

Gravesham Borough Council

DSO Building Management

Asbestos Policy & Management Plan

March 2019

Document Control

Responsible Department	DSO Building Management
Author	
Consultation	Housing Management, Responsive Repairs, Asset Management & Regulatory Services

Revision History

Date	Previous Version	Description of Revision

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Abbreviations

<i>ACM</i>	Asbestos Containing Materials
<i>ACOP</i>	Approved Codes of Practice
<i>AIB</i>	Asbestos Insulation Board
<i>ASC</i>	Asbestos Survey Contractor
<i>BOHS</i>	British Occupational Hygiene Society
<i>CAR</i>	Control of Asbestos Regulations 2012
<i>CDM</i>	Construction Design & Management Regulations 2015
<i>DSO</i>	Direct Services Organisation
<i>HSAWA</i>	Health & Safety At Work Act 1974
<i>HSE</i>	Health & Safety Executive
<i>HSG</i>	Health & Safety Guidance
<i>ISO</i>	International Organisation for Standardisation
<i>LARC</i>	Licensed Asbestos Removal Contractor
<i>RIDDOR</i>	Reporting of Injuries, Diseases and Dangerous Occurrences
<i>UKAS</i>	United Kingdom Accreditation Service
<i>UKATA</i>	UK Association for Transactional Analysis

1. Policy statement

Gravesham Borough Council acknowledges the serious risk to health and safety caused by the exposure to asbestos and accepts its duties under the Health and Safety at Work Act 1974 (HSAWA), the Control of Asbestos Regulations 2012 (CAR), Approved Codes of Practice L143 (ACOP) and its duty of care to employees, residents, contractors and visitors to all buildings, owned, leased or managed.

Gravesham Borough Council is committed to continuously improve on compliance with legislation and to introduce best practices where it is reasonably practicable to do so. This plan outlines areas where best practice has been adopted to go beyond basic compliance with the law and strive to achieve a standard of excellence in this important area of responsibility.

2. Aims and Objectives

The aims and objectives are as follows:

- Provide clear lines of responsibility within DSO Building Management for the management of asbestos within council owned housing and related assets.
- Specify responsibilities in the management of asbestos
- Provide a commitment to communication regarding asbestos
- Clarify DSO Building Managements Asbestos Management Plan
- Prevent or reduce to the lowest level reasonably practical risks to the health and safety of Gravesham Borough Council employees, contractors, residents/tenants and the public using its buildings.

3. Purpose

The purpose of this policy is to communicate the plan and arrangements for the management of asbestos. It also aims to inform internal and external parties of the resources and processes that are to be and are being employed to enable Gravesham Borough Council to discharge its duties in relation to the relevant regulatory statutes and best practice.

The document sets out the general principles under which Gravesham Borough Council will manage safety and environmental requirements pertaining to the presence of 'Asbestos Containing Materials' (ACMs) within the workplaces and properties.

4. Scope of Policy

This policy applies to all properties within Housing Management portfolio, which includes the following property types:

- High-rise residential properties
- Low-rise residential properties
- Supported housing schemes

5. Duty to Manage

The Control of Asbestos Regulations 2012 (CAR) requires employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level.

Regulation 4 of CAR 2012, 'The management of asbestos in non-domestic premises' places a duty on those who have repair and maintenance responsibilities for premises, because of a contract or tenancy, to manage the risk of asbestos in those premises. Where there is no contract or tenancy in

place, the person in control is regarded as the duty holder. There is also a duty of co-operation in such matters on all other parties.

The 'duty holder' as defined in Regulation 4 is as follows:

- Every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access there to or egress therefrom.
- In relation to any part of non-domestic premises in which there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access thereto or egress therefrom.
- Where there is more than one duty holder, the relative contribution to be made by each such person in complying with the requirements of this regulation will be determined by the nature and extent of the maintenance and repair obligation owed by that person.

The Control of Asbestos Regulations 2012 (CAR) requires the Duty Holder to have and to implement a management plan in relation to asbestos issues within the non-domestic part of the duty holder's properties. The plan is used to ensure that so far as reasonably practicable the risk associated with asbestos materials are minimised.

Regulation 4 also requires duty holders to:

- Take reasonable steps to find materials in premises likely to contain asbestos and check their condition.
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not.
- Make a written record of the location and condition of asbestos and presumed asbestos-containing materials and keep such record(s) up to date.
- Assess the risk of the likelihood of anyone being exposed to these materials.
- Prepare a plan and manage the identified risk.

