risk of exposure from ACMs, or any material presumed to be an ACM.
- Determine the frequency for monitoring, and effectively monitor the condition of all ACMs / presumed ACMs.
- The preparation and implementation of a management plan to control risks arising.

Adequate assessment of all Council properties is undertaken to establish the locations, types and condition of any asbestos present.

Where Pendle Borough Council lease out premises, and/or lease properties from other owners, there will in each circumstance be adequate liaison and agreement between both parties to determine the extent of responsibility of both parties to ensure compliance with the duty to manage asbestos (similar discussion and agreement will take place where the Council occupies, or otherwise has interest in, premises in multiple occupation).

Adequate records of assessments and routine condition surveys are maintained, along with records of results and analysis of any samples taken, and any remedial actions taken.

Where asbestos exists in Council property under our control, and the asbestos is in sound condition, sealed and unlikely to be damaged or disturbed, it is policy to leave that asbestos material in place, and maintain it in a safe condition.

Any up-dates or alterations to the asbestos risk register where asbestos materials are removed or altered due to maintenance or renovation works are promptly communicated to those in day to day control of the premises.

That action is taken to identify the nature of any potentially hazardous material before allowing any employee or any other person to commence work, which may break or disturb that material.

Assessment registers will be made available in all occupied Council premises and will be made available, on request, to employees, appointed safety representatives and representatives of employee safety at premises where they work or represent the health & safety interests of employees. The existing assessment register for any Council Property is freely made available to the purchaser (or their agent) of any Council property.

3.00 Policy (Cont')

Suitable and sufficient information, instruction and training, along with adequate levels of supervision, is provided to those employees and external contractors likely to encounter or disturb asbestos containing materials in their day to day work. Adequate records of training of Pendle Borough Council employees will be maintained.

Where Pendle Borough Council engages external contractors to conduct asbestos surveys in accordance with HSE Guidance Document HSG 264 'The surveyors guide', then preference shall be given to those able to demonstrate compliance with ISO17020 by accreditation with a recognised accreditation body (e.g. UKAS).

Preference shall also be given to those contractors whose surveyors demonstrate adequate competence to undertake asbestos surveys from certification bodies accredited to EN45013 by UKAS.

Those Organisations engaged to carry out material sample determinations and final air-sampling of contaminated or suspect areas or parts of buildings shall demonstrate compliance with BS ENISO/IEC 17025 by accreditation with a recognised accreditation body.

All systems of work, methods and developed procedures for control of asbestos are adequately and effectively managed, organised, implemented, controlled, monitored and reviewed, pursuant to the aims of this policy.

All ACM debris arising from removal work or accidental or malicious damage is disposed of only in accordance with relevant Environment and Special Waste Legislation. Pendle Borough Council shall take all reasonable practicable steps to ensure that contractors working on behalf of the Council also comply with this legislation.

4.0 Programme for compliance

All buildings under the control of Pendle Borough Council have been surveyed for asbestos. Dates from these surveys have been uploaded onto an asbestos register.

The following programme for planned works for the period from October 2013 onwards, has been prepared and submitted to the Council for consideration.

Year 2013 /14

Continue with Management Plan works including the 6 to 24 month inspections of known asbestos-containing materials. Assess materials identified during the survey process and prepare an action plan for remedial works.

Year 2014/15

Commence works arising from action plan. Review Policy Management Plan. Upload all surveys and reviews to Asset Management System 'Technology Forge'.

Year 2015 onwards

Continue with Management Plan works, including the 6 to 12 month inspections of known asbestos-containing materials. Continue works arising from action plan. Review Policy and Management Plan.

5.00 Recording ACM's and managing risk

5.01 Management System

ACM's are effectively recorded and managed using a property based spreadsheet system. The spreadsheet records the presence of ACM's within a building and refers to the building report for detailed types and locations of ACM's.

5.02 Access to Information

The custodian of the records shall be Liberata Property Services Design and FM Team Leader (Asbestos Management Coordinator). Designated staff will have access to these records and input capability.

Pendle Borough Council will hold this policy and plan along with the asbestos reports on the council's intranet to highlight to all, the requirements from 2013/14 onwards .

5.03 Material Risk and Priority Assessments

A Risk Assessment score for each ACM has been produced. This combines the Material Assessment (product type, damage/deterioration, surface treatment, asbestos type) and the Priority Assessment (location, material extent, use of location, occupancy level, activities carried out, likelihood/frequency of maintenance activities). This risk assessment forms the basis of asbestos management and will be used to determine the management and control actions necessary.

