

**Asbestos  
Management  
Policy**

**for**

**Rossendale  
Borough Council**

**September 2006**

**ASBESTOS MANAGEMENT POLICY**  
**for**  
**Rossendale Borough Council**

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## POLICY STATEMENT

The dangers of exposure to asbestos in the construction and maintenance industries are well documented. Rossendale Borough Council, in recognition of its duties under the Health and Safety at Work etc. Act 1974, are committed to minimise any risk to health from asbestos in its premises.

Rossendale Borough Council will manage “in-situ” asbestos in a responsible way to ensure that it is “safe” and where this cannot be achieved with confidence the asbestos will be removed.

Where intrusive, decoration, refurbishment and minor works on the structure of buildings are necessary, Rossendale Borough Council will provide guidance, information and advice to Duty Holders, Contractors and others such that no person is exposed to the dangers of asbestos.

Where suspect asbestos containing materials are discovered during the course of any works, work must cease immediately, the Duty Holder informed at the earliest opportunity and, in order that the material(s) can be identified, a specialist UKAS accredited Appointed Asbestos Consultant will be instructed to assess the situation and provide advice before continuation of the works.

Rossendale Borough Council will expect any person who can authorise any works in its premises to:

- Fulfil the duty to provide advice to those undertaking work and provide site-specific information with regard to where known asbestos or suspect asbestos containing material has been, or is likely to be found, i.e. The Asbestos Register.
- Advise that it is Rossendale Borough Council's Policy not to permit sanding, drilling or in any other way cause disturbance to any suspected asbestos material, other than by an Approved Licensed Asbestos Contractors.
- Assess the competence of the contractor or specialist employed on asbestos works.
- Where suspected asbestos containing materials are discovered, assess risk to the public and Rossendale Borough Council staff.

Rossendale Borough Council expects any Contractor working on its premises to:

- Read and understand asbestos information provided for the purposes of planning the work and prior to commencing the work activity
- Ensure all operatives carrying out work on site have been made aware of the Asbestos Register and any additional Asbestos Surveys carried out.
- Be able to demonstrate that operatives have been given adequate asbestos awareness training and induction.
- Not carry out any sanding, drilling or other disturbance works without first contacting the Health and Safety Manager.

- Stop work on discovery of suspect materials, withdraw operatives from the affected area, secure the immediate area to access and report the suspect materials immediately to the Duty Holder.
- Await the outcome of the results of any asbestos surveys undertaken to identify the materials and the instruction of the Duty Holder before re-entering the area.

## **PROCEDURE FOR IMPLEMENTATION**

### **1 INTRODUCTION**

Rossendale Borough Council own and/or manage recreational, office, and other buildings and this policy is to cover all such buildings including some buildings owned by the Council but operated by others

Under the definition of asbestos surveys set out in MDHS 100, type 2 Asbestos Surveys will be carried out on all properties. A type 3 intrusive survey will be undertaken on all properties identified for demolition or major refurbishment works.

Where surveys have not yet been undertaken, then prior to any works being undertaken the Duty Holder will be consulted

### **2 SCOPE**

The Policy defines the position at the time of writing the document, but also acknowledges that changes will be required as further information becomes available and to reflect changes in legislation. Hence this document will be reviewed and modified regularly to reflect changes in both asbestos regulations and the Council's asbestos management arrangements and procedures.

### **3 PRINCIPLES**

Rossendale Borough Council, in recognition of its duties under the Health and Safety at Work Act 1974 towards its employees, visitors, contractors and members of the public, undertakes to manage all asbestos-based products responsibly.

The Council will not differentiate between the health risks presented by the three most commonly used types:- Crocidolite (blue), Amosite (brown) and Chrysotile (white) asbestos.

The Council will manage "in situ" asbestos in a responsible way to ensure that it is "safe" and where this cannot be achieved with confidence the asbestos will be removed.

Where removal of asbestos is required, it will only be carried out by Licensed Asbestos Contractors who are under the direct supervision of an Appointed Asbestos Consultant.

