South Derbyshire District Council

Asbestos Procedures and Management Plan

Housing Services

Revised October 2020

Version:1.4

Next review: October 2021

Version Control

Version	Description of version	Author (A) / Reviewer (R)
1.0 - 2017	Reviewed and rewritten April 2017.	A: Gary Clarkson – Improvement Manager
1.1 - 2017	Reviewed and updated August 2017	R: Richard James – Interim Repairs Manager Updated by: Gary Clarkson
1.2 - 2017	Amendments prior to final approval.	Updated by: Gary Clarkson
1.3	Review as part of full asbestos management review	Reviewed by Clive Chamberlain for Pennington Choices.
1.4 October 2020	Review prior to Housing and Community Services committee	Reviewed by Paul Whittingham Head of Housing

Approvals

Version	Approved by	Effective Date
1.2 - 2017	Kevin Stackhouse – Director of Finance and Corporate Services	August 2017
1.3	Kevin Stackhouse – Strategic Director (Corporate Resources)	4 July 2019
1.4	Paul Whittingham Head of Housing	15/10/2020

Associated Documentation

Description of Documentation
The Health & Safety at Work etc. Act 1974 (HASAWA 1974).
The Management of Health and Safety at Work Regulations 1999 (MHSWR 1999).
The Workplace (Health, Safety and Welfare) Regulations 1992.
The Construction (Design and Management) Regulations 2015 (CDM 2015).
The Defective Premises Act 1972.
The Environmental Protection Act 1990.
The Hazardous Waste Regulations 2005 (as amended 2009).
HSG 227 – A comprehensive guide to managing asbestos in premises.
Managing and Working with Asbestos December 2012 (L143).
HSG 264 – Asbestos: The Survey Guide.
Asbestos Essentials Task Manual (HSG210).
HSG247 - Asbestos: The licensed contractors guide.

Table of Contents

1.0 Introduction

1.1 Asbestos is a term for a number of naturally occurring fibrous mineral silicates.

1.2 The fibres have a high tensile strength, high thermal stability, low thermal conductivity, do not conduct electricity and exhibit good acoustical absorption. Asbestos has been used commercially in construction products as a direct consequence of its unique properties, in addition to its resistance to chemical attack. The minerals were either used raw in textiles or spray insulation, or commonly combined with other materials to make fireproofing, insulating boards or asbestos cement products.

1.3 The most commonly found are:-

Chrysotile (white), making up 90% of all imported Asbestos into the UK

Grunerite known commonly as **Amosite** (brown) and

Crocidolite (blue).

The other asbestos forms are fibrous actinolite, fibrous tremolite and fibrous anthophyllite, the occurrence of which is rare as these types have not been actively mined or commercially exploited and were only found as contaminants.

1.4 Asbestos is a hazardous material, causing potential ill-health effects, resulting from the inhalation of fibres which are airborne. This occurs when the materials are disturbed in the following circumstances:

a. During removal works,

b. During demolition works,

c. By direct action i.e. drilling, sawing or breaking,

d. Through minor repetitive impact damage,

e. Through mechanical vibration,

f. General deterioration of the matrix.

1.5 Some Asbestos Containing Materials (ACMs) are more susceptible to damage than others, and consequently are more likely to release fibres into the air. However, undisturbed, undamaged and protected ACMs are unlikely to release fibres.

1.6 Buildings built between 1940 and 1985 are most likely to contain asbestos, with 1965

and 1975 being at the highest periods of importation and use. Thus properties constructed, extended or modified within this time period should be considered as a higher risk than those properties built at a later date.

1.7 However all properties built prior to 2000 should be assessed for the presence of ACMs. Between 2000 and 2005, properties may be at risk of containing ACMs as a result of stored materials being used by contractors without appropriate consideration. This is very unlikely to affect SDDC properties as very few (56 units) were built post 2000.

1.8 In the UK, the occurrence of ACMs within commercial properties was widespread, involving and extremely broad range of construction, materials, components, elements and installations. Typical occurrences in properties include:

a. Decorative ceiling and wall coverings,
b. Cement based roofing sheets and tiles,
c. Rainwater goods and soffits,
d. Boiler flues,
e. Water storage tanks and toilet cisterns,
f. Roofing felts and damp proof courses,
g. Window cills,
h. Vinyl floor tiles, linoleum and stair nose treads,
i. Window putties and sealants, filler, glue pods and pastes.
j. Paint
k. Rope, strings, gaskets, flash-guards
l. Resin toilets and sanitary-ware

1.9 In the following types of products, providing that the material is not damaged or substantially deteriorated and not heavily exposed to poor weather to the possibility of physical damage the potential for fibre release is low due to the fact that the asbestos fibres are bound within the materials:

a. Soffit boards, asbestos cement in good condition
b. Lift shaft lining, risers, boiler rooms and ducts,
c. Partition walls and firebreaks,
d. Ceiling tiles and door header panels.

1.10 Asbestos Insulating Board (AIB), typically contains 30% of Amosite asbestos fibres, which due to their needle like structure have more potential to cause ill-health effects, compared with the curly,soft, silken fibres of serpentine (Chrysotile) white asbestos

fibres. It is imperative that where such materials are present within premises that they are located and their condition assessed to ensure the risk from such materials is as low as reasonably practicable, through the protection, encapsulation or removal as a last resort.

1.11 Other asbestos products to consider in include:

a. Ropes, flashguards, seals and gaskets,

b. Gaitors, fire blankets, sink pads and curtains,

c. Ironing boards, electric storage heaters and safes and some domestic furniture and fittings and appliances.

1.12 Asbestos related diseases such as Pleural Plaques, Asbestosis, Lung cancer, and Pleural Mesothelioma can occur as a result of the inhalation of asbestos fibres. The risk of contracting such conditions is not determinable but can be compounded by repeated exposure and or the duration of exposure. Equally there are also individual aspects which can further significantly increase the risk, such as smoking tobacco or pre-disposure from an already weak/deficient immune system.

1.13 Asbestos related diseases are now the cause of circa 5000-6000 deaths per year in the UK, most of these are due to exposure in the 1950's, 1960's and 1970's, when ACMs were commonly used during installation in buildings, plant and equipment. Exposure continues however and it is critical that a robust asbestos management procedure exist, together with appropriate training.

2.0 Legislation

2.1 **The Control of Asbestos Regulations 2012 (CAR 2012),** requires employers to prevent the exposure of employees to asbestos, or where this is not reasonably practicable to reduce the exposure to the lowest level practicable. The Regulations place a duty on those persons who have repair or maintenance responsibilities as a result of a tenancy or contract, to manage the risk from asbestos in those premises. Where there is no contract or tenancy in place, the person in control will be the duty holder. There is also a duty of co-operation on other parties. Duty holders have been required since the 21st May 2004 to have an asbestos management plan in place, for the safe management of the ACMs present in the properties for which they are responsible.

2.2 These duties are supported by an Approved Codes of Practice (ACoP), and any subsequent amendments:

L143 – Managing and working with asbestos: Approved Code of Practice and guidance.

2.3 There are also a number of supporting guidance documents to provide advice and direction to responsible persons in order to comply with CAR 2012.

a. **HSG 227 – A comprehensive guide to managing asbestos in premises**. Provides guidance for those who have a duty to manage the risks from ACMs, including building owners, non-domestic tenants and anyone else who has any legal responsibilities for workplaces which can include the common areas of buildings used for residential purposes. (The 2002 version was reprinted in 2004 but has not been updated since.)

b. **HSG 264 – Asbestos: The Survey Guide.** The document covers the competence and quality assurance requirements in relation to the conduct of surveys, survey planning and survey types, implementing the surveys, the survey reports, and the duty holders use of survey information.

2.4 CAR 2012 only applies directly to non-domestic premises and the common areas only of domestic rented properties, such as blocks of flats that contain foyers, corridors, lifts, lift shafts, staircases, boiler houses, risers, gardens, yards and outbuildings.

However, many health and safety regulations indirectly place the same duties as CAR 2012 upon employers in relation to asbestos in domestic properties. The important aspects of these regulations are detailed below:

a. **The Health & Safety at Work etc. Act 1974 (HASAWA 1974)** requires employers to conduct their work in such a manner as to minimise health and safety risks to employees, and to provide information to anyone else about their workplace, which might affect their health and safety. Section 3 of the HASAWA 1974 contains general duties to persons other than employees. Section 4 contains general duties for anyone who has control over a workplace.

b. **The Management of Health and Safety at Work Regulations 1999 (MHSWR 1999)** requires employers to make an assessment of risk to themselves, their employees and anyone else who may be affected by their work, including contractors and patrons. These regulations require employers to make appropriate arrangements to protect the health and safety of those directly involved in the works, and those who may be affected by the works.

c. **The Workplace (Health, Safety and Welfare) Regulations 1992** provides duties to maintain workplace buildings in order to protect occupants.

d. **The Construction (Design and Management) Regulations 2015 (CDM 2015)** requires Clients in construction and demolition projects to provide all necessary pre-construction information, relating to the risks associated with any premises, including information regarding the presence of hazardous materials such as asbestos, prior to any works commencing so that all risks and preventions can be put in place. Further where the projects are notifiable under the CDM Regulations, it is a requirement that the information relating to known hazards and risks are made available by the Client to the appointed Safety Coordinator, so that they and the Principal Contractor can develop the necessary construction phase Health & Safety plan.

e. **The Defective Premises Act 1972** – requires landlords to take reasonable care to ensure that tenants and other persons are safe from personal injury or disease, caused by a defect in the state of the premises.

f. **The Environmental Protection Act 1990** – provides local authorities with the power to serve notice for the abatement of nuisances, where any premises are in a state where a nuisance is caused to the tenants and others which may also be prejudicial to health. Failure to comply with the requirements of the Notice constitutes an offence under the provisions of the Act.

g. **The Hazardous Waste Regulations 2005 (as amended 2009)**, relates to the requirements for the use of a consignment note system for the tracking of the movement of hazardous wastes such as asbestos.

2.5 Regulation 4 of the CAR 2012 details the broad legal requirements placed upon employers and duty holders which include:

a. Undertake a suitable and sufficient assessment to determine whether ACMs are present in premises for which they are responsible,

b. Take all reasonable steps to locate materials likely to contain asbestos,

c. Presume materials contain asbestos, unless there is strong evidence to support that they do not,

d. Assess the risks posed by the presence of identified ACMs,

e. Assess the likelihood of anyone being exposed to asbestos from such materials,

f. Make a written record of the location and condition of the ACMs and presumed ACMs, and keep it up to date,

g. Ensure that any asbestos materials or materials suspected of containing asbestos are properly maintained or where necessary safely removed,

h. Prepare a plan to manage the risk associated with the presence of the asbestos and put this into effect to ensure that information on the condition of ACMs is given to all persons likely to disturb the materials,

i. To monitor the condition of ACMs and presumed ACMs which at the time of the initial survey were in an acceptable condition and not likely to release asbestos fibres,

j. To review and monitor the asbestos management plan and the arrangements at regular intervals.

k. The removal of asbestos.

2.6 New requirements in CAR 2012 included the introduction of:

a. A distinction between Notifiable and Non-notifiable, Licenced and non-licenced work.

b. Some non-licensed work now needs to be notified to the relevant enforcing authority.

c. Brief written details should be kept of notifiable non-licensed work. e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

d. Since April 2015, all workers / self-employed undertaking notifiable non-licensed work must be under health surveillance by a doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work, BUT medicals for notifiable non-licensed work are not acceptable for those doing licensed work.

e. Two ACOPs, L127 (The management of asbestos in non-domestic premises) and L143 (Work with materials containing asbestos) were consolidated in December 2012 into a single revised ACOP (L143), which makes legal compliance clearer to duty holders and to reflect the changes introduced in The Control of Asbestos Regulations 2012. L143 is worded in modern language and assists Duty Holders to comply.

3.0 The Duty to Manage Asbestos.

3.1 The Council's Corporate Management structure and areas of responsibility as Duty Holders under CAR 2012, is described below.

a. **Chief Executive**

The ultimate Duty Holder for all Council owned or leased premises with overall responsibility for complying with CAR 2012 and overall responsibility under the Health and Safety at Work, etc Act 1974 for any acts or omissions delegated to members of the Corporate Management Team.

b. **Strategic Director (Corporate Resources)**

Delegated responsibility for commercial units and storage facilities but also is the specific duty holder for the approval of procedures, practices and overall strategic management of the Asbestos Procedures and Management Plan along with:

I. Approval of competent Asbestos surveying contractors;

II. Approval of competent licensed removal contractors;

III. Approval of a competent approved supervising analyst;

IV. Approval of competent external advisory consultants

V. Approval of any asbestos management plans and other policies and procedures;

c. **Strategic Director (Service Delivery)**

Delegated responsibility for all Council owned domestic properties, including the

common areas of blocks of flats which include foyers, corridors, lifts, lift shafts, staircases, boiler houses, risers, gardens, yards and outbuildings, etc.

d. **Strategic Director (Service Delivery**)

Delegated responsibility for Leisure Centres, parks and similar open spaces, pavilions, changing rooms, cemeteries and associated buildings.

e. **Solicitor and Monitoring Officer.**

No direct responsibilities for buildings or any other premises.

3.2 **Premises Managers as Duty Holders**

The **Duty to Manage** is delegated to **Premises Managers** who have a responsibly for the day-to-day management of buildings and their repairs and maintenance, either as:

a. An employee of the Council with sole or joint responsibility for managing properties,

b. The person responsible (usually the named tenant) for the management of a commercial building let by the Council under a lease that includes the responsibility for repairs and maintenance.

3.3 In terms of leased commercial properties, the relative contributions to be made by the Council and the tenant should be clearly defined within leasing / letting agreements to ensure there is no ambiguity as to who is responsible for the management of asbestos in the fabric of the building or in plant and equipment at the premises.

3.4 A list of all of the Council's non-domestic buildings is included at Appendix 1.

3.5 **Duty holders** are required to:

a. **Find out** whether the premises contain asbestos, and, if so, where it is and what condition it is in. If in doubt, materials must be presumed to contain asbestos;

b. **Assess the risk** ; and

c. **Make a management plan** to manage that risk and act on it., and

d. **Ensure that suitably trained and competent persons are appointed** to discharge the duty to take appropriate action.

3.6 The measures identified in the management plan should include adequate means for:

a. Monitoring the condition of any asbestos or suspected asbestos;

b. Monitoring the condition of retained ACM's and maintaining the asbestos or safely removing it;

c. Providing information identifying the location and condition of identified asbestos to any person likely to disturb it, including tenants.

3.7 **Other Responsible Persons**

3.8 Everyone involved in identifying, specifying or ordering work on behalf of the Council should have due regard to the known, suspected or possible presence of ACMs and should provide operatives with any information that is available to prevent the release of asbestos fibres.

3.9 Any person who carries out any work on Council property, including internal and external tradespersons, contractors, volunteers, caretakers, property managers, cleaners must be aware of the requirements of this management plan and where they might at any time be potentially exposed to fibres of expose fibres they must receive asbestos awareness training – Control of Asbestos Regulations 2012, Regulation 10.