5.04 Monitoring and Re-inspection

All ACM's will be re-inspected at between six to twelve monthly intervals as determined by risk assessment. Inspections will be carried out by competent persons. The Asbestos Management spreadsheet will be updated to record inspection findings and action taken.

5.05 Updates

The Asbestos Management spreadsheet will be constantly updated as further investigation; sampling and remedial works are carried out.

6.00 Roles and Responsibilities – Managing ACM's

Under Regulation 4 of the Control of Asbestos Regulations (CAR) 2012 the duties to manage ACM's will be as follows:

6.01 Chief Executive

In common with all Council health and safety policies, overall responsibility for the management of ACM's rests with the Chief Executive.

6.02 Liberata Property Services

The Property Services Manager is responsible for:

- Establishing and implementing the Asbestos Management Plan (AMP). The task of devising, implementing and monitoring the AMP may be delegated provided that a suitably competent person is appointed to oversee the implementation and future development of the AMP;
- Ensuring that all persons engaged by Liberata to manage, organise, monitor or undertake work with ACM are competent and trained to do so;
- Ensuring the commission on building fabric and services are approved by the relevant Service Manager in overall control of the building before those works commence;
- Reporting to the Council's Health and Safety Officer every March , on the effectiveness of this policy and any associated procedures
- Taking all reasonable steps to inform Service Managers and Officers concerned of any works that they commission on building fabric and services; and
- informing the above of any risks to their employees health arising out of or in connection with the undertaking of work with ACM's;
- Procuring Surveys of the Estate and taking all reasonable steps to determine the location of ACM's.
- Keeping the TechForge asbestos database of ACMs up to date and providing a record of the location, condition, maintenance and removal for all ACMs on the Chorley Councils estate.
- Carrying out risk assessments and documenting actions taken to manage the asbestos.
- Instructing the repair, encapsulation, removal, or otherwise treating asbestos, if there is a risk of exposure due to its condition or location.
- Periodically monitoring the condition of ACMs, updating the asbestos register and reassessing the risk.

6.02 Liberata Property Services

- Making information available to those who may come into contact or disturb ACMs. (Improvement suggestion to add to intranet in addition) Information shall be provided in a written or electronic format and shall be correct on the date it is presented.
- Putting arrangements in place to make sure that work which may disturb the ACMs comply with current legislation.
- Ensuring that prior to the commencement of any works which may have the potential to bring staff into contact with ACMs, the TechForge asbestos database is consulted, or demolition/refurbishment surveys are carried out, and information used within the risk assessment for the works.

6.03 Pendle Borough Council staff and Building Managers / Responsible Persons

All Building Managers / Responsible Persons and Council staff have a general duty to co-operate on issues of health and safety and to ensure that they do not compromise their own safety, or the safety of others, by their acts or omissions. In respect of this policy, they must:

- Not remove any asbestos warning stickers provided to identify ACM.
- **Not undertake, or engage others to undertake, any activities which could lead to the release of asbestos fibres (for example undertake works on building fabric or services) without first gaining written authorisation from the Property Services Manager.**
- Immediately inform the Property Services Manager if they believe that a release of asbestos fibres has occurred or could occur imminently.

6.04 Human Resource

Human Resource are responsible for:

- Offering screening to members of staff who are known or suspected to have been exposed to asbestos materials.
- Counseling staff that have been exposed or who are concerned about possible exposure to asbestos materials.
- Undertaking when requested, an auditing role on representative projects carried out by the Asbestos Management Co-ordinator, Asbestos Contractor or Analyst.
- Providing advice on Asbestos Awareness training for staff as necessary.

6.05 Pendle Borough Council Training

Training will be provided to ensure competency in the recognition of asbestos and in the appropriate safe procedures to manage it. Additional training shall be provided to supervisory staff to maintain competency in the safe management of ACM's on Pendle Borough Council premises.

Continual assessment shall be undertaken to make sure that all staff are kept up to date with current and future legislation

6.06 Liberata Training

Liberata Property Services shall ensure regular attendance of staff on further appropriate courses to maintain competency in the recognition and management of asbestos.

Continual assessment shall be undertaken to make sure that all staff are kept up to date with current and future legislation.

