

CAERPHILLY COUNTY BOROUGH COUNCIL

ASBESTOS MANAGEMENT POLICY



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NOTE

Wherever the designation Manager is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in Charge or anyone who has a responsibility for employees through their work.

1. SECTION 1 - INTRODUCTION

- 1.1 This document sets out the policy and outlines the protective and preventative measures to be implemented by Caerphilly County Borough Council (the Council) to ensure the health, safety and welfare of its employees, occupiers of buildings, members of the public, contractors and others, in relation to asbestos and asbestos containing materials (ACM's).
- 1.2 The Council is fully aware that many of the properties it owns, manages or occupies contain asbestos and asbestos containing materials. Asbestos has been commercially exploited in the manufacture of various materials and asbestos products have been extensively used within the construction industry. The Council is aware of the potential for the presence of asbestos containing materials within Council properties.
- 1.3 The Control of Asbestos at Work Regulations 1987 (CAWR) and its subsequent amendments contain the main legal requirements relating to Asbestos at Work. Also the approved Code of Practice which came into effect in February 1999, provides practical guidance on the CAWR. The code has special legal status in that it may be used to measure against the standards required to meet the legal requirements.
- 1.4 The Council accepts that it has specific duties under the Health and Safety at Work Act 1974, the Control of Asbestos at Work Regulations (as amended) and the Management of Health and Safety at Work Regulations 1999 to control the way in which asbestos is managed, disturbed or removed. This policy details the approach that will be adopted by the Council with regard to the day to day management of asbestos in the buildings it owns and occupies, and any sites or operations which fall under its responsibility, and within the purview of these Regulations.

2. SECTION 2 - POLICY STATEMENT

- 2.1 The Council recognises that its employees are its most valuable resource in delivering high quality services to the community and will take all practical steps to ensure the safety of Council staff, contractors and visitors to and users of Council premises by not exposing them to the hazards associated with asbestos.
- 2.2 This will be accomplished through surveying for the presence of asbestos, risk assessment and the effective management of Asbestos Containing Material (ACMs) left in service, the selection of appropriate control measures and work methods, and the provision of appropriate training, information and supervision. To be effective this policy requires the full co-operation of management and staff at all levels.
- 2.3 Everyone who needs to know about the asbestos will be effectively alerted to its presence. No one will be allowed to start work that could disturb asbestos unless the correct procedures are to be employed. The main elements of this asbestos management strategy are outlined in Section 6.
- 2.4 The Council will ensure that sampling of materials is undertaken only by sufficiently trained and accredited personnel and that work involving the removal of asbestos or asbestos containing materials will be carried out in accordance with current Asbestos Regulations.

3. SECTION 3 - SCOPE OF THE POLICY

- 3.1 This policy has been agreed with the Trade Unions and applies to all employees except initially, school based staff though the Council would recommend that School Governing Bodies adopt the policy.
- 3.2 This policy will not apply to residential dwellings, owned, let or leased by the Council as part of its role as a social landlord.
- 3.3 This policy will be reviewed at least annually to ensure it is in line with current legislation.
- 3.4 The effective date of the policy is.....

4. SECTION 4 - LEGISLATION

- 4.1 This policy along with supporting procedures is designed to ensure that the Authority meets its legal obligations as stated in:
 - Control of Asbestos at Work Regulations (CAWR) 2002 (SI 2002/2675)
 - The Asbestos (Licensing) Regulations 1983, SI 1983/1649. ISBN 1983/1649. ISBN 0110376498
 - The Asbestos (Licensing) (Amendment) Regulations 1998, SI 1998/3233. ISBN 0110802799
 - The Asbestos (Prohibitions) Regulations 1992, SI 1992/3067. ISBN 0110257405
 - The Asbestos (Prohibitions) (Amendment) Regulations 1999, SI 1999/2373, available on HMSO website
 - The Asbestos (Prohibitions) (Amendment) (No. 2) Regulations 1999, SI 1999/2977, available on HMSO website.
 - Personal Protective Equipment Regulations 1992
 - Special Waste Regulations 1996
 - Management of Health, Safety and Welfare Regulations 1999
 - Health and Safety at Work Act 1974

5. SECTION 5 - RESPONSIBILITIES

5.1 The Chief Executive Officer Will:-

- Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.

