



Corporate Control of Asbestos Policy

Corporate Health and Safety Team

2024

Version	Author	Date
V2	Corporate Health and Safety Team	14/05/2024

Document History

Name of Policy	H&SP03 Corporate Control of Asbestos
Purpose of Policy	Sets out clear roles and responsibilities in order for the Council to meet its legal duty to manage asbestos under the Control of Asbestos Regulations 2012, The Housing Act 2004 and the Defective Premises Act 1972.
Policy Applies to	The policy and subsequent arrangements apply to all Council employees, contactors and tenants.
Update Frequency	At least every 3 years from the date of issue or as a result of legislative, organisational change or an incident investigation.
Latest Update	May 2024
Update Overview	<p><u>August 2009</u></p> <p><u>March 2011</u></p> <p><u>June 2017</u></p> <p><u>January 2020</u></p> <p><u>August 2021</u></p> <p>Updates to structure of service arrangements, roles and responsibilities and guidance notes, updated into new policy template.</p> <p><u>March 2022</u></p> <p>Updates to structure of service arrangements, roles and responsibilities</p> <p><u>May 2024</u></p> <p>update to policy template, responsible person, roles and responsibilities and corporate training requirements.</p>

Statement of Intent

New Forest District Council (NFDC) places significant importance on the health, safety and welfare of staff, residents, visitors, the public and others who may be affected by its business. It is considered essential that management and staff should work together positively to achieve an environment compatible with the provision of the highest quality service where health hazards to staff, residents, visitors, the public and others affected by its business are minimised so far as is reasonably practicable.

New Forest District Council recognises it has statutory responsibilities as an employer under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations and the Control of Asbestos Regulations 2012. These regulations provide the minimum standard for the control and management of asbestos containing materials.

The Corporate Control of Asbestos Policy and subsequent standard operating procedures (SOPs) will set out how the Council intends to achieve compliance against the relevant legislation and control the risk relating to asbestos containing materials.

NFDC will protect its staff, tenants, visitors, the public and others in the following ways:

1. As a duty holder, appoint an Executive Head with the responsibility to support the Responsible Persons instructed to manage asbestos on behalf of New Forest District Council.
2. The Executive Head will appoint a 'Responsible Person' to ensure the day-to-day management of asbestos containing materials is upheld.
3. The 'Responsible Person' will name an 'appointed person' as the asbestos management officer with the appropriate knowledge, skill, training, and experience to carry out the day today management of asbestos containing materials within the New Forest District Council property portfolio.
4. Ensure that all job roles are assessed and, where there is a requirement to work with asbestos, provide suitable and sufficient training and information to employees.
5. Ensure that those with specific asbestos management responsibilities have the appropriate technical expertise, to protect the Council's interest and comply with best practice, at all times.
6. Ensure periodic assessments are made of training needs in line with current guidance and any future changes.

7. Ensure a Corporate asbestos database and management system is in place and accessible to those who use it.
8. Ensure a comprehensive management plan is in place to effectively manage the portfolio.
9. Undertake suitable and sufficient asbestos management surveys of all premises in line with HSG 264: The Survey Guide. Where asbestos containing materials have been identified, ensure re-surveys are undertaken at suitable intervals as determined in this policy and subsequent arrangements.
10. Ensure refurbishment & demolition surveys are undertaken at the earliest opportunity and prior to work commencing. Sufficient time and resources will be made available to manage any identified risks.
11. Undertake routine Regulation 4 inspections of properties within the determined timeframes set out by the surveyor.
12. Ensure asbestos containing materials are removed as appropriate in accordance with any recommendations within the survey carried out.
13. Ensure routine inspections and compliance checks are undertaken as set out in this policy and subsequent arrangements.
14. Ensure regular audits of the asbestos management process.
15. Ensure all contractors used in the asbestos management process are suitably vetted and competent to undertake their work.
16. Ensure all necessary insurances and licenses remain in place.
17. Ensure only contractors listed on the asbestos framework agreement carry out works on behalf of New Forest District Council, in line with the conditions set.
18. Ensure that contractors are subject to the Contractor Incident Notification Protocol (CINP) and are managed in accordance with it, should the need arise.

This statement of intent is signed below by those acting with overall responsibility for the Duty to Manage asbestos containing materials.

X

Kate Ryan
Chief Executive

1. Introduction

1.1. Background

New Forest District Council (NFDC) acknowledges and accepts its responsibilities under this current asbestos legislation and will proceed with due diligence to address these by the provision of suitable, sufficient and risk appropriate controls to reduce the risks presented by asbestos containing materials to as low a level as is reasonably practicable.

