

Public Document Pack

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



www.caerphilly.gov.uk
www.caerffili.gov.uk

For all enquiries relating to this agenda please contact Amy Dredge
(Tel: 01443 863100 Email: dredga@caerphilly.gov.uk)

Date: 16th February 2016

Dear Sir/Madam,

A meeting of the **Corporate Health and Safety Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Monday, 22nd February, 2016** at **10.00 am** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

- | | Pages |
|---|-------|
| 1 To receive apologies for absence. | |
| 2 Declarations of interest
Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers. | |
| To approve and sign the following minutes: - | |
| 3 Corporate Health and Safety Committee held on the 16th November 2015 (min nos. 1-9) | 1 - 6 |
| To receive and consider the following reports:- | |

A greener place Man gwyrdach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



- 4 Statutory Maintenance - Compliance Monitoring - Presentation.
- 5 Drug and Alcohol Testing - Presentation by Synergy Health.
- 6 Domestic Asbestos Management. 7 - 54
- 7 Reportable Accidents - Verbal Update by Donna Jones.

To receive and consider the following information items*:-

- 8 Accident Statistics Report for October - December 2015. 55 - 62
- 9 Recent HSE Updates. 63 - 68

** If a member of the Committee wishes for either of the above information items to be brought forward for discussion at the meeting please contact Amy Dredge, Tel. 01443 863100 by 10.00 am on Friday, 19th February 2016.*

Circulation:

Councillors M.A. Adams, P.J. Bevan, D.T. Hardacre, D. Havard, A.G. Higgs, G. J. Hughes and S. Kent

Trade Union Representatives.

And Appropriate Officers



CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN,
ON MONDAY, 16TH NOVEMBER 2015 AT 10.00 AM

PRESENT:

Councillor D. Havard – Chair
Councillor M. Adams – Vice Chair

Councillors:

D.T. Hardacre, A.G. Higgs, S. Kent.

Together with:

D. Jones (Service Manager, Health, Safety and Welfare), E. Townsend (Health and Safety Manager), R. Phillips (Asbestos Team Manager), T. Phillips (Health and Safety Manager), P. James (Health and Safety Manager), M. Williams (Head of Community & Leisure Services), A. Dredge (Committee Services Officer).

Trade Union Representatives:

Simon Brassinne (UNITE), T. Hearne (GMB).

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor P.J. Bevan and G.J. Hughes, L. Donovan (Acting Head of HR & Organisational Development), Brian May (T&G), Juan A. Garcia (UNISON), D.A. Williams (UNITE).

2. DECLARATIONS OF INTEREST

There were no declarations of interest made at the beginning or during the course of the meeting.

3. MINUTES – 29TH JUNE 2015

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 29th June 2015 be approved as a correct record and signed by the Chair.

4. ANNOUNCEMENT OF THE CHAIR - PARIS TERRORIST ATTACKS

The Chair referred to the recent terrorist attacks in Paris, France, on the evening of Friday 13th November 2015, which resulted in the deaths of 130 people and left hundreds more wounded. All present stood for a moment of silence as a mark of respect for the victims of

this tragic event.

REPORTS OF OFFICERS

Consideration was given to the following reports.

5. INSURANCE CLAIMS – PRESENTATION, SUE RUDDOCK, RISK AND INSURANCE MANAGER

Sue Ruddock (Risk and Insurance Manager) provided Members with the Authority's Claims Analysis for 2014-15.

Members noted that 356 claims had been received in total relating to motor vehicle, employers' liability and public liability cases. The total cost of claims amounted to £923,714.47 and the average per claim was £2594.70.

Comparison figures were provided in relation to cases taken to court and it was noted that the Authority's success rate at trial is 83%.

Examples of claims were presented in respect of Parks, the Environment, Schools and Leisure Centres. Particular reference was made to the recent court case of Poole v CCBC, where the claimant (a Badminton player) slipped on water/slither of paper at a leisure centre within the Borough. Photographs showed dried paint and bits of paper on the courts the following day. The Judge believed the Authority's visual inspection was inadequate and the accident report form was poorly completed. The Authority lost the case and the claimant was awarded £6500 damages. Their claimants costs amounted to £44k and the Council's costs are likely to be in the region of £8k. The total cost of claim before costs assessment is £58,500.

It was noted that accident forms must be fully completed and signed by the injured party where possible. Photographs must be taken, even if they show nothing at all. Record keeping must be kept up to date in respect of training, cleaning and complaints etc. Complaints must be sent to the Risk and Insurance Section within 20 days of the reported incident so that evidence gathering can commence.

In terms of risk management Ms Ruddock confirmed the Authority has excellent processes and policies in place. Claims are low in comparison to other Authority's in Wales, which are reflected in the current insurance premiums.

Members queried the figures in relation to claims made against refuse vehicles and it was confirmed that claims have decreased since the introduction of 360 degree cameras being installed within the vehicles.

Councillor Adams requested that it be placed on record his thanks to Mark Williams (Head of Community & Leisure Services) and his staff for the hard work that his team undertake in their area of activity.

The Chair thanked Ms Ruddock for her informative presentation and for responding to queries raised.

6. STATUTORY MAINTENANCE – PRESENTATION, DONNA JONES, HEALTH, SAFETY AND WELFARE SERVICE MANAGER.

Donna Jones, Service Manager, Health, Safety and Welfare, updated Members in relation to RAMIS (Risk Assessment Management Information System), which helps manage its statutory maintenance responsibilities for all of the workplace premises and provides a live

record of compliance across all Authority premises, which now includes schools. RAMIS collates all statutory maintenance inspections undertaken by contractors, records all cyclical tasks to be undertaken by CCBC staff and all Health and Safety inspections/audits of buildings. Building Managers receive emails reminding them of tasks due and overdue and reports are generated from the system on compliance.

A significant amount of work is undertaken to ensure the Authority is compliant, for example, electrical testing is undertaken every 5 years, gas safety certificates are required annually and legionella risk assessments are required every 2 years. Regular water quality testing, fire alarm testing and fire fixed alarm wiring testing is also undertaken. In addition fire risk assessments are undertaken annually on residential homes for old people/children, large corporate buildings and comprehensive schools and portable fire-fighting equipment is also tested on an annual basis. Air conditioning/sprinkler systems are tested annually, emergency lighting six monthly, lifts six monthly, fixed ventilation every 14 months and asbestos surveys are carried out every 3 years.

By means of a Powerpoint presentation, the Committee's attention was drawn to information relating to High Risk Inspections i.e. Electrical reactive tasks, Legionella reactive tasks and Gas Safety reactive tasks. Details were received of the sites inspected in relation to Corporate Services, Education premises and the Environment. Members were informed that improvements had been made across all three high risk disciplines.

It was noted that the presentation of figures is a snapshot of the information available and that Caerphilly is the only Local Authority in Wales that can confirm figures of compliance in this way.

The current position for the Authority is that further improvements must be made across all areas with the requirement for continued scrutiny from Senior Management

The Chair thanked Officers for the informative presentation and for responding to queries raised.

7. PROVISION OF AUTOMATED EXTERNAL DEFIBRILLATORS (AED) IN COUNCIL PREMISES

The report informed the Committee of the recent approval by the Corporate Management Team for the installation of Automated External Defibrillator (AED) in identified CCBC premises.

The Committee noted that the most common cause for a heart to stop (cardiac arrest) is a 'heart attack', if the heart attack results in cardiac arrest it is usually because it has interrupted the heart electric impulses. The definitive treatment for this condition is to deliver a controlled electric shock through the heart, this is called defibrillation.

Currently 30,000 people in the UK each year have a cardiac arrest out of hospital, and NHS data shows just 18.5% of them survive.

A recent IOSH survey of 1000 businesses found that more than half did not possess these life-saving devices, and two thirds of those were medium-sized to large companies.

To date AED's had only been corporately provided in Leisure Centres, however there are a number of AED's sited in Council premises, most have been donated by charities.

With the assistance of a resuscitating training dummy, Ms Jones gave a demonstration as to how it should be used and explained that it is a safe, reliable, computerised device that can analyse heart rhythms and enable a non-medically qualified rescuer to safely deliver the

lifesaving shock. It uses clear voice instructions and guides a person through each step of defibrillation, including CPR coaching.

It was noted that there is no legislation that explicitly requires an employer to provide defibrillators, however, under both the law of negligence and the Health and Safety at Work Act 1974, the Authority owe a duty of care to employees and others who might reasonably be affected by the control of our business or undertaking. There is currently no corporate policy on the provision of AED's in Council premises.

Members noted that following the tragic deaths of two Caerphilly pupils from undiagnosed heart conditions some secondary schools have already purchased or had an AED donated. It is not known if training has been provided and the required on-going re-refresher training being undertaken. Health and Safety will advise schools of the arrangements which should be in place to support the use of such devices.

Members queried the issue of training and were informed that initially training would be offered to nominated First Aid staff and refresher training will be provided every six months. It was noted that the intention is to train as many staff as possible.

Following consideration and discussion the Corporate Health and Safety Committee noted the report and supported the provision of AED's in all Corporate Buildings and Secondary schools.

8. HEALTH AND SAFETY POLICIES – REVIEW UPDATE

The report provided the Committee with a formal update on the recent update to health and safety policies and Corporate Management arrangements (CMA's).

The Health and Safety division have numerous policies and CMA's in place to manage risks across the Authority. Part of the ongoing process of health and safety is the review of policies and CMA's, and as such, a formal review of each policy and CMA must take place every 3 years. The review allows policies and CMA's to be updated to reflect a change in working practices and to reflect any changes in health and safety legislation.

As part of the review process, the following policies and CMA's have been updated:

- First aid at work,
- Lone Working,
- Accident reporting and investigation,
- Control of substances hazardous to health,
- Risk Assessment,
- Display Screen equipment,
- Fire Safety,
- Manual Handling.

Members were informed of the policies and CMA's that have had working changes to reflect minor changes, updated review dates etc and confirmed the following policies that have additional duties added for heads of service, managers and employees:

- First aid policy and CMA,
- Lone working policy and CMA,
- Accident Reporting and Investigation Policy and CMA,
- Control of substances hazardous to health CMA.

Following consideration and discussion, the Committee noted the report.

9. INFORMATION ITEMS

The following reports were received and noted: -

1. Accident Statistics Report for April – September 2015.
2. Recent HSE Updates.

The meeting closed at 11.34 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 22nd February 2016, they were signed by the Chair.

CHAIR

This page is intentionally left blank



CORPORATE HEALTH AND SAFETY COMMITTEE - 22ND FEBRUARY 2016

SUBJECT: DOMESTIC ASBESTOS MANAGEMENT PLAN

REPORT BY: DONNA JONES, SERVICE MANAGER, HEALTH, SAFETY & WELFARE

1. PURPOSE OF REPORT

- 1.1 To seek approval for the implementation of the attached Domestic Asbestos Management Plan (attached within appendix 1). The report is seeking the views of Corporate Management Team prior to its presentation at the next meeting of the WHQS Project Board and Health and Safety Committee.

2. SUMMARY

- 2.1 The Authority has in place a Corporate Asbestos Management Plan which details how the management of asbestos must be undertaken within Corporate Buildings and communal areas where a Council building consists of both domestic and corporate functions such as a sheltered housing scheme. However, previously there has not been an asbestos management plan for the Authority's Domestic dwellings.
- 2.2 The Domestic Asbestos Management Plan is designed to provide guidance for the management of asbestos within domestic dwellings and has been produced to ensure compliance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and the Control of Asbestos Regulations 2012. The plan sets out practical arrangements for the management of asbestos, preventing risk to tenants, Council employees and contractors.

3. LINKS TO STRATEGY

- 3.1 The report advises on the Council's statutory duties under the Health and Safety at Work etc. Act 1974 and other relevant legislation in relation to control of asbestos in Social Housing.

4. THE REPORT

- 4.1 For multi-occupancy premises such as flats and sheltered housing units, there is a requirement to proactively manage Asbestos Containing Materials (ACMs) within communal areas such as foyers, lift, stairs, circulation areas, boiler rooms, store rooms, roof spaces, external outbuildings etc. Procedures detailing how to manage asbestos within these areas is provided in the Authorities' Corporate Asbestos Management Plan (CAMP).
- 4.2 At present there is no duty to proactively manage ACMs within domestic dwellings; however, there is a requirement to ensure that any planned maintenance/refurbishment or emergency works are undertaken without the risk of potential exposure to asbestos fibres.

- 4.3 The aims and objectives of the Domestic Asbestos Management Plan are to help prevent any person(s) being exposed to asbestos fibres present in ACMs within the authorities' domestic dwellings whilst any emergency, maintenance or refurbishment works are undertaken.
- 4.4 The Domestic Asbestos Management Plan has been developed to provide a comprehensive and consistent approach to managing the risk of exposure to asbestos throughout the authorities' domestic dwelling portfolio and to assist and provide managers with a range of resources, information and paperwork so they can meet their responsibilities with regard to the effective management of asbestos containing materials (ACM's).
- 4.5 The Domestic Asbestos Management Plan details responsibilities, use of IT systems for the storage and control of all relevant known asbestos information, arrangements for surveying, working on ACMs, managing asbestos left in-situ, engaging contractors, contractor management, emergency procedures, training, reporting and investigating asbestos related incidents and audit, monitoring and review of the DAMP.
- 4.6 The approach adopted by the Domestic Asbestos Management Plan is to manage the risk by ensuring relevant asbestos surveys are completed in sufficient time prior to works being undertaken. Information is provided to and assessed by individuals responsible for undertaking the work, ensuring suitable controls are in place prior to work on the fabric of the building and details of any works to ACMs such as removal or encapsulation of material are recorded.
- 4.7 This Domestic Asbestos Management Plan also includes numerous appendices to assist with the management of ACMs within domestic dwellings such as the process for commissioning relevant asbestos surveys, quality checking of this information, categories of asbestos works, recording of work on ACMs, training requirements and emergency procedures.
- 4.8 The Domestic Asbestos Management Plan has been subject to consultation with all relevant Housing Officers.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no Equalities implications for the Council arising from this report.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial implications for the Council arising from this report

7. PERSONNEL IMPLICATIONS

- 7.1 There are no direct personnel implications arising from this report.

