

ORKNEY ISLANDS COUNCIL

ASBESTOS MANAGEMENT POLICY

Responsible officer:	Facilities Manager OIC
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Contents

1. DEFINITIONS	3
2. POLICY STATEMENT.....	4
3. RESPONSIBILITIES.....	5
3.1 Nominated Officer.....	5
3.2 Employees.....	5
3.3 Contractors	5
3.4 Building users	5
3.5 Tenants.....	6
4. PREVENTING EXPOSURE TO ASBESTOS FIBRES	7
4.1 The policy.....	7
4.2 Implementing the policy.....	7
5. MANAGEMENT INFORMATION: NON-DOMESTIC PROPERTIES.....	8
5.1 The policy.....	8
5.2 Implementing the policy.....	8
6. MANAGEMENT INFORMATION: DOMESTIC PROPERTIES	9
6.1 The policy.....	9
6.2 Implementing the policy.....	9
7. CONTROL OF WORKS	10
7.1 The policy.....	10
7.2 Implementing the policy.....	10
8. WORKING WITH ASBESTOS PRODUCTS.....	11
8.1 The policy.....	11
8.2 Implementing the policy.....	11
9. CONTROL OF CONTRACTORS.....	12
9.1 The policy.....	12
9.2 Implementing the policy.....	12
10. EMERGENCY PROCEDURES.....	13
10.1 The policy	13
10.2 Implementing the policy.....	13
11. USE OF NEW ACMs WITHIN OIC PROPERTIES	14
11.1 The policy	14
11.2 Implementing the policy.....	14
12. REVIEW AND REVISION	15
12.1 Policy.....	15
12.2 Implementing the policy.....	15
APPENDIX A RELATED PROCEDURES.....	16
APPENDIX B RELATED FORMS	17
APPENDIX C REVISION HISTORY.....	18

Page Number	2 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures		
Guidance Notes		
Standards		

I. Definitions

OIC	Orkney Islands Council
The Regulations	Unless stated otherwise this will be understood to mean The Control of Asbestos Regulations 2012
ACM	Asbestos Containing Material
HSG 264	Asbestos: The Survey Guide
HSE	Health and Safety Executive
HSG	HSE Safety Guidance
HSG210	Asbestos Essentials: Task Manual
INDG223 (Rev5)	A Short Guide to Managing Asbestos – HSE Publications
LI43	Approved Code of Practice and guidance LI43 for work with asbestos containing materials

Page Number	3 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures		
Guidance Notes		
Standards		

2. Policy statement

This document sets out the policy of Orkney Islands Council (OIC) in relation to compliance with the Control of Asbestos Regulations 2012 (the Regulations). This document outlines the strategy that OIC will follow in order to protect staff, pupils, tenants, contractors and the public from exposure to asbestos fibres.

OIC recognises that ACMs are present in various forms within a number of properties owned and managed by them. It is the policy of OIC to comply with the Regulations and all other related legislation.

The object of this policy is to maintain an asbestos safe environment within all OIC properties. OIC will also aim to reduce the potential for exposure to asbestos fibres by staff, pupils, tenants, contractors and members of the public to the lowest practicable level.

The policy shall be supported by a number of key processes and procedures to ensure that implementation of the policy is both achievable and sustainable. Where ACMs are identified within OIC's properties they will be maintained in a safe condition throughout the life of the property or until such time that the hazardous material has been removed.

Page Number	4 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures	All OIC procedures	
Guidance Notes	Approved Code of Practice LI43	
Standards	CAR 2012	

3. Responsibilities

3.1 Nominated Officer

The nominated officer shall be the Facilities Manager. The nominated officer's duty will be to ensure that the policy of maintaining an asbestos safe site is achieved. To achieve this the nominated officer will:

1. Ensure that ACMs in all OIC sites are maintained in a safe condition.
2. Issue procedures and guidance notes describing the manner in which work will be performed to limit the likelihood of an inadvertent release of asbestos fibres.
3. Ensure that the activities of both licensed and non-licensed contractors are reviewed on a regular basis to ensure compliance with OIC procedures.
4. Ensure that a programme of reviews is implemented to ensure compliance with policy and procedures.
5. Ensure that all staff and contractors are made aware of any changes to the policy or procedures of OIC.
6. Ensure that all records relating to activities involving ACMs are maintained.