3.10 The chain of people involved may start with the instigator of any work until the operative undertaking the work. The chain could commence with a client who would typically be the duty holder, Premises Managers, line managers / team leaders, principal designers (CDM Advisors) / designers / specifiers, authorised officers / property inspectors, foreman / supervisors. Some will be Council employees and others may be external consultants or contractors.

4.0 Asbestos Surveys and Environmental Analysts

4.1 The Council has historically commenced a programme of asbestos surveys in 2004 / 2005 to comply with the requirements of legislation, best practice and Council policy, by surveying all non-residential buildings and a percentage of domestic properties.

4.2 The majority of these surveys were carried out prior to the publication, in 2010, of **HSG264 Asbestos: The Survey Guide**, and were completed in accordance with MDHS100 (Surveying, sampling and assessment of asbestos containing materials). These surveys were designated Type 1, Type 2 or Type 3 Surveys.

4.3 Surveys completed after the publication of HSG264 in 2010 are designated as either **Management Surveys** for normal use or **Refurbishment and Demolition Surveys** prior to work being undertaken.

4.4 Previous surveys described as Type 1, Type 2 or current Management Surveys will almost always include a degree of presumption and cannot have sampled all potential Asbestos Containing Materials, particularly if the ACM is hidden behind a more recent none asbestos material. Employees and contractors should be made aware of the limitations of such surveys and be ever watchful for ACMs which may not be recorded in the Asbestos Register.

4.5 In the 2004 / 2005 surveys, the representative sample of domestic properties included Type 2 surveys for 10 percent of the housing stock to include at least 3 addresses of each property type. Where any variations on the results occurred, additional sampling of the property type was been undertaken.

4.6 The details from the Individual property specific asbestos registers are currently held in a centrally located Summary of Asbestos Registers on the Council's central server. ("S"

drive / asbestos.)

4.7 Since 2005, additional surveys have been carried out when improvement works or major repairs are undertaken, or when a release of asbestos fibres has been suspected.

4.8 Properties that have not been surveyed are compared to surveyed properties to identify the likelihood of asbestos containing materials being present.

4.9 Where other properties have suspected ACM that are either in a poor condition or works cannot be re-planned to avoid disturbance, these materials shall be sampled and tested, prior to any works commencing.

4.10 **Surveying and sampling** ACMs can result in an exposure to asbestos fibres and only competent surveyors should be permitted to take samples of suspected ACMs, which shall include a risk assessment and preparation of a plan of work, be, setting out the control measures and personal protective equipment (PPE) to be used.

4.11 To be competent, the **'surveyor'** must:

a. have sufficient training, qualifications, knowledge, experience and ability to carry out their duties in relation to the survey and to recognise their limitations;

b. have sufficient knowledge of the specific tasks to be undertaken and the risks which the work will entail;

c. be able to demonstrate independence, impartiality and integrity;

d. have an adequate quality management system; and

e. carry out the survey in accordance with HSG264.

Individuals can prove competency through accreditation or certification by a UKAS approved Certification Body but may be able to demonstrate that they have sufficient competency to undertake specified surveys through a combination of qualifications and experience.

4.12 **Environmental Analysts** must be able to demonstrate that they are technically competent to undertake surveys for ACMs through accreditation to UKAS (The United Kingdom Accreditation Service) which is the sole national accreditation body in the United Kingdom. Accreditation gives an assurance that an independent and authoritative body has assessed the technical competence of an organisation, including its underpinning management system. The scheme should ensure that the organisation can provide a valid service for the services specified on its schedule of accreditation.

4.13 **Asbestos Survey** will include an assessment of risk and recommendations that take into account the following:

a. Present and future usage of the area;

b. Planned or proposed maintenance, alteration or refurbishment works;

c. Condition and friability of the material ;

d. Location and accessibility of the material;

e. Susceptibility for disturbance and damage, and;

f. Environmental conditions.

4.14 In the absence or analytical evidence, there must be an assumption that a material contains asbestos, unless there is strong evidence to support a reasoned argument that they are unlikely to contain asbestos. Where materials are assumed to contain asbestos, they must be checked for condition on a regular basis. All checks must be recorded.

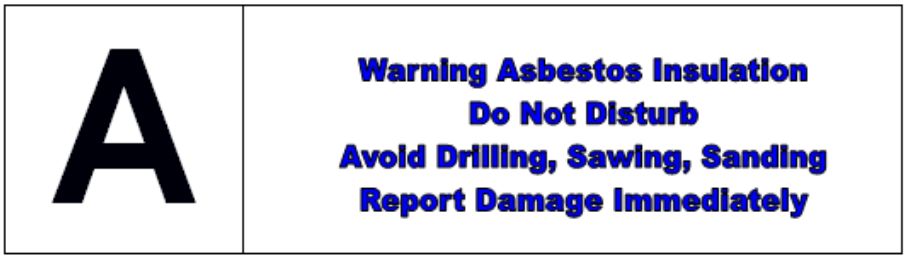
4.15 When deemed necessary by the Duty Holder / Premises Manager, an Environmental Analyst will be appointed to supervise asbestos removal works, in accordance with relevant legislation and HSE guidance and include liaison with the Duty Holder / Premises Manager, the appointed asbestos removal contractor, and Principal Contractor / Principal Designer / CDM Advisor or any other involved parties.

4.16 On completion, the Environmental Analyst will provide copies of all relevant documentation, including UKAS accreditations, agreed generic methods, etc, along with certification detailing the completed works, all air monitoring results and clearance certification confirming the suitability of an area for re-occupation. These will be given to the Duty Holder / Premises Manager, and Principal Designer / CDM Advisor, as appropriate.

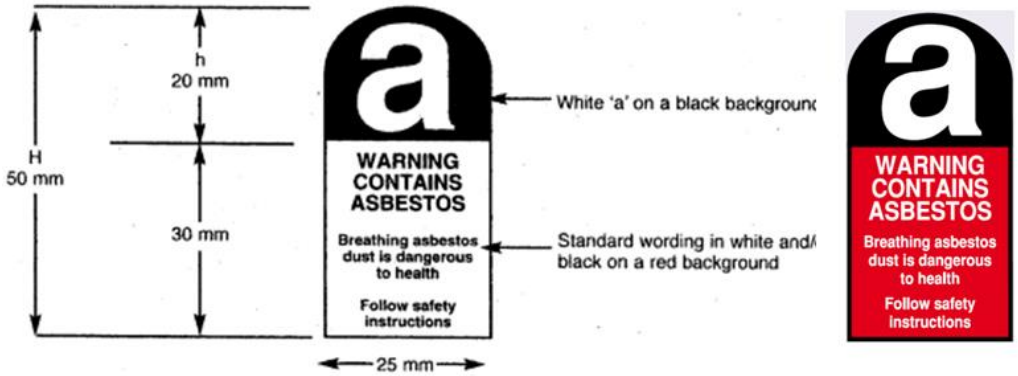
5.0 Labelling and Marking of Asbestos Containing Material and Waste

5.1. Only where appropriate, the location of asbestos containing materials will be indicated by placing a warning label on or near the material. This is usually not in domestic properties.

5.2 A system of labeling materials was adopted by the Council prior to the CAR2006, as illustrated below, and some labels still remain.



5.3 When known or suspected ACMs or asbestos waste is required to be labeled, the labels must comply with the following diagram.



5.4 In the case of a product containing crocidolite, the words “contains asbestos” shown in the diagram must be replaced by the words “contains crocidolite/blue asbestos”.

5.5 Where the label is printed directly onto a product, such as the waste bags, a single colour contrasting with the background colour may be used.

5.6 The dimensions of the label must be at least those shown on the diagram. Larger labels may be used, but the dimension indicated as h on the diagram must be 40% of the dimension indicated as H.

6.0 Management Plans

6.1 Premises Managers are responsible for producing an Asbestos Management Plan for non-domestic premise under their control. The Asbestos Management Plan will contain:-

a. who is responsible for managing asbestos in the premises;

b. a copy of the local asbestos register / survey;

c. plans for work on asbestos materials, i.e which materials are to be removed, encapsulated or simply monitored for deterioration;

d. the schedule for monitoring the materials' condition (this should be at least once per year); and

e. telling people about your decisions.

6.2 Duty Holders or Premises Managers must ensure that any works undertaken at the premises, which have the potential of disturbing ACMs, must be undertaken only after a review of the asbestos survey report and local asbestos register, as appropriate.

6.3 Duty Holders or Premises Managers must ensure that any works on ACM's must be undertaken in accordance with the appropriate regulations and that the asbestos register is updated on completion of the works.

6.4 An example Management plan can be found on the HSE website (http://www.hse.gov.uk/asbestos/managing/managementplan.pdf). A copy of this is also included in Appendix 2.

7.0 Data Management

7.1 A Summary Asbestos Register for all Council owned domestic properties is maintained by Housing Services in ‘*lifespan*’ which is a proprietary database.

In addition surveys produced for the Council by the current service provider and the previous provider can be viewed on their Portal, to which staff and the Council’s contractors have access via. PIN operated link.

7.2 In previous versions of this document, the “Asbestos Register” referred to both the individual property reports and the electronic Corporate Asbestos Register. In this version, Summary Asbestos Register is now used to refer to the central electronic database and

the individual property reports are referred to as Local Asbestos Registers or Asbestos Surveys.

7.3 The Lifespan data has been made available in read-only format to Authorised Officers, Premises Managers, staff and contractors in addition to the Portal access.

7.4 All master copies for Council owned domestic properties and associated communal areas are stored in Housing Services.

7.5 Property Services organised asbestos survey reports for some Council owned non-domestic premises and keep the master copies on behalf of the Duty Holder or Premises Manager.

7.6 Copies of the survey reports or relevant information will be held at each premises under the control of the Duty Holder or Premises Manager. If the premises are generally not manned (i.e. Public Toilets etc), then the information will also be held at the offices of the Duty Holder or Premises Manager.

8.0 Information, Instruction and Training

8.1 Every employer must make sure that anyone who is liable to come across or disturb asbestos or asbestos containing materials (ACMs) during their normal work, or who supervises those employees, gets the correct level of information, instruction and training so that they can work safely and competently without risk to themselves or others – CAR 2012, Reg 10.

8.2 Workers and supervisors must be able to recognise asbestos-containing materials (ACMs) and know what to do if they come across them in order to protect themselves and others.

8.3 There are three main levels of information, instruction and training. These relate to:

a. Asbestos awareness

b. Non-licensable work with asbestos including NNLW

c. Licensable work with asbestos.

8.4 Only attending a training course ***will not*** make a worker competent. Competence is developed over time by implementing and consolidating skills learnt during training, on-the-job learning, instruction and assessment.

8.5 It is important that the level of information, instruction and training is appropriate for the work and the roles undertaken by each worker (and supervisor). Using a training needs analysis (TNA) will help to identify what topics should be covered to ensure workers have the right level of competence to avoid putting themselves or others at risk.

8.6 Information, instruction and training for asbestos awareness is intended to give workers and supervisors the information they need to ***avoid*** work that may disturb asbestos during any normal work which could disturb the fabric of a building, or other item which might contain asbestos. It will not prepare workers, or self-employed contractors, to carry out

work with asbestos-containing materials. If a worker is planning to carry out work that ***will*** disturb ACMs, further information, instruction and training will be needed.

8.7 Information, instruction and training about asbestos awareness should cover the following:

- the properties of asbestos and its effects on health, including the increased risk of developing lung cancer for asbestos workers who smoke
- the types, uses and likely occurrence of asbestos and asbestos materials in buildings and plant
- the general procedures to deal with an emergency, eg an uncontrolled release of asbestos dust into the workplace
- how to avoid the risk of exposure to asbestos

8.9 Workers who plan to carry out work that **will** disturb asbestos require a higher level of information, instruction and training, in addition to asbestos awareness. This should take account of whether the work is non-licensed; notifiable non-licensed work (NNLW); or licensed work and should be job specific.

8.10 Workers undertaking Non-licensable work, including Notifiable Non-licensed Work (NNLW) who may need this level of information, instruction and training include whose work will require them to disturb asbestos-containing materials, such as:

- drilling holes in asbestos materials (including for sampling and analysis purposes)
- laying cables in areas containing undamaged asbestos materials
- removing asbestos-containing floor tiles
- cleaning or repairing asbestos cement sheet roofing or cladding

8.11 The information, instruction and training for non-licensable work with asbestos, including NNLW, should be appropriate to the work being done and should be tailored accordingly, to include, but not be limited to, the following:

- how to make suitable and sufficient assessments about the risk of exposure to asbestos
- safe work practices and control measures, including an explanation of the correct use of control measures, protective equipment and work methods
- selection and appropriate use of protective equipment
- waste handling procedures
- emergency procedures
- relevant legal requirements
- circumstances when non-licensed work may be notifiable (ie NNLW)

8.12 Employers should also make sure that workers doing non-licensable work or NNLW have seen:

- a copy of the risk assessment for that work
- a copy of the plan of work
- where applicable, details and results of any air monitoring, including results for similar work

8.13 In addition, the following information should be given to workers, on request:

- maintenance records for control measures
- their own personal information from health records
- the results of any face-fit test (FFT) for RPE provided for work with asbestos
- a copy of the individual's training record

Important – This level of information, instruction and training is not sufficient for licensable work with asbestos.

8.14 There are no current intentions for the Council to undertake **Licensable asbestos work, nor notifiable non-licensed work** using directly employed staff but the following items are included so that staff are aware of the requirements that apply to licenced contractors.

8.15 Work with higher risk asbestos-containing materials must be carried out only by licensed contractors. Only competent workers and managers, provided with suitable information instruction and training and using appropriate respiratory and other protective equipment, may undertake licensed and notifiable non-licensed asbestos work. Further information on providing information instruction and training for licensable work can be found in The licensed contractors' guide HSG 247 and the Approved Code of Practice L143 Managing and working with asbestos.

8.16 Employers must also make the following information available to workers doing licensable work with asbestos: For the specific work being done:

- a copy of the risk assessment for that work
- a copy of the plan of work
- details of any air monitoring and results
- details of notification of work made to the enforcing authority

8.17 General information that should also be made available includes:

- maintenance records for control measures
- the individual's own personal information from health records
- the results of any face-fit test for RPE provided for work with asbestos
- a copy of the licence
- any anonymised collective information from the health records

8.18 Refreshing information, instruction and training on asbestos awareness

8.19 Information instruction and training on asbestos awareness is merely intended to help workers **avoid** carrying out work that will disturb asbestos. There is no legal requirement to repeat an entire formal awareness refresher training course every 12 months, however some form of refresher should be given, as necessary, to help ensure knowledge of asbestos awareness is maintained.

8.20 Refresher awareness could be given as e-learning or as part of other health and safety updates, rather than through a formal training course. For example, an employer, manager or supervisor who has attended an awareness course and who is competent to do so, could deliver an update or safety talk to employees in house.

8.21 A realistic, common sense approach to refreshing knowledge and skills, based on judgement of individual abilities and training needs is all that is usually required.

8.22 There is no need for employees who have received training for licensable or non-licensable work to do the lower level awareness refresher training.

