
Report To:	Policy and Resources Committee	Date:	14 November 2017
Report By:	Head of Organisational Development, Human Resources and Communications	Report No:	HR/35/17/PR
Contact Officer:	Pauline Ramsay Health and Safety Team Leader	Contact No:	01475 714723
Subject:	Management of Asbestos Policy		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval for adoption of a reviewed Managing Asbestos Policy (Appendix1).

2.0 SUMMARY

- 2.1 The Control of Asbestos Regulations 2012 place a duty on employers to manage the risks from asbestos for those premises it owns, occupies, manages or for which it has responsibility. It is required to:

- Identify asbestos in its premises;
- Assess the risk from the asbestos present;
- Have a plan in place to manage those risks.

This policy formalises these requirements into a corporate policy.

- 2.2 The Health and Safety at Work etc. Act places a duty on employers to prepare a written statement of their general policy and as part of that policy to have in place arrangements for the implementation of Health and Safety. The Management of Asbestos Policy will form part of the Council's arrangements for Health and Safety.
- 2.3 The policy sets out how the Council will control the risks from Asbestos in line with the relevant legislation and HSE guidance documentation.
- 2.4 The People and Organisational Strategy was approved by the Policy and Resources Committee in September 2016. This particular proposal is contained within Theme 2 - Employee Skills Development, Leadership, Succession Planning (Employees our most Valuable Resource) and Theme 3 - *Employer of Choice (Continuous Improvement)* in that it focuses on the health, safety and welfare of our workforce.

3.0 RECOMMENDATIONS

- 3.1 The Committee is recommended to approve the Management of Asbestos Policy.
- 3.2 The Committee is asked to support this policy by active promotion of Health and Safety.

4.0 BACKGROUND

- 4.1 Inverclyde Council is required to ensure that the risks to employees and others from asbestos containing materials are identified and managed in line with its legal duties as defined by the Control of Asbestos Regulations 2012 (as amended), the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc. Act 1974.
- 4.2 Under the Control of Asbestos Regulations 2012 as part of the duty to manage, the Council must for those premises it owns, occupies, manages or for which it has responsibility:
- Find out if there are ACM's in the premises.
 - Where it is not clear, or there has been no risk assessment undertaken, the Council will presume all materials contain asbestos unless there is strong evidence to the contrary.
 - Make and keep up to date, a record of the location and condition of ACM's or presumed ACM's.
 - Assess the risk from the material and undertake remedial work as necessary.
 - Prepare a plan that sets out how the risks are to be managed.
 - Take the necessary steps to put the plan into action and ensure it is implemented.
 - Review and monitor the plan every 12 months or if there has been any significant change or is no longer valid.
 - Provide information on the location and condition of the material to anyone liable to work on or disturb it.
 - Also ensure that Regulation 6 of (CAR 2012) "Assessment of exposure" is adhered to.
- 4.3 By law (Health and Safety at Work etc. Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains a statement of general policy on health and safety at work in the organisation and arrangements in place for putting that policy into practice. The Management of Asbestos Policy details the arrangements the Council has in place for managing the risks to employee from asbestos containing materials.
- 4.4 The Management of Asbestos Policy sets a clear direction for the Council to follow; it will contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. It will demonstrate a shared common understanding of the Council's vision, values and beliefs. A positive Health and Safety culture is fostered by the visible and active leadership of senior managers. This is reflected within the policy.
- 4.5 The policy consists of the following main sections:
- Statement of Policy
 - Roles and Responsibilities
 - How the Policy should be implemented
 - Management Requirements
 - Information and Training Requirements
- 4.6 This policy replaces the Council's previous Management of Asbestos Policy which has been withdrawn. It has been updated as follows:
- job titles and responsibilities reflect the current Council structure.
 - guidance added on the management of asbestos in leased properties.
 - project checklist reviewed and updated.

5.0 PROPOSALS

- 5.1 The Management of Asbestos Policy be adopted by Inverclyde Council and used as a framework to further enhance the safety of employees and those affected by the work of the Council.

6.0 IMPLICATIONS

Finance

6.1 There are no financial implications for this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
N/A					

Legal

6.2 Legal: Failure to have a robust policy in place and to implement it could result in enforcement action being taken against the Council.

