



# Asbestos Management Procedure

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## Introduction

This document complements the Warwickshire County Council (WCC) Asbestos Management Policy by adding further detail to the roles, responsibilities and procedures for the management and control of asbestos in buildings and equipment.

The procedures are in three distinct parts:

Section 1: Summary of roles and responsibilities

Section 2: Managing Properties that contains Asbestos

Section 3: Managing Work with Asbestos Containing Materials (ACMs)

Asbestos is a naturally occurring fibre that was extensively used in building materials and products in the UK from the 1950s until the mid-1980s. Asbestos containing materials (ACMs) may be present in any building that was constructed or refurbished prior to 2000, and was frequently used in a wide range of products and equipment such as sprayed coatings, lagging, wall claddings, soffit boards, ceiling tiles, roofing, window sills, rain water goods, furnaces, clutches, brakes, ovens, ironing boards and fire blankets. Over 3000 different products have been manufactured which contain asbestos. Asbestos use was so widespread due to the unique properties asbestos has, such as resistance to heat and fire, good thermal, electrical and sound insulator, high tensile strength and was durable over time. All asbestos use in the UK was prohibited in 1999. Asbestos is found in many unexpected places so it vital to check the Register prior to any works. Always check the register and never assume asbestos is not present.

There are six types of asbestos however only three types were used commercially. The three main types of asbestos which can still be found in properties are crocidolite (blue asbestos); amosite (brown asbestos) and; chrysotile (white asbestos).

The danger to health arises if asbestos fibres are released into the air and inhaled. This can lead to asbestos-related diseases such as:

Asbestosis – irreversible scarring of the lungs

Lung cancer

Mesothelioma – cancer of the lining of the lungs or stomach

The likelihood of a person developing one of the above diseases increases with:

- The type of asbestos exposed to
- The younger the person is when exposure starts
- The number of fibres inhaled
- The number of times exposed
- Smoking

There is usually a long delay between first exposure to asbestos and the onset of disease, typically between 15 and 60 years. There is no cure for asbestos-related diseases and currently, past exposure to asbestos kills over 5,000 people each year in the UK.

Anyone could potentially be affected by asbestos, however, statistics show that the persons most likely to be at risk of exposure relevant to WCC activities are those who are engaged in the building trades and maintenance operations including: carpenters, plumbers, electricians, other building workers, maintenance operatives, cable layers, caretakers and persons engaged in similar maintenance activities.

Warwickshire County Council's buildings constructed or refurbished prior to 2000, as is the case with many property estates, were previously built with materials and products which may contain asbestos.

The Health and Safety Executive (HSE) advise that Asbestos Containing Materials in good condition are safe unless asbestos fibres become airborne, which happens when materials become damaged. ACMs kept in good condition and are not being, or likely to be, disturbed pose little threat to health.

A good standard of long term management of ACMs which remain in the buildings is the best approach, and this approach has been adopted by WCC.

## 1.0 Roles and Responsibilities

### 1.0.1 Statutory Duty Holder - WCC Chief Executive

The Chief Executive has overall responsibility throughout the Council for the control and management of asbestos and for delivering services that comply with WCC's Health and Safety Policy.

Through the Asbestos Management Policy the Chief Executive has assigned the responsibility for the implementation of the Policy to the 'Responsible Person', the Assistant Director for Enabling Services.

To meet the statutory duty under the Control of Asbestos Regulations 2012 the Chief Executive requires the Assistant Director for Enabling Services to provide assurance asbestos in buildings and equipment is being correctly managed throughout the Council.

### 1.0.2 Responsible Person – Assistant Director of Enabling Services

As the Responsible Person for asbestos the Assistant Director for Enabling Services is responsible for the development and implementation of the Asbestos Management Policy and for the allocation of resources for the management of asbestos risk within Council controlled properties and equipment.

The Policy requires the Responsible Person to appoint Deputy Responsible Persons to further implement the management of asbestos. This delegation must be monitored by the Responsible Person for assurance of its effectiveness and to inform and review the suitable allocation of resources for managing the Council's asbestos risk.

