

**For further information  
on these procedures,  
contact the Asbestos Co-ordinator  
on 0141 578 8000  
mobile 07768 657 838**



# asbestos management procedures

A Procedures Manual for all employees or employers who, by way of their particular roles in Council properties (either owned or occupied), may have cause to consider the impact of asbestos containing materials on their activities and any necessary actions to manage the risks presented by asbestos-containing materials (ACMs)



**East Dunbartonshire Council**

[www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk)



## foreword

It is the policy of East Dunbartonshire Council to take all reasonably practicable steps to ensure the health, safety and welfare of all its employees. The Council also acknowledges its responsibilities in respect of persons other than its own employees.

A high standard of health and safety performance is one of the Council's primary objectives and it is recognised as an integral part of service delivery.

The health risks associated with asbestos are widely known and East Dunbartonshire Council has responded to the recently strengthened legislative framework by the introduction of suitably robust policies, management arrangements and procedures. This Procedures Manual is a key element in the Council's approach to the management of health and safety as it applies to asbestos.

East Dunbartonshire Council is committed to creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees. Accordingly, the procedures laid out in this manual are to be followed by all employees, without exception.

*Asbestos Working Group*

## introduction

East Dunbartonshire Council is responsible for a large number of properties, some of which contain asbestos products. The Council, through its Asbestos Working Group, has revised its Guidance & Procedures Documents and established the role of the Asbestos Co-ordinator. All management of asbestos-containing materials in the Council's properties will be led by the Asbestos Co-ordinator (tel: 0141 578 8000, mob: 07768 657 838).

## supportive documents

The risks presented by the presence of asbestos-containing material in the Council's properties (owned or occupied) will be actively managed and before any building, electrical, refurbishment works etc, start, the risks will be assessed and appropriate measures taken to manage these risks.

The Council is establishing and maintaining an Asbestos Register containing details of the location of the known asbestos, together with its type, category and condition for each of its properties. The register is in computerised format via the Asbestos Management Database which will eventually be displayed on the Hub and on the Council's website. A hard copy of the relevant information extracted from the Asbestos Management Database will be kept in the "Property Six Pack" in all of the Council's properties (including leased properties). The information will be site specific. (Currently a hard copy of the information held in existing data sources on known asbestos is contained in the "Property Six Pack" on all Council sites).

**THIS ASBESTOS PROCEDURES BOOKLET MAKES IT CLEAR AND SIMPLE TO ALL EMPLOYEES, CONTRACTORS, EMERGENCY SERVICES ETC., WHAT TO DO AND WHO TO CONTACT WITH REGARD TO ASBESTOS WITHIN ALL PROPERTIES.**

**THIS DOCUMENT ALSO OFFERS CLEAR GUIDANCE FOR ALL COUNCIL EMPLOYEES AND EXTERNAL PERSONNEL INVOLVED IN CONSTRUCTION-RELATED PROJECTS OF THE FOLLOWING NATURE:**

- Demolition
- Remodelling and refurbishment
- Maintenance and repair
- Mechanical and electrical engineering
- ICT infrastructure installations
- Asbestos removal

**IT IS MANDATORY THAT THE PROCEDURES LAID OUT IN THIS DOCUMENT ARE FOLLOWED AND THAT THIS DOCUMENT IS READ BEFORE ANY OF THE ABOVE WORKS BEGIN.**

This document is to be read in conjunction with the Asbestos Health, Safety and Welfare standard (NO HR/HS/STD/014 – Issue 4 – M)

**Any Council employee failing to comply with the procedures detailed in this booklet may be subject to disciplinary actions.**



## health hazards

### Why is asbestos dangerous?

Asbestos fibres are quite inert. They are safe to touch and will not cause severe damage to the external parts of the body. If, however, asbestos products are damaged, the fibres break down very easily to much smaller fibres of respirable size i.e. about 10-20 microns in length and less than about 3 microns in diameter.

If made airborne, these fibres can be inhaled and will bypass the natural defence mechanisms (i.e. the filters) of the human body. The fibres will penetrate deep into the lung and lodge in the alveoli where they can't be attacked by the body's normal defence mechanism. It is known that the inhalation of airborne asbestos fibres can lead to:

- Asbestosis (associated with a very large exposure)
- Lung Cancer
- Mesothelioma (associated with "low level" exposure although no limit of exposure has yet been identified)

There is usually a very long "latent period" between inhalation and the onset of disease (typically between 10-30 years). **Once diagnosed, however, all three diseases will prove fatal.** In general, the dose-response relationship has not yet been found.

## how to use this manual

### How to use this manual

- Read all of the introduction thoroughly
- Read and familiarise yourself with the relevant Health, Safety and Welfare Standard
- Read and familiarise yourself with the role of the Asbestos Co-ordinator (see page 8)
- Examine the list of roles on page 6 and select the one that best describes your position
- Select the relevant page/section for your role
- Using the flow charts, follow the guidance and take action as described
- If in any doubt, stop work and call the Asbestos Co-ordinator
- Under no circumstances should you proceed (and place yourself or others at risk) if there is any doubt of any kind about the materials in question. Be smart – take the Asbestos Co-ordinator's advice



## who should use this manual?

This manual applies to the following employees or employers:

### East Dunbartonshire Council employees

- The Corporate Management Team
- Heads of Service
- Service Managers
- Building Managers/Users
- Head Teachers

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- 39 Tradesmen
- 40 Trades Supervisors

### Employers

- 41 Principal Contractors
- 42 Contractors
- 43 Sub-contractors
- 44 Consultants (Structural, Mechanical, Electrical)
- 40 Emergency Services (Fire, Police, Paramedics)

## supportive documents

### Supportive Documents

- HSE “Managing Asbestos”
- HSE “Asbestos Essentials” (Introduction)
- HSE “Asbestos Essentials” (Task Manual)
- MDHS 100
- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Control of Substances Harmful to Health Regulations 2002
- The Control of Asbestos at Work Regulations 2002
- The Environmental Protection Act 1990
- The Special Waste Regulations 1996
- The Asbestos (Licensing) (Amendment) Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992
- The Construction (Design and Management) Regulations 1994.  
Approved Code of Practice February 2002
- The Health Safety and Welfare Standard



## the role of the asbestos co-ordinator

**The Asbestos Co-ordinator role is pivotal to the processes which the Council has put in place to manage the risks associated with asbestos-containing materials in Council properties.**

The Asbestos Co-ordinator provides a “one door” approach, being the single point of contact for all employees on all matters of asbestos management and advice.

The general role of the Asbestos Co-ordinator is to:

- oversee, develop and maintain an Asbestos Management Plan in consultation with the Asbestos Working Group and to annually review the plan
- ensure that all asbestos-containing materials in non-housing properties are effectively managed and to provide a joint role with the “Duty Holder” as defined in the Control of Asbestos at Work Regulations 2002
- co-ordinate all asbestos-related work within East Dunbartonshire Council to ensure that a corporate approach is taken, and to be the sole co-ordinating point for all asbestos-related matters

**The Asbestos Co-ordinator will:**

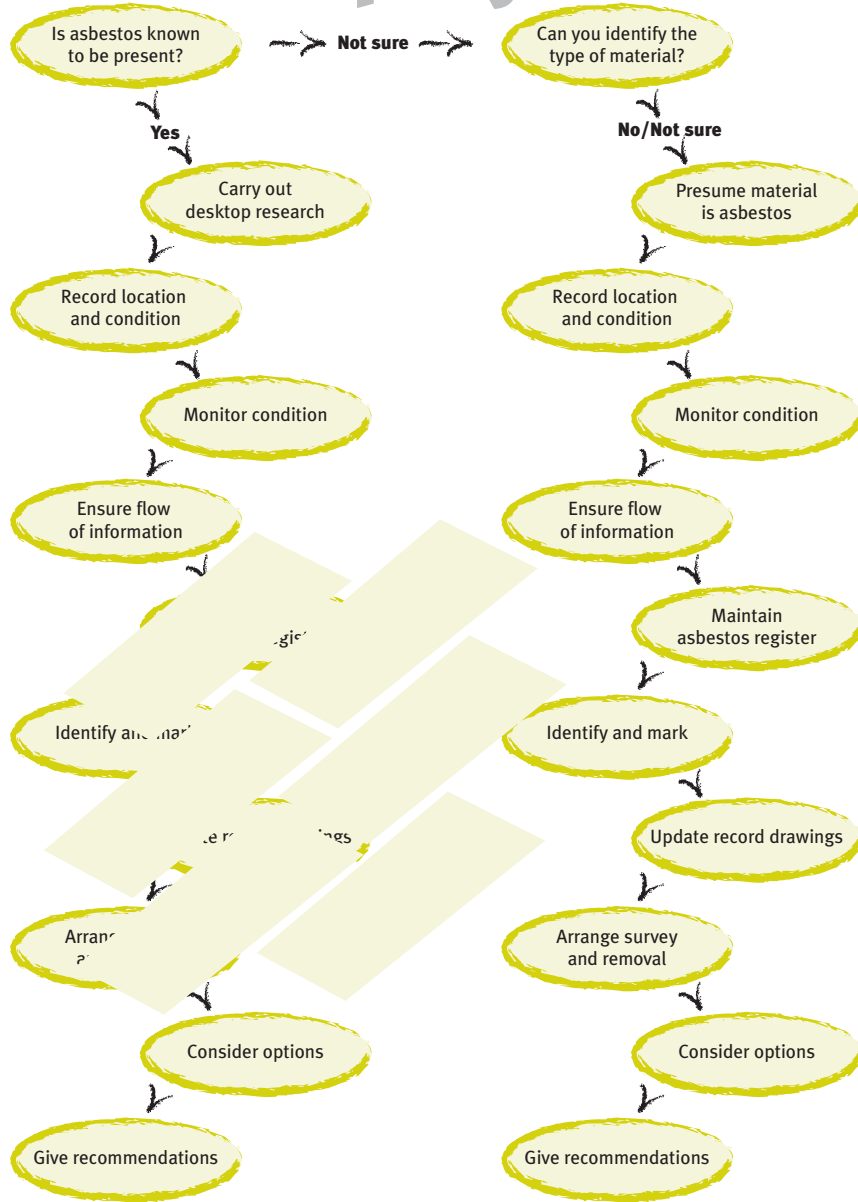
- manage the Asbestos Management Database, including effective data capture and entry, ensuring that the data is continually refreshed and kept up-to-date
- update the data held in the Asbestos Management Database when changes are necessary as a result of works in properties
- disseminate the information held in the Asbestos Management Database to all affected parties including ensuring that up-to-date hard copies of the relevant information are maintained in the Property Six Pack (property manual) in every property
- lead and advise all relevant officers on asbestos issues where maintenance and capital works are undertaken
- manage all asbestos surveying and sampling including instructing specialist consultants and contractors and ensuring that all surveys, reports and associated data are recorded in the Asbestos Management Database
- carry out risk assessments both before and after works and ensure that all such risk assessments are entered in the management database

