



CARDIFF COUNCIL

Corporate Asbestos Management Plan

Date: Jan 2020

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1.0 Introduction

- 1.1 This Corporate Asbestos Management Plan (CAMP) has been produced to ensure Cardiff Council's (CC) compliance with the Control of Asbestos Regulations 2012 (CAR 2012) and contains the procedures for managing asbestos containing materials and the documentation required to support this.
- 1.2 The CAMP refers only to Authority workplaces, including communal areas of Council Residential Flats and Sheltered Housing Accommodation. There is a separate asbestos management plan covering domestic dwellings - please refer to the Communities, Housing & Customer Services Asbestos Management Plan (5.HANR.711).
- 1.3 The objective of the plan is to help prevent any person being exposed to asbestos fibres present within the CC workplace premises. The basic principle of the plan is that all Asbestos Containing Material (ACM), as identified by survey, is to be periodically inspected. Prior to any work commencing on the premises, the specific asbestos information has to be consulted within the Asbestos Management System (RAMIS - or paper copy if RAMIS cannot be utilised) and the work planned accordingly. For any work that is to be undertaken on the fabric of the building that disturbs ACMs, or working in close proximity to ACMs, then the Building Manager/person arranging works must obtain permission from the Cardiff Asbestos Team (CAT). This may be requested via RAMIS and by completing an "Asbestos Advice Request" (AAR) form (refer to [Appendix 2](#)).
- 1.4 The Asbestos Interface within RAMIS will hold and maintain all known information on ACMs within CC non-domestic premises. Every site will also hold a hard copy Asbestos Management File. This file should currently contain the following:

Section 1	Introduction	To be replaced with this CAMP document
Section 2	Asbestos Permit to Work Sheet	
Section 3	Asbestos Policy	
Section 4	Asbestos Management Plan	
Section 5	Property Plan	
Section 6	Asbestos Register	To be replaced by current asbestos management survey & LAMP once the CAT have transferred the asbestos information on to RAMIS
Section 7	Details of incidents involving damage to asbestos containing materials	
Section 8	Training Records of persons responsible for the premises	
Section 9	All documents relating to asbestos including original clearance certificates and consignment notes	
Section 10	Emergency action in the event of accidental damage to asbestos containing material	

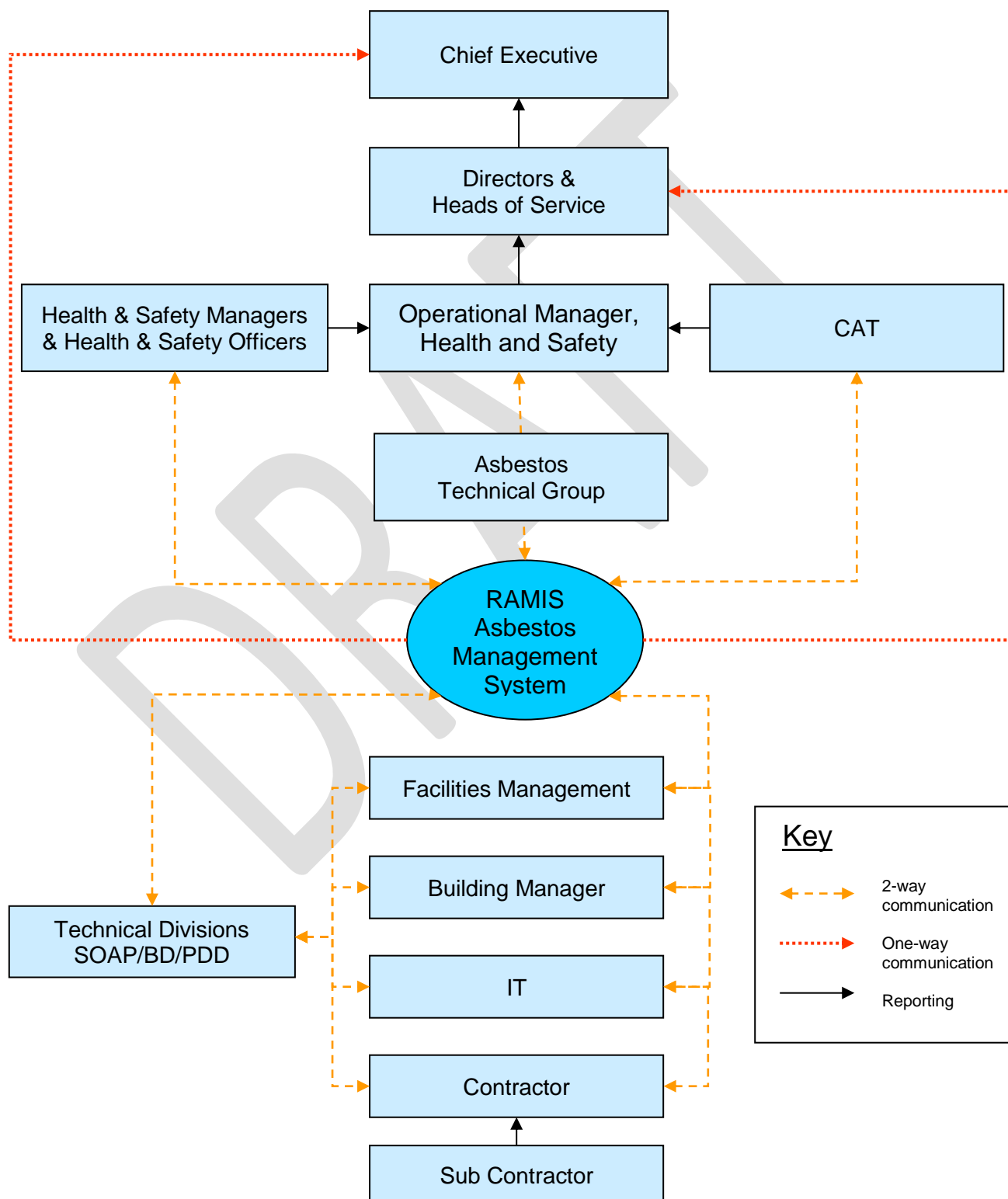
- 1.5 A colour copy of the Asbestos Management File must be held on site and be readily available for inspection by any person who is liable to disturb the fabric of the building, or any other relevant persons e.g. surveyors, HSE and emergency services that require access into areas that maybe prohibited or restricted due to the findings of the Asbestos management survey.
- 1.6 Work on the fabric of the building can be defined as any work that will result in the removal, replacement, alteration or disturbance to any internal or external surface or structure of the building, or buildings on a site. Examples would include many routine maintenance tasks such as, but not limited to:
- Removing/replacing/relaying any flooring covering vinyl tiles
 - External roof repairs and internal ceiling repairs
 - Removing or installing partition walling
 - All works involving drilling into or fixing onto structural surfaces

- Replacement of fixed facility equipment that has electrical or gas supply
 - Replacing, repairing any door/window frame
 - Running/installing IT cables
 - Installing and/or fixing any heating fixtures or pipe work
 - Painting or decorating
- 1.7 If you are unsure as to whether a particular task involves work on the structure of the building you should seek advice from the CAT prior to proceeding.
- 1.8 Buildings constructed prior to 2000, will have an asbestos management survey that has identified whether there are ACMs that could be damaged or disturbed by normal activities or foreseeable maintenance. Buildings constructed after 2000 will display an asbestos free certificate. The Asbestos management survey enables any ACMs to be safely managed during normal use and occupation of the premises. If for any reason your premises has not had an Asbestos management survey undertaken please contact the CAT.
- 1.9 Most buildings currently have asbestos management surveys completed prior to the introduction of RAMIS. Until these surveys can be transferred on to RAMIS the CAT will continue to maintain the current asbestos registers and plans for use on site, but Sections 1-4 of the Asbestos Management File should be replaced with this CAMP document (refer to [paragraph 1.4](#) above).
- 1.10 Once the asbestos management survey has been completed on RAMIS, the CAT will visit site to deliver and explain the new survey. The CAT will remove all historical asbestos paperwork from the Asbestos Management File and upload it to RAMIS where required. The Asbestos Management File will then only consist of the CAMP and colour copies of the current asbestos management survey, current LAMP and asbestos Permit to Work sheets.
- 1.11 A Refurbishment/Demolition (R&D) Survey is required where the premises, or part of it, requires upgrading, refurbishment or demolition. An R&D survey is also required prior to any structural work on the building. It is recommended that all R&D surveys be arranged following advice from the CAT (refer to [Appendix 3](#) and [Appendix 4](#)) and the surveying contractor selected in rank order from the Authority's Asbestos Management Services Framework ([Lot 3](#)).
- 1.12 All employees and contractors undertaking work on the fabric of the building must hold a valid Asbestos Awareness training certificate and undertake annual refresher training (refer to [Appendix 5](#) & [Appendix 6](#)). However, where the work will knowingly disturb notifiable Non Licensed or Non Licensed ACMs then they must hold as a minimum a valid Non-Licensable Work with Asbestos Including NNLW certificate (formerly known as Category B) and undertake annual refresher training (refer to [Appendix 5](#) & [Appendix 6](#)). Where the work knowingly disturbs licensed ACMs then a Licensed Asbestos Removal Contractor (LARC) with a valid licence and certification must be used (refer to [Appendix 7](#)).
- 1.13 Any queries about the management of asbestos you should contact the CAT on 029 2087 2374

2.0 Responsibilities

- 2.1 Where the Authority is the Duty Holder under CAR 2012, it is responsible for implementation of the CAMP. Under the same regulations the Building Manager (refer to [section 2.4](#)) would be the local duty holder in relation to the LAMP.