### 1.0.3 Deputy Responsible Persons

Deputy Responsible Persons have been appointed with the responsibility for:

- i. Overseeing the programme of asbestos surveys, testing, remedial work and risk minimisation across the buildings in their portfolio. This includes the maintenance of an asbestos records through the Asbestos Management Plan located on AtlasWeb.
- ii. Allocating adequate resources to those that work within their portfolio of buildings to enable them to undertake asbestos management activities including monitoring, inspection, testing, maintenance, encapsulation, removal, storage and disposal of waste material.
- iii. Reporting to the Responsible Person the suitability of the resources provided in relation to the asbestos extent, condition and risk.
- iv. Developing and implementing training programmes for all Site Responsible Persons, Caretakers and other Council employees within their domain who monitor, plan, manage or implement works that involve asbestos.

A Deputy Responsible Person may arrange for CDM Compliance Team to undertake periodic audits of the Site Responsible Person's implementation of WCC asbestos management systems as part of the monitoring of adherence to the asbestos policy and procedures.

## 1.0.4 Site Responsible Person

The Site Responsible Person is accountable to the Deputy Responsible Person for the safe management of the property. The Site Responsible Person must ensure that:

- i. Asbestos management surveys are readily available to identify the location and condition of ACMs at the property.
- ii. A suitable and sufficient Asbestos Management Plan that describes how the risk is to be managed is in place for the property.
- iii. The Asbestos Register of the locations of all ACMs, and suspected ACMs, is readily available and kept up to date for the property.
- iv. Portable or transportable equipment that contains, or may contain, ACMs have been identified by managers at the property and are subject to appropriate risk assessments and are included on the Asbestos Register and in the property Asbestos Management Plan.
- v. The Asbestos Management Plan is implemented.
- vi. The Asbestos Management Plan is reviewed at least annually to ensure it remains current, valid, and relevant.
- vii. Competent staff or contractors are engaged as necessary to provide assistance in the management of asbestos.
- viii. Any contractor or consultant employed to work on behalf of WCC on asbestos works is suitably competent and works in accordance with the Asbestos Management Policy and accompanying Procedures.
- ix. Training (see 1.6, below), information, instruction, and supervision is provided as necessary for those who may encounter ACMs whilst undertaking Council activities on or within the property.
- x. Information is provided to contractors, staff and visitors to WCC to prevent their exposure to ACMs.
- xi. Risk assessments for work that may disturb ACMs or suspected ACMs are produced.
- xii. The Emergency and Incident Procedure (2.10) is in place that describes the action to take in case of an incident that disturbs ACMs, or suspected ACMs.
- xiii. All incidents of unplanned asbestos disturbance are recorded on the Council's Corporate Accident Incident Database.

If any significant finding or changes occur to the Asbestos Management Plan need to be reported to the Deputy Responsible Person

## 1.0.5 Employees

All employees have the responsibility to ensure:

- i. Their own safety (in WCC properties or others), the safety of others and the properties in which they work or visit.
- ii. They are familiar with the Asbestos management arrangements for their normal place of work and for each building they visit before undertaking any maintenance works
- iii. They cooperate with the employer in the implementation of the Asbestos management measures.
- iv. They raise any health and safety concerns with their line manager.

For employees who work with the management of asbestos follow all the guidance contained in this arrangement document.

## 1.0.6 WCC Compliance Service Teams

Daily management responsibilities are placed on, and co-ordinated by, the Site Responsible Person. However, this is a *supported responsibility* with a view to maximum overall effectiveness and efficient use of resources.

### Compliance Service Delivery Team

- Provide advice and guidance
- Arrange and provide Site Responsible Person Training
- Audit and review training records to ensure compliance is maintained
- Provide access to analysts and asbestos removal contracts
- Maintain the Asbestos Register/Asbestos Management Plan on AtlasWeb
- Manage the annual Asbestos Reinspection Programme

### CDM Compliance Team

- Support delivery team
- Track the re-inspection programme is meeting agreed timescales
- Track project specific refurbishment/demolition surveys have been carried out for projects prior to works
- Track the relevant removal documentation has been provided to WCC
- Advise on competency of asbestos removal contractors and analytical companies
- Ensure the policies and arrangements are kept updated in line with current legislation

Please note that advice on asbestos can be obtained from the Compliance Service Delivery Team or the CDM Compliance Team.