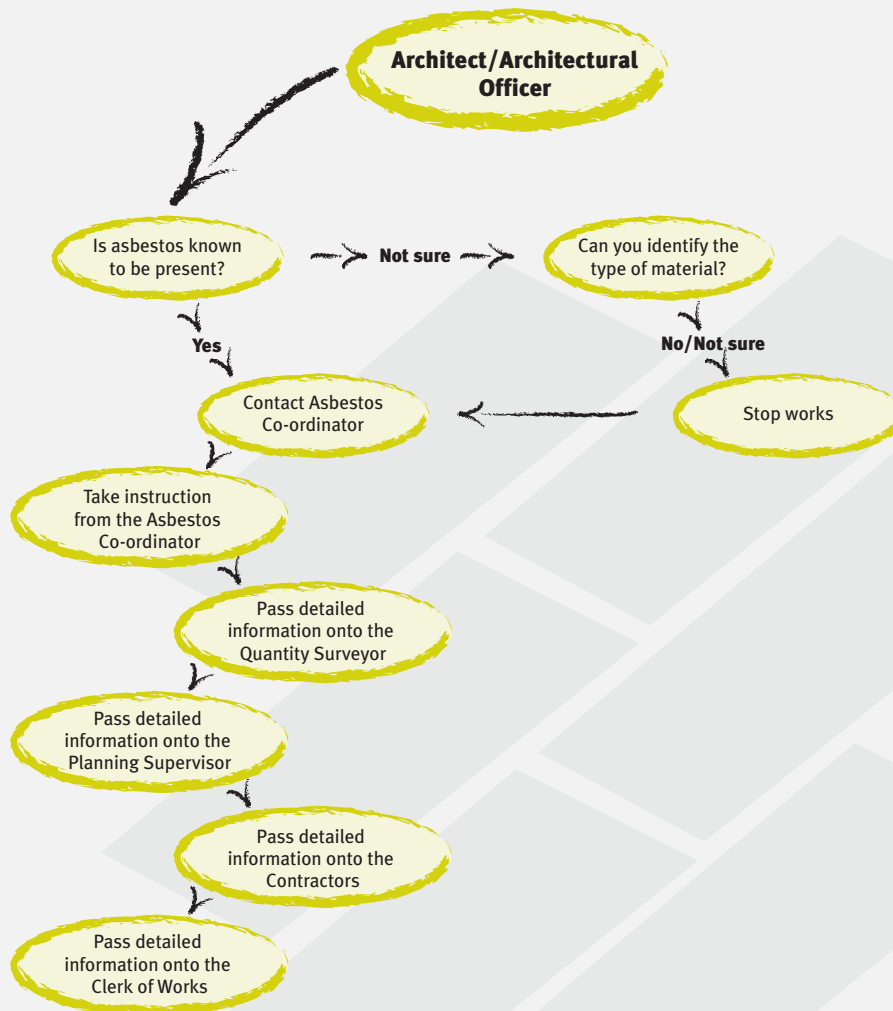
- manage all asbestos removal and encapsulation work and support all relevant officers on capital and maintenance works where action on asbestos is necessary. Also to Liaise with duty holders and others on site before any asbestos work is carried out
- liaise with managers, staff, trades unions, health and safety representatives, contractors and others where any concerns exist about asbestos in Council properties
- liaise with the Council's Planning Supervisor in compliance with the Construction (Design and Management) Regulations
- liaise with relevant Council Officers regarding the management of asbestos in the local community (e.g. Environmental Health, Building Control)
- manage, maintain and continually refresh the asbestos policy documents, guidance notes and procedures manual in response to legislative change
- develop and maintain the Council's list of approved registered asbestos contractors including regular audit and review of contractor performance
- manage the asbestos sampling, testing and emergency removals budget
- develop, manage and continuously refresh the asbestos training regime for all relevant staff including delivery of training and the management of the provision of training by others.
- regularly audit and review the asbestos training programme
- provide general advice on asbestos to Councillors and Council Officers and also provide advice to building users groups etc.
- liaise with all relevant Council colleagues, consultants, outside bodies and agencies as required to ensure a co-ordinated response to asbestos-related work programming and delivery
- liaise and correspond with the general public in relation to asbestos
- ensure that employees and/or outside bodies associated with service delivery comply with the Council's Health and Safety policies
- assist, where appropriate, with providing a Council response to emergency situations as they arise

