



Asbestos Policy and Guidance

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SECTION 1 - GENERAL INFORMATION AND COUNCIL POLICY

1.0 INTRODUCTION

- 1.1 Buildings owned or occupied by Torbay Council were built or refurbished at a time when the use of Asbestos Containing Material (ACM) in their construction was prolific. It is possible that personnel who carry out works on or within these buildings will encounter asbestos.
- 1.2 The presence of an ACM in itself does not constitute a danger. However, there is a potential risk to health if any such material is disturbed and damaged and therefore it is essential that the material is respected and treated accordingly. An isolated accidental exposure to asbestos fibres for a short duration is extremely unlikely to result in the development of asbestos related diseases. Activities such as dismantling, breaking, sawing, cutting, drilling etc. are the most likely to present risks and therefore they must be managed accordingly.
- 1.3 The widespread use of ACMs in buildings since the late 1800's up to the mid 1980's (and later in some instances) and the health concerns associated with them require that they are effectively managed. This document sets out Torbay Council's Policy for managing and dealing with ACMs in any of its buildings.

2.0 BACKGROUND

- 2.1 Asbestos is the name given to a group of fibrous materials, composed primarily of silicates, which occur naturally in many parts of the world. Six types of asbestos have been commercially used although the three main types produced and found in some buildings are:-

- Crocidolite - blue asbestos
- Amosite - brown asbestos
- Chrysotile - white asbestos

The three lesser-used types are Anthophyllite, Tremolite and Actinolite with Tremolite mainly found as a contaminant of Chrysotile based asbestos materials.

- 2.2 Asbestos materials are extremely durable and stable with a high resistance to heat. Some forms also have resistance to acids and alkalis and therefore have been extensively used as linings to fume cupboards etc. Due to its fibrous nature asbestos has been spun and woven into yarns and fabrics and used to reinforce cement and plastics.
- 2.3 With many buildings that contain asbestos it follows that personnel who carry out work may be at risk during refurbishment or maintenance related works. Other people not normally associated with the building trades may also inadvertently disturb asbestos e.g. computer installers particularly those carrying out cabling works, fire alarm and intruder alarm installers, window blind fitters, telecommunications engineers or building users generally.
- 2.4 Torbay Council's Property Services Team are carrying out a survey of all the premises owned by the Council to ensure that asbestos registers are kept up to date.

3.0 LEGISLATION

- 3.1 There is a considerable body of legislation, associated regulations and guidance notes appertaining to the use of, or the control of risks due to the presence of, asbestos in buildings. The main legislation is as follows:-

The Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Asbestos (Licensing) Regulations 1983 as amended by the **Asbestos (Licensing) (Amendment) Regulations 1998**

Control of Asbestos at Work Regulations 1987 as amended by **Control of Asbestos at Work (Amendment) Regulations 2002**

Construction (Design and Management) Regulations 1994

The Special Waste Regulations 1996

4.0 ASBESTOS POLICY

4.1 Statement of Intent

It is the policy of Torbay Council to ensure that, as far as is reasonably practicable, persons are not exposed to risks to their health due to the exposure to ACMs that may be present in any of the properties it owns or occupies.

4.2 Policy Statement

The Council's Asbestos Policy conforms to the Health and Safety at Work Act 1974 and all subsidiary legislation. The Policy will apply to all buildings and all individuals employed and/or engaged by the Council without exception.

4.3 The Council's Policy on asbestos is:-

- i) To ensure the prevention of exposure to hazards associated with ACMs.
- ii) The safe removal of high risk asbestos, by specialist contractors, as soon as reasonably practicable following discovery.
- iii) To ensure that all properties are surveyed to identify ACMs, so far as is reasonably practicable, that may be present therein and to prepare and maintain an Asbestos Register to be retained within each building, as well as a central database by Property Services of all ACMs. Both will be regularly reviewed to update records of any treatment and/or removal works undertaken.
- iv) To undertake all appropriate building surveys prior to any demolition or structural alteration.
- v) To implement an effective asbestos management strategy in order that appropriate measures such as encapsulation, labeling, inspection, working with or removal of the material can be undertaken.
- vi) To provide information on ACMs to employees, contractors, sub-contractors and any other person who may be affected by the presence of the ACM in their work area.
- vii) To regularly review the Asbestos Management Policy and Procedures.
- viii) To promote awareness of the risks from ACMs and the Authority's Management Procedures through training and induction of relevant employees
- ix) To ensure that information regarding the presence of asbestos is contained in tender documentation as may be appropriate, and that contractors and sub contractors have risk assessments, method statements etc., where appropriate for its removal and/or management in place.

