

Organisation	Somerset County Council	
Title	Managing the risks from Asbestos HS021	
Author	Sharon Larkman, Jayne Slocombe	
Owner	Strategic Manager – Health and Safety	
Protective Marking	OFFICIAL-Unclassified	

POLICY ON A PAGE

Somerset County Council will ensure the Council infrastructure and the data it contains will be kept secure in accordance with relevant legislation and industry best practice standards.

In order to comply with the above this policy provides; the Council's rules that must be followed, the standards to be maintained and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of unauthorised access.

This document will be available to: **All Elected Members, Somerset County Council Staff, 3rd Party Contractors, Secondees and Volunteers.**

Key Messages

- Somerset County Council will, identify and assess the risk from Asbestos in all premises, for which it is responsible.
- Premises Managers must ensure their responsibilities, as specified within this policy
- Premises Managers are also required to undertake an Annual Review of their Asbestos via the RAMIS website, at least annually, or sooner if a significant change occurs to the building or the activities carried out

This “policy on a page” is a summary of the detailed policy document please ensure you read, understand and comply with the full policy

Revision History

Revision Date	Reviser	Version	Description of Revision
06.10.16	Sharon Larkman Jayne Slocombe	V5.0	Revision
30.05.19	Sharon Larkman	DRAFT	
14.11.19	Jayne Slocombe	V6	Publish
15/09/2020	Daniel Thomas	V7	Added additional responsibility for Premise Manager
08/02/2021	Daniel Thomas	V8	New description of asbestos management plan

Document Approvals

This document requires the following approvals:

Approval	Name	Date
Corporate Health and Safety Advisor	Graham Holmes	
Chair HSPSG	Chris Squire	
Asbestos Manager	Sharon Larkman	

Document Distribution

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Managing the risks from Asbestos



This document forms part of Somerset County Council's Corporate Health and Safety policy [manual](#), which is available on the [CHSU Website](#)

Services and Establishments may supplement this policy with their own specific guidance.

1	Purpose of Policy	3	SCC Processes
2	Responsibilities	4	Links

1 Purpose of Policy

Somerset County Council is committed to preventing exposure to airborne asbestos fibres that could be inhaled and cause serious harm to health.

The large quantity and variety of asbestos containing materials (ACMs) within many of our buildings, and those other premises that we use, pose a very serious risk to health of employees and others who may be present when proper controls are not in place.

The harm is caused by loosened asbestos fibres becoming airborne and being inhaled. Once inside the lungs they initiate a variety of changes that could eventually lead to death. However, when the situation is correctly managed and the materials are maintained in good condition, people can continue to operate alongside ACMs quite safely.

This policy describes the arrangements in place to manage the risk. There are a number of corporate procedures supported by resources within Corporate Property and Scientific Services, both in terms of workforce and budgets allocated to asbestos identification and management.

Nevertheless, a critical responsibility lies at the location where the asbestos exists – because that is where it is so easy to disregard the risk, with such serious consequences. The control measures will only be effective if they are understood and followed rigorously. The key methods to achieve control are the use of the Asbestos Register and the Permit to Work scheme, plus the awareness and confidence of people to use them correctly, both in day to day building use and prior to maintenance/refurbishment/demolition work being carried out.

2 Responsibilities

2.1 Somerset County Council will:

- establish the location and condition of ACMs within premises owned by the Council (or regularly used by its employees)
- ensure that it earmarks sufficient funds on an annual basis for the removal of any ACMs when and where it is considered appropriate
- ensure that the removal and disposal of all ACMs on premises for which it is responsible is conducted in accordance with current regulations and SCC policy
- continuously manage the known ACMs within all buildings owned or leased by Somerset County Council through an Asbestos Register so that:
 - they are only “interfered with” after the appropriate processes and measures have been taken. (Where this is required as part of a planned project, survey costs will be built in to the project costs.)
 - if they are inadvertently damaged, appropriate remedial action is taken quickly to make safe the affected area
 - they are resurveyed by a competent person every 5 years
 - their condition is regularly monitored, and any changes reported and dealt with.
- ensure that the risk from asbestos is managed effectively in those premises that employees, and others to whom a duty of care is owed, are regularly present using the Annual Review of Asbestos Management Return via [RAMIS](#)
- ensure that those individuals who, when exposed to asbestos fibres under the control of the Council, are correctly advised, supported and their details recorded on an “At-risk Register”
- provide support and training to all relevant staff as follows:
 - SCC asbestos management procedures to people responsible for implementing the arrangements within this policy
 - asbestos awareness training to people who:
 - carry out work which is likely to involve disturbing the fabric of buildings (e.g. plumbers, electricians, IT installers, roofers, decorators, handymen)
 - supervise those identified above at work
 - Are the designated Premise Manager
 - are responsible for planning or controlling work which involves disturbing the fabric of a building which may contain asbestos (e.g. building layout changes/extensions, room alterations, IT/heating/plumbing installation, redecoration, roof repairs)
- ensure that adequate records relating to the management of the risk from asbestos are created and maintained

