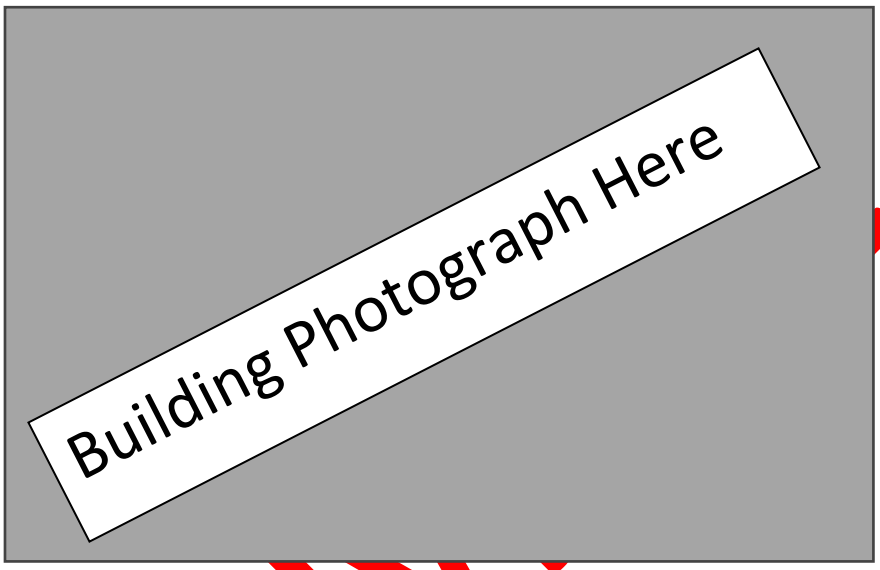
ASBESTOS MANAGEMENT PLAN

Address: **Sample Building**
1 Sample Street St
Sample Town
SA1 3LE

UPRN: **123456789**



Date Plan Produced:	
Head of Establishment:	
Property Asbestos Co-ordinator:	
Review Date:	
Signature:	

Head of Establishment:
Property Asbestos Co-Ordinator:

Signature:_____

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3. Introduction

Asbestos was used as a building material in the UK from the 1860s until 1999, with extensive use from the 1950s to the mid 1980s. It was used for a variety of purposes and was considered ideal for fire-proofing and insulation. Any building built or refurbished before 2000 may contain asbestos.

Asbestos is a category 1 carcinogen and is the single greatest cause of work-related deaths in the UK. While it remains in good condition, and is not disturbed, there is negligible risk. However, if it is disturbed or damaged, it can become a danger to health.

Asbestos is the term used for the fibrous forms of several, naturally occurring minerals. These are Crocidolite (blue asbestos), Amosite (brown asbestos), Chrysotile (white asbestos), Anthophyllite, Tremolite and Actinolite. When materials that contain asbestos are damaged or disturbed, fibres are released into the air which, if inhaled, can cause serious and fatal diseases such as pleural thickening, mesothelioma, lung cancer and asbestosis. These diseases do not affect you immediately but may often take a long while to develop.

North Lanarkshire Council recognise that asbestos is, or may be, present within properties under its control in various forms, conditions and types and have put in place the general guidance document “GD 17 – Asbestos in the workplace” and the Health and Safety Policy Arrangement “Section 20 – The Management of Asbestos in Council Premises” which may be viewed in the NLC “myNL” website (mynl.co.uk)

Under The Control of Asbestos Regulations 2012 (abbreviated to CAR 2012), specific duties are defined to manage the risks from asbestos-containing materials in non-domestic premises. The Duty to Manage framework, set out in CAR 2012 and supporting HSE guidance documents and Approved Codes of Practice, provides a mechanism for achieving compliance.

North Lanarkshire Council recognise the duties placed on them under these regulations and affirm its commitment to achieving compliance using this framework as a model for the management of asbestos within its premises.

This document sets out the company arrangement for managing asbestos and promoting legislative compliance. It is intended to be an effective management tool for controlling risks to health from asbestos within our properties.

This framework will apply to all North Lanarkshire Council non-domestic premises, and all work undertaken in these premises on the Council’s behalf. The framework applies to all company employees, contractors undertaking work on the Council’s behalf and anyone likely to be put at risk from work in these properties.

As well as general guidance and policy, this document will contain material information and risk assessments specific to the site on the title page, as well as guidance on roles and responsible parties.