- x) To ensure that any ACMs that may be present in any of its buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.
- xi) To monitor the condition of ACMs left in situ.
- xii) Provide adequate resources to ensure the provision of appropriate information, instructions and training.

5.0 **RESPONSIBILITIES**

Torbay Council as a local authority employer, through its Elected Members, has ultimate responsibility for compliance with the Health and Safety at Work etc. Act. and associated legislation.

5.1 **Managing Director and Management Team** will be responsible for ensuring:-

- The implementation of the Asbestos Policy across all Directorates to ensure consistency of approach.
- The establishment of a Corporate Asbestos Management Programme.
- The allocation of suitable and sufficient resources.
- That progress against the asbestos management programme is monitored effectively.

5.2 **Directors** will be responsible for ensuring:-

- The implementation of the Asbestos Policy and that all employees are familiar with the contents of the Policy insofar as it is relevant to their role and responsibilities.
- The implementation of the Corporate Asbestos Management Plan including the provision of training/awareness sessions for employees with responsibilities under this policy.
- The implementation and maintenance of an effective Directorate Asbestos Management Strategy in order that appropriate measures such as encapsulation, labeling, inspection, working with or removal of the material can be undertaken.
- That each premise has a designated officer (referred to as Building Manager for the purposes of this policy) to manage asbestos in line with the Council's policy and management procedures and delegate responsibility to that person. Whenever possible the designated officer shall be based at the premise in question.
- that the Building Managers receive sufficient training to undertake this role

5.3 **School Governing Bodies** will be responsible for ensuring:

- The implementation of the authority's Asbestos Policy and that all school employees are familiar with the contents of the policy in so far as it is relevant to their role and responsibilities.
- The implementation of a School Asbestos Management Plan, including the provision of training / awareness sessions for employees with responsibilities under this policy.
- The implementation and maintenance of an effective School Asbestos Strategy in order that appropriate measures as encapsulation, labeling, inspection, working with or removal of the material can be undertaken.
- That the school has a designated officer (referred to as Building Manager for the purpose of this policy) to manage asbestos in line with the council's policy and the school's management procedures.
- That the Building Manager has delegated responsibilities within the school management plan.
- That the Building Manager receives sufficient training to undertake the role.

5.4 **The Property Services Team** will be responsible for providing the following services to Directorates :-

- Undertaking appropriate surveys of Council premises to identify ACMs that may be present in accordance with current approved standards, and preparing and updating the survey within the Asbestos Register.
- Ensuring that all asbestos identified as being safe to leave undisturbed is labeled or recorded as appropriate.
- Taking samples of suspected materials in accordance with prescribed procedures and arranging for the analysis of the samples taken.
- Notifying the Building Manager and Health & Safety Officer where ACMs are found to be in a condition where the health of persons in the area may be adversely affected.
- Providing expert advice on asbestos materials and their treatment to those with responsibilities under this policy.
- On request, undertaking Risk Assessments whenever asbestos is suspected of being present.

- Assessing, reviewing and recommending management actions, following inspection findings, changes of legislation or current good working practice.
- Under the direction of others, monitoring Contractors and Sub Contractors to assess their compliance with statutory requirements in relation to asbestos and reporting on their findings as appropriate.

5.5 **Estates**

Are responsible for:

Ensuring that all leaseholders of premises owned by the Council have adequate asbestos management systems and procedures in place.

