

Policy - Management of Asbestos within LCC



Introduction

[What is Asbestos?](#)

[Asbestos and the Law - Control of Asbestos Regulations](#)

[Asbestos and buildings](#)

[Asbestos in an Outdoor setting](#)

[Asbestos and LCC](#)



Roles and Responsibilities

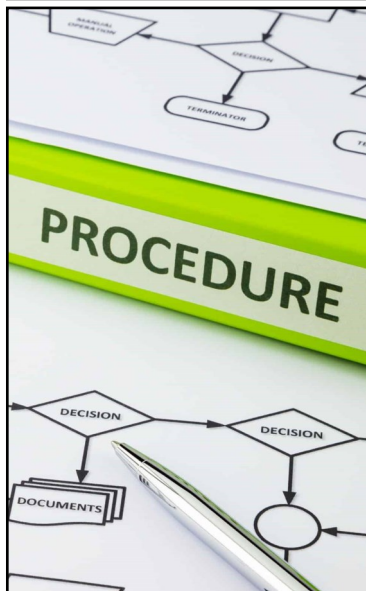
[Directors and Assistant Directors](#)

[Property](#)

[VINCI](#)

[Building Occupiers](#)

[Corporate Health and Safety Team](#)



Processes and Procedures - What do I need to do?

[Monitoring the condition of the ACMs](#)

[Warning Signs/Labels](#)

[Contractor Management](#)

[Communication with Building Occupiers](#)

[Asbestos Removal/Remedial Work](#)

[Emergency Procedures](#)

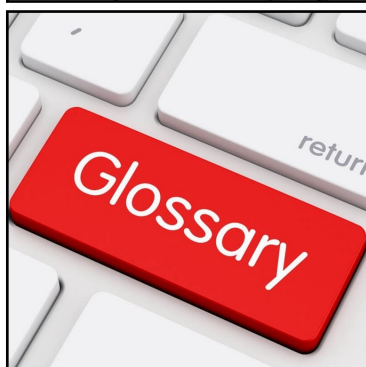
[Site Based Responsible Person / Compliance Officer](#)

[Condition of known Asbestos](#)

[How to identify Asbestos](#)

[Compliance Checklists](#)

[How to contact Property](#)



Glossary of Terms - What does that mean?

[Asbestos Management Plan](#)

[Managed in Situ](#)

[Condition Monitoring](#)

[Contractor's Register](#)

[Managed Building](#)

[SEMs for Schools](#)



FAQs

[What are the risks from exposure to Asbestos?](#)

[How long does it take for symptoms of Asbestos related illness to develop?](#)

[Where will I find further guidance on Asbestos?](#)

[How are ACMs disposed of?](#)

Policy - Management of Asbestos within LCC

Introduction

What is Asbestos?

Asbestos is a naturally occurring mineral, mined in various parts of the world, for example Russia, China, India and Brazil. Asbestos is an incredibly versatile material that has been used in many different industries since the 19th century. However, as it became clear that asbestos in its various forms could be hazardous to health (potentially fatal), which prompted UK legislation as far back as the 1930's.

Asbestos and the Law - Control of Asbestos Regulations

Managing and working with asbestos is regulated through the **Control of Asbestos Regulations (CAR) 2012**. All those who have responsibilities for repairs and maintenance in a building have duties under these regulations to ensure the safe management of asbestos in buildings under their control.

Regulation 4 covers the duty to manage asbestos in non-domestic premises. It requires duty holders to identify the location and condition of asbestos in non-domestic premises and to manage the risk to prevent harm to anyone who works on the building or to building occupants. **Regulation 4** also details what is required of people who have a duty to co-operate with the main duty holder to enable them to comply with the regulation.

Asbestos and buildings

Large amounts of asbestos containing materials (**ACMs**) were used for a wide range of construction purposes in the UK from the 1950s to the mid-1980s. By 1999 the importation, supply and use of all forms of **ACMs** had been banned, with the exception of a few specialised applications. Much of the asbestos used in construction/refurbishment prior to this date can still be found in buildings.

