



## LBWF Health and Safety: Policy Guidance Note

### Management of Asbestos

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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

### 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](http://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](http://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.

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

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.



## Working with Asbestos

Some asbestos related work can be carried out by non-asbestos licensed staff and is called non-licensed work, but they must be trained/competent and use suitable precautions. The introduction of the updated Control of Asbestos Regulations 2012 has introduced a new category of **Notifiable Non Licensed Work** that since April 2015 includes the requirement for medical surveillance to be put in place for those staff who work on asbestos in this category in addition to that required by licensable work.

For further details of the type of work that can be carried out on asbestos containing materials that is either non-licensed or Notifiable Non Licensed, please go to the Health and Safety Executive's web page and see <http://www.hse.gov.uk/asbestos/regulations.htm>.

On high-risk materials such as pipe insulation and asbestos insulation board, a licensed contractor must be used.

### Asbestos Removal

For identified asbestos that is not in a good condition (or liable to damage because of vulnerable position) and is not practical to repair, enclose or encapsulate, removal is then the only option. Asbestos will also have to be removed if the area is due to undergo refurbishment or the building itself is to be demolished.

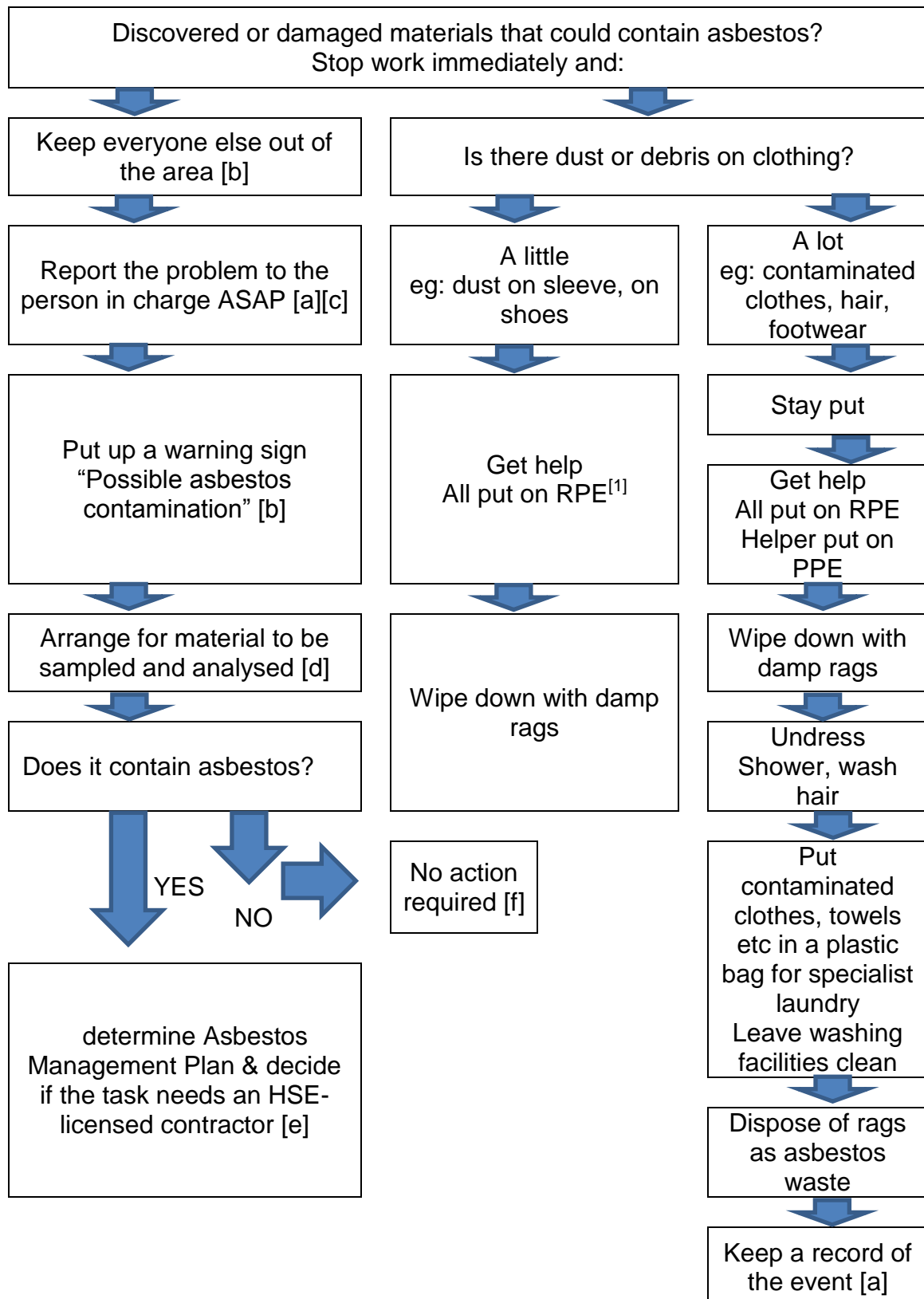
### Selecting an asbestos removal contractor

