

BABERGH DISTRICT COUNCIL

**FROM: Head of Contract and Asset
Management**

REPORT NUMBER F70

TO: STRATEGY COMMITTEE

DATE OF MEETING 17 August 2006

ASBESTOS MANAGEMENT PLAN

1. SUMMARY

This report identifies the requirements for the management of asbestos in the Council's corporate buildings, seeks approval for a management plan and a policy statement, and informs on the current position regarding the proposed management arrangements.

2. RECOMMENDATIONS

- 2.1 That the Asbestos Management Plan, as shown in Appendix 'A' of this report, for the Council's corporate buildings be approved.
- 2.2 That the High Level Policy Statement, as shown in Appendix 'B' of this report, for the Council's corporate buildings be approved.
- 2.3 That progress to date in implementing the Asbestos Management Plan be noted

The Committee is able to resolve this matter

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications.

4. KEY INFORMATION

- 4.1 The Control of Asbestos at Work Regulations (2002), or CAWR, came into force on the 21st May 2004. The regulations require that anyone responsible for the maintenance of a non-residential building ('duty holders') must be aware of the presence of any asbestos containing materials (ACM's) in that building, and must be capable of the management of these materials.
- 4.2 There is therefore a duty to manage, not merely to survey.
- 4.3 For Babergh's corporate assets the 'duty holder' is the Council, with responsibility delegated to the Council's 'Corporate Property Officer', which forms part of the responsibilities of the Head of Contract and Asset Management.
- 4.4 The main duties that fall on the Corporate Property Officer are:
 - Determining the location and condition of any materials likely to contain asbestos and assessing the risk they pose
 - Providing information on these materials to anyone who is liable to work on or disturb them
 - Ensuring a suitable safe system of work is in place when dealing with such materials

4.5 In order to develop a strategy to meet these duties the following need to be understood:

- What is the current likelihood of ACM's being present in the relevant premises, and whether there is any short term risk
- What policies and objectives are required regarding the proposed management of ACM's
- What is the best strategy for gathering information on relevant premises
- How can this information be used to produce and implement a management plan for the ACM's
- What review procedure is required to ensure the management plan remains effective

4.6 The first steps therefore are:

- Check that current arrangements for the management of ACM's within relevant premises are effective and being applied
- Adopt a precautionary approach to maintenance until a proper assessment of the presence of ACM's has been carried out
- Carry out an initial inspection of the relevant premises to look for serious damage or disturbance to material, and take effective remedial action as necessary

4.7 The duty holder should then:

- Decide what type of inspection/survey is appropriate
- Identify who should carry out the work, and who should manage the whole process
- Determine priorities in terms of which buildings or parts of buildings need to be tackled first
- Decide how information is to be recorded or retrieved
- Consider how maintenance activities will be controlled to warn those at risk and control exposure
- Decide on periods for review and by whom

4.8 It should also be noted that, although the regulations relate to 'workplace' buildings, it should not be assumed that domestic dwellings are excluded e.g. common parts of flats are not part of a private dwelling and are therefore classed as non-domestic. For a duty holder with a small non-domestic asset base and a large domestic asset base, it may therefore be prudent for such a landlord to apply the management of the new regulations to all their assets. Alternatively the duty holder must ensure that these common areas are correctly classified.

4.9 It is also useful to evaluate the risks involved:

- The annual death rate from asbestos related illnesses is in the region of 3200 people, with 25% being in the building industry
- If ACM's are in good condition then they are best left undisturbed, where they pose no health risk. However if disturbed they can release microscopic fibres which, if inhaled, can cause illness and death
- A wide range of people who work in the building industry are at risk from exposure to these fibres, as well as those occupying relevant premises
- Those responsible for exposing these people to ACM's are liable to be criminally prosecuted
- The organisation in question will also suffer adverse publicity
- Asset depreciation will occur to premises where asbestos is not managed
- Unplanned removal costs for ACM's are up to 50% higher than planned removal costs

5. **THE ASBESTOS MANAGEMENT PLAN**

5.1 In order to satisfy paragraphs 4.4 to 4.7 the Head of Contract and Asset Management is required to undertake the following in two stages:

Stage 1

- The production of an Asbestos Management Plan
- The production of a High Level Policy Statement
- The undertaking of an Initial Risk Assessment

Stage 2

- The production of a Detailed Priority Assessment
- Undertake any removal of ACM's if required
- Introduce Workplace Controls
- Implement Future Management Procedures

5.2 Progress so far on the overall process is as follows:

- The Asbestos Management Plan has been completed, and is included as Appendix 'A' to this report
- The High Level Policy has been completed and is attached as Appendix 'B' to this report
- The Initial Risk Assessment has been completed with inspections and/or testing being identified for certain properties, all of which are currently under way
- The Detailed Priority Assessment is partially complete, and will be finalised when the actions identified by the initial assessment are finished
- Workplace Controls have already been installed where the initial risk assessment identified an immediate need (e.g. Chilton Depot)
- Future Management Procedures will be prepared once the priority assessment is completed

5.3 It should be noted that while this process is being implemented the Council's previous Asbestos Policy (1996) is still in place.