1.2. Aims and Objectives

Set out the guiding principles and arrangements with regards to asbestos safety and asbestos risk management, to achieve and maintain full compliance with its duties under the Health and Safety at Work Act 1974, the Control of Asbestos Regulations 2012, The Housing Act 2004, and the Defective Premises Act 1972.

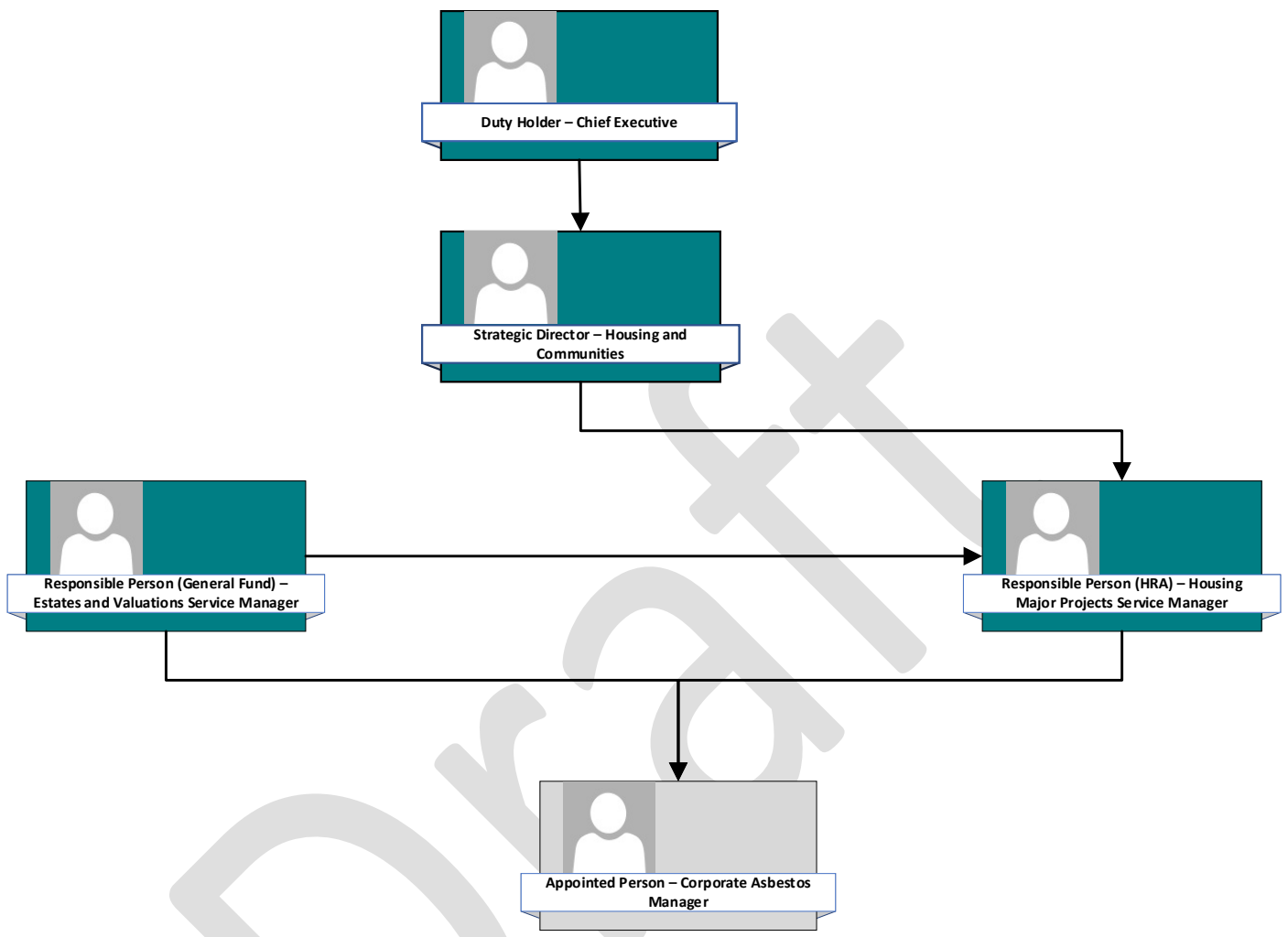
1.3. Scope

This policy and subsequent arrangements apply to all Council employees, contractors, and tenants.

