

Committee:	Safety Committee	Agenda Item No.:	10.
Date:	9 <sup>th</sup> February 2010	Category	
Subject:	Asbestos Management Policy, Plan and Guidance	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Head of Human Resources and Payroll		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

## RELEVANT CORPORATE AIMS

**Strategic Organisational Development:** - continually improving our organisation. By controlling the risk of exposure to asbestos fibres we reduce the likelihood of long term health damage to employees, enforcement action, legal action or compensation claim.

**Customer Focussed Services:** - providing excellent customer focussed services. By reducing risk of uncontrolled release of asbestos fibre in domestic tenancies and the workplace.

## TARGETS

The Policy does not contribute to any specific target in the Corporate Plan.

## VALUE FOR MONEY

By complying with legislation and best practice, and proactively managing risks we will help to control the risk of financial loss, service interruption and help control the costs associated with enforcement action, prosecution, compensation claims and increased insurance premiums.

## THE REPORT

The Policy will replace the existing document which dates originally from 2004 and which does not meet the needs of current legislation, guidance or best practice.

The policy seeks to meet the legal requirements of **The Control of Asbestos at Work Regulations 2006 (CAR 2006)** and the **Hazardous Waste Regulations 2005**

Specifically we are required to:

- Act as 'Duty holder' under the Control of Asbestos Regulations 2006
- Take steps to identify any asbestos containing materials
- Assess the risk of anyone being exposed to asbestos fibres.
- Maintain an up to date register of the location and condition of Asbestos Containing Materials (ACM's.)
- Prepare a plan that sets out in detail how the risks will be managed.
- Maintain ACM's in a safe condition and remove them where they pose an unacceptable risk.
- Provide appropriate training, information and advice on the location, type and condition of the material
- Take all reasonably practicable steps to prevent employees and others from being exposed to or breathing in asbestos fibres.
- Only use licensed asbestos contractors for 'licensed' work.
- Restrict sampling/analysis of suspected ACMs to competent personnel.
- Review the plan, policy and guidance every two years.

The policy sets out the responsibilities of different posts within the Council and how the above will be met.

This includes the position of 'Duty Holder', which has the responsibility of ensuring that the organisation carries out its responsibilities. The Duty Holder responsibilities for Bolsover will be undertaken by the Head of Regeneration:

The Associated Guidance and Plan looks at providing information on:

- Competency and training of employees and contractors.
- Conduct of surveys.
- Risk assessments of materials and sites.
- Management of information through the register.
- Safe systems of work for 'minor' asbestos related work.
- Permit to work system.
- Occupational health procedures.
- Information on the health effects of asbestos fibres.

Housing, Regeneration and Grounds Maintenance and Cleansing are reviewing and developing their own specific procedures for the different types of work they do.

Extensive training has already taken place to help employees fulfill their roles as Duty Holder, managers, supervisors and operatives.

### **IMPLICATIONS**

**Financial:** Reducing the risk of incurring loss from enforcement action, prosecution, compensation claims and increased insurance costs.

**Legal:** Compliance with the Control of Asbestos Regulations and the Hazardous Waste regulations 2005.

**Human Resources:** Nil

### **RECOMMENDATION**

**That the attached policy is considered and referred to Council for adoption as the Council's new Asbestos Management Policy and Asbestos Management Plan and Procedure.**

ATTACHMENT: YES (2)

FILE REFERENCE:

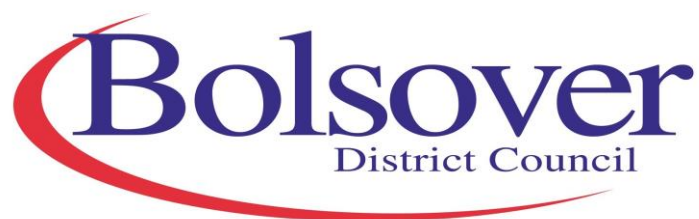
SOURCE DOCUMENT:

# **BOLSOVER DISTRICT COUNCIL**

## **Asbestos Management**

### **Policy**

January 2010



**This Policy addresses the following Corporate Aims**



COMMUNITY  
SAFETY



CUSTOMER  
FOCUSED SERVICES



ENVIRONMENT



STRATEGIC ORGANISATIONAL  
DEVELOPMENT

## **Bolsover District Council Equalities Statement**

Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.

□ The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.

□ The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

This document is available in large print and other formats from any of the Council offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Improvement Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

## CONTROL SHEET

<b>Details of Document</b>	<b>Comments / Confirmation</b>
Title	Asbestos Management Plan, Policy and Guidance
Document type – i.e. draft or final version	Draft
Location of Policy	Human Resources
Author of Policy	Health and Safety Officer
Member route for Approval & Cabinet Member concerned	People and Performance Portfolio Holder
Reviewed by Director of Strategy	
Date Risk Assessment completed	
Date Equality Impact Assessment approved	With CSPD
Partnership Involvement (if applicable)	Nil
Date added to the Forward Plan	
Policy Approved by	
Date Approved	
Policy Review Date	2 years from approval, or following changes in legislation, codes of practice etc.
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

<b>Contents</b>	<b>Page</b>
<b>1 Introduction</b>	<b>5</b>
1.1 Asbestos Background Information	5
<b>2 Scope</b>	<b>6</b>
<b>3 Principles of The Policy and Legal Requirements</b>	<b>6</b>
3.1 Principles	6
3.2 Legal Requirements	7
<b>4 Policy Statement</b>	<b>7</b>
<b>5 Responsibilities</b>	<b>8</b>
5.1 Chief Executive Officer	8
5.2 Senior Management Team	8
5.3 Heads of Service	8
5.4 Managers and Team Leaders	9
5.5 Employees	9
5.6 Duty Holder	9
5.7 Asbestos Surveyors	10
5.8 Project Managers	10
5.9 Head of Human Resources and Payroll	11
5.10 Health and Safety Officer	11

## 1. INTRODUCTION

The Control of Asbestos at Work Regulations 2006 impose a requirement to manage **Asbestos Containing Materials (ACM's)**, in the buildings for which it has a 'Duty to Manage'

This document sets out the policy and guidance for the management of **Asbestos Containing Materials (ACMs)** at all Bolsover District Council premises, and forms the Council's Asbestos Management Plan.