5.4 It should also be noted that common areas with the Council's housing stock have also been included in the property schedules as a precautionary measure.

6. **APPENDICES**

Appendix A – Asbestos Management Plan
Appendix B – High Level Policy Statement

7. **BACKGROUND PAPERS REFERRED TO:**

None

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BABERGH DISTRICT COUNCIL

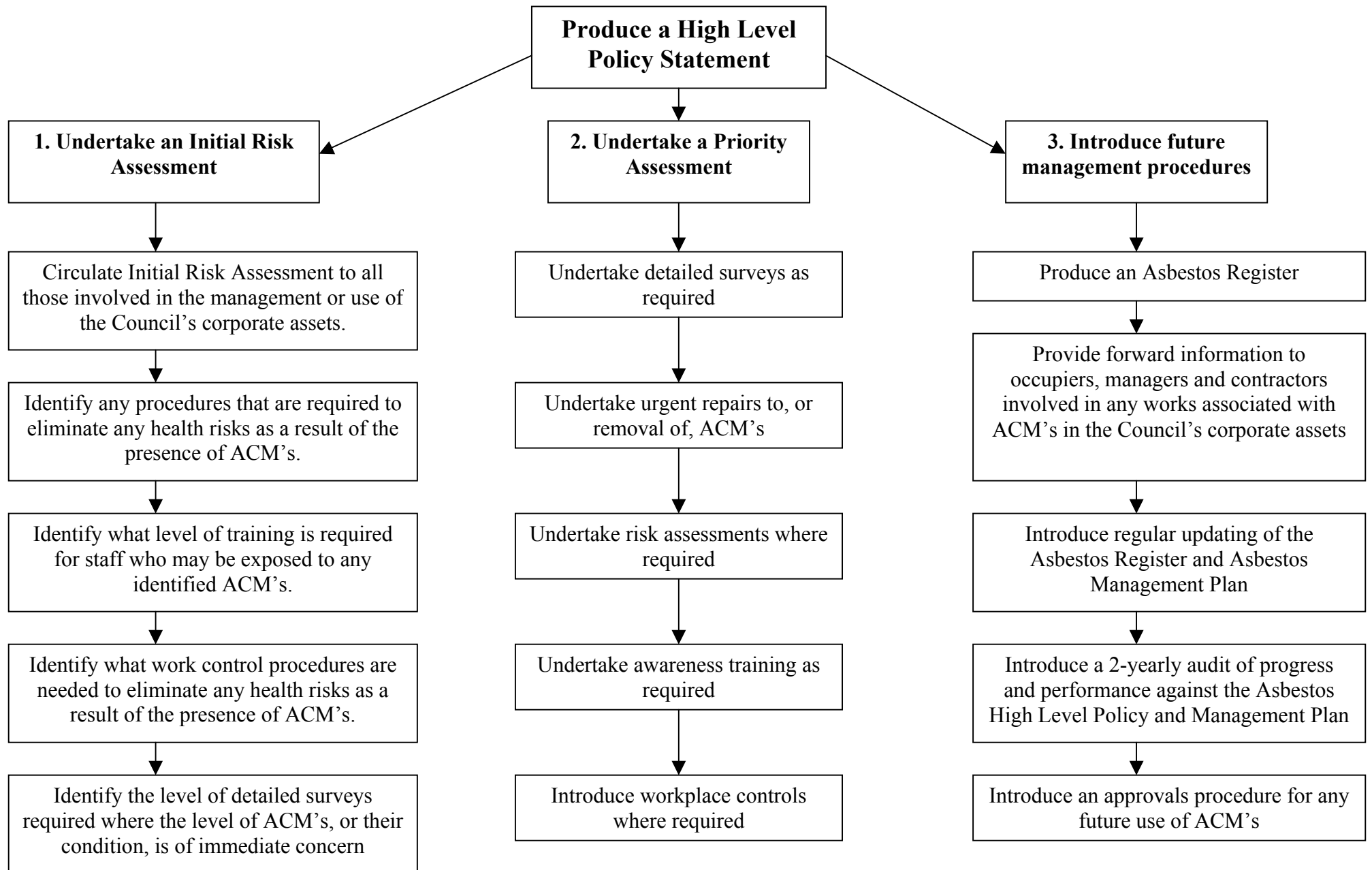
CORPORATE ASSETS

MANAGEMENT OF ASBESTOS

ASBESTOS MANAGEMENT PLAN

(July 2006)

