



and

HEDDLU GWENT POLICE



Asbestos Management Policy and Procedure

Monmouthshire County Council , Property Services Department and Gwent Police Estate and Facilities Department work in a Collaborative venture on the Management of the respective Estates and share this policy. (Km 2/10/13)

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Monmouthshire County Council and Gwent Police Asbestos Policy Statement

The aim of Gwent Police as duty-holder, is to:

“Prevent the exposure of its employees, contractors, and the general public to Asbestos”

The control measures to prevent such exposure are set out in Regulation 4 of the Control of Asbestos Regulations 2006 (CAR 2006) and require Gwent Police to:

Specific legal duties under regulation 4 of CAR 2006

The broad requirements on Gwent Police are to:

- Take reasonable steps to find materials likely to contain asbestos;
- Presume materials contain asbestos, unless there is strong evidence to suppose they do not;
- Assess the risk of the likelihood of anyone being exposed to asbestos from these materials;
- Make a written record of the location and the condition of the Asbestos Containing Materials (ACM,s) and presumed ACMs and keep it up to date;
- Repair or remove any material that contains or is presumed to contain asbestos, if necessary, because of the likelihood of disturbance, and its location or condition;
- Prepare a plan to manage that risk and put it into effect to ensure that:
 - Provide adequate information, training and instruction to all building managers or persons that control council owned or managed buildings to enable them to manage any asbestos containing materials.
 - information on the location and condition of ACMs is given to people who may disturb them during work activities;
 - any material known or presumed to contain asbestos is kept in a good state of repair.
- Monitor the condition of ACMs and presumed ACMs; and
- Review and monitor the action plan and the arrangements made to put it in place.

Signed:

Date:

On behalf of Gwent Police Service.

Introduction:

Due to the length of time likely to elapse between a first exposure to asbestos dust and the diagnosis of an asbestos-related disease, most people now dying of such a disease may well have a history going back 35 years where their work involved exposure to asbestos dust. In fact it is expected that the number of asbestos deaths will go on rising until the year 2010 and possibly up to 2025.

As a result the Health and Safety Executive is actively seeking to promote awareness of the dangers involved with exposure to asbestos dust. As part of a National Campaign certain workers will be targeted, in particular those concerned with repair, refurbishment and building maintenance. This will include plumbers, carpenters, electricians, gas fitters and others.

Gwent Police Service has a direct duty to, employee's, visitors and contractors to ensure that exposure to asbestos fibres are kept to the lowest levels practicable.

Indeed, no matter how routine a job may seem, information must be made available regarding any asbestos present in the building. In fact workers likely to be involved in repairs, refurbishments and forms of building maintenance, improvement or alterations should be given guidance on the precautions to take where asbestos materials are concerned. In addition these workers should be encouraged primarily by their employer to seek this type of information. Advice would include the precautions to take for adequate protection and the correct use of suitable masks or respirators where appropriate.

Only those employees suitably trained to follow the procedures in the Asbestos Essentials Task Manual (Health & Safety Executive publication HSG210) will be authorised to carry out work on Asbestos Containing Materials (ACM's).

Despite the stringent legal controls, exposure to asbestos is still a very real risk for some workers. This is especially true for those engaged in the maintenance, refurbishment and repair of buildings where drilling, cutting, sanding, damage or disturbance of asbestos materials is concerned.

Employees such as plumbers, carpenters, electricians and others are often at particular risk in these situations.

A general lack of awareness of the presence of asbestos materials in the buildings where they are working will expose employees and others to the dangers of exposure to asbestos fibres.

These groups of employees should be alerted to the dangers of disturbed asbestos fibres. Guidance will be available for employees to advise on the precautions to take to protect themselves, their colleagues and any other persons who may be affected by their activities.

It is important that a structured approach is adopted to ensure that all the legal requirements for work are rigidly adhered to and to ensure that people are not unnecessarily exposed to a potentially lethal substances.

This Asbestos Management Plan will be reviewed annually. A programme and agenda for the management plan reviews is attached at Appendix 1 Reviews may be more frequent depending on the nature, type or condition of the ACM's or where there is significant change to the structure of the organisation, or personnel responsible for its implementation.

Organisation and responsibilities

Organisation

The organisation of Gwent Police Service is shown in the diagram, below:

Gwent Police and Crime Commissioner

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Gwent Police Chief Constable

/

Gwent Police Assistant Chief Officer for Resources

/

/

Head of Estate and Facilities – Head of Health and Safety

Responsibilities:

Gwent Police Service is responsible for:

- Identifying asbestos in Monmouthshire County Council's Properties
- Communicating such information to all persons engaged by Monmouthshire County Council to carry out work in premises under their control.
- Requesting Type 3 surveys prior to any refurbishment or demolition works.
- Managing the asbestos in its premises

Duty Holder

The Duty Holder is the person responsible for maintenance or repair, of any Monmouthshire County Council's properties. The main duties are listed under Regulation 4 of the Statutory Instrument 2675 Control of Asbestos Regulations November 2006. See extract in **Appendix 4**.

Overall responsibility resides with the Gwent Police Service Police and Crime Commissioner and the Chief Constable
Implementation is the responsibility of operational staff.

Legal Framework

These regulations in general, and Regulation 4 in particular, place a duty on owners, occupiers, managers or those who have responsibility for non-domestic premises which may contain asbestos to either:

- a) Manage the risk from these materials; or
- b) Co-operate with whoever manages that risk

In addition, these regulations state that every employer shall:

- 1) Prevent the exposure of his employees to asbestos so far as is reasonably practical
- 2) Where it is not reasonably practical to prevent exposure –
 - i) reduce the exposure of his employees to asbestos to the lowest level reasonably practical by measures other than the use of respiratory protective equipment, and
 - ii) ensure that the number of his employees who are exposed to asbestos is as low as reasonably practical

Further to this, Gwent Police Service will also ensure that adequate information, instruction and training is given to all employees and sub-contractors:

- who are liable to be exposed to asbestos, or who supervise such employees, so that they are aware of:
 - a) the significant findings of risk assessments
 - b) the risks to health from asbestos
 - c) the precautions which should be observed
 - d) the relevant control/action level

In order to safeguard themselves and other employees; and

- Those who carry out work in connection with Gwent Police Service duties under these regulations, so that they carry out the work effectively.

An extract from Regulation 4 is given in **Appendix 4**

Other relevant legislation includes:

- The Health and Safety at Work Etc Act 1974
- The Asbestos (Licensing) Regulations 1983
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998

See Appendix 7 for a comprehensive list of relevant publications.

Gwent Police Service has the statutory duty not only to its own employees but also to persons other than those it employs. This will include contractors, and members of the public whose safety or health may be compromised or affected directly or indirectly through Gwent Police Service acts or omissions. Negligence can take many forms including the lack of available information, instruction, training and supervision where appropriate.

Under the existing legislation in certain instances individual persons can be held liable for acts or omissions compromising a particular Approved Code of Practice or system of work and leading to a situation that is unsafe and/or prejudicial to health.

A large proportion of prosecutions by the Health & Safety Executive involve asbestos legislation, and such prosecutions may involve actions against individuals such as Council Officers.

In addition there are also thousands of civil claims against employers from individuals who have contacted asbestos related illnesses or from relatives of affected individuals.

Such claims are often successful because asbestosis and Mesothelioma can be directly attributed to asbestos exposure. (Awards up to £100,000 are not unknown).

The development of a number of illnesses can be directly attributed to exposure of airborne dust containing asbestos fibres. The morphology of the asbestos fibres is such that an entry into air passages via inhalator or respiratory processes can cause damage to the 'delicate' structures providing the lung function. Illnesses some of which are fatal include:-

Disease/condition	Comments
Asbestosis	Affects the elasticity of the lung walls due to fibrosis or scarring of the lung tissue associated with high levels of exposure to asbestos dust. The disease is irreversible and progressive even if exposure ceases.
Lung Cancer	Although this disease is often associated with people already suffering from asbestosis it may also develop separately. The chances of developing this usually fatal condition will increase with the degree of exposure to asbestos dust. However, cases of cancer developing after only low levels of exposure to asbestos dust are known. It is important to note that smokers who are exposed to asbestos dust are at greater risk than those exposed to asbestos dust or in fact smokers not exposed to asbestos dust.
Mesothelioma	This type of cancer will usually affect the lining of the Thoracic Cavity [Pleural Membrane] or abdominal wall [Peritoneum] or the lining around the heart [Pericardium]. The chances of developing this disease will be higher following high levels of exposure,

	however, there is no safe exposure level and the disease can develop following a single exposure. The disease may take up to 40 years to develop and is always fatal, with death usually occurring within a year of diagnosis
Pleural Plaques	Increased risk of developing lung cancer due to bands of scar tissue on lung pleura.
Pleural Effusion	A collection of fluid around the lungs as a result of exposure to asbestos.

