

# ASBESTOS POLICY

## AND PROCEDURES FOR MANAGING ASBESTOS IN COUNTY COUNCIL BUILDINGS

### Control of Asbestos Regulations

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### 1. INTRODUCTION

This document sets out the policy and strategy for the management of **Asbestos Containing Materials (ACMs)** at all County Council premises. Its purpose is to minimise the risk to any person using County Council buildings and provide guidelines for the recording, management and safe disposal of ACMs (where necessary). The document should be used in conjunction with the Control of Asbestos Regulations, HSE Guidance documents and specific procedures for asbestos management.

### 2. MANAGEMENT POLICY STATEMENT

The overall policy for the management of asbestos can be summarised as follows:

- To have clear procedures for the management of asbestos in all Council buildings, including identification, monitoring of condition, provision of information to personnel and removal or repair where necessary including emergency procedures.
- To have specific lines of responsibility for the management of asbestos in buildings.
- To identify, where possible, the presence of asbestos in County Council buildings.
- To maintain up to date records of asbestos materials in County Council buildings. All Asbestos Register Records to be kept in a central database with a written copy on site which is available to all users of County Council buildings.
- To remove asbestos where it presents an unacceptable risk to any person.
- To maintain asbestos containing materials in a safe condition so that they present minimum risk to building users.
- To train staff and contractors, as appropriate, in matters relating to asbestos.
- To raise the awareness of asbestos issues for all persons who use County Council buildings.
- To only use fully licensed Asbestos Removal Contractors listed and approved by the County Council for asbestos remedial and/or removal works.
- To restrict sampling and analysis of suspected ACMs to specifically designated qualified staff employed in or authorised by the County Council.

### 3. MANAGEMENT RESPONSIBILITIES

#### 3.1. Chief Executive / Director of Corporate Property

Ensure that the County Council has an up-to-date Asbestos Policy and procedures for managing asbestos in County Council buildings with trained staff and the resources to ensure adherence at all times.

#### 3.2. Safety Health and Environment Manager (Asbestos Co-ordinator)

- Management of the Asbestos Policy and to implement a strategy for undertaking, resourcing and monitoring the County Council's asbestos management procedures and processes.
- Management of the Asbestos Manager / Asbestos Surveying Team.
- Liaison with all contractors and authorising asbestos removal work
- Guidance to Chief Officers and Directors
- Management of budget and programme
- Provision of training where necessary

#### 3.3. Asbestos Manager / Asbestos Surveyors

- Implementation and management of survey, testing and removal programme

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- Assisting building users, project designers/contract administrators and day to day liaison with the County Property Division.
- Issuing, reviewing and maintaining site asbestos surveys.
- Undertaking management priority risk assessments.
- Provision of training where necessary
- Auditing buildings to ensure compliance with the asbestos management policy and procedures.

### 3.4. General Responsibilities within Departments

#### Chief Officers and Directors

Familiarise themselves with the County Council's policy and procedures for managing asbestos in County Council buildings. Ensuring through delegated responsibility that the policy and procedures for managing asbestos in County Council buildings are observed at all times.

### 3.5. Departmental Health and Safety Officers

Provide guidance to Heads of Establishment and others as required.

Provide guidance on the provision of training where necessary.

Monitor departmental staff and establishments for compliance with asbestos management policy and procedures.

### 3.6. Heads of Establishment or Other Nominated Persons (Duty Holders)

Implementation of the agreed Policy and Procedures concerning management of asbestos within their building(s).

Liaison with Corporate Property Division staff and management of contractors directly employed by the Duty Holder within their buildings

#### **NB: Control of Asbestos Regulations, Regulation 4.9c:**

**“Duty Holders must ‘ensure that information about the location and condition of any asbestos or any such substance is (i) provided to every person liable to disturb it; and (ii) made available to the Emergency Services’.”**

## 4. SURVEY PROGRAMME

### 4.1. Types of Surveys

There are two types of survey defined in HSG 264 'Asbestos, The Survey Guide'. This HSE guidance document outlines methods for the determination of Asbestos Containing Materials (ACM's), surveying, sampling and assessment of ACM's **Management Asbestos Surveys**.

A non-intrusive survey with sampling which will include:

- all occupied rooms, including storerooms and boiler houses etc.
- all accessible service ducts (where it is safe to do so)
- all accessible ceiling voids (i.e. those with access hatches or suspended grid ceilings)
- all exposed materials to the external envelope of the building
- all fixed plant and machinery

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### Refurbishment / Demolition Asbestos Surveys

This is an intrusive survey to identify as far as reasonably practicable, all asbestos in buildings in order to comply with the requirements laid down by the Construction, Design and Management (CDM) Regulations. This may involve dismantling elements of the building, accessing sealed ducts or controlled demolition (see Appendix 1).

