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SECTION 1

CAERPHILLY COUNTY
BOROUGH COUNCIL

ASBESTOS MANAGEMENT PLAN

Plan for:

The Building Manager at this premise is:

The Deputy Building Manager is:

Other persons nominated to assist the Building
Manager are:

SECTION 3 – ASBESTOS MANAGEMENT PLAN

1.0 Introduction

- 1.1 This Asbestos Management Plan has been produced to ensure compliance with Regulation 4 of the Control of Asbestos Regulations 2006 and the Caerphilly County Borough Council Asbestos Management Policy.
- 1.2 The Asbestos Management Plan contains the procedures for managing asbestos containing materials and the documentation required to support this.
- 1.3 The Asbestos Management Plan refers only to Authority workplaces. There is a separate asbestos management plan covering domestic dwellings and communal areas of domestic dwellings.
- 1.4 The objective of the plan is to help prevent any person being exposed to asbestos fibres present within the premises. The basic principle of the plan is that all asbestos, as identified by survey, is to be inspected, as detailed by persons responsible for the building and that no work is undertaken on the fabric of the premises until the Asbestos Management Plan has been consulted and the work planned accordingly.
- 1.5 The fabric of the building can be defined as any work which will result in the removal, replacement, alteration or disturbance to any internal or external surface or structure of the building or buildings on a site. Examples would include many routine maintenance tasks such as:
- replacing, repairing any door/window frame
 - running/installing IT cables
 - installing and fixing any heating fixtures or pipework
 - painting or decorating any textured ceiling surfaces
 - removing/replacing/relaying any carpeting covering vinyl tiles
 - external roof repairs and internal ceiling repairs
 - removing or installing partition walling
 - all works involving drilling into or fixing onto structural surfaces
 - replacement of fixed facility equipment that has fixed electrical, gas or electrical supply
- If you are unsure as to whether a particular task involved the structure of the building you should seek advice from your Directorate Health and Safety Officer prior to proceeding.
- 1.6 For each premises there should be a nominated Building Manager and a deputy. In the case of multi-occupancy buildings shared between service areas, agreement must be reached on who will take on these responsibilities. It is the responsibility of the Building Manager to ensure that the procedures and arrangements detailed in this Asbestos Management Plan are implemented.
- 1.7 The Asbestos Management Plan for the premises must at all times be readily available for inspection by anybody who is liable to disturb the fabric of the building, including contractors (including DLO), caretakers, emergency services, the Health and Safety Executive, employees and health and safety advisers.
- 1.8 If you have any queries about the management of asbestos you should contact your Directorate Health and Safety Officer, the Corporate Health and Safety Unit or the Building Consultancy. See section 5 for contact numbers.

2.0 Where can Asbestos be found in Buildings?

- 2.1 Asbestos has been used in a large number of products, many of which have been used in buildings. There are three main types of asbestos – blue (crocidolite), brown (amosite) and white (chrysotile) -all of which are potentially dangerous. Asbestos is made up of thin fibres which are only dangerous if they become airborne and are inhaled. If fibres are breathed in they can damage the lungs through scarring (asbestosis) or can cause cancer (mesothelioma). The diseases can take 15 to 60 years to develop, and there is currently no cure for them.
- 2.2 Asbestos containing materials (ACM's) are most likely to be found in any building built or refurbished before 2000. The most common uses of asbestos in buildings were:
- a) loose packing between floors and in partition walls (to provide insulation and fire protection)
 - b) sprayed ("limpet") fire insulation on structural beams and girders
 - c) lagging e.g. on pipework, boilers, calorifiers, heat exchangers, insulating jackets for cold water tanks, around ducts
 - d) asbestos insulation board e.g. ceiling tiles, partition walls, soffits, service duct covers, fire breaks, heater cupboards, door panels, lift shaft linings, fire surrounds
 - e) asbestos cement e.g. roof sheeting, wall cladding, walls and ceilings, gutters, rainwater goods, pipes, water tanks
 - f) other products e.g. floor tiles, mastics, sealants, textured decorative coatings (such as artex), rope seals, gaskets, fire doors, bituminous products (roofing felt)
- 2.3 What kind of work creates potential exposure to Asbestos
- a) General construction and maintenance work
 - b) Stripping out old insulation, removing internal walls, textured paints and plasters and ceiling tiles (This type of work must be carried out by a contractor licensed by the HSE, who is required to follow strict procedures when doing the work.)
 - c) Demolition and clearance of sites
 - d) Routine installation, repair and maintenance work by plumbers, electricians, carpenters etc
 - e) Installation of IT networks
 - f) Excavation works undertaken in contaminated grounds
 - g) Vehicle maintenance e.g. removal of old brake pads and clutch linings
- 2.4 Other situations where there is a potential exposure to Asbestos are unplanned events/incidents
- a) Water ingress through artex ceiling due to burst pipe
 - b) Vandalism
 - c) Severe weather conditions causing damage to ACM's

