



**Somerset**  
Council

# **HSG 021 Asbestos Guidance**

<b>Title</b>	HSG 021 Asbestos Guidance
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<b>Protective Marking</b>	Official - Unclassified
<b>Primary Legislation</b>	<a href="#"><u>The Management of Health and Safety at Work Regulations 1999</u></a> <a href="#"><u>Control of Asbestos Regulations 2012</u></a>

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## Purpose of this Guidance

This Guidance is designed to assist Somerset Council employees in carrying out their legal duties, in line with Policy, HS021 'Asbestos'. This is the procedure and guidance document for managing asbestos in Council owned non-domestic premises. This document describes the arrangements in place to manage the risks associated with the control and management of asbestos containing materials (ACM).

The guidance for managing the domestic housing properties has a separate document: HSG.ASB02.

## Asbestos Management Procedure

### Asbestos Management Surveys and Reports

Each former Somerset County Council owned property has undergone an Asbestos Management Survey every 5 years on a rolling programme since 1996. This type of survey is required for all non-domestic premises. The survey report produced was sent to all premises managers via email and it contains the Asbestos Register for the property. The Asbestos Register lists the building components that are either presumed to contain asbestos or laboratory analysis has confirmed an asbestos content. (See section on How to Understand your asbestos register).

Those properties that were previously owned by the former Somerset District Councils will be incorporated into the asbestos survey schedule. Some properties may require initial Management Surveys to be completed, others will require Re-inspection surveys.

Please note that the Asbestos Register is not 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 'Management Survey Report' is the primary survey report for the property and in addition to the Asbestos Register, it contains a plan of the site that is annotated to show the location of the ACMs identified during the survey. It also contains photographs of each ACM.

### Asbestos Reinspection surveys and reports

Re-inspection surveys are completed annually or biannually depending on the risk associated with the identified ACMs. These surveys are only completed in those premises where asbestos containing materials (ACMs) were identified in the Management Survey Report. This survey primarily checks the condition of the ACM and checks to see if the local surrounding conditions have changed (for example, if the use of the area has changed) which can affect the overall risk

assessment for each ACM. The information is also updated if an ACM has been removed. A Re-inspection survey report is produced and sent to the premises manager via email. This report contains the most up to date information in the same format as the original Management Survey report. It is this Re-inspection report, completed by the Somerset Council Asbestos Team, that must be used for the day-to-day management of asbestos at the property.

Any ACM identified as requiring remedial work or high risk following the completion of the risk assessment will be arranged and managed by the SC Asbestos Team, on instruction by the Strategic Asset Management Property Team.

## Reporting ACMs in Poor Condition

If during the time between re-inspections, if it is noticed that an ACM listed in the Asbestos register has deteriorated or become damaged then please contact the asbestos team as follows:

**Email:** [asbestosteam@somerset.gov.uk](mailto:asbestosteam@somerset.gov.uk)

**Tel:** 01823 355906

## Asbestos Day to Day Management

Somerset Council has delegated the onsite management of asbestos, in those buildings built before the year 2000, to the person(s) in control of a premises, this could include the area FM manager or a headteacher. The responsible person will be defined in the local site management plan.

Premises managers are legally required to maintain physical documentation on site. 3 physical site folders must be maintained on site.

Folder 1: The primary (white) asbestos folder should be made available to all staff and must contain the following information / documentation, relating to asbestos containing materials and their management:

- The Asbestos Management Survey report.
- The latest Annual Reinspection report and other most recent reports.
- The Local Asbestos management plan. [F21a](#)
- A copy of the [Emergency Procedures](#) document.
- Asbestos permit to work
- Any historical information and reports relevant to asbestos in the building.
- Somerset council policy (HS021) and this guidance document. [SC Asbestos Policy](#)

Folder 2: 'Signing in folder'. In addition to the main asbestos folder, a separate folder must be maintained, containing the following:

- a copy of the current asbestos register (printed from the most recent Annual re-inspection report).
- A copy of the annotated building plans (printed from the most recent Annual re-inspection report).
- Signing sheet to record the names and details of anyone who could potentially disturb ACMs through the course of their activity on site and confirm they have read and understand the register. [Signing Sheet](#)
- A copy of the [Emergency Procedures](#) document.

This folder should be easily accessible and able to be made available to; staff, visitors and contractors, who may come into contact with ACM's, along with the signing in sheet.

Folder 3 'Grab bag copy': It is also essential that a duplicate copy of the asbestos register and building plans are kept in the 'emergency grab bag' and made available to the emergency services on attendance.

## Local Asbestos Management Plan. HS F21a

A local management plan is required for each premise and must be completed and reviewed by the person who has responsibility or delegated responsibility for managing asbestos at the premises. It sets out the local arrangements for managing the risk from asbestos containing materials.

This document template (HS F21a) must be completed and reviewed annually for all SC owned and managed properties. This document now includes a further risk assessment template. An additional Risk Assessment is required when there is a change in the use of an area or a change in the type of user for any area that contains asbestos. This should be completed by the designated responsible person who is identified in the Management Plan.

A Risk Assessment for each asbestos containing material (ACM) is completed during the re-inspection asbestos survey by the surveyor and is called the Total Priority Risk Assessment Score. This score can be seen in the Asbestos Register for each ACM identified during the survey. This risk assessment is based on the current use of the area in which the ACM is located and assumes the normal use of an area.

A copy of the documents must be kept in your Asbestos Folder 1 and be readily accessible.

## Provision of asbestos information

Employees – Premises Managers have a duty to inform their employees of the presence of ACMs and their location within the building they work in.

