



3.14 THE CONTROL AND MANAGEMENT OF ASBESTOS CONTAINING MATERIALS (ACMs) IN COUNCIL OWNED AND OCCUPIED BUILDINGS

Guidance

INTRODUCTION

1. The Control of Asbestos Regulations 2012 (CAR) came into force on 6 April 2012 and places a duty on all persons including employers who own or have control of premises, to identify and manage asbestos within those premises.

Background

2. Asbestos is a naturally occurring mineral that has been used in a range of building materials to make them more rigid and fire resistant and to assist in noise attenuation. Asbestos was extensively used as a building material in the UK from the 1950's, through to the mid 1980's. Asbestos fibres can potentially cause lung and other respiratory diseases if inhaled, over long periods of time. Symptoms of disease can remain hidden for long periods, typically around 30 years after exposure.

According to the Health and Safety Executive (HSE) asbestos is most commonly found in asbestos cement products, textured coatings, floor tiles textures and composites, sprayed coatings, asbestos insulating board, and lagging. It can also be found in household products such as ironing boards and oven gloves.

Although it is now illegal to use asbestos in the construction or refurbishment of any premises, many asbestos containing materials (ACM's) which were used in the past, remain in place. It is reassuring that as long as such materials are in good condition and not disturbed or damaged the risk is contained.

They can, however, become a danger to health if damage or disturbance allows fibres to be released into the air where people can breathe them in. As a result the HSE state that all products which are in a stable condition may remain safely in situ or sealed/encapsulated, in situ, if they are properly managed. They may be removed when major refurbishment or demolition is undertaken when the removal may be closely controlled. Asbestos will need to be removed if it is likely to conflict with works, or if it is considered to pose a greater risk due to the place where it is located and any human interaction with it.

Legal Requirements

3. The requirements for an asbestos management system are set out in Regulation 4 of the Control of Asbestos Regulations (CAR) 2012. Regulation 4 requires duty holders to assess and manage the risks from asbestos in non-domestic premises. The duty holder is defined as 'every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from those premises

Duty holders must therefore:

- Take reasonable steps to find materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence to suppose they do not;
- Assess the risk of the likelihood of anyone being exposed to asbestos from these materials;
- Make a written record of the location and condition of the known and presumed ACMs and keep it up to date;
- Assess and monitor the condition of ACMs and presumed ACMs;
- Repair or remove any material that contains or is presumed to contain asbestos, if necessary, because of the likelihood of disturbance, and its location or condition. Prepare an Asbestos Management Plan to manage that risk;
- Review and monitor the Asbestos Management Plan and the arrangements made to put it in place;
- Take steps to see that these actions are carried out;
- Record all measures taken to implement the plan

Service Level Agreements

4. Where a Service Level Agreement (SLA) exists to provide a service back to a school or tenant a specific management plan will be provided for that particular building.

Achieving Compliance

ORGANISATION AND RESPONSIBILITIES

5. South Tyneside Council recognise their duty under regulation 4 of The Control of Asbestos (CAR) Regulations 2012 and will develop policy and procedures to ensure that asbestos is managed, in its own property portfolio and properties where it has an interest by agreement.

To comply with (CAR) South Tyneside Council will:

- Identify properties and their types where it has a duty to manage asbestos;
- Identify duty holders for their property portfolio;

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- Ensure that asbestos is managed in their property portfolio;
 - Ensure any work where an employee may be exposed to asbestos is assessed;
 - Monitor the health of employees who may be exposed to asbestos;
 - Review and audit the control and management of asbestos;
 - Record all of the above.

Duty Holder (Corporate)

6. The duty holder for South Tyneside Councils property portfolio where a duty exists is delegated to The Head of Asset Management and Design. However this duty will be delegated to local duty holders.

Duty Holder (Local)

7. Local duty holders are persons who have control of the building in which their service is located and will be any of the following:

- The manager of a corporate building
- The manager of a care home;
- The manager of Children's Centre;
- The manager of a museum or library or public accessed area:
- The manager of a community centre or youth club;
- A head teacher or person delegated by them;
- In schools/faith schools a head teacher or person delegated by them;
- A tenant under conditions of lease;
- The asset management and design manager for void properties;
- Any other manager delegated by the corporate duty holder.

