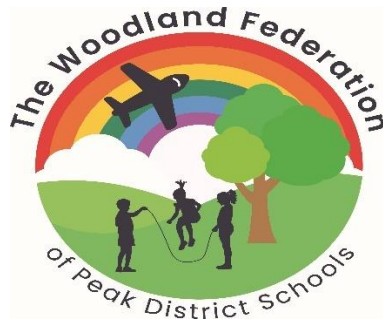


The Woodland Federation of Peak District Schools



Great Hucklow CE Primary School
Peak Forest CE Primary School
Stoney Middleton CE Primary School

The Woodland Federation of Peak District Schools



Asbestos Policy

Review: Annually

Links to UNCRC	Articles 3, 24		
Date of Governor Approval	Narrative - Author	Minute Number	Review Date
	Previously approved		
16/10/2025	Confirmed current with guidance from Derbyshire LA 29/09/2025 (via S4S)		



A SMILERS School – nurturing children who are healthy, happy and hungry to learn.

Train up a child in the way he should go: and when he is old, he will not depart from it.
Proverbs 22:6

ASBESTOS MANAGEMENT POLICY

**POLICY, ARRANGEMENTS &
PROCEDURES**

PROPERTY – STATUTORY COMPLIANCE

**“To demonstrate compliance by producing physical evidence for
the whole Portfolio where the Council has a Duty”**

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1.0 INTRODUCTION

This document sets out the policy and strategy for the management of Asbestos Containing Materials (ACMs) at all Derbyshire County Council (DCC) premises. Its purpose is to minimise the risk to any person using DCC buildings and provide guidelines for the recording, management and safe disposal of ACMs (where necessary). This document is to be used in conjunction with the Control of Asbestos Regulations, HSE Guidance and specific procedures for asbestos management.

The management of asbestos is heavily regulated and as such a large number of legislation, guidance and best practice documents exist. The Control of Asbestos Regulations (CAR) is the current basis for all related documentation, outlining the vital components of what is required of all individuals in the workplace. The 'Duty Holder' described in CAR requires all non-domestic premises to clearly state its methods of management of asbestos and the provision of suitable information to those who need it.

Responsible Persons Andrea Tomlinson (Executive Headteacher)

The following members of staff have been nominated to be responsible for managing asbestos on the premises.

1. Hayley Khaira (School Business Manager - Great Hucklow and Stoney Middleton)
2. Janet Measham (School Business Manager – Stoney Middleton)
3. Mike Ward (Site Supervisor across the schools)

2.0 MANAGEMENT POLICY STATEMENT

The overall policy for the management of asbestos can be summarised as follows:

- To have clear procedures for the management of asbestos in all Council buildings, including identification, monitoring of condition, provision of information to personnel and removal or repair where necessary including emergency procedures.
- To have specific lines of responsibility for the management of asbestos in buildings.
- To identify, where possible, the presence of asbestos in DCC buildings.
- To maintain up to date records of asbestos materials in DCC buildings. All Asbestos Register Records to be kept in a central database with a written copy on site which is available to all users of DCC buildings.
- To remove asbestos where it presents an unacceptable risk to any person.
- To maintain asbestos containing materials in a safe condition so that they present minimum risk to building users.
- To train staff, as appropriate, in matters relating to asbestos.
- To raise the awareness of asbestos issues for all persons who use DCC buildings.
- To restrict sampling and analysis of suspected ACMs to specifically designated qualified staff employed in or authorised by DCC.

3.0 MANAGEMENT RESPONSIBILITIES

3.1 Strategic Directors (Employer)

Whilst Strategic Directors have overall responsibility for health and safety within the Council, the management of Asbestos in DCC properties is delegated to the Director of Property.

Strategic Directors will:

- Familiarise themselves with the County Council's policy and procedures for managing Asbestos Containing Materials (ACM) in County Council Buildings.
- Ensure through delegated responsibility that the policy and procedures for managing Asbestos is observed at all times.

3.2 Director of Corporate Property (Responsible Person Asbestos Safety)

Ensure that the County Council has an up-to-date Asbestos Policy and procedures for managing asbestos in County Council buildings with trained staff and the resources to ensure adherence at all times.

- Ensure as so far as is reasonably practicable that the Asbestos Safety Management System is established and maintained.
- Advise the Elected Members on the resources required to maintain Asbestos Safety Management within the Authority.
- Ensure effective management systems are in place to ensure the operating procedures for the management of the risk from ACM's in Council properties.

3.3 Principal Building Surveyor / Health & Safety Consultant (Asbestos, Radon & Legionella)

- Management of the Asbestos Policy and to implement a strategy for undertaking, resourcing and monitoring the County Council's asbestos management procedures and processes.
- Management of the Asbestos Surveying Team.
- Liaison with all contractors and authorising asbestos removal work.
- Guidance to Chief Officers and Directors.
- Management of budget and programme.
- Provision of training where necessary.
- Auditing buildings to ensure compliance with the asbestos management policy and procedures.
- Auditing of contractors.
- Undertaking management priority risk assessments.