3.2 Employees

All employees must:

1. Ensure that they work in a manner which reduces the possibility of damaging or disturbing ACMs.
2. Comply with all OIC procedures.

3.3 Contractors

All contractors must:

1. Ensure that all employees work in a manner which reduces the possibility of damaging or disturbing ACMs.
2. Comply with all relevant legislation.
3. Comply with all relevant OIC procedures and guidance.

3.4 Building users

All users of non-domestic council properties must:

1. Comply with all relevant legislation
2. Comply with all relevant OIC procedures and guidance
3. Ensure that all works carried out under their direction are managed in accordance with asbestos management policy and procedures.
4. Report any disturbance of any identified or presumed ACM to the Development and Infrastructure department.

Page Number	5 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures	All OIC procedures	
Guidance Notes	Approved Code of Practice LI43	
Standards	CAR 2012	

3.5 Tenants

All tenants of domestic properties owned or managed by the council must:

- I. Comply with the terms of their tenancy agreement with particular regards to those clauses which control modifications and repairs which may be undertaken by a tenant.

Page Number	6 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures	All OIC procedures	
Guidance Notes	Approved Code of Practice LI43	
Standards	CAR 2012	

4. Preventing exposure to asbestos fibres

4.1 The policy

OIC will reduce as far as is reasonably practicable the risk of exposure to asbestos fibres to all OIC employees, pupils, tenants, contractors and members of the public.

4.2 Implementing the policy

OIC will take the following steps to ensure that this policy is enforced.

1. All reasonable efforts will be made to identify ACMs in properties owned or managed by OIC.
2. A register of all ACMs identified or presumed to be present on all OIC sites will be maintained.
3. All information relating to ACMs will be made available to all those who may reasonably be expected to come into contact with the materials.
4. All ACMs which are present on any OIC site will be monitored where necessary to ensure that they are maintained in a safe condition.
5. All work that is carried out on an OIC site will be controlled in a manner which minimises the risk of inadvertent exposure to asbestos fibres.
6. Strict control will be exercised over all contractors employed on OIC sites to ensure that work control procedures are followed by each individual working on any site.
7. No new ACMs will be introduced to any property.
8. Asbestos awareness training will be carried out to ensure that all employees of OIC understand the risks presented by ACMs and the need for effective work control in minimising the risk of exposure to asbestos.
9. An audit and review process will be developed to ensure that the policy and all supporting procedures are enforced and are updated to reflect changes in OIC structure, legislation and working practices.

Page Number	7 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures	All OIC procedures	
Guidance Notes	Approved Code of Practice L143	
Standards	CAR 2012	

5. Management information: non-domestic properties

5.1 The policy

OIC will develop and maintain a complete register of all ACMs which have been identified within their properties. The information contained within this register will be determined by the Regulations and any associated approved codes of practice.

5.2 Implementing the policy

A register of all spaces within OIC properties which are likely to contain asbestos materials will be maintained. The register will contain the following information:

1. A building register identifying all spaces within the property.
2. Details of the asbestos materials identified or presumed to be present. These details will include:
 - An accurate description of the location of the material
 - The type of material present
 - An estimate of the volume present
 - An assessment of its present condition
 - An assessment of the risks presented by these hazards
3. A record of re-inspections where these are deemed appropriate.
4. Records of asbestos materials which were removed following the survey.

Details of the ACMs present within OIC properties will be collected by qualified surveyors with a demonstrable competency in the identification of ACMs within buildings. OIC will not permit its employees to perform asbestos identification surveys unless they have received appropriate training. Surveys will be carried out in accordance with the guidance published in HSG264.

All surveys will be recorded using the standard recording format to ensure that information relating to ACMs can be understood by all employees and contractors.

A summary of the asbestos register for each property will be made available through the OIC maintenance management system.

