

Contents

1. Haringey Council Policy.....	2
2. Scope of Procedure	2
3. Key Terms & Summary Information.....	2
4. Responsibilities for Implementation	4
5. Specialist Advice.....	7
6. Other documents you may need to consider	7
6.1 Legislation and Guidance (hyperlinks)	7
6.2 Forms	7
7. Action to Take	7
8. Monitoring and Review	12
9. Approval of the Procedure.....	12
Appendix 1 Enforcing Authority Notification Flow Chart	13
Appendix 2 – Asbestos Management Plan	15
Appendix 3 - Pre-work Commencement Confirmation of ACMs	18

Health and Safety Procedure

HSP02 Asbestos Management Procedure



1. Haringey Council Procedure

- 1.1 It is the policy of Haringey Council to protect all persons on its premises from the hazards presented by Asbestos Containing Materials (ACMs). This procedure will ensure that Haringey Council controlled premises are as safe as is reasonably practicable from the potential hazards arising from exposure to ACMs.

2. Scope of Procedure

- 2.1 The Council has responsibility for many buildings (e.g., public, and administrative buildings, commercial properties, works depots, care facilities of various types). The Council recognises its responsibilities for the management of asbestos both as the employer (where this is the case) and also in discharging its duty of care to staff, the public, including pupils and service users who may be **affected by the Council's undertakings**. This applies across **all the Council's** property unless the duty holder responsibility has been transferred via a contract or tenancy agreement. This will need to be unequivocally agreed in an unambiguous, written contract.
- 2.2 It is important to stress that even where the duty to manage asbestos does not apply i.e. in domestic premises, health and safety legislation applies to anyone conducting a business, such as landlords of domestic premises. Therefore, the Council must ensure so far as is reasonably practicable that the conduct of its undertaking does not present a risk to the health and safety of people who are not their employees.
- 2.3 This procedure applies to all Council-owned and Council-occupied properties pre-dating 24th November 1999, unless the buildings are unlikely to contain asbestos because of the materials used in their construction. The Council shall ensure that all its properties are fully compliant with the Control of Asbestos Regulations 2012.
- 2.4 This procedure does not apply for buildings where Haringey Council is not the duty holder i.e., voluntary-aided schools, foundation schools, academies, free Schools, independent schools, fee-paying schools, and those buildings under the control of Homes for Haringey.
- 2.5 The Control of Asbestos Regulations 2012 do not apply to domestic premises.

3. Key Terms & Summary Information

3.1 Key Terms

Asbestos-containing material (ACM)	Means any material or article that, as part of its design, contains asbestos
Asbestos Management Plan (AMP)	<p>This is a plan setting out how the risks identified from asbestos will be managed.</p> <p>The AMP identifies a risk assessed priority listing for the removal and treatment (including encapsulation) of ACMs based on the results of the surveys and contents of the Asbestos Register. It will cover occasions where action is required to deal with situations which arise from routine maintenance requirements not previously identified.</p>

Health and Safety Procedure

HSP02 Asbestos Management Procedure



Asbestos Risk Register	An asbestos risk register is a live document that lists all identified, or assumed, asbestos in a premises. The register will have information on asbestos from various sources such as surveys, re-inspections, bulk sample analysis etc, a survey report alone is not a sufficient risk register.
Certificate of reoccupation	This is a series of tests carried out after licensed asbestos removal and before the affected area is handed back to the client for re-occupation. Its purpose is to ensure all proposed asbestos removal work has been carried out as per the pre agreed Plan of Works, and that the area is clean, dry and dust free, as far as is reasonably practicable, and therefore fit for re-occupation.
Four-stage process for licensable work	These four stages are required to ensure works area is clear of asbestos before occupation for licensable work: <ul style="list-style-type: none">• Stage One – preliminary check of site condition and job completeness.• Stage Two – a thorough visual inspection inside the enclosure/work area.• Stage Three – clearance air monitoring – this is not required for external work.• Stage Four – final assessment post-enclosure/work area dismantling.
Licensable Work	This is work which meets the definition of ‘licensable work with asbestos’ in regulation 2(1). That is work: <ul style="list-style-type: none">• where worker exposure to asbestos is not sporadic and of low intensity; or• where the risk assessment cannot clearly demonstrate that the control limit (0.1 airborne fibres per cm³ averaged over a four-hour period) will not be exceeded; or• on asbestos coating (surface coatings which contain asbestos for fire protection, heat insulation or sound insulation but not including textured decorative coatings); or• on asbestos insulation or AIB where the risk assessment demonstrates that the work is not sporadic, of low intensity and it is not short duration work, the control limit will be exceeded.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Non-licensable Work	Non-licensed work includes some minor work on asbestos-containing textured coatings, also known as Artex, and asbestos cement.
Notifiable Non-Licensable Work (NNLW)	This is a non-licensed work, where the risk of fibre release is greater, is subject to three additional requirements: <ul style="list-style-type: none">• notification of work to relevant enforcing authority.• marking work areas with warning notices.• medical examinations and record keeping.