3.4 Asbestos Surveyors

- Implementation and management of the survey, testing and removal programme.
- Assisting building users, project designers/contract administrators and day to day liaison with the Property Maintenance Department.
- Issuing, reviewing, and maintaining site asbestos surveys.

3.5 Health, Safety & Wellbeing Function

- Provide guidance to Heads of Establishment and others as required.
- Provide guidance on the provision of training where necessary.
- Monitor departmental staff and establishments for compliance with asbestos management policy and procedures.

- To liaise where necessary with the asbestos co-ordinator or their representatives on the Councils Asbestos Policy and Procedures.

3.6 Heads of Establishment or Other Nominated Persons (Duty Holders)

- Implementation of the agreed Policy and Procedures concerning management of asbestos within their building(s).
- Liaison with Property staff and management of contractors directly employed by the Duty Holder within their buildings.

Check all asbestos recorded to ensure that the information and conditions have not changed (at least annually). Any changes must be notified to the Health & Safety Consultant (Asbestos, Radon & Legionella) immediately. This regular check must be recorded, and this will be audited by the Area Surveyor as part of their Annual Premise Review.

NB: Control of Asbestos Regulations, Regulation 4.9c:

Duty Holders must 'ensure that information about the location and condition of any asbestos or any such substance is:

- provided to every person liable to disturb it;
- and made available to the Emergency Services'.

4.0 RESPONSIBILITIES FOR MANAGING ASBESTOS IN DCC AND OTHER RELEVANT PREMISES

4.1 DCC Corporate Buildings

- DCC is responsible through Corporate Property and the management of the particular establishment.

4.2 Local Authority Controlled Schools

- DCC have a shared responsibility through Corporate Property and the nominated on-site Duty Holder.

4.3 Voluntary Controlled Schools

- DCC is responsible through Corporate Property and the nominated on-site Duty Holder.

4.4 Voluntary Aided Schools

- The Governing Board is responsible for managing the premises asbestos safety.
- The efficient management and compliancy with applicable regulations will be monitored by DCC.

4.5 Foundation Schools

- The Governing Board is responsible for managing the premises asbestos.
- The efficient management and compliancy with applicable regulations will be monitored by DCC.

4.6 Properties leased in by DCC on a full repairing lease

- DCC have a shared responsibility through Corporate Property and the nominated on-site Duty Holder.

4.7 Property leased in by DCC on other types of lease

- The Landlord is responsible for asbestos management. Refer to the terms of the lease.

- DCC is responsible, through Corporate Property, for ensuring where applicable that the management of the premises undertake asbestos management procedures.

4.8 Property leased to a third party by DCC, on a full repairing lease

- DCC is responsible in the first instance for leasing the premises in a suitable condition. Corporate Property are responsible for ensuring that an asbestos management survey is in place prior to the occupation of the premise by a new tenant.
- There after the tenant is responsible for the operational premises asbestos management.

4.9 Property leased to a third party by DCC, on other types of lease.

- DCC is responsible in the first instance for leasing the premises in a suitable condition. Corporate Property are responsible for ensuring that an asbestos management survey is in place prior to the occupation of the premise by a new tenant.
- There after the tenant is responsible for the operational premises asbestos management.

4.10 Premise where DCC are tenant

- The Landlord is responsible in the first instance for leasing the premises in a suitable condition. Corporate Property are responsible for ensuring that an asbestos management survey is in place prior to the occupation of the premise by a new tenant.
- There after the landlord and tenant have a shared responsibility for the operational premises asbestos management.
- DCC staff have a duty to co-operate with the landlord, so that the landlord's arrangements, policies and procedures regarding asbestos management are complied with.

5.0 Responsibility in Non DCC Controlled/Funded Premises

5.1 Academy Schools

- The Governing Board is responsible for managing the premises asbestos safety.

5.2 PFI Schools

- The Facilities Management Contractor is responsible for asbestos safety.
- DCC staff have a duty cooperate with the Facilities Management Contractor and comply with their arrangements, policies and procedures.
- DCC is responsible, through Corporate Property, for ensuring that the management of the premises undertake appropriate asbestos management procedures.

6.0 SURVEY PROGRAMME

6.1 Types of Surveys

There are two types of survey defined in HSG 264 'Asbestos, The Survey Guide'. This HSE guidance document outlines methods for the determination of Asbestos Containing Materials (ACM's), surveying, sampling and assessment of ACM's.

Management Asbestos Surveys.

This is the standard survey type undertaken to produce an asbestos register. It is a non-intrusive method and should not hinder the occupancy of a building. Representative samples are taken of materials suspected to contain asbestos; subsequent analysis of these samples enables the presence or absence of asbestos to be confirmed. This type of survey covers all areas reasonably accessible without causing excessive damage to the building.

A non-intrusive survey with sampling will include:

- all occupied rooms, including storerooms and boiler houses etc.
- all accessible service ducts (where it is safe to do so).
- all exposed materials to the external envelope of the building.

Refurbishment / Demolition Asbestos Surveys

This is an intrusive survey to identify as far as reasonably practicable, all asbestos in buildings to comply with the requirements laid down by the Construction, Design and Management (CDM) Regulations. This may involve dismantling elements of the building, accessing sealed ducts or some controlled demolition (see Appendix 1).