Responsibilities of the Corporate Duty Holder

8. The corporate duty holder has the responsibility for ensure the following:

- Adequate resources are afforded for to manage asbestos in the corporate portfolio and service level agreements;
- Initial asbestos management surveys and risk assessments are carried out for all properties in the STC portfolio and SLA buildings;
- Refurbishment/demolition surveys are carried out where applicable;

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- Agreements are made between STC and tenants regarding the management of asbestos in rented/leased properties under the ownership of STC
 - To maintain a list of duty holders, their location and contact numbers:
 - That a building specific asbestos management plan is provided for local duty holders or other duty holders where and SLA exists;
 - An advisory and abatement resource is provided for local duty holders;
 - That adequate asbestos training is provided for duty holders within STC:
 - All contractors who carry out work on council buildings are competent to work safely where asbestos may exist;
 - All asbestos abatement contractors are licensed and competent to carry out their function;
 - That an emergency response service is maintained for duty holders including SLA's;
 - Ensure that the Health and Safety Department is notified of intended demolition, refurbishment projects in accordance with section 3.19 of The Corporate Health and Safety Policy Arrangements.

Responsibilities of the Local Duty Holder

9. Once a Local Duty Holder has been identified/appointed it is their responsibility to manage the asbestos content in the property where they are located, once it has been surveyed, assessed and a management plan provided Asset Management, the Local Duty holder must:

- Provide a matrix of responsibilities and contact numbers for managing asbestos in their property see **Appendix A and Appendix B below;**
- Keep a folder of all asbestos related documents related to their property;
- Make themselves and staff aware of the content of the asbestos, survey, assessment and management plan for their property;
- Bring to the attention of all contractors the content of the asbestos, survey, assessment and management plan for their property;
- Ensure that the condition of asbestos that has been identified is monitored according to the survey report, and if it has not been reassessed according to the survey report this fact to asset management;
- Report any damaged asbestos to asbestos abatement officer and follow the procedure at **Appendix G below;**
- Report any asbestos exposures to asset management;

Responsibilities Asbestos Abatement Officer

10. The Asbestos abatement officer is located within the Statutory Compliance Team of Asset Management and has the following responsibilities:

- To be a first line contact for all asbestos advice for council departments and schools who have adopted a service level agreement with asset management;

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- To manage and maintain asbestos management surveys, refurbishment surveys and emergency surveys;
 - To maintain a data base of all asbestos surveys, assessments and reports;
 - To provide an emergency response service for council departments and schools who have adopted a service level agreement with asset management;
 - To assess contractor competence to remove, sample and analyse asbestos containing materials;
 - To manage asbestos removal projects for council departments and schools who have adopted a service level agreement with asset management;
 - To ensure that ASB5 Notifications are made and keep a record of all notifications.

Responsibilities of All Employees

11. Employees have a general duty under the health and safety at work etc act 1974 as follows:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or fail to do;
- To cooperate with the Council as an employer in their efforts to comply with the act;
- Not to interfere or misuse anything provide for the purposes of health, safety or welfare.

In addition to their duty above all employees must:

- Not carry any construction, refurbishment or maintenance work unless authorised to do so and they have viewed the asbestos management plan to which the work relates and signed to say they have done so;
- Report any exposures or suspected exposures to their line manager;
- Wear appropriate personal protective equipment as directed by the risk assessment which relates to the works to be carried out;
- Attend any instruction or training as necessary to comply with the Control of Asbestos Regulations 2012.

Responsibilities of the Occupational Health and Safety Department

12. Under the direction of the Health and Safety Manager, the Occupational Health and Safety Department will:

- Undertake periodic audit of the asbestos management system;
- Undertake audits of the periodic inspections carried out on behalf of the Corporate Duty Holder;
- Provide health surveillance/health monitoring on request;
- Review the asbestos policy periodically;

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- Review the compliance of contractor with procedures

PLANNING AND IMPLIMENTATION

Asbestos Management Survey

13. The basis for the management of asbestos in any building is an asbestos survey termed a management survey. The Council will provide all premises they have a responsibility or Service Level Agreement (SLA) for, with a Management Survey (as defined in HSG 264) <http://www.hse.gov.uk/pubns/priced/hsg264.pdf>. The survey work will be carried out in accordance with legal requirements and HSE codes of practice, by organisations appointed and approved by the Council.

The survey is a systematic visual inspection of the property and the report resulting from the survey will identify the exact locations of asbestos which will include likely and presumed locations. Where possible, samples of material suspected to contain asbestos will be analysed by a competent surveyor. United Kingdom Accreditation Service (UKAS) accredited laboratory.

The Council will provide information to occupiers of its premises, giving the precise locations of materials presumed or known to contain asbestos, based on the identified places within a survey. The Council will hold and maintain a central record of all original surveys and management plans. A copy of the survey report will be issued to the Local Duty Holder and is to be retained in the asbestos record for the site.

For the most up to date information regarding asbestos in any particular location, reference should be made to the asbestos folder at the site.

The survey report will identify:

- The areas and items that were inspected
- Any areas or items that could not be inspected
- All items confirmed as containing asbestos
- Items suspected of containing asbestos that were disproven by analysis.
- Where possible photographs of confirmed or presumed asbestos.

