

CAERPHILLY COUNTY BOROUGH COUNCIL

CORPORATE ASBESTOS MANAGEMENT PLAN (CAMP)

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GLOSSARY OF TERMS

ACM	Asbestos Containing Materials
AMP	Asbestos Management Plan
AMT	Asbestos Management Team
CAMP	Corporate Asbestos Management Plan
CAR2012	Control of Asbestos Regulations 2012
CCBC	Caerphilly County Borough Council
DAMP	Domestic Asbestos Management Plan
LAMP	Local Asbestos Management Plan.
R&D	Refurbishment & Demolition

1. INTRODUCTION

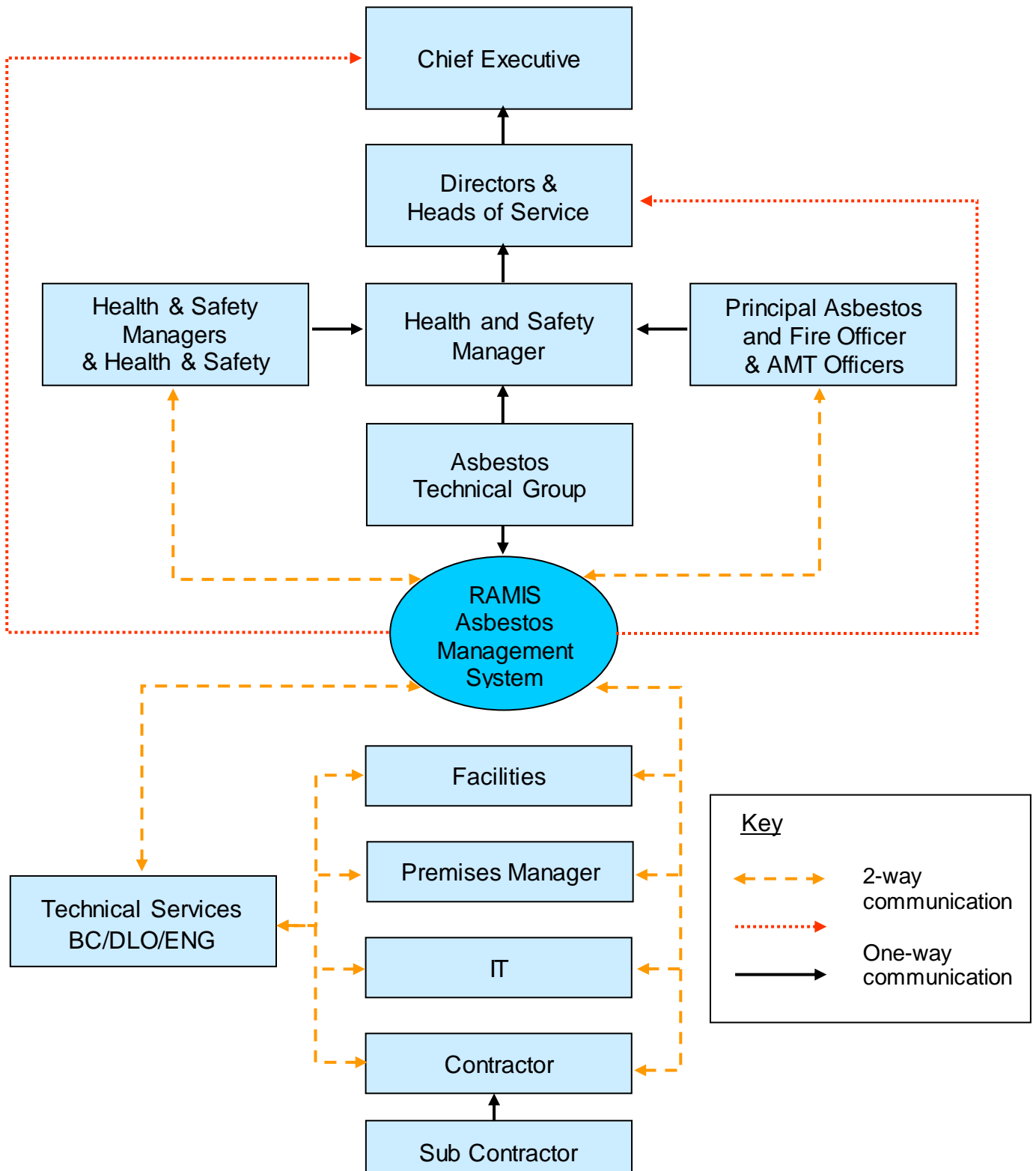
- 1.1 This Corporate Asbestos Management Plan (CAMP) has been produced to ensure Caerphilly County Borough Council's (CCBC) compliance with the Control of Asbestos Regulations 2012 (CAR 2012) and contains the procedures for managing asbestos containing materials and the documentation required to support this.
- 1.2 The CAMP relates only to Authority workplaces, including communal areas of Council Residential Flats and Sheltered Housing Accommodation. There is a separate asbestos management plan covering domestic dwellings - please refer to the Domestic Asbestos Management Plan (DAMP).
- 1.3 Some CCBC Assets that may contain ACM's are managed through the Infrastructure Department and are not linked to premises e.g., bridges/culverts/retaining walls. These assets are not held on RAMIS. Appendix 12 sets out the procedure for managing ACM's in these structures.
- 1.4 The objective of the plan is to help prevent any person being exposed to asbestos fibres present within the CCBC workplace premises. The basic principle of the plan is that all Asbestos Containing Material (ACM), as identified by survey, is to be periodically inspected. Prior to any work commencing on the premises, specific asbestos information has to be consulted within the Asbestos Management System (RAMIS - or paper copy if RAMIS cannot be utilised) and the work planned accordingly. For any work that is to be undertaken on the fabric of the building the premises manager/person arranging works must check whether permission from the Asbestos Management Team/CCBC Asbestos Officer is required (see appendix 1) This may be requested by completing a form for requesting asbestos permission/advice (refer to [Appendix 1](#)).
- 1.5 The Asbestos Interface within the Asbestos Management System (RAMIS) currently holds and is updated to maintain all known information on ACMs within CCBC premises (excluding domestic dwellings).
- 1.6 Work on the fabric of the building can be defined as any work that 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, but not limited to:
- Removing/replacing/relaying any flooring covering vinyl tiles
 - External roof repairs and internal ceiling repairs
 - Removing or installing partition walling
 - All works involving drilling into or fixing onto structural surfaces
 - Replacement of fixed facility equipment that has electrical or gas supply
 - Replacing, repairing any door/window frame
 - Running/installing IT cables
 - Installing and/or fixing any heating fixtures or pipe work
 - Painting or decorating
 - Inspection within prohibited/restricted areas
- 1.7 If you are unsure as to whether a particular task involves work on the fabric of the building you should seek advice from the AMT or relevant CCBC service area Asbestos Officer prior to proceeding.