Uses of asbestos materials

Asbestos products have been used in many applications both as part of a buildings fabric and within equipment, machinery etc. Typical examples of where asbestos materials can be found are given in the tables below. However, Gwent Police Service Site Asbestos Surveys and Registers should be consulted for specific instances where it has actually been located to date.

Asbestos Product	Use	Asbestos Content	Remarks
Loose fill and sprayed insulation.	Thermal and acoustic insulation. Fire and condensation protection.	Sprayed coatings > 70% asbestos. A mixture of types used until 1974. Amosite, Chrysotile, Crocidolite asbestos, with binder.	Potential for fibre release unless sealed. Potential increases as the materials age or become friable and disintegrate. Dust released may then accumulate. Removal of sprayed coating is a licensed activity. Spray residue can be found up to 50m away from spray site.
Asbestos lagging.	Thermal insulation of pipes, boilers, pressure vessels, preformed pipe sections, slabs, tape, rope, corrugated paper, quilts, felts and blankets.	Crocidolite used for some boards up to 1965. 5 - 90% Amosite or a mixture of Amosite and Chrysotile.	Likely to cause a dust hazard if very friable, broken, abraded, sawn or drilled.
Insulating boards.	Fire Protection, thermal and acoustic insulation. Used in ducts, firebreaks, infill panels, partitions and ceilings, ceiling tiles, roof underlay's, walls	linings, fire doors, fire surrounds Crocidolite used for some boards up to 1965. 15-40% Amosite or a mixture of Amosite and Chrysotile.	Likely to cause a dust hazard if very friable, broken, abraded, sawn or drilled.
Mill Board.	General heat insulation and fire protection.	Up to 97% asbestos with binders. Crocidolite often used.	Soft, paper-like.
Textiles, ropes and yarns.	Heat/fire resisting gaskets and seals. Boiler and flue sealing. Fire blankets. Extensive electrical applications.	All types of asbestos were used until about 1970. Since then only Chrysotile has been used. Asbestos content >90%.	Fibres may be released when large quantities or unbonded material are stored or handled.
Cement Products.	Profiled and flat sheets e.g. garages and to rain water goods. Pipes for drinking water, sewage and drainage.	Usually 15% Chrysotile in a cement binder. Older types may contain Amosite, Chrysotile or Crocidolite.	Difficult to visually differentiate between AIB and asbestos cement products.
Textured coatings	Artex to walls and ceilings	<1% Chrysotile	Many different styles of application and is very common
Reinforced plastics.	Amosite, Chrysotile, Crocidolite, Anthophyllite. < 15% in thermoplastic.	Windowsills, capping for banisters, toilet cisterns.	Material is often black and has a high density and scratch resistance.
Gaskets and	Gaskets and washers.	Up to 90% mainly	`

washers.		Chrysotile. Older products may contain Crocidolite.	
Flooring products.	PVC tiles. Magnesium Oxychloride flooring.	5 – 7 % fine Chrysotile. Up to 2% Tremolite or Anthophyllite.	Used where floor needs to be hard wearing e.g. stairwells.

For comprehensive descriptions and illustrated examples of ACM's refer to MDHS 100.

Asbestos Products Used In Appliances

Appliance/asbestos product	Use	Asbestos Content	Remarks
Hairdryers, fan and radiant electric heaters, irons, toasters, washing machines, tumble driers, spin driers, dish washers, refrigerators and freezers	Paper, element formers, brake pads, compressed fibre gaskets and seals, rubberised or other polymer gaskets and seals.	Variable	Asbestos paper has been used for heat insulation in hair driers. In general, gaskets and brake pads are sealed within appliances and are unlikely to release fibre into the atmosphere.
Cookers	Insulating board, Fire cement, compressed fibre seals, rubberised or other polymer seals.	16-40% Variable	
Simmering Mats	Millboard	Approaching 100%	
Iron Stands (to ironing boards)	Paper, millboard and asbestos cement	Approaching 100% and 10-15%	
Catalytic gas heaters	Compressed asbestos fibre panels.	100% sometimes covered by glass fibre mesh.	Those in doubt about the condition of their heater should contact the Safety Officer.
Gas warm-air heaters	Aluminium backed paper, cloth and insulating board.	Approaching 100% and 16-40%	
Boilers pipework	Asbestos/plaster with or without a surface fibre layer.	Variable	
Electric 'warm-air' and storage heaters.	'Caposil' insulating blocks, Insulating board. Paper, string, compressed fibre washers, rubberised/polymer bonded washers.	16-40% Variable	

Asbestos

Radiators	String, washers	Approaching 100% variable.	
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Identifying asbestos containing materials – surveying, sampling and assessment:

The Control of Asbestos Regulations, within Regulation 4 – The Duty to manage – places an explicit requirement on those persons responsible for properties to assess the risk from asbestos.

It is a requirement of Gwent Police Service that all those undertaking surveys for asbestos containing materials are qualified to at least P402 level.

In the majority of cases, Type 2 surveys are undertaken. This type of survey is defined in MDHS100 (Surveying, Sampling and Assessment of Asbestos Containing Materials, published by the HSE in 2000) as:

The purpose of this survey is to locate, as far as reasonably practicable, the presence and extent of any suspect Asbestos Containing Materials (ACMs) in the building and assess their condition. All areas should be accessed and inspected as far as reasonably practicable or must be presumed to contain asbestos. Any materials, which can reasonably be expected to contain asbestos, must be presumed to contain asbestos, and where it appears highly likely to contain asbestos, there should be a strong presumption that it does. In addition samples from each type of suspect ACM found are collected and analysed to confirm or refute the surveyor's judgement. If the material sampled is found to contain asbestos, other similar homogeneous materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogeneous materials will require a greater number of samples. The number should be sufficient for the surveyor to make an assessment of whether asbestos is or is not present. Sampling will take place simultaneously with the inspection survey.

When major refurbishments or demolition activities are planned, a Type 3 survey must be undertaken. This is defined in MDHS100 as:

A type 3 survey is used to locate and describe, as far as reasonably practicable, all ACMs in the building and may involve destructive inspection, as necessary, to gain access to all areas. A full sampling programme is undertaken to identify possible ACMs. The survey is designed to be used as a basis for tendering for the removal of ACMs from the building prior to demolition or major refurbishment and estimates of the quantities of ACMs are made. The survey does not assess the condition, surface treatment or accessibility of the asbestos or provide material risk assessments for potential fibre release

Where properties become available e.g. Void then Gwent Police Service may take the decision to carry out a Type 3 survey before it is re-let or sold in order to collate as much information as possible about that particular property type.

Any organisation undertaking surveys on behalf of Gwent Police Service must have a quality system which conforms to ISO17025. Any samples which are

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taken must be analysed by a laboratory which is UKAS accredited for this purpose.

Asbestos Management Plan Procedures:

Priorities

The main priority lies with protecting our employees and others from exposure to asbestos. In order to achieve this Gwent Police Service will require co-operation from, and consultation with:

“All Gwent Police / SRS employees and Agents who are responsible for placing and ordering contracts”

Such employees must consult **Monmouthshire Estates Department** and/or **Property Services Department 01633 644644** before the commencement of any work or activity affecting materials that may contain asbestos
Such activities include work carried out by:

- Electricians
- Plumbers
- Joiners
- Heating & ventilating engineers
- Telecommunications engineers
- Fire, burglar alarm installers
- Computer installers
- Painters & decorators
- Gas fitters
- Builders
- Plasterers
- Demolition contractors
- Roofing contractors
- Building surveyors
- Other trades and contractors

Those persons raising orders must consult the asbestos database first. If asbestos materials are present, then the impact on the work activity should be assessed e.g. if a new light fitting is to be installed and an artex ceiling is present, will the artex be disturbed. If asbestos materials are not likely to be disturbed then work can proceed. However, where the disturbance of asbestos materials is possible/probable then a licensed contractor should be engaged first.

If no asbestos information is available then where appropriate, **Monmouthshire County Council** on behalf of Gwent Police and SRS will arrange for sampling of materials so that asbestos content can be determined before work starts.

Contractors must not undertake any work which is likely to disturb asbestos materials or where they know asbestos will be disturbed as a result of their work.