Information should be provided on initial induction of any employee and refresher information provided routinely, at least annually following the re-inspection or when there have been any changes to the work environment. Where information has been provided, a record of this should be kept.

Tenants of SC Premises - Tenants should be provided with copies of the latest asbestos survey reports for the property concerned. The tenant will also be given basic information regarding restrictions on completing any works including decorating, and not drilling into the material etc. This information should be contained within the lease.

Contractors – Before completing any work on a premise, Contractors will be provided with Folder 2. The asbestos register and location plans in the folder must be checked by the contractor in conjunction with the premises manager, or other responsible person, to ensure that the area they are working in/on does not contain any ACMs. The contractor must complete the 'signing sheet' (in folder 2).

The format in which the information is provided should be considered: The information should be provided in a way that is understandable and accessible to the person receiving it. consideration should be given to those who do not speak the language it is written in or where written materials may not be accessible such as an individual with dyslexia or limited vision.

## Annual declaration (CIVICA)

The premises manager will receive a notification from Civica via email requesting they answer a series of questions around the information they hold and the arrangements in place to effectively manage the risks from exposure to asbestos. This forms an Annual Declaration by the Premises Manager. This must be returned within one month of the notification being received sent.

The completed declarations are reviewed by the Asbestos Team. Those premises managers who have not completed the reviews within the required deadline will be reminded by a member of the Health and Safety Service.

## Maintenance of and Access to Asbestos Records

Asbestos records are legally required to be kept for a minimum of 50 years.

Somerset Council Asbestos Team, maintain all asbestos records on a centralised digital portal, that can be accessed at any time by premises managers via a link in CIVICA. CIVICA is the

council's property asset management/information system. Access is set up for each premises manager.

Instructions for access to asbestos Information via CIVICA.

The following are the instructions to access the data for asbestos relating to a property. Each premises manager can only access the record/s for the premises for which they are responsible.

The asbestos data is stored in a system called Asbestos TEAMS and CIVICA provides a link to this system as follows:

### For Schools users

1. Navigate to [CIVICA landing page](#), enter username, password and click Submit.

Normal User Login

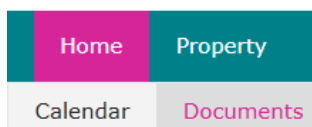
Site Group	SOMERSET
Username	<input type="text"/>
Password	<input type="password"/>

[Forgotten Password](#)

2. Click on the Property tab.



3. **Schools** have a specific site log in and can go straight to Documents.



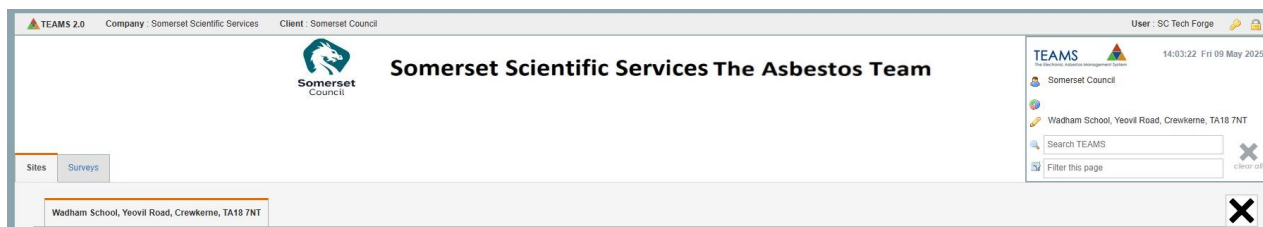
4. Scroll down through all of your documents looking for Asbestos in the Group Description Column.

Document List			
Actions	Document/URL	Group	Group Description

5. Click Show to get into the TEAMS portal.

Show	View	<a href="http://somersetcouncilportal.teams-software.co.uk/ACCOUNT/Login?user=D12801E3-BDD7-43D1-99F9-8F0EEAB390C0&amp;uprn=E155">http://somersetcouncilportal.teams-software.co.uk/ACCOUNT/Login?user=D12801E3-BDD7-43D1-99F9-8F0EEAB390C0&amp;uprn=E155</a>	PROP_09	Asbestos Register	Asbestos Record Portal
------	------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------	-------------------	------------------------

6. Screen shot of TEAMS portal.



School users go to [Next step accessing the survey report](#)

### For Corporate users:

1. Navigate to [CIVICA landing page](#), click on continue to log onto CIVICA.

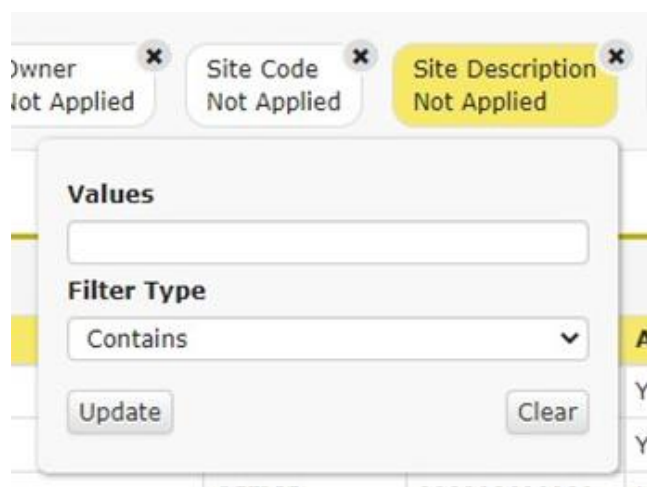


2. Click on the Property tab.



3. Either scroll to the property you need or filter the list to make this easier, the two easiest ways are by filtering by Site Description or by Address.

