



Oxfordshire County Council Asbestos Management

Policy, Strategy, Arrangements and Procedures

**Oxfordshire County Council
November 2016**



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1. Asbestos Management Policy Statement

1.1. Policy Statement

Oxfordshire County Council (the Council) acknowledges and accepts all duties and responsibilities attributed by the Health and Safety at Work etc. Act 1974, the Control of Asbestos Regulations 2012 and all other relevant statutory provisions. The Council specifically acknowledges its responsibility as employer and duty holder. The Council's principal objective is to ensure that their employees are provided with a safe work environment and that any work conducted associated with asbestos does not give rise to risk to others. The regulations to manage asbestos and prevent exposure are given specific importance by the Council by their policy and subsequent management arrangements.

1.2. Contact Details

The Council maintain all Asbestos Containing Materials (ACMs) in a suitable condition to ensure the prevention of exposure and its spread. If anyone has any concerns with regards to a material on the Council's estate or that the currently recorded risk assessment for that material is inaccurate; they should restrict access where it is believed there is exposure risk and contact the following:

Oxfordshire County Council

Property & Facilities
Cuffas Lea House
3500 John Smith Drive
Oxford
OX2 4WD
Tel: 0808 156 6659
E-mail:
property.helpdesk@oxfordshire.gov.uk

Service Provider (SP)

Carillion
Cuffas Lea House
3500 John Smith Drive
Oxford
OX2 4WD
Tel: 0808 156 6659
E-mail:
property.helpdesk@oxfordshire.gov.uk

Health & Safety
County Hall
New Road
Oxford
OX1 1ND
H&S Helpline: 03300 240 849
E-mail:
healthandsafetyhelp@oxfordshire.gov.uk

2. Introduction

2.1. Purpose of Policy

The intention of this document is to establish and communicate policy in relation to the various types of asbestos materials found in Council buildings. This will include procedures to be followed to ensure that persons working in or using Council buildings are not put at risk from the hazards associated with ACMs and that the risk of exposure to airborne asbestos fibre is reduced to as low a level as is reasonably practicable.

It is important that everyone understands fully the actions necessary to minimise and control the risk, and their role in the control process. If there is any doubt about the content or implications of this document, the reader should contact healthandsafetyhelp@oxfordshire.gov.uk or 03300 240 849.

2.2. Scope

The Council asbestos policy and management arrangements are to be applied to all circumstances where the Council have a contribution toward the duty to manage asbestos in non-domestic premises. The arrangements will also apply where;

1. Domestic premises become a works environment for Council employees or contractors
2. Domestic premises are not currently sub-leased or vacant
3. Communal areas exist in domestic premises

The Council have arranged for contracted and sub-contracted service providers to assist in the delivery of these responsibilities. The Council policy and arrangements have been written to summarise and clarify the implementation of the contract requirement.

3. Background to Asbestos

3.1. What is Asbestos?

Asbestos is a naturally occurring mineral. There are three main types of asbestos used in Great Britain; crocidolite (blue), amosite (brown) and chrysotile (white). Exposure to crocidolite and amosite asbestos poses a greater health hazard than exposure to chrysotile, but all types can cause asbestos-related diseases.

3.2. Where is it found?

In the past asbestos and asbestos products have been used in the construction of Council buildings. They were used for a variety of purposes and were considered ideal for fireproofing and insulation. Any building built before 2000 may contain asbestos. ACMs in good condition do not present a significant risk unless asbestos fibres become airborne, which happens when materials are damaged.

A checklist listing some of the various types and location of asbestos materials is included as [Appendix 1](#).

3.3. The risk

Inhalation of asbestos fibre can lead to asbestos related diseases which currently represent the single greatest cause of work-related deaths in the UK. The diseases are mainly cancers of the chest and lungs and there is usually a long delay between first exposure and the onset of disease. There is no cure for asbestos related diseases.

4. Legal Requirements

4.1. Non-Domestic Properties

Regulation 4 of the *Control of Asbestos Regulations 2012* (CAR 2012) places specific legal duties on those who manage asbestos in non-domestic premises.

4.1.1. Duty Holder Responsibility

Non-School Buildings

The duty holder is the person or organisation that has clear responsibility for the maintenance or repair of non-domestic premises through an explicit agreement such as a tenancy agreement or contract. For the majority of Council premises the duty holder will be the Council.

Schools

In educational establishments the duty holder will be the employer and can vary with the type of school:

- For community schools, community special schools, voluntary controlled schools and maintained nursery schools the employer is the Council.
- For Academies, foundation schools, foundation special schools and voluntary aided schools the employer is usually the governing body.

4.2. Domestic Properties

The 'duty to manage asbestos' requirements of Regulation 4 of CAR 2012 do not normally apply to domestic premises.

However the Health and Safety at Work etc. Act 1974, Section 2, requires all employers to conduct their work so their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety. Furthermore, Section 3 places a duty on employers regarding non-employees and Section 4 contains general duties for anyone who has control, to any extent, over a workplace. In addition, the Management of Health and Safety at Work Regulations 1999 require employers to assess the health and safety risks not only to employees but also to third parties, such as tenants who may be affected by their activities, and to make appropriate arrangements to protect them.

These requirements mean the Council which owns or is responsible for domestic properties, has a legal duty to ensure the health and safety of anyone in domestic premises when used as a place of work.

Any employer when undertaking work in domestic premises has a duty under CAR 2012 to identify asbestos, carry out a risk assessment of work liable to expose employees and others to asbestos and to prepare a suitable written plan of work to prevent or reduce the risk of exposure.

5. Organisational and General Responsibilities

5.1. County Director and Director for Environment & Economy

The County Director has overall responsibility for the management of health and safety within the Council with the strategic management of ACMs in Council properties being delegated to the Director for Environment & Economy.

5.2. Service Manager Property & Facilities - Appointed Person Asbestos Management

The Service Manager Property & Facilities, acts as the Appointed Person for Asbestos Management, and will:

- Ensure, so far as is reasonably practicable that an Asbestos Management System is established and maintained.
- Advise the Elected Members on the resources required to maintain Asbestos Safety Management within the Council.
- Ensure effective management systems are in place to ensure the operating procedures for the management of the risk from asbestos in Council properties.
- Ensure the monitoring, management actions and recording of the identified premises' ACMs are carried out in a manner that maintains a safe working environment for employees and others who occupy the identified premises.

5.3. Contract Manager - Responsible Person Asbestos Management

The Contract Manager will:

- Be responsible for the implementation of effective Asbestos Management policy and procedures.
- Implement a strategy for undertaking Asbestos Management Surveys, and where necessary, Refurbishment / Demolition Surveys.
- Implement a strategy for monitoring the condition of known and presumed ACMs including the undertaking of annual re-inspections by a competent person.
- Ensure that a comprehensive up to date Asbestos Register and Management Plan are maintained.
- Where necessary provide information for heads of establishments, premises managers, employees and other people affected.
- Implement changes to the Asbestos Management Policy occurring as a result of a review.
- Manage the budget for Asbestos Management.
- Ensure that regular monitoring of Identified or Presumed asbestos and ACMs carried out in all relevant buildings and premises/workplaces.
- Arrange for remedial works to be carried out in accordance with legislative requirements.
- Ensure that prior to occupation of leased buildings, an Asbestos Management Survey and up to date Register is provided by the owner/landlord.