### Carrying out of Surveys

Management Asbestos Surveys must be carried out by the Asbestos Co-ordinator's Surveying Team.

Refurbishment / Demolition Asbestos Surveys must be carried out by the Asbestos Co-ordinator's Surveying Team in conjunction where necessary with licensed asbestos removal contractors.

## 4.2. Derbyshire County Council Asbestos Survey Policy

The Asbestos Survey Programme will be managed by the Asbestos Co-ordinator.

Management Asbestos Surveys including sampling of possible ACMs will be carried out by the Asbestos Co-ordinator's Surveying Team in accordance with British Institute of Occupational Hygienist (BIOH) procedures and HSG 264 'Asbestos, The Survey Guide'.

Refurbishment/Demolition Asbestos Surveys will be carried out prior to any building works that disturb the existing building fabric. The composition of survey and resources required will be determined by the Asbestos Co-ordinator.

Establishments will be notified by the Asbestos Manager whenever practicable, prior to a Management Asbestos Surveys or Refurbishment/Demolition Asbestos Surveys being undertaken.

All buildings will be surveyed as a **Management Asbestos Survey**, as part of a planned programme, which allows for a Risk Management Strategy to be implemented. The strategy is for surveys to be reviewed at intervals of not more than 5 years.

A risk analysis based upon the following criteria will be used to prioritise the programming and frequency of Management Asbestos Survey:

- Building age and use
- possible periods of exposure
- building type (e.g. CLASP)
- planned servicing and maintenance schedule
- information on type, quantity and location of ACM material

Where a Management Asbestos Survey has been completed, survey results will be processed by the Asbestos Co-ordinator's Surveying Team for review and implementation. They will take the following action:

- a) Carry out a full Risk Assessment to identify necessary remedial work
- b) Notify the establishment of the survey results and the proposed remedial works
- c) Where necessary, organise immediate remedial works (removal/encapsulation/environmental cleaning)
- d) Transfer all information to the central database and produce and issue a site copy

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Where a Refurbishment/Demolition Asbestos Survey has been completed, the Asbestos Co-ordinator's Surveying Team will take the following action:

- a) Notify Contract Administrator/Project Designer of results of the survey
- b) Carry out a full Risk Assessment to identify necessary remedial work
- c) If necessary, notify the establishment of the survey results and the proposed remedial works
- d) If necessary organise the removal of the asbestos materials in the work area
- e) Transfer all information to the central database and produce and issue a site copy
- f) Notify Contract Administrator on completion of remedial works if prior to contract works

All Management Asbestos Surveys will be completed and a site copy issued within six weeks of the initial survey unless problems have been highlighted in the survey which would require remedial works. If remedial works have to take place, the Duty Holder of the building will be notified immediately and the methods and timescale of any works explained.

All Refurbishment / Demolition Asbestos Surveys will be completed and a copy issued to the requesting body, within six weeks of the initial survey request. Any problems highlighted within the survey will be notified immediately to the requesting body i.e. Architect or Building Surveyor.

### 4.3. Maintenance of Records

#### Central Databases

The central records for all asbestos information will be held electronically on the County Council Database at Chatsworth Hall. This record will include:

- Results of all surveys
- Results of sampling and testing
- Location of all ACMs identified
- Works undertaken to remove asbestos
- Air test and clearance site reports – consequential information
- Risk Assessments
- Schedule of works
- Inadvertent exposure (placed on Employee's Personal File by the Line Manager)

These records are to be held indefinitely. All updating will be made as an additional record and data must not be overwritten.

County Property Division are to retain their records of sampling, testing and site supervision works indefinitely.

Completed Asbestos Surveys are also held electronically on the DCC EDRM (Electronic Document Record management) system. Surveys are recorded and stored allocated to the site name, and filed by UPRN number utilising the following directory path; Enterprise / Property / Property Case Files / Property UPRNs / "*Property name*" / Building Condition / Asbestos.

#### On Site

A single copy of the Management Asbestos Survey for the specific site will be presented and explained to the Duty Holder who will sign acceptance. This will be a paper record for each property to include all current items held in the central record. Additional survey records will be issued to the site when any refurbishments are made to the building or further surveys identify any changes in the condition of ACMs.

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The Head of Establishment/Officer-in-Charge (Duty Holder) will regularly (at least annually) check the register and visually check all asbestos recorded to ensure that the information and conditions have not changed (See Appendix 5). Any changes must be notified to the Asbestos Co-ordinator immediately. This regular check must be recorded, and the appropriate departmental Health and Safety Adviser will audit as appropriate.

