

Infrastructure - Asbestos Policy & Procedures

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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

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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 any people using or visiting KCC buildings. The Council undertakes to protect people from exposure to asbestos during works of any nature or arising from the condition of Council maintained premises, infrastructure assets or structures and to manage all known and presumed installed Asbestos Containing Materials (ACM's) responsibly.

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

In order to fulfil its statutory duties, the Council will ensure that:

- Appropriate advice, competence and resources are provided, to carry out the preventive and protective measures required by the Control of Asbestos Regulations 2012.
- All premises have a suitable and sufficient asbestos management survey as per the following policy and procedure.
- Appropriate information, instruction and training is provided to all employees and, where appropriate non-employees who have access to Council premises.
- Each premises has appointed a Nominated Person for its specific asbestos management arrangements.

This document sets out how the Council intends to fulfil its duties by following a set of principles on which it will manage the risk from ACM:

1. Preventing asbestos related incidents / accidents and work-related ill health.
2. Compliance with statutory Asbestos management requirements as a minimum.
3. Assessing and controlling asbestos risks that arise from the Council's work activities.
4. Providing a safe and healthy working environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective asbestos information, instruction, and training.
7. Consulting with employees and their representatives on asbestos management and related matters.
8. Monitoring and reviewing its asbestos management systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to support a culture of continuous improvement.
10. Ensuring adequate resources are made available for the management of asbestos, so far as is reasonably practicable.

Employees throughout the Council including schools must play their part in the creation of a safe and healthy working environment for all.

1. INTRODUCTION

The asbestos policy was introduced in 2005 and has been revised and updated to consider implications of the HSG 264 Survey guide issued by the Health and Safety Executive (HSE) in January 2010 and the Control of Asbestos Regulations 2012. This document sets out KCC 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 maintained, owned, or occupied by KCC. 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, KCC 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. Legislative Requirements

The requirements for an asbestos management plan 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 and made available to emergency services.
- Controls are in place to prevent exposure to workers and others.
- Take steps to ensure that these actions are carried out.

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 i.e. Nominated Person and their deputies.
- Persons managing and maintaining buildings, or who carry out maintenance and installation work for buildings occupied by KCC.

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.

What type of work is included?

The policy applies to all types of maintenance or installation work in your premises which may disturb the fabric of the building including ACMs.

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.

3. Vacant and Non KCC Properties

KCC's property portfolio includes a number of properties that are held vacant. An asbestos docubox will be kept on site at a prominent location for all those entering the premises.

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 This should be completed, reviewed and agreed with the Line Manager.

All KCC Services for example Waste and Recycling, Public Rights of Way and Country Parks should follow this policy. Should Asbestos be found i.e. Public Rights of Way, a licensed asbestos contractor should be engaged via the KCC Helpdesk.

4. Duty Holders and Nominated Persons

Who is responsible?

KCC is the 'Duty holder' as defined under legislation as it retains 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 task to assist in complying with the duties. Anyone who is nominated, 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, 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 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.

Asbestos Management Plan (AMP)

Every site built or refurbished in any part, on or before 2005, must have an AMP completed by the Nominated Person. This details how they will manage asbestos within the designated premise including but not limited to training records and communication of asbestos containing materials. In addition it must stipulate those areas not accessed during the survey which therefore must be presumed to contain asbestos and defined management protocols introduced. The AMP template can be found in Appendix 8.

5. The table below is a quick reference guide to Duties and Responsibilities.

<p style="text-align: center;"><u>Duty Holder</u></p> <p style="text-align: center;">Kent County Council</p>	<p>KCC has the duty to manage asbestos within the buildings that it has responsibility for. This includes but not limited to the provision of Policy, procedures, and training.</p>
<p style="text-align: center;"><u>Nominated Person(s)</u></p> <p>The person in control of the premise such as a Headteacher or Registered Manager.</p>	<p>They have a responsibility to ensure that the instructions from the Duty Holder are followed and therefore must complete the free online statutory compliance asbestos management training modules available on Delta for KCC services, and schools can access the modules via The Education People. Keep certificates of completion on file - training should be refreshed every 2 years.</p>
<p style="text-align: center;"><u>On site Competent Help</u></p> <p style="text-align: center;">Caretaker or building manager.</p>	<p>Supporting the RP in ensuring tasks, processes and procedures are completed on site. This would include the regular monitoring of asbestos on site and therefore must attend training as outlined above.</p>

Emergency Support

In the event that asbestos is disturbed or suspected to be disturbed please immediately contact: - available 24hours 7days a week.

