

**POLICY AND PROCEDURES  
FOR THE MANAGEMENT AND  
CONTROL OF ASBESTOS  
RISKS IN PROPERTY: –**



**ASBESTOS MANAGEMENT PLAN**

Version No.:	2.5	Date:	December 2014
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**CONTENTS**

- 1.0 Policy for the Management of Asbestos Risks
- 2.0 Management of Asbestos Risks Philosophy
- 3.0 The Estate
- 4.0 The Survey Programme
- 5.0 Day to Day Management
- 6.0 Survey Philosophy
- 7.0 Material and Priority Risk Assessments
- 8.0 Intrusive Works
- 9.0 Major Works
- 10.0 Use of Contractors
- 11.0 Emergencies and exposure
- 12.0 Training Provisions
- 13.0 Audit and Review Process
- 14.0 Further Advice – contact details

Appendices

- Appendix A - Asbestos Management Structure
- Appendix B - Risk Assessment Process
- Appendix C - Incident: Asbestos Found or Accidentally Disturbed
- Appendix D - Asbestos: General Guidance for Works
- Appendix E - Asbestos: Remediation Works & Procedures
- Appendix F - Asbestos: Guidance for Premises Managers

## **1.0 Policy for the Management of Asbestos Risks**

Shropshire Council acknowledges it has a statutory duty under the Control of Asbestos at Work 2012 (CAR 2012) to manage Asbestos Containing Material's (ACM's) within its premises. The management policy and procedure is outlined below and details how the Council will discharge its duties.

This Policy and Procedure will form the Councils "Asbestos Management Plan"

An asbestos management structure for the Council has been established (See Appendix A).

The Council will prevent its employees, building users and any person to whom it owes a duty of care from respiratory exposure to asbestos fibres from ACM's within its premises so far as is reasonably practicable.

## **2.0 Management of Asbestos Risks Philosophy**

The Council will adopt a management system and safe systems of work to prevent exposure to asbestos fibres from ACM's.

To achieve this, all premises will be surveyed to identify so far as is reasonably practicable the condition and location of ACM's, a risk assessment will be undertaken in accordance with HSE documents HSG264, HSG227 and L143. To prevent exposure the risk assessment will identify control and management action that must be employed.

The Head of Paid Services shall:-

Ensure that adequate resources are available for the formulation, monitoring and recording of appropriate procedures which comply with HSG264, HSG227 and L143.

Ensure that adequate resources are available to provide appropriate information, instruction, training and supervision to employees identified as having a role to undertake in the implementation of asbestos management procedures.

Appoint the Strategic Asset Manager, as the 'Responsible Person' to manage the necessary procedures for the management and control of asbestos.

The Responsible Person shall:-

Accept management responsibility for all aspects of asbestos management and control.

Ensure suitable arrangements are in place to identify all properties managed by the Council and assess them for the potential risk from asbestos.

Establish suitable arrangements to manage identified risk areas, including identification of management responsibilities, training and competence.

Ensure that adequate resources are available to address any needs identified in the risk assessments and that the risk assessments are acted upon.

Review the risk assessments annually.

Ensure that the established procedures are brought to the attention of all persons affected by them.

Appoint the Statutory Compliance Officer – Asbestos & Legionella as ‘Deputy Responsible Person (non-housing)’ and the Shropshire Towns and Rural Housing Limited (STaR Housing) Project Manager as ‘Deputy Responsible Person (housing)’ to implement and coordinate the procedures for the management and control of asbestos.

The Deputy Responsible Persons shall:-

Arrange for surveys to be carried out on each property within their remit.

Keep permanent records of all surveys in the Strategic Asset Management Team or STaR Housing office as appropriate.

Arrange for remedial work to be carried out as highlighted by the surveys.

Keep permanent records of all the remedial work with the surveys in the asbestos data base. The records will be readily available for inspection.

All Shropshire Council employees shall, in undertaking their work activities, comply with this Policy and perform their duties in accordance with any information, instruction and training received.

### **3.0 The Estate**

The Estate comprises all properties and buildings owned or occupied by Shropshire Council, for which Shropshire Council has responsibility for the planned maintenance.

Where Council owned properties are maintained by outside agencies then Strategic Asset Management / STaR Housing and the Responsible Person shall be available to advise the person in control of the building.

Where Council employees occupy leased properties then Strategic Asset Management / STaR Housing and the Responsible Person shall be available to advise the person in control of the employees.