- 1.8 Buildings constructed prior to 2000, will have an Asbestos Management Survey that has identified ACMs that could be damaged or disturbed by normal activities or foreseeable maintenance. Buildings constructed after 2000 will display an asbestos free certificate. The Asbestos Management Survey enables any ACMs to be safely managed during normal use and occupation of the premises. Where premises have an unreliable survey, then permission must be granted by the AMT/CCBC Asbestos Officer as detailed in [Appendix 1](#), prior to any work being undertaken on the fabric of the building (refer to [section 3.2](#) for the definition of unreliable Asbestos Management Surveys). If for any reason your premises has not had an Asbestos Management Survey undertaken, please contact the AMT.
- 1.9 Each premises with a reliable Asbestos Management Survey will also have a Local Asbestos Management Plan (LAMP), which includes the site-specific asbestos register, building plan highlighting the presence of asbestos, any notice of restricted/prohibited areas/restricted access areas and the communication plan for the site. The LAMP collates all known information on ACMs for the premises.
- 1.10 A Refurbishment/Demolition Survey or an assessment by a competent person is required where the premises, or part of it, requires upgrading, refurbishment or demolition. A Refurbishment/Demolition Survey is also required prior to any structural work on the building. All Refurbishment/Demolition Surveys must be arranged through a Technical Division (refer to [Appendix 2](#) and [Appendix 3](#)).
- 1.11 The Asbestos Management Survey and premises specific LAMP must be readily available for inspection by any person who is liable to disturb the fabric of the building, or any other relevant persons e.g., surveyors, HSE and emergency services.
- 1.12 Any queries about the management of asbestos you should contact the Health and Safety Division's AMT on 01443 864361 or relevant CCBC service area Asbestos Officer.

2. RESPONSIBILITIES

- 2.1 Where the Authority is the Duty Holder under CAR 2012, it is responsible for implementation of the CAMP. Under the same regulations the Premises Manager (refer to [section 2.4](#)) would be the local duty holder in relation to the LAMP.

Asbestos Management Communication Chart



2.2 The Chief Executive and Directors will:

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

2.3 Heads of Service will:

- 2.3.1 Ensure the effective implementation of the CAMP and the relevant LAMPs for their service area.
- 2.3.2 Ensure that appropriate resources are made available for the effective operation of the CAMP, including training.

- 2.4 **The Premises Manager** is the person who has control of the premises (including means of access to, or egress from, the premises) and who is responsible for the maintenance or repair of the property. The Head Teacher will be responsible for undertaking the Premises Manager responsibilities for their school (some functions may be delegated but the Head Teacher retains overall responsibility).

The Premises Manager will:

- 2.4.1 Receive and make available an Asbestos Free Premises Certificate for buildings constructed post January 2000.

For all other premises built pre-January 2000:
 - 2.4.2 Ensure they have and control a colour copy of the Asbestos Management Survey, LAMP, any Notices of Prohibited/Restricted access areas/area restrictions, any mini-management and/or Refurbishment/Demolition Surveys. They will also have read and understood all relevant asbestos information for the premises that they control.
 - 2.4.3 Contact the AMT if their premises have not had an Asbestos Management Survey undertaken.
 - 2.4.4 Ensure that if their Asbestos Management Survey indicates any inaccessible areas, they are to contact the AMT/CCBC Asbestos Officer to undertake further inspection when areas become accessible.
 - 2.4.5 Ensure that relevant persons are provided with asbestos documentation and sign the Asbestos Logbook prior to any works being undertaken on the fabric of the building (refer to [section 1.5](#)).
 - 2.4.6 To ensure compliance with the CAMP and premises specific LAMP and to communicate them and their implications to all relevant employees and to any 3rd parties who may lease or utilise areas of the premises for any other activities.
 - 2.4.7 Use RAMIS to assist in the management of all ACMs left in-situ including acting upon RAMIS notifications, to print copies of updated LAMPs, Refurbishment/Demolition Surveys and any Notices of Prohibited/Restricted access areas/area restrictions.
 - 2.4.8 Ensure that where required employees receive relevant asbestos training (refer to [Appendix 4](#)), including those who may deputise in their absence and will therefore need to have a full understanding of the Asbestos Management Survey and LAMP.

- 2.4.9 Ensure that they request permission from the AMT/CCBC Asbestos Officer by completing form for requesting asbestos permission/advice (refer to [Appendix 1](#)) for any work on the fabric of the building that knowingly disturbs, or involves working in close proximity to ACM's (where ACM's could foreseeably be disturbed) or is in an area covered by an asbestos notice/prohibition/restriction notice and/or boiler house guidance
- 2.4.10 Permission must be sought from the AMT/CCBC Asbestos Officer to carry out **any** work on the fabric of the building within a CLASP/System Build premises and sites with a pre-2013 Asbestos Management Survey (refer to [Appendix 1](#)). Schools may use relevantly trained caretakers (refer to [Appendix 4](#)) to carry out minor works on the fabric of the premises, but only where permission has been granted by AMT/CCBC Asbestos Officer prior to work commencing.
- 2.4.11 Progress any requirements following on from an asbestos survey/condition monitoring and/or following advice from the AMT/CCBC Asbestos Officer.
- 2.4.12 To liaise with the Technical Division and any appointed asbestos removal contractor, to ensure that any asbestos abatement (removal, encapsulation or enclosure) is completed as required and to ensure that works can be carried out safely and any impact on service provision assessed.
- 2.4.13 Make budget available for required P1 (immediate) and P2 (within 3 months) abatement works.
- 2.4.14 To ensure that regular visual inspections are carried out on the condition of any accessible asbestos/presumed asbestos left in-situ, in accordance with any recommendations set out in the premises specific LAMP and record this annually on the Asbestos Management System (RAMIS).
- 2.4.15 To seek advice from the Health and Safety Division/Asbestos Management Team immediately and take appropriate action if there is any damage/deterioration to the condition of any identified/presumed ACMs.
- 2.4.16 In the event of a suspected accidental fibre release please follow the emergency procedure (refer to [Appendix 8](#))
- 2.4.17 Seek advice from the AMT or CCBC Asbestos Officer on any historic artefacts that may contain asbestos e.g., gasmasks and ensure they are not brought/kept on site until competent advice has been sought. Where historical artefacts containing asbestos are kept on site with permission this must be reflected in the LAMP.
- 2.4.18 Arrange for a consultation between the Occupational Health Department and any employee who has been potentially exposed to asbestos where necessary. Advice may need to be sought from Human Resources and Health and Safety Division. Also make available to the employee the Employee Assistance Programme contact information.

