

## **ASBESTOS POLICY – MAY 2004**

### **CONTENTS:**

1. INTRODUCTION
2. AIM
3. WHAT IS ASBESTOS
4. EAST DEVON DISTRICT COUNCIL ASBESTOS POLICY
5. ACTION PLAN FOR MANAGING ASBESTOS
6. RESPONSIBILITIES
7. WHERE IS ASBESTOS FOUND IN BUILDINGS?
8. THE HAZARDS FROM ASBESTOS
9. ASBESTOS REGISTERS
10. MONITORING AND REVIEW OF ASBESTOS REGISTER
11. ASBESTOS EMERGENCY ORGANISATION
12. SITE SPECIFIC WORK
13. NON-SPECIFIC WORK
14. PROGRAMMED ASBESTOS SURVEYS
15. SURVEY ARRANGEMENTS
16. METHOD STATEMENT AND PERMIT-TO-WORK.
17. PARAMETERS FOR RETENTION OR REMOVAL OF ASBESTOS PRODUCTS AND MATERIALS

18. MANAGING ASBESTOS LEFT IN PLACE
19. MAJOR ASBESTOS REMOVAL WORK
20. MINOR ASBESTOS WORK
21. APPROVED CONTRACTORS
22. SUB CONTRACTING - REQUIREMENTS PLACED ON MAIN CONTRACTOR OR CONSULTANTS
23. SEPARATE CONTRACT CONDITIONS
24. SITE MEETING
25. AIR TEST STANDARD
26. ASBESTOS WASTE REMOVAL
27. TRAINING
28. CONTRACTS
29. APPENDIX A - GUIDANCE ON ASBESTOS IN THE WORKPLACE
30. APPENDIX B - ASBESTOS RISK ASSESSMENT
31. APPENDIX C - PERMIT-TO-WORK
32. APPENDIX D - WORK NOTICE

## 1.0 INTRODUCTION

This policy specifies the Authority's arrangements for the management of asbestos in Council premises. This document applies to all asbestos, mixtures containing asbestos, and asbestos related activities in premises either directly controlled by the Council or in which the Council has, by virtue of a contract or tenancy agreement, a duty to carry out maintenance. The document will serve as guidance to all East Devon District Council employees, also appointed consultants and contractors likely to come into contact with asbestos on Council premises.

## 2.0 AIM

The aim of this policy is to comply with the Control of Asbestos at Work Regulations 2002 and establish practical guidelines, which will prevent and/or control the risk from exposure to asbestos fibres. The Council has a responsibility under these regulations to ensure that no unacceptable risk exists within their buildings.

## 3.0 WHAT IS ASBESTOS?

Asbestos is a strong, durable, non-combustible fibre, the unique properties of which made it ideal for reinforcing cement and other materials used in making building products. It has been used in building materials for many years and there are many tonnes of asbestos remaining in existing buildings. The source of asbestos is rock, which is crushed and milled to produce raw asbestos in various grades. The very fine fibres of asbestos are invisible to the naked eye and are dangerous when inhaled. It therefore follows that any work on asbestos bearing materials must be avoided in order to prevent the release of fibres.

There are three main types of asbestos, the first two of which are considered to be potentially more hazardous than the third. They cannot be identified by their colour alone. Current thinking is that all types of asbestos should be treated as being equally hazardous.

- |                 |             |
|-----------------|-------------|
| 1. <b>Blue</b>  | Crocidolite |
| 2. <b>Brown</b> | Amosite     |
| 3. <b>White</b> | Crysotile   |

Asbestos will pose a risk to health if fibres are released into the air. That is why it is important that everybody complies with this policy. However the fibres pose no threat to health when left intact in undamaged materials containing asbestos. Such materials should be left alone and periodically assessed for deterioration, sealed and enclosed or removed under carefully controlled conditions if deteriorating.

## 4.0 EAST DEVON DISTRICT COUNCIL ASBESTOS POLICY

### Policy Statement

East Devon District Council acknowledges and accepts its responsibilities under the Health and Safety at Work, etc Act 1974 and the Control of Asbestos at Work Regulations 2002. The Council will comply with all approved Codes of Practice and guidance issued by the Health and Safety Executive in respect of the exposure to asbestos of its employees and others arising from the activities and undertakings of the Authority. The Council will take all reasonable precautions to prevent risk to health from exposure to asbestos. It should be recognised, however, that there is no commitment to remove asbestos from buildings where it does not constitute an unreasonable hazard.

**The following principles will be embodied within the policy;**

- The use of asbestos will be avoided and suitable alternative materials used.
- The provision and maintenance of an Asbestos Register, which must be checked prior to planned works commencing.
- A programme of full asbestos surveys will be undertaken which will include all Council owned and occupied buildings.
- Undertaking identification of asbestos by sampling and analysis of materials. This will be carried out where site specified works are initiated or where a risk assessment identifies the need.
- Assessment of risk to health and safety for each case of identified asbestos and subsequent taking of action to either have it sealed, enclosed or removed.
- Use of only Council approved, UKAS accredited and independent analytical services for asbestos identification, sampling, monitoring and testing (including clearance and reassurance).
- The use of only Council approved, H.S.E. licensed asbestos removal contractors for major asbestos related work.
- Monitoring of asbestos removal contractors and sampling contractors by independent consultants.
- Where Council employees work with asbestos this will be done in accordance with relevant legislation and council procedures.
- Provision of appropriate information, instruction and training for employees and, so far as is reasonably practicable, others such as contractors.
- Effective procedures for dealing with incidents involving a release of asbestos fibres at a council workplace or on premises where the Council has control to any extent.

## **5.0 ACTION PLAN FOR MANAGING ASBESTOS**

### **Action Plan for the Compliance with Regulation 4 of the Asbestos at Work Regulations 2002**

#### **1. Immediate actions:**

**Action 1: Confirm what is already known about the Asbestos Containing Materials (ACM's) on Council premises, and review how it is currently managed.**

This will help the Council to decide how much help is needed and what more needs to be done to manage ACM's. This will have to be reviewed in light of the existing policy.

**Action 2: Prevent work on council premises that may disturb the fabric of the building until measures to control the risk have been implemented.**

The purpose of this step is to make sure that workers, employees (or premises users) do not work or disturb any ACM's without taking the proper precautions. This means any work, such as drilling, breaking, removing, sawing, painting, sanding down, sticking

posters, pinning posters etc that could disturb the material. (This can be controlled by implementing a Permit to Work System).

The Council should therefore not allow any work on the fabric of any building under its control, including pipe runs, electrical installations, computer networks etc, until measures to control risk have been put in place. These will be short-term measures, until the Council has developed and implemented their management strategy.

### **Action 3: Carry out an initial inspection for damage and disturbance of materials and take immediate action to control these**

There will be a need to inspect premises for damaged materials that may contain asbestos. Workers, employees, during routine day-to-day activities, may be exposed to asbestos disturbed into the air they breathe if they or others disturb ACM's.

