GUIDANCE SHEET- 002

Asbestos in premises owned/occupied by Caerphilly County Borough Council

Guidance for building managers

The issue:

Breathing in asbestos fibres can lead to the development of asbestos related diseases, mainly cancers of the lungs and chest lining.

Asbestos Containing Materials do not pose a risk to health if they retain their integrity, asbestos is only a risk to health if asbestos fibres are released into the air and breathed in. Past exposure to asbestos currently kills 3000 people a year in the UK. This number is expected to go on rising for the next ten years. There is currently no cure for asbestos-related diseases.

Asbestos is contained in buildings in a variety of forms, and not always identifiable by sight, examples are: Insulating boards, asbestos cement products, ceiling tiles/artex and floor tiles.

What do I need to know?

1. Asbestos Survey: By now all premises owned/occupied by Caerphilly County Borough Council have had an asbestos survey, and a copy should be on every premise under the control of the building manager. If your have not received a copy contact property services or your Directorate Health and Safety Officer. If areas of your premises were inaccessible at the time of inspection and subsequently become accessible you need to inform property services enabling the re-inspection to take this area into account.

2. Document Control: If you manage a multi site and have photocopied and distributed the asbestos survey, YOU ARE RESPONSIBLE for ensuring the second copy is kept up-to-date and accurate.

3. Checks: You should carry out documented quarterly checks on the asbestos left in-situ to ensure the condition of the asbestos has not deteriorated. This is simply a quick visual check to see whether any asbestos left in-situ and identified on your asbestos register has been knocked or damaged. Concentrate on areas of high risk, where materials are more likely to be damaged. If the asbestos left in-situ has deteriorated property services must be informed immediately. A record should be kept on the quarterly asbestos check-sheet (attached as appendix 1)

4. Re-inspection: An annual re-inspection will be carried out for asbestos left in-situ. This will be carried out by property services and you will be sent any amendments, which must be inserted in **ALL** copies of the survey.

5. Out Of Hours Work: If a contractor is called in out of hours then it is the responsibility of the building manager to ensure a procedure is in place so the contractor reads the asbestos survey and signs the asbestos log book.

6. Contractors: The new duty requires that you make information on the location and condition of the asbestos available to anyone liable to work on it or disturb it. Make sure all contractors working on the premises, prior to starting work, read the asbestos survey and sign the asbestos log and retain the white copy to show that they have examined the survey.
   Asbestos logs must be signed and the white copy retained if any work is carried out that could disturb any asbestos whether it has been identified in the survey or not. A type 2 survey may not pick up all sources of asbestos so even if the survey suggests there is no asbestos present the asbestos survey still needs to be read and the log signed by contractors as asbestos may be present.

   If property services commission the works, property services will ensure the contractors know they are working with asbestos, that they are competent, trained and licensed to work with asbestos and what precautions they should take. Property will also update the survey as a result of any works carried out by the contractors.

   Even if property services commission the work it is still the responsibility of the building manager to ensure the contractors sign the asbestos log book after reading the asbestos register. It is important to ensure arrangements are in place for any contractor to read the asbestos survey and sign the asbestos log book even where work is carried out of hours.

   If you commission a contractor to work on materials containing asbestos you must make sure that they know they are working with asbestos, that they are competent, trained and licensed to work with asbestos and what precautions they should take. If the work carried out could affect the validity of the survey, report immediately to property services so an amendment can be issued and made to the database.

The legal position:

The Control of Asbestos at Work Regulations 2002 (CAWR) requires employers to prevent exposure of employees to asbestos. If this is not reasonably practicable the law says their exposure should be controlled to the lowest possible level. Before any work with asbestos is carried out, the Regulations require employers to make an assessment of the likely exposure of employees to asbestos dust.

The purpose of an asbestos survey is to determine the nature and extent of any asbestos containing materials.

An asbestos survey is the first step in identifying:

a) If the building contains asbestos,
b) The type of asbestos,
c) The quantities of asbestos,
d) The condition of the asbestos, and
e) To identify the need for and scope of remedial works to reduce risk.

The Health and Safety at Work etc Act 1974 requires you to protect the health and safety of people who might be affected by your undertaking, whether they work for you or not.

The Management of Health and Safety at Work Regulations 1999 expand on these duties by requiring employers to assess risks to the health and safety of employees and others who might work on the premises, to identify what measures are needed to protect them and implement these control measures to reduce exposure.

Contacts

In the event of you needing advice/further information on asbestos or having a query on the condition of asbestos in you premises please contact either the Corporate Health and Safety Officer or your Directorate Health and Safety Officer as detailed below:

Corporate Health and Safety Unit – 01443 873708
Education/Leisure – 01443 864865
Environment – 01443 873765
Chief Executives – 01443 864339
Social Services – 01443 864823

Further information can be found in the following links:

CCBC Asbestos Management Policy:
http://webapp/intranet/homepage/PolicyFramework/policyframework.htm

HSE Asbestos Guidance:
http://www.hse.gov.uk/pubns/asbindex.htm

Quarterly Asbestos Check Sheet.

Please use this check sheet when carrying out a visual inspection of any asbestos left in-situ. If you have any concerns regarding the condition of the asbestos please contact property services, your Directorate Health and Safety Officer or the Corporate Health and Safety Unit immediately.

Date	Location of Asbestos	Condition	Remedial Action Taken

Last updated on 29th March 2005