



## Infrastructure Policy & Guidance

### Asbestos Policy & Procedures

Key Document Information	
Document Owner:	Rebecca Spore
Job Title	Director of Infrastructure
Team	Strategic and Corporate Services
Created on / by	March 2015
Updated on / by	March 2018 / Steve Hamilton
Reference & Version Number	PI/ /02
Next Review Due	April 2020

## Document Audience & Classification

This policy is applicable to all who use Kent County Council Property and forms part of the formal corporate policy making structure.

This Document is NOT PROTECTIVELY MARKED, anyone can view the information and it may be published on the web or on paper.

Key Audience is for

- ✓ Internal Infrastructure
- ✓ Internal Kent County Council
- ✓ Internal and external users of Kent County Council services
- ✓ Consultants and contractors working on Kent County Council properties

# Contents

Section:	Page
Policy Statement	4
<b>1.</b> Introduction	5
<b>2.</b> Background	5
<b>3.</b> Legislative requirements	6
Who is the policy aimed at	7
Who is at risk	7
What type of work is covered	7
<b>4.</b> Vacant and non KCC properties	8
<b>5.</b> Duty Holders and Nominated Persons	8
<b>6.</b> Survey Information	9-10
<b>7.</b> Presumption of Asbestos in Non-Accessed Areas	10-11
<b>8.</b> Asbestos Risk Classification Scheme	11
<b>9.</b> Maintaining and Updating Records	11-12
<b>10.</b> Resultant Works	12
<b>11.</b> Decorating, repair and removal of Asbestos	13
<b>12.</b> Management and Building Work Conditions and Standards	14
<b>13.</b> Management of installed asbestos-containing materials - Information	15
<b>14.</b> Management of installed asbestos-containing materials - Maintenance Works	16
<b>15.</b> Management of installed asbestos-containing materials - Local Nominated Person	17-18
<b>16.</b> Management of installed asbestos-containing materials - Emergency Procedures	19-24
<b>17.</b> Management of installed asbestos-containing materials - Monitoring Condition	25
<b>18.</b> Management of installed asbestos-containing materials - Labelling	25
<b>19.</b> Provision of Information and Training	26
<b>20.</b> Revision Monitoring and Audit	26
Appendix 1 – Who am I going to call for help/advice?	27-28
Appendix 2 – Examples of Notification Letter / E-Mail for VA Schools	29
Appendix 3 – Asbestos Survey Form	30-31
Appendix 4 – Permits: KCC Control of Contractors – Safe Working permit (Guidance) KCC Control of Contractors – Use of Safe Working Permit (Form) Access Restriction – Permit To Work (Form)	32-36
Appendix 5 – Emergency Procedures: What needs to be done if Asbestos is suspected to be damaged? (Flowchart)	38
Appendix 6 – Asbestos Labelling	40-41
Appendix 7 – Legislation and Guidance	42-43
Appendix 8 – Procedures for Vacant Premises	44-45
Appendix 9 – KCC Survey and Resultant Works Procedure (Flowchart)	46-51
Appendix 10 – Access to Restricted Area	52-53
Appendix 11 – Asbestos Risk Classification Scheme	54-55
Appendix 12 – Asbestos Docubox (List of Contents)	56
Appendix 13 – Survey Request (Form)	58
Appendix 14 – KCC Risk Assessment Form (Asbestos example)	60-67

## POLICY STATEMENT

The Council, recognises its duties under the Health and Safety at Work etc Act 1974 and The Control of Asbestos Regulations 2012, towards its tenants, employees, visitors, pupils, customers, contractors and members of the public. The Council undertakes to protect people from exposure to asbestos during works of any nature or arising from the condition of Council premises, infrastructure assets or structures and to manage all installed Asbestos Containing Materials (ACM's) responsibly.

The Council will do this by ensuring that an asbestos policy and code of practice for the management of buildings, infrastructure assets or structures is in place, which details how asbestos will be managed throughout its building portfolio.

All works on ACM's will only be undertaken by licensed contractors.

## INTRODUCTION

This is Kent County Councils (KCC) asbestos policy and guidance. The asbestos policy was introduced in 2005 and has been revised and updated to consider implications of the new HSG 264 Survey guide issued by the Health and Safety Executive (HSE) in January 2010 and the new Control of Asbestos Regulations 2012. This document sets out the policy, arrangements and procedures that are to be used to manage asbestos in properties where KCC has a management or tenancy/occupier responsibility. The document sets out how the Council will carry out its own management duties and provide assistance to those who are required to implement these procedures.

This policy applies to all buildings owned or occupied by Kent County Council. Where the Council do not own the property, it will establish who is liable for its maintenance. It will also ensure that they have an asbestos management plan in place and all relevant information is passed to the tenants and KCC. In cases where the liability cannot be established, GEN<sup>2</sup> as Kent County Councils managing agent will instruct a risk assessment to be carried out to ensure that staff can occupy a designated area and take appropriate steps for managing the risk, in these areas so far as is reasonably practicable.

## 2. Background

Asbestos is a naturally occurring mineral that was used in a range of building materials to make them more rigid, fire and sound resistant.

Asbestos was extensively used as a building material in the UK from the 1950's, through to the mid 1980's. Asbestos fibers can potentially cause lung and other respiratory diseases, if inhaled over long periods of time. Symptoms of disease can remain hidden for long periods, typically around 30 years after exposure.

According to the Health and Safety Executive (HSE) asbestos is most commonly found in asbestos cement products, textured coatings, floor tiles, textures and composites, sprayed coatings, asbestos insulating board, and lagging. It can also be found in some historic household products such as ironing boards and oven gloves.

Although it is now illegal to use asbestos in the construction or refurbishment of any premises, many ACM's which were used in the past, remain in place. It is reassuring that if such materials are in good condition and not disturbed or damaged the risk is contained.

They can, however, become a danger to health if damage or disturbance allows fibres to be released into the air where people can breathe them in. As a result, the HSE state that all products which are in a stable condition may remain safely in situ if they are properly managed. They may be removed when major refurbishment or demolition is undertaken provided the removal is closely controlled. Asbestos only needs to be removed if it is likely to conflict with works, or if it is considered that it will now pose a greater risk due to the intended use of a particular space or location.

### 3. Legislative Requirements

The requirements for an asbestos management system are set out in Regulation 4 of the Control of Asbestos Regulations 2012. Regulation 4 requires Duty Holders to assess and manage the risks from asbestos in non-domestic premises. The Duty Holder is defined in the Regulation as being those that have contractual maintenance or repair responsibilities, or in the absence of a contract or tenancy, those that are in control of the premises.

Duty Holders must therefore:

- Take reasonable steps to find materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence to suggest they do not.
- Assess the risk of the likelihood of anyone being exposed to asbestos from these materials.
- Make a written record of the location and condition of the known and presumed ACM's and keep it up to date.
- Assess and monitor the condition of ACM's and presumed ACM's.
- Repair or remove any damaged material that contains or is presumed to contain asbestos or because of the likelihood of disturbance and its location.
- Implement, review and monitor the Asbestos Management Plan and the arrangements made to put it in place.
- Information on the location and condition of ACM is given to people who may disturb them during work activities.
- Controls are in place to prevent exposure to workers and others.
- Take steps to ensure that these actions are carried out.

NB: New Buildings – A Docubox will be held on site with a letter from the architect or a management Survey, confirming that there are no ACM's in the building.

This document addresses each of these requirements and sets out the Council's procedures to ensure compliance.

### Who is the Policy aimed at?

This Asbestos Policy is aimed at:

- All employees.
- Contractors.
- Persons charged with the responsibility for the management of asbestos at sites owned or operated by KCC.
- Persons managing and maintaining buildings, or who carry out maintenance and installation work for buildings occupied by KCC.
- Those parties working outside the County Council whose activity has some link to ensure that third parties comply with their duties to protect others.

Where there is more than one Duty Holder, the relative contribution to be made by each such person in complying with the requirements of legislation will be determined by the nature and extent of the maintenance and repair obligation owed by that person or body.

### Who is at risk from Asbestos?

**People who may be at risk from asbestos include:**

All people, who carry out building maintenance or installation work on KCC owned or leased building(s) might disturb asbestos. This would also apply to persons who cause accidental damage, for instance trolleys banging into wall panels or erecting displays. Examples of such people include caretakers, handypersons, teachers, kitchen staff, custodians, porters, Parent Teacher Association members, and smaller local contractors, jobbing builders, decorators, electricians and plumbers etc. in fact, anyone using the building.

### What type of work is included?

The policy applies to all types of maintenance or installation work in your premises.

Examples include:

- Painting and decorating.
- Minor installations such as wall hooks, shelves, white boards or window blinds.
- General building and maintenance work.
- Demolition and alteration work.
- Installation of electrical, telephone or computer cabling.
- Installation of boiler room, heating, air-conditioning and plumbing systems.
- In summary, any work which may disturb ACM's.

## 4. Vacant and Non KCC Properties

KCC's property portfolio comprises more than 1800 buildings and inevitably a number of these are held vacant. Please refer to Appendix 8 for full details of how these properties should be managed.

Staff who are required to visit buildings not owned by KCC, must ensure that they have completed the 'KCC Risk Assessment Form – The 5 Steps Approach' before entering the premises (see appendix 14).

## 5. Duty Holders and Nominated Persons

### Who is responsible?

KCC is the 'Duty holder' as defined under legislation as it retains main responsibility for the maintenance and / or repair of its building portfolio. Where there is a tenancy agreement or contract, the extent of the duty will depend on the nature of that agreement.

The Duty Holders responsibilities cannot be delegated, but duty holders can nominate others to do all or part of the work to assist in complying with the duties. Anyone who is nominated to do some work as a result of this, must know what it is they have to do and be able to do it safely. They should be competent to do this work.

Examples of those who have been nominated by KCC include KCC Managers, Gen<sup>2</sup> staff, TFM Contractors, Head Teachers, Managers in Social Services Registered Residential Care Centers, Respite Care Centers, Day Care Centers; Officers in Charge of Locality Offices, Libraries, Landscape Services Depots, or Youth and Community Centres; and Facilities Managers or Officers in Headquarters or Key Offices, etc.

If you have an obligation to any extent in relation to the maintenance or repair of non-domestic premises or any means of access to or from such premises, then this policy applies to you in your role as a 'Nominated Person' by KCC.

The Duty Holder has a duty to ensure that the policies and procedures set out in this document are implemented. Training and information will be provided to enable local nominated persons to perform their duties.



## 6. Survey Information

There are two main types of survey: -

- Management survey
- Refurbishment and Demolition survey.

### Management Survey

KCC will provide all properties constructed pre 2000 with a Management Survey (as defined in HSG 264). The survey work will be carried out in accordance with legal requirements and HSE codes of practice, by organisations appointed and approved by the Council, which will be carried out every 3 years. Buildings constructed after 2000 and holding a letter from architects stating that asbestos is not present will not form part of this program. Any property previously surveyed and where no asbestos was detected will be included in the 3 year programme so as to provide a current up to date register.

The survey will involve a systematic visual inspection of the property and should identify the exact locations of asbestos which has been identified including likely and presumed occurrences. Where material is suspected to contain asbestos representative samples will be taken and these will be analysed by a United Kingdom Accreditation Service (UKAS) laboratory.

KCC will provide information to the nominated person and/or occupiers of its premises, giving the precise locations of materials presumed or known to contain asbestos, based on the identified places within a survey which must be retained in the asbestos Docubox.

KCC will maintain a database of asbestos surveys to the buildings it owns or occupies, as far as is reasonably practicable.

The survey report will identify:

- The areas and items that were inspected and their condition
- Any areas or items that could not be inspected.
- All items confirmed as containing asbestos.
- Items suspected of containing asbestos that were disproven by analysis.

