



ABERDEEN
CITY COUNCIL

Policy on Asbestos Safety

November 2010

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1. Aims and objectives

Aim

The aim of Aberdeen City Council Asbestos Policy is to protect the health and safety of its citizens, its staff and any third parties, whilst retaining its responsibilities for managing Asbestos safety within its estate.

Scope

This policy and its associated procedures apply, without exception, to all properties owned and maintained by Aberdeen City Council. It also applies to any property where Aberdeen City Council has maintenance responsibilities whether owned, rented or leased.

Objectives

The Objectives supporting the Council's Aim are to

Ensure that asbestos inspections and services are completed in accordance with current legislative requirement and best practice.

Monitor and evaluate the service, take action to remedy any problems and use the results to continually improve the Council's policies and procedures on asbestos safety management

Ensure the proper records and certification is maintained to meet asbestos safe regulatory requirements.

This policy applies to all buildings owned or occupied by Aberdeen City Council, including residential and commercial lettings.

2. Policy Reference

2.1 This policy document refers to the following aims and objectives outlined in the Council's general statement of Health & Safety policy as agreed on 9 February 2010

The standard will be achieved by:

- a) Gaining, and maintaining, the commitment and participation of all employees in creating and maintaining a positive health and safety culture;
- b) Meeting its responsibilities to employees, and others in a way which recognises that legal requirements are the minimum standard – Aberdeen City Council will always strive to go further than minimum standards;
- c) Adopting a planned and systematic approach to the implementation of the Council's Health and Safety Policy to ensure, so far as is reasonably possible

- i) the provision and maintenance of plant and systems of work that are safe and without risks to health;
 - ii) arrangements are in place for the safety (and absence of risks to health) in connection with the use, handling, storage and transport of articles and substances;
 - iii) the provision of such information, instruction, training and supervision as is necessary to secure the health and safety at work of its employees and other persons;
 - iv) that any place of work under the Council's control provides safe access and egress, without risks to health;
 - v) the provision and maintenance of a working environment for employees that is safe, without risks to health , and adequate as regards facilities and arrangements for their welfare at work.
- d) Identifying and assessing the risks associated with all activities of the Council with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
 - e) Allocating sufficient resources to meet the requirements of this policy;
 - f) Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing meaningful performance standards;
 - g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained and improved;
 - h) Maintaining an effective system of joint consultation with trade union appointed safety representatives and , where elected, non trade union representatives of employee safety, as appropriate resources, including time off to enable them to carry out their functions;
 - i) Maintaining arrangements for co-ordination and co-operation with other employers where Council employees of clients share premises, facilities or activities with persons working in other organisations; and
 - j) Ensuring that the demands of activities do not exceed the capabilities of staff and clients to carry out work without risk to themselves or others.

3. Asbestos Safety Policy Statement

- 3.1 In recognition of its duties under the Health and Safety at Work etc. Act 1974 and other relevant legislation towards its tenants, employees, contractors, visitors, customers, and members of the public, Aberdeen City Council undertakes to manage all installed asbestos products responsibly.
- 3.2 The Council will not differentiate between the health risks presented by the three most commonly used types, Crocidolite (blue), Amosite (brown) and Chrysotile (white) asbestos.

- 3.3 The Council acknowledges its management responsibility for asbestos products, and will equate all asbestos-related works to its current Asbestos Register which forms part of this Policy document.
- 3.4 The Council will continue to survey until they have surveyed 10% of each property type for Housing Properties.
- 3.5 The Council will thereby develop and maintain a register/database of all identified asbestos products within the buildings it owns or occupies. The register/database will be kept by the Asset Policy (Housing) Team for Housing and Facilities Management for Non-Housing, information will be networked throughout all Council Directorates.
- 3.6 The Council will provide information to occupiers of its premises, giving the known and likely locations of asbestos and its condition, based on the identified places within a sample survey, by meetings and such other means as it considers appropriate.
- 3.7 Removal of asbestos products will only be undertaken when indicated by the Asbestos Register, as part of a planned refurbishment or demolition project, or in response to emergency circumstances.
- 3.8 The Council will provide guidance and awareness training for all staff likely to come into contact with asbestos during the course of their employment, and all staff likely to be involved in the management of asbestos. All contractors undertaking construction work for the Council will be required to show evidence of competency and training of their staff who may be exposed to asbestos, this will form part of the vetting procedure for the Selective Tendering List.
- 3.9 The Council will, so far as is reasonably practicable, prevent the exposure of employees to asbestos. Where this is not reasonably practicable, the Council will reduce to the lowest level reasonably practicable the exposure of employees to asbestos by measures other than the use of respiratory protective equipment.
- 3.10 The Council will, so far as is reasonably practicable, prevent the exposure of its buildings' users and the general public to asbestos.
- 3.11 The Council will not carry out any work which exposes or is liable to expose any person to asbestos.
- 3.12 The Council will not undertake or contract out any work to any building without adequate information on the nature, condition and extent of any installed asbestos product which is likely to be disturbed, this information shall be shared with contractors. The Asbestos Register will be consulted in all cases.
- 3.13 The Council undertakes not to knowingly purchase or install any asbestos containing product, and will require all suppliers to declare that any product does not contain asbestos. Where no practical alternative product is available, the presence of asbestos must be declared by the supplier, and a

