

Updated KCC Asbestos Docubox

The duty to manage asbestos in buildings owned or occupied by KCC remains a high priority throughout the County. As an existing holder of the asbestos Docubox you will be well aware of the process for managing asbestos risks and will appreciate the need to reinforce and standardise our approach. It is important that information about asbestos is shown to anyone about to carry out work involving interference with the building. You have an important part to play in helping KCC meet its legal duty to manage asbestos risks so if you have any problems or concerns please discuss them with your manager, Call the Kent Helpdesk on 0800 901 2464 email Kenthelpdesk@skanska.co.uk or speaking to a health and safety adviser.

This update builds upon the universal process already in place, readily recognisable in all KCC owned or occupied buildings and adding consistency to the management of contractors/other workers throughout KCC. It comprises two parts;

- i) A signing in process for anyone working on the building. You may already have an established, reliable local system; otherwise there is a sample works log sheet in the Docubox.
- ii) The Docubox- this is a resource box to house records and reference materials such as survey report, building plans, policy, and guidance sheets A1 – A8.

What do you need to do?

- Update the contents of the Asbestos Docubox with the new information: -
 - KCC Asbestos Policy
 - Docubox guidance sheets A1 – A8
- Familiarise yourself with the New Management Survey (when completed at your site) – note the new Asbestos register and No Access Register at front of survey.
- Remind staff about the procedure and reassure them that this is about managing potential risk, not a response to danger.
- Monitor use of the system and continue to check the condition of materials known or presumed to contain asbestos.
- Ensure that staff who have a role in asbestos management are adequately trained to perform this role effectively. Access training via Delta E Learning.

Risks can exist if the procedures fail but if asbestos-containing materials are in good condition and stay that way there is no need for concern other than to continue to check for change caused by damage or deterioration.

Yours sincerely

Rebecca Spore
Director of Infrastructure

A1 – Why do we have an Asbestos Docubox

- i) KCC has a legal **duty to manage** asbestos risks. Success depends on those involved in building management and maintenance co-operating with KCC Policy and procedures for the Management of Asbestos in Buildings and the *Asbestos Docubox* process. We recommend you download the policy, be aware of the contents and keep a copy in the Docubox.
- ii) It is vital that you **co-operate** with others, such as contractors, who share responsibility for asbestos management. Information about asbestos in KCC owned or occupied buildings must be passed on so safe working can be planned and followed through.

The Asbestos Docubox must be:-

- kept on view, or in an obvious location in all premises owned (or occupied) by KCC e.g. reception, point of entry
- shown to every contractor or similar worker including volunteers intending to carry out invasive work in this building so that safe procedures are followed through
- kept up-to-date and shown to new managers or others who become involved in building maintenance
- made available to the emergency services.

Documents to be kept in the Docubox:-

- Asbestos Survey report (including updates)
- Building Plans
- Most recent KCC Policy and Code of Practice for the management of asbestos in buildings
- The HSE diagram on typical location of asbestos in buildings

Updated guidance documents/sheets

- A1 – Why have we got a Docubox?
- A2 – Site information and Nominated Persons - Who is who?
- A3 - Who is responsible for what? (to be completed by the establishment)
- A4 – What do I do when the survey arrives?
- A5 – What do I have to do when planning works?
- A6 – Emergency Checklist
- A7 – What do I do if the building suffers fire damage?
- A8 – Who am I going to call for help/advice?

A2 Site Information and Nominated Persons – Who is Who?

Property Name:	
Address:	
Contact:	

	Premises Manager/Headteacher (Nominated Person)	Site Manager/Caretaker	Office Staff	Safety Rep	Project Manager
Name					
Phone					
Email					

A3 Responsibility Chart

Relevant boxes should be ticked by the property manager to illustrate who is responsible for the various asbestos management duties. Where two or more individuals share responsibilities, the individual with the 'primary' role must also be noted.

Responsibilities	Maintaining and Updating asbestos Docubox	Reviewing Survey Reports	Re-inspections and ongoing monitoring of asbestos containing materials	Maintaining asbestos register	Management of contractors (Work, emergency procedure, etc)	Instruction & Training for staff, hirers, contractors and visitors	Management of asbestos works	Provision of information to KCC	Other
Premises Manager / Headteacher (Nominated Person)									
Site Manager/Caretaker									
Office Staff									
Safety Rep									
Other									

Please note: School management may wish to nominate a staff member to take on some of the asbestos management system responsibilities. This can be done as long as those individuals are competent to do so and have been provided with the appropriate training.

Please note: Legal responsibility cannot be delegated.

