



Please ask for Emily Taylor
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The Chair and Members of
Employment and General Committee

15 March 2024

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 25 MARCH 2024 at 10.00 am in Committee Room 2, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to Items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 4)
4. Asbestos Policy and Management Plan (Pages 5 - 88)
5. Local Government Act 1972 - Exclusion of Public

To move "That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act".

Part 2 (Non Public Information)

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

Telephone: 01246 345 345, Text: 07960 910 264, Email: info@chesterfield.gov.uk

www.chesterfield.gov.uk

6. Minutes of the Council Health and Safety Committee (Pages 89 - 96)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Head of Regulatory Law and Monitoring Officer

EMPLOYMENT AND GENERAL COMMITTEE

Tuesday, 20th February, 2024

Present:-

Councillor P Innes (Chair)

Councillors Brock
Culley

Councillors Davenport
Baldauf-Good

*Matters dealt with under the Delegation Scheme

34 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

35 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Falconer.

36 **MINUTES**

***RESOLVED –**

That the Minutes of the meeting of the Employment and General Committee on 20 November, 2023 be approved as a correct record and signed by the Chair.

37 **COUNCIL TAX BASE 2024/25**

The Service Director for Finance presented a report seeking approval of the Tax Base calculation for 2024/25. It was noted that this would fulfil a statutory requirement and enable the Council Tax to be set later in the financial year.

The Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) required the Borough Council as Billing authority to calculate the Tax Base for the Borough and the Parishes and to notify the Major Precepting Authorities (Derbyshire County Council and Derbyshire Police

Authority), and those Parishes which request it, by 31st January each year.

The overall Tax Base for 2024/25 at 30,443.17 (Appendix A) shows an increase of 220.74 or 0.7% on the 2023/24 Tax Base of 30,222.43.

***RESOLVED –**

That the report for the calculation of the Council's Tax base for the whole and parts of the area for 2024/25 be approved.

38 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act.

39 MINUTES OF THE EMPLOYER TRADE UNION COMMITTEE

The Minutes of the meetings of the Employer/Trade Union Committee held on 13 November, 2023 and 22 January, 2024 were considered.

RESOLVED –

That the Minutes be received and noted.

40 MINUTES OF THE COUNCIL HEALTH AND SAFETY COMMITTEE

The Minutes of the meetings of the Council Health and Safety Committee held on 8 November, 2023 were considered.

RESOLVED –

That the Minutes be received and noted.

For publication

Asbestos Policy and Asbestos Management Plan

Meeting:	Employment and General Committee
Date:	25 March 2024
Cabinet portfolio:	Governance
Directorate:	Digital, Human Resources and Customer Services
For publication	

1.0 Purpose of the report

1.1 This report sets out proposed changes to the Council's asbestos policy and the asbestos management plan (AMP).

2.0 Recommendations

2.1 The Council's Employment and General Committee is asked to consider and formally approve the revised asbestos policy and asbestos management plan (AMP).

3.0 Reason for recommendations

3.1 The policy document and AMP have been reviewed and updated to meet best practice. Approval of the documents and their subsequent roll out to staff members will enable the Council to meet its legal obligations and ensure employees have clear guidance to follow when dealing with asbestos containing materials.

4.0 Policy Background

4.1 The Council is responsible for ensuring statutory compliance, control and has a duty to manage any asbestos works and asbestos containing materials (ACM) within premises that it is responsible for. There are several aspects of Health and Safety (H&S) legislation that apply to this policy area. They include the Health and Safety at Work etc. Act 1974, the

Control of Asbestos Regulations 2012 (CAR), the Management of Health & Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002; amongst others.

- 4.2 The asbestos policy has only required general updates to bring the document up to date. The AMP document has by comparison been through a more extensive review and consultation process. These updates are summarised further within the main report. All changes were subject to workforce and trade union representative consultation.
- 4.3 Both the asbestos policy and AMP documents are now ready for the employment and general committees' formal consideration for approval.
- 4.4 **Asbestos Policy**
- 4.5 The asbestos policy outlines the Council's revised approach to controlling and managing work activities across both domestic and non-domestic stock in relation to asbestos. The asbestos policy is applicable to all Council employees, contractors and other persons whilst at work, specifically when undertaking asbestos related works, or work adjacent to asbestos containing materials (ACMs). In the main, this policy covers all premises of a construction date prior to the year 2000. A copy of the revised draft Asbestos Policy is attached at Appendix A to this report.
- 4.6 The asbestos policy sets out how the Council and Council officers will continue to manage all ACM and asbestos works in line with legal requirements and engage competent contractors where the expertise and competence is not available in-house.
- 4.7 The asbestos policy states the Council will, as the dutyholder, take reasonable steps to locate asbestos containing materials (ACMs) in Council premises that are likely to contain them, including where it is situated and what condition it is in. If in doubt, the dutyholders will presume materials contain asbestos unless there is compelling evidence that they do not contain asbestos.
- 4.8 The Council will continue to follow the asbestos Approved Code of Practice and industry guidance information published by the Health and Safety Executive (HSE). The revised policy documents have enhanced the alignment to these asbestos standards.

- 4.9 The Council will ensure that competent persons conduct all asbestos surveys. This will normally be in the form of either a management survey or refurbishment and demolition surveys. There are clear instructions outlined in the AMP which are aligned to the HSE guidance standards. The aim of any asbestos survey is to determine and record the location, condition and extent of any presumed ACMs.
- 4.10 Asbestos is risk assessed as part of an asbestos survey. Where the Council retains management responsibility, the Council will re-inspect, re-assess and record the condition of known ACMs at suitable intervals as defined in the AMP. These periodic re-inspection surveys are to monitor the condition of the ACMs previously identified (or presumed). This is to help ensure that the compliance regime is working appropriately and to identify trends. There may be individual cases where ACMs require additional measures to keep the associated risk within the Council's intended tolerance.
- 4.11 As a generic overarching principle, the Council will continue to apply the approach of not removing ACM material, unless it becomes a risk to remain in-situ. Removing ACMs can be more dangerous than leaving them in place. Where removal is the most appropriate option as advised by a competent person, the Council's continued approach will ensure only appropriately trained, equipped, experienced and licensed competent contractors undertake works in the properties for which we have responsibility.
- 4.12 The Council will ensure that where any ACM providing fire, sound or thermal insulation protection are removed by a competent person, the ACM products serving those functions are replaced with an alternative modern material that provides the same protection or properties.
- 4.13 The Council will repair or seal ACMs if they are damaged or deteriorating, but only if otherwise in sound condition and unlikely to be subject to further damage, or in a position where they will not otherwise cause a risk to health if left untreated.
- 4.14 The asbestos policy outlines a position approach of not labelling ACM in either domestic or communal areas of buildings. This removes anxiety that if they were relied upon in the form of an asbestos 'A' label, there is a risk that these may have been inadvertently removed or painted over. In all circumstances the asbestos register should be referred to and consulted.

- 4.15 The Council will follow recommendations contained in the survey report and will apply the instructions defined in the AMP and keep those records up to date. The Council will hold the results from the surveys within premise asbestos registers, which will be made accessible to employees, contractors and emergency services. This will contain information on the location and condition of all asbestos, or materials presumed to contain asbestos, along with the associated risk assessment and materials confirmed that do not contain asbestos.
- 4.16 The Council will provide employees with the appropriate level and frequency of training based on their roles and responsibilities as outlined in the training matrix within the AMP.
- 4.17 The asbestos policy will continue to apply to all Council properties (unless otherwise formally agreed with the freeholder/ business tenant/ lessee/ occupier) where responsibility is for the contract period transferred to that third party. For clarity the policy covers both domestic rented properties, communal areas (including those to leasehold property) and non-domestic properties (corporate and commercial). The policy will apply to anyone likely to be put at risk from asbestos work in these properties.
- 4.18 There is the expectation that where the Council undertakes a survey, that we inform lease holders and transfer responsibility for the duration of the lease holders contract period, unless the responsibility for asbestos management is to be retained by the Council and its officers to manage.
- 4.19 The Council has continued to work closely with external subject matter experts in the review of the asbestos and AMP review. The consultants have been key authors in regards the document's comprehensive review.

5.0 Asbestos Management Plan (AMP)

- 5.1 The AMP has been subject to comprehensive support from external subject matter experts (asbestos consultants) in assisting with the comprehensive review of the AMP documentation. The revised plan is attached at Appendix B to this report.
- 5.2 The AMP should always be read in conjunction with the Council's asbestos policy. The AMP provides practical interpretation as to how the Council, its dutyholders, responsible persons and others will be expected manage

asbestos within the properties for which the Council has management responsibility for. The AMP covers all roles and responsibilities.

5.3 This AMP applies two primary asbestos survey strategies. These are outlined below:

- Strategy 1: Surveyed Properties.
For premises that have had a complete/comprehensive 'Management Survey'. These surveys provide the most up to date information for the presence of ACMs identified within the Council's property portfolio.
- Strategy 2: Non-Surveyed Properties.
Applies to premises yet to be surveyed (or surveyed comprehensively). The Council will employ a 'presumption' of the presence of ACMs to these premises based upon their age, and results of surveys to similar age/ construction properties.

6.0 Health concerns relating to asbestos containing material (ACM)

6.1 All types of ACM can pose a potential risk to health. Disturbing asbestos can release very small fibrous particles which, when airborne, can be breathed in. The fibres are not necessarily visible to the naked eye. Due to their small fibrous nature, the body's respiratory defence mechanism does not filter out all the fibres. Fibres may enter the lower parts of the lung where they may persist for years. It is recognised the more fibres that are breathed in, the greater the risk to health. Breathing significant levels of fibres over a period of time can eventually lead to ill health conditions, such as asbestosis, mesothelioma, lung cancer and other respiratory diseases. Therefore, it is imperative that ACM is managed robustly.

7.0 Outline of key changes made to the Asbestos Management Plan (AMP)

7.1 The AMP has undergone a comprehensive review.

7.2 Below summarises the AMP changes:

- a) The AMP document has been reorganised and simplified
- b) The AMP now provides clearer overarching principles and addresses past confusion in regards roles and responsibilities.
- c) An updated approach outlined in the AMP is now for the first time mapped out to provide communication aids.

- Please refer to Appendix D – Asbestos process Maps
- d) The AMP has had operational specific terminology removed and these have been replaced with more generic terminology. This helps reduce the number of reviews required in future.
- e) The training matrix has been simplified to make it easier to understand and interpret moving forward. An additional industry training provider accreditation has been added.
- f) Overall, the AMP content has an improved alignment to Health and Safety Executive (HSE) approved code of practice.

8.0 Ongoing Monitoring and record keeping

8.1 The Council must have monitoring and consistent record keeping arrangements in place to check and review the asbestos policy.

9.0 Asbestos policy review cycle

9.1 The health, safety and risk service are allocated responsibility for undertaking the asbestos policy reviews and will follow the corporate approach of five-year cycles. This can be more frequent where significant change in work practices triggers an earlier review point. The review may also be driven by service improvement initiatives, changes to legislation, industry practice, internal findings, subject matter expert advice, or as a result of feedback from compliance audits, along with other potential sources.

9.2 The health, safety and risk service will continue to review the AMP on an annual cycle.

10.0 Asbestos policy compliance auditing

10.1 Work is progressing to procure a supplier to independently audit the asbestos arrangements covering both non-domestic and domestic properties.

11.0 Asbestos waste / hazardous waste record keeping

11.1 The AMP covers instruction in regards operational record keeping standards.

12.0 Consultation

- 12.1 The lead health and safety professional has facilitated an extensive consultation for this policy area.
- 12.2 The informal consultation ran from early September 2023 until the second week in January 2024, covering a 17-week period.
- 12.3 An asbestos policy consultation page was established on Aspire (internal intranet) in November 2023, which supported a wider workforce awareness of the consultation exercise. This was to try and engage as larger audience as possible. Management e-bulletins were issued and direct engagement sessions were also organised with key stakeholders.
- 12.4 The policy documents formal consultation was completed at the Health and Safety Committee on 14.02.24, where the policy documents were endorsed and recommended for formal approval at the Employment and General Committee

A) Implications for consideration – Human resources

- A1 The asbestos policy has implications in regards the occupational health budget, principally through lung function (spirometry) health surveillance costs.

B) Implications for consideration – Council plan

- B1 This policy will ultimately support Council services and the objectives of the Council plan priorities. Asbestos can have a long latency period for some asbestos ill health diseases. When the policy is fully implemented, it will help safeguard the Council from future adverse costs associated with asbestos and ill health conditions. For example, diverting resources from completing Council plan priorities to reactive claims and enforcement action. This would include protecting officers and others from harm, protecting the reputation of the Council and avoiding potential fines and prosecutions. All of which could delay the Council meeting its planned objectives.

C) Implications for consideration – Climate change

C1 This updated policy will not generate a higher environmental impact. Any ACM material that are removed, are disposed of at landfill. No ACM biproducts can be recycled.

D) Implications for consideration – Equality and diversity

D1 A specific Equalities Impact Assessment (EIA) has been developed for this policy area, which is attached at Appendix C to this report.

D2 The Council is implementing a policy which meets Health and Safety legislation, and which will help to keep safe from harm all protected characteristics.

E) Implications for consideration – Risk management

E1 This policy and AMP will ultimately reduce any residual risk to the Council, by providing a clear framework and instructions to follow. This policy and AMP adds to the wider robustness of the health and safety management system of the Council.

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
The policy does not comply with legislative requirements.	H	M	Chartered safety and health professionals available to help officers interpret the policy and AMP documents as well as ACoP. Consultation and engagement with HSE, industry guidance, management, Trade Unions and wider non-unionised workforce. Policy helps ensure	H	L

			statutory compliance and aligned to best practice standards		
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Decision information

Key decision number	Not a key decision.
Wards affected	All

Document information

Report author	
<i>Grant Ilett, Strategic Health, Safety and Risk Manager</i>	
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
The Council's Respiratory Protective Equipment (RPE) Policy 2023-2027 <i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A	Asbestos Policy 2024-2029
Appendix B	Asbestos Management Plan 2024
Appendix C	Equality Impact Assessment - Asbestos Policy 2024-2029
Appendix D	Asbestos process Maps

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CHESTERFIELD
BOROUGH COUNCIL

**Asbestos Policy
2024-2029**

Amendments

Version	Date	Name	Description
V 0.1 Draft 01	May 2017	J Ransom - Savills	First Pre-Draft Policy (for development).
V 0.1 Draft 02	Sept 2017	J Ransom	Incorporating AMMSG Feedback.
V 0.1 Draft 03	Dec 2017	J Ransom	Incorporating AMMSG + Management Feedback.
Issue 01	13 March 2018	H&S Committee	Final Endorsement by Council H&SC.
1 st Review 01	13 Sept 2021	J Ransom	First 3 year review notes
1 st Review 02	01 Nov 2021	H&S Forum Group	H&S FG feedback from 22 Sept 2021.
1 st Review 03	15 Nov 2021	H&S Forum Group	H&S FG feedback from 9 Nov 2021.
Review 4	June 2022	GI	Updating references, roles and other review changes.
V2	09 Aug 2022	GI	General updates and corrections to reflect current structure
V2.2	June 2023	GI	Removed H&SFG from policy, this is not a formal consultative group. References changed to H&SC. SH, S&RU -Strategic Health Safety & Risk Unit references removed. Replaced with HSR (Health, safety and risk team). CRMG (Council Risk Management Group) references removed – not applicable to H&S policy reviews.

V2.2	August 2023	GI	Note (consultation documentation) for autumn workforce/ TU consultation as per 2023 – 2026 H&S policy review programme
V3	November 2023	GI	Asbestos surveyor post remains apart of plans for the P&TS reshape, but the post remains unfilled. Therefore, references to this role have been removed from the policy at this time. Housing asbestos policy is incorporated into the overarching corporate asbestos policy. Not a stand-alone policy, to avoid duplication of effort.
V3.1	December 2023	GI/P Cottam	<ul style="list-style-type: none"> • Council's domestic asbestos leaflet (advice from SME 'iON consultants' that the document be withdrawn), the current leaflet can create unnecessary anxiety for the reader. A better approach is to signpost the HSE asbestos webpages (Also utilise the asbestos information detailed in the communications protocol). • Note: Asbestos content in tenant handbook has been reviewed
V3.2	January 2024	GI	<ul style="list-style-type: none"> • Policy coverage (year added). • Revised statement of purpose and scope to make it easier to understand. • Policy approval committee dates added. • LCCW job title correction • Double checked / updated the asbestos document retention periods as per SME advice.
V3.2	February 2024	H&SC	<ul style="list-style-type: none"> • Policy and AMP documents endorsed (formal consultation) 14.02.24 • Final grammar check

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1. MANAGEMENT INFORMATION

Risk Assessment	To define the management of risks from Asbestos Containing Materials.
Consultation	<ul style="list-style-type: none"> • Informal consultation with the workforce (inc. TU safety representatives). • Health & Safety Committee (H&SC).
Diversity Issues (how diversity impacts have been considered, what action has been taken or that no diversity issues arise).	No Specific Diversity Issues.
Associated Policies Plans & Procedures	Council corporate Health & Safety Policy. Asbestos Management Plan (AMP). Asbestos Specific - Corporate Procedures
Director / Policy Sponsor	Service Director Housing (for Housing). Service Director – Leisure, Culture & Community Wellbeing (for non-domestic property in this directorate) Service Director – Economic Growth (for non-domestic property in this directorate)
Policy Specialist	Strategic Health, safety and risk manager Health & Safety Advisers. External Subject matter experts
Applicable to	All Council services (where applicable), Consultants and Contractors
Responsibility for Implementation	Chief Executive
Policy ‘Owner’	Health, safety and risk service own the policy. The lead professional for H&S the service will direct periodic policy reviews.