## 1.0.7 Training and Competence

All employees are required to undertake on an annual basis asbestos awareness training. The training is provided as an e-learning package called “Asbestos Awareness e-Learning ” and is available on the Learning Hub. <https://learninghub.warwickshire.gov.uk/learn>

For employees who are nominated as the Site Responsible Person further training is provided and is required every 3 years. The Role of the Site Responsible Person training is provided by the Council. The nominated Site Responsible Person has the duty to contact the Compliance Service Delivery Team when the training is due to arrange attendance at the next available training course.

### Site Induction

All contractors must be inducted on to site and must review the Asbestos Register

### Contractors

It is the responsibility of the person procuring contractors and sub-contractors to ensure that they have undertaken externally certified asbestos awareness training and receive regular refresher training. Records are required be kept of asbestos awareness training, copies of which must be forwarded to the Compliance Service Delivery Team upon completion.

### Working with Asbestos Containing Materials (L143 ACoP) - Asbestos Contractors/Consultants

Any contractor working on confirmed or suspected asbestos containing materials must comply with the requirements of the Health and Safety Executive’s (HSE) Approved Code of Practice L143 ‘*Managing and Working with Asbestos*’, WCC Asbestos Management Policy and Procedures, and must be fully HSE licensed.

## 2.0 Procedures for Managing the Property's Asbestos Risk

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- 2.1 Management of Asbestos Containing Materials (ACMs)
- 2.2 Asbestos Management Surveys
- 2.3 Asbestos Register
- 2.4 Asbestos Management Plan
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- 2.6 Work on the Building Fabric
- 2.7 Work by General Contractors and Sub-contractors
- 2.8 Use of Equipment Containing ACMs
- 2.9 Identification of suspected ACM
- 2.10 Emergency and Incident Procedure

### 2.1 Management of Asbestos Containing Materials (ACMs)

The management of asbestos for both non-domestic and domestic buildings is undertaken with the same approach at WCC.

The management of asbestos is undertaken by:

Carrying out surveys to identify ACMs and likely locations of ACMs in buildings, risk assessing the material, its condition and the likelihood of disturbance.

Undertaking the ongoing management of the ACMs by carrying out regular inspections of all known ACM's and remedial action if required. Including:

- **All materials should be presumed to contain asbestos unless there is evidence to prove otherwise.**
- Creating and keeping up to date records stored on the Asbestos Register.
- Preparing a detailed plan of how to manage the risks from the materials found with the Register. The Asbestos Management Plan.
- Implementing the plan.
- Reviewing and monitoring the plan
- Controlling the work activities at the property through rules, procedures and information to prevent the disturbance of ACMs that may lead to exposure.
- Operating a system to provide the information to anyone who is liable to work on or disturb the ACM.

### 2.2 Asbestos Management Surveys

Competent personnel are required to carry out this work and the selection of a contractor must include an assessment of their competence to undertake the work.

The Compliance Service Delivery Team can advise on the selection of an appropriate consultant. Alternatively, the Health and Safety Executive advice on assessing contractor competence should be followed. <https://www.hse.gov.uk/asbestos/surveyors.htm>

A Management Survey (prior to 2012 known as a Type 2 Survey) is a non-intrusive survey to all accessible parts of the property.

The Management Survey is a visual survey of the property accompanied by samples of materials that are subject to laboratory analysis to identify the material. The outcome of the Management Survey comprises of:

- An annotated building plan showing the location, condition, type and extent of the ACMs and locations where ACMs may be but have not been able to be verified due to available access.
- The competent person’s analysis of the risks presented by the ACM
- The competent person’s advice on how each ACM should be managed.

To go further for a fully comprehensive analysis of the property would require intrusive surveys that are destructive to the fabric of the property – these are referred to as refurbishment or demolition surveys (R&D).

## 2.3 Asbestos Register

The Asbestos Register is contained within the Asbestos Management Plan on AtlasWeb. An Asbestos Register enables anyone to undertake a search to determine whether ACMs are present in any particular location.

