Asbestos Management Policy

Tamworth Borough Council

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INTRODUCTION

Tamworth Borough Council Asbestos Policy

The policy of the Council is to provide and maintain safe working conditions, equipment and systems of work for all staff, residents, visitors and contractors, and to provide such resources, information, training and supervision as required for this purpose.

The Council will provide resource and maintain appropriate management systems, systems of work and equipment to ensure that asbestos risks to all staff, residents, visitors and contractors are controlled. Suitable information, instruction, training and supervision will be provided to all those involved in the control of asbestos.

The council will adopt the principles of control set out in the Control of Asbestos Regulations 2012. The duty to manage asbestos is directed at those who manage non-domestic premises: the people with responsibility for protecting others who work in such premises, or use them in other ways, from the risks to ill health that exposure to asbestos causes. Regulation 4 of the Control of Asbestos Regulations 2012 ACOP L143 'Managing and working with asbestos' places a specific requirement on the duty holder to:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- presume materials contain asbestos unless there is strong evidence that they do not
- make, and keep up-to-date, a record of the location and condition of the asbestos-containing materials - or materials which are presumed to contain asbestos
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

There is also a requirement on others to co-operate as far as is necessary to allow the duty holder to comply with the above requirements

The management of asbestos risk will be a continual commitment by the organisation involving regular management and progress meetings, a surveying program, re-inspection programme and record keeping.

The Head of Programmes and Facilities has been appointed by the Organisation as the Responsible Person (Asbestos).

This policy is formally accepted by the organisation. The Council will do all that is reasonably practicable to comply with its requirements, and will make all necessary resources available.

Signed: _____

Chief Executive of Tamworth Borough Council

DATE:

1: Introduction

1.1 Introduction

This Asbestos Management Plan (AMP or Plan) sets out how Tamworth Borough Council manages the risks from asbestos containing materials (ACMs).

It sets out Tamworth Borough Council policy and procedures and is designed to effectively manage and minimise asbestos related health risks to personnel working at Tamworth Borough Council or occupying its premises.

Surveys for ACMs have been carried out at all Tamworth Borough Council sites. This information forms the basis of the current Register. Further surveys and re-inspections have been carried out related to specific projects or investigations. Where a survey has not been carried out ACMs are to be presumed present unless known otherwise.

The presence of an ACM does not in itself constitute a danger. However, the ACM may become hazardous when disturbed, damaged or degrades to an unsuitable condition and must be treated accordingly. Activities which give rise to airborne dust, e.g. breaking, sawing, cutting, drilling etc. are most likely to present risks.

2: Policy

2.1 Policy

Tamworth Borough Council Policy is:

- To prevent exposure to the hazards associated with asbestos
- To promote awareness of the Asbestos Management Plan (AMP) and the hazards of asbestos, through training and induction of staff and those working on behalf of the Tamworth Borough Council
- To hold regular meetings with key groups to increase awareness of asbestos issues
- To provide and maintain a live Asbestos Register
- To provide information and advice on asbestos issues
- To develop, implement and review an effective management strategy so that appropriate measures, such as sealing, labelling, inspection or removal of ACMs are undertaken
- To regularly review the AMP

The Plan complies with the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012. The Plan, Policy and Procedures apply to all parts of the Tamworth Borough Council without exception. The Principles of the Plan also apply to all those workplaces used by Tamworth Borough Council staff.

2.2 Asbestos Management Plan

The Plan sets out the mechanism by which ACMs are managed. It includes details on how the Tamworth Borough Council intends to:

- Protect those working on the fabric of Tamworth Borough Council properties.
- Protect those working within or occupying Tamworth Borough Council properties.
- Effectively control any works likely to affect ACMs
- Identify and categorise ACMs and to manage these hazards based on prioritisation and assessment of the risk that they present
- Produce a prioritised programme for the remediation of ACMs that, because of their location and, or condition, present an actual or perceived risk to health
- Monitor and maintain the condition of identified ACMs that are assessed as being able to be left in-situ.

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ORGAINSATION and RESPONSIBILITIES

3.1 Responsibilities

The Assistant Director Assets is responsible for ensuring that:

- The Asbestos Management Plan is implemented
- The Plan and associated procedures are integrated into Tamworth Borough Council operating procedures
- Where projects, supervisors and employees have been assigned specific asbestos management duties these are documented and implemented in accordance with the Tamworth Borough Council procedures
- Tamworth Borough Council employs contractors for work with ACMs in accordance with procedures within the Plan.
- An annual report is prepared for the Corporate Management Team of the Council.
- Adequate resources are provided and allocated to carry out the Plan within the budget available to the Council
- The necessary requirements for the safe management of ACMs are fully identified and incorporated into any design or specification for all those with responsibilities.
- Adequate information regarding ACMs is sought for all potential purchases.
- An adequate training plan should be prepared to reflect the needs of Council.
- Any building purchased on behalf of the Tamworth Borough Council is free of ACMs, so far as is reasonably practicable

The Head of Programmes and Facilities is responsible for ensuring that:

- Their Project Officers and Asset team are aware of the Plan, and have the necessary skills to implement their responsibilities under the Plan.
- Tamworth Borough Council employs contractors for work with ACMs in accordance with procedures within the Plan.
- The necessary requirements for the safe management of ACMs are fully identified and incorporated into any design or specification to ensure all necessary training is implemented.

The Health and Safety manager is responsible for:

- Where reporting is not a requirement of a Main Contractor or similar, reporting incidents to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Providing advice and guidance to Tamworth Borough Council to ensure that competent contractors for work with ACMs are appointed in accordance with procedures within the Plan.
- Collating Dangerous Occurrence Forms

The Compliance Manager is responsible for:

- Monitoring the AMP implementation to ensure that working arrangements and provision of financial, technical, human and other resources are suitable and sufficient to meet its requirement
- Tamworth Borough Council employs contractors for work with ACMs in accordance with procedures within the Plan.
- Undertaking an auditing role on representative projects – including aspects of Asbestos Project, Asbestos Contractor and Analyst performance
- Ensuring any breaches of compliance with the AMP are fully investigated ACMs, so far as is reasonably practicable

ORGAINSATION and RESPONSIBILITIES

The Compliance Manager is responsible for ensuring that:

- Information on ACMs is appropriately stored and is made available to all interested parties including Trade Unions
- Appropriate records of asbestos works are properly kept
- The Asbestos Register is maintained and regular audits of the Asbestos Register are undertaken
- Tamworth Borough Council employs contractors for work with ACMs in accordance with procedures within the Plan.
- Following risk assessment ACMs are assigned appropriate management options and priority actions are timetabled
- Arrangements are made so that Tamworth Borough Council employees have the necessary Compliance, training and allied competencies to discharge the duties assigned to them under the Plan
- Arrangements are made so that all relevant personnel and organisations receive appropriate information, instruction and training related to ACMs and the existence and use of the Asbestos Register
- Regular meetings are held with relevant parties, e.g. Progress Meetings, Trade Union Liaison Meetings
- The performance of the Plan is annually reviewed and amended as necessary
- An annual Report on the Plan and related issues is submitted to the Assistant Director Assets Emergency procedures are established
- A list of Licensed Asbestos Removal Contractors and Analytical Companies approved for use on Tamworth Borough Council sites is maintained and monitored

Project Officers. For the purpose of this document a project Officer is defined as any person coordinating works. The Project Officer is responsible for ensuring that:

- Areas are assessed for ACMs at the feasibility stage of a project. Guidance on the assessment required is given in Appendix 7
- Tamworth Borough Council employs contractors for work with ACMs in accordance with procedures within the Plan.
- All appropriate actions within the AMP are implemented
- Project changes are promptly reviewed with respect to asbestos information, for example where extension of project area, or changes to M&E installations occur. Actual reviews may fall within the remit of other project team members, such as the CDM Co-ordinator.
- Any necessary works use the management service provided by the Compliance Manager or are managed to at least the same level as set out in 3.2.7
- The Building Project is informed of all relevant project information
- All project personnel are informed of the location of any known ACMs affecting the project
- Works are halted if suspect ACMs are discovered during the course of work and further advice is sought from the Compliance Manager.

ORGAINSATION and RESPONSIBILITIES

The Project Officer is responsible for

Undertaking a range of tasks either on behalf of Council Management or, when specifically instructed, for a Project Officer. These tasks are:

General ACM Management	
Carrying out appropriate level of investigation or similar in response to an enquiry and providing a documented report	*
Identifying ACMs as required, undertaking formal risk assessment and updating the asbestos register	*
Ensuring that, where ACMs are removed, or remain in-situ under a monitoring regime the Asbestos register is updated	*
Organising a regular audit of the Asbestos Register	*
Assessing, reviewing and recommending management actions in light of inspection findings and changes in regulations or current good practice	*
Reviewing and amending where necessary standards of works detailed in the Tamworth Borough Council general specification for works with asbestos containing materials	*
Organising and undertaking a regular inspection of ACMs	*
Recommending and specifying programmes of work for asbestos management specific projects	*
Reporting incidents to the Assistant Director Assets and Health & Safety project and completing Dangerous Occurrences forma as necessary	*

ORGAINSATION and RESPONSIBILITIES

Management of remedial works

- Preparing a specification for asbestos remedial works and issuing to the project Officer
- Recommending appropriate Asbestos Contractors and Analysts from a pre assessed list
- Assessing Asbestos Contractor's Plan of Works and recommending selection where applicable
- Informing the Project Officer of asbestos remedial works implications
- Assessing the appropriate level of analytical support and attendance
- Informing appropriate staff of asbestos related works in good time via the project notification process
- Making local arrangements with building users and service providers to facilitate the asbestos works
- Organising where appropriate an asbestos contract pre-start meetings to agree the Plan of Works, attended generally by the Site project, Contractor and Analyst
- Reviewing method statement amendments with Contractor's Site Supervisor and Senior Project
- Ensuring site works comply with relevant Tamworth Borough Council requirements
- Monitoring Asbestos Contractors to assess their compliance with statutory and Tamworth Borough Council requirements, reporting and discussing deficiencies with the Assistant Director of Assets The frequency of site method statement changes to be included in these reviews.
- Stopping work where an Asbestos Contractor does not perform to the required health and safety standards, or where his actions appear likely to result in breach of health and Safety or Tamworth Borough Council's standards
- Assessing, directing and assisting in access requirements as required related to relevant air monitoring strategies

Information, liaison and education:

- Reviewing with the Assistant Director Assets and Head of Programmes and Facilities
- Providing expert advice on ACM's and their treatment to those with responsibility under this asbestos management policy
- Participate in the organising and delivery of asbestos awareness seminars
- Attend progress meetings
- Maintaining regular dialogue with the Health & Safety Project including reports on visits and actions by the HSE, local authority environmental health and similar bodies
- Providing the HSE and similar bodies with details of asbestos management procedures and projects where relevant in accordance with instructions from the Health & Safety Project. Details to be provided prior to project start, or on completion, as relevant
- Providing specialist reports on budget, materials status, etc. as required, including an annual report to the Assistant Director of Assets

Record keeping:

- Updating the Asbestos Register
- Updating asbestos drawings to the Tamworth Borough Council database

- Ensuring that all statutory documents generated by the works are properly completed and a record kept
- Keeping detailed project records relating to asbestos remedial or investigative works
- Providing the Project Project with an Asbestos Works Completion statement when appropriate

Asbestos Contractors are responsible for:

- Complying with current legislation, associated Approved Codes of Practice and Guidance and the Tamworth Borough Council AMP and Project Procedures
- Attending site to assess and prepare quotations against asbestos remedial works specifications, the Contractor to raise any issues relating to the health and safety aspects or potential costs of a project
- Providing a Plan of Work to the Project Officer and the Statutory Authority. This to include details of project resources and timetable and an emergency procedure discussed and agreed with the Project Officer
- Providing Statutory Notice to the Statutory Authority prior to commencing asbestos works, or, by agreement and at the request of the Project Officer, applying for a waiver from the minimum notice
- Attending the asbestos contract pre-Start meeting, Progress Meetings, and handover Meeting as required
- Carrying out regular inspections of the work environment, any defects found by or reported to the Project Officer or Analyst being rectified by the Contractor immediately
- Complying with all reasonable requests from the Project Officer
- Complying with Permits to Work
- Liaising with the Analyst to ensure the satisfactory progress of the works
- Providing copies of notification and consignment notes and other relevant documentation with final account to the Project Officer.