6. Roles and Responsibilities

The Chief Executive, Directors, Assistant Directors and Service Managers are ultimately responsible for ensuring that Regulation 4 of CAR 2012 'the duty to manage' is complied with and that:

- The Asbestos Management Plan is implemented effectively within Gravesham Borough Council.
- There are adequate financial and human resources to implement the Asbestos Management Plan.
- An organisation structure that is capable of managing the risks associated with asbestos is created and maintained.
- Ensure that the Asbestos Management Plan is in place to manage the asbestos within Gravesham Borough Council workplaces and properties.
- Allocate sufficient resources to fulfil the objectives given in the Asbestos Management Plan. If resources are not immediately available, seek solutions that reduce the asbestos risks to an acceptable level and at all times within the law.
- Ensure that the Asbestos Management Plan is integrated into all business activities alongside that of the Health and Safety Policies and Procedures of Gravesham Borough Council.
- Ensure that adequate pro-active and reactive monitoring procedures are in place to test whether Gravesham Borough Council is meeting policy objectives.

The Chief Executive is considered to be the 'Duty Holder.'

Asset Manager

The Asset Manager at Gravesham Borough Council is responsible for managing contractors undertaking asbestos related works within all Gravesham Borough Council owned or managed properties where there is a responsibility to manage asbestos as defined by Control of Asbestos Regulations 2012 (CAR).

However, contractors or consultants that may be employed by or on behalf of Gravesham Borough Council may be considered to fulfil this role where they are contracted with overall responsibility for the fabric of the building and maintenance obligations including:

- A plan for the identification and management of Asbestos Containing Materials (ACMs) within the common areas of housing blocks is developed and implemented.
- Asbestos information is made readily available to all relevant persons who may be affected by the presence of ACMs.
- All persons under their control, including contractors, are aware of the Asbestos Management Plan and comply with its requirements.
- All persons, including contractors, take into account the presence of asbestos when planning any work and consult the asbestos register where applicable.
- The presence of asbestos is taken into account when issuing orders.
- Identified ACMs within workplaces and communal areas of housing blocks to be re-inspected by competent persons.
- Appropriate training is given to those staff that would be called upon to carry out maintenance work, inspections and surveys.

Compliance & Projects Manager

The **Compliance & Projects Manager** is responsible for:

- Selecting and managing the asbestos database and asbestos contractors.
- Developing and implementing programmes to ensure that all workplaces and communal areas are surveyed and, where necessary, re-inspected.
- Monitoring progress on all asbestos surveys and asbestos remedial works.
- Ensuring that procurement methods are available to obtain specialist asbestos consultants and contractors where necessary and that the selected consultants and contractors are appropriately vetted to ensure their competence and ability to comply with the Asbestos Management Plan and the Corporate Health and Safety Policy.
- Providing assistance and guidance to management and employees in regards to asbestos.
- Identifying asbestos training needs for employees within the DSO Building Management.
- Attending appropriate training courses in order to maintain their competence.
- Ensuring that where Asbestos Containing Materials which provides passive fire protection are removed and are replaced with a material of similar fire protection properties.
- Managing the initial making safe of any incident involving asbestos or suspected asbestos.
- Reporting of any non-conformances by staff or contractors.
- Overseeing all accident investigations in collaboration with the Corporate Health and Safety Team.
- Managing Asbestos Works to ensure that a consistent and systematic approach is adopted by all those involved.

Asbestos Removal Contractors

Asbestos Contractors will:

- Access the asbestos register or request a hard copy of the asbestos survey for every works order to examine current information as to the location of Asbestos Containing Materials.
- Be licenced with the Health and Safety Executive (HSE) to undertake asbestos removal works.
- Ensure that they comply with all current relevant regulatory statutes and these procedures.
- Notify the HSE as appropriate depending upon the type of asbestos – if the work is exempt from the need for a licence, they must determine if it is notifiable non-licensed work or non-licensed work.
- Maintain brief written records of non-licensed work that has to be notified e.g. copy of the notification with a list of workers on the job, plus the level of the likely exposure of those workers to asbestos.
- Conduct their work as per the contract or other arrangements that are in place.
- Cooperate with the asbestos consultant where appointed.
- Return a copy of any method statement, risk assessment or other relevant documentation when requested.
- Return a copy of any completed documentation or consignment note to the administration team following completion of a job/project stage (invoices will not be paid if this information is not supplied).
- Inform the designated Project Manager immediately if there are any suspected Asbestos Containing Materials discovered during any works that were not previously recorded.
- Provide the Project Manager with any information on asbestos risks suspected or otherwise, that may be encountered during their activities.