The survey will also collect the information necessary for completion of the risk classification scheme. A copy of the form to be used is included as Appendix 3. The survey report must be kept in the Docubox on site. It is important that the Docubox in every KCC building is kept readily accessible and available for inspection by other parties who may need to check the records for ACM's e.g. the Fire and Rescue Services, Contractors etc.

If the Docubox is unavailable, please contact GEN<sup>2</sup> on 03000 416888 or email: [asbestos.enquiries@kent.gov.uk](mailto:asbestos.enquiries@kent.gov.uk).

Section 3 of the survey report provides a summary of the asbestos found and the areas which were not accessed. The nominated persons are responsible for ensuring that the actions identified on the survey forms are carried out and the appropriate records are maintained. Where necessary they should seek assistance from GEN<sup>2</sup>.

## Refurbishment and Demolition Survey

If any maintenance or refurbishment work is to be carried out which involves disturbance to areas and items that have not been surveyed or where there is insufficient evidence to prove / disprove the presence of ACM's that maybe disturbed during these works a Refurbishment and Demolition survey must be carried out. This survey involves a destructive inspection to gain access to areas such as floors, ducts, ceiling voids, riser voids, partition wall voids. This type of survey often results in considerable damage and therefore should only be undertaken after consultation with GEN<sup>2</sup> FM manager. Any additional survey report should be added to the information in the Docubox and added to the K2 system.

It is the responsibility of the Duty Holder and / or the Nominated Person to update the survey information if additional asbestos items are identified or if items are removed. Section 5 of the survey reports should be used to record any changes.

Both management and refurbishment and demolition survey reports outlined above will give a detailed review of ACM's contained within a building or structure. It will contain details of:

- The type of survey that was carried out – Management or Refurbishment and Demolition.
- Survey findings and recommendations including a site drawing/plan which highlights where the asbestos is within the building or structure.
- Bulk analysis report (where applicable) this is where samples of materials are taken during the survey to ascertain if they contain asbestos.
- It will provide a description and photographs of any ACM's found to enable you to monitor the condition.
- The locations of asbestos containing materials.
- Condition record summary and detailed condition record with condition scores.
- Schedule providing a register of all ACM's and the associated management actions.
- Nominated responsible persons section which is to be used to monitor condition and to detail any works that have been undertaken on the asbestos.

## **7. Presumption of Asbestos in Non-Accessed Areas**

The duty to manage asbestos allows materials to be 'presumed' to contain asbestos. KCC follow this guidance and there are two different levels of 'presumption': -

- 1 Strong Presumption: If the material looks as if it is an ACM, or that it might contain asbestos. This conclusion can be reached through visual inspection alone by an experienced, well-trained surveyor familiar with the range of asbestos products.
- 2 A 'Default' Situation: Where material is presumed to contain asbestos because there is insufficient evidence (e.g. no analysis) to confirm that it is asbestos free.

KCC will provide within its Management Survey reports, information regarding areas and items that have not been accessed and therefore must be presumed to contain asbestos. (These items are currently listed in Section 3 of the reports)

Work must not be carried out which might disturb materials which are presumed to contain asbestos unless a full risk assessment has been carried out and appropriate actions have

been put in place to manage the materials. If it has been identified that a more intrusive survey is to be carried out (Refurbishment and Demolition), the original survey should be reviewed to note the condition of the materials that are to be disturbed. For KCC projects a Survey Request Form (Appendix 13) must be completed and sent with a marked-up plan to the TFM Contractor managing the project.

It is the responsibility of Duty Holders and/or nominated persons to ensure that the risk assessment is carried out prior to the work commencing. KCC will provide information on the management of areas and items that have not been surveyed.

## **8. Asbestos Risk Classification Scheme**

### **Understanding the Survey**

KCC has developed a risk classification scheme to provide a consistent approach to the management of all identified ACM's. The information required to implement the scheme is collected by the surveyor while they are carrying out the Management Surveys.

The characteristics of each ACM identified is allocated a score. The total score (together with the comments of the surveyor) will determine the Risk Classification. Each location or separate buildings on the same site will be scored individually and the results listed in of the survey reports.

Where testing of samples shows that materials do not contain asbestos the risk score will be zero. However, these will be recorded as part of the survey results for information purposes.

For details of the scoring system and descriptions of the characteristics see Appendix 11. The risk classification scheme is for guidance only and is provided as background information for prioritising risks associated with materials in differing state, in different locations and subject to factors to do with building occupation and use.

## **9. Maintaining and Updating Records**

A copy of each management survey report will be issued to the property manager to be retained in the Docubox. It is intended that this report should be the asbestos register for the premises and it is therefore essential that it is maintained as an up to date record of all asbestos occurrences.

The survey reports must be updated by the Nominated person in the property, every time any remedial work is carried out that changes the asbestos materials that are identified in the survey reports.

The section (Asbestos Removal update) below each picture in the site register MUST be fully completed by the responsible person carrying out the work and witnessed by the Nominated Person or their delegate. If the form has been previously updated and there is no space available, a blank form can be used and should be placed securely within the report.

## Re-Surveying

KCC will periodically audit a selection of the survey records to ensure they are kept up to date. All premises will be re-surveyed every 3 years as part of a rolling programme organised by the Authority. The purpose of re-surveying is to check the condition of previously noted ACM's, to check the accuracy of the survey report and how it is being used and to identify whether there is a need for remedial works to be carried out to ensure that the ACM's meet health and safety requirements. The re-survey will also identify any new or removed ACM's which may not have been logged in the previous survey.

## 10. Resultant Works

KCC as the 'Duty Holder' will ensure that any resultant works identified from the asbestos management survey are actioned within a reasonable timescale. All works will be carried out by an HSE licensed contractor following a tender process by GEN<sup>2</sup> from KCC's Asbestos framework.

KCC operate an Asbestos Framework that ensures competent people are conducting the survey, resultant works and where necessary laboratory testing. Completed surveys are sent to GEN<sup>2</sup> who will authorise any remedial works.

Kent County Councils nominated responsible person will arrange for the removal or encapsulation of ACM's. This will be undertaken when indicated by the Asbestos Survey or as part of a planned refurbishment scheme. Only a licensed asbestos removal contractor will carry out work directly interfering with or removing asbestos.

No works are to be undertaken by the company surveying the premises.

## 11. Decorating, Repair and Removal of Asbestos

These works should NOT be commissioned direct by the Site / Nominated Person without seeking advice from GEN<sup>2</sup> FM Manager – details supplied in appendix 1.

**KCC requires that all contractors who propose to carry out any works involving materials that contain asbestos must be in possession of a HSE license issued under The Control of Asbestos Regulations 2012.**

Although legally, some materials are able to be worked on without a license, KCC require that without exception and regardless of any exemptions, all work on asbestos is to be conducted by a contractor in possession of a HSE license that MUST cover appropriate activities.

This includes:-

- Sprayed coatings
- Thermal insulation
- Insulating board
- Textured coatings

Prior to the commencement of any building or maintenance work which involves asbestos insulation and coatings, work with asbestos insulating board, other ACM's or removal of asbestos from any plant, the licensed contractor shall complete an assessment of likely exposure, risk assessment and a plan of work

NOTE: Where the job is in progress and suspected asbestos is discovered; refer to Section 16 Management of Installed ACM's – Emergency Procedures.

Kent County Councils nominated responsible person will arrange for the removal or encapsulation of ACM's. This will be undertaken when indicated by the Asbestos Survey or as part of a planned refurbishment scheme. Only a licensed asbestos removal contractor will carry out work directly interfering with or removing asbestos.

No works are to be undertaken by the company surveying the premises.

## 12. Management and Building Work Conditions and Standards

For building or maintenance work which involves working with ACM's the risk assessment and plan of work must be in writing and submitted to the Contract Administrator or Employers Agent, acting on behalf of KCC. Written approval of the assessment and plan of work must be obtained before commencement of any work with asbestos. Generic assessments and plans of work are only acceptable for repetitive tasks carried out in the same manner in similar locations. NB: This is in addition to any statutory notification required of the contractor. Such documentation is to be kept in the Docubox at the premises.

Where the work method is varied due to a change in specification or an instruction to carry out additional works, an amended risk assessment and plan of work must be prepared and approved before commencement. Small variations to work methods (site specific) may be amended by a competent supervisor and communicated to the relevant parties - KCC/ GEN<sup>2</sup> / Contractor/Consultant/HSE (where notifiable).

Every contractor shall aim to prevent the exposure of employees to asbestos and the following measures shall be implemented wherever possible to reduce the risk of exposure:

- A copy of the plan of work and assessment (relating to exposure levels)
- A copy of license for work with asbestos, where appropriate
- A copy of the FOD ASB5 notification form, where appropriate
- A copy of the waiver, where appropriate
- A copy of the work programme
- A copy of the current Employers' and Public Liability Insurance certificate
- Copies of all relevant medical certificates, where appropriate
- Copies of all relevant training certificates and face fit certificates
- Copies of all relevant plant testing certificates
- A copy of the waste carrier's registration, where appropriate
- Copies of all consignment notes, where appropriate
- Control of Substances Hazardous to Health (COSHH) assessments for all products in use
- Risk assessments appropriate for the proposed work
- Copies of air monitoring certificates and bulk sample analysis, where appropriate

All contractors carrying out work with any ACM in any building to which this policy applies, must keep a site folder with all relevant documentation as listed above where required, in accordance with their HSE license conditions and ensure their staff have reviewed these documents before commencing any asbestos removal.

### 13. Management of Installed Asbestos Containing Materials (ACM's)

#### INFORMATION

KCC will provide Nominated Persons at each property with information concerning the ACM's within the property and how they should be managed.

Each property will be issued with a Docubox which contains all relevant Asbestos management data. This includes but is not limited to:

Introductory letter from -Director of Infrastructure

A1 – Why have we got a Docubox?

A2 – Who is Who?

A3 – Who is responsible for what? (to be completed by the establishment)

A4 – What is Asbestos/Why is Asbestos dangerous?

A5 – What are the most commonly found types of Asbestos?

A6 – What does the law say about Asbestos?

A7 – How does a survey get produced?

A8 – What do I do when the survey arrives?

A9 – What do I have to do when planning works?

A10 – What are my responsibilities as a contractor? (copies to be given to contractors)

A11 – What needs to be done if Asbestos is suspected of being damaged?

A12 – What do I do if the building suffers fire damage?

A13 – Who am I going to call for help/advice?

Building Diagram (typical locations for the most common asbestos containing materials)

- KCC's Asbestos Management Plan – Policy and Code of Practice for the Management of Asbestos in Buildings.
- The latest asbestos Management Survey.
- Any additional surveys that is currently relevant.

Make sure anyone who needs to know about the Docubox and its contents is made aware and follows procedures, including voluntary workers, contractors and staff.

Each Property Manager/Nominated Person will be responsible for ensuring that relevant contractors/visitors to the property are made aware of contents of the Docubox and where necessary the actions they are required to take before commencing work.

The responsibility matrix which can be found in the Asbestos Docubox (A3 as above) outlines the tasks that must be performed by local management. It is the responsibility of the Nominated Persons to complete the responsibility matrix and identify who is responsible for carrying out the duties identified.

## 14. Management of Installed Asbestos Containing Materials

### Maintenance Works

KCC will not undertake (or commission) work to any building without adequate information on the nature, condition and extent of any installed ACM which is likely to be disturbed. The Asbestos Survey Data will be consulted in all cases and works orders shall indicate that this has occurred. If no survey has been carried out and no data is available, it is the Duty Holder's / Nominated Persons responsibility to arrange for a full management survey of the building to be carried out (if necessary in conjunction with a refurbishment or demolition survey); to ensure the safety of the worker/contractor. Where the survey indicates the likelihood that asbestos will be disturbed, a licensed contractor shall undertake the work regardless of any exemptions.

