

ANNEXE A

ETWALL LEISURE CENTRE

ASBESTOS SURVEY – PRIORITIES

Priority 1

None, work identified in this category undertaken in 1999

Priority 2

Amosite & Chrysotile Ceiling Tiles

Locations identified

'The ceiling tiles located in the above areas were Amosite (Brown Asbestos) and Chrysotile (White Asbestos). A number of tiles require sealing and labelling with a class 'O' fire retardant sealant. A licensed asbestos removal contractor should carry out these works.

If the tiles are to be disturbed a licensed asbestos removal contractor should remove them under fully controlled conditions'. **It is intended to remove these tiles completely rather than seal & label as recommended.**

Priority 3

Boiler Gasket

The Boiler Gaskets contain Chrysotile (White Asbestos), they should remain in situ.

Amosite and Chrysotile Ceiling Boards & Boxing

Locations identified

'The boards were in good condition and should be labelled and left in situ. Should the boards need to be disturbed then a licensed asbestos removal contractor should remove them under fully controlled conditions

Priority Classification

Priority 1 – High priority for removal recommended, material in poor condition likely to release fibres/ or high accessibility, high mechanical vibration likely etc.

Priority 2 – Material is generally in sound condition, slight damage or greater access potential – second priority for removal. Risk to health minimal providing condition does not deteriorate.

Priority 3 – In good condition or low access potential – lowest priority for removal

Asbestos Policy

South Derbyshire District Council

CONTENT

SECTION 1.0 Introduction

SECTION 2.0 Health Effects

SECTION 3.0 Relevant Legislation

SECTION 4.0 Roles and Responsibilities

SECTION 5.0 Communication

SECTION 6.0 Asbestos Survey

SECTION 7.0 Marking of Asbestos within Non- Residential Buildings

SECTION 8.0 Management Plan & Asbestos Register

SECTION 9.0 Training

SECTION 10.0 Emergency Procedure

APPENDIX 1 - Asbestos Management Structure

APPENDIX 2 - Asbestos Management Diagram

APPENDIX 3 - Emergency Procedure (Council Employee's)

1.0 INTRODUCTION

- 1.1 No one other than those **authorised by the Duty Holder / Premise Manager are permitted to undertake any works on the structure or fabric of any building occupied or in the ownership of South Derbyshire District Council (SDDC)**. This includes, at whatever scale, the drilling, cutting within walls, floors and partitions or acts likely to disturb Asbestos Containing Materials (ACM's)
- 1.2 This policy should be read in conjunction with the Council's Asbestos Statement of Intent approved by Housing and Community Services Committee, and Finance and Management Committee. This Policy should be read in conjunction with guidance notes and the Management of Asbestos in Non-Domestic Buildings, and Guidance Notes on the Handling /Removal and Repair of Asbestos including the employment / use of DSO,DLO and contractors.
- 1.3 Asbestos is a term used for the fibrous forms of several naturally occurring minerals. Asbestos-Containing Materials (ACM's) have been put to many uses since the end of the nineteenth century and large quantities of asbestos were used as a building material in the 1950's, 1960's and early 1970's. ACM's were routinely used in the refurbishment of older buildings. Its most common uses were:
- loose asbestos packing between floors and in partition walls;
 - sprayed asbestos on structural beams and girders;
 - lagging on pipe work and boilers etc;
 - asbestos insulating board, ceiling tiles, partition walls, service duct covers, fire breaks, heater cupboards, door panels;
 - asbestos cement products such as roof and wall cladding, bath panels, boiler and incinerator flues, fire surrounds, gutters, rainwater pipes, water tanks etc; and
 - other products such as floor tiles, mastics, sealants, decorative coatings, rope seals and gaskets and roofing felt.
- 1.4 The three main types of asbestos which have been commercially used are:
- crocidolite – (often referred to as 'blue asbestos')
 - amosite – (often referred to as 'brown asbestos')
 - chrysotile – (often referred to as 'white asbestos')

