



PROPERTY SERVICES

ASBESTOS MANAGEMENT PROCEDURES

1.0 BACKGROUND

The property estate comprises some 105 non-housing properties, 125 housing properties and 50 radio mast sites, all of which are managed by the Property Services Department. There are also additional properties and masts leased from other landlords.

All large offices from Headquarters to Section Stations are occupied on a 24-hour/365 day basis.

There is therefore a wide range of buildings of different size, age, construction and location/environment. All are subject to regular maintenance work and many alterations/extensions and occasionally demolition.

The Department, although small, is multidisciplinary in nature comprising, Architects, Architectural Technicians, Quantity Surveyors and Property Inspectors (Clerks of Works). This is supplemented when necessary by external consultants on a project basis. Reactive and cyclic maintenance works are contracted out to term contractors managed by the Department's in-house staff.

2.0 PROCEDURES

The Department has Asbestos Management Procedures in compliance with the Force Asbestos Policy (Property). There is also a separate Force Asbestos Policy for Police Operations. The procedures take account of the scope of works and significant events likely to be encountered i.e. routine repair and maintenance work, programmed work, 'on site' discovery, post emergency and also a 'generic' procedure.

In addition, a 'Permit to Work' procedure is in place for all work not initiated by the Property Services Department. This is to ensure that proper consideration has been given to health and safety issues such as known hazards like asbestos, the effect of works on building users and systems, contractor's insurances, overlap with other works etc.

3.0 ASBESTOS REGISTER

At present all the above procedures rely on reference to several sources of information; the Register, previous contacts, personal knowledge of others.

The Register is at present paper-based containing information gathered on a reactive basis over past years. This will soon be superseded by an Electronic Register with input from a rolling programme of pro-active surveys of all properties which started in July last year.

Iain Kerr

pp Douglas Anderson
Property Services Manager



STRATHCLYDE JOINT POLICE BOARD

PROPERTY SERVICES

ASBESTOS MANAGEMENT

INTERIM PROCEDURES

STRATHCLYDE POLICE PROPERTY SERVICES

ASBESTOS MANAGEMENT

1.0 INTERIM PROCEDURES

1.1. Routine Repair and Maintenance Work

Because of the large number of repair and maintenance orders issued daily, it is not reasonable or practicable to carry out full surveys for each order as a matter of course.

The procedure, which takes account of the collective knowledge of those directly involved is as follows:- Ref Fig 3

1. A pre-order check is to be made by the Contract Administrator.

The procedures to be followed are shown on figure 3

2. Pre-work check by the Contractor. If suspect materials found, initiate the “on-site” discovery procedure.

The Contractor should ensure that all Sub-Contractors are aware of, and carry out the procedures.

No work in an asbestos area can proceed without a signed Asbestos Action Permit (form ASB2 Part 1).

3. Confirm the extent of completed work to Asbestos Register using (form ASB2 part 2).

1.2 Programmed Work

This refers to all projects which have a professional technical input e.g. Design, Specification, Bills of Quantities, Contract Tendering Procedures etc. It is the responsibility of the Contract Administrator to manage this procedure for each project.

The procedure for considering asbestos should be incorporated into the normal professional process.

Because of the availability of pre - contract ‘lead - in’ time, the opportunity exists to incorporate any Asbestos Remedial action into a Contract.

It is therefore essential that designers, specifiers, contract writers, should establish as early as possible in the process whether asbestos action will be a design factor with the consequential project implications regarding design solution, programme, contract(s) provisions, cost and maintenance in use.

The following procedure should therefore be carried out for each project. Ref. Fig 4

1.3 'On site' Discovery

This procedure is to be carried out when unforeseen suspect materials are discovered during the execution of work or as part of an emergency procedure.

The procedure is detailed on Form ASB3 'On Site' Discovery Checklist.

STEPS 1 - 6, are the responsibility of any individual Property Services employee or Contractors personnel.

STEP 7 is the responsibility of respective Property Services or Contractors Line Managers and Supervisors.

STEPS 8 - 10, are the responsibility of Property Services Line Managers and Supervisors.