To look up by Site Description you do this by clicking on the Site Description bubble and typing the name or part of the name in the Values field and clicking update.



4. To look up by Address, click on the 'Address' bubble and then 'Detailed mode' to access the full options, then type the address of the premises in the field you want to search by and click update, this can be useful when searching for a property that is known by more than one name or has changed names over time.

Address × Aliases × Asset Category Type

Not Applied Not Applied Not Applied

**Sub Dwelling** General Mode

**Number / Name**

**Street**

**Locality**

**Town**

**Region**

**Postcode**

**Country**

SITE000010 Land at Clink Road

- Once you have the site selected click on View to access site information.

Site List			
Show	Action	Site Code	↑
<input data-bbox="204 1164 253 1173" type="button" value="+"/>	View	<a href="#">SITE001286</a>	

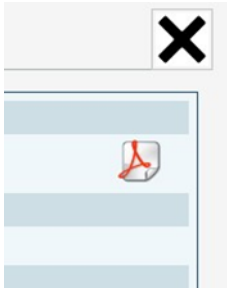
Identified Work Summary  
Energy Rating  
Documents (1)

- The TEAMS portal link should appear in the list of documents, you can then click 'Show', to access the TEAMS record portal for this site.

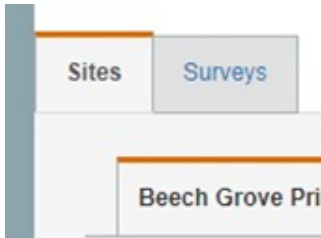
Document List						
Actions	Document/URL			Group	Group Description	Description
Show View	<a href="http://somersetcouncilportal.teams-software.co.uk/ACCOUNT/Login?user=D12801E3-BDD7-43D1-99F9-8F0EEAB390C0&amp;uprn=E471">http://somersetcouncilportal.teams-software.co.uk/ACCOUNT/Login?user=D12801E3-BDD7-43D1-99F9-8F0EEAB390C0&amp;uprn=E471</a>			P09	Asbestos Register	Asbestos Record Portal

There are number of different ways to access information from the Asbestos TEAMS portal as follows:

- To access the latest asbestos survey reports click the adobe acrobat pdf icon on the main page.



Or **B)** by clicking the Surveys tab.

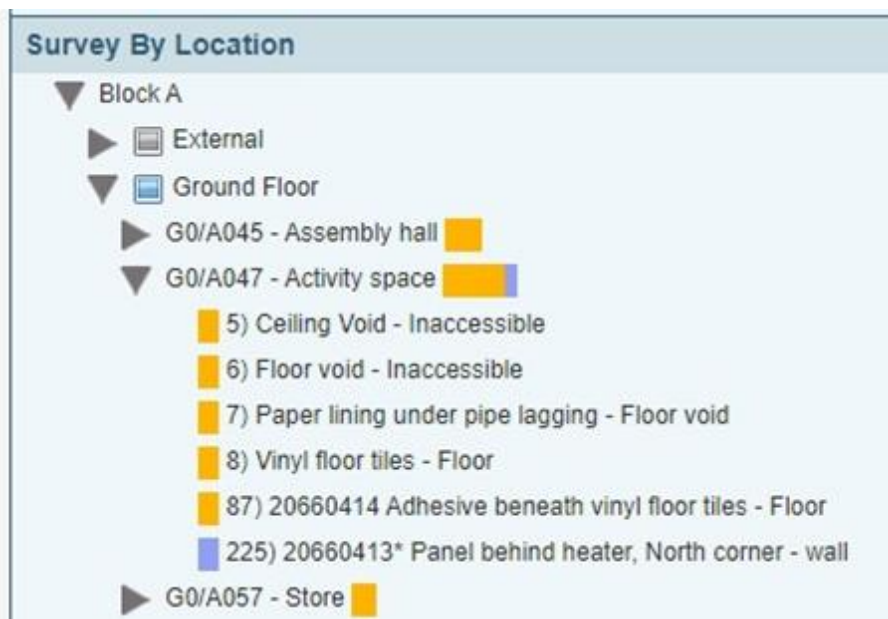


Surveys that have been completed are listed on this page and can be downloaded by clicking on the adobe acrobat icon in the documents section on the far left hand side.

Documents	Job Number	Client Order No.	Project	UPRN	Address	Postcode	Report Type	Scope of Work	Survey Date	
	J003653	SLA		E471	Beech Grove Primary School, Wellington	TA21 8NE	Management Survey (with MA and PA)	Blocks A & B	17 Mar 2022	2
	J000273	Test		E471	Beech Grove Primary School, Wellington	TA21 8NE	Management Survey (with MA only)	A001	19 May 2017	1
	J000145	ASBSURV		E471	Beech Grove Primary School, Wellington	TA21 8NE	Management Survey (with MA and PA)	All of blocks A and B	7 Mar 2017 to 13 Mar 2017	1




The surveys will be listed in order of newest to oldest by date with the type of survey completed and area covered listed.

- To quickly access the asbestos found in a specific room you can check this from the main page on the left hand side of the screen, by clicking on the arrows/triangles in the location tree to expand out the tree to find the location you need.



Clicking on the item will then bring up the record page showing a picture of the item, recommended actions and details recorded on the last survey.