Analysts are responsible for:

- Maintaining UKAS accreditation relevant to instructed tasks
- Providing pro-active support to the Project Officer, but to a level which would not fall within the HSE requirement for a supervisory License.
- Reviewing and commenting on asbestos works specifications and, prior to start of the works, on the Contractors Plan of Work
- Providing quotations which reflect the anticipated project site and analytical requirements
- Attending meetings, including but not restricted to, Pre-start, Project Progress and Handover Meetings.
- Completing check lists, warning and advisory signs etc. as supplied by the Project Officer
- Assisting with the application and completion of Tamworth Borough Council specified permits and warning signs etc, relevant to the asbestos remedial project, including hot works permits etc.
- Carrying out analytical works and inspections as agreed with the Project Officer. Where site conditions alter, and the Project Officer is not immediately available, the Analyst to adjust the level of testing and inspection to ensure that all information relevant to the continued health and safety of the Contractor and building occupants is obtained

- Reporting to the Project Officer any defects or non-compliances relating to the Contractors performance, including suitability of the work areas, adherence to the Plan of Work, Statutory Instruments and AMP. Where the Project Officer is not immediately available the Analyst to take any measures necessary to ensure the health and safety of the Contractor and building occupants
- Checking areas on completion of asbestos remedial works to ensure that the Contractor has completed his scope of works and all affected areas have been left in a satisfactory condition
- Maintaining regular contact, as minimum at start and at end of each site day, with the Project Officer, regarding progress of site works
- Reporting to the Project Officer any aspects of asbestos management encountered on site which could give rise to health risks
- Reporting to the Project Officer any aspects of asbestos management encountered on site which could give rise to health risks
- Issuing formal Reports, including 4 Stage Clearance and Certificate of Re-Occupation, to the Project Officer on completion of site works.

Staff are responsible for:

- Reporting to the Help Desk, any known ACMs which are damaged or disturbed or any suspect ACMs of any condition and any defects or concerns they may have related to asbestos issues or remedial works
- Contacting their Building Project, or Project Officer where already appointed, regarding any work to be undertaken which may involve ACMs
- Attending asbestos awareness training when so requested

Contractors are responsible for:

- Ensuring that they respond to, and maintain, all communications with their Project Officer
- Compliance with the AMP and relevant procedures, and where acting as sole, main or principal contractor to have a thorough understanding of these procedures
- Ensuring that all sub-contractors are informed of the AMP and relevant procedures, and are aware of the location of ACMs within the project area
- Co-operating with any Licensed Asbestos Removal Contractors or associated contractors working within or adjacent the known or intended project area
- Ensuring that emergency measures are in place for any suspected or known exposure to ACMs and that these are in line with Tamworth Borough Council procedures

4.0 Asbestos Management Procedures

Procedures are detailed within the Appendices.

Procedures are included within the formal Plan review and are amended as required.

APPENDIX 1-Management Contacts

MANAGEMENT CONTACTS

Key Contacts

Assistant Director of Assets

Head of Programmes and Facilities

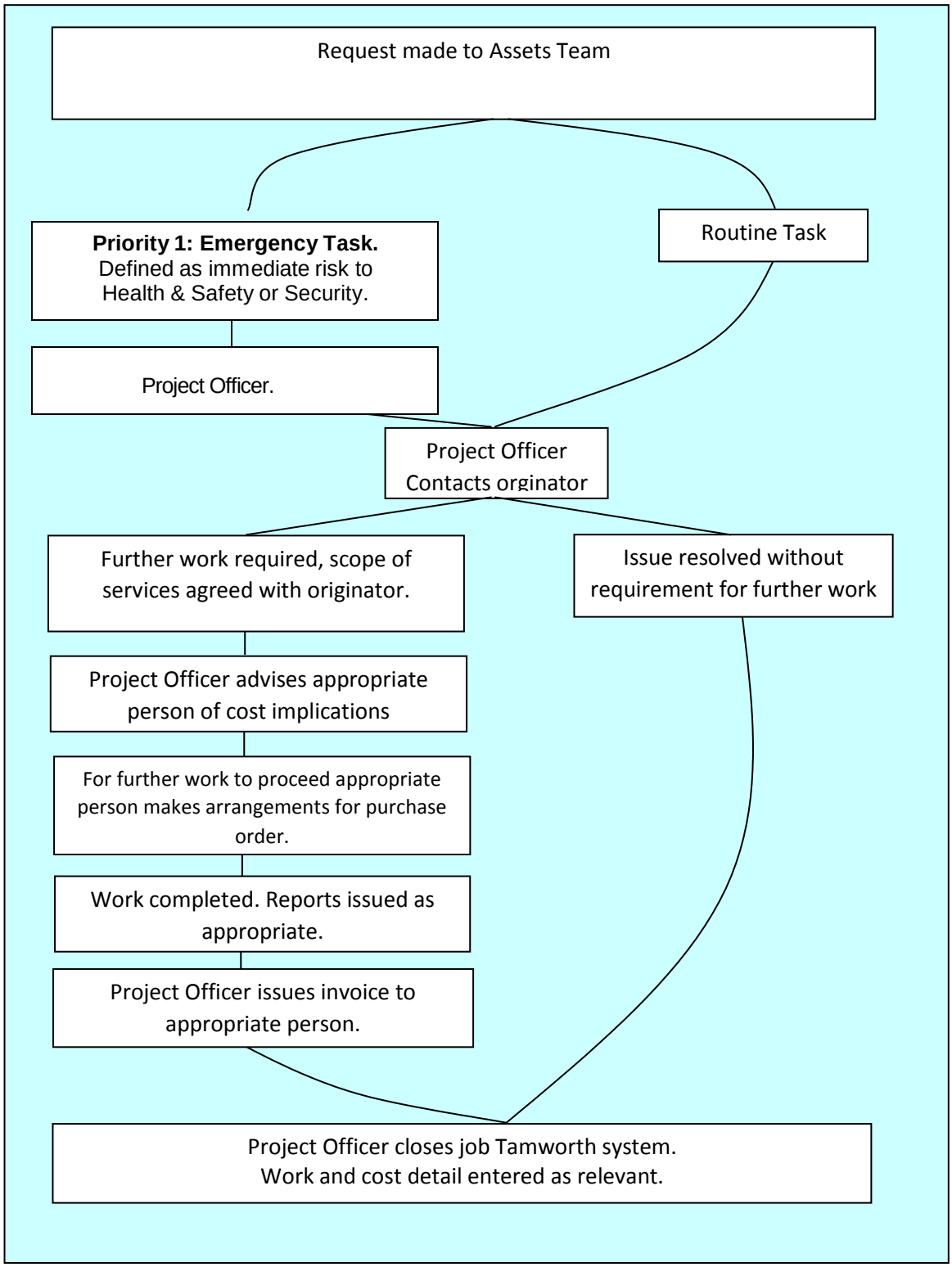
Compliance Manager

Health and Safety Manager

APPENDIX 2-Enquiries

Enquires

Enquiries are routed as follows:



APPENDIX 4- Asbestos Registers

Identification of Asbestos Containing Materials

Historical Background

Tamworth Borough Council wide survey data from 2013 has been, and continues to be, supplemented with information gained during local detailed surveys and investigations.

Surveys for ACMs

Priority areas for survey are identified by the Compliance Manager, generally in relation to planned maintenance tasks and refurbishment projects.

The provision for full refurbishment and demolition surveys is incorporated in projects for planned kitchen, bathroom and boiler replacements

Surveys and re-inspections are carried out to comply with HSE guidance, for example, document HSG 264: The Survey Guide.
An appropriately accredited Inspection Body carries out surveys with the works managed by the appropriate Project Officer.

Survey types are detailed in HSG 264, a summary is given below

Management Surveys

Management surveys are intended to identify ACMs that could affect the normal occupation of a building. This includes ACMs that might be disturbed not only by regular maintenance activities, but also those affected by reasonably foreseeable activities such as cabling works in risers.
The 2010 HSG 264 guidance emphasises the benefit of thorough surveys, with attempts to be made to open up areas where maintenance or similar can be anticipated. Samples of suspect materials should be taken, although some level of 'presumption' and reduced sampling regimes are acceptable so long as the consequent management of identified or suspected ACMs is appropriate.
'Management surveys' fell under Type 1 and 2 survey descriptions in earlier HSE guidance (MDHS 100). The current knowledge of ICL ACMs is at a level comparable with this 'Management Survey' definition. However the significant volume of survey work undertaken in the mid-1990s was generally to occupied buildings, this occupation may have caused Surveyors access problems with related limitations to the survey findings.

The HSE expects virtually all non-domestic premises to have Management Survey information already; this data is essential for the Duty holder to effectively manage ACMs and thus comply with the 'Duty to Manage' requirement stated in Regulation 4 of the Control of Asbestos Regulations 2012.

APPENDIX 4- Asbestos Registers

Refurbishment surveys and demolition surveys

These surveys attempt to locate and describe all ACMs in a project area and are required well before any refurbishment or demolition is due. This type of survey is also required for what may appear, initially, as relatively minor work, for example, formation of a riser, or dismantling of heating plant. Prior to January 2010 these surveys were termed 'Type 3' in the HSE MDHS 100 guidance.

To enable this level of identification the area must be fully accessible to the surveyor and appropriate investigation techniques and equipment be employed. Survey planning is essential, to allow the Surveyor to understand the scope of the intended works, for any exclusions to the survey to be agreed with the Client, and for arrangements to be made to the clear and isolate the survey area. HSG 264 emphasises the need for the survey area to be isolated from building occupants and that, ideally, reoccupation after survey is not planned. However it recognises that this is not always achievable. Where the survey area is to be reoccupied assurance that it is acceptable for reuse should be obtained from the Surveyor.

Intrusive investigation works can be significant – making good after survey works is minimal unless requested otherwise. Suspect materials are sampled during the survey, and the extent of ACMs estimated. The condition of the ACM is generally not reported except where materials are damaged, if areas of asbestos debris may be expected, or if there will be a time delay between the survey and the intended refurbishment or demolition.

For a refurbishment/demolition survey to be successfully completed at least the following criteria must be met:

- area is unoccupied, with no intention to reoccupy after survey
- area is fully accessible – with fixings, furnishings, and heavy equipment removed, or at least easily movable
- area is fully accessible in terms of decontamination sign-offs and other relevant authorisations
- suitable survey techniques are employed – breaking through of partitions, opening up of floor voids, use of access platforms for high level areas etc.

If the conditions above are not met the survey will not be considered comprehensive; limitations will be noted in the Survey Report and arrangements will need to be made to undertake further survey work when the site conditions area appropriate.

The HSE recognise that unidentified ACMs may still remain in the survey area, thus appropriate controls need to be in place for the actual refurbishment period, and most certainly for any demolition works.

ACMS in Equipment

ACMs have frequently been used in scientific or technical equipment. Asbestos fibres have a range of properties - insulating, non-electrical conductive, resistance to acid – which made them suitable for many uses including within kilns, hot-boxes, packing, and electrical equipment.

APPENDIX 4- Asbestos Registers

It is the responsibility of the Head of Department to have asbestos containing departmental equipment, materials and apparatus clearly identified, appropriately recorded and managed

Asbestos Registers

Asbestos Register Content

The Register records known and suspected ACMs in Tamworth Borough Council managed properties. It contains information on their

- location
- extent
- condition
- labelling status

The Register is aligned with the recommendations of HSG 264 information recorded allows objective risk assessments to be carried out.

The Register also provides some detail on:

- non ACMs where, in the normal course of the building operation, they may be confused with ACMs
- areas, where known, which have not been surveyed.

The presumption must be made that ACMs may be present in all un-surveyed areas and for all surveyed areas where the location would not have fallen within the scope of the original 1994 survey inspection.

Drawings

Drawings may be used to illustrate the Register information; these will be colour marked up and subject to update procedures. Drawings are not currently part of the formal issued Register.

Storage

The Register is stored electronically.

The Head of Programmes and Facilities holds current Register and archive Registers. The working Register copy is held by the Compliance Manager.

Availability

The Asbestos Register is available to all who may reasonably require such information. A version of the most recently issued Register is on a shared computer drive.

Updates

The Register is updated by the Compliance Manager, and regularly re-issued to the Head of Programmes and Facilities. Individuals, departments or organisations who affect data in the Register should supply relevant information to the Compliance Manager.

Update may be required after:

- Identification of further ACMs
- Surveys
- Removal of ACMs
- Inspection/monitoring exercises
- Changes in building layout or area use.

At the AMP review the Head of Programmes and Facilities will assess the range and quantity of amendments received.

APPENDIX 4- Asbestos Registers

Audit

Regular Register audits will be instructed by the Head of Programmes and Facilities. This will include comparison of representative Asbestos Register entries against site inspections and records of asbestos remedial works.

