LONDON BOROUGH OF WALTHAM FOREST ASBESTOS POLICY

November 2007
(March 2010 Update)

Contents

INTRODUCTION

Purpose

This document identifies how the London Borough of Waltham Forest manages the risks associated with asbestos containing materials (ACMs) in buildings occupied by its employees and visitors.
For residential properties refer to the Ascham Homes Asbestos Policy on management of risks associated with asbestos containing materials in buildings managed by the said company, available on the Council's website.
For Schools in the London Borough of Waltham Forest refer to the Schools Asbestos Policy and Code of Practice, available on the Council's website.

Action

The contents of this Document must be disseminated throughout the whole council. Each Service Manager shall incorporate this policy in their local Health and Safety arrangements to manage the risk of asbestos in buildings.
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ASBESTOS POLICY

Introduction

The Health and Safety Executive's guidance HSG 227 "managing Asbestos in premises" state :-

a) Exposure to asbestos occurs only when it is disturbed, releasing fibres into the air we breathe.
b) Asbestos in good condiition should be left inplace and managed.
c) Managing asbestos means managing asbestos containing materials (ACMs) in good condition.
d) Damaged or deteriorated ACMs should be repaired or removed, or isolated until remedial action can be taken.

Scope of Policy

1. In line with this guidance, The London Borough of Waltham Forest will employ best current practicable measures to prevent and eliminate the exposure of staff, tenants, occupiers, and visitors to airborne asbestos fibres arising from any of the Borough's properties.
   The LBWF will adopt and ensure that all of its premises that it occupies or owns are effectively managed for Asbestos Containing Materials (ACMs).
   The LBWF shall encourage Managers and staff in general to improve awareness of asbestos and to understand its management. This would be achieved by way of training and working together to ensure that the aims are met . Also for key personnel LBWF shall strive to improve knowledge of asbestos and ACMs and the understanding and procedures when dealing with asbestos and its management. This shall be done by way of offering suitable seminars & training.

2. Within the LBWF it is a legislated requirement and standard policy that **no** material or equipment containing asbestos shall be specified or installed in any new or existing building.

3. The LBWF will comply with the requirements of all the relevant Approved Codes of Practice and Statutory Regulations in present and future Health and Safety legislation,
   The Health & Safety Executive Guidance Notes and
   The following Waltham Forest Codes and Specifications:-
   LBWF - Code of Practice for Asbestos Removal & Repair.
   LBWF - Standard Specification for Monitoring the Safe Removal of Asbestos
   LBWF - Specification for, the Removal of Asbestos Materials.

4. The Control of Asbestos Regulations 2006 introduced strict controls to manage the risks arising from working with asbestos. Management of risk responsibilities also apply to those in control of premises. The key duties are:-
   - To find and assess materials likely to contain asbestos

- To make a written record of the location and condition of any asbestos and
- To prepare a plan to manage the risk.
- To fulfil these requirements this policy defines and sets out a Management Plan and procedures for those with responsibilities under the policy.

5. Risk of potential exposure to asbestos would arise from:-
    - Removal of asbestos containing materials
    - Disturbance of ACM's due to building repair or maintenance work or unplanned work by staff or others;
    - Damage due to Vandalism;
    - Accidental damage
    - Deterioration of asbestos containing materials in buildings

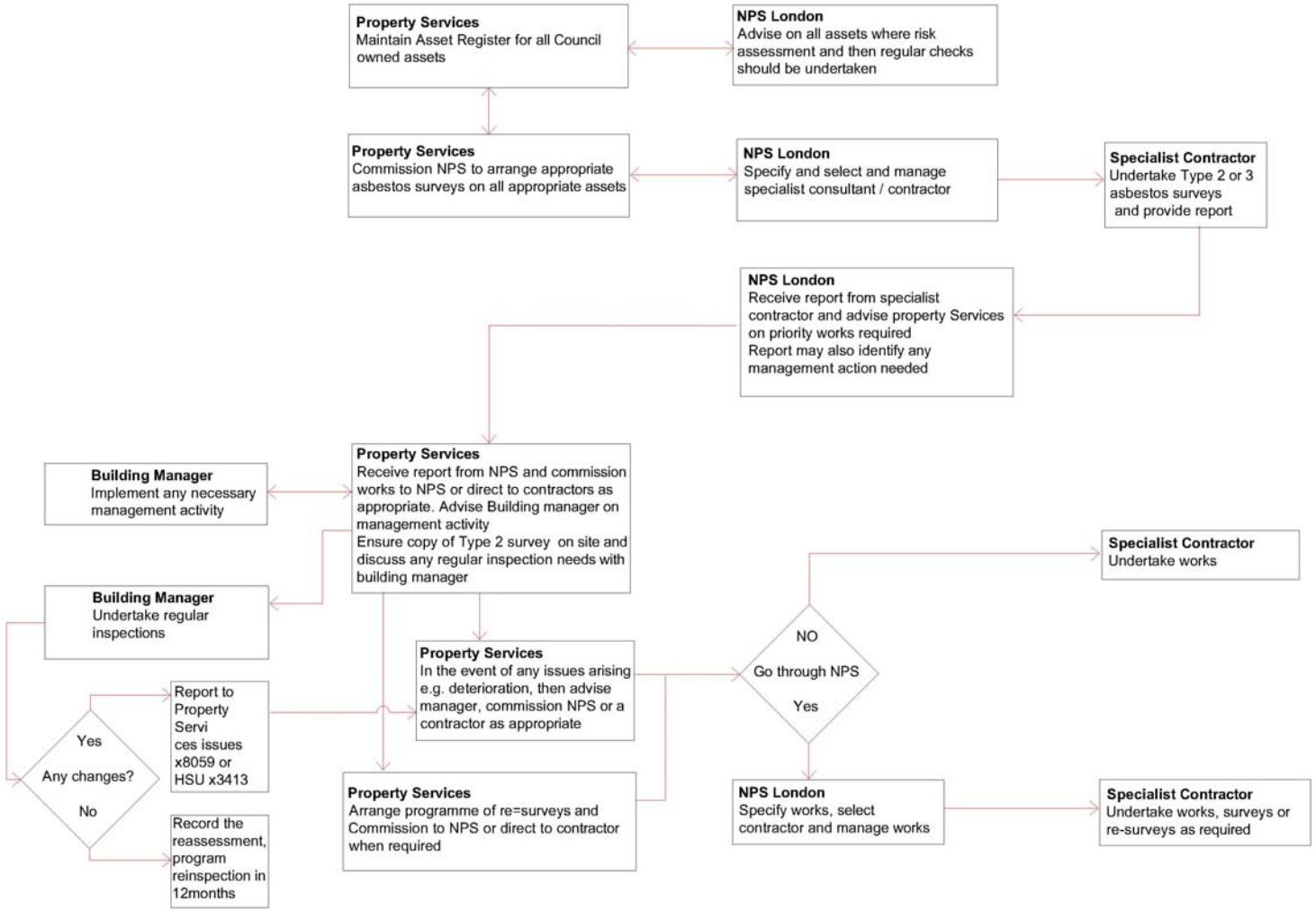
Asbestos Management Plan

The Council accepts its responsibilities under the Control of Asbestos Regulations 2006, Approved Codes of Practice (ACOP) and guidance. The Council will
aim to eliminate or reduce, as far as is reasonably practicable, the risks from asbestos.

In support of this the Council will adhere to the following Management Plan:-

1. Prevent the use or re-use of any ACM's by the Council.
2. Implement a Corporate programme of surveys (Type 2) of all Council buildings to locate and identify existing asbestos and carry out a risk assessment of all
ACM's found.
3. Create and maintain a comprehensive database of the location, condition and risk of any ACM's found within Council controlled premises.
4. Either remove or actively manage all existing ACM's whichever is the most practicable and cost effective method to control the risk.
5. Provide access to the relevant parts of the asbestos database and/or a copy of the survey report and risk assessment to all those in control of premises or providing maintenance repair or construction services.
6. Where necessary clearly and appropriately label ACM's.
7. Commission only competent and, where necessary, appropriately licensed contractors to remove or work with ACM's.
8. Monitor all work involving ACM's to ensure controls are effective.
9. Provide an appropriate level of information and training for those with responsibilities under this policy and those who may be exposed to risk.
10. Ensure all work with ACM's is carried out in accordance with the Approved Code of Practice to the Regulations and relevant Health and Safety Executive (HSE) Guidance Notes.

Managing Asbestos in Council Buildings



6. An asbestos register will be maintained and located in public buildings, schools and surveyed housing stock. All maintenance and other building work will only be authorised subject to an assessment identifying the implications for the integrity of existing asbestos materials and the likelihood of any person being exposed to airborne asbestos by the work itself or subsequent works. An appointed representative for each building will ensure service managers, staff, tenants, and their representatives, contractors and others have access to the register for seeking information as to the presence and location of asbestos.

7. The appointed representative for each establishment is responsible for informing Contractors and Trade Union Safety Representatives prior to the commencement of works, of the location of asbestos materials (by reference to the register) or the possibility of the presence of asbestos materials.

8. All asbestos-related work will be subject to an initial formal, written assessment by a competent person, and will cover the type of work, type of asbestos, details of potential exposures, steps to control exposures, procedures for personal protective clothing and equipment, waste removal, emergency procedures and monitoring arrangements.

9. Adequate training and supervision will be given to all Council employees working with asbestos material.

10. Appropriate protective clothing and equipment will be made available to all those Council employees working with asbestos material.

11. Organisations contracted to remove, repair or enclose asbestos-based materials will be selected from the Council's approved list.Any contracted organisation must be approved and Licenced by the Health & Safety Executive. The organisation must State the current HSE Licence number.