### **Duty Holder Responsibilities**

The Council itself is '**Duty holder**' under the regulations. The Duty holder responsibilities will be undertaken by **The Head of Regeneration**

### **Operational Responsibilities**

**The Head of Regeneration** takes operational responsibility for all 'commercial' Council property. This will include boiler rooms in group dwellings, to which tenants and wardens have no access.

**The Head of Housing** will take responsibility for the 'domestic' part of the housing stock (as defined by Control of Asbestos at Work Regulations 2006). This will include all tenancies and flats, and all lounges, kitchens, corridors to the group dwellings.

This document should be read in conjunction with the regulations and published guidance on asbestos and the management of ACMs in buildings, given in S.11.2 & 13).

### **1.1 Asbestos background Information**

Asbestos is a mineral that is resistant to heat, fire and corrosive chemicals. There are three main types:

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

Asbestos is composed of small fibres, which can only be detected by using a microscope under laboratory conditions (not by the naked eye). Asbestos fibres are hazardous, and principally cause harm to the lining of the lungs when inhaled. As Asbestos ages, weathers or becomes damaged, it becomes more brittle and/or "friable" and fibres are released more easily.

Asbestos material were last legally imported or used in the UK in 1999, however imported goods or products may still contain asbestos.



## 2. SCOPE

This policy governs the management of ACM's in the Council's properties and all work activities on all the Council's properties where there is a risk from exposure to asbestos.

The policy applies to all projects, maintenance work, installation of plant, equipment, and telephone or computer cabling.

The policy applies to all employees, contractors and volunteers carrying out work on behalf of the Council.

The policy applies in full to all properties managed by Bolsover District Council, including the common parts of any housing tenancies.

Asbestos will be managed on a risk basis, taking into account:

- the potential for fibre release
- the condition of the material
- the location of the material
- the likelihood of the material being damaged or disturbed.

Asbestos not considered to be creating a risk will not normally be removed; a management system will be introduced to monitor and record its condition.

## 3. PRINCIPLES OF THE POLICY AND LEGAL REQUIREMENTS

The purpose of the Policy is to minimise the risk to any person using or working in Bolsover District Council buildings and provide guidelines for the recording, management and where necessary the safe disposal of ACMs.

### 3.1 Principles

The policy seeks to address the following corporate aims:

**Community Safety** – Ensuring communities are safe and secure, by safely managing and disposing of asbestos material.

**Customer Focused Services** – Providing excellent customer focused services – by controlling the risk of exposure to tenants, clients, service users, employees and contractors from asbestos.

**Environment** – Promoting and enhancing a clean and sustainable environment – by removing and disposing of asbestos material in a way that does not harm or pollute the environment.

**Strategic Organisational Development** – Continually improving our organisation – by ensuring that we comply with current asbestos legislation and best practice.

### **3.2 Legal Requirements**

The policy seeks to meet the legal requirements of the following legislation

#### **The Control of Asbestos at Work Regulations 2006 (CAR 2006)\***

and seeks to comply with the following approved codes of practice and guidance.

Duty To Manage

#### **L127 Duty to Manage Asbestos in Non-Domestic Properties MHDS 100 Surveying and Sampling of Asbestos in Buildings**

Licensed Works

#### **HSG 247 Licensed Contractors Guide HSG 248 Guidance for Analytical Laboratories....**

Non-Licensed Works

#### **HSG 189/2 Work with Asbestos Cement Asbestos Essentials [www.hse.gov.uk/asbestos/essentials/index.htm](http://www.hse.gov.uk/asbestos/essentials/index.htm)**

Disposal of waste

#### **Hazardous Waste Regulations 2005**

These documents and are available from the Health and Safety Officer.

\*This revokes and replaces the following:

The Control of Asbestos at Work Regulations 2002  
The Asbestos Licensing Regulations 1983  
The Asbestos (Prohibitions) Regulations 1992

## **4. POLICY STATEMENT**

Bolsover District Council's policy is to have clear procedures for the management of asbestos in Council buildings, including the identification of Asbestos Containing Materials (ACM's), monitoring of the condition of ACM's, provision of information and the removal, repair or disposal of ACM's where necessary.

Specifically we will:

- Act as 'Duty holder' under the Control of Asbestos Regulations 2006

The duty to manage asbestos is contained in regulation 4 of the **Control of Asbestos Regulations 2006 (link)**. It requires the person who has the duty (i.e. the "dutyholder") to:

- Take steps to identify any asbestos containing materials, presuming materials to contain asbestos unless there is strong evidence otherwise.
- Assess the risk of anyone being exposed to asbestos fibres.
- Maintain an up to date register of the location and condition of ACM's.
- Prepare a plan that sets out in detail how the risks will be managed.
- Maintain ACM's in a safe condition, remove ACM's where risk assessment shows that it poses an unacceptable risk.
- Provide appropriate training, information and advice on the location, type and condition of the material to anyone who could be in a position to disturb it;
- Take all reasonably practicable steps to prevent employees and others from being exposed to or breathing in asbestos fibres.
- Only use licensed asbestos contractors formally approved by the Council for any work with asbestos which requires a specialist contractor.
- Restrict sampling and analysis of suspected ACMs to competent personnel.
- Review the plan, policy and guidance every two years.

## **5 RESPONSIBILTIES**

### **5.1 Chief Executive Officer**

The Chief Executive Officer is responsible for ensuring that there are effective measures in operation to protect employees and others from exposure to asbestos fibres.

### **5.2 Senior Management Team**

Directors are accountable to the Chief Executive Officer for the operations and activities carried out within their areas of responsibility and for ensuring that effective arrangements are in place to prevent exposure to asbestos fibres. Specifically they will ensure:

- Compliance with the Council's Asbestos Management Policy and Guidance within their area of responsibility.
- Employees in their area are aware of, accept and carry out their responsibilities under the Policy.

### **5.3 Heads of Service**

Heads of Service are accountable to their Director for ensuring that the Asbestos Management Policy, Plan and Guidance is complied with in their Service Area. Additionally they will ensure:

- That the Control of Asbestos at Work Regulations 2006 (CAR2006) are implemented within their area of responsibility.
- Adequate resources are available to manage asbestos.
- Risk assessments are carried out recorded.
- There is a safe system of work for any work which may disturb the fabric of a building, and appropriate use is made of the Asbestos Register.
- Employees who are exposed to asbestos fibres are subject to appropriate health surveillance to monitor any effects on their health.
- Employees have appropriate training and information.
- Reasonable adaptations are made to work equipment, procedures and processes to meet the needs of disabled employees.