Contractors

All Contractors will:

- Ensure that they comply with all current relevant regulatory statutes relating to the management of asbestos, associated guidance notes / Approved Codes of Practice and this document.
- Access the asbestos register/request a copy of the asbestos report for every works order where it is foreseeable that the undertakings might cause Asbestos Containing Materials to become damaged or disturbed. high degree of prudence must be demonstrated by contractors in this regard and assumptions will not be accepted as a defence for not checking the asbestos register.
- Conduct their work as per the contract or other arrangements that are in place.
- Inform the Project Manager immediately if there are any suspected Asbestos Containing Materials discovered during any works.
- Ensure that all sub-contractors are managed effectively to ensure that they understand and comply with the requirements of Control of Asbestos Regulations and this document.
- Provide adequate training, information and supervision to their employees.
- Develop and communicate emergency arrangements to ensure that any asbestos incident is managed in an approved manner.
- Provide the Project Manager with any information on asbestos risks suspected or otherwise, that may be encountered during their activities.

7. Asbestos Surveys

The Council undertakes to provide a 'Management' (non-invasive) survey of every property within the Housing Management portfolio.

'Refurbishment & Demolition' (invasive) surveys will be carried out to those parts of any building where refurbishment or demolition works are proposed.

Re-inspection surveys of identified Asbestos Containing Materials will be carried out at regular intervals as directed by the relevant duty holder/responsible person in compliance with the Gravesham Borough Councils re-inspection programme, based on a risk assessment approach. All materials identified to contain asbestos will be re-inspected to comply with legislative requirements under the Control of Asbestos Regulations 2012 Regulation 4. It is the intention therefore that changes in the condition of ACMs and thereby potential changes in risk will be identified through this re-inspection process.

8. Asbestos Database

Gravesham Borough Council utilise Keystone to store and maintain records of asbestos survey and abatement work on the Housing Assets it owns or manages.

The database will hold information on:

- The extent, location and condition of Asbestos Containing Materials.
- Details of any removal or encapsulation works.
- Photographs and floor plans.
- Certificates of analysis.

It is a key requirement that asbestos information is freely communicated or available to employees and contractors in order to alert those who may damage or disturb materials. It will identify materials that have been surveyed or analysed and whether those materials contain asbestos.

It is acknowledged that effective management of ACMs requires knowledge of a specialised area of health, safety and construction works. The Asset Manager will ensure that a suitable level of expertise is available throughout the department, using external training courses and resources provided by a UKAS accredited Consultancy.

9. Risk Assessments and Action Plan

Where asbestos materials have been identified or where abatement works are to be undertaken on-site, a Risk Assessment will be undertaken by a competent contractor. Where the risk assessment identifies probable or confirmed asbestos the Asbestos Contractor shall undertake a further risk assessment to include:

- The location
- The form of asbestos
- The type of asbestos
- The condition of asbestos

From this, an action plan will be created which:

- Identifies the requirements for any restriction
- Identifies the requirements for any further site investigations / sampling
- Identifies the requirements for any abatement works.

10. Information, Training and Competence

Training will be provided to ensure that all relevant employees are aware of the location of or the means to locate the Asbestos Register and Asbestos Management Plan and the arrangements for safe systems of work/controls on building works are made known to all relevant parties.

The minimum standard of Asbestos Awareness Training for DSO Building Management and refresher training will take place on an annual basis.

11. Information sharing

The Council will provide information to all relevant people about the presence of asbestos through asbestos surveys, safety leaflets, tenant handbooks, tenant liaison and training. This will include but is not limited to:

- Staff
- Contractors
- Managers
- Residents
- Members of the public (where a need to know exists)

12. Asbestos Incident

Where it has been reported that Asbestos Containing Materials may have been disturbed or damaged the Council's emergency procedures will be activated (Appendix C). Liaison will take place with any staff, contractors and/or members of the public on site, and if deemed appropriate an independent UKAS accredited consultancy with experience of the housing sector and can demonstrate competency of at least the British Occupational Hygiene Society (BOHS) Module P405 'Management of Asbestos in Buildings' will be tasked with conducting reassurance air monitoring.

13. Labelling of Asbestos

As a minimum Asbestos Containing Materials will be labelled with industry standard 'a' labels, or fixing of appropriate warning signs, where asbestos is present in workplaces and non-domestic parts and access by the general public is restricted (e.g. boiler rooms, plant rooms etc.). For other areas of the workplace and non-domestic parts it may be deemed appropriate to affix locally designated stickers so as to alert contractors but not cause alarm to residents or members of the public. Such materials would be considered for removal and appropriate fire rated material reinstated.