Human Resources

6.3 There are no Human Resources implications.

Equalities

6.4 There are no Equalities issues within this report.

Repopulation

6.5 There are no repopulation issues within this report

7.0 CONSULTATIONS

7.1 The Management of Asbestos Policy has been coordinated through the Corporate Health and Safety Committee with Health and Safety seeking the views of both union and management colleagues. The Trades Unions have agreed the Policy.

8.0 LIST OF BACKGROUND PAPERS

8.1 Appendix 1 – Management of Asbestos Policy
Appendix 2 – Project Asbestos Checklist

Management of Asbestos

Version 2.4

Produced by:

*Health and Safety
OD, HR & Comms*

Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LX

November 2017



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AUDIOTAPE, OR CD.**

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DOCUMENT CONTROL

Document Responsibility		
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Change History		
Version	Date	Comments
2.1	07/02/12	Policy reviewed and updated to reflect changes in the Council Structure and changes to legislation.
2.2	June 2012	Updated to reflect 2012 regulations
2.3	July 2012	Project Asbestos Checklist updated
2.4	July 2017	Policy reviewed and updated to reflect changes in the Council Structure and changes to legislation. Project Asbestos Checklist updated.

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Policy Review		
Review Date	Person Responsible	Service
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1 INTRODUCTION

- 1.1 For many years, products containing asbestos have been extensively used for a range of applications in a variety of locations. Whilst the use of asbestos is now banned in the UK, asbestos containing materials (ACM's) are still present in a number of locations including the Council's corporate premises, schools, commercial premises, community halls and leisure facilities.
- 1.2 This policy sets out the commitment of Inverclyde Council to provide a safe and secure environment for employees, visitor, service users and members of the public. It applies to all persons who have access to, use of, or are responsible for the maintenance of Inverclyde Council premises.
- 1.3 The Council recognises its statutory responsibilities in respect of the control of ACM's and will adopt the necessary measures to ensure that its policy to identify and manage ACM's reduces risks to employees, contractors, and others who may use Council premises.
- 1.4 This document sets out the Council's Asbestos Policy and defines the procedures that are required to be in place to meet legal obligations concerning the risks and effective management of ACM's.

2 POLICY STATEMENT

Under the Control of Asbestos Regulations 2012 as part of the duty to manage, the Council will, for those premises it owns, occupies, manages or for which it has responsibility:

- 2.1 Find out if there are ACM's in the premises.
- 2.2 Where it is not clear, or there has been no risk assessment undertaken, the Council will presume all materials contain asbestos unless there is strong evidence to the contrary.
- 2.3 Make and keep up to date, a record of the location and condition of ACM's or presumed ACM's.
- 2.4 Assess the risk from the material and undertake remedial work as necessary.
- 2.5 Prepare a plan that sets out how the risks are to be managed.
- 2.6 Take the necessary steps to put the plan into action and ensure it is implemented.
- 2.7 Review and monitor the plan every 12 months or if there has been any significant change or is no longer valid.
- 2.8 Provide information on the location and condition of the material to anyone liable to work on or disturb it.
- 2.9 Also ensure that Regulation 6 of (CAR 2012) "Assessment of exposure" is adhered to.

3 AIMS

This policy aims to provide guidance and information to Services to help them to manage the risks from asbestos within the workplace in a sensible manner and to provide clear guidance on the procedures to be taken if asbestos is found or disturbed.

4 SCOPE

- 4.1 This policy applies equally to all employees regardless of grade, experience or role within the organisation; who may come into contact with asbestos containing materials (ACM's) on any Council property. The policy also applies to contracted staff and contractors working in Council buildings.
- 4.2 Parts of this Policy are managed and administered by Legal & Property Services.

5 CONSULTATION & IMPACT ASSESSMENT

- 5.1 Inverclyde Council recognises the importance of employee consultation and is committed to involving all employees in the development of policies and procedures. The following groups are formally consulted:
- Trade Union Representatives through the Corporate Health and Safety Committee.
 - All Chief Officers.
 - Employees via the Council Intranet.
- 5.2 An Equalities Impact Assessment was carried out using the Council's Equalities Impact Assessment Template.