Asbestos Safety Management

- Provide guidance and advice as required.
- Audit employees and establishments for compliance with the Asbestos Management Policy and Procedures.

5.4. Service Provider

The Service Provider will:

- Act as the Council's competent person in respect of asbestos management.
- Carry out Asbestos Management Surveys in accordance with the guidance in HSG264 for all the Council's sites.
- Provide and Maintain access to an up to date Asbestos Register.
- Produce and implement an Asbestos Management Plan including risk assessment.
- Monitor the condition of known and presumed ACMs through a regime of re-inspections.
- Provide premises with Asbestos Management folders containing the above information and procedures for the safe management of asbestos.
- Label ACMs, where appropriate.
- Manage the removal of ACM, where appropriate, in accordance with legislation and HSE guidance.
- As determined by the risk assessment or survey report, carry out remedial works following the discovery of damaged ACMs.
- As determined by the risk assessment or survey report carry out planned preventative works to ACMs vulnerable to damage.

For Construction, Refurbishment and Maintenance Work

(Note: construction work over £4m might not be carried out by the Service Provider)

Where appointed to undertake construction, refurbishment or maintenance work, the Service Provider will:

- Ensure safety procedures are in place and followed in regard planned and reactive work affecting asbestos materials.
- Ensure all operatives undertaking work on premises have received asbestos awareness training.
- Ensure Asbestos Refurbishment and Demolition Surveys are carried out where appropriate.
- Ensure all asbestos information including surveys etc. is provided to anyone working on the site and to those with responsibility for managing the property.
- Ensure either the removal or protection of all ACMs during construction and maintenance work.
- Ensure that all work involving ACMs is carried out by competent contractors, in accordance with the Control of Asbestos Regulations 2012.

Asbestos Safety Management

- Ensure the Asbestos Register and Asbestos Management Plan are updated following completion of any work affecting asbestos.

5.5. Directorates / Head of Establishment, Premises Managers or Other Nominated Persons

- Familiarise themselves with the Council's policy and procedures for managing identified or presumed ACMs.
- Complete Asbestos Awareness training.
- Ensure access is available to an up-to-date premises asbestos management plan and asbestos register/survey. [See Appendix 2.](#)
- Display and bring to the attention of any persons carrying out work at the premises the 'Notice to all Contractors working at this Site'.
The Pre 2000 Notice will be displayed for premises built before the year 2000, and the Post 2000 Notice will be displayed for premises built in the year 2000 or after.
- Provide a copy, as supplied by the Service Provider, of the premises asbestos register/survey to any person carrying out work at the premises.
- Make all asbestos information as supplied by the Service Provider available to employees and anyone else working on the premises.

5.6. Additional Actions for Schools

Schools will:

- Ensure the asbestos register is checked when considering or planning delegated work under their control, including repair and maintenance and refurbishment work, to identify any ACMs that may be affected by the work.
- Ensure submissions under the self-financed improvement projects, building, engineering and grounds schemes include details of any ACMs likely to be affected by the work.
Where necessary, e.g. upgrading, alteration, refurbishment or demolition of any part of the premises, ensure that a refurbishment / demolition asbestos survey is carried out by a competent person. The Service Provider can give advice in relation to organising asbestos surveys.
- Ensure details of any additional ACMs discovered during surveys are forwarded to those carrying out construction, refurbishment or maintenance work, and to the Service Provider for inclusion in the Asbestos Register.
- Where it is not possible to check records before emergency and urgent works, ensure that work is only carried out by contractors who can provide evidence that their operatives have received up-to-date asbestos awareness training.
- Ensure only licensed contractors undertake licensable work and all appropriate work is notified to the Health & Safety Executive.
- Ensure work is not allowed to commence on or near to ACMs until an appropriate method statement is produced and permit to work implemented.

5.7. Employees

All employees will:

- Comply with asbestos related instructions issued by the Service Provider or the Council's responsible manager.
- Report damage of known or suspected ACMs to the manager responsible for the premises.
- Not carry out any work on the premises which may disturb ACMs. For Corporate buildings the Property and Facilities Helpdesk must be contacted for advice prior to any work taking place and all work should be undertaken by the Service Provider.

5.8. Responsibilities for Managing Asbestos in Council Buildings and other Relevant Premises

5.8.1. Corporate Buildings

The Council is responsible through Property & Facilities for the management of the particular establishment.

5.8.2. Properties leased in by the Council

Usually the Landlord will be responsible for Asbestos management. However, duty holder responsibilities will depend on the nature or extent of the lease, for example, full repair and maintenance or Shared Use Agreements, etc. Refer to the terms of the lease for details.

The Council is responsible, through the Service Provider, for ensuring where applicable that the management of the premises includes Asbestos management.

5.8.3. Properties leased to a third party by the Council

The Council is responsible in the first instance for leasing the premises in a suitable condition. The Service Provider is responsible for checking that Asbestos management is in place prior to the occupation of the premises by a new tenant. The Council may retain some responsibilities as the Duty Holder for parts of the building. Refer to the terms of the lease for details.

5.8.4. Premises where the Council is tenant

Usually the Landlord will be responsible for Asbestos management. Where the Council has responsibility for repairs and maintenance it may have responsibility for asbestos management. Refer to the terms of the lease for details.

Council staff have a duty to co-operate with the landlord, so that the landlord's arrangements, policies and procedures regarding Asbestos management are complied with.

Where the Council is responsible for Asbestos management in the premises it will undertake regular re-inspections as necessary.

5.8.5. Community Schools, Community Special Schools, Voluntary-controlled Schools, Maintained Nursery Schools

As defined in Regulation 4 of the Control of Asbestos Regulations 2012, the duty holder has responsibility for the maintenance and/or repair of non-domestic premises, including

Asbestos Safety Management

schools. For Community schools, Community special schools, Voluntary-controlled schools, Maintained Nursery schools, the duty holder is the local authority (the employer).

In situations where budgets for building management are delegated to schools by the local authority, the duty to manage asbestos will be shared between schools and the local authority. The authority's written scheme for the financing of maintained schools will set out the categories of work that will either be financed from the delegated school budget share (revenue repairs and maintenance) or remain the responsibility of the local authority (capital expenditure). Both parties will therefore have 'duty holder' responsibilities for the repair and maintenance of the premises

5.8.6. Voluntary Aided Schools, Academy Schools and Foundation Schools

As defined in Regulation 4 of the Control of Asbestos Regulations 2012, the duty holder has responsibility for the maintenance and/or repair of non-domestic premises, including schools. For Voluntary Aided schools, Academy schools and Foundation schools the duty holders are the school governors

6. Competence

In accordance with Regulation 10 of the CAR 2012 all those with responsibility with regards to asbestos, in addition to those identified specifically by these arrangements, must have the necessary information, instruction and training to fulfil their roles.

The Council ensure that the information requirement is fulfilled through the maintenance of a central asbestos register, which is made available upon request to all those requiring the information.

All parties with the potential to be exposed through their daily works activity must have completed Asbestos Awareness Training.

All those with specific roles must hold the requisite competence. Where there is a specific industry recognised competence this will have been achieved and competence maintained. This includes the BOHS and RSPH proficiency modules.

