

# **ASBESTOS: MANAGING THE RISK**

## **Policy, Strategy & Management Procedures**

**Oxfordshire County Council  
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## TABLE OF CONTENTS

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1.0	Asbestos Policy Statement .....	3
1.1	Policy Statement .....	3
1.2	Contact Details .....	4
2.0	Introduction .....	4
2.1	Purpose of Policy .....	4
2.2	Management principles .....	4
3.0	Background to Asbestos .....	5
3.1	What is asbestos? .....	5
3.2	Where is it found? .....	5
3.3	The risk .....	5
4.0	Legal Requirements .....	5
4.1	Legislation .....	5
4.2	Duty Holder responsibility .....	5
4.3	Construction (Design and Management) regulations 2007 (CDM) .....	6
4.4	Management of asbestos in domestic premises .....	6
5.0	OCC Strategic Approach .....	7
5.1	Asbestos Management folder .....	7
5.2	Surveys .....	7
5.2.1	Management surveys .....	7
5.2.2	Refurbishment / Demolition surveys .....	7
5.2.3	Survey costs .....	8
5.3	Asbestos Register .....	8
5.4	Risk assessment .....	8
5.5	Sampling, analysis and clearance procedures .....	8
5.6	Monitoring condition of asbestos .....	8
5.7	Awareness training .....	9
6.0	Management Procedures .....	9
6.1	Actions to be carried out by OCC Property & Facilities .....	9
6.2	Actions to be carried out by the Property Consultant, Nominated Competent Persons .....	9
6.3	Actions to be carried out by Heads of Establishment/Setting .....	10
7.0	Inadvertent Exposure to Asbestos .....	12
7.1	Reporting .....	12
8.0	Work Affecting Asbestos .....	12
8.1	Use of asbestos .....	12
8.2	Before commencing work .....	12
8.2.1	Emergency and urgent works .....	12
8.2.2	Planned work to existing buildings .....	13
8.3	Contractors .....	14
8.4	Asbestos waste .....	14
9.0	Changes to Premises .....	15
9.1	Building change of use .....	15
9.2	Acquisition of buildings (buying, leasing, licensing etc): .....	15
9.3	Disposal of buildings .....	15
10.0	Funding of Asbestos Work .....	15
10.1	Maintaining asbestos in a safe condition .....	15
10.2	Planned work affecting asbestos materials .....	15
11.0	References .....	16
	APPENDIX 1: Asbestos Location Checklist .....	17
	APPENDIX 2: Management Action Flowchart .....	19

## 1.0 Asbestos Policy Statement

### 1.1 Policy Statement

Oxfordshire County Council acknowledges and accepts its responsibilities under the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999*, the *Control of Asbestos Regulations 2006* and any other regulations appertaining to asbestos. The Council will do all that is reasonably practicable to protect council employees and others from the risk to health from exposure to asbestos fibre when using County buildings.

This is achieved by ensuring that:

- Competent persons are appointed to advise on asbestos issues.
- Materials containing asbestos fibre are not used for any work in County buildings.
- 'Type 2 asbestos surveys' of all non-domestic County Council buildings were completed in March 2007.
- Asbestos Management Surveys (previously Type 2) will be carried out on new property acquisitions.
- An *Asbestos Management Folder* is issued to all County Council establishment/premises.
- Site notices are displayed at establishments/settings to warn of the possible presence of asbestos materials.
- Asbestos materials which are vulnerable to damage are removed or protected.
- Asbestos materials left in-situ are maintained in a safe condition.
- Hazard warning notices are posted in accordance with establishment/setting management procedures and at locations where accessible asbestos coatings and asbestos insulation are known to be present.
- Procedures are introduced for reporting the discovery of previously unknown asbestos materials and of damage to known asbestos materials.
- An *Asbestos Register* is maintained by the property consultant (Mouchel)..
- Details of all asbestos materials discovered by survey or report are recorded in the *Asbestos Register*.
- Management procedures are introduced for properties where the establishment/setting control their own delegated budgets and for self financed projects.
- Checks are made of existing records and where necessary 'Asbestos Refurbishment/Demolition surveys' (previously Type 3) are undertaken before any planned work starts.
- All contractors who undertake emergency or urgent works are made aware that County buildings may contain asbestos and that their operatives have all received asbestos awareness training.