Carrying out of Surveys

Management Asbestos Surveys must be carried out by the Health & Safety Consultants Asbestos Surveying Team.

Refurbishment / Demolition Asbestos Surveys must be carried out by the Health & Safety Consultants Asbestos Surveying Team in conjunction where necessary with licensed asbestos removal contractors.

6.2 Derbyshire County Council Asbestos Survey Policy

The Asbestos Survey Programme will be managed by the Health & Safety Consultant and DCC Statutory Compliance Team.

Management Asbestos Surveys including sampling of possible ACMs will be carried out by the Health & Safety Consultants Surveying Team in accordance with British Occupational Hygiene Society (BOHS) procedures and HSG 264 'Asbestos, The Survey Guide'.

Refurbishment/Demolition Asbestos Surveys will be carried out prior to any building works that disturb the existing building fabric. The composition of survey and resources required will be determined by the Health & Safety Consultant.

Establishments will be notified by the Health and Safety Consultant whenever practicable, prior to a Management Asbestos Surveys or Refurbishment/Demolition Asbestos Surveys being undertaken.

All buildings will be surveyed as a **Management Asbestos Survey**, as part of a planned programme, which allows for a Risk Management Strategy to be implemented. The strategy is for surveys to be reviewed at intervals of not more than 5 years.

A risk analysis based upon the following criteria will be used to prioritise the programming and frequency of Management Asbestos Survey:

- Building age and use.
- possible periods of exposure.
- building type (e.g. CLASP).
- planned servicing and maintenance schedule.
- information on type, quantity and location of ACM material.

Where a Management Asbestos Survey has been completed, survey results will be processed by the Health & Safety Consultants Asbestos Surveying Team for review and implementation. They will take the following action:

- Carry out a full Risk Assessment to identify necessary remedial work.
- Notify the establishment of the survey results and the required remedial works.
- Where necessary, organise immediate remedial works (removal/ encapsulation/environmental cleaning).
- Transfer all information to the central database and produce and issue a site copy.

Where a Refurbishment/Demolition Asbestos Survey has been completed, the Asbestos Co-ordinator's Surveying Team will take the following action:

- Notify Contract Administrator/Project Designer of results of the survey.
- If necessary, assist the Contract Administrator/Project Designer with the removal of the asbestos materials in the work area.
- Transfer all information to the central database and produce and issue a site copy.

All Management Asbestos Surveys will be completed and a site copy issued within six weeks of the initial survey unless problems have been highlighted in the survey which would require remedial works. If remedial works have to take place, the Duty Holder of the building will be notified immediately, and the methods and timescale of any works explained.

All Refurbishment / Demolition Asbestos Surveys will be completed, and a copy issued to the requesting body, within nine weeks of the initial survey request. Any problems highlighted within the survey will be notified immediately to the requesting body i.e., Architect or Building Surveyor.

6.3 Maintenance of Records

Central Databases

The central records for all asbestos information will be held electronically on the Property Database. This record will include:

- Results of all surveys
- Results of sampling and testing
- Location of all ACMs identified
- Works undertaken to remove asbestos
- Air test and clearance site reports – consequential information
- Risk Assessments
- Schedule of works
- Potential inadvertent exposure forms (placed on Employee's Personal File by the Line Manager)

These records are to be held indefinitely. All updating will be made as an additional record and data must not be overwritten.

Derbyshire County Council are to retain their records of sampling, testing and site supervision works indefinitely.

Completed Asbestos Surveys are also held electronically on the EDRM (Electronic Document Record management) and Asset Manager systems. Surveys are recorded and stored to the site name and filed by UPRN number utilising the following directory path; Enterprise / Property / Property Case Files / Property UPRNs / "*Property name*" / Building Condition / Asbestos.

On Site

A single copy of the Management Asbestos Survey for the specific site will be presented and explained to the Duty Holder who will sign acceptance. This will be a paper record for each property to include all current items held in the central record. Additional survey records will be issued to the site when any refurbishments are made to the building or further surveys identify any changes in the condition of ACMs.

The Head of Establishment/Officer-in-Charge (Duty Holder) will regularly (at least annually) check the register and visually check all asbestos recorded to ensure that the information and conditions have not changed (See Appendix 5). Any changes must be notified to the Health & Safety Consultant immediately. This regular check must be recorded, and this will be audited by the Area Surveyor as part of their Annual Premise Review.

7.0 SAMPLING AND TESTING POLICY

The sampling of all materials which are suspected of containing asbestos will be carried out by the Health & Safety Consultants Asbestos Surveying Team. *No other DCC personnel are authorised or qualified to undertake this work.*

The Health & Safety Consultants asbestos team are the custodians of the 'Permit to work' system, and therefore due to the nature of their work, are exempt from compliance with this procedure.

Samples taken as part of asbestos surveys will be collected in accordance with accredited procedures.

The County Council will only use UKAS accredited laboratories for any asbestos related analytical work.

