

Neath Port Talbot County Borough Council

Asbestos Management Plan

For

Area Renewal Office

UPRN : **275927189941**

The UPRN number for your property is your password to access your intranet asbestos site and for making an application for an Asbestos Check.

As your property is a post 2000 new build construction, evidence of the building specification suggests that there are no asbestos containing materials (ACM's) in situ. Nevertheless, you should still familiarise yourself with the following Asbestos Management Plan.

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The following Asbestos Management Plan is made up of:

Part A

A generic summary of the aims of the Asbestos Management Plan in fulfilling the Authority's obligations under the Control of Asbestos Regulations 2012, including:

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General Information on “The Duty To Manage”.

The purpose of the Asbestos Management Plan (AMP) is to address Neath Port Talbot County Borough Council's (NPTCBC's) legal obligation under Regulation 4 of the Control of Asbestos Regulations 2012. Regulation 4 states that owners and occupiers of (non-domestic) premises, who have maintenance and repair responsibilities for those premises, have a duty to assess them for the presence of asbestos and the condition of the asbestos. This AMP is a working document designed to effectively manage and minimise asbestos related health risks to personnel working or visiting your premises. The object of this AMP is to identify the risk posed by asbestos containing materials (ACM's) in your premises, and document procedures to minimise the risk of exposure to asbestos for maintenance personnel, contractors, employees, service users, tenants, and visitors.

A1. REGULATORY REQUIREMENTS

The control of asbestos related risks in the UK is contained in several pieces of legislation. Any asbestos-related issues associated with NPTCBC owned or leased property, including removal, encapsulation, transport, disposal or other potential disturbance of asbestos materials, shall be performed in accordance with all relevant Government Regulations, Codes of Practice, and Advisory Notes including but not limited to, the following:

- Health and Safety at Work Act 1974.
- Hazardous Waste Regulations 2005 (and amendment 2009).
- Work with asbestos insulation, asbestos coating and asbestos insulating board. Control of Asbestos Regulations 2012. Approved Code of Practice L28.
- Work with asbestos, which does not normally require a licence. Control of Asbestos Regulations 2012. Approved Code of Practice L27.
- Control of Asbestos Regulations (CAR) 2012.

A2. ORGANISATIONAL RESPONSIBILITIES

The following Key Personnel are responsible for the implementation of the control measures discussed in this document:

Cabinet Members.

Approval of the AMP.

Corporate Directors

Approval of Corporate Asbestos Procedure.

Allocation of Funding.

Implementation of AMP's and Corporate Asbestos Procedure.

Heads of Service.

Ensure Asset Management is informed of appointments and any changes to the Responsible Person (and Deputy) for each property.

Ensuring each Responsible Person (and Deputy) receives the Responsible Person training as part of the induction process.

Responsibility for ensuring all relevant staff within their Directorate are aware of the requirements of CAR 2012 and their responsibilities under Regulation 4, The Duty To Manage.

Responsibility for providing access to AMPs at each of their premises. For premises where intranet access is problematic then the AMP for that premises will be accessed from a central location within the responsible Directorate.

Day to day implementation of Asbestos Corporate Procedure and AMP.

Ensuring allocation of resources commensurate to the level of risk are made available.

Strategic Asset Management.

Maintenance of the Asbestos Register.

Management of Asbestos Check protocol.

Management of the Asbestos Budget.

Procurement of asbestos surveys.

Facilitating any works proposed for each AMP contained within all non-domestic premises.

Payment of asbestos surveying invoices.

Provide lists of ACM's to relevant persons for follow up action.

Responsible Person / Deputy.

Ensure all works have had a prior Asbestos Check approval through submission to Property Services.

Ensure asbestos surveying contractors have complete access to **all** parts of premises when required.*

Maintain asbestos check work entries in Building Logbook.

Ensure all contractors have provided authorising documentation (of an asbestos check) prior to the commencement of any works.

Ensure all data required under the AMP is passed to Strategic Asset Management.

Ensure all accidental damage to materials suspected of containing asbestos is reported immediately to Strategic Asset Management.

Ensure all staff / visitors / contractors comply with requirements of the Asbestos Management Plan.

Ensure that, in the case of a fire at the premise, that the emergency services are made aware of the presence of asbestos in the building. Strategic Asset Management should also be informed.