record kept by the appropriate Directorate. All personnel likely to come into contact with all installed asbestos products will be made aware via the asbestos register of its nature, location and potential hazard.

- 3.14 The Council will make available, at a cost, information from the Survey to owners of former Council-owned premises, on request.
- 3.15 This policy will be reviewed annually, or as it is overtaken by significant changes in legislation or best practice.

4. Responsibilities

4.1 The Chief Executive shall be responsible for carrying out his/her obligations as contained within Aberdeen City Council's Health and Safety Policy as it relates to Asbestos Safety Management.

4.2 Directors shall be responsible for ensuring that:

Adequate resources are made available to enable the objectives of the policy to be met by ensuring arrangements are made to operate the management structures within the housing and non housing services.

- a) They have undertaken suitable and sufficient Risk Assessments within the properties where they have employees and tenants or where they are responsible for performing a delegated Council function where asbestos is present in property/dwellings under their control.
- b) They have established a process for evaluating, prioritising and financing any works that require to be undertaken in regard to the elimination, reduction or management of identified risks from asbestos, in consultation with colleagues in the corporate Health and Safety Team.
- c) They have established procedures to implement the Asbestos Register it impacts on their Service to ensure adequate management of residual or existing risks resulting from asbestos present in properties under their control.
- d) All of delegated responsibilities can be met in an evidenced and structured manner.
- e) That all incidents concerning asbestos are properly reported and investigated with suitable preventative measures implemented.

4.3 The Director of Corporate Governance shall be responsible for ensuring that:

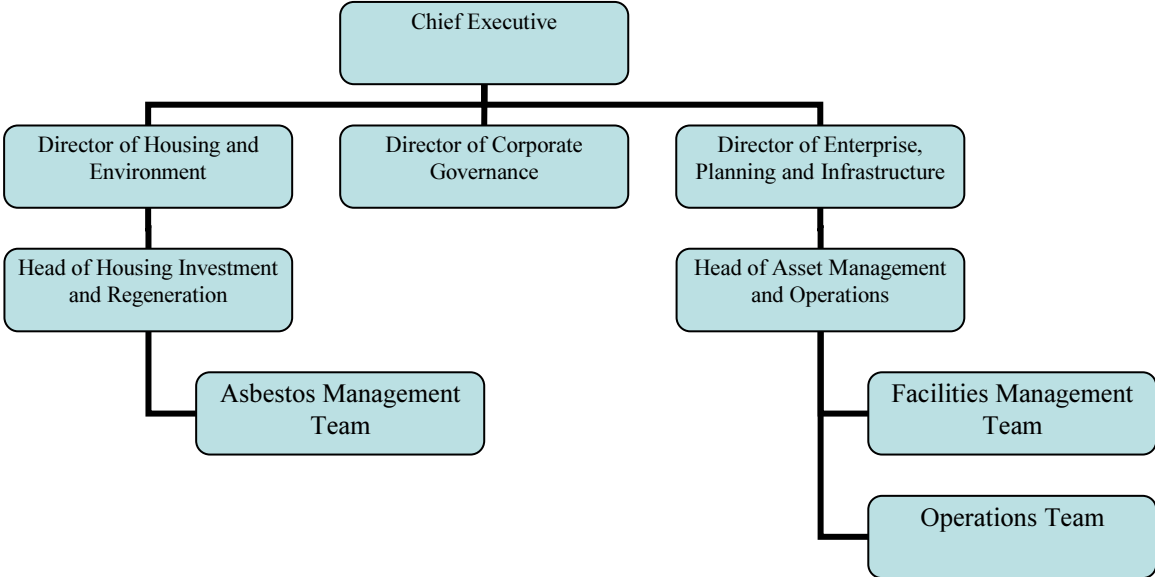
- a) The corporate Health and Safety Team consult with Service representatives on a regular basis to provide advice and facilitate in the carrying out of risk assessments for Aberdeen City Council.
- b) The corporate Health and Safety Team monitor on a regular basis on the to ensure that the agreed management systems and procedures are adequate and are being implemented.
- c) The corporate Health and Safety Team provide periodic reports to Directorates on the findings and recommendations of their inspections.
- d) As Monitoring Officer under the Local Government and Housing Act 1989 - Section 5, arrangements are established to provide the Director of Corporate Services with any reports on cases of contravention of legal requirements and statutory codes.

