

**April 2006**

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*Worthing*  
BOROUGH COUNCIL

*Property and Facilities  
Management*

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## **Asbestos Management Policy**



# **MANAGEMENT OF ASBESTOS IN WORTHING BOROUGH COUNCIL PROPERTY**

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## **PART 1: POLICY**

### **1.1 INTERPRETATION**

"Asbestos" means any of the following materials:

Crocidolite	-	blue asbestos
Amosite	-	brown asbestos
Chrysotile	-	white asbestos
Anthophyllite		
Tremolite		
Actinolite		

and any mixture containing any of these materials.

"Asbestos material" or "asbestos-containing material" means any material which contains in its make-up any form of asbestos in any quantity.

"Friable" means asbestos material capable of being crumbled in the hand.

"Soft asbestos" means asbestos material not friable but capable of being deformed by hand or by hand pressure

"Hard asbestos" means asbestos material not capable of being deformed by hand except by snapping.

"Asbestos Register" means a register of all properties surveyed and held by the Assistant Director (Property Services).

### **1.2 GENERAL POLICY STATEMENT**

Worthing Borough Council acknowledges and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos at Work Regulations 2002 and any future legislation appertaining to asbestos. The Council will endeavour to comply with all approved Codes of Practice and Guidance issued by the Health and Safety Commission in respect of the exposure of its employees and others to asbestos arising from the activities or undertakings of the Authority. The Council will do everything reasonably practicable to protect all such persons from risks to health from exposure to asbestos. Although it is recognised that there is no commitment to remove asbestos in existing buildings where it does not constitute a hazard, the long term aim is to make the Authority's buildings as free from asbestos as possible.

Further guidance on asbestos safety Policy can be obtained from various HSE guides and documents. Copies of the HSE documents 'Managing asbestos – Your new legal duties' and 'A short guide to Managing Asbestos in premises' are attached hereto as Annex IV and V respectively.

To apply this policy:-

- i) No new asbestos-containing materials will be used unless jointly approved in writing by the Assistant Director (Property and Facilities Management) and the Council's Health and Safety Officer. If approved it will be noted in the Asbestos Register.
- ii) Where existing installations include asbestos-containing material, which is sound, in good condition, not releasing dust, and not subject to abrasion or damage, the material will be left undisturbed. Details are to be noted in the Asbestos Register and the installation is to be re-inspected at regular intervals to ensure that the condition of the material has not changed.
- iii) Where existing installations include asbestos-containing material which is damaged, deteriorating or inadequately sealed, it will either be removed and replaced by suitable material not containing asbestos or resealed or encapsulated. Details will be noted on the Asbestos Register and the installation will be re-inspected at regular intervals to ensure that the condition of the material has not changed. In accordance with HSE guidelines any asbestos materials removed will generally be removed by a licensed asbestos removal firm and taken to an approved, licensed site for disposal. In certain cases, where asbestos removal works are likely to take no longer than 2 working hours, the HSE guidelines allow normal Building Contractors to execute the removal works. The Council may, under supervision, allow normal Building Contractors to execute asbestos removal works in these limited circumstances. Where there is any doubts about the type of asbestos to be removed or the likely length of the removal period, then a licensed asbestos removal contractor will be used.
- iv) An Asbestos Register for all property exists within the Property and Facilities Management Section and contains details of all known asbestos-containing materials, installations and locations.
- v) The Asbestos Register will be regularly updated and periodically reviewed to enable the Assistant Director (Property and Facilities Management) to make such recommendations to the Worthing Borough Council as appropriate to pursue this policy.
- vi) Copies of the Asbestos Register have been made available to Chief Officers, Building Managers, Term Maintenance Contractors and Unison. This register must be brought to the attention of any employee or contractor whose work may entail deliberate or inadvertent disturbance of the asbestos containing material. An electronic PDF copy of the Council's asbestos register is also available on the Council's internal computer network and also on the Council's web site. Copies will also be made available to the Fire Brigade, if they so require.

- vii) No works of any nature are to be undertaken to a Council property without first checking the asbestos register for the presence of asbestos in the area(s) affected. No works of a major nature will be undertaken without first carrying out a further in-depth asbestos survey prior to the preparation of contract documentation.
- viii) Major Works are defined as those which require technical input/pre-assessment by a Technical Officer and include telecoms and IT cabling, as well as the normal building alteration works. The preparation of drawings, sketch details, specifications, notes, schedules or contract documents and must in all cases be subject to an asbestos survey and priority assessment as part of the pre-assessment.

