Dear Sir/Madam,

The Cabinet Member for Central Services (Councillor A.A. Lloyd) is to consider the following report and make a decision on Tuesday, 15th April, 2014 at 4.00 p.m. in the Council Chamber, Town Hall, Nuneaton.

Yours faithfully,

ALAN FRANKS
Managing Director

**AGENDA**

**PART I**

**PUBLIC BUSINESS**

1. **EVACUATION PROCEDURE**

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside the Yorkshire Bank on the opposite side of the road.

Exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.
2. **PUBLIC CONSULTATION** - Members of the public will be given the opportunity to speak on specific agenda items if notice has been received.

3. **DECLARATIONS OF INTEREST** - To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members’ Code of Conduct.

   **Note:** Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

   Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

   Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

   **Note:** Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.

   Where a Member has a Deemed Disclosable Interest, the Council’s Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.

4. **CORPORATE ASBESTOS POLICY AND ASBESTOS MANAGEMENT PLAN** - report of the Director – Assets and Street Services attached. *(Page 3).*
**Date:** 15th April 2014  
**Subject:** Corporate Asbestos Policy and Asbestos Management Plan  
**Portfolio:** Central Services [Councillor A. A. Lloyd]  
**Summary:** To seek approval for a revised Corporate Asbestos Policy and Asbestos Management Plan to be introduced in order to allow the Council to carry out asbestos management activities in a systematic and consistent way and which meets with the requirements of the Control of Asbestos Regulations 2012 and relevant Approved Codes of Practice.  
**Recommendations:** That the revised Corporate Asbestos Policy and Asbestos Management Plan attached as Appendices 1 and 2 to this report be approved for adoption with effect from Wednesday 16th April 2014.  
**Reasons:** To allow the Borough Council to carry out asbestos management activities in a systematic and consistent way and which meets with the requirements of the Control of Asbestos Regulations 2012 and relevant Approved Codes of Practice.  
**Options:** Agree the recommendation.  
Do not agree the recommendation.  
**Subject to call-in:** Yes.  
**Forward plan:** No  
**Corporate priorities:** Aim 3 Priority 2
| **Relevant statutes or policy:** | Control of Asbestos Regulations 2012.  
|                                 | Health and Safety at Work Act 1974 |
| **Equal opportunity implications:** | No direct implications. |
| **Human resources implications:** | The Corporate Asbestos Policy and Asbestos Management Plan sets out how the Borough Council will deal with Asbestos Containing Materials in its various building, including its housing stock, in as safe a manner as possible in order to protect the health and safety of its own employees and those of external contractors. |
| **Financial implications:** | The delivery of the Corporate Asbestos Policy and Asbestos Management Plan will be met from within existing resources as specific budgetary provision has been made for the current and future years. |
| **Health inequalities implications:** | No direct health inequality implications. |
| **Risk management implications:** | Failing to meet its responsibilities under the Control of Asbestos Regulations 2012 would place the health of employees, service users and tenants at risk as well as putting the Borough Council at significant risk of prosecution by the Health and safety Executive [HSE]. |
| **Environmental implications:** | Failure to ensure the appropriate management of asbestos, in line with the requirements of the Control of Asbestos Regulations 2012 could have significant environmental implications. |
| **Legal implications:** | The main legal implication is the requirement for the Borough Council to discharge its responsibilities under the Control of Asbestos Regulations 2012. |
| **Contact details:** | Brent Davis – Director – Assets and Street Services.  
| | 024 7637 6347  
| | Or  
| | Dave Hinton, Asbestos Manager  
| | 024 7637 6298 |
AGENDA ITEM NO. 4

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Councillor A. A Lloyd  14th April 2014
From: Director – Assets Street Services
Subject: CORPORATE ASBESTOS POLICY AND ASBESTOS MANAGEMENT PLAN
Portfolio: Central Services

1. Purpose of Report

1.1 To seek approval for a revised Corporate Asbestos Policy and Asbestos Management Plan to be introduced in order to allow the Council to carry out asbestos management activities in a systematic and consistent way and which meets with the requirements of the Control of Asbestos Regulations 2012 and relevant Approved Codes of Practice.

2. Recommendations

2.1 That the revised Corporate Asbestos Policy and Asbestos Management Plan attached as Appendices 1 and 2 to this report be approved for adoption with effect from Wednesday, 15th April, 2014.

3. Background

3.1 The Control of Asbestos Regulations 2012 came into force on 6th April, 2012, updating the previous Control of Asbestos Regulations 2006 to take account of the European Commission’s view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

3.2 The Control of Asbestos Regulations 2012 contain a ‘duty to manage asbestos’ in non-domestic premises. The duty to manage is directed at those who manage non-domestic premises, i.e. the people with responsibility for protecting others who work in such premises, or use them in other ways, from the risks to ill health that exposure to asbestos causes. They also contain new requirements for certain types of non-licensable work with asbestos on notification of work; designating areas where you are working on asbestos; medical surveillance and record keeping.