2.5 All Line Managers will:

- 2.5.1 Ensure that where required, employees receive relevant asbestos training (refer to [Appendix 4](#)), including those who may deputise in their absence and will therefore need to have a full understanding of the LAMP.
- 2.5.2 Ensure that they and their employees are familiar with the CAMP, LAMP and any limitations in place, e.g. not affixing pins in asbestos containing materials such as asbestos containing ceilings or wall boards.
- 2.5.3 Ensure that any works affecting the fabric of the building are arranged via the Premises Manager.
- 2.5.4 Arrange for a consultation between the Occupational Health Department and any individual (employee, pupil, visitor etc) who has been potentially exposed to asbestos. Also make available to the individual the Employee Assistance Programme contact information.
- 2.5.5 Arrange for periodic health surveillance (3 yearly in line with HSE requirements) for any employee engaged in notifiable non licensed works (NNLW) asbestos works.
- 2.5.6 Notify the Premises Manager immediately and take appropriate action if there is any damage/deterioration to the condition of any identified/presumed ACMs.
- 2.5.7 In the event of a suspected accidental fibre release please follow the emergency procedure (refer to [Appendix 8](#))
- 2.6 All Employees of the Council will:**
 - 2.6.1 Comply with any working procedure or precautionary measures introduced to prevent or reduce potential exposure to asbestos.
 - 2.6.2 Immediately report to their Line Manager and/or the Premises Manager any damage to any material, which they suspect may contain asbestos or any potential for exposure of themselves or others to asbestos fibres.
 - 2.6.3 Have due regard to the potential for the release of asbestos fibres which may result from activities such as the fixing of posters, decorations etc., or accidental damage to building fabric.
 - 2.6.4 Seek advice from the AMT on any historic artefacts that may contain asbestos e.g gasmasks and ensure they are not brought/kept on site and/or used as part of a display or presentation until competent advice has been sought.
- 2.7 The Health and Safety Division (including the Asbestos Management Team) will:**
 - 2.7.1 Ensure that the CAMP is reviewed at least every three years or earlier where there is a change to relevant legislation.
 - 2.7.2 Utilise RAMIS to audit outstanding asbestos tasks and compliance of Premises Managers checks of ACMs as identified in the LAMP's.
 - 2.7.3 Notify the HSE where an asbestos exposure is notifiable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.

- 2.7.4 Investigate any RIDDOR reportable accidental asbestos release/exposure to ACMs and where necessary report the findings to the Corporate Management Team (CMT), Health and Safety Group and relevant Heads of Service. *
- 2.7.5 Where required engage asbestos analysts as consultants to carry out relevant monitoring to assist the Health and Safety Division in undertaking an asbestos investigation. *
- 2.7.6 Liaise with the relevant manager to share results of any asbestos investigation. *
- 2.7.7 Facilitate training for Premises Managers and other relevant staff on the CAMP and LAMP.
- 2.7.8 Provide advice and information to enable ACMs to be effectively managed in situ. *
- 2.7.9 Where requested arrange for relevant Contractors to have access to and facilitate training on the Asbestos Management System (RAMIS).
- 2.7.10 Manage and maintain the asbestos interface on the Asbestos Management System (RAMIS).
- 2.7.11 Arrange for new Asbestos Management Surveys of any CCBC premises where a reliable survey is not in place.
- 2.7.12 Quality check the Management surveys and ensure that the survey information is uploaded on RAMIS.
- 2.7.13 Carry out a desktop review of each Asbestos Management Survey at a ten-year interval to evaluate its validity.
- 2.7.14 Facilitate a resurvey where the premises or extent of ACMs within premises has been significantly changed or where deemed necessary following a desktop review. *
- 2.7.15 Assess and offer initial asbestos advice following receipt of a “form for requesting asbestos permission/advice. Response will where possible be within 10 working days however additional information may be required or advice provided that may significantly impact timescales. *
- 2.7.16 Arrange for Refurbishment/Demolition Surveys to be undertaken where requested, if this is not part of a project being managed through another Technical Division.
- 2.7.17 Update the Local Asbestos Management Plan following any notified changes and e-mail the Premises Manager with an updated copy.

* May be undertaken by Asbestos Officer engaged directly by service area in addition to AMT

2.8 Occupational Health will:

- 2.8.1 Offer managers and 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 exposure to asbestos.
- 2.8.2 On request from the Manager arrange for consultation with employees who have been potentially exposed to asbestos (where required to do so by the line manager and where appropriate).
- 2.8.3 Undertake health surveillance and maintain records of employees involved in work with asbestos as required under CAR 2012. These records will be kept for at least forty years.

2.9 Technical Divisions (Building Consultancy Division, Housing Services, Building Maintenance, Asbestos Management Team, Engineering Division and Private Sector Housing)/Sections instructing Contractors/others to carry out work affecting the fabric of the building will:

- 2.9.1 Ensure all known asbestos information has been assessed and where required arrange for a relevant Refurbishment/Demolition Survey/Pre-Works assessment by a CCBC Asbestos Officer (refer to [Appendix 2](#), and [Appendix 3](#)).
- 2.9.2 Ensure they request permission from the AMT/CCBC Asbestos Officer by completing a form for requesting asbestos permission/advice (refer to [section 1.5](#) and [Appendix 1](#)).
- 2.9.3 Permission must be sought from the AMT/CCBC Asbestos Officer to carry out **any** work on the fabric of the building within a CLASP/System Build premises and sites with a pre-2013 Asbestos Management Survey (refer to [Appendix 1](#)).
- 2.9.4 Ensure the contractor who undertakes the survey is selected from the current framework.
- 2.9.5 Ensure that the AMT/CCBC Asbestos Officer are notified of any final copy of Refurbishment/Demolition Surveys being undertaken and also ensuring the AMT/CCBC Asbestos Officer receive an electronic copy of the survey on completion enabling the Asbestos Register and LAMP to be updated to comply with legal requirements.
- 2.9.6 Undertake a quality check of all Refurbishment/Demolition Surveys commissioned).
- 2.9.7 Ensure contractors who undertake any work on the fabric of the building that may disturb ACMs are selected from the current framework.
- 2.9.8 Ensure the appointed contractor is supplied with all relevant information to undertake the works.
- 2.9.9 Ensure that all contractors engaged are competent and trained to an appropriate level and in particular ensure the competency and training of any contractors appointed in relation to asbestos (refer to [Appendix 5](#)).