2. STATEMENT OF PURPOSE AND SCOPE:

The purpose of this policy is to outline Chesterfield Borough Council (Council) controls and responsibilities to manage asbestos effectively and safely in line with the Control of Asbestos Regulations 2012 (CAR) and Health and Safety at Work Act 1974.

This policy applies to:

- All Council employees and contractors (including the Housing Property Services 'in-house' team [HPS]) undertaking asbestos related works, or work adjacent to asbestos containing materials (ACMs);
- All Council properties both domestic and non-domestic (unless otherwise formally agreed with the freeholder/ business tenant/ lessee/ occupier). Notably, the policy covers all domestic rented properties and communal areas (including those to leasehold properties)
- Anyone likely to be put at risk from work in these properties.

3. KEY DEFINITIONS:

Term:	Description:
Asbestos	A term for a group of six naturally occurring fibrous minerals; chrysotile, crocidolite, amosite, anthophyllite, tremolite, and actinolite. Asbestos can most typically be found in buildings built or refurbished prior to the year 2000. When asbestos containing materials are disturbed or damaged, causing fibres to be released into the air, if inhaled these represent a potential health hazard. If safely managed, contained and controlled these materials do not present a health hazard.
Asbestos Containing Material (ACM)	Any material containing asbestos. Some examples include pipe and boiler insulation, sprayed on fireproofing, floor tiles and mastic, floor linoleum, roofing materials, wall and ceiling boards, textured coatings (Artex), flues, and ceiling tiles.

Term:	Description:
Dutyholder	<p>The Council, as a corporate body, is responsible for ensuring compliance with Health and Safety legislation, CAR 2012 and that the safe management and mitigation of risk is achieved overall.</p> <p>External contractors and the Housing Property Services (HPS) 'in-house' property maintenance team, also act as individual responsible 'Dutyholder' in respect of asbestos when conducting work directly.</p>
Management Survey	<p>Used to locate asbestos containing materials (as far as reasonably practical) that could be disturbed or damaged, and to help manage ACMs strategically. Often involves only minor intrusive work and localised disturbance in order to obtain samples to test. Results used to conduct risk assessment.</p>
Risk Assessment	<p>Identifying and assessing the hazards and the risk associated with those hazards from exposure to asbestos and determining any necessary precautions (either immediate or longer term). 'The assessment of risk is required by regulation'.</p>
Refurbishment and Demolition Survey	<p>Used to locate all ACM (as far as reasonably practical) by being conducted before any demolition, or intrusive work likely to disturb the fabric of the building is carried out and is specific to the scope of intended works. Surveys are fully intrusive and may involve destructive inspection to gain access to all appropriate areas, including those that are difficult to reach (example: service ducts). Results are used to conduct risk assessments and derive appropriate method statements (referred to as RAMS).</p>
Re-Inspection (ACM monitoring) Survey	<p>Used to monitor the condition of ACMs (identified or presumed at initial/previous survey) to assess the potential for increased risk beyond that initially assessed due to deterioration or physical damage over time. ACMs are assessed at re-inspection by visual inspection against their appearance when initially inspected. The period of re-inspection will vary and is determined by assessing the factors relevant (as set out by the Health and Safety Executive - HSE), including how easily they can be damaged, their location and the occupancy group of the building concerned. Communal areas (like stairwells, landings, lifts etc) are likely be inspected more frequently than a domestic property used by a single family.</p> <p>The re-inspection frequency is set out in more detail within the Council's Asbestos Management Plan (AMP).</p>

4. POLICY STATEMENTS (PRACTICAL INTENT):

The Council and its officers will manage ACMs via reasonably practical means to prevent exposure to asbestos fibres.

The Council has a duty of care to ensure that we mitigate (reduce) any risks associated with asbestos to customers/service users, employees, contractors, and members of the public as far as reasonably practical.

The Council will, as the dutyholder, take reasonable steps to locate asbestos containing materials (ACMs) in premises that are likely to contain them, including where it is situated and what condition it is in. If in doubt, dutyholders will presume materials contain asbestos unless there is strong evidence that they do not.

Approved Codes of Practice & Guidance information published by the HSE shall be taken as the adopted compliance standard.

The Council and its officers will have an Asbestos Management Plan (AMP) that sets out how we manage and control the risks from ACMs to employees, customers, contractors, etc. We will annually review and monitor the plan so it remains up to date and relevant, or sooner if suspected it is no longer valid, there has been a significant change to the business or its activities, or there has been a major incident. The AMP is classified as policy guidance for the purposes of review cycles.

The Council will ensure that asbestos surveys are conducted, either Management Survey or Refurbishment and Demolition Survey, as outlined in the HSG264 'the Survey Guide' with the aim to determine and record the location, condition and extent of any presumed ACMs. In addition, that the surveys are only carried out by approved and competent individuals and competent contractors.

The survey strategy for all property constructed prior to 2000 and as set out in the AMP will be to:

- Ensure 100% management survey to the non-domestic (communal) areas associated with our housing, including communal garage blocks externally.
- Implement a pro-active prioritised survey programme of all our domestic properties (typically flats and houses) managed and programmed by the housing directorate under the direction of the housing service director (dutyholder). They will be based upon higher risk asbestos identified in our existing data, or other relevant criteria (age, construction type, etc). Notwithstanding any persistent 'refused access' cases. This protocol will be set out within the AMP and subject to annual review to ensure this remains fit for purpose.
- Ensure 100% management survey to the non-domestic corporate property and areas that we own and retain management responsibility for. These premises will be managed and programmed by the property and technical services team directorate under the direction of the service director for economic growth (dutyholder). Or as otherwise stated on documentation as

under the responsibility of the service director for Leisure, culture and community wellbeing (dutyholder).

- Ensure an initial 100% management survey to the non-domestic corporate property and areas that we own and sub-let*/devolve on-going management responsibility to the lessee/business tenant for. These surveys to then be passed onto the responsible lessee/ business tenant with which to undertake their own statutory obligations thereafter. This may include corporate/ commercial property sub-let and managed on behalf of the Council, and
- Carry out pro-active surveys where required prior to any work intrusive to the fabric of a building, including planned maintenance, empty homes works and day to day repairs.

**This includes any 'community lets' where domestic flats are let on a peppercorn rent to a community group.*

Following risk assessment (typically survey), and where we retain management responsibility, we will re-inspect, re-assess and record the condition of known ACMs at suitable intervals as defined in the AMP. These periodic re-Inspection surveys are to monitor the condition of the ACMs previously identified (or presumed). This is to help ensure that the compliance regime is working appropriately and to identify trends or individual cases where ACMs require additional measures to keep the associated risk within intended tolerance.

The Council will not, unless it becomes a risk to remain in-situ, remove ACMs as this could be more dangerous than leaving them in place. Where removal is the most appropriate option, we will ensure only appropriately trained, equipped, experienced and licensed competent contractors undertake works in the properties for which we have responsibility. We will aim to remove all "high risk" rated ACMs in our properties, or return them to a safe state of repair.

The Council will ensure that where ACMs providing fire, sound or thermal insulation protection are removed, that these are replaced with an alternative material providing similar protection.

The Council will repair or seal ACMs if they are damaged or deteriorating, but only if otherwise in sound condition and unlikely to be subject to further damage, or in a position where they will not otherwise cause a risk to health if left untreated.

The Council will not label ACMs in either domestic or communal areas of buildings. This removes anxiety that where relied upon an asbestos 'A' label has not inadvertently been removed or painted over. In **all** circumstances the Asbestos Register should be referred to and consulted.

The Council will follow recommendations contained in the survey report and with reference to the timescales/ cycles defined in the AMP. Any deviation to this will be reviewed with the 'responsible person' and expressly recorded upon the premises' asbestos register.

The Council will record the location and condition of ACMs, or materials we presume contain asbestos and keep those records up to date.

The Council will hold the results from the surveys within premise asbestos registers, which will be made accessible to employees, HPS, contractors and emergency services. This will contain information on the location and condition of all asbestos, or materials presumed to contain asbestos, along with the associated risk assessment and materials confirmed that do not contain asbestos.

The Council will undertake a risk assessment (recorded in the register), in order to appropriately and consistently assess the risk from asbestos being present. This will be based upon the 'material risk score' as well as the 'priority risk score' to comprehensively assess the overall likelihood of anyone being exposed.

The Council will, where a new full survey has been carried out, inform our customers within that property to the presence of ACMs as per the Council's 'Communication protocol'. The Council will also provide generic guidance in the form of the tenant handbook and by other means necessary.

The Council will provide employees with the appropriate level and frequency of training based on their roles and responsibilities based on a training assessment outlined within the AMP. Some asbestos specific roles will also be required to demonstrate appropriate competence.

The Council will investigate all 'near misses' and compliance breaches and where appropriate report asbestos exposure through RIDDOR.

The Council will through the Health, Safety and Risk service and where needed through external consultants will proactively monitor and scrutinise the practical application of the asbestos compliance regime.

Every dutyholder is responsible for ensuring that as a minimum, the ACM records and drawings are reviewed every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed (e.g. there is a change of use of building, work being undertaken, ACMs removed or repaired etc). The plan, including records and drawings, should then be updated accordingly. The dutyholders are best placed to understand their premises with confirmed or presumed presence of ACM within their area of responsibility. They must also ensure that any premises within their area of responsibility is complying with this policy and that an annual check is completed as a minimum.

Hazardous waste consignment notes will be kept for at least 3 years, asbestos air monitoring & 'statements of cleanliness', to be kept for 5 years. All copies of certificates of re-occupation will be retained for 40 years. The timeframe for the retention of survey and reinspection records is an industry recommendation of 6 years. All other asbestos related records including other precautionary measures undertaken and asbestos advice be retained as per standard Council standard document retention periods (e.g. 7 years). All asbestos related medical and health records will be retained for 40 years or until the employee reaches 80 years old.

5. MONITORING (OF THIS POLICY AREA):

The Council will monitor this policy to ensure it continues to deliver the expected outcomes. The proactive monitoring programme will include asbestos policy compliance and check adherence to the standards outlined in the policy and AMP documentation.

6. REVIEW CYCLE:

The Council will review this policy as a minimum on a **five yearly cycle**, or otherwise when a significant change in work practices need arises. The review programme may also be driven by service improvement initiatives, changes to legislation, regulation, practice, our management structure or systems, or as a result of feedback from key stakeholders/ customers.

The Health, Safety and Risk Team will review the AMP **annually**.

7. PRIMARY REGULATION / LEGAL REFERENCES:

Reference Legislation, Approved Codes of Practice (ACoPs) and Guidance Documentation

The following documents have been identified as being significantly relevant to managing risks from asbestos containing materials, and further information on any document below can be obtained from directly from the HSE.

5.21.1 Legislation & guidance

- The Health and Safety at Work etc. Act 1974.
- Control of Asbestos Regulations 2012 (CAR).
- The Management of Health & Safety at Work Regulations 1999.
- Control of Substances Hazardous to Health Regulations 2002;
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Hazardous Waste Regulations 2005.
- Construction (Design and Management) Regulations 2015.
- Hazardous Waste Regulations 2005;
- Landlords and Tenants Act 1985; and
- HCA Regulatory Framework - Home Standard (to meet all statutory requirements that provide for the health & safety of occupants in their home).

Approved Codes of Practice (ACoP) (Health & Safety Commission)

5.21.3 Guidance Documents (Health & Safety Executive)

- HSG 264 – ‘Asbestos: The survey guide’, holds ACoP status.
- The Approved Code of Practice; ‘Managing and Working with Asbestos’ (L143);

- Guidance Document; 'A Comprehensive Guide to Managing Asbestos in Premises' (HSG227);
- HSG247 – 'Asbestos: The licensed contractors' guide.
- HSG248 – 'Asbestos: The analysts' guide' second edition (June 2021).
- HSG189/2 – 'Working with asbestos cement'.
- HSG213 – 'Introduction to asbestos essentials (First Edition)'.
- HSG210 – 'Asbestos essentials task manual (Second Edition)'.
- HSG33 – 'Health and safety in roof work (First Edition)'.
(Covers asbestos cement roof demolition).

6. Related Policies / Procedures / Documentation

- Asbestos Policy
- Asbestos Survey Procedure
- Asbestos Remediation / Removal Works Commissioning Procedure
- Asbestos Compliance + Quality Audit Procedure
- Asbestos Emergency Procedure
- Communications Protocol: Informing Residents/ Customers about Asbestos
- Asbestos 'No' or Refused Access Procedure
- Health & Safety Policy (and practical procedures)
- Managing contractors Policy; and Respiratory Protective Equipment Policy

Housing Property Services (HPS) separate Related Procedures

8. GLOSSARY OF TERMS AND ABBREVIATIONS:

ACM -	Asbestos Containing Material
ACOP -	Approved Code of Practice
AMP -	Asbestos Management Plan
CAR -	Control of Asbestos Regulations (2012)
Council -	Chesterfield Borough Council
Customer -	Meaning tenant (including domestic and business/ commercial/ corporate tenants), service user, resident, occupant, shared owner, leaseholder
H&SC -	Health & Safety Committee
HPS -	Housing Property Services. The in-house maintenance team
HSE -	Health and Safety Executive
RIDDOR -	Reporting Of Injuries, Diseases & Dangerous Occurrences Regulations
HSR	Health, Safety & Risk service
TNA -	Training Needs Assessment

9. VERSION CONTROL:

This Version number:	V3.2
Health and safety committee - consultation	14 February 2024
Approved by (Employment and General Committee):	25 March 2024
Equality Impact Assessment completed:	14.02.24 revised.
Policy author:	Grant Ilett SME: Peter Cottam (iON Consultants)
Policy owner:	Health, Safety & Risk Service.
Circulation list	Available to all council staff electronically on 'Aspire' (the Council's intranet)

END



Asbestos Management Plan – 2024/25

Version	Date	Name	Description
V2.2	27.06.23	G Ilett	<p>The HPS's technical procedures and guidance are separate documents (in service operational documents) Keystone references removed *unsupported system. Roles and responsibilities - simplified. RIA roles removed in light of keystone system become a redundant system.</p> <p>5.8.1 – fundamental re-write in light if keystone being unsupported and reverting to hard copy asbestos register system.</p> <p>5.14 Control of contractors – now signposts where further advice and support can be obtained.</p> <p>Previous section 5.16 deleted (construction design management) and has been amalgamated into section 5.14 (they are the same subject)</p> <p>5.18 rationalised (duplications covered in Appendix 7 removed)</p> <p>Removed appendices that duplicate content.</p> <p>5.20 legal references removed – duplication of policy document.</p>
V2.3	09.08.23	P Cottam	<ul style="list-style-type: none"> • Removal of AMP duplication • Removal of appendices with references to legislation, ACoPs and guidance documents (these are within the AMP). • Review cycle removed (these are within the policy_. • Section added in relation to Process Flow diagrams. • Procedures updated to reflect the Process Flow diagrams. • Background and purpose sections removed. • References to Armstrong York and Environmental Essentials removed. • Glossary of terms removed (these are within the AMP). • Council Risk Management Group (CRMG) and Health and Safety Forum Group (H&SFG) references removed. • References to Keystone removed. • References to electronic registers removed. Replaced with premises register, where appropriate. • Research & Information Assistant (R&IA) role replaced with Responsible Persons. <p>Housing Property Operations (HPO) changed to Housing Property Services (HPS).</p>

V2.4	2.10.23	TU safety rep feedback	<ul style="list-style-type: none"> H&S policy process meeting 2.1.23 TU safety representative feedback. Further help and support reference added. Revise Glossary of terms (moved to start of document).
V2.4	17.11.23	GI	<ul style="list-style-type: none"> GI responses and further drafting work. Incorporating TU Safety Rep feedback and suggestions. Re-formatting. CDM section revised. New revised version issued to TU safety representatives + a clean version.
V2.5	21.11.23	GI/Peter Cottam	<ul style="list-style-type: none"> Training matrix revised (post TU feedback) Added IATP to external training suppliers in addition to UKATA (HSE industry recognised training providers). PC -recommended widening the scope of training providers opens a wider pool of competent training providers
V2.6	05.12.23	GI	<ul style="list-style-type: none"> Formatting and removing minor inaccuracies
V2.7	31.01.24	GI	<ul style="list-style-type: none"> Title of document – financial year attached. Statement of intent – amended to read easier for the reader (post feedback). Further help and support paragraph amended. Management meeting (Matt Sorby 11.1.24) requesting RIA continue to support asbestos register updating until P&TS reshape is complete. Agreed with HPS management (Vanessa Watson, Cathy Jones and Nicola Fletcher 30.1.24) RIA supporting RP added back into roles and responsibilities section. 30.1.24 Agreed at H&S chairs meeting to progress with formal policy, AMP and procedure approval processes. Responsible person duties revised to reflect the RIA supporting role and RIA duties re-added to section 5.1.

