

Asbestos Management Policy

Document title	Issuing Department	Issue Date	Author(s)	Next review date
Asbestos Policy	Health and Safety	June 2012	Marion Johnstone	June 2015
Asbestos Management Policy	Construction & Design Services	February 2016	Lauren McGuinness	February 2019

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 2012, and any future amendments made to the Regulations.

2. Policy Objectives

The objectives 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 objectives 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, Customer 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 license.
- 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 Finance and Property Services

The Head of Finance and Property Services is responsible to the Chief Executive 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.

Construction & Design Manager

The Construction & Design Manager is responsible to the Head of Finance and Property Services 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.

Asbestos Coordinator

The Asbestos Coordinator is responsible to the Head Finance and Property 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 or key in the management 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

Individual employees within PM&D who have responsibility for the management of TNRP properties will ensure that tenants receive information regarding asbestos that may be present in their property, and are advised of their obligations in relation to asbestos on the date of entry. This may include updated information which the property manager can pass to the tenant in electronic or hard copy format.

Corporate Procurement Manager

The Corporate 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 (property log book) prior to commencing work.

HR Manager (Health and Safety)

The HR Manager (Health and Safety) is responsible to the Head of Corporate Services for reporting asbestos incidents to HSE, leading and co-ordinating investigations. The development, publishing and maintenance of the Asbestos Management Policy and Asbestos Risk Management Plan 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 Asbestos Coordinator will review the Policy as appropriate in conjunction with the HR Manager (Health and Safety), and in consultation with recognised trade unions and other relevant parties.