Asbestos Management Responsibility/Communication Chart



2.2 The Chief Executive and Directors will:

- 2.2.1 Be ultimately responsible for ensuring compliance with this CAMP within Cardiff Council.

2.3 Heads of Service will:

- 2.3.1 Ensure the effective implementation of the CAMP and the relevant LAMPs for their service area.
- 2.3.2 Ensure that appropriate resources are made available for the effective operation of the CAMP, including training.

2.4 The Building Manager is the person responsible for the maintenance or repair of the property and/or who has control of the building (including means of access to, or egress from, the premises). The Head Teacher will be responsible for undertaking the Building Manager responsibilities for their school (some responsibilities may be delegated but the Head Teacher retain overall responsibility). The Building Manager will:

- 2.4.1 Receive and display an Asbestos Free Premises Certificate for building constructed post January 2000.

For all other premises built pre January 2000:

- 2.4.2 Ensure they have and control a colour copy of the most current version of their Asbestos Management File (refer to [Sections 1.4](#), [1.10](#) and [1.11](#) above), and any relevant advice provided by CAT following their submission of an AAR and or R&D surveys. They will also have read and understood all relevant asbestos information for the premises that they control.
- 2.4.3 Ensure colour copies of the documents list in Section 2.4.2 are readily available for inspection by any person who is liable to disturb the fabric of the building, or any other relevant persons e.g. surveyors, HSE and emergency services that require access into areas that maybe prohibited or restricted due to the findings of the asbestos management survey.
- 2.4.4 Ensure that Asbestos Permit to Work forms are available for relevant persons to complete and sign following inspection of relevant documentation and prior to any works being undertaken on the fabric of the building.
- 2.4.5 Contact the CAT if their premises have not had an asbestos management survey undertaken.
- 2.4.6 Ensure that if their asbestos management survey indicates any inaccessible areas they are to contact the CAT to undertake further inspection when areas become accessible.
- 2.4.7 To ensure compliance with the CAMP and premises specific LAMP (where available) and to communicate them and their implications to all relevant employees and to any 3rd parties who may lease or utilise areas of the premises for any other activities.
- 2.4.8 Use RAMIS to assist in the management of all ACMs left in-situ including; acting upon RAMIS notifications, to print colour copies of updated LAMPs, R&D surveys and any Notices of Prohibited/Restricted access areas.
- 2.4.9 Ensure that where required employees receive relevant asbestos training (refer to [Appendix 5](#)), including those who may deputise in their absence and will therefore need to have a full understanding of the asbestos management survey and LAMP

- 2.4.10 Ensure that they request permission from the CAT via RAMIS and by completing an AAR form (refer to [Appendix 1](#) & [Appendix 2](#)) for any work on the fabric of the building.
- 2.4.11 Permission must be sought from the CAT to carry out **any** work on the fabric of the building within any premises which is classed by the CAT as high risk (refer to [Appendix 1](#) & [Appendix 2](#)).
- 2.4.12 Liaise with the CAT once an asbestos removal contractor has been appointed, to ensure that any asbestos works can be carried out safely. Asbestos removal contractors employed directly by CC employees must be selected from Lot 2 of the Asbestos Management Services Framework.
- 2.4.13 To ensure that regular visual inspections are carried out on the condition of any asbestos/presumed asbestos left in-situ, in accordance with any recommendations set out in the premises specific LAMP (refer to [Appendix 13](#)) and undertake annual condition monitoring as instructed by and recorded on RAMIS.
- 2.4.14 To seek advice from the CAT immediately and take appropriate action if there is any damage/deterioration to the condition of any identified/presumed ACMs.
- 2.4.15 In the event of a suspected accidental fibre release please follow the emergency procedure (refer to [Appendix 11](#))
- 2.4.16 Arrange for a consultation between the Occupational Health Department and any employee who has been potentially exposed to asbestos where necessary. Advice may need to be sought from Human Resources and Health and Safety Division. Also make available to the employee the Care First or Employee Counselling Service contact information.

2.5 All Line Managers will:

- 2.5.1 Ensure that where required, employees receive relevant asbestos training (refer to [Appendix 5](#)), including those who may deputise in their absence and will therefore need to have a full understanding of the LAMP.
- 2.5.2 Ensure that they and their employees are familiar with the most current version of CAMP, LAMP and any limitations in place, e.g. not affixing pins in asbestos containing materials such as asbestos containing ceilings or wall boards.
- 2.5.3 Ensure that any works affecting the fabric of the building are arranged via the Building Manager.
- 2.5.4 Arrange for a consultation between the Occupational Health Department and any individual (employee, pupil, visitor etc) who has been potentially exposed to asbestos. Also make available to the individual the Care First or Employee Counselling Service contact information.
- 2.5.5 Notify the Building Manager immediately and take appropriate action if there is any damage/deterioration to the condition of any identified/presumed ACMs, or in the event of a suspected asbestos exposure.

2.6 All Employees of the Council will:

- 2.6.1 Comply with any working procedure or precautionary measures introduced to prevent or reduce potential exposure to asbestos. This will include utilising all suitable PPE & RPE provided.

- 2.6.2 Seek permission from their building manager prior to undertaken any work which may disturb the fabric of the building
- 2.6.3 Immediately report to their Line Manager and/or the Building Manager any damage to any material, which they suspect may contain asbestos or any potential for exposure of themselves or others to asbestos fibres.
- 2.6.4 Have due regard to the potential for the release of asbestos fibres which may result from activities such as the fixing of posters, decorations etc., or accidental damage to building fabric.

2.7 The Health and Safety Division (including the Cardiff Asbestos Team) will:

- 2.7.1 Ensure that the CAMP is reviewed at least every year or earlier where there is a change to relevant legislation.
- 2.7.2 Monitor overall compliance with the procedures defined in this CAMP document through periodic site/project audits.
- 2.7.3 Utilise RAMIS to audit compliance of building managers checks of ACMs as identified in the LAMPs.
- 2.7.4 Notify the HSE where an asbestos exposure is notifiable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**.
- 2.7.5 Investigate any accidental asbestos release/exposure to ACMs and report the findings to the Senior Management Team (SMT) and Health and Safety Forum.
- 2.7.6 Where required engage asbestos analysts as consultants to carry out relevant monitoring to assist the Health and Safety Division in undertaking an asbestos investigation.
- 2.7.7 Arrange for training for Building Managers and other relevant staff on the CAMP and LAMP.
- 2.7.8 Provide advice and information to enable ACMs to be effectively managed in situ.
- 2.7.9 Manage and maintain the asbestos interface on RAMIS.
- 2.7.10 Carry out new asbestos management surveys on all CC premises where a new and reliable survey is not yet in place or if the premises does not have a survey.
- 2.7.11 Carry out asbestos management survey reviews to all CC premises at frequencies determined by RAMIS.
- 2.7.12 Resurvey where the premises or extent of ACMs within premises has been significantly changed.
- 2.7.13 Assess and where satisfied grant permission to the person requesting assessment via AAR form.
- 2.7.14 Arrange for R&D surveys to be undertaken where requested, if this is not part of a project being managed through another Technical Division.
- 2.7.15 Arrange/manage licensed asbestos removal work where required/preferred. Removal contractors should be selected from Lot 2 of the Asbestos Management Services Framework.

2.7.16 Arrange for completion of remedial works on ACMs as identified by the Building Manager through asbestos condition monitoring.

2.8 Occupational Health will:

- 2.8.1 Offer managers and employees guidance and advice on a range of matters affecting the health and well-being of employees and on their working environment. This includes advice on potential health effects from exposure to asbestos.
- 2.8.2 On request from the Manager arrange for consultation with employees who have been potentially exposed to asbestos (where required to do so by the line manager and where appropriate).

2.9 Technical Divisions (SOAP, PDD, FM)/Sections instructing Contractors to carry out work affecting the fabric of the building will:

- 2.9.1 Ensure they request permission from the CAT by completing an AAR form (refer to [Appendix 2](#)) in accordance with [Appendix 1](#) for any work on the fabric of the building that knowingly disturbs or involves working in close proximity to ACM's.
- 2.9.2 Ensure all known asbestos information has been assessed and where required arrange relevant R&D Survey (refer to [Appendix 3](#), [Appendix 4](#) and [Appendix 5](#)).
- 2.9.3 Ensure the contractor who undertakes the survey is selected from Lot 3 of the Local Authority's Asbestos Management Services Framework.
- 2.9.4 Ensure that the CAT are notified of any R&D Surveys being undertaken and also ensure the CAT receive an electronic copy of the survey on completion.
- 2.9.5 Undertake a quality check of all R&D Surveys commissioned (refer to [Appendix 6](#)) and ensure the survey has been requested and undertaken in accordance with the specification for Lot 3 of the Asbestos Management Services Framework.
- 2.9.6 Ensure contractors who undertake any work on the fabric of the building that may disturb ACMs are selected from the relevant framework. The Asbestos Management Services Framework must be used for air monitoring, notifiable non licensed & licensed works, surveying, and bulk analysis.
- 2.9.7 Ensure that all contractors engaged, and sub-contractors where written permission has been granted, are competent and trained to an appropriate level and in particular ensure the competency and training of any contractors appointed in relation to asbestos works and the type of building construction they may work on (refer to [Appendix 6](#)).
- 2.9.8 Ensure the appointed contractor is supplied with all relevant information in sufficient time for them to assess, plan and then undertake the works safely.
- 2.9.9 Ensure all relevant information (for example Risk Assessment, Method Statement, Safe Systems Of Work) have been received from appointed contractors and assessed by officer managing works and information agreed between all parties prior to works commencing.
- 2.9.10 Ensure that contractors are managed and monitored effectively. This would include agreeing with the contractor how the work can be done safely, ensuring risk assessments and method statements are in place and ensuring that monitoring is carried out. The monitoring required would be to ensure that the contractor is undertaking work in

accordance with the agreed method statements and the level of monitoring required will depend on the risks associated with the work being undertaken.

