

CAERPHILLY COUNTY BOROUGH COUNCIL

Corporate Asbestos Management Plan (CAMP)

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INTRODUCTION

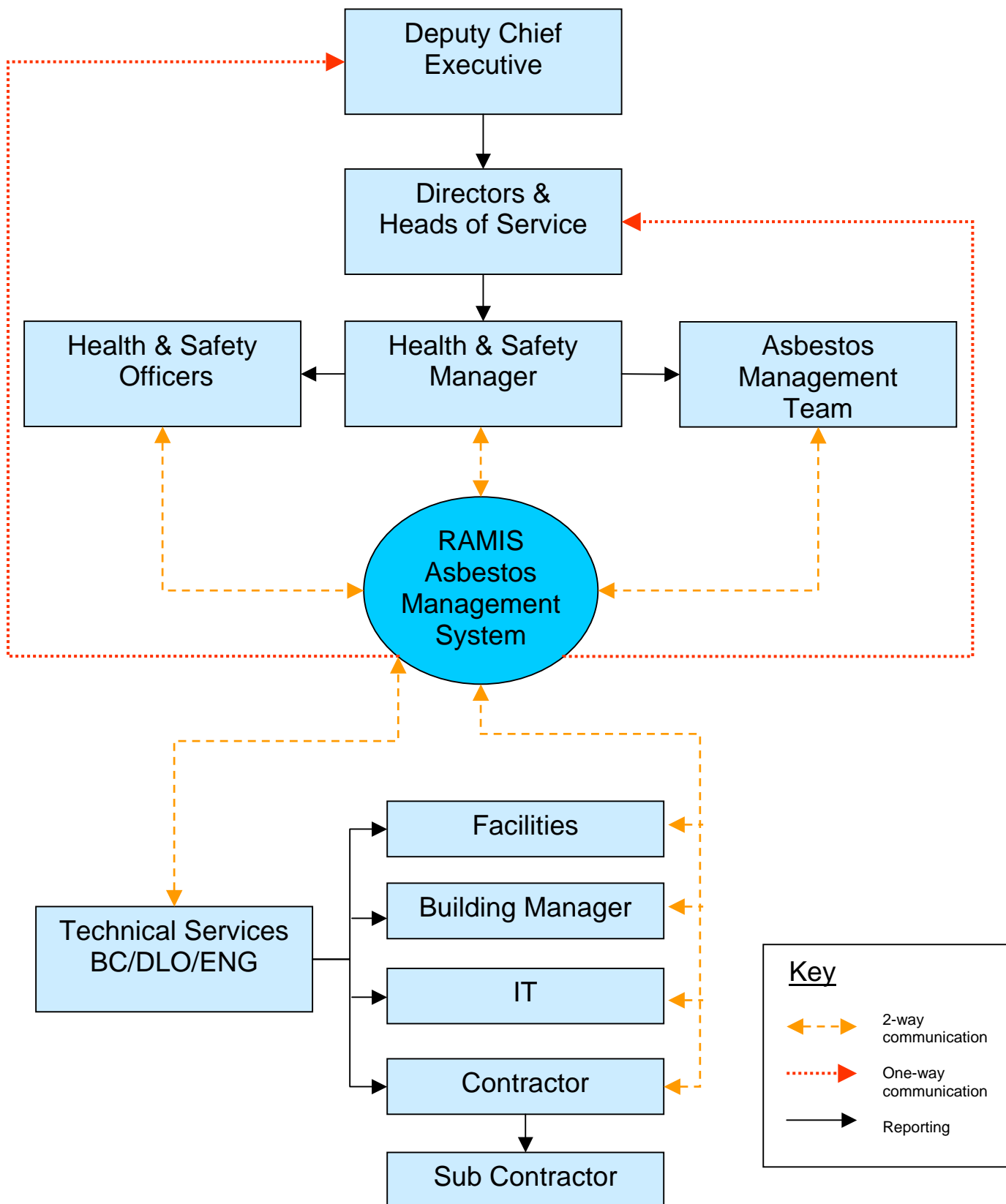
- 1.0 This Corporate Asbestos Management Plan (CAMP) has been produced to ensure compliance with Regulation 4 of the Control of Asbestos Regulations 2012 and contains the procedures for managing asbestos containing materials and the documentation required to support this.
- 1.1 The Corporate Asbestos Management Plan (CAMP) refers only to Authority workplaces including communal areas of domestic dwellings. There is a separate asbestos management plan covering domestic dwellings.
- 1.2 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 periodically inspected and that no work is undertaken on the fabric of the premises unless arranged through a Technical Department and until the premises specific asbestos information has been consulted on the Asbestos Management System (RAMIS - or paper copy if RAMIS cannot be utilised) and the work planned accordingly.
- 1.3 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:
- 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
 - Replacing, repairing any door/window frame
 - Running/installing IT cables
 - Installing and fixing any heating fixtures or pipe work
 - Painting or decorating
- 1.4 If you are unsure as to whether a particular task involved the structure of the building you should seek advice from the Health and Safety Division prior to proceeding.
- 1.5 Each premise will have an asbestos management survey that has identified all ACM's that could be damaged or disturbed by normal activities or foreseeable maintenance. The asbestos management survey enables any ACM's to be safely managed during the normal use and occupation of the premise.
- 1.6 Each premise will also have a Local Asbestos Management Plan (LAMP), which includes the site-specific asbestos register, building plan highlighting the presence of asbestos, any restrictions/prohibitions and the communication plan for the site. The LAMP collates all known information on ACM's for the premises including the asbestos management survey any mini-management surveys and any refurbishment/demolition surveys (see [Appendix 13](#) for an example LAMP).
- 1.7 A refurbishment / demolition survey is required where the premises, or part of it, need upgrading, refurbishment or demolition. A refurbishment/demolition survey is also required prior to any structural work on the building. All refurbishment/demolition surveys must be arranged through a Technical Division.

- 1.8 The Corporate Asbestos Management Plan (CAMP) and premises specific Local Asbestos Management Plan (LAMP) must at all times be readily available for inspection by any person 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 officers.
- 1.9 If you have any queries about the management of asbestos you should contact the Health and Safety Division's Asbestos Management Team on 01443 864361.

2.0 RESPONSIBILITIES

2.1 Under regulation 4 of the Control of Asbestos Regulations 2006, where the Authority is the employer it would be seen as the duty holder for the application of the CAMP. The Building Manager would be the local duty holder in relation to the LAMP.

Asbestos Management Organisation Chart



2.2 The Chief Executive and Directors will:

- 2.2.1 Be ultimately responsible for ensuring compliance with this asbestos management plan within Caerphilly County Borough Council.

2.3 Heads of Service will:

- 2.3.1 Be responsible for ensuring the effective implementation of this corporate asbestos management plan (CAMP) and local asbestos management plans (LAMP's) within their directorate.
- 2.3.2 Ensure that appropriate resources are made available for the effective operation of the asbestos management plan including training.
- 2.3.3 Headteachers will take on Head of Service responsibilities for their school

2.4 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 Headteacher will be responsible for undertaking the Building Manager responsibilities for their school (some responsibilities may be delegated but the Headteacher retain overall responsibility. **The Building Manager will:**

- 2.4.1 For building built post 2000 receive and display an Asbestos Free Premises Certificate, and operate a contractor logbook.

For all other premises:

- 2.4.2 Print from the Asbestos Management System (RAMIS) and control a copy of the Local Asbestos Management Plan (LAMP) (which collates all known information on ACM's including CLASP/System build asbestos information), asbestos management survey (including restrictions and prohibitions where relevant), any mini-management surveys, refurbishment/demolition surveys and site specific guidance for example Boiler House Guidance (see [Appendix 20](#)).
- 2.4.3 To ensure compliance with the Corporate Asbestos Management Plan (CAMP) and premises specific asbestos LAMP and to communicate them and their implications to all relevant employees.
- 2.4.4 Use the Asbestos Management System (RAMIS) to manage all ACM's left in-situ including acting on the Asbestos Management System (RAMIS) notifications to print copies of updated LAMP's, refurbishment/demolition surveys, restrictions/prohibitions and works memos.
- 2.4.5 Ensure that appropriate employees e.g. caretakers receive asbestos awareness training (from a UKATA Member), including those who may deputise in their absence and will therefore need to have a full understanding of the LAMP.
- 2.4.6 To liaise with the Health and Safety Division and any appointed Asbestos Removal Contractor to ensure that any removal/encapsulation works can be carried out safely.
- 2.4.7 To ensure that annual visual inspections are carried out on the condition of any asbestos/presumed asbestos left in-situ in accordance with any recommendations set out in the premises specific Asbestos LAMP (see [Appendix 13](#)) and record this on the Asbestos Management System (RAMIS).

- 2.4.8 To seek advice from the Health and Safety Division immediately and take appropriate action if there is any damage/deterioration to the condition of any identified/presumed ACMs or in the event of a suspected asbestos exposure.
- 2.4.9 Follow the emergency procedure in the event of ceiling breaches for CLASP/System/Monmouthshire build schools (see [Appendix 11](#)) and for schools with known above ceiling debris (see [Appendix 12](#))
- 2.4.10 Ensure that any work on the fabric of the building is arranged through a technical division. A technical division would include the Building Consultancy Division, DLO, Asbestos Management Team, Engineering Division and Private Sector Housing.
- 2.4.11 Arrange for a consultation between the Occupational Health Department and any employee who has been exposed to asbestos containing materials where necessary. Advice may also need to be sought from Personnel and Health and Safety.
- 2.4.12 Schools are strongly recommended to arrange all work on the fabric of the building through a technical division. Permission must be sought from the Asbestos Management Team to carry out any work on the fabric of the building (regardless of whether there is a new survey in place) **PRIOR** to any work commencing (see [Appendix 18](#)). Where work is arranged through a Technical Division then the Technical Division will liaise with the Asbestos Management Team and seek permission. **Where schools arrange works directly following permission being granted from the Asbestos Management Team then the Headteacher/Building Manager will take on the responsibilities of the Technical Division in addition to their usual Building Manager responsibilities** (see [Appendix 1](#)). Schools may use cat B trained caretakers to carry out minor works on the fabric of the premises (not CLASP/System build schools) but only where the Asbestos Management Team prior to work commencing has granted permission.

2.5 All Line Managers will:

- 2.5.1 Ensure that they and their employees are familiar with the asbestos management plan (CAMP), LAMP and any limitations in place e.g. not affixing pins in asbestos containing materials such as asbestos containing ceilings or wall boards.
- 2.5.2 Ensure that any works affecting the fabric of the building are arranged via the Building Manager.
- 2.5.3 Arrange for a consultation between the Occupational Health Department and any individual (employee, pupil, visitor etc) who has been exposed to asbestos.
- 2.5.4 To notify the Building Manager immediately and where appropriate to seek advice from the Health and Safety Division immediately and take appropriate action if there is any damage/deterioration to the condition of any identified/presumed ACMs or in the event of a suspected asbestos exposure.

2.6 All Employee of the Council will:

- 2.6.1 Comply with any working procedure or precautionary measure(s) introduced to prevent or reduce potential exposure to asbestos.

- 2.6.2 Immediately report to their Line Manager and/or the Building Manager damage to any material, which they suspect may contain asbestos or any potential for exposure of themselves or others to asbestos fibres.
- 2.6.3 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.