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

Be clear that this is damaged or disturbed asbestos, isolate the contaminated area and a contractor will be dispatched immediately.

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 2005 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 organisation's appointed and approved by the Council.

KCC will conduct these surveys every 3 years to ensure that the authority is discharging its duties and ensuring the health, safety and welfare of all that access its premises.

Buildings constructed after the year 2000 are unlikely to contain asbestos. The HSE stipulate that attention should be given to those built on Brownfield sites and if any older equipment was being used. KCC approach to post 2000 buildings:-

- 2000 – 2005 – Continue to be part of KCC Management Survey regime to offer reassurance that no ACMs are present.
- 2005 – Present – These buildings will no longer form part of the survey program as are deemed to be constructed free from asbestos.

The survey will involve a systematic visual inspection of all areas in the property where safe to do so and should identify the exact locations of asbestos which has been identified including likely and presumed ACMs and make recommendations where works are required. 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 – No Access areas presumed to contain asbestos.
- All items confirmed as containing asbestos.
- Items suspected of containing asbestos that were disproven by analysis.
- It will provide a description and photographs of any ACM's found to enable you to monitor the condition. Condition record summary and detailed condition record with condition scores.
- Any item requiring remedial work.
- A register of all ACM's and the associated management actions.
- Nominated persons section which is to be used to monitor condition and to detail any works that have been undertaken on the asbestos.

The survey will complete the risk classification scheme to identify appropriate remedial measures. 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.

The survey report provides a summary of the asbestos found and the areas which were not accessed.

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 an intrusive / 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 once survey request form has been completed and after consultation with KCC's Infrastructure team. Any additional survey report should be added to the information in the Docubox and added to the K2 system.

It is the responsibility of KCC's contractors to formally update the survey information if additional asbestos items are identified or if items are removed. It is the responsibility of the Nominated Person to update the AMP when new information or amendments are introduced.

The demolition survey reports will give a detailed review of ACM's contained within a building or structure. It will contain details of:

- Indicator to show rooms/areas that have been surveyed.
- 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.

7. No Access Areas - 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 i.e. High level ceilings, live electrical installations.

Areas not accessed during the survey, **MUST** be managed as “presumed” to contain asbestos. These areas are clearly detailed within the report.

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.

It is the responsibility of Duty Holder, 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 and explained to the Nominated person who will sign and date acceptance of the survey. It is intended that this report should be the asbestos register for the premises and forms part of the AMP, and it is therefore essential that it is maintained as an up to date record of all asbestos occurrences. KCC will carry out audits to ensure the survey contains all the relevant information and has identified the remedial work required.

The survey reports must be updated by KCC's contractors or 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.

10. Resultant Works from Management Survey

KCC will ensure that any resultant works identified from the asbestos management survey are managed and actioned within a reasonable timescale. All works will be carried out by an HSE licensed contractor on the KCC corporate and school managed estate.

Only licensed asbestos removal contractors will carry out work directly interfering with or removing asbestos.

KCC contractor will instruct for the required air testing during and following any works. This will be carried out by a UKAS accredited laboratory. This company must be independent and not employed by the removal company.

11. Decorating, Repair and Removal of Asbestos

These works should NOT be commissioned direct by the Site / Nominated Person without seeking advice from KCC – 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
- Floor tiles

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, method statement, 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.

KCC contractor 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 or presumed ACM's the risk assessment and plan of work must be submitted and in writing to the commissioner of the works i.e. KCC or Headteacher. 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- / 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)

KCC will provide Nominated Persons at each property with information concerning the known 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.

Introductory letter from -Director of Infrastructure

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?

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

- Infrastructure Asbestos Policy and Procedure.
- The latest asbestos Management Survey.

