



Telford & Wrekin
COUNCIL

ASBESTOS MANAGEMENT POLICY AND PLAN

July 2022

CONTENTS

Policy on the Management of Asbestos and Asbestos Containing Materials.....	2
1. The Asbestos Management Plan.....	3
2. The Asbestos Action Plan.....	4
3. Amendments to the asbestos register, asbestos management plan and asbestos action plan	4
4. Procedure for works where an HSE asbestos licence is required.....	5
5. Procedure for works with asbestos containing materials where an HSE asbestos licence is not required.....	6
6. Condition inspections and asbestos register updates.....	6
7. Control of contractors and work which could disturb asbestos in council owned properties.....	7
8. Work on/or adjacent to materials of unknown composition.....	11
9. Procedure when the building fabric or a known asbestos containing material is accidentally disturbed or damaged,	11
10. Procedures for emergency services and out-of-hours contractors	14
11. Management of work on or near to asbestos containing materials.....	14
12. Appendix 1 - Personnel and Responsibilities	15
13. Appendix 2 - Contact Telephone Numbers.....	17
14. Appendix 3 - What is Asbestos?.....	18
15. Appendix 4 - Asbestos Related Diseases.....	19
16. Appendix 5 - Statutory Requirements.....	21
17. Appendix 6 - Survey Types	23
18. Appendix 7 - Asbestos Risk Assessment.....	24
19. Appendix 8 - Training	25
20. Appendix 9 - Guidance as to the health effects of inadvertent exposure to asbestos fibres	26
21. Appendix 10 - The Detailed Asbestos Action Plan and Strategy.....	29
22. Appendix 11 - Terminology and Abbreviations	30
23. Appendix 12- Permit to Work.....	31
24. Appendix 13 - Example Site Specific Asbestos Management Plan.....	32

Policy on the Management of Asbestos and Asbestos Containing Materials

Telford & Wrekin Council recognises that exposure to respirable asbestos fibres has the potential to cause serious and irreversible disease. It is the policy of this authority to prevent the exposure of our employees, customers, clients, pupils, public, contractors and any other persons to respirable asbestos fibres. It will, however, be necessary to periodically remove, repair or encapsulate Asbestos Containing Materials (ACM's). Where this is necessary it is our policy to reduce exposure to the lowest level that is reasonably practicable.

It is the Council's policy to:

- Identify the type, location and condition of asbestos within the operational buildings it owns.
- Engage only licensed contractors to work on / with asbestos containing materials.
- Prioritise the removal of asbestos in poor condition according to the risk of exposure posed by the occupancy of that building (or part thereof) or as required prior to work on buildings which could disturb it.
- Manage and monitor asbestos that is either awaiting removal or has not been prioritised for removal.
- Provide information to anyone whose work has the potential to disturb ACMs to enable them to work, as far as is reasonably practicable, without exposing themselves or anyone else to respirable asbestos fibres.

The following Asbestos Management Plan is intended to put this policy into effect.

It is the responsibility of all relevant personnel to be familiar with the procedures contained within the Asbestos Management Plan, to comply with these procedures, current legislation, official guidance and good practice.

In this way, we will ensure that the health and safety of all our staff and other persons is not put at risk from exposure to asbestos fibres.

Date: July 2022

1. The Asbestos Management Plan

1.1 The Asbestos Management Plan consists of the following elements:-

- The details of how the location and condition of known or presumed asbestos containing materials is recorded
- Priority assessments, including priority assessment scores if algorithms have been used
- Decisions about management options, including rationale
- Monitoring arrangements
- How asbestos information is recorded and made available to those at risk
- Personnel and their responsibilities
- Training arrangements for employees and contractors
- Plan of implementation of new procedures, including those for external contractors
- Who will oversee the quality of entries made on the management plan; and
- Procedure for review of plan, including timetable
- The Asbestos Action Plan – [a practical and achievable timetable of prioritising management/remedial actions for individual sites]

1.2 The Asbestos Management plan and Asbestos Action Plan are reviewed annually.

1.3 Copies of the Asbestos Management Plan are made available in electronic format to the following officers who will make the policy available to all who require this within their area:-

- All Directors
- All Assistant Directors
- All Service Delivery Managers
- Public Protection Manager
- Out of hours Service Manager
- Building Managers for all Buildings owned by Telford & Wrekin Council (The responsible person)
- Head Teachers at schools where the council is the responsible body

1.4 In addition to the overall council's asbestos management plan, all building managers must develop their own site specific asbestos management plans the site specific plan must describe how asbestos is being managed at their premises from a day to day perspective. The site specific plan must be in line with the Councils overall asbestos management plan. The site specific plan must meet the requirements within the councils

overall asbestos management plan. This can be cross referenced where necessary. A template for a site specific asbestos management plan is contained within Appendix 13

2. The Asbestos Action Plan

- 2.1 Telford & Wrekin Council have previously arranged for an asbestos management survey to be undertaken of all its schools and operational buildings. The findings of the surveys are stored electronically on P2. All building managers are expected to print a copy of the survey and hold and maintain on site for easy access information. These surveys are known as the asbestos register.
- 2.2 Material, priority and total risk assessment scores are formulated during and as a result of the asbestos survey programme. The information is stored electronically on the asset management database P2, which is the responsibility of the asbestos co-ordinator.
- 2.3 The Asbestos Action Plan is reviewed as follows:-

Whenever the use of an area changes (The responsible person for the site is to inform the asbestos co-ordinator when this applies)

Whenever circumstances change significantly

Should there be reasons to suspect the plan is no longer valid

- 2.4 The detail of the Asbestos Action Plan for the current year is given in Appendix 10

3. Amendments to the asbestos register, asbestos management plan and asbestos action plan

- 3.1 It is vital that the Asbestos Register, Asbestos Management Plan and Asbestos Action Plan are amended to reflect the existing situation and conditions. It is the responsibility of the asbestos co-ordinator to ensure that such amendments are completed and accurate.
- 3.2 The Asbestos Register and Asbestos Management Plan are only to be amended by, or with the authority of, the asbestos co-ordinator. He will ensure that amendments are issued to all AMP owners and will record the same.
- 3.3 The asset management system P2 is protected by a number of levels of security. The asbestos co-ordinator is permitted access to all security levels to enable him to amend all data. The asbestos co-ordinator is also responsible for ensuring that all copies of the Asbestos Register are of the same issue number and date.
- 3.4 Where asbestos containing material is removed, repaired or encapsulated, all paperwork relating to the these works is to be sent to the asbestos coordinator following completion of the works, in order for the asbestos management survey / asbestos register can be amended. The person arranging for these works, which may form part of a larger project is responsible for the costs incurred to update this information.

