



**CORPORATE HEALTH AND SAFETY COMMITTEE –
11TH AUGUST 2010**

SUBJECT: ASBESTOS MANAGEMENT – BRIEFING NOTE

REPORT BY: DIRECTOR OF CORPORATE SERVICES

1. PURPOSE OF REPORT

1.1 The following report is provided to update Members, Management and Trade Union Safety Representatives of the detailed arrangements that are in place with regards to asbestos survey requirements.

2. SUMMARY

2.1 Since the beginning of 2008 there have been a number of developments concerning the management of asbestos within CCBC owned premises. This report provides information on Asbestos Surveys and monitoring arrangements.

3. ASBESTOS SURVEY INFORMATION

3.1 In January 2010 the HSE issued new guidance on the requirements for carrying out asbestos surveys. The HSE guidance refers to two types of asbestos surveys:

- Management Surveys (previously referred to as either “Type 1” or “Type 2” surveys) – These are required during normal occupation and use of a premises to ensure that ACM’s are identified and managed.
- Refurbishment and Demolition Surveys (previously referred to as Type 3 Surveys) – These are required when the premises (or part of it) are to be upgraded, refurbished or demolished.

3.2 The Authority has put in place a system to undertake what we refer to as mini-Management Surveys where work is going to occur and where it will disturb the fabric of the building.

3.3 The following table provide details on the differing types of asbestos surveys and highlights what they cover and when they are required.

Survey Type	Summary of what survey covers	When Required
Management Survey	Location of any Asbestos Containing Materials (ACM’s) that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. Involves minor intrusion and minor asbestos disturbance to take samples to establish if	During normal use and occupation of any premises, where premises was built prior to 2000.

	<p>ACM's are present and what type.</p> <p>The survey details the location, type and condition of ACM-</p> <p>Provides a risk rating score, and details what remedial actions are required for each ACM found. The risk rating helps the Building Manager to prioritise any remedial work</p>	
Refurbishment and Demolition Surveys	<p>Location and identification of all ACM's before any structural work begins at the premises or on stated equipment within the premise e.g. boilers.</p> <p>The Survey is fully intrusive and involves destructive inspection and disturbance.</p>	Prior to Major refurbishment and works which involve demolition of all or part of a premise.
Mini-Management Surveys	<p>Identification of the location of any additional ACM's that may be disturbed during specified works. This is very local within a building and specific to the work being undertaken.</p> <p>Involves minor intrusion and asbestos disturbance as samples may be required to establish the presence of ACM's and their type.</p>	Where works are required that will disturb the fabric of the building which was built prior to 2000 and where the original survey was printed prior to 2010.

4. MINI-MANAGEMENT (TYPE 2) SURVEY PROCESS

- 4.1 Mini-management Surveys are carried out on the request of a Building Manager or the Officer in charge of a Project, where the minor or routine works to be carried out will disturb the fabric of the building. In accordance with HSE guidance the survey need only be requested where the building was built prior to 2000, and has not had a "new" asbestos survey (existing survey printed prior to 2010.)
- 4.2 The Survey is requested by the Manager/Officer completing the Asbestos Information Request Form – Mini-Management Survey form which is available on the intranet. This form is then submitted to Building Consultancy for logging.
- 4.3 When requests are received they are checked to ensure that the correct information has been completed and that the works fall within the scope of a mini-management survey. The request is logged and given a reference number and passed onto the Asbestos Officer for action.
- 4.4 Any requests where works involve demolition and/or major refurbishments the originator is advised that a refurbishment/ demolition survey is required as part of the project, and the request is cancelled.
- 4.5 The mini- management surveys are undertaken in priority order. This is based on the proposed start date of the project and the risk i.e. damage to a suspected asbestos insulation board would take priority over IT cabling works. Some works also need to be arranged around access constraints e.g. where there are access to loft issues within schools the survey would be arranged during school holidays.
- 4.6 The Asbestos Officer arranges a visit to site; depending on the work to be carried out this may involve meeting the project officer or contractor. A visual inspection of the area is undertaken

and if any suspect materials are observed then a sample is taken and sent to a laboratory for analysis.

