

Asbestos Management	Reference:	*
	Version No:	*.*
	Issue Date:	*
	Classification:	*

Document Control

Document Ref:		Date Created:	Jan 2010
Version:	1	Date Modified:	
Revision due			
Author:	Derek Martin	Sign & Date:	
Head of Service:	Andy Walker	Sign & Date:	
Equality Impact Assessment: (EIA)	Date undertaken:		
	Issues (if any):		

Change History

Version	Date	Description	Change ID
0.1			

Related Documents

Reference	Title	Tier
	H&S Policy	

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1. Purpose

- 1.1. It is the policy of West Berkshire Council to ensure that as far as is reasonably practicable, that no persons are exposed to risks to their health due to exposure to any asbestos containing materials that may be present in any of the properties that it owns or occupies.
- 1.2. The Council's Asbestos Procedure conforms to the requirements of the Health and Safety at Work Act 1974 and the Control of Asbestos at Work Regulations 2006. The Procedure will apply to all premises controlled by the Council and all individuals employed and / engaged by the Council.
- 1.3. The purpose of this WBC Procedure is to ensure adequate & appropriate management arrangements exist for controlling asbestos in accordance with the Control of Asbestos at Work Regulations 2006 and the approved codes of practice as issued by the Health and Safety Executive (H.S.E.).
- 1.4. The following document defines the system by which WBC manages the risk from asbestos and is focused upon providing appropriate controls and adopting a Safe System of Work designed to ensure that:
 - Relevant employees, Responsible Persons, Competent Person's and/or site managers are aware of and comply with all asbestos related health and safety legislation.
 - Suitable information and awareness training as may be necessary for the above employees to carry out their duties as required.
 - Where asbestos is present it will be maintained in a safe condition.
- 1.5. The Council has commissioned a specialist survey to establish if, where and what type of asbestos is present in Council owned properties. This forms the basis of a Premises Asbestos Containing Materials Register, detailing where and what type of asbestos is present (if any).
- 1.6. This information will act as a basis for managing asbestos in Council owned properties.

2. Background

- 2.1. Why is asbestos dangerous?
 - 2.1.1. Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in.
- 2.2. Who is at risk?
 - 2.2.1. Anyone who uses premises, who disturbs asbestos containing materials (ACM's) that has deteriorated or been damaged and is releasing fibres, can be at risk.
- 2.3. Where is asbestos found in buildings?
 - 2.3.1. You are most likely to come across asbestos in these materials:
 - sprayed asbestos and asbestos loose packing-generally used as fire breaks in ceiling voids;
 - moulded or preformed lagging-generally used in thermal insulation of pipes and boilers;
 - insulating boards;
 - some vinyl floor tiles;
 - texture finishes;
 - toilet cisterns;
 - some ceiling tiles;
 - external sheet roofing;

- external soffits and fascias

2.4. Assessing the condition of any ACM's

2.4.1. ACM's or presumed ACM's are identified by undertaking a type 2 survey which is a standard sampling, identification and assessment survey – This survey facilitates surveyors making presumptions at materials together with the collection of representative samples to confirm or refute the surveyor's judgement.

2.5. Asbestos in poor condition

2.5.1. Should ACM's in good condition become damaged or likely to be disturbed by routine maintenance work or daily use of the building or are in areas to be refurbished/redeveloped then these ACM's will be removed by a contractor licensed by HSE.

2.6. Managing asbestos left in place

2.6.1. It is the policy of WBC to leave in place ACM's or presumed ACM's that are in good condition, keep records and drawings on the location of such materials. To facilitate the management of ACM's and following on from a type 2 survey a register of the location and condition of ACM's has been issued to WBC properties.

3. **Applicability**

3.1. In accordance with the West Berkshire Council's published Health, Safety and Welfare Policy, Directors are responsible for applying this procedure within their respective Service Areas through the arrangements detailed within the 'responsibilities' section of this Code of Practice.

3.2. Within Community and Voluntary Controlled schools, West Berkshire Council is the employer and as such requires schools to meet the minimum standards defined within the above policy statement. Although these schools may put in place their own arrangements to meet these standards it is advised that adoption of the arrangements may be the simplest option for the school. This policy does not apply to Foundation or Voluntary Aided Schools (as the Governing body is the 'employer') although they may wish to adopt this as a ready-made means of securing legal compliance.