4.4 The Head of Service Housing Investment and Regeneration (Housing Properties) and Head of Service Asset Management and Operations (Non Housing Properties) shall be responsible for ensuring that:

- a) This corporate policy, and any relevant Service policies, for the management of risks from asbestos present in properties within their area are monitored and implemented.

- b) An Asbestos Register is established and maintained, and that:
 - i) All contract and engineering works shall be undertaken in accordance with best practice and in a manner that eliminates, reduces or controls identified risks from asbestos present in properties owned, operated by or under the control of, Aberdeen City Council.
 - ii) Staff will meet with client representatives on a regular basis as part of the contract monitoring arrangements to assist in the provision of property advice or related matters regarding implementation of the Corporate Asbestos Safety Management System where asbestos is present in property under their control.
 - iii) Property and Architectural staff carries out regular recorded monitoring of the Corporate Asbestos Safety Management System to ensure that it operates satisfactorily.
 - iv) Property and Architectural staff arranges to compile and manage an “outstanding” works list of any identified properties with asbestos and ensure that client representatives are made fully aware of the issues and the manner by which residual or existing risks from such outstanding works can be managed.
 - v) Clear lines of communications are maintained between all stakeholders. All employees involved in management of asbestos have received the necessary information, instruction and training in undertaking their duties.
 - vi) Regular meetings will take place to ensure consistency in communication, monitoring and quality between housing and non housing sections.

Responsibility Flowchart



5. ASBESTOS REGISTER

- 5.1 The Asbestos Management Team (Housing) and Facilities Management (Non Housing) will establish and maintain the Council's Asbestos Register/Database, to be accessible throughout all Directorate of the Council.
- 5.2 All Suspect Asbestos Forms, and reports of all incidents involving asbestos products are to be passed to the Asbestos Management Team (Housing) and Facilities Management (Non Housing) for recording, and updating of the Register.
- 5.3 All works involving work with asbestos products are to be notified to the Asbestos Management Team (Housing) and Facilities Management (Non Housing), as well as details of the analyses, outcome and relevant dates.
- 5.4 The Asbestos Register aims to provide a consistent approach to the management of all identified asbestos materials. It relies on visual examination and sampling by competent persons.
- 5.5 The System is based on Priority and Management scoring; the total score (together with the comments of the surveyor) will determine a Risk Classification. Each location must be scored separately.
- 5.6 The results of the survey will also include the identification and testing of materials which do not contain asbestos. These will be recorded as part of the survey results, for information purposes as the scoring will be undertaken as per HSG 227.
- 5.7 Registration of asbestos will be through the use of a 'Suspect Asbestos Form' (See **Appendix 4**) which considers the following
 - (i) **POSITION**

This is divided into three levels with ratings to express the relative risk of asbestos fibres being released into the immediate environment and available for inhalation. Fibres liberated into the open air attract a score of zero to account for the dilution factor; those in internal non-occupied areas are scored as one.

Internal non-occupied areas include lift motor rooms, tank rooms, corridors, landings and common stairways.

All internal occupied areas are scored as two.
 - (ii) **CONDITION**

Condition is a measure of the physical condition at the time of the survey *e.g. cracked or broken pipe insulation*. Where fibre release is unlikely then the condition should be scored as good.
 - (iii) **DAMAGE POTENTIAL**

This is intended to reflect the likelihood of accidental damage or vandalism, as well as the requirement for maintenance work involving disturbance, *e.g. frequent removal of a service duct panel*. The system allows a score of five for high damage potential, two for medium, but if

no damage is considered likely, *e.g. the product is out of normal reach*, it should be scored as zero.