Asbestos in an Outdoor setting

The use of Asbestos was not confined to buildings, Asbestos Containing Materials (**ACMs**) was used in many outdoor settings, for example water mains and farm buildings. In addition 'fly tipping waste' may include asbestos which has been damaged during removal.

On a Highway or a public right of way (Fly Tipped Asbestos)

If **ACMs** are discovered on a public highway, layby or public right of way:

CONTACT:

Report to the relevant **District Council**: Boston Borough Council, City of Lincoln Council, East Lindsey District Council, North Kesteven District Council, South Holland District Council, South Kesteven District Council, West Lindsey District Council

ACTION:

District Councils have their own targets for removal of fly tipped waste (usually within 10 days).

Policy - Management of Asbestos within LCC

Asbestos in an Outdoor setting Cont)

Household Waste Recycling Centres	Waste Transfer Stations
If ACMs are discovered/deposited at a Household Waste Recycling Centre:	If ACMs are discovered/deposited at a Waste Transfer Station:
CONTACT: Member of the public reports asbestos to the contractor who notifies the LCC Waste Operations and Infrastructure Team .	CONTACT: Refuse collection operatives reports asbestos to the contractor who notifies the LCC Waste Operations and Infrastructure Team.
ACTION: Standard Operating Procedure for the safe quarantine and storage of asbestos, followed by a procedure for disposal.	ACTION: Standard Operating Procedure for the safe quarantine and storage of asbestos, followed by a procedure for disposal.
Farm Buildings	Water Mains
If damaged ACMs are discovered in farm buildings which are adjacent to a footway/public right of way:	If damaged asbestos cement pipes are discovered during highways works:
CONTACT: A member of Public Rights of Way team contacts the Building owner/occupier .	CONTACT: A member of the LCC Highways team contacts Anglian Water .
ACTION: Public Rights of Way request the building owner/ occupier deals with asbestos and the damaged parts of the building.	ACTION: Anglian Water carry out the required remedial repairs.

Asbestos and LCC

The purpose of this policy is to assist LCC managers, staff and partners in the management, monitoring and general oversight of asbestos within LCC premises; taking into account the Control of Asbestos Regulations.

The primary method by which LCC ensures compliance with its duties under the regulations is through the use of **Asbestos Management Plans** which are issued to all sites. Each Asbestos Management Plan provides guidance on managing asbestos in LCC premises and contains **specific site information** on the following asbestos management procedures:

- Monitoring the condition of Asbestos Containing Materials (ACMs)
- Warning Signs / Labels
- Contractor Management
- Communication with Building Occupiers
- Asbestos Removal / Remedial Work
- Emergency Procedures
- Appointment of a Site Base Responsible Person / Compliance Officer

Policy - Management of Asbestos within LCC

Roles and Responsibilities - Who does what?

Directors and Assistant Directors

- Ensuring that an effective Asbestos Management Plan is implemented where ACMs are likely to be present.

Property - Lincolnshire County Council are responsible for the following:

- Making funds available to enable VINCI Facilities to arrange for the necessary asbestos surveys to be carried out; and undertake any remedial work recommended in the surveys or through condition monitoring.
- Ensuring that the requirements of the Asbestos Management Plans are fully implemented throughout all their properties.
- Ensuring that adequate monitoring, audit and review processes have been implemented.

Property - VINCI Facilities are responsible for the following:

- Ensuring safe systems of work are implemented for maintenance work under their control where ACMs are likely to be present.
- Arranging for competent contractors to carry out asbestos surveys of all LCC premises where ACMs are likely to be present.
- Arranging for any remedial work recommended in the surveys to be carried out by competent contractors.
- Keeping a central register of all asbestos surveys and having working procedures to ensure that asbestos risks are properly managed in the work carried out for LCC.
- Providing information on the location and condition of ACMs in premises to anyone who is liable to work on or disturb them.
- Forwarding copies of the asbestos surveys to the persons in charge of the premises and bringing to their attention any measures that are required to manage the risks from ACMs, such as any measures to prevent disturbance and to monitor the condition of ACMs left in situ.
- Monitoring the condition of ACMs left in situ where this cannot be carried out by directorates.

