



Health and Safety Policy Arrangement

Section 20 - The Management of Asbestos In Council Managed Premises

Arrangement Section 20

The Management of Asbestos in Council Managed Premises

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Appendix 1 – Asbestos Awareness Information Sheet (Employees)

Schedule 1 – Impact Assessments

Further guidance on this matter can also be obtained from the Health and Safety Unit
Telephone No. 01698 520645

1. Introduction

The general duties of the Control of Asbestos at Work Regulations 2012 affect all employers. In all establishments where the council holds the maintenance responsibilities, then there is a duty to manage any asbestos that may be present. Where council employees work from buildings that are not maintained by the council, then there will be an expectation placed upon the managers to incorporate relevant asbestos management procedures into the ongoing work activities as outlined within this document.

This arrangement aims to provide detail around how North Lanarkshire Council will comply with health and safety legislation or approved codes of practice (ACOP). North Lanarkshire Council's Health and Safety Guidance Document 17 (GD17) provides practical guidance on how legal compliance can be best achieved within the Council's structure.

2. Statement

North Lanarkshire Council affirms its commitment to achieving compliance with all statutory legislation regulating the management of asbestos. The Council recognises its statutory asbestos management responsibilities and reaffirms its commitment to protecting the health, safety and welfare of employees, tenants, members of the general public and all such persons who may be affected by council activities and undertakings in respect of exposure to asbestos.

The Council will undertake a programme of surveying such premises in order to identify the presence of any asbestos-containing materials. Where such materials are identified, condition and risk assessments will be made and appropriate action taken to either remove these materials or to leave them in position and to manage and maintain them in sound and safe condition.

No asbestos-containing materials will be used, or re-used, during the construction or alteration of buildings or services and adequate asbestos awareness and asbestos management training will be given to persons who may come into contact with asbestos during the course of their work and to those persons who are in a position to influence how this work is carried out.

The regulations require action in the areas outlined within the remainder of this document.

3. Duty to manage asbestos in non-domestic premises

The 2012 regulations aim to ensure that organisations manage the presence of asbestos within the buildings they manage property. This duty applies to:

- (a) 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 or egress to or from those premises; or
- (b) in relation to any part of non-domestic premises where 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 or egress to or from those premises, and where there is more than one such 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.

This mixed definition means that where shared occupancy occurs and there is no specific duty provided for within any leasing document, then there will be a need for a number of parties to work together in order to achieve compliance.

The co-ordination of this will generally fall to the manager noted as the head of establishment. In order to manage the risk from asbestos in non-domestic premises, the head of establishment must ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or is liable to be present in the premises. Furthermore the assessment process must generate a management plan for the asbestos within that property.

There are two elements to the process, one is the completion of a management survey and second is the development of an asbestos management plan based on a risk assessment process.

The assessment process is expected to:

- a) identify the type of asbestos to which employees are liable to be exposed;
- b) determine the nature and degree of exposure which may occur in the course of the work;
- c) consider the effects of control measures which have been or will be taken in accordance with regulation 11;
- d) consider the results of monitoring of exposure in accordance with regulation 19;
- e) set out the steps to be taken to prevent that exposure or reduce it to the lowest level reasonably practicable;
- f) consider the results of any relevant medical surveillance; and
- g) include such additional information as the employer may need in order to complete the risk assessment.

In circumstances where the risk assessment has determined that the exposure to asbestos may exceed the control limit, then the significant findings of the risk assessment will be recorded and a copy maintained within the relevant establishment.

All employees are required by law to cooperate with the relevant managers and asbestos officers, so far as is necessary, to enable them to compile an assessment and management plan. This plan must be reviewed and updated on a regular basis, especially when:

- a) there is reason to suspect that the assessment is no longer valid; or
- b) there has been a significant change in the premises to which the assessment relates.

The conclusions of the assessment and every review need to be recorded and readily available. The documentation is expected to include information on the following:

- a) the condition of any asbestos which is, or has been assumed to be, present in the premises must be considered; and
- b) details of the areas physically inspected and building plans or other relevant information.

Where the assessment shows that asbestos is, or is liable to be, present in any part of the premises, then steps need to be taken to ensure that:

- a) a determination of the risk from that asbestos is made;
- b) a written plan identifying those parts of the premises concerned is prepared;
- c) the measures which are to be taken for managing the risk are specified in the written plan. This might include details of a proposed removal programme or a maintenance and inspection programme based on the condition and location of the asbestos or suspected asbestos;
- d) any asbestos or any such substance is properly maintained or where necessary safely removed; and
- e) that information about the location and condition of any asbestos or any such substance is provided to every person liable to disturb it, and made available to the emergency services.

