

# CAERPHILLY COUNTY BOROUGH COUNCIL

## DRAFT ASBESTOS MANAGEMENT POLICY

October 2005

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## NOTE

Wherever the designation “manager” is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

## 1. INTRODUCTION

1.1. This policy sets out the arrangements and responsibilities for managing asbestos and asbestos containing materials within Caerphilly County Borough Council.

1.2. This policy is cross referenced with the following:

- Health and Safety Policy Statement
- Personnel Policies
- Health and Safety Policy for the Selection, Monitoring and Management of Contractors

## 2. POLICY STATEMENT

2.1. The Authority recognises that its employees are its most valuable resource in delivering high quality services to the community and will take all practical steps to ensure the safety of Authority employees, contractors and visitors to and users of council premises.

2.2. The effective control of these risks will be delivered through the correct management of asbestos and asbestos containing materials as set out in this policy and the provision of appropriate training, instruction and supervision. To be effective this policy requires the full co-operation of management and employees at all levels.

2.3. The Authority accepts it has specific duties under the various pieces of legislation (as described in Section 4) enforced by the Health and Safety Executive.

## 3. SCOPE

3.1. This policy has been agreed with the Trade Unions and applies to all employees.

3.2. This policy will be reviewed at least annually to ensure it is in line with current legislation.

3.3. The effective date of the policy is:

## 4. LEGISLATION

4.1. This policy along with its supporting procedures is designed to ensure the Authority meets its legal obligation as stated in:

- The Health and Safety at Work etc. Act, 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Control of Asbestos at Work Regulations (CAWR) 2002.

- The Asbestos (Licensing) Regulations 1983.
- The Asbestos (Licensing) (Amendment) Regulations 1998.
- The Asbestos (Prohibitions) Regulations 1992.
- The Asbestos (Prohibitions) (Amendment) Regulations 1999.
- The Asbestos (Prohibitions) (Amendment) (No. 2) Regulations 1999.
- Personal Protective Equipment Regulations 1992.
- Special Waste Regulations, 1996 (Shortly to be repealed and replaced with Hazardous Waste Regulations 2005).
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, (RIDDOR).

## 5. DEFINITIONS

5.1. Asbestos survey report is the report received from Property Division specific to a building. This document identifies the presence of asbestos and asbestos containing materials in the building (in accordance with the specification of a type 2 survey as set out in MDHS 100 (Methods for the determination of Hazardous Substances)) and gives recommendations where necessary of the work that is needed to ensure control to an acceptable standard.

5.2. Asbestos register, the software database (currently ENVACS) which keeps up to date detail of all surveys undertaken across the Authority.

5.3. Asbestos containing materials (ACM's) – any materials in a building that contain asbestos. Asbestos was used for many years because it is heat resistance, chemically inert and is easily woven into fabric. Asbestos is found in many materials including, roofing felt and flashing, gutter linings and damp-proofing, ceiling and floor tiles, toilet cisterns, heat seals, electric cables, fuse boards and fire protection materials etc.

5.4. Types of Asbestos survey's:

5.4.1. Type 1 – Location and Assessment survey (presumptive survey)

5.4.2. Type 2 – Standard sampling, identification and assessment survey (sampling survey)

5.4.3. Type 3 – Full access sampling and identification survey (pre-demolition/major refurbishment surveys)

## 6. RESPONSIBILITIES

NB Please note that all employees have a legal responsibility to comply with health and safety law and the provisions of this policy. Failure to do so could result in personal and / or Corporate liability.

### 6.1. The Chief Executive Officer will:

- 6.1.1 Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.

## **6.2. Directors will:**

- 6.2.1 Be responsible for ensuring the effective implementation of this Corporate and associated directorate policies within their service areas.
- 6.2.2 Ensure that appropriate resources are made available for the effective operation of the policy including training.