Property - Building occupiers are responsible for the following:

- Ensuring that any activity that may disturb or damage ACMs is avoided.
- Ensuring that Asbestos Management Plans are kept readily available to provide information on the location and condition of any ACMs to anyone who is liable to work on or disturb them; including the Fire Service in the event of a fire.
- Ensuring that the Asbestos Management Plan is brought to the attention of contractors when they first arrive on site to check that their work will not disturb any ACMs present.
- Where disturbance of an ACM is considered necessary further advice should be sought from the VINCI Asbestos Manager working on behalf of LCC.
- The condition of any ACMs identified in the Asbestos Management Plan must be monitored to ensure that no disturbance has taken place, and fibres are not being released. Any damage to an ACM should be reported immediately to the VINCI Asbestos Manager.
- Co-operating with the VINCI Asbestos Manager on compliance with all duties required under the Regulations.

Policy - Management of Asbestos within LCC

Roles and Responsibilities - Who does what?

Corporate Health and Safety Team

- Regular review and revision of the policy

Processes and Procedures - What do I need to do?

Monitoring the condition of the ACMs

- ACMs which are in good condition, sealed where appropriate and are unlikely to be disturbed are normally left in place. Often this is a safer option than removal, which will result in the ACMs being disturbed. If they are left in place, the condition of the ACMs will have to be monitored regularly, and the results recorded.
- LCC will send a fully qualified asbestos surveyor to inspect the condition of the ACMs in your premises on an annual basis, unless you are informed otherwise. This will usually be the VINCI Asbestos Manager. The AMP will be updated accordingly with the results of the visual inspection.
- As well as the annual inspection it is the responsibility of an appointed site based responsible person / compliance officer to monitor the condition of the ACMs identified in the AMP on a more regular basis and report any damage to the VINCI Asbestos Manager. Any deterioration in an ACM can be assessed by comparing your visual inspection with the photographs of the ACMs in the AMP.
- It is recommended that ACMs which have a LOW or VERY LOW risk rating be inspected every 6 months by a site-based employee. The results and date of the inspection should be recorded and retained on site for your records.
- There should be no ACMs on site which have a HIGH risk rating. ACMs with a MEDIUM risk rating should be routinely inspected and a record of this inspection recorded at least once every 3 months.
- Please note that ACMs which are located inside boilers, electrical switchgear, roof voids, high level external areas or other difficult to reach locations such as underfloor ducts, do not need inspecting by the site based responsible person / compliance officer, who may put themselves at greater risk from carrying out the visual inspection than that posed by the ACM.

Warning Signs / Labels

- To help identify ACMs in the workplace, warning signs / labels may be required, particularly where the ACM could easily be disturbed. ACMs with a MEDIUM risk rating will usually have been labelled, as may have lower risk ACMs such as asbestos cement roof sheeting which may be present in larger quantities.
- It is important to note that the presence of warning signs / labels alone should not be relied on as a control measure in themselves. Warning signs / labels often become dirty, obscured or fall off and therefore should only be used as a back-up measure. In addition, we want to avoid visiting contractors and occupiers of buildings assuming that a material does not contain asbestos because it is not signed.

Contractor Management

- It is essential that if ACMs are to be effectively managed within your premises, that the persons who are potentially the most likely to disturb the materials, i.e. contractors, are suitably controlled and monitored.

Policy - Management of Asbestos within LCC

Processes and Procedures - What do I need to do?