Management Options

This section describes Gwent Police Service preferred options for future asbestos management in respect of the following key tasks:

- confirm the location/ condition of all types ACMs
- deal with ACMs to eliminate any risk to health or reduce it to the lowest possible level
- Communicate information about asbestos and the level of risk to interested parties
- Communicate information about roles and responsibilities to affected parties.
- Manage and control future maintenance and major works on Gwent Police properties.
- Manage and control the continuing monitoring of ACMs; to allow for maintenance and upkeep of the asbestos database and management plan.

Gwent Police has undertaken mainly type 2 surveys of a large number of non-domestic properties to confirm the status of all materials potentially containing asbestos. This will enable maintenance and other work to continue in a cost-effective manner in properties or areas where it has been confirmed that no asbestos exists. Subject to the approval of the Estates Department, works in these areas can be undertaken using contractors not licensed under the Asbestos (Licensing) Regulations 1983. Approval for such works will be granted by Operational Staff following appropriate checks of the asbestos database to confirm that the area in question is asbestos-free.

Where the existence of asbestos has been confirmed there are a number of options for dealing with it. These are set out in HSG 227. The appropriate option in any given instance will be agreed by the Estates Department in consultation with site Duty Holder, Site Asbestos Co-ordinator and others as appropriate.

Asbestos does not constitute a risk provided it is undisturbed and does not release fibres into the air. Measures available to manage ACMs therefore include:

- Isolating the asbestos Containing materials (ACM's). Closing off the area where the asbestos exists and erecting warning notices to prevent entry. Protect, seal, encapsulate or enclose it.
- Labelling the ACM's.
- Repairing the ACM's.
- Removing and disposing of the ACM's

Some or all of the options may be appropriate in any given instance of the presence of ACM's. In selecting the management option to be followed,

Gwent Police Service management have been mindful of the likely effectiveness of the proposed measure(s) The level of confidence in the administration of the asbestos management system and communication with the workforce at the site in question have been considered.

All repair and maintenance works are to be carried out in accordance with the work flow procedure set out in Appendix 5. This will ensure that contractors are trained in asbestos awareness and have been informed of any ACM in our buildings.

Licensed contractors will be used whenever this is required by the Asbestos (Licensing) Regulations 1983. The list of approved licensed contractors will be maintained by the Property Services department. The requirement in specific instances will be determined by the Asbestos Manager who will be notified of all plans to carry out major works. In all cases procedures will be followed which safeguard contractors and employees, the occupants of the buildings and their visitors, and other members of the public and the environment. All consultants or contractors employed on Gwent Police Service sites shall comply with relevant current legislation when dealing with ACM's.

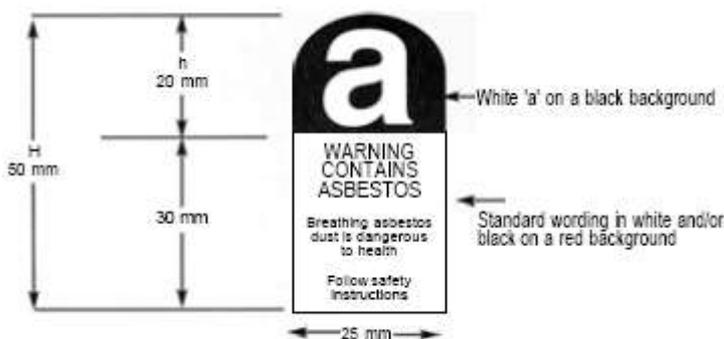
A programme of training will be introduced (see Appendix 6) to ensure that all employees are aware of their roles and responsibilities with regard to asbestos, that they are aware of the management systems in place to deal with ACM's and that they comply with them.

Arrangements for future monitoring of ACM's are to be agreed

Asbestos material in sound condition, unlikely asbestos fibre release.

Where a material is in sound condition, unlikely to release asbestos fibres and unlikely to be disturbed during any future work or activity, it may be left in place.

The material should then be labelled in accordance with Schedule 2 of the *Control of Asbestos Regulations 2006*:



The address, location, position, type and extent of the material shall be noted in the Gwent Police Service Asbestos Registers.

Materials entered in the database shall be periodically checked to ascertain their condition.

The risk assessment carried out should be reviewed to ensure there has been no significant change in circumstances i.e. these could include damage to the material or the increase likelihood of such damage.

Relevant information arising out of the database and the risk assessment shall be made available to any person who may be affected by the material. In most situations the labelling described above will fulfil this requirement.

Note: The removal of asbestos insulation, asbestos coatings and asbestos insulating board is controlled by the Control of Asbestos Regulations 2006 and the Asbestos (Licensing) Regulations 1983 (as amended) which require that persons carrying out work (subject to certain exemptions) hold a licence granted by the Health and Safety Executive. Advice on complying with these regulations is provided in the booklet L11 "A Guide to the Asbestos (Licensing) Regulations 1983" (revised 1999). Practical advice and guidance on removing sprayed asbestos coating and lagging are set out in the Health and Safety Executive Approved Code of Practice "Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board" L28 Third edition.

6.1 Planning Asbestos Remedial Works

Before any work or activity which may affect any material is carried out, a check must be made for the presence of asbestos by consulting Gwent Police Service Asbestos Register, archive records and plans containing material specifications.

The database contains information compiled as a result of surveying, sampling and assessment of ACM's using the Methods for the Determination of Hazardous Substances (MDHS 100). This document sets out how to survey workplace premises for ACM's and how to record the results in a usable form.

Representative sampling of the materials will be undertaken by a Property Surveyor (holding the BOHS Proficiency Module P402) and subsequent analysis performed by an independent laboratory holding current UKAS ISO 17020 (United Kingdom Accreditation Service) accreditation for the identification of asbestos.

Where asbestos is identified, those materials shall be treated in accordance with this plan and all relevant legislative requirements

If suspected asbestos materials are discovered during work activities, work must cease and the material should be sampled to determine its content. It is vital for the safety of workers that both direct employees and contractors receive suitable and sufficient training in order that they are aware of the risks from asbestos, where it may occur within the properties and what they are required to do if they disturb suspected or indeed confirmed asbestos materials.

Once the presence of asbestos has been confirmed then a suitable and sufficient risk assessment of the situation must be carried out. This will be carried out by a competent, trained person such as a Property Surveyor and will consider both the condition of the material and the risk that it presents. Gwent Police Service maintains a list of HSE licensed asbestos removal contractors who are approved to undertake asbestos work. If remedial or removal work is necessary the project manager will refer to the Asbestos Register to assess the scope of the works to design a detailed specification of the work to be undertaken.

Monmouthshire County Council project staff on behalf of Gwent Police will then arrange for a contractor/s to view the works in order to submit a quotation and Plan of Work as required by the Control of Asbestos at Work Regulations

Asbestos testing and removal supervision:

Asbestos Testing

Monmouthshire County Council on behalf of Gwent Police maintains a list of organisations competent to undertake testing of suspected ACM. It is the Monmouthshire County Council policy to use an independent organisation, with the appropriate accreditation to analyse all samples. It is not acceptable to use a removal contractor to carry out this work.

On all asbestos removal projects, Monmouthshire County Council on behalf of Gwent Police will appoint a Project Manager to manage the contractor on site, engage a UKAS ISO 17020 accredited analyst to carry out all air monitoring and checks necessary (such as smoke tests and visual inspections) to ensure the asbestos contractor is complying with the regulations and all in-house procedures. The level of background air monitoring, site checks etc will be dependant upon the type of asbestos to be removed and its location. The project management of the removals work must comply with Appendix 6 of the HSE Guide: A Comprehensive Guide to Managing Asbestos in Buildings. (HSG 227, 2006).

All monitoring will be based on the requirements and standards set by legislation, HSE Approved Codes of Practice and Guidance Notes.

The results of all monitoring will be documented and the findings discussed with the relevant principals/responsible managers. Action plans will be agreed and documented for any remedial action considered appropriate.

Monitoring will take place within areas where asbestos management works are in progress as well as surrounding areas, in order to ensure the integrity of systems of work.

Accreditation and Competency

Monmouthshire County Council may use in house Asbestos Surveyors who are qualified to BOHS P402 to carry out some sampling but will generally employ suitably qualified third party organisations to undertake this work. Only persons / surveyors staff that have successfully completed P405/P406 will be allowed to manage asbestos in buildings and removal projects.

Specification and Management of Remedial Works

All works involving the disturbance of asbestos shall be carried out in accordance with the site specific Technical Specification and shall take into account all statutory/general requirements together with the proposed future operation of the site.

The specification, plan of work, method statement monitoring and clearance testing strategy must be agreed with Monmouthshire County Council Asbestos Co-ordinator on behalf of Gwent Police prior to implementation.