## Block A / Ground Floor / G0/A047 - Activity space /

Item	
8) - Vinyl floor tiles - Floor	
	
Asbestos Type	(1) Chrysotile
Job Number	J003653
Survey Date	17 Mar 2022
Reinspection Due Date	17 Mar 2023
Survey Type	Management Survey (with MA and PA)
Actions	
Documents	 
Rec. Action	<b>D - No Attention Required, Label</b>
Reinspection State	No Change
Item Details	
Quantity	50 - 75 m²
Level of Identification	Presumed
Product Description	Reinforced Composite

Annotated floor plans can be accessed by clicking on the floor name on the location tree.

Site Summary (COLLAPSE ALL)

Survey By Risk

- ▶ Medium
- ▶ Low
- ▶ Very Low

Survey By Recommended Action

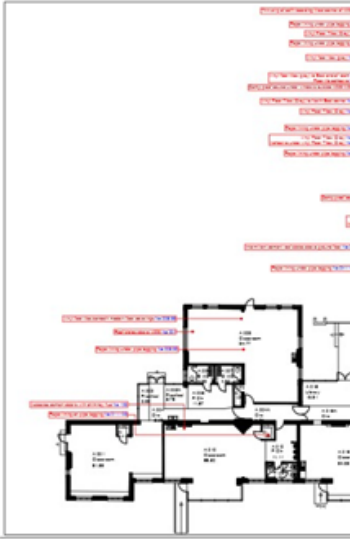
- ▶ B - Immediate Encapsulation
- ▶ D - No Attention Required, Label
- ▶ E - Inspect Prior to Disturbance
- ▶ No further action required


Survey By Location

- ▼ Block A
  - ▶ External
  - ▶ **Ground Floor**
  - ▶ 1st Floor
- ▼ Block B
  - ▶ External
  - ▶ Ground Floor
  - ▶ 1st Floor
- ▼ No Building Designation
  - ▶ Ground Floor

Ground Floor

Ground Floor

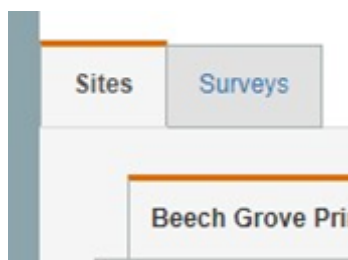





Somerset Scientific Services  
Unit 2A, Westpark 26  
Chelston, Wellington  
TA21 9AD.

Title:  
Management Survey of V  
School, Block A, Ground

If you have clicked on the survey page and need to get back to the main page you will need to click on the 'Sites' tab and then click on the external photo to take you back to this section.



Information is available for sites that the council owns or did own but now no longer have management responsibility. Full survey information is not always available if the site left our control prior to 2017 but archive information has been uploaded where possible and will appear as follows.

Axbridge First School Academy, Moorland Street, Axbridge, BS26 2BA	
<div>Site Summary (COLLAPSE ALL)</div> <div>Survey By Risk</div> <div>Survey By Recommended Action</div> <div>Survey By Location</div>	<div>Site Address</div> <div>Axbridge First School Academy, Moorland Street, Axbridge, BS26 2BA</div> <div>UPRN</div> <div>E008</div> <div>Site Photo</div> <div> <p>Historic Asbestos Survey Information for this site is available.</p> <p>To access this, click on the following icon on the top right side of this page. </p> <p>Historic Asbestos Survey Information is then available by clicking on the PDF icon under the Survey column on the left side of the screen.</p> </div> <div>Surveys</div> <div> <ul style="list-style-type: none"> <li>Site not surveyed.</li> </ul> </div> <div>Overview</div>

Properties built after 2000 (Post the ban of use of asbestos) properties should show up as follows.

Unit 2A, Westpark, Chelston, Wellington, Somerset,, TA21 9AD	
<div>Site Summary (COLLAPSE ALL)</div> <div>Survey By Risk</div> <div>Survey By Recommended Action</div> <div>Survey By Location</div>	<div>Site Address</div> <div>Unit 2A, Westpark, Chelston, Wellington, Somerset,, TA21 9AD</div> <div>UPRN</div> <div>PR148</div> <div>Site Photo</div> <div> <p>The buildings on this site were built after the 1999 ban of Asbestos in the UK.</p> <p>As such it should not contain any Asbestos containing materials within its construction.</p> </div> <div>Surveys</div> <div> <ul style="list-style-type: none"> <li>Site not surveyed.</li> </ul> </div> <div>Overview</div> <div>Post Asbestos Ban</div>

All sites, including schools, are expected to confirm the relevant documentation and processes are in place as part of their annual declaration on CIVICA.

## How to understand the Asbestos Register

This section describes each column heading and the information recorded in the Asbestos Register to enable the user to understand the information listed. The register is in Appendix 1 of each survey report. The Asbestos Register should be used in conjunction with the Floor Plans in Appendix 3 of the survey report.

If a row on the report is 'greyed-out', this identifies that the item has been removed. Greying out can also be used if an item/area was recorded as Inaccessible and has then been accessed.

Item	Purpose
Item No.	Each asbestos-containing item within the register has been allotted an individual item number. This number is unique.
'Asbestos at Whole Site Level'	<p>These are the first items listed in the Asbestos Register if they are present on the site. Asbestos-containing items will be listed with no Block Reference as 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>
Building (Block Reference)	<p>Asbestos-containing items that are listed alongside this heading may be:</p> <p>Items located on the outside of the building, recorded as being External to 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 throughout the building e.g. an under-floor duct system, are added here 'at building level' when their exact location is uncertain or</p> <p>where ACMs are found in a roof void/attic space that spans over multiple rooms that does not have a Property Services room reference. Similarly, if a roof void has not been accessed, it will be recorded here.</p>
Floor	This is the floor of the building on which the item is recorded.
Location/Description	The Property Services room reference and room use are recorded first followed by a description of the item identified. This maybe a description of an asbestos-containing item, a description of an item within a room that has been identified as NOT containing asbestos, or a description of an item that was not accessible during the survey.
Position	<p>This describes the general location of the ACM e.g. wall, floor.</p> <p>If buildings, rooms and components of a room were not accessible during the survey, they are recorded as "Inaccessible".</p> <p>Inaccessible areas must be assumed to contain asbestos containing materials until it is confirmed that they do not.</p>
Sample Number	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.

