

**Processes and Procedures  
for the Management of  
Asbestos in  
Carmarthenshire County  
Council Premises**

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## BACKGROUND.

Carmarthenshire County Council was formed in 1996 as a result of Local Government Reorganisation in Wales that brought together three District Councils and part of a County Council. The result was the formation of the third largest Unitary Authority in Wales geographically covering approximately 2400sq.km with an annual budget in excess of £400million. Carmarthenshire has a diverse landscape, economy and culture covering both urban and rural conurbations managing service delivery to over 170,000 residents the majority of which live in the urban areas.

The authority has a diverse property portfolio which includes some 11,500 tenanted domestic premises and 1300 or so non housing premises (approx 5,500 individual buildings) comprising schools, daycentres, residential homes, libraries, leisure centres museums, administrative buildings, depots, farms along with commercial and industrial premises which in the main are leased out. In addition the authority leases in properties from external providers that are occupied by staff employed by the authority. Responsibility for the management of the property portfolio within the authority is split between Housing Services and Property Services with the latter being responsible for all of the non-housing portfolio but until recently had no responsibility for budgetary provision or for determining programmes of work etc. Additionally individual officers within service departments were able to procure works to premises they occupied.

## **1 HISTORY OF ASBESTOS MANAGEMENT.**

Whilst the individual authorities pre 1996 had their own systems in place it was clear that these relied heavily on individual officers knowledge and experience of the whereabouts of asbestos, processes to be followed and information to be provided. There was no documentary evidence/information available at all.

With the introduction amendments to CAWR in 1997 and in particular those in 1999 along with working practices it was clear that the processes in place within the authority were far from being acceptable and that there was a need for systems to be put in place to address the issues at hand. As a result the authority's insurers were commissioned to carry out and review arrangements in place for managing the risk arising from asbestos in the non-housing portfolio. The findings of the review confirmed that the arrangements were likely to fall short of the then existing and proposed legislative requirements and that the authority were vulnerable to enforcement action from the HSE

Unfortunately before progress could be made on implementing the recommendations of the report some minor works were undertaken within premises at which asbestos products were known to be present but the information was not passed on to the appointed contractors resulting in some of the sub contractors employees entering a restricted area. As a result the authority were prosecuted by the HSE under sections 2 and 3 of the Health and Safety at Work Act

## 2 A NEW APPROACH.

A review of the processes clearly identified the need for a new strategic approach to the management of asbestos corporately and as a result Property Services were charged to:

- Prepare an asbestos management policy along with procedures for the non housing portfolio
- Prepare a prioritised action plan to survey buildings under it's control
- To manage the implementation of the plan
- Be responsible for compiling, maintaining and making available suitable asbestos registers and building specific risk assessments and management plans
- Train staff to varying degrees on asbestos awareness
- Implement and monitor and audit the operation of the Asbestos Policy and Procedures

During the course of setting up procedures the HSE consultation document on the proposed further amendments to CAWR was published and it was decided that any processes and policies to be adopted by Carmarthenshire County Council would be based on the consultative document but subject to any amendments as may have been required after publication of the actual legislation.

## 3 POLICY AND PROCEDURES.

A comprehensive policy and procedures document was prepared and finally adopted by Council in November 2001 which amongst other issues included:

- Recognising the responsibilities of the Authority
- A statement that the policy would apply to **all** buildings and **all** individuals employed and/or engaged by the Authority **without exception**
- establishing an asbestos register and management system
- making relevant staff and contractors aware of areas requiring care or special procedures

- recognising the need for asbestos awareness training of staff
- ensuring that Contractors and Sub Contracts are informed of asbestos containing materials which may be disturbed during a contract or work procedure.