- All are dangerous. The different types cannot be identified by their colour alone as heat or chemicals can affect asbestos, the colour and appearance can change.
- 1.5 Workers in the building and allied trades maybe exposed to asbestos fibres if they unknowingly work on building materials that contain asbestos without taking the correct precautions. This exposure can result in asbestos related diseases. This includes minor work, such as installing a light fitting, through to any major refurbishment or demolition work. Their work can also potentially put others at risk who are in the building.
- 1.6 Asbestos-related diseases are currently responsible for about 3,000 deaths a year in Great Britain. These diseases can take from 15 to 60 years to develop, from first exposure, so you would not be aware of any sudden change in your health after breathing in asbestos fibres.
- 1.7 The greatest hazard arises when asbestos-containing materials are in poor condition, damaged, broken up or cutting or drilled into asbestos materials, as this is likely to allow the fibres to become airborne and thus inhaled. If left undisturbed and maintained in good condition ACMs are not a health risk.
- 1.8 A new duty to manage asbestos in non-domestic premises has been included in the Control of Asbestos at Work Regulations 2002. This requires duty holders to:
- assess whether premises contain asbestos;
 - assess the risk from asbestos; and
 - take action to manage the risk from asbestos.
- 1.9 The aim of this policy is to give guidance on the arrangements and procedures that must be implemented by the relevant parties who are responsible for the management of asbestos in Council controlled premises.
- 2.0 **HEALTH EFFECTS**
- 2.1 Asbestos fibres may enter the body either by inhalation or ingestion. Although it has not yet been proved that there is no risk, it is generally accepted that the health risks arising from the ingestion of asbestos fibres are very low, compared to inhalation.
- 2.2 Inhalation of asbestos fibres can lead to the development of one of three fatal diseases:
- **ASBESTOSIS** – which is a scarring of the lung leading to shortness of breath. It usually begins in the bases of the lower lobes of the lungs.

Clinical features include basal crackles, cough (dry or with sputum production) and dyspnoea (breathlessness). Finger clubbing may develop in more severe cases. As the disease progresses, respiratory function declines. Asbestosis can progress even after exposure to asbestos has stopped. Heavy exposure for a few years and exposure to low concentrations over many years are equally likely to result in Asbestosis.

- **MESOTHELIOMA** – which is a cancer of the lining around the lungs and stomach. Symptoms include chest pains and breathlessness on exertion. Peritoneal mesothelioma may result in abdominal discomfort, a change in bowel movement and weight loss.
- **LUNG CANCER** – workers exposed to asbestos have an increased risk of developing lung cancer. It is important to remember that people who smoke and are exposed to asbestos fibres are at even greater risk of developing lung cancer.

2.3 There is currently no cure for any asbestos-related disease.

3.0 RELEVANT LEGISLATION

3.1 The relevant sections of the Health and Safety at Work Act 1974, which place duties on the Council with regard to the management of asbestos include:

Section 2: Requires the Council to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees.

Section 3: Obliges the Council to conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that persons not in its employment who may be affected thereby are not exposed to risks to their health and safety.

Section 4 : Imposes duties on the Council as the owner of premises. The duties are owed to persons who are not Council employees, but use the premises as a place where they may use plant or substances provided for their use there. The Council must ensure, so far as is reasonably practicable, that the premises and any plant or substances within the premises are safe and without risk to health.

3.2 The Management of Health and Safety at Work Regulations 1999 require the Council to ensure an assessment of the risks to the health and safety of its employees and people not in its employment arising out of its undertakings – and to make appropriate arrangements for protecting those people's health and safety.

- 3.3 There are duties to maintain workplace buildings/premises to protect occupants and workers under the Workplace (Health, Safety and Welfare) (Amendment) Regulations 2002.
- 3.4 The Construction(Design and Management) (Amendment) Regulations 2000 (CDM) require the client to pass on information about the condition of premises (including the presence of hazardous materials) to the planning supervisor before any work begins and to ensure that the Health and Safety file is available for inspection by any person who needs the information.
- 3.5 The Control of Asbestos at Work Regulations 2002 (CAWR 2002) place further specific duties on the Council. In particular, it imposes a duty on the Council to manage asbestos in non-domestic premises and common parts of domestic premises. The Regulations require the Council to protect its employees and so far as is reasonably practicable, and anyone else (whether or not they are at work) on their premises who may be exposed to asbestos.

The Council (duty holder) must ensure that a suitable and sufficient assessment is undertaken on all its non-domestic premises to determine whether asbestos is or is suspected of being on the premises. The assessment should take into account the likely condition of any such asbestos, and its conclusions and subsequent reviews must be recorded.

Where asbestos is identified or suspected the Council must implement the following measures:

- Determine the risk from the asbestos (risk assessment);
 - Prepare a written plan identifying areas of the premises concerned and the measures necessary for managing the asbestos risk;
 - Implement the measures in the Plan.
- 3.6 The measures identified in the Management Plan should include adequate means for:
- Monitoring the condition of any asbestos or suspected asbestos;
 - Maintaining the asbestos or safely removing it;
 - Providing information identifying the location and condition of identified asbestos to any person likely to disturb it and making the information available to the emergency services.