Each Property Nominated Person will be responsible for ensuring that anyone who may be affected by an ACM knows its location and condition. All relevant staff, contractors/visitors to the property must be made aware of contents of the AMP, Docubox and where necessary the actions they are required to take on a regular basis or 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 the Nominated Person. 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

A management survey must be in place and referred to prior to any maintenance works being undertaken. In the absence of this information, a survey **MUST** be commissioned prior to undertaking any works. Where the survey indicates the likelihood that asbestos will be disturbed, a licensed contractor shall undertake the work regardless of any exemptions.

All KCC contractors must adhere to this policy and this information has been issued to them.

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

Nominated Persons

Nominated Person must inform all staff (including key holders) and trade union representatives of the location and contents of the Asbestos Management Plan and 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 (where applicable), 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 site plan, AMP and asbestos survey in the Docubox to see where asbestos-containing materials may be present. They must sign the survey register to acknowledge that they have read and understood its content.

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.

Safe Working Permits

With reference to the KCC Management of Contractors guidance, 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

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.

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 FM 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

A quick reference Emergency Checklist can be found in Appendix 2.

If any incidents occur whereby ACMs are suspected to have been discovered i.e. fly tipping or 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 and isolated.
- Report the incident to the KCC helpdesk and nominated person named on the asbestos survey report or their deputy i.e the Headteacher.
- Consult the asbestos survey report to determine if the materials are known to contain asbestos and if they do please follow the below.
- Record names and contact details of people involved in the incident.
- KCC's contractors will assess any situation and ensure reports are sent to KCC so notifications can be made to relevant parties i.e. The Health and Safety Executive – if they meet the reporting requirements.
- Seek advice from KCC FM if the building users have concerns and are considering closing the building or a significant part of the site.
- Ensure that a certificate of re-occupation has been issued by the contractor prior to anybody entering the site.

If suspected asbestos is discovered, either once work has commenced or in any other circumstances e.g. fly tipping, 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. KCC's Helpdesk 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 in Appendix 2.

Details of the incident will be passed by KCC's contractors to their 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 KCC's helpdesk will contact their surveying contractor so that samples can be taken and shall liaise, as appropriate, with KCC.

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 KCC FM and Health and Safety Teams 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's contractor 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 KCC's contractor helpdesk or Nominated Person at the earliest opportunity. Carry out actions as per the Asbestos Emergency Checklist.

Do not attempt to sweep, vacuum or remove any debris if the nature of the damaged material is not known. Secure and vacate the affected area.

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 KCC Compliance manager or a Health and Safety Manager/Adviser.

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

KCC’s contractor or Nominated Person’s Actions

- 1) KCC’s contractor or 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.

KCC’s contractor will ensure the asbestos register is updated.

Potential Exposure to Asbestos in Non- Council Premises

Emergency Contact Information

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

Contact your line manager or KCC helpdesk (see details appendix 1)

Outside normal office hours:

Contact KCC’s helpdesk (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 – Appendix 2
- Do not leave the site.
- Do not return to your car.
- Await further instructions.

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 KCC helpdesk 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.

17. Management of Installed Asbestos Containing Materials

Monitoring Condition of ACMs left in situ

KCC’s contractor or Nominated Persons must monitor the condition of any ACM’s on site. The results of the monitoring should be recorded on the Condition Record Summary within the asbestos survey document which forms part of the overall Asbestos Management Plan.

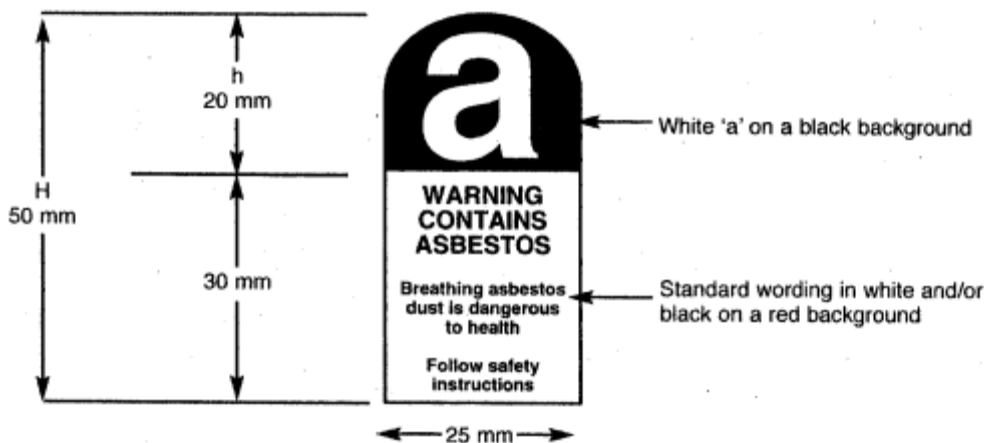
The frequency of the inspections will depend on the risk assessment. The table below outlines how often inspections should be carried out on ACM’s according to the score they have been given. For details of the scoring system and descriptions of the characteristics see Appendix 10.