### 5. SAMPLING AND TESTING POLICY

The sampling of all materials which are suspected of containing asbestos will be carried out by the Asbestos Co-ordinator's Surveying Team. **No other DCC personnel are authorised or qualified to undertake this work.**

The Asbestos Co-ordinators asbestos team are the custodians of the 'Permit to work' system, and therefore due to the nature of their work, are exempt from compliance with this procedure.

Samples taken as part of asbestos surveys will be collected in accordance with accredited procedures.

The County Council will only use UKAS accredited laboratories for any asbestos related analytical work.

### 6. STAFF TRAINING

All persons who have delegated responsibility for the management or running of buildings owned by the County Council including Heads of Establishment, Corporate Property Division staff, Site Managers, Duty Holders and Contractors will receive adequate training to ensure awareness of asbestos in buildings and of the County Council's policies and procedures. All training must be recorded.

STAFF / PERSONNEL	TRAINING REQUIREMENTS
Heads of Establishment / Site Managers / Duty Holders	<ul style="list-style-type: none"> <li>Asbestos Awareness &amp; Duty Holders Awareness ½ day course</li> <li>Refreshed every 5 years</li> </ul>
Corporate Property Division staff	<ul style="list-style-type: none"> <li>Asbestos Awareness ½ day course</li> <li>Refreshed on an annual basis</li> </ul>
Asbestos Co-ordinator's Surveying Team	<ul style="list-style-type: none"> <li>Training to British Institute of Occupational Hygienists Proficiency Certificate in Building Surveying and Bulk Sampling for Asbestos (P402)</li> <li>Awareness of legislation and ACOPs</li> <li>Work procedures &amp; Risk Assessments</li> <li>Emergency procedures &amp; Asbestos Containment methods</li> <li>Asbestos related Records</li> <li>Work methods &amp; Contract management</li> <li>Survey procedures</li> </ul>
All Contractors	<ul style="list-style-type: none"> <li>Duty Holders or County Property Division (if the latter is managing the work) to check <b>ALL</b> relevant staff employed by contractors / sub-contractors which <b>MUST</b> have received formal training regarding asbestos awareness</li> </ul>



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**7. APPROVED CONTRACTORS PROCEDURES****7.1. Use Of Contractors – General**

All contractors working on County Council buildings must have been approved by Corporate Property. Alternatively, if the establishment is undertaking work directly then the guidance in DCC Health and Safety Framework document (Item 3.5 Contractors) **MUST** be followed.

All contractors and sub-contractors employed to undertake any building/maintenance work on any DCC establishment **MUST** have received asbestos awareness training. It is the responsibility of the Duty Holder to ensure that staff have been trained.

All contractors employed to undertake any building/maintenance work on any DCC establishment **MUST NOT** sub-contract any work without notifying the site Duty Holder **AND** must ensure that all sub-contract staff have read all asbestos survey documentation provided for that work or contract.

**7.2. Use of Contractors for the Removal of ACM's**

No ACM's are to be removed from any DCC establishment without prior agreement from the DCC asbestos Co-ordinator.

Only licensed contractors (LCs) approved by Corporate Property can be used for the removal of notifiable asbestos containing materials (ACM's).

All LCs will be vetted by the Asbestos Co-ordinator. The following checks may be included in this process:

- Audit of company's capability and record
- Audit of staff training
- Observation while working
- References
- Public liability insurance
- Health and Safety policy
- Current Asbestos Removal Licence
- Emergency Procedures

The Asbestos Co-ordinator will monitor the performance of ALCs in relation to their management of asbestos removal and provide reports to the Director of Corporate Property

**7.3. Instructions to All Contractors Working at County Council Buildings**

When work is undertaken on any DCC property, guidance concerning ACMs must be shown to all the contractors involved (see Appendix 3).

Any Contractor instructed to carry out any works at any DCC site must obtain a Permit to Work provided by the site Duty Holder (see Appendix 4) prior to work commencing.

All contractors, whatever their trade, should be aware of the possible presence of ACMs. Contractors must 'sign-in' to the property and must be shown the Asbestos Register/Report and obtain a Permit to Work before undertaking any activity on site. The Register/Report will outline where the materials are located and what form they take. The work may proceed **ONLY** if it can be completed without any likely disturbance to the ACMs – but always with caution. The contractor must contact the Duty Holder or Corporate Property Division before proceeding where works are likely to expose the building fabric or require access in ducts and above suspended ceilings if an Asbestos Survey has not been carried out on these areas.

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If a material is exposed and contractors are not sure of the composition, they MUST stop work, close off the area and seek advice from the Asbestos Co-ordinator/Asbestos Manager and notify the Duty Holder.