### **5.4 Managers and Team Leaders**

Are accountable to their Head of Service for ensuring that the Asbestos Management Policy and Guidance is complied with in their area of responsibility. Additionally they will:

- Understand the scope and content of the Control of Asbestos at Work Regulations 2006 (CAR 2006) and Council Policy where this is relevant to work in their area, and to undertake any necessary training.
- Ensure employees understand their duties under this Policy.
- Bring to the attention of their line manager / Head of Service asbestos issues of which they are aware, including damage to asbestos material and any non-compliance with this policy.

### **5.5 All Employees**

All employees at **all** levels have a responsibility to take care of their own and others health and safety. Employees will:

- Work in accordance with instruction and training.
- Report any damage to asbestos containing materials to their line manager
- Cooperate with any programme of health surveillance which is identified as necessary following risk assessment.
- Report any symptoms of possible asbestos related ill health to Human Resources.
- Report any exposure to asbestos fibres to their line manager.
- Report any unsafe working practices to their line manager
- Report any training needs to their line manager

- Report to their line manager all instances where they uncover or suspect asbestos that is not labelled or on the register.
- Report to their line manager the presence of asbestos whose condition or location is such that it is likely to pose a health risk.

## **5.6 Duty Holder**

### **The Asbestos Duty Holder responsibilities will be undertaken by the Head of Regeneration**

The **Duty Holder** is responsible for compiling and maintaining a central asbestos register. This will be used to provide current status of asbestos for the whole of the Councils building portfolio and will be reviewed annually.

**The Head of Housing Services** will provide information for Group Dwellings, Housing Stock and any premises controlled by the Housing Service, with the exclusion of Group Dwelling boiler houses to which Housing personnel and tenants have no access.

#### **The Duty Holder will:**

- Take reasonable steps to find out if there are materials containing asbestos in Council premises, and if so, its amount, location and condition.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make, keep up-to-date and make available, a register 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.
- Review and monitor the plan annually.
- Provide information from the register to anyone who is liable to disturb them.
- Ensure that the Council has access to competent asbestos surveyors.
- Ensure that work identified as necessary by asbestos surveys is undertaken.

## **5.7 Head of Community and Street Services**

Is responsible for the provision of the service to safely remove and dispose of fly tipped asbestos waste and will –

- Ensure that all works are carried out accordance with the Policy and the requirements of the Control of Asbestos Regulations 2006 and the relevant portions of the Asbestos Task Manual, particularly sheet A38.
- Ensure that all works have a suitable and sufficient risk assessment, method statement and safe system of work in place before they commence.

## **5.8 Project Managers (Including Contractor Works)**

- Will ensure that all works are carried out accordance with the Policy, legislation and associated codes of practice.
- Will draw up permits to work for '**high risk**' work.
- Will draw up an appropriate specification for the contract and works, setting out precisely what is to be done, our standards for carrying out the work, who is to carry the work and any restrictions we wish to place on the contractor.
- Will ensure that subcontractors are **not** used without their written permission.
- Will ensure that all works have a suitable and sufficient risk assessment, method statement and safe system of work in place before they commence.
- Will ensure that any works undertaken that could disturb the building fabric (i.e. I.T. installations, fixtures and fittings, specialist and building works), does not proceed until they are satisfied it is safe to continue.
- Will appoint a agent to manage projects which are beyond their competence.
- Will actively manage and supervise contract and internal works.

Please refer to flow chart in the Guidance:

## **5.9 Head of Human Resources & Payroll**

The Head of Human Resources & Payroll will ensure:

- That there are adequate polices and procedures in place to govern the management of ACM's.
- That there is an adequate occupational health surveillance programme in place to support employees who have asbestos related medical conditions
- Relevant health records are kept for 40 years.
- Adequate training is made available to employees.

## **5.10 Health and Safety Officer**

The Health and Safety Officer in Human Resources and Payroll will assist managers and employees in carrying out their roles under this policy by:

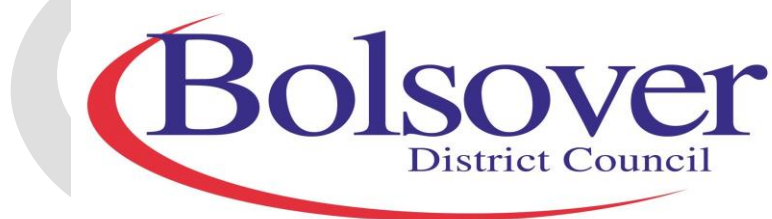
- Reviewing and update policies governing the control ACM's at not less than two year intervals.
- Assisting with asbestos risk assessment.
- Advising on asbestos control measures.
- Advising whether health surveillance is appropriate.
- Assisting in the provision of training.
- Auditing compliance with this policy and the underpinning regulations.
- Assist in drawing up specifications and risk assessments.

**BOLSOVER DISTRICT COUNCIL**

**Asbestos Management**

**Plan and Guidance**

2010





<b>Plan and Guidance Contents</b>		<b>Page</b>
<b>1</b>	<b>Competency</b>	3
<b>2</b>	<b>Surveys</b>	4
	2.1 Types of Survey	4
	2.2 Surveying Procedure	4
<b>3</b>	<b>Risk Assessment</b>	6
	3.1 Materials Risk Assessment	6
	3.2 Priority Risk Assessment	6
<b>4</b>	<b>The Asbestos Register</b>	6
<b>5</b>	<b>Safe System of Work</b>	7
	5.1 HSE Asbestos Principles	7
	5.2 When to use a Licensed Contractor	7
	5.3 Letting of Tenders and Issue Of Work Orders	8
	5.4 Permit to Work System	9
	5.5 Project and Maintenance Work	9
	5.6 Method Statements	9
	5.7 Emergency Procedures	10
	5.8 Labelling - Identification	10
	5.9 Analytical Services	11
	5.10 Disposal of Asbestos Waste	11
<b>6</b>	<b>Flow Chart for Minor Asbestos Works</b>	12
<b>7</b>	<b>Flow Chart for Reporting New/Damaged/Suspected Asbestos</b>	13
<b>8</b>	<b>Occupational Health Issues</b>	14
	9.1 Recording Personal Exposures	14
	9.2 Medical Surveillance	14
<b>9</b>	<b>Contacts</b>	15
<b>10</b>	<b>Definitions</b>	15
<b>11</b>	<b>Further Information</b>	16
	<b>Appendix I – Asbestos Exposure Record Form</b>	17
	<b>Appendix II – Permit to Work Guidance</b>	18
	<b>Appendix III – Permit to work Form</b>	19
	<b>Appendix IV - Health Hazards Associated with Asbestos</b>	21

## **GUIDANCE ON THE POLICY**

### **1. Competency**

All employees whose work may bring them into contact with asbestos will receive asbestos awareness training. Those employees who are required to control asbestos treatment or removal, contractors or contractors will receive more detailed training. Operatives carrying out work with asbestos will receive more extensive task training, including training to deal with emergency situations.