8.23 Refreshing information, instruction and training for licensable and non-licensable work including Notifiable Non-licensed Work (NNLW)

Refreshing information instruction and training for licensable and non-licensable work should be appropriate to the work each worker is doing and be based on training needs analysis (TNA) that will help to decide what is needed. For example, for those found to have extensive training needs, this may involve classroom teaching or practical training. For others, information instruction and training could be given as part of other health and safety updates or, for example, as part of a toolbox talk or e-learning to refresh experienced workers on the main principles and expectations.

8.24 Refresher information, instruction and training for licensable and non-licensable work should be provided every year, or more frequently if:

- work methods change
- the type of equipment used to control exposure changes
- the type of work carried out changes significantly
- gaps in competency are identified

8.25 It should include reviewing where things have gone wrong and sharing good practice.

8.26 Where training needs analysis indicates, there should be an appropriate element of practical training, particularly covering decontamination procedures, use of RPE, FFT and controlled removal techniques.

8.27 Certificates of training

8.28 There is no legal requirement for employees to hold a certificate of training before they can work with asbestos.

8.29 Many training providers issue delegates with certificates. A certificate is not proof of competency to do the job, but where issued, a certificate shows the individual has had training and may be kept as part of an individual's training record. Where training certificates are provided they sometimes have an expiry date (eg after a year). Expiry does not always mean that 'full' retraining is mandatory, as a result.

8.30 Record keeping - licensable and non-licensable work with asbestos

A record of the information, instruction and training received by each individual should be kept to:

- help employers carry out on-going training needs analysis
- support individual workers in demonstrating their knowledge, skills and experience when they move from one employer to another
- where applicable, comply with the licensing process

8.31 Information, instruction and training for safety representatives

8.32 The information, instruction and training provided to safety representatives and elected representatives of employees needs to be appropriate to their role.

8.33 Employers should consult safety representatives and elected representatives of employee safety in good time about the information, instruction and training they intend to provide.

8.34 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 remedial action taken or proposed.

8.35 Information and instruction for non-employees

Employers who are working in premises where asbestos might be present have a duty to make sure that, asbestos awareness training is given.

It is good practice for the Council to check that contractors engaged to work.

on Council property have received asbestos awareness training.

8.36 Self-employed workers

Self-employed workers should make sure that they have the right level of information, instruction and training to protect themselves and make sure that others are not put at risk from their work activities.

8.37 Selecting a competent trainer

Important - Competent providers of information, instruction and training should have adequate practical experience in the asbestos sector and a theoretical knowledge of all relevant aspects of the work being carried out by the employee. It is the responsibility of the employer to determine whether a training provider is suitable or not.

8.38 How to find a training provider.

Some of the training associations whose members provide training for working with asbestos are listed on the HSE website although there are many other organisations that offer asbestos training that are not listed. The Council has to date used members of UKATA – the UK Asbestos Training Association for it's training certification.

9.0 Working with Asbestos.

9.1 Work with asbestos includes:

a. work which removes, repairs or disturbs asbestos;

b. work which is ancillary to such work (ancillary work);

c. supervising the work referred to in a. and b. above (supervisory work).

'Ancillary work' means work associated with the main work of repair, removal or disturbance of asbestos. Work carried out in an ancillary capacity requires a licence unless the main work (ie the removal, repair, disturbance activity) does not meet the conditions in the definition of licensable work. 'Ancillary work' also includes maintenance work on equipment such as Class H-vacuum cleaners and air extraction equipment or putting up and taking down scaffolding (including any scaffolded frame to provide access for licensable work. where it is foreseeable that the scaffolding activity is likely to disturb the asbestos).

Supervisory work' means work involving direct supervision over those removing, repairing or disturbing asbestos. This applies to supervisory work for both licensable and non-licensable activities.

9.2 It is not possible to provide definitive lists of non-licensable work and NNLW as it will depend on the circumstances of the individual work activity. However, the HSE have published a colour-coded Illustration of Asbestos Work Categories, as shown in Appendix 3, to help distinguish between:

a. Licensed Asbestos Work

b. Notifiable Non-Licensed Asbestos Work (NNLW)

c. Non-Licensed Asbestos Work.

9.3 The HSE also publish a Decision Flow Chart to help determine who should be used for the various types of work, a copy of which is included in Appendix 4.

9.4 Most higher-risk work with asbestos must only be done by a Licensed Contractor.

Licensable work with asbestos is:

a. where worker exposure to asbestos is not sporadic and of low intensity; or

b. where the risk assessment cannot clearly demonstrate that the control limit will not be exceeded i.e. currently 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm3) (averaged over a four hour period); or

c. on asbestos coatings; or

d. on asbestos insulation or asbestos insulating board where the risk assessment demonstrates that the work is not short duration work, eg when work with these materials will take no more than two hours in any seven day period, and no one person works for more than one hour in that two hour period.

9.5 **Examples of licensable work**

Some examples on what types of work are considered to be licensable are listed below, but any decision on whether a particular work activity is licensable or not will need to be based on the risk.

a. removing sprayed coatings (limpet asbestos)

b. removal or other work which may disturb pipe lagging

c. any work involving loose fill insulation

d. work on asbestos millboard

e. cleaning up significant quantities of loose/fine debris containing ACM dust (where the work is not sporadic and of low intensity, the control limit will be exceeded or it is not short duration work)

f. work on AIB, where the risk assessment indicates that it will not be of short duration

9.6 **Non-licensed work with asbestos**

a. To be exempt from needing a licence the work must be:

b. Sporadic and of low intensity - to be considered sporadic and of low intensity the concentration of asbestos in the air should not exceed 0.6f/cm3 measured over 10 minutes

c. Carried out in such a way that the exposure of workers to asbestos will not exceed the legal control limit of 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm3) (averaged over a four hour period)

d. Meet at least one of the four following conditions:

I. It is a short non-continuous maintenance task, with only non-friable materials (friability describes how likely an ACM is to release asbestos fibres when worked on, so non-friable materials will only release a small number of fibres during work); or

II. It is a removal task, where the ACMs are in reasonable condition and are not being deliberately broken up, and the asbestos fibres are firmly contained

within a matrix, eg the asbestos is coated, covered or contained within another material, such as cement, paint or plastic; or

III. It is a task where the ACMs are in good condition and are being sealed or encapsulated to ensure they are not easily damaged in the future; or

IV. It is an air monitoring and control task to check fibre concentrations in the air, or it's the collection and analysis of asbestos samples to confirm the presence of asbestos in a material.

9.7 **Examples of non-licensed work with asbestos:**

a. The removal of:

I. asbestos cement products, (eg roof sheeting and rainwater goods) provided the material is carefully handled/removed without breaking up; this includes work with asbestos cement which is weathered but not otherwise substantially damaged,

II. small areas of textured decorative coatings (typically up to 1m^2) using suitable dust-reducing methods, to support other activities such as installation/replacement of smoke alarms and light fittings,

III. textured decorative coatings provided that this can be done without deterioration of the material, (eg if the backing board is carefully cut around to achieve virtually intact removal),

IV. loosely fixed (eg screwed) asbestos insulating board (AIB) panels in order to gain access to areas for other maintenance activities (eg under a bath to carry out pipework maintenance, or for access to a ceiling void for repair of lighting). This also includes re-attaching the panels after the work is done,

V. asbestos-containing thermoplastic and vinyl floor tiles, bitumen roof felt, shingles, damp-proofing coatings, and mastics.

b. Short duration work:

I. Cleaning up small quantities of loose/ fine debris containing ACM dust (where the work is sporadic and of low intensity, the control limit will not be exceeded and it is short duration work),

II. Repair minor damage to AIB,

c. Other works:

I. Encapsulation and sealing-in work on asbestos-containing materials (ACMs) that are in good condition ,

II. On other materials containing asbestos (such as paints, bitumen, resins, rubber, etc) where the fibres are bound in a matrix which prevents most of them being released (this includes, typically, aged/weathered AC),

III. Painting/repainting AIB that is in good condition,

IV. Associated with collecting and analysing samples to identify the presence of asbestos.

9.8 CAR2012 allows short duration work where the risk assessment shows that the work will only produce sporadic and low intensity exposure as defined, and will not exceed the control limit. The work can only be considered as short duration if: -

a. Any one person carries out work with these materials for less than one hour in a seven-day period.

b. The total time spent by all workers on the work should not exceed a total of two hours.

9.9 When calculating the time the work takes you should include anything ancillary to the work which is liable to disturb the asbestos, including setting up enclosures and clearing any potentially affected area.

9.10 Examples of short non-continuous maintenance activities when working with asbestos insulating board are included in the HSE publication Asbestos Essentials Task Manual (HSG210) available to download from the HSE website www.hse.gov.uk/asbestos/essentials

9.11 If any suspect materials are identified during works, the operatives shall immediately stop work and contact the Duty Holder, who will consult and follow the Guide To Asbestos Procedures For Maintenance Works. (see Appendix 5).

The Guide considers:

a. Are the suspected ACM's in the way of the works?

b. Can the works be reorganised to avoid the suspected ACM's?

c. If the suspected ACM's are in the way of the works and cannot be avoided, they should either be tested to confirm their content or if it can be done easily, or removed in one piece in accordance with the HSE Asbestos Essentials Task Manual

10.0 Notifiable work with Asbestos

10.1 When undertaking **licensable work**, the appropriate enforcing authority must be notified with details of the proposed work at least 14 days before work starts, Although a 'waiver' or 'dispensation' may be available in an emergency where there is a serious risk to the health and safety of any person. The notice period enables the authority to assess the proposals for carrying out work with asbestos and if appropriate, to inspect the site either before or during the work.

10.2 The decision as to whether **non-licensed work** is notifiable or not may depend entirely on the condition of the ACM on site, the exposure to asbestos and the duration of the work. This will be a matter of judgment and opinion which a person with sufficient

experience and knowledge, who has received appropriate training, will be able to show their decision was reasonable. Reference should be made the colour-coded Illustration of Asbestos Work Categories, published by the HSE as shown in Appendix 2. NB: The Council does not carry out any notifiable works with asbestos, whether licensable or not.

11.0 Asbestos Removal / Repair

11.1 Asbestos removal works may result from an asbestos incident or to enable responsive repairs or planned maintenance works to proceed.

11.3 In such situations, licensed asbestos contractors will undertake all asbestos removal and repair of all damaged ACM's.

12.0 Procedures prior to Improvement or Repairs Work.

12.1 All contractors and maintenance staff working on Council properties must be informed of these procedures and provided with relevant information and contact details.

12.2 Before work commences, the person(s) responsible for specifying or supervising the work should follow the procedures checklist included in Appendix 6 to ensure that the presence of ACMs is considered, and that the correct procedures are followed if ACMs are encountered.

12.3 The checklist ensures that the asbestos register and / or survey reports are reviewed to identify if there are any ACMs in close proximity to the work to be carried out. If there are no ACMs present, or reasonably expected to be present, then the work can proceed with caution.

12.4 If there are no asbestos containing materials identified, or not reasonably expected to be encountered, then the planned works can proceed, with caution as stated for responsive maintenance work in section 8 above.

12.5 If suspect materials are identified at any stage of the works then work must stop. and the Duty Holder / Premises Manager informed for guidance or to approve a recommended course of action.

13.0 Asbestos incident Procedures. CAR 2012, Regulation 15.

13.1 If an employee discovers any dust, debris or damaged building material in the premises they work in and they suspect that it may contain asbestos, they must **stop work immediately** and inform their line manager who in turn must inform the Duty Holder / Premises Manager. They **must not leave the area**, instead **stay put and prevent spread of Asbestos**

13.2 The Premises Manager should **alert others** within the area and ensure the area is vacated. All windows and doors should then be closed and any fans operating in the area switched off. **The area should then be contained** and warning signs displayed to prevent unauthorised access.

13.3 If decontamination might be required, a specialist team must be contacted – usually from the Council's appointed asbestos removal contractor, who are equipped and trained to handle such situations.

13.4 On being informed of the incident, the Premises Manager should consult the Management Plan and survey report for those premises to see if any ACMs have been identified in that area. If asbestos is potentially present, the Duty Holder / Premises Manager should contact an Asbestos Surveyor to arrange immediate sample analysis and advice on any required repair / removal work.

13.5 Contractors carrying out any work on ACMs are required under the Control of Asbestos Regulations (Reg 15) to have in place incident procedures to prevent or reduce the risk of the uncontrolled release of asbestos fibres. The client must ensure this information is in the contractor's health and safety documentation before awarding a contract for the work.

13.6 A step-by-step guide for dealing with a release of asbestos or accidental damage to ACM's is included at Appendix 7 of this document.

13.7 In the event of a fire or similar emergency that would require the attendance of the emergency services, information on the location of ACMs must be made available to them if possible.

13.8 In situations where members of staff have been contaminated by release of asbestos then the matter needs to be referred to the Council's Human Resources and ultimately to the organisation that deals with the Council's Occupational Health.

14.0 Action Plan Proposals

14.1 When a domestic property becomes 'VOID', a **Management Survey with appropriate refurbishment elements** should be undertaken.

14.2 All properties that are scheduled for planned improvements should have a **Localised Refurbishment Survey.**

14.3 All properties that have previously been surveyed and contained ACM should have Management Surveys.

14.4 Alternatively, obtain **Management Surveys** for all properties built before the year 2000, supplemented by a **Localised Refurbishment Survey** for voids and improvements unless no ACMs have been detected.

14.5 Continue to populate and maintain a Corporate Asbestos Register, within Lifespan.

14.6 Maintain access to the service providers' portal TEAMS and continue to develop access to TEAMS for all council staff and external contractors who might need access.

14.7 Co-ordinate all staff training records and:

a. Consider future training needs and frequencies,

b. Ensure staff who were absent are included on future programmes,

c. Extend to include other Council staff and contractors.

14.8 The list of Premises for Non-Domestic Properties, in Appendix 1, will be reviewed and updated when the Council's Asset Management Software System is updated in 2020/21.

14.9 The initial Action Plan is included as Appendix 8, which will be monitored and updated as a standalone document.

Appendix 1 – List of Premises Managers for Non-Domestic Properties.