This is a quick inspection to find out whether there are any problems that need dealing with now, but it is not intended to constitute a full assessment for the presence of asbestos on the premises.

Typical examples to look out for during this inspection would be significantly damaged wall or door panels, or pipe work insulation that has deteriorated or been damaged, new electrical, computer, fire protection installations. If any damaged materials are found, it should consider whether they contain asbestos and take appropriate action to remove, repair or isolate them. If many are found, the Council may need to prioritise these using the algorithms (referred to in Action 5.)

## **2. Continuing Actions:**

### **Action 4: Develop a strategy for compliance.**

Actions 2 and 3 looked at minimising any immediate risks to health. The Council should now have stopped uncontrolled work on ACM's and found any damaged ACM's. The Council may still not know where all the ACM's are. In time, the Council will have to know where they are, or presume they are in places where it cannot conclude that they are not. Managing asbestos means preventing employees and others from breathing in asbestos fibres. Assessing employees' and others' exposure to asbestos and therefore complying with legal duties can be achieved in different ways.

The Council could survey its premises, identify all ACM's, take any necessary actions and put in place a system to manage those remaining.

Alternatively, simply presume that all the building materials contain asbestos and when any maintenance or building work is needed, take a sample of the material for analysis, or work on it as if it was asbestos. The Council may still have carried out a damage and disturbance inspection as in Action 2.

It could use/obtain other strong evidence (such as plans and building specifications) that show the materials, or some buildings do not contain asbestos. It would need to be certain for these materials or buildings that the information is accurate and up to date.

The Council could do a combination of these. Survey and/or sample in some buildings or parts of buildings and leave others, depending on their occupancy.

### **Action 5: Carry out a risk assessment of ACM's to set priorities for management**

If the Council have carried out survey work, either determining whether materials contain asbestos or identifying those that may do so, it will need to set priorities for risk

management.

The Council may have found materials that need to be repaired or removed as a result of their condition or because of future planned work (e.g. refurbishment). It may not be able to tackle these all at once and therefore need to set priorities. The use of Algorithms is the recommended guidance for this and can be provided to help with this. The Council may also find these useful for setting priorities if it has found several ACM's requiring action during the 'damage and disturbance inspection' (Action 3).

### **Action 6: Develop a long-term management plan**

The above steps will have taken the Council a long way towards preventing exposure to asbestos. But, it needs to ensure continued management of ACM's, ensuring that the condition and location of all the ACM's is known in the long term and that this information is passed on to those liable to disturb them.

The Council will need a system to record the ongoing condition of the ACM's. There is also a need to ensure that the system it put in place to stop uncontrolled work on ACM's continues to be effective (Permit to Work System)

Council employees and anyone else working on site need to know their responsibilities, what action they should take if they find damaged or deteriorated ACM's, and how to work safely on them.

As long as there are ACM's in Council premises, there needs to be an effective management plan to minimise exposure to asbestos.

### **Action 7: Monitor and review the management plan.**

The Council should review its management plan periodically to make sure that it is still preventing uncontrolled work on ACM's. It also needs to ensure that it is continuing to minimise employees' and others' exposure to asbestos from damaged and deteriorated ACM's. This periodic review of the management plan should typically be done once every six months or where there is a significant change to the structure of the organisation, or personnel responsible for its implementation.

## **6.0 RESPONSIBILITIES**

### **6.1 Corporate Directors:**

Individual Corporate Directors have a duty to ensure that there are appropriate asbestos management arrangements within their Directorates to ensure compliance with the Control of Asbestos at Work Regulations 2002 and this policy. Corporate Directors are responsible for formalising Asbestos Strategies for their directorates, the principal component of these being the rolling building survey programme.

### **6.2 Asbestos Co-ordinator**

The Property Services Section has designated Asbestos Co-ordinators. Their overall responsibility is to ensure that any work carried out, either to buildings under their control or under their direction (e.g. Installation of computer cables), is carried out bearing in mind the possibility of disturbing asbestos material during the course of the work and ensuring that all work is carried out in accordance with this policy.

**Asbestos Co-ordinators are responsible for:**

- Ensuring that an up to date copy of the relevant central Asbestos Register is brought to the attention of any person likely to come into contact with asbestos materials, either through maintenance, construction, installation or modification work in Council owned or managed buildings.
- Ensuring that work carried out to buildings containing asbestos complies with this policy and all relevant legislation.
- Monitoring the competence and work of all personnel and contractors involved in working with asbestos in Council owned and managed buildings.
- Sending copies of Asbestos Surveys and Asbestos Work Reports to the;
  - Premises Managers (where in post).
  - Appointed Safety Representatives.
  - The Health and Safety Adviser

### **6.3 Approved list of Contractors**

The Property Services Section is responsible for establishing and maintaining a list of approved contractors for:

- Asbestos Removal and Encapsulation.
- Survey, Sampling and Analysis.
- Independent supervision of Licensed Contractors.

The standards for Approved Contractors are contained in paragraph 21.0

### **6.4 Supervision of Asbestos Removal and Encapsulation.**

- **Minor works** - Generally asbestos cement products.

Surveyors and other technical officers, employed by the Council, who have received suitable Asbestos awareness training, may be responsible for arranging and supervising minor asbestos removal work and work involving the disturbance of asbestos. They will notify the Health and Safety Adviser and inform the Premises Manager, where applicable, of the start dates for minor asbestos projects. When a satisfactory clearance notice has been received, they will advise that it is safe to reoccupy the area.

- **Major Works** - Other than asbestos cement products

All work involving materials other than asbestos cement (this includes insulation board, sprayed asbestos, pipe lagging and other insulation) require the use of a licensed contractor. In accordance with Health and Safety Executive advice and guidance, a Council approved supervising consultant must always supervise this type of work.

### **6.5 Commissioning Officers**

All employees such as Surveyors, Managers and Premises Managers who may Commission a Contractor/person to undertake site specified building operations, construction works, installation or maintenance works must establish, so far as is reasonably practicable, the absence or presence of asbestos.

This may be achieved by checking the asbestos records for the property, by undertaking surveys or by other reliable means.

Where a survey identifies suspect material the Commissioning Officer is to liaise with the Asbestos Co-ordinator to ensure a bulk sample is taken and analysed.

Commissioning Officers must pass any known information on hazardous substances such as asbestos to the Contractor and where applicable the Planning Supervisor for the project. (See paragraph 28.0 for Non-asbestos Work Contract Conditions)

## **6.6 Planning Supervisors**

Planning Supervisors may be charged with establishing the absence or presence of Asbestos by the Commissioning Officer. The Planning Supervisor must liaise with the Asbestos Co-ordinator when bulk sampling is required of suspect material.

Under the Construction Design and Management Regulations the Planning Supervisor should ensure so far as reasonably practicable, that details of all hazardous substances which could be encountered on site specified building operations or construction works is incorporated into the "Pre tender Safety Plan".