6 LEGAL FRAMEWORK

The following legislation underpins this policy.

- 6.1 There is a legal requirement for the Council to comply with the Control of Asbestos Regulations 2012 (CAR) in particular, regulation 4 "duty to manage asbestos in buildings." Advice on the preferred means of compliance with the regulation is contained in L 143 Approved Code of Practice (ACOP). Work with materials containing asbestos.
- 6.2 The duties imposed in CAR 2012 in particular regulation 4 supplement the provisions laid down in the Health and Safety at Work etc Act 1974 (the HSW Act) along with duties imposed by other regulations (listed below):
- a) The HSW Act requires employers to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace, which might affect their health and safety;
 - b) The Management of Health and Safety at Work Regulations 1999 ("the Management Regulations") require employers and self-employed people to make an assessment of the risks of the health and safety of themselves, employees and people not in their employment, arising out of or in

connection with the conduct of their business – and to make appropriate arrangements for protecting those people’s health and safety;

- c) The Workplace (Health, Safety and Welfare) Regulations 1992 which require employers to maintain workplace buildings so as to protect occupants and workers;
- d) The Construction Design and Management Regulations 2015 (“CDM Regulations 2015”) require the client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to the Principal Designer before any work begins and to ensure that the Principal Contractor has all information relevant to the construction phase plan, and that the health and safety file is available for inspection by any person who needs the information;
- e) The Civic Government (Scotland) Act 1982 places duties on landlords to take reasonable care to see that tenants and other people are safe from personal injury or disease caused by a defect in the state of the premises.
- f) As well as imposing a duty to manage asbestos in premises, CAR 2012 requires employers to:
 - Undertake risk assessments before commencing work which exposes, or is liable to expose, employees to asbestos;
 - Produce a plan of work detailing how the work is to be carried out; i.e. Method statements for the work.
 - Either prevent exposure to asbestos or reduce it to, as low a level as is reasonably practical.

7 ROLES & RESPONSIBILITIES

In addition to the responsibilities laid out in the Corporate Health and Safety Policy the following responsibilities are specific to this Policy.

7.1 Corporate Directors/Heads of Service

Corporate Directors and Heads of Service should:-

- Prepare and revise as necessary Service arrangements for the management and control of work involving asbestos within buildings under their control.
- Ensure appropriate training, information and instruction is provided for relevant employees in the form of training courses, seminars, information leaflets and booklets, and personal instruction as appropriate.
- Ensure that where specialist technical expertise in relation to asbestos is required the Property Services Manager, Legal & Property Services , is contacted.
- Ensure that employees or relevant contractors are provided with appropriate information, instructions and training on work being undertaken in areas containing Asbestos.
- The relevant asbestos registers are made available to all employees within their Service Area.

7.2 Head of Legal & Property Services

The Head of Legal & Property Services shall devise and manage the necessary procedures to ensure that ACMs within the Council are well managed by: -

- Ensuring that asbestos related work will only be carried out where appropriate by licensed specialist contractors in accordance with current legislation and “Approved Codes of Practice and Guidance”
- Establishing exact specifications of project/refurbishment works to be contracted out particularly work where ACMs are known or presumed to be. This will include levels of competency of the persons employed on such work and will entail contractors making available the qualification and training records of all staff involved in the contract with the Council.
- Ensuring that all projects and/or refurbishment works likely to involve contact with ACM's has a completed “**Project Asbestos Checklist**” see Appendix 1. All details are incorporated in the information issued at the Tender stage & pre-commencement meeting.
- Installing a monitoring system that clearly identifies compliance with the specification.
- Ensuring that all staff, contractors, visitors & others likely to come into contact with ACM's in the course of their work have access to and made aware of the risks to health and the action necessary if any ACM or suspected ACM is discovered, disturbed or damaged.
- For all asbestos work ensure that prior to attending and leaving the site, the contractor will liaise with the Property Officer who is the liaison for asbestos. All relevant documentation required under Health & Safety & CAR 2012 detailed in the contract must be provided and completed by the contractor or his nominated contractor.
- Ensuring that the contractor has given the required 14 days notification to the HSE (where required).
- Ensuring that the contractor has completed all documentation necessary for the disposal of waste and included them in the Health & Safety documentation to be given to the Council on completion.
- Ensuring that where appropriate a 4 stage clearance test procedure has been completed and appropriate re-occupation certificate/s issued by a UKAS Accredited Lab
- Ensuring that any change in condition or circumstances in ACM's noted during any maintenance, project and/or refurbishment works are notified to the Property Officer with responsibilities for asbestos.
- Ensuring that where the Council leases out premises or leases properties from other owners, there will in each circumstance be adequate liaison and agreement to determine the extent of responsibility of both parties to ensure compliance with the duty to manage asbestos including where the Council occupies, or otherwise has interest in, premises in multiple occupation.