Further help and support.

If you are in any doubt or require further assistance understanding this policy, AMP or associated technical procedures. Please contact your H&S adviser. In certain circumstances this help may require external specialist subject matter expert consultant advice.

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GLOSSARY (OF TERMS / ABBREVIATIONS)

ACM	Asbestos Containing Material
ACOP	Approved Code of Practice
ACS	Asbestos Compliance Specialist
AIB	Asbestos Insulation Board
AMP	Asbestos Management Plan
ARC	Appointed Asbestos Removal Company
ARCA	Asbestos Removal Contractors Association
ASC	Appointed Asbestos Survey Company
Aspire	Council internal intranet
CAR	Control of Asbestos Regulations (2012)
CDM	Construction Design Management Regulations 2015
CLT	Corporate Leadership Team
Customer -	Meaning tenant (including domestic and business/ commercial/ corporate tenants), service user, resident, occupant, shared owner, leaseholder
DFG -	Disabled Facilities Grant
Friable	A material easily damaged and likely to release fibres
HPS	Housing Property Services
H&SC	Health & Safety Committee
LW	Licensed Work (fully controlled conditions)
MBO	Managed by Others (Council owned property)
MRA	Material Risk Assessment (as defined within HSG264)
NLW	Non-Licensed Work (lower risk HSE defined work category)
NNLW	Notifiable Non-Licensed Work (HSE defined work category)
Northgate	Housing Management Information System (incl. repairs ordering)
PPE	Personal Protective Equipment

PRA	Priority Risk Assessment (as defined within HSG227)
RA	Risk Assessment (relative risk including task/ material/ frequency)
RAMS	Risk Assessment and Method Statement
Responsible Person (RP)	CBC role which applies to: Asset Management Coordinator, Housing and Private Sector Housing Managers, Commercial Services (HPO) Managers, Operational/ Premise Managers, Technical Officers, and Service Delivery Staff. Housing Managers.
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
RPE	Respiratory Protective Equipment
SLT	Senior Leadership Team
TNA	Training Needs Assessment
UKAS	United Kingdom Accreditation Service
UKATA	United Kingdom Asbestos Training Association
Asbestos register	This can refer to software used by services or hard copies of survey reports.

1. DOCUMENT MANAGEMENT INFORMATION

Risk Assessment	To define the management of risks from Asbestos Containing Materials.
Associated CBC Policies & Procedures relevant to this AMP	<ol style="list-style-type: none"> 1) Asbestos Policy. 2) Asbestos Survey Procedure 3) Asbestos Removal Procedure 4) Asbestos Compliance + Quality Audit Procedure 5) Asbestos Emergency Works Procedure 6) Communications protocol: Informing Residents/ Customers about Asbestos 7) Asbestos 'No' or Refused Access Procedure 8) Health & Safety Policy 9) Contractor/ CDM Policy; and 10) Managing Contractors (working for and on behalf of the Council) Policy. 11) Respiratory Protective Equipment Policy <p>Operational asbestos specific instructions.</p> <ol style="list-style-type: none"> 12) HPS – non licensed asbestos operational guidance (contact HPS) / asbestos essentials
Director / AMP sponsors	<p>Service Director - Corporate. Service Director for Economic Growth. Service Director - Housing. Service Director - Leisure, Culture and Community Wellbeing</p>
Relevant AMP / Policy Specialist	<p>Strategic Health Safety and Risk Manager Health & Safety Advisers Asbestos Surveyor (Vacant) External asbestos consultants (as applicable)</p>
Applicable to	Council, Consultants and Contractors incl. Housing Property Services (HPS).
Responsibility for Implementation	Chief Executive Officer
AMP 'Owner'	Health, Safety & Risk service
Date of this Review	31 January 2024 - v2.7
Date of consultation with Health & Safety Committee (H&SC) endorsement	14 February 2024 - endorsed
Date Approved by Employment and General Committee	25 March 2024

Date of Next Review (Annual Cycle)	Financial year: 2025/26
Circulation list	Available to all Council officers electronically on 'Aspire', the Council intranet

2. STATEMENT OF PURPOSE

This asbestos management plan (AMP) is to be read in conjunction with the Council's asbestos policy. The AMP provides a practical interpretation as to how we will undertake the management of asbestos within the properties for which we have a relevant management responsibility, including our responsibilities to customers (particularly those occupying/ visiting our buildings), staff and other stakeholders. In many cases, this AMP will be read in conjunction with the corresponding supplementary technical corporate procedures.

The AMP applies to all Council properties, unless the asbestos management responsibilities have been transferred by the Council to a third party. For example, by a contract to a freeholder, business tenant, lessee or other occupier. The AMP covers domestic rented properties, communal areas (including those to leasehold property) and non-domestic (corporate and commercial) properties including offices, civic buildings or leisure facilities, industrial units and shops.

3. PURPOSE OF THE PLAN (THE AMP)

This AMP details responsibilities required by the Council's Chief Executive, the policy owner, the nominated dutyholders, and the appointed responsible persons for the Council, or persons working for the dutyholder, in order to maintain compliance with the Control of Asbestos Regulations (CAR) 2012 in the management of asbestos-containing materials within the properties and regarding the activity (management or practical work) for which the Council have responsibility.

In effectively managing identified, or presumed, ACMs to all properties then the Council will not only be complying with current legislation, but also will be preventing the exposure to asbestos fibres of any staff, maintenance staff, contractors including the Council's Housing Property Services [HPS], occupants and visitors to their properties.

The asbestos survey data regarding ACMs identified, or presumed to be present to each property, should be consulted by all staff (maintenance or otherwise) who may in the course of their normal duty disturb the identified materials. In addition, all external contractors, HPS, or property staff visiting the properties to conduct/ specify works which may disturb or mean they may come into contact with ACMs whilst on the site are also required to access and consult this information. This may also include arrangements for properties owned by the Council, where they area agency managed, corporate/ commercial property sub-let and managed on behalf of the Council, or subject to business tenancies where the Council may still undertake, specify or manage work.

It should be noted that this document is specifically written in relation to the council's duty to manage asbestos, as described within CAR 2012. Therefore, it **does not** attempt to also comprehensively describe or dictate what the policy or practical interpretation (procedures) should be for HPS. The HPS's technical procedures and guidance.

3.1 Reviewing the Management Plan

The AMP will continue to be reviewed on an annual basis to ensure that it is achieving its objectives. If a change in circumstances occurs which indicates that the AMP is not achieving its objectives, i.e. appropriately managing risk associated with asbestos containing material (ACM), then it is to be reviewed at an appropriate frequency until an effective Asbestos Plan is re-established. The AMP is policy guidance not a policy document for the purposes of corporate H&S review purposes.

The Asbestos Policy will follow Council policy approval processes after each review cycle.

4. INTRODUCTION

This Asbestos Management Plan (AMP) applies two primary asbestos survey strategies as set out within

Appendix 2:

Strategy 1: Surveyed Properties.

For premises that have had a complete/comprehensive 'Management Survey' – 'Standard Sampling and Assessment Survey' (formally 'type 2') conducted in accordance with HSG264 'Asbestos: the survey guide'. These surveys provide the most up to date information for the presence of ACMs identified within the council's property portfolio.

Strategy 2: Non-Surveyed Properties.

Applies to premises yet to be surveyed (or surveyed comprehensively). The council will employ a 'presumption' of the presence of ACMs to these premises based upon their age, and results of surveys to similar age/ construction properties. **Appendix 3** summarises ACMs that can be presumed to be present.

Asbestos information is accessible from each premises manager (responsible person) via management survey and other ACM surveys.

5 Context

ACM pose a potential risk to health if persons are exposed to airborne fibres. **Appendix 9** provides more background as to the health hazards and occupational groups most at risk.

It is not a requirement of asbestos regulations for employers or persons responsible for health and welfare (of workers, employees, contractors, visitors, third parties likely to become affected by his undertakings), to remove all asbestos when identified. However, by the use of risk management they must manage ACMs via reasonably practicable means to prevent exposure to asbestos fibres and thus comply with the regulations.

It is therefore NOT always essential to remove all asbestos-containing materials but to manage them safely, unless it becomes a risk (to occupants/ staff/ those visiting or working within the building).

5.1 Hierarchy of Control/ Roles and Responsibilities

Appendix 1 sets out the headline ‘Responsibility Structure’ adopted by the Council for the management of ACM.

The following table summarises the responsibilities at the council. Further specific responsibilities are set out within the individual Procedures (listed at section 6).

Role	Responsibility
<p>Corporate Responsibility:</p> <p>Chief Executive.</p>	<p>The council’s Dutyholder responsible to ensure the council’s compliance with Health and Safety legislation, CAR 2012, and the safe management and prevention of risk is achieved overall.</p> <p>At reasonable intervals seek demonstrable assurance from the individual Dutyholders and the appointed Responsible Persons, so as to substantiate the implementation, observance, performance and adequacy of this AMP.</p> <p>Oversight and review to ensure compliance objectives are met (via the AMP) will be practically delegated to the Service Director – Corporate and the Strategic Health, Safety and Risk Manager.</p>
<p>Strategic:</p> <p>Service Director for Economic Growth.</p> <p>Service Director - Housing.</p> <p>Service Director - Leisure, Culture and Community Wellbeing</p> <p>Service Director – Digital HR and Customer Services</p>	<p>Responsibility for ensuring that the Asbestos Policy, Asbestos Management Plan and associated procedures are implemented within their service directorates.</p> <p>Coordinates asbestos compliance activity strategically on behalf of the council working with all directorates.</p> <p>Ensure that adequate resources are available to meet the requirements of the Asbestos Policy, Asbestos Management Plan and associated procedures.</p> <p>Oversight to ensure Strategic compliance objectives are met.</p> <p>Ensure the appointment of asbestos Surveying (ASC), and Asbestos Removal (ARC) companies and Asbestos Compliance specialist (ACS).</p>

	<p>Ensure all properties within each service directors' remit has an accurate Asbestos Register.</p> <p>The Service Director – Housing, is also responsible for ensuring the specific Housing asbestos policy and HPS asbestos guidance and technical procedures are fully applied for domestic stock.</p>
Role	Responsibility
<p>'Policy/ AMP Owner' Health and Safety</p> <p>Health, Safety & Risk team (Lead professional)</p>	<p>Provide a clear policy and AMP documentation for council officers.</p> <p>Provide a standardise framework for services to follow to assist them in complying with corporate policy and the AMP.</p> <p>Support the procurement and engagement of Policy Specialists and competent contractors.</p> <p>Liaise with internal and external audit functions (and coordinate where appropriate).</p> <p>Complete periodic updates.</p>
<p>Relevant AMP/ Policy Specialist: (implementation and co-ordination)</p> <p>Asbestos Surveyor (in absence of Asbestos Surveyor, this reverts to a H&S adviser). External specialists support as needed.</p>	<p>To provide a lead administrative role for the Council's asbestos arrangements in accordance with the Council's Asbestos Policy, Asbestos Management Plan and procedures to ensure compliance with the Control of Asbestos Regulations (CAR) 2012, and any updates to CAR. To enable and assist in maintaining an accurate asbestos register. To act as a specialist adviser and a single point of contact for all dutyholders and responsible persons in their asbestos responsibilities.</p> <p>Support service directors in the implementation and coordination of the Asbestos Policy, AMP and associated procedures.</p> <p>Complete periodic compliance reviews</p>

	<p>Liaise with internal and external audit functions (and coordinate where appropriate).</p>
<p>Other Relevant AMP/ Policy Specialist: (implementation and co-ordination)</p> <p>Corporate Health & Safety Advisor. Asset Management Coordinator (for Housing). Facilities Maintenance Team Leader. Project safety (Capital Project Manager (H&S) posts).</p>	<p>Support requirements to ensure the Asbestos Register, the retained data, and access to the data (by all those that need to use it) is compliant.</p>
<p>DutyHolder:</p> <p>Service Director for Economic Growth.</p> <p>Service Director - Housing.</p> <p>Service Director - Leisure, Culture and Community Wellbeing</p> <p>Service Director – Corporate</p> <p>Deputy DutyHolders:</p> <p>Officers identified by the service director to manage the Asbestos responsibilities within their directorates.</p> <p>Including (subject to change) Head of Corporate Property and Technical Services Asset Management and Programme Works manager Capital Work Manager Responsive repairs Manager Asset Management Coordinator (for Housing). Cultural services manager</p>	<p>Ensure compliance with the Council's Asbestos Policy and AMP at all times (within their areas of responsibility)</p> <p>Ensuring standardisation of compliance approach and associated data availability to key staff with asbestos responsibility.</p> <p>Ensure that only competent asbestos Surveying (ASC), and Asbestos Removal (ARC) companies and Asbestos Compliance specialist (ACS) are engaged for any works with ACM within their premise portfolio.</p> <p>Effectively manage identified and presumed ACMs to prevent exposure to asbestos to any party whilst on site.</p> <p>To ensure that monitoring re-inspections of identified ACMs are conducted on a routine risk assessed basis. This may include a proportion of re-inspection surveys conducted by 'in-house' survey staff when 'competent' to do so.</p> <p>To communicate the presence of identified or presumed ACMs, and associated risks, to the occupants of those properties for which they are responsible.</p> <p>To ensure the implementation of this Management Plan and associated procedures.</p>

<p>Responsible Persons (RPs) – this role can also be referred to as ‘premise managers’ and ‘Client officers’ in relation to Construction Design Management regulations.</p> <p>HPS Managers and team leaders (including Technical / Specialist leads)</p> <p>Premise Managers*.</p> <p>Private Sector Housing Manager.</p> <p>Service Delivery Staff*.</p> <p><i>*To reflect the differing service delivery teams as directed in each Service Area by the Service Directors and Senior Leadership Team. This includes the HPS, and work undertaken by them.</i></p>	<p>They must ensure the Asbestos policy and AMP and associated technical (operational) procedures are complied with and followed at all times (as applicable). This is in relation to properties for which they are responsible. This may in some circumstances apply to property not owned by CBC (Private Sector Housing adaptations for example).</p> <p>Ensure that surveys to the premises/works for which they are responsible are carried out in accordance with current guidance and, are programmed to ensure that those properties for planned (or intrusive) maintenance works are given appropriate priority. Also ensure surveys are appropriate/ satisfactory for the work to follow.</p> <p>To ensure that all relevant parties are informed as to the presence of any identified or presumed ACMs within the property for which they are responsible so that they may act accordingly.</p> <p>To act as the contact in the case of any emergency in relation to asbestos for the properties for which they are responsible.</p> <p>To assist Dutyholders in the communication of the presence of identified or presumed ACMs, and associated risks, to the occupants of those properties for which they are responsible. Consider at the initial outset of any project / repair, the possibility of disturbing ACMs and then act accordingly to mitigate risk including RAMS assessments/ evaluation where appropriate.</p> <p>Coordinate and act upon ongoing re-inspection programmes and interpretation/ implementation of survey recommendations arising.</p> <p>Ensure appropriate/ sufficient surveys commissioned, recommendations interpreted, and orders issued for asbestos removal/remediation work arising in respect to all work streams.</p>
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	<p>Responsible Persons will have responsibility for ensuring accurate Asbestos Register information. All ACM removal is accurately reflected in the premises' asbestos register.</p> <p>Client officer- A Council employee supervising the contract, acting as the point of contact for a contractor, the person who commissions the asbestos work anyone for whom a construction project is carried out.</p> <p>The client has responsibility to make suitable arrangements for managing a project.</p> <p>This includes making sure that: A principal designer and principal contractor is appointed by the client to plan, manage, monitor and co-ordinate health and safety during the construction phase of a project when there's more than one contractor involved. Other dutyholders are appointed, sufficient time and resources are allocated.</p> <p>That relevant information is prepared and provided to other dutyholders. The principal designer and principal contractor carry out their duties. That welfare facilities are provided.</p> <p>Liaise with and proactively check that Research Information Assistants (RIA) have updated the asbestos register on behalf of the RP. The RP must ensure that the asbestos register accurately reflects any updates and changes in status for any ACM they are responsible for (e.g. checking for any possible input mistakes or other omissions).</p>
<p>Research Information Assistants (RIA) Support the Responsible Persons for both domestic and non-domestic stock in regards updating the Asbestos Register</p>	<p>RIA will receive, validate and import survey update information on behalf of the Responsible Person (RP). This might be reinspection results, updates and results from ACM removal and abatement data (and supporting documentation). Helping ensure Asbestos Register is accurately updated.</p>

	<p>Provide Asbestos Register system reporting outputs and trend analysis data for inclusion in management and performance reporting as requested.</p> <p>Communicate to the RP once an input has been completed so that RP can review check their asbestos register is accurate. This will also ensure there is familiarity with any updates completed.</p>
<p>All Staff / Contractors:</p> <p>All staff, employees, HPO internal works operatives, and external contractors (including sub-contractors).</p>	<p>Observe and implement the requirements of this Management Plan, and to assist in its implementation and maintenance.</p> <p>Report any known or suspicious damage to the responsible person (log damage on SHE (Evotix) reporting system)</p> <p>Take reasonable care for their own Health & Safety and that of persons who may be affected by their acts, or omissions, including members of the public, visitors, tenants, and contractors.</p> <p>Co-operate with the Duty Holders and Responsible Persons in fulfilling their duties to manage asbestos.</p> <p>Attend training as requested by their employer.</p> <p>Escalate issues to the appropriate person (will potentially contribute to 'lessons learned' [see 'Appendix 6']).</p> <p>Visiting contractors, sub-contractors, or internal works operatives (HPS) to fully observe their own obligations under current legislation and prevailing guidance. This to include suitable training, reference to asbestos information, incorporation of appropriate measures (as part of job specific risk assessments) and resultant safe working practice.</p>
<p>Audit / Quality Control:</p> <p>Health, safety and risk team / Asbestos surveyor/ external specialist (if commissioned)</p>	<p>Carry out periodic audit of compliance regime and monitor its implementation. This should include reporting on any compliance issues.</p> <p>Provide statistical reports and trend analysis reports.</p>

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5.2 Management Procedures

The duty holder will follow the measures set out in the AMP and Procedures in order to ensure compliance with the CAR 2012.