Ensure new staff receive relevant training – Responsible Person, Asbestos Awareness or both.

Ensure a Deputy Responsible Person is available (and has received the required training) for any periods when the Responsible Person is unavailable due to sickness, or other absence.

Ensure quarterly inspections are undertaken at the premises for damage to the building fabric.

* This includes boiler rooms, roof voids, basements and any and all individually lockable rooms within the premise, including storerooms, walk-in cupboards etc. Where surveyors are unable to access an area, the cost of a revisit survey will be passed on to the responsible person / Department concerned. Furthermore, it has to be assumed that all materials in that area contain asbestos so that no works can be undertaken in that area until a revisit survey has been conducted.

Tenants.

Ensure all information required by the AMP is passed to Strategic Asset Management.

Ensure all visiting contractors working within the premises are aware of, and meet, the requirements of the AMP.

Ensure any works likely to disturb ACM's have received a prior asbestos check.

To not impact on ACM's without complying with the AMP.

To provide an AMP to Strategic Asset Management should they be the designated duty holder under the terms of the lease.

Maintenance Surveyors / Architects / Engineers.

Submit an asbestos check request, for all works undertaken within or on the premises.

Ensure all relevant information regarding ACM's in buildings is passed to Strategic Asset Management.

Project Management of works.

Provide Strategic Asset Management with electronic copies of all relevant documentation for asbestos removal works.

Ensure all contractors working on asbestos are aware of and meet requirements of the AMP.

Programme asbestos survey follow up works according to list of ACM's provided by Strategic Asset Management.

Request prior authorisation from Asset Management for any works that are to be charged to the asbestos budget.

Corporate Health and Safety.

Ensure compliance with Asbestos Management Plan through audit of systems at regular intervals.

Evaluate effectiveness of the management regime and report any recommendations to Strategic Asset Management.

Audit of the training regime provided to ensure that it is current and compliant with the requirements of CAR 2012.

Reporting of any reportable incidents to HSE under RIDDOR.

Provide advice and guidance on operational concerns.

Training.

Facilitate asbestos awareness training for all relevant staff and maintain records of training.

Ensure all staff working with asbestos have received the required training, including refresher courses.

Policy and Administration.

Responsible for ensuring all contractors on approved list have provided all relevant documentation detailing their competence to work with asbestos.

Ensuring all contractors on the approved list can provide evidence of asbestos awareness training for their staff.

Estates.

Ensure all tenants are aware of the risks posed by asbestos.

Ensure that all contracts highlight the tenant's responsibilities under CAR 2012.

To provide copies of the premises' AMP, and highlight the tenants responsibilities under it.

Ensure that all new tenants are made aware of their responsibilities under the AMP.

Ensure that any AMP's procured by tenants as the duty holder, are made available to Strategic Asset Management as part of a contractual agreement.

To provide a copy of the asbestos survey report in each sales pack, where non-domestic properties are being sold by the Authority.

To maintain records of the contents of each sales pack.

Maintenance Staff / Contractors.

To be aware of the Authority's Corporate Asbestos Procedure and the emergency work procedures.

To make oneself aware of the AMP for a premise before undertaking any works.

To not impact on ACM's without complying with the AMP.

To have received relevant and up to date asbestos awareness training.

To report any accidental disturbance of asbestos and follow the emergency works procedure.

To provide all documentation electronically where possible.

Procurement.

Ensure all approved contractors have provided documentary evidence of Asbestos Awareness training for their staff in compliance with CAR 2012.

Ensure during tendering process that all contractors on the approved list are able to provide documentation in electronic format.

Ensure all removal contractors have provided copies of their HSE license.

Ensure all asbestos surveying contractors have UKAS (IOS 17020) accreditation.

A3. THE ASBESTOS REGISTER AND ASSESSMENT OF ACM'S.

All information collected through the surveys is held on the "Asbestos Register" – part of the Authority's Total Property Management System (TPMS) database. The Asbestos Register is a record of materials containing, or suspected of containing, asbestos fibres. Each property will have a register entry that will detail the asbestos materials on site and will contain the following minimum information for each property;

- Location of the ACM's
- The form of the ACM e.g. asbestos cement, asbestos insulating board etc.
- The condition of the ACM, including the surface treatment (sealed, unsealed etc.).

