

TITLE: W-HSP-03 Asbestos Management Policy**AUTHOR: Publica Corporate Health & Safety Team****DATE: September 2025****APPROVED BY:****REVIEW DATE: September 2026**

| Version | Status | Date | Reviewer | Purpose/outcome |
|---------|--------|------------|--------------------------------|---|
| 1.0 | Draft | 29/09/2025 | Corporate Health & Safety Team | Review and update of existing policy |
| 1.1 | Draft | 12/11/2025 | Stan Akhurst & Claire Locke | Internal Review Prior to Submission to Democratic Services. |
| 1.2 | Draft | 17/11/2025 | Stan Akhurst | Final review |
| | | | | |

1. Purpose

This policy sets out West Oxfordshire District Council's approach to managing asbestos, where the duty to manage under the Control of Asbestos Regulations 2012 lies with the Council. The Council will ensure that there is an effective system for identifying, monitoring and managing asbestos containing materials within its area of responsibility.

2. Statement of Intent

West Oxfordshire District Council are committed to managing the risks associated with Asbestos and Asbestos-Containing Materials (ACMs) in full compliance with the Control of Asbestos Regulations 2012.

The Council prioritises the health, safety and welfare of employees, contractors, commercial and residential tenants, visitors and members of the public. This commitment includes the effective identification, management and control of Asbestos risks to ensure that exposure to harmful Asbestos fibres is reduced to the lowest level that is reasonably practicable.

In order to achieve full compliance in implementing the Asbestos Management Policy, the Council has the following objectives:



- Conduct regular inspections and produce asbestos management plans for relevant properties in their charge and take steps necessary to comply with any recommendations made by such inspections.
- Identify materials that contain asbestos (and those presumed to contain asbestos) and take steps to communicate this information of the location, type and condition to employees, contractors, managing agents, and tenants and any other bodies such as, emergency services, that may be affected by it.
- Assess the risk of exposure to ACMs and identify and implement appropriate control measures to reduce the risk identified.
- Prepare and maintain in accordance with the Control of Asbestos Regulations 2012, an asbestos management plan for the Council's assets. The plan shall set out how the risks from ACMs will be managed and prioritised. The Council will annually review, monitor and update the asbestos management plan following any relevant change in circumstances and ensure the plan remains up to date.
- Ensure information regarding the survey findings are accessible to all employees, contractors and any other person/s who may be brought into contact with asbestos as part of their activities. This information should also be accessible to other interested parties as necessary,
- Presume the building fabric of premises (pre year 2000 built) and other relevant construction materials contain asbestos, unless there is strong evidence that they do not.
- Identify the role and function of Duty Holders for all Council premises and ensure that they are fully aware of, and competent to carry out this role.
- Allocate sufficient resources to ensure the effective management of asbestos.
- Maintain records of the activities conducted while implementing the asbestos management plan.
- Retain all Asbestos documentation for the appropriate retention period, (40 years) as set out in the Council's retention of documentation policy.

3. Scope

This Policy applies to both properties owned, leased or managed by the Council, including emergency accommodation, commercial buildings and public facilities.

West Oxfordshire District Council shall ensure that so far as is reasonably practicable, no occupant of, or visitor to Council controlled premises should not be exposed to asbestos risk as a result of activities being undertaken within such premises or from its presence.

4. Definition of Terms

4.1 Asbestos – A naturally occurring silicate mineral that was widely used commercially within the building industry for their desirable physical properties of sound absorption, tensile strength and its resistance to fire, heat, electrical and chemical damage.

4.2 Asbestos Condition Monitoring Inspection - 'Condition Monitoring' involves a formal recorded annual or at any significant change point visual inspection of all asbestos containing materials (including materials presumed to contain asbestos) in Council controlled properties.

4.3 Asbestos Containing Materials (ACMs) – Asbestos products widely used in the building industry, examples include lagging for pipes, boilers, insulation boards, ceiling and floor tiles,

fireproofing on doors, wall and other surfaces, building materials such as cement sheeting, roofing felts, mastics, artex and other fibrous materials that may have an asbestos fibre content.

4.4 Asbestos Management Plan (AMP) – the Asbestos Management plan identifies potential asbestos exposure hazards, sets out best practice for notifying to employees and occupants of the presence of ACMs, employees' awareness and operational training, recordkeeping and management of renovations and maintenance operations.

4.6 Asbestos Survey -Any property constructed prior to 2000 will need to undergo an asbestos survey, subject to archi-type survey proportionate to the building, its use, purpose and known or unknown ACM content. The type of survey necessary will be identified by either competent contractor or competent council employee. All management surveys will be carried out by a competent contractor. These surveys will form the basis of the Asbestos Register and Management Plan.