Page Number	8 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures		
Guidance Notes	Approved Code of Practice LI43, HSG 246	
Standards	CAR 2012	

6. Management information: domestic properties

6.1 The policy

OIC will develop and maintain a register of all ACMs which have been identified within their properties. The information contained within this register will be guided by the Regulations and any associated approved codes of practice.

6.2 Implementing the policy

It is understood that the regulations guiding the policy regarding domestic dwellings are different to non-domestic buildings. However, the aim is to apply the regulations as consistently as practicable.

A register of all dwellings managed by OIC will be maintained. As a minimum this register will contain an assessment of the likelihood of that dwelling containing asbestos.

The council will work to populate the register with as much information relating to ACMs within as many addresses as possible. This will be achieved by surveying a representative sample of each house type. The sample size of each property type will be no smaller than 10%. The sample size is unlikely to exceed 25%.

Where a survey is carried out in a dwelling the following information will be recorded:

1. A building register identifying all spaces within the dwelling.
2. Details of those hazards identified or presumed to be present. These details will include:
 - An accurate description of the location of the material
 - The type of material present
 - An estimate of the volume present
 - An assessment of its present condition
 - An assessment of the risks presented by these hazards.
3. A record of routine re-inspections where these are considered necessary.
4. A record of those areas where asbestos has been removed subsequent to the survey.

Details of the ACMs present within dwellings will be collected by qualified surveyors with a demonstrable competency in the identification of ACMs within buildings. OIC will not permit its employees to perform asbestos identification surveys unless they have received appropriate training. All surveys will be recorded using the standard recording format to ensure that information relating to ACMs can be understood by all employees and contractors.

Where it is deemed reasonable the results of a survey will be copied to those dwellings considered to be similar. If the information held within the register is based on the survey of a similar property then this will be clearly indicated.

Page Number	9 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures		
Guidance Notes	Approved Code of Practice LI43	
Standards	CAR 2012	

7. Control of works

7.1 The policy

OIC will ensure that proper control is exercised over maintenance and project works. The correct management of works will ensure that all ACMs are identified before work begins and the likelihood of an inadvertent release of asbestos fibres is minimised.

7.2 Implementing the policy

OIC will ensure that the record of ACMs within properties owned or managed by the council will be as complete as reasonably practicable and accessible to all those who would require the information. It is this record that forms the basis of effective work control.

A process of awareness training will ensure that staff understand the risk posed by asbestos materials and how their presence on a work site may affect the way a job is planned and managed.

Management processes will be developed to incorporate good asbestos management practice into the planning and execution of project and maintenance works.

OIC will develop systems which will allow asbestos information to be incorporated into the small works ordering processes.

OIC will put in place a mechanism by which work areas can be surveyed and samples taken for analysis at short notice. The aim is to prevent uncertainty over the likely presence of asbestos delaying tasks for any longer than necessary.

Work procedures will direct employees and contractors on the correct course of action to be followed in the event that an ACM is accidentally or inadvertently disturbed or damaged.

If an incident occurs where any individual or group have been exposed to a release of asbestos fibres which is believed to have exceeded the control limit then the persons involved will be identified and informed.

Page Number	10 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures	OIC01, OIC02, OIC03	
Guidance Notes	Approved Code of Practice L143	
Standards	CAR 2012	

8. Working with asbestos products

8.1 The policy

OIC has a duty to reduce the risk of exposing employees, pupils, tenants, contractors and members of the public to asbestos fibres to the lowest practicable level. As part of this strategy OIC will exercise tight control over the work which employees and non-licensed contractors can perform on materials which are known to contain asbestos.

8.2 Implementing the policy

OIC will ensure that no work is performed by non-licensed contractors which would cause the fibre count in the air to exceed the control limit defined in the Regulations.

No non-licensed contractor or OIC employee will be permitted to carry out work which is defined as notifiable non-licensed work in the regulations.

No employee or non-licensed contractor will work on any ACM on OIC premises unless;

1. A detailed procedure or work instruction is in place for that material and specific task.
2. The employee has been instructed in the details of the relevant procedure.

Where specific tasks involving ACMs are permitted this work will always be covered by a detailed work instruction. No task involving asbestos will be carried out unless there is a detailed work instruction in place.