For unplanned exposure the Emergency Procedures set out in section 7 must always be followed.

3.0 Building Managers Responsibilities

3.1 The Building Manager is the person responsible for the maintenance or repair of the property AND/OR who has control of the building (including means of access to, or egress from, the premises). The duties / responsibilities of the Building Manager (as set out in the CCBC Control of Asbestos Policy) are:

- a) To receive and control a copy of the Asbestos Management Plan which includes the asbestos survey report for the premises. To implement and ensure compliance with the Asbestos Management Plan, to keep the asbestos management plan up to date and to communicate its findings and implications to all relevant employees and ensure employees receive appropriate asbestos awareness training, including those who may deputise in their absence and will therefore need to have a full understanding of the asbestos management plan.
- b) To implement any recommendations as stated in the asbestos survey report, any subsequent amendment and any recommendations made following ACM's being identified/damaged.
- c) To undertake and document regular (quarterly/termly) visual inspections of the condition of any asbestos/presumed asbestos left in situ and record this information (Section 10).
- d) To seek advice from the Building Consultancy immediately if there is any damage/deterioration to the condition of any identified/presumed ACM's. Details of all incidents and actions must be recorded in the section 'Details of Incidents involving Asbestos Containing Materials' (Section 7).
- e) Immediately notify their Directorate Health and Safety Officers and the Corporate Health and Safety Unit in the event of any damaged asbestos or suspected asbestos exposure.
- f) Where work is to be undertaken ensure that details on the presence of asbestos in the building are provided to the contractors during the tender process and that they consult the asbestos survey report together with the contractor (or arrange for somebody competent to do so) and ensure that nobody (including contractors, DLO or employees e.g. caretakers) carry out work that affects the fabric of the building starts works without reading the asbestos survey report, signing the asbestos log book and preparing method statements where appropriate.
- g) To ensure any contractor or employee engaged to carry out work which affects the fabric of the building is fully competent, trained, and if necessary licensed by the HSE to undertake the work. Checks to ensure the competence of the contractor must be carried out and the contractor (including DLO) must provide risk assessments and method statements for the work being carried out in accordance with the Authority's Policy on the Selection, Monitoring and Management of Contractors. This role may be delegated via the Building Consultancy Division or the DLO Asbestos Team who would ensure compliance with Health and Safety and Asbestos Regulations. Procurement Services are able to assist with evidencing the initial competence of contractors, however the responsibility for checking job specific risk assessment, method statements, monitoring and management would remain with the internal client. It is strongly recommended that any major capital works or refurbishment should go through the Building Consultancy Division who will ensure compliance with Health and Safety and Asbestos Regulations.

- h) Where planning major refurbishment or demolition of a premises or part of a premises arrange (through the Building Consultancy Division) for a type 3, full access and sampling asbestos survey to be carried out prior to any work commencing and information on the results made available to those undertaking the works.
- i) To ensure that arrangements are made for an independent analyst to carry out the testing of enclosures and issue Air Clearance Certificates where required. Analysts appointed by the Contractor should not be used. Analysis can be arranged through the Building Consultancy.
- j) To ensure that the Building Consultancy Division are provided with details of any work carried out on ACM's to enable the asbestos software database (currently ENVACS) to be updated where necessary.
- k) To ensure that the Corporate Health and Safety Unit are informed of any work with ACM's which is notifiable to the HSE.
- l) To arrange for a consultation between the Occupational Health Department and any employee who has been exposed to asbestos containing materials.