2.7 The Health and Safety Division (including the Asbestos Management Team) will:

- 2.7.1 Ensure that the Corporate Asbestos Management Plan (CAMP) is reviewed at least every 2 years to ensure it is in line with current legislation and CCBC practises.
- 2.7.2 Audit compliance with this asbestos management plan through monitoring Building Managers checks on the Asbestos Management System (RAMIS) and spot-checking work affecting ACM's.
- 2.7.3 Arrange for training for Building Managers on their role and responsibilities regarding asbestos.
- 2.7.4 Disseminate asbestos logbooks to Building Managers as required.
- 2.7.5 Notify the HSE where an asbestos exposure is notifiable under the RIDDOR regulations.
- 2.7.6 Investigate any accidental asbestos release/exposure to ACM's and report the findings to Corporate Management Team and Corporate Health and Safety Committee.
- 2.7.7 On request carry out mini management surveys on CCBC premises that have not received a new asbestos management survey.
- 2.7.8 Carry out new asbestos management surveys on all CCBC premises where a new and reliable survey is not yet in place.
- 2.7.9 Carry out asbestos management survey reviews at all CCBC premises at frequencies determined by the Asbestos Management System (RAMIS) (based on the type, extent, and location etc of ACM's left in-situ).
- 2.7.10 Manage and maintain the asbestos interface on the Asbestos Management System (RAMIS).
- 2.7.11 Provide advice and information to enable ACM's to be managed.
- 2.7.12 Arrange for Contractors to have access to and receive training on the Asbestos Management System (RAMIS).
- 2.7.13 Arrange for asbestos abatement work where identified as necessary at the time of management survey.
- 2.7.14 Arrange for refurbishment/demolition surveys to be carried out via the Asbestos Management System (RAMIS) where requested and where the survey is not part of a bigger project being managed through a Technical Division.

2.7.15 Arrange for training for Building Managers and other relevant staff on the Corporate Asbestos Management Plan (CAMP) and Local Asbestos Management Plan (LAMP).

2.8 Occupational Health will:

2.8.1 Offer managers and employees guidance and advice on a range of matters affecting the health and wellbeing of employees and on their working environment. This includes advice on potential health effects from exposure to asbestos.

2.8.2 On request from the Manager arrange for consultation with employees who have been exposed to asbestos containing materials (where required to do so by the line manager and where appropriate).

2.8.3 Maintain records of health surveillance of employees involved in work with asbestos. These records will be kept for at least forty years.

2.9 Technical Divisions/Sections (see 2.4.10 for a definition of Technical Division) instructing Contractors to carry out work affecting the fabric of the building will:

* Please note that where schools engage contractors directly then they will take on the responsibilities of the Technical Division in addition to any existing Building Managers responsibilities.

2.9.1 Ensure that any contractor appointed to carry out work on the fabric of a CCBC premises is engaged through the Asbestos Management System (RAMIS) Asbestos interface.

2.9.2 Ensure that all contractors engaged are competent and trained to an appropriate level and in particular ensure the competency and training of any contractors appointed in relation to asbestos (see [Appendix 8](#)).

2.9.3 Ensure that contractors are managed and monitored in accordance with HSE legal requirements. This would include agreeing with the contractor how the work can be done safely, ensuring risk assessments and method statements are in place and ensuring that monitoring is carried out. The monitoring required would be ensuring that the contractor is undertaking work in accordance with the agreed method statements and the amount of monitoring required will depend on the risks associated with the work being undertaken.

2.9.4 Ensure that where notifiable work is carried out on asbestos containing materials, an independent UKAS (United Kingdom Accreditation Service) accredited analyst is appointed who will issue a certificate of reoccupation. The independent analyst should be appointed by the Authority/ Client and not by the contractor.

2.9.5 If necessary appoint a suitably qualified person to project manage the work if they (the instructing or commissioning Officer) have insufficient knowledge or experience.

2.9.6 Arrange for a demolition/refurbishment survey through the Asbestos Management System (RAMIS) where required depending on the nature of the work being undertaken (see [Appendix 6](#)).

- 2.9.7 Ensure that contractor uploads onto the Asbestos Management System (RAMIS) all relevant information relating to asbestos works undertaken e.g. re-occupation certificate, 4-stage clearance, and waste certificate.
- 2.9.8 Liaise with the Asbestos Management Team and seek permission and agree how work can be carried out safely when arranging works on CLASP/System build premises ([Appendix 19](#)).

2.10 In addition to responsibilities listed above Building Consultancy will:

- 2.10.1 Arrange for completion of remedial works on ACM's as identified by the Building Manager through asbestos condition monitoring. These works will be notified directly via the Asbestos Management System (RAMIS).

2.11 Contractors (including Consultants) will:

- 2.11.1 Comply with the requirements of this asbestos management plan, all relevant health and safety legislation, Approved codes of practice and guidance.
- 2.11.2 Read the Asbestos Survey(s) and Sign the Asbestos log book in all cases prior to commencing any work. This can be done electronically via the Asbestos Management System (RAMIS) in which case the contractor will be provided with a unique PIN to be recorded in the on site asbestos log book.
- 2.11.3 Agree with the technical department arranging the work how the work can be carried out safely. Prepare and work in accordance with risk assessments and method statements for the work being undertaken.
- 2.11.4 Stop work immediately if any suspected asbestos or asbestos containing materials are being uncovered or damaged during the course of their work and report to the Building Manager and the person who initiated the work immediately.
- 2.11.5 Ensure that all staff undertaking work; are trained to the appropriate level by a UKATA member (see [Appendix 15](#)).
- 2.11.6 Not sub-contract works unless this is agreed in writing by the Technical Department commissioning the work. Where sub-contracting ensure that sub-contractors are appointed to CCBC standards and trained to the appropriate level (see [Appendix 15](#))

2.12 Asbestos Surveyors (External Contractors will)

- 2.12.1 Comply with the requirements of this asbestos management plan, all relevant health and safety legislation, Approved codes of practice and guidance.
- 2.12.2 Agree with the technical department arranging the work how the work can be carried out safely. Prepare and work in accordance with risk assessments and method statements for the work being undertaken.
- 2.12.3 Prior to carrying out the survey carry out a desktop survey of existing asbestos information (management surveys, mini-management surveys etc) and ensure that where necessary this is reflected in the new survey.

- 2.12.4 Immediately highlight to the Building Manager and Officer who arranged the work of any ACM's that pose an urgent risk and make the area safe/restrict access to address the immediate risk.
 - 2.12.5 Ensure that all staff undertaking work; are trained to the appropriate level (see [Appendix 15](#))
 - 2.12.6 Not sub-contract works unless this is agreed in writing by the Technical Department commissioning the work. Where sub-contracting ensure that sub-contractors are appointed to CCBC standards and trained to the appropriate level (see [Appendix 15](#))
- 2.13 Asbestos Analysts will:
- 2.13.1 Comply with the requirements of this asbestos management plan, all relevant health and safety legislation, Approved codes of practice and guidance.
 - 2.13.2 Agree with the technical department arranging the work how the work can be carried out safely. Prepare and work in accordance with risk assessments and method statements for the work being undertaken.
 - 2.13.3 Where possible Immediately highlight to the Building Manager and Officer who arranged the work of any ACM's which pose an urgent risk and make the area safe/restrict access to address the immediate risk.
 - 2.13.4 Ensure that all staff undertaking work; are trained to the appropriate level (see [Appendix 15](#))
 - 2.13.5 Not sub-contract works unless this is agreed in writing by the Technical Department commissioning the work. Where sub-contracting ensure that sub-contractors are appointed to CCBC standards and trained to the appropriate level (see [Appendix 15](#))

3.0 ASBESTOS MANAGEMENT SYSTEM (RAMIS) INTERFACE

- 3.1 The Asbestos Management System (RAMIS) Asbestos Interface currently holds and maintains all known information on ACM's across CCBC's premises (currently excluding domestic dwellings) including the site specific asbestos register held within the local asbestos management plan (LAMP) (see [Appendix 13](#)).
- 3.2 New Asbestos surveys are carried in accordance with the procedure (see [Appendix 2](#)) and will be uploaded and published on the Asbestos Management System (RAMIS).
- 3.3 Additional surveys e.g. Refurbishment/Demolition Surveys and mini-management surveys are carried out in accordance with the procedure (see [Appendix 6](#) and [Appendix 10](#) for CLASP/System Build) and are uploaded and published on the Asbestos Management System (RAMIS).
- 3.4 The Asbestos Management System (RAMIS) generates a LAMP that incorporates the up to date management survey, any mini-management surveys, any refurbishment/demolition survey information and which updates to include details of work that has affected ACM's e.g. abatement works. Any changes to ACM's e.g. removal will result in the LAMP, premises specific restrictions/prohibitions and works memo being updated. The Asbestos Management System (RAMIS) will automate an e-mail to the Building Manager enabling them to print new hard copy colour documents.
- 3.5 Asbestos left in-situ will be subject to annual condition monitoring by the Building Manager and periodic management survey reviews by the Asbestos Management Team.
- 3.6 The Asbestos Management Team will manage the abatement work where required (see [Appendix 5](#)).
- 3.7 Where a Technical Department is arranging for work to be done which affects the fabric of the building, then information on ACM's passed to the contractor through the Asbestos Management System (RAMIS) Asbestos Interface (see [Appendix 1](#)).

4.0 ASBESTOS SURVEYS

- 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 management survey report.
- 4.2 Where management surveys have a print date of 2008 or earlier and were completed by National Britannia or Facciata then the survey cannot be relied on to have identified all ACM's present within the building. In this case a mini-management survey must be requested prior to any work that will affect the fabric of the building (see [Appendix 21](#)). Mini-management surveys will be carried out in accordance with the Mini-Management Survey Procedure (see [Appendix 22](#)) Where more extensive work is required then a refurbishment/demolition survey will be required (see [Appendix 17](#)).
- 4.3 The most up to date asbestos information relating to a premise is contained within the LAMP. The LAMP collates the information contained in the asbestos management survey with any refurbishment/demolition surveys, abatement works and any work carried out following asbestos condition monitoring. Only premises with an up to date asbestos management survey will have a LAMP.
- 4.4 New Asbestos Management Surveys will be carried out in accordance with [Appendix 2](#) where the surveys are contracted to an external surveying company. Where the asbestos management surveys are carried out in-house, the Asbestos Management Team will complete them, they will utilise all existing information on ACM's and will be subject to quality checking and a technical review prior to being published (see [Appendix 4](#)).
- 4.5 It is important to be aware that the asbestos survey carried out is a 'management 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.
- 4.6 Where work is required which goes beyond the scope of the asbestos management survey then a technical officer will commission a refurbishment and demolition survey (see [Appendix 6](#) and [Appendix 10](#) for CLASP/System Build). Guidance on when a refurbishment/demolition survey is required (see [Appendix 17](#)).
- 4.7 Rooms/areas e.g. sealed voids that 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.
- 4.8 Urgent actions identified at the time of survey will be actioned where possible by the Asbestos Management Team or notified by the Approved Surveying Contractor to the Asbestos Management Team for action. Where work is required to be passed to a contractor this will be done in accordance with [Appendix 5](#). Abatement work will be risk prioritised through the Asbestos Management System (RAMIS), and managed and funded centrally. Where the ACM's to be removed fulfil a fire protection function advice will be sought from the Corporate Fire Officer to ensure that additional fire protection is reinstated if required.
- 4.9 Paper copies of the Asbestos Management Survey and LAMP are available on site. Electronic copies of the documents are available on the Asbestos Management System (RAMIS).

