

# Asbestos Management in the Workplace

**The management of asbestos containing materials (ACMs) is essential to the well being of all persons who may use, visit or work in premises where asbestos is present within the fabric of the building.**

**An asbestos management plan, based upon a formal Type 2 survey undertaken by an approved contractor, will be maintained in all County Council owned or leased / licensed premises.**

## Key points

- This Policy has been introduced to ensure that no-one in County Council workplaces will be exposed to asbestos that could adversely affect their health; and that work with ACMs will not be undertaken by County Council employees.
- Managers and Controllers of Premises must ensure that the management procedures for asbestos, as defined in this Policy, are complied with and that appropriate precautions are observed, particularly in respect of Contractors works, or any other works which may disturb the fabric of the building.
- Responsibilities fall on Chief Officers, the Director of Corporate Resources, Managers, Controllers of Premises and employees.
- Detailed information and guidance on the management of asbestos and action to be taken in case of accidental exposure is given in the attached Appendices 1, 2, 3 and 4.
- Copies of all the Health and Safety Policies can be found via the following link to the Intranet

[Corporate Health and Safety Policies](#)

## 1 Introduction

- 1.1 It is illegal to use asbestos for **new** applications in buildings. The HSE has indicated that existing asbestos-containing materials (ACMs), e.g. ceiling tiles, floor tiles, pipework insulation, wall partitioning boards, external rainwater pipes and gutters, fluepipes, corrugated roof panels, water tank insulation, door linings and fire protection panels, may remain in place provided they have been surveyed, are maintained intact and in good condition, and remain undisturbed.
- 1.2 It is not the presence of asbestos which may be a health hazard, rather its condition, location and susceptibility to damage and disturbance; which may lead to fibres being

released into the air and breathed in. Providing any ACM is sealed (e.g. painted) and/or sufficiently encapsulated (e.g. pipework in ducts), is in good condition and remains undisturbed or undamaged, it should not present a health hazard. The precise type and concentration of asbestos can **only** be confirmed by laboratory analysis. Visual appearance is not an accurate or reliable indicator.

- 1.3 This Policy, produced in consultation with representatives of the recognised Trade Unions, sets standards, procedures and practices to ensure that the County Council meets its legal and moral obligations in preventing exposure to asbestos fibres.
- 1.4 It must be read in conjunction with the County Council's Policy on the Safety Management of Contractors in respect of the general safety management of contractors on site.
- 1.5 This policy will be considered for review at least annually.

## **2 Policy**

- 2.1 The County Council's policy is that no-one in County Council premises will be exposed to asbestos that could adversely affect their health; and that **work with ACMs will not be undertaken by County Council employees.**
- 2.2 In order to comply with the Control of Asbestos Regulations 2006 and the associated Approved Code of Practice and Guidance L143 "Work with materials containing asbestos", the County Council requires that:-
  - 2.2.1 all new applications of ACMs are prohibited, in accordance with the Control of Asbestos Regulations 2006;
  - 2.2.2 for those premises occupied by the County Council, where the County Council is responsible for the maintenance or repair of the premises, formal asbestos surveys are carried out by a County Council approved surveyor/laboratory (which is accredited by an appropriate body as complying with ISO 17020 and 17025);
  - 2.2.3 current asbestos survey records are kept centrally, and are accessible via the Intranet. Where required a hard copy of the current or any earlier survey may be held at the premises to which they refer;
  - 2.2.4 work with, or removal, treatment and encapsulation of, ACMs is **only** carried out by approved Health and Safety Executive (HSE) licensed contractors, in accordance with the Control of Asbestos Regulations 2006 and associated HSE Approved Codes of Practice and Guidance Notes;
  - 2.2.5 all ACMs left in place must be visually inspected at least quarterly (or termly in the case of schools) in conjunction with the regular safety inspections of the premises, to confirm their safe condition. Asbestos surveys must be reviewed by a building surveyor or similar competent person, on a rolling programme basis, at least every 3 years by arrangement with the Asbestos Adviser, and
  - 2.2.6 any trade union accredited safety representative for the premises, or in their absence the appropriate Union Steward or Officer, are kept informed by the

Controller of Premises, of any matters relating to asbestos on the premises. This will include information on the location, treatment, encapsulation or removal of ACMs, and access to copies of any surveys or analytical reports of any suspected material. Also, information where any of their constituents (subject to the employee's consent) are suspected or known to have been exposed to asbestos fibres whilst at work.