In the event of issues or instances falling outside of these operational protocols, the Health, Safety and Risk team, the Asbestos Surveyor post will provide clarification and where appropriate, will refer, liaise and take advice from the (external) Asbestos Compliance Specialist (ACS).

5.2.1 Measures for Managing the Risk

Effective management of ACMs is based upon the results of surveys carried out to properties. The above are standard recommendations and as such an individual dutyholder may observe (follow) or amend the recommendations, as deemed appropriate. Any amendments to recommendations will be based upon the dutyholder's and their responsible persons will likely have to build over time intimate knowledge of such criteria as: the remaining operational lifetime of the building, predicted future occupation levels for the building, future refurbishment projects etc. These will be assessed by the council and then employed to identify the most appropriate and applicable management strategy for each of the ACMs on site. The Dutyholder's and Responsible Persons should challenge reports which they know to reflect inaccuracies. They should engage the advice of the HSR team if they require any technical assistance.

5.3 Asbestos Surveys and Information

To manage the risk from ACMs in a given building it is necessary first of all to identify where they are present. All pre 2000 properties within the council's portfolio are to be surveyed in accordance with the Health and Safety Guidance document *HSG 264 'Asbestos: The survey guide'* and the '*Control of Asbestos Regulations 2012, Regulation 4 - Duty to manage asbestos in non-domestic premises*.

This will include, at a minimum:

- **Housing Non-Domestic Areas:** 100% management survey to the non-domestic (communal) properties or areas associated with our rented or leased housing, including communal garage blocks externally.
- **Housing Domestic Property:** A pro-active prioritised survey programme of all our domestic properties (typically rented flats and houses) based upon higher risk asbestos identified in our existing data, or other relevant criteria (age, construction type, etc). This protocol will be subject to annual review to monitor progress and ensure this remains fit for purpose.

- **Corporate (Non-Domestic) Property:** 100% management survey to all non-domestic corporate property and areas that the Council owns and retain management responsibility for.
- **Corporate (Non-Domestic) Sub Let Property:** Initial 100% management survey to the non-domestic corporate property and areas that the Council owns and sub-let and intentionally devolve the on-going management responsibility to the lessee/ business tenant for. These surveys to then be passed onto the responsible lessee/ business tenant with which to undertake their own statutory obligations thereafter. This may include corporate/ commercial property sub-let and managed on behalf of the Council; and
- **Pre-Intrusive Work Surveys:** Carry out pro-active surveys where required prior to any work intrusive to the fabric of a building, including planned maintenance, void works and day to day repairs.
- **Other:** 100% management survey to any other properties for which the Council is responsible which meet the criteria given in the CAR Regulation 4 and ACoP L143.

5.3.1 Asbestos surveys will fall into one of two categories:

- Programmed (pro-active); and
- Re-Active.

Programmed surveys will be prioritised based on the perceived risk determined by the age/ type and previous knowledge of the premises, or the impending date of major refurbishment/ intrusive work likely to damage the fabric of the building.

Re-active surveys are to be undertaken where maintenance or other specific works are planned/ required prior to a programmed survey's commencement. Re-active surveys will also be carried out in unplanned/ emergency situations (where a suspect ACM may potentially have been disturbed), or in relation to new acquisitions and disposals where a current survey does not exist/ is considered inadequate.

Surveys will be undertaken in accordance with the methodology set out within *HSG 264 Asbestos: The survey guide* and generally consist of **Management Survey** with a **Refurbishment and Demolition** (intrusive) **Survey** typically in specific areas (or in the whole building before demolition), once project particulars have been agreed. Survey data (and corresponding survey report where appropriate) will be imported into the Council's Premise Asbestos Register. Thereafter **Re-Inspection Surveys** maybe required on a periodic basis.

5.3.2 Types of Survey

In accordance with *HSG 264 Asbestos: The survey guide*.

Management Survey.

Comprehensive property survey with all areas accessed that can be, internal and external, without causing damage. All suspect materials sampled for laboratory analysis or otherwise presumed. For all ACMs the asbestos type is determined by laboratory analysis and a 'Material risk assessment' calculated. 'Priority risk assessment' is also undertaken, typically based on default criteria agreed to apply for Council property and occupancy types (see **Appendix 5**).

Refurbishment and Demolition Survey.

Similar to Management Surveys (above), but fully intrusive to 'open up' concealed areas (e.g. boxing around services, or constructional cavities) before work.

Refurbishment survey is required prior to any intrusive work (or demolition) likely to disturb the fabric of the building and not simply a representative sample. Where intrusive work will be confined to specific areas of a property (e.g. the kitchen or bathroom), then the refurbishment survey elements can reflect this. To be appropriate therefore, the full extent of work anticipated needs to be carefully discussed with the Asbestos Survey Company (ASC) before inspection. Any suspect material uncovered will be sampled for analysis.

Being a '*fully intrusive*' survey, all relevant areas must be accessed/ sampled, i.e. no 'No Access' areas remaining within areas relevant to the works proposed. Disturbance to decorative finishes/ tiling which require repair must be anticipated.

If a property requiring refurbishment survey has not received any previous survey reports, then all other areas not previously surveyed (not requiring 'refurbishment survey') should simultaneously receive a 'management survey' to ensure the whole property has been suitably and sufficiently assessed for asbestos containing materials.

Re-inspection Surveys.

Subsequent to an initial Management (or Refurbishment) survey, Re-inspection surveys are conducted periodically to check the condition of any ACMs identified (or presumed) during the original assessment/ accumulated previous survey data. Frequency of re-inspection will be in accordance with the council's re-inspection protocol (see section 5.10 of this AMP).

Where a ACMs condition may have changed, the Material and Priority assessment(s) will be amended in accordance with the findings of the re-inspection, a new Risk Code and management strategy applied/ acted upon, and the premises' asbestos register updated regardless of outcome.

For sub-let corporate properties where the council do not have a retained/ ongoing management obligation (as defined under the specific terms of the business tenancy/ lease), following initial survey and completion of any immediate ACM related abatement work recommended, the council will not undertake further ACM monitoring until the end of the term of the lease. When issuing copies of the initial survey report to the business leases concerned. The Council will therefore remind them of their statutory obligation to periodically monitor the condition of the ACMs identified. The suite of standard letters

incorporating this written advice. All such letters issued will be retained on property file in each case.

5.4 Re-Inspection of Identified ACMs

ACMs identified to any property shall be visually re-inspected in accordance with a pre-determined inspection regime, to ensure that the original assessment of these materials is still applicable, that any associated risks have not altered and thus, that the recommended management action(s) for these materials are still valid.

The management survey for the premise (domestic/ non-domestic) will indicate the re-inspection cycle by applying the council’s Asbestos ACM Re-Inspection Cycle below.

The council’s inspection cycle will be reviewed as part of the annual compliance review criteria shown in **Appendix 6**, and maybe subject to revision based upon the findings of re-inspections undertaken.

The following table recommends the re-inspection frequency for ACMs against their assigned risk band.

Council Asbestos ACM Re-Inspection Cycle:				
CBC Risk Code:		Non-Domestic Areas (Communal):	Domestic Areas (AIB only):	Domestic Areas (Non-AIB):
A	High Risk	N/A Remove/Encapsulate	N/A Removed/Encapsulate	N/A Remove/Encapsulate
B	Medium Risk	12 months	12 months	12 months
C	Low Risk	24 months	12 months	60 months (nominal 20%)
D	Very Low Risk	24 months	12 months	60 months (nominal 10%)
E	No Asbestos	N/A	N/A	N/A

Where possible AIB material is to be removed from domestic areas during major refurbishment works and also on void properties.

ACMs falling under Risk Category ‘B’ and identified as in ‘poor condition’, or with a ‘damage score’ of 3, will be attended within the timescale recommended (in the survey report) and any damaged areas encapsulated/ repaired/ sealed practically. It is anticipated most of these occurrences will then drop into risk category ‘C’.

The frequency of re-inspection shall be increased to that deemed as appropriate when a material shows deterioration subsequent to the previous inspection record and could also have moved up to the next Risk Code. Should the aforementioned process be seen repeatedly for a given material, then that material is considered for removal prior to reaching Risk Code A.

Re-inspections shall only be conducted by the personnel deemed competent. Any such person must have sufficient training, knowledge and understanding of ACMs to be able to do this effectively on behalf of the council. This means the nominated person should hold at least a British Occupational Hygiene Society proficiency module of P402 'Building Surveys' and sufficient practical experience to comply with HSG264. In practice this will be undertaken either by named council technical staff/ surveyors following suitable training, experience and mentoring, and/or by the appointed Asbestos Survey Company (ASC).

When assessing the condition and treatment of asbestos materials, it is the release of fibres into the air, which requires most careful consideration. The following may give rise to fibre release and will therefore be considered as part of ACM re-inspection:

- (i) The material is being disturbed (for example if it is in a prominent position and prone to accidental damage).
- (ii) The surface of the material is damaged, frayed or scratched.
- (iii) The surface sealant is peeling or breaking off.
- (iv) The material is becoming detached from its base (this is a particular problem with pipe and boiler lagging and sprayed coatings).
- (v) Coverings designed to protect the asbestos are missing, removed or damaged.
- (vi) There is evidence of asbestos dust or debris in the immediate surrounding area to ACMs. This can be a problem where previous asbestos remediation work has been insufficiently thorough.
- (vii) Moisture/water damage is causing breakdown of the material.

Changes in occupancy or use of facilities will also be considered as a relevant factor as part of the re-inspection survey. This may potentially alter the rating for vulnerability and/or the frequency of use, particularly when considering corporate properties (open to the public or places of work) and for communal areas associated with housing, but not for domestic areas.

5.5 Material Risk Assessment (MRA Algorithm)

For consistent management of the ACMs identified, a Material Risk Assessment (MRA) is included within survey reports (compliant with HSG264).

The asbestos surveyor must provide this assessment as part of the survey report. The use of the material risk assessment (MRA) allows each ACM or presumed ACM to be scored and ranked in order of their ability to release fibres if disturbed.

HSG264 recommends the use of an algorithm to carry out the Material Assessment (MRA). The algorithm is a numeric way of taking into account several influencing factors with the scores being totalled to give a separate Material Risk Assessment score (1 to 12) for each individual ACM.

Details of the criteria and the scoring system employed are given in **Appendix 5**.

5.5.1 Priority Risk Assessment (PRA Algorithm)

A Priority Risk Assessment (PRA) is also included as part of the survey (in accordance with HSG227) and a default scoring regime applied by the Council for consistency. The PRA determines the risk of exposure from any fibre release and so prioritises any consequential management actions/ remedial works.

HSG227 recommends the use of a suggested algorithm to carry out the Priority Assessment (PRA) consistently. This aspect considers the future likelihood of the ACM, or presumed ACM, to become damaged or disturbed by staff, visitors, building users, maintenance contractors etc. Details of the criteria assessed and the scores to be applied to calculate the Priority Assessment are given in **Appendix 5**.

The priority assessment (PRA) identifies those materials that are most likely to cause exposure of the occupants within a building to asbestos fibres.

The priority assessment (PRA) considers how likely it is for someone within the premises to disturb or damage the ACM resulting in fibre release. This may be affected by the use of the building (example the difference between a communal corridor within a block of flats, or a leisure centre, and a private hallway). A material assessment (MRA) conducted for an ACM which generated a high score, does not therefore automatically mean that those materials should be given priority for removal or encapsulation/ repair.

The council has adopted a default fixed set of Priority Assessment Scores to be employed for housing accommodation (domestic areas only – not communal). This is to ensure continuity of approach but can be overridden by the individual surveyor should exceptional circumstances warrant it. Full details of the scores to be employed are given in **Appendix 5**.

5.6 Overall Risk Assessment (Algorithm)

The `Material Assessment` (MRA) score is added to the `Priority Assessment` (PRA) to give an overall Risk Assessment (RA) score from which prioritisation of the management actions for ACMs, presumed or identified, can be developed as part of this AMP. Based on the overall Risk Assessment score, a `Risk Code` with an appropriate Management Action can be assigned to that material. This methodology and scoring protocol are then also reflected within premises' Asbestos Registers.

Note: This overall risk assessment provides a risk classification only to assist the Dutyholder in prioritising the risk from ACMs. Where an ACM is present, there is no “safe” score that will confer absolute freedom from risk to health.

The table given in **Appendix 4** summarises the indicative Management Action(s) that can be adopted/developed based upon the Risk Assessment for each type of identified or presumed ACM that may be present. They have been assigned to give general guidance as to the effective management of ACMs for the predicted remaining life expectancy and use of properties.

The overall Risk Assessment (RA) scoring, assigned Risk Codes and corresponding management actions that apply to a domestic situation are given within the following table:

Council Asbestos ACM Risk Banding			
(combined MRA + PRA = Total Risk and corresponding ‘Risk Band’ + Management Actions guide)			
CBC Risk Band:		MRA* + PRA**:	CBC Management Actions (Guide):
A	High Risk	16 and over	Restrict access and remove as soon as practicable.
B	Medium Risk	11-15	Medium risk material. Monitor condition periodically (or annually if AIB). Consider removal prior to maintenance or planned works. If identified as in poor condition, or with a ‘damage score’ of 3, repair /encapsulate/ seal any damaged areas within recommended timescale.
C	Low Risk	7-10	Monitor condition periodically (or annually if AIB). Consider removal prior to maintenance or planned works.
D	Very Low Risk	6 and under	Monitor condition periodically (or annually if AIB). Consider removal prior to maintenance or planned works.
E	No Asbestos	0	No asbestos detected.

High and Medium Risk Materials – Risk Codes A-B.

High and medium risk materials noted in the survey shall be subjected to remedial measures or removal as appropriate to effectively manage the material and prevent any possible exposure to asbestos fibres.

Low and Very Low Risk Materials – Risk Codes C-D.

Low risk items can legally be worked upon or removed by personnel having a documented risk assessment, plan of work, documented training for this type of work, having the appropriate personal and respiratory protective equipment (PPE + RPE), can decontaminate themselves and the work area and understands the implications and requirements for generating, and the disposal of Hazardous Waste (all as per the requirements of CAR 2012 and the Hazardous Waste Regulations 2005).