- 4.10 The LAMP collates the information held in the Asbestos Management Survey, any refurbishment/demolition surveys, asbestos condition monitoring and asbestos survey reviews. The LAMP is automatically updated on the Asbestos Management System (RAMIS) following evidence being uploaded e.g. a refurbishment/demolition survey and the Asbestos Management System (RAMIS) will e-mail the Building Manager informing them of the need to print off a new asbestos LAMP plus copies of any new restrictions/prohibitions/works-memos.

5.0 MANAGING ASBESTOS LEFT IN-SITU

- 5.1 Asbestos Management Surveys will be reviewed periodically. The review frequency will be automatically generated through the Asbestos Management System (RAMIS) based on type, location, condition and extent of ACM's. High risk ACM's identified at the time of re-inspection will be actioned in accordance with [Appendix 5](#) however the cost of this work must be met by the Building Manager/Service area.
- 5.2 Building Managers must also arrange for an annual condition monitoring inspection to be carried out on asbestos left in-situ. Building Managers will be sent an e-mail notification through the Asbestos Management System (RAMIS) that condition monitoring is required. The Asbestos Management System (RAMIS) will provide them with a checklist of ACM's requiring monitoring and the results must be updated onto the Asbestos Management System (RAMIS).
- 5.3 Any deterioration identified during ACM condition monitoring will be automatically notified via the Asbestos Management System (RAMIS) to Building Consultancy for action and to the Asbestos Management Team for information. The cost of actioning ACM's, which have deteriorated between monitoring, must be met by the Building Manager/Service area.
- 5.4 If damaged ACM's are identified/notified then the Building Manager will need to make a decision as to appropriate action based on location and extent of damage. If accidental damage had taken place resulting in a possible fibre release then the process set out in 7 should be followed. In the event of deterioration identified during routine monitoring advice should be sought from the Health and Safety Division allowing the risk to be managed appropriately.
- 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 local asbestos management plan which includes the site specific asbestos register which will be available on the Asbestos Management System (RAMIS) and hard copy at site.

6.0 CLASP/SYSTEM BUILD PREMISES

- 6.1 In the case of CLASP/System build premises (see [Appendix 23](#)) then no work on the fabric of the building will be arranged without permission being granted from the Asbestos Management Team. Schools are required to follow the Work on CLASP/System Build Premises Procedure - Schools set out in [Appendix 9](#) All other CCBC premises are required to follow the Work on CLASP/System Build Premises Procedure set out in [Appendix 8](#).
- 6.2 Where a refurbishment/demolition survey is required on a CLASP/System build premises then the procedure set out in [Appendix 10](#) must be followed by the Technical Department arranging the survey.
- 6.3 A rolling programme of air testing and dust sampling will be carried out by the Asbestos Management Team to establish the premise specific controls needed at each CLASP/System build premises.
- 6.4 Until site specific monitoring has been carried out and site specific controls agreed then access above ceiling levels would be prohibited in all CLASP/System build premises.
- 6.5 If there is a breach of the ceiling in a CLASP/System build premise then the emergency procedure set out in [Appendix 11](#) must be followed.

7.0 CONTRACTOR MANAGEMENT

- 7.1 Due to the risks involved and to ensure that contractors are properly selected (through the WPC Asbestos Framework) and that all known information on ACM's are passed on, all contractors (including DLO) carrying out work on the fabric of a CCBC premise must be engaged through a Technical Department via the Asbestos Management System (RAMIS).
- 7.2 Where there is no new asbestos management survey in place then a mini-management survey must be completed by the Asbestos Management Team prior to any work commencing that will affect the fabric of the building.
- 7.3 Where the planned works is beyond the scope of an asbestos management survey then a refurbishment/demolition survey must be arranged through a Technical Department prior to any work commencing. The procedure for arranging a refurbishment/demolition survey (see [Appendix 6](#) and [Appendix 10](#) for CLASP/System Build).
- 7.4 Asbestos surveying contractors will be used by the Authority to carry out asbestos management surveys of premises owned by the Authority.
- 7.5 Asbestos surveying contractors will be used to carry out refurbishment/demolition surveys of premises identified as requiring a refurbishment/demolition survey prior to work commencing.
- 7.6 Asbestos analysts may be engaged as consultants to carry out background monitoring and/or personal monitoring to assist the Health and Safety Division in undertaking an asbestos investigation.
- 7.7 Asbestos analysts will be engaged as consultants to carry out sampling and analysis of bulk and air samples, for completing site clearance certification for the work area and issuing an certificate of reoccupation following licensed work on ACM's. Where an analyst is required either CCBC must engage the analyst or the removal company must engage an analyst off the relevant section of the WPC Asbestos Framework.
- 7.8 Licensed asbestos contractors will be engaged to carry out removal/repair/clean up of ACM's.
- 7.9 Technical Divisions commissioning work will quality check a % of contract work (based on risk)
- 7.10 Where quality issues are identified an informal suspension of the contractor may be required pending a full investigation. Quality issues should be referred to the Technical Panel for a decision on appropriate action, this may include re-instatement with monitoring or formal suspension that needs to be signed off by the Chief Executive.

8.0 EMERGENCY PROCEDURE IN THE EVENT OF ACCIDENTAL FIBRE RELEASE

- 8.1 If any materials known or presumed to contain asbestos are damaged the following action must be taken;
- Do not put yourself or others at further risk; ensure that all personnel leave the area and if possible record their names.
 - Leave the material alone and halt all work immediately.
 - Telephone, during normal working hours, the Health and Safety Division (01443 864361) who will arrange for the Asbestos Officer to visit, investigate and advise. Out of these hours, in cases of emergency, contact the Control Centre (insert number)
 - 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. Be aware that employees working in the area may be contaminated and may be spreading asbestos dust.
 - Ensure that nothing is removed from the area e.g. books and papers as they could spread asbestos dust.
 - Keep people away from the area. Lock doors and secure the area.
 - If individuals themselves are contaminated where possible and where available they should put on a mask ASAP
- 8.2 The Asbestos Officer 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. 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.
- 8.3 In the event of anything affecting the integrity of the ceiling of a CLASP/System Build Premises then the CLASP/System Build Premises Emergency Procedure (see [Appendix 11](#)) must be followed.

9.0 TRAINING

- 9.1 All Authority employees whose work could foreseeably expose them to asbestos will receive appropriate asbestos awareness training. The training required for different types of work is set out in [Appendix 14](#).
- 9.2 All external contractors who are engaged to carry out work, which may disturb the fabric of a CCBC premises must have received appropriate training on asbestos. The level of training required will depend on the work being undertaken and the levels of asbestos training required are set out in [Appendix 15](#).

10.0 REPORTING AND INVESTIGATING ASBESTOS INCIDENTS

- 10.1 Building Manager/Responsible person/Technical Division must inform the Health and Safety Division of any suspected Asbestos exposure immediately and the emergency procedure set out in 8.0 must be followed. The CCBC Asbestos Incident Report Form (see [Appendix 16](#)) must be completed and returned to the Health and Safety Division within 5 working days.
- 10.2 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 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.
- 10.3 The Health and Safety Division will investigate the incident together with the relevant Manager (this could be the person who engaged the Contractor or the Building Manager). Following completion of the investigation a written report of the incident must be completed and copies sent to the relevant Head of Service, this would allow action to be taken to prevent a similar incident. Asbestos incidents will also be reported to CMT/JCC and quarterly to the Corporate Health and Safety Committee. Where necessary the Health and Safety Manager will submit a report to the HSE as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 10.4 If necessary, full consultation with staff will take place, and will include a Health and Safety Officer/Asbestos 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 the Health and Safety Division and their Directorate Personnel Officers.
- 10.5 The Occupational Health Division will keep a medical record of any incident involving exposure to asbestos of any individual exposed.

11.0 AUDIT, MONITORING AND REVIEW OF ASBESTOS MANAGEMENT PLAN

- 11.1 The effectiveness of the Asbestos Management Plan will be monitored by the Health and Safety Division as part of the health and safety monitoring programme, through monitoring of contractors and following any incident involving risk of exposure to asbestos.
- 11.2 Quarterly reports will be produced allowing the Health and Safety Division to monitor whether Building Managers have carried out and evidenced their annual monitoring of asbestos left in-situ. The quarterly reports will be broken down by directorate and will be sent to the relevant Director. 6 monthly reports will also be submitted to Corporate Management Team (CMT) and an annual report will be submitted to the Corporate Health and Safety Committee. Quarterly reports will also be produced showing premises overdue for survey reviews. This report will be submitted 6 monthly to the Corporate Management Team (CMT) and an annual report will be submitted to the Corporate Health and Safety Committee.
- 11.3 Health and Safety Officers, Building Managers, Building Consultancy Division and the Asbestos Management Team 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.
- 11.4 The Health and Safety Division (including the Asbestos Officers) and Building Consultancy, 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.

Appendix 1

Procedure for Building Managers arranging Work Affecting the Fabric of the Building (with the exception of CLASP/System Build Premises)

Please note that for schools who arrange work on the fabric of the building directly i.e. not through a CCBC Technical Department then the Headteacher/Building Manager will take on the role and responsibilities of the Technical Department alongside their usual client/Building Manager responsibilities. Building Managers are permitted to allow trained and competent staff e.g. Caretaker trained to Cat B level to carry out minor, low risk work on the fabric of the building e.g. putting up shelves subject to the work not affecting or being in the close proximity of any ACM's. In the case of schools then permission must be sought from the Asbestos Management Team (see [Appendix 18](#)) PRIOR to any work on the fabric of the building only when work is NOT arranged through a Technical Division. If in doubt then advice must be sought from the Asbestos Management Team prior to work commencing.

1. The Building Manager/Client will request work to be carried out through a Technical Department e.g. Building Consultancy/DLO.
2. The Building Manager/Client will specify the work required, this must be a full scope of works including all electrical and mechanical elements e.g. cable runs and pipe runs.
3. The Technical Division will work with the Building Manager to ensure that a sufficiently detailed specification for works is prepared as set out above.
4. Where a refurbishment/demolition survey is required the Technical Division will require the Building Manager to complete a refurbishment/demolition request form (currently only used for survey arranged through H&S but could be used elsewhere and added onto RAMIS)
5. The Technical Division will arrange for a refurbishment/demolition survey if required as per the refurbishment/demolition survey procedure.
6. Where work is required which does not require a refurbishment/demolition survey and there is not an up to date* asbestos management survey for the premise then the Technical Division will request that the Asbestos Management Team carries out a mini-management survey.
7. The Technical Division will place an order for the work required through RAMIS. Only contractor who have been subject to first phase vetting will be listed on RAMIS.
8. The Technical Department will be responsible for ensuring that the contractor is competent to carry out the specific work required.
9. The contractor will be provided with access to RAMIS and will be expected to check the asbestos information relating to the site and work that they will be carrying out. Access to RAMIS will be audited quarterly allowing the Health and Safety Division to check that contractors have accessed the information electronically prior to visiting site.
10. The Technical Department will ensure that relevant risk assessments/method statements are provided by the Contractor for the work to be undertaken and will walk and talk through with the Contractor the LAMP and discuss with the Contractor how the work will be done safely, checking their understanding of the asbestos risk and precautions needed.
11. The contractor will be required to upload all relevant documentation onto RAMIS e.g. risk assessments and method statements.