## **6.7 East Devon District Council Managers and Supervisors**

East Devon District Council Managers and Supervisors who to any degree arrange/control building and housing maintenance are responsible for undergoing and ensuring that their staff undergoes training appropriate to their post and the nature of the work undertaken. They must ensure suitable and sufficient risk assessments are undertaken of any proposed work and those control measures are maintained. Managers and Supervisors must also monitor the work that is undertaken.

## **6.8 Premises Managers**

Premises Managers are required to ensure that a Local copy of the relevant parts of the Central Asbestos Register is available within buildings under their control if such premises were built before 1985. Premises Managers must establish local procedures to ensure disseminated Asbestos Surveys and work reports are added to both the Local and Central Asbestos Registers. The Local Asbestos Register is to be kept in an easily accessible place and all persons undertaking any type of building work including DIY type activities must be shown the log before they commence work in that location.

### **Premises Managers must also:**

- Ensure staff are briefed on care with asbestos products. (See Appendix A - Guidance on Asbestos in the Workplace)
- Consult with Safety Representatives of the Workplace on asbestos matters
- Regularly inspect. In accordance with the written Asbestos Management Plan, areas with known asbestos products. This is likely to be frequent in areas where damage is possible.
- They should ensure asbestos is in good condition and warning labels displayed.
- Know what initial action to take (See Appendix A - Guidance on Asbestos in the Workplace)

- Warn East Devon District Council staff and contractors who visit of the likely asbestos products in the area they are to work in.
- Contact the Asbestos Co-ordinator if they suspect the presence of previously unidentified asbestos or if they consider asbestos may be disturbed by proposed work.
- Not authorise any building work or DIY work unless a Permit-to-Work is in place.

## **6.9 Health and Safety Adviser**

The Health and Safety Adviser will provide health and safety advice regarding asbestos in Council premises and will attend Asbestos Removal Smoke Tests to assess the effectiveness of the measures taken when enclosures are erected. Safety Advisers role is normally advisory, however, in the event of an actual or potential breach in safety requirements, which pose imminent risk to life or limb, the Safety Officer is empowered to take enforcement action to stop the work. The Safety Adviser must be informed of all proposed work to Council premises with sufficient advanced warning of work commencement dates.

## **6.10 All Staff**

Employees have a statutory duty to:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work.
- Use correctly all work items provided by their employer in accordance with their training and the instructions they receive to enable them to use the item safely.
- Immediately inform Premises Managers or those they appoint to assist them with health and safety matters, of any work situation which might present a serious and imminent danger (Danger could be to the employee concerned or result from the employee's work with others).
- Notify any shortcomings in health and safety arrangements to the Premises Manager or Line Manager even if no immediate danger exists.

Note: Suitable asbestos awareness information must be given to all staff in order that they are able to recognise asbestos materials and understand the hazards presented.

## **7.0 WHERE IS ASBESTOS FOUND IN BUILDINGS?**

Thousands of tonnes of asbestos were used in buildings in the past and much of it is still in place. Whilst it is not possible by eye to confirm the presence or otherwise of asbestos in a product, asbestos products do have typical uses which lead to them being found in certain locations or areas in buildings as shown in Appendix A - Guidance on Asbestos in the Workplace.

## **8.0 THE HAZARDS FROM ASBESTOS**

When materials containing asbestos are disturbed, they will produce very small fibrous dust particles. The danger is not immediately obvious because the harmful fibres are too small to be seen with the naked eye.

Breathing air containing asbestos dust can lead to asbestos related diseases. These are mainly cancers of the chest and lungs. Asbestos related diseases are irreversible and are likely to progress even after the cessation of exposure to asbestos. The risk of contracting an asbestos related disease depends on a number of factors including the cumulative dose to which an individual has been exposed, the time since the first exposure and the type and size of the asbestos fibres.

The risk arising from typical levels of exposure to asbestos in buildings found in the UK is very small, especially when compared to other common risks. Nevertheless, as there is no known threshold level for exposure to asbestos below which there is no risk, it is advisable to reduce exposure to the minimum that is reasonably practicable.

## **9.0 ASBESTOS REGISTERS**

An Asbestos Register will be compiled by the Council following a programme of surveying all properties in its ownership to detect the presence or likely presence of asbestos in all buildings and structures. There will be three sections to the Centralised Asbestos registers in use across the Council. These are:

- Housing Stock managed by Head of Housing and Social Inclusion. This section of the register will be incorporated into the existing Housing Stock Condition Survey database.
- Corporate Buildings (Offices, depots, workshops, theatres, halls and leased out premises). This will be set up and maintained by the Property Services Section.
- Sports halls and swimming pools. This will be set up and maintained by the Property Services Section.

In addition each Premises Manager will have a copy of the Register records pertaining to their site. This can either be in the form of paper records or computer database or both.

Access to Centralised and Premises Registers by authorised persons will be through the Asbestos Co-ordinator or Premises Manager respectively. Authorised persons are to include:

- Supervising Officers.
- Commissioning Officers
- Contractors.
- Health and Safety Adviser.
- Premises Managers.
- Members of the Joint Safety Panel.
- Local Elected Trade Union Safety Representatives.

When a new bulk sample is taken or suspect Asbestos is identified, the relevant Asbestos Co-ordinator will ensure that the Register Records for the material include details of exact location of material, risk assessment and any work which has been carried out or is proposed. (See Appendix B)

## **10.0 MONITORING AND REVIEW OF ASBESTOS REGISTER**

- **Corporate buildings**

Premises Managers will ensure that the actual location and condition of asbestos is visually checked for accuracy against the entry in the Asbestos Register. This should be

carried out in accordance with the frequency detailed in the specific asbestos risk assessment (See Appendix B) but must not exceed one year. Any deterioration or discrepancy must be notified to the Property Services Asbestos Co-ordinator.

- **Housing Stock**

Asbestos in Housing Stock will be checked by a Supervising Officer when the property becomes vacant. Any deterioration or discrepancy must be notified immediately to the Head of Housing and Social Inclusion's Asbestos Co-ordinator.

- **Sports Halls and Swimming Pools**

Premises Managers will ensure that the actual location and condition of asbestos is visually checked for accuracy against the entry in the Asbestos Register. This should be carried out in accordance with the frequency detailed in the specific asbestos risk assessment (See Appendix B) but must not exceed one year. Any deterioration or discrepancy must be notified to the Property Services Asbestos Co-ordinator.

In addition Commissioning Officers must immediately notify the relevant Asbestos Co-ordinator if they suspect or discover that the Asbestos Register is inaccurate. Co-ordinators should review the Asbestos Register System on a periodic basis.

## **11.0 ASBESTOS EMERGENCY ORGANISATION**

In the event of an asbestos emergency arising there is to be the facility for taking rapid remedial action to contain the hazard and render the situation safe. The Asbestos Co-ordinator will initiate the system for rapid advance and containment action to include:-

- (a) Identified telephone number to allow prompt notification of an asbestos incident by Premises Manager or other authorised person.
- (b) List of Approved asbestos removal contractors, capable of dealing with all types of asbestos work.
- (c) An approved laboratory capable of rapid bulk and air sample analysis including an on site facility.
- (d) Notification of a nominated officer who will act as a spokesperson for the Authority.
- (e) Notification of the Health and Safety Adviser.
- (f) System of employing an approved consultant at short notice. Capable of supervising any necessary work.