Key to Duty Holders: SD(CR) = Strategic Director (Corporate Resources); SD(SD) = Strategic Director (Service Delivery)
Key to Premises Manager: HoCP = Head of Corporate Property; HoC&CS = Head of Cultural & Community Services; HoH = Head of Housing;
HoOS = Head of Operational Services; PC = Parish Council; T = Tenant;

Address	Category	Duty Holder	Premises Manager
5A Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5B Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5C Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5D Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5E Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5F Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5G Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5H Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5I Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5J Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5K Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5L Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5M Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
5N Boardman Industrial Estate	Commercial	SD(CR)	HoCP & T
Linton Road - (No 37)	Commercial	SD(CR)	HoCP & T
Linton Road - (No 39)	Commercial	SD(CR)	HoCP & T
Linton Road - (No 45)	Commercial	SD(CR)	HoCP & T
Midland Road (No 1)	Commercial	SD(CR)	HoCP & T
Midland Road (No 3)	Commercial	SD(CR)	HoCP & T
Midland Road (No 5)	Commercial	SD(CR)	HoCP & T
Midland Road (No 7)	Commercial	SD(CR)	HoCP & T
Unit 01 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 02 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 03 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 04 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 05 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 06 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 07 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 08 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 09 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 10 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 11 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 12 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 12a George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 14 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 15 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 16 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T

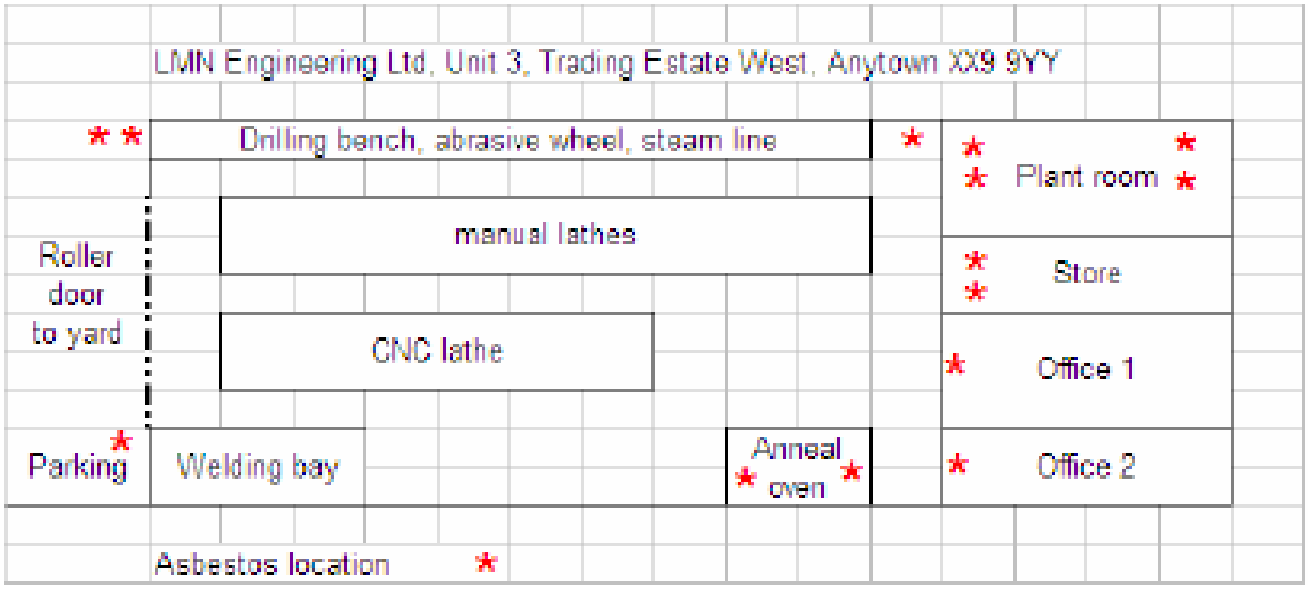
Unit 17 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 18 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 19 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 20 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 21 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 22 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 23 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 24 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 25 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 26 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 27 George Holmes Business Centre	Commercial	SD(CR)	HoCP & T
Unit 1 The Delph	Commercial	SD(CR)	HoCP & T
Unit 2 The Delph	Commercial	SD(CR)	HoCP & T
Unit 3 The Delph	Commercial	SD(CR)	HoCP & T
Unit4 The Delph	Commercial	SD(CR)	HoCP & T
Unit 5 The Delph	Commercial	SD(CR)	HoCP & T
Unit 6 The Delph	Commercial	SD(CR)	HoCP & T
Unit 7 & 7A The Delph	Commercial	SD(CR)	HoCP & T
Unit 8-10 The Delph	Commercial	SD(CR)	HoCP & T
Unit 11 The Delph	Commercial	SD(CR)	HoCP & T
Grove Street - Snooker Centre	Commercial	SD(CR)	HoCP & T
Grove Street - Store	Commercial	SD(CR)	HoCP
Heathcote Road (Factory Premises)	Commercial	SD(CR)	HoCP & T
Old Winding House - Woodhouse Street, Woodville	Leisure	SD(SD)	HoCP, HoC&S & T
Civic Office - Swadlincote	Office	SD(CR)	HoCP
Car Park - Midland Road	Staff Car Park	SD(CR)	HoCP
Boardman Road (No 1)	Depot	SD(SD)	HoCP & HoOS
Boardman Road (No 4a)	Depot (Ancillary Storage)	SD(SD)	HoCP & HoOS
Cemetery - Church Gresley	Cemetery	SD(SD)	HoCP & HoC&CS
Community Centre - Stenson Fields	Community	SD(SD)	HoCP & HoC&CS
Community Centre - Upper Midway	Community	SD(SD)	HoCP & HoC&CS
Town Hall - Swadlincote	Community	SD(SD)	HoCP & HoC&CS
Village Hall - Walton-on-Trent	Community	SD(SD)	HoCP, HoC&S & PC
Community Rooms - Brook Close, Findern	Community Rooms	SD(SD)	HoCP & HoH
Community Rooms - Etwall - Pear Tree Court	Community Rooms	SD(SD)	HoCP & HoH
Community Rooms - Fisher Close, Repton	Community Rooms	SD(SD)	HoCP & HoH
Community Rooms - Kendrick's Close, Hartshorne	Community Rooms	SD(SD)	HoCP & HoH
Community Rooms - Newlands Close, Church Gresley	Community Rooms	SD(SD)	HoCP & HoH
Community Rooms - Patrick Close, Linton	Community Rooms	SD(SD)	HoCP & HoH
Community Rooms - Percywood Close, Hilton	Community Rooms	SD(SD)	HoCP & HoH
Community Rooms - Unity Close, Church Gresley	Community Rooms	SD(SD)	HoCP & HoH
Park - Eureka Park (Pavilion)	Leisure	SD(SD)	HoCP & HoC&CS
Park - Eureka Park (Tool Shed)	Leisure	SD(SD)	HoCP & HoC&CS

Park - Maurice Lea (Pavilion)	Leisure	SD(SD)	HoCP & HoC&CS
Park - Eureka Park (Bowles Club)	Leisure	SD(SD)	HoCP, HoC&S & T
Sports Pavilion - Newhall	Leisure	SD(SD)	HoCP, HoC&S
Sports Pavilion - Woodhouse Street Woodville	Leisure	SD(SD)	HoCP, HoC&S
Sports Centre - Hatton	Leisure	SD(SD)	HoCP, HoC&S & PC
Sports Pavilion - Castle Gresley	Leisure	SD(SD)	HoCP, HoC&S & PC
Sports Pavilion - Etwall	Leisure	SD(SD)	HoCP, HoC&S & PC
Sports Pavilion - Hartshorne	Leisure	SD(SD)	HoCP, HoC&S & PC
Sports Pavilion - Hilton	Leisure	SD(SD)	HoCP, HoC&S & PC
Sports Pavilion - MSP, Cockshut Lane, Melbourne	Leisure	SD(SD)	HoCP, HoC&S & T
Sports Pavilion - Repton	Leisure	SD(SD)	HoCP, HoC&S & PC
Sports Pavilion - Rosliston (Strawberry Lane)	Leisure	SD(SD)	HoCP, HoC&S & PC
Sports Pavilion - Ticknall	Leisure	SD(SD)	HoCP, HoC&S & PC
Sports Pavilion - Willington	Leisure	SD(SD)	HoCP, HoC&S & PC
Sports Pavilion & Changing Rooms - Overseal	Leisure	SD(SD)	HoCP, HoC&S & PC
Village Hall - Netherseal	Leisure	SD(SD)	HoCP, HoC&S & PC
Leisure Centre - Etwall	Leisure	SD(SD)	HoCP, HoC&S & T
Leisure Centre - Greenbank	Leisure	SD(SD)	HoCP, HoC&S & T
Leisure Centre - Grove Hall (Climbing Centre)	Leisure	SD(SD)	HoCP, HoC&S & T
Melbourne - Assembly Rooms	Leisure	SD(SD)	HoCP, HoC&S & T
Melbourne - Squash Courts	Leisure	SD(SD)	HoCP, HoC&S & T
Melbourne - Caretakers Cottage	Leisure	SD(SD)	HoCP, HoC&S
Rosliston Forestry Centre - Main Building	Leisure	SD(SD)	HoCP & HoC&CS
Rosliston Forestry Centre - Restaurant Building	Leisure	SD(SD)	HoCP, HoC&S & T
Rosliston Forestry Centre - Bungalow	Leisure	SD(SD)	HoCP & HoC&CS
Rosliston Forestry Centre - Enterprise Units	Leisure	SD(SD)	HoCP, HoC&S & T
Rosliston Forestry Centre - The Arena/Glade	Leisure	SD(SD)	HoCP, HoC&S & T
Rosliston Forestry Centre - Forestry Lodges	Leisure	SD(SD)	HoCP & HoC&CS
Office - Careline at Oaklands Village	Office	SD(SD)	HoCP & HoH
Public Convenience - Bus Station Swadlincote	Public Conveniences	SD(SD)	HoCP & HoOS
Public Convenience - Canal Bridge Willington	Public Conveniences	SD(SD)	HoCP & HoOS
Public Convenience - East End Car Park	Public Conveniences	SD(SD)	HoCP & HoOS
Public Convenience - Egginton Etwall	Public Conveniences	SD(SD)	HoCP & HoOS
Public Convenience - High Street Melbourne	Public Conveniences	SD(SD)	HoCP & HoOS
Public Convenience - High Street Woodville	Public Conveniences	SD(SD)	HoCP & HoOS
Public Convenience - Main Street Ticknall	Public Conveniences	SD(SD)	HoCP & HoOS
Public Convenience - The Woodlands	Public Conveniences	SD(SD)	HoCP & HoOS
Public Convenience - Woodville Road Overseal	Public Conveniences	SD(SD)	HoCP & HoOS
Public Convenience - York Road Cemetery	Public Conveniences	SD(SD)	HoCP & HoOS

Appendix 2 - Asbestos management plan

Example copied from: http://www.hse.gov.uk/asbestos/assets/docs/managementplan.pdf

Site plan



These areas contain, or may contain asbestos.

- roof;
- downpipes;
- van brakes.

Plant room – boiler, flue, steam pipe insulation, electric switch-box

Work room – steam pipe insulation, oven insulation, heat-proof gloves

Store – floor tiles, ceiling tiles

Office 1 – fire door

Office 2 – board screwed to fire door

Company name: LMN Engineering Ltd

Address: Unit 3A, Trading Estate West, Anytown XX9 9YY

Asbestos register

Where	Product	How much?	Surface coating	Condition	How easy access?	Asbestos type	Comment	Material score	Priority score
Outside									
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White?	No sample	1	1
Down-pipe	Asbestos cement	4 x 4 metres	None	One broken	Medium	Don't know - presumed	No sample	5	6.2
Inside									
Plant room	Board panels	43 sq metres	Emulsion paint	Good	Easy	Presumed	No sample	1	1
Plant room	Pipe - insulation	15 metres	Gloss paint	Cracked	Medium	Brown	Bit that fell off analysed	8	12
Plant room	Gas boiler	Don't know	Metal case	Don't know	Difficult	Presumed	No sample	7	10.5
Plant room	Cement flue from boiler	5 metres	None	Good	Medium	White?	No sample	1	1
Plant room	Electrical switch-box	One item	None	Crumbling	Medium	White?	No sample	7	10.5
Store	Ceiling tiles	72 tiles, 50x50 cm	Emulsion on lower face	Medium	Medium	Presumed	No sample	5	9.3
Store	Cushion floor tiles	6 x 3 m	Vinyl over asbestos paper	Chipped tile by door	Easy	White?	No sample	5	11.3
Store	Above tiles	18 sq metres	Unknown	Unknown	Difficult	Presumed	No sample	1	1
Office 1 fire door	Door	4 sq m	None - board in the door	Good	Medium	Presumed	No sample	1	1
Office 2 fire door	Door - board screwed on	4 sq m	Gloss paint	Medium	Easy	Presumed	No sample	6	11.7
Anneal oven	Asbestos rope	3 m	None	Medium	Easy	White	No sample	7	14.8
Anneal oven	Asbestos gloves	1 pair	None	Poor	Easy	White	No sample	7	16.2
Other									
Delivery van	Brakes	4 sets	None	Fair	Difficult	White?	No sample	1	1

Name: T Smith, works engineer Date: 12 December 2007 Check date: December 2008

Asbestos action plan

Where	Product	Action	By when	By whom?
Outside				
Roof	Asbestos cement	None	-	-
Down-pipe	Asbestos cement	Replace	February 2008	Building contractor
Inside				
Plant room	Board panels	Check for asbestos	June 2008	Asbestos surveyor
Plant room	Pipe - insulation	Paint over exposed material and cracks	December 2007	Painting contractor - asbestos trained
Plant room	Gas boiler	Phone the maker	February 2008	Julie, office manager
Plant room	Cement flue from boiler	Check	June 2008	T Smith, engineer
Plant room	Electrical switch-box	Replace	June 2008	Electrical contractor
Store	Ceiling tiles	Check for asbestos	June 2008	Asbestos surveyor
Store	Cushion floor tiles	Stick down, Check every month	December 2007	T Smith, engineer
Office 1 fire door	Door	None	-	-
Office 2 fire door	Door - board screwed on	Check for asbestos	June 2008	Building contractor
Anneal oven	Asbestos rope	Replace	February 2008	Maintenance company
Anneal oven	Asbestos gloves	Replace – dispose via council	December 2007	T Smith, engineer
Other				
Delivery van	Brakes	Check	June 2008	Garage

Responsible person: T Jones, Managing Director Date: 20 December 2007 Monitoring date December 2008

Communication plan - examples

1 Stickers

Put asbestos stickers on asbestos items indoors, out of sight and only:-

A. Where they are not likely to cause alarm.

B. Where they are not likely to become removed or painted over or faded in sunlight;

C. Where their use is not likely to cause confusion or lead tradespersons to believe that all the asbestos containing materials in the building have been labelled.

2 Staff

Warn staff to keep out of the plant rooms.

Tell them to tell the Councils' engineer if they find any damage to materials, surfaces or equipment.

3 Maintenance

Warn the boiler engineers about the pipe insulation and asbestos insulating board panels in the plant room.