The regulations seek to have the Council review assessments/plans at regular intervals or immediately when there is reason to suspect that the plan is no longer valid, or there has been a significant change in the premises to which the plan relates. Reviews should be aimed at ensuring the measures specified in the plan are being implemented and effectively recorded.

4. Demolition and Maintenance Work.

Demolition, maintenance or any other work which exposes or is liable to expose persons to asbestos in a Council property will not be undertaken unless a suitable and sufficient assessment has taken place to determine whether asbestos or asbestos containing materials are present or are liable to be present in those premises.

It shall be the default position of the Council that if there is doubt as to whether asbestos is present in those premises, that it will be assumed that asbestos is present and the requirements of the regulations will be fully implemented.

The minimum standard of survey required for such work will be the refurbishment/demolition survey.

5. Surveys

Two types of surveys exist to help with the identification and management of asbestos in the workplace.

Management Survey

The Management Survey is required to manage asbestos containing materials (ACM) during the normal occupation and use of premises. A Management Survey aims to ensure that:

- a) nobody is harmed by the continuing presence of ACM in the premises or equipment;
- b) that the ACM remain in good condition; and
- c) that nobody disturbs it accidentally.

The Survey must locate ACM that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to facilitate an assessment of the materials present.

This survey should show the ability of ACM, if disturbed, to release fibres into the air and helps managers to prioritising any remedial work.

Refurbishment / demolition survey

The refurbishment / demolition survey is required where the premises, or part of it, need upgrading, refurbishment or demolition. The survey does not need a record of the ACM condition. A refurbishment / demolition survey aims to ensure that:

- a) nobody will be harmed by work on ACM in the premises or equipment;
- b) such work will be done by the right contractor in the right way

The survey must locate and identify all ACMs before any structural work begins within the building or on affected equipment. It will involve destructive inspection and asbestos disturbance. The area surveyed must therefore be vacated and certified “fit for reoccupation” after the survey.

Any survey work must be undertaken by a competent surveyor. The guidance supporting the regulations indicates that any surveyor used must:

- a) have survey knowledge, and know the risks in surveying;
- b) have training and experience, and recognise their limitations;
- c) use a quality management system;
- d) show independence, impartiality and integrity; and
- e) work in accordance with good practice guidance, e.g. as in HSG264

There must be an ongoing programme of continuous professional development to ensure their surveying skills and professional knowledge is maintained.

6. Planning for Work with Asbestos

Like every other work activity any work that is to take place on or around asbestos or suspected asbestos can only take place once a suitable written plan of work detailing how that work is to be carried out has been prepared. This written plan shall be readily available on site in a hard copy format, although electronic access can also be provided.

Hard copy of the written plan, the risk assessment details, survey work undertaken and other element of the “asbestos register” is required to allow building maintenance professionals access to the information should there be power cut and electronic means not be available to them. Such documentation should also be provided to the fire service in the event of an emergency at the property.

When planning for the final demolition or major refurbishment of premises it should be the default position that the plan of work will seek to remove any asbestos present. Other options can only be considered in very unusual circumstances and even then only after significant consideration and reference to the regulations and supporting documentation.

The plan of work must include a range of locally relevant information and in any case details of:

- a) the nature and probable duration of the work;
- b) the location of the place where the work is to be carried out;
- c) the methods to be applied where the work involves the handling of asbestos or materials containing asbestos;
- d) the characteristics of the equipment to be used for:
 - (i) protection and decontamination of those carrying out the work; and
 - (ii) protection of other persons on or near the worksite.
- e) the measures which the employer intends to take in order to prevent or reduce exposure to asbestos; and
- f) the measures which the employer intends to take in order to ensure the cleanliness of premises and plant.

Whilst the type of work covered by a written plan of work is almost certainly going to be carried out by an appointed contractor, the contract manager and clerk of works will be expected to ensure, so far as is reasonably practicable, that the system of work/plan provided for the work is followed and any subsequent changes made are made on the basis of a suitable and sufficient risk assessment and the changes recorded in writing.

7. Working with Asbestos – Licensed Work

North Lanarkshire Council is not licensed to undertake any asbestos related work.