1.4. Standard Operating Procedures

In order for the Council to meet its legal duties as identified under the Health and Safety at Work Act 1974, The Control of Asbestos Regulations 2012, The Housing Act 2004 and the Defective Premises Act 1972, the appointed 'Responsible Person' must produce a Standard Operating Procedure (SOP) for the management of Asbestos Containing Materials (ACMs). This document will act as the Council's Asbestos Management Plan and set out specific arrangements and clear roles and responsibilities to ensure the Council is meeting its legal duties as identified in the relevant legislation. The Control of Asbestos Standard Operating Procedures, as a minimum, must meet the requirements set out in this policy and take the form of procedures and guidance for responsible managers and employees.

1.5. NFDC Asbestos Management Structure



2. Legislative and Regulatory Context

2.1. The Control of Asbestos Regulations 2012

New Forest District Council acknowledges and accepts its responsibilities under this current asbestos legislation and will proceed with due diligence to address these by the provision of suitable, sufficient and risk appropriate controls to reduce the risks presented by asbestos containing materials to as low a level as is reasonably practicable.

The Control of Asbestos Regulations 2012 came into force on the 6th April 2012. They came into effect to help reduce the number of deaths caused from asbestos exposure and related diseases.

CAR 2012 superseded the Control of Asbestos Regulations 2006 and apply to all work with asbestos in the UK. These are supported by an approved code of practice ACOP L143. This ACOP describes in detail how such works should be carried out. Together they set out a framework for controlling exposure to asbestos and the duty to manage asbestos in buildings.

CAR 2012 places a duty to manage asbestos to those who manage or are responsible for maintenance and repairs in a non-domestic building.

New Forest District Council is classed as the Duty Holder if it:

- Owns the building.
- Is responsible through contract or tenancy agreement.
- Has control of the building but no formal contact or agreement; or
- In a multi-occupancy building, it is the owner and has taken responsibility for maintenance and repairs for the whole building, however, in a multi-occupied building, the duty can also be shared. The owner might take responsibility for the part it occupies.

The Control of Asbestos Regulations 2012 applies to all non-domestic premises regardless of the nature of the business or industry. This includes all industrial, commercial, and public buildings. The regulations also apply to the 'common' areas of certain domestic premises, such as blocks of flats. This includes the lifts, foyers, staircases, gardens and so on, but not the individual flats themselves.

The Control of Asbestos Regulations 2012 requires the duty holder to manage the risks of asbestos by:

- Taking appropriate steps to determine if there are any asbestos containing materials (ACMs) present. If found, the amount, location and condition must be recorded.
- Presuming that materials contain asbestos unless there is strong evidence to indicate otherwise.
- Produce and maintain up to date records of the location and condition of all ACMs.
- Access the risk of the identified materials.
- Prepare a plan that clearly sets out in detail how the risks will be managed.
- Take the necessary steps to put in plan into action.
- Review and monitor the plan and arrangements to act on it so that it remains relevant and up to date.
- Provide information on the location and condition of the ACMs to anyone who is liable to work on or disturb them.

2.2. The Housing Act 2004

The Housing Act 2004 introduced the Housing Health and Safety Rating System (HHSRS) is a risk-based evaluation tool used to assess potential risks and hazards to the health and safety of occupants from deficiencies identified in residential properties in England and Wales.

The assessment method focuses on the hazards that are present in housing and tackling these making housing healthier and safer to live in:

- The assessment covers 29 categories of hazard which includes the risk from asbestos and MMMF (exposure to asbestos fibres and manufactured minerals fibres).

2.3. The Defective Premises Act 1972

The Defective Premises Act 1972 sets out the duties for landlords and its liabilities for poorly constructed and maintained buildings. Although asbestos is not specifically named, it requires landlords to take reasonable care to see that tenants and their visitors are safe from personal injury and disease caused by a defect in the state of the premises.

Although Regulation 4 of CAR 2012 doesn't apply to residential tenanted properties, the Council does have an obligation under the Housing act 2004 and the Defective Premises Act 1972 to ensure it manages asbestos within its domestic property portfolio. To ensure full regulatory compliance, it is therefore considered in this policy to apply these controls to houses, flats and other domestic premises that the Council is responsible for.

2.4. The Construction (Design and Management) Regulations 2015

There were changes to the CDM 2007 regulations in 2015, which accounted for new responsibilities. There is a duty on the Principal Designer (PD) and the client, to ensure that exposure to Asbestos is managed throughout the project.

The HSE guidance on the CDM Regulations places more explicit requirements on duty holders to follow the general principals of prevention. The principles also apply to the measures used to prevent or reduce the risk of exposure to asbestos fibres.

As the Control of Asbestos Regulations (CAR 2012) require the duty holders to effectively manage asbestos in buildings, clients should already have information about the location and condition in their building. CDM 2015 in accordance with CAR 2012 ensures a suitable Refurbishment & Demolition Survey is undertaken as forms part of the Construction Phase Plan (CPP).

