



## **Force Policy**

**Document title: Asbestos Management**

**Document Reference: 10/301**

**Owner: Head of Strategic Estates**

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***This Force policy is suitable for public disclosure under the  
Freedom of Information Act 2000***

This document sets out principles to help guide decision making and in some parts may be quite prescriptive. However, it is vital that officers and staff have the freedom to innovate, exercise discretion and take risk based decisions centred on the needs of the victim and the merits of each case.

There may be occasions when a member of staff is considered to have acted outside of the content of this document but if they have done so with honesty, integrity and professionalism, to make the best decision for the community we serve, they will be trusted and supported. On the occasions when this is the case, the rationale for it must be properly recorded.

***This document should be read in conjunction with the Force Policy Statement.***

## Introduction

This policy relates to premises owned or managed by Derbyshire Constabulary and the use and maintenance of these premises. It does not relate to the activities undertaken by staff.

### Hazards associated with asbestos

Asbestos is a naturally occurring substance that has very good thermal insulating properties. It has a number of forms and was used extensively as a building and insulating material. In 1985 the supply of Crocidolite (blue asbestos) and amosite (brown asbestos) was banned, but it was not until 1999 that all types of asbestos were prohibited within the UK. Therefore, it must be assumed there could be asbestos containing materials within a pre-1999 building unless there is survey information or other firm evidence to confirm the building is asbestos free.

The health hazards associated with asbestos are well known, technically, medically, as well as colloquially be most people within the UK. Asbestos products can release fibres, which, if the fibres are breathed in, can cause irreversible damage to the lungs or contribute to the causation of cancer(s) in the lung and lung tissue.

Asbestos is the single biggest cause of occupational death within the UK in the last 60 years for example, in 2006, there were 2056 deaths directly attributable to mesothelioma (a specific cancer due to exposure to crocidolite or amosite asbestos). HSE estimated there were probably more than 2000 further deaths (lung cancer deaths) where exposure to asbestos fibres was a contributing cause of the cancer. The risk from asbestos must be fully appreciated and effectively managed if this death toll is to be reduced and eliminated.

### Definitions and Abbreviations

**Responsible Person (Asbestos Manager)** – the person or persons within Derbyshire Constabulary with specific responsibility for advising and guiding Derbyshire Constabulary on matters relating to the management of asbestos.

**Persons in Charge of Premises** – PiCoP – the most senior or designated person at a particular location who is in day to day control of the premises on behalf of Derbyshire Constabulary. In case of domestic premises, the PiCoP will be resident even though this person will not necessarily have any duties under this policy.

**ACM's** – an abbreviation to mean any and all Asbestos Containing Materials irrespective of the material, the type of asbestos or the quantity of asbestos within the material.

**HSE** – Health and Safety Executive.

**Asbestos Consultant** – a person or company with staff who are trained and competent and have the necessary accreditation as listed in publications issued by HSE, British Institute of Occupational Hygiene and UKAS – UK Accreditation Service as the body recognised by UK Government to assess the competence or organisations in the fields of inspection, calibration, testing and the certification of systems, products and personnel in accordance with the standards laid down in EN45004 and ISO 17020.

**Licensed Contractor** – a person or company who is granted a licence by HSE in accordance with the requirements of Regulation 8 of the Control of Asbestos Regulations 2012.

# Procedures

## Personnel and responsibilities

### Strategic Head of Assets Police and Fire (Head of Section)

To ensure there are adequate resources (including training and competence) and adequate time allocated to the management of asbestos via the Asbestos Manager and surveying staff.

### Responsible Person (Asbestos Manager)

- To be suitably trained and competent in the management of asbestos within buildings. This includes keeping up to date with current thinking and current practice.
- To ensure all buildings that could contain ACMs have been surveyed by an asbestos surveyor with a report and initial hazard rating assessment completed. This report will be held in the asbestos register for the building.
- To hold and manage the asbestos registers for the various premises managed by the Assets Section.
- In partnership with the person in charge of the premises, to ensure a risk assessment in accordance with HSE Guidance HSG 227 is completed for all rooms identified as containing asbestos materials by the asbestos survey and the ACMs are adequately labelled where practicable.
- To ensure any necessary corrective actions identified in the risk assessment are completed within a reasonable time scale without endangering users.
- In partnership with PiCoP to undertake, or ensure other suitably trained and competent persons undertake, an annual review of the asbestos risk assessments and an inspection of the known ACMs (and the labelling of the ACMs) in all premises under the control of Derbyshire Constabulary.