If demolition or major refurbishment is to take place, a Refurbishment/Demolition Asbestos Survey must be undertaken prior to any work starting (see Appendix 1). In cases where the work to be carried out is commissioned and organised by the Duty Holder, it is the Duty Holder's responsibility to ensure that the survey is carried out.

**NO WORK MUST TAKE PLACE PRIOR TO THE SURVEY BEING ISSUED!**

### 8. EMERGENCY PROCEDURES

All staff in County Council premises should be aware of the risk from asbestos. Any member of staff identifying a possible asbestos hazard must contact their Supervisor immediately, who will contact the Duty Holder. The Duty Holder should then contact the Area Surveyor, or the Asbestos Co-ordinator/Surveying Team.

The area in which the suspected hazard exists must be isolated until it has been inspected by the Asbestos Co-ordinator's Surveying Team who will:

- Check written records. Visit site, inspect and arrange for a sample to be taken if necessary. Maintain isolation of the area if appropriate
- Analyse, sample and report to the Duty Holder and Area Surveyor.
- Carry out Risk Assessment if the presence of asbestos is confirmed, and wherever necessary, arrange for a licensed contractor to clean the area and have air tests carried out
- Identify any persons who have had contact with damaged material. Such persons will be advised to contact their respective Departmental Health and Safety Advisor for recording.

### 9. REMOVAL PROCEDURE

The procedure is as follows:

- 1) Obtain method statement from the nominated licensed Contractor for approval by the Asbestos co-ordinator and submission to the Health and Safety Executive
- 2) Ensure that the appropriate notice is submitted to the Health and Safety Executive
- 3) The removal will be carried out in accordance with current legislation and best practice
- 4) All asbestos must be removed to a licensed tip in accordance with statutory regulations
- 5) The performance of the Licenced Contractor will be monitored by the Asbestos Co-ordinator
- 6) The area cannot be re-occupied, or a main contract commenced until the Analyst has issued a '**Clearance Certificate and a Certificate of Re-Occupation**'.
- 7) Contractors must be aware that even if Refurbishment/Demolition Asbestos Surveys have been carried out and Clearance Certificates issued, no guarantee can be given that all asbestos has been removed.
- 8) Copies of all relevant documentation should be sent to the Asbestos Co-ordinators office within the Safety, Health and Environment section of Corporate Property, i.e. waste transfer notes, clearance certificates, etc.

### 10. SAFE SYSTEMS OF WORK AND DOCUMENTATION

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Only approved Contractors authorised by the County Property Division may be involved in asbestos removal work. Copies of orders and method statements are to be retained centrally.

All County Council staff involved in buildings works will receive asbestos awareness training; this is a mandatory training course and ensures the risk of asbestos is assessed properly. A record of all training will be held on personal and central files and regularly reviewed and updated.

All staff involved directly in supervision of asbestos works or carrying out Asbestos Surveys must be trained by attendance at certified courses, which must be refreshed at recommended intervals. Records of training and certificates must be retained on personal files.

Adequate protective equipment must be issued to all staff involved in working with asbestos containing materials. All protective equipment issued must be signed for and the details held on the personal file or training record for each member of staff.

The performance of contractors and others approved for asbestos working will be monitored by the Asbestos Co-ordinator. Those failing to meet the specified standards may be excluded from future asbestos work for the authority. Records of the monitoring will be held centrally.

Regular audits will be carried out by the Asbestos Co-ordinator to ensure that procedures are being followed. Audit reports will be issued, any remedial action taken recorded and reports retained centrally.

## 11. REVIEW OF ASBESTOS POLICY

### 11.1. Annual Review

The Asbestos Policy will be reviewed annually by the Chief Executive, Director of Corporate Property and the Asbestos Co-ordinator.

Any changes to the policy that result from the annual review will be actioned by the Asbestos Co-ordinator

### 11.2. Review as a Result of Legislative Changes

It is the responsibility of the Asbestos Co-ordinator to ensure that legislative changes relating to asbestos are monitored, the policy is amended and any necessary actions are implemented

Any necessary changes to the Asbestos Policy that result from the review will be actioned by the Asbestos Co-ordinator.

### 11.3. Review as a Result of Incidents, Complaints or Corrective Action

It is the responsibility of the Asbestos Co-ordinator to monitor and act upon incidents, complaints and any corrective action taken relating to the management of asbestos that will have an impact upon the effectiveness of the Asbestos Policy.

Any necessary changes to the Asbestos Policy that result from the review will be actioned by the Asbestos Co-ordinator.