# asbestos co-ordinator

Asbestos Co-ordinator

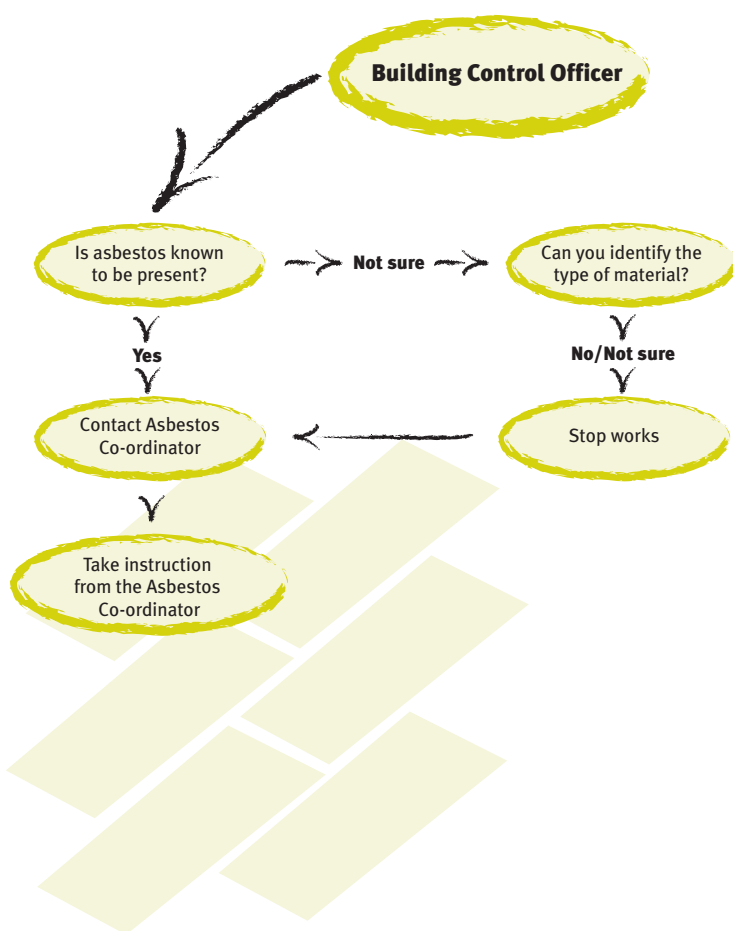
## council employees

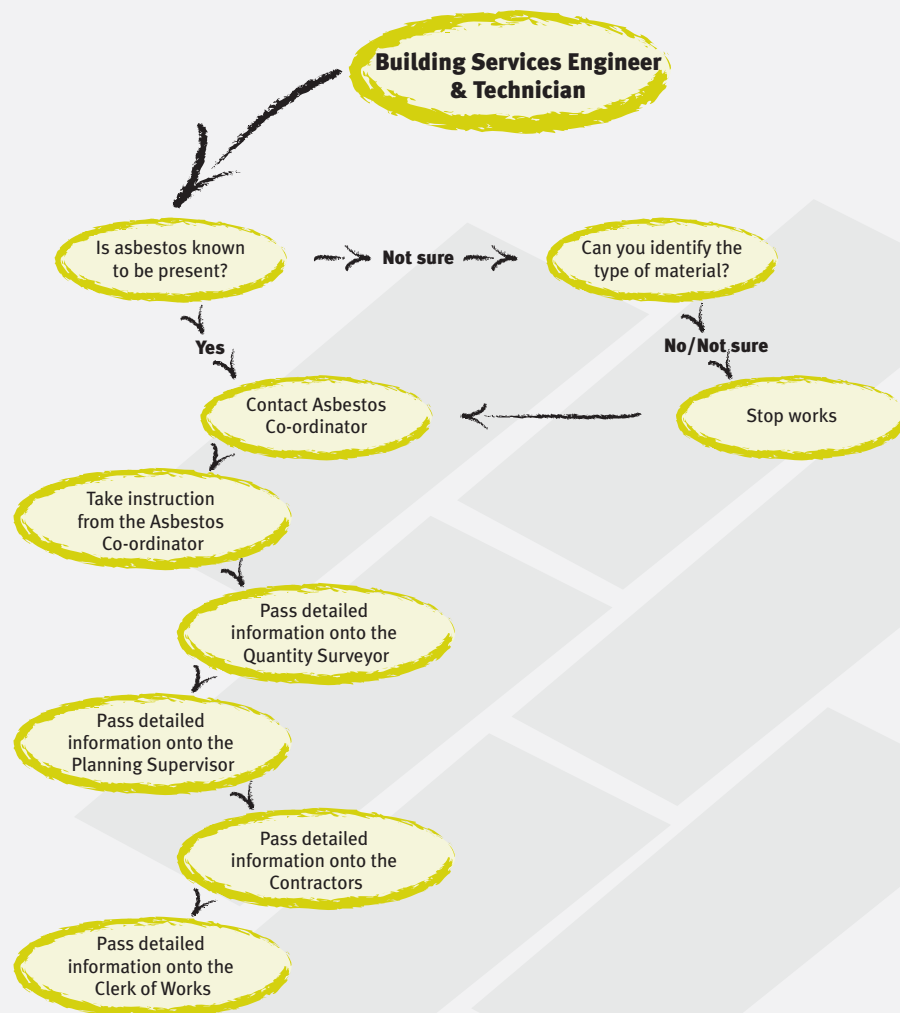




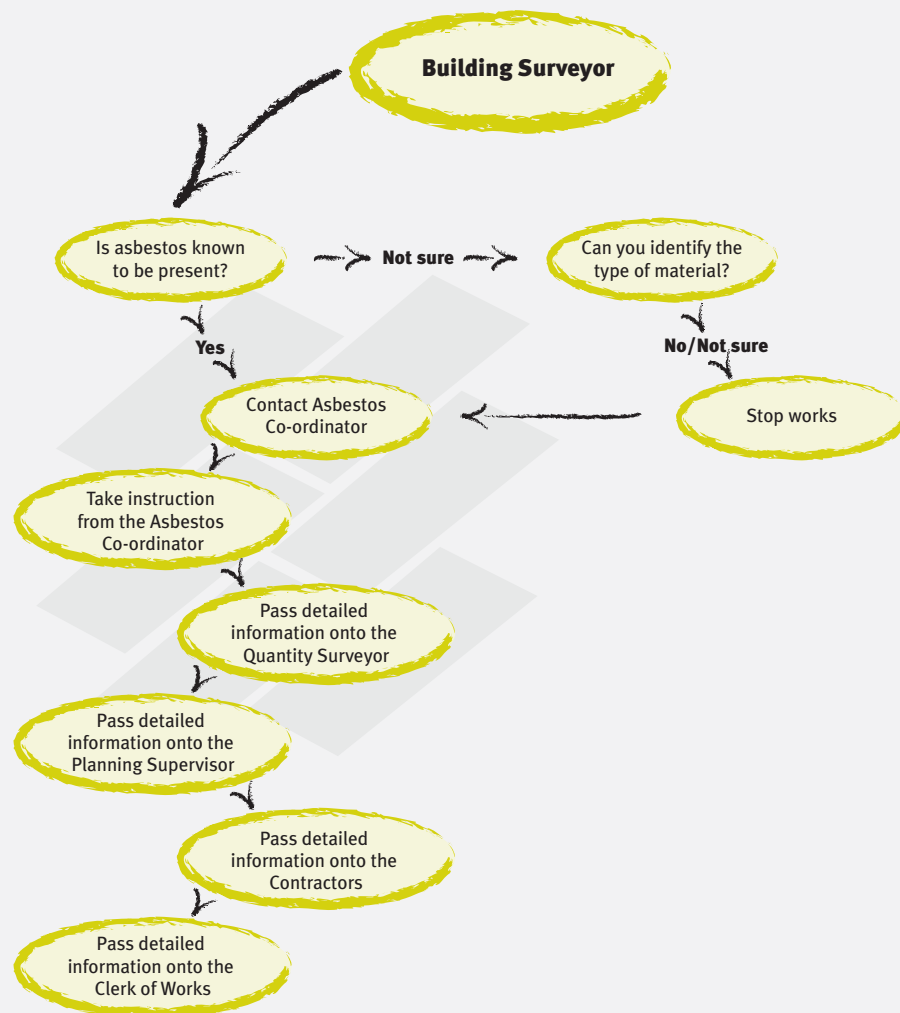


## building control officers



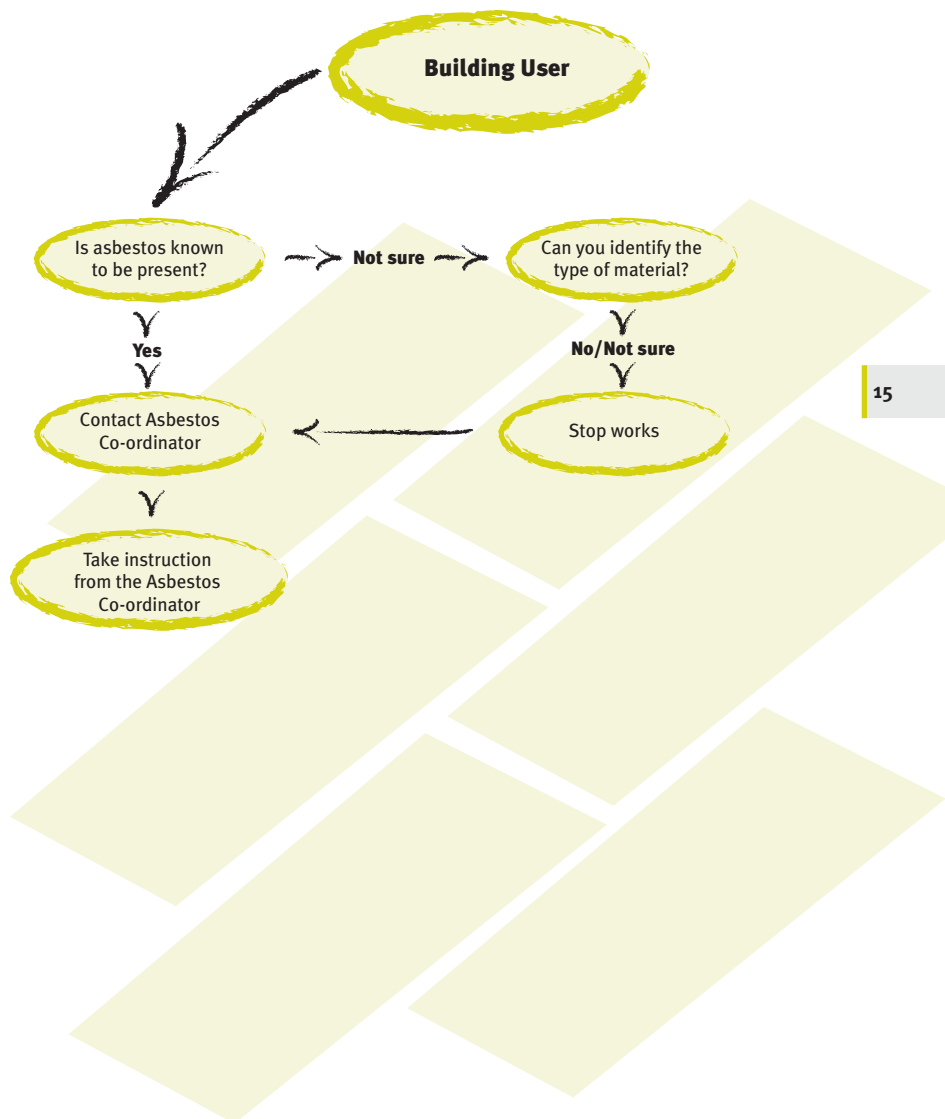




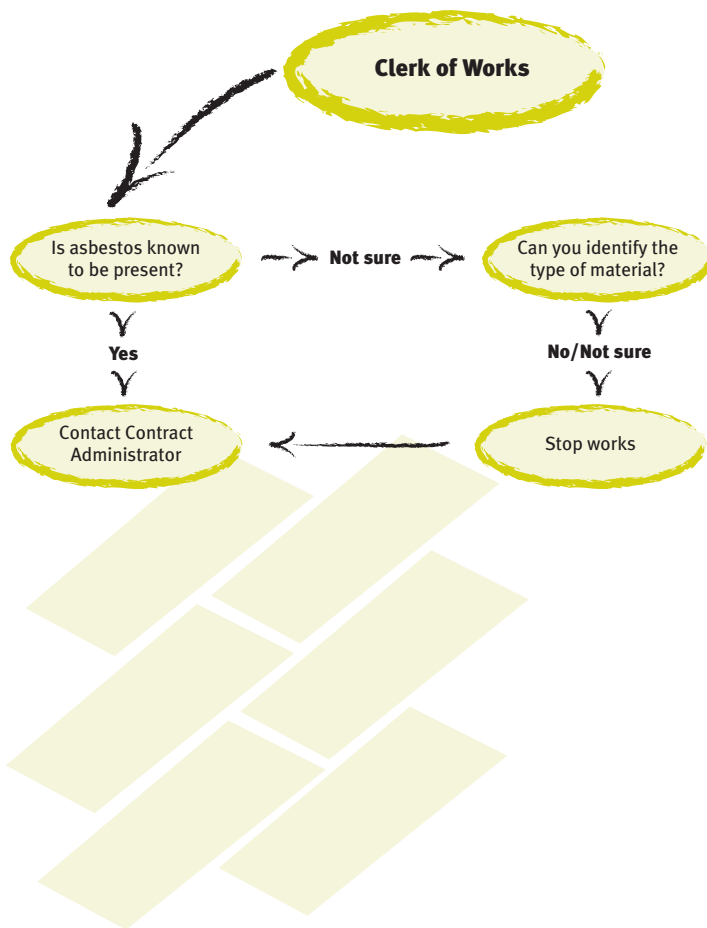


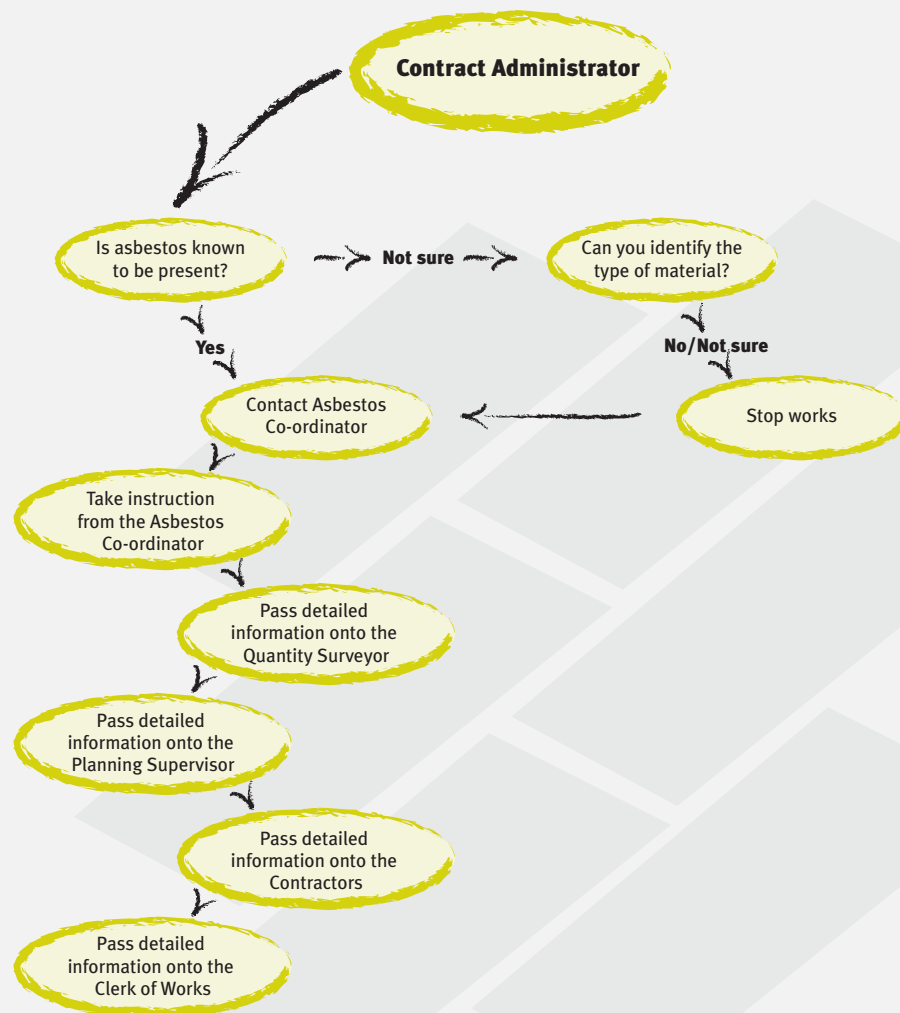


