CONTROL OF ASBESTOS POLICY

1. Introduction

The Control of Asbestos Regulations 2006 introduces strict controls for the management of the risks arising from working with asbestos and for those in control of premises. The key duties are:-

- To find and assess materials likely to contain asbestos
- To make a written record of the location and condition of any asbestos and
- To prepare a plan to manage the risk.

To meet these requirements this policy defines and introduces a Management Plan and procedures for those with responsibilities under the policy.

2. Scope of Policy

The policy will apply to all Council premises and those managed by Community Initiative Partnership (CIP) on behalf of the Council. Hounslow Homes is responsible for implementing the Regulations within non-domestic premises managed on behalf of the Council. Work subject to this policy includes all work carried out within the interior or to external parts of the premises, including both asbestos removal work and any other work which may inadvertently disturb asbestos materials, eg. repair of structures, maintenance of the fabric, fittings or services, alterations and building works, installation of IT and communication services cabling and equipment, etc.

Risk of potential exposure to asbestos within Hounslow Council will arise from:-

- Removal of asbestos containing materials (ACM's);
- Accidental damage;
- Accidental damage or disturbance of ACM's during building maintenance or repair work or "DIY" by staff or others;
- Vandalism/wilful damage;
- Natural deterioration of asbestos products in buildings;

3. Asbestos Management Plan

Hounslow Council accepts its responsibilities under the Control of Asbestos Regulations 2006, Approved Codes of Practice (ACOP) and guidance. The Council will aim to eliminate or reduce, as far as is reasonably practicable, the risks from asbestos. In support of this the Council will adhere to the following Management Plan:-

1. Prevent the use or re-use of any ACM's by the Council.
2. Implement a Corporate programme of surveys (Type 2) of all Council buildings to locate and identify existing asbestos and carry out a risk assessment of all ACM's found.
3. Create and maintain a comprehensive database of the location, condition and risk of any ACM's found within Council controlled premises.

4. Either remove or actively manage all existing ACM's whichever is the most practicable and cost effective method to control the risk.
5. Provide access to the relevant parts of the asbestos database and/or a copy of the survey report and risk assessment to all those in control of premises or providing maintenance repair or construction services.
6. Where necessary clearly and appropriately label ACM's.
7. Commission only competent and, where necessary, appropriately licensed contractors to remove or work with ACM's.
8. Monitor all work involving ACM's to ensure controls are effective.
9. Provide an appropriate level of information and training for those with responsibilities under this policy and those who may be exposed to risk.
10. Ensure all work with ACM's is carried out in accordance with the Approved Code of Practice to the Regulations and relevant Health and Safety Executive (HSE) Guidance Notes.

4. Asbestos Surveys

All Council, non-domestic premises, will be subject to a Type 2 asbestos survey and risk assessment. Surveys will commence in February 2005 through to November 2007 and be carried out by a competent and experienced analytical company assessed by the Project Co-Ordination and Corporate Property Department and the Occupational Health and Safety Unit.

The surveys will be conducted in accordance with the Method for the Determination of Hazardous Substances (MDHS) 100 published by the HSE.

Surveys will be programmed based on the priority of risk that will be determined by the age of the building, its occupancy and use and any pre-existing data available on ACM's and any forthcoming major works.

5. Reviewing Survey Information

Following each type 2 survey of a premises a meeting will be held between the premises manager, Project Co-ordination and Corporate Property and the OHSU. A representative of the client department will also be invited.

The purpose of the meeting will be to review the recommendations and risk assessment provided by the surveying company and to decide on an appropriate course of action.

6. Recording Survey Information

All information concerning the location and condition of ACM's will be recorded on a suitable database. The database will be administered by the Project Co-Ordination and Corporate Property Department.

To prevent accidental disturbance of any ACM all building managers and those maintaining or repairing the premises will be given relevant information from the database and/or a copy of the survey report and risk assessment.

7. Labelling of Asbestos Containing Materials

Following sampling of suspected ACM's all sampled areas will be appropriately labelled as ‘surveyed’ by the sampling/survey company. Sampling damage will be repaired/made good by the asbestos surveyor.

All ACM's identified from the surveys will, where necessary, be appropriately labelled to ensure that those who may work on, or near it, are aware of its presence and do not unknowingly or accidentally damage it.

For the purpose of labelling under this policy, only labels as defined at Schedule 2 of the Regulations will be used.