Work that is of a nature that requires a licence will only be undertaken by appointed contractors holding a licence granted under paragraph (2) of regulation 8 of the Control of Asbestos at Work Regulations 2012.

Most asbestos work must be undertaken by a licensed contractor but any decision on whether particular work is licensable is based on the risk. Licensable work with asbestos is work:

- where worker exposure to asbestos is not sporadic and of low intensity; or
- where the risk assessment cannot clearly demonstrate that the control limit will not be exceeded i.e. 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm³); or
- on asbestos coating; or
- on asbestos insulation or asbestos insulating board where the risk assessment demonstrates that the work is not short duration work, e.g. when work with these materials will take no more than two hours in any seven day period, and no one person works for more than one hour in that two hour period.

To be exempt from needing a licence the work must be:

- Sporadic and low intensity - to be considered sporadic and low intensity the concentration of asbestos in the air should not exceed 0.6f/cm³ measured over 10 minutes; and
- Carried out in such a way that the exposure of workers to asbestos will not exceed the legal control limit of 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm³); and
- Meet at least one of four other conditions:

- It is a short non-continuous maintenance task, with only non-friable materials (friability describes how likely an ACM is to release asbestos fibres when worked on, so non-friable materials will only release a small number of fibres during work); or
- It is a removal task, where the ACMs are in reasonable condition and are not being deliberately broken up, and the asbestos fibres are firmly contained within a matrix, e.g. the asbestos is coated, covered or contained within another material, such as cement, paint or plastic; or
- It is a task where the ACMs are in good condition and are being sealed or encapsulated to ensure they are not easily damaged in the future; or
- It is an air monitoring and control task to check fibre concentrations in the air, or it's the collection and analysis of asbestos samples to confirm the presence of asbestos in a material.

Examples of non-licensed work include:

- Drilling holes in asbestos cement and other highly bonded materials;
- Cleaning debris from guttering on an asbestos cement roof;
- Removing asbestos cement debris;
- Cleaning weathered asbestos cement roofing and cladding;
- Repairing damaged asbestos cement;
- Removing asbestos cement sheets, gutters, etc. and dismantling a small asbestos cement structure;
- Removing asbestos cement or reinforced plastic product e.g. tank, duct, water cistern;
- Painting asbestos cement sheets;
- Replacing an asbestos cement flue or duct.

8. Notification of work with asbestos

For licensable work with asbestos, an employer must notify the Health and Safety Executive (HSE) of a range of particulars that are included in Schedule 1 of the regulations at least 14 days (or such shorter time before as HSE may agree) before undertaking any licensable work with asbestos.

Any changes made to the terms of a notification must be made known to the HSE at the earliest possible moment

Non licensable work can be of two types – it can be either notifiable or non notifiable. The decision as to which category the work falls into is determined by risk assessment.

Examples of Notifiable non Licensed Work (NNLW) include (assuming in all cases exposure is sporadic and of low intensity and will not exceed the control limit):

- minor, short duration, maintenance work involving asbestos insulation, e.g. repairing minor damage to a small section of pipe insulation where the exterior coating has been broken or damaged;
- minor removal work involving AIB, when short duration and as part of a refurbishment project, e.g. removing AIB panels fixed with screws following water damage;

- entry into the roof space above an AIB tiled ceiling, when no decontamination or cleaning has taken place;
- removal work involving textured decorative coatings where the method of removal requires deterioration of the material, e.g. where the material is treated by steam, hydrating gel etc and scraped off the underlying surface, or where it is very badly flood-damaged;
- removal of asbestos paper and cardboard products if not firmly bonded in a matrix;
- removal of asbestos cement (AC) which is substantially degraded e.g. badly fire-damaged or de-laminated material, or where substantial breakage is unavoidable to achieve removal.

Non licensed work that does not require to be notified to the HSE will include examples such as the following (assuming in all cases exposure is sporadic and of low intensity and will not exceed the control limit):