12. Organisations contracted to monitor work on asbestos-based materials must be UKAS accredited and selected from the Council's approved list.
13. The Policy will be continually reviewed and updated by the Council's Asbestos Monitoring Group. As appropriate and deemed necessary external, independent advice and assistance will be sought from competent persons such as members of the HSE and others.

14. Whilst there are no known safe levels of exposure to asbestos fibers, the Health and Safety Executive, as a guide, have set Maximum Exposure Limits as follows:
15. A single control limit of 0.1 fibres per cm3 of air for work with all types of asbestos. Where persons undertaking work with ACMs are likely to be exposed to levels exceeding these limits, it is a statutory requirement to wear appropriate respiratory protective equipment. However it is advisable for all work on ACMs, thats appropriate respirators should be used.
16. The Clearance Indicator, as laid down by the Health and Safety

Executive, represents the lowest level of airborne asbestos which can be measured by readily available and rapid techniques. The measured airborne concentration of asbestos in all circumstances shall be controlled to as low as is reasonably practicable, and except for measurements taken inside asbestos removal enclosures the Clearance Indicator shall be taken as an Action Level requiring further efforts to reduce airborne asbestos levels.
Where disturbance to asbestos containing material has taken place under controlled conditions, a level of 0.01 fibres per millilitre of air must be confirmed prior to re-occupancy.

17. The following types of asbestos materials have been identified by survey and will be dealt with as indicated:-
    - (i) Sprayed asbestos where exposed will be removed if practicable, if it is to remain it will be encapsulated and will be inspected quarterly and maintained in a safe condition and reports kept on file.
    - (ii) Asbestos insulation and lagging, including that associated with heating systems, will be labelled and inspected annually for damage or deterioration, any damage will as necessary be effectively sealed, enclosed or removed and replaced with non-ACM materials.
    - (iii) Insulating board will, if there is evidence of damage or deterioration, be effectively sealed, enclosed or removed and replaced with non-ACM materials.
    - (v) Millboard and paper material will, if there is evidence of damage or deterioration, be effectively sealed, enclosed or removed and replaced with non-ACM materials.
    - (v) Asbestos, yarns and woven material, if damaged or worn will be effectively sealed, enclosed or removed and replaced with non-ACM materials.
    - (vi) Asbestos board and cement will be sealed internal to all buildings, and external if subject to potential damage. If there is evidence of damage or deterioration it will be enclosed or removed and replaced with non-ACM materials.
    - (vii) Thermo-plastic or PVC sheet flooring and tiles or similar materials where containing asbestos, if damaged or worn, will be removed and replaced with non-ACM materials. Asbestos bitumen products if removed must be treated as Asbestos waste.
    - (ix) Textured coatings should not be power sanded or otherwise disturbed, and only removed by wet methods. To be maintained in a sealed state.
    - (x) Heating units/Electrical Equipment may contain Asbestos paper, cloth or insulating board. Maintenance advice is to be sought from the Contract Administrator before commencement of work.

Appendix 2

London Borough of Waltham Forest List of Standard Documents

Code of Practice for Removal and Repair.
Standard Specification for Monitoring the Safe Removal of Asbestos.
Asbestos Management – Guidance for managers and staff.
Working Procedures – Asbestos Registers and Survey
Working Procedures – Reactive Maintenance
Working Procedures – Projects.

london borough of waltham forest asbestos removal and repair code of practice

1. Scope
This Code of Practice details safe working practices for the removal or repair of asbestos. The works shall be carried out to comply with the Code, the Standard Specification and the Detailed Specification.

2. Statutory Obligations
The works shall be carried out in accordance with all relevant statutory controls, Approved Codes of Practice and HSE Guidance Notes. An annually updated but not exhaustive listing is appended (see Appendix 1 - Statutory Controls and Guidance).
Waltham Forest Approved Documents (See Appendix 2)

4. Preparation

4.1 All works to be carried out within and to buildings shall be subject to assessment as to whether the buildings have an asbestos content.

4.2 The record of asbestos from survey data asbestos register shall be checked. Where the presence of asbestos is suspected, but not confirmed in the records, samples shall be taken and analysed in accordance with the Sampling Procedure.

4.3 The manager(s) of the building and all occupants shall be advised of the planned works in advance of implementation. The advice shall permit informed discussion between the manager(s), safety representatives and other relevant parties as determined by the manager(s). The advice shall include:

- Reason(s) Purpose(s) of the works.
- Commencement date.
- Period of works.
- Preparation, if any, required of building occupants or others prior to commencement.
- Restrictions, if any, on building use including access/egress routes for the duration of works.
- Requirements for action, if any, for building occupants upon completion of works.
- Details of the works.
- Details of monitoring and supervisory arrangements.
- Details of reinstatement.

4.4 Emergency Procedures.
In the event of any asbestos fibres being released the following procedures wil be immediately instigated.
Notify the Building Manager and Contract Administrator.

a) In Housing Department properties telephone the Asbestos Hot Line on 0208 520 2443 in office hours,
or emergency services out of hours on **0208 496 4197.**

b) In Schools or Public Buildings telephone the Waltham Forest Asbestos Management Team on 020 8523 6222/ 6226.

3. Evacuate the area/room.

4. Seal off affected area/room.

London Borough of Waltham Forest

standard specification for monitoring the safe removal of asbestos

Monitoring Companies must be members the of the UK Accreditation Service (UKAS)
For Asbestos removal works Companies must be approved and Licenced by the Health & Safety Executive . The company must State the current HSE Licence number.

3. Monitoring shall be carried out in accordance with this and any other detailed specification issued.
4. The Asbestos Monitoring Company shall be responsible for providing the appropriate management for asbestos removal work, protecting above all the health and safety of tenants, staff and others, ensuring compliance with all relevant Statutory requirements and the Specifications issued to the Contractor. If at any time the competent persons of the Monitoring Company determine that unsafe conditions have been created by the works and that cessation of the works may be effected without increased risk they are required and empowered to instruct the Asbestos Removal Contractor to cease works. In any event, in. such circumstances the Monitoring Company is required to bring these matters to the attention of the Contract Administrator.
5. The required monitoring and inspection programmes must include the following procedures.
   To agree the Contractors Method Statement with the Planning Supervisor/ Contract Administrator and Client.
   Pre-contract visit to site to plan the monitoring programme. Meeting with the Contractor to discuss and agree the removal/repair programme.

   Establish liaison as appropriate, with the Scheme Liaison Officer, tenants, managers etc.
   Carry out background air tests before commencement of works to establish that levels of fibres are below environmental set levels.
   Carrying out a detailed visual inspection of the enclosure and, as appropriate, within relevant adjacent areas potentially affected by the works.
   Carry out and witness smoke test to confirm containment.
   Authorise commencement of works issue Permit to Work.
   The monitoring company is required to check on the Contractor's maintenance and inspection arrangements for equipment, including vacuum cleaner and air movers.
   Carry out checks on the Contractors maintenance and inspection procedures.
   Carry out visual Clearance examination.
   Carrying out a formal Clearance Air Test, with active disturbance, in accordance with the current Health and Safety Executive guidance notes and Method for the Determination of Hazardous Substances (MDHS) 39/4 1995), the Environmental Protection Act 1990 and the Control of Asbestos at Work (Amendment) Regulations 2002.

Obtaining successful Clearance Tests and Reoccupation Certificate, issuing a clearance Certificate (or a Failure Certificate).
Where specified in the detailed monitoring specification, and always in occupied properties, the maintenance of negative pressure is to be monitored, by use of a pressure monitoring device which alarms if there is insufficient differential pressure levels between the inside of the enclosure and the ambient area.
Carry out a formal Reassurance Test, in accordance with the procedure for obtaining Clearance, (and in instances where formal clearances may not be required), after the Contractor has dismantled enclosures and removed equipment from site.

6. It should be noted, the requirement of 4 above notwithstanding, that the monitoring company is expected to make suitable judgments on site concerning monitoring and inspection requirements.
7. The monitoring company is required to provide its own analyst for the duration of the works. The Asbestos Removal Contractor is required to provide all necessary assistance including access to the personal decontamination facilities available on site.
8. The monitoring company is required to maintain a detailed site log, available for inspection by the Contract Administrator and any persons so nominated. The site log shall be used to describe Contractors and other site activities, liaison with tenants, Council officers, staff and others.
he content of discussions which take place before and during the Contract should be noted therein.
he Monitoring Company is required to ensure that all asbestos waste shall be double bagged or wrapped and labelled Asbestos Waste. All waste kept on site and be contained in a lockable skip.
he transportation and disposal of waste to registered sites shall be recorded in the site log with copies of the consignment notices.
10. It is the Monitoring Company's responsibility to advise the Contract Administrator, as soon as possible of any problems arising with the Contract whether the problem is technical or in connection with the planned timetable and concerns expressed by tenants, occupants, neighbours, staff or any other relevant matter requiring the attention of the Contract Administrator.
11. The Monitoring Company should take responsibility for resolving problems as they arise, and in particular to reassure tenants, neighbours and staff as necessary as to the progress of works and their effective control eg; tenants or staff may be alarmed at the sight of asbestos removal staff wearing respirators prior to entering the decontaminating shower (in accordance with the Approved Code of Practice). The Monitoring Company is required not only to supervise the implementation of such rules, but also to assist in explaining them to staff tenants, and others.
Notwithstanding the above, the Council's Health and Safety Unit will visit and submit reports to the Contract Supervisor regarding all aspects of the work as appropriate.