The checklist should be issued to Contractors who will have the responsibility of ensuring that all relevant employees and Sub-Contractors are in turn issued with copies.

A copy should be included in all Property Services Contract documents.

1.4 Post Emergency

To be carried out by the appropriate Property Services Officer(s) acting as the responsible person(s).

This procedure would apply after an emergency situation had occurred e.g. Fire, Flood, Collapse etc involving a property which is known to contain asbestos or suspected asbestos materials.

1. Confirm that the Emergency Services have finished and that all necessary general safety measures e.g. temporary supports, barricades etc are in place.
2. Consult the Emergency Services and establish the likely area of dust spread e.g. as a result of explosion or wind.
3. Carry out the "on site" discovery procedures on Checklist Form ASB3.
4. Until a full Action Plan is in place, assume a high risk of fibre release and decide the appropriate temporary action to limit / contain the spread of asbestos fibres / dust until the appropriate permanent remedial action is decided.
5. If necessary initiate special dispensation of notice procedure with HSE.

1.5 Generic

Although the above paragraphs deal with procedures for particular types of commonly occurring work, the basic generic procedure shown on Figure 5 should be incorporated into procedures for unusual or “one-off” works.

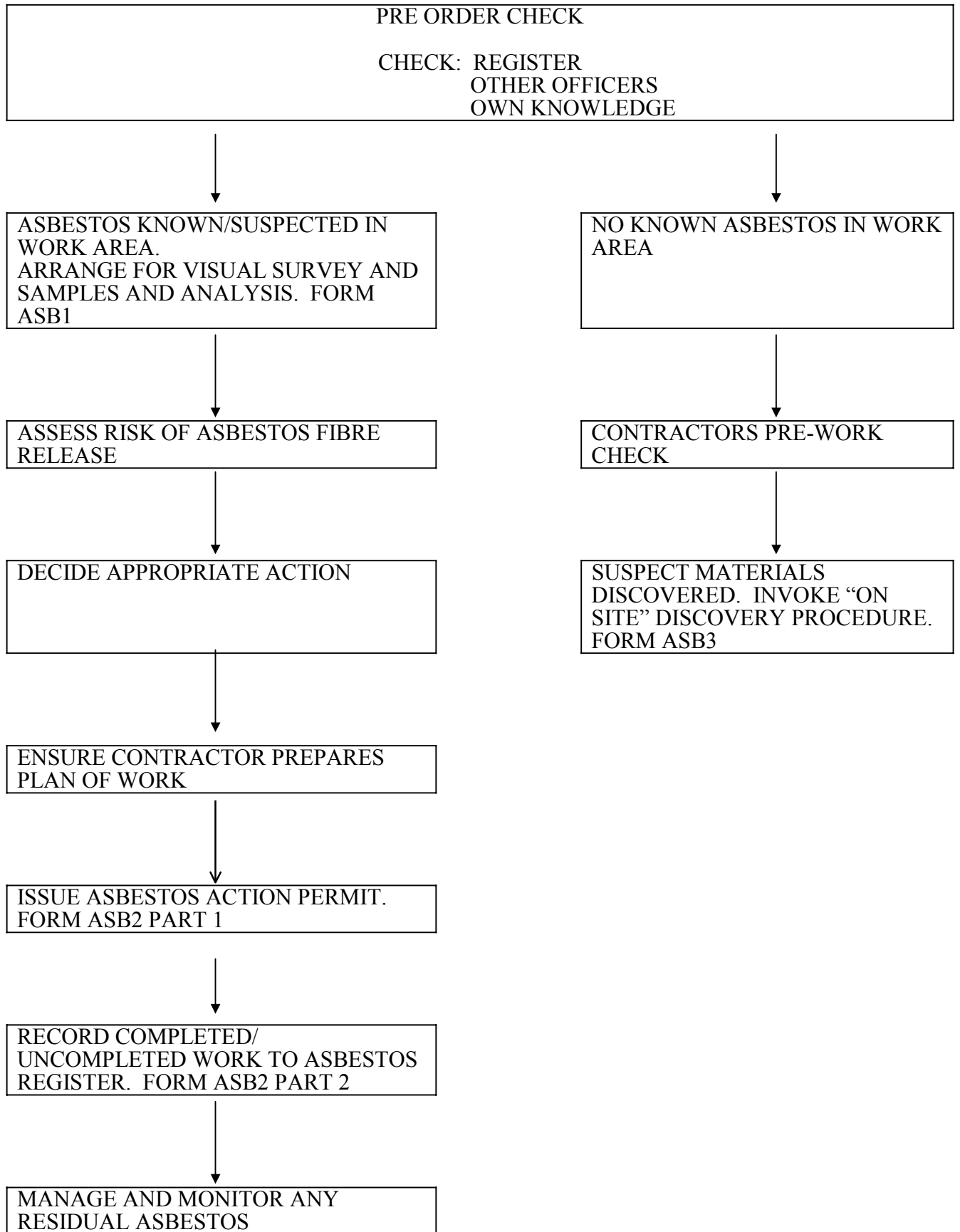
It is the responsibility of the Contract Administrator for each project to manage this procedure.