The audit report will be made available to all relevant parties and will form part of the AMP Review

APPENDIX 5- Risk Assessment of ACM's

Risk Assessment of The Asbestos Containing Materials

Assessment System

All ACMs in the Asbestos Register are objectively assessed by the Compliance Manager using a formal numerical scoring scheme. This considers aspects of materials assessment and priority assessment as described in the HSE document HSG 227 'A comprehensive guide to managing asbestos in premises'.

The materials assessment considers features of the material, the priority assessment takes into account the environment in which the ACM is found and the likelihood that persons may be exposed to asbestos fibres.

The scheme considers the following parameters:

- product type
- condition
- surface treatment
- asbestos type
- location
- position of material, for example how accessible it is during normal building occupancy
- susceptibility to damage
- number of people potentially exposed
- whether the material is subject to maintenance, refurbishment or other possible disturbance.

The Site Project Officer and keeps details on the scoring scheme and reviews the scores annually.

ACMs with higher assessment scores are likely to require greater consideration regarding remediation measures than those with lower scores.

APPENDIX 6- Management of ACM's

Management of Asbestos Containing Materials

Management options stated within the Asbestos Register are assigned by the Compliance Manager and are considered the appropriate choice at the time of Register review.

The final choice of asbestos management option is taken by the Head of Programmes and Facilities after consideration of the assessment score and discussion with relevant parties, for example, those with information on future maintenance or refurbishment plans.
Long term ACM maintenance considerations, including cost, resources, potential for exposure etc, will be taken into account and opportunities taken for removing materials, particularly during periods of building closure or refurbishment.

In general ACMs with higher risk scores will be identified for remedial works, whilst those with lower scores will be retained within the management scheme for in-situ materials.

Records of decisions made, together with any discussion and rationale supporting such decision, will be kept by the Head of Programmes and Facilities.

Inspection of ACMs

Formal re-inspections of known or suspected ACMs, will be carried out by a UKAS accredited Inspection Body and will be arranged and co-ordinated by the Compliance Manager. Re-inspection will require checking of known ACMs against Register information.

An outline scope of work may be prepared by the Compliance Manager for re-inspections; this may give requirements such as:

- Programming of the works
- Access arrangements
- Reporting arrangements

Re-inspection findings will be:

- Used to update the Asbestos Register
- Subject to formal risk assessment

The inspection period will be set by the Compliance Manager, taking into consideration a review of current risk assessments and previous inspection history. ACMs of higher score may be subject to more regular re-inspection than those of lower score.

The inspection period will be documented in the formal AMP Review and Action Plan.

APPENDIX 6- Management of ACM's

Leaving Asbestos Containing Materials in Situ

Where ACMs are in good condition and not disturbed during the normal use of premises particularly with minimal potential for fibre release, they may be left in-situ. The Head of Programmes and Facilities is responsible for ensuring these materials are kept in a sound condition.

Regular Inspection
ACMs left in-situ will be subject to an inspection regime. The Compliance Manager will determine the inspection period, likely to be 6 or 12 months dependent on risk assessment.

Labelling
Labelling with standard 'asbestos warning labels' or fixing of appropriate warning signage will be carried out to all known accessible ACMs considered to be of significant risk where this is deemed to:

- help prevent accidental damage, and
- not cause undue concern

Labelling of lower risk materials, for example, packing to soil pipes, seals to ductwork, may not be carried out if other control mechanisms e.g. site awareness, are considered adequate in preventing accidental exposure.

Improvement works

Where the ACM has minor damage, simple repair and/or sealing (encapsulation), may be appropriate. The technique and materials used will be dependent on the ACM and may include over-cladding or use of liquid applied encapsulants. These encapsulants are typically polymeric applications which dry to give a robust water resistant surface. Repairs and any encapsulation measures will be undertaken by a Licensed Asbestos Contractor, with the local area being isolated, either by constructing an enclosure or using local exclusion techniques

APPENDIX 6- Management of ACM's

Removal of Asbestos Containing Materials

The term 'removal' is used to describe both the removal of bulk materials and the decontamination of areas where debris or trace asbestos contamination has been identified.

Removal of ACMs is carried out as a result of:

- Such work being stated within the Action Plan
- Recommended works related to planned projects, or
- Unplanned circumstances, for example: identification of high risk ACMs damage to ACMs
- ACMs subject to maintenance or building works not foreseen during the AMP Review**.**

The option to remove ACMs will be authorised by

- the Head of Programmes and Facilities for aspects of on-going management of ACMs
- the Project Officer for any specific building or project works.

The Project Officer will authorise the financial spend related to the removal works, the extent of such work will be based on recommendations given by the Compliance Manager or appointed advisor. The responsibility for arranging and co-ordinating asbestos remedial works lies with the Project Officer, it is anticipated that they will appoint the Compliance Manager to take on all relevant tasks. Further details are within Appendix 7.

Removal of ACMs is an operation with inherent risks and requires effective management. Consideration of building occupation, co-ordination with other projects, effective use of budget, etc. will be taken into account when arranging remedial works.

Remedial works planning must allow sufficient time for key stages, including:

- Agreement of scope of works
- Contractor's quotation period
- Method statement assessment
- Decant arrangements
- Statutory HSE notification
- Re-instatement requirements assessment
- Occupant Liaison meetings
- Pre-start meeting.

APPENDIX 6- Management of ACM's

Completion of Asbestos Remedial Works

The Compliance Manager generally provides a completion document to the Project Officer, this will include:

- a clear summary of what materials have been removed
- project references
- contact and documentation details
- comment on residual asbestos risks

Remedial Works Records
These are held by the Compliance Manager, with relevant documents copied to the Project Officer. Records include as minimum:

- Works specification
- Removal method statement
- Air monitoring reports
- Certificate of Re-Occupation with 4 Stage Clearance documentation (where relevant)
- Waste consignment notes Records will be held for an appropriate period. Disclosure of information

Records will be held for an appropriate period in accordance with the relevant legislation [currently minimum requirement is 40 years].

Disclosure of Information

Initial requests to be made to the relevant member of Tamworth Borough Council, for example Project Officer, or Safety Manager
Office. Enquiries then to be routed, if required, to the Compliance Manager via the Customer Contact Centre Where relevant, for example where issues relate to health or financial aspects, the Site Project Officer will forward the request to the appropriate Tamworth Borough Council authority.

Minor Asbestos Removal Remedial Works

Some works with ACMs may be carried out by in-house maintenance employees or regular Tamworth Borough Council Contractors not holding an HSE License for work with ACMs.
These works will be of a minor nature and will be co-ordinated by the Compliance Manager.

Such works may include:

- Removal of compressed asbestos fibre (CAF) gaskets from pipe flanges
- Collection of asbestos cement (AC) debris or materials

Each type of work is to be notified in advance to the Compliance Manager for review. A record will be kept by the Compliance Manager of all reviews.

Where works are carried out by regular/term Contractors the key personnel will be expected to attend the appropriate Tamworth Borough Council asbestos awareness training session. These 'Preferred Contractors', likely to be a small number of companies, will have an enhanced awareness of Tamworth Borough Council procedures and knowledge of the site. The Site Project Officer will hold a listing of these Preferred Contractors.

APPENDIX 6- Management of ACM's

APPENDIX 7:- Project Management Procedures for All Building Works

Development Work

For the purpose of this AMP the term 'work' is used for any activity that has the potential to affect the fabric, finishes or services of a building, or which requires entry to services areas or voids.

Review of work area

All works within the Tamworth Borough Council estate with the potential to alter or damage the fabric of the building, service voids, building services etc, must be reviewed by the Project Officerwith regard to:

- Possible presence of ACMs
- Control measures to be taken to avoid damage or exposure
- Any necessary remedial/removal works
- Potential impact on project programme.

This review is to be at a level appropriate for the project in terms of its scale of refurbishment, known asbestos data, and regulatory requirements. The Project Officer is expected to seek guidance from the Compliance Manager, or equivalent, and make use of their specialist asbestos consultancy services where relevant.

Initial contact with the Compliance Manager should be via the Customer Contact Centre. Additional information and/or site walks may be required to give the Compliance Manager a more informed picture of the project requirements.

The review must be carried out by the Project Officer at an early stage of the project to allow sufficient time for project implications of ACMs to be assessed. Discussions on project design and site inspections may be required dependant on scale of project.

Project Officer Role

On receipt of the Work Request the Compliance Project will assess the project and undertake, as relevant, the following:

- Assessment of cost of, and agreement on, scope of Asbestos Management Services
- Review of known ACM information
- Discussion on project detail with Project Officer
- Site walk(s) with Project Officer and/or relevant contractors
- Site investigation, such as a formal survey (See Appendix 3)
- Report issue.

A preliminary Report may be generated by the Compliance Manager for certain works, generally those related to larger or more complex projects

APPENDIX 7:- Project Management Procedures for All Building Works

Site Project's Role contd.

The preliminary Report may include:

- Information on known ACMs
- Level of site investigation required, for example any requirement for management or refurbishment/pre demolition surveys, including their impact on occupants and project timetable
- Requirement for services isolations
- Requirement for space e.g. contractors welfare, decontamination unit, analytical office etc.
- Requirement for additional services e.g. use of a Licensed Scaffold Contractor to provide access.

The final Report style and content will be dependent on the complexity of the project and may range from an email to a Survey Report with marked up plans.
Guidance on remedial measures required, including any control measures, such as protection or further labelling of ACMs, and budgets may be included.

Recommendations made by the Compliance Manager for remedial action should be incorporated into the
Project Works.

Implementing the recommendations of the Project Officer

Where remedial works are required these may include:

- Remedial/removal works being undertaken to ACMs NOT DIRECTLY affected by the project scope, but which lie within, or directly adjacent, the project location. The intention being to use the refurbishment period to improve the Tamworth Borough Council environment, with minimal disruption to building use. Such remedial works will normally be funded by the Project.

- Co-operation with programming of the works, for example, the preference that asbestos remedial works are carried out as a priority activity either prior to the Main Contractor taking possession of the site or at the start of the possession period.

- Assisting in making space available for asbestos remedial works equipment, such as parking for decontamination units (DCUs), appropriate office space for the Analyst.

- Arranging any necessary services isolations or enabling works – such as steam shutdowns, cutting out of non-asbestos redundant ductwork, removal of fixtures, fittings, furniture or certain building features.

APPENDIX 7:- Project Management Procedures for All Building Works

Informing Project personnel

Aspects to be considered include:

- Site handover arrangements comprising documentation such as the Project Officer Report, Asbestos Works Completion statements etc

- Site familiarisation walks with key personnel such as Site Foreman, Site Project et al.

- Highlighting the requirement for asbestos information to be reviewed when project changes, such as M&E scope, or extension of project area, are proposed. The review to be undertaken by the appropriate Project team member, this may include the Main Contractor, CDM Co-ordinator and/or Project Officer.

- Particular attention to co-operation and co-ordination where Contractors who do not hold an HSE License for asbestos works are used for enabling works prior to asbestos remedial works being undertaken. It is essential that these 'non-asbestos' contractors
  Are
- aware of any risks and related controls
- undertaking enabling works that are sufficient to provide necessary access etc. for the future Asbestos Licensed Contractors works

Additional or Suspect Asbestos Containing Materials

The Project Officer is responsible for making sure works are halted if suspect ACMs are discovered and that further advice is sought.
In practice, it may be the Site Project who takes the first action of stopping works to the affected areas, they should then contact the Project Officer. Further guidance would normally be obtained from the Compliance Manager however, in certain situations the Project Officer may consider that they have adequate knowledge, competency and experience to resolve the issue themselves.

Removal Works

Further details on the removal of ACMs is within Appendix 6.

Project stage summary/programme

The following gives guidance on typical projects where the Compliance Manager has been instructed to undertake a review/investigation etc. Workload, investigation constraints, HSE notification periods etc., will affect the actual programme.

The examples assume the Project Officer has supplied all relevant project information and there are no delays in accessing areas or decanting prior to asbestos removal works. The examples show that more complex projects can require at least 3 months planning prior to completion of asbestos related works.