**12. DISTRIBUTION OF ASBESTOS POLICY**

A master copy of the Asbestos Policy will be held by the Corporate Property Safety, Health and Environment Section and will be made available in Derbyshire County Council's Health and Safety Framework document. The Policy will also be issued to every County Council building together with the Management Asbestos Survey.

**APPENDIX 1. ASBESTOS SURVEYS IN RELATION TO CDM REGULATIONS**

A new form "Request for Refurbishment / Demolition Asbestos Survey" has now been issued (see next page). This type of Survey is required for major refurbishment, pre-demolition and any work that requires areas to be accessed that have not been covered on the 'Asbestos Management' Surveys, e.g. roof voids, pipe ducts etc.

Planning the timing of a Refurbishment/Demolition Asbestos Survey is imperative as this cannot be undertaken on an "ad hoc" basis because the area to be surveyed cannot be occupied by other site users. Any resulting asbestos removal work will need to be tendered and the licensed contractor may be required to give the HSE 14 days' notice before any stripping operations can commence.

**NB: It is the Client's responsibility to provide information on ACMs present in a proposed project area.**

**MANAGEMENT ASBESTOS SURVEYS** are standard sampling, identification and assessment surveys. This is the type of survey that is undertaken for all DCC premises as part of the requirement to manage asbestos.

**REFURBISHMENT/DEMOLITION ASBESTOS SURVEYS** are full access sampling and identification surveys. The survey is designed to be used as a basis for tendering the removal of Asbestos Containing Materials (ACMs) from the building prior to demolition or major refurbishment ("major refurbishment" is defined as any disturbance of existing surface (wall/floor/ceiling), any intrusion into void space in those areas and any necessity to enter existing service ducts. All boiler and heating refurbishments are classed as major refurbishments). The survey is used to locate and describe, as far as reasonably practicable, all ACMs in the building and may involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.

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<b>REQUEST FOR REFURBISHMENT/DEMOLITION ASBESTOS SURVEY</b>			
CONTROL OF ASBESTOS REGULATIONS			
<b>Send completed form to:</b>	E-Mail: asbestos@derbyshire.gov.uk  Sam Wragg, Asbestos Office, Room 3.3, Safety, Health and Environment, Corporate Property, Chatsworth Hall, Chesterfield Road, Matlock, Derbyshire DE4 3FW		
<b>PERSONAL DETAILS</b>			
<b>Request made by</b>			
<b>Position</b>			
<b>Contact Address</b>			
<b>Contact Telephone No.</b>			
<b>Contact Email Address</b>			
<b>PROJECT INFORMATION</b>			
<b>Name of Establishment</b>		<b>UPRN</b>	
<b>Project Title</b>			
<b>Project Ref</b>		<b>Expected Start Date</b>	
<b>Appointed Contractor</b> If known			
<b>Is the Site To be Re-occupied Following the Survey?</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>PROJECT DETAILS</b>			
<b>PLEASE NOTE:</b>			
<b>Refurbishment/Demolition Asbestos Survey reports have an expected turnaround period of approximately 6 weeks. Please clearly indicate any emergency work above.</b>			
The following information will be required in order to carry out the survey: Failure to supply this information may delay the completion of the survey, or reduce the scope of the survey.			
<ol style="list-style-type: none"> <li>1) Exact details of the work to be carried out.</li> <li>2) Plans of the building where the work is to be carried out.</li> <li>3) Routes for pipe work and/or electrical wiring, if appropriate (particularly if roof voids or ducts are to be utilised).</li> <li>4) Dates when the work is expected to be undertaken.</li> </ol>			
Please note:			
<ol style="list-style-type: none"> <li>a. If any work involving asbestos is identified that requires a licensed asbestos contractor, then fourteen days must be allowed for notice to be given to the H.S.E. before such work can be carried out.</li> <li>b. Refurbishment/Demolition Asbestos Surveys cannot be carried out whilst the proposed area of work within the building is occupied.</li> </ol>			

**APPENDIX 2. NOTE TO 'DUTY HOLDERS'****BUILDING ASBESTOS SURVEYS**

As a result of the Control of Asbestos Regulations, the Director of Corporate Property has reviewed the Property Division's area of responsibility and identified that a significant risk could arise from components containing asbestos if they are not managed correctly. The increase in delegated powers to establishments has meant that the Corporate Property Officer no longer has full control over who carries out works at Council buildings. It is now a legal requirement that Officers-in-Charge/Head teachers/Duty Holders are aware of where asbestos is present on their site so that any persons working there can be informed of the hazard **before** work commences.

A survey programme has, been implemented to identify wherever possible asbestos containing materials and to ensure that the correct action is taken.

**An Asbestos Management Survey should be available ON YOUR SITE.**

The surveys are updated on a regular basis, and can be safely undertaken during normal occupancy and it is envisaged that your normal day to day routine will continue whilst the survey is taking place.