3.3 The duty to manage asbestos requires “dutyholders” to:
• Take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in;
• Presume materials contain asbestos unless there is strong evidence that they do not;
• Make, and keep up-to-date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos;
• assess the risk of anyone being exposed to fibres from the materials identified;
• Prepare a plan that sets out in detail how the risks from these materials will be managed;
• Take the necessary steps to put the plan into action;
• Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
• Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

3.4 The duty to manage covers all non-domestic premises. Such premises include all industrial, commercial or public buildings such as factories, warehouses, offices, shops, hospitals and schools. Non-domestic premises also include those 'common' areas of certain domestic premises: purpose-built flats or houses converted into flats. The common areas of such domestic premises might include foyers, corridors, lifts and lift-shafts, staircases, roof spaces, gardens, yards, outhouses and garages

3.5 However the Borough Council also has a more general duty of care to keep its employees, contractors, members of the public and tenants of its housing stock safe and this includes taking all reasonably practical steps to prevent them being harmed by asbestos. To this end the requirements of the duty to manage asbestos extends to all parts of our housing stock including individual dwellings.

3.6 In order to allow the Borough Council to ensure, as best as it can, that it is complying with the requirements of the duty to manage asbestos listed in paragraph 3.3 above, we have had an Asbestos Management Policy and Asbestos Management Plan in place for some years. However, in line with the penultimate bullet point in paragraph 3.3 of this report, the existing Asbestos Management Policy and Asbestos Management Plan have been reviewed over the last few months.

3.7 The versions of the Asbestos Management Policy and Asbestos Management Plan at Appendices 1 and 2 to this report have been agreed by the Borough Council’s Health and Safety Co-Coordinators Group [“HASCOG”] to be presented to the Cabinet Member for Central Services for formal approval.

Brent Davis
Nuneaton and Bedworth Borough Council

CORPORATE ASBESTOS POLICY

(001)

April 2014

Related Documents: -

002. Corporate Asbestos Management Plan
003. Corporate Asbestos Procedures Manual
Introduction

This document sets out the approach of Nuneaton and Bedworth Borough Council to ensure the safe management of asbestos present in all the buildings owned, occupied and otherwise used by the Council and in particular those in which people work and live.

The document has been produced under the framework of the Council’s Health and Safety Policy in order to:

- Provide specific detail of the Authority’s commitment to ensure safe management of asbestos.
- Set out arrangements necessary to achieve safe management.
- Provide detailed procedures for the conduct of activities that involve contact or work either with or in the vicinity of asbestos containing materials (ACMs).

Background

Asbestos is a generic term used to describe a group of naturally occurring fibrous silicate minerals. The fibres have been used in building materials and other products due to their physical and chemical properties that make them ideal for a wide variety of uses, which include:

- ceiling tiles
- cement pipes, flues, rainwater goods and sheets
- electrical components
- fireproofing products
- floor tiles
- friction linings
- insulating board
- roofing products - slates and felts
- textile products - fire blankets, heat protective suits and oven gloves
- thermal and acoustic insulation.

Asbestos related lung diseases, mainly cancers, can result from inhaling fibres, which kill more people than any other specific work related illness. The disease can take from 15 to 60 years to develop so that individuals exposed to fibres are not immediately aware of any change in their health. There are no known cures for asbestos related diseases.

Provided that asbestos products in buildings are in good condition and sealed or otherwise protected and are not in a position vulnerable to damage then they are unlikely to release fibres and as such are safe to leave in place, manage and maintain. This is an issue which is recognised by Nuneaton and Bedworth Borough Council and which represents a major consideration and influence in the formulation of this document. Furthermore, the Council recognises that the unnecessary removal of asbestos that is in good condition is a misuse of financial resources and could lead to an increased risk of exposure in the short term.

Nuneaton and Bedworth Borough Council operate/own a wide range of property which comprises mainly of:

- Public Buildings
- Industrial premises and shops
- Leisure and amenity buildings
• Housing including older person complexes and homeless hostels

This document replaces all previous asbestos management policy and procedure documents adopted by the Council.
Statement of Policy

Nuneaton and Bedworth Borough Council are committed to comply with all current Legislation, Approved Codes of Practice and all Health and Safety Executive Guidance Notes relevant to the safe management of asbestos across the whole range of its services and premises. As a result the Council is committed to take all measures necessary to ensure that any exposure to asbestos is prevented or where this is not practicable or possible, reduced to the lowest level possible.

To facilitate a coordinated and effective approach to the safe management of asbestos across all of the Council’s services, the Council has established an Asbestos Management Group (AMG) with representatives from all relevant sections and chaired by the Director for Assets and Street Services. The group will meet at least quarterly and will be responsible for ensuring compliance with this policy.

The AMG will provide regular updates to the Health and Safety Co-ordinators Group (HASCOG) who will monitor the Councils performance in relation to managing its asbestos portfolio. The Asbestos Manager will oversee the management of the Council’s asbestos portfolio.