APPENDIX 7:- Project Management Procedures for All Building Works

Item	Description of work				
	New cable route. **No asbestos remedial works required**	**Redecoration of a residence.** **ACMs present**	**Maintenance work.** **Remove 2m section of asbestos lagged pipework**	**Reconfiguration of 1 office.** **Asbestos ceiling tiles**	**Refurbishment of 3 laboratories.** **Numerous ACMs**
	Action in Week;				
Project Officer:					
Contact Help Desk	1	1	1	1	1
Compliance Manager:					
Agree services scope and management costs	1	1	1	1	1
Preliminary report	1 - 2	1 – 2	1 – 2	1 - 2	1 - 2
Survey	1 - 2	1 – 2	1 – 2	1 - 2	1 - 3
Report issued	1 – 2	1 – 2	1 – 2	2 – 3	3 – 4
Further survey e.g. 'Refurbishment/Pre-Demolition' in unoccupied areas	-	Not required	Not required	Agreed with Project Officer Assume Week 4	Agreed with Project Officer Assume Week 4
Remedial works required	None	None. Decorating contractor to receive site specific asbestos awareness	Remove asbestos insulation to pipework	Remove ceiling tiles	Remove bulkheads, fume cabinets and exhaust ducts
Remedial works specification	None	None	2	4	5
Appoint Contractor	-	-	3	6	8
Contractor:	-				
HSE Notice period	-	-	3 - 4	6-7	9 - 10
Site work start	-	-	5	8	10
Asbestos site works completed.	-	-	5	9	12

APPENDIX 8:- Specialist Contractors

Licensed Asbestos Removal Contractors

Remedial works to ACMs, including encapsulation, will generally be carried out by a Contractor holding a
License under the Asbestos Licensing Regulations.

In specific circumstances non Licensed Contractors or Tamworth Borough Council employees may undertake work where this falls outside the asbestos licensing requirements and is of acceptably low risk. In these circumstances all relevant health and safety regulations, including provisions of the Control of Asbestos Regulations must be complied with. The Compliance Manager must review and accept proposed procedures and work methods.

Choice of Licensed Contractor

Contractors will be subject to in-house selection and approval procedures, co-ordinated by the Head of Programmes and Facilities and Assistant Director of Assets

Audits of Contractors undertaking work with ACMs will be carried out by the Compliance Manager. Such audits will include assessment of at least:

- Quality of completed work
- Safety issues throughout the remedial works
- Compliance with Contractor's own Safety Management systems
- Feedback and safety etc. information from the UKAS accredited Consultancy engaged for the associated inspection and analytical works
- Adherence to programme

Use of Advisory Services

Advice and services may be sought from external specialist organisations. Only organisations holding the appropriate qualification and UKAS accreditation, for example to ISO 17020 for building surveys for ACMs or to ISO 17025 for analytical services, will be used.

APPENDIX 9:- Emergency Procedures

Definition of an Emergency

Emergencies are unexpected situations requiring sudden and urgent action. In the context of asbestos the immediate measures taken should prevent or minimise exposure to airborne asbestos fibre. Following this action there may be a subsequent requirement to bring in specialist contractors such as an UKAS accredited Analytical Consultancy or Licensed Contractor. The Head of Programmes and Facilities will assess and make suitable arrangements, and if appropriate inform the site project.

The following emergency situations are considered:

A Personnel in areas of potential elevated airborne asbestos fibre

For example:

- Known or suspected ACMs are damaged
- Asbestos remedial works cause an uncontrolled release of airborne fibres, for example if an asbestos removal work enclosure is damaged

Action to be taken:

- Do not disturb the material or stay longer in the affected area than is essential

- If the problem is within, or associated with, a Project area, contact the Site or Project Officer.

The Site Project will then contact the Head of Programmes and Facilities who will provide site specific advice.

Notify the Health and Safety Project.

- If the emergency relates to a damaged ACM, and it is safe and appropriate to do so, cover the material with polythene or other barrier to prevent disturbance by air currents.

- Seal off the area – close windows, doors etc. so long as this is possible without causing further disturbance to the material/staying longer in the area.

- Evacuate the local area and prevent others from entering the area by using signage, sealing up doorways or posting guards at an appropriate distance.

Additionally for Project Areas:

The Site Project Officer should halt all local works and take any necessary or recommended action. Such action may include informing staff and building occupants, clearing the area or site etc. The Project Officer must be informed of all developments.
General, contractor specific and site health and safety reporting procedures may be triggered by these events.
Where the emergency has been caused by finding damaged ACMs it is likely that the longer term action will be the removal of the material, with the costs borne by the project.

APPENDIX 9:- Emergency Procedures

B Non specialist personnel required to enter areas of elevated airborne asbestos fibre

For example:

- Plumbers or electricians are needed within known contaminated areas to carry out emergency services isolations
- Experts are required to enter asbestos work enclosures to give first aid

Action to be taken:

- Contact the Site Manager, via the Project Officer (for Project Works).

Access can only be given if the individual has received appropriate training, protective equipment and is accompanied by a Licensed Contractor or Analyst.

APPENDIX 9:- Emergency Procedures

Reports and Records

Tamworth Borough Council Dangerous Occurrence Report
Sample form held at the rear of the policy are to be used as Reports and are to be completed by the Individual/appointed representative or Project Officer and submitted to the Health and Safety Team..

Accidental Asbestos Exposure Form
To be completed whenever an Tamworth Borough Council employee considers they may have been exposed to airborne asbestos fibre. “Exposure” will generally be taken to mean exposure to a known or possible level approaching or exceeding a control limit.

The form will record information including

- Name
- Date and time of incident
- Nature of exposure (damage or work to ACM, uncontrolled release of asbestos fibre from asbestos removal enclosure etc.)
- Location of incident
- Type of asbestos fibre/asbestos material
- Duration and level of exposure
- Copies of any associated analytical records
- Details of advice etc. given to individual (health risks of asbestos etc.)

The Compliance Manager will provide technical information and the Form will be reviewed, completed, and kept by the Human Resources. A copy will be given to the employee with the recommendation that it be kept indefinitely.

Where the exposure relates to non- Tamworth Borough Council employees the Compliance Manager will record known details, these will be kept within the Tamworth Borough Council Asbestos Management record system.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where exposure occurs above the control limits set in the Control of Asbestos Regulations the requirement to report the incident under RIDDOR will generally be assessed and carried out by the Health and Safety Team.
If the exposure occurs in an area under the control of a Principal Contractor the reporting requirement is the contractor’s responsibility.

Contractor Safety Reports
Company generated reports should be copied to the Project Officer and forwarded by them to the Compliance Manager and the Health and Safety Team

Disclosure of Information

The Health and Safety Team may request copies of any reports in order to carry out investigations into the underlying causes of the emergency
Requests from individuals or other parties should be made to the relevant Project, for example Building or Project Officer. It is unlikely that information would be released unless for individual e.g. insurance, purposes or to provide anonymous data for consideration in the AMP Review.

APPENDIX 10:- Task Information and Training

Information

Information on the AMP and the management of ACMs will be available to all relevant personnel and organisations. General and Tamworth Borough Council specific information may be posted on relevant notice boards or produced for distribution in electronic format.

Where more specialist knowledge is required this may be sourced from specialist consultancies and publications, including HSE documents.

Training

It is acknowledged that effective management of ACMs requires knowledge of a specialised area of health, safety and construction works.

The Assistant Director of Assets shall ensure that a suitable level of expertise is available at Tamworth Borough Council, either by in-house training of employees, by using external training courses or resources, or by establishing a relationship with a specialist external organisation such as a UKAS accredited Consultancy.

The Head of Programmes and Facilities assesses training requirements and co-ordinates it's provision.
The intention is to provide an open and responsive culture where individuals have an awareness of the risks and an appreciation of the effectiveness and suitability of, and requirement for, management procedures.

The key areas covered by in-house training sessions are:

AMP purpose, general arrangements, availability and location responsibilities of employees and key groups

Asbestos Register its location, use and availability

ACMs health effects their range and distribution at Tamworth Borough Council

Work practice Safe systems and arrangements

It is acknowledged that risk groups, such as new employees, newly appointed contractors etc, may require asbestos awareness training or similar as part of their initial Tamworth Borough Council induction process.

In summary:

- Initial asbestos awareness/training will be carried out for relevant employees and contractors
- Continuing asbestos awareness/training will be carried out as necessary
- Problems or incidents with ACMs will be investigated and a review of training arrangements carried out if considered appropriate.

APPENDIX 10:- Task Information and Training

Outline of Training Topics

Training agenda will be amended as required, tailored to the requirements of the audience

Topic	Group		
	Maintenance, Security, Technicians etc	Consultants, Contractors	Employees with extra Responsibilities
Asbestos health risks			
AMP and Procedures			
Responsibilities			
ACMs – uses and distribution at Tamworth Borough Council			
Procedures for building works			
Advanced knowledge			

Employees considered to have extra responsibilities includes:

- Head of Programmes and Facilities
- Assistant Director Assets
- Health & Safety Manager
- Project Officer

Advanced knowledge may include formal qualification in health and safety or asbestos specific topics.

APPENDIX 10:- Task Information and Training

Training for Specific Tasks with Asbestos Containing Materials

Where employees are expected to carry out works with ACMs specific training will be provided. Such tasks may include:

- Labelling of ACMs
- Emergency sealing off/decontamination of areas following disturbance to ACMs or after discovery of orphaned asbestos.

The Head of Programmes and Facilities will keep details of training agenda, training dates and which individuals have been trained for specific tasks.

Training review

The Head of Programmes and Facilities will review the training arrangements annually to assess if:

- All individuals/department/groups requiring training have been identified
- Re-training requirements are adequate
- Tamworth Borough Council induction arrangements are adequate
- Course content is appropriate.

APPENDIX 11:- Action Plan

Action Plan

The Action Plan will contain priorities and timetables or targets for both remedial works e.g. removal works and non-remedial works e.g. training issues, survey requirements.

Consideration of a timetable for remedial works will take account of several factors including:

- ACM risk assessment score
- Building occupation constraints
- Financial resources
- Other planned building works.

The Head of Programmes and Facilities will review the Action Plan; the Plan will be finalised by the Assistant Director Assets.

Action Plans will be included within the AMP Review, and later retained as archive documents, kept by the Head of Programmes and Facilities.

APPENDIX 12:- Review of Asbestos Management Policy

Review Purpose

The Head of Programmes and Facilities will arrange a regular review of the AMP. The intention of the review will be to assess:

- Management procedures and their effectiveness.
- Effectiveness of the management plan in terms of its integration into all matters relating to the building fabric and use
- Overall progress made against the Action Plan
- Suitability and maintenance of communication, instruction, training of personnel, employees and contractors
- Suitability and success of record keeping tasks

Significant findings and comments will be reported to the Assistant Director of Assets. A record of the Review will be kept by the Head of Programmes and Facilities.

Review Timetable

The Head of Programmes and Facilities will set the timetable and date of the next review. A Review will be:

- Carried out on a 12 monthly basis
- Considered when significant events occur - for example, on completion of major asbestos removal projects, following exposure of personnel to significant airborne asbestos fibre levels, transfer or increase of premises, or if arrangements within the AMP are no longer considered to be adequate.

Review Attendees

The Head of Programmes and Facilities will invite appropriate representatives.

Review Agenda

The Head of Programmes and Facilities will set the Agenda and will distribute to all relevant personnel in sufficient time for data and feedback to be collated.
The agenda will include some or all of the areas set out below:

AMP

Compliance with HSE and Tamworth Borough Council procedures
Management and Organisation structure
Audits and Reports

Action Plan Remedial Works Asbestos Register
Asbestos awareness/training
Incidents with ACMs
HSE reports

APPENDIX 12:- Review of Asbestos Management Policy

APPENDIX 13:- Key Regulatory Documents

LEGISLATIVE REQUIREMENTS

This document represents Tamworth Borough Councils commitment, in line with the Control of Asbestos at Work Regulations 2012, to the management of asbestos in their premises. It sets TAMWORTH BC Estates Department overall policy relating to asbestos in their premises and describes the management plan required by Regulation 4 of the CAR.

Asbestos Regulations	
SI No.	Control of Asbestos Regulations 2012
Asbestos – Approved Codes of Practice and Guidance	
L143	ACoP – Managing and Working with asbestos (2013)
HSG 53	Respiratory protective equipment at work (2013)
HSG 264	Asbestos: The Survey Guide
HSG 247	Asbestos: The Licensed Contractors guide (2006)
HSG 248	Asbestos: The analysts guide for sampling, analysis and clearance procedures
HSG 210	Asbestos Essentials – Task Manual for building, maintenance and allied trades of non-licenced asbestos work (2012)
HSG 227	A comprehensive guide to managing asbestos in premises (2012)
Medical Series	
MS 34	Guidance for appointed doctors on the Control of Asbestos Regulations (2012)
Health and Safety – Approved Codes of Practice and Guidance	
INDG 453	A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) RIDDOR
Waste Regulations	
SI No. 988	Waste (England and Wales) Regulations 2011
SI No. 894	The Hazardous Waste (England and Wales) Regulations 2005
SI No. 1056	The Waste Management Licensing Regulations 1994 as amended 2003

APPENDIX 14:- ASBESTOS

Asbestos

Asbestos is a term applied to some mineral silicates present in a fibre form. There are many members of this mineral group; common among these are blue asbestos (crocidolite), white asbestos (chrysotile) and brown or grey asbestos (amosite). Because of its unique properties – flexibility, tensile strength, insulation (from heat and electricity) and chemical inertness – asbestos was one of the most useful and versatile minerals known to mankind. It is the only natural mineral that can be spun and woven into useful fibres and fabrics in a similar way to cotton or wool. Large deposits of asbestos have been discovered in many areas of the world including the Soviet Union, Northern Italy, Canada, USA, South Africa and Zimbabwe. Uses of asbestos have included fibro-sheeting, corrugated roofing, asbestos cement pipes, thermal insulation and fireproofing. It has also been used as an additive in paints and sealants, in textiles such as felts and theatre curtains, in gaskets, and in friction products like brake linings and clutches. During the peak building years, i.e. 1950s, 60s and 70s, asbestos found its way into most public buildings, including hospitals, schools, libraries, office blocks and factories. Due to the extensive use of asbestos in a wide variety of products it is present in many workplaces. Consequently it may pose an occupational health risk to persons who work in close proximity to ACM.