## building users



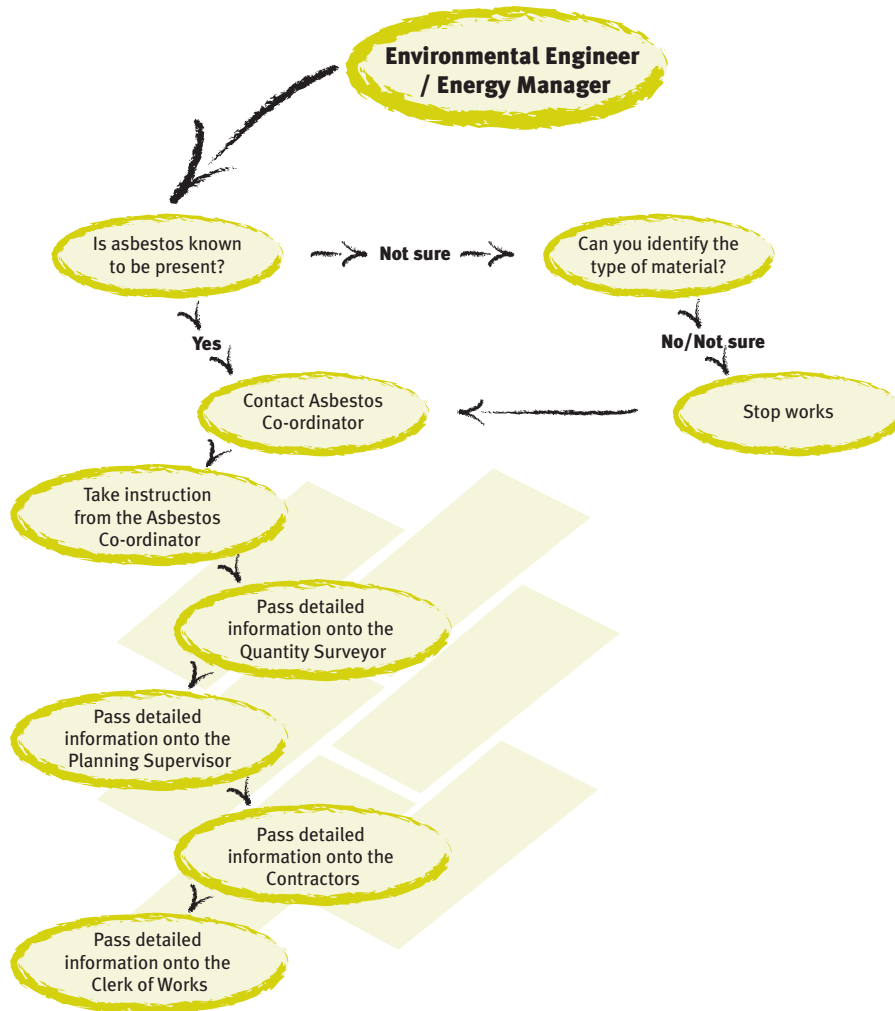
## clerks of works

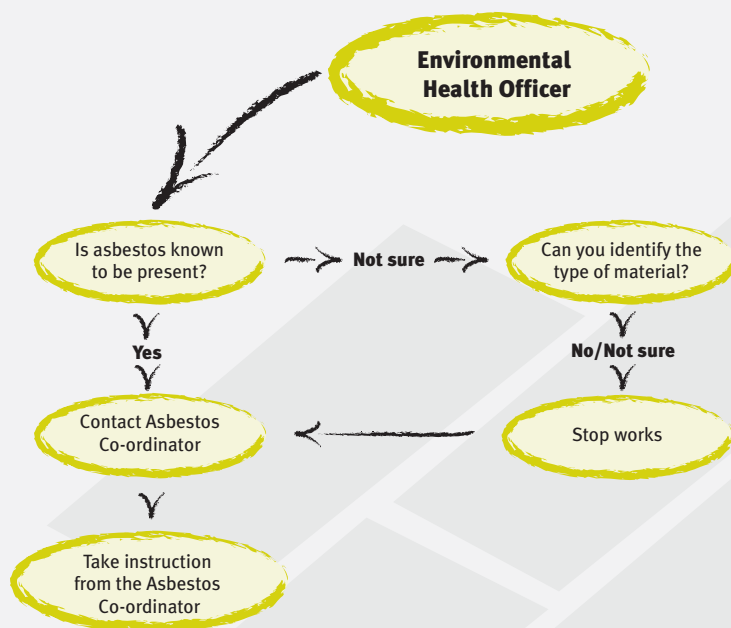


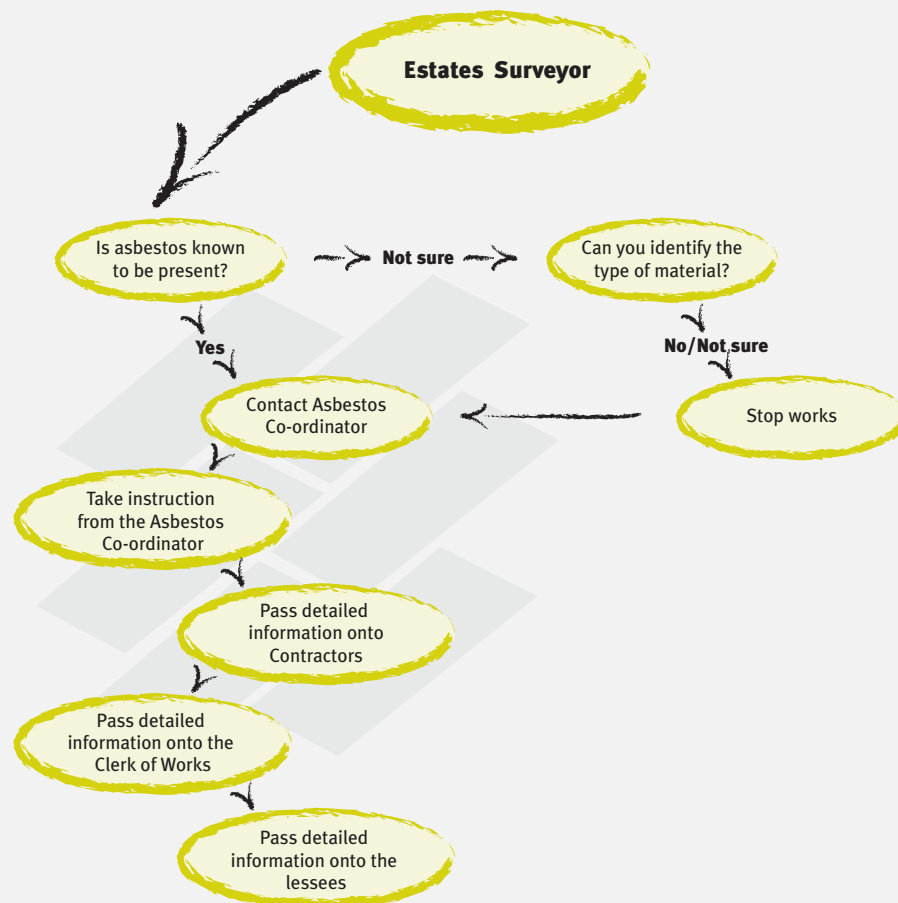




## environmental engineers/ energy managers

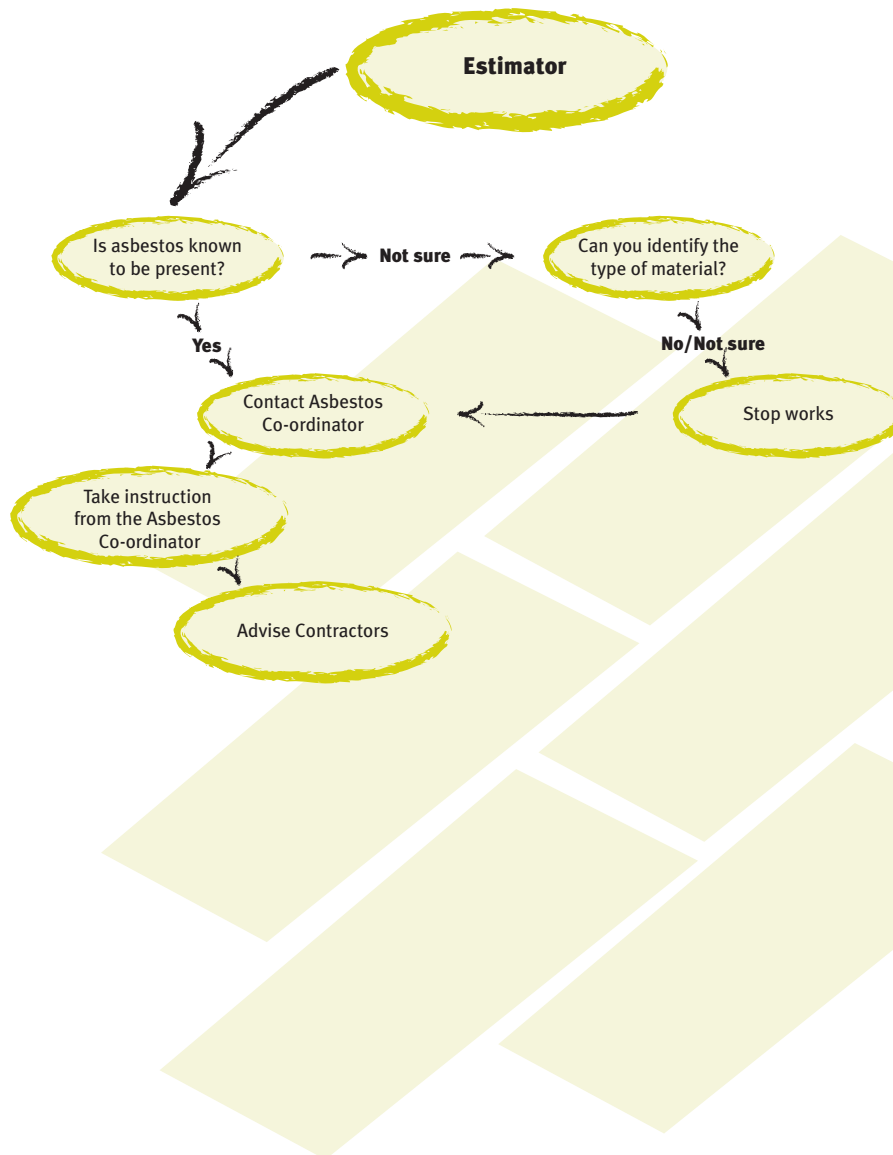








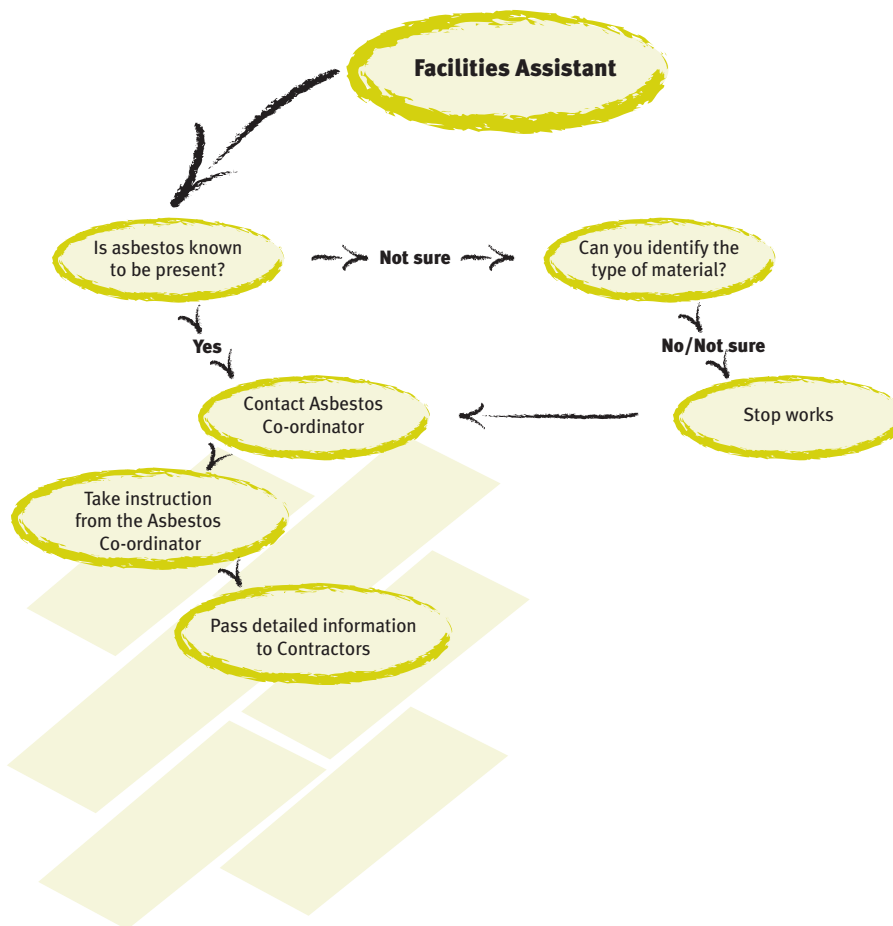