- 2.9.11 Ensure that where licensed work is undertaken on ACMs, an independent UKAS (United Kingdom Accreditation Service) accredited analyst is appointed to undertake clearance and issue the certificate of reoccupation. The independent analyst must be appointed by the Authority/Person Arranging the Works (PAW) and not by the contractor and must be selected from Lot 1 of the Asbestos Management Services Framework.
- 2.9.12 Appoint a suitably qualified person to project manage/supervise the work if they (the instructing or commissioning officer) feel that additional management support is required, due to time restraints, insufficient resources and/or complexity of project.
- 2.9.13 Ensure that the contractor supplies all relevant information relating to asbestos works being undertaken, (re-occupation certificate, 4-stage clearance, and waste certificate) to Officer commissioning the work and the CAT.
- 2.9.14 Where quality issues are identified with an external contractor a temporary suspension of the contractor may be required pending a full investigation. Quality issues will be referred to the Asbestos Technical Group (refer to [Appendix 14](#)) for a decision on appropriate action; this may include re-instatement with monitoring or formal suspension that needs to be signed off by the Chief Executive.
- 2.9.15 When writing new contract tenders the officer will ensure the correct level of competency/training is requested within tender documents in accordance with [Appendix 6](#). If unsure of correct level of required competency/training the Officer must sought advice from CAT.

2.10 **Contractors (including Consultants) will be required to:**

- 2.10.1 Comply with the requirements of the CAMP, all relevant Health and Safety Legislation, Approved Codes of Practice and Guidance.
- 2.10.2 Will need to read and understand all relevant asbestos information provided to them and assess their relevance to the location and type of work being undertaken at the premises. Also the contractor must feedback any concerns/misunderstandings raised relating to the provided information prior to commencing work.
- 2.10.3 Ensure the persons undertaking the works has read and understood all relevant asbestos information and signed the Asbestos Permit to Work in all cases prior to commencing any work.
- 2.10.4 Ensure all works are undertaken in a safe manner and in accordance with risk assessments and method statements as agreed with the commissioning officer.
- 2.10.5 Stop work immediately if any suspected ACMs are uncovered or damaged during the course of their work and report to the Building Manager and commissioning officer immediately and follow CC emergency procedure (refer to [Appendix 11](#))
- 2.10.6 Ensure that all staff undertaking work are trained to the appropriate level (refer to [Appendix 6](#))
- 2.10.7 Ensure asbestos related works are not sub-contracted unless agreed in writing by the person arranging the work. When sub-contracting ensure that sub-contractors are appointed to the authority's standards and trained to the appropriate level (refer to [Appendix 6](#)).

3.0 Asbestos Surveys

- 3.1 Non-domestic CC premises have been surveyed to identify the location of any known or presumed ACM's. The survey findings are detailed in the premises asbestos management survey. If for any reason your premises has not had an asbestos management survey undertaken please contact the CAT.
- 3.2 Where management surveys have not been completed through RAMIS, then the survey cannot be relied upon to have identified all ACMs present within the building. For high risk premises where this is the case, the CAT must be contacted prior to any works which affect the fabric of the building (refer to [Appendix 1](#)). The persons arranging the works must contact the CAT through Asbestos@Cardiff.gov.uk and by completing the AAR form (refer to [Appendix 2](#)).
- 3.3 The most up to date asbestos information relating to premises is contained within the most current version of the LAMP or the CC Asbestos Register. Only premises with an up to date asbestos management survey will have a LAMP. RAMIS will e-mail the Building Manager informing them of the need to print off a new LAMP plus copies of any new Notice of Prohibited and Restricted access areas.
- 3.4 Colour paper copies of the most current version of the asbestos management survey and LAMP (where available) must be available at the premises. Electronic copies of the documents are available on RAMIS.
- 3.5 The CAT will undertake all new asbestos management surveys and these will be undertaken in accordance with "Asbestos: The Survey" Guide (HSG 264). They will complete the asbestos management survey by utilising all existing information on ACMs and will be subject to technical/quality checks prior to the survey being published.
- 3.6 Asbestos management surveys will cover routine and simple maintenance work. However, it has to be recognised that where 'more extensive' maintenance or repair work is involved, there may not be sufficient information in the asbestos management survey. Where this is the case a more intrusive inspection may be required by the CAT or an R&D survey maybe be required (refer to [Appendix 4](#)). The CAT should make the decision on the requirement for an R&D survey (refer to [Appendix 3](#)).
- 3.7 All areas that could not be accessed during the survey are identified in the asbestos management survey. These areas must be presumed to contain asbestos until proven otherwise. The CAT must be informed when access into these areas is required. The CAT will then carry out further inspection prior to access.
- 3.8 If the requirement for urgent work is identified by the CAT at the time of their survey, then the CAT will action the relevant procedure. Where an approved surveying contractor identifies this requirement, then they will immediately notify the CAT to action the relevant procedure. Where work is required to be passed to a contractor, this will be done in accordance with [Section 5](#).
- 3.9 Abatement work will be risk prioritised through RAMIS. These works will be funded by the relevant budget holder. Where the ACMs to be removed fulfil a fire protection function, advice will be sought from the Corporate Fire Safety Officer to ensure that additional fire protection is reinstated if required.

4.0 Managing Asbestos Left In-Situ

- 4.1 Building Managers will arrange for an annual condition monitoring inspection to be undertaken on asbestos left in-situ. Building Managers will be sent an e-mail notification through RAMIS that

condition monitoring is required. RAMIS will provide them with a checklist of ACMs requiring monitoring and the results of the monitoring inspection must be updated onto RAMIS.

- 4.2 Any change identified during ACM condition monitoring, e.g. deterioration or removed, will be automatically notified to CAT via RAMIS. If the ACMs have deteriorated between monitoring then the relevant budget holder must meet the cost of the necessary works to the ACMs.
- 4.3 If damaged ACMs are identified then the Building Manager will need to make a decision as to appropriate action based on location and extent of damage. If damage is identified or accidental damage has taken place resulting in a possible fibre release, then the emergency procedure (refer to [Appendix 11](#)) should be followed. In the event of deterioration identified during routine monitoring, advice should be sought from the CAT allowing the risk to be managed appropriately.
- 4.4 Not all ACM's will be labelled as a matter of course, however, all known asbestos will be listed in the most current version of the LAMP which includes the findings of the site specific asbestos management survey. This will be available on RAMIS and a colour copy at site.

5.0 Commissioning Asbestos Contractors

- 5.1 Contractors must be selected from the Authority's Asbestos Management Services Framework for works that involve the following;
 - Lot 1 Air Monitoring
 - Lot 2 Asbestos Removal
 - Lot 3 Non Domestic Asbestos Surveys
 - Lot 4 Bulk Sample Analysis
- 5.2 All relevant asbestos information must be provided to selected contractor(s) with sufficient time for them to safely plan any works. These works may require the commissioning of a Licensed Asbestos Removal Contractor (LARC) where this is the case the Licensed Asbestos works must be arranged/managed by CAT.
- 5.3 Where a Principal Contractor may require a LARC, they must select a LARC from those appointed to Lot 2 of the Asbestos Management Services Framework. Where The Principal Contractor selects a LARC from the Framework then contractual relationship between the Principal Contractor and the LARC is a matter for the Principal Contractor and the LARC only; the Local Authority will have no input on this contractual relationship.
- 5.4 Where any Licensed Asbestos Work is undertaken the Independent Analyst must be selected from Lot 1 of the Asbestos Management Services Framework. The Independent Analyst must always be commissioned by the Authority and never by the Contractor.
- 5.5 All in-house staff/contractors must undertake work to all Council premises in accordance with current HSE guidance, and risk assessments and method statements for the works must be provided to the PAW prior to work commencing.