The following precautions will be observed for all Works, regardless of size and scope: -

People carrying out these works will receive instructions on asbestos awareness, recognition and procedures for reporting its discovery.

If unexpected potential asbestos-containing materials are discovered during the works they must not be disturbed, but the incident reported to the Contractor's Supervisor who will arrange for an asbestos inspection and priority assessment. The Assistant Director (Property and Facilities Management) must also be informed.

If the material has been inadvertently disturbed then work in that area will cease. The incident will be reported immediately to the Contractor's Supervisor who will, in consultation with the Council's Health Safety Officer, Environmental Health Section and the Ordering Officer, instigate the Contingency Plan described in this document.

Works Orders/Site Instructions will contain one of the following standard message in bold print:

***THE COUNCIL ARE NOT AWARE THAT THIS BUILDING CONTAINS ANY ASBESTOS BASED MATERIALS, ALTHOUGH THERE CAN BE NO GUARANTEE THAT ASBESTOS BASED MATERIALS ARE NOT PRESENT WITHIN THE BUILDING. Do not interfere with asbestos-based materials in any way, but seek guidance from the Commissioning Officer. Be vigilant - report suspect materials to your Supervisor.***

**OR**

***THE COUNCIL ARE AWARE THAT THIS BUILDING CONTAINS ASBESTOS BASED MATERIALS. Please check the Council's Asbestos Register before commencing work, although there can be no guarantee that the Register lists all asbestos-based materials within the building. Do not interfere with asbestos-based materials in any way, but seek guidance from***

*the Commissioning Officer. Be vigilant – report suspect materials to your supervisor.*

### **1.3 POLICY IN RELATION TO ASBESTOS CONTAINING MATERIALS AND FOR DERELICT, ABANDONED, LEASED OR RENTED PROPERTY**

#### **i) Asbestos Containing Materials in New Building Work:**

No material or equipment containing asbestos is to be installed or specified unless required in very exceptional circumstances where no technically acceptable alternative is available. In such cases a detailed report supporting the case for such use will be submitted for joint approval, in writing, by the Assistant Director (Property Services) and the Health and Safety Officer.

#### **ii) Asbestos Containing Materials in Existing Buildings and Installations:**

Maintenance and alteration works affecting asbestos-containing materials are to be carried out so as to ensure that proper procedures are observed for safeguarding workers and occupants of buildings and the environment.

#### **1.3.1 Types of Asbestos Containing Materials in Descending Order of Risk of Fibre Release:**

Sprayed applications (flock asbestos)

Insulation and lagging

Asbestos insulation board

Artex or other textured coatings containing asbestos

Asbestos Cement, Asbestos-containing floor tiles, roofing felt etc.

#### **1.3.2 Remedial Measures:**

The remedial measures available are: -

- a) Leave material in place and introduce a management system.
- b) Leave material in place, effectively seal (e.g. encapsulate or enclose) and introduce a management system.
- c) Remove, through licensed contractor, and dispose of asbestos materials to site licensed for disposal of asbestos materials.

### **1.3.3 Sprayed Applications (Flock Asbestos)**

Surfaces finished with sprayed application containing asbestos will if they are:

- a) In good condition - be sealed.
- b) Slightly damaged and not readily accessible - be repaired and sealed.
- c) Damaged, could be damaged, or are inadequately sealed and it is not reasonably practicable to reseal or enclose - be removed to a site licensed for the disposal of asbestos materials.
- d) All work with sprayed asbestos - will be carried out by a licensed contractor, all in accordance with any relevant legislation and approved codes of practice.
- e) If any is left in position its location – will be entered in the Asbestos Register and the location must be labelled in an appropriate manner.
- f) Inspections - will be carried out at regular intervals to ensure that the condition of the material and its sealing has not changed.

### **1.3.4 Insulation and Lagging**

- a) Where asbestos-containing insulation materials in existing installations are found to be:
  - i) damaged or inadequately sealed and it is not reasonably practical to reseal or encapsulate it;
  - ii) damaged or inadequately sealed and is found to contain any type of asbestos other than Chrysotile (white asbestos), or
  - iii) hazardous by virtue of an assessment or air sample taken in accordance with this policy then this material will be removed to a site licensed for the disposal of asbestos materials and replaced by a non-asbestos substitute.
- b) Any asbestos in sound condition left in-situ will be sealed and its location entered in the Asbestos Register, if not already noted. (Warning notices must be attached nearby in boiler houses service ducts and other plant and equipment rooms NOT usually accessible to the public) and it must be re-inspected at regular intervals to ensure that the condition of the material has not changed.

