

## ASBESTOS MANAGEMENT POLICY

### POLICY STATEMENT OF INTENT

It is the policy of St Ives Town Council to ensure that as far as is reasonably practicable no persons are exposed to risks to their health due to exposure to any asbestos-containing materials that may be present in any of the properties that it owns or occupies.

### INTERPRETATION

Asbestos is a mineral that is resistant to heat, fire and corrosive chemicals. It is composed of small fibres, which can only be detected by using a microscope under laboratory conditions. Asbestos fibres are hazardous and principally cause harm to the lining of the lungs when inhaled. As asbestos ages, weathers or is worked upon it becomes more 'friable' and fibres may be released more easily.

'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 except by snapping.

'Asbestos Register' means a register held by the Town Council of any of its properties known to contain asbestos.

### ACTION PLAN

No new asbestos-containing materials will be used in Town Council properties.

Where existing properties 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 noted in the Asbestos Register and the installation will be re-inspected at regular intervals to ensure that the condition of the material or its containment have not changed.

Where existing properties 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 two working hours the HSE guidelines allow normal building contractors to execute the removal works. The Town Council may, under supervision, allow normal building contractors to execute asbestos removal works in these limited circumstances. Where there is any doubt 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.

An Asbestos Register is maintained by the Town Council and contains details of all known asbestos-containing materials, installations and locations.

The Asbestos Register will be regularly updated and periodically reviewed.

The Asbestos Register will be brought to the attention of any employee or contractor whose work may entail deliberate or inadvertent disturbance of the asbestos- containing material.

No work will be undertaken to a Council property without first checking the asbestos register for the presence of asbestos in the area affected. If any unexpected potential asbestos-containing materials are discovered during work they must not be disturbed but the incident should be reported to the Town Clerk who will arrange for an asbestos inspection and priority assessment. If the material has been inadvertently disturbed then work in that area will cease.

## **ONGOING MANAGEMENT OF ASBESTOS**

All asbestos that has been left in place will be subject to regular inspection at least every two years. More regular inspection will be carried out if the material is liable to mechanical damage.

All employees who are likely to come into contact with asbestos will have access to the relevant details in the Asbestos Register.

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 advise the Town Clerk.

The Asbestos Register is the responsibility of the Town Clerk.

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| <b>Responsible Officer</b> | Town Clerk | <b>Date effective from</b> | May 2013 | <b>Review date</b> | March 2017 |
| <b>Author</b>              | Town Clerk | <b>Date last amended</b>   | May 2016 |                    |            |