For the removal of asbestos:

- contact the Asbestos Removal Contractors Association (ARCA). ARCA can provide contact details of several local asbestos removal contractors - <http://www.arca.org.uk/>; or
- contact the Asbestos Control and Abatement Division (ACAD) <http://www.tica-acad.co.uk/> for asbestos removal contractors
- ensure company is accredited through a Safety Scheme in Procurement, e.g. CHAS (see [www.chas.gov.uk](http://www.chas.gov.uk) for further details) to show they have a suitable health and safety management system.

**Emergency Procedures**

If ACMs are damaged during works, staff, contractors and other agents are required to stop work immediately and implement the following procedures. Bracketed reference letters refer to additional requirements that follow. The left stream is mandatory, the right stream also if relevant.



### **Additional guidance for Emergency Procedures**

The following guidance amplifies that provided by the HSE and, as part of this Policy, is deemed to be part of it. Bracketed reference letters included in the HSE's process map (above) refer to those sections following below.

- [a] The incident must be reported immediately to Waltham Forest Health and Safety Team (in all events) and Contract Manager (if relevant) and, if the affected personnel are employed by others, to the relevant parties of their own organisation(s). The names of all persons potentially affected must be recorded under each organisation's Health & Safety Accident/Incident Log procedures and entered on their personal files. The Health and Safety Team will determine if the incident is reportable under RIDDOR, and the report will be lodged in accordance with HSE guidelines.
- [b] The affected area must be evacuated, without causing alarm, and must be cordoned off, isolated and (if possible) locked. These arrangements maintained until such time as authorised by competent person. The signage does not have to be specially prepared – it can be written on an adjacent door or wall if necessary
- [c] For residential properties, the immediate impact on the access to, and the habitability of, the affected dwelling must be reviewed. If either access or habitability are compromised beyond continuing safe usage, then Housing Management Services must be engaged to arrange and manage a temporary decant of the affected residents to emergency accommodation. Subsequently good communication with residents and any other affected parties must be maintained, providing regular updates as necessary, the better to ensure that access prohibitions are not breached
- [d] The Health and Safety Team/Contract Manager must consult the Asbestos Register data for the relevant area. If details of the relevant ACMs are not already logged correctly in the Register, the Contract Manager will instruct a new survey and sample analysis of the affected area, together with an analysis (including air testing if appropriate) and report on any continuing threats to health and safety. The scope of this survey, analysis and testing may be expanded to other areas in the same property and/or similar areas in other similar properties dependent on circumstances and at the discretion of the Health and Safety Team.
- [e] If the sample contains asbestos and any works to it are required, the Health and Safety Team will advise if these works are licensable and the Contract Manager will proceed accordingly.
- [f] If the sample does not contain asbestos, no further emergency action is required other than updating the Asbestos Register.

## Contractors

This section relates to contractors (e.g. plumbers, builders, decorators and IT technicians) working on or near asbestos containing materials (ACMs). (This does not include specialised asbestos contractors.) They must be made aware of the location and type of materials and the Council's procedures. Contractors should be given access to the Asbestos Register and sign it (or an attached form) to confirm they have looked at and understood it.

Contractors must be given all relevant information when they are invited to tender for work.

It is the contractor's responsibility to provide information to their staff and sub-contractors and ensure it is understood.

The Council will monitor contractors to ensure operatives receive information and understand our policy and procedures.

### Monitoring Contractors

Contractors are required to demonstrate they comply with this policy. The policy and any subsequent revisions and updates will be issued to the Council's partners who will ensure their staff and sub-contractors are made aware.