The management and monitoring of all works involving the disturbance of asbestos based materials shall be undertaken by a Monmouthshire County Council Project Manager on behalf of Gwent Police who will prepare tender documents including specification, survey reports, drawings and contracts.

The licensed Asbestos Contractor and the Analyst will normally be appointed independently by Monmouthshire County Council on behalf of Gwent Police..

During “Asbestos Works” an approved monitoring strategy shall be implemented to monitor and ensure effectiveness of all control measures being employed on site.

All areas subjected to disturbance of asbestos shall have clearance certification issued prior to returning same to normal usage. The clearance certification shall be provided to the Monmouthshire County Council Project Manager and/or the Head of Estate and Facilities. The original copy to be kept on file for reference for 40 years.

Treatment of Asbestos Material

Treatment shall involve one of the following measures:-

Asbestos material removal.

The material shall only be removed under controlled conditions by a licensed contractor (from Monmouthshire County Council’s approved list) who is competent to carry out such work.

Sealing/Encapsulation of Asbestos Material.

In situations where it is not reasonably practicable to label and re-inspect and the risk assessment has indicated a need for remedial action, the material may be sealed (encapsulated) or similar. Once this has taken place it should then be labelled and maintained through periodic checks. This work should be performed by a licensed contractor under controlled conditions.

See the relevant Codes of Practice/Guidance on:

L28, Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board (CAW Regulations 2006).

HSG 189/2 Working with Asbestos Cement.

HSG 189/1 Controlled Asbestos Stripping Techniques for Work Requiring a Licence (1999)

HSG 213 Asbestos Essentials (2001)

HSG 227 Managing Asbestos in premises (2006)

Note: Where either the removal of the asbestos material or its encapsulation is advocated then the necessary work must be completed prior to the undertaking of any work or activity which may disturb the material.

Precautions in the event of deliberate/unwitting damage/disturbance of materials containing asbestos

In situations where there is accidental damage to materials which either contain, or are suspected to contain asbestos then the following procedures should be followed.

Stop work immediately and prevent anyone from entering the area. Evacuate all persons from all areas which may foreseeably have been contaminated, on leaving each area shut all the doors, windows and other connections to reduce air movement. Inform staff [if any] working in the area of the situation.

If there is any doubt concerning the presence of asbestos, the material shall be assumed to contain asbestos, and a competent surveyor, trained and in possession of at least BOHS P402 module, will take a sample of the material for analysis. Analysis sampling will be carried out by an independent laboratory holding current UKAS ISO 17020 accreditation for the identification of asbestos.

Make suitable arrangements to check contamination in each area which may have been affected i.e. Disturbance air testing (testing performed whilst dust raising activities are being undertaken). This testing will be carried out by competent persons and the areas shall be treated as contaminated until shown to be otherwise.

Contaminated areas including those which are “potentially contaminated” will only be entered by persons wearing suitable Personal Protective Equipment i.e. Protective clothing and suitable respiratory protective equipment (RPE).

See Appendix 3 - Guidance Notes on Respiratory Protective Equipment

Make suitable arrangements to seal all contaminated areas to prevent the spread of contamination for the following situations:

- Extensive damage has occurred
- Where additional disturbance of the material is unavoidable
- Where air-test results confirm a large degree of contamination
- Where a decision has been reached to remove the material etc.

Then the procedures laid down in the Codes of Practice and Guidance shall be used:

1. *Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board. L28 2006.*

2. *Work with Asbestos Cement. HSG 189/2.*

Where the contamination is not widespread and corrective action can be performed quickly and with ease, then a licensed contractor may undertake the work without first producing a written method statement and assessment of risk. However a verbal description of their work method and the precautions they will take shall be sought. Nobody shall enter the area in question unless they are wearing adequate protective clothing and RPE.

See Appendix 3 – Guidance Notes on RPE

In situations involving asbestos insulation board and asbestos cement, where there is very limited damage and the amount of contamination is minimal or verified by the results of suitable air testing, it may not be necessary for the licensed contractor to use all the available control methods.

Natural ventilation will be maintained at a maximum. Any debris shall be gently sprayed with water, until thoroughly wetted.

The debris shall then be carefully placed in a polythene bag and sealed.

The inner bag shall be carefully placed in a suitable outer bag and sealed.

The debris will be disposed of as asbestos waste in accordance with the requirements of the hazardous Waste Regulations 2005

Unsealed surfaces may then be coated with a suitable low pressure sprayed sealant applied by a means that will not cause surface abrasion. Good quality impervious tape may be used to seal surfaces which are not accessible to general building occupants.

Suitable respiratory protective equipment (RPE) must be used throughout this operation - See Appendix 3 – Guidance Notes on RPE

Refer to the HSE booklet HSG 201, [Asbestos Essentials Task Manual] for more detailed information. Although this refers to specific tasks, the equipment and method guidance sheets provide essential information for the protection of persons working with ACM.

NOTE: Air testing must be carried out by an independent laboratory holding current UKAS accreditation for asbestos fibre counting.

Work with Asbestos Insulation/Asbestos Coating/Asbestos Insulating Board:

When work is to be carried out on the above types of material, or when any other work which is likely to produce a significant amount of airborne asbestos fibre is to be undertaken, the procedures set out in the HSE Approved Code of Practice And Guidance "*Work with asbestos insulation, asbestos coating and asbestos insulating board*" (L28, Control of Asbestos Regulations 2006) must be followed.

Ensure that a competent officer to deal with the asbestos work is chosen and put in charge of the project. Competent officers will have a thorough knowledge and understanding of this code and will ensure that all relevant stages of the code are adhered to during the project.

The contractor chosen to undertake the work must hold a current licence under the *Asbestos (Licensing) Regulations 1983* (as amended 1998). The Health and Safety Executive is the licensing authority and checks can be

made of the HSE's Asbestos Licensing Unit to ensure that contractors are licensed.

Prior to commencing any work, the Contractor must produce:

- a) The asbestos removal Specification.
- b) The asbestos risk assessment for the work to be undertaken.
- c) The Asbestos Removal Contractors Plan of Work (Method Statement)
Where the CDM Regulations apply:
- d) The Designer's risk assessment detailing all the associated health and safety risks.
- e) The Pre – Tender Health & Safety Plan as prepared by the appointed CDM Co-ordinator.

Copies of each document must be sent to the Project Manager and Monmouthshire County Council's Safety Advisor for agreement on behalf of Gwent Police Service. Copies of these documents shall be retained by the Project Manager and Monmouthshire County Council's Safety Advisor and Gwent Police Service. Site copies of these documents must be available at all times and also retained on site.

A suitable and sufficient Risk Assessment will rely heavily on the possession of up to date and accurate information. This is particularly relevant where it may concern the type of asbestos involved and any circumstances which may compromise a safe system of work.

Prior to the Contractor making their Risk Assessment they must be supplied with the results of the asbestos identification. Furthermore, the Contractor shall also be given any information regarding any known circumstances that will have a direct or indirect bearing on the system of work.

Each contractor should be issued with a copy of Monmouthshire County Council's and Gwent Police Service Asbestos Management Plan.

Where work is to be put out to tender the Method Statements and the Risk Assessments shall be obtained from each tenderer prior to the awarding of the contract. As part of the decision process, the Competence of the tenderer, the adequacy/suitability of their procedures and the adequacy of their resource allocation will receive due consideration.

The contractor must employ an approved laboratory which is accredited under the UKAS' scheme for asbestos fibre sampling. Self - assessment by the Contractor is not permissible.

Work with Asbestos Cement

When asbestos cement products are to be removed or treated, the following guidance must be adhered to:

- HSE Guidance “*Working with Asbestos Cement*” HSG 189/2 must be followed.
 - HSE Guidance “*Asbestos Essentials*” HSG 213, Comprehensive guidance on working with asbestos in the building maintenance and allied trades.

6.8 Contractor Guidance

Contractors will be informed of the presence of asbestos materials (and the labelling arrangements for these areas) in a proposed work area prior to the commencement of any work activity. Monmouthshire County Council through the Officer in Charge and on behalf of Gwent Police will ensure as far as possible that the procedures proposed by the Contractor are adequate to ensure that there is a safe system of work i.e. safe and not prejudicial to health for its employees and other persons (such as members of the public who may be affected). Officers in charge will ask contractors to prepare work methods statements to ensure that the proposed procedures (including the schedule of work) are suitable and adequate for a safe system of work. Where there is any doubt then the matter should be referred to Monmouthshire County Council’s Estate’s Department Safety Officer, who will as matter of course also be provided with a work method statement for the proposed work.

The contractor will ensure that his employees are provided with suitable work equipment and personal protective equipment (including RPE and that all such equipment is properly used and maintained to ensure a safe system of work during the work activity in question.