## **12.0 SITE SPECIFIC WORKS**

A survey shall be undertaken in any Council Premises, or part of the premises, which is due to have, to any extent, site specified refurbishment, remodelling, development, redecoration and other building or engineering works carried out, which will, or is likely to, disturb (to any extent) the fabric, structure, or systems of the building, where no previous relevant surveyor record exists. The purpose of the survey is to identify the presence or otherwise of asbestos and other hazardous substances prior to work commencing. The survey should be carried out in sufficient time to allow appropriate arrangements both operational and financial, to be made. If no survey has been undertaken or asbestos record exists, the proposed site specified work is not to proceed until a survey has been completed. The area may need to be re-surveyed if proposals change, e.g. intended route of pipe-work alters during construction phase.

Commissioning Officers will ensure that only suitably qualified and experienced people undertake the surveys and liaise with the Asbestos Co-ordinator to ensure a risk assessment is produced on any suspected asbestos.

The qualified person, in liaison with the Commissioning Officer will determine the extent/degree of the Survey. Where these two parties disagree on the depth of a Survey reference may be made to the Health and Safety Adviser.

### **13.0 NON-SPECIFIC WORK**

Where there is damage to the premises or its systems requiring emergency or maintenance work only approved Maintenance Contractors or nominated EDDC staff may be instructed to undertake the work unless it can be established that there is no asbestos in the area of work.

Maintenance Contractors will have to demonstrate that their staff has received Asbestos awareness training and that their systems are adequate to ensure only trained staff will attend an East Devon District Council site in order to be considered approved or nominated for the purposes of this document.

Maintenance staff attending the site are required to check the Premises Asbestos Log before commencing work and Proceed with caution during the work.

If at any time during the work it is suspected that asbestos is likely to be disturbed, work should stop immediately and the Commissioning Officer contacted, who will liaise with the Asbestos Co-ordinator or, in their absence, a nominated representative.

### **14.0 PROGRAMMED ASBESTOS SURVEYS**

The information in the Asbestos Register is only as accurate as the data input, it is thus extremely important that the initial survey to establish the register is carried out in a uniform and structured manner. A rolling programme of full surveys will be undertaken, surveys should be carried out in the following order of priority

- (1) Properties built between 1960-1975
- (2) Properties built between 1945-1959 and 1976-1985
- (3) Properties built before 1945.

When surveying a building, other information should be sought such as refurbishment history and local knowledge, in order to assemble as full an assessment as possible.

The Asbestos Co-ordinators will ensure Capital estimates are made that will include specific references to the Asbestos Strategy and estimates will be based on programmed action for the year in question and future years.

In the event of programmed surveys proving unattainable in any particular year the Council will approve a revised programme for the current and future years.

#### **Survey Types:**

**Type 1: Location and Assessment Survey (Presumptive Survey):**  
This type of survey essentially defers the need to sample and analyse for asbestos until a later time. All areas should be assessed or inspected as far as is reasonably practicable or must presume to contain asbestos.

**Type 2: Standard Sampling, Identification and Assessment Survey (Sampling Survey):**

The purpose of this type of survey is to positively identify if a material contains asbestos. Samples from each type of suspect material are collected and analysed for the presence of asbestos.

**Type 3: Full Access Sampling and Identification Survey (Major Survey):**

This type of survey is used to locate, as far as is reasonably practicable, all asbestos containing materials in the building and may involve destructive inspection to gain access to all areas. A full sampling programme is undertaken. This survey is usually used as a basis for tendering for the removal of asbestos from the building before demolition or major refurbishment.

The type of survey you choose to use will depend on a number of circumstances, but whichever type is used must be documented in the survey report.

## 15.0 SURVEY ARRANGEMENTS

When an Asbestos Co-ordinator receives a report of suspected Asbestos they are to initiate a visual inspection and product sampling by either

- An Approved Sampling and Analysis Consultant or
- A qualified Technical Officer or Surveyor

The Officer sends the Samples taken to an approved laboratory for analysis.

On receipt of Laboratory Analysis the "Sampler" is to undertake the Risk Assessment (See Appendix B). A copy of the Risk Assessment is to be passed, as soon as is reasonable practicable, to the Corporate Director, Asbestos Co-ordinator or their respective nominated representatives so that further action may be considered and entries made in Central and Premises Asbestos registers. The survey report should contain the following information:

- Location and Description (Building or Room identifier)
- Survey Type: Type 1, 2 or 3. (See Paragraph 14)
- Product Type (Coating, Board etc.)
- Condition and extent of Damage.
- Sample Analysis Report for Type 2 and 3 surveys.
- Material Assessment Score (See Appendix B)
- Priority Assessment Score (See Appendix B)
- Date and Author of report.
- Accessibility and action.

The risk categories are calculated by using the Material and Priority Algorithms (See Appendix B) Categories of Risk and suggested actions:-

### **Category A. (High)**

It is likely in situations with such a high rating that persons are currently being exposed to some level of asbestos fibre contamination. Situations within this category warrant urgent consideration.

This exposure will vary according to local conditions - for example, the intensity of use of a heating system or the nature of airflow and movement around a damaged ceiling. It may

be possible to clarify the exposure level by use of atmospheric fibre counts. However, the concentrations involved are likely to be low in comparison with occupational exposure limits. In most circumstances immediate plans for removal of the asbestos concerned should be implemented, or at least the rapid sealing of the affected area.

### **Category B. (Medium)**

Situations within this category still warrant urgent consideration. In that any slight deterioration in one of a number of contributory factors will result in unacceptable deterioration within a short passage of time. In these situations, it is therefore necessary for the asbestos to be removed on a programmed basis but within a specified time scale.

It is recommended that the maximum period should be 1 year and that, in the meantime, emergency repair and sealing operations should be undertaken where any deterioration or damage occurs.

### **Category C. (Low)**

Situations within this category do not pose an imminent risk and the likelihood of fibre release is low under existing conditions. It would be most appropriate within this category to monitor the situation, as obviously deterioration will occur with the passage of time. It is recommended that situations within this category should be inspected on an annual basis to ascertain any change in circumstances, requiring reassessment of priority rating into Category B.

### **Category D. (Very Low)**

Situations within this category are of low priority. The situation should be monitored on the basis of a 2-year inspection cycle to ascertain any change in category.

[N.B. Housing stock external surveys are carried out every 5 years which includes Category 'D' rainwater goods and soffits. Internal Category 'D' wall and ceiling panels are not subject to periodic inspection, being replaced when properties become vacant. Information regarding maintenance, decoration and DIY work is to be distributed to existing tenants. ]

In accordance with the arrangements to the Council's Health Safety and Welfare Policy, Departments are to arrange for a copy of the risk assessment to be passed to the Joint Secretary to the Trade Union Side, who may wish to undertake to liaise with other safety representatives.