8. Routine Monitoring/Inspection of Asbestos Locations

Where ACM has been identified following each Type 2 survey of a premises, a re-inspection schedule will be recommended (usually 12 months). The inspection is primarily to ensure that the condition of the asbestos remains satisfactory.

Unless specifically identified in the risk assessment the responsibility (in most cases) for this re-inspection will be with the building manager as part of the buildings health and safety inspection programme. (See Procedure 4).

Programmed inspections should not, however, prevent or substitute routine premises/workplace inspections or stop day to day defects/damage to ACM's being observed and reported to Project Co-Ordination and Corporate Property for action.

9. Responsibilities

9.1 Director of Project Co-ordination and Corporate Property

Will:

1. Lead on the implementation of the Asbestos Management Plan for the Council.
2. Arrange for the update of the database upon receipt of information relating to a change to any ACM.
3. Arrange access to and also circulate amendments, reminders and information on relevant sections of the asbestos database to all client departments in paper or electronic format as may be appropriate.
4. Provide advice and assistance on implementation of this policy and to managers in commissioning and managing any necessary works in connection with ACM's.
5. Ensure all contractors on the Council's Select List who are approved for work with asbestos are notified of this policy and subsequent revisions.
6. Where appointed to do so, make arrangements to ensure contractors on the Council's Select List who may be in a position to accidentally disturb asbestos, eg. building trades, are aware of the HSE document INDG 289 "Working with Asbestos in Buildings", and relevant parts of this policy.

9.2 **Chief Officers**

Will:

1. Ensure asbestos survey information from the asbestos database and/or survey report and risk assessment is appropriately used by all premises managers within their area of responsibility.
2. Identify necessary resources to take remedial action to appropriately reduce the risks presented by ACM's.
3. Ensure that all premises managers follow the steps set out below in 9.3.
4. Liaise with the Occupational Health and Safety Unit and Project Co-Ordination and Corporate Property where asbestos risks are identified.

9.3 **Premises Managers and those in Control of Buildings:**

Will:-

1. Allow reasonable access to enable the asbestos survey to take place.
2. Familiarise themselves with the locations of all suspected ACM's in buildings under their control (Procedure 1).
3. Take immediate action to control imminent risks of asbestos damage, exposure or spread (Procedure 2).
4. Actively manage ACM's depending upon results of the Type 2 survey and risk assessment (Procedure 3).
5. Arrange for clear and appropriate labelling and maintenance of labelling of all ACM's as necessary (Procedure 3).
6. Monitor the condition of ACM's and immediately contact the Project Co-Ordination and Corporate Property/Occupational Health and Safety Unit if there are any changes. (Procedure 4).
7. Ensure no repair or maintenance or construction work takes place that may damage any ACM within the building(s) they are responsible for (Procedure 5).
8. Provide relevant parts of the asbestos database and "Asbestos Procedure 6" to all contractors and suitable cautions, warnings and information to all who may work in the vicinity of ACM's.

9.4 **Occupational Health and Safety Unit (OHSU)**

Will:

1. Provide appropriate advice, training and support to managers in respect to all aspects of this policy, its procedures and good practice.
2. Review the effectiveness of this policy in the light of changes in legislation, guidance or an incident occurring etc.
3. Make arrangements to monitor the condition of higher risk ACM's where the survey report and risk assessment shows this to be necessary.

9.5 **Commissioning Work**

9.5.1 **Those responsible for commissioning work with <u>asbestos</u>**

Will:

1. Adhere to the Council's regulations on contracts and tenders.
2. If ACM is present, decide if a licensed asbestos contractor and an ISO 17025 and ISO 17020 accredited monitoring analyst needs to be appointed for the work. (The OHSU x 2167, will assist with this).
3. Only use contractors listed for asbestos work on the Council's Select List.
4. Ensure a method statement and risk assessment for the work is submitted by the appointed Contractor and approved before commencing work. (The OHSU, x 2167 will assist in evaluating submitted method statements.
5. Arrange a preliminary site meeting with the contractor, local staff representatives and managers and the designated Health and Safety Adviser if required.
6. Monitor compliance with the contractor's agreed method statement.
7. Notify the asbestos database administrator in Project Co-Ordination and Corporate Property of any changes necessary for updating of the database following work with asbestos materials.
8. Ensure copies of asbestos monitoring and satisfactory site clearance/ reassurance certificates are provided to the manager in charge of premises before reoccupation.