12. The Technical Department will be responsible for managing and supervising the works. The level of monitoring will be based on the level of risk associated with the work being undertaken. Written records of monitoring undertaken must be maintained.
13. The client/building manager will be required to carry out day to day monitoring of works within their limited level of expertise and to flag any issues with the Technical Department arranging works.
14. Following completion of the work the contractor will sign the work off as completed on RAMIS and for any work affecting ACM's they will upload any relevant documentation e.g. clearance certificates, reoccupation certificates.
15. Where the work on the fabric of the building has affected the ACM's identified in the LAMP and site specific asbestos register e.g. removal of an ACM as part of a bigger project and the associated documentation has been uploaded to verify that the work has been completed then RAMIS will automatically update the LAMP, works memo and restrictions/prohibitions and e-mail the Building Manager reminding them to print off updated hard copy documents.

* Any asbestos survey carried out by National Britannia or Facciata and completed in 2008 or earlier would NOT be classed as an up to date survey.



Appendix 2

Management Survey Procedure – Surveys Undertaken by External Consultants

1. The Technical Division will engage a surveying contractor (from the WPC framework).
2. The Technical Division will agree with the Surveying Company the format required for the surveys and will agree that the surveys must be uploaded onto RAMIS and a hard copy provided.
3. The Technical Division will agree with the surveying company timescales for the surveys to be completed plus for the final reports to be uploaded onto RAMIS.
4. The Technical Division will provide the Surveying Company with black and white CAD plans of the areas to be surveyed.
5. The Technical Division will provide a copy of the existing management survey plus any mini-management survey that have been carried out on the premise to the surveying company prior to the survey commencing. This information will be provided via RAMIS which will create an audit trail of surveys requested, information provided etc.
6. The Technical Division will where possible any history of asbestos work undertaken. If this information is held on RAMIS the information will be provided via RAMIS.
7. The Technical Division will liaise with the Building Manager of the premise to be surveyed. The Building Manager of the premise to be surveyed with provide any relevant information needed to allowing the survey to be carried out safely e.g. site hazards, other contractors working on site at the same time as the proposed survey, hours of access/egress.
8. The Technical Division will liaise with the client and surveying company in terms of arranging for the survey to be carried out.
9. The surveying company will upload the completed survey into the RAMIS holding file where the survey will be held pending quality checks being carried out.
10. The Technical Division will complete a quality check on the completed refurbishment/demolition survey. This will involve a cross check against all known information on asbestos within the premise. When the Technical Division is happy with the quality of the survey they will approve the survey on RAMIS. RAMIS will then automate an e-mail to the client and the RAMIS will automatically update the LAMP, site specific asbestos risk register plus any restrictions/prohibitions/works memos where appropriate.
11. The Technical Division will forward a hard copy of the Asbestos Management Survey to the Building Manager.



Appendix 3

**Management Survey Quality Check Procedure –
Surveys Carried out by External Consultants**

1. On completion of the management survey the surveying company will upload the survey into a holding file on RAMIS.
2. RAMIS will automate an e-mail to the commissioning Officer to inform them that the survey is in the holding file on RAMIS.
3. The Technical Division will carry out an initial quality check on **ALL** management surveys. This will involve a cross check against all known asbestos information relating to the premise.
4. When satisfied the Technical Department/Asbestos Management Team will approve the survey on RAMIS.
5. RAMIS will automate an e-mail to the client to notify them that the survey is completed. RAMIS will also automatically update the LAMP, plus any restrictions/prohibitions/works memos where appropriate and automate an e-mail to the client informing them that updates have taken place and that the revised LAMP, including the asbestos risk register, revised restrictions/prohibitions/works memos must be printed.
6. RAMIS will automate an e-mail to inform the surveying company that the survey has been approved.
7. The Surveying Company will send a hard copy of the survey to the Technical Department who commissioned the survey.
8. RAMIS will maintain an audit trail of what documents have been viewed, printed etc which will allow compliance to be audited.



Appendix 4

Management Survey Quality Check Procedure – Internal

1. On completion of the management survey the Asbestos Officer will upload the asbestos management survey into a holding file on RAMIS.
2. The Asbestos Officer will liaise with the CAD Officer to ensure that marked up CAD plans of the building are produced.
3. The Asbestos System Support Officer will ensure that all sections of the asbestos management survey are accurate including checking that photos are attached, that the marked up CAD plans are attached and that sample results are included.
4. The Asbestos Officer who completed the survey will sign-off the survey as ready for a technical check.
5. RAMIS will select Another Asbestos Officer from the Asbestos Management Team and will forward the survey for a technical review of the asbestos management survey following this secondary quality check the Asbestos Management Survey will be published.
6. RAMIS will automate an e-mail to the Building Manager to notify them that an up to date asbestos management survey has been completed. RAMIS will also automatically update the LAMP including site specific asbestos risk register plus any restrictions/prohibitions/works memos where appropriate and automate an e-mail to the client informing them that updates have taken place and that the revised LAMP, asbestos risk register, revised restrictions/prohibitions/works memos must be printed in colour.
7. RAMIS will maintain an audit trail of what documents have been viewed, printed etc which will allow compliance to be audited.



Appendix 5

Procedure for Actioning Asbestos Remedial Work Required Following Asbestos Management Survey

1. When a new Asbestos Management Survey has been completed and quality checked the survey will be uploaded as a 'live' document on RAMIS.
2. All remedial work required will be automatically prioritised via RAMIS depending on the risk rating generated at the time of survey.
3. RAMIS will automate a list of works to the Licensed Asbestos Removal Contractor.
4. Where necessary (depending on the risk and complexity associated with the work required) a Corporate Asbestos Officer will arrange to visit site and meet with the Licensed Asbestos Removal Contractor. At the time of the site visit the work to be completed will be agreed and timescale for works will also be agreed.
5. The Asbestos Management Team will specify which work is required and will confirm this via RAMIS.
6. The Asbestos Management Team will e-mail via RAMIS a copy of the agreed works to the Licensed Asbestos Removal Contractor.
7. The Licensed Asbestos Removal Contractor will complete the work as required.
8. The Asbestos Management Team will monitor a % of jobs based on risk and will quality check a % of completed jobs.
9. The Licensed Asbestos Removal Contractor will when the work is completed close off the completed remedial actions on RAMIS and upload all relevant asbestos documentation into RAMIS e.g. HSE notification, air testing, clearance certificate.
10. RAMIS will automatically update the local asbestos management plan (LAMP), works memo and restrictions/prohibitions and e-mail the Building Manager reminding them to print off updated hard copy documents.



Appendix 6

Refurbishment/Demolition Survey Procedure

1. The client will request that work is carried out through a Technical Division (Building Consultancy, DLO) .The client will clearly specifying the works required and detail the areas requiring surveying. No deviation from the area/works specified in the refurbishment/demolition survey will be permitted once the survey has been completed. Where refurbishment/demolition surveys are required and the end works will not be arranged through the Technical Division e.g. IT cabling works and schools arranging their own works then the Asbestos Management Team will take on the responsibilities of the Technical Division in arranging and quality checking the refurbishment/demolition surveys.
2. The client will provide sufficient information to enable the refurbishment/demolition survey to be carried out including marked up black and white CAD plans showing proposed cable runs, network drops, positioning of whiteboards etc. The client will also provide the Technical Division with any additional relevant information needed to allow the survey to be carried out safely e.g. other contractors working on site at the same time as the proposed survey, hours of access/egress.
3. The Technical Division will ensure that the client has submitted sufficient information to enable refurbishment/demolition survey to be carried out prior to placing an order with the surveying company (taken from the WPC framework).
4. Where applicable the Technical Division will obtain cost codes, subjective and customer numbers from the service area to allow the survey cost to be recharged.
5. The Technical Division will request a quote for the survey from the surveying company and will ensure that the client is happy with the cost prior to placing an order.
6. The Technical Division will ensure that the surveying company in addition to completing a refurbishment/demolition survey provides risk assessment scores and management actions to enable the survey to be used as a management survey (this will not be applicable where the building is due for demolition within the next 3 months) (this has been agreed with Life but will need to be discussed and agreed with other surveying companies that we may use).
7. The surveying company will be required to provide a hard copy of the survey and to upload the completed survey onto RAMIS.
8. The Technical Division will agree with the surveying company timescales for the surveys to be completed plus for the final reports to be uploaded onto RAMIS.
9. The Technical Division will provide a copy of the existing management survey plus any mini-management survey that have been carried out on the premise to the surveying company prior to the survey commencing. This information will be provided via RAMIS which will create an audit trail of surveys requested, information provided etc.
10. Where refurbishment/demolition surveys are carried out on a CLASP/System Build premise (see [Appendix 23](#)) then the CLASP/System Build Refurbishment/Demolition Survey Procedure ([Appendix 10](#)) must be followed in addition to this procedure. .
11. The Technical Division will liaise with the client and surveying company in terms of arranging for the survey to be carried out.
12. The surveying company will upload the completed survey into the RAMIS holding file where the survey will be held pending quality checks being carried out.

13. The Technical Division will complete a quality check on the completed refurbishment/demolition survey. This will involve a cross check against all known information on asbestos within the premise. When the Technical Division has completed the quality check of the survey they will approve the survey on RAMIS.
14. RAMIS will automatically update the LAMP, site specific asbestos risk register plus any restrictions/prohibitions/works memos where appropriate. RAMIS will automate an e-mail to the client to advise them of the changes and to advise them to print new colour copies of the amended documents.
15. The Technical Division will then utilise the refurbishment/demolition survey to manage the requested works.



Appendix 7

Refurbishment/Demolition Survey Quality Check Procedure

1. On completion of the refurbishment/demolition survey the surveying company will upload the survey into a holding file on RAMIS.
2. RAMIS will automate an e-mail to the commissioning Officer to inform them that the survey is in the holding file on RAMIS.
3. The Technical Division will carry out an initial quality check on **ALL** refurbishment/demolition surveys. This will involve a cross check against all known asbestos information relating to the premise.
4. When satisfied the Technical Department/Asbestos Management Team will approve the survey on RAMIS.
5. RAMIS will then automate an e-mail to the client to notify them that the survey is completed. RAMIS will also automatically update the LAMP, site specific asbestos risk register plus any restrictions/prohibitions/works memos where appropriate and automate an e-mail to the client informing them that updates have taken place and that the revised asbestos risk LAMP, including the revised restrictions/prohibitions/works memos must be printed.
6. RAMIS will automate an e-mail to inform the surveying contractor that the survey has been approved.
7. The surveying contractor will send a hard copy of the survey to the Technical Department who commissioned the survey.
8. RAMIS will maintain an audit trail of what documents have been viewed, printed etc which will allow compliance to be audited.



Appendix 8

Work on CLASP/System Build Premises Procedure

This procedure applies to ALL work affecting the fabric of the building regardless of whether the work is carried out by in-house staff e.g. DLO or contractors.

Please note that work on the fabric of a system build/CLASP premises cannot be carried out by untrained staff e.g. caretakers.

PRIOR to **ANY** work commencing that will affect the fabric of a CLASP/System build premise, permission must be sought and granted from the Asbestos Management Team (see [Appendix 19](#)).

It is mandatory that work on the fabric of the building be organised through a CCBC Technical Division.

Procedure for Work on the fabric of the building arranged through a Technical Department (e.g. Building Consultancy):

1. The client must provide a specification for works to the Technical Department.
2. The Lead Officer for the works in the Technical Department will then follow the agreed procedure for arranging works on the fabric of a CLASP/System build premise.
3. The Technical Division will arrange a refurbishment/demolition survey if required. The procedure for arranging a Refurbishment/Demolition Survey on a CLASP/System build premise will be followed. The client must meet the cost of the refurbishment/demolition survey.
4. The Technical Division will manage the work in accordance with Contractor Management guidelines.

Failure to follow the guidance and to manage the risks could result in the client being personally liable for enforcement action by the Health and Safety Executive.



