

SLAP's Management of Asbestos policy

1. Introduction

Asbestos is a strong, durable, non combustible material that has been widely used in the past in buildings as wall and roof linings, partitions, pipe covers and as pipe lagging in plant and boiler rooms. Although it is now banned for use in the United Kingdom it is likely that many thousands of tonnes are still present within buildings and any building built before 2000 may contain asbestos containing materials.

The Control of Asbestos Regulations 2012 places on employers and occupiers of buildings a duty to manage asbestos in all non-domestic properties and the communal areas of domestic premises. This requires duty holders to:

- Assess whether premises contain asbestos
- Assess the risk from asbestos and
- Take action to manage the risk from asbestos

Non-domestic premises include schools and other educational establishments, nurseries, youth centres, early year's centres, play groups and offices. SLAP fully accepts it's duties under this legislation and all volunteers and staff must comply with the duties placed upon them and familiarise themselves with the requirements of the Control of Asbestos Regulations and the requirements set out in this

2. Roles and Responsibilities

.....has the lead role within SLAP for the implementation and monitoring of compliance with the Council's asbestos policy for buildings contained within the municipal portfolio of buildings.

..... will implement and maintain appropriate organisation and arrangements for the management of asbestos in our premises. will ensure that there are robust arrangements in place to monitor compliance with legal requirements and the council's asbestos policy.

SLAP will ensure that asbestos is effectively managed. This will include ensuring that all areas under their area of responsibility:

- Fully comply with the requirements of the Control of Asbestos Regulations 2012 and Bristol City Council asbestos policy
- Maintain effective cooperation and communication with other occupiers, external partners and others
- Implement, maintain and regularly review asbestos management plans

SLAP will:

- Fully comply with the requirements of the Control of Asbestos Regulations 2012 and Bristol City Council asbestos policy
- Prepare, implement and maintain an effective asbestos management plan. This includes conducting regular reviews and updating records of all remedial and/or removal works undertaken
- Presume materials contain asbestos unless there is evidence to prove otherwise
- Provide information, instruction and training to staff ,visitors and contractors
- Provide contractors engaged to carry out work on the premises with a copy of the asbestos report before commencing work
- Provide access to the survey, report and plan to emergency services on arrival
- Ensure regular visual inspections of ACMs are conducted by competent person(s)
- Ensure that all ACMs are maintained in a condition so as to prevent the possibility of any harm to

health occurring

- Use licensed contractors when carrying out work on ACMs. Ensure notification to the HSE is completed for all notifiable works. All such work should be organised and supervised by CFM
- Not allow work to commence on or nearby ACMs until an appropriate method statement is produced and permit to work implemented

Employee responsibilities will

- Fully co-operate with the asbestos management plan and associated arrangements in any building they are occupying or working in
- Immediately report all suspected damage

3. The Duty to Manage

The duty to manage asbestos is contained in Regulation 4 of the Control of Asbestos Regulations 2012. It requires the person who has the duty (the "dutyholder") to:

- Take reasonable steps to find out if there are materials containing asbestos in non-domestic premises and if so, its amount, where it is and what condition it is. Presume materials contain asbestos unless there is strong evidence that they do not
- Make, and keep up-to-date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos
- Assess the risk of anyone being exposed to fibres from the materials identified
- Prepare a plan that sets out in detail how the risks from these materials will be managed
- Take the necessary steps to put the plan into action
- Periodically review and monitor the asbestos management plan and the arrangements to act on it so that the plan remains relevant and up-to-date
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them. This includes in house staff/volunteers and external contractors

The duty holder is the person that has clear responsibility for the maintenance or repair of non-domestic premises. Within SLAP this will include Directors. In some cases this duty may be shared. All persons involved must cooperate with the duty holder to enable them to comply with the law.

The Regulations do not require the automatic removal of ACMs. If the material is in good condition and will not be disturbed then it does not pose a health risk and it is usually safer to leave it in place and manage it. If the material is damaged or is likely to be disturbed and it cannot be repaired or protected, it should be removed. Anybody undertaking any sort of work on ACM's must be competent adequately trained and must use safe working methods. Licensed contractors must be used for most work with asbestos.

4. Risks from Asbestos

The three most common types of asbestos are:

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

All types are classified as Category 1 Carcinogens.

Serious, often fatal, disease can be caused when asbestos fibres are released from materials, become airborne and are inhaled. These are responsible for around 4000 deaths a year. The four main diseases caused by asbestos are mesothelioma, lung cancer, asbestosis and diffuse pleural thickening. Dutyholders must ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any ACM that may present within the premises.

5. The Asbestos Management Plan

The person named as responsible for the premises will be responsible for, hold and manage the plan which must be held on site. The asbestos management plan will include the following:

Asbestos survey

All premises must be surveyed by suitably qualified persons to determine the likely locations of asbestos containing materials (ACMs). The asbestos survey will identify:

- The location of any asbestos-containing materials in the building
- The type of asbestos they contain
- The condition these materials are in

It is important to ensure that all areas of the premises are included in the survey, including annexe buildings. If any areas /rooms are not included in the survey report due to 'no access' at the time the survey was conducted, a resurvey should be organised. Areas that are not accessible or have 'no access' must be treated as presumed containing asbestos containing material.