- short, non-continuous maintenance work involving AIB which is in good condition, e.g. drilling holes in AIB to attach a fitting or pass through a cable or pipe, cleaning light fittings attached to AIB, removing a door with AIB fire-proofing, or lifting ceiling tiles for inspection where there is no full-body entry into the roof space;
- short, non-continuous maintenance work on asbestos cement (AC), e.g. work on weathered AC roof tiles;
- removal of AC, which is kept virtually intact;
- short, non-continuous maintenance work on textured decorative coatings, e.g. drilling holes, inserting screws or painting;
- small-scale maintenance work with textured decorative coatings when this can be achieved without deterioration of the material, e.g. by careful cutting around backing sheets to achieve removal intact;
- removal, for example, of gaskets or asbestos rope cords from heating appliances, which can be left in situ for disposal or can be lifted out virtually intact, without substantial breakage;
- short, non-continuous maintenance work on clutch discs, brakes, friction products etc unless significant damage is required e.g. by power tools;
- removal of floor tiles or bitumen felt, when done with the appropriate controls, e.g. inline with HSE guidance contained on the Asbestos Essentials sheets available via the HSE website
- work to enclose or seal asbestos materials that are in good condition (and that do not require a licence);
- air monitoring and control, and the collection and analysis of samples.

9. Information, instruction and training

Where an employee is or is liable to be exposed to asbestos, or if that employee supervises such employees, then the Council is expected to ensure that any employee is given adequate information, instruction and training. This training is expected to include information on the following:

- a) the properties of asbestos and its effects on health, including its interaction with smoking;
- b) the types of products or materials likely to contain asbestos;
- c) the operations which could result in asbestos exposure and the importance of preventive controls to minimise exposure;

- d) safe work practices, control measures, and protective equipment;
- e) the purpose, choice, limitations, proper use and maintenance of respiratory protective equipment:
- f) emergency procedures;
- g) hygiene requirements;
- h) decontamination procedures;
- i) waste handling procedures;
- j) medical examination requirements; and
- k) the control limit and the need for air monitoring.

The provision of this information, instruction and training is expected to be given at regular intervals and to be adapted to take account of significant changes in the type of work carried out or methods of work used.

It is likely that when related to specific situations this training will include the significant findings of the associated risk assessments and, if appropriate, any air monitoring results.

Where buildings are noted to contain asbestos then, for the majority of employees, completion of the online asbestos awareness module will provide sufficient information on this matter. Line managers and supervisors should complete the online asbestos awareness for managers' module.

10. Prevention or reduction of exposure to asbestos

The legislation takes a position that the Council should prevent, so far as is reasonably practicable, any person being exposed to asbestos within the establishments managed by the Council.

In circumstances where prevention is not reasonably practicable then steps must be taken to reduce exposure to asbestos of any persons present to the lowest level reasonably practicable by measures other than the use of respiratory protective equipment, and to ensure that the number of any such persons exposed to asbestos at any one time is as low as is reasonably practicable.

The legislation further outlines a hierarchy of control that should be utilised where it is not reasonably practicable to prevent the exposure to asbestos. This hierarchy must include, in order of priority:

- (a) the design and use of appropriate work processes, systems and engineering controls and the provision and use of suitable work equipment and materials in order to avoid or minimise the release of asbestos; and
- (b) the control of exposure at source, including adequate ventilation systems and appropriate organisational measures, so far as is reasonably practicable, steps should be taken to provide any employee concerned with suitable respiratory protective equipment to supplement the measures identified above to seek an exposure that is:
 - below the control limit; and
 - as low as is reasonably practicable.

The overall aim of this duty is to ensure that no employee is exposed to asbestos in a concentration in the air which exceeds the control limit. Where the control limit is exceeded

then systems need to be in place to immediately inform any employees concerned and their representatives and ensure that work does not continue in the affected area until adequate measures have been taken to reduce employees' exposure to asbestos below the control limit. Additionally as soon as is reasonably practicable identify the reasons for the control limit being exceeded and take the appropriate measures to prevent it being exceeded again.

Where systems and controls are implemented in order to seek compliance with the regulations and there is reason to believe they are insufficient or have failed, then there is an expectation that the Council will check the effectiveness of the measures implemented by carrying out immediate air monitoring.

11. Use of control measures etc

The risk assessment and any subsequent safe systems of work will outline the necessary control measures that need to be in place in order to reduce risk of injury to a level that is as low as reasonably practicable and, in any event, below the control limit.

It is incumbent upon the Council to ensure that all reasonable steps are taken to ensure such controls are properly used or applied as the case may be.

The regulations also place a duty on employees to "must make full and proper use of any control measures" that are provided to minimise the risk to all. This duty and the need to take all reasonable steps to care for associated equipment and the duty to report defects discovered without delay should be included in the associated training programme.