4. Duties under CAR 2012

In order to achieve compliance with the Control of Asbestos Regulations 2012, North Lanarkshire Council will take all reasonable steps to ensure the health and safety and wellbeing of all its employees and all other persons likely to be affected by its operations by implementing and maintaining control measures as laid out in this document.

North Lanarkshire Council has undertaken investigative survey work to, as far as reasonably practicable, identify or to assume asbestos containing materials present within its premises. Survey work is undertaken with consideration of the building plans and the date of construction and records the nature, condition, type of asbestos, and is carried out by UKAS accredited contractors, or by suitably trained and competent employees.

North Lanarkshire Council will undertake regular inspections of all asbestos materials, where identified within its premises and will provide a recorded review with risk assessment of these materials. These inspections will be carried out at intervals not exceeding 12 months and will be carried out by UKAS accredited consultants, or by suitably trained and competent employees.

North Lanarkshire Council will produce a written plan for these premises and highlight the measures to be taken for managing the risk and ensure that it is available within the premises for anyone liable to come into contact with the materials identified. The material risk assessment will be carried out by the consultant or employee carrying out the inspection, and the priority assessment carried out by the consultant where agreed, or by the in-house by the asbestos team.

North Lanarkshire Council will ensure that these plans are revised at regular intervals and are reviewed without delay if there is a significant change to the premises or if there is reason to suspect that the plan is no longer valid.

North Lanarkshire Council will not undertake demolition, maintenance or any other work which exposes, or is liable to expose any service user or employee to asbestos without having carried out a suitable and sufficient risk assessment. In circumstances where prevention is not reasonably practicable then steps must be taken to reduce exposure to asbestos of any of the 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.

North Lanarkshire Council will not carry out any work on asbestos without having a suitable plan of work, detailing how that work will be carried out.

North Lanarkshire Council will appoint a Licenced Asbestos Removal Contractor (abbreviated to LARC) to undertake any licensable work with asbestos as well as non-licensable works, where deemed best practice. The LARC will be responsible for producing a plan of works which shows the measures that will be implemented in

order to ensure that the potential for exposure to asbestos has been reduced to the lowest level practicable. Following consultation with North Lanarkshire Council, the LARC will be responsible for submitting the appropriate notification to the enforcing authority within the approved timeframe.

North Lanarkshire Council will ensure UKAS accredited contractors (ISO 17025) are appointed to carry out all analytical works on asbestos identification, air monitoring and reoccupation certification following notifiable asbestos removal works.

North Lanarkshire Council will identify persons having management responsibilities for council-controlled premises and ensure they are given adequate information, instruction and training for their role, and that this is provided at regular intervals.

North Lanarkshire Council provide occupational health advice to employees who have, or may have, been exposed to asbestos.

North Lanarkshire Council has established and will maintain emergency procedures in the event of an incident, or the accidental release of asbestos fibres.

ROLES AND RESPONSIBILITIES

Capital and Technical & Design Teams

- To advise the asbestos team of planned major works to premises where asbestos is likely to be present and to supply all refurbishment surveys carried out for such works.
- To advise the asbestos team of all removals undertaken as part of major planned works from corporate premises.
- To report any uncontrolled damage or disturbance to the Asbestos team and to the Health Safety and Wellbeing team during major works projects

Heads of Establishment

The Head of Establishment will act as the Property Asbestos Co-ordinator, although they can designate a locally responsible person to undertake this role. Whilst this can be delegated the accountability for the management of asbestos within the property remains with the head of establishment.

Where possible, are listed individually in the documentations and have the responsibility for:

- Overseeing the site asbestos Management Plan. The Head of Establishment will act as the Property Asbestos Co-ordinator, although they can designate a locally responsible person to undertake this role.
- Ensure that an Asbestos Management Plan exists for their building(s)
- To liaise with trade union representatives as appropriate, advising of any plans for work within an establishment which could be affected by asbestos being present.
- To ensure that designated staff within the premises have received suitable and sufficient training in asbestos awareness.

- To carry out a 6-monthly review of the Asbestos Management Plan, update and record all changes to the Asbestos Management Plan as they occur (as per section 13 of this document), and to notify the Asbestos Team of these changes.
- To liaise with the Asbestos team to complete accurate Priority Risk Assessments during site visits. This would involve sharing local knowledge of typical room usage.
- In the event of an uncontrolled disturbance of an asbestos material, to report to the call centre, ensure that work is stopped, the area vacated, and the emergency procedure is implemented.