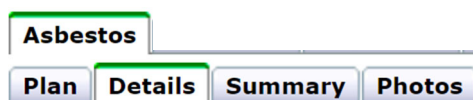
An Asbestos Register is maintained by the Compliance Service Delivery Team in the form of the AtlasWeb Asbestos module. This is utilised to retain the records and plans of WCC properties arising from management surveys, refurbishment surveys, inspections, removals, encapsulations and other asbestos work on the estate.

See section **3.7 Record Keeping** for details of information required to keep the Asbestos Register up to date.

How to access the Asbestos Register

The Asbestos Register is accessed through AtlasWeb <https://atlasweb.warwickshire.gov.uk/> or for schools <https://apps.warwickshire.gov.uk/Wes/>

On AtlasWeb the Asbestos Register is in the Asbestos section under the Details tab.



## 2.4 Asbestos Management Plans

The Asbestos Management Survey is used to assess the risk arising from the ACMs at the property and to devise an Asbestos Management Plan.

The Asbestos Management Plan must describe the actions required for the ongoing management of the ACMs in the property including recommendations on whether to remove them or to leave them in place where their condition and location is such that disturbance and exposure is unlikely. If left in place the Asbestos Management Plan must specify the frequency at which inspection of the condition of the ACM will be monitored.

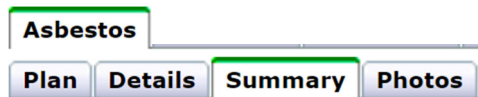
See section **3.7 Record Keeping** for details of information required to keep the Asbestos Management Plan up to date.



## How to access the Asbestos Management Plan

The Asbestos Management Plan is accessed through AtlasWeb <https://atlasweb.warwickshire.gov.uk/> or for schools <https://apps.warwickshire.gov.uk/Wes/>

On AtlasWeb the Asbestos Management Plan is in the Asbestos section.



- The Plan tab provides access to the floor plans indicating the approximate location of known ACMs
- The Details tab provides access to each known ACM with an assessment of the risks and detailing the plan on how to manage the ACM
- The Summary tab provides access to the surveys and sampling records
- The Photos tab provides access to the photographs taken in the recorded surveys.

## 2.5 Reinspection Surveys

Reinspection surveys are undertaken by WCC on an annual basis to ascertain the ongoing condition of known Asbestos Containing Materials across our estate. The reinspection surveys are undertaken by accredited competent consultants.

The reinspection survey is uploaded into AtlasWeb to update the Asbestos Register and Asbestos Management Plan.

## 2.6 Work on the Building Fabric

All work that involves the planned disturbance of building fabric must not be undertaken without prior reference to the Asbestos Register to check for the presence of ACMs and with the permission of the Site Responsible Person.

The following are examples of activities which disturb the building fabric and could release asbestos fibres and must be **avoided**:

- Drilling
- Cutting
- Sawing
- Abrasion
- Making holes
- Breaking the surface of building materials / insulation etc.

If the Asbestos Register positively confirms that there is no asbestos present the work may proceed by asbestos awareness trained persons and only with authorisation from the Site Responsible Person following a safe system of work that has been devised upon the findings of the task activity risk assessment.

If the Asbestos Register identifies ACMs, or suspected ACMs, the procedures specified in this arrangement document for working with ACMs must be followed.

## 2.7 Work by General Contractors and Sub-contractors

**General Contractors and subcontractors are not permitted to work with asbestos or suspected asbestos containing materials under any circumstances.**

It is the responsibility of the manager procuring the services from the contractor to enforce this requirement.

All contractors and sub-contractors must undertake externally certified asbestos awareness training and receive regular refresher training. Records must be kept of asbestos awareness training and copies must be forwarded to the Compliance Service Delivery Team when completed.

## 2.8 Use of Equipment Containing ACMs

Equipment that is not part of the building fabric and contains ACMs or is suspected of containing ACMs must be subject to a risk assessment that is conducted by a person with competence in managing asbestos.

It is the responsibility of the manager “owning” or controlling the equipment to ensure that it is used, stored, maintained and disposed of safely.

Day to day use of the equipment should be subject to a risk assessment of the condition and risk posed by the ACMs, or suspected ACMs, and this must be followed up with regular inspections of its condition at a frequency defined by the risk assessment.