### 3 Responsibilities

#### 3.1 Chief Officers will:-

- 3.1.1 ensure that only approved safe alternatives for asbestos are used, and that any existing applications of ACMs are properly managed;
- 3.1.2 **ensure that their staff understand that all building materials are presumed to contain asbestos unless there is very strong evidence from the asbestos survey that they do not;**
- 3.1.3 in conjunction with **the CRD Property Helpdesk(01273 482626)**, and as described in section 3.2:
  - (a) take reasonable steps, by means of formal asbestos surveys carried out by a County Council approved surveyor, to **determine** the amount, type, location and condition of ACMs;
  - (b) ensure there is an electronic or written **record**, by means of a database, register, plan, drawing, or survey record, of the location of ACMs and presumed asbestos material, and keep it up to date;
  - (c) keep a check on the **condition** of ACMs and presumed asbestos materials;
  - (d) **produce and implement premises-specific Action Plans**, drawn up as a result of the survey reports, to assess the risk of exposure from known ACMs and presumed asbestos materials and take and record the necessary action (as prescribed in the survey report) to ensure that:
    - any ACM or material presumed to contain asbestos which may create a risk of exposure because of its state and location is repaired or if necessary removed;
    - any ACM or material presumed to contain asbestos is maintained in a good state of repair, and that
    - the premises-specific **Asbestos Advice Note for Contractors** (Appendix 1), about the location and condition of ACMs, or material presumed to contain asbestos, is given to anyone likely to encounter or disturb it (**particularly contractors and the emergency services**).
- 3.1.4 instruct the Controllers of Premises for their departmental/establishment premises to implement the action outlined in sections 3.4 and 3.5 below;
- 3.1.5 ensure that adequate information, instruction and guidance is provided to ensure that all relevant staff and managers fulfil their duties in the effective implementation of this Policy;
- 3.1.6 ensure that all staff who are liable to disturb the fabric of the building during the

course of their normal everyday work, or who may influence how such work is carried out, receive asbestos awareness training, to the standard defined within the Approved Code of Practice and Guidance L143. Such training must include, by means of both written and oral presentation:

- the properties of asbestos and its effects on health
- the types, uses and likely occurrence of asbestos and ACMs in buildings and plant
- the general procedures to be followed to deal with an emergency, for example, an uncontrolled release of asbestos dust into the workplace
- how to avoid the risks from asbestos

- 3.1.7 ensure that, in accordance with the prioritised programme outlined in paragraph 3.2.4, the Asbestos Adviser supplies documented/electronic asbestos survey records, drawings and specific action plans to all their Controllers of Premises and provide the information they need to take the appropriate remedial action;
- 3.1.8 ensure that any ACMs left in place are, where appropriate and practicable, signed and labelled, for ease of identification and to avoid those who may work in the vicinity, e.g. contractors, the emergency services, encountering or disturbing them;
- 3.1.9 ensure that where a person directly commissions work for the treatment or encapsulation of asbestos locally, without involving CRD Property, e.g. by schools under the arrangement for devolved budgets, they complete the Asbestos Alteration Form (AAF) accessible through the link to the Asbestos Database in paragraph 3.2.5 and forward it to CRD Property to update the Asbestos Survey Record;
- 3.1.10 ensure that arrangements are in place for ACMs to be visually inspected periodically, e.g. at least at the quarterly (termly for schools) safety inspections of premises, by for example the Controller of Premises, and after work has been carried out on or in the vicinity of ACMs, to ensure their continued safe condition;
- 3.1.11 ensure that (term) contractors involved with any maintenance or building work on County Council premises, which could involve disturbing the fabric of the building, are informed by the officer placing the contract of the presence of ACMs on those premises at the onset of their contract; and that when they arrive on site they contact the Controller of the Premises before commencing work;
- 3.1.12 ensure that accurate and detailed records are kept **for 40 years** (see Appendix 2), and safely and accessibly archived, of employees known or suspected to have been exposed to asbestos fibres whilst at work and; subject to the individual's consent, make them available to the appropriate safety representative;
- 3.1.13 appropriately and sensitively publicise the arrangements for dealing with asbestos in their departments;
- 3.1.14 ensure that records of asbestos surveys are sought by the Asbestos Adviser