KCC undertakes not to purchase or install any ACM's (or where relevant, equipment containing ACM's) and will require all suppliers to declare that any product they supply is asbestos free.

KCC commissions its property maintenance, major refurbishment and new-build projects to external contractors who are on the KCC Consultants Framework or the Preferred Contractor Database; who are directed to view and comply with this policy.

The database and the policy can be found on the KCC Property Website <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

KCC will periodically carry out quality audit checks to ensure compliance with this Policy.

When drawing up specifications for any building and maintenance works, the appointed consultant/Nominated Person and/or Premises Manager will take all reasonable precautions to determine whether asbestos is present including consulting the premises survey/register. Any information regarding the presence of asbestos shall be passed onto contractors, together with a warning that despite thorough survey inspections not all asbestos material may have been found or identified.



## 15. Management of Installed Asbestos Containing Material

### Local Nominated Persons

Local Nominated Person must inform all staff (including key holders) and trade union representatives of the location and contents of the Asbestos Docubox including specifically of the management survey report (where applicable).

The full Asbestos Docubox containing the Asbestos Survey and all other relevant documents must always be available to the Emergency Services and anyone else who needs to see it.

All staff, including trade union safety representatives must also be given details by the Nominated Person of any intended work.

Contractors carrying out maintenance or installation work involving interference with the building must check the building plan and survey in the Docubox to see where asbestos-containing materials may be present. They should record this has been done on the works log sheet in **Appendix A** of the survey report (or on separate premises record systems) and where appropriate on the job completion certificate.

Prior to the commencement of any building or maintenance work, the contractor shall ensure that a suitable and sufficient risk assessment is completed as required by Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

This will be done by a competent person i.e. a person having received adequate information, instruction and training to carry out risk assessments.

### Safe Working Permits

Nominated Persons or those instructed to do so, will issue contractors a safe working permit (see appendix 4) when the following work is to be undertaken: -

- Any work where asbestos is present, or suspected.
- Hot work, e.g. soldering, grinding, use of open flame.
- Roof working and working at height.
- Confined spaces.
- Breaking into pipes, e.g. service pipes.
- Excavation.
- High voltage (work on equipment or presence of nearby cables).
- Lift maintenance
- Gas work

Generic assessments are only acceptable for repetitive tasks carried out in the same manner in similar locations, so long as they reflect the hazards and the risks associated with the activities. Generic assessments must be re-considered in the context of site-specific considerations.

After checking the contractor's specific risk assessment, the on-site Nominated Person or their representative will implement the Safe Working Permit system (see Appendix 4).

The Safe Working Permit should be kept and retained with local repair and maintenance records or in a similar appropriate place.

Refer to SafetyNet / KELSI for further guidance

### Access Restriction - Permit to Work

If a room/area in which an ACM has been identified as part of an Asbestos survey and needs to be vacated and access restricted it will be necessary for an Access Restriction - Permit to Work (ARPTW) to be implemented, (see appendix 10). An ARPTW should be completed by the surveyor on site, detailing the location of the hazard, all potential asbestos related hazards, necessary requirements such as air testing, wearing appropriate Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) etc. Appropriate signage should be applied to the door of the room/area, see example below.

All incidents including signage should be photographed and sent to KCC/Consultant immediately.

The site Nominated Person is required to sign the ARPTW completed by the surveyor on site to ensure they are fully aware of the situation, and acknowledge the fact that the room/area has been deemed to have 'Restricted Access'.



Copies of the ARPTW should be made when on site prior to Nominated Persons signature for future access. The main copy should be retained by the surveyor and returned to the office.

## 16. Management of Installed Asbestos Containing Materials

### Emergency Procedures

If any incidents occur whereby ACM's become damaged the following actions MUST be taken:

- Immediately isolate the area ensuring access is sealed off to all persons.
- All ventilation equipment must be switched off.
- Report the incident to the Nominated Person named on the Asbestos Survey Report or their deputy.
- The Asbestos Survey Report should be consulted, the report will determine if the materials do contain asbestos. If they do, please follow the actions below:
- Contact the regional TFM contractor to inform the incident
- Record names and contact details of the incident, file in the Docubox and email a copy of all information to [asbestos.enquiries@kent.gov.uk](mailto:asbestos.enquiries@kent.gov.uk).
- TFM contractor will assess any situation and ensure reports are sent to GEN<sup>2</sup> / KCC so reports can be made to the Health and Safety Executive - if they meet the requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Seek advice from FM manager if the building users have any concerns and are considering closing the building or any significant part of the site.
- Ensure that a Certificate of Re-Occupation has been provided by the asbestos contractor before anyone can enter the area, if required.

If suspected asbestos is discovered, either once work has commenced or in any other circumstances e.g. minor repairs by a caretaker, electrical works by a competent electrician, accidents, storm damage, fire, flood or vandalism etc., and the material is undamaged, no further work should be undertaken that could cause the deterioration of the material. The regional TFM contractor must be contacted immediately. If the material is damaged, the area should be evacuated and sealed off to prevent further access. Carry out actions as per the Asbestos Emergency Checklist.

Details of the incident will be passed by the TFM contractor to KCC's surveying contractor to inspect the damage, assess what works are required and ensure that the correct isolation procedure is in place. A report will then be made to KCC giving recommendations and quotations for resultant works, where appropriate. If required, works will be programmed in or directly undertaken, subject to statutory notice periods and approval from the Health and Safety Executive.

Upon notification of the discovery of the suspected ACM, the TFM contractor will contact KCC's surveying contractor so that samples can be taken and shall liaise, as appropriate, with GEN<sup>2</sup> Compliance manager.

If the material is confirmed as containing asbestos, an assessment by the Asbestos Consultant shall be carried out to determine whether any of the works could create a risk of people being exposed to asbestos. If the assessment indicates that there is no risk of disturbance or the material can be protected against disturbance, the works may continue. If the assessment indicates that exposure is likely, the Asbestos Consultant shall make

recommendations as to the appropriate action required. The consultant will notify all relevant authorities.

The GEN<sup>2</sup> compliance Manager and a KCC Health and Safety Manager/Adviser will carry out any necessary investigations in association with the retained Asbestos Consultant.

Nominated Persons / Premises Managers must ensure that safety and/or employee representatives are kept informed of incidents and follow-up procedures including the outcome of any sampling/monitoring.

If an incident has been recorded where there has been an uncontrolled release of asbestos at a concentration that exceeds the appropriate control limits, KCC will keep a log of all relevant information and documentation and notify the affected parties immediately. A record of any incident that affects an employee will be retained on their personal records for 40 years using the most recent Accident/Incident Report Form HS157.

#### Potential Exposure to KCC Staff, Contractors and Visitors

Where there is a potential for contamination of people or their clothing all persons suspected of being contaminated shall (wherever practicable):

- Carefully remove outer layers of clothing (including footwear).
- Remove clothing by carefully turning inside out so as to avoid liberating any attached fibres.
- Wash down with damp towels, tack cloths or baby wipes. Have a shower where the facility exists.
- Ensure that the wash facility is thoroughly rinsed after use.
- All and any suspect items or contaminated clothing, and any used wipes, towels etc. are to be sealed in a polythene bag and left altogether in the immediate vicinity of the incident.

Contact the Nominated Person / Premises Manager at the earliest opportunity. Carry out actions as per the Asbestos Emergency Checklist. Where the incident is out of normal office hours, this may be the next available working day. Report details of the incident and immediate action taken. Co-operate with any incident investigation and contingency arrangements. Do not attempt to sweep, vacuum or remove any debris if the nature of the damaged material is not known. Where there is no electrical hazard, smaller damaged areas may be damped-down with a fine mist water spray, to which a little detergent has been added. Apply to allow the spray to “fall” onto the affected area. Wet paper towels may also be used to prevent any fibres being released to the air. Remember to post “Wet Floor” notices.

Where the contaminated area is within a designated fire escape route, additional contingency measures may be required – these will be managed by the Nominated Person or person in charge of the building at that time. In some instances, it may be necessary to close the entire building and await further instruction.

Do not re-enter or re-occupy any area of the building or workplace until the “all clear” has been given by either GEN<sup>2</sup> Compliance manager or a Health and Safety Manager/Adviser.

Where exposure to asbestos fibres has been confirmed, or cannot be discounted, employees must complete an incident report form HS157

Employees should retain their copy of this record indefinitely.

Staff Care Services (Occupational Health) support will be offered to any employee who has been exposed to asbestos.

#### Nominated Responsible Person's Actions

- 1) Nominated responsible person receives notification of possible ACM related incident in Council property.
- 2) Consult Asbestos Register for property concerned.
- 3) Arrange for air monitoring and sampling by approved asbestos monitoring contractor.
- 4) If material is free from Asbestos area can be re-opened.
- 5) If ACM is confirmed, then this ACM must be removed or encapsulated by approved asbestos removal contractor.
- 6) After ACM is removed or encapsulated, air is monitored and, if clear, room is re-opened.
- 7) If the air is not clear, further action must be taken by asbestos removal contractor to clear the air until acceptable level reached.
- 8) TFM contractor will ensure the asbestos register is updated by the Nominated Person / Premises Manager.

#### **Potential Exposure to Asbestos in Non- Council Premises**

Emergency Contact Information

During normal office hours (08:30 – 17:00):

Contact your line manager or GEN<sup>2</sup> Compliance Manager 03000 416195 / 07920 548911

Outside normal office hours:

Contact the TFM contractor (see details appendix 1)

If you suspect that you have been exposed to an unplanned release of Asbestos:

- Immediately leave the premises and wait outside.
- Contact the emergency contacts as above.
- Carry out actions as per the Asbestos Emergency Checklist.
- Do not leave the site.
- Do not return to your car.
- Await further instructions.

Where there is a potential for contamination of people or their clothing (instances of significant damage or debris) all persons suspected of being contaminated shall (wherever practicable):

- Carefully remove outer layers of clothing (including footwear).
- Remove clothing by carefully turning inside out so as to avoid liberating any attached fibres.
- Wash down with damp towels, tack cloths or baby wipes. Have a shower where the facility exists.

- Ensure that the wash facility is thoroughly rinsed after use.
- All and any suspect items of contaminated clothing and any used wipes, towels etc., are to be sealed in a polythene bag and left altogether in the immediate vicinity of the incident.

The Emergency contact will arrange for assistance for you to help with personal decontamination and will keep in touch with you to advise on progress.

During normal office hours, wait for further & detailed instruction from GEN<sup>2</sup> compliance manager or a Health and Safety Manager/Adviser.

Employees should not leave or go home until instructed. Arranging for a change of clothing will be an immediate priority.

Where exposure to asbestos fibres has been confirmed, or cannot be discounted, employees must complete an incident report form HS157

Employees should retain their copy of this record indefinitely. Copies of completed forms will be retained securely and indefinitely on Personnel files.

Staff Care Services (Occupational Health) support will be offered to any employee who has been exposed to asbestos.

