

**POLICY AND PROCEDURES  
FOR THE MANAGEMENT AND  
CONTROL OF ASBESTOS  
RISKS IN PROPERTY: –**



**ASBESTOS MANAGEMENT PLAN**

Version No.:	4.3	Date:	August 2021
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**Document Version Control:**

Version	Change	Author	Date	Approved by	Date approved
4.2	General review with changes to reflect revised practices. Appendix alterations for flowcharts & STaR ARSM	Gavin Curley with Assistance from Luke Blakeway	6/11/23		
4.3	Minor changes to wording following integration of HSE recommendations	Gavin Curley	16/4/24		

## **1.0 Policy for the Management of Asbestos Risks**

Shropshire Council acknowledges it has a statutory duty under the Control of Asbestos at Work 2012 (CAR 2012) to manage Asbestos Containing Materials (ACMs) within its premises. The management policy and procedure is outlined below and details how the Council will discharge its duties.

This Policy and Procedure will form the Council's "Asbestos Management Plan."

An asbestos management structure for the Council has been established (See Appendix G).

The Council will prevent its employees, building users and any person to whom it owes a duty of care from respiratory exposure to asbestos fibres from ACMs within its premises so far as is reasonably practicable.

## **2.0 Management of Asbestos Risks Philosophy**

The Council will adopt a management system and safe systems of work to prevent exposure to asbestos fibres from ACMs.

To achieve this, all premises will be surveyed to identify so far as is reasonably practicable the condition and location of ACMs and a risk assessment will be undertaken in accordance with HSE documents HSG264, HSG227 and L143. To prevent exposure, the risk assessment will identify control and management action that must be employed.

The Chief Executive of the Council shall:-

Ensure that adequate resources are available for the formulation, monitoring and recording of appropriate procedures which comply with HSG264, HSG227 and L143.

Ensure that adequate resources are available to provide appropriate information, instruction, training and supervision to employees identified as having a role to undertake in the implementation of asbestos management procedures.

Appoint the Head of Property & Development, as the 'Responsible Person' to manage the necessary procedures for the management and control of asbestos.

The Responsible Person shall:-

Accept management responsibility for all aspects of asbestos management and control.

Ensure suitable arrangements are in place to identify all properties managed by the Council and assess them for the potential risk from asbestos.

Establish suitable arrangements to manage identified risk areas, including identification of management responsibilities, training and competence.

Ensure that adequate resources are available to address any needs identified in the risk assessments and that the risk assessments are acted upon.

Review the risk assessments annually.

Ensure that the established procedures are brought to the attention of all persons affected by them.

Appoint the Statutory Compliance Officer – Asbestos & Legionella as ‘Deputy Responsible Person (non-housing)’ and the Shropshire Towns and Rural Housing Limited (STaR Housing) Contracts Officer as ‘Deputy Responsible Person (housing)’ to implement and coordinate the procedures for the management and control of asbestos.

The Deputy Responsible Persons shall:-

Arrange for surveys to be carried out on each property within their remit.

Keep permanent records of all surveys in Property Services Group or STaR Housing office as appropriate.

Arrange for remedial work to be carried out as highlighted by the surveys.

Keep permanent records of all the remedial work with the surveys in the asbestos data base. The records will be readily available for inspection.

All Shropshire Council employees shall, in undertaking their work activities, comply with this Policy and perform their duties in accordance with any information, instruction and training received.

### **3.0 The Estate**

The Estate comprises all properties and buildings owned or occupied by Shropshire Council, for which Shropshire Council has responsibility for the planned maintenance.

Where Council owned properties are maintained by outside agencies then Property Services Group / STaR Housing and the Responsible Person shall be available to advise the person in control of the building.

Where Council employees occupy leased properties then Property Services Group / STaR Housing and the Responsible Person shall be available to advise the person in control of the employees.

Responsibility for the maintenance and upkeep of the corporate database will lie with the Responsible Person and to ensure the effectiveness and accuracy of the database all requests for asbestos management surveys and removal associated with these management surveys, must be made to the Responsible Person or the appropriate Deputy Responsible Person.

The survey and management process shall be directed and controlled by the Head of Property & Development, the Responsible Person.

The information collected from the surveys will be entered on to an electronic corporate database, which will store and allow analysis for management purposes, for all ACMs. The database will be Web enabled, however, until this is possible and where appropriate, paper copies will be retained on each site in the Asbestos Record System Manual (Asbestos Register) held at reception.

## **4.0 The Survey Programme**

All buildings shall be surveyed to comply fully with survey methods described in HSG264.

HSE guidance indicates that buildings constructed after 2000 are unlikely to contain ACMs; accordingly surveys are not required.

### **Non-housing**

Annually

- Assess materials and commence remediation works arising from new initial surveys,
- Reassess ACMs and commence remediation works arising from management surveys,
- Review asbestos management plan.