8.0 STAFF TRAINING

All persons who have delegated responsibility for the management or running of buildings owned by the County Council including Heads of Establishment, Corporate Property staff, Site Managers, Duty Holders and Contractors will receive adequate training to ensure awareness of asbestos in buildings and of the County Council's policies and procedures. All training must be recorded.

STAFF / PERSONNEL	TRAINING REQUIREMENTS
Heads of Establishment / Site Managers / Duty Holders	<ul style="list-style-type: none"> Asbestos Duty Holder Training ½ day course Refreshed on an annual basis (E Learning)
Corporate Property Craft personnel	<ul style="list-style-type: none"> Asbestos Awareness ½ day course Refreshed on an annual basis (E Learning)
Asbestos Co-ordinator's Surveying Team	<ul style="list-style-type: none"> Training to British Occupational Hygiene Society (BOHS) Proficiency Certificate in Building Surveying and Bulk Sampling for Asbestos (P402) Awareness of legislation and ACOPs Work procedures & Risk Assessments Emergency procedures & Asbestos Containment methods Asbestos related Records Work methods & Contract management Survey procedures
All Contractors	<ul style="list-style-type: none"> Duty Holders or Corporate Property Division (if the latter is managing the work) to check ALL relevant staff employed by contractors / sub-contractors have received training regarding asbestos awareness

9.0 APPROVED CONTRACTOR PROCEDURES

9.1 Use of Contractors – General

All contractors working on County Council buildings must have been approved by Derbyshire County Council Procurement. Alternatively, if the establishment is undertaking work directly then the guidance in DCC Health and Safety Framework document (Item 3.5 Contractors) **MUST** be followed.

All contractors and sub-contractors employed to undertake any building/maintenance work on any DCC establishment **MUST** have received asbestos awareness training. It is the responsibility of the Duty Holder to ensure that staff have been trained.

All contractors employed to undertake any building/maintenance work on any DCC establishment **MUST NOT** sub-contract any work without notifying the site Duty Holder **AND** must ensure that all sub-contract staff have read all asbestos survey documentation provided for that work or contract.

9.2 Use of Contractors for the Removal of ACM's

No ACM's are to be removed from any DCC establishment without prior notification to the DCC asbestos team.

Only Asbestos licensed contractors (ALCs) approved by DCC Procurement can be used for the removal of notifiable asbestos containing materials (ACM's).

All ALCs will be vetted by the Health & Safety Consultant and DCC Procurement. The following checks may be included in this process:

- Audit of company's capability and record
- Audit of staff training
- Observation while working
- References
- Public liability insurance
- Health and Safety policy
- Current Asbestos Removal Licence
- Emergency Procedures

The Health & Safety Consultant will monitor the performance of ALCs in relation to their management of asbestos removal and provide reports to the Director of Property.

9.2.1 Specialist Contractors (licensed for work with asbestos)

All specialist contractors appointed by the Council (or subcontracted by a third party) to undertake work on behalf of the Council must operate in accordance with the Asbestos Policy and the 'Asbestos Management Plan'.

Specialist contractors should either be a member of a recognised trade association or must be able to display a history of competency audits by an unaffiliated external body appropriately trained and qualified to carry out the task.

Unless otherwise stated in pre-contract documentation, all specialist contractors are appointed directly by the Council and as such their performance will be subject to the scrutiny of the Health & Safety Consultant.

By undertaking work for the Council, the specialist contractor accepts at any time, subject to appropriate assessment by a member of the Health & Safety Consultants team may enter a live asbestos removal site to assess competency and quality of work. The Health & Safety Consultant undertakes an ongoing audit program of specialist contractors, looking at competency, quality, cleanliness, safety and behaviour.

In the absence of a representative from the HSE Construction Division or local Environmental Health office, the Health & Safety Consultant reserves the right to invoke control over any live removal job being undertaken on Council properties (including the removal of operatives from site).

The Health & Safety Consultant may appoint an independent laboratory on behalf of the Council to undertake a variety of roles ranging from audits to formal supervision, in which case the specialist contractor remains appointed directly by the Council but receives working instructions from the independent laboratory.

Specialist contractors are expected at all times to work in accordance with their company procedures and method statement / plan of work. The Asbestos Co-ordinator may at any time ask for records of compliance to be presented.

9.2.2 Unlicensed Contractors

All contractors appointed by the Council (or subcontracted by a third party) to undertake work on behalf of the Council must operate in accordance with the Asbestos Policy.

Prior to undertaking work for the Council all contractors must assess whether their works are liable to disturb asbestos containing materials. When contractors cannot categorically confirm their works will not disturb asbestos containing materials works must not commence until further investigation is undertaken or advice sought. This further investigation may involve requesting and evaluating existing information and / or commissioning project specific surveys.

Notifiable and Non-licensed work must be undertaken by organisation who hold sufficient expertise along with the required notification systems, medical surveillance, training and record retention as required by CAR (2012).

Non licensed and non-notifiable work must not be undertaken by contractors unless the Asbestos Co-ordinator, or an external laboratory approved by the Asbestos Co-ordinator confirms the work methods proposed and level of staff training, company insurance and method statement are acceptable and compliant with all relevant asbestos and health and safety legislation.