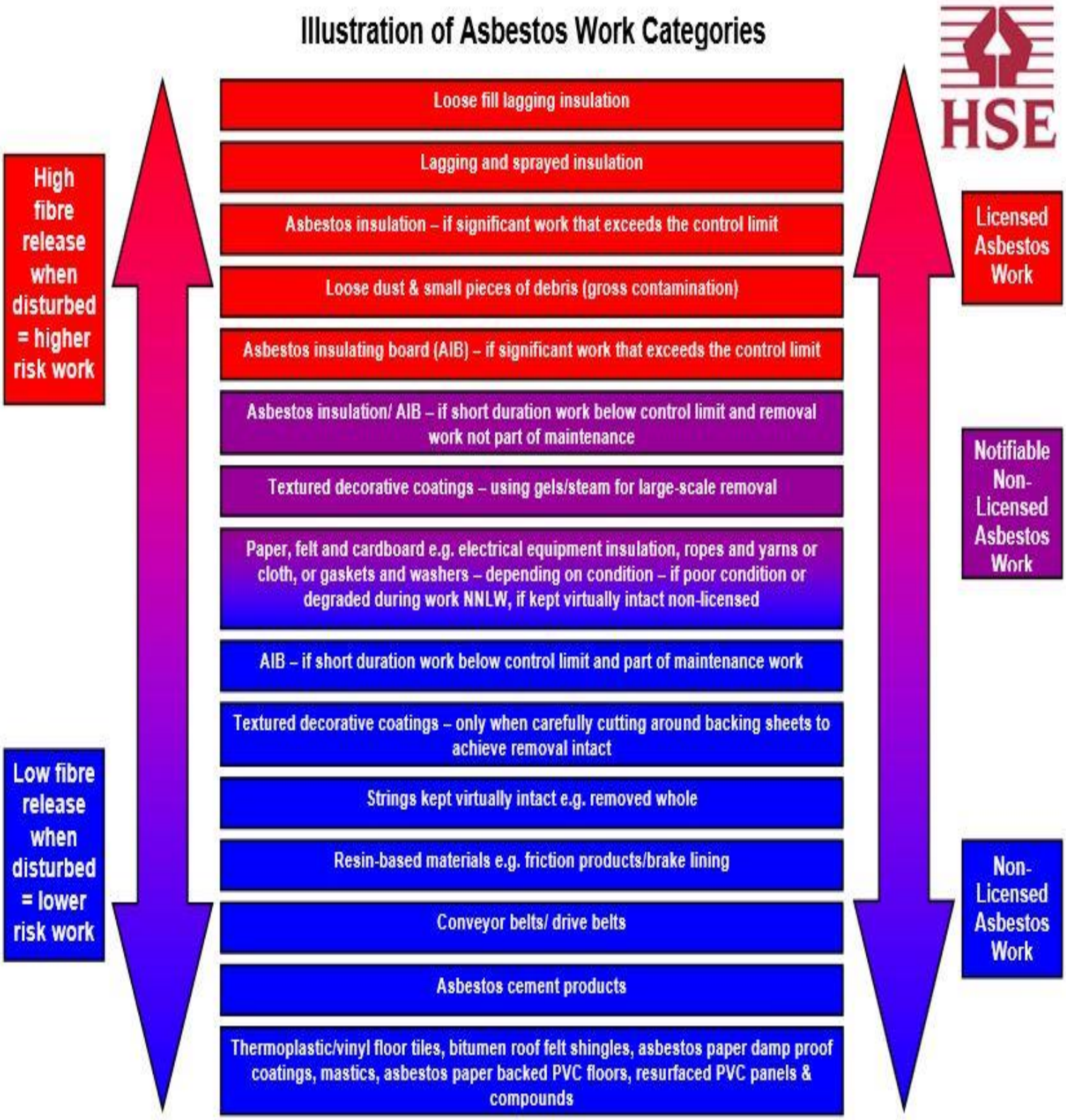
4 Contractors

Warn building contractors about pipe insulation, asbestos cement and the fire door panel that might contain asbestos

Warn the painter about the insulation and the asbestos insulating board panels in the plant room and the putty and paint and sash window cords.

Warn the electrician about the asbestos insulating board panel that the asbestos-containing switch box is screwed onto.

Appendix 3 - Categories of Working with Asbestos



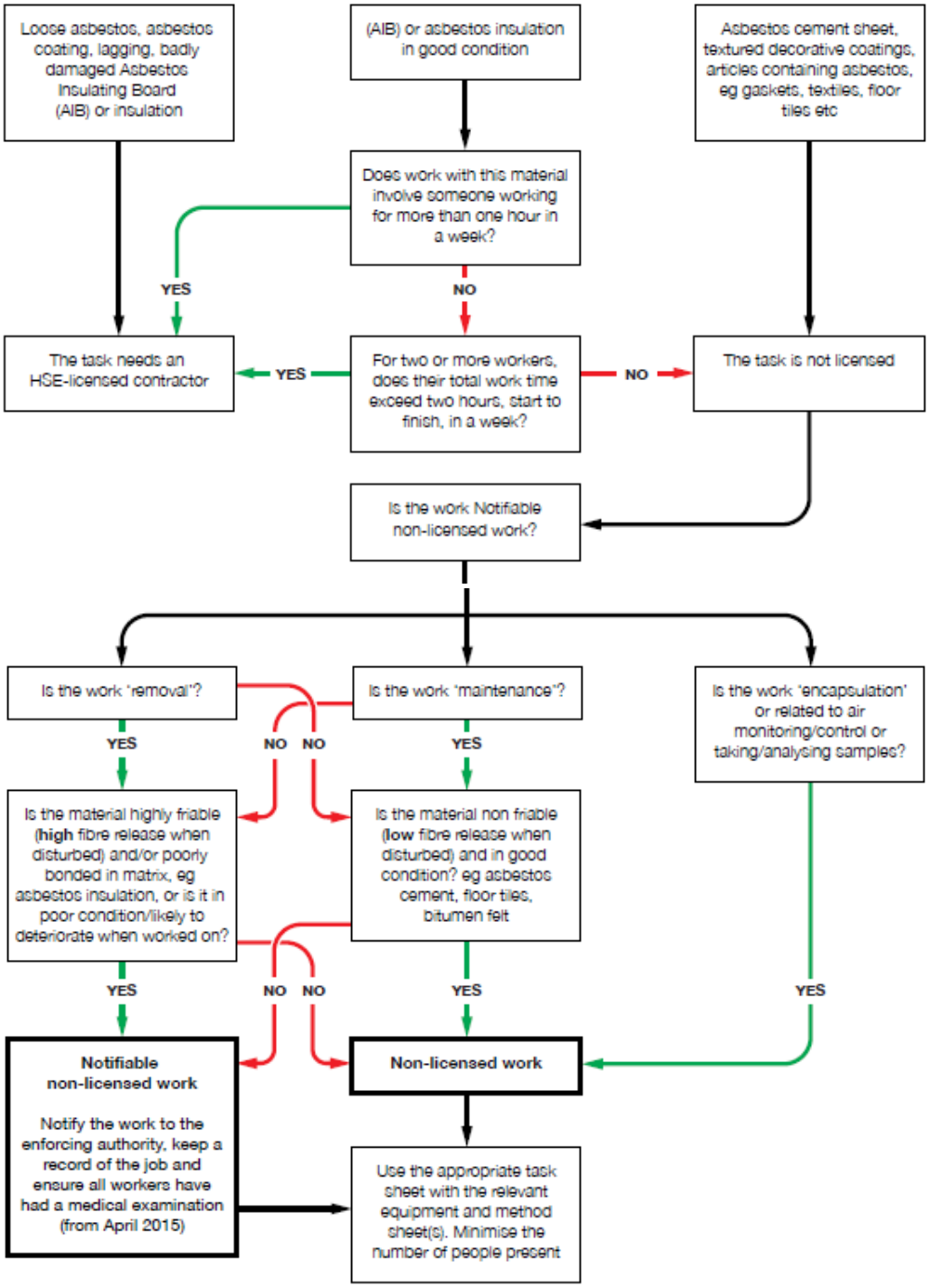
Appendix 4 – Decision Flow Chart

HSE

Health and Safety Executive

Decision flow chart

Use this simple flow chart to help you decide who needs to do the work:



Appendix 5 - Guide To Asbestos Procedures For Maintenance Works

		Yes	No
1.	Improvement or maintenance work ordered.	Next item	N/A
2.	Contractor or DLO staff appointed. Check adequate risk assessments, method statements, PPE, training	Next item	N/A
3.	Refer to Asbestos Register, survey reports and Management Plan.	Next item	N/A
4.	Are asbestos containing materials (ACMs) known to be present?	Go to 6.	Next item
5.	Are ACMs expected to be encountered during the works?	Next item	Go to 17.
6.	Are ACMs in way of works?	Go to 8.	Go to 17.
7.	Can works be reorganised to avoid ACMs?	Next item	Go to either 10. or 11.
8.	Reorganise works to avoid ACMs. Carry out and document formal risk assessments to verify this.	Next item	N/A
9.	Document acceptable risk assessments.	Go to 17.	Go to 11
10.	Call in Environmental Analyst to carry out an asbestos survey on suspect area. Are ACMs present?	Return to 6.	Go to 17.
11.	Asbestos removal/encapsulation works ordered from specialist asbestos contractors.	Next item	N/A
12.	Check tenders especially risk assessments, method statements, insurances and competencies.	Next item	N/A
13.	Appoint specialist asbestos contractor and independent environmental analyst.	Next item	N/A
14.	Notify HSE (if applicable). 14 days notice may be required.	Next item	N/A
15.	Ensure works carried out in line with risk assessments and method statements	Next item	N/A
16.	At the end of the works obtain a clearance certificate and waste disposal notice. Check clearance of site.	Next item	N/A
17.	Proceed or continue works with caution.	Next item	N/A
18.	Suspect ACMs found?	Go to 7.	Next item
19.	Complete works and amend Asbestos Register if required.		

If suspected or known ACMs are damaged at anytime, the emergency procedures must be invoked, and procedures to return to item 10 or 11.

In step 7 the option to decide between step 10 and step 11 is given, as in some instances a small quantity of suspected low grade ACM may be encountered and removed without having it tested.

Appendix 6 - Asbestos Management Procedures for:

a) **Planned Maintenance and Improvement Schemes,**
b) **Voids,**
c) **Day to Day Repairs – pre-inspected**
d) **Day to Day Repairs, not pre-inspected**
e) **Non-Domestic Premises**

Appendix 6a - Asbestos Management Procedure for Improvement Schemes

All work is to be undertaken in accordance with the Council's Asbestos Procedures, appropriate Management Plans and HSE or any other approved guidance.

All personnel, including contractors, involved with the Planned Maintenance and Improvement Programmes must be trained to recognise the possibility of the presence of asbestos and to deal with it appropriately, where necessary.

Scheme Action Plan – Planned works	Lead Person
1. Prepare a property list for the forthcoming financial year's planned maintenance contracts and those with high maintenance spend.	Project Officer
2. Review the asbestos surveys register for the actual properties or similar property types.	Project Officer
3. Issue the property list to contractors and DLO staff, with details of known Asbestos Containing Materials (ACMs).	Project Officer
4. Undertake property surveys of the individual properties to define the work content required, ascertain the hazards related to undertaking the work and identify the possibility of asbestos being present.	Contractor
5. Review the hazards and risks involved and agree the method of asbestos management or removal, as required, and consider whether a new or first-time asbestos survey is required.	Contractor / Project Officer
6. Review and submit the risk assessments and method statements relevant to the work being undertaken.	Contractor
7. Request additional or modified risk assessments and method statements from the contractor, if required.	Project Officer
8. Ensure all work is carried out in accordance with the contractor's risk assessments and method statements and that only safe and agreed working practices are used in accordance with the Asbestos Essential Task Manual produced by the HSE.	All

Scheme Action Plan – Planned works		Lead Person
9.	All works must be undertaken with caution in accordance with the Asbestos Essential Task Manual produced by the HSE, and that if in doubt, the contractor should assume that materials contain asbestos and plan accordingly.	Contractor
10.	If suspected ACMs are encountered during the works or expected to have a detrimental effect on the planned work, the works must stop immediately, the emergency procedures invoked, if required, and the Project Officer informed. Consideration must be given to reorganising the work to avoid the asbestos containing materials.	Contractor
11.	If suspected ACMs are damaged, work must stop immediately, the emergency procedures invoked as required and the Improvements Manager informed. Work areas must be made safe whilst records are rechecked and/or a specialist report is obtained.	Contractor / Project Officer
12.	Any breaches of the contractor's risk assessments and method statements must be dealt with immediately and reported to the Improvements Manager. The severity of the breach will determine the immediate action to be taken.	Project Officer
13.	When the full extent of asbestos containing materials is known, a risk assessment must be carried out to determine whether asbestos removal or management works are required.	Principal Quantity Surveyor / Improvements Manager
14.	The removal of asbestos containing material is to be agreed between the contractor and Project Officer and approved by the Improvements Manager, who will seek specialist advice, if required. Removals work will be subject to a site-specific risk assessments and method statements.	Contractor / Project Officer / Improvements and Repairs Manager / Contractor
15.	The cost of removing non-licensed ACMs is deemed to be included within the contractor's rates and can be carried out by the contractor's own suitably trained workforce.	Contractor
16.	The Council will bear the agreed cost for the removal of licensed ACM's which shall be undertaken by a licensed contractor.	Employer

Scheme Action Plan – Planned works	Lead Person
17. If the contractor elects to use a licensed contractor for the removal of non-licensed ACMs, the contractor shall bear the cost.	Contractor
18. Following the removal of asbestos from site, the waste disposal certificate will be passed to the Project Officer.	Contractor
19. Information must be provided to enable the asbestos register to be updated with any new information relating to either the presence or removal of asbestos either as work proceeds or at the end of the contract, as appropriate.	Project Officer

Appendix 6b - Asbestos Management Procedure for Void Properties

All work is to be undertaken in accordance with the Council's Asbestos Procedures, appropriate Management Plans and HSE or any other approved guidance.

All personnel, involved with property maintenance must be trained to recognise the possibility of the presence of asbestos and to deal with it appropriately, where necessary.

In the following, "Tradesmen" and "Foreman" refer to the Council's DLO but shall be substituted by "Contractor" where an external contractor is employed.

Scheme Action Plan – Void Properties		Lead Person
1.	Property Inspector is informed of void property.	Housing Operations
2.	Review the asbestos surveys register for the actual property or similar property types. The review may have to be repeated after the void inspection.	Property Inspector
3.	Undertake a void inspection to define the work content required, ascertain the hazards related to undertaking the work and identify the possibility of asbestos being present.	Property Inspector
4.	Re-examine the available information and inform the Foreman of the suspected or known presence of asbestos from the asbestos surveys.	Property Inspector
5.	Establish the hazards and risks involved and agree the method of asbestos management or removal, as required, and consider whether a new or first-time asbestos survey is required.	Foreman / Property Inspector
6.	Review the risk assessments and method statements relevant to the work being undertaken.	Foreman / Property Inspector
7.	Request additional or modified risk assessments and method statements, if required.	Property Inspector
8.	Ensure all work is carried out in accordance with the risk assessments and method statements and that only safe and agreed working practices are used in accordance with the Asbestos Essential Task Manual produced by the HSE.	All
8a.	Ensure all information regarding ACM, potential works, risk assessments and method statements are communicated to all parties, with a copy available in the property. Clarification	All

Scheme Action Plan – Void Properties		Lead Person
	should be sought if any of the information is missing or unclear.	
9.	All works must be undertaken with caution in accordance with the Asbestos Essential Task Manual produced by the HSE, and that if in doubt, it should assumed that materials contain asbestos and the Property Inspector informed. All personell should be trained to a minimum of Asbestos Awareness	Tradesmen / Foreman
10.	If unforeseen suspected ACMs are encountered during the works or expected to have a detrimental effect on the planned work, the works must stop immediately, the emergency procedures invoked if required and the Property Inspector informed. Consideration must be given to reorganising the work to avoid the asbestos containing materials.	Tradesmen / Foreman
11.	If suspected ACMs are damaged, work must stop immediately, the emergency procedures invoked as required and the Repairs Manager informed. Work areas must be made safe whilst records are rechecked and/or a specialist report is obtained.	Tradesmen / Foreman / Property Inspector
12.	Any breaches of the risk assessments and method statements must be dealt with immediately and reported to the Repairs Manager. The severity of the breach will determine the immediate action to be taken.	Tradesmen / Foreman / Property Inspector
13.	When the full extent of asbestos containing materials is known (unforeseen or otherwise), a risk assessment must be carried out to determine whether asbestos removal or management works are required.	Improvement and Repairs Manager
14.	The removal of asbestos containing material (unforeseen or otherwise) is to be agreed by the Repairs Manager, who will seek specialist advice as required. Removals work will be subject to a site-specific risk assessments and method statements.	Improvement and Repairs Manager
15.	Following the removal of asbestos from site, the waste disposal certificate will be passed to the Repairs Manager.	Property Inspector

Scheme Action Plan – Void Properties	Lead Person
16. Information must be provided to enable the asbestos register to be updated with any new information relating to either the presence or removal of asbestos either as work proceeds or at the end of the contract, as appropriate.	Improvement and Repairs Manager

Appendix 6c - Asbestos Management Procedure for Day to Day Repairs when a pre-inspection is undertaken.