4.0 ROLES AND RESPONSIBILITIES

- 4.1 The management structure for the roles and responsibilities within SDDC are shown in appendix 1 and the Asbestos Management Diagram is at Appendix 2.
- 4.2 The Control of Asbestos at Work Regulations 2002, SDDC's Health and Safety Policy, and its asbestos guidance notes set the framework within which this Asbestos Policy operates. Compliance with the Asbestos Policy and subsequent guidance is the responsibility of the Director of Community Services.
- 4.3 Those likely to be involved in working with asbestos are staff of the Direct Labour Organisation (DLO), Direct Services Organisation (DSO) and contractors utilised by the Duty Holders.
- 4.4 **The Chief Executive**
Has overall responsibility under the Health and Safety at Work etc Act 1974 for any Acts or omissions.
- 4.5 **Director of Community Services (DCS)**
is responsible for the approval of procedures, practices and overall strategic management of the asbestos policy along with:
- Approval of Asbestos survey contractors
 - Approval of list of competent removal contractors
 - Approval of an approved supervising analyst
 - Approval of any asbestos management plans and other policies and procedures
- 4.4 **Duty Holders**
Are responsible for the day-to-day management of asbestos within their buildings, through their building maintenance role within SDDC or via tenancy agreements and as such must ensure that:
- They have a presumption that buildings/structures and building materials will contain asbestos unless there is evidence to the contrary.
 - A survey to locate ACMs has been undertaken within their buildings
 - A register of ACMs is provided for each of their buildings and maintained
 - Personnel who could disturb ACMs in their buildings have consulted the register prior to undertaking works and are made aware of its location.
 - No building works on their properties are undertaken without the staff or contractor consulting the asbestos register.
 - Asbestos survey information for any premises being disposed of will be provided to the purchaser as part of the sale.
 - A survey of all new premises will be commissioned as part of standard accommodation procurement procedures.

- Asbestos Register is updated after any alteration work of removal of asbestos or encapsulation.

4.5 **Divisional and Unit Managers**

Must not allow work on the structure of the building in their work areas or areas of responsibility unless the work has been authorised by the duty holders for their particular buildings.

If any suspected ACMs are disturbed or damaged in their areas of responsibility that they put into effect the emergency plan.

If any walls, floors, ceiling are disturbed or damaged they must put into effect the emergency plan until the Duty Holder can establish that the material / structure damaged does not contain asbestos.

Must ensure that they and their staff are aware of the Asbestos Policy, the Asbestos register and the Council's arrangements for its management and control. Through this awareness all are encouraged to question and challenge work activities they may observe that needs to be the subject of these management and control arrangements.

4.6 **Staff**

Must not undertake any work on the structure of the building in their work or other areas unless the work has been authorised by the duty holders for their particular buildings and in agreement with their line manager / supervisor. This would include for example drilling walls for installation of pictures etc

When staff become aware of any recent damage to structure of the building they should immediately notify their line manager / supervisor and Duty Holder.

5.0 **COMMUNICATION**

- 5.1 Communication arrangements will be established that enables Duty Holders, Managers and Health and Safety Advisors to circulate or make available information relevant to staff relating to an asbestos incident or an asbestos removal activity. Also communication arrangements will be established via the Health and Safety Advisor or Duty Holder for the reporting of incidents or staff concerns e.g. when it is believed that some one is noted to have disturbed what is believed to be an ACM. Communication will be provided via Team Briefings, Health and Safety Committee's Union Consultation and E-Mail.

6.0 **ASBESTOS SURVEY**

6.1 **Non Residential Buildings and Common Residential Areas**

SDDC will commission a rolling programme of asbestos surveys to comply with the requirements of legislation, best practice and SDDC policy 100% of non-residential buildings will be surveyed. 100% of common residential areas of buildings will be surveyed.

6.2 Domestic Stock

A representative sample of residential accommodation will be surveyed. We will undertake type II surveys of least 3 of each property type.

Where any variations on the results occur then additional sampling of the property type will be undertaken. Properties that have not been surveyed will be linked to surveyed properties in order to identify likely asbestos containing materials prior to any responsive maintenance works.

Surveys will be carried out in accordance with HSE guidance note MDHS100. Unless otherwise stipulated, a Type 2 survey will be required for normal use.

Asbestos records will be held on a database

SDDC will undertake to carry out future surveys at the time of a property being Void to verify information on asbestos held with in the database.

7.0 MARKING OF ASBESTOS WITHIN NON RESIDENTIAL BUILDINGS

7.1 All surveyed premises will require a system of identification to show which areas of the premises contain asbestos, if any. A system of labelling rooms and materials is to be adopted, as illustrated below:

A 75mm plain green circle:



NADIS: Area tested no asbestos discovered.

A 75mm plain red circle:



Asbestos fibres identified within this area.

A 75mm red circle with an 'a' label:



Asbestos fibres identified and encapsulated.

A 75mm green circle & yellow rectangle:



Area not tested 'presumed' to contain fibres.

Note: No area can be declared as 'asbestos free' unless there is physical evidence to prove this.