If liable to damage during the process of removal, notification for some of this work will still be required to the HSE (on-line) before it commences all in accordance with the 'Notifiable Non-Licensed Work' (NNLW) category set out within CAR 2012, and the CBC Asbestos Remediation / Removal Works Commissioning Procedure (see list at section 6).

No Survey Data - prior to works.

Where no asbestos information or survey report exists which is relevant to the work proposed (and sufficient to complete the dynamic risk assessment required to proceed), works should be postponed until after an appropriate survey has been commissioned, completed and results reported. In some cases, there will be no requirement to commission survey data i.e. where the property was built post 1999, or if the work will not disturb a potential ACM (example: work to masonry).

For emergency work where a survey cannot be conducted in time, the contractor shall consult the premises' asbestos register.

Pending a full survey, the contractor will also be instructed that other ACMs may be present within the building. Materials found which *could* contain asbestos (by age and type) must be presumed to be asbestos, until proven otherwise by survey/ analysis (see section 5.4.2). Only at this point may works be progressed appropriately.

The contractor (and their operatives) is required to have undergone suitable Asbestos Awareness / refresher training within the last 12 months (compliant with the provisions of ACoP L143). This is in part intended to ensure that during an emergency situation that the potential for a suspect ACM can and will be appreciated/ identified by the operative concerned before disturbance.

If in doubt when on site, the appointed Asbestos Surveying Company (ASC) are contracted and will provide advice or attendance when required.

Further detail in respect of who will assist and what processes are to be followed in the event of an emergency can be found within the Asbestos Emergency Procedure.

5.7 Using Asbestos Survey Information

All asbestos survey data will be made available to those that need to use and view the information. Please refer to roles and responsibilities and advice and recommendations contain within survey reports.

5.8 Asbestos Register Data

The accumulated asbestos survey data is made available to those that need to use it via each premises' asbestos register.

The asbestos register is to be made available and communicated as applicable to employees, contractors, consultants and emergency services.

The registers contain all known information on the location and condition of asbestos, or materials presumed to contain asbestos, along with the associated risk assessment and materials confirmed that do not contain asbestos.

Where necessary while on site, operatives (and staff) can also access summarised asbestos register information and the originating pdf survey reports upon their hand-held devices via shared folder or by contacting the premise manager (responsible person).

What management action is recommended (e.g. repair/ encapsulate/ seal/ remove etc) will be indicated and must be taken as being the most appropriate action for that material in that property. Any deviation from this action must be discussed and agreed with the council (see section 5.3.1 previously).

Areas NOT accessed at the time of the survey will also be detailed in the register and must be presumed to contain ACMs until proven otherwise. Be careful to note the caveats and other survey limitations noted within each survey report.

5.8.1 Monitoring Data Access/ Use/ Updating

The asbestos register must be referred to whenever work is ordered to ensure any potential of asbestos being present is communicated to and anticipated by all involved.

The 'Asbestos Compliance + Quality Audit Procedure' (listed at section 6), provides base information to assess how often contractors (or staff) are appropriately referring to the asbestos information in relation to work undertaken.

Where asbestos has been removed, the premise' asbestos register shall be updated. For fully licensed work the appointed Asbestos Survey Company [ASC] (who is also appointed to supervise work on site), will details to the council to update the asbestos register. (including that undertaken by HPS), relevant information (including 'statements of cleanliness'/ consignment notes etc.)

are to be collated by the staff member responsible for the work and stored within the property's asbestos documentation e.g. as an individual project file.

All historic records (including consignment notes and air test certification) will be retained as an audit trail of previous activities and for legal purposes in the case of any possible legal actions in the future.

5.9 Hierarchy of Control - Recommended Management Procedures

Once the overall risk assessment has been carried out, priorities for remedial action are determined as described above. The overall hierarchy of control measures (which may be referred to within individual survey reports) are set out below:

(i) Leave In-Situ and Manage

If the material is in sound condition and presents no risks to health, not subject to abrasion or deterioration, the material shall be left undisturbed and where appropriate re-inspected periodically.

(ii) Repair, Seal, Encapsulation and Manage

If the material is slightly damaged but otherwise in sound condition and will not be subject to further damage, or in a position where will not cause a risk to health if left untreated, it may be repaired or sealed by an approved method.

Periodic re-inspections will then be conducted to ensure condition does not deteriorate. Inspections will be visual to avoid unnecessary disturbance of the material and will not involve removal of covering material, i.e. duct panels or ceiling tiles.

(iii) Remove

If the material is in such a condition or location that it represents a current or future risk to health, or is likely to be disturbed by maintenance work, it should be removed by an approved method. This may include materials which may later be disturbed as part of planned work or refurbishments.

Any such ACM which was originally installed to act as fire protection or insulation shall then be replaced with suitable non-asbestos containing replacement materials which will provide a similar level of protection.

Care may be required to ensure any CDM relevant 'design' element associated is recorded/ documented in compliance with the council's control of contractor's policy.

5.10 Management Systems for ACMs

The council has adopted a '**Safe System of Work**' in the management of ACMs. This is structured around senior management, maintenance staff, HPS staff, and contractors reviewing the premises' Asbestos Register prior to the commencement of any works. Corresponding details are provided within the detailed procedures (see section 6).

Notwithstanding all other processes, the legal default under CAR 2012 and the Council's default policy position is that where there is doubt if a material is an ACM or not, **it should be presumed to be an ACM until proven otherwise.**

5.11 Unplanned Disturbance of ACMs (Emergency Procedures)

The council's AMP, Policy and Procedures are to be followed, so that ACMs are not unintentionally disturbed.

Should known or suspected ACMs be disturbed such that they may release fibres, the location must be immediately isolated or secured to prevent access. See the council's Emergency Works Procedure for further information (see section 6).

The Responsible Person, Dutyholder and the Health, Safety and Risk team (if in HPS, the project safety team also) within the Council is to be notified immediately. Further examination and advice shall be provided by the appointed asbestos Survey Company (ASC) where appropriate, including recommendations for removal, treatment, or decontamination.

5.12 Planned Disturbance of ACMs

Planned disturbance of ACMs may be necessary when undertaking projects such as building works, responsive repairs, installing and maintaining services, carrying out refurbishment work etc.

The risk associated with disturbing an ACM is related to nature of work proposed, its duration and the individual ACM concerned. Care is required therefore to correctly determine which contractor is appropriate (licensed or otherwise), what processes are required by the HSE (including type of potential 'notification'), that the Risk Assessment and Method Statement (RAMS) proposed are appropriate, and the nature of independent supervision necessary (audit trail, including air testing, certification etc. where necessary).

The activities of the Asbestos Removal Company (ARC) and the Asbestos Survey Company (ASC) will be subject to independent sample audit by the Asbestos Compliance Specialist (ACS) as set out within the CBC Asbestos Compliance + Quality Audit Procedure (see section 6). Similarly, the approved non-licensed work (NLW) tasks which can be undertaken by the HPS team, will be subject to independent sample audit.

The summary process (shown overleaf) is to be followed when commissioning asbestos related work to ensure continuity of compliance approach and to ensure any relevant asbestos works are reflected in the Asbestos Register upon completion.

5.13 Commissioning asbestos related work (summary stages):

Dependent upon the nature of ACM and extent of work involved, specialist licensed contractors, documented air monitoring and HSE notification may be required. Therefore, the costs for the appointment of the licensed asbestos Removal Company (ARC) and independent air testing laboratory (typically the Council appointed Asbestos Survey Company [ASC]), as well as any delay that might be generated by the 14-day period for notification of any fully licensable works, need to be incorporated into the project programme and budget.

Nb. any contractor (licensed or otherwise) undertaking work to an ACM on any site shall carry out a RAMS with which to produce a Plan of Works relating to those tasks proposed. This will also include void property related works.

5.14 Control of Contractors

For policy information and guidance on the control of contractors refer to corporate council control of contractor guidance. For further advice and support, contact your H&S adviser. The council also employs HPS staff (as an internal contractor) who are specifically trained and competent to undertake a limited number of 'approved' non-licensed asbestos tasks.

CDM Regulations requires that any person undertaking 'design' should always consider the risks from exposure to ACMs. If the ACMs are removed as preparatory works for a project, this work will be subject to the CDM Regulations as it is considered to be part of the main project i.e. Notification to the HSE and the requirement to produce a health and safety plan will apply to this element of the work.

5.15 Labelling Protocol

As a component of the Councils 'Safe System of Work', it has been concluded that in order to lessen the likelihood of accidental damage to areas where an asbestos 'A' label has inadvertently been removed or painted over, **CBC will not employ the use of 'A' labels**. For consistency of compliance approach therefore, the Council insists that in **all** circumstances the Asbestos Register should be referred to/ consulted. There is no legal necessity to label ACMs, provided an appropriate alternate safe system of working is in place.

This approach has also been adopted in part to avoid causing undue alarm to our domestic tenants as well as other customers using/ occupying corporate or commercial buildings, offices and flats, but also to prevent over reliance upon labelling in areas where these labels are less easily controlled/ maintained.

Any exceptions to this protocol (for specific corporate buildings) will be clearly detailed within any premise Asbestos Register but are to be avoided in all but exceptional circumstances. In these limited cases, the label, or labels, will be applied in a conspicuous position to ensure maximum effect in warning those

present. During the re-inspection of these materials the condition and position of the warning label will also be checked to ensure that it is serving its designated purpose, with new labels applied as required.

5.16 Disposal of Asbestos Waste

The general context of work involving asbestos material, the differing categories of work arising and what control measures this entails is provided within the appendix of the Council's Asbestos Remediation / Removal Works Commissioning Procedure (listed at section 6). What work is likely to necessitate waste consignment notification is similarly summarised within the procedure.

All materials containing asbestos at a concentration of more than 0.1% w/w are designated as 'Hazardous Waste' under the Hazardous Waste Regulations 2005. Therefore, any ACMs removed from a property must be treated and disposed in accordance with the aforementioned Regulation. Asbestos must be segregated from other wastes and securely stored and identified whilst it remains on site.

Notification is required to be given to the Environment Agency for their transfer and disposal if the amount generated from a property which will exceed 500kg per annum. Smaller volumes are usually managed under the licensed contractors own 'mobile operating' waste registration issued to their head office.

All friable asbestos waste likely to easily release free asbestos fibres, must be sealed in a suitable impervious material (i.e. 1000+ gauge polythene) or double bagged in an inner 500 gauge red and an outer 500 clear polythene bag bearing the appropriate asbestos and hazardous waste warning labels.

Non-friable asbestos waste (encapsulated or firmly bound in a material matrix, e.g. a sink pad) maybe contained by a single layer of 500 gauge polythene bearing the appropriate asbestos and hazardous waste warning labels.

Asbestos must be segregated from other wastes and securely stored and identified whilst it remains on site.

Upon the removal, transport and disposal of the waste, a copy of the consignment note shall be passed to and retained by the relevant appointed Responsible Person to be kept within the file for those removal works and recorded within the premise' asbestos files.

The Responsible Person is to ensure that all removal information is updated on the premise asbestos register and documentation stored and retained. His includes the associated certification (including consignment note) attached to the system for scrutiny by all register users. This includes non-licensed asbestos removal undertaken by HPS.

Further detail in respect of the arrangements and processes regarding the safe disposal of asbestos waste arising from work is covered in more detail within the corresponding Council Asbestos Remediation / Removal Works Commissioning Procedure.

5.17 Distributing Asbestos Information

The following shall be employed to ensure that all necessary parties receive adequate information as to the presence of identified or presumed ACMs to each property.

In summary the following will apply:

- A. Asbestos Information will be recorded and kept up to date upon the premises' Asbestos Register.
- B. Asbestos information shall be communicated to all persons that require this information. Including council officers and external third parties as necessary/relevant.
 - i. Responsible Person must read the Communications Strategy: Informing Residents/Customers about Asbestos.
- C. Access to the premise asbestos register shall continue to be directly available to all those that need to use it.
- D. No planned, responsive, voids, servicing, cyclical, or adaptation works should be allowed to go ahead without reference to the premises asbestos register.
- E. Staff involved in planned works or maintenance should consult either the supplied asbestos information extracts or access the premise asbestos register/survey reports. This will enable appropriate RAMS to be developed and reviewed prior to commencing work.
- F. Any actions, removals or ACM condition updates MUST be recorded in the project file (together with supporting documentation/ certificates where appropriate).
- G. The Responsible Person will be responsible in ensuring any updates are made to the premise asbestos register for properties after the completion of any removal works.
- H. It is the responsibility of the Responsible Person concerned to ensure information updates e.g. removal, repair, or inclusion of waste consignment notes / air clearance certification / HSE notification, are made to the premise asbestos register immediately following asbestos removal, or treatment works.

5.18 Training

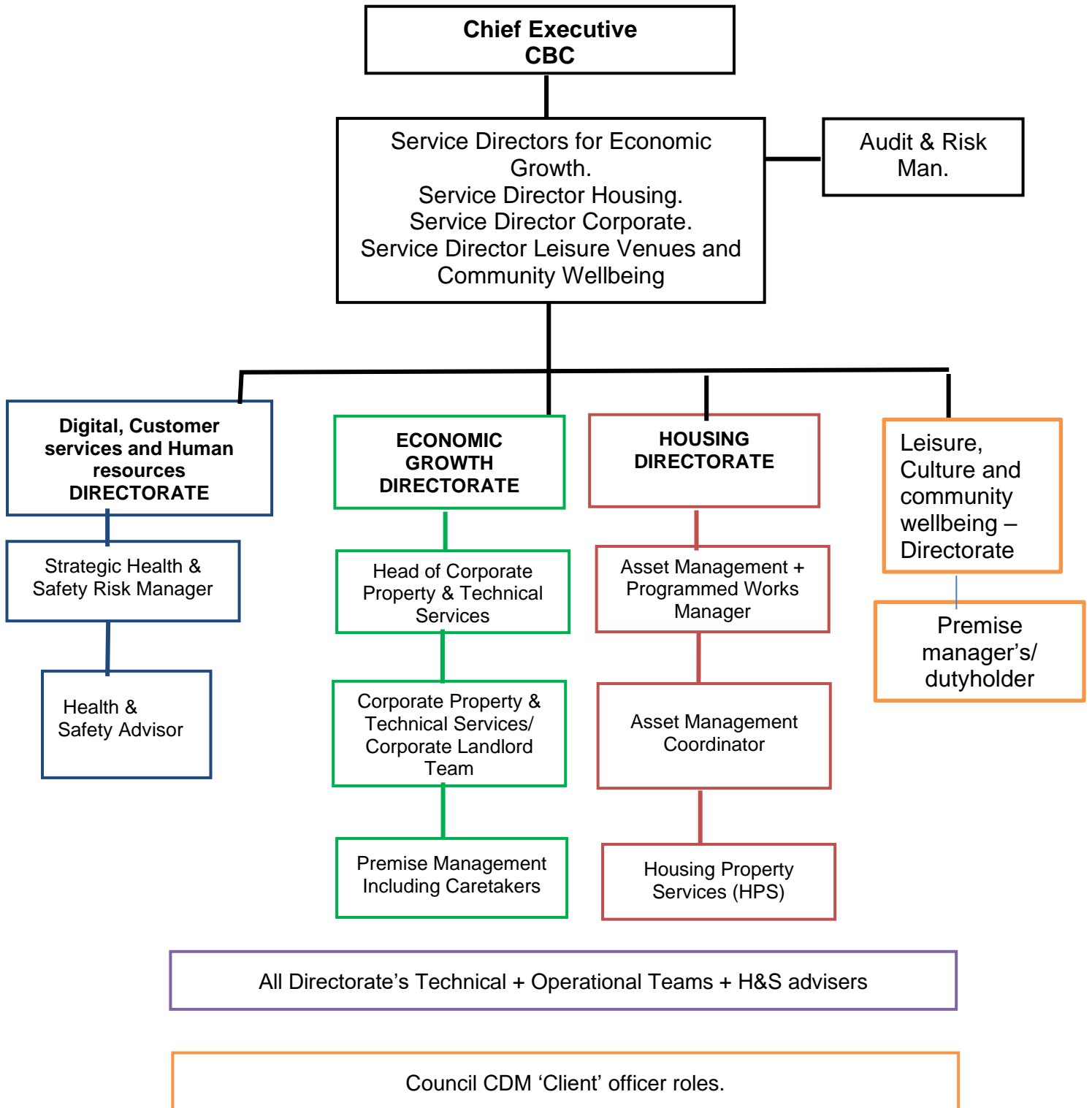
The council (Dutyholders/Responsible Persons) shall ensure that adequate asbestos related information; instruction and training are given to all employees and will undertake regular training of managers and staff, regular building users and contracted third parties, where necessary to ensure that the information is effectively disseminated and to ensure that training has been undertaken practically.

