

**North Kesteven District Council
Corporate Health and Safety Policy**

HS 151 - Management and Control of Asbestos

Version 9 – July 2017

**North Kesteven District Council
Corporate Health and Safety policy**

Management and Control of Asbestos

TITLE	Management and Control of Asbestos Policy	REFERENCE	HS 151
DATE OF IMPLEMENTATION	01/04/2010	NEXT REVIEW DATE	June 2018
POLICY OWNER	Russell Shortland		
CONSULTED	Corporate Management Team		
APPROVED BY	Executive Board		

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INTRODUCTION

Material Overview

Asbestos is a soft mineral rock and deposits can be found throughout the world. Most commercially used asbestos came from Russia, Canada, South Africa and Australia.

The UK importation of asbestos peaked in 1973 with some 195,000 tons reducing to 20,000 tons in 1998.

Asbestos was widely used as a building material between 1900 and 1980 however; it was still used in construction until 2000.

Asbestos is commonly found in products such as:

- Lagging for pipes as boilers
- Insulation boards
- Ceiling and floor tiles
- Fire proofing on doors, walls, ceilings, fire breaks and linings
- Building materials such as cement sheeting, roof tiles, gutters, drain pipes, roofing felts, mastics and artex

Exposure to Asbestos

Asbestos fibres can be released if accidentally or deliberately damaged, disturbed or worked on. These fibres can be breathed in and enter the body through the respiratory tract and lungs depending on the actual size of the fibres.

Asbestos is only a risk if fibres are released into the air and breathed in.

The main diseases caused by asbestos exposure are:

- Lung damage/Heart and lung failure – lungs can be scarred and thicken making breathing difficult and placing strain on the heart. Infections easily take hold of diseased hearts and lungs.
- Mesothelioma – a cancer of the lining of the stomach or lung cavity.
- Lung cancer and other cancers are caused attributed to asbestos exposure
- Asbestosis (Pulmonary Fibrosis) a scarring of the lung tissue that can lead to shortness of breath. A person with a severe case of asbestosis can barely get enough oxygen to walk. Sometimes the scarring may spread so far through the lungs that it causes death.
- Pleural plaques: a form of scarring of the outer lining of the lung. Although pleural plaques do not normally cause any symptoms they are an indication of previous exposure to asbestos.

Typical Work Activities

Some of the most foreseeable activities, which may be carried out, and result in accidental or unexpected exposure to asbestos within either an occupational or domestic property include (but is not limited to):

- Maintenance activities
- Refurbishment activities
- Fire, collapse or structural failures
- Low level work such as IT installations, shelf fitting, TV aerial or satellite installations etc.
- Contact with fly tipped waste or waste materials
- Normal occupancy (occupational or domestic) resulting in accidental exposure to damaged asbestos containing materials through everyday activities

Occupational Groups at Risk

- Refurbishment or demolition workers
- Those employed in roof work
- Construction workers
- Electricians
- Heating and ventilation engineers
- Telecommunication engineers
- General labourers and those employed to carry out general maintenance work
- Plumbers
- Waste clearance workers
- Shop fitters
- Fire and burglar alarm installers
- Building surveyors
- Plasters
- Gas fitters
- Joiners
- Painters and decorators

DEFINITIONS

Non-Domestic Premises

Non domestic premises are premises which are used as a place of work, visitor venues, premises which provide support, garage blocks outside the curtilage of domestic properties or service facilities for members of the public, communal areas of sheltered schemes and any other council owned and managed premises where responsibility for Asbestos has not been specifically devolved as a Council responsibility through a lease contract or other agreement.

Domestic Premises

Domestic Premises are places of residence and include the Councils housing stock. They are a place of work for repair, maintenance and refurbishment projects.

Asbestos Containing Materials (ACM's)

ACM's are materials such as lagging for pipes as boilers, insulation boards, ceiling and floor tiles, fire proofing on doors, walls, ceilings, fire breaks and linings, building materials such as cement sheeting, roof tiles, gutters, drain pipes, roofing felts, mastics and artex or any other material which have an asbestos fibre content.

Asbestos Surveys

Each identified property will undergo an asbestos survey or be subject to an archi-type survey proportionate to the building, its use, purpose and known or unknown ACM content.

The type of survey necessary will be identified by either a competent contractor or competent Council employee. All surveys will be undertaken by a competent council appointed sub-contractor.

The surveys to non-domestic properties will determine the type, location and condition of the ACM and form the basis of the data for the Asbestos Management Plan. The surveys to the domestic properties will identify the location and condition of ACM's where present. Testing will be undertaken to archetypal materials to establish actual content.

Property Task Related Asbestos Risk Assessment

Property Asbestos risk assessments are conducted by the competent contractor appointed by the Council with regard to the specific asbestos hazards associated with a particular property.

The findings of the Property Asbestos Risk Assessment are used to form the asbestos management plans for each property and the control measures necessary to eliminate or reduce the risk of exposure to ACM's.

Corporate Asbestos Risk Assessment

The Corporate Asbestos Risk Assessment is an overall assessment of the risks associated with the general release or exposure to ACM's. It is not specific to a property and is conducted with regard to the generic hazards associated with exposure.

SCOPE

Non-Domestic Premises

This policy will apply to all premises that are owned by the Council. The table below details the Council's non-domestic property and the individual considered to have the role of Building Manager or is the person who is responsible for the building:

Property name and address	Building Manager : for contact only	Contact details
North Kesteven Council Offices, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Billinghay Parish Office, The Old Vicarage, Billinghay	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Ringmoor House, Billinghay	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
The Whyche Communal Room, Billinghay	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Communal Room, 1 Linden Court, Bracebridge Heath	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Communal Room, Clarke Avenue, Heighington,	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Thomas Garrett Heritage Room, Heighington	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 Ext 28170
Communal Room, Caroline Road, Metheringham	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Infolinks Metheringham	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226

		07770836511
Refuse Depot, Metheringham	Nina Camm nina_camm@n-kesteven.gov.uk	01529 414155 Ext 28151 01526 323980 07793431352
Moneys Yard Toilets, Sleaford	Nina Camm nina_camm@n-kesteven.gov.uk	01529 414155 Ext 28151 07793431352
Ruskington Toilets	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Metheringham Toilets	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Market Office, Market Place	Nina Camm nina_camm@n-kesteven.gov.uk	01529 414155 Ext 28151 07793431352
Mrs. Smith's Cottage, Navenby	Alan Gray Alan_gray@n-kesteven.gov.uk	01529 414155 Ext 28170
Communal Room, Grinter House North Hykeham	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Laundry Room, Edinburgh Road, Ruskington	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Communal Room, Kesteven Court, North Hykeham	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Communal Room Pinfold Way, Ruskington	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Communal Room, 15 Greenfield Road, Sleaford	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Communal Office 37 Northfield Road, Ruskington	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511