### Asbestos Emergency Checklist

For use by those discovering or who are immediately in charge\* of the asbestos-related emergency (see also “Asbestos Emergency: 10 Steps to Safety”)

Have you:

- Checked the Asbestos Register? (only for council buildings).
- Confirmed that the damage is likely to be an asbestos-related emergency?
- Made the immediate area safe? Closing doors (locking them wherever possible), windows and switching-off any ventilation systems?
- Evacuated any other people and prevent anyone entering the affected area?
- Cleaned yourself down (if you were contaminated) and asked others to do the same?
- Called the appropriate asbestos specialist (normal office hours) or other emergency contact?
- Have you described or confirmed to that contact:
  - 1. Who you are and the 'phone number you're calling from
  - 2. Where: given the address of the property
  - 3. Where: described the area(s) or rooms affected
  - 4. Whether the damaged material is confirmed as asbestos (with reference to the on-site Asbestos Survey Report), whether it is strongly suspected, or whether you are still unsure.
  - 5. What: you have done to make the area as safe as possible
  - 6. Who: has been immediately affected (e.g. numbers of clients or employees)
  - 7. What: describe any other action you have taken; e.g. damped down the affected area, replaced a cover, used temporary barriers or tape to prevent access.
- Make some notes while things are fresh in your mind about the time of the incident (or when it was discovered) and the persons involved, etc. This will usually be the manager or supervisor responsible for the building or the work area. On occasion, it may be relevant to the person discovering damaged ACMs or suspect materials (e.g. a person discovering damage out of hours)

Asbestos Emergency: 10 Steps to Safety	
Action	
<b>1. Stop and Communicate</b>	Stop the work or activity, tell others in the vicinity there may be a problem and prevent further disturbance.
<b>2. Check and Confirm</b>	Refer to the Asbestos Register, work instructions or other data. If in any doubt assume the worst.
<b>3. Make Temporarily Safe</b>	By closing-off the area, erecting barriers, wetting down or carefully covering up the damaged or suspect area.
<b>4. Avoid and Reduce Contamination</b>	Leave tools, equipment & personal belongings suspected of contamination in the affected area.
<b>5. Communicate</b>	<ul style="list-style-type: none"> <li>• With the person in charge, your supervisor or contract administrator, tenants and occupants.</li> <li>• Call the regional TFM contractor who will take steps to deal with the emergency.</li> </ul>
<b>6. Co-Operate</b>	With KCC personnel, specialist consultants and contractors, enforcing authorities obeying all reasonable instructions.
<b>7. Make Permanent Repair</b>	KCC arrange for Specialists to make assessment and carry out effective permanent repair, including removal and clean-up of dust and debris.
<b>8. Record</b>	Ensure that all confirmed instances of asbestos disturbance or unexpected discovery of asbestos-containing materials is recorded in the Council's Accident database
<b>9. Investigate</b>	ALL confirmed asbestos-related emergencies are to be fully investigated and records kept – all in accordance with Council Accident Reporting and Investigation Procedure.
<b>10. Review and Learn Lessons</b>	Sharing the findings arising from any emergency will help ensure that we put measures in place elsewhere to stop it happening again somewhere else. These lessons will be shared across personnel; and more widely across Services and Building Occupiers as appropriate.



## 17. Management of Installed Asbestos Containing Materials

### Monitoring Condition of ACMs left in situ

Nominated Persons / Premises Managers must monitor the condition of any ACM's on site. The results of the monitoring should be recorded on the Condition Record Summary which is part of the survey report.

The frequency of the inspections will depend on the risk assessment. The table below outlines how often inspections should be carried out on ACM's according to the score they have been given. For details of the scoring system and descriptions of the characteristics see Appendix 10.

RISK RATING SCORE	INSPECTION FREQUENCY
Medium 13-18 points	Every 3 Months or on reported damage
Low up to 12 points	Annually or on reported damage

Removal of ACM's will be undertaken when indicated by the Asbestos Risk Classification Scheme or as part of a planned refurbishment scheme. Only a licensed asbestos removal contractor will carry out removal of asbestos regardless of any exemptions.

No works are to be undertaken by the surveying company.

## 18. Management of Installed Asbestos Containing Materials

### Labelling

The position of warning signs and labels on ACM's is beneficial in decreasing the chance of inadvertent damage and exposure. However, labelling is not always appropriate in certain environments and is only an additional precaution and is not the sole method of indicating presence of asbestos. The asbestos report and docubox should always be referred to as the primary source of information without exception. Therefore, in high risk areas e.g. loft spaces, boiler houses, equipment stores/rooms, asbestos labels should always be used (see Appendix 6). Where parties believe labelling could cause undue alarm, e.g. in common or public areas of buildings, a decision may be taken not to label items. If this is so, the Nominated Person or Premises Manager must ensure that all staff is aware of:

- The presence of ACM's.
- The procedure for responding to changes in condition, or damage to such materials.
- The records containing such information that must be made available to those involved in maintenance or building works i.e. asbestos survey/register.
- Measures to prevent unauthorised or uncontrolled interference.

NB:- Because there are no labels in common areas it is vital that other measures to manage asbestos and protect people are reliable and consistently applied.

## 19. Provision of Information and Training

KCC will provide guidance and/or awareness training for all employees who are involved in the management and maintenance of council property or who may potentially come into contact with asbestos during the course of their employment. The level of training will be determined by the tasks the person is required to carry out in the normal course of their duties.

All local Nominated Persons / Premises Managers (ref Section 5 page 8) will ensure that those with responsibility for managing asbestos risks on site are adequately trained so that they appreciate their responsibilities and carry out the actions described in the policy.

All contractors undertaking any form of work construction/repair/electrical/plumbing etc., will be required to show evidence of similar guidance and training of their staff who may be similarly exposed.

All managers will ensure that relevant staff receive adequate KCC Asbestos Awareness Training.

Statutory compliance training for Nominated Person / Premises Managers will be provided by GEN<sup>2</sup> on a rolling programme. For further information contact [asbestos.enquiries@kent.gov.uk](mailto:asbestos.enquiries@kent.gov.uk)

For information and guidance regarding asbestos and current regulations please visit the Health and Safety Executive website. <http://www.hse.gov.uk/asbestos/>

## 20. Revision Monitoring and Audit

This policy will be kept under review Bi-annually by KCC and it may also be amended when there is any significant change in legislation or best practice.

All generic assessments and plans of work produced by contractors must be reviewed at intervals of not more than two years and following changes in legislation or best trade practice. All such assessments and plans of work must be checked and modified to ensure that they are job/project specific.

GEN<sup>2</sup> will report any serious breaches to the appropriate Health and Safety Manager, and a joint investigation will be carried out if necessary.

In some cases this will need to be reported to Directorate Management Teams.

All employees who are involved in the management of premises or the management of building and maintenance works shall monitor compliance with this policy within their area of responsibility.

## APPENDIX 1

### Who am I going to call for help/advice?

#### Kent County Council

##### KCC Infrastructure Commissioning Team

03000416462

[infrastructurequeries@kent.gov.uk](mailto:infrastructurequeries@kent.gov.uk)

#### GEN<sup>2</sup>

##### Regional FM Managers

Zone 1      West Kent  
Area FM Manager – Victoria Shields  
03000 422122 / 07725 759509  
[victoria.shields@gen2.co.uk](mailto:victoria.shields@gen2.co.uk)

Zone 2      Mid Kent  
Area FM Manager – Melanie Cowley  
03000 411448 / 07971 017050  
[Melanie.cowley@gen2.co.uk](mailto:Melanie.cowley@gen2.co.uk)

Zone 3      East Kent  
Area FM Manager – Dianne Woodcock  
03000413241 / 07920 428530  
[Dianne.Woodcock@gen2.co.uk](mailto:Dianne.Woodcock@gen2.co.uk)

Compliance Manager  
03000 416195 / 07920 548911  
[asbestos.enquiries@kent.gov.uk](mailto:asbestos.enquiries@kent.gov.uk)

#### Health and Safety

Health and Safety Advice Line

**03000 418456**

[healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk)

## Regional TFM Contractors

West Kent  
Skanska  
0800 9012464  
westkenthelpdesk@skanska.co.uk

Mid Kent  
Amey  
01622 624003  
midkenthelpdesk@amey.co.uk  
midkentschools@amey.co.uk

East Kent  
Kier  
03303 321705 / 0800 562363  
eastkent.helpdesk@kier.co.uk  
eastkentschools.helpdesk@kier.co.uk

## APPENDIX 2

### Letter E-MAIL TO DIOCESE FOR USE ONLY WHEN AIDED SCHOOL HAVE RESULTING WORK

GEN<sup>2</sup> Property  
Sessions House  
County Hall  
Maidstone  
Kent ME14 1XQ  
Tel: 03000  
Fax: (01622) 69 4117

Direct Dial/Ext: (03000) 416195  
Ask For: Compliance Manager (Asbestos)  
Email address:  
[asbestos.enquiries@kent.gov.uk](mailto:asbestos.enquiries@kent.gov.uk)  
Our Ref: Asbestos  
Date:

Dear Sirs

Re: Asbestos Survey Report

Please be aware that KCC have recently organised an asbestos Management Survey to be carried out at (Name of Voluntary Aided School)

As a result of the Survey some asbestos materials categorised as high risk and remedial works must be carried out as soon as possible. A hard copy of the Asbestos Survey Report has been sent to the School and our contractor outlined with the school the identified works and confirmed the school's responsibility to have the works completed.

Please find attached a copy of the Asbestos Survey Report sent to the School for your information. May I advise you that any works identified as a high risk due to condition/type/location of material in the Survey must be undertaken. Please ensure that all identified works are carried out by a Licensed Asbestos Contractor.

Please examine the plans within the report to ensure that all buildings on your site have been surveyed. If you feel that there are any discrepancies, please e-mail [asbestos.enquiries@kent.gov.uk](mailto:asbestos.enquiries@kent.gov.uk)

This letter, along with the report and any other related papers should be kept in the Docubox with the Asbestos Register in a readily accessible place and all staff should be notified of its content and location.

Thank you for your assistance in this matter.

Kind Regards

**APPENDIX 3**

Site Name	Asbestos Management Survey Report
Client: Kent County Council	Page: 10 of 27

**ASBESTOS SURVEY FORM**

<b>Property</b>	<b>Floor</b>	<b>Incident Number</b>
<b>Room No. /Name</b>	<b>Location</b>	<b>Sample Number</b>



Item:

<b>Asbestos Re-inspection</b>		
<u>UPDATE 1</u>	<u>UPDATE 2</u>	<u>UPDATE 3</u>
Company STAMP here if Condition UPDATED	Company STAMP here if Condition UPDATED	Company STAMP here if Condition UPDATED
Date: Name: Signature:	Date: Name: Signature:	Date: Name: Signature:

<b>Asbestos Removal</b>		
<u>UPDATE 1</u>	<u>UPDATE 2</u>	<u>UPDATE 3</u>
Company STAMP here if Condition UPDATED	Company STAMP here if Condition UPDATED	Company STAMP here if Condition UPDATED
Date: Name: Signature:	Date: Name: Signature:	Date: Name: Signature:
<b>Description of Works:</b> (Circle as appropriate) Labelled/Encapsulated or Sealed/Enclosed/Removed/Other (Describe)	<b>Description of Works:</b> (Circle as appropriate) Labelled/Encapsulated or Sealed/Enclosed/Removed/Other (Describe)	<b>Description of Works:</b> (Circle as appropriate) Labelled/Encapsulated or Sealed/Enclosed/Removed/Other (Describe)

<b>Site Inspection by Premises Duty Holder</b>		
Date	Name	Signature

Site Name	Asbestos Management Survey Report
Client: Kent County	Page: 10 of 27

Property	Floor	Incident Number
Room No. /Name	Location	Sample Reference
<b>Date Inspected:</b>		<b>Name of Surveyor:</b>

