

MS 20 - Control of Asbestos

Health and safety management standard

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Governance Committee		Date approved	
Review date			

Strategic Alignment

Outcome: Build a workforce for the future capable of delivering on our priorities and shared ambition.

Action: Ensure where ACM's are present, they are appropriately managed

Consultation process	<i>Trade Union consultation carried out.</i>	
Stakeholders		
Distribution		

Change Record

Date	<i>insert date</i>	Author	<i>insert contact details</i>
Change made	<i>insert details of changes made</i>		

Contents

Table of Contents

1. Introduction.....	1
2. Council standard.....	1
3. Scope	2
4. Definitions.....	2
5. Implementing the standard.....	4
6. Monitoring and reviewing	11
7. Further Information	11
8. Appendix 1.....	13

1. Introduction

Asbestos may be present in any house or building built before the year 2000 as it was widely used in a variety of building materials. Inhalation of asbestos fibres can lead to various dangerous lung conditions including mesothelioma, asbestosis, and lung cancer.

North Lanarkshire Council has a duty to manage any asbestos which may be present in any establishment where the council also holds the responsibility for maintenance of the establishment.

The duty to manage asbestos is directed at those who manage non-domestic premises: the people with responsibility for protecting others who work in such premises, or use them in other ways, from the risks to ill health that exposure to asbestos causes.

For the avoidance of any doubt **NO NLC EMPLOYEE WILL WORK WITH, DISTURB OR REMOVE ANY ACMs DURING THE COURSE OF THEIR EMPLOYMENT.** The only exception to this will be where sampling is carried out by the trained and accredited Asbestos Officer(s) within Corporate Repairs and Maintenance and Technical and Design team.

Where council employees work from buildings that are not maintained by the council, then there will be an expectation placed upon the building managers to incorporate relevant asbestos management procedures into the ongoing work activities.

This management standard aims to provide detail around how North Lanarkshire Council will comply with health and safety legislation and approved codes of practice (ACOP).

2. Council standard

Standard	<p>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 public and all such persons who may be affected by council activities and undertakings in respect of the potential exposure to asbestos.</p> <p>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.</p>
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	<p>An asbestos management plan will be created for each NLC premises containing confirmed or suspected ACM's.</p> <p>No asbestos-containing materials will be used, or re-used, during the construction or alteration of buildings or services, Asbestos awareness and Duty to Manage Asbestos training will be given to persons who manage premises containing ACMS during the course of their work and to those persons who are in a position to influence how this work is carried out.</p>
Rationale	<p>The Council, as the employer, has legal obligations to control the risk to employee's health, safety and wellbeing from exposure to asbestos. Employees have the right to and should expect a safe working environment. The council, together with its trade union health and safety representatives, will work together through regular consultation to establish, monitor, and maintain safe systems to protect employees. As such, the Council will adhere closely to the relevant legislation outlined below.</p>
Legal reference	<p>Health and Safety at Work Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999 (as amended)</p> <p>Control of Asbestos Regulations 2012</p> <p>The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013</p>

3. Scope

This management standard applies to all establishments managed by North Lanarkshire Council and to circumstances and premises where the Council is expected to manage the running and maintenance of the premises.

4. Definitions

1. **Asbestos** is a naturally occurring fibrous silicate mineral. All types of asbestos are composed of long and thin fibrous crystals, each fibre being composed of many microscopic "fibrils" that are hazardous if released into the air.
2. **Asbestos Containing Material (ACM)** is any fabric or structure which has asbestos within its composition.
3. **Asbestos Management Plan (AMP)** details who is responsible for the management of asbestos within the premises; the asbestos register; plans for work on asbestos

materials; the schedule for monitoring the materials' condition; and how the information will be communicated to all employees / contractors.

4. Asbestos Survey aims to:

- i. provide accurate information on the location, amount and condition of asbestos-containing materials (ACMs)
- ii. assess the level of any damage or deterioration of the ACMs and whether remedial action is required
- iii. provide information to produce an asbestos register and an asbestos management plan for the premises
- iv. identify hidden ACMs to be removed before refurbishment work or demolition

There are 2 types of survey – a management survey and a refurbishment or demolition survey. Both these survey types are likely to require sampling.

5. Asbestos Management Survey allows the duty holder, to produce an asbestos register and an asbestos management plan. It will help you manage ACMs during normal occupation and use of the premises.