8. CONSULTATIONS

- 8.1 All consultations undertaken to date have been reflected in the report.

9. RECOMMENDATIONS

- 9.1 To approve the new Domestic Asbestos Management Plan.

10. REASONS FOR THE RECOMMENDATIONS

10.1 Compliance with Health and Safety Statutory Regulations.

11. STATUTORY POWERS

11.1 The Health and Safety at Work etc. Act 1974.

11.2 The Control of Asbestos Regulations 2012.

11.3 The Management of Health and Safety at Work Regulation 1999.

Author: Richard Phillips, Asbestos Team Manager, Ext 4362
Consultees: Donna Jones, Health and Safety Service Manager, Ext 4865
Shaun Couzens, Chief Housing Officer, Ext 5314
Phil Davey, Head of Programmes, WHQS Ext 4208
Lynne Donovan, Head of People Management, Ext 4570

Appendices:
Appendix 1 Domestic Asbestos Management Plan

This page is intentionally left blank

CAERPHILLY COUNTY BOROUGH COUNCIL

Domestic Asbestos Management Plan (DAMP)

Date: May 2015

Version 1

CONTENT	PAGE NUMBER
Section 1 Introduction	3
Section 2 Housing Department Responsibilities	6
Section 3 Asbestos Surveys	11
Section 4 Asbestos Left In Situ	13
Section 5 Commissioning Contractors	14
Section 6 Carrying out Work on ACM's	15
Section 7 Training	18
Section 8 Reporting and Investigating Asbestos Incidents	19
Section 9 Providing Information to Tenants	20
Section 10 Audit, Monitoring and Review of the Asbestos Management Plan	21
Appendix 1 Example Of Asbestos Containing Materials Within Domestic Hosing	22
Appendix 2 House Diagram	23
Appendix 3 Asbestos Survey Procedure Welsh Housing Quality Standards (WHQS)	24
Appendix 4 Asbestos Survey Procedure End Of Tenancy (EOT)	25
Appendix 5 Illustration of Asbestos Work Categories	27
Appendix 6 Decision Flow Chart	28
Appendix 7 Internal Asbestos Training	29
Appendix 8 External Asbestos Training	31
Appendix 9 Asbestos Licensed Removal Process Within Welsh Housing Quality Standards (WHQS)	33
Appendix 10 Asbestos Licensed Removal Process within Housing Repairs Operations (HRO)	35
Appendix 11 Emergency Repair Works	36
Appendix 12 Responsive Repair Work	37
Appendix 13 End Of Tenancy Procedure	38
Appendix 14 Emergency Procedure In The Event Of Accidental Fibre Release	39
Appendix 15 Certificate Of Cleanliness Following Removal Of Textured Coating	40
Appendix 16 Certificate of Cleanliness Following Works with Notifiable Non Licensed & Non –Licensed Products	41
Appendix 17 Selecting a Licensed Asbestos Scaffold Contractor	42
Appendix 18 Asbestos Technical Group Terms Of Reference	43

This plan should be used in conjunction with the following documents:-

- The Corporate Asbestos Management Plan
- Corporate Health & Safety – Guidance for Building Managers
- Asbestos Operational Guidance – Housing Services
- Asbestos Management Services Framework User Guide

1.0 INTRODUCTION

- 1.1 This Domestic Asbestos Management Plan (DAMP) has been produced to ensure compliance with the Management of Health & Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974 for use in domestic dwellings and in accordance with Control of Asbestos Regulations (CAR) 2012.
- 1.2 The DAMP refers to any form of social accommodation owned by the Local Authority and provided in return for rent to our residents and which is used for human habitation, or as available for such use. The DAMP also contains the procedures for the management of Asbestos Containing Materials (ACMs) in the Authority's domestic dwellings and the documentation required to support this. Communal areas of social domestic dwellings are subject to the procedures and arrangements that are set out in the Corporate Asbestos Management Plan (CAMP).
- 1.3 The objective of this plan is to help prevent any person(s) being exposed to asbestos fibres present within the authority's social domestic dwellings whilst any emergency, maintenance or refurbishment works are undertaken. The basic principle of the plan is to ensure that no work is to be undertaken on the fabric of a building until a relevant asbestos survey (refer to [Section 3](#)) has been carried out. This must be done by a Surveying Contractor selected from the Local Authority's Asbestos Management Services Framework. The plan will also ensure no work is to be undertaken on the fabric of a building unless the person(s) carrying out the work have undertaken the relevant training and hold valid licence/certification. In the case of a scheme, all dwellings within project will have an asbestos survey undertaken. However, if there is a change to this process, advice must be sought from Welsh Housing Quality Standard (WHQS) Asbestos Officer/ Housing Repair Operations (HRO) Asbestos Foreman.
- 1.4 Asbestos has been used in a large number of products, some of which may have been used in the Local Authority's social housing. There are three main types of asbestos – Crocidolite (Blue Asbestos), Amosite (Brown Asbestos) and Chrysotile (White Asbestos). Asbestos is made up of thin fibres which have the potential to cause harm if they are inhaled. The table and diagram shown in [Appendix 1](#) & [Appendix 2](#) gives an indication of where asbestos can be found. This is not an exhaustive list, further details can be found on the HSE website:
<http://www.hse.gov.uk/asbestos/essentials/building.htm>
- 1.5 Work to 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 floor covering
 - External roof repairs or soffits, fascias, verges 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 any textured ceiling surfaces

1.6 The Local Authority has an Asbestos Management Services Framework, which consists of five lots. These are as follows:

- Lot 1 Air Monitoring
- Lot 2 Asbestos Removal
- Lot 3 Non Domestic Asbestos Surveys
- Lot 4 Domestic Asbestos Surveys
- Lot 5 Bulk Sample Analysis

All works requested through the Asbestos Management Services Framework must be commissioned by a Technical Division (Asbestos Management Team [AMT] positioned within the Health and Safety Division, Building Consultancy, WHQS, HRO, Engineering Division and Private Sector Housing). It is advised that an Asbestos Officer within the relevant Technical Divisions are utilised for the commissioning of these services.

1.7 Where works are responsive, emergency or are to be undertaken within a minor void (void property turned around in 8 Days), all operatives must hold as a minimum, valid Non Licensed Asbestos (Category B) certification and undertake annual refresher training (refer to [Appendix 7](#) & [Appendix 8](#)). In order to carry out required works. Works must also be undertaken in accordance with emergency and responsive repair work flowcharts (refer to [Appendix 11](#) & [Appendix 12](#)).

1.8 A relevant asbestos survey (refer to [Section 3](#)) must be completed prior to all work apart from responsive, emergency or work within a minor void. However, prior checks must be undertaken to discover if an asbestos survey has previously been completed or if advice is required as to whether an Asbestos Survey is needed to support works. Advice can be sought from the WHQS Asbestos Officer/HRO Asbestos Foreman or the AMT. This check must be done prior to works commencing. Work must not commence on the fabric of the building until a relevant survey has been provided to, read and clearly understood by the operatives undertaking the work.

1.9 A copy of the DAMP will be available at each Area/Neighbourhood Housing Office/Depot, Cherry Tree and Tir Y Berth Offices. It may also be accessed from the CCBC intranet ([located under HR Support Portal/Health & Safety/Asbestos](#)).

Copies of existing asbestos surveys will be available from the WHQS Asbestos Officer and the HRO Asbestos Foreman. This information is stored within the Keystone database. Details of bulk samples taken prior to emergency response repairs are held on a database that is managed by the Senior Housing Officer.

1.10 All employees and contractors undertaking work on the fabric of the building which is not responsive or an emergency or within a minor void must hold as a minimum, a valid Asbestos Awareness training certificate and undertake annual

refresher training (refer to [Appendix 7](#) & [Appendix 8](#)). However, where the work will knowingly disturb notifiable Non Licensed or Non Licensed ACMs (refer to [Appendix 5](#) & [Appendix 6](#)) then they must hold as a minimum a valid Non Licensed Asbestos (Category B) certification and undertake annual refresher training (refer to [section 6.1.2.](#), [6.1.3.](#), [Appendix 7](#) & [Appendix 8](#)). Where the work knowingly disturbs licensed ACMs then a Licensed Asbestos Removal Contractor (LARC) with a valid licence and certification must be used (refer to [section 6.1.1.](#) and [Appendix 8](#)).

- 1.11 If emergency response work is required or damaged ACMs are identified then the relevant emergency procedures must be followed (refer to [Appendix 11](#)) whether the request is inside or outside of normal working hours.

2.0 HOUSING DEPARTMENT RESPONSIBILITIES

2.1 The Chief Executive and Directors will:

- 2.1.1 Be ultimately responsible for ensuring compliance with this Asbestos Management Plan within Caerphilly County Borough Council.

2.2 The Chief Housing Officer will:

- 2.2.1 Ensure the effective implementation of the DAMP throughout the service area.
- 2.2.2 Be ultimately responsible for ensuring compliance with this Asbestos Management Plan.
- 2.2.3 Ensure that appropriate resources are made available for the effective implementation of this plan including training.
- 2.2.4 Ensure that they appoint a suitably qualified person to project manage/supervise the work if they (the instructing or Commissioning Officer) feel that additional management support is required due to time restraints, insufficient resources and/or complexity of project.

2.3 Area/Neighbourhood Housing Managers will:

- 2.3.1 Where required access any relevant Asbestos Survey from the Keystone Database for social domestic dwellings that are under their control.
- 2.3.2 Ensure the implementation of any recommendations made for managing ACMs left in-situ.
- 2.3.3 Communicate the findings of the asbestos surveys and any implications to all those who may be affected.
- 2.3.4 Ensure that relevant employees receive as a minimum Asbestos Awareness training and undertake annual refresher training (refer to [Appendix 7](#)). This would include those who may deputise in their absence and will therefore need to have a full understanding of the DAMP.
- 2.3.5 Liaise with the AMT, the WHQS Asbestos Officers, the HRO Asbestos Foreman and any appointed Licensed/Non Licensed Asbestos Removal Contractor to ensure that any removal/encapsulation asbestos works can be carried out safely.
- 2.3.6 Ensure that visual inspections are carried out on the condition of any identified/presumed ACMs left in-situ during void property inspections and inform the WHQS Asbestos Officer so they can record in the Keystone database.

- 2.3.7 Where required, seek advice immediately from the WHQS Asbestos Officer or the HRO Asbestos Foreman if there is any damage/deterioration to the condition of any identified/presumed ACMs.
- 2.3.8 Ensure that the WHQS Asbestos Officer or the HRO Asbestos Foreman are consulted prior to any work which affects the fabric of the building. They can then check all relevant asbestos information for the work location and advise accordingly.
- 2.3.9 Ensure that no in-house staff or external contractors undertake any work on the fabric of the building without reading and understanding the relevant asbestos survey and without any relevant risk assessments, Method Statements and Safe System of Work being in place where appropriate.
- 2.3.10 Arrange for a consultation between the Occupational Health Department and any individual who has been potentially exposed to asbestos. Also make available to the individual the Care First contact information.
- 2.3.11 Immediately seek advice from the AMT, the WHQS Asbestos Officer, or the HRO Asbestos Foreman in the event of any suspected asbestos exposure.
- 2.4 Responsible Officers (Commissioning Officer, Project/Site Managers, WHQS/HRO Foremen) will:
 - 2.4.1 Ensure that any relevant asbestos surveys have been completed prior to work commencing.
 - 2.4.2 Ensure all relevant information regarding ACMs is provided to any in house staff and/or Contractors carrying out the work in a timely manner (refer to [Appendix 3](#) & [Appendix 4](#)). This must be done prior to any work commencing and agree how the work will be carried out safely.
 - 2.4.3 Ensure that any in-house work that will knowingly disturb any licensed or notifiable Non Licensed ACMs ([Appendix 5](#) & [Appendix 6](#)) is directed to the WHQS Asbestos Officer(s)/Asbestos Foreman or the HRO Asbestos Foreman for management of the works (refer to [Section 6.1.1.](#) and [6.1.2.](#)).
 - 2.4.4 Ensure that any in-house staff or contractors are trained and competent to the appropriate level for working on Licensed or Non Licensed Works (refer to [Appendix 7](#) & [Appendix 8](#)). Contractors must be selected from current and relevant frameworks.
 - 2.4.5 Ensure that the Contractor provides adequate Risk Assessments, Method Statements, Plan of Works, Safe Systems of Work, relevant insurance etc. for the work being undertaken.
 - 2.4.6 Ensure records are kept, e.g. minutes of meetings, e-mails to record when any relevant asbestos information is issued to the contractor.

- 2.4.7 Undertake monitoring of in-house staff and/or Contractors to ensure that works are being undertaken in accordance with Risk Assessments, Method Statements, Plan of Works and Safe System of Work.
 - 2.4.8 Ensure that where any licensed work is undertaken on ACMs, an Independent UKAS (United Kingdom Accreditation Service) accredited Analyst is appointed to undertake a clearance of the area(s) and issue a certificate of reoccupation. This Independent Analyst must be appointed by the Authority/Client and not by the Contractor (refer to [Appendix 9](#) & [Appendix 10](#)).
 - 2.4.9 The WHQS Asbestos Foreman or the HRO Asbestos Foreman must undertake a required visual inspection of work area and complete relevant clearance certification following notifiable Non Licensed asbestos works (refer to [Appendix 15](#) & [Appendix 16](#))
 - 2.4.10 Ensure that the Licensed Asbestos Contractor and Independent Analyst supplies the Responsible Officer all relevant information relating to the asbestos works being completed, e.g. re-occupation certificate, 4 Stage Clearance and Waste Certificate. This information must be provided by the Responsible Officer to the WHQS Asbestos Officer.
 - 2.4.11 Where quality issues are identified with a Contractor a temporary suspension of the Contractor may be required pending a full investigation. Quality issues will be referred to the Asbestos Technical Group (refer to [Appendix 18](#)) for a decision on appropriate action; this may include re-instatement with monitoring or formal suspension that will require authorisation from the Chief Executive.
- 2.5 The WHQS Asbestos Officer(s), WHQS/HRO Asbestos Foreman & AMT will:
- 2.5.1 Ensure that the DAMP is reviewed at least every two years or earlier where there is a change to relevant legislation.
 - 2.5.2 Advise and agree with relevant CCBC Officers a suitable survey strategy in accordance with current guidance.
 - 2.5.3 Where required commission relevant Asbestos Survey and Quality Check (QC) the survey.
 - 2.5.4 Where required undertake Localised Refurbishment/Demolition Survey.
 - 2.5.5 Ensure all relevant information is uploaded to the Keystone database.
 - 2.5.6 Manage and maintain the asbestos information held within the Keystone database to ensure that any remedial works are passed to the relevant department to action in accordance with recommendations.
 - 2.5.7 Where required provide technical asbestos support and advice.
 - 2.5.8 Will manage all contracted licensed or notifiable non licensed work.