The Health Effects

The health effects from exposure to asbestos result from the inhalation of asbestos fibres. If asbestos fibres are inhaled, they must first pass the filtration mechanisms lining the nose and the mouth down to the fine airways that lead to the small alveoli. Hence, only very small particles barely visible with a high-powered microscope, may eventually reach the alveoli. Fibres such as blue asbestos, which are relatively long and very fine, are more likely to reach the alveoli. Asbestos fibres reaching the alveoli are handled in different ways. Some are carried out of the lung through the lymphatic system. Of those remaining some do not cause ill effects whilst some can lead to lung changes such as the following:

• Asbestosis: This is a form of fibrosis (scarring) of the lungs, which results in breathlessness.

• Lung cancer: A cancer of the larger and medium sized airways, which are similar to, that caused by smoking. The combination of asbestos exposure and smoking has a synergistic effect, which greatly increases the risk of lung cancer.

• Mesothelioma: Rare cancer of the pleura and peritoneum. Crocidolite

APPENDIX 14:- ASBESTOS

Application of Asbestos in Buildings

Since the early 1999 asbestos has not been manufactured or used in the United Kingdom (except in some frictional products including brake linings). As ACM has been used extensively throughout the building industry asbestos is still present in numerous workplaces and it is still encountered by many occupational groups.
The asbestos related health risk to the occupants of buildings/workplaces, which contain asbestos, is negligible. Whilst ACM located within a workplace present a hazard they do not present a risk if no asbestos fibres are released to the air. Asbestos has been used in several thousand different products. Common materials known to contain asbestos include but are not limited to:

- Sprayed on fire proofing to structural steel beams (limpet asbestos);
- Sprayed under roofs and ceilings as decoration and for sound/fire insulation properties (vermiculite);
- Sprayed on for rating wall brackets and joint seals;
- Asbestos cement products including roof, internal and external wall and ceiling cladding, moulded pipe and conduit, downpipes and guttering;
- Door seals;
- Insulation to boiler / heating pipes and other industrial plant;
- Permanent formwork;
- Expansion joints;
- Gasket material;
- Laboratory 'Matts';
- Vinyl floor tiles;
- Paints;
- Insulation to fire doors,
- Waterproofing membrane;
- Electrical switchboards;
- Insulation to heaters coils inside air conditioning ducting;
- Muffler bandage;
- Brake linings and clutch pads;
- Wall and ceiling insulation.

APPENDIX 15:- CONTROL OF ASBESTOS HAZARDS

Control of Asbestos Hazards

The control of asbestos hazards should utilise the most appropriate method applicable to the particular circumstances. Based upon the assessment of the condition of the asbestos, it's potential to suffer damage or mechanically degrade, and the likelihood of exposing people to airborne asbestos, the following control strategies are relevant:

- Leave in situ (Manage);
- Encapsulation;
- Enclosure; and
- Removal

These control strategies are discussed below:

Leave in Situ (Manage)

The identification of asbestos in a building or plant does not automatically necessitate its removal. Asbestos in a stable condition and not prone to mechanical damage can generally remain in situ. The asbestos will need to be inspected on a regular basis to ensure its integrity is maintained, should be labelled with an appropriate warning, and must be removed under controlled conditions prior to demolition or refurbishment works that may disturb the asbestos.

Encapsulation or Sealing

Encapsulation refers to the coating of the outer surface of the asbestos material by the application of a sealant compound that usually penetrates to the substrate and hardens the material. Sealing is the process of covering the surface of the material with a protective coating impermeable to asbestos. Encapsulation or sealing helps protect the asbestos from mechanical damage, and is designed to reduce the risk of exposure by inhibiting the release of asbestos fibres into the airborne environment, and increase the length of serviceability of the product. The use of encapsulation or sealing may be of limited application. It is not considered to be an acceptable alternative to repairing or removing severely damaged ACM

Enclosure

Enclosure involves installing a barrier between the asbestos material and adjacent areas. This is effective in inhibiting further mechanical damage to the asbestos, and friable products such as calcium silicate pipe lagging or sprayed limpet asbestos may be targeted for enclosure where removal is not an option. The type of barrier installed may include plywood or sheet metal products, constructed as boxing around the asbestos.

Removal

Removal of asbestos must be performed under controlled conditions, depending on the type of asbestos product to be removed. Removal is considered preferable to the other abatement options such as enclosure or encapsulation, as it eliminates the hazard from the workplace. The removal process, however, does pose an increased risk to personnel engaged in the removal, and may result in increased airborne fibre levels in adjacent occupied areas if the removal program is not strictly controlled. Asbestos removal is generally an expensive exercise, and can cause major disruptions to building occupants. The removal of asbestos is considered appropriate when the asbestos product is deteriorated, has reached an unserviceable condition, or is at risk of being disturbed, and the other control options are not feasible. Where demolition or refurbishment works are to occur, and this work is likely to impact on ACM, the asbestos must be removed under controlled conditions prior to the commencement of any site works.

APPENDIX 15:- CONTROL OF ASBESTOS HAZARDS

Managing In Situ Asbestos

General

The management of in situ asbestos is important to ensure ACM are not damaged or deteriorate to such an extent that, workers or visitors are unnecessarily exposed to airborne asbestos fibres. It is also the aim of Tamworth Borough Council to incorporate asbestos issues into internal works orders and building works contracts, designed to ensure that any asbestos that may be encountered during the work to be undertaken is dealt with in the appropriate manner.

Re-inspections

Re-inspections of ACM to be conducted by competent personnel trained in the identification of ACM's and the risk assessment processes (i.e. Consultant Occupational Hygienist). The inspections will involve visual assessment of the condition of the materials to determine whether the material remains in a satisfactory condition, or if deterioration has occurred since the previous inspection. Such re-inspections will determine if any remedial action, such as encapsulation, isolation or removal of the ACM, is required. Re-inspections will be performed on a regular basis. Normally, re-sampling of materials would not be required during re-inspections. If, however, previously unidentified or undocumented asbestos, or materials suspected of containing asbestos, are encountered during the re-inspection process, sampling and analysis will need to be performed. The asbestos register, where necessary, will be updated and reissued at the completion of the re-inspection work.

APPENDIX 16:- INFORMATION AND TRAINING

Information and Training

Training and sharing of information is one of the most important elements of this AMP. All categories of personnel employed at the council will be given appropriate Asbestos Awareness Training to ensure adequate awareness of the health risks of asbestos, methods of prevention and control, proper work practices, emergencies and use of personal protective equipment. Asbestos Awareness Training will be conducted for employees as required to keep employees abreast of updated information and procedures and to reaffirm Tamworth borough Council health and safety requirements. The training will be conducted for personnel who may become involved with the handling of ACM in their day-to-day job activities. These personnel will include maintenance and trades staff that may encounter ACM during their normal course of work. Those personnel required to supervise asbestos removal projects will also receive the additional training. The training for employees will be conducted in a manner which the employee is able to understand and will be given in verbal and written form and with the use of visual aids and worker participation. These approaches are to be used in a manner that will ensure adequate awareness of the health and safety risks in TAMWORTH BC properties, methods of prevention and control and appropriate work practices. An important element of the information provided will be on the responsibilities of management and employees in relation to asbestos matters and the health hazards that may result if these responsibilities are neglected. The training program will include, but not be limited to, the provision of information on the following:

Information, Instruction and Training

1) *Every employer shall ensure that adequate information, instruction and training is given to those of his employees –*
   a) *Who are or who are liable to be exposed to asbestos, or who supervise such employees, so that they are aware of –*
      I. *The properties of asbestos and its effects on health, including its interaction with smoking,*
      II. *The types of products or materials likely to contain asbestos,*
      III. *The operations which could result in asbestos exposure and the importance of preventive controls to minimise exposure,*
      IV. *Safe work practices, control measures, and protective equipment,*
      V. *The purpose, choice, limitations, proper use and maintenance of respiratory protective equipment,*
      VI. *Emergency procedures,*
      VII. *Hygiene requirements,*
      VIII. *Decontamination procedures,*
      IX. *Waste handling procedures,*
      X. *Medical examination requirements, and*
      XI. The control limit and the need for air monitoring,

   In order to safeguard themselves and other employees; and
   b) Who carry out work in connection with the employer's duties under these Regulations, so that they can carry out that work effectively

(2) The information, instruction and training required by paragraph (1) shall be –
   a) *Given at regular intervals;*
   b) *Adapted to take account of significant changes in the type of work carried out or methods of work used by the employer; and*
   c) Provided in a manner appropriate to the nature and degree of exposure identified by the risk assessment, and so that the employees are aware of –
      i) *The significant findings of the risk assessment, and*
      ii) The results of any air monitoring carried out with an explanation of the findings.

APPENDIX 16:- INFORMATION AND TRAINING

There are three main types of information, instruction and training (simply referred to as training from now on). These are:

(a) Asbestos awareness training. This is for those persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out, such as:

I. General maintenance staff
II. Electricians
III. Plumbers
IV. Gas fitters
V. Painters and decorators
VI. Joiners
VII. Plasterers
VIII. Demolition workers
IX. Construction workers
X. Roofers
XI. Heating and ventilation engineers
XII. Telecommunications engineers
XIII. Fire and burglar alarm installers
XIV. Computer installers
XV. Architects, building surveyors and other such professionals
XVI. Shop fitters

(b) Training for non-licensable asbestos work. This is for those who undertake planned work with asbestos which is not licensable such as a roofer or demolition worker removing a whole asbestos cement sheet in good condition or analytical staff and asbestos surveyors.

(c) Training for licensable work with asbestos. This is for those working with asbestos which is licensable such as removing asbestos insulation or insulating board.

Asbestos Awareness Training

Asbestos awareness training is required to be given to employees whose work could foreseeably expose them to asbestos. In particular, it should be given to all demolition workers and those workers in the refurbishment, maintenance and allied trades where it is foreseeable that their work will disturb the fabric of the building because ACMs may become exposed during their work. Exemption from this requirement would apply only where the employer can demonstrate that work will only be carried out in or on buildings free of ACMs. This information should be available in the client's asbestos management plan.
This training should cover the following topics in appropriate detail, by means of both written and oral presentation, and by demonstration as necessary:

(a) The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;
(b) The types, uses and likely occurrence of asbestos and ACMs in buildings and plant;
(c) The general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace; and
(d) How to avoid the risks from asbestos, for example for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACMs are not present.

APPENDIX 16:- INFORMATION AND TRAINING

Training for Non-Licensable Asbestos Work

Persons requiring this type of training would include those whose work will knowingly disturb ACMs, such as maintenance workers and their supervisors; and those who carry out asbestos sampling and analysis. It should be given in addition to the asbestos awareness training outlined in paragraph. This training should cover the following topics in appropriate detail, by means of both written and oral presentation, and by demonstration:

(a) The operations which could result in asbestos exposure and the importance of preventive controls to minimise exposure;
(b) How to make suitable and sufficient assessments of the risk of exposure to asbestos;
(c) The control limit, and the purpose of air monitoring;
(d) safe work practices, control measures, and protective equipment including an explanation of how the correct use of control measures, protective equipment and work methods can reduce the risks from asbestos, limit exposure to workers and limit the spread of asbestos fibres outside the work area;
(e) The maintenance of control measures, including where relevant the maintenance of enclosures;
(f) Procedures for recording, reporting and correcting defects;
(g) The appropriate purpose, choice and correct selection from a range of suitable RPE including any limitations;
(h) The correct use, and where relevant, cleaning, maintenance and safe storage of RPE and PPE, in accordance with the manufacturer's instructions and information;
(i) The importance of achieving and maintaining a good seal between face and RPE, the relevance of fit tests, and the importance of being clean-shaven;
(j) Hygiene requirements;
(k) Decontamination procedures;
(l) Waste handling procedures;
(m) Emergency procedures;
(n) Which work requires an HSE licence
(o) An introduction to the relevant Regulations, Approved Codes of Practice and guidance that apply to asbestos work and other Regulations that deals with the carriage and disposal of asbestos;
(p) For analysts, personal sampling and leak and clearance sampling techniques; and
(q) Other work hazards including working at height, electrical, slips, trips and falls.