2.2 Directors will, where they have responsibility for

- premises with ACMs present, have systems and delegated responsibilities in place to ensure that:
 - premises managers are appointed and are competent to meet their responsibilities

- all relevant employees in those premises have been informed about the risks and how they are being controlled
- specified employees have been trained to the appropriate level for their duties
- tenants are provided with an Asbestos Register
- local control measures are being correctly implemented
- when any premise is no longer required, a handover of responsibilities is arranged with Corporate Property
- the Annual Review of Asbestos Management Return is regularly completed via [RAMIS](#)
- employees regularly working in non-SCC workplaces, have systems in place to establish whether:
 - there is asbestos present or presumed to be present
 - there are satisfactory control measures in place
 - SCC employees in those premises know about the risks from ACMs and how they are being controlled.
- the items listed above, contact the Asbestos Team, or the Corporate Health and Safety Unit (CHSU), where they feel that the arrangements are not working satisfactorily or need support.

2.3 Premises Managers will

Premises Managers have a key role to play in ensuring that the buildings are occupied, adapted and maintained in a fashion that does not lead to an unplanned release of asbestos fibres. They must use the resources and arrangements outlined in this policy to achieve this.

In particular they will:

- ensure the Annual Review of Asbestos Management Return is completed when prompted via [RAMIS](#)
- Complete asbestos awareness training at a minimum frequency of once every two years
- ensure that as part of the induction process employees are be made aware of the location of any asbestos containing materials that they may come into contact with during their normal day to day activities/work.
- ensure that the Register is always available and accessible to staff and contractors who work on the site.
- ensure that there are written records to prove that the Asbestos Register was inspected prior to any work being carried out
- ensure all staff and others (such as contractors) who need to be aware of the nature and degree of the local risk from ACMs are suitably briefed. A One-page contractors guide is available.
- ensure the Asbestos Register is kept up to date and well-organised
- maintain contact with the Asbestos Team to clarify any anomalies over the location details in the Asbestos Register
- whenever maintenance or refurbishment work on premises is being considered:

- consult the Asbestos Register
- contact the Asbestos Team for advice and to see if a Demolition/Refurbishment survey is legally required. (If it is, the cost needs to be built into the budget for the job.)
- inform the Asbestos Team of the planned work if it would involve disturbance of, or is in close proximity to, ACMs or Inaccessible/Not Assessed (N/A) items
- check that the contractor's operational staff, including supervisory, have received asbestos awareness training within the last year prior to awarding any contract to a firm which is not on SCC's approved list.
- use the Permit-to-Work system in relation to work on or around ACMs or N/A items, when it is appropriate
- ensure that the condition of visible ACMs is regularly monitored on at least an annual basis and the results of the check recorded in an appropriate manner
- report any ACM considered to be in poor condition to the Asbestos Team and take appropriate steps to ascertain the identities of any individuals who may have been exposed to released fibres and pass their details to CHSU.
- Ensure that all asbestos removal works are completed in accordance with the current legislation and the SCC Asbestos Team are made aware of this work.