Contractor Management (Cont)

- It is the responsibility of an appointed site based responsible person / compliance officer to show the AMP to all visiting contractors who MUST read the AMP and make themselves aware of the location of all ACMs in the area of the site in which their proposed work is due to take place.
- The contractor MUST provide a risk assessment and method statement for the proposed work and ascertain whether they will come into contact with any ACMs, particularly if the work involves any drilling, hammering, cutting or otherwise 'invasive' operations.
- Any work of an intrusive nature should generally be avoided. If work of an intrusive nature is necessary, a Refurbishment & Demolition Asbestos Survey MUST be carried out prior to the work taking place. If you are organising and paying for proposed building work yourselves this is your responsibility.
- Where the disturbance of an ACM cannot be avoided by a contractor's proposed work further advice MUST be sought from the Property Service Centre or the VINCI Asbestos Manager.
- ALL visiting contractors MUST sign the 'Contractor's Record Sheet' in the AMP to acknowledge that they have understood the contents of the AMP and that their work will not disturb any identified ACMs. This record sheet only needs signing once by each operative at the start of each project. All signed contractor record sheets should be retained on site.
- ALL visiting contractors MUST have received asbestos awareness training.
- If during the course of building alterations, a contractor uncovers an unidentified suspect asbestos containing material work MUST stop immediately and advice be sought from the Property Service Centre or the VINCI Asbestos Manager, who will arrange for the suspect material to be inspected and tested for asbestos content using a competent asbestos surveyor.
- If you are in any doubt about the competence of a visiting contractor or have concerns about the scope of the proposed work you MUST inform the Property Service Centre or the VINCI Asbestos Manager.

Communication with Building Occupiers

- Where appropriate all employees working in a building should be informed by an appointed site based responsible person / compliance officer as to the location of all ACMs in the building, and what to do in the event of accidental damage of an ACM. This would normally be expected to take place during a site induction when a new employee starts work in the building.

Asbestos Removal / Remedial Work

- The organisation of any asbestos removal work or remedial work, such as encapsulation, will normally be organised by the VINCI Asbestos Manager. Under these circumstances it will be their duty to arrange for the work to be carried out using suitably competent contractors.
- If building occupiers are arranging for the removal of ACMs as part of building alterations they are organising and funding themselves, without any involvement from LCC, it is the responsibility of the person organising the work to make sure the work is carried out by suitably competent contractors in a safe manner. On completion of the building alterations the VINCI Asbestos Manager should be informed of what ACMs have been removed so that the AMP can be updated.

Policy - Management of Asbestos within LCC

Processes and Procedures - What do I need to do? (Cont)

Asbestos Removal / Remedial Work (Cont)

- All asbestos removal work or remedial work should be carried out in accordance with the Control of Asbestos Regulations 2012.
- On completion of any asbestos removal or remedial work the VINCI Asbestos Manager will arrange for the AMP to be updated.

Emergency Procedures

In the event of accidental damage to an ACM or a suspect ACM which has potentially resulted in the uncontrolled release of asbestos fibres, take the following action:

- Leave the area, closing the door behind you if possible
- Take whatever steps you can to prevent others coming into contact with the damaged asbestos material
- Prohibit access to the area
- Turn off air conditioning and ventilation to the area
- Immediately notify the Property Service Centre, who will then co-ordinate the emergency response
- If there is a risk that you have been contaminated with asbestos fibres go to an isolated area and await further assistance

Site Based Responsible Person / Compliance Officer

There are several duties outlined in the AMP which need to be carried out by a site based responsible person / compliance officer. The name and contact number of this person should be recorded in the AMP.

- The appointed site based responsible person / compliance officer should have sufficient knowledge/training (Lincs2Learn Asbestos Awareness) to carry out their duties. In the event that no such person is available, guidance should be sought from the LCC Health & Safety Team.

Condition of known Asbestos

Using HSE guidance the LCC Asbestos Manager has carried out a risk assessment to determine the overall risk rating of each ACM. The overall risk rating is produced by carrying out a combination of a material assessment and a priority assessment.