- 2.9.10 Ensure that all sub-contractors (where written permission has been granted) engaged are competent and trained to an appropriate level and in particular ensure the competency and training of any contractors appointed in relation to asbestos (refer to [Appendix 5](#)).
- 2.9.11 Ensure that contractors are managed and monitored effectively. This would include cooperating and coordinating with the contractor and premises manager to ensure that work can be done safely, ensuring risk assessments and method statements are in place and ensuring that work is managed and supervised.
- 2.9.12 Monitor a percentage of asbestos jobs based on risk and quality check a percentage of completed jobs.
- 2.9.13 Ensure that where licensed work is undertaken on ACMs, an independent UKAS (United Kingdom Accreditation Service) accredited analyst is appointed to undertake clearance and issue the certificate of reoccupation. The independent analyst must be appointed by the Authority/Client and not by the principal contractor/contractor.
- 2.9.14 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.
- 2.9.15 Ensure that the contractor supplies all relevant information relating to asbestos works being undertaken, e.g., re-occupation certificate, 4-stage clearance, and waste certificate to Officer commissioning the work and the AMT/CCBC Asbestos Officer.
- 2.9.16 Where quality issues are identified with an external 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 11](#)) for a decision on appropriate action; this may include re-instatement with monitoring or formal suspension that needs to be signed off by the Chief Executive.
- 2.9.17 Liaise with the AMT/CCBC Asbestos Officer and seek permission and agree how work can be carried out safely when arranging works on CLASP/System Build premises and sites with a pre-2013 Asbestos Management Survey (refer to [section 5](#) and [Appendix 1](#)).
- 2.10 In addition to responsibilities listed above, Housing (Sheltered/Communal areas/other non-domestic housing premises)/Property Services will:**
 - 2.10.1 Arrange for completion of P1 (immediately) and P2 (within 3 months) remedial works on ACMs as identified through asbestos condition monitoring/asbestos surveys or following identification of damage.
 - 2.10.2 Where requested arrange for relevant Contractors to have access to and facilitate training on the Asbestos Management System (RAMIS).
 - 2.10.3 Update the Asset Management Plans following any changes to enable the LAMP to be updated.
 - 2.10.4 Where directly employed asbestos officers undertake surveys ensure that the survey information is updated on RAMIS allowing the LAMP to be updated.

2.11 Contractors will be required to:

- 2.11.1 Comply with the requirements of the CAMP, all relevant Health and Safety Legislation, Approved Codes of Practice and Guidance.
- 2.11.2 Read and understand all relevant asbestos information provided to them and assess its relevance to the location and type of work being undertaken at the premises. Also, the contractor must feedback to the commissioning officer any concerns raised relating to the provided information.
- 2.11.3 Ensure the persons undertaking the works has read and understood all relevant asbestos information and signed the Asbestos Logbook in all cases prior to commencing any work.
- 2.11.4 Ensure all works are undertaken in a safe manner and in accordance with risk assessments and method statements as supplied to the commissioning officer.
- 2.11.5 Stop work immediately if any additional suspected ACMs are uncovered or damaged during the course of their work and report to the Premises Manager and commissioning officer immediately and follow CCBC emergency procedure (refer to [Appendix 8](#)).
- 2.11.6 Ensure that all staff undertaking work are trained to the appropriate level (refer to [Appendix 4](#)).
- 2.11.7 Ensure asbestos related works are not sub-contracted unless agreed in writing by the Technical Division commissioning the work. When sub-contracting, ensure that sub-contractors are appointed to CCBC standards and trained to the appropriate level (refer to [Appendix 5](#)).
- 2.11.8 When work is completed forward all completion information to the commissioning officer allowing the AMT/CCBC Asbestos Officer to close off the completed remedial actions on RAMIS and upload all relevant asbestos documentation onto RAMIS,

3. ASBESTOS SURVEYS

- 3.1 Non-domestic CCBC premises have been surveyed to identify the location of any known or presumed ACM's. The survey findings are detailed in the premises Asbestos Management Survey. If for any reason your premises has not had an Asbestos Management Survey undertaken, please contact the AMT.
- 3.2 Where management surveys have a publish date of 2008 or earlier and were completed by National Britannia or Facciata, then the survey cannot be relied upon to have identified all ACMs present within the building. For premises where this is the case, the AMT/CCBC Asbestos Officer must be contacted prior to any works which affect the fabric of the building. The persons arranging the works must contact the AMT/CCBC Asbestos Officer through the form for requesting asbestos permission/advice (refer to [Appendix 1](#)).
- 3.3 Sites with a CCBC asbestos survey or survey undertaken since 2013 will have a LAMP containing the most up to date asbestos information relating to the premises. When a new LAMP is generated the AMT will e-mail the Premises Manager informing them of the need to print off a new LAMP. Sites without an asbestos survey meeting the above criteria must seek advice from the AMT/CCBC Asbestos Officer.
- 3.4 Paper copies of the Asbestos Management Survey and LAMP must be available at the premises. Electronic copies of the documents are available on the Asbestos Management System (RAMIS).
- 3.5 The AMT/CCBC Asbestos Officer will undertake or commission all new Asbestos Management Surveys (non-domestic) and these will be undertaken in accordance with "Asbestos: The Survey Guide (HSG 264). They will complete the Asbestos Management Survey by utilising all existing information on ACMs and will be subject to technical/quality checks prior to the survey being published.
- 3.6 Asbestos Management Surveys will cover routine and simple maintenance work. However, it has to be recognised that where 'more extensive' maintenance or repair work is involved, there may not be sufficient information in the Asbestos Management Survey and a localised Refurbishment Survey will be needed (refer to [Appendix 3](#)). A Technical Division should make the decision on the requirement for a Refurbishment Survey (refer to [Appendix 4](#)).
- 3.8 All areas that could not be accessed during the survey are identified in the main survey report. These areas must be presumed to contain asbestos until proven otherwise.
- 3.9 If the requirement for urgent work (P1) is identified by the AMT/CCBC Asbestos Officer at the time of their survey, then the AMT/CCBC Asbestos Officer will make safe/action the relevant procedure. Where an Approved Surveying Contractor identifies this requirement, then they will immediately notify the AMT/CCBC Asbestos Officer to action the relevant procedure. Where work is required to be passed to a contractor, this will be done in accordance with [Appendix 10](#).
- 3.10 Abatement work will be risk prioritised. These works will be funded by the relevant budget holder. Where the ACMs to be removed fulfil a fire protection function, advice will be sought from the Corporate Fire Safety Officers to ensure that additional fire protection is reinstated if required.

4. MANAGING ASBESTOS LEFT IN-SITU

- 4.1 Premises Managers will arrange for an annual condition monitoring inspection to be undertaken on asbestos left in-situ (refer to [Guide to condition monitoring](#)). The results must be updated onto the Asbestos Management System (RAMIS).
- 4.2 Any change identified during ACM condition monitoring, e.g., deterioration or removed, will be automatically notified to AMT via the Asbestos Management System. If the ACMs have deteriorated between monitoring, then the relevant budget holder must meet the cost of the necessary works to the ACMs.
- 4.3 If damaged ACMs are identified, then the Premises Manager will need to make a decision as to appropriate action based on location and extent of damage. If accidental damage has taken place resulting in a possible fibre release, then the emergency procedures (refer to [Appendix 8](#) or [Appendix 9](#) where relevant) should be followed. In the event of deterioration identified during routine monitoring, advice should be sought from the AMT/CCBC Asbestos Officer allowing the risk to be managed appropriately.
- 4.4 Not all ACM's will be labelled as a matter of course, however, all known asbestos will be listed in the LAMP which includes the ACMs identified in the site-specific Asbestos Management Survey. This will be available on the Asbestos Management System (RAMIS) and hard copy at site.

