

# Health and safety corporate procedure

## Asbestos

***This procedure replaces all previous policies and procedures relating to asbestos***

## Purpose

This procedure sets out a consistent way of managing the risks associated with asbestos and [Asbestos Containing Materials \(ACMs\)](#) across Hampshire County Council (HCC). The purpose of this procedure is to prevent exposure to asbestos.

## Scope

This procedure applies to all asbestos and ACMs where HCC is a duty holder under [The Control of Asbestos Regulations 2012](#), as follows:

- Overview
- Prohibitions
- Emergency procedure
- Roles and responsibilities of worksite staff
- Identification of asbestos and ACMs in:
  - Premises
  - Vehicles, plant or equipment
  - Waste (including fly-tipped waste)
  - Samples
  - Exhibits
  - Soils
- Information, instruction and training – [see Appendix 3](#)
- Records
- Asbestos incident reporting

## Terminology

**Asbestos** – a generic term for a number of minerals that have been used in construction due to insulating and fire resisting properties. Includes crocidolite (blue), amosite (brown), chrysotile (white), fibrous anthophyllite, fibrous tremolite, actinolite or mixture containing any of these minerals.

**Asbestos Containing Material (ACM)** – any product or material which contains any amount of asbestos (e.g. asbestos cement).

**Asbestos Management Plan** – the asbestos management plan identifies the controls and actions required to prevent exposure to asbestos and comply with asbestos legislation. This includes plans for repair or removal work, re-inspection, provision of asbestos information (*including site based asbestos registers*) and strategies for communicating asbestos information. The overarching asbestos management plan for HCC property portfolio is held and managed by Hampshire Scientific Service (HSS) in conjunction with Property Services.

**Asbestos Management Survey** – a survey intended to identify any ACMs which may be disturbed or damaged during the normal occupation or use of the building and will include a ‘material assessment’ detailing the asbestos type, location, extent, condition and any surface treatment.

**Asbestos Refurbished or Demolition Survey** – refurbishment or demolition surveys are required before any refurbishment or demolition work is undertaken. The survey must locate and identify all ACMs, including hidden ACMs before any structural work begins at the premises. It involves intrusive inspection.

**Asbestos Register** – a record of known and suspected locations of asbestos or ACMs within a building or groups of buildings.

**Duty holder** – **Hampshire County Council** is a duty holder under the Control of Asbestos Regulations. Other duty holders include, contractors working on HCC sites.

**Intrusive work** – work that cuts into or damages any part of a building and therefore could release asbestos fibres if they are present. This includes drilling, sanding, chasing, sawing etc.

**Licensed Asbestos Removal Contractor (ARC)** – an organisation with an appropriate Health and Safety Executive licence for the removal of certain types of ACMs.

**Responsible Manager** – the person who is the main lead for a site, or who is responsible for the activity undertaken at a site, such as a Site/Unit Manager, Headteacher, Library Manager, Depot Manager, Head Ranger, etc.

The Responsible Manager’s duties are set out in the [‘Roles and responsibilities’](#) section of this procedure.

**Nominated Responsible Person/s (NRP)** – Is the person/s to whom the Responsible Manager has delegated some of the local asbestos management responsibilities.

The Nominated Responsible Person’s duties are set out in the [‘Roles and responsibilities’](#) section of this procedure.

## Procedure

### Overview

Every site for which HCC is a duty holder will have an asbestos register. These will be made available by Hampshire Scientific Service (HSS) and the information will inform the overarching asbestos management plan and risk assessment for HCC’s estate. The overarching asbestos management plan and risk assessment will be held and managed centrally by HSS in conjunction with Property Services.

Responsible Managers will identify a Nominated Responsible Person for each site who will ensure that the asbestos register is available at all times and any person who may

disturb the fabric of the building is made aware of the location of asbestos containing materials (ACMs).

All known ACMs will be subject to a suitable re-inspection monitoring regime, as set out in the asbestos management plan and risk assessment. Where the condition of an ACM is deemed to have changed, or if the usage of the area in which the ACM is located has changed, the risk assessment will be amended accordingly. Asbestos re-inspection monitoring regimes and amendments to the risk assessments will be coordinated by HSS.

