

ASBESTOS ACTION PLAN

Issue 1: Control of Asbestos				
Chief Officer: CC	BCU/Dept Commander: Head of Estates	Recommendation Owner: Senior Surveyor/ Health and Safety Manager	Building	Co-ordinator: Senior Building Surveyor/ Health and Safety Manager
Recommendation action plan:	Previous update:	Target Date	Current Progress:	
1. Improve communication with respect to contractors work.	System introduced whereby the person instructing the contractor emails a form to the relevant BCU/Dept Admin for onward local distribution. (27/02/08)	Complete		
2. A named (competent) person should be allocated to each job to see it through to the conclusion	2. An Estates Maintenance Surveyor will always plan any works involving asbestos in consultation with all the parties connected with the area affected including meeting the specialist contractor on site at the commencement of the works. (10/08/07)	Complete		
3. Review asbestos contents of Site Safety File. Should currently contain: <ul style="list-style-type: none"> Written report of what found Test certificate of material Plan of location 	3. Asbestos contents of Site Safety Files reviewed and Estates notified of any missing information. (22/11/07)	Complete		
4. Estates to issue any missing information from Site Safety Files for Force owned premises.	4. Missing information issued by Estates (06/03/08)	Complete		
4a. Estates to contact landlords for asbestos information for non Force owned buildings and issue to building occupiers. (This is a new action)	4a. Estates have written to landlords requesting the information. Information has been received on all, but three locations, if this is not received shortly the locations will be surveyed under action 7 (17/03/08)	10/04/08	4a. Partially complete (19/05/08)	
5. Issue asbestos procedure for inclusion in Site Safety File.	5. Asbestos procedure issued to all Site Safety Files (27/02/08)	Complete		
6. There should be clear instructions that contractors check the asbestos register before work commences <ul style="list-style-type: none"> Amend standard conditions for building contracts. Issue instructions to all SEOs that all building/maintenance contractors must be shown the information for contractors and sign the contractors booking in sheet to say they have read it. This is to include the asbestos register. The 'A brief Guide for visiting contractors' should also be issued. 	6. All Station Enquiry Officers briefed on the requirement. (27/02/08)	Complete		
7. Estates to carry out new survey of buildings, based on previous surveys, to establish current condition of known asbestos products.	7. Survey being completed by specialist contractor.	31/05/08 to 30/06/08	7. Surveys partially completed by Contractor (19/05/08)	
8. It must be ensured that risk assessments and safe systems of work refer to the asbestos register for work pertaining to the relevant job and location.	8. Estates ensure Risk Assessment and Safe System of Work refer to asbestos register for relevant jobs. (01/10/07)	Complete		

<p>9. Review site safety file system</p> <ul style="list-style-type: none"> • Review format and contents • Review responsibility for files • Review responsibility for updating files 	<p>9. Site safety file system reviewed and agreed by Health and Safety and Estates. (02/11/07)</p>	<p>Complete</p>	
<p>10. Implement changes to site safety file system</p>	<p>10. The files are being phased in with the most important files file 1 Contractors file (this is the file that is important to this action) and file 2 Fire file issued to BCUs/Depts. These will be in place in all stations by 30/06/08. File 3 monitoring file and file 4 PUWER file will be in place in all stations by 30/09/08. (14/03/08)</p>	<p>30/09/08</p>	<p>10. Partially complete (19/05/08)</p>
<p>11. Health and Safety Officers to audit site safety files during annual review.</p>	<p>11. Health and Safety Advisors completed the annual reviews/audits (16/04/08)</p>	<p>Complete</p>	
<p>12. The asbestos procedure must be reviewed and include actions to be taken in the event of an inadvertent exposure to asbestos.</p>	<p>12. Asbestos Policy reviewed and issued on 14/03/08. (16/04/08)</p>	<p>Complete</p>	

Note: Actions within the Health and Safety Action Plan, Element 2 – Control of contractors also relate to this Issue.