The material assessment looks at the type and condition of the ACM and the ease with which it will release asbestos fibres if disturbed.

The priority assessment looks at the likelihood of someone disturbing the ACM.

The risk rating categories are defined below:

- **Very Low Risk Rating**

These ACMs are regarded as having a very low potential to release asbestos fibres in their current location and condition. In general, these ACMs do not require any remedial attention. Their condition should be monitored on an annual basis.

- **Low Risk Rating**

These ACMs are regarded as having a low potential to release asbestos fibres in their current location and condition. In general, these ACMs do not require any remedial attention. Their condition should be monitored on an annual basis.

Policy - Management of Asbestos within LCC

Processes and Procedures - What do I need to do? (Cont)

Condition of known Asbestos Cont)

- **Medium Risk Rating**

These ACMs are regarded as having a medium potential to release asbestos fibres in their current location and condition. Some remedial action is normally required on these ACMs. The action can be relatively simple, such as encapsulation, although in some cases it may be prudent for the ACMs to be removed.

- **High Risk Rating**

These ACMs are regarded as having a high potential to release asbestos fibres if disturbed and generally require urgent attention. These materials will either be removed or encapsulated as soon as possible.

How to identify Asbestos



Asbestos Insulating Board (AIB)

- Internal partition walls and bulkheads above ceilings
- Fire door panels
- Lift shaft linings
- Ceiling tiles
- External soffits
- Panelling surrounding windows

IT IS DIFFICULT TO TELL THE DIFFERENT BETWEEN AIB AND NON-ASTESTOS!



Asbestos Cement Products

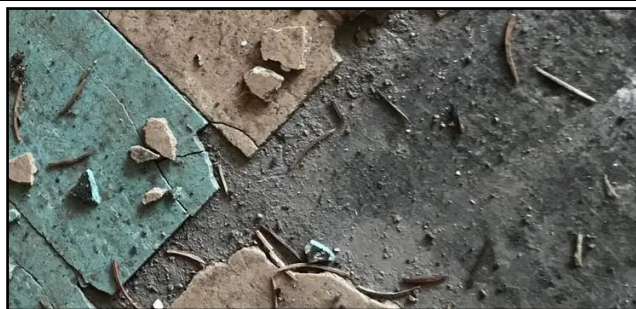
- Cement roofs
- Wall cladding
- Downpipes and gutters
- Cement flues
- Water and sewage pipes

ASBESTOS CEMENT IS NORMAL CEMENT WITH ASBESTOS MIXED IN!

Policy - Management of Asbestos within LCC

Processes and Procedures - What do I need to do? (Cont)

How to identify Asbestos (Cont)



Floor Coverings

Added to:

- PVC and thermoplastic floor tiles
- Stair nosings
- Sheet materials
- Screed materials

FLOOR COVERINGS CAN BE DIFFICULT TO IDENTIFY. SOME WERE STUCK DOWN USING ASBESTOS CONTAINING MASTICS AND SOME BACKED WITH ASBESTOS PAPER!



Textured Decorative Coatings

- Textured coatings were used to produce decorative finishes on ceilings and walls. In the past, they have had various trade names such as 'Artex'.

THE COATINGS ARE HARD AND WOULD HAVE ORIGINALLY WHITE, BUT THEY HAVE OFTEN BEEN PAINTED OVER!



Asbestos Textiles

- Often found in fuse boxes behind the fuses.
- Asbestos string was used for sealing screw thread joints.

ASBESTOS TEXTILES CAN OFTEN CONTAIN CLOSE TO 100% ASBESTOS!

Policy - Management of Asbestos within LCC

Processes and Procedures - What do I need to do? (Cont)

How to identify Asbestos (Cont)



Asbestos Gaskets

- Can be found in gas or electric heating appliances.
- Used for sealing pipe and valve joints in industrial plant.
- Can also be found in some domestic boilers.