14. Monitoring

The Compliance & CDM Officer within the DSO Building Management will closely monitor works by contractors to ensure compliance under the Construction Design & Management Regulations 2015 (CDM).

The Compliance & CDM Officer will:

- Monitor and review Risk Assessments for proposed, pre-planned works to ensure that they meet legislative standards. Such Risk Assessments will be made available for review and audit, followed by work in progress inspections.
- Monitor the usage of the asbestos database.
- Undertake checks of Risk Assessments and associated Method Statements on a sample basis.
- Require contractors to provide evidence that asbestos awareness training and refresher training has been undertaken in compliance with CAR Regulation 10.
- Require contractors to provide sufficient accreditation and certification to Gravesham Borough Council to demonstrate compliance with the policy and legislative compliance.

Any breach of this policy and its procedures are to be reported to the Compliance & Projects Manager and the Asset Manager

15. Reviewing the Asbestos Policy & Management Plan

Once implemented, the Asbestos Policy & Asbestos Management Plan will be reviewed at a minimum of every 12 months or more frequently following change in legislation, an update in good practice,

following a major incident, following a significant change to the property portfolio, or if any reason comes to light to suggest that the Plan is inadequate. The review shall consider the following:

- Whether information about identified or presumed Asbestos Containing Materials is available and reaching those who need to access this information.
- Whether the assessments of these materials are still applicable.
- Whether the management strategy implemented for these materials is sufficient.
- Whether the Plan is achieving its goals of effective management of Asbestos Containing Materials and prevention of exposure to asbestos fibres.

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 the HSE.

Legislation:

- The Health & Safety at Work Act 1974
- Control of Asbestos Regulations 2012
- Workplace (Health, Safety & Welfare) Regulations 1992
- Hazardous Waste Regulations 2005
- Construction (Design & Management) Regulations 2015

Approved Codes of Practice (ACOP):

- ACOP L143 Managing and working with asbestos

Guidance Documents:

- HSG264 Asbestos: The survey guide
- HSG247 Asbestos: The licensed contractors' guide
- HSG248 Asbestos: The analysts' guide
- HSG53 Respiratory protective equipment at work.

Asbestos Management Plan

16. Introduction

This Asbestos Management Plan commits management to meet the requirements of the Asbestos Management Policy and for staff to meet the legal requirements within Control of Asbestos Regulations 2012 Regulation 4.

The fundamental purpose of this asbestos management plan is to:

- Identify Asbestos Containing Materials (ACM) and determine their associated risks.
- Effectively manage all identified ACMs including removal where deemed necessary.
- Record and communicate information about known ACMs.
- Identify and implement suitable and sufficient control measures to prevent the exposure to asbestos fibres.
- Measure performance

17. Asbestos Identification and Surveying - (Appendix A)

Gravesham Borough Council undertakes to provide a management survey of every property within the Housing Management portfolio. If a gap analysis identifies a property that does not have a management survey, this will action the commissioning of a management survey via a UKAS accredited inspection body in compliance with HSG 264 'The Survey Guide'. For the purpose of ongoing management of asbestos risk, asbestos is to be presumed present if it is established via gap analysis that insufficient asbestos survey information is available.

If it is established via management survey that no Asbestos Containing Materials are identified, this is to be reflected by removing the property from the ongoing re-inspection survey program; if however a refurbishment & demolition survey or any further investigative works indicate Asbestos Containing Materials as present at any later time, any required management actions will need to be taken and this property will then need to be included within the ongoing re-inspection program.

In addition to management surveys, refurbishment & demolition surveys will be carried out to those parts of any building where refurbishment (or demolition) works are proposed in compliance with HSG 264 'The Survey Guide'. The refurbishment and demolition survey will only be necessary in the specific area/location where the works will take place, e.g. cupboard, part of room, kitchen/bathroom. However, further refurbishment and demolition surveys will be necessary in other locations when new improvement schemes are proposed. These localised refurbishment and demolition surveys should have the specific purpose of identifying Asbestos Containing Materials for removal, control or avoidance during the refurbishment works. Refurbishment and demolition surveys should be incorporated into the planning phase of such work as far as possible.

Where the work is urgent (e.g. essential or emergency maintenance, repair and installation), the refurbishment surveys may have to be carried out before the work itself. Surveys should be performed with due diligence. Refurbishment & demolition surveys will be actioned by commissioning a UKAS accredited inspection body in compliance with HSG 264 'The Survey Guide'. For the purpose of ongoing management of asbestos risk, where asbestos is presumed present (as per CAR 2012 Regulation 5) and where it is established that insufficient asbestos information is available for the location of the proposed refurbishment and/or demolition works.