### **Housing**

- Assess materials and commence remediation works arising from new initial surveys,
- Reassess ACMs and commence remediation works arising from management surveys, on a five year cycle,
- Review asbestos management plan, annually & subject to changes in legislation.

## **5.0 Day to Day Management**

### **Non-Housing**

The designated Duty Holder for Council owned buildings can be varied. The Duty Holder for a specific site should be detailed within the local Premises Plan for Asbestos Management. For educational settings this is likely to be Headteacher. On other non-domestic properties this post may be assigned to the Service or Premises Manager. The Duty Holder will be responsible for administering the access to, and for preventing unauthorised works to ACMs within his or her premises. The designated Duty Holder for a site shall ensure that all contractors arriving on that site to complete works, sign the 'site declaration' in the Premises Plan for Asbestos Management prior to commencement of work.

The Duty Holder should be aware of the locations of ACMs in his or her premises and should any deterioration in their condition be suspected, report the same to the Deputy Responsible Person for evaluation by the Council's Environmental Consultants.

The Duty Holder will be responsible for compiling and maintaining the local Premises Asbestos Management Plan (AMP) along with updating the site asbestos register to reflect any deterioration or abatement works carried out. A template for the AMP is provided on the Learning Gateway and the Shropshire Council intranet.

The Duty Holder will NOT be empowered to instruct others to survey, repair or remove ACMs. This is essential for the effective maintenance of an accurate corporate database.

## **Housing**

The properties are managed by Shropshire Towns and Rural Housing Limited (STaR Housing). The Council will identify the STaR Housing Project Manager as Responsible Person for each of its housing buildings. The Responsible Person and Deputy Responsible Person will be responsible for administering the access to, and for preventing unauthorised works to ACMs within his or her premises. The Responsible Persons shall ensure that all staff and contractors, prior to arriving on site to complete works, have reviewed the Asbestos Register to make sure these works can be carried out without the disturbance of any known ACMs.

For all void works and larger refurbishment works, involving numerous operatives and/or contractors or works carried out over multiple days, the Asbestos Record System Manual and most recent/relevant asbestos survey should be accessible on-site. With a requirement to return a signed acknowledging declaration on completion of works, these will be retained by the Responsible Persons as part of the Asbestos Register System (see Appendix F).

For all other works carried out by STaR Housing Repairs team and Planned Maintenance Contractors, the viewing of the Asbestos Register will be monitored by the Deputy Responsible Person via monthly audits, which will be reviewed and issued to STaR Housing's Strategic Repairs Manager and Planned Maintenance Contracts Officers to make sure the Asbestos Register is being checked prior to arrangement or completion of any works to STaR Housing properties. All STaR Housing Repairs Operatives will sign a declaration they have read and understood the Asbestos Register prior to starting any works and that their works can be completed without causing disturbance to any know ACMs, via their handheld device.

If, following review of the asbestos register, any ACMs' condition should have deteriorated, this should be reported to the Deputy Responsible Person to be evaluated. The Deputy Responsible Peron will ensure suitable asbestos removal or remedial works are carried out, depending on the potential risk of the ACM and its likelihood to release asbestos fibres.

### **6.0 Survey Philosophy**

The Council will ensure that all buildings constructed before 2000, which are owned or occupied by employees, building users or persons to whom the Council owe a duty of care, receive a Management survey as detailed in HSG264 by the Council's appointed Environmental Consultants.

All non-housing buildings, constructed before 2000 and identified to contain asbestos material from the initial management survey, will be re-surveyed annually; the priorities for each building will be assessed on the basis of building use, age and previous asbestos information held by the council.

All housing buildings, constructed before 2000 and identified to contain asbestos material from the initial management survey, will be re-surveyed every five years under the survey programme. Additional surveying may be carried out prior to planned maintenance activities, tenant approved alterations or if repairs are needed to an area which was beyond the scope of the previous survey.

All the data collected will be recorded within the Council's corporate database and made available to Duty Holders for each of its buildings. CAD drawings will be used and the position of ACMs will be accurately referenced graphically and made available for reference purposes.

The database will record both positive and negative ACM samples. For positive samples, the material and priority risk assessment as detailed in HSG227 will be completed. Thus the management and control measures for each ACM can be established.

## **7.0 Material and Priority Risk Assessments**

The Material & Priority Risk Assessments are to be completed by the Asbestos Consultant at the time of the Management survey.

The risk assessment includes a material assessment and priority assessments. The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. The priority assessment looks at the likelihood of someone disturbing the ACM.