9.2.3 Analysts and laboratories

All analysts and laboratories appointed by the Council (or subcontracted by a third party) to undertake work on behalf of the Council must operate in accordance with the Corporate Asbestos Policy and this document, the 'Asbestos Management Plan'.

Analysts and laboratories must be aware of the specific working requirements of asbestos in the workplace (implied by accreditation) and should hold relevant insurance and accreditations as required by the CAR 2012 with which to conduct their duties.

9.3 Instructions to All Contractors Working at County Council Buildings

When work is undertaken on any DCC property, guidance concerning ACMs must be shown to all the contractors involved (see Appendix 3).

Any Contractor instructed to carry out any works at any DCC site must obtain a Permit to Work provided by the site Duty Holder (see Appendix 4) prior to work commencing.

NO WORK MUST TAKE PLACE PRIOR TO THE SURVEY BEING ISSUED!

All contractors, whatever their trade, should be aware of the possible presence of ACMs. Contractors must 'sign-in' to the property and must be shown the Asbestos Register/Report and obtain a Permit to Work before undertaking any activity on site. The Register/Report will outline where the materials are located and what form they take. The work may proceed **ONLY** if it can be completed without any likely disturbance to the ACMs – but always with caution. The contractor must contact the Duty Holder or Corporate Property before proceeding

where works are likely to expose the building fabric or require access in ducts and above suspended ceilings if an Asbestos Survey has not been carried out on these areas.

If a material is exposed and contractors are not sure of the composition, they **MUST** stop work, close off the area and seek advice from the Health and Safety Consultant / Asbestos Surveyor and notify the Duty Holder.

If demolition or major refurbishment is to take place, a Refurbishment/Demolition Asbestos Survey must be undertaken prior to any work starting (see Appendix 1). In cases where the work to be carried out is commissioned and organised by the Duty Holder, it is the Duty Holder's responsibility to ensure that the survey is carried out.

10.0 EMERGENCY PROCEDURES

Damaged ACMs / Emergency Procedure

- Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes the site will instigate the emergency procedure below.
- Secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate).
- Review impact on the schools operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used.
- Contact DCC Asbestos Office on 01629 535820 and notify them of the damage.
- The Asbestos Team will then provide professional advice and guidance as necessary. This may include, but is not limited to, inspecting the damage reported, arranging an air monitoring test and arranging and managing any associated remedial works required.
- Maintain controlled access to the area until such time as formal clearance has been confirmed.
- Maintain good communication with school staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached.

11.0 REMOVAL PROCEDURE

The procedure is as follows:

1. Obtain method statement from the contracted licensed Asbestos Contractor for approval by the Health & Safety Consultant.
2. Ensure that the appropriate notice is submitted to the Health and Safety Executive
3. The removal will be carried out in accordance with current legislation and best practice
4. All asbestos must be removed to a licensed tip in accordance with statutory regulations
5. The performance of the Licenced Contractor will be monitored by the Health & Safety Consultant
6. The area cannot be re-occupied, or a main contract commenced until the Analyst has issued a **'Clearance Certificate and a Certificate of Re-Occupation'**.
7. Contractors must be aware that even if Refurbishment/Demolition Asbestos Surveys have been carried out and Clearance Certificates issued, no guarantee can be given that all asbestos has been removed.
8. Copies of all relevant documentation should be sent to the Health & Safety Consultants office within the Repairs & Maintenance section of Corporate Services and Transformation, i.e., waste transfer notes, clearance certificates, etc.

12.0 SAFE SYSTEMS OF WORK AND DOCUMENTATION

Only approved Contractors authorised by Corporate Property may be involved in asbestos removal work. Copies of orders and method statements are to be retained centrally.

All County Council staff involved in buildings works will receive asbestos awareness training; this is a mandatory training course and ensures the risk of asbestos is assessed properly. A record of all training will be held on personal and central files and regularly reviewed and updated.

All staff involved directly in supervision of asbestos works or carrying out Asbestos Surveys must be trained by attendance at certified courses, which must be refreshed at recommended intervals. Records of training and certificates must be retained on personal files.

Adequate protective equipment must be issued to all staff involved in working with asbestos containing materials. All protective equipment issued must be signed for and the details held on the personal file or training record for each member of staff.

The performance of contractors and others approved for asbestos working will be monitored by the Asbestos Co-ordinator. Those failing to meet the specified standards may be excluded from future asbestos work for the authority. Records of the monitoring will be held centrally.

Regular audits will be carried out by the Health and Safety Consultant to ensure that procedures are being followed. Audit reports will be issued, any remedial action taken recorded, and reports retained centrally.

13.0 REVIEW OF ASBESTOS POLICY

13.1 Annual Review

The Asbestos Policy will be regularly reviewed annually by the Director of Corporate Services & Transformation and the Health & Safety Consultant.

Any changes to the policy that result from the annual review will be actioned by the Asbestos Co-ordinator.

13.2 Review as a Result of Legislative Changes

It is the responsibility of the Asbestos Co-ordinator to ensure that legislative changes relating to asbestos are monitored, the policy is amended, and any necessary actions are implemented.