All work is to be undertaken in accordance with the Council's Asbestos Procedures, appropriate Management Plans and HSE or any other approved guidance.

All personnel, including contractors, involved with property maintenance must be trained to recognise the possibility of the presence of asbestos and to deal with it appropriately, where necessary.

Scheme Action Plan - Repairs	Lead Person
1. Where a Property Inspector pre-inspects a property in connection with a repair request or a pro-active visit to define the work content required, the hazards related to undertaking the work must be considered and the possibility of asbestos being present identified.	Property Inspector
2. If appropriate for the repairs required, review the asbestos surveys register for the actual property or similar property types, prior to specifying the work required.	Property Inspector
3. If applicable, inform the Foreman of the possibility of asbestos being present.	Property Inspector
4. Establish the hazards and risks involved and agree the method of asbestos management or removal, as required, and consider whether a new or first-time asbestos survey is required.	Foreman / Property Inspector
5. Review the risk assessments and method statements relevant to the work being undertaken.	Foreman / Property Inspector
6. Request additional or modified risk assessments and method statements, if required.	Property Inspector
7. Ensure all work is carried out in accordance with the risk assessments and method statements and that only safe and agreed working practices are used in accordance with the Asbestos Essential Task Manual produced by the HSE.	All
8. All works must be undertaken with caution in accordance with the Asbestos Essential Task Manual produced by the HSE, and that if in doubt, it should assumed that materials contain asbestos and the Property Inspector informed.	Trades operative / Foreman

Scheme Action Plan - Repairs		Lead Person
9.	Any breaches of the risk assessments and method statements must be dealt with immediately and reported to the Repairs Manager. The severity of the breach will determine the immediate action to be taken.	Trades operative / Foreman / Property Inspector
10.	If suspected ACMs are encountered during the works or expected to have a detrimental effect on the planned work, the works must stop immediately, the emergency procedures invoked if required and the Property Inspector informed. Consideration must be given to reorganising the work to avoid the asbestos containing materials.	Trades operative / Foreman
11.	If suspected ACMs are damaged, work must stop immediately, the emergency procedures invoked as required and the Repairs Manager informed. Work areas must be made safe whilst records are rechecked and/or a specialist report is obtained.	Trades operative / Foreman / Property Inspector
12.	When the full extent of asbestos containing materials is known, a risk assessment must be carried out to determine whether asbestos removal or management works are required.	Improvements and Repairs Manager
13.	The removal of asbestos containing material is to be agreed by the Repairs Manager, who will seek specialist advice as required. Removals work will be subject to a site-specific risk assessments and method statements.	Improvements and Repairs Manager
14.	Following the removal of asbestos from site, the waste disposal certificate will be passed to the Repairs Manager.	Property Inspector
15.	Information must be provided to enable the asbestos register to be updated with any new information relating to either the presence or removal of asbestos either as work proceeds or at the end of the contract, as appropriate.	Improvements and Repairs Manager

Appendix 6d - Asbestos Management Procedure for Day to Day Repairs when a pre-inspection is NOT undertaken.

All work is to be undertaken in accordance with the Council's Asbestos Procedures, appropriate Management Plans and HSE or any other approved guidance.

All personnel, including contractors, involved with property maintenance must be trained to recognise the possibility of the presence of asbestos and to deal with it appropriately, where necessary.

Scheme Action Plan - Repairs	Lead Person
1. Where a repair is requested and not been pre-inspected all trade operatives must be competent to consider the hazards related to undertaking the work and consider the possibility of asbestos being present.	Trade operative
2. If applicable, inform the Foreman of the possibility of asbestos being present.	Trade operative
3. Establish the hazards and risks involved and agree the method of asbestos management or removal, as required, and consider whether a new or first-time asbestos survey is required.	Foreman / Property Inspector
4. Review the risk assessments and method statements relevant to the work being undertaken.	Foreman / Property Inspector
5. Ensure all work is carried out in accordance with the risk assessments and method statements and that only safe and agreed working practices are used in accordance with the Asbestos Essential Task Manual produced by the HSE.	All
6. All works must be undertaken with caution in accordance with the Asbestos Essential Task Manual produced by the HSE, and that if in doubt, it should assumed that materials contain asbestos and the Property Inspector informed.	Trade operative / Forman
7. Any breaches of the risk assessments and method statements must be dealt with immediately and reported to the Repairs Manager. The severity of the breach will determine the immediate action to be taken.	Trade operative / Foreman / Property Inspector
8. If suspected ACMs are encountered during the works or expected to have a detrimental effect on the planned work,	Trade operative / Foreman

Scheme Action Plan - Repairs		Lead Person
	the works must stop immediately, the emergency procedures invoked if required and the Property Inspector informed. Consideration must be given to reorganising the work to avoid the asbestos containing materials.	
9.	If suspected ACMs are damaged, work must stop immediately, the emergency procedures invoked as required and the Repairs Manager informed. Work areas must be made safe whilst records are rechecked and/or a specialist report is obtained.	Trade operative / Foreman / Property Inspector
10.	When the full extent of asbestos containing materials is known, a risk assessment must be carried out to determine whether asbestos removal or management works are required.	Property Inspector
11.	The removal of asbestos containing material is to be agreed by the Repairs Manager, who will seek specialist advice as required. Removals work will be subject to a site-specific risk assessments and method statements.	Improvements and Repairs Manager
12.	Following the removal of asbestos from site, the waste disposal certificate will be passed to the Repairs Manager.	Property Inspector
13.	Information must be provided to enable the asbestos register to be updated with any new information relating to either the presence or removal of asbestos either as work proceeds or at the end of the contract, as appropriate.	Improvements and Repairs Manager

Appendix 6e - Asbestos Management Procedure for Non-Domestic Premises.

All work is to be undertaken in accordance with the Council's Asbestos Procedures, appropriate Management Plans and HSE or any other approved guidance.

All personnel, including contractors, involved with property maintenance must be trained to recognise the possibility of the presence of asbestos and to deal with it appropriately, where necessary.

Scheme Action Plan - Repairs	Lead Person
1. Review the asbestos survey of a particular premise prior to requesting the Public Buildings Officer to arrange works.	Client Officer
2. If applicable, inform the Public Buildings Officer of the possibility of asbestos being present.	Client Officer
3. Undertake property surveys of the individual properties to define the work content required, ascertain the hazards related to undertaking the work and identify the possibility of asbestos being present.	Public Buildings Officer
4. Establish the hazards and risks involved and agree the method of asbestos management or removal, as required, and consider whether a new or first-time asbestos survey is required.	Contractor / Public Buildings Officer
5. Review the risk assessments and method statements relevant to the work being undertaken.	Contractor / Public Buildings Officer
6. Request additional or modified risk assessments and method statements, if required.	Public Buildings Officer
7. Ensure all work is carried out in accordance with the risk assessments and method statements and that only safe and agreed working practices are used in accordance with the Asbestos Essential Task Manual produced by the HSE.	Client Officer / Public Buildings Officer
8. All works must be undertaken with caution in accordance with the Asbestos Essential Task Manual produced by the HSE, and that if in doubt, it should assumed that materials contain asbestos and the Public Buildings Officer informed.	Contractor
9. Any breaches of the risk assessments and method statements must be dealt with immediately and reported to	Contractor

Scheme Action Plan - Repairs		Lead Person
	the Public Buildings Officer. The severity of the breach will determine the immediate action to be taken.	
10.	If suspected ACMs are encountered during the works or expected to have a detrimental effect on the planned work, the works must stop immediately, the emergency procedures invoked if required and the Public Buildings Officer informed. Consideration must be given to reorganising the work to avoid the asbestos containing materials.	Contractor
11.	If suspected ACMs are damaged, work must stop immediately, the emergency procedures invoked as required and the Public Buildings Officer informed. Work areas must be made safe whilst records are rechecked and/or a specialist report is obtained.	Contractor
12.	When the full extent of asbestos containing materials is known, a risk assessment must be carried out to determine whether asbestos removal or management works are required.	Public Buildings Officer
13.	The removal of asbestos containing material is to be agreed by the Client Officer, who will seek specialist advice as required. Removals work will be subject to a site-specific risk assessments and method statements.	Client Officer
14.	Following the removal of asbestos from site, the waste disposal certificate will be passed to the Public Buildings Officer.	Public Buildings Officer
15.	Information must be provided to enable the asbestos register to be updated with any new information relating to either the presence or removal of asbestos either as work proceeds or at the end of the contract, as appropriate.	Client Officer

Appendix 7 - Emergency Procedure for Damaged ACMs

1.0 The following procedure should be followed whenever suspected ACMs are damaged during maintenance activities or at any other time (e.g. wear and tear or storm damage).

a. ***Stop work immediately***

b. ***Isolate*** the area by placing barriers to prevent unauthorised access, and shut doors and windows, turn off ventilation systems and fans etc.

c. Protect yourself by putting on a P3 disposable mask of P3 Half-mask.

d. ***Post warning notices*** and inform people in the immediate area and request that everyone keeps away.

e. ***Stay put on site – do not leave site and keep calm.***

f. ***Contact immediately:*** Your line manager / supervisor who will contact the Duty Holder or Premises Manager and provide them with details of the incident.

g. Where an asbestos survey report is available, check to establish whether ACMs are present.

h. In circumstances where a survey report is not available, the Duty Holder / Premises Manager will arrange samples to be taken by a UKAS accredited testing, sampling and analysis laboratory (presently ECS), including the preparation of a materials risk assessment.

i. If the analysis is that the material is a not an ACM then the responsive maintenance team will remove the debris or work can continue.

j. If damaged ACMs are discovered then the Control of Asbestos Regulations 2012 shall be consulted to determine if a licensed asbestos removal company is required to remove the asbestos, in accordance with current legislation before the room can be re-occupied.

2.0 The following should be noted:

a. Consult the Guide to Asbestos Procedures for Maintenance Works for a step-by-step checklist to undertaking works.

b. **DO NOT** allow works to continue on any materials, which are suspected of containing asbestos, **unless safe working approved practices are used**.

c. Samples can only be taken by a UKAS accredited asbestos testing, sampling and identifying laboratory.

d. **DO NOT** attempt to take a sample. The actual act of sampling asbestos can expose the sampler to dangerous levels of asbestos fibres and the surrounding area could be contaminated.

e. If the material is found to contain asbestos, a plan of work must be agreed to repair or remove the material as soon as possible.

f. When an Asbestos Removal contractor is appointed, they shall submit notification to the HSE and provide a copy to the Duty Holder. The area should remain closed until the asbestos works are complete and an Environmental Analyst has issued the relevant certificate of reoccupation.

g. It may be necessary to programme further asbestos removal works.

3.0 If there is dust or debris on clothing?

a. A little e.g. dust on sleeve or shoes

i. Get help

ii. Put on Respiratory Protective Equipment (e.g. RPE - P3 disposable mask or half mask with P3 filter)

iii. Wipe down with damp rags

iv. Dispose of the rags as Asbestos waste

v. Keep a written record of the event **Hazardous Waste Regulations**

b. A lot e.g. contaminated clothes, hair, footwear

i. Stay where you are – moving could increase the area of contamination and expose others to Asbestos Fibres

ii. Call for help

iii. All person present must put on Respiratory Protective Equipment. (e.g. RPE - P3 disposable mask or half mask with P3 filter)

iv. Helpers must also put on Disposable overalls to protect themselves from asbestos fibres, these overall should be put on before they enter the contaminated area

v. Wipe down with damp rags or baby wipes

vi. Undress, shower, wash hair, it may be necessary to source a decontamination unit from a licensed Asbestos removal contractor to ensure that wash water is suitably filtered before entering the waste water system.

vii. Put contaminated clothes, towels etc. in a plastic bag for a specialist laundry, leave washing facilities clean

viii. Dispose of rags and or baby wipes as Asbestos Waste

ix. Keep a written record of event **Hazardous Waste Regulations**

4.0 **Asbestos removal contractor will attend site with their decontamination unit**

19.0	Hygiene Facility (DCU) and Decontamination Procedure
19.1	**Maintenance and Inspection**
19.1.1	Maintenance of facility is essential to provide a satisfactory standard of decontamination.
19.1.2	The site supervisor must inspect the facility before the start of each working shift ensuring the points are in place and the unit is functioning correctly.
19.1.3	The site supervisor must ensure the facility is cleaned at the end of each working day. Operatives or nominated site personnel, carrying out cleaning of hygiene facility must wear protective clothing and R.P.E. (ori-nasal) and must take a shower after cleaning the facility.
19.1.4	The daily cleaning must include the vacuuming of all dust and then a thorough washing down of all exposed surfaces, disposing of all used items as asbestos waste.
19.1.5	An adequate supply of asbestos disposal bags and filters must be made available and the site supervisor will check that stocks are maintained on site. Debris must not be allowed to accumulate and must be cleared and placed in asbestos bags for disposal as asbestos waste. Before the facility is removed from site, it will be thoroughly decontaminated both inside and out, then followed by the Air monitoring and certification by an analyst.
19.1.6	Checks must be made to ensure that no damage has occurred whilst it has been in use, if damage has occurred, rectify where possible before setting up on working site, if to damaged, arrange replacement.
19.1.7	DCU check form will be maintained in our site files to record that daily checks have been undertaken and copies maintained in the site file for the duration of the project. The air extract unit must be closed off during travel by secure dust-tight caps inside, ensure this are in place before towing from site. Water system must be drained and traps in shower and wash basins emptied and residue disposed of as asbestos waste. These maintenance instructions must be strictly adhered to, do not cut corners.
19.1.8	The unit must also be drained during cold months to stop freezing of pipework, this would be expected to be undertaken at the end of each working shift in the months of November – February when cold weather below freezing has been forecast, if in any doubt, drain anyway.

