

**ITEM No ...17.....**

**REPORT TO:** POLICY & RESOURCES COMMITTEE – 24 APRIL 2017

**REPORT ON:** MANAGEMENT OF ASBESTOS POLICY

**REPORT BY:** JOINT REPORT BY EXECUTIVE DIRECTORS OF CITY DEVELOPMENT AND NEIGHBOURHOOD SERVICES

**REPORT NO:** 157-2017

**1 PURPOSE OF REPORT**

1.1 The Control of Asbestos Regulations 2012 places a duty on the Council to manage the risk from Asbestos Containing Materials (ACM) present within Council property. This report seeks approval of the Management of Asbestos Policy detailed in Appendix 1.

**2 RECOMMENDATION**

2.1 It is recommended that the Committee approved the Management of Asbestos Policy details in Appendix 1.

**3 FINANCIAL IMPLICATIONS**

3.1 The costs associated with the management of asbestos shall be met from current budget provision

**4 BACKGROUND**

4.1 The Control of Asbestos Regulations 2012 places a duty on the Council to manage the risk from Asbestos Containing Materials (ACM) present within Council property.

4.2 The current Management of Asbestos Policy was implemented on 13 December 2011.

4.3 A review of the existing policy was carried out in light of changes to the Control of Asbestos Regulations and DCC Internal Audit recommendations. This review also identified that an Asbestos Management Plan be produced to satisfy the Control of Asbestos Regulations 2012 specifically but not exclusively Regulation 4: Duty to Manage Asbestos in non-domestic Premises. The Asbestos Management Plan produced was also designed for use in the management of asbestos in the Council's housing stock.

4.4 The Asbestos Management Plan will ensure that an asbestos register for each property is prepared and reviewed on a regular basis and that the register is located at each property for inspection by those authorised to carry out any works in the building. Appropriate risk assessments will be carried out on Asbestos Containing Materials and any required appropriate actions taken. Regular training of relevant staff will be provided.

4.5 The Management of Asbestos policy will enable the Council to discharge its duty to manage asbestos in accordance with the requirements of the Control of Asbestos Regulations 2012 and to prevent and/or control exposure to Asbestos Containing Materials (ACM) in the Council's property. The Policy supports asbestos management across the Council's property and housing estate and provides clear guidance on what action must be taken should ACM be suspected, identified, damaged or fibres accidentally released. An extract from the Asbestos Management Plan is included in Appendix 2.

4.6 The governance of asbestos management is based on auditing, monitoring, recording and reporting being carried out by the Neighbourhood Services Department for all properties within

its "dwellings" portfolio and by City Development Department for all other non-housing properties.

## **5 POLICY IMPLICATIONS**

- 5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

## **6 CONSULTATIONS**

- 6.1 All members of the Council Management Team have been consulted and are in agreement with the contents of this report

## **7 BACKGROUND PAPERS**

- 7.1 None.

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Executive Director of City Development

Elain Zwirlein  
Executive Director of Neighbour

MPG/FW/EZ/AG

6 April 2017

Dundee City Council  
Dundee House  
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## **APPENDIX 1**

### **DUNDEE CITY COUNCIL - MANAGEMENT OF ASBESTOS POLICY**

#### **1 INTRODUCTION**

- 1.1 Dundee City Council has stated its commitment, through its Health and Safety Policy, to take all steps, so far as is reasonably practicable, to ensure the health, safety and welfare of its employees and other persons at work and any others who may be affected by the Council's acts or omissions.
- 1.2 The purpose of this policy is to ensure that Dundee City Council complies with all appropriate asbestos related legislation and to establish clear guidelines to be adopted whenever asbestos is encountered in premises owned or occupied by the Council.

#### **2 POLICY STATEMENT**

- 2.1 The Council will:
- a implement an asbestos management plan, in which operational procedures will be laid down;
  - b identify a "Duty Holder(s)" who has ultimate responsibility and accountability for the health and safety performance of the property, the management of health and safety matters associated with the property, the continual monitoring of risk assessment control measures and improvement of health and safety performance. Each Duty Holder shall appoint a person to take day-to-day responsibility for managing any identified risk from Asbestos Containing Material (ACM) (i.e. the Responsible Person);
  - c maintain a Master Asbestos Register for all Council owned and occupied buildings, including the Council's housing stock;
  - d ensure that individual property Master Asbestos Registers are available to all interested parties, for all Council owned and occupied buildings, including the Council's housing stock;
  - e display signage indicating ACM where appropriate;
  - f implement a structured inspection and maintenance regime;
  - g commission licensed asbestos contractors for asbestos removal works;
  - h carry out sampling works in accordance with appropriate standards;
  - i have all asbestos analysis work carried out by a UKAS accredited body;
  - j implement occupational health procedures for all Council employees suspected of being exposed to asbestos and retain non-personal records for 40 years and all personal records indefinitely;
  - k ensure that a risk assessment in the form of a suitable Refurbishment and Demolition Survey is carried out to determine if asbestos containing materials (ACMs) are present in a structure prior to any demolition, maintenance or refurbishment work being undertaken;
  - l ensure all ACM removal work is carried out to minimise the risk to all concerned; and
  - m provide supervision of Contractor's asbestos work as defined in the Management Plan.

#### **3 INFORMATION AND TRAINING**

- 3.1 The Council will ensure that all relevant staff receives appropriate information and training on asbestos related matters.