Furthermore the Contractor will ensure that any persons not in his employ are not exposed to any situation, arising as a direct or indirect result of any work activity under his control that may expose them to an unsafe condition or a condition prejudicial to health.

6.9 Testing Associated with Asbestos Work

Prior to commencing any asbestos work, a decision for a suitable and adequate regime of air testing will be made. The following guidance has been provided to assist in designing such a regime.

These tests may be used where:-

- (i) The full extent of contamination is unknown and it is necessary to discover which areas require decontamination;
- (ii) Where sources of asbestos other than those directly associated with the proposed work exist, it may be useful to obtain background levels of airborne fibre to avoid confusion during other types of testing, for example, tests outside an enclosure during work;

(iii) Where tests are to be taken following the removal of the enclosure, air testing prior to construction of the enclosure is also necessary if it is to be ascertained that contamination occurred as a result of the failure of the enclosure.

Smoke Testing

This type of testing should be undertaken prior to the start of work whenever work is carried out in an enclosure.

The test may be undertaken by the contractor or by the Consulting Analyst, however when undertaken by the Contractor it should always be witnessed by a trained Council Official i.e. Officer in Charge or Monmouthshire County Council's Safety Advisor

In situations where enclosures remain in position for a period of several days or more, additional daily tests should be performed, these should take the form of localised smoke testing. Smoke released from a smoke tube should be puffed around the enclosure seals with air extraction equipment in operation. Smoke should not be drawn into the enclosures if the seals are in good condition.

Monmouthshire County Council Officers will only witness the initial smoke test in an enclosure prior to stripping. Under no circumstances will subsequent inspection take place by Council employees until a final clearance test has been given by an analyst accredited by UKAS or equivalent.



And



HEDDLU GWENT POLICE

Appendix 1

Management System Reviews

Asbestos Management Plan Review Programme

Action	Planned Date	Actual Date Completed
Asbestos Management Plan annual Review	October 2013	October 2013



Appendix 2

Health affects of inadvertent exposure to asbestos

[Based on Health and Safety Executive Operational Circular OC 265/48]

This document provides guidance for Gwent Police Service when responding to enquiries from:

- contractors, employers, employees, trade unions and members of the
- public following inadvertent exposure or possible inadvertent exposure to asbestos.

INTRODUCTION

From time to time circumstances arise in which people are inadvertently exposed to asbestos fibres, usually in small quantities, in a variety of situations.

Examples have included:

- Office workers exposed to asbestos dust during renovation work which disturbed asbestos ceiling tiles
- Council workers possibly exposed to asbestos dust whilst performing routine maintenance work
- Contractors and resident staff exposed to asbestos containing materials as a result of works carried out by the contractors

Those exposed receive little or no prior warning of the possible risk to health. In many cases those responsible for the exposure claim to have been unaware of the presence of asbestos prior to the work being carried out.

People who may have been exposed to asbestos are understandably anxious and concerned about the possible effects on their health. Moreover, where incidents involve members of the public or vulnerable sections of the population, widespread publicity may result.

HSE frequently receives requests from employers, employees, trade unions, other interested parties and members of the public for advice on how to manage the health aspects of such exposure.

This document gives advice on how to deal with such requests consistently.

There is at present no effective post-exposure prophylaxis for the effects of inhaled asbestos fibres, although in smokers the risk of asbestos-induced lung cancer (but not Mesothelioma) can be reduced by stopping smoking.

There are also no generally available techniques for determining individual lung burdens of asbestos fibres, other than post mortem.

In many cases exposure will have been minimal, with little likelihood of any long-term ill-effects.

However, although the type of asbestos may be known, there will often be little if any reliable quantitative information concerning the level and duration of exposure.

Work with asbestos cement is unlikely to pose the same risks as work with asbestos insulation and coating and asbestos insulating board.

Asbestos incidents arouse concern and anxiety, and often unrealistic expectations of medical tests or even treatment. This should be addressed by offering prompt and reasoned advice, without contributing to unnecessary alarm.

The guidance in this document should be sufficient in many cases and is intended to assist those responsible for managing such situations. In circumstances where cases of inadvertent exposure to asbestos may have occurred, the following steps should be considered by the named responsible persons.

- Ascertain as far as possible the type of asbestos, the likely exposure levels involved and the duration of exposure.
- Where employees may have been significantly exposed (for instance exposure may have exceeded the relevant action level), the employer should be advised to obtain advice from an occupational health service provider, particularly regarding the medical assessment and counselling of exposed employees.
- Consider offering those involved - employers, employees or members of the public, the opportunity to discuss the situation with a medical or occupational health inspector, particularly where they are otherwise unlikely to have access to an occupational health service.

In such circumstances, medical and occupational health inspectors should consider giving the following advice:

- a) Employers should keep accurate and detailed records concerning the incident and those persons involved.

If they ask about retention of records,

- b) they should be advised that under The Control of Asbestos Regulations 2006 (CAW Regulations) employers are required to maintain health records relating to employees whose exposure to asbestos exceeds the action level for 40 years and employers may wish to follow these requirements as good practice.

Where exposure is unlikely to have exceeded the action levels it will usually have been insufficient to pose a significant long-term risk to health.

Where the exposure can be estimated the advice given will need to reflect as far as possible the likely degree of risk.

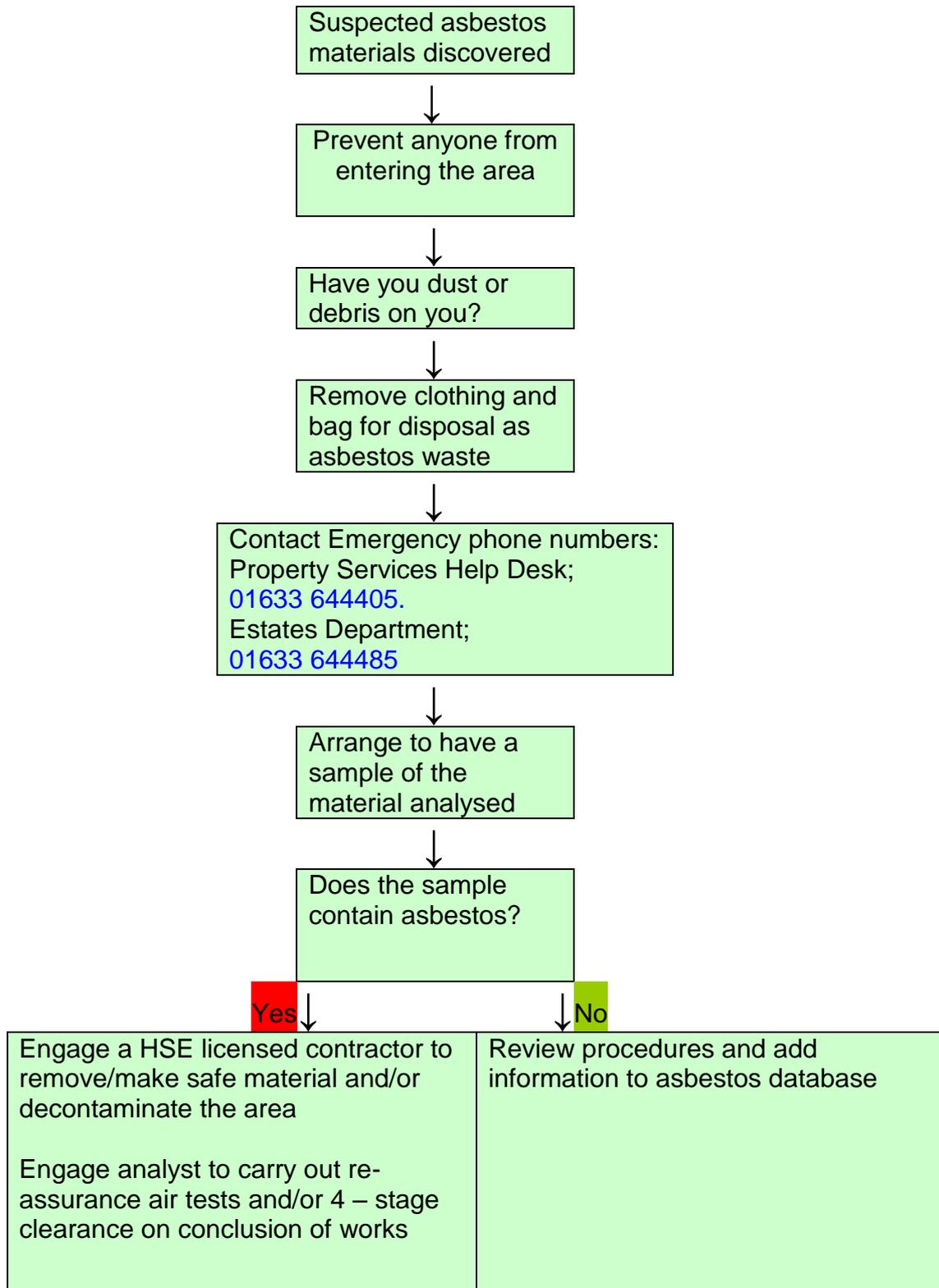
Advise employees that if they wish to consult their GPs they should ask for a note to be made in their personal record of the possible exposure including date(s), duration, type of fibre, and likely exposure levels (if known). Advise them that their GP may refer them to a specialist in respiratory medicine in some circumstances, but that this is not considered necessary by HSE in most cases.