Health and Safety Procedure

HSP02 Asbestos Management Procedure



Refurbishment and Demolition Survey	Refurbishment and demolition surveys will be required where refurbishment work or other work involving disturbing the fabric of the building is carried out
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4. Responsibilities for Implementation

4.1 Duty Holder

- 4.1.1 Haringey Council, as an organisation and employer, represented by its Chief Executive is the duty-holder under the Control of Asbestos Regulations 2012 (CAR 2012) in respect of **the properties under the Council's control. While the duty-holder's** responsibilities cannot be delegated under CAR 2012, the Council will nominate responsible persons, both within and outside the Council, to assist in complying with these duties.
- 4.1.2 Homes for Haringey is the duty-holder for the properties that are under their control (principally residential properties).
- 4.1.3 Adequate resources are provided for the full and effective management of asbestos and implementation of this procedure.
- 4.1.4 Persons within the organisation appointed as responsible persons have suitable competence, qualification, and authority to carry out their duties.
- 4.1.5 Any third party or external organisation appointed as responsible persons can:
 - i. Demonstrate suitable competence and training
 - ii. Has adequate management system in place
 - iii. Able to carry out surveys in accordance with recommended guidance.
- 4.1.6 The employer in a school varies with the type of school, and so does the duty holder. For local authority managed schools, e.g. community schools and voluntary-controlled schools, the employer is the Council. For voluntary-aided and foundation schools, it will be the school governors, and for academy and Free Schools, the academy trust will be the employer. For independent and fee-paying schools, it may be the proprietor, governors, or trustees.

4.2 Nominated Responsible Persons

- 4.2.1 The following post-holders are responsible persons under this procedure and are nominated to assist Haringey Council in meeting its duties under CAR 2012:
 - i. Corporate Landlord (for corporate and community buildings)
 - ii. Commercial Properties Manager (for commercial properties)
 - iii. School Heads (for community and voluntary-controlled schools)
 - iv. Project Managers (for projects they commission or are responsible for delivering)
 - v. Premises Managers (for buildings they manage)

4.3 Responsible Persons employed by the Council will ensure:

- 4.3.1 Reasonable steps are taken to find materials in premises under their control likely to contain asbestos and to check their condition.

Health and Safety Procedure

HSP02 Asbestos Management Procedure



- 4.3.2 Materials are presumed to contain asbestos unless there is strong evidence that they do not.
- 4.3.3 A written record, i.e., an Asbestos Risk Register, of the location and condition of asbestos and/or presumed ACMs is made and that the record is kept up to date.
- 4.3.4 The risk of anyone being exposed to these materials is assessed.
- 4.3.5 A written plan, i.e. Asbestos Management Plan (appendix 2), to manage the risk is prepared and that the plan is put into effect to make sure that:
 - a. any material known or presumed to contain asbestos is kept in a good state of repair.
 - b. any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired and adequately protected or, if it is in a vulnerable position and cannot be adequately repaired or protected, it is removed.
 - c. information on the location and condition of the material is given to anyone who is liable to disturb it or is otherwise potentially at risk.
 - d. The AMP is reviewed annually and kept up to date.
- 4.3.6 All works undertaken by maintenance staff and contractors under their control comply with measures specified in CAR 2012.
- 4.3.7 **All asbestos incidents are fully investigated and reported in line with the Council's Accident and Incident Management Procedure.**
- 4.3.8 All works involving the potential disturbance of asbestos in premises are properly planned and organised.
- 4.3.9 Overall performances of contracts with third parties and competencies of staff engaged in asbestos management under such contracts are monitored.
- 4.4 Third Party nominated as Responsible Person will ensure:**
 - 4.4.1 Appropriate AMPs are maintained on behalf of the Haringey Council for properties under their control and management.
 - 4.4.2 Asbestos surveys are completed and updated for properties under their control and management
 - 4.4.3 Appropriate training and information is provided for their staff engaged in the management of asbestos.
 - 4.4.4 All asbestos incidents are fully investigated and reported in line with **the Council's Accident and Incident Management procedure.**
 - 4.4.5 No intrusive works are undertaken without a suitable refurbishment and demolition survey in place.
 - 4.4.6 Only vetted, approved, licensed and competent contractors are engaged to work on any Haringey Council properties under their management.
 - 4.4.7 Contractors, and sub-contractors if applicable, engage to undertake any works are provided with relevant and sufficient information from the asbestos register. They must complete the *Pre-work Commencement Confirmation of ACMs* form in appendix 3.