When combined, these variables will assist in determining the potential of the material to release asbestos fibres and are used to produce a risk assessment summary (see appendix A) from which a statement of risk is obtained i.e. High, Medium and Low risk. From this a summary management action will be instigated:

- HIGH RISK – Risk Priority Code 1 – Consider initial action such as isolation/segregation of area and re-assurance air tests. Carry out removal/remedial action to eliminate/reduce the risk in accordance with the paragraph below.
- MEDIUM RISK – Risk Priority Code 2 – Carry out removal/remedial action to eliminate/reduce the risk in accordance with the paragraph below.
- LOW RISK – Risk Priority Code 3 – Carry out removal/remedial action to eliminate/reduce the risk in accordance with the paragraph below.

Upon receipt of the Management Survey reports, the Deputy Responsible Person(s) will assess the recommendations and prioritise removal work. It should be noted that in so doing parameters such as occupant activity, location, vulnerability, likelihood of disturbance and likelihood/frequency of access will be taken into account, which may result in not all asbestos recommended for removal being removed straight away. Proposed projects and future work will similarly have a bearing on such assessments.

Management options available are detailed above and also reference is made to HSG227 appendix 5 in making those decisions (See Appendix D).

## **8.0 Intrusive Works**

Intrusive works are works that would typically be carried out by, but not exclusively restricted to, caretakers, electricians, plumbers, carpenters, builders, IT contractors, heating engineers.

Contractors carrying out intrusive work should preferably be taken from the Council's Contractor Frameworks / Approved List / Dynamic Purchasing System. All contractors shall be directed to consult the Asbestos Record System prior to commencing works.

Where works are proposed on a pre-2000 build property, it is possible that the work area could contain concealed ACMs. The Duty Holder or Project Manager must request a localised intrusive Refurbishment and Demolition survey by the Council's Environmental Consultant, prior to proceeding. It should be noted that following this survey there will be a requirement for some "making good", which will need to be allowed for in feasibility study or project budgets.

All contractors working on any site will be required to review the asbestos survey records on site and sign the relevant documentation to confirm they have done so, understand the information provided and are safe to proceed with the works (See Appendix F for domestic properties and the Premises Plan for Asbestos Management on non-domestic properties).

If Asbestos removal is required see Appendix D for guidance on the appropriate procedure.

## 9.0 Major Works

A Refurbishment and Demolition survey as defined in HSG264 shall be undertaken prior to the commencement of any major works, including refurbishments and demolition (See Appendix C).

The cost of the survey and any ACM removal and associated monitoring works will be included within the overall project budget. The Council's Environmental Consultant shall be employed to monitor the removal works, with all the relevant data being recorded for entry upon the Council's corporate database.

One of the following individuals - Responsible Person, the Deputy Responsible Persons or designated Project Manager – will arrange for the project management of all works to ACMs. This includes surveys, repair or removal works. The individual designated for this role will be the person who is organising the project works as a whole, unless specifically agreed otherwise and clearly documented. Exceptionally, and for a specific project only, this duty may be delegated to the Principal Contractor for a building project, however, all removal work and monitoring will still be carried out by the Council's removal contractors and environmental consultant. Responsibility – project manager to inform responsible or deputy responsible persons of all works involving asbestos surveying & removal and provide related documentation relating to the works.

All contractors working on any site will be required to review the asbestos survey records on site and sign the relevant documentation to confirm they have done so, understand the information provided and are safe to proceed with the works (See Appendix F for domestic properties and the Premises Plan for Asbestos Management on non-domestic properties).

**All** 'notifiable' asbestos related works will be monitored by the Council's Environmental Consultants and carried out by contractors from the Council's or STaR Housing's approved list of HSE **licensed** contractors. **Fourteen day** Notification shall be given to the HSE, as directed by the licensed asbestos removal contractor.

All asbestos waste will only be removed from site by suitably licensed waste operators for disposal at appropriately licensed disposal sites and all disposals will fully comply with the hazardous waste regulations with the associated consignments notes being retained.

All associated documentation must be forwarded to Property Services Group or STaR Housing for entry upon the appropriate Council corporate database and to enable any site asbestos register to be updated

## 10.0 Use of Contractors

For asbestos related work, licensed asbestos removal contractors shall be selected from the Council's or STaR Housing's approved list and used for all and any work on ACMs. This requirement applies to ALL non-housing work on any asbestos containing material irrespective of whether it may fall under the categorisation of Notifiable Licensed Work, Non-Licensed Work or Notifiable Non-Licensed Work.

STaR Housing may utilise non-licensed contractors for non-licensed work subject to the contractor demonstrating to the STaR Project Manager that their staff have received UKATA awareness training appropriate to their role and the task.

All other contractors for non-asbestos related work will be required to demonstrate to the Council that United Kingdom Asbestos Training Association (UKATA), Asbestos Awareness training is provided to all their staff appropriate to their role within the company.