Asbestos Management Guidance for Managers and Staff

Aim of Guidance
The aim of this guidance is to:
Inform managers of the Council's duty and their responsibilities to manage Asbestos Containing Materials (ACM's) under the Control of Asbestos Regulations (CAWR).
Familiarise staff with their responsibilities.
Provide advice to managers on how to identify, assess and manage potentially the most significant hazard present in Council premises.
Provide advice to managers and staff on the action to be taken on discovery of damaged, disturbed or presumed ACM's in Council premises.
Summary of Guidance
This guidance is organised in a series of questions contained within the following sections.
What is asbestos?
What are the hazards associated with Asbestos Containing Materials (ACMs)?
What types of buildings are likely to contain asbestos?
What must the Council do?
What must Managers do?
What must Staff do?
What must the asbestos management team do?
What to do if you discover damaged, disturbed or presumed ACMs?
What is the legal context?
Appendix 1 - Permit To Work
Appendix 2 - Asbestos Incident Report form

1. What is Asbestos?

Asbestos is the name given to a group of naturally occurring mineral silicates. Asbestos is almost indestructible, and therefore was used extensively as a building material in Great Britain from the 1940s through to the mid-1980s, before the Control of Asbestos At Work Regulations were introduced.
There are three main types of asbestos:
White - Chrysotile;
Brown - Amosite; and
Blue - Crocidolite.
However, they can't be identified by just their colour or the fibrous look of the material. They are normally present in a mixture containing a percentage of asbestos in combination with filling materials, referred to as asbestos containing materials (ACMs). These include, boiler lagging, piping and older insulation boards.

2. What hazards are associated with Asbestos Containing Materials?

At least 4,000 people in Great Britain die each year from mesothelioma and asbestos related lung cancer as a result of past exposure to asbestos.
Work with ACMs can release small fibres into the air. Breathing in these fibres can lead to a number of fatal diseases. When inhaled the fibres lodge in the lung tissue.
The body's defences are unable to break the fibres down. All the diseases associated with asbestos are potentially fatal and almost always incurable.
The hazards associated with asbestos containing materials include:
Injury to people, ranging from asbestosis or fibrosis (scarring) of the lungs;
lung cancer; and

mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.
Financial damage in terms of increased insurance premiums; and claims for damages by aggrieved individuals.
The Health and Safety Executive may also take enforcement action for breaches under the CAWR.
By serving improvement notices, prohibition notices or by taking prosecutions against the Council and individual managers.
Those most likely to be exposed to the hazard will include those involved in building maintenance, repair or refurbishment work. For example: plumbers, carpenters, electricians, and computer installers, cabling installers, fire alarm installers and telecommunication engineers.

3. What types of buildings are likely to contain asbestos?

Asbestos is more likely to be in a building if:
It was built or refurbished between 1945 and 1980 and particularly if it also has a steel frame; or
it has boilers with thermal insulations.
Asbestos containing materials such as cement were also widely used as a building material since 1945.

4. Where is asbestos found in buildings?

Materials containing a high percentage of asbestos are more easily damaged and therefore more likely to give off fibres.
Sprayed coatings, lagging and insulation board may contain up to 85% blue or brown asbestos.
Asbestos cement generally contains 10 – 15% asbestos; the asbestos is tightly bound into the cement and the materials will only give off fibres if it is badly damaged or broken.

The list below is roughly in order of ease of fibre release, with the highest potential fibre release first.
Sprayed asbestos and asbestos loose packing, generally used as fire breaks in ceiling voids.
Moulded or preformed sprayed coatings and lagging, generally used in thermal insulation of pipes and boilers.
Sprayed asbestos mixed with hydrated asbestos cement, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work.
Insulating boards used for fire protection, thermal insulation, wall partitions and ducts.
Some ceiling tiles.
Millboard, paper and paper products used for the insulation of electrical equipment. Asbestos paper was also used as a fireproof facing on wood fibreboard.
Asbestos cement products, which can be compressed into flat or corrugated sheets. Generally used as roofing and wall cladding; other asbestos cement products include gutters, rainwater pipes and water tanks.
Asbestos ropes and clothes.
Certain textured coatings, decorative plasters and paints.
Bitumen roofing materials.
Vinyl or thermoplastic floor tiles.

5. What must the Council do?

A new duty to manage asbestos containing materials (ACMs) has been added to the Control of Asbestos At Work Regulations (CAWR).
Council must:
Take reasonable steps to determine the location and condition of material likely to contain asbestos in Council owned or controlled premises*.
*Council property Portfolios: Corporate Portfolio Management, Housing (Ascham Homes) and Life Long Learning (Schools).

To make a presumption that materials contain asbestos unless there is strong evidence that they do not.
Ensure that managers with maintenance and repair responsibilities for non-domestic premises*, either through a contract or tenancy agreement have undertaken suitable and sufficient risk assessments to employees and others who may be affected by known or presumed Asbestos Containing Materials.
*Environmental Services, NPS, Ascham Homes (ALMO) and Schools.
Where there is more than one duty holder in the premises, the nature and extent of their respective obligations to comply will depend on their individual responsibilities for managing repair and maintenance functions.
Prepare an Asbestos Management Plan that sets out in detail how the hazards from ACMs are to be managed.
Take all necessary steps to implement the plan.
Make and keep up to date records of the location, condition of known or presumed ACMs.
Provide information about ACMs to those who need it.
Review the condition of the ACMs, as required and at least once every six to 12 months.
Consult with the trade unions health and safety Convener and employees representatives.
Support the role of the Councils Asbestos Monitoring Group. Who will review and monitor the implementation of the Council's Asbestos Action Plan and report back regularly to the Corporate Health and Safety Working Group.
Ensure the Council's Lettings and Management Tendering Process for routine repair and maintenance work and programmed work incorporates the requirement to manage the hazards from known or presumed ACMs, to include:
Ensure only contractors licenced under the Asbestos Licencing Regulations (ASLIC) are employed to undertake any work with ACMs including asbestos cement.
Ensure material, air sampling and analysis is undertaken by a United Kingdom Accredited laboratory (UKAS) for asbestos identification and fibre counting.

6. What must Managers with responsibility for premises and maintenance work do?

Managers must:
Make a suitable and sufficient assessment of
The risks to employees from ACMs; and
The risks to others who may be affected by those hazards associated with ACMs.
Identify the preventive and protective measures needed, to include:
Ensure no work is undertaken on known or presumed ACMs. Only the Council's Asbestos Management Team (AMT) can authorize work with ACMs.
*The AMT can be contacted on the following numbers:
(Office hours) 020 8523 6222/ 6226.
Ensure that staff and contractors have access to the premises Asbestos Register and all relevant risk assessments.
Ensure that staff have access to the contractors risk assessments and method statements.
Ensure that all staff and contractors including sub-contractors understand the control measures identified in the risk assessments and method statements.
Ensure only authorized persons can issue the Permit To Work in areas where the asbestos register indicates the presence of known or presumed ACMs. See Appendix 2.
Ensure a robust system is in place locally for informing, the Asbestos Management Team (AMT) or 24hr Hot Line as soon as possible should

damaged, disturbed or presumed ACMs be discovered:

Asbestos Management Team at NPS:
(Office Hours) 020 8523 6222/ 6226
24hr Emergency Hot Line: 0208 496 3000

Appoint suitable person(s) to act for the Premises Manager in their absence in the event of an emergency.
Introduce the preventive and protective measures needed should damaged, disturbed or presumed ACMs be discovered.
Provide a copy of the Asbestos Incident Report Form to the AMT and Head of Service as soon as possible of incidents involving damaged, disturbed or presumed ACMs.
Complete and return the Councils Accident and Incident Report Form, PS 8074 rev 03 to the Corporate Safety Management Unit, Directorate Personnel Department, Insurance and Risk Management Unit and Trade Union Health and Safety Convener within 5 consecutive days of the incident.
Have suitable arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
Provide health and safety Information, instruction, training and supervision for all staff and where appropriate contractors and sub-contractors.
Consult with staff and union health and safety representatives when carrying out risk assessment, writing method statements and monitoring of work in progress.
Maintain records of all relevant report forms, to include: Asbestos Permit To Work forms, Asbestos Incident and Investigation reports and associated documentation in the Asbestos Register.
Carry out regular checks to ensure the adequacy and validity of the risk assessments and method statements.
Reassess the work task risk assessments and method statements where changes may have occurred exposing staff and others to risks from ACMs.
Review the risk assessments and method statements annually or if there is reason to believe they are no longer valid.
Confirm with NPS annually, procedure for ‘recharge’ should inspection or remedial work is required.
*To be ‘suitable and sufficient’ the assessment must identify all the hazards and decide whether they have the potential to cause harm in the workplace. Managers are expected to familiarise themselves with the hazards and risks in their work areas associated with ACMs and to consult with employees and trade union safety representatives and experts, such as Property Services, NPS and the Councils Asbestos Management Team.

7. What must staff do?

Staff must:
Contribute to the risk assessment process where their knowledge or experience could assist in the safe systems of work for controlling the risk from ACMs.
Read and implement the control measures listed on risk assessments and method statements for the control of ACMs.
Ensure that any work done is in accordance with the control measures in the risk assessment and method statements.
Act for the Premises Manager in their absence, in the event of an emergency i.e. contact the AMT or 24hr Emergency Hot Line as soon as possible on:

Asbestos Management Team:
(NPS Office Hours) 020 8523 6222/ 6226
24hr Emergency Hot Line: 0208 496 3000

Contact the Premises Manager or Person In Charge as soon as possible in the event of an emergency that involves damaged, disturbed or suspected ACMs.
Follow the safety procedures in line with any information, instruction and training provided.
Not interfere with or misuse anything provided in the interest of health and safety.
Make full and proper use of control measures and any personal protective equipment (PPE) provided in line with any information, instruction and training provided.
Promptly report to management, any defect associated with control measures, to include breach of permit conditions, vandalism or unintentional damage to known or presumed ACMs by staff or contractors.