#### **Surveyors & Surveys**

Surveyors will be qualified to P.403 and have at least six months experience of undertaking survey work

Surveys will be carried out to BS 17020

Surveys will be certified by UKAS

#### **Inspections & Sampling**

Those undertaking the work should be qualified to P.402

#### **Project Managers**

Will have attended asbestos awareness training as a minimum.

Project Managers managing licensed work will have attended asbestos 'Duty of Care' Training as a minimum.

#### **Asbestos Contractors**

Asbestos work will only be carried out by contractors registered with the HSE. They will be required to provide

- a copy of their registration certificate.
- a copy of their insurance certification.
- medical certificates and face fit certificate for operatives.
- site specific risk assessment and method statement.
- emergency plan.

#### **Contractors**

Contractors are required to provide evidence of asbestos awareness training /competence for their personnel, where this is appropriate to the nature of the work.

## 2 SURVEYS

### 2.1 Types of Survey

The **Project Manager** will approve the surveyor and survey format before the work starts.

There are three types of survey defined in MDHS 100

**Type 1** - A visual survey to identify by sight only any building components which may contain asbestos.

- Components of the building are not disturbed
- No samples are taken.
- Ducts or other enclosed spaces are not inspected.

Following a type one survey it is likely that a number of materials in the building will be regarded as suspected ACMs: any work carried out on those materials would have to assume that the material are ACMs.

Type One surveys will only be used to confirm condition and controls, and as an initial 'scoping' exercise.

**Type 2** – An intrusive survey with sampling that will include:

- all occupied rooms, including storerooms and boiler houses etc
- all accessible service ducts
- all accessible ceiling voids (i.e. those with hatches or suspended grid ceilings)
- all exposed materials to the external envelope of the building.

Type Two surveys will be used for the programme of general housing and building surveys.

**Type 3** – A 'destructive' survey to identify all asbestos present in an unoccupied building or area. Used prior to major refurbishment, demolition or site clearance

This may involve dismantling elements of the building, going into sealed ducts, voids etc.

Type three surveys will be used prior to intrusive / destructive works, such as full refurbishments and demolition.

### 2.2 Surveying Procedure

The type 2 and type 3 surveys will only be carried out by appropriately qualified and competent personnel (P402 certification and six months experience).

All non domestic buildings and communal parts of domestic / residential buildings will be surveyed (type two survey) as part of a planned programme, which allows for a risk management strategy to be applied.

Surveyors will be required to enter and/or examine all reasonably accessible and safe parts of the structure; if some areas are not accessed, reasons for this must be given.

Sample points will be described and photographed by the surveyor

Domestic properties within the Housing stock will be surveyed (type two survey) on a representative basis only.

Surveys will be repeated at an interval to be determined by the initial survey. Factors that will influence the risk assessment include:

- Building use
- Possible periods of exposure
- Age of the building
- Planned servicing and maintenance schedule
- Information on the type, quantity and location of ACM

Specifications will include

- Purpose aims and objectives of the survey
- Description of areas included and excluded
- Survey method and type used
- Type of survey
- Aged exclusions and inaccessible areas
- Accessibility/vulnerability
- Level of damage and deterioration
- Surface treatment
- Material assessment score

Reports will include:

- Plans
- Photographs
- Material risk assessments (compiled by the surveyor)
- Priority Risk Assessment (compiled by the contract Manager)
- Detailed information on all located and presumed ACM's
- Location
- Quantity
- Extent
- Condition
- Product type
- Laboratory report, including accreditation, dates analysis carried out and signature of analysts

Laboratories undertaking analysis must be accredited to BS 17020 through UKAS (United Kingdom Accreditation System)

### 3 RISK ASSESSMENT

#### 3.1 Material Risk Assessment

Each survey will include a **Material Risk Assessment** which looks at

The Product Type (0-3)  
Extent of Damage or Deterioration (0-3)  
Surface Treatment (0-3)  
Asbestos Type (0-3)

To give a final score of between 0 and 12

These are risk rated:

10 or more	High potential risk
7-9	Medium potential risk
5-6	Low potential risk
4 or less	Very low potential risk

Further detail on the format of the Material Assessment is given in MHDS 100

The Material Risk assessment will be carried out by the Asbestos Surveyor.

#### 3.2 Priority Risk Assessment

This will be carried out by the **Project Manager** and will look at

Occupancy / activity (0-3)  
Likelihood of disturbance )  
Human exposure potential ) average 0-3  
Maintenance activities )

To give a score of between 0 and 6

Priority risk assessments can be undertaken by the contractor or by the Project Manager.

### 4 THE ASBESTOS REGISTER

As **Duty Holder**, The Head of Regeneration will maintain the Asbestos Register and ensure that it is available at all worksites via the intranet.

The Head of Housing and Head of Regeneration will ensure that the information in their respective parts of the register are renewed as information becomes available or as circumstances change and reviewed annually.

Relevant information must be added after each job where there has been work with asbestos at an identified site.

The Register will be audited as part of the regular health and safety audit process.

Asbestos which has been identified must be visually checked at intervals set in the register, which will be at **not less than 12 month intervals** (this is a legal requirement) to ensure that information is still correct and the material has not deteriorated.

Areas not surveyed are to be treated as containing asbestos unless there is very strong evidence to the contrary.

This information will be retained electronically for a period of at least 40 years after the disposal of any building.

Tenants will be given information on asbestos in their home and regarding any asbestos work we carry out.

Information will be available on other sites by means of labelling.