All reasonably practicable precautions will be taken to prevent exposure to asbestos.

## HSS

Ensure asbestos information is made available in Alpha Tracker and kept up to date for each site.

## Responsible Manager

- Appoint a competent Nominated Responsible Person (NRP) for each site, i.e. someone who has received adequate information, instruction and training for the task.

## NRP

- Agree with the contractor any work liable to disturb asbestos on site (including construction).
- Undertake key checks on intended work, referencing asbestos information held in Alpha Tracker or the Asbestos Register, only agreeing the work if safe to do so.

## Prohibitions

**No ACMs will be installed or specified** in any building owned, used or controlled by Hampshire County Council.

## Emergency procedure

In the event of the discovery or disturbance of material which is known, or suspected, to contain asbestos the following procedure shall be followed:

1. Stop all work in the area.
2. Evacuate the area and seal off the immediate area (*e.g., by closing doors or cordoning off the area if outdoors*).
3. Prevent any further persons entering the area.
4. Report the incident to the Nominated Responsible Person and the Responsible Manager for the site as soon as possible.
5. Contact the [Asbestos Management Services Team at Hampshire Scientific Service](#) (HSS) as soon as possible by telephone.
6. Report the incident to the [Departmental Health and Safety Adviser](#).

7. Report and record in accordance with HCC [accident reporting and investigation procedure](#).

## Roles and responsibilities

**Responsible Manager (RM)** – the person who is the main lead for a site, for example the Head Teacher at a school, Depot Manager at a transport depot, Senior Ranger in The Countryside Service, Registered/Unit Manager.

**Nominated Responsible Person (NRP)** – the person to whom the Responsible Manager has delegated some of the local asbestos management responsibilities.

One or more Nominated Responsible Person(s) (NRP) must be appointed for every site. This may be the Responsible Manager themselves. The NRP must be someone who is familiar with the site and the activities which take place there, for example maintenance work. The Site Manager, Facilities Manager, Business Manager, or Caretaker may be suitable for this position.

Arrangements should be in place to cover absences of the NRP.

All persons who undertake or arrange work which may disturb the fabric of a building (HCC staff or contractors) are required to check asbestos information held in Alpha Tracker, or check and sign the asbestos register, or check any project-specific asbestos survey **BEFORE** starting works to ensure that asbestos information is communicated to those undertaking the work.

Asbestos training is required in accordance with [Appendix 3](#).

**Asbestos Management Services Team** based at Hampshire Scientific Service (HSS) – will undertake the duties set out in [Appendix 4](#).

## Identification of ACMs

### In premises

All buildings will have an asbestos register (NB: This may be a physical Asbestos Register or an on-line Asbestos Register in Alpha Tracker).

Any building undergoing refurbishment, refit or demolition will have a refurbishment or demolition survey undertaken at an early stage to allow sufficient planning of the works (i.e. well before works start on site).

The person organising the work must review the project-specific asbestos survey to ensure it covers the scope of the work and pass this information on to those undertaking the work, well in advance of the work starting on site.

All asbestos surveys and monitoring must be organised via Hampshire Scientific Service (HSS).

### In vehicles, plant or equipment (pre year 2000)

Any vehicle, plant or equipment which may contain ACMs must be identified in the local risk assessment. Examples of ACMs may include clutch and brake linings, gaskets, asbestos rope, flash guards or linings to other plant, equipment or flues (*this is not an*

*exhaustive list*). Managers must ensure that no disturbance of such material takes place except under specific written safe systems of work following agreement with HSS.

### **In waste (including fly-tipped waste)**

Managers must ensure that all operatives or employees who are likely to come into contact with waste have received asbestos awareness training as detailed in [Appendix 3](#) and understand the [asbestos emergency procedure](#).

### **In samples**

HCC staff who take general samples of material for analysis (i.e. not for the purposes of identifying asbestos) must be competent and have received the appropriate level of training in the identification of materials likely to contain asbestos, so that ACMs are not inadvertently disturbed.