(iv) FRIABILITY

This relates to the ability of the material (ignoring its current condition) to release fibres to the surrounding atmosphere. This is a crucial health issue; therefore the score ranges from zero to five.

(v) SURFACE TREATMENT

This relates to the effectiveness of the seal over the product. Gloss painted asbestos is effectively sealed. If the seal is damaged, it should be scored as incomplete. If it is unsealed or badly damaged it should be considered as having no effective seal. Asbestos papered panels should be considered as an incomplete seal to reflect the possible fibre release during removal of the wallpaper in the future.

(vi) PRODUCT

The score relating to the product takes into account the asbestos content and the composition of the binding material. Textured coatings *e.g. Artex*, thermoplastic flooring and vinyl tiles, contain only traces of asbestos fibre and the binder effectively prevents their release.

- 5.8 It is intended that every asbestos product within each room or office will be individually scored and recorded with a sketch plan on the Suspect Asbestos Form, **Appendix 4**. A negative result is also important and must be recorded.
- 5.9 The Asbestos Register provides a risk classification only. There is no score which will automatically result in some remedial works, but a score exceeding 15 will normally demands remedial works. Conversely, there is no 'safe' score that will confer absolute freedom from risks to health.
- 5.10 Risk assessment score per asbestos containing material is established through a recognised scoring system taken from HSG 277.

6. ASBESTOS SURVEYS

- 6.1 The Asbestos Management Team (Housing) and Facilities Management (Non Housing) will administrate the Management Survey and Refurbishment & Demolition Survey on
- (i) all Council-owned, leased and re-inspected non-housing properties, in consultation with Directorates, premises occupiers, and users, as appropriate;
 - (ii) a 10% sample of Council-owned and leased housing properties at any one time, in priority order

The results of the Survey are to be passed on to the Asbestos Management Team (Housing) and Facilities Management (Non Housing) for recording in the Asbestos Register.

- 6.2 Regardless of the Asbestos Survey itself, all future works of alteration, extension, modernisation, maintenance, and repair are to be pre-surveyed specifically for asbestos products and recorded. The results of all assessments and analyses are to be passed on to the Asbestos Management Team (Housing) and Facilities Management (Non Housing) for inclusion in the Asbestos Register.

7. STAFF ASBESTOS TRAINING

- 7.1 Guidance and awareness training is to be provided to all Council staff who are liable to come into contact with asbestos during the course of their employment, and all staff likely to be involved with management programmes of installed asbestos products.
- 7.2 All Building Services operatives undertaking refurbishment and maintenance work (notably joiners, electricians and plumbers) will also receive training in the use of hand tools, power tools, protective clothing, and respiratory protective equipment for works involving asbestos products.
- 7.3 Staff involved in surveying premises and/or supervising works which are liable to encounter asbestos will require detailed training and guidance on the relevant legislation and best procedures, as well as an understanding of the treatment and removal methods expected of contractors.
- 7.4 All surveys will be carried out by a competent qualified person.

8. SAMPLING OF ASBESTOS PRODUCTS

- 8.1 Sampling of asbestos products will only be undertaken by competent persons or companies with recognised accreditation.
- 8.2 Air monitoring for asbestos and fibre counting must only be undertaken by UKAS. accredited laboratories.
- * **Note:** Laboratories may not supervise or undertake monitoring any works for which they completed the survey and risk assessment.

- 8.3 Prior to sampling a strategy must be formed to determine where and how many samples are to be taken. The strategy must take account of past alterations to the building, repairs to any suspect material and previous asbestos removal projects.
- 8.4 All sampling must be conducted without releasing dust to the surrounding atmosphere, and where necessary after wetting the surrounding area. Samples must be directly from the material, fallen debris must not be collected. All persons carrying out sampling must have carried out a risk assessment of their technique to ensure their personal and others' health and safety. The appropriate equipment must be used, and the appropriate personal protective equipment must be worn.
- 8.5 All sampling points must be labelled with the sample number, date and the name of the sampler. Sprayed coatings and pipe lagging sites must be filled and covered with adhesive tape, and insulating board must be repaired with filler, so that they do not present an additional risk of fibre release. All sampling points must be marked on the sketch plan associated with the risk assessment.
- 8.6 The number of samples taken must be representative of the suspected material. Guidance, taken from HSG264 states that
- (i) Sprayed coatings will be sampled once every 10-15 sq. metres, if the area exceeds 100 sq. metres, one per 25 sq. metres. At least one sample should be taken wherever the material is patched or repaired. Sampling should be no less than 100 sq. mm. throughout the entire depth of the coating.
 - (ii) Pipe lagging will be sampled every 3 metres or more frequently if the insulation obviously changes. For long pipe runs 1 sample every 6 metres will be sufficient. Attention must be given to elbows and valves where the insulation may be different from the main run of the pipe. Samples must be taken as a core of no less than 100 sq. mm. to the depth of the insulation. Boilers and calorifiers must be sampled at least twice - once at the top and once at the side. Any patched or repaired areas must also be sampled.
 - (iii) Insulating boards must be sampled wherever the suspect material appears to change or every 25 sq. metres in the case of suspended ceilings. Individual panels will be sampled if obviously different or if there is evidence of repair. Where possible samples must be taken from near the edge of the sheet to allow repair with filler.
 - (iv) Asbestos cement should be sampled only once (e.g. per roof or run of guttering) unless it obviously changes in appearance and is not a uniform material.
 - (v) Textured coatings must be sampled twice per room, or in larger areas twice per 25 sq. metres.