4. **Arrangements**

4.1. The Council will ensure that all its operational premises constructed before 2000, will be surveyed to identify any asbestos that may be present therein.

4.2. A register recording the results of such surveys will be compiled for each premise's and maintained with updated records of all treatment or removal works;

4.3. All asbestos identified as posing unacceptable risks to health and safety is removed or treated as appropriate to eliminate the risk or reduce it to an acceptable level under an immediate and continuing programme determined by the survey results and prioritised in accordance with the adopted management system.

4.4. All asbestos identified as safe to leave undisturbed is properly labelled where appropriate, and subjected to periodic inspection and re-assessment at regular intervals.

4.5. All persons responsible for the administration of either the registers or any asbestos works programmes have undertaken appropriate training relating to the use of asbestos material in building and construction engineering.

4.6. All existing or newly appointed staff who may be at risk of occupational exposure to airborne asbestos fibres will receive training on the hazards of asbestos and the appropriate precautions to be taken.

4.7. That records of such training will be kept and maintained on file.

4.8. All contractors working for the Council are made aware of the presence of asbestos containing materials (ACMs) and are shown the premises asbestos register within the normal working day before works start and have signed to evidence that they have read

and understood the contents.

- 4.9. Information regarding the presence of asbestos is conveyed in any tender documentation as appropriate and contractors have a Health and Safety Plan including a Method Statement for its treatment or removal. The Plan will be submitted by the contractor prior to any commencement of works on site and will be subject to approval of the Councils Property Services.
- 4.10. All contractor's method statements and risk assessments reflects relevant guidance issued by the Health and Safety Executive and is annually reviewed and updated as required.
- 4.11. All tenants in affected dwellings are notified of the presence of asbestos and advised of appropriate precautions as necessary.

5. Roles and Responsibilities

5.1. Corporate Directors

- 5.1.1. provide suitable and sufficient resources for staff and management in order for them to carry out their duties and responsibilities in accordance with this Code of Practice.
- 5.1.2. Monitor the application of this procedure

5.2. Head's of Service

- 5.2.1. Formally identify the Responsible Person (RP) who will be responsible for each premise.
- 5.2.2. Ensure that there is effective supervision of the officers who are fulfilling the role of RP.

5.3. Responsible Persons

- 5.3.1. Ensure suitable arrangements are in place for implementing and complying with all management procedures and guidance issued to them.
- 5.3.2. RPs will be issued with a Property Services Handbook detailing information and procedures in relation to safe working.
- 5.3.3. RPs shall appoint a Competent Person(s) to undertake local management of ACMs if the duty is not to be personally undertaken.
- 5.3.4. RPs must Notify the WBC Property Services of any proposed alterations to the building (e.g. schools to refer to the operational procedures set out in the Education Asset Management Plan in relation to undertaking building works.) RPs shall ensure any persons including contractors whether appointed by them or through Property Services, undertaking work at the premises which may disturb ACMs has checked and understood the Asbestos Register and is aware of their responsibilities not to disturb any listed / suspected asbestos containing material. It is a WBC requirement that anyone carrying out work signs the site asbestos log before commencing work.
- 5.3.5. Ensure that any work undertaken in the vicinity of asbestos containing materials is properly planned and a safe method of working is established and recorded
- 5.3.6. Ensure that only properly licensed contractors are appointed by WBC Property Services to undertake asbestos treatment or removal works
- 5.3.7. Ensure that any asbestos waste arising within the building is disposed of as 'Special Waste' and packaged appropriately as per guidance set by the Health and Safety Executive and Environment Agency.
- 5.3.8. RPs shall ensure that regular and routine inspections of ACMs included in the Asbestos Register are undertaken, at least on a monthly basis and more frequently for higher risk situations, and inform and/or seek advice from Property Services in respect of any changes to the Asbestos Register, notifying the WBC Property Services of any changes related to Asbestos Containing Materials using the standard form. (see Appendix 1)
- 5.3.9. RPs shall seek advice from Property Services in situations where the Asbestos Register Survey information is not sufficiently detailed or further advice / reassurance is required.