4.7 Duty Holder/s – The Control of Asbestos Regulations 2012 states the 'Duty Holder' should manage the risk from asbestos in non-domestic premises to ensure that ACMs do not present a risk or a potential risk to employees. The Duty Holder is a person or organisation that has a clear responsibility for the maintenance or repair of non-domestic premises by virtue of contract or tenancy. Therefore, the duty to manage may be shared between several parties, or one owner alone. The requirement of Regulation 4 states that duty holder must identify the location and condition of asbestos and to manage the risk to prevent harm to anyone who work on or occupies the building. For example, an owner may be responsible for the common areas whilst the leaseholder is responsible for the parts of the building they occupy. Regulation 4 also requires all parties to cooperate in these situations to enable the Duty Holder to fulfil their obligations under the regulations

5. Understanding Asbestos Risks

5.1 Exposure to asbestos fibres of any type, when airborne and respired may result in chronic diseases such as asbestosis, mesothelioma and lung cancer.

5.2 There are three types of asbestos that were widely used in building and/or construction materials that may be present in premises under Council responsibility:

- **Chrysotile (White Asbestos)** – mainly found in asbestos cement products such as panels, boards, guttering, drainpipes, cold water storage tanks, roofing sheets, soffit boards, 'Artex' coatings etc. It was also a common filler or reinforcement in products such as mastics, adhesives and paints.
- **Amosite (Brown Asbestos)** – Mainly found in fire resistant insulation, wall panels, ceiling tiles and boards, it was also used in sprayed coatings and pipe and boiler insulation.
- **Crocidolite (Blue Asbestos)** – Mainly found in insulation mattresses and as reinforcement in cement and sprayed thermal and acoustic insulation.

Although the above mentions common places where asbestos can be found, but due to its durability, flexibility in use, heat resistance, chemical resistance and thermal properties, it was used in many other situations. It is not always easily identifiable. Due to this, unless there is strong evidence that the material does not contain asbestos, the CAR 2012 regulations stipulate it must be presumed that asbestos is present, until confirmed otherwise not present by a competent authority.

5.3 Asbestos is only a risk to health if respirable asbestos fibres are released into the air and breathed in. As long as the asbestos is in good condition and is not disturbed or damaged there is no risk to health. However, when asbestos material is cut, ground or when an item containing asbestos is damaged, fine fibres are released into the air. These fibres are invisible to the naked eye but because of their size, they present a health hazard. Airborne fibres can then be inhaled and trapped deep in the tissue of the lungs, which can cause asbestosis and mesothelioma and lung cancer. The damaging effects of these diseases, may not become apparent for many years.

It should be noted: In 1999, Chrysotile was the last type of asbestos to be banned from import and use (there are some exceptions – MOD and chemical industry). Thus, any building constructed from 2000 onwards are unlikely to contain asbestos.

5.4 Crocidolite is considered the most hazardous due to the nature of the fibre itself, being very small in size, which enables inhalation deep into the lung and the sharpness/hook like structure of the fibre can cause scar tissue, resulting in disease.

5.5 All employees and anyone present near asbestos-containing materials (ACMs) may be at risk. However, people are considered to be more at risk, when undertaking the following activities as part of their job roles.

- Contractors undertaking refurbishment and demolition works.
- Contractors and Facilities Team employees carrying out or managing building fabric invasive works such as drilling holes to enable services penetrations to be fed through and connected, such as water or gas pipework, ICT data cabling through walls, ceilings or floors.
- Employees and associated waste contractors that deal with and respond to fly-tipped waste.
- Employees in undertaking Reception areas duties, should a member of the public unintentionally/or intentionally bring ACMs into Council premises which is foreseeable as it has happened in the past).

6. Legislation and Regulatory Framework

6.1 This policy is governed and informed by the Legislation:

- **The Health and Safety at Work etc. Act 1974** – The Council, as an employer must ensure the health, safety and welfare at work of its employees and others, so far as is reasonably practicable.
- **The Management of Health and Safety at Work Regulations 1999** .Under Regulation 3, the Council, as an employer, must carry out a suitable and sufficient assessment of the risks to its employees and to others who may be affected by its undertakings
- **The Control of Asbestos Regulations 2012** – All work with asbestos materials is strictly controlled by these Regulations and as such require an assessment to be undertaken by a competent person with respect to the likely exposure to employees prior to starting any work with asbestos or where asbestos may be present. The presence of ACMs must also be suitably managed in compliance with 'The Duty to Manage' to ensure that the risk from asbestos does not change.
- **The Construction (Design and Management) Regulations 2015** – The Council must identify, assess and manage asbestos risks before, during and following construction work.