Work involving maintenance or dismantling of the equipment must be subject to a separate risk assessment by a competent person to consider the additional risks of disturbance of the material. The manager or person in control of the equipment must seek the expertise and advice from those familiar with the management of asbestos in buildings, and the Site Responsible Person should be contacted in the first instance.

Work with the potential to result in an exposure of asbestos must follow the **Working with ACMs or Suspected ACMs (Section 3.0)** procedures below through competent licenced contractors.

When any equipment containing ACMs or suspected ACMs is to be disposed of it must be treated as asbestos waste.

## 2.9 Identification of suspected ACM

Anyone who has information on suspected Asbestos Containing Material in WCC buildings is required to make this information available to the Site Responsible Person who will arrange for the suspect material to be assessed.

Examples of concerns include:

- Insulation board subject to accidental damage
- The surface of materials likely to contain asbestos found to be damaged, frayed or scratched
- Protective coverings to insulation damaged or missing
- Debris or dust accumulated below materials which may contain, or in the past before replacement may have contained asbestos.

## 2.10 Emergency and Incident Procedure

Materials likely to contain asbestos and falling into poor condition due to lack of maintenance or have been subject to accidental or gradual damage, i.e. inadvertent disturbance, need attention without delay.

Action to be taken when known or suspected Asbestos is disturbed or discovered. Always presume asbestos until proven otherwise

Anyone who discovers materials which give concern with regards to asbestos must report the finding to the Site Responsible Person so that the matter can be dealt with urgently.

The area concerned must be immediately taken out of use and **secured** on a precautionary basis by the Site Responsible Person and the matter also referred to the relevant Property Services, Building Surveyor, Engineer or independent competent contractors for urgent testing and action to make the area safe. The area must be left as it is, remain securely out of use until it has been verified as safe to reoccupy by a competent person.

If an incident such as accidental exposure or suspected accidental exposure has occurred:

The matter must be reported immediately to the Site Responsible Person, or other person with the authority to manage the property/situation.

The matter must be reported as soon as possible to the Deputy Responsible Person and the Responsible Person.

At the earliest opportunity the CDM Compliance Team or the Compliance Service Delivery Team must be contacted for competent asbestos management support.

The incident must be reported through the WCC Corporate Accident Incident reporting system. Occupational Health, Safety Team will report the occurrence to the HSE under RIDDOR, if required. All reporting should be by the quickest practical means available.

The CDM Compliance Team or Compliance Service Delivery Team should be contacted by any WCC service for advice and guidance.

Where asbestos has subsequently been identified as being disturbed reassurance air testing must be organised. The testing will be undertaken by a UKATA Accredited Asbestos Analyst. Copies of the successful reassurance air test certificates must be issued to the duty holder of the room or building prior to reoccupation of the area.

The Site Responsible Person is required to send records of reassurance air testing to the Compliance Service Delivery Team for updating the AtlasWeb Asbestos Register and Asbestos Management Plan.

The Site Responsible Person must ensure that a procedure is in place that describes these actions required upon the discovery of unplanned disturbances of ACMs, accidental exposures and discoveries of previously unknown ACMs in the property.

The Hotline is open Monday to Thursday 8.00am to 5.00pm, Friday 8.00am to 4.30pm on **01926 414123**. The out of hours emergency contacts are available on the bottom of the AtlasWeb home page.

# EMERGENCY PROCEDURE

## POSSIBLE RELEASE OF ASBESTOS FIBRES ON SITE

**STOP WORK IMMEDIATELY**

**Responsible Person =**  
 - Project Manager  
 - Contract Administrator  
 - Building Surveyor  
 - Engineer  
 - Out of Hours

**SAM Duty Holders =**  
 Strategy Commissioning Manger  
 CDM Commissioner  
 Senior Compliance Officer  
 Chartered CDM Advisor

Prevent anyone removing any items from the affected area. Instruct people from the affected area to move to an area outside and away from other people leaving via the nearest exit point. Prevent anyone from entering the area by closing doors, using barriers, using hazard tape or warning signs

