

EAST DUNBARTONSHIRE COUNCIL

HEALTH & SAFETY POLICY

MANAGEMENT OF ASBESTOS

HSP04

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1. INTRODUCTION

East Dunbartonshire Council (the Council) has a legal duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of its employees and that of other persons arising out of or in connection with the activities of its work. Additionally, The Management of Health and Safety at Work Regulations 1999 (MHSWR) require that every employer undertakes risk assessments to identify potential hazards to employee health and safety and anyone who may be affected by their work activity.

Besides carrying out a risk assessment, the Council has a duty to;

- Ensure there is awareness of risks by providing clear information to employees, contractors, tenants and any other relevant persons
- Set up arrangements and appoint competent people to help implement the arrangements;
- set up emergency and reporting procedures
- Ensure instruction and training has been provided to all employees

The Asbestos Management Policy details how the Council will comply with the requirements of the Control of Asbestos Regulations 2012 and effectively manage asbestos in all Council premises. The policy will detail:

- the actions that will be taken to prevent Council employees, contractors, tenants and other persons from being exposed to asbestos fibres,
- How asbestos will be identified, managed and recorded and;
- Who are the persons responsible of the management of asbestos within the domestic housing stock and non-domestic premises including operational and tenanted buildings and the process to be followed for any work in relation to asbestos containing materials.

The Policy is relevant to all Council employees, tenants, pupils, contractors and other persons who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services. It should be used by all to ensure the above persons understand the statutory obligations placed upon the Council to maintain and manage a safe environment within domestic and non-domestic premises and/or areas of buildings.

The documents covered by this policy and any additional procedures will provide guidance and specific instruction for all Council employees and external contractors.

2. ASBESTOS MANAGEMENT POLICY STATEMENT

The purpose of this Health and Safety Policy is to ensure that East Dunbartonshire Council demonstrates a commitment to ensuring Council employees, tenants, pupils, contractors and other persons who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services are not knowingly exposed to any risks relating to asbestos and asbestos containing materials that would affect their health and safety.

The Council will comply with statutory requirements relating to the management of Asbestos by:

- Maintaining a safe environment for all within Council non-domestic properties including educational establishments.
- Recognising that asbestos is present in areas of premises under its control and that an effective management strategy, including an Asbestos register of all Council properties and associated procedures are required in order to manage the risks to occupants, visitors, Council workers and contractors.
- Following a systematic approach to the management of asbestos to ensure it meets the requirements set out in the Control of Asbestos Regulations 2012 and other relevant legislation relating to managing asbestos.

3. SCOPE

The scope of this policy will determine the specific controls that have been identified and are in accordance with the Control of Asbestos Regulations 2012 for the Management of Asbestos to all Council properties, workplaces, housing stock, educational establishments and the common parts of multi-occupancy properties in which the Council, as commercial landlord retains responsibility.

This Policy applies to all Council employees, contractors undertaking work on the Council's behalf, tenants and anyone likely to be put at risk as a result of their work activities at these properties.

4. ROLES AND RESPONSIBILITIES

All work with asbestos containing materials is regulated by the Control of Asbestos Regulations 2012 (CAR 2012). The prime objective of these regulations is to place legal requirements on 'Duty Holders' to 'manage' asbestos risks for the prevention of exposure to asbestos from work activities; and where this is not reasonably practicable, to reduce exposure as far as is reasonably practicable.

4.1 CHIEF EXECUTIVE

In accordance with the Council's Scheme of Delegation to Officers, the Chief Executive and Deputy Chief Executive are responsible for ensuring that employees and others are protected from the hazards associated with asbestos containing materials (ACMs).

The Council have identified roles with key responsibilities that must be fulfilled, so that it can achieve its health and safety objectives and obligations.

4.2 EXECUTIVE OFFICER

The Executive Officer - Assets & Facilities has ultimate responsibility for the health and safety at work within the organisation and will take a direct interest in the Council's asbestos policy and publicly support all employees in its implementation.

The Executive Officer - Assets & Facilities will agree, in conjunction with relevant Service Managers, the annual health and safety priorities in relation to asbestos, and ensure the allocation of adequate and appropriate resources. The Executive Officer - Assets & Facilities will ensure compliance throughout the organisation including the provision of adequate information, instruction and training.