3.5 A review of the Management Plan is to be undertaken annually. This may be sooner if :-

There are changes in guidance or legislation or other significant changes that require an earlier review

There are changes in site conditions (e.g., changes in personnel or use of building. The responsible person for the site is to inform the asbestos co-ordinator when this applies)

There are changes in the condition of asbestos containing materials, including when a disturbance has occurred

3.6 In such cases, the Plan will be amended and re-issued as necessary.

3.7 Important areas for review are:-

- Confirmation that removal, repair and encapsulation works have been completed satisfactorily
- Checking that periodic monitoring of the condition of remaining asbestos containing materials is effective
- Confirmation that records are being maintained and kept up to date
- Investigation of incidents, development of future preventative controls and remedial actions.
- Checking that the plan is communicated to all concerned and included in tenders and contracts from external companies
- Confirmation that emergency procedures are in place and that the emergency services are aware of the presence of asbestos on the premises
- Forward planning for any known works that may impinge on the Asbestos Management Plan

4. Procedure for works where an HSE asbestos licence is required

4.1 It is the policy of this authority that only licensed asbestos removal contractors are employed to work on any asbestos containing materials.

4.2 In emergency circumstances, licensed contractor other than those previously approved may be employed at the discretion of the asbestos co-ordinator.

4.2 Licensed asbestos removal contractors must have been assessed as having sufficient health and safety competence by successfully completing the council's pre-qualification requirements.

4.4 All work shall be undertaken strictly in accordance with the Control of Asbestos Regulations 2012, L143, HSG 247, HSE Task Essentials, relevant Approved Codes of Practice and HSE Guidance, the authority's Safe Working Document & CDM Regulations 2015 & the authorities CDM policy.

4.5 All asbestos removal contractors must hold a current HSE licence and that licence must be for the activities involved e.g. removal of asbestos insulation.

5. Procedure for works with asbestos containing materials where an HSE asbestos licence is not required

- 5.1 It is the policy of this authority that only licensed asbestos removal contractors are employed to work on all asbestos containing materials. Only under exceptional circumstances, contractors who are not licenced for work with asbestos may be employed to undertake non-licenced asbestos work. Approval must be given by the asbestos co-ordinator before a non-licensed contractor can be appointed to remove or work on an asbestos containing material, where a licensed contractor is not required.
- 5.2. It is important to stress that any contractor carrying out non-licenced work with asbestos, complied in full with the relevant requirements of CAR 2012, including (where relevant) the controls and procedures for notifiable non-licenced works. This includes (but is not limited to) medical surveillance, personal exposure monitoring and notification of work.
- 5.3 Where work with asbestos containing materials falls outside the scope of the requirements for licensed contractor notification(refer to CAR 2012 and ACOP L143), e.g. with asbestos cement roof sheets and asbestos floor tiles, it is important to remember that the Control of Asbestos at Work Regulations will continue to apply, as will the asbestos waste disposal requirements.
- 5.4 It is also the Council's policy and a condition of the terms of employment / contract, that general contractor's working with asbestos cement and asbestos floor tiles provide the design team leader / Principal Designer with a full site-specific method statement for approval prior to any works.
- 5.5 The contractor's insurance policy must indemnify them to work with ACMs.

6. Condition inspections and asbestos register updates

- 6.1 It is imperative that asbestos containing materials within buildings that are not removed are inspected and maintained in a good condition.
- 6.2 Management surveys are undertaken for all properties that were constructed prior to the year 2000. During these surveys if access could not be gained into any part of the buildings this is stated within the survey report. For any part of the building that access could not be gained to it must be assumed that this area contains asbestos and the procedure in section 8 should be followed if any work is to be carried out on these areas.
- 6.3 Fixed and unfixed equipment in buildings may also contain asbestos. Therefore particular attention must be given to the equipment when carrying out removal and maintenance activities and when necessary additional more in depth asbestos surveys undertaken prior to any works be carried out on the equipment. Only competent people should be employed to undertake this area of works

- 6.4 Retained asbestos containing materials are, therefore, to be re-inspected on a regular basis by the Building Manager and where necessary removed or encapsulated in order to make them safe.
- 6.5 Condition inspections are to be undertaken annually by the assigned asbestos specialist consultant.
- 6.6 The frequency of such additional condition inspections is based upon the foreseeable risk of deterioration addressing the following risk factors:-
- Type of asbestos containing material
 - Building use/frequency of use
 - Impact/abrasion damage risk
 - Vandalism risk
 - Vermin damage risk
 - Water ingress risk
- 6.7 The building manager must adhere to the survey recommendations regarding ACM's that are left in situ on their particular site. If the condition of the material deteriorates then the building manager must inform, in the first instance, their surveyor (if no surveyor the asbestos co-ordinator) who will make an assessment of the risk and of remedial works required, which will be recommended to the site/centre manager and copied to the asbestos co-ordinator.
- 6.8 The asbestos registers for all sites must be updated following completion of any remedial work on asbestos including removal and encapsulation. This includes work commissioned by the council and the building manager. The information which must be submitted to the council includes test certificates and hazardous waste consignment notes as well as a clear description of the type and location of asbestos removed from the building. All asbestos containing materials removed, repaired or encapsulated must be cross referenced to the asbestos management survey.
- 6.9 Where hard copy asbestos registers are maintained on site, the most up-to-date copy, based on the latest re-inspection should be available.

7. Control of contractors and work which could disturb asbestos in council owned properties

The following procedure is to be adopted before any work takes place on the premises:-

7.1 General requirements

- 7.1.1 Only competent contractors should be used for carrying out building works. Building managers / officers appointing contractors are responsible for all competency checks. All contractors operatives are expected to have undergone asbestos awareness training / refresher training within the last 2 year period.

- 7.1.2 It is important that all staff working within the property are made aware, by the building manager / the person responsible for the site, of the locations of any asbestos containing materials that is known to be within the building; this should include the ceiling void areas. Staff should be instructed to report any visible deterioration to any asbestos containing material or any part of the building fabric.
- 7.1.3 It is the Councils Policy that no work is carried out on asbestos materials other than works carried out by Licensed contractors

7.2 The management controls that need to be adopted when contractors attend sites to carry out works are as follows:

- 7.2.1 On arrival the contractor should be shown the property asbestos register and escorted by somebody who is familiar with the property to the area where they will be carrying out the works.
- 7.2.2 This should not pose a problem if the works are planned and an appointment has been made. The building manager / the person responsible for the site, with the contractor should determine the location of any asbestos containing materials in relation to the work that needs to be carried out.
- 7.2.3 All contractors including the Councils facilities management team are expected to report to site reception and must be asked by the building manager / responsible (e.g. head teacher) to inspect the asbestos site register with them focusing on the area of proposed works. The permission to work document must then be signed
- 7.2.4 The permission to work document must be signed by the contractor and building manager / person responsible for the site once with building manager / the person responsible for the site and the contractor are both satisfied that it is safe to proceed and that the building fabric or any known asbestos containing material will not be disturbed during the works . **See Appendix 12- Permit to Work**
- 7.2.5 The contractor (if already pre-qualified by the council and is on their dynamic procurement system) will be fully aware of their responsibilities under the council's procedures in relation to asbestos management. You are strongly advised to use contractors from this system.
- 7.2.6 Should the contractor need to work in any areas other than those originally intended, they should then alert the building manager / the person responsible for the site, who should ensure that they are given any additional information that is needed.