6.2 This policy has also considered the following HSE publications:

- [L143 – Managing and Working with Asbestos Approved Code of Practice](#)
- [HSG264 Asbestos: The Survey Guide](#)
- [HSG248 Asbestos: The Analysts' Guide](#)
- [HSG227 A Comprehensive Guide to Managing Asbestos in Premises](#)
- [HSG210 HSE Asbestos Essentials Guide](#) (the link is for the separate chapters that are available for free on the HSE website).

7. Roles and Responsibilities

7.1 Chief Executive Officer – holds ultimate responsibility for ensuring compliance with the Control of Asbestos Regulations 2012 is adhered to and is therefore designated as the Duty Holder and Responsible Person.

7.2 Property Managers – Undertake the delegated responsibility of the Duty Holder from the CEO and with this shall:

- Provide sufficient resources for management of asbestos.
- Ensure themselves and their teams are suitably trained to the appropriate level for their job role.
- Ensure any contractors or sub-contractors are competent to undertake designated activities.
- Facilitate the production of an asbestos register and associated risk assessment for all applicable properties under the control of the Council, regularly review these documents and ensure they are kept up to date.
- Designate an Asbestos Control Building Surveyor, ensuring provision of the relevant training and/or refresher to ensure this individual is competent to fulfil this role.
- Facilitate the production of an asbestos management plan, ensuring adequate resources are available to deliver this plan, appropriate actions are taken to remove and/or render safe, and monitoring and inspection programmes should be implemented in line with L143 (linked in Section 6.2).
- Ensure any identified asbestos is appropriately identified within each property by means of labelling its specific location and identification on schematic building drawings. These should be regularly checked and maintained and made available to any contractors who may be undertaking work where ACMs may be present. In cases where the premises is open to the public, for example Council Offices, a record of ACMs should be readily available for review by any relevant person, for examples sub-contractors and other authorities such as The Health and Safety Executive or Fire and Rescue Service.
- Ensure that all appointments made for the removal of, handling of, and disposal of ACMs and suspected ACMs are carried out by an established, licensed and competent company.
- Ensure that sub-contractors undertaking works that are appointed by a main contractor have been assessed as competent, this assessment could include provision of training records, licensing documentation and review of qualifications prior to the commencement of works.
- Management surveys are undertaken by a competent provider for all premises under the remit and control of the Property and Asset Team. These assessments should be current, and recommendations identified in accordance with the risks are prioritised and actioned accordingly.
- Refurbishment and Demolition surveys are legally required under the Control of Asbestos Regulations 2012 and must be conducted before any invasive work into the fabric of applicable buildings proceeds, which will enable ACM's to be confirmed or discounted so

when present, can be safely managed or removed. These surveys should be undertaken when:

- A building or part of a building is being refurbished or demolished.
 - Significant structural changes are planned – such as removing walls, ceilings or floors/flooring.
 - There is a risk of disturbing ACMs during the work.
- Where any works are planned that involve ACMs, plans of work should be prepared and submitted to the HSE via [Notification of Asbestos Work Form](#).
- Inform the Health and Safety team of any suspected ACMs exposure.

7.3 Property and Assets Teams

Members of the Property and Asset teams have the following responsibilities under this policy:

- Attend all relevant training, including Asbestos Awareness training and obtain any other required training based upon level of responsibility within the team and job role.
- Draft Safe Systems of Work and procedures for the management of asbestos that are specific to individual premises, to allow for effective implementation in buildings, both occupied by or tenanted, under Council control.
- To monitor the effectiveness of procedures and review as necessary.
- Arranging asbestos surveys for Council controlled premises.
- To ensure routine condition inspections are planned and undertaken where ACMs listed in the asbestos register are carried out at least annually, more frequently for higher risk materials, dependant on condition/deterioration
- Update and maintain records in asbestos registers.
- Providing advice and information on ACMs to persons having an appropriate interest or connection, including undertaking or arranging a specific project site and inspections as necessary.
- Providing detailed procedures and guidance for tenants in control of premises and team leads located at Council-controlled premises to enable compliance with this policy in general and the requirements of the Control of Asbestos Regulations 2012.

In relation to projects and the employment of external contractors, the property and asset team will ensure that:

- Confirm that contractors have read the asbestos register and signed to confirm this, before the commencement of invasive works.
- Verify that all staff and contractors involved in the project have received asbestos awareness training.
- Ensure that those managing, disturbing or removing ACMs have received HSE-approved and certificated higher level training.
- If the asbestos register details that ACMs are present in the area of proposed building works, there may need to be changes to the work plan to ensure that the ACMs are not disturbed. Alternatively, arrangements can be made to remove the asbestos under licenced conditions before any work is undertaken.