The Property Asbestos Co-ordinator - Delegated by the Head of Establishment

The person who responsibility is delegated will be detailed at the start of the document. Their responsibilities are as follows:

- To ensure a hard copy of the asbestos register is readily available on site.
- To sign for updated asbestos reports when issued, and ensure the secure disposal of any out-dated hard copies
- To ensure that all those working within the building are aware of its location, and where appropriate, its content.
- To ensure that those visiting the site to survey, or to maintain the site have read and understood the content of the Asbestos Register / Management Plan. This must include a signature to demonstrate the register has been consulted.

In addition, the following duties may be delegated by the Head of Establishment:

- To update and record all changes to the Asbestos Management Plan as they occur (as per section 17 of this document).
- To carry out a 6-monthly review of the Asbestos Management Plan, record / report outcomes to the asbestos team as appropriate.
- To liaise with the Asbestos team to complete accurate Priority Risk Assessments
- In the event of an uncontrolled disturbance of an asbestos material, to report to the call centre, ensure that work is stopped, the area vacated, and the emergency procedure is implemented.

The Asbestos Team

Are part of the Corporate Repair and Maintenance team and comprise a Repairs & Maintenance Manager (Corporate), Project Delivery Manager, Service Delivery Manager, Service Delivery Coordinator and Technical Officer. The Asbestos team are responsible for the following:

- Initiate and issue survey, reinspection and air monitoring works to UKAS accredited contractor, and monitoring progress on a regular basis.
- To undertake some survey / sampling / reinspection works as appropriate (BOHS P402 or alternative qualified staff).
- Undertake Priority Risk Assessment and prepare an action plan (BOHS P405 or alternative qualified staff).
- Ensure that the outcomes of the action plan are implemented.
- To prepare hard copies of all pertinent asbestos survey documents and Management Plans for distribution.
- Liaise with contractors concerning site specific asbestos issues, where appropriate.
- Initiate and issue all planned works on asbestos material with a Licenced Asbestos Contractor and monitor progress on a regular basis.

Safety & Wellbeing Team

- Will provide advice on regulations and policies concerning asbestos.
- To contribute, as necessary, towards the provision of information, instruction and training for service employees
- To monitor the implementation of the Policy Arrangement for NLC asbestos management
- Provide advice on training appropriate for those with asbestos related responsibilities.
- To investigate incidents recorded on CIRIS
- To report any incidents constituting notification under RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Technical Officer

The Corporate Property portfolio has been geographically divided into twelve equal areas, with each area having an appointed Officer responsible for overseeing all matters relating to the fabric and mechanical and engineering elements within the property. The Technical Officer has responsibilities for the following:

- Undertake periodic visits to each property and be the principal point of contact between the Corporate Repairs team and the Head of Establishment.
- Undertake annual Asbestos Awareness training
- To be familiar with the Asbestos register for each property within their own area.

- Ensure timeous delivery of most current asbestos information, as issued by the Asbestos Team, to each property and complete handover paperwork for each document for retention within the Asbestos Team.
- To ensure that those engaged to undertake maintenance work in a property are made aware of the procedures in relation to asbestos before planned work commences.
- To advise the Asbestos Team of any suspect asbestos materials found or accidentally disturbed by contractors undertaking work.

5. Asbestos Management

The Asbestos Management Plan outlines how North Lanarkshire Council will manage the risk from any known or suspected ACMs in their buildings. In order to find out if there are asbestos containing materials in the non domestic premises, strategy of carrying out Management Surveys throughout the corporate property portfolio in accordance with HSG 264 – Asbestos The Survey Guide has been implemented. A Management Survey is the standard survey used to locate as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. Where the presence of asbestos cannot be proven by sampling, but there is strong evidence for it, the material will be presumed to contain asbestos and managed in the same way. This will be done by periodic review of the risk, as detailed below:

Within the survey, a **material risk assessment** is included, and a score attributed to each positively identified and presumed asbestos containing material. North Lanarkshire Council will undertake a further **priority risk assessment,** and the combined score will give a total risk rating. The results of the risk rating will be used to determine the order of prioritisation of remedial actions.

