

ASBESTOS ACTION PLAN

Issue 1: Control of Asbestos			
Chief Officer: CC	BCU/Dept Commander: Head of Estates	Recommendation Owner: Senior Building Surveyor/ Health and Safety Manager	Co-ordinator: Senior Building Surveyor/ Health and Safety Manager
<u>Recommendation action plan:</u>	<u>Previous update:</u>	<u>Target Date</u>	<u>Current Progress:</u>
1. Improve communication with respect to contractors work.	This is being addressed via an electronic form being sent to Building Controllers and the AFM. See control of contractors section of H&S Action Plan for more details.	31/12/07	Form and process to be reviewed following 2 month introduction.
2. A named (competent) person should be allocated to each job to see it through to the conclusion		complete	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.
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 		30/09/07	
4. Estates to issue any missing information from Site Safety Files.		30/11/07	
5. Issue asbestos procedure for inclusion in Site Safety File.		30/09/07	
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. 		30/09/07	The Preliminaries section of all of the standard conditions of building contracts have been amended to include an instruction to the contractor to inspect the Site Safety file before the commencement of any works on site
7. Estates to carry out new survey of buildings, based on previous surveys, to establish current condition of known asbestos products.		31/03/08 and ongoing	
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.		31/08/07	
9. Review site safety file system <ul style="list-style-type: none"> • Review format and contents • Review responsibility for files • Review responsibility for updating files 		31/10/07	
10. Implement changes to site safety file system		31/03/08	
11. Health and Safety Officers to audit site safety files during annual review.	This action is being progressed as part of the H&S Action Plan, Element 5, action 11.	31/03/08 and ongoing	

12. The asbestos procedure must be reviewed and include actions to be taken in the event of an inadvertent exposure to asbestos.		31/12/08	Estates already have an ad hoc unwritten policy which has been put into action on several occasions in the last 3yrs. This needs to be formalised and placed on the H & S file in every building containing or likely to contain asbestos products
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Note: Actions within the Health and Safety Action Plan, Element 2 – Control of contractors also relate to this Issue.