Health and Safety Procedure

HSP02 Asbestos Management Procedure



4.5 Cooperation among Responsible Persons

- 4.5.1 Where the duty to manage is shared between two or more Responsible Persons, they must co-operate to make sure they carry out the duties described in sections 4.3 and 4.4 of this procedure.

4.6 Property Compliance Board will:

- 4.6.1 Carry out effective oversight of this procedure.
- 4.6.2 Ensure that responsible persons under this procedure have the necessary resources and access to information to enable them to fulfil their mandates by providing a platform for sharing information and expertise in addressing any challenges faced across the **Council's** property portfolios and identifying needs and developing strategies for investment to improve compliance.

4.7 Corporate Health and Safety Team

- 4.7.1 The Corporate Health and Safety Team, in conjunction with the Asbestos Adviser, will provide competent advice in relation to the management of asbestos risk and the review of this procedure.
- 4.7.2 Provide advice on the provision of training and the level and type of information provided for staff and to all those potentially affected by exposure to ACMs.
- 4.7.3 Carry out audit of the asbestos management arrangements in the Council.
- 4.7.4 Take the lead in liaising with the Health and Safety Executive in the event of any incident or suspected incident.
- 4.7.5 Monitor the effectiveness and relevance of this Asbestos Management procedure in liaison with the Property Compliance Board.

4.8 Employees must

- 4.8.1 Immediately report any damage of suspected ACM's or their encapsulation or protective coatings to their line manager and avoid further contact and exposure unless they are informed that the material does not pose a significant risk.
- 4.8.2 Report the above incident following the **Council's** Accident and Incident Management Procedure.
- 4.8.3 Comply with all signs, instructions and precautions provided by the Council or their contractors to protect persons from workplace exposure to asbestos.
- 4.8.4 Immediately report to their line manager any defects in precautions or difficulty with compliance or applying precautions.
- 4.8.5 Avoid interference with handling or damaging any asbestos, asbestos encapsulation or suspect ACM or any material labelled as containing asbestos.

Health and Safety Procedure

HSP02 Asbestos Management Procedure



- 4.8.6 Not interfere with, obstruct or deface any labels identifying that a material contains asbestos.
- 4.8.7 Draw the presence, meaning and importance of the asbestos survey information and warning labels to the attention of any person or persons to whom they may have a special duty of care or who may be at risk from disturbing labelled ACM's.

5. Specialist Advice

- 5.1 **Members of the Corporate Health and Safety Team are the Council's competent source of advice on asbestos management and should be the first point of call on all asbestos-related enquiries.**
- 5.2 Other internal sources of information about asbestos management include Responsible Persons, Building Control and Corporate Landlord.
- 5.3 Where need dictates, the Council, through the Responsible Persons, will seek professional advice from external consultants.

6. Other documents you may need to consider

- 6.1 Legislation and Guidance (hyperlinks)
 - 6.1.1 [The Control of Asbestos Regulations 2012](#)
 - 6.1.2 [Managing and Working with Asbestos](#)
 - 6.1.3 [Asbestos: The Survey Guide](#)
- 6.2 Forms
 - 6.2.1 Pre-commencement of Work Confirmation of Presence/non-presence of ACMs
 - 6.2.2 Sample Asbestos Management Plan

7. Action to Take

7.1 Identification of ACMs

- 7.1.1 Properties pre-dating 24th November 1999 which fall within the scope of this procedure must be surveyed to determine whether they contain asbestos. A management survey must be carried out to identify asbestos for normal day-to-day occupation and maintenance of the building, and a refurbishment and demolition survey must be carried out if refurbishment and demolition work is planned.
- 7.1.2 Before carrying out any work involving the potential disturbance of asbestos, responsible persons should find out if the part of the building likely to be disturbed contains asbestos and, if so, the type and condition.
- 7.1.3 If no records are available, or there are doubts about their accuracy or relevance, responsible persons may need to arrange a survey and analysis of representative samples to determine the presence, type and condition of asbestos.
- 7.1.4 Any premises constructed after 2000 can be presumed to be asbestos free. However, caution should be exercised in circumstances where new premises are built on existing **basements or linked to adjoining structures. If the building's age or the information provides**

very strong evidence that no ACMs are present, no further action is needed other than to record why this evidence indicates there is no asbestos present.