on behalf of the County Council from vendors/landlords prior to, or on, the acquisition of premises; and similarly when County Council premises are disposed of the records of asbestos surveys are passed to (prospective) purchasers.

**3.2 The Deputy Chief Executive and Director of Corporate Resources is additionally responsible, through the Assistant Director (Property) and the Asbestos Adviser, for ensuring that the County Council complies with the duty to manage asbestos under regulation 4 of the Control of Asbestos Regulations 2006. In particular that:-**

- 3.2.1 where the owner, landlord, sub-lessor or agent, of premises occupied by the County Council, is in control of maintenance or repair of the (common parts) premises, copies of **their** asbestos survey records, assessments and intended action plans for managing asbestos are obtained from them;
- 3.2.2 where the County Council is responsible for the maintenance or repair of the premises, prioritised asbestos surveys are carried out by County Council approved surveyors. Surveys must conform to MDHS 100 “Surveying, sampling and assessment of asbestos-containing material” and to the ACOP, L143, “Work with materials containing asbestos”;
- 3.2.3 where the County Council shares a multi-occupied premises, arrangements are agreed between the various parties (e.g. owner/landlord/occupiers) to ensure that there is a clear understanding and agreement as to their respective responsibilities for managing asbestos on the premises.
- 3.2.4 appropriate checks are made so as to ensure that any building contractor on the County Council’s Approved List who may, through the nature of their work activities, disturb the fabric of any of our occupied premises, have themselves provided their own employees with training in asbestos awareness, to the standard defined in 3.1.6 above.
- 3.2.5 Type 2 asbestos surveys, as specified in HSE guidance MDHS100, are arranged and carried out on a prioritised basis taking into account factors such as the age of the premises, date of last full survey, prospective disposal of the property, and any proposed building maintenance or refurbishment work.
- 3.2.6 an electronic Asbestos Database comprising all **current** asbestos surveys is maintained, and accessible through key staff to the respective premises, establishment, school, etc, via the schools’ c-zone and the link below:

**[Corporate Property Information System](#)**

- 3.2.7 departmental managers/Controllers of Premises are advised of premises-specific Action Plans drawn up, as a result of the survey reports, to specify how the risk from ACMs is to be managed, based on the Asbestos Risk Control Table recommended by the County Council approved surveyor. All survey results must be read carefully with particular reference to the section on “Limitations and Non-accessible Areas” to be aware of any limitations on the scope of the survey, and to ensure that all unsurveyed areas are treated as containing ACMs and managed accordingly;

- 3.2.8 an up to date list of County Council approved HSE licensed contractors and surveyors is maintained;
- 3.2.8 Controllers of Premises and particularly any County Council term contractors are informed of the location of ACMs and shown the record of any asbestos survey related to that premises; **prior to any work commencing**;
- 3.2.9 the commencement date and details of any proposed work with ACMs are discussed and agreed with the appropriate manager/Controller of Premises so that staff can be advised and any operational or service implications considered. The Controller of Premises must notify any safety representative for the premises (or in their absence endeavour to inform the relevant Union Steward or Officer);
- 3.2.10 the removal, treatment or any other work with ACMs is carried out only by HSE licensed contractors and in accordance with this policy and the appropriate Statutory Regulations, HSE Codes of Practice and Guidance Notes;
- 3.2.11 all such work is monitored, and the Asbestos Alteration Form (AAF) accessible through the link to the Asbestos Database in paragraph 3.2.5 above is completed as a means of updating the Asbestos Survey record for the premises, and
- 3.2.12 any contract placed for asbestos removal requires the contractor to comply fully with the requirements of the Special Waste Regulations 1996 with reference to the storage, removal and disposal of ACMs; and the necessary notification to the Environment Agency;
- 3.2.13 information on the location and condition of ACMs is made available to the East Sussex Fire and Rescue Service Brigade in preparation for when they attend an incident at one of our owned, leased or licensed premises.

