



Service Procedure

ESBU PROCEDURE FOR THE MANAGEMENT OF ASBESTOS CONTAINING MATERIALS (ACM'S) WITHIN THE PSNI ESTATE

SP Identification Number	4/2009
Protective Marking	NOT PROTECTIVELY MARKED
Policy Ownership:	
Department	Finance and Support Services
Branch	Estate Services Business Unit
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Procedure Approved By:	
Service Executive	
Department or Branch Head	Head of Estate Services
Date Of Approval	
Date First Issued:	19 February 2009
Version Number	3
This Version Issued:	6 February 2013
Review Date:	3 years from issue date
Governing Policy Directive:	Health and Safety

ABSTRACT:

The purpose of this Service Procedure is to ensure that Asbestos Containing Materials (ACM's) on the Police Service of Northern Ireland (the Police Service) estate are managed in accordance with Health and Safety legislation and guidance

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2. AIM OF SERVICE PROCEDURE

To ensure that Asbestos Containing Materials (ACM's) on the Police Service of Northern Ireland (the Police Service) estate are managed in accordance with Health and Safety legislation and guidance.

3. INTRODUCTION

(1) Executive Summary

The Control of Asbestos Regulations (Northern Ireland) 2012 place a duty on the Police Service to manage the risk from asbestos on the Police Service's estate. This Procedure details Estates Services Business Unit (ESBU) arrangements which enable the Police Service to meet their statutory requirement to manage ACM's found throughout the Police Service estate. The Procedure also details how the Police Service will comply with requirements in relation to asbestos, which arise under, The Construction Design and Management Regulations 2007.

Through these Procedures the Police Service will ensure the following actions are implemented:

- (a) Take reasonable steps to find ACM's in premises likely to contain asbestos and to check their condition.
- (b) Presume that materials contain asbestos unless there is strong evidence to suppose they do not.
- (c) Make a written record of the location and condition of asbestos and presumed ACM's and keep the record up-to-date.
- (d) Assess the risk of the likelihood of anyone being exposed to these materials; and
- (e) Prepare a plan to manage that risk and put it into effect to ensure that:
 - (i) Any material known or presumed to contain asbestos is kept in a good state of repair;
 - (ii) Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed; and
 - (iii) Information on the location and condition of the material is given to anyone potentially at risk.

(2) Implication of Service Procedure

Failure to implement and comply with this Procedure could lead to the Police Service staff or others on the Police Service's estate to be inadvertently exposed to asbestos fibres. Such an incident could result in both civil and criminal legal action against the Police Service.

(3) Contribution

This Procedure requires co-ordination and co-operation from others within the Police Service eg

- (a) Officers in Charge of Premises;
- (b) Information and Communication Services (ICS);
- (c) Health and Safety Branch (H & S B);
- (d) Occupational Health and Well-being (OHW).

(4) Application

Applies to all ACM's contained in buildings and structures on the Police Service's estate.

4. LEGAL BASIS

There is a requirement for this Procedure under the following legislation:

- (1) The Health and Safety At Work (Northern Ireland) Order 1978;
- (2) The Control of Asbestos Regulations (Northern Ireland) 2012;
- (3) The Construction Design and Management Regulations (Northern Ireland) 2007.

5. POLICY LINK

This Service Procedure is linked to Policy Directive No 14/06 - 'Health and Safety'.

6. CONSULTATION

- (1) Officers in Charge of Premises;
- (2) ICS;
- (3) H & S B;
- (4) OHW.

7. PROCEDURE AND/OR GUIDANCE

(1) Overview of Asbestos Management System

- (a) To ensure the objectives at paragraph 3 are achieved the Police Service have taken cognisance of the guidance within the Health & Safety Commission publication – The Management of Asbestos in Non-Domestic Premises L127.
- (b) To effectively manage the risk from asbestos containing materials the Police Service will implement an Asbestos Management System as follows:
 - (i) ESBU will commission a survey to determine the incidence of ACM's for all Police Service's buildings and structures constructed prior to 1999. The aim of the asbestos survey is to locate, as far as reasonably practicable, the presence and extent of all the ACM's present within the Police Service estate. Surveys and reports will be in accordance with the guidance Asbestos: The survey guide HSG 264.
 - (ii) Management Surveys will be carried out for all existing buildings and new acquisitions.
 - (iii) Predemolition/Refurbishment surveys will be carried out in buildings, which are about to undergo demolition or significant refurbishment.
 - (iv) Following completion of the survey report ESBU's managing agent will:
 - (aa) Keep and maintain up-to-date records of the location, condition, maintenance and removal of all ACM's within the police estate;
 - (bb) Repair, seal or remove the asbestos containing material if there is a risk of exposure due to its condition or location;
 - (cc) Maintain all asbestos containing materials in a good state of repair and monitor the condition of such material twice yearly.
 - (dd) Inform anyone who is likely to disturb any asbestos containing material about the location and condition of such material;

- (ee) Develop arrangements so that work that may disturb asbestos containing materials complies with the legislation;
- (ff) Monitor the effectiveness of these management arrangements through periodic review and annual audit.

