

# *Wirksworth Town Council*



## Asbestos Policy & Procedures for managing Asbestos in Town Council buildings

Policy – Adopted 17/12/18  
Minute C119/18

**(CONTROL OF ASBESTOS REGULATIONS 2006)**

## **INTRODUCTION:**

This document sets out the policy and strategy for the management of Asbestos Containing Materials (ACMs) at all Town Council premises. Its purpose is to minimise the risk to any person using Town Council buildings and provide guidelines for the recording, management and safe disposal of ACMs (where necessary). The document should be used in conjunction with the Control of Asbestos Regulations, HSE Guidance documents and specific procedures for asbestos management.

## **MANAGEMENT POLICY STATEMENT:**

The overall policy for the management of asbestos can be summarised as follows:

- To have clear procedures for the management of asbestos in buildings, including identification, monitoring of condition, provision of information to personnel and removal or repair where necessary including emergency procedures.
- To identify, where possible, the presence of asbestos in Town Council buildings.
- To maintain up to date records of asbestos materials in Town Council buildings. All Asbestos Register Records to be kept in a central database with a written copy on site which is available to all users of Town Council buildings.
- To remove asbestos where it presents an unacceptable risk to any person.
- To maintain asbestos containing materials in a safe condition so that they present minimum risk to building users.
- To train staff, as appropriate, in matters relating to asbestos.
- To raise the awareness of asbestos issues for all persons who use Town Council buildings.
- To only use licensed Asbestos Contractors approved by the Town Council for asbestos removal works.
- To restrict sampling and analysis of suspected ACMs to specifically designated staff employed in or authorised by the Town Council.

## **PERMIT TO WORK SYSTEM:**

When work is undertaken on any Town Council property, contractors should be given guidance concerning ACMs. Any Contractor instructed to carry out any works at a Town Council site must obtain a Permit to Work provided by the site Town Clerk or Caretaker prior to work commencing (see Appendix 2).

New contractors must sign in to the property and be shown the Asbestos Register/Report and obtain a Permit to Work before undertaking any activity on site.

If a material is exposed and contractors are not sure of the composition, they MUST stop work, close off the area and advise the Town Clerk who will seek advice from external experts e.g. DCC Property Services.

### **REMOVAL OF ASBESTOS:**

No asbestos containing materials (ACM's), are to be removed from any Town Council establishment without the prior agreement from the Town Council. Only approved contractors should be employed to remove any ACM from a Town Council establishment.

### **ASBESTOS SAMPLING:**

No asbestos samples are to be removed from any suspected ACM on any Town Council establishment, other than by authorised contractors.

**MAJOR REFURBISHMENT;** A 'Refurbishment/Demolition' Asbestos Survey (Type 3) must be requested by the person commissioning the work (usually architect or building surveyor). However where the work to be carried out is commissioned and organised by the Town Clerk, it is the Town Clerk's responsibility to ensure that the 'Refurbishment/Demolition' Asbestos Survey (Type 3) is carried out.

**TEXTURED COATINGS;** Low levels of asbestos are found within some Artex/Textured coatings. Although these materials are now not part of the licensing arrangements, it is the policy of Town Council to have them removed only by a licensed contractor. It is important to seek advice from a qualified contractor prior to carrying out any work on these types of material.

**SURVEY TYPES;** Due to recent changes in the HSE survey guidance MDHS100, (Methods for the Determination of Hazardous Substances, Surveying, Sampling and Assessment of Asbestos Containing Materials). 'Type 2' Asbestos Surveys will now be referred to as 'MANAGEMENT SURVEYS' and 'Type 3' Asbestos Surveys as 'REFURBISHMENT/DEMOLITION SURVEYS'.

**STAFF TRAINING;** It is the policy of Town Council that any employee who has control of a Town Council building has received Asbestos awareness training. It is the responsibility of the Town Clerk to ensure that staff has been trained.

### **EMERGENCY PROCEDURES:**

All staff in Council premises should be aware of the risk from asbestos. Any member of staff identifying a possible asbestos hazard must contact the Town Clerk immediately.