As far as possible detailed work instructions will follow the advice published by the HSE in the document HSG 210 Asbestos Essentials: Tasks Manual.

Licensed contractors will be employed to perform all other works involving the disturbance, removal, repair or disposal of ACMs. This will include all works which are deemed to be notifiable.

Where licensed contractors are used to repair, remove or dispose of any ACM then OIC will ensure that the contractor complies with all relevant legislation. All documentation relating to the planning and execution of works together with disposal notes will be retained by OIC.

Where the presence of an ACM is restricting routine maintenance tasks OIC will seek to remove the hazard as soon as reasonably practicable. It is the intention of OIC to target the expenditure for the removal of ACMs on those areas which are likely to be disturbed as part of routine maintenance tasks.

Page Number	11 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures		
Guidance Notes	L143, HSG210	
Standards	CAR 2012	

9. Control of contractors

9.1 The policy

OIC will exercise the same level of control over contractors employed on its sites as over its own staff.

9.2 Implementing the policy

Contractors employed by OIC are required to use the same work control procedures as OIC employees. These procedures together with this policy document will be issued to all contractors. A representative of each contractor will acknowledge receipt of the documents and confirm that they have been understood.

All contractors will be provided with access to the OIC asbestos register. In addition every works order issued by OIC will identify if asbestos is known or suspected of being present in a building. Contractors will be directed to the online asbestos register for further information.

OIC will ensure that task risk assessments and method statements take cognisance of the fact that ACMs may be present within a building.

No non-licensed contractor will be permitted to carry out works which could be classified as notifiable non-licensed works.

Where specific tasks involving ACMs are permitted this work will always be covered by a detailed work instruction. No task involving asbestos will be carried out unless there is a detailed work instruction in place.

Licensed contractors used by OIC for the repair or removal of ACMs will be subject to a selection procedure to ensure that all work is carried out in accordance with the relevant legislation.

Work carried out by licensed contractors may be subject to an audit procedure. Where necessary OIC will employ specialists to enter asbestos enclosures to audit the quality of workmanship at any stage of a job.

Page Number	12 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures	All OIC procedures	
Guidance Notes		
Standards	CAR 2012	

10. Emergency procedures

10.1 The policy

OIC will ensure that adequate procedures are put in place to deal with any reasonably foreseeable emergency.

10.2 Implementing the policy

Building inspectors will be available to provide assistance and advice in the event of an unplanned disturbance. The inspectors will be supported by the Facilities Manager and external consultants where appropriate.

A procedure will outline the actions to be taken in the event of an unplanned disturbance of an ACM. This will instruct staff and contractors of the appropriate course of action to be taken immediately after the event and the steps which will be taken by OIC in order to render the contaminated areas safe. This procedure will be supported as part of an awareness training course.

Page Number	13 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures	OIC16	
Guidance Notes		
Standards	CAR 2012	

11. Use of new ACMs within OIC properties

11.1 The policy

OIC will ensure that no new ACMs are introduced to any OIC property.

11.2 Implementing the policy

OIC has identified asbestos free products to be used where asbestos containing products have been used previously.

No new ACMs of any kind will be permitted to be used on any OIC site.

All OIC employees have a duty to ensure that all materials used on site are asbestos free.

All OIC employees and contractors have a duty to ensure that all ACMs found within storerooms, workshops and personal stores are reported to the appropriate person and disposed of in the correct manner.

Page Number	14 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures		
Guidance Notes		
Standards	CAR 2012	

12. Review and revision

12.1 Policy

It is the policy of OIC to operate a programme of review and revision of all asbestos management procedures.

12.2 Implementing the policy

A programme of review will be implemented. This may include a programme of informal internal audits carried out by OIC personnel. The internal audit may be supported by an external audit conducted by an independent auditor should such a review be considered helpful by the council.

Employees will be made aware of any revisions to the policy or procedures.