(2) Asbestos Material Assessment

From the information collated during the survey the ACM's will be assessed within the scope of a Material Assessment. Each ACM will be scored and ranked in order of their ability to release fibres. The Asbestos Material Assessment is included with the survey reports.

(3) Asbestos Risk Assessment

The Asbestos Risk Assessment identifies the high-risk materials as those, which most readily release airborne fibres. However it does not automatically follow that those ACM's with the highest score in the material assessment should be given the highest priority for any remedial action. A risk assessment to determine the priority for remedial action will be carried out. This risk assessment can be found in the Survey document provided to all Officers/Managers in Charge and as such forms part of the Asbestos Register.

(4) Role of Local Management

Officers in Charge of Premises will be provided with a site specific up-to-date copy of the Asbestos Survey report. The report should be held in an area where it will be available on request for inspection by contractors and others who may require access to it. To ensure that the risk assessment supporting the Management Plan for ACM's within the estate is as accurate and up-to-date as is practicable, it is necessary to involve the local management team within each location. The Premises Officer should familiarise themselves with the location of all ACM's and presumed ACMs listed for sites which they look after. The Premises Officer must be consulted during the course of the Asbestos Risk Assessment. Furthermore, it would be appropriate to consult other staff working within the areas where an ACM has been identified to ensure accurate assessment of:

- (a) the use to which the location is put;
- (b) the occupancy of the area;
- (c) the activities carried out in the area; and
- (d) the likelihood/frequency of maintenance activities.

(5) Asbestos Register

- (a) In order to satisfy statutory requirements, an Asbestos Register has been developed for the Police Service's premises and will be updated as and when new information comes to light. Preparation and up keep of the Asbestos Register will be managed through the Estate Managing Agent. The Register will list all known incidence of asbestos or presumed asbestos in respect of each property. This information will be held on computer database such as QFM. The register will be updated following surveys or removal works.
- (b) All premises with buildings constructed after 1999 will have a letter confirming that there should be no incidence of ACM's in the building. The letter can be provided to contractors who ask to see the asbestos survey report.

(6) Inspection and Recording

As part of the overall management system a regime for inspection of ACM's has been established.

(a) Periodic Condition Inspections

- (i) The Estate Managing Agent, and with reference to the site specific Asbestos Risk Assessment, shall carry out periodic condition re-inspections of identified ACM's, and ensure that any measures deemed necessary to control the risk from asbestos within the estate are actioned within a period of time commensurate with the risk and in any case not exceeding six months. A competent building surveyor will carry out these re-inspections.
- (ii) The reinspections will check:
 - (aa) All materials identified as containing asbestos (ACM's) are labelled in so far as is reasonably practicable and that the labels are appropriately positioned;
 - (bb) The labelling of ACM's to ensure that such labels are intact, legible and satisfactorily adhere to the material in question;
 - (cc) The condition of the ACM/enclosure of the ACM, ie that there are no obvious signs of damage/disturbance, nor the presence of fibres/dust.
- (iii) The risk assessment should be revisited in light of any information relating to:
 - (aa) A deterioration in the condition of the ACM or any encapsulation of the ACM;
 - (bb) Any change in occupancy or use of the area that could affect the condition of the material or the control measures;
 - (cc) Any maintenance or building work which may affect the control of the ACM;
 - (dd) A report to the Premises Officer of a hazard arising from the presence of an ACM or damage to the measures (aa) above. Such a report may be made by Police Service personnel or others working within the Police Service's estates such as contractors.

(b) Quarterly Premises Inspection:

- (i) In the first instance, a visual inspection shall form part of the Quarterly Premises Inspection as per Police Service policy. This inspection will cover areas of common/high use only and will not include areas with restricted access such as boiler houses, roofs and roof voids etc.
- (ii) Should any deterioration or disturbance to the ACM be noted the Premises Officer must notify the Estate Managing Agent and ESBU immediately.

(7) New Identifications Following Inspection

Where it is thought asbestos-based materials are encountered for the first time in buildings, ESBU, through the Estate Managing Agent, shall arrange for the item to be sampled and the area made safe until sampling results are available. Results will be recorded and the ACM managed as outlined above. Health and Safety Branch must be notified.

(8) Management System

- (a) ESBU will decide how to manage the ACM based on recommendations from the Asbestos Surveyor and Managing Agent. This will be in accordance with the latest guidance from HSE.

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- (b) Where an ACM is to be left in place the material shall be labelled. The label shall comply with the Safety Signs and Signal Regulations. This form of labelling shall be used consistently throughout the estate and, where reasonably practicable, all ACM's shall be labelled.
 - (i) Where the material is floor tile the label will be positioned inside the door of the room/area on the side opposite to which the door opens eg, if the door opens to the right the label will appear on the skirting board to the left and vice versa (reflecting the positioning of most light switches). Where the material is ceiling tile the sign will be positioned above the door as close to the ACM as possible,
 - (ii) Where an ACM has been used repeatedly, each item should be labelled if reasonably practicable eg, panels under windows, however for materials in other smaller items eg, stair nosings, the sign will appear on the first and last stair.
 - (iii) Where materials have been encapsulated, the sign should appear on the encapsulation.
 - (iv) There will be a facility for Premises Officers to report damaged/missing labels to the managing agent helpdesk
 - (v) All documentation supplied to contractors should include a statement to the effect that all reasonably practicable actions have been implemented to ensure that all known ACM's have been labelled accurately. However those intending to carry out work, which may disturb ACM's, must not rely solely on the labelling as the risk control measure but must consult the Register at all times before commencing work.