Asbestos issues are a standard agenda item for meetings held between the Council and its contractors. Issues such as the effectiveness of training and works orders are reviewed with management practices amended if necessary.

Contractors who fail to comply with the Council's Asbestos Policy may be suspended until they can demonstrate adequate asbestos safety awareness.

### Working with Asbestos

The following procedure will be followed when ACMs are suspected in our managed buildings, open spaces or other places.

All work involving asbestos or ACMs must have an adequate risk assessment and the work must be carried out according to the procedures defined in the risk assessment that include details of re-occupation requirements.

Samples of material will only be removed or taken for analysis by officers whose duties specifically include this task and who are adequately trained and equipped.

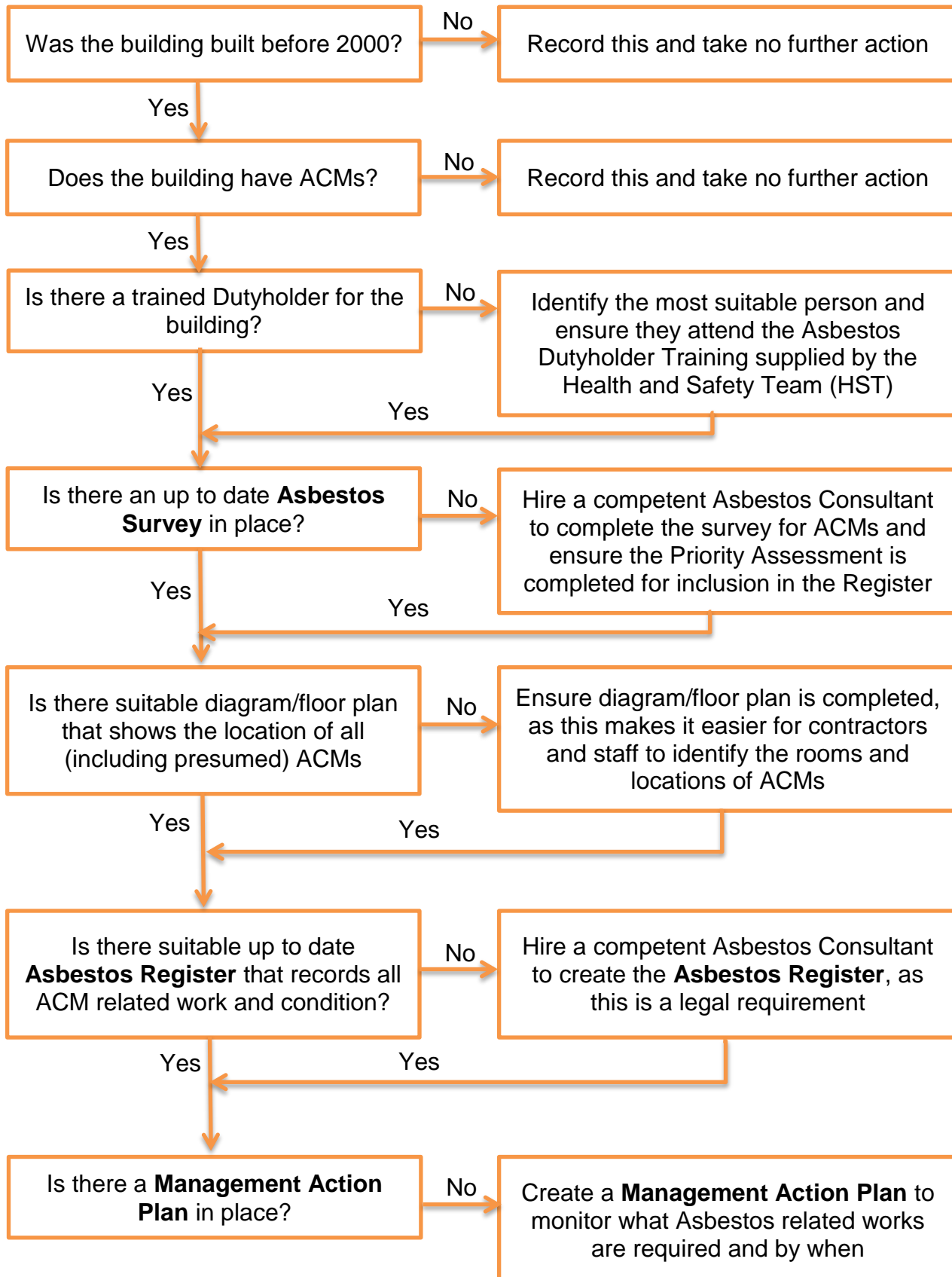
Bulk sample analysis, air monitoring and site supervision of asbestos removal contractors will be undertaken by an independent accredited and licensed laboratory selected from the Approved List (UKAS Accredited).

