



# HEALTH & SAFETY ARRANGEMENTS MANAGING ASBESTOS

**OBJECTIVE:**

To comply with the requirements of the Council's Corporate Health and Safety Policy and to provide a framework for ensuring the health, safety and welfare of employees and others who may be affected by the Council's undertakings.

**CODE: 14**

**DATE : January 2013**

**PERSONNEL RESPONSIBLE FOR IMPLEMENTATION**

Chief Executive, Executive Director, Heads of Service, Section Heads and Line Managers.

**JOYCE WHITE  
CHIEF EXECUTIVE**

# MANAGING ASBESTOS

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***The responsibility for compiling and amending any additional standard documentation required to support this policy will be that of the Corporate Asset Manager in Housing, Environmental, and Economic Development (HEED).***

***The Risk Management Section will assist as appropriate.***

## INTRODUCTION

West Dunbartonshire Council is under a general duty to provide a safe place of work for employees and others who carry out work activities on its behalf, and to ensure those persons who may be in the vicinity of the work process are not exposed to hazards that may affect their health, safety and welfare. This includes a specific duty to ensure that any work with asbestos containing materials (ACMs) is carried out in accordance with the requirements of The Control of Asbestos Regulations, regarding asbestos products and materials and, to prohibit the use or installation of such throughout its premises.

The Council is also required to ensure that a health & safety management system is established and implemented to identify the type and location of ACMs within Council property in order that employees and others are made aware of it prior to carrying out any work activity. This is to reduce the probability of accidental disturbance, which could release asbestos fibres into the atmosphere. Should an unplanned fallout occur procedures shall be in place to react to such an occurrence, including, where appropriate carrying out reassurance sampling. The results will assist management to establish whether or not an asbestos release has exceeded the clearance indicator level of <0.01f/ml. This information will be made known to compliance working group, employees, Trade Union Representatives and other persons as applicable.

Where the existence of ACMs is suspected or confirmed, the Council shall ensure that only a competent "Licensed Asbestos Contractor" is employed to work with or remove such material.

There is a specific requirement to notify the Health and Safety Executive 14 days prior to such work being carried out.

ACMs shall be disposed of in accordance with the Special Waste Regulations

## OBJECTIVE

To ensure that the Council complies with statutory requirements and common law duties.

## 01: APPLICATION

*This document applies to:*

- Council properties and sites leased out to other non-Council users (including commercial estates).
- Properties occupied by the Council and leased from other owners.
- All construction work, including new build, refurbishment, extensions, adaptations, services, public utilities, repair and maintenance and demolition.

## **02: POLICY**

### General Statement

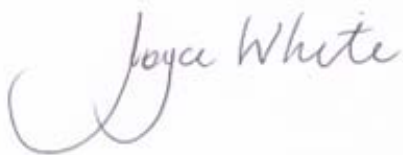
The Council will take all reasonable steps to ensure that the hazards associated with ACMs within its property are managed and controlled. To meet this objective the Council will;

- introduce a system for managing asbestos and take all reasonably practicable steps to ensure that everyone who lives in, works in, or visits Council properties will not be exposed to asbestos hazards;
- not knowingly specify or use ACMs in any of our properties or work activities;
- carry out a survey of all Council properties and a representative sample of house types for the purpose of identifying and recording the whereabouts of ACMs. This information shall be recorded in the Council's Asset Management System and House Type Survey for reference by appointed / authorised persons and made available to the Strathclyde Fire & Rescue Service;

inform and consult all parties before working with ACMs;

- remove or encapsulate any identified ACMs from any Council property which would create a risk due to deterioration or could be easily damaged or disturbed;
- where practicable place asbestos warning labels on all identified ACMs within Council property which are not removed or encapsulated. The labels shall either be fixed to the material or a notice/sign placed in a readily accessible position known to employees, contractors and tenants.
- inform and train employees to ensure that we meet our statutory obligations and fulfill our duty of care;
- comply with legal requirements and guidance and carry out enforcement procedures to protect public health;

- assist the public and emergency services with any query they may have about asbestos within West Dunbartonshire, including access via the internet to the Council's Asbestos Register;
- This policy and any documentation produced under it will be added to or modified as required and reviewed accordingly.



Chief Executive, West Dunbartonshire Council

Date of Signature: January 2012

### **03: ARRANGEMENTS**

Arrangements for securing the health and safety of employees and others whom, through the Council's undertakings, may inadvertently come into contact with, or disturb ACMs.

All reasonably practicable steps shall be taken to ensure that employees, contractors and other persons are not exposed to hazards associated with ACMs as a result of the Council's undertakings. This will be achieved by application of the Asbestos Management System.

#### **3.1 Asbestos Management System (AMS)**

- a) Housing, Environmental and Economic Development shall appoint a named person to manage asbestos for the Council.
- b) Each department shall appoint a Compliance Liaison Officer who will act as the contact person for all planned and reactive works.
- (c) Departments shall ensure where appropriate that, Responsible Premises Officers are appointed e.g. Managers, Head Teachers, Line Managers and other relevant employees and that they are provided with asbestos awareness training, which should include responsibilities, adequate information and instruction on ACMs,

their whereabouts within the premises, the procedures to be followed in the event of discovery or accidental exposure to suspect ACMs, reporting arrangements, asbestos survey details and function, and monitoring the condition of ACMs.

- d) The Council's AMS, including the Housing Property Condition Survey (HPCS) will be reviewed by the Compliance management Group, and chaired by the Energy & Compliance Co-ordinator. The group will meet as determined by the Energy & Compliance Co-ordinator.
- e) Any significant alteration to the AMS or the HPCS will be reported to the appropriate Council Committee and the Corporate Health and Safety Committee by the Corporate Asset Manager.
- f) The Corporate Asset Manager shall monitor the AMS and the Maintenance and Repairs Manager shall monitor the HPCS.
- g) The Council's Risk Management Section shall audit the implementation of the AMS and HPCS.

## **04: RESPONSIBILITIES**

### **4.1 Corporate Asset Manager and Deputy (i.e. the person recognised as deputy will deputise in their absence)**

The Corporate Asset Manager, so far as is reasonably practicable, is responsible for ensuring that a management system is implemented for the control of asbestos. This will be achieved by:

- a) co-ordination of the AMS by the Corporate Asset Manager and co-ordination of the HPCS by the Maintenance and Repairs Manager;
- b) ensuring the policy is reviewed;
- c) developing technical procedures and guidelines for implementing the policy;
- d) overseeing a programme of monitoring / reviewing by appointing competent persons to survey council properties at appropriate intervals for ACMs and their condition;
- e) ensuring that ACMs for public buildings is recorded in the AMS, including the provision of schematic drawings indicating their location, along with the recording of asbestos survey details regarding the discovery or whereabouts

of asbestos. In addition records are to be retained for the HPCS, ensuring the information is amended and updated appropriately; in conjunction with departments managing the risks associated with ACMs found and ensuring appropriate control measures are implemented;

- f) establishing a list of Pre-Qualified “Specialist” contractors for undertaking works in accordance with the Council’s Managing Contractors” procedure;
- g) arranging meetings to review the Council’s AMS as appropriate;
- h) reporting to Council and the Corporate Health and Safety Committee any significant amendments to the AMS;
- i) appointing an independent UKAS Surveyor and Laboratory (bulk analysis) and;
- j) ensuring departments implement a procedure for advising employees and other persons of the results of any reassurance sampling and that records are retained accordingly, including any suspect asbestos exposure.

#### **4.2 Compliance Liaison Officer**

A Compliance Liaison Officer shall, so far as is reasonably practicable, be responsible for ensuring the asbestos policy is implemented within their areas of responsibility by: -

- a) Notifying the Property Officer or other relevant person by email or telephone ASAP regarding the discovery or accidental exposure to ACMs
- b) Liaison with tenants / building users / employees and others in the event of ACMs being found or accidentally disturbed.
- c) Ensuring that where ACMs is found that the Compliance Co-ordinator is notified and an assessment is carried out for similar building types.
- d) Assisting as appropriate in reviewing contractor’s plan of work in association with the Instructing Officer for the contract.
- e) Establishing and agreeing start dates and programmes of work.
- f) Ensuring that the asbestos survey details regarding asbestos are notified to Property Officer Inspector for entry in the AMS or HPCS register and that it is amended / updated accordingly.



- g) Requesting, where necessary or via the nominated officer, a waiver from HSE for work, which requires to proceed within 14 days. In case of such a circumstance notifying the Compliance Co-ordinator as soon as is reasonably practicable.

#### **4.3 Instructing Officer e.g. Architect, Clerk of Works, Housing Maintenance Officer, Property Inspector and any other employee who instructs a contractor**

The Instructing Officer will, so far as is reasonably practicable, be responsible for ensuring the asbestos procedures are implemented within their area of control.

This will be achieved by: -

- a) ensuring that the AMS or HPCS is checked for the presence or otherwise of ACMs before any planned maintenance, refurbishment or demolition work is undertaken;
- b) issuing instructions to employees and/or contractors to make safe any discovery of suspect ACMs. Where there is no information on the material it will be assumed to be asbestos. Arrange reassurance tests where appropriate, surveys, bulk sampling, and laboratory analysis of any suspect material. The premises manager shall be informed accordingly;
- c) assessing the results of all sampling and deciding the appropriate action in conjunction with the Compliance Co-ordinator, Compliance Liaison Officer, and where appropriate the Risk Management Section;
- d) advising the Compliance Liaison Officer within the department of any such eventualities;
- e) issuing formal suspension notices to contractors (Notification of Hazardous Conditions Booklet) in the event of any accidental disturbance or discovery of ACMs that may create a risk to employees and others;
- f) arranging for a licensed asbestos contractor and UKAS accredited laboratory separately to carry out the works and appropriate tests;
- g) reviewing the contractor's assessment, method statement, proposed start date and programme where applicable with assistance from the Compliance Liaison Officer and Risk Management Section;
- h) arranging the start dates and programme of any works in conjunction with the Compliance Liaison Officer;

- i) ensuring the 14 day notification to the HSE has been posted and recorded;
- j) ensuring report of notifiable non licensed works are posted to the HSE and recorded prior to proceeding with works
- k) instructing that the works can commence;
- l) arranging for labelling (when appropriate) and monitoring the condition of asbestos materials that are to remain in-situ;
- m) arranging for or inspecting and monitoring asbestos operations;
- n) issuing a copy of any reassurance and asbestos clearance indicator record to the Compliance Liaison Officer and the Compliance Co-ordinator for entry in the Asset Manager System and where appropriate local files;
- o) ensuring the completed ASB forms are forwarded to the email address at the bottom of the form;
- p) arranging the disposal of asbestos waste by a competent contractor;
- q) ensuring that any waste and disposal methods employed are recorded.