- 2.5.9 Where required review asbestos contractor's Risk Assessments, Plan of Works, Method Statements and Safe System of Work prior to any works being undertaken on ACMs.
 - 2.5.10 Undertake site monitoring of in-house staff and/or Contractors to ensure they are working in accordance with their Risk Assessments, Plan of Works, Method Statements and Safe System of Works.
 - 2.5.11 Investigate any accidental potential asbestos fibre release/exposure and report findings to the Asbestos Technical Group (refer to [Appendix 18](#)).
 - 2.5.12 Where they deem necessary, commission an independent Asbestos Analyst to undertake any relevant air monitoring to ensure areas are safe to reoccupy and to provide the Health and Safety Division with information to support any investigation.
 - 2.5.13 Notify any exposure to the HSE when asbestos fibres are accidentally released into the air in a quantity sufficient to cause damage to the health of any person. This must be done in accordance Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
 - 2.5.14 Offer Managers and/or Employees guidance and advice on a range of matters affecting the health and well-being of employees and on their working environment. This includes advice on potential health effects from potential exposure to asbestos.
- 2.6 The HRO Asbestos Foreman will:
- 2.6.1. Manage and oversee the HRO Asbestos Team, undertaking notifiable non licensed and non licensed work throughout emergency, responsive and planned works.
 - 2.6.2. Where required review asbestos contractors Risk Assessments, Plan of Works, Method Statements and Safe System of Work prior to any works being undertaken on ACMs.
 - 2.6.3. Undertake site monitoring of in-house staff and/or contractors to ensure they are working in accordance with their Risk Assessments, Plan of Works, Method Statements and Safe System of Works.
 - 2.6.4. Complete notifications for all HRO Notifiable Non Licensed Works (NNLW) on ACMs and ensure an electronic copy of the notification is sent to the WHQS Asbestos Officer(s) for uploading onto the Keystone database. .
 - 2.6.5. Where required, provide technical asbestos support and advice.
 - 2.6.6. Undertake required visual inspection of work area following all NNLW and complete relevant clearance certification (refer to [Appendix 15](#) & [Appendix 16](#)).

- 2.6.7. The WHQS Asbestos Officer/HRO Asbestos Foreman to investigate any accidental release/exposure of ACMs and report the findings to the Asbestos Management Team (AMT)
- 2.6.8. The AMT will notify the HSE of potential asbestos exposure where it is notifiable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.
- 2.6.9. Investigate any accidental potential asbestos fibre release/exposure and report findings to Asbestos Technical Group (refer to [Appendix 18](#)).
- 2.6.10. Where deemed necessary commission an independent Asbestos Analyst to undertake any relevant air monitoring to ensure areas are safe to reoccupy and to provide the Health and Safety Division with the relevant information to support any investigation.

3.0 ASBESTOS SURVEYS

- 3.1 The purpose of an Asbestos Management Survey is to locate, as far as is reasonably practicable, the presence and extent of any suspect ACMs within a building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess its condition. This Survey will often involve minor intrusive work and some disturbance.
- 3.2 The purpose of a Refurbishment and Demolition Survey is to locate and describe, as far as reasonably practicable, all ACMs in the area where the work will take place or throughout the whole building if demolition is planned. This Survey is fully intrusive with disturbance.
- 3.3 Any survey commissioned by the Authority must be undertaken by a selected Contractor from the Asbestos Management Services Framework or by a CCBC Officer with P402 Certification. Copies of the Asbestos Survey(s) will be available at the relevant Area/Neighbourhood housing offices via Keystone database and copies will also be held with the WHQS Asbestos Officers. All surveys must be undertaken prior to any works commencing and the information issued to relevant staff to allow sufficient time to plan works (refer to [Appendix 3](#) & [Appendix 4](#)).
- 3.4 Prior to commissioning any asbestos survey you must seek advice from WHQS Asbestos Surveyor or AMT. They will provide advice on what type of survey is required and also inform you if an asbestos survey has been previously undertaken.
- 3.5 Asbestos Management Surveys undertaken for CCBC will be carried out to support all works on void and WHQS scheme properties apart from supporting works that are classified as emergency or responsive or required within a minor void. This enables the Authority to build an understanding of the presence of ACMs across its social housing stock. The surveys will cover the whole premise including ceiling voids. However, in some cases this survey will also have elements of intrusive inspection to support specific works e.g. refurbishment of bathroom, kitchen, etc.
- 3.6 WHQS internal/externals works will be subject to a pre-agreed sampling strategy. A project specific sampling programme will be agreed by the Project Team in accordance with the WHQS Asbestos Officers' advice. The sampling programme must take into account any construction information, building material specification and information from previous refurbishment works and any existing asbestos information. ACMs identified during the sampling may necessitate a revision of the contract works.
- 3.7 Where an Asbestos Management Survey has already been completed then a localised Refurbishment and Demolition Survey is required where the refurbishment/demolition work is planned. Once the survey is complete the information must be provided to relevant CCBC work staff and/or selected contractor prior to any work commencing (refer to [Appendix 3](#) & [Appendix 4](#)).

- 3.8 Historically, visual surveys of a social domestic dwelling have been undertaken, however, this was only carried out when an Asbestos Surveyor utilised an Asbestos Management Survey from a property of the same archetype. If a visual survey is available for a particular property then you must seek advice from the WHQS Asbestos Officer for how this may be used.
- 3.9 There is a potential for ACMs not to have been identified prior to maintenance and refurbishment work being carried out. In these situations the management arrangements must include the following:
- 3.9.1 Adequate asbestos training of relevant CCBC work staff and/or selected Contractor (refer to [Appendix 7](#) & [Appendix 8](#)).
 - 3.9.2 If a suspected ACM is discovered or damaged during the work then emergency procedure must be adhered to (refer to [Appendix 14](#))
 - 3.9.3 Adequate supervision to ensure procedures are implemented and followed

4.0 ASBESTOS LEFT IN-SITU

- 4.1 The condition of ACM's left in situ should be monitored between lettings and during general property inspections carried out by the Estate Management Officer/Area Surveyor.
- 4.2 Where damaged suspected ACMs are identified during an inspection it is the responsibility of the person carrying out the inspection to report this immediately to the relevant Area/Neighbourhood Housing Manager, the WHQS Asbestos Officer, the HRO Foreman or the Health & Safety Division. Following this the required level of work will be actioned and any changes to the amount/condition of ACMs will be recorded by the WHQS Asbestos Officer in the Keystone database.

5.0 COMMISSIONING CONTRACTORS

- 5.1 Contractors must be selected from the Asbestos Management Services Framework for works that involve the following;
- Lot 1 Air Monitoring
 - Lot 2 Asbestos Removal
 - Lot 3 Non Domestic Asbestos Surveys
 - Lot 4 Domestic Asbestos Surveys
 - Lot 5 Bulk Sample Analysis

Although there may be works outside of this framework, for example, non licensed works. In this situation relevant and current frameworks must be utilised.

- 5.2 All relevant asbestos information must be provided to selected contractor(s) with sufficient time for them to safely plan any works. These works may require the commissioning of a LARC.
- 5.3 Where a Principle Contractor may require a LARC, other than those appointed to the Asbestos Management Services Framework, then such LARCs must be vetted by the WHQS Asbestos Officer/Foreman. However, the Principle Contractor may select a LARC from those appointed to Lot 2 of the Asbestos Management Services Framework. Details are available from the WHQS Asbestos Officer. The contractual relationship between the Principle Contractor and the LARC is a matter for the Principle Contractor and the LARC only; the Local Authority will have no input on this contractual relationship.
- 5.4 Where any Licensed Asbestos Work is undertaken the Independent Analyst must be selected from the Asbestos Management Services Framework. The Independent Analyst must always be commissioned by the Authority and never by the Contractor (refer to [Appendix 9](#)).
- 5.5 All in-house staff/contractors must undertake work to all Council dwellings in accordance with current HSE guidance.

6.0 WORKING WITH ACMs

- 6.1 All works on ACMs will require a specific level of asbestos training. This will depend on whether the product is Licensed, Notifiable Non Licensed or Non Licensed ([Appendix 5](#) & [Appendix 6](#)). Advice on categories of product p can be sought from the WHQS Asbestos Officer/HRO Asbestos Foreman or the AMT.
- 6.1.1 LARC with valid certification (refer to [Appendix 8](#)) must be used when undertaking Licensed Asbestos Work. The work must be notified by LARC and undertaken in accordance with relevant and current HSE Guidance and in line with the provided Risk Assessments, Plan of Works, Method Statements and Safe System of Work.
- 6.1.2 Notifiable Non Licensed in-house staff/contractor with valid certification (refer to [Appendix 7](#) & [Appendix 8](#)) must be used when undertaking Notifiable Non Licensed Work (NNLW) All in-house NNLW must be managed by the WHQS Asbestos Officer(s)/the WHQS Asbestos Foreman or the HRO Asbestos Foreman relating to their relevant department. Any in-house staff/contractor carrying out this work must undertake health screening every 3 years in accordance with CAR2012. For in-house staff this will be managed by the CCBC Occupational Health Department. The work must be notified by the relevant WHQS Asbestos Officer(s)/Foreman and undertaken in accordance with relevant and current HSE Guidance and in line with provided Risk Assessments, Plan of Works, Method Statements and Safe System of Work
- 6.1.3 Non Licensed in-house staff/contractor with valid certification must be used to undertake Non Licensed Work on ACMs (refer to [Appendix 7](#) & [Appendix 8](#)). The work must be undertaken in accordance with relevant and current HSE Guidance and in line with provided Risk Assessments, Plan of Works, Method Statements and Safe System of Work.
- 6.2 There is a potential for ACMs not to have been identified prior to maintenance and refurbishment work being carried out. In these situations the management arrangements must include the following:
- 6.2.1 Adequate asbestos training of relevant CCBC work staff and/or selected contractor (refer to [Appendix 7](#) & [Appendix 8](#)).
- 6.2.2 If a suspected ACM is discovered or damaged during the work then emergency procedure must be complied with (refer to [Appendix 14](#)).
- 6.2.3 Adequate supervision to ensure procedures are implemented and followed.
- 6.3 Textured decorative coatings (Artex) containing asbestos to ceilings or walls within CCBC social domestic housing may be removed or over boarded and/or plastered. The processes for this are as follows:

- 6.3.1 Where refurbishment of a plasterboard ceiling or wall with textured decorative coating is required, then the board must be removed and not over boarded and/or plastered over. Following this work the relevant certification (refer to [Section 6.4.2](#) & [Section 6.4.3](#)) must be completed and issued to the WHQS Asbestos Officer/HRO Asbestos Forman for them to upload to the Keystone database. Where removal is not an option, the Officer managing the works must seek authorisation from the WHQS Asbestos Officer/HRO Asbestos Foreman.
- 6.3.2 Where refurbishment of a solid ceiling or wall with textured coating is required, the textured decorative coating maybe removed, over boarded and/or plastered over. Following this work the relevant certification (refer to [Section 6.4.2](#) & [Section 6.4.3](#)) must be completed and issued to the WHQS Asbestos Officer for them to upload to the Keystone database.
- 6.4 All works on ACMs must be recorded by a competent person on the relevant form. These forms must be provided to the WHQS Asbestos Officer(s) for them to upload into Keystone database.
- 6.4.1 Removal of licensed ACMs must be recorded by an Independent Analyst on a “Clearance Certificate”. This clearance has to be commissioned by the Authority/Client.
- 6.4.2 Removal of textured decorative coatings (Artex) containing asbestos must be recorded on a “Certificate of Cleanliness” (refer to [Appendix 15](#)). This certificate must only be completed once the person who has witnessed the area is confident that the works have been achieved to a satisfactory level. The personnel permitted to complete the certificate are the WHQS Asbestos Officer(s)/Foreman or a competent in-house staff/contractor who has undertaken the work.).
- 6.4.3 Removal/encapsulation of Notifiable Non Licensed ACMs must be recorded on the “Certificate of Works with Non Licensed Products (refer to [Appendix 16](#)). This certificate must only be completed once the person who has witnessed the area is confident that the works have been achieved to a satisfactory level. The personnel permitted to complete the certificate are the WHQS Asbestos Officer(s)/Foreman or a competent in-house staff/contractor who has undertaken the work.
- 6.4.4 Removal/encapsulation of Non Licensed ACMs must be recorded on the “Certificate of Works with Non Licensed Products (refer to [Appendix 16](#)). This certificate must only be completed once the person who has witnessed the area is confident that the works have been achieved to a satisfactory level. The personnel permitted to complete the certificate are the WHQS Asbestos Officer(s)/Foreman or a competent in-house staff/contractor who has undertaken the work.
- 6.5 Where scaffold is required to support work on licensed ACMs, in some cases a scaffold contractor who holds a valid asbestos licence will be required (please refer to [Appendix 17](#) for flow chart). For further information please see current HSE Guidance

It is for the commissioned LARC to sub- contract a scaffold contractor who holds a valid asbestos licence.