3. Definitions

Term	Definition
Asbestos Containing Material	Any material that is identified as having, or presuming to have, asbestos fibres within its matrix. Abbreviated to ACM
Standard Operating Procedure for Asbestos	Document which details how asbestos will be managed within the organisation.
Asbestos Management Survey	Survey undertaken by a competent person that aims to ensure that, nobody is harmed by the continued presence of ACM in the premises or equipment; that the ACM remain in good condition; and that nobody disturbs it accidentally.
Asbestos Register	Record present or presumed ACMs, including its location, contain and materials.
Asbestos Working Group	Quarterly management meeting to ensure effective management of asbestos containing materials.
Competent Person	A person with sufficient skills, training, experience and knowledge to undertake their role.
Contractor Incident Notification Protocol	In accordance with the Corporate Control of Contractors Policy, breaches in health and safety legislation and safety standards must not be ignored. The contractor incident notification protocol has been implemented should breaches in legislation or poor health and safety practices be observed during a site inspection. Contractor Incident Notification Protocol (CINP) must be followed. Abbreviated to CINP
Duty Holder	The person within the organisation with overall responsibility of maintenance and repair within a non-domestic premise.
Duty to Manager	Regulation 4 of the Control of Asbestos Regulations 2012, places a requirement on duty holders to undertake a suitable and sufficient assessment as to whether asbestos containing materials (ACMs) are likely to be present in non-domestic premises under their control and then to manage the risk from these materials.
Notifiable Licensed Work	Work with asbestos, where workers exposure to asbestos is not sporadic and of low intensity; or where the risk assessment cannot clearly demonstrate that the control limit will not be exceeded i.e. 0.1 asbestos fibres per cubic centimetre of air (averaged over a four hour period), or on asbestos coating; or on asbestos insulation or asbestos insulating board where the risk assessment demonstrates that the work is not short duration work, e.g. when work with these materials will take no more than two hours in any seven day period, and no one person works for more than one hour in that two hour period. Abbreviated to NLW

<p>Notifiable Non-Licensed Work</p>	<p>Types of work on ACMs where the employer must meet additional requirements, such as, notify work with asbestos to the relevant enforcing authority, designate areas where the work is being done, ensure medical examinations are carried out, maintain registers of work (health records). Abbreviated to NNLW</p>
<p>Refurbishment and Demolition Survey</p>	<p>A survey undertaken by a competent person that aims to ensure that, nobody will be harmed by work on ACMs in the premises or equipment; such work will be done by the right contractor in the right way.</p>
<p>Responsible person</p>	<p>An individual appointed person the Duty Holder to ensure the organisation meets its legal duties outlined within CAR 2012 Regulations.</p>

Draft

4. Roles and Responsibilities

4.1. Chief Executive must:

- Ensure those nominated with responsibilities for the management of asbestos containing materials have sufficient resources, time, and competency to undertake their responsibilities as defined in this policy and within relevant legislation and approved codes of practice.
- Nominate a Strategic Director to assist on the duties of the duty holder.

4.2. Strategic Director – Housing and Communities must:

- Appoint competent Service Managers to take on the duties of the responsible person.
- Ensure those nominated with responsibilities for the management of asbestos containing materials have sufficient resources, time, and competency to undertake their responsibilities as defined in this Policy and within relevant legislation and approved codes of practice.
- Ensure all employees under their control have sufficient training, experience, knowledge, and skill to undertake their role competently.
- When appropriate assist Service Managers in following the CINP.
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring good communication channels throughout the workforce.

4.3. Service Manager – Housing Major Projects must:

- Take on the duties of the 'Responsible Person' for all properties within the HRA property portfolio.
- Appoint a competent person to manage the day-to-day operations of managing asbestos containing materials on behalf of the Council.

- Create and implement a suitable and sufficient Standard Operating Procedures for the management of asbestos containing materials.
- Ensure all properties are identified and recorded on keystone, with a periodic review programme in place to monitor properties.
- Ensure a suitable and sufficient management survey is undertaken for all properties meeting the standards set out in The Control of Asbestos Regulations 2012 and HSG 264 – The Survey Guide.
- Ensure periodic Regulation 4 management survey inspections and remedial actions are undertaken within the set timeframes.
- Seek reassurance from the Corporate Asbestos Manager that the inspection period set at the time of the management/R&D survey is met and any actions identified completed, and records maintained.
- Ensure those nominated with responsibilities for the management of asbestos containing materials have sufficient resources, time, and competency to undertake their responsibilities as defined in this policy and within relevant legislation and approved codes of practice.
- Ensure the systems in place are suitable to ensure the statutory compliance under the Councils duty to manage is met. These systems must be maintained, and access given to the level required of all Council service users and external contractors where applicable.
- Ensure emergency procedures and controls are implemented on behalf of the Council.
- Ensure that the relevant asbestos related information is considered as part of the fire risk assessment process and the details of any specific building related information is provided to the Hampshire Fire & Rescue Service by means of onsite records.
- Chair the Asbestos Working Group.
- Provide the Executive Management Team with regular updates in relation to the Councils position in managing asbestos containing materials.