Algorithm Score and Risk Level Key (from Spetemebr 2023)		
Score	Risk Level	Inspection Frequency
10 or 10+	High	Remedial Action required
7-9	Medium	Every 3 Months or on reported damage
5-6	Low	Annually or on reported damage
4 or <4	Very Low	Annually or on reported damage

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). So as not to cause undue alarm, e.g. in common or public areas of buildings, items will not be labeled. In these cases 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 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 statutory compliance training via an online provision 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.

All Nominated Persons and competent help 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.

Statutory compliance training for Nominated Person will be provided by KCC and The Education People (for schools) and needs to be retaken every 2 years.

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.

KCC will report any serious breaches to the Health and Safety Team, and a joint investigation will be carried out if necessary.

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 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

APPENDIX 2

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)

APPENDIX 3 Safe Working Permits

NO WORK SHOULD BE UNDERTAKEN UNLESS SECTIONS 1, 2 and 3 ARE COMPLETED

Part 1 – Permit Scope

Premises:	
Exact Location:	
Contractor carrying out work:	
Supervisor responsible for work:	
Description of works:	
Supplementary labourers / sub-contractors are:	

	Yes	No
Has the contractor's risk assessment been conducted?		
Has a premises risk assessment been conducted?		
Has a copy of safety rules been provided to the contractor?		
Has the contractor seen and signed the asbestos register?		

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

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

<ul style="list-style-type: none"> Asbestos Hot working Roof working and working from height 	<ul style="list-style-type: none"> Confined spaces Breaking into pipes Excavation/ digging 	<ul style="list-style-type: none"> High voltage (seek specialist advice) Lift maintenance work Gas work
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Part 2 – Authorisation

Permit authorised by: (On behalf of Premise/organisation)	Name: Position: Signature: Date:
Permit date:	
Time:	From: To:

Part 3 – Contractor Acceptance

In signing the below, I verify that I 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.

Contractor Details:	Name of Company: Print Name: Signature: Date:
---------------------	--

Part 4 – Contractor Completed/Suspended

In signing the below, I verify that I have discharged all duties as outlined within the Permit and fulfilled all of the conditions therein.

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.

I declare that the works this permit was issued is now	Completed / Suspended (delete as required)
Contractor Details:	Print Name: Company: Signature: Date : Time:

Part 4 – Cancellation of Authorisation

Print Name:	Signature:	Company:
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On signing the above I confirm that I have ensured as far as reasonably practicable that all control measures have been completed and that I have received confirmation from the contractor that the area is free from risks associated with safe working permit.

APPENDIX 4 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.

Regulations. Please note that the list that follows is not exhaustive.

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 Regulations 2022

The Workplace (Health, Safety and Welfare) Regulations 1992

The Hazardous Waste Regulations 2005

The Construction (Design & Management) Regulations 2015

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 5

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 KCC 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's Contractor , using KCC approved contractors list 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 too.

Should you have any concerns or require any further assistance please feel free to contact KCC's Contractor.

Yours Sincerely,

APPENDIX 6

Asbestos Docubox – Table of Contents

Document
Introductory Letter from Director of Property and Infrastructure Support, Business Strategy and Support
A1 – Why do we have an Asbestos Docubox?
A2 – Site Information and Responsible Persons - Who is Who?
A3 – Responsibility Chart
A4 – What do I do when the survey arrives?
A5 – What do I have to do when planning works?
A6 – Asbestos Emergency Checklist
A7 – Fire Damage
A8 – 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">● KCC's Asbestos Management Plan – Policy and procedure for the Management of Asbestos in Buildings.
<ul style="list-style-type: none">● The latest asbestos Management Survey.