5.6 **Managers of Projects / Architects / Designers / Site Managers** are responsible for: -

- Ensuring, before any work is undertaken on any project in an existing property, that information is obtained on any ACMs within the premises.
- Informing any person who is to carry out work on the premises of the presence of any known asbestos affecting the works.
- Halting any works and informing employees if suspected materials are discovered during the course of the works and notifying the Building Manager and Property Services Team.
- Ensuring that all Risk Assessments, Method Statements and Notices as may be required under the Control of Asbestos at Work Regulations are in place and that copies of all such documentation are available for inspection on site at all times for the duration of any asbestos related works.
- Advising the Property Services Team prior to the commencement, and on the completion of any works to ACMs and to provide any information as may be required in order that records can be updated.
- Suspending work if during the course of any works, suspect materials are discovered.
- Ensuring that details of the work, along with appropriate dates, are submitted to the Property Services Team and Building Manager within 7 days of work being carried out and/or completed on ACMs.

5.7 **Building Managers** are responsible for ensuring that:-

- The Asbestos Management Plan is implemented and carried out in the building for which they are responsible.
- Before any work is started on the premises, the Asbestos Register has been consulted and information provided to contractors and sub contractors on any ACMs within the vicinity of their work area.
- Anyone carrying out any works on or within any building on the premises have consulted with the Asbestos Register and obtained an Authorisation to Work before **any** work progresses, in accordance with the Asbestos Management Plan.
- The Authorisation to Work form, contained in the asbestos register, is completed together with the person who is to undertake the work.
- The Property Services Team is alerted when any asbestos is found, or suspected, in order that an assessment can be made and appropriate action taken.
- Any works are halted, and employees informed, if suspected materials are discovered during the course of any works.
- The Asbestos Register is updated on completion of any works on ACMs by submitting updated information to the Property Services Team.
- Between periodic reviews by the property services team, premises are regularly visually checked for damage to ACM's and such inspections are recorded in line with management arrangements. Where the condition has deteriorated then the Property Services Team and Health & Safety Officer must be immediately advised.
- All labeling/recording of any known ACMs is maintained.
- Compliance with the requirements of the Council's policy and procedures on the management of asbestos.
- Appropriate surveys are undertaken before any demolition or structural work begins.

5.8 **Health & Safety Officers** are responsible for:-

- Ensuring correct reporting of incidents to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Undertaking an auditing role on a representative sample of projects carried out.
- In conjunction with the Property Services Team, investigate and report on any alleged incident of accidental exposure.

5.8 All Employees

Any person employed by Torbay Council will be responsible for: -

- Complying with the Asbestos Policy and Management Plan.
- Reporting to the Building Manager any materials suspected of containing asbestos where the material has become disturbed and / or damaged or where anyone is likely to undertake work, which may affect that material.
- Ensuring any work that may disturb or damage ACMs is avoided as far as possible.
- Reporting to the Building Manager when it is suspected that disturbed or damaged ACMs are present in a building owned or occupied by the Authority.
- Contacting the Building Manager or Health and Safety Officer when work cannot be completed without disturbing asbestos.

6.0 PREMISES LEASED BY THE COUNCIL TO OTHERS

- 6.1 Premises that are leased or rented to third parties by the Council require adequate management in respect of asbestos. A copy of the Asbestos Register will be given to the building occupier. In addition, arrangements for proper consultation on, and management of, any works within the premises must be made with the building occupier.
- 6.2 Building occupiers who have the responsibility for repair and maintenance of Council premises will be required to provide evidence that they are managing ACM's within the premises.
- 6.3 The Estates Section, Assistant Managing Director and Support Services will be responsible for these actions.

7.0 PREMISES LEASED TO THE COUNCIL BY THIRD PARTIES

- 7.1 The Estates Section, Assistant Managing Director and Support Services will approach all landlords to obtain information regarding ACMs in their premises.
- 7.2 All leased premises will be dealt with in accordance with the Council's plan on the Management of Asbestos in Buildings.
- 7.3 Before undertaking any work likely to disturb the fabric of a building employees **MUST** first speak to the Estates Section who will obtain the Landlord's consent in accordance with the lease provisions.