Additional to the above, air Sampling Surveys of areas may be considered necessary. Sampling, analysis and air monitoring are to be carried by approved Analyst Consultants. A record of the certificates of air monitoring and visual inspections on which a decision to re-occupy a building has been made must be recorded in the Asbestos Register.

## **16.0 METHOD STATEMENT AND PERMIT-TO-WORK.**

- All Asbestos work requires a specific method statement to be drawn up by contractors both removal and laboratory tendering for the work. This is a requirement of the Control of Asbestos at Work Regulations 2002. The method statement should be drawn up with reference to a written assessment of exposure (regulation 5) which states the type of asbestos found, the nature and degree of exposure likely and the steps to prevent or minimise exposure. The statements are to be particular to the premises and type of work, and include a specific risk assessment. The statements are to be assessed by

the Supervising Technical Officer as part of the selection process and will form the basis of the Site Meeting with the successful contractors.

- See Task Manuals for method statements. (Refer to task manuals for areas covered by paragraph 17 to 23.)
- All proposed work will require a Permit-to-Work (See Appendix C)

## **17.0 PARAMETERS FOR RETENTION OR REMOVAL OF ASBESTOS PRODUCTS AND MATERIALS.**

In the H.S.E. guide "Managing Asbestos in Premises" it recommends that "if asbestos is in good condition. Is not likely to be damaged, is not likely to be worked on; it is safest to leave it in place and introduce a Management System."

The appropriate Corporate Director controlling the work area or their appointed representative will take the decision regarding the retention or removal of asbestos. Such a decision being based upon the risk assessment plus any advice from the Asbestos Co-ordinator and the Safety Adviser. The decision should be recorded and must specify whether or not any further action is required. If asbestos is in poor condition. Actions for consideration includes repair, seal, enclose or remove. The Asbestos Co-ordinator will be able to advise on the merits or inadequacy of each option.

## **18.0 MANAGING ASBESTOS LEFT IN PLACE**

If a decision is taken to leave asbestos that is in good condition in place or repair asbestos and either seal or enclose the asbestos to prevent further damage it must be ensured that:

- Location and details of asbestos are recorded in the appropriate section of the Asbestos Registers and
- The asbestos is labelled with suitable warning signs. The Corporate Director, Communities Directorate, may exempt housing stock from this requirement.

## **19.0 MAJOR ASBESTOS REMOVAL WORK**

Only Licensed Contractors\* on the Council's List of Approved Asbestos removal Contractors will be used for Major Work. Major asbestos work is defined as:

- Any work with asbestos insulation (lagging) and asbestos coatings (spray or trowel applied).
- Any work in excess of the Control Limits and Action Levels as specified in the Control of Asbestos at Work Regulations.
- Any work with asbestos insulation board; where one or more of the following apply
  - The work consists of removal, repair or disturbance of the material.
  - The work includes sealing or painting damaged asbestos insulating board
  - The work involves suspended asbestos insulation board ceilings, excluding movement of a tile for the purposes of access to services in the void above.

\*Licensed Contractors - The Asbestos (Licensing) Regulations 1983 state in Regulation 3 that "Work with asbestos insulation or asbestos coating or work with asbestos insulation board (is) not to be carried out without a licence".

The only exceptions to this are (i) certain works of short duration, (ii) some works carried out by employers on their own premises and (iii) air monitoring, bulk sampling and clearance inspections.

Asbestos cement is the only asbestos based material not included in the above regulations. This is because the asbestos fibres are firmly bound into the cement thus making it far less likely for high concentrations of asbestos fibres to be released into the air. However, although the risk is smaller, suitable precautions and measures must be taken. These are outlined in the Control of Asbestos at Work Regulations 1987 and its associated code of practice.

## **20.0 MINOR ASBESTOS WORK**

Minor Work (e.g. any work other than listed in Section 18.0) with asbestos may be carried out by unlicensed Contractors and provided they are adequately equipped and trained and that their Method Statement includes a risk assessment for the job/project which is suitable and sufficient. These contractors will be drawn from the Council's list of approved contractors.

Painting insulation board, insulation or coatings, which are in sound condition or over-coating Artex finishes in sound condition, is not classed as work with asbestos. Preparation work must however be confined to washing only. These materials must not be sanded, scraped or abraded or subjected to any process that would cause the release of fibres.

## **21.0 APPROVED CONTRACTORS**

Contractors employed by the Council on major asbestos work will be on an approved list. In addition to the financial criteria that the Council may require for this list, asbestos contractors (removal and laboratories) are required to submit the following documentation for assessment

### **(a) Asbestos Removal**

- A declaration outlining the Contractor's experience with regard to asbestos activities plus two references from previous jobs.
- A valid Asbestos Removal Licence in the Company name issued by the HSE, in accordance with the Asbestos Licensing Regulations.
- A Company Safety Policy and Generic Method Statement for Asbestos Removal incorporating a Generic risk assessment.

### **(b) Contract Laboratories**

- Accreditation by the UK Accreditation Service (UKAS).
- Membership of the Regular Inter-laboratory Counting Exchange Scheme (RICE).
- A Laboratory Safety Policy and safe working procedures covering asbestos sampling and analysis which incorporates a Generic risk assessment.

Inclusion on the Council's approved list will be subject to the satisfactory assessment or validity, as applicable, of the submitted documentation. The Property Services Section is tasked with the organisation and administration of the list. The Asbestos Co-ordinators are to hold the current list of approved contractors. The Safety Adviser is tasked with assessment of the safety policies and Method Statements. Investigations to assess performance both prior to inclusion in the list or, subsequently, to assess suitability for

inclusion/retention will, when required, be undertaken by the Property Services Section, with the involvement of the Asbestos Co-ordinator and the Safety Adviser.

## **22.0 SUB-CONTRACTING - REQUIREMENTS PLACED ON MAIN CONTRACTOR OR CONSULTANTS**

Where asbestos work is to be undertaken by Sub-Contractors who are being managed by a Main Contractor, or where Consultants are employed to manage Contractors, the responsible Commissioning Officer is to ensure, through the medium of the contractual documentation with the Main Contractor/Consultant that they are provided with a copy of, the Council's policy (this document) and that they apply the requirements and standards contained within this document. In addition where the asbestos work is major, the Supervising Officer is to provide the Main Contractor/Consultant with the current list of Approved Contractors and remind them that only Contractors on the Approved List can undertake major work.

## **23.0 SEPARATE CONTRACT CONDITIONS**

In all situations where there is to be air sample monitoring during asbestos work and clearance air and visual tests on completion, the laboratory carrying out this work is not to be connected in any way with the contractor carrying out the asbestos work. In this respect

- (a) The Laboratory Analysts are to be employed directly by the Council and not sub-contracted by a removal contractor.
- (b) The removal Contractor is not to select the Laboratory Analyst nor vice versa.
- (c) The removal Contractor and Laboratory are not to be part *of* the same company or to have any type *of* business connection.