7.2.1 Property Services Manager

The Property Services Manager is responsible for:

- Maintaining up to date, comprehensive and permanent records of all known locations of ACMs (and, where subsequently, new locations are identified these are

added to the record together with an assessment of the risks and a plan for management)

- The record will contain as a minimum:
 - Location of the ACM
 - Type of asbestos (if sampled a Materials & Priority Risk assessments are undertaken) or assume that all material contains asbestos until sampled
 - Its condition
 - Its extent.
 - Labelled (either yes or no)

- And when the ACM is removed:
 - The date of removal and all contractor details are provided / checked
 - That for jobs requiring 14 days notification to the Health and Safety Executive a 4 Stage Clearance test is undertaken by UKAS Accredited Laboratory. A Re-occupation Certificate is issued and Asbestos Waste Consignment Note issued for materials that have been removed.
 - The Councils PAMIS records are updated

- Organising planned and regular inspections of areas known/suspected to contain ACM's to determine any change in condition or circumstances.
- To ensure that any change in condition or circumstances noted are recorded and the risk assessment and management plan reviewed accordingly.
- Ensuring that all those likely to come into contact with ACM's in the course of their work are made aware of the risks to health and the action necessary if any ACM or suspected ACM is discovered, disturbed or damaged.
- Ensure that any contractors employed to, sample, test, treat, render safe, repair or remove asbestos are appropriately qualified, competent and licensed by the Health & Safety Executive (HSE)
- Ensure that all such contractors are familiar with the content of this document and their duties under current Asbestos legislation CAR 2012.
- Maintaining local and permanent records of training undertaken.

7.2.2 Technical Services Manager

The Technical Services Manager will collaborate with the Property Services Manager and has the delegated responsibility to monitor the operation of this policy with respect to all capital and project work undertaken through Technical Services by the Council.

The Technical Services Manager will be responsible for identifying and incorporating any works required in respect of ACMs on any scheme and will refer to the Asbestos Register prior to commencement of any works on existing Council buildings. In the event there is insufficient information on the location of ACM's a full risk assessment will be undertaken prior to the disturbance of the existing building or services. An asbestos refurbishment and demolition survey will be undertaken prior to any refurbishment works affecting the fabric of the building or prior to demolition.

The design and management of all capital schemes involving the commissioning and the provision of building works will include the completion of a Building Manual. The Technical Services Manager/Property Services Manager will ensure the manual provides clear and precise information on the products and materials contained within the works.

7.2.3 Facilities Service Manager

The Facilities Service Manager has authority and responsibility for maintenance work undertaken on Council premises by the in-house service and external contractors and shall ensure the information contained in the asbestos register is available and disseminated as needed by the requirements of the service.

They must also ensure that employees and contractors are familiar with the actions to be taken if they find suspected ACM containing materials.

7.3 Head of Regeneration & Planning Services

The Head of Regeneration & Planning Services shall in relation to commercial leased properties devise and manage the necessary procedures to ensure that ACMs within the Council are well managed by: -

- Ensuring that where the Council leases out premises or leases properties from other owners, there will in each circumstance be adequate liaison and agreement to determine the extent of responsibility of both parties to ensure compliance with the duty to manage asbestos including where the Council occupies, or otherwise has interest in, premises in multiple occupation.