- 5.3.10. It is the duty of the Responsible Person to assume that if any material is found that looks as though it may contain asbestos, it should be presumed that it does, unless there is already strong evidence that it does not and RPs should isolate any area adjacent to any ACMs or suspected ACMs if they are disturbed or damaged and seek advice from Property Services.
- 5.3.11. It is the responsibility of the RP to make sure everyone who needs to know about the asbestos is effectively alerted to its presence. RPs shall ensure that all ACM's in accessible locations are conspicuously labelled and remain so.
- 5.3.12. Rps shall ensure that the Head of Property is advised of all statutory inspections of/at the Premises at the time the arrangements are made by external policing bodies. Notify any concerns/ abnormal results to Property Services and Health and Safety Team (Compliance Officer)
- 5.4. Property Services
 - 5.4.1. Produce procedures and guidance for Responsible Persons (RPs) to effect implementation of this asbestos code of practice. Issue and maintain the Property Services Handbook.
 - 5.4.2. Jointly monitor with the health and safety team the effectiveness of corporate procedures and review where necessary.
 - 5.4.3. Arrange asbestos surveys for the Council's premises and providing the buildings Responsible Person's (RPs) or designates with site copies of any resulting registers of asbestos occurrences.
 - 5.4.4. Maintain master copies of all current asbestos registers including a record comprising the content of all the asbestos registers and ensuring that the master copy is updated as and when required.
 - 5.4.5. Provide advice and information on ACMs to persons having an appropriate interest or connection, including undertaking project specific site inspections as necessary.
- 5.5. Project Managers /Contract Administrators/ CDM Co-ordinators
 - 5.5.1. Ensuring that, at the earliest practicable stage, consideration is given to the possibility of disturbing ACMs in the course of the proposed works and that there after the requirements of this policy and the Council's management procedures are fully complied with until project completion.
- 5.6. Health and Safety Team
 - 5.6.1. Provide joint training with Property Services and Education Services for Responsible Person's and Competent Persons.
 - 5.6.2. Providing advice and assistance in support of this policy
 - 5.6.3. Periodically auditing premises arrangements for the compliance of asbestos management including local management of ACM's
- 5.7. Human Resources
 - 5.7.1. provide occupational health support to staff exposed to airborne release of ACMs and maintain appropriate records as per current legislative requirements.
- 5.8. Employees
 - 5.8.1. Comply with asbestos related instructions issued by their RP.
 - 5.8.2. Report any defects of known or suspected ACMs to their immediate management for reporting to the RP for the premises.
 - 5.8.3. Keep working areas clean and immediately notifying the RP through their immediate management chain of any damage that occurs to known or suspected ACMs during the course of any works.
 - 5.8.4. Raise any issue related to asbestos management with in their service that is causing individuals or groups to have concerns over their continued health in the work place.