- 4.7 Once the visual survey has been completed and any sample results have been received from the analyst, an e-mail detailing the results and any precautions to be taken is sent to the site manager, the Project Officer/ Technical Officer and Health and Safety. The Asbestos Officer also completes part B of the asbestos information sheet and leaves this on site with a responsible person (who also signs to acknowledge receipt). This paperwork is kept with the site's asbestos survey, and the asbestos survey plan is marked to show the additional positive result.
- 4.8 Due to the number of sites and the amount of work on-going, undertaking mini-management surveys has required the resource of a dedicated Asbestos Officer, with support being provided from Health and Safety and Building Consultancy with regards to management and prioritisation of the work. The undertaking of mini-management (type 2) surveys commenced in February 2009 and 629 requests have been received to date (21/7/10). The Asbestos Officer seeks to turn around requests within 4 weeks, and within 2 weeks for urgent works. Where there is a danger of an asbestos exposure this takes priority and it is arranged for the Asbestos Officer to attend site as soon as possible – usually the same day.
- 4.9 Out of the 629 requests that have been received to date, 38 have identified asbestos containing materials within the proposed work area. When this occurs the Asbestos Officer provides advice on the best way to proceed with the works. For example alternative cabling routes are suggested to avoid ACM, advice is given on whether licensed removal is required or if work can be done by trained operatives e.g. floor tile removal.

5. REFURBISHMENT AND DEMOLITION SURVEY

- 5.1 These surveys are required when proposed works involve major refurbishment and/ or any demolition. These reports must be undertaken as part of the overall project and would be arranged by the Technical Officer arranging the work. Specialist Companies usually undertake these surveys.
- 5.2 Where Officers are arranging their own work and a refurbishment/demolition survey is required, this can be arranged via Building Consultancy or the DLO.
- 5.3 Where a refurbishment/ demolition survey is undertaken on an Authority premises (non domestic) a copy must be provided to Building Consultancy to ensure that the asbestos database is kept up to date.

6. MANAGEMENT RE-SURVEYS

- 6.1 Due to issues with our current surveys it has become necessary to undertake new management surveys on all of our non-domestic premises. A number of higher risk premises have already been re-surveyed.
- 6.2 In the short-term there are three areas of work where management surveys have/ are being undertaken:
- Agreement with Connaught to resurvey 22 primary schools free of charge due to previous survey issues. (on-going)
 - Single source agreement with Enquin for 10 high-risk premises and quality checking purposes. (complete)
 - contract with Connaught to undertake assessments on 28 medium/high risk premises. (on-going)

- 6.3 Once the new reports have been received by Building Consultancy, they are checked and passed to Health and Safety so that any remedial works can be logged. Health and Safety Officers will then plan a visit to site with the Building Manager to hand over the document and spend time with the managers to ensure that they are aware of any changes and any additional works required.
- 6.4 In the longer term Building Consultancy are involved with the Welsh Procurement Consortium and 3 other Local Authorities who are arranging a framework arrangement for the undertaking of asbestos management surveys. This is being lead by the City and County of Swansea and it is envisaged that the framework agreement will be in place by the end of August 2010.
- 6.5 Once the framework agreement is put into place we can start to place orders for the management surveys to be carried out. It is envisaged that the remaining premises will be surveyed over the next three years and these will be scheduled on a risk-based approach. Consideration is also being given to undertaking surveys of lower risk premises using in-house staff. These could be done by the Asbestos Officer once the need for mini-management surveys diminishes.
- 6.6 Once the new surveys are available on site then this will negate a need for mini-management surveys as detailed in 4 above, unless works will be occurring in areas not covered by the survey e.g. high level ceiling voids.
- 6.7 Due to the issues experienced with previous asbestos surveyors it is recognised that we will need to ensure that the quality of the work of the appointed surveyors is closely monitored. It is proposed that quality audits are undertaken by the Asbestos Officer (a minimum of 1 survey up to a maximum of 5% for each company). The number of checks carried out per contractor will vary depending on the findings/results of the audits.
- 6.8 Continuing involvement /feedback from the WPC arrangement will help monitor quality and performance issues of the successful companies

7. REMEDIAL WORKS / MONITORING

- 7.1 Some of the new management surveys that have been received to date have highlighted further remedial works. As a result it has been necessary to deny access to certain areas (boiler rooms) and place orders for remedial works.
- 7.2 When the new survey documents are received by Health and Safety, any remedial works (other than monitoring, labelling or access prevention) are being documented along with the total assessment score. This will allow the works to be scheduled in a risk-prioritised order.
- 7.3 Once the asbestos information has been uploaded into a database the RAMIS system then compliance levels with regards to asbestos management will become more transparent.

8. RECOMMENDATION

- 8.1 That the contents of the report are noted.

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