On completion of updated survey's you will receive an 'Asbestos Management Survey' complete with "Asbestos Register". This will contain detailed information of any asbestos containing materials found at your establishment. A member of the Health and Safety Section will discuss the findings of the Asbestos Register in detail with yourselves on completion and you will have an opportunity at this meeting to raise concerns regarding the survey results

You are required to nominate a Duty Holder to have control of the Asbestos Survey Register and Asbestos Policy. This must be consulted prior to any work taking place at your site which could lead to disturbance of asbestos based products.

*Please do not hesitate to contact The Health and Safety Team within the Corporate Property Division of the Corporate Resources Department for any issues concerning Asbestos Management.*

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**APPENDIX 3. NOTE TO CONTRACTORS**
**ASBESTOS – WORKING IN COUNTY COUNCIL PROPERTIES**

***On arrival at the site, the Asbestos Survey should be checked and a Permit to Work agreed with the Site Duty Holder to ascertain whether Asbestos containing Materials (ACMs) are present in the proposed work area.***

**DO NOT PROCEED** if the work is likely to disturb in any way the identified ACMs.

Even when the Asbestos Survey has been checked, there may be additional items of ACMs in the building over and above those identified in the Asbestos Survey. If suspicious materials are found **STOP WORK IMMEDIATELY** and inform the Site Manager and your Supervisor, then await further instructions.

In particular, attention is drawn to areas not specifically accessed by the Surveyor for the purposes of conducting the Asbestos Survey, e.g.

- All ducts
- Behind riser panels
- Above suspended ceilings

**DO NOT IGNORE ANY OF THESE INSTRUCTIONS OR YOU COULD RISK PROSECUTION!**

<b>Corporate Property Safety, Health and Environment Section</b>	
Sam Wragg, H&S Officer (Asbestos)	01629 535820 / 07794 070872
Asbestos Surveyors Office	01629 536211
Neil Porter	07748 147923
Martin Falconer	07580 871160
Nigel Hault	07767005687
John Hampton, SHE Group Manager	01629 536825 / 07917 211111
Mark Stevens, Health and Safety Consultant	01629 539278 / 07788 565667
Health and Safety Office	01629 536315



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## APPENDIX 4. PERMIT TO WORK

<b>PERMIT TO WORK – ASBESTOS HAZARD CHECK</b>																					
CONTROL OF ASBESTOS REGULATIONS																					
PREMISE NAME																					
LOCATION WITHIN PREMISE																					
DESCRIPTION OF WORK																					
<b>Will the work disturb any Asbestos Containing Materials (ACMs) identified in the premises ASBESTOS MANAGEMENT SURVEY?</b>																					
<b>YES</b>		The proposed work <b>must not</b> proceed. Advice must be sought from:																			
		<table border="1"> <thead> <tr> <th colspan="2" style="text-align: center;"><b>Corporate Property Safety, Health and Environment Section</b></th> </tr> </thead> <tbody> <tr> <td>Sam Wragg, Asbestos Manager</td> <td>01629 535820 / 07794 070872</td> </tr> <tr> <td>Asbestos Surveyors Office</td> <td>01629 536211</td> </tr> <tr> <td>Neil Porter</td> <td>07748 147923</td> </tr> <tr> <td>Martin Falconer</td> <td>07580 871160</td> </tr> <tr> <td>Nigel Hoult</td> <td>07767005687</td> </tr> <tr> <td>John Hampton, SHE Group Manager</td> <td>01629 536825 / 07917 211111</td> </tr> <tr> <td>Mark Stevens, Health and Safety Consultant</td> <td>01629 539278 / 07788 565667</td> </tr> <tr> <td>Health and Safety Office</td> <td>01629 536315</td> </tr> </tbody> </table>		<b>Corporate Property Safety, Health and Environment Section</b>		Sam Wragg, Asbestos Manager	01629 535820 / 07794 070872	Asbestos Surveyors Office	01629 536211	Neil Porter	07748 147923	Martin Falconer	07580 871160	Nigel Hoult	07767005687	John Hampton, SHE Group Manager	01629 536825 / 07917 211111	Mark Stevens, Health and Safety Consultant	01629 539278 / 07788 565667	Health and Safety Office	01629 536315
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<b>NO</b>		<p>The proposed work can commence <b>BUT</b> the contractor needs to be aware that there may be additional items of ACMs in the building/proposed work area over and above those identified in the Asbestos Survey. The contractor's attention is drawn to those places not specifically accessed by the Surveyor for the purposes of producing the Asbestos Survey, e.g. Pipe ducts, wall voids etc.</p> <p><b>WORK MUST STOP IMMEDIATELY IF ANY SUSPICIOUS MATERIALS ARE DISCOVERED AND RESPONSIBLE PERSONS NOTIFIED</b></p>																			
<b>CLIENT / DUTY HOLDER</b>																					
Signature																					
Print Name																					
Position		Date																			
<b>CONTRACTOR</b>																					
I have read and understood the restrictions imposed by the Permit to Work																					
Signature																					
Print Name																					
Company / Trade		Date																			
Any other personnel signed:																					

