

ABERDEEN CITY COUNCIL

COMMITTEE	Staff Governance Committee
DATE	3 February 2020
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Asbestos Policy
REPORT NUMBER	GOV/20/016
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Colin Leaver
TERMS OF REFERENCE	3.1, 4.1

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval of the Asbestos Policy.

2. RECOMMENDATION

That Committee: -

- 2.1 Approves the Asbestos Policy attached as Appendix A.

3. BACKGROUND

- 3.1 A revised Asbestos Policy and Asbestos Management Plan provides the framework for all asbestos work in Aberdeen City Council and is essential to achieve compliance corporately in the area of asbestos management.
- 3.2 The policy clarifies the roles and overarching responsibilities for asbestos management. The Management Plan sits below this and acts as a procedural document which provides greater detail and includes the framework which all Cluster procedures must follow to achieve legal compliance.
- 3.3 In order to implement these documents Clusters have also reviewed their own asbestos procedures, which now similarly detail the roles and responsibilities of identified officer roles within their Clusters. These procedures are not included in this submission but are listed below to allow this Committee to be aware that all areas have been considered to ensure that Aberdeen City Council

is legally compliant. Together these documents will strengthen controls in this area and allow any compliance failures to be clearly pinpointed and the appropriate remedial actions to be identified and implemented by the responsible officers.

- Design Team Housing and Non-Housing
- Building Services Planned work
- Building Services Emergency Work
- Hard FM Asbestos Duty to Manage
- Hard FM Refurbishment Surveys by Architects
- Asbestos Fly Tipping
- Asbestos Digital and Technology
- Asbestos Removals Procedure Non-Housing
- Facilities Management Cleaning Team
- Asbestos Third-Party Occupiers

These procedures will be available on the ACC intranet to all staff to view.

- 3.4 Both documents have been created following consultation with Directors, Chief Officers for Corporate Landlord; Capital; Digital and Technology; and Operations and Protective Services and the Trade Unions. The documents were also consulted and drafted with the assistance of the domestic and non-domestic asbestos management officers.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications from the contents of this report.

5. LEGAL IMPLICATIONS

- 5.1 This document shall further ensure legal compliance in all areas of construction work, which is undertaken by Aberdeen City Council as required by the Control of Asbestos Regulations 2012. This will be accomplished by detailing in the corporate documents what considerations require to be in place for asbestos management and also, through outlining of roles and responsibilities, this being replicated down through the Cluster procedures.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Financial	The risk is that continued incidents of asbestos disturbance will continue to result in interventions by the Health and Safety Executive, which	L	Procedural documents drafted to provide distinct roles and responsibilities. relevant asbestos training provided to staff

	could result in penalties being applied under the Health and Safety and Nuclear (Fees) Regulations 2016.		
Legal	The improved delineation of roles and responsibilities will further improve the understanding of managers and employees of what they are required to do regarding the management of work with asbestos. This understanding will reduce the risk of legislation being breached and the resultant potential for regulatory and enforcement action.	L	Documents set out distinct roles and responsibilities.
Employee	N/A		
Customer	N/A		
Environment	N/A		
Technology	N/A		
Reputational	Every significant incident presents the risk of media interest, which can affect the impression of local residents and our service users of Aberdeen City Council.	L	Removal or reduction of incidents will reduce the possibility of the development of media attention

7. OUTCOMES

The proposals in this report have no impact on the LOIP.

Design Principles of Target Operating Model	
	Impact of Report
Governance	The identification of specific officers' roles and responsibilities within the framework documents and the local procedures allows a greater level of accountability to be in place.
Process Design	The review of local procedures allowed a rationalisation of several procedures into a single document. It provided greater clarity on the roles of those areas where the commissioning element occurs and that where the need is for the planning and management of the work.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not required
Data Protection Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not applicable

9. BACKGROUND PAPERS

Asbestos Management Policy

10. APPENDICES

Appendix A: Asbestos Policy

11. REPORT AUTHOR CONTACT DETAILS

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