All procedures/initiatives must follow the basic sequence of

Inform → Control → Act/Monitor → Record

and must assume that suspect materials are Asbestos Containing Materials unless proved otherwise by analysis.

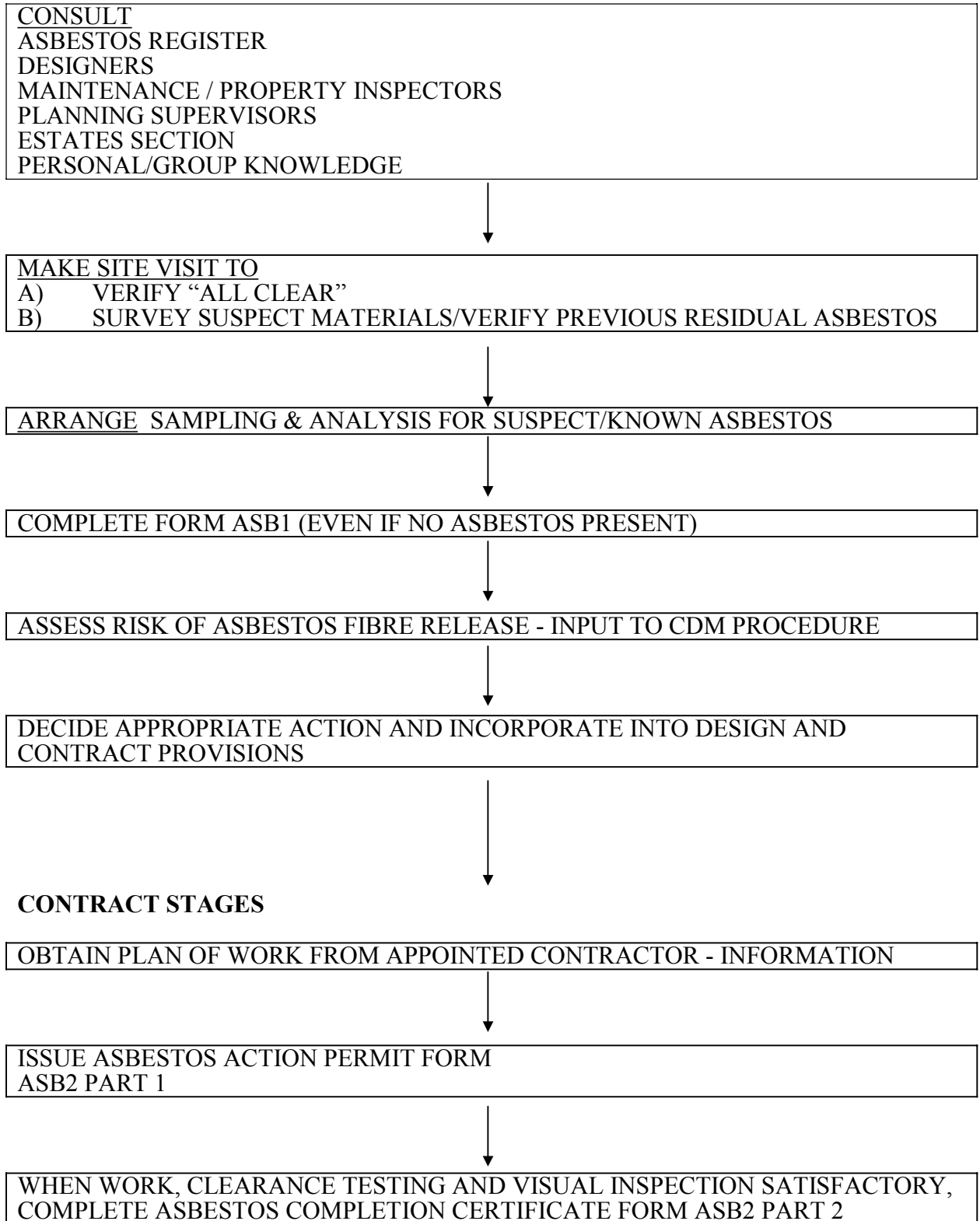
Only contractors licensed under the ASLIC Regulations should be employed for any work on material containing asbestos including asbestos cement which is not strictly required by the regulations. However this is advisable to take account of the fact that all asbestos materials, including asbestos cement, should be treated as special waste for disposal which merits the use of licensed asbestos contractor.