### Asbestos Waste Disposal

Asbestos waste must only be disposed of at a disposal site that is licensed to take asbestos waste.

All contractors transporting asbestos waste must be licensed to do so.

**Asbestos Management Flow Chart  
(ACMs – Asbestos Containing Materials)**





## Dutyholder Annual Inspections

Dutyholders/competent contractors will carry out annual inspections of the asbestos containing materials (ACMs) onsite to help monitor the condition of the asbestos to help ensure the asbestos is being safely managed

The Dutyholder/competent contractor only has to check the asbestos that is safely accessible e.g. not buried service, fuse-boards or in voids.

Dutyholders/competent contractor will carry out annual inspections of the ACMs that are detailed on the asbestos register and which are safe to access e.g. not in electrical fuse boards; there may be some places where assistance will be needed to gain access safely.

Dutyholders/competent contractor should use the Asbestos Dutyholder Inspection Form in Excel spreadsheet format to help ensure the inspection deals with the current condition of the asbestos. All premises should have a completed one i.e. one containing information taken from the current Asbestos Register to work from.

Suggested equipment and materials for inspections:

- Asbestos Register and Plan
- camera (for keeping an yearly photographic record of the condition of the asbestos)
- torch
- stepladder (please refer to your Working at Height – Stepladder- risk assessment)
- binoculars so that high level asbestos can be inspected from the ground





### Dutyholder Checklist

Dutyholder/competent contractor Checklist	Yes	No	Partial	Action/notes
Has the school/location senior management team identified who is the Dutyholder (usually the person responsible for repairs & maintenance)?				
Asbestos identified by "Management Survey" from competent surveyor				
Plan showing where Asbestos Containing Material (ACM) is located				
Asbestos Register showing location of all identified and presumed ACMs with Material Assessment & Priority Assessment and recommendations				
Future formal re-inspection date noted on Asbestos Register				
Management Plan detailing action on recommendations from Asbestos Register				
Precautions in place to ensure anyone who could disturb asbestos is provided with information on identified/presumed asbestos e.g. contractors or site staff				
Procedures in place in case asbestos has been accidently damaged				
Has the Dutyholder had Asbestos Dutyholder training?				
Have site staff had asbestos awareness?				
Are any staff going to be working on asbestos and if yes, have they been trained?				

## Compliance Checklist

The Compliance Checklist is designed as a tool to record evidence policy requirements are being met. These areas will be reviewed by Corporate Health and Safety during the Health & Safety Audit

No.	Dutyholder - Building/Premises Manager/Senior Manager Responsibilities	Yes/No or NA	Actions	Example of Evidence
1.1	Make all areas accessible to those surveying			Asbestos Register has no "No Access" areas.
1.2	Ensure Asbestos documentation in place i.e. <ul style="list-style-type: none"> <li>• Survey</li> <li>• Asbestos Register</li> <li>• Marked up plans</li> <li>• Management Action Plan</li> </ul>			Management Action plan completed either in the Asbestos Register or separate document Priority Assessment has been completed in Asbestos Register
1.3	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.			Asbestos Register shows evidence of being updated e.g. inspections or removals or encapsulation
1.4	Checking and recording the condition of the material on an annual basis (Dutyholder inspections – see Guidance Note 5)			Dutyholder inspection sheets completed annually
1.5	Advising the Council's Facilities Team of any changes, so the central records are updated			Emails showing Facilities Team contacted about changes – asbestos records on Tech Forge shows updates
1.6	Making the site Asbestos Register available to people who need to see it, (e.g. contractors)			Signatures of contractors showing they have been shown Asbestos Register
1.7	Monitor compliance with this policy within their area of responsibility			Up to date asbestos documentation, staff training records and management of asbestos during repairs and refurbishment