Location and Material:		Value	Score
<b>POSITION</b>	External	0	
	Internal (Stairs, corridors, lift shafts, lofts, etc)	1	
	Internal (Occupied)	2	
	Internal forced ventilation over unsealed asbestos	4	
<b>CONDITION</b>	Good (Unblemished, not cut, drilled or machined)	0	
	Fair (Indented or cracked but not broken away)	2	
	Poor (Small Part of edge or corner missing)	4	
	Bad (Significant damage/plant or material detached from wall)	6	
<b>DAMAGE POTENTIAL</b>	Difficult to touch, vandalized or hit with ball etc. No regular maintenance implication	0	
	Some effort needed to reach, chair, ladder etc needed. No regular maintenance implication	1	
	Within normal reach of people using the building (e.g. distance to standard door height from nearest standing position)	4	
	Will be encountered in maintenance or by position has high potential to vandal damage	5	
	Likely to be disturbed or damaged in routine maintenance	10	
<b>FRIABILITY</b>	Low (e.g. asbestos cement, vinyl tiles, vinyl gaskets)	1	
	Medium (e.g. insulation board)	2	
	High (e.g. sprayed insulation, pipe insulation, woven materials)	5	
<b>SURFACE TREATMENT</b>	Behind rigid cover or structure	0	
	Sealed with undamaged sealant or flexible cover	2	
	Untreated or with damaged seal or cover	4	
<b>PRODUCT</b>	Reinforced mastic products/Textured coatings/Thermoplastic flooring	0	
	Asbestos Cement	1	
	Lagging/fibrous gasket/AIB	4	
	Sprayed Coatings	6	
Laboratory Result:		<b>Total</b>	
Surveyors Comments:			
		<b>Total Score</b>	

**Risk Category:**  
 High: 19 Points and Over  
 Medium: 13 – 18 Points  
 Low: Up to 12 Points

**Suggested Action:**  
 Arrange for immediate action to reduce to medium category or remove  
 Assess extent of possible action required  
 No immediate action needed but check condition and assessment

## **APPENDIX 4 Permits (see forms on pages 37 and 39)**


### Control of Contractors - Guide to Using the Safe Working Permit

#### Use of the Safe Working Permit

This permit will be issued for Contractors:

- a) employed by yourself,
- b) who specify a need for a permit under their Risk Assessment,
- c) for all work where specific Risk Assessments are required (see below),
- d) at the Manager's discretion.

The Safe Working Permit should be issued by the recognised authorised person(s) and gives permission for a contractor to carry out works on site, and identifies areas where works will take place. Following a general Risk Assessment, specific Risk Assessments are required for the following:

- Any work where asbestos is present, or suspected.
  - Hot work, e.g. soldering, grinding, use of open flame.
  - Roof working and working at height.
  - Confined spaces.
  - Breaking into pipes, e.g. service pipes.
  - Excavation.
  - High voltage (work on equipment or presence of nearby cables).
  - Lift maintenance.
  - Gas work.
- 

The Safe Working Permit should be kept and retained with local repair and maintenance records or in a similar appropriate place.

Refer to SafetyNet on Kent Trust Web for further guidelines.

(SafetyNet is available to KCC employees only)

### Access Restriction - Permit to Work

#### Use of the Access Restriction - Permit to Work

This permit will be issued for Contractors:

- a) Employed by yourself,
- b) Who specify a need for a permit under their Risk Assessment,
- c) For all work where specific Risk Assessments are required (see below),
- d) At the Manager's discretion.

The Safe Working Permit should be issued by the recognised authorised person(s) and gives permission for a contractor to enter a room/area in which ACM has been identified



This page intentionally left blank

**Kent County Council  
Control of Contractors – Safe Working Permit**



**SAFE WORKING PERMIT (Form)**

**1. Issue**

I ..... (Block Capitals)  
being the Officer in Charge/Dutyholder, issue this 'Permit' to:

**Company:**  
.....

**Name of contractor in charge of the work is**  
.....(Block Capitals)

**Supplementary labourers/sub contractors are:**

Name of Person	Name of Company

**Location and details of work to be carried out:**  
.....  
.....  
.....  
.....

	Yes	No
Has the contractor's risk assessment been conducted?	<input type="checkbox"/>	<input type="checkbox"/>
Has a premises risk assessment been conducted?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of safety rules been provided to the contractor?	<input type="checkbox"/>	<input type="checkbox"/>
Has the contractor seen and signed the asbestos register?	<input type="checkbox"/>	<input type="checkbox"/>

*\* If the answer to any of the above is 'no' the work should not proceed and you should consult Property and Infrastructure for further advice.*

**NOTE: A separate specific risk assessment is required for any work involving:**

- Asbestos
- Hot working
- Roof working and working from height
- Confined spaces
- Breaking into pipes
- Excavation/digging
- High voltage (seek specialist advice)
- Lift maintenance work
- Gas work

This Permit is valid:

**From:**  
**Date:** ..... **Time:** .....

**Until:**  
**Date:** ..... **Time:** .....

**(not exceeding 5 days)**

**Signed:** .....

**Date:** ..... **Time:** .....

**2. Receipt**

I ..... (Block Capitals)  
being the contractor agree the contents of this permit and accept responsibility for carrying out the work as detailed and will only allow those named to work accordingly.

**3. Clearance**

I DECLARE THAT THE WORK FOR WHICH THIS Permit was issued is now

- \*Suspended/Completed  
(delete as required)

that all persons have been withdrawn from the above work, that all gear, tools and materials have been removed and the area left in a safe condition.

**Signed:** .....  
(from person named in '2')

**Date:** ..... **Time:** .....

**4. Cancellation**

The Contractor's Safe Working Permit and any associated permits are hereby cancelled.

**Signed:** .....  
(Being an authorised person or their representative to cancel a "Contractor Safe Working Permit")

Form to be retained by originator.

**NO WORK SHOULD BE UNDERTAKEN UNLESS SECTIONS 1 AND 2 ARE COMPLETED**

This page intentionally left blank

<b>KCC Asbestos Management Survey Programme</b>	Premise .....
<b>Access Restriction – Permit to work</b>	Location .....
<b>Permit to Work</b>	

<b>To be completed by the asbestos surveyor:</b>					
<b>Type of Hazards:</b>	<b>Suspected asbestos residue</b>		<b>Suspected asbestos debris</b>		<b>Confirmed asbestos contamination</b>
<b>Description of Hazards:</b>					
<b>Actions taken to secure area:</b>					
<b>Do you recommend that the area is subjected to an air test:</b>	Yes	No			
<b>Is protective equipment required to access the area:</b>	Yes	No	<b>If “Yes” state what:</b>		

**Works required can be safely undertaken in accordance with all information within this PTW and the works RAMS.  
If at any time this changes work is to stop and the PTW is to be reviewed.**

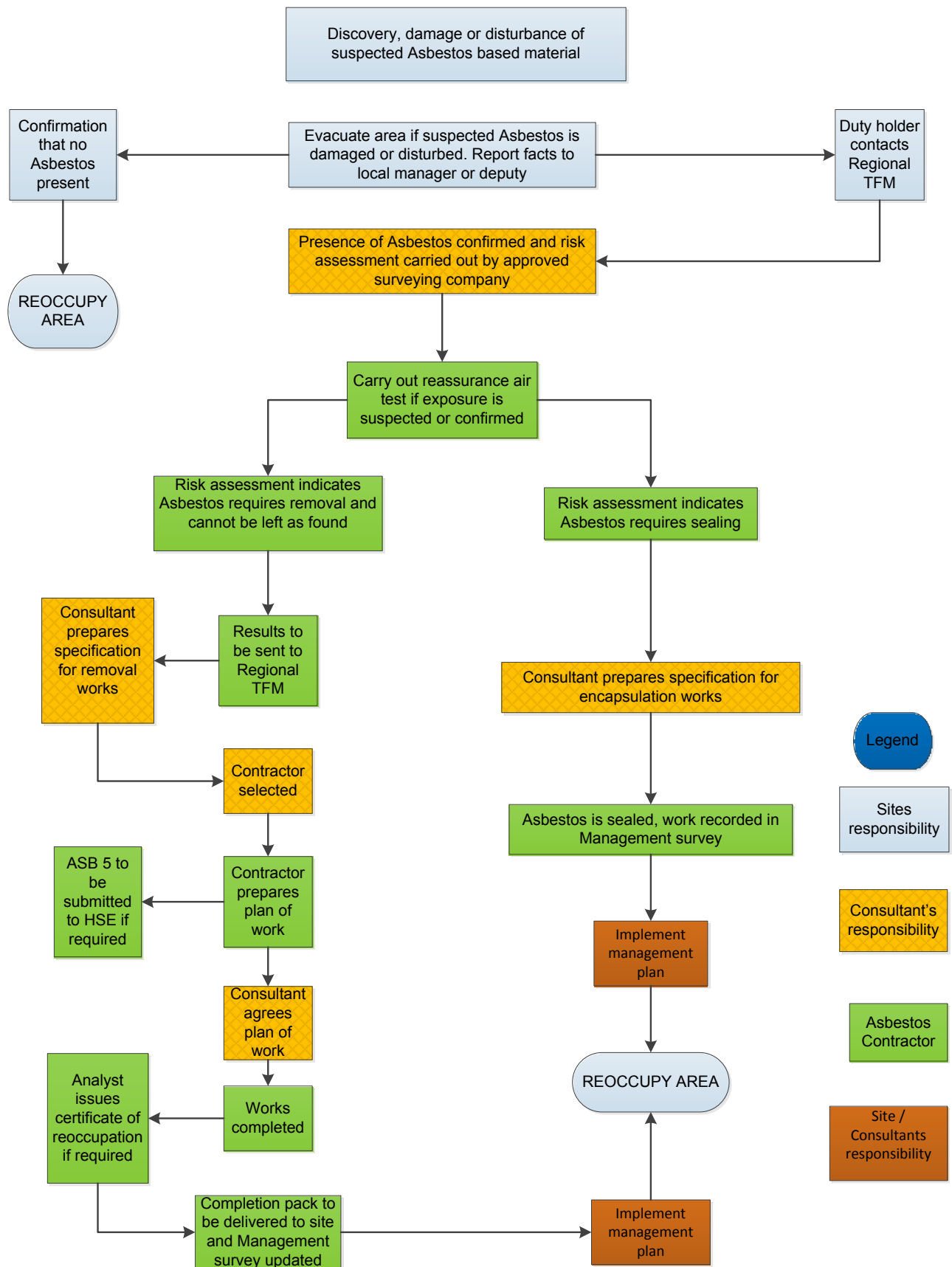
<b>To be completed by the person requiring access:</b>				
<b>Description of Works:</b>				
<b>Will the work operation disturb any of the hazards listed above?</b>	Yes	No	<b>If “Yes” entry is prohibited</b>	
<b>If an air test has been recommended are results of the test available for viewing:</b>	Yes	No	N/a	<b>If “No” please contact NPS Property Consultants Ltd on 01227 793480 for confirmation</b>
<b>Is the protective equipment recommended by the surveyor available and suitable for use:</b>	Yes	No	N/a	<b>If “No” entry is prohibited</b>
<b>The following persons require access to the area:</b>	<b>Name:</b>		<b>Name:</b>	
	<b>Name:</b>		<b>Name:</b>	

<b>To be completed by the Premise Representative:</b>			
<b>All the above information has been completed and any required precautions have been put in place:</b>	<b>Signed:</b>	<b>Date:</b>	<b>Time:</b>