This assessment of an ACM, or the presumed ACM is to be undertaken in two phases.

The Material Assessment. This is an assessment of the condition of the material and the likelihood of it releasing fibres on disturbance. The material assessment will document the product type e.g. cement sheet, the extent of damage to the material, the surface treatment e.g. sealed or unsealed and the type of asbestos present. (see algorithm 1)

The Priority Assessment. Management priority must be determined by carrying out an assessment of the likelihood of the ACMs being disturbed. The priority assessment will take into account factors such as: maintenance activity, occupant activity, likelihood of disturbance and human exposure potential. (See Algorithm 2)

Both the materials assessment and the priority assessment will take the form of a risk algorithm, similar to that given in the HSE guidance 'A Comprehensive Guide to Managing Asbestos in Properties'. The assessments will then form the Asbestos Register.

The risk assessment score for each entry includes both the material and priority assessment and will determine the level of management required and the appropriate time scale for a response.

Where no survey information is available, all materials shall be assumed to contain asbestos unless there is strong evidence to suggest otherwise.

The Environment Director or nominated deputy will be responsible for the Asbestos Register entry for each building.

Where individual property registers are held by tenants who are designated (through contractual arrangements) as "Dutyholders" , those registers and associated AMP's must be made available to NPTCBC when such information is required for planned or reactive maintenance work.

A4. MANAGEMENT OPTIONS

Following the materials assessment and priority assessment the risk from ACM's will be prioritised and suitable management decisions taken (according to risk assessment scores via the TPMS system) to minimise exposure to asbestos fibres. These can include:

Leave undisturbed and monitor.

ACM's which are in good condition, may be left in place. If ACMs are left in place their condition will have to be monitored regularly and the results recorded. Monitoring should involve a visual inspection looking for signs of disturbance and/ or damage. Frequency of monitoring inspections will depend on the type of ACM, its location and the type of activities in the area concerned, but should not be less than one inspection every 12 months.

Repair.

To be repairable the damage must only be slight, therefore repairs should be restricted to patching/ sealing small areas.

Encapsulate or Seal.

Encapsulation refers to the coating of the outer surface of the asbestos by the application of sealant compound that usually penetrates to the substrate and hardens, locking the material together and giving ACM additional strength.

Sealing is the process of covering the surface of the material with a protective coating to prevent asbestos fibres becoming airborne.

Enclosing.

Enclosing the ACM involve the erection of a physical barrier around it, preventing the accidental damage of the ACM. The barrier should be airtight to prevent the migration of asbestos fibres from the original material.

Removal.

Where ACM's have been identified and are not in good condition, or are vulnerable to damage, and it is not practical to repair, enclose or encapsulate then they will have to be removed. ACMs will also have to be removed if an area is to undergo refurbishment that will involve disturbance of the ACMs.

All work involving asbestos must comply with the relevant legislation e.g. Asbestos (Licensing) Regulations 1983.

Management Options

As each score is entered into the TPMS database, a suggested appropriate action will automatically be generated according to the score:

Score	Risk	Suggested Action
2 - 8	Very Low	Monitor every 12 months
9 - 13	Low	Monitor every 6 - 12 months
14 - 17	Medium	Remedial attention (eg. Repair / Encapsulate / Enclose)
18 - 24	High Risk	Immediate remedial attention

All of the above options will be undertaken within an agreed timescale as part of the Asbestos Management Plan.

A5. ACTION TIMETABLE

It is the intention of Neath Port Talbot County Borough Council to undertake a rolling programme of revisit surveys to determine the current condition of any ACM's, undertaken by approved contractors, as resources permit.