The material risk assessment will be carried out by the UKAS accredited surveyor, or by the trained, competent member of the Council's asbestos team during survey and/or the periodic reinspection. The system that has been adopted is based on the scoring system outlined in HSE guidance "HSG 264 Asbestos: The Survey Guide"

Material Assessment – Comprises an assessment of the following factors:

· Product type (scoring 1 - 3)

· Extent of damage or deterioration (scoring 0- 3)

· Surface treatment (scoring 0 - 3)

· Asbestos type (scoring 1- 3)

A score of 1 is equivalent to a low potential for fibre release, 2 = medium and 3 = high. Two parameters can also be given a nil score (equivalent to a very low potential for fibre release). The value assigned to each of the four parameters is added together to give a total score of between 2 and 12. Presumed or strongly presumed ACMs are scored as crocidolite (ie score = 3) unless there is strong evidence to show otherwise

Please refer to Appendix A – Material Assessment Algorithm (from HSG264)

The priority risk assessment will be undertaken by North Lanarkshire Council asbestos team, in liaison with the Head of Establishment / Property asbestos Co-

ordinator. The assessment will be completed by competent staff with certificates minimally in P402, and P405 or alternative.

Where a material in a building is identified, or presumed to contain asbestos, the priority risk assessment will consider the potential for disturbance. It comprises an assessment of the following factors:

· Type of activity in area (scoring 0 – 3)

· Likelihood of disturbance - Based on location, accessibility and amount. (Each element is individually scored 0 – 3 and an average taken)

· Human Exposure Potential – Based on number of occupants, frequency of use and average time area is in use. (Each element is individually scored 0 – 3 and an average taken)

· Maintenance activities - Based on type of maintenance activity and frequency of maintenance activity. (Each element is individually scored 0 – 3 and an average taken)

The value assigned to each of the four parameters is added together to give a total score of between 0 and 12. The combined material and priority assessment results should be used to establish the priority for those ACMs needing remedial action and the type of action that will be taken.

Although recommendations which are issued will vary according to the situation, it is desirable that some standardisation of action is achieved. It is therefore proposed that the following guidelines are adopted.

This score will then be used, in conjunction with the material risk assessment score to determine the order of prioritisation of remedial actions (including the repair, sealing, encapsulation) and removals. Please refer to Appendix A Priority Risk Assessment Algorithm (from HSG 227).

PRIORITY MANAGEMENT CODES EXPLAINED & PROCEDURES

Scoring

Each ACM is identified a numerical value, which results in an overall risk assessment score. These are derived by adding together the material risk assessment and the priority risk assessment.

The risk scores are then categorised as High, Medium and Low

High Risk = Risk Assessment Scores 18 or higher

Materials within this category warrant urgent and immediate action. Materials with such a high rating indicate that persons may currently be exposed to significant levels of respirable fibres.

Medium Risk = Risk Assessment Scores 12-17

Situations within this category warrant consideration, since any change in one of a number of contributory factors may result in an unacceptable risk to health. Some action is therefore necessary. The advised action is likely to vary, so specifics should be documented in the Management Plan as well as a timeframe.

Low Risk = Risk Assessment Scores 11 or less

Situations within this category do not pose an imminent risk, and the likelihood of exposure was perceived to be low at the time of the survey. This material may be managed by way of periodic inspection by a trained, competent person. It is recommended that the maximum period for any recommended action should be stipulated in the Asbestos Management Plan and the material subsequently inspected at least annually, with a period defined in the Asbestos Management Plan.

Notes on on-going management of ACMs

- **In-situ management.** The preferred option is always to leave the asbestos in place where possible. This is due to the potential for disturbance involved when removing asbestos, and also the costs involved. Asbestos in good condition with a low risk of accidental damage may be left in place and managed with use of appropriate warning labels and periodic inspections.
- **Remediation management** – Asbestos that is found to be in poor condition will not necessarily be removed, Other measures can be put in place that will reduce the potential risk of the ACM. These measures include such things as protection with a physical barrier, applying a suitable sealant or carrying out a small repair such as filling or wrapping.
- **Removal** – Will be considered as a last resort, but sometimes due to the condition of the ACM is the only safe resort. Asbestos removal works are carried out by a Licenced Asbestos Removal Contractor.