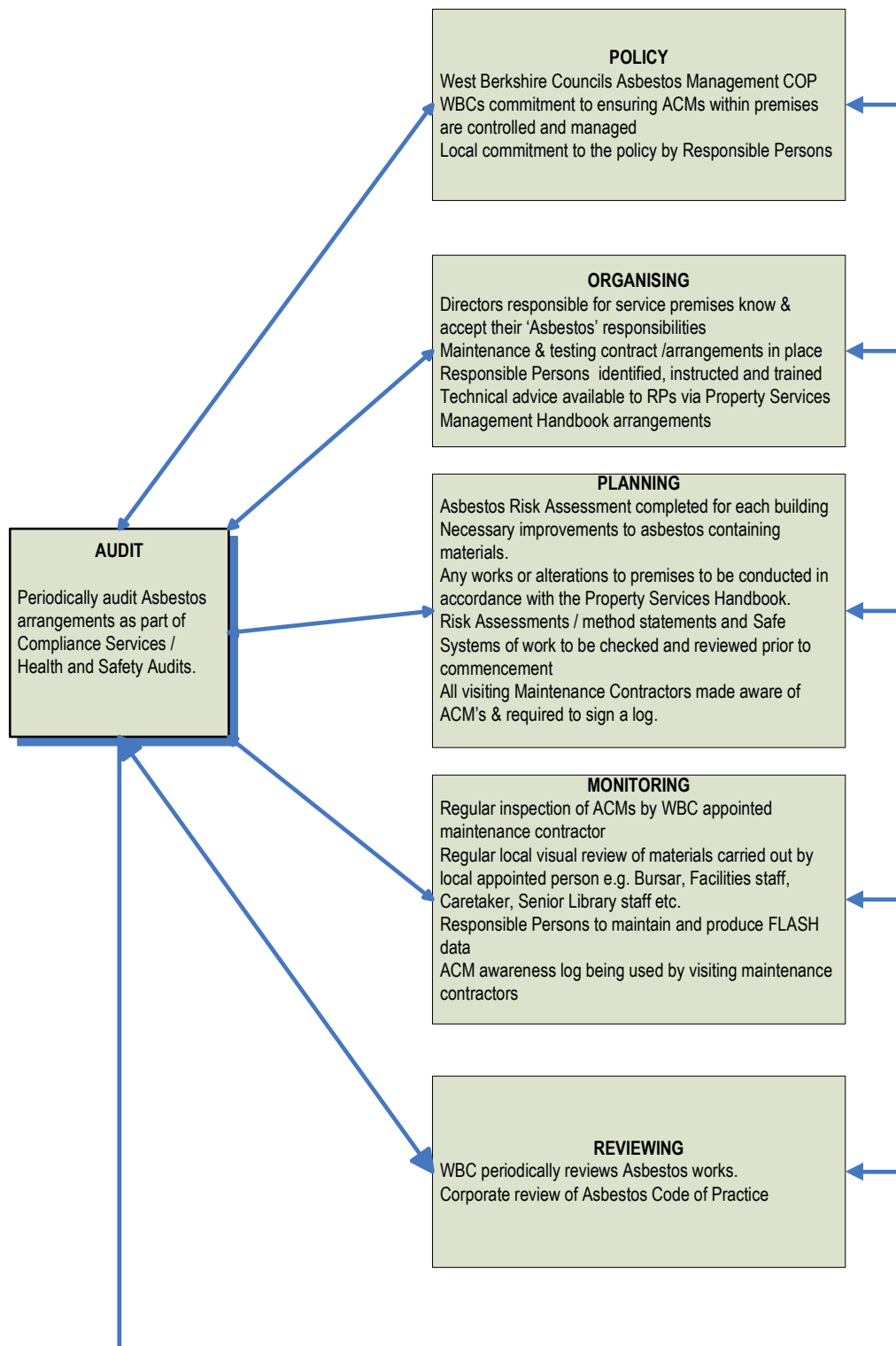
- 5.8.5. Follow any instructions provided by the Responsible Person (RP) for the premises. Notify any problems with the asbestos management precautions immediately to the Responsible Person (RP) for premises.
- 5.8.6. In the event of no action taken, contact the Health and Safety Team, with immediate effect.

6. Definition of Terms

- 6.1. Asbestos Survey.
 - 6.1.1. WBC has commissioned an external contractor to carry out a standard sampling survey of all its premises in order to identify any suspected asbestos containing materials (ACMs). Small samples of these materials have been taken and the type and amount of any asbestos present has been determined by laboratory analysis. The procedures for sampling have been designed to reduce any risks and can be safely carried out in occupied premises.
 - 6.1.2. It should be noted that this type of survey covers visible suspect material only and will not identify ACMs that may be concealed within the construction of the fabric of a building. Should any refurbishment or improvement works involving demolitions or alterations to the fabric of a building be proposed then a further 'intrusive' survey will be required in order that the contractor carrying out the works can allow for the necessary safe working provisions. Intrusive surveys may involve destructive inspection to gain access to all affected areas including those normally inaccessible or difficult to reach.
- 6.2. Asbestos Database and Registers.
 - 6.2.1. The results of the standard sampling survey have been recorded and used to compile a register of asbestos occurrences in each building. A copy of the relevant register(s) are kept at each site by the appointed R P or designate and **must** be shown to any contractors engaged upon the premises prior to the commencement of all works. Risk Assessments and Method Statements must then be agreed prior to work commencing.
- 6.3. Asbestos Remedial Works.
 - 6.3.1. Where unacceptable risks to health and safety arise due to the presence of ACMs then, in accordance with the Council's stated policy, the ACMs will be "removed or managed as appropriate to eliminate the risk or reduce it to an acceptable level under an immediate and continuing programme". The information contained in the register will be used to determine the priority and order in which the remedial works are undertaken. Property Services will then make the necessary arrangements in consultation with the relevant R P or designate to carry out a program of works.
- 6.4. Responsible Persons.
 - 6.4.1. The designated RP who has Health and Safety management 'control' of the building and its facilities, must ensure where buildings or sites are under shared occupation that the legal requirement to ensure cooperation and communication between all interested parties is carried out. In practice this role could be filled by a Director, Head of Service, Head Teacher, Bursar, Facilities Manager or designated competent person.