2.4 Employees will

- follow local guidance or instruction in relation to the management of asbestos on the premises

2.5 The SCC Asbestos Team¹ will

- advise all areas of SCC on matters relating to the risk from ACMs and, in particular on Asbestos Management Procedures
- carry out asbestos site surveys to the appropriate standard
- take and analyse samples of suspect materials when required
- create, maintain and update the Asbestos Registers for all leased and owned SCC premises
- issue updated Asbestos Registers to premises managers or make them available via [ATRIUM Property Portal](#)
- liaise with Corporate Property to ensure that site drawings are up-to-date following any significant changes
- monitor compliance by external contractors with the relevant regulations governing the removal of asbestos
- develop and oversee the use of the Asbestos Permit to Work system within premises where SCC has a responsibility
- vet and oversee the work of approved contractors engaged in the removal of ACMs in SCC premises
- carry out Clearance Testing and other air monitoring in premises as required

¹ The Asbestos Team within Scientific Services undertakes specific tasks regarding the identification and management of asbestos. Collectively the operational team is experienced in all areas of asbestos-related work. It is accredited by UKAS (United Kingdom Accreditation Service) to carry out all types of surveying, sampling and testing.

- provide asbestos awareness training for:
 - Property Services – design teams, engineers, health and safety officers and surveyors
 - Facilities Management Team
 - site staff - where staff disturb the fabric of the building
 - premises managers of the site staff identified above or where the manager directly supervises contractors working on premises,
 - Managers, installers and maintenance staff involved in IT Installations
- provide regular reports on the re-survey programme and the remedial work being carried out to maintain the policy and on situations where the policy has not been implemented effectively
- issue formal letters to Premises Managers where it is known that no asbestos is present in the building - due to its construction date being post 2000 or as a result of a refurbishment project where no asbestos is identified.
- monitor changes in the legislation governing asbestos and recommend any changes to this policy
- investigate incidents involving accidental disturbance of asbestos or suspect materials.
- Arrange and manage the removal of asbestos materials identified during surveys as requiring remedial action to make safe and investigate the cause of the damaged material.
- Review the premise asbestos management plan folder every five years when onsite completing the management survey

2.6 Corporate Property will

- ensure that all construction projects on existing premises for which they are responsible are planned and executed in consultation with the Asbestos Team.
- ensure that all construction works are undertaken by contractors, who have received asbestos awareness training and satisfy regulation 10 of the Control of Asbestos Regulations – Further details contained in HSE ACOP “Managing and Working with Asbestos”.
- On being notified by the asbestos team in respect of premises for which SCC has repair liabilities, cover the costs of asbestos remedial/removal work and associated air monitoring for those asbestos items identified as requiring immediate action to make safe. In the case of schools, the school will be recharged. In the case of non-school premises, if a service area is found to have contributed to the cause of any damage to asbestos, then the associated costs will be recharged to that service.
- ensure that commercial lessees are provided with relevant material regarding the risk from asbestos.
- ensure that when SCC leases new buildings, it obtains from the landlord the relevant information regarding the presence and condition of ACMs and clarity over the respective management responsibilities.
- ensure that any property which is no longer in use is managed so as to minimise the risk from asbestos to any future occupiers, contractors or visitors to it.

2.7 Corporate Health and Safety Unit will

- maintain the At-risk Register
- maintain this policy within the H&S Manual
- support any contingency arrangements and investigations into incidents involving suspected asbestos release.
- provide training to premises managers on the risks from asbestos and associated management arrangements they are required to follow as part of Premises Management Training.
- monitor the local implementation of this policy as part of an audit programme.
- liaise with the Asbestos Team as required regarding the development, implementation and review of corporate control measures.

3 SCC processes for the management of asbestos

- 3.1 [Asbestos Management Plan](#)
- 3.2 [Asbestos register](#)
- 3.3 [Permit to Work system](#)
- 3.4 [Asbestos Register online](#)
- 3.5 [Local Asbestos Management Plan](#)
- 3.6 [Annual Review of Asbestos Management arrangements](#)
- 3.7 [Procedures to be followed in the event of suspected danger of exposure to ACMs](#)
- 3.8 [Provision of Information](#)
- 3.9 [Derelict and Abandoned Premises](#)
- 3.10 [Leased and Rented Property and Property for Purchase or Disposal](#)

3.1 Asbestos Management Plan

The asbestos management plan for a premise cannot be defined as one document. The management plan is a combination of local and organisational arrangements that bring together all available and relevant information. These documents collectively detail the measures taken by the premise manager and the authority to manage asbestos. Premise managers should have an Asbestos Management Plan folder on site that contains:

1. A sign sheet to record the names of those who have been shown the folder
2. Permits for working on or near asbestos
3. The F21a local asbestos management plan
4. The RAMIS annual asbestos management arrangement review
5. The most recent asbestos management survey report (this contains the asbestos register)
6. SCC Asbestos Policy
7. Any refurbishment demolition survey reports
8. Completed permits that are now closed
9. Any historical information relevant to asbestos in the building

The asbestos management plan should be shared with relevant safety representatives and all staff, particularly maintenance and cleaning staff and contractors who may be required to work on or near ACM's.