There must be communication between the Principle Contractor, LARC, and the scaffold contractor to ensure the scaffold is erected correctly to enable works to proceed. In addition, advice may be sought from the WHQS Asbestos Officer, the AMT or the HRO Asbestos Foreman.

7.0 TRAINING

- 7.1 All Authority employees whose work could foreseeably expose them to asbestos must hold as a minimum a valid asbestos awareness certificate. This includes all employees who are involved in refurbishment, management and maintenance duties. The level of training required will be dependent on the work being undertaken and the asbestos product (refer to [Appendix 7](#) & [Appendix 8](#)).
- 7.2 All external contractors who are commissioned to undertake work which may disturb the fabric of the building must hold as a minimum a valid asbestos awareness certificate. The level of training required will depend on the work being undertaken and the asbestos product (refer to [Appendix 7](#) & [Appendix 8](#)).
- 7.3 All emergency/response work on the fabric of the building (in/out of hours) must be undertaken by in house workforce/contractors who must hold as a minimum Non Licensed Asbestos Certificate (refer to [Appendix 7](#) & [Appendix 8](#)).
- 7.4 All works that are responsive, emergency or are to be undertaken within a minor void (void property turned around in 8 Days) then all in house staff/contractors must hold as a minimum, a Non Licensed Asbestos (Category B) Certificate (refer to [Appendix 7](#) & [Appendix 8](#)) to carry out required works. Works must also be undertaken in accordance with the flowcharts in [Appendix 11](#), [Appendix 12](#) & [Appendix 13](#).

8.0 REPORTING AND INVESTIGATING ASBESTOS INCIDENTS

- 8.1 The relevant Area/Neighbourhood Housing Manager/Responsible Officer managing the project/works must immediately inform either the WHQS Asbestos Officer or the HRO Asbestos Foreman during normal working hours. In cases of emergency out of hours, contact the Control Centre (for emergency procedures refer to [Appendix 14](#)).
- 8.2 The WHQS Asbestos Officer/HRO Asbestos Foreman must inform the Health and Safety Division of any potential asbestos exposure. If the incident occurred outside normal hours they must inform the Health and Safety Division as soon as possible. They must complete the Authority's Accident/Incident reporting form.
- 8.3 Where an incident involving possible exposure to asbestos has occurred, all affected individuals will be evacuated and where necessary air samples will be obtained from affected area by an independent analyst. If required, an Asbestos Officer or WHQS/HRO Foreman will arrange for the relevant area to be cleaned in accordance with legislative requirements. Where a reassurance air test is required following an incident then the workplace will only be reinstated for normal use once the results evidence that fibre levels are below the Clearance Indicator Level (refer to HSG 248).
- 8.4 The Health and Safety Division will investigate the incident together with support from the relevant Manager (this could be the person who engaged the Contractor or the Area/Neighbourhood Housing Manager). Following completion of the investigation, a written report of the incident must be completed and copies sent to the Head of Service, and the Service Manager Health, Safety & Welfare. This will allow action to be taken to prevent a similar incident occurring again. Asbestos incidents will also be reported quarterly to the Corporate Health and Safety Committee. Where necessary, the Service Manager Health, Safety & Welfare will submit a report to the HSE as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- 8.5 If necessary, full consultation with CCBC employees 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 potentially exposed individuals to the Occupational Health Department to allow the medical issues to be fully discussed and any anxieties allayed. Building Managers/Line Managers will need to discuss this option with the Health and Safety Division and their Directorate Personnel Officers.
- 8.6 A record of any incident where exposure exceeds the Control Limit must be kept and recorded on the individual's personnel record.

9.0 PROVIDING INFORMATION TO TENANTS

- 9.1 All Tenants will be informed of the risks relating to ACMs via an explanatory leaflet named "[Asbestos in Housing, Tenant Information Sheet](#)" and also within the Tenants Newsletter. Contact numbers are included in the leaflet to deal with queries. For new tenants this information will be contained within the Tenants' Handbook which is provided at the start of all tenancies and is also available on the CCBC Internet Site.
- 9.2 Tenants are not permitted to, and must not under the terms of their Tenancy Agreement; carry out any home improvements without prior approval in writing. The Authority, upon receipt of such a request, would establish if ACMs are present and provide relevant information to the tenant. If no asbestos information is currently recorded for the property, then an asbestos survey will be carried out by a competent and trained officer/contractor, where appropriate. When home improvement work is requested, the information about the location of asbestos will be shared with the tenant and an assessment of risk will be made prior to authorising any home improvement work (refer to Tenants Handbook). Following samples being taken, the Housing Office writes to the tenant authorising/refusing the works. This information is recorded on the CAPITA system.
- 9.3 If permission is given to proceed with works the tenants are again reminded to refer to the "[Asbestos in Housing, Tenant Information Sheet](#)" for safety advice and refer to any other safety guidance relating to ACMs.

10.0 AUDIT, MONITORING AND REVIEW OF THE ASBESTOS MANAGEMENT PLAN

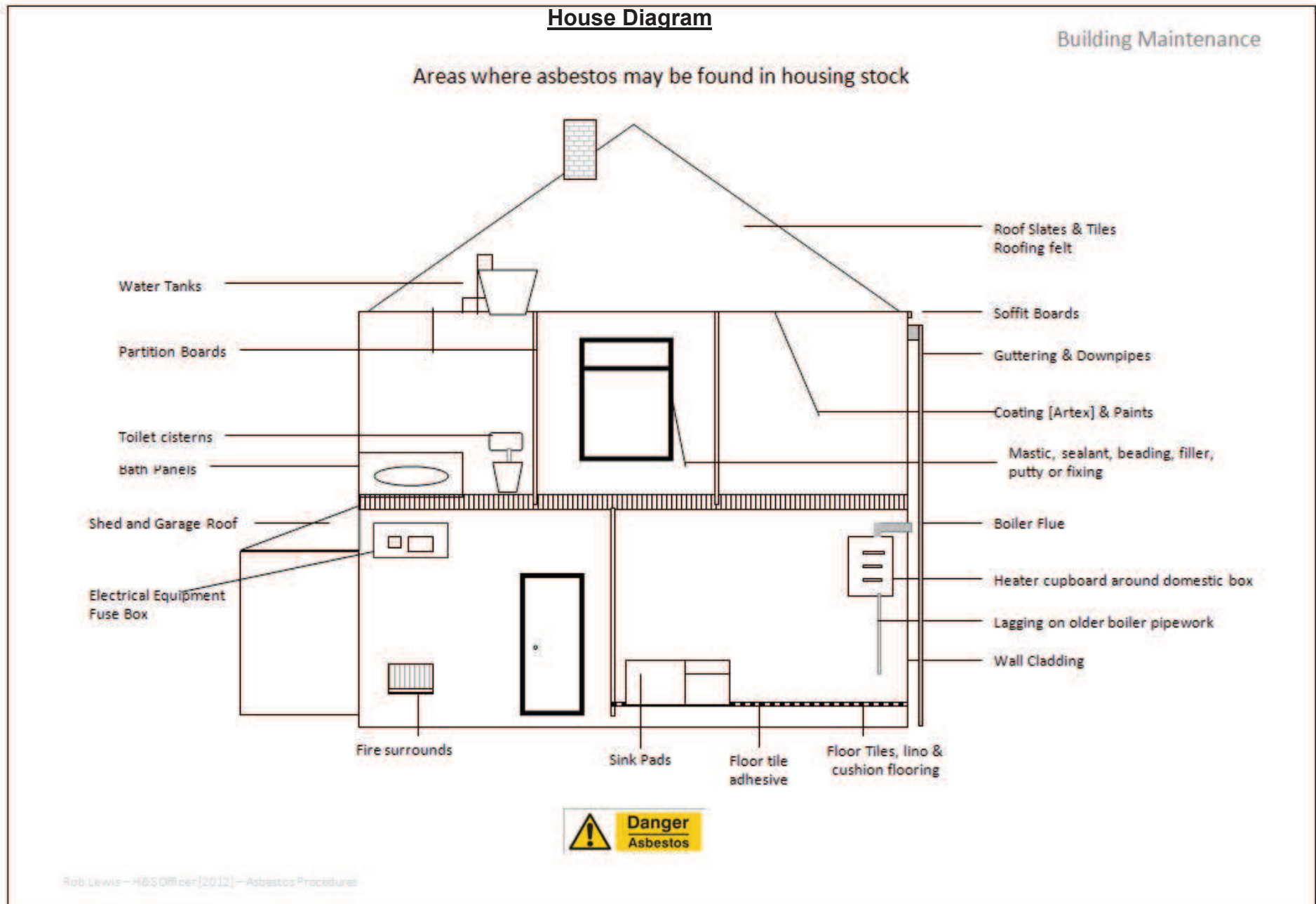
- 10.1 The effectiveness of the Domestic Asbestos Management Plan will be monitored by the Domestic Asbestos Management Group who will meet at least annually to review this plan. The group will also meet where an asbestos incident occurs which relates to domestic housing.

Appendix 1

Example of Asbestos Containing Materials within Social Housing

* Please note that this is not an exhaustive table

Product Type	Commonly Found	Probable Asbestos type.
Corrugated asbestos cement sheets	Sheets of garage roofs and outhouses	Chrysotile
Asbestos cement flat sheets	External wall panels, soffits, internal wall panels	Chrysotile
Moulded Asbestos cement	Water tanks, flue pipes, soil pipes, down pipes, guttering and rainwater goods.	Chrysotile
Asbestos cement roof tiles	Slate type roof tiles	Chrysotile
Textured decorative coatings (Artex)	Textured decorative coatings on walls and ceilings	Chrysotile
Flooring	Floor tiles, bitumen mastics and adhesives. Asbestos paper backing	Chrysotile
Bitumen Products	Roofing felt, shingles, gutter linings, flashings, bitumen damp proof course	Chrysotile
Reinforced plastic	Toilet Cisterns (Bakelite)	Amosite
Loose insulations	Loft insulation (rarely found in domestic premises)	Crocidolite
Thermal lagging	Pipe lagging (rarely found in domestic premises)	Crocidolite
Insulation board (AIB)	Bath panels, internal wall panels, boxing around airing cupboards, ceiling boards, inside chimney breasts, behind fires, soffits, ceiling tiles, hidden inside fire doors	Amosite



Appendix 3

Asbestos Survey Procedure Welsh Housing Quality Standards (WHQS)

1. Detail scope of works to be provided to the WHQS Asbestos Officer via the Keystone database, this will also include proposed timescales.
2. The WHQS Asbestos Officer will check existing asbestos information to establish what type of survey is required. If the property already has a relevant survey then the WHQS Asbestos Officer will issue this to the relevant Officer managing the works.
3. If the property has not already been surveyed then the WHQS Asbestos Officer will provide details of the property, tenant and scope of works to the commissioned contractor who has been selected from the Asbestos Management Services Framework to undertake a relevant asbestos survey.
4. Once the asbestos survey is complete the contractor will issue the survey to the WHQS Asbestos Officer for quality checking to ensure that it is relevant to the scope of work and without errors.
5. Once the WHQS Asbestos Officer is satisfied with quality of the survey this is then uploaded to the Keystone database and a hard copy of the survey will be issued to the Officer managing the works.
6. The Officer managing works will retain and manage a hard copy of the asbestos survey from their relevant Site Office. This survey must always be available at the site office
7. The Officer managing the works must ensure that any person who will undertake work to the fabric of the building must read and clearly understand the relevant asbestos survey. The survey must be read in conjunction with the scope of work(s) being undertaken and prior to any work commencing within the property.
8. If the work is to disturb any ACMs then the Officer managing the works must ensure that the person has the adequate level of asbestos training and that the correct Safe Systems of Work, Method Statements, Plans of Work, etc. are followed.

With the exception of a minor void, no work is to be undertaken on other void properties until a relevant asbestos survey has been completed and any person whose work will disturb the fabric of the building has read and clearly understood the asbestos survey.

Appendix 4

Asbestos Survey Procedure End of Tenancy (EOT)

1. A detailed scope of works to be provided to the WHQS Asbestos Officer via e-Mail. This will also include proposed timescales. These range from 15 day, 22 day, 29 day and 29+ day voids.
2. The WHQS Asbestos Officer will check existing asbestos information to establish what type of survey is required. If the void property already has a relevant survey then the WHQS Asbestos Officer will issue this to the relevant Void Foreman managing the works.
3. If the property has not already been surveyed then the WHQS Asbestos Officer will provide details of the property and scope of works to the commissioned contractor. This contractor must be selected from the Asbestos Management Services Framework and undertake the relevant Asbestos Survey in accordance with this frameworks specification.
4. Once the Asbestos Surveyor has undertaken a site visit, they will provide the WHQS Asbestos Officer with the sample results and register within 24 hours of the visit.
5. Following receipt of the results, the WHQS Asbestos Officer will e-mail the sample results and register to relevant Housing Office, Manager and the Void Foreman to allow works to commence on 15 day - 22 days voids (minor works).
6. Once the asbestos survey is complete the contractor will issue the Survey to the WHQS Asbestos Officer for quality checking to ensure that it is relevant to the scope of work and without errors.
7. Once the WHQS Asbestos Officer is satisfied with quality of the survey it will then be uploaded to the Keystone database and a hard copy of the survey will be issued to the relevant Void Foreman managing the works in line with the Asbestos Management Services Framework specification.
8. The Void Foreman managing the works will deliver the hard copy of the asbestos survey to the void property and store in an agreed location. This survey must always be available at this property.
9. The Void Foreman managing the works must ensure that any person who will undertake work to the fabric of the building must read and clearly understand the relevant asbestos survey. The survey must be read in conjunction with the scope of work(s) being undertaken and prior to any work commencing within the property.
10. If the work is to disturb any ACMs then the Void Foreman managing the works must ensure that the person has the adequate level of asbestos training and that correct Safe Systems of Work, Method Statements, Plans of Work, etc. are followed.