7.3 The information that should be referenced by contractors and anyone else planning or carrying out work on a building is based on two types of asbestos survey.

- 7.3.1 Management survey; the purpose of the management survey is to locate and manage asbestos-containing materials (ACM) so that they can be managed during the normal occupation and use of premises. This survey is not intrusive and therefore does not include for items within the building fabric, structure or void areas. This information is available for all Telford and Wrekin properties and must be located on site.
- 7.3.2 Demolition and refurbishment survey; this is required where the premises, or part of it, need upgrading, refurbishment or demolition and also includes where the

proposed works will entail disturbance to any part of the building fabric. This information should be acquired as necessary.

- 7.3.3 It is important that prior to any work which could disturb asbestos within the fabric of the building, a refurbishment or demolition survey is commissioned by either the Technical Officer or Building Manager depending on whom of the latter has commissioned the work. This is irrespective of whether a management asbestos survey is available.

7.4 Prior to general maintenance tasks

- 7.4.1 The Building Manager is to inspect the asbestos register/database to identify any known ACM's and in addition, he/she must inspect the proposed works area with the person who will be undertaking the maintenance task to establish if further surveys are required (Demolition and Refurbishment Intrusive).
- 7.4.2 Copies of the register are to be made available by the building manager on site in hard copy format. The management survey (register) is stored electronically on P2.
- 7.4.3 All contractors including the Councils Property Maintenance team are expected to report to site reception and must be asked by the building manager / responsible person (e.g. head teacher) to inspect the asbestos site register with them focusing on the area of proposed works. The permission to work document must then be signed
- 7.4.4 The permission to work document must be signed by the person who will be undertaking the maintenance task and the building manager / person responsible for the site once with building manager / the person responsible for the site and the person undertaking the maintenance task are both satisfied that it is safe to proceed and that the building fabric or any known asbestos containing material will not be disturbed during the works. **See appendix 12**
- 7.4.5 If ACM's are present within the work area and are likely to be disturbed, the works cannot proceed. The person undertaking the maintenance task is expected to liaise with the building manager, who will contact their building surveyor or alternatively the asbestos co-ordinator for further advice.
- 7.4.6 If asbestos containing materials are present and will not be disturbed by the operations, the person undertaking the maintenance the works may continue.

7.5 Prior to refurbishment/demolition works

- 7.5.1 Even when management survey information is currently available, where work will affect the fabric of the building is planned, additional refurbishment or demolition surveys must be carried out in order to detect concealed ACM's
- 7.5.2 The Building Manager / Consultant or the person arranging for the works to be carried out, are to obtain costs for the removal of ACM's identified in both the management and demolition and refurbishment surveys, that are affected by the planned works, and these costs included in the project costs.

- 7.5.3 Refurbishment or demolition works may only proceed upon the complete removal of ACM's affected by the works and receipt of both clearance and re-occupation certificates provided by the asbestos consultant/analyst.

NB. Copies of all demolition and refurbishment surveys commissioned by a building manager are to be provided to the asbestos co-ordinator to be added to the asbestos register.

7.6 Access into ceiling voids

- 7.6.1 This procedure sets out Telford and Wrekin Council's control measures to help safeguard anyone who may need to enter any area that has the potential to be contaminated with asbestos fibres. It is essential that they are understood and adopted by everyone who has a responsibility for buildings or for organising building works.
- 7.6.2 Access into ceiling voids should only be allowed when this is absolutely necessary or it can be confirmed that no asbestos containing materials are present.
- 7.6.3 Where access into the ceiling void is necessary, permission needs to be given from the building manager / the person responsible for the site. Before permission is given the building manager / the person responsible for the site is expected to view all information available to them, seek any further information required or seek further professional advice as necessary before permission is given.
- 7.6.4 Where the works proposed entails minimal access into the ceiling void such as; replacing a single ceiling tile, replacing a light fitting, inspecting the structure etc., the asbestos survey should be viewed and if it can be confirmed that there is no asbestos containing materials within the near vicinity of the works, permission to enter the void can be given.
- 7.6.5 Where the works proposed entail more extensive access into the ceiling void such as installing electrical circuits, installing water services, replacing several light fittings, replacing suspended ceilings, project refurbishment works etc., an asbestos demolition and refurbishment survey needs to be undertaken and any remedial actions noted within the report actioned (**not applicable to buildings constructed post 2000 which are confirmed to be free of asbestos containing materials**).
- 7.6.6 These actions may include things such as asbestos removal, environmental cleans, air monitoring etc. Once the recommendations have been carried out and completed, permission to enter the void can be given.
- 7.6.7 All contractors selected from the dynamic procurement system administered by the biT team are aware of the council's asbestos procedures and have signed up to say that they will ensure that all of their operatives are also aware of these procedures. Contractors therefore are aware that if it is likely that asbestos containing materials will be disturbed then they should cease work immediately and seek further advice.

7.7 Further Advice

- 7.7.1 If there is any doubt with regards to the information that is on site, whether or not permission can be given to access the ceiling void, the location of asbestos, the type

of survey that is required or any general query, additional advice should be sought. This advice can be obtained by contacting the asbestos coordinator