This page intentionally left blank

# APPENDIX 5

## What needs to be done if Asbestos is suspected to be damaged



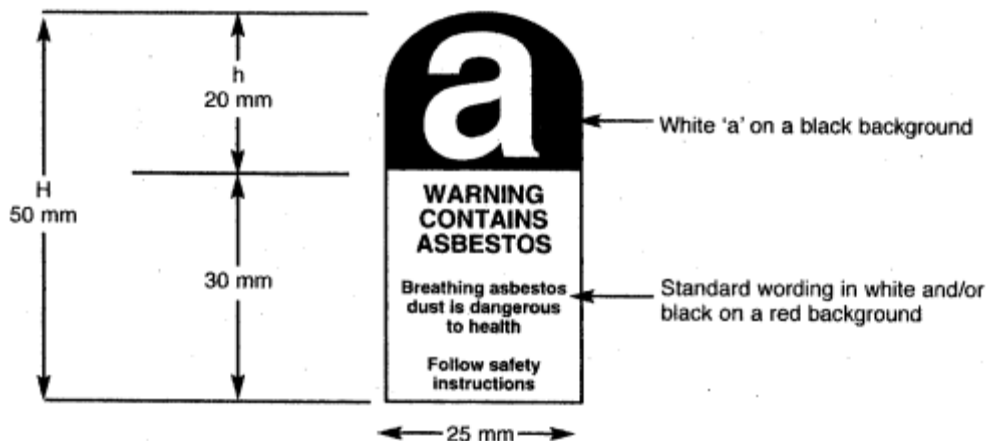
This page intentionally left blank

## APPENDIX 6 Asbestos Labelling

Extract from control of Asbestos Regulations 2012:

Schedule 2: The labelling of raw asbestos, asbestos waste and products containing asbestos Regulations 14(4), 24(2) and (3) and 30 (1) and (2)

1. (1) Subject to sub-paragraphs (2) and (3) of this paragraph, the label to be used on:-
  - (a) raw asbestos (together with the labelling required under the Chemical (Hazard Information and Packaging for Supply) Regulations 2002 and the Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 2004.
  - (b) asbestos waste, when required to be so labelled by regulation 24(3); and
  - (c) products containing asbestos, including used protective clothing to which Regulation 14 (2) applies, shall be in the form and in the colours of the following diagram and shall comply with the specifications set out in paragraphs 2 and 3.



(2) In the case of a product containing Crocidolite, the words “contains asbestos” shown in the diagram shall be replaced by the words “contains Crocidolite/blue asbestos”.

(3) Where the label is printed directly onto a product, a single colour contrasting with the background colour may be used.

2. The dimensions in millimetres of the label referred to in paragraph 1(1) shall be those shown on the diagram in that paragraph, except that larger measurements may be used, but in that case the dimension indicated on the diagram shall be 40% of the dimension indicated as H.
3. The label shall be clearly and indelibly printed so that the words in the lower half of the label can be easily read, and those words shall be printed in black or white.



3. (1) Where a product containing asbestos may undergo processing or finishing it shall bear a label containing safety instructions appropriate to the particular product and in particular the following instructions:-

“Operate if possible out of doors or in a well ventilated place”,

“Preferably use hand tools or low speed tools equipped, if necessary, with an appropriate dual extraction facility. If high speed tools are used, they should always be so equipped”,

“If possible, dampen before cutting or drilling” and,

“Dampen dust, place it in a properly closed receptacle and dispose of it safely”.

(2) Additional safety information given on a label should not detract from or contradict the safety information given in accordance with sub paragraph (1)

1. (1) Labelling of packaged and unpackaged products containing asbestos in accordance with the foregoing paragraphs shall be effected by means of:-

(a) an adhesive label firmly affixed to the product or its packaging, as the case may be; or

(b) a tie-on label firmly affixed to the product or its packaging, as the case may be; or

(c) direct printing onto the product or its packaging, as the case may be.

(2) Where, in the case of an unpackaged product containing asbestos, it is not reasonably practicable to comply with the provisions of sub-paragraph (1) the label shall be printed on a suitable sheet accompanying the product.

(3) Labelling of raw asbestos and asbestos waste shall be effected in accordance with sub-paragraph (1) (a) or (c).

(4) For the purposes of this Schedule, but subject to sub-paragraph (5), a product supplied in loose plastic or other similar wrapping (including plastic and paper bags) but no other packaging shall be treated as being supplied in a package whether the product is placed in such wrapping at the time of its supply or was already so wrapped previously.

(5) No wrapping in which a product is placed at the time of its supply shall be regarded as packaging if any product contained in it labelled in accordance with the requirements of this Schedule or any other packaging in which that product is contained is so labelled.

(6) All identified Asbestos in areas not accessed by visitors/parents are to be labelled in accordance with the regulations above.

(7) Labels will be provided by and affixed by KCC's Surveying Contractor.

## **APPENDIX 7 Legislation and Guidance**

### **Legislation - Health and Safety at Work etc. Act 1974**

All health and safety Regulations and Approved Codes of Practice are linked to the UK's overarching health and safety legislation – the Health and Safety at Work etc. Act 1974 – which in general terms requires employers to ensure the health, safety and welfare of their employees and anyone not employed by them, but who might be affected by the work, including the work processes and workplaces etc. The self-employed have similar duties (to themselves and others affected by their work).

The Management of Health and Safety at Work Regulations 1999 require, amongst other things, that employers undertake suitable and sufficient risk assessments, to identify risks to health and safety, and to use preventative measures that eliminate or control the risks to an acceptable level. The Regulations also require employers to integrate the management of health and safety into their normal management processes.

Part of the role of the Health and Safety at Work etc. Act 1974 is to set the framework for responsibilities and health and safety issues which are dealt with in any other, more specific, regulations e.g. the Management of Health and Safety at Work Regulations 1999 etc. Therefore, in line with the Control of Asbestos Regulations 2012, KCC has a duty to properly manage asbestos-related hazards and risks, using the Regulations and well developed good practice and guidance.

Please note that the list that follows is not exhaustive.

### **Regulations**

The Control of Asbestos Regulations 2012

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The Personal Protective Equipment at Work Regulations 1992

The Workplace (Health, Safety and Welfare) Regulations 1992

The Hazardous Waste Regulations 2005

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009

The Construction (Design & Management) Regulations 2007

The Environmental Protection Act 1990 The Work at Height Regulations 2005

### **HSE Approved Code of Practice & Health and Safety Guidance Series (HSGS)**

HSG 264 Asbestos: The Survey Guide

HSG247 Asbestos: The Licensed Contactors Guide 2006

HSG248 Asbestos: The Analysis Guide for Sampling, Analysis and Clearance Procedures

### **Other Publications**

ARCA Guidance Notes and TICA Guidance Notes

INDG223 A short guide to managing asbestos in premises

- INDG288 Selection of respiratory protective equipment for work with Asbestos Health and Safety Executive
- INDG289 Working with asbestos in buildings

## APPENDIX 8

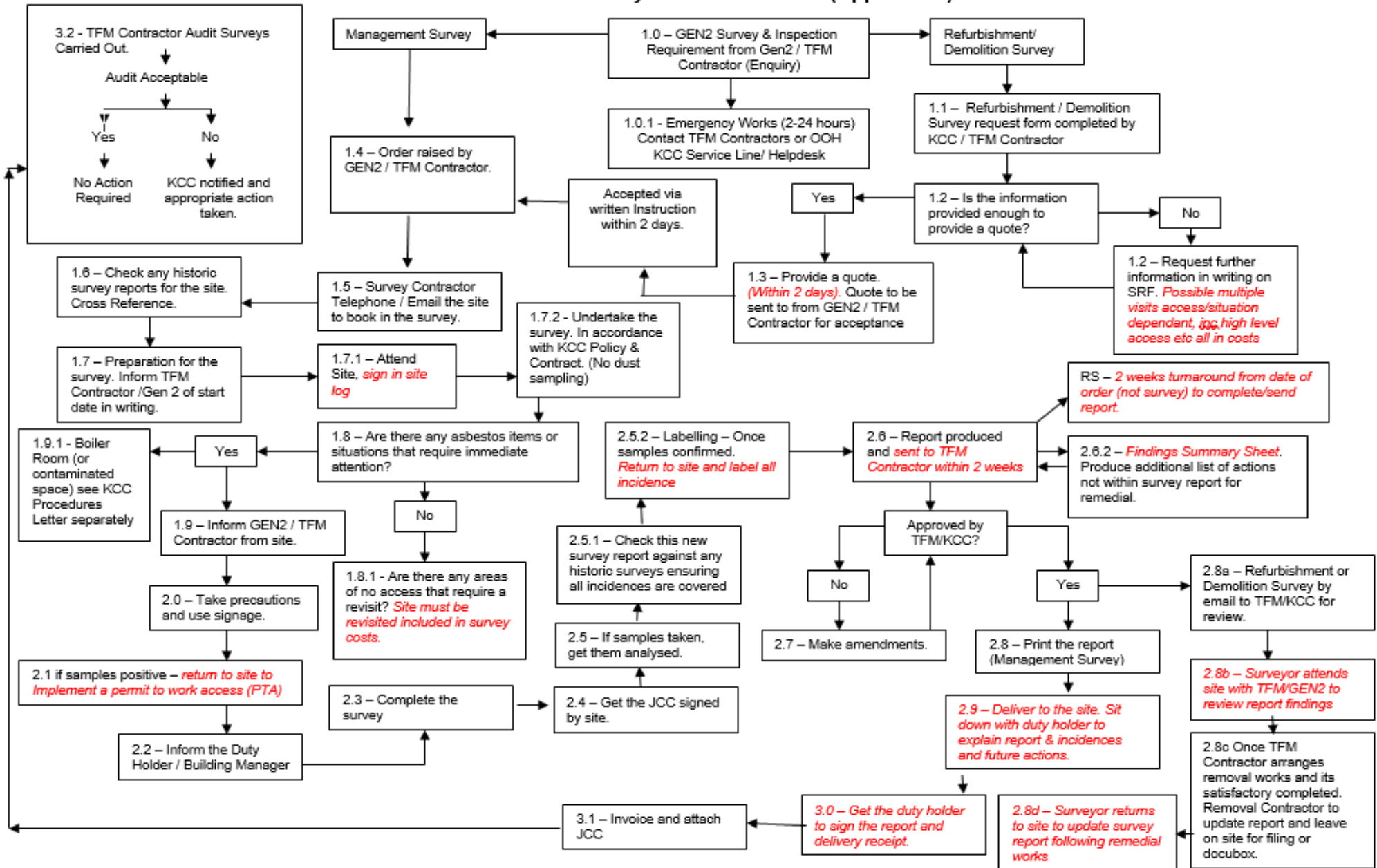
### Procedure for Vacant Premises

The KCC requirement for the management of vacant properties is as follows:

1. The Agent/Contractor shall undertake an initial site inspection visit to determine the condition of the property and to ensure that the requirements of the KCC insurance policies are complied with. Where there is a shortfall in meeting these requirements, KCC shall be notified immediately and proposed corrective measures submitted for consideration.
2. The Agent/Contractor shall ensure that:
  - a. All reasonable precautions are undertaken to secure all windows and doors. Access doors are to be checked, strengthened as necessary and properly secured or boarded up as appropriate with 18mm plywood using non – return screws or coach bolts. Mortice locks to BS3621 or close shackle padlocks with matching bar are to be used on all external doors as appropriate.
  - b. Gas and electricity supplies are to be at least switched off at the meter and preferably disconnected at the nearest practicable point outside the premises. The only exception to this is electrical power supplies serving fire alarms or intruder alarm systems. Utilities suppliers are to be informed that the property is vacant.
  - c. Any Oil tanks on Site should be drained down and made safe.
  - d. All wet systems are to be drained down and the supplies turned off at the main supply point. It is preferable that wherever possible that the water supplies are permanently disconnected where this is feasible. The only exception to this is where sprinkler systems are fitted, in which case the water supply is to be maintained and the premises heated to a minimum temperature of 15 / 16°C at all times.
  - e. The Building shall have all valuable portable items removed as directed by KCC and shall be cleared of all other loose combustible materials, chemicals or other residue. All waste, rubbish, furniture and other redundant items should also be removed and disposed of.
  - f. All incidents of damage shall be reported immediately in accordance with KCC policy to GEN<sup>2</sup> Regional FM manager.
  - g. The Contractor shall notify the local police that the Building is vacant.
  - h. If any part of the property remains in use, fire extinguishers shall remain in place and be inspected and maintained at appropriate intervals to ensure that they are functional at all times.
  - i. Loose rocks, bricks or other debris adjacent to the Building that can be used as missiles should be removed from the Site.
  - j. Boundary fences, walls and gates shall be inspected and maintained or repaired, as necessary to maintain the integrity of the secure boundary at all times.
  - k. Intruder alarms shall be kept in working condition and operational at all times.