Communal Road, Elsafor Gardens, Sleaford	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Communal Room, Millers Road, Waddington,	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Communal Room 22 Manor Close Welbourn	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Cranwell Aviation Centre, North Rauceby	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 Ext 28170
Cogglesford Mill, Sleaford	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 Ext 28170
Sleaford Advice Centre, Sleaford	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 Ext 28170
Pump House, Northgate, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Pump House, St Giles Avenue, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Heritage Room and Post Office, North Scarle	Merv Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 2314 07770836511
Navigation House Sleaford	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 Ext 28170
Navigation Wharfe Yard and Commercial Units, Sleaford.	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 Ext 28170
Common Room, Willow Close, Heckington	Mervyn Baldry mervyn_baldry@n-kesteven.gov.uk	01529 414155 Ext 28226 07770836511
Welbourn Forge	Alan Gray alan_gray@n-kesteven.gov.uk	01529 414155 Ext 28170
Sleaford Road, Bracebridge Heath, Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747

High Street, Heckington Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Grinter Close, North Hykeham Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Hutson Drive, North Hykeham Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Church Lane, Sleaford Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Riverside Close, Sleaford Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Northgate Flats, Sleaford Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Romney Court, Sleaford Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Sibthorp Court, Sleaford Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
St Giles Avenue, Sleaford Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Vicarage Court, Sleaford Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Westgate Court, Sleaford Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
18-20 High Street, Welbourn Communal area to flats	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 32 Almond Walk, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747

Garages 1 – 4 Butler Way, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 16 Church Lane, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 5– 23 George Street, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 4 Hazel Grove, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 6 Newton Way, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1- 6 Rhodes Avenue Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 20 Robertson Drive, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 38 St Giles Ave, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 14 Sibthorpe Court, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 20 Westgate Court, Sleaford	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 9 The Whyche, Billingham	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 14 St Johns Close, Cranwell	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 15 – 25 Thorold Ave, Cranwell	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747

Garages 1 – 3 Dixon Ave Dorrington	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 6 Magna Crescent, Great Hale	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 5 Churchill Way, Heckington	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 5 Handley St, Heckington	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garage rear of 100 High St, Heckington	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 4 Mount Lane, Kirkby La Thorpe	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 8 Beech Rise, South Rauceby	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 6 St Clements Close, Rowston	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 10 Cornwall Way, Ruskington	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 25 – 51 Northfield Rd, Ruskington	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 2 Pinfold Way, Ruskington	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garages 1 – 6 Springfield Estate, Scopwick	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011 07733 315747
Garage 1 Church Lane, Scredington	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011

		07733 315747
Garage 1 – 23 St Johns Square, Bracebridge Heath	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747
Garages 1 – 16 Abel Smith Gardens, Branston	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747
Garages 1 – 21 Johnson Villas, Branston	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747
Garages 1 – 6 Robinson Place, Brant Broughton	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747
Garages 1 – 5 North Road, Leadenham	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747
Garages 1 – 17 Princess Margaret Ave, Metheringham	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747
Garages 1 – 6 Wellhead Lane, Nocton	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747
Garages 1 – 10 Hodson Close, Skellingthorpe	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747
Garages 1 – 5 Sempers Close, Thorpe on the Hill	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747
Garages 1 – 10 Millers Road, Waddington	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747
Garages 1 – 12 Stone Lane, Waddington	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747
Garages 1 – 6 Longstongs Crescent, Washingborough	Michael Gadd michael_gadd@n-kesteven.gov.uk	01529 414155 Ext 28011
		07733 315747

COUNCIL OWNED WORKSHOPS AND COMMERCIAL UNITS

The Council owns the following workshops which are leased out to private commercial tenants:

- St Johns Craft Units; workshops at Bracebridge Heath
- The Moorlands Trading Estate, Metheringham - Industrial Units
- Navigation Yard, Sleaford – Workshops (constructed post 2000)
- Blackwood Court, Teal Park North Hykeham – Industrial Units (Constructed post 2000)

Survey and Location of ACM's

North Kesteven District Council will provide the Councils appointed managing agents with a current asbestos survey and management plan for each of the buildings listed above to pass onto tenants.

Tenants Responsibilities

It will be the responsibility of each tenant to ensure they have suitable arrangements in place to carry out their responsibilities as listed in the “Management Control and Organisation” section of this policy “Responsibilities of Building Managers and Those in Control of Premises”.

Review

The Council through the Property Services Department will review the surveys, management plans and risk assessments using a competent contractor if necessary at significant changes.

COUNCIL LEASED WORKSHOPS/COMMERCIAL UNITS

The Council leases the following workshops which are then sub leased out to private commercial tenants:

- Billingham Business Park, Billingham – Industrial Units
- Aubourn Enterprise Centre, Aubourn – Workshops & Community Centre
- Reedspire Industrial Units (Constructed post 2000)
- Sleaford Station Business Centre, Sleaford – Office Units
- Seven-O-Seven Industrial Units, Bracebridge Heath (Constructed post 2000)

Survey and Location of ACM's

North Kesteven District Council, through its management company will obtain a copy of the premises current asbestos survey and management plan for each of the buildings listed above from the owner of the premises or via direct survey

The Council, through its management company will communicate relevant information to the tenants to allow them to carry out their duties under current legislation.

Tenants Responsibilities

It will be the responsibility of each tenant to ensure they have suitable arrangements in place to fulfil their responsibilities as listed in the Management Control and Organisation section of this policy Responsibilities of Building Managers and Those in Control of Premises.

LEISURE & CULTURAL SERVICES PARTNERSHIP CONTRACTORS

Leisure Partnership Contractors are responsible for implementing appropriate asbestos management systems within the premises they manage on behalf of the Council as follows:

- Sleaford Leisure Centre
- North Hykeham Leisure Centre including the Infolinks Office and the Terry O'Tool Theatre
- National Centre for Craft & Design
- Whisby Natural World
- Northgate Sports Hall at Carres Grammar School

The responsibilities of the Client Officer for Leisure Partnerships with regard to Asbestos Risks are detailed in the Management Control and Organisation Section of this Policy.

Survey and Location of ACM's

North Kesteven District Council will provide Leisure Partnership Contractors with Asbestos Surveys and the Leisure Partnership Contractors are responsible for the management plan for each of the buildings listed above.

It will be the responsibility of Leisure Partnership Contractors to ensure they have suitable arrangements in place to carry out their responsibilities as listed in the Management Control and Organisation section of this policy Responsibilities of Building Managers and Those in Control of Premises.

Audit and Review

North Kesteven District Councils Governance and Business Resilience Manager may periodically choose to carry out an audit of the procedures used by our Leisure Partnerships with regard to asbestos management.

DOMESTIC PREMISES (COUNCIL HOUSING STOCK)

Although the Control of Asbestos at Work Regulations 2012 do not cover domestic properties, a risk has been identified with the Councils Housing Stock in the following circumstances:

- During refurbishment, repair or maintenance works.

- If the property is to be demolished
- Where a communal area of a building has a likely impact on domestic premises nearby
- In situations where it is foreseeable a resident is likely to disturb ACM's
- All situations causing a domestic property to become a place of work
- During survey work

Survey and Location of ACM's

The Council maintains a database for recording details of the known locations of suspected asbestos containing material in domestic premises including outbuildings. The database includes properties known to be free from asbestos.