8. What must the Asbestos Management Team Do?

The Asbestos Management Team (AMT) will:
On notification of damaged, disturbed or presumed ACMs by the Premises Manager or person in charge. The AMT must take all necessary steps to deal with the immediate incident in conjunction with the appropriate person.
Arrange for a survey, sample(s) and analysis to be carried out by a UKAS accredited contractor.
Ensure the Premises Manager or person in charge is regularly updated.
On receipt of the analysis results:
Assess the potential for asbestos fibre release:
Decide the required asbestos remedial action, taking into account all the premises wide factors;
Issue the appropriate permit to the contractor, after receipt of a satisfactory method statement; and advise the Premises Manager or person in charge of the proposed asbestos remedial action.
On receipt of the Asbestos Completion Certificate:
Confirm with the Contractor the area is clear;
Advise the Premises Manager or person in charge that the asbestos remedial work is completed or of any residual asbestos; and
Indicate the asbestos management arrangements, such as: labelling and periodic inspection.
The AMT will inform the appropriate persons when the premises are safe for re-occupancy.
The AMT will carry out an investigation into the incident and submit a report to the appropriate person as soon as possible.
The AMT will complete a Report of Injury or Dangerous Occurrence form F2508 and forward to the Health and Safety Executive. The law requires that the completed form must reach the HSE within 10 consecutive days of the incident.
The AMT will periodically arrange to inspect both the Councils premises and Asbestos Registers.

9. What to do if you discover damaged, disturbed or presumed ACMs?

On discovery of damaged, disturbed or presumed ACMs, staff shall:
Ensure all work in the area stops immediately.
Remove and prohibit access to all persons from the area.
Close and seal or lock off the area where practicable.
Do not remove any equipment or materials from the area.
Prepare and prominently display a warning sign(s) with the following wording:

POTENTIAL ASBESTOS HAZARD KEEP OUT!

The lettering should be a minimum of 50mm or 2” high.

Report the incident to the Premises Manager or person in charge. Should they not be available contact the AMT or 24hr Emergency Hot Line as soon as possible:

Asbestos Management Team:
(NPS Office Hours) 020 8523 6222/ 6226
24hr Emergency Hot Line:
020 8496 3000

Refer to the Directorate's Local Code of Practice (LCoP) for the management of Asbestos.
Presume any material contains asbestos unless there is strong evidence to suggest otherwise.

10. What should the manager or responsible person do next?

On notification of damaged disturbed or presumed ACMs the Premises Manager or person in charge shall:
Follow the general guidance outlined in this section and precede as point 1 & 2 above.
Consult the Asbestos Register to determine if the materials damaged or disturbed are recorded as ACMs.
Where the Asbestos Register indicated that the materials damaged, disturbed or presumed ACMs are recorded:
Complete and return the Asbestos Incident Report Form, as soon as possible, see Appendix 2.
Complete and return the Councils Accident and Incident Report Form PS 8074 rev 03 to the Corporate Safety Management Unit, Personnel and Insurance and Risk Management Unit within 5 consecutive days of the incident. See Framework for Managing Health and Safety.
Where the Asbestos Register does not indicate the presence of known or presumed ACMs and there is strong evidence to suspect the damaged, disturbed materials are ACMs: proceed as points 1 and 2 above.
Reoccupation may only take place when the AMT have informed the Premises Manager, or person in charge it is safe.
Where the Asbestos Register has not indicated the presence of known or presumed ACMs and there is no reason to suspect that ACMs are present.
Identify and record the cause of damage to the building fabric or fixed plant and equipment. Make a suitable entry in the Asbestos Register where appropriate.

11. Legal Context

The new Control of Asbestos Regulations 2006
Health and Safety at Work Act 1974
Management of Health and Safety At Work Regulations
The Construction Design and Management Regulations
Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
Work to a higher standard will be considered if this is shown to be reasonably practicable or appropriate.
References
HSG 264 published 2010 Asbestos: The survey guide (replaces and expands on HSE Surveying, sampling and assessment of ACMs MDHS 100).
HSE a comprehensive guide to managing asbestos in premises (HSG227).
HSE Introduction to Asbestos essentials (HSG 213).
HSE Asbestos Essential Manual (HSG 210).
UKAS and ARCA organizations for information on accredited contractors and laboratories.
TUC for hazards associated with asbestos and role of the health and safety representative.

Guidance on PERMIT TO WORK (PTW) FOR WORK NEAR ASBESTOS CONTAINING MATERIALS.

VALID ONLY FOR THE AREA AND TIME SPECIFIED.
The Permit To Work (PTW) procedure provides a formal control system aimed at the prevention of accidents and damage to property where foreseeable hazardous work is carried out.
This PTW will be issued to staff and contractors undertaking work in areas near asbestos containing materials.

What does this Permit To Work consist of?

This PTW consists of:
Details of the work to be done;
Details of the job location;
Details of staff or contractor contact information;
Details of hazards;
The Issue and Acceptance arrangements;
The Clearance and Cancellation arrangements; and
The asbestos emergency procedures.

What must the Manager or Person In Charge Do?

The Premises Manager or person in charge shall:
Check the exact work area proposed against the Asbestos Register.
Identify the nature and extent of works to be carried out.
Ensure that no work is undertaken on known or presumed ACMs.
Clarify the work is authorised.
Clarify the Contractor is suitably qualified to undertake the work.
Define who is authorised to Issue the Permit To Work.
Ensure no work is undertaken in an area where the Asbestos Register identifies known or presumed asbestos containing material without the issue of an authorized and signed Permit To Work.
Consider whether an addition Permit To Work may be required, such as for Hot Works, Working At Height and Confined Spaces.
Ensure the person(s) authorised to issue and cancel the Permit To Work are competent.
Establish clear limitations, regarding the scope, time frame and procedure for breach of permit conditions.
Ensure the contractor provides suitable and sufficient risk assessments and method statements for all the hazards likely to injure or harm the health of staff or other persons, to include the additional permits outlined above.
Has the contractor received appropriate induction training, information and instruction on the requirements of this Permit To Work including the emergency procedure for discovering damaged or disturbed ACMs.
Check the contractor has provided asbestos awareness training for their staff.
Ensure the Contractor has signed the Acceptance and Clearance conditions implicit in the Permit To Work.
Ensure the contractor is issued with a Contractors Pass and has signed the Pass, Contractors Authorisation to Work, Identification and Fire Register.
Monitor the works in progress.
Ensure a formal ‘hand back’ and cancellation procedure to ensure that staff and others, building, plant and equipment are safe before re-occupancy or commencement of normal work.

Who is authorized to issue this permit?

For the purpose of this Permit To Work, the competent person is:

Is deemed to be the Premises Manager or person(s) acting on their behalf;
Must have sufficient experience or knowledge or have undertaken training in the use of Permit To Work Systems.

Asbestos Management Team:
(Office Hours) 020 8523 6222/ 6226
24hr Emergency Hot Line:
0208 496 3000

What to do if you discover, damaged or disturbed asbestos containing materials?

In the event of damaged, disturbed or presumed ACMs the Asbestos Management Team or 24hr Emergency Hot Line should be contacted by the quickest practicable means.

Refer to the Framework for Managing Health and Safety and Local Code of Practice for further guidance:
Accident/Incident Reporting and Investigation: form PS 8074 Rev 03; and
Contractors Guidance for Managers and Staff.

Appendix 2e

PERMIT TO WORK (PTW) FOR WORK NEAR ASBESTOS CONTAINING MATERIALS.

VALID ONLY FOR THE AREA SPECIFIED. VALID FOR ONE SHIFT UNLESS OTHERWISE SPECIFIED. See PTW instructions .

Permit No.	

Waltham Forest

Section 1 Work Details	
Job details	
Job location	
Staff or Contractor name	
Contractor's Company	

Section 2 Issue of the Permit To Work	YES	NO
Have you followed the requirements of the health and safety notes on the front and back of this Permit To Work for Work Near Asbestos Containing Materials?		
Has the contractor received appropriate induction training, information and instruction on the requirements of this Permit To Work including the emergency procedure for discovering damaged or disturbed asbestos containing materials?		
Has the contractor provided a suitable and sufficient assessment of the risks for all hazards likely to injure or harm the health of staff or other persons and property?		

No work must be undertaken on known or presumed Asbestos Containing Materials		
I the Premises Manager or person in charge declares no other work than that stated above will be carried out. And I am satisfied with all the precautionary measures identified in the risk assessments and method statements provided by the Contractor.		
Name of Premises Manager or person in charge:		
Job title:	Start Time/Date	Finish Time/Date

Section 3 Acceptance of the Permit To Work		
I the Contractor or person in charge declares no other work than that stated above will be carried out. And that I have read and understood the health and safety notes on both the front and reverse of this Permit To Work.		
Name of Contractor or person in charge:		
Job title:	Start Time/Date	Start Time/Date

Section 4 Clearance		
I the Contractor or person in charge declares the work undertaken have been completed, checked by myself and the area left in a safe and tidy condition.		
Name of Contractors responsible person (sign name):		
Job title:	Date:	Time:

Section 5 Cancellation		
I the Premises Manager or person in charge declares the work undertaken have been completed. checked by myself and the area left in a safe and tidy condition. THIS PERMIT IS NOW CANCELLED.		
Name of Premises Manager or responsible person (sign name):		
Job title:	Date:	Time:

Section 6 What to do if you discover damaged, disturbed or presumed ACMs	
1	Stop all work in the area.
2	Remove and keep all persons out of the area.
3	Close or seal or lock off the area where practicable.
4	Do not remove equipment or materials.
5	Prominently display a warning sign(s): Potential Asbestos Hazard Keep Out.
6	Report the incident immediately to the Premises Manager or person in charge.
7	**Or Asbestos Management Team:** Office Hours**:** 020 8523 6222/ 6226 or 24hr Emergency Hot Line 0208 496 3000.