7.4 Facilities/Premises Manager

Employees designated as the day-to-day Manager of a given premises, whether it is a formal position or acting as, are responsible for ensuring the effective implementation of asbestos management procedures and guidance including:

- Liaising with the relevant Property/Assets/Estates teams and building surveyors regarding asbestos matters.
- Ensuring appropriate arrangements are in place to implement and comply with all asbestos-related procedures and guidance issued by the Property team.
- Ensuring awareness and knowledge of the location of the asbestos register and identified ACMs within the premises.
- Acting as the point of contact for any person attending the premises to carry out work, ensuring that they are given access to the asbestos register and schematic plans and sign the contractor visitor book to confirm their understanding of the requirement to avoid disturbing ACMs.
- Appointing a responsible person in their absence to act as point of contact, ensuring continued access to the asbestos register, asbestos management plans and schematic plans detailing ACM locations.
- Ensuring routine inspections of ACMs listed in the asbestos register, at premises under their control, are carried out at least annually, and more frequently for higher risk materials.
- Reporting any damage or deterioration of ACM and any required amendments to the asbestos register to the Property team.
- Seeking advice from the Property team where asbestos survey information may be unclear or further reassurance is needed.
- Respond appropriately to any incident arising by isolating areas adjacent to any disturbed or damaged ACMs or suspected ACMs and immediately seek guidance from the Property team.

7.5 Project Managers/Contract Administrators

Project Managers and Contract Administrators are responsible for ensuring that:

- The project team and any consultants are aware of the [HSE Asbestos Essentials Information](#).
- Consider asbestos presence with all projects at the design stage and plan accordingly by
 - Properly inform the relevant managers within the Property and Assets team that a project is planned which may involve risks of exposure to asbestos.
 - At the earliest opportunity, consideration should be given to the possibility of disturbing ACMs in the course of the proposed works and that thereafter the requirement of this policy and the Council's management procedures are fully complied with until the project completion.

7.5.1 Early Identification and Planning

Project Managers will:

- Ensure that asbestos considerations are integrated in project planning from the outset.
- Review the Asbestos register and relevant survey reports before any design or construction work begins.
- Ensure that a member of the project team or Property Team arranges for an appropriate asbestos survey (management, refurbishment or demolition) to be completed by a competent contractor prior to the commencement of any invasive works, if indicated.
- Inform the Property and Asset team should surveys need reviewing and/or updating if there is a material change or if the existing assessment is suspected to be invalid.

7.5.2 Risk Assessment and Control Measures

Project Managers must ensure that:

- Asbestos related risk assessments are conducted and documented for all relevant works.
- Appropriate control measures to prevent exposure to ACMs are incorporated into project planning
- Identify in the issues log the need to ensure that property team or consultants acting on their behalf inform all contractors and relevant personnel of the presence and location of ACMs.

7.6 Designated Asbestos Control Representative – Facilities Lead/Building Surveyor

The role of the building surveyor designated to manage Asbestos on a day-to-day basis is to:

- When required, advise projects team on the requirement for management, refurbishment and demolition surveys for different projects.
- Plan and supervise a scope of work to obtain asbestos surveys
- Prepare asbestos management plans for relevant buildings.
- Plan and implement an inspection schedule to undertake condition monitoring surveys for premises that are under Council responsibility to control and have ACMs or suspected ACMs present.
- Prepare a scope of work to ensure that premises that require asbestos surveys and/or sampling will receive the required works, treating these premises as though asbestos is present until it has been ruled out.
- Any surveys or sampling must be carried out by a competent contractor in line with HSG264 (linked in Section 6.2), taking all appropriate precautions to prevent exposure of any person to hazardous asbestos fibres.
- Ensure asbestos registers and any site records are accurate and kept up to date.
- Where ACMs may have been disturbed, attend site and take control of the location, facilitating the isolation of the ACMs, provide recommendations and advice on remedial works.
- Provide advice and information site managers and nominated accountable persons regarding ACMs in Council controlled buildings.
- Establish clear lines of communication with other departments with regard to ACMs.
- Assist the Property/Facilities Maintenance Manager in the maintenance and further development of the Council's Asbestos Register.

7.7 Building Maintenance Officers

- All maintenance employees that may come in to contact with asbestos must receive Asbestos Awareness Training.
- Maintenance employees must not remove, handle or try and dispose of any from ACMs. Only authorised and licensed contractors who have specialist asbestos removal training can remove asbestos and this can only be carried out under specific agreed and permitted conditions.
- Some specific ACMs can be removed without the requirement of a licence but only within the strict guidance outlined by the HSE. HSG210 (linked in Section 6.2) details the substances and approved removal methods.
- No work can be undertaken unless the asbestos register for that building has been examined to identify where the asbestos is located.