Alternatively, or in addition, employers may be provided with a list of occupational health services if they choose to refer employees for assessment and counselling.

In circumstances where concerns are raised about off-site effects and risks to members of the public, the SG should liaise with the Director of Public Health/Director of Environmental Health as appropriate.

HSE does not advocate routine X-rays for people exposed to asbestos in the majority of such circumstances. (Asbestos-related damage to the lungs takes years to develop and become visible on chest X-rays and X-ray examinations cannot indicate whether or not asbestos fibres have been inhaled.)

Flowchart if asbestos is disturbed





And



Appendix 3

Guidance notes on RPE

GUIDANCE NOTES ON RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

Under regulation 10, paragraph 78, of The Control of Asbestos Regulations 2006, an employer is required to provide employees with suitable RPE in work situations where there is a likelihood of exposure to a concentration of asbestos in excess of a control limit. The RPE shall be suitable for the purpose intended and will reduce the concentration of asbestos to below the control levels.

The RPE should be a type approved by and currently conforming to a standard approved by the Health and Safety Executive (HSE).

The guidance contained in the, Selection of Suitable Respiratory Protective Equipment For Work with Asbestos (INDG 288 Revised 2003) must be followed by all persons.

RPE and Asbestos Work

Work site air monitoring has shown that in the worst cases, dust levels well over 1000 fibres/millilitre of air (FL/ML) can be created during the dustiest asbestos removal jobs. These very high levels are most likely to arise during the stripping of loose asbestos insulation and/or sprayed asbestos coatings in working conditions with very little ventilation at the working position.

It is essential that arrangements are made to ensure that the exposure to asbestos is reduced to the lowest reasonably practicable level. Wherever possible, control measures must be effective and should reduce the dust levels at the source.

The Use of RPE

The wearing of RPE to protect against asbestos is a fail to danger control strategy since, in the absence of any acute symptoms, the wearer cannot tell if the RPE being worn is providing the anticipated level of protection.

Any RPE used should be suitable and adequate for the purpose and properly used and maintained by the wearer (this will include suitable storage arrangements).

To reduce the element of uncertainty to an absolute minimum, arrangements should be made to ensure the correct selection of RPE. Any such selection will include considerations such as the suitability for the wearer and the need to ensure a good face fit. It should always be remembered that due to variation in facial characteristics, a particular Manufacturer's equipment may not fit all persons in the work team and other equipment should then be considered.

RPE should be regularly maintained in accordance with the maker's recommendations.

Arrangements should be in place to ensure the adequate training of users of the equipment and of the persons maintaining it; this will include effective supervision of all such control procedures.

Contractors should also carry out personal monitoring of employees exposure. This shall be required periodically so that the Contractor can confirm that the protection limits of the RPE provided are not being exceeded. This is particularly relevant in situations where the Contractor is using methods of work which do not effectively control dust levels at the source.

Reference should also be made to the following if further information on RPE is to be sought.

HS (G) 53, The Selection, Use and Maintenance of RPE – Health and Safety Executive.

Types of Respiratory Protective Equipment (RPE) likely to be encountered and their use by Gwent Police Employees.

The most common type of RPE likely to be encountered by those Council's employees or contractors that may from time to time be involved in work where there is a potential to "low" levels of asbestos fibre are disposable respirators or rubber face mask types.



And



Appendix 4

Regulation 4 – Control of Asbestos Regulations 2006

Duty to manage asbestos in non-domestic premises

Regulation 4.-

- (1)** In this regulation “the dutyholder” means-
- (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 thereto or egress there from; 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 thereto or egress there from, and where there is more than one dutyholder, 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.
- (2)** Every person shall cooperate with the dutyholder so far as is necessary to enable the dutyholder to comply with his duties under this regulation,
- (3)** In order to enable him to manage the risk from asbestos in non-domestic premises, the dutyholder shall ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or is liable to be present in the premises.
- (4)** In making the assessment-
- (a) Such steps as are reasonable in the circumstances shall be taken and-
 - (b) The condition of any asbestos which is, or has been assumed to be, present in the premises shall be considered.
- (5)** Without prejudice to the generality of paragraph (4), the dutyholder shall ensure that-
- (a) Account is taken of building plans or other relevant information and of the age of the premises; and
 - (b) An inspection is made of those parts of the premises which are reasonably accessible.
- (6)** The dutyholder shall ensure that the assessment is reviewed forthwith if-
- (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.

- (7)** The dutyholder shall ensure that the conclusions of the assessment and every review are recorded.
- (8)** Where the assessment shows that asbestos is or is liable to be present in any part of the premises the dutyholder shall 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; and
 - (c) The measures which are to be taken for managing the risk are specified in the written plan.
- (9)** The measures to be specified in the plan for managing the risk shall include adequate measures for-
- (a) Monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos;
 - (b) Ensuring any asbestos or any such substance is properly maintained or where necessary safely removed; and
 - (c) Ensuring that information about the location and condition of any asbestos or any such substance is-
 - (i) Provided to every person liable to disturb it, and
 - (ii) Made available to the emergency services.
- (10)** The dutyholder shall ensure that-
- (a) The plan is reviewed and revised at regular intervals, and forthwith if-
 - (i) There is reason to suspect that the plan is no longer valid, or
 - (ii) There has been a significant change in the premises to which the plan relates;
 - (b) The measures specified in the plan are implemented; and
 - (c) The measures taken to implement the plan are recorded.
- (11)** In this regulation, a reference to-
- (a) "The assessment" is a reference to the assessment required by paragraph (3);
 - (b) "The premises" is a reference to the non-domestic premises referred to in paragraph (1) and
 - (c) "The plan" is a reference to the plan required by paragraph (8).



And



APPENDIX 5

HSG 227 Flow Charts

Note the Figure References are from HSG 227;

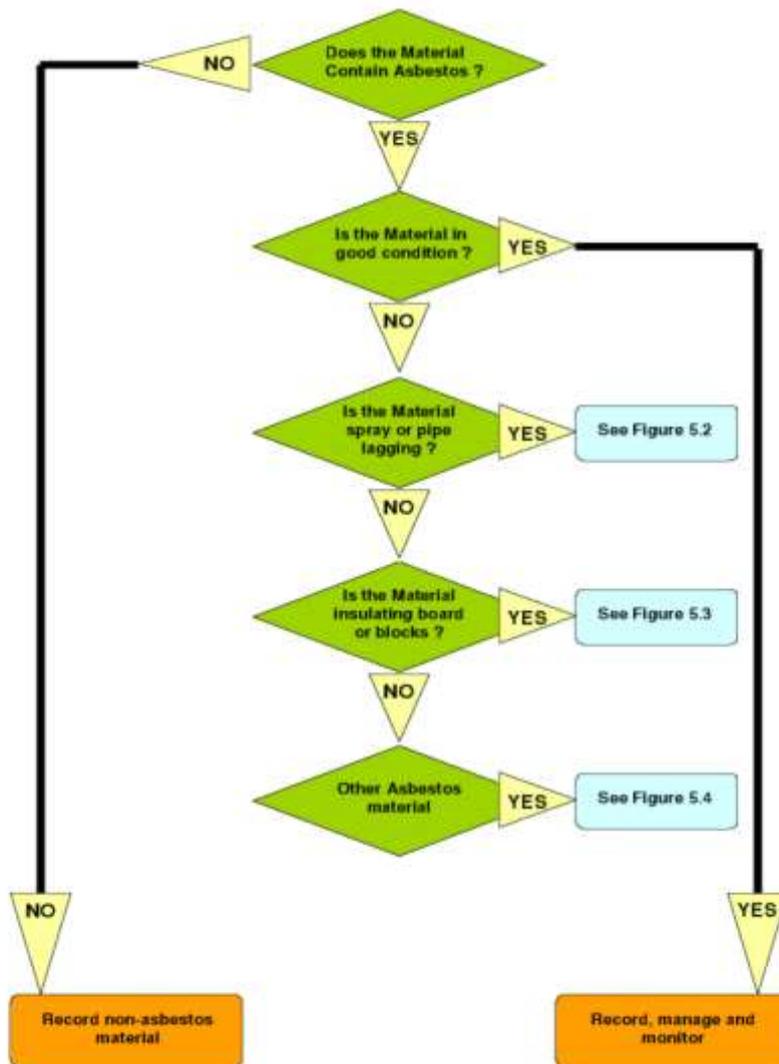


Figure 5.1 Materials suspected of Containing Asbestos;