4.4. Corporate Asbestos Manager must:

- Act as the corporate specialist and lead 'Appointed Person' in discharging the Councils duty to manage asbestos, ensuring the Council complies with statutory and legislative requirements and current best practice.
- Provide competent advice and guidance to all services in relation to the management of asbestos containing materials.
- To be responsible for the provision and updating of the Councils overarching Standard Operating Procedures and processes.
- Maintain the asbestos register and ensure all relevant services are able to access the latest information available.
- Ensure all service requests for management and refurbishment/demolition surveys are programmed and audited within the timeframes set out in the asbestos framework.
- Ensure timely reporting to the relevant service contract administrator prior to works commencing.
- Undertake routine audits, inspections and monitoring of asbestos related work activities to ensure compliance with this Policy and subsequent arrangements, CAR2012 and the approved codes of practice.
- Ensure that suitable frameworks are in place to allow for the commissioning of surveys by third party analysts appointed on behalf of the Council.
- To ensure assessments are undertaken to determine the location, condition, and risk presented by all known and suspected ACMs and recorded effectively on the asbestos register.
- Ensure the asbestos register is populated with sufficient survey information as to allow for the management of asbestos within the Councils property portfolio.
- Ensure that a comprehensive and accurate asbestos register and management plan is in place for all Council properties to which it is the Duty Holder.
- Routinely report to the Responsible Person as to the status of asbestos maintained on the asbestos register, including where any significant changes of risk have been identified.
- In line with CAR 2012, Reg 4, undertake a routine management inspection of known ACMs, ensuring any recommendations are reported to the relevant Service Manager.

- Carry out a programme of full management surveys on all stock as required under the CAR 2012.
- Carry out a full programme of re-inspections on all identified ACMs identified within the scope of Reg 4 CAR2012, annually.
- Ensure refurbishment & demolition surveys are undertaken when advised and appropriate and reported to the relevant service. Provide action returns for the repair, encapsulation, or removal of an ACM, which must be retained on the asbestos management plan.
- Act as the main point of contact for any emergency situation relating to asbestos (in working hours).
- Ensure that works are notified to the HSE, where appropriate.
- Provide specialist advice on compliance, in line with all statutory and regulatory guidance.
- Support the Corporate Health and Safety Team in undertaking accident/incident investigations and act as the lead officer on site following an accident/incident, to ensure the area is left safe and secure.
- Support the Corporate Health and Safety Team in undertaking regular audits of the asbestos management systems and plan.
- Ensure all Housing Maintenance task trained operatives are provided with suitable and sufficient information, instruction and training in order to undertake asbestos task operations.
- Attend the Asbestos Working Group.

4.5. Asbestos Management Officer must:

- Provide competent advice and guidance to all services in relation to the management of asbestos containing materials.
- Maintain the asbestos database and ensure all relevant services are able to access the latest information available.
- Ensure that all service requests for management and refurbishment/demolition surveys are programmed and audited within the timeframes set out in the Control of Asbestos Standard Operating Procedures.

- Ensure timely reporting to the relevant service contract administrator prior to work commencing.
- Undertake routine audits, inspections and monitoring of asbestos related work activities to ensure compliance with this Policy and subsequent arrangements, CAR 2012, and approved codes of practice.
- In line with CAR 2012, Reg 4, undertake routine management inspections of known ACMs, ensuring any recommendations are reported to the relevant Service Manager.
- Assist the Corporate Asbestos Manager in their roles and responsibilities as outlined within this Policy and subsequent arrangements.

4.6. Asbestos Administrator

- Maintain the asbestos management database and register.
- Ensure that information uploaded to the database is accessible and available to all relevant employees.
- Liaise with the Corporate Asbestos Manager and Asbestos Management Officer to ensure the functionality of the system meets the requirements set out in CAR 2012 and relevant industry guidance.
- Provide system support and administrative support in the data gathering and recording processes.
- Provide statistical reports to the relevant responsible persons when requested.
- Liaise with ICT to ensure systems are functioning correctly and are fit for purpose.

