

STRATEGIC PLANNING & PLACE

BUILDING CONTRACT DIRECTIVE

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TESTING, ASSESSMENT AND WORK WITH ASBESTOS CONTAINING MATERIALS (ACM'S)

This Directive deals with the procedures to be followed for any work with asbestos containing materials (ACM's), which must always be carried out strictly in compliance with national regulations and Health & Safety Executive guidance. The dangers to health that can result from exposure to asbestos dust are a matter of serious concern, and for this reason it is extremely important that any involvement with asbestos is handled carefully and in the appropriate manner.

IMPORTANT

When you have undertaken an asbestos survey of a premises that is either owned or occupied by WSCC, you are required to submit information relating to that survey to the Property department (propertyrecords@westsussex.gov.uk). The form and content of the information expected to be submitted is detailed in Appendices A & B.

1. TYPES OF ASBESTOS

The most serious dangers to health are associated with these three main types: -

- Crocidolite - Blue asbestos
- Amosite - Brown asbestos
- Chrysotile - White asbestos

Analysis of samples often confirms a mixture of more than one type and it is not possible to identify the type satisfactorily by visual inspection.

2. CONTROL OF ASBESTOS REGULATIONS 2012

These regulations apply to any work involving asbestos, or materials composed wholly or partly of asbestos. This includes asbestos insulation, asbestos coatings, asbestos insulation boards, asbestos cement products and any other building material which contains asbestos as a constituent part.

All work subject to the Regulations shall be carried out in accordance with the Approved Codes of Practice and Guidance Notes issued by the Health & Safety Executive (HSE) and Hazardous Waste Guidance issued by Environment Agency.

It is important that suitable precautions are taken in the handling and disposal of any material containing asbestos, the risk of release of asbestos fibres is kept to a minimum and the surfaces kept sealed and free from damage where possible. Medical evidence has shown that very small quantities of asbestos fibres can be extremely hazardous, and no minimum safe limit exists.

REFERENCE

Appendices
A & B

3. THE ASBESTOS REGISTER

The County Council operates and maintains an asbestos register for its premises built or refurbished before the year 2000. A copy of the register extract for a particular premises is available upon request from the Property departments' Condition & Asbestos Records Officer, tel: 0330 222 3018, email: lee.maskell@westsussex.gov.uk

IMPORTANT

The register is unlikely to contain information on materials that are concealed and must not be taken as being 100% conclusive or complete in respect of materials that have not been sampled. Therefore, unless strong evidence exists that a material is not asbestos you must presume that it is.

Floor plans and photographs are available with each premises asbestos register extract showing the location of each known / sampled and presumed asbestos element.

4. IDENTIFICATION OF ASBESTOS PRODUCTS

Prior to any refurbishment work or demolition, a targeted Refurbishment & Demolition Asbestos Survey (full access sampling and identification survey) should be undertaken to ascertain the full extent of asbestos present. See Process Map

[Process Map](#)

In arranging for works to be carried out, and in addition to referencing the asbestos register, it is important for the Consultant to be vigilant by means of a visual examination on site to consider the likelihood of further asbestos containing materials. The Consultant should arrange for further appropriate surveys and / or sampling to be undertaken where necessary. In accordance with the guidance document for submission of asbestos survey information.

Appendix A

All such surveys and sampling must be conducted in accordance with current HSE guidance

IMPORTANT

Refurbishment and demolition surveys are very destructive therefore, if such a survey is conducted far in advance of the intended demolition or refurbishment work and re-occupation is intended before this work commences, then repairs will have to be undertaken after the survey in order to make the premises habitable again.

Please note that there is no risk assessment element in a refurbishment and demolition survey so, if any ACM(s) found is to remain in-situ after the works are complete, priority and material risk assessments will need to be undertaken on that ACM(s) - see *Procedures for Updating the Asbestos Register*.