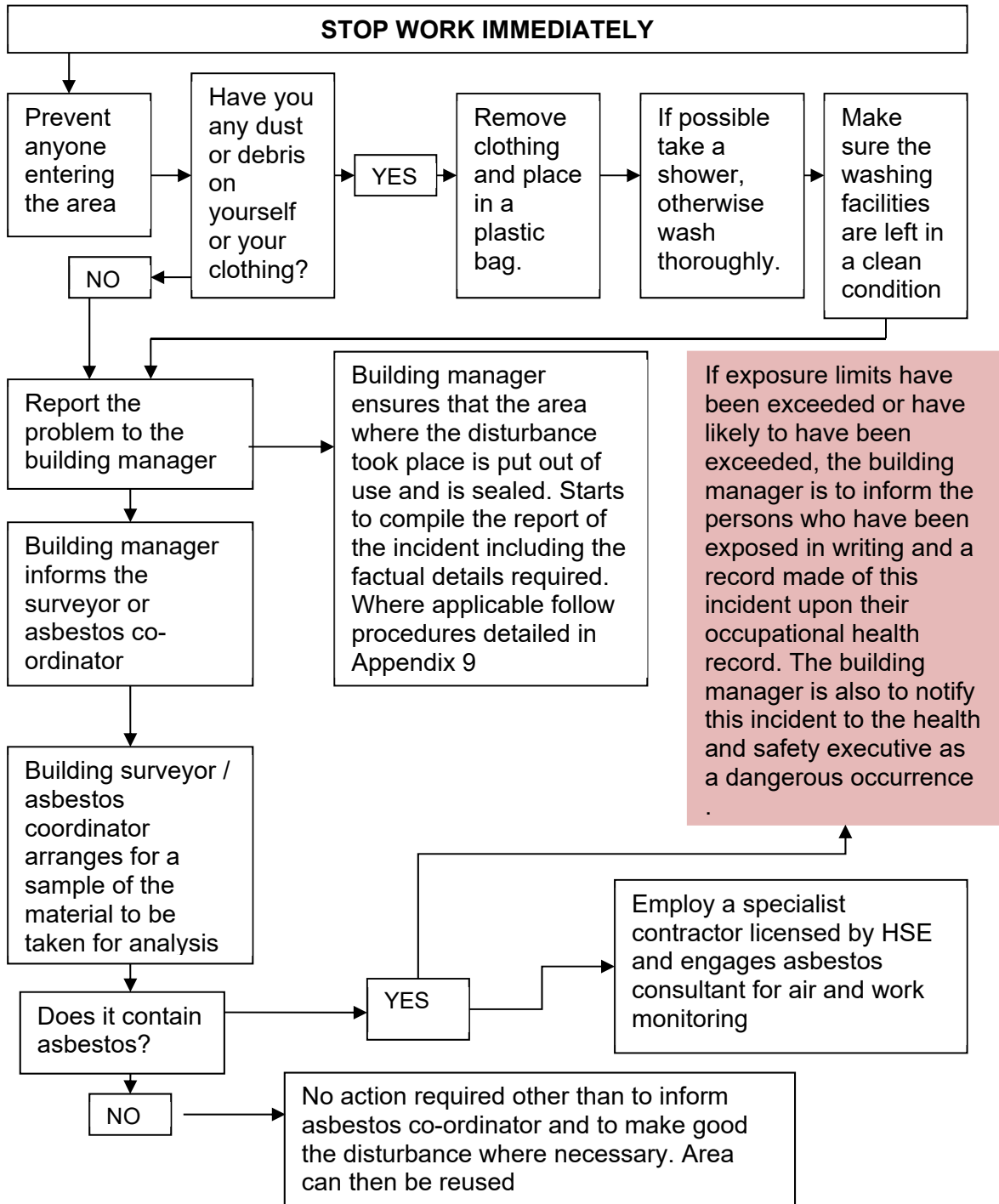
8. Work on/or adjacent to materials of unknown composition

- 8.1 Where materials present on site have not been inspected the following procedure is to be adopted where work is to take place on:-
- Materials of unknown composition that, in the opinion of the building manager have the potential to contain asbestos fibres.
 - Work adjacent to such materials that may involve disturbance or damage to them.
- 8.2 Procedure
- 8.2.1 All such materials must be inspected and surveyed for the presence of asbestos fibres, before work is allowed to commence. The material must be treated as containing asbestos fibres until proven otherwise. The person arranging for the works to be carried out is responsible for ensuring that this happens. The results of all surveys must be forwarded to the asbestos co-ordinator. If asbestos is found to be present, all relevant provisions of Control of CAR 2012 and relevant HSE guidance shall be complied with.

9. Procedure when the building fabric or a known asbestos containing material is accidentally disturbed or damaged,

- 9.1 A disturbance of an ACM can create a significant concentration of asbestos fibres in the air, and therefore, add to the risk if suitable precautions are not in place. Any damage to, or disturbance of, asbestos containing materials or suspected asbestos containing materials, or the building fabric must be reported to the building manager immediately. In turn the building manager will report the incident to his/her building surveyor or the asbestos co-ordinator.
- 9.2 In all circumstances the work or other activities must be immediately suspended and all persons removed from the vicinity of the damage and the area sealed off until assistance is provided. Adjacent rooms also need to be considered. If there is even a slightest chance that asbestos fibres could have entered an adjacent room through apertures in the dividing wall, doorways, grilles, in and around services, through roof spaces, etc. These adjacent rooms need to be sealed off and put out of use also, until professional advice has been given.
- 9.3 The responsible person will then decide upon appropriate remedial action and keep the asbestos co-ordinator informed. This may include air testing, taking swab samples, undertaking environmental cleaning and removal of asbestos containing material. Following completion of any remedial works he/she will provide the asbestos co-ordinator with certification of the said works to allow him to update the register.

- 9.4 Where air testing has been found to be necessary rooms should not be reoccupied until a certificate of reoccupation has been issued by the asbestos consultant.
- 9.5 The responsible person must keep a written factual details of the incident which must include details of the
- location,
 - Adjacent rooms that may also have been affected
 - time of the incident,
 - the time when the area was sealed off from use,
 - a list of all people that may have become exposed at the time of the material being disturbed or damaged and also the time between the incident occurring and the area being closed off from use
 - other areas where contamination may have occurred
- 9.6 Where persons have or may have been exposed to airborne asbestos fibre at or above the "control limit", they shall be informed of the event in writing and a record made of the incident upon their occupational health record. **For further guidance on the health effects of inadvertent exposure to asbestos fibres please refer to appendix 9**
- 9.7 Where the disturbance of the asbestos has actually resulted in exposure of people this must be reported to HSE as a dangerous occurrence. The easiest way to do this is to go on line at <http://www.hse.gov.uk/riddor/index.htm>
- 9.8 If a report is received from a GP giving a diagnosis of mesothelioma, lung cancer or asbestosis in an employee whose work has involved working with asbestos or exposure to substantial exposure to dust from asbestos work then this becomes a notifiable disease and must also be notified to the HSE. The easiest way to do this is to phone the Incident Contact Centre on 0845 345 0055.
- 9.9 The following flow chart will help with this process
- 9.10 All sites must test their emergency procedure at least twice per year to ensure that in the event of a material being damaged or disturbed all staff can put the control measures into place as quickly as possible and in doing so reducing the risk of exposure.