6. Asbestos Register

Property Name	
Address	
UPRN from PISA	

ASBESTOS REGISTER

Exact Location	Drawing Room Number	Product	Quantity	Surface Coating	Condition	Ease of Access	Asbestos Type	Comment	Material Score	Priority Score	Total Score
Office	04	Heatovent Electric Heater - textile to components	One	Enclosed	Good	Difficult	Presumed	No Sample	6	4	10
Switch Room - Rear of door	51	Insulating Board Panel	1 panel (1m2)	Unsealed	Low damage	Medium	Amosite	Temporarily sealed with duct tape and labelled. Removal to be arranged with LARC	6	4	10
Calorifier in boiler house	94	Rope gasket to flange fitting	< 1 m	Enclosed	Low Damage	Difficult	Chrysotile	Flange edge sealed with duct tape and labelled	6	4	10
External - wall mounted at high level	EX	Cement flue pipe	3 linear metres	Unsealed	Good	Difficult	Chrysotile	Arrange suitable access to apply warning label to material	5	1	6

Reviewer's Name

Date

Check date

Overall Risk Assessment Score:

High Risk = Risk Assessment Scores 18 or higher
Medium Risk = Risk Assessment Scores 12 - 17
Low Risk = Risk Assessment scores 11 or less

7. Asbestos Survey

Survey Types:

Management Survey – North Lanarkshire Council uses this type of survey for its occupied buildings. Usually this type of survey will involve sampling of suspect materials and should locate most asbestos materials that may be encountered during normal occupation and routine maintenance.

Refurbishment Survey – At the request of the North Lanarkshire Council Contract Administrator, this type of survey will be carried out prior to any major refurbishment or demolition. The survey requires precise planning and must endeavour to find all asbestos materials within the building (or within the specified areas of the building)

Commencing April 2023, all surveys will be undertaken by approved consultants who have been vetted in the tender application process to hold the accreditation ISO17020 for asbestos surveying as well as providing evidence of training and experience.

In addition, all identified and presumed asbestos containing materials will be visually inspected by the UKAS accredited surveying contractor, or by trained, competent operatives within the NLC asbestos team. A reinpection report will be prepared and issued to site for full disclosure

8. Asbestos Action Plan

On review of known asbestos containing materials within the property, and with consideration of the combined material and priority risk assessments, the following measures are advised:

Exact Location	Drawing Room Number	Product	Quantity	Condition	Ease of Access	Asbestos Type	Action	To be completed by:	Date
Office	04	Heatovent Electric Heater - textile to components	One	Good	Difficult	Presumed	Manage. Carry out annual reinspection	Annual reinspection by UKAS accredited surveying contractor	May 2024
Switch Room - Rear of door	51	Insulating Board Panel	1 panel (1m2)	Low damage	Medium	Amosite	Remove. Arrange for uplift of door by LARC and installation of suitable replacement by joiner (	LARC to remove door and dispose. Joiner to replace door with appropriate lockable fire-rated door	June 2023 June 2023
Calorifier in boiler house	94	Rope gasket to flange fitting	< 1 m	Low Damage	Difficult	Chrysotile	Manage. Carry out annual reinspection	Annual reinspection by UKAS accredited surveying contractor	May 2024
External - wall mounted at high level	EX	Cement flue pipe	3 linear metres	Good	Difficult	Chrysotile	Manage. Carry out annual reinspection	Annual reinspection by UKAS accredited surveying contractor	May 2024