**3.3** Where work with ACMs is identified (e.g. as a result of a survey) or required, **the relevant Chief Officer or Controller of Premises must** consult with the Asbestos Adviser (Section 3.4) to jointly:

- 3.3.1 agree the appropriate method of dealing with the ACM, by an approved contractor;
- 3.3.2 examine and approve, prior to work commencing, the risk assessment and method statement produced by that contractor to ensure that it is suitable and sufficient ;
- 3.3.3 supervise and monitor that the work is being carried out by the contractor in accordance with the method statement, including their use of personal protective equipment;
- 3.3.4 be satisfied that any asbestos waste is stored and disposed of in accordance with the method statement, and
- 3.3.5 in the event of any possible exposure of employees to asbestos fibres follow

the instructions set out in Appendix 4 of this document.

### 3.4 **Controllers of Premises are responsible for:**

- 3.4.1 familiarising themselves with the location and condition of ACMs and any materials presumed to be asbestos on their premises, by reference to the Asbestos Database accessible through the link in paragraph 3.2.5 above, any documented asbestos survey records and specific Action Plans drawn up by CRD Property, **and be familiar with the detail, scope and limitations of all asbestos surveys relating to their premises;**
- 3.4.2 ensuring that they attend relevant training in asbestos awareness, to the standard defined in paragraph 3.1.6 above
- 3.4.2 **ensuring that everyone on the premises and others who need to know such as contactors, understand that all building materials are presumed to contain asbestos unless there is very strong evidence from the asbestos survey that they do not;**
- 3.4.3 **not allowing anyone to commence any work** on the premises, for example, wall/ceiling panel removals, cabling, plumbing, drilling, screwing, fixing nails, pictures or decorations, or sawing, sanding, painting, demolishing which might involve ACMs, or suspected ACMs They must immediately seek, and comply with, instructions from the Asbestos Adviser, Safety Adviser or CRD Property Help Desk (01273482626) as to how to proceed.
- 3.4.4 completing and issuing to contractors the “Asbestos Advice Note for Contractors” (Appendix 1) as a quick reference guide to them setting out how the risks from asbestos will be managed and the necessary safe systems of work to be observed, **before any building alterations or work involving disturbing the fabric of the building is authorised to commence;**
- 3.4.5 **suspending any work** if it seems likely that it might deliberately or accidentally interfere with or damage ACMs, until they have consulted the Asbestos Adviser and/or their Safety Adviser for advice as to the appropriate course of action;
- 3.4.6 informing the safety representative for their premises (or in their absence the appropriate Union Steward or Officer) and all staff of the nature of any work involving the treatment, encapsulation or removal of ACMs, its commencement date and the precautions that will be taken to ensure that all persons are protected from any hazard; (including the arrangements in section 3.3);
- 3.4.7 planning the progress of the work in accordance with the Flow Chart and associated Explanatory Notes (Appendix 3), including making allowance for any appropriate treatment or removal of ACMs if necessary;
- 3.4.8 advising the fire brigade of the presence, or otherwise, of asbestos should they

attend the premises in the event of a fire.

**3.5 Specific action to be taken by Controllers of Premises following (possible) inadvertent exposure to asbestos, or concerns about materials or equipment which may contain asbestos, is outlined in Appendix 4. In particular they should:**