- Any work affecting asbestos materials is carried out strictly in accordance with current legislation and County Council policy.
- All policies and procedures are regularly reviewed.

## 1.2 Contact Details

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**Mouchel 'Hot Line' – 0800 7314617 (24hrs)**

## 2.0 Introduction

### 2.1 Purpose of Policy

The intention of this document is to establish and communicate policy in relation to the various types of asbestos materials found in County buildings. This will include procedures to be followed to ensure that persons working in or using County buildings are not put at risk from the hazards associated with asbestos materials and that the risk of exposure to airborne asbestos fibre is reduced to as low a level as is reasonably practicable.

It is important that everyone understands fully the actions necessary to control the risk, and their role in the control process. If there is any doubt about the content or implications of this document, the reader should contact [healthandsafetyhelp@oxfordshire.gov.uk](mailto:healthandsafetyhelp@oxfordshire.gov.uk) or 01865797222.

### 2.2 Management principles

There is no statutory requirement to remove asbestos materials of any type. The discovery and identification of such materials will not automatically lead to their removal.

There is however a statutory duty to manage asbestos materials in County Council buildings and ensure that:

- asbestos materials left in-situ are maintained in a safe condition so as to prevent asbestos fibres being released into the atmosphere

- any work on or affecting asbestos materials is carried out in accordance with current legislation.

The method of achieving this requires careful consideration in each case and the decision must be based on the avoidance of risk and not on the cost.

### **3.0 Background to Asbestos**

#### **3.1 What is asbestos?**

Asbestos is a naturally occurring mineral. There are three main types of asbestos used in Great Britain; crocidolite (blue), amosite (brown) and chrysotile (white). Exposure to crocidolite and amosite asbestos poses a greater health hazard than exposure to chrysotile, but all types can cause asbestos-related diseases.

#### **3.2 Where is it found?**

Attention is drawn to the fact that in the past asbestos and asbestos products have been used in the construction and insulation of County Council buildings. They were used for a variety of purposes and was considered ideal for fireproofing and insulation. Any building built before 2000 can contain asbestos. Asbestos materials in good condition low risk unless asbestos fibres become airborne, which happens when materials are damaged.

A checklist listing some of the various types and location of asbestos materials is included as [Appendix 1](#).

#### **3.3 The risk**

Inhalation of asbestos fibre can lead to asbestos related diseases which represent the single greatest cause of work-related deaths in the UK. The diseases are mainly cancers of the chest and lungs and there is usually a long delay between first exposure and the onset of disease. There is no cure for asbestos related diseases.

### **4.0 Legal Requirements**

#### **4.1 Legislation**

Regulation 4 of the *Control of Asbestos Regulations 2006* (CAR 2006) places specific legal duties on those who manage asbestos in non-domestic premises.

#### **4.2 Duty Holder responsibility**

The dutyholder is the person or organisation that has clear responsibility for the maintenance or repair of [non-domestic premises](#) through an explicit agreement such as a tenancy agreement or contract. For the majority of our premises the duty holder will be the County Council.

##### Duty Holder – Schools

In educational establishments the duty holder will be the employer and can vary with the type of school:

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the County Council.
- For foundation schools, foundation special schools and voluntary aided schools the employer is usually the governing body.

The Duty Holder responsibilities are as follows:

- Take reasonable steps to determine location and condition of materials likely to contain asbestos.
- **Presume materials contain asbestos unless there is strong evidence that they do not**
- Make and keep an up-to-date record of location and condition of asbestos containing materials or presumed asbestos containing materials.
- Assess risk of likelihood of anyone being exposed to fibres from asbestos materials.
- Prepare a plan setting out how risk from materials is to be managed.
- Take necessary steps to put the plan in to action.
- Review and monitor the plan periodically.
- Provide information on location and condition.