Page Number	15 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures		
Guidance Notes		
Standards	CAR 2012	

Appendix A Related procedures

Procedure	Description
OIC01	Control of work to prevent inadvertent exposure to asbestos
OIC02	Procedure for work which may disturb ACMs
OIC03	Procedure for managing work involving ACMs
OIC16	Dealing with an unplanned disturbance of an ACM

Page Number	16 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures		
Guidance Notes		
Standards		

Appendix B Related forms

Procedure	Description
OIC-Form01	Reporting of ACMs within OIC properties
OIC-Form02	Project checklist
OIC-Form05	Contractor acknowledgement confirmation

Page Number	17 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures		
Guidance Notes		
Standards		

Appendix C Revision history

Revision	Date	Details
1.0	1 April 2009	Original policy document updated in line with the CAR 2006
2.0	4 November 2011	References to MDHS 100 replaced with HSG 246
3.0	31 March 2015	Updated in line with CAR 2012
4.0	11 April 2018	Updated to address changes in departmental names and work control processes.

Page Number	18 of 18	IF IN DOUBT ASK YOUR SUPERVISOR OR THE POLICY OWNER
Related Procedures		
Guidance Notes		
Standards		

Title	Control of work to prevent inadvertent exposure to asbestos fibres	
Procedure No.	OIC01	
Objective	To reduce the risks to health caused by exposure to asbestos fibres	
Scope	Applies to all work within OIC properties	
Definitions	ACM – Asbestos containing material	

Activity / Task

- 1) The Project Officer ordering the work is responsible for checking the OIC asbestos register and determining if asbestos is likely to be encountered during the work.
- 2) The checking and planning process is recorded using OIC-Form02. This form outlines the information to be recorded and guides the Project Officer through the planning, execution and close out of the work.
- 3) OIC-Form02 should be completed and retained for all works.
- 4) All information relating to ACMs identified or presumed to be present in the work area should be passed to the contractor responsible for carrying out the work.
- 5) If the Project Officer is not satisfied that a survey of sufficient detail has been carried out then further investigations should be ordered prior to work start.
- 6) Task risk assessments and method statements should be reviewed to determine that controls put in place to prevent an unplanned disturbance of any ACMs are likely to be effective.
- 7) The Project Officer is responsible for ensuring that those employees of the contractor involved in the work have received sufficient asbestos awareness training.

Related Procedure No.	OIC02, OIC03	IF IN DOUBT ASK YOUR SUPERVISOR OR THE PROCEDURE OWNER
Guidance Notes	ACOP L143, HSG 210, INDG 223	
Standards	Control of Asbestos Regulations 2012	
Forms	OIC-Form02	
Performance measures		
Procedure Owner	Facilities Manager	
Issue/revision	1.0	
Issue/revision date	1 March 2021	

Title	Controlling works involving ACMs	
Procedure No.	OIC02	
Objective	To reduce the risks to health caused by exposure to asbestos fibres	
Scope	Applies to all work where ACMs are presumed to be present on a work site	
Definitions	ACM – asbestos containing material	

Activity / Task

1. No non-licensed contractor is permitted to carry out any works which may be considered notifiable under the CAR 2012 regulations.
2. Form OIC-Form02 will guide the Project Officer through the planning, execution and close of all works which involve disturbing ACMs.
3. Interrogate the asbestos register and confirm that an adequate asbestos survey has been carried out in the locations where the work is to take place.
4. If a suitable survey has not been carried out then this should be completed before work begins
5. Where a non-licensed contractor is undertaking work involving ACMs the following information will be collected:
 - A brief assessment of why the work is not considered to be notifiable non-licensed work
 - A plan of work including a risk assessment and method statement
 - Names of those carrying out the work
 - A brief summary of their experience
 - Details of disposal arrangements
 - Evidence of sufficient insurance covering the type of work undertaken.
6. During the works sufficient supervision should be exercised to ensure that the control measures outlined in the plan of work are being applied and are sufficient.
7. On completion of the work the following information is to be forwarded to the Facilities Manager
 - Plan of work
 - Disposal notes
 - Reassurance air test results
8. The Facilities Manager will arrange for the OIC asbestos register to be updated to reflect the changes to the building.