Appendix 9

Work on CLASP/System Build Premises Procedure - Schools

This procedure applies to ALL work affecting the fabric of the building regardless of whether the work is carried out by in-house staff e.g. DLO or contractors.

Please note that work on the fabric of a system build/CLASP school cannot be carried out by untrained staff e.g. school caretakers.

PRIOR to **ANY** work commencing that will affect the fabric of a CLASP/System build school, permission must be sought and granted from the Asbestos Management Team (see [Appendix 18](#)).

It is strongly recommended that work on the fabric of the building be organised through a CCBC Technical Division.

Procedure for Work on the Fabric of the Building arranged directly by the School:

1. The school will contact the H&S Division (asbestosenquiry@caerphilly.gov.uk) seeking permission for work to be carried out on the fabric of the building. The school will complete a Work on CLASP/System build premise request form clearly specifying the works required and detailing the areas affected to allow the work to be completed. The school must will provide sufficient information to enable the Asbestos Management Team to evaluate the risks including marked up black and white CAD plans showing proposed cable runs, network drops, positioning of whiteboards etc No deviation from the area/works specified in the request form will be permitted once permission has been granted.
2. The Asbestos Management Team will evaluate the work required and will provide advice on what procedures are required to enable the work to be carried out safely. Where necessary the Asbestos Team will carry out a site visit. The Asbestos Management Team will provide advice in writing to the Headteacher/Building Manager on how the work must be carried out safely including qualifications required for those carrying out the work. The advice will be uploaded onto RAMIS.
3. In some cases a refurbishment/demolition survey must be carried out prior to work commencing. In this case the Asbestos Management Team will arrange the refurbishment/demolition survey in accordance with the current procedure. The school must meet the cost of the refurbishment/demolition survey.
4. Where the school is arranging the work directly then all asbestos abatement work required as part of the project must be arranged and managed through the Asbestos Management Team. The school will be required to meet the cost of any asbestos abatement work (and re-instatement) needed as part of the project.

Where work is organised directly by the school then the school is responsible for ensuring that: -

- The advice given by the Asbestos Management Team is followed.
- A competent contractor is selected with appropriate experience, training and insurances.
- The contractor is provided with a full specification for the work.
- That the contractor is provided with all relevant asbestos information relating to the project (colour copy of the refurbishment/demolition survey, management survey, any mini-management surveys, restrictions/prohibitions any site specific rules/restrictions/relevant information etc).
- That there is agreement as to how the work will be done safely.
- Work is properly monitored and managed.
- Where any maintenance/refurbishment/demolition to the fabric of the premises involves work on an asbestos containing material then this element of the work is arranged and managed through the Asbestos Management Team.

Procedure for Work on the fabric of the building arranged through a Technical Department (e.g. Building Consultancy):

1. The school must provide a specification for works to the Technical Department.
2. The Lead Officer for the works in the Technical Department will then follow the agreed procedure for arranging works on the fabric of a CLASP/System build premise.
3. The Technical Division will arrange a refurbishment/demolition survey if required. The procedure for arranging a Refurbishment/Demolition Survey on a CLASP/System build premise will be followed. The school must meet the cost of the refurbishment/demolition survey.
4. The Technical Division will manage the work in accordance with Contractor Management guidelines.

Failure to follow the guidance and to manage the risks could result in the Governing Body/Headteacher being personally liable for enforcement action by the Health and Safety Executive.



Appendix 10

CLASP/System Build - Refurbishment/Demolition Survey Procedure

This procedure must be followed together with the Refurbishment/Demolition Survey Procedure. A Technical Division must arrange all Refurbishment/Demolition Surveys on CLASP/System Build premises:

1. The Technical division will provide all relevant information on ACM's e.g. current survey, historical information, mini-management surveys, restrictions/prohibitions to the surveying company and discuss these with the surveying company prior to work commencing.
2. The survey must include dust sampling above ceiling at various locations both around columns and in the middle of the room (only where the R&D includes a ceiling/wall void area) other dust samples below ceiling may need to be taken as part of the usual survey process. The sampling frequency should be agreed between the surveyor and the Technical Division arranging the refurbishment/demolition survey and will depend on the scope/area of work and any know ACM information.
3. The surveyor must wear a personal monitor where the refurbishment/demolition survey includes accessing a ceiling/wall void.
4. Where the survey includes accessing a ceiling/wall void then background air monitoring must be carried out at the time of the survey. Following the survey access to the room/area must be prohibited until both dust and air samples results have been received and are clear*.
5. If the background air monitoring is above the HSE control limit* and/or asbestos fibres are identified in dust samples then the room will need to be environmentally cleaned prior to further background air monitoring being carried out to ensure that the room is fit for re-occupation.

* 0.1 asbestos fibres per cubic centimeter of air



Appendix 11

CLASP/System Build Premises – Emergency Procedure

This emergency procedure applies to CLASP/System Build premises. In the event of anything affecting the integrity of the ceiling e.g. ceiling tiles falling/ceiling collapse/any breach of the ceiling the following procedure MUST be followed.

1. Immediately vacate area, close off the room/area and prohibit access. Lock doors and secure the area.
2. If staff are working in the room/area ensure that they immediately leave the area and if possible record their names.
3. Telephone, during normal working hours, the Health and Safety Division (01443 864361) who will arrange for the Asbestos Officer to visit, investigate and advise. Out of these hours, in cases of emergency, contact the Control Centre (01443 875500).
4. Do not disturb or remove anything in the vicinity. NEVER CLEAN UP – this can spread any dust into the air and make matters worse.
5. Ensure that nothing is removed from the area e.g. books and papers.
6. The Asbestos Management Team will visit as soon as possible to inspect the area.
7. The Asbestos Management Team will take dust samples and where appropriate will arrange for an analyst to carry out background air monitoring.
8. The Asbestos Management Team will arrange for the area to be cleaned. This will usually involve an environmental clean but depending on the initial investigation may require HSE notification and a licensed Contractor to remove the damaged area and complete the clean.
9. Background air monitoring will be carried out to ensure the room is fit for re-occupation. The Building Manager will be notified when the room is safe for re-occupation.
10. Where appropriate meetings will be arranged to discuss any concerns and reassure staff.



Appendix 12

Premises with Known Asbestos Containing Material (ACM) Debris in Ceiling Voids – Emergency Procedure

This emergency procedure applies to premises with known asbestos containing material (ACM) debris in ceiling voids. This procedure applies only to the blocks/areas with know asbestos debris in ceiling voids as opposed to the whole site, please refer to your site specific restriction/prohibition for full details. In the event of anything affecting the integrity of the ceiling e.g. ceiling tiles falling/ceiling collapse/any breach of the ceiling the following procedure MUST be followed.

* Please note that where a premise has a traditional construction lathe and plaster ceiling then the emergency procedure would only need to be followed in the event of the integrity of this ceiling being breached NOT any suspended ceilings unless explicitly stated on your site specific restriction/prohibition.

1. Immediately vacate area, close off the room/area and prohibit access. Lock doors and secure the area.
2. If staff are working in the room/area ensure that they immediately leave the area and if possible record their names.
3. Telephone, during normal working hours, the Health and Safety Division Asbestos Management Team (01443 864361) who will arrange for an Asbestos Officer to visit, investigate and advise. Out of these hours, in cases of emergency, contact the Control Centre (01443 875500).
4. Ensure that nothing is removed from the area e.g. books and papers.
5. Do not disturb or remove anything in the vicinity. NEVER CLEAN UP – this can spread any dust into the air and make matters worse.
6. The Asbestos Management Team will visit as soon as possible to inspect the area.
7. The Asbestos Management Team will take dust samples and where appropriate will arrange for an analyst to carry out background air monitoring.
8. The Asbestos Management Team will arrange for the area to be cleaned. This will usually involve an environmental clean but depending on the initial investigation may require HSE notification and a licensed Contractor to remove the damaged area and complete the clean.
9. Where required background air monitoring will be carried out to ensure the room is fit for re-occupation. The Building Manager will be notified when the room is safe for re-occupation.
10. Where appropriate meetings will be arranged to discuss any concerns and reassure staff.



Appendix 13



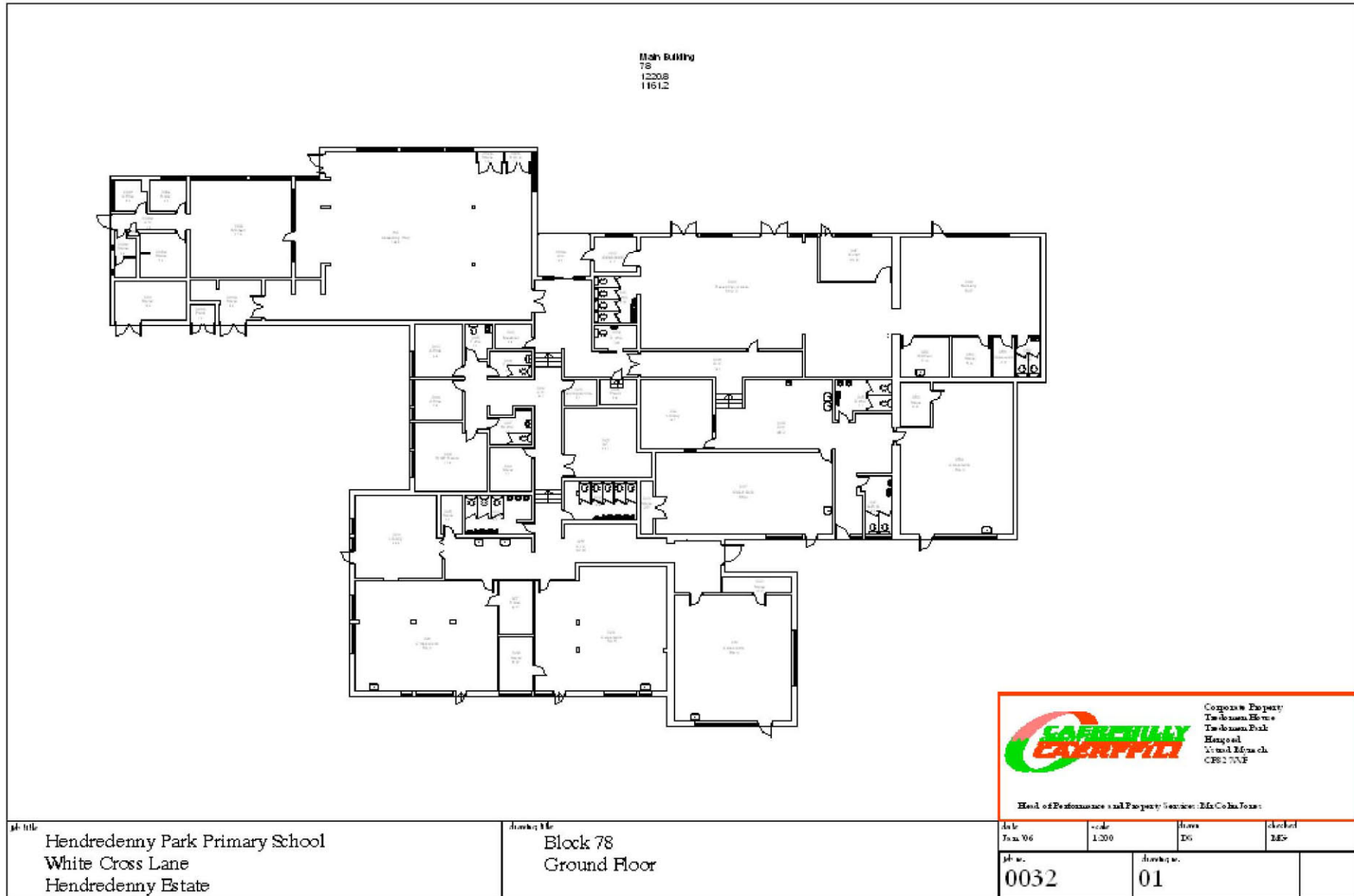
**Local Asbestos
Management Plan
(LAMP)**