5. PROCEDURES FOR UPDATING THE ASBESTOS REGISTER

To fulfil its purpose, it is obviously essential for the asbestos register to remain a 'live' document and be updated to take account of: -

- Damage inflicted on any known asbestos containing materials.
- New discoveries of asbestos containing materials (including debris or residue)
- The results of any material sampling, both positive and negative
- Any treatment or encapsulation of asbestos containing materials
- The removal of asbestos containing materials
- Any change in use of the room / area where asbestos containing materials are situated

If any of the above occurs during the works the consultant must contact the Capital & Infrastructure's Condition & Asbestos Records Officer for a copy of the asbestos register spreadsheet which must be returned when completed for up-dating the asbestos register.

When asbestos is to be removed the Consultant must send a copy of the FOD ASB 5 Notification Form to the Property department's Condition & Asbestos Records Officer. Once removed a copy of the air clearance certificate(s), and the Section 62 waste consignment note will be required by this officer, as proof of removal.

Please refer to Appendix A – Submission of Asbestos Survey Information and Appendix B – Submission of Asbestos Removal & Encapsulation for guidance and the process for submission of required information.

6. RELEASE OF ASBESTOS FIBRES

Where there is any possibility that asbestos materials, whether previously identified or not, may have been exposed or disturbed, work in the area must cease immediately and if necessary positive identification of the suspect material obtained by means of sampling and laboratory analysis. If there is any possibility of danger from asbestos fibres, the area must be evacuated immediately, and sealed off, until air tests have been carried out and confirmation obtained that it is safe for re-occupation. A certificate must be obtained from the testing laboratory, clearly identifying the areas involved and the result of the tests. See *Independent Air Tests*.

IMPORTANT

Under no circumstances is re-occupation or access to a contaminated area to be permitted until a satisfactory clearance certificate has been obtained, and a copy passed to the head of the premises (head teacher in the case of schools or head of premises in other properties). The restriction on entry must be made clear in writing to the head of the premises and appropriate notices and measures put into place to ensure that unauthorised entry does not occur.

**Appendix A
Appendix B**

7. **INDEPENDENT AIR TESTS**

Air tests are required to confirm that an area is regarded safe for re-occupation after an emergency (accidental release of fibres), as reassurance air tests to ensure the effectiveness of control measures during asbestos removal or as air clearance tests taken after asbestos removal.

Any air tests carried out must only be undertaken by an analyst that is independent of all other contractors involved in the works. The air test certificate will need to contain the full address, the date of the test, the location of the test within the building, and the results.

Air sampling must be carried out in accordance with current HSE guidance.

8. **COMPETENCE OF ASBESTOS ANALYSTS AND CONTRACTORS**

Asbestos surveying must only be undertaken by companies that are accredited to ISO 17020 by the United Kingdom Accreditation Service (UKAS).

Asbestos bulk sampling and analysis and air tests must only be undertaken by companies that are accredited by UKS to ISO 17025 and are members of the Regular Interlaboratory Counting Exchanges (RICE) and Asbestos in Materials Scheme (AIMS).

Asbestos removal and treatment must only be done by asbestos removal contractors who are licensed by the HSE.

Project consultants and contractors are encouraged to use asbestos analysts and contractors who are listed on the WSCC Capital & Asset Management Select List of Tenders.

9. **ASBESTOS REMOVAL AND TREATMENT**

If asbestos has to be removed or treated, this must be done in accordance with current HSE Guidance and the Hazardous Waste Regulations and by competent companies (see 8. Above).

Following removal the work area must be certified by an analyst as clean for normal work to continue.

10. DISPOSAL OF ASBESTOS MATERIALS

The Hazardous Waste Regulations 2005 apply and must be complied with.

Before hazardous waste can be moved from a site, a consignment note must be completed, a copy sent to the Environment Agency office for the Area confirming the final destination for the waste, and a copy, signed by the owner of the waste and the carrier of the waste. The consignment note must bear a code unique to that load. Codes are only available from the Agency and can be provided either on pre-printed consignment notes or as a list of numbers for use on the consignor's own stationery.

A charge is made by the Agency for the provision of consignment codes, to cover the costs of administration.

Compliance with this requirement is the responsibility of the specialist contractor and is included for information only.