## **6.3. Building Managers will:**

- 6.3.1 Receive and control a copy of the asbestos survey report relevant to the premises they manage; communicate its findings and implications to all relevant employees, including those who may deputise in their absence and will therefore need to have a full understanding of the asbestos procedure.
- 6.3.2 Implement the recommendations as stated in the asbestos survey report and any subsequent amendments.
- 6.3.3 Ensure that no contractor (including the Direct Labour Organisation – DLO) starts work without reading a copy of the asbestos survey report, which must be up to date, ensuring that the contractor signs the asbestos log to show that the individual has examined the report and has taken appropriate action. (Arrangements must be put in place to cover out of hours work). Contractors working in individual flats within sheltered housing schemes must also read the report for the communal areas and sign the log book accordingly. This is necessary as the presence of asbestos in communal areas can give an indication as to the presence of asbestos elsewhere in the premises (including in domestic dwellings).
- 6.3.4 Where consulting an asbestos register contractor (including the DLO) and others (including any Authority employees who carries out work on the building) must take into account that the survey report is a type 2 report only and may not identify all asbestos or asbestos containing material present.
- 6.3.5 Ensure that information is provided to any other managers who have control over specific areas within a building. For example catering controlling a kitchen within a school.
- 6.3.6 If arranging building work directly ensure that the contractor is fully competent and if necessary, licensed to undertake the work. Those contractors who carry out work on asbestos containing materials that do not require a licensed contractor, should have specific Employer's

Liability insurance for work involving asbestos or asbestos containing materials.

- 6.3.7 Ensure that any Authority employee who undertakes any work in the building (e.g. handyperson, caretaker) is fully trained and competent to do the work.
- 6.3.8 Ensure that any Authority employee who undertakes any work in the building (e.g. handyperson, caretaker) is fully aware of the asbestos management policy and premises survey report and are aware of their limitations based on the findings of the survey report.
- 6.3.9 Whenever any work is undertaken which could affect the validity of the asbestos report to immediately inform Property Division so an amendment can be made to the database.
- 6.3.10 Arrange for a consultation between the Occupational Health Nurse and any employee who has been exposed to asbestos.
- 6.3.11 Undertake and document regular inspections of the condition of asbestos left in situ, ensure any issues are remedied and Property Division notified of any changes so that software database (currently ENVACS) can be updated if necessary. Advice may need to be sought from Directorate Health and Safety Officers on the frequency of these checks. Please note that that hazard rating in the asbestos survey may be altered if the activities carried out in the area change.
- 6.3.12 Ensure that at any time, any reported damage to asbestos is remedied and Property Division notified of any changes so that the software database (currently ENVACS) can be updated if necessary.
- 6.3.13 If take on Management responsibility for additional premises arrange (through Property Services) for an asbestos survey of the premises to be carried out.
- 6.3.14 Where planning major refurbishment or demolition of a premises or part of a premises arrange (through Property Services) for a type 3 asbestos survey to be carried out prior to work commencing.
- 6.3.15 Immediately notify Directorate Health and Safety Officers and the Corporate Health and Safety Unit in the event of any damaged asbestos/suspected asbestos exposure.

#### **6.4. Line Managers will:**

- 6.4.1 Ensure that they and their employees are familiar with the asbestos management policy and any limitations in place in accordance with the survey e.g. not affixing pins in asbestos containing materials.

- 6.4.2 Ensure that any areas under their control are fully compliant with the asbestos policy for example, if arranging contract work, ensure that the contractor reads the survey and signs the log book before commencing work.
- 6.4.3 If arranging building work direct ensure that the contractor is fully competent and if necessary, licensed to undertake the work. Those contractors who carry out work on work with asbestos containing materials which do not require a licensed contractor to carry out the work should have specific Employer's Liability insurance for work involving asbestos or asbestos containing materials.
- 6.4.4 Arrange for a consultation between the Occupational Health Nurse and any employee who has been exposed to asbestos.
- 6.4.5 Immediately notify Directorate Health and Safety Officers and the Corporate Health and Safety Unit in the event of any damaged asbestos/suspected asbestos exposure.

#### **6.5. Each employee of the Council will:**

- 6.5.1 Comply with any working procedure or precautionary measure introduced to prevent or reduce potential exposure to asbestos.
- 6.5.2 Immediately report to their Line Manager any damage to any material, which they suspect may contain asbestos (or ACMs) or any potential for exposure of themselves or others to asbestos.
- 6.5.3 Have due regard to the potential for the release of asbestos fibres which may result from the fixing of posters, decorations etc., or accidental damage to building fabric.