- 5. CLASP/SYSTEM BUILD PREMISES AND SITES WITH A PRE 2013 ASBESTOS MANAGEMENT SURVEY**
- 5.1 For CLASP/System Build premises and sites with a pre-2013 Asbestos Management Survey, no work on the fabric of the building will be arranged or undertaken without permission being granted from the AMT/CCBC Asbestos Officer (refer to [Appendix 6](#)).
- 5.2 Permission to undertake work can be obtained by requesting work through the form for requesting asbestos permission/advice (refer to [Appendix 1](#)).
- 5.3 Until site specific monitoring has been carried out and site-specific controls agreed, then access above ceilings will be prohibited in all CLASP/System Build premises and premises with a pre-2013 Asbestos Management Survey.
- 5.4 If there is a breach of the ceiling in a CLASP/System Build premises and sites with a pre-2013 Asbestos Management Survey, then the emergency procedure set out in [Appendix 9](#) must be followed.

6. BOILER HOUSE GUIDANCE

- 6.1 Asbestos was used extensively in boiler houses for a variety of purposes including boiler and pipe lagging, sealing boiler doors, flue pipes etc. The boiler house at your premises has had asbestos removed and has been cleaned and usually painted. This means that the boiler house can be used for normal day-to-day activities. The boiler house must not be used for storage or for any other activities not connected with the use/maintenance of the boiler.
- 6.2 Please be aware that this does not mean that the boiler house is completely free of asbestos. Also the way asbestos was used in boiler house's means that whilst the walls have been cleaned as far as is possible, there is potential for asbestos fibres to remain within the background surfaces, they are not necessarily completely asbestos free and have been painted to encapsulate any remaining asbestos fibres. This means that you must not carry out/arrange any work that will penetrate the painted surface without first seeking advice from the Asbestos Management Team (AMT/CCBC Asbestos Officer).
- 6.3 This guidance must be used with the premises Notice of Prohibited/Restricted Access Areas/area restrictions.
- 6.4 Any refurbishment or demolition within the boiler house will require a Refurbishment/Demolition Survey.
- 6.5 If you have any queries or want to discuss this further please contact any member of the AMT on 01443 864361 or e-mail asbestosenquiry@caerphilly.gov.uk

7. TRAINING

- 7.1 All CCBC employees whose work could foreseeably expose them to asbestos will receive appropriate asbestos training. The training required for different types of work is set out in [Appendix 4](#).
- 7.2 All external contractors who are engaged to carry out work, which may disturb the fabric of a CCBC premises, must have received appropriate training on asbestos. The level of training required will depend on the work being undertaken and the levels of asbestos training required are set out in [Appendix 5](#).

8. MANAGING, REPORTING AND INVESTIGATING ASBESTOS INCIDENTS

- 8.1 Premises Manager/Responsible Person/Technical Division must inform the Health and Safety Division of any suspected asbestos exposure/non compliance immediately and the emergency procedure must be followed (refer to [Appendix 8](#) and [Appendix 9](#) where relevant).
- 8.2 Where an incident involving possible exposure to asbestos has occurred, all affected individuals will be evacuated and where necessary air tests undertaken in the area by Environmental Consultants engaged by a CCBC Asbestos Officer. Results of any air tests will be shared with those affected. If required, an Asbestos Officer will arrange for the relevant area to be cleaned in accordance with legislative requirements. The workplace will only be reinstated for normal use once air tests evidence that fibre levels are below the Clearance Indicator Level (refer to HSG 248 (2nd Edition) - Asbestos: The Analysts' Guide).
- 8.3 The Health and Safety Division will investigate the incident together with the relevant Manager (this could be the person who engaged the Contractor or the Premises Manager). Following completion of the investigation a written report of the incident must be completed and copies sent to the relevant Manager. This will allow action to be taken to prevent a similar incident. Where necessary, the Health and Safety Manager will submit a report to the HSE as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Where an investigation has been completed and non compliance with policy/process identified, then a report will be provided to the relevant Head of Service and where appropriate Director.
- 8.4 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. Premises Managers/Line Managers will need to discuss this option with the Health and Safety Division and their Directorate Human Resources Officers.
- 8.5 The Occupational Health Division will keep a medical record of any incident involving exposure to asbestos of any individual exposed in accordance with legal requirement.

9. AUDIT, MONITORING AND REVIEW OF ASBESTOS MANAGEMENT PLAN

- 9.1 The effectiveness of the CAMP will be monitored by the Health and Safety Division as part of the health and safety monitoring programme.
- 9.2 Where a Technical Division arranges work on the fabric of the building and identifies significant quality issues relating to the contractor, these quality issues must be referred to the Asbestos Technical Group for review and appropriate action (refer to [Appendix 11](#)).
- 9.3 Quarterly reports will be produced allowing the Health and Safety Division to monitor whether Premises Managers have carried out and evidenced their annual monitoring of asbestos left in-situ. The quarterly reports will be broken down by Directorate and will be sent to the relevant Head of Service. Six-monthly reports will also be submitted to CMT.
- 9.4 Health and Safety Officers, Premises Managers, Technical Division and the AMT/CCBC Asbestos Officers will advise the Health and Safety Manager of any shortcomings in the implementation of the CAMP in any premises.
- 9.5 The Health and Safety Division and the AMT will undertake a review of the CAMP every 3 years, or more frequently if there is a failure in the procedures which warrant a review. The plan will be updated appropriately to reflect any changes in legislation and guidance.

APPENDIX 2

WHEN IS A REFURBISHMENT/DEMOLITION SURVEY NEEDED?