Any necessary changes to the Asbestos Policy that result from the review will be actioned by the Asbestos Co-ordinator.

13.3 Review as a Result of Incidents, Complaints or Corrective Action

It is the responsibility of the Health & Safety Consultant to monitor and act upon incidents, complaints and any corrective action taken relating to the management of asbestos that will have an impact upon the effectiveness of the Asbestos Policy.

Any necessary changes to the Asbestos Policy that result from the review will be actioned by the Health & Safety Consultant.

14.0 DISTRIBUTION OF ASBESTOS POLICY

A master copy of the Asbestos Policy will be held by the Corporate Services & Transformation, Property Maintenance Section and will be made available on the Derbyshire County Council's website and intranet. The Policy will also be issued to every County Council building together with the Management Asbestos Survey.

15.0 APPENDICES

APPENDIX 1 - ASBESTOS SURVEYS IN RELATION TO CDM REGULATIONS

A new form "Request for Refurbishment / Demolition Asbestos Survey" has now been issued (see next page). This type of Survey is required for major refurbishment, pre-demolition and any work that requires areas to be accessed that have not been covered on the 'Asbestos Management' Surveys, e.g., roof voids, pipe ducts etc.

Planning the timing of a Refurbishment/Demolition Asbestos Survey is imperative as this cannot be undertaken on an "ad hoc" basis because the area to be surveyed cannot be occupied by other site users. Any resulting asbestos removal work will need to be tendered and the licensed contractor may be required to give the HSE 14 days' notice before any stripping operations can commence.

NB: It is the Client's responsibility to provide information on ACMs present in a proposed project area.

MANAGEMENT ASBESTOS SURVEYS

The purpose of the management survey is to manage asbestos-containing materials (ACM) during the normal occupation and use of premises.

A Management Survey aims to ensure that:

1. nobody is harmed by the continuing presence of ACM in the premises or equipment.
2. that the ACM remain in good condition; and
3. that nobody disturbs it accidentally

The Survey must locate ACM that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to make a **Materials Assessment**. This shows the ability of ACM, if disturbed, to release fibres into the air. It guides the client, e.g. in prioritising any remedial work.

Report

The report should state the asbestos type, location, extent, condition and any surface treatment - the 'Materials assessment'. The report may comment on priorities for any remedial work.

The report should state where the surveyor or sampler did not survey or sample. You should presume that areas that the surveyor has not accessed do contain asbestos.

REFURBISHMENT/DEMOLITION ASBESTOS SURVEYS

The refurbishment / demolition survey is required where the premises, or part of it, need upgrading, refurbishment or demolition. The survey does not need a record of the condition of asbestos-containing materials (ACM). Normally, a surveyor is needed for refurbishment / demolition surveys.

A Refurbishment / demolition survey aims to ensure that:

1. nobody will be harmed by work on ACM in the premises or equipment;
2. such work will be done by the right contractor in the right way

The survey must locate and identify all ACM before any structural work begins at a stated location or on stated equipment at the premises. It involves destructive inspection and asbestos disturbance. The area surveyed must be vacated, and certified 'fit for reoccupation' after the survey.

Provide the surveyor with the site layout, building plans, building specifications or architect's drawings, and any history of asbestos work. Point out your site hazards, including means of safe access to heights. Provide keys, etc.

Report

The reports should state the location, presence and extent of asbestos-containing materials and debris. It does not assess the asbestos condition, but the surveyor should mention any that is in a dangerous state.

The report should state where the surveyor or sampler did not survey or sample. You should presume that areas that the surveyor has not accessed do contain asbestos.

REQUEST FOR REFURBISHMENT/DEMOLITION ASBESTOS SURVEY
 CONTROL OF ASBESTOS REGULATIONS

Send completed form to:	E-Mail: asbestos@derbyshire.gov.uk Sam Wragg, Asbestos Office, Room 386, Corporate Services & Transformation, Repairs & Maintenance, County Hall, Smedley Street, Matlock, Derbyshire DE4 3JJ
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PERSONAL DETAILS

Request made by	
Position	
Contact Address	
Contact Telephone No.	
Contact Email Address	

PROJECT INFORMATION

Name of Establishment		UPRN	
Project Title			
Project Ref		Expected Start Date	
Appointed Contractor If known			
Is the Site To be Re-occupied Following the Survey?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>

PROJECT DEATAILS

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PLEASE NOTE:

Refurbishment/Demolition Asbestos Survey reports have an expected turnaround period of approximately 9 weeks. Please clearly indicate any emergency work above.

The following information will be required in order to carry out the survey:
 Failure to supply this information may delay the completion of the survey, or reduce the scope of the survey.

- 1) Exact details of the work to be carried out.
- 2) Plans of the building where the work is to be carried out.
- 3) Routes for pipe work and/or electrical wiring, if appropriate (particularly if roof voids or ducts are to be utilised).
- 4) Dates when the work is expected to be undertaken.