#### **6.6. The Corporate Health and Safety Unit will:**

- 6.6.1 Ensure that the Asbestos Policy is reviewed at least annually to ensure it is in line with current legislation.
- 6.6.2 Provide advice and information on legislation or guidance relating to asbestos and asbestos containing materials.
- 6.6.3 Audit compliance with this policy.

#### **6.7. Directorate Health and Safety Officers will:**

- 6.7.1 (In conjunction with the Corporate Health and Safety Unit) ensure that asbestos reports and log books are provided to Building Managers with a full explanation of the report and their responsibilities.

- 6.7.2 Ensure that they assist Managers where necessary to develop Directorate specific arrangements in accordance with this policy.
- 6.7.3 Ensure that suitable training is provided in asbestos management for Building Managers and any other identified employees.
- 6.7.4 Ensure the communication of the Corporate Policy and Directorate arrangements to all managers.
- 6.7.5 Monitor the effective implementation of the Corporate Policy and Directorate Arrangements.
- 6.7.6 Notify the HSE where an asbestos exposure is notifiable under the RIDDOR regulations following consultation with the Corporate Health and Safety Unit.

#### **6.8. Occupational Health will:**

- 6.8.1 Offer managers and employees guidance and advice on a range of matters affecting the health and well being of employees and on their working environment. This includes advice on potential health effects from exposure to asbestos.
- 6.8.2 Arrange for consultation with employees who have been exposed to asbestos containing materials (where required to do by so the line manager and where appropriate.)
- 6.8.3 Maintain records of health surveillance of employees involved in work with asbestos. These records will be kept for forty years.

#### **6.9. Any Officer/Section instructing Contractors will:**

- 6.9.1 Ensure that this policy and its procedures are complied with in respect of all work involving asbestos containing materials, which they are responsible for managing.
- 6.9.2 When instructing contractors, provide information in advance of any work commencing, of the location of any known or suspected asbestos containing materials.
- 6.9.3 Ensure that any contractors appointed are fully competent and if necessary licensed in the work they are undertaking. Those contractors who work with asbestos containing materials which do not require a licensed contractor to carry out the work, should have specific Employer's Liability insurance for work involving asbestos or asbestos containing materials.



- 6.9.4 Co-operate with Building/Site Managers so that their obligations can be fulfilled.
- 6.9.5 Ensure that any contractors are provided with a copy of this policy and are aware of its requirements.
- 6.9.6 Ensure that where notifiable work is carried out on asbestos containing materials, an independent UKAS (United Kingdom Accreditation Service) accredited analyst is appointed who will issue a certificate of reoccupation.

**6.10. Property Services will (in addition to the responsibilities listed above in section 6.9):**

- 6.10.1 Manage and maintain the software database (currently ENVACS) and ensure that amendments are communicated to Building/Site Managers.
- 6.10.2 Arrange for annual re-inspection of any asbestos or asbestos containing materials and update the database accordingly.
- 6.10.3 Inform and advise Building/Site Managers of any urgent work required following re-inspection.
- 6.10.4 When instructing contractors, monitor their activities on site to ensure that safe methods of work are in place.
- 6.10.5 Ensure that labels are affixed where necessary following surveying or re-surveying of asbestos containing materials

**6.11. Contractors, Direct Labour Organisation and others carrying out work on the premises (e.g. caretakers) will:**

- 6.11.1 Comply with the requirements of this policy, procedures and all relevant Health and Safety Legislation and Codes of Practice and Guidance.
- 6.11.2 Remain vigilant throughout their work, and take particular care with regard to the possibility of uncovering asbestos or asbestos containing materials during their work.
- 6.11.3 Stop work immediately on any suspected asbestos or asbestos containing material uncovered or damaged during the course of their work and report to Building Manager and the person who initiated the work.