The Council will ensure that:

a. It will not introduce any product or material containing asbestos in future work on property or in the delivery of services.

b. Appropriate surveys are commissioned to identify the presence of asbestos in all domestic and non domestic buildings under its ownership. This information is maintained within an asbestos management database.

c. Procedures are established to ensure that information in relation to the occurrence of asbestos in its buildings is provided to all appropriate persons who have the possibility of disturbing the materials.

d. ACMs are labelled in circumstances considered appropriate. (Refer to Asbestos Procedures Manual 003)

e. Where ACMs are identified in a building, priority assessments will be undertaken to define the risks posed by them. Where the ACMs are found to be in good condition and without risk to any building or room occupiers / users the general presumption will be to leave the material in place and to manage it for the future in accordance with a defined management plan, which will include at least annual inspections for properties falling within the Duty to Manage. (Refer to 002 Corporate Asbestos Management Plan and Regulation 4 of The Control of Asbestos Regulations 2012)

f. Where ACMs are found to be in a condition that requires removal or other remedial works, sufficient budgetary provision will be made to conduct these works.

g. Whenever any building alteration, refurbishment, demolition or routine maintenance works are to be undertaken, no works will commence until the presence of any ACMs in the buildings concerned is fully understood and all associated costs are included in the project or maintenance costs.

h. Whenever any works result in the removal or change in condition of identified ACMs that these changes are recorded in the Asbestos Management database.
i. No change of use of any room or building will be implemented until the full implications of any ACMs present are considered and until the assessments of risk are amended to take account of these changes in circumstances.

j. Competent contractors holding an appropriate License in accordance with the provisions of the Control of Asbestos Regulations 2012 (CAR 2012) will normally undertake all removal and encapsulation works with ACMs.

k. Whenever a risk assessment identifies a need for Personal Protective Equipment, (or other measures and facilities to prevent or control exposure to asbestos) that these provisions are carried out to protect its employees.

l. Where any works are to be undertaken in premises, available information will be provided to any persons who are in the vicinity, or likely to be affected by the works, as part of the overall strategy to ensure that they are not exposed to any risk.

m. Appropriate emergency procedures will be followed in the event of any inadvertent disturbance of ACMs in any of the buildings under their control. (Refer to 003 - Asbestos Procedures Manual)

n. Appropriate Health Surveillance Procedures are put in place and activated in any situations where risk assessments or other exposure evaluations show that employees may be or have been exposed above the Control Limit as detailed in CAR 2012.

o. Appropriate procedures are put in place to ensure that all asbestos wastes are disposed of in accordance with the Hazardous Waste (England and Wales) Regulations 2005 and are transported to appropriately licensed waste management sites by Registered Waste Carriers.

p. A UKAS accredited Environmental Analyst (who is independent and impartial to the asbestos removal company) is appointed to supervise all removal and encapsulation works undertaken by licensed contractors.

q. Premises Managers and other relevant persons forward appropriate documentation to the Asbestos Manager on the completion of any works on ACMs.

r. All employees, who have involvement with works involving ACMs or any management responsibilities for rooms or buildings containing ACMs, will receive training appropriate to their level of involvement in these functions.

This policy will be reviewed on an annual basis or whenever there are major changes in responsibilities, asbestos legislation, HSE approved codes of practice or guidance or any incidents involving asbestos and updated as and when appropriate.

Signed: ________________________ (Managing Director) Dated: ________________
Organisational Arrangements and Responsibilities

The Asbestos Management Structure of Nuneaton and Bedworth Borough Council

The Asbestos Management Structure for Nuneaton and Bedworth Borough Council set out below shows the organisational arrangements and details how the Asbestos Management Policy is operated and managed.

![Asbestos Management Structure Diagram]

Cabinet / Members

Corporate Management Team

HASCOG

AMG

H&S Section

Asbestos Manager
(with support from Engineering & Surveying)

Service Units

Premise Managers

Contractors

Employees

Housing & Commercial Tenants & leaseholders
Responsibilities in relation to asbestos:

Managing Director:

The ultimate responsibility for ensuring compliance with the Council's Asbestos Management Policy rests with the Managing Director.

- The Managing Director will ensure that an Asbestos Management Group (AMG) is maintained and adopts a co-ordinated asbestos management role. The Managing Director will also ensure that Directors are provided with all necessary resources to ensure that they are able, within their own portfolios, to meet the objectives set out in the Corporate Asbestos Management Policy and their specific responsibilities under these Organisational Arrangements.

- Having ensured that all necessary resources have been provided to the Directors, the Managing Director will ensure that the Directors comply with their duty to ensure the safe management of asbestos within their portfolios and will hold them accountable to do so.

- The Managing Director will ensure that Elected Members of the Council are appraised on an ongoing basis as necessary in relation to progress with the management of asbestos including updating Members upon legislative requirements and associated HSE Guidance that relates to asbestos and with which the Council has to comply.

Directors

The responsibilities of Directors is to ensure compliance with Health and Safety Legislation and to ensure the implementation of safe working practices and procedures within their respective Service Areas are detailed in the Nuneaton and Bedworth Borough Council Corporate Health and Safety Policy. This document addresses their specific duties in relation to the safe management of asbestos in full compliance with the Statement of Policy as formally adopted by the Council.

- The Directors will be responsible for the safe management of asbestos, in full compliance with all relevant Legislation, Approved Codes of Practice, Health and Safety Executive Guidance Notes, relevant Governmental advice and the Nuneaton and Bedworth Borough Council's Asbestos Management Policy, for all buildings and undertakings under their control.

- The Directors will hold the responsibilities of the “Duty Holder” for the purposes of compliance with Regulation 4 of CAR 2012.