11. CORPORATE CODE OF PRACTICE ON THE HEALTH AND SAFETY MANAGEMENT OF ASBESTOS

The above Corporate Code of Practice (CCoP) prepared by the WSCC Health & Safety Team is available to all Services within the Council, as guidance to workplace managers and premises officers on the management of asbestos. The CCoP can be viewed on the WSCC Health & Safety Team Intranet website.

12. LIAISON

It is important to ensure that the client department and head of the premises are kept fully informed of the programme and the extent and nature of any work that involves asbestos materials and the measures being taken for the protection of the occupants.

SUBMISSION OF ASBESTOS SURVEY INFORMATION Guidance Document

Background

When you have undertaken an asbestos survey of a premises that is either owned or occupied by West Sussex County Council you are required to submit information relating to that survey to the Asbestos & Condition Officer. The form and content of the information expected to be submitted is detailed below.

You may submit the information by either e-mail or CD.

Required Information from Asbestos Surveys

The principal components of the asbestos survey information submission required by Asbestos & Condition Officer (on a per survey basis) are:

1. WSCC asbestos database SDE file (template to be requested from the condition and asbestos officer)
2. Annotated CAD floor plan (dwg format)
3. Survey Photographs
4. Contractor's own survey report

1. WSCC asbestos database SDE file

WSCC manage Property data on Atrium, in order to enter survey data into the system Atrium SDE software (Standalone Data Entry) emulates the Atrium structure to enable additions, updating and data archiving. The software can be installed on a tablet or laptop (contact the A&C Officer for hardware specification). A file is sent by the WSCC Asbestos & Condition Officer for you to reflect your findings from the Survey and the file is then used to update the WSCC Asbestos Registers for our properties.

- If the Contractor has not completed a survey in Atrium SDE for WSCC before, they will need to contact the Asbestos & Condition Officer to obtain the software and PDF help document to install. Once installed they will not need to maintain the software.
- The contractor will need to request from the A&C Officer a SDE PFM file, this is the file used to load into the SDE software to update with the findings from the R&D Survey.

Once you have loaded the file, follow the steps below to update the file with the findings of your survey.

- Save the PFM file sent by the A&C Officer into your documents.
- Open the SDE software and click the retrieve button, browse for the file sent to you and open.
- Once open, a screen will appear where the survey can be updated. On the left hand side will be a number of colour drop downs corresponding with the property and will show each block on site where you can drill down to the individual room locations.
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Appendix A (cont)

- To update the asbestos samples you will need to identify the location you need to update e.g. what room, and expand this to show the yellow section called asset, by highlighting the assets section the asbestos samples will show on the right hand side.
- To create a new sample within the location, click the add button (the green cross on the toolbar). You will need to complete a number of fields to successfully add your sample these are Proforma, Asset Data and Asset Questions.
- Once completed, save and exit the window by clicking on the blue door symbol, click the send button, this will then send a RES file to the same location you saved the PFM. This is the file you will need to return to WSCC.

Further detailed guidance and training can be provided by the Asbestos & Condition Officer on how to successfully update the file with the findings from the survey.

2. Photographs

To provide visual context of the asbestos samples taken it is essential that photographs are provided in tandem with the completion of the WSCC SDE file.

Each row entered must reference a photograph which shows from where the asbestos sample was taken and which also demonstrates the condition of the material at the time of survey.

1. For every element sampled a single photograph clearly indicating the locality of the material sampled must be provided electronically.
2. Each photograph should be stored as an individual JPEG file.
3. Within each photograph supplied, a means of sample identification must be visible, defining more precisely the location from where the sample was taken – refer to the example below.



DEFINING RED
DOT TO SHOW
LOCATION OF
SAMPLE

SUBMISSION OF ASBESTOS SURVEY INFORMATION

Process for Submission of R&D asbestos Survey Information

Process of Submission

- WSCC request an asbestos survey of a location(s) within one of its premises :
 - WSCC supply a copy of WSCC asbestos database SDE file, CAD floor plan.
- The results of the survey are entered into the WSCC SDE file and CAD floor plan as has been provided by WSCC.
- Once completed submit all required information to WSCC. Note that submissions should only be made to the address and contact detailed below :
 - The completed Survey Report, WSCC SDE file, CAD floor plan and photographs are submitted to WSCC, either by e-mail or CD. (Note – your hardcopy report may also be supplied to WSCC if you are required to provide this.)