10. Procedures for emergency services and out-of-hours contractors

- 10.1 Where accidents, such as fires etc., have occurred and the emergency services have already entered the building, the biT team on call officer will inform them of the necessary information, so as to allow the correct documentation procedures to be undertaken as soon as possible.
- 10.2 Emergency works which have to be carried out without referring to the asbestos register are to be kept to the minimum until the building is made safe.
- 10.3 Wherever possible the key holder will make the on-site asbestos register available to any contractor attending to carry out emergency work.
- 10.4 The out-of-hours (emergency) call-out contractor will have access to the asbestos registers on P2 as a backup should the site register not be available.
- 10.5 Subsequent works to carry out repairs following an emergency, will be done in accordance with the asbestos management plan.

11. Management of work on or near to asbestos containing materials

- 11.1 Work on or near to asbestos containing materials shall be adequately managed by a competent person. This may be the building manager, but if they do not have sufficient competence, then advice must be sought e.g. from their building surveyor or the asbestos co-ordinator.
- 11.2 If as works progress it becomes apparent that ACM's will be disturbed then the procedure in section 4 & 5 will be followed.
- 11.3 If ACM's are accidentally disturbed the procedure in Section 9 is to be followed.

12. Appendix 1 - Personnel and Responsibilities

1.1 The persons named in the authority's health and safety policy statement have overall responsibility for ensuring the health and safety of employees and others using the site including the protection of those persons from asbestos. The asbestos management plan sets out additional duties for key personnel listed below.

1.2 The Asbestos Co-ordinator – Andy Collier

Responsible for the development and implementation of the following:-

- The Asbestos Policy Statement
- Organisation and arrangements to put the Asbestos Management Plan into effect
- Maintenance and amendment of the Asbestos Register
- Annual and periodic review of the operation of the Asbestos Management Plan
- Vetting or appointment of licensed and non-licensed asbestos contractors to undertake work on asbestos containing materials
- Maintenance of records associated with work with asbestos
- Training and staff liaison regarding asbestos containing materials

1.2.1 He is given appropriate training, authority and resources to enable him to fulfil this role and reports to Mr Chris Goulson – Service Delivery Manager.

1.3 Deputy Asbestos Co-ordinator – Andy Baker

The Deputy Asbestos Co-ordinator reports to the asbestos co-ordinator and adopts the role of the asbestos co-ordinator in his absence.

1.4 Independent Asbestos Consultants

The Independent Asbestos Consultants are currently SGS United Kingdom Ltd. and they are available to provide technical and legal advice to the Asbestos Co-ordinator and his Deputy as and when required. The independent consultant also monitors asbestos works as and when required to do so, including sampling, analysis and the issue of relevant certificates/documentation. The independent consultant advises upon the competence of licensed and non-licensed contractors during the selection of contractors by the council.

1.5 Technical Officers

Technical officers are:

- Employed internally by the biT team
- External consultants employed by the biT team

- External consultants employed directly by a building manager
- Any person who manages or coordinates work which could disturb asbestos, such as building surveyors, architects and M&E Engineers etc.

The building surveyor liaises when required between the building manager & asbestos co-ordinator. They give professional advice on asbestos management on those premises.

1.6 Building manager

The building manager is defined as being the person with overall responsibility for the premises this can be the head teacher, manager of the building etc. The building manager has responsibility for asbestos management on that site. They may seek advice from a Technical Officer or the asbestos co-ordinator. The building manager is the responsible person on that site

1.7 Contractor

The contractor is any person or persons that is engaged by the council to undertake building maintenance / refurbishment works or asbestos removal/ remedial works within any council property. This includes the council's Property Maintenance team

1.7 Duty to Co-operate

It is the duty under CAR2012 for the building manager and all other employees of T&WC to co-operate with the Duty Holder or his representatives.

The Duty Holder under CA2012 is the Authority (T&WC) or anyone responsible for maintaining or repairing all or part of the buildings or who has control of the buildings e.g. for example, the occupier or the owner.

13. Appendix 2 - Contact Telephone Numbers

2.1 Asbestos Co-ordinator

Name: Andy Collier
Designation: Building, Mechanical and Electrical Team Leader
Office address: Wellington Civic & Leisure Centre
biT team, 2nd Floor Upper, Larkin Way, Wellington,
Telford, TF1 1LX
Telephone: 01952 384522
Fax: 01952 384554
e-mail: andy.collier@elford.gov.uk

2.2 Deputy Asbestos Co-ordinator

Name: Andy Baker
Designation: Building Surveyor
Office address: Wellington Civic & Leisure Centre, biT team Telford,
2nd Floor Upper, Larkin Way, Wellington, Telford, TF1
1LX
Telephone: 01952 384310
Fax:
e-mail: andrew.baker2@telford.gov.uk

2.3 Asbestos Consultants SGS United Kingdom LTD

Office address: Unit 4, Calibre Industrial Park, Four ashes,
Wolverhampton. WV107DZ
Telephone: 01902 791565
Fax: 01902 791595

14. Appendix 3 - What is Asbestos?

- 3.1 Asbestos is a term used for the fibrous forms of several naturally occurring silicate minerals. The three main types of asbestos which have been commercially used are:-
- Crocidolite (often referred to as 'blue asbestos');
 - Amosite (often referred to as 'brown asbestos');
 - Chrysotile (often referred to as 'white asbestos').
- 3.2 Other forms of asbestos are also found, but are much less common – fibrous Actinolite, fibrous Anthophyllite and fibrous Tremolite. Analysis may detect the presence of these materials, but usually in combination with the more common types.
- 3.3 Five of the fibre types are referred to as amphibole minerals and Chrysotile is often referred to as a serpentine mineral. It is important to remember that the colours are not always a reliable indicator of the type of asbestos and laboratory analysis is required to both confirm the presence of and type of asbestos within a material.