	<p>S plus a number = the material has been sampled and submitted for laboratory analysis.</p> <p>SP plus As and a number = the material has been Strongly Presumed to be the same material as a material sampled in another location and includes the sample number.</p> <p>P = the material has been presumed to be an ACM or Inaccessible from a Visual inspection (no sample has been taken).</p>
Product Type	<p>ACMs are 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.
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>
Quantity	This records the approximate amount of the material along with the unit of quantity.
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.
Total Priority Risk Assessment Score	<p>This score gives the overall risk score associated with the asbestos containing material. This is the result of the combined Material and Priority Risk Assessment score. This calculation is performed automatically by the database.</p> <p>The Material assessment is based on the risk scores applied to the Product Type, Asbestos Type, Condition and Surface Treatment.</p> <p>The Priority Assessment is based on the risk scores applied to the type of area, the use to which the area is put, the occupancy of the area, the likelihood/frequency with which maintenance, the activities which take place in the area and the extent/quantity of the material.</p>
Recommendation	<p>The recommendations fall into 5 Action Categories.</p> <p>A = Urgent Removal required.</p> <p>B = Immediate Encapsulation required.</p> <p>C = Repair or remove.</p>

	<p>D = Manage and Review Most items will fall into this category which means that the ACMs are safe to be left in-situ, but their condition must be monitored.</p> <p>E = Inspect prior to Disturbance. These areas have been recorded as not having been inspected (Inaccessible) during the survey.</p> <p>Items that fall into Categories A to C will require remedial works. This will be organised and managed by the SC Asbestos Team. The timing of the work will depend on the category and location of the ACM.</p> <p>Further information is available in Section 7 of the Asbestos Survey Report</p>
Comments	A comment relating to the item e.g. the reasoning why an area may have not been accessed.

## Asbestos Awareness Training

Asbestos Awareness Training is required for those persons who are liable to disturb asbestos containing materials (caretakers, site maintenance staff, contractors) while carrying out their normal everyday job or for those whose role may influence what and how work is to be carried out. This training should be completed by SC employees who are Premises Managers, Business managers, Site Managers, Caretakers, Facilities Managers, Building Surveyors, Contracts managers.

Managers are required to assess the training requirements of their staff and requesting attendance.

This training is provided by the County Health and Safety Service. Regular sessions are available throughout the year. Places can be requested by emailing the Health and Safety Service [CHSU@somerset.gov.uk](mailto:CHSU@somerset.gov.uk) or by booking through The Learning Centre (TLC).

Asbestos Awareness training will cover the following topics:

- The types of asbestos and their properties.
- The effects of asbestos on health.
- The types of products/materials likely to contain asbestos and where they can be found.
- SC Management processes and responsibilities.
- Emergency Procedures.
- Asbestos Removal and Disposal.

Certificates will be provided for those who have completed the training.

All contractors who are employed by Somerset Council must be able to show that all the contractors operatives have all completed Asbestos Awareness Training and had refresher training bi-annually.

## Asbestos Emergency procedures

The following procedures should be adhered to if/when an incident arises where it is suspected that a material may be asbestos containing, or a known item of asbestos has been damaged accidentally.

A copy of the emergency procedures should be printed and kept in the asbestos folder and signing in folder, for easy reference and to ensure contractors working on site are aware of the process. The document is available here: [Emergency Procedures - Somerset Council.docx](#). All staff should also be made aware of these procedures:

**1. Unexpected discovery of materials that could contain asbestos or if suspect asbestos materials are found damaged by the premises/facilities management staff.**

- If discovered as part of ongoing work, STOP WORK IMMEDIATELY and vacate the area of all personnel. If there is a possibility that the suspect material has been damaged by a person during ongoing work, then see section 2 below.
- If discovered by a member of the premises or Facilities Management team after the event, do not disturb the material.
- Vacate the area immediately of all personnel.
- Close off the area and keep clear of people. This may be achieved by locking a door, or it may require the area to be cordoned off with a barrier.
- Make and put up warning sign (Keep Out – Possible asbestos contamination), and place on the door or in a visible place if the area is cordoned off with a barrier.
- Report the discovery to the person in charge (premises or site manager). This can be done by phone.
- The premises manager will check the asbestos register and if there is any doubt, contact the SC Asbestos Team on 01823 355906.
- The Asbestos Team will advise and attend site and take a sample of the material if required. If the material is found to contain Asbestos, then the SC Asbestos Team will make arrangements to complete background air monitoring of the area and arrange for a specialist licensed contractor to attend to clean up the area. Once the remediation works are complete the SC Asbestos team will arrange for Reassurance Air testing to be completed.
- Following this an investigation will take place to establish how the disturbance occurred and who may have been affected.

**2. Accidental damage by contractors of materials that may contain asbestos**

- STOP WORK IMMEDIATELY.
- Exclude all personnel from the area.
- Check to see if there is dust or debris on clothing from the damaged material. If yes then remain in the area, avoid inhaling the dust then,
- If available, put on Respiratory Protective Equipment.
- Damp wipe outer clothing if possible.
- Remove outer clothing before moving away from the source (ensure that you do not remove clothing over your head).
- Seek help – phone the site manager or premise manager (each site to add contact number to this procedure).
- The premises manager will contact the SC Asbestos Team on 01823 355906 as soon as possible. They will advise and attend site as soon as possible.