5.2 Directors Will:-

- Be responsible for ensuring the effective implementation of corporate and directorate policies within their service areas.
- Ensure that appropriate resources are made available for the effective operation of the policy, including training.

5.3 Managers with responsibility for buildings or sites will:-

- Receive a copy of any asbestos survey report, communicate its findings and implications to all relevant employees
- Adopt and implement the written procedures received with the asbestos survey report and any subsequent amendments
- If arranging building work direct, ensure that safe methods of work are in place.
- Prior to work starting, provide the Contractor with a copy of the survey report, which must be up to date, ensuring that the contractor signs the asbestos log to show that he has examined the asbestos report
- Whenever any work is undertaken which could affect the validity of the asbestos report to immediately inform Property Division so an amendment can be made to the database.
- Arrange for a consultation between the Occupational Health Nurse and any employee who has been exposed to asbestos

5.4 Each Employee of the Council Will:-

- Comply with any working procedure or precautionary measure introduced to prevent or reduce potential exposure to asbestos
- Immediately report to their Line Manager any damage to any material, which they suspect may contain asbestos (or ACM) or any potential for exposure of themselves or others to asbestos
- Have due regard to the potential for the release of asbestos fibres which may result from the fixing of posters, decorations etc., or accidental damage to building fabric

5.5 **The Occupational Health Department Will:-**

- Offer managers and employees guidance and advice on a range of matters affecting the health and well being of employees and on their working environment. This includes advice on potential exposure to asbestos
- Maintain records of health surveillance of employees involved in work with asbestos. These records will be kept for forty years

5.6 **The Corporate Health and Safety Manager Will:-**

- Ensure that the Asbestos Policy is reviewed at least annually to ensure it is in line with current legislation
- Provide advice and information on legislation or guidance relating to asbestos and asbestos containing materials.
- Audit compliance with this policy.

5.7 **Property Division Will:-**

- Ensure that this policy and its procedures are complied with in respect of all work involving asbestos containing materials, which they are responsible for managing
- When instructing contractors provide information in advance of any work commencing, of the location of any known or suspected asbestos containing materials
- Co-operate with Building/Site Managers so that their obligations can be fulfilled
- Manage and maintain the Asbestos Register and ensure that amendments are communicated to Building/Site Managers
- Arrange for annual re-inspection of any asbestos or asbestos containing materials and update the database accordingly.
- Inform and advise Building/Site Managers of any urgent work required following re-inspection
- When instructing contractors monitor their activities on site to ensure that safe methods of work are in place

5.8 **Contractors will:-**

- Comply with the requirements of this policy, procedures and all relevant Health and Safety Legislation and Codes of Practice and Guidance

- Remain vigilant throughout their work, and take particular care with regard to the possibility of uncovering asbestos or asbestos containing materials during their work
- Stop work immediately on any asbestos or asbestos containing material suspected, uncovered or damaged during the course of their work and report to Building Manager and the person who initiated the work.

6. SECTION 6 - OUTLINE OF ASBESTOS MANAGEMENT STRATEGY

Asbestos Register

- 6.1 Surveys of all Council controlled buildings (except for Council houses) have been undertaken and details of the findings in each building are entered onto the asbestos register which is the ENVACS asbestos management database maintained by Property Division.
- 6.2 The database will provide a record of all known asbestos containing materials in all the surveyed buildings together with information, where available on the type, location, extent and condition of the material and its status with regard to encapsulation.
- 6.3 All asbestos or ACM left in-situ will be managed in accordance with current HSE guidance.
- 6.4 Property Division will be responsible for maintaining the database.
- 6.5 It must be acknowledged that the paper report may become outdated as soon as any asbestos is removed or becomes damaged or any unsurveyed areas subsequently become available for inspection.