The Executive Officer - Assets & Facilities through their delegated responsible persons, will ensure that management plans and asbestos surveys are in place, risk assessments are

completed for all tasks, safe systems of work are adhered to and emergency provisions are put in place for all and any occupational health monitoring that may be required. They will also ensure that health and safety provisions in relation to asbestos are reviewed annually as a minimum and amended as necessary. If any changes are required then these changes must be brought to the attention of relevant officers as soon as possible.

They must make available suitable and sufficient time and resources to ensure the health, safety and welfare of all employees and anyone else who may be affected by the Council's activities.

4.3 ESTATES AND DEVELOPMENT & INVESTMENT MANAGERS

Under the Construction (Design and Management) Regulations 2015, (CDM), the Council will act as the Client, Principal Designer and/or Principal Contractor (where applicable), for building and/or maintenance work, that is completed on premises, both domestic and non-domestic, in the ownership of the Council.

The CDM 2015 Regulations place specific duties and responsibilities on the roles above and to those tasked with fulfilling said positions.

In relation to this Policy, the Managers responsible for the Estates Service and Development & Investment Service are accountable under the duties of the Client, to provide suitable arrangements for managing any project that involves asbestos and ACMs, including the allocation of sufficient time and other resources.

The Managers responsible for the Estates Service and Development & Investment Service must:

- Provide any pre-construction information in the form of surveys and management plans that relate to asbestos and ACMs as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to a project that requires working with asbestos or ACMs.
- Ensure that before any construction work begins, a construction phase plan is drawn up by the appointed contractor, or by the principal contractor where there is more than one contractor involved in the works.
- Where there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time, appoint in writing;
 - a) a designer with control over the pre-construction phase as principal designer; and
 - b) a contractor as principal contractor.

As per **7.0 Duty to Manage**, the Estates and the Development & Investment Managers will ensure correct asbestos surveys are compiled, recorded and managed for premises within their remit of responsibility.

As Duty holders, the Estates and the Development & Investment Managers must also ensure that premises, plant or equipment that are likely to contain ACMs within non-domestic and the common parts of domestic premises are assessed for risks, identified for type and condition and; that an asbestos register and site specific asbestos management plan is created and maintained periodically.

4.4 PROPERTY MAINTENANCE MANAGER

The Property Maintenance service carries out building, repair and maintenance work in both, domestic and non-domestic properties owned by the Council. They also undertake capital works to housing stock. As such, where they have been appointed as the Principal

Contractor for the safe removal and management of asbestos and ACMs, the Property Maintenance Manager shall abide by the specific duties under the CDM Regulations 2015. They are:

- Provide a construction phase plan, or make arrangements for a construction phase plan to be drawn up.
- Set out the health and safety arrangements and detailed project rules taking account specific measures concerning work which puts workers at risk from substances hazardous to health or involving a legal requirement for health monitoring.

The Property Maintenance Manager will be responsible for the implementation of the Asbestos Policy and its subsequent Asbestos Management Procedures within domestic properties in the ownership of the Council.

The Property Maintenance Manager, with the support of the Team Leader – Technical and Compliance and the Health and Safety Manager, will take a lead role in the vetting and appointment of licensed and non-licensed asbestos contractors to undertake work on asbestos containing materials whilst ensuring the standard of these contractors is at an acceptable level through periodic monitoring and review of working procedures.

The Property Maintenance Manager will provide information on the location and condition of any ACMs to anyone who is liable to work on or disturb it.

All records associated with asbestos will be compiled and managed by the Property Maintenance Manager and delegated officers. They will oversee all record keeping in relation to asbestos, including training, survey information, asbestos removal information and archive where required.

The Property Maintenance Manager will manage all training in relation to asbestos awareness within the service and will be the first point of contact for all staff regarding the discovery, work with or removal of ACMs.

Upon the completion of works, the designated Principal Designer in conjunction with the Property Maintenance Manager and the Health and Safety Team, will compile and submit the Health and Safety File to the Client (Assets or Estates) for record keeping.

The Health and Safety File must contain all relevant health and safety information needed to allow any future construction work, and future use of the building (including cleaning and maintenance) to be carried out safely.

Where Property Maintenance requires work to be undertaken by asbestos contractors due to discovery of asbestos while working within a domestic property where asbestos was not presumed, the Property Maintenance Manager will undertake the role of Client and responsibilities and duties as per above in Assets and Estates Managers.

4.5 TEAM LEADER – TECHNICAL AND COMPLIANCE

The Team Leader - Technical and Compliance will ensure that all works to be carried out by any licenced or any non-licenced asbestos removal contractors, shall have a suitable risk assessment and method statement provided prior to the commencement of works.