Responsibility for the maintenance and upkeep of the corporate database will lie with the Responsible Person and to ensure the effectiveness and accuracy of the database all requests for asbestos surveys and removal must be made to the Responsible Person or the appropriate Deputy Responsible Person.

The survey and management process shall be directed and controlled by the Strategic Asset Manager, the Responsible Person.

The information collected from the surveys will be entered on to an electronic corporate database, which will store and allow analysis for management purposes, for all ACM's. The database will be Web enabled, however, until this is possible and where appropriate, paper copies will be retained on each site in the Asbestos Record System Manual (Asbestos Register) held at reception.

## **4.0 The Survey Programme**

All buildings shall be surveyed to comply fully with survey methods described in HSG264.

HSE guidance indicates that buildings constructed after 2000 are unlikely to contain ACM's; accordingly surveys are not required.

### **Non-housing**

Annually

- Assess materials and commence remediation works arising from new initial surveys
- Reassess ACM's and commence remediation works arising from management surveys
- Review asbestos management plan

### **Housing**

- Assess materials and commence remediation works arising from new initial surveys
- Reassess ACM's and commence remediation works arising from management surveys, on a 5 year cycle.
- Review asbestos management plan, annually & subject to changes in legislation.

## **5.0 Day to Day Management**

### **Non-Housing**

The Council will identify a Duty Holder for each of its buildings (e.g. Headteacher, Service or Premises Manager). The Duty Holder will be responsible for administering the access to, and for preventing unauthorised works to ACM's within his or her premises. The Duty Holder shall ensure that all contractors arriving on site to complete works sign the 'site declaration' in the Asbestos Record System Manual (Asbestos Register) prior to the commencement of work (See Appendix F).

The Duty Holder should be aware of the locations of ACM's in his or her premises and should any deterioration in their condition be suspected, then report the same to the Deputy Responsible Person for evaluation by the Council's Environmental Consultants.

The Duty Holder will be responsible for compiling and maintaining the local Premises Plan for Asbestos Management. A template for this use is provided on the Learning Gateway and the Shropshire Council website.

The Duty Holder will NOT be empowered to instruct others to survey, repair or remove ACM's. This is essential for the effective maintenance of an accurate corporate database.

## **Housing**

The properties are managed by Shropshire Towns & Rural Housing Limited (STaR Housing).

The Council will identify the STaR Housing Project Manager as Duty Holder for each of its housing buildings. The Duty Holder will be responsible for administering the access to, and for preventing unauthorised works to ACM's within his or her premises. The Duty Holder shall ensure that all contractors, prior to arriving on site to complete works, have signed a 'site declaration' in the Asbestos Record System, (Asbestos Register), and prior to the commencement of any work, (See Appendix F).

The Duty Holder should be aware of the locations of ACM's in his or her premises and should any deterioration in their condition be suspected, then report the same to the Deputy Responsible Person for evaluation by the Council's Environmental Consultants.

The Asbestos Register System in respect of housing properties will include for each property, the provision to the contractor, at the time of ordering works, individual asbestos survey sheets, with a requirement to return a signed acknowledging declaration, (site declaration), these will be retained by the Duty Holder as part of the Asbestos Register System.

### **6.0 Survey Philosophy**

The Council will ensure that all buildings constructed before 2000, which are owned or occupied by employees, building users or persons who the Council owe a duty of care receive a Management survey as detailed in HSG264 by the Councils appointed Environmental Consultants

All non-housing buildings, constructed before 2000, will be surveyed annually; the priorities for each building will be assessed on the basis of building use, age and previous asbestos information held by the council.

All housing buildings, constructed before 2000, will be surveyed either as they become void or as they fall due under the survey programme or when planned maintenance activities take place or when tenant approved alterations take place.

All the data collected will be recorded within the Councils corporate database and made available to Duty Holders for each of its buildings. CAD drawings will be used and the position of ACM's will be accurately referenced graphically and made available for reference purposes.

The database will record both positive and negative ACM samples. For positive samples the material and priority risk assessment, as detailed in HSG227, will be completed. Thus the management and control measures for each ACM can be established.

### **7.0 Material and Priority Risk Assessments**

The Material & Priority Risk Assessments are to be completed by the Asbestos Consultant at the time of the Management survey.

The risk assessment includes a material assessment and priority assessments. The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. The priority assessment looks at the likelihood of someone disturbing the ACM.