Summary of Submission Items Required by WSCC

Item	Delivery Format
○ Complete survey report	E-mail or CD
○ Completed WSCC SDE file	E-mail or CD
○ Photograph(s) of each sample taken	E-mail or CD
○ Annotated CAD floor plan	E-mail or CD

The Submission

Post to: Asbestos and Condition Officer
The Grange Building
County Hall
Chichester
West Sussex
PO19 1RQ



SUBMISSION OF ASBESTOS REMOVAL AND ENCAPSULATION INFORMATION Guidance Document

Background

When you have undertaken the removal or encapsulation of asbestos materials from a WSCC property, you are required to submit information relating to the removed or encapsulated asbestos to Asbestos & Condition Officer. The form and content of the information expected to be submitted is detailed below.

Submission of Asbestos Removal or Encapsulation Information

The principal components of the asbestos removal or encapsulation information submission required by Property Services are:

1. Form Appendix B
2. Certificates of removal or encapsulation

*Note that you will be required to refer to the relevant pages of the current WSCC asbestos register extract.

Property name	Name of WSCC's property where the works have been carried out - Appendix B form: (a)
Asbestos sample reference	The removed or encapsulated asbestos sample's reference number to be taken from WSCC's original register extract - Appendix B form: 3 (h)
Room number	Provided in WSCC's plan, room ref from which the asbestos sample was removed or encapsulated - Appendix B form: 3 (i)
Location of asbestos element	Room use, i.e. classroom, toilet, store - Appendix B form: 3 (i)
Air Clearance Certificate	The original certificate must be attached - Appendix B form: 3 (t)
Waste Consignment Note	Appendix B form: 3 (v) or (u)
Date of works	Date of removal or encapsulation - Appendix B form: 3 (w)

Process for Submission for Asbestos Removal or Encapsulation Information

Process of Submission

- WSCC request the removal or encapsulation of asbestos materials from a location(s) within one of its properties :
 - WSCC supply a copy of the asbestos register
- Appendix B Form(s), as supplied by WSCC, are completed for each asbestos element* removed or encapsulated in the process of the works.
- Once completed, submit all required information by post to WSCC. Note that submissions should only be made to the address and contact detailed below :
 - The completed Appendix B Form(s)
 - Appropriate certificates – Air Clearance Certificate, Waste Consignment Notice, ASB forms.

*an asbestos element is an asbestos occurrence that has been identified in WSCC's Asbestos Register and has a sample reference number.

Summary of Submission Items Required by WSCC

<u>Item</u>	<u>Delivery Format</u>
○ Appendix B form(s)	E-mail, CD, Hardcopy by post
○ Air Clearance Certificate	E-mail, CD, Hardcopy by post
○ Waste Consignment Notice	E-mail, CD, Hardcopy by post
○ ASB forms	E-mail, CD, Hardcopy by post

The Submission

Post to: Asbestos and Condition Officer
The Grange Building
County Hall
Chichester
West Sussex
PO19 1RQ

ASBESTOS REGISTER AMENDMENT FORM
 [To Be Filled Out In Conjunction With Your Area Surveyor]

(a) Name & Address of Premises			
(b) Premises Block Ref. or Description			
(c) Name and Signature			
(d) Contact Telephone No.			
(e) Date Amendment Sent	(g) Reason for Notification	Tick	Now complete the appropriate section below
	1. Adverse result of periodic condition monitoring		
	2. Discovery of asbestos not on register (requires risk assessment)		
(f) Notification ID Number	3. Treatment or encapsulation of an asbestos element		
	4. Removal of an asbestos element		
	5. Change of use of room/area where an asbestos element is situated		

1. Adverse Result of Periodic Condition Monitoring / Damaged Asbestos Element	
(h) Asbestos sample ref. on register	
(i) Location of asbestos element	
(j) Description of condition change / damage	

2. Discovery of Asbestos Not on Register	
(i) Location of asbestos element	
(k) Form of asbestos element	
(l) Asbestos type	
(m) Name of asb. analytical company	
(n) Sample report ref.	(Attach copy)