#### **4.4 Environmental Health**

- a) The Environmental Health Officers will undertake their enforcement policy and practice in exactly the same way they do in all other premises on being advised or notified of any suspect asbestos in relation to public health.
- b) They will ensure that any complaints or concerns raised receive the same attention in accordance with the criteria applied to other duty holders.

### **05: ASSET MANAGER SYSTEM (ASBESTOS INFORMATION & DETAILS)**

- 5.1** The Corporate Asset Manager will ensure the establishment and maintenance of the Asbestos Module within the AMS.

**5.2** The purpose of the system will be to formally record, through survey, inspection and assessment as outlined in HSG 264, Asbestos - The Survey Guide which includes Management, Refurbishment and Demolition type surveys.

The AMS and Asbestos Module information for public buildings and HPCS will be supplemented and amended as necessary after any subsequent survey, removal or treatment of ACMs. HEED will manage the process of identifying the location, type and condition of asbestos in all Council properties and land.

**5.3** The AMS will be used for the purposes of identifying, assessing, recording, reporting on, and deciding the priorities for programmed works. The asbestos data will be in electronic format available to authorised persons and supplemented in each property with a copy of the Asbestos Survey.

**5.4** The Council will implement a programme for monitoring, assessment and review to ensure currency of the Asbestos Module within the Asset Manager System. Competent persons will carry this out at appropriate intervals.

## **06: ASBESTOS PROCEDURES**

6.1 All work activities involving ACMs will be carried out in accordance with this policy, statutory requirements, codes of practice and guidance notes, HSG 210 'Asbestos essentials: A task manual for building, maintenance and allied trades on non-licensed asbestos work' issued by the Health and Safety Executive helps duty holders understand how work should be done safely. In carrying out such work the Council shall adopt the guidance as the minimum standard for such work.

There are also a number of other documents which can be sourced on the Health and Safety Executive's Web Site regarding Asbestos.

6.2 Where asbestos is to be encapsulated an ACM warning notice (when appropriate) shall be displayed in a prominent position, e.g. service cupboard, next to the gas or electricity meter, fire alarm panel, office reception area, manager's office and any other surface to highlight its presence. Where practicable the hazard-warning label shall be placed on the asbestos and encapsulation material.

6.3 Notification of all work involving asbestos will be progressed in accordance with the procedures set out in the appendices. Job specific assessments and safe

systems of work will require to be produced for work with ACMs. Where the work is of a repetitive nature, a single assessment and safe system of work may be suitable.

- New written risk assessments will be required should changes in the work occur or air monitoring results prove deficiencies in the existing process.

## **07: SPECIFICATION / PURCHASE**

- 7.1 The Council will not knowingly specify, purchase or use ACMs in any Council property or work activity.
- 7.2. Clauses to this effect will be included in all tender documents by the Instructing Officer or buyer.

## **08: CONTRACTORS**

- 8.1 All work activities, including removal or encapsulation involving ACMs will be carried out by an approved “Licensed Asbestos Contractor”, being a member of “ARCA” or “ACAD”. Such contractors will require to be vetted in accordance with the Council’s procedure contained in “Managing Contractors Health & Safety”.
- 8.2 Licensed contractors will be drawn from the Council’s Pre-Qualified (Specialist Section) Contractors List.
- 8.3 Only those contractors in possession of a Health and Safety Executive license will be permitted to work with asbestos.
- 8.4 Contractors will be responsible for informing the Instructing Officer of any work with ACMs which may be necessary to commence within a 14-day period, who in turn shall advise the Compliance Liaison Officer ASAP. This will allow the Compliance Liaison Officer or nominated officer to apply for the necessary waiver from HSE.
- 8.5 Work will not commence until the Instructing Officer has assessed and approved the written risk assessment, method statement and plan of work submitted by the contractor, which will specify in detail the control measures for the work. It is recognised the Instructing Officer, where appropriate, may have to seek guidance on such matters from the Risk Management Section.
- 8.6 Instructing Officers for each project will monitor the performance of contractors.

- 8.7 The Risk Management Section will monitor the implementation of the AMS and audit contractors work methods.
- 8.8 Contractors will be required to reduce the number of workers exposed to asbestos to a minimum and confirm that all relevant training has been given and that they have sent employees who work with ACMs for a medical examination in accordance with the Control of Asbestos Regulations.
- 8.9 Contractors carrying out work will be required to confirm that immediate steps have been taken to reduce exposure to asbestos where the control level or action limit is exceeded.
- 8.10 Contractors carrying out the work with the approval of the producer of the waste will ensure that minimum amounts of waste are held on site in a suitable locked container and that it is disposed of safely. Asbestos waste will be disposed of in a registered land fill site in accordance with the requirements of the Special Waste Regulations and the disposal notice issued to the Instructing Officer.
- 8.11 The Instructing Officer will provide the [assetmanagementteam@west-dunbarton.gov.uk](mailto:assetmanagementteam@west-dunbarton.gov.uk) with a copy of the Waste Consignment Note for the Disposal and Carriage of Special Waste.
- 8.12 Records will be retained on site detailing that equipment and PPE has been maintained and inspected in accordance with statutory requirements.
- 8.13 Where appropriate, all asbestos removal will be done using hygiene/decontamination units, lockable waste skips, tent enclosures and signage to demarcate the working area to ensure other persons are not exposed to any risk to their health and safety.
- 8.14 Works will be required to be carried out in accordance with the findings of the risk assessment and control measures.
- 8.15 All sites shall be left safe, clean, free from asbestos (unless encapsulated or sealed), including debris and any other materials used. Air clearance indicator sampling shall be carried out and satisfactory results obtained prior to the removal of any tented enclosures and after any asbestos removal.

## **09: SURVEYING SAMPLING AND AIR MONITORING**

Only UKAS accredited organisations will carry out surveying, sampling and air monitoring and indicator clearance monitoring. In certain circumstances an accredited laboratory may be appointed to undertake an assessment of the

contractor's methods of work. Departments shall be responsible for any costs associated with the above. A licensed asbestos removal contractor shall not be permitted to take bulk samples of ACMs.

## **10: TRAINING**

Executive Directors will ensure that the appropriate level of training and refresher training/ tool box talks is provided for all employees dealing with asbestos.

Assistance and guidance on these matters will be provided by the Risk Management Section.

## **11: CONSULTATION**

11.1 The Council will, as appropriate via delegated officers, will consult employees and appropriate groups before any projects involving the removal of ACMs are carried out.

## **12: SHARING INFORMATION**

### 12.1 Council House Tenants

The Council will notify tenants of any ACMs in their homes and any other relevant information regarding their health, safety and welfare.

### 12.2 Property Users / Employees

For work activities where ACMs are likely to be encountered departments shall regularly assess the requirement for employee health and safety awareness training and ensure that, where appropriate, arrangements are made for suitable training to be carried out, including refresher training.

Employees coming into contact with asbestos should not be exposed to asbestos fibre levels in excess of those control limits specified in the Control of Asbestos Regulations.

Information regarding Council policy on asbestos related matters, where appropriate, will be made available to employees, contractors and other persons who may be affected by the Council's undertakings.

The Council will provide access to the Asbestos Module within the Asset Manager System to appropriate persons seeking information regarding its buildings. In addition, a copy of the Asbestos Survey shall be provided for all public buildings and be readily available for inspection.

### 12.3 Tenants wishing to buy council houses

The Council will disclose information to anyone wishing to buy a specific property regarding the presence of ACMs.

#### 12.4 Lessees

The Council's Leasing Agent will disclose information to anyone wishing to lease a specific property regarding the presence of ACMs.

#### 12.5 Contractors

The Council will notify contractors of information, recorded in the Asbestos Module within the AMS, Asbestos Survey (retained in public buildings) or the HPCS relating to the specific properties to be worked on as part of its instruction of works process.

Contractors will also be informed to proceed with caution when carrying out such work and to suspend work activities should they suspect the presence of ACMs.

#### 12.6 General Advice

The Council shall endeavour to publicise the advice it offers on a range of asbestos and enforcement issues. (e.g. Environmental Health Issues).

#### 12.7 Emergency Services

The Council will, as appropriate, ensure that information on the location of asbestos is made available to the emergency services.

### **13: THE PROCESS**

Workflow process charts are detailed in Appendix 7 covering the various stages in the process from review of Asset Manager System, to 'on site' discovery, to completion of works and updating the Asbestos Module.

#### 13.1 The Extent

The extent of the works carried out will be in line with the Council's Asbestos Policy statement and be based on the assessment of risk with consideration given to potential fibre release/ condition/ occupancy/ accessibility/ future work/ social factors/ temporary works and will range from removal to encapsulation to leaving in place and labelling where appropriate.

#### 13.2 'On Site' Discovery

There is provision in the procedure for 'on site' discovery when unforeseen suspect asbestos materials are discovered. Appendix 4 details the steps to be taken should this occur.

### 13.3 Fire Risk

If removal of ACMs will take more than one day and the method of stripping causes an additional fire risk, employees, other relevant persons including the local Strathclyde Fire and Rescue Service will be informed of works in progress.

### 13.4 After an Emergency

[APPENDIX 5](#) details the steps to be taken. This procedure will apply after an emergency situation e.g. fire, flood, collapse etc. to a property, which is known to contain asbestos, or suspected ACMs.

## **14: RECORD KEEPING**

Records will be kept of the following:

- a) All premises which contain ACMs.
- b) The location within each premise (exact area).
- c) Where possible the type of ACMs and their density
- d) A copy of the assessment relating to the decision whether to encapsulate or remove.
- e) Any work activity involving ACMs.
- f) The contractor(s) carrying out work with ACMs.



- g) The disposal of ACMs to a licensed landfill site.
- h) Sampling, reassurance if required, and clearance indicator levels on completion of the work.
- i) The commencement and completion date of all such works.
- j) For a period of forty years, the name of any person exposed to asbestos fibre fallout.

#### **15: ASBESTOS EXPOSURE (RECORDS & EMPLOYEE DE-BRIEFING)**

Procedures shall be implemented to assess, manage and record any suspect or confirmed asbestos exposure reported, including debriefing employees or other persons.

In the event of such an incident, a reassurance test shall be arranged. At the same time management shall ensure that an investigation is carried out as soon as possible and that the Suspect Asbestos Pro-forma ASB 2 is completed. The pro-forma shall be retained on file awaiting the re-assurance test results. If positive, a copy shall be given to the employee, with the original being retained for 40 years. The employee can then pass the information to their Medical Practitioner. The reassurance test must be carried out by an independent UKAS accredited body.

