

Health and Safety Executive Improvement Notice – Action Plan (Update November 2011)

The following action plan has been drafted in response to the enforcement action taken against Caerphilly Council as a result of the asbestos incident at Fochriw Primary School in August 2010. The action plan is a provisional plan which will be expanded and updated as improvement works progress. Progress on actions will be reported at each meeting of the Corporate H&S Group.

Item No.	HSE – Enforcement Action <i>Schedule to the Improvement notice</i>	Overview of Remedial Action Required	By Who	By When
1	Review and revise the asbestos management plan for Council premises	Document under review, including supportive guidance for Schools	E Townsend/ T Phillips	Aug 2011
<p>1. Update on Progress:-</p> <p>Due to the development of an in-house asbestos management team, it was felt that an ISO based system is required to manage asbestos within the Authority. The system is currently being developed via. RAMIS and will manage all processes linked to Asbestos. This system will supersede our previous asbestos policy and management plan. Presentation to be provided at a future Meeting on the system.</p>				
1a.	Surveys required under CAWR (Reg 4) to be reviewed and existing records of identified ACM's (such as their location and condition) to be updated every time it is known that something has changed that affects the risk from the material, including when more information about where asbestos may be present at the premises	<p>In order to meet this requirement fully, an asbestos register will need to be established covering all premises under ownership of the Council, the register will also include highways structures which are known to contain asbestos.</p> <p>The RAMIS information management system will be used to create a living register of all asbestos within buildings/structures, the system will be updated following:-</p> <ul style="list-style-type: none"> - asbestos abatement works - alterations to premises where asbestos is removed - Changes to condition of asbestos following monitoring of deterioration. 	D Jones/ E Townsend	Sept 2011

		<p>The system will include photographs and CAD plans which will also be updated to reflect changes to asbestos within buildings.</p> <p>The system is currently under development and will be updated by authorised officers.</p> <p>The system will be made available to all those responsible for buildings.</p>		
<p>1. Progress Update:-</p> <p>The Asbestos Register has been developed and is currently active on RAMIS, the system is the main source of information and has superseded the previous ENVACS system.</p> <p>The system is in its infancy and will be populated with relevant information as we move forward.</p>				
1b.	The conclusions of the assessment and every review to be recorded	The item above covers this action.		
1c.	Information about location and condition of any asbestos is provided to every person liable to disturb it, such as employees, contractors and surveyors	<ul style="list-style-type: none"> - The Register will be rolled out to all relevant staff. - Building Managers will be responsible for disseminating relevant information on asbestos within the building to employees. - Contractors will be provided with access to the system on a read only basis so they have up to date information on asbestos within a building prior to attending site. 	D Jones/ E Townsend	Sept – Dec 2011

2. Progress Update:-

Statutory Maintenance Contractors have been trained and provided access to the asbestos management system in order for them to review asbestos information before attending sites. 7 contractors trained, 5 contractors due to be trained in November.

Further roll out planned, update to follow.

1d.	The plan to be reviewed, revised and implemented.	Implementation plan to be developed with a view of final completion by end December 2011.	D Jones/ E Townsend	June 2011
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3. Progress Update:-

Good progress has been made and the HSE have been kept up to date, however it is likely that an extension will be required and this will be formally requested in October 2011.

2.	Ensure that adequate information, instruction and training is given to all employees who either:- a) Supervise work where persons (including employees and contractors) are liable to be exposed to asbestos containing materials	<ul style="list-style-type: none">- Training of relevant staff in updating the RAMIS system.- Training for a wider group of staff to access the RAMIS system.- Ensure that only competent, adequately trained staff supervise and monitor contractors who are undertaking work which could expose them to asbestos containing materials.	H&S Team and Technical Divisions	Sep – Dec 2011
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4. Progress Update:-

To date all Building Consultancy/Property Services/Facilities Management staff have been trained and have access to the system. It will be essential to ensure that key staff use RAMIS as the main source of up to date information.

Further training session planned over the coming months.