Asbestos training is to be undertaken for staff, and those who manage staff, who may come into contact with ACMs, or who in any way contribute to the council's responsibility to manage. Asbestos training is mandatory for some as required under regulation 10 of the CAR 2012 (and ACOP L143). A clear asbestos training matrix will be maintained by the Council and will clearly identify the level and frequency of training required for each relevant position. All identified staff must therefore attend a suitable course and/or subsequent 'refresher training' as set out within the Council Training Matrix at **Appendix 7**.

All asbestos training should be documented on personal files / council corporate training databases. Training records are required to be maintained and available for audit purposes.

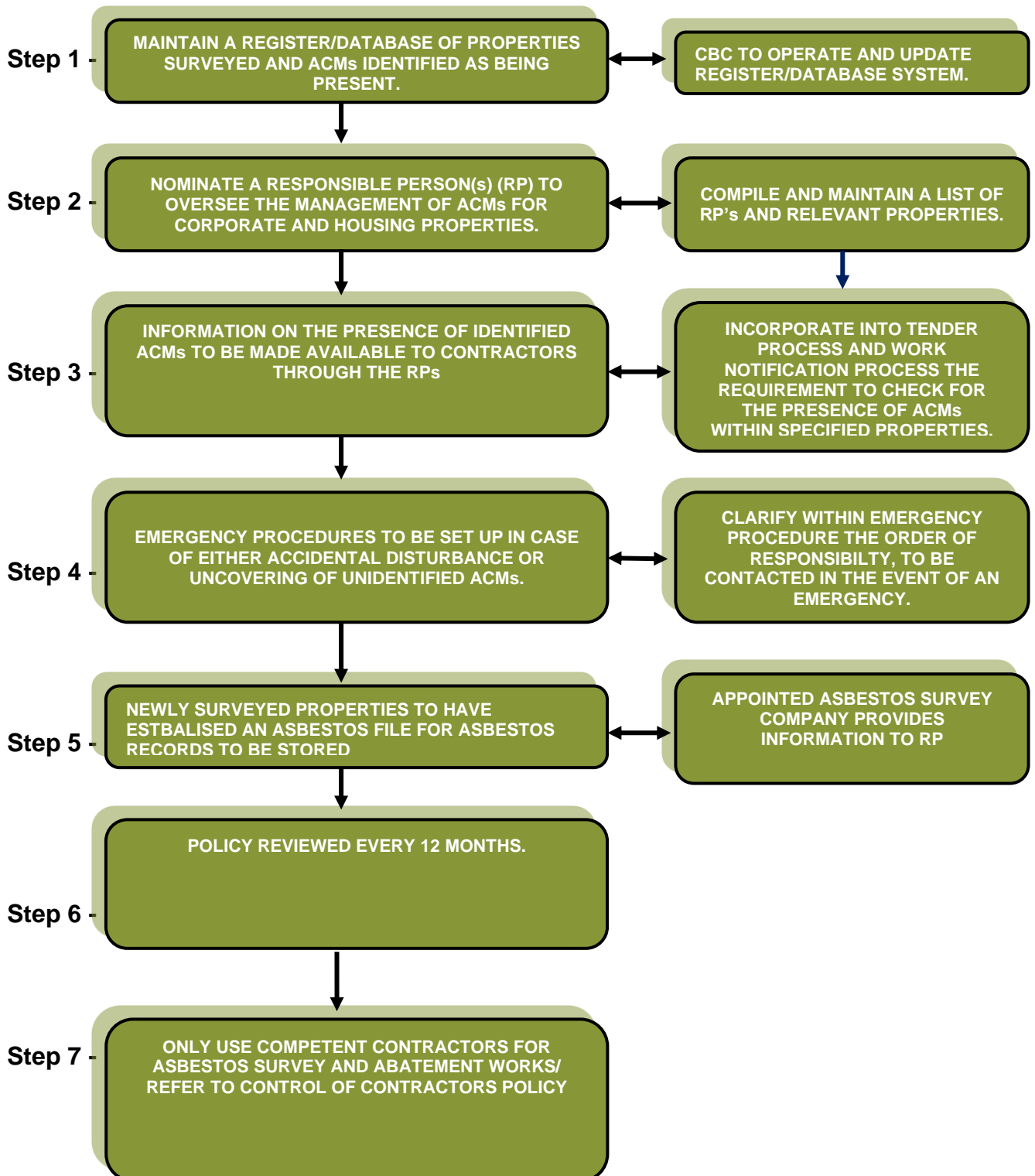
APPENDICES

Appendix 1 – CBC Responsibility Structure for the Management of Asbestos Containing Materials



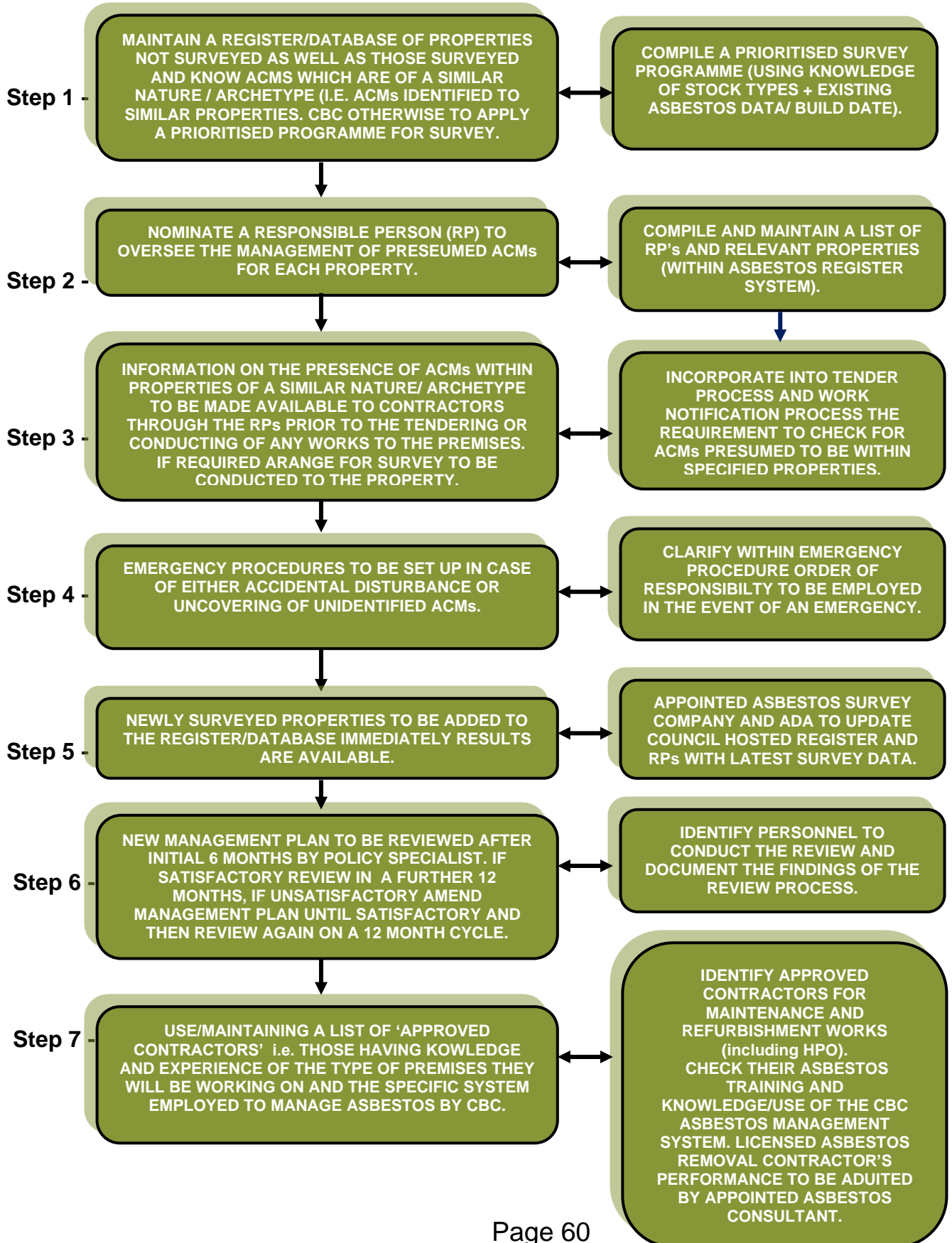
Appendix 2 - Diagrams for the Management Strategies for Surveyed and Non-Surveyed Council Properties

MANAGEMENT STRATEGY FOR ACMs WITHIN **SURVEYED** COUNCIL PROPERTIES



Appendix 2 Continued

**MANAGEMENT STRATEGY FOR ACMs WITHIN 'NON-SURVEYED'
CHESTERFIELD BOROUGH COUNCIL PROPERTIES**



Appendix 3 - ACMS to be Presumed Present within Non-Surveyed Council Properties

Material	Period Most Typically Used in Buildings
Mastic pad to underside sink.	1960's to 2000.
Floor tiles or Vinyl flooring.	1950's to 1992.
Stair nosing.	1950's to 1980s.
Bakelite toilet cistern.	1900 to 1992.
Textured coatings.	1950's to 1984.
Gasket to pipe work and boiler.	1860's to 1999
Cement (or less commonly AIB) undercloaking to edge of roof.	1900 to 1980's.
Cement (or less commonly AIB) soffits.	1900 to 1980's.
Cement roof sheet external.	1900 to 1999.
Cement water tanks.	1900 to 1999.
Cement flue pipe and cowls.	1900 to 1999.
Cement panels to ceiling and fireplaces.	1900 to 1999.
Electrical switch gear.	1900 to 1980's.
Paper lining beneath man-made mineral fibre insulation or flooring.	1950's to 1992.
Rope to skylight.	1900 to 1980's.
Insulation board infill panels to surrounds to fires, walls of cupboards, basement ceilings, lining panels to doors, boxing, and within dumb waiter.	1860's to 1980.
Fire Doors or insulation board lining panels to doors.	1860's to 1980.
Lagging to pipe work.	1860's to 1980.
'Eternit' windowsills.	1900 to 1993

Asbestos materials have been used in construction since 1200, and although most significant commercial use commenced in the UK in the mid 1800's, it was not until the 1970's that the banning of the use of asbestos products started. The dates/ periods shown above provide an indication as to when materials were most commonly used, however it must be remembered that there were exceptions outside of these dates and old stocks of material were also sometimes employed after a material was officially banned.

Appendix 4 - ACMS likely to be Present within Council Properties, Associated Risk Level, and Recommended Management Actions

Material	Risk Level*	Management Action(s)	Responsibility
Mastic pad to underside sink.	Very Low	Re-inspect at a frequency according to the level of risk.	Relevant R.P.
Floor tiles.	Very Low	As above.	Relevant R.P.
Stair nosing.	Very Low	As above.	Relevant R.P.
Bakelite toilet cistern.	Very Low	As above.	Relevant R.P.
Textured coatings.	Very Low	As above. Paint areas of minor damage.	Relevant R.P.
Gasket to pipework and boiler.	Very Low	Re-inspect at a frequency according to the level of risk.	Relevant R.P.
Cement undercloaking to edge of roof.	Very Low	As above.	Relevant R.P.
Cement soffits.	Very Low	As above.	Relevant R.P.
Cement water tanks.	Low	As above.	Relevant R.P.
Cement roof sheet.	Low	As above. Encapsulate areas of minor damage.	Relevant R.P.
Cement flue pipe and cowls.	Low	As above.	Relevant R.P.
Cement panels to ceiling and fireplaces.	Low	As above.	Relevant R.P.
Insulation board soffits.	Low	As above.	Relevant R.P.
Electrical switch gear.	Low	Re-inspect at a frequency according to the level of risk.	Relevant R.P.
Rope to skylight.	Medium	As above.	Relevant R.P.
Insulation board to ceilings, walls of cupboards etc. and surrounds to fires.	Medium	As above. Encapsulate areas of minor damage.	Relevant R.P.
Paper lining beneath man-made mineral fibre insulation.	Medium	Re-inspect at a frequency according to the level of risk.	Relevant R.P.
Insulation board lining panels to doors, or door header panels (above doors).	Medium/High	As above. Encapsulate areas of minor damage. Remove if damage is significant.	Relevant R.P.
Lagging to pipe work.	Medium/High	As above.	Relevant R.P.

* Risk Rating is based upon the type of material and also presuming it to be in a sound condition. Damage to ACMS, loss of sealant will increase the risk that they pose and thus change their Risk Rating.

Appendix 5 - Material and Priority Assessments

Material Assessment (Algorithm) – from HSG264.

The material risk assessment considers the following criteria:

- **Product type**
- **Extent of damage**
- **Surface treatment and**
- **Asbestos type**

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

Each of the parameters is scored and added to give a total between 2 and 12:

Materials giving the following scores can be rated as to the risk that they represent in releasing fibres if the material is disturbed.

10 or more - should be regarded as **HIGH** risk with a significant potential to release fibres if disturbed

between 7 and 9 – This score is regarded as **MEDIUM** Risk

between 5 and 6 - This score is regarded as **LOW** Risk.

4 or Less – This score is regarded as **VERY LOW** Risk

Priority Assessment (Algorithm) - HSG 227.

The management priority must be determined by carrying out an overall Risk Assessment which takes account of such factors as:

- **Occupancy Activity** – The main type of use of the area and the activities needs to be considered. For example, a little used storeroom will rarely be accessed and so any asbestos is unlikely to be disturbed. At the other end of the scale, in an office lined with asbestos insulating board panels with frequent movements, the potential for disturbance is high.
- **Likelihood of Disturbance** – Two factors to be taken into consideration are the amount or extent of asbestos and its vulnerability/accessibility. For example, outdoor soffits are generally inaccessible without the use of ladders and are unlikely to be disturbed. Whereas panels on internal walls would be much more likely to be disturbed by persons moving about the premises.
- **Human Exposure Potential** – This considers three factors in the area; 1) number of occupants in the area; 2) the frequency of usage; and 3) the average time each area is in use. For example, a boiler room is most likely to be unoccupied, but may be visited daily for a few minutes. The potential for exposure is much less than an office which is occupied by many people for many hours per day.
- **Maintenance Activity** – This is the most important area for consideration in respect to level of maintenance activity likely to take place in an area. Electricians, plumbers and carpenters are the tradesmen with the highest risk of exposure to asbestos. Planned maintenance can be assessed and carried out using procedures and controls to reduce exposure to asbestos. Where unplanned reactive maintenance is required the controls that can be applied may be more limited. The frequency of maintenance activities needs to be taken into consideration in deciding what management action plan to employ.

The scores to be applied to each Priority Risk Assessment criteria are given in the following table (taken from HSE HSG227):

Assessment Factor	Score	Examples of Score Variables
Normal Occupancy Activity		
Main type of activity in area	0	Rare disturbance activity (e.g. little used storeroom).
	1	Low disturbance activities (e.g. office type activity).
	2	Periodic disturbance (e.g. industrial or vehicular activity).
	3	High levels of disturbance, (e.g. fire door with asbestos insulating board sheet in constant use).
Secondary activities for area	As above	As above.
Likelihood of Disturbance		
Location	0	Outdoors – external.
	1	Large rooms or well-ventilated areas.
	2	Rooms up to 100m ² .
	3	Confined spaces.
Accessibility	0	Usually inaccessible or unlikely to be disturbed.
	1	Occasionally likely to be disturbed.
	2	Easily disturbed.
	3	Routinely disturbed.
Extent/amount	0	Small amounts or items (e.g. strings or gaskets)
	1	≤10m ² or <10m pipe run
	2	>10m ² to ≤50m ² or >10m to ≤50m pipe run
	3	>50m ² or >50m pipe run
Human Exposure Potential		
Number of occupants	0	None.
	1	1 to 3
	2	4 to 10
	3	>10
Frequency of use of area	0	Infrequently.
	1	Monthly.
	2	Weekly.
	3	Daily.
Average time area is in use	0	<1 hour.
	1	>1 to <3 hours.
	2	>3 to <6 hours.
	3	>6 hours.

Priority Risk Assessment criteria: Continued

Maintenance Activity		
Type of maintenance activity	0 1 2 3	Minor disturbance (e.g. possibility of contact when gaining access) Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling) Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles). High levels of disturbance (e.g. removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabling).
Frequency of maintenance activity	0 1 2 3	ACM unlikely to be disturbed for maintenance ≤1 per year. >1 per year. > 1 per month.

*

Appendix 5 (continued): Council Default Priority Assessment Scores for all Domestic Properties.