Appendix 2f

ASBESTOS INCIDENT REPORT FORM

Managers must inform the Asbestos Management Team or 24 hour Hot Line of all incidents involving asbestos by the quickest practicable means. Having made the initial phone call detailing the nature of the incident, managers must forward the completed Asbestos Incident form to the following:

Asbestos Management Team, or	(Office Hours) 0208 523 6222/ 6226 xxxxxx.xxxxxx@xxx.xx.xx
24 Hour Emergency Hot Line	0208 496 3000
Directorate Head of Service	As appropriate

In addition, managers must complete and forward the Council's Accident and Incident report form **PS 8074 Rev 03** within 5 working days to the Directorate Personnel Manager, Safety Management Unit, Insurance and Risk Management Unit and Trade Union Health and Safety Convener.

Asbestos Incident Contact Details:	
Directorate	
Service	
Department or Unit	
Location of incident	
Date of incident	
Time of incident	
Phone No	
Name of person in control of premises	
Asbestos Register reference if known	
Name and title of person reporting incident	
Asbestos Management Team or 24 hour Emergency Hot Line Contact Details:	
Name and title of person incident reported to	
Date incident reported	
Time incident reported	
Please give a full and accurate account of the incident:	
Please provide the names of staff or other persons involved in the incident:	

Guidance on Risk Assessment

Guidance for Managers and Staff

The following topics may assist Managers considering the typical Exposure to Asbestos hazard(s) to be found in the workplace.

Aim of Guidance

The aim of this guidance is to:

Familiarise managers with the concept of adopting a systemic approach to risk management based on risk assessment of Exposure to Asbestos hazard(s).

Familiarise managers with their legal responsibilities and the Council's requirements with regard to risk assessment of Exposure to Asbestos hazard(s) at work.

Provide advice to managers on how to carry out risk assessments.

Provide guidance to managers on appropriate control measures.

Provide advice to managers and staff on the use of method statements.

Summary of Guidance

This guidance is organised in a series of questions and is contained within the following sections.

What is risk assessment?

What must managers do?

What must employees do?

How do I carry out a risk assessment?

How do I control the risks?

What is the legal context?

Appendix 1 –
Hazard Checklist

Appendix 2 –
LBWF risk assessment form

Appendix 3 –
Example of generic risk assessment

Appendix 4 –
List of Generic Risk Assessments

Appendix 5 –
Method statements and Method Statement Checklist

1. What is risk assessment?

Risk assessment is a simple concept. It is the process of identifying the hazards that exist and the likelihood of the hazards causing harm, in order to determine the appropriate prevention or control measures.

A hazard is anything with the potential to cause harm. A risk is the likelihood of that hazard actually causing harm.

For example, a car can be a hazard. It has the potential to cause harm. The risk of a car causing harm will depend on the following factors:

Are seat belts fitted (safe by design)?

Are seat belts worn (safety procedures in place and being followed)?

Are the brakes working (maintenance procedures)?

Are there roundabouts, traffic lights etc., (safe systems of work)?

Are traffic lights working (safe systems being maintained)?

Are drivers trained to operate the car and instructed in road procedures (training and instruction)?

Is it raining or snowing (environmental conditions)?

Are road signs in place (information)?

If the car remains parked in the garage the likelihood that it will cause harm is very low. Using the car as an example shows that the concept of risk assessment is not a new or difficult idea.

Risk assessment in the workplace is a careful examination of the hazards that could cause harm to people i.e. workers and others, and to determine whether the precautions in place are sufficient to reduce the risk of the harm occurring or whether more should be done to prevent harm. The aim of risk assessment is to ensure that no one gets hurt or becomes ill as a result of the particular work activity.

Common terms used in risk assessment include:

Hazard – anything with the potential to cause harm or loss.
Risk – the likelihood of the hazard actually causing harm or loss.
Severity – the number of people who might be exposed to a risk and the seriousness of the outcome e.g. from fatality or major injury to many people to superficial injury to only one person.
It is a legal requirement under The Management of Health and Safety at Work Regulations 1999 that the employer (LBWF) conducts suitable and sufficient risk assessments. It is Council Policy that managers complete this task and involve both the workforce and Union Safety Representatives in the process.
Managers need to be competent to do this i.e. have sufficient training or experience and knowledge or other qualities relating to the work activity to undertake the assessment.
Risk assessments should cover all work activities including those that may affect others e.g. members of the public, client groups, contractors etc.
However, some activities are covered by specific regulations that require more in depth risk assessments to be carried out, e.g.
Manual Handling Operations
Display Screen Equipment
Control of Substances Hazardous to Health
Where assessments have been carried out under these regulations they do not need to be repeated to meet the requirements of the more general requirement for risk assessment in the Management Regulations mentioned above.

2. What must Managers do?

Managers must:
Make a suitable and sufficient assessment of
The risks to employees
The risks to others who may be affected.
Identify the preventive and protective measures needed.
Introduce the preventive and protective measures needed to improve workplace health and safety.
Keep a written record of the findings of the assessment and any groups at particular risk.
Ensure that all staff concerned have access to the risk assessments.
Ensure that all staff concerned understand the control measures identified in the risk assessment.
Have arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
Provide any health surveillance identified in the risk assessment.
Provide health and safety Information, instruction and training for all employees.
Consult with staff and union representatives when carrying out a risk assessment.
Carry out regular checks to ensure the adequacy and validity of the risk assessments.
Reassess the risks of the work activities where changes may have occurred.
Review the assessment if there is reason to believe that it is no longer valid – for example, if the process has changed, the building has been refurbished or an experienced worker has left.

3. What must Staff do?

Staff must:
Contribute to the risk assessment process where their knowledge or experience could assist in the developing safer working practices.
Read and implement the control measures listed on risk assessment.
Ensure that any work done is in accordance with the control measures in the risk assessment.

Follow the safety procedures in line with any information, instruction and training provided.
Not interfere with or misuse anything provided in the interest of health and safety.
Make full and proper use of control measures and any personal protective equipment (PPE) provided in line with any information, instruction and training provided.
Promptly report to management, any defect associated with control measures i.e. engineering controls or personal protective equipment.

4. How do I carry out a risk assessment?

What is suitable & sufficient?
A suitable and sufficient risk assessment should enable you to identify and prioritise the measures that need to be taken, including the health and safety information and training that must be given to employees, any health surveillance that is required, any monitoring that needs to be carried out and the procedures that follow in the event of serious or imminent danger. A competent person must carry out the risk assessment.
A blank risk assessment form is attached at Appendix 2 and a generic risk assessment is attached at Appendix 3.
A suitable and sufficient risk assessment must:
Identify all the hazards, that is, all those aspects of work that have the potential to cause harm:
Substances
Equipment
Work processes
Work organisation
Identify the specific regulations that must be complied with. See Appendices 3 and 4.
Assess all the risks – that is, the likelihood that harm will occur from the hazards identified.
Be systematic in approach.
Ensure that aspects of the work activity are considered.
Address what actually happens in the workplace, not what procedure manuals say should happen.
Include non-routine operations such as:
Maintenance operations
Loading and unloading
Falls by patients or clients
Spillages
Ensure that everyone who might be affected, employees and others, is considered, for example:
Office staff
Night cleaners
Maintenance staff
Security staff
Visitors
Identify groups of workers particularly at risk, such as:
Young workers
Inexperienced workers
Lone workers
Workers with disabilities
Pregnant workers
Take account of existing preventive or precautionary measures and whether they are working properly.
To be ‘suitable and sufficient’ the assessment must identify all the hazards and decide whether they have the potential to cause harm in the workplace. Managers are expected to familiarise themselves with the hazards and risks in their work areas and to consult with employees and trade union safety representatives and where necessary, outside experts.

5 Steps to Risk Assessment

STEP 1 - Identify the hazards
By walking around the workplace, observing work activities and talking to staff and safety representatives, managers can reasonably be expected to identify causes of harm within their workplaces. Ignore the trivial and concentrate on significant hazards,

which could result in serious harm or which could affect many people.
The sort of hazards that should be considered are
Physical, e.g. exposure to excessive noise, heat, radiation.
Ergonomic, e.g. manual handling, work related upper limb disorders
Biological, e.g. exposure to pathogens like Hepatitis B, HIV, and
Chemical, e.g. exposure to hazardous substances in work processes or working conditions. Some of these hazards may already have been assessed under the Control of Substances Hazardous to Health Regulations 1999 (COSHH).
If the work activity tends to vary a lot, or if you or your staff move from one site to another, select those hazards which you can reasonably foresee and assess the risks from them. After that, if you spot any unusual hazard, take the necessary action.
Manufacturers' instructions or datasheets can also assist in spotting hazards and to put risks in their true perspective. So can reports on accidents and illness.
Assess the full spectrum of tasks that are undertaken by employees in the workplace, concentrating on establishing whether the actual practice varies from the laid down procedure. If the risks are still high then additional control measures will be required. See hazard prompt list at Appendix 1.
STEP 2 - Decide who might be harmed
Consider all the people who could be harmed by the hazard. Not just full time staff but also people who may not be in the workplace all the time, e.g. cleaners, peripatetic workers, contractors, visitors etc. In addition the law requires that special consideration should be given to persons with disabilities and young persons e.g. work experience pupils.