7.4 Lead Officers/Heads of Establishment/Managers/Team Leaders/Supervisors

Any person who is the designated Lead Officer or Head of Establishment, or who has a managerial/supervisory responsibility for other employees, whatever title they are given has the responsibility to ensure that:

- the relevant asbestos registers are made available to employees,
- anyone who may come into contact with asbestos, is made aware of the location of ACMs on the property,
- they implement the Council's procedures for contractors which will seek to ensure that the asbestos register is inspected by visitors/trades people who may come into contact with asbestos during their visit,
- implementing and communicating the asbestos policy and procedures
- ensuring risk assessments are carried out for the work activities they control ensuring due attention is given to the threats posed by asbestos at any particular site,
- making sure all asbestos related accidents, incidents and ill health are reported, investigated and any necessary remedial action taken,
- making sure staff are aware of the presence of asbestos in their workplace and how to deal with it.

7.5 Employee Responsibilities

All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, with relation to asbestos, employees should:

- taking care of their own health and safety with regard to asbestos
- making sure others are not put at risk by their actions or inactions

- informing their manager, a health and safety advisor or calling the Council hot line immediately about any concerns or change in condition to asbestos or suspect materials
- following the Asbestos Policy and assisting their management with the implementation of the Policy
- reporting shortcomings or problems regarding the provision of relevant asbestos information and conduct of contractors on site

7.6 Project Planners (may be any of the above individuals or others within the Council)

Project Planners hold the key to successful asbestos management. Planners must ensure all asbestos issues are dealt with at the earliest opportunity, as required under Construction (Design and Management) Regulations 2015. Project Planners have responsibilities to:

- ensure projects which need to disturb ACM's identify this within the project plan. The asbestos must then be removed within the timescales and funding of the project.
- Carry out more detailed survey work as necessary, where intrusive work is planned at any property. This is generally known as a refurbishment and demolition survey – as defined by the Health and Safety Executive publication HSG 264, Asbestos: The Survey Guide.

7.7 Corporate Health and Safety Committee

The Corporate Health and Safety Committee will perform a pivotal role in ensuring that this policy is implemented.

The safety committee will oversee monitoring of the efficacy of the policy and other measures to reduce risks and promote workplace health and safety.

8 ARRANGEMENTS

8.1 SUSPECTED ASBESTOS – PROCEDURE

PROCEDURE TO BE ADOPTED ON DISCOVERY OF SUSPECTED ASBESTOS CONTAINING MATERIALS. (ACMs)

This procedure is for use by maintenance contractors / in-house personnel employed by the Council.

The Council has a duty to identify the location and condition of ACM's, to record them and to ensure that risks from exposure are minimised. To this end ALL maintenance personnel will be trained in Asbestos awareness to ensure that they have sufficient knowledge to identify potential sources/locations of ACM's.

All Council maintenance personnel will be trained in the use of this procedure and be made aware of the emergency contact number to call in a report of a suspected ACM.

The Facilities Service Manager is responsible for ensuring that ALL maintenance staff are aware of and trained in the use of this procedure and that this knowledge is regularly updated.

8.2 PROCEDURE

All properties with the exception of some commercial ones have had asbestos surveys carried out. The asbestos register should always be consulted before work commences on the fabric of any building. Work should only be undertaken in areas where asbestos is not present.

However, if asbestos is suspected, contact your relevant property maintenance officer or the project leader, or call the Council reporting line for asbestos. The suspicious material should be checked and suitable remedial measures undertaken.

Where ACM's have been damaged or exposed contact any of the following to report it:

- Your property maintenance officer
- Health and Safety (ext 4723)
- Legal & Property Services (ext 2409)

Advice and guidance on the presence of asbestos is available from Legal & Property Services.

In general the following actions are carried out based on the condition of the material and its potential for being damaged in its current location:

Good Condition

- Register presence in the Asbestos register.
- Monitor the condition of the material at regular intervals.
- Where practical (i.e. non-public areas such as boiler rooms, attic spaces, etc) the materials should be labelled.
- Inform maintenance employees and any other workers likely to work on or disturb the material.

Minor Damage

- Register presence in the Asbestos register.
- The material should be repaired and/or encapsulated following a risk assessment by a competent person/contractor.
- Monitor the condition of the material at regular intervals.
- Inform maintenance employees and any other worker likely to work on or disturb the material.