	Normal Activity	Sec. Activity	Disturb/ Location	Access	Extent/ Amount	Number Occupants	Frequency of use	Average Time used	Maintenance Type	Freq.	Priority Score
Living Room	1	1	2	1	2	1	3	2	1	0	6
Dining Room	1	1	2	1	2	1	3	0	1	0	6
Kitchen	1	1	2	1	2	1	3	1	1	1	6
Hall	1	1	2	1	1	1	3	0	0	0	5
Pantry	0	0	2	1	1	1	3	0	0	0	4
Cupboard (1, 2, 3 etc.)	0	0	2	1	1	1	3	0	0	0	4
Store	0	0	2	1	1	1	3	0	1	0	5
Porch	1	1	1	1	1	1	3	0	1	0	5
Toilet	1	1	2	1	1	1	3	0	1	1	6
Bathroom	1	1	2	1	1	1	3	0	1	1	6
Stairs/ Landing	1	1	2	1	1	1	3	0	1	0	6
Bedroom 1	1	1	2	1	2	1	3	3	1	0	7
Bedroom 2	1	1	2	1	2	1	3	3	1	0	7

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ASBESTOS MANAGEMENT PLAN

	Normal Activity	Sec. Activity	Disturb/ Location	Access	Extent/ Amount	Number Occupants	Frequency of use	Average Time used	Maintenance Type	Freq.	Priority Score
Bedroom 3	1	1	2	1	2	1	3	3	1	0	7
Bedroom 4	1	1	2	1	2	1	3	3	1	0	7
Heater Cupboard	2	2	2	1	1	1	2	0	2	1	7
Garage	2	2	1	1	2	0	2	0	1	0	5
Cellar	0	0	3	1	1	0	2	0	1	0	4
Loft	0	0	3	1	1	0	1	0	1	0	4
External Store (1, 2, 3 etc.)	1	1	1	1	1	0	2	0	1	0	4
External	0	0	0	0	1	0	3	0	2	1	4
Roof	0	0	0	0	1	0	0	0	2	1	3

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Note:

1) this spreadsheet will need updating to reflect any review / revisions following commencement of the new appointed Asbestos Survey Company (ASC) contract in 2022 and incorporation within the Council Premises Asbestos Register system

2) it should be noted that these tabulated 'default' priority risk assessment scores while following the HSE guidance criteria and scoring algorithm are not prescribed by the HSE as it is the requirement of the 'Dutyholder' (Council) to define them to reflect the nature of their properties, the occupants and their use.

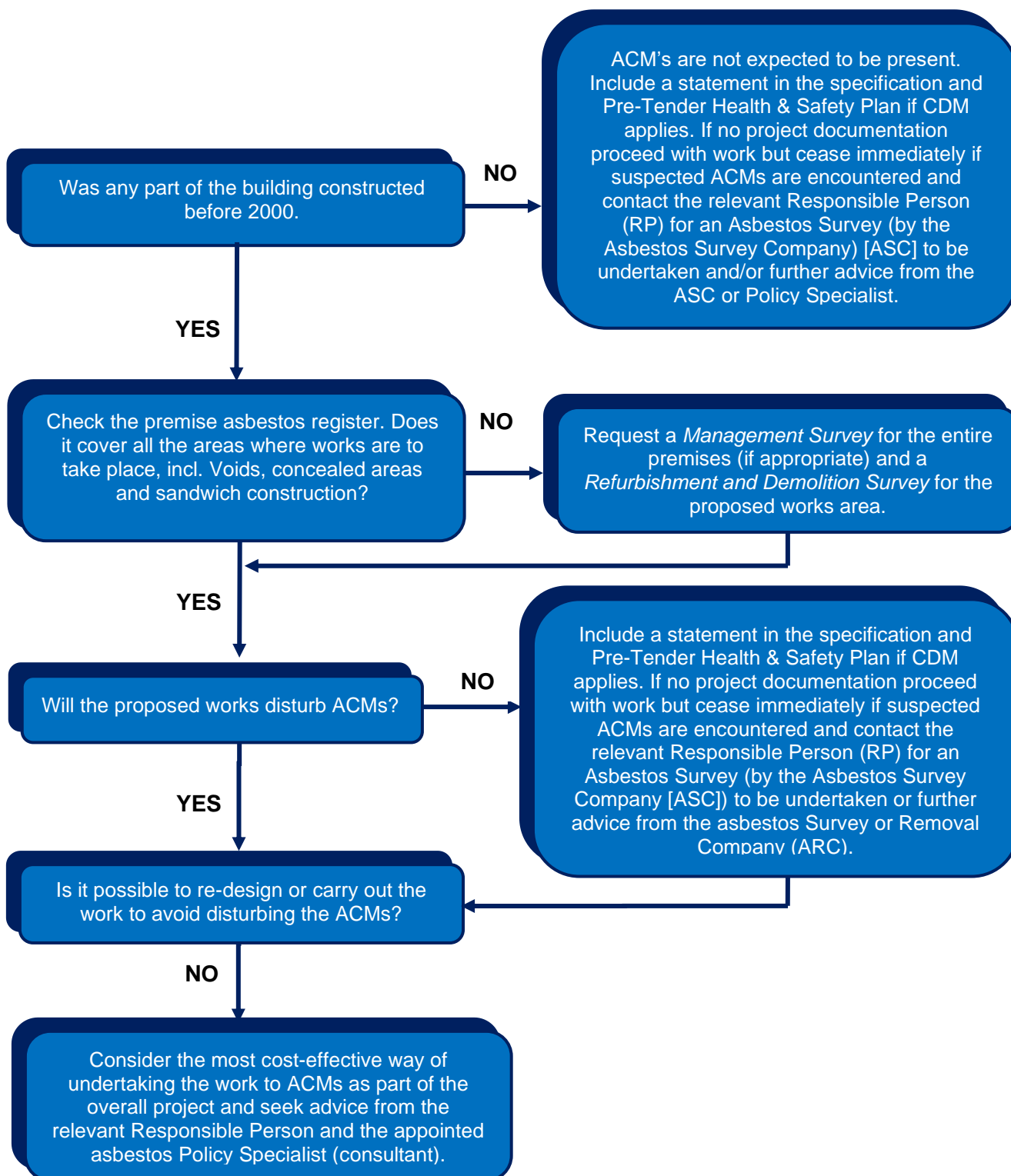
Appendix 6– Council Asbestos Training Matrix

Type of Training	Staff Identified	Cycle/ Timing	Duration	Iteration	Qualification	Trainer
P402- Asbestos Surveys + Bulk Samples	AMP Policy Specialists	One off	3 Days	*1	BOHS P402 Certificate	UKATA certified/ IATP or equivalent
Duty To Manage / Emergency Scenario (Council AMP + Procedures)	Responsible Persons, AMP Owner, AMP Dutyholders, Deputy dutyholders. (see roles/ job titles at 5.2).	Periodic (Year one + every 5th year)	1 Day	5	Training Certificate	Appointed Asbestos Compliance Specialist (ACS)
Asbestos Awareness eLearning (Category 'A')	Those for whom classroom 'AA' training required (see above). Also, Housing/ Corporate/ Premise Managers/ Asset Management/ visiting officers and Call Centre Staff: any identified role that will be expected to communicate ACM issues (e.g. Environmental services, housing enforcement/environment, caretaking roles).	Annual (when not full classroom version)	N/A	Annual	'e-learning'	elearning package (internal) (or appointed Asbestos Survey Company [ASC])
Type of Training	Staff Identified	Cycle/ Timing	Duration	Iteration	Qualification	Trainer

ASBESTOS MANAGEMENT PLAN

<p>Non-Licensed Works (Category 'B')</p>	<p>Staff, and those who manage staff, who through their role within CBC may come into contact with ACMs, or order/supervise work which could affect ACMs. Include Premise Managers and HPS staff/ operatives where relevant*.</p> <p>HPS staff, who are authorised to undertake <i>any</i> ACM related non-licensed work tasks. <i>*NOTE:</i> After first classroom 'AA' training completed, those undertaking 'Cat B' training do not require AA training as well.</p>	<p>Regular (Year one + annual TNA/ refresher)</p>	<p>1 Day</p>	<p>Annual</p>	<p>Training Certificate (year one classroom UKATA). Refresher annual</p>	<p>External supplier (or appointed Asbestos Survey Company [ASC] if UKATA certified/ IATP or equivalent)</p>
<p>P405 - Management of Asbestos in Buildings</p>	<p>Policy Specialists/ Deputy dutyholders (Housing / Corporate)</p>	<p>One off</p>	<p>3 Days</p>	<p>*1</p>	<p>BOHS P405 Certificate</p>	<p>UKATA certified/ IATP or equivalent, appointed via H&SC (to meet CBC criteria)</p>

Appendix 7 – Flow Chart for Projects where ACM’s may be disturbed.



See Key Considerations Overleaf

Flow Chart for Projects where ACM's may be disturbed.

Key Consideration shall include: -

- Is the work licensable, or notifiable non-licensed (NNLW)?
- Does the work fall under the terms of the CDM 2015 Regulations?
- Can the work be undertaken as preparatory work?
- Can HPS staff undertake this work as part of their approved non-licensed asbestos work activity?
- Will consideration need to be given for special programming?
- Has relevant information been provided to the Contractor?
- Contractors undertaking the work must develop a Risk Assessment and Plan of Work in accordance with Control of Asbestos Regulations 2012 (including CBC's 'in-house' operational maintenance team [HPO]).

The list of approved/ pre-vetted Council contractors is available from the appropriate Dutyholder and Responsible Person.

Appendix 8 - Asbestos: The Health Hazards and Occupational

Groups at Risk

Disturbing asbestos can release very small fibrous particles which, when airborne, can be breathed in. The fibres are not necessarily visible to the naked eye. Due to their small fibrous nature, the body's respiratory defence mechanism does not filter out all the fibres. Fibres may enter the lower parts of the lung where they may persist for years. It is recognised the more fibres that are breathed in, the greater the risk to health.

Breathing fibres over a period of time can eventually lead to the following diseases: -

Asbestosis.

This is scarring of the lung which reduces the lungs elasticity and leads to breathlessness. It is caused by a proportion of asbestos fibres inhaled reaching the deep lung and resulting in a thickening of the alveoli wall.

Bronchial Carcinoma (Lung Cancer).

This is a cancer developed in the lung. It is indistinguishable from lung cancers caused by cigarette smoking and other agents.

Mesothelioma.

This is a cancer which develops in the lining of the chest wall or abdominal cavity. It is linked to exposure to crocidolite and amosite asbestos fibres.

All the above asbestos related diseases are irreversible and may progress, even after cessation of exposure. A latent period of between 15 – 60 years is generally the norm. In the 1990's approximately 2000 – 3000 people died every year from asbestos related diseases. This is a consequence of exposure to asbestos in the 1960's/1970's and the long latency period.

Providing asbestos containing materials (ACM) are not damaged and fibres not released, the risk to health is minimal.

Occupational Groups at Risk

The main groups of workers currently at risk are:

- Demolition contractors
- Roofing contractors
- Construction contractors
- Heating and ventilation engineers
- Telecommunications engineers
- Fire and burglar alarm installers
- General maintenance staff, computer installers
- Building surveyors
- Electricians
- Painters and decorators
- Joiners
- Plumbers
- Gas fitters
- Plasterers
- Shopfitters

END

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Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>		Corporate Asbestos Policy 2024-2029 and Management Plan 2024/25
<i>Service Area:</i>	Digital, HR and Customer services Directorate	
<i>Section:</i>	Health, Safety and Risk	
<i>Lead Officer:</i>	Grant Ilett	
<i>Date of assessment:</i>	01/09/23	
<i>Is the policy, project, service, function or strategy:</i>		
<i>Existing</i>	<input type="checkbox"/>	
<i>Changed</i>	<input type="checkbox"/>	
<i>New / Proposed</i>	<input checked="" type="checkbox"/>	

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Section 1 – Clear aims and objectives

<p>1. What is the aim of the policy, project, service, function or strategy?</p> <p>The asbestos policy and management plan have been reviewed. They now reflect an improved picture to ensure a better compliance with Council's legal duties. This includes compliance with the Health and Safety at Work etc. Act 1974 (HASAW), the Management of Health and Safety at Work regulations 1999 and the Control of Asbestos Regulations (CAR) 2012, the Control of Substances Hazardous to health (2002); Personal Protective Equipment Regulations 1992 (as amended) and other applicable legislation, along with compliance with the Council's corporate Health & Safety Policy, Health and Safety Executive (HSE) Approved Codes of Practice, Guidance and industry guidance.</p> <p>This Asbestos Policy and management plan details responsibilities and instructions required by the Council's Chief Executive, the policy owner, the nominated dutyholders, and the appointed responsible persons for the Council, or persons working for the dutyholder, in order to maintain compliance with the Control of Asbestos Regulations (CAR) 2012. This is in regards the management of asbestos-containing materials within the properties and regarding any work on asbestos for which the Council has responsibility.</p>
--

--

2. Who is intended to benefit from the policy and how?

This policy will apply to all Council employees and other workers (including agency, casual, voluntary, elected members and contractors) when at work and working on Council premises, Council workplaces or elsewhere on Council business. The supplementary corporate guidance also outlines expectations on engagement with our customers (tenants both domestic and non-domestic).

The policy applies to:

- All Council employees and contractors (including the Housing Property Services 'in-house' team [HPS]) undertaking asbestos related works, or work adjacent to asbestos containing materials (ACMs).
- All Council properties (unless leased to the third party). This covers both domestic and non-domestic stock.
- Anyone likely to be put at risk from work in these properties.

In essence the main benefit from this revised policy is an improvement in understanding and control ACM. The removal of out of date information and obsolete details. For example, the removal of information that could inadvertently create unnecessary anxiety (through the removal of the asbestos leaflet)

3. What outcomes do you want to achieve?

To ensure that all Dutyholders and their responsible persons (relevant managers) along with their employees and other persons (e.g. Councillors, third party) will comply with health and safety regulations and HSE approved guidance standards. The key outcome is a more succinct (as much as possible for a very technical subject) policy documentation, which provides a more updated and clear framework for all person to work from.

In addition, this has been supplemented for the first time with a full suite of corporate technical guidance and process maps to assist with communication and clear instruction on asbestos awareness and other asbestos communication requirements.

4. What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Some employees and workers may have a protected characteristic(s) and/or medical grounds which will justify changes and reasonable adjustments in the workplace, this is sufficiently covered by a separate policy (The Council's Respiratory Protective Equipment (RPE) Policy).

For example:

- Communication of safety advice and confirming understanding if first language is not English
- Religious / medical reasons regarding close fitting RPE
- Religious exemptions from the need to wear close fitting respiratory protection in the workplace

5. Any other relevant background information

The updated asbestos policy, AMP and technical corporate procedures have been developed with external expert consultant advice (subject matter expert input). These documents also reflect learning from the HSE interventions in 2022 and 2023.

Section 2 – Collecting your information

6. What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

In line with the Public Sector Equality Duty, information regarding employees with protected characteristics is collated by the HR team. Potential impact of the policy could be estimated from these figures, however adjustments would need to be discussed with employees / workers on an individual case by case basis.