## **5 SAFE SYSTEM OF WORK**

### **5.1 HSE Asbestos Principles**

The HSE lay down some basic principles to follow:

- asbestos is only dangerous when disturbed. If it is safely managed and contained, it doesn't present a health hazard;
- don't remove asbestos unnecessarily – removing it can be more dangerous than leaving it in place and managing it;
- not all asbestos materials present the same risk. The measures that need to be taken for controlling the risks from materials such as pipe insulation are different from those needed in relation to asbestos cement;
- don't assume you need to bring in an external specialist in every case. But, if you do, make sure they are competent.
- certain materials contain asbestos, you can presume they do and treat them as such;
- remember that the duty to manage is all about putting in place the **practical** steps necessary to employees and others from the risk of exposure to asbestos fibres. It is **not** about removing all asbestos.

### **5.2 When to use a Licensed Contractor**

As an 'Unlicensed' employer under CAR Bolsover District Council is only permitted to undertake works of either

- **low risk** (e.g. asbestos cement) or works which are either:
- Less than one hour for one person in seven days, or
- Less than two hours overall duration

Bolsover district council employees will **only** work on the following asbestos tasks, which are all **low risk**:

- Sampling
- Condition inspections of known asbestos
- Removal of fly tipped asbestos waste
- Dismantling / removal of asbestos cement sheeting
- Drilling asbestos plaster coatings (artex etc) to secure / attach or remove fittings and fixtures
- Removing or repairing asbestos plaster coatings
- Removing asbestos rainwater goods
- Removing thermoplastic tiles, toilet seats, cisterns etc.
- Removal of asbestos door and bath panels
- Transporting double bagged and contained asbestos waste generated by their work to a licensed disposal site

A **licensed contractor (link is to live HSE list)** must be employed if the materials are **high risk** (eg pipe insulation and asbestos insulating panels, AIB etc).

**High risk** and **low risk** are defined in **Section 12**

The **Asbestos Removal Contractors Association (ARCA)** website can be reached from this link:

[www.arca.org.uk/#](http://www.arca.org.uk/#)

The **HSE Asbestos Task Manual** can be accessed on line from the link below:

[www.hse.gov.uk/asbestos/essentials/index.htm](http://www.hse.gov.uk/asbestos/essentials/index.htm)

### 5.3 Letting of Tenders and Issue of Work Orders

The **Project Manager** will advise contractors of any areas which are known or are presumed to have asbestos materials present, and allow access to the relevant parts of the asbestos register. Further asbestos surveys of an appropriate type may be necessary. When a survey is not possible then the work will be undertaken assuming asbestos is present.

The **Project Manager** will draw up an appropriate specification for the contract and works, setting out precisely what is to be done, our standards for carrying out the work, who is to carry the work and any restrictions we wish to place on the contractor and will ensure that every contractor involved in working with asbestos submits:

- Examines the relevant part of the asbestos register
- A task and site specific risk assessment
- A plan of work
- An appropriate method statement and safe system of work, including emergency procedures to deal with release of or exposure to asbestos fibres
- Training records, evidence of their employees competence
- Face fit certification for operatives
- HSE registration certificate
- Copy of ASB5 for the project if required
- Requests to use specific sub-contractors.

**prior** to any work commencing, and

- Removes all debris from site and provides appropriate disposal notes
- Provides information from the project manager to update the asbestos register.

#### **5.4 Permits to Work**

A 'Permit to Work' procedure will be used to cover all **high risk** work.

Other than in an emergency the **Project Manager** must start to compile the permit, issue the specification and work order at least 14 days in advance. In general, the specification will detail the work to be undertaken, the extent of the follow-up cleaning, any additional precautions needed for the particular project, and whether or not reinstatement work is to be carried out.

#### **5.5 Project and Maintenance Work**

The following applies to both external contractors and Council personnel carrying out work.

It is the responsibility of the **Project Manager** to ensure that asbestos works are carried out in compliance with this policy and the Control of Asbestos at Work Regulations 2006.

BDC personnel or Contractors engaged on other building work or on associated infrastructure work such as electrical and I.T installations, or dealing with mechanical and hot / cold water systems etc must comply with this Policy.

On no account should asbestos containing materials be removed, or worked upon e.g drilling, chasing, sawing etc. etc. without the written authorisation on of the **Project Manager**.

#### **High Risk Work**

Stripped areas must be air sampled to ensure asbestos concentrations are below action levels and a clearance certificate (UKAS) must be provided before the area is handed back to the council or reoccupied.

Air monitoring should be provided independently of the main contractor, to ensure impartiality.

#### **5.6 Method Statements**

The Project Manager must ensure that there is an adequate method statement and plan of work in place **prior** to the works commencement. Where work of an emergency nature is to be carried out, the method of work may be agreed verbally and subsequently confirmed in writing. The method statement should be proportionate to the risk and consider where appropriate:



- Identification of the type location and condition of asbestos;
- A risk assessment on likely exposure;
- Notification to the enforcing authority if a control limit is to be exceeded;
- Provision of relevant information, instruction and training;
- Maintenance and use of control measures;
- Provision of clean protective clothing and appropriately maintained respiratory protective equipment (RPE);
- Maintenance of appropriate level of cleanliness of premises and plant and prevent spread of asbestos;
- Maintenance of segregated / designated areas, enclosures, etc.
- Maintenance of health records and carrying out of health surveillance;
- Labelling, removal and safe disposal of asbestos waste.
- Emergency procedures.
- Arrangements for maintaining site cleanliness

## 5.7 Emergency Procedure

On discovering asbestos that has been disturbed, damaged or in poor condition, or asbestos that was previously unknown, any work must immediately stop, the area made safe and a verbal report must be made to the **Project Manager** immediately.

If any damaged asbestos structures are reported, the information must be passed to

- the **Estates and Property Services Manger** in Regeneration for non-housing property or
- the **Repairs Manager in Housing** for Housing property.

who will appoint a project manager to deal with the situation.

An assessment by the Project Manager to prevent the release of fibres and determine any remedial action will be undertaken. If the asbestos damage is significant, advice must be sought from a licensed asbestos contractor.

The **Duty Holder**, the Responsible manager for the area and the **Health and Safety Officer** should be notified in all cases as soon as possible.

## 5.8 Labelling – Identification

Asbestos that has been identified and assessed as satisfactory to leave intact will be labelled to prevent disturbance and damage.

Where it is not possible or advisable to label, the register/survey should state 'no label'.

## **5.9 Analytical Services**

The **Project Manager** will ensure the provision of analytical services and verify selected laboratories are appropriately accredited by UKAS.

