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lechyd a Diogelwch
Cyngor Rhondda Cynon Taf, gweithio gyda chi, gweithio gyda'n gilydd

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HS 24

Control and Management of Asbestos **Policy**

Mae'r ddogfen yma ar gael yn y Gymraeg
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1. INTRODUCTION

1.1 This policy has been produced to manage asbestos in Rhondda Cynon Taf Council (the Council) properties and to meet the requirements of the Control of Asbestos Regulations (hereafter referred to in this policy as the Regulations).

1.2 The Council recognises that if asbestos fibres are released into the air and breathed in, it can lead to asbestos-related illnesses, such as cancers of the lungs and chest lining, and that the greater the number of asbestos fibres breathed in, the greater the risk.

Providing the asbestos-containing material (ACM) is in good condition and is not going to be disturbed or damaged there is negligible risk, but if it is disturbed or damaged it can become a danger to health since people may breathe in any asbestos fibres released into the air.

The Council further recognises that although it is now illegal to use asbestos in the construction or refurbishment of any premises, it was in widespread use in a variety of building products in the past and much of it is still in place, posing a risk to people carrying out maintenance and repair work in particular. Such workers include:

- construction and demolition workers, roofers, electricians, painters and decorators, joiners, plumbers, gas fitters, plasterers, shop fitters, heating and ventilation engineers and surveyors;
- anyone dealing with electronics, e.g. phone and IT engineers and alarm installers;
- general maintenance workers and others who work on the fabric of a building.

1.3 There are three main types of asbestos, i.e.:

- crocidolite (blue);
- amosite (brown);
- chrysotile (white).

Despite their names, the different types of asbestos cannot be identified by colour alone.

All types of asbestos are classified as category 1 carcinogens, but crocidolite (blue) and amosite (brown) are more hazardous than chrysotile (white).

2. POLICY STATEMENT

2.1 The Council acknowledges its responsibility under the Regulations to manage asbestos in respect of premises for which it is a dutyholder, i.e. if:

- it owns the building;
- it is responsible for the building through a contract or tenancy agreement;
- it has control of the building but no formal contract or agreement;
- in a multi-occupancy building, it is the owner and has taken responsibility for maintenance and repairs for the whole building.

Premises which are affected are:

- all non-domestic buildings, whatever the type of business;
- the common areas of domestic buildings, e.g. halls, stairwells, lift shafts, roof spaces.

Anyone who is not a dutyholder but has information about the building must cooperate with the dutyholder, e.g. leaseholders must allow managing agents access for inspection.

2.2 The Council further acknowledges that its duty under the Regulations to manage the risk from asbestos requires it to:

- take reasonable steps to find out if there are ACMs present in premises and, if so, the amount, location and condition they are in;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make, and keep up to date, a record of the location and condition of any ACMs or presumed ACMs;
- assess the risk of anyone being exposed to fibres from any such materials identified;

- prepare a plan that sets out in detail how the risks from any of these materials will be managed;
- take the necessary steps to put the plan into action;
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up to date;
- provide information on the location and condition of any of these materials to anyone who is likely to work on or disturb them.

2.3 The Council will comply with its duty under the Regulations to manage asbestos with the assistance of the 'Asbestos Team' set up within its Corporate Estates/Maintenance Section. Members of the Asbestos Team will provide briefings to managers/responsible persons and officers when requested.

Each and every member of the Asbestos Team will receive all training necessary to ensure their competence in all matters relating to the management of asbestos in premises for which the Council is the dutyholder, in keeping with their roles and responsibilities, with records kept of all such training.

The Asbestos Team's duties will include:

- arranging for asbestos surveys to be undertaken in all relevant premises in order to determine the presence, or presumed presence, of any ACMs, along with the amount, location and condition of any such materials;
- as a result of each survey, arranging for an Asbestos Management Plan (AMP) to be produced for each premises that will provide all necessary information on any ACMs present and detail the steps required to properly manage them in each instance;
- conducting awareness briefing sessions for premise managers/responsible persons on the use, management and upkeep of the AMP to ensure that any ACMs present in their premises are managed properly;
- reviewing each AMP and liaising with premise managers/responsible persons and Council workers and/or external contractors, as appropriate, prior to the commencement of any relevant building, maintenance or refurbishment works at the premises;
- periodically reviewing and monitoring each AMP to ensure it remains up to date and relevant;

- producing and implementing procedures, as necessary, that will ensure the effective management of any ACMs in any premises for which the Council is the dutyholder.