Poor condition

- Register presence in the Asbestos register.
- If in poor condition and likely to deteriorate further:
 - arrange for suspect material to be sampled - if asbestos is confirmed:
 - arrange for removal by licensed removal contractor.

Damaged/Broken/Dusty

- Register presence in the Asbestos register.
- If material has been disturbed:
 - arrange for suspect material to be sampled – if asbestos is confirmed.
 - arrange for removal by licensed removal contractor.

8.3 LEASED PROPERTIES

Where the Council lease out premises or lease properties from other owners the tenancy agreement or contract must clearly state the extent of the duty to manage asbestos, this is determined by the degree of responsibility over matters concerning the fabric of the building and the maintenance activities carried out there.

If the terms of the tenancy are altered or if the building is vacated, the Council must make sure all relevant information is passed on to any new occupier.

	Responsibility for premises	Who has the duty to manage asbestos?
1	The Council has sole responsibility for the premises or has sole responsibility for the common parts of multi-occupied buildings	The Council
2	Under a tenancy agreement or contract, tenants (including employers or occupiers) are responsible for alterations, repairs and maintenance.	The tenant, or tenants in multi-occupancy buildings.
3	Under a tenancy agreement or contract, the Council keeps responsibility for maintenance and repairs, and the Council has control of access by maintenance workers into the building.	The Council
4	Under a tenancy agreement or contract, responsibility is shared between several people, e.g. the council, sub lessors, occupiers and employers.	Each party – for those parts of the premises for which they have maintenance responsibilities. (Employers also have a general duty of co-operation to comply with any health and safety regulations under regulation 11 of the Management of Health and safety at Work Regulations 1999.)
5	If the Council as a leaseholder uses a managing agent.	The Council. (The managing agent would act on behalf of the Council but does not assume the Council's duties in law. The ultimate responsibility remains with the Council)
6	There is no tenancy agreement or contract	The person in control of the premises
7	The premises are unoccupied	The person in control of the premises

In relation to points 6 and 7 above the “person in control of the premises” may be the Council or may be the occupier of the building, this would be determined by the legal system if there was an asbestos exposure incident or enforcement action taken in regard to a failure to manage asbestos under regulation 4 of the asbestos regulations. It is therefore

important that the Council has in place robust tenancy agreements or contracts to ensure that dutyholders are adequately identified.

9 TRAINING

9.1 Information

9.1.1 Inverclyde Council recognises the need to provide staff with relevant information on asbestos. Employee awareness will help with the implementation of the policy and awareness of the risks from asbestos. Information on asbestos will be made available on the Council's Intranet System, and via Line Managers and Trade Union Safety Representatives. The information will be updated on a regular basis.

9.2 Training

9.2.1 The Council recognises that training of managers and employees is important to ensure that all employees have the necessary skills to carry out risk assessments as required by the legislation. The following training will be made available through the Corporate Training planner or if identified through the risk assessment process other specialist training can be made available. All training provided will include information about this Council policy.

- Asbestos awareness for Operatives
- Asbestos Awareness for Managers
- Any other relevant Courses

9.3 Communication of the Policy

9.3.1 The Council recognises the importance of communicating the policy to all employees. This policy will be communicated to staff via the Corporate Health and Safety Committee, the Council's team briefing system and a copy will be placed on the Council's Intranet system ICoN.

10 MONITORING, EVALUATION & REVIEW

10.1 This reviewed policy was ratified by the Council's Policy and Resources Committee on 14 November 2017 and implemented immediately thereafter.

10.2 Regular monitoring and review are necessary to measure the effectiveness of the policy and to ensure it remains relevant to the needs of the Council. The Head of Organisational Development, Human Resources and Communications will have responsibility for the on-going monitoring and review of the policy, including taking action to amend the policy, where required, in consultation with staff.

10.3 The policy will be reviewed 12 months from implementation and every three years thereafter unless there is significant change in legislative requirements or risk assessment identifies a need for review. Measuring the effectiveness of the policy will include the auditing of compliance with this policy, and monitoring of accidents and incidents.