6.0 Working With ACMs

- 6.1 All works on ACMs will require a specific level of asbestos training. This will depend on whether the asbestos product is Licensed, Notifiable Non Licensed or Non Licensed ([Appendix 5](#) & [Appendix 6](#)). Advice on categories of asbestos product can be sought from CAT.
- 6.1.1 LARC with valid certification (refer to [Appendix 7](#)) must be used when undertaking Licensed Asbestos Work. The work must be notified by LARC and undertaken in accordance with relevant and current HSE Guidance and in line with the provided Risk Assessments, Plan of Works, Method Statements and Safe System of Work. This category of work must be arranged in accordance with the specification provided by the CAT.
- 6.1.2 Notifiable Non Licensed contractors with valid certification (refer to [Appendix 5](#) & [Appendix 6](#)) must be used when undertaking Notifiable Non Licensed Work (NNLW). Any contractors carrying out this work must undertake health screening every 3 years in accordance with CAR2012. The work must be notified by the selected contractor with evidence of notification being provided to the PAW and works undertaken in accordance with relevant and current HSE Guidance and in line with provided Risk Assessments, Plan of Works, Method Statements and Safe System of Work
- 6.1.3 Non Licensed staff/contractors with valid certification must be used to undertake Non Licensed Work on ACMs ([Appendix 5](#) & [Appendix 6](#)). The work must be undertaken in accordance with relevant and current HSE Guidance and in line with provided Risk Assessments, Plan of Works, Method Statements and Safe System of Work.
- 6.2 There is a potential for ACMs not to have been identified prior to maintenance and refurbishment work being carried out. In these situations the management arrangements must include the following:
- 6.2.1 Adequate asbestos training of relevant CC staff and/or selected contractors (refer to [Appendix 5](#) & [Appendix 6](#)).
- 6.2.2 If a suspected ACM is discovered or damaged during the work then emergency procedure must be complied with (refer to [Appendix 11](#)).
- 6.2.3 Adequate supervision to ensure procedures are implemented and followed.
- 6.3 All works on ACMs must be recorded by a competent person on the relevant clearance form. On completion of the works these forms must be provided to the CAT for them to upload to RAMIS. For non-licensed work contractors may use the authority's form ([Appendix 10](#)) or create and use their own form. Where they choose to use their form it must as a minimum detail the same sections as HSE's "*Statement of cleanliness after textured coating removal*" This can be found in Asbestos Essentials task sheet EM10.
- 6.3.1 Removal of licensed ACMs must be recorded by an Independent Analyst on a "Clearance Certificate". The Independent Analyst undertaking the clearance must always be commissioned by the Authority and never by the Contractor (refer to [Section 5](#)).
- 6.3.2 Removal/encapsulation of Non Licensed ACMs must be recorded on the "Certificate of Works on Non Licensed Products (refer to [Appendix 10](#)). This certificate must only be completed once the person who has witnessed the area is confident that the works have been achieved to a satisfactory level.
- 6.4 Where scaffold is required to support work on licensed ACMs, in some cases a scaffold contractor who holds a valid asbestos licence will be required (please refer to [Appendix 8](#) for flow chart). For further information please see current HSE Guidance

- 6.5 It is for the commissioned LARC to sub-contract a scaffold contractor who holds a valid asbestos licence.
- 6.6 There must be communication between the PAW, LARC, and the scaffold contractor to ensure the scaffold is erected correctly to enable works to proceed. In addition, advice may be sought from the CAT.

7.0 Training

- 7.1 All CC employees whose work could foreseeably expose them to asbestos must receive appropriate asbestos awareness training. The training required for different types of work is set out in [Appendix 5](#).
- 7.2 All external contractors who are engaged to carry out work, which may disturb the fabric of a CC premises, must have received appropriate training on asbestos. The level of training required will depend on the work being undertaken and the levels of asbestos training required are set out in [Appendix 6](#).

8.0 Managing, Reporting and Investigating Asbestos Incidents

- 8.1 Building Manager/Responsible Person/Technical Division must inform the Health and Safety Division of any suspected asbestos exposure immediately and the emergency procedure must be followed (refer to [Appendix 11](#)).
- 8.2 Where an incident involving possible exposure to asbestos has occurred, all affected individuals will be evacuated and where necessary air tests undertaken in the area by Environmental Consultants. If required, an Asbestos Officer will arrange for the relevant area to be cleaned in accordance with legislative requirements. The workplace will only be reinstated for normal use once air tests evidence that fibre levels are below the Clearance Indicator Level (refer to HSG 248).
- 8.3 The Health and Safety Division will investigate the incident together with the relevant Manager (this could be the person who engaged the Contractor or the Building Manager). Following completion of the investigation a written report of the incident must be completed and sent to the Operation Manager, Health & Safety. Copies will then be sent to the relevant Head Teacher/Head of Service. This would allow agreed actions to be taken to prevent a similar incident. Asbestos incidents will also be reported to Senior Management Team (SMT) and to the Health and Safety Forum. Where necessary, the Health and Safety Manager will submit a report to the HSE as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 8.4 If necessary, full consultation with CC employees will take place, and will include a Health and Safety Officer/Asbestos Officer, and any other appropriate Officer. In some cases it may be decided to refer potentially exposed individuals to the Occupational Health Department to allow the medical issues and concerns to be fully discussed and any anxieties allayed. Building Managers/Line Managers will need to discuss this option with the Health and Safety Division and their Directorate Personnel Officers.
- 8.5 The Occupational Health Division will keep a medical record of any incident involving exposure to asbestos of any individual exposed.

9.0 Audit, Monitoring and Review of Asbestos Management Plan

- 9.1 The effectiveness of the CAMP will be monitored by the Health and Safety Division as part of the health and safety monitoring programme

- 9.2 Where a Technical Division arranges work on the fabric of the building and identifies significant quality issues relating to the contractor, these quality issues must be referred to the Asbestos Technical Group for review and appropriate action.
- 9.3 Quarterly reports will be produced allowing the Health and Safety Division to monitor whether Building Managers have carried out and evidenced their annual monitoring of asbestos left in-situ. The quarterly reports will be broken down by Directorate and will be sent to the relevant Director. Six-monthly reports will also be submitted to CMT and an annual report will be submitted to the Corporate Health and Safety Advisory Forum on the findings.
- 9.4 Health and Safety Officers, Building Managers, Technical Division and the CAT will advise the Health and Safety Manager of any shortcomings in the implementation of the CAMP in any premises.
- 9.5 The Health and Safety Division and the CAT will undertake a review of the CAMP every year, or more frequently if there are changes to the organisations structure and/or staff changes in building use/occupancy; or if there is a failure in the procedures which warrant a review.

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APPENDIX 1

WHEN TO REQUEST ADVICE REGARDING WORK ON THE FABRIC OF THE BUILDING

Consider the site risk along with the work risk when deciding whether advice is required from the CAT

Work risk rating	Building risk rating		
	High risk	Medium risk	Low risk
High risk <i>Demolition and major refurbishment works</i>	Asbestos advice required. A site visit will be undertaken.	Asbestos advice required. A site visit will likely be undertaken.	Asbestos advice required. A site visit will likely be undertaken.
Medium risk <i>Minor refurbishment works, Installation of fire, alarm and CCTV systems, minor window replacement, door replacement</i>	Asbestos advice required. A site visit will likely be undertaken.	Asbestos advice required. A site visit will likely be undertaken.	Asbestos advice maybe required. Advice may take the form of a phone call/email.
Low risk <i>Change flooring, painting and decoration, routine maintenance</i>	Asbestos advice required. A site visit will likely be undertaken.	Asbestos advice maybe required. Advice may take the form of a phone call/email.	No asbestos advice required

Building asbestos risk ratings can be found on the RAMIS Asbestos Dashboard

RAMIS

Navigation: Portfolio Cardiff - Education Schools CATHAYS HIGH SCHOOL

Asbestos Dashboard

RAMIS Pin: 9163543
URPN: 5000102
CATHAYS HIGH SCHOOL
CROWN WAY
GABALFA
CF14 3XG
UK

Asbestos Register

Site Status

General Status	Unknown
Survey Completed	No Survey Found
Remedial Status	No Remedial Tasks
Monitoring Status	No Audit Found
Site Risk Rating	High Risk

Monitoring Activity - Calendar View

Task Name	Completed Date	Date Due
This site has no outstanding tickets.		

Active Job Tickets

Event/Job Title	Date Added
This site has no outstanding tickets.	

[View all Job Tickets](#)

Document Repository - Name

- Removal / Encapsulation
- Restricted / Prohibited
- Inaccessible Areas
- Current Survey & LAMP
- Refurb/Demolition Survey
- General Documents (0)
- Site Documents (5)
- Asbestos Floor Plans (8)
- Abatement Documents (0)
- Condition Monitoring (0)
- Historic Asbestos Survey
- Historic Asbestos Documents

APPENDIX 2



Asbestos Advice Request

**Completed form to be emailed to the Cardiff Asbestos Team (CAT) – Asbestos@cardiff.gov.uk*

Date Form Completed (DD/MM/YYYY): / /	Advice Requested by:
Proposed start date for works: / /	Cost Code:

Premises name:			
Address:			
Postcode			
Site Contact Name:		Telephone number:	

Description of work

Consider all elements of work for example for any wiring, cable and pipework. Location of proposed works as identified on CAD asbestos plans:

Block No:

Room No's:

Proposed Works:

Categorisation of works

REACTIVE (Repairing Fault)	
PLANNED (Improvement Work)	
R&D SURVEY SPECIFICATION	

Additional information:-

CAT001	Issue 4	June 2019	Process Owner: Resources Health & Safety	Authorisation: Chris Bolton	Page 1 of 2
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Asbestos Advice Feedback

(survey observations and results of samples taken)

COPY TO BE RETAINED ON SITE WITH THE ASBESTOS MANAGEMENT PLAN

* to be completed by the CAT

Date of Survey/Advice:	
Asbestos Officer:	Contact Details:
Samples / Results:	
<p>General Advice: With a site visit and desktop study of the asbestos information the following information can be given:-</p> <p>Area:</p> <p>Works:</p> <p>Advice:</p> <p>This advice is given solely for asbestos risk – risk assessments must be made for any foreseeable risks such as, but not limited to, electrical and working at height which must be undertaken by those competent to do so.</p>	