The policy covers all the important points of the current legislation/regulation, and further defines in great detail responsibilities for the Authority and for individual named job positions/roles within the Authority in particular:

- Asbestos Co-ordinator
- Asbestos Surveyors and Asbestos Inspectors
- Senior Property Inspectors and Property Inspectors
- Corporate Health and Safety Adviser
- Project Managers/Designers/Architects
- Premises Managers
- Staff, Officers, etc.
- General Contractors and Sub Contractors
- Asbestos Removal Contractors and Sub Contractors
- Analysts and Surveyors

The document further identified that *“Responsibility for the implementation of the Policy and Procedures, along with the management of asbestos containing materials, will rest with the Director of Operations through the Authority’s Property Services Section.”*

The **Asbestos Co-ordinator** is specifically charged with:

- programming the asbestos surveys
- implementing an effective asbestos management system
- advising on appropriate training and induction (in liaison with Corporate and Departmental training staff)
- implementation of asbestos awareness training seminars,

- ensuring the Authority remains at the forefront of best practise in asbestos management.

The Policy is further supported by detailed Procedures for:

- Project or planned work (appendix 1),
- Previously unidentified, disturbed or damaged asbestos (appendix 2),
- Authorisation to work procedures (appendix 3).

The Policy and Procedures was drawn up specifically to ensure correct asbestos work procedures, give more than adequate protection to staff, contractors, visitors, the general public and, not least, to the Authority itself. A copy of the Policy and Procedures document has been posted on the Authority's Intranet site, which is accessible to all staff.

Additionally the policy and subsequent changes to the financial regulations specifically prohibit any work in the authority's non-housing portfolio without prior consultation with and authorisation from Property Services

## **4 SURVEYS.**

Due to the large numbers of properties utilised by the authority it is impossible for all to be surveyed for asbestos at once and to address this a programme of surveys has been prioritised based on the type of premises, occupation, timetable for programmed works along with high risk areas.

All premises will be surveyed in due course but until the reports are available all properties not surveyed are assumed to contain asbestos. However, other than in cases where emergency works are required no works are to progress without the area in questioned has been examined and determined as to whether any asbestos containing materials are present by sampling and analysis as may be appropriate.

With the exception of specific sampling as and when required which is carried out by trained in house surveyors all surveys are carried out by UKAS accredited Surveyors and Analysts.

## **5 TRAINING.**

Within the adopted Policy there is a clear statement that the authority will embark on staff training programme.

Since late 1999 Carmarthenshire County Council have been carrying asbestos training aimed at specific individuals/roles. Whilst initially the training was designed for and aimed at individuals who would be responsible for asbestos management others such as maintenance officers, designers, architects, works supervisors etc were also given a number of full day awareness courses. The Authority currently employs 3 fully qualified asbestos surveyors who report directly to the Asbestos Co-ordinator.

Additionally an ongoing programme has been implemented to give awareness training to head teachers, premises managers and anyone with responsibility for premises or could procure works to premises. These take the form of a half day course that has been carefully planned, having an input from an external specialist to give an overview on the uses, hazards, real risks etc associated with asbestos along with the Asbestos Coordinator who presents the authority's policy and procedures. The advantage in this approach is that all of Carmarthenshire County Councils staff will receive exactly the same information and the same message. To date over 500 members of staff from a wide-ranging background have attended these courses.

Currently training programmes are also being developed for contractors in order to highlight to them their responsibilities and duties and also specific 'toolbox' talks to tradesmen and operatives.

There are also plans to give all new employees to the authority, particularly those with responsibilities for premises or may be able to carry out or procure works to premises immediate induction training followed by attendance on the programmed corporate awareness courses.

All training is recorded and the records are held centrally.

## **6 MANAGEMENT SYSTEM.**

In order to effectively manage, a software package has been procured and developed to link in with the property management system that flags up as to whether or not asbestos is present in a specific building. Any interrogation of the system is recorded and becomes auditable and is currently being developed to be accessible via the intranet system from any of the authority's sites that have a link and will ultimately be widely available via an user specific password on the authority's web site. The asbestos management system records data in accordance with MDHS 100.

Whilst a proprietary asbestos management system was procured it has been specifically further developed and tailored to suit the authority's requirement.