All surveying works must be performed by surveyors whom hold sufficient qualifications, experience & knowledge to fulfil the "Qualifications, Experience and Knowledge Requirements for Asbestos Surveyors" section of UKAS RG8 "Accreditation of Bodies Surveying for Asbestos in Premises".

All commissioned asbestos surveys must be assessed by the Project Manager when issued to review any management actions identified by the survey. Asbestos surveyors must report any immediate asbestos risks to the Project Manager and take appropriate action on site to fulfil their duty of care.

To enact the overall asbestos management strategy, on receipt of asbestos survey information any identified Asbestos Containing Materials will need to be suitably managed.

All survey reports will be stored on the Keystone database as per the Gravesham Borough Council Asbestos Policy.

1. Management surveys – which are deemed to be the standard survey type as they will locate, as far as is reasonably practicable, the presence and extent of any suspect ACMs in the building which would be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. To complete these surveys a degree of minor intrusive work and some disturbance will be expected and will be supported by the taking of samples which through analysis will confirm the presence or absence of asbestos.
2. Refurbishment and Demolition surveys – are undertaken before any refurbishment, major works or demolition can be undertaken. They are similar to management surveys the difference being that a fully intrusive inspection will be undertaken of the areas to be worked on or the entire building in the event of demolition. The full intrusive survey will include destructive inspections so as to ensure, as far as is reasonably practicable, all ACMs are detected so that they can be removed prior to the main works commencing.

Laboratories used to analyse asbestos samples must be certified by UKAS and accredited to the ISO 17020 standard. All analysis work will be undertaken in accordance with 'The analysts' guide for sampling, analysing and clearance procedures (HSG 248) 'The Analysis Guide'.

The process flowchart is to be followed when an asbestos survey is required. (Appendix A)

Upon completion of the asbestos survey and the results of any analysis have been received a survey report will be completed.

The report will contain:

- An executive summary
- Introduction / scope of works
- General site and survey information
- Survey results including material and priority assessment results as applicable
- Plans of the building
- Conclusions and actions
- Bulk analysis results

Survey findings will be uploaded into the asbestos database (Keystone). The Project Manager will then review the findings and decide upon the action to be taken based upon the material, priority assessments and the surveyor's recommendations which may include:

- The application of asbestos warning labels
- The removal of Asbestos Containing Materials
- The encapsulation or treatment of Asbestos Containing Materials
- Monitoring the Asbestos Containing Materials within workplaces and non-domestic premises only.

18. Managing Identified ACMs - (Appendix B)

The designated GBC Project Manager will be responsible for ensuring that all recommended actions from identified Asbestos Containing Materials within asbestos survey reports are reviewed and actioned to sufficiently manage asbestos risk.

If asbestos materials are identified in good condition, well protected either by position or physical protection, reducing the likelihood of damage, and is unlikely to be worked on regularly or otherwise disturbed, it is usually safer to leave it in place and manage the condition of the ACMs. If ACMs or presumed ACMs are in good condition, they are left in situ. The Compliance & Projects Manager aims to review all properties which contain ACMs and implement a re-inspection survey on a 12 month cycle.

If asbestos materials are identified in poor condition, repair or removal of asbestos may be required. Some damaged ACMs can be made safe by repairing and sealing (encapsulation) and/or enclosing to prevent further damage. If this can be done safely and is deemed preferable to removal, GBC shall determine if it's licensed work or non-licensed work and appoint someone competent to carry out work as appropriate in accordance with CAR 2012, HSG 247 & Asbestos Essentials. (Appendix B)

The Compliance & Projects Manager is to ensure a programme of remedial works is implemented to meet legislative requirements for ongoing compliance. All programmed remedial works are to be prioritised based on risk as identified in the material assessment and indicate their urgency, e.g. immediate, middle/longer term.

19. Procedure for Major Works (Including Cyclic, Servicing, Planned, Improvements, Voids and Demolition)

When drawing up specifications for major works, the Project Manager will take all reasonable precautions as far as is reasonably practicable, to determine whether asbestos is present and if so its type and condition. This will involve the inspection of existing survey data however if a survey has not previously been undertaken one will be commissioned.

The contractor will be emailed the asbestos survey prior to each and every job in order to determine any known presence of ACMs and if present its type, location and condition. The contractor will then be expected to undertake a suitable and sufficient risk assessment of the task to be undertaken and put in place appropriate control measures to prevent the exposure of his employees to asbestos, so far as is reasonably practicable. Should there be any likelihood that identified or unidentified ACMs will be damaged during the task then they must cease work and inform the Project Manager who will arrange for the removal of that material before works can commence.