Also, where women of childbearing age are employed, the risk assessment must include risk consideration for new and expectant mothers.
STEP 3 - Evaluate the risk
The next step is to evaluate the risks from the identified hazards. Consider how likely it is that each hazard could cause harm. If something needs to be done, ask yourself,
can I get rid of the hazard altogether? if not,
how can I control the risks so that harm is unlikely?
This will determine whether or not more needs to be done to reduce the risk. Even after precautions have been taken, some risk usually remains. At this stage managers have to decide whether the level of remaining risk is high, medium or low for each significant hazard.
Rating Risks
A quick way of rating risks is by using the table below. The risk rating is the product of severity and likelihood.
Managers must ask themselves
what is the worst that could happen if the hazard causes harm (Severity); and
what are the chances of the hazard actually causing harm (Likelihood)
The risk rating can be used both before and after control measures have been put in place to check on the remaining level of risk.
See table below.

RISK= Severity X Likelihood		SEVERITY		LIKELIHOOD	
1 – 2 LOW	Action required within 3 – 6 months	1 – Minor	Minor injury (not reportable under RIDDOR) to a low number of people	1 – Very Unlikely	Very little chance of harm occurring. No recent of records of harm

					occurring.
3 – 4 MEDIUM	Action required within 1 week to 3 months.	2 – Major	Minor injury (not reportable under RIDDOR) to many people; or Major injury (reportable under RIDDOR) to a low number of people	2 – Likely	Harm likely to occur Records of similar incidents in existence
6 – 9 HIGH	Action required within 24 hours to 1 week	3 – Severe	Death to one or many people; or Major injury (reportable under RIDDOR) to many people.	3 – Very Likely	Harm is very likely to occur Harm has occurred before, and Recent records of similar incidents in existence

Shared Workplaces
If you share a workplace tell the other employers about any risks your work could cause them, and what precautions you are taking. Also, think about the risks to your workforce from those who share your workplace.
New or expectant mothers
When an employer has been told in writing that a worker
is pregnant,
has given birth within the previous six months or
is breast feeding
then certain actions must be taken. As a general rule the employer should first consult the existing risk assessments to see whether the control measures adequately protect the pregnant employee.
If not an assessment should be done to accommodate the change in circumstances and the remaining risk should be controlled. However, if significant risk remains, the employer should:
temporarily adjust working conditions and/or work hours or, if this is not reasonable;
offer suitable alternative work if any is available or, if this is not reasonable;
suspend the employee from work (i.e. leave on full pay) for as long as is necessary.
Special consideration needs to be given to new or expectant mothers who work at night.
STEP 4 - Record significant findings,
The record of the risk assessment should identify the hazards, those who might be affected, the level of risk prior to control measures, the control measures and the level of risk post control measures. Staff should have access to all documented risk assessments that affect their work activities.
STEP 5 - Review and revise
Risk assessments should be reviewed periodically and revised if necessary. Review when there is a change in circumstances or there is evidence to show that the risk assessment is no longer valid.
Simple Hazards
For simple hazards a suitable and sufficient risk assessment can be a very straightforward process, requiring no specialist skills or complicated techniques e.g. office managers can reduce the likelihood of slips, trips and falls by ensuring that cables do not trail across the office floor between different workstations.
More Complex Hazards
In certain cases it may not be possible to make a suitable and sufficient assessment without specialist advice in

respect of unfamiliar risks, such as those requiring some knowledge of ergonomics for example, or more complex processes and techniques.

Generic Risk Assessements

In cases where similar activities are undertaken, a general risk assessment can be carried out which considers the common hazards and associated risks for the activity under assessment; this is known as a generic risk assessment. Managers at each workplace may apply such generic assessments; however they must satisfy themselves that the generic assessment is broadly appropriate to their type of work,

able to be adapted to their own actual work situations, and

able to be extended to cover hazards and risks not referred to in the generic assessment.

Whilst generic risk assessments are a useful aid, care has to be taken to ensure that they are not accepted as being universally applicable without checking them against the actual circumstances being assessed. A number of generic risk assessments are available from the Safety Management Unit (SMU) for reference. See Appendices 3 and 4.

5. How do I control the risks?

In order to control the risks identified in the risk assessment, managers need to introduce preventive and protective measures. These measures must be implemented on the basis of the principles specified in the Schedule 1 of The Management of Health and Safety at Work Regulations 1999. Schedule 1 specifies the general principles of prevention in terms of a hierarchy of control measures.

Avoiding risks

If risks are avoided i.e. completely eliminated then they do not have to be either controlled or monitored. For example, not using dangerous chemicals or not working at height.

Evaluating the risks which cannot be avoided

Carrying out a suitable and sufficient assessment of risks as outlined above.

Combating the risks at source

For example repairing a hole in the floor is much better than displaying a warning sign.

Adapting the work to the individual. Especially in terms of the design of workplaces, the choice of work equipment and the choice of working and production methods. If the well-being of the person is dealt with, there is less chance of the job causing illness and less chance of the person making mistakes which ay lead to accidents. Alleviating monotonous work can also help the person to remain alert and to pay attention to the task.

Adapting to technical progress.

Where new technology can reduce the risks to health and safety it must be considered. For example some new types of non-slip floor surfaces can lead to safer working conditions.

Replacing the dangerous by the non-dangerous or less dangerous.

For example using a battery operated drill rather than a mains powered tool.

Developing a coherent overall prevention policy that covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.

Taking a holistic stance to control risk that includes considering human factors.

Giving collective protective measures over individual protective measures.

Prioritising a safe place of work that protects all those who enter it rather than a safe person strategy, which only protects the individuals identified.

Giving appropriate instructions to employees.

Ensuring that all employees understand what they have to do and how they are expected to do it and where necessary being given

appropriate supervision and training in order to carry out the instructions.

General Approach to risk control

There are three main strategies for risk control.
Technical
Procedural
Behavioural
Technical strategy –
Controls the risks associated with the workplace, i.e. physical environment or the actual work activity. This includes:
Equipment – safe design (e.g. guarding) and maintenance.
Access and egress – provision of wide aisles, unobstructed passages and gangways.
Materials (substances and articles) – choice of packaging to make handling materials easier for example in manual handling.
Environment (temperature, light, dusts, noise) – heating and ventilation.
Procedural strategy –
Controls the organisation and systems. This includes:
Policy and standards.
Rules.
Procedures.
Method statements.
(See Appendix 5)
Permit to work systems.
Purchasing controls.
Accident investigation and analysis.
Emergency planning.
Behavioural Strategy –
Controls the risks associated with the person and their actions. This includes:
Awareness, knowledge and skills.
Attitude, perception motivation and communication.
Supervision.
Health surveillance.
Personal protective equipment.
In practice, a combination of the three strategies will be required to ensure a safe and healthy working environment.

6. What is the legal context?

The Health and Safety at Work etc. Act 1974
Which requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees.
The Management of Health and Safety Regulations 1999
These regulations require an assessment of the risks for all hazards likely to injure or harm the health of staff.
Other Specific Regulations
Also contain requirements for risk assessment, but relate specifically to the hazards that are covered by those Regulations e.g.
Control of Lead at Work Regulations
Ionising Radiation Regulations
Control of Asbestos at Work Regulations
Control of Substances Hazardous to Health Regulations
Noise at Work Regulations
Display Screen Equipment Regulations
Manual Handling Operations Regulations
Personal Protective Equipment Regulations
Any risk assessments carried out under the specific regulations above negates the necessity for managers to carry out a general assessment under the Management Regulations.

Appendix 2h

LBWF Health & Safety Risk Assessment Form

LBWF DEPARTMENT/Service HEALTH & SAFETY RISK ASSESSMENT
Establishment: _____ Date Assessment Undertaken:
Review Date: Signed(name of assessor):

Work activity or environment	Hazard and current level of risk	Who might be harmed?	Control measures (including written measures)	Remaining level of risk	Further action required

RISK RATING SYSTEM - Risk = Severity X Likelihood		SEVERITY		LIKELIHOOD	
1 – 2 = Low	Action required within 3 – 6 months	1 – Minor	minor injury (not reportable under RIDDOR) to a low number of people	1 – Very unlikely	very little chance of harm occurring. no recent of records of harm occurring.
3 – 4 = Medium	Action required within 1 week to 3 months.	2 – Major	minor injury (not reportable under RIDDOR) to many people; or major injury (reportable under RIDDOR) to a low number of people	2 – Likely	harm likely to occur records of similar incidents in existence
6 – 9 = High	Action required within 24 hours to 1 week	3 – Severe	death to one or many people; or major injury (reportable under RIDDOR) to many people.	3 – Very likely	harm is very likely to occur harm has occurred before and recent records of similar incidents in existence

Method Statements

A method statement is a clear way of showing that certain types of work have been planned:
Before the work starts;
Risks have been identified; and
Suitable risk control measures have been arranged.
A method statement is a description of how a particular task or activity should be carried out at a certain place and how the risks will be controlled or managed in relation to the specific task or activity. This means that the key step before a method statement is drawn up is making a suitable risk assessment.
However, for some work activities it is not enough just to know what the risks and controls are. It is necessary to be able to communicate to staff and others how to carry out the work in a particular order or way.
Method statements provide a 'road map' for a given task and they show how an activity should be done in chronological order.
The method statement should identify all the components of a safe system of work. A safe system of work is the working method resulting from a risk assessment associated with a task and the identification of controls to carry out the task in a safe manner.
Drawing up method statements can also be useful for highlighting problems in the proposed method of work, or gaps in risk control.
The level of detail required in a method statement is indicated in the checklist below, though the actual content will depend on work requirement

Appendix 2j

Method Statement Checklist
Method statements may include the following information:
Estimated commencement date and duration of work;
Name of the person who produced the method statement and the date the statement was completed; and
Site address (where work is to be carried out).
A method statement should state prominently how any variations to the method statement would be authorised.
Scope of work
This details the work to be undertaken and important limitations of the work.
Sequence of work
This should be as detailed as it needs to be to support safe working. The level of detail can range from a simple timeline through to software outputs, depending on the complexity of the tasks.
Names of those with specific responsibility
This should include job titles, a clear statement of what they are responsible for e.g. the entire project, or just some activities or competent person contact details.
The workforce
Should include the number of workers required for the activity and detail who should receive the information in the method statement. It is best to keep to details that are relevant to the tasks.
Details of equipment
List the equipment required for the work, where this has a bearing on safety, including relevant factors such as size, weight, or power rating.
Method of work
This should include a clear description of the following:
How the work is to be undertaken. This should include the work sequence.
Hazard and risk identification. Job-specific risk factors, such as access and egress, outdoor factors such as lone working or particular risks to third parties should be covered.
Control measures to protect employees and others, including the public taking into account requirements in legislation such as COSHH, noise or

manual handling regulations. Control measures may include:
Permits to work;
Measures for significant hazards such as falling materials, fragile structures, temporary works etc;
Special training;
Temporary arrangements (e.g. barriers and signs);
Suitable storage and distribution, handling and disposal of materials/substances;
Security measures;
PPE and other safety equipment; and
Details of emergency plans (e.g. fire escape routes, rescue or particular first aid requirements)
Specify PPE where possible e.g. eyewear, safety harnesses and other relevant measures such as fire extinguishers or rescue equipment should be included.
There should be measures for monitoring compliance and performance and means of checking, review and update of the statement.
Attaching documents
Risk assessments or other documentation should be kept separate from the method statement as this will allow managers, clients and workers to focus on the statement rather than do a ‘paper trawl’ which may dissuade workers and others from using the statement.