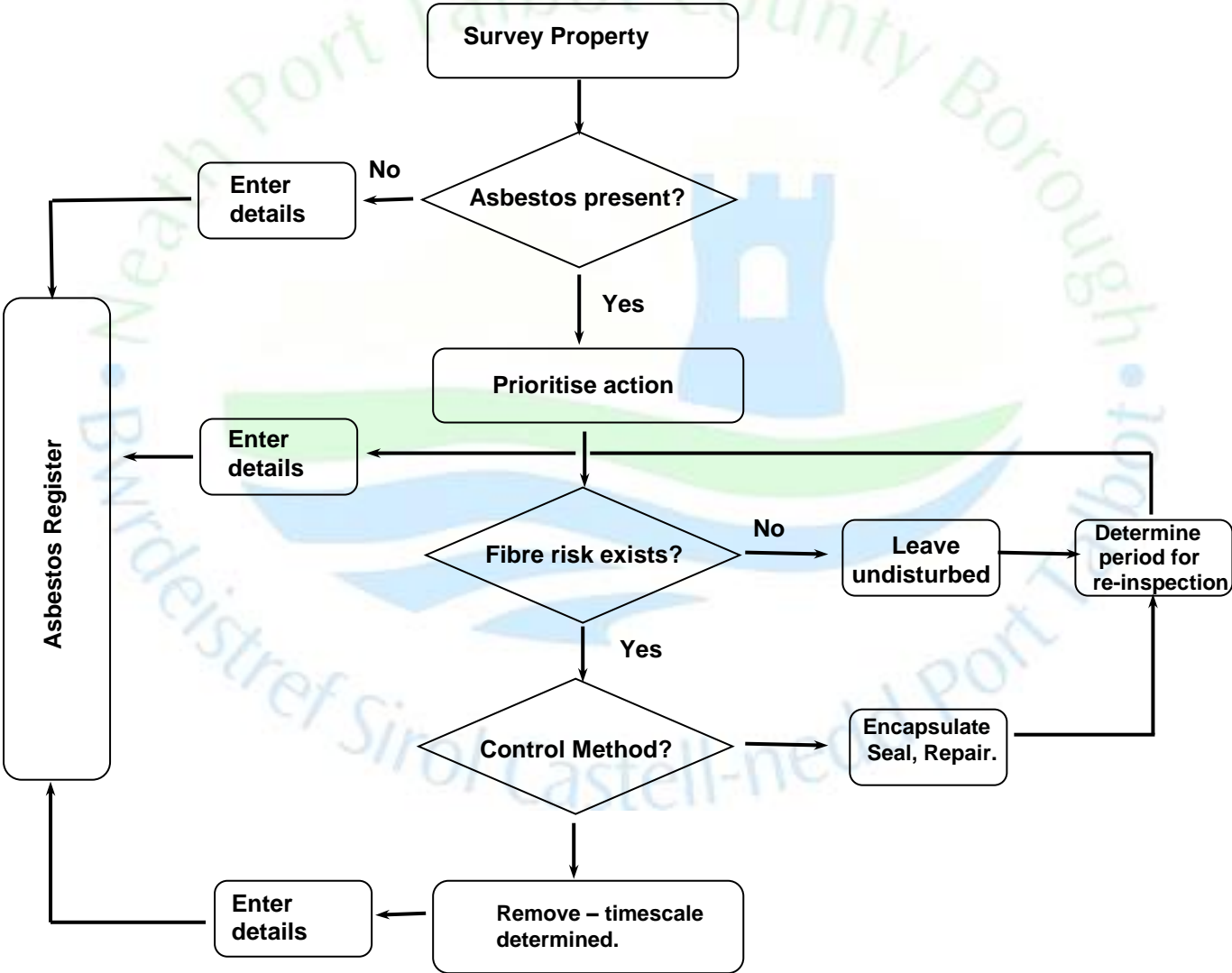
In addition, the Responsible Person (or nominated deputy) for each premises will undertake quarterly inspections of the property to appraise any deterioration in the condition of ACM's.

Action timetables for all other forms of follow up work will be automatically determined according to risk assessment scores within TPMS, and in conjunction with scheduled maintenance/refurbishment works programmes.

See flowchart below:

Figure 1

The flow chart in figure 1 indicates the management options decision procedure.



A6. SAFE WORKING PROCEDURES

All personnel working on behalf of NPTCBC will have documented asbestos awareness training records appropriate to the work being undertaken.

All NPTCBC employees will comply with the authority's Corporate Asbestos Procedure.

All work controlled by NPTCBC will require an Asbestos Check, issued by the Environment Director or nominated deputy.

Prior to the commencement of any work controlled by NPTCBC, the asbestos register entry for the building in question must be consulted, and the presence of any ACM determined. This will be undertaken as part of the Asbestos Check procedure. If it is documented that ACMs are present in the area and may be disturbed by the proposed works, the asbestos must be removed under controlled conditions by licensed contractors, prior to the commencement of the works. Alternatively new proposals for the work may be drawn up avoiding the ACMs.