- l. An assessment of the adequacy of external lighting to the property for security purposes shall be undertaken and a report of any recommended improvements submitted to KCC for consideration.
- m. All security personnel shall receive suitable training and be conversant with procedures to be followed in the event of an incident at a vacant property.
- n. A copy of the Asbestos register to be located and the location of said register to be recorded by the Agent/Contractor. If appropriate, a copy of the register to remain in the building. A further copy of said register to be stored on the relevant premise file.
- o. A copy of the Legionella report to be located and the location of said register to be recorded. If appropriate, a copy of the register to remain in the building. A further copy of said register to be stored on the relevant premise file.*
- p. If no register is present, Identify materials in the building that might contain asbestos and confirm via a survey.
- q. Record the findings on a separate register.
- r. Prioritise and action accordingly regarding what has been found.
- s. Communicate its location.
- t. Ensure that records are maintained and updated

### KCC Survey Flow Chart 2015 – (Appendix 1)



Total time taken for survey to be commissioned and delivered is to be no longer than 4 weeks. If any resultant works are required then an additional 2 weeks are to be added so that the works can be completed. This will make the total time no longer than 8 weeks.

Item	Title	Description	Template Name	Template Location
1.0	Survey Enquiry	Survey enquiries are sent across from KCC or TFM Contractor (Amey, Skanska or Kier) via Kent email ( <a href="mailto:kent@???????.com">kent@???????.com</a> ). Management, Refurbishment and Demolition Survey enquiries are all sent to above mailbox. Management Survey requests are accompanied by a GEA in order to provide contract schedule of rates cost. Refurbishment/Demolition Survey requests sent with Survey Request Form detailing scope of survey required.		
1.0.1	Emergency	Emergency Works within 2-24 hours contact TFM Contractor.		
1.1	Survey Request	A Refurbishment / Demolition survey request form is filled out by KCC / TFM Contractor. Telling us the scope of the survey and whether or not they have plans to provide for the surveyor and any other comments they may have regarding the site.		
1.2	Information	If the information within the survey request form is not enough, Surveying contractor to request further information to be able to provide a quote for the survey. Make sure thorough, multiple visits, opening up and specialist access equipment, all included in costs.		
1.3	Quotation	Management Surveys provided based on not to exceed framework rates. Refurbishment/Demolition Surveys are to be quoted on a budget basis and not to exceed framework rates, based on the information provided by KCC/TFM Contractor as mentioned above.	Survey Request Form	
1.4	Purchase Order	Official orders are placed by KCC/TFM Contractor upon approval of costs via the Kent email ( <a href="mailto:kent@???????.com">kent@???????.com</a> ).		
1.5	Survey Arrangements	Telephone the site to arrange mutually convenient date and time to undertake the required survey. Confirmed by email following call and week before visit.		

1.6	Historic Survey	<p>Before the start of the survey any historic reports should be looked over to see where any previously identified asbestos is within the site.</p> <p>After the survey has finished before the report is produced it should be checked against the previous report to see if the previously identified asbestos has been identified during the course of the recent survey.</p>		
1.7	Survey Preparation	<p>Any special requirements (access, electrician, plumber, lift engineer) to be arranged prior to survey. Surveyor then attends site to complete survey. Surveyor is to sign site attendance log and asbestos register.</p>		
1.8	ACM Urgent Attention	<p>Any Asbestos Containing Materials requiring urgent attention (i.e. poor condition likely to cause immediate danger to occupants/contractors) should be noted by the surveyor on site, including a mention in the survey report to be provided to the site.</p>		
1.9	Notify	<p>KCC/TFM Contractor should immediately be notified in the form of a telephone call of any ACM's during the course of the inspection requiring urgent attention. After the initial telephone call, contractor should inform the relevant person and an email should be sent with suspected findings, including photographs where necessary.</p> <p>Confirmation is then sent to KCC/TFM Contractor following analytical analysis.</p>		
1.9.1	Boiler Room (Or Contaminated Space)	See letter at Appendix 10	KCC Boiler room access	



2.0	Permit To Access	If the room/area in which the ACM was identified needs to be vacated and access restricted it will be necessary for a Permit To Access to be implemented. A PTA should be completed by the surveyor on site, detailing the location of the hazard, all potential asbestos related hazards, necessary requirements such as Air Testing, wearing appropriate RPE and PPE etc. Appropriate signage Blue PTA signage should be applied to the door of the room/area. All incidents including signage should be photographed and sent to KCC/TFM Contractor immediately.	Permit to Access Sign Permit to Access Form	
2.1	Permit To Access Signature	Local Nominated person is required to sign the Permit To Access completed by the surveyor on site to ensure they are fully aware of the situation, and acknowledge the fact that the room/area has been deemed 'Restricted Access'. Copies of the Permit To Access should be made when on site prior to Local Nominated person Signature for future access, main copy of PTA to be retained by surveyor and returned to office.		
2.2	Inform Duty Holder	Local Nominated person to be made aware of the room/area which has implemented Permit To Access system. Once PTA is signed by the Local Nominated person of the site, a copy is to be sent to the TFM Contractor for that particular zone.		
2.3	Survey Completion	Surveyor completes survey in full, ensuring all areas have been inspected and appropriate samples have been obtained and all photographs gathered. Nominated person informed about any ACM's requiring urgent attention. Surveyor is to sign site out of site attendance log.		
2.4	Job Completion Certificate	The JCC (Job Completion Certificate) should be signed by the site prior to commencement of the survey and then again once the survey has been completed. JCC used to confirm survey completion and score the surveyor on performance.		

2.5	Asbestos Samples	Samples obtained from site are collated with the site paperwork and analysed to confirm/refute the presence of Asbestos.		
2.6	Survey Report	Report to be produced and checked to ensure correct format and technical details. The survey report is cross-referenced with any other surveys undertaken to ensure consistency. Survey Reports are to be generated and sent to TFM Contractors within 2 weeks of survey date or date of receiving the official order.		
2.7	Report Amendments	If the survey report has not been approved and requires amendments being made, the amendments are made within 7 days and the report is re-sent to the TFM Contractor for approval.		
2.8	Printing Report (Management Survey Report)	Once the survey report has been approved by Nominated person the survey report is printed, bound and delivered to site.		
2.8a	Refurbishment or Demolition Survey Report	Once TFM Contractor arranges removal works and its satisfactory completed. Removal Contractor to update report and leave on site for filing or docubox.		
2.9	Report Delivery	The Survey Report is delivered to site. The contractor is to give a site specific handover/induction to the report and the contents of the report to the Local Nominated person. Local Nominated person to sign delivery receipt to acknowledge acceptance of the survey report. With regards to the Refurbishment / Demolition Surveys if no asbestos has been removed and its still in situ then the report will need to be placed in docubox.		
3.0	Sign Report	Local Nominated person is to sign the 'Control Page Section' in the Management Survey Report upon receipt to confirm knowledge of Asbestos Containing Materials identified and present within the site.		
3.1	Invoice	The survey is invoiced and sent to the TFM Contractor with attached JCC (Job Completion Certificate)		
3.2	TFM Contractor Audits	Audit to be carried out to check format of report and technical details including risk assessment score/s.		

## **APPENDIX 10**

### **Access to Restricted Area**

To Whom It May Concern:

An Asbestos Management, Refurbishment or Demolition Survey has just been undertaken within your property and Asbestos Residue and/or Debris has been identified within a specific space.

This space has been locked and access has been prohibited until necessary sample analysis and/or asbestos remediation has taken place.

We have placed a No Access Sign on the door of the given space and no entry to any persons is permitted until further notice provided (supplied with this letter) which will be used in the future should the results prove positive for asbestos.

If you require emergency access to the restricted area, please call GEN<sup>2</sup> on 03000 416195

If the samples prove positive for asbestos, then an Air Test will be arranged and undertaken by an independent UKAS accredited KCC approved contractor. The results for this Air Test will be left on site and are to be kept in the Docubox.

**Asbestos Residue** - If the item identified is asbestos thermal insulation residue to walls only and not debris to floor/surface's then the space will require a Permit To Access (PTA). This form needs to be completed by all personnel whom require access and is to be signed by the Duty Holder. Then reverse the NO ACCESS sign at the entrance to the space, to show the PTA Required information and keep this sign on the door.

**Asbestos Debris** - If positive debris has been identified in any given space, to floor or surfaces, regardless of the Air Test results, no one must enter until the necessary asbestos remediation has taken place and the NO ACCESS sign must remain on the door.

Moving forward, then take note of the following Do's/Don't in relation to any access or activity in the space. The list is not exhaustive but gives practical examples;

#### Do's

- Ensure ANY Contractor/Visitor reads/signs the Asbestos Survey Report.
- Ensure the entrance/door(s) of the given space are kept locked.
- Ensure daily that the Permit to Access Sign or No Access Sign remains on the door at all times.
- Ensure the Permit to Access Form is completed when access is required. (Only when satisfactory air test has been undertaken).
- Ensure the Air Test results (if applicable) are kept in the 'Docubox' and shown to ALL Contractors.

#### Don'ts

- Don't let anyone into the space other than trained and authorised Asbestos Operatives, Surveyor's or Analysts prior to Air Test and/or remediation has been undertaken.
- Don't retrieve any stored items from the space for any reason'
- Don't store anything further in the space for any reason.

- Don't enter the space without written confirmation that you may enter. Either the PTA is to be completed properly and signed by local KCC nominated person. Or once asbestos remediation works are complete and the Certificate of Re-Occupation and KCC or their consultant informs you in writing you can access the space.

Any necessary asbestos remedial works and management will be tendered by KCC, using their approved framework of licensed asbestos contractors.

These procedures are set out by KCC to ensure the safety of all persons on site, please ensure they are adhered to.

Should you have any concerns or require any further assistance please feel free to contact KCC approved TFM Contractor, GEN<sup>2</sup> or the current KCC approved asbestos contractor accordingly.

Yours Sincerely,

Compliance Manager for GEN<sup>2</sup>

## Asbestos Risk Classification Scheme

This risk classification scheme is for guidance only and is provided as background information for building managers to help them appreciate how surveyors make their judgments on prioritising risks associated with materials in differing state, in different locations and subject to factors to do with building occupation and use.