- The Directors will identify appropriate persons within their areas of responsibility to whom the daily functions of the “Duty Holder” as prescribed by Regulation 4 of CAR 2012 can be delegated to ensure that the required duties can be complied with on a day-to-day basis.

- With regard to the Council’s buildings, the person to whom the “Duty Holder” functions are delegated will generally be the person in day-to-day control of the building in question ie the Premises Manager. (see Appendix A)

- The Directors will ensure delegated “Duty Holders” are, provided with training to acquire the necessary skills to undertake these duties, (and with the requisite resources and authority to ensure that they can effectively discharge them).
The Directors will adopt the detailed procedures as set out in the Asbestos Procedures Manual 003 to ensure that the requirements of Regulation 4 of CAR 2012 and the Council's Asbestos Management Plan are complied with in all respects for their respective Service Areas.

Premises Managers' Responsibilities

All Premises Managers across the full range of the Council's Services to whom Duty Holder responsibilities have been delegated will ensure so far as is reasonably practicable that:

- Access to the asbestos database is obtained via a password issued via the Councils Asbestos Manager and this can be referred to at all times by any person who may need access to the information or alternatively that an up to date ‘hard copy’ of the latest survey information is held on site or by the individual visiting site.

- The conditions of the identified ACMs are checked regularly as part of the routine management of the premises in addition to the normal annual reinspection.

- Information relating to the presence of ACMs in the building is conveyed to all persons who may have a need to know. In addition to other relevant persons this may include Porters, Sheltered Scheme Managers and Cleaning Staff.

- Whenever a change of condition of an ACM in the building has been identified, the Premises Manager will ensure that the request for any necessary maintenance work is conveyed to Housing Repairs or Engineering and Surveying sections and that the required works are undertaken within a reasonable period of time, such that no one is put at risk.

- Where a Premises Manager considers that an ACM has been damaged to the extent that persons utilising the area may be exposed to elevated levels of airborne asbestos fibre then the Premises Manager shall implement the NBBC Emergency Asbestos Procedure (Refer to 003).

- Whenever a change of use is proposed for any particular building or part of a building, the Premises Manager will ensure that a reassessment of the risk arising from the presence of an ACM is undertaken promptly and that the Asbestos Manager is consulted to ensure that there is no additional risk involved.

- No intrusive work is undertaken where asbestos may be present (eg drilling into walls, cutting, lifting of duct covers, work in suspended ceilings, etc) without reference to appropriate survey information or the Asbestos Manager.

- Where ACMs have been identified in walls and ceilings, that no invasive fixings (eg drawing pins, nails, screws, etc) are used in these areas. Breaches of this policy however caused, should be reported to the Asbestos Manager in the first instance.

Asbestos Management Group (AMG)

This group will ensure a coordinated approach to asbestos management across NBBC. It will be responsible for:

- Conducting an annual review of the asbestos policy and management plan.
• Ensuring compliance with the asbestos policy.

• To ensure and facilitate the Council’s compliance with legislative requirements as they relate to the Management of Asbestos.

• Ensuring that appropriate inspections are carried out as outlined within the management plan.

• To receive and consider training reports for internal workforce and external contractors, to ensure that all relevant personnel have received up to date, appropriate training.

• To consider and ensure appropriate resources are identified to effectively deliver the requirements of the Asbestos Policy, Procedures and Management Plan.

• To consider priority survey reports and agree appropriate actions in relation to these.

• Ensuring that periodic audits are carried out to ensure compliance with the policy and legislative requirements.

• To receive and consider compliance monitoring information in respect of internal and external workforce/contractors, to ensure procedural and plan requirements are being adhered to.

• Providing HASCOG with periodic reports.

• Ensuring that the Asbestos Manager carries out their asbestos management functions effectively.

• To receive reports relating to incidents / near misses to identify mitigating actions to incorporate into procedures.

• To identify potential improvements to processes and procedures on an ongoing basis.

**Asbestos Manager (AM)**

Will carry out the following functions: -

• Ensuring compliance with current legislative requirements in relation to the management of asbestos within the Councils property portfolio.

• The implementation and management of a prioritised asbestos survey programme within the guidelines set out in the NBBC Asbestos Management Plan.

• Providing advice and guidance in relation to asbestos for NBBC personnel and contractors acting on our behalf.

• Collating and archiving all relevant historical asbestos documentation.

• Managing and updating the NBBC Asbestos database.
• Providing support for managers dealing with emergency situations in relation to asbestos in NBBC properties in accordance with the procedures laid down.

• Appointing and managing specialist asbestos contractors.

• Networking with other Authorities to share ‘best practice’.

Managers and Supervisors Allocating / Organising Works

• Ensure that no works are undertaken by employees or contractors until asbestos containing materials have been identified.

• Ensure all relevant employees and contractors have received appropriate asbestos training.

• Ensure that suitable and sufficient emergency procedures are developed and implemented and tested periodically.

• That all contractors are appropriately selected and adequately managed in order that the Council’s Asbestos Policy and Management Plan are not compromised.

Health and Safety Manager

• Will be responsible for ensuring that appropriate asbestos training for relevant employees is sourced and undertaken. (This to be done with assistance from Asbestos Manager and NBBC HR Section)

• Undertaking Investigations where there has been a significant breach of NBBC’s policies and procedures.