APPENDIX 7 SURVEY REQUEST FORM



Kent County Council		Survey Request Form
		Page:

To Be Completed By Person Requiring Survey:-

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

To Be Completed By Surveying Company:-

Survey Budget Cost:			
Scope Queries:			
Signed		Date	

Appendix 8 Asbestos Management Plan (AMP)

Asbestos management plan	
Name and details of site	
List buildings known or presumed to contain ACMs.	
Overview	
<p>This asbestos management plan sets out the arrangements in place to manage the risks from asbestos-containing materials (ACMs) to minimise potential harm.</p> <p>The Asbestos Management Survey (AMS) has identified ACMs to be present and the details can be found in AMS, Section 3, Executive Summary Registers, Asbestos Register. No disturbance works must be undertaken to the building fabric identified as:</p> <ul style="list-style-type: none"> - Red where asbestos has been detected or presumed or - Blue "No Access Areas" <p>The management survey did not access the fabric of the building so ACMs may be present. No work can start on the fabric of the building without an appropriate assessment for the presence of asbestos. This should include any project-specific refurbishment survey reports.</p>	
Roles and responsibilities	
Below is an outline of the roles and responsibilities for the Duty to Manage Asbestos. Please note that the duty / responsibilities at each level cannot be delegated.	
Role	Name and contact details
Dutyholder KCC has the duty to manage asbestos within buildings that it has a responsibility for. This includes but not limited to the provisions of Policy, Procedures, and training.	Kent County Council (KCC) Infrastructure Estates.Enquiries@kent.gov.uk Tel No: 0800 901 2464
Nominated person (NP). The person in control of the premises such as a Headteacher or the school Governors	
Deputy Nominated Person (Deputy NP). Supporting the NP in ensuring tasks, processes and procedures are completed on site. This would include the regular monitoring and recording of the condition of asbestos on site and the completion of KCC's statutory compliance asbestos management training modules is required. Refresher training is required every 2 years.	
Responsibility (as appropriate)	Designated role or name of person and contact details
Asbestos register and site plans <ul style="list-style-type: none"> • Preparation • Review and update 	Duty Holder via approved licensed asbestos contractor

Condition monitoring of ACMs	NP / Deputy NP
Asbestos management plan <ul style="list-style-type: none"> • Preparation • Review and update 	NP / Deputy NP
Surveys and specialist asbestos advice For example, air monitoring, bulk sampling	Duty Holder via approved licensed asbestos contractor
Management of service providers Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements, and quality checks.	Duty Holder via approved licensed asbestos contractor
Delivery of 'site asbestos information briefing' to site staff Detail the location of ACMs in specific areas they work. Include an instruction not to disturb ACMs. Explain what must be done if ACMs become damaged	1. Duty Holder via Skanska / approved licensed asbestos contractor arrange delivery of AMSR / Register to site and make NP / Deputy NP aware of the risks. 2. NP / Deputy NP provide briefing to staff.
Organising staff training Including duty to manage and asbestos awareness.	1. Asbestos Awareness & Duty to Manage - NP and Deputy NP 2. Asbestos Awareness - all staff
Pre-site arrival checks of contractors Check those undertaking asbestos work have: <ul style="list-style-type: none"> • Appropriate asbestos training • Seen the risk assessment and plan of work detailing suitable control equipment and procedures 	NP / Deputy NP
Providing asbestos information At planning stage for any refurbishment, installation, demolition work	1. NP if works are instructed / managed by site. 2. Duty holder via Project Manager if works are instructed / managed by KCC Infrastructure.
Delivery of contractor site inductions Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to: <ul style="list-style-type: none"> • verify pre-site check. • issue a permit-to-work or equivalent 	NP / Deputy NP
Collating and storing evidence. Following asbestos removal, repair work and safe site reoccupation, for example: <ul style="list-style-type: none"> • certificate of reoccupation • statement of cleanliness 	1. Duty Holder stored on K2 / Premises folder. 2. NP / Deputy NP retain records on site.