## 7. ARRANGEMENTS

### 7.1. Asbestos Survey Reports

- 7.1.1. Surveys of all Council controlled buildings (except for Council houses) have been undertaken and details of the findings in each building have been entered onto the asbestos register i.e. the software asbestos management database (currently ENVACS) maintained by Property Division.
- 7.1.2. The asbestos survey is a type 2 survey, this survey visually locates the presence, nature and extent of the asbestos in the building with the addition that representative samples are collected and analysed for the presence of asbestos in a UKAS accredited laboratory. It is not an exhaustive survey and it should be presumed that asbestos is present in all areas not included in the survey (for example due to restricted access – these areas should be marked on the survey report).
- 7.1.3. The database will provide a record of all known asbestos containing materials in all the surveyed buildings together with information, where available on the type, location, extent and condition of the material and its status with regard to encapsulation, in addition to activities carried out in the area.
- 7.1.4. All asbestos or ACM left in-situ will be managed in accordance with current HSE guidance.
- 7.1.5. It must be acknowledged that the paper report may become outdated as soon as any asbestos is removed or becomes damaged or any unsurveyed areas subsequently become available for inspection. Building Managers are discouraged from photocopying asbestos reports unless copies are strictly controlled.
- 7.1.6. Re-inspection of each premises will occur annually, organised by Property Division and a hard copy of the re-inspection survey report will be sent to the site. Property Division will also update the asbestos register accordingly. Building Managers will need to keep this new survey report together with the original.

### 7.2. General Information

- 7.2.1. Background information will be issued to all managers of buildings explaining the nature of the problems relating to asbestos and the steps the Council have taken to manage it safely. Procedural advice for the safe management of asbestos in authority premises will be issued to all managers of building and sites and should be fully complied with.

- 7.2.2. The manager of each building will also be supplied with a paper copy of the asbestos survey report. It is the responsibility of the manager to ensure that any recommendations in the survey report are actioned.
- 7.2.3. The Building Manager must ensure that the condition of the asbestos and asbestos containing materials in the building is monitored for deterioration. Where asbestos is damaged prompt remedial works must be undertaken and advice sought from Directorate Health and Safety Officers/Corporate Health and Safety Unit/Property Services Section as appropriate.
- 7.2.4. The survey report must be maintained in a readily accessible location within the building to which it relates and must be brought to the attention of ALL staff (including part time and temporary). Detailed information will be needed for those staff who may deputise for a manager.
- 7.2.5. If any work is arranged which would have an implication on the validity of the report other than through Property Division, the Building Manager will be responsible for ensuring that Property Division is informed and the amendment is placed on the software database (Currently ENVACS) and made to the hard copy survey report where appropriate.
- 7.2.6. It is the responsibility of all staff to report any suspect or damaged asbestos containing materials, to their building manager. The Building Managers must then seek advice from Directorate Health and Safety Officers/Corporate Health and Safety Unit/Property Services Section as appropriate.

### **7.3. Procedure for Work in a building**

- 7.3.1. The report must be shown to ALL contractors and DLO staff prior to any work being carried out on the premises and the asbestos log book must be signed before any work is started to show that he has examined the asbestos report and is satisfied that the work to be done is not likely to disturb any asbestos containing materials.
- 7.3.2. Arrangements must be put in place for occasions where the manager is not available him/herself to check that the Contractor / DLO officer signs the log. A local arrangement will also be required for out of hours working.
- 7.3.3. Arrangements may be needed for any circumstances where areas within a building are controlled by other managers e.g. kitchens in schools. Information must be shared and it is the responsibility of the Building Manager and the manager of the other area to agree a procedure.
- 7.3.4. This procedure applies to work in sheltered accommodation. In these areas the requirements of the Control of Asbestos at Work Regulations

2002 do not apply to those areas classed as domestic dwellings consequently no surveys have been produced other than for communal areas. Any contractors / DLO officers undertaking work in the flats should read the survey report for the communal areas which will give them an idea of the likely presence of asbestos in the flats. They must also sign the log book and put in place appropriate controls before commencing work. If any suspect materials are discovered work should be halted immediately and additional samples taken.

- 7.3.5. If suspect materials are discovered or damaged during the course of any project works the work shall be halted and the Property Division informed. Building Managers should take any necessary or recommended action. This may include informing staff and building occupants and clearing the site. Property Services shall advise on any necessary analytical works and the most appropriate remedial action.

#### **7.4. Work arranged directly with contractors**

- 7.4.1. Anyone who arranges work involving asbestos or asbestos containing materials with a contractor is responsible for ensuring that the contractor is competent and licensed appropriately. Those contractors who work with asbestos containing materials which do not require a licence should have specific Employer's Liability insurance for work involving asbestos or asbestos containing materials.
- 7.4.2. Managers are strongly recommended to arrange any work on asbestos or asbestos containing materials through Property Division. Officers must be familiar with Caerphilly County Borough Council's policy *"Health and Safety Policy for the Selection, Monitoring and Management of Contractors"*.