- c) All work with asbestos insulation and lagging will be carried out by a licensed contractor, in accordance with any relevant legislation and approved codes of-practice.

### **1.3.5 Insulation Boards**

- a) Where existing installations contain asbestos insulation board which is sound and undamaged, there is no evidence of dust release and they are not subject to abrasion or damage by impact materials, it will be left undisturbed.

All such surfaces exposed to occupied areas will be sealed or enclosed, the location recorded in the Asbestos Register and inspected at regular intervals to ensure that the condition of the material has not deteriorated.

- b) Where existing materials are found to be loose, friable, damaged or deteriorating, the material will be removed to a site licensed for the disposal of asbestos materials and replaced by a non-asbestos substitute.
- c) All major works with asbestos insulation board will be carried out by a licensed contractor in accordance with any relevant legislation and approved codes of practice.

### **1.3.6 Artex or other textured coatings containing asbestos**

- a) Coatings in good condition and not likely to be damaged or disturbed may be left in position, subject to the following proviso:-

All such surfaces exposed to occupied areas must be sealed, the location recorded in the Asbestos Register and be inspected at regular intervals to ensure that the condition of the material has not deteriorated.

### **1.3.7 Asbestos Cement**

- a) Products in good condition and not likely to be damaged or disturbed may be left in position, subject to the following proviso:-

All such surfaces exposed to occupied areas will be sealed or enclosed, the location recorded in the Asbestos Register and be inspected at regular intervals to ensure that the condition of the material has not deteriorated.

- b) Products in good condition but liable to damage or which are old and deteriorating, friable or loose and capable of releasing asbestos fibres, will where appropriate, either be removed by a licensed contractor to a site licensed for the disposal of asbestos materials and replaced with a non-asbestos substitute, or sealed, the location recorded in the Asbestos

Register and inspected at regular intervals to ensure that the condition of the material has not deteriorated.

### **1.3.8 Equipment**

Existing equipment containing asbestos:-

- a) must be recorded in the Asbestos Register and inspected at regular intervals to ensure that the condition of the material has not deteriorated.
- b) requires no action if protected so that asbestos fibres cannot be released.
- c) such as gaskets, fire blankets, mats etc., will be replaced with alternative materials.
- d) such as impelled (fanned) air systems, duct linings, fume cupboards etc., where the asbestos insulation can be damaged during installation, use, running or maintenance or weakened by age, will be sealed or consideration given to substitution of the insulant and/or equipment.

If inspection is not possible, manufacturers or public utilities must be contacted. If a risk of fibre release is deemed possible, an assessment and test procedure must be instigated, including regular air testing if applicable.

### **1.3.9 Derelict and Abandoned Premises**

If the building is basically sound and can possibly be refurbished, it will be effectively secured against vandals etc., and any asbestos installation labelled.

If the asbestos insulation is damaged or decayed, removal by a Specialist Contractor will be carried out before the building is sealed.

If the building has no future life, asbestos will be removed by a specialist contractor before demolition.

Plant and equipment not forming part of the premises containing asbestos will be disposed of in accordance with the Control of Pollution Act.

All materials removed will be taken to a site licensed for the disposal of asbestos materials.

### **1.3.10 Leased and Rented Property and Property for Purchase or Disposal**

- a) Property Acquired on Full Repairing Lease is to be treated as Worthing Borough Council owned property.

- b) No new property may be occupied for or on behalf of Worthing Borough Council until:
  - i) the presence/or absence of asbestos materials can be confirmed by examination of validated records for the property or, if no such records exist, an asbestos survey and report has been completed;
  - ii) if the presence of asbestos material is confirmed, priority and assessment procedures under Clause 1.4.1 of this document must be followed;
  - iii) the effects of the existence of such materials on any building works required and potential problems in future occupancy and management of the property will be carefully considered before entering into an agreement to purchase or occupy the building.
- c) Worthing Borough Council owned property:
  - i) Let on Full Repairing Lease -  
All work to be tenant's responsibility who must be advised of any known asbestos materials.
  - ii) Let on other Types of Lease To be treated as Worthing Borough Council owned property.
  - iii) If the presence of asbestos is known it must be brought to the attention of the tenants.
- d) The presence and extent of asbestos containing materials will wherever possible be determined before entering into a leasing or purchasing arrangement.
- c) Prospective purchasers of any Worthing Borough Council owned property must be advised of the existence of any known materials containing asbestos.