## estimators







## facilities assistants

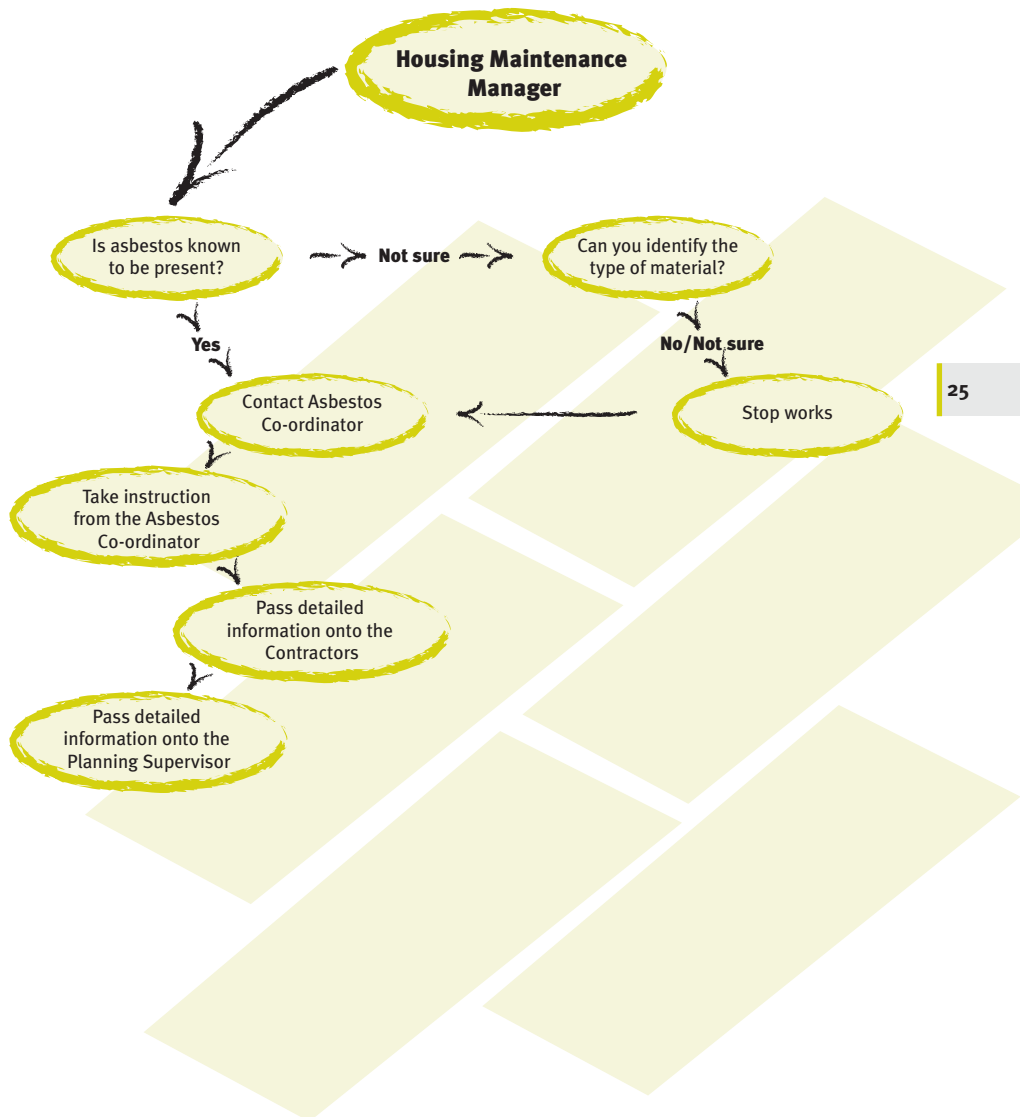








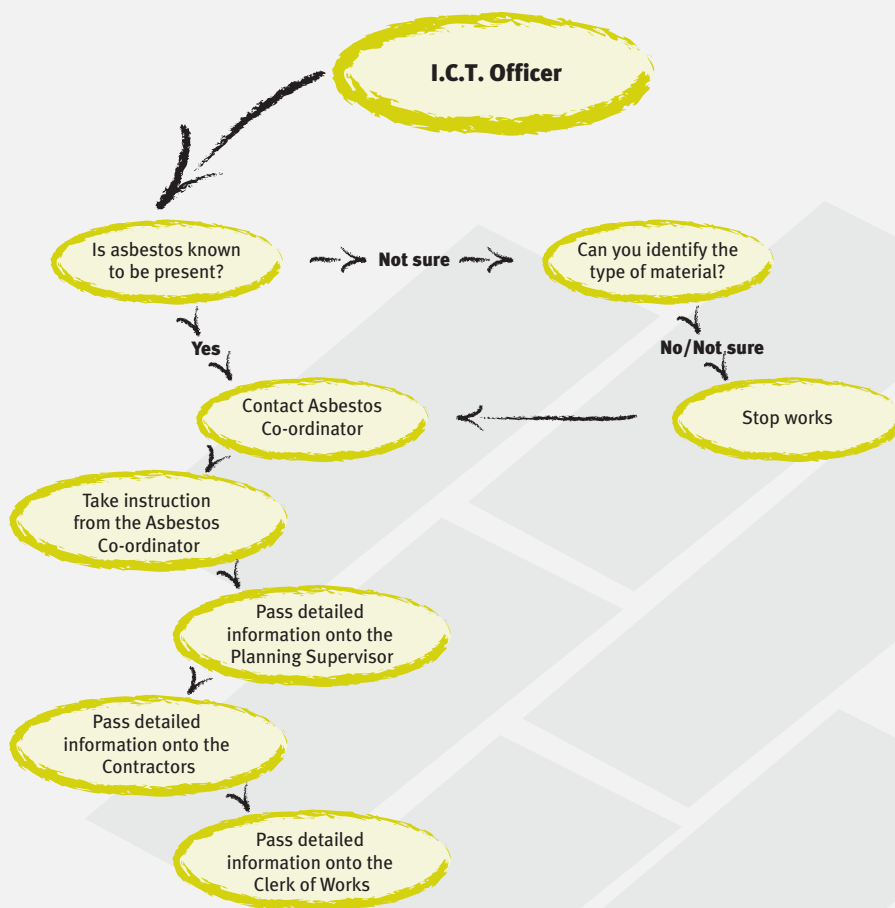
## housing maintenance managers

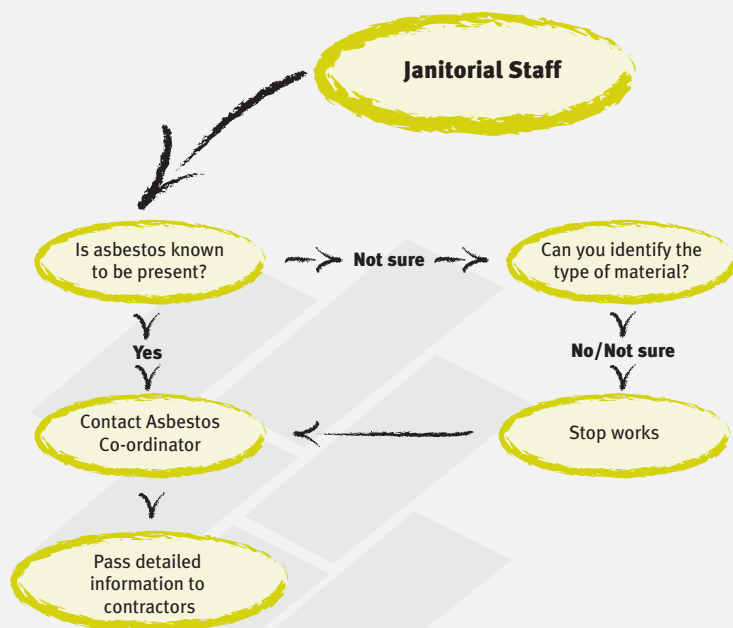




## housing maintenance supervisors

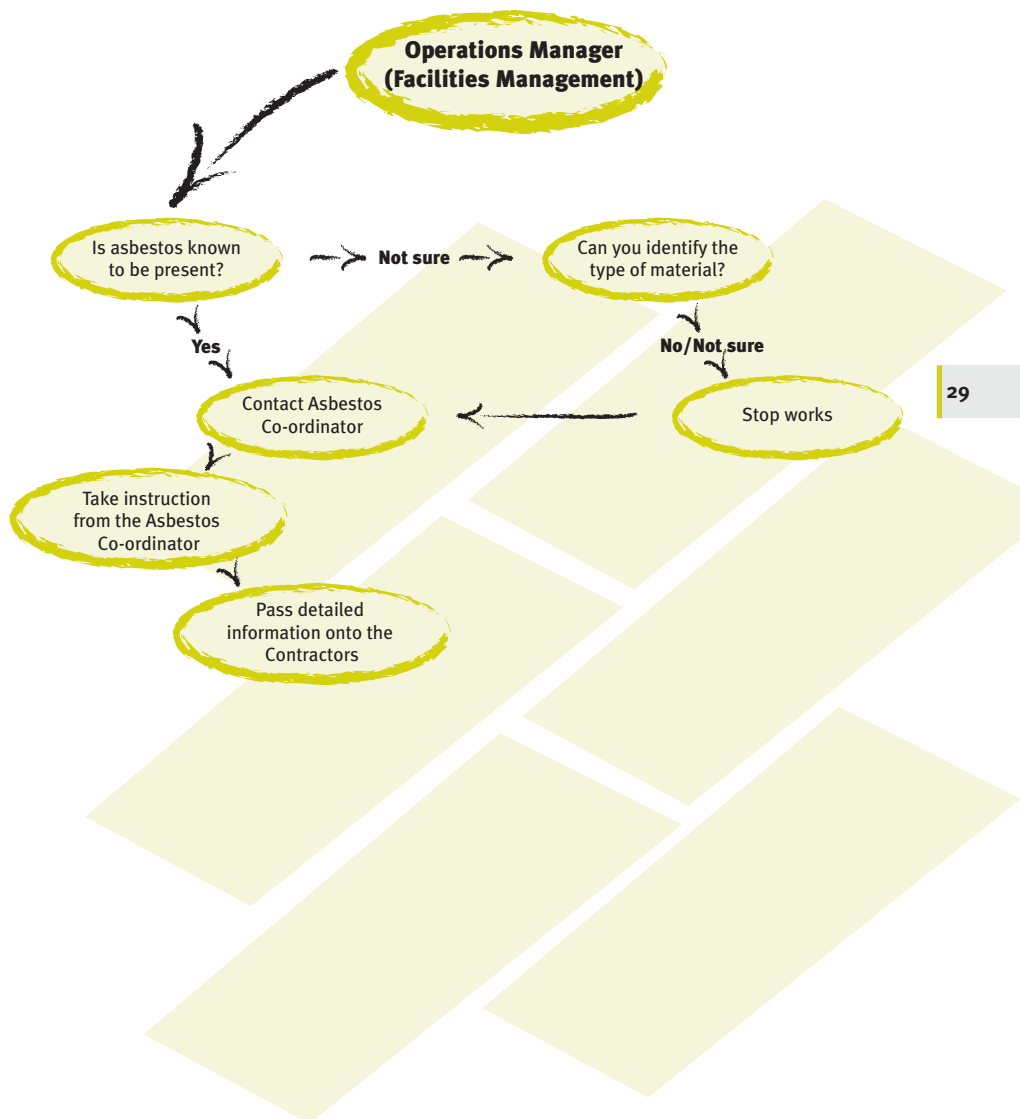








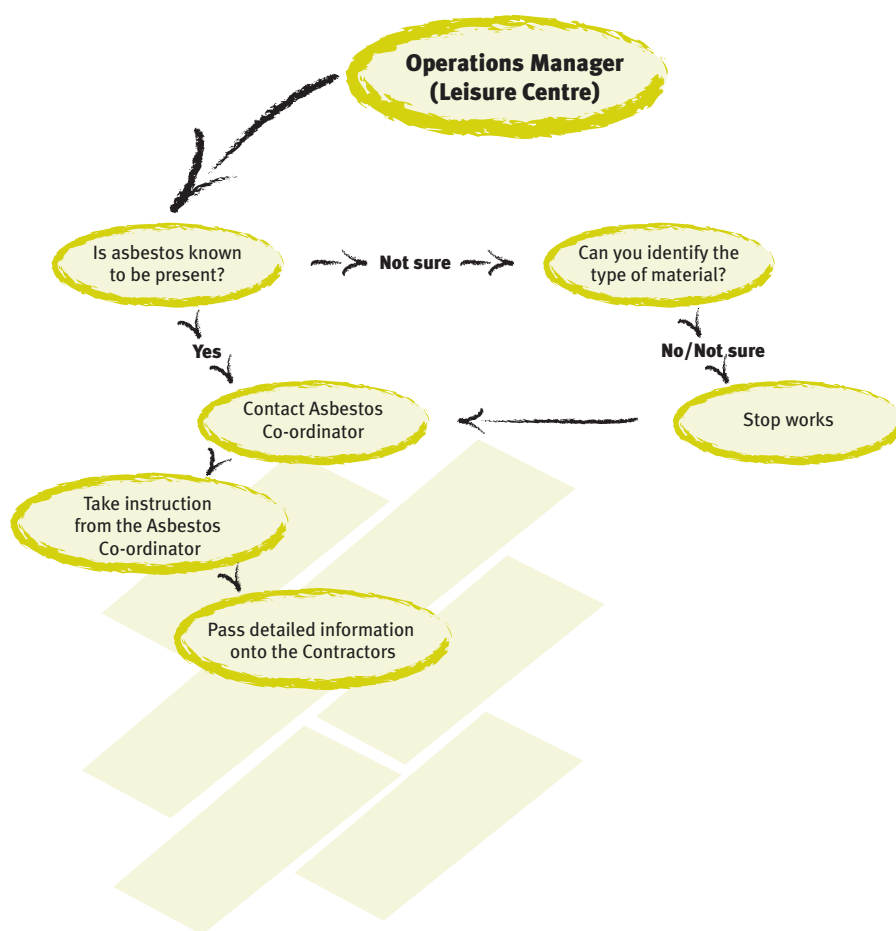
## operations manager (fm)

