

Beccles Town Council

Asbestos Management Policy

Relevant Legislation	Health and Safety at Work Act 1974
	Control of Asbestos Regulations 2012
	Construction (Design and Management) Regulations 2015
	The Management of Health and Safety at Work Regulations 1999
	The Health and Safety (First-Aid) Regulations 1981
	Hazardous Waste (England and Wales) Regulations 2005
	The Management of Health and Safety at Work Regulations 1999

Link to Government Guidance	https://www.hse.gov.uk/asbestos/
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Version History and Approval			
Review date	Version	Review	Description

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- **Introduction**

Asbestos was widely used in construction and building materials until it was fully banned in 1966 due to the serious health risks associated with exposure to asbestos fibres. When asbestos-containing materials (ACMs) are disturbed or damaged, asbestos fibres can be released into the air and inhaled, leading to significant health issues, including lung diseases, asbestosis, and certain types of cancer.

Beccles Town Council is committed to ensuring the safety of its employees, contractors, visitors, and the public by effectively managing and controlling asbestos risks across all council-managed sites. This policy provides a framework for identifying, monitoring, and controlling asbestos and details the Council's responsibilities under relevant health and safety legislation.

The Asbestos Management Policy outlines our approach to compliance with the **Control of Asbestos Regulations 2012** and other legislative requirements to protect all individuals who may come into contact with asbestos on council properties. By following these guidelines, Beccles Town Council aims to minimise asbestos-related risks, maintain a safe environment, and fulfill its duty of care to the community.

- **Purpose**

The purpose of this Asbestos Management Policy is to ensure the safe management of asbestos within all Beccles Town Council buildings and sites, protecting council employees, contractors, visitors, and the public from asbestos exposure risks. This policy aligns with the Control of Asbestos Regulations 2012 and is part of the Council's commitment to health and safety.

- **Scope**

This policy applies to all council-owned, leased, or managed buildings and sites where asbestos may be present. It encompasses all council employees, contractors, visitors, and members of the public who may come into contact with asbestos-containing materials (ACMs) within council properties.

- **Legislation**

The following legislation guides asbestos management practices and establishes the Council's duties regarding asbestos safety and control:

- **Control of Asbestos Regulations 2012:** Requires employers and duty holders to manage asbestos risks, including identification, risk assessment, maintenance, and, if necessary, removal.
- **Health and Safety at Work Act 1974:** Imposes a duty on employers to protect the health, safety, and welfare of employees and others affected by their work activities, including managing asbestos risks.
- **Management of Health and Safety at Work Regulations 1999:** Requires employers to conduct risk assessments and establish control measures for health and safety risks, including asbestos.

- **Construction (Design and Management) Regulations 2015:** Mandates that asbestos risks are assessed and managed during construction or maintenance work to protect workers and the public.
- **Hazardous Waste (England and Wales) Regulations 2005:** Outlines the correct procedures for the disposal of asbestos waste as a hazardous material

• Responsibilities

Council Responsibilities

- **Town Clerk:** Holds overall responsibility for asbestos management within council premises, ensuring policies, resources, and procedures are in place and adhered to.
- **Deputy Town Clerk:** Responsible for day-to-day asbestos management, record-keeping, and liaising with external contractors.
- **Health & Safety Consultant:** Assists in risk assessments, provides guidance on asbestos management practices, and conducts periodic reviews.
- **Council Employees and Contractors:** Must comply with asbestos safety guidelines, report any suspected ACMs, and adhere to all procedures in asbestos-related work.

Responsibilities for Leased Properties

- **Duty Holder Designation:** When the Council leases a building or part of a building to another organisation or individual, the responsibility for managing asbestos will be clearly outlined in the lease agreement.
- **Landlord Responsibilities:** Beccles Town Council, as the landlord, will ensure that an initial asbestos survey is completed before leasing. The council will provide a copy of the Asbestos Register and communicate all known ACM locations to the lessee.
- **Tenant Responsibilities:** Lessees are required to:
 - Ensure that all employees and contractors are aware of the presence of ACMs and adhere to the Council's asbestos management guidelines.
 - Inform the Council of any planned work that may disturb ACMs and comply with the Control of Asbestos Regulations 2012, especially for ongoing monitoring or removal if necessary.
 - Report any damage or disturbance to ACMs to the Deputy Town Clerk immediately.
 - Implement appropriate asbestos management and mitigation procedures in areas they control, as specified in the lease.

- **Key Policy Objectives**

- **Identification and Assessment:** Ensure all council-managed properties are surveyed for asbestos. Maintain an Asbestos Register to document the location, condition, and type of asbestos materials present.
- **Risk Assessment:** Conduct risk assessments for any ACMs identified. Assessments should cover the likelihood of disturbance, location, and condition.
- **Control Measures:** Implement control measures to prevent disturbance of ACMs, such as restricting access, labelling areas with ACMs, and using appropriate work methods to limit asbestos exposure.
- **Monitoring:** Establish a schedule for regular monitoring of ACMs in council-managed sites. Document findings in the Asbestos Register and update it as necessary.
- **Training and Awareness:** Provide asbestos awareness training for employees likely to encounter ACMs in their work, ensuring they understand safe practices and reporting procedures.
- **Communication:** Inform contractors, lessees, and maintenance staff of ACMs' presence before any work begins. Share the Asbestos Register with relevant parties and issue permits for work in areas containing ACMs.

- **Emergency Procedures**

In the event of accidental disturbance of ACMs:

- Evacuate the affected area immediately and restrict access.
- Notify the Deputy Town Clerk and initiate an emergency asbestos assessment.
- Arrange for cleanup and decontamination by a licensed asbestos removal contractor.

- **Supporting Documents**

Links to other Documents

- Beccles Town Council Risk Assessment Policy
- Beccles Town Council Asbestos Register
- Third Party Asbestos Surveys (where applicable)
- First Aid Needs Assessment Template
- Beccles Town Council Incident Reporting and Investigation Policy
- Beccles Town Council Incident Reporting Link

9. Monitor and Review

A formal review will be completed every three years by Beccles Town Council Clerk and Deputy Clerk. However, changes may be made at any time if a need arises, such as changes in legislation or to take account of any feedback received.