1. The purpose of this information sheet is to advise on when refurbishment/demolition surveys are required when arranging works. Please note that this procedure will apply to a building built pre-2000 only, as post 2000 buildings should have an asbestos free certificate.
2. The decision on whether a Refurbishment/Demolition Survey is required must be discussed with and advice obtained from the AMT/CCBC Asbestos Officer.
3. Typically, a Refurbishment/Demolition Survey is required where the premises, or part of it, need upgrading, refurbishment or demolition. A Refurbishment/Demolition Survey is required for any structural work on the fabric of the building and would be required for work such as removing doors, walls, windows or installing new equipment. A Refurbishment/Demolition Survey would be required where the work being undertaken goes beyond the normal management functions covered by an asbestos management survey.
4. The Refurbishment/Demolition Survey does not usually cover a whole building but is targeted at the specific works being undertaken.
5. A management survey is suitable and sufficient to enable the Premises Manager to manage and maintain the premises, e.g., general painting and decorating, carrying out legionella checks. Improvement works and those works that go beyond normal management and maintenance require a Refurbishment/ Demolition Survey.
6. A Refurbishment/Demolition Survey must be arranged through a Technical Division and must be carried out prior to the work commencing. Refurbishment/Demolition Surveys are not carried out by the AMT/CCBC Asbestos Officer but are contracted out to a UKAS approved Asbestos Surveyor and must be uploaded to the Asbestos Management System (RAMIS).
7. If you have any queries or want to discuss this further please contact any member of the AMT on 01443 864361 or e-mail asbestosenquiry@caerphilly.gov.uk

APPENDIX 3

REFURBISHMENT/DEMOLITION SURVEYS PROCEDURE

1. The client will request that Refurbishment/Demolition Survey is requested through a Technical Division. The client will give a clear brief of the works required and detail the areas requiring surveying. No deviation from the area/works specified in the Refurbishment/Demolition Survey will be permitted once the survey has been completed. The relevant budget holder will meet the cost of this service.
2. The client will provide sufficient information to enable the Refurbishment/Demolition Survey to be carried out, including marked up CAD plans showing proposed cable runs, network drops, pipe runs, positioning of whiteboards etc. The client will also provide the Technical Division with any additional relevant information needed to allow the survey to be carried out safely, e.g. other contractors working on site at the same time as the proposed survey, hours of access/egress, any known risks, e.g. high access.
3. The Technical Division will ensure that the client has submitted sufficient information in accordance with HSG264 Asbestos: The Survey Guide to enable Refurbishment/Demolition Survey to be undertaken.
4. Where applicable the Technical Division will obtain cost centre, subjective code and customer numbers from the service area to allow the survey cost to be recharged.
5. The Technical Division will request a quote for the survey from the surveying company and will ensure that the client has agreed to the cost prior to placing an order.
6. The Technical Division will liaise with the client and surveying company in terms of arranging for the survey to be carried out.
7. The surveying contractor must immediately notify the Premises Manager and Technical Division arranging the survey if any suspected ACMs are identified during the survey that are damaged or in a dangerous condition.
8. The surveying company will be required to provide an electronic copy of the completed survey to the commissioning officer who will ensure the report is uploaded onto RAMIS.
9. The Technical Division will agree with the surveying company timescales for the surveys to be completed in line with current procurement framework timescales.
10. The Technical Division will ensure that the surveying contractor has access to RAMIS to assess all known asbestos information specific to the premises to be surveyed prior to the survey commencing.
11. Where a Refurbishment/Demolition Survey is required in a CLASP/System built premises then these must be arranged by a CCBC Asbestos Officer.
12. The Technical Division will complete a quality check on the completed Refurbishment/Demolition Survey. This will involve a cross check against all known information on asbestos within the premises.
13. When the Technical Division complete their quality check, they will inform AMT/CCBC Asbestos Officer and the AMT/CCBC Asbestos Officer will upload the survey onto RAMIS.
14. The Refurbishment/Demolition survey will then be issued by the commissioning officer with any relevant advice to the relevant person/contractor to enable them to plan, arrange and undertake the planned works.

**APPENDIX 4
INTERNAL TRAINING NEEDS ANALYSIS – NON SCHOOLS**

Training Needs Analysis for Managing Asbestos Safely		
Premises Manager	Duty to Manage Overview.	2 hours. 3 yearly refresher.
Persons who arrange work directly with contractors	Duty to Manage Asbestos UKATA.	6 hours initial course. 3 hours refresher every 3 years.
Maintenance Personnel/ Caretakers	Asbestos Awareness or Non Licensed Asbestos* Discuss with H&S.	Awareness 3 hours/ Refresher 2 hours Non Licensed Asbestos 9 hours incl. Awareness. Refresher 3 hours. All required annually.
IT Technician	Asbestos Awareness or Non Licensed Asbestos.	Awareness 3 hours/ Refresher 2 hours Non Licensed Asbestos 9 hours incl. Awareness. Refresher 3 hours. All required annually.
Key Holders Receptionist	Asbestos Awareness.	Asbestos Awareness 3 hours.
Catering & Cleaning Staff	CCBC employees – Supervisor completes Asbestos Awareness Briefing and delivers information to staff. Directly employed staff should receive the same.	Supervisors Asbestos Awareness briefing 2 hours every 3 years. All other staff should be briefed by Supervisors 3 yearly.
Persons appointed to undertake Asbestos condition monitoring	Asbestos Awareness.	Asbestos Awareness followed by Asbestos Condition Monitoring video. Asbestos Awareness refreshed annually. Video refresher every 3 years.
All staff in premises where asbestos is present.	Staff briefing to include key points of the Premises Local Asbestos Management Plan.	Delivered at your premises via staff meetings/ briefing sessions every 3 years delivered by Site Manager or other competent persons.
Housing/ Schools	Please refer to the service specific Training Needs Analysis (TNA) Guidance)	

For more asbestos information see the [asbestos pages on the intranet](#).

INTERNAL TRAINING NEEDS ANALYSIS –SCHOOLS

Training Needs Analysis for Managing Asbestos Safely

Head Teacher Deputy Head Teacher	Duty to Manage Overview.	2 hours. 3 yearly refresher.
Site/ Premises/ Business Manager	Duty to Manage Asbestos UKATA.	6 hours initial course. 3 hours refresher every 3 years.
Caretakers	Asbestos Awareness or Non Licensed Asbestos* Discuss with H&S.	Awareness 3 hours/ Refresher 2 hours Non Licensed Asbestos 9 hours incl. Awareness. Refresher 3 hours. All required annually.
Maintenance Personnel	Asbestos Awareness or Non Licensed Asbestos* *Discuss with H&S.	Awareness 3 hours/ Refresher 2 hours Non Licensed Asbestos 9 hours incl. Awareness. Refresher 3 hours. All required annually.
IT Technician/ Manager	Asbestos Awareness.	Asbestos Awareness 3 hours. Once initial training completed staff can attend the annual refresher courses specifically designed for Caretakers.
Key Holders/ Receptionist	Asbestos Awareness.	Asbestos Awareness 3 hours. Once initial training completed staff can attend the annual refresher courses specifically designed for Caretakers.
Catering & Cleaning Staff	CCBC employees – Supervisor completes Asbestos Awareness Briefing and delivers information. to staff. Directly employed staff should receive the same.	Supervisors Asbestos Awareness briefing 2 hours every 3 years. All other staff should be briefed by Supervisors 3 yearly.
Persons appointed to undertake Asbestos condition monitoring	If SLA Officer or Caretaker undertake this task, this is already covered in their training. All other person to attend a course.	Asbestos Awareness followed by Asbestos Condition Monitoring video. Awareness refreshed annually. Video refresher every 3 years.
All staff in school where asbestos is present	Staff briefing to include key points in the schools Local Asbestos Management Plan (LAMP).	Delivered at school via staff meetings/ briefing sessions every 3 years. To be delivered by HY/ Site Manager/ SLA Officer or other competent persons.