ASBESTOS MANAGEMENT PLAN FOR BABERGH'S NON-HOUSING CORPORATE ASSETS – JANUARY 2006



BABERGH DISTRICT COUNCIL

NON-HOUSING CORPORATE ASSETS

MANAGEMENT OF ASBESTOS

HIGH LEVEL POLICY STATEMENT

July 2006

MANAGEMENT OF ASBESTOS IN NON-HOUSING CORPORATE ASSETS

HIGH LEVEL POLICY STATEMENT

1. Obligations

- 1.1 Babergh District Council recognises that airborne contamination by asbestos containing materials (ACM's) can endanger the health of anyone coming into contact with such materials.
- 1.2 The Council also recognises its new obligations under the Control of Asbestos at Work Regulations (2002), or CAWR, which came into force on the 21st May 2004, as well as its obligations under previous legislation in relation to ACM's.
- 1.3 The Council recognises it is the 'dutyholder' under this new legislation, and therefore that it has a duty to protect employees, tenants, contractors and the general public from exposure to ACM's.

2. Principles

- 2.1 Records shall be produced, maintained and updated regarding the presence of ACM's located within the Council's non-housing corporate assets
- 2.2 Appropriate training shall be provided to all staff likely to come into contact with ACM's, and no member of staff will be required to work with ACM's without such training being undertaken. Records of such training shall kept.
- 2.3 Where activities or works involving potential exposure to ACM's are to be undertaken an appropriate risk assessment shall be undertaken before such activities or works commence, and contractors notified accordingly

- 2.4 All works involving the removal, handling and disposal of ACM's shall comply with the Control of Asbestos at Work Regulations and other appropriate regulation or guidance currently in force
- 2.5 Management procedures shall be put in place to ensure that monitoring, updating and auditing of all activities, records and actions associated with any contact with ACM's are continuous
- 2.6 There shall be a general embargo on the future use of any materials containing asbestos
- 2.7 The officer responsible for implementing these principles shall be the Council's 'Corporate Property Officer' as defined by the Council's Corporate Asset Management Plan.

3. Documentation

- 3.1 The Council will ensure that it maintains an Asbestos Register and an Asbestos Management Plan for its corporate assets, both of which must be subject to regular review, update and audit.
- 3.2 The Council will ensure that these documents are available to all those involved in the management, maintenance and use of its corporate assets.
- 3.3 Reference to the Asbestos Register and the Asbestos Management Plan shall be included in the Council's Asset Management Plan.

4. Assessments

- 4.1 As part of the Management Plan the Council will undertake an **Initial Risk Assessment** of all its corporate assets for the presence of ACM's. This assessment will adopt a 'presumptive' approach i.e. if there is any doubt regarding the presence of ACM's then they must be presumed to be present. The key elements of the assessment will be:

- Schedule of corporate assets
- The occupancy activity within each asset
- The likelihood of any ACM's being present
- Their location
- The risk of exposure
- What action, if any, is initially required

4.2 This initial assessment will also be circulated to all those involved in the management, maintenance and use of these corporate assets.

4.3 As a result of this initial risk assessment the Council will assess if further more detailed policies and procedures need to be developed, what level of additional staff training is required, and what work controls are required to eliminate any health risks as a result of the presence of ACM's.

4.4 NOTE: Until such time as the Council's housing stock is fully assessed corporate assets shall include common areas to flats and sheltered units

4.5 Having completed the initial risk assessment the Council will then undertake a **Priority Assessment** in order to ensure the maximum impact that new procedures, training, controls and methods of working can have in the shortest period of time.

4.6 The key actions required from the assessment will be:

- If possible, the nature of any ACM's that may be present
- The estimated quantity

- The estimated level of maintenance activity (planned or reactive)
- The likelihood of disturbance of potential ACM's through occupational or maintenance activity
- The undertaking of detailed surveys for ACM's where considered necessary
- The undertaking of urgent repairs to, or removal of, ACM's where there is immediate concern
- The undertaking of risk assessments for each corporate asset where considered necessary
- The undertaking of workplace awareness training for all staff that are liable to come into contact with ACM's
- The introduction of workplace controls where required.

5. Future Management Plans

5.1 Having carried out its initial assessment, and prioritised its work to achieve the maximum reduction in risk due to exposure to ACM's, the Council then needs to build a management framework for the future

5.2 The Council will therefore produce an Asbestos Register detailing:

- The corporate asset base
- The initial assessment regarding ACM's
- Reference to any additional survey information

- Details of any urgent repairs or removal works regarding ACM's
- Risk assessments relevant to the particular asset
- Workplace controls relevant to the particular asset
- Any other relevant information
- Forward information provided to occupiers, managers and contractors regarding the execution of works that would involve disturbance of ACM's

5.3 The Council's Corporate Property Officer will ensure that the Asbestos Register is updated if any works are carried out to any of the assets that affect the position or condition of ACM's

5.4 The Corporate Property Officer will implement and review the procedures laid out in the Asbestos Management Plan and this policy document

5.5 The Corporate Property Officer will instigate a 2-yearly audit of progress and performance on asbestos management generally

Corporate Property Officer