Those with a responsibility to conduct an assessment of the requirements for works with the potential to disturb ACMs will either hold the required competence as defined by the Approved Code of Practice L143 Managing and working with asbestos or seek competent advice.

Where the Council have leased properties but retain a contributory responsibility those premises managers will be responsible for asbestos management within the building for which they have responsibility.

7. Management Arrangements

7.1. Strategy

The objective of the policy and arrangements document is to ensure that any potential exposure to asbestos is mitigated through application of asbestos management principles outlined by this document.

The management of asbestos related information is maintained through the SHINE electronic management system. This system is used as the data capture tool to conduct and record all asbestos surveys and is also the online management database for asbestos information and the asbestos register.

Asbestos Safety Management

The quality of the asbestos data collection has been developed through a managed asbestos survey process ([Section 13.1](#)). All data entering the SHINE management system is quality checked and all subsequent amendments to the managed data are reviewed to ensure accurate maintenance of asbestos data.

The core data can be made available to any party by use of the online SHINE management system. All responsible parties are given managed access to this data and work from the live system to ensure consistency.

Whilst the live asbestos data is maintained on the system, all electronically or hard-copy published documents are chronologically stamped.

This strategy is designed to facilitate the freedom of the live asbestos data whilst ensuring any published information is able to be not only easily shared but also interrogated.

Any works with the potential to disturb ACMs is conducted as a project through the asbestos data management system, this ensures the most recent information is used to appraise the risk and design the works. Following completion of the works, the evidence for the amendment of the asbestos data is confirmed and the core data updated.

Where ACMs have been identified at a premises, they shall be adequately and suitably managed for the duration of the life of the premises or until they are fully removed.

7.2. Asbestos Surveys and Analytical Services

With the exception of schools delegated works all Management, Refurbishment & Demolition surveys and analytical services will be commissioned by the Service Provider.

Appointed surveyors / surveying companies shall comply with the requirements of European Standard BS EN ISO/IEC 17020:2012 for undertaking asbestos surveying and inspections by holding accreditation from the United Kingdom Accreditation Service (UKAS). All surveys undertaken at the premises must be undertaken in accordance with HSE Document HSG264 - 'Asbestos: The survey guide' and all associated and relevant legislation and guidance.

Any samples taken by the surveyor or other third party, for the subsequent determination of asbestos presence and content must be analysed by an organisation complying with the requirements of European Standard BS EN ISO/IEC 17025:2005 by holding accreditation from UKAS for such work.

7.3. Management Surveys

Type 2 Surveys (in accordance with then current Control of Asbestos legislation) were carried out on all Council non-domestic premises where the Council had a duty to manage. This programme of surveys was completed in 2007.

In 2014 the Council undertook a further programme of Asbestos Management Surveys, in line with the Control of Asbestos Regulations 2012 and HSG264 'Asbestos: The survey guide'. This programme is due to be completed by end of 2016.

Any non-domestic premises that were not included in the above programme, and where the Council have a duty to manage, will, unless a suitable and sufficient management survey and up-to-date Asbestos Register are available for the premises, undergo a Management Survey compliant with current Control of Asbestos legislation.

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The Management Survey reports will provide an 'Overall Risk Assessment' for each ACM. This risk assessment will be derived by combining the scores of the:

- 'Material Assessment', which will assess the condition of ACMs and their ability to release fibres
- 'Priority Assessment', which will assign a priority for any remedial action that may be required.

[See section 13.1 for the Management Survey Process](#)

7.4. Risk Assessment

For all Council owned buildings an assessment is carried out to determine the level of risk based on type, location, condition, use etc. This is collected as part of the management survey information and is stored electronically on the SHINE management system, and included in the *Asbestos Management Folder*. This information is used by the Duty Holder to monitor asbestos materials and prioritise planned and remedial work.

7.5. Refurbishment and Demolition Surveys

Refurbishment and Demolition Surveys (R&D) will be undertaken, in compliance with Regulation 5 of CAR 2012 and following the guidance in HSG264, before any maintenance, refurbishment or demolition work is carried out which has the potential to disturb ACMs that a Management Survey, due to its non-intrusive scope, may not have identified.

Due to the intrusive nature of R&D surveys, and in order to avoid unnecessary damage, the scope of these surveys will be in line with the scope of the proposed maintenance, refurbishment or demolition works.

The risk assessment for R&D surveys does not include a priority assessment as any ACMs identified which have a potential to be disturbed will be removed to minimise the risk to workers/employees.

[See section 13.2 for the Refurbishment and Demolition Survey Process – Corporate Buildings](#)

[See section 13.3 for the Refurbishment and Demolition Survey Process – Schools](#)

7.6. Re-inspections

All identified, retained ACMs at the premises will be subject to regular visual re-inspections. The Asbestos re-inspections programme will be co-ordinated by the Service Provider and recorded on the SHINE electronic management system.

For each re-inspection, the applicable data record for each item of retained asbestos material shall be reviewed and updated taking into account changes in its prevailing condition and status since the last inspection and detailing any remedial action required. Any additional suspected or known ACMs located during a re-inspection shall be confirmed as such, either by sampling or presumption, and applicable details recorded and added to the inspection / survey report.

The live version of the register will always be available through the electronic system, however where printed versions of survey reports or registers are used on site for reference, they shall be updated following re-inspection or any update. Obsolete printed copies of reports will be disposed of to prevent misinterpretation of information.

7.7. Labelling

Labelling strategies need to be agreed with the site responsible manager and need to consider the occupancy and use of the building.

Asbestos Safety Management

Wherever possible asbestos materials should be clearly labelled. This is particularly important in areas subject to frequent maintenance or where there is a risk that the material could be easily disturbed e.g. plant and boiler rooms.

Careful consideration should be given to labelling of ACMs in public areas that could cause undue concern or create management difficulties e.g. attract vandalism. Reference shall be made to the Asbestos Register and Plan.

7.8. Asbestos Register

For all Council owned buildings a centrally held and on-site *Asbestos Register* of all ACMs discovered by survey or report shall be maintained by the Service Provider together with details of any action subsequently taken. The register shall be updated as new information is received. This includes:

- Condition inspections
- Deletions to the register when asbestos is removed
- Additions to the register when areas are surveyed and asbestos is identified
- Changes to the register information (at any time ACMs are found to have deteriorated)
- Records of air tests, certificates of reoccupation etc.

Note: It will not include details of all asbestos materials that are likely to be present in Council buildings.

The *Asbestos Register* includes details of any repairs carried out and dates when part or full removal took place.

An *Asbestos Register* for each property will be held electronically on the SHINE management system and will be available for all properties to access.

Copies of the *Asbestos Register*, including plans, can be downloaded from the SHINE management system for inclusion in the *Asbestos Management Folder* which is issued to each property.

7.9. Asbestos Management Folder (Premises held information)

All Council properties are provided with an asbestos management folder regardless of whether asbestos is likely to have been included in the construction of the building or not. All folders include the following:

- Copy of the Council Asbestos Management Policy
- Asbestos Register
- Management Survey Report including Material and Priority Assessment
- Building Plans
- Copies of Refurbishment / Demolition Survey reports, including, where appropriate, copies of Air Clearance Certificates and Waste Consignment Notes

7.10. Performance

The performance of asbestos contractors, surveying companies and analytical laboratories will be monitored in relation to all aspects of their work by the Service Provider. Companies whose performance fails to meet the required standards will be removed from the list of approved contractors.