The Team Leader - Technical and Compliance will engage with the Property Maintenance Manager and the Health and Safety Team to ensure that adequate inspections and assessments have been carried out and that an asbestos survey / management plan is in place prior to all works commencing.

The Team Leader - Technical and Compliance will arrange for routine internal inspections and audits to be carried out on a regular basis to confirm compliance with the Construction Phase Plan and site specific Risk Assessments and Method Statements.

The Team Leader - Technical and Compliance will ensure any licenced or non-licenced contractor appointed to complete the removal of ACM's is set to work in line with the latest EDC Contractor Induction before the commencement of any works.

4.6 TEAM LEADERS

Team Leaders (Housing Operations, Development & Investment, Estates, Facilities Management and Property Maintenance) are the link between the management team and the site operatives, employees and contractors. Any issues that are raised by the management team with regards to asbestos should be communicated to the all relevant persons by the Team Leader and the works supervisor.

The works supervisor is the first line of communication for employees on matters of asbestos safety. They will ensure that all work is carried out in accordance with the Council's procedures and Approved Working Practices dictated by the Health and Safety Executive (HSE).

Supervisors will notify the Team Leaders and Team Leader - Technical and Compliance of all reportable accidents/ near miss incidents in relation to asbestos. They will ensure that any remedial actions are implemented immediately and complete an HS1a or HS1b form

The Team Leaders and Works Supervisor are the person/s in control of, or key in the management of construction or maintenance work; and are responsible for ensuring that work is carried out safely and that prior to commencing any work with ACMs, the Asbestos Register is checked, a risk assessment is completed, surveys are requested where required and relevant information passed to the persons carrying out the work before the work starts.

Please refer to Section 2.3 of SP02 Asbestos Management for Property Maintenance.

For tenanted properties prior to be re let, a letter is issued to the new tenant detailing any ACMs within the property and how to manage it as a tenant.

4.7 BUILDING MANAGERS

Building Managers are responsible for ensuring that all and any contractors whom are engaged to undertake work in their premises prior to commencing work will:

- Check the Asbestos management plan and/or survey for the building including any specific details of the area, plant or equipment to be worked on,
- Complete the sign in process by marking that this document has been acknowledged and
- Sign the form

Building Managers are responsible for ensuring that the building Six Pack is kept up to date, retain a copy of a current asbestos survey report and management plan for their premises and any specific risks within the building are managed appropriately.

Building Managers are responsible for ensuring all and any contractors whom are engaged to undertake work in their premises are inducted in accordance with the Six Pack Guidance and that any permit to work required is completed prior to and closed off in full upon completion of works.

Building Managers should share information about the location and condition of ACMs with anyone liable to disturb it i.e. occupants, visitors, Council workers and contractors and; information about the location and condition of ACMs is made available to the emergency services on request.

4.8 PROFESSIONAL SERVICES SURVEYORS

Estates employees who have responsibility for the management of tenanted non-residential properties will ensure that tenants receive information regarding asbestos that may be present in their property, and are advised of their obligations in relation to asbestos on the date of entry. This may include updated information which the Estates Surveyor can pass to the tenant in electronic or hard copy format.

4.9 ESTATES MANAGEMENT SURVEYORS

Estates Management surveyors are required to forward asbestos related information to any contractor scheduled to carry out repair and maintenance in building, plant or equipment where ACMs are likely to be or are known to be present and liaise with Building Managers locally to address any requirements from the asbestos management plan of the building.

4.10 CORPORATE PROCUREMENT

Corporate Procurement is responsible for ensuring that no goods/ materials are purchased that contain ACMs.

4.11 EMPLOYEE RESPONSIBILITIES

Under the Health and Safety at Work Act 1974, all employees have a legal obligation to take reasonable care of their own health and safety and that of others who may be affected by their actions.

Employees **MUST**:

- Report any hazards and shortcomings or other health and safety issues within the working environment to their manager or supervisor;
- Make themselves familiar with and conform to the Health and Safety Policy and Asbestos Policy at all times;
- Use safety equipment or clothing provided to them in a proper manner and for the purposes intended and ensure it is maintained and in fully working order before it is used;
- Work with due care and attention at all times and use all equipment supplied in a correct and safe manner and as directed within site specific method statements;
- Ensure their exposure and others' exposure to asbestos is minimised wherever possible and use control measures as directed to do this;
- Report all incidents relating to asbestos which have led or may lead to damage to structures or personal exposure to their manager or supervisor immediately;
- Co-operate fully in the investigation of any incident.