* points F-L are carried out by Facilities Management for Social Services Premises.

3.2 Building Managers' Checklist

As a person with Building Management Responsibilities for a premises you should be able to answer the following questions: -

- Do you understand where asbestos could be found in the Building and who may be at risk?
- Is a copy of the Asbestos Survey Report for the premises, Asbestos Logbook and the CCBC Asbestos Management Policy available on site?
- Do all Contractors (including DLO) and internal staff e.g. caretakers read the asbestos survey report and sign the logbook prior to carrying out any work on the fabric of the building?
- Are you aware of the location of all asbestos containing materials identified in the survey?
- Have all employees been made aware of the content and location of the asbestos management plan?
- Is there a procedure in place to ensure that all contractors or anyone working on the structure of the building are given information on asbestos present in the building before work commences?
- Are contractors (or others) working with asbestos monitored to ensure they work in accordance with their method statements? If work is arranged via the Building Consultancy they will ensure monitoring is carried out however you still need to be alert and seek advice if you are worried about the contractors H&S practices or work methods.
- Are you aware of the emergency procedures for reporting and responding to accidental releases/exposure to asbestos containing materials?
- Have you, your deputy or the Officer in charge of the premise received training on Asbestos Management?

4.0 Asbestos Surveys and Asbestos Survey Reports

- 4.1 All non-domestic Authority premises have been surveyed to identify the location of any known or presumed ACM's. The survey findings are detailed in the premises asbestos survey report.
- 4.2 It is important to be aware that the asbestos survey carried out is a 'type 2' survey. This means that the survey was not destructive and involved a visual inspection and representative samples only. The survey identified only ACM's which were readily accessible. The survey will not have identified ACM's that were hidden behind panels or ACM's within the construction of the building. The asbestos survey gives an indication only of the ACM's located within the premises and there is a risk that unidentified ACM's could be disturbed during structural/demolition works.
- 4.3 The Designer (this could be the architect, Facilities Management, Building Consultancy) responsible for any construction works should assess the risk and where necessary commission an invasive (type 3) asbestos survey before works commence.
- 4.4 A copy of the asbestos survey report, which includes a plan showing the location of known or presumed asbestos, should be kept together with the Asbestos Management Plan. Details of the survey findings have also been entered onto the Asbestos Management Database (currently ENVACS)
- 4.5 Rooms/areas e.g. sealed voids which could not be accessed during the survey are identified in the main survey report. These areas must be presumed to contain asbestos until verified otherwise.
- 4.6 Actions required as identified through the survey are detailed in the premises' Asbestos Survey Report. Any work identified during the survey as requiring immediate action (usually A&B rated asbestos hazards) will have been notified to the Building Consultancy Division or Facilities Management for Social Services (in consultation with the relevant H&S Officer) who will ensure the work is carried out. The cost will be billed back to the Building Manager. **NEED TO GET THIS AGREED AND PUT IN PLACE DIRECTORATE ARRANGEMENTS.**

5.0 Asbestos Left In-Situ

- 5.1 The Building Consultancy will arrange for identified ACM's to be reinspected by competent asbestos surveyors on a regular basis. This is to ensure that any deterioration of ACM's is noted and appropriate action taken.
- 5.2 In the case of high risk ACM's which have not been removed (in certain cases it is safer to leave in place and monitor the condition of the ACM) then premises' staff (the Building Managers should agree who) will be required to undertake a visual inspection of the materials on a regular basis. It is the responsibility of the Building Manager to arrange this. The results of the visual inspection should be recorded in the asbestos monitoring condition record sheet and kept together with the premises asbestos survey report and asbestos management plan.
- 5.3 Any deterioration in the condition of ACM's noted either during the visual inspection or by employees on a day to day basis must be notified to the Building Consultancy immediately who can advise on remedial action.