7.11. Training

Council employees with duty holder responsibilities will be given training and this will be refreshed at appropriate intervals (maximum 5 years).

Asbestos Awareness training is made available to all Council employees through the health and safety training programme.

It is a Council requirement that all contractors and employees who may come into contact with ACMs must be Asbestos Awareness trained and this will be identified by line management within the respective partners.

8. Inadvertent Exposure to Asbestos

8.1. Reporting

All incidents of inadvertent (uncontrolled) exposure to known or suspected asbestos fibre must be reported as a Dangerous Occurrence using the Council's online incident reporting system accessed via the intranet. When appropriate the HSE shall be informed under the requirements of the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

All incidents where there has been suspected or known inadvertent exposure to asbestos must also be recorded on the reporting form included in the 'Asbestos Management Folder' and sent to the Health and Safety Team. In accordance with HSE advice this form will be retained by the Council for a period of 40 years.

Employees wishing to consult the Council's Occupational Health provider can ring 01865 415500 to make an appointment.

An investigation into the activity that led to the possible inadvertent exposure will be carried out by the Council.

9. Work affecting Asbestos

9.1. Use of Asbestos

No products containing asbestos fibre are to be used for any future work. This is a statutory requirement.

9.2. Before commencing Work

All work affecting ACMs needs to be carefully planned to avoid the release of asbestos fibre or, where this is not possible, to reduce any exposure to as low a level as is reasonably practicable. **No work affecting ACMS in Council buildings is to be undertaken until the Service Provider has been informed and the planned actions approved by Property & Facilities.**

9.3. Construction (Design and Management) Regulations 2015 (CDM)

CDM requires arrangements to be in place to deal with asbestos during construction work, including refurbishment and demolition. Where construction or building work is to be carried out, the CDM Client (normally the Council but sometimes the Governing Body in the case of school delegated works) must provide designers and contractors who are bidding for the work (or who they intend to appoint) with project-specific information about the presence of ACMs i.e. an asbestos survey, so

that the risks associated with design and construction work, including demolition, can be addressed.

9.4. Emergency and urgent work

As checks and surveys will not normally be possible before this type of work is undertaken it is important that:

1. Contractors carrying out emergency and urgent property works at County Council premises are made aware that the Council has used ACMs in the construction and insulation of its buildings and of the procedures necessary should such materials be discovered.
2. Contractors have provided the necessary training and information so that their operatives undertaking the work are aware of the type of asbestos materials that may be discovered in Council buildings and of the reporting procedures should any be discovered. Evidence of the asbestos awareness training given to their operatives must be provided by the contractor.

Details of any suspect materials discovered during such work must be reported to the Service Provider using the Property Helpdesk 0808 156 6659 for recording and onward transmission to the nominated competent persons.

9.5. Planned work to existing buildings

Prior to commencement of any planned work in existing buildings checks must be made of existing drawings, records and the Asbestos Register. Depending on the nature of the work surveys should be carried out as follows:

1. Non-intrusive works: - Minimum of a Asbestos Management Survey as a normal duty (Checks should be made as to whether this level of survey has already been carried out). Materials included on the register that have been "presumed asbestos" will need to be analysed.
2. Intrusive works (including rewiring and cabling) - A Asbestos Refurbishment and Demolition Survey. The cost of this survey must be included within the overall cost of the project.

Details of any suspect materials discovered during the surveys must be reported to the nominated competent persons.

To ensure that contractors carrying out planned work in Council buildings are made aware of the possible presence of ACMs the following clauses are to be included in all specifications (or where applicable the health and safety plan) for work in existing buildings where asbestos has not been discovered during the initial surveys but may be encountered during the work:

"Attention is drawn to the fact that in the past Oxfordshire County Council has used asbestos products in the construction and insulation of its buildings. Whenever possible these materials will be identified to the contractor together with the minimum safety requirements necessary for work affecting such materials. The contractor must carry out his own inspections to identify such materials.

Initial inspections, however, may not reveal all asbestos materials present so it is important that during the course of the works the contractor is vigilant and if any previously unknown asbestos is discovered work in the area stops immediately and the Oxfordshire County Council project leader and manager responsible for the property are informed so that the correct action can be taken."

Where the work involves boiler changes the tender documents must include a specification to cover work affecting asbestos rope seals, asbestos gaskets etc. The contractor must then submit with the tender a method statement for dealing with any identified asbestos or any asbestos that may be discovered during the work.

9.6. Contractors

All work with ACMs must be carried out by competent contractors and must demonstrate compliance with the requirements of:

- *Control of Asbestos Regulations 2012*
- *Approved code of Practice L143 Managing and working with asbestos.*
- *HSG 247 Asbestos: The Licensed Contractors' Guide.*

Under the *Control of Asbestos Regulations 2012*, contractors who undertake any work with asbestos require a valid HSE asbestos license. This license will have been approved by Asbestos Licensing Unit which has been delegated by HSE to grant and review licenses for asbestos work as set out in the *Control of Asbestos Regulations 2012*. This includes work with asbestos, unless it is exempt under Regulation 3(2) of the Regulations.

Subject to regulation 3(2), the contractor shall not undertake any work with asbestos unless he has notified the HSE in writing at least 14 days before commencing that work. For urgent or emergency work it may be possible to negotiate a reduction in this period.

9.7. Asbestos waste

Asbestos waste comes under the requirements of the *Hazardous Waste Regulations 2005* and *Carriage of Dangerous Goods (etc.) Regulations 2004*. Asbestos waste also includes contaminated building materials, tools that cannot be decontaminated, personal protective equipment and damp rags used for cleaning.

Under the *Hazardous Waste Regulations 2005*, it is an offence to produce hazardous waste at premises, or remove that waste from premises, unless those premises are registered with the Environment Agency and provided with a unique premises number called a "premises code". This is valid for **12 months** from the date of registration. If hazardous waste continues to be produced or removed from these premises after expiry then the premises code must be renewed. Premises codes can be renewed up to **one month** in advance of the expiry date.

All asbestos waste must be transported by a registered waste carrier for safe disposal at a licensed disposal site and evidence provided by way of a *Waste Consignment Note*.

Asbestos materials or equipment containing asbestos cannot be sold or given to other parties. It must be removed and disposed of as 'hazardous' waste.

Further information on the requirements for dealing with asbestos waste can be found on the Environment Agency website:
www.environment-agency.gov.uk.

10. Changes to Premises

10.1. Building change of use

Where a change of use of a building is planned a risk assessment must be carried out to determine whether any identified asbestos materials would be more vulnerable to damage from the new activity.

10.2. Acquisition of building (buying, leasing, licensing etc.)

The purchaser must request a copy of the Asbestos Register for any property to be purchased and establish the type of survey that produced the information. The minimum type of survey required to provide the information is an Asbestos Management Survey. Where this information does not exist the vendor is required to provide one. If the information is not forthcoming discuss action to be taken with the commissioning officer. Discuss the implications of any asbestos materials discovered with the Service Provider nominated competent persons.