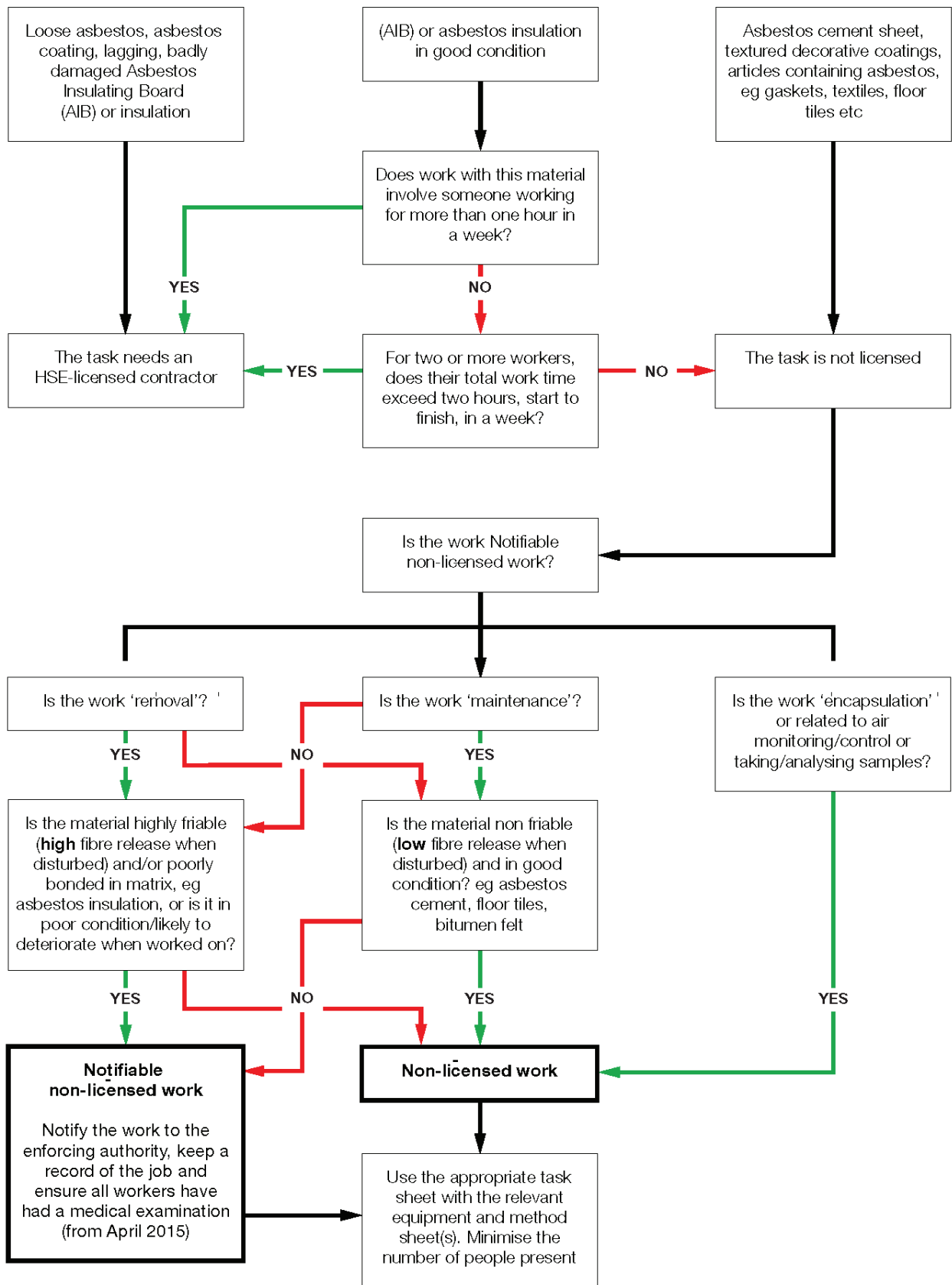
No work is to be undertaken until a relevant asbestos survey has been completed and any person whose work will disturb the fabric of the building has read and clearly understood the asbestos survey.

Illustration of Asbestos Work Categories



Appendix 6

Decision Flow Chart



Appendix 7

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> <p><i>This list is not exhaustive</i></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 • Facilities Operatives • Caretakers • Cleaning Supervisors • VOID Cleaners • Pest Control • Clerk of works 	<p>Training to be provided by a UKATA/IATP/BOHS/ASHEeLA registered member</p> <p><i>CCBC Health and Safety Training Division is a UKATA member.</i></p>	<p>Annual</p>
<p>Asbestos awareness training.</p>	<p>Catering Staff (responsible for school kitchens), <i>Building Cleaning Staff, Key Holders, Receptionists and School Governors</i></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 licensed asbestos work*</p> <p><i>Non Licensed training (Category B) does cover the elements of awareness training (there is no need to complete both awareness and Non Licensed courses separately)</i></p> <p>* Only CCBC's WHQS/HRO Asbestos Team are permitted to undertake notifiable non licensed asbestos works although this work could be contracted out to</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> <p><i>This list is not exhaustive</i></p> <ul style="list-style-type: none"> • General maintenance staff • Electricians • Plumbers • Gas fitters • Painters & decorators • Joiners • Plasterers • Demolition workers • Construction worker; • Roofers 	<p>Non Licensed training plus relevant task specific training to be provided by a UKATA/IATP registered member</p>	<p>Annual</p>

competent asbestos removal contractors.	<ul style="list-style-type: none"> • Heating & ventilation engineers • Telecommunications engineers • Fire & intruder alarm installers • Computer & data cable installers • IT Technicians • Caretakers • Clerk of works 		
	Those carrying out asbestos surveys of premises and taking samples of possible ACM's	BOHS accredited	N/A
Sampling of Artex and floor tiles only	Housing surveyors for HRO.	BOHS training	N/A
Technical Officers Asbestos Training Workshop To include Asbestos Awareness	Architects Building Surveyors Clark of Works (COW) Facility Managers All other persons that arrange or supervise work on the fabric of the building	Internal training	Update to be communicated via memo of any procedural or legislation change
Internal Building Managers Training covering asbestos	All staff and deputies who are responsible for a building/buildings.	Internal training	Update to be communicated via memo of any procedural or legislation change

Appendix 8

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> <p><i>This list is not exhaustive</i></p> <ul style="list-style-type: none"> • General maintenance staff • Electricians • Plumbers • Gas engineers • Painters & decorators • Joiners • Plasterers • Demolition workers • Construction worker; • Roofers • Heating & ventilation engineers • Telecommunications engineers • Fire & intruder alarm installers • Computer & data cable installers • Kitchen Equipment Maintenance Engineers • IT Technicians • Architects • Building surveyors • Clerk of works 	<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 non licensed and non licensed (Category B) asbestos work.</p>	<p>Those whose work will knowingly disturb ACM's in any other premises. 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> <p><i>This list is not exhaustive</i></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 • Clerk of works 	<p><i>Non Licensed Works</i> plus relevant task specific training to be provided by a UKATA/IATP registered member</p>	<p>Annual</p>

Training for licensable work with asbestos	Those conducting licensable work such as removing asbestos insulation or insulating boards.	Must hold a valid HSE Licence and training to be provided to UKATA Licensed Asbestos Work Category C standard or equivalent and <i>in accordance with HSE Guidance</i>	Annual
Training for work near ACM's	Scaffold Contractor undertaken work in the close proximity of Licensed ACMs where it is foreseeable to damage Licensed ACMs	Must hold a valid HSE Licence and training to be provided to UKATA Licensed Asbestos Work Category C standard or equivalent and <i>in accordance with HSE Guidance</i>	Annual
Surveying and sampling	Those carrying out surveys of premises and taking samples of possible ACM's	P402 BOHS accredited training	Annual

|

Appendix 9

Asbestos Licensed Removal Process within Welsh Housing Quality Standards (WHQS)

Welsh Housing Quality Standard (WHQS) works are divided into 3 categories of contract, [1] Internal Works undertaken by the in house WHQS Team. [2] Internal and External Works undertaken by Contractors, except for the Lower Rhymney Valley Area where the [3] External work is also carried out by the in house WHQS Team:-

1. Tenant Liaison Officer (TLO) and Surveyor will visit the property to scope extent and requirements of refurbishment works.
2. Once scope of works is complete TLO and Surveyor will revisit the property to agree scope of the refurbishment works with the tenant and for the tenant to sign design drawing(s), unless Occupational Therapist (OT) intervention is required.
3. Details of OT requirements, heating and electrical works are confirmed separately and input into the Keystone database by the Gas and Electrical Clerk of the Works (CoW) and OT.
4. A relevant Asbestos Survey to be undertaken as per [Appendix 3](#).
5. Where licensed ACMs require removal the Assistant Project Manager (APM)/Quantity Surveyor (QS) will inform the Principle Contractor/WHQS Team of works to be undertaken with advice and support from the WHQS Asbestos Officer/Foreman. For removal works arranged by the Principle Contractor refer to section A and for in house WHQS Team arranging the removal works see section B below.

A) Where the Principle Contractor is arranging the removal works:

- The Principle Contractor may utilise a Licensed Asbestos Removal Contractor (LARC) other than those appointed to the Asbestos Management Services Framework. Such LARCs must be vetted by the WHQS Asbestos Officer/Foreman. However, the Principle Contractor may select a LARC from those appointed to Lot 2 of the Asbestos Management Services Framework. Details are available from the WHQS Asbestos Officer. The contractual relationship between the Principle Contractor and the LARC is a matter for the Principle Contractor and the LARC only; the Local Authority will have no input on this contractual relationship.
- The selected LARC must notify the HSE of any licensed asbestos removal via ASB5. At this time the LARC must inform the Principle Contractor who will inform the APM/QS and provide details of licensed removal works e.g. ASB5, Risk Assessment, Plan of Work, etc.
- The APM/QS to provide the necessary information to the WHQS Asbestos Officer/Foreman, to enable them to commission an independent analytical contractor from Lot 1 of the Asbestos Management Services Framework to support works and undertake agreed analytical sampling strategy for example,

4 Stage clearance, various types of air sampling, etc. The time and date must be agreed in advance between WHQS Asbestos Officer/Foreman and the Principle Contractor. Please note the analytical contractor must work directly for the Local Authority and not the LARC or Principle Contractor.

- The APM/QS must ensure that during the licensed removal work(s) the Principle Contractor undertake a sufficient level of monitoring of the work(s) and where required the WHQS Asbestos Officer and/or WHQS Asbestos Foreman will also undertake monitoring.
- On completion of the licensed asbestos removal works the Principle Contractor must forward all relevant asbestos paperwork to the WHQS Asbestos Officer/Foreman.
- The independent Analytical Contractor must forward all relevant paperwork in accordance with Lot 1 specification of the Asbestos Management Services Framework.
- The WHQS Asbestos Officers will upload all relevant paperwork to the Keystone database.

B) Where the in house WHQS Team is arranging the removal works:

- The APM/QS must commission a Licensed Asbestos Removal Contractor (LARC) in accordance with Lot 2 specification of the Asbestos Management Services Framework. Details are available from the WHQS Asbestos Officer.
- Once the LARC is instructed to undertake works and has provided the relevant details of the licensed removal works for example, ASB5, Risk Assessment, Plan of Work, etc. The WHQS Asbestos Officer/Foreman will commission an independent analytical contractor in accordance with Lot 1 of the Asbestos Management Services Framework. Please note the analytical contractor must work directly for the Local Authority and not the LARC or Principle Contractor.
- On completion of the licensed asbestos removal works the LARC and the independent analytical contractor must forward all relevant asbestos removal paperwork in accordance with Lot 1 and 2 specification of the Asbestos Management Services Framework.
- The WHQS Asbestos Officer will upload all relevant paperwork to the Keystone database.

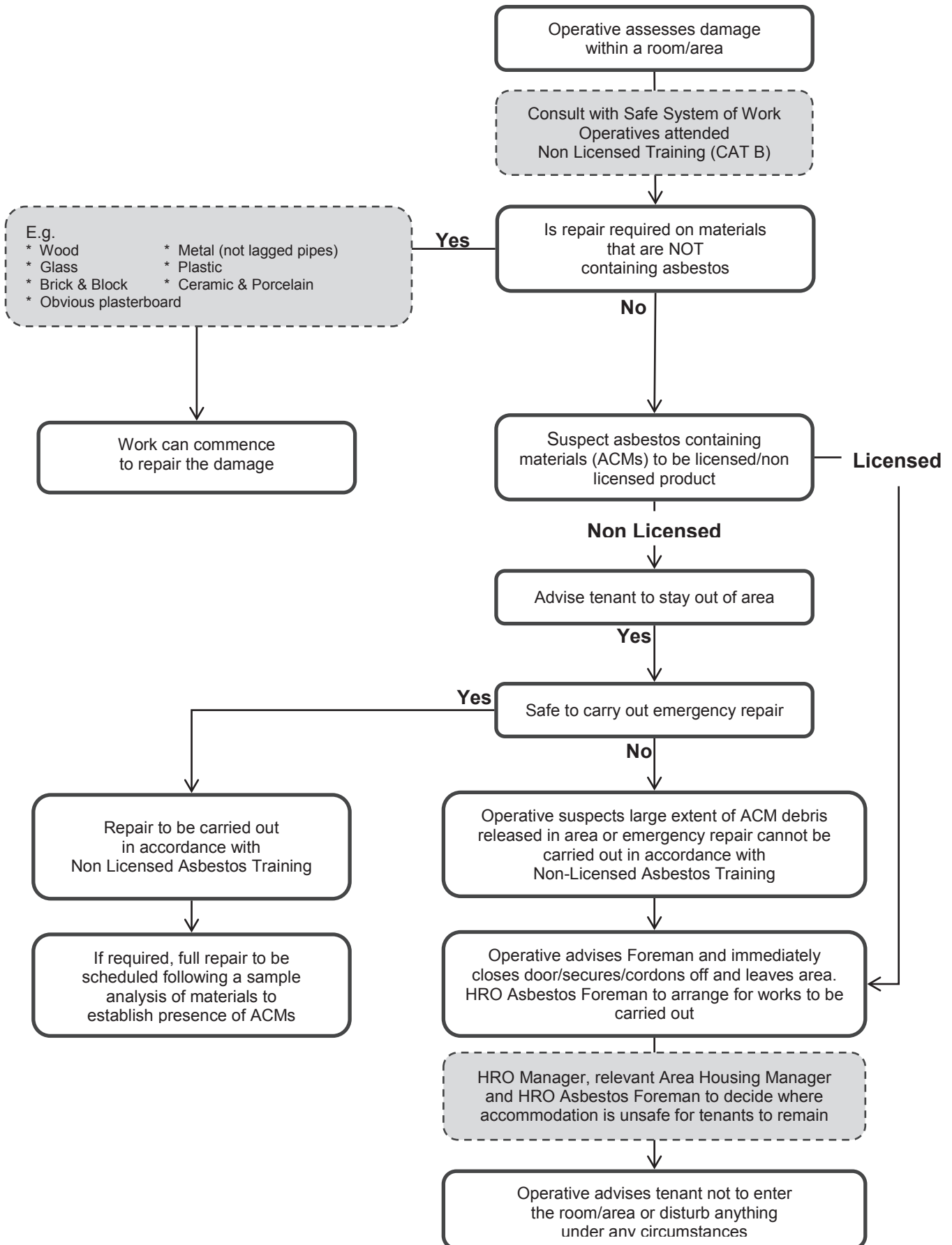
Appendix 10

Licensed Asbestos Removal Process within Housing Repairs Operations (HRO)