7.2 Asbestos Register

- 7.2.1 Where a survey indicates the presence of ACMs, a material risk assessment shall be performed. The assessment should take account of the type of product, type of asbestos, the amount, surface coating and its condition/extent of damage or deterioration at the time of the survey inspection. This will determine its potential to release asbestos fibres into the air, if disturbed.
- 7.2.2 An asbestos register containing details of the locations of ACMs, their extent, condition and forms (e.g., the product type – tiles, boards, cement sheets) and surface coating including what the ACM looks like (e.g., if painted and what colour), type of asbestos (e.g., Chrysotile, Amosite, Crocidolite) and how easily accessible are they, should be created and should include an accurate drawing of the premises. The asbestos register is normally created by the competent person or organisation based on the management survey.
- 7.2.3 The asbestos register should record details of the any area not accessed or inspected and the area must be assumed to contain asbestos unless there is strong evidence to the contrary.
- 7.2.4 The register should be dated to aid periodic reviews and the information contained therein should be used to form the AMP.
- 7.2.5 The asbestos register, including drawings, should be available on site for the entire life of the premises and should be kept up to date by the responsible person.

7.3 Asbestos Management Plan (AMP)

- 7.3.1 An AMP should be prepared for premises with ACMs and it should set out how the risks identified from asbestos will be managed. See the link in paragraph 6.2.2.
- 7.3.2 The AMP should include procedures and responsibilities to ensure that the asbestos register is shared with any worker or contractor carrying out maintenance or other work.
- 7.3.3 Work should only start if the responsible person is satisfied that the information in the asbestos register is known and understood by the workers or contractors who are doing the work on site and easily accessible for anyone who needs to inspect it.
- 7.3.4 The AMP will be reviewed by the responsible person every 12 months and updated as required or sooner should any of the circumstances below arise:
 - a) Any significant alteration, modification or destructive work to the premises or relevant areas of it.
 - b) Changes to the use of the building.
 - c) If the result of checks indicates that control measures in the AMP are no longer effective.
 - d) If for any other reasons it is believed that the AMP may no longer be valid.

Health and Safety Procedure

HSP02 Asbestos Management Procedure



7.4 Works involving ACM disturbance

- 7.4.1 If work is likely to expose employees, and others affected by the work, to asbestos before starting work, the responsible persons must make a suitable and sufficient assessment of the risks created by the likely exposure. Steps necessary to ensure compliance with CAR 2012 should be identified and taken.
- 7.4.2 Work must be carried out by those that are competent to do so. Responsible persons must ensure that contractors appointed to work on asbestos have sufficient competence to do so by evaluating their qualifications and experience. They must ensure that appropriate notifications are in place and that contractors do not work on areas outside of the agreed remit. **Council employees will not carry out works liable to expose them to asbestos fibres.**
- 7.4.3 For any work involving asbestos, including maintenance and survey work that may disturb it, the responsible persons, normally through their appointed competent specialist contractor, must draw up a method statement of how the work is to be carried out before it starts and bring it to the attention of anyone who needs to see it. The responsible persons must ensure that the method statement is followed so far as reasonably practicable.
- 7.4.4 When undertaking licensable work, the works must be notified by the licensed asbestos contractor with details of the proposed work at least 14 days before work starts to the relevant enforcing authority. A list of which enforcing authority to notify is listed on this [link](#). The enforcing authority may allow a shorter period, e.g., in an emergency where there is a serious risk to the health and safety of any person. This shorter period is known as a 'waiver' or 'dispensation'. Any changes to the work that may affect the particulars of the notification should also be notified, in writing, to the enforcing authority. Appendix 1 includes a decision flowchart to help the responsible person decide whether the enforcing authority needs informing.
- 7.4.5 In the case of notifiable non-licensable work, notification must be made before the work begins using the online notification form ASB NNLW1.
- 7.4.6 Where unacceptable risks to health and/or safety are discovered while work is in progress, e.g. disturbing hidden, missed or incorrectly identified ACMs, stop any work affecting the asbestos, except to put suitable controls in place and prevent further spread.
- 7.4.7 Where there is extensive damage to ACMs which causes contamination of the premises, or part of the premises, the area should be immediately evacuated. Work should not restart until a new method statement is drawn up or until the existing one is amended. The procedure stated in section 7 should be followed.
- 7.4.8 When work with asbestos comes to an end, the work area should be thoroughly cleaned before being handed over for reoccupation or for demolition. All visible traces of asbestos dust and debris should be removed, and a thorough visual inspection carried out.
- 7.4.9 Where the work is licensable, then the four-stage clearance procedure stated below, which includes air sampling should be carried out and a certificate for reoccupation issued by an UKAS-accredited analytical company:
- a) Stage One – preliminary check of site condition and job completeness.
 - b) Stage Two – a thorough visual inspection inside the enclosure/work area.
 - c) Stage Three – clearance air monitoring – this is not required for external work.
 - d) Stage Four – final assessment post-enclosure/work area dismantling.