The facts must be presented to those concerned as soon as possible. This is critical for the morale of employees and others, along with their health, safety and welfare. In addition and as part of the Asbestos Management System a de-briefing meeting/discussion with the employee(s) or others must take place as soon as practicable after such an incident and the details recorded on Suspect Asbestos\_Pro-forma. Where appropriate, and after any confirmed exposure the employee(s) should be referred to the Council's Occupational Health Provider. In the event the person(s) is a contractor they should be advised to contact their own employer. Non - employees should be instructed to contact their own medical adviser.

The information required to be recorded is outlined within Suspect Asbestos Pro-forma ASB 2 page 42.

## **APPENDICES**

**APPENDIX 1: IMPLEMENTATION PLAN**

The following process shall be implemented by departments to deliver the Council's Health and Safety Management System to reduce the risk of exposure to asbestos:

1. Ensure the procedure is developed to suit departmental needs.
2. Consult with Safety Representatives.
3. Housing, Environmental and Economic Development (HEED) shall appoint a senior officer as the responsible person for asbestos for the authority.
4. Instruct and inform Managers on the contents of the policy and train employees on the relevant parts.
5. Each department to appoint a Compliance Liaison Officer.
6. Where appropriate train employees in the hazards associated with asbestos.
7. HEED appoint competent asbestos surveyors.
8. The Corporate Asset Manager shall develop an asbestos management system (AMS) and ensure training / instruction for managers and employees accordingly. Training information shall be recorded.
9. Ensure that Management, Refurbishment and Demolition surveys re HSG 264 is undertaken where appropriate.
10. The Corporate Asset Manager shall ensure that both the findings of the survey in the Asbestos Module within the AMS and the Housing Property Condition Survey Register are recorded.
11. Develop an action plan and timescale for the management of asbestos in premises.
12. Provide de-briefing meetings/counselling for those employees who have been exposed to asbestos, including the establishment of records for any confirmed exposure.
13. Implement health surveillance, as necessary and if requested, for those employees who suspect they have been exposed to asbestos.
14. Asbestos contractors must be licensed and members of ARCA or ACAD.
15. Asbestos sampling and analytical laboratory work must be undertaken by UKAS accredited organisations.
16. Monitor contractors work methods.
17. Executive Director HEED shall nominate a senior manager to monitor the implementation of the policy.
18. Undertake an annual review of this policy.

APPENDIX 2: GLOSSARY OF TERMS
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Appointed Person <sup>1</sup>	To help comply with the legal requirements and to ensure that ACMs in premises are properly managed, dutyholders should identify a person (and in some cases a deputy) within their organisation who will be responsible for that management. An appointed person will be essential where the dutyholder has a large or complex building portfolio. The appointed person will need the resources, skills, training and authority to ensure that the ACMs are managed effectively. Part of their responsibilities will include managing the survey, including contractual and reporting arrangements, quality and subsequent use of the data.
Instructing Officer	Any person employed to manage projects involving the fabric of or services within, properties e.g. Architect, Clerk of Works, Housing Maintenance Officer, Property Inspector and any other employee who instructs a contractor.
Operative	The person employed by the contractor to do the work.
Line Manager	A person employed by the contractor or the Council to oversee the operative (e.g. a Supervisor). A Head Teacher or Building Manager can also carry out this role.
Employee	A West Dunbartonshire Council person undertaking maintenance and repairs to Council property e.g. public & commercial buildings and domestic premises.
Compliance Liaison Officer	A person employed by a department who has responsibility and knowledge of the Asbestos Procedures.
Risk Management Section	Persons employed by the Council to advise and assist with Health & Safety matters and for auditing the Council's Asbestos Policy Procedures and Arrangements.

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<sup>1</sup> Appointed person: **HSG264 Asbestos: The survey guide** page 10 paragraph 14 available at <http://www.hse.gov.uk/pubns/priced/hsg264.pdf> last accessed Monday, 21 January 2013

Premises Manager / Responsible Person	Officer appointed to co-ordinate and manage arrangements in the event of an emergency, and to consult with the emergency services and inform the Client Liaison Officer and Risk Management of any such eventuality.
Leasing Officer	A person employed by HEED to oversee and control the leasing of council property.
Lessee	A person who rents/leases property from WDC.
Client	Department requiring the work e.g. Education & Cultural Services
Clients Representative	Department employed by the client to undertake the design, specification and site supervision of construction work e.g. HEED.
Contractor	A company appointed to carry out the work.
Licensed Contractor	A contractor who has the appropriate license to work with asbestos.
Specialist	A laboratory or person engaged to manage and/or carry out - visual inspection, sampling and exposure monitoring, clearance of asbestos. A specialist must demonstrate that they have the appropriate EN accreditation from UKAS for the service they are to provide.

### APPENDIX 3: SAFE SYSTEM OF WORK

#### EMPLOYEES DISCOVERING ASBESTOS MATERIALS

Council employees are not required to work with asbestos. In addition, and to reduce the risk of any exposure to ACMs an Asset Manager System/ Asbestos Survey/ Housing Property Condition Survey shall be established to identify the type and location of ACMs within Council property in order that employees and others are made aware of its presence prior to carrying out any work. Therefore, it is not perceived that the use of personal protective equipment (PPE) will normally be necessary. However, there could be circumstances where employees may unintentionally come into contact with or disturb (suspected) ACMs during the course of their work activities.

Where an employee finds or suspects, disturbs or accidentally damages any substance thought to be asbestos, it will be necessary to immediately suspend work, and adopt a safe system of work to ensure their continued safety and that of anyone in the vicinity of the work. See Appendix 4.4 for detailed procedure.

At all times the situation should be reviewed in the correct perspective without causing unnecessary concern to building occupier or user.

Initially the employee must remove themselves from the area of perceived risk and ensure that no third party, another employee, tenant or member of the public can access the suspect area. The employee should then immediately notify their line manager of the situation and advise the property manager in-situ. The line manager must arrange for a reassurance test to be carried out and the subsequent results recorded and notified.

In the event the employee suspects their outer clothing to be contaminated by asbestos dust, they must proceed to the vehicle and obtain the disposable overall and red asbestos plastic bag from their emergency kit (one kit per employee to be carried in the vehicle at all times). They should remove outer clothing, place this in the plastic bag and put on disposable overall. Wipe down footwear using a wet cloth, place in plastic bag and seal with tape. The employee should then implement the department's arrangements for showering, change of clothing and cleaning or disposal of contaminated garments.

Management will implement arrangements to transfer the plastic bag and its contents to a licensed asbestos contractor for disposal.

The bags must not be re-opened. In the event that an incident occurs at the end of the working day or outwith normal working hours, then the plastic bag should remain in the vehicle until the following day.

Where an asbestos plastic bag is left in the vehicle overnight, the person in control of the vehicle must ensure their Line Manager is informed as soon as possible of any such incident in order to prevent any accidental exposure or disturbance to the plastic bag by a fellow employee using the vehicle.

In case of PPE not being available, the employee should contact their immediate Line Manager, request the above items are brought to site, implementing the foregoing procedure.

In the event, the employee suspects their outer clothing is contaminated by asbestos dust, they shall seek guidance/assistance from the UKAS Specialist Laboratory Technician/ Asbestos Contractor.

Appropriate emergency PPE Kit and ancillary items consists of the following:

- 1 Checklist (for recording items are in good order and readily available)
- 1 Respirator (FFP3) as supplied - (the user will require to be clean-shaven)
- 1 Disposable overall as supplied
- 1 Pair of disposable over shoes
- 1 Red plastic sack with appropriate labels as supplied
- 1 Roll of duct tape

Items must not be substituted for others unless advised by Risk Management Safety Section.

## **ASBESTOS ENCLOSURES**

Council employees must not enter an asbestos enclosure, unless trained in accordance with the Control of Asbestos Regulations, Reg 10 (1). Only persons, such as a Licensed Asbestos Contractor, HSE Inspector or Specialist Laboratory Technician can have access to an enclosure provided they have been trained.

Enclosures shall be fitted with a suitable and sufficient viewing panel. If it is necessary for the contractor to point out any anomaly/deficiency to a Clerk of Works/ employee and the viewing panel is insufficient, then the contractor shall provide video evidence for this purpose.

## **USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Disposable equipment e.g. respirators, overalls and overshoes must only be used once. PPE must be worn when entering a suspect or contaminated area. They must not be removed until that area has been exited and appropriate decontamination procedures have been carried out. Contaminated areas in this respect are areas of minor asbestos disturbance where a clearance certificate has not been issued by a UKAS accredited laboratory.

Note: It is not always necessary to use PPE when entering an area where the presence of asbestos is not suspected. The asbestos awareness training received and experiences of the employee may assist in any decision-making re PPE.

### **SAFE DISPOSAL OF PPE**

There are legislative requirements for the disposal of asbestos contaminated equipment. Care must be taken to comply with these to ensure the prevention of possible contamination of any area outwith an asbestos designated working area.

After being used respirators, overalls and overshoes etc. must be placed in the red plastic bag labelled and sealed. The bag should be kept in a suitable asbestos waste container, in a safe area under lock and key to prevent damage and should not be re-opened. Final disposal of the bag should take place as soon as possible.

The storing of asbestos materials is prohibited unless the area is formally registered as a Waste Transfer Station by the relevant licensing authority.

Bags may be disposed of in a registered Waste Transfer Station asbestos skip.

Where a locked asbestos skip is present on the property/site, the plastic bag containing the PPE can, under the control of the licensed asbestos contractor, be placed in the skip. If this exists formal arrangements should be made in advance and be known to all employees involved in such operations.

### **RE-ISSUE OF PPE**

Requests for additional PPE should be on an approved form (see Code 07 Personal Protective Equipment). It should be noted that the employee is required to provide the details of the property/site where the previous issue of equipment was used, therefore confirming works that should have been noted in the Asbestos Register.



## **DISPOSAL OF ASBESTOS CEMENT MATERIALS**

Should there be a need to retrieve any waste material (i.e. Cleansing Operations) 500 / 1000-gauge polythene sheeting should be used.

This will depend on the size and amount of material to be removed. Self adhesive duct tape and warning labels should be available to identify waste and ensure safe disposal. Materials must be transferred to a licensed asbestos "Waste Site" in accordance with the requirements of the Environmental Protection Act, "Carriage and Transfer of Special Waste."

The Council is required to ensure that a management system is established and implemented to identify the type and location of ACMs within its property in order that employees and others are made aware of its presence prior to carrying out any work activity.