## **24.0 SITE MEETING**

There is to be a site meeting between the appropriate Supervising Technical Officer and the selected supervising consultant, removal and laboratory contractors prior to the commencement of all major work, and at the Supervising Technical Officer's discretion for the minor work. The purpose is for both contractors to outline the proposed method of work, and for the Council Officers to clarify points. The Supervising Technical Officer is responsible for arranging the meeting, inviting the Safety Adviser and Premises Manager. The Premises Manager is responsible for notifying the appropriate Trade Union Safety Representative, who may also attend.

## **25.0 AIR TEST STANDARD**

The standard acceptable for air tests carried out for reassurance purposes or outside the work area and on final clearance is to be an absolute maximum of 0.01 fibres per millilitre. The tests carried out in accordance with H.S.E. Guidance Note EHIO Asbestos Exposure Limits and Measurement of Airborne Dust Concentrations.

## **26.0 ASBESTOS WASTE DISPOSAL**

All asbestos waste resulting from removal activities are to be disposed of in accordance with the Environmental Protection Act 1990, Control of Pollution Act 1974 and the Control of Pollution (Special Waste) Regulations 1980.

## 27.0 TRAINING

Employees who have responsibilities and duties concerning asbestos must undergo suitable education and training. Such education and training should be organised after appropriate consultation with the HR Training Officer and Safety Adviser. It is the responsibility of each Corporate Director or their representative to ensure that his/her employees are adequately trained and records of such training kept.

## 28.0 CONTRACTS

### General Duties

If the work is to be carried out on an EDDC premises, then the Council has a duty to ensure that its own employees continue to have a safe place of work. In order to fulfil this requirement the Commissioning Officer must take steps to ensure that the contractor:

- (a) Is competent to carry out the work safely;
- (b) Has included the necessary safety measures to protect occupants of the premises in planning and costing the work.

Regulation 9 of the Management of Health and Safety at Work Regulations requires two or more employers on the same premises to co-operate and to co-ordinate their activities to ensure that contractors brought onto the premises are provided with information on:

- (a) Risks to health and safety on the premises;
- (b) Measures taken by the host to control the risks.

To comply with these duties, and to enable the contractor to plan and cost the work effectively for safety, the Commissioning Officer or Planning Supervisor (if the job is subject to the Construction Design and Management Regulations) should:

- (a) Ensure so far as is reasonably practicable that the contractor is provided with sufficient information to work safely;
- (b) Ensure that the contractor clearly specifies the precautions which will be taken to control risks;
- (c) Agree the required precautions with the contractor;
- (d) Monitor so far as reasonably practicable the work of the contractor to ensure that safeguards remain effective.

The Council also have a duty to ensure that employees of contractors are not endangered by the way EDDC staff carry out their own work. This duty will require the Commissioning Officer or Planning Supervisor to provide information to the contractor on such matters as:

- (a) Emergency procedures in the premises
- (b) Hazardous processes in the areas of work
- (c) Fumes or dusts, etc emitted in the work area
- (d) Movement of clients' plant or transport which could affect contractor's operatives, etc.

The Commissioning Officer or Planning Supervisor may need to consider stopping processes or removing materials from the work area before the contractor starts. The duty imposed on the client by section.3 of the Health and Safety at Work etc Act 1974 relates to "his undertaking". This includes the cleaning, repair and maintenance of plant, machinery and building, whether employees or independent contractors carry out such

work. (This wide interpretation of "undertaking" has been given in the judgement on the case *R. v- Associated Octel Co Ltd* 1994). Therefore the duty on the client will extend (so far as reasonably practicable) to protecting members of the public or employees of other organisations who may be affected by the contractor during the works.

A corresponding duty on the Council relates to the safety of premises, although in some cases "control" of the premises may be the responsibility of others, e.g. if the premises are leased or shared. Matters that need to be drawn to the contractor's attention to meet this duty will include:

- The location of underground or overhead services
- Any hazardous materials in the premises such as asbestos insulation
- Contaminated ground
- Fragile roof material, etc.

In addition Commissioning Officers or Planning Supervisors and Premises Managers may need to co-ordinate the activities of several contractors on the premises to ensure they do not affect each other's health and safety.

Various methods are used such as induction training sessions for contractors, booklets of safety rules for contractors, pre-contract meetings with contractors, etc.

#### Non-asbestos Work - Contract Conditions

The following clause is to be included in the documentation of the building and housing contracts, which do not involve asbestos-

The Council will take such steps as are possible in the circumstances to identify the location of, and where it is likely to be affected by the intended work, removal of, asbestos building products prior to the commencement of the Contract. However, given the wide use of this material in the past, it is not possible to categorically exclude from any building works in Council premises the possibility of inadvertent discovery or disturbance of the material. The Contractor is, therefore, to ensure that if any material thought to contain asbestos is discovered, it is not disturbed.

Should disturbance have taken place, work is to stop and the vicinity cleared of persons, if possible the affected area should be secured. The Council's appropriate Asbestos Co-ordinator is to be informed immediately of any discovery or disturbance. Subsequent identification, analysis, removal and clearance (if necessary) will be carried out in accordance with Legislation and the Council's Health Safety and Welfare Policy. In the event of this clause being disregarded and the subsequent investigation reveals that the Contractor has disturbed asbestos, the Contractor may be charged with the cost of any cleaning operation that may be required, and any cost incurred by the Council by virtue of the premises not being available for normal use.

## APPENDIX A - GUIDANCE ON ASBESTOS IN THE WORKPLACE

### INTRODUCTION

#### 1. Scope:

Asbestos products are likely to be found in almost all Council premises. This Guide is directed at those persons whose work in Council premises does NOT normally bring them into direct contact with these asbestos products. They may, however, because of ignorance of these products existence, or a bad system of work, expose themselves and other persons to dangerous levels of asbestos fibres.

#### 2. Applicability - This Guide is applicable to:

##### (a) Management

- Managers of Staff and Premises
- Council Officers who are in charge of Council premises, (premises Managers)
- Managers of persons working in those premises.

##### (b) Staff

- Staff employed to work in the premises.
- Council employees visiting the premises.
- Safety Representatives

##### (c) Contractors - carrying out work that does not involve working on or with asbestos products.

**3. Objective** - to prevent accidental contact, mishandling or damage to asbestos products in council premises, resulting in the release of fibres into the atmosphere.

### IDENTIFICATION OF ASBESTOS PRODUCTS

**4. The Hazard** - Products containing asbestos present a hazard only when the asbestos fibres are released and dispersed so that they can be inhaled. The softer or more friable the product containing the asbestos is, the more likely it is to release fibres if it is not sealed or encapsulated effectively

**5. Identification of Asbestos** - The level of fibres in the air cannot be ascertained by the naked eye, nor can the existence or otherwise of asbestos within the product be ascertained by eye. Identification is by air or product sampling followed by laboratory analysis.