#### **7.5. Work undertaken by Caretakers, Handypersons etc.**

- 7.5.1. Limitations of work by these groups of people need to be created based on the findings in the asbestos survey report and the asbestos policy. These people may not undertake any work on asbestos or asbestos containing materials unless that have received suitable formal training and are provided with appropriate equipment; any modifications of this type should be undertaken by those who are competent, in some cases licensed and have specific Employer's Liability insurance for work involving asbestos or asbestos containing materials. (E.g. asbestos section of the DLO). It must always be remembered that the survey is a type 2 survey so areas of asbestos could remain that are not identified in the survey. In all cases Caretaker, handypersons etc. must be competent and trained in the work they undertake. If there is any doubt over whether asbestos is present (e.g. in a wall or in ceiling tiles) then it should be referred, in the first incidence, to Property Division or the asbestos section of the DLO, in the meantime it should be presumed to contain asbestos unless sampled or proved otherwise.

## **7.6. Procedures for Labelling of Asbestos**

- 7.6.1. Property Services will be responsible for ensuring initial labelling, with industry standard 'a' labels, or the fixing of appropriate warning signs where deemed necessary. All asbestos containing material will not be labelled as a matter of course but all known ACM's will feature in the Asbestos Register. It is essential that the label is not used as the only method of determining the presence of asbestos. The survey report must always be read and the asbestos log book signed before work commences.

## **7.7. Procedures for Removal of Asbestos**

- 7.7.1. In the case of the removal of asbestos or of ACM's, work must be undertaken strictly in accordance with the requirements laid down in the Control of Asbestos at Work Regulations 2002 and the approved Code of Practice.
- 7.7.2. The Council operates a licensed asbestos removal team with in the Direct Labour Organisation.
- 7.7.3. Where notifiable work is undertaken on asbestos containing materials an independent UKAS accredited analyst must be appointed who will issue a certificate on reoccupation on completion of the works and satisfactory air monitoring being carried out.

## **8. SUPPORTING DOCUMENTS**

### **8.1. Caerphilly Documents**

- Asbestos in premises owned/occupied by Caerphilly County Borough Council Guidance for building managers