- 5.4 Where the condition of ACM's has deteriorated and this is identified as part of the ongoing visual monitoring programme arranged by the Building Manager access to the room/area containing the damaged ACM should be prevented until the Building Consultancy are able to visit, assess and advise on necessary action.
- 5.5 Where deemed necessary ACM's will be labelled by the contractor undertaking the surveys with the industry standard 'a' labels. Not all ACM's will be labelled as a matter of course, however all known asbestos will be listed in the Asbestos Survey Report for the premises. The presence of a label must not be the only method of determining the presence of ACM's. The Asbestos Survey Report for the premises must always be consulted, the log-book signed prior to any work commencing and safe systems of work agreed prior to any work commencing.

6.0 Work which will disturb the fabric of the building

- 6.1 Prior to any work on the building commencing, the building manager, persons responsible for the work, and those persons carrying out the work, must consult the Asbestos Survey for the premises to ascertain if the work will disturb asbestos containing materials and sign the asbestos logbook.
- 6.2 If the work is going to disturb known or presumed asbestos, or the area concerned has not been surveyed advice must be sought from the Building Consultancy Division or the Asbestos Team before any work commences.
- 6.3 Before any work commences on the fabric of the building, the Asbestos logbook must be completed by:
- a) the person responsible for the work and
 - b) the persons carrying out the work
 - c) the entry must also be signed by the Building Manager (or representative)
- 6.4 Due to the risks involved and the need for specialist knowledge in terms of engaging a contractor, agreeing the system of work and monitoring work as is legally required, it is strongly recommended that you engage the services of the Building Consultancy to assist with arranging any work which affect the fabric of the building. The Building Consultancy would then ensure compliance with the Health and Safety Regulations including the Control of Asbestos at Work Regulations 2005.

7.0 Emergency Procedure - What to do if suspected, damaged or worn asbestos is found in non-domestic Council properties

- 7.1 If any materials known or presumed to contain asbestos are damaged the following action must be taken;
- a) Do not put yourself or others at further risk
 - b) Leave the material alone and halt all work immediately.
 - c) If you and/or your clothes have become contaminated contact the control centre, Tir-y-berth immediately for advice.

- d) Telephone, during normal working hours, the Building Consultancy Division (). Out of these hours, in cases of emergency, contact the relevant emergency call out **officer? Name and Number. This may differ depending on Directorate Arrangements.**
- e) Do not disturb or remove anything in the vicinity of the damaged 'asbestos'. NEVER CLEAN UP – this can spread any dust into the air and make matters worse.
- f) Ensure that nothing is removed from the area e.g. books and papers as they could spread asbestos dust.
- g) Keep people away from the area. Lock doors and secure the area.
- h) The Building Consultancy Division will visit as soon as possible to inspect the area and arrange for samples of the material to be taken for analysis. They will discuss with you what needs to be done to make the area safe.

7.2 This process should also be followed in emergency situations involving the Emergency Services. Where possible information on the likely presence of ACM's should be provided by the Building Manager prior to anybody entering the premises.

7.3 In the case of previously unidentified asbestos which is suspected to be damaged the above emergency procedure should be followed until it is confirmed whether the material does contain asbestos.

8.0 Engaging Contractors

8.1 Any contractor must be engaged in accordance with the Authority's Policy on the Selection, Monitoring and Management of Contractors.

8.2 Where contractors are engaged to carry out work which may disturb the fabric of the building information on the possible presence of ACM's must be provided to the Contractor as soon as possible to allow them to plan the work safely.

8.3 The Building Manager must also ensure that the Contractors and any sub-contractors are taken through the relevant sections of the asbestos survey for the premises, read the survey and sign the Asbestos Logbook prior to commencing work. In this context the term contractor includes anyone carrying out work such as the DLO, directly employed staff, IT cabling, volunteers.