**6. Typical Uses of Asbestos Products** - Whilst it is not possible by eye to confirm the presence or otherwise of asbestos in a product, asbestos products do have typical uses which lead to them being found in certain locations/areas in buildings as follows:-

Product	Fibre Content	Density	Typical Location	Hazard Potential	Sealing Encapsulation
Asbestos Cement	Low 10 – 12 % Asbestos (white)	High 88-90% Cement	Roofing, typically garages and outhouses.  Gutters and down-pipes.	Low Abrasion of exposed edges and surfaces may result in fibre	Not always necessary, however internally, a coat of paint will help to seal

			External fibre wall panels.  Fire and heat resistant applications (door backing! wall mounted behind heaters).	release, as can breaking, Smashing or drilling.	exposed edges and surfaces.
Asbestos Insulating Board	Medium 16- 25% Asbestos (Brown or white)	Medium 75-84% calcium silicate	Internal partitions.  Walls and roof linings.  Duct pipe Covers  Suspended ceiling panels/tiles.  Fire resistant panels for doors and walls. (Production ceased in early 1980. Phasing out of its use commenced in late 1976.)	Medium Abrasion of exposed edges and surfaces can result in fibre release as will breaking or smashing.  <b>Warning:</b> Should not be cleaned by vigorous scrubbing or sanding.	Paint surfaces and protect exposed edges with battens and sealing tape. This offers no protection against physical or mechanical damage.
Sprayed Asbestos Coating	High 55-85% Asbestos (any type)	Low 15 45% binders	Structural fire protection; Coatings to internal roof and ceiling areas.  Sometimes also on walls, particularly for acoustic or condensation control purposes.  Recognisable as a reasonably open layer of material following the contours of the structure beneath.  (No asbestos sprayed coatings applied after 1974)	High Particularly in areas where it can be easily damaged or has been allowed to deteriorate.	All areas of sprayed insulation should be considered suspect and reported to the Asbestos Coordinator.
Insulation Lagging	High 55-85% Asbestos (any type)	Low 15 45% binders	Used to insulate pipes, heating plant and water storage tanks.  Mostly found in boiler rooms, but can be found in areas where the hot water system needs insulating.  (No longer installed. Use phased out in late 1960's)	High Particularly in areas where it can be easily damaged or has been allowed to deteriorate.	Pipe-work surfaces can normally be sealed with paint. When they are sound and there is no risk, however it requires regular inspection to ensure it maintains a good seal.

## CONTROL ARRANGEMENTS

**7. Care of Asbestos Products** - All employees are to have an appreciation of what materials in their workplace or work environment are likely to contain asbestos, in order that they can exercise an appropriate level of care. Such care can be summarised as follows

### **Do Exercise Care when:**

- (a) Positioning or moving furniture or equipment.
- (b) Using cleaning equipment - particularly powered polishers.
- (c) Using hand tools (particularly those that can cut or abrade surfaces) in the vicinity of all asbestos products but particularly lagging and boarding.

### **Do Not:**

- (a) Stand on or climb on unprotected surfaces, particularly lagging.
- (b) Place heavy weights on or against surfaces.
- (c) Undertake "Do-it-yourself" alterations.
- (d) Disturb suspended ceiling tiles.
- (e) Scrub any asbestos insulating board.
- (f) Affix nails/affix or unscrew screws to surfaces.
- (g) Indulge in "horseplay".

**8. Initial Action** - Damage to or disturbance of insulating board by crushing or smashing or any level of damage to spray coating or lagging, may result in high levels of asbestos fibres being released at that time. In the event of this occurring the following initial action is to be taken:-

- (a) Leave the immediate area (secure the room/area to prevent unauthorised access).
- (b) Prevent draughts in the immediate area of the damage (windows/doors closed).
- (c) Warn other persons (Warning Notices can be used).
- (d) Do not attempt to clear up any fallen material.
- (e) Ring the Safety Adviser or Asbestos Co-ordinator on 01395 516551

### **9. General Duties of Managers**

- (a) Know the likely location of asbestos products in the workplace/area. This information may have been issued to you in the form of an entry from the Asbestos Register and should be found with the Premises logbook.
- (b) Brief staff on care with asbestos products (see Paragraph 7 above).
- (c) Consult matters with Safety Representative of the workplace, on asbestos.
- (d) Regularly inspect areas with known asbestos products in accordance with the findings of the risk assessment shown in the asbestos register entry. This will be more frequent in areas where damage is possible. Ensure asbestos is in good condition and warning labels displayed where necessary.
- (e) Know what initial action to take (see Paragraph 8 above).
- (f) Warn Direct Labour and contractors who visit the workplace of the likely asbestos products in the area they are to work in.
- (g) Contact Health and Safety Adviser on 01395-516551 regarding any queries on asbestos products and procedures.
- (h) Contact the Asbestos Co-ordinator if you suspect the presence of asbestos or if you consider asbestos may be disturbed by proposed work.
- (i) Do not authorise any building work or DIY unless you have a Permit-to-Work.

## APPENDIX B - ASBESTOS RISK ASSESSMENT

The asbestos risk assessment is an assessment of the condition of Asbestos Containing Materials, or the presumed Asbestos Containing Materials, and the likelihood of it releasing fibres in the event it is disturbed. The Material Assessment will give you a good initial guide to the priority for management as it will identify the materials, which will most readily release airborne fibres if disturbed. The Priority Assessment considers other factors to take into account when prioritising action. The Assessment is calculated by using the 'Material Assessment Algorithm' and the 'Priority Assessment Algorithm'

### 1. MATERIAL ASSESSMENT ALGORITHM.

Sample Variable	Score	Examples of Scores
<b>Product type or debris from product:</b>	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc).
	2	Asbestos insulating board, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal Insulation (pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packaging.
<b>Extent of damage:</b>	0	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks, broken edges on boards or tiles.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or de-laminating of materials, sprays and thermal insulation. Visible asbestos debris.
<b>Surface treatment:</b>	0	Composite materials containing asbestos: reinforced plastics, resins and vinyl tiles.
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays.
	3	Unsealed laggings and sprays.
<b>Asbestos type:</b>	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite
	3	Crocidolite
<b>Score Indicator:</b>	<b>10-12</b>	<b>High Risk:</b> Significant potential to release fibres.
	<b>7- 9</b>	<b>Medium Risk.</b>
	5 - 6	Low Risk.
	2 - 4	Very Low Risk.