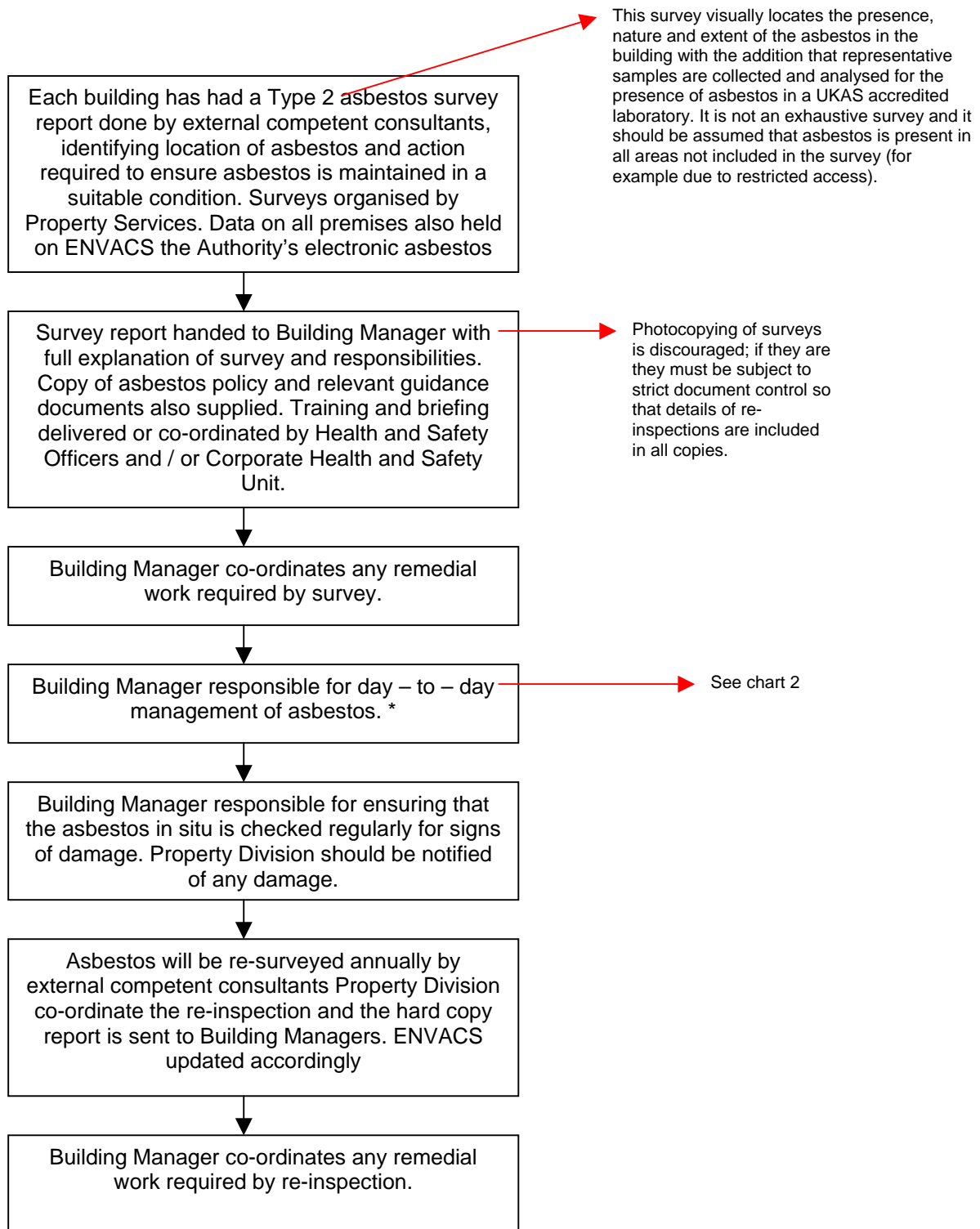
### **8.2. Approved Codes of Practice**

- Work with Asbestos which does not normally require a licence (Fourth Edition), L27 ISBN: 0717625621
- Work with asbestos insulation, asbestos coating and asbestos insulating board (Fourth Edition), L28 ISBN: 071762563X
- A Guide to the Asbestos (Licensing) Regulations 1983 – Guidance on Regulations L11 ISBN: 0717624358
- The Management of Asbestos in Non-Domestic Premises, L127 ISBN: 0717623823

### 8.3. Guidance

- Controlled asbestos stripping techniques for work involving a licence, HSG189/1 ISBN: 0717616665
- Working with asbestos cement, HSG189/2 ISBN: 0717616673
- Introduction to asbestos essentials, HSG213 ISBN: 071761901X
- Asbestos essentials task manual, HSG210 ISBN: 0717618870
- Asbestos in bulk materials, MDHS 77 ISBN:07176 06775
- Surveying, Sampling and Assessment of Asbestos Containing Materials, MDHS 100 ISBN: 071762076X
- “Asbestos and man-made mineral fibres in buildings: practical guidance”, Fourth Edition ISBN: 0727728350
- Managing asbestos in workplace buildings, INDG223 ISBN: 0717625648
- Asbestos dust: essential advice for building maintenance, repair and refurbishment workers, IND(G) 187L ISBN: 0717612414
- Asbestos alert for building maintenance, repair and refurbishment workers (carry card), IND(G) 188 ISBN: 0717612090
- A comprehensive guide to managing asbestos in premises, HSG 227 ISBN: 0717623815
- Asbestos Dust Kills: Keep your mask on INDG255REV ISBN: 0717616967
- Selection of suitable respiratory protective equipment for work with asbestos, INDG288REV1 ISBN: 0717616967
- Asbestos: exposure limits and measurement of airborne dust concentrations, EH10 ISBN: 0717628758
- Enclosures provided for work with asbestos insulation, coatings and insulation board, EH51 ISBN: 0717617009
- The provision, use and maintenance of hygiene facilities for work with asbestos insulation and coatings, EH47 ISBN:0717622991
- Asbestos: medical guidance note, MS13 ISBN: 071762417X

## Appendix 1 - Asbestos Management Process at Caerphilly



## Appendix 2 - Day to Day Management of Asbestos

Building Manager responsible for day –  
to – day management of asbestos.  
Includes:

Arrangements for  
ensuring Contractors  
or DLO officers always  
read the asbestos  
survey report and sign  
the log book before  
commencing work

Arrangements for  
ensuring contractors  
employed directly are  
competent, licensed  
where necessary and  
have specific  
Employer's Liability  
insurance for work  
with asbestos

Arrangements for  
out of hours work

Limitations and  
training for  
caretakers, handy  
persons etc.