1. Following an emergency or request from a tenant, a Building Surveyor will visit the property to scope the extent and requirements of works.
2. A relevant asbestos survey or further specific sampling is to be undertaken (refer to [Appendix 3](#)).
3. Where licensed ACMs require removal, the works are directed to the HRO Asbestos Foreman who will arrange for these works to be undertaken.
4. The HRO Asbestos Foreman will select and commission the Licensed Asbestos Removal Contractor (LARC) from the Asbestos Management Services Framework.
5. The selected LARC must notify the HSE of any licensed asbestos removal via ASB5. At this time the LARC must provide the HRO Asbestos Foreman with details of licensed removal works e.g. ASB5, Risk Assessment, Plan of Work, etc.
6. From this information the HRO Asbestos Foreman must then commission an independent analytical contractor from the Asbestos Management Services Framework to support works and undertake agreed analytical sampling strategy, e.g. 4 Stage clearance, various types of air sampling, etc. Also the time and date of the testing must be agreed in advance between all parties. Please note the analytical contractor must work directly for the Authority and not the LARC.
7. The HRO Asbestos Foreman must ensure that during the licensed removal work(s) a sufficient level of monitoring of the work(s) is undertaken.
8. On Completion of the licensed asbestos removal works the HRO Asbestos Foreman must receive and forward all relevant asbestos removal paperwork to the WHQS Asbestos Officer.
9. The WHQS Asbestos Officer will upload all relevant paperwork to the Keystone database.

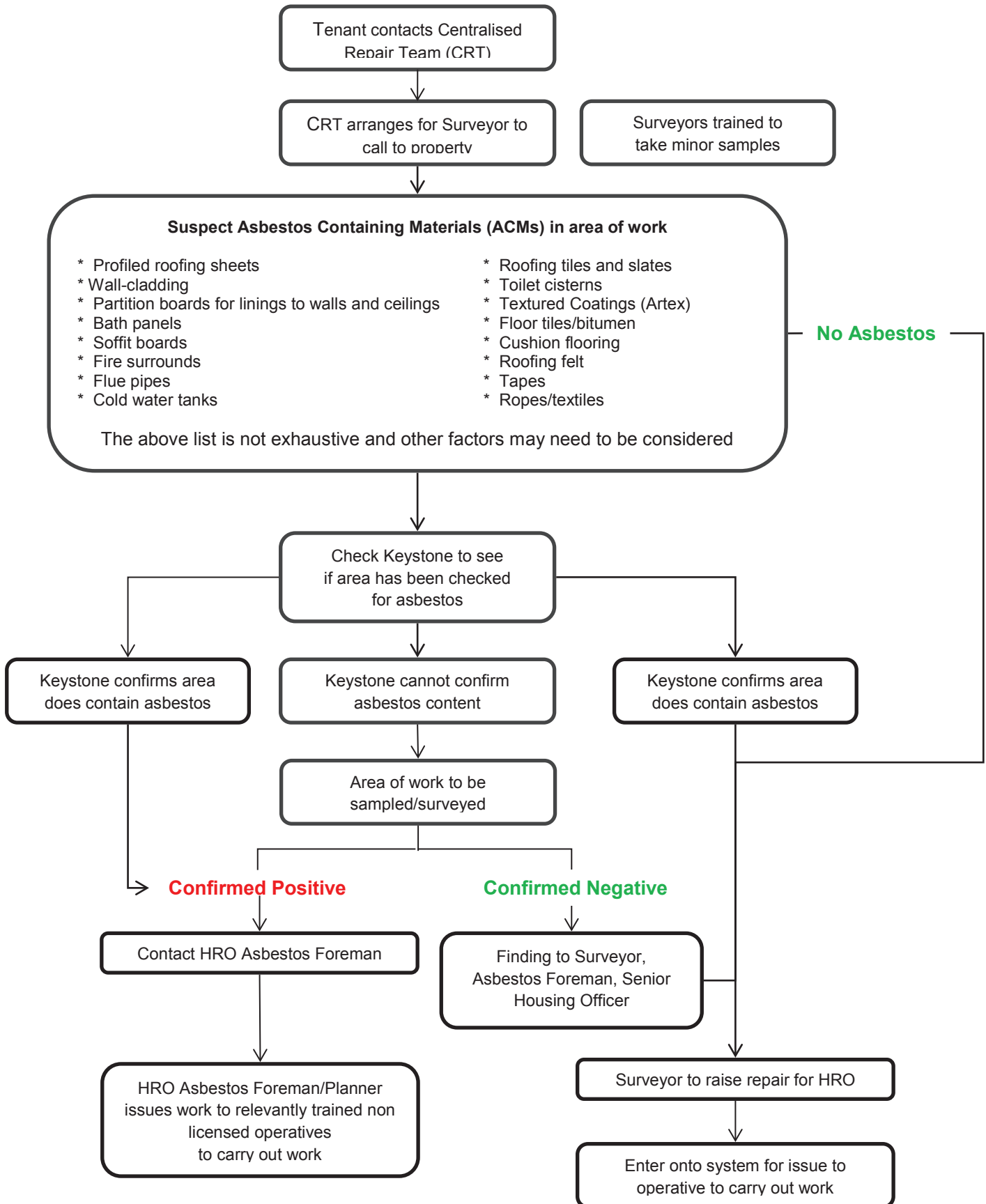
Appendix 11

Emergency Repair Works



Appendix 12

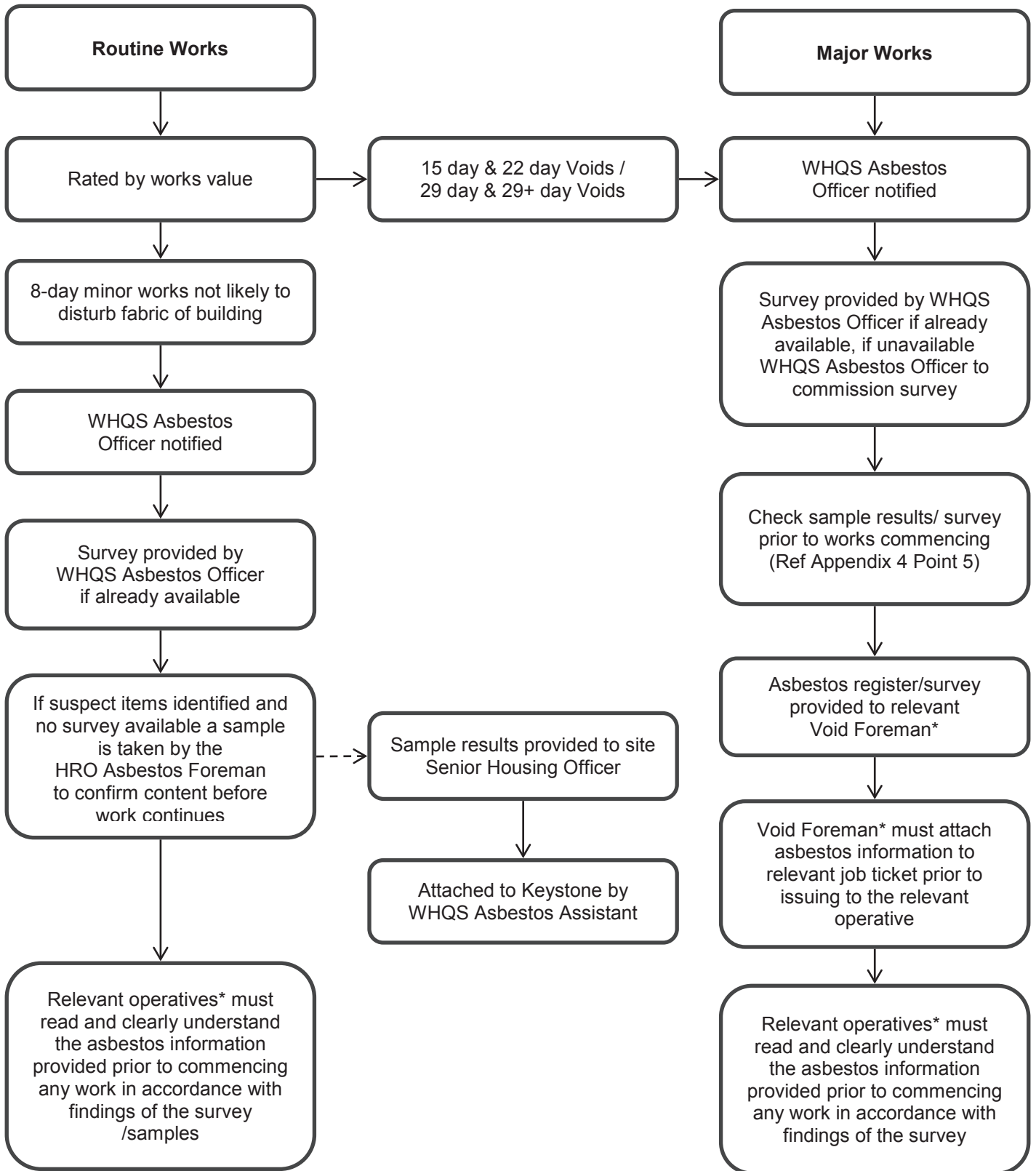
Responsive Repair Works



Appendix 13

End Of Tenancy (EOT) Asbestos Procedure

EOT inspection carried out by Surveyor/Maintenance Officer to determine level of work required



*** All works must be undertaken by personnel trained to a minimum of Non Licensed (CAT B)**

Appendix 14



Emergency Procedure in the event of accidental fibre release

If any materials known or presumed to contain asbestos are damaged the following action must be taken:

1. **Leave the material alone and halt any work being undertaken immediately.**
2. Do not put yourself or others at further risk; ensure that all persons leave the area and if possible record their names.
3. Do not disturb or remove anything in the vicinity of the potentially damaged 'asbestos'. NEVER CLEAN UP – this may spread any potential asbestos fibres into the air. Be aware that employees working in the area may be potentially contaminated.
4. Keep people away from the area. Lock doors, secure the area and ensure that no one can enter.
5. Contact is to be made with the relevant line manager immediately. The line manager must then contact either the WHQS Asbestos Officer (01443 863065) or the HRO Asbestos Foreman (01443 873745) during normal working hours, or contact The Control Centre (01443 875500) outside of normal working hours.
6. Individuals themselves may be potentially contaminated. They may be advised via the phone call, where possible and where available, to put on a disposable dust mask to filtration factor FFP3.
7. The WHQS Asbestos Officer(s)/Asbestos Foreman or the HRO Asbestos Foreman will attend site following the telephone call and where relevant may advise the individual to remove any items of contaminated clothing and then put on new disposable overalls. In this case the removed items of clothing will be disposed of as contaminated waste.
8. The WHQS Asbestos Officer(s)/Asbestos Foreman or the HRO Asbestos Foreman where required will arrange for samples of the material to be taken for analysis. They will discuss what needs to be done to make the area is safe. In the case of previously unidentified asbestos, where damage is suspected, the above emergency procedure should be followed until it is confirmed whether the material does contain asbestos.
9. Once emergency procedures have been followed the WHQS Asbestos Officer or the HRO Asbestos Foreman is to contact and inform the Health and Safety Division's AMT Manager (01443 864362) of the incident.