A4 What to do when the survey arrives

When you receive your Asbestos Management Survey you should: -

1. Review the survey to: -
 - a. identify if any remedial works are required.
 - i. KCC commissions remedial works for the KCC Corporate and School Managed estates – Voluntary Aided schools and non KCC maintained schools' commissions their own.
 - ii. Ensure on completion of any remedials works, that the appointed contact has updated the relevant records within the Docubox.
 - b. No works required: -
 - i. Communicate new survey to relevant personnel on site.
 - ii. Ensure on site management and monitoring arrangements are in place as per the survey information.
 - iii. Provide training to those employees that play a role in the management of asbestos on the site.

A5 What do I have to do when planning works?

The **Health and Safety Executive** expects those with building management responsibilities to exercise a precautionary approach to maintenance and improvement activities.

- Where we know asbestos is present, we must inform those who may be put at risk through disturbing it.
- Where we don't know for sure, we must presume asbestos is present and carry out checks so that the right safeguards can be put in place before any work starts

Refurbishment and demolition surveys will be required for all work which disturbs the fabric of the building – ref: HSE survey guide.

You or your representative must:

• Get checks done -	Before work starts
• Check management survey for current information	If material is not identified in the management survey and the fabric is going to be disturbed a refurbishment and demolition survey will need to be carried out
• Make sure you select competent contractors or other workers	If asbestos materials are likely to be disturbed you will need a licensed asbestos contractor involved. Property and Infrastructure Support or your building consultant can provide advice
• Use the works log sheet and safe working permit	Make sure every contractor or similar worker signs off the works log. [you may also choose to use KCC's Safe Working Permit]
• Show the works area	To the contractor/other, pointing out asbestos containing materials

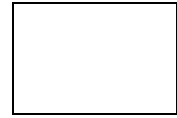
A6 Asbestos Emergency Checklist

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?
 - 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.
- 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)



A7 Fire Damage – What to do

This guidance note applies to all buildings owned or managed by KCC.

In the event of a fire or major damage the following action is to be taken once the site is under the control of the Headteacher or Establishment Manager i.e. no longer under the control of the Fire or Police authorities, or in co-operation with those authorities.

The Headteacher or Establishment Manager must ensure that:

- Following a major incident which has destroyed or damaged any part of the structure or fabric of the building, serious consideration must be given to immediately closing the site to staff, pupils, clients and visitors until the risk of asbestos exposure has been determined.
- For minor incidents (i.e. minor scorching, vandalism) where there appears to be damage to the building or fabric the immediate area should be closed to staff, pupils, clients and visitors until the risk of asbestos exposure has been determined.
- The table below details action to be taken as a result of a major incident causing damage or destruction to any part of a building.

Schools	Other premises
<ul style="list-style-type: none"> ▪ Do not enter the building until it has been declared safe. ▪ Damage or destruction to any part of a school building, including mobile units, must be reported to the Assistant Director(s) of Education and KCC's Property and Infrastructure Support immediately. ▪ As a matter of priority the Headteacher should contact KCC's Statutory Compliance Manager (Asbestos), to arrange for an inspection to identify if any Asbestos Containing Materials (ACM's) are present. 	<ul style="list-style-type: none"> ▪ Do not enter the building until it has been declared safe. ▪ Damage or destruction to any part of the building must be reported to KCC's Property and Infrastructure Support immediately. ▪ As a matter of priority the Premises Co-ordinator or Establishment Manager should contact KCC's Statutory Services Manager (Asbestos), to arrange for an inspection to identify if any Asbestos Containing Materials (ACM's) are present.

As a matter of routine, the first response officer from Property Infrastructure Support attending the site of a major incident for the first time, will access the Asbestos Database. Where asbestos is noted will take a copy of the report to the site.

- The first response officer from Property Infrastructure Support will assume responsibility for assessing the safety of the site and closed off areas.
- No-one should be allowed into the building until the presence of Asbestos Containing Materials (ACM's) has been determined.

- Further information about asbestos can be found in the document 'Asbestos Management in KCC buildings' which can be found on SafetyNet and in KNet Property and Infrastructure Support pages and also KCC's Policy and procedure for the Management of Asbestos in buildings.

A8 Who to call for help/advice or in an emergency?

Call the Kent Helpdesk or email: -

- Call 0800 901 2464
- Email Kenthelpdesk@skanska.co.uk

Email the KCC Facilities Management Team via estates.enquiries@kent.gov.uk

Contact the KCC Health and Safety Advice line on 03000 418456 or email healthandsafety@kent.gov.uk