• Maintenance and review of the Asbestos Policy and Management Plan in conjunction with Asbestos Manager.

• Providing support and advice to AMG.

Health and Safety Co-ordinators Group (HASCOG)

HASCOG will be responsible for ensuring that:

The Asbestos Management Group carries out its functions effectively.

Adequate consultation and engagement is undertaken with reference to the Asbestos Policy and Management Plan.

Overall compliance with the Asbestos Policy and Management Plan is achieved.
Employees

Every employee of the Council is responsible to:

- Take reasonable care for the health, safety and welfare of themselves and that of others who may be affected by their activities in relation to any contact or involvement with ACMs in buildings.

- Immediately report to their Line Manager any damage or disturbance of ACMs or suspected ACMs that they may become aware of.

- Cooperate in the implementation of the Council’s Asbestos Management Policy, Organisational Arrangements and Procedures.

- Comply with any working procedure so as to ensure that their own exposure to airborne asbestos fibre, and that of others, who may be affected by their activities, is kept to a level, which is as low as reasonably practicable and below the Control Limit stipulated within CAR 2012.

- As appropriate use all control measure equipment, Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) that is provided for the safe conduct of any works.

- Cooperate in any investigations in relation to any uncontrolled release of asbestos fibre into the working environment.

Contractors

All contractors should:

- Take reasonable care for the health, safety and welfare of themselves and that of others who may be affected by their activities in relation to any contract or involvement with ACM’s in buildings.

- Ensure they are fully informed regarding the location of asbestos materials prior to any work commencing that might disturb it.

- Where appropriate ensure that operatives have received relevant asbestos awareness training.
Appendix A

Duty Holders / Premises Managers

The following posts have been designated as Duty Holders under Regulation 4 of CAR 2012 for the buildings in their control, this is not an exhaustive list.

<table>
<thead>
<tr>
<th>Premise</th>
<th>Duty Holder</th>
<th>Current Incumbent</th>
<th>Premise Manager</th>
<th>Current Incumbent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedworth Leisure Centre</td>
<td>Director - Assets &amp; Street Services</td>
<td>Brent Davis</td>
<td>Leisure Centre Manager</td>
<td>Adele Glen</td>
</tr>
<tr>
<td>Bedworth Area Office</td>
<td>Director - Assets &amp; Street Services</td>
<td>Brent Davis</td>
<td>Principal Building Surveyor</td>
<td>Glenn Hooper</td>
</tr>
<tr>
<td>Car Parks</td>
<td>Director - Assets &amp; Street Services</td>
<td>Brent Davis</td>
<td>Parking Manager</td>
<td>Howard Taylor</td>
</tr>
<tr>
<td>Chilvers Coton Craft Centre</td>
<td>Director - Regeneration &amp; Public Protection</td>
<td>Ian Powell</td>
<td>Head of Estates &amp; Town Centres</td>
<td>Les Snowdon</td>
</tr>
<tr>
<td>Civic Hall &amp; Arts Centre</td>
<td>Director - Assets &amp; Street Services</td>
<td>Brent Davis</td>
<td>Civic Hall Manager</td>
<td>Tim Norton</td>
</tr>
<tr>
<td>Council House</td>
<td>Director - Assets &amp; Street Services</td>
<td>Brent Davis</td>
<td>Principal Building Surveyor</td>
<td>Glenn Hooper</td>
</tr>
<tr>
<td>Etone Sports Centre inc Alec Wilson Centre</td>
<td>Director - Assets &amp; Street Services</td>
<td>Brent Davis</td>
<td>Leisure Centre Manager</td>
<td>Sohail Caratella</td>
</tr>
<tr>
<td>GP Flats</td>
<td>Director - Housing &amp; Communities</td>
<td>Dawn Dawson</td>
<td>Area Housing Manager</td>
<td>Lisa Shiers</td>
</tr>
<tr>
<td>Jubilee Sports Centre</td>
<td>Director - Assets &amp; Street Services</td>
<td>Brent Davis</td>
<td>Leisure Centre Manager</td>
<td>Steve Self</td>
</tr>
<tr>
<td>Keresley Community Centre</td>
<td>Director - Assets &amp; Street Services</td>
<td>Brent Davis</td>
<td>Community Centre Administrator</td>
<td>Chris Griffin</td>
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<td>Miners Welfare Park Nursery</td>
<td>Director - Regeneration &amp; Public Protection</td>
<td>Ian Powell</td>
<td>Head of Estates &amp; Town Centres</td>
<td>Les Snowdon</td>
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<td>Museum and Registry</td>
<td>Director - Assets &amp; Street Services</td>
<td>Brent Davis</td>
<td>Senior Museum Officer</td>
<td>Catherine Nisbet</td>
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<td>Newtown Centre</td>
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<td>Brent Davis</td>
<td>Centre Administrator</td>
<td>Kathy Lloyd</td>
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<td>Parks Pavilions</td>
<td>Director – Governance &amp; Recreation</td>
<td>Phil Richardson</td>
<td>Parks and Countryside</td>
<td>Paul Daly</td>
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<tr>
<td>Pingles Complex</td>
<td>Director - Assets &amp; Street Services</td>
<td>Brent Davis</td>
<td>Leisure Centre Manager</td>
<td>Cheryl Armstrong</td>
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<td>Public Conveniences</td>
<td>Director - Assets &amp; Street Services</td>
<td>Brent Davis</td>
<td>Principal Control Centre Officer</td>
<td>John Brewin</td>
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<tr>
<td>Sheltered Schemes</td>
<td>Director - Housing &amp; Communities</td>
<td>Dawn Dawson</td>
<td>Scheme Managers</td>
<td>‘Site Specific’</td>
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</table>
For tenanted and leased properties there will be a joint duty holder role between the occupier and Nuneaton & Bedworth Borough Council, depending on the repairing obligation included in their agreement.
**Corporate Asbestos Policy**