When combined, these variables will assist in determining the potential of the material to release asbestos fibres and are used to produce a risk assessment summary (see appendix B) from which a statement of risk is obtained .i.e. High, Medium and Low risk. From this a summary management action will be instigated:

- HIGH RISK – Risk Priority Code 1 – Consider initial action such as isolation/segregation of area and re-assurance air tests. Carry out removal/remedial action to eliminate/reduce the risk in accordance with the paragraph below.
- MEDIUM RISK – Risk Priority Code 2 – Carry out removal/remedial action to eliminate/reduce the risk in accordance with the paragraph below.
- LOW RISK – Risk Priority Code 3 – Carry out removal/remedial action to eliminate/reduce the risk in accordance with the paragraph below.

Upon receipt of the Management Survey reports the Deputy Responsible Person(s) will assess the recommendations and prioritise removal work. It should be noted that in so doing parameters such as occupant activity, location, vulnerability, likelihood of disturbance and likelihood/frequency of access will be taken into account, which may result in not all asbestos recommended for removal being removed straight away. Proposed projects and future work will similarly have a bearing on such assessments.

Management options available are detailed above and also reference is made to HSG227 appendix 5 in making those decisions (See Appendix E).

## **8.0 Intrusive Works**

Intrusive works are works that would typically be carried out by, but not exclusively restricted to, caretakers, electricians, plumbers, carpenters, builders, IT contractors, heating engineers.

Contractors carrying out intrusive work should preferably be taken from the Council's Contractor Frameworks. All contractors shall be directed to consult the Asbestos Record System prior to commencing works.

Where works are proposed and it is possible that the work area could contain concealed ACM's, the Duty Holder or Project Manager must request a localised intrusive Refurbishment and Demolition survey by the Council's Environmental Consultant, prior to proceeding. It should be noted that following this survey there will be a requirement for some "making good", which will need to be allowed for in feasibility study or project budgets.

If Asbestos removal is required see Appendix E for guidance on the appropriate procedure.

## **9.0 Major Works**

A Refurbishment and Demolition survey as defined in HSG264 shall be undertaken prior to the commencement of any major works, including refurbishments and demolition (See Appendix D).

The cost of the survey and any ACM removal and associated monitoring works will be included within the overall project budget. The Council's Environmental Consultant shall be employed to monitor the removal works with all the relevant data being recorded for entry upon the Council's corporate database.

The Responsible Person, the Deputy Responsible Persons or designated Project Manager will arrange for the project management of all works to ACMs, this includes surveys, repair or removal. Exceptionally, and for a specific project only, this duty may be delegated to the

Principle Contractor for a building project, however, all removal work and monitoring will still be carried out by the Council's removal contractors and environmental consultant.

All 'notifiable' asbestos related works will be monitored by the Council's Environmental Consultants and carried out by contractors from the Council's approved list of HSE **licensed** contractors. **Fourteen day** Notification shall be given to the HSE, as directed by the licensed asbestos removal contractor,

All asbestos waste will only be removed from site by suitably licensed waste operators for disposal at appropriately licensed disposal sites, all disposals will fully comply with the hazardous waste regulations with the associated consignments notes being retained.

All associated documentation must be forwarded to the Strategic Asset Management Team or STaR Housing for entry upon the appropriate Council corporate database.

### **10.0 Use of Contractors**

For asbestos related work, Licensed asbestos removal contractors shall be selected from the Council's approved list and used for all and any work on ACM's.

This requirement applies to ALL work on any asbestos containing material irrespective of whether it may fall under the categorisation of Notifiable Licenced Work, Non-licenced Work or Notifiable Non-licenced Work.

All other contractors for non asbestos related work will be required to demonstrate to the Council that United Kingdom Asbestos Training Association (UKATA), Category 3, Asbestos Awareness training is provided to all their staff appropriate to their role within the company.

### **11.0 Emergencies and Exposure**

In the event of an incident suspected of exposing employees or building users to an asbestos release, the area is to be isolated and all persons without the appropriate personal protective equipment shall be excluded. Any person exposed to asbestos fibres above the designated action levels should be directed to seek the appropriate health surveillance (See Appendix C).

### **12.0 Training Provisions**

All Council staff will receive asbestos awareness training or other training, appropriate to their duties, including refresher courses as required.

### **13.0 Audit and Review Process**

The Asbestos Management Policy and Procedures will be reviewed at six monthly intervals, following changes to asbestos legislation, HSE guidance or approved codes of practice and in the event of a major failure of the management system.