### Assets Estate Services Surveyors

- To have sufficient knowledge (via suitable training) to be aware of the hazards related to asbestos within buildings as these hazards apply to the buildings and building maintenance operations under Derbyshire Constabulary's control.
- To know what action to take, or via consultation with the Asbestos Manager to find out what action is required, to keep the premises and its users safe from hazards associated with ACMs and then to implement that action.

### Person in Charge of Premises (for buildings in which asbestos is known to exist)

- To be aware of the hazards relating to asbestos containing materials within the building(s).
- To be aware of where ACMs are located within the building.
- To ensure, so far as is reasonably practicable, that building or maintenance tasks do not commence within the premises unless co-ordinated via the Assets Estates Department.
- To ensure rooms within the building do not undergo a change of use unless the Asbestos Manager is informed so they can re-assess the asbestos risk assessment for that room to reflect the change of use and update the asbestos register for the premises.
- To liaise with the Asbestos manager to enable the annual review of the asbestos risk assessments and inspection of the known ACMs (and the labelling of the ACMs) within the premises.

### Asbestos Consultants

- To be suitably trained and competent in the management of asbestos within buildings. This includes keeping up to date with current thinking and current practice.

- In partnership with the person in charge of the premises, to ensure a risk assessment in accordance with HSE Guidance HSG 227 entitled 'A comprehensive guide to managing asbestos in premises' is completed for all rooms identified as containing asbestos materials by the asbestos survey and the ACMs are adequately labelled where practicable.
- In partnership with PiCoP to undertake or ensure other suitably trained and competent persons undertake an annual review of the asbestos risk assessments and an inspection of the known ACMs (and labelling of the ACMs) in all premises under the control of Derbyshire Constabulary.

### **Force Approach re 'Asbestos Manager'**

Strategic Head of Assets Police and Fire (Head of Section) designated as Asbestos Manager who can act with autonomy over asbestos related topics (this post is sufficiently remote from front line site issues, but is not a dedicated post for managing asbestos).

**Estates Services (PMM)** – (To be designated as Deputy Asbestos Manager) to continue to develop and roll out system of measures, to mitigate the risk of uncontrolled ACM disturbance, along with other frontline duties outlined in the role profile of PMM.

**Corporate Risk Manager (CRM)** – (with the Health and Safety Section) to act as the asbestos management system auditor's, also providing guidance and support to Assets Estates Department on asbestos related issues.

### **Duty to Manage – Regulation 4 of Control of Asbestos Regulations 2012**

The duty holder is the person who is in control on the non-domestic premises whether through ownership and occupation, or via lease or other contractual arrangements. In the case of properties owned or occupied by Derbyshire Constabulary and it will fulfil its duties via the guidance given in the policy document.

The duty holder must ensure: -

- They undertake surveys, using suitably competent persons to identify ACMs or possible ACMs and to assess its condition i.e. Asbestos Surveyor.
- Once asbestos has been identified or assumed to be present within the premises the duty holder has to make an assessment of risk which the ACM will present to the users of the premises. This risk assessment must take into account the type of asbestos, its condition and the activities that will foreseeably take place with that space/those premises. This risk assessment then becomes the foundation of the management plan, which must be produced and detail how the asbestos will be managed at that location.
- Part of the plan will say how the force will ensure the ACMs are not inadvertently damaged or disturbed and that all persons who are liable to disturb the ACMs (including emergency services) are advised of its presence and location. In practice this is achieved by labelling the ACMs and having control systems in place to ensure contractors and users are made aware of the ACMs.
- The plan has to be reviewed at regular intervals (at least annually) to ensure the risk is still adequately controlled by the responsible person.
- The plan must make provision for other changes, such as change of use for the work space premises. In such situations the new working practices and the risk of disturbing or damaging the ACMs must be re-assessed the asbestos risk assessment and management plan will have to be reviewed and revised to reflect these changes. Essential users will have to be informed of the revised management plan.

In this way, Derbyshire Constabulary manage and continue to manage the ACMs to ensure they are not damaged or disturbed.