Somerset Scientific Services will audit the management plan every 5 years when they are on site conducting the management survey.

For Schools the Corporate Health and Safety Unit will review contents of the onsite management plan folder every three years during the school's health and safety audit programme.

3.2 Asbestos Register

The asbestos register lists building components that are either presumed to contain asbestos or laboratory analysis has confirmed an asbestos content.

N.B. The Asbestos Register will not contain an exhaustive list. It is possible that there are further ACMs hidden within the fabric of the building or located in a position which makes their inspection impractical.

The data for the asbestos register is collected during site surveys by Asbestos Team Surveyors who enter the data onto the asbestos module of the Corporate Property Management Database – from which the site asbestos register is generated.

All premises controlled by the Council must have an up to date copy of the local asbestos register available – or a copy of a written declaration that the building(s) does not contain asbestos.

3.2.2 Updating the Asbestos Register

The Asbestos Register can only be updated by the Asbestos Team. The following are events that could trigger an update:

- Through the premise's re-survey programme drawn up and implemented by the SCC Asbestos Team.
- After a Demolition/Refurbishment Survey, prior to building refurbishment or alterations.

- After remedial work on, or removal of, ACMs.
- After minor works, e.g. painting carried out locally, and information sent to the Asbestos Team using the Asbestos Permit to Work.
- Following a condition check.

Where the fabric of the premises is going to be altered or disturbed in any way, a further survey request must be initiated at an early stage of the project. The type of survey carried out will be more intrusive so as to discover the nature of any hidden asbestos materials that maybe disturbed. The register will ultimately be re-issued showing the updated information.

When the Asbestos Register is updated on the database an up-to-date copy will be issued to the premises manager via email or via the [ATRIUM Property Portal](#).

The premises manager must then print off the new copy of the register and replace the old copy in the Asbestos Register file. Specific instructions are given in the attachments to the email.

3.2.3 How to understand the Asbestos Register

Item	Purpose
<p>'Asbestos at Whole Site Level'</p>	<p>Asbestos-containing items may be listed alongside this heading, if they cannot be attached to a recognized Property Services Building or Room.</p> <p>For instance, this may apply to an asbestos cement roof located on a bicycle shed that does not possess a Property Services building reference number.</p>
<p>'Asbestos at Whole Block Location'</p>	<p>Asbestos-containing items that are listed alongside this heading may be:</p> <p>Items located on the outside of the building. For example, this may apply to an asbestos cement gutter and down pipe attached to the outside wall of a building.</p> <p>Internal items that are consistent throughout the building e.g. an under-floor duct system, are added 'at building level' when their exact location is uncertain.</p> <p>Where it has not been possible to access a roof void. The roof void may not possess a room reference number and may span over a number of rooms.</p>
<p>Location Ref and Name</p>	<p>If an asbestos-containing item has been located within a room that possesses a Property Services allocated room number, it will be listed beneath a sub-heading detailing both the Room Number and a brief description of the Room Use.</p>
<p>Asbestos Component ID</p>	<p>Each asbestos-containing item within the register has been allotted an individual asbestos component number.</p> <p>This number is unique within the level under which the item has been assigned.</p> <p>For example, for each individual premise those asbestos-containing items listed at establishment level will adopt component numbers starting from 1 and progress sequentially. Those items that were present on the original Genes1s Asbestos Register have the unique number that was given to that asbestos component in that system eg.</p>