Related Procedure No.	OIC01, OIC03	IF IN DOUBT ASK YOUR SUPERVISOR OR THE PROCEDURE OWNER
Guidance Notes	ACOP L143, HSG 210, INDG 223	
Standards	Control of Asbestos Regulations 2012	
Forms	OIC-Form02	
Performance measures		
Procedure Owner	Facilities Manager	
Issue/revision	1.0	
Issue/revision date	1 March 2021	

Title	Procedure for controlling work involving licensed contractors	
Procedure No.	OIC03	
Objective	To reduce the risks to health caused by exposure to asbestos fibres	
Scope	Applies to all work where ACMs are presumed to be present on a work site	
Definitions	ACM – Asbestos containing material	

Activity / Task

1. No non-licensed contractor is permitted to carry out any works which may be considered notifiable under the CAR 2012 regulations.
2. Form OIC-Form02 will guide the Project Officer through the planning and documenting processes.
3. Interrogate the asbestos register and confirm that an adequate asbestos survey has been carried out in the locations where the work is to take place.
4. If a suitable survey has not been carried out then this should be completed before work begins
5. Where a licensed contractor is undertaking work involving ACMs the plan of work will detail all aspects of the work to be undertaken. Prior to work start the following documents should be collected
 - Plan of work
 - Copy of notification
 - Copy of licence
 - Copy of insurance certificates
6. Additional documentation may be required to determine the competency of the contractor. This may include:
 - Face fit records
 - Equipment maintenance records
 - Medical screening records
 - Employee training records
 - Respirator checklist
 - Employee exposure records
7. During the works sufficient supervision should be exercised to ensure that method statement contained within the plan of work is being followed.
8. On completion of the work the following information is to be forwarded to the Facilities Manager
 - Plan of work
 - Copy of notification
 - Disposal notes
 - Clearance certificates
 - Air test certificates
 - Any additional sample analysis results
 - Any personal monitoring results
9. The Facilities Manager will arrange for the OIC asbestos register to be updated to reflect the changes to the building.

Related Procedure No.	OIC01, OIC02	IF IN DOUBT ASK YOUR SUPERVISOR OR THE PROCEDURE OWNER
Guidance Notes	ACOP L143, HSG 210, INDG 223	
Standards	Control of Asbestos Regulations 2012	
Forms	OIC-Form02	
Performance measures		
Procedure Owner	Facilities Manager	
Issue/revision	1.0	
Issue/revision date	1 March 2021	

Important Note: This procedure is not a substitute for a task risk assessment

Title	Actions to be taken following an unplanned disturbance of an ACM	
Procedure No.	OIC16	
Objective	To minimise any contamination following an unplanned disturbance	
Scope	All OIC buildings	
Definitions	ACM – Asbestos containing material	

Activity/Task

1. The aim of all employees and contractors should be to avoid the unplanned disturbance of ACMs. The council's asbestos register must be consulted before any works are carried out.
2. If it is believed that an ACM has been disturbed stop work immediately.
3. Under no circumstances attempt to clean up any dust or remove any debris from the room.
4. Make the area safe as possible.
 - Cover as much of the damaged areas with tape and polythene
 - If possible remove work boots, gloves and overalls before leaving the room
 - Avoid as far as possible entering other rooms in the building
 - Do not take contaminated tools out of the room
 - Do not allow building users to reoccupy the room
5. If it is suspected that an ACM has been disturbed the incident must be reported to the Development and Infrastructure on 01856 873 535

If the incident occurs out of hours contact Development and Infrastructure on 01856 873 430

6. The Facilities Manager will direct you as to the appropriate course of action. Under no circumstances will you be asked to carry out cleaning and decontamination work unless it can demonstrated that the materials which have been damaged do not contain asbestos.