**Quality Record**

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<th>Date</th>
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<th>Stage</th>
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<td>14/03/13</td>
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<tr>
<td>4</td>
<td>March 2014</td>
<td>HASCOG</td>
<td>CMT</td>
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<td>Single Member</td>
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Corporate Asbestos Management Plan

(002)

April 2014

Related Documents: -

001: - Corporate Asbestos Policy
003: - Corporate Asbestos Procedures Manual
Introduction

NBBC recognises the hazards presented by exposing people to asbestos fibres and that it has a duty of care to manage ACMs present within its estate and operations to prevent this. This asbestos management plan has been developed to outline how NBBC intends to manage the process.

Since 2003 NBBC has undertaken a programme of surveys of Council’s properties to establish:

- If asbestos of any kind was present.
- Procedures that would be required for managing asbestos.

Based on the results of those surveys a database has been compiled that reflects the known and strongly presumed asbestos content of the properties surveyed. This Management Plan details the management procedures required to ensure the Council discharges its legal obligations under Health and Safety legislation to ensure, as far as is reasonably practicable, that the asbestos is maintained in a condition that presents no risk to any person, employee, tenant, contractor or otherwise who might come into contact with it.

Surveys

Health and Safety Executive information indicates that asbestos may have been used in buildings up to and including 1999.

Since 2003 the Council have completed Management or Refurbishment Surveys (or previous equivalent) in:

- All Corporate and Civic Buildings
- All Sheltered Housing Schemes
- In excess of 50% of flats within sheltered housing schemes
- Communal areas of general purpose flats & in excess of 40% of the flats within the blocks
- 58% of the general purpose housing stock to date.

Future activity will involve the formal surveying of all remaining properties on a rolling basis to add further detail to existing information. The target for completion is March 2015.

Management Surveys

Surveys will generally be ‘management surveys’ conducted in accordance with HSE Publication HSG264. A management survey is the standard survey. It’s purpose is to locate, as far as is reasonably practicable the presence and extent of suspected ACM’s which could be damaged or disturbed by normal occupancy including basic maintenance.

They will also give details of the current accessibility, condition and surface treatment of the asbestos containing materials. This information is then used to undertake a risk assessment to determine whether the ACM is of a type that will release fibres and also whether people are likely to be exposed to those fibres once it is disturbed.
Management surveys should cover routine and simple maintenance work. Where more extensive maintenance or repair work is involved, there may not be sufficient information in the management survey and a localised or full refurbishment survey will be required.

**Refurbishment and Demolition Surveys**

Refurbishment and Demolition surveys will be required for all work which disturbs the fabric of the building in areas where the management survey has not been intrusive.

As stated in HSG264 a full refurbishment and demolition survey will be required for extensive refurbishment or demolition projects. However, in some cases i.e. more localised refurbishment projects a survey of this type will only be necessary in the specific area / location where the works will take place e.g. within a cupboard, part of a room, kitchen / bathroom. These specific ‘localised’ refurbishment surveys have the specific purpose of identifying ACM’s for removal, control or avoidance during refurbishment works.

Where a scheme of works (e.g. kitchen replacement) is to take place in properties

- either within the same complex
- or of an identical construction type and build date
then a representative sample of not less than 10% of the properties concerned will take place and if the results are consistent then they **MAY** be used to clone the remaining properties.

All surveys on NBBC properties, will be conducted by a UKAS accredited Type C approved competent surveying company accredited to international standard ISO 17020. Analysis of samples will be conducted by a UKAS accredited testing laboratory which is accredited to international standard ISO 17025.
Examples:

1. **No Survey Required**
   - Properties built after 1999
   - Renewal of electrical fittings to existing back boxes
   - Door replacement programs (where there is reasonable evidence on which to make assumptions)

2. **Management Surveys**
   - Day to day occupation
   - Cleaning without abrasives
   - Tiling
   - Changing like for like sanitary fittings
   - Routine and simple Maintenance work ie
     - Putting up pictures and shelves
     - Changing light fittings
     - Decoration

   **In all cases a decision will need to be made as to whether the management survey provides enough information for the task.**

3. **Localised Refurbishment Surveys**
   - Any work that is likely to disturb the fabric of a building i.e. brickwork, timber, boards and panels and expose previously non-accessed voids
   - Kitchen and Bathroom refurbishments
   - Door widening
   - Internal wall removal
   - Renewal of rainwater goods

4. **Full Refurbishment and Demolition Surveys**
   - Garage roof renewal
   - Rewires
   - New Heating Installations
   - Major structural alterations
   - Demolition Projects

   **In all cases if there is any doubt the Asbestos Manager should be consulted**

**Survey Results**

The survey results are recorded on a comprehensive database available to relevant employees, contractors and partnering organisations where applicable.