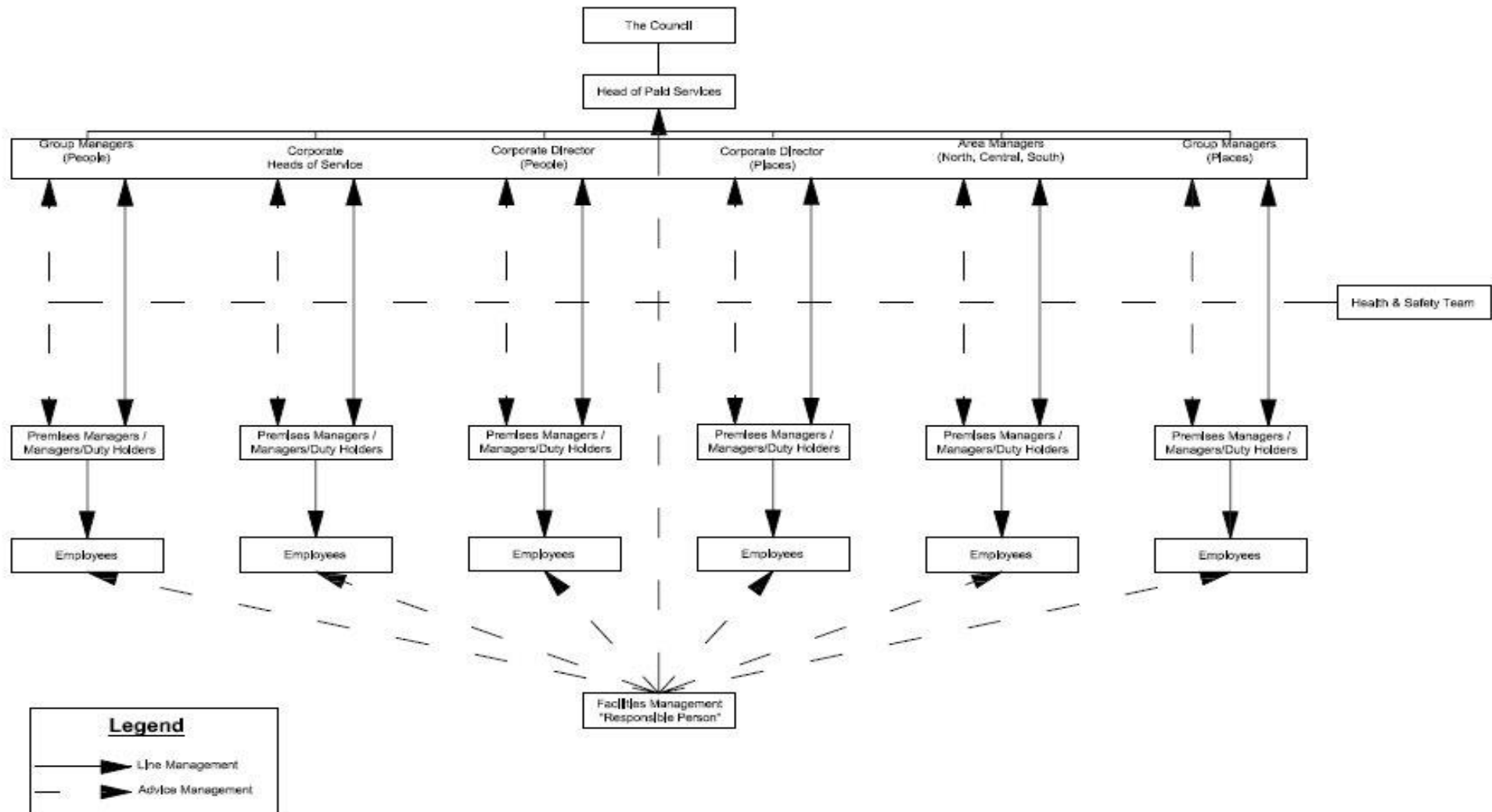
In addition the Council will undertake a formal audit at least every three years. This will be undertaken using an external specialist who will, provide information on the effectiveness of the current policy and procedures and also those areas where change is required owing to revised legislation or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

### **14.0 Further advice – contact details**

Shropshire Council Deputy Responsible Person	01743 281036
Shropshire Council Health & Safety Team	01743 252819
StaR Housing Project Manager	01743 260216
StaR Housing Contract Officer	07807 228190
StaR Housing web portal link	<a href="http://62.255.167.210.8088/">http://62.255.167.210.8088/</a>