The council complies with clauses 60 – 66 of HSG 264 "Asbestos the Survey Guide" as published by the HSE. This compliance ensures that the survey and recording of asbestos is carried out in accordance with Best Practice

Communication with Tenants

The Property Services Department will communicate with tenants by:

- Writing to tenants informing them of the location and condition of known ACM.
- Writing to tenants and using the frequently published tenants magazine to advise on the action to take in the event of accidental release of ACM
- Providing new tenants with information relating to Asbestos at commencement of tenancy.
- Advising tenants of the dangers of undertaking unauthorised work due to the presence of ACM.

DOMESTIC PREMISES (GARAGES)

A risk has been identified with the Councils garages which are leased out to tenants in the following circumstances;

- During refurbishment, repair or maintenance works.
- If the garage is to be demolished
- In damage incidents including willful and malicious acts

Survey and Location of ACM's

The Council will maintain a database which records the location of garages which contain ACM. This database also records the condition of the ACM.

Review

The Council through the Property Services Department will review the information contained in the database at significant changes.

Communication with Tenants

The Property Services Department will communicate with tenants by:

- Writing to tenants informing them of the location and condition of known ACM.
- Writing to tenants and using the frequently published tenants magazine to advise on the action to take in the event of accidental release of ACM
- Providing new tenants with information relating to Asbestos at commencement of tenancy.
- Advising tenants of the dangers of undertaking unauthorised work due to the presence of ACM.

PRIVATE DOMESTIC PREMISES (DISABLED FACILITIES GRANT ALLOCATIONS)

The location and possible disturbance of asbestos containing materials must be considered during grant funded work for home improvements. Legal responsibilities exist under current legislation including but not limited to; the Construction, Design and Management Regulations, Control of Asbestos at Work Regulations and COSHH Regulations.

North Kesteven District Council (Housing Renewals Team) will ensure contractors are made aware of the known location of asbestos containing materials or make it clear to any contractor carrying out work on domestic (non-council housing stock) that the presence of asbestos must be presumed.

The Housing Renewals Team will instruct an R&D survey for asbestos containing materials.

Communication with Contractors

Contractors who carry out work through the grant allocation scheme will be advised of the location of any known asbestos containing material (ACM) through the issue of an R&D survey.

Training

Contractors appointed for work must demonstrate their competency, as per Regulation 10 of the Control of Asbestos at Work Regulations, to work safely including working with ACM's. Contractors carrying out work must ensure all of their employees are trained in asbestos control measures including but not limited to:

- How to identify ACM
- Procedure to follow if they disturb ACM
- Correct procedures and safe systems of work to follow when working on ACM

LEGISLATION

General health and safety legislation and specific legislation dealing with asbestos requires that risk assessments and schemes to prevent or manage any asbestos risk are put in place by employers to protect employees and members of the public from exposure to materials which contain asbestos. The main pieces of legislation include, but are not limited to;

Health & Safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999

The Health & Safety at Work etc Act 1974 extends to cover the risk from asbestos which may arise from work activities. The Management of Health and Safety at Work Regulations provide a broad framework for controlling health and safety at work.

Control of Substances Hazardous to Health Regulations 2002

More specifically the Control of Substances Hazardous to Health Regulations (COSHH) provides a framework of actions designed to control the risk from a range of hazardous substances including biological agents. The essential elements of COSHH are:

- risk assessments are carried out;
- steps are taken to prevent exposure where total removal of the hazardous substance is not reasonably practicable;
- maintenance, examination and testing of control measures, for example, automatic dosing equipment for delivery of biocides and other treatment chemicals;
- provision of information, instruction and training for employees;
- where appropriate, health surveillance is carried out;
- maintaining a record of the data associated with ACM's.

The Control of Asbestos Regulations 2012

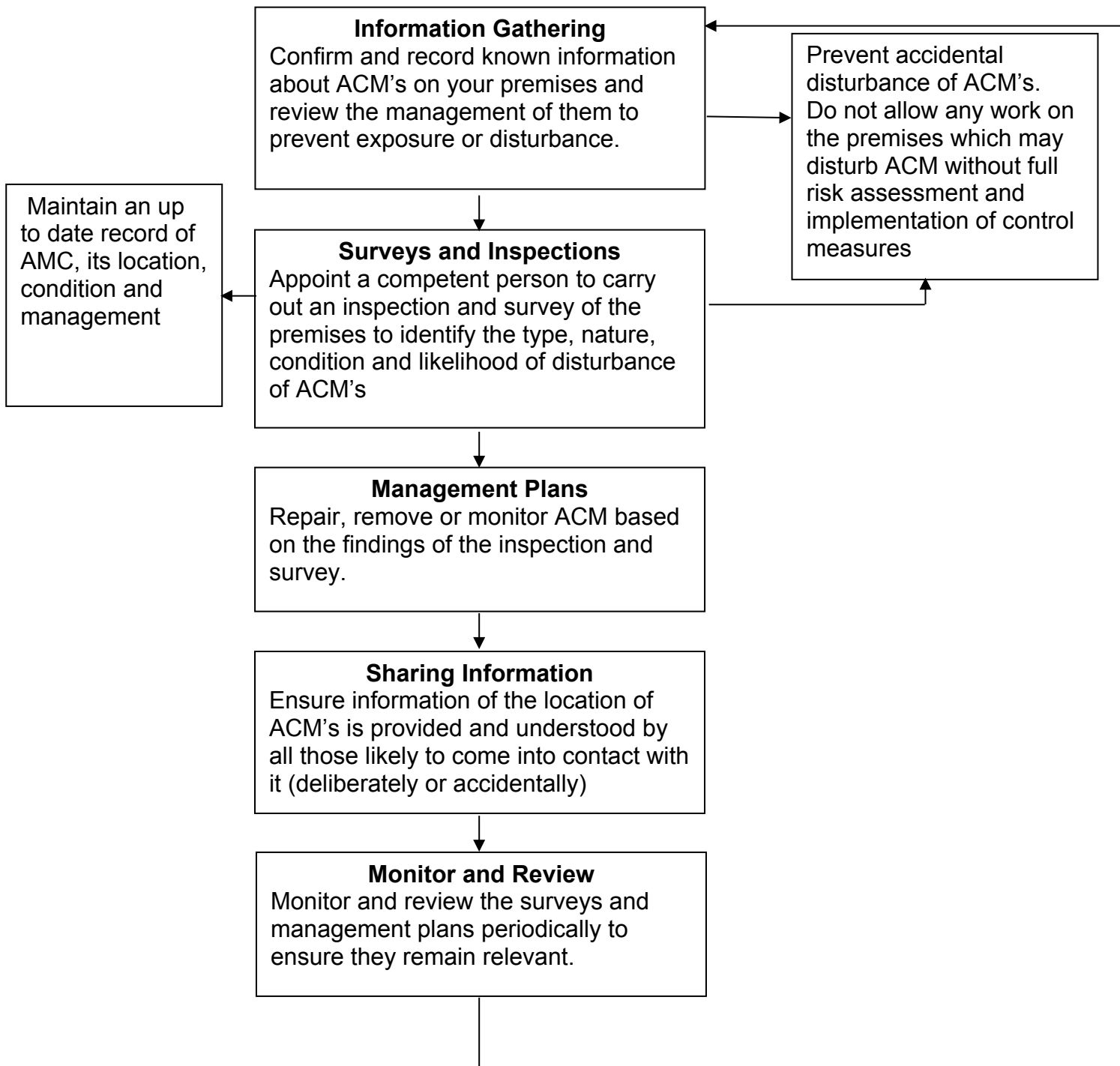
The Control of Asbestos Regulations 2012 apply a duty to manage framework which is a mechanism for achieving compliance in non-domestic premises.