## **7 MANAGEMENT PLANS.**

The high level management plan adopted by the authority is that no works are carried out in any premises without prior consultation with and approval from Property Services. Although this may seem laborious and time consuming it has however addressed the issues.

All asbestos surveys carried out are reported in a format specifically developed by the authority irrespective of who actually carries out the survey. The information is populated into the asbestos management system and a hard copy is held centrally at Property Services. A second hard copy of the survey is incorporated into the written management plan along with a copy of the policy document. In addition the management plan prominently highlights non-accessible areas, maintenance regimes, copies of certificates, drawings etc. Any person who carries out work in any premises must sign and record in the management plan that they have inspected the asbestos register. The management plan developed for a specific site is held at that site.

Each premises has a designated responsible person and the Management Plans are delivered to every site and handed over to a designated person who receives approximately 1.5 –2hrs training in their use, recording mechanisms, procedures etc. On completion of the training that persons signs receipt of the document and for accepting responsibility to ensure that processes are adhered to for that site. Prior to documents being delivered to site the designated responsible person must have attended the corporate half-day awareness course.

## **8 JOB ORDERS.**

All works orders are raised for the non-housing portfolio via the property management system. When an order is raised the system will flag up as to whether there are any asbestos issues on a particular site and if so the operator will interrogate via direct links the asbestos management system. Once established the operator will attach the appropriate asbestos clause to the works order, which will highlight any issues, detail processes etc to the contractor and his workforce. For any works requisitioned from the Direct Service Organisation the information is automatically transferred electronically and incorporated on the works ticket to the tradesman. For works requisitioned from external contractors the information is contained on the hard copy order. All orders raised contain an appropriate asbestos clause

For planned or programmed works in addition it is a pre-requisite that prior to any works being allowed to commence on site that the contractor confirms in writing to the project manager that any available information relating to asbestos containing materials that may be present anywhere on the site they are working on, whether likely to be disturbed or not, has been conveyed to all personnel employed on that site by the principal contractor either directly or sub-contracted.

## **9 AUDIT.**

All systems and procedures in use for the management of asbestos within the authority are regularly audited. These include audits of contractors, surveyors, analytical companies etc. Whilst to date all audits have been carried out internally there are plans for regular audits to be carried out by an external organisation.

Programmes have been developed and have currently progressed on auditing surveys and management plans already in place.

## **10 EMERGENCY PROCEDURES.**

If during the course of any works, suspect materials are discovered or should there be any accidental exposure, contractors are instructed that all operations must be immediately suspended and the Property Services Help Desk contacted 24/7 on a central telephone number for instruction or recommendations, which may include informing staff and building users and clearing the site.. Property Services will arrange for the necessary analytical work, air-monitoring tests etc. as may be appropriate.

## **11 THE FUTURE.**

Following the success of the processes and procedures implemented for the non – housing portfolio the Authority are now bringing together the management procedure for the complete portfolio and similar process will be applied throughout.

Hywel Harris  
Property Services Manager  
Carmarthenshire County Council

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## APPENDIX NO.1.

### Procedures for Project of Planned Works

#### 6.0 PROCEDURES FOR PROJECT OR PLANNED WORKS

- 6.1 All Project Managers, Property Inspectors and Officers in Charge of premises **must** consult with Property Services to request information on asbestos containing materials **BEFORE** a project or item of work starts.
- 6.2 Request for information must be made by completing the Asbestos Information Request Form along with a detailed description of the proposed works, copies of drawings and cost codes etc. A minimum of 6 weeks must be allowed to enable surveys, sampling, analysis and reporting to take place. No request will be programmed until such time as all required information is provided.
- 6.3 Recommendations made by the Property Services Section must be incorporated into any proposed works. All Risk Assessments and Method Statements for dealing with Asbestos- containing materials must be strictly in accordance with and in the format contained in the Control of Asbestos at Work Regulations, a template of which is contained in Appendix 5.
- 6.4 If during the course of any works, suspect materials are discovered, then all operations must be immediately suspended and the Property Services Help Desk contacted for instruction or recommendations, which may include informing staff and building users and clearing the site. Property Services will arrange for the necessary analytical work, air monitoring tests etc. as may be appropriate. The cost of any such action will be charged to the project.
- 6.5 Within 7 days of work being carried out and/or completed on asbestos containing

material details of the work along with appropriate dates must be submitted to the designated Asbestos Co-ordinator.