**APPENDIX 4: Procedure for “On Site Discovery”**

4.1 “By Contractor”	
1. Suspension of Work	Persons involved
<ul style="list-style-type: none"> <li>is suspect asbestos damaged (if not report to Line Manager on completion of work), or could it be actually damaged as a result of the work.</li> </ul>	
<ul style="list-style-type: none"> <li>suspend work and make area safe.</li> </ul>	<b>Operative</b>
<ul style="list-style-type: none"> <li>contact line manager immediately.</li> </ul>	<b>Operative</b>
<ul style="list-style-type: none"> <li>liaise with building occupier/tenant and explain situation</li> </ul>	<b>Line Manager/operative</b>
<ul style="list-style-type: none"> <li>contact Instructing Officer.</li> </ul>	<b>Line Manager</b>
<ul style="list-style-type: none"> <li>contact Compliance Liaison Officer or Specialist Lab.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>issue suspect Asbestos Pro-forma, ASB 1 Part 1 to Asset Management Team.</li> </ul>	<b>Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>issue formal suspension notice to contractor (copy to Compliance Liaison Officer, Compliance Co-ordinator and Asset Management team.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>background air reassurance test/ sample and analyse material by Specialist Lab</li> </ul>	<b>Instructing Officer &amp; Specialist Lab</b>
<ul style="list-style-type: none"> <li>review results.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer, Specialist Lab &amp; Risk Management Section</b>
<ul style="list-style-type: none"> <li>inform occupier/ tenant.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer or Specialist Lab</b>
2. Asbestos Confirmed	
<ul style="list-style-type: none"> <li>assess risk/decide on appropriate action.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer, Specialist Lab &amp; Risk Management</b>

<ul style="list-style-type: none"> <li>consider implications for similar building types.</li> </ul>	<b>Compliance Liaison Officer, Instructing Officer &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>no works necessary – label and monitor Asbestos Pro-forma (ASB 1, Part 1).</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer (if appropriate)</b>
<ul style="list-style-type: none"> <li>works necessary – proceed to section 3 below.</li> </ul>	
<b>3. Instruct Works</b>	
<ul style="list-style-type: none"> <li>use licensed contractor from “Pre-Qualified List of Specialist Contractors”.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>review contractor’s assess/method statement/proposed start date/programme</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer, Specialist Lab &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>agree start date and programme.</li> </ul>	<b>Instructing Officer, Specialist Lab &amp; Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>liaise with building occupier/tenant and explain situation.</li> </ul>	<b>Specialist Lab &amp; Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>complete Asbestos Pro-forma (ASB 1, Part2) to instruct works.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>inspect/monitor operation.</li> </ul>	<b>Instructing Officer or Specialist Lab</b>
<ul style="list-style-type: none"> <li>clearance indicator sample to be taken by Specialist.</li> </ul>	<b>Instructing Officer or Specialist Lab</b>
<b>4. Completion</b>	
<ul style="list-style-type: none"> <li>issue clearance indicator certificate (copies to Compliance Liaison Officer &amp; Asset Management Team).</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>complete asbestos module, update Pro-forma (ASB 1, Part 2). Send to Asset Management team).</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>update Asset Manager System or House Type Survey.</li> </ul>	<b>Asset Management team</b>
<ul style="list-style-type: none"> <li>update Property Log/ Asbestos Survey.</li> </ul>	<b>Asset Management team</b>
<ul style="list-style-type: none"> <li>issue instruction to restart work.</li> </ul>	<b>Instructing Officer</b>

**Note:** Where advice, guidance or assistance is needed regarding the initial standard for works (Risk Assessments or Safe Systems of Work etc) contact Risk Management Section.

## APPENDIX 4

### Procedure for “On Site Discovery”

4.2 “By Tenant (Council House)”	
1. Suspension of Work	Persons involved
<ul style="list-style-type: none"> <li>• discover suspect asbestos.</li> </ul>	
<ul style="list-style-type: none"> <li>• contact Repair Centre (Dumbarton / Clydebank)</li> </ul>	<b>Tenant</b>
<ul style="list-style-type: none"> <li>• contact Compliance Liaison Officer.</li> </ul>	<b>Maintenance Officer</b>
<ul style="list-style-type: none"> <li>• issue suspect Asbestos pro-forma (ASB 1, Part 1) to Asset Management Team and Housing Data.</li> </ul>	<b>Maintenance Officer</b>
<ul style="list-style-type: none"> <li>• send out Instructing Officer to inspect.</li> </ul>	<b>Maintenance Officer</b>
<ul style="list-style-type: none"> <li>• assess situation and arrange for any work necessary to make area safe.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>• liaise with council house tenant and explain situation.</li> </ul>	<b>Housing Officer</b>
<ul style="list-style-type: none"> <li>• background reassurance air test/ analyse material by Specialist.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>• review results.</li> </ul>	<b>Instructing Officer, Specialist Lab</b>
<ul style="list-style-type: none"> <li>• inform tenant.</li> </ul>	<b>Instructing Officer and or Housing Officer</b>
2. Asbestos Confirmed	
<ul style="list-style-type: none"> <li>• assess risk/decide on appropriate action.</li> </ul>	<b>Instructing Officer, Specialist Lab and Housing Officer</b>
<ul style="list-style-type: none"> <li>• consider implications for similar building types.</li> </ul>	<b>Compliance Co-ordinator, Risk Management, Maintenance Officer, Housing Officer and Housing Management Team</b>
<ul style="list-style-type: none"> <li>• no works necessary – label and monitor Asbestos Pro-forma (ASB 1, Part 1).</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>• works necessary – proceed to section 3 below.</li> </ul>	

3. Instruct Works	
<ul style="list-style-type: none"> <li>use licensed contractor from “Pre-qualified List of Specialist Contractors”.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>review contractor’s assess/method statement/proposed start date/programme.</li> </ul>	<b>Instructing Officer, Specialist Lab</b>
<ul style="list-style-type: none"> <li>agree start date and programme.</li> </ul>	<b>Instructing Officer &amp; Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>liaise with tenant and explain situation.</li> </ul>	<b>Instructing Officer and Housing Officer</b>
<ul style="list-style-type: none"> <li>obtain agreement to proceed.</li> </ul>	<b>Housing Officer</b>
<ul style="list-style-type: none"> <li>complete Asbestos Pro-forma (ASB 1, Part 2 ) to instruct works.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>Inspect/monitor operations.</li> </ul>	<b>Instructing Officer, Specialist Lab &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>clearance indicator sample to be taken by Specialist.</li> </ul>	<b>Instructing Officer</b>
4. Completion	
<ul style="list-style-type: none"> <li>issue clearance indicator certificate to Asset Management team and Housing Data.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>complete asbestos register update Pro-forma (ASB 1, Part 2) to Asset Management team and Housing Data.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>update register.</li> </ul>	<b>Asset Management team and Housing Data</b>

**Note:** Where advice, guidance or assistance is needed regarding the initial standard for works (Risk Assessments or Safe Systems of Work etc) contact Risk Management Section.

## APPENDIX 4

### Procedure for “On Site Discovery”

4.3 “By Lessee”	
1. Suspension of Work	Persons involved
<ul style="list-style-type: none"> <li>• discover suspect asbestos.</li> </ul>	
<ul style="list-style-type: none"> <li>• contact leasing officer.</li> </ul>	<b>Lessee</b>
<ul style="list-style-type: none"> <li>• advise lessee to make area safe</li> </ul>	<b>Leasing Officer</b>
<ul style="list-style-type: none"> <li>• contact Compliance Liaison Officer</li> </ul>	<b>Leasing Officer</b>
<ul style="list-style-type: none"> <li>• issue suspect Asbestos Pro-forma (ASB 1, Part 1) to Compliance Co-ordinator.</li> </ul>	<b>Compliance Liaison Officer</b>
<b>If the Council is not responsible under the terms of lease</b>	
<ul style="list-style-type: none"> <li>• advise lessee to make area safe and obtain appropriate professional advice.</li> </ul>	
<ul style="list-style-type: none"> <li>• update register.</li> </ul>	<b>Asset Management Team and Housing Data (if appropriate)</b>
<b>If the council is responsible under the terms of lease</b>	
<ul style="list-style-type: none"> <li>• arrange for instructing officer to inspect.</li> </ul>	<b>Compliance Liaison officer</b>
<ul style="list-style-type: none"> <li>• assess situation and arrange for any work necessary to make area safe.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>• liaise with lessee and explain situation.</li> </ul>	<b>Compliance Liaison officer</b>
<ul style="list-style-type: none"> <li>• background air monitoring. Sample and analyse material by Specialist.</li> </ul>	<b>Instructing Officer &amp; Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>• review results.</li> </ul>	<b>Instructing Officer &amp; Compliance Liaison Officer &amp; Risk Management</b>

<b>2. Asbestos Confirmed</b>	
<ul style="list-style-type: none"> <li>• assess risk/decide on appropriate action.</li> </ul>	<b>Instructing Officer, Specialist Lab &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>• consider implications for similar building types.</li> </ul>	<b>Compliance Liaison Officer, Compliance Co-ordinator &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>• no works necessary – label &amp; monitor Asbestos Pro-forma (ASB 1, Part2).</li> </ul>	<b>Instructing Officer &amp; Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>• works necessary – proceed to section 3 below.</li> </ul>	
<b>3. Instruct Works</b>	
<ul style="list-style-type: none"> <li>• use licensed contractor from “Pre-qualified List of Specialist Contractors”.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>• review contractor’s assess/method statement/proposed start date/programme.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer, Specialist Lab &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>• agree start date and programme.</li> </ul>	<b>Instructing Officer, Specialist Lab &amp; Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>• liaise with lessee and explain situation.</li> </ul>	<b>Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>• complete Asbestos Pro-forma (ASB 1, Part 2) to instruct works.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>• inspect/monitor operation.</li> </ul>	<b>Instructing Officer, Specialist Lab &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>• clearance indicator sample to be taken by Specialist.</li> </ul>	<b>Instructing Officer or Specialist Lab</b>
<b>4. Completion</b>	
<ul style="list-style-type: none"> <li>• issue clearance indicator certificate (copies to Compliance Liaison Officer &amp; Asset Management Team).</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>• complete asbestos register update Pro-forma (ASB 1, Part 2). (Send to Asset Management team).</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>• update register.</li> </ul>	<b>Asset Management team</b>
<ul style="list-style-type: none"> <li>• update property log/handbook.</li> </ul>	<b>Compliance Liaison Officer</b>

**Note:** Where advice, guidance or assistance is needed regarding the initial standard for works (Risk Assessments or Safe Systems of Work etc) contact Risk Management Section.