9.5.2 **Those responsible for commissioning <u>any</u> work in buildings will:**

1. Adhere to the Council's regulations on contracts and tenders.
2. Before commencing any work consult the Building Asbestos Survey Report to determine if the planned work could affect any ACM. Where insufficient information exists, or there is doubt as to whether the materials which are to be worked on or near contain asbestos, then the material must be sampled or an assumption made that asbestos is present (Procedure 5).
3. Provide information and relevant parts of the Asbestos Survey Report for the building and "Asbestos Procedure 6" to all contractors and others who may disturb the fabric of the building.
4. Ensure that all contractors at risk of disturbing asbestos, especially those in the building/maintenance trades, are aware of likely locations of ACM's and can identify suspect materials.
5. Ensure a risk assessment has been completed and that relevant health and safety precautions are in place for the work. If the work is to be carried out by a contractor ensure a method statement and risk assessment is obtained from them prior to carrying out the work and that it is reviewed by a competent person prior to work starting. For work affecting asbestos, this review will be by your Designated Health and Safety Adviser within the Occupational Health and Safety Unit (Procedure 5).

9.6 **Contractors: (or Council employees) whose work may accidentally disturb asbestos materials during building maintenance, repair and/or refurbishment**

Will:

1. Be able to identify all materials likely to contain asbestos (or under the direct supervision of someone who can) (Procedure 6).

2. Refer to the relevant section of the asbestos database before work begins. This should have been provided by the client or the manager (Procedure 6).
3. Stop work if suspect asbestos materials are uncovered or may be disturbed (Procedure 6).

9.7 **"Asbestos Removal Contractors"**

Will:

1. Ensure all work is in accordance with the Control of Asbestos Regulations 2006 and associated Approved Codes of Practice.
2. Provide a suitable method statement and risk assessment to the commissioning department for review and acceptance before work begins.
3. Apply the appropriate Approved Code of Practice and HSE Guidance Notes.
4. Arrange for air monitoring, reassurance and site clearance certificates prior to reoccupation (via an independent analyst) as may be required.
5. Notify the Health and Safety Executive (HSE) where required.
6. Provide all persons working and at risk of asbestos exposure with adequate information, instruction and training, including regular refresher training.
7. Dispose of all asbestos waste in accordance with the Control of Asbestos Regulations 2006 and Special Waste Regulations. Copies of consignment notes and disposal documentation may be required.
8. In cases of doubt, contact the Occupational Health and Safety Unit.

9.8. **All Employees**

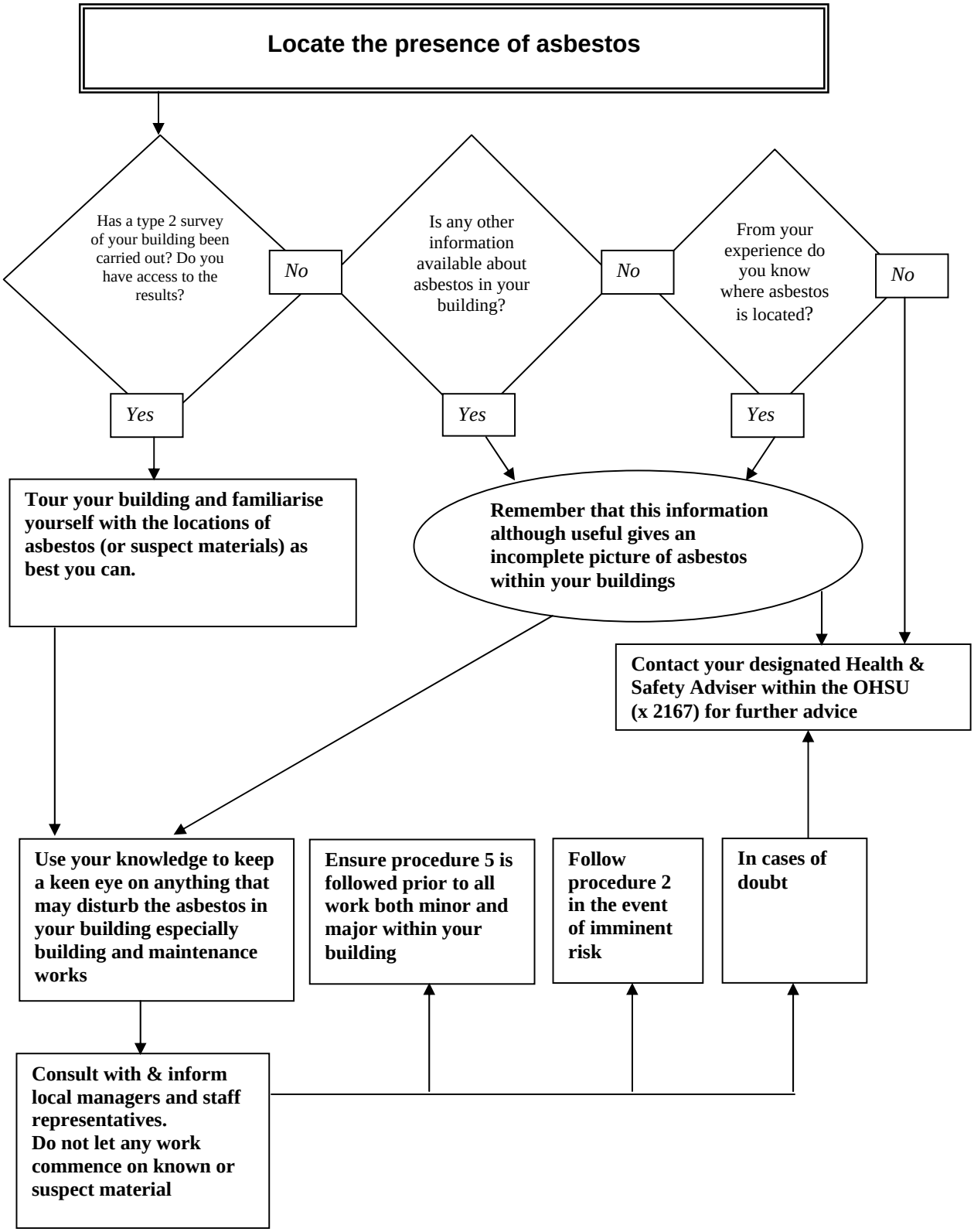
Will:

1. Immediately report any damage of suspected ACM's or their encapsulation or protective coatings to OHSU and their line manager and avoid further contact and exposure unless they are informed that the material does not pose a significant risk.
2. Personally comply with all signs, instructions and precautions provided by the Council or their contractors to protect persons from workplace exposure to asbestos.
3. Immediately report to their line manager any defects in precautions or difficulty with compliance or applying precautions.
4. Avoid interference with, handling or damaging any asbestos, asbestos encapsulation or suspect ACM or any material labelled as containing asbestos.
5. Not interfere with, obstruct or deface any labels identifying that a material contains asbestos.
6. Draw the presence, meaning and importance of the asbestos survey information and warning labels to the attention of any person or person to whom they may have a special duty of care or who may be at risk from disturbing labelled ACM's.

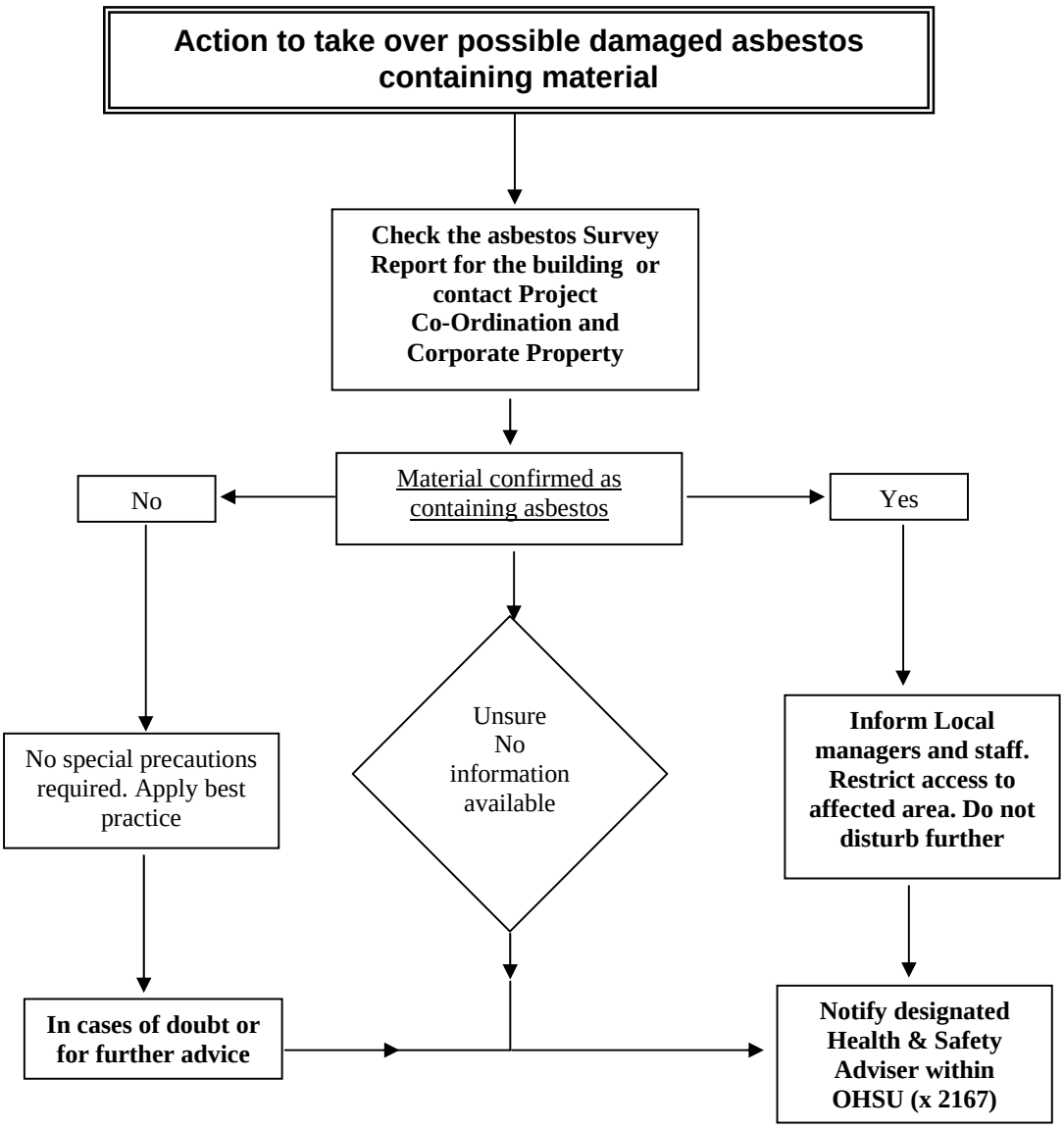
10. **Further Advice**

Further advice on any aspect of this policy can be obtained from the Occupational Health and Safety Unit (x 2167) or by contacting www.healthandsafety.askus.gov.uk or Project Co-ordination and Corporate Property (x 4079).

ASBESTOS PROCEDURE 1



ASBESTOS PROCEDURE 2



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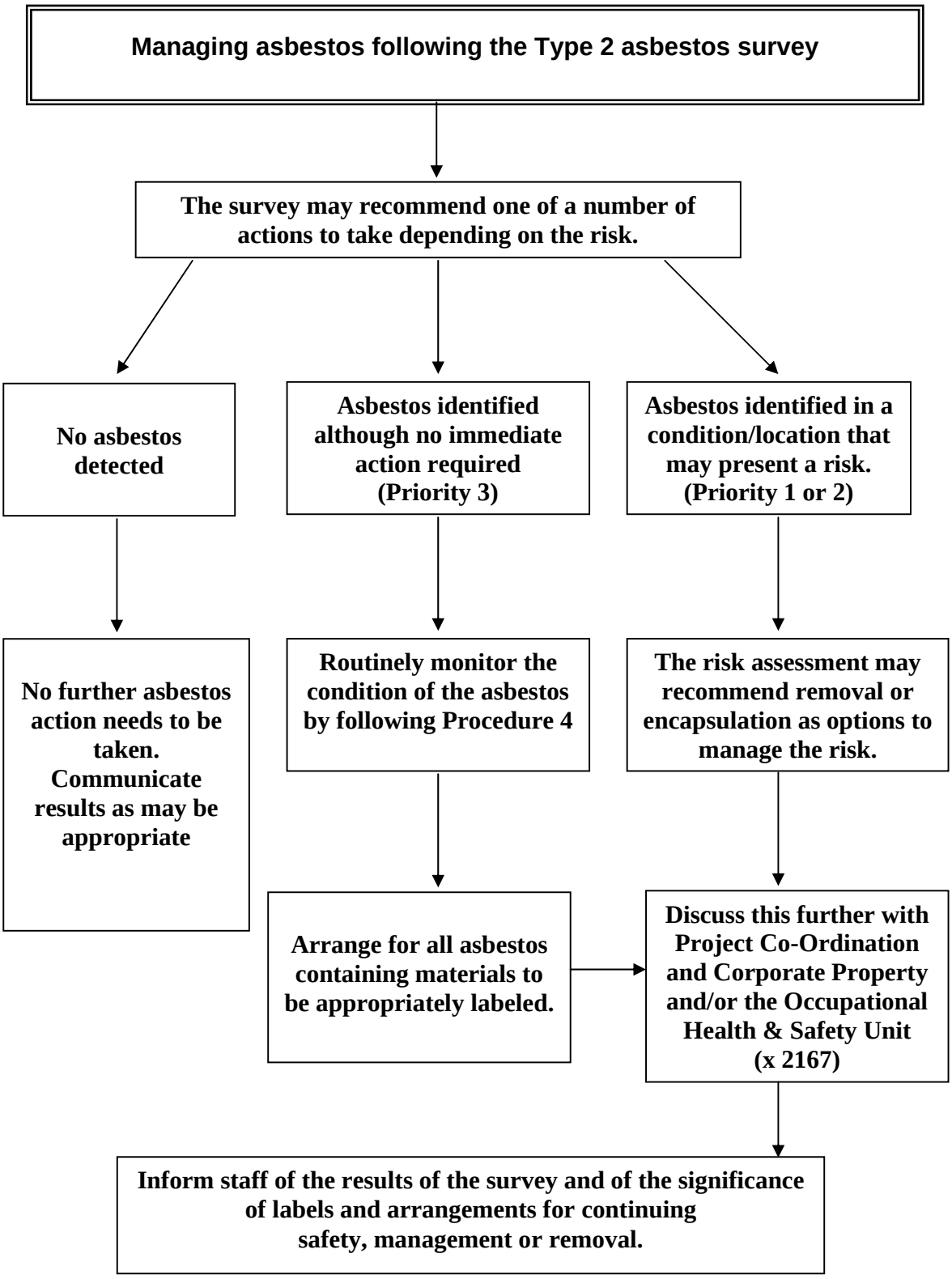