Please forward to :-

Property Services Section  
Parc Myrddin  
Carmarthen  
SA31 1DS

Tel: 01267 228228 Fax: 01267 228200

### ASBESTOS INFORMATION REQUEST FORM

Establishment Name: _____	Estab No: _____
Address: _____ _____	
Telephone No: _____	Contact on Site: _____

Location of Proposed Works: _____	Block No: _____	Room No. _____
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Description of Proposed Works   
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Type of Survey required:	<b>Type 2</b>	<b>Type 3</b>
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Please arrange to provide information and/or sample and analyse the materials as described in the above location.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Signed: \_\_\_\_\_

Please enclose the following information:-

- |  |   |
|--|---|
| <input type="checkbox"/> Location plan                 | <input type="checkbox"/> Building layout plan |
| <input type="checkbox"/> Details of any proposed works | <input type="checkbox"/> Financial Code       |

**Note:** Surveys will not be progressed until all of the above information has been provided.

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(A minimum of 6 weeks is required for asbestos sampling/analysis and information)



*For Property Services Use Only:*

**ENQUIRY NO.**

**13**

**APPENDIX NO.2.**

Procedures for previously identified, disturbed or dangerous asbestos.



**Please forward to:-  
Property Services Division  
Parc Myrddin  
Carmarthen SA31 1DS  
Tel: 01267 228228  
Fax: 01267 228200**

**SUSPECT MATERIAL NOTIFICATION FORM**

Establishment Name: \_\_\_\_\_ Estab No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ Contact on Site: \_\_\_\_\_

Location of Suspect Material Block No:	Room No.
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Description of Suspect Material
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How was the material discovered?
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Has the Officer in Charge/Headmaster/Building Manager been advised of the presence of suspect material? **YES/NO**

Have any precautionary actions been taken? <b>YES/NO</b> If Yes Please specify remedial action taken
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Please arrange to provide information and/or sample and analyse the materials as described in the above location.

Name: \_\_\_\_\_

Please enclose the following information:-

Address: \_\_\_\_\_  
\_\_\_\_\_

Location Plan  Building layout plan

Details of any propose works  Financial code

Tel: \_\_\_\_\_

**Note:** Surveys will not be progressed until all of the above information had been provided.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**(A minimum of 6 weeks is required for asbestos sampling/analysis and information)**



For Property Services Use Only

**Enquiry No:**

## 14

## APPENDIX NO.3.

### Authorisation to Work Procedures

#### 7.0 AUTHORISATION TO WORK PROCEDURES

7.1 **Under no circumstances shall any work with or to any material that may contain asbestos take place without prior consultation with Property Services.**

7.2 Authorisation to Work procedures are to be introduced in conjunction with this policy and will apply to all works that are **not** specified and monitored directly by Property Services. These procedures will require premise managers/project managers to obtain formal, written approval for any works, which they propose to undertake.

7.3 The attached flow chart in Appendix 3 sets out the procedures for consultation and approach.

7.4 Premises Managers/Project Managers are required to

- (i) undertake prior consultation with Property Services regarding any works including those which may impinge on Planning, Building Regulations or any other statutory requirements. Where any works do infringe on such statutory requirements then copies of any approved documentation must be required by Property Services for record purposes.