Note – even comprehensive asbestos surveys may not identify all potential ACMs in a building, if there is any suspicion that ACMs are present, stop work, isolate the area and contact the Facilities Lead and/or Property/Asset Manager.

7.8 Employees involved in Waste & Recycling Management

All employees undertaking activities handling waste from unknown sources and those investigating fly-tipping and /or the unauthorised disposal of waste and abandoned articles, must have attended an Asbestos Awareness Training which should include:

- Identification of asbestos materials and ACMs.
- Risks to health from exposure.
- Relevant precautions to prevent exposure, when gathering evidence.
- Actions to take to ensure public safety.
- Arrangements required in accordance with HSG 210 (link in Section 6.2) to safely remove asbestos that has been fly-tipped.

7.9 All Employees

All employees are responsible for:

- Complying with asbestos related instructions issued by their Premises or Facilities Manager.
- Reporting any defects to known ACM locations to their manager **and** the Premises or Facilities Manager immediately, using the email address assets@westoxon.gov.uk. This ensures that a member of the Property Team is aware of the situation even if the team lead is unavailable.

7.10 Corporate Health and Safety Team

The Corporate Health and Safety Team are responsible for:

- Providing advice and assistance in support of this policy.
- Periodically auditing premises arrangements for asbestos management.
- Reviewing levels of completion of Asbestos Awareness training and other relevant accredited courses ensuring proportionality with the level of competence required. This should be undertaken in conjunction with the Corporate Training team.
- Reviewing this policy and keeping it up to date with current legislation and best practice to ensure that risks are managed and reduced to as low as is reasonably practicable.

7.11 Health and Safety Business Partners

The Health and Safety Business Partners allocated to the West Oxfordshire District Council will:

- Oversee the effective implementation of this policy. Provide competent advice when required.
- Comply with RIDDOR 2013 and report any unintentional release of asbestos fibres into the air when:
 - A work activity causes the accidental release or escape of asbestos fibres into the air.
 - The quantity released is sufficient to cause damage to health.
 - The release occurred due to a lack of suitable controls or failure of those controls.
- Monitor and review this policy annually or following any significant changes in legislation or Council Operations.

8. Asbestos Registers

8.1 An asbestos register should include the following information:

- Site name and address
- Name of duty holder or responsible person
- Details of Survey including:
 - Type of survey
 - Date of survey
 - Name of Surveyor and Company
 - Any areas not accessed during the survey and why.
- Details of Asbestos Containing Materials:
 - Specific room, floor or area ACM located
 - Type of ACM – textured coating, insulation board, pipe lagging
 - Asbestos type – Chrysotile, amosite, crocidolite
 - Information about the extent of the material
 - Condition – good, damaged deteriorating
- Photographs of ACMs and their locations.
- Annotated floor plans or diagrams
- Recommended Actions – monitor, encapsulate, remove.
- Action due dates.
- Evidence of completed actions
- Next condition assessment date if applicable.
- Any access restrictions or signage and barriers in place – this should be checked as part on the condition assessment.
- Communication records where staff and contractors have been informed of the location of ACMs.
- Records of training at all levels and renewal dates.
- Review and update logs.
 - Date of last update
 - Date of next scheduled review
 - Changes since the last review.

8.2 The asbestos register should confirm and demonstrate compliance with the Control of Asbestos Regulations 2012.

8.3 The asbestos register must be maintained and kept to date for each applicable premises, details of any asbestos surveys and/or asbestos removal works should be recorded.

8.4 The asbestos register must be readily available and information regarding identification types, quantity and whereabouts must be accessible to all relevant persons, including internal or contracted maintenance employees, contractors which intend to carry out works within properties

8.5 All contractors undertaking invasive works, such as drilling or cutting into building fabric will read and sign the relevant form in the asbestos register to confirm they fully understand the whereabouts and type of asbestos or ACMs within the premises.

9. Surveys and Risk Assessments

9.1 West Oxfordshire District Council will ensure that appropriate asbestos surveys, whether management, refurbishment, or demolition, are arranged and conducted by competent providers.

9.2 These surveys will be carried out by qualified professionals and accompanied by risk assessments to identify and manage asbestos-containing materials (ACMs). Please see Appendix 1 for risk assessment template.

9.3 All surveys and assessments must be reviewed at appropriate intervals, at a minimum annually, and whenever there is a significant material change or reason to believe the current assessment is no longer valid.