3. Treatment or Encapsulation of an Asbestos Element	
(h) Asbestos sample ref. on register	
(i) Location of asbestos element	
(o) Treatment carried out	
(p) Name of asb. treatment company	
(q) Date of works	
(r) Air monitoring cert. ref.	(Attach copy)

4. Removal of an Asbestos Element	
(h) Asbestos sample ref. on register	
(i) Location of asbestos element	
(s) Name of asb. removal company	
(t)* Four stage air clearance cert. ref.	(Attach copy)
(u)* Background/Reassurance cert ref	(Attach copy)
(v) Waste consignment note ref.	(Attach copy)
(w) Date of works	

* Usually one or the other of these certificates is expected to be received.

5. Change of Use of Room / Area Where Asbestos is Situated	
(h) Affected asbestos sample ref. on register	
(x) Description of room / area change	

Please return this form to the address below and check that you have attached the relevant inclusions.

**Asbestos & Condition Officer, The Grange Building,
West Sussex County Council, Chichester, West Sussex,
PO19 1RQ**

Inclusions

- Copy of order
- Copy of invoice
- Air test certificates
- Consignment note (if removal)
- Removal notification (if removal)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

HOW TO FILL OUT THE ASBESTOS REGISTER AMENDMENT FORM

Please note that you will be required to refer to the relevant pages of the asbestos register extract in order to correctly fill out this form.

Item	Required Information Entry
(a)	The name and address of the premises to which the Amendment Form will refer.
(b)	The Block reference in which the asbestos element for which this amendment is being made is located. Refer to the appropriate page within the asbestos register extract.
(c)	The name and signature of the person filling out the Asbestos Register Amendment Form, being that person who WSCC shall contact in case of query.
(d)	Contact telephone number for the person named above.
(e)	The date on which the Amendment Form is/was sent to Property & Asset Records.
(f)	Comprised of the PLINTH number of the premises (shown on the front cover of the asbestos register extract) and your own next sequential number (Commence numbering from 0001). Note, this reference should also be noted by you in your monitoring log.
(g)	Tick the appropriate box, being the reason why you are sending the Amendment Form.
(h)	The reference value in the 'Sample Ref' field on the page of the asbestos element within the asbestos register extract.
(i)	The Room No (as shown on the asbestos register extract plan and also on the register page of the asbestos element) in which the asbestos element is situate, together with its position in the room eg underside of sink, within timber riser
(j)	Brief description of change in condition from that stated within the asbestos register extract - more particularly described in the 'Damage' field on the page of the asbestos element.
(k)	The nature of the asbestos element eg Wall panel / AIB, Cistern / resin. Examples can be found in the 'Use' and 'Product Types' within the asbestos register extract within the asbestos register extract.
(l)	One of 'Chrysotile', 'Amphibole asbestos excluding Crocidolite', 'Crocidolite'.
(m)	Name of analytical company confirming asbestos sample type.
(n)	Reference number assigned to the asbestos sample as given by the analytical company in their report.
(o)	Nature of treatment carried out to the asbestos element. (Recommended treatment can be found within chapter 6 of the asbestos register extract notes.).
(p)	Name of company undertaking the treatment of the asbestos element.
(q)	The date on which the treatment to the asbestos element was carried out.
(r)	The company's reference number found on the air monitoring certificate which relates to the air monitoring carried out subsequent to the treatment of the asbestos element - attach copy of certificate.
(s)	Name of the company commissioned to undertake the removal of the asbestos element.
(t)	The company's reference number found on the Four Stage Air Clearance certificate. Received if an enclosure has been required for the removal of asbestos.
(u)	The company's reference number found on the Background/Reassurance certificate. Received if an enclosure was not required for the removal of asbestos.
(v)	The reference number found on the Waste Consignment notice. This shall be received from the contractor disposing of the asbestos waste.
(w)	The date that the asbestos element was removed.
(x)	Enter new room use of the room, as is different from that stated under the field 'Use' on the page of the asbestos element within the asbestos register extract.