19.1.9	DCUs will be serviced EVERY 6 MONTHS by our approved suppliers (See Sub-contractors Database). All service records will be saved electronically and available at all times.
19.1.9	**Protecting unit against freezing**
19.1.10	During the cold months it is essential that you protect the unit from freezing, which may damage the water heater and pipework system, resulting in lost work time and costly repairs required to the unit. This section will be required to be completed at the end of working shift before leaving site, ensuring that the site supervisor has allowed everyone to fully decontaminate accordingly before shutting down unit. Any site found to be repeatedly failing to follow this procedure due to poor working practices will be liable for disciplinary procedures.
19.1.11	The following is a step by step guide on what needs to be undertaken, some units may have different set up, but the procedure will be the same.
19.1.12	 1. Isolate water supply by turning off stop cock, disconnect hose connection. When using outside supply ensure this has been suitably protected against freezing. Ensure you have turned off tap sufficiently.
19.1.13	 2. Disconnect hose from cold water connection to DCU, ensuring that when you coil hose up you let water run out of the furthest end, so that no water is trapped in hose if going to be stored for next day use. Ensure all clips are kept with hose.
19.1.14	 3. Open all hot and cold valves and taps to sinks to allow any water residue to pass through.

19.1.15		4. Take shower heads down and hang to the floor, do not drop as this may damage heads, this will allow any residue water to pass through. Ensure that next day shower heads are wiped over when putting back in place.
19.1.16		5. Open all outside valves, usually located under the base of the unit, this should ensure all water residue will pass through with the valves/taps opened as no. 4 above. Leave open until next shift ensuring that when resetting up you close before refilling unit.
19.1.17		6. You will need to empty the waste water bowl as this will freeze. Person undertaking this part must wear white overalls and P3 half mask protection. Use rags placed into bottom of red bag, which is placed underneath to catch all waste water and seal in to double bag. Use correct spanner provided to release and retighten. Ensure that the o-ring seal goes back in place without damage or cross threading
19.1.18		7. Unclip the waste water pump elbow connections from the waste pump to allow water to pass through. Leave the elbow disconnected until next shift remembering to put back in place before refilling unit. Be careful with these components do not use anything that may damage them when removing.

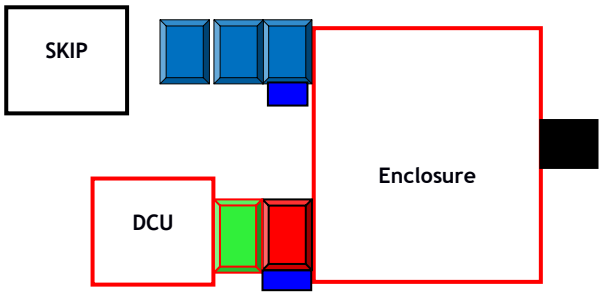
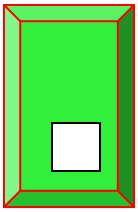
19.1.19		8. If a self-contained unit ensure that water storage tank has been drained out and no water remains in the bottom which could freeze. Use the water tank drain off valve located outside usually under the tank point. Remember to refill for next shift.
19.1.20		9. As above if self-contained tank unit then the tank pump will also require disconnecting as per no. 7, releasing the elbows and allowing water residue to pass through. Some newer units the pump may be in a horizontal position, if this is the case then they will not need elbows to be disconnected as this design prevents frost damage.
19.2	**Specification and requirements of the DCU**	
19.2.1	Only DCUs that are compliant with HSG 247 Chapter 8 will be set up on site and the site supervisor will use the check sheet to ensure that the unit is compliant before putting into use.	
19.2.2	The extraction unit must be in operation immediately at the start of the shift period and must run continuously throughout the entire shift. The extraction unit must be left running for a period of at least 15 minutes after the last man has passed through the shower unit.	
19.2.3	No materials or equipment are to be stored in the unit other than immediate requirement i.e. RPE, clean working clothing and new filters. All wastewater will pass through a removable filter. The filter will be checked by the supervisor on a regular basis and replaced and all used filters disposed of as asbestos waste.	
19.2.4	Safe working procedure to remove the filter will include the wearing of disposable overalls, half mask with P3 filter and suitable waterproof gloves, placing the used filter in a double waste bag as per usual asbestos waste procedures, replace filters and screw bowl back on housing, ensuring not to spill water and check flow.	
19.3	**DCU Clean End**	
19.3.1	Only to be entered from exterior door (clean end), in outdoor personal clothing or via shower compartment after showering. The unit must have the following equipment fitted:	

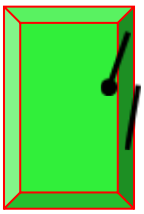
19.3.2	▪ Self-closing door; ▪ Sufficient personal security lockers with power points for charging RPE and storage ▪ Hangers, hooks or suitable accommodation for personal clothing; ▪ Fixed seating; ▪ Mirror; ▪ Non-return ventilator grilles; ▪ Space heater, if gas must have a balanced flue. ▪ RCD ▪ Sign to internal shower door – 'No towels beyond this point'
19.3.3	**Example of correct**  Example of correct sign to be displayed to external of clean
19.3.4	 Sign to be displayed to internal shower door from clean end
19.4	**DCU shower compartment**
19.4.1	Only to be entered from dirty end when returning from asbestos working area when all transit overalls and underwear have been removed, with respirator on and still running, or passing through when going to the dirty end to put on transit boots/overalls to leave via dirty end door when going to work area. The unit must have fitted the following:
19.4.2	Separated from clean and dirty ends by self-closing doors; ▪ A supply of disposable towels, nail-brushes, shower gel and shampoo to be retained in this area. ▪ Hooks for battery to be fitted. ▪ Sign to internal clean end door – 'No towels beyond this point'
19.4.3	 Sign to be displayed to internal shower door from clean end
19.5	**DCU dirty end**

19.5.1	Only to be entered from exterior door (dirty end) when returning from asbestos working area in transit overalls and respirator, or via shower compartment (wearing respirator) in order to don transit clothing. The unit must have fitted the following:
19.5.2	▪ Fixed seating ▪ Waste bag holder; ▪ Heater, electric tube or radiator type; ▪ Air extractor unit; ▪ Hooks for hanging RPE on.
19.5.3	 Example of sign to be displayed to external of dirty end door
19.6	**DCU fitted extraction unit (NPU)**
19.6.1	The NPU fitted to the unit must receive a daily inspection by the site supervisor, a copy of the current DOP test certificate must be kept with the unit, carry out checks using the DCU inspection daily inspection record and keep the copies within the site file.
19.6.2	Remove the DCU from use if the certificate is out of date and report to the head office for further information.
19.6.3	**Unauthorised Use**
19.6.4	Under no circumstances must any persons who are not engaged in the asbestos removal operations use the decontamination unit. Any unauthorised use of the decontamination unit will be deemed to be gross misconduct and the offender will be subject to our disciplinary procedures. If you see any unauthorised person trying to enter or use the unit, politely ask them to leave and report to the site supervisor.
19.7	**Procedure for DCU pre-movement & daily inspections**
19.7.1	The Supervisor must inspect company owned decontamination units prior to movement. In the case of hired units then the Supervisor & hire company representative are to inspect the hired unit prior to movement and when accepted on to site.
19.7.2	It is essential that thorough checks are undertaken prior to movement in order to safeguard the users of this equipment. It is preferable that the Site Supervisor carries out all relevant checks but if he/she has not directly carried

	out the inspection themselves, they must countersign the record that they have appointed a competent person to carry out the checks on their behalf.
19.7.3	Inspection results must be recorded on the decontamination unit pre-movement inspection record. If the Supervisor has not directly carried out the inspection, then they must countersign the record. If the decontamination unit is deemed unsatisfactory then the unit must be repaired or replaced.
19.7.4	All relevant documentation must accompany the decontamination unit. This includes valid electrical, gas, DOP and air clearance certification, ensure these are kept in the clean end of the relevant DCU.
19.7.5	When the above has been checked then the decontamination unit is ready to be transported to site and set up.
19.7.6	When the decontamination unit is to remain on site for several days then a daily inspection record must be completed before each days use and at the end of the working day. If the decontamination unit is deemed unsatisfactory then the relevant Contracts Manager or hire company must be informed and the unit taken out of use until the issues can be rectified.
19.7.7	Once works are complete, and the decontamination unit is ready to be transported from site it is inspected. If the decontamination unit is deemed unsatisfactory then the unit must be repaired or replaced immediately. Visual check only no record.
19.7.8	Important note for those carrying out inspections of units: the maintenance of decontamination units is integral to our safe working procedures and ensuring the health and wellbeing of our employees. Any purposeful falsification of inspection records will be viewed as an act of gross misconduct and may therefore result in disciplinary action being taken against you.
19.7.9	**Exterior DCU Checks**
19.7.10	The following should be checked when setting up on site, prior to leaving the stores and when leaving site.

19.7.11	 
19.7.12	1. Secure gas bottle for transport, keep vents at the bottom clear & place outside when in use; 2. Check brake function, chock wheels when set up; 3. Check ball lock is working & secures in place when towing, secure breakaway cable; 4. Check jockey wheel, locking screw works, wheel drops & is not damaged; 5. Check general condition of base, that pipework and cabling are secure; 6. Check all handles are intact; 7. Check all lighting to the rear & front are working & covers are intact; 8. Check all doors, including all cupboard doors are locked & secured; 9. Check tyre pressures are correct to both tyres & there is no damage; 10. Check flue is not blocked or damaged; 11. Check earthing rod connection, place in ground and check with socket tester, unscrew and place in clean end when moving; 12. Ensure correct number plate is displayed and secure; 13. Check all 4 legs are wound up fully before moving and that you have leg brace.
19.8	**Decontamination Procedures**
19.8.1	All persons involved in the works must understand the following:
19.8.2	▪ Ensure you do not contaminate your personal clothing – only wear the special protective disposable clothing provided; ▪ Do not inhale any asbestos fibres – only your own approved respirators must be worn as per the face fit you have passed; ▪ All PPE will be provided in accordance with this procedure.
19.8.3	To prevent contamination all personal clothes and belongings must be removed and left in the clean end using the lockers provided.
19.8.4	The clean end must be kept clean and have enough sockets to charge the power packs and batteries.
19.8.5	Ensure the doors are self-closing behind you, if you notice that this is not occurring report to the supervisor.

19.8.6	Keep a check on sufficient supplies of shower gel, shampoo, nail brushes, disposable towels and waste bags in the DCU, if they are running low report to the site supervisor for further stock.
19.8.7	If the shower goes cold, report to the site supervisor. Check the heating during the cold seasons, if it is not working report to the site supervisor, supervisor to arrange repairs as necessary.
19.8.8	If you notice that the waste water is not filtering away, report to the site supervisor, the supervisor to arrange repairs as necessary.
19.8.9	Ensure you dispose of all used overalls, undergarments and towels in the correct bags.
19.8.10	Ensure that you do not block the ventilation ports and non-return flaps as this will affect the negative pressure unit function.
19.9	**DCU is connected to Working Enclosure**
19.9.1	This will always require a separate bag lock set up, either connected directly to enclosure or to airlock. Intervening tunnel will have an inlet cut (pod closest to DCU) into the enclosure wall with an NPU filter.
19.9.2	
19.9.3	 Half cut opening to both sides, equipment must not be passed through

19.9.4	 Rolled flap internally, weighted as per standard rolled polythene approx. 300g in weight. External cover flap as per standard to seal opening at the end of each shift
19.9.5	**Direct connection entry and exit procedure**
19.9.6	At the start of each working session ▪ Ensure all services are switched on i.e. heating, lighting, and water supply and extractor fan; ▪ Enter 'clean area' and remove all personal clothing; ▪ Secure all personal clothing in lockers provided; ▪ Put on disposable underwear if required and overalls; ▪ Test the serviceability of the respirator and associated equipment put on respirator and check fit in the mirror provided, put on work overalls; ▪ Work overalls must be the colour stated on the plan of works; ▪ Pass through shower area into 'dirty area' ensuring that each door is closed before the next door is opened; ▪ Put on work boots and pass through airlocks into work areas.
19.9.7	At the end of each working period or upon leaving the working area: ▪ Before leaving the work area, vacuum overalls all over with an H-type vacuum fitted with a suitable brush attachment, vacuum loose fibres from the outer covering of the protective clothing and RPE but do not allow the vacuum hose near the respirator filter/s exhalation valve; ▪ Proceed from the work area into the inner section of the intervening tunnel and vacuum off again, if available, all over with a H-type vacuum then brush over work boots from black bucket provided paying particular attention to the soles, move into the intervening tunnel; ▪ Use the soapy water and sponge provided from yellow bucket to wash around the respirator, paying particular attention to the visor, do not get filter wet. Move through the adjoining tunnel connection; ▪ Enter the dirty end of the unit and close the door; ▪ Remove all clothing and leave in the dirty end in the asbestos waste bag. Proceed to the shower area still wearing RPE and close the door; ▪ With the RPE still switched on hold the power pack, battery and belt out of the direct line of the shower. Wet hair, body and face respirator thoroughly. Wash the power pack keeping water out of the filter air entry areas. Do not switch off RPE; ▪ Remove the face respirator from the face and put the RPE outside the shower area on the hook provided; ▪ Thoroughly shower paying particularly the hair and under the finger nails; ▪ Using disposable towels dry body and place used towels into the asbestos waste bag provided. NB. Towels must not be taken from the shower area into the clean end; ▪ Take RPE, cap the filter/s so that dust cannot escape, then switch off the motor; ▪ Thoroughly clean the RPE including the hose, belt and inside and outside of the face piece. Do not immerse the battery in the water. Dry the equipment with disposable towels and place the used towels into the asbestos waste bag provided;

	▪ Go through to the clean area, taking the RPE. Complete drying and dress into street clothes; ▪ If the RPE filter/s needs replacement, remove, complete with seal caps and replace with new filter/s. Dispose of capped filter/s as contaminated asbestos waste; ▪ All of the RPE will be checked for defects at regular intervals by a trained and competent person. Checking will include the motor, which can be done while temporarily removing the sealing caps which must be properly replaced afterwards; ▪ Leave RPE battery on charge and place RPE on the hook or into the storage area as provided.
19.9.8	**Entry at first and/or each shift**

<table>
<tr>
<td>19.9.9</td>
<td>
<table>
<tr><td>Dirty
Put on work boots left from previous shift, or first shift remove boots from previously sealed bag and put on;</td><td>Shower
Pass through, check all toiletries are available for use;</td><td>Clean
Remove all normal clothing, including underwear, place in lockers;

Apply new P3 filter, flow check mask, use mirror to fit, carry out fit check as per manufacturer’s instructions;

Put on clean disposable underwear and work overall;</td></tr>
</table>
Airlock with adjoining tunnel
<table>
<tr><td>Tunnel
Pass through;</td><td>Inner stage airlock
Pass through checking both buckets are filled and clean ready for use;</td><td></td></tr>
</table>
Exit at each and every time
Airlock with adjoining tunnel
<table>
<tr><td>Tunnel
Pass through into dirty end door;</td><td>Inner stage airlock
If available vacuum again, sponge over mask from yellow bucket, brush over boots from black bucket;</td><td>Vacuum over with type H and brush attachment;</td></tr>
</table>
DCU
<table>
<tr><td>Dirty
Remove work footwear place to one side for reuse;

Remove work overalls, rolling inside out and any underwear worn, place in red asbestos bag;

Keep RPE running and on, pass into shower;</td><td>Shower
Wash over head, avoid getting filter wet;

Remove RPE under shower / cap filter or dispose, place mask into sink;

Proceed to thoroughly wash all over, using shower gel & shampoo / nail brush to scrub nails;

Dry if able to do so, dispose as contaminated waste, clean RPE;</td><td>Clean
Continue to dry and dispose of towels as non-contaminated;