7. Flow DIAGRAM OF Asbestos PRECAUTIONS MANAGEMENT

7.1. The following diagram provides an overview of Asbestos management precautions within West Berkshire Council.



8. Training

- 8.1. Asbestos awareness training is given to (RPs & CPs) / Managers by Property Services, Education Services and the Health and Safety Team.
- 8.2. Further training can be requested through Social Care and Corporate Training Team. (RPs) / Managers must ensure records of all training & instruction are held.

9. Advice and further information.

- 9.1. Further advice, information and guidance to support this procedure can be obtained from a number of sources including;
 - 9.1.1. Property Services. – 01635 519831
 - 9.1.2. Property Services Helpdesk – 01635 519869
 - 9.1.3. E-mail: propertyhelpdesk@westberks.gov.uk
 - 9.1.4. Health & Safety Team – 01635 519 (863 / 942 /174) and 01635 503244
 - 9.1.5. Asbestos alert E-mail: healthandsafety@westberks.gov.uk
 - 9.1.6. Compliance Officer – 01635 519204
 - 9.1.7. Risk Manager – 01635 519310
- 9.2. Further guidance can be found in:
 - 9.2.1. Control of Asbestos Regulation 2006, Approved Code of Practice and guidance L143 (ISBN 07176 6202 3)
 - 9.2.2. The management of asbestos in non-domestic premises , Regulation 4 of the
 - 9.2.3. Control of Asbestos Regulations 2006, Approved Code of Practice L127 (ISBN
 - 9.2.4. 07176 6209 8)
 - 9.2.5. Asbestos Essentials – A task manual for building, maintenance and allied trades on non-licensed asbestos work. HSG 210 (ISBN 978-0-7176-6263-0)
 - 9.2.6. A short guide to managing asbestos in premises (ISBN INDG223REV3)
 - 9.2.7. Asbestos kills: Protect yourself! HSE leaflet Good Practice guide (ISBN 978 0 7176 6259 3)
 - 9.2.8. Asbestos kills: A quick guide to protecting yourself. HSE Good Practice pocket card (INDG418 12/07 C7500)
 - 9.2.9. HSE website: www.hse.gov.uk

Appendix 1

Form for the notification of change of status of asbestos containing materials

ASBESTOS: NOTIFICATION OF CHANGE OF STATUS

Please email this form, complete as necessary and submit to:-
 Maintenance Manager, West Berkshire Council. AGreen@westberks.gov.uk
Education Assets Team, Education Assets Officer, West Berkshire Council.
fsimmond@westberks.gov.uk
Health and Safety Team, West Berkshire Council.
healthandsafety@westberks.gov.uk

From:

Name			
School / Service/ Company			
Property Details :			
Property ID (see Asbestos Register)			
Property Name /Number			
Address			
Post Code			
Does this report apply to multiple properties?	Yes	No	
If 'yes' list properties on reverse of form			
Work Details:			
Please give precise details of all work carried out involving asbestos.			
Was all asbestos removed?	Yes	No	
If 'no' state quantity remaining m ²			
Was remaining asbestos encapsulated?	Yes	No	
Asbestos warning label in place	Yes	No	
Order number for work Approx value		
£.....			
Name of Contractor		
Address		
		
Asbestos License No.			
Any other relevant information:			
.....			

..
.....
..
.....
..
Signed Position
Date.....
Database amended and revised register details issued
Signed PositionDate
.....

For Property Management Use Only		Y/N	Date	Officer	Signature
	Technical inspection Requested				
	Inspection Results Received				
	Database Amended				
	Revised Register Issued				

Appendix 2

What happens if you discover Asbestos?

Damage to any materials known to contain **Asbestos** should be reported to the person(s) responsible for maintenance of the premises or the RP who must ensure that effective remedial works are immediately arranged.