Asbestos risk register

The asbestos risk register is a key component of the plan on how any asbestos found, or presumed to be, in the building is managed. It must contain current information about the presence and condition of any asbestos in the building. The asbestos risk register will therefore need to be updated on a regular basis (at least once a year). This includes making:

- Regular inspections to check the current condition of asbestos materials .These include an annual visual inspection by an external competent person and quarterly/termly recorded inspections by local nominated persons
- Deletions to the register when any asbestos is removed
- Additions to the register when new areas are surveyed and asbestos is located
- Changes to the register (at any time asbestos containing materials are found to have deteriorated)
- Records of air tests, certificates of removal etc

The risk register can be kept as a paper or electronic record but most important is that this is kept up to date and easily accessible. Paper copies may be easier to pass on to visiting maintenance workers/contractors, who must be shown the asbestos register before they start work to inform them of the location and condition of any asbestos

Evidence of training, information and instruction given to employees and contractors

Employers have a legal duty to provide information, instruction and training to any of their employees who are likely to be exposed to asbestos as part of their work.

The three main types are:

- Asbestos awareness training
- Training for non-licensable asbestos work
- Training for licensable asbestos work

All staff with responsibility for asbestos management must be trained and competent to undertake the tasks required of them. The mechanisms for passing information about the location and condition of ACMs to those who need it should be recorded. All staff should be notified at induction and during regular updates of the location of asbestos containing materials and the emergency procedure. All contractors undertaking any work must be shown the asbestos survey, register and plan before they are allowed to commence work.

Formal Visual Inspections

A programme of recorded visual inspections of retained ACMs must be completed. The schedule of

formal inspection of ACMs is normally every 12 months unless more frequent where indicated by risk assessments/surveyor's advice. The person(s) undertaking this task must be 'competent' to undertake the role and achieved a level of P401 or P402 certification. Records of the annual visual inspection should be sent to the CFM service desk. In addition to the annual external competent inspection, duty holders must ensure that quarterly/termly inspections are conducted by nominated staff. Staff/volunteers designated to undertake this task must be competent and have attended relevant asbestos awareness training.

Plan review

The plan must be reviewed by the named person on an annual basis. This should critically review the effectiveness of the current plan in preventing exposure, raising awareness, controlling the risks to maintenance workers/contractors and highlighting the need for remedial action. Issues which may affect the management of the plan include changes to the organisational structure and/or staff, resources, updates to policies and procedures and changes in building use/occupancy/refurbishment plans.

6. Working with Asbestos and Refurbishment/Demolition Works

All works undertaken involving ACMs must be carried out within the requirements of the Control of Asbestos Regulations 2012. Guidance from the Health and Safety Executive can be found at: <http://www.hse.gov.uk/asbestos/>.

Duty Holders must advise all contractors of ACM's and 'no access' areas as a matter of course and either show or give a copy of the report to the contractor prior to commencing any work. All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan before they are allowed to commence work. The majority of work involving such materials will be subject to a permit to work system to ensure all necessary precautions are taken and licensed contractors carry out the work. This includes work on or near ACMs. Work will not take place until an appropriate method statement and permit to work is in place and where required HSE notification is completed.

SLAP should be contacted prior to any works on or near ACMs taking place and provided with a copy of the contractor's method statement and risk assessments. Where any construction works involving an upgrade, refurbishment or demolition are commissioned a refurbishment or demolition survey will be required to locate and describe, as far as is reasonably practicable, all ACMs in the area where the work will take place. This will be undertaken in accordance with the requirements of the Health and Safety Executive guidance HSG264.

Asbestos will form an integral part of the specification and contract documentation for major works and the lead responsibility for asbestos will be with the contract project manager or consultant and be covered under the Construction Design Management Regulations (CDM). However the local responsible person will need to be fully involved with the process and undertake a watching brief over the overall activity on the site. All work should be stopped immediately if an ACM is disturbed or damaged and the emergency procedure followed.

The asbestos management plan and register must be updated following completion of asbestos related works.

7. Emergency Procedures

In the event of any member of staff/volunteer or contractor inadvertently damaging a material thought to contain asbestos or discovering damaged/deteriorated asbestos, the following procedure will apply:

- Leave the room, or if not in a defined room, the immediate area, closing the door and switching off all ventilation equipment
- Secure the area affected ensuring no access is permitted. Signage should be displayed and barriers erected where appropriate
- Immediately report the situation to the dutyholder
- The dutyholder will refer to the asbestos register to determine if the material contains asbestos
- Review impact on the premises operational arrangements i.e. if a room is affected, alternative arrangements would need to be implemented
- Maintain controlled access to the area until such time as formal clearance has been confirmed
- Maintain good communication with staff/volunteers and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached

If there has been an uncontrolled release at a concentration that exceeded the appropriate control limits, a record should be made on the employee's/volunteers personnel file for any personnel potentially or actually exposed. This record should be retained for 40 years. Similarly, exposure to pupils and other individuals should be similarly recorded and copies retained. A copy of this should be given to the employee/volunteer with instructions that it should be retained indefinitely. Formal investigation to be conducted.

Further advice and assistance on the management of asbestos be obtained from the HSE website <http://www.hse.gov.uk/asbestos/>