Appendix 15

Certificate of Cleanliness following the removal of Textured Coating

Certificate of Cleanliness following the removal of Textured Coating

Please tick the following to indicate level of works:	Notifiable Non Licensed Works <input checked="" type="checkbox"/>
	Asbestos Category B (Non Licensed) Works <input type="checkbox"/>

Regarding the removal of textured coating from:


Address:	<i>1 White Street, Rhymney, Caerphilly,</i>
Post Code:	<i>CF12 3AB</i>
Location: <small>(please use references from Corporate CAD Plans or relevant Asbestos survey plans)</small>	<i>Bedroom 1, Ground Floor</i>

Name of Contractor:	<i>Removals R Us</i>
Address:	<i>10 Bridge Way, Rhymney, Caerphilly,</i>
Post Code:	<i>CF45 6CD</i>

Description of work and additional comments: <small>(If applicable please include asbestos inspection record number. Please also supply photograph(s) where available)</small>	<i>Removal of textured coating ceiling within room Approximately 8m² Inspection Refs: 005</i>
Date of Removal:	<i>01/01/2015</i>

The works have been completed to a satisfactory level and there were no visual traces of dust and debris evident. This area can return to normal use:



Signed by competent persons:	<i>J. Smith</i>
Print Name:	<i>MR JOHN SMITH</i>
Date:	<i>01/01/2015</i>



CCBC Health & Safety Division
Is-adran Iechyd a Diogelwch CBSC

Appendix 16

Certificate of Cleanliness following Works with Notifiable Non Licensed & Non Licensed Products

Certificate of Cleanliness following Works with Notifiable Non Licensed & Non Licensed Products

Please tick the following to indicate level of works:	Notifiable Non Licensed Works <input type="checkbox"/>	
	Asbestos Category B (Non Licensed) Works <input checked="" type="checkbox"/>	

Regarding the removal of Asbestos Non Licensed Product from:

Address:	<i>1 White Street, Rhymney, Caerphilly,</i>
Post Code:	<i>CF12 3AB</i>
Location: <small>(please use references from Corporate CAD Plans or relevant Asbestos survey plans)</small>	<i>Kitchen 1, Ground Floor</i>

Name of Contractor:	<i>Removals R Us</i>
Address:	<i>10 Bridge Way, Rhymney, Caerphilly,</i>
Post Code:	<i>CF45 6CD</i>


Description of work and additional comments: <small>(If applicable please include asbestos inspection record number. Please also supply photograph(s) where available)</small>	<i>Removal of floor tiles, area approximately 18m² Inspection Refs: 010, 011</i>
--	--

Date of Removal:	<i>01/01/2015</i>
-------------------------	-------------------

The works have been completed to a satisfactory level and there were no visual traces of dust and debris evident. This area can return to normal use:

Signed by competent persons:	<i>J. Smith</i>
Print Name:	<i>MR JOHN SMITH</i>

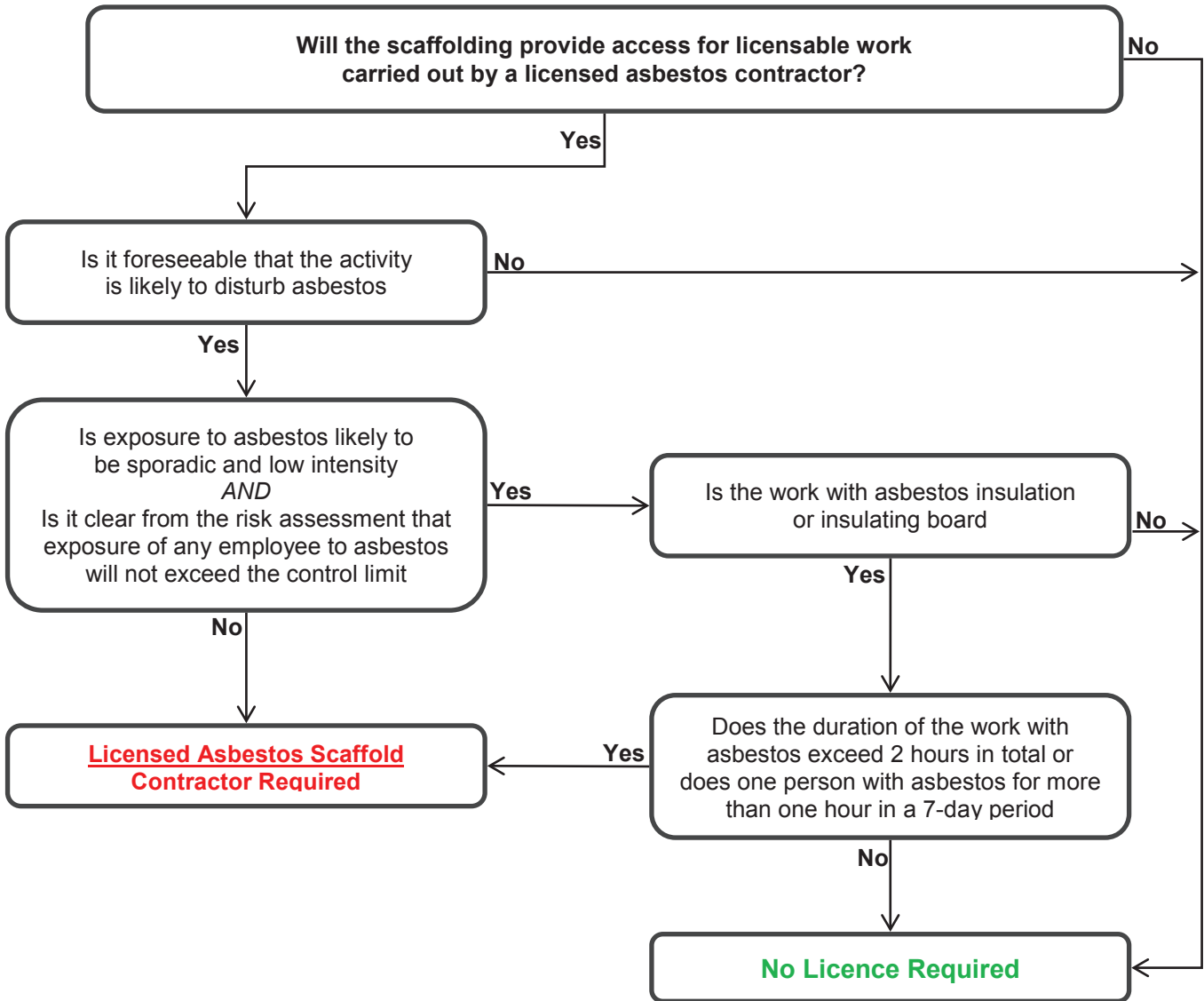
Date:	<i>01/01/2015</i>
--------------	-------------------



CCBC Health & Safety Division
Is-adran Iechyd a Diogelwch CBSC

Appendix 17

Selecting a Licensed Asbestos Scaffold Contractor



Appendix 18

Asbestos Technical Group Terms of Reference

The Asbestos Technical Group is established to act as an expert reference group to develop and implement strategy in relation to asbestos management. The Group comprises of key officers representing all technical service areas who are able to stimulate, support and progress improvement in preventative and protective arrangements in the Management of Asbestos across all CCBC properties both commercial and domestic.

1. Review of key policy documents including the Corporate Asbestos Management Plan and Domestic Asbestos Management Plan to identify and amendments required.
2. Implementation and management of procurement frameworks for asbestos related services and works.
3. Monitoring of contractors performance and agree on punitive action.
4. Discuss and respond to asbestos related incidents and issues.
5. Lead on the development and implementation of interventions which support the organisation in the successful management of asbestos.
6. Review and agree training program prior to implementation.
7. Meet a minimum of four times per year or more frequently depending on requirements.
8. Report to the CMT and Corporate Health & Safety Committee as and when required.

Initial membership (each member to identify a deputy to cover in their absence).

Nominated Officer	Service Area
Donna Jones	H&S (Chair)
Richard Phillips	H&S – Asbestos Team (DC)
Paul James	H&S – RAMIS
Alan Elliott	Private Housing
Ian Evans	Procurement
Huw John	Building Consultancy
Alan Edmunds	WHQS
Alan Williams	Engineering
Paul Smythe	Housing Technical
Paula Griffin	Housing – Asbestos

This page is intentionally left blank



CORPORATE HEALTH AND SAFETY COMMITTEE – 22ND FEBRUARY 2016

SUBJECT: ACCIDENT STATISTICS REPORT FOR OCTOBER – DECEMBER 2015

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the numbers and types of work related accidents/incidents that occurred during the period of October to December 2015.

2. SUMMARY

- 2.1 The following report provides accident statistics for October to December 2015. Accident statistics are produced for each quarter and presented to the members of the Health and Safety Committee for information.

3. LINKS TO STRATEGY

- 3.1 The recording and reporting of accidents is in line with the Council's H&S Policy.
- 3.2 The Local Authority under legislation is responsible for the reporting of injuries, diseases and dangerous occurrences to the HSE as well as implementing preventative and protective measures to prevent foreseeable workplace accidents occurring.

4. THE REPORT

- 4.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 require accidents which arise as a result of, or in connection with, work to be categorised as follows and reported to the Health and Safety Executive (HSE):
- Fatal accidents
 - 'Specified injury' - including a fracture other than to fingers, thumbs and toes; amputation of an arm, hand, finger, thumb, leg, foot or toe; permanent loss or reduction of sight; crush injuries leading to internal organ damage; serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs); scalpings (separation of skin from the head) which require hospital treatment; unconsciousness caused by head injury or asphyxia; and any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
 - Accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

- Work-related accidents involving members of the public or people who are not at work (including pupils) if the injured person is taken from the scene of the accident to hospital for treatment to that injury.

4.2 The term 'non reportable' accident or incident refers to any accident or incident that is not included in point 4.1 and therefore is not reportable to the Health and Safety Executive. Most of these accidents result in minor injuries. Accidents in this classification are reported to the Health and Safety Division only if they affect:

- Employees while they are at work.
- Pupils, clients and members of the public who are injured as a result of a work activity while they are on Council premises or using the facilities.
- Any persons who are injured as a result of any work activity carried out by or on behalf of the Authority.

4.3 Appendix 1 provides details on all of the accidents for the Authority that have been reported to the Health and Safety Division between October and December 2015. These are categorised by accident type and by type of incident, e.g. non-reportable, over seven days' lost time or restricted duties, and 'specified' (formerly referred to as a 'major') injury.

4.4 Appendix 2 details the Reportable Accidents Per Directorate between October and December 2015 and details of those accidents that occurred to members of the public that were reported.

4.5 There were five accidents that were RIDDOR-reportable within the Environment Directorate, and two within Corporate Services. Each had a separate causa; factor as shown in Appendix 2. Each separate incident was reportable as they caused the employees concerned to be away from work or unable to perform their normal work duties for more than seven consecutive days.

4.6 For the purposes of reporting, staff who are working for the Authority via an agency are treated as employees

4.7 It should be noted that when making comparisons with last years' report there has been a change in the management structure within the Authority, with certain service areas now falling under different Directorates.

5. EQUALITIES IMPLICATIONS

5.1 There are no equalities implications.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications contained in the report.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications contained in the report.

8. CONSULTATIONS

8.1 All comments from consultees have been included in the report.

9. RECOMMENDATIONS

9.1 That members note the contents of the report.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To keep members informed of the accident statistics on a quarterly basis.

11. STATUTORY POWER

11.1 Not applicable to the content of the report.

Author: Andrew Wigley, Senior Health and Safety Officer, wiglea@caerphilly.gov.uk
Consultees: Chris Burns, Interim Chief Executive, burnsc1@caerphilly.gov.uk
Cllr C. Forehead, Cabinet Member for Human Resources and Governance / Business
Manager, forehc@caerphilly.gov.uk
Donna Jones, Service Manager, Health, Safety and Welfare, jonesd7@caerphilly.gov.uk

Appendices:

Appendix 1 - All accidents by Type for the Authority between October and December 2015

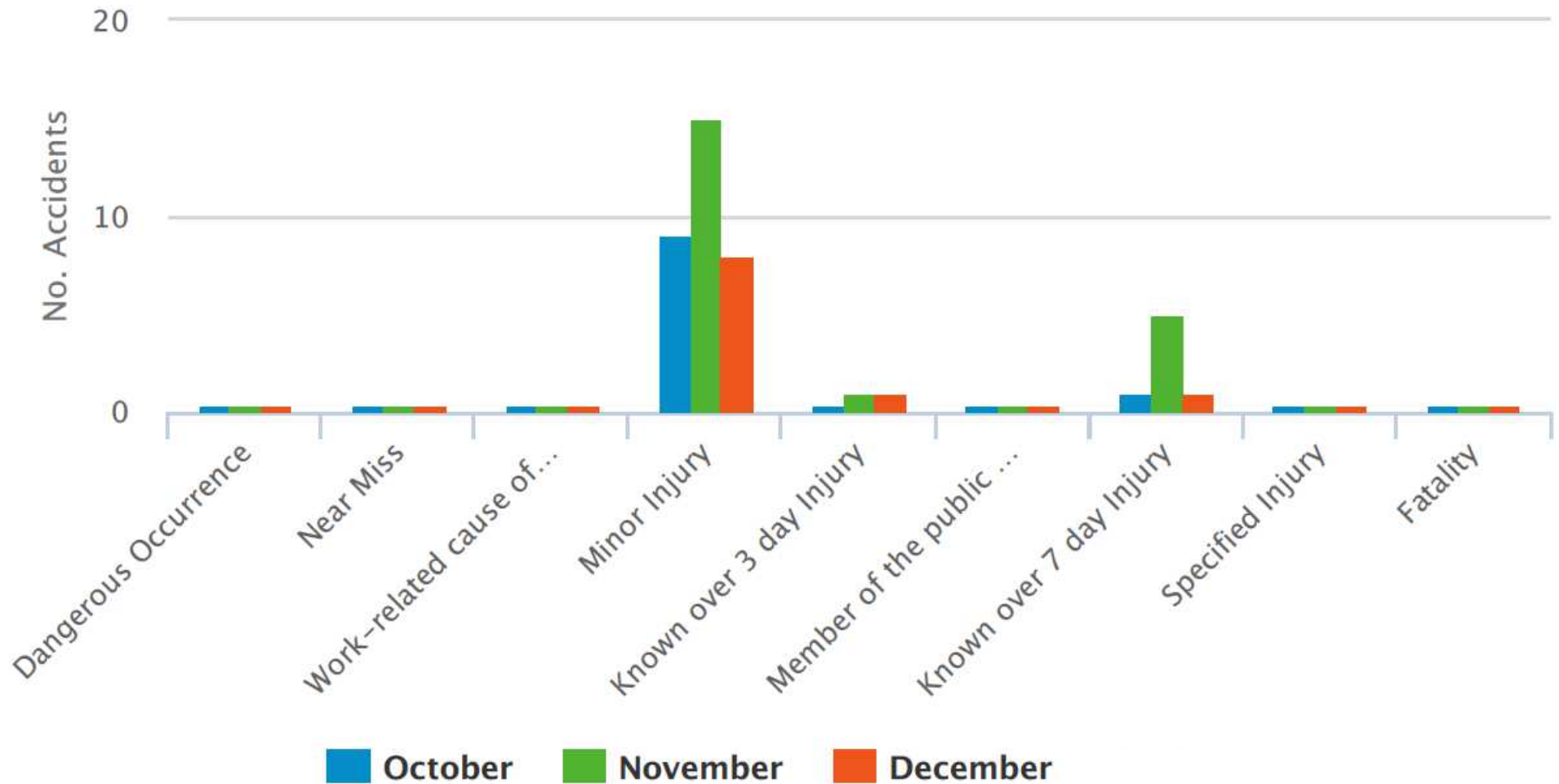
Appendix 2 - Reportable accidents by Type and Directorate between October and December 2015