Typically analytical services will consist of air testing during and after works, leak testing of enclosures and analysis of sample materials.

It is important to emphasise that the analytical laboratory is appointed directly by the **Project Manager**, not by any contractor. The independent status of the laboratory must be maintained. In all cases the analyst is acting on behalf of the Council and will report to the **Project Manager**.

## **5.10 Disposal of Asbestos Waste**

Asbestos waste disposal is covered by the Hazardous Waste Regulations 2005.

Asbestos waste includes not only the materials worked on but any bags used to double wrap it, rags used to clean up materials, used overalls and masks.

For the type of work that BDC carries out we are able to take the waste direct to our nominated disposal site.

Asbestos waste must be double bagged in the appropriate bags (available from Stores) and where feasible placed in a sealable container in the vehicle (Marked boxes only, these are available from stores). This is to avoid bags becoming damaged and contamination of the vehicle and equipment etc. in transit.

If the bag becomes damaged and the interior of the box contaminated this must be treated as asbestos waste also.

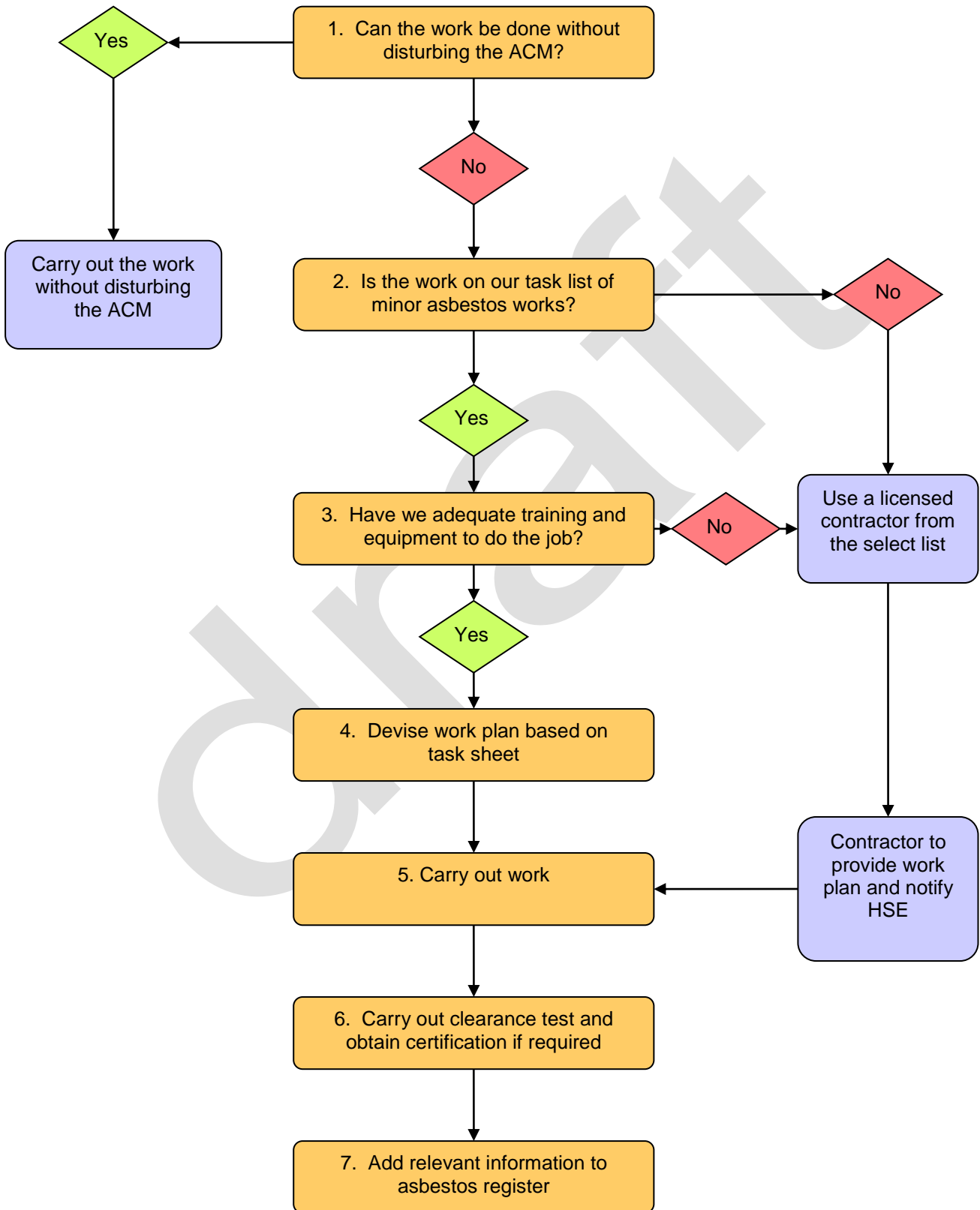
The current nominated disposal site as of November 2009 is:

**MXG Waste Solutions**  
**Corbridge**  
**Chesterfield**  
**Derbysghire**  
**SO40 0JW**

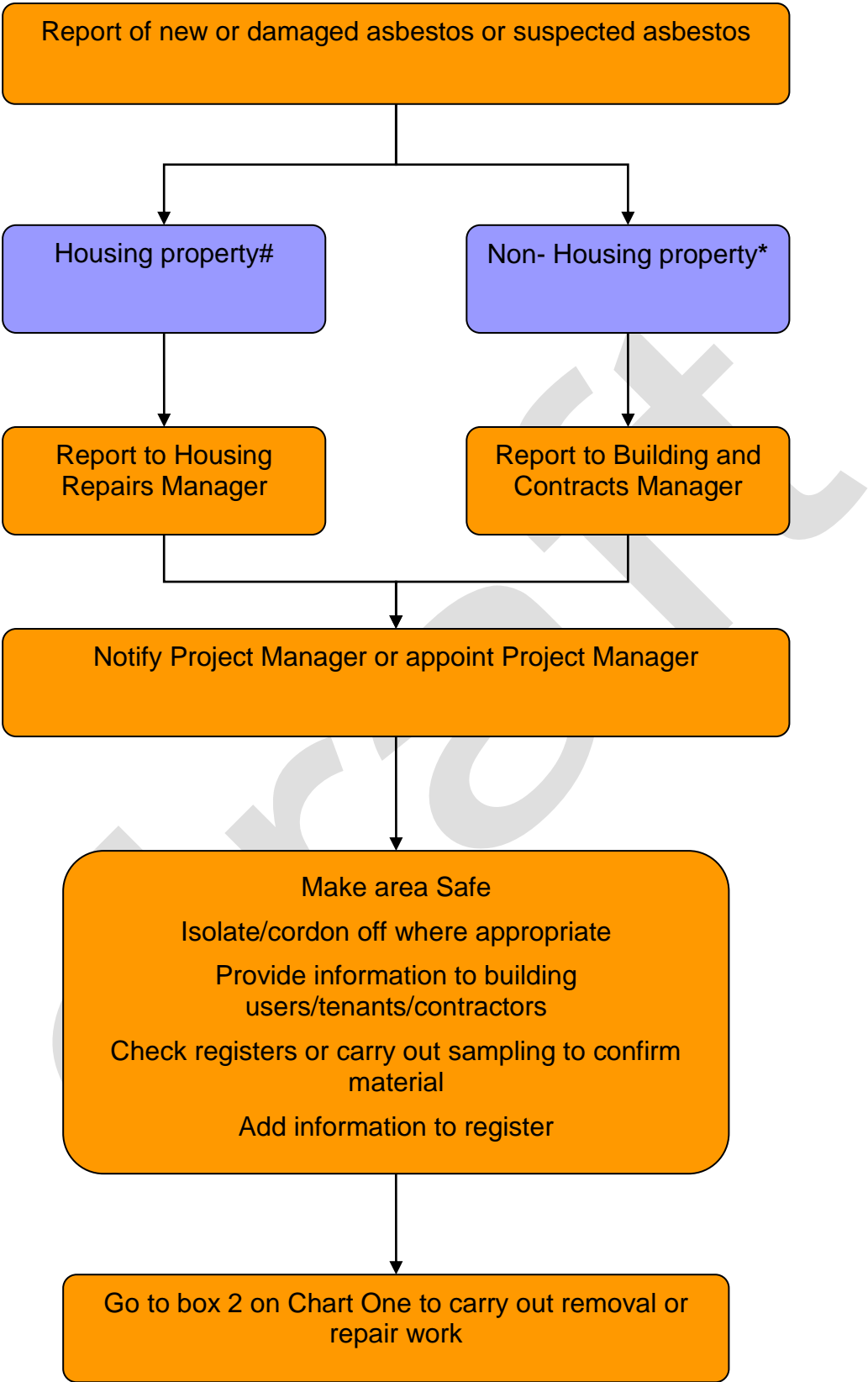
**Tel: 01246 540033**  
**Info@mxgwaste**  
**www.mxgwaste.com**

6. Flow chart for minor Asbestos works

Flow Chart for Minor asbestos Works



**7. Reporting New/Damaged/Suspect Asbestos**



## 8. OCCUPATIONAL HEALTH ISSUES

### 8.1 Recording Personal Exposures

If an employee has been present in the area where fibre release occurred, the **Head of Service** will record this on the form at **Appendix I** and send it to the Health and Safety Officer.

Copies of any air testing reports or other relevant documents must be attached as soon as available

### 8.2 Medical Surveillance

Where a Council employee has been exposed to levels above the control level, Human Resources will offer medical surveillance. A certificate will be issued to and retained by Human Resources for a period no less than 40 years. It will state:

- that the employee has been appropriately examined; and
- the date of the examination.

Where, as a result of medical surveillance, an employee is found to have an identifiable disease or an adverse health effect that is considered (by the relevant doctor) to be the result of exposure to asbestos, Human Resources shall:

- inform the employee and provide information and advice regarding further medical support and surveillance.
- consider any advice from the employee's doctor or HSE.
- review the employees work activity.
- provide for a review of the health of every other employee who has been similarly exposed, including a medical examination where such an examination is recommended by the relevant doctor or by the HSE.

This facility may be extended to other people, service users etc in appropriate circumstances.

## 9. CONTACTS

### Duty Holder Function, Bolsover District Council

Head of Regeneration (for all non Housing properties) ☎ 01246 242421  
Mob: 07795 120824

**Head of Housing** (for Housing properties) ☎ 01246 242240

**Health and Safety Officer** ☎: 01246 242403  
Human Resources Mob: 07716 232608

## 10. DEFINITIONS

### Project Manager

Bolsover District Council employee responsible for specifying, ordering, supervising and signing off work on a specific project.

### Lower Risk

Lower risk tasks are those which

- (i) do not require a license and
- (ii) are covered in the HSE task manual (follow the link below)

**[www.hse.gov.uk/asbestos/essentials/index.htm#a1](http://www.hse.gov.uk/asbestos/essentials/index.htm#a1)**

- Non licensed work with asbestos cement (A9 – A16, A35, A36)
- Non licensed work with textured coatings containing asbestos (A26 – A29)
- Strictly controlled minor work on Asbestos Insulation Board (AIB) (A1 – A7)
- Removal or minor repair of other Asbestos Containing Materials (A17 – A25, A30 – A33, A37)
- Removal of fly tipped waste (A38)

### Higher Risk

All other activities involving asbestos.

**RPE:** Respiratory Protective Equipment

**ACM:** Asbestos Containing Material

## 10. Further Information

The **Asbestos Removal Contractors Association (ARCA)** website can be reached from this link:

[www.arca.org.uk/#](http://www.arca.org.uk/#)

The **Health and Safety Executives Asbestos Page** can be reached from this link:

[www.hse.gov.uk/asbestos/index.htm](http://www.hse.gov.uk/asbestos/index.htm)

There is more detail on the **Duty To Manage** from the HSE here

<http://www.hse.gov.uk/asbestos/campaign/duty.htm#surveys#surveys>

The **HSE Asbestos Task Manual**, which looks at **low risk tasks** can be accessed on line from the link below:

[www.hse.gov.uk/asbestos/essentials/index.htm](http://www.hse.gov.uk/asbestos/essentials/index.htm)

The **United Kingdom Asbestos Training Organisation** is the accreditation body for asbestos training & competence

[www.ukata.co.uk](http://www.ukata.co.uk)

The Asbestos Removal Contractors Association (ARCA) can be reached via

[www.arca.org.uk/#](http://www.arca.org.uk/#)

The **Health and Safety Executives Asbestos Page** can be reached from this link:

[www.hse.gov.uk/asbestos/index.htm](http://www.hse.gov.uk/asbestos/index.htm)

All work undertaken must be in accordance with methods provided by the Health and Safety Executive (**Asbestos Essentials – Task Manual**).

