

## **CORPORATE HEALTH AND SAFETY COMMITTEE – 12TH MAY 2010**

**SUBJECT: ASBESTOS MANAGEMENT**

**REPORT BY: DIRECTOR OF CORPORATE SERVICES**

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### **1. PURPOSE OF REPORT**

- 1.1 The following report is provided to update Members, Management and Trade Union Safety Representatives of the management arrangement with regards to asbestos management within CCBC buildings.

### **2. SUMMARY**

- 2.1 Since the beginning of 2010 there have been a number of developments concerning the management of asbestos within CCBC owned premises. This report provides information on Asbestos Training for Contractors, advice to contractors on quality issues with asbestos surveys in CCBC buildings as well as progress on new asbestos management surveys.

### **3. ASBESTOS TRAINING FOR CONTRACTORS**

- 3.1 In 2009 contractors were required to attend mandatory asbestos training due to the quality issues identified with the current asbestos surveys. Following discussion at Corporate Health and Safety Group and directly with the Health and Safety Executive it was recommended that this requirement cease from 1st April 2010.
- 3.2 The Authority must ensure that all contractors have attended relevant asbestos training before they are permitted to work on the fabric of any CCBC buildings. The Health and Safety Executive have been asked to advise on the differing levels of competency required from awareness, to competency in asbestos removal, they have agreed to assist. It is not the responsibility of CCBC to deliver any level of asbestos training to external contractors. Training will be assessed through contract tendering arrangements; guidance on the asbestos training requirements will be issued by Health and Safety once agreed with the HSE.

### **4. ASBESTOS GUIDANCE TO CONTRACTORS**

- 4.1 It is very important that we make contractors aware of the potential quality issues we have discovered concerning the current asbestos surveys we have on CCBC owned premises.
- 4.2 Contractors must be aware of the interim arrangement we have in place, which has been advised by the HSE. A 'mini management (type 2)' survey is required on any work area prior to any alteration to the fabric of the building; this includes minor work such as drilling a hole in a wall. Where planned work involves demolition of part or a whole building, a refurbishment or demolition (type 3) survey must still be undertaken, if a refurbishment or demolition (type 3) survey is undertaken there is no requirement for a 'mini management' (type 2) survey.

- 4.3 From April 2010 contractors are being issued with important guidance on the issue and the preventative and protective measures in place to manage the current situation. Building Managers were issued with similar guidance in April 2010 and notices have been issued to attach to each asbestos survey we have at CCBC Premises.

## **5. CCBC PREMISES BUILT AFTER 2000**

- 5.1 Certificates have been issued to each of the authority's premises which were built after 2000, to confirm that these premises were built using non asbestos containing materials.
- 5.2 This will ensure that when contractors or employees report to a site to undertake work which disturbs the fabric of the building they need to either check the asbestos survey and sign the log book, or they are provided with the Asbestos Free Certificate to prove that the premises was build using materials that do not contain any asbestos.

## **6. MINI MANAGEMENT (TYPE 2) SURVEY INFORMATION**

- 6.1 The request system for mini-management (type 2) has recently been improved. The request form has been updated to provide more information to the Asbestos Officer to ensure that the requests can be handled more fluently. The request forms are now being more tightly scrutinised and where the full information is not provided are the forms being sent back to the originator. Only fully completed forms are being processed and sent to the Asbestos Officer for action.
- 6.2 Changes have also been made to the guidance that is available to Building Manager and Technical Officers to ensure that the guidance is clearer and that the process for requests was tightened. The guidance makes clear that a turn around time of at least 2 weeks is needed for urgent requests to enable samples to be taken and for them to be analysed by an accredited laboratory. It is important that when planning works the time for the mini-management surveys is incorporated into the project plan.
- 6.3 The guidance has also been updated to reflect the need for refurbishment and demolition survey (type 3) survey when the work being undertaken constitutes a major refurbishment or involves any form of demolition. This was required as the Asbestos Officer was receiving requests for mini management (type 2) surveys where the projects involved demolition. The requests that are now received are closely monitored and where the project requires a refurbishment or demolition (type 3) survey the request is sent back to the originator.
- 6.4 The management of requests has been reviewed and significant improvements have been made with regards to turnaround times and the backlog that had occurred due to the number of requests being submitted. It is envisaged that by the end of May the Asbestos Officer will be dealing with routine requests and providing feedback within 4 weeks of the request being submitted.

## **7. NEW ASBESTOS SURVEYS – UPDATE ON CURRENT POSITION**

- 7.1 Work is ongoing to ensure that all CCBC premises have a new asbestos management (type 2) survey, which can be relied upon. A single source agreement has been put into place for the re-surveying of high-risk premises and an agreement has been reached with Connaught regarding the re-surveying of a percentage of premises, which were previously undertaken by National Britannia. At the time of writing 22 schools and 28 high-risk premises had been re-surveyed. These surveys are currently available electronically and the supplier has confirmed that hard copies will be available to the authority by the 16th April. These will then be checked and provided to each of the building managers.

7.2 The Authority is also participating in the Welsh Procurement Consortium agreement for Asbestos Surveys, which is being lead by the City and County of Swansea. The tenders are currently being evaluated and it is hoped that the framework contracts will commence before end of August 2010. Once this agreement has been finalised the authority can then move forward in ensuring that the remainder of the premises are surveyed. Once new asbestos management surveys are undertaken it will negate the need for a mini management (Type 2) survey unless work is being undertaken in areas, which have not been, surveyed e.g. voids.

## **8. RECOMMENDATION**

8.1 That the contents of the report are noted, further updates will be provided to the Committee at future meetings.

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