12. Maintenance of control measures etc

Where control measures are developed in order to minimise risk then there is a duty to ensure that plant and equipment, including engineering controls and personal protective equipment, it is maintained in an efficient state, in efficient working order, in good repair and in a clean condition. This expectation is also extended to the need to review, on a regular basis, the systems of work and supervision mechanisms used for any such work.

Exhaust ventilation equipment or respiratory protective equipment (except disposable respiratory protective equipment) provided to meet the requirements of the regulations must undergo appropriate thorough examinations and tests by relevant competent persons. Such tests and examinations must be recorded with the records being kept for periods of not less than 10 years.

13. Provision, cleaning and disposal of protective clothing

Leading on from the site specific risk assessment, when personal protective equipment (PPE) is identified as a suitable control then the equipment provided must be to an appropriate standard. The PPE used must be provided in accordance with the requirements of the Personal Protective Equipment Regulations.

Overalls should be of a disposable type marked as type 5 (BS EN ISO 13982-1) Cotton overalls hold dust and need specialist laundering so are not generally used when working with asbestos. When using disposable overalls it is worth remembering that they are not waterproof and may therefore not be best for outdoor work.

When using overalls it is recommended that people select a size one up from their normal size. It is suggested that this will help to prevent ripping at the seams when bending over or stretching. If, as a result, the cuffs are loose these can be sealed with adhesive tape.

Consideration should be given to the underclothing worn and the manner in which the overalls interact with them. For example avoid wearing a long-sleeved shirt as the sleeves are sometimes difficult to cover properly or they may interfere with the seal at the wrist. Wear the overall legs over the footwear to minimise dust contamination and avoid using laced boots as these are difficult to clean

Dispose of used overalls as asbestos waste and never take used overalls home.

Protective gloves should be Gloves single-use disposable gloves and not latex based. If a risk assessment determines that latex gloves are to be used then use only 'low protein powder-free' gloves.

Dispose of used gloves as asbestos waste.

Non laced boots are preferable to disposable overshoes as overshoes can generate conditions that will lead to a slipping risk. Wipes and cleaning materials used should be treated as asbestos waste

Respiratory protective equipment (RPE) will be required when working around asbestos. As a minimum the RPE must have an Assigned Protection Factor of 20 or more. This is likely to be one of the following:

- disposable respirator to standards EN149 (type FFP3) or EN1827 (type FMP3);
- half mask respirator (to standard EN140) with P3 filter; or
- semi-disposable respirator (to EN405) with P3 filter.

This equipment should be suitable for most short duration non-licensed work. Workers should select a make and size that fits them. This equipment is not suitable for people with beards or stubble, or for long periods of continuous use; you need powered equipment for such situations.

In preparing the safe systems of work associated with any work involving asbestos full consideration must be given to the disposal and cleaning procedures that will be required for all PPE being used.

It is imperative that those intending to work within designated areas undertake appropriate, and recorded, information, instruction and training on the safe use, maintenance and cleaning of the personal protective equipment identified as required within the risk assessment.

14. Arrangements to deal with accidents, incidents and emergencies

In keeping with the need to develop response procedures for all foreseeable emergencies each establishment, that has been identified as containing asbestos, will have in place a contingency plan capable of deployment in the event of an accident, incident or emergency related to the unplanned release of asbestos at the workplace.

Local procedures need to contain direction on the following:

- What steps must be taken to mitigate the effects of the event;
- What principals are to be applied to restore the situation to normal; and
- How employees are going to be informed of the circumstances that generated the condition and the mechanisms by which they can access further information and advice on the technical or health related issues.

Assessment and repair will be undertaken by persons with the necessary competence and equipment to ensure, as far as is reasonably practicable, their own health and safety and others likely to be in or around the establishment.

15. Duty to prevent or reduce the spread of asbestos

In the event that asbestos damage is identified within an establishment then the head of establishment must do all that is reasonable to prevent the spread of asbestos dust. This could include:

- Closing windows;
- Switching off fans;
- Switching off air conditioning units;
- Switching off air based heating units;
- Evacuating areas;
- Leaving equipment/materials in place.

Contractors employed to remove or repair asbestos are also expected to do all that is possible to prevent the spread of asbestos materials

16. Designated areas

In circumstances where asbestos work is to take place, or where significant contamination is identified then the area will become a designated area. The area will be sealed off entry will be prohibited.

Entry to the designated area will be controlled by an appointed asbestos contractor. No Council employees will enter the area until clearance certification has been given or the contractor has ensured that person is in possession of the necessary awareness training, systems training and personal protective equipment.