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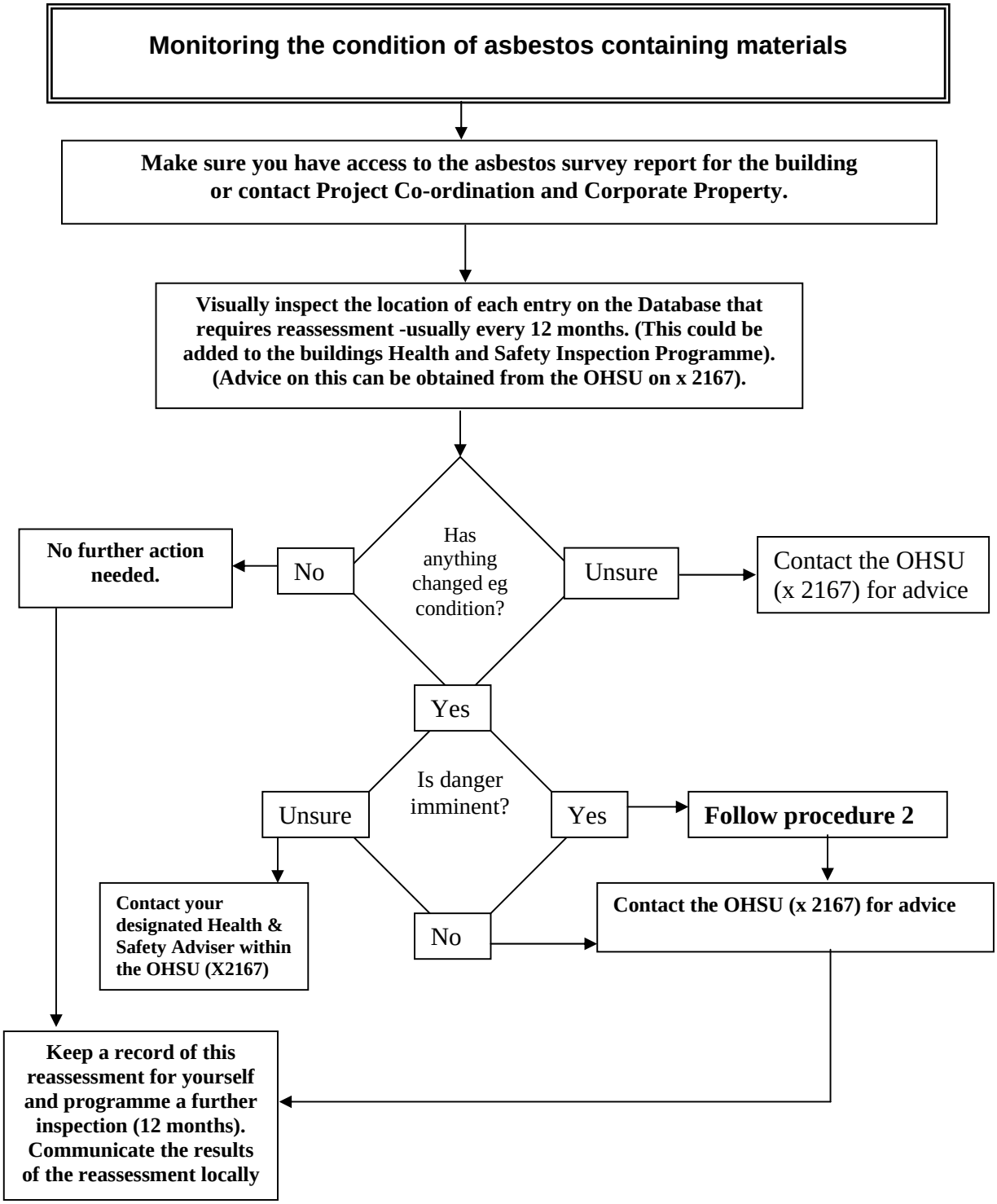
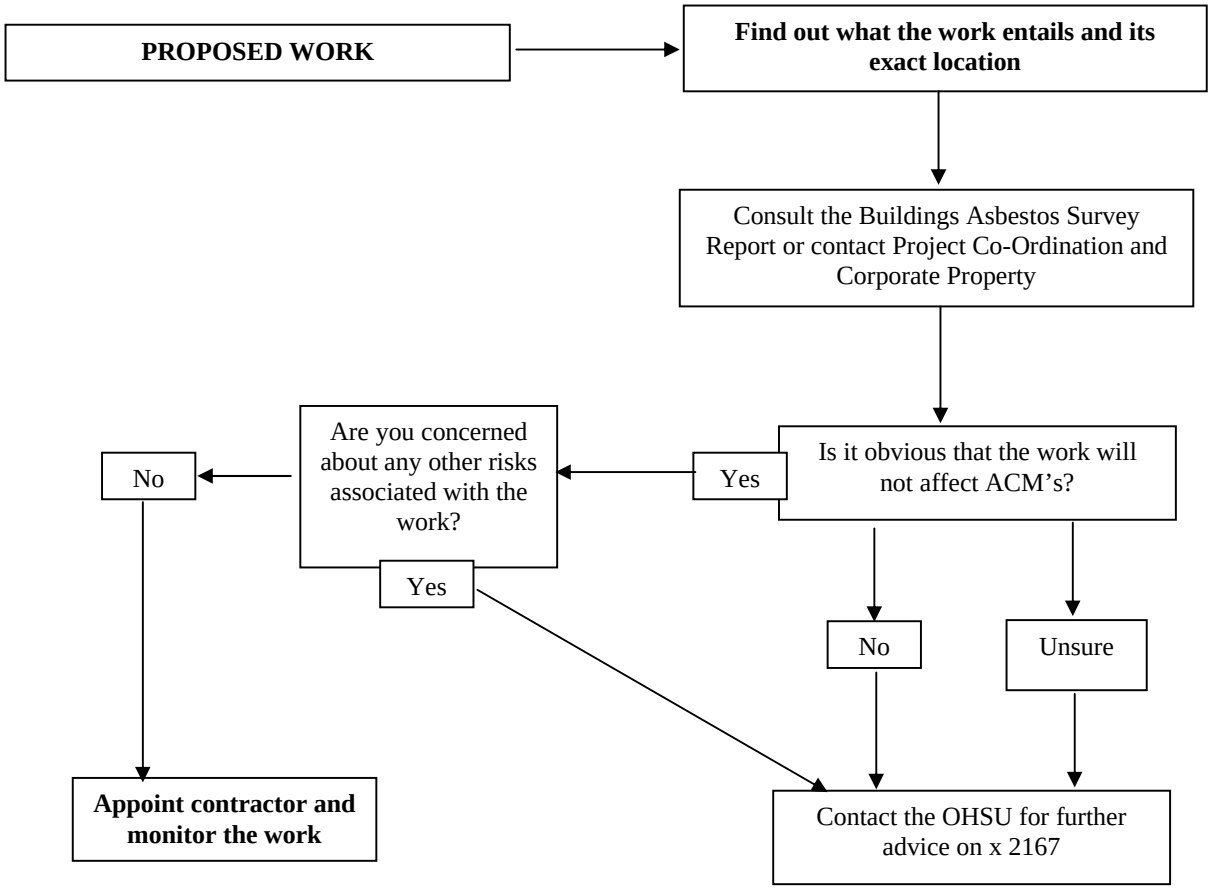
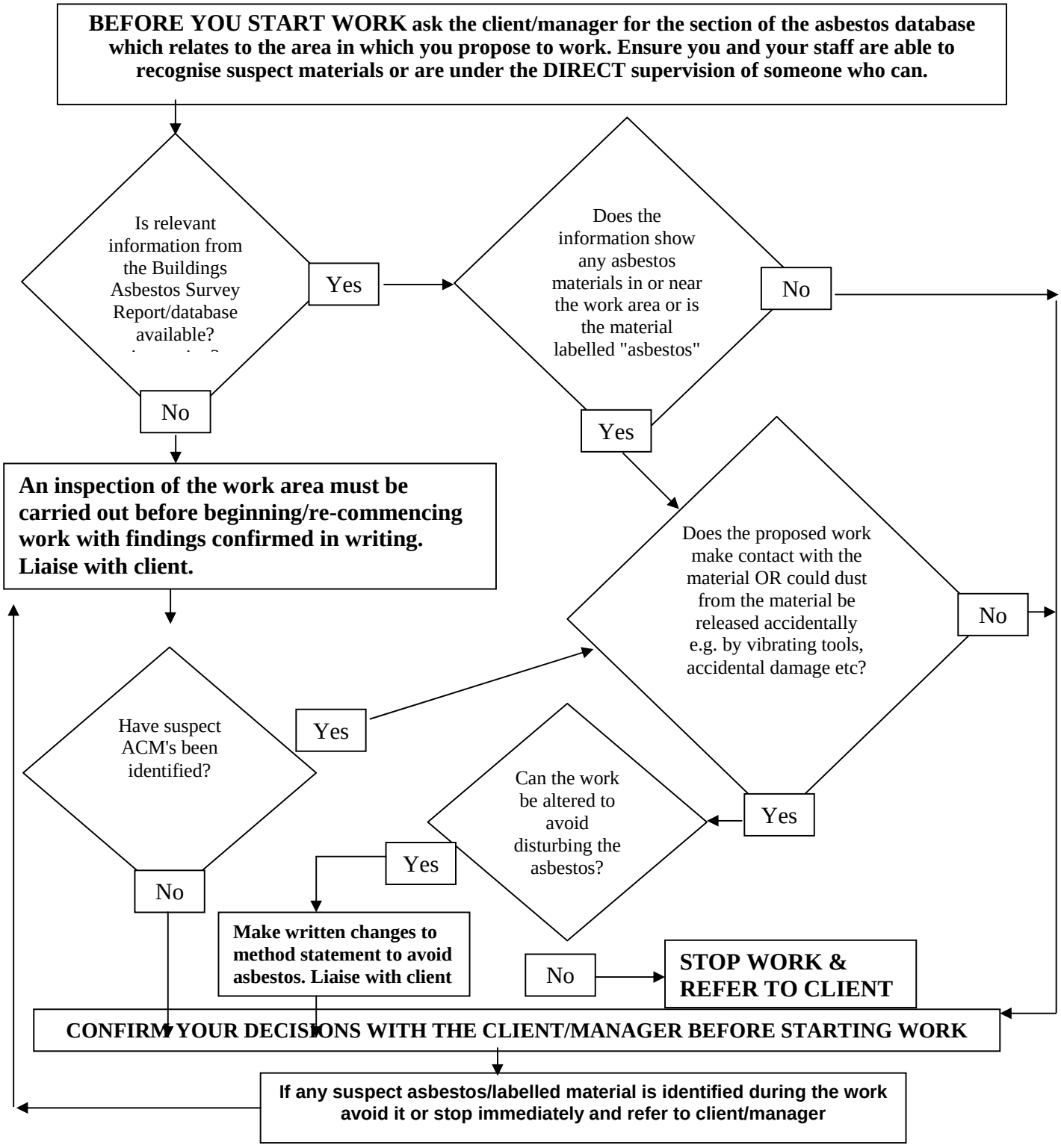


ASBESTOS PROCEDURE 5

Preventing damage to asbestos containing materials as a result of building work, maintenance/repair, etc.



ASBESTOS PROCEDURE 6

This procedure is for those whose work may accidentally disturb asbestos materials eg. building maintenance, repair or refurbishment of buildings and services and Installations or work affecting the fabric or fixtures;