## **11.0 Emergencies and Exposure**

In the event of an incident suspected of exposing employees or building users to an asbestos release, the area is to be isolated and all persons without the appropriate personal protective equipment shall be excluded. Any person exposed to asbestos fibres above the designated action levels should be directed to seek the appropriate health surveillance (See Appendix B).

## **12.0 Training Provisions**

All Council staff will receive asbestos awareness training or other training, appropriate to their duties, including refresher courses as required. Training is available through the Council's H&S Team – 01743 252819

## **13.0 Audit and Review Process**

The Asbestos Management Policy and Procedures will be reviewed at six monthly intervals, following changes to asbestos legislation, HSE guidance or approved codes of practice and in the event of a major failure of the management system.

In addition the Council will undertake a periodic formal audit. This will be undertaken internally or by the use of an external specialist. The audit will provide information on the effectiveness of the current policy and procedures and also those areas where change is required owing to revised legislation or to improve the asbestos management process within the Council.

## **14.0 Further advice – contact details**

Shropshire Council Deputy Responsible Person	01743 253157
Shropshire Council Health & Safety Team	01743 252819
StaR Housing Project Manager	01743 260216
StaR Housing Contract Officer	07807 228190
StaR Housing web portal link	<a href="http://193.8.241.99:82/AlphaTracker/">http://193.8.241.99:82/AlphaTracker/</a>

RISK ASSESSMENT PROCESS

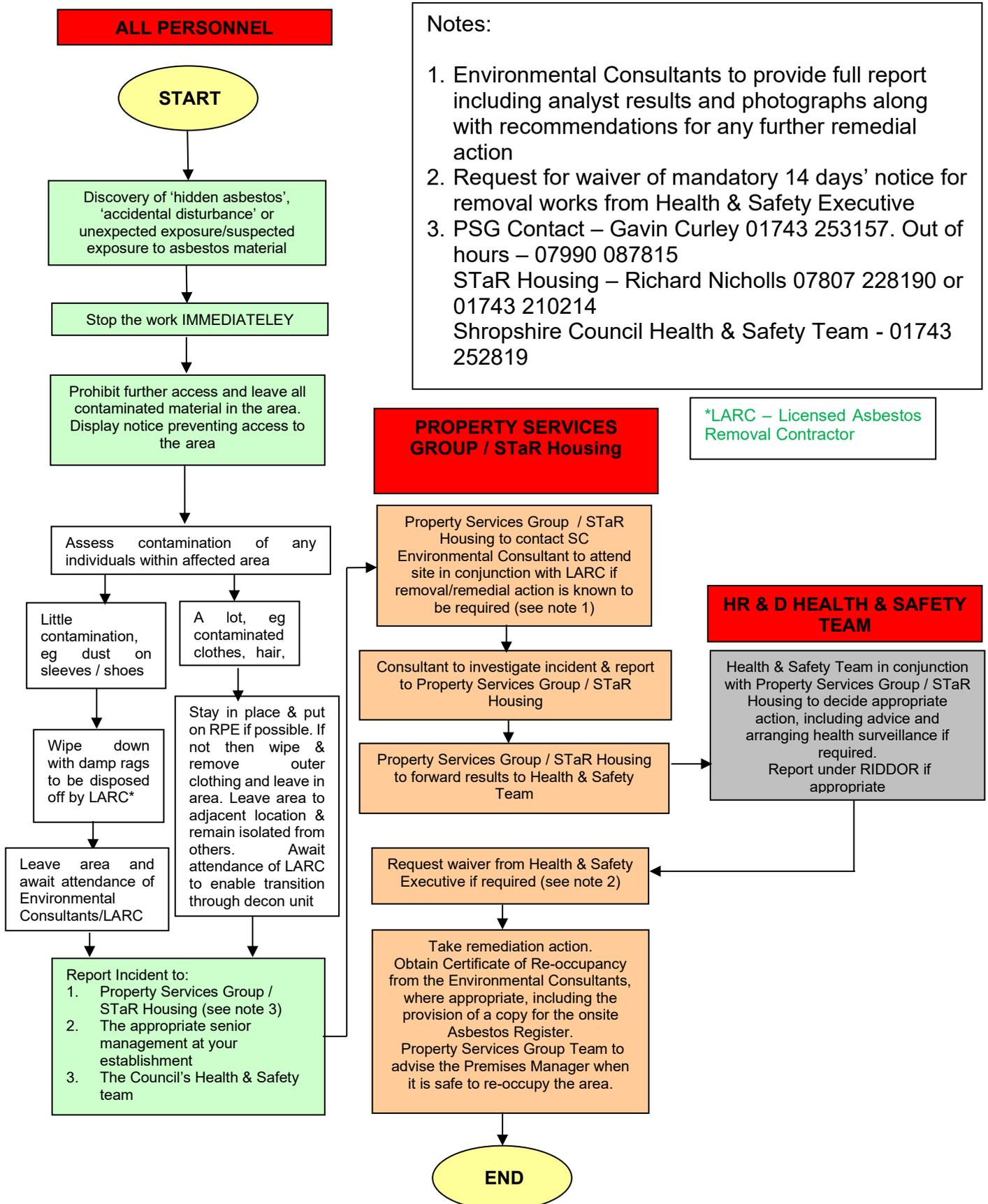
<b>Material Assessment</b>	
<b>Priority Assessment</b>	
<b>Total score</b>	