# Asbestos Management Structure

Appendix A





RISK ASSESSMENT PROCESS

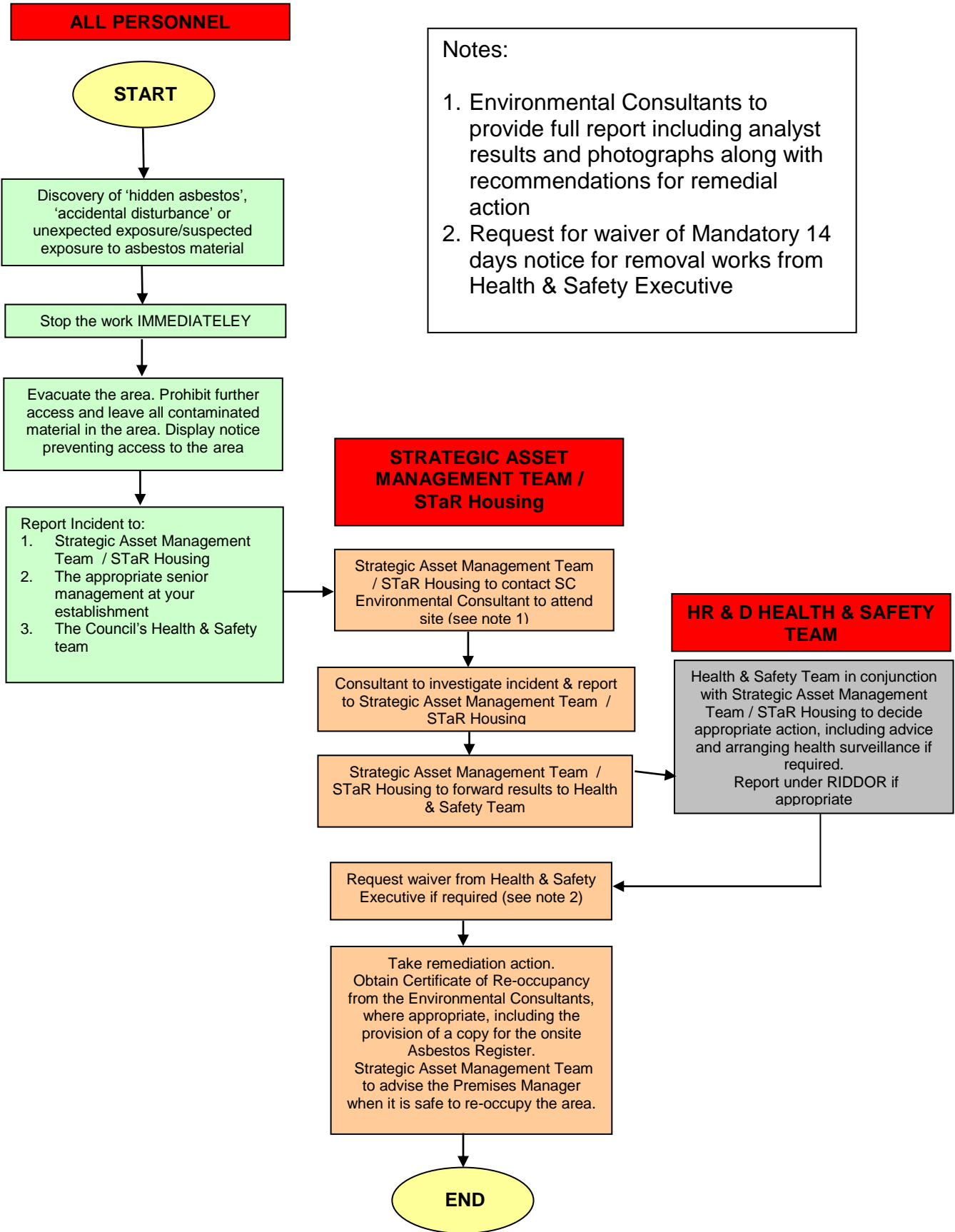
<b>Material Assessment</b>	
<b>Priority Assessment</b>	
<b>Total score</b>	

		Material Assessment			
		10 - 12	7 - 9	5 - 6	0 - 4
Priority Assessment	10 - 12	H	H	M	M
	7 - 9	H	M	M	M
	5 - 6	M	M	M	L
	0 - 4	M	M	L	L