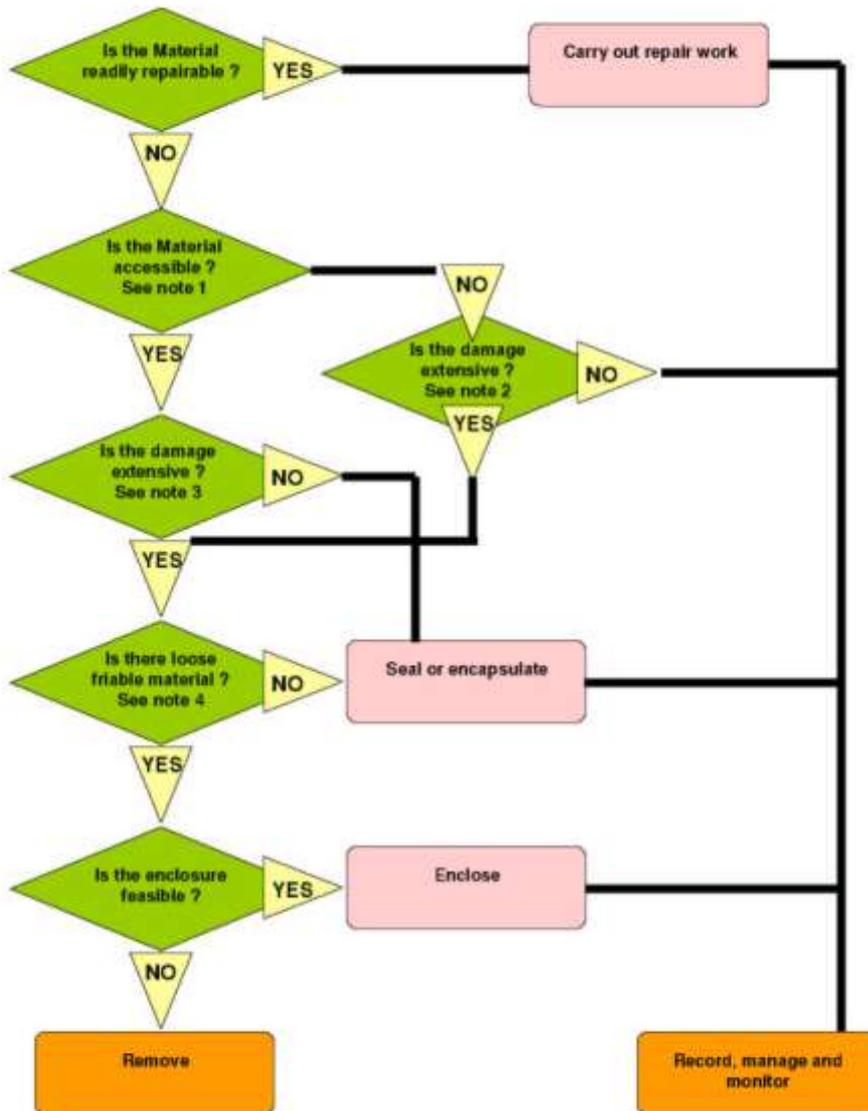


Figure 5.2 Sprayed Asbestos Coatings and Pipe and Vessel Insulation.

1. Is the material accessible and vulnerable to further accidental or deliberate damage from adjacent repair or maintenance, impact by people, vehicles, objects or vandalism?

2. If the damage is slight and the ACM is not easily accessible, remedial work is unlikely to be necessary. The damage should be monitored and your decision reviewed if circumstances change(e.g. the area becomes accessible)
3. If the damage is superficial, e.g. slight cracking to pipe work insulation or deteriorated surface finish, then answer no to this question. If for example, the insulation is starting to come away from the pipe work or the spray coating appears to be loose in places, then answer yes to this question. If there is debris on the floor or other surfaces then this will need removing following appropriate precautions.
4. The damage may be extensive, but if the material is generally sound without friable material or loose pieces, then sealing/encapsulation may be possible.

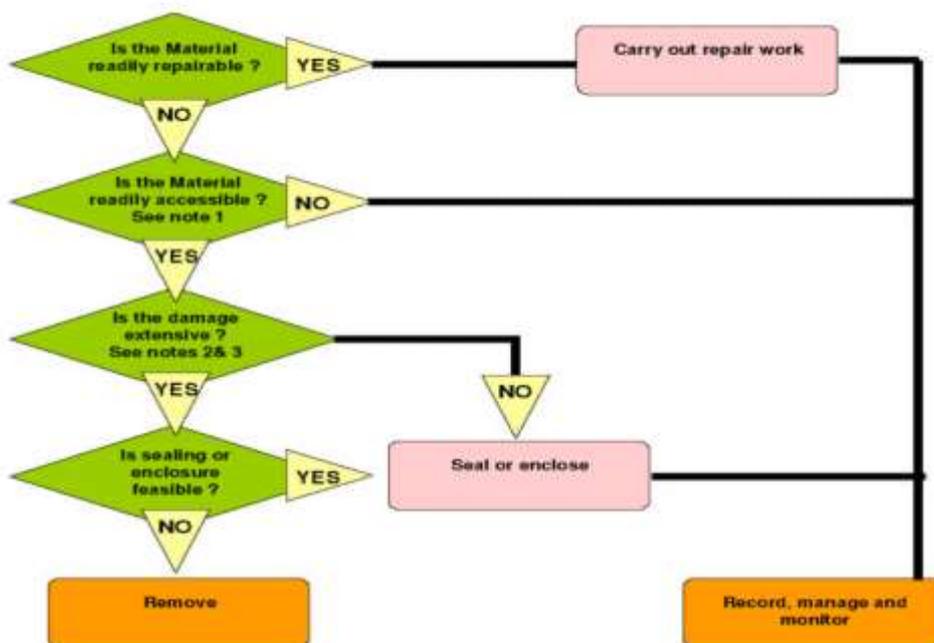


Figure 5.3 Asbestos Insulating Board and insulating blocks

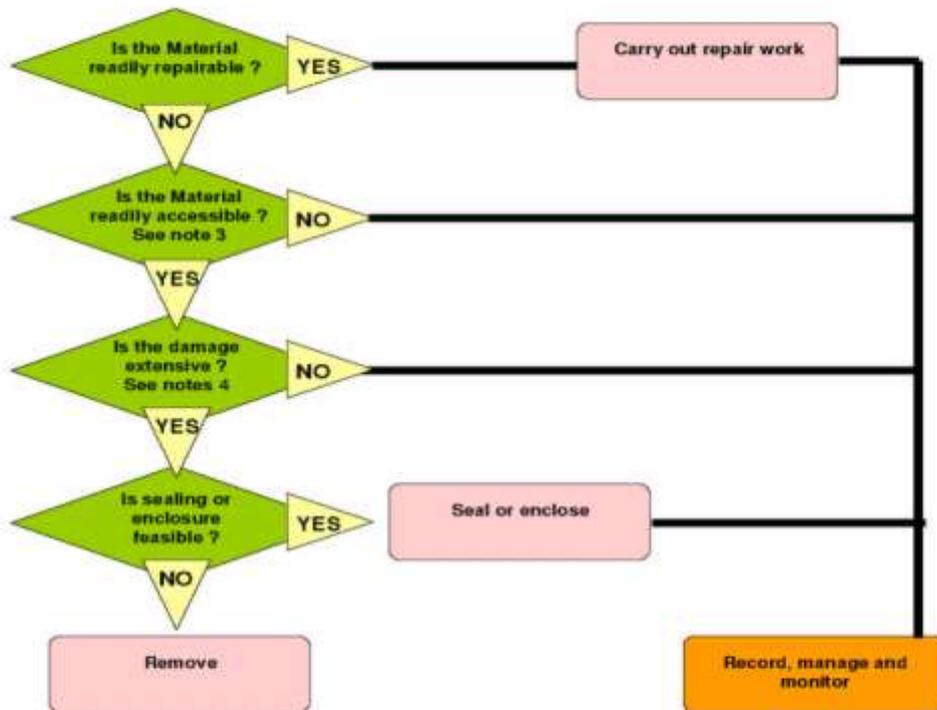


Figure 5.4 Other Asbestos Materials (Read Notes 1 & 2 first)