7.4.10 Point 7.4.7 applies except for work carried out outdoors. In this case the clearance air sampling will not be needed. The certificate for reoccupation should still be completed, but without stage 3 (air monitoring).

7.4.11 Clearance air sampling is not required for non-licensable work. However, a written statement of cleanliness will be required for the work area for large-scale non-licensable work.

7.5 Information, Instruction and Training

7.5.1 Any employee who is liable to disturb asbestos during their work must receive the correct level of information, instruction and training so they can work safely and without risk to themselves and others.

7.5.2 The three levels of training identified for employees who work with asbestos, as recommended in the CAR 2012 ACOPs are:

- i. Accredited Asbestos Awareness Training must be given to employees whose work could foreseeably disturb the fabric of a building and expose them to asbestos or who supervise or influence the work.
- ii. **Contractor's employees** whose work will knowingly disturb ACMs, and which is defined as non-licensable work or>NNLW, should receive additional task-specific information, instruction, and training in addition to accredited asbestos awareness training.
- iii. In addition to attending asbestos awareness training, **contractor's employees carrying out work defined as 'licensable work'** should receive additional task-specific information, instruction, and training.
- iv. Nominated Responsible Persons to be trained in Asbestos Duty to Manage.

7.5.3 Accredited training courses must be delivered by any of the following organisations:

- ACAD - Asbestos Control and Abatement Division
- Asbestos Removal Contractors Association (ARCA)
- British Occupational Hygiene Society (BOHS)
- Independent Asbestos Training Providers (IATP)
- United Kingdom Asbestos Training Association (UKATA)

7.6 Labelling of Asbestos Containing Materials

7.6.1 Following sampling of suspected ACM's all sampled areas will be appropriately labelled as **'surveyed' by the sampling/survey company. Sampling damage will be repaired/made good** by the asbestos surveyor.

7.6.2 All ACMs identified from the surveys will, where deemed appropriate, be appropriately labelled to ensure that those who may work on, or near it, are aware of its presence and do not unknowingly or accidentally damage it. There may be occasions where labelling may have negative effects and may not be advisable. In those occasions an alternative arrangement needs to be implemented to inform about the location of ACMs to those potentially affected where necessary.

7.6.3 For the purpose of labelling under this procedure, only labels as defined at Schedule 2 of the Regulations will be used.

7.7 Health Records and Medical Surveillance (for competent contractors only).

- 7.7.1 A health record must be kept for any employee who carries out work notifiable as either licensable or NNLW. The information must be kept for a minimum of 40 years in a safe place. The health record should be kept in a suitable form, which will allow each employee access, on request, to their own records.
- 7.7.2 Anyone who carries out licensable work must have been medically examined in the past two years by an HSE appointed doctor. This medical examination should be repeated every two years (or within a shorter time if advised by a doctor), but only while the employee continues to do or expects to continue to do licensable work.
- 7.7.3 Employees who carry out non-licensable work should undergo medical examination every three years (or a shorter time if advised by a doctor), but only while the employee continues to do or expects to continue to do NNLW. For NNLW, the examination does not have to be carried out by an HSE-appointed doctor, it may be carried out by a non-HSE-appointed doctor, such as a local general practitioner.