6.07 Procedures for project and maintenance works

All Project Managers and Maintenance Surveyors shall make sure that:

- External project management consultants involved in their projects follow the Chorley Council procedures and that all appropriate information is disseminated.
- All areas are assessed prior to project/work start, and that they identify any known risk from asbestos via 'Techforge' and make sure that, where applicable, a refurbishment/demolition survey (Type 3) is undertaken.
- All contractors are informed of the location of any known asbestos affecting the project/work.
- If suspect asbestos material is discovered during the course of work, all work is stopped, staff are informed, and advice is sought from the Asbestos Management Coordinator
- The Project Manager shall arrange for any necessary analytical works and seek advice from the Asbestos Management Co-ordinator on the most appropriate remedial action.
- Those recommendations made by the Asbestos Management Coordinator or Consultant for any remedial action are incorporated into the project works.
- **The Asbestos Management Co-ordinator is kept fully informed of all changes to any ACM's so that they can be recorded.**

7.00 General control procedures

7.01 Entry into Asbestos contaminated area

Access to contaminated areas will not be permitted until a risk assessment has been carried out. Access will be controlled by the Asbestos Management Co-ordinator and will be restricted to competent persons wearing the appropriate personal protective equipment. Access restrictions will remain in place until the Asbestos Management Co-ordinator has all the test results necessary to verify all surfaces and airborne contamination has been dealt with.

7.02 Access to an Asbestos Enclosure

Access to any asbestos enclosure will be restricted to authorised staff, consultants, and contractors only. Procedures for access will be strictly in accordance with risk assessment prepared for the work. Access restrictions will remain in place until a certificate of re-occupation has been issued by an authorised person. In the case of emergency, only authorised competent staff wearing the appropriate personal protective equipment will enter the enclosure.

7.03 Labelling Asbestos

Labelling of ACM's will be used as a method of identification as far as reasonably practicable.

7.04 Working with Asbestos Containing Materials

Work on ACM's is to be carried out by contractors holding all the required statutory licences and insurance. This requirement shall also apply to ACM's defined in regulation 3(2)(c)(ii) as non modifiable. Competent contractors may undertake the following limited scope of work which may disturb non-notifiable and non-licensed Asbestos Containing Materials:

- any work with asbestos cement (AC) (e.g. cleaning, painting, repair or removal of AC materials and demolition or dismantling of structures containing AC);
- any work with materials of bitumen, plastic, resins or rubber which contain asbestos, the thermal and acoustic properties of which are incidental to its main purpose (e.g. activities as above for AC);
- minor work *with asbestos insulation, asbestos coating and asbestos insulating board (AIB) which because of its limited extent and duration does not require a licence (e.g. drilling holes, repairing minor damage, painting, removal of a single panel of AIB).

7.04 Working with Asbestos Containing Materials (cont')

**Minor work with asbestos insulation, asbestos coating and AIB' is work where either:*

(a) any person who carries out the work spends less than a total of 1 hour in any seven days; or

(b) the total time spent on the work by all the people working on it does not exceed 2 hours.

More extensive work with potential to disturb ACM's shall be undertaken only by a competent Licensed Contractor engaged by Property Services. The work will be carried out strictly adhering to Health and Safety Guidance documents including:

- A Comprehensive Guide to Managing Asbestos Premises HSG 227: 2002
- Control of Asbestos Regulations 2012
- The Management of Asbestos in Non-domestic Premises ACOP L127: 2006.
- Introduction to Asbestos Essentials HSG 213
- Asbestos Essentials Task Management HSG 210: 2012
- Working with Asbestos in Buildings INDG 289
- Managing Asbestos in Buildings - A brief guide INDG223: 2012
- HSG 248 Analyst Guide: 2005 and HSG 247: 2006 Asbestos the Contractors Guide.

8.00 Day to Day Maintenance Works issued by Liberata

TechForge also manages the day to day maintenance works on Chorley Council buildings. It uses control gate mechanisms to identify ACM's at the stage where work orders are issued. Where work orders identify the presence of asbestos, the Surveyor and the Contractor, must interrogate the asbestos register to determine if the location of any asbestos impacts on the work instructed. If Contractors need to move outside the work area defined on the work note (e.g. to access a duct to isolate services) they must refer back to Liberata Property Services for further asbestos checks and instruction before proceeding.

9.00 Out of Hours Call Outs

Liberata Property Services operate an out of hours call out service for attending to emergency faults, repairs and breakdowns. If any material which they suspect may contain asbestos is disturbed, work is to cease immediately and the 'Emergency Procedure' as detailed in section 10 implemented.