17. Air monitoring

There are a number of circumstances where air monitoring will be required during periods of work. These circumstances are expected only to apply to appointed asbestos removal contractors. If risk assessment work determines there is potential for Council employees to be exposed to asbestos fibres, at levels at or above the control limit, then there will be a need to discuss the findings with the Health and Safety team.

Any air monitoring that takes place will need to be in accordance with the relevant standards and records kept in accordance with the requirements of regulation 19.

18. Standards for air testing and site clearance certification

The council will take all reasonable steps to appoint person/organisations that carry out measurement of the concentration of asbestos fibres present in the air in accordance with the criteria which are equivalent to those set out in the paragraphs of ISO 17025 covering organisation, quality systems, control of records, personnel, accommodation and environmental conditions, test and calibration methods, method validation, equipment, handling of test and calibration items, and reporting results. Persons carrying out any measurement of the concentration of asbestos fibres present in the air must also be accredited by an appropriate body as competent to perform work in compliance with ISO 17025

There will be a number of times where a request will be made to thoroughly clean and test an areas where asbestos contamination has been, or is thought to have been, present. This is often referred to as site clearance certification and is a certificate issued to confirm that premises or parts of premises where work with asbestos has been carried out have been thoroughly cleaned upon completion of that work and is now fit for re-occupation

Again where such a request is made then the Council needs to be assured that the person called to assess whether premises or parts of premises where work with asbestos has been carried out have been thoroughly cleaned upon completion of that work and are suitable for reoccupation such that a site clearance certificate for reoccupation can be issued is accredited by an appropriate body as competent to perform work in compliance with ISO 17020 and ISO 17025. Such assurances must take note of the criteria that covers organisation, quality systems, control of records, personnel, accommodation and environmental conditions, test and calibration methods, method validation, equipment, handling of test and calibration items, and reporting results.

19. Standards for analysis

The Council is expected to take all reasonable care to ensure that the standards for analysis employed by the appointed sampling and analysing organisation meets the criteria equivalent to those set out in the paragraphs of ISO 17025 which cover organisation, quality systems, control of records, personnel, accommodation and environmental conditions, test and calibration methods, method validation, equipment, handling of test and calibration items, and reporting results.

Where the Council requests a person to analyse a sample of any material taken to determine whether it contains asbestos then it must take steps to ensure that that person is accredited by an appropriate body and is competent to perform the required work in compliance with ISO 17025 “General requirements for the competence of testing and calibration laboratories”

20. Health records and medical surveillance

The legislation outlines two principal areas of focus of health surveillance. Guidance exists for both licensable and non licensable work with asbestos.

In relation to licensable work there is an expectation that the Council will ensure that a health record is maintained and contains the particulars approved by the HSE for all council employees who are exposed to asbestos. This record will include information on the

surveillance arrangements established for each employee as per the advice of the relevant occupational health advisor.

Related health records must be kept in accordance with the document retention timescales and in any case for at least 40 years after the last entry is made.

The medical surveillance identified as necessary is expected to include (so far as is reasonably practicable) a medical examination not more than 2 years before the beginning of such exposure and details of the periodic medical examinations, to include a specific chest examination, taking place at intervals of at least once every 2 years or such shorter time as the relevant occupational adviser may require while such exposure continues.

Where work with asbestos is identified as being non licensable in nature, and is not exempted by regulation 3(2), then there is also an expectation that the Council will ensure that a health record is maintained and contains the particulars approved by the HSE for all council employees who are exposed to asbestos. This record will include information on the surveillance arrangements established for each employee as per the advice of the relevant occupational health advisor.

Related health records must again be kept in accordance with the document retention timescales and in any case for at least 40 years after the last entry is made. There is scope to increase the timeframes before and between assessments to 3 years and further detail on this can be obtained from the relevant Service health and safety team.

Additional guidance also exists on the nature and retention times of individual examination certificates that will be issued by the occupational health advisor.

The HSE have also established protocols and guidance for arranging such examinations. Whilst these standards will be applied by the Council's occupation health provider, further detail on all the above matters can be obtained from the relevant Service health and safety team.

21. Washing and changing facilities

Where the Council envisages its employees or any of its contractors being exposed to asbestos then steps must be taken to ensure that washing and changing facilities are readily available this would normally mean:

- a. adequate washing and changing facilities;
- b. separate storage of protective clothing (where provided);
- c. separate storage of personal clothing not worn during working hours; and
- d. adequate facilities for the separate storage of respiratory protective equipment (where provided).