Employees **MUST NOT**:

- Intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare

- Undertake any task for which they have not been authorised and for which they are not adequately trained.

4.12 HEALTH AND SAFETY TEAM

The Health and Safety Team will advise services in fulfilling their duties in regards to the implementation of this Policy and any associated regulations and guidance.

In particular, the Health and Safety Team shall:

- Advise the Executive Officer, Service Managers, and Team Leaders in fulfilling their legal duties under the CAR 2012 and CDM Regulations 2015.
- Work with teams to provide feedback about actions and control measures that may need to be taken to prevent harm and protect employees.
- Provide support and guidance on the review and completion of the pre-construction and construction health and safety phase plans.
- Review all contractor risk and method statements for the removal and management of asbestos and ACM's.
- Provide and reinforce training and education on health risks associated with certain high risk tasks and accidental discovery and/or exposure to substances hazardous to health such as asbestos.
- Monitor the compliance with this Policy and the associated regulations and guidance by carrying out periodical audits and inspections and issuing subsequent reports detailing any possible gaps or issues that need to be addressed.

5. DEFINITIONS

The following definitions are relevant to this policy:

- **Asbestos:** A term used to refer to a group of six naturally occurring fibrous silicate minerals composed of thin, needle-like fibres. Exposure to asbestos causes several cancers and diseases, including mesothelioma, asbestosis and lung cancer. Asbestos does not burn and is resistant to most acids and alkalis.
- **Asbestos Containing Material (ACM)** is any material that contains any amount of asbestos, irrespective of type.

Asbestos containing materials (ACMs) were used for a wide range of construction purposes in new and refurbished buildings until 1999 when all use of asbestos was banned in the UK. This extensive use means that there are still many buildings in UK which contain asbestos

The three main types of asbestos which have been commercially used are:

- **Crocidolite** (often referred to as 'blue asbestos')
- **Amosite / Grunerite** (often referred to as 'brown asbestos')
- **Chrysotile** (often referred to as 'white asbestos').

The range of places and forms in which asbestos material can be found include:

- **Asbestos cement:** A very common material made mainly from chrysotile or white asbestos (about 2% - 15%) and seen in many industrial and agricultural buildings.

- **Sprayed asbestos:** Sprayed coatings. Used in thermal insulation of structural steelwork and some boilers/heating pipes.
- **Lagging:** Used mainly in thermal insulation of pipes. Can be well finished and sealed. However, may be anywhere from 6-85% asbestos, often including crocidolite and amosite.
- **Asbestos insulating board:** Insulating board, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit board, ceiling panels.
- **Asbestos textiles:** Used as gaskets in boilers and flues, as a textile in fire blankets and in electrical fuse boxes.
- **Other products:**
 - Asbestos can also be found in millboard and in paper products used for electrical insulation. Asbestos-containing paper can also be found as fireproofing on wood boards.
 - Asbestos has been used in composite materials such as old-fashioned brake linings, floor tiles, toilet cisterns and roofing felt/roof slates with up to 25% asbestos
 - In the past it has been used to give strength to decorative coatings which can contain between 3-5% asbestos.

6. HEALTH HAZARDS

Inhaling asbestos fibres can lead to several diseases, some of which are fatal.

- **Asbestos warts:** Caused when fibres are caught under the skin and form callous-like growths, which are benign.
- **Pleural plaques:** Benign thickened areas, do not become malignant or impair lung function. (Pleura is the lining of the chest inside which the organs are contained.)
- **Diffuse pleural thickening:** Can sometimes cause signs of lung impairment and may be associated with asbestosis but often not found except on X-ray.
- **Asbestosis:** Irreversible scarring of lungs, decrease in elasticity. Industrial disease due to high levels of all types of asbestos. No risk from environmental exposure.
- **Lung cancer:** Increased incidence in those working with asbestos. All types can cause the disease, some evidence of more danger from blue and brown. It is important to note that smoking, if exposed to asbestos fibres, will increase the likelihood of the disease.
- **Mesothelioma:** Cancer of lining of chest or abdominal wall. Again, evidence of increased risk if blue or brown asbestos – some disease from low or short exposures to blue or brown.