10. Asbestos Management Plan

10.1 The Control of Asbestos Regulations 2012 requires managers of premises to prepare a written asbestos management plan. The plan should set out how the risks from asbestos are to be managed and the procedure for ensuring that employees or others do not disturb asbestos containing materials. The amount of information that needs to be provided in the plan will vary considerably depending on the size and complexity of the building.

10.2 Premises managers are required to monitor the implementation of the management plan and to conduct periodic reviews to ensure the on-going suitability of the actions recorded. Please see Appendix 2 for asbestos management plan template.

11. Training and Awareness

11.1 All relevant staff and contractors must receive asbestos awareness training to ensure they understand the associated hazards and risks.

11.2 Property/Estates Leads are responsible for identifying which team members require asbestos awareness or asbestos management training and for determining the appropriate level of training.

11.3 Additional, HSE-approved higher-level training is required for individuals involved in the management, disturbance, or removal of asbestos-containing materials (ACMs), whether licensed or non-licensed. The Health and Safety Team can provide further advice

12. Emergency Procedures

12.1 In the event of accidental disturbance or discovery of suspected asbestos, the area should be appropriately evacuated and secured/cordoned off. Thereafter specialist contractors will be engaged to assess and remediate the situation in accordance with legal requirements. Specific emergency actions must include:

- 1) **Stop Work Immediately**
 - a) Cease all activities in the affected area.
 - b) Do not touch or disturb the suspected material further.
- 2) **Isolate the Area**
 - a) Prevent access to the area by others.

- b) Close doors and windows if safe to do so.
- c) Use signage or barriers to indicate a potential asbestos hazard – should this not be easily accessible, monitor the area and warn people of the risks, while not putting yourself or any colleagues at risk.
- 3) **Inform Relevant Personnel**
 - a) Notify your supervisor or manager **and** the property/assets team, ideally by phone, if they unreachable email assets@wextoxon.gov.uk subject line URGENT ASBESTOS RISK, mark the email as important.
 - b) Report the incident using the H&S incident reporting form available on the WODC portal
 - c) Contact the Health and Safety Team to report the incident.
- 4) **Assume the Material Contains Asbestos**
 - a) Unless confirmed otherwise, treat the material as asbestos-containing.
 - b) Do not attempt to clean up or remove the material yourself.
- 5) **Carry out a Risk Assessment**
 - a) Do not attempt to clean up or remove the material yourself.
 - b) Determine whether the work is licensable or non-licensable.
 - c) Decide on the appropriate control measures.
- 6) **Engage a Licensed Contractor if required**
 - a) If the material is friable or high-risk, a licensed asbestos removal contractor must be used.
 - b) Ensure the contractor follows the Control of Asbestos Regulations 2012.
- 7) **Decontaminate Affected Personnel**
 - a) This must be done as near to the site if potential exposure as possible without exposing other to the potential risk.
 - b) Avoid rubbing exposed areas — this can release more fibres into the air.
 - c) Remove contaminated clothing carefully, avoiding pulling garments over the head. Place clothing in a sealed bag and bag again to effect double bagging for safe licenced disposal.
 - d) Wet wipe exposed skin using a damp cloth with a gentle patting motion. Do not dry brush or scrub.
 - e) Wash exposed skin with copious amounts of water or soapy water.
 - f) Prevent asbestos fibres or contaminated water from entering **drains or surface water**.
 - a) If there is the possibility of asbestos contaminating the water system contact Emergency services may contact UKHSA for further advice via their **24-hour chemical hotline**: 0344 892 0555.
- 8) **Record and report the incident**
 - a) Document the event in the asbestos register and incident log.
 - b) Report under RIDDOR if exposure has occurred.
- 9) **Review and Update Procedures**
 - a) Investigate the cause of the incident.
 - b) Update training, risk assessments, and emergency plans as needed.

13. Monitoring and Review

13.1 This policy will be reviewed annually or following significant changes in legislation or Council operations.

13.2 Regular audits will be conducted to ensure compliance and effectiveness of asbestos management procedures.

Appendix One – Asbestos Risk Assessment Template



TITLE: W-HSF-03-02 Asbestos Risk Assessment Template

AUTHOR: Publica Corporate Health & Safety Team

DATE: November 2025

APPROVED BY:

REVIEW DATE: November 2026

Location:

[illegible]