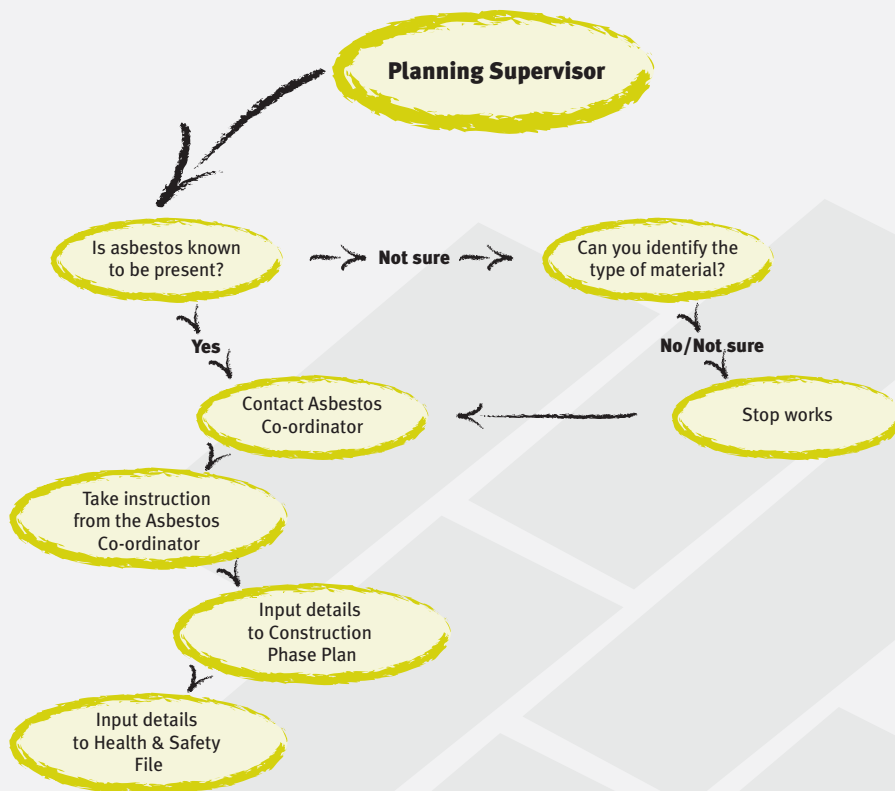


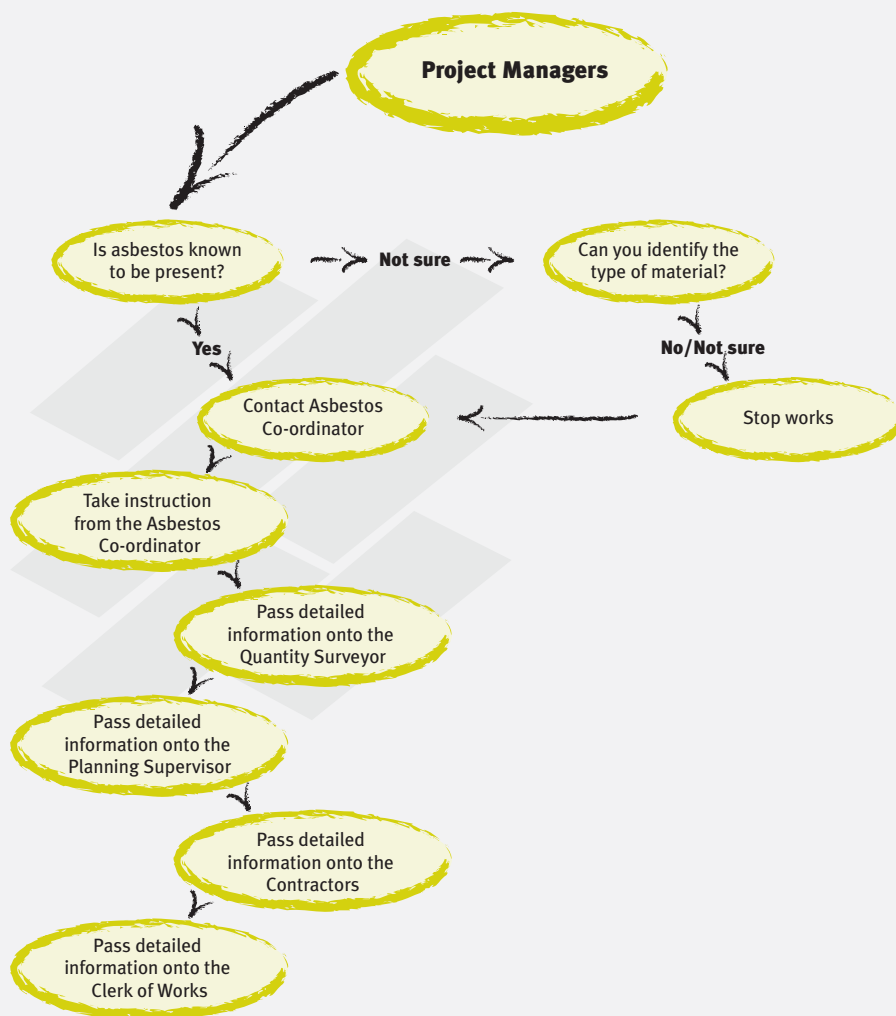




## operations managers (leisure centres)

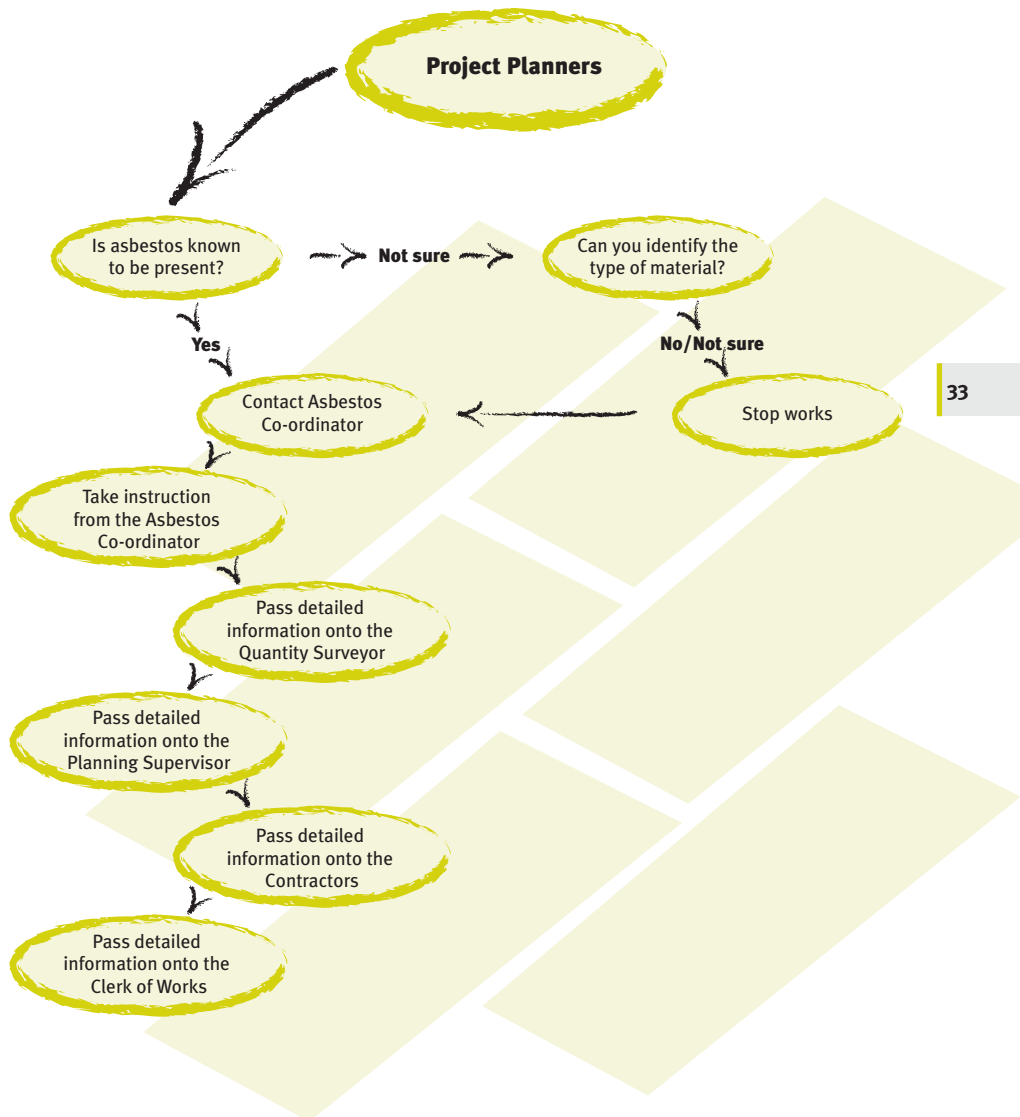






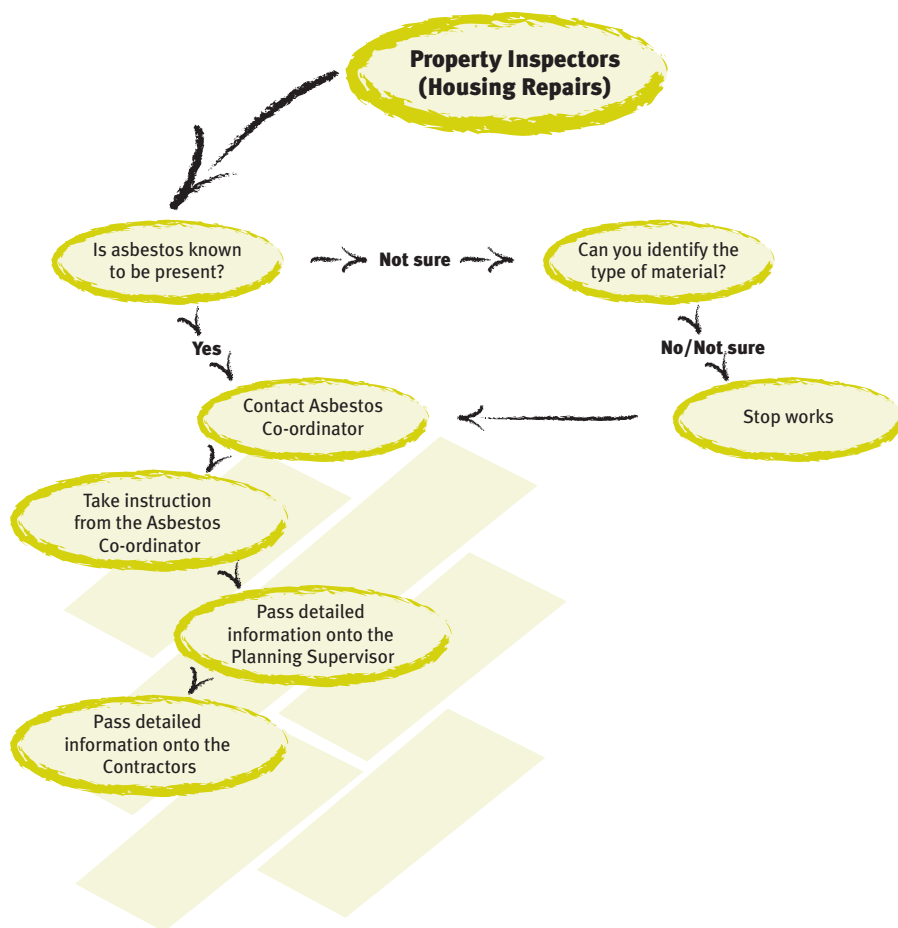


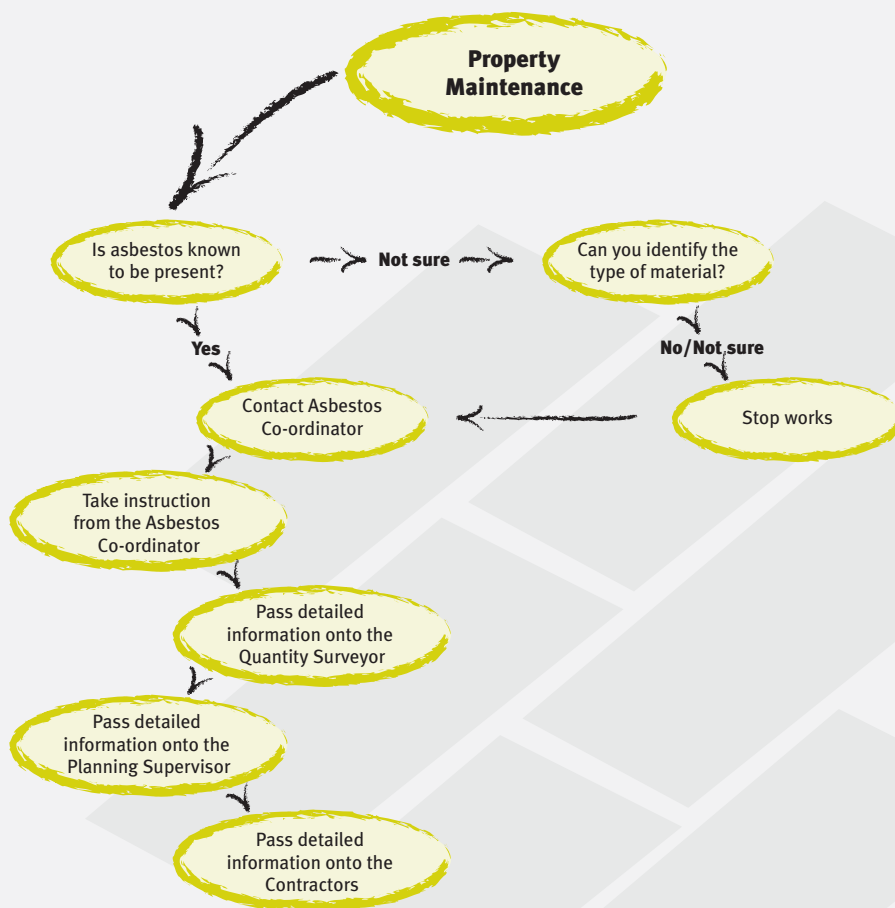