The principal requirements of the legislation include:

- Identifying materials which contain asbestos (normally by conducting a survey)
- Presume materials contain asbestos unless there is strong evidence that they do not (normally by conducting a survey)
- Assess the likelihood of exposure to asbestos to the materials identified
- Make a written record of the location and condition of the ACM's and presumed ACM's and keep it up to date

- Repair or remove any ACM's or material presumed to contain asbestos due to its likelihood of disturbance, location and condition
- Prepare a plan to manage that risk to ensure that
 - a. Information on the location and condition of the ACM's is given to those who may disturb it
 - b. Any material known or presumed to contain asbestos is kept in a good state of repair
- Monitor the condition of ACM's and presumed ACM's
- Review and monitor the action plan and the arrangements made to implement it

DIAGRAM OUTLINING ACTIONS TO TAKE TO MANAGE ACM'S UNDER THE CONTROL OF ASBESTOS REGULATIONS 2012



- Step 1** Determine the location of materials likely to contain asbestos (inspection and surveys)
- Step 2** Presume materials contain asbestos unless proven otherwise (the survey)
- Step 3** Make and maintain a written record of the location of asbestos
- Step 4** Assess and monitor the condition of the asbestos (risk assessment)
- Step 5** Assess the risk of exposure from the asbestos (risk assessment)
- Step 6** Prepare a plan of actions and measures necessary to manage the risks (management plan)
- Step 7** Take measures to see that the actions identified in the management plan are carried out
- Step 8** Review the process

CONSULTATION

Executive Board Members, Members of the Corporate Management Team, Heads of Service, GMB, Unison and Property Services Officers will be consulted and given opportunity to make comment, recommendations, inclusions or changes to the Corporate Asbestos Policy prior to its adoption. All comments have been noted and where applicable used to produce this document.

COMMUNICATION

The Corporate Asbestos Policy will be communicated to those who have a named responsibility in the policy, Property and Health and Safety team meetings, publication of the policy on the intranet and copies of the surveys will be made available to all non-domestic premises affected.

TRAINING

Training will be provided to Duty Holders, Building Managers and any other North Kesteven employee who are identified as having a risk of possible contact with ACM's. The asbestos training matrix detailing type of training, frequency and for who is held by North Kesteven's Human Resource department.

The Council's Governance and Business Resilience Manager will liaise with the Training and Development officer to establish a training programme for new and existing employees based on their roles and responsibilities under this policy;

Contractor Training

Contractors appointed for work must demonstrate their competency to work safely including working with ACM's. Contractors carrying out work must ensure all of their employees are trained in asbestos control measures including but not limited to;

- How to identify ACM
- Procedure to follow if they disturb ACM
- Correct procedures and safe systems of work to follow when working on ACM

POLICY STATEMENT

It is North Kesteven District Council's policy to ensure that, as far as reasonably practicable, no occupant of, or visitor to council controlled premises could be exposed to asbestos risk as a result of activities being undertaken within such premises or from its presence.

The Council recognises its obligations under the Control of Asbestos Regulations 2012 and accepts its responsibilities as Duty Holder under Regulation 4 of the Control of Asbestos Regulations 2012.

In particular, North Kesteven District Council will:

- Conduct regular inspections and produce asbestos management plans for all Council owned non-domestic property and take steps necessary to comply with any recommendations made by such inspections.
- Identify materials that contain asbestos (and those presumed to contain asbestos) for Council owned property and take steps to communicate this information of the location, type and condition to the Council's employees, contractors, Managing Agents and tenants that may be affected by it.
- Assess the risk of exposure to asbestos containing materials and identify and implement appropriate control measures to reduce the risk identified.
- Prepare and maintain in accordance with the CAR 2012 an Asbestos Management Plan for the Council's assets. The plan shall set out in detail how the risks from asbestos containing materials will be managed and prioritised. The Council will annually review and periodically monitor and update the plan following any change in circumstances and ensure the plan remains relevant and up-to-date.
- Ensure information regarding the survey findings is accessible to all employees, contractors and other interested parties as necessary and who may be brought into contact with asbestos as part of their activities.
- Presume materials contain asbestos unless there is strong evidence that they do not.

- Identify the role and function of the 'duty holders'¹ for all Council premises (domestic and non-domestic) and ensure they are fully aware of and competent to carry out this role.
- Allocate sufficient resources to ensure the effective management of asbestos.

I and the Corporate Management Team give full support to this policy and those who take action to implement it.

Signed Ian Fytche
Chief Executive
Date

Signed Cllr Richard Wright
Leader of the Council
Date

Signed NAME
GMB Union Representative
Date

Signed NAME
Unison Representative
Date

¹ For the purposes of meeting its legal obligations, North Kesteven District Council considers the 'Duty Holder' of the non-domestic premises to be the person or organization that has clear responsibility for the day to day running, maintenance or repair of [non-domestic premises](#) through an explicit agreement such as a tenancy agreement or contract of employment.

MANAGEMENT CONTROL AND ORGANISATION (Responsibilities)

Duty Holder

The District Council Duty Holders are:

Domestic Properties - Architectural Design and Investment Manager

Non Domestic Properties - Property Officer

However under:-

The CAR Regulations 2012 defines the duty holder as “a 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 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”

The regulations define a duty holder as any officer who orders works to any of the council's property. The duty holder may in writing assign responsibility to the above named officers prior to the order for works being placed or commissioned.

The responsibilities of the Duty Holder are set out as follows. It is recognised that in such a diverse organisation as the Council, it will be necessary for the responsibilities to be co-ordinated by one particular Service or Unit which, for the purpose of this policy will be the Property Services Department.

The Duty Holder will, either personally or by delegation to an appropriately trained person:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises and domestic premises likely to become a place of work during refurbishment or demolition, and if so, the amount, location and condition of the material;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make, and keep up-to-date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos;
- assess the risk of anyone being exposed to fibers from the materials identified;
- prepare a plan that sets out in detail how the risks from these materials will be managed;
- take the necessary steps to put the plan into action;
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date.

- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

The above actions may be contracted out to a competent organisation however; the Duty Holder is responsible for ensuring the competency of any appointed contractor and should satisfy themselves as to ensure the quality and standard of the contractors work.

Corporate Management Team and Elected Members

The Corporate Management Team together with all Elected Members will:

- Provide sufficient resources to enable the effective implementation of this Asbestos Policy.
- Provide adequate resources to enable the necessary control measures as identified in this policy to be implemented.
- Provide support to all those who take action to implement the Control of Asbestos Policy.
- Receive appropriate training as necessary to keep themselves aware of and informed of issues affecting the health, safety and welfare of individuals who may be affected by the Councils acts or omissions.
- Provide adequate resources for the monitoring, reviewing and auditing of the Control of Asbestos Policy.

Heads of Service

All Heads of Service will;

- Provide support to all those who take action to implement the Asbestos Policy.
- Receive appropriate training as necessary to keep them aware of and informed of issues affecting the health, safety and welfare of individuals who may be affected by the Councils acts or omissions.
- Implement the Control of Asbestos Policy and Asbestos Risk Assessment within their area of control.
- Ensure all employees and contractors within their area of control understand and fully comply with the Asbestos Policy.
- Keep themselves informed of the findings of Asbestos Site Surveys and the management recommendations made within these documents for all sites under the control of their service.
- Ensure that all employees under their control understand their responsibilities under the Control of Asbestos Policy.
- Ensure Housing and Property Services are kept informed of any acquisition or disposal of assets.

Housing and Property Services Team

The Housing and Property Services Team are responsible for undertaking assigned activities of the Duty Holder.

The Property Officer is responsible for non-housing premises and the **Architectural Design and Investment Manager** is responsible for domestic premises including garages, and shall:

- Take reasonable steps to find out if there are materials containing asbestos in both non-domestic and domestic premises and if so, its amount, where it is and its condition.
- Ensure adequate asbestos surveys are conducted for all Council non-domestic property or premises assets by a competent person.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Ensure the asbestos surveys which are conducted make clear indication that non identified materials should be presumed to contain asbestos unless otherwise indicated.
- Make, and keep up-to-date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos.
- Assess the risk of anyone being exposed to fibres from the materials identified and take steps to reduce these risks (this may be contracted out to an expert contractor)
- Prepare a plan that sets out in detail how the risks from ACM's will be managed and take the necessary steps to put the plan into action; (this may be contracted out to an expert contractor).
- Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date.
- Select a competent contractor to conduct asbestos surveys and assessments on the Councils behalf and implement steps necessary to ensure the approved contractor is periodically monitored and their performance measured.
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.
- Conduct a rolling programme of surveys to domestic properties and ensure the materials suspected of containing asbestos are communicated to the tenants.
- Carry out regular visual inspections of labelled contained ACM's as per the risk assessments findings, and record onto the Asbestos Register.

Building Managers & Those in Control of Premises

Building Managers and those in control of premises will have due regard for asbestos risks with the premises for which they are responsible. They will make themselves aware of the type, location, condition and management procedures for asbestos containing materials within their buildings and in particular will:

- Allow reasonable access to enable the asbestos contractor to conduct any assessment and sampling as they consider necessary and to allow remedial work to take place
- Liaise with Property Services on the management of asbestos within their premises
- Ensure no repair, maintenance or alteration work takes place within the building(s) for which they are responsible without notifying Property Services of the planned work so an assessment can be made as to the potential asbestos related risks.
- Ensure no repair, maintenance or alteration commences until site operatives have signed to confirm they have read and understood the site Asbestos records. A copy of the Asbestos records will be held and remain on site.
- Ensure all those working at the building for which they are responsible are;
 - made aware of the location of any asbestos containing material
 - made aware of the actions necessary to ensure the material is left undisturbed
 - emergency procedures to take in the event of an unauthorised or unexpected release of asbestos containing materials
 - made aware of and understand the importance of communicating the location of asbestos to contractors and subcontractors who may be carrying out works
- Report any damage or changes to the condition of asbestos containing materials
- Ensure that all incidents of damage or disturbance to asbestos or materials presumed to be asbestos is reported to the Housing and Property Services Team as soon as possible.
- Ensuring that all employees understand their responsibilities under the Corporate Management and Control of Asbestos Policy.

Governance and Business Resilience Manager

The Governance and Business Resilience Manager is responsible for:

- Assisting the Corporate Management Team, Elected Members, Heads of Service, Unit Heads and all employees including Duty Holders in ensuring compliance with their legal obligations and that policy is fit for purpose.
- Monitoring compliance with the requirements of the asbestos policy, risk assessment and legislation as applicable and undertaking spot checks as appropriate.
- Investigating incidents of damage or disturbance to asbestos or materials presumed to be asbestos which have been reported.
- Producing the Corporate Asbestos Risk Assessment.
- Promote awareness of the hazards of asbestos and the Council's management procedures to all staff within the Council through development of this policy, induction and regular training as appropriate to their job.
- Identifying and providing training to newly elected members.

Those who Design or Commission Work (including design/commissioning contractors)

Those who design or commission work on behalf of North Kesteven District Council must adhere to this policy and all current health and safety legislation in full. The Council insists all those who design or commission work adopt the measures outlined in the approved codes of practice in full.

Those who design or commission work are expected to consider the asbestos related risks all groups may face early in the design process and take steps to eliminate those risks through sustainable design practices and/or manage out the asbestos risks effectively.

In particular, those who design or commission work are responsible for:

- Reducing the risks posed by asbestos containing materials to all groups likely to be exposed at the design stage and in all cases prior to work commences. Written evidence of how asbestos risks have been considered and the risks assessed and managed is expected.
- Including asbestos information in pre-contract communications to contractors and all those who are likely to be affected by the presence of ACM or its unexpected release.
- Ensuring any works undertaken comply with and are undertaken in accordance with the Asbestos Policy.
- Ensuring no work, maintenance or alteration, takes place on Council owned premises without notifying the Property Services Manager.
- Periodically monitoring contractors for compliance with legislation, approved safe systems of work and HSE guidance with specific regard for (but not limited to) asbestos risks.
- Updating or arranging for an update in the premises asbestos risk register as appropriate.
- Ensure all those working at the building for which they are responsible are:
 - made aware of the location of any asbestos containing material
 - made aware of the and the actions necessary to ensure the material is left undisturbed
 - emergency procedures to take in the event of an unauthorized or unexpected release of asbestos containing materials
 - made aware of and understand the importance of communicating the location of asbestos to contractors and subcontractors who may be carrying out works

Asbestos Contractor (risk assessment and surveys)

The contractor appointed to conduct the asbestos risk assessments and surveys on the Councils behalf will be appropriately qualified in asbestos management and comply in all

respects with HSG 264. Prior to engagement an appointee will have demonstrated their competency in accordance with HSE guidance.