The Council will not carry out any planned work that exposes, or is liable to expose, any person to asbestos without ensuring an assessment of the exposure has been completed. Where the assessment indicates the likelihood that asbestos will be disturbed, a competent person shall undertake the work.

The Council will provide guidance and awareness training for all employees who may come into contact with asbestos during the course of their employment. They will provide all contractors undertaking construction work with access to information on the presence of asbestos containing materials likely to be within the work area.

All contractors undertaking construction work will be required to show evidence of similar guidance and training having been given to their staff who may be similarly exposed, as part of the assessment of competence for Approved Contractors.

#### **4 LEGAL REQUIREMENTS**

The following legislation applies to asbestos:

Health & Safety at Work etc. Act, 1974  
Asbestos Regulations, 1969  
Control of Asbestos at Work Regulations, 2002  
Asbestos (Prohibitions) Regulations, 1992 and 1999 Amendment  
Control of Asbestos in Air Regulations, 1987  
Asbestos (Licensing) Regulations, 1983 and 1998 Amendment  
The Construction (Design & Management) Regulations, 1994  
The Management of Health & Safety at Work Regulations, 1999  
The Hazardous Waste Regulations, 2005

There are many other asbestos related publications including Approved Codes of Practices, Guidance Notes etc. A list of these is provided in Appendix 1.

#### **5 DEFINITIONS**

##### **Asbestos**

Any of the following materials: crocidolite (blue asbestos), amosite (brown asbestos), chrysotile (white asbestos), fibrous actinolite, fibrous anthophyllite, fibrous tremolite and any mixture containing any of those materials.

##### **Asbestos area**

An area where the exposure of an individual who works in that area for the whole of their working time would exceed or be liable to exceed the action level, or an area with a concentration of asbestos in the atmosphere of half the control limit.

##### **Action level**

Cumulative exposures to various forms of asbestos over a continuous 12 week period when measured or calculated by a method approved by the HSE (see EH10 for detail on specific levels)

##### **Control limit**

The acceptable limit for the concentration of asbestos in the atmosphere when measured or calculated by a method approved by the HSE. (See EH10 for specific limits).

##### **UKAS**

Abbreviation for United Kingdom Accreditation Service who are “the sole national accreditation body recognised by government to assess, against internationally agreed standards, organisations that provide certification, testing, inspection and calibration services”.

##### **Duty Holder**

The employer has a duty to ensure that the requirements of the CAWR 2002 Regulation 4 is carried out. For the purposes of these procedures, Rossendale Borough Council have identified the Duty Holder as the Property Services Manager

## 6 RECORDS

### **Asbestos register**

Existing survey information is available in paper and electronic format. It is proposed that results of these and the surveys referred to in the introduction will be available for inspection within an Asbestos Register. This will form part of the Asset Management Software access to the information will be via the Property Services Manager .

### **Condition monitoring/inspection**

The condition of identified asbestos is indicated in the above register. It is the responsibility of all personnel to report any damage or condition deterioration to the Duty Holder who should then arrange for remedial works to be carried out. Contractors who discover or cause accidental damage to asbestos materials should report the damage to the Duty Holder.

An asbestos condition monitoring programme will be implemented and records of such inspections will form part of the formal asbestos management system and Asbestos Register.

### **Incidents**

All incidents involving potential unplanned asbestos exposure must be reported as High Potential Incidents (HPI's), fully investigated and recorded. This is covered in more detail in subsequent sections of this document.

## 7 CONTROL PROCEDURES

### **Work Involving Asbestos Insulation, Asbestos Coating and Asbestos Insulation Board (as defined by the amended Asbestos (Licensing) Regulations 1983).**

All but work of short duration (minor works) (see below) involving asbestos covered by the Approved Code of Practice for work with asbestos insulation, asbestos coating and asbestos insulation board must be carried out by an approved Licensed Asbestos Contractor. Such contractors must comply with all Codes of Practice and HSE Guidance – this includes providing the HSE with 14 days notice in advance.

