

Asbestos Surveys and Register

The Council has a programme of developing asbestos registers through risk assessment involving survey and re-inspection (according to risk). The Asbestos Register will maintain information on the type, location and condition of asbestos containing materials along with remedial action to be taken. The surveys will be programmed according to priority and carried out by suitably qualified surveyors in accordance with recommendations within the relevant legislation, Approved Code of Practice or “Asbestos: The survey guide” ([HSG264](#)) guidance.

Surveys will also be commissioned prior to the start of building, refurbishment, renovation and/or demolition works likely to disturb the fabric of the building.

Surveys will determine the location and condition of materials likely to contain asbestos (Material Assessment), will assess the likelihood of anyone being exposed to asbestos fibres (Priority Assessment) and will record the findings.

Selection of surveyor (for those with delegated funding)- to help ensure an appropriate survey only use:

- Member of a Safety Scheme in Procurement, e.g. CHAS (see www.chas.gov.uk for further details);
- those surveying companies that are UKAS accredited to IOS/IEC 17020;
- a surveyor with personnel certification (ABICS – Asbestos Building Inspectors Certification Scheme, which is run by the Faculty of Occupational Hygiene – www.abics.org) or if certified under the previous scheme – NIACS (National Individual Asbestos Certification Scheme).

The right type of survey – for an appropriate asbestos survey, ensure the following:

- the specification given to the surveying company/surveyor is clear on what type of survey should be carried out - Management Survey or Refurbishment/Demolition Survey following the requirements set out in HSG264 - with the reason for selecting the type of survey and where it is to be carried out;
- the surveyor will be able to access all areas;
- surveyor will complete both the Material Assessment and the Priority Assessment;
- a survey, asbestos register and marked up plans will be produced.

Material Assessments are carried out by an asbestos surveyor on the asbestos containing materials (ACMs) found and will check:

- product type – e.g. coating, board, insulation;
- the location – e.g. building identifier, floor number or level, room identifier and position;
- the extent of the material – e.g. area, extent, thickness or volume
- any surface treatment;
- level of identification – e.g. if the material is confirmed or suspected as being asbestos containing material, and if proved, details of the Laboratory, Certificate of Analysis and date.

Material Assessment considers a number of factors and gives a rating by adding the scores together for the asbestos materials ability to release asbestos fibre if the material becomes damaged or disturbed.

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The assessment will risk assess all asbestos containing materials and score them. Materials that most readily release airborne fibers, if disturbed, will attract the highest score. It does not automatically follow where materials assigned the highest score in the assessment will be the materials given priority for remedial action. Management priority will be given by also considering the Priority Assessment.

Priority Assessment - to determine which materials will be given priority for remedial action and looks at:

- Normal occupant activity
- Likelihood of disturbance
- Human exposure potential
- Maintenance activities

The assessment is based on the average score in each category. Dutyholders must contact the Council's Facilities Team/Housing Management/Schools Asset Manager if there is a proposed change of use of an area or a building, which may affect the Priority Assessment.

Risk Rating

The score from the Material Assessment (i.e. the condition of the material) are added to the score of the Priority Assessment (the likelihood of disturbance), to give an overall Risk Rating:

- 18 + Points – Category A - High Risk
- 15 - 17 Points – Category B - Medium Risk
- 11 - 14 Points – Category C - Low Risk
- 0 - 10 Points – Category D - Very Low Risk

The Risk Rating allocates the following action:

High Risk Rating - requires urgent attention. This is normally not encapsulation (sealing) and is either removal or if debris, the area environmentally cleaned as soon as possible. The area will normally require isolating, and only made available for normal use when remedial work and a satisfactory Reoccupation Air Test have been completed. Any asbestos debris and surface contaminating materials will always be assigned a high risk rating. Any disturbance of high risk rating materials is liable to expose personnel to elevated levels of asbestos fibres and is also liable to spread the extent of contamination.

Medium Risk Rating - requires remedial action. The action may be minor repairs to damaged surfaces or encapsulation of exposed asbestos surfaces. Following completion of remedial work, the priority rating may be assigned a Low Risk Rating. In the long term, it is recommended Medium Risk materials be removed when resources become available. Medium Risk rated material will be inspected by the Dutyholder annually and formally re-inspected by a qualified surveyor every two years.

Low Risk Rating - material in a condition and/or location that does not give rise to a significant health risk, provided the material remains undisturbed by routine maintenance operations or by personnel carrying out normal daily activities that could cause impact or surface damage to the material. Low Risk is only valid if this provision is maintained. The Dutyholder should be aware of any changes in activities in areas where low risk asbestos material are located. Low risk material will change to High Risk material if it is decided to carry out building works that may cause disturbance of the asbestos material. Low Risk rated

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material will be inspected by the Dutyholder annually, and formally re-inspected by a qualified surveyor at five-year intervals.

Very Low Risk Rating - material in a condition and/or location that are a very low health risk, provided the material remains undisturbed either by routine maintenance operations or by personnel carrying out normal daily activities which could cause impact or surface damage to the material. Very Low Risk is only valid if this provision is maintained. The Dutyholder should be aware of any changes in work activities in areas where very low risk asbestos materials are located. Very Low risk asbestos materials will change to High Risk material if it is decided to carry out building works which may cause disturbance of the asbestos material. Very Low Risk rated material will be inspected by the Dutyholder every year and formally re-inspected by a qualified surveyor at ten-year intervals.

Asbestos Register

Details from the survey of the Asbestos containing materials will be individually recorded on the Asbestos Register with individual reference numbers, cross-referenced to the floor plan(s) and with the scoring from both the material and priority assessments and the surveyor's recommendations. Also on the Asbestos Register will be those areas not accessed at the time of the survey where it will be presumed there is asbestos. **Any areas not on the Asbestos Register must also be presumed to contain asbestos, unless built after 2000.**

Management Action Plan (Actions from Asbestos Register)

A Management Action Plan for each identified asbestos finding will be produced based on the two-stage risk assessment. The Management Action Plan will detail any remedial action that is necessary to deal with the asbestos material. This may be removing, repairing, encapsulating or leaving in place, depending on the likelihood of disturbance, its location and its condition. The Management Action Plan will also detail how often the material will be re-inspected. The Management Action Plan can be part of the Asbestos Registers i.e. additional columns on the Asbestos Register spreadsheet or can be an additional document.

Any remedial works identified by the Management Action Plan must be carried out within the timescales as indicated.

Review of Assessment – including Formal Re-inspections

The risk rating will identify the period of time before the next formal re-inspection is required; the Dutyholder is responsible for the day-to-day management and review of the asbestos containing materials according to the recommendations made from the survey. This will be recorded in the Management Plan for each building.

If damage or deterioration is suspected, this will alter the risk value and a review should be undertaken to re-evaluate what actions are then applicable.

Where there are several occurrences of asbestos containing materials in one building, the re-inspection frequency will be determined by the highest assessed risk.