Providing asbestos register and site plans to emergency services	NP / Deputy NP																		
Resilience testing of the asbestos management plan This is to check the procedures work for a range of scenarios, for example: <ul style="list-style-type: none"> planned and unplanned work accidental disturbance of ACM 	1. Duty holder via site audits. 2. NP / Deputy NP																		
Asbestos management control arrangements Condition Monitoring																			
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. Details of the scoring system and descriptions of the characteristics please refer to KCC Asbestos Policy, Appendix 10.																			
<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="3">Algorithm Score and Risk Level Key</th> </tr> <tr> <th>Score</th> <th>Risk Level</th> <th>Inspection Frequency</th> </tr> </thead> <tbody> <tr> <td>10 or 10+</td> <td>High</td> <td>Remedial Action required</td> </tr> <tr> <td>7-9</td> <td>Medium</td> <td>Every 3 Months or on reported damage</td> </tr> <tr> <td>5-6</td> <td>Low</td> <td>Annually or on reported damage</td> </tr> <tr> <td>4 or <4</td> <td>Very Low</td> <td>Annually or on reported damage</td> </tr> </tbody> </table>		Algorithm Score and Risk Level Key			Score	Risk Level	Inspection Frequency	10 or 10+	High	Remedial Action required	7-9	Medium	Every 3 Months or on reported damage	5-6	Low	Annually or on reported damage	4 or <4	Very Low	Annually or on reported damage
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5-6	Low	Annually or on reported damage																	
4 or <4	Very Low	Annually or on reported damage																	
Access controls such as permit-to-work system, restricted areas These may be required for areas where asbestos is present or presumed and it is at risk of being disturbed																			
Please refer to KCCs Asbestos Policy and Procedures 15. Management of Installed Asbestos Containing Material: Safe Working Permits and Access Restriction – Permit to Work.																			
Maintenance tasks on ACMs that can be carried out by non-licensed, trained workers																			
Some tasks, like cleaning vinyl floor tiles, can be done by workers who have had asbestos awareness training.																			
KCC's Policy is that all works that involves Asbestos must be undertaken by a Licensed Asbestos Contractor.																			
Maintenance tasks on ACMs that can only be done with help from licensed contractors. Some tasks, for example removal of multiple damaged AIB ceiling tiles, must be done by a licensed contractor																			
KCC's Policy is that all works that involves Asbestos must be undertaken by a Licensed Asbestos Contractor.																			
Labelling of ACMs (optional) ACMs can be labelled clearly with the asbestos warning sign, or some other warning system (for example colour coding) can be used.																			

Labelling is not mandatory and may not be appropriate in some settings and should not be relied on as a standalone control measure

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. Please refer to KCCs Asbestos Policy and Procedures Section 18 Management of Installed Asbestos Containing Materials.

Controls for planned maintenance or other work on the building

The plan should identify procedures and arrangements to make sure:

- the record/register is checked in good time before the work starts.
- the information on the presence of asbestos has been understood and will be considered.
- the permit-to-work (or similar) is completed.
- the correct controls will be used.
- competent asbestos-trained contractors will conduct the work.
- handover arrangements are in place at the start and end of work.

KCC's Policy is that all works that involves Asbestos must be undertaken by a Licensed Asbestos Contractor.

Duty Holder - If works are instructed / managed by KCC Infrastructure

- Review all Plan of Works (PoW) / Risk Assessments (RA)
- Ensure HSE ASB5 has been submitted if works are notifiable.
- Appoint UKAS accredited analyst to complete 4 stage clearance independent of the contractor.
- Retain Completion letter / file and provide a copy to site.
- Update Asbestos Survey / Register and plans.

AP - If works are instructed / managed by the site.

- Review all Plan of Works (PoW) / Risk Assessments (RA)
- Ensure HSE ASB5 has been submitted if works are notifiable.
- Appoint UKAS accredited analyst to complete 4 stage clearance independent of the contractor.
- Retain Completion letter / file and provide a copy to site.
- Update Asbestos Survey / Register and plans.
- Issue Safe Working Permits to contractors who are planning to undertake other maintenance tasks (excluding asbestos remediation works) where the area is known to contain ACMs or is suspected.