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APPENDIX 3**WHEN IS A REFURBISHMENT/DEMOLITION SURVEY NEEDED?**

1. The purpose of this information sheet is to advise on when R&D surveys are required when arranging works. Please note that this procedure will apply to a building built pre 2000 only, as post 2000 buildings should have an asbestos free certificate.
2. An R&D Survey is required where the premises, or part of it, needs intrusive maintenance, refurbishment or demolition. An R&D Survey is required for any structural work on the fabric of the building and would be required for work such as removing doors, walls, windows or installing new equipment. Typically an R&D Survey would be required where the work being undertaken goes beyond the normal management functions covered by an asbestos management survey.
3. The R&D Survey does not usually cover a whole building but is targeted at the specific works being undertaken.
4. A management survey is suitable and sufficient to enable the Building Manager to manage and maintain the premises, e.g. general painting and decorating, carrying out legionella checks. Improvement works and those works that go beyond normal management and maintenance require a Refurbishment/ Demolition Survey.
5. An R&D Survey must be arranged through the CAT and must be carried out prior to the work commencing. R&D Surveys are not carried out by the CAT but are contracted out to a UKAS approved Asbestos Surveyor and must be uploaded to RAMIS.
6. If you have any queries or want to discuss this further please contact any member of the CAT on 029 2087 2374 or e-mail Asbestos@Cardiff.gov.uk

APPENDIX 4**REFURBISHMENT/DEMOLITION SURVEYS PROCEDURE**

1. The Person Arranging the Works (PAW) will give a clear brief of the works required and detail the areas requiring surveying and submit this on an AAR to the CAT. No deviation from the area/works specified in the R&D Survey will be permitted once the survey has been completed.
2. The PAW will provide sufficient information to enable the R&D Survey to be carried out, including marked up black and white CAD plans showing proposed cable runs, network drops, pipe runs, positioning of whiteboards etc. The PAW will also provide any additional relevant information needed to allow the survey to be carried out safely, e.g. other contractors working on site at the same time as the proposed survey, hours of access/egress, any known risks, e.g. high access.
3. The CAT will advise whether an R&D survey is required and if so will write a survey specification and issue this back to the PAW. The PAW will request a quote for the survey from surveying companies on Lot 3 of the Asbestos Management Services Framework and will ensure costs have been agreed prior to placing an order.
4. The PAW will agree with the surveying company timescales for the surveys to be completed and arrange all necessary access to be provided during the survey.
5. The surveying contractor must immediately notify the Building Manager or PAW if any suspected ACMs are identified during the survey that are damaged or in a dangerous condition.
6. The PAW will complete a quality check on the completed R&D Survey. This will involve a cross check against all known information on asbestos within the premises.
7. When the PAW completes their quality check they will inform CAT and the CAT will upload survey onto RAMIS.
8. The R&D survey will then be issued to the relevant person/contractor to enable then to plan, arrange and undertake the planned works.

APPENDIX 5

Internal Asbestos Training

The level of training set out below applies to CC employees.

Category:	Applicable for:	Accreditation Required:	Frequency
Asbestos awareness training. (ALL operatives will require this level of training).	Persons whose work could foreseeably expose them to asbestos while carrying out their normal everyday work, or who may influence how work is carried out, such as; <ul style="list-style-type: none"> • General maintenance staff • Electricians • Plumbers • Gas fitters • Painters & decorators • Joiners • Plasterers • Construction & Demolition workers • Roofers • Heating & ventilation engineers • Telecommunications engineers • Fire & intruder alarm installers • Computer & data cable installers • IT Technicians • Facilities Operatives & Management • Caretakers • Cleaning Supervisors • VOID Cleaners • PAT Team • Building Managers • Architects • Building Surveyors 	Training to be provided by a UKATA/IATP/BOHS registered member	Annual
Asbestos awareness training.	Catering Staff (responsible for school kitchens), Building Cleaning Staff, Key Holders, Receptionists and School Governors	Training to be provided by a UKATA/IATP/BOHS registered member	Bi-Annual
Training for non-notifiable non-licensable asbestos work* Non-licensed training does cover the elements of awareness training (there is no need to complete both awareness and non-licensed courses separately)	Those whose work will knowingly disturb ACM's. The training is necessary for the employees set out below plus any supervisors. General maintenance staff <ul style="list-style-type: none"> • Electricians • Plumbers • Gas fitters • Painters & decorators • Joiners • Plasterers • Construction & Demolition workers • Roofers • Heating & ventilation engineers • Telecommunications engineers • Fire & intruder alarm installers • Computer & data cable installers • IT Technicians • Caretakers 	Non Licensed training plus relevant task specific training to be provided by a UKATA/IATP registered member, in accordance with the HSE publication " Asbestos Essentials: A Task Manual For Building, Maintenance & Allied Trades On Non-licensed Asbestos Work. "	Annual
P402 Building Surveying and Bulk Sampling (or equivalent)	Those carrying out surveys of premises and taking samples of possible ACM's	BOHS accredited P402 training.	N/A

APPENDIX 6

External Asbestos Training

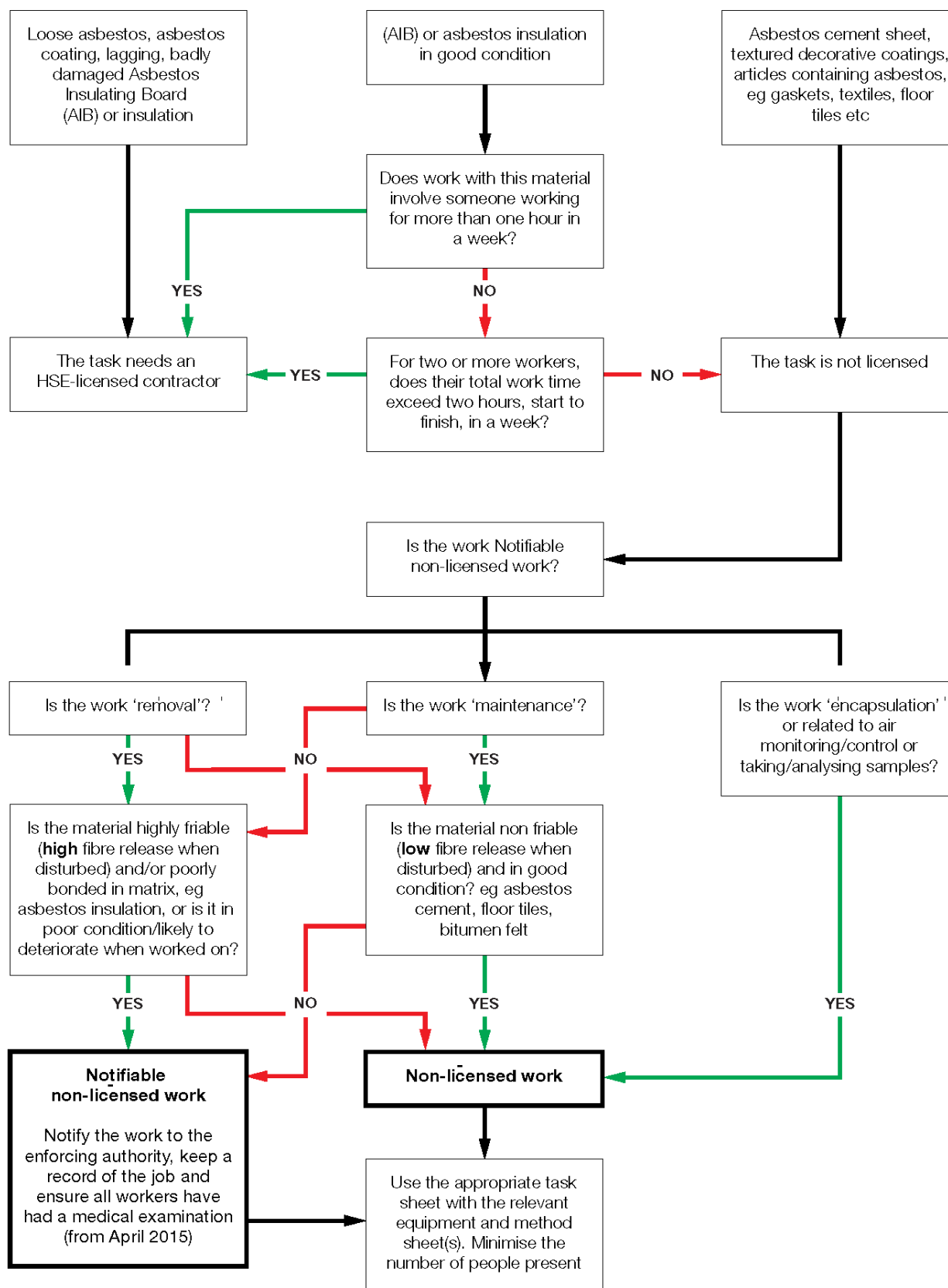
The levels of training set out below are equally applicable to external contractors (and sub-contractors) carrying out work on behalf of CC.