WORKING PROCEDURES - ASBESTOS SURVEYS & REGISTERS

The Asbestos Register

1.1 The Asbestos Register is derived from the asbestos survey information that is specific to the premises at which it is held. The council aims to survey its entire property portfolio for asbestos using a type 2 survey, as detailed in the United Kingdom Accreditation Service (UKAS) RG8 document as current. Any properties that are planned to be referbished and are constructed or installed prior to the year 2000 must firstly undergo a type 3 survey as detailed in the UKAS RG8 document.

1.2 The survey information should consist of:
A 1:1000 or 1:2000 scale Site Plan which identifies the buildings
A 1:100 or 1:200 scale layout plans for all buildings that identify unique block letters and room numbers.
Survey data which must be cross referenced with the plans referred to above. The council aims to survey its entire stock of buildings and equipment using a type 2 survey, as detailed in the United Kingdom Accreditation Service (UKAS) RG8 document as current.
Supporting photographs to identify specific elements on the survey.
The Risk Assessment matrix and individual risk assessments relative to any identified ACM.
Recommendations for each identified risk within the premise and supporting statements of action taken to contain or remove the ACM.
Correspondence that is specific to the premises on which it is held e.g. sample certificates, clearance certificates, project works correspondence.

1.3 The Asbestos Register is intended to provide an on-site information source to enable the responsible person to determine events that have taken place that affect ACM.

Types of Survey

2.1 **Type 1**: Location and assessment survey (presumptive survey)
The purpose of the survey is to locate, as far as is reasonably practicable, the presence and extent of any suspect ACM in the building and assess their condition. This survey essentially defers the need to sample and analyse for asbestos (or the absence thereof) until a later time (e.g. prior to demolition or major refurbishment). The duty holder bears potential additional costs of management for some non-asbestos materials. All areas should be accessed and inspected as far as is reasonably practicable (e.g. above accessible false ceilings, inside risers, service ducts etc, or must be presumed to contain asbestos if not inspected. Any material, which can reasonably be expected to contain asbestos, must be presumed to contain asbestos, and where it is appears highly likely to contain asbestos, there should be a strong presumption that it does. All materials, which are presumed to contain asbestos, must be assessed.
This form of inspection is predominately utilised for the purpose of pre-acquisition or for feasibility uses prior to any planned works to broadly assess the potential, quantities and budget figures for asbestos materials. This inspection will not normally identify all asbestos present as many applications can be concealed by nature of their location, which are not accessible without intrusive means.

2.2 **Type 2**: Standard sampling, identification and assessment survey (sampling survey)
The purpose and procedures used in this survey are the same as a Type 1, except that representative samples are collected and analysed for the presence of asbestos. The number of samples should be sufficient to make an assessment of whether asbestos is

or is not present in accordance with DETR guidance. Samples from each type of ACM found are collected and analysed to confirm or refute the presence of ACM. If the material sampled is found to contain asbestos, other similar homogenous materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogenous materials will require a greater number of samples. The number should be sufficient for the surveyor to make an assessment of whether asbestos is or is not present in accordance with DETR guidance. Sampling may take place simultaneously with the survey, or in the case of some larger surveys, can be carried out as a separate exercise, after the Type 1 survey has been completed. The Type 2 survey is likely to provide sufficient information for the day to day maintenance and repair of a building. This form of inspection is predominately used to conform to the legislative requirement of managing asbestos in buildings. It inspects, samples, quantifies, reports and recommends on accessible asbestos products identified that will usually be deemed accessible by day-to-day occupation i.e. that any employer would have to manage as part of the regulations. This inspection will not normally identify all asbestos present as many applications can be concealed by nature of their location, which are not accessible without intrusive means. As such it should not be utilised for any refurbishment, renovation or demolition projects, unless used as a pre-cursor prior to the required intrusive investigation.

2.3 **Type 3**: Full access sampling and identification survey (pre-demolition / major refurbishment surveys)

This type of survey is used to locate and describe, as far as is 'reasonably practicable', all ACM in the building and may involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A full sampling programme is undertaken to identify possible ACM and estimates of the volume and surface area of the ACM made. The survey is designed to be used as a basis for tendering the removal of ACM from the building prior to demolition or major refurbishment so the survey does not assess the condition of the asbestos, other than to note areas of damage or where additional asbestos debris may be expected to be present.

This form of inspection is to be utilised prior to any planned refurbishment, renovation or demolition whether it be a whole site, building or parts thereof. It is a requirement under the Construction (Design & Management) 1994 Regulations and as part of the 'building controllers' responsibility in accordance with the CAWR regulations. This inspection may not identify all asbestos materials even though it is intrusive in nature, as asbestos applications are known to exist in parts of any given building that are inaccessible without demolition and as such are not possible to identify within any survey. This inspection is intrusive by its nature to gain the required access to parts of the building, therefore damage to décor, fixtures and fittings, but not limited to these parts may be disturbed during the investigation.

Type 3 Surveys may only be carried out with the building unoccupied or outside of normal working hours when suitable arrangements must be made for reinstatement or repair of the parts of the building to be opened up.

Record Keeping/Updating

Schedule for the Updating and Storage of Documentation Issue 1

Introduction

This procedure sets out how the LBWF with the assistance of the NPS organises and updates the Asbestos file for each and every premise/site both on site and centrally on paper filing and the electronic database to aid asbestos management.

Update of site Asbestos file,

3.2.1 In cases of any asbestos related queries that the NPS's Asbestos Management Team acts upon:
NPS must ensure that copies of any Asbestos related risk assessments, reports etc must be entered into the particular site Asbestos file and the client's central database as a matter of course and without delay.

3.2.2 All Asbestos related risk assessments; method statements must be submitted to the premises manager or the person responsible on site for entry into their site's Asbestos file and the client's central database.

3.2.3 All permits to work (e.g. for Hot Works, Works in confined spaces) must be submitted to the premises manager or the person responsible on site for entry into their site's Asbestos file and the client's central database.

3.2.4 Inspections / Surveys (types 1, 2 & 3) carried out prior to or during any works:
Any survey report must be submitted to the premises manager or the person responsible on site for entry into their site's Asbestos file and the client's central database.

3.2.5 Upon completion of any works:
Any reports / schedules must be notified to the premises manager or the person responsible on site. The contractor's schedule of all removed asbestos installations and any asbestos installations remaining (or a copy of which) must be submitted to the premises manager or the person responsible on site for entry into their site's Asbestos file. Copy of the Clearance and re-occupation Certificate must also be submitted to the premises manager or the person responsible on site for entry into their site's Asbestos file and the client's central database.

WORKING PROCEDURES - REACTIVE MAINTENANCE

The Asbestos File is to be made available to all contractors or persons carrying out any maintenance works on any site.
Contractor or persons carrying out any maintenance works on any site must be shown the Asbestos File by the premises manager/responsible person.
For properties where there are no permanent staff, for example a public convenience or allotment, the contractor or persons carrying out any maintenance works are to contact the premises manager/responsible person to arrange to see the asbestos register prior to carrying out any works.
Contractor or persons carrying out works to check the register for asbestos installations.
If there is no register, the contractor or persons carrying out any maintenance works must assume that a material is asbestos unless there is strong evidence that it is not.
The contractor or persons carrying out any maintenance works carry out a risk assessment for the works they are to undertake. Copies of risk assessments are to kept in the Asbestos File.
On receipt of this risk assessment, the “Permit to Work” form (Appendix 1 of the Asbestos Management Guidance for Managers & Staff, which is held in the Asbestos File) is to be signed by the contractor or persons carrying out any maintenance works under the declaration section, and the premises manager/responsible person countersigns the permit to work under authorisation & acceptance section. The permit can then be issued to the contractor or persons carrying out any maintenance
The “Permit to Work” is to be given to the contractor or persons carrying out any maintenance works, and a copy placed in the Asbestos File.
On completion of the works, the contractor or persons carrying out the maintenance works must sign off the Clearance section of the Permit to Work form, which must then be countersigned by the premises manager/responsible person.
If a contractor or persons carrying out any maintenance works discovers damaged, disturbed or presumed Asbestos Containing Materials, he shall prohibit access to the area immediately, and post signs to prohibit access. Report the incident to the premise manager or responsible person. Should they not be available they must contact the Asbestos Management Team at NPS on 020 8523 6222/ 6226, or contact the 24hr Emergency Hot Line immediately on 0208 496 3000.