8.0 ADVICE

- 8.1 Advice on the requirements of this Policy can be obtained from the Health and Safety Officer. Advice and guidance on asbestos is also contained in section three of the health and safety manual. Further advice and guidance can be obtained from Torbay's Occupational Health Services (Contact Human Resources 207347), The Health and Safety Executive (HSE), EMAS etc.

9.0 REVIEW OF POLICY

- 9.1 In line with recommendations of the Health and Safety Executive, on the Management of Health and Safety, this policy and achievement against it will be reviewed annually or when there is any significant change.

10.0 SOURCES OF ASBESTOS

Asbestos materials may be found in a variety of building materials, either in their original form or as debris arising from previous work or natural deterioration. Your asbestos survey will have identified all visible asbestos within your premises and these will be highlighted in the attached plans.

The following are some examples of materials that can potentially contain asbestos but these should not be considered as definite and are for guidance only, the list is not exhaustive and should therefore be regarded as examples only. If you have any queries contact your Directorate Health and Safety Officer

- a) asbestos insulation or coatings commonly used as:
 - Thermal insulation of boilers, ancillary plant and pipework (may also be hidden under floor pipe ducts etc).
 - fire protection to structural steelwork (often hidden behind false ceilings)
 - thermal and acoustic insulation
 - Textured coatings and paints e.g. Artex.
 - Corrugated paper, felts and blankets.

- b) asbestos insulating board commonly used as:
 - cladding on walls, ceilings etc. e.g. Asbestolux, Marinite
 - Internal walls, partitions and suspended ceilings tiles.
 - Oven linings.
 - Suspended floors.

- c) asbestos cement products such as:
 - corrugated roof sheets
 - flat sheeting for partitioning, cladding, ceilings, door linings, panels etc
 - rainwater components (i.e. gutters, downpipes)
 - Flues from boilers and incinerators etc.
 - Tiles and roof slates, promenade tiles.

- d) Asbestos gaskets and woven materials:
 - fire blankets
 - gaskets materials to boilers and pipework
 - Packing to window beading.
 - Woven yarn products for insulation.
 - fire retardant gloves and protective clothing/curtains

- e) Other products known to contain asbestos:
 - vinyl floor tiles
 - vinyl stair nosings
 - mastic sealants
 - Bituminous products (e.g. sink pads).
 - kitchen equipment
 - laboratory equipment
 - toilet cisterns and tanks
 - drain and sewer pipes
 - cable ducting and conduits
 - 'Rawlplugs'

- (f) Millboard, paper and paper products:
 - roofing felts
 - electrical equipment as insulation
 - damp proof courses
 - composite wall cladding and roofing
 - facing to combustible boards
 - corrugated pipe insulation
 - flame resistant laminate

- (g) Asbestos bitumen products
 - roofing membranes (flat roofs)
 - damp proof courses
 - semi rigid roofing
 - gutter linings and flashings e.g. Finlocks
 - coatings on metals
 - floor tiles/sheeting

(h) Domestic type appliances:

- hairdryers, fan heaters, washing machines, tumble dryers
- cookers, refrigerators, freezers etc
- oven gloves and standing boards
- electric warm air and storage heaters
- radiators (strips and washers etc)

SECTION 2 - MANAGEMENT ARRANGEMENTS

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1.0 CONTACT DETAILS

DETAILS TO BE COMPLETED BY BUILDING MANAGER

Building Manager :.....
Contact Address :.....
:.....
:.....
Telephone :..... Mobile:

PERSON TO BE CONTACTED IN ABSENCE OF BUILDING MANAGER

Name :.....
Contact Address :.....
:.....
:.....
Telephone :..... Mobile:

KEY HOLDERS

Name :.....
Contact Address :.....
:.....
:.....
Telephone :..... Mobile:

PROPERTY SERVICES TEAM

Torbay Council
Roebuck House
Abbey Road
Torquay
TQ2 5EJ

Telephone: 01803 207898

Fax: 01803 207854

HEALTH AND SAFETY OFFICERS

Principal Health and Safety Officer Town hall Castle Circus Torquay TQ1 3DS 01803 207161	Senior Health and Safety Officer Town hall Castle Circus Torquay TQ1 3DS 01803 207170
Property Services Simon Wright Health and Safety Officer Roebuck House Abbey Road Torquay TQ2 5EJ 01803 207898	Torbay Operational Services Maurice Lidster Health and Safety Officer Aspen Way Paignton TQ4 7QR 01803 202917

2.0 MANAGEMENT ARRANGEMENTS

Responsibilities for the management of asbestos in Council premises are clearly defined in the Councils Policy statement, which as a reminder are repeated in section 1 below.