Where damage is likely to give rise to airborne respirable fibres then the vicinity of the damaged **ACM** is potentially at risk of contamination and should be evacuated and sealed off until remedial works are completed.

Materials that are hard and have a lower fibre content, e.g. asbestos cement, are less likely to release fibres than those that are soft and have a higher fibre content, e.g. sprayed coatings and lagging, and which are more easily damaged.

You MUST, immediately report any incidents to;

WBC Health & Safety Team - 01635 519 (253/204/942/174/470) and 01635 503244

Asbestos alert E-mail: healthandsafety@westberks.gov.uk

1. the Property Services Team who will be able to advise and arrange necessary remedial works and air test.

Helpdesk- 01635519869

Maintenance Manager: 01635 519831

2. the Health & Safety Team who will be able to advice on, or undertake / arrange on behalf of compliance with RIDDOR

When remedial action becomes necessary , the relevant facts will have to be reported to the HSE in accordance with the requirements of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR) via the WBC WEBRISK database.

WBC Health & Safety Team - 01635 519 (253/204/942/174/470) and 01635 503244

An air test (the measurement of airborne fibre concentrations) will help determine the level of any contamination or provide reassurance that unacceptable contamination has not occurred following minor disturbances of **ACMs**.

Appendix 3

Procedure in the event of an asbestos incident:

ASBESTOS INCIDENTS - CONTACT NUMBERS AND ADVICE

Property Services:

Helpdesk: 01625 519869 or Ext 2869

Maintenance Manager: Andy Green 01635 519831 or Ext 2831

Head of Property Services: Steve Broughton 01635 519837 or Ext 2837

Out of Hours Contact No: Duty Officer 01635 519192

Health and Safety Team:

WBC Health & Safety Team – 01635 519 (253/204/942/174/470) and 01635 503244

Asbestos alert E-mail: healthandsafety@westberks.gov.uk

Compliance Officer - 01635 519204

Occupational Health - Related issues:

Human Resources – Head of Service 01635 519358 or Ext 2358

Risk Manager – 01635 519310

Procedure

If your service / school is contacted with a report of damage to or disturbance of known or suspected asbestos material please note the details and advise the individual to evacuate the vicinity of the incident and ensure that nobody returns to the area until an all clear has been given by a the Responsible Person managing the site.

Do:

1. Inform your Buildings Responsible Person and immediately contact West Berkshire's Property Services for advice.
2. If you know or suspect that the material concerned is indeed asbestos then;
 - a) Ask to arrange for clear up and repair. Property Services will liaise with licensed contractor who will carry out an air test on completion of the work to ensure that the area is safe for re-occupation
 - b) Inform the Health & Safety Team of the incident and proposed actions.
 - c) Obtain copies of air test certificates for file.
 - d) Inform person who reported the incident (or manager as appropriate). when work is completed and area safe for re-occupation.
 - e) If it is suspected that persons have been exposed to air borne particles the Responsible Person/s must contact Human Resources and inform the Health and Safety Team.
3. If the building has been surveyed and the material is known not to contain asbestos then;
 - a) Pass details to Property Services Help Desk where staff will advise on whether they have budgetary responsibility for the repair.
 - b) If yes leave them to arrange but contact the person who reported the incident to advise that there is no danger and that repairs will be affected in due course.

c) If no then contact the person who reported the incident to advise that there is no danger and that they are responsible for arranging the necessary repairs.

Appendix 4

General Precautions

Monitoring Condition of Asbestos

During routine visual inspections of the premises check for damage to ACMs and when necessary seek advice.

Contractors

The Premises / Schools Responsible Person or designated manager must ensure that all contractors visiting or carrying out works of any nature are informed of the presence of asbestos, shown a copy of the register and have signed to confirm that they have read and understood the information before being allowed to start work.

In this context the term 'contractors' must be interpreted in its widest sense and will therefore also include such firms as cleaners, caterers etc. Where a contract is entered into for these or similar services, a copy of the register should be incorporated into the contract. It will not then be necessary for contract staff to sign that they have read the register at the premises. ***It will instead be the responsibility of the contractors to properly advise their employees working at the premises.***

Planning Work

Where there is any possibility that proposed works may be carried out in the vicinity of known ACMs and might lead to damage or a release of fibres, however slight, a safe method of working must be established and recorded.