The survey report must be kept in the asbestos folder held on site by the duty holder of the property. It is important that the asbestos folder in every STC building is kept readily accessible to other parties who may need to check the records for ACM's e.g. Fire Service, cleaners, contractors, etc. The asbestos survey and the folder documents are available for inspection only at the location it relates to.

If not available please contact the Asset management Compliance Manager.

If any maintenance or refurbishment work is to be carried out which involves disturbance to areas and items that have not been surveyed, then additional surveys will be required. This will require a Refurbishment Survey to be carried out which involves a destructive inspection to gain access to areas such as floors, ducts, ceiling voids, riser voids, partition wall voids. This type of survey often results in considerable damage and therefore should only be undertaken by contractor approved by STC.

Any additional survey report should be added to the information in the asbestos folder to supplement the overall management plan.

PRESUMPTION OF ASBESTOS IN NON-ACCESSED AREA

14. The duty to manage requirement of Control of Asbestos Regulations 2012 allows materials to be 'presumed' to contain asbestos. The council will therefore, follow this guidance. There are two levels of 'presumption';

Strong Presumption: If the material looks as if it is an ACM, or that it might contain asbestos. This conclusion can be reached through visual inspection alone by an experienced, well-trained surveyor familiar with the range of asbestos products.

The Council will provide within its asbestos Survey reports, information regarding areas and items that have not been accessed and therefore must be presumed to contain asbestos. (These items are to be listed in the survey reports)

Work must not be carried out which might disturb materials which are presumed to contain asbestos unless a full works risk assessment has been carried out, if necessary a refurbishment survey is carried out, and, appropriate actions have been put in place to manage the materials. If a more intrusive survey is carried out (Refurbishment and Demolition) the original survey should be reviewed in order to note the condition of the materials that are to be disturbed.

It is the responsibility of local duty holders to ensure that the risk assessment is carried out prior to the work commencing. The Council will provide information on the management of areas and items that have not been surveyed.

Asbestos Survey Report

15. The asbestos survey report is a detailed review of any asbestos containing materials contained within a building or structure. It will contain details of:

- General Site information e.g. building age and type, location, use;
- The type of survey that was carried out – Management or Refurbishment and Demolition.
- Survey findings and recommendations including a site drawing/plan which highlights where the asbestos is within the building or structure.
- Bulk analysis report (where applicable) this is where samples of materials are taken by the survey to ascertain if it is asbestos.
- It will provide a description and may provide photographs of any asbestos containing materials found, to enable you to monitor the condition.
- The locations of asbestos containing materials
- Condition record summary and detailed condition record with condition scores
- Recommend any remedial actions where required
- Duty holders section which is to be used to monitor condition and to detail any works that have been undertaken on the asbestos.

During the survey all locations containing asbestos or presumed to contain asbestos will where appropriate and agreed by the duty holder, be marked by the surveyor, using adhesive labels as identified in **Appendix H below**.

Asbestos Refurbishment Survey

16. These surveys are carried out to inspect and assess previously known locations of asbestos or unconfirmed or presumed locations.

As explained above a material can be presumed to contain asbestos where it could not be easily accessed.

Where any type of works are to be carried out which are likely to disturb this presumed asbestos, then this local area must have a survey carried out on it, this is termed a refurbishment survey, this is an intrusive survey where materials will be sampled and analysed. If any materials are found to contain asbestos as a result of a refurbishment survey then they will be removed to enable the works.

Where a refurbishment survey is carried out, the asbestos management survey report for that building must be updated with results from analysis and subsequent actions taken, this will be carried out by the asbestos surveyor.

Removal or Repair of Asbestos Containing Materials.

17. On the recommendation of the initial survey, resurvey or monitoring report, STC will either remove asbestos if it is in a dilapidated state or encapsulate it in a safe coating of plaster, paint or another medium and leave it to be maintained in an acceptable condition.

All asbestos repair and removal works (including those agreed by a SLA) will be commissioned by the Council's Asset Management service via a specialist asbestos removal contractor. All work on ACM's is to be carried out by licensed asbestos removal contractors.

STC require all contractors who are commissioned to carry out any work involving any materials that contain asbestos must be in possession of a licence issued under The Control of Asbestos Regulations 2012.

All repair and removal work commissioned by asset management will be properly planned for following the procedure identified in **Appendix E below**.

On completion of the survey report and on the identification of required monitoring arrangements an asbestos management plan will be drafted and the following procedure will be followed:

- A meeting will be arranged with the local duty holder and a member of the asset management surveying team.
- The report recommendations and asbestos management plan including routine monitoring will be explained to the duty holder.
- will sign an acceptance form to declare that they have been briefed on the survey and management plan and understand it (**See Appendix C below**);
- A copy of the acceptance form must be kept in the asbestos management folder on site and a copy held by asset management.