## Control of Asbestos Regulations – Duty to Manage

	Was building construction after 1999 – if yes, it is safe to presume it is asbestos free.	
Step 1	<p>If built before 1999 – Assess if there are or likely to be ACMs within building:                  Estates Section to review existing drawings and specifications looking for evidence of:</p> <ul style="list-style-type: none"> <li>• ACMs were used during initial construction</li> <li>• ACMs have been used during subsequent refurbishment works</li> </ul> <p>Make asbestos surveyor aware of your findings.</p>	
Step 2	Arrange for an asbestos management survey (using DC appointed Asbestos Consultants). Provide them with information from HSG 264 Section 4, Survey Planning.	
Step 3	<p>Asbestos surveyor undertakes management survey in accordance with HSG 264 Asbestos – The Survey Guide. Information is obtained on: -</p> <ul style="list-style-type: none"> <li>• Location of ACMs</li> <li>• Type and quantity of ACMs</li> <li>• Condition of ACMs plus any necessary corrective actions to make ACMs safe.</li> </ul>	Complete any urgent corrective actions.
Step 4	<p>In partnership with Asbestos surveyor, assess risk from ACMs taking into account condition and the normal use/operations that take place in that room/space – HSE Material &amp; Priority Scoring Tool will assist.  <a href="http://www.hse.gov.uk/asbestos/managing/priorities.htm">www.hse.gov.uk/asbestos/managing/priorities.htm</a>                  Risk rate any necessary corrective actions and advise users of any unacceptable risk levels identified together with guidance of what actions they must take.</p>	Complete any urgent corrective actions.
Step 5	Establish the Asbestos register for the building using the information from above plus any corrective actions already completed.	
Step 6	Arrange for any necessary signs or labelling to be undertaken.	
Step 7	Produce management plan stating how asbestos will be managed at that location – see flow chart on production of Asbestos Management Plan.	
Step 8	Issue Asbestos Management Plan including Asbestos Register to person in charge of premises.	
Step 9	Undertake or arrange for others to undertake an annual inspection and review of the ACMs and Asbestos Management Plan – record your findings.	

### Selection of Asbestos Surveyors and Asbestos Removal Contractors

An Asbestos Consultancy Contract is established for Derbyshire Constabulary.

Anyone requiring the services should make contact via the Asbestos Manager.

## Working with Asbestos Containing Materials within Derbyshire Constabulary Premises

An Asbestos Contractor is established for Derbyshire Constabulary.

Anyone requiring the services should make contact via the Asbestos Manager.

### Controlling Routine Maintenance Activities within Premises

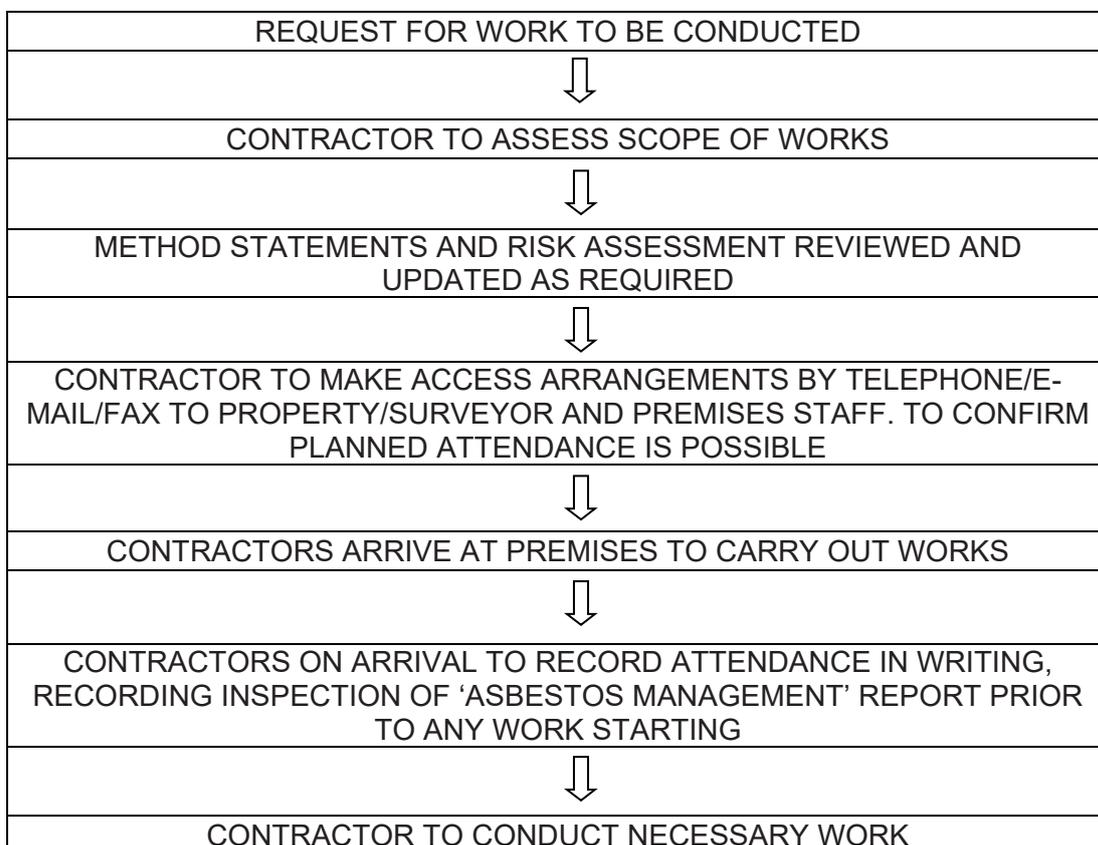
Maintenance activities may be external contractors, internal maintenance technicians, self employed tradesmen or even local odd job men. Irrespective of their employment status or job activity, **all must** be protected from the danger of asbestos.