Monitoring Arrangements

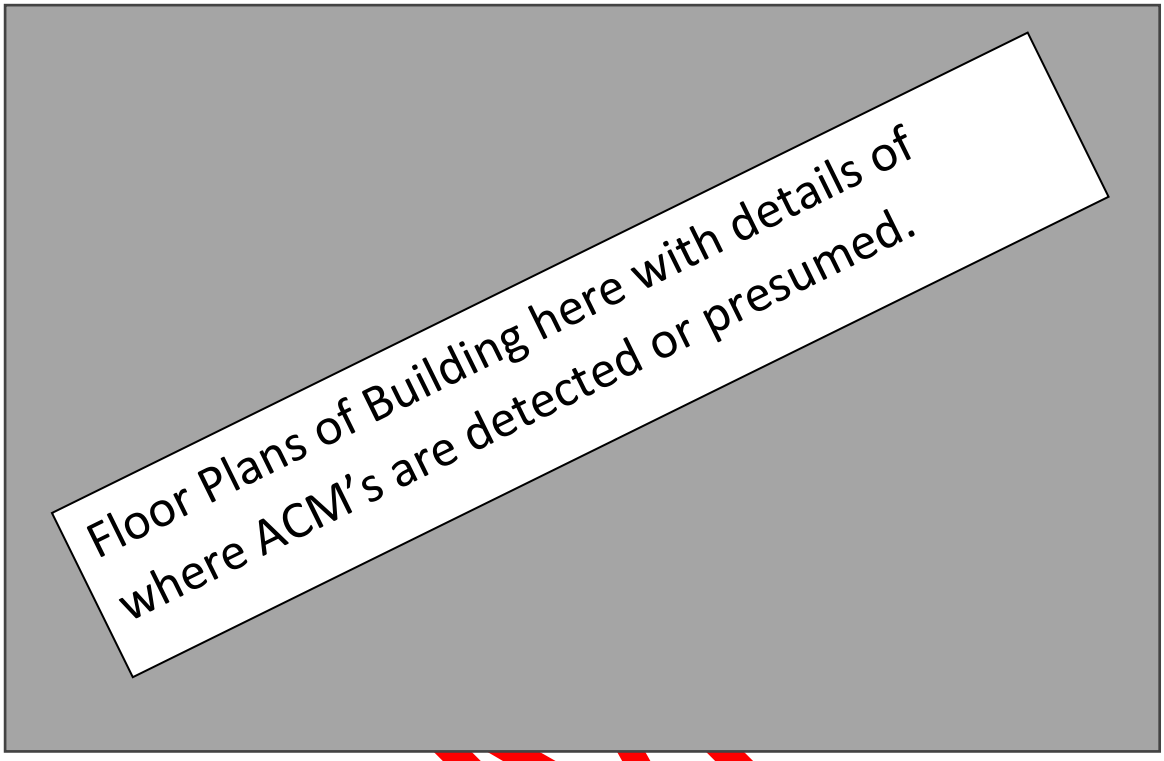
All identified ACMs or presumed ACMs will come under a re-inspection regime as identified from the priority risk assessment. The frequency will be determined by the overall risk.

Re-inspections will be carried out by UKAS accredited contractor and by trained, competent staff within the NLC asbestos team.

High risk materials will be visually inspected on a monthly basis, until removed or downgraded through removal or encapsulation etc. Inspections should be recorded in Section 14 of this document, and any change reported to the asbestos team. Medium risk materials will be inspected every six months

Low risk materials will be inspected annually.

9. Floor plans



Work in Non-domestic Council Premises

All personnel initiating works comprising repairs/maintenance or alteration of buildings and building structures including demolition, must be made, in writing, to the Asbestos team manager at least 8 weeks prior to any major works, and at least 6 weeks prior to any minor works in order to allow the asbestos team sufficient time to undertake the necessary document searches, or to arrange for an appropriate survey to be carried by a UKAS accredited contractor where an appropriate survey cannot be provided.

The Head of Establishment or designated Property Asbestos Coordinator has an obligation to inform anyone liable to come into contact with ACMs about their presence. Where works can be carried out without disturbing ACMs, they may give their permission for the works to proceed, If the proposed method of working cannot avoid disturbance of ACMs, they must withhold permission to work until a safe system of work can be demonstrated and put in place.

The provision of accurate asbestos information and management instruction applies equally to those persons undertaking routine repair and maintenance works, however minor.

On arrival at NLC non-domestic premises, maintenance personnel must first sign in at the premises in the visitor log and familiarise themselves with the site asbestos register before undertaking any works. Please refer to Section 12 for information.

Discovery of previously unidentified suspect materials

If, during any planned refurbishment, or routine maintenance work, previously unidentified suspect ACMs are encountered, the work will be immediately stopped and the property Asbestos Co-ordinator informed.

Accidental disturbance of previously unidentified suspect materials

Where a suspect material has been disturbed, the property co-ordinator must follow the emergency procedure. The persons involved must take the necessary immediate action to vacate the area, to secure it, and report the occurrence to the call centre. A record of those who were in the area at the time should be taken along-with all subsequent actions should be recorded by the Head of Establishment on CIRIS.

Contractor Roles and Responsibilities

Where works will involve the disturbance or removal of ACMs within North Lanarkshire Council properties, these works will only be undertaken by suitably licenced contractors and analytical works will be undertaken by suitably accredited, trained and competent analytical contractors.

Before any licenced works are undertaken, the contractor will supply their plan of work and risk assessment to the asbestos team for their appraisal and record-keeping.

Licenced Asbestos Works

It is the policy of North Lanarkshire Council to appoint the LARC to carry out all removal and remediation works on asbestos materials whether the works are notifiable or non-licenced works (NNLW)

11. Communication of Asbestos Information

Briefing Sheet

This sheet aims to provide information to contractors and other building users on the matter of asbestos and its potential presence within the building.