<b>CATEGORY</b>	<b>DESCRIPTION:</b>	<b>SCORE</b> :
<b>POSITION</b>	<p>This is divided into four levels with ratings to express the relative risk of asbestos fibres being released into the immediate environment and able to be inhaled. Fibres liberated into the open air attract a score of 0 to account for the dilution factor. Those in internal unoccupied areas that are enclosed are scored as 1.</p> <p>Examples of internal unoccupied areas include lift motor rooms, tank rooms, corridors, landings and common stairways. All internal occupied areas are scored 2.</p> <p>Asbestos as part of a ventilation/heating duct where currents of air pass over the surface increase the chances of fibre being released and therefore are given a higher score.</p>	
<b>CONDITION</b>	<p>Condition is a measure of the physical condition at the time of the survey i.e., cracked, broken or, punctured. Where the potential of fibre release is unlikely then the condition should be scored as good, where the material has some surface damage but has not broken away, the condition should be regarded as fair, and poor where it is damaged with minor breakage. Where significant damage has occurred to the extent that it is broken, shattered or become detached the asbestos is likely to need to be removed and the higher score should promote the correct action in the overall score.</p>	
<b>DAMAGE POTENTIAL</b>	<p>This is the key element of the process and designed to reflect the current concerns with regard to operational maintenance (i.e. frequent removal of a service duct panel), likelihood of accidental damage and the potential damage by vandalism. The score for regular routine maintenance escalates the overall score that gives the highest priority.</p>	
<b>FRIABILITY</b>	<p>This relates to the ability of the material (ignoring its current condition) to release fibres to the surrounding atmosphere. This is a crucial health issue therefore the score reflects the circumstances that ensure appropriate corrective action.</p>	
<b>SURFACE TREATMENT</b>	<p>If asbestos is covered, it poses a less serious risk than if it is not covered at all as the potential for fibre release is reduced. This relates to the effectiveness of the seal over the product. Painted asbestos is effectively sealed (subject to painted coating being in good condition). Asbestos panels covered with paper should be considered as flexible cover to reflect the possible fibre release during removal of the wallpaper in the future.</p>	
<b>MATERIAL</b>	<p>The score relating to the product takes into account the asbestos content and the composition of the binding material. Textured coatings e.g. Artex, cement, board, thermoplastic flooring and vinyl tiles, contain only the traces of asbestos fibre and the binder effectively prevents their release, unless interfered with/damaged.</p>	

**SCORE  
ADJUSTMENT**

This scheme provides, in borderline cases, for surveyors to make judgment, considering all the circumstances and where the situation warrants a more appropriate action.

It is intended that every ACM within each room or office will be individually scored and recorded on the asbestos survey form. A negative result is also important and must be recorded. This information must also be identified on floor plans.

The scheme provides a risk classification only there is no score that will automatically result in some remedial works, however, a score exceeding 18 should usually result in some remedial works to achieve a situation of less than 18. Conversely, there is no 'safe' score that will confer absolute freedom from risks to health.

## APPENDIX 12

### Asbestos Docubox – Table of Contents

Document
Introductory Letter from Director of Property and Infrastructure Support, Business Strategy and Support
A1 – Why have we got a Docubox?
A2 – Who is Who?
A3 – Who is responsible for what? (to be completed by the establishment)
A4 – What is Asbestos/Why is Asbestos dangerous?
A5 – What are the most commonly found types of Asbestos?
A6 – What does the law say about Asbestos?
A7 – How does a survey get produced? KCC Survey Flow Chart
A8 – What do I do when the survey arrives?
A9 – What do I have to do when planning works?
A10 – What are my responsibilities as a contractor? (copies to be given to contractors)
A11 – What needs to be done if Asbestos is suspected of being damaged?
A12 – What do I do if the building suffers fire damage?
A13 – Who am I going to call for help/advice?
Building Diagram (Typical Locations for the most common asbestos containing materials)
<ul style="list-style-type: none"><li>• KCC's Asbestos Management Plan – Policy and Code of Practice for the Management of Asbestos in Buildings.</li></ul>
<ul style="list-style-type: none"><li>• Any additional surveys that are currently relevant.</li></ul>
<ul style="list-style-type: none"><li>• The latest asbestos Management Survey.</li></ul>

**This page is intentionally blank.**



Kent County Council		Survey Request Form
		Page:

**To Be Completed By Person Requiring Survey:-**

<b>Name:</b>			
<b>Addressee/Name:</b>			
<b>Survey Type:</b>	Management Survey	Refurbishment Survey	Demolition Survey
<b>Site Address:</b>			
<b>Survey Scope:</b>			
<b>Area(s) of Survey</b>			
<b>Annotated Plans Attached</b>	Yes	No	
<b>Blank Plans Attached</b>	Yes	No	
<b>Specialist Requirements (i.e. ladder, lift engineer, scaffolding etc)</b>			
<b>Out of Hours Requirement:</b>	Yes	No	
If yes to above please specify details:			
<b>Report Required by Date:</b> <i>(ASAP Not Sufficient!)</i>			
<b>Any Other Comments:</b>			
<b>Signature</b>		<b>Date</b>	

**To Be Completed By Surveying Company:-**

<b>Survey Budget Cost:</b>			
<b>Scope Queries:</b>			
<b>Signed</b>		<b>Date</b>	

**This page is intentionally blank.**

## APPENDIX 14

Activity / Operation/ Event: Contract Managers & Project Managers and any other personnel visiting construction based sites.					Assessment Date:		
Establishment: Various Properties					Review Date:		
Step 1 Identify the hazards	Step 2 Who might be harmed & how?	Step 3 What are you already doing?	Risk Rating  Trivial/ low / medium / high / stop	Step 4 Is anything further needed?	Step 5 Action & Review		
					Action required	Responsible person	Date completed
Falling from height	Project/Contract Managers visiting site & their visitors.	Aim to eliminate where possible need to work at height, including inspections. If working at height necessary always use appropriate access equipment and ensure that it is safe. Train staff to recognise if it is safe. Always consider measures that protect all those at risk, i.e. collective protection measures (scaffolds, nets, soft landing systems) before measures that only protect the individual, i.e. personal protection measures (a harness)	Low				
Being hit by falling debris	Project/Contract Managers visiting site & their visitors.	Where appropriate PPE (hard hat). Ensure all hats are within date and worn correctly. Avoid walking below anyone working overhead.	Low				

Becoming trapped	Project/Contract Managers visiting site & their visitors.	Do not enter switch rooms and plant rooms alone. Always carry the keys with you and do not leave them in the door.	Low				
Slips and trips	Project/Contract Managers visiting site & their visitors.	Look out for trip hazards, such as uneven floors or trailing cables, and encourage good housekeeping by your workers. Where safety shoes when on site (PPE) ensure spec of shoes is suitable for their use and application. Do not enter poorly lit areas without equipment.	Low				
Electrocution	Project/Contract Managers visiting site & their visitors.	Do not enter switch rooms and plant rooms alone. Do not remove covers to electrical equipment or touch any wiring which appears suspect. Report any potentially dangerous installations as emergency via service desk and also report to site and cordon off areas.	Low				
Burns and scalds (engineering)	Project/Contract Managers visiting site & their visitors.	Do not open valves unless equipment is isolated and rained down. Do not touch any metal equipment near heating equipment in case heat has been conducted.	Low				
Being hit by moving plant on site	Project/Contract Managers visiting site & their visitors.	Always make yourself known to site before visiting (i.e. report to foreman/site office). Observe designated pedestrian routes, or areas which have been tapped off.	Low				

Chemical spillages	Project/Contract Managers visiting site & their visitors.	Avoid any physical contact with unknown substances. Refer to COSHE regulations. Ensure spillage has been reported via the service desk and to site staff.	Low				
Asbestos	Project/Contract Managers visiting site & their visitors.	Check asbestos register before entering sites particularly unoccupied areas such as boiler rooms, loft voids etc. If there no mention of inspection ask for a refurbishment survey before entering to ensure area is safe to enter. If any risks identified ensure awareness of KCC Asbestos Policy and follow guidance for emergency procedures	Low				
Dust	Project/Contract Managers visiting site & their visitors.	If dusty environments need to be entered during site visit ensure area is either damped down or other mitigation, and dust mask provided suitable to the environment.	Low				
Legionella	Project/Contract Managers visiting site & their visitors.	Be aware of KCC's legionella processes and procedures.	Low				
Groundwork Excavations	Project/Contract Managers visiting site & their visitors.	Do not enter any ground work excavations.	Low				

Manual handling	Project/Contract Managers visiting site & their visitors.	Avoid such tasks as far as possible. However if not possible remove obstructions from the route. For a long lift, plan to rest the load mid-way on a table or bench to change grip. Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance.	Low				
Noise	Project/Contract Managers visiting site & their visitors.	Limit time spent in noisy areas. Use ear defenders ensure they are used properly and staff are trained how to use them. Ensure any sounded alarms are still audible i.e. fire alarms.	Low				
Fire	Project/Contract Managers visiting site & their visitors.	Be aware of fire warning systems in each site and ensure this is adhered to during visit. Be familiar with exits and any muster points and ensure you are signed in as a visitor.	Low				
Violence and Verbal threats	Project/Contract Managers visiting site & their visitors.	Refer to KCC's policies and procedures around this and if any threats experienced inform nearest available senior officer or manager immediately.	Low				

Isolated Locations	Project/Contract Managers visiting site & their visitors.	Refer to KCC lone working policy and adhere. Execute a safe plan of travel, ensure outlook diary is correctly updated showing time of arrival and departure. Ensure there is a suitable system in place to check out.	Low				
Accidents	Project/Contract Managers visiting site & their visitors.	Refer to KCC policies and procedures, ensure accident book on site is filled out and when back in office. Ensure RIDDOR is completed by H&S if appropriate.	Low				
Unsafe practices witnessed on site	Project/Contract Managers visiting site & their visitors.	Inform nearest available person in charge if this is happening by site staff. If contractor/consultant staff again inform senior officer in charge and notify contract manager or project manager at KCC who should formally escalate via contract procedures.	Low				

Welfare	Project/Contract Managers visiting site & their visitors.	Principal contractor will have facilities on site by the time bricklaying starts, including: flushing toilet hot and cold running water, soap, towels and full-size washbasins; heated canteen with kettle etc; first-aid equipment; principal contractor will arrange clearing and ensure the necessary electrical and heating safety checks are made; and site agent is appointed person for first aid	Low				
Contaminated Soil	Project/Contract Managers visiting site & their visitors.	Ensure that all necessary footwear or other PPE provided and that staff are trained to use. Ensure staff have available boot cleaning facilities so as not to take contaminated boots to other areas.	Low				



<b>Assessor Name(s):</b>			<b>Job Title:</b>		
<b>Signature:</b>			<b>Review Date:</b>		
<b>Step 1</b> <b>What are the hazards?</b>	<b>Step 2</b> <b>Who might be harmed and how?</b>	<b>Step 3</b> <b>What are you already doing?</b>	<b>Risk rating</b>	<b>Step 4</b> <b>Is anything further needed?</b>	<b>Step 5</b> <b>Action &amp; Review</b>
Spot hazards by: <ul style="list-style-type: none"> <li>▪ walking around your workplace</li> <li>▪ asking those doing the task what they think</li> <li>▪ checking manufacturers' instructions</li> <li>▪ considering health hazards</li> </ul>	Identify groups of people, consider: <ul style="list-style-type: none"> <li>▪ employees</li> <li>▪ temporary / agency staff</li> <li>▪ contractors</li> <li>▪ volunteers</li> <li>▪ members of the public</li> <li>▪ children (including work experience)</li> <li>▪ lone workers</li> <li>▪ pupils</li> <li>▪ service users</li> </ul>	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> <li>▪ guarding</li> <li>▪ training</li> <li>▪ procedures, safe systems of work</li> <li>▪ personal protective equipment (PPE)</li> </ul>	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'.  An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.  List: <ul style="list-style-type: none"> <li>▪ actions required</li> <li>▪ who needs to do them</li> <li>▪ by when</li> <li>▪ Check actions completed</li> </ul>

## Risk rating

	Slightly harmful	Harmful	Extremely harmful
Highly unlikely	Trivial risk	Low risk	Medium risk
Unlikely	Low risk	Medium risk	High risk
Likely	Medium risk	High risk	<b>STOP</b>

Risk level	Action and Timescale
Trivial	No action required and no documentary record needs to be kept.
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Stop	Work should not be started or continued until the risk has been reduced to an acceptable level. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.