Arrangements for  
basic checks on  
condition of  
asbestos and  
reporting any  
damage to Property  
Division

Arrangements for  
informing Property of  
any changes to the  
building that could  
affect the validity of  
the survey report

Ensuring all  
employees are aware  
of the survey report,  
the asbestos  
management policy  
and their  
responsibilities and  
limitations under this  
policy



## **Appendix 3 - Asbestos and Asbestos Management – Frequently asked questions (Taken from HSE information)**

### **1. Does asbestos have to be removed?**

Although asbestos is a hazardous material it can only pose a risk to health if the asbestos fibres become airborne and are then inhaled. Therefore most asbestos materials pose little risk unless they are disturbed in some way that allows the materials to be released into the atmosphere.

Asbestos is only a risk to health when it releases its fibres. So where the material is in good condition and in a location where it will not be disturbed it should be left in place and effectively managed.

### **2. What materials contain asbestos?**

Asbestos may be found in a variety of locations within a building, for example:

- Fire breaks in ceiling voids
- Thermal lagging, e.g. of boilers
- Ceiling and floor tiles and artex
- Sprayed asbestos – generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steelwork
- Millboard, paper and paper products used for insulation of electrical equipment. Asbestos paper has also been used as a fire-proof facing on wood fibreboard
- Asbestos cement products, used as roof and wall cladding

### **3. What responsibilities do I have as a building manager?**

See the Asbestos Management policy for further details but basically as building manager you have responsibility for ensuring that:

- The asbestos policy is fully complied with.
- The recommendations in the asbestos survey report are implemented.
- Arrangements are put in place so that all contractors / DLO read the asbestos survey and sign the log book before commencing any work.
- All employees are aware of the asbestos policy and the survey report.
- Any failings / issues with asbestos management are reported to your manager immediately.

**4. I think there is damaged asbestos in my building what do I do?**

Stop any work in that area, seal the area off and inform your manager and Property Division immediately so that the necessary arrangements can be made to assess the materials.

**5. Contractors are refusing to sign the log book what do I do?**

Inform your manager and the Authority officer responsible for arranging the contract. Contractors must not be allowed to start work until the asbestos survey has been read and the log book signed. If you have arranged the work directly with the contractor then you must ensure that they are competent to do any work specified. If this involves working on asbestos or asbestos containing materials then you must ensure that they are, where necessary licensed for the work and that they have specific Employer's Liability Insurance for work with asbestos and asbestos containing materials. It is strongly recommended that any work on asbestos or asbestos containing materials is arranged through Property Division.

**6. What do I do if I lose the survey report or log book for my building?**

Contact your Directorate Health and Safety Officer or Property Division for a replacement. There will be a charge for these replacements.

**7. How do we know if we have asbestos in the building?**

Most asbestos will be picked up in the survey report. It must be remembered however that the survey is a type 2 survey which means that there may be areas unavailable at the time of survey which contain asbestos and consequently aren't marked on the survey. It should be assumed that any suspect materials in these areas do contain asbestos until proved otherwise by testing carried out by accredited laboratories.

In some places asbestos will be labelled. The labels are small "a" labels. Do not rely on these as identifying asbestos however as not all identified asbestos will be labelled. It is crucial to read the survey report.

**8. What can my caretaker do in the building?**

Your caretaker / handy person etc. should be fully competent and trained in any tasks they undertake. They should also have written limitations on work that they can or cannot undertake, e.g. drilling in asbestos ceilings. It is therefore important that the limitations are developed in accordance with the information in the survey.

**9. What do I have to tell my staff about asbestos in the building?**

You must make all staff aware of the asbestos policy and the asbestos survey report. You must also make them aware of any limitations in place, e.g. not affixing pins in asbestos ceilings. Any staff who deputise or who liaise with contractors / DLO should be fully aware of the procedure for Contractors / DLO officers to read the survey report and sign the log book before commencing any work.