APPENDIX 1



(170713) RIBA
Stages Asbestos Che



APPENDIX 2

The following checklist should be completed by the Project Lead at each project stage as part of all modification, refurbishment or demolition works undertaken through Legal & Property Services.

Project Asbestos Checklist

Stage 1 – Preparation and Brief

IC Line Manager:		Tel:	
Title:		Email:	
IC Project Lead:		Tel:	
Title:		Email:	
Building:		Year Constructed:	
Floor(s):		Room No(s).	
Description of work to be undertaken:			



Stage 2 – Concept Design

Description	Yes	No	Comments/Observations/Survey Ref:
<p>Has the asbestos register / survey information for the property been consulted / requested?</p> <p>Note: Information is available on site and is also accessible via the Council's Property Asset Management Information System (PAMIS). Copy survey information can also be obtained through the Council's Statutory Duties Team – contact Property Officer t: 01475 712409 e: john.strange@inverclyde.gov.uk.¹</p>	<input type="checkbox"/>	<input type="checkbox"/>	
What type of survey was carried out?			
Management Survey	<input type="checkbox"/>	<input type="checkbox"/>	*Report Ref:* Dated **/**/****
Refurbishment/demolition survey	<input type="checkbox"/>	<input type="checkbox"/>	*Report Ref:* Dated **/**/****
<p>Is a refurbishment/demolition survey required?</p> <p>Note: A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. Refer to HSE guidance http://www.hse.gov.uk/pubns/priced/hsg264.pdf. If a survey is required the scope / extent should be informed by the developed design. Advice and support on procurement of surveys is available through the Council's Statutory Duties Team.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Stage 3 – Developed Design

Description	Yes	No	Comments/Observations/Survey Ref:
<p>If a further refurbishment / demolition survey has been identified as required, have the relevant drawings indicating the scope of works been provided to inform the scope/extent of survey works?</p> <p>Note: The Project Lead should periodically review the developing design and re-engage asbestos survey specialist as required to address changes to the scope of the works not covered by previous surveys. Advice and support on procurement of surveys is available through the Council's Statutory Duties Team.</p>	<input type="checkbox"/>	<input type="checkbox"/>	Drg. Ref:*

¹ Project Lead should also make information available to all internal and external design team members.



Stage 4 – Technical Design

Description	Yes	No	Comments/Observations/Survey Ref:
Where surveys have been undertaken, has the survey work identified asbestos that will be affected by the work?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the project plan detail how any asbestos is to be avoided or dealt with?	<input type="checkbox"/>	<input type="checkbox"/>	
Will the work require removal or remedial asbestos works? <i>Note: If Yes - provide brief details of the works and whether or not it will be taken forward as part of the main contract and/or a separate enabling works contract.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has relevant information on any survey or removal works carried out been passed to the relevant persons for preparation of contract documents? <i>Note: This would include but is not restricted to:</i> <ul style="list-style-type: none"> Principal Designer (where not the Lead Officer) for inclusion in Pre-Construction Information documents. Principal Contractor (where engaged pre-construction on 2 stage tenders or as part of tender document packages on traditional contracts) including copy survey information and/or clearance certificates for removal works undertaken as enabling works (if not included in main contract). 	<input type="checkbox"/>	<input type="checkbox"/>	



Stage 5 - Construction

Description	Yes	No	Comments/Observations/Survey Ref:
<p>Has relevant information on any removal or remedial works carried out as part of the main contract been provided?</p> <p>Note: During the course of the works should the Contractor uncover any previously unidentified ACM's, the Project Lead should re-engage asbestos survey specialist as required to assess any suspected ACM's. Advice and support on procurement of surveys / testing is available through the Council's Statutory Duties Team.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Stage 6 – Handover and Close Out

Description	Yes	No	Comments/Observations/Survey Ref:
<p>Has all relevant information on any removal or remedial works carried out as part of the main contract been provided?</p> <p>Note: Project Lead shall provide all information to Statutory Duties Team to allow the following to be updated:</p> <ul style="list-style-type: none"> • Site Asbestos Register • PAMIS system 	<input type="checkbox"/>	<input type="checkbox"/>	