- 3.5.1 immediately inform their Safety Adviser and/or the Asbestos Adviser who will advise on the necessary action, together with arranging for a sample analysis of the material and airborne fibre measurements to be taken as soon as possible;
- 3.5.2 ensure that any safety representative, all staff and other persons using or likely to use the area or equipment in question are given all the relevant information about the suspected substance without undue delay. This will include the results of any analysis and/or survey, and the action taken or proposed;
- 3.5.3 if inadvertent exposure to asbestos is suspected a formal incident investigation must be carried out, including determining the type of asbestos, duration of exposure and likely exposure levels. An accurate and detailed record of the incident and those involved **must be kept for 40 years**, using the form given in Appendix 2.
- 3.5.4 all persons possibly exposed should be given the information outlined in Appendix 4, and informed that if they wish to consult their GP they should ask for a note to be made in their personal file of the possible exposure including date(s), duration, type of fibre and likely exposure levels (if known). (Their GP may refer them to a specialist in respiratory medicine but this is not normally considered necessary by HSE). Each case should be considered on its merits, but HSE does not normally advocate X-rays for persons exposed to asbestos in such circumstances.
- 3.5.5 if any material suspected to be asbestos is friable, damaged or liable to release (asbestos) fibres to the atmosphere then, until a survey has been carried out, ensure that it is clearly marked as suspected asbestos and that no unauthorised persons are allowed to enter the affected area. The area must be adequately secured to prevent inadvertent access, and an out-of-bounds notice fixed.  
**The Asbestos Adviser (or PAT Safety Adviser) must be contacted to arrange for a survey to be undertaken as a matter of urgency.**
- 3.5.6 arrangements should be made with a PAT Safety Adviser for any equipment that might be liable to release asbestos fibres to be made safe and removed;
- 3.5.7 decisions about the possible closure of a premises affected can only be taken after consultation and advice has been obtained from the Asbestos Adviser in consultation with a PAT Safety Adviser. Any departmental procedures for the closure of premises in emergencies should be followed; and

3.5.8 such incidents **may** be reportable to the HSE as a Specified Dangerous Occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), and prior advice must be sought from a PAT Safety Adviser in this regard.

#### 4 **Review**

4.1 **The PAT Safety Team** will monitor this Policy and after consultation make any necessary revisions.

Date revised:	February 2007
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**Appendix 1**



**ASBESTOS ADVICE NOTE FOR CONTRACTORS**

**Department:**

**Premises:**

**Contact Name:**

If you intend to carry out work which may disturb the fabric of this building, you must study the enclosed plan of the building, read these notes, and sign below to confirm your agreement to these arrangements.

This is to reduce any possible risks to your health, and to enable the County Council to comply with its responsibilities under the **Control of Asbestos Regulations 2006**.

**Who is at risk?**

If you are a carpenter, joiner, plumber, electrician etc. and if you carry out maintenance, repair or refurbishment work on older buildings containing asbestos, you could be at risk from inhaling asbestos dust and contracting an asbestos-related disease. This risk is particularly related to **drilling, cutting, sanding or disturbing materials made from asbestos**.

**You must not work with asbestos on these premises**, such work will only be carried out by County Council approved and HSE licensed contractors.

**REQUIRED ACTION**

- This building has been surveyed as detailed in the Asbestos Survey dated..... and to the best of our knowledge no asbestos products are present. **However, you should proceed with caution and report any suspect materials to your contact above.**
- This building has been surveyed and asbestos is known to exist in accordance with the Asbestos Survey dated..... **You must not work in these areas without your contact obtaining prior authorisation from the County Council.**
- No asbestos survey has been carried out on this building and no knowledge is available about the presence of asbestos. Therefore you must presume asbestos is present. **You must not proceed with your work without obtaining prior authorisation from your contact above.**

(Note: Controller of Premises to complete the above\*)

**Appendix 1 (continued)**

**Contractor's Name:**

**Intended Work:**

**Signature of Contractor's Representative:**

**Appendix 2**



**RECORD OF SUSPECTED EXPOSURE TO RESPIRABLE ASBESTOS FIBRES**

A copy of this form must be given to the employee and the original kept on their personal file for 40 years.