20. Procedure for Minor Maintenance and Responsive Repairs Works

Unlike major works Gravesham Borough Council does not automatically undertake an asbestos survey of domestic properties about to undergo minor maintenance or responsive repair works.

For these works the contractor will be required to access the GBC Scheduling System (Oneserve) prior to each and every job in order to determine the presence of any known ACM and if present its type, location and condition. The contractor will then be expected to undertake a suitable and sufficient risk assessment of the task to be undertaken and put in place appropriate control measures to prevent the exposure of his employees to known or unknown asbestos, so far as is reasonably practicable.

When information is not held as to the location of ACMs the contractor must ensure that their employees possess an acceptable level of competence based upon Regulation 10 of CAR. This competence together with the findings of the risk assessment will enable the worker to identify materials which might contain asbestos and when in any doubt they must assume that asbestos is present.

For all work which foreseeably identifies the release of any inhalable material including dust GBC requires that contractor staff wear suitable PPE for the duration of the works.

Should works have already commenced then the work is to cease, the area made safe in accordance with their risk assessment and action taken to prevent access to the material. GBC or its approved asbestos contractor will then be informed in order for the material to be tested and / or removed.

All records relating to completion of remedial works must be stored on the Asbestos database. GBC maintenance, refurbishment and demolition contractors are to send all relevant documentation on completion of any asbestos remedial works to the administration team to ensure records can be updated electronically.

21. Arrangements to Deal with Unplanned Release of Asbestos Fibres – (Appendix C)

In the event of an unplanned release of asbestos or material suspected to be asbestos, the following steps must be taken to mitigate the effects of the event. Seek the advice of a competent person at all stages.

- The Project Manager or in his absence the Site Supervisor must be notified.
- The area will be sealed and vacated; access to the area will be restricted to those dealing with the emergency.
- Anyone who is to enter the area will be required to wear the appropriate respiratory equipment and protective clothing.
- The area will be cleaned of dust and fibres in accordance with Health & Safety Executive guidelines.
- Suspect materials will be sent for asbestos analysis.
- Any clothing or tools that may have been contaminated during the expose, as well as those used in clean-up operation, should be handled as asbestos waste material. These will be double bagged and tagged until sampling results are returned.
- If the sampling analysis proves to be negative the bagged items may be returned to their owners.

Any personnel that may have been exposed during the incident will carry out full decontamination procedures.

- Following the site clean-up reassurance testing will be carried out to confirm the absence of airborne fibres. Reoccupation will not take place until the fibre concentration is within acceptable safety limits.
- A full record of the incident is to be produced and added to the job file. An incident report will be sent to the Health and Safety Executive. A site investigation will be carried out in accordance with current procedures.
- A full review of the incident will take place at the next monthly Contractor Performance meeting. This will include any changes to existing systems and procedures to prevent a similar occurrence.
- Health screening will be advised for anyone exposed and monitored on an ongoing basis.

Notification

Where exposure occurs above the Regulation Control Limits, reporting of the incident to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be considered following consultation with a Licensed Asbestos Removal Contractor.

22. Managing the condition of identified Asbestos Containing Materials

As per the Gravesham Borough Council Asbestos Policy, re-inspection of all identified ACMs shall be carried out at regular intervals based on a risk assessment approach.

To enact this policy, all materials identified to contain asbestos or presumed to contain asbestos will be re-inspected annually (or more frequently if deemed necessary) by a UKAS accredited inspection body and the overall re-inspection program will be overseen by the Compliance & Projects Surveyor to ensure a program of re-inspection surveying is implemented to monitor the condition of all identified Asbestos Containing Materials.

All re-inspection works must be performed by surveyors whom hold sufficient qualifications, experience & knowledge to fulfil the “Qualifications, Experience and Knowledge Requirements for Asbestos Surveyors” section of UKAS RG8 “Accreditation of Bodies Surveying for Asbestos in Premises”.

Asbestos surveyors must report any immediate asbestos risks to the Compliance & Projects Surveyor during re-inspection survey works and take appropriate action on site to fulfil their duty of care.

23. Periodic review

A review of all asbestos management programs as well as all other measures of asbestos management performance shall be undertaken to ensure all requirements of the Asbestos Management Policy, Asbestos Management Plan and relevant legislation are met so far as is reasonably practical. The review will be carried out by the Compliance & Projects Manager to ensure suitable and sufficient management of ACMs within the GBC portfolio.