**\*IF OUT OF HOURS\***  
 On Site Contractor/  
 Building User  
 contacts responsible  
 person

On Site Contractor/  
 Building User  
 contacts Hotline

Hotline contact  
 Responsible Person

**Responsible  
 Person**

Contacts WCC  
 Insurance

Ensures area is  
 made safe

Inform Property  
 Risk Manager/ Duty  
 Holder

Contact CDM  
 Commissioner

Provide advice to  
 Responsible Person

Responsible Person  
 to contact Line  
 Manager

CDM Commissioner  
 to contact Strategy  
 & Commissioning  
 Manager

Property Risk/ Duty  
 Holder to advise if  
 further surveys  
 required

Line Manager to  
 notify Service  
 Manager/ Assistant  
 Director/ Key  
 Stakeholders

CDM Commissioner  
 to inform Technical  
 Specialist,  
 Corporate Health &  
 Safety

Responsible Person  
 to arrange for any  
 surveys that are  
 required

Copies of any  
 surveys to be  
 forwarded to CDM  
 Commissioner

Relevant Contractor  
 to carry out  
 remedial works

Incident  
 Investigation Report  
 to be forwarded to  
 CDM Commissioner  
 & Insurance if  
 applicable

Reports sent from  
 CDM Commissioner  
 to Senior Manager/  
 Line Manager/  
 Responsible Person

## 3.0 Working with ACMs, or Suspected ACMs

### 3.1 Risk Assessment

**All works involving work with asbestos or suspected asbestos must be carried out by a licensed asbestos contractor.** Please contact Compliance Service Delivery Team or CDM Compliance Team for further guidance and advice.

Prior to any work being carried out that has the potential to release asbestos fibres a Risk Assessment must be undertaken as advised by The Control of Asbestos Regulations.

In all cases where there is any likelihood of disturbance of the ACMs, the manager who initiates the activity must be in possession of a suitable and sufficient risk assessment that describes the control measures to be adopted.

The person initiating the work may not have to carry out the risk assessment but must ensure that a suitable and sufficient risk assessment is already in place.

If the initiating person needs general risk assessment procedural and safety management advice, they should contact the Corporate Health and Safety Team. The CDM Compliance Team or Compliance Delivery Team should be used for specific asbestos procedural guidance.

Risk assessments are required to be carried out by a Competent Person and recorded using the Corporate Risk Assessment Form with all relevant information attached as a minimum – see example in the Appendix.

The Risk Assessment will be produced from the information contained in the Asbestos Register and the Property's Asbestos Management Plan. If this information does not positively confirm that the planned activity will be safe with regard to potential asbestos risks, a refurbishment survey, sampling and laboratory analysis of samples of the materials must be taken.

### 3.2 Refurbishment and Demolition Survey (R&D)

For buildings constructed or refurbished before the year 2000, prior to undertaking any works that will disturb the fabric of the building a suitable and sufficient, targeted R&D survey will be required.

A Refurbishment Survey is undertaken when parts of the building fabric that are not usually accessed will be required to be disturbed during refurbishment or demolition work such as behind partition walls or in voids above ceilings. The refurbishment survey is an intrusive survey that is likely to be destructive to the surface finishes in the property

to target hidden ACMs and is therefore only carried out when this damage will be addressed during the refurbishment.

Refurbishment surveys must only be undertaken by fully qualified to an appropriate standard with relevant experience who can demonstrate competence in this area. The commissioner of this survey needs to carefully consider their design when specifying the areas for this targeted investigation to ensure the survey encompasses the areas which need investigation. Further information is available from the CDM Compliance Team or Compliance Service Delivery Team.

**The person initiating the work will not rely solely on the information contained in the Asbestos Register which will have been informed by a Management Survey. For refurbishment and construction work the more detailed Refurbishment Survey must be undertaken.**

The person initiating the work should at the earliest available opportunity when planning the work review the information contained in the Asbestos Register to provide early initial evaluation of the potential risks of asbestos discovery. This review will help inform at an early stage the design and highlight any potential risks to the work budget and work delivery programme.

### 3.3 Sampling

Sampling is the process of gathering material suspected of being ACM and undertaking a laboratory analysis for the purpose of verification.

The sampling of asbestos is a potentially hazardous activity and only competent asbestos analysts will be used for the purpose of obtaining the relevant information. The Compliance Service Delivery Team has access to suitable analysts who will be made available to all Services on request. Where the Site Responsible Person wishes to use an alternative contractor it is for them to ensure adequate and sufficient levels of competency.