4.7. Service Manager – Housing Maintenance Programmes and Servicing must:

- Ensure all employees under their control have sufficient training, experience, knowledge, and skill to undertake their role competently.
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring good communication channels throughout the workforce.

- Ensure that the asbestos register for the property and locations of intended work have been checked prior to commencement of work.
- Ensure all employees under their control have been provided with access to Keystone mini and are provided with sufficient instruction and training to use the system.
- Ensure that any works involving the repair, encapsulation or removal of asbestos containing materials is undertaken in line with the plan of work and reported back to the Corporate Asbestos Manager or Asbestos Management Officer.
- Contact the Corporate Asbestos Manager or Asbestos Management Officer where it has been identified that works may disturb asbestos containing materials.
- Ensure all accident and incidents involving asbestos containing materials are reported to a member of the Corporate Health and Safety team and Corporate Asbestos Management Team.
- Ensure all contractors are selected in line with the corporate procurement procedures and contractors have demonstrated their competence and training to undertake the work.
- Ensure all asbestos task trained employees are face fit tested and provided with suitable respiratory protective equipment.
- Ensure safe system of work are in place for all operational staff who have the potential to work with or come into contact with asbestos containing materials.
- Attend the asbestos working group.
- Ensure a record of any exposure or possible exposure to ACM fibres is reported and recorded on the employee's personal file.

4.8. Service Manager – Estates and Valuations must:

- Take on the duties of the 'Responsible Person' for properties in the general fund property portfolio.
- Ensure all employees under their control have sufficient training, experience, knowledge, and skill to undertake their role competently.
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring good communication channels throughout the workforce.

- Ensure that the asbestos register for the property and locations of intended work have been checked prior to commencement of work.
- Ensure that any works involving the repair, encapsulation or removal asbestos containing materials is undertaken in line with the plan of works and reported back to the Corporate Asbestos Manager or Asbestos Management Officer.
- Contact the Corporate Asbestos Team where it has been identified that works may have disturbed asbestos containing materials.
- Ensure all accident/incidents involving asbestos containing materials are reported to a member of the Corporate Asbestos Team and a member of the Corporate Health and Safety Team.
- Ensure all contractors are selected in line with the Asbestos Framework.

4.9. Senior Managers/Supervisors/Line Managers must:

- Ensure all employees under their control have sufficient training, experience, knowledge, and skill to undertake their role competently.
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring good communication channels throughout the workforce.
- Ensure that the asbestos register for the property and locations of intended work have been checked prior to commencement throughout the workforce.
- Ensure all accidents/incidents involving asbestos containing materials are reported to a member of the Corporate Asbestos Team and a member of the Corporate Health and Safety Team.
- Ensure all contractors selected to undertake works on asbestos containing materials are selected as part of the asbestos framework.
- When required, attend the asbestos working group.

4.10. Corporate Health and Safety Team must:

- Provide competent advice and guidance to all services.

- Carry out investigations into accidents and near misses as necessary, record findings and root causes and provide recommendations for consideration by senior management.
- Undertake periodic audits of the asbestos management systems.
- Ensure all asbestos related incidents which meet the criteria set out in RIDDOR 2013 are reported to the HSE within 10 days.
- Attend the asbestos working group.

4.11. Employees

- Attend any asbestos related training and refresher training as required and identified within their role and safe systems of work.
- Follow all risk assessments, safe working procedures, construction phase plans and training and instruction given to them.
- Follow emergency procedures as outlined within the Control of Asbestos Standard Operating Procedures.
- Report any materials that have been proven to be, or suspected/presumed to be asbestos containing materials, that has either deteriorated or been disturbed to their line manager.
- Comply fully with any investigation process into incidents relating to confirmed or potential asbestos exposure. Where required complete the necessary incident reporting forms in a timely manner and as per instructions.
- Ensure that the asbestos register for the property and locations of intended work have been checked prior to commencing work.
- Ensure that they comply with any stipulated control measures as identified within the risk assessment. This will include the controls set out in the asbestos essential task sheet where being followed.
- Ensure all issued PPE and RPE is used in accordance with the risk assessment, instruction and training given. This includes ensuring safe operation, maintenance and recording as required.

- Dispose of all asbestos waste appropriately in line with training, instruction, safe systems of work and HSE guidance.
- Attend health screening appointments as required when undergoing a medical examination.
- Ensure that a dynamic risk assessment is undertaken on each site to ensure their own safety and that of others, including colleagues, contractors, tenants, and members of the public.