**• Employee to Complete:**

**Personal Details**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
-  
Address: \_\_\_\_\_ Department: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

During the course of my work on .....(date), I believe I may have been exposed to respirable asbestos fibres, the details being as follows:

**Name of Address/Establishment where suspected exposure occurred:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of suspected asbestos:**

Asbestos Survey dated:
Precise Location:
Specify Use, if known:
Asbestos Accidentally Damaged/Disturbed by you: <input type="checkbox"/>
Type of work that damaged asbestos:
Equipment being used:

**Signature of Employee:** \_\_\_\_\_

- **Supervisor to Complete:**

Follow-up action required: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Signature of supervisor: \_\_\_\_\_

### Appendix 3

#### Safe System of Work for the Management of Contractors

***(TO BE READ IN CONJUNCTION WITH EXPLANATORY NOTES OVERLEAF)***

Work should be carried out by prior arrangement



Contractor should report to Reception



Credentials confirmed and recorded (e.g. sign Visitors Book and if appropriate issue Visitors Badge) and Controller of Premises informed



Controller of Premises confirms work is authorised/expected/appropriate at the time, etc



Controller of Premises informs contractor of the domestic and general safety arrangements, e.g. Emergency Fire/Bomb Procedures, Welfare Facilities including first aid, washing, and toilet facilities.



Controller of Premises hands the “**Asbestos Advice Note for Contractors**” to the contractor for their joint completion, and assesses and agrees the method of work. **(Note: Work with, or in the vicinity of, presumed or known ACMs, must NOT proceed without prior authorisation from the County Council Asbestos Adviser who will approve the contractor’s method statement(s) and risk assessment(s)**



Controller of Premises agrees any particular precautions required and ensures contractor complies with County Council or departmental health and safety policies



Contractor completes work and reports to Controller of Premises who carries out a basic safety clearance visual check to confirm that the work area is left in a safe condition

### **Appendix 3 (continued)**

#### **Explanatory notes re. the Safe System of Work for the Management of Contractors and Consultants**

These notes outline the arrangements for the management of contractors working on County Council owned or occupied premises, and complement the attached flowchart.

It covers all work by contractors (e.g. capital work, maintenance) under any type of “contract” (e.g. term contracts, formal contracts, local orders) which may disturb the fabric of the building and therefore potentially disturb ACMs or presumed ACMs.

All County Council approved contractors have been issued with this procedure and are required to adhere to it.

It must be read in conjunction with the County Council’s Policy on the Safety Management and Control of Contractors.

#### **Work should be carried out by prior arrangement**

Contractors should make prior arrangements and appointments before arriving at the premises. **Managers can refuse access if the work is not convenient and/or would conflict with operational requirements.**

#### **Contractor to Report to Reception**

Contractors will report to Reception (or the main entrance of smaller premises) to report to the Controller of Premises or person in charge, and be required to produce valid identification before being granted entry.

#### **Credentials confirmed and recorded (e.g. sign Visitors Book and if appropriate issue Visitors badge) and Controller or Premises informed**

Contractors must record their name and address in a Visitors Book (or equivalent), including Time In and Time Out, and where appropriate be issued with a Visitors Badge. This must also be done whenever the contractor temporarily leaves the premises, e.g. to collect materials, or return next day.

The Controller of Premises (e.g. Supervising Officer or similar responsible person in charge) must be contacted before entry is granted and/or work commences. **Managers must ensure that this person always nominates a substitute during their absence from the premises (e.g. at another location, leave, sickness);** who is acquainted with the location

of all relevant contract documentation (e.g. method statement) and any **asbestos survey records**.

**Controller of Premises confirms work is authorised/expected/appropriate at the time, etc**

Contractors will only be granted entry provided their work has been authorised (e.g. under a term contract, local order), prior arrangements have been made, and it is appropriate at the time taking into account, for example, the needs of service users, pupils, visitors, members of the public.

**Appendix 3 (continued)**

**Contractor informed regarding domestic and general safety arrangements, e.g. Emergency Fire/Bomb Procedures, Welfare Facilities including first aid, washing, and toilet facilities.**

The Controller of Premises must explain (orally if appropriate, or preferably in writing by means of a standard leaflet) the relevant fire safety, first aid, washing and toilet arrangements etc; together with any restrictions on the consultant's/contractor's access around the premises (e.g. in the vicinity of service users, pupils).

**Controller of Premises hands the “Asbestos Advice Note for Contractors” to the contractor for their joint completion, and assesses and agrees the method of work. (Note: Work with, or in the vicinity of, ACMs or presumed ACMs must NOT proceed without prior authorisation from the Asbestos Adviser who will approve the contractor’s safety method statement and risk assessment)**

The Controller of Premises must discuss and agree the appropriate method of work with the contractor, and if in any doubt consult their manager and/or a PAT safety adviser for advice.