9.0 Carrying out Work on ACM's

9.1 In most cases work on ACM's must be carried out by a licensed asbestos contractor. If the work is going to disturb known or presumed asbestos, or the area concerned has not been surveyed advice must be sought from the Building Consultancy or the Asbestos Team before any work commences to establish whether the work must be carried out by a licensed contractor.

- 9.2 It is accepted that in some cases some minor, low risk works on asbestos containing materials may be carried out by individuals who are provided with suitable information, training and supervision and who are also sufficiently experienced, provided with suitable equipment and work to agreed safe systems of work (as detailed in the HSE guidance: Asbestos Essentials) but who are not licensed asbestos contractors.
- 9.3 Where such work is carried out on ACM's the relevant Directorate Arrangement should be followed. This will detail the Directorate arrangements for authorising minor works that does not require a HSE license.

10.0 Training

- 10.1 All Authority employees whose work could foreseeably expose them to asbestos will receive appropriate asbestos awareness training. This includes all employees involved in refurbishment, maintenance, caretaking duties.
- 10.2 All persons who are building managers, who manage contracts or who supervise Council staff carrying out work on the fabric of a building, will receive adequate information, instruction and training about managing the risks and precautions associated with working with asbestos containing materials.

11.0 Reporting and Investigating Asbestos Incidents

- 11.1 The Building Manager must inform their Directorate H&S Officer of any suspected Asbestos exposure immediately and the CCBC Accident/Incident Reporting Form must be completed. The emergency procedure set out in part 7 must be followed.
- 11.2 Where an incident involving possible exposure to asbestos has occurred, all affected individuals will be evacuated and where necessary air tests undertaken in the area by Environmental Consultants. If required the area will be cleaned in accordance with legislative requirements after consultation with the Building Consultancy Division/Asbestos Officer. Only when air-testing shows that the level of asbestos fibres are below the Control Limit will the workplace be reinstated for normal use.
- 11.3 The Directorate Health and Safety Officers will investigate the incident together with the relevant Manager (this could be the person who engaged the Contractor or the Building Manager) and engage additional expertise where needed e.g. the Asbestos Officer. Following completion of the investigation a written report of the incident must be completed and copies sent to the relevant Head of Service, and the Corporate Health and Safety Manager this will allow action to be taken to prevent a similar incident. Asbestos incidents will also be reported quarterly to the Corporate Health and Safety Committee. Where necessary the Corporate Health and Safety Manager will submit a report to the HSE as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 11.4 If necessary, full consultation with staff will take place, and will include a Health and Safety Officer, and any other appropriate officer. In some cases it may be decided to refer exposed individuals to the Occupational Health Department to allow the medical issues to be fully discussed and any anxieties allayed. Building Managers will need to discuss this option with their Directorate Health and Safety Officers and their Directorate Personnel Officers.

- 11.5 Details of any incident involving possible exposure to asbestos will be recorded by the building manager in Section 7 of this Plan.
- 11.6 A record of any incident involving exposure to asbestos will be kept by Personnel Services on the personnel record of any individual exposed.

12.0 Audit, monitoring and review of the Asbestos Management Plan

- 12.1 The effectiveness of the Asbestos Management Plan will be monitored by Health and Safety Officers as part of the health and safety audit programme, through routine monitoring of contractors and following any incident involving risk of exposure to asbestos. This will be done through a minimum of 20 asbestos audits carried out by the Corporate Health and Safety Unit annually and a cross-Directorate review meeting to take place annually to discuss the findings of the asbestos audits and whether the findings of the audits require amendments to the Asbestos Management Plan which will improve its effectiveness.
- 12.2 The Directorate Health and Safety Officers, Building Managers, Building Consultancy Division and Asbestos Officer will advise the Health and Safety Manager if they are aware of any shortcomings in the implementation of the Asbestos Management Plan in any premises.
- 12.3 Directorate Health and Safety Officers together with the CHSU, Building Consultancy and the Asbestos Officer, will review the Asbestos Management Plan annually or more frequently if there are changes to the organisations structure and/or staff changes in building use/occupancy /refurbishments; or if there is a failure in the procedures which warrant a review