A management survey should include an inspection of the following areas:

- i. all rooms, corridors, stairs, basements, cellars, underground rooms and undercrofts
- ii. underfloor coverings, above false ceilings (ceiling voids), lofts, inside risers, service ducts and lift shafts
- iii. external areas including roofs, soffits, gutters and windows
- iv. other areas liable to be disturbed by maintenance activities, for example behind access hatches

The value and usefulness of the survey can be seriously undermined if you or the surveyor impose restrictions on the survey scope.

It can mean areas are not inspected for asbestos, for example due to there being no access at the time of the survey. These areas will need to be presumed to contain asbestos and managed accordingly until they can be inspected.

6. Asbestos Refurbishment or Demolition Survey must locate and identify ACMs, including those hidden within the building fabric, before any structural work begins at the premises or on equipment.

A refurbishment or demolition survey must be carried out by a competent surveyor. It involves destructive inspection and potential asbestos disturbance so the area must be

vacated during the survey. The surveyor must confirm it as 'fit for reoccupation' after the survey.

A refurbishment or demolition survey aims to ensure:

- i. ACMs are removed, where required, before the work starts
 - ii. nobody will be harmed by work on ACMs in the premises or equipment
 - iii. such work will be done safely by an appropriate contractor
7. **Asbestos Register** is a live document which must always contain current information on the presence and condition of asbestos-containing materials (ACMs). It helps you actively manage any asbestos, or presumed asbestos, in your buildings. The register is your record of known and presumed ACMs. It will need regular updating in line with any changes to risk, for example deterioration in condition.
8. **Head of Establishment** is the employee with the responsibility for the daily running of the premises and the management of asbestos within the property. The Head of Establishment can appoint a Property Asbestos Co-Ordinator to complete their duties on their behalf. Accountability will always remain with the Head of Establishment.
9. **Property Asbestos Co-Ordinator** will ensure there is an AMP in place for the premises and will review the document at 6monthly periods. The Property Asbestos Co-Ordinator is appointed by the Head of Establishment.

5. Implementing the standard


Standard to meet		Accountability
(1)	The council has in place appropriate systems and procedures to manage asbestos in buildings in which the council has responsibility for maintenance. These systems and processes are monitored and regularly reviewed in line with current Health and Safety Executive regulations and industry standards.	Chief Executive/ Heads of Service

Standard to meet		Accountability
(2)	<p>To remove the risk of asbestos related ill health conditions, The Council has made the decision that NO EMPLOYEE WILL COMPLETE ANY WORK WITH ANY TYPE OF ACM. The only exception to this will be for sampling purposes carried out by the Councils trained and accredited asbestos officer(s).</p> <p>If ACM's are identified with the premises management survey, any works will be passed to a competent licenced contractor for removal of the ACM or encapsulation.</p>	<p>Chief Executive / Heads of Service/ Third Tier Officers Line Managers/ Employees</p>
(3)	<p>Any Council building constructed before the year 2000 will be presumed to contain ACM(s) and will have an asbestos management survey completed.</p> <p>Asbestos management surveys and annual re-inspections are undertaken and regularly reviewed by a competent contractor appointed by Corporate Repairs and Maintenance.</p>	<p>Head of Establishment / Property Asbestos Co-Ordinator/ Corporate Repairs and Maintenance</p>
(4)	<p>Corporate Repairs and Maintenance will complete an asbestos risk register with condition and priority assessments to identify and prioritise any ACM(s) requiring remedial action.</p>	<p>Corporate Repairs and Maintenance</p>
(5)	<p>Corporate Repairs and Maintenance will create an asbestos management plan for each premises with confirmed or suspected ACM's.</p>	<p>Corporate Repairs and Maintenance</p>

Standard to meet	Accountability
<p>(6) Head of Establishment will be locally responsible for the management of asbestos within the premises for which they are appointed.</p> <p>Heads of Establishment can delegate associated tasks responsibility to Property Asbestos Co-Ordinator but HoE will remain accountable for the asbestos management within their premises.</p>	<p>Head of Establishment / Property Asbestos Co-Ordinator</p>
<p>The Head of Establishment will:</p> <ul style="list-style-type: none"> • oversee the site asbestos Management Plan. • Ensure that an Asbestos Management Plan exists for their building(s) • liaise with trade union representatives as appropriate, advising of any plans for work within an establishment which could be affected by asbestos being present. • ensure that designated staff within the premises have received suitable and sufficient training in asbestos awareness. • carry out a 6-monthly review of the Asbestos Management Plan, update and record all changes to the Asbestos Management Plan as they occur and will notify the Asbestos Team of these changes. • 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. 	<p>Head of Establishment / Property Asbestos Co-Ordinator</p>