## **4 ROLES AND RESPONSIBILITIES**

- 4.1 Executive Director of Neighbourhood Services - as the "Duty Holder" for all dwelling properties, except those dwellings within the Executive Director of City Development's property portfolio - management of asbestos for all such Council dwellings.
- 4.2 Executive Director of City Development - as the "Duty Holder" for all Council property not the responsibility of the Executive Director of Neighbourhood Services - management of asbestos for all such Council property.
- 4.3 Duty Holder - ensure that the Responsible Person has the resources, authority and competence necessary for compliance with all procedures and processes relating to asbestos and for these procedures and processes to be carried out in a correct, timely and effective manner.
- 4.4 Responsible Person – senior member of staff appointed by each Duty Holder to have day to day responsibility for ensuring that operational duties are carried out in a timely and effective manner.
- 4.5 Heads of Service - provision and management of information, competence and compilation of health surveillance records.
- 4.6 Asbestos Duty Officer – manage the suspected asbestos incident.
- 4.7 Employees - to co-operate with the employer to ensure that duties under asbestos legislation are complied with. Includes communicating any knowledge of asbestos containing materials to the Duty Holders to allow such information to be included within the asbestos register and for the appropriate management of the hazard.

## **5 REVIEW**

- 5.1 This Policy will be reviewed on an annual basis, or more frequently if required in accordance with Procedure 13 – Policy and Procedural Review. Implementation of this policy will be monitored by the Duty Holders.

## APPENDIX 2

### EXTRACT FROM ASBESTOS MANAGEMENT PLAN

#### CONTENTS

Section	Title	Revision
	Contents	28/10/16
A	Introduction	13/10/16
B	Management of Asbestos Policy	29/10/16
C	Communication Strategy	N/A
D	Procedures: 1 Asbestos Management Roles 2 Supervision 3 Competency 4 Information and Training of Council Staff 5 Suspected Asbestos Incident 6 Sampling and Analysis of Asbestos Containing Material (ACM) 7 Inspection and Maintenance of Asbestos Containing Material (ACM) 8 Visual Identification of Asbestos Containing Material (ACM) 9 Provision of Master Asbestos Register 10 Removal of Asbestos Containing Material (ACM) 11 Authorisation to Work 12 Health Surveillance 13 Policy and Procedural Audit and Review	29/10/16 19/10/16 29/10/16 13/10/16 28/10/16 29/10/16 29/10/16 29/10/16 N/A 13/10/16 29/10/16 18/08/16 26/10/16
E	<u>Appendix</u> 1 Competency Analysis Tool 2 Suspected Incident Tool 3 Alleged Exposure Record 4 Document Review Record 5 Asbestos Register Template 6 General Authorisation to Work Form 7 Supervision of Contractors and Analytical Laboratories 8 Improvement Plan	28/10/16 28/10/16 04/10/16 29/10/16 28/10/16 21/10/16 24/10/16 29/10/16

## DUNDEE CITY COUNCIL

### INTRODUCTION

- 1 Dundee City Council acknowledges the duties placed on it under the Control of Asbestos Regulations 2012 and has produced an Asbestos Management Plan specifically to satisfy Regulation 4: Duty to Manage Asbestos in Non-domestic Premises based on the requirements of all appropriate Codes of Practice, including HSE's approval and associated guidance documents for operational policies.
- 2 This Asbestos Management Plan details the operational procedures which must be followed for all aspects of work with asbestos in Council managed and occupied operational premises and housing stock, including the management of all associated and identified risks. The Asbestos Management Plan is also for use in the management of asbestos in the Council housing stock.
- 3 The Asbestos Management Plan sets out the Council's strategy and:
  - identifies the persons responsible for managing asbestos;
  - details the roles and responsibilities of all identified property users/occupiers, contractors and employees;
  - stipulates that a Master Asbestos Register is maintained and made readily available to anyone who requires a copy;
  - contains mandatory procedures and arrangements;
  - contains plans for any necessary work identified from the Risk Assessment, e.g. repair, protect or remove Asbestos Containing Materials (ACM);
  - contains the schedule for monitoring the condition of any ACM within the Master Asbestos Register;
  - contains the strategy for communicating this Asbestos Management Plan;
  - contains arrangements to ensure competency of all employees, including staff, consultants and contractors, is maintained for managing this Plan;
  - contains contingency arrangements if the main contact person for Asbestos Risk Management is not available;
  - works in conjunction with other statutory regulations, Council policies and procedures and control measures (e.g. access to properties, permits to work);
  - includes appendices which are designed for use where required; and
  - auditing the implementation of the Asbestos Management Policy and Plan.

## **ASBESTOS MANAGEMENT PLAN – PROCEDURAL DOCUMENTS**

This Asbestos Management Plan details the operational procedures to be followed for all aspects of work with asbestos in Dundee City Council owned and occupied premises. The list of Procedural Documents is as follows:

### **Procedural Documents**

- 1 Asbestos Management Roles
- 2 Supervision
- 3 Competency
- 4 Information and Training of Council Staff
- 5 Suspected Asbestos Incident
- 6 Sampling and Analysis of Asbestos Containing Materials
- 7 Inspection and Maintenance of Asbestos Containing Materials
- 8 Visual Identification of Asbestos Containing Materials
- 9 Provision of Master Asbestos Register
- 10 Removal of Asbestos Containing Materials
- 11 Authorisation to Work
- 12 Health Surveillance
- 13 Policy and Procedural Audit and Review