## APPENDIX 4

## Procedure for “On Site Discovery”

4.4 “By Employee”	
1. Suspension of Work	Persons involved
<ul style="list-style-type: none"> <li>is suspect asbestos damaged (if not report to Line Manager on completion of work), or could it be damaged as a result of the work.</li> </ul>	
<ul style="list-style-type: none"> <li>suspend work and make area safe.</li> </ul>	Employee
<ul style="list-style-type: none"> <li>advise building manager or tenant not to enter area and to follow safe system of work</li> </ul>	Employee
<ul style="list-style-type: none"> <li>advise Line Manager.</li> </ul>	Employee
<ul style="list-style-type: none"> <li>contact department Compliance Liaison Officer.</li> </ul>	Line Manager
<ul style="list-style-type: none"> <li>liaise with building occupier/tenant and explain situation.</li> </ul>	Housing Officer and Maintenance Officer
<ul style="list-style-type: none"> <li>issue suspect Asbestos Pro-forma (ASB 1, Part 1) to Asset Management team.</li> </ul>	Instructing Officer
<ul style="list-style-type: none"> <li>issue formal suspension notice to contractor (copy Liaison Officer, Asset Management team.</li> </ul>	Instructing Officer
<ul style="list-style-type: none"> <li>background air monitoring / re-assurance test, sample and analyse material by Specialist Lab.</li> </ul>	Instructing Officer & Specialist Lab
<ul style="list-style-type: none"> <li>review results.</li> </ul>	Instructing Officer, Compliance Liaison Officer, Specialist Lab & Risk Management
<ul style="list-style-type: none"> <li>inform occupier / tenant.</li> </ul>	Instructing Officer
2. Asbestos Confirmed	
<ul style="list-style-type: none"> <li>assess risk/decide on appropriate action.</li> </ul>	Instructing Officer, Compliance Liaison Officer, Specialist Lab & Risk Management
<ul style="list-style-type: none"> <li>consider implications for similar property types.</li> </ul>	Compliance Liaison Officer, & Risk Management



<ul style="list-style-type: none"> <li>no works necessary – label and monitor Asbestos Pro-forma (ASB 1, Part 2).</li> </ul>	<b>Instructing Officer &amp; Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>works necessary – proceed to section 3 below.</li> </ul>	
<b>3. Instruct Works</b>	
<ul style="list-style-type: none"> <li>use licensed contractor from “Pre-qualified List of Specialist Contractors”.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>review contractor’s assess/method statement/proposed start date/programme.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer, Specialist Lab &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>agree start date and programme.</li> </ul>	<b>Instructing Officer &amp; Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>liaise with building occupier/tenant and explain situation.</li> </ul>	<b>Instructing Officer &amp; Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>complete Asbestos Pro-forma (ASB 1, Part2) to instruct works.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>inspect/monitor operation.</li> </ul>	<b>Instructing Officer, Specialist Lab &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>clearance indicator sample to be taken by Specialist.</li> </ul>	<b>Instructing Officer or Specialist Lab</b>
<ul style="list-style-type: none"> <li>restart work.</li> </ul>	<b>Instructing Officer</b>
<b>4. Completion</b>	
<ul style="list-style-type: none"> <li>issue clearance indicator certificate (copies to Compliance Liaison Officer, Asset Management Team and Housing Data).</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>update IPF and Housing Register.</li> </ul>	<b>Asset Management team &amp; Housing Data</b>
<ul style="list-style-type: none"> <li>update property log/handbook – Operational Properties</li> </ul>	<b>Instructing Officer</b>

**Note:** Where advice, guidance or assistance is needed regarding the initial standard for works (Risk Assessments or Safe Systems of Work etc) contact Risk Management Section.

**APPENDIX 4**

**Procedure for “On Site Discovery or Accidental Exposure”**

<b>4.5 “By Building User”</b>	
<b>1. Suspension of Work</b>	<b>Persons involved</b>
<ul style="list-style-type: none"> <li>discover suspect asbestos.</li> </ul>	
<ul style="list-style-type: none"> <li>contact Premises Manager.</li> </ul>	<b>Building User</b>
<ul style="list-style-type: none"> <li>contact line manager.</li> </ul>	<b>Premises Manager</b>
<ul style="list-style-type: none"> <li>contact Instructing Officer and Maintenance Officer.</li> </ul>	<b>Premises Manager</b>
<ul style="list-style-type: none"> <li>liaise with building users and explain situation.</li> </ul>	<b>Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>issue suspect asbestos Pro-forma (ASB 1, Part 1) to Asset Management Team</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>background air monitoring. Sample and analyse material by specialist.</li> </ul>	<b>Instructing Officer and Specialist Lab</b>
<ul style="list-style-type: none"> <li>review results.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer, Specialist Lab &amp; Risk Management</b>
<b>2. Asbestos Confirmed</b>	
<ul style="list-style-type: none"> <li>assess risk/decide on appropriate action.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer, Specialist Lab &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>consider implications for similar building types.</li> </ul>	<b>Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>no works necessary – label and monitor Asbestos Pro-forma (ASB 1 Part 2).</li> </ul>	<b>Instructing Officer &amp; Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>works necessary – proceed to section 3 below.</li> </ul>	
<b>3. Instruct Works</b>	
<ul style="list-style-type: none"> <li>use licensed contractor from “Pre-qualified List of Specialist Contractors”.</li> </ul>	<b>Instructing Officer</b>

<ul style="list-style-type: none"> <li>review contractor's assess/method statement/proposed start date/programme.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer, Specialist Lab &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>agree start date and programme.</li> </ul>	<b>Instructing Officer &amp; Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>liaise with building occupier/tenant and explain situation.</li> </ul>	<b>Compliance Liaison Officer, Instructing Officer and Maintenance Officer</b>
<ul style="list-style-type: none"> <li>complete Asbestos Pro-forma (ASB 1, Part 2) to instruct works.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>inspect/monitor operation.</li> </ul>	<b>Instructing Officer &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>clearance indicator sample to be taken by Specialist.</li> </ul>	<b>Specialist Lab</b>
<b>4. Completion</b>	
<ul style="list-style-type: none"> <li>issue clearance indicator certificate (copies to Compliance Liaison Officer &amp; Asset Management Team).</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>complete asbestos register update Pro-forma (ASB 2). (Send to Asset Management team).</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>update register.</li> </ul>	<b>Asset Management team and Housing Data</b>
<ul style="list-style-type: none"> <li>update property log/handbook in Operational Properties.</li> </ul>	<b>Instructing Officer</b>

**Note:** Where advice, guidance or assistance is needed regarding the initial standard for works (Risk Assessments or Safe Systems of Work etc) contact Risk Management Section.

<b>APPENDIX 5: “Post Emergency Incident Procedure”</b>
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After an Emergency	Persons involved
<ul style="list-style-type: none"> <li>confirm that the Emergency Services have finished and that all necessary general measures e.g. temporary supports barricades etc. are in place.</li> </ul>	<b>Responsible Person / Premises Manager</b>
<ul style="list-style-type: none"> <li>consult the Emergency Services and establish the likely area of dust spread.</li> </ul>	<b>Responsible Person / Premises Manager</b>
<ul style="list-style-type: none"> <li>Instruct temporary action to limit/ contain the spread of asbestos fibres/dust.</li> </ul>	<b>Responsible Person / Premises Manager</b>
<ul style="list-style-type: none"> <li>contact Compliance Liaison Officer.</li> </ul>	<b>Responsible Person / Premises Manager / Housing Officer</b>
<ul style="list-style-type: none"> <li>liaise with council house tenants/building users and explain situation.</li> </ul>	<b>Responsible Person/Compliance Liaison Officer</b>
<ul style="list-style-type: none"> <li>Issue Asbestos Pro-forma (ASB 1, Part 1) to Asset Management team and Housing Data.</li> </ul>	<b>Responsible Person / Instructing Officer</b>
<ul style="list-style-type: none"> <li>background air monitoring. Sample and analyse material by Specialist Lab.</li> </ul>	<b>Instructing Officer / Specialist Lab</b>
<ul style="list-style-type: none"> <li>review results.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer, Specialist Laboratory &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>decide on appropriate action.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer, Specialist Laboratory &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>clearance indicator level satisfactory – issue re-occupation certificate (copies to Instructing Officer, Compliance Liaison Officer, Asset Management Team, Housing Data &amp; Risk Management Section.</li> </ul>	<b>Instructing Officer</b>

<b>Asbestos works necessary – proceed as detailed below</b>	
<ul style="list-style-type: none"> <li>• use licensed contractor from “Pre-qualified list of Specialist Contractors”.</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>• review contractor’s risk assessment/safe systems of work/proposed start date/programme.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>• complete Asbestos Pro-forma (ASB 1, Part 2) to instruct works.</li> </ul>	<b>Instructing Officer and Housing Officer</b>
<ul style="list-style-type: none"> <li>• agree start date and programme.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer and Housing Officer</b>
<ul style="list-style-type: none"> <li>• liaise with council house tenants/building users and explain situation.</li> </ul>	<b>Compliance Liaison Officer, Instructing Officer and Housing Officer</b>
<ul style="list-style-type: none"> <li>• inspect/monitor operations.</li> </ul>	<b>Instructing Officer, Compliance Liaison Officer &amp; Risk Management</b>
<ul style="list-style-type: none"> <li>• completion of works arrange background air sampling by Specialist Lab.</li> </ul>	<b>Instructing Officer / Specialist Lab</b>
<ul style="list-style-type: none"> <li>• issue clearance indicator certificate on completion (copies to Compliance Liaison Officer, Asset Management Team and Housing Data).</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>• complete asbestos register update Pro-forma (ASB 1, Part 2). (Send to Asset Management team).</li> </ul>	<b>Instructing Officer</b>
<ul style="list-style-type: none"> <li>• update register.</li> </ul>	<b>Asset Management Team and Housing Data</b>
<ul style="list-style-type: none"> <li>• update property log/handbook.</li> </ul>	<b>Instructing Officer</b>


**Note:** Where advice, guidance or assistance is needed regarding the initial standard for works (Risk Assessments or Safe Systems of Work etc) contact Risk Management Section.