Asbestos Risk Assessment

18. The information contained in the survey report and bulk analysis report will be sufficient to complete a risk assessment of the locations using the algorithm contained in HSG 277. Copies of the tables to be used are included in Appendix D.

The Asset Management department of South Tyneside Council will carry out a risk assessment of all of the ACM whether confirmed or presumed is carried out, this will include those agreed within a SLA.

Method of Scoring System of Asbestos Risk

19. The Council will use a risk classification scheme as required by HSE guidance (**See Table 1 and 2 at Appendix D below**) to provide a consistent approach to the management of all identified ACM's.

The information required to implement the scheme is collected by the surveyor during the risk assessment and using the information found in the management survey

The various characteristics of each ACM are allocated a score. The total score (together with the comments of the surveyor) will determine how the ACM is to be managed. Each location or separate buildings on the same site will be scored individually and the results recorded in the written risk assessment, with recommendations for the regularity of monitoring its condition.

Score Adjustment

20. This system provides, in borderline cases, for surveyors to make judgement, considering all the circumstances and where the situation warrants a more appropriate action.

It is intended that every, ACM within each room or office will be individually scored and recorded on the asbestos survey form.

Record Keeping

21. The Asset management Department of South Tyneside Council will maintain data of all identified ACM's within the buildings it owns or has an agreement for. A copy of each management survey report and the resulting risk assessment will be issued to the Local Duty Holder and is to be retained in the asbestos folder. It is intended that the report and assessment should be the asbestos register for the premises and it is therefore essential that it is maintained as an up to date record of all asbestos occurrences.

If any additional Refurbishment and Demolition Survey reports are carried out, details of any additional asbestos containing materials located will be added to the Management Survey report.

Management of Asbestos Containing Materials

22. The person identified as the local duty holder must inform staff, contractors and key holders of the existence and location of any asbestos containing materials, and make available the Asbestos folder and its contents, local duty holders are to use the procedure detailed at Appendix F.

The duty holder must ensure that contractors carrying out any type of works to their property have been made aware of the contents of then asbestos survey and have signed the asbestos management plan to demonstrate that they understand its contents.

Where works are to be carried out by Asset Management, then this process will be carried out by the building surveyor who is managing the works.

Contractors must be at the very minimum asbestos awareness trained.

Emergency Procedure

23. In the event of disturbing asbestos containing materials or on discovering a material which is suspected of containing asbestos the procedure at **Appendix G below** will be used.

In all cases where asbestos has been confirmed by analysis, an ASB1 Asbestos Report will be completed and sent to the health and safety department.

In all cases the asbestos management plan will be updated.

Emergency Containment Kits

24. The initial survey of the building and the subsequent Risk assessment will identify whether an emergency containment kit is required for a particular building. Advice on the contents of a containment kit, where it is to be placed and replenishment of any used contents will be provided by the asbestos surveyor when it has been identified via an asbestos risk assessment as being required.

Health Surveillance

25. Any employee appointed to undertake work with asbestos will be subjected to a health surveillance scheme in line with the requirements of the Control of Asbestos Regulations 2006. The Council's Occupational Health and safety department will manage this scheme.

Information, Instruction & Training

26. The Council will ensure that employees receive appropriate information, instruction and training to enable them to safely carry out their duties regarding ACM's within Council owned or occupied buildings. This responsibility lies with all Heads of Service, Senior Managers and Supervisors having control of such employees.

Monitoring

27. Once a material has been confirmed or presumed to be asbestos it will be subject to regular inspections managed or facilitated by asset management.

The health and safety department will monitor that these inspections are being carried out according to the frequencies identified in the risk assessment. This will be achieved by carrying out site visits to council buildings and the analysis of individual manager's health and safety self evaluation submissions.

Audit

28. This guidance document will be reviewed regularly and the system that it refers to subjected to a planned audit by the health and safety department periodically.

Appendix A

Used as section 1 of the Asbestos management plan

DUTY HOLDER RESPONSIBILITIES

CATEGORY:

AMP means Asbestos Management Plan.

Duty Holder Responsibility description	Duty Holder responsible for the provision	Notes
Provision of the initial non intrusive asbestos 'management' survey		
Issuing of the AMP		
Periodic Inspection of the asbestos or presumed asbestos		
Review of AMP arrangements		
Updating of AMP records		
Site control / AMP site ownership		
Contractor control		
Project control		
Assessment for additional refurbishment asbestos surveys		
Asbestos Abatement and asbestos removal control		
Staff training		
Provision of information		

Extract from;

(Control of Asbestos Regulations CAR 2012. Regulation 4 'Duty to manage asbestos in non-domestic premises'.