Please note:

- a. If any work involving asbestos is identified that requires a licensed asbestos contractor, then fourteen days must be allowed for notice to be given to the H.S.E. before such work can be carried out.
- b. Refurbishment/Demolition Asbestos Surveys cannot be carried out whilst the proposed area of work within the building is occupied.

APPENDIX 2 - NOTE TO 'DUTY HOLDERS'

BUILDING ASBESTOS SURVEYS

As a result of the Control of Asbestos Regulations, the Director of Corporate Services & Transformation has reviewed the Property Division's area of responsibility and identified that a significant risk could arise from components containing asbestos if they are not managed correctly. The increase in delegated powers to establishments has meant that the Corporate Property Officer no longer has full control over who carries out works at Council buildings. It is now a legal requirement that Officers-in-Charge/Head teachers/Duty Holders are aware of where asbestos is present on their site so that any persons working there can be informed of the hazard **before** work commences.

A survey programme has, been implemented to identify wherever possible asbestos containing materials and to ensure that the correct action is taken.

An Asbestos Management Survey should be available on your site to all visitors.

The surveys are updated on a regular basis and can be safely undertaken during normal occupancy, and it is envisaged that your normal day to day routine will continue whilst the survey is taking place.

On completion of updated survey's, you will receive an 'Asbestos Management Survey' complete with "Asbestos Register". This will contain detailed information of any asbestos containing materials found at your establishment. A member of the Health and Safety Section will discuss the findings of the Asbestos Register in detail with yourselves on completion and you will have an opportunity at this meeting to raise concerns regarding the survey results.

You are required to identify the Duty Holder to have control of the Asbestos Survey Register and Asbestos Policy. This must be consulted prior to any work taking place at your site which could lead to disturbance of asbestos based products.

Please do not hesitate to contact Asbestos Team within Repairs & Maintenance for any issues concerning Asbestos Management.

APPENDIX 3 - NOTE TO CONTRACTORS

ASBESTOS – WORKING IN COUNTY COUNCIL PROPERTIES

On arrival at the site, the Asbestos Survey should be checked and a Permit to Work agreed with the Site Duty Holder to ascertain whether Asbestos containing Materials (ACMs) are present in the proposed work area.

DO NOT PROCEED if the work is likely to disturb in any way the identified ACMs.

Even when the Asbestos Survey has been checked, there may be additional items of ACMs in the building over and above those identified in the Asbestos Survey. If suspicious materials are found **STOP WORK IMMEDIATELY** and inform the Site Manager and your Supervisor, then await further instructions.

Attention is drawn to areas not specifically accessed by the Surveyor for the purposes of conducting the Asbestos Survey, e.g.

- All ducts
- Behind riser panels
- Above suspended ceilings

DO NOT IGNORE ANY OF THESE INSTRUCTIONS OR YOU COULD RISK PROSECUTION!

Corporate Property Safety, Health and Environment Section	
Sam Wragg, H&S Consultant (Asbestos, Radon & Legionella)	01629 535820 / 07794 070872
Asbestos Surveyors Office Dave Brent (Senior Asbestos Surveyor) Ben Wragg Martin Falconer	01629 536211 07767005687 07748 147923 07580 871160
Robert Turner, Principal Building Surveyor	01629 536368 / 07971839889
Health and Safety Office	01629 535820

APPENDIX 4 – PERMIT TO WORK

PERMIT TO WORK – ASBESTOS HAZARD CHECK			
CONTROL OF ASBESTOS REGULATIONS			
PREMISE NAME			
LOCATION WITHIN PREMISE			
DESCRIPTION OF WORK			
Will the work disturb any Asbestos Containing Materials (ACMs) identified in the premises ASBESTOS MANAGEMENT SURVEY?			
YES		The proposed work must not proceed. Advice must be sought from:	
		Corporate Property, Corporate Services & Transformation Section	
		Sam Wragg, H&S Consultant (Asbestos, Radon & Legionella)	01629 535820 / 07794 070872
		Asbestos Surveyors Office Dave Brent, (Senior Asbestos Surveyor) Ben Wragg Martin Falconer	01629 536211 07767005687 07748 147923 07580 871160
		Robert Turner, Principal Building Surveyor	01629 536368 / 07971839889
		Health and Safety Office	01629 535820
NO		The proposed work can commence BUT the contractor needs to be aware that there may be additional items of ACMs in the building/proposed work area over and above those identified in the Asbestos Survey. The contractor's attention is drawn to those places not specifically accessed by the Surveyor for the purposes of producing the Asbestos Survey, e.g. Pipe ducts, wall voids etc.	
WORK MUST STOP IMMEDIATELY IF ANY SUSPICIOUS MATERIALS ARE DISCOVERED AND RESPONSIBLE PERSONS NOTIFIED			
CLIENT / DUTY HOLDER			
Signature			
Print Name			
Position		Date	
CONTRACTOR			
I have read and understood the restrictions imposed by the Permit to Work			
Signature			
Print Name			
Company / Trade		Date	
Any other personnel signed:			