10.3. Disposal of buildings

A copy of the current Asbestos Register must be included with the sale details of any County Council properties that are to be sold. If the purchaser requests further information discuss any implications with the commissioning officer.

11. Funding of Asbestos Work

11.1. Maintaining asbestos in a safe condition

Corporate Buildings - Work will be funded from the Property & Facilities budget.
County-controlled schools - Work will be funded from delegated budgets.

11.2. Planned work affecting asbestos materials

For both R&M and Capital projects the cost of dealing with any ACMs must be included within the overall cost of the project. Schools undertaking self-financed projects must also include the cost of dealing with any ACMs within the overall cost of the project. This includes the cost of refurbishment/demolition asbestos surveys.

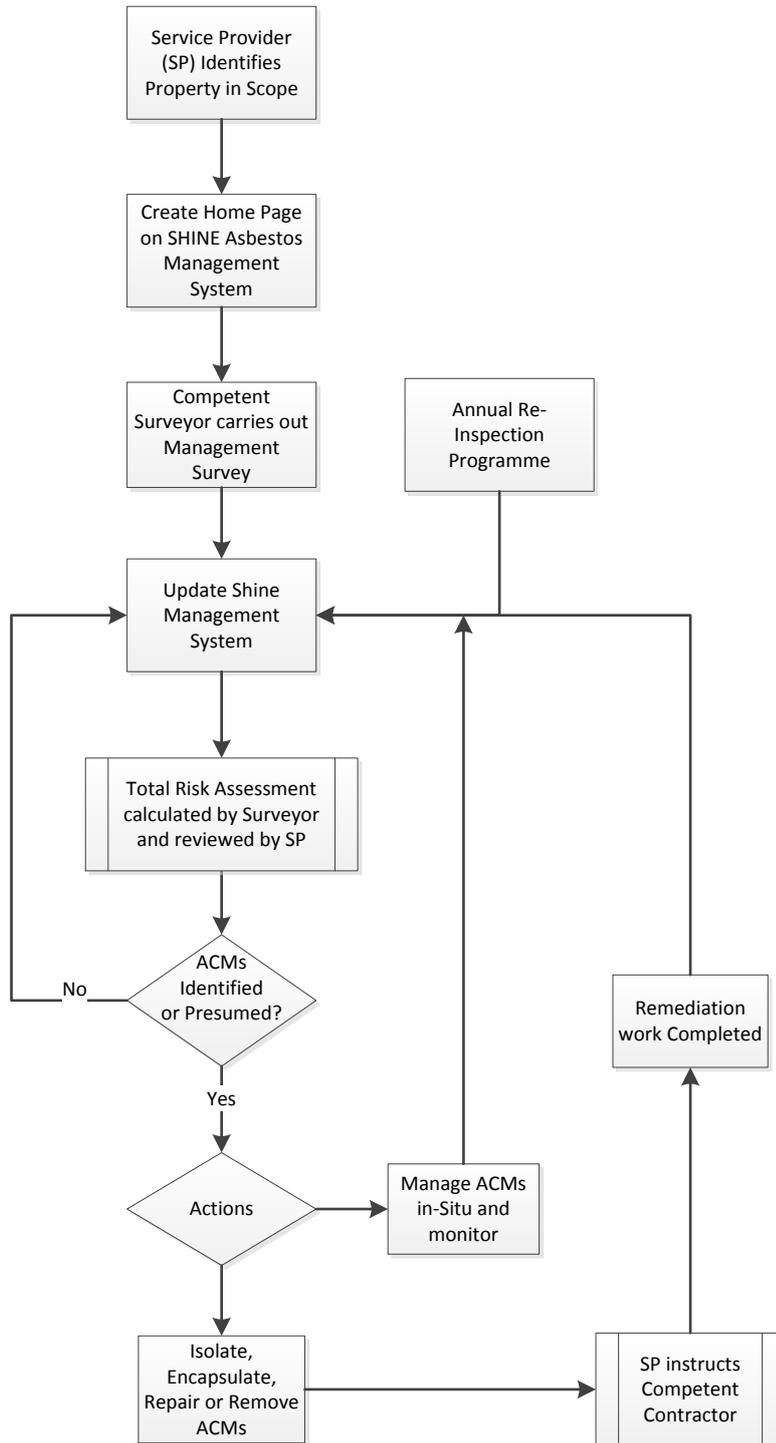
Warning: Dealing with asbestos discovered during a project can be both time consuming and expensive. It is therefore important that the correct level of survey is carried out before any costing or feasibility studies are submitted.

12. References

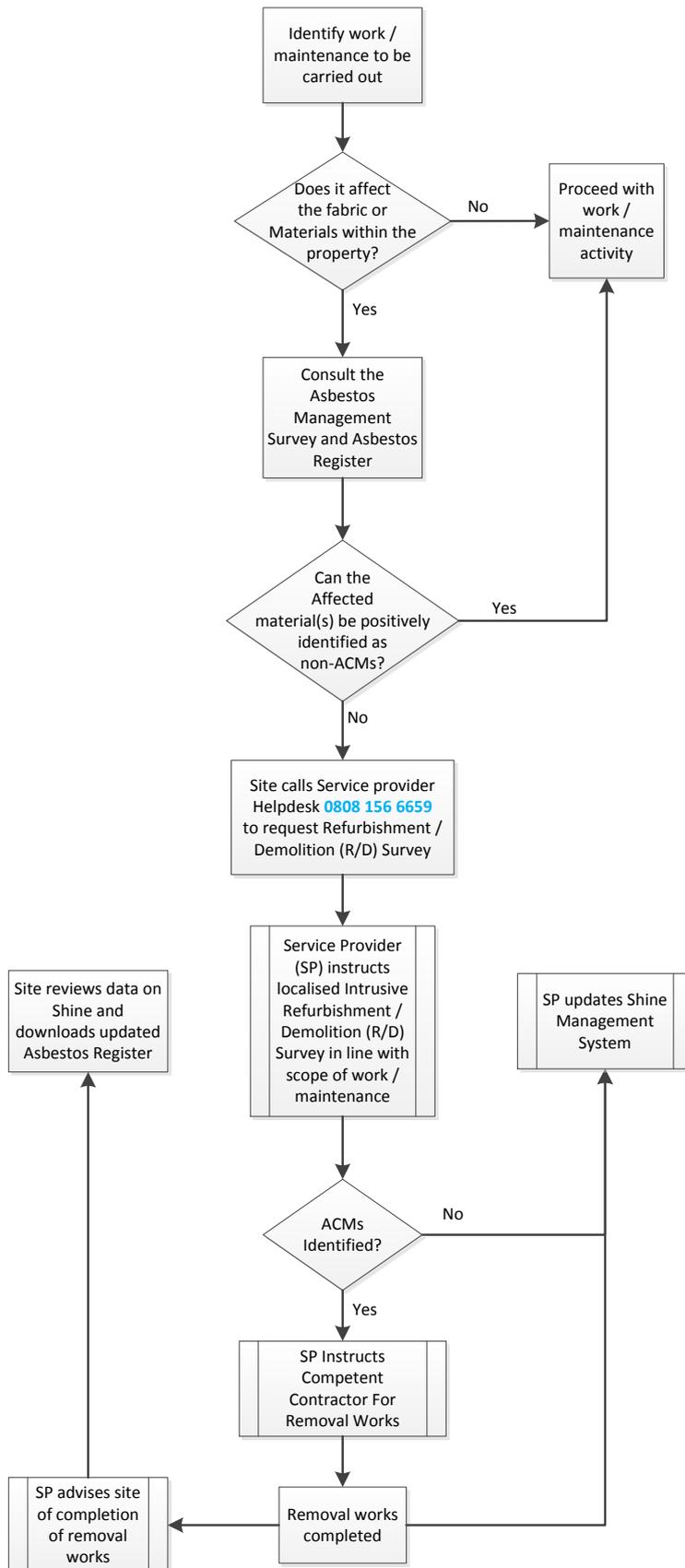
1. *Health and Safety at Work etc. Act 1974.*
2. *Management of Health and Safety at Work Regulations (as amended) 1999.*
3. *Control of Asbestos Regulations 2012.*
4. *The Hazardous Waste (England and Wales) Regulations 2005.*
5. *Carriage of Dangerous Goods (etc.) Regulations 2004.*
6. *The Construction (Design and Management) Regulations 2015.*
7. L143 *Managing and Working with Asbestos (ACOP)*
8. HSG247 *Asbestos: The Licensed Contractors' Guide.*
9. HSG248 *Asbestos: The Analysts' Guide for Sampling, Analysis and Clearance Procedures.*
10. HSG264 *Asbestos: The Survey Guide*
11. HSG227 *A Comprehensive Guide to Managing Asbestos in Premises.*