- The SC Asbestos Team will contact a specialist licensed contractor immediately to arrange to complete the decontamination procedure initially using an H-Type vacuum, followed by damp wiping clothing, footwear and skin/hair until visually clean. This may involve the use of a decontamination unit, depending on the level of contamination. It will be decided if a shower is required to wash skin and hair.
- Contaminated clothes, towels, rags etc. must be placed in a plastic bag. These will be taken by the licensed contractor and disposed of as hazardous waste.
- If for any reason the SC Asbestos Team cannot be contacted, the premises manager can contact the Licensed Asbestos Contractor directly. The contact details for a licensed asbestos contractor are as follows:
  - Gwella Contracting 01392 547457
  - Roberts Environmental Services (S Roberts & Son) 01278 422521
- Once on site, a member of the SC Asbestos Team will enter the area wearing full Personal Protective Equipment to assess the situation, take samples of suspect materials and or complete air monitoring. The SC Asbestos Team will liaise with the Licenced Contractor to complete remediation works to make the material and the area safe. Once the remediation works are complete the SC Asbestos team will arrange for further Air testing to be completed prior to the area being re-occupied.
- Following this an investigation will take place to establish how the disturbance occurred and who may have been affected. If the material is proved to be asbestos containing, then an assessment will be completed to estimate the fibre release.
- The SC Asbestos Team will ensure the Asbestos Register records are updated accordingly.
- The SC Asbestos Team will liaise with the Central Health and Safety Team to update the SC At Risk Register and complete a RIDDOR Notification if required. Appropriate advice will be sought and given to those persons directly affected by the incident.

## Asbestos Permit to Work

The Asbestos Permit to Work, is a means to:

- control work on or near Asbestos Containing Materials (ACMs) and 'Inaccessible' items,
- maintain records of work being completed near identified asbestos containing materials,
- enable the Asbestos Register to be kept up to date.

The Asbestos Permit forms are provided in pads and are provided to each site (with known or presumed ACMs) by the SC Asbestos team and should be used on all work being completed on or near to any ACM.

The 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.

The permit system has been produced to enable premises managers to comply with all the legal and health and safety requirements. It is essential that the procedures are followed closely.

The 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 competent person.

Where controls are used, such as the permit, the person in charge of the premises (the issuer of the permit) retains accountabilities for all matters and controls provided within the 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 contact the SC Asbestos team for advice about the document. Further contact details are available at the back of the permit book.

## Procedure for use

The Asbestos Permit to Work looks like this:

**SOMERSET COUNTY COUNCIL – ASBESTOS PERMIT TO WORK** 016549

This completed Permit MUST accompany all work on or near asbestos in SCC managed properties.

**1. REGISTRATION**

Issuer Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Issuer Tel No: \_\_\_\_\_ Address: \_\_\_\_\_  
Issuer Signature: \_\_\_\_\_

Work Start Date/Time: \_\_\_\_\_  
Duration of Work: \_\_\_\_\_  
Work Completion Date/Time: \_\_\_\_\_  
(NB. All copies must be returned to issuer for closure or transfer)

**2. CONTRACTOR / HOLDER DETAILS**  
(Details of Contractor or person carrying out the work)

Name: \_\_\_\_\_ Holder Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Holder Signature: \_\_\_\_\_  
Tel No: \_\_\_\_\_ \*Fax No: \_\_\_\_\_  
#Licensed: Yes / No #HSE License No: \_\_\_\_\_

**3. LOCATION AND DESCRIPTION OF MATERIAL TO BE WORKED ON**  
(Refer to Asbestos Register and Site Plans giving Room Ref)

SCC Block and Room Ref: \_\_\_\_\_  
Exact Location of material within room: \_\_\_\_\_  
Type of Asbestos Material: \_\_\_\_\_  
Sketch plan in Box 6 if required

**4. DESCRIPTION OF WORK TO BE CARRIED OUT**  
(eg. Removal, Encapsulation (Painting, Puncturing, Drilling, Piercing by another means etc))

No. of people involved \_\_\_\_\_

**5. PRECAUTIONS TO BE TAKEN:**  
Full Enclosure, hygiene unit etc.  
PPE/RPE  
Restriction of access  
Dampening down of material (use of PVA, wallpaper paste)  
Shadow vacuum cleaning, using HEPA type of vacuum cleaner.

**6. SKETCH PLAN OF LOCATION OF MATERIAL**

**7. DISPOSAL:** (Give description of how and where waste material is being disposed.)

Is waste double bagged and labelled? \_\_\_\_\_  
Transport Method: \_\_\_\_\_ Name of Waste Disposal Site: \_\_\_\_\_  
Carrier Name: \_\_\_\_\_ Waste Disposal Consent Form No: \_\_\_\_\_

**8. RESULTS OF SUSPECT MATERIALS ANALYSES**  
(Ring as appropriate) To be completed by UKAS analyst.  
Name of UKAS accredited organisation: \_\_\_\_\_  
Analyst/Contact: \_\_\_\_\_  
Composition: Amosite : Chrysotile : Crocidolite : Anthophyllite  
Classification: Asbestos Cement : Insulating Board : Insulation : Well Bound :  
Other (specify): \_\_\_\_\_

**9. RE-ASSURANCE/4 STAGE CLEARANCE MONITORING**  
(Ring/complete as appropriate)

Name of UKAS accredited organisation: \_\_\_\_\_

Type of Testing carried out	Date(s)	Result	Analyst/Contact:
Re-assurance : 4 Stage Clearance : Visual	/ /	Satisf / Fail	
Re-assurance : 4 Stage Clearance : Visual	/ /	Satisf / Fail	
Re-assurance : 4 Stage Clearance : Visual	/ /	Satisf / Fail	
Re-assurance : 4 Stage Clearance : Visual	/ /	Satisf / Fail	

**10. FINAL CONDITION:** (Give description and details including)

Does any Asbestos remain within the area? If yes describe exact location  
Is any remaining asbestos material in good condition and sealed?