As well as imposing a duty to manage asbestos in premises, the Asbestos regulations require employers to:

- undertake risk assessments before commencing work which exposes, or is liable to expose, employees to asbestos;
- produce a plan of work detailing how the work is to be carried out; and
- either prevent exposure to asbestos or reduce it to as low as is reasonably practicable.

#### **4.3 Construction (Design and Management) regulations 2007 (CDM)**

CDM requires arrangements to be in place to deal with asbestos during construction work, including refurbishment and demolition. Where construction or building work is to be carried out, the CDM Client (normally the County Council but sometimes the Governing Body in the case of school delegated works) must provide designers and contractors who are bidding for the work (or who they intend to appoint) with project-specific information about the presence of asbestos i.e. an asbestos survey, so that the risks associated with design and construction work, including demolition, can be addressed.

#### **4.4 Management of asbestos in domestic premises**

The 'duty to manage asbestos' requirements of regulation 4 of CAR 2006 do not normally apply to domestic premises.

The Health and Safety at Work etc Act 1974, section 2, requires all employers to conduct their work so their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety. Section 3 places a duty on employers and section 4 contains general duties for anyone who has control, to any extent, over a workplace. In addition, the Management of Health and Safety at Work Regulations 1999 require employers to assess the health and safety risks to third parties, such as tenants who may be affected by their activities, and to make appropriate arrangements to protect them.

These requirements mean the County Council which owns or is responsible for domestic properties, has a legal duty to ensure the health and safety of anyone in domestic premises used as a place of work.

Any employer when undertaking work in domestic premises has a duty under CAR 2006 to identify asbestos, carry out a risk assessment of work liable to expose employees to asbestos and prepare a suitable written plan of work to prevent or reduce the risk of exposure.

## **5.0 OCC Strategic Approach**

### **5.1 Asbestos Management folder**

All properties will be provided with an asbestos management folder regardless of whether asbestos is likely to have been included in the construction of the building or not. All folders will include the following:

- Action Plan
- Asbestos Register
- Survey Sheets including Material Assessment
- Building Plans
- Miscellaneous section to include site notices and record sheets

### **5.2 Surveys**

A survey of all County Council buildings was carried out in 1984 to identify boiler houses where the pipe work, cylinder and boiler insulation materials possibly contained asbestos. Hazard warning notices were posted accordingly. The accessible boiler house insulation was removed or maintained in a safe condition.

Visual surveys have been carried out to identify the location of limpet sprayed asbestos coatings. Limpet sprayed asbestos has been used as fire protection on steel and reinforced concrete beams/columns and on underside of floors. Details and hazard warning notices have been posted at all known locations where the coatings have been left in-situ.

#### **5.2.1 Management surveys**

*Management surveys (Previously Type 2 Surveys)* have been carried out on all County Council non-domestic premises where the council has a duty to manage.

#### **5.2.2 Refurbishment / Demolition surveys**

*Refurbishment / Demolition surveys (Previously Type 3 Surveys)* require intrusive inspections to determine the location of any asbestos materials that may be affected by the work before any work starts. This will include but not be limited to major construction and engineering work, refurbishments and alterations, rewiring and cabling works, window replacement, flat roofing and demolition.

Asbestos surveys must be carried out by competent UKAS accredited laboratories and contractors and must demonstrate compliance with the requirements of:

- *Control of Asbestos Regulations 2006*, in particular regs. 4, 5&6.
- *HSG 264 Asbestos: The Survey Guide*.

### **5.2.3 Survey costs**

When undertaking an asbestos survey in connection with proposed work, the cost of the survey is to be funded as part of the overall project. This will apply to both delegated and non-delegated work.