Employees of NKDC

Employees are responsible for;

- Complying with the Asbestos Policy.
- Ensuring that all incidents of damage or disturbance to asbestos or materials presumed to be asbestos are reported to their Manager, Head of Service or Housing and Property Services Team as soon as reasonably practicable.
- Reporting any concerns regarding health and safety to their Manager, Head of Service, Governance and Business Resilience Manager or the Housing Health & Safety Co-ordinator.

DOCUMENTATION, PROCEDURES AND OPERATIONAL CONTROLS

Procedures

Electronic procedures are detailed in appendices at the end of this document:

- ASB01: Working in properties that may contain ACM
- ASB02 Actions in the event of Operative Exposure
- ASB03 Adding data to Domestic Asbestos Register
- ASB04 Uncontrolled release of Asbestos in Domestic Property
- ASB05 Uncontrolled release of Asbestos in NON Domestic Property

INSPECTIONS, SURVEYS, RISK ASSESSMENTS AND MANAGEMENT PLANS

Surveys and Survey Reports (Domestic)

All surveys will be undertaken in accordance with relevant current legislation and guidance. Management Surveys will be co-ordinated by the Property Services Team and conducted by a competent person on selected archetype domestic premises. The details will be recorded on the repairs I.T. system. The findings of the inspections will be communicated to relevant parties including those carrying out refurbishment, repair or general maintenance works.

Where appropriate to the works being planned the council will provide the contractor before commencement of works with a Refurbishment and Demolition survey. The contractor shall

satisfy himself that the information provided is sufficient to undertake the works in accordance with current legislation.

Asbestos survey information will be supplied as part of tender documentation where the addresses of works are available at the tender stage.

Surveys and Survey Reports (Non-Domestic)

All surveys will be undertaken in accordance with relevant current legislation and guidance.

Each non-domestic property has a Management Survey and Management Plan.

The Management Plan will indicate the type, location and nature of the ACM and assist in identifying the necessary measures to eliminate or reduce the likelihood of exposure as well as the actions to manage asbestos if it remains present.

The survey conducted will be undertaken in accordance with current guidelines

Competent persons will be used to conduct the surveys and as a minimum hold appropriate accreditation.

Corporate Risk Assessment

The Corporate Health and Safety officer will conduct a corporate risk assessment.

The Corporate Asbestos Risk Assessment assesses the risks to the Authority of managing asbestos.

Locations of Asbestos Management Plans

Non- domestic premises

- Electronically by the Property Services Department (via the Property Officer)

ASBESTOS WARNINGS

Domestic Premises

Tenants of housing stock will periodically receive information about the presence and associated hazards of asbestos and in all cases at commencement of a tenancy.

Non-Domestic Premises

Tenants of non-domestic council property will periodically receive information about the presence and associated hazards of asbestos and in all cases at commencement of a tenancy.

WORK ON ACM'S

All work on ACM's will be carried out by a competent contractor or appropriately qualified NKDC staff.

Tenders and Work Orders

Prior to the letting of any tender or the issue of works orders for any work involving ACM's, contractors will be asked to prove their competency by completing a standard competency assessment check successfully, and provide supporting evidence including but not limited to:

- Appropriate licences
- Membership of approved bodies
- Training records
- Method Statements of similar work

Documentation

Prior to any work on ACM's the following documentation must be in place;

- A survey appropriate to the work planned.
- Assessment of work and method statement to be conducted which must include, but is not limited to:
 - A description of the work to be carried out
 - The type, quantity and condition of the ACM
 - Steps taken to prevent or reduce exposure
 - Steps taken to control the release of ACM
 - Details of the expected exposure and the number of people affected
 - Procedures for the removal of waste
 - Procedures for dealing with emergencies
 - Use and decontamination of personal protective equipment including respiratory equipment
 - Monitoring and sampling methods
 - Health records and health surveillance

NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE

At least 14 days prior to work commencing the Health and Safety Executive must be notified of any work liable to give rise to asbestos of the type that is notifiable. The licensed asbestos contractor will be responsible for notifying the Health and Safety Executive and addressing any limitations or conditions they impose on the work.

EMERGENCY PROCEDURES

Electronic procedures are contained at the end of this document.

FLY TIPPED MATERIALS

Electronic procedures are readily available via the QMap system addressing the action to take in the event of fly tipped materials containing ACM.

Fly tipped material which contain asbestos (or are suspected to contain asbestos) are addressed in the Environmental Health Department procedures.

POLICY REVIEW

This policy will be subject to constant and critical review by appropriately qualified staff, and presented to CMT on an annual basis, or:-

- Following a report of a non-compliance with the policy or any subsequent procedure
- Following accidental release or suspected release of ACM
- At the request of a officer of the Health and Safety Executive
- At the request of any member of the Corporate Management Team, Head of Service, Governance and Business Resilience Manager, Property Services Manager.
- Staff who have reason to believe a potential failing with the policy and procedures is likely, should raise policy issues with their line manager who will present to the Property Services Manager.

POLICY AUDIT

This policy and supporting procedures will be subject to appropriate competent external critical audit a calendar year from date of annual review. The Audit findings will be presented to CMT.

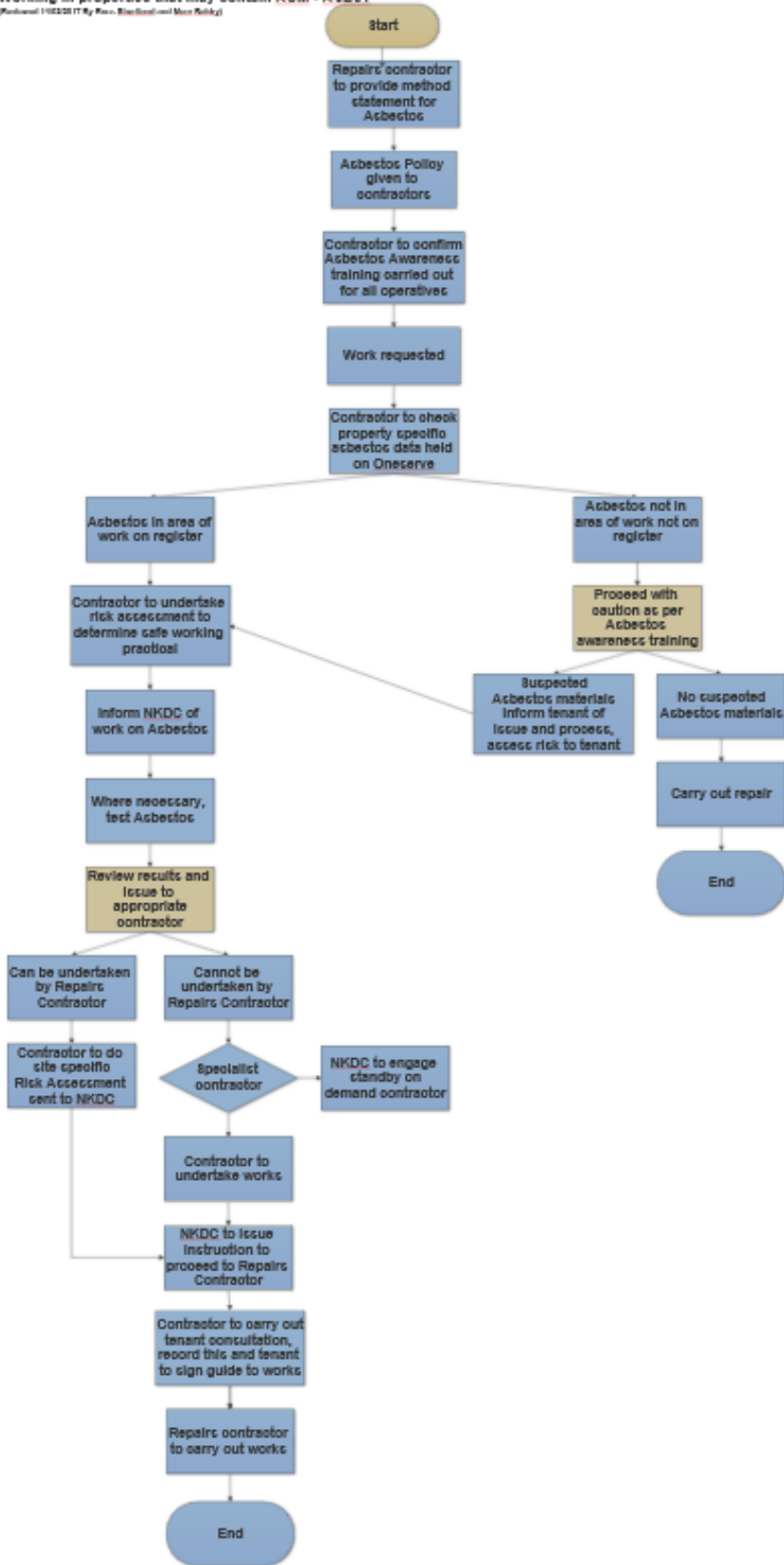
Specific aims of the Audit review include:

- To report on the effectiveness of this policy and identify areas of statutory non-compliance.
- Report on areas of non-compliance with British Standards or current health and safety legislation, guidance or approved codes of practice.
- To comment on the effectiveness of the performance management systems in place within the policy and recommend amendment/improvement where appropriate.

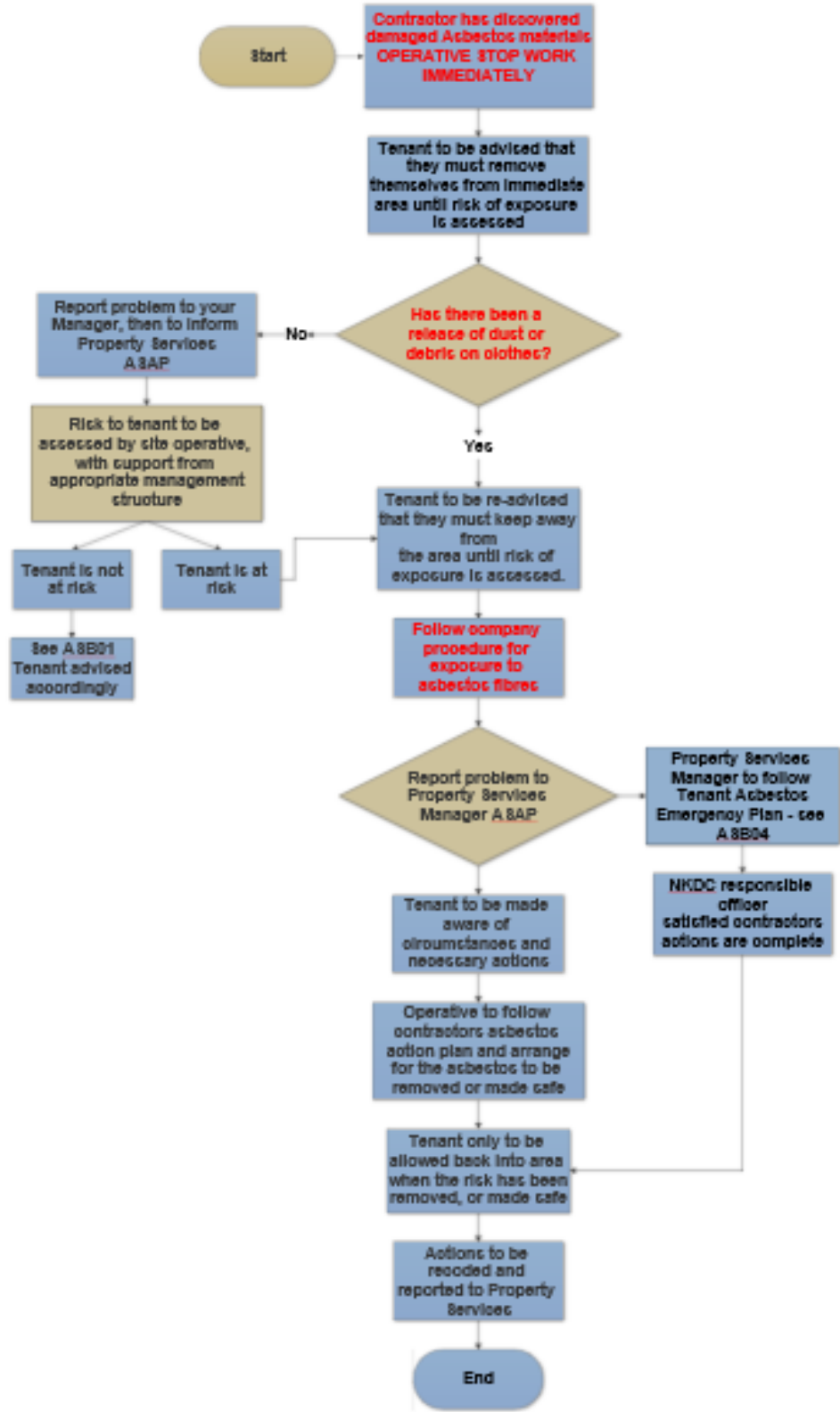
Appendix 1

Working in properties that may contain ACM - A3B01

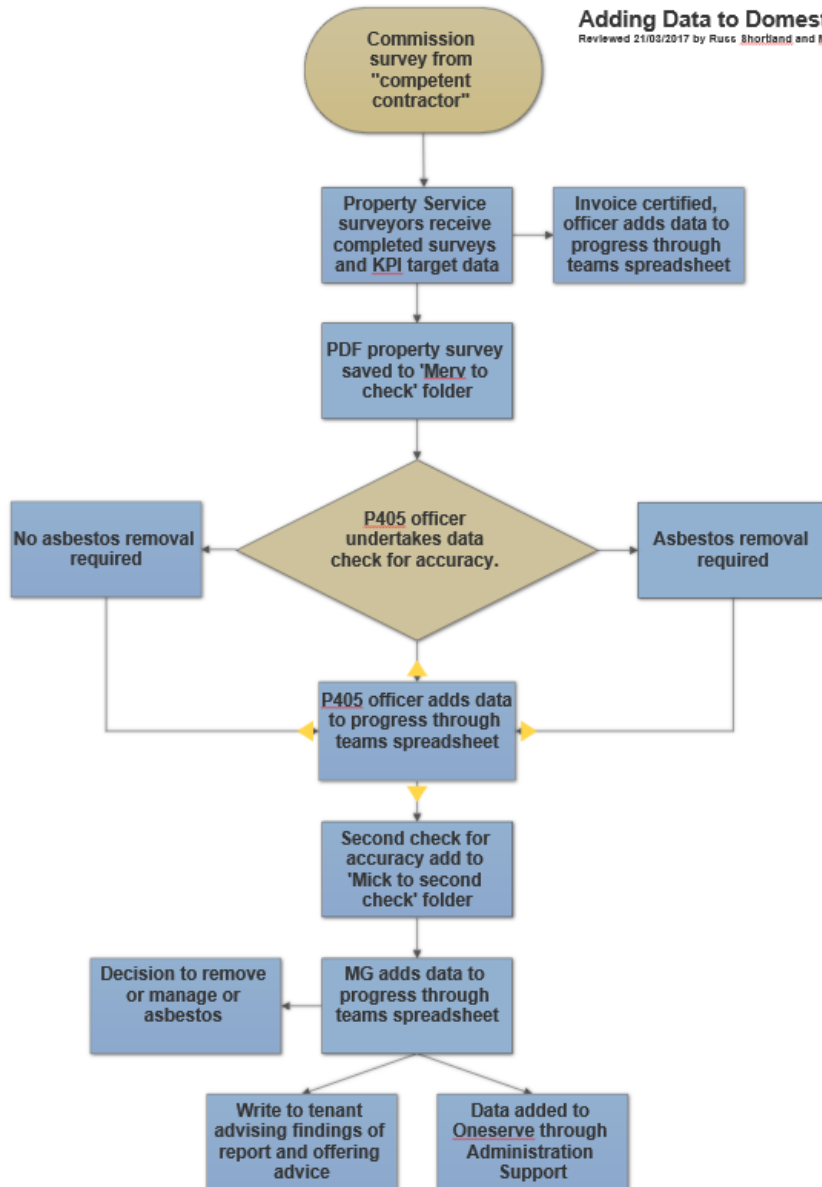