Section 3 – Additional engagement activities

7. Please list any additional engagement activities undertaken when developing the proposal and completing this

EIA. Have those who are anticipated to be affected by the policy been consulted with?		
Date	Activity	Main findings
04.09.23	Early consultation of Policy and AMP	Early drafts of the following documents were discussed and consulted at an early stage. The feedback and review was also considered with the external independent asbestos consultant (iON Consultants Ltd). Asbestos Policy Asbestos management plan (AMP) Process map 'as is' Process map draft 'to be'
29.09.23	Andrew Fowler Unison feedback	Tracked changes feedback provided from Unison were considered and integrated where possible.
02.10.23	H&S Policy review process meeting – consultation activity	Asbestos Policy and Management Plan documents discussed at the meeting.
17.11.23	TU safety representative additional consultation 17 th – 30 th Nov.	Consideration was made to TU safety representative feedback, vast majority of suggestions and valued feedback were accommodated, clarifications made along with some reformatting. GI v2.4 with tracked changes and comments issued + a clean version of the AMP and Asbestos policy circulated.
17.11.23	Asbestos technical procedures and protocol. TU safety representative consultation 17 th – 30 th Nov.	TU safety representatives sent the full suite of corporate procedure documents for asbestos.
20.11.23	Asbestos Policy 2023-2027 (policy consultation) aspire pages	Created the policy consultation pages on Aspire (internal intranet page). Full suite of documents (latest drafts attached to the pages). 1. Asbestos Policy (draft). Nov 23 v3 2. Asbestos Management Plan (AMP) Nov 23 v2.4 draft a. Survey procedure Oct 23. v4.1 draft b. Removal procedure Oct 23. v2.1 draft c. Compliance procedure Oct 23. v2.1 draft d. Communications protocol Oct 23. v2.1 draft e. No access asbestos procedure. Oct 23. v1 draft f. Emergency works procedure - Oct 23. v1 draft Asbestos Process Maps 1. the current processes are mapped in document: 'Asbestos Mgmt in Corporate Properties As is Processes v0.1' 2. the proposed draft processes, mapped out in document: 'Asbestos Mgmt in Corporate Properties draft To Be Processes v2'. Continued to work with the external asbestos consultants to develop these documents. Comments requested to be received by end of Dec 23

5.12.23	H&S Policy review process meeting – consultation activity/	Asbestos Policy document and the Asbestos Management Plan is nearly ready for formal consultation, pending any further comments received from the management/wider workforce consultation (Nov-Dec 23). Asbestos procedures / protocol – ongoing consultation to mid-December Unite feedback received
6.12.23	EIA circulated to policy team	Amend made on their feedback received 7.12.23.
20.11.23/ ongoing	Employee and manager communications (awareness of policy review)	Aspire asbestos consultation pages established 20.11.23. Requesting feedback and comments by end of December 2023. Weekly managers e-bulletin - 24 November (asbestos policy consultation pages) notified Weekly managers e-bulletin – 8 December (asbestos policy consultation pages) reminder T4 connected teams chat – reminder of consultation and final call for comments 30.1.23 No comments received & no equalities concerns raised.
31.01.24	EIA updated to reflect feedback from the consultation work	TU safety rep feedback: Redrafting of policy and AMP documents. Training matrix updated. HSE industry recognised training providers. PC recommended widening the scope of training providers and opens to wider pool of competent training providers. Roles and responsibilities also updated. Management meeting (Property and Technical Services 11.1.24) requested RIA continued support for asbestos register updating until P&TS reshape is implemented. Agreed with HPS management (30.1.24). Responsible person duties revised to reflect the RIA supporting role and RIA duties re-added to section 5.1
14.02.24	Health and safety committee – formal consultation, final drafts (<i>as per the agreed H&S Policy review process step-by step process</i>).	1. Asbestos Policy 2024- 2029 v3.1 (draft) 2. Asbestos Management Plan (AMP) 2024/25 v2.7 (draft) Asbestos Process Maps 1. the current processes are mapped in document: 'Asbestos Mgnt in Corporate Properties As is Processes v0.1' 2. the proposed draft processes, mapped out in document: 'Asbestos Mgnt in Corporate Properties draft To Be Processes v2'. 14.02.24 post committee update. H&S committee endorsed the documents. GI will now progress with next steps for E&G committee.
14.02.24	EIA document updated	Post H&SC. No diversity issues were raised at committee.
Proposed 25.03.24	Employment and General Committee. Final draft Policy will be presented, discussed and approval requested	

Complete process in Feb 24	Portfolio Holder - formal approval for corporate asbestos procedures <i>(as per the agreed Corporate health, safety and risk policy guidance step-by-step process)</i>	<ul style="list-style-type: none"> a. Survey procedure b. Removal procedure c. Compliance procedure d. Communications protocol e. No access asbestos procedure. f. Emergency works procedure
TBC	Implementation / communication support work on changes	Asbestos Proposal for ongoing training and compliance support (by SME). Health surveillance arrangements – to include Spirometry testing. (as part of Occupational health review / new contractual arrangements).

Section 4 – What is the impact?

8. Summary of anticipated impacts. *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.*

	Positive impact	Negative impact	No disproportionate impact
Age	<input type="checkbox"/>	<input type="checkbox"/>	✓
Disability and long term conditions	<input type="checkbox"/>	✓	<input type="checkbox"/>
Gender and gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	✓
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	✓
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	✓
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	✓
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	✓
Religion and belief	<input type="checkbox"/>	✓	<input type="checkbox"/>

9. Details of anticipated positive impacts.

a)	The Policy will actively support certain medical and religious characteristics, in so much that this will assist with avoiding unfair dismissal claims and ensure reasonable adjustments are made where appropriate.							
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)								
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

10. Details of anticipated negative impacts.

a)	<i>Negative impact:</i>	Some employees and workers may have a protected characteristic based on disability which may justify changes and reasonable adjustments in the workplace and PPE. Refer top RPE Policy which adequately addresses these concerns.						
	<i>Mitigating action:</i>	HR and the health, safety and risk team will be referred to on an individual basis for further guidance						
	<input type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion							
b)	<i>Negative impact:</i>	Some employees and workers may have a protected characteristic based on their religion / belief which may justify changes and reasonable adjustments in the workplace and PPE. Refer top RPE Policy which adequately addresses these concerns.						
	<i>Mitigating action:</i>	HR and the health, safety and risk team will be referred to on an individual basis for further guidance						
	<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Ethnicity <input checked="" type="checkbox"/> Religion							
c)	<i>Negative impact:</i>							
	<i>Mitigating action:</i>							
	<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion							

11. Have all negative impacts identified in the table above been mitigated against with appropriate action?			
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why:</i>

Section 5 – Recommendations and monitoring

12. How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

The health, safety and risk team have been consulting throughout the creation of this policy, bearing in mind at all times those employees / workers with protected characteristics.

13. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

Managers will be expected to police the monitoring and use of the policy for operational purposes. External Subject matter expert / or where available in-house competent roles - will audit against this policy standard during periodic or departmental H&S audits. Departmental inspections, safety tours, and site visits will be other proactive opportunities to identify and complete corrective action for policy compliance. In addition, bespoke asbestos training / elearning / category B / and other training as applicable will address learning and development needs. Learning opportunities will also be presented during potential adverse events such as spotting hazards, near misses and other accidents and incidents. These will encompass the reactive elements for the policy monitoring activity.

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Section 6 – Knowledge management and publication

Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager	Name:	G Ilett
	Date:	05.02.24
Reviewed by Policy Service	Name:	Allison Potter
	Date:	14.02.24
Final version of the EIA sent to Policy Service		
Decision information sent to Policy Service		

Responsible Person (Premises Manager)

MANAGEMENT SURVEY
All pre 2000 non domestic properties/areas & corporate buildings managed by CBC have a Management Survey. This includes those owned/ managed by CBC & those which are sub-let by CBC

START

1 Agree with CBC Asbestos Officer (CBC AO) & Corporate H&S Advisor (Corp. HSA) that a re-inspection/management survey is due on a property

- Frequency in accordance with CBC re-inspection programme
- RP or CBC AO/Corp HSA may initiate the discussion
- Check Keystone for previous survey data/report
- Sub-let properties not re-inspected until lease is due for renewal

2 Arrange date/time of re-inspection/management survey with Asbestos Survey Company (ASC)

3 Raise purchase order

Asbestos Survey Company

4 Carry out re-inspection/management survey

5 Damaged ACM/debris identified?

6 Discuss situation with CBC AO/Corp HSA

7 Make the area safe

8 CBC AO/Corp HSA notifies RP by telephone/email

9 Take sample(s) & submit for lab analysis. Communicate results to AO (results within 48 hours)

10 Is the sample negative or positive?

Decide whether sample is necessary as per the scope of the Management Survey report

12 Follow the Removal process flow

11 Create PDF re-inspection survey report

12 Email survey report to RP & CBC AO/Corp HSA for review/challenge & address any feedback received

RP & CBC AO/Corp HSA notify ASC of outcome of review by email within 5 working days

13 Email final report to RP, CBC AO & Corp HSA

END

CBC Asbestos Officer/ Corporate H&S Advisor

14 Review report & discuss recommended work with ASC

This must be done in line with the councils Asbestos ACM Risk Banding within the Asbestos Management Plan

REMOVAL/REMEDIATION – represents current/future risk to health or is likely to be disturbed by maintenance work

MANAGE – sound condition & presents no risk to health, not subject to abrasion/deterioration

ENCAPSULATE - slightly damaged but otherwise sound condition, not subject to further damage or cause risk to health if untreated

Responsible Person (Premises Manager)

15 Authorise payment of order

16 Type of action required

17 Leave ACMs in situ until next re-inspection is due

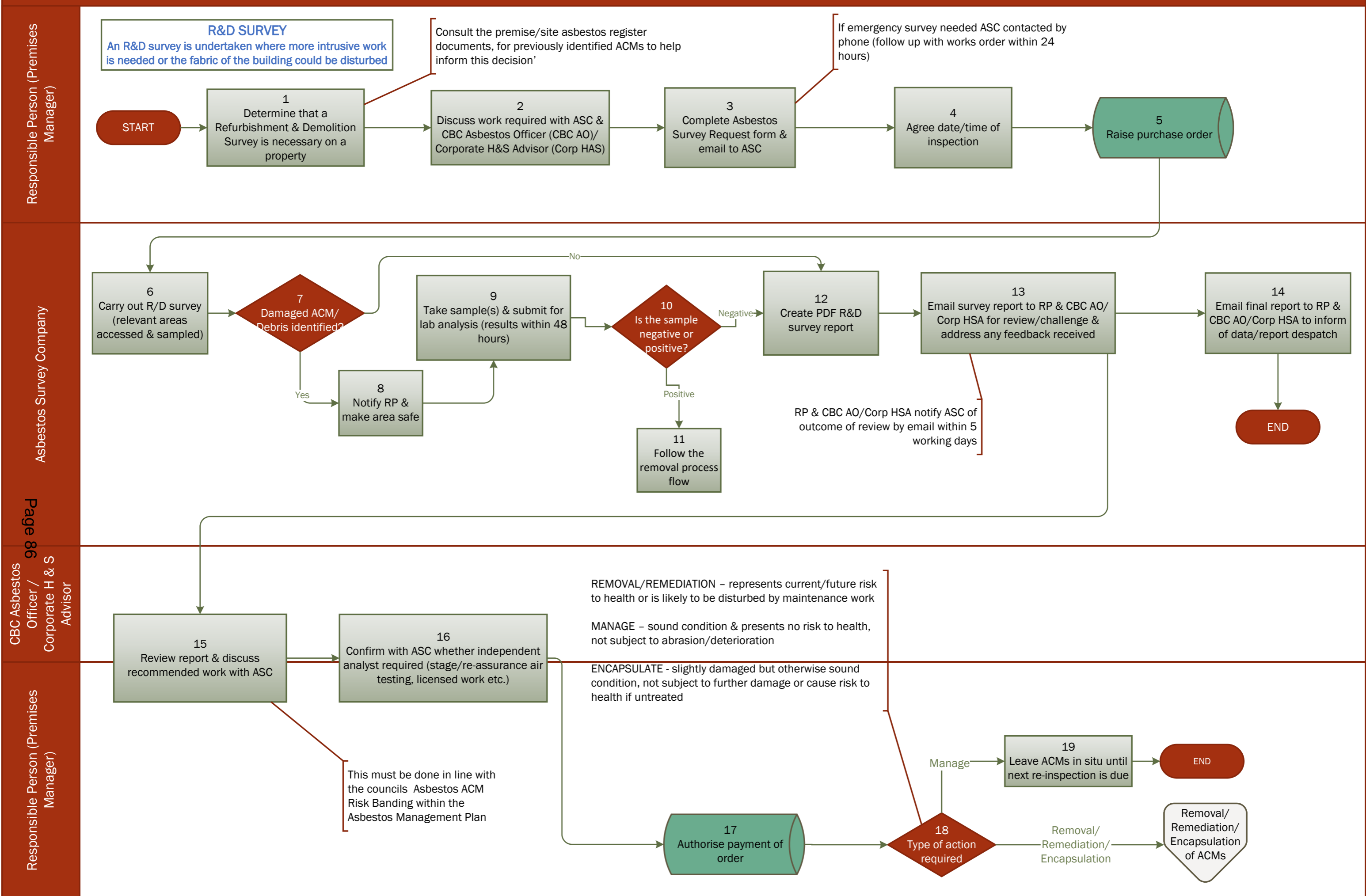
END

Removal/ Remediation/ Encapsulation of ACMs

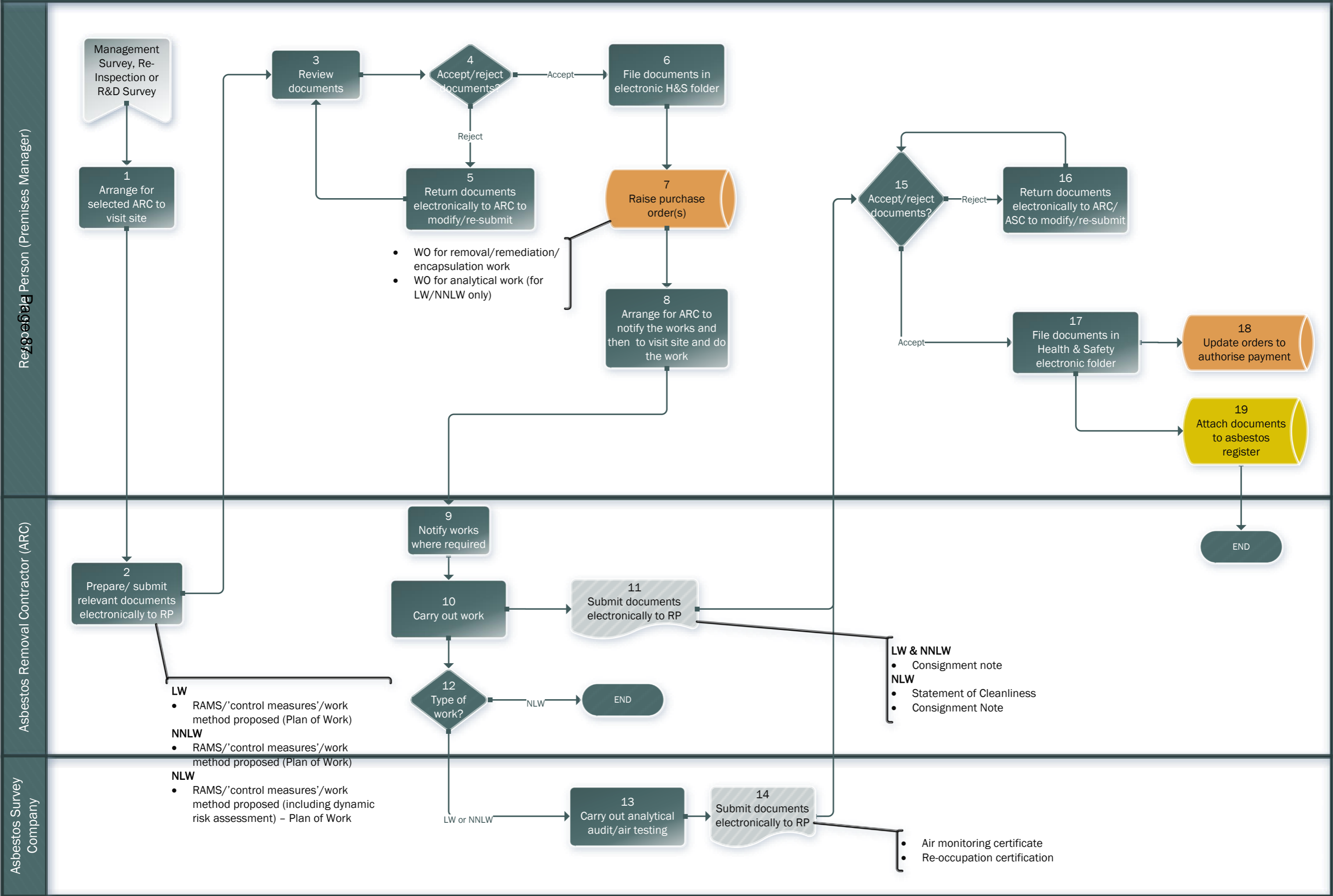
Manage

Removal/Remediation/Encapsulation

Asbestos Management in CBC Corporate/Commercial Properties Process V2.0 – R/D Survey



Asbestos Management in CBC Corporate/Commercial Properties Process V2.0 – Removal/Remediation/Encapsulation of ACMs



Responsible Person (Premises Manager)

Asbestos Removal Contractor (ARC)

Asbestos Survey Company

Management Survey, Re-Inspection or R&D Survey

1 Arrange for selected ARC to visit site

3 Review documents

4 Accept/reject documents?

6 File documents in electronic H&S folder

5 Return documents electronically to ARC to modify/re-submit

7 Raise purchase order(s)

8 Arrange for ARC to notify the works and then to visit site and do the work

15 Accept/reject documents?

16 Return documents electronically to ARC/ASC to modify/re-submit

17 File documents in Health & Safety electronic folder

18 Update orders to authorise payment

19 Attach documents to asbestos register

END

- WO for removal/remediation/encapsulation work
- WO for analytical work (for LW/NNLW only)

- LW**
- RAMS/'control measures'/work method proposed (Plan of Work)

- NNLW**
- RAMS/'control measures'/work method proposed (Plan of Work)

- NLW**
- RAMS/'control measures'/work method proposed (including dynamic risk assessment) – Plan of Work

- LW & NNLW**
- Consignment note
- NLW**
- Statement of Cleanliness
 - Consignment Note

- Air monitoring certificate
- Re-occupation certification

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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