7. DUTY TO MANAGE

The Control of Asbestos Regulations 2012 states that ‘any person who owns, manages, occupies or has responsibility for part, or all of non-domestic premises that may contain asbestos has a legal duty to manage the risk of asbestos or asbestos containing materials within those premises’.

The regulations place the responsibility on the Council, as the “Duty Holder”, to identify the location of ACMs (and presumed ACMs) and their condition within domestic and non-domestic premises, and to manage the risk to prevent harm to anyone who works on the building or to building occupants.

Non-domestic premises includes the common parts of domestic premises.

The Council will comply with the duty to manage asbestos by:

- Assessing whether premises are likely to contain ACMs and identify its location and condition within our non-domestic and the common parts of domestic premises and adequately managing it.
- Creating a property Asbestos Register and site specific asbestos management plan for all premises to which the duty to manage applies.
- Record and assess the condition of the ACMs and record the management actions to be taken for each ACM found or presumed along with the priority, frequency and target date for completion of action.
- Completing regular monitoring to check for damage or deterioration in the condition of ACMs

Where an ACM exists in a Council property under the Council’s control, and the ACM is in good condition, sealed and unlikely to be damaged/disturbed the Council will leave the asbestos in place and maintain it in a safe condition.

7.1 ASBESTOS SURVEYS

All asbestos surveys will be carried out in line with the latest guidance from the Health and Safety Executive (HSE);

- HSG 264 Asbestos – The Survey Guide
- L143 Managing and Working with Asbestos: Approved Code of Practice (ACOP)

The types of surveys undertaken in non-domestic and domestic properties will include management, targeted refurbishment, full refurbishment and demolition surveys.

The type and scale of each survey will be determined by the person in control or key in the management of the proposed works.

7.2 DOMESTIC PROPERTIES

Domestic properties will be considered per archetype and a management survey considered periodically where insufficient survey data is held on file.

Any works that will potentially disturb the fabric of the building will be subject to an appropriate asbestos refurbishment and demolition survey in line with current HSE guidance prior to any works commencing.

Refurbishment and demolition surveys should be carried out on a proportion of properties in a work programme. The ratio again will depend on asbestos variability within the housing stock and may be high where there is substantial variation. A proportion should be surveyed until the results demonstrate as far as reasonably practicable that there is consistency in the range of ACMs in the property type and there is an accurate picture of asbestos presence.

The refurbishment and demolition survey will only be necessary in the specific area/location where the works will take place, e.g. cupboard, part of a room, kitchen/bathroom. However,

further refurbishment and demolition surveys will be necessary in other locations when new improvement schemes are proposed.

These localised refurbishment and demolition surveys should have the specific purpose of identifying ACMs for removal, control or avoidance during the refurbishment works.

EDC will arrange for an asbestos survey prior to works commencing on a domestic property where currently no survey exists, or the existing survey is insufficient. The suitability of an existing survey will be assessed by the Housing Manager.

7.3 DOMESTIC COMMUNAL AREAS

Domestic communal areas will, as a minimum, have an asbestos management survey in place. All recommended actions from this survey will be considered and appropriate action taken.

Any works that will potentially disturb the fabric of a building will be subject to an appropriate asbestos refurbishment/demolition survey prior to any works commencing.

An annual re-inspection will take place in buildings containing confirmed or presumed ACMs.

7.4 NON-DOMESTIC

Non-domestic premises where the Council has a duty to manage will, as a minimum, have an asbestos management survey in place. All recommended actions from this survey will be considered and appropriate action taken.

Estates Management Surveyors and their delegated responsibilities to Facilities Management Building Managers must ensure:

- They have a copy of a current survey report and management plan for their premises
- Information about the location and condition of ACMs is made available to anyone liable to disturb it i.e. occupants, visitors, Council workers and contractors
- Information about the location and condition of ACMs is made available to the emergency services on request
- No employee or contractor should be permitted to undertake any work with the potential to disturb or damage ACMs without first checking the current survey report and management plan.
- Any works that will potentially disturb the fabric of a building will be subject to an appropriate asbestos refurbishment/demolition survey prior to any works commencing.
- An annual re-inspection will take place in buildings containing confirmed or presumed ACMs
- The suitability of an existing survey will be assessed by the Assets and Estates Managers and delegated through Team Leaders.

8. TRAINING AND COMPETENCE

The Control of Asbestos Regulations 2012 place specific responsibilities on all employers to ensure that all workers who are liable to disturb asbestos during their normal work should be trained so that they can recognise asbestos containing materials (ACM's) and know what to do if they come across them.