The asbestos analyst **must** be independent of the asbestos removal contractor to avoid conflicts of interest.

A copy of the analyst's report and similar relevant information etc. is required to be attached to the risk assessment for verification.

All copies of analysis reports **must** be sent to the Compliance Service Delivery Team for inclusion on AtlasWeb. This includes analysis reports returning no confirmation of asbestos.

Where it is found that the relevant materials do not contain asbestos the asbestos risk assessment can conclude for asbestos awareness trained people it is safe to Proceed with Caution.

### 3.4 Disturbance of ACMs

#### 3.4.1 Planned Disturbance

The most frequent cause of disturbance to ACMs arises due to construction and refurbishment work.

If the disturbance of ACMs cannot be avoided, a risk assessment must be undertaken and shall record how the activity is to be carried out safely in accordance with these procedures.

The following are some examples of planned disturbance:

- Removal of textured coatings
- Removal of gaskets or pipe lagging
- Removal of asbestos rope, packers and panels during a window, ceiling, or roof replacement
- Removal of floor or ceiling tiles
- Removal of asbestos cement products such as cladding, roofing sheets, guttering or water tanks.

“Opening up” of building fabric, such as taking down ceiling tiles or opening service riser ducts cannot be allowed without a suitable and sufficient risk assessment.

The fitting of cables and pipe runs into voids in the building fabric has the potential to disturb ACMs and therefore requires a risk assessment.

### 3.4.2 Unplanned Disturbance

Disturbance of the building fabric may also be unplanned, for example through accident, vandalism or storm damage. This disturbance will not give an opportunity for proactive risk assessment and control, however a risk assessment must still be undertaken to prevent further risk to those in the vicinity and those undertaking any remedial work.

The Site Responsible Person is responsible for ensuring the procedure in **2.10 Emergency and Incident Procedure** is followed.

## 3.5 Written Plan of Work

The information gathered on the form of asbestos, the quantity, its condition and the assessment of its risk must be consolidated in a written plan of work as specified by The Control of Asbestos Regulations.

The *written plan of work* should not be confused with the Asbestos Management Plan. The written plan of work must be produced by the appointed licensed asbestos contractor, the written plan describes how work to remove or encapsulate ACMs will be undertaken, whereas the Asbestos Management Plan is an overview of how the ACMs in a property will be managed over a period of time, such as by inspection, air tests or labelling.

The written plan of work must contain:

- The nature and probable duration of the work.
- The location of the place where the work is to be carried out.
- The methods to be applied where the work involves the handling of asbestos or materials containing asbestos.
- The characteristics of the equipment to be used for (i) the protection and decontamination of those carrying out the work, and (ii) the protection of other persons on or near the worksite.
- The measures to prevent or reduce asbestos exposure  
the measures to ensure the area is left in a safe condition once work has been completed

When any work activity is being planned, it must not be assumed that asbestos exposure is the only health and safety hazard. Full consideration is also needed, in every case, to other hazards such as general dust, noise, vibration, work equipment, working at height, the proximity of building services, etc.

## 3.6 Engagement of Competent Contractors & Removal of ACMs

Where asbestos needs to be managed the project must not proceed until a safe plan of work has been devised, and this must be carried out by a licensed asbestos contractor. For all WCC services the asbestos contractor will be engaged by the main contractor. The contractor must be licensed by the HSE to carry out work on asbestos to either assist a contractor with what is to be done, or to carry out what is to be done.

Where required for the removal of asbestos the asbestos contractor will initiate the 14 day HSE notification procedure.

### Self Help Schemes

If you do not use the services of the County Council's Enabling Services as an agent for new projects the Site Responsible Person is responsible for compliance with the Control of Asbestos Regulations 2012 and or WCC. Asbestos Management Policy and Procedures. A plan for dealing with asbestos MUST be drawn up

and agreed prior to any works commencing and a refurbishment/demolition survey carried out to identify any potential risks.

Necessary remedial works must be completed prior to works commencing by a fully licensed competent asbestos removal contractor (if the work allows).

Whilst the contractor must prepare the Risk Assessment/Method Statements detailing safe work practises it is the responsibility of the Client (person procuring the works) to review and accept the contractors Risk Assessments and Method Statements.