Directors will be responsible for ensuring: -

- The implementation of the Asbestos Policy and that all employees are familiar with the contents of the Policy insofar as it is relevant to their role and responsibilities.
- The implementation of a Directorate Asbestos Management Plan including the provision of training/awareness sessions for employees with responsibilities under this policy.
- The implementation and maintenance of an effective Asbestos Management Strategy in order that appropriate measures such as encapsulation, labeling, inspection, working with or removal of the material can be undertaken.
- That each premise has a designated officer (referred to as Building Manager for the purposes of this policy) to manage asbestos in line with the Council's policy and management procedures and delegate responsibility to that person. Whenever possible the designated officer shall be based at the premise in question.
- that the Building Managers receive sufficient training to undertake this role

Building Managers who are responsible for ensuring that: -

- The Asbestos Management Plan is implemented and carried out in the building for which they are responsible.
- Before any work is started on the premises, the Asbestos Register has been consulted and information provided to contractors and sub contractors on any ACMs within the vicinity of their work area.
- Anyone carrying out any works on or within any building on the premises have consulted with the Asbestos Register and obtained an Authorisation to Work before **any** work progresses, in accordance with the Asbestos Management Plan.
- The Authorisation to Work form, contained in the asbestos register, is completed together with the person who is to undertake the work.
- The Property Services Team is alerted when any asbestos is found, or suspected, in order that an assessment can be made and appropriate action taken.
- Any works are halted, and employees informed, if suspected materials are discovered during the course of any works.
- The premises Asbestos Register is updated on completion of any works on ACMs by submitting updated information to the Property Services Team.
- Between periodic reviews by the asbestos survey team, premises are regularly visually checked for damage to ACM's and such inspections are recorded in line with management arrangements. Where the condition has deteriorated then the Property Services Team and Health & Safety Officer must be immediately advised.
- All labeling of any known ACMs is maintained.
- Compliance with the requirements of the Council's policy and procedures on the management of asbestos.
- Appropriate surveys are undertaken before any demolition or structural work begins.

3.0 THE ROLE OF THE BUILDING MANAGER

Although the responsibilities of Building Managers are clearly defined in the policy in section 1, it is important to highlight the main duties that will be associated with the management of asbestos in the workplace. A training and awareness session will be provided to you, however, your main duties and responsibilities are listed below. If you have any queries, or are unsure about what you should be doing you must contact a Health and Safety Officer, details of who are listed at the end of this section.

Building and associated works

It is the responsibility of building managers to ensure that all employees, contractors and any other persons (collectively known as contractors for the purposes of this document) who may undertake work on the premises are aware of the existence of the Asbestos Register and have consulted with you **PRIOR** to any works commencing. In this respect you must ensure that all appropriate contractors report to you prior to starting work.

It is important to remember that it is not just building trades who may disturb the fabric of the building but other occupational groupings such as caretakers, computer installers, decorators etc. could disturb asbestos whilst undertaking their duties.

Labelling

The surveyor will attach warning labels (or record them in the register) on asbestos containing materials that they find during the survey. They may also attach a warning label to any presumed ACM that has not actually had a sample analysed. When undertaking your periodic inspections you must ensure that the labels are still present and replace as necessary. Sample labels are included later in this section of the register.

Authorisation to Work

As can be seen in the asbestos policy at section 1, a wide range of officers have responsibility for the management of asbestos within Council premises. Where projects are managed through the Council, officers such as project managers, architects, designers and site managers have a responsibility to consider the presence of asbestos before organising the works and instructing the work to commence. Duplicate asbestos registers will be held centrally for this purpose.