**11. CLOSURE:** Note: The issuer is responsible for all activities under the permit, which suspends all other arrangements. This reverts to normal only when the permit is closed by the issuer on all copies.

Date of Closure: \_\_\_\_\_ Time of Closure: \_\_\_\_\_  
Issuer Name: \_\_\_\_\_ Issuer Signature: \_\_\_\_\_

Note that an Asbestos Permit to Work must be issued for all work on or near asbestos containing materials.

1. Issuer (the Premises Manager) completes and signs Section 1.
2. Issuer records the number and details of the issued Asbestos Permit to Work (APW) on the "Permit to Work Record" sheet contained within the Asbestos Register folder.
3. Issuer or Contract Administrator (person signing the work order) completes Section 3 (and 6 if necessary) with reference to the Asbestos Register for the premises.
4. Contractor completes Section 2 ensuring that the holder name is that of the foreman/supervisor carrying out the work on site.
5. The Contractor also completes Sections 4, 5 and 7 referring as necessary to any Method Statement/Plan of Work issued to cover the works being undertaken.
6. Contractor keeps the APW on site for the duration of the works for use by the Contract Administrator or Somerset Council Asbestos Team.
7. SC Asbestos Team completes Sections 6 (if necessary), 8, 9, and 10, once site work has been completed and any required tests passed.
8. Contractor returns all 3 copies of the APW to the Issuer or the Issuer's representative on site.
9. The Issuer completes Section 11 thereby closing the APW. Once this section is complete no further work may be carried out using this APW.

10. Issuer then sends the white copy of the APW to SC Asbestos Team, the yellow copy to the Contract Administrator and retains the pink copy within the Asbestos Register for a minimum of 50 years (this is a legal requirement).

## Requirements prior to building works

### Minor Works

Examples: replacement of single light fitting or electrical socket, decorating etc.

In both schools and corporate buildings, when completing minor, non-intrusive works the Asbestos Register must be checked in **Folder 2**. This checking must be documented by completing the **Signing** sheet in Folder 2. If the location of the works identifies the presence of ACMs, then the works will not be able to proceed.

### Major Projects, Condition/Maintenance Projects, Planned Maintenance Tasks

Examples: demolition of whole/parts of buildings, part/whole building refurbishment, kitchen replacement, rewiring for fire alarm, window/door replacement, roof replacement, heating/pipework upgrade etc.

### SC Property Team/Planned Maintenance Team:

If planning to complete major works or projects, the project or contract manager must contact the Asbestos Team as soon as the project is going ahead to organise a further survey, either a Refurbishment or Demolition survey. **See section below refurbishment and demolition surveys and reports.**

### LA Maintained Schools:

If schools are planning to complete any works themselves that disturb the fabric of the building, they will require written agreement from the Council and should submit the 'Capital Investment Proposal Form (CIP)' to the Corporate Surveyor Team ahead of any work.

Use the link below for the Capital Investment Proposal Form (CIP)

[https://somersectcc.sharepoint.com/:x/r/sites/SCCPublic/Other%20Sites/Capital%20Investment%20Proposal%20\(CIP\)%20form.xlsx?d=we6147b24658241b79b9e7e149f27ef7f&csf=1&web=1&e=sly2G8](https://somersectcc.sharepoint.com/:x/r/sites/SCCPublic/Other%20Sites/Capital%20Investment%20Proposal%20(CIP)%20form.xlsx?d=we6147b24658241b79b9e7e149f27ef7f&csf=1&web=1&e=sly2G8)

Email – [SCCorporateSurveyor@somerset.gov.uk](mailto:SCCorporateSurveyor@somerset.gov.uk)

Part of this agreement requires the school to check with the SC Asbestos Team if a further asbestos survey is required. If this is a requirement then the survey will be completed by the SC Asbestos Team and a report produced. For advice and/or to arrange a survey please contact the team on 01823 355906 or email [asbestosteam@somerset.gov.uk](mailto:asbestosteam@somerset.gov.uk)

**Please see section below Refurbishment and demolition surveys and reports.**

## Refurbishment and demolition surveys and reports

An Asbestos Refurbishment and Demolition Survey (R&D survey) is a type of asbestos survey conducted before any refurbishment or demolition work begins on a building. The main goal is to locate and identify all asbestos containing materials (ACMs) within the building to ensure they are safely removed before any destructive work starts.

Some key points about this type of survey:

- Unlike a management survey, an R&D survey is more detailed and involves destructive inspection methods to access hidden areas.
- An outline description of the project is required along with existing and proposed plans of the area being affected prior to the survey.
- The area cannot be occupied during the survey due to the potential disturbance of ACMs.
- The survey must be carried out by a competent and qualified asbestos professional.
- A report is produced that is specific to the project work and must be made available to the contractor completing the work.
- The survey aims to identify all ACMs present in the building for them to be removed where the proposed works will disturb the ACMs. This prevents the potential for exposure during construction work.