NO WORK IS TO START WITHOUT CONSULTATION WITH PROPERTY SERVICES AND WHERE WORKS ARE TO BE CARRIED OUT ON A EDUCATION SITE THE SCHOOLS REPORTING PROTOCOL MUST BE USED AND PERMISSION TO START GRANTED BY THE EDUCATION ASSETS TEAM.

All WBC Contractors must first prepare a written 'Risk Assessment' and 'Method Statement' for the proposed work submitted to Property Services and where applicable the Education Assets Team. This will ensure a 'Safe System of Work' detailing how the work will be undertaken and how each identified risk will be either eliminated or controlled to an acceptable level. This safe system of work will include planning for fibre release and emergency control, cleanup and decontamination of the area.

The Premises/ Schools Responsible Person's or designated Manager's must not allow any works to proceed until they are satisfied that an adequate assessment of potential risks is available on site and that safe systems of work have been established. Copies of all documentation relating to work on or removal of asbestos containing material must be retained within the premises / schools Health & Safety File.

If there is **ANY** uncertainty at all regarding the scope of the work and the adequacy of the contractor's risk assessment / method statement then technical advice should be sought. (Property Services Helpdesk - 01635 519869 - will provide access to specialist advisors)

Property Services will ensure where safe systems of work involve the prior removal or treatment of ACMs then a separate risk assessment and method statement will be required in respect of that **Asbestos** work.

HSE Licensed Contractors

WBC Property Services vetted licensed Asbestos Contractors must be used at all times. The Premises / Schools Responsible Person's or designated managers must ensure that only contractors in possession of a valid HSE licence for work with asbestos insulation, asbestos coating and asbestos insulating board are appointed to undertake such works. The licence must be valid for the whole of the period when the work is carried out.

Disposal of Waste

All asbestos waste, irrespective of type, whether it includes small amounts of waste or large scale removal, is subject to the Hazardous Waste (England and Wales) Regulations 2005 and can only be disposed of at special sites licensed to receive it.

In addition all asbestos waste other than asbestos bonded products such as asbestos cement sheets must be double bagged in heavy duty polythene bags and clearly labelled with the prescribed asbestos label before it is transported to the disposal site.

Changes to Premise's / School's Asbestos Registers

Any changes to the status of any ACMs recorded in the register must be reported to **The Property Services Maintenance Manager (01635-519831) so that the central register data base can be updated and any revisions issued as necessary.**

Changes to status would include either full or partial removal, covering with another material (plywood for example) or encapsulating (sealing with a coating based on paint, polymer, bitumen or cement)

A form for notifying changes to ACMs is included at Appendix 3, please complete and email as previously stated when any alterations are completed.

Appendix 5

Contractor ACM Record Log

This building (Name/Address:

.....) contains Asbestos Containing Materials (ACM's) which must **not** be disturbed because asbestos fibres could be released into the air.

It is therefore important for all maintenance workers to be made aware of where those ACM's are located by being shown the ASBESTOS REGISTER for this building by the 'Competent Person', who is;

.....

Having been shown the register, all visiting maintenance workers (contractors or volunteers) must complete the log to confirm that;

- a) They have been made aware of where ACM's are within this building.
- b) That their job will NOT involve disturbing any ACM (e.g. drilling, sanding, cutting, puncturing or sawing)

(NOTE: Work requiring any ACM to be 'disturbed' can only be carried out by specialist competent contractors who have been appointed by WBC Property Services)

Date	Company	Reason for visit	Name (Block Capitals)	Signature

Appendix 6

Local Management Plan for Asbestos Containing Materials (ACM's).

Building Name :

Responsible Person:

Competent Person(s):

Specialist Asbestos Survey undertaken by:
(Company Name)

Survey Date:

Does building contain ACM's in accessible places ? (Yes/No):

If yes, name of person(s) carrying out MONTHLY checks upon ACM safe condition;

.....

If yes, name of person(s) carrying out STAFF awareness training upon non disturbance of ACM's (including new starter induction);

.....

Name of person(s) carrying out MAINTENANCE / BUILDING CONTRACTOR awareness inductions (using the Asbestos Register & Logbook);

.....

IN HOUSE ACM CHECK LOG

Date	Name	ACM's Locations	Warning Labels Present?	Safe Condition (y/n)