Where any employees are required to use the following plant and equipment or carry out the following work activities then practical training (ie giving someone the opportunity to try and practice something for themselves rather than having it explained or demonstrated to them) should be given:
(a) Use of decontamination Compliance;
(b) Use of PPE, particularly RPE;
(c) Construction of mini-enclosures where necessary; and
(d) Use of control techniques, such as Class H vacuum cleaners (BS EN 60335).

The procedures for providing information, instruction and training should be clearly defined and set out in a written health and safety policy document. This should be reviewed regularly, particularly when work methods change. Records should be kept of the training undertaken by each individual.

APPENDIX 16:- INFORMATION AND TRAINING

Training for Licensable Asbestos Work

Chapter 4 of HSG247 Asbestos: The licensed contractors' guide (The licensed contractors' guide)13 sets out the detailed content of the asbestos training modules for operatives, supervisors, projects, directors, supervisory licence holders and licensed scaffolders that are involved in licensable work.
All information, instruction and training given should include an appropriate level of detail, suitable to the job, and should use written materials, oral presentation and demonstration as necessary.
The following is a list of the information, instruction and training that should be given to all employees, including operatives, supervisors, projects, directors and supervisory licence holders in addition to the asbestos awareness training outlined in paragraph 127:

The health risks to employees' families and others which could result from taking home contaminated equipment and clothing, its interaction with smoking and the increased risk of lung cancer for asbestos workers who smoke;

a) The assessment of risk and the purpose of the plan of work;
b) The operations which could result in asbestos exposure and the importance of preventive controls to minimise exposure;
c) The control limit, the assessment of exposure and the purpose and importance of air monitoring to check compliance with the limit, including the purpose of personal sampling;
d) Safe work practices, control measures, and protective equipment including an explanation of how the correct use of control measures, protective equipment and work methods can reduce the risks from asbestos, limit exposure to workers and limit the spread of asbestos fibres outside the work area;
e) The importance of following (and for projects and supervisors ensuring the workforce follow) the procedures, controls and preventative measures set out in the plan of work and risk assessment;
f) The maintenance of control measures, including where relevant the maintenance of enclosures and negative pressure equipment;
g) Procedures for recording, reporting and correcting defects;
h) The appropriate purpose, choice and correct selection from a range of suitable RPE including any limitations;
i) The correct use, cleaning, maintenance and safe storage of RPE, with specific attention to ensuring that the RPE is working correctly in accordance with the manufacturer's instructions and information;
j) The importance of achieving and maintaining a good seal between face and RPE, the relevance of fit tests, and the importance of being clean-shaven;
k) The suitability, correct use, storage and maintenance of protective clothing, including clothing used for transit;
l) Hygiene requirements;
m) Decontamination procedures, particularly within enclosures, airlocks (including bag locks) and hygiene units;
n) Site set-up: marking out the work area, setting up barriers, transit routes and waste storage area, pre-cleaning, sealing sources of potential leaks, construction and layout of the enclosure including negative pressure units, viewing panels and airlocks, positioning of decontamination units, air management and leak testing;
o) Controlled removal techniques and how they work including types of wet surfactant injection of sprayed asbestos and lagging, spray wetting of AIB and asbestos cement, wrap-and-cut, and (if relevant) use of glove bags;
p) Waste-handling procedures including bagging, storage and disposal;

APPENDIX 16:- INFORMATION AND TRAINING

q) Site clean-up and clearance procedures, including the certificate of reoccupation arrangements;
r) Emergency procedures including general procedures such as the uncontrolled release of asbestos fibres into the workplace or outbreak of fire;
s) Medical examination requirements;
t) The results of any air monitoring carried out with an explanation of the findings;
u) For analysts, personal sampling and leak and clearance sampling techniques;
v) Other work hazards including working at height, electrical, slips, trips and falls; and

An introduction to the relevant Regulations, Approved Codes of Practice and guidance that apply to asbestos work and other Regulations that deals with the carriage and disposal of asbestos.

To assist the employer to comply with their legal duties under the Control of Asbestos Regulations, the following additional training should be given to supervisors, projects, directors and supervisory licence holders, at an appropriate level, so that they can effectively carry out their role on site. This should include:

a) Their responsibilities for directing, supervising and monitoring all aspects of work on site, including people's health and safety;
b) The importance of the supervisor being on site at all key stages of the work (witnessing the smoke test, ensuring that the hygiene Compliance are fully operational before work starts, ensuring signs and barriers are correctly erected, carrying out daily checks) to ensure that it is done safely;
c) How to produce and apply plans of work that set out the appropriate procedures, controls and preventative measures based on the assessment, including how and when to update plans;
d) How and when to notify the appropriate enforcing authorities that work is taking place and situations where re-notification is necessary;
e) How to deal with situations where the methods set out in the plan of work cannot be followed due to a change in circumstances and a revision to the plan is required;
f) The application of suitable contingency procedures in the event of a failure of controls;
g) The importance of monitoring and auditing the work activities;
h) The importance of having effective arrangements in place to communicate with and monitor workers inside the enclosure and hygiene unit;
i) A need to provide additional training, information and instruction to workers as necessary such as the use of a particular piece of equipment or work method for which training has not previously been given;
j) How to assess the competence of employees and identify their training needs;
k) When and how air monitoring should be undertaken, how the results are interpreted and to whom they should be communicated;
l) How the results and records of personal air sampling, fit tests and medicals should be kept and maintained and to whom they should be communicated;
m) How to apply the procedures for dealing with accidents, incidents and emergencies;
n) Keeping the work area clean and free of asbestos;
o) The importance of ensuring that the correct procedures are followed at the end of the job to allow a certificate of reoccupation to be issued; and
p) An understanding of what the laboratory analyst will require before clearance sampling is undertaken and the certificate of reoccupation can be issued.

APPENDIX 16:- INFORMATION AND TRAINING

Practical training is essential for those entering enclosures such as operatives, supervisors and supervisory licence holders. Practical training is also required where people are required to use the following plant and equipment or carry out the following work activities or procedures:

a) Decontamination procedures and use of hygiene Compliance;
b) Use of PPE, particularly RPE;
c) Construction of enclosures, airlocks and achieving sufficient numbers of air changes within the enclosure;
d) Controlled removal techniques, including the use of multiple and single needle injection systems, glove bags and wrap-and-cut; and
e) Waste removal procedures on site including double bagging and removal through the bag lock.

Anyone who carries out any examination, testing (including clearance inspection, air monitoring and exposure monitoring) or maintenance of plant or equipment (eg LEV systems and RPE) should have had sufficient training and experience in inspection methods and techniques to ensure that they are competent.

Provision of information

All training certificates issued by such people or organisations should be traceable and have a validity of no more than one year. The employer should carry out checks as may be necessary to establish the authenticity of training certificates. More information on training for licensable work can be found in; the licensed contractors' guide.13

For licensable work, copies of the respective training records should be provided to each individual. The original of the records should be kept centrally and be reviewed annually to help inform what refresher training is required or earlier if concerns are raised about an individual's competence.

Employers should make the following information available to employees and safety representatives:

(a) A copy of the current assessment for the work;
(b) A copy of the plan of work;
(c) Details of any air monitoring strategy and results;
(d) Maintenance records for control measures;
(e) Personal information from health records (only relating to the individual employee concerned);
(f) A copy of the individual's training record (only relating to the individual employee concerned);
(g) The results of any face-fit test for asbestos RPE.

For licensable work, this information should also include:

(a) A copy of the licence;
(b) Details of notification under regulation 9 made to the enforcing authority;
(c) Any anonymous collective information from the health records.

Where the results of air monitoring show that the relevant control limit has been unexpectedly exceeded, employers should tell employees, safety representatives and elected representatives of employee health and safety about this as quickly as possible and give details of the reasons for what happened and the action taken or proposed.

The duration of training should be appropriate to the type of training (initial training or refresher training), the role for which the person is being trained (operative, supervisor or project) and the

nature of the work being trained for (non-licensable work, asbestos removal, work ancillary to asbestos removal e.g. scaffold work, maintenance of plant and equipment etc).

Refresher Training

Refresher training should be given at least every year and should be appropriate to the role undertaken. Those persons who require only awareness training could have refresher training as part of other health and safety updates. Employers should identify the specific training needs of their employees so that the refresher training can be appropriately tailored. It should not be a repeat of the initial training. Where training needs dictate, refresher training should include an appropriate element of practical training, particularly covering decontamination procedures, use of RPE, and controlled removal techniques. Refresher training will be required more frequently than annually if:

(a) Work methods change;
(b) The type of equipment used to control exposure changes; or
(c) The type of work carried out changes significantly.

APPENDIX 16:- INFORMATION AND TRAINING

APPENDIX 17:- ASBESTOS SURVEYS

Asbestos Surveys

An updating of the existing Asbestos Surveys and Registers of Asbestos Containing Materials at Tamworth Borough Council premises is an on-going process. Tamworth Borough Council expects that the surveying company produces a standard asbestos survey report template that will ensure consistent reporting of information when buildings or structures are surveyed for asbestos. The standard asbestos survey report documents the location, extent, type, approximate quantity and condition of asbestos containing materials identified during the survey and includes a qualitative risk assessment. Each asbestos situation identified is given a risk rating, based on the extent, type, condition and accessibility of the asbestos at the time of the site assessment. Generally, each asbestos survey will be undertaken by means of performing a visual assessment of the building, structure or property in question. The asbestos survey and assessments are only performed by persons/organizations trained and experienced in identifying and assessing the risk of asbestos. Representative samples of materials suspected of containing asbestos are collected during the survey. Analysis of these samples will only be undertaken by UKAS Accredited personnel using polarised light microscopy (PLM), supplemented with dispersion staining techniques (i.e. Consultant Occupational Hygienist). All visible and accessible sources of asbestos identified are documented in tabular format in the Asbestos Register, which will form part of the Asbestos Database (######). Those areas not able to be accessed during the course of the site survey are also documented. This is important for future reference. Each survey report is accompanied by sample analysis reports, a photographic record of identified asbestos containing material, risk assessment of the asbestos containing material discovered, background information on typical applications and information on the health effects of asbestos.

Material Sampling

Where a material, dust, debris, powder or similar substance suspected of containing asbestos is detected, a sample shall be taken by a competent person (e.g. Consultant Occupational Hygienist or Compliance management person who has received appropriate training for working with asbestos). Samples shall be placed in an airtight container, appropriately labelled and immediately dispatched for analysis or, where this is not possible, stored in a secure area until dispatched.

Labelling of Samples

Samples shall be adequately labelled, to enable follow-up action and shall include:

1 Name and location of the building, structure, plant or equipment from which the sample was taken;

2 Exact location of the sampled material giving sequential location number from the Asbestos Register;

3 Date of sampling;

4 Batch identification number (if appropriate);

Material Analysis

Analysis of the sample material, dust, debris or powder shall only be performed at a laboratory Accredited by UKAS. When a sample is taken for analysis, the following information should be specified for inclusion in the analysis report provided by the testing authority:

1 The sample identification number;

2 The analysis method used;

3 A description of the sample appearance;

4 Proportion/concentration (if known) and type of asbestos present;

5 Comment on other materials detected.

This information shall be retained in the Asbestos Register.

APPENDIX 17:- ASBESTOS SURVEYS

Identification Requirements

When identifying asbestos for inclusion in the Asbestos Register, the following should, as far as practical, be included:
1 The location of the ACM;
2 Dates when identification was made;
3 Details of the competent person/s who identified the ACM;
4 Location of any ACM (including asbestos material in items of plant and equipment);
5 The type of asbestos material (eg. asbestos cement sheet, asbestos lagging on pipes and flues, asbestos gaskets in plant or machinery, etc);
6 Details of any material presumed to be asbestos;
7 Any inaccessible areas that are likely to contain asbestos material; and
8 Results of any analysis that has confirmed a material in a workplace is/is not an asbestos material.