24. Communicating and sharing the Asbestos Information

Gravesham Borough Council shall ensure:

- The management plan and arrangements are made available to all GBC staff, partnering organisations and subcontractors.
- Provide all relevant persons with information on the location and condition of any known Asbestos Containing Materials including; Staff, Contractors, Managers, Residents and members of the public (where a need to know exists)
- Provide copies of the management plan for employee representatives and trade union representatives.

25. Training

Relevant GBC staff will attend Asbestos Awareness training courses on an annual basis and records held within the Health & Safety Corporate Register.

Any persons working for GBC involving asbestos materials must comply with CAR 2012 Regulation 10.

26. Monitoring

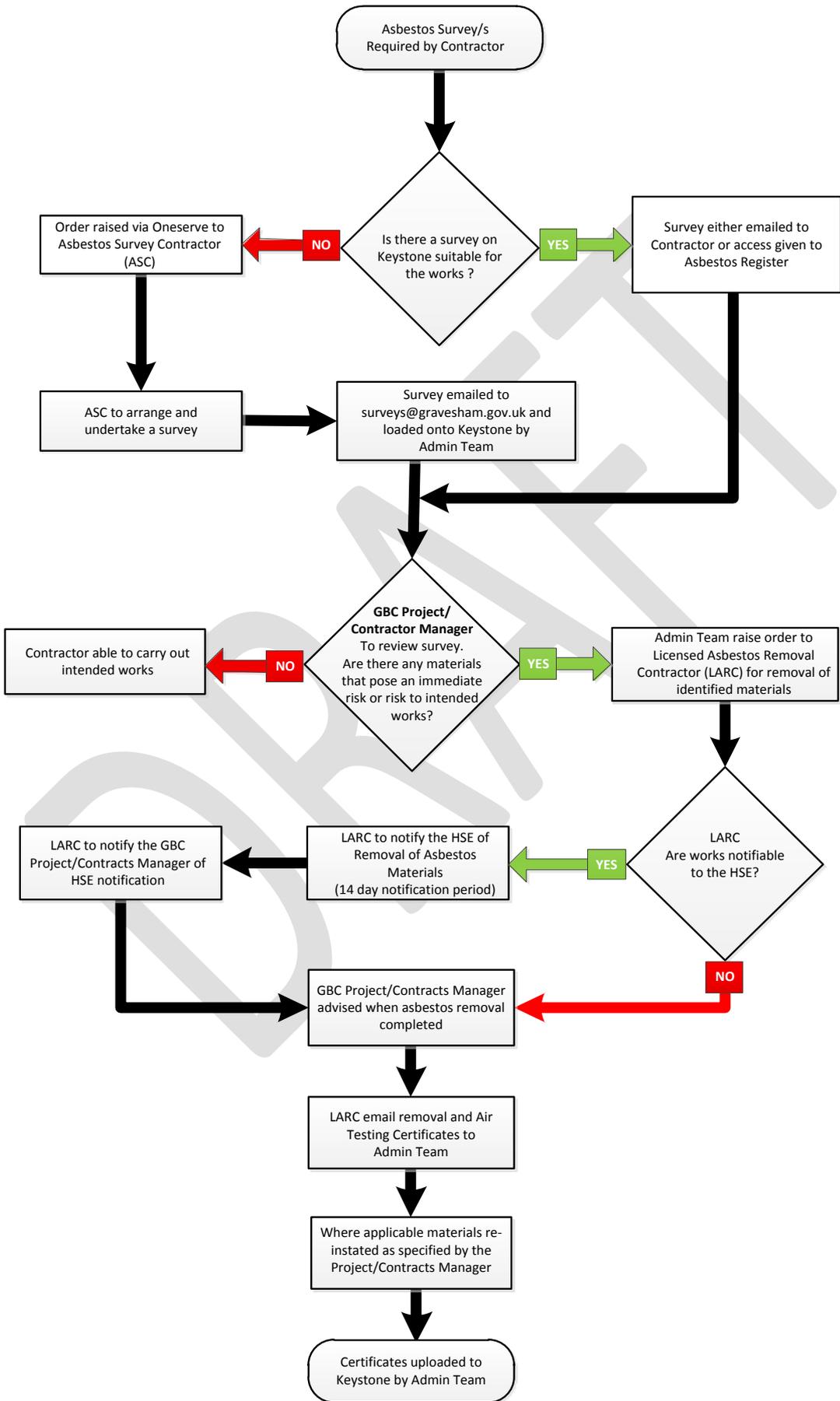
Construction Design & Management Inspections will be undertaken at regular intervals which will include site visits to ensure overall compliance to the Asbestos Management Policy and Plan as well as legislative requirements & industry guidance.