***Hendredenny Demo*
Groeswen Road
Hendredenny
Caerphilly**

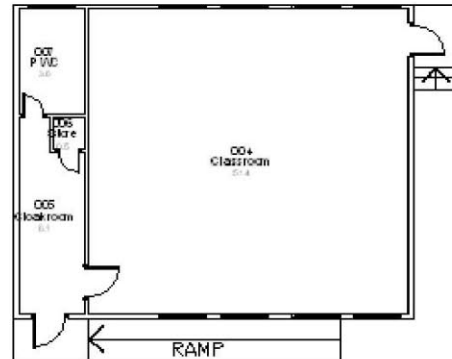
Building Manager :

Clare Walsh

ARR Version...16



MOBILE
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 66.4 G6a sq.m
 62.5 G1a sq.m



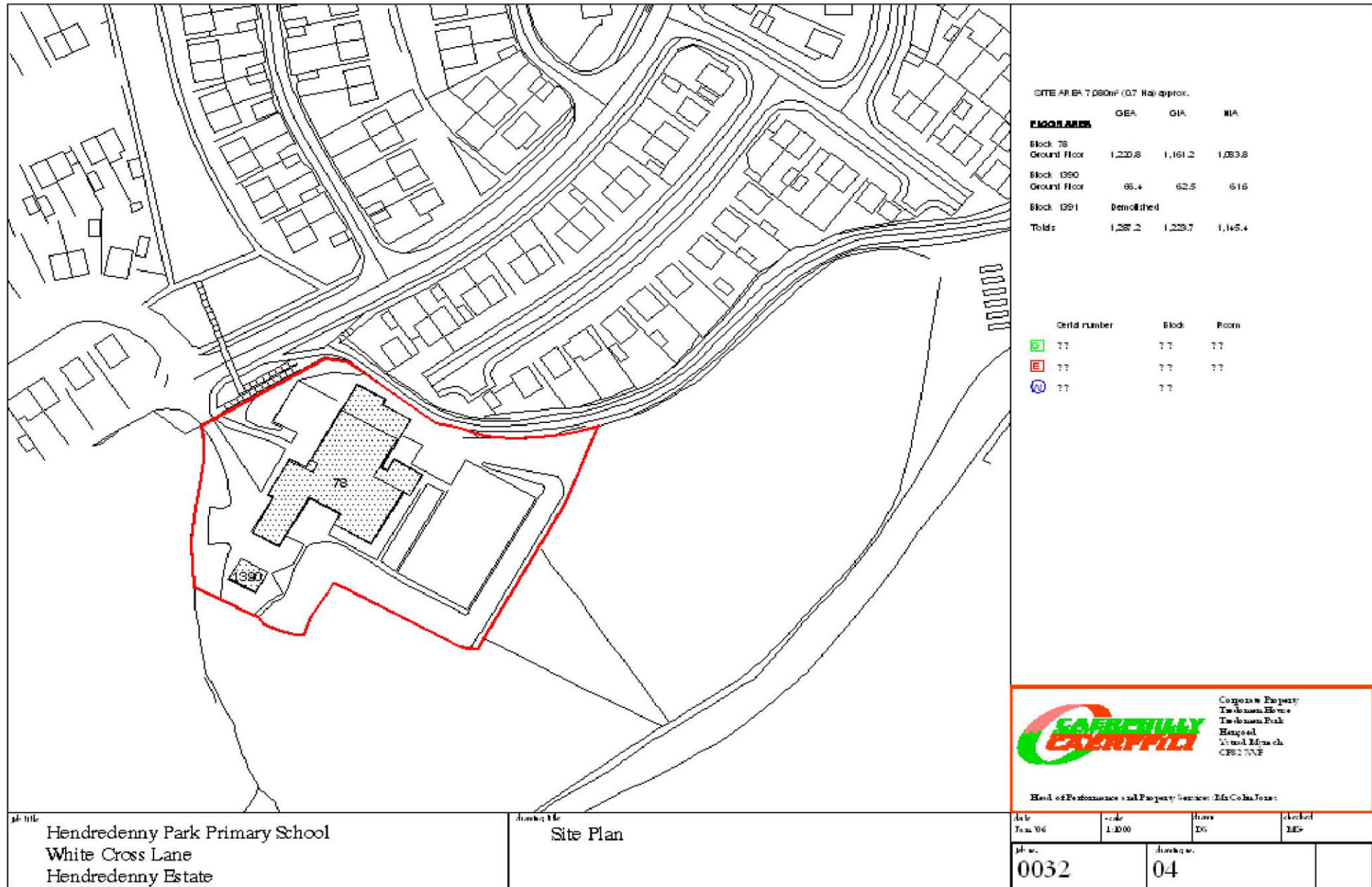

Corporate Property
 Treforest, Boreas
 Treforest Park
 Hengoed
 Street, Boreas
 CF81 7AF

Head of Performance and Property Services: Mr Colin Jones

Address:
 Hendredenny Park Primary School
 White Cross Lane
 Hendredenny Estate

Block No:
 Block 1390
 Ground Floor














Date To: 06	Scale 1:100	Drawn DS	Checked MS
0032		02	















RAMS:LIVE © 2012

Asbestos Register

Building: **Hendredenny Park Primary**Floor: **Ground Floor**

Location	Description (Product Type)	Amount	Surface Treatment	Extent of Damage	Main Activity	Sample No (Asbestos Type)	Material Score	Priority Score
 Boiler House 010	Rightside of door (Insulation Board)	Small amounts	Unsealed	Low Damage	(Amosite)	Low Disturbance	7	3
 Boiler Room 010	Wiring fuse box (Textiles/Cloth)	Small amounts	Unsealed	Good Condition	(Chrysotile)	Low Disturbance	5	4
 Boiler Room 010	Front door entry, rear corridors and walls (Insulation Board)	> 10m ² to <= 50m ²	Sealed	Good Condition	(Amosite)	Low Disturbance	5	3
 Boiler Room 010	Pipe flange to boiler (Cement)	<= 10m ²	Reinforced Composite Material	Good Condition	sc109/2060 (Chrysotile)	Low Disturbance	2	5
 Boys WC 023	Cistern above urinals (Plastic/Resin Composite)	Small amounts	Reinforced Composite Material	Good Condition	(Amosite)	Low Disturbance	3	4
 Circ 025	Beleath sink x2 (Bitumeal/Mastic/Poly)	<= 10m ²	Reinforced Composite Material	Low Damage	sc109/2060 (Chrysotile)	Low Disturbance	3	5
 Circ 036	Floor beneath Carpet (Fibre)	> 10m ² to <= 50m ²	Reinforced Composite Material	Good Condition	sc109/2060 (Chrysotile)	Low Disturbance	2	4
 Circ 036	Stairs (Fibre)	<= 10m ²	Reinforced Composite Material	Good Condition	(Chrysotile)	Low Disturbance	2	4
 Circ Area 019	Floor beneath Carpet (Fibre)		Reinforced Composite Material	Good Condition	sc109/2060 (Chrysotile)	Low Disturbance	2	0
 Classroom 037	Floor beneath Carpet (Fibre)	> 50 m ²	Reinforced Composite Material	Good Condition	sc109/2060 (Chrysotile)	Low Disturbance	2	5
 Female Toilet	Behind Boxing (Plastic/Resin Composite)	Small amounts	Reinforced Composite Material	Good Condition	(Amosite)	Low Disturbance	3	4
 Female WC 015	Wiring ceiling void (Insulation Board)	<= 10m ²	Unsealed	Low Damage	(Amosite)	Low Disturbance	7	6
 Female WC 015	Floor Direct (Inaccessible - Presumed Asbestos)		Reinforced Composite Material	Good Condition	(Crocidolite)	Rare Disturbance	3	0

Access cover boarded in place.

	Library 24	Floor beneath Carpet (Finy)	> 10m ² to <= 50m ²	Reinforced Composite Material	Good Condition	NO 109/2060 (Chrysotile)	Low Disturbance	2	4
	Medical Room 043	Within ceiling void (Insulation Board)	<= 10m ²	Unsealed	Low Damage	(Amosite)	Low Disturbance	7	5
	Office 08f	Grey floor tiles (Finy)	<= 10m ²	Reinforced Composite Material	Good Condition	(Chrysotile)	Low Disturbance	2	4
	Plant 011b	Columns to side of door (Insulation Board)	Small amounts	Unsealed	Good Condition	NO 109/2060 (Amosite)	Low Disturbance	6	3
	Plant Room	Within fire box (Textiles/Cloth)	<= 10m ²	Enclosed Lagging and Sprays	Good Condition	(Chrysotile)	Low Disturbance	5	5
	Plant Room	Stairs (Plastic/Resin Composite)	<= 10m ²	Reinforced Composite Material	Low Damage	NO 109/2060 (Chrysotile)	Low Disturbance	3	4
	Reception Class 041	Beneath sink (Bitume s/Mastic/P rty)	Small amounts	Reinforced Composite Material	Low Damage	NO 109/2060 (Chrysotile)	Low Disturbance	3	5
	Store 033	Floor beneath Carpet (Finy)	<= 10m ²	Reinforced Composite Material	Good Condition	(Chrysotile)	Low Disturbance	2	3
	Store 44	Grey, Brown floor tiles (Finy)	<= 10m ²	Reinforced Composite Material	Good Condition	(Chrysotile)	Low Disturbance	2	4
	Store 45	Light grey tiles (Finy)	<= 10m ²	Reinforced Composite Material	Low Damage	(Chrysotile)	Low Disturbance	3	4
	Store Room 020	To extract fan walls (Insulation Board)	> 10m ² to <= 50m ²	Unsealed	Low Damage	(Amosite)	Low Disturbance	7	6
	Store Room 020	Grey, Brown floor tiles (Finy)	<= 10m ²	Reinforced Composite Material	Good Condition	(Chrysotile)	Low Disturbance	2	4

Asbestos Action Plan

No Actions Outstanding

Communication Plan

1. Asbestos containing materials (ACM's) will be labelled by the surveyor at the time of survey. The labels will give an indication of the presence of asbestos but cannot be relied upon to identify ACM's so must be used in conjunction with the asbestos register.
2. All employees must be made aware of the presence or possible presence of ACM's in their workplace. A team talk is available to assist Managers in informing staff about the presence of asbestos. Anybody carrying out work on the fabric of the building must have received UKATA accredited asbestos awareness training, have read the asbestos register and signed the logbook (either hardcopy or electronically via RAMIS) prior to work commencing. No work must be carried out on ACM's unless arranged through a technical department with the work carried out by trained and competent contractors.
3. All maintenance works must be engaged through a technical department and the contractors have read the asbestos register and signed the logbook (either hardcopy or electronically via RAMIS) prior to work commencing.
4. All contractors carrying work on the fabric of the building must be provided with a copy of the AMP and must have read the asbestos register and signed the logbook (either hardcopy or electronically via RAMIS) prior to work commencing. UKATA asbestos awareness training is required as a minimum standard with category B training or the contractor being licensed if work will affect ACM's.
5. Emergency arrangements – in the event of a suspected exposure then do not put yourself or others at further risk. Halt work, vacate the area taking care not to spread dust/contamination and seek advice from the Asbestos Team during normal working hours or the Contact Centre Tir Y Berth out of hours.