No.	Dutyholder - Building/Premises Manager/Senior Manager Responsibilities	Yes/No or NA	Actions	Example of Evidence
1.8	Have access to facilities information / database e.g. Concerto			Knowledge of how to access info e.g. Concerto and evidence of usage e.g. access evidence
No.	Facilities Team/Housing Management/Schools Asset Manager Responsibilities	Yes/No or NA	Actions	Example of Evidence
2.1	Ensuring all corporate buildings have a suitable asbestos survey and register in place			Suitable surveys and registers are in place for all corporate and school buildings e.g. Concerto For residential buildings common parts ??
2.2	The asbestos management plan has been reviewed within the last 12 months			The asbestos management plans on Concerto are less than a year old
2.3	Arranging for formal re-inspections of sites, to meet the requirements identified in the risk assessment			Formal re-inspection programme in place covering all corporate, residential common areas and school buildings with asbestos
2.4	Monitoring the repairs and maintenance contract of corporate buildings in relation to asbestos including ensuring contractors reference the Asbestos Register before commencing works			Monitoring visit records showing checks on asbestos works Procedure in place with contractor detailing how and when the asbestos registers are accessed
2.5	Arranging for remedial works where required			Identified actions in asbestos registers are completed
2.6	Liaising with the Dutyholder to ensure the register is up to date both locally and centrally.			Minutes of Building Managers' Meeting showing asbestos register updating. Up-to-date asbestos register on both Concerto and onsite

No.	School senior management / Governors Responsibilities	Yes/No or NA	Actions	Example of Evidence
3.1	Nominating a suitable member of staff to be the Dutyholder and ensuring they are suitably trained, including refresher training every three years			Named Dutyholder site with suitable training
3.2	The asbestos management plan has been reviewed within the last 12 months			The asbestos management plans on Concerto are less than a year old
3.3	Ensuring a suitable asbestos survey and register are in place that includes a management action plan on recommendations made by the surveyor			Asbestos survey, register, management action plan in place
3.4	Arranging for formal re-inspections of sites by competent persons, to meet the requirements identified in the risk assessment			Formal re-inspections documents with updated asbestos register and management action plan
3.5	Managing the repairs and maintenance of buildings, ensuring contractors are competent and reference the Asbestos Register before commencing works			Evidence of contractors reading asbestos register and plans of invasive works that includes asbestos
3.6	Monitoring compliance with this policy within their area of responsibility			Premises Committee reports include asbestos
3.7	Liaising with the Dutyholder to ensure the register is up to date			Asbestos register up-to-date and knowledge of asbestos register and current position
3.8	Ensuring the Dutyholder carries out annual recorded inspections			Annual inspection records and knowledge of Dutyholder inspections
No.	Manager Responsibilities	Yes/No or NA	Actions	Example of Evidence
4.1	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.			Knowledge of where asbestos register is located and understanding of importance of not carrying out invasive works without checking first

No.	Manager Responsibilities	Yes/No or NA	Actions	Example of Evidence
4.2	Follow safe systems of work and controls identified in Asbestos Register.			Site procedures in place and accessible – team minutes
4.3	Staff must <b>not</b> 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.			As above.
No.	Staff Responsibilities	Yes/No or NA	Actions	Example of Evidence
5.1	Follow safe systems of work and not put themselves in danger			Knowledge of the dangers of asbestos and safe systems of work
No.	Health and Safety Team’s Responsibilities	Yes/No or NA	Actions	Example of Evidence
6.1	Review this policy regularly and at least every three years			Policy review date is not more than three years old
6.2	Competent advice and help to Facilities Team, Housing Management /Schools Asset Manager, managers and staff on asbestos issues. HST staff will hold appropriate certification			Competent advice given and training certificates
6.3	Monitoring to ensure Council compliance with this Policy			Asbestos documentation checks during health and safety audits
6.4	Training and support for Dutyholders and site based staff			Suitable training courses and training records of staff
6.5	Advise schools and academies, dependent on service purchased			Records of competent advice given

<b>Start Date</b>		<b>End Date</b>	
<b>Name of Assessor</b>			
<b>Signature of Assessor</b>			
<b>Name of Verifier</b>			
<b>Signature of verifier</b>			