### **In artefacts or exhibits**

Artefacts or exhibits, e.g. gas masks, old machinery, old ironing boards etc., may be ACMs. Items suspected of being ACMs may be used so long as the ACMs remain undisturbed. Any risk assessment should take into account the likelihood of disturbance and condition of the material (e.g. a rope gasket sandwiched within old machinery is unlikely to release asbestos fibres unless disassembled).

### **Asbestos in soils**

All ground investigations undertaken by or on behalf of HCC must include suitable assessment for the presence of asbestos.

### **Information, instruction and training**

The level of training required for the different groups of HCC employees is set out in [Appendix 3](#). All employees who have responsibility for the maintenance or repair, or the supervision of work in such properties will have additional training in the use of Alpha Tracker and the site asbestos register. Information about the location of ACMs (as recorded in Alpha Tracker or the asbestos register or in the refurbishment or demolition survey) will be made available to and must be understood by contractors prior to starting works.

### **Records**

Records of all ACMs identified in the asbestos register will be kept in an accessible location on site and must be readily available to those who need to see it. Centralised records will include risk and priority assessments as part of the overarching asbestos management plan, which will be reviewed on a regular basis by HSS in conjunction with Property Services.

Records will be retained for at least 40 years following disposal of a building, and in some cases longer in accordance with the legislative requirements and [HCC's data retention policy](#).

## **Asbestos incident reporting**

All accidents and incidents and near misses involving asbestos must be reported and investigated in accordance with HCC's [Corporate health and safety procedure for accident and incident reporting and investigation](#).

## APPENDIX 1 – The Responsible Manager’s asbestos checklist

Responsible Manager’s Name:		Job Title:	
Have you completed the asbestos e-learning?		Date:	

As the person with overall responsibility for the site(s) you must:

1. Appoint a Nominated Responsible Person (NRP) for each of your sites to deliver asbestos controls listed in Appendix 2.
2. Ensure arrangements are in place, at each site, to cover the NRP’s responsibilities during periods when the NRP is not present.
3. Ensure that the NRP has undertaken asbestos training as per Appendix 3.
4. Ensure that the NRP is delivering the items listed in Appendix 2.
5. Ensure that all incidents where there is a potential for exposure to asbestos, are recorded, reported and investigated in accordance with HCC’s accident and incident reporting procedures.
6. If you are arranging construction work without the involvement of Property Services, you must ensure that all asbestos surveys and monitoring of asbestos works are co-ordinated via HSS.

# Asbestos

Please record the following information:

List the site(s) that you are responsible for:			
1		6	
2		7	
3		8	
4		9	
5		10	

Site	Who have you appointed as the nominated responsible person(s) (NRP)?		
1		6	
2		7	
3		8	
4		9	
5		10	

As the Responsible Manager I confirm I understand the above requirements and the information is accurate to the best of my knowledge and belief:

Name	Signature:	Date:
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## APPENDIX 2 – Nominated Responsible Person asbestos checklist

**NB. A completed copy of this form should be retained with the site asbestos register.**

<p>Site name and address:</p>	<p>How to access asbestos information at your site (e.g. How to access to asbestos information held in Alpha Tracker will be provided, or where the asbestos register is located at your site):</p>
<p>Nominated Responsible Person (NRP):</p>	<p>NRP training date: 16<sup>th</sup> October 2018</p>
<p>What arrangements are in place in the absence of the NRP: The 3 Site Managers for The Westgate School will cover in the absence of the NRP, all of which are contactable on the Site Mobile: 07546003657</p> <ul style="list-style-type: none"> <li>• Mr Carl Jones – Site Manager</li> <li>• Mr Clay Bo</li> </ul>	
<p>What arrangements are in place to ensure that asbestos information for your site is available outside of normal working hours:</p>	

# Asbestos

As a Nominated Responsible Person (NRP) for a site you must:

1. Have undertaken training in accordance with Appendix 3.
2. Ensure that asbestos information (via Alpha Tracker, or a hard copy of the asbestos register located in an accessible location on site) is available at all times.
3. Ensure all relevant persons know how to access asbestos information for your site (including outside of normal working hours).
4. Make sure those accessing asbestos information are made aware of any notices of 'Restricted Access' that are in place. Ensure that these areas are not accessed.
5. Ensure that any contractors or persons undertaking work on site have obtained and understood asbestos information for the areas they plan to work in. Users of the site asbestos register should sign the log as a record that they have read, understood the asbestos information relating to the areas they plan to work in before they start work. ACMs and items listed as 'Do Not Disturb' must not be damaged or removed during any work.
6. Ensure that Alpha Tracker / the asbestos register accurately identifies room usage and report any change of room usage to HSS.
7. Ensure that site staff are made aware of the location of items in their work areas listed as, 'Do Not Disturb', in Alpha Tracker / the asbestos register and inform them not to undertake any activity which may disturb these items.
8. Understand and follow the emergency procedures set out on page four of the procedure.
9. Ensure that any damage noted to items listed as, 'Do Not Disturb', in Alpha Tracker / the asbestos register is reported to HSS as soon as possible in line with the emergency procedures set out on page four of the procedure.

As the Nominated Responsible Person for this site, I confirm I understand the above requirements and the information is accurate to the best of my knowledge and belief:

Name:	
Signature:	
Date:	

## APPENDIX 3 – Training requirements

Role	Training required	Frequency
The Responsible Manager (RM)	Asbestos awareness e-learning	On appointment & minimum annual refresher
The Nominated Responsible Person (NRP) for site	Asbestos awareness HSS taught course (including the management of asbestos)	On appointment
	Asbestos awareness e-learning (refresher)	Minimum annual refresher
All staff with facilities management responsibilities	Facilities management course	On appointment – refreshed every 6 years
	Asbestos awareness HSS taught course (including the management of asbestos)	On appointment
	Asbestos awareness e-learning	Minimum annual refresher
Employees taking samples of ANY material for asbestos bulk analysis.	Training and competency assessment in line with Regulation 10 of CAR 2012.	
Surveyors and Property Management staff and those commissioning works which may disturb the fabric of a building	Asbestos awareness HSS taught course (including the management of asbestos)	On appointment
	Asbestos awareness e-learning	Minimum annual refresher

# Asbestos

Role	Training required	Frequency
Other HCC staff (e.g. operatives working in waste, motor vehicle repair, persons handling exhibits or artefacts, teachers or caretakers, countryside etc.) who may disturb the fabric of a building OR may come into contact with fly-tipped waste in the course of their activities.	Asbestos awareness HSS taught course (including the management of asbestos)	On appointment
	Asbestos awareness e-learning	Minimum annual refresher
Contractors whose work may disturb asbestos.	Specific training in line with The Control of Asbestos Regulations.	

## **APPENDIX 4 – HSS Roles and responsibilities**

### **Hampshire Scientific Service (HSS)**

Hampshire Scientific Service (HSS) will:

1. Provide asbestos information, support, training and advice to HCC Managers on request.
2. Ensure that suitable and sufficient management surveys are undertaken for all relevant buildings and that an appropriate material and priority assessment and risk assessment is made for all known ACMs.
3. Raise asbestos repair instructions for any ACMs that require remediation and where necessary will liaise with the relevant Managers to identify the highest risk and priority works.
4. Ensure that asbestos information is provided electronically to all relevant premises and that a suitable risk assessment and management plan is established.
5. Maintain a UKAS accreditation for asbestos related inspection and testing services.
6. Undertake suitable and sufficient refurbishment and demolition surveys as requested.
7. Ensure that all surveys are to be conducted in accordance with HSE publication HSG264 – Asbestos: The Survey Guide and to UKAS accredited standards.
8. Ensure that all records are maintained and re-inspection regimes are undertaken periodically or where necessary.
9. Provide expert advice on asbestos removal, remedial works, incident investigation and all other asbestos related issues.
10. Be the point of contact for any emergency actions.
11. Conduct or coordinate all 4 – stage clearance or air monitoring required following the removal of asbestos.
12. Maintain all asbestos records and data.
13. Will hold and manage the overarching asbestos management plan for the HCC property portfolio and will periodically review this with Property Services Colleagues.
14. Ensure that all asbestos activities carried out by HSS are conducted in a safe manner by trained and competent staff.
15. Notify and report any asbestos incidents or deficiencies to the relevant departmental health and safety team.