		Material Assessment			
		10 - 12	7 - 9	5 - 6	0 - 4
Priority Assessment	10 - 12	H	H	M	M
	7 - 9	H	M	M	M
	5 - 6	M	M	M	L
	0 - 4	M	M	L	L

Key

H	High Risk
M	Medium Risk
L	Low Risk

Incident: Asbestos found or accidentally disturbed

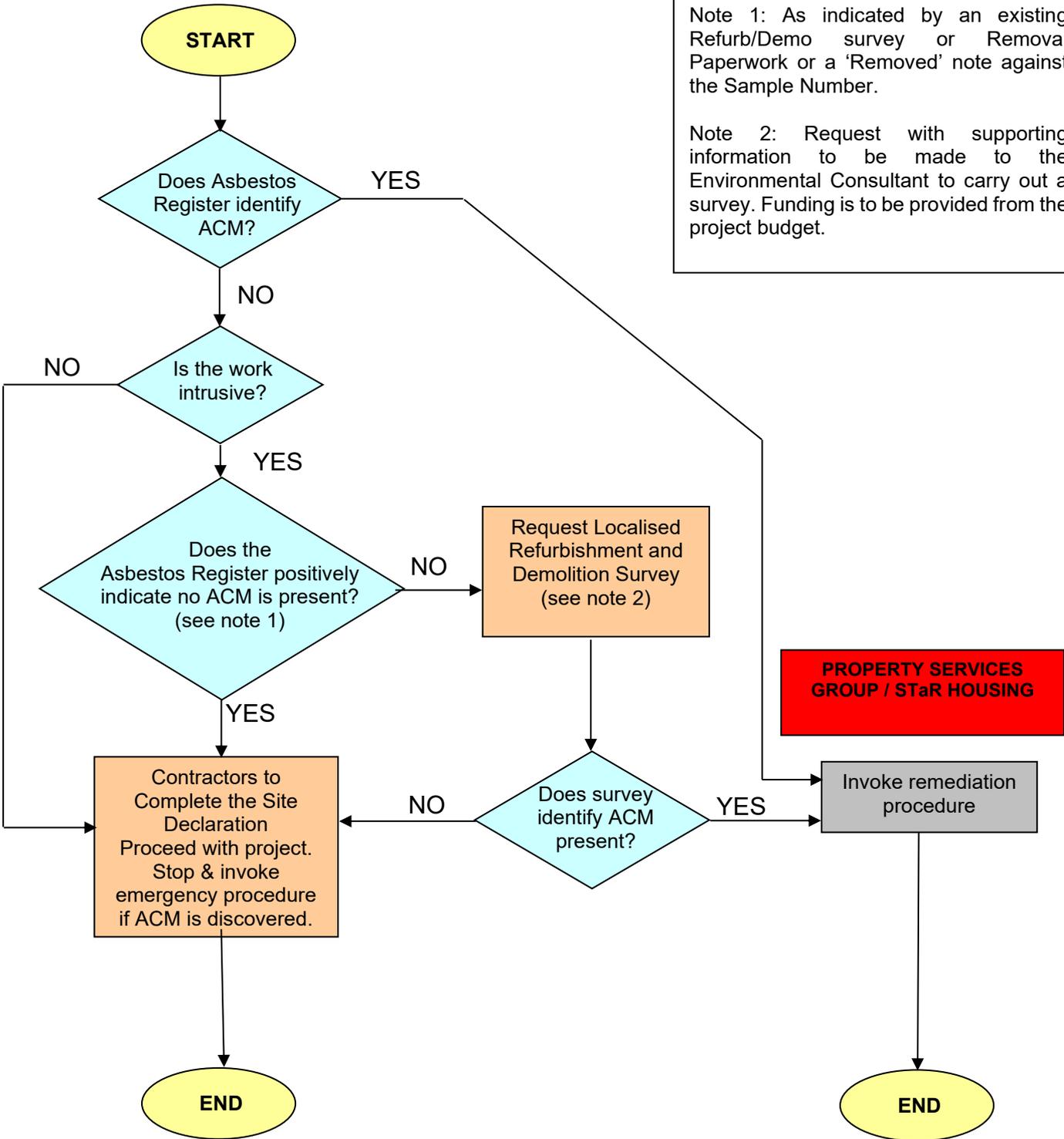


Asbestos: General guidance for works

**CONTRACT ADMINISTRATOR /  
SURVEYOR / PROJECT MANAGER**