Risk Assessment and Hazard Ratings

Risk Assessment

Risk assessments shall be conducted for all areas identified as having asbestos and/or ACM to determine appropriate control measures and inspection schedules. Regular, periodic inspections to assess the potential for the release of asbestos fibres into the atmosphere from any ACM shall be conducted by a competent person. The period between assessments will be determined by the risk assessment based on the condition and location of the asbestos and the likelihood of damage or deterioration. The timeframe for assessments is with the frequency of updates to the Asbestos Register unless the risk assessment identifies the need for more frequent inspections and assessments which will be identified in the Asbestos Register for the site. Risk assessments of any ACM should include the following:

1 Date of the assessment;
2 Condition of the ACM (i.e. whether the ACM is friable or bonded and stable, or liable to damage or deterioration, etc.);
3 Likelihood of possible exposure;
4 Whether the nature or location of any work to be carried out is likely to disturb the ACM;
5 Control measures recommended as a result of the risk assessment.

Risk assessments should be reviewed regularly, particularly when:
1 There is evidence that the risk assessment is no longer valid;
2 A significant change is proposed in the place of work or in work practices or procedures to the area that the risk assessment relates;
3 There is a change in the condition of the ACM; or
4 The ACM has been removed, enclosed or sealed.

Priority Rating for Control of Asbestos Containing Materials

Asbestos is hazardous when it is airborne. The health risks posed by ACM or products in premises are due to a number of risk factors including:
• Accessibility of the material;
• Condition of the material;
• Friability of the material; and
• Location of the material.
A hazard level for ACM can be determined by multiplying the hazard level for the given asbestos type by the product of the risk factor hazard levels. The risk assessment methodology used in our

assessment is based on the HSG 264. The hazard levels for this assessment have been assessed according to the criteria contained in HSG 264.

Material Assessment Algorithms

HSG 264 calls for all samples identified as being ACMs to be subject to a Material Assessment Algorithm, in order to assess the potential for fibre release when subject to a standard disturbance. The factors to be considered are;

A	Product Type	Scored 1-3
B	Extent of Damage or Deterioration	Scored 0-3
C	Surface Treatment	Scored 0-3
D	Asbestos Type	Scored 1-3

For each of these factors a score is allocated and the results are added together to give a result between 0 and 12. Scores are interpreted as follows:
Risk Band

0: Not Applicable

<5: Very Low

5-6: Low

7-9: Medium

>9: High

This material assessment purely assesses the condition of the material. It identifies the materials that present a higher risk of fibre release if disturbed. This algorithm does not automatically mean that those materials with a higher score should be given a higher priority for remedial work. Rather, this score should be considered along with other factors involved, such as the location of the material (for example; outside, inside, in plant areas, by or in ventilation systems), its extent, occupancy and the type of activity likely to affect it. Factors effecting such activity are, for example, that it may be only accessed during major works or alternatively, occupants undertake actions which may easily disturb it during everyday activity.

APPENDIX 17:- ASBESTOS SURVEYS

Priority Assessment Algorithms

As part of the recommendations given in the survey reports the duty-holder under CAR should complete their risk assessment by undertaking a priority assessment. The priority assessment looks at the likelihood of someone disturbing the ACM. Table 2 and 3 provides examples for carrying out such an assessment. This will then form the basis of the management plan.

Assessment factor	Score	Examples of score variables
Normal occupant activity		
Main type of activity in area	0	Rare disturbance activity (e.g. little used store room)
	1	Low disturbance activities (e.g. office type activity)
	2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs)
	3	High level of disturbance (e.g. fire doors with asbestos insulating board sheet in constant use)
Secondary activities for area	As above	As above
Likelihood of Disturbance		
Location	0	Outdoors
	1	Large rooms or well ventilated areas
	2	Rooms up to 100 m^2
	3	Confined spaces
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Extent / amount	0	Small amounts or items (e.g. strings, gaskets)
	1	$\leq$ 10 m^2 or $\leq$ 10 m pipe rum
	2	> 10m^2 to $\leq$ 50m^2 or > 10 m to $\leq$ 50 m pipe run
	3	> 50 m^2 or > 50m pipe run
Human exposure potential		
Number of occupant	0	None
	1	1 to 3
	2	4 to 10
	3	> 10
Frequency of use of area	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average time area in use	0	< 1 hour
	1	> 1 to < 3 hours
	2	> 3 to < 6 hours
	3	> 6 Hours
Maintenance activity		
Type of maintenance	0	Minor disturbance (e.g. possibility of contact when gaining access)
	1	Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling)
	2	Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles to access a valve)
	3	High level of disturbance (e.g. removing a number of asbestos insulating board ceiling tiles to replace a valve or for re-cabling)
		ACM unlikely to be disturbed
	0	<1per year
	1	> 1 per year
Frequency of maintenance activity	2	> 1 per month
	3	

APPENDIX 17:- ASBESTOS SURVEYS

APPENDIX 18:- LABELLING

Labelling

Warning Signs

All areas of a workplace, including plant, equipment and components that contain shall, where practicable, be signposted with cautionary warning signs to ensure that the asbestos is not knowingly disturbed without correct precautions being taken. Signs should be located at all main entrances to the workplace or all entrances to the areas where asbestos is present. All warning signs shall comply with United Kingdom Standards, Health & Safety signs and Signals act 1999 and CAR 2012

Labelling

In addition to warning signs, when a risk assessment has identified that the asbestos containing materials may be disturbed or there is a potential health risk, the asbestos containing materials must be labelled to warn of the presence of asbestos. The location of the label should be consistent with the location of the asbestos containing materials as outlined by information in the Asbestos Register. A competent person should determine the number and positioning of labels required. Labels used for this purpose must identify the material as containing asbestos and should comply with Health & Safety signs and Signals act 1996 and CAR 2012.This procedure is designed to avoid exposure to asbestos fibre. The following labelling standards shall be observed at Tamworth Borough Council to identify asbestos containing materials.

EXAMPLE Warning Label

APPENDIX 19:- ASBESTOS REMOVAL CONTRACTING

Asbestos Removal Contracting

Contractors carrying out asbestos work at Tamworth Borough Council properties shall prepare procedures detailing steps they will take to comply with the requirements of this Asbestos Management Plan. The procedures will include an overview of the methodology to be used, containment procedures Job Safety Analysis and health protection methods and must be in accordance with but not limited to the Standard Work Procedures contained in **Appendix 4** of this AMP.

These procedures shall be compatible with the AMP and their implementation will be subject to audit by Council Management Services. Where Contractors are engaged in asbestos removal works:

- All contractors tendering for asbestos works will be issued with tender documents, which include access to this AMP and the applicable section of the Asbestos Register.
- Prior to entering site to undertake works, the contractor will provide for approval, their proposed procedures related to the works.
- Only licensed and experienced asbestos removal contractors will be utilised. All asbestos works requiring the use of outside Contractors may require the contractor to provide information concerning their experience, qualifications and approvals. The information sought at the time of tendering will include:

- Name of Company tendering;
- Evidence of currency of asbestos-related insurances;
- Evidence of currency of asbestos licence;
- Name of on-site supervisor, and their qualification;
- Name of workers to be employed on the project and evidence that they have undergone asbestos training;
- A list and details of past asbestos removal projects undertaken in the past six months;
- A list of referees and their contact telephone numbers;
- WMS (Work Method Statements) to be used for the asbestos removal works;
- A copy of any training records for staff; and
- Copies of health surveillance and records of medicals for employees.
- Evidence of co-operation and collaboration with the Consultant Occupational Hygienist. At the time of seeking tender for asbestos related works, a copy of the AMP will be made available to the prospective tenderer, and in award of contract the Contractor will be required to comply with the AMP.

APPENDIX 20:- UNCOVERING OF SUSPECTED ASBESTOS SUSPECTED MATERIALS

Uncovering of Suspected Asbestos Materials

The procedure to be followed in the event of suspected ACM being uncovered is shown in **Appendix 2**.

All incidents concerning the uncovering of suspected ACM are to be dealt with and recorded on the **Asbestos Incident Report** - **AMP Form 1** (**Appendix 1**) by the Tamworth Borough Council's Supervisor or nominated representative with the following details:

- Date and time of uncovering;
- Nature of the problem;
- Response action taken and date of action; and
- Noted for the purpose of updating the property Asbestos Register.

Once the material has been confirmed as containing asbestos, appropriate actions taken.

APPENDIX 21:- INCIDENTS

Incidents

When an incident is identified, it will be recorded. The Tamworth Borough Council responsible person or the Consultant Occupational Hygienist will usually make these observations during routine site inspections. All incidents are to be managed in accordance with Tamworth Borough Council AMP and the Emergency Procedures detailed in **Sections 19** and **21** and illustrated in **Appendix 2**. All reportable incidents are to be documented within the TAMWORTH BC's Incident Reporting Procedures and on the Asbestos Incident Report (**Form 1**) located in **Appendix 1**.

APPENDIX 22:- EMERGENCY PROCEDURES

Emergency Procedures

Emergency procedures on site will cover actions to be taken when asbestos is inadvertently uncovered, catastrophic events occur or air monitoring indicates high levels of airborne asbestos fibre. The procedures contained in **Appendix 2** shall be followed in an emergency. It is important to remember that the first priority must always be the safety of any persons either workers or others involved in the events. Uncovering of asbestos may occur due to human error or to catastrophic event. Catastrophic events may include but not limited to:

- Explosion;
- Industrial Accident;
- Failure of construction structures;
- Failure of an asbestos control (i.e. encapsulation, equipment etc);
- Earthquake;
- Flood; and
- Fire.

In order to ensure that the occupational health impact of unavoidable catastrophic events is minimised, emergency procedures documented in **Appendix 2** are to be followed. All emergency action should take place as soon as possible after the event and the first priority is to stabilise the situation and to prevent further hazard or employee exposure.

Non-Conformances and Corrective Actions

It is the responsibility of every employee who becomes involved in asbestos removal, or with an unsafe act involving asbestos, to report any event which does not comply with this AMP. This reporting must be provided as the event(s) occur, to the Tamworth Borough Councils Project/Supervisor or the OH&S Office. Non-conformances by employees will be managed in accordance with Tamworth Borough Councils procedures. Corrective action will involve:

a) Immediate positive action and notifications to the Tamworth Borough Councils responsible person or the OH&S Office detailing the circumstances and action taken.
b) Longer term corrective action to prevent recurrence of the problem.

APPENDIX 23:- INTERNAL AUDITS

Internal Audits

Sub-contractors undertaking work packages on site where requested by Tamworth Borough Council will prepare Standard Operating Procedures (SOP) detailing steps they will take to comply with the requirements of this AMP, and relevant statutory approvals. SOP's/ must be submitted for review and approval before work commences. These SOP's/ shall form a section of the construction work package Project Plan. The implementation of the SOP's/JSA's will be audited by the Tamworth Borough Councils Project at regular intervals according to established procedures.

Corrective Actions

Corrective Actions will be raised as a result of a finding of non-compliance arising from an audit of contractor's compliance with the AMP, statutory requirements.

Non-Conformances

A non-conformance will be recorded. These observations will usually be made during routine site inspections by Tamworth Borough Council representative, the Consultant Occupational Hygienist or his representative, or by the audit process. Non-conformances Notices will be issued and managed in accordance with Tamworth Borough Council procedures.

APPENDIX 24:- ASBESTOS MANAGEMENT RECORDS

Asbestos Management Records

All asbestos records will be stored and maintained within the Tamworth Borough Councils Records Management system. The records will be updated as required and copies sent to the responsible person in the Tamworth Borough Councils Records Management system.