Standard to meet	Accountability
<p>The Property asbestos co-ordinator will:</p> <ul style="list-style-type: none"> • 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. <p>In addition, the following duties may be delegated by the Head of Establishment:</p> <ul style="list-style-type: none"> • update and record all changes to the Asbestos Management Plan as they occur. • Complete a 6-monthly review of the Asbestos Management Plan, record / report outcomes to the asbestos team as appropriate. • 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 (appendix 1). 	<p>Head of Establishment / Property Asbestos Co-Ordinator</p>

Standard to meet		Accountability
(7)	Heads of Establishment / Property Asbestos Co-Ordinators will complete the Duty to Manage Asbestos training via the Council's learning management system.	Head of Establishment / Property Asbestos Co-Ordinator
(8)	Employees who work within a premises with ACM's must complete Asbestos Awareness training via the Council's learning management system.	Head of Establishment / Property Asbestos Co-Ordinator / Employees
(9)	Heads of Establishment / Property Asbestos Co-Ordinator will communicate the location and condition of ACM's with employees of that building and any contractors.	Head of Establishment / Property Asbestos Co-Ordinator / Employees
(10)	<p>The Asbestos Register will be reviewed by Corporate Repairs and Maintenance on an annual basis.</p> <p>The register will be updated:</p> <ul style="list-style-type: none"> ▪ to check the current condition of ACMs and update your risk assessment and management actions if ACMs have deteriorated. ▪ update the register to indicate when any ACMs are removed or repaired. ▪ make additions to the register when new areas are surveyed, or materials sampled and asbestos is identified. ▪ change the risk assessment and actions if there has been a change in the likelihood of disturbance, such as room-use change or planned maintenance. 	Corporate Repairs and Maintenance

Standard to meet	Accountability
<p>(11) The Asbestos Management Plan will be reviewed buy the Head of Establishment / Property Asbestos Co-Ordinator on a 6 Monthly basis or earlier if required.</p> <p>NO EMPLOYEES WILL TOUCH OR DISTURB ANY ACM'S DURING THE COURSE OF THE REVIEW.</p> <p>It is important to review and update your plan:</p> <ul style="list-style-type: none"> ▪ whenever work takes place that affects ACMs ▪ where staff with management responsibilities have changed ▪ where ACMs have been inadvertently disturbed ▪ following scheduled condition checks of ACMs 	<p>Head of Establishment / Property Asbestos Co-Ordinator</p>
<p>(12) An asbestos warning sticker (example below) will be, where possible, applied to areas which have been identified as having ACM's</p>  <p>The image shows a rectangular warning sticker. At the top, there is a large, bold, black letter 'a' inside a white circle. Below this, the text 'WARNING CONTAINS ASBESTOS' is written in white on a red background. Underneath, in smaller white text on a red background, it says 'Breathing asbestos dust is hazardous to health'. At the bottom, it says 'Follow safety instructions' in white on a red background.</p>	<p>Corporate Repairs and Maintenance</p>
<p>(13) The Head of establishment / Property Asbestos Coordinator / Corporate Repairs and Maintenance will share the asbestos register and other relevant asbestos information to any Contractor</p>	<p>Head of Establishment / Property Asbestos Coordinator / Corporate Repairs and Maintenance</p>

Standard to meet		Accountability
(14)	<p>Any Council service who instructs refurbishment works to a premises containing ACM's will share the results of any refurbishment / demolition surveys with Corporate Repairs and Maintenance as well as the Head of Establishment, Principal Designers / Principal Contractor or any Contractors engaged in a construction project.</p>	<p>Head of Establishment / Property Asbestos Coordinator / Technical and Design / Corporate Repairs and Maintenance</p>
(15)	<p>ACM removal or encapsulation will be completed at the request of Corporate Repairs and Maintenance or Technical and Design Teams.</p> <p>Work with asbestos can be Licenced, Notifiable and Notifiable Non-Licenced.</p> <p>Corporate Repairs and Maintenance and Technical and Design Teams will appoint an approved Licenced Asbestos Removal Contactor (LARC). The appointed contractors will be responsible for notifying the HSE of any removals for the works they have been engaged in.</p> <p>More information on asbestos licencing can be found here.</p>	<p>Corporate Repairs and Maintenance / Technical and Design</p>
(16)	<p>Repairs and Maintenance (Housing) team will ensure that the AMP and Asbestos register is available for any common areas of Council Housing Stock.</p> <p>Repairs and Maintenance (Housing) team will ensure that AMP and Asbestos Register is available for any contractors engaged to work within any common areas of council housing stock,</p>	<p>Repairs and Maintenance (Housing)</p>