Any surveying or sampling conducted on an ad-hoc basis will also be added to the database and all electronic versions of survey reports will be stored in the same location.

Occupants of premises including domestic tenants will be informed of the location, type and condition of any known asbestos present in their premises.
Domestic tenants will also be given advice regarding DIY maintenance within their Tenant’s handbook.

Asbestos within communal areas of premises will be labelled and warning signs may be placed alerting to the presence and location of asbestos. Where labelling and signs are considered not to be appropriate as these would be obtrusive to the interior of the premises they will not be displayed. (Refer to Corporate Asbestos Procedures Manual 003 [Labelling])

Asbestos in a domestic property will not be labelled as this is seen as a sensitive area and will also inconvenience tenants and be difficult to manage. However, a copy of the floor plan and register for the property showing the location of ACM’s will be placed in all domestic properties where a survey confirms asbestos to be present.

Access to Asbestos Survey Results

The asbestos database is available to relevant personnel using an internet connection. All relevant personnel including contractors and partnering organisations will generally be provided with access to the information by either

- Password protected access to the database or
- Access to hard copies of the information

In some cases the information will be accessed centrally and the information conveyed to the relevant personnel either by telephone or hard copy, or on the ‘job ticket’ depending on the nature and location of the work.

Where appropriate, training in accessing and interpreting the data contained in the results will be provided.

The database will be populated with the results of all surveys conducted and will be updated to reflect the results of inspections or asbestos related works.

Maintenance of the Database

As the main user of the database, the Asbestos Manager will be the custodian of the database and the only internal authorised source of updating the database.

Anyone who authorises work involving asbestos must provide full details of any work undertaken to the Asbestos Manager prior to work commencing and provide the appropriate records as soon as the work is completed so that the database can be updated accordingly.

Note: The asbestos records must reflect the current state of the building. It is the duty holders’ responsibility to ensure that this occurs and is true.
Managing the Asbestos

Having established the location and type of asbestos in properties it is of paramount importance that the information is used to:

I. Monitor the condition of the asbestos to ensure that it remains in a safe condition and presents no risks to anyone, e.g. employees, tenants, occupiers or the public.

II. Ensure that staff and contractors undertaking work with the organisations properties are informed of the presence of asbestos.

III. Plan work to, where possible, avoid disturbing asbestos containing materials, in the event this is unavoidable, works should then be undertaken by appropriately trained personnel in accordance with all relevant Health and Safety Legislation and guidance documents.

IV. Provision of the asbestos register should be made where possible to ensure that contractors tendering for work are informed of the presence of any asbestos at the tendering stage.

ENCAPSULATION OR REMOVAL

Where the presence of ACM’s are confirmed by testing or surveying, a review will be undertaken to determine the most appropriate action in each case.

The following options are available for the ongoing management of asbestos.

Any or all of these options may be applied to an area within the property and will be applied based on an individual assessment of the risk to health and safety presented by each individual ACM.

1) **No Action - Monitor**

Where the material is found to be in a good, undamaged and stable condition and is unlikely to be disturbed by the building occupants, then the material will be clearly marked as asbestos (where appropriate) and it’s location and condition inspected and recorded at intervals stated elsewhere.

2) **Encapsulation & Monitor**

Where the material is found to be in a location or situation where it is likely to be disturbed by the building occupants but can be readily covered over and protected from damage, then this will be done.

The material will be clearly marked as asbestos (where appropriate) and its location and condition inspected and recorded at intervals stated elsewhere.

Encapsulation of asbestos in areas where there is a risk of mechanical impact or other damage to the encapsulation material will need careful consideration as to whether removal of the ACM may be a safer option.
Removal of the ACM will be considered in preference to encapsulation where environmental conditions exist that could damage the asbestos encapsulation thus creating a hazard and possibly requiring frequent repeat encapsulation work to be carried out.

3) **Removal**

Where there is a high risk to Health and Safety from the ACM or where the material is in poor condition or is likely to be regularly disturbed by the building occupants or by maintenance work, then it is likely that the ACM will be removed.

Where refurbishment, larger maintenance projects or void work within an area is planned any asbestos present will be considered for removal irrespective of any previous decision that may have been taken to leave the ACM in place. HSG 264 expects asbestos located during a refurbishment survey to be removed during the refurbishment works.

**Frequency of Monitoring**

All known ACMs left in situ will be monitored to determine their ongoing condition. The frequency of monitoring depends on the type and location of the asbestos and its vulnerability to damage. This information is recorded in the database. As a guide ACM’s are to be inspected at the following frequencies:

<table>
<thead>
<tr>
<th>Locations</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate and Civic Buildings</td>
<td>At least annually</td>
</tr>
<tr>
<td>Sheltered Schemes</td>
<td>At least annually</td>
</tr>
<tr>
<td>Communal areas of GP Flats</td>
<td>At least annually</td>
</tr>
<tr>
<td>Domestic premises where assessed as “High Risk” (priority 1)</td>
<td>Immediate removal or every month</td>
</tr>
<tr>
<td>Domestic premises where assessed as “Medium Risk” (priority 2)</td>
<td>No longer than 2 yearly intervals</td>
</tr>
<tr>
<td>Domestic premises where assessed as “Low Risk” (priority 3 &amp; 4)</td>
<td>No longer than 3 yearly intervals</td>
</tr>
</tbody>
</table>

External asbestos such as garage roofs, rainwater goods, and soffits will require minimal monitoring.