### **5.3 Asbestos Register**

For all County owned buildings an *Asbestos Register* of all asbestos materials discovered by survey or report is maintained by the property consultant together with details of any action subsequently taken. The register is updated as new information is received. It will not include details of all asbestos materials that are likely to be present in County buildings.

The *Asbestos Register* includes details of any repairs carried out and dates when part or full removal took place.

This information is electronically stored and available to all County Council establishments/settings on request.

Details of the *Asbestos Register*, including plans, are contained in the *Asbestos Management Folder* which is issued to each establishment/setting.

### **5.4 Risk assessment**

For all County owned buildings an assessment is carried out to determine the level of risk based on type, location, condition, use etc. This is collected as part of the management survey information and is stored electronically and included in the *Asbestos Management Folder*. This information is used by the Duties Holders to monitor asbestos materials and prioritise planned and remedial work.

### **5.5 Sampling, analysis and clearance procedures**

Sampling, analysis and clearance must be carried out by competent UKAS accredited laboratories and contractors and must demonstrate compliance with the requirements of:

- *Control of Asbestos Regulations 2006*, in particular regs. 19, 20&21.
- *HSG 248 Asbestos: The Analysts' Guide for Sampling, Analysis and Clearance Procedures*

The results of clearance, background or reassurance air sampling, taken to determine whether an area is suitable for normal occupation, must be as specified in the current Health and Safety Executive guidance HSG248.

### **5.6 Monitoring condition of asbestos**

Establishments/settings are required to monitor the condition of asbestos materials and carry out annual inspections, recording details in the *Asbestos Management Folder*.

The general condition of County buildings is monitored during the inspections for the required maintenance surveys carried out by the property consultant. This will include the condition of any materials that possibly contain asbestos.

Damage to any materials that could possibly contain asbestos must be reported to the County Council's property consultant so that an inspection/assessment can be made to determine the appropriate actions necessary.

Any area where damage has been discovered must be un-occupied and isolated until it can be made safe.

## **5.7 Awareness training**

Asbestos awareness training is made available to all County Council employees through the Learning and Development training programme.

All technical staff of the County Council's property consultant who are responsible for the design and management of projects at County Council sites receive asbestos awareness training.

All County Council term contractors' operatives, who carry out urgent and emergency work at County Council sites, receive asbestos awareness training. This is monitored at the monthly term contract meetings between the property consultant and the term contractor.

## **6.0 Management Procedures**

### **6.1 Actions to be carried out by OCC Property & Facilities**

The following actions and procedures have been introduced to ensure that persons working in or using County buildings are not put at risk from the hazards associated with asbestos materials and that the risk of exposure to airborne asbestos fibre is reduced to as low a level as is reasonably practicable:

- Materials containing asbestos fibre are not used for any work in County buildings.
- Arrangements for Asbestos Management Surveys (previously Type "2") of properties in accordance with HSG 264 *Asbestos: The Survey Guide*.
- Issue of an *Asbestos Management Folder* to all County Council owned or managed non-domestic establishment/setting.
- Asbestos materials which are vulnerable to damage are removed or protected.
- Asbestos materials left in-situ are maintained in a safe condition.
- Hazard warning notices are posted at locations where accessible asbestos coatings and asbestos insulation are present and their condition inspected annually.
- Checks are made of existing records and where necessary Refurbishment/Demolition Surveys (previously Type 3 surveys) are undertaken to determine the location of any asbestos materials before any planned work starts;
- Term contractors, who undertake emergency or urgent works, are made aware that County buildings may contain asbestos and that checks are made to ensure their operatives have received asbestos awareness training.
- Any work with materials containing asbestos is carried out strictly in accordance with the *Control of Asbestos Regulations 2006*.