If unknown materials, or undocumented materials suspected of containing asbestos are encountered, such materials are to be treated as if they contained asbestos and work will cease immediately, pending assessment (which may include sampling and analysis) by an asbestos surveying contractor.

All work involving major refurbishment or demolition will require a Refurbishment / Demolition Surey, as defined in the HSE publication HSG264 – The Survey Guide, prior to the commencement of the work.

Work undertaken that will disturb or damage ACMs will require a written plan of work in accordance with the Control of Asbestos Regulations 2012.

All work undertaken that will disturb or damage ACMs must be carried out in such a manner that it complies with all the current UK legislation.

All emergency or out of hours works must be undertaken by either in-house maintenance operatives who have all received the required asbestos awareness training, or should the work involve the possible disturbance of ACM's, then a suitably licensed asbestos removal contractor.

A7. EMERGENCY PROCEDURES

An emergency situation is most likely to occur where an ACM is inadvertently disturbed or damaged through the actions of building occupants, maintenance staff, contractors or severe weather (external elements). Where such damage has occurred the following procedures shall be implemented immediately.

- Stop work immediately.
- Prevent access to the area.
- Minimise spread of contamination e.g. shut door & windows etc.
- Inform work supervisor/ project manager and responsible person / building manger.
- Undertake appropriate clean up.

Accidental exposure to asbestos fibres is a reportable incident under the HSE RIDDOR guidance.

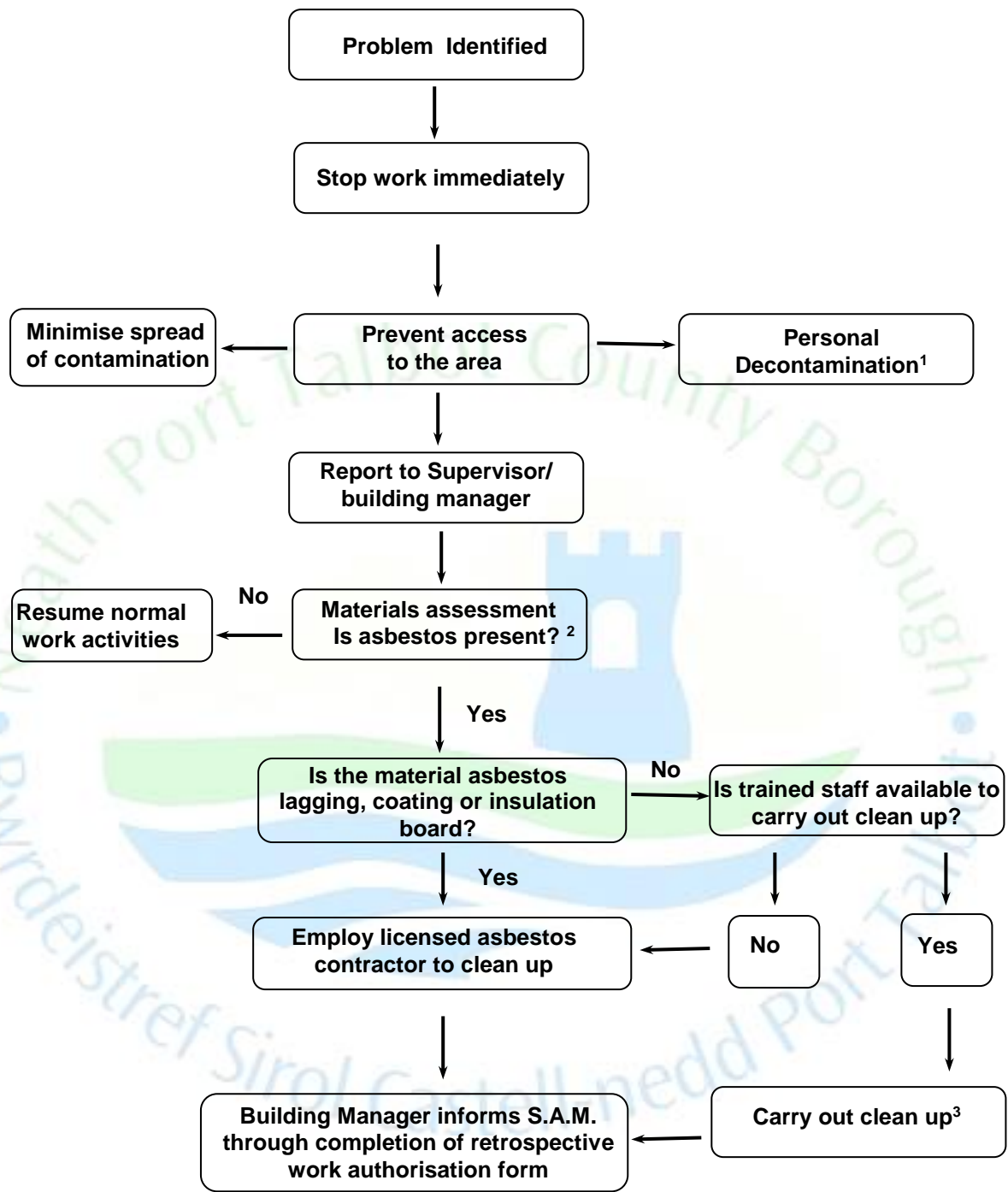
The flow chart in figure 2 shows the emergency response procedure (see below).