This page is intentionally left blank

Appendix 1 - All accidents by Type for the Authority between October and December 2015

All Accidents by Type for the Authority

October to December - 2015

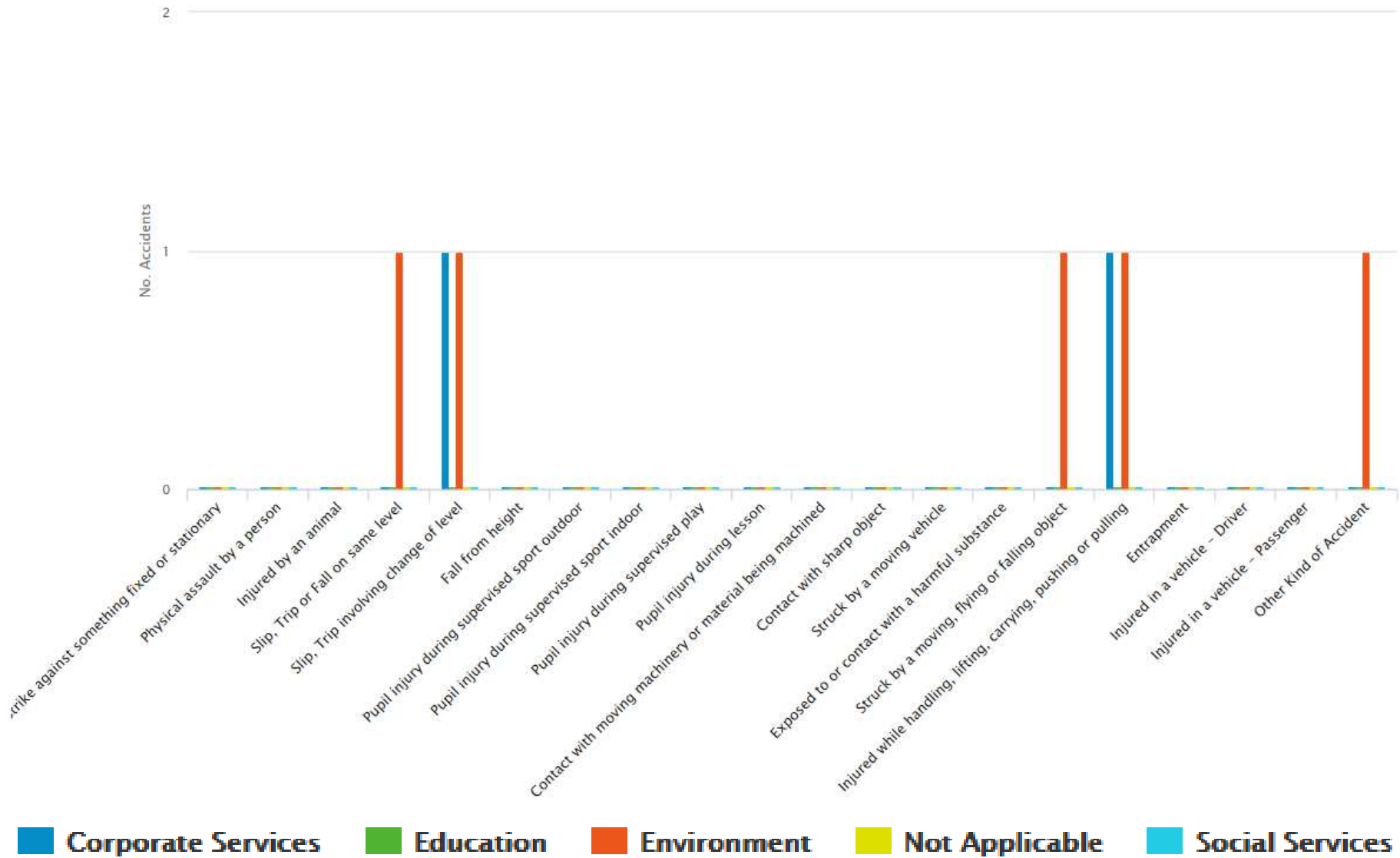


This page is intentionally left blank

Appendix 2 – Reportable accidents by Type and Directorate between October and December 2015

RIDDOR Reportable Accidents by Cause and Directorate

Between 01/10/2015 and 31/12/2015



This page is intentionally left blank



CORPORATE HEALTH AND SAFETY COMMITTEE - 22ND FEBRUARY 2016

SUBJECT: RECENT HSE UPDATES

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of recent updates in Health and Safety information, advice and guidance

2. SUMMARY

- 2.1 The following report is provided as information for members of the Committee, to ensure they are kept informed of changes to health and safety legislation and approved codes of practice which will affect the Council, as well as advising of any relevant accidents, incidents and prosecutions.

3. LINKS TO STRATEGY

- 3.1 The report is provided as information to Members of the Health and Safety Committee in line with the Council's Health and Safety Policy.

4. THE REPORT

- 4.1 New sentencing guidelines for health and safety offences and corporate manslaughter came into force from Monday 1st February 2016, and apply regardless of the date of the offence. It provides judges with a framework of tiered penalties for different sizes of organisation, level of harm risked and culpability.

The new guidelines are intended to improve sentence consistency and help courts to deal with offences which previously only had piecemeal guidance (such as for non-fatal health and safety offences and those committed by individuals). Previously the guidance just covered fatalities.

The new guidance has been modelled on the sentencing guideline for environmental offences, which was introduced in July 2014. It was developed because the Sentencing Council was concerned that fines for corporate health and safety offences have, in the past, been criticised as too low relative to harm caused, culpability and, on occasions, means of offenders. The Sentencing Council also wanted to ensure that health and safety sentencing would be consistent with the higher fines expected following the environmental offences guideline.

Under the new sentencing guidelines large organisations (defined as those with a turnover more than £50 million) could face fines of over £10 million for the most serious health and safety offences and more than £20 million for corporate manslaughter convictions.

Once the court has established a starting point using these factors, it must take into account financial information, such as the profit margin of the organisation or the potential impact on employees, and any aggravating or mitigating factors. The guideline specifies the following offence ranges:-

- a range of sentences appropriate for each type of offence
- within each offence, a number of categories which reflect varying degrees of seriousness
- sentences appropriate for each level of seriousness
- Offending organisations will be placed in one of four bands depending on turnover to determine the level of penalty to impose for each offence:
 - micro (with a turnover of up to £2m)
 - small (a turnover of between £2 million and £10 million)
 - medium (up to £50 million)
 - large (more than £50 million).

The new guidelines are available from: www.sentencingcouncil.org.uk

- 4.2 Sevenoaks District Council has pleaded guilty to safety failings after a member of the public was killed when he collided with a road sweeper.

In September 2010 a Council road sweeper lorry was cleaning the outside of a dual-lane slip road when the member of the public drove into the back of the sweeper on his motorbike.

Maidstone Crown Court heard the road sweeper had been travelling approximately 4mph and there was a bend in the road which likely prevented the motorcyclist from seeing the road sweeper. The motorcyclist was pronounced dead at the scene.

Despite the road sweeper having flashing beacons and a '360' sign on the back (a big arrow that indicates vehicles to pass by) the Court agreed that there should have been significantly more controls in place for sweeping a stretch of road like that at which the accident occurred.

A Health and Safety Executive investigation found there was no road specific risk assessment in place, just a generic one covering all road sweeping done by Sevenoaks District Council. This did not identify all suitable control measures needed for sweeping this dual-lane slip road.

Sevenoaks District Council, was fined £50,000 and ordered to pay £32,000 in costs after pleading guilty to breaching sections 2(1) and 3(1) of the Health and Safety at Work etc. Act 1974.

- 4.3 A Hertfordshire school has been fined for safety failings after a pupil suffered permanent paralysis when a swing collapsed.

St Albans Magistrates' Court heard how, in September 2011, a 13-year-old pupil at the school was playing on a wooden swing in an adventure playground.

The HSE investigation found the swing had collapsed because the supporting timbers had rotted. The heavy wooden cross beam of the swing fell onto the pupil's head and neck causing spinal injuries that resulted in permanent paralysis.

Queenswood School, of Hatfield, was fined a total of £50,000, and ordered to pay £90,693 in costs after pleading guilty to an offence under Section 3(1) of the Health and Safety at Work etc. Act 1974.

- 4.4 Shropshire Council has been fined £25,000 and ordered to pay £39,317 in costs after admitting breaching Section 3(1) of the Health and Safety at Work etc. Act 1974 following the death of a vulnerable day visitor to one of its care centres.

Shrewsbury Crown Court heard the 53 year old service user choked while eating his lunch at a council-run day services centre.

The service user was taken to the Day Opportunity Centre that caters for adults with learning disabilities with a packed lunch provided by carers at the residential home where he lived. At around midday the service user began to eat his lunch when he started to choke and collapsed. Staff at the Centre went to his assistance, who by then appeared to have gone into respiratory arrest. CPR was commenced and paramedics were called. On arrival of paramedics, attempt was made to intubate, this was difficult due to food in the trachea. He was taken to hospital but did not recover.

The service user had a history of choking incidents at both his residential home and day services and HSE argued that appropriate safeguards were not implemented at the Day Opportunity Centre despite these warnings.

- 4.5 A secondary school in Bristol has been prosecuted after a chemistry laboratory technician lost parts of three fingers and sustained a serious internal injury while preparing a highly sensitive explosive for use in a 'fireworks' demonstration to a class of children.

Bristol Magistrates' Court heard the staff member lost the top joints of his left hand index, middle and ring fingers and ruptured his bowel while preparing the explosive at Bristol Cathedral Choir School.

The laboratory technician spent 12 days in total in hospital after the incident in October 2014. Although he returned to work in February 2015, he has since retired.

During the HSE's investigation it was revealed that the preparation of explosive substances had been carried out in the school several times a year since 2009. The mixture in question and other substances had been used in 'fireworks' demonstrations. Other explosive substances, namely flash powder and gunpowder, were also stored in the school's chemistry storeroom.

The HSE informed the court that the incident could have been avoided if the school had implemented clear management arrangements to control and review the risks posed by the chemicals used in its teaching activities.

Bristol Cathedral Choir School admitted that it failed to ensure, so far as is reasonably practicable, the health and safety of its employees, in breach of its duty under Section 2 of the Health and Safety at Work etc Act 1974. It also admitted failing to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in its employment, in this case its pupils, were not exposed to risks to their health and safety, in breach of its duty under Section 3 of the same act.

The school was fined a total of £26,000 [£8,000 for the Section 2 offence and £18,000 for the Section 3 offence] and ordered to pay £12,176 costs.

- 4.6 Reading Borough Council (RBC) has been fined following an investigation into the death of a pensioner who died from exposure to legionella.

During the prosecution, brought by the HSE, Reading Magistrates' Court heard how the 95-year-old vulnerable service user arrived at RBC-operated care facility on 24 September 2012.

He had previously been in hospital having suffered a broken leg and was attending the care facility to receive intermediate care before returning to his own home.

However, during his stay he began feeling unwell, complaining of aches and pains including tightness of the chest, shortness of breath and difficulty in breathing. He was also suffering from nausea.

On 16 October 2012 he was re-admitted to hospital and a sample proved positive for the presence of Legionella. He underwent treatment for Legionnaire's disease, but died on 1 November 2012 from pneumonia related to legionella.

The prosecution said the control and management arrangements needed to ensure the risk from legionella is minimised, need to be robust. The court was told, prior to November 2012, RBC's arrangements were not robust enough in a number of areas.

The Legionella training for the key personnel at the care facility was significantly below the standard required. There were inadequate temperature checks and some of those done with respect to thermostatic mixer valves (TMVs) were done incorrectly.

Showers were not descaled and disinfected quarterly as required; flushing of little used outlets was reliant on one member of staff and there was no procedure for this to be done in the absence of that member of staff.

HSE said the failings were systemic and continued over a period of time. There was a history of legionella problems at the home. The monitoring, checking and flushing tasks were given to the home's handyman who was inadequately trained and supervised. There was no system in place to cover for him when he was away so that the requisite checks were not done.

Reading Borough Council admitted breaching Section 3(1) of Health and Safety at Work etc. Act 1974 and was fined £100,000 with £20,000 costs.

5. EQUALITIES IMPLICATIONS

5.1 There are no equalities implications.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications.

8. CONSULTATIONS

8.1 All comments from consultees have been included in the report.

9. RECOMMENDATIONS

9.1 That the contents of the report be noted

10. REASONS FOR THE RECOMMENDATIONS

10.1 For information only.

11. STATUTORY POWER

11.1 Not applicable to this report.

Author: Andrew Wigley, Senior Health and Safety Officer, wiglea@caerphilly.gov.uk
Consultees: Chris Burns, Interim Chief Executive, burnsc1@caerphilly.gov.uk
Cllr C. Forehead, Cabinet Member for Human Resources and Governance / Business
Manager, forehc@caerphilly.gov.uk
Donna Jones, Service Manager, Health, Safety and Welfare, jonesd7@caerphilly.gov.uk

This page is intentionally left blank