The suspected area or hazard must firstly be isolated from any use until it has been inspected by a suitable contractor. An approved contractor should attend site and;

- Check written records. Visit site, inspect and arrange for a sample to be taken if necessary.
- Maintain isolation of the area if appropriate
- Take samples and arrange for analysis of any suspected materials.
- Carry out a Risk Assessment if the presence of asbestos is confirmed, and wherever necessary, arrange for a licensed contractor to clean the area, remove any ACMs and have air tests carried out.
- Identify any persons who have had contact with damaged material. Such persons will be advised to contact their respective Departmental Health and Safety Advisor for recording.
- Advise the Town Clerk about procedures required to deal with any remaining problems.

The Clerk, Mayor and Deputy Mayor are jointly authorised to grant permission for emergency action to be taken if required.

**SHORT NON-CONTINUOUS MAINTENANCE ACTIVITIES:** Maintenance activities involving asbestos insulation board and asbestos insulation can only be considered if any one person carries out work with these materials, for less than one hour in a seven day period, and should not exceed the control limit of 0.6 f/ml, 10 minute action level (see HSE guidance). The total time spent by all workers on the work should not exceed two hours. Any work of this nature can only take place on Town Council premises by prior agreement of the Town Clerk.

**ANNUAL INSPECTION (ASBESTOS):** An appropriately trained staff member will carry out an annual inspection as part of regular maintenance inspections to visually check all asbestos recorded and to ensure that the information contained within the asbestos survey, and the site conditions have not changed (see Appendix 1).

**PROFESSIONAL SURVEYING STRATEGY:** The Town Council will assess the need to commission an asbestos survey ['Management' Asbestos Survey (Type 2)] from DCC once every four years based upon the extent of any structural changes to buildings and/or to comply with changes in Legislation.

### **SURVEY PROGRAMME**

- **TYPES OF SURVEYS:**

There are two types of survey defined in MDHS 100 (Methods for the Determination of Hazardous Substances, Surveying, Sampling and Assessment of Asbestos Containing Materials).

A) **'Management' Asbestos Surveys. (Type 2)** A non-intrusive survey with sampling which will include :

- all occupied rooms, including storerooms and boiler houses etc.
- all accessible service ducts (where it is safe to do so)
- all accessible ceiling voids (i.e. those with access hatches or suspended grid ceilings)
- all exposed materials to the external envelope of the building
- all fixed plant and machinery

B) **'Refurbishment / Demolition' Asbestos Surveys (Type 3)**

Intrusive surveys to identify as far as reasonably practicable, all asbestos in buildings in order to comply with the requirements laid down by the Construction, Design and Management (CDM) Regulations 2007. This may involve dismantling elements of the building, accessing sealed ducts or controlled demolition.

- **CARRYING OUT OF SURVEYS:**

**'Management' Asbestos Surveys (Type 2)** must be carried out by trained staff or approved contractors. **'Refurbishment / Demolition' Asbestos Surveys (Type 3)** MUST be carried out by approved licensed asbestos removal contractors.

### **MAINTENANCE OF RECORDS:**

A single copy of the 'Management' Asbestos Survey (Type 2) for the specific site will be presented and explained to the Town Clerk who will sign acceptance. This will be a paper record for each property to include all current items held in the central record. Additional survey records will be

issued to the site when any refurbishments are made to the building or further surveys identify any changes in the condition of ACMs.

The Asbestos Survey (Type 2) for the Town Hall and Memorial Hall, held in the Town Clerk's Office at the Town Hall, forms the Town Council's Asbestos Register.

#### **SAMPLING AND TESTING POLICY:**

The sampling of all materials which are suspected of containing asbestos will be carried out by a licensed contractor. ***No other personnel are authorised to undertake this work.***

Samples taken as part of asbestos surveys will be collected in accordance with accredited procedures.

#### **STAFF TRAINING:**

All persons who have delegated responsibility for the management or running of buildings owned by the Town Council including office and caretaking staff will receive adequate training to ensure awareness of asbestos in buildings and of the Council's policies and procedures. All training must be recorded.

#### **USE OF CONTRACTORS FOR THE REMOVAL OF ACMs:**

No ACM's are to be removed from any Town Council establishment without prior agreement from the Town Council. Only approved licensed contractors can be used for the removal of notifiable asbestos containing materials (ACM's).