Category:	Applicable for:	Accreditation Required:	Frequency
Asbestos awareness training. (ALL operatives will require this level of training).	Persons whose work could foreseeably expose them to asbestos while carrying out their normal everyday work, or who may influence how work is carried out, such as; <ul style="list-style-type: none"> • General maintenance staff • Electricians • Plumbers • Gas fitters • Painters & decorators • Joiners • Plasterers • Construction & Demolition workers • Roofers • Heating & ventilation engineers • Telecommunications engineers • Fire & intruder alarm installers • Computer & data cable installers • Shop fitters • Statutory Maintenance • Kitchen Equipment Maintenance Engineers • IT Technicians • Architects • Building surveyors • Building cleaning staff • Statutory Maintenance Contractors E.g. carrying out legionella monitoring, electrical checks 	Training to be provided by a UKATA/IATP/BOHS registered member	Annual
Training for notifiable and non-notifiable non-licensable asbestos work.	Those whose work will knowingly disturb ACM's in any other premises. The training is necessary for the employees set out below plus any supervisors. <i>This list is not exhaustive</i> <ul style="list-style-type: none"> • General maintenance staff • Electricians • Plumbers • Gas fitters • Painters & decorators • Joiners • Plasterers • Demolition workers • Construction worker; • Roofers • Heating & ventilation engineers • Telecommunications engineers • Fire & intruder alarm installers • Computer & data cable installers • IT Technicians • Shop fitters • Statutory Maintenance Contractors E.g. carrying out legionella monitoring, electrical checks 	<i>Non Licensed Works</i> plus relevant task specific training to be provided by a UKATA/IATP registered member, in accordance with the HSE publication " Asbestos Essentials: A Task Manual For Building, Maintenance & Allied Trades On Non-licensed Asbestos Work. "	Annual
Training for licensable work with asbestos	Those conducting licensable work such as removing asbestos insulation or insulating boards.	Training to be provided by a HSE Licensed Contractor <i>in accordance with HSE Guidance</i>	Annual
Training for work near ACM's	Scaffolders carrying out work in the close proximity of ACM's (Ancillary work.)	Training to be provided by a UKATA registered member	Annual
Surveying and sampling	Those carrying out surveys of premises and taking samples of possible ACM's	P402 BOHS accredited training	N/A

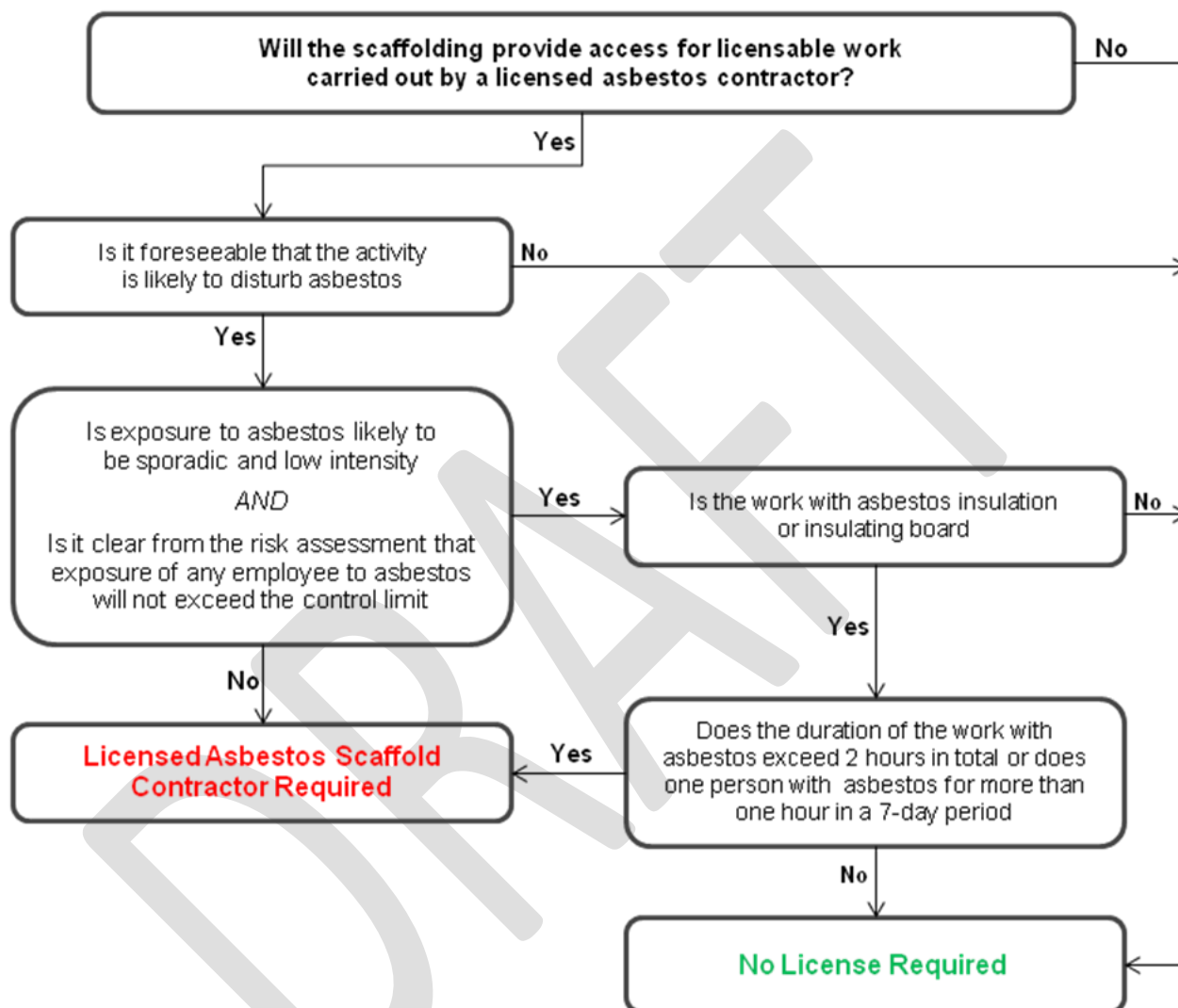
Analytical works	Those carrying out air monitoring and four stage clearance procedures.	P403 & P404 BOHS accredited training.	N/A
Bulk Sample Analysis.	Those carrying out analysis for the identification of asbestos fibres within bulk materials.	P401 BOHS accredited training.	N/A

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APPENDIX 7

Deciding whether the asbestos work is licenseable

APPENDIX 8

Selecting a Licensed Asbestos Scaffold Contractor

APPENDIX 9



ASBESTOS PERMIT TO WORK SHEET

Project Title	Contractor
Designation	Name of Operative
Date/s of work	Duration of Permit
Location of work (Site/Building/Room/Location)	
Description of Work (State specific work)	

Section 1 Permit to Work

I confirm I have informed the named contractor/operatives of any identified or presumed asbestos containing materials located in, or in close proximity to the work area, or, of the fact there is no asbestos, and have advised of the requirement to follow the follow procedures in the Corporate Asbestos Management Plan		
NB All operatives engaged in the work must sign overleaf		
Name of issuing officer / Duty Holder	Signature	
Designation	Time	Date

Section 2 Contractor/Supervisor/Operative Declaration

I have examined the asbestos survey reports and Local Asbestos Management Plan in relation to the proposed work area and confirm:		
a) the work is not expected to disturb identified asbestos, OR		
b) the work could disturb asbestos and I am following the requirements of all relevant legislation and the Council's Asbestos Management Plan.		
Delete a) or b) as appropriate and record any relevant details/advice/instruction given by the CAT overleaf. I have instructed all persons assigned to this work appropriately.		
Name (Contractor/Operative)	Signature	Date

Section 3 Completion

I hereby declare that the work stated above has been completed		
Name of issuing officer / Duty Holder	Signature	
Designation	Time	Date

SHOULD ANY IDENTIFIED ASBESTOS BE DISTURBED DURING THE EXECUTION OF THE WORK OR ANY SUSPECT MATERIAL IS ENCOUNTERED, ALL WORK OPERATIONS MUST CEASE AND THE CARDIFF ASBESTOS TEAM (CAT) CONTACTED FOR ADVICE (Telephone number on front cover of Asbestos Management Plan)

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PERSONS/OPERATIVES UNDERTAKING WORK WHICH DISTURBS THE FABRIC OF THE BUILDING

I am aware of the presence or absence of asbestos in the area of work and will comply with all relevant procedures in respect of work with asbestos

Operative Name (print)	Operative Signature	Date



Additional Comments



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APPENDIX 10



Certificate of Cleanliness following Works with Non-Licensed Products

Please tick the following to indicate level of works:	Notifiable Non-Licensed Works	<input type="checkbox"/>
	Asbestos Category B (Non-Licensed) Works	<input type="checkbox"/>

Regarding work on Asbestos Non-Licensed Product from:

Address:	
Post Code:	
Location: (please use references from Corporate CAD Plans or relevant Asbestos survey plans)	

Name of Contractor:	
Address:	
Post Code:	

Description of work and additional comments: (if applicable please include asbestos inspection record number)	
Date of Removal:	

The works have been completed to a satisfactory level and there were no visual traces of dust and debris evident. This area can return to normal use:

Signed by competent persons:	
Print Name:	
Date:	

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APPENDIX 11

EMERGENCY PROCEDURE IN THE EVENT OF ACCIDENTAL FIBRE RELEASE

If any materials known or presumed to contain asbestos are damaged the following action must be taken:

- 1. Leave the material alone and halt any work being undertaken immediately.**
2. Do not put yourself or others at further risk; ensure that all personnel leave the area and if possible record their names.
3. Ensure that nothing is removed from the area e.g. books and papers as they could spread asbestos dust.
4. Do not disturb or remove anything in the vicinity of the damaged 'asbestos'. NEVER CLEAN UP – this can spread any dust into the air and make matters worse. Be aware that employees working in the area may be contaminated and may be spreading asbestos dust.
5. Keep people away from the area. Lock doors and secure the area.
6. Telephone, during normal working hours, the Health and Safety Division Cardiff Asbestos Team (CAT) (029 2087 2374) who will arrange for the Asbestos Officer to visit, investigate and advise.
7. If individuals themselves are contaminated, where possible and where available, they should put on a disposable dust mask to filtration factor FFP3.
8. The individual should then remove any items of contaminated clothing and then put on disposable overalls. The removed items of clothing will be disposed of as contaminated waste.
9. The Asbestos Officer will visit as soon as possible to inspect the area and arrange for samples of the material to be taken for analysis. They will discuss with you what needs to be done to make the area safe. In the case of previously unidentified asbestos, where damage is suspected, the above emergency procedure should be followed until it is confirmed whether the material does contain asbestos.