## **1.4 ONGOING MANAGEMENT OF ASBESTOS**

### **1.4.1 Regular Inspection**

All asbestos which has been left in place will be subject to regular inspection every 2 years. More regular inspection will be required if the material is liable to mechanical damage. Where a deterioration in the material is observed a further risk assessment will be carried out.

### **1.4.2 Provision of Information**

- a) Employees - All employees likely to come into contact with asbestos will have access to the relevant details in the Asbestos Register for the premises they are dealing with.
- b) Tenants - Tenants will be provided with copies of the Asbestos Register for the property concerned. This information will include details of the asbestos types and locations together with details of the amount of asbestos and the risk assessment which resulted in the material being left in the premises. The tenant will also be given basic information regarding decorating, not drilling into the material etc.
- c) Contractors - Contractors will be provided with information relating to the type, location and amounts of asbestos in buildings where they are being asked to work. Where they are required to work on asbestos, they will be licensed asbestos contractors. Where their work does not involve asbestos they will be advised that asbestos may be present in other locations and that where suspicious material is found they are to stop work and inform the client officer.
- d) Commercial Lessees - Commercial lessees will be provided with information concerning any asbestos containing materials located within their premises. This information will include details of the asbestos types and locations together with details of the amount of asbestos and the risk assessment which resulted in the material being left in the premises.

## **1.5 ASBESTOS REGISTER - INSPECTION AND PRIORITY ASSESSMENT**

- 1.5.1 To enable the Council to direct and manage its affairs relating to asbestos now and in the future a full asbestos survey has been undertaken to all Council properties by a Consultant Asbestos Surveyor. It is accepted however that to carry out a 100% asbestos survey is impractical, as the building would have to be more or less demolished to reveal all asbestos which may be hidden within its structure. Not all the asbestos based materials are easily recognisable or visible without causing major disruption to the building. This is unnecessary and could be more of a hazard than leaving it undisturbed.

The information obtained needs to be constantly updated and forms the basis of an ongoing Asbestos Register.

The specification for the inspection is generally to cover the requirements of the Health and Safety Executive's (HSE) guidance on the undertaking of asbestos surveys to buildings.

In summary the suggested asbestos assessment system requires two assessments to be made and for these to be combined to provide an overall assessment. One covers the type of asbestos material and the other a risk assessment.

Material assessment scores can be considered as follows:-

Scores 4 or less	-	Very low risk
Scores 5 – 6	-	Low risk
Scores 7 – 9	-	Medium risk
Scores 10 - 12	-	High risk

Risk assessment scores can be considered as follows:-

Scores 5 or less	-	Very low risk
Scores 6 – 10	-	Low risk
Scores 11 – 19	-	Medium risk
Scores 20 - 30	-	High risk

These 2 scores can be combined to provide overall ratings as follows:-

Scores 0 -9	-	Very low risk
Scores 10 - 16	-	Low risk
Scores 17 - 28	-	Medium risk
Scores 29 - 42	-	High risk

1.5.2 The Asbestos Register will be the responsibility of the Assistant Director (Property and Facilities Management) and will be administered from that office. A sample part of the Asbestos Register is attached hereto as Annex IV.

The location of asbestos and its identification may be difficult since its appearance may have changed since its first installation. It may be under several coats of paint for example, or be covered by other surface coatings, or beneath other materials.

Past uses of asbestos in buildings include.

Insulation and sprayed coatings  
boilers, plant and pipework.,  
fire protection to steelwork;  
thermal and acoustic insulation of buildings

Insulating Boards  
fire protection to doors  
cladding on walls/ceilings  
partitioning  
ceiling tiles

Asbestos cement

corrugated roof sheets  
flat sheets for cladding & roof  
drainage goods

Information relating to the presence of asbestos will be available from: -

- (a) Inspections by Building Surveyors and Engineers;
- (b) Building occupiers notifying Assistant Director (Property & Facilities Management) of the perceived need for work.
- (c) Assessments by Technical staff carrying out other inspections or works.
- (d) Specific asbestos surveys.