15. Appendix 4 - Asbestos Related Diseases

- 4.1 **Asbestos Warts** – caused when the sharp fibres lodge in the skin and are overgrown, causing callous-like growth which are benign;
- Pleural Plaques** – discrete fibrous or partially calcified thickened areas when can be seen on X-rays of individuals exposed to asbestos. They do not become malignant nor normally cause any lung impairment;
- Diffuse Pleural Thickening** – similar to above and can sometimes be associated with asbestosis. Usually no symptoms shown, but if extensive can cause lung impairment;
- Asbestosis** – irreversible fibrosis or scarring of the lungs in which the tissue becomes less elastic, making breathing progressively more difficult. This is an industrial disease arising from high levels of exposure to asbestos fibres, including blue, brown and white. There is no risk of asbestosis from normal levels of environmental exposure to asbestos;
- Lung Cancer** – an increased incidence of lung cancer has been found in people who work with asbestos and research suggests that both lung cancer and asbestosis do exhibit a dose response relationship. The three main types of asbestos can all cause lung cancer, but blue and brown are more dangerous than white. **It is also important to remember that people who are exposed to asbestos fibres and who smoke are at an even greater risk of developing lung cancer than those who do not smoke;**
- Mesothelioma** – a cancer of the inner lining of the chest or the abdominal wall. This cancer is generally shown to be due to exposure to asbestos in the workplace or to living in the same house as someone who works with asbestos. The risk of Mesothelioma is not influenced by smoking. Although a threshold has not been established, evidence shows that low/short exposures to asbestos fibres, primarily from blue and brown asbestos, have resulted in disease.
- 4.2 Is there a safe level?
- 4.2.1 The risk of developing an asbestos-related disease depends on a number of factors, including the cumulative dose received, the time since first exposure and the type and size of asbestos fibres concerned. We are all exposed to a background level of asbestos fibres – externally from erosion of rocks/mining and indoors from proximity to asbestos containing materials. The theory that 'one fibre kills' is therefore not borne out by science.
- 4.2.2 The majority of people now dying from asbestos-related diseases were exposed to asbestos during the 1950's and 1960's, when asbestos use in the UK was at its peak. Many of them were employed in the production of asbestos products and in the building trade, and were exposed to high concentrations of airborne asbestos fibres at work, often over many years. Some were exposed due to contact with dusty work clothes from asbestos workers at home. These exposures were not measured as accurately as we are able to do now, so it is not possible to compare past exposures with incidence of the diseases – there is insufficient information to deduce a 'safe' level.

- 4.2.3 This relationship can be better established as more information about exposures can be compared with incidences of disease. However, the long latency period makes this slow work.
- 4.2.4 There is usually a long delay between first exposure to asbestos fibres and diagnosis of disease, ranging from 15 to as many as 60 years. Current UK regulations are such that those now knowingly working with asbestos are unlikely to develop asbestos-related diseases, provided they observe the required precautions.

4.3 Persons at Risk

- 4.3.1 A study carried out by Professor Peto and HSE epidemiologists in 1995 showed that the largest single group of people at risk of coming into contact with asbestos was building and maintenance workers, often accidentally exposed to asbestos containing materials. This group accounts for approximately 25% of the 3,000 annual deaths from asbestos-related diseases. The workers, their own employers and even those in control of the building are often unaware that asbestos was present during maintenance work.
- 4.3.2 Maintenance and building workers may have breathed in asbestos fibres during their day-to-day work with asbestos materials, or because work with asbestos was carried out near to them. Until recently, it was thought that those now dying from asbestos-related diseases 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 exposures, such as those that could occur during routine repair work, may also lead to asbestos-induced cancers. The scientific evidence on exactly what levels of exposure cause disease is unclear, but we do know that the more asbestos fibres are inhaled, the greater the risk to health. That is why it is important that everyone who works with asbestos, or presumed asbestos, should take the strictest precautions.

16. Appendix 5 - Statutory Requirements

5.1 What does the law require?

5.1.1 There are many health and safety regulations that directly or indirectly place duties on employers in relation to asbestos. The key facts of these regulations are listed below. It is important that you are familiar with these. If you have followed the steps detailed in this guidance in managing asbestos containing materials on your premises, we will have taken major steps towards preventing or minimising exposure to asbestos. We will also have taken major steps towards complying with our duties under these Regulations.

- The Health and Safety at Work etc. Act 1974 (HSWA) requires an employer to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other persons about their workplace which might affect their health and safety. Section 3 of HSWA contains general duties on employers and the self-employed in respect of people other than their own employees. Section 4 contains general duties for anyone who has control, to any extent, over a workplace.
- The Control of Asbestos at Work Regulations 2012 requires an employer to prevent the exposure of his employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. The regulations place a duty on employers in occupation of premises to manage the risk from asbestos in those premises. There is a duty on anyone else that has maintenance and repair responsibilities for the premises, because of a contract or tenancy, to manage those risks. The duty is supported by:-

Approved Code of Practice (L143)
HSE Guidance Note (HSG 227)
HSG264 the survey guide
A brief guide to managing asbestos in buildings (INDG223)

- The Management of Health and Safety at Work Regulations 1999 require employers and self-employed people to make an assessment of the risks to the health and safety of themselves, employees and persons not in their employment arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting those people's health and safety.
- There are duties to maintain workplace buildings/premises to protect occupants and workers under the Workplace (Health, Safety and Welfare) Regulations 1992.
- The Construction (Design and Management) Regulations 2015 require the client to pass on information about the state or condition of any premises (including the presence of hazardous materials, such as asbestos) to the principal contractor / contractor before any work commences and to ensure that the health and safety file is available for inspection by any person who needs the information.

Specific legal duties under Control of Asbestos Regulations 2012

5.1.2 The broad requirements on employers and others are to:-

- Take reasonable steps to find materials likely to contain asbestos;

- Presume materials to contain asbestos, unless there is strong evidence to suppose they do not;
- Make a written record of the location and the condition of the asbestos containing materials and presumed asbestos containing materials and keep it up to date;
- Provide information on location and condition of asbestos containing materials to people who may disturb them and those who occupy the premises;
- Monitor the condition of asbestos containing materials and presumed asbestos containing materials;
- Assess the risk of the likelihood of anyone being exposed to asbestos fibres from these materials; and
- Prepare a plan to manage that risk and put into effect to ensure that:
 - a. Information on location and condition of asbestos containing materials is given to people who may disturb them during work activities;
 - b. Any material known or presumed to contain asbestos is kept in a good State of repair; and
 - c. Any material that contains or is presumed to contain asbestos is, if necessary, because of the likelihood of disturbance and its location or condition, repaired or removed.

17. Appendix 6 - Survey Types

- 6.1 It is important to appreciate the differences between the three types of asbestos survey, their content and limitations.

The two types of survey are:-

Management surveys. Samples of suspect asbestos containing materials are collected and analysed to confirm or refute the suspected presence of asbestos. Again, the asbestos containing material's condition must be assessed. Management surveys are non-invasive and generally identify visually accessible ACM's only.

Demolition and Refurbishment surveys are carried out prior to major refurbishment or demolition. This survey may involve destructive inspection to gain access to all areas. This type of survey is designed to identify ACM's prior to refurbishment or demolition. These surveys may also be used as a basis for tendering for the removal of asbestos containing materials from the building, prior to demolition so the survey does not assess the condition of the asbestos.

It is important that the correct type of survey is commissioned. For example, reliance should not be made upon a management survey where refurbishment, alteration or demolition is to be undertaken. It is a requirement of relevant council officers and surveyors to provide the consultant with sufficient information to ensure that a suitable and sufficient asbestos survey is undertaken. This also includes supporting the surveyor including assisting in gaining access.