IF THE GASKET OR SEAL IS BADLY BROKEN OR DAMAGED DURING REMOVAL IT BECOMES NOTIFIABLE NON-LICENSED WORK!



Thermal Insulation (Lagging)

- Found in/on heating systems.

WHEN APPLIED TO LAGGING IT IS OFTEN PAINTED MAKING IT MORE DIFFICULT TO IDENTIFY!



Sprayed Asbestos Coatings

- Found on the underside of roofs and sides of buildings/ warehouses.
- Used as fire protection on steel and reinforced concrete beams/columns.
- Also found on the underside of floors.

COATINGS ARE USUALLY WHITE OR GREY, HOWEVER THEY ARE SOMETIMES PAINTED!

Policy - Management of Asbestos within LCC

Processes and Procedures - What do I need to do? (Cont)

How to identify Asbestos (Cont)



Asbestos loose-fill insulation

- Found in cavity walls, under floorboards and in lofts.

LOOSE FILL INSULATION IS PURE ASBESTOS FIBRES AND IS PROBABLY THE MOST DANGEROUS TYPE TO BE FOUND IN DOMESTIC PROPERTIES!

Compliance Checklists

The property compliance checklists are completed at frequencies that depend on the activities undertaken within the premises and/or the findings of any risk assessments you may have undertaken. More information can be found on the [Premises Responsible Persons Hub](#).

How to contact Property



Fix-My /
Portal Address

Via your
Concerto Log-In



Phone number
for the PSC

T: 01522 555 555
Select the option
for Property
Service Centre



Email address
for the PSC

psc@vincifacilities.com



Asset Tags

When logging a
service order, be it
via Fix-My or the PSC,
please provide any
asset tag information
where possible



Data

All data is stored
and can be found
on Concerto
including Site Books/
Log books, Water
Modules etc.

Glossary of Terms - What does that mean?

Asbestos Management Plan – a documented strategy that outlines how to manage asbestos containing materials (ACMs) in a building, ensuring safety and compliance with regulations.

Managed in Situ - Managing asbestos in situ involves keeping asbestos – containing materials (ACMs) undisturbed, which is crucial to prevent the release of harmful fibres into the air.

Policy - Management of Asbestos within LCC

Glossary of Terms - What does that mean? (Cont)

Condition Monitoring - the regular inspection and assessment of asbestos-containing materials (ACMs) to ensure they remain in a safe and stable condition.

Contractor's Register - a formal list of approved or licensed contractors who are qualified to carry out work involving asbestos-containing materials (ACMs).

Managed Building - these are buildings that are centrally managed by VINCI Property Services.

SEMS for Schools - Schools can buy into the Statutory and Essential Maintenance Scheme allowing VINCI Property Services to oversee their building compliance.

FAQs

What are the risks from exposure to Asbestos?

- **Mesothelioma** - a cancer of the lining of the lungs; it is always fatal and is almost exclusively caused by exposure to asbestos)
- **Asbestos-related lung cancer** (almost always fatal)
- **Asbestosis** - a scarring of the lungs (not always fatal but can be a very debilitating disease)
- **Diffuse pleural thickening** - a thickening of the membrane surrounding the lungs leading to breathlessness.

How long does it take for symptoms of Asbestos related illnesses to develop?

- It can take anywhere between **15-60 years** for any symptoms to develop after exposure.

Where will I find further competent guidance on Asbestos?

- There are a number of [practical publications on asbestos available for free download](#) on the HSE website.

How are ACMs disposed of?

Any **ACMs** are:

1. Double-wrapped and labelled asbestos waste. Standard practice is to use a red inner bag with asbestos warnings, and a clear outer bag with the CDG label, if required.
2. Transported by someone with a waste carriers licence.
3. Transported to a licensed disposal site.
4. A **Waste Consignment Note** is completed and copies of these documents kept for three years.