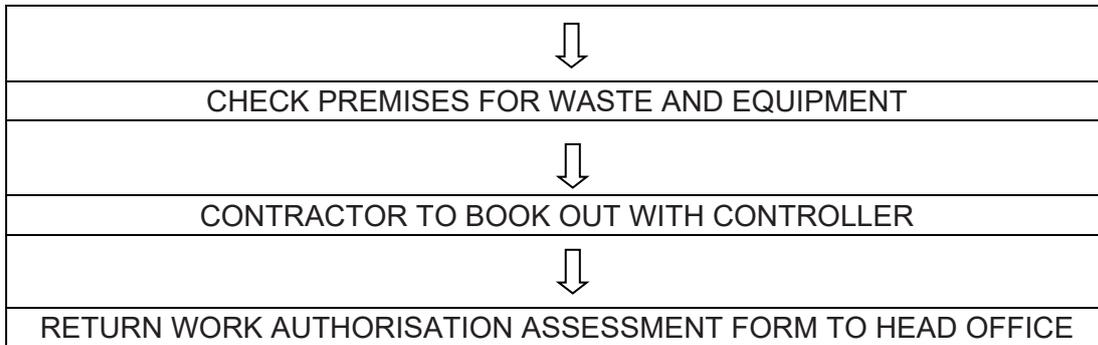
All contractors must have undergone asbestos awareness training in accordance with the Control of Asbestos Regulations 2012. Evidence of this training must be provided to Derbyshire Constabulary annually.

Therefore Derbyshire Constabulary must have procedures to advise maintenance technicians of known ACMs within a building prior to the commencing work. This will be achieved by: -

- A system of work which would require the maintenance technician to request 'Permission to Access' the premises. In making such a request they would have to confirm they have checked the asbestos register for these premises and are aware of any identified ACMs that could be affected by their work.
- Ensuring ACMs are properly labelled where practicable, so as to give warnings to maintenance technicians (and other users).
- Ensuring the PiCoP (and suitable number of delegated alternative PiCoPs) are aware of the location of ACMs identified in the Management Survey and they can check with the maintenance technician of the place and scope of work and satisfy themselves the maintenance technician will not disturb ACMs before signing them into the premises via the Permission to Access system.

### Procedure for Contractors Conducting work on Derbyshire Constabulary premises





### Controlling Major Refurbishment Works

Major refurbishment contracts will be initiated via the Assets Estates Section and they together with the CDM Co-ordinator will ensure adequate asbestos control procedures are built into the Pre Construction Phase Health and Safety Plan. Any existing Management Survey information will be made available.

However, such works will require a Refurbishment/Demolition Survey as required by HSE Guidance 264 Asbestos Survey Guide.

For refurbishment works it is much better (safer) to close off the areas to be refurbished to normal operations and hand the area over to the principal contractor who will co-ordinate any necessary asbestos works using the appropriate specialist asbestos contractors.

At the end of the works, the CDM Co-ordinator must work with the principal contractor, the asbestos surveyor and asbestos removal contractors used on the job and the Derbyshire Constabulary Asbestos manager to ensure: -

- Documentation relating to any removal of asbestos from site is correct and recorded.
- In the case of refurbishment works, the site clearance certificate is issued/recorded for reoccupation for any/all affected areas.
- The asbestos register is updated to reflect any changes.
- The updated asbestos register is issued and old registers withdrawn.

### Demolition (or Partial Demolition) of the Premises

If the premises are to be demolished the Assets Department (and the CDM Co-ordinator) will ensure the contract conditions and the Pre Construction Phase Health and Safety Plan will provide the Management Survey already held but will also require the demolition contractor to have a Demolition Survey undertaken prior to and during demolition operations to ensure all asbestos is identified and removed without endangering anyone.