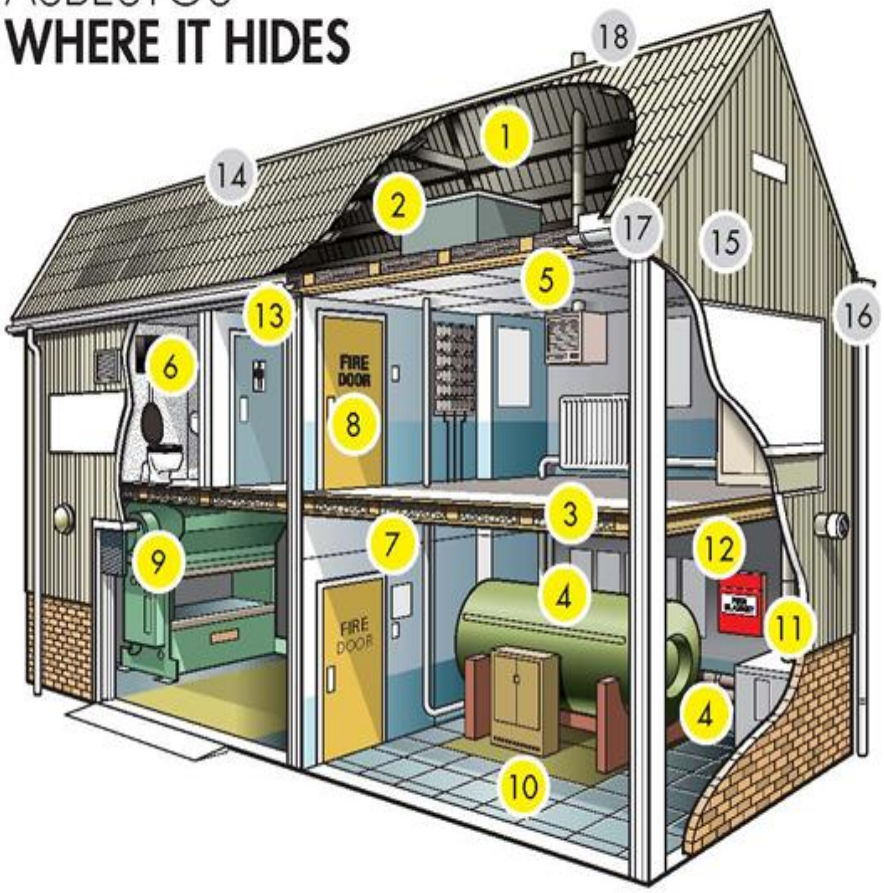
Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in. Past exposure to asbestos currently kills around 4500 people a year in Great Britain. Workers who carry out building maintenance and repair are particularly at risk.

There is usually a long delay between first exposure to asbestos and the onset of disease. This can vary from 15 to 60 years. Only by preventing or minimising these exposures now can asbestos-related disease eventually be reduced.

It is now illegal to use asbestos in the construction or refurbishment of any premises, but many thousands of tonnes of it were used in the past and much of it is still in place. There are three main types of asbestos that can still be found in premises, commonly called ‘blue asbestos’ (crocidolite), ‘brown asbestos’ (amosite) and ‘white asbestos’ (chrysotile). All of them are dangerous carcinogens, but blue and brown asbestos are more hazardous than white. Despite their names, you cannot identify them just by their colour.

Any buildings built or refurbished before the year 2000 may contain asbestos. As long as the asbestos-containing material (ACM) is in good condition, and is not being or going to be disturbed or damaged, there is negligible risk. But if it is disturbed or damaged, it can become a danger to health, because people may breathe in any asbestos fibres released into the air.

ASBESTOS
WHERE IT HIDES



1. Sprayed Coatings - on ceilings, beams and walls
2. Asbestos cement water tank
3. Loose fill Insulation
4. Lagging on boilers and pipes
5. AIB ceiling tiles
6. Toilet seat and cistern
7. AIB partition walls
8. AIB panels in fire doors
9. Asbestos rope seals, gaskets and paper
10. Vinyl floor tiles
11. AIB around boilers
12. Textiles eg fire blankets
13. Textured decorating coatings on walls and ceilings (eg artex)
14. Asbestos cement roof
15. Asbestos cement panels
16. Asbestos cement gutters and downpipes
17. Soffits - AIB or asbestos cement
18. Asbestos cement flue

Prior to starting any work, you must consult the asbestos register, and sign to confirm it has been read and understood.