After consulting the asbestos register, you must issue an 'Authorisation to Work' to the person(s) concerned. The purpose of this document is not to certify that all works can proceed, but to ensure that information on the presence of known asbestos materials has been referenced and relevant information passed to the contractor. It also allows you to advise the contractor that if they encounter any material, not identified within the survey, that resembles asbestos, they should cease work and inform you immediately. You must then contact the Property Services Team without delay.

Control of Contractors

If you are organising the works yourself, you must ensure that the asbestos register is consulted and all relevant information passed to contractor when you outline the project to them. If the contract is for asbestos removal you **must** contact a Health and Safety Officer and the Property Services Team. **Only specialist licensed asbestos contractors may undertake this work.**

Care must be taken when employing any contractor to work on your premises. It is your responsibility to ensure that they make adequate provisions for health and safety in undertaking their work. The Council has established a policy on the Control of Contractors, a copy of which is available in the Council's Health and Safety Manual. The Council is also establishing 'approved contractor lists' details of which are available through the Council's Property Services section (contact details are at the end of this section).

If you do not wish to utilise this list there are important considerations that you must make. Guidance on this area is available within the Council's policy on the Control of Contractors.

Updating Registers

It is essential that when works have been finished in your premises, especially asbestos removal works, you contact the Property Services Team to advise them. This is to ensure that accurate records are maintained centrally for reference by architects and designers etc.

Inspection Regimes

All high-risk asbestos will be removed from your premises following the initial survey undertaken by the Property Services Team. The remaining asbestos will be low risk due to its location (out of reach) or condition (undamaged). However, it must be inspected on a regular basis to ensure that these conditions have not changed.

You are therefore responsible for inspecting the asbestos, on at least a six-monthly basis, and recording your actions within this register. A form is included in section 5 for your use. You will also need to respond to any report of damage received from other officers working within your building.

You must record the fact that you have visually checked the locations and have found them to be unchanged. Alternatively, where the material has deteriorated, you must contact a Health and Safety Officer and the Property Services Team immediately, in order that any remedial actions can be undertaken promptly.

Emergency, out-of-hours and weekend working

The primary consideration shall be to prevent the release of asbestos fibres from ACMs in buildings that are either owned by or under the control of Torbay Council.

Where any work likely to disturb the fabric of the building is due to be carried out. The person authorising the work shall produce, print off or gain access to the corporate Asbestos Management Database to establish from current records, if sufficient information is available to allow an adequate assessment of whether the work operation can continue.

The most up-to-date Asbestos Management Database information may not be available to be given to a contractor in an out-of-hours situation or at the weekend, especially for emergency maintenance call-outs.

The Control Room at Contracting Services (01803-202977) will have the capability to access and print off relevant details from the Asbestos Management Database. Training will be given to all relevant staff to explain how to access and interpret results. Training (or written explanations) will also be given to all contractors to clarify how to interpret extracts from the Asbestos Management Database. In unmanned buildings, the basic ACM information shall be stored at a common point, accessible only to building owners and maintenance staff (e.g. the fuse cupboard)

There shall be clear signage at all main entrances to Torbay Council owned or controlled buildings warning contractors that no work liable to disturb the fabric of the buildings are permitted to take place without consulting the Asbestos Management Database and the permission of the nominated Building Manager.

Monitoring and maintenance

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain whether there has been any further damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired, re-encapsulated or removed as appropriate.

Asbestos with minor damage

The material shall be repaired and / or encapsulated.

The condition of the material shall be monitored at regular intervals. Where practical the material will be labeled.

The contractor and any other worker likely to work on or disturb the material shall be informed.

Asbestos in good condition

The condition of the material shall be monitored at regular intervals.

Where practical the material will be labeled.

The contractor and any other worker likely to work on or disturb the material shall be informed.

Asbestos in poor condition

Asbestos in poor condition shall be removed.

Asbestos which has been disturbed

Asbestos likely to be disturbed shall be removed.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a problem related to health and safety in the use of asbestos, Torbay Council will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate, and
- Advise the employee of actions taken.