#### **INSTRUCTIONS TO ALL CONTRACTORS WORKING AT TOWN COUNCIL BUILDINGS CONCERNING ACMs:**

When work is undertaken on any Town Council property, guidance concerning ACMs must be shown to all the contractors involved.

Any Contractor instructed to carry out any works at any Town Council site must obtain a Permit to Work provided by the site Town Clerk (see Appendix 2) prior to work commencing.

All contractors, whatever their trade, should be aware of the possible presence of ACMs. New contractors must sign in to the property and must be shown the Asbestos Register/Report and obtain a Permit to Work before undertaking any activity on site. The Register\Report will outline where the materials are located and what form they take. The work may proceed **ONLY** if it can be completed without any likely disturbance to the ACMs – but always with caution. The contractor must contact the Town Clerk or County Property Division before proceeding where works are likely to expose the building fabric or require access in ducts and above suspended ceilings if an Asbestos Survey has not been carried out on these areas.

If a material is exposed and contractors are not sure of the composition, they **MUST** stop work, close off the area and seek advice from the Asbestos Co-ordinator\Asbestos Manager and notify the Town Clerk.

If demolition or major refurbishment is to take place, a 'Refurbishment/Demolition' Asbestos Survey (Type 3) must be undertaken prior to any work starting. In cases where the work to be carried out is commissioned and organised by the Town Clerk, it is the Town Clerk's responsibility to ensure that the survey is carried out. **NO WORK MUST TAKE PLACE PRIOR TO THE SURVEY BEING ISSUED.**

## **REVIEW OF ASBESTOS POLICY:**

- **ANNUAL REVIEW**  
The Asbestos Policy will be reviewed annually.
- **REVIEW AS A RESULT OF LEGISLATIVE CHANGES**  
It is the responsibility of the Town Clerk to ensure that legislative changes relating to asbestos are monitored, the policy is amended and any necessary actions are implemented.
- **REVIEW AS A RESULT OF INCIDENTS, COMPLAINTS OR CORRECTIVE ACTION**  
It is the responsibility of the Town Clerk to monitor and act upon incidents, complaints and any corrective action taken relating to the management of asbestos that will have an impact upon the effectiveness of the Asbestos Policy.

**Wirksworth Town Council Asbestos Policy**  
**Revision: December 2018**

**ANNUAL INSPECTION (ASBESTOS)**

CONTROL OF ASBESTOS REGULATIONS. (2006)

A staff member will carry out an annual inspection, to visually check all asbestos recorded, to ensure that the information contained within the 'Management' Asbestos Survey (Type 2), and the site conditions have not changed.

**Record of Inspection:**

Inspected By:		Position:	
Date:			
All ACMs inspected and remain visibly undamaged	YES	NO	
Further inspection or advice Required.	YES	NO	

**Details and notable changes:**

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**PLEASE NOTE: Please clearly indicate any notable changes to the condition of any ACMs within the building.**

WIRKSWORTH TOWN COUNCIL  
 CONTROL OF ASBESTOS REGULATIONS 2006

PERMIT TO WORK ASBESTOS HAZARD CHECK	
Location of Work within the Premises :	
Brief Description of Work :	

CLIENT\TOWN CLERK	
Signature :	.....
Please Print :	.....
Date :	.....

Will the work disturb any Asbestos Containing Materials (ACMs) identified in the premises ASBESTOS SURVEY?	
YES	<input type="checkbox"/> The proposed work <b>must not</b> proceed. <b>Advice must be sought.</b>
NO	<input type="checkbox"/> The proposed work can commence <b>BUT</b> the contractor needs to be aware that there may be additional items of ACMs in the building\proposed work area over and above those identified in the Asbestos Survey. The contractor's attention is drawn to those places not specifically accessed by the Surveyor for the purposes of producing the Asbestos Survey, e.g. Pipe ducts, wall voids etc.  <b>WORK MUST STOP IMMEDIATELY IF ANY SUSPICIOUS MATERIALS ARE DISCOVERED AND RESPONSIBLE PERSONS NOTIFIED</b>

CONTRACTOR	
I have read and understand the restrictions imposed by the Permit to Work	
SIGNATURE :	.....
Please Print :	Date: .....