WORKING PROCEDURES - PROJECTS

All Council asbestos work has to be carried out in accordance with current legislation and associated regulations, licencing and guidance to ensure all work is done safely.

Attendance of Council building for the purpose of carrying out any works: The Project Manager (NPS or Contractor) ~~to~~ shall consult the Health & Safety file and the Asbestos File & register for the premises.
If a type 3 survey has not been carried out previously, the Project Manager requests (on AMP 1 form) for the NPS's Asbestos Management Team to undertake the asbestos survey. Copies of this request to be filed in both the Asbestos File and the H & S file.
A decision is to be made if the asbestos is to be removed or remain.
The Hazard Assessment determining weather asbestos installations need to be removed or remain, should not only be based on the project works being undertaken, but access the hazards for any future maintenance or management to that property.
If asbestos installations are to be removed, will the works be part of the main contract or enabling works?
If to be removed under enabling works, the Project Manager is to request (on AMP 3 form) for the Asbestos Management Team to remove the required asbestos installations. Copies of this request to be filed in both the Asbestos File and the H & S file. An entry is to be made into the Asbestos File and the H & S file stating schedules of all removed installations & any asbestos that is to remain. Both files must include procedures for the discovery of any unidentified asbestos, and the "clearance & re-occupation" certificate.
If the removal is to be part of the main contract works, an entry must be made in both the Asbestos file & The H & S file, stating schedules of all installations that are to be removed & any asbestos that is to remain. Both files must include procedures for the discovery of any unidentified asbestos, and the "clearance & re-occupation" certificate.

The Project Manager (NPS), assisted by the Council's Asbestos Management Team, ~~access~~ has to obtain and accept the contractors' method statement/risk assessment for removal or encapsulation works, and has to arrange for independent monitoring in line with current legislation.
For any installations that are to remain, the contractor is to provide a full risk assessment of measures to be taken to ensure the installations are not to be disturbed in the course of the works.
The Project Manager assisted by the Asbestos Management Team, access the risk assessment and issue a "permit to work".
The Project Manger is responsible for ensuring NPS's Asbestos Management Team update the asbestos file, which forms part of the H & S file for that property.

Statutory Controls and Guidance Notes

Acts of Parliament, Regulations and HSE publications for work with asbestos and asbestos containing materials include, but not exclusively to, those listed on the following pages. There are other regulations (not listed) that relate specifically to Wales, Scotland and Northern Ireland. This is not meant to be an exhaustive list, there are other pieces of legislation dealing with health and safety matters that has not been listed here that still applies to work with asbestos and should be considered at all times.
All Legislation, Approved Codes of Practice and Guidance Notes listed together with any subsequent amendments or revisions and any new relevant requirements should be considered before undertaking any work with asbestos or asbestos containing materials. The following list was last revised in December 2002.

ACTS

Health and Safety at Work, etc Act 1974	Environmental Protection Act 1990
Environment Act 1995	Water Industry Act 1991
Pollution Prevention and Control Act 1999	

REGULATIONS

13.11.2006	The new Control of Asbestos Regulations 2006
1998/3233	Asbestos (Licensing) (Amendment) Regulations 1998
1985/2042	Asbestos Products (Safety) Regulations 1985
1987/1979	Asbestos Products (Safety) (Amendment) Regulations 1985
1985/2042	Asbestos Products (Safety) Regulations 1985
1996/2092	Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996
1996/2089	Carriage of Dangerous Goods by Rail Regulations 1996
1996/2095	Carriage of Dangerous Goods by Road Regulations 1996
1996/2094	Carriage of Dangerous Goods by Road (Driver Training) Regulations 1996
2002/1689	Chemicals (Hazard Information and Packaging for Supply) Regulations 2002
1997/1713	Confined Spaces Regulations 1997
1994/3140	Construction (Design and Management) Regulations 1994
2000/2380	Construction (Design and Management) (Amendment) Regulations 2000
1996/1592	Construction (Health, Safety and Welfare) Regulations 1996
2000/227	Contaminated Land (England) Regulations 2000
1987/2115	Control of Asbestos at Work Regulations 1987
1992/3068	Control of Asbestos at Work (Amendment) Regulations 1992

Acts of Parliament, Regulations and HSE publications for work with asbestos and asbestos containing materials

1998/3235	Control of Asbestos at Work (Amendment) Regulations 1998
1990/556	Control of Asbestos in the Air Regulations 1990
1999/437	Control of Substances Hazardous to Health Regulations 1999
1992/588	Controlled Waste Regulations 1992
1988/819	Collection and Disposal of Waste Regulations 1988
1991/1624	Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
1998/605	Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998
1999/1	Environmental Impact Assessment (Scotland) Regulations 1999
1991/2839	Environmental Protection (Duty of Care) Regulations 1991
1991/1472	Environmental Protection (Prescribed Processes and Substances) Regulations 1991
1996/1513	Health & Safety (Consultation with Employees) Regulations 1996
2002/655	Health and Safety (Fees) Regulations 2002
1996/341	Health and Safety (Safety Signs and Signals) Regulations 1996
1998/2307	Lifting Operations and Lifting Equipment Regulations 1998
1999/3242	Manual Handling Operations Regulations 1992
1989/1790	Noise at Work Regulations 1989
1992/2966	Personal Protective Equipment at Work Regulations 1992
2000/1973	Pollution Prevention and Control (England and Wales) Regulations 2000
1998/2306	Provision and Use of Work Equipment Regulations 1998
1995/3163	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995
1999/2978	Road Vehicles (Brake Linings Safety) Regulations 1999
1977/500	Safety Representatives and Safety Committees Regulations 1977
1996/972	Special Waste Regulations 1996 (Revised 1997)
1999/293	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999
1989/1156	Trade Effluents (Prescribed Processes and Substances) Regulations 1989
1999/257	Transport of Dangerous Goods (Safety Advisors) Regulations 1999
1994/1056	Waste Management Licensing Regulations 1994
1998/1833	Working Time Regulations 1998
1999/3372	Working Time Regulations 1999
1992/3004	Workplace (Health, Safety and Welfare) Regulations 1992
0717624889	Management of Health and Safety at Work Regulations 1999

REFERENCE READING MATERIAL FOR WORKING WITH ASBESTOS

EH10	Asbestos: Exposure Limits and Measurement of Airborne Dust Concentrations (1995)
EH47	The Provision, Use and Maintenance of Hygiene Facilities for Work with Asbestos Insulation and Coatings (2002)
EH50	Training Operatives and Supervisors for Work with Asbestos Insulation and Coatings (1988)

EH51	Enclosures Provided for Work with Asbestos Insulation, Coatings and Insulating Board (1999, revised 2001 with amendments)
EH57	The problems of asbestos removal at high temperatures (1993)
MS13	Asbestos: Medical Guidance Notes (1999)
MDHS 39/4	Asbestos fibres in air; Sampling and evaluation by Phase Contrast Microscopy (PCM) under the Control of Asbestos at Work Regulations (1995) (second Impression)
MDHS 77	Asbestos in Bulk Materials; Sampling and Identification by Polarised Light Microscopy (PLM) (1994)
MDHS 87	Fibres in Air; Guidance on the Discrimination Between Fibre Types in Samples of Airborne Dust on Filters Using Microscopy (1999)
MDHS 100 Superceeded by HSG 264	Surveying, Sampling and Assessment of Asbestos-containing Materials (2000) SUPERCEEDED BY HSG 264 published 2010
HSG 53	The Selection, Use and Maintenance of Respiratory Protection Equipment ~ A Practical Guide (rev 1998)
HSG 160	The Carriage of Dangerous Goods Explained Part 1 1996
HSG 161	The Carriage of Dangerous Goods Explained Part 2 1996
HSG 189/1	Controlled Asbestos Stripping Techniques for Work Requiring a Licence (second edition 1999)
HSG 189/2	Working with Asbestos Cement (second edition 1999)
HSG 210	Asbestos Essentials: Task Manual (2000)
HSG 213	Introduction to Asbestos Essentials (2000)
HSG 223	A short guide to managing asbestos in premises (2002)
HSG 227	A comprehensive guide to managing asbestos in buildings (2002)
HSG 264	Asbestos : The survey guide
IND(G)188	Asbestos Alert for Building Maintenance, Repair and Refurbishment Workers 1995
IND(G)233	Managing Asbestos in Premises (rev 2)
IND(G)255	Asbestos Dust Kills; Keep Your Mask On 1999
IND(G)288	Selecting Respiratory Protective Equipment for Work with Asbestos 1999
IND(G)289	Working with Asbestos in Building 1999
L11	A Guide to the Asbestos (Licensing) Regulation 1983 (second edition, 1999)
L21	Management of Health and Safety at Work: Management of Health and Safety at Work Regulations 1992: Approved Cope of Practice
L22	Safe Use of Work Equipment: Provision and Use of Work Equipment Regulations 1992: Approved Code of Practice and Guidance
L24	Workplace Health Safety and Welfare: Workplace Health Safety and Welfare Regulations 1992: Approved Code of Practice and Guidance
L25	Personal Protective Equipment at Work: Personal Protective Equipment at Work Regulations 1992: Guidance on Regulations
L27	Work with asbestos which does not normally require a licence. Control of Asbestos at Work Regulations 2002 (fourth edition, 2002)
L28	Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board. Control of Asbestos at Work Regulations 2002 Approved Code of Practice (fourth edition, 2002)
L127	The management of asbestos in non-domestic premises. Regulation 4 of the Control of Asbestos at Work Regulations 2002 (2002)
MISC155	Substitutes for Chrysotile (White) Asbestos
	Respiratory Protective Equipment; Legislative requirements and lists of HSE approved standards and type approved equipment (1995)