Where a problem arises in the condition of asbestos-containing material in the premises or during work with an asbestos-containing material, the employee must:

- inform a responsible person immediately, usually a supervisor or manager

- In the case of an accident or emergency, respond quickly to ensure effective treatment.

Safe System of Work

Asbestos is hazardous to the employee and others if asbestos fibres are inhaled. The formation of airborne asbestos fibres can be prevented if the asbestos-containing materials in the premises are maintained in good condition and not damaged. This can be achieved if you:

- do not carry out any work on the fabric of the premises without consulting the nominated person
- do not work upon asbestos-containing material without an assessment of the risk
- follow the written plan of work
- use the control measures identified as necessary to carry out the work without risk to health, and
- Report any damage or deterioration of asbestos-containing materials or any incidents during work with asbestos.

Summary Policy Statement

Asbestos is hazardous if in the form of airborne fibres, but you will not be affected if you do not disturb asbestos-containing materials. You can prevent inadvertent exposure to asbestos if:

- you consult the nominated person before carrying out any work that might disturb asbestos-containing material in any part of the building
- follow the written plan and use the control measures when carrying out any work that will disturb asbestos, and
- Report any damage or deterioration of any asbestos-containing material.

The Asbestos Survey

Introduction

In order to identify the location of asbestos containing materials in it's buildings; the Council has established within the Property Services Team a team of surveyors who are trained to undertake asbestos surveys. In addition the Council will employ specialist asbestos surveyors to carry out an initial inspection and survey. These surveyors will have undergone specialist training in the requirements of asbestos safety legislation and inspection techniques. The samples taken on site by the surveyors are analysed by a Laboratory that has obtained full accreditation to EN45001.

The surveys will be carried out on a prioritised basis, this will ensure that buildings with the most vulnerable persons and the highest frequency of exposure will be undertaken first, i.e. Schools and residential homes.

The results of these surveys are incorporated within part 3 of this register along with details of the types and locations of the asbestos found in this building.

There are three types of surveys that can be undertaken on buildings and these are categorized as Type1, Type2 or Type3 surveys. The purpose and extent of each of these surveys is outlined below.

Type 1 – The presumptive survey - This is a visual survey carried out by an experienced surveyor. The surveyor will identify all materials that could possibly contain asbestos, and then presumes that they actually do. This detail is then recorded on the survey and the material is treated as if containing asbestos. The identified materials are also assessed to determine any possible risks and subsequent control measures.

Type 2 - Sampling survey - Again undertaken by experienced surveyors, this is similar to A Type 1 survey except small samples of suspect materials are taken for laboratory analysis. This analysis will identify whether asbestos is contained within the material, and if so the type of asbestos it is. This allows a more accurate picture of the presence of asbestos to be established and enables building managers to more easily manage the risks.

It is important to note that the purpose of both Type 1 and Type 2 surveys is to manage the every day risks to the occupants of the building. As such, only visible materials that are exposed and accessible are surveyed.

Type 3 - Major Refurbishment survey - This type of survey has a different objective to a Type 1 or 2. It is based on the assumption that work is being planned that involves breaking in to the fabric of the building to such an extent that it may expose previously confined asbestos containing materials. For example, a Type 3 survey must be undertaken where the visible fabric of the building will be altered during the process of the works e.g. recabing through walls or partitions, computer cable installation, rewiring, minor alteration works or even demolition. This ensures that any asbestos containing materials are located and identified prior to commencing the works. This survey involves an element of destruction of the fabric of the building to expose areas not accessed in the previous two types of survey.

With particular reference to Torbay Council, it has been determined that initially, on a prioritised basis, a Type 2 survey will be undertaken on all of its premises. Occasions may arise where a building requires a more in-depth investigation where a combination of two or three types of survey may be utilised. Although interim measures are in place for all buildings it is only after a survey that fully effective management of the asbestos risks can begin

Labelling (or recording)

When the surveyors take samples of a material they will attach yellow labels with an identification code, near the sample point. Following receipt of the laboratory analysis, the surveyor will return to the building and attach any necessary warning labels on asbestos containing materials. They may also attach a warning label to any presumed ACM that has not actually had a sample analysed.