Internal asbestos vulnerable to damage such as warm air central heating cupboards lined with Amosite insulation board (brown asbestos) may require more frequent monitoring.

Tenants and employees will be made aware of the presence of asbestos and given advice on what to do if they find any damage.

Dates of inspections are recorded on the database as proof that monitoring has taken place.

Any damage identified by any member of staff or cause for concern over the condition of any ACM must be brought to the attention of the Asbestos Manager in the first instance, or
in his absence the Engineering and Surveying team immediately so that appropriate action can be taken.

Any ACM at risk of damage or high risk of deterioration (to the point that it becomes friable or releases fibres) will be removed or encapsulated.
ASBESTOS TRAINING SPECIFICATION

All relevant employees of Nuneaton and Bedworth Borough Council must have a level of training commensurate with their responsibilities for the management of asbestos.

The following matrix identifies the training that must be undertaken by all NBBC personnel with the responsibilities allocated.

**Training Matrix:**

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Induction</th>
<th>P405</th>
<th>P402</th>
<th>Premise Manager Training Course (1 day)</th>
<th>Asbestos Awareness plus++</th>
<th>Asbestos Awareness</th>
<th>Asbestos information booklet</th>
<th>Duty to Manage Asbestos (2 day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing Director and relevant Directors</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>All Staff</td>
<td>✓</td>
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<td>✗</td>
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<tr>
<td>All new staff</td>
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<td>✓</td>
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<tr>
<td>Health and Safety Manager</td>
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<tr>
<td>Asbestos Manager</td>
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<td>✓</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Managers and Supervisors allocating/organising work</td>
<td>✓</td>
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<tr>
<td>Asset Management / Housing Surveyors and Supervisors</td>
<td>✓*</td>
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<tr>
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<td>Duty Holders</td>
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<tr>
<td>Waste Disposal Operatives (bi annual)</td>
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<tr>
<td>Building Maintenance Operatives (annual)</td>
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<td></td>
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<td>✓</td>
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* **Note:** - At least 2 employees within the Assets & Street Services and Housing & Communities directorates should hold the BOHS P405 (Management of Asbestos in Buildings).
The following Pages outline the content/format of the Asbestos training:

Induction
All new staff will be provided with an Employee H&S Guidance booklet at the corporate induction which includes a short section on asbestos:

- Asbestos health effects
- Asbestos Containing Materials (ACMs)
- Emergency Procedures on discovering uncontrolled release of ACMs

Premises Manager Training
Provided to all members of staff undertaking the role of premise manager. The asbestos element will consist of:

- Asbestos health effects
- Management of ACMs
- Inspection and checking ACMs
- Asbestos Containing Materials (ACMs)
- Emergency Procedures on discovering uncontrolled release of ACMs
- Use of Asbestos database
- Asbestos Management Structure
- Legal Background to asbestos management

Duty to Manage Asbestos (2 day)
Provided for all duty holders to contain:

- Asbestos health effects
- Asbestos Containing Materials
- Regulation 4 of the Control of Asbestos Regulations 2012
- Emergency procedures – as above

Asbestos Awareness (½ day)
Provided for all building maintenance employees every two years (refreshed annually)

- Properties of asbestos and its effect on health
- Legislative framework (in brief)
- Types of products likely to contain asbestos (photographs) and likely locations
- Operations which could result in asbestos exposure (relevant to workforce)
- Role of asbestos surveys and how to understand what is in them.
- Emergency Procedures

Advanced Asbestos Awareness
As above plus:

- Surveys: - the different types and how and when to use them. Priority Codes – how they are determined and what they mean
- Scenario exercise: - Does the survey provide sufficient information for the proposed works etc?
- When it goes wrong! examination of recent and relevant prosecutions (lessons learnt), emergency procedures etc.
- The Councils Asbestos Management Structure and Responsibilities.
P405 BOHS Asbestos management in buildings and removal works (4 days)

Externally provided recognised qualification

- Asbestos Legislation
- Asbestos in Buildings
- Asbestos Removal
- Role of The Laboratory/Analyst
- Practical Training / Examination
- Risk Assessment

P402 BOHS

Externally provided recognised qualification

- Asbestos Legislation
- Types of Asbestos
- Surveys of Asbestos
- Risk assessments
- Bulk Sampling
- Practical Training / Examination

Note: As a minimum refresher training will be provided at least every 3 years unless otherwise stated.
### Corporate Asbestos Management Plan

#### Quality Record

<table>
<thead>
<tr>
<th>Issue No.</th>
<th>Date</th>
<th>Initial EIA</th>
<th>Stage</th>
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<tr>
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<td>October 2011</td>
<td>HASCOG</td>
<td>CMT</td>
<td>03/05/11</td>
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<td>3</td>
<td>February 2013</td>
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<tr>
<td>4</td>
<td>April 2014</td>
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