Controllers of Premises **must** be familiar with any Health and Safety File or Log Book for their premises; and refer to any **asbestos survey records** and details of any **presumed or known asbestos-containing materials (ACMs)** accessible through the link to the Asbestos Database in paragraph 3.2.5 above.

Whenever work is likely to disturb the fabric of the building (e.g. alterations, refurbishments, extensions, electrical installations) or to be carried out in the vicinity of known or suspected ACMs; the Controller of Premises **must ensure that work does not proceed** until the Asbestos Adviser and/or the PAT safety adviser has been contacted to agree the work and/or to arrange for an asbestos survey to be carried out **prior to any work commencing**.

The contractor's method statements and risk assessments for such resulting work must be approved by the Asbestos Adviser and agreed with the Controller of Premises, who must arrange for all staff affected to be advised of the work arrangements, including any trade union safety representative.

**GENERAL CONTRACTORS MUST NOT BE PERMITTED TO INTERFERE WITH, OR WORK ON, ANY ASBESTOS-CONTAINING MATERIALS – ONLY CONTRACTORS APPROVED BY CRD PROPERTY CAN WORK ON OR WITH ACMs**

**Agree any particular precautions required and ensure contractor complies with County Council health and safety policies**

The Controller of Premises can allow work to proceed provided all relevant precautions have been agreed, and that the contractor complies with the relevant departmental and/or County Council health and safety policies.

Note: If clarification is required, the Controller of Premises should contact the Officer who issued the order. If the situation is still not resolved, they should refer to a more senior manager and/or a PAT safety adviser to obtain a resolution.

**Appendix 3 (continued)**

**Contractor completes work and reports to Controller of Premises who carries out a basic safety clearance check to confirm that the work area has been left in a safe condition**

When the work is completed, the contractor must report to the Controller of Premises who will arrange for a basic safety clearance check to confirm that the work area is safe. **(In the case of asbestos a final air clearance sample, carried out by an independent laboratory on behalf of the contractor who removes the ACMs, must be taken prior to re-occupation).**

If the work is only partially completed, the contractor must agree with the Controller of Premises that it is left in a safe condition and will not adversely impinge on the normal activities on the premises.

The Asbestos Alteration Form must be completed by whoever commissions the work of asbestos treatment, encapsulation or removal, and forwarded to CRD Property (unless they commissioned the work) so that the Asbestos Database can be updated.

Before leaving the premises, the contractor must report to Reception and **sign out**.

## Appendix 4

### **GUIDANCE NOTE FOR CONTROLLERS OF PREMISES, STAFF ETC.**

#### **ACTION TO BE TAKEN ON DISCOVERING SUSPECTED ASBESTOS MATERIALS.**

Note :- **In an emergency, when a substance presumed or known to be asbestos has been damaged or deteriorated to the extent where dust or fibres are being released, the Asbestos Adviser (01273 482569) and a PAT safety adviser (01273 481450) must be contacted immediately.**

- 1 Existing asbestos-containing materials (ACMs), e.g. ceiling tiles, floor tiles, pipework insulation, wall partitioning boards, external rainwater pipes and gutters, fluepipes, corrugated roof panels, water tank insulation, door linings and fire protection panels, may remain in place providing they are maintained intact and in good condition, and remain undisturbed. The HSE has indicated that unnecessarily removing ACM could create greater problems than leaving it in place, exacerbate difficulties connected with disposal and represent a very costly option and may not be necessary.
- 2 Breathing in air containing asbestos fibres may lead to asbestos-related diseases, mainly cancers of the chest and lungs. Providing any ACM is intact, sealed (e.g. painted) or encapsulated (e.g. pipework in ducts), and does not deteriorate or become damaged, it should not pose a risk to health. The precise identification of asbestos can only be confirmed by laboratory analysis, which will establish the type of asbestos and its concentration.
- 3 **HSE advice on the health effects of inadvertent exposure to asbestos is given overleaf.**
- 4 The County Council will comply with all legislative requirements and Health and Safety Executive Guidance with regard to the treatment, encapsulation, repair or removal of ACM. There is no obligation to remove asbestos which does not present a risk to health.
- 5 **Procedure in the event of discovery of ACMs or suspected asbestos-containing materials**