ROUTINE REPAIRS AND MAINTENANCE PROCEDURE

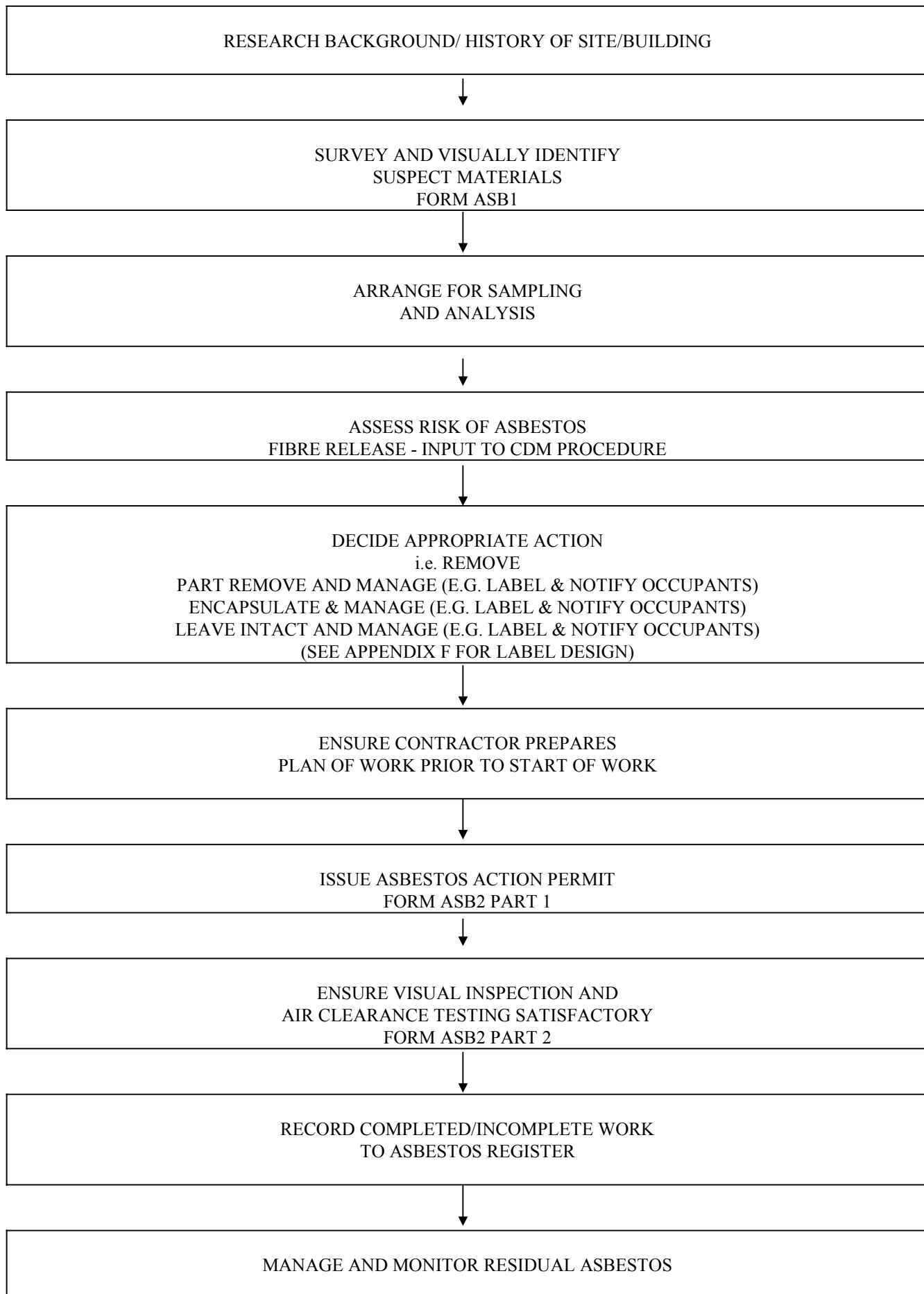
Fig 3

PRE CONTRACT STAGES



PROGRAMMED WORK PROCEDURE

Fig 4



GENERIC PROCEDURE

Fig 5

ASBESTOS IDENTIFICATION/SURVEY Sheet 1 of

One sheet to be completed for each affected room or space
 (To be completed by the Contract Administrator on finding or being informed of suspect material(s))

Premises Name and Address

.....

Description of Premises
 Use.....Occupied (Y/ N)
 Building Type.....
Reason for Report (e.g. pre-work inspection, "on-site" discovery, tenant/user report etc.)

 Inspected by Designation
 Date of Inspection.....

Location of Materials in Premises

Room or Space Name.....
 (include block, storey where applicable)

Suspect Material Ref.	1	2	3	4
Position of Material (a)				
Type of Material (b)				
Condition of Material (c)				
Dust Potential (existing) (Yes/No)				
Dust Potential (due to work) (Yes/No)				
Accessibility (good, medium, poor)				
Approx. Area/Length				

- (a) wall, floor, ceiling, window, door, fitting/fixture, duct, other(state)
- (b) I - insulation, B - board, C - coating, AC-asbestos-cement, O-other(state)
- (c) G-good, S-slight damage, B-bad damage, F-friable (loosely bound), P-painted/coated, O-other (e.g. loose due to fire or flood - state)

Samples and Analysis

(To be Arranged by the Contract Administrator. See footnote.)
 Air Sample(s) Taken by.....Date.....
 Material Sample(s) Taken by.....Date.....
 Analysis and Report(s) by.....

 Report(s) Reference(s).....
Date.....

(Attach copy to this form)

Analysis: Cr (Blue)..... % Am (Brown).....% Ch (White).....%

Type: Asbestos Cement Asbestos Insulation Asbestos Board
 Asbestos Coating Other.....

Signed:.....Designation.....
 (When completed pass copy to Asbestos Co-ordinator and Contractor.
 Await ASBESTOS ACTION PERMIT. Refer to Asbestos Procedure document.)

N.B. Material and air sampling and analysis to be by a laboratory accredited by UKAS for asbestos identification and fibre counting or other laboratory equal and approved by the Property Services Manager

ASBESTOS ACTION PERMIT

part 1

Required when asbestos presence confirmed - form ASB 1.

One permit for each Report Sheet

(To be completed by the Contract Administrator and passed to the Contractor.