- NB. In certain circumstances it will be necessary to commission the asbestos consultants to undertake a survey in a specific area, e.g. relevant to building alterations, refurbishment works or cabling installations. In these instances a more in-depth inspection than a management survey is required which avoids damage to areas where work is not being undertaken, known as a 'targeted refurbishment/demolition asbestos survey'.

Therefore in these instances it will only be possible to undertake an 'intrusive inspection of areas specified by the client' and any alterations to the scope of works may necessitate a further inspection/survey.

18. Appendix 7 - Asbestos Risk Assessment

- 7.1 The risk assessment of asbestos containing materials is a two stage process. Individual risk assessments are contained within the electronic/paper based asbestos register.

The two stages of the risk assessment are as follows:-

1. The material assessment – the report prepared by the surveyor should include this assessment. The assessment addresses the condition of the materials and the likelihood of it releasing fibres on 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. However, this may not always indicate high priority for remedial action e.g., where the asbestos containing material is in an inaccessible area and the asbestos fibres cannot be inhaled by people.
2. The priority assessment – addresses the likelihood of the asbestos containing material being disturbed. Remember even an asbestos containing material in the poorest condition only presents a risk to health if the fibres are disturbed into the air we breathe. This priority assessment takes into account factors such as:-
 - Maintenance activities (including cleaning if appropriate)
 - Likelihood of disturbance
 - Human exposure potential (numbers of people and duration of exposure)
 - Occupant activity

The total risk scores (material assessment and priority assessment) are entered onto the asset management database and are the basis for the Asbestos Action Plan.

19. **Appendix 8 - Training**

8.1 Asbestos Co-ordinator

The asbestos co-ordinator and his deputy shall receive adequate information, instruction and training so as to enable them to completely fulfil their roles.

This training shall include attendance on the BHOS P405 course (management of asbestos in buildings) and shall also include refresher training as circumstances dictate.

8.2 Telford & Wrekin Council Building Managers including Head Teachers

Telford & Wrekin Council building managers must attend an asbestos awareness training course provided by an independent asbestos consultant. Building managers are expected to have refresher training every 2 years. Building Managers are responsible for ensuring that they make the necessary arrangements with the asbestos co-ordinator and receive the training that is required.

8.3 Licensed Asbestos Contractors

Operatives and supervisors employed by licensed asbestos removal contractors shall be able to demonstrate training in compliance with published HSE guidance. All contractors used by the Council must be competent for the works that they are contracted to carryout, including compliance with the HSE Asbestos Licensing Unit (ALU) requirements.

Removal contractors will be asked to compile a pre-qualification questionnaire. Dependant on particular project details, project specific questionnaires may be required. Contractors whose response to the prequalification questionnaire is acceptable will be included on the Councils list of Approved Asbestos Removal Contractors. Continual monitoring of contractors will be carried out.

All asbestos removal contractors must hold a current HSE licence and that licence must be for the activities involved e.g. removal of asbestos insulation.

8.4 Building and Maintenance Contractors

All contractors whose work could disturb asbestos are expected to ensure that all workers on council sites are competent and trained in asbestos awareness in accordance with Regulation 10 of CAR 2012.

20. Appendix 9 - Guidance as to the health effects of inadvertent exposure to asbestos fibres

- 9.1.1 Those exposed to asbestos fibres often receive little or no prior warning of the possible risk to health. In many cases those responsible for the exposure claim to have been unaware of the presence of asbestos prior to the work being carried out.
- 9.1.2 People who may have been exposed to asbestos are understandably anxious and concerned about the possible effects on their health. Moreover, where incidents involve members of the public or vulnerable sections of the population, widespread publicity may result. Managers may receive requests from employers, employees, trade unions, other interested parties and members of the public for advice on how to manage the health aspects of such exposure. This section gives managers and employees advice on how to deal with such requests consistently. 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.
- 9.1.3 In many cases, exposure may have been minimal, with low likelihood of any long-term ill-effects. However, although the type of asbestos may be known, there will often be little if any, reliable quantitative information concerning the level and duration of exposure. Work with asbestos cement is unlikely to pose the same risks as work with asbestos insulation and coating and asbestos insulating board.
- 9.1.4 Asbestos incidents arouse concern and anxiety and often unrealistic expectations of medical tests or even treatment. This should be addressed by offering prompt and reasoned advice, without contributing to unnecessary alarm.

9.2 Inadvertent exposure to asbestos – Advice for Building Managers

- 9.2.1 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
 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.

- 9.2.2 People can sometimes 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).

- 9.2.3 Such incidents understandably cause anxiety about the possible effects, both short and long term, of the exposure. In most 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.
- 9.2.4 It is important to ascertain as far as possible, the type of asbestos, the duration of exposure and the likely exposure levels. You may need to seek advice from your building surveyor and or the Council's occupational health section.
- 9.2.5 The Council's occupational health section will keep accurate and detailed records concerning the incident and those persons involved. The Control of Asbestos at Work Regulations 2012 requires records to be kept for 40 years.
- 9.2.6 If exposure is unlikely to have exceeded the control limit and was of a sporadic and low intensity, it will usually have been insufficient to pose a significant long-term risk to health. Any advice given to those exposed should reflect the risk from the estimated extent of exposure as far as possible.
- 9.2.7 Exposed employees should be advised to discuss any health concerns with the Council's occupational health service (01952 383630) contact their GP and record the incident in their medical records. Even when it is not possible to determine whether an exposure was significant or not entry in the medical record is recommended
- 9.2.8 You should, in addition, consider carefully what went wrong in causing exposure to asbestos on this occasion, and how you will prevent this happening again in future.
- 9.2.9 If clients, customers, pupils or other non-employees have been exposed to respirable asbestos fibres they are entitled to know this. Managing the giving of this information without causing unnecessary alarm needs sensitive handling and should only be done after consultation with the Public Protection Service Delivery Manager and the Corporate Communications Manager.

9.3 Inadvertent exposure to asbestos – Advice for employees

- 9.3.1 This document contains advice following inadvertent exposure or possible inadvertent exposure to asbestos. People who may have been exposed to asbestos are understandably anxious and concerned about possible effects on their health.
- 9.3.2 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
 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.

9.3.3 People can sometimes 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).

9.3.4 Asbestos exposure incidents understandably cause anxiety about the possible effects, both short and long-term, of the exposure. In most 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 amount 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 and the likely exposure levels. The Council's occupational health service will keep accurate and detailed records concerning the incident and those people involved. You may wish to request a copy of your record, or to ask the Council to send a copy.