The CDM Co-ordinator will ensure the health and safety file contains the necessary documentation and clearance certification relating to the safe removal and disposal of the asbestos.

The Asbestos Manager/Estates Section will ensure this information is recorded for these premises/this locations and that previous asbestos registers are updated as required.

### Sale or Disposal (End of Lease) of Derbyshire Constabulary Controlled Premises & Purchase or Lease of Additional Premises by Derbyshire Constabulary

If premises which are under the control of Derbyshire Constabulary and contain ACMs are to be sold, or in the case of leased premises, the premises returned to their owner, then Derbyshire Constabulary must provide the purchaser or buyer with copies of the Asbestos Register for those premises.

The asbestos register should contain: -

- The latest Management Survey information; and
- Details of the last annual inspection of the ACMs within the premises; and
- In the case of lease premises, details of any asbestos removed from the premises during the period premises were under the control of Derbyshire Constabulary.

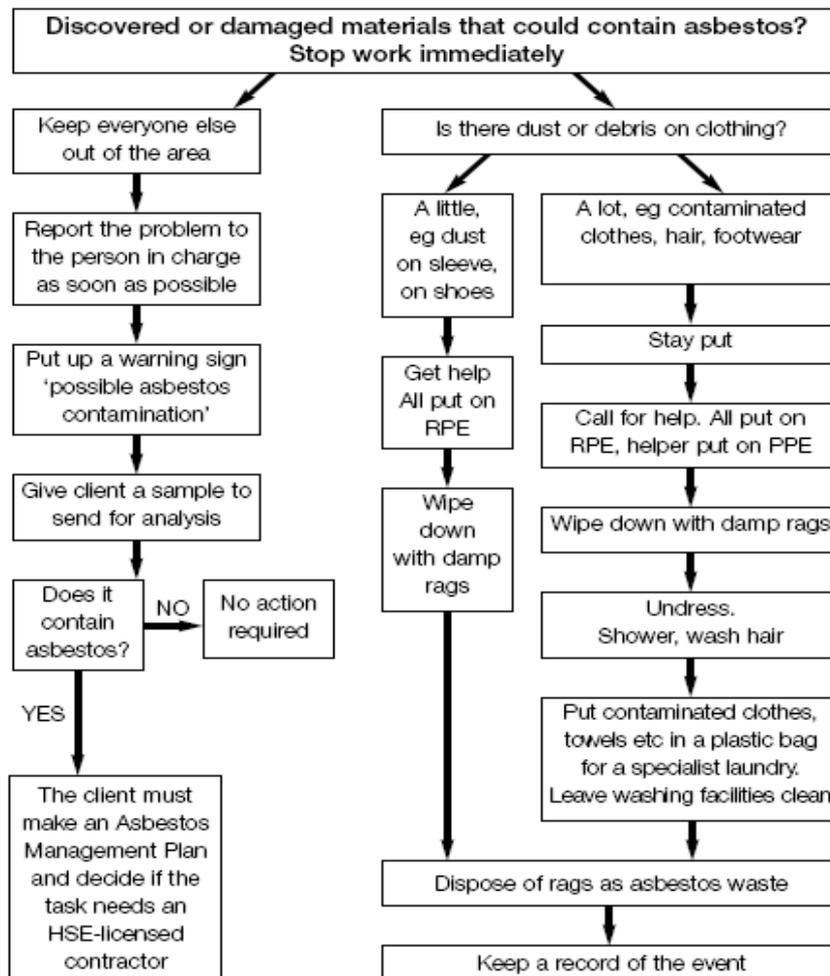
If the building did historically contain ACMs and these have been removed, Derbyshire Constabulary should provide the purchaser or owner/lesser with survey reports to confirm the premises are asbestos free.

Derbyshire Constabulary should not purchase or lease any premises unless they have been constructed since year 2000 and/or they have adequate records to show the premises are asbestos free.

Any doubts or questions relating to asbestos in such buildings should be referred to the Asbestos Manager, who will advise Derbyshire Constabulary accordingly.

## Emergency Procedures relating to Damage or Disturbance of ACMs

If in any premises under the control of Derbyshire Constabulary there is an incident which does, or could result in asbestos fibres being released into the atmosphere, the following actions should be implemented: -



### Procedures

- Stop this work immediately.
- Follow the chart above or do a risk assessment to decide who must do the work - you may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as you can.
- Clean up the contamination.