10.00 Emergency Procedure

If anyone suspects that an ACM has been disturbed and that asbestos fibres have accidentally been released, the following action should be taken immediately:

- Evacuate the area without causing unnecessary alarm and cordon off / secure the area until a full assessment has been completed.
- Report the incident immediately to the Asbestos Management Co-ordinator and Chorley Councils Health and Safety unit.
- Record if possible, the names of all persons potentially affected.

11.00 Guidance for Containing Accidental Fibre Release.

The Asbestos Management Co-ordinator and Pendle Borough Councils Health & Safety Advisor shall visit the site of the incident as soon as is reasonably practicable.

The following action shall be taken:-

- Make sure all personnel have left the area and that their names have been recorded.
- Consult Asbestos Management spreadsheet and building reports for known asbestos in that area.
- Determine as far as is reasonably practical, the nature and extent of the release of any fibres.
- Secure the area by the use of hasp, staple and padlock. Retain all keys.
- Install approved signs to all doors leading to the affected area to restrict access.
- Notify reception staff.
- Notify the Site Service Manager and confirm in writing.
- Engage the services of an Asbestos Consultant to determine the scope of the release, and to provide advice on remedial action.
- Implement Asbestos Consultants recommendations.
- Assess the level of release and instigate reporting procedures under RIDDOR where the exposure to fibre is, in the opinion of the consultant, presumed to have been significant.

12.00 Permit to work (PTW)

Work that involves the disturbance of ACM's is prohibited unless a permit to work has been established and issued by the competent person before work commences. The competent person shall inspect the work after it has been undertaken to ensure the area is safe and then sign off the PTW.

13.00 ACM Surveys

All Council buildings that have the potential to contain asbestos have been surveyed in order to identify the presence of asbestos and to assess its condition. ACM's will be identified wherever practicable by warning signage or by being painted yellow.

Liberata Property Services will undertake to regularly monitor the condition of those materials identified as containing asbestos. It is however possible that these materials may be damaged between inspection visits and anyone concerned about damage to ACM's or about the condition of such materials should contact the Asbestos Management Co-ordinator immediately by telephone (Bruce Corden 01282).

14.00 Information, instruction, training and supervision:

All persons at risk from exposure to asbestos fibres shall be provided with suitable and sufficient information, instruction, training and supervision to reduce those risks to a level consistent with the aims of this policy and that refresher training is given at suitable intervals

15.00 Monitoring and review

Monitoring the condition of ACM and updating risk assessments are an integral part of the AMP. The responsibility for ensuring that this monitoring is undertaken will fall upon The Head of Property Services with ownership of the particular AMP in question.

The frequency of conditional monitoring will be determined by the initial ACM risk assessment but will be no more than 12 monthly intervals.

This Policy shall be reviewed annually and its continued effectiveness and implementation monitored by Liberata and the Council's Health and Safety Officer on a six monthly basis.

Where amendments are proposed, these will be presented to the Council's Risk Management Working Group for subsequent review and submission to Executive.. The next review date is October 2014. In the event of an incident, an interim review will be undertaken to check the management systems remain effective.

16.00 Emergency Services




Pendle Borough Council is to liaise with the Area Fire Brigade and other emergency services where necessary.

LINKS TO OTHER HEALTH and SAFETY POLICIES

HS Risk Assessment
HS Occupational Health
HS Consultation
HS Monitoring
HS Training


REFERENCES AND ACKNOWLEDGEMENTS

HSE guidance leaflets/guidance

- HSG 264 'The surveyors guide'
- Free asbestos leaflets
- Priced publications (rev 10/02/05) [39kb] 
- List of asbestos licence holders
- List of licence holders restricted to work with scaffolding
- List of licence holders restricted to hiring out employees
- List of training providers
- Background facts on Asbestos [61.2kb] 
- Asbestos related diseases
- Asbestos related research
- Notification of work with asbestos (form FODASB5)
- Revised Policy for the Revocation Of a Licence to Work With Asbestos
- Asbestos Licence Assessment Guide (ALAG) [460kb] 

This assessment guide helps our inspectors to conduct assessment and licence reviews. The ALAG also provides information on the asbestos licensing regime and sets out the standards required by the applicants.
- New specifications produced for asbestos equipment (PAS60)

Others

- Report of the stakeholders meeting on respiratory protective equipment fit testing, held at the Health and Safety Laboratory, 22 April 2005 [61kb] 
- Review of asbestos-related disease - Industrial Injuries Advisory Board.