1. This chart covers products not included in figures 5.2 and 5.3, such as asbestos cement, textiles, gaskets, ropes and encapsulated products such as vinyl and thermoplastic tiles, roofing felts etc. **Materials which are encapsulated in a resilient layer matrix will have limited ability to release fibres, therefore asbestos in reinforced plastics, vinyl's, resins, rubber, mastics, bitumen, paints, flexible, plasters and cements have little opportunity to release fibres unless the matrix is removed (e.g. degraded, dissolved or burnt) or subject to high levels of abrasion (e.g. use of power tools).** Management of these types of materials so maintenance workers do not use abrasive methods and power tools is usually sufficient to minimise airborne asbestos releases. Sealing may be considered if there is evidence of routine wear and abrasion. The flow chart shows you the decisions to be considered if remedial action is deemed to be necessary. However, unless the damage is significant or they are in a vulnerable position, urgent remedial action is unlikely to be necessary and you should simply remove these products, following the correct precautions when they come to the end of their useful life, or before refurbishment or demolition.
2. **Products which are less well encapsulated (e.g. Asbestos textiles and gaskets),** will release fibres more readily and use of controlled work methods by maintenance

workers and enclosure or sealing to prevent damage may be necessary in some circumstances.

PERMISSION TO WORK SYSTEM

All maintenance, repair, demolition and refurbishment work shall be controlled by a Permission to Work system. All Gwent Police Service employees and contractors must be advised of the presence (or confirmed absence) of Asbestos within the property that they are due to carry out work that may alter the fabric of the building or disturb ACM's. The employee or contractor must confirm in writing that they have been so advised and understand they are not to disturb the ACMs. A risk assessment will need to be undertaken and depending on the level of risk appropriate Health and Safety control measures should be implemented, such as a Work Method Statement, Work Method Statements must be approved by the responsible person. The employee or contractor must not start the work until they have seen and understood the asbestos register and signed the site record sheet.

Access to, and disturbance within those areas known or presumed to contain asbestos shall be controlled by Property Services department in liaison with the responsible person.

Permission shall only be issued on the basis of a submitted and accepted detailed method statement, plan of work and risk assessment.

Certain work on asbestos not requiring an asbestos licence may be undertaken by Monmouthshire County Council employees, subject to the risk assessment and provision of suitable training has been provided. However, this work should also be authorised by Property Services.

Work Permits shall be issued by the Monmouthshire County Council staff on behalf of Gwent Police

BUILDING ENGINEERING WORKS

PLANNING BUILDING WORKS

Even if an Asbestos Survey has been carried out in a building it must never be assumed that because asbestos has not been identified there is no asbestos present. This, therefore, emphasises the need to follow the appropriate procedures and have accurate information.

Before planning any work within the Gwent Police Service which may lead to the disturbance of the building fabric, work within voids by contractors or employees and/or demolition works, the project manager, or other person responsible for building works, must request information from the Monmouthshire County Council Estates Department.

If an Architect or other consultant has been engaged to design any building works, then they should be made aware that the Asbestos Register should be consulted.

The project manager and/or Architect must ensure that any materials suspected of containing asbestos which have not been previously identified are reported to the Estates Department so that the material can be inspected by an Asbestos Surveyor and sampled for analysis where appropriate.

Any building works or refurbishment works which are likely to affect the building fabric shall have a type 3 survey undertaken to establish the presence of any hidden asbestos.



And



Appendix 6 Asbestos Awareness Training

ASBESTOS AWARENESS TRAINING - MANAGERS, SURVEYORS AND OTHERS

The minimum requirement for those responsible for the day-to-day management of both internal and external maintenance workers that may through the nature of their work come into contact with ACMs. The duration of the course is a full day and is aimed at delivering the following information:

- The effects asbestos can have on your health, including the added danger of smoking.
- The presence of other hazards such as work at heights etc.
- The uses and locations of asbestos materials in buildings and plant.
- The type of work that you are allowed to do by law.
- What the CAW requires you to do.
- Work methods and equipment you need to use to do the task properly.
- The correct choice, use and maintenance of personal protective equipment.
- Decontamination procedures.
- Maintenance of control measures.
- Emergency procedures.
- Waste disposal.
- Working with asbestos cement pipes.
- Manager's responsibilities.
- Risk Assessment.
- Monmouthshire County Council Asbestos Management Plan asbestos in buildings
- Risk Assessment.

All directorates must ensure suitable information, instruction and training are given to all appropriate members of staff and employees.

The Control of Asbestos Regulations 2006 specify much greater detail on the training of such people. As this detail is now included in the 2006 regulations, managers must ensure that the training is given to the appropriate people and that they can prove so, if necessary?

All asbestos training required under the regulations should be recorded. The records should include; the date they were trained, the training course they

completed, who carried out the training and when refresher training would be appropriate.

All training should be carried out by someone who is competent to do so and has adequate personal practical experience and has a theoretical knowledge of working with asbestos containing materials.

Refresher training should be given at regular intervals of time according to the type of work carried out and the responsibilities of the person concerned.



And



Appendix 7

List of References

LEGISLATIVE REFERENCE DOCUMENTS – WORKING WITH ASBESTOS MATERIALS

- SI Health and Safety at Work etc Act 1974
SI 1974/1439 ISBN 0 10 543774 3
- SI The Asbestos (Licensing) Regulations 1983
SI 1983/1649 1983 ISBN 0 11 037649 8
- SI Defective Premises Act 1972 (Chapter 35)
- SI The Control of Asbestos Regulations 2006
SI 2006/2675 2006 ISBN 0 11 042918 4
- L11 A Guide to the Asbestos (Licensing) Regulations 1983
ISBN 0 7176 2435 8
- L27 Work with asbestos which does not normally require a license
Approved Code of Practice ISBN 0 7176 2562 1
- L28 Work with asbestos insulation, asbestos coating and asbestos
insulating board
Approved Code of Practice ISBN 0 7176 2563 X
- L127 The management of asbestos in non-domestic premises
Approved Code of Practice ISBN 0 7176 2382 3

The following guidance notes are relevant to work with asbestos materials

- EH10 Asbestos: exposure limits and measurements of airborne dust
concentrations
2001. ISBN 0 7176 2129 4
- EH47 The provision, use and maintenance of hygiene facilities for work
with asbestos insulation, asbestos coating and asbestos insulating
board 2006
ISBN 0 7176 2299 1
- EH50 Training operatives and supervisors for work with asbestos
insulation and coatings 1988. ISBN 0 7176 1634 7
- EH51 Enclosures provided for work with asbestos insulation, coatings
and insulating board 2000 ISBN 0 7176 1700 9
- MS13 Asbestos: Medical guidance notes 1999
ISBN 0 7176 2417 X
- MDHS 39/4 Asbestos fibres in air 1995
ISBN 0 7176 1113 2
- MDHS100 Surveying, sampling and assessment of asbestos containing
materials 2001
ISBN 0 7176 2076 X

Guidance notes relevant to working with asbestos materials (continued)

- HSG53 The selection, use and maintenance of respiratory protective equipment 1998
ISBN 0 7176 1537 5
- HSG189/1 Controlled asbestos stripping techniques for work requiring a licence 1999
ISBN 0 7176 1666 5
- HSG189/2 Working with asbestos cement 1999
ISBN 0 7176 1667 3
- HSG210 Asbestos essentials task manual
ISBN 0 7176 1887 0
- HSG213 Introduction to asbestos essentials
ISBN 0 7176 1901 X
- HSG227 A comprehensive guide to managing asbestos in premises
ISBN 0 7176 2381 5

The Legal Basis and Legitimate Aims

See Policy statement

Human Rights Certificate of Compliance

The Policy has been checked for compliance with the Human Rights Act; with particular reference to the legal basis of its precepts; the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making processes and outcomes of actions.

Compliance with The Welsh Language Scheme

This Policy aims to comply with the organisations Welsh Language Scheme in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the Language Scheme.

Risk Assessment and Health & Safety Considerations

The Gwent Police Service Dynamic Risk Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

Identification Section

Policy Title:	Asbestos Management
Reference:	517/16
ACPO Lead:	Assistant Chief Officer Resources
Service Area Owner:	Resources
Department Responsible:	Estates and Facilities
Links to other Policies/ Procedures:	Health and Safety
Policy Implementation Date:	22.11. 2013
Policy Review Date:	11/16