

## **CORPORATE PROCEDURE**

### **ASBESTOS**

#### **1 Aims of the procedure**

The aim of the corporate procedure is to control the risk from Asbestos Containing Materials (ACM's) in Neath Port Talbot County Borough Council (NPTCBC) non-domestic premises, ensuring compliance with Regulation 4 of the Control of Asbestos at Work Regulations 2006.

Regulation 4 states that owners and occupiers of non-domestic buildings have a duty to assess them for the presence of asbestos and it's condition. To this end, NPTCBC will produce Asbestos Management Plans (AMP's) for all relevant non-domestic properties for which it is the duty holder.

The extent to which NPTCBC is responsible for implementing Regulation 4 in properties where NPTCBC are the landlords of a tenanted property will be determined by the individual lease agreement with each occupier.

#### **2 Responsibilities.**

##### **2.1 Cabinet Members.**

Approval of the contents of the AMP.

##### **2.2 Corporate Directors**

Corporate Directors shall be responsible for the overall implementation of this Corporate Procedure.

##### **2.3 Heads of Service.**

Heads of Service shall be responsible for the day-to-day implementation of this Corporate Procedure and will ensure the provisions of resources commensurate to the level of risk are made available.

Responsibility for approval of the corporate Asbestos Management Plan, along with overall implementation of procedures.

Responsibility for ensuring all relevant staff within their Directorate are aware of the requirements of CAWR 2006 and their responsibilities under Regulation 4, The Duty To Manage.

Responsibility for providing access to / disseminating AMP's at each of their premises (for premises where intranet access is problematic then the AMP for that premises will be held at a central location within the responsible directorate).

Responsible for providing Strategic Asset Management with a complete list of Responsible Persons / Building Managers, and replacing Responsible Persons as necessary whilst informing Strategic Asset Management of any changes in personnel.

#### **2.4 Strategic Asset Management Team.**

- Maintenance of the Asbestos Register.
- Management of the Request to Undertake Work protocols.
- Management of the Asbestos Budget.
- Procurement of asbestos surveys. Managing implementation of the works programme proposed in each AMP for all non-domestic premises.
- Payment of asbestos surveying invoices
- Ensure external contractors have provided the relevant documentation detailing competence to work with asbestos.

#### **2.5 Responsible Person/ Building Managers.**

- Ensure all staff / visiting contractors comply with requirements of the Asbestos Management Plan.
- Ensure all works have had the required Request To Undertake Work approvals through submission to the relevant surveyor.
- Ensure contractors have complete access to all parts of premises where required.
- Maintain asbestos entries in Building Logbook.

#### **2.6 Tenants.**

- Ensure all information required by the Asbestos Management Plan is passed to Strategic Asset Management.

- Ensure all staff / visiting contractors working within the premises are aware of, and meet, the requirements of the Asbestos Management Plan.
- Ensure any works likely to disturb ACM's have prior approval as required by the Request To Undertake Works protocols.

## **2.7 Surveyors / Architects / Engineers.**

- Submit Requests to Undertake Works for those premises where there is the possibility of disturbance of ACM's.
- Ensure all relevant information regarding ACM's in buildings is passed to Strategic Asset Management.
- Project management of works.
- Provide Strategic Asset Management with all relevant paperwork for asbestos removal works.
- Requesting prior authorisation from Strategic Asset Management for any works that are to be charged to the Asbestos Budget.

## **2.8 Corporate Health and Safety Section.**

The Corporate Health & Safety Section shall provide advice and guidance on all operational concerns. They will also: -

- Ensure compliance with Asbestos Management Plan through audit of systems at regular intervals.
- Evaluate effectiveness of the management regime.

## **2.9 Occupational Health Unit**

Ensure Authority's medical officer provide medical examinations to all persons employed on asbestos related works on a biannual basis.

## **2.10 Personnel / Training.**

Facilitate asbestos awareness training for all relevant staff and maintain records of training.

Ensure all staff working with asbestos have received the required training, including refresher courses.

## **Estates.**

Ensure all tenants are aware of the risks posed by asbestos.

Ensure that all contracts highlight the tenant's responsibilities under CAWR 2006.

### **3 Asbestos Management Plans.**

The Asbestos Management Plans will be accessible to staff and building managers / responsible persons via the Authority's intranet system.

The AMP will fulfil our obligations under regulation 4 - specifically, the Authority's duty to:

- Document all ACM's at each premises in an easily identifiable and understandable way.
- Evaluate the condition of each ACM.
- Determine a course of action for each ACM detected, based on the results of an asbestos survey.
- Determine a timetable for revisits to assess the condition of ACM's.
- Determine who is to audit the system and evaluate its effectiveness.
- Include up to date drawings/plans highlighting the location of ACM's.
- Include arrangements for providing information on the procedures to all those who access the premises or are likely to be at risk from exposure, including the emergency services.
- Ensure that the AMP is accessible at the site (or nearest occupied premises) at all times.
- Ensure clearly defined spheres of responsibility for everyone under the AMP – relationships and channels of communication need to be clearly determined and understood.

### **4 Request to Undertake Works Procedure.**

- All requests must be made via the Authority's TPMS system.
- On completion of the authorisation process, a certificate is produced confirming an asbestos check has been undertaken.
- This certificate must be presented to the responsible person / building manager by the person(s) undertaking the work.

- The certificate number must be entered into the building logbook for each job that takes place at the premises.
- Person requesting approval for asbestos removal works has responsibility for supplying all documentation in relation to the removal to Strategic Asset Management Team.
- Any emergency works must only be undertaken by appropriately trained staff and follow the procedure as laid out in the flow diagram attached.

No works should be undertaken without following the Request To Undertake Work procedure or the Emergency Works Procedure. Any works undertaken that do not fall under either of the above procedures are at the risk of the instigating officer and are in breach of the Corporate Policy.



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PROCEDURE FOR AUTHORISATION OF EMERGENCY WORK  
AT ALL ESTABLISHMENTS