### **6.2 Actions to be carried out by the Property Consultant, Nominated Competent Persons**

The following procedures are to be carried out by the nominated competent persons as necessary:

- Following requests for information check the Asbestos Register and advise of any current relevant records. Provide copies of the Asbestos Register as requested.
- Attend site and/or arrange for a specialist contractor to visit the site and where necessary arrange for samples of damaged or suspect materials to be taken and analysed to determine whether asbestos fibre is present.
- Give advice as to any action necessary including guidance on specifications, the way in which the work should be undertaken and by whom when it is necessary to carry out work involving known asbestos materials.
- Where necessary, for emergency work only, support the licensed contractor in seeking a waiver to the 14 day notification period that is required for the majority of asbestos work.
- For work with asbestos materials organised by the property consultant place separate orders with the licensed asbestos contractor and where necessary the analyst for air monitoring, reassurance air tests if warranted and the four stage clearance process.
- On completion of any asbestos work organized by the property consultant inform the establishment that the work has been completed satisfactorily and send copies to the establishment of the updated asbestos register, survey sheets, drawings and where applicable air test results to allow them to update their Asbestos Management Folder.
- Issue a new Asbestos Management Folder for newly built or acquired buildings. For new build include a front sheet stating that the building was constructed after the County Council stopped using asbestos materials.
- Determine within the available budget the annual programme for the planned removal of asbestos materials funded from the Property & Facilities health and safety budget.
- Maintain the Asbestos Register (including information, drawings, photographs etc), ensuring that details of all reported asbestos materials and work affecting asbestos materials are entered onto the register. Attachments of landlords' Asbestos Registers etc. are to be held within the Evolution database as attachments.
- Arrange for the labelling of the appropriate asbestos materials discovered during Refurbishment/Demolition asbestos surveys that are not to be removed.
- Arrange quarterly meetings at the consultant's offices with Property & Facilities to review management procedures and to discuss any issues that have arisen over the previous quarter.

### **6.3 Actions to be carried out by Heads of Establishment/Setting**

To assist Property & Facilities and the property consultant in maintaining asbestos materials that have been left in-situ in a safe condition heads of establishments/settings are required to arrange for the procedures listed below to be followed to ensure that persons using County buildings are not put at risk:

- Ensure that the *Asbestos Management Folder* is maintained and made available to employees, contractors and anyone else working on the site. It is recommended that contractors sign to acknowledge they have seen all site relevant information including the Asbestos Management Folder.
- Ensure that the site notice, “Notice to all contractors working at this site”, is clearly displayed and brought to the attention of all persons carrying out work at the establishment/setting
- Ensure that materials containing asbestos fibre are not used for any work in County buildings.
- Report details of any damage to materials that they know or suspect could contain asbestos, by phoning the property consultant, (Mouchel) Hotline: 0800 7314617. If in doubt evacuate the area. **Do not clean** (particularly using brushes or normal vacuum cleaners) or use the area until checks can be made. The property consultant will implement any actions necessary. A flowchart showing the actions to follow is included as Appendix 2.
- Ensure checks are made at the earliest opportunity when considering or planning delegated work under their control, including repair and maintenance work, to identify any asbestos materials that may be affected by the work. A check must be made of the *Asbestos Register* before undertaking any work;
- Submissions under the self financed improvement projects, building, engineering and grounds schemes must include details of any asbestos materials likely to be affected by the work. A check of the *Asbestos Register* must be made when planning the work. Where necessary e.g. upgrading, alteration, refurbishment, demolition is required to any part of the premises then a refurbishment / demolition asbestos survey must be carried out by a competent person. The property consultant can give advice.
- Details of any additional asbestos materials discovered during surveys must be forwarded to the property consultant for inclusion on the *Asbestos Register*.
- As it is not always possible to check records before emergency and urgent works it is required that any work of this nature organised by establishments/settings is only carried out by contractors who can provide evidence that their operatives have received up-to-date asbestos awareness training.
- As well as the day to day requirement to report any damage to asbestos materials it is strongly recommended that annual inspections of all known asbestos materials are carried out and recorded at the same time as building surveys. Any damage must be reported to the property consultant. A record sheet for recording details of the annual inspections is included in the *Asbestos Management Folder*.
- Heads of establishments/settings have a duty under regulation 12 of the *Management of Health and Safety at Work Regulations 1999* to include in their management systems the means to inform contractors, engaged by them to carry out work on a site, of all relevant information regarding the work which the contractor is to undertake. The presence or possibility of

the presence of asbestos containing materials must therefore be brought to the attention of contractors carrying out work on the site. Where the work is non-delegated the property consultant will, on behalf of the County Council and Head of establishment/setting, advise contractors.