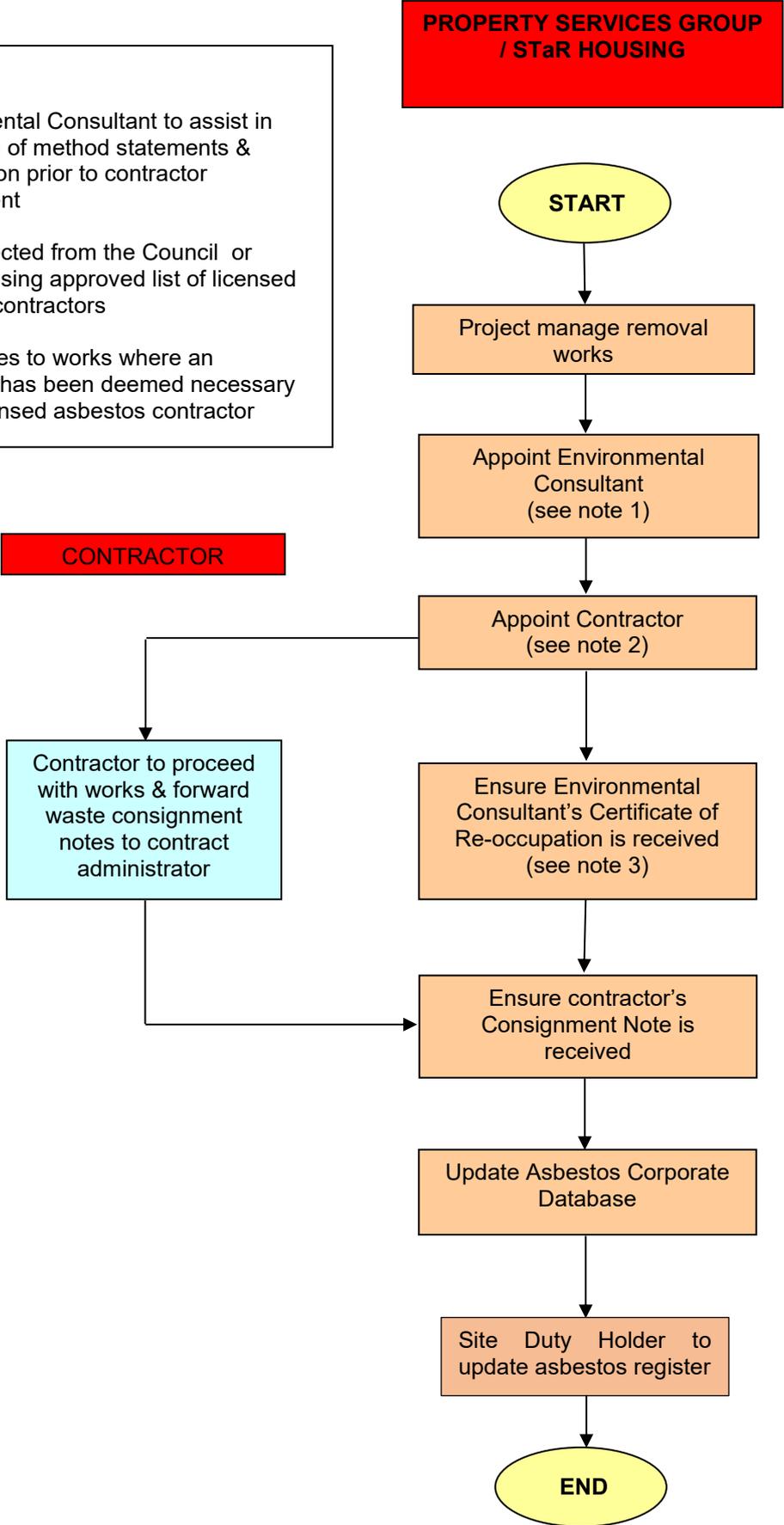
Note 1: As indicated by an existing Refurb/Demo survey or Removal Paperwork or a 'Removed' note against the Sample Number.

Note 2: Request with supporting information to be made to the Environmental Consultant to carry out a survey. Funding is to be provided from the project budget.