Training should be appropriate for the work and the roles undertaken by employees.

The following Asbestos related training will be provided to the following individuals within the Council:

8.1 DEVELOPMENT & INVESTMENT/ESTATES/PROPERTY MAINTENANCE MANAGERS

The above shall receive adequate information, instruction and training so as to enable those within the role to fulfil their roles correctly. This training shall include as a minimum, the attaining of the BOHS “P405 - Management of Asbestos in Buildings” course.

Refresher training should be at least every one year or earlier if any significant changes in legislation.

8.2 TEAM LEADERS/BUILDING MANAGERS

The above shall receive adequate information, instruction and training so as to enable them to completely fulfil their role. The training required will be minimum asbestos awareness training conducted by an external training provider, followed by further specific training on identification of ACMs in their field.

Refresher training should be at least every one year or earlier if any significant changes in legislation.

8.3 SUPERVISORS/TRADES PERSONS/MAINTENANCE PERSONNEL

Supervisors, trades and maintenance personnel shall receive Asbestos Awareness training in accordance with CAR 2012 Regulation 10 provided by an external training provider. Refresher training should be at least every one year or earlier if any significant changes in work methods or type of equipment used for work tasks where asbestos is present.

8.4 NON-LICENSED CONTRACTORS

Non-licensed contractors employed by the Council may only undertake non-licensed tasks on ACMs. They will have to demonstrate that they are competent for the work and have received appropriate Asbestos Awareness training by submitting the relevant training certification.

8.5 LICENSED ASBESTOS CONTRACTORS

Any licensable asbestos removal works will only be undertaken by Council approved contractors who hold a current HSE license permitting them to remove ACMs.

These contractors will fulfil all aspects of the CAR 2012, including the provision of adequate information, instruction and training to site personnel working on Council sites.

All operatives and supervisors employed by Licensed Asbestos Removal Contractors shall demonstrate training and refresher training in compliance with published HSE guidance, prior to works commencing.

8.6 ASBESTOS CONSULTANTS/SURVEYING CONTRACTORS/ANALYSTS

Analysts, surveyors and consultants shall demonstrate training and refresher training in compliance with CAR 2012 and HSE Guidance. The company shall hold UKAS accreditation to ISO17020 for surveying and ISO17025 for bulk analysis, air monitoring, 4 stage clearance and sampling.

9. ASBESTOS REGISTER AND MANAGEMENT PLAN

For non-domestic premises where EDC has a duty to manage, the premises must maintain the **D07 Asbestos Register and Management Plan** for all known, presumed or strongly presumed ACMs.

The information must be recorded both in hard copy report format within the building Six Pack, and in an electronic database format, which is the responsibility of the Estates, Assets and Housing Management Teams.

As part of the management survey, a material assessment is performed which determines the condition of the ACMs and their potential for fibre or dust release if damaged. The surveyor will perform a material assessment and this will be included in the survey report.

The material assessment takes account of the following parameters:

- product type
- extent of damage or deterioration
- surface treatment
- asbestos type

The surveyor may also undertake a priority assessment as well as the material assessment. A priority assessment will take account of the:

- material assessment
- location of the material
- type and extent of the material
- purpose of the area
- occupancy of the area
- activities performed in the area
- frequency of access
- requirement/extent of maintenance activities

The outcome of the combined material and priority assessments are used to establish the priority for those ACMs requiring remediation and the type of remediation required. This process enables the Council to prepare a management plan for all properties where it is the duty holder. If a priority assessment is undertaken by the surveyor, it remains the duty holder's responsibility to ensure that the priority assessment is accurate. It is important to discuss the survey findings with the surveyor or Inspection Body to ensure that the priority assessment is accurate and that any remediation required is clearly understood and subsequently remediated with the appropriate priority.

The Asbestos Register and its Management Plan must be reviewed a minimum of every 12 months.

10. ASBESTOS WORK UNDERTAKEN BY CONTRACTORS

Contractors may only undertake work on licensed ACMs if they hold a current HSE asbestos license.

Work on non-licensed and notifiable non-licensed ACMs may be undertaken by contractors only if the persons undertaking the work are suitably trained, all requirements of the CAR 2012 are complied with and the work is authorised by the Council.

The contractor undertaking the work will be responsible for notifying licensed and notifiable non-licensed work to the HSE.