9.3.5 If you are concerned about your health you are recommended to discuss this with the Council's occupational health service (01952 383630) you are advised to contact your GP and record the incident in your medical record.

9.3.6 Your manager should 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. <http://www.hse.gov.uk/asbestos/faq.htm>

21. Appendix 10 - The Detailed Asbestos Action Plan and Strategy

1. ASBESTOS REGISTER MANAGEMENT.

Re-inspection Surveys will continue to be undertaken annually to assess the condition of the ACMs. Re-inspection surveys will be uploaded onto P2. These re-inspection surveys are to be carried out on the Schools and Operational Buildings annually Building managers are to print a copy of the report so that this information can be shared with others such as site staff and contractors visiting the site, etc.

- Due to the known condition of the asbestos containing materials it is envisaged that during 2022/23 the majority of the materials can be managed and that asbestos containing materials will only be removed if condition deteriorates or the material is likely to be disturbed as part of a project.

2. MATERIAL MANAGEMENT.

- Priority risk assessments for all asbestos containing materials identified within Management surveys are to be carried out annually in order to prioritise long-term management actions/budgets. These assessments will be undertaken by the Authority with assistance from SGS United Kingdom Ltd.
- Building managers are to advise the asbestos coordinator of any changes that occur on site that would affect the ACM materials that have been identified in the asbestos register. This would include a change of use or activity and such changes that would pose a higher risk of the material being damaged.
- The risk that each ACM poses is assessed, based on the Occupancy and Activities of each building. The assessment will generate a risk rating which will be used to produce a program of remedial works or removals necessary to ensure the buildings occupants are not put at risk.
Resources will be targeted towards those areas that are identified as being high risk when the priority risk assessments have been carried out.
- Any materials deemed necessary for removal or that require immediate action as a result of inadvertent or deliberate disturbance will be undertaken based on an assessment of the likelihood of fibre release and exposure of the buildings occupants.
- **Any ACM's affected/likely to be affected by planned building/refurbishment works must be removed as part of that particular scheme.**

22. Appendix 11 - Terminology and Abbreviations

- **Policy** Statement of intent
- **Asbestos Management Plan** Overview of the procedures needed to give effect to the policy.
- **Asbestos Action Plan** This plan covers all sites to show how the asbestos present on the premises is to be managed in accordance with the Asbestos Management Plan. (see section 2)
- **Asbestos Survey** A site specific survey identifying the location, type and condition of the asbestos. This information forms part of the asbestos risk assessment and, in turn, the asbestos action plan.
- **Asbestos risk assessment** A site specific risk assessment on the risks from asbestos containing materials on that premises. (see appendix 7). This assessment forms the basis of the asbestos action plan.
- **Asbestos register** A record comprising asbestos surveys, risk assessments and action plans for all schools and operational buildings.
- **HSE** Health and Safety Executive
- **CDM** Construction, Design and Management Regulations
- **CAWR** Control of Asbestos at Work Regulations
- **ACMs** Asbestos Containing Materials
- **biT** biT team (Property and Investment Service area)

23. Appendix 12- Permit to Work

Addendum to the Asbestos Register

Permit to work

The Council has a legal duty under the Control of Asbestos Regulations 2012, to ensure that information about the location and condition of any asbestos material is provided to every person that is liable to disturb it. This includes contractors and maintenance workers

Procedure

All contractors and maintenance workers undertaking day to day and routine building maintenance works, including the Councils facilities management team, are expected to report to site reception to view the asbestos site register before works commence. The asbestos register is based on an asbestos management survey and gives sufficient detail as long as the building fabric will not be disturbed during the proposed works. When viewing the register, particular attention is to be given to the parts of the building where the proposed works will be carried out.

The proposed works can only start when the person responsible for the site and the contractor are both satisfied that the building fabric or any known asbestos containing material will not be disturbed during the works. This document (permit to work) must then be signed by the contractor and the responsible person for the site to record this process has been carried out and permission has been given for the works to start.

If there are any doubts on the presence of asbestos OR whether or not the building fabric or asbestos containing material will be disturbed during the works, the works must not start and further advice should be sought.

Declaration

Contractor – in signing this document you are declaring that you together with the responsible person for the site have viewed the site asbestos register and the works proposed within the work area will not disturb the building fabric or any known asbestos containing material.

Site responsible person - in signing this document you are declaring that you together with the contractor have viewed the site asbestos register and the works proposed within the work area

will not disturb the building fabric or any known asbestos containing material and therefore works can start.

Please note:

If the building fabric will be disturbed during the proposed works the works cannot start until further information has been obtained.

If there are areas of the building where it cannot be established that asbestos containing materials are not present it MUST be assumed that they are present and further investigation is required.

Permission is only given to work in the work areas as listed below. Additional authorisation is required for work found to be required outside of the listed areas.

Company	Date	Name	List work areas (refer to location on asbestos plan)	Signed (Contractor)	Signed (Site responsible person)

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Company	Date	Name	List work areas (refer to location on asbestos plan)	Signed (Contractor)	Signed (Site responsible person)

24. Appendix 13 - Example Site Specific Asbestos Management Plan



SITE SPECIFIC ASBESTOS MANAGEMENT PLAN

1. Name of Premises	
2. Employee responsibilities	
Name premises manager.	
Name of person that produced this plan.	
Name of the person responsible for a) managing asbestos in the premises, b) for reviewing this plan.	
3. Reviewing this management plan	
Date this management plan was first produced.	
Date of last review.	
4. How the location and condition of asbestos-containing material is recorded	
A copy of the management survey setting out the location of asbestos containing materials on the premises has been provided in hard copy format at each school.	
State where information about asbestos in the premises is kept.	
5. Results of the risk assessments and action required (if any)	
Briefly state the results of the annual condition survey undertaken by SGS United Kingdom Safety Ltd and the approximate date it took place. Any work that you have identified that still remains to be done should be added to the Action Plan.	
6. Monitoring arrangements for asbestos	
State the arrangements for monitoring the known or presumed asbestos-containing materials to ensure that they remain in good condition and that there is no increased risk of disturbance.	

7. How information about asbestos is passed to those that need it

<p>State how staff have been informed.</p>	
<p>State here what system is in place to control maintenance or building work. What is the procedure for ensuring that contractors and others check the asbestos register and are shown the work location before starting work? Does the procedure allow for staff absence due to illness?</p>	
<p>State here if warning labels have been used to alert workers to the presence of known asbestos.</p>	

8. Training

<p>State here who has received training on asbestos management, and approximately when it took place.</p>	
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9. Action Plan

<p>Location and brief description of asbestos containing material</p>	<p>Remedial action required (To be agreed with the Council's Asbestos Co-ordinator)</p>	<p>Target date for action</p>	<p>Date completed</p>