**APPENDIX 6: ASBs**

This form is available at [Asbestos: Suspect Materials ASB1 - Part 1](#)

<b>ASB 1 Part 1</b>		<b>APPENDIX 6</b>	
		Standard Administration Document Asset Management Number:	
		<b>ASBESTOS PRO-FORMA</b>	
		Suspect Material	
This pro-forma to be completed in accordance with the requirements of			
<ul style="list-style-type: none"> <li>• Council's Policy Code: 14 Managing Asbestos</li> <li>• Procedure for "On Site Discovery"</li> <li>• "Post Emergency Incident Procedure"</li> </ul>			
01	Property UPRN or other Housing ref No:		
02	Property Address:		
03	Name of person reporting incident: (e.g. employee, tenant, contractor or lessee):		
04	Name of employee recording / registering report:	Date:	
	Job title:		
	Name of Instructing Officer (investigating):	Date:	
	Job title:		
05	Is the material noted in ANY existing survey or report – Yes or No:-----		
06	Asbestos Register Reference:		
07	Location of material within property:	Block Reference:	Room No:
08	How was material found e.g. by survey / during inspection / during work:		
	If discovered during work has there been a possibility of exposure to fibres – Yes or No?	-----	
	If YES see 12 and 13 below, and has employee / other user briefings been organised – Yes or No?	-----	
09	Description of Material (e.g. cement board; floor tiles; insulation; lagging):----- If 'Other' – please describe -		
10	Condition (e.g. broken; cracked; intact; friable): -----		
11	Name of UKAS laboratory instructed to sample:		
12	Air Clearance / reassurance test required – Yes or No:	Date:	
	-----		
	Certificate No:	Date:	
	Result:		
13	Bulk Sample – Yes or No:-----	Date:	
	Certificate No:		
	Result: -----	Date:	
14	Name of Instructing Officer filing report:	Date:	
<p><b>Office Use Only -</b>  <b>Input by:</b>  <b>Checked by:</b></p> <hr/> <p>Submit this form to - <a href="mailto:assetmanagementteam@west-dunbarton.gov.uk">assetmanagementteam@west-dunbarton.gov.uk</a>  For <b>Housing</b>: also copy this form to <a href="mailto:Georgette.Patrick@west-dunbarton.gov.uk">Georgette.Patrick@west-dunbarton.gov.uk</a></p>			
File name ASB 1 Part 1 Suspect Materials ver 0.24 Jan 2013			1

This form is available at [Asbestos: Notification to Instruct Work ASB1 - Part 2](#)

<b>ASB 1 Part 2</b>		<b>APPENDIX 6</b>	
		Standard Administration Document Asset Management Number:	
		ASBESTOS PRO-FORMA Notification to instruct works	
			
15	Is material is to remain in-situ (encapsulated / sealed / managed): ----- If 'Other': Explain why:		
15.1	Has asbestos location been recorded in Housing register and tenant notified (warning information to be placed in suitable location: – Yes or No:----- Information recorded by:      Name:                              Job title:                              Date:		
15.2	Has asbestos location been recorded in Public Buildings Register and Property Log Book: – Yes or No:----- Information recorded by name:	Job title:	Date:
15.3	Person instructing warning labels to be affixed:		
15.4	Have asbestos warning labels been fixed to materials where practicable: – Yes or No:-----	Date:	
16	<b>Asbestos to be removed</b>		
16.1	Name of Specialist Contractor awarded the work:		
16.2	Order number:	Date:	
16.3	Description of works to be undertaken:		
16	<b>Contractor's Risk Assessment and Safe System of Work must be provided to the Instructing Officer prior to works commencing</b>		
16.4	Has a Risk Assessment been undertaken: – Yes or No:----- Has a Safe System of Work been developed and agreed: – Yes or No:----- If not why not:	Date:	Date:
16.5	Nature of any preparatory works:		
16.6	Has Asbestos been removed? – Yes or No:----- If Yes – what is the amount / quantity?	Date:	
16.7	Has an Asbestos Clearance Certificate been issued? – Yes or No:-----	Date:	
16.8	Consignment note number:		
16.9	Has building Manager / Client been informed regarding the works and remedial action taken: – Yes or No:-----	Date:	
16.10	Has the Public Buildings Register / Property Log Book / Housing Register been updated and occupier / tenant notified: – Yes or No:-----	Date:	
17	Any other comments:		
18	Name of Instructing Officer filing report:	Date:	
<b>Office Use Only -</b>			
<b>Input by:</b>			
<b>Checked by:</b>			
<hr/>			
Submit this form to - <a href="mailto:assetmanagementteam@west-dunbarton.gov.uk">assetmanagementteam@west-dunbarton.gov.uk</a>			
For <b>Housing</b> : also copy this form to <a href="mailto:Georgette.Patrick@west-dunbarton.gov.uk">Georgette.Patrick@west-dunbarton.gov.uk</a>			
File name ASB 1 Part 2 Notification to instruct works ver 0.24 Jan 2013			
			1

This form is available  
at [Asbestos: Retrospective, Suspect or Asbestos Exposure ASB2](#)

<b>ASB 2</b>		<b>APPENDIX 6</b>	
		Standard Administration Document Asset Management Number:	
		ASBESTOS PRO-FORMA Retrospective, Suspect or Asbestos Exposure Record	
REFERENCE No:			
Section 1 – EMPLOYEE DETAILS:			
Name of employee reporting incident:		Date of birth:	
Home Address:		Employee number:	
Depot:		Occupation:	
Section 2 – DESCRIPTION OF INCIDENT:			
Employee attended property: Time: Date:		Property Address:	
Exact location within premises:		Description of materials:	
Was the suspect materials disturbed: – Yes or No:		-----	
If materials disturbed provide description:			
Approximate length of time spent in property			
Section 3 – DEPARTMENTAL MANAGEMENT:			
Asbestos confirmed: – Yes or No: -----		Type:	
Was a re-assurance test undertaken: – Yes or No: -----		Certificate No:	
Exposure: – Yes / No / Suspect: -----			
Section 4 – ACTIONS			
Has actions been developed from incident: – Yes or No: -----		Describe / explain action:	
Line manager:		Date:	
<b>Office Use Only -</b> <b>Input by:</b> <b>Checked by:</b>			
Submit this form to - <a href="mailto:HRconnect@west-dunbarton.gov.uk">HRconnect@west-dunbarton.gov.uk</a> <a href="mailto:corporateH&amp;S@west-dunbarton.gov.uk">corporateH&amp;S@west-dunbarton.gov.uk</a>			
File name ASB 2 Retrospective, Suspect or Asbestos Exposure Record ver 0.23 Nov 2012			1



This form is available at [Asbestos: Employee de-briefing ASB3](#)  
**ASB 3**

**APPENDIX 6**  
 Standard Administration Document  
 Asset Management Number:



**ASBESTOS PRO-FORMA**  
 Employee de-briefing

In accordance with the requirements of the Managing Asbestos Policy (Section 15, Employee De-briefing) management shall record the details of the de-briefing using this pro-forma. A copy of the record shall be retained with the incident details. In addition, a note should be retained in each employee's personnel file.

Topics Covered:	Provided By: (name) Position:
-----------------	----------------------------------

01  
02  
03  
04

**Attendance**

01	Name (PRINT)	Signature
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		

Comments or points raised during discussion:

**Section 4 – ACTIONS**

Has actions been developed from incident:  
 – Yes or No: -----

Describe / explain action:

Line manager:

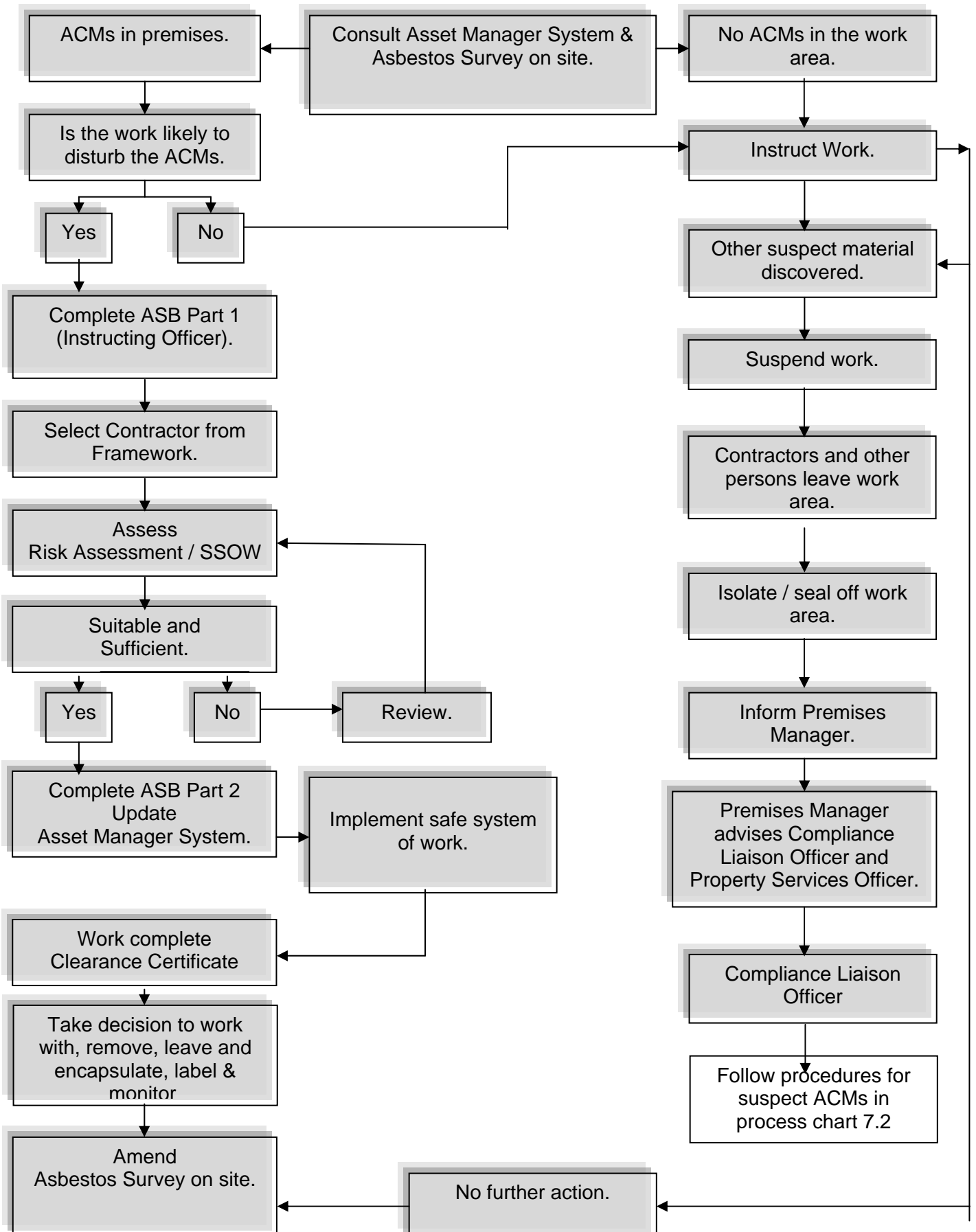
Date:

**Office Use Only -**  
**Input by:**  
**Checked by:**

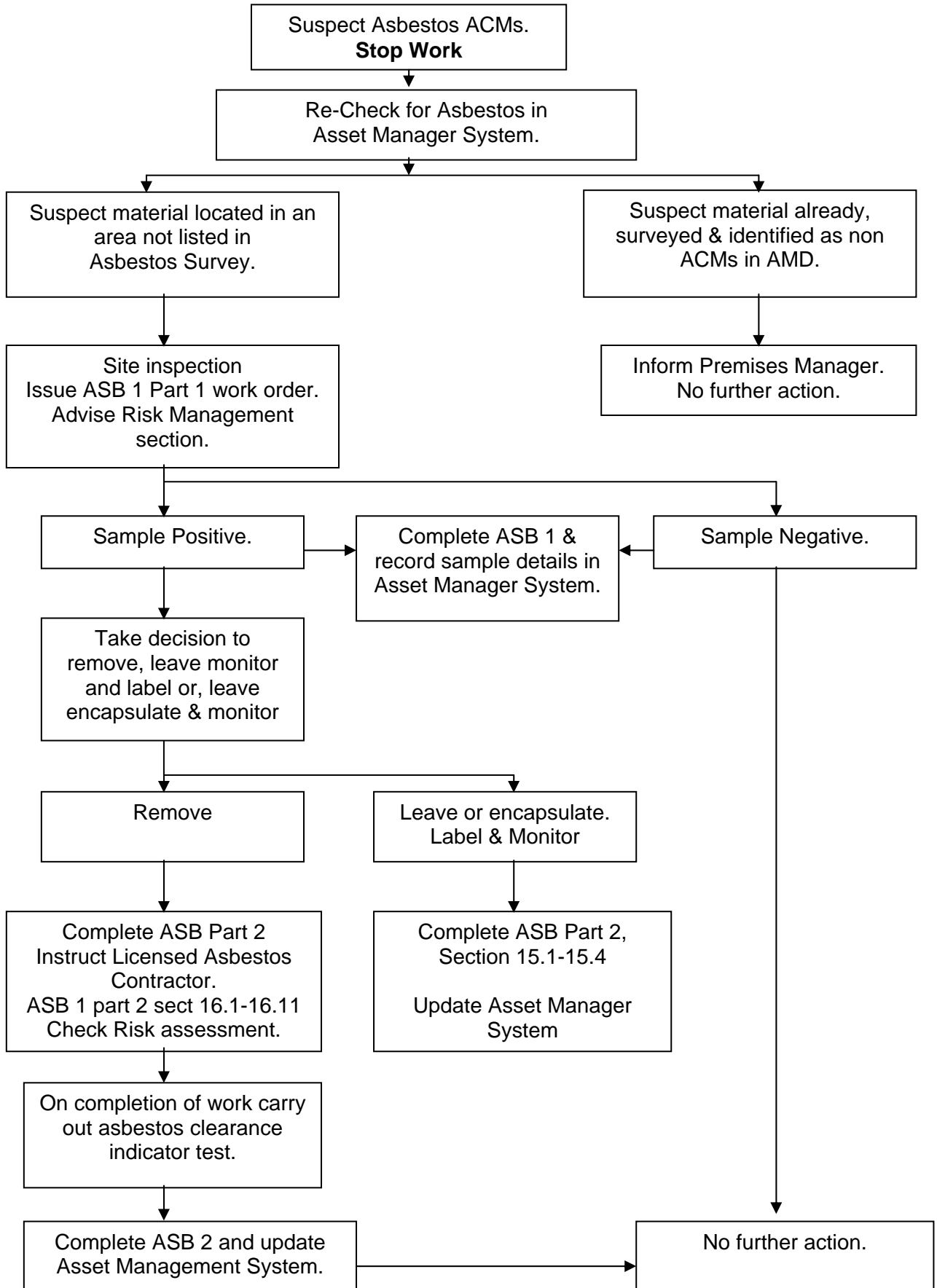
Submit this form to - [HRconnect@west-dunbarton.gov.uk](mailto:HRconnect@west-dunbarton.gov.uk)  
[corporateH&S@west-dunbarton.gov.uk](mailto:corporateH&S@west-dunbarton.gov.uk)

**APPENDIX 7: PROCESS CHARTS**

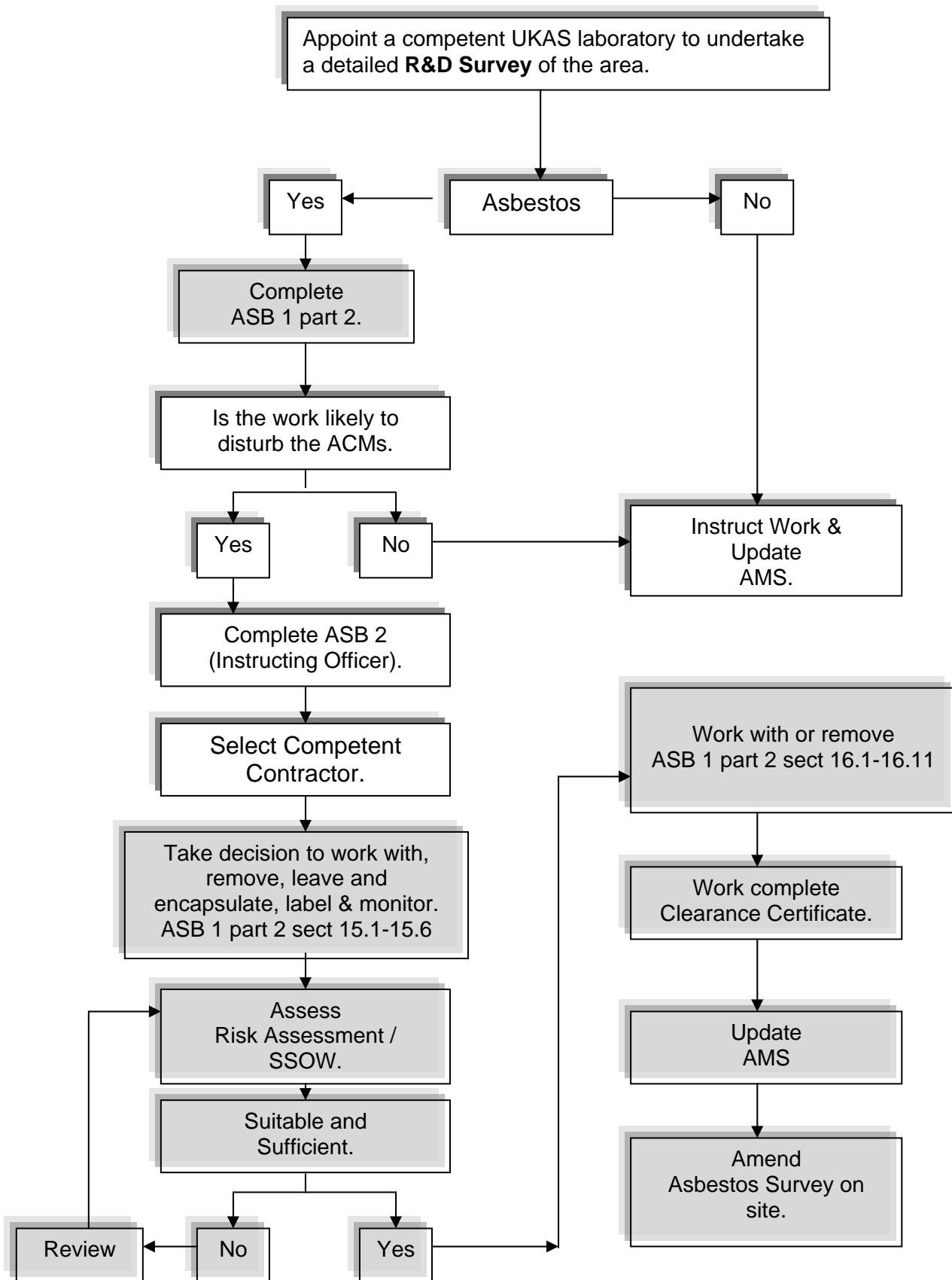
Process Chart 7.1 MAINTENANCE AND PROGRAMMED WORK – OPERATIONAL PROPERTY



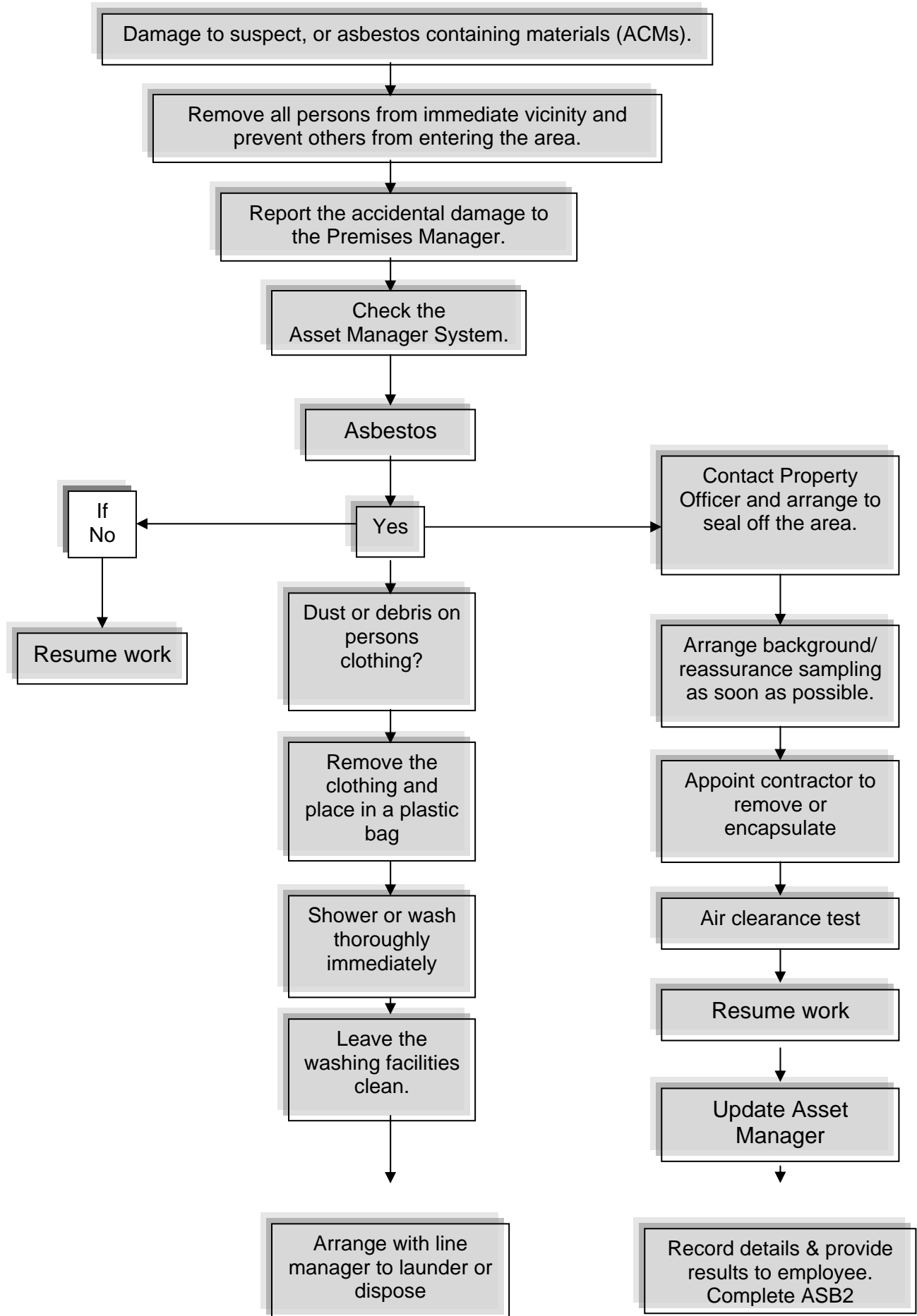
Process Chart 7.2 PROCEDURE FOR SUSPECTED ASBESTOS CONTAINING MATERIALS (ACMs) – OPERATIONAL PROPERTY