## Appendix I

### **Bolsover District Council Asbestos Exposure Record Form**

The person named below may have been exposed to airborne asbestos in the course of his/her work with Bolsover District Council. The circumstances are detailed below for record purposes.

1. FULL NAME:  
DIRECTORATE & SECTION:  
JOB TITLE:  
ESTABLISHMENT WHERE INCIDENT OCCURRED:
  
2. BRIEF DESCRIPTION OF VISIT(S) :  
  
APPROX DATE(S) OF EXPOSURE:  
APPROX DURATION(S):  
ACTIVITY AT TIME OF EXPOSURE:
  
3. NATURE OF PRODUCT\*  
  
**Cement  
Insulating Board  
Insulation  
Sprayed Coating**
  
4. WITNESSES:  
  
NAME:  
  
DIRECTORATE/SERVICE:
  
5. LINE MANAGERS DETAILS:  
  
NAME:  
CONTACT NUMBER:

\*Delete as appropriate



## **Appendix II – Bolsover District Council - 'Permit to Work' – Guidance**

A Permit to Work procedure is a formal written system used to control **High Risk** work, and to ensure that risks are assessed and controlled before work starts.

The Permits to Work gives:

- Clear definition of who may authorise particular work
- Clear identification of who is responsible for specifying the necessary precautions to be taken.
- Effective instruction and training to all personnel in the issue and use of permits.
- Performance monitoring in order to ensure that the safe system is implemented as intended.

However the issue of a Permit to Work does **NOT** simply give permission to carry out dangerous work or in itself make a job safe

The contractor or person/s undertaking the work must provide in sufficient time prior to work commencing a suitable and sufficient risk assessment and accompanying method statement for all work activities.

### **CONTRACTOR COMPREHENSION**

Project Managers must ensure that persons involved in work controlled by permits fully understand the exact:

- identity, nature and extent of the job
- the hazards involved
- the precautions to be taken
- limitations as to the extent of the work and of the time during which the work may be carried out

### **MANAGEMENT OF THE WORK**

It is important to ensure that the local is fully aware of all the work being done. The Project Manager should also provide a formal hand-back procedure to ensure that the area affected by the work is in a safe condition before hand over.

Clear information, instruction, training and guidance shall be given to all who have responsibilities under a Permit to Work including:

- Management and, where appropriate, occupiers and owners
- Contractors and sub-contractors
- Supervisors
- Other employees or non-management and supervisory personnel.

## Appendix III

### Bolsover District Council

### PERMIT TO WORK (ASBESTOS)

**This permit to work is issued to allow work to proceed in locations where asbestos has been detected, and that NO works other than the works as identified within the permit shall be undertaken**

(Complete in Block Capitals)

REF:YYYY/NNN

<b>Project Title:</b>	<b>Contractor:</b>
<b>Designation:</b>	<b>Name of Project Manager:</b>
<b>Date/s of work:</b>	<b>Duration of Permit:</b>

<b>Location/s of work within the Premises</b>
<b>Description of work (specific)</b>

The contractor must view the asbestos register and local asbestos management plan prior to the commencement of work and satisfy themselves to the best of their knowledge that their work activities will not cause disturbance of identified asbestos containing materials. Separate risk assessments and method statements shall be provided by the contractor identifying any hazard and the control measures to be taken along with any equipment to be used and Personal Protective Equipment.

**◆Contractor**

I acknowledge that I/we have examined the asbestos report and local asbestos management plan and that the work activities will not cause disturbance to identified asbestos materials. I hereby declare that no other work than that stated above will be carried out, and all precautionary measures will be adhered to: I certify that all persons who will be engaged on the work including supervisors have received suitable information and training as required by regulation 10 of the Control of Asbestos Regulations 2006.

<b>Name (person i/c work):</b>	<b>Signature:</b>	
<b>Designation:</b>	<b>Time:</b>	<b>Date:</b>

◆ **Authorisation to commence work (Project Manager)**

<b>Name of person issuing permit:</b>		<b>Signature:</b>	
<b>Designation:</b>	<b>Time:</b>	<b>Date:</b>	

◆ **Clearance (Contractor Project Manager)**

<b>I hereby declare that the work stated above has/has not* been completed</b> <b>Details:</b>			
<b>Name:</b>		<b>Signature:</b>	
<b>Designation:</b>	<b>Time:</b>	<b>Date:</b>	

◆ **Cancellation**

<b>All copies of this permit to work are hereby cancelled:</b>			
<b>Name:</b>		<b>Signature:</b>	
<b>Designation:</b>	<b>Time:</b>	<b>Date:</b>	

**Actual Work involving asbestos containing materials will only be carried out by a licensed asbestos removal contractor and with the appropriate control measures for asbestos in place. Such works will only be carried out under the supervision of a competent person appointed by BDC**

\* Delete as applicable (where work does not normally require a license).

## Appendix IV

### Health Hazards associated with Asbestos

All forms of asbestos are potentially dangerous but research has shown that crocidolite and amosite are significantly more dangerous than chrysotile. If asbestos containing materials are in good condition, not releasing fibres and not disturbed, they pose **no** risk to health.

However when asbestos containing materials are disturbed, fibres can become airborne and these can be breathed in.

Asbestos is also very persistent and does not degrade easily. Because of this the fibres may persist for many years and can work their way through the outer surface of the lung.

Breathing in asbestos fibres can lead to the development of diseases, some of which are fatal:

- **Asbestos warts** – caused when the sharp fibres lodge in the skin and are overgrown, causing callous-like growths which are benign;
- **Pleural plaques** – discrete fibrous or partially calcified thickened areas which 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. 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 amosite and crocidolite are more dangerous than chrysotile. It is also important to note that people who are exposed to asbestos fibres and who smoke are at 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 living in the same house as someone who works with asbestos. Smoking does not influence the risk of mesothelioma. Although threshold levels have not been established, evidence shows that low/short exposure to asbestos fibres, primarily amosite and crocidolite, have resulted in disease.

It is important to emphasise that the presence of asbestos containing materials does not in itself constitute a danger. It does, however, constitute a hazard (i.e. dangerous when disturbed) and must be managed and treated accordingly.