It is important that these labels are not removed or records destroyed. It is part of the designated building manager's responsibilities to update and review records/labels as necessary.

Unlike notification, labeling is not intended as a way to disseminate general information. Instead, it is a last line of defence to prevent unprotected individuals from unknowingly disturbing ACM.

List of materials not examined

When the surveyor enters a building he is confronted with a large number of materials and must use his experience and judgement to determine which materials may contain asbestos and which do not. He then takes samples of the suspect materials and records their location and condition, takes photographs and records other data in preparation for his report. Certain materials obviously do not contain asbestos and are not further examined. These are the following:

- Wood (timber)
- Concrete, Wet laid cement screed
- Clay tiles
- Upvc rainwater goods, windows etc.
- Glass, Ceramic tiles
- Stone, Brickwork and mortar
- Plaster (Unless asbestos was applied to ceiling)

Plaster board (But only when proven not to be AIB)
Metals
Carpet and cloth (Unless in fire resistant locations)

If the surveyor cannot gain access to a particular space then all materials in that space must be assumed to be asbestos containing, except for the materials on the above list. Such spaces will be given in the surveyors report.

If a material not on the above list is presumed not to be asbestos containing, then the surveyor must report his reasons for making such an assumption. The surveyor does not have to report reasons for assuming why a material is presumed to contain asbestos.

Example of Asbestos Label



SECTION 3

THE SURVEY

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BASIC SURVEY DETAILS

Building Surveyed By:.....

Date:.....

Date Survey Report Compiled:.....

Date Register placed in Building:.....

Building Manager:.....

Update Details

Date survey updated	Reason for update	Updated by

Risk Assessment Criteria

The Survey Results incorporate an assessment of the risk of all identified asbestos containing materials within the building. Below is a brief explanation of how that risk has been calculated.

The risk is quantified using a simple Algorithm where high, medium, or low is assigned to each of the four categories. (This algorithm is included overleaf).

Each parameter is scored as: -

- High = 3
- Medium = 2
- Low = 1

Two categories allow a nil score.

Presumed or strongly presumed asbestos is scored as crocidolite (3) unless analysis of similar samples from the building show a different form of asbestos.

The value of the assigned parameters is added together to give a total score of between 2 and 12.

Materials with score of:

- 10 or more = high risk with significant risk of fibre release
- 7-9 = medium risk
- 5-7 = low risk
- Below 4 = very low risk

Risk Assessment Criteria

Material Assessment Algorithm		
Sample Variable	Score	Examples of scores
Product type (or debris from product)	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, mill boards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt. Thermal insulating (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
	3	
Extent of damage/ deterioration	0	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks, broken edges on boards, tiles etc.
	2	Medium damage: significant breakage of non-friable materials or several small areas where friable material has been damaged revealing loose asbestos fibres.
	3	High damage or delimitation: friable materials sprays and thermal insulation. Visible asbestos debris.
Surface treatment	0	Non-friable composite materials containing asbestos: Reinforced plastics, resins, vinyl tiles, painted or asbestos cement (with exposed face painted or encapsulated).
	1	Enclosed sprays and lagging: Asbestos Insulation Board (with exposed face painted or encapsulated) unsealed asbestos cement sheets etc.
	2	Unsealed Asbestos Insulated Board, or encapsulated lagging and sprays.
	3	Unsealed lagging and spray.
Asbestos type	1	Chrysotile.
	2	Amphibole asbestos excluding crocidolite.
	3	Crocidolite.
Total		

OVERALL PLAN OF SITE

ASBESTOS LOCATION REPORT

BLOCK 1

PLANS AND PHOTOGRAPHS

BLOCK 2

PLANS AND PHOTOGRAPHS_

-

BLOCK 3

PLANS AND PHOTOGRAPHS

SECTION 4

HISTORICAL RECORDS

SECTION

CONTENTS

1	Completed Authorisations To Work
2	Plans/Photographs of removed Asbestos
3	Other relevant Information

SECTION 4.1

Authorisations to Work

SECTION 4.2

Plans and Photographs of Asbestos Removed

SECTION 4.3

Other relevant information