Short Duration (Minor) work with asbestos can be carried out without a licence (i.e. any person who carries out such work must not spend more than 1 hour on the work in 7 consecutive days, and the total time spent on the work by all persons involved does not exceed 2 hours). The Duty Holder must approve such a route, and works will remain subject to the requirements of the Control of Asbestos at Work Regulations 2002. This route must only be used for emergency maintenance, minor maintenance and minor repair work as listed in HSEs HSG 210 (Asbestos Essentials Task Manual). All such work must then be carried out by trained competent personnel.

## **8 SAMPLING OF ASBESTOS BASED MATERIALS**

Sampling of asbestos materials will only be undertaken by an appointed asbestos consultant in accordance with MDHS 100.

Air monitoring for respirable asbestos fibre concentrations and fibre counting will only be undertaken by an appointed asbestos consultant with UKAS accreditation following the requirements of MDHS 39/4 Asbestos Fibre in Air.

Prior to sampling, a strategy must be formulated to determine where and how many samples are to be taken. The strategy must take into account alterations, repairs and previous removal projects.

All sampling must be completed without releasing fibres and where possible wetting should be used. Sampling methods should meet the requirements of the Control of Asbestos at Work Regulations 2002.

All sampling work must have a written risk assessment and appropriate PPE must be defined and worn.

All sampling points must be repaired and labelled with the sample number.

Certificates of analyses must be kept in the site Asbestos Register

## **9 REMOVAL OF ASBESTOS INSULATION AND BOARDING**

The method of removal used by the Approved Asbestos Contractor shall be such that exposure of personnel to asbestos shall be prevented by following legislation, and related documents referred to in Appendix 1.

Before any asbestos material is removed the contractor, project manager and Appointed Asbestos Consultant shall agree the limits of the asbestos area, taking into account the method to be used, transit routes and the location of any decontamination units.

Access into the asbestos area shall be restricted. The project manager shall ensure that everyone who may be working around the stripping area is informed of the asbestos work. Notices shall be prominently positioned stating the nature of the job and warning personnel to keep out. The asbestos licence and training certificates of personnel involved in the asbestos removal works will also be displayed in a prominent location.

Where the asbestos stripping work is to be carried out in areas remote to people, it may be carried out without any enclosure provided that the operative are suitably protected and that the potential release of asbestos fibres and spread of asbestos is controlled by the use of an appropriate removal technique, i.e. shadow vacuum. Where enclosures are used negative pressure must be maintained inside the enclosure to prevent any outward leakage, and exhaust venting should be achieved where possible to the exterior.

During asbestos removal, operatives from an independent analytical consultancy shall monitor the atmosphere outside the designated asbestos area following HSE Guidance Note EH10 and MDHS 39/4.



The asbestos removal work shall cease and appropriate corrective action shall be taken if airborne asbestos levels greater than acceptable limits set out in MDHS 39/4 are detected outside the enclosure.

The designated asbestos area shall remain in force until clearance, by analysis of any tented enclosure in accordance with MDHS 39/4.

After the asbestos removal is completed atmospheric reassurance monitoring will be carried out to verify that the area is "safe" before it is handed back.

## **10 DISPOSAL OF ASBESTOS WASTE**

All asbestos waste material including contaminated clothing must be double bagged and sealed by twisting the end and wrapping with tape. Bags must also be labelled.

Asbestos waste must be deposited in a locked, labelled, dedicated waste container whilst it awaits removal from the site.

Waste containing more than 0.1% w/w asbestos is subject to the Hazardous Waste Regulations, 2005 and must be consigned to a site authorised to accept asbestos waste.

## **11 DISCOVERY OF SUSPECT ASBESTOS AND EMERGENCY PROCEDURES**

If suspected asbestos is discovered during work activities and the material is undamaged, no further work should be undertaken that could cause the deterioration of the material, and the Duty Holder in charge of the premises must be contacted immediately. The operative must also contact his own manager for further instruction. The Duty Holder will contact the Approved Asbestos Consultant for assessment.