- (vi) One sample of each colour of thermoplastic floor tile must be taken per room or location in which they are laid.

8.7 Where the sampling officer considers that sampling at the above rates will damage the integrity of the material and it is unnecessary, fewer samples may be taken and this must be indicated in the survey report.

8.8 All analysis must be in accordance with current legislation and best practice.

9. MANAGEMENT OF INSTALLED ASBESTOS PRODUCTS

9.1 It is deemed unnecessary to seal, enclose or remove materials containing asbestos which are undamaged and unlikely to release dust. These are assessed under the Asbestos Register, and are subject to the following;

- (i) the occupiers of the building must be made aware of its location and of the appropriate precautions to be taken;
- (ii) where asbestos material has been identified on a sample survey, the occupiers of all similar buildings/dwellings in the block are notified in writing of the likely locations of asbestos, based on the results of the sample survey, as appropriate;
- (iii) the presence of a material containing asbestos is noted on Asbestos Survey forms for inclusion in the asbestos register/database and must be updated by the Asbestos Management Team (Housing) and Facilities Management (Non Housing) as soon as removal has been completed. Periodic re-inspection must be undertaken by the Asbestos Management Team (Housing) and Facilities Management (Non Housing) or any other premises management team responsible, to ensure the condition of the material has not changed. As with the original Survey inspection, the re-inspection will be visual only to avoid unnecessary disturbance or fibre release, and will not normally involve removal of finishes *e.g. duct panels, ceiling tiles*.

The frequency of re-inspection is determined as follows

Sprayed asbestos coatings	Once per three months or on reported damage
Pipe lagging (include rope)	Once per three months or on reported damage
Insulating board	Once per ten years or on reported damage
Cement sheet	On reported damage only
Textured coatings	On maintenance works only
Vinyl flooring	On maintenance works only
Reinforced plastics	On maintenance works only

- (iv) Unit Managers with responsibilities for premises management, either directly or through contracting or agency arrangements, will ensure the management of asbestos in accordance with the requirements of this Policy.

- (v) Any vandalism or damage caused to asbestos materials is to be reported to either the Asbestos Management Team (Housing) or Facilities Management (Non Housing) by the occupiers of the premises concerned as soon as possible.

9.2 If, on re-inspection, any material containing asbestos is found to be damaged or has deteriorated, it will be reassessed for the register by the Asbestos Management Team or Facilities Management Team.

10. EMERGENCY PROCEDURES

10.1 If suspected asbestos is discovered by any contractor once work has commenced and the material is undamaged, no further work is to be undertaken that could cause deterioration of the asbestos or the release of asbestos fibres into the air. The Asbestos Management Team (Housing) Facilities Management (Non-Housing) must be contacted immediately.

10.2 Upon notification of the discovery of suspected asbestos material, the Supervising Officer will:

- (i) Immediately advise his/her Line Manager;
- (ii) Asbestos Management Team (Housing) Facilities Management (Non-Housing) arrange for the material to be sampled;
- (iii) Liaise with the Client/Client Directorate as appropriate.

10.3 If the material is confirmed as containing asbestos the Supervising Officer will arrange for air sampling to be undertaken and for an assessment to be made to determine whether any of the works will result in people being exposed to asbestos.

10.4 If the assessment indicates no exposure is likely, the works may continue. An Asbestos Survey form is to be completed by the a Supervising Officer for submission to the Asbestos Management Team (Housing) or Facilities Management (Non-Housing) for the asbestos register to be updated. If the assessment indicates that exposure is likely, the Supervising Officer and Line Manager will decide on the action to be taken, and will issue an appropriate variation order to the Contract. The Client/Client Directorate will be so advised.