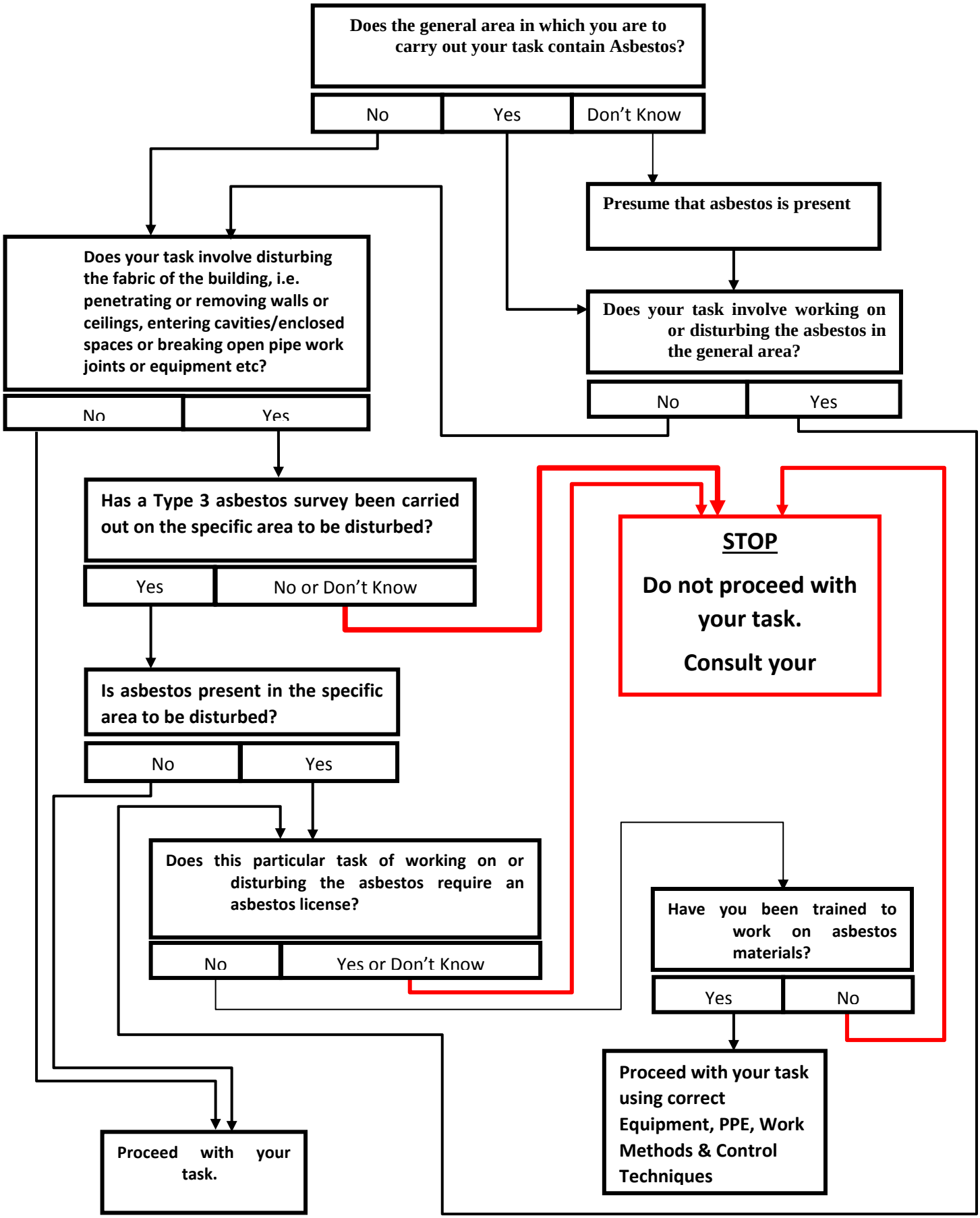
The record system will include:

- Records of inspection and test plans;
- Records of corrective action;
- Records of audits;
- Original records of certification/approvals by statutory authorities;
- Records of surveys;
- Records of complaints from employees;
- Records of inspections, maintenance and tests results;
- Records of training and inductions;
- Records of employee involvement in site works; and
- Contractor reports of asbestos removal work.

AMP FORM 1
ASBESTOS INCIDENT REPORT
Report Number: . . . . . .
Location of Incident (including Building Name & Number):
……
……
Date & Time of Incident:
……
Date Incident reported:
……
Incident Reported By: Reported To:
……
Names of persons present/affected:
……
……
Details of Incident:
……
……
……
……
……
……
……
Signed by Reporter: Signed by Reporter:
……
Classification of Incident:
Minor Asbestos Incident Major Asbestos Incident Complaint
Breach of CAR 2012 Regulations Inspection Uncovering/Discovery of ACM Immediate Action Taken:
……
……
……
……
……
Supervisor:……
cc:……

ASBESTOS MANAGEMENT FORMS

PRE-MAINTENANCE TASK FLOWCHART



ASBESTOS MANAGEMENT FORMS

ASBESTOS RISK ASSESSMENT CHECKLIST

Record of Previous the Flowchart

Issue: **Review** **Author:**	**Pre-Work Task Asbestos Risk Assessment Checklist**				
Supervisors Name:		**Room/Area Name/Number:**		**Job Number:**	**Date:**

Q 1	Does the general area in which work is being carried out contain Asbestos?	Yes		Go to Question 2
		No		Go to Question 3
		Don't Know		Presume that asbestos is present. Go to Question 2
Q 2	Does the task involve working on or disturbing the asbestos in the general area where the work is being carried out?	Yes		Go to Question 6
		No		Go to Question 3
Q 3	Does the task involve disturbing the fabric of the building, i.e. penetrating or removing walls or ceilings, entering ceilings/cavities/enclosed spaces or breaking open pipe work joints or equipment etc?	Yes		Go to Question 4 *(If it is known to be wood, if it is known to be brick etc. and you are not fully penetrating the material to an un-seen side than also proceed with the task.)*
		No		Proceed with the task.
Q 4	Has a Pre-demolition or Refurbishment asbestos survey been carried out on the specific area to be disturbed?	Yes		Go to Question 5
		No		**STOP! Do not proceed with the task. Consult line Manager.**
		Don't Know		**STOP! Do not proceed with the task. Consult line Manager.**
Q 5	Is asbestos present in the specific area to be disturbed?	Yes		Go to Question 6
		No		Proceed with the task.
Q 6	Does the task of working on or disturbing the asbestos require an asbestos licence?	Yes		**STOP! Do not proceed with the task. Consult line Manager.**
		No		Go to question 7
		Don't Know		**STOP! Do not proceed with the task. Consult line Manager.**
Q 7	Have the operatives involved in 'asbestos work' been properly trained, certificated and have the skills to work on asbestos materials?	Yes		Proceed; using trained experts, Correct Equipment, PPE, Written Work Methods and Control Techniques.
		No		**STOP! Do not proceed with the task. Consult line Manager.**
Q 8	Have the operatives had 'asbestos awareness' training within the last 12 months?	Yes		Proceed with the task
		No		**STOP! Do not proceed with the task. Consult line Manager.**

Instructions: Site Managers & Supervisors: Check all 'asbestos information' every time when planning works, complete this form then hand out with work dockets/job sheets. It is your responsibility to ensure that all operatives including sub-contractors are aware of ACMs and relevant information as part of their pre-task briefing.		**Instructions: Operatives: Tamworth Borough Staff and sub-contractor operatives must understand this pro-forma and check it for completeness prior to starting work. Any concerns, suspicions, irregularities, etc, before or during work, STOP! Make safe and consult your supervisor/line Manager.**

ASBESTOS MANAGEMENT FORMS

PERMIT TO WORK - ASBESTOS GUIDANCE & PROFORMA

CONTROL

A Permit to Work procedure is a formal written system used to control certain types of work which are potentially hazardous. The term "Permit to Work" refers to the pro-forma or certificate which forms a part of an overall safe working system.

The essential features of "Permits to Work" are:

1. Clear definition of who may authorise particular work.
2. Clear identification of who is responsible for specifying the necessary precautions to be taken.
3. Effective instruction and training to all personnel in the issue and use of permits.
4. Performance monitoring in order to ensure that the safe system is implemented as intended.

The permit is therefore a written document that gives authorisation to certain people to carry out specific work within certain time constraints and which sets out the main precautions needed to complete the work safely and without any risks to the health of those involved.

The issuing of a "Permit to Work" does NOT

- **Automatically give permission to carry out dangerous work or**
- **In itself make a job safe**

RESPONSIBLE PERSON

For the purpose of this Permit to Work, the Responsible Person is deemed to be a member of the site management team who is appropriately conversant with the current Asbestos Survey report and any accompanying documentation. The Responsible Person should check the exact work areas affected against the Asbestos Survey Report. If asbestos containing materials are likely to be disturbed during the task a Task Specific Risk Assessment and Method Statement must be carried out in line with HSE Guidance. If in any doubt seek further expert advice

ASSESSMENTS OF RISK

The purpose of a Permit to Work system is to ensure that proper consideration is given to the risks of particular work and that these are assessed and controlled before the work starts.

OBJECTIVES

The primary objective of the procedure is to:

- Ensure proper authorisation of designated work within specified areas.

UNDERSTANDING

Management and Supervision must ensure that the persons involved in such work fully understand the exact:

- Identity, nature and extent of the job?
- The hazards involved?
- The precautions to be taken?
- Limitations as to the extent of the work and of the time during which the work may be carried out?

ASBESTOS MANAGEMENT FORMS

LINE MANAGEMENT

It is important to ensure that the line project in direct charge of an area, location, unit, plant, installation or equipment is fully aware of all the work being done. A system of control must be provided. Provision must be made for a record showing that the natures of the work and the necessary precautions have been checked by appropriate persons. Line management should also provide a formal hand-back procedure to ensure that the part of plant, installation or equipment affected by the work is in a safe condition before normal work etc is resumed.

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INDIVIDUAL RESPONSIBLITIES

Clear information, instruction, training and guidance should be given to all who have responsibilities under Permit to Work procedures including:

1. Management and , where appropriate, occupiers and owners
2. Contractors, preferred contractors and sub-contractors.
3. Supervisors and Technicians
4. Other employees or non-management and supervisory staff

CIRCUMSTANCES IN WHICH PERMITS MUST BE USED

These include potential hazardous work for which Permits to Work are normally required e.g.

Maintenance Repairs, Inspection, Testing, Alteration, Construction, Re-construction, Dismantling, Adaptation, Modification, Cleaning

This permit need only be issued where the Responsible Person is aware of, or suspects the presence of asbestos in the proposed work area and/or if the nature

ASBESTOS MANAGEMENT FORMS

PERMIT TO WORK ASBESTOS		
This permit to work is issued to the following person. No other work other than that detailed must be carried out.		
Project Title:	**Contractor:**	
Designation:	**Name of personnel:**	
Date(s) of work:	**Duration of Permit:**	
Location(s) of work in the building		
Description of work (specific)		
The contractor must view the asbestos report prior to the commencement of work and have satisfied themselves to the best of their knowledge that their wo not displace the known locations of the asbestos containing materials.		
Contractor:		
Name	Signature:	
Designation:	Time:	Date:
Authorisation:		
Name of Person Issuing Permit (Responsible Person):	Signature:	
Designation:	Time:	Date:
Clearance:		
I hereby declare that the work stated above has/has not been completed **Details:**		
Name (PiC):	Signature:	
Designation:	Time:	Date:
Cancellation:		
All copies of this permit to work are hereby cancelled:		
Name of Person Issuing Permit (Responsible Person):	Signature:	
Designation:	Time:	Date:

ASBESTOS MANAGEMENT FORMS

ASBESTOS WORKS MANAGEMENT CHECKLIST					
Site Address:		**Ref No:**		**Date:**	
Pre start checks			**Notes**		
Has the type of asbestos been identified?			Insert type and rough quantity		
Has the expected duration of the work been established?			Insert expected duration		
Has the asbestos removal been discussed and approved by the Client?			Insert name of client representative and date agreed		
Have all building users been notified and safety arrangements made?			Insert name of Area Custodian		
Has the HSE been notified 14 days in advance?			Form No.		
Name and address of asbestos remover			Insert Name		
Has a copy of the asbestos removers licence been obtained?			Insert Licence No and expiry date		
Has the contractor been workplace inducted and have pertinent workplace hazards been identified?			Insert induction date		
Have site services (water, electrical, drainage, first aid, communications, fire alarms) been identified?			Insert Yes/No and locations if known		
Can the contractor demonstrate adequate levels of insurance cover for the works and is working with asbestos specifically referred to in their schedules of insurance?			Insert Yes/No and details if known		
Is the Contractor on the approved list?			Insert Yes/No and details if known		
Operator risk assessment and method statement checks					
Does the method statement identify expected duration of work			Insert agreed duration		
Does the method statement identify expected levels of asbestos exposure			Insert details		
Does the method statement identify site supervisor and safety advisor who will monitor the work			Insert name and contact details		
Does the method statement identify operatives by name			Insert Yes/No and total No.		
Does the method statement identify removal method safe routes, equipment and enclosure arrangements and testing procedures?			Insert Yes/No and if suitable		
Has the contractor supplied up to date and valid training records for the activities to be undertaken as described in Chapter 4 of the Licensed Contractors Guide (HSE publication HSG247). In addition, do these records show that staff has been adequately trained in the use of any specialist equipment required?			Insert Yes/No and reference to location of originl training certificates and/or copies if held		
Can the contractor demonstrate up to date operative specific RPE face fit testing?			Insert Yes/No and reference to location of original “face fit” certificates and/or copies if held		
Does the method statement identify arrangements for provision of power and clean water?			Insert Yes/No		
Does the method statement identify procedures for removal of contaminated water?			Insert Yes/No		