If the suspect material is confirmed as containing asbestos, a Risk Assessment shall be carried out by the Appointed Asbestos Consultant to determine whether any of the works will result in people being exposed to asbestos.

If the assessment indicates no exposure is likely, then the works may continue. The Duty Holder will be briefed should areas or work activities be restricted as a temporary measure. The Asbestos Register will be updated by the Property Services Team .

If remedial works are required, then the Appointed Asbestos Consultant will contact the Duty Holder to obtain an instruction to proceed with required works. The Approved Asbestos Consultant will procure a Licensed Asbestos Contractor in accordance with the procurement procedure.

In the event of any member of staff or a Contractor inadvertently damaging an asbestos-containing material or discovering damaged asbestos, the following action should be taken:

- Leave the area or, if not in a defined area, close the door and switching off all ventilation equipment
- Report to the local person in charge of the premises, who will advise all

occupants in (or who may enter) the building who may be at risk and arrange for an investigation to be carried out.

- If urgent or emergency work is required to make the area safe, work will cease until notified in writing by the Approved Asbestos Consultant that the area is safe to occupy. Advice and briefing will also be provided by the Approved Asbestos Consultant.
- The Duty Holder must store any documents issued and ensure that the Asbestos Register is updated

If there has been a potentially uncontrolled release of asbestos dust into air in concentrations that may have exceeded the appropriate control limits, a record should be made by the Duty Holder and kept on file. A form is set out in Appendix 2. This should be completed and retained indefinitely. The Appointed Asbestos Consultant will provide any technical assistance to complete the form.

## **12 TRAINING AND AWARENESS**

### **Those employed to remove/sample asbestos**

All contractors and specialists employed on asbestos work must be trained to at least the minimum standard to satisfy Regulation 9 of the Control of Asbestos at Work Regulations. This will be an important consideration when approving an asbestos contractor and ascertaining the competence of their staff. Training should be reviewed every year or more often when there are significant changes. Competence of contractors and specialists will be assessed by the Property Services Manager

### **Employees and others who may be affected**

Those who work in locations where there could be asbestos should be made aware of the risks and those elements of this standard which are appropriate (i.e. Asbestos register, what to do in emergency situations, responsibilities etc).

## **13 PERSONNEL RESPONSIBILITIES**

### **Chief Executive shall:**

- Ensure that adequate funds are allocated to implement this procedure
- Ensure that adequate arrangements exist to implement and manage this procedure
- Ensure the policy and procedure is reviewed and updated
- Ensure training for employees is provided to enable them to carry out their duties under this procedure

### **The Executive Director of Resources shall:**

- Advise the Chief Executive on duties
- Ensure that resources are available to implement this policy

### **The Property Services Manager ( or such person delegated the authority )shall :**

- Undertake the role of 'Duty Holder'
- Manage the implementation of this procedure
- Ensure a UKAS accredited Asbestos Consultant is appointed
- Provide information on the presence of asbestos containing materials to contractors and others
- Advise the Chief Executive and Executive Director of Resources on changes in legislation and implications these may have for Rossendale Borough Council policy
- Ensure guidance and awareness training for other employees is provided
- Ensure all High Potential Incidents are investigated and recorded
- Ensure amendments to Rossendale Borough Council's asbestos register are carried out
- Ensure that records of exposure to asbestos are maintained
- Set a personal example

**The Service Heads and Team Managers shall:**

- Read, understand and implement this policy
- Provide information on the presence of asbestos containing materials to contractors and others
- Advise the Property Services Manager on the presence of asbestos containing materials
- Set a personal example

**Other Employees shall:**

- Read, understand and implement this policy
- Set a personal example

**Contractors shall:**

- Read, understand and implement this policy
- Ensure guidance and awareness training for operatives is provided
- Ensure that operatives are aware of the register and its contents
- Ensure that due regard is given to all Legislation, Approved Codes of practise and Guidance
- Advise the Property Services Manager of the presence of asbestos containing materials
- Set a personal example

**14 REVISION AND AUDIT**

This Policy will be reviewed in accordance with the Control of Asbestos at Work Regulations 2002 (CAWR) and recording of any subsequent Policy/Management Plan changes will be made.

