



# **Asbestos Management Policy**

**Agreed December 2002  
Revised July 2007  
Revised June 2012**

## **1. Policy Statement**

The council has a duty of care to ensure those employees and other parties who use and have access to council premises and properties are not exposed to the harmful effects of asbestos. The council will take all necessary steps to discharge this duty under the Control of Asbestos Regulations 2006, and any future amendments made to the Regulations.

## **2. Policy Aims**

The aims of the Policy are to:

- Set clear responsibilities for ensuring employees and other parties who have access to council premises and properties are not exposed to the harmful effects of Asbestos Containing Materials (ACMs).
- Set clear responsibilities for communicating and promoting the council's commitment to prevent exposure to asbestos fibres through adequate information, instruction and training.
- Ensure strict compliance with the council's Asbestos Management Plan.

## **3. Policy Implementation**

The aims of this Policy will be implemented through the council's Asbestos Management Plan

## **4. Asbestos Work Undertaken by Council Employees**

- Only suitably trained and authorised employees of Building Services may undertake work on non-licensed ACMs as defined in the Control of Asbestos Regulations.
- The nature and scope of the non-licensed work to be undertaken will be agreed by the Depute Chief Executive for Corporate, Operational and Housing Services and the Head of Service for Housing, Construction and Building Services in conjunction with the HR Manager (Health and Safety) and with reference to the Health and Safety Executive (HSE) Asbestos Essentials Booklet.
- Non-licensed work will only be undertaken where it is clear from a suitable and sufficient risk assessment that the exposure of an employee to ACMs will not exceed the control limit set out in the Control of Asbestos Regulations.

## **5. Asbestos Work Undertaken by Contractors**

- Contractors may undertake work on licensed ACMs only if they hold an HSE asbestos licence.
- Work on non-licensed and notifiable non-licensed ACMs may be undertaken by contractors only if the persons undertaking the work are suitably trained, all requirements of the Control of Asbestos Regulations are complied with and the work is authorised by the council. The contractor undertaking the work will be responsible for notifying licensed and notifiable non-licensed work to the HSE.
- The council will ensure that adequate information is made available to those contractors regarding the presence and type of known or presumed ACMs which may be encountered during the work and ensure that contractors engaged in work with ACMs have conducted their own risk assessment prior to work starting.

## **6. Responsibilities**

In accordance with the council's Scheme of Delegation to Officers, the Chief Executive is responsible for ensuring that employees and others are protected from the hazards associated with ACMs.

### Depute Chief Executives

Depute Chief Executives are accountable and responsible to the Chief Executive for ensuring the implementation of this Policy within their portfolio of services.

### Head of Corporate Services

The Head of Corporate Services is responsible to Depute Chief Executives for ensuring the implementation of this Policy

### Head of Housing, Construction and Building Services

The Head of Housing, Construction and Building Services is responsible to the appropriate Depute Chief Executive of Corporate, Operational and Housing Services for ensuring the implementation of this Policy.

### Heads of Service

Heads of Service are responsible to the appropriate Depute Chief Executive for implementing this Policy by ensuring that all employees and others who may be affected within their service are protected from the hazards associated with ACMs.

### Service Managers/Head Teachers

Service Managers are responsible to the appropriate Head of Service for ensuring strict controls are maintained where the presence of ACMs is established and that employees receive asbestos training as necessary in relation to the risks and the procedures to be adopted in those circumstances. Implementing their service communication plans and where necessary developing Emergency Communication Process Maps and Works Process Maps for their service areas.

### Asbestos Coordinator

The Asbestos Coordinator is responsible to the Head of Housing, Construction and Building Services for managing asbestos across the council in line with the following key responsibilities.

- Ensuring services comply with the Policy, management plan and procedures.
- Providing guidance and advice on asbestos management and risk assessment.
- Ensuring adequate asbestos databases for non-domestic council properties and domestic council properties are in place and maintained.
- Determining the frequency for monitoring the condition of all identified ACMs and presumed ACMs and ensuring this is undertaken.
- Monitoring the performance of contractors and consultants engaged in asbestos work.
- Ensuring suitable asbestos surveys are undertaken by competent contractors
- Monitoring the provision of appropriate information, instruction, training and record keeping.
- Developing and publishing the council's Asbestos Management Plan.

- Liaising with the HR Manager (Health and Safety) on all aspects of asbestos management.
- Developing systems to ensure contractors have sufficient information on ACMs prior to work commencing

#### Persons in Control of Construction or Maintenance Work

Persons in control of construction or maintenance work are responsible for ensuring that work is carried out safely and that prior to commencing work with ACMs, the Asbestos Register is checked, a risk assessment is completed, surveys are requested where required and relevant information passed to the persons carrying out the work before the work starts.

#### Property Management and Development Staff

Property Management and Development staff are responsible for ensuring that lessees receive information regarding ACMs that may be present in the property they lease.

#### Procurement Manager

The Procurement Manager is responsible for ensuring that no goods/materials are purchased that contain ACMs.

#### Persons in Control of Property (Asbestos Register Holders, Head Teachers and Building Managers)

Persons in control of property are responsible for ensuring that contractors engaged to undertake work in their premises check and sign the asbestos register (compliance log) prior to commencing work.

#### HR Manager (Health and Safety)

The HR Manager (Health and Safety) is responsible to the Head of Service for Corporate Services for reporting asbestos incidents to HSE, leading and co-ordinating investigations, conducting compliance monitoring and development and publication of this policy. The development, publishing and maintenance of the management plan and procedures will be undertaken by the Asbestos Coordinator in consultation with the HR Manager (Health and Safety).

### **7. Business Continuity**

Services should include appropriate procedures in their Business Continuity Plan to deal with an unplanned disturbance of ACMs.

### **8. Review of Policy**

The HR Manager (Health and Safety) will review the Policy as appropriate in conjunction with the Asbestos Coordinator, and in consultation with recognised trade unions and other relevant parties.