- (1) In this regulation "the duty holder" means –
- (a) every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access thereto or egress there from; or
- (b) in relation to any part of non-domestic premises where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access thereto or egress there from,

and where there is more than one such duty holder, the relative contribution to be made by each such person in complying with the requirements of this regulation will be determined by the nature and extent of the maintenance and repair obligation owed by that person.)

Appendix B Contacts

Used as section 2 of the asbestos management plan

Property Name	
Property Address	
Property Tel: Number	

Organisation

Position	Name	Phone	Email
STC Asbestos Abatement Officer	Michael Hicks	0191 4247685 07557203980	Michael.hicks@ southtyneside.gov.uk
Local Duty Holder 1 (lead)			
Local Duty Holder 2			
Other			
Other			
Other			
Notes on management arrangements:			

Appendix C

Asbestos Management Plan (AMP) document

Used as section 3 of the asbestos management plan

DUTY HOLDER ACCEPTANCE

By signing this document I understand and accept the apportioned DUTY HOLDER responsibilities in relation to CAR 2012 (Control of Asbestos Regulations) Regulation 4 'The Duty to Manage' and as described within Section 1 of the property AMP.

PROPERTY NAME:		
PROPERTY ADDRESS:		
South Tyneside Council Asset Management representative	Name: Position:	Sign: Date:
Property Duty Holder 1 (Lead)	Name: Position:	Sign: Date:
Property Duty Holder 2	Name: Position:	Sign: Date:
Other:	Name: Position:	Sign: Date:

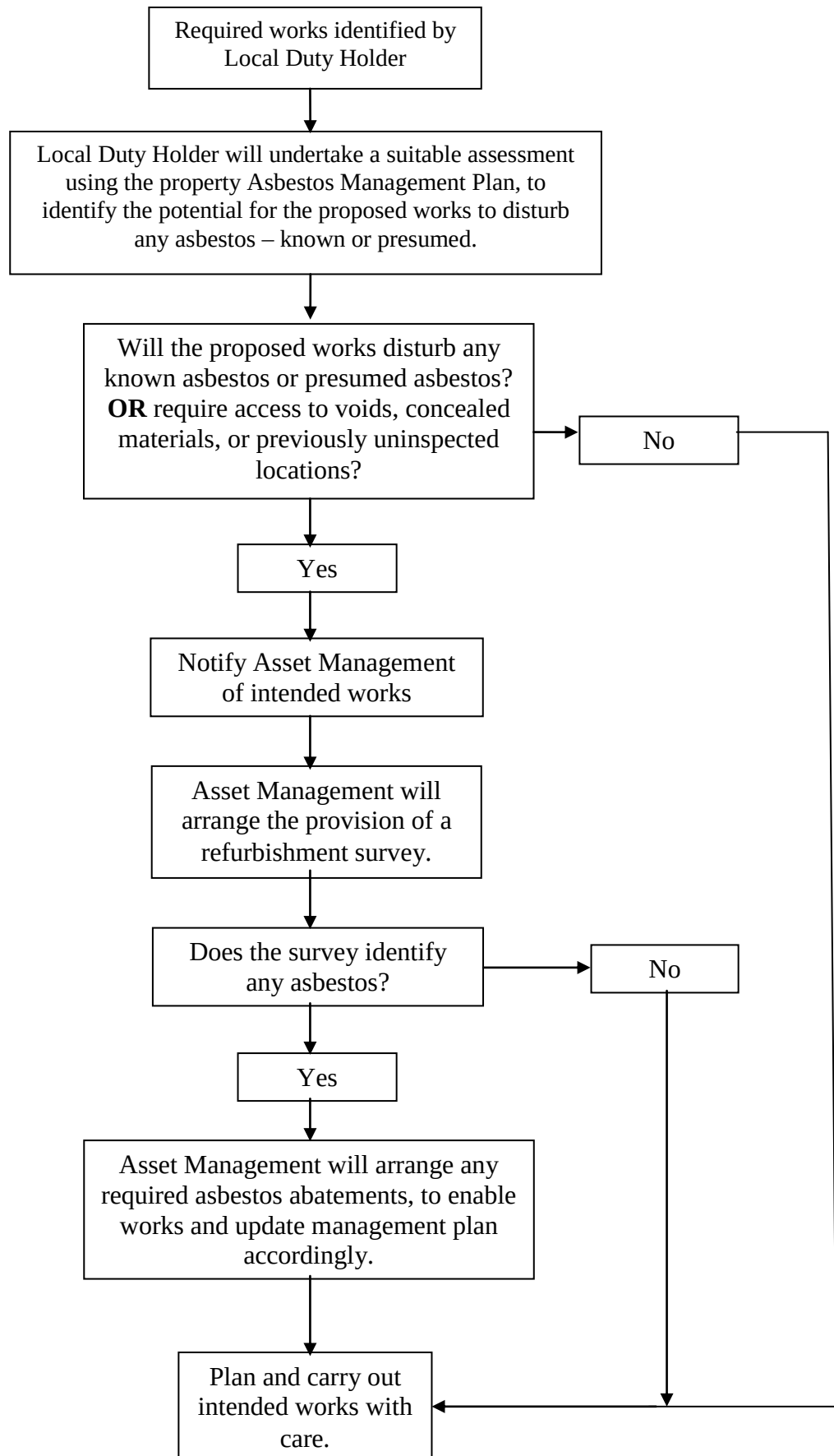
Appendix D Asbestos Assessment (Material Assessment Algorithm) Table 1
From HSG 227 Appendix 2