Rooms not sampled will have a yellow rectangle on a green background to establish that no sampling took place in that room, therefore, it must be presumed to contain asbestos, until otherwise disproved by further sampling or due to building works of an intrusive nature taking place.

These signs will be fixed directly over the room's entry door on the inside of the room, and will relate only to that particular room. Signs on corridors will be placed for easy recognition.

8.0 MANAGEMENT PLAN AND ASBESTOS REGISTER

- 8.1 An Asbestos Register for all Council premises will be included on the Corporate Asbestos Database. This will be maintained by Housing Maintenance. Copies of the Asbestos Register for individual premises will be included in the Management Plan, which will be kept on site under the control of the Duty Holder or designated Premise Manager.

9.0 **TRAINING**

- 9.1 All Council employees must receive appropriate information, instruction and training on this policy, dependent upon their level of responsibility. The Employee Development Officer should keep a record of such training with copies provided for the Premise Manager or appropriate Line Manager.
- 9.2 All new staff on their induction training for SDDC should be briefed on the potential for buildings to contain asbestos along with the types of materials that may contain asbestos and the emergency action to take should suspected ACMs be disturbed.
- 9.3 Housing Maintenance employees should already be aware of the hazards and health effects associated with asbestos, but should be informed and instructed on the procedures to adhere to when planning or designing building maintenance/refurbishment work.
- 9.4 Premise Managers should receive appropriate information on the hazards and health effects associated with asbestos. This will also require instruction on their responsibilities with regard to the Asbestos Management Plan and Asbestos Register. They must also be trained in emergency procedures following the uncontrolled release of asbestos fibres.
- 9.5 Employees should receive appropriate information on the hazards and health effects associated with asbestos. They must also be informed of the results of the asbestos survey on the premises in which they work and the location of any ACMs within those premises and the method of marking asbestos.

10.0 **EMERGENCY PROCEDURE**

- 10.1 The procedure for dealing with major release of asbestos or accidental damage to ACM's is detailed at appendix 3

Emergency Procedure

Reporting Of Suspected Asbestos Containing Material (ACM)

The following procedure should be followed whenever suspected ACMs are discovered during work or become damaged by any other physical method.

- **Stop work immediately**
- **Isolate** the area i.e. shut doors and windows, turnoff ventilation systems and fans etc
- **Post warning notices** (if available) and inform people in the immediate area and request that everyone keep away.
- **Contact immediately** Paul Johnson 5763 , Lee Carter 5957 or Mark Toplass on 5786 and provide them with details of the incident
- Where register is available check to establish whether ACMs are present
- In circumstances where no register is available Paul Johnson or Lee Carter will arrange samples to be taken by UKAS accredited testing, sampling and analysis laboratory (presently ECS)
- If the analysis is that the material is an none ACMs then the responsive maintenance team will remove the debris or work can continue.
- If ACMs are discovered then the contracted licensed asbestos removal company shall be called to remove the asbestos, in accordance with current legislation before the room can be re-occupied.

The following should be noted :

- **DO NOT** allow works to continue on any materials, which are suspected of containing asbestos.
- If suspected ACMs have been damaged or disturbed during work(s) in progress, the materials should be left in-situ, the work(s) suspended and the area isolated pending further investigation.
- **DO NOT** attempt to take a sample. The actual act of sampling asbestos can expose the sampler to dangerous levels of asbestos fibres and you could contaminate the surrounding area
- Samples can only be taken by a UKAS accredited asbestos testing sampling and identifying lab.

Should the material be found to contain asbestos, a scope of work must be agreed with the environmental analyst, asbestos removal contractor and contract administrator to repair or remove the material as soon as possible. The asbestos removal contractor and environmental analyst should be appointed. The removal contractor will submit notification to the HSE where appropriate. The area should remain closed until the asbestos works are complete and the environmental analyst has issued the relevant certificate of reoccupation.

It may be necessary to programme further asbestos removal works.

PERSONS BECOMING CONTAMINATED WITH ASBESTOS FIBRES

If persons believe they may have become contaminated by asbestos fibres on to their clothing following a release of asbestos the following procedure should be adopted:

1. The above procedure should be followed securing the safety of others in the building.
2. The person that is contaminated should if direct access is available go to the outside of the building and find an isolated area. Do not go to the outside if large numbers of people are congregating or you have to traverse through the building.
3. if access to the outside is not available go to an adjoining vacant room.
4. If you do not have suitable overalls and disposal bags available these will be brought to you by Paul Johnson, Lee Carter or Mark Toplass.
5. Once brought to you should change into the overalls and place all external clothing in the disposal bags. The bags should then be double bagged and conspicuously marked asbestos.
6. If it is found that the contamination was asbestos then the clothes will be disposed off as if ACM.
7. the rooms that you have traversed through will need to be closed and sealed until analysis laboratory (presently ECS) gives the all clear.