Appendix One – Material Assessment Algorithm

| Sample Variable | Score | Examples of Scores |
|---------------------------------------|------------------|---|
| Product type (or debris from product) | 1 2 3 | Asbestos reinforced composites – plastics, resins, mastic, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement. Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt Thermal insulation (pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing. |
| Extent of damage/deterioration | 0 1 2 3 | Good condition: no visible damage Low damage: a few scratches or surface marks, broken edges on boards, tiles etc. Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris. |
| Surface treatment | 0 1 2 3 | Composite materials containing asbestos, reinforced plastics, resins, vinyl tiles Enclosed sprays and lagging, asbestos insulating board with exposed face painted or encapsulated, asbestos cement sheets. Unsealed asbestos insulating boards or encapsulated lagging and sprays Unsealed lagging and sprays |
| Asbestos Type | 1 2 3 | Chrysotile Amphibole asbestos excluding crocidolite Crocidolite |
| Total Score | | |

Appendix Two – Priority Assessment Algorithm

Scores for each section need to be averaged before adding the average from each section together to get the total score. Please see [HSG 227](#) for more information.

| Assessment Factor | Score | Examples of Scores |
|--|------------------|---|
| Normal occupant activity Main type of activity in area | 0 1 2 3 | Rare disturbance activity (eg little used store room) Low disturbance activities (eg office type activity) Periodic disturbance (eg industrial or vehicular activity which may contact ACMs) High levels of disturbance, (eg fire door with asbestos insulating board sheet in constant use) |
| Secondary activities in area | As above | As above |
| Likelihood of disturbance Location | 0 1 2 3 | Outdoors Large rooms or well-ventilated areas Rooms up to 100 m ² Confined spaces |
| Accessibility | 0 1 2 3 | Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily disturbed Routinely disturbed |
| Extent/amount | 0 1 2 3 | Small amounts or items (eg strings, gaskets) ≤ 10 m ² or ≤ 10 m pipe run. >10 m ² to ≤50 m ² or >10 m to ≤50 m pipe run >50 m ² or >50 m pipe run |



| | | |
|---|---|---|
| Human exposure potential Number of occupants | 0 | None |
| | 1 | 1 to 3 |
| | 2 | 4 to 10 |
| | 3 | >10 |
| | | |
| Frequency of area use | 0 | Infrequent |
| | 1 | Monthly |
| | 2 | Weekly |
| | 3 | Daily |
| | | |
| Average time area is in use | 0 | < 1 hour |
| | 1 | > 1 to < 3 hours |
| | 2 | > 3 to < 6 hours |
| | 3 | > 6 hours |
| | | |
| Maintenance activity Type of maintenance activity | 0 | Minor disturbance (eg possibility of contact when gaining access) |
| | 1 | Low disturbance (eg changing light bulbs in asbestos insulating board ceiling) |
| | 2 | Medium disturbance (eg lifting one or two asbestos insulating board ceiling tiles to access a valve) |
| | 3 | High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabbling) |
| | | |
| Frequency of maintenance activity | 0 | ACM unlikely to be disturbed for maintenance |
| | 1 | ≤ 1 per year |
| | 2 | >1 per year |
| | 3 | >1 per month |
| | | |
| Total Score | | |



Appendix Two – Asbestos Management Plan Template



TITLE: W-HSF-03 Asbestos Management Plan

AUTHOR: Publica Corporate Health & Safety Team

DATE: November 2025

APPROVED BY:

REVIEW DATE: November 2026

1. Name of Premises

2. Employee responsibilities

Name, date and signature of premises manager.

Name of person that produced this plan.

Name of the person responsible for

- a) managing asbestos in the premises,
- b) for updating the asbestos register (if any), and
- c) for reviewing this plan.

3. Reviewing this management plan

Date this management plan was first produced.

Date of last review.



4. How the location and condition of asbestos-containing material is recorded

State how information about asbestos in the premises is recorded.

State where information about asbestos in the premises is kept.

5. Results of the risk assessments and action required (if any)

Briefly state the results of your visual inspection and risk assessment and the approximate date it took place. Any work that you have identified that still remains to be done should be added to the Action Plan.

6. Monitoring arrangements for asbestos

State the arrangements for monitoring the known or presumed asbestos-containing materials to ensure that they remain in good condition and that there is no increased risk of disturbance.

7. How information about asbestos is passed to those that need it

State how staff have been informed.

State here what system is in place to control maintenance or building work. What is the procedure for ensuring that contractors and others check the asbestos register

[illegible]



Appendix Three – Asbestos Condition Monitoring Form and Guidance



TITLE: C-HSP-03-03 Asbestos Condition Monitoring Form & Guidance – Instruction for Nominated Staff

AUTHOR: Publica Corporate Health & Safety Team

DATE: September 2025

The Control of Asbestos Regulations 2012 requires that we manage the risks arising from asbestos in our properties. This includes monitoring the condition of any material containing, or suspected of containing, asbestos.