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	<p>Likewise, all asbestos items relating to a particular building will also start either with the previous Genes1s reference or have a 1 and progress accordingly. The same pattern is repeated within individual rooms.</p> <p>Some numbers may be missing from a sequence. This is due to the fact that an asbestos-containing item has been removed from the premises. Once this item has been removed it will also disappear from the 'live' database. Component numbers are non-transferable and will consequently disappear with the item to which they are attached.</p>
Position	<p>If buildings, rooms and components of a room were not accessible during the survey, they are recorded as "Inaccessible".</p> <p>If this is the case, then 'Not Accessed' will appear under the rest of the column headings. You must assume that these areas contain asbestos containing materials until it is confirmed that they do not.</p>
Description of Material	Describes the nature of the ACM or Inaccessible component and gives reference to its location
Level of Identification and Sample Number	This describes if the material has been sampled (identified), 'presumed' to be an ACM or 'strongly presumed'. An item that has been strongly presumed to be asbestos will have been sampled in a previous area and been found to be an ACM. The Sample Number is the number given to the material when submitted to the laboratory for analysis. Even materials that were found not to contain asbestos will have a sample number
Asbestos Type	<p>This column states which type of asbestos fibre has been identified or presumed/strongly presumed to be present in the material.</p> <p>Those materials that are found NOT to be asbestos will be reported in this column as 'NOT ASBESTOS'</p>
Product Type	<p>All ACMs have to be classified into types depending on the density of the material or medium in which the asbestos fibres are contained.</p> <p>The classification determines how the material should be dealt with in the future depending on its location.</p> <p>Those materials that are found NOT to be asbestos will be reported in this column as 'NOT ASBESTOS'</p>
Condition	Shows the asbestos surveyor's judgment regarding the overall condition of the asbestos-containing item as No damage, Low, Medium or High Damage
Surface Treatment	Indicates whether an item is regarded as being sufficiently encased and protected by a surface treatment. This may take the form of a painted coating, timber casing, electrical boxing, etc.
Accessibility	Refers to how easy it is to access the material during normal everyday occupancy of the building and not during maintenance work or other scheduled activities.
Material Assessment	<p>Indicates the potential for fibre release based on four main parameters</p> <ul style="list-style-type: none"> • Product Type

	<ul style="list-style-type: none"> • Asbestos Type • Condition • Surface Treatment <p>This assessment is carried out during the survey.</p> <p>This calculation is performed automatically by the database, and the result used to classify the material into a Very Low Risk, Low Risk, Medium Risk or High Risk.</p> <p>Most items will have a 'very low' rating, which means that they are safe to be left in-situ, but their condition must be monitored.</p>
Priority Assessment	<p>The material assessment identifies which materials will most readily release airborne fibres if disturbed. It does not follow that those materials with a high material assessment will be the priority for remedial action. Priority must be determined by carrying out a risk assessment. The priority assessment takes into account the following factors:</p> <ul style="list-style-type: none"> • Type of area • The use to which the area is put • The occupancy of the area • The likelihood/frequency with which maintenance activities take place • The extent of the material
Assessed Risk	The overall Risk associated with the asbestos containing material
Low / Medium / High Assessed Risk	<p>Items with a 'medium' or 'high' Assessed Risk will require remedial action to be taken to ensure the health of people at the establishment.</p> <p>The timing of the work will depend on the category and location of the ACM.</p> <p>The responsibility for organising and paying for the work will depend on the relationship existing with SCC Property Services.</p> <p>Where Property Services are responsible, the details of the planned remedial action required will be passed to the premises manager and the Building Surveyor responsible for the premises.</p>
Action/ Recommendation.	This gives a brief outline on the actions/recommendations required to make the asbestos material safe.
Survey Date	The date on which the latest survey of the material was carried out

3.2.4 Anomalies in the Asbestos Register

a) The surveys used to produce site plans and floor plans will have been carried out on a different date from the asbestos survey. Therefore, cross-references between the locations on the site drawings and those on the Asbestos Register will occasionally differ.

b) Room uses, names and references may have changed since the last update of either. For example: If a room use has changed, highlight the area concerned on a photocopy of the appropriate drawing and/or register and detail the variation (E.g. "Boys Toilet now converted to Store"). Send to Property Services.

c) Some rooms may not appear on the site plan, and therefore the relevant detail regarding the presence of ACMs may be recorded in a different manner.

If in doubt, please contact the Asbestos Manager whose telephone number is given at the end of this document.

3.3 Permit to Work Scheme

What is this?

This is a means to control work on or near Asbestos Containing Materials (ACMs) and 'Not accessed' items and to enable the Asbestos Register to be kept up to date.

It has been developed for use prior to **all** work which could increase the risk of an asbestos fibre release.

Why do we need it?