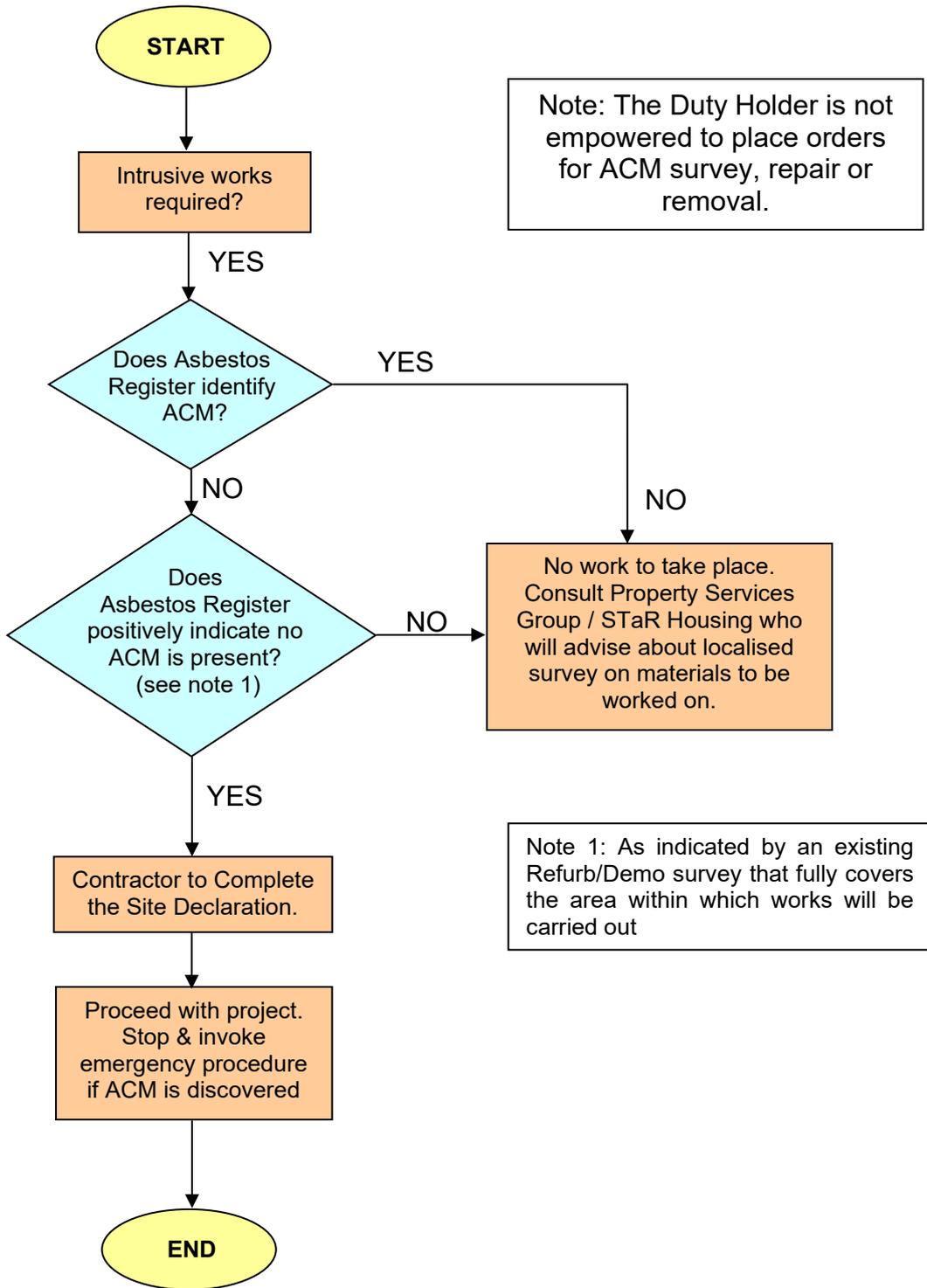
Asbestos: Remediation works & procedures

- Notes:
- 1. Environmental Consultant to assist in production of method statements & specification prior to contractor appointment
  - 2. To be selected from the Council or STaR Housing approved list of licensed asbestos contractors
  - 3. Only applies to works where an enclosure has been deemed necessary by the licensed asbestos contractor



Asbestos: Guidance for Premises Managers

**DUTY HOLDER**  
e.g. PREMISES MANAGER / HEADTEACHER





*Insert Address here*

# **Asbestos Record System Manual**

**Applicable to STaR Housing only**

## ASBESTOS RECORD SYSTEM MANUAL – GENERAL INFORMATION

The Health and Safety at Work etc Act 1974 and the Control of Asbestos Regulations 2012 place duties on Shropshire Towns and Rural Housing to ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees and other persons who visit site.

This document, the Asbestos Record System Manual, is a register of known asbestos containing materials on site. The premises have been surveyed to identify the location & condition of asbestos containing materials. Any damage or disturbance identified at any other time between inspections must be immediately reported to Planned Maintenance or Responsible Person. Where asbestos has been identified in poor condition, it has been encapsulated, enclosed or removed. Where asbestos has been identified in good condition, it has been left, contained and managed. Removing asbestos containing materials may be more dangerous than managing them.