13. Asbestos Management Process

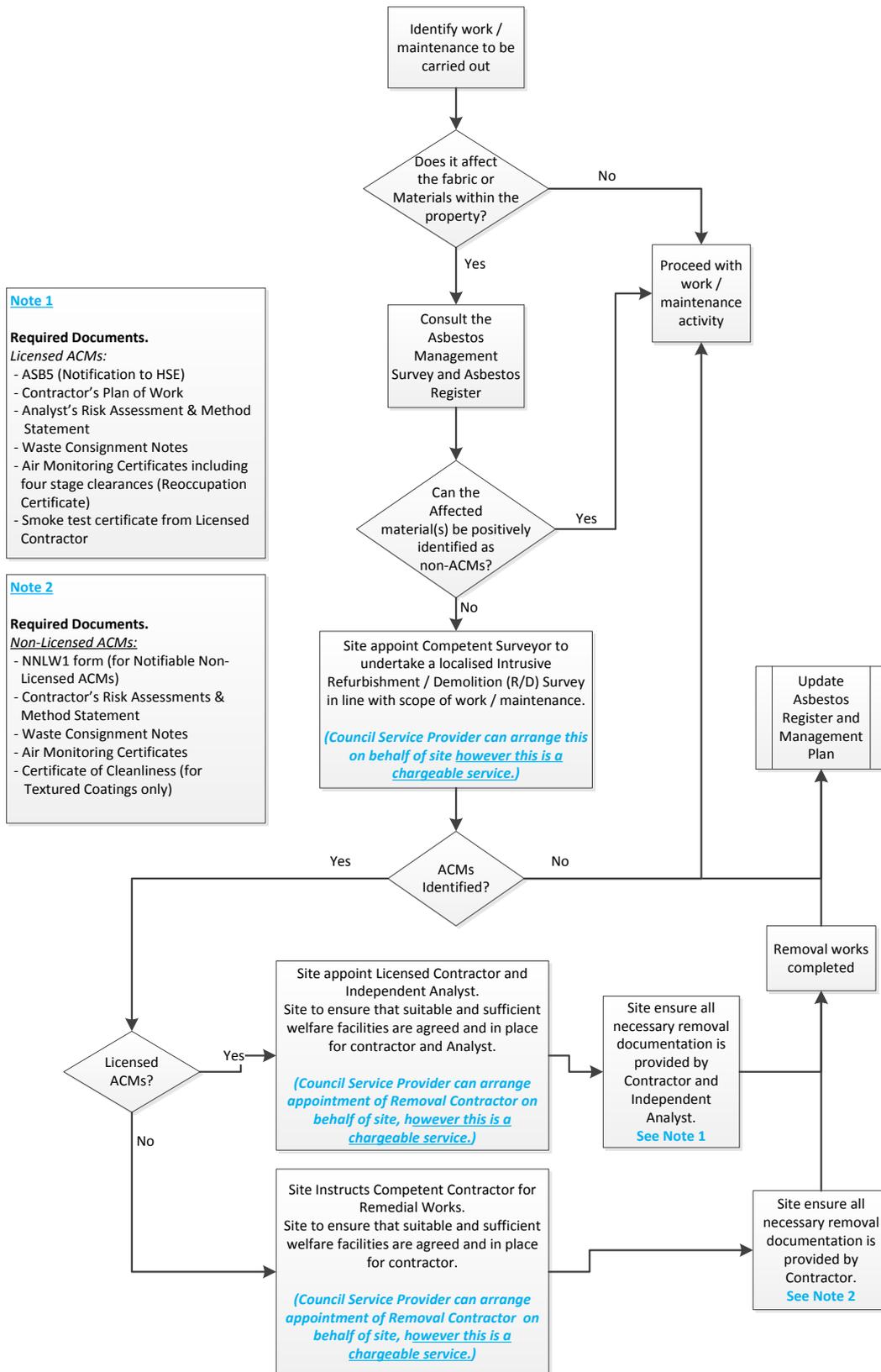
13.1. Management Survey Process



13.2. Refurbishment/Demolition Survey Process – Corporate Buildings



13.3. Refurbishment/Demolition Survey Process – Schools



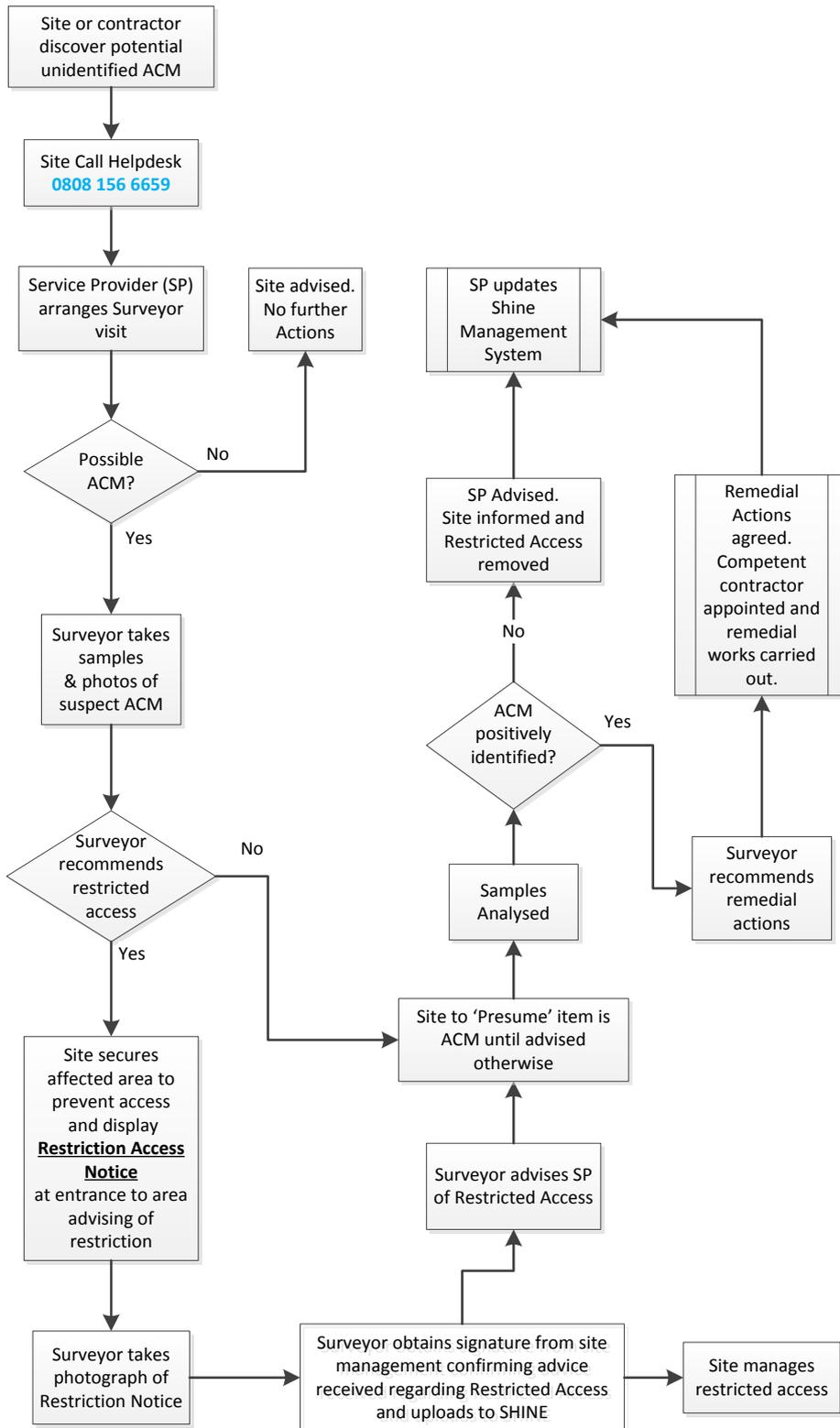
Note 1

Required Documents.
Licensed ACMs:
 - ASB5 (Notification to HSE)
 - Contractor's Plan of Work
 - Analyst's Risk Assessment & Method Statement
 - Waste Consignment Notes
 - Air Monitoring Certificates including four stage clearances (Reoccupation Certificate)
 - Smoke test certificate from Licensed Contractor

Note 2

Required Documents.
Non-Licensed ACMs:
 ->NNLW1 form (for Notifiable Non-Licensed ACMs)
 - Contractor's Risk Assessments & Method Statement
 - Waste Consignment Notes
 - Air Monitoring Certificates
 - Certificate of Cleanliness (for Textured Coatings only)

13.4. Discovery of Suspected ACM – Corporate Buildings



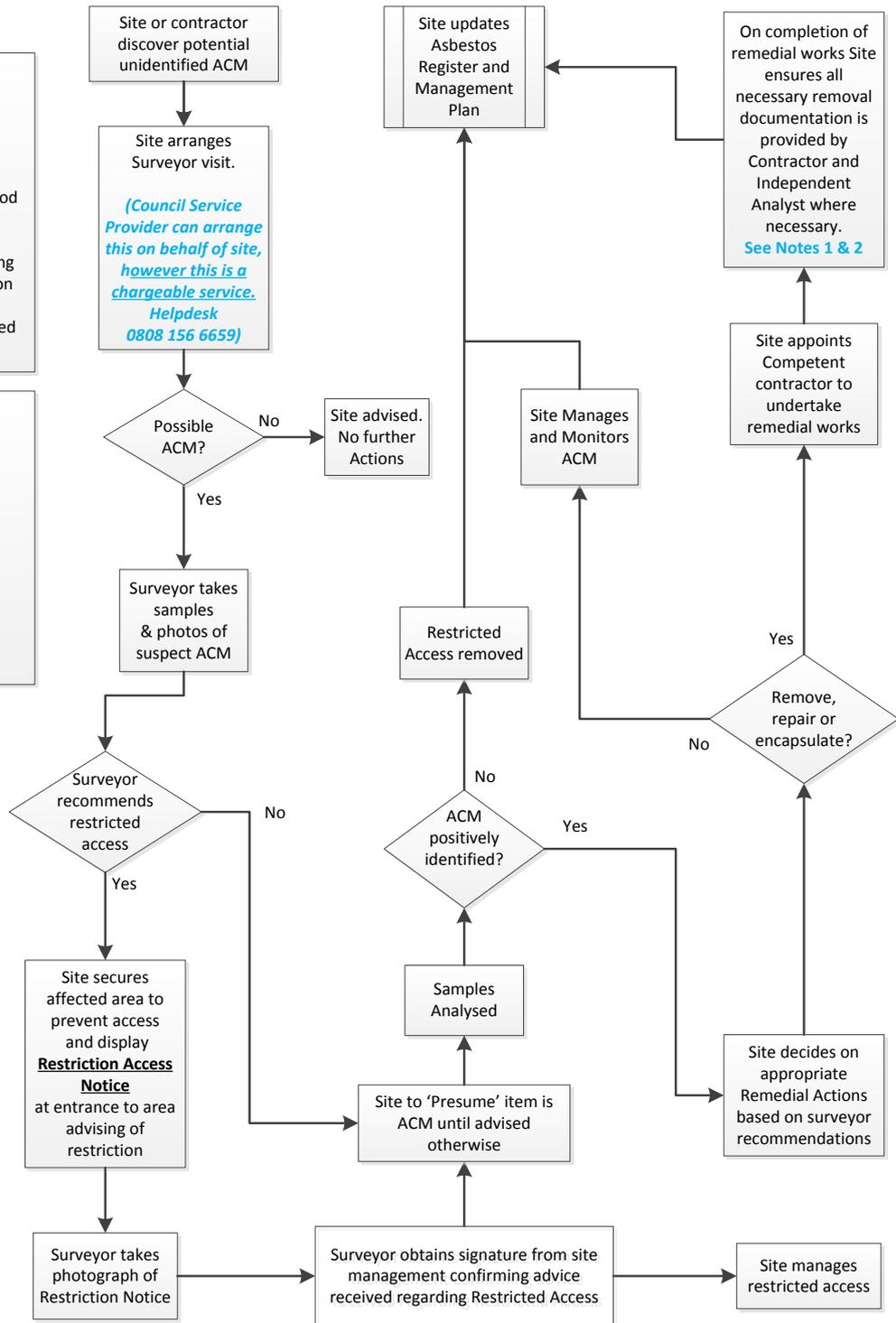
13.5. Discovery of Suspected ACM –Schools

Note 1

Required Documents.
Licensed ACMs:
 - ASB5 (Notification to HSE)
 - Contractor’s Plan of Work
 - Analyst’s Risk Assessment & Method Statement
 - Waste Consignment Notes
 - Air Monitoring Certificates including four stage clearances (Reoccupation Certificate)
 - Smoke test certificate from Licensed Contractor