4.13. Contractors must:

- Demonstrate their competence and training required to undertake asbestos related tasks.
- Submit risk assessments and method statements to the relevant line manager or contract administrator prior to the works being undertaken.
- Seek asbestos related information from the Council at the planning stage of the work, based on the relevant scope provided. Where it is agreed by the Council that the contractor can source the refurbishment & Demolition survey as part of the contract, they must be undertaken in line with the asbestos framework and provided to the Corporate Asbestos Team for review and audit prior to works commencing.
- Ensure that they consider all hazards and risks within the construction phase plan and provide all necessary risk assessments and method statements for review within a timely manner. Any asbestos related works must be fully considered and planned and will be subject to audit by the Corporate Asbestos Manager or Asbestos Management Officer.
- Where the construction phase plan and relevant risk assessments identify a task is notifiable licensed work (LW), the contractor must notify the HSE with a minimum of 14 days notification period. They must also provide the Council's Corporate Asbestos Team with the relevant RAMS, a copy of the notification form and demonstrate the competency of the suitably trained individual(s) who are undertaking the task.

- Where asbestos works require the scrutiny of an asbestos analyst for the purposes of works such as reassurance background air testing, site clearances, further analysis etc., the use of an UKAS accredited analyst from the asbestos framework must be used. This must be commissioned directly by the client and not the principal contractor as a sub-contractor or via the licensed contractor as sub-contractor, to ensure impartiality.
- Make provision for and fully cooperate with any inspections and audits undertaken by the Council's Corporate Asbestos Manager or Asbestos Management Officer or an approved analyst, to carry out pre and post removal inspections. Ensuring that any findings or outcomes of the investigations are acted upon where required to ensure best practice.
- Have a suitable emergency procedure in place, which is in line with those controls set out in the Council's emergency procedures.

4.14. Governance Team must:

- Provide appropriate advice and guidance in accordance with the CINP.

4.15. Transport and Depot Manager must:

- Procure vehicles for the use of transporting ACMs in line with the specifications provided by the Housing Maintenance (Operations) Service Manager.
- Ensure all fleet vehicles are maintained in line with the MOT and service schedule.
- Ensure all drivers and the workshop is notified in advanced of any upcoming MOT and service dates.

5. Asbestos Working Group

In order to ensure the Councils safe and effective management of asbestos containing materials, the asbestos working Group has been implemented. The Asbestos Working Group will act as the focal point for those responsible managers to effectively manage the risks related to asbestos.

The Asbestos Working Group will be held quarterly with the key aims being:

- Report and be accountable to the Strategic Director – Housing and Communities.
- Discuss all asbestos related accidents/incidents, including the action taken to prevent reoccurrence.
- To ensure consistency of approach to any notifiable and non-notifiable asbestos incidents are investigated and managed appropriately.
- To ensure investigations are discussed and records of any exposure reported and retained in the appropriate locations.
- To ensure periodic reviews of policy, procedures and systems are undertaken. This must include where Regulations/Guidance change dictates or where an incident outcome determines it.
- To ensure appropriate procedures are followed and those affected by any incidents are communicated to consistently and informatively, such as:
 - (a) Members of the public
 - (b) Tenants
 - (c) Contactors
 - (d) Employees

5.1. Membership of the Asbestos Working Group

Role	Job title
Project Sponsor	Strategic Director – Housing and Communities
Group Chair	Service Manager – Housing Major Projects
Group Champions	Corporate Asbestos Manager Corporate Health and Safety Manager Service Manager – Housing Maintenance, Programmes and Servicing Service Manager – Housing Strategy and Development Grounds and Streetscene Manager Service Manager – Coastal & Public Facilities Civic Buildings & Facilities Manager
Key Group Officers	Corporate Health and Safety Advisor x1 Asbestos Management Officer Housing Asset (Maintenance) Manager Estates and Valuation Manager Maintenance Delivery Manager

6.0. Training, Information & Instruction

Training is an integral part of demonstrating competency and ensuring best practice when managing asbestos. The Control of Asbestos Regulations 2012 emphasises the importance of training and sets out expectations employers must follow.

6.1. Minimum Training Requirements

The following table sets out the minimum training requirements for employees who work with, or have responsibilities for or are likely to come into contact with asbestos containing materials.