10.5 In the event of any member of Council staff or any contractor inadvertently damaging a product thought to contain asbestos, or discovering damaged suspected asbestos, the following procedure is to apply:

- (i) leave the room or, if not in a defined room, the immediate area, closing all doors and switching off any ventilation equipment;
- (ii) report the incident to the Asbestos Management Team (Housing) or Facilities Management (Non-Housing) and the premises manager or representative at once;
- (iii) the Supervising Officer will notify his Line Manager as soon as possible;

- (iv) the Supervising Officer will consult the Asbestos Register to determine if the product is known to contain asbestos;
- (v) if not, the Supervising Officer or Line Manager will arrange for the material to be sampled;
- (vi) if asbestos content is confirmed, the Supervising Officer or Line Manager will so advise the Client/Client Directorate/premises manager, and will arrange for air monitoring to be undertaken;
- (vii) if emergency work is required to make the area safe, the Supervising Officer or Line Manager will arrange for the urgent treatment of the material by licensed contractor;
- (viii) provide information to the employee with actual health risk of exposure.

10.6 The procedure at 11.5 is represented in the Flowchart attached as **Appendix 2**.

10.7 If there has been an uncontrolled release at a concentration in excess of the appropriate control limits, a record is to be made for the employee's personal record, using the form attached as **Appendix 3**.
A copy of this form should be given to the employee with advice that it should be retained indefinitely.

10.8 Refresher training and Awareness training will be on an annual basis.

11. MAINTENANCE & BUILDING WORKS

- 11.1 When preparing tender documents for any maintenance and building works, the Duty Holder will take all reasonable steps to determine if asbestos is present, including reference to the premises records and the Asbestos Register/Database. Any information regarding the presence of asbestos will be made available to Contractors, together with a warning that not all asbestos material may have been identified.
- 11.2 All work to asbestos insulating board in occupied areas will be considered 'Major Work' as defined in ACoP (Approved Code of Practice) L28, and will therefore require the appropriate controls.
- 11.3 All contractors carrying out construction work will be required, as part of the vetting procedure for the Council's Corporate Procurement Policy, to provide evidence of asbestos awareness training given to their staff who may come into contact with asbestos.
- 11.4 All contractors, whether Building Services or private sector, who are to carry out any work involving materials which contain asbestos must be in possession of a licence issued by HSE. under the Asbestos Licensing Regulations 1983, and must also be authorised for the appropriate category on the Council's Selective Tendering List:
- i. Sprayed coatings
 - ii. Thermal insulation
 - iii. Insulating board
 - iv. Textured coatings
- 11.5 Prior to the commencement of any maintenance or building work for Aberdeen City Council the contractor shall ensure that a suitable and satisfactory risk assessment is completed. This shall include the assessment of any potential asbestos exposure.
- 11.6 Prior to the commencement of any building or maintenance work, the contractor shall complete a plan of work.
- 11.7 The assessment and plan of work must be in writing and submitted to the Supervising Officer. Written approval of the assessment and plan of work must be obtained before commencement of any work with asbestos. Generic assessments and plans of work are acceptable for repetitive tasks carried out in the same manner in similar locations. N.B. *This is in addition to any statutory notification to HSE required of the contractor.*
- 11.8 Where the work method has to be varied due to a change in specification or an instruction to carry out additional works, an amended assessment and plan of work must be prepared and approved by a competent qualified person before commencement of any work with asbestos.
- 11.9 The Council and every contractor shall prevent the exposure of employees to asbestos; where this is not reasonably practicable, the contractor shall reduce

the exposure to the lowest reasonably practicable level by measures other than the use of respiratory protective equipment.