## project planners

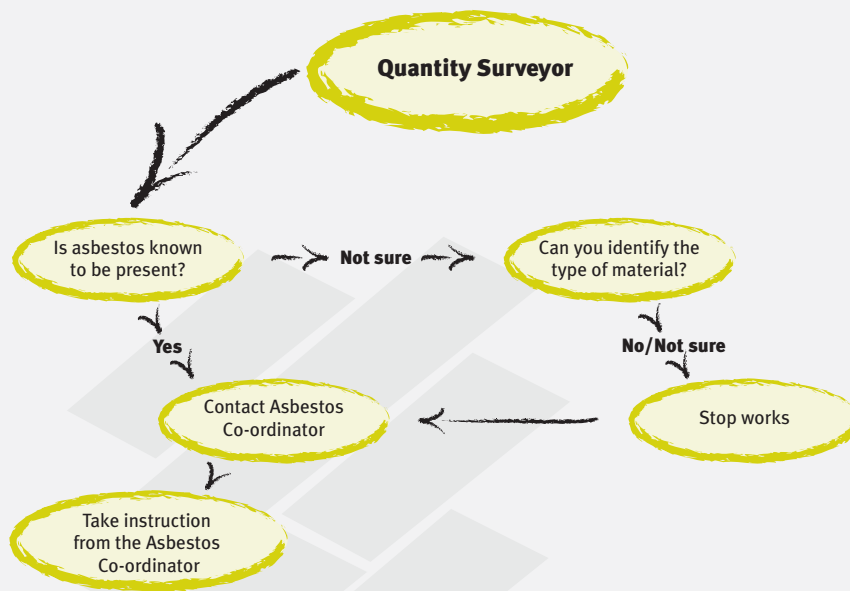




## property inspectors (housing repairs)

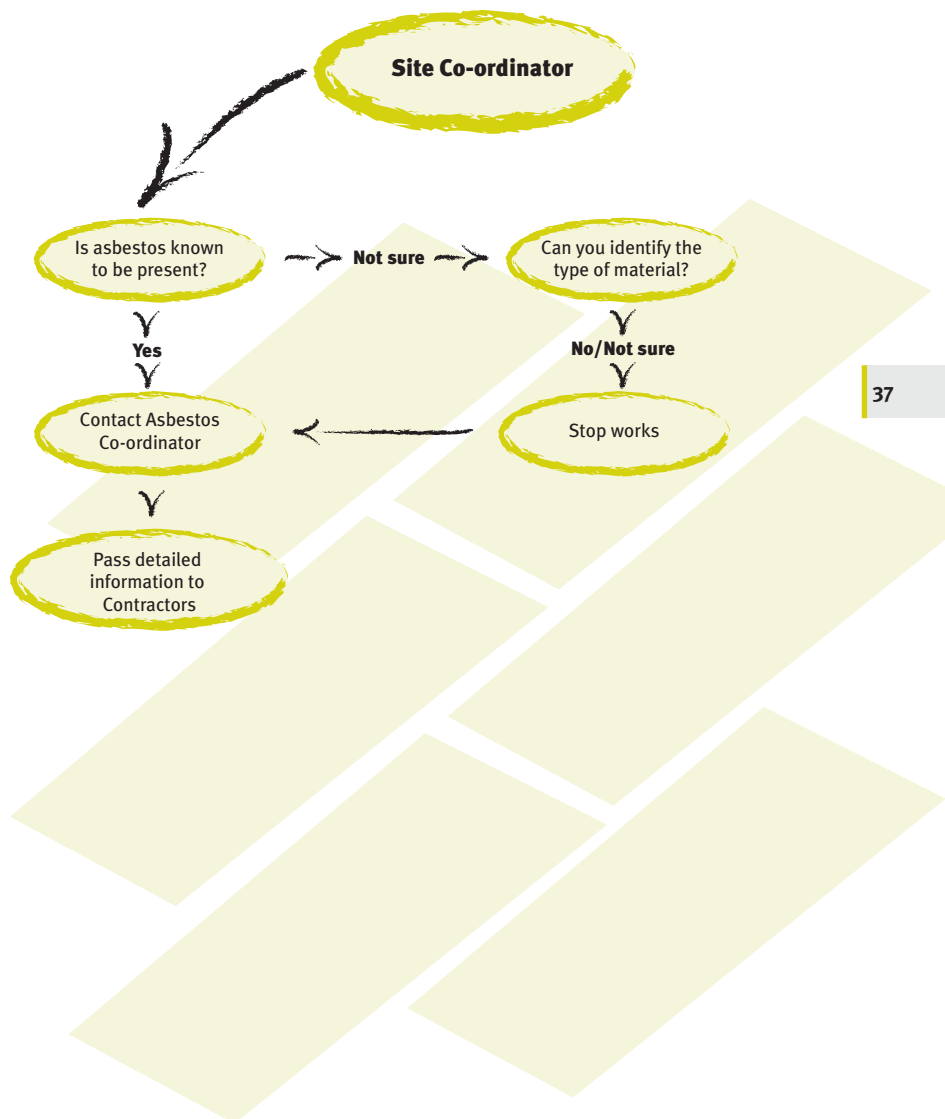








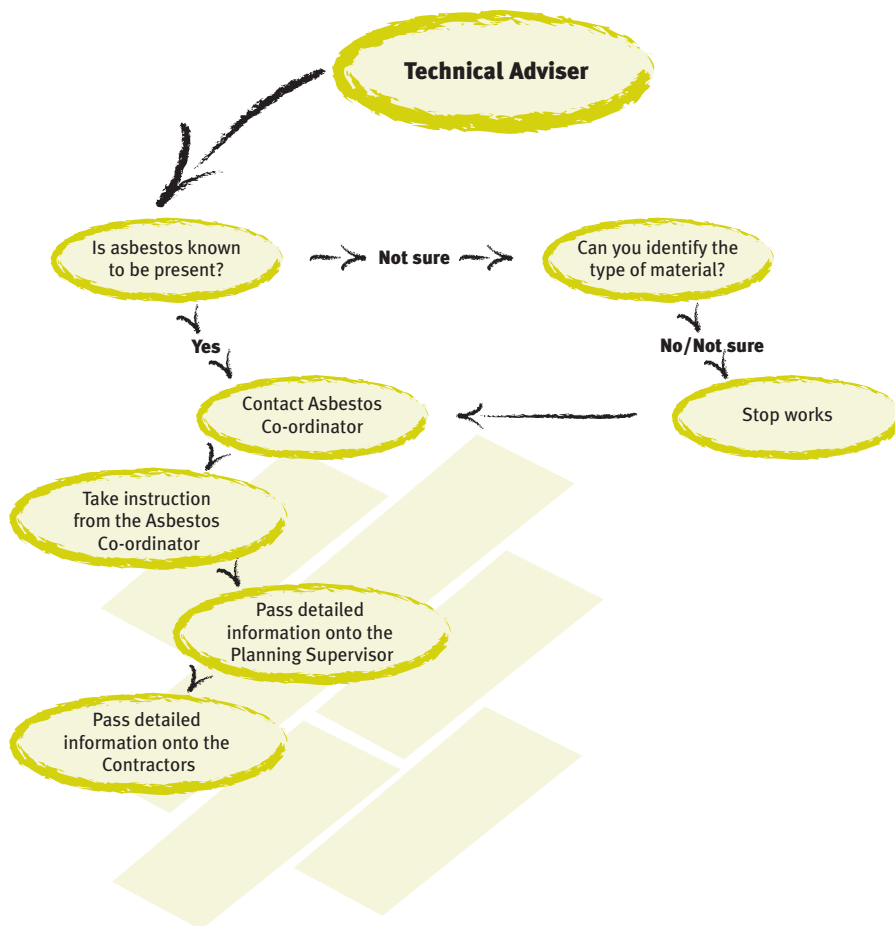
## site co-ordinators

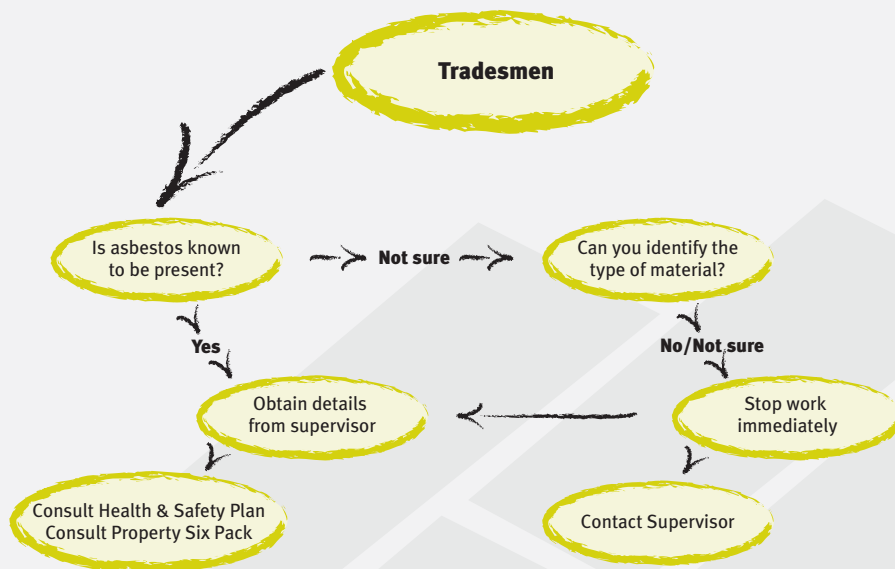


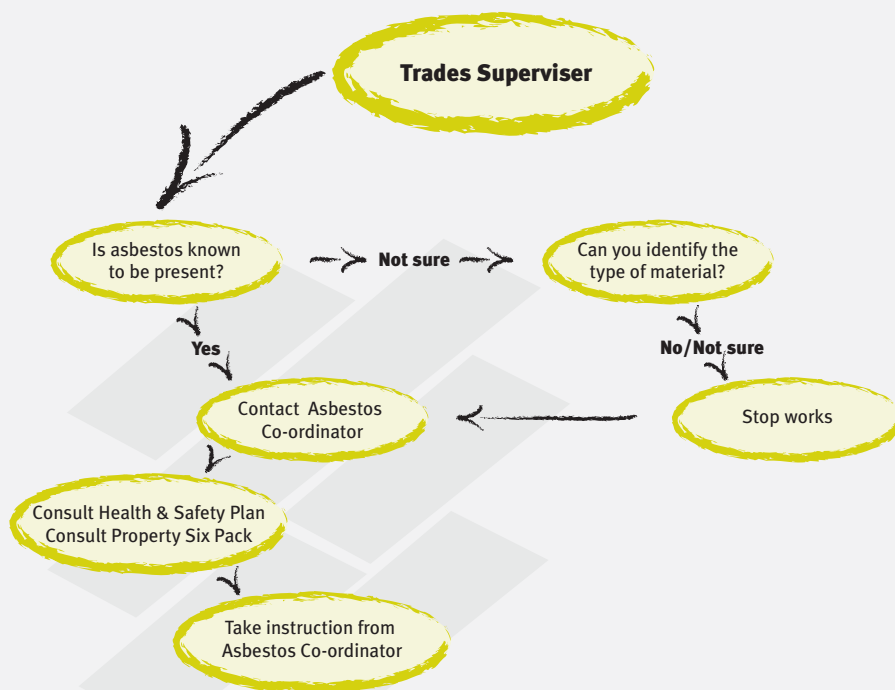