This type of survey is crucial for protecting workers and others from the dangers of asbestos exposure during construction activities.

Somerset Council Asbestos Team will advise on these surveys and either carry them out or arrange for them to be completed.

Contact:

Tel 01823 355906

Email [asbestosteam@somerset.gov.uk](mailto:asbestosteam@somerset.gov.uk)

## Asbestos Removal and Remedial Works

It is the policy of SC that all works on ACMs are completed by specialist contractors that are licensed by the Health and Safety Executive to do so.

All work on ACMs requires a written Risk Assessment and Method Statement (RAMS) that is specific for the work.

Work on asbestos falls into 2 main categories:

### **Licensed work**

- Requires a minimum of 14 days notification to the HSE prior to the commencement of work on site.
- Applies to work on those materials classified as Asbestos Insulation and Coatings and Asbestos Insulating Board.
- Normally involves the work being completed in an airtight enclosure constructed of timber and polythene around the ACM and placed under negative pressure.
- Area requires inspection and testing once the works are complete, before the area is safe for re-occupation (4 Stage Clearance Testing by a UKAS accredited asbestos consultant).

### **Non licenced work**

- No period of notification required to HSE. Works can proceed once specific RAMS are received.
- Involves the removal of those ACMs NOT classified as Asbestos Insulation and Coatings and Asbestos Insulating Board. For example, Asbestos Cement roof sheets, Well Bound Vinyl floor tiles, Textured coatings (Artex) etc.
- Work is completed in a controlled manner in an area that is isolated rather than in an airtight enclosure.
- Area requires a Visual Inspection and Reassurance Air Monitoring to ensure that the work has been completed to a satisfactory standard. This is completed by the Asbestos Team.

## Maintenance of Records

It is a legal requirement that all records relating to asbestos are kept for a minimum period of 50 years. The Asbestos Team will keep and maintain the records for Somerset Council.

Currently there are both paper records dating from 1994 and electronic records kept in the Asbestos TEAMS database.

## Management of Newly purchased, Leased, rented and vacant properties

The presence and extent of ACMs will wherever possible be determined before entering into a leasing or purchasing arrangement.

### New Purchases

When purchasing a new property, the councils Property Team must acquire a copy of the latest Management Asbestos Survey Report from the Vendor. This should be part of the due diligence process completed by the solicitor on behalf of SC.

If a property is returned to SC (at the end of a lease agreement) the Asbestos Team must be made aware that this has occurred, and the building not re-occupied until either there is a current

asbestos management survey report supplied and validated or a new survey has been completed by the asbestos team, and a new survey report is available.

Following a new Management Survey, if the presence of asbestos material is confirmed, further assessment of the implications must be undertaken, and any necessary remedial works completed.

## Leased/Rented Properties

Properties acquired by the council on a Full Repairing Lease have the same responsibilities with regards to asbestos management, as if the property was purchased/owned by Somerset Council.

Where the council is a tenant with no responsibilities for the maintenance of the property, the council has no responsibility for the overall management of asbestos. The council as the employer of the staff working in the building must ensure that it is provided with the latest asbestos survey report, and that the staff must be informed about the location of any ACMs to ensure that the materials are not accidentally damaged.

Prospective purchasers of any Somerset Council owned property must be advised of the existence of any known ACMs and a copy of the latest Asbestos Survey report provided.

## Commercial Lessees

Commercial lessees will be provided with a copy of the most recent Asbestos Survey report on completion of the lease agreement. This will form part of the legal documents requested by the lessee's solicitor. The ongoing responsibility for the management of asbestos will be identified in the lease. The responsibility for the management of asbestos falls alongside the responsibility for maintenance of the building. If the Lessee is responsible for the maintenance then they are responsible for the management of asbestos.

## Vacant, Derelict or Abandoned Premises

The SC Property Asset Team will take responsibility for the management of all premises that fall into this category. If the building has historically been owned and occupied by SC then there will be an Asbestos Management survey report available which must be consulted and used.

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. The ACMs identified must not be disturbed /damaged as part of this process.
- If the ACMs are damaged or decayed, removal by an approved specialist contractor will be carried out before the building is sealed.
- If the building has no future life, and is due for demolition, then a Demolition survey will be completed. Those ACMs identified in the survey report will be removed by an approved asbestos contractor prior to demolition.

## Useful contacts

Somerset Council Asbestos Team:

Email [asbestosteam@somerset.gov.uk](mailto:asbestosteam@somerset.gov.uk)

Phone 01823 355906

Somerset Council Health and Safety Service:

Email [chsu@somerset.gov.uk](mailto:chsu@somerset.gov.uk)

Phone 01823 355089

## Governance Arrangements Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's disciplinary procedure.

Where it is considered that a criminal offence has potentially been committed, the Council will consider the need to refer the matter to the police.

If you do not understand the implications of this policy or how it may apply to you, seek advice from the Health and Safety Service.

## Review and Revision

This Guidance will be reviewed as it is deemed appropriate, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by the Health and Safety Service and agreed by the Health, Safety, and Wellbeing Steering Group.

## Version History

Revision Date	Author	Version	Description of Revision

# References and links

## Internal

### [HS 002 Responsibilities Policy](#)

Asbestos Team, Somerset Scientific Services, County Hall TA1 4DY. 01823 355195, 07919 540853, [asbestostream@somerset.gov.uk](mailto:asbestostream@somerset.gov.uk)

The Health and Safety Service, County Hall, Taunton TA1 4DY. 01823 355089

## External documents

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

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