- 11.10 Exposure to asbestos should be reduced so far as is reasonably practicable by
- (i) the removal of materials containing asbestos before any other major work begins;
 - (ii) segregation by not carrying out asbestos work and other work in the same place at the same time;
 - (iii) operational methods which minimise breakage, abrasion, cutting or machining of asbestos materials;
 - (iv) dust suppression by wetting where appropriate.
- 11.11 Where, despite the measures described in the above paragraph, exposure cannot be reduced to below the appropriate control limit, suitable respiratory protective equipment must be used.
- 11.12 An assessment should be made as to the requirement for protective clothing. If this determines that protective clothing is required, must be used
- 11.13 Any contractor engaged as a domestic sub-contractor who is carrying out any work with asbestos based material in any building to which this policy applies, must be included within the appropriate financial range of the current Corporate Procurement Policy.
- 11.14 All contractors carrying out work with any asbestos product in any building to which this policy applies must have the following documents available for inspection on site:
- 1 Copy of the plan of work
 - 2 Copy of licence for work with asbestos where appropriate
 - 3 Copy of the ASB5 notification form where appropriate
 - 4 A copy of the waiver where appropriate
 - 5 A copy of the work programme
 - 6 A copy of the current Employers' and Public Liability insurance scheme
 - 7 Copies of all relevant medical certificates where appropriate
 - 8 Copies of all relevant training certificates
 - 9 Copies of all relevant plant test certificates
 - 10 A copy of the waste carrier's registration where appropriate
 - 11 Copies of all consignment notes where appropriate
 - 12 COSHH assessments for all products in use
 - 13 Risk assessments for the proposed work
 - 14 Copies of air monitoring certificates and bulk sample analysis where appropriate.
- 11.15 All contractors carrying out work with an asbestos product in any building to which this policy applies must keep and maintain a safety file of the activity on the site.

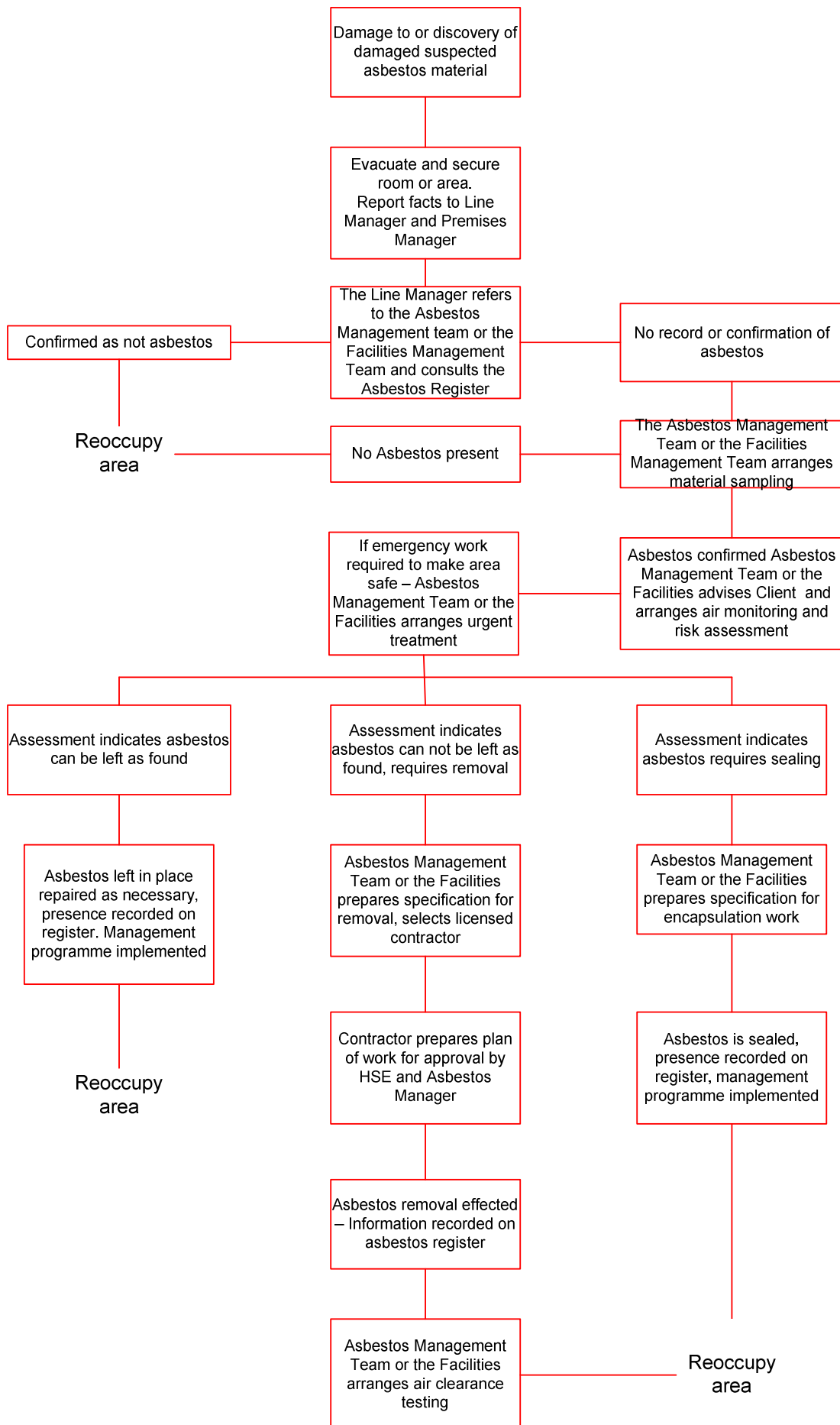
Material Assessment Algorithm Score Guide