(9) Local Asbestos Management

- (a) The Officer/Manager in Charge is responsible for ensuring that local arrangements which support the Asbestos Management System are developed and maintained and, importantly, reflect local management structures/reporting responsibilities and any issues that may be peculiar to the site in terms of use, layout, structure, materials, maintenance etc.
- (b) Throughout this Procedure there is reference to the role of the Premises Officer however the Officer/Manager in Charge may choose to delegate responsibility for any aspect of the Asbestos Management System to any person or persons who they feel can competently discharge such duties. Key responsibilities include:
 - (i) Liaison with ESBU, the Estate Managing Agent, H & S B, contractors, Police Service personnel such as ICS, Staff Associations and Trade Unions;
 - (ii) Participation in the Risk Assessment procedure;
 - (iii) Inspections of Asbestos Containing Materials;
 - (iv) Preparation/review of PSNI GRA16, Control of contractors and visitors;
 - (v) Maintenance of records;
 - (vi) Local "signing in and out"/security arrangements;
 - (vii) Identification and management of any other site-specific issues that may give rise to hazards associated with the presence of an ACM, etc.

(10) Particulars of the Local Asbestos Management System

The Officer/Manager in charge of the premises shall ensure that:

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- (a) Staff who are the first point of contact for any person engaged in the activity as described at (9) should be made aware that they must bring the Asbestos Survey Report to the attention of these persons. The first point of contact would most likely be the Station Enquiry Assistant, the Station Duty Officer and/or the Premises Officer. In "out of hours" situations this may be station security personnel.
- (b) Local induction procedures should include a section which identifies where the Asbestos Register is located.
- (c) The Periodic Inspections of ACM's by the Estate Managing Agent are facilitated. This will include ensuring timely access to all necessary locations in particular "lock and leave" stations.
- (d) Identify where any decision taken locally relating to change in use of areas/change in Police Service activity is likely to affect the condition of ACM's In such situations ensure this information is brought to the attention of ESBU via the Estate Managing Agent who will ensure that, if appropriate, the risk assessment pertaining to the ACM in such an area is reviewed.
- (e) Staff are consulted and informed in good time of any situations where there is any risk of disturbance to an ACM. The quarterly Local Health and Safety Committee may be one appropriate forum for discussion of such issues.
- (f) To facilitate the above, the local or site specific management is adequately resourced and all personnel involved in the management system/affected by the system are adequately informed, instructed, trained and supervised as appropriate.
- (g) Ensure that any inadvertent exposures to ACM's is recorded on the ASB 1 form and a 23/10 is completed.

(11) Work involving/affecting Asbestos Containing Materials (ACM's)

Maintenance or Building Work

To ensure safe systems of work are developed and maintained:

- (a) All persons involved in awarding contracts for work for or on behalf of the Police Service shall ensure:
 - That the contractor appointed has the necessary competence to deliver that particular area of work. The criteria for assessment of contractors are included in Appendix 4, of The Construction Design and Management Regulations 2007 Approved Code of Practice L144.
- (b) The Estate Managing Agent must provide the Principal Contractor with details of the asbestos hazards in an area where they are likely to work as part of the Pre Construction Information Package. Where a Pre demolition/refurbishment survey is required it should be carried out before the contractor starts on site. Where this is not possible the contract should allow for potential removal works, which may be identified as a result of the survey.
- (c) ESBU shall advise the site Premises Officer when the agent or their appointed contractors intend to carry out work known to involve asbestos.
- (d) In particular, if work is being undertaken through local initiative budgets, the Officer/Manager in Charge via the Premises Officer shall ensure that the Asbestos Register is available to all contractors and Police Service employees likely to carry out work that may disturb ACM's or interfere with the controls in place to manage the risk from ACM's.

8. REVIEW AND AUDIT OF THE ASBESTOS MANAGEMENT SYSTEM

(1) ESBU will:

- (a) Check the accuracy of periodic re-inspections of ACM's conducted by the Estate Managing Agent;
- (b) This Service Procedure will be reviewed as necessary but not less than three years from issue date.

(2) On behalf of ESBU, the Estate Managing Agent will:

- (a) Conduct a re-inspection of ACM's throughout the Police Service's estate;
- (b) Review and revise Asbestos Risk Assessments as appropriate;
- (c) Conduct periodic workplace inspections of the Police Service's premises.

9. CANCELLATION

Service Procedure 13/10 'Reporting and Recording Suspected/Confirmed Exposure to Asbestos – Form ASB1' is hereby cancelled. Guidance can now be found on the Health and Safety pages on PoliceNet.