A full description of the duties of the Person in Control regarding asbestos management is contained in W-HSP-03 Asbestos Management Policy.

If you have been nominated to carry out the Condition Monitoring, This involves a visual inspection, determining the condition of the materials, and recording your findings.

Instructions:

1. "Condition Monitoring" involves a formal and recorded annual visual inspection of all asbestos containing materials (including materials presumed to contain asbestos) in your property.

An "Asbestos Condition Monitoring Form" for each property will be made available to you as part of this guidance.

Some Important 'don'ts'

- **Don't attempt to access electrical panels or switch gear or lift machinery** where asbestos has been identified or presumed. Simply record "no access" on the Form.
- **Don't attempt to open ducts, hatch covers, ceiling voids, lift-up floor coverings, climb into lofts or enter into confined spaces.** Condition monitoring is concerned with assessing the condition of asbestos-containing materials in those areas of the building that you (and anyone else using or working in the building) can easily see or touch.
- **Don't take risks.** Where there is an item or area of asbestos containing material identified on the Monitoring Form that you cannot see or access, simply record "no access"
- **Don't disturb the fabric of the building.** Occasionally, items will appear on your Monitoring Sheet which may have been recently removed but records not yet updated to reflect that removal (e.g., asbestos containing floor tiles may have been removed and replaced with vinyl). Where you suspect this to be the case, simply record "not found".



2. For larger properties with multiple 'blocks', the condition monitoring should be undertaken on a 'block-by-block' basis over a 12-month period. Your supervisor or line manager will advise.
3. Complete the details at the top of the Asbestos Condition Monitoring Form.
 - **'Monitored by'** Name of the person who carried out the condition monitoring
 - **'Date Monitored'** The date you did the condition monitoring.
 - **'Register Expiry'** On-site register expiry date
4. **Assess the condition** of each asbestos-containing material (ACM) as listed in your Asbestos Condition Monitoring Form.
 - If you think the condition of any materials listed has deteriorated (or improved, perhaps because of recent encapsulation or decoration work) record this in the 'comments' column of the form against that material entry.
 - Where you record a new condition, please provide some indication of the reason for your selection e.g., "flaking paint", "water penetration", "vandalism", "wear and tear", improved decoration, encapsulation. etc.
 - Where there has been **no change** from the previous record, **please enter "no change"**. It is likely that the majority of your entries will be 'no change'.
 - **Never leave the comments section blank** – make an entry for every material listed.
5. **Change of Use** - Provide details where you are aware there has been a significant change of use of the room. E.g., a dining hall now also used for games would be designated "dining hall/games hall". (Where a dining hall is now being used for ball games an asbestos-containing ceiling or wall panel would then be at increased risk of damage.)
6. **Discovering Damage** – Where you think a material has been subjected to significant damage that is likely to result in the release of asbestos fibres, you must act immediately, **please see Section 12 of W-HSP-03 for Emergency Procedures**.
7. **Returning completed Forms:** Please send your completed Monitoring Forms(s) by post as soon as possible to: assets@westoxon.gov.uk

Additional Guidance

Some additional notes and guidance about the information contained in the Asbestos Condition Monitoring Form.



Address – this should be clearly stated on the top of the form and match the address listed on the Asbestos Register, this should include a room name or number.

Hazard Location – A specific description of where the ACMs are located - floor, floor duct, wall, heater, pipe work, ceiling, ceiling void, electrical equipment, boiler plant etc, this should match the description on the Asbestos Register.

Hazard Description – Specific description of the hazard - Vinyl tile, floor tile adhesive, asbestos insulation board (AIB) tile, asbestos cement (AC), heater panel, bitumen sink pad, textured coating, roof covering, pipe insulation, boiler etc, this should match the Asbestos Register.

Hazard Status – is describes whether there is confirmed ACMs present or the presumption of ACMs.

1. **Presumed** - A 'default' situation where a material is presumed to contain asbestos because there is insufficient evidence (e.g. no analysis) to confirm that it is asbestos free.
2. **Strongly Presumed** - in this case experience suggests it is an ACM, or that it might contain asbestos as sampled elsewhere in the property.
3. **Hazard confirmed** - Asbestos-containing material is present and has been confirmed via testing.

Condition – describe the condition of the ACMs,

1. **High Risk - High damage** – high damage or degradation of materials, sprays, and thermal insulation. Visible asbestos debris.
2. **Medium Risk - Medium Damage** – significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
3. **Low Risk - Low Damage** – a few scratches or surface marks; broken edges on boards, tiles etc.
4. **Very Low Risk - Good Condition** - No Visible Damage



Asbestos Condition Monitoring Form

Monitored By Date Monitored.....

Address