



## LBWF Health and Safety: Policy Guidance Note

### Management of Asbestos

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<b>Version:</b> Draft 3.0	<b>Author:</b> Dave Garioch – Head of Health and Safety <a href="mailto:david.garioch@walthamforest.gov.uk">david.garioch@walthamforest.gov.uk</a>
<b>Version History:</b>	<b>Version Status including dates</b>
Summer 2011	Update of H&S Manual
January 2017	Revision to bring up to date with Control of Asbestos Regulations 2012
June 2019	Update to focus on roles and responsibilities. Draft sent to FM management, Housing, Education and trade unions with 4 weeks to review

## Asbestos Safety Policy

### 1. **Introduction**

The legal requirement covering asbestos is ***The Control of Asbestos Regulations 2012***. Legislation does not require the wholesale removal of asbestos containing materials (ACMs), provided they are in good condition. However, the regulations require ACMs to be identified and well managed.

2. Asbestos was used in a wide range of building materials up until 2000, most often from 1940 to 1990. People at greatest risk are those exposed wherever the fabric of the building is disturbed, including demolition workers, building trades people, building control operatives, site managers, health and safety consultants, maintenance and refurbishment contractors as well as IT installation engineers.
3. Working on/near damaged asbestos-containing materials or breathing in high levels of asbestos fibres, will increase the chance of getting an asbestos-related disease (mesothelioma, lung cancer and asbestosis). The affects of exposure can often take 20 years or more for symptoms to appear.

#### **IMPORTANT**

If identified or suspected asbestos is damaged, the following actions must be taken:

- **secure the location** – the affected area must be vacated, secured/locked and only accessed by trained staff/contractors;
- **contact Health and Safety Team immediately** (020 8496 3413) and the appropriate Council's Facilities Management Team / Housing Management Team / Schools Asset Manager;
- **record details of all who may have been exposed** (including contractors and members of the public).

### 4. **Responsibilities**

#### **Employer, Senior Management, Owner/Occupier**

The employer i.e. the Council and, where applicable, the owner/occupier of the building (Governors of Academy, Foundation and Voluntary Aided Schools) are responsible for asbestos safety in their non-domestic properties. The employer will:

- provide information, instruction and training for all employees who are involved in the management and maintenance of properties or who are liable to be exposed to ACMs during the course of their employment;
- provide information about known or suspected asbestos to others who might be affected by it. This includes persons who lease, visit or use buildings for whatever purposes including contractors, tenants, leaseholders and the public;
- identify a named Dutyholder for each building.

### 5. **Dutyholder - Facilities Management/Housing Management/Schools Management –**

must receive suitable training to carry out their task; this can be provided internally by competent persons. The Dutyholder must:

- ensure a suitable Asbestos Register (see Guidance Note 1) is in place that contains information from an appropriate survey carried out by a competent person;

- ensure the Priority Assessment in the asbestos survey is completed and is in the Asbestos Register (see Guidance Note 1);
- ensure an appropriate plan is in place showing where the ACMs have been located or presumed location from the survey;
- ensure a Management Action Plan on findings is in place (see Guidance Note 1);
- make all areas accessible to those surveying or re-inspecting for asbestos;
- keep the asbestos register (see para.13) accessible for anyone coming onto site who may do work affecting the fabric of the building
- keep the Asbestos Register up to date with any changes, including changes in the use of rooms and for each asbestos occurrence when condition or risk changes. This can be carried out by:
  - checking and recording the condition of the material on an annual basis (Dutyholder inspections – see Guidance Note 5);
  - for Council buildings, advise the Council’s Facilities Management/ Housing Management/ Schools Asset Manager of any changes, so the central records are updated;
- making the site Asbestos Register readily available to people who need to see it, e.g. contractors, (see para.13 below);
- monitor compliance with this policy within their area of responsibility;
- have access to relevant Concerto facilities information.

**6. Facilities Management/Housing Management/Schools Asset Manager (FM/HM/SAM)**

Have systems in place to manage asbestos throughout Council buildings along with communal and work areas in Residential/Sheltered Accommodation (excluding the schools that have opted out and use their own delegated funds to manage asbestos) through a delegated service from Amey. The FM/HM/SAM must:

- ensure all such buildings have a suitable asbestos survey and register in place;
- review the asbestos management plan for each building every year;
- arrange for formal re-inspections of such buildings, to meet the requirements identified in the risk assessment;
- arrange for Dutyholder inspections to be carried out by a competent staff, or contractor for such buildings;
- monitor the repairs and maintenance contract of such buildings in relation to asbestos including ensuring contractors reference the Asbestos Register before commencing works (see para.13 below);
- liaise with the Dutyholder to ensure the register is up to date both locally and centrally;
- ensure the Contractors work to this Policy or a similar compliance standard.