## Asbestos Management

## APPENDIX 5. ASBESTOS ANNUAL INSPECTION FORM

<b>ASBESTOS ANNUAL INSPECTION FORM</b>			
CONTROL OF ASBESTOS REGULATIONS			
<p>The Head of Establishment/Officer-in-Charge (Duty Holder) will carry out an annual inspection, to visually check all Asbestos Containing Materials (ACM's) recorded, to ensure that the information contained within the asbestos survey, and the site conditions have not changed.</p>			
RECORD OF INSPECTION			
<b>School Name</b>			
<b>Date of Inspection</b>			
<b>Inspected by</b>			
<b>Position</b>			
<b>Contact Telephone No.</b>			
<b>Contact Email Address</b>			
		<b>YES</b>	<b>NO</b>
<b>Have ACM's been located on this site?</b>			
Please consult Asbestos Management Survey			
<b>ACM's inspected and remain visibly undamaged</b>			
If no, please note changes below			
<b>Do you require any further survey advice and/or a site visit by qualified personnel?</b>			
DETAILS OF NOTABLE CHANGES:			
<b>PLEASE NOTE:</b> Please clearly indicate any notable changes to the condition of any ACM's within the building.			
<b>For survey advice, to report any changes, or to request further inspections by qualified personnel, please contact:</b>			
<b>Main Contact:</b>	Sam Wragg, Asbestos Manager		
<b>Email</b>	Sam.wragg@derbyshire.gov.uk	<b>Telephone No.</b>	01629 535820
<b>Address</b>	Safety Health and Environment Section, Corporate Property, Chatsworth Hall, Chesterfield Road, Matlock, Derbyshire, DE4 3FW		
<b>Other Contact:</b>			
Asbestos Office	01629 536211	John Hampton	01629 536825
Mark Stevens	01629 539278	H&S Office	01629 536315

## Asbestos Management

## APPENDIX 6. POTENTIAL ASBESTOS FIBRE EXPOSURE FORM

<b>POTENTIAL ASBESTOS FIBRE EXPOSURE FORM</b>			
To be completed by any Employee who wishes to record that they have worked in close proximity to Asbestos Containing Materials (ACM's)			
<b>Please complete section A and B and send to:</b> John Hampton, Safety Health and Environment Section, Corporate Property, Derbyshire County Council, Chatsworth Hall, Chesterfield Road, Matlock, Derbyshire, DE4 3FW			
<b>A. PERSONAL DETAILS</b>			
<b>Full Name</b>			
<b>Home Address</b>			
<b>Date of Birth</b>		<b>Employee No</b>	
<b>Job Description</b>			
<b>Start Date with Authority</b>			
<b>Contact Email Address</b>			
<b>B. DETAILS OF WORK</b>			
<b>Premise Name</b>		<b>UPRN</b>	
<b>Premise Address</b>			
<b>Location / Room Containing Asbestos</b>			
<b>Full description and nature of work activity</b>			
<b>Date/s when working where ACM's are identified.</b>		<b>Duration</b> (i.e. 1hr, 1day)	
<b>Type of Asbestos (if known)</b> e.g. White, Brown, Blue			
<b>Site of Asbestos</b> e.g. Corrugated roof sheets, pipe lagging, fuse board, ceiling tiles etc.			
<b>Possible Witnesses</b> Persons who can verify the incident	<b>Names</b>	<b>Addresses</b>	
<b>Signature</b>		<b>Date</b>	

**Asbestos Management**


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<b>HEALTH AND SAFETY SECTION USE ONLY</b>			
<b>C. CONFIRMATION OF DETAILS</b>			
		<b>YES</b>	<b>NO</b>
Analytical sample sheets attached			
Supporting information attached (clearance records etc.)			
<b>D. THE DETAILS IN PART B ABOVE ARE CORRECT AND ASBESTOS HAS BEEN CONFIRMED IN THE LOCATIONS NOTED</b>			
<b>Signature</b>		<b>Date</b>	
<b>Print Name</b>			
<b>OCCUPATIONAL HEALTH SECTION USE ONLY</b>			
<b>E. REGISTRATION BY OCCUPATIONAL HEALTH DEPARTMENT. LETTER DESPACHED TO ACKNOWLEDGE RECEIPT</b>			
<b>Signature</b>		<b>Date</b>	
<b>Print Name</b>			