EDC will ensure that adequate and correct information is made available to those contractors regarding the presence and type of known or presumed ACMs which may be encountered during the work and ensure that contractors engaged in work with ACMs have conducted their own risk assessment prior to work starting.

10.1 INSURANCE

Contractors who carries out work with asbestos must be insured to do so. In addition to employers liability insurance, asbestos contractors must provide evidence of their public liability insurance for carrying out asbestos work.

11. ACCIDENTAL DISTURBANCE OF ACMs

If during any work a material is discovered which is believed to contain asbestos, all work must **STOP** immediately, a warning sign affixed to the entrance of the area to ensure nobody enters the area and the incident reported to the Building Manager and Duty Holder. Duty Holder designation will come from type of property, operational, commercial tenanted, domestic and non-domestic premises.

The Duty Holder will then review the asbestos register for the premises or arrange to have a sample of the material analysed for the presence of asbestos. If the material does not contain asbestos then work can continue, however if the material does contain asbestos the Duty Holder will follow **Flow Chart 1** to establish what controls to put in place.

Any accidental damage to, or disturbance of, ACMs or suspected ACMs, however minor, must be reported to the Building Manager or Duty Holder. The Duty Holder will follow **Flow Chart 1** to decide if the work needs a licensed contractor and what controls must be put in place.

Where persons have or may have been exposed to airborne asbestos fibres, the **HS1a Accident and Incident Report Form** must be completed by the Department Line Manager, who shall inform the Health and Safety Manager as soon as reasonably practicable of the exposure event.

A record of the incident will be placed upon the individuals' occupational health record and a suitable monitoring plan will be established in line with the EDC/HSP/06 Occupational Health Policy.

Exposure to asbestos is reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person.

An assessment of whether the incident should be reported under RIDDOR will be undertaken by the Health & Safety Team.

For further guidance on accidental exposure to asbestos please refer to HSE document EM1 Asbestos Essentials.

12. DISPOSAL ASBESTOS WASTE

Any material containing more than 0.1% asbestos on a gravimetric (weight for weight) basis should be disposed of in accordance with The Special Waste Amendment (Scotland) Regulations 2004

Asbestos waste must be carried by a registered waste carrier and taken to a licenced or permitted site for disposal.

The Council have a duty of care as the Client and where designated as the main or Principal Contractor to ensure that asbestos waste is disposed of correctly.

Waste transfer and disposal notes must be provided to the Council by all waste disposal contractors.