Key

H	High Risk
M	Medium Risk
L	Low Risk

Incident: Asbestos found or accidentally disturbed



Notes:

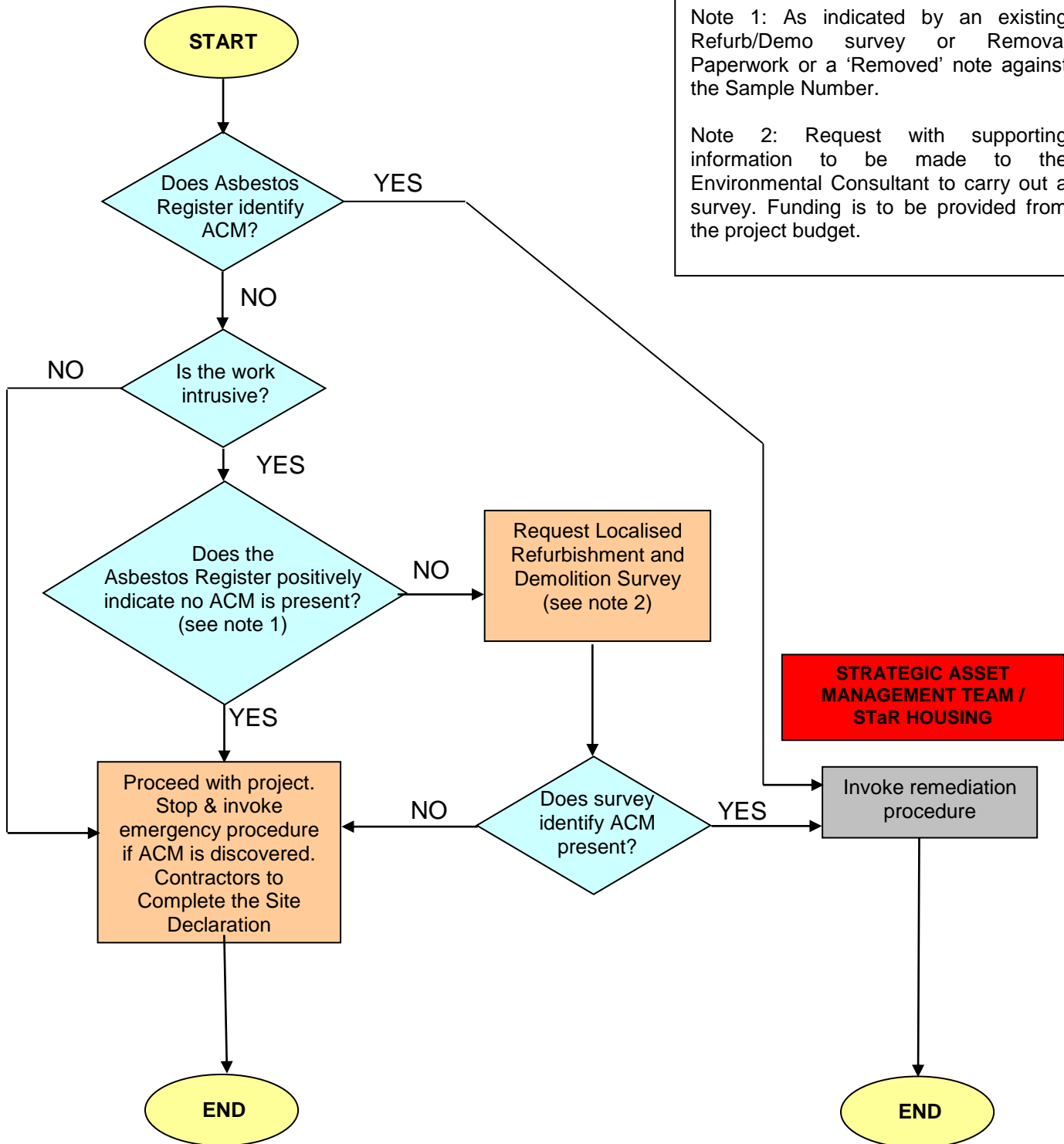
1. Environmental Consultants to provide full report including analyst results and photographs along with recommendations for remedial action
2. Request for waiver of Mandatory 14 days notice for removal works from Health & Safety Executive

Asbestos: General guidance for works

**CONTRACT ADMINISTRATOR /  
SURVEYOR / PROJECT MANAGER**

Note 1: As indicated by an existing Refurb/Demo survey or Removal Paperwork or a 'Removed' note against the Sample Number.