Any self help schemes must be approved by WCC through the current Warwickshire County Council Works Approval Application Form. Any enquiries please contact [strategicassets@warwickshire.gov.uk](mailto:strategicassets@warwickshire.gov.uk)

### 3.7 Record Keeping

It is important that the asbestos information available to an individual property is kept up to date. The Site Responsible Person is responsible for ensuring all relevant information is forwarded to Compliance Service Delivery Team ([propertyrisk@warwickshire.gov.uk](mailto:propertyrisk@warwickshire.gov.uk)) who will arrange for the Asbestos Management Plan on AtlasWeb to be updated.

Asbestos information to be recorded on AtlasWeb includes:

- Risk Assessments
- Management Surveys
- Refurbishment and Demolition Surveys
- Analyst's reports
- Waste Transfer Notes / Waste Consignment Notes (see 3.8 Waste Material)
- Four Stage clearance certificates
- Air tests certificates
- Bulk sampling/analysis results
- Statement of cleanliness

WCC's policy for record keeping is to keep all asbestos records indefinitely.

### 3.8 Waste Material

If there is **any** asbestos contained within waste it must be treated as Hazardous Waste as defined by the Hazardous Waste Regulations 2005. Waste asbestos containing materials must only be removed by a registered hazardous waste carrier and must be taken to a waste site that is permitted to receive asbestos waste.

The Manager/Project Manager must be given a Waste Consignment Note from the Asbestos Removal Contractor to assist with the need to prove that the responsibility of WCC has been properly discharged. The Waste Consignment Note is sent to the Compliance Service Delivery Team ([propertyrisk@warwickshire.gov.uk](mailto:propertyrisk@warwickshire.gov.uk)).

Where waste has not been generated from asbestos remedial works for example following encapsulation works the contractor must issue a Statement of Cleanliness on completion of the works.



### 3.9 Building works and construction: Funding for Asbestos Surveys, Removal or Encapsulation

The cost of construction and refurbishment works need to incorporate any additional costs and time due to the presence of ACMs in working areas. The commissioner of the project needs to factor into their budget an allowance for addressing the presence of any asbestos identified in the survey affecting the works during the project. The commissioner of the project needs to consider any extra time required to remove the asbestos which could impact on programme delivery and site overhead costs.

The commissioner of the project should at the earliest available opportunity when planning the work review the information contained in the Asbestos Register to provide early initial evaluation of the potential risks of asbestos discovery. This review will help inform at an early stage the design and highlight any potential risks to the work budget and work delivery programme.

For certain ACM removals the HSE require at least a 14 day notification period before removal works can commence.

### 3.10 Vacant Properties

Vacant Properties require a suitable and sufficient Asbestos Management Plan. When ACMs are present in a vacant property a condition survey should be carried out soon as the property becomes vacant. Further inspections would be agreed with the CDM Compliance Team. Prior to any re-occupation of a vacant property the CDM Compliance Team will provide advice and guidance on the property specific suitable and sufficient checks for reoccupying.

Where WCC Landlord properties have tenancies ending the WCC Landlord representative is required to seek advice from the CDM Compliance Team to ensure appropriate checks have been undertaken prior to the change completing.

Strategic Assets team must notify Corporate Insurance when a property becomes vacant. WCC insurers may impose specific management requirements for vacant properties if insurance cover is to continue.

Appendix A – Example Asbestos Risk Assessment

# Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

**Risk Assessment for (Activity/Process/Operation)** \_\_\_\_\_

<b>Service</b>		<b>Team / Section</b>	
<b>Assessment Date</b>		<b>Review Date</b>	<b>Reference Number</b>

What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level <i>(i.e. high, medium or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to	Completed by whom & when

**Name of Assessor** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Name of Manager responsible for activity / process** \_\_\_\_\_ **Signature** \_\_\_\_\_

# Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	12 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	48 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

<b>Risk Assessment(s) for (Activity/Process/Operation)</b>	
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*This form can be used to record and demonstrate that the above risk assessment(s) has been provided to relevant employees (as below) to inform them of the risk assessment findings (i.e. the hazards, risks, and control measures associated with their work).*

Name of Persons involved in the Activity/ Process/ Operation	Signature	Date