APPENDIX 5 – ASBESTOS ANNUAL INSPECTION FORM

ASBESTOS ANNUAL INSPECTION FORM			
CONTROL OF ASBESTOS REGULATIONS			
<p>The Head of Establishment/Officer-in-Charge (Duty Holder) will carry out an annual inspection, to visually check all Asbestos Containing Materials (ACM's) recorded, to ensure that the information contained within the asbestos survey, and the site conditions have not changed.</p>			
RECORD OF INSPECTION			
School Name			
Date of Inspection			
Inspected by			
Position			
Contact Telephone No.			
Contact Email Address			
		YES	NO
Have ACM's been located on this site? Please consult Asbestos Management Survey			
ACM's inspected and remain visibly undamaged If no, please note changes below			
Do you require any further survey advice and/or a site visit by qualified personnel?			
DEATAILS OF NOTABLE CHANGES:			
PLEASE NOTE: Please clearly indicate any notable changes to the condition of any ACM's within the building.			
For survey advice, to report any changes, or to request further inspections by qualified personnel, please contact:			
Main Contact:	Sam Wragg, Health and Safety Consultant (Asbestos, Radon & Legionella)		
Email	Sam.wragg@derbyshire.gov.uk	Telephone No.	01629 535820
Address	Corporate Services & Transformation, Repairs & Maintenance, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3JJ		
Other Contact:			
Asbestos Office	01629 535820	Robert Turner (Principal Building Surveyor)	01629 536368
Dave Brent (Senior Asbestos Surveyor)	07767005687	H&S Office	01629 536315

APPENDIX 6 - POTENTIAL ASBESTOS FIBRE EXPOSURE FORM

POTENTIAL ASBESTOS FIBRE EXPOSURE FORM			
To be completed by any Employee who wishes to record that they have worked in close proximity to Asbestos Containing Materials (ACM's)			
Please complete section A and B and send to: Sam Wragg, Corporate Services & Transformation Section, Corporate Property, Derbyshire County Council, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3JJ			
A. PERSONAL DETAILS			
Full Name			
Home Address			
Date of Birth		Employee No	
Job Description			
Start Date with Authority			
Contact Email Address			
B. DETAILS OF WORK			
Premise Name		UPRN	
Premise Address			
Location / Room Containing Asbestos			
Full description and nature of work activity			
Date/s when working where ACM's are identified.		Duration (i.e. 1hr, 1day)	
Type of Asbestos (if known) e.g. White, Brown, Blue			
Site of Asbestos e.g. Corrugated roof sheets, pipe lagging, fuse board, ceiling tiles etc.			
Possible Witnesses Persons who can verify the incident	Names	Addresses	
Signature		Date	

HEALTH AND SAFETY SECTION USE ONLY			
C. CONFIRMATION OF DETAILS			
		YES	NO
Analytical sample sheets attached			
Supporting information attached (clearance records etc.)			
D. THE DETAILS IN PART B ABOVE ARE CORRECT AND ASBESTOS HAS BEEN CONFIRMED IN THE LOCATIONS NOTED			
Signature		Date	
Print Name			
OCCUPATIONAL HEALTH SECTION USE ONLY			
E. REGISTRATION BY OCCUPATIONAL HEALTH DEPARTMENT. LETTER DESPACHED TO ACKNOWLEDGE RECEIPT			
Signature		Date	
Print Name			

APPENDIX 7 - CONTACT DETAILS

WELLBEING CONTACTS		
CORPORATE PROPERTY		01629 580000
Sam Wragg	Health and Safety Consultant (Asbestos, Radon & Legionella)	35820 / 07794 070872
Robert Turner	Principal Building Surveyor	36368 / 07971839889
Dave Brent	Senior Asbestos Surveyor	36211 / 07767 005687
Martin Falconer	Asbestos Surveyor	36211 / 07580 871160
Dave Brent	Senior Asbestos Surveyor	36211 / 07767 005687
Sue Wood	Business Service Assistant	36315
Legionella		
Harvey Williams	Mechanical Surveyor (Legionella)	38382 / 07770 335091

BUSINESS UNITS / AREA SURVEYORS		
DOVE HOLES BUSINESS UNIT 8 – 10 Hallstead Dove Holes Derbyshire SK17 8BJ		Tel: 01629 539929 Fax: 01298 74135
Dave Chadwick	Senior Area Surveyor, North West Area	07771 941609
Byron Parry	Area Surveyor, North West Area	07920 542879
CHESTERFIELD BUSINESS UNIT Peter Webster Centre, Sheffield Road Chesterfield Derbyshire S41 8LQ		Tel: 01629 533230 Fax: 01246 260942
Andy Norton	Senior Area Surveyor, North East Area	07785 741206
Jim Swannack	Area Surveyor, North East Area	07920 545258
Paul Doncaster	Assistant Surveyor, North East Area	07920 543561
DENBY BUSINESS UNIT Denby Depot Prospect Road Denby, Ripley Derbyshire DE5 8RE		Tel: 01629 533560 Fax: 01332 875663
Ian Carrington-Millsop	Area Surveyor, Central Area	07920 543613
Sue Lancaster	Senior Area Surveyor, South Area	07785 741210
Jamie Lancaster	Senior Area Surveyor, North Area	07876 138683