Standard to meet		Accountability
(17)	Advice and guidance on the contents of this management standard, the asbestos management plan and the Control of Asbestos Regulations can be sought from the Safety and Wellbeing Team.	Safety and Wellbeing Team
(18)	Auditing of the asbestos management standard and systems in place will be undertaken for each premises through periodic Premises Inspection undertaken by the Safety and Wellbeing Team.	Safety and Wellbeing Team
(19)	The Head of Establishment / Property Asbestos Co-Ordinator will advise Corporate Repairs and Maintenance / Technical and Design if there has been an uncontrolled asbestos disturbance. The Safety and Wellbeing team must also be contacted and the incident recorded on CIRIS. The safety and Wellbeing team will investigate any uncontrolled asbestos disturbance..	Head of Establishment / Property Asbestos Co-Ordinator / Corporate Repairs and Maintenance/ Technical and Design / Safety and Wellbeing Team
(20)	If the Head of Establishment / Property Asbestos Co-Ordinator is made aware of an uncontrolled asbestos disturbance the flow chart on appendix 1 will be followed.	Head of Establishment / Property Asbestos Co-Ordinator

6. Monitoring and reviewing

Monitoring of the effective implementation of this standard will be carried out by routine checking establishment practices through premises inspections.

This health and safety management standard will be subject to periodic review at intervals not exceeding three years.

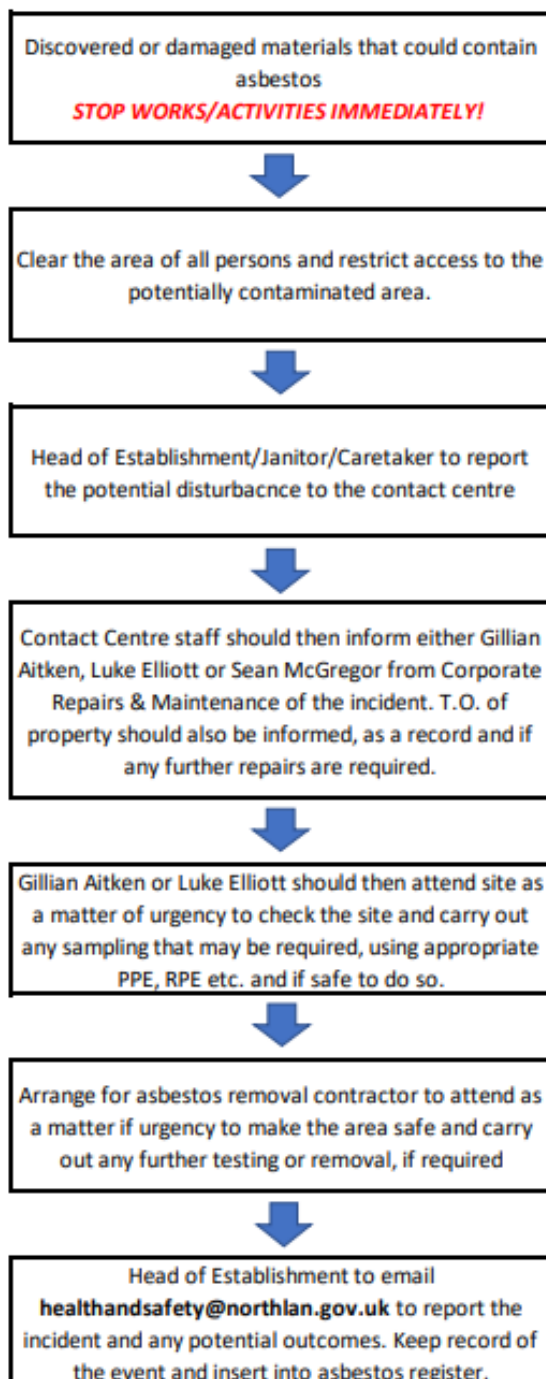
7. Further Information

Information on training courses, Duty to Manage and Asbestos Awareness are available on the Councils learning management system.

Information from the Health & Safety Executive (HSE) on asbestos can be found [here](#).

8. Appendix 1.

Proposed Emergency Procedure for Accidental Disturbances of Asbestos



Contact Centre: 0345 143 0015