## Asbestos Management

## APPENDIX 7. CONTACT DETAILS

<b>WELLBEING CONTACTS</b>		
<b>CORPORATE PROPERTY</b>		<b>01629 580000</b>
John Hampton	Safety Health and Environment Group Manager	36825 / 07917 211111
Mark Stevens	Health and Safety Consultant	39278 / 07788 565667
Harvey Williams	Mechanical Engineer – Legionella	38382 / 07770 335091
Sam Wragg	H&S Officer (Asbestos)	35820 / 07794 070872
Neil Porter	Asbestos Surveyor	36211 / 07748 147923
Martin Falconer	Asbestos Surveyor	36211 / 07580 871160
Nigel Houlton	Asbestos Surveyor	36211 / 07767 005687
Steve Gardom	CDM Co-ordinator	36111 / 07833 047643
Jon Kirk	CDM Co-ordinator	36654 / 07881 843304
Sue Wood	Business Service Assistant	36315
<b>CORPORATE RESOURCES</b>		<b>01629 580000</b>
Jackie Griffiths	Senior Consultant H&S	36950
John Pearce	Consultant H&S	36970
John Hopkinson	Consultant H&S	35521 / 07788 175841
<b>CHILDREN AND YOUNGER ADULTS</b>		<b>01629 580000</b>
Jerry Sanderson	Principal H&S Advisor	36499 / 07919 058725
David Newbury	H&S Advisor	35740
Gary Booth	H&S Advisor	36795
Arron Cox	H&S Advisor	36795 / 07887 822786
David Wheal	Assistant H&S Advisor	35908 / 07887 822996
Alexandra Whitehead	Business Services Assistant	36525
Andrew Morton	Business Services Assistant	36849
<b>ENVIRONMENTAL SERVICES</b>		<b>01629 580000</b>
Tim Beard	Principal H&S Advisor	38538 / 07876 478832
Greg Powell	H&S Advisor	38150 / 07799 076153
<b>ADULT CARE</b>		<b>01629 580000</b>
Trevor Thacker	Principal H&S Officer	32050
Bob Thompson	H&S Officer	32051
Julie Holgate	Business Services Assistant	32052
Jane Haslam	Principal Senior Staff Development Officer	31825
Terri Moore	Senior Staff Development Officer	31826
Julie Vaughan	Senior Staff Development Officer	31827
Richard Groves	Senior Staff Development Officer	31828
Ben Salmen	Senior Staff Development Officer	31829
Glyn Harris	Senior Staff Development Officer	33762
Rachael Bunbury	Senior Staff Development Officer	33763

**Asbestos Management**


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<b>BUSINESS UNITS / AREA SURVEYORS</b>		
<b>DOVE HOLES BUSINESS UNIT</b> 8 – 10 Hallstead Dove Holes Derbyshire SK17 8BJ		<b>Tel: 01629 539929</b> <b>Fax: 01298 74135</b>
Dave Chadwick	Senior Area Surveyor, North West Area	07771 941609
Byron Parry	Area Surveyor, North West Area	07920 542879
Liam Brown	Area Surveyor, North West Area	07780 954911
Martin Card	Assistant Surveyor, North West Area	07799 861126
Mike Shaw	Assistant Surveyor, North West Area	07824 361442
<b>CHESTERFIELD BUSINESS UNIT</b> The Brushes, Sheffield Road Chesterfield Derbyshire S41 9ED		<b>Tel: 01629 533230</b> <b>Fax: 01246 260942</b>
Andy Norton	Senior Area Surveyor, North East Area	07785 741206
Jim Swanwick	Area Surveyor, North East Area	07920 545258
Paul Doncaster	Assistant Surveyor, North East Area	07920 543561
<b>DENBY BUSINESS UNIT</b> Denby Depot Prospect Road Denby, Ripley Derbyshire DE5 8RE		<b>Tel: 01629 533560</b> <b>Fax: 01332 875663</b>
Stephen Brown	Senior Area Surveyor, Central Area	07769 934701
Ian Carrington-Millsop	Area Surveyor, Central Area	07920 543613
Sukjinder Variah	Assistant Surveyor, Central Area	07920 543662
Sue Hutchinson	Senior Area Surveyor, South Area	07785 741210
Jamie Lancaster	Area Surveyor, South Area	07876 138683
Ian Jones	Assistant Surveyor, South Area	07720 543613
John Eade	H&S Surveyor, County Hall	336378 / 07747 455729