For more asbestos information see the [asbestos pages on the intranet](#).

EXTERNAL TRAINING NEEDS ANALYSIS

Training Needs Analysis for Managing Asbestos Safely



For more asbestos information see the [asbestos pages on the intranet](#).

APPENDIX 6 PROCEDURE FOR WORK ON CLASP/SYSTEM BUILD PREMISES AND SITES WITH A PRE 2013 ASBESTOS MANAGEMENT SURVEY

This procedure applies to **all** work affecting the fabric of the building, regardless of whether the work is carried out by in-house staff or contractors.

Prior to **any** work commencing that will affect the fabric of a CLASP/System Build sites or sites with a pre-2013 Asbestos Management Survey, permission must be sought and granted from the a CCBC Asbestos Officer (refer to [Appendix 1](#)).

Procedure for Work on the Fabric of the Building:

1. The Premises Manager/Head Teacher or nominated representative will contact the H&S Division (asbestosenquiry@caerphilly.gov.uk) seeking permission for work to be carried out on the fabric of the building. The Premises Manager/Head Teacher or nominated representative will complete a “Work on the fabric of the building” form and clearly specify the works required, detailing the areas affected to allow the work to be completed. Sufficient information must be provided to the CCBC Asbestos Officer to enable them to evaluate the risks, including marked up CAD plans showing the location of the works including any wiring, cable and pipework routes if any of these should apply. No deviation from the area/works specified in the request form will be permitted once permission has been granted.
2. The CCBC Asbestos Officer will evaluate the work required and will provide advice on what procedures are required to enable the work to be carried out safely. Where necessary the Asbestos Officer will carry out a site visit. The Asbestos Officer will provide advice in writing to the Head Teacher/Premises Manager on how the work must be carried out safely, including qualifications/competence required for those carrying out the work in line with appendix 8.
3. In some cases a Refurbishment/Demolition Survey must be carried out prior to work commencing. In this case the Asbestos Officer will arrange the Refurbishment/Demolition Survey in accordance with the current procedure. The premises must meet the cost of the Refurbishment/Demolition Survey.
4. Where the Premises Manager/Head Teacher is arranging the work directly, then all asbestos abatement work required as part of the project must be arranged and managed through the Technical Division. The relevant budget holder will be required to meet the cost of any asbestos abatement work (and re-instatement) needed as part of the project.

Where work is organised directly by the Premises Manager/Head Teacher then they are responsible for ensuring that:

- The advice given by the CCBC Asbestos Officer is followed.
- A competent contractor is selected with appropriate experience, training and insurances.
- The contractor is provided with a full specification for the work.
- That the contractor is provided with all relevant asbestos information relating to the project (colour copy of the Refurbishment/Demolition Survey, Management Survey, Bulk Certificates, Restrictions/Prohibitions, any site specific rules/restrictions/relevant information etc).
- That there is agreement as to how the work will be done safely.
- Work is properly monitored and managed.
- Where any maintenance/refurbishment/demolition to the fabric of the premises involves work on Asbestos Containing Materials then this element of the work is arranged and managed through a technical division. In the case of sites with competent and trained staff (in line with [Appendix 4](#)) then work must be undertaken in accordance with the advice from the AMT/CCBC Asbestos Officer.

Procedure for Work on the fabric of the building arranged through a Technical Division:

1. The Premises Manager/Head Teacher must provide a specification for works to the Technical Division.
2. The Lead Officer for the works in the Technical Division will then follow the agreed procedure for arranging works on the fabric of a CLASP/System Build premises and sites with a pre-2013 Asbestos Management Survey.
3. The Technical Division will arrange a Refurbishment/Demolition survey if required. The procedure for arranging a Refurbishment/Demolition Survey on a CLASP/System Build premises will be followed. The Premises Manager/Head Teacher must meet the cost of the Refurbishment/Demolition survey.
4. The Technical Division will manage the work in accordance with Contractor Management guidelines.

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

APPENDIX 7 PROCEDURE FOR ARRANGING WORK THROUGH A TECHNICAL DIVISION

(Work that disturbs ACMs or working in close proximity to ACMs *where ACM's could foreseeably be disturbed during planned works*)

Premises Managers are permitted to allow trained and competent staff e.g. Caretaker to carry out minor, low risk work on the fabric of the building subject to the work not affecting or being in the close proximity of any ACMs (where ACM's could foreseeably be disturbed during planned works). In the case of CLASP/System constructed premises then permission must be sought from the Asbestos Management Team (AMT)/CCBC Asbestos Officer (refer to [Appendix 1](#)) prior to any work on the fabric of the building. If in doubt then advice must be sought from the AMT/CCBC Asbestos Officer prior to work commencing.

1. The Premises Manager/Head Teacher will request work to be carried out through a Technical Division.
2. The Premises Manager/Head Teacher will fully specify the work required, this must include all electrical and mechanical elements, e.g. cable runs and pipe runs.
3. The Technical Division will work with the Premises Manager to ensure that a sufficiently detailed specification for works is prepared as set out above.
4. Where a Refurbishment/Demolition Survey is required the Technical Division arranging works will commission. This will be arranged as [Appendix 3](#).
5. Where work is required which does not require a Refurbishment/Demolition Survey and there is not an up to date* Asbestos Management Survey for the premises, then the Technical Division will submit a "Permission to work on fabric of the building" request to the AMT/CCBC Asbestos Officer.
6. The Technical Division will place an order for the work.
7. The Technical Division will be responsible for ensuring that the contractor is competent to carry out the specific work required.
8. The contractor will be provided with access to RAMIS and will be expected to check the asbestos information relating to the site and work that they will be carrying out.
9. The Technical Division will ensure that relevant risk assessments/method statements are provided by the Contractor for the work to be undertaken and will agree with the Contractor how the work will be undertaken safely, checking their understanding of the asbestos risk and precautions needed.
10. The Technical Division will be responsible for managing and supervising the works. The level of monitoring will be based on the level of risk associated with the work being undertaken. Written records of monitoring undertaken must be maintained.
11. The Premises Manager/Head Teacher will inform the Technical Division of any concerns relating to the work that may pose a risk to anyone occupying the building or to the safe operation of the premises.