Emergency Phone Numbers:

Strategic Asset Management	(Office hours)	01639 686254
Strategic Asset Management	(Office hours)	01639 686251
Strategic Asset Management	(Office hours)	01639 686253
Call Centre	(Out of Hours)	0800 214245
Occupational Health and Safety		01639 763950
Asbestos Surveying Contractor*	MSS Group	0845 260 2626
Asbestos Surveying Contractor*	Enquin	02920 535090
Asbestos Removal Contractor*	Avalon	01639 890746
Asbestos Removal Contractor*	Phoenix	01792 310460
Air Testing / Clearance Certificates*	ACS	01639 816120

* For alternatives, see The Authority's Approved List of Contractors

Figure 2 - Emergency Asbestos Disturbance Response Procedures



1. If personal contamination is suspected remove clothes and wash thoroughly. Dirty clothes should be disposed of as contaminated waste or laundered at a licensed facility.
2. Material assessment can be undertaken by referring to the asbestos register or sampling and analysis of the material.
3. Clean up work should only be attempted if staff are trained and have appropriate equipment e.g. 'H' type vacuum etc. All work must comply with the Control of Asbestos at Work Regulations 2012 and all other appropriate legislation.

A8. MONITORING OF THE ASBESTOS MANAGEMENT PLAN

The effectiveness of the AMP and its procedures will be reviewed by Corporate Health and Safety on an annual basis.

All recommendations will be reported to Strategic Asset Management for assessment and implementation.

ACMs or presumed ACMs left in-situ require monitoring on a regular basis. The frequency of monitoring inspections will depend on the type of ACM, its location and the type of activities in the area concerned. The frequency of monitoring inspections will be determined by the priority assessment but should not be less than every year. A monitoring programme will be established on an individual property basis as ACMs are assessed. The Asbestos Register will be controlled by the Environment Director or nominated deputy. The AMP will be updated by Strategic Asset Management to include new legislation and best practice guidance.

A9. TRAINING

Asbestos Awareness training will be given to all maintenance staff. Contractors should have documented evidence that individuals working on NPTCBC projects have undertaken adequate Asbestos Awareness training.

Awareness training for maintenance staff and contractors will include the following elements:

- The health risks associated with asbestos.
- What asbestos products are and where you are likely to find them.
- Procedure prior to starting work i.e. The Authority's Asbestos Check Procedure & consultation of the AMP for that property
- Procedure in the event of damage to or disturbance of ACMs.
- Safe working with ACMs including what work can and cannot be done.

Training shall be given at regular intervals. Maintenance staff and contractors who regularly work with and disturb ACMs will require annual refresher training.

All Responsible Persons will be given Responsible Persons and Asbestos Awareness training highlighting their roles and responsibilities under the Asbestos Management Plan.

New employees will receive training to comply with the AMP as required as part of the Induction Process and all employee training records will be held by the appropriate Personnel Section of NPTCBC.

All training is to be carried out by competent persons (i.e. someone who has adequate personal practical experience and who has a theoretical knowledge of all relevant aspects of the work being undertaken).