(Revised 1/02/2017 by Kevin Blandford and Mark Kelly)



HOU - OPERATIVE EXPOSURE TO DAMAGED ASBESTOS OR AFB1 FIBRE - A8B02
 (Revised 11/02/2017 by Max. Wood and Marc Kelly)

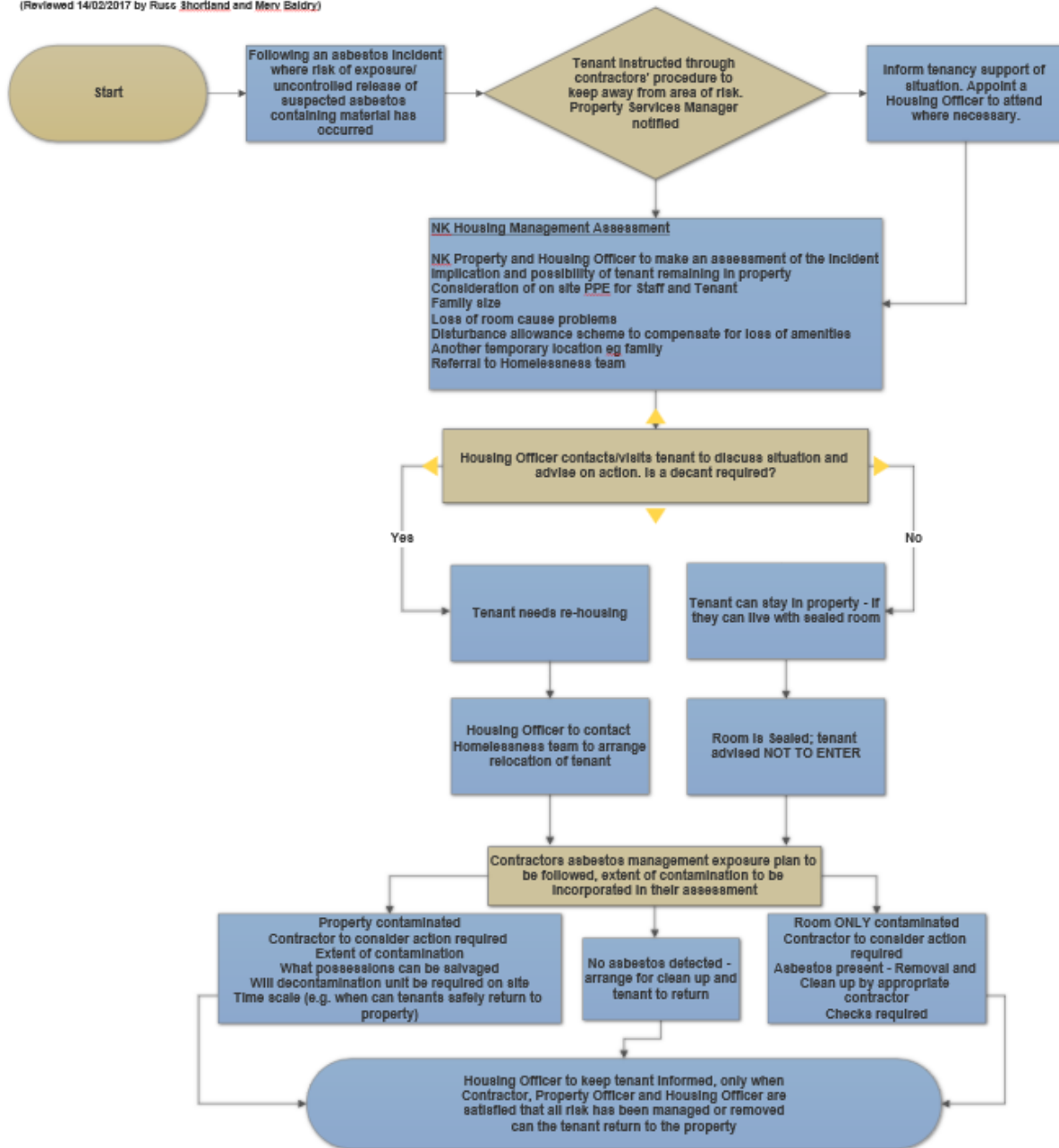


Adding Data to Domestic Asbestos Register - ASB 03
Reviewed 21/03/2017 by Russ Shortland and Merv Baldry



HOU - TENANT ASBESTOS EMERGENCY PLAN - ASB04

(Reviewed 14/02/2017 by Russ Shortland and Mery Baldry)



HOU - NON-DOMESTIC ASBESTOS EMERGENCY PLAN - ASB05

(Reviewed 21/03/2017 by Russ Shortland and Merv Baldry)