As part of the CDM requirements the following information shall be provided as part of the monitoring process:

- Evidence of compliance of operatives, e.g. training certificates, membership of regulatory bodies. (training must be UKATA/IATP approved).
- Health & Safety documents, e.g. Health & Safety Policy, Asbestos policies & procedures, Risk Assessments and Method Statements.

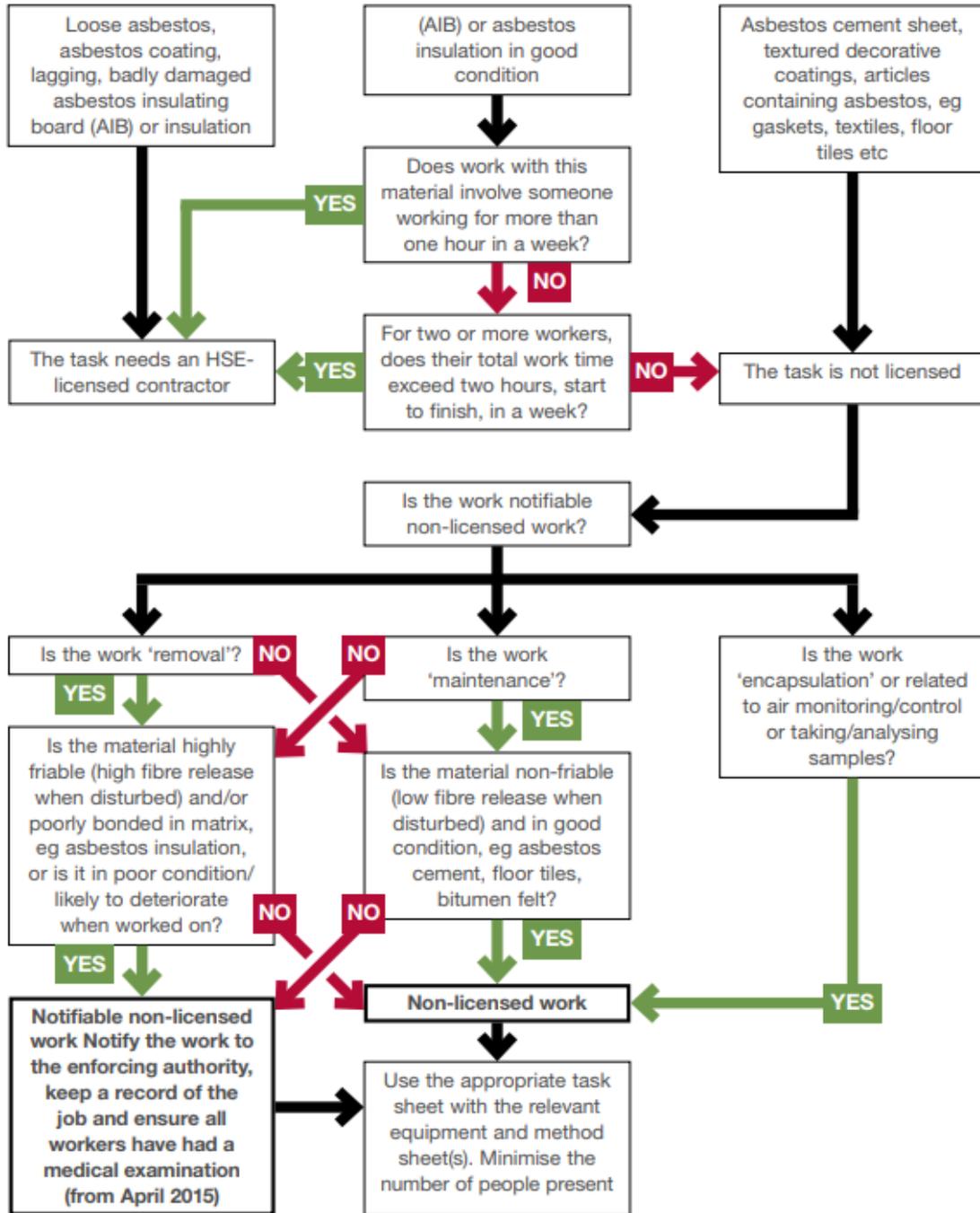
Managers are required to collect relevant information from the contractor to assist with CDM Compliance.

Appendix A - Asbestos Survey & Removal Flowchart



Appendix B - Managing Identified ACMs

HSE Decision Flowchart



Appendix C – Management of Suspected Release of ACMs