## 2. PRIORITY ASSESSMENT ALGORITHM.

<b>Assessment Factor:</b>	<b>Score:</b>	<b>Examples of score variables:</b>
<b>Normal Occupant Activity:</b>	0	Rare disturbance activity (Little used store room).
	1	Low disturbance activity (Office type activity).
	2	Periodic disturbance activity (Industrial or vehicular activity which may contact asbestos)
	3	High disturbance activity (Fire door with asbestos insulating board in constant use).
<b>Likelihood of Disturbance:</b> Location	0	Outdoors.
	1	Large rooms or well ventilated areas
	2	Rooms up to 100m <sup>2</sup>
	3	Confined Spaces
Accessibility:	0	Usually inaccessible or unlikely to be disturbed.
	1	Occasionally likely to be disturbed.
	2	Easily disturbed.
	3	Routinely disturbed.
Extent / Amount:	0	Small amounts of items (strings or gaskets)
	1	Less than 10m <sup>2</sup> or 10m pipe run
	2	10m <sup>2</sup> to 50m <sup>2</sup> or 10m to 50m pipe run
	3	More than 50m <sup>2</sup> or more than 50m pipe run.
<b>Human Exposure Potential:</b> Number of Occupants	0	None
	1	1 to 3
	2	4 to 10
	3	More than 10
Frequency of use of area:	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average time area is in use:	0	Less than 1 hour
	1	1 to 3 hours
	2	3 to 6 hours
	3	More than 6 hours
<b>Maintenance Activity:</b> Type of Activity	0	Minor disturbance (possibility of contact on gaining access).
	1	Low disturbance (changing light bulbs in asbestos insulating board ceiling).
	2	Medium disturbance (lifting one or more asbestos insulating board ceiling tiles to access valve).
	3	High disturbance (removing a number of asbestos insulating board ceiling tiles to replace valve)
:Frequency of Activity:	0	Asbestos unlikely to be disturbed for maintenance.
	1	Less than once a year.
	2	More than once a year.
	3	More than once a month.
<b>Score Indicator:</b> <b>Average is calculated for each factor.</b>	<b>10+</b> <b>7 – 9</b> 5 – 6 0 - 4	<b>High Priority:</b> <b>Medium Priority.</b> Low Priority. Very Low Priority.

### 3. ASSESSMENT EXAMPLE.

**PRIORITY ASSESSMENT ALGORITHM FOR ASBESTOS INSULATING BOARD PANELS ON FIRE DOORS:**

ASSESSMENT FACTORS	SCORE FOR VARIABLE	OVERALL SCORE
<b>Normal Occupant Activity:</b> Main type of activity: High levels of disturbance.	<b>3</b>	<b>3</b>
<b>Likelihood of Disturbance:</b> Location: Rooms up to 100m <sup>2</sup> Accessibility: Routinely disturbed Extent / Amount: Less than 10m <sup>2</sup>	<b>2</b> <b>3</b> <b>1</b>	<b>Average = 2</b>
<b>Human Exposure Potential:</b> Number of Occupants: More than 10 Frequency of use of area: Daily Average time area is in use: More than 6 hours	<b>3</b> <b>3</b> <b>3</b>	<b>Average = 3</b>
<b>Maintenance Activity:</b> Type of Activity: Minor disturbance Frequency of Activity: Less than once a year	<b>0</b> <b>1</b>	<b>Average = 1</b>
<b>Total Priority Assessment Score:</b>		<b>9</b>
<b>Material Assessment Score (supplied by surveyor):</b>		<b>7</b>
<b>TOTAL OF MATERIAL AND PRIORITY ASSESSMENTS SCORES:</b>		<b>16</b>

**APPENDIX C - PERMIT-TO-WORK**

<b>EAST DEVON DISTRICT COUNCIL – PERMIT TO WORK</b>			
Issued by:	<b>PERMIT No.</b>		
Date of request:	Contact Officer: Phone no.		
This permit to work certificate is only valid			
From.....(date) to ..... (date)			
Location and exact nature of work proposed			
Contractor/Officer carrying out work:			
<b>Precautions to be taken before carrying out the work</b>			
	yes	n/a	comment
1. Permission to be obtained from occupier to enter area.			
2. A safe means of access and egress to be established.			
3. Cautionary / warning notices to be displayed			
4. Fences / barriers to be erected around area.			
5. Electrical circuits to be isolated and locked off.			
6. Atmospheric tests to be carried out in enclosed spaces (Oxygen / Toxic / Inflammable)			
7. Analysis of asbestos materials required.			
8. Plant / pipelines to be isolated.			
9. Ground survey to identify underground services.			
10. Other precautions to be taken.			
<b>Precautions to be taken during carrying out of the works</b>			
	yes	n/a	comment
1. Safety harnesses and lifeline to be worn.			
2. Protective clothing / equipment to be worn.			
3. Monitoring equipment to be used.			
4. Work to be carried out in a safe and considerate manner.			
5. Site to be maintained clean and tidy throughout the work.			
6. Contractor to wear identity badge at all times.			
7. Other precautions to be taken.			
<b>Before work is started</b>			
Authorising signature and status			
Signature of recipient of permit to work certificate			
<b>After work is completed</b>			
Date	Signature of person handing back permit to work certificate.	Signature of recipient.	

## APPENDIX D – WORK NOTICE

### WORK ON THESE PREMISES



**SITE MANAGEMENT & PRACTICE:** East Devon District Council Departmental and Establishment Policies and Procedures govern all work activities. Any work on these premises must be in accordance with these and under the Management of the Health and Safety at Work Regulations. Competence, communication, risk assessments and records may be required. All workers must be badged and adjudged competent in their current Trade.

**CONSTRUCTION/DEMOLITION/MAINTENANCE/DECORATING/FITTING ETC:** All these activities are regulated under health and safety law, and a wide range of regulations supplemented by British and industry standards and guidance. Your Indemnity and protection against legal action depend on your compliance.

**ASBESTOS:** The construction materials in this building may contain asbestos. All work with or likely to make contact with asbestos in the District Councils premises is strictly regulated by a mandatory Permit-to-Work system. East Devon District Council must be advised before any such work begins. They maintain a Register detailing all known or suspected asbestos and will identify if the Permit-to-Work system applies. East Devon District Council contacts are identified below. No work can begin without a Permit-to-Work.

**GAS/PLUMBING:** No work can be done on District Council Premises except by CORGI registered specialists. All gas work must be leak tested.

**SUBSTANCES:** Any substance brought on to District Council premises must be assessed for hazards to health. If these are known or suspected or if the substance can harmfully interact with others then a data sheet of all aspects relating to hazards and their control must be submitted together with any relevant risk assessment information to the Premises Manager for evaluation before the substance is used or stored on site. Substances include biological hazards, fauna and flora, and Waste Disposal.

**NOISE:** The law sets limits for noise; any operations that require the raising of the voice between two individuals a metre apart in order to be heard and lasts more than a day would require noise reduction. Louder noises can only be made for a shorter period of time, often only a few minutes each day. Get expert help if in doubt.

**WATER:** Work on or with water can contaminate supplies or cause corrosion and other problems. It may also encounter asbestos lagging. Professional advice should always be used.

**PLANNING:** Any project may fall within the scope of the Construction Design And Management Regulations (NB not just construction work, but also decorations, demolition, systems and services and many other items are included). Always check whether it applies, if it does then competences, records, and specialist roles are mandatory and the work needs to be notified to the enforcer (HSE).

**EQUIPMENT:** Any equipment hired or purchased or used by contractors must comply with the relevant legislation Protective equipment must be selected and used in accordance with specific regulations and any manufacturers instructions.

*District Council Contacts for matters relating to these premises*

Premises Manager \_\_\_\_\_ Telephone \_\_\_\_\_

Property Services Telephone No. 01395 516551

Health & Safety Telephone No. 01395 516551