Proceed with care, but stop work if you discover materials that seem suspicious,

If you discover suspicious materials: -

- **Stop the work you are doing**
- **Leave all equipment and materials in place**
- **Unless it will cause any further release of fibres, close any doors or windows as you leave the area**
- **Advise the head of establishment of your concerns.**

If you have any questions about asbestos, you should speak to your supervisor. If you wish any further information on the locations of asbestos in this building, talk to the designated Head of Establishment, or Property Asbestos Co-ordinator.

12. Emergency Procedures

Proposed Emergency Procedure
for Accidental Disturbances of Asbestos

Discovered or damaged materials that could contain asbestos
STOP WORKS/ACTIVITIES IMMEDIATELY!

↓

Clear the area of all persons and restrict access to the potentially contaminated area.

↓

Head of Establishment/Janitor/Caretaker to report the potential disturbacnce to the contact centre

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Contact Centre staff should then inform either Gillian Aitken, Luke Elliott or Sean McGregor from Corporate Repairs & Maintenance of the incident. T.O. of property should also be informed, as a record and if any further repairs are required.

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Gillian Aitken or Luke Elliott should then attend site as a matter of urgency to check the site and carry out any sampling that may be required, using appropriate PPE, RPE etc. and if safe to do so.

↓

Arrange for asbestos removal contractor to attend as a matter if urgency to make the area safe and carry out any further testing or removal, if required

↓

Head of Establishment to email **healthandsafety@northlan.gov.uk** to report the incident and any potential outcomes. Keep record of the event and insert into asbestos register.

Contact Centre: 0345 143 0015

13. Property Ongoing Review

It is the responsibility of the Head of Establishment or designated Property Asbestos Co-ordinator to review this document. Any changes to the site-specific content of this document should be recorded here, where it will be collated at the next formal reinspection or Management Survey.

						Record any changes to named personnel			
Date	Has a new document relating to the ACMs in the premises been issued?	Has a new ACM been identified/ presumed during normal occupancy or routine maintenance ?	Has a previously recorded ACM been removed?	Has a visual inspection of any high risk ACM as noted in Section 8 been undertaken?	Has a previously recorded or any presumed ACM been damaged or disturbed?	Has there been a change personnel with a specifically designated role under the duty to manage asbestos?	Has the appropriate level of training been received? (If yes to part 1)	Record all relevant details here as appropriate. Include Names (Company and personnel), locations, any action taken, and reference numbers of any paperwork issued.	Signature / Title

Appendices

Material and priority risk assessment algorithms

Material assessment algorithm

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

Priority assessment algorithm

Assessment factor	Score	Examples of score variables
Normal occupant activity		
Main type of activity in area	0	Rare disturbance activity (eg little used store room)
	1	Low disturbance activities (eg office type activity)
	2	Periodic disturbance (eg industrial or vehicular activity which may contact ACMs)
	3	High levels of disturbance, (eg fire door with asbestos insulating board sheet in constant use)
Secondary activities for area	As above	As above
Likelihood of disturbance		
Location	0	Outdoors
	1	Large rooms or well-ventilated areas
	2	Rooms up to 100 m²
	3	Confined spaces
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Extent/amount	0	Small amounts or items (eg strings, gaskets)
	1	I 10 m2 oΛJ 10 m pipe run.
	2	>10 m² to ≤50 m² or >10 m to ≤50 m pipe run
	3	>50 m² or >50 m pipe run
Human exposure potential		
Number of occupants	0	None
	1	1 to 3
	2	4 to 10
	3	>10
Frequency of use of area	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average time area is in use	0	<1 hour
	1	>1 to <3 hours
	2	>3 to <6 hours
	3	>6 hours
Maintenance activity		
Type of maintenance activity	0	Minor disturbance (eg possibility of contact when gaining access)
	1	Low disturbance (eg changing light bulbs in asbestos insulating board ceiling)
	2	Medium disturbance (eg lifting one or two asbestos insulating board ceiling tiles to access a valve)
	3	High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabling)
Frequency of maintenance activity	0	ACM unlikely to be disturbed for maintenance
	1	I 1 per year
	2	>1 per year
	3	>1 per month