Reference shall be made to the register before any work including all maintenance, refurbishment or alterations are arranged. Should asbestos be present in these areas then prior advice should be obtained from Planned Maintenance or responsible person before any works are commenced.

### Contact Details

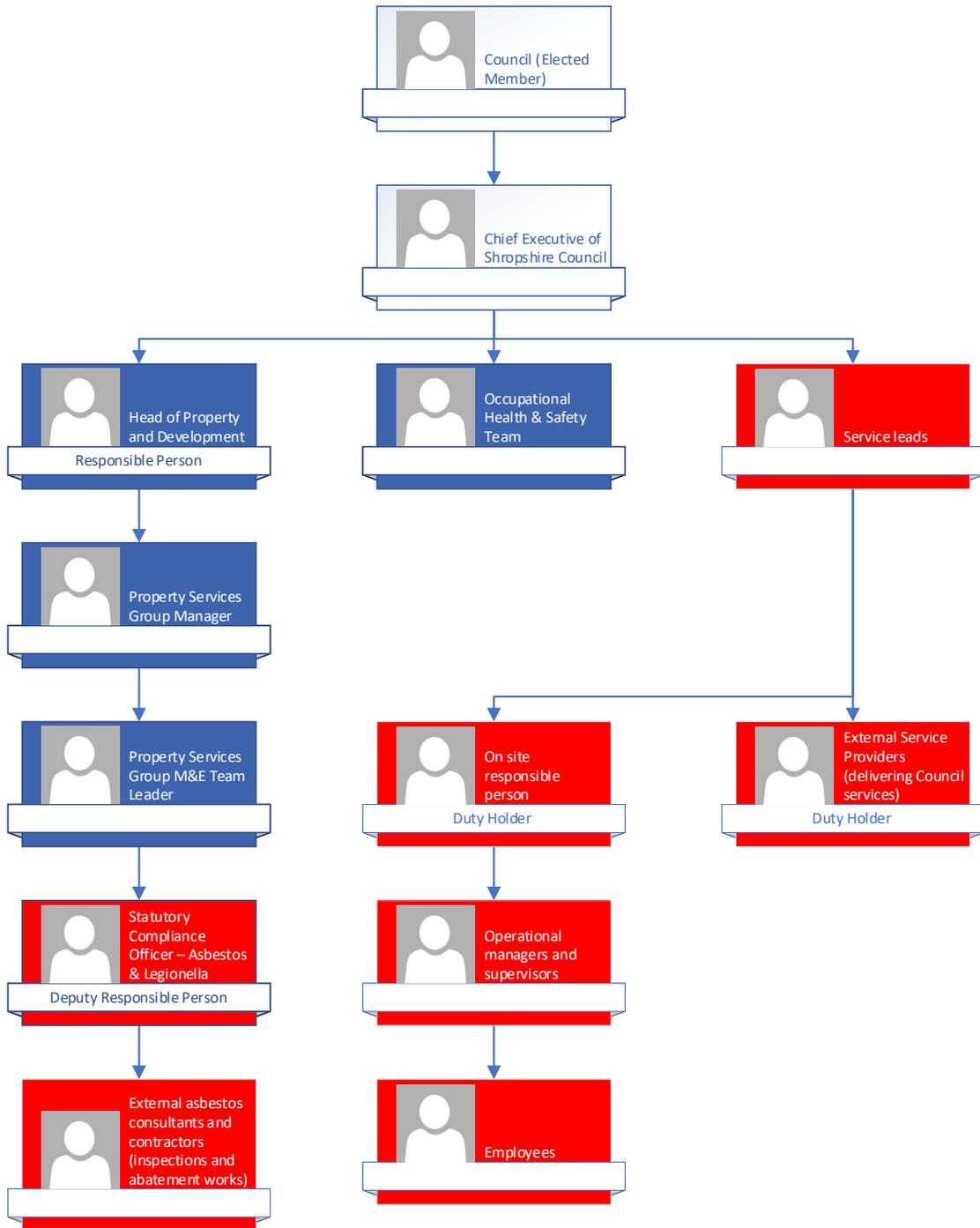
Duty Holder:	Director of Operations – Tom Forty	07972 727522
Responsible Person:	Richard Nicholls	07807 228190
Planned Maintenance:		01743 210214

### Important Information

*Please make sure you have read and fully understood the information within the asbestos survey report prior to starting any works on this premises. If you require any further information please use contact details above. If a material is not listed in the report or it is not clear no work should be started. Refer back to contact details for clarification or further investigation. Before starting works make sure the asbestos report is suitable for the type of works you are carrying out. If major refurbishment works or demolition is being carried out these should not be completed using a management survey as inaccessible areas would not have been checked for possible asbestos containing materials. Please contact Planned Maintenance if further surveying works are needed to safely complete works.*



**Appendix G – Shropshire Council Asbestos Organisation**



**Colour key**