- (ii) Fully comply with the Authority's Asbestos Policy and Procedures and follow authorisation to work procedures in relation to asbestos containing materials.
- (iii) ensure that the work will be undertaken by suitably competent persons, using compatible components or materials to ensure safe operation and function.
- (iv) ensure that the Contractors and Sub Contractors appointment and management is in strict accordance with the Authority's standing orders and policy on the selection and management of Contractors and Sub Contractors. To enable consideration of any proposal the premises manager/project managers shall submit a duly completed "Authorisation to Carry out Work Request Form" and must ensure that:-
  - (a) all details on the form to be completed.
  - (b) a comprehensive description of the works supported by a specification of materials, drawings or any other documentation sufficient to adequately describe the intentions.
  - (c) details of the time-scale of the project i.e. anticipated commencement/completion dates.
  - (d) where appropriate details of the intended designer.
  - (e) details of the intended contractor.

7.5 To monitor and audit compliance of the works at any time, Property Services reserves the right to visit the premises and shall be afforded:-

- (i) access to all parts of the building.
- (ii) inspection of records relating to all works undertaken which should show for example compliance with standing orders, e.g. copies of tenders/quotes, compliance with health and safety issues, details of inspections, servicing and testing.



Please forward to:-

**Property Services Division**  
**Parc Myrddin**  
**Carmarthen SA31 1DS**  
**Tel: 01267 228228**  
**Fax: 01267 228200**

**AUTHORISATION TO CARRY OUT WORK REQUEST FORM**

**Establishment Name:** \_\_\_\_\_ **Estab No.** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Location of Works:** \_\_\_\_\_

**Block No:** \_\_\_\_\_ **Room No:** \_\_\_\_\_

**Description of Proposed Works:**

**Drawings Submitted :** Yes/No **Drawing No(s):** \_\_\_\_\_

**Specification Submitted:** Yes/No

**Asbestos Information Request Form submitted :** Yes/No

**Has a contractor been appointed:** Yes/No **Name of contractor:** \_\_\_\_\_

**Job Order No:** \_\_\_\_\_

**Commencement Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

*Please allow a minimum of 6 weeks for response and issue of any certificates by Property Services*



**Enquiry No:**



Please forward to:-

**Property Services Division**  
**Parc Myrddin**  
**Carmarthen SA31 1DS**  
**Tel: 01267 228228**  
**Fax: 01267 228200**

### AUTHORISATION FOR WORK CERTIFICATE

Name of Establishment: \_\_\_\_\_ Estab No: \_\_\_\_\_  
 Premises Manager: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
 Location of Work: \_\_\_\_\_ Room No: \_\_\_\_\_  
 Block No: \_\_\_\_\_ Enquiry No: \_\_\_\_\_

Description of Works:

### CONTRACT DETAILS

Contractor: \_\_\_\_\_  
 Commencement Date: \_\_\_\_\_ Duration of Works: \_\_\_\_\_ (weeks)  
 Asbestos Present: **YES/NO** Air Test Required: **YES/NO**  
 Method Statement Submitted: **YES/NO (If Yes, Date of Submission)** \_\_\_\_\_

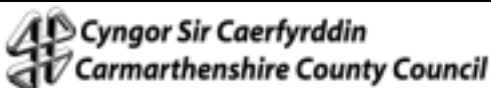
**Authorised by:**

**Name :** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Circulation:**

- Top copy - Originator of Report**
- 2<sup>nd</sup> Copy - Property File**
- 3<sup>rd</sup> Copy - Asbestos Register**
- 4<sup>th</sup> Copy - Services Dept**

Although every effort has been made by the survey team to examine all materials, it cannot be guaranteed that all asbestos based materials have been located and identified. Some materials may well be hidden within the fabric of the building. Materials behind wall/floor/ceiling finishes such as all tiles, plaster walls, under woodblock or concrete flooring or behind asbestos sheeting have not been examined. Fire doors have not been tested during the survey and may not contain asbestos based materials. Any work should be controlled by a competent person who has attended an asbestos awareness course. This approval that works may proceed does not imply that the Authority is party to any of the responsibilities associated with the design and execution of the works which will remain with the applicant and his appointed designer as may be applicable.



For Property Services Use Only

**Enquiry No:**