12. Following completion of the work the contractor will supply all relevant documentation to Commissioning Officer and AMT/CCBC Asbestos Officer e.g., clearance certificates, reoccupation certificates.
 13. Where the work on the fabric of the building has affected the ACMs identified in the LAMP and site specific asbestos register, e.g. removal of an ACM as part of a bigger project and the associated documentation has been provided to verify that the work has been completed, the AMT will update the LAMP and where applicable restrictions/prohibitions and e-mail the Premises Manager reminding them to print off updated hard copy documents.
- * Any asbestos survey carried out by National Britannia or Facciata and published in 2008 or earlier would NOT be classed as an up to date survey.

APPENDIX 8 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 personnel leave the area and if possible record their names.
3. Ensure that nothing is removed from the area e.g. books and papers as they could spread asbestos dust.
4. Do not disturb or remove anything in the vicinity of the damaged 'asbestos'. NEVER CLEAN UP – this can spread any dust into the air and make matters worse. Be aware that employees working in the area may be contaminated and may be spreading asbestos dust.
5. Keep people away from the area. Lock doors and secure the area.
6. Telephone, during normal working hours, the Health and Safety Division Asbestos Management Team (AMT) (01443 864361) who will arrange for a CCBC Asbestos Officer to visit, investigate and advise. Out of these hours, in cases of emergency, contact the Control Centre (01443 875500).
7. If individuals themselves are contaminated, where possible and where available, they should put on a disposable dust mask to filtration factor FFP3.
8. The individual should then remove any items of contaminated clothing and then put on disposable overalls. The removed items of clothing will be disposed of as contaminated waste.
9. Where necessary an Asbestos Officer will visit as soon as possible to inspect the area and arrange for samples of the material to be taken for analysis. They will discuss with you what needs to be done to make the area safe. In the case of previously unidentified asbestos, where damage is suspected, the above emergency procedure should be followed until it is confirmed whether the material does contain asbestos.
10. In the event of an asbestos exposure complete and accident/incident/near miss reporting form (insert link) and send to the Health and Safety Division. Where exposure has not been confirmed please seek advice from the AMT/CCBC Asbestos Officer to establish.

APPENDIX 9
PREMISES WITH KNOWN ASBESTOS CONTAINING MATERIAL (ACM)
DEBRIS IN CEILING VOIDS – EMERGENCY PROCEDURE

This emergency procedure applies to premises with known ACM debris within ceiling voids to specific blocks/areas, as well as all CLASP/System Build premises. Please refer to your Notice of Prohibited and Restricted access areas for full details. In the event of anything affecting the integrity of the ceiling, e.g., ceiling tiles falling/ceiling collapse/any breach of the ceiling, the following procedure MUST be followed.

1. Immediately vacate area, close off the room/area and prohibit access. Lock doors and secure the area.
2. If staff are working in the room/area, ensure that they immediately leave the area and if possible, record their names.
3. Ensure that nothing is removed from the area, e.g. books and papers.
4. Do not disturb or remove anything in the vicinity. NEVER CLEAN UP – this can spread any dust into the air and make matters worse.
5. Telephone, during normal working hours, the Health and Safety Division Asbestos Management Team (AMT) (01443 864361) who will arrange for an Asbestos Officer to visit, investigate and advise. Out of these hours, in cases of emergency, contact the Control Centre (01443 875500 – as above).
6. Where necessary the AMT/CCBC Asbestos Officer will visit as soon as possible to inspect the area.
7. Where appropriate the AMT will take dust samples and will arrange for an analyst to carry out reassurance air monitoring.
8. The AMT/CCBC Asbestos Officer will arrange for relevant clean of the area. In some cases this may require HSE Notification and a Licensed Asbestos Contractor to undertake the work.
9. Where necessary reassurance air monitoring will be undertaken to ensure the room is fit for reoccupation. The AMT/CCBC Asbestos Officer will inform the Premises Manager when the room is safe for re-occupation.
10. Where appropriate meetings will be arranged to discuss any concerns and reassure staff.

APPENDIX 10
PROCEDURE FOR ACTION OF ASBESTOS REMEDIAL WORK REQUIRED
FOLLOWING ASBESTOS MANAGEMENT SURVEY

1. When a new Asbestos Management Survey has been completed and quality checked the survey will be uploaded as a 'live' document on RAMIS.
2. Asbestos that has been identified but cannot be managed in-situ will require abatement works (removal, enclosure or encapsulation). The cost of these works will be met by the relevant budget holder.
3. The Premises Managers and the Asbestos Management Team (AMT) will be notified via RAMIS of the required abatement work with these tasks showing as P1 (immediate) or P2 (within 3 months). P3 tasks are advisory only.
4. The Premises Managers will request a Technical Division to arrange, specify and manage the required works.
5. The Technical Division will monitor a percentage of jobs based on risk and will quality check a percentage of completed jobs.
6. The Contractor will, when the work is completed forward all completion information to the commissioning officer allowing the AMT/CCBC Asbestos Officer to close off the completed remedial actions on RAMIS and upload all relevant asbestos documentation into RAMIS, e.g. HSE notification, air testing, clearance certificate and update the LAMP.

APPENDIX 11

ASBESTOS TECHNICAL GROUP TERMS OF REFERENCE

The 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 products 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.
9. Initial membership (Each member to identify a deputy to cover in their absence).

<i>Nominated Office</i>	<i>Service Area</i>
Health and Safety Manager	H&S (Chair)
Principle Fire and Asbestos Officer	H&S
Health and Safety Technical Officer	H&S – RAMIS
Principle Housing Officer	Private Sector Housing
Housing Repair Operations Manger	Housing
Procurement and Information Manager	Procurement
Technical Manager	Building Consultancy
Implementation Project Manager	PAMS
Senior Project Manager	Engineering
Health and Safety Officer – Caerphilly Homes	Housing Technical
Asbestos Officer - Housing	Housing - Asbestos

Procedure for Managing ACM's in Highways Infrastructure

1. Staff/contractors who undertake minor works/surveying/day to day maintenance that may reasonably foreseeably affect the fabric of the structure are trained in accordance with appendix 4 and 5.
2. Any refurbishment/works/demolition will be subject to an assessment and where required a Refurbishment/Demolition Survey will be commissioned by a competent person prior to work commencing. This will allow ACM's to be considered and planned as part of the project.
3. Information on known ACM's will be recorded on the retaining wall/culvert/bridge database/records. This will also include management action for each identified ACM and will be the asbestos management plan for these structures.
4. Information on known ACM's will be shared with all staff and contractors likely to undertake or arrange work on the structure.
5. Readily accessible known ACM's that are not removed as part of any above project will be subject to condition monitoring by a responsible person in line with the cyclical maintenance regime for inspection of structures/culverts/retaining walls. Records of ACM monitoring undertaken will be kept by Infrastructure.
6. All Officers undertaking or arranging work on structures must check the record of all known ACM's prior to work commencing.