Such a system is necessary because the dangers posed by exposure to asbestos and the legislation in force to control them require that all asbestos be accounted for and work with it is tightly controlled.

This system explained here, has been produced to enable you to comply with all the legal and health requirements. It is essential that you follow the procedures closely, and so a one page, step by step guide, and a specially designed form has been prepared to provide the system you will need.

Responsibility

Responsibility for work with asbestos, like all hazardous substances, rests with those planning, managing, supervising and carrying out the work, in addition to the employer.

However, responsibility for undertaking specific tasks can be delegated to a willing and competent person.

Where tight controls are used, such as this permit, the person in charge (the issuer of the permit) retains accountability for all matters within the control scheme until the work is complete.

If in any doubt about the need to use a permit, the responsibilities involved, or practicalities related to proposed work, those responsible should refer to the contact advice at the back of this document.

3.4 Access to Asbestos Register via the Property Portal

With the implementation of the Corporate Property Portal - [ATRIUM](#). Establishments can now view their register online.

To access your Asbestos Register online follow the simple procedures below: -

Link to the portal:

<https://atrium.trimble-app.uk/PropertyPortalSW1LIVE/faces/index.jspx;jsessionid=5F6671FD764404B4FAD7F19032EE5F96>

Using your Username and Password once on the site.

[Atrium guide for users](#)

3.5 Local Asbestos Management Plan

This document ([HS F21a](#)) must be completed annually for all SCC owned and managed properties by the Premises Manager.

3.6 Annual Review of Asbestos Management Arrangements

This review must be completed and submitted by the Premises Manager within one month of the notification sent from [RAMIS](#) to demonstrate how effectively the risk from exposure to asbestos is being minimised at the premise. As part of this review the Annual Condition check must be completed.

Annual Condition Checks

Premises managers must ensure that a visual check of the condition of visible/accessible ACMs listed in the Asbestos Register is completed by a competent person on at least an annual basis and acted upon accordingly. (It may be that items in heavily trafficked areas are checked more frequently).

Completing the Visual Check

A person competent to undertake the visual check has the following attributes:

- good eyesight
- proficient with a digital camera
- basic awareness of the appearance of ACMs/
- an understanding of the standard of integrity or surface condition of the ACMs that is required.

The check is completed by walking through all the areas of the premises where the presence of the relevant items is recorded (not items in areas which do not have regular access; e.g. boiler rooms, roof voids etc); observing the condition of each item and coming to a conclusion as to whether the condition of the material has deteriorated. Evidence of poor condition should be photographed with a digital camera.

The results of the check must be manually recorded and held, along with copies of any photographs, within the Asbestos Register File until the next formal survey by the Asbestos Team.

Reporting Poor Condition

Where the integrity or surface condition of any relevant item is felt to be unsatisfactory, as the result of either a routine visual check or an internal defect report, the details, along with photographic evidence, must be passed to the Asbestos Team as quickly as possible, to allow them to consider an appropriate response. A record of any relevant communication should be placed on the Asbestos Register file.

Where it is considered that there is a possibility of a release of fibres into the air, the area must be closed off if possible, and also reported to CHSU. It must be kept clear of people until a member of the Asbestos Team has attended the site.

3.7 Procedures to be followed in the event of suspected danger of exposure to ACMs

In the event of an incident occurring which has resulted in damage to ACMs and/or release of asbestos fibres, the area must be closed off and kept clear of people. The incident must be reported immediately to the following:

- Contract Works Supervisor (if appropriate)
- Premises Manager of the area in which the problem has occurred
- CHSU
- Asbestos Team Manager (or Deputy Manager)

The immediate action to minimise exposure must be carried out. Following which there must be an immediate site meeting involving representatives of the above to decide on the severity of the incident and the need for any further action; in which case consideration should be given to informing the following:

- Head of Property Services (SSE)
- Corporate Property Lead (SCC)
- Delegated Senior Manager H&S in the Service Area concerned
- Communications Team.