IMPORTANT ASBESTOS NOTICE



NOTICE OF PROHIBITED / RESTRICTED ACCESS AREAS **Hendredenny Demo**

ARR Version 15 - 3 / 5 / 2012

The following areas have been designated as access **PROHIBITED**, until the asbestos remedial works have been completed.

- **Hendredenny Park Primary** Ground Floor - Store 45 - prohibit access to ceiling void (1419369/0005)

The following areas have been designated as access **RESTRICTED**, until the asbestos remedial works have been completed. Only appropriate and authorised staff are allowed to enter restricted access areas, and then only to carry out the specific task (taking into account any comments) detailed below:

Area	Details	Comments
Hendredenny Park Primary Ground Floor Plant Room	Stairs, Sampled to contain asbestos, restrict access (1419369/0079)	

Donna Jones
Manager, Health, Safety and Occupational Health.

ARR Version 15
ET

3 / 5 / 2012

Works Memo

TO: Clare Walsh
 Premise: Hendredenny Demo
 Groeswen Road
 Hendredenny
 Caerphilly

ET / NM
 Name: Emma Townsend
 Telephone: 01443 864280
 Email: Townsej@caerphilly.gov.uk

From: Emma Townsend

3 / 5 / 2012

Please find attached a copy of the 'New' asbestos management survey for your premises. The print date of the survey is 2011 and this survey can now be relied on to have identified all Asbestos Containing Materials (ACM's) within the areas surveyed. As this is a management survey, it will not have covered areas that are difficult to access e.g. roof voids. All areas, that have not been surveyed, are identified within the Site Outline section of the report. As you have now received your 'New' 2010/11 survey, this negates the need for a mini management survey to be undertaken prior to the commencement of works which affect the fabric of the building.

This survey identifies where ACM's exist and provides details of the actions to be taken. Where reports recommend that the ACM's be removed or encapsulated then the remedial works required are being risk prioritised across the Authority and will be funded and arranged corporately. This work will be managed via Building Consultancy on your behalf. You will be contacted in due course to arrange for the works to be carried out.

Please note that your site has no specific restrictions/prohibitions in place, however ducts were not included in the survey so must not be accessed without seeking advice from the Asbestos Team.

Date of survey	Surveying company	Location of ACM	Sample number	Findings & recommendations	Total assessment score
----------------	-------------------	-----------------	---------------	----------------------------	------------------------

The Total Assessment report section of the management survey provides a summary of all work required at your site. In addition to those above there may be additional actions required – this is usually monitoring of ACM in situ. Any actions that are not shown above need to be carried out/arranged to be done by yourself. Where the monitoring of asbestos in situ is required, the results of the visual inspections must be recorded in your asbestos management plan.

It is possible that some work affecting ACM's may have been carried out between the survey date and the date of the survey being issued. This will not affect the integrity of your survey and any future work on ACM's will result in your asbestos management survey being amended accordingly. If you arrange work that affects ACM's directly then you must inform the Health and Safety Division, which will allow your asbestos survey and the corporate asbestos register to be updated accordingly. It is strongly recommended that any work on the fabric of your building be carried out through a technical division to ensure the necessary checks are in place to control the risks.

Your existing (and any previous) management survey must be returned to the Health and Safety department for archiving.

If you require any further information please contact Health and Safety:

Chief Execs/Corporate Services: 01443 864359
 Education and Leisure 01443 864858
 Environment: 01443 864008
 Social Services: 01443 864900



Donna Jones
 Manager, Health, Safety and Occupational Health.



Appendix 14

Internal Asbestos Training

The level of training set out below applies to CCBC employees.

Category:	Applicable for:	Accreditation Required:	Frequency
<p>Asbestos awareness training.</p> <p>(ALL operatives will require this level of training).</p>	<p>Persons whose work could foreseeably expose them to asbestos while carrying out their normal everyday work, or who may influence how work is carried out, such as;</p> <ul style="list-style-type: none"> • General maintenance staff • Electricians • Plumbers • Gas fitters • Painters & decorators • Joiners • Plasterers • Demolition workers • Construction worker; • Roofers • Heating & ventilation engineers • Telecommunications engineers • Fire & intruder alarm installers • Computer & data cable installers • IT Technicians • Architects, • Building Surveyors, • Facilities Staff • Caretakers • Workplace Trainers (Cleaning) • Cleaning Supervisors • VOID Cleaners • PAT Team 	<p>Training to be provided by a UKATA/IATP/BOHS/ASHEeLA registered member this includes the internal CCBC asbestos awareness course.</p>	<p>Annual</p>
<p>Asbestos awareness training.</p>	<p>Catering Staff (responsible for school kitchens)</p>	<p>Training to be provided by a UKATA/IATP/BOHS/ASHEeLA registered member this includes the internal CCBC asbestos awareness course.</p>	<p>Memo reminder 3 yearly</p>
<p>Training for non-notifiable non-licensable asbestos work*</p> <p>* Only CCBC's Asbestos Team are permitted to undertake notifiable asbestos works although this work could be contracted out to competent asbestos removal contractors.</p>	<p>Those whose work will knowingly disturb ACM's. The training is necessary for the employees set out below plus any supervisors. In accordance with the HSE publication "Asbestos Essentials: A Task Manual For Building, Maintenance & Allied Trades On Non-licensed Asbestos Work."</p> <ul style="list-style-type: none"> • General maintenance staff • Electricians • Plumbers • Gas fitters • Painters & decorators • Joiners • Plasterers • Demolition workers • Construction worker; • Roofers • Heating & ventilation engineers • Telecommunications engineers • Fire & intruder alarm installers • Computer & data cable installers • Caretakers 	<p>Category B plus relevant task specific training to be provided by a UKATA/IATP registered member</p>	<p>Annual</p>

P402 Building Surveying and Bulk Sampling (or equivalent)	Those carrying out surveys of premises (including domestic dwellings) and taking samples of possible ACM's	BOHS accredited	Annual
Internal training course covering arranging work affecting/potentially affecting ACM's	Technical staff* arranging/commissioning work which may affect ACM's including planned maintenance works, response repairs, out of hours works etc. * All work affecting ACM's must be arranged through a technical department	Asbestos Awareness Tailored course covering asbestos implications including surveying requirement, provision of information, notification of work on ACM's, monitoring requirements etc	Annual
Internal Building Managers Training covering asbestos	All staff and deputies who are responsible for a building/buildings.	Internal training	3 yearly asbestos refresher
Internal awareness raising training	Key holders/Receptionists 1 hr tailored awareness.	Internal	Memo reminder 3 yearly
Internal awareness raising training	Cleaners one-one workplace trained supported by Asbestos handout.	Internal	Memo reminder 3 yearly
Internal awareness raising training	School Governors – covered in general governor health and safety awareness raising. Tailored leaflet on ACM's.	Internal	3 yearly



Appendix 15

External Asbestos Training

The levels of training set out below are equally applicable to external contractors (and sub-contractors) carrying out work on behalf of CCBC.

Category:	Applicable for:	Accreditation Required:	Frequency
<p>Asbestos awareness training.</p> <p>(ALL operatives will require this level of training).</p>	<p>Persons whose work could foreseeably expose them to asbestos while carrying out their normal everyday work, or who may influence how work is carried out, such as;</p> <ul style="list-style-type: none"> • General maintenance staff • Electricians • Plumbers • Gas fitters • Painters & decorators • Joiners • Plasterers • Demolition workers • Construction worker; • Roofers • Heating & ventilation engineers • Telecommunications engineers • Fire & intruder alarm installers • Computer & data cable installers • Shop fitters • Statutory Maintenance • Kitchen Equipment Maintenance Engineers • IT Technicians • Architects • Building surveyors • Statutory Maintenance Contractors <p>E.g. carrying out legionella monitoring, electrical checks</p>	<p>Training to be provided by a UKATA/IATP/BOHS/ASHEeLA registered member this includes the internal CCBC asbestos awareness course.</p>	<p>Annual</p>
<p>Training for notifiable and non-notifiable non-licensable asbestos work.</p>	<p>Those whose work will knowingly disturb ACM's. The training is necessary for the employees set out below plus any supervisors. In accordance with the HSE publication "Asbestos Essentials: A Task Manual For Building, Maintenance & Allied Trades On Non-licensed Asbestos Work."</p> <ul style="list-style-type: none"> • General maintenance staff • Electricians • Plumbers • Gas fitters • Painters & decorators • Joiners • Plasterers • Demolition workers • Construction worker; • Roofers • Heating & ventilation engineers • Telecommunications engineers • Fire & intruder alarm installers • Computer & data cable installers • Shop fitters • Statutory Maintenance Contractors <p>E.g. carrying out legionella monitoring, electrical checks</p>	<p>Category B plus relevant task specific training to be provided by a UKATA/IATP registered member</p>	<p>Annual</p>
<p>Training for licensable work with asbestos</p>	<p>Those conducting licensable work such as removing asbestos insulation or insulating boards.</p>	<p>Training to be provided by a HSE Licensed UKATA registered member</p>	<p>Annual</p>
<p>Training for work near ACM's</p>	<p>Scaffolders carry out work in the close proximity of ACM's</p>	<p>Training to be provided by a UKATA registered member</p>	<p>Annual</p>
<p>Surveying and sampling</p>	<p>Those carrying surveys of premises and taking samples of possible ACM's</p>	<p>P402 BHOS accredited training</p>	<p>Annual</p>

APPENDIX 16

ICASS Ref No:

ASBESTOS INCIDENT REPORT FORM

Where you see ** this document that should be uploaded in to icass

PERSON INVOLVED IN INCIDENT ⁽¹⁾

Name: _____ Employee Number _____

DOB _____ Address _____

¹If more than one person please list details as above for all others involved on a separate piece of paper

LOCATION

Date of Incident: _____ Time of Incident: _____

Date Incident reported to H&S _____ Report made by: Phone

In person

E-mail**

Location of Incident: _____

DETAILS OF INCIDENT

Was the incident as a result of:	Carried out by:
Planned general work What _____ <input type="checkbox"/>	CCBC Staff Names _____ <input type="checkbox"/>
Reactive general work What _____ <input type="checkbox"/>	Contractor Names _____ <input type="checkbox"/>
Accidental Damage How _____ <input type="checkbox"/>	Utilities Names _____ <input type="checkbox"/>
Vandalism How _____ <input type="checkbox"/>	MOP ⁽²⁾ Names _____ <input type="checkbox"/>
Work on ACMs How _____ <input type="checkbox"/>	Unknown <input type="checkbox"/>
Unknown/Other _____ <input type="checkbox"/>	

⁽²⁾ MOP = Member of the public and includes Pupils, clients, visitors, parents, governors etc.

CONTROL LIMITS

Was air monitoring carried out? ** Yes No

If YES:

Was the Control Limit exceeded? Yes No

If NO, for what reasons?

Product Type		Condition		Location	
Artex	<input type="checkbox"/>	Minimal Damage	<input type="checkbox"/>	Open Air	<input type="checkbox"/>
Floor Tiles	<input type="checkbox"/>	Water Ingress	<input type="checkbox"/>	Infrequently used area	<input type="checkbox"/>
Other low content ACM	<input type="checkbox"/>	Partially Encapsulated	<input type="checkbox"/>		

RIDDOR

Has event been reported under RIDDOR: ** Yes Date Reported _____ No

Name _____ **Signature** _____ **Date** _____



Appendix 17

INFORMATION SHEET 015 REFURBISHMENT/DEMOLITION SURVEYS

The purpose of this information sheet is to advise on when refurbishment/demolition surveys are required when arranging works. Please note that this procedure will apply to a building built pre 2000 only, as post 2000 buildings should have an asbestos free certificate.