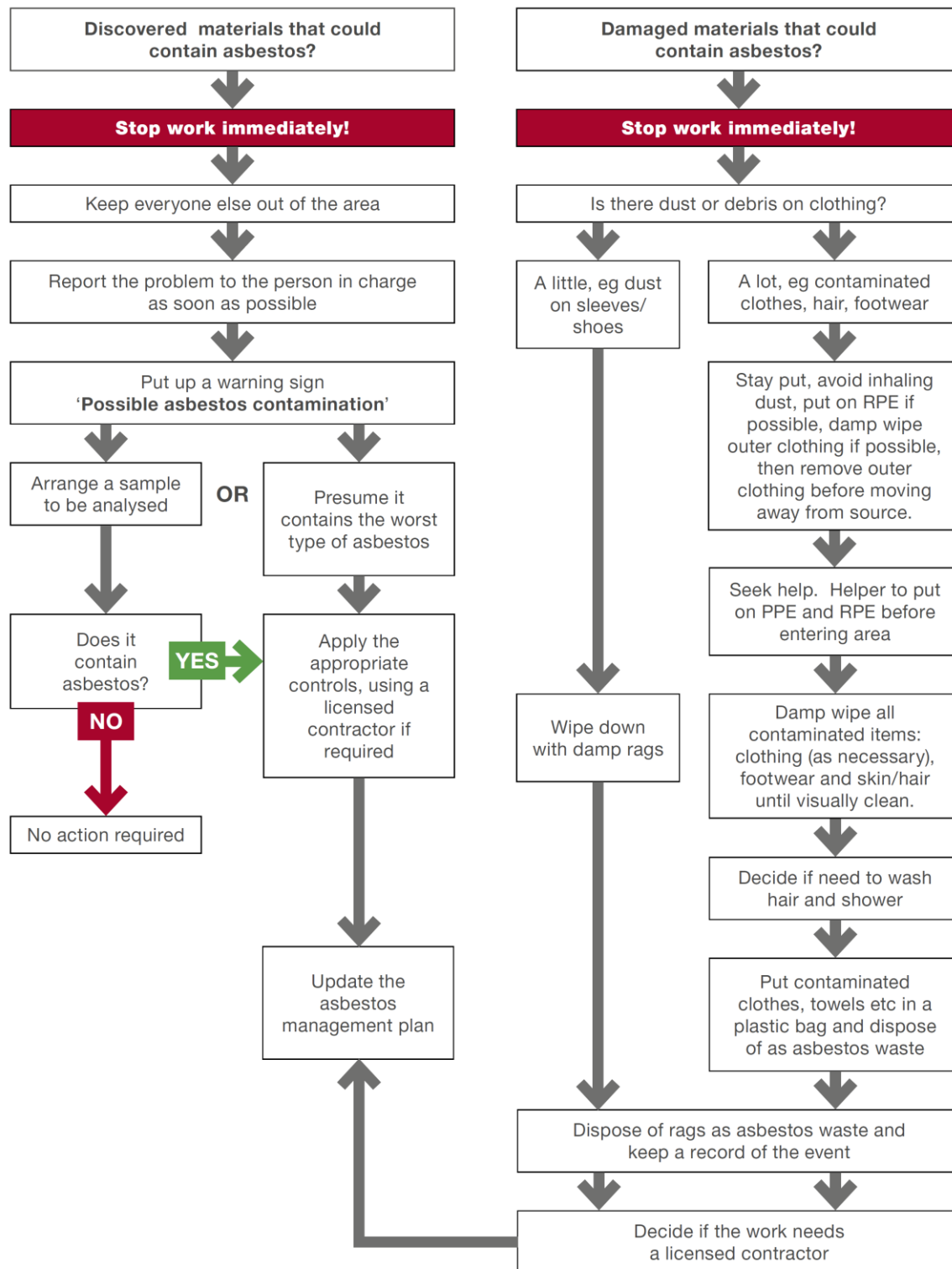
12.1 FLY-TIPPING

Where ACMs are discovered (or suspected) in the event of a fly-tipping incident within the curtilage of a Council asset, it should be reported immediately to the relevant Building Manager and property Duty Holder who will give advice on segregation procedures.

Where there is an immediate public risk then the Duty Holder may instruct the material to be sampled and removed as soon as reasonably practicable. This may also include air testing where necessary and appropriate.

Where suspected ACMs are discovered on land of unknown ownership, the suspected material will be isolated with access restricted and signage affixed. The Council will work with other regulatory partners and landowners to secure effective removal. Where possible, it shall endeavour to determine ownership through the land registry service. If the land does not belong to the Council, the landowner is responsible for managing any asbestos materials present. Notification and enforcement of land remediation may be required and carried out in conjunction with the Council.

13. FLOWCHART 1



14. MONITOR AND REVIEW

As part of the Council's Health and Safety Management System, the Health and Safety Team will conduct regular audits and inspections to monitor the implementation of this management policy.

The Health and Safety Team will review this management procedure every two years from the date of signing or sooner as a result of any changes to legislation or some other event i.e. a major incident or accident.

The Health and Safety Team will provide feedback in the form of a report following any audits and inspections. When necessary the procedure will be amended and reissued with an updated version number.

All Team Leaders must ensure that local procedures are updated to reflect any changes to the management procedure.

15. REFERENCES

HSE Guidance and Regulation

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos Regulations 2012
- The Construction (Design and Management) Regulations 2015
- L153: Managing health and safety in construction. Approved Code of Practice (ACOP)
- L143 Managing and Working with Asbestos: Approved Code of Practice (ACOP)
- The Control of Substances Hazardous to Health Regulations 2004
- The Special Waste Amendment (Scotland) Regulations 2004
- The Personal Protective Equipment at Work Regulations 1992
- HSG 264 Asbestos – The Survey Guide.
- EM1 Asbestos Essentials.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

East Dunbartonshire Council: Safety Policies and Procedures

- EDC/HSP/01: Health and Safety Policy
- EDC/HSP/05: Management of Contractors Policy
- EDC/HSP/06: Occupational Health Policy
- SP01: Accident and Incident Reporting
- SP02: Asbestos Management for Property Maintenance
- SP06: Management of Health Surveillance

East Dunbartonshire Council: Health and Safety Forms

- HS1a Accident and Incident Report Form
- HS1b Near Miss / Dangerous Occurrence Report Form
- B06 Contractor Permit to Work System
- B07 Contractor Sign In Form
- D07 Asbestos Register and Management Plan