22. Storage, distribution and labelling of raw asbestos and asbestos waste

North Lanarkshire Council will not permit raw asbestos materials to be stored in or dispatched from any Council establishment.

Asbestos material being removed from a property by contract will be stored and removed as detailed in the scope of work. In any event waste asbestos materials will be suitably secured and will be labelled.

23. Prohibitions of exposure to asbestos

For the avoidance of doubt, North Lanarkshire Council will not permit any employees or contracted personnel to undertake asbestos spraying or working procedures that involve using low-density (less than 1g/cm³) insulating or soundproofing materials which contain asbestos. Alternative products must be sought

24. Additional provisions in the case of exceptions and exemptions

The legislation allows for a small amount of variation and exemption from the overall requirement of the legislation. In the unlikely event that there is an intention to work with asbestos in activities not directly linked to its repair or removal.

Any such work can only be undertaken with a valid risk assessment and an written exemption is in place in consultation with the Council's Health and Safety Officer.

Asbestos in the Workplace

Asbestos was used in construction mainly between the 1950s and mid 1980s as a fire retardant/insulating material and may be present in buildings constructed or refurbished before it was banned in 1999. However, it continues to be found in all types of buildings including those relatively recently built.

Asbestos is most likely to be found in these locations:

- Sprayed asbestos and asbestos loose packing - generally used as fire protection in ducts, firebreaks in ceiling voids and around structural steel work;
- Moulded or pre-formed lagging - generally used in thermal insulation of pipes and boilers;
- Insulating boards used for fire protection, thermal insulation, partitioning and ducts e.g. panels, partitions, soffit boards and ceiling panels;
- Some ceiling tiles;
- Millboard, paper and paper products used for insulation of electrical equipment. Asbestos paper has also been used as a fire-proof facing on wood fibreboard;
- Asbestos cement products, which can be fully or semi-compressed into flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks;
- Certain textured coatings;
- Bitumen roofing material;
- Vinyl or thermoplastic floor tiles.

Asbestos is only a risk to health if asbestos fibres are released into the air and inhaled. If it is in good condition and not likely to be damaged, worked on, or disturbed it is generally safer to leave it in place and manage it (depending on the risk of exposure/damage) by encapsulation and ongoing monitoring of its condition.

If left undisturbed asbestos poses no real threats. Most people are exposed to low amounts of fibres present in the atmosphere with no ill effects.

However, care should be taken to prevent the release of fibres as they can cause serious damage to your health. Asbestos fibres and dust are potentially dangerous if inhaled in high concentrations over a long period of time, when they can cause lung disease. The symptoms of these diseases often do not appear for between 20 and 30 years.

Asbestos is present in a number of Council buildings and steps have been taken to identify its location and compile an “asbestos register”. This register outlines the type and quantity of asbestos present along with detail about its location.

Over and above this there will be an asbestos management programme developed that will detail the mechanisms to be used to ensure the material is maintained in an undisturbed state pending its eventual removal.

Line managers will take steps to ensure employees who may come into contact with asbestos will receive some awareness training on the matter. This training may take the form of an online module or a team tool box talk.

Asbestos officers within the council are able to provide specialised advice on this matter, although any concerns you have about asbestos can be raised with your line manager in the first instance.

As with all health and safety matters advice and guidance is always available from your health and safety team.

(Extract from IS55 – Asbestos in the Workplace)

Impact Assessments

Document Title: Health and Safety Policy - Arrangement Section 20 – The Management of Asbestos in Council Managed Premises

Date: 1 December 2016

Review Date: As circumstances dictate

Environmental Impact Assessment: This document has been assessed for significant environmental impact; no detrimental impact has been identified. The policy promotes safe and responsible disposal of waste asbestos materials.

Equality Impact Assessment: This document has been assessed for significant equality implications; no significant issues have been identified.

General Comments: This document is the arrangement section relating to the management of asbestos in council managed non-domestic premises and is associated with the Council's health and safety policy required by the Health and Safety at Work Act 1974. The general aim of the council is to ensure a healthy and safe working environment for all persons working for, or make use of, Council Services. Nothing in the document serves to have any negative impact on the above issues and indeed, in general, associated documents will encourage positive consideration of the factors to ensure all members of the workforce and community are afforded access to the same safe and healthy workplace