Further meetings will be held to decide on the measures required - which may include the following:

- evacuation, closure and sealing-off of the area concerned;
- sampling/analysis of the material concerned;
- air sampling in the area concerned;
- survey/assessment of the extent of the problem;
- notification of the incident to the Health and Safety Executive;
- establishing who may have been affected and ensure that they are contacted and where appropriate, their details entered on to the At-risk register.
- providing access to counselling and health surveillance for anyone affected;
- consultation with the Corporate Property Lead and a Licensed Asbestos Contractor over remedial works required;
- arrangements for any remedial works required including funding;
- arrangements for asbestos air monitoring, clearance and re-occupation of the area;
- arrangements for temporary re-location of activities normally carried out in the area concerned;
- reporting of the incident to appropriate Senior Managers, Elected Members and Committees;

After the matter has been fully dealt with, the relevant parties in SCC and SSE must review the incident to:

- determine what measures, if any, could be taken to prevent a re-occurrence,
- draw up and circulate an appropriate advisory notice
- make recommendations to the H&S Policy Steering Group for inclusion in the Management of the risks from Asbestos Policy.

3.8 Provision of Information

Employees –.

Managers must consider the level of detail required by employees on the presence of ACMs. This will vary to take account of the location of ACMs, the roles being performed and the local policies in place regarding the ability of employees to disturb the fabric of the building.

This should be discussed during the initial induction of the employee when all health and safety matters should be discussed.

Those who are (even occasionally) required to disturb the fabric of the building must be provided with asbestos awareness training.

Tenants of SCC Premises - Tenants will be provided with copies of the Asbestos Register for the property concerned. The tenant will also be given basic information regarding restrictions on decorating, not drilling into the material etc.

Contractors - Contractors will be provided with information relating to the type, location and amounts of ACMs in buildings where they are being asked to work.

All Works Orders/ Site Instructions will contain the following standard message:

ALL CONTRACTORS SHOULD CHECK FOR ASBESTOS IN THE ASBESTOS REGISTER HELD ON THE PREMISES PRIOR TO COMMENCING WORK

Commercial Lessees - Commercial lessees will be provided with information concerning any asbestos containing materials located within their premises. This information will include details of the asbestos types and locations together with details of the amount of asbestos and the risk assessment which resulted in the material being left in the premises.

3.9 Empty, Derelict or Abandoned Premises

Corporate Property, SCC, will take responsibility for the management of all premises that fall into this category. With regard to the control of asbestos risks, the following options are available depending on the situation:

- If the building is basically sound and can possibly be refurbished, it will be effectively secured against vandals etc., and any known ACMs labelled.
- If the ACMs are damaged or decayed, removal by an approved contractor will be carried out before the building is sealed.
- If the building has no future life, ACMs will be removed by an approved asbestos contractor before demolition.

Plant and equipment containing asbestos and not forming part of the premises will be disposed of in accordance with the Control of Pollution Act.

All materials removed will be taken to a site licensed for the disposal of asbestos materials.

3.10 Leased / Rented Property: Property for Purchase or Disposal

Property acquired on a Full Repairing Lease is to be treated as a Somerset County Council owned property.

No new property may be occupied by or on behalf of Somerset County Council until:

- the presence/or absence of asbestos materials can be confirmed by examination of validated records for the property or, if no such records exist, an asbestos survey and report has been completed;
 - if the presence of asbestos material is confirmed, further assessment of the implications must be undertaken, and any necessary remedial works completed;
- the effects of the existence of such materials on any building works required and potential problems in future occupancy and management of the property will be carefully considered before entering into an agreement to purchase or lease the building.

In Somerset County Council-owned property let as follows:

- on Full Repairing Lease - all work to be tenant's responsibility who must be advised of any known asbestos materials.
- on other types of Lease - to be treated as Somerset County Council-owned property.

The presence and extent of ACMs will wherever possible be determined before entering into a leasing or purchasing arrangement. If the presence of asbestos is known it must be brought to the attention of the tenants.

Prospective purchasers of any Somerset County Council owned property must be advised of the existence of any known ACMs.

4 Links and contacts

Internal contacts

[HS 002 Responsibilities Policy](#)

Asbestos Team, Somerset Scientific Services, County Hall TA1 4DY. 01823 355195
07919 540853, SJLarkman@somerset.gov.uk

Corporate Health and Safety Unit, County Hall, Taunton TA1 4DY. 01823 355089
chsu@somerset.gov.uk

External links

Guidance for safety representatives <http://www.hse.gov.uk/asbestos/repsguide.pdf>

Information about asbestos <http://www.hse.gov.uk/asbestos/index.htm>