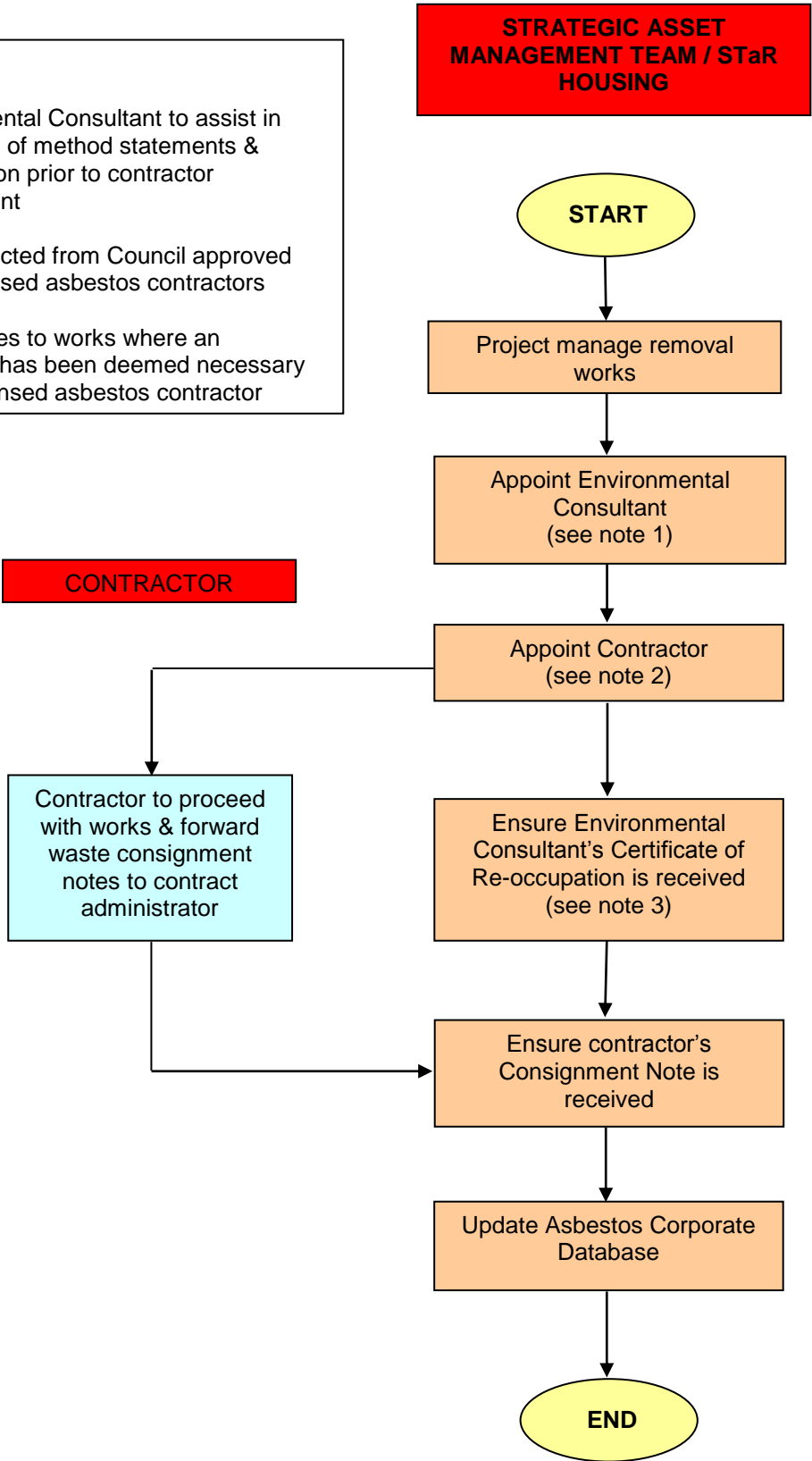
Note 2: Request with supporting information to be made to the Environmental Consultant to carry out a survey. Funding is to be provided from the project budget.



**STRATEGIC ASSET  
MANAGEMENT TEAM /  
STaR HOUSING**

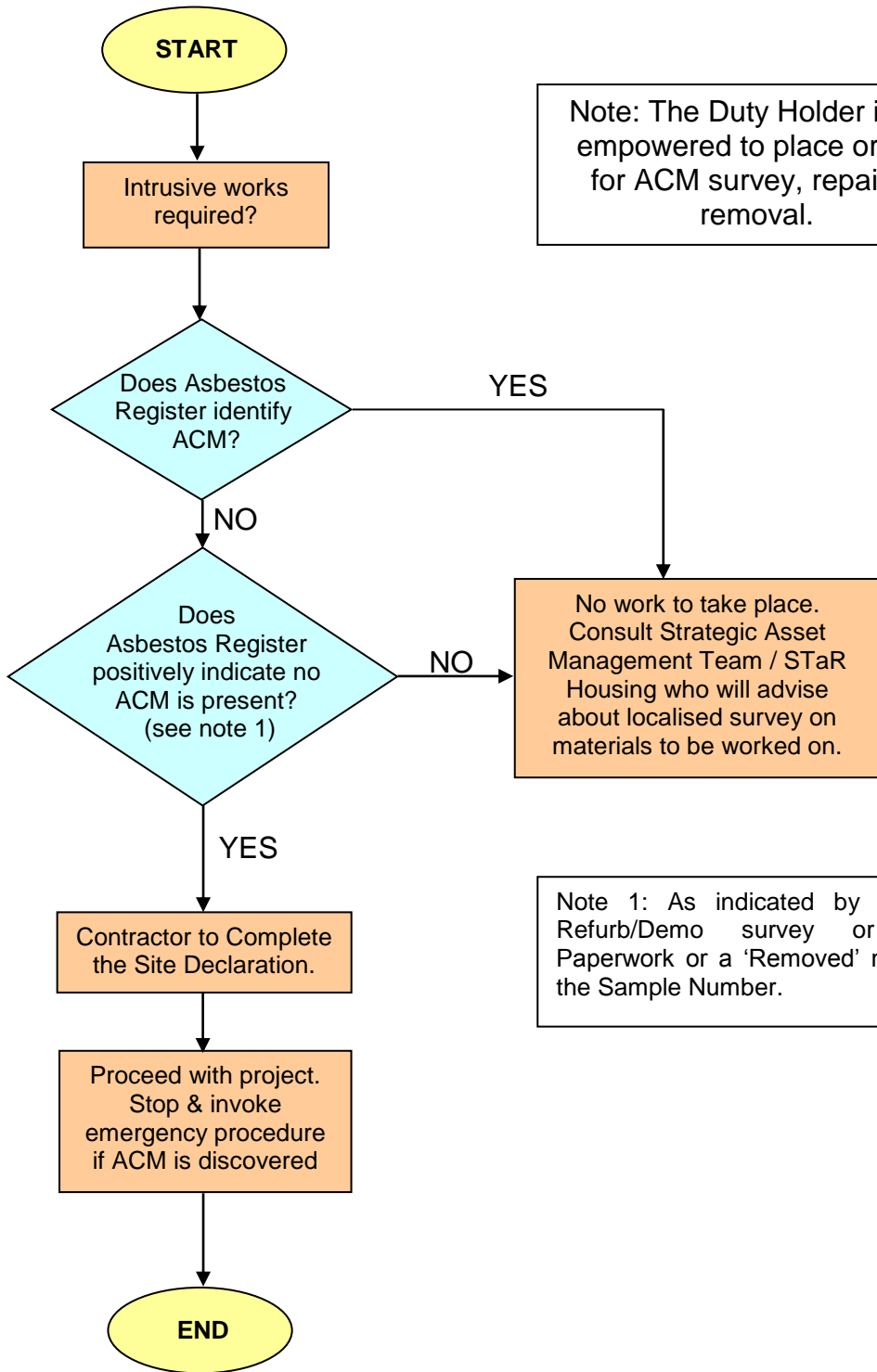
Asbestos: Remediation works & procedures

- Notes:
1. Environmental Consultant to assist in production of method statements & specification prior to contractor appointment
  2. To be selected from Council approved list of licensed asbestos contractors
  3. Only applies to works where an enclosure has been deemed necessary by the licensed asbestos contractor



Asbestos: Guidance for Premises Managers

**DUTY HOLDER**  
e.g. PREMISES MANAGER / HEADTEACHER



Note: The Duty Holder is not empowered to place orders for ACM survey, repair or removal.

No work to take place. Consult Strategic Asset Management Team / STaR Housing who will advise about localised survey on materials to be worked on.

Note 1: As indicated by an existing Refurb/Demo survey or Removal Paperwork or a 'Removed' note against the Sample Number.