Sample Variable	Score	Examples of Scores
Product Type (or Debris form Product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc);
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt;
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of Damage or deterioration.	0	Good condition: no visible damage Low damage: a few scratches or surface marks; broken edges on boards, tiles etc;
	1	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres;
	2	High damage or delamination of materials, sprays and thermal insulation;
	3	Visible asbestos debris.
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles;
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc;
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays;
	3	Unsealed laggings and sprays.
Asbestos Type	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite
	3	Crocidolite
Total Score		

Appendix D Asbestos Assessment (Priority Assessment Algorithm) Table 2
From HSG 227 Appendix 3

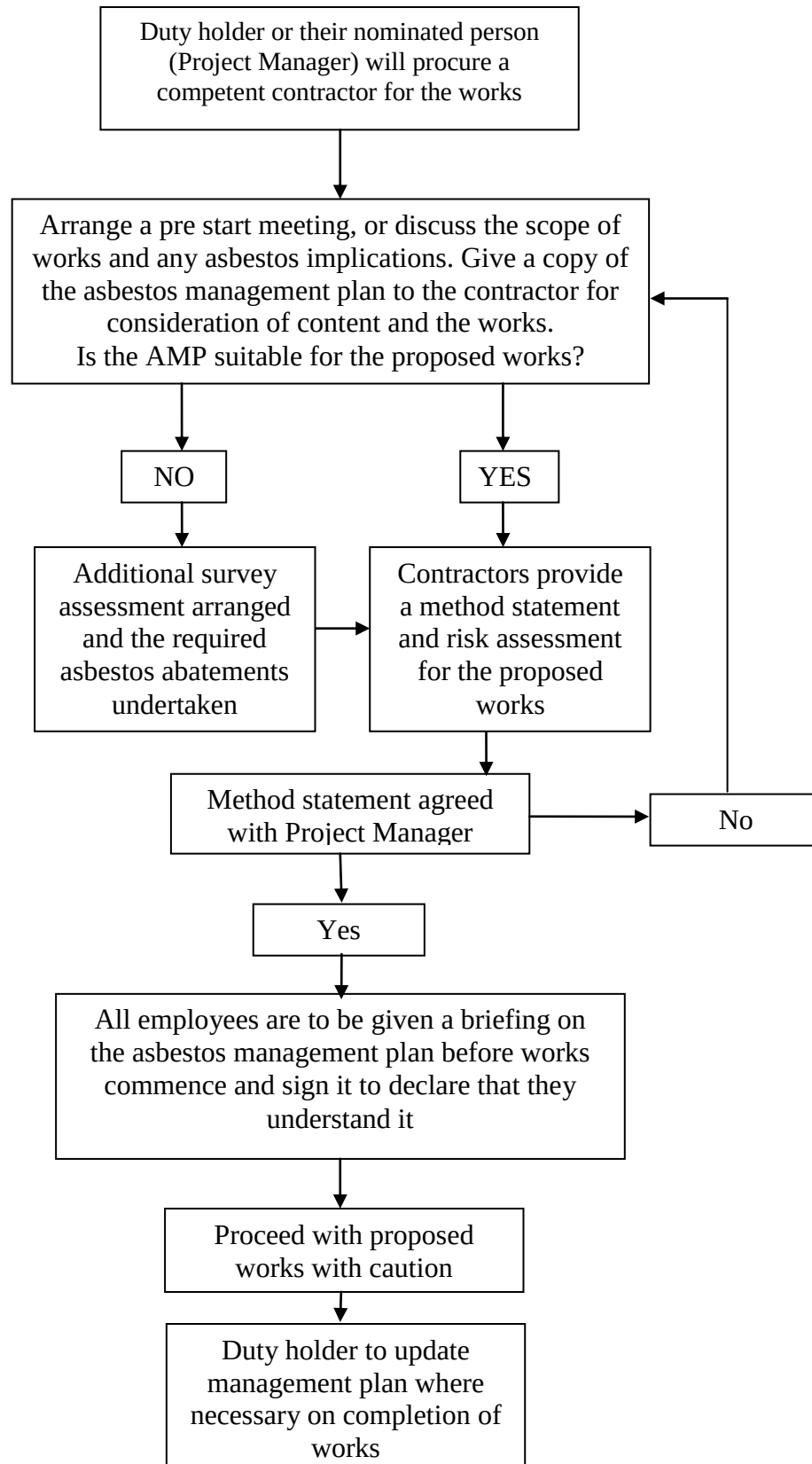
Assessment Factor	Score	Examples of Scores Variables
Normal Occupant Activities	0 1 2 3	Rare disturbance activity (eg little used store room); Low disturbance activities (eg office type activity); Periodic disturbance (eg industrial or vehicular activity which may contact ACMs); High levels of disturbance, (eg fire door with asbestos insulating board sheet in constant use);
Secondary activity area	As Above	As above
Likelihood of Disturbance		
Location	0 1 2 3	Outdoors Large rooms or well-ventilated areas Rooms up to 100 m ² Confined spaces
Accessibility	0 1 2 3	Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily disturbed Routinely disturbed
Extent/Amount	0 1 2 3	Small amounts or items (eg strings, gaskets) 1 10 m ² or 1 10 m pipe run. 2 >10 m ² to 50 m ² or >10 m to 50 m pipe run 3 >50 m ² or >50 m pipe run
Human Exposure Potential		
Number of occupants	0 1 2 3	None 1 to 3 4 to 10 >10
Frequency of use of area	0 1 2 3	Infrequent Monthly Weekly Daily
Average time area is in use	0 1 2 3	<1 hour >1 to <3 hours >3 to <6 hours >6 hours
Maintenance Activities		
Type of maintenance activity	0 1 2 3	Minor disturbance (eg possibility of contact when gaining access) Low disturbance (eg changing light bulbs in asbestos insulating board ceiling) Medium disturbance (eg lifting one or two asbestos insulating board ceiling tiles to access a valve) High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabling)
Frequency of maintenance activity	0 1 2 3	ACM unlikely to be disturbed for maintenance 1 1 per year 2 >1 per year 3 >1 per month