Tier	Course	Training Requirement	Accreditation	Assessment	Refresher Period
1	Asbestos Awareness – E-learning	Employees require an understanding of asbestos containing materials however do not undertake works which could disturb asbestos containing materials and are unlikely to come into contact with asbestos containing materials.	None	E-learning (LMS)	2 yearly
2	Asbestos Awareness (Category A)	Employees who are likely to come into contact with asbestos containing materials and have the potential to disturb asbestos containing materials.	UKATA	Certificate of attendance	Annual
3	Non-licensed including NNLW (Category B) Training	Employees who undertake non-licensed works with asbestos containing materials.	UKATA	Certificate of attendance	Annual
Tier	Course	Training Requirement	Accreditation	Assessment	Refresher

4	Duty to Manage Asbestos	Managers/supervisors who have responsibilities of managing and/or organising works which could result in disturbing asbestos containing materials.	None	Certificate of Completion	2 yearly
5	P405 – Management of Asbestos in Buildings	Senior Management who have duty holder responsibilities under CAR2012	BOHS	Certificate of completion.	None
6	P402 - Surveying and Sampling Strategies for Asbestos in Buildings	Employees who undertake or have the potential to undertake asbestos bulk samples and or asbestos re-inspections.	BOHS	Certificate of completion.	None

6.2. Information and Instruction

NFDC are responsible for providing employees, relevant third parties and contractors who are undertaking work on their behalf with suitable and sufficient information in relation to the location, type and condition of asbestos containing materials. Asbestos information must be provided at the earliest opportunity.

6.2.1. Keystone Mini

The Council hold its asbestos register on the Keystone Property Management System. This system is available via an NFDC laptop and is viewable to all employees. Supervisors/Managers have a responsibility to ensure operational staff under their control have access to the Councils Asbestos Register via Keystone Mini. Access to the Asbestos Register must be provided as part of the employees Health and Safety Induction.

6.2.2. Toolbox Talks

In addition to the minimum training requirements set out under section 6.1. Supervisors and Managers must ensure to provide require toolbox talks on the risks relating to asbestos containing materials to their staff.

6.2.3. PPE, RPE and Equipment

Managers and supervisors must ensure they provide employees under their control with suitable information and training in the safe use of any PPE, RPE and equipment which is used in relation to works with asbestos containing materials. Records of training and receipt of PPE, RPE and equipment must be recorded and stored on the employee's personal file.

6.2.4. HSE Asbestos Essentials Handbook

All employees who undertake non-licensed works with ACMs must be provided with a hard copy of the HSE's asbestos essentials as part of their health and safety induction. An online version can be found on the [HSE website](#) and the [Corporate Health and Safety team SharePoint pages](#).

7. Working with ACMs

Only trained competent employee may undertake any works with ACMs. Employees at NFDC will only be permitted to undertake non-licensed asbestos works in line with the HSEs Asbestos Essentials task sheets. All licensed works (LW) and notifiable non-licensed works (NNLW) are to be undertaken by a competent contractor who is apart of the corporate asbestos framework.

If managers/supervisors are unsure if potential works would be categorised as non-licensed asbestos works, please view the decision flowchart on page 6 of [A0 Introduction to Asbestos Essentials](#). Alternatively, please contact a member of the Corporate Asbestos Team.

7.2. Asbestos Waste

All asbestos waste must be sealed in suitable labelled asbestos bags. All asbestos waste should be double bagged to ensure that no asbestos fibres can be released during handling or transport.

Wherever practicable, large items of ridged ACMs such as sheets of asbestos cement and textured coatings attached to a board should not be broken up or cut down for disposal in plastic sacks.

Employee must complete a waste consignment note for all asbestos waste which is to be disposed of. A copy of the waste consignment note must be added into the Warehousing Equipment and Cleaning Coordinator at Marsh Lane Depot. The Warehousing Equipment and Cleaning Coordinator must provide a copy of all waste consignment notes to the Corporate Asbestos team who will update the corporate asbestos register.

7.3. Transporting Asbestos Waste

All asbestos waste must be bagged or wrapped and appropriately labelled prior to transportation. Asbestos waste must only be transported in an enclosed vehicle within a suitable receptacle to ensure the asbestos waste to ensure the bags or wrapping is not damaged in anyway during transportation.

All asbestos waste must be transported and handled in line with [HSE guidelines](#) and the [Hazardous Waste Regulations in England and Wales](#).

All employees must follow the procedures within the Control of Asbestos SOPs.

Draft

8.0. Guidance

- [Hazardous Waste Regulations in England](#)
- [L143 – Approved Code of Practice and Guidance: Managing and Working with Asbestos](#)
- [HSG264 – Asbestos: The Survey Guide](#)
- [HSE Website: Asbestos](#)
- [Corporate Health and Safety Intranet: Asbestos Pages](#)
- [Asbestos Essentials Task Book](#)
- [HSE Website: The duty to manage asbestos in buildings](#)

Draft