One copy to the Asbestos Co-ordinator and the Head of the Establishment (person 'in charge' of the property e.g. Superintendent, Chief Inspector, Duty Officer)

Premises name and Address

Room or Space

Remedial Action (circle)

- 1. Remove Completely
- 2. Remove Part - state management of residual asbestos.....
- 3. Seal or Encapsulate
- 4. Enclose
- 5. None - state management arrangements e.g. labelling, informing user, monitoring inspections etc.

Plan of Work (Method Statement) Required when actions 1-4 apply.

(Only Contractors' licensed in accordance with The Asbestos (Licensing) (Amendment) Regulations 1998 may be employed).

Contractor's Name and Address

Contractor's Method Statement Received on.....(Date)

HSE/EHD Notified by Contractor on(Date)
(must be min 14 days before start of work except for special dispensation procedure in the case of genuine emergency)

The above work is permitted to commence on.....(Date)

Signed.....Designation.....Date.....

ASBESTOS COMPLETION CERTIFICATE

part 2

Required when remedial action in part 1 completed.

(To be completed by the Contract Administrator. Copies to the Asbestos Co-ordinator, Contractor and the Head of the Establishment (person 'in charge' of the property e.g. Superintendent, Chief Inspector, Duty Officer)

All work carried out.....Yes / No (circle)

If No above state:-

- 1. Reasons and extent of work done.....
- 2. Management of residual asbestos.....

Clearance Test Results.....(attach)
(see footnote)

Consignment Notes.....(attach)

Work Completed Satisfactorily Signed.....Date.....

Designation.....

N.B. Material and air sampling and analysis to be by a laboratory accredited by UKAS for asbestos identification and fibre counting or other laboratory equal and approved by the Property Services Manager.

ASBESTOS 'ON-SITE' DISCOVERY CHECKLIST

(Refer to the Procedure Document for applications)

STEPS 1-6 - ALL INDIVIDUALS (Property Services or Contractor's)

- ± 1. Stop all work in the area.
- ± 2. Remove and keep all persons out of the area.
- ± 3. Close or seal or lock off the area where practicable.
- ± 4. Do not remove any equipment or materials.
- ± 5. Prepare and prominently display a warning sign(s) with the following wording :-
'POTENTIAL ASBESTOS HAZARD - KEEP OUT'
The lettering is to be a minimum of 50 mm(2") high in capital letters.
- ± 6. Telephone a Senior Manager in Property Services and notify your own Line Manager or Supervisor.

STEPS 7-10 - LINE MANAGERS and SUPERVISORS

- ± 7. The Line Manager or Supervisor (Property Services or Contractor's) notifies :-
 - (a) The Head of The Establishment (person 'in charge' of the property e.g. Superintendent, Chief Inspector, Duty Officer)
 - (b) Strathclyde Police Senior Safety Advisor.
 - (c) A Senior Manager in Property Services
- ± 8. Property Services (Contract Administrator) will :-
 - (a) Arrange for a survey, sample(s) and analysis to be carried out - Form ASB 1.
 - (b) Keep the Head of The Establishment / Responsible Person for the property informed.
 - (c) Pass a copy of the completed Form ASB 1 to the Asbestos Co-ordinator.
- ± 9. On receipt of the Analysis results, Property Services (Contract Administrator) will :-
 - (a) Assess the potential for Asbestos Fibre Release.
 - (b) Decide the required Asbestos Remedial Action taking into account all site- wide factors.
 - (c) Issue ASBESTOS ACTION PERMIT (Form ASB 2 part 1) to the Contractor after receipt of a satisfactory Plan of Work (Method Statement).
 - (d) Advise the Head of The Establishment / Responsible Person of the proposed Asbestos Remedial Action.
- ± 10. On receipt of the ASBESTOS COMPLETION CERTIFICATE (Form ASB 2 part 2) Property Services (Contract Administrator) will :-
 - (a) Confirm to the Contractor that the area is clear for re-commencement of the original work.
 - (b) Advise the Head of The Establishment / Responsible Person that the Asbestos Remedial Work is complete or of any residual asbestos and the Management Arrangements for it, e.g. labelling and periodic inspection.
 - (c) Send a copy of the completed Form ASB 2 parts 1 and 2 to the Asbestos Co-ordinator.