- 5.1 Report the location of the suspected material to your manager, to the Controller of the Premises and a PAT safety adviser, and presume it does contain asbestos unless there is a very strong reason to believe it does not or until it is confirmed by laboratory analysis.
- 5.2 A PAT safety adviser should be able to assess the condition of the material and the likelihood of damage or disturbance.
- 5.3 If the Controller of Premises and/or the PAT Safety Adviser deem it necessary, or is concerned about potential risk, then he/she must contact the **Asbestos Adviser**, Mr M Wright 01273 482569 giving the following information:
  - 5.3.1 Address and telephone number of the premises affected, and the reporting person's name and contact telephone number.

#### **Appendix 4 (continued)**

- 5.3.2 Name of the Controller of Premises and contact telephone number.
- 5.3.3 Location of suspected (asbestos) material and its condition.
- 5.3.4. Details of any specific instructions given to persons in the building and/or persons working in the vicinity of the material.
- 5.4 The Asbestos Adviser and/or the PAT Safety Adviser will agree arrangements with the Controller of Premises for dealing with the material (including their contacting an HSE accredited surveyor to arrange for an asbestos survey and/or sampling) and the arrangements for making the area safe.
- 5.5 The Controller of Premises must advise the appropriate trade union accredited safety representative for the particular premises of these arrangements.

## INADVERTENT EXPOSURE TO ASBESTOS: ADVICE FOR EMPLOYEES

1. This Information Document contains HSE advice following inadvertent exposure or possible inadvertent exposure to asbestos. People who may have been exposed to asbestos are understandably anxious and concerned about possible effects on their health.
2. Breathing in asbestos fibres can eventually lead to a number of diseases, including:
  - (1) asbestosis or fibrosis (scarring) of the lungs;
  - (2) lung cancer; and
  - (3) Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

It is possible that repeated low-level exposures may lead to asbestos-related diseases, although high exposure for long periods is linked more clearly to these diseases. There is usually a long delay between first exposure to asbestos and the first symptoms of disease; this can vary between 15 and 60 years.

3. It is unfortunately not uncommon for people to be accidentally exposed to asbestos fibres, usually in small quantities, during building operations, maintenance work or following damage to asbestos-containing materials (ACMs). (Many of those suffering today from asbestos-related diseases worked in the building trades and were exposed to asbestos in their day-to-day work with ACMs or because the work with asbestos was carried out near them).
4. Asbestos exposure incidents understandably cause anxiety about the possible effects, both short and long term, of the exposure. In many cases exposure will have been low, with little likelihood of any long-term side effects. Unfortunately, although the type of asbestos involved may be known there is often little, if any, reliable information concerning the amount of asbestos which may have been inhaled, so it is often difficult to be certain exactly how much long-term risk to health may have been caused.
5. The County Council will try to find out as much as possible about the type of asbestos, the duration of exposure and the likely exposure levels and will keep accurate and detailed records concerning the incident and those people involved. You may wish to request a copy of your record, or to ask your manager to send a copy to your GP.
6. Your manager may arrange for you to have an opportunity to see the County Council's Occupational Health Adviser for further advice, or may suggest that you consult your GP. Your GP should be given details about the possible exposure including date(s), duration, type of asbestos and likely exposure levels (if known) and you should ask for a note of these details to be made in your personal (medical) record. Your GP will decide whether you should be referred to a chest

specialist (although this is not usually necessary) or whether you should undergo  
**Appendix 4 (continued)**

any tests such as a chest X-ray. Again this is not usually necessary or helpful, particularly because in the short-term a chest X-ray would not show anything wrong, even after heavy exposure to asbestos. In particular a chest X-ray cannot show whether or not asbestos fibres have been inhaled.

7. The County Council will also consider carefully what went wrong to cause you to be exposed to asbestos on this occasion, and how this can be prevented from happening again.