Action plan for ACM removal, remediation, or ongoing management

The action plan for ACM removal, remediation or on-going management will be dependent on the risk assessment. The table below outlines what remediation works / monitoring is required. Please refer to KCC Asbestos Policy, Appendix 10.

Algorithm Score and Risk Level Key

Score	Risk Level	Inspection Frequency
10 or 10+	High	Remedial Action required
7-9	Medium	Every 3 Months or on reported damage
5-6	Low	Annually or on reported damage
4 or <4	Very Low	Annually or on reported damage

Project / Construction Management

KCC Managed

Ensure that a refurbishment / demolition survey is undertaken prior to the commence of any works and actioning the outcomes and a copy must be sent to site. Conduct a new asbestos management survey on completion of works.

School Managed

Ensure that a refurbishment / demolition survey is undertaken prior to the commence of any works and actioning the outcomes. Conduct a new asbestos management survey on completion of works. This is paid for by the school as part of the project undertakings.

Asbestos communication plan

Everyone who needs to know about the ACMs at the site, for example maintenance workers, contractors, and occupants, should be provided with information in sufficient detail.

This should include the location of ACMs and relevant arrangements set out in this management plan A communication plan can be helpful and could include:

- the strategy for sharing information about the location of ACMs on site.
- how the asbestos register is maintained as a 'live' current document.
- where information is kept
- how to access that information

what to do in the event of an accidental disturbance including emergency contacts

(Details to be provided by AP / Deputy AP)

Designated person or people	Type of information	Method of communication, who is responsible and confirmation

Arrangements for asbestos training

Determine the content of asbestos training by the role and responsibilities assigned and include

those relating to asbestos management detailed in this plan.

Asbestos awareness training is a minimum requirement for those who could disturb asbestos, such as maintenance staff or those who supervise or influence the work, but it does not allow the person to work on asbestos

Site induction training to staff / contractors will be given by the Appointed Person / Deputy identifying the locations, presumed locations and areas of no access.

Asbestos Awareness training for all staff and contractors who could potentially disturb asbestos. Staff training will be facilitated by the Duty Holder via DELTA online training. Contractors will be responsible in delivering their own training.

The appointed and deputy appointed person(s) must complete Duty to Manage Asbestos training which will be facilitated by the Duty Holder via DELTA online training.

Name	Training undertaken	Date Completed

Incident procedure

Details of what to do and who to contact if asbestos is discovered or accidentally disturbed

Emergency Procedures

If any incidents occur whereby ACMs 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 and isolated.
- Report the incident to the KCC helpdesk and nominated person named on the asbestos survey report or their deputy i.e the Headteacher.
- Consult the asbestos survey report to determine if the materials are known to contain asbestos and if they do please follow the below.
- Record names and contact details of people involved in the incident.
- KCC’s contractors will assess any situation and ensure reports are sent to KCC so notifications can be made to relevant parties i.e. The Health and Safety Executive – if they meet the reporting requirements.
- Seek advice from KCC FM if the building users have concerns and are considering closing the building or a significant part of the site.
- Ensure that a certificate of re-occupation has been issued by the contractor prior to anybody entering the site.

Contact details:

- Tel No. 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

For further information refer to KCC Asbestos Policy and Procedure Section 16, and Appendix 2 the Asbestos Emergency Checklist.

Accidental damage and incident log

Details	Action required	Responsible person	Completion date

Review and update

As a minimum, review this asbestos management plan, including register and site plans, every 12 months. It should also be reviewed if there have been changes to the organisation or personnel, use of building, any works undertaken or if any ACMs have been removed, repaired, or encapsulated.

Note: the asbestos register should be updated at any time following any action on, or deterioration of, an ACM

Update the plan, including register and site plans, accordingly.

Develop a review procedure which could include auditing sections of the plan through the year. Key aspects to check may include, how the plan has been implemented over the year, any items in the incident log have been actioned, root causes have been identified and changes implemented as necessary.

Date of plan	
Next review due date	
Plan produced by	

Relevant documents and forms

You can include supporting documents such as:

- Asbestos Management Survey and Register
- Site plans showing location of ACMs and areas not accessed where ACMs are presumed present.
- Asbestos Refurbishment survey reports
- KCC Asbestos Policy