2.4 Premise managers/responsible persons, in consultation and cooperation with the Asbestos Team, where appropriate, will ensure that:

- an asbestos survey has been undertaken for their premises and an AMP prepared as a result of that survey, and that there is a copy of the AMP available in the premises;
- they have attended awareness briefing sessions on the use, management and upkeep of the AMP;
- all visiting contractors are made aware of the AMP, closely examine it, acknowledge the fact that they have done so and take its content into account when undertaking any work;
- they liaise with the Asbestos Team prior to the commencement of any relevant building, maintenance or refurbishment works at their premises that may affect any ACMs present or if they are unsure of the consequences of the work;
- employees on site are briefed, as necessary, on the content of the AMP, in particular any who may be likely to carry out any work, such as caretakers, handymen, etc.;
- employees on site, (specifically those who may be likely to carry out work) are made aware of any areas not surveyed for asbestos, the procedures to follow if they find suspect material not identified in the AMP and the arrangements to follow if ACMs are disturbed and how to report such incidents;
- they follow the AMP for managing any ACMs present in their premises, including in relation to any works carried out there;
- they monitor any ACMs present in their premises and liaise with the Asbestos team on any concerns they may have, particularly in relation to any deterioration in the condition of the ACMs;

2.5 Further roles and responsibilities of key personnel are contained within the AMP.

2.6 The responsibility for implementing the provisions of this policy and the preparation of an implementation strategy rests with each Director or Head of Service.

3. RECORDS

3.1 Records kept are to include:

- details about the appointed specialist consultants responsible for conducting the asbestos survey and producing the asbestos register;
- the findings of the asbestos survey;
- details of updates / reviews of the asbestos register and AMP;
- details of the results of any monitoring inspection, test or check carried out, and the dates;
- evidence that contractors undertaking work have examined the asbestos register and the AMP.

3.2 The above records should be retained on an ongoing basis by means of updating the asbestos register and asbestos management plan.

3.3 Records of all information, instruction and training provided to employees (such as site managers, caretakers, etc.) should be kept by premises managers and / or where appropriate centrally by service areas. Where awareness briefing sessions are provided by officers of the Asbestos Team, then these officers should ensure appropriate records are kept.

4. ADVICE

4.1 Advice on the implementation of this policy can be obtained from the Health and Safety Team, Human Resources, Ty Elai, Williamstown, telephone 01443 425531.

4.2 Advice on any technical issue relating to asbestos can be obtained from the Asbestos Team, Corporate Maintenance, Ty Trevithick, Abercynon, Mountain Ash, CF45 4UQ, telephone 01443 281155.

Mae croeso i chi gyfathrebu â ni yn y Gymraeg /
You are welcome to communicate with us in Welsh

PREMISE MANAGERS/RESPONSIBLE PERSONS CHECKLIST

	✓ As Appropriate		
	N/A	Yes	No
• Has an asbestos survey been undertaken for your premises?			
• Is there an Asbestos Management Plan (AMP) in place for your premises?			
• Have you attended an awareness briefing session on the use, management and upkeep of the AMP?			
• Do you liaise with the Asbestos Team prior to the commencement of any relevant building, maintenance or refurbishment works at your premises that may affect any asbestos-containing materials (ACMs) present or if you are unsure of the consequences of the work?			
• Do you ensure that all visiting contractors are made aware of the AMP, closely examine it, acknowledge the fact that they have done so and take its content into account when undertaking any work?			
• Do you ensure that employees are briefed, as necessary, on the content of the AMP, in particular any who may be likely to carry out any work, such as caretakers, handymen, etc.?			
• Do you ensure that employees (specifically those who may be likely to carry out work) are made aware of any areas not surveyed for asbestos, the procedures to follow if they find suspect material not identified in the AMP and the arrangements to follow if ACMs are disturbed and how to report such incidents?			
• Do you follow the AMP for managing any ACMs in your premises, including in relation to any works carried out there?			
• Do you monitor any ACMs present in your premises and liaise with the Asbestos Team on any concerns you may have, particularly in relation to any deterioration in the condition of the ACMs?			
• Do you ensure that appropriate records are kept?			
• Are there monitoring procedures in place to ensure that the requirements of the policy are being met?			

Completed by: _____ Confirmed by: _____

(Signature)

(Signature)

Name: _____
(Print)

Name: _____
(Print)

Designation: _____

Designation: _____

Date: _____

Date: _____

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