A refurbishment / demolition survey is required where the premises, or part of it, need upgrading, refurbishment or demolition. A refurbishment/demolition survey is required for any structural work on the fabric of the building and would be required for work such as removing doors, walls, windows or installing new equipment. Typically a refurbishment/demolition survey would be required where the work being undertaken goes beyond the normal management functions covered by an asbestos management survey.

The refurbishment/demolition survey does not usually cover a whole building but is targeted at the specific works being undertaken.

A management survey is suitable and sufficient to enable the building manager to manage and maintain the premise e.g. general painting and decorating, carrying out legionella checks. Improvement works and those works that go beyond normal management and maintenance require a refurbishment/demolition survey.

A refurbishment/demolition survey must be arranged through a Technical Division and must be carried out prior to the work commencing. Refurbishment/Demolition Surveys are not carried out by the Asbestos Management Team but are contracted out to a UKAS approved Asbestos Surveyor and must be uploaded to the Asbestos Management System (RAMIS).

If you have any queries or want to discuss this further please contact any member of the Asbestos Management Team on 01443 864361 or e-mail asbestosenquiry@caerphilly.gov.uk



Appendix 18

Please forward to:
asbestosenquiries@caerphilly.gov.uk
Health and Safety Division
Ty Penallta
Tredomen Park
Ystrad Mynach
CF82 7PG

Tel: 01443 864361 Fax 01433 863473

SCHOOLS PERMISSION TO ARRANGE WORKS ON FABRIC OF THE BUILDING

Form to be completed by the schools **PRIOR** to arranging **ANY** work on the fabric of the building. Completion of this form is mandatory for all work on the fabric of the building and allows the Asbestos Management Team to ensure that all relevant checks have been carried out to enable the work to proceed safely. Completion of this form is not required for works arranged through a Technical Division.

No work must proceed until the Asbestos Management Team has carried out the checks.

Date Form Completed: (DD/MM/YY) / /	RAMIS Pin:
Establishment name:	Does the school have a new Survey? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address:	Is the school a CLASP/ System Build? Yes <input type="checkbox"/> No <input type="checkbox"/>
Postcode:	
Responsible Person Name: (Head Teacher/Business Manager)	Responsible Person Telephone No: (Head Teacher/Business Manager)
Site Contact Name (if different):	Site Telephone No:
Contractor Contact Name:	Contractor Telephone No:

Please describe in detail the works you wish to carry out, consider all elements of works; e.g. cable runs, network drops, new electrical supply with wiring run, positioning of whiteboards etc, continue on a separate sheet if necessary: (Please note, Failure to provide enough details of the work may lead to delays in the survey being carried out)

Location of proposed works as identified on CCBC CAD plans:

CAD Plan block No:

Room No:

Further Location Information:

Please mark on copies of the CAD plans the location of the works (including any cable/wiring runs) and email these with this form. (Plans are available on the 'w' drive under corporate CAD plans or by contacting the Asbestos Team at Asbestos Enquiries mailbox).

What level of training has the contractor had for working on/near Asbestos Containing Materials?

Does this project have time constraints e.g. Financial end date or school holiday constraints? Yes No

If Yes please provide detail:

Proposed Start Date (DD/MM/YY): / /

When work is arranged directly by the school, you are required to forward all other documentation relevant to the Asbestos Works e.g. completion certificate, 4 stage clearance, reoccupation certificate, waste transfer note.

PLEASE FORWARD TO THE HEALTH AND SAFETY DIVISION PRIOR TO ANY WORK COMMENCING

Health & Safety use only

Request No:



Appendix 19

Please forward to:
 asbestosenquiries@caerphilly.gov.uk
 Health and Safety Division
 Ty Penallta
 Tredomen Park
 Ystrad Mynach
 CF82 7PG

Tel: 01443 864361 Fax 01433 863473

**TECHNICAL DEPARTMENT ARRANGING WORKS
 ON FABRIC OF THE BUILDING – CLASP/SYSTEM BUILD**

Form to be completed by the Technical Division **PRIOR** to arranging **ANY** work on the fabric of the building of a CLASP/System Build property. Completion of this form is mandatory for all work on the fabric of the building and allows the Asbestos Management Team to ensure that all relevant checks have been carried out to enable the work to proceed safely.

No work must proceed until the Asbestos Management Team has carried out the checks.

Date Form Completed: / / <small>(DD/MM/YY)</small>	RAMIS Pin:
Establishment name:	
Address:	Does the property have a new Survey? Yes <input type="checkbox"/> No <input type="checkbox"/>
Postcode:	

Responsible Person Name: <small>(Head Teacher/Building Manager)</small>	Site Contact Name <small>(if different):</small>
Responsible Person Telephone No: <small>(Head Teacher/Building Manager)</small>	Site Telephone No:
Technical Division Contact Name:	Contractor Company Name/ In-House Department:
Technical Division Telephone No:	Contact Name of person carrying out works:
Email Address Technical Division Contact:	Telephone No of person carrying out works:

Please describe in detail the works you wish to carry out, consider all elements of works; e.g. cable runs, network drops, new electrical supply with wiring run, positioning of whiteboards etc, continue on a separate sheet if necessary: (Please note, Failure to provide enough details of the work may lead to delays in the survey being carried out)

Location of proposed works as identified on CCBC CAD plans:
 CAD Plan block No: Room No:
 Further Location Information:
Please mark on copies of the CAD plans the location of the works (including any cable/wiring runs) and email these with this form. (Plans are available on the 'w' drive under corporate CAD plans).

What level of training has the contractor had for working on/near Asbestos Containing Materials?

Does this project have time constraints e.g. Financial end date or school holiday constraints? Yes No
 If Yes please provide detail:

Proposed Start Date (DD/MM/YY): / /

PLEASE FORWARD TO THE HEALTH AND SAFETY DIVISION PRIOR TO ANY WORK COMMENCING

Health & Safety use only

Request No:



Appendix 20

INFORMATION SHEET 014 ASBESTOS IN BOILER HOUSES

The purpose of this information sheet is to advise on working safely in boiler houses following the completion of asbestos abatement works.

Asbestos was used extensively in boiler houses for a variety of purposes including boiler and pipe lagging, sealing boiler doors, flue pipes etc. The boiler house at your premise has had asbestos removed and has been cleaned and painted. This means that the boiler house can be used for normal day-to-day activities. The boiler house must not be used for storage or for any other activities not connected with the use/maintenance of the boiler.

Please be aware that this does not mean that the boiler house is completely free of asbestos. Also the way asbestos was used in boiler house's means that whilst the walls have been cleaned as far as is possible there is potential for asbestos fibres to remain within the background surfaces, they are not necessarily completely asbestos free and have been painted to encapsulate any remaining asbestos fibres. This means that you must not carry out/arrange any work that will penetrate the painted surface without first seeking advice from the Asbestos Management Team.

Any refurbishment or demolition within the boiler house will require a refurbishment / demolition survey.

If you have any queries or want to discuss this further please contact any member of the Asbestos Management Team on 01443 864361 or e-mail asbestosenquiry@caerphilly.gov.uk



Appendix 21

Health & Safety Division
 2nd Floor, Penallta House
 Tredomen Park
 Ystrad Mynach
 CF82 7PG
 Tel: 01443 86 4361

ASBESTOS INFORMATION REQUEST FORM – MINI MANAGEMENT SURVEY

Part A to be filled out by the Building Manager / Contract Manager

NB. This process excludes domestic dwellings.

Please note all major refurbishment or demolition works require a refurbishment / demolition survey.

PART A

Date Form Completed: (DD/MM/YY)	/ /
Establishment name:	
Address:	
Postcode:	
CCBC Responsible Officer Name: (Premise Manager / Head Teacher)	
CCBC Responsible Officer Telephone Number & Email:	
Site Contact Name:	
Site Telephone Number:	
Contractor/ in-house section undertaking work Contact & No.:	
Building Consultancy Contact: (If Applicable)	

Location of proposed works as identified on CCBC CAD plans. *(Available on the 'w' drive under corporate CAD plans*

CAD Plan block No: **Room No:**

Further Location Information:

If possible mark on copies of the CAD plans the location of the works and email these with this form.

Description of works to include relevant details, continue on a separate sheet if necessary:
(Please note, Failure to provide enough details of the work may lead to delays in the survey being carried out)

Does this project have time constraints e.g. Financial end date or school holiday constraints? Yes No

If Yes please provide detail:

Proposed Start Date (DD/MM/YY): / /

COPY TO BE RETAINED ON SITE WITH THE ASBESTOS MANAGEMENT PLAN

Health & Safety use only

Enquiry Number:



Appendix 22

Mini-Management Survey Procedure

Mini-management surveys are an interim arrangement where there is not an up to date asbestos management survey in place for a premise*. The Asbestos Management Team will complete a survey of the room/area where work is required allowing work to be completed on the fabric of the building. Mini-management surveys are to be used for management purposes only, where more extensive work is required then a refurbishment/demolition survey must be commissioned (see [Appendix 6](#) and [Appendix 10](#) for CLASP/System Build).

1. The client will complete a mini-management request form clearly specifying the works required and detailing the areas requiring surveying. The mini-management survey request form must be returned to the Asbestos Management Team asbestosenquiry@caerphilly.gov.uk No deviation from the area/works specified in the mini-management request form will be permitted once the survey has been completed.
2. The client will provide sufficient information to enable the mini-management survey to be carried out including marked up black and white CAD plans showing proposed cable runs, network drops, positioning of whiteboards etc. The client will also provide the Asbestos Management Team with any additional relevant information needed to allow the survey to be carried out safely e.g. other contractors working on site at the same time as the proposed survey, hours of access/egress.
3. The Asbestos Management Team will ensure that the client has submitted sufficient information to enable the mini-management survey to be carried out.
4. The Asbestos Management Team will use existing management survey information and will visit site to carry out an assessment of the area where work will be completed. This will include taking samples where required.
5. The Asbestos Management Team will provide the client with written advice on the outcome of the mini-management survey and the mini-management survey will be uploaded onto RAMIS allowing the LAMP, restrictions and prohibitions etc to be updated where required.

* Any asbestos survey carried out by National Britannia or Facciata and completed in 2008 or earlier would NOT be classed as an up to date survey.



Appendix 23

CLASP/System/Monmouthshire Build

Systems Build

Bedwas High School
Blackwood Comprehensive
Cwmcarn High School
Graig Y Rhacca Primary
Heolddu Comprehensive
Heolddu Leisure Centre
Heolddu Youth Wing
Oakdale Comprehensive
Pantside Primary
Penllwyn Primary
Pontllanfraith Comprehensive – Systems and CLASP
Risca Comprehensive
St Martins
Trinant Primary
Ty Sign Primary
Upper Rhymney Primary
Ystrad Mynach Resource Base

Monmouthshire

Bedwas Infants
Bryn Primary
Cefn Fforest Primary – Infants Building
Pengam Primary
St Helens Primary
Ty Isaf Infants

CLASP

Blackwood Primary
Cwm Glas
Glyngaer Primary
Hendredenny Primary
Hengoed Primary
Lewis Girls
Plasyfelin Primary
Pontlloftyn Primary
St Cenydd