The Assistant Director (Property and Facilities Management) will be responsible for all entries in the Asbestos Register and ensure that the necessary action is taken to obtain adequate information to complete and maintain the Register.

Information contained in the Asbestos Register is to be revised as necessary when work on asbestos is carried out or other information as regards the presence of asbestos comes to light.

**APPENDIX A**

**ASBESTOS SURVEY REPORT FORM**

Site Address .....

.....

.....

Prepared by..... Date.....

Building Type.....

Room and floor.....

**ASBESTOS DETAILS**

ITEM DESCRIPTION

Location

Asbestos type/product

Condition

Vulnerability to damage

Existing treatment

SAMPLE REQUIRED YES/NO

Analysis Result

.....

.....

.....

Proposed Action:

Estimated Cost:

Final cost:

Client/Senior Safety Officer advised:

Date:

Action taken:

Date:

**APPENDIX B**

**ASBESTOS NOTIFICATION PRO-FORMA FOR OCCUPIERS/  
BUILDING MANAGERS**

**POLICY STATEMENT**

Property Address.....

As a result of an inspection undertaken on \_\_/\_\_/\_\_ an Asbestos Register has been prepared for the building(s) for which you are responsible and a copy of the asbestos register has been made available to you. Further copies of the Asbestos Register are available, on request, from the Assistant Director (Property Services).

**Directions and Helpful Hints**

1 . In accordance with Council Policy, details of any asbestos noted have been entered in the Asbestos Register.

2. The Asbestos has been treated and left in place. Providing it is not damaged or does not deteriorate, it is safe and will not present risks to the health of the tenants/users.

3. The following must be borne in mind: -

DO NOT use abrasives of any kind on asbestos materials.

DO NOT use hand or power drills or other tools on asbestos materials.

DO NOT "Key" asbestos surfaces for painting or other decorating.

DO contact the Assistant Director (Property Services) immediately if you think that you may have discovered asbestos containing materials which have not been noted in the Asbestos Register.

DO contact the Assistant Director (Property Services) for further information if you are in any doubt.

## *ANNEX 1*

### **CHECKLIST FOR WORK WITH ASBESTOS MATERIALS**

#### **1 THE ASSESSMENT**

To be adequate and comply with the Control of Asbestos at Work Regulations 1987 (amendment 1992) the assessment must be in writing and cover: -

- (a) The type of work and duration.
- (b) The type and quantity of asbestos and the results of any analysis.
- (c) The controls to be applied (e.g. encapsulation, controlled wet strip, dust suppression techniques etc.).
- (d) The reasons for the choice of work method (e.g. work-face vacuum techniques because of exposed hot pipe work etc.).
- (e) Details of expected exposures, noting:-
  - (i) Whether they are liable to exceed a control limit or action level and the number of people affected.
  - (ii) if above a control limit, the expected exposure, so that appropriate Respiratory Protective Equipment (RPE) can be assessed and selected.
  - (iii) Whether anyone other than employees may be exposed, and their expected exposure.
  - (iv) Where applicable, results already available from air monitoring.
- (f) The steps to be taken to control exposure and the release of asbestos to the environment.
- (g) Procedures for assessment, provision, use and decontamination of Personal Protective Equipment (PPE), which includes RPE.
- (h) Procedures for the safe removal of waste from the work area and the site.
- (i) Procedures for dealing with emergencies.

## **2. THE PLAN OF WORK (METHOD STATEMENT)**

2.1 The Method Statement must specify: -

- (a) The nature and probable duration of the work.
- (b) The address and location where the work is to be carried out.
- (c) The methods to be used.
- (d) The equipment, including PPE used for:-
  - (i) The protection and decontamination of those carrying out the work
  - (ii) The protection of other people present on or near work site

N.B. A copy of both the Assessment and the Method Statement should be kept on site.

## **3. HYGIENE FACILITY**

3.1 A hygiene facility must have the following:

- (i) It must be purpose built.
- (ii) It must have three separate compartments - A clean area, a shower area and a dirty area.
- (iii) It must have well fitting self closing doors (the external ones to the clean and dirty area preferably outward closing).
- (iv) Non-opening windows.
- (v) It must have an automatic low level extraction unit fitted in the dirty area extracting air from the facility through H.E.P.A. filter.
- (vi) There must be one way air grilles between compartments.
- (vii) It must have adequate heating/cooling.
- (viii) Bags for asbestos waste in dirty area must be impervious, sealed, secured and labelled before removal from site.
- (ix) Be sited close to work area.