Dress into your normal clothing;

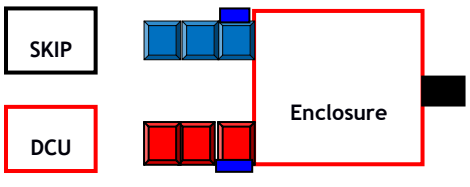
Put your battery on charge;

Hang RPE out to dry;

Leave via clean end door;</td></tr>
</table>
</td>
</tr>
<tr><td>19.10</td><td>DCU cannot be attached to Working Enclosure (Transit Procedure)</td></tr>
<tr><td>19.10.1</td><td>When direct connection cannot be used

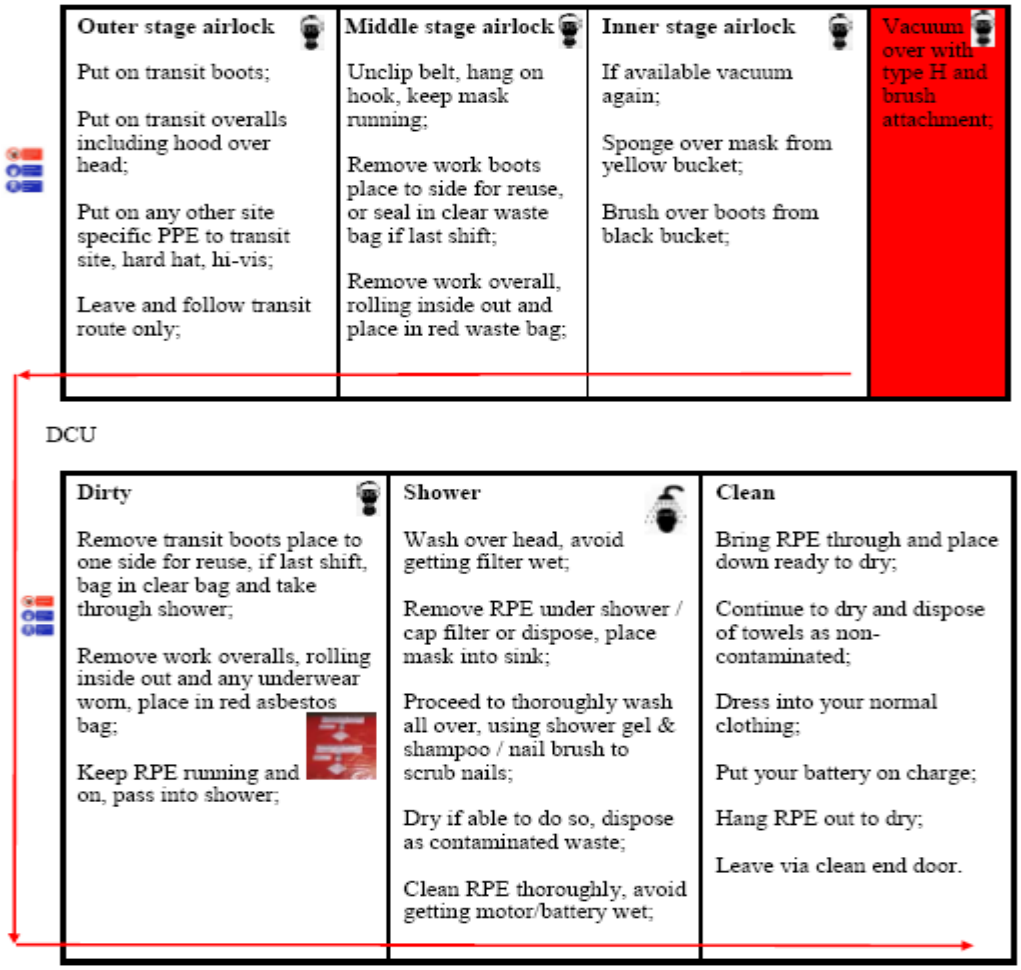
then DCU placed into close proximity of

3 stage airlock set up.

 
</td></tr>
</table>

19.10.2	**Transit procedure**
19.10.3	You must only use disposable overalls, undergarments and towels for our works.
19.10.4	At the start of each working session: ▪ Ensure all services are switched on i.e. heating, lighting, and water supply and extractor fan; ▪ Enter the unit at the clean end. Remove previously cleaned respirator from storage area and check for any faults, remove the battery from the charger and connect too previously cleaned power pack and your respirator. Switch on and remove filter sealing cap/s and ensure it is working correctly and leave switched on; ▪ Remove all personal clothing. Put on disposable underwear if required. Secure all personal clothing in lockers provided, test respirator as per manufacturer's instructions and associated equipment, put on respirator and check fit in the mirror provided, put on work overalls and then put on transit overalls. The colour of the overalls must be the colour stated on the plan of works; ▪ Pass through shower area into 'dirty area' ensuring that each door is closed before the next door is opened; ▪ Put on transit boots and any other required PPE, leave via dirty end door and proceed along the designated transit route to the airlocks; ▪ Proceed into the outer airlock entrance and remove transit boots and transit overalls place in the space allocated; ▪ Proceed to the middle stage of the airlock and put on your work boots, if left from previous shift or first shift remove from bag and put on; ▪ Pass through to the inner stage and enter the work area.
19.10.5	At the end of each working period or upon leaving the working area: ▪ Before leaving the work area, vacuum overalls and work boots all over with an H-type vacuum fitted with a suitable brush attachment, vacuum loose fibres from the outer covering of the protective clothing and RPE, but do not allow the vacuum hose near the respirator filter/s exhalation valve; ▪ Remove work boots and place to one side for re-entry remove all overalls. Keep RPE on but unclip the belt. Place disposable overalls into the waste bag provided. If the protective clothing is to be used again before disposal, store on the allocated hook in the middle airlock. If work boots are finished with, bag and seal in clear waste bag; ▪ Proceed to the outer section of the airlock and put on transit footwear, overalls and any other required PPE such as a safety helmet; ▪ Still wearing the RPE walk without delay along the designated transit route to the DCU, enter at the dirty end and close the door; ▪ Remove all transit boots leave in the dirty end and remove all overalls/underwear and place into the asbestos waste bag. Proceed to the shower area still wearing RPE and close the door; ▪ With the RPE still switched on hold the power pack, battery and belt out of the direct line of the shower. Wash hair, body and respirator thoroughly. Wash the power pack keeping water out of the filter air entry areas. Do not switch off RPE; ▪ Remove the respirator from the face and put the RPE away from the shower area on the hook provided or place in sink; ▪ Thoroughly shower paying particularly attention to your hair and under the finger nails; ▪ Using disposable towels dry body and place used towels into the asbestos waste bag provided; ▪ NB. Towels must not be taken from the shower area into the clean end; ▪ Take RPE, cap the filter/s so that dust cannot escape, then switch off the motor. Thoroughly clean the RPE including the hose, belt and inside and outside of the face

	piece. Do not immerse the battery in the water. Dry the equipment with disposable towels and place the used towels into the asbestos waste bag provided; ▪ If the RPE filter/s needs replacement, remove, complete with seal caps and replace with new filter/s when returning back to work. Dispose of capped filter/s as contaminated asbestos waste; ▪ Go through to the clean area, taking the RPE. Complete drying and dress into everyday clothing. ▪ Leave RPE battery on charge and place RPE on the hook or into the storage area as provided.
19.10.6	As per diagram that follows, this can be displayed on site for further reference for our standard transit procedure to be followed on sites.
19.10.7	**Entry at first and/or each shift** DCU **Dirty** Put on transit boots, if left from previous shift, first shift remove from previously sealed clear waste bag and put on; Leave via dirty end door and follow designated transit route only; **Shower** Pass through, check all toiletries are available for use; **Clean** Remove all normal clothing, including underwear, place in lockers; Apply new P3 filter, flow check mask, use mirror to fit, carry out fit check as per manufacturer's instructions; Put on clean disposable underwear and work overall, then transit overall, if both new from packaging; 3 stage airlock **Outer stage airlock** Ensure flaps drop back into place as you pass through; Remove transit overalls carefully to avoid ripping, place in a suitable container; Remove transit boots, place to one side; **Middle stage airlock** Put on work boots if left from a previous shift, if first shift remove from previously sealed clear waste bag and put on, ensure overalls go over boots; **Inner stage airlock** Pass through checking both buckets are filled and clean ready for use;
19.11	**Failure of DCU on site**
19.11.1	In the event of DCU failure on site, the site supervisor must be made aware at first instance. The site supervisor must stop all work and take necessary remedial action. Remedial actions may include, but not be limited to personal decontamination using a H-Type vacuum, wiping RPE with wet clothes, showering off in cold water or using a pressure sprayer to ensure operatives are decontaminated to the best possible level. In the event of a power failure the on-board generator can be used to return the DCU to full use, in the event of a generator failure with no suitable

	mains alternative then operatives will remain in the dirty end of the DCU while a replacement unit is sourced and delivered to site. Head Office should be notified so that changes to the ASB5 can be made, where applicable. Competent persons/company should be called upon to find the defect and a decision should be made as to whether or not the DCU can be repaired on site, or if a replacement should be arranged for. Work should not recommence, until a fully functioning DCU is present on site.
19.11.2	PA Group **Exit at each and every time you leave the enclosure** 3 stage airlock 

20.0	**Transit Procedures and Changing**
20.0.1	At the start of each working session: ▪ Ensure all services are switched on i.e. heating, lighting, and water supply and extractor fan; ▪ Enter the unit at the clean end. Remove previously cleaned respirator from storage area and check for any faults, remove the battery from the charger and connect too previously cleaned power pack and your respirator. Switch on and remove filter sealing cap/s and ensure it is working correctly and leave switched on; ▪ Remove all personal clothing. Put on disposable underwear if required. Secure all personal clothing in lockers provided, test respirator as per manufacturer's instructions and associated equipment, put on respirator and check fit in the mirror provided, put on work overalls and then put on transit overalls. The colour of the overalls must be the colour stated on the plan of works; ▪ Pass through shower area into 'dirty area' ensuring that each door is closed before the next door is opened; ▪ Put on transit boots and any other required PPE, leave via dirty end door and proceed along the designated transit route to the airlocks; ▪ Proceed into the outer airlock entrance and remove transit boots and transit overalls place in the space allocated; ▪ Proceed to the middle stage of the airlock and put on your work boots, if left from previous shift or first shift remove from bag and put on; ▪ Pass through to the inner stage and enter the work area.
20.0.2	At the end of each working period or upon leaving the working area: ▪ Before leaving the work area, vacuum overalls and work boots all over with an H-type vacuum fitted with a suitable brush attachment, vacuum loose fibres from the outer covering of the protective clothing and RPE, but do not allow the vacuum hose near the respirator filter/s exhalation valve; ▪ Proceed from the work area into the inner section of the air lock and vacuum again, if available, then wash work boots in the boot bucket, paying particular attention to the soles. Proceed to the middle airlock; ▪ Remove work boots and place to one side for re-entry remove all overalls. Keep RPE on but unclip the belt. Place disposable overalls into the waste bag provided. If the protective clothing is to be used again before disposal, store on the allocated hook in the middle airlock. If work boots are finished with, bag and seal in clear waste bag; ▪ Proceed to the outer section of the airlock and put on transit footwear, overalls and any other required PPE such as a safety helmet; ▪ Still wearing the RPE walk without delay along the designated transit route to the DCU, enter at the dirty end and close the door; ▪ Remove all transit boots leave in the dirty end and remove all overalls/underwear and place into the asbestos waste bag. Proceed to the shower area still wearing RPE and close the door; ▪ With the RPE still switched on hold the power pack, battery and belt out of the direct line of the shower. Wash hair, body and respirator thoroughly. Wash the power pack keeping water out of the filter air entry areas. Do not switch off RPE; ▪ Remove the respirator from the face and put the RPE away from the shower area on the hook provided or place in sink; ▪ Thoroughly shower paying particularly attention to your hair and under the finger nails;

	▪ Using disposable towels dry body and place used towels into the asbestos waste bag provided; ▪ NB. Towels must not be taken from the shower area into the clean end; ▪ Take RPE, cap the filter/s so that dust cannot escape, then switch off the motor. Thoroughly clean the RPE including the hose, belt and inside and outside of the face piece. Do not immerse the battery in the water. Dry the equipment with disposable towels and place the used towels into the asbestos waste bag provided; ▪ If the RPE filter/s needs replacement, remove, complete with seal caps and replace with new filter/s when returning back to work. Dispose of capped filter/s as contaminated asbestos waste; ▪ Go through to the clean area, taking the RPE. Complete drying and dress into everyday clothing. ▪ Leave RPE battery on charge and place RPE on the hook or into the storage area as provided.

Appendix 8 – Action Plan 2019-20.

This initial Action Plan will be monitored and updated as a standalone document.

	Action Plan 2019-2020	Action proposed / taken	Start date	Target date	Completion date	Lead Officer
1	**Management Survey with appropriate refurbishment elements** for void properties or where required for repairs.	Review progress and performance of appointed framework contractors	Jan 2019	Ongoing		Jane Morton Shaun Osborn
2	**Management Survey with Localised Refurbishment Survey** for properties receiving Improvements.					
3	**Resurvey all properties** where asbestos has previously been identified.					
4	Consider extending the scope of the previous items to arrange **Management Surveys** for all properties, to be complete within a 12 to 18 month period.	Mid 2019	March 2019	Sept 2020/2021		Jane Morton Shaun Osborn
5	Continue to develop and maintain a Corporate Asbestos Register.			March 2020		Jane Morton / Martin Shaun Osborn/Steve Baker
6	Co-ordinate all staff training records and:	Ongoing	April 2019	End June 2019		Jane Morton / Shaun Osborn
	a. consider future training needs and frequencies.	Ongoing	Annually			Jane Morton Shaun Osborn

	b. ensure staff who were absent are included on future programmes.	Ongoing	Annually			Managers/ Team Leaders/ Supervisors
	c. extend to include other Council staff and contractors.	Ongoing				Jane Morton / Shaun Osborn
7	The list of Premises for Non-Domestic Properties, in Appendix 1, will be reviewed and updated annually.	Annually				Steve Baker

Appendix 9

Statement of intent of South Derbyshire District Council

- Commission management surveys of all its premises constructed before 2000.
- Commission refurbishment surveys of the parts of all buildings constructed before 2000 where it is planned to undertake major upgrade of refurbishment work.
- Commission demolition surveys of the parts of all buildings constructed before 2000 where it is proposed to undertake demolition.
- Undertake or commission re-inspections at appropriate intervals of any ACM (or presumed ACM) which is to be managed in situ.
- Maintain a register recording the nature, location, condition and any actions taken in respect of ACM's identified or presumed in or on any premises where it has a duty to do so.
- Provide information from the asbestos register in a timely manner to any employee, resident, or contractor planning to carry out work on our premises.
- Ensure that all employees understand their specific role and the chain of responsibility for managing ACM's, and provide training, information and instruction relevant to that role at appropriate intervals.
- Ensure that robust procurement and contract management processes are in place with regard to asbestos safety.
- Regularly monitor and review operational performance and compliance of its employees and contractors.
- Ensure that employees so not work on ACM's.