However for delegated work not arranged by or through the property consultant, the Head of establishment/setting must ensure that, before commencement of any work, the location of all asbestos materials which may be affected by the proposed work is identified and the Property Consultant informed.

## **7.0 Inadvertent Exposure to Asbestos**

### **7.1 Reporting**

All incidents of inadvertent (uncontrolled) exposure to known or suspected asbestos fibre must be reported as a Dangerous Occurrence using the County Council's Health and Safety Case Management System accessed via the intranet.

Click on below link to log into the Case Management System and follow instructions: <http://mycases.oxfordshire.gov.uk/hscm/DB7ARWF9.nsf>

All incidents where there has been suspected or known inadvertent exposure to asbestos must also be recorded on the reporting form included in the 'Asbestos management Folder' and sent to the Health Safety Wellbeing Team. In accordance with HSE advice this form will be retained by the County Council for a period of 40 years.

If exposure is unlikely to have exceeded the action level it will usually have been insufficient to pose a long-term risk to health.

Employees wishing to consult the Oxfordshire County Council Occupational Health Unit can ring Oxford (01865) 815295 to make an appointment.

An investigation into the activity that led to the possible inadvertent exposure will be carried out by Oxfordshire County Council.

## **8.0 Work Affecting Asbestos**

### **8.1 Use of asbestos**

No products containing asbestos fibre are to be used for any future work. This is a legal requirement.

### **8.2 Before commencing work**

All work affecting asbestos materials needs to be carefully planned to avoid the release of asbestos fibre or where this is not possible to reduce any exposure to as low a level as is reasonably practicable. No work affecting asbestos materials in County buildings is to be undertaken until the County Council's property consultant has been informed and the planned actions approved.

#### **8.2.1 Emergency and urgent works**

As checks and surveys will not normally be possible before this type of work is undertaken it is important that:

1. All contractors who undertake emergency and urgent works for the county are made aware that the county has used asbestos materials

- in the construction and insulation of its buildings and of the procedures necessary should such materials be discovered.
2. The property consultant must check to ensure that term contractors have provided the necessary training and information so that their operatives undertaking the work are aware of the type of asbestos materials that may be discovered in county buildings and of the reporting procedures should any be discovered. Evidence of the asbestos awareness training given to their operatives must be provided by the contractor.

Details of any suspect materials discovered during such work must be reported to the property consultant for recording and onward transmission to the nominated competent persons.

### **8.2.2 Planned work to existing buildings**

Prior to commencement of any planned work in existing buildings checks must be made of existing drawings, records and the Asbestos Register. Depending on the nature of the work surveys should be carried out as follows:

1. Non-intrusive works: - Minimum of Management (Type 2) asbestos survey as a normal duty (Checks should be made as to whether this level of survey has already been carried out). Materials included on the register that have been "presumed asbestos" will need to be analysed.
2. Intrusive works (including rewiring and cabling) - A Demolition and refurbishment (Type 3) asbestos survey. The cost of this survey must be included within the overall cost of the project.

Details of any suspect materials discovered during the surveys must be reported to the nominated competent persons.