7.8 Uncontrolled release of asbestos

- 7.8.1 If uncontrolled release of asbestos is suspected, any work must be stopped immediately and the area isolated and cleared of people. Notices should be posted to keep people out of the affected areas.
- 7.8.2 Any person who is visibly contaminated with dust or debris must be contained within an adjacent area and not allowed to leave the vicinity until clothing and PPE has been decontaminated or disposed of as contaminated waste.
- 7.8.3 The situation must be reported immediately to the responsible person and the Corporate Health and Safety and Health Team.
- 7.8.4 The responsible person will check the asbestos register for the premises and confirm whether known ACMs are present. They will advise on an appropriate course of remedial action. If the material has been damaged or disturbed, a full investigation will be undertaken by the responsible person and Corporate Health and Safety Team to determine why known ACMs have been disturbed.
- 7.8.5 Where the report does not show that asbestos is present, the material should either be sampled and analysed by a competent person or should be assumed to be ACM. Subsequent remedial and clearance work must be carried out by a contractor licensed to work with asbestos materials who will be equipped with the correct PPE. Clearance testing must be carried out before the area is handed back for re-use or occupation.
- 7.8.6 In cases where damaged ACM has been found, reassurance monitoring will be carried out to ensure that the airborne asbestos fibre levels are less than 0.01 f/cm³.
- 7.8.7 The provision of advice and information to those who may have been exposed as a result of the emergency situation must be carefully considered in full consultation with the Corporate Health and Safety Team.
- 7.8.8 The Corporate Health and Safety Team will be responsible for informing the Health and Safety Executive of any incidents notifiable under RIDDOR arising as an emergency.

Health and Safety Procedure

HSP02 Asbestos Management Procedure



7.9 Health and Safety Executive involvement

- 7.9.1 The Corporate Health and Safety Team will be responsible for informing the HSE of any incidents notifiable under RIDDOR. It will take the lead in any investigation and in liaison with the Health and Safety Executive on any matter relating to asbestos.

8. Monitoring and Review

- 8.1 This procedure will be monitored through:

- a) Quarterly progress report to the Property Compliance Board by Portfolio Managers.
- b) Exceptional monitoring during pre-construction phases of building refurbishment/construction projects.
- c) Asbestos management audits by Corporate Health and Safety Team.

- 8.2 A review of this procedure will be carried out by the Property Compliance Board within 26 months of the date of this procedure, or sooner in the event of any changes in legislation or Approved Code of Practice or other policy or re-organisation likely to affect it.

9. Approval of the Procedure

- 9.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 22/11/2021. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek, Head of Organisational Resilience

Signature:

A handwritten signature in blue ink, appearing to read 'AMeek', written over a faint, light blue circular stamp.

Date: 22/11/2021

Health and Safety Procedure

HSP02 Asbestos Management Procedure



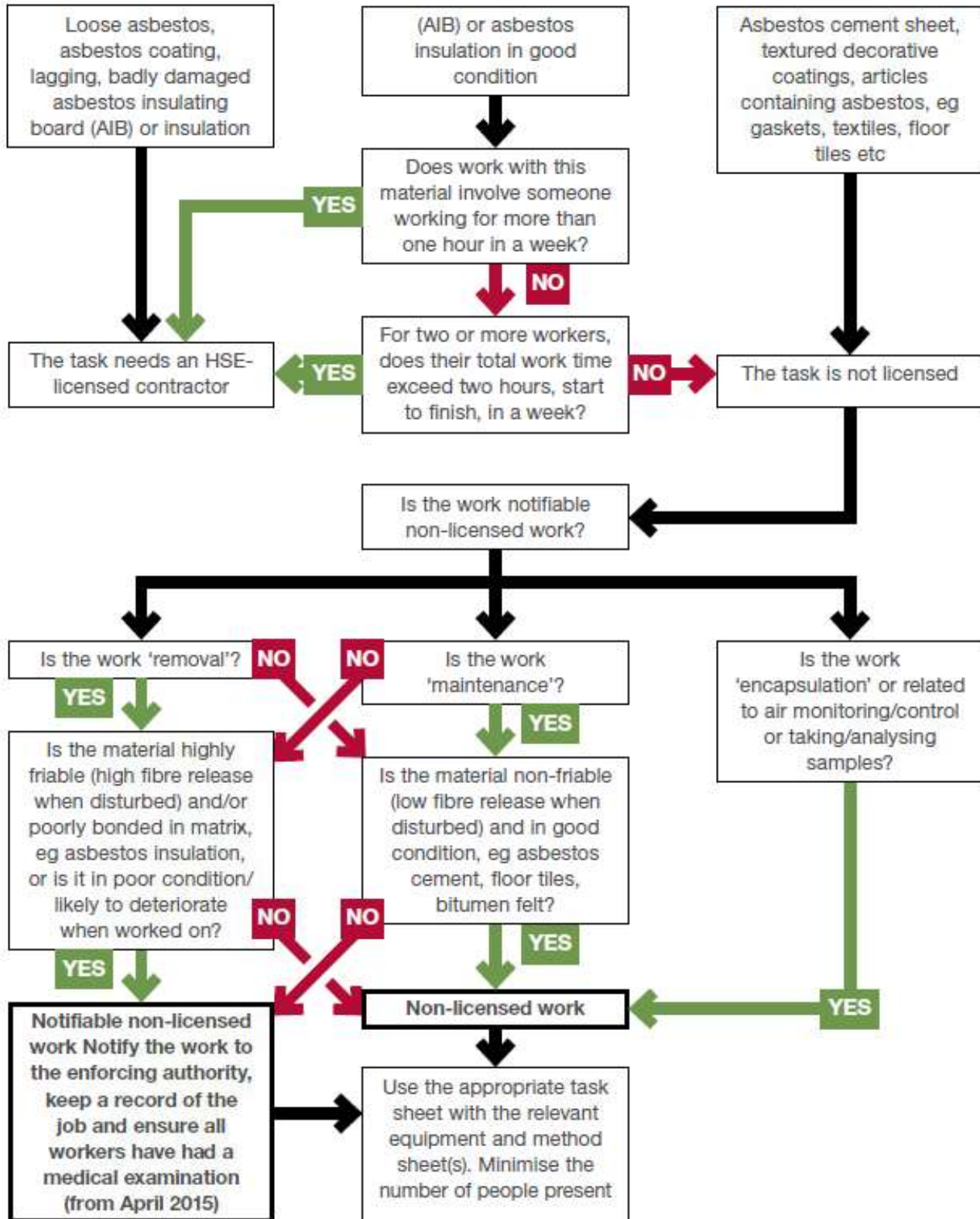
Appendix 1 Enforcing Authority Notification Flow Chart

Health and Safety Procedure

HSP02 Asbestos Management Procedure

Haringey
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Decision flow chart



Health and Safety Procedure

HSP02 Asbestos Management Procedure

Appendix 2 – Asbestos Management Plan

'Insert Location'

ASBESTOS MANAGEMENT PLAN

Our aim is to comply fully with HSE Reg4 guidance L127

1. Building Details:	
Year of construction:	
Square Footage:	
Number of occupants:	
2. Employee responsibilities	
Name, date and signature of person with overall responsibility for the control of asbestos in the premises.	<i>e.g. Headteacher (this is an executive role, not an operational one and should sit with the senior person in charge of the building with overall responsibility)</i>
Name of person that produced this plan.	
Name of the person responsible for a) managing asbestos in the premises, b) for updating the asbestos register (if any), and c) for approving and/or reviewing this plan, e.g. building manager.	
3. Reviewing this management plan	
Date this management plan was first produced.	
Date and Frequency of last review.	<i>XXX. It will be updated at twelve monthly intervals.</i>
4. How the location and condition of asbestos-containing material is recorded	
State how information about asbestos in the premises is recorded.	<i>e.g. It is recorded in the asbestos log, both as written information and as an annotated diagram of the premises.</i>
State where information about asbestos in the premises is kept.	
5. Results of the risk assessments and action required (if any)	
Briefly state the results of your visual inspection and risk assessment and the approximate date it took place.	

Health and Safety Procedure

HSP02 Asbestos Management Procedure

6. Monitoring arrangements for asbestos	
State the arrangements for monitoring the known or presumed asbestos-containing materials to ensure that they remain in good condition and that there is no increased risk of disturbance.	
7. How information about asbestos is passed to those that need it	
State how staff have been informed.	<i>e.g. The areas with asbestos accessible to staff have warning stickers or 'red dots'. There is a colour-coded map displayed in the H&S board and staffs have been informed both verbally and in writing.</i>
State here what system is in place to control maintenance or building work. What is the procedure for ensuring that contractors and others check the asbestos register before starting work? Does the procedure allow for staff absence due to illness?	<p><i>e.g. The asbestos register, written information and map are shown to contractors by the Site Manager and they are required to sign the Pre-commencement of Work Confirmation of ACMs form to confirm they have been made aware of it. They are also physically shown the relevant areas in the locations they will be working.</i></p> <p><i>In the absence of the Site Manager, the following nominated person will take on this responsibility: XXX</i></p> <p><i>No work is allowed on areas containing asbestos without the prior consent of the Responsible Person.</i></p> <p><i>No contractor is allowed to work in the building without showing evidence that s/he has the appropriate level of training and that it is up to date.</i></p> <p><i>Any asbestos that requires removing is only handled by a licensed contractor</i></p> <p><i>The responsible person will ensure that any information on Asbestos is included in the pre-construction information supplied to the Contractor or Principle Contractor prior to any construction work commencing.</i></p> <p><i>Prior to any construction work on site, a Refurbishment and Demolition (R&D) Asbestos Survey will be carried out. For projects where there is only a single contractor, the responsible person will commission the R&D Survey. For projects with more than one contractor, the Principle Contractor (PC) will commission the R&D survey and the responsible person will ensure that this responsibility is included in the scope of works during the tender stage.</i></p> <p><i>The purpose of the R&D survey is to confirm known asbestos locations but also to identify if further 'hidden' asbestos is contained within the non-visible parts of the building and thus prevent disturbance or ensure safe removal before and during the construction work.</i></p> <p><i>Therefore, R&D Surveys will be carried out regardless of whether or not there is any visible asbestos in the specific locations affected by the work. Because the building was constructed prior to the year 2000, it is always to be assumed that there are such areas of 'hidden' asbestos in the fabric of the building.</i></p>
Labelling of products containing Asbestos	Where a component of a product contains asbestos, it shall be sufficient compliance with the CAR 2006 if that component is labelled in accordance with the provisions of Schedule 2, except that where the size of that component makes it impossible for a label to

Health and Safety Procedure

HSP02 Asbestos Management Procedure

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<i>e.g. A major release of asbestos in the presence of a staff member and that person being exposed to asbestos dust.</i>	<i>The person concerned will be asked to strip and place all clothes in a hazard bag. He/she will be provided with clothes or a blanket, including footwear and something to wrap around his head, and taken to his home to shower. If at all possible, he/she will not be allowed to walk through the building. All floor surfaces on which he/she walks will be protected with something that is impermeable to dust and can easily be disposed of afterwards. (e.g. plastic sheeting, which will be sprayed with water to reduce dust being disturbed and returning into the air.)</i> <i>While this is happening, further advice will be sought from Approved competent contractor and the Corporate H&S Team. Afterwards, the clothing or blanket, the footwear and the materials that protected floor surfaces will be placed in a hazard bag, sealed and kept locked (outdoors if possible) until its safe disposal can be arranged with a licensed asbestos removal contractor.</i>
<i>e.g. Asbestos Register not up to date</i>	<i>The responsible person is informed of any changes to asbestos containing material or if working with Asbestos on site.</i>

12. Asbestos Removal

Precautions to be taken	All asbestos containing material should always be removed or dealt with by a licensed and Health and Safety Executive approved asbestos removal contractor. This will ensure that each client fulfils his/her legal obligations, and that all asbestos waste materials are disposed of strictly in accordance with the current legislation for dealing with asbestos waste.
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NB: Replace the writing in *blue italics* and 'xxx' with your local arrangements/wording. Once the plan is produced for your building, delete this 'NB' and also ensure no blue italics writing remain.

Health and Safety Procedure

HSP02 Asbestos Management Procedure



Appendix 3 - Pre-work Commencement Confirmation of ACMs

Name

Company

Telephone

Exact location of work
(Block/Floor/Room/Area)

Nature of work

Have you read and checked the Asbestos Management Plan/Asbestos Register?

☐ Yes – Proceed to the next question

Are there known or suspected ACMs present in the area of work?

- ☐ No – Work can proceed. However, it must be understood that there may still be asbestos present and caution must be taken
- ☐ Yes – Contractor to make assessment as to whether the ACMs will be disturbed whilst undertaking the work

Is there likelihood that ACMs will be disturbed whilst undertaking the work?

- ☐ No – Work can proceed. However, it must be understood that there may still be asbestos present and caution must be taken
- ☐ Yes – Work is **NOT** to be undertaken until a permit-to-work is issued. Please sign below stating that the work cannot be carried out and state the reason. Please bring to the attention of the Premises Manager.

I have read the above in conjunction with the asbestos register and will fully abide by the criteria laid down:

Signed: _____

Dated: _____

I have read the above in conjunction with the asbestos register and cannot undertake this work for the following reasons:

Reason: _____

Signed: _____

Dated: _____