APPENDIX 12**PROCEDURE FOR ACTION OF ASBESTOS REMEDIAL WORK REQUIRED FOLLOWING ASBESTOS MANAGEMENT SURVEY**

1. When a new asbestos management survey has been completed and quality checked the survey will be uploaded as a 'live' document on RAMIS.
2. Asbestos that has been identified but cannot be managed in-situ will require abatement works (removal, enclosure or encapsulation). The cost of these works will be met by the relevant budget holder.
3. The Building Managers and the Cardiff Asbestos Team (CAT) will be notified via RAMIS of the required abatement work. A specification for these works will be provided by the CAT.
4. The Building Managers will request a Technical Division to arrange the required works with Licensed Asbestos Removal Contractor (LARC) as per the specification written by the CAT. LARC's must be selected from those appointed to Lot 2 of the Asbestos Management Services Framework.
5. The LARC will complete the work as requested.
6. The Technical Division will monitor a percentage of jobs based on risk and will quality check a percentage of completed jobs.
7. The CAT will, when the work is completed, close off the completed remedial actions on RAMIS and upload all relevant asbestos documentation into RAMIS, e.g. HSE notification, air testing, clearance certificate.
8. RAMIS will automatically update the LAMP restrictions/prohibitions and e-mail the Building Manager reminding them to print off updated hard copy documents.

APPENDIX 13

RAMIS:LIVE © 2019



Local Asbestos Management Plan For

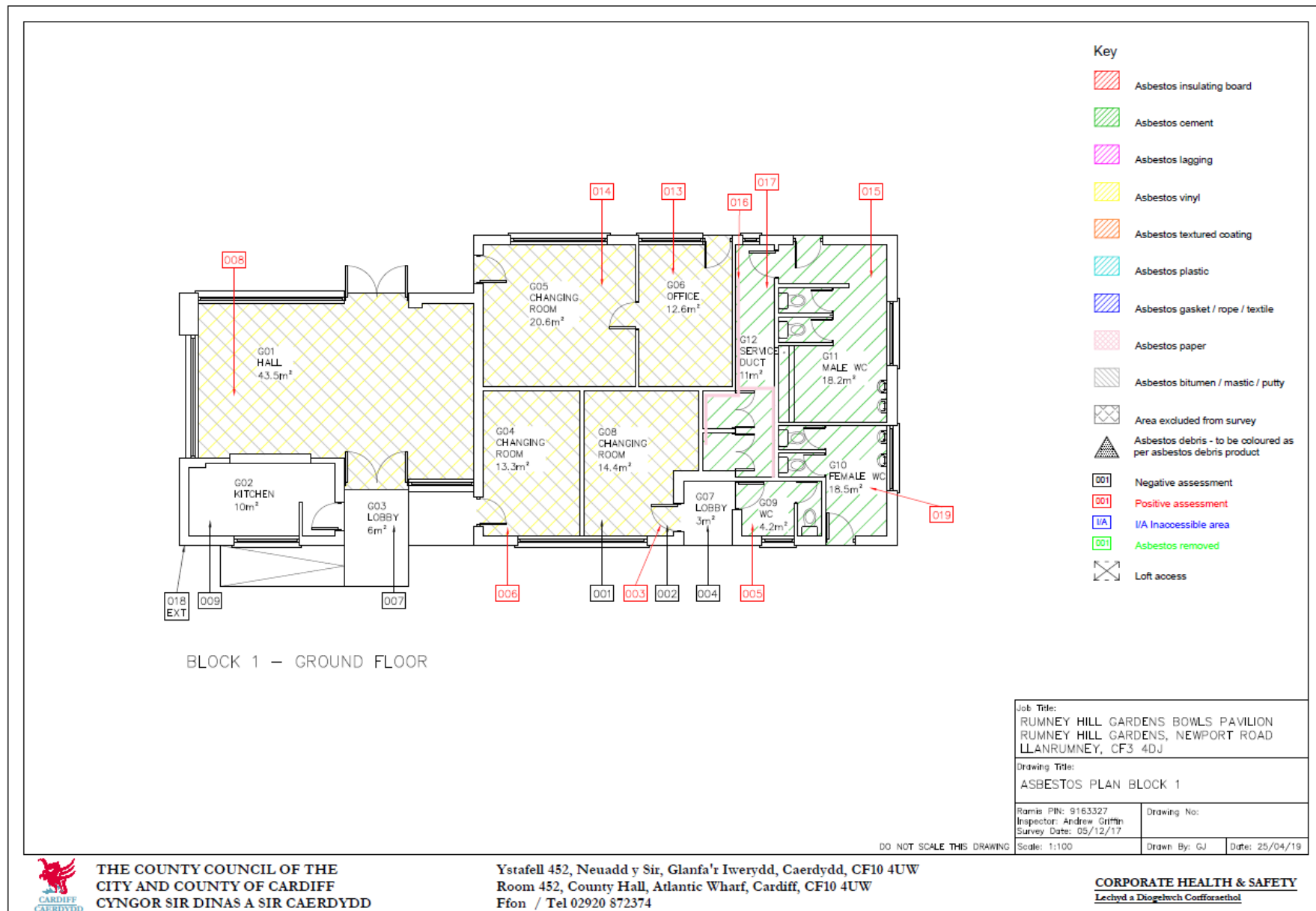
RUMNEY HILL GARDENS BOWLS PAVILION RHYMNEY HILL GARDENS NEWPORT ROAD LLANRUMNEY

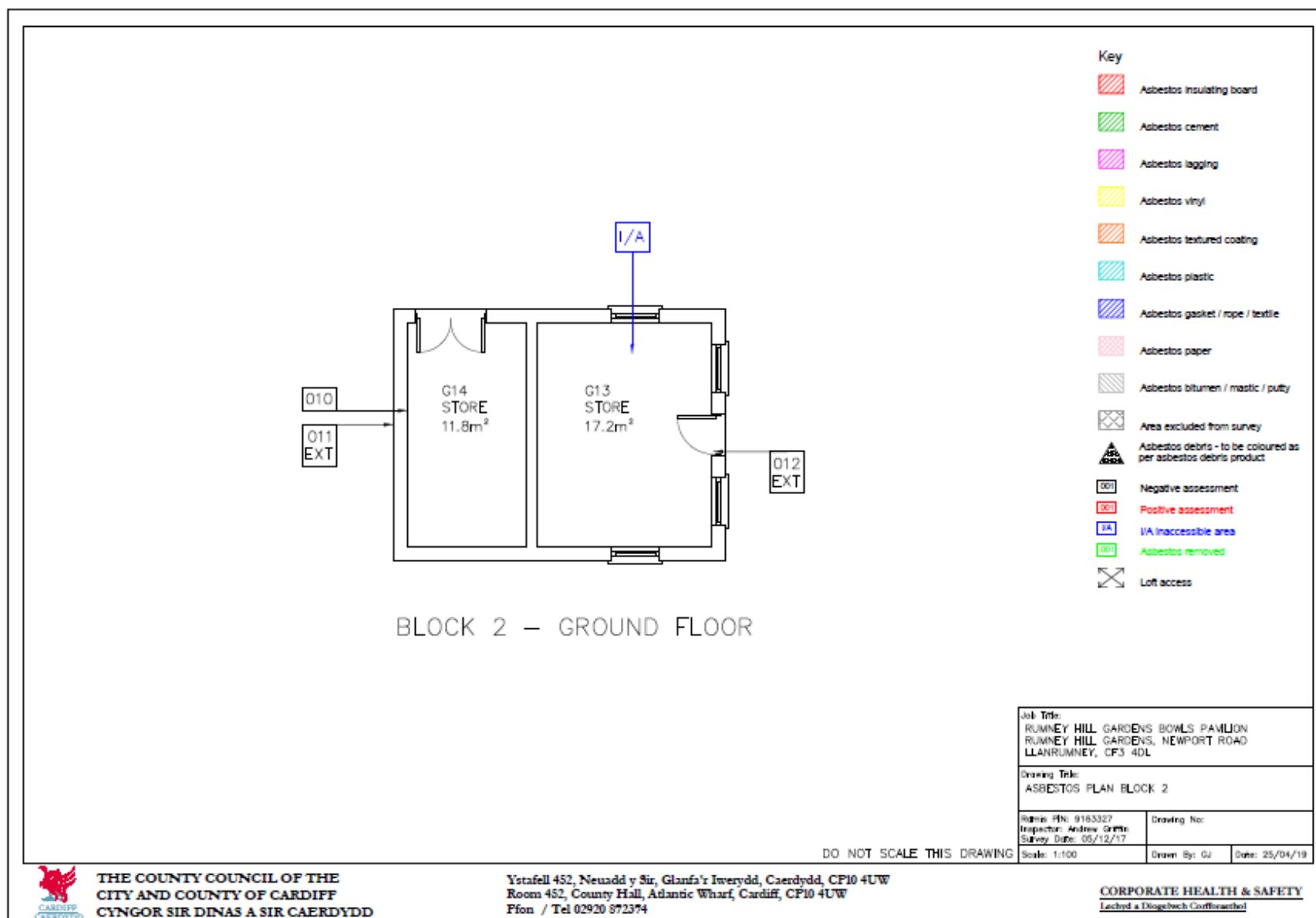
Building Manager :