**4. VISUAL INSPECTION OF ENCLOSURE AT COMPLETION OF WORK**

4.1 Places where asbestos debris is commonly found during visual inspection of the insides of enclosures are: -

Ledges, shelves, window sills etc.

Any rough or porous surface, e.g. Breeze Block or rough concrete

Support brackets, clamps and pipe hangers.

Back of pipes.

Around conduits and inside cable trays

Holes in walls or partitions where pipes, cables or ducts pass through.

Undersides of boilers or tanks

Folds or overlaps in the polythene sheeting used to construct enclosures

Electrical installations such as fuse or switch boxes

Rafters, joists and other roof timbers within roof spaces.

**5. CHECKLIST FOR SELECTION AND MONITORING OF ASBESTOS REMOVAL WORK BY LICENSED CONTRACTORS**

**SUPERVISING OFFICER:**

.....

- |  |        |
|--|--------|
| 1. Contractor's license valid.                   | YES/NO |
| 2. Exposure assessment checked.                  | YES/NO |
| 3. Method statement checked.                     | YES/NO |
| 4. Analyst NAMAS accredited/approved.            | YES/NO |
| 5. Contractor carried out-notification to H.S.E. | YES/NO |

**ON SITE CHECKS - BEFORE WORK COMMENCES**

- |   |        |
|---|--------|
| 6. Name of Contractor's Employee in charge of site. | YES/NO |
|---|--------|

7. Name of Contractor's Employee nominated to carry out daily visual check of enclosure.	YES/NO
8. Hygiene facilities checked	YES/NO
9. RPE maintenance records checked.	YES/NO
10. Extractor maintenance records checked.	YES/NO
11. Warning signs erected.	YES/NO
12. Visual inspections of enclosure carried out.	YES/NO
13. Transit arrangements made.	YES/NO
14. Waste sacks and disposal arrangements to licensed to be checked.	YES/NO
15. Vacuum cleaners checked.	YES/NO
16 Laundry arrangements checked.	YES/NO
17. Log books for visual checks and monitoring checked.	YES/NO
18. Smoke test carried out.	YES/NO
19. Commencement of work authorised.	YES/NO
<b>ON SITE CHECKS - ON COMPLETION OF WORK</b>	
20. Visual inspection carried out. YES/NO	
21. Extraction equipment cleaned and sealed.	YES/NO
22. Inner surfaces of enclosure sealed.	YES/NO
23. Air sampling carried out.	YES/NO
24. Results of air sampling satisfactory.	YES/NO
25. Clearance Certificate passed to: -	
(a) Assistant Director (Property Services)	YES/NO
(b) Client	YES/NO

26. Authorisation to dismantle and clear site given.

YES/NO

## ANNEX II

### **CONTINGENCY PLAN - PROCEDURES TO BE FOLLOWED IN THE EVENT OF UNEXPECTED EXPOSURE OR SUSPECTED DANGER OF EXPOSURE TO ASBESTOS MATERIALS**

1. The incident must be reported immediately to the following: -

Contract Supervisor  
Manager of the area in which the problem has occurred  
Worthing Borough Council's Health and Safety Officers  
Environmental Health Section  
Assistant Director (Property Services)

There must be an immediate site meeting to decide on measures required which may include one or more of the following: -

- evacuation, closure and sealing-off of the area concerned;
- sampling/analysis of the material concerned;
- air sampling in the area concerned;
- survey/assessment of the extent of the problem;
- notification of the incident to the Health and Safety Executive;
- counselling/health surveillance for anyone affected;
- consultation with the Assistant Director (Property Services) and a Licensed Asbestos Contractor over remedial works required;
- notification to Chief Executive;
- arrangements for any remedial works required including funding;
- arrangements for clearance and re-occupation of the area;
- arrangements for temporary re-location of activities normally carried out in the area concerned;
- reporting of the incident to appropriate Members and Committees;
- informing to the Press.

2. A further meeting must be held after the matter has been fully dealt with to review the incident, determine what measures, if any, could be taken to prevent a recurrence, draw up and circulate an appropriate advisory notice and make recommendations for inclusion in the Asbestos Policy at the next annual review.