Process Chart 7.3 WORK OUTWITH – MANAGEMENT SURVEY AREAS OPERATIONAL PROPERTY

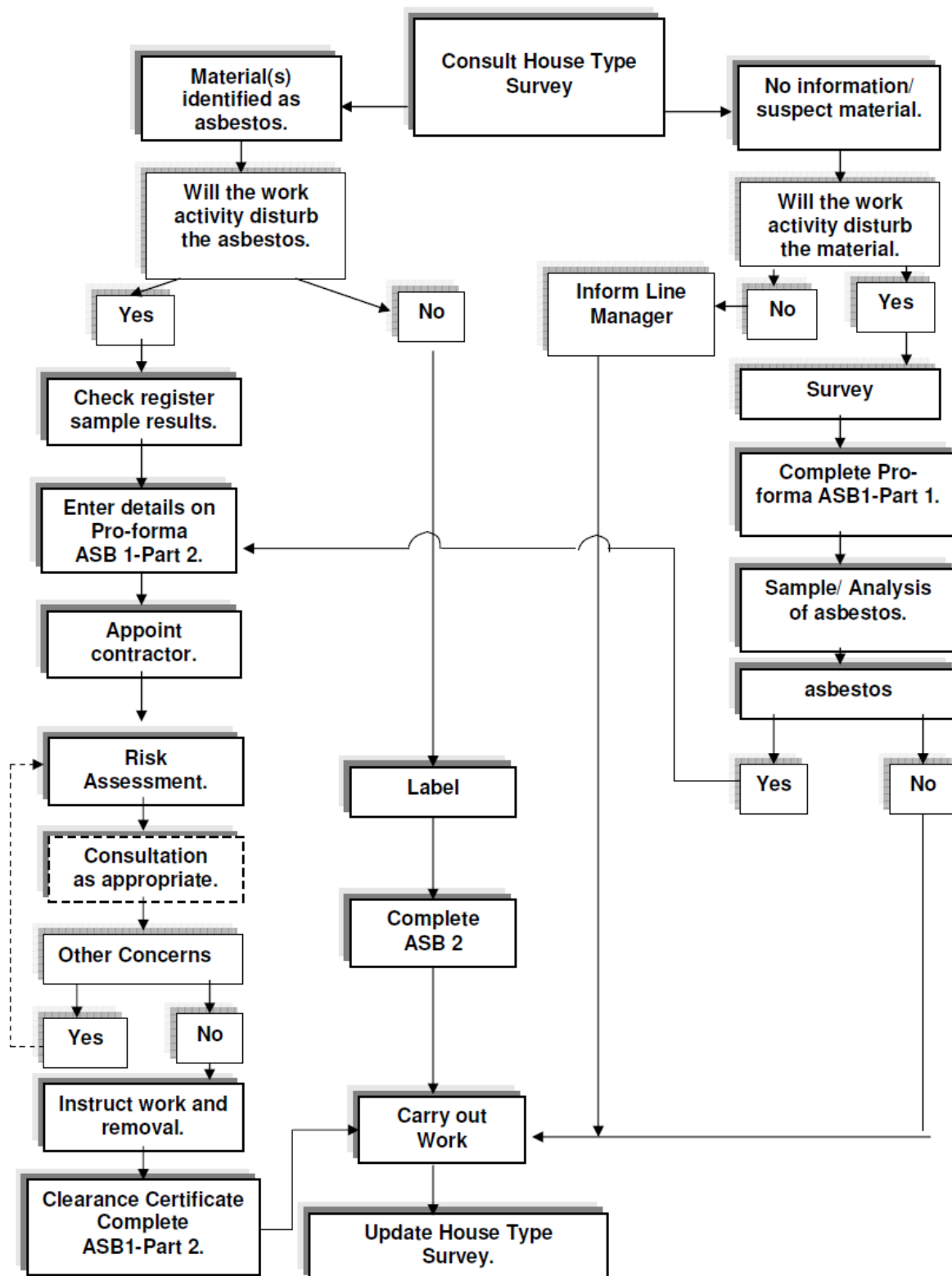


Process Chart 7.4 EMERGENCY PROCEDURE ACCIDENTAL DAMAGE IN AN OCCUPIED AREA – OPERATIONAL PROPERTY



Process Chart 7.5 HOUSING re ROUTINE REPAIRS AND MAINTENANCE

Process Chart 7.5



## APPENDIX 8: SURVEYS

### 8.1 Management Survey

This type of survey is known as a standard survey. Its purpose is to:

- Locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess its condition.
- Survey by minor intrusive work and disturbance to which the extent of intrusion will vary between premises and what is reasonably practicable for individual properties. Factors to consider are:
  - the type of building; and
  - the nature of construction, accessibility etc
- Assess the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way.
- Prioritise the management of ACMs that will most readily release airborne fibres if they are disturbed.
- Sample and analysis to confirm the presence or absence of ACMs.

However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling and presuming or, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment).

#### Areas to be inspected as part of a management survey

All ACMs should be identified as far as is reasonably practicable. The areas inspected should include: underfloor coverings, above false ceilings (ceiling voids), lofts, inside risers, service ducts and lift shafts, basements, cellars, underground rooms, undercrofts (this list is not exhaustive).

## 8.2 Refurbishment and Demolition Surveys

These types of surveys are needed before any refurbishment or demolition work is carried out. They are used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or, in the whole building if demolition is planned. These are fully intrusive and involve destructive inspection as necessary to gain access to all areas, including those that may be difficult to reach. They may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

Areas that required to be considered are as follows:

- Ensure that where practicable no restrictions are placed on the scope of the survey, including the techniques/methods used by the surveyor.
- Remove as far as reasonably practicable ACMs before major refurbishment or final demolition.
- Where appropriate in smaller refurbishment situations (removal of partitions, walls, units etc) remove ACMs.
- Provide information in the tendering process as required by CDM to remove all ACMs before construction work starts: including:
  - the issue of the survey report to designers and contractors so that the asbestos risk can be addressed.
- Ensure that where areas are difficult to access that a safe system of work is developed, including the use of specialist assistance and equipment.
- Minimise the risks to the public and employees by ensuring the surveys are carried out in unoccupied areas.
- Ensure the surveyed area is fit for re-occupation by carrying out a thorough inspection and reassurance air sampling with disturbance.
- Under no circumstances should employees or other persons remain in the rooms or areas when extensive sampling is performed.



### 8.3 Domestic Premises

In the domestic sector, local authorities have responsibility for large numbers of properties which need a range of maintenance and repair work as well as general improvement and upgrading or occasionally demolition. Works can include:

- Electrical rewiring.
- Structural repairs and alterations.
- Replacement windows.
- Central heating.
- Insulation.
- Renewal of bathroom and kitchen fittings.
- Complete renovations.
- Emergency work due to fire/water/ storm damage etc.

The Council recognises that asbestos was extensively used in domestic properties between 1930 and 1980 and in particular the Clydebank and Dumbarton area which present particular challenges for surveying asbestos. This is particular when ACMs can be quite variable and unpredictable even within the same archetypal group. The content varies for several reasons including:

- inconsistent/variable initial use;
- random use of waste pieces and off-cuts by builders;
- previous unrecorded removal of asbestos;
- modifications of properties by tenants (present and past) and housing associations (removing and adding ACMs);and
- the fact that a former asbestos factory was in the area and that the material was freely available and widely used in domestic premises.

In light of the foregoing the Council recognises and accepts that it has specific health and safety duties and a duty of care to employees and tenants in order that their health, safety and welfare is not put at risk. Therefore, Management, Refurbishment and Demolition Surveys will be undertaken as appropriate in relation to the circumstances and work activity to be done.

To this end the following will be implemented:

- Undertake an initial desk top survey using previous experience, knowledge, construction dates and archetypal groups to establish probable groups of domestic premises that may contain asbestos.
- Establish a Housing Property Condition survey programme that will assess a percentage of property types and extrapolate any findings to similar properties.
- Continue with the surveys until the results as far as reasonably practicable are consistent with the range of ACMs in the property type and an accurate picture is established.
- Compile a database for such purposes.
- Update the database when any additional information regarding ACMs is made known.
- Initiate walk through surveys to identify any possible ACMs prior to work being undertaken by employees.
- Recognise the limitations of surveys and that further intrusive measures may be required when refurbishment or demolition is to take place.
- Only a UKAS Laboratory shall undertake asbestos sampling.
- That the removal of ACMs is carried out by a Licensed Asbestos Contractor.
- Inform tenants, employees and other persons of the whereabouts of ACMs within domestic property.

To support the above the Council shall ensure the following:

- Adequate asbestos training for employees (e.g. to cover awareness, including identification) and work procedures.
- Arrangements must be in place to ensure that asbestos registers or records are checked before work commencing and there are procedures for dealing with any suspect/suspicious/unknown material, i.e. stop work, check material etc.
- Adequate supervision to ensure procedures are implemented and followed.

Reference HSG 264 Asbestos: The Survey Guide.

<b>APPENDIX 9: MATERIAL ASSESSMENT ALGORITHM</b>
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Sample Variable	Score	Examples of scores (see notes for more details.
<b>Product type (or debris from product)</b>	1.	Asbestos-reinforced composites (plastics, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2.	AIB, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3.	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of damage/deterioration	0.	<b>Good condition:</b> no visible damage.
	1.	<b>Low damage:</b> a few scratches or surface marks, broken edges on boards, tiles etc.
	2.	<b>Medium damage:</b> significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3.	<b>High damage: or delamination of materials, sprays and thermal insulation:</b> Visible asbestos debris.
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1.	Enclosed sprays and laggings, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
	2.	Unsealed AIB, or encapsulated lagging and sprays.
	3.	Unsealed lagging and sprays.
Asbestos type	1.	Chrysotile.
	2.	Amphibole asbestos excluding crocidolite.
	3.	Crocidolite.
Total		
<b>Score</b>		<b>Potential to release fibres</b>
10 or more		High
7-9		Medium
5-6		Low
4 or less		Very low