ADAM BEACH

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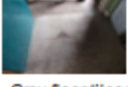
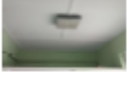
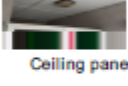
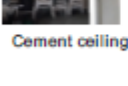





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Asbestos Register

Building: **Block 01**Floor: **Ground**

	Location	Description (Product Type)	Amount	Surface Treatment	Extent of Damage	Inspection Ref (Asbestos Type)	Main Activity	Material Score	Priority Score
	G01 Hall	Vinyl and bitumen (Vinyl)	> 10m2 to <= 50m2	Reinforced Composite Material	Good Condition	9163327/008 (Chrysotile)	Low Disturbance	2	6
Black vinyl floor tiles with bitumen adhesive Asbestos detected in both vinyl and bitumen. Fixed fibreboard ceiling tiles and solid walls. Solid floor beneath vinyl tiles. Timber framed windows with timber sills. Ply board panel to wall beneath kitchen serving hatch.									
	G04 Changing Room	Vinyl and bitumen (Vinyl)	> 10m2 to <= 50m2	Reinforced Composite Material	Low Damage	9163327/006 (Chrysotile)	Low Disturbance	3	7
Dark green and cream floor tiles with bitumen adhesive Asbestos detected in both vinyl and bitumen. Fixed fibreboard ceiling tiles and solid walls. Solid floor beneath vinyl tiles. Timber framed window with solid sill. Modern vinyl tiles fixed to lower half of the walls.									
	G05 Changing Room	Vinyl and bitumen (Vinyl)	> 10m2 to <= 50m2	Reinforced Composite Material	Low Damage	9163327/014 (Chrysotile)	Low Disturbance	3	5
Dark green and cream vinyl floor tiles with bitumen adhesive below carpet Similar to inspection reference 9163327/006. Asbestos strongly presumed in both vinyl and bitumen. Fixed fibreboard ceiling tiles and solid walls. Solid floor beneath vinyl tiles. Timber framed window with solid sill. Modern vinyl tiles fixed to lower half of the walls.									
	G06 Office	Vinyl and bitumen (Vinyl)	> 10m2 to <= 50m2	Reinforced Composite Material	Low Damage	9163327/013 (Chrysotile)	Low Disturbance	3	5
Dark green and cream vinyl floor tiles with bitumen adhesive Similar to inspection reference 9163327/006. Asbestos strongly presumed in both vinyl and bitumen. Fixed fibreboard ceiling tiles and solid walls. Solid floor beneath vinyl tiles. Timber framed window with solid sill.									
	G08 Changing Room	Vinyl and bitumen (Vinyl)	> 10m2 to <= 50m2	Reinforced Composite Material	Good Condition	9163327/003 (Chrysotile)	Rare Disturbance	2	2
Grey floor tiles with bitumen adhesive beneath large green tiles Asbestos detected in both vinyl and bitumen. Fixed fibreboard ceiling tiles and solid walls. Solid floor beneath vinyl tiles. Timber framed window with solid sill.									
	G09 WC	Cement (Cement)	<= 10m2	Sealed Asbestos Cement	Good Condition	9163327/005 (Chrysotile)	Low Disturbance	2	4
Ceiling panels Solid walls and solid terazzo floor. Timber framed window and solid sill. Modern cistern and bathroom fittings.									
	G10 Female WC	Cement (Cement)	> 10m2 to <= 50m2	Sealed Asbestos Cement	Good Condition	9163327/019 (Chrysotile)	Low Disturbance	2	5
Ceiling panels Similar inspection reference 9163327/005. Solid walls and solid terazzo floor. Ceramic sinks and toilets. Timber framed window with solid sill.									
	G11 Male WC	Cement (Cement)	> 10m2 to <= 50m2	Sealed Asbestos Cement	Good Condition	9163327/015 (Chrysotile)	Low Disturbance	2	5
Cement ceiling panels Similar to inspection reference 9163327/005. Solid walls and solid terazzo floor. Timber framed window with solid sill. Ceramic sinks and toilets.									
	G12 Service Duct	Paper (Paper)	> 10m2 to <= 50m2	Sealed	Medium Damage	9163327/016 (Chrysotile)	Low Disturbance	6	4
Paper lining beneath MMMF lagging to pipe Solid walls and floor. Timber window vent. Ceramic and metal cisterns. Metal pipework.									

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G12 Service
Duct

Cement
(Cement)

> 10m2 to <= 50m2

Unsealed
Asbestos Cement

Low Damage

9163327/017
(Chrysotile)

Low Disturbance

4

4

Ceiling panels Similar to inspection reference 9163327/005. Solid walls and floor. Timber window vent. Ceramic and metal cistern. Metal pipework.

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Asbestos Action Plan

Risk Band: **C Low Risk**

	Location	Insp. Ref	Material	Priority	Total	Action Rqd.
Block 01	Ground					
G12 Service Duct		9163327/017	4D	4	8C	Overclad / Encapsulate damaged areas and monitor in situ on an annual basis.

Ceiling panels Similar to inspection reference 9163327/005. Solid walls and floor. Timber window vent. Ceramic and metal cistern. Metal pipework.

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Communication Plan

1. Asbestos containing materials (ACM's) will be labelled by the surveyor at the time of survey. The labels will give an indication of the presence of asbestos but cannot be relied upon to identify ACM's so must be used in conjunction with the asbestos register.
2. All employees must be made aware of the presence or possible presence of ACM's in their workplace. A team talk is available to assist Managers in informing staff about the presence of asbestos. Anybody carrying out work on the fabric of the building must have received UKATA accredited asbestos awareness training, have read the asbestos register and signed the logbook (either hardcopy or electronically via RAMIS) prior to work commencing. No work must be carried out on ACM's unless arranged through a technical department with the work carried out by trained and competent contractors.
3. All maintenance works must be engaged through a technical department and the contractors have read the asbestos register and signed the logbook (either hardcopy or electronically via RAMIS) prior to work commencing.
4. All contractors carrying work on the fabric of the building must be provided with a copy of the LAMP and must have read the asbestos register and signed the logbook (either hardcopy or electronically via RAMIS) prior to work commencing. UKATA asbestos awareness training is required as a minimum standard with category B training or the contractor being licensed if work will affect ACM's.
5. Emergency arrangements – in the event of a suspected exposure then do not put yourself or others at further risk. Halt work, vacate the area taking care not to spread dust/contamination and seek advice from an Asbestos Expert.

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IMPORTANT ASBESTOS NOTICE



NOTICE OF PROHIBITED/RESTRICTED ACCESS AREAS

PRIMARY SCHOOL

Version 1 10/05/2013

PROHIBITIONS

The following areas have been designated as access Prohibited. No persons are permitted to access the prohibited areas, should access be required in event of an emergency please contact the Asbestos Management Team.

Building 78 (Junior Block)

- Ground Floor, Room 043 Medical – Prohibit access to ceiling void above room (AIB debris to ceiling void).
- Ground Floor, Room 015 WC – Prohibit access to ceiling void above room (AIB debris to ceiling void).
- Ground Floor, Room 046 Plant Room – Prohibit access to ceiling void above room (AIB debris to ceiling void).

RESTRICTED

The following areas have been designated as access Restricted. Only appropriate and authorised staff are allowed to access restricted areas, and then only to carry out the specific tasks (taking into account any comments) detailed below:

Building 78 (Junior Block)

Area	Restriction Guidelines
Restrict access to ceiling voids above Ground Floor, Rooms: 001 Cleaner & 002a Lobby. (Asbestos lagging)	<ul style="list-style-type: none"> • Prior to any works or any maintenance activities above the ceiling please contact a member of the Asbestos Management Team.
Ground Floor, Room 010 Boiler Room.	<ul style="list-style-type: none"> • Follow Boiler House Guidance.

Please note that ducts have not been included in survey so must not be accessed without seeking advice from the Asbestos Management Team.

Donna Jones
Manager, Health, Safety and Occupational Health

Version 1
RP

Page 1 of 1

10/05/2013

GLOSSARY OF TERMS

AAR	Asbestos Advice Request
ACM	Asbestos Containing Material
AMP	Asbestos Management Plan
CAT	Cardiff Asbestos Team
CAMP	Corporate Asbestos Management Plan
CAR2012	Control of Asbestos Regulations 2012
CC	Cardiff Council
DAMP	Domestic Asbestos Management Plan
LAMP	Local Asbestos Management Plan
LARC	Licensed Asbestos Removal Contractor
PAW	Person Arranging the Works
R&D	Refurbishment & Demolition
RAMIS	Risk Assessment Monitoring Information System