**7. Health and Safety Team (HST)**

The Health and Safety Team staff will be suitably trained and must:

- review this policy regularly and at least every three years;
- provide advice & help to FM/HM/SAM, managers and staff on asbestos issues;
- monitor to ensure Council compliance with this Policy;
- train and provide support for Dutyholders and site based staff (see para.12);
- advise school managers and staff; in line with the service purchased;
- advise academy managers and staff, in line with the service purchased.

## 8. **School senior management/Governors**

Ensure systems are in place to manage asbestos throughout the site. The School Senior Management/Governors, with support from the Schools Asset Manager, must:

- nominate a suitable member of staff to be the Dutyholder and ensure they are suitably trained including regular refresher training;
- ensure a suitable asbestos survey and register are in place, including a management action plan for the surveyor's recommendations;
- review the asbestos management plan for each building every year;
- arrange for formal re-inspections of sites by competent persons, to meet the requirements identified in the risk assessment;
- manage the repairs and maintenance of buildings, ensuring contractors are competent and reference the Asbestos Register before commencing works (see para.13);
- monitor compliance with this policy within their area of responsibility;
- liaise with the Dutyholder to ensure the register is up to date;
- ensure the Dutyholder carries out and records annual inspections.

## 9. **Managers/Supervisors**

Ensure all staff know where the site Asbestos Register is kept and ensure it is referred to prior to carrying out any work that is liable to disturb the fabric of the building or work on any building plant.

## 10. **Staff**

Follow safe systems of work and controls identified in the Asbestos Register and management action plan. Staff must **not** carry out any invasive works (e.g. drilling holes to put up a shelf) without the agreement of the site/facilities staff and confirmation the Asbestos Register has been checked, prior to the activity. In corporate buildings, the Council's partner contractor, Amey, carry out such works.

11. **Multi-occupancy site** – all occupiers must co-operate and co-ordinate to ensure the Asbestos Register is up to date and readily accessible to anyone coming on site whom may require it.

## 12. **Training for Dutyholders and relevant staff**

- Dutyholder training – giving a management overview of roles and responsibilities, asbestos awareness and how to carry out Dutyholder inspections (see Guidance Note 5). It also provides guidance on the Asbestos Register and keeping it up to date and accessible;
- Asbestos Awareness training will be made available to relevant site staff, contact HST for details.

## 13. **When the Asbestos Register should be checked**

The asbestos register for a property must be checked prior to staff or contractors carry out invasive work. Examples include:

- drilling into fabric of the building;
- lifting/removing floor tiles;
- working in roof spaces and with/near insulated pipes;
- various work in the boiler rooms;
- demolition work;
- replacement of old windows/doors;
- installation of new interactive white boards;
- repairing/dealing with vandalism or fire damage where the fabric of the building has been damaged.

14. **System Built (e.g. CLASP) Buildings**

System buildings refer to a specific type of asbestos constructed design used in the construction of schools. Their structural columns have been fire-proofed using asbestos materials, which in turn are enclosed by metal casings or cladding.

15. Dutyholders of these locations should also refer to the HSE checklist for 'Asbestos in System Buildings'. The link to this document is noted in Further Information.

16. **Further Information**

**Websites**

Health and Safety Executive (HSE)

Asbestos Removal Contractor Association (ARCA)

Asbestos Control and Abatement Division  
Asbestos Testing and Consultancy (ATAC)

**Contacts**

[www.hse.gov.uk/asbestos/index.htm](http://www.hse.gov.uk/asbestos/index.htm)

[www.arca.org.uk](http://www.arca.org.uk)

[www.tica-acad.co.uk/](http://www.tica-acad.co.uk/)

[www.atac.org.uk](http://www.atac.org.uk)

**Books (download for free from HSE)**

Control of Asbestos Regulations 2012

Approved Code of Practice (ACoP)

Asbestos Essentials Task Manual

Managing Asbestos in Premises

A Short Guide in Managing Asbestos

Asbestos: The survey guide

Asbestos in System Buildings (CLASP etc)

Asbestos Management – Checklist for  
Schools

[L143](#)

[HSG210](#)

[HSG227](#)

[INDG223](#)

[HSG264](#)

<http://www.hse.gov.uk/services/education/asbestos-system-buildings.pdf>

<http://www.hse.gov.uk/services/education/asbestos-checklist.pdf>

17. This policy is supported with seven Guidance Notes:

- **Guidance Note 1** – Asbestos Surveys and Register
- **Guidance Note 2** – Working with Asbestos
- **Guidance Note 3** – Emergency Action
- **Guidance Note 4** – Contractors
- **Guidance Note 5** – Asbestos Management Flowchart
- **Guidance Note 6** – Dutyholder inspection guidance and checklist
- **Guidance Note 7** – Compliance Checklist