Appendix E Managing Repair Works in STC Managed Buildings Containing ACMs

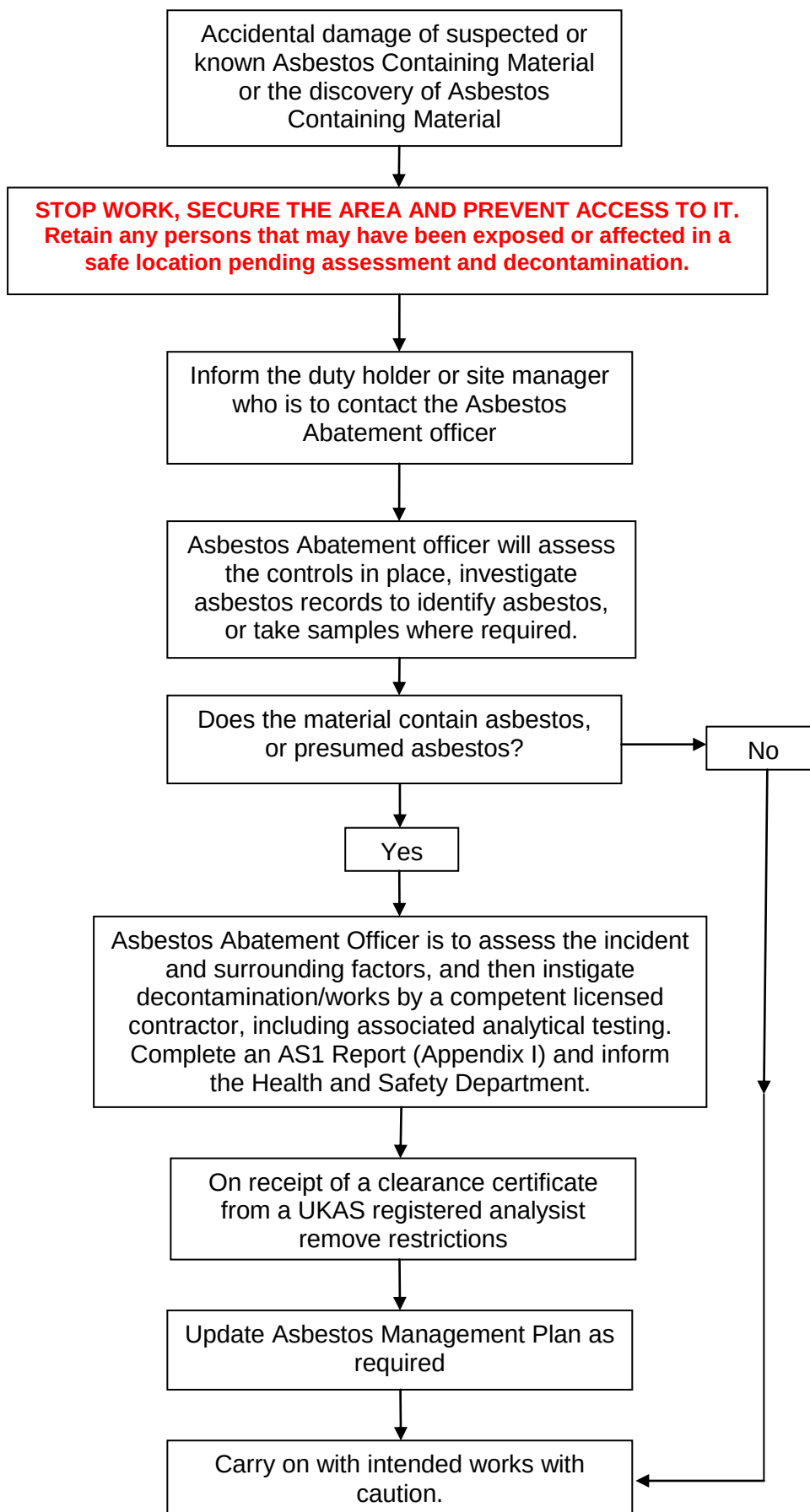


Appendix F Managing Contractors in STC Managed Buildings Containing ACMs

Note: Before any repair, servicing or maintenance work is carried out on any building containing asbestos the procedure at Appendix E must have been followed:



Appendix G Asbestos Incident/Emergency Procedure – STC Managed Buildings



Appendix H Labelling Requirements

The following standard will be used for marking identified and presumed asbestos locations.

Examples of acceptable asbestos stickers/ labels to be used	
The following examples of labels/ stickers are suitable for use within the STC premises as part of the management control procedures outlined within this Asbestos Management Plan. These examples are not extensive and other appropriate stickers/ labels may be used.	Asbestos ‘tombstone’ sticker – <i>normal industry standard label used</i>
	
Presumed asbestos sticker – <i>used when similar materials have been proven to contain ACMs</i>	Encapsulated asbestos sticker – <i>used when ACMs have been encapsulated</i>
	
Asbestos sticker – <i>An alternative to the ‘tombstone’ sticker highlighted above</i>	Warning sticker – <i>Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern</i>
	



Appendix I Asbestos Incident Report AS1

SOUTH TYNESIDE COUNCIL Asbestos Incident Report

Incident ref No

This section is to be completed by the person involved in the incident, complete all boxes

Part 1

Mr/Mrs/Ms _____ Surname _____ Christian Names _____
Address _____
D.O.B. _____

Occupation: _____	Payroll No: _____	Department: Section: _____
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When and where did the incident occur (please complete all of the boxes below)

Date: _____	Location: (be specific) _____
Time: _____ am/pm	

When and who did you report the incident to ? (Please complete all the boxes below).

Date reported ? ____ / ____ / ____	Time reported ? ____ : ____ am/pm	To whom reported ? _____
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What type of work were you doing? (please give as much detail as possible of how asbestos exposure occurred)