Last Revision: September 2006

## **15 REDUCTION OF RISK PROCEDURE**

The Asbestos Register information will normally include a risk score for known asbestos. The risk scores for asbestos-containing materials will be grouped into three main priorities based on the assessment procedure in MDHS100 taking into account product type, extent of damage or deterioration, surface treatment and asbestos type:

### **Priority 1 HIGH RISK**

These items will be removed or remedial work carried out to reduce the risk either during a construction project or if there is a possibility of disturbance, during maintenance works.

Following implementation of this policy, the Council will aim to remove Priority 1 items on a High Risk Reduction Programme during refurbishment works

### **Priority 2 MEDIUM RISK**

These items will be removed either during a construction project if there is a possibility of disturbance or there is any potential future disturbance during maintenance works.

### **Priority 3 LOW RISK**

These items will only be considered for removal if they are within construction project area and works are likely to disturb the material.

## **16 ASBESTOS CONDITION AUDITING**

Asbestos condition auditing will be carried out:

Annually for all surveyed properties The risk priority will determine the frequency of audit.

In accordance with MDHS 100 and the CAWR 2002, audits will review the Material and Priority algorithms.

Additional Risk Assessment data collected will be added to the Asbestos Database. At the end of 2006 auditing period, Priorities 1, 2 and 3 will be reviewed in line with MDHS 100 and the Control of Asbestos at Work Regulations 2002

## **APPENDIX 1**

### **Approved Codes of Practice**

- L27 Control of Asbestos at Work Regulations (Third edition)
- L28 Work with Asbestos Insulation, Asbestos Coatings and Insulating Board (third edition)
- L127 The management of asbestos in non-domestic premises

### **Guidance Notes**

- EH10 Asbestos: Exposure Limits and measurement of airborne dust concentrations
- EH47 Provision, Use and Maintenance of hygiene facilities for work with asbestos insulation and coatings
- EH50 Training Operatives and Supervisors for work with asbestos insulation and coatings
- EH51 Enclosures provided for work with asbestos insulation, coatings and insulating board
- EH57 The problem of asbestos removal at high temperatures
- EH71 Working with asbestos cement and asbestos insulating board

### **MDHS Series**

- MDHS 39/4 Asbestos fibres in air, light microscope methods for use with the Control of Asbestos at Work Regulations
- MDHS 77 Asbestos in bulk materials
- MDHS 100 Surveying, sampling and assessment of asbestos-containing materials

### **Other Publications**

- Asbestos Materials in Buildings IND(G)223(L) – Department of the Environment Managing Asbestos in Workplace Buildings – Health & Safety Executive
- Selecting respiratory protective equipment for work with asbestos IND(G)264 – Health & Safety Executive
- L11 A Guide to the Asbestos Licensing Regulations 1983 – Health & Safety Commission

**APPENDIX 2**

**Record of Suspected Exposure to Airborne Asbestos**

To be completed by the Approved Asbestos Consultant as a result of a telephone call to the Property Services Manager

Record any reported potential exposures to asbestos from either third parties or employees. Full details are necessary to provide accurate records should the Council receive a claim at any point in the future.

A copy of this form should be kept on file by the Property Services Team  
This record should be kept for 40 years.

**Who has been exposed?**

Name ..... Date of Birth .....

Address .....

Employer (if Contractor) .....

**Where did the exposure occur?**

Road/Street (if external) .....

Building .....

Exact location .....

**What were they exposed to?**

Type of asbestos      White   Brown   Blue   Unknown

**When were they exposed?**

Date ..... Time of Exposure ..... Time Reported .....

Duration of exposure (if known) .....

**How did the exposure occur?**

Briefly explain what happened .....

.....

.....

Completed by (signature) ..... Date .....

A copy of this should be included in the HPI Investigation report.