Sample Variables	Score	Examples of scores
Product type (or debris from product)	1 2 3	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc) Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt. Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of damage/deterioration	0 1 2 3	Good condition: no visible damage. Low damage: a few scratches or surface marks; broken edges or boards, tiles etc. Medium damage: Significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres. High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface treatment	0 1 2 3	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles. Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc. Unsealed AIB, or encapsulated lagging and sprays. Unsealed lagging and sprays.
Asbestos type	1 2 3	Chrysotile. Amphibole asbestos excluding crocidolite. Crocidolite.

Priority Assessment Algorithm Score Guide

Assessment factor	Score	Examples of score variables
Normal occupant activity Main type of activity in area	0 1 2 3	Rare disturbance activity (eg little used store room) Low disturbance activities Periodic disturbance (eg industrial or vehicular activity which may contact ACMs) High levels of disturbance (eg fire door with asbestos insulating board sheet in constant use)
Secondary activities for area	As above	
Likelihood of disturbance Location Accessibility Extent/amount	0 1 2 3 0 1 2 3 0 1 2 3	Outdoors Large rooms or well-ventilated areas Room up to 100 m ² Confined spaces Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily Disturbed Routinely disturbed Small amounts or items (eg strings, gaskets) <10 ^{m²} or <10 ^m pipe run >10 ^{m²} to <50 ^{m²} or 10 ^m to 50 ^m pipe run >50 ^{m²} or 50 ^m pipe run
Human exposure potential Number of occupants Frequency of use of area Average time area is in use	0 1 2 3 0 1 2 3 0 1 2 3	None 1–3 4 to 10 >10 Infrequent Monthly Weekly Daily < 1 hour >1 to <3 hours >3 to <6 hours >6 hours
Maintenance activity Type of maintenance activity Frequency of Maintenance	0 1 2 3 0 1 2 3	Minor disturbance (eg possibility of contact when gaining access) Low disturbance (eg changing light bulbs in asbestos insulating board ceiling) Medium disturbance (eg lifting one or two asbestos insulating board ceiling tiles to access a valve) High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabling) ACM unlikely to be disturbed for maintenance < 1 per year >1 per year > 1 per month

EMERGENCY PROCEDURE FLOWCHART



SUSPECTED EXPOSURE TO AIRBORNE ASBESTOS FORM.

PERSONAL DETAILS

SURNAME	FORENAME(S)
SERVICE	DATE OF BIRTH
SECTION	PAY NO.
JOB TITLE	

NAME AND ADDRESS OF INCIDENT PREMISES

DATE OF INCIDENT

DETAILS OF INCIDENT

Project ref. no. and Title

Location of premises

Work being carried out

Detail of operation being undertaken

Duration of exposure

After analysis, air monitoring

Class of asbestos : * Insulation or coating, Insulating board, Asbestos Cement

Asbestos Type : * Blue, Brown, White

** delete as appropriate*

Air monitoring results

Signed
(Manager)

Signed
(employee)

Name

Position

Date

Original to employee file/copy to employee

SUSPECT ASBESTOS FORM

Completed By:

(print)

Date:

Prop. ID. (UPRN)
Address:
Room / Space
Location
Product Type Length : Area : Volume :
Sketch(es)

ASBESTOS REGISTER						SCORE
POSITION	External	0	Internal	1	Internal Occupied	2
CONDITION	Good	0	Fair	2	Poor	4
DAMAGE POTENTIAL	Low	0	Medium	1	High	2
FRIABILITY	Low	0	Medium	2	High	5
SURFACE TREATMENT	Intact seal	0	Incomplete seal	1	Damaged or no effective seal	4
PRODUCT	Textured coatings	0	Asbestos Cement	1	Sprayed Coatings Lagging, or fibrous gasket	6 4
	Thermoplastic					