_____ _____ _____ _____ _____

Were you wearing any protective equipment ? e.g Dust mask, respiratory equipment, overalls, protective gloves etc; (please list below).

_____ _____

What information did you receive prior to commencement of the work regarding the presence of any asbestos in the work area? (please state below).

_____ _____ _____ _____

I hereby declare that the statements and particulars contained in my report (part 1) are true, to the best of my knowledge, and that no material information within my knowledge has been withheld.

Signature:	Date:
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To be completed by the immediate manager or responsible person, of the employee involved in the incident (please complete all of the boxes below)

Do you agree with the details provided by the employee overleaf, if no please explain why not in the box provided below. YES NO

Have the materials in question ever been analysed for the presence of asbestos? YES NO
If yes please provide the details:

Name and address of analyser?	When was the analysis done? / /	What was the result of the analysis?

If the materials in question have not been analysed please arrange for the materials to be immediately sampled and complete the boxes below once the results of analysis have been returned.

Location of and type of material sent for analysis?	When was the sample taken for analysis and by whom	Results of analysis
Location:	Date:	Negative / Positive
Type of material:	Name:	Percentage: (if any)
		Type: (if any)

Result of Air Test: Positive/Negative (delete as necessary)	Date of Air Test: Time: am/pm
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Action taken following the incident:

Name:	Designation:
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Signature:	Date:
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This section is to be completed by the safety section (if applicable).

Signature:	Date:
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Administration requirements

Senior manager: Asbestos Report ☐ Person involved: Asbestos Report ☐ Safety Advisor ☐
Insurance: Asbestos Report ☐ Trade Union Representative: Asbestos Report ☐