## technical advisers

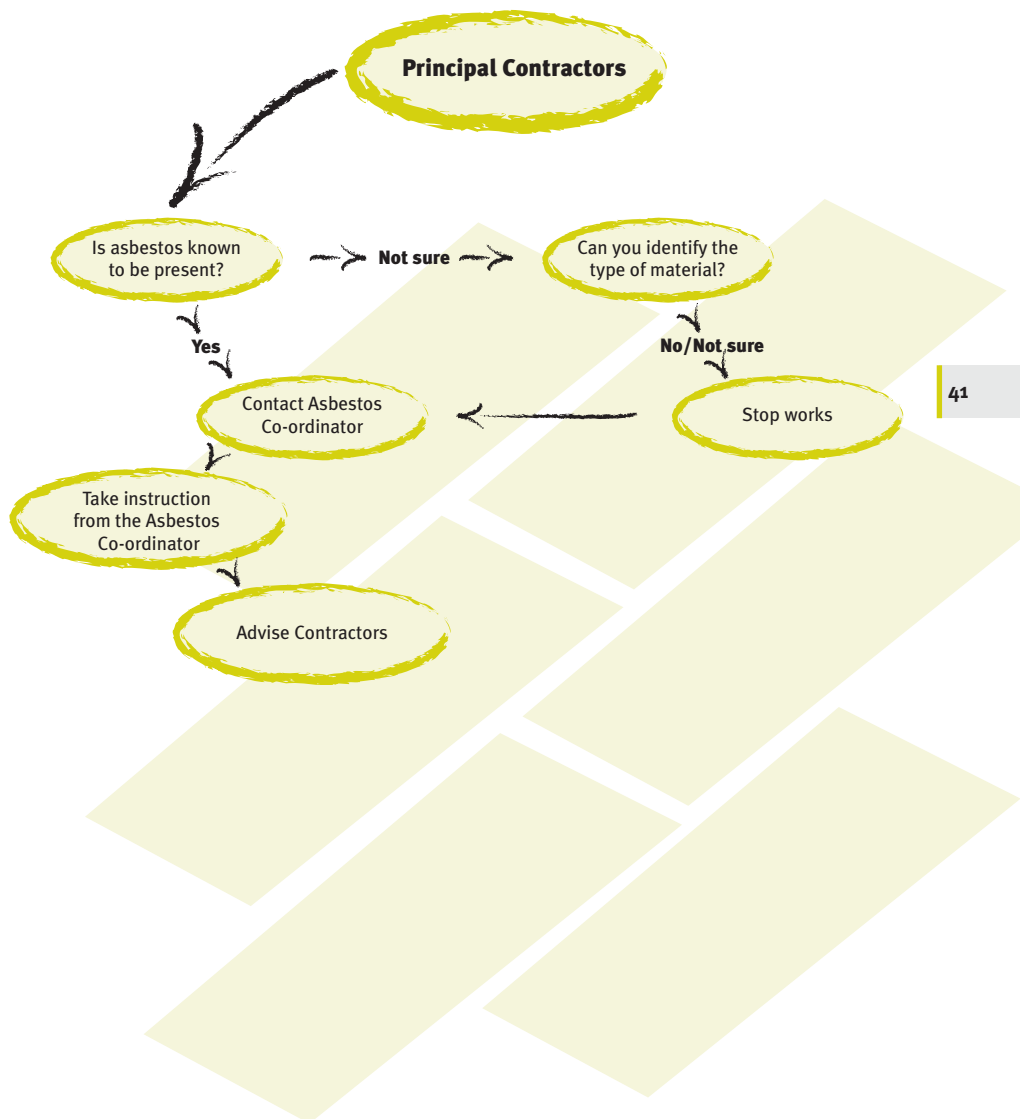






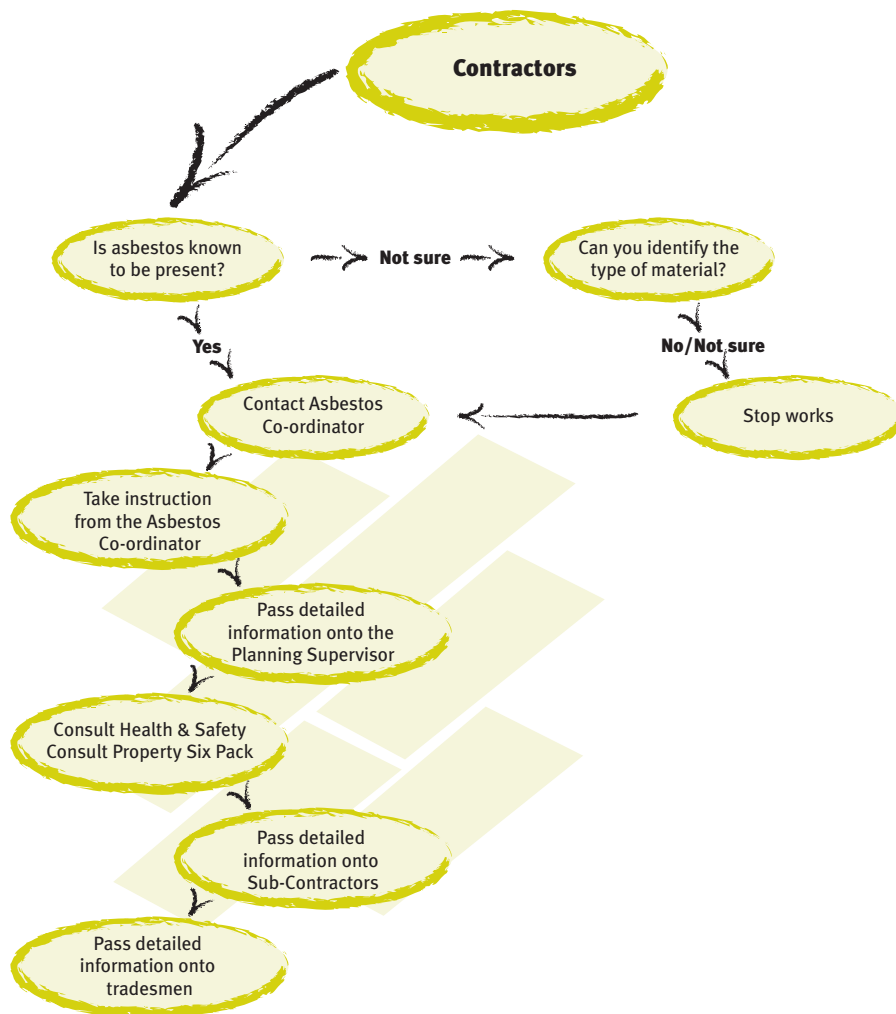
# employers

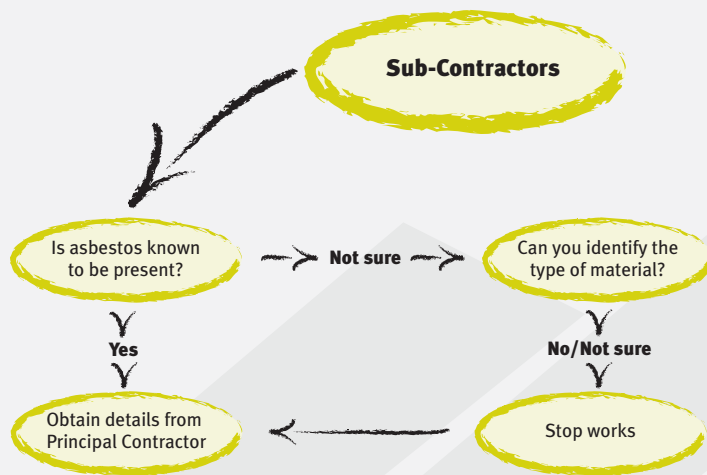
## principal contractors

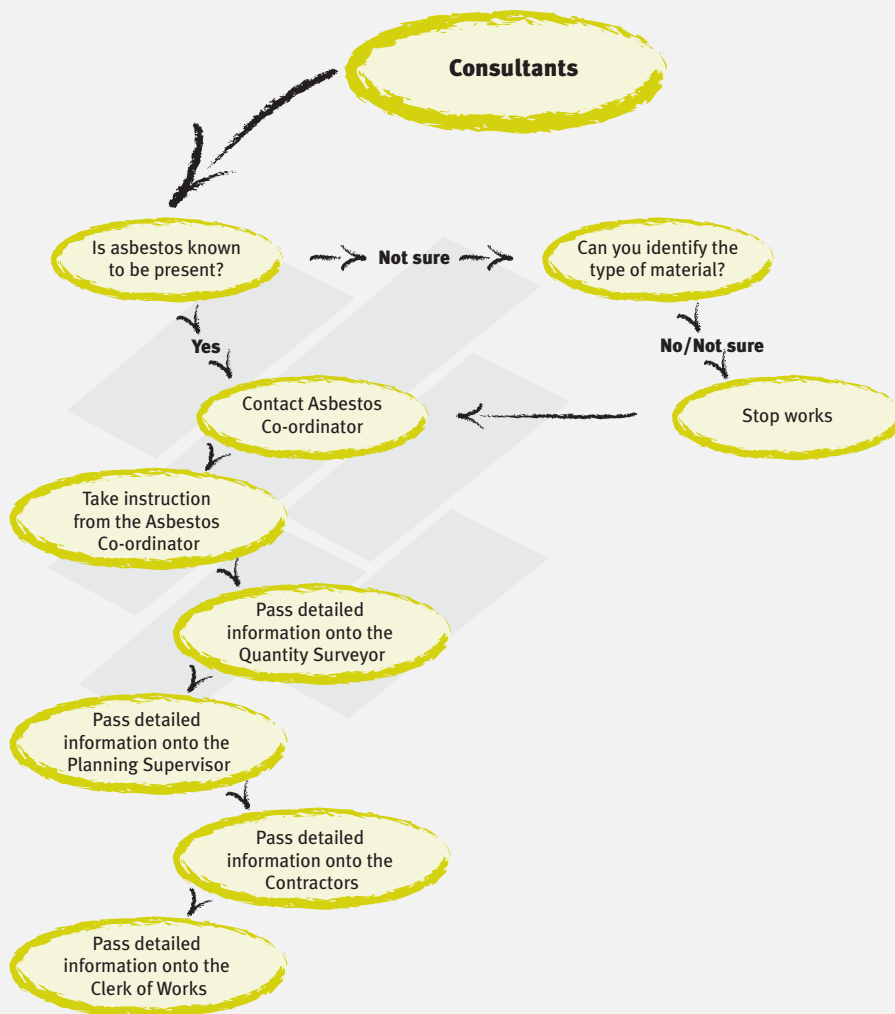




## contractors







## emergency services

fire, police, paramedics