Procedures for Managers of Buildings

- 6.6 Background information will be issued to all managers of buildings explaining the nature of the problems relating to asbestos and the steps the Council have taken to manage it safely (see 7.1.1). Procedural advice for the safe management of asbestos in authority premises will be issued to all managers of building and sites (7.1.2) and should be fully complied with.
- 6.7 The manager of each building will also be supplied with a paper copy of the survey report which must be maintained in a readily accessible location within the building to which it relates and must be brought to the attention of ALL staff, and must be shown to ALL contractors prior to any work being carried out on the premises. An asbestos log will also be provided for each premise. The contractor must sign this log before any work is started to show that he has examined the asbestos report and is satisfied that the work to be done is not likely to release any asbestos fibres.
- 6.8 If any work is arranged which would have an implication on the validity of the report other than through Property Division, the Building Manager will be responsible for ensuring that Property Division is informed and the amendment is placed on the database.

- 6.9 It is the responsibility of all staff to report any suspect or damaged asbestos containing materials, to their building manager.
- 6.10 If suspect materials are discovered or damaged during the course of any project works the work shall be halted and Property Division informed. Building Managers should take any necessary or recommended action which may include informing staff and building occupants and clearing the site. Property Services shall advise on any necessary analytical works and the most appropriate remedial action.

Procedures for Labelling of Asbestos

- 6.11 Property Services will be responsible for ensuring labelling, with industry standard 'a' labels, or the fixing of appropriate warning signs are applied in buildings where deemed necessary. All asbestos containing material will not be labelled as a matter of course but all known ACM's will feature in the Asbestos Register.

Procedures for Removal of Asbestos

- 6.12 In the case of the removal of asbestos or of ACM's, work must be undertaken strictly in accordance with the requirements laid down in the Control of Asbestos at Work Regulations 2002 and the approved Code of Practice.

7. SECTION 7 - SUPPORTING DOCUMENTS

7.1 Internal

Issued by Corporate Health and Safety Unit

7.1.1 Background information for Managers of Buildings relating to asbestos

7.1.2 Procedures for the Safe Management of Asbestos in Authority Premises

7.1.3 Asbestos fact sheet

7.2 Approved Codes of Practice

7.2.1 The Control of Asbestos at Work (Third Edition), L27, ISBN 0717616738

7.2.2 Work with asbestos insulation, asbestos coating and asbestos insulating board (Third Edition), L28, ISBN 0717616746

7.3 Guidance

7.3.1 A guide to the Asbestos (Licensing) Regulations 1983 as amended (Second Edition), L11, ISBN 07176 24358

7.3.2 Controlled asbestos stripping techniques for work involving a licence, HSG189/1, ISBN 0717616665

7.3.3 Working with asbestos cement, HSG189/2, ISBN 0717616673

7.3.4 Introduction to asbestos essentials, HSG213, ISBN 071761901X

7.3.5 Asbestos essentials task manual, HSG210, ISBN 0717618870

7.3.6 Asbestos in bulk materials, MDHS 77, ISBN 0717606775

7.3.7 Surveying, Sampling and Assessment of Asbestos Containing Materials, MDHS 100, ISBN 071762076X

7.3.8 *“Asbestos and man-made mineral fibres in buildings: practical guidance”*, Fourth Edition, ISBN 0727728350, also available on the DEFRA website.

7.3.9 Managing asbestos in workplace buildings, INDG223

7.3.10 Asbestos dust: essential advice for building maintenance, repair and refurbishment workers, IND(G) 187L

7.3.11 Asbestos alert for building maintenance, repair and refurbishment workers (carry card), IND(G) 188P

7.3.12 Selection of suitable respiratory protective equipment for work with asbestos, INDG288

- 7.3.13 Asbestos: exposure limits and measurement of airborne dust concentrations, EH10, ISBN 0717609073
- 7.3.14 Enclosures provided for work with asbestos insulation, coatings and insulation board, EH51, ISBN 0717617009
- 7.3.15 The provision, use and maintenance of hygiene facilities for work with asbestos insulation and coatings, EH47, ISBN 0118855670
- 7.3.16 Asbestos: medical guidance note, MS13, ISBN 071762417X