Note 2

Required Documents.
Non-Licensed ACMs:
 ->NNLW1 form (for Notifiable Non-Licensed ACMs)
 - Contractor’s Risk Assessments & Method Statement
 - Waste Consignment Notes
 - Air Monitoring Certificates
 - Certificate of Cleanliness (for Textured Coatings only)



13.6. Asbestos: Emergency Procedures and Advice

If you think you have discovered damaged asbestos:

1. **STOP** work immediately and **CLEAR the AREA**
2. **DO NOT** clean up damage or vacuum debris
3. **ISOLATE, SECURE & PROHIBIT ACCESS** to affected area, e.g. lock door and post warning notices 'DO NOT ENTER – DAMAGED ASBESTOS'
4. **TURN OFF** any ventilation systems in the area, e.g. air conditioning, extraction systems, etc. unless to do so, you would need to re-enter area
5. **INFORM** the site Asbestos Responsible Person or Appointed Person
6. **ASSESS and RECORD** the following information:
 - Type of material disturbed
 - Location and amount of material
 - Details of how the damage occurred
 - Actions taken by who and when
7. **REPORT** to the Property and Facilities Helpdesk:
Tel: 0808 156 6659
Email: propertyhelpdesk@oxfordshire.gov.uk
8. All incidents of inadvertent (uncontrolled) exposure to known or suspected asbestos fibre must be **Reported as a Dangerous Occurrence** using the Council's Accident/Incident System accessed via the intranet or contact the Health and Safety Helpdesk:

Email: healthandsafetyhelp@oxfordshire.gov.uk

APPENDIX 1 – Asbestos Location Checklist

Asbestos Location Checklist

Asbestos materials that have been discovered in Oxfordshire County Council buildings include:-

- Sprayed Coatings: Used for thermal and acoustic insulation and for fire and condensation protection, either exposed or within suspended ceiling voids.
 - Applied to the underside of concrete roofs/floors
 - Applied to steelwork

- Asbestos Insulation: Used for thermal insulation and condensation protection. Found mainly within boiler houses, store cupboards, ducts, roof spaces and equipment.
 - Applied to boilers, hot water cylinders, pipe work etc.
 - Electric storage heaters
 - Fan assisted heaters
 - Kilns
 - Gas fired sterilizing sinks

- Asbestos Ropes and Yarns: Used for heat/fire resisting gaskets and seals.
 - Caulking to brickwork
 - Boiler and flue sealing
 - Oven door seals
 - Electric cable insulation to cookers

- Asbestos Insulating Board: Used for fire protection, thermal and acoustic insulation.
 - Ceiling tiles/panelling
 - Wall tiles/panelling spaces
 - Panelling to brazing hearths
 - Fascia and soffit boards
 - Fire proofing of ducts
 - Fire proofing of roof space
 - Sacrifice shuttering to duct
 - Linings to window reveals

- Asbestos Cement: Used for fire protection, roofing/cladding materials, cisterns, tanks, fluepipes, drainage pipes, construction of fume cupboards etc.
 - Corrugated roof sheeting, guttering and down pipes
 - Roof tiles, fascia and soffits
 - Sacrifice shuttering to floor ducts
 - Ceiling and wall panelling
 - Fire proofing of ducts/roofs
 - Water pipes and tanks

- General: Products containing small amounts of asbestos fibre.
 - PVC/thermoplastic floor tiles
 - Bitumen felts
 - Textured coatings
 - Paints, mastics etc.

- Older Temporary Buildings
 - Elliott & Holder buildings - Panels behind and under heaters.
 - Terrapin buildings - Wall & ceiling panels. Panels behind and under heaters.

Buildings constructed after 2000 are unlikely to contain asbestos materials

APPENDIX 2 – Local Asbestos Management Plan

Local Asbestos Management Plan

Premises Name		Address	
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This document must be completed by all premises managers on receipt of their asbestos management survey/register.

Asbestos Management Survey date	
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Persons responsible for managing asbestos on the premises			
Name		Position	

You should identify the asbestos containing materials that need to be ‘monitored and managed’ and record this information in the log on the next page. Please note: some asbestos containing materials may pose a higher risk than that identified in your survey because they may be more susceptible to damage, for example, if they are located in a hall where sports are played or in a corridor through which loads are frequently moved by trolley. These materials may therefore need more frequent monitoring than that recommended in the survey.

The HSE’s ‘Material and Priority Scoring Tool, available in the HSE microsite ‘Managing my Asbestos: a step by step guide to the duty to manage asbestos’, can assist with this process.

<http://www.hse.gov.uk/asbestos/managing/priorities.htm>

Schedule for monitoring the condition of low and medium risk materials

Please note in the event of deterioration you should seek competent advice as follows:

- **For Corporate buildings:** by the Council Service Provider
- **For Schools:** by seeking advice from a ‘competent’ person or contractor. The Council Service Provider may be contacted for advice however this will be a chargeable service.

Oxfordshire County Council Service Provider Helpdesk number: 0808 156 66569

Low risk asbestos containing materials – At least annually			
Location information	Date monitored and who by	Findings (e.g. Okay, or deteriorated)	Action taken

Asbestos Safety Management

Medium risk asbestos containing materials – At least six monthly checks			
Location information	Date monitored and who by	Findings (e.g. Okay, or deteriorated)	Action taken

Details of premises employees (and others, for example contractors) who need to be trained, instructed or informed regarding ACMs on site and their role in the management of it.

This may include giving information as part of initial induction, discussion at team meeting and ensuring all employees know of the location of the asbestos survey and asbestos related information.

Please ensure that all staff, including reception, and premises management are aware that:
 An asbestos Management Survey may not be suitable for invasive works such as drilling work.
 Additional, 'Refurbishment and Demolition Survey' may be required for works liable to disturb the fabric of the building.

Detail what information has been given and how	Who this information has been given to	Date

Plans for work on asbestos containing materials which have been identified and detailed in the asbestos survey, for example, encapsulation or removal.		
Location		
Action Taken	Date required by (in line with priority detailed in your survey)	Date works completed/comments
Location		
Action Taken	Date required by (in line with priority detailed in your survey)	Date works completed/comments
Location		
Action Taken	Date required by (in line with priority detailed in your survey)	Date works completed/comments
Location		
Action Taken	Date required by (in line with priority detailed in your survey)	Date works completed/comments
Location		
Action Taken	Date required by (in line with priority detailed in your survey)	Date works completed/comments
Location		
Action Taken	Date required by (in line with priority detailed in your survey)	Date works completed/comments

Detail any other arrangements needing to be put in place below to monitor and review this plan including the arrangements to ensure it remains relevant and up-to-date as a local asbestos management plan.

Premises managers should also maintain the following information and ensure it is easily accessible. It is recommended it is stored in the Asbestos Management Folder along with the logbook where practical to do so.

- A record of all asbestos surveys affecting the building
- Copies of all written advice given in response to enquiries
- Copies of all advice received from asbestos consultants
- Details of all work on asbestos containing materials carried out
- Copies of all incident reports relating to possible or actual asbestos exposure (including official notifications to the Health and Safety Executive)
- The current asbestos register and all amendments to it
- Details of monitoring/inspections of ACMs
- All method statements and risk assessments for work on ACMs
- All air monitoring reports
- All asbestos waste disposal certificates
- All audit records