Related Procedure No.		IF IN DOUBT ASK YOUR SUPERVISOR OR THE PROCEDURE OWNER
Guidance Notes	HSG 210	
Standards	Control of Asbestos Regulations 2012	
Flow Diagrams		
Forms		
Procedure Owner	Facilities Manager	
Issue/revision number	1.0	
Issue/revision date	1 March 2021	

Reporting of Asbestos Containing Materials within OIC Properties

To: Facilities Manager

From: _____ **Date:** _____

Post: _____ **Site:** _____

Please note that the following asbestos containing materials (ACMs) were observed/suspected at the following locations: -

Description of location	Description of suspected material	Comments

WORK WITH ASBESTOS CHECKLIST

1. Initial review			
Property name		Site Address	
Property No.			
Project			
Project officer		Date	
Brief description of work			
Asbestos register checked <input type="checkbox"/> Asbestos present Yes <input type="checkbox"/> No <input type="checkbox"/>			
Will fabric of building be disturbed Yes <input type="checkbox"/> No <input type="checkbox"/>			
Refurbishment/demolition survey completed Yes <input type="checkbox"/> No <input type="checkbox"/>			
Will asbestos be disturbed as part of the work Yes <input type="checkbox"/> No <input type="checkbox"/>			

2. Work where asbestos is present			
Contractor name			
Address			
Contact name		Contact no.	
Asbestos information passed to contractor			Yes <input type="checkbox"/> No <input type="checkbox"/>
Contractor asbestos awareness training sufficient			Yes <input type="checkbox"/> No <input type="checkbox"/>
Method statements and risk assessments address asbestos issues			Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Work where ACMs will be disturbed			
ACMs to be disturbed		Form of ACMs present	
Crocidolite	Yes <input type="checkbox"/> No <input type="checkbox"/>	Spray coatings /insulation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Amphibole	Yes <input type="checkbox"/> No <input type="checkbox"/>	Asbestos board	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chrysotile	Yes <input type="checkbox"/> No <input type="checkbox"/>	Asbestos cement	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Textiles and gaskets	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Other (state)	
Asbestos works required NB Licensed works a notification to be submitted to the HSE 14 days prior to work start		Notifiable licensed	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Notifiable non-licensed	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Non-licensed	Yes <input type="checkbox"/> No <input type="checkbox"/>
State reasons:			

4. Planning work involving asbestos			
Plan of work received	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Plan of work verified	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
ASB5 notification submitted	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Notification date			
Planned start date			
Asbestos works to commence on or after (must be at least 14 days after notification)			

5. Contractor audit				
		N/A		N/A
Insurance certificates	<input type="checkbox"/>	<input type="checkbox"/>	Employee exposure records	<input type="checkbox"/>
Asbestos licence	<input type="checkbox"/>	<input type="checkbox"/>	Equipment maintenance records	<input type="checkbox"/>
Medical screening records	<input type="checkbox"/>	<input type="checkbox"/>	Employee training records	<input type="checkbox"/>
Face fit records	<input type="checkbox"/>	<input type="checkbox"/>	Respirator checklist	<input type="checkbox"/>

6. Management of asbestos waste			
Will asbestos work generate any waste	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Asbestos waste quantities			
ACM Type	Est. Quantity	Actual Quantity	

7. Close out documentation			
Certificate of reoccupation issued	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Reassurance air test result issued	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Personal air monitoring results issued	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Disposal notes issued	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

8. Asbestos register documentation - Mark as attached			
Plan of work	<input type="checkbox"/>	Personal monitoring results	<input type="checkbox"/>
Copy of notification	<input type="checkbox"/>	Additional sample analysis results	<input type="checkbox"/>
Certificate of reoccupation	<input type="checkbox"/>	Disposal notes	<input type="checkbox"/>
Reassurance air tests	<input type="checkbox"/>	As built drawings	<input type="checkbox"/>

**ORKNEY ISLANDS COUNCIL
DEVELOPMENT AND INFRASTRUCTURE**

We are in receipt of the following documents:

Document	Yes	No	Signature
OIC Asbestos Policy	<input type="checkbox"/>	<input type="checkbox"/>	_____
OIC Procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____
OIC Forms	<input type="checkbox"/>	<input type="checkbox"/>	_____

We acknowledge that we have read and understand these documents. We understand that any work performed on any Orkney Islands Council site will be performed in accordance with the policy and procedures of the council.

Signed: _____

Name: _____

Date: _____

Company Name: _____

Address: _____

Please return to:
Facilities Manager
Orkney Islands Council