To ensure that contractors carrying out planned work in Oxfordshire County Council buildings are made aware of the possible presence of asbestos materials the following clauses are to be included in all specifications (or where applicable the health and safety plan) for work in existing buildings where asbestos has not been discovered during the initial surveys but may be encountered during the work:

*“Attention is drawn to the fact that in the past the county council has used asbestos products in the construction and insulation of its buildings. Whenever possible these materials will be identified to the contractor together with the minimum safety requirements necessary for work affecting such materials. The contractor should carry out his own inspections to identify such materials.*

*Initial inspections, however, may not reveal all asbestos materials present so it is important that during the course of the works the contractor is vigilant and if any previously unknown asbestos is discovered work in the area stops immediately and the Oxfordshire County Council project leader and head of establishment are informed so that the correct action can be taken.”*

Where the work involves boiler changes the tender documents must include a specification to cover work affecting asbestos rope seals, asbestos gaskets

etc. The contractor must then submit with the tender a method statement for dealing with any identified asbestos or any asbestos that may be discovered during the work.

### 8.3 Contractors

All work with asbestos must be carried out by competent contractors and must demonstrate compliance with the requirements of:

- *Control of Asbestos Regulations 2006*
- Approved code of Practice L143 Work with materials containing asbestos.
- HSG 247 Asbestos: *The Licensed Contractors' Guide*.

Under the [Control of Asbestos Regulations 2006](#), contractors who undertake any work with asbestos require a valid HSE asbestos license. This license will have been approved by Asbestos Licensing Unit which has been delegated by HSE to grant and review licenses for asbestos work as set out in the *Control of Asbestos Regulations 2006*. This includes work with asbestos, unless it is exempt under Regulation 3(2) of the Regulations.

Subject to regulation 3(2), the contractor shall not undertake any work with asbestos unless he has notified the HSE in writing at least 14 days before commencing that work. For urgent or emergency work it may be possible to negotiate a reduction in this period.

### 8.4 Asbestos waste

Any asbestos waste comes under the requirements of the *Hazardous Waste Regulations 2005* and *Carriage of Dangerous Goods (etc) Regulations 2004*. Asbestos waste also includes contaminated building materials, tools that cannot be decontaminated, personal protective equipment and damp rags used for cleaning.

Under the *Hazardous Waste Regulations 2005*, it is an offence to produce hazardous waste at premises, or remove that waste from premises, unless those premises are registered with the Environment Agency and provided with a unique premises number called a "premises code". This is valid for **12 months** from the date of registration. If hazardous waste continues to be produced or removed from these premises after expiry then the premises code must be renewed. Premises codes can be renewed up to **one month** in advance of the expiry date

All asbestos waste must be transported by a registered waste carrier for safe disposal at a licensed disposal site and evidence provided by way of a *Waste Consignment Note*.

Asbestos materials or equipment containing asbestos cannot be sold or given to other parties. It must be removed and disposed of as 'hazardous' waste.

Further information on the requirements for dealing with asbestos waste can be found on the Environment Agency website:

[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk).

## **9.0 Changes to Premises**

### **9.1 Building change of use**

Where a change of use of building is planned a risk assessment must be carried out to determine whether any identified asbestos materials would be more vulnerable to damage from the new activity.

### **9.2 Acquisition of buildings (buying, leasing, licensing etc):**

The purchaser must request a copy of the Asbestos Register for any property to be purchased and enquire as to the type of survey that produced the information. The minimum type of survey required to provide the information is an Asbestos Management Survey. Where this information does not exist the vendor should be required to provide. If the information is not forthcoming discuss with the commissioning officer as to what action should be taken. Discuss with the property consultant nominated competent persons the implications of any asbestos materials discovered.

### **9.3 Disposal of buildings**

A copy of the current Asbestos Register must be included with the sale details of any County Council properties that are to be sold. If purchaser requests further information discuss implications with the commissioning officer.

## **10.0 Funding of Asbestos Work**

### **10.1 Maintaining asbestos in a safe condition**

County-controlled schools and all non-educational buildings - Work to be funded from the Property & Facilities health and safety budget.

Church-aided schools - Work up to £2000 to be funded from the Property & Facilities health and safety budget. For work over £2000 the school must inform the Diocese and make a bid to the DfE for funding.

This will also apply to kitchen equipment that contains asbestos but CFM cover replacement costs. The kitchen equipment in Church-aided schools is their responsibility and hence so are the costs of removal and replacement of such equipment.

### **10.2 Planned work affecting asbestos materials**

For both R&M and Capital projects the cost of dealing with any asbestos must be included within the overall cost of the project. Schools undertaking self financed projects must also include the cost of dealing with any asbestos within the overall cost of the project. This includes the cost of refurbishment/demolition asbestos surveys.

**Warning:** Dealing with asbestos discovered during a project can be both time consuming and expensive. It is therefore important that the correct level of survey is carried out before any costing or feasibility studies are submitted.

## 11.0 References

1. *Health and Safety at Work etc Act 1974.*
2. *Management of Health and Safety at Work Regulations (as amended) 1999.*
3. *Control of Asbestos Regulations 2006.*
4. *The Hazardous Waste (England and Wales) Regulations 2005.*
5. *Carriage of Dangerous Goods (etc) Regulations 2004.*
6. *The Construction (Design and Management) Regulations 2007.*
7. *L143 Work with Materials Containing Asbestos (ACOP)*
8. *L127 The Management of Asbestos in Non Domestic-Premises.*
9. *HSG247 Asbestos: The Licensed Contractors' Guide.*
10. *HSG248 Asbestos: The Analysts' Guide for Sampling, Analysis and Clearance Procedures.*
11. *HSG264 Asbestos: The Survey Guide*  
*HSG227 A Comprehensive Guide to Managing Asbestos in Premises.*

## APPENDIX 1: Asbestos Location Checklist

Listed below are some of the various types and location of asbestos materials that have been discovered in the construction and insulation of Oxfordshire County Council buildings:-

- Sprayed Coatings: Used for thermal and acoustic insulation and for fire and condensation protection, either exposed or within suspended ceiling voids.
  - Applied to the underside of concrete roofs/floors
  - Applied to steelwork
  
- Asbestos Insulation: Used for thermal insulation and condensation protection. Found mainly within boiler houses, store cupboards, ducts, roof spaces and equipment.
  - Applied to boilers, hot water heaters
  - Fan assisted
  - cylinders, pipe work etc
  - Kilns
  - Electric storage heaters
  - Gas fired sterilizing sinks
  
- Asbestos Ropes and Yarns: Used for heat/fire resisting gaskets and seals.
  - Caulking to brickwork
  - Oven door seals
  - Boiler and flue sealing
  - Electric cable insulation to cookers
  
- Asbestos Insulating Board: Used for fire protection, thermal and acoustic insulation.
  - Ceiling tiles/panelling
  - Fire proofing of ducts
  - Wall tiles/panelling
  - Fire proofing of roof spaces
  - Panelling to brazing hearths
  - Sacrifice shuttering to ducts
  - Fascia and soffit boards
  - Linings to window reveals
  
- Asbestos Cement: Used for fire protection, roofing/cladding materials, cisterns, tanks, fluepipes, drainage pipes, construction of fume cupboards etc.
  - Corrugated roof sheeting, guttering and down pipes
  - Ceiling and wall panelling
  - Roof tiles, fascias and soffit boards
  - Fire proofing of ducts/roofs
  - Water pipes and tanks
  - Sacrifice shuttering to floor ducts
  
- General: Products containing small amounts of asbestos fibre.
  - PVC/thermoplastic floor tiles
  - Textured coatings
  - Bitumen felts
  - Paints, mastics etc
  
- Older Temporary Buildings

- Elliott & Holder buildings - Panels behind and under heaters.
- Terrapin buildings - Wall & ceiling panels. Panels behind and under heaters.

NEW BUILDINGS CONSTRUCTED AFTER 2000 ARE UNLIKELY TO  
CONTAIN ASBESTOS MATERIALS.

## APPENDIX 2: Management Action Flowchart

Any person who:

- suspects the presence of previously unknown asbestos materials
- knows of damage to existing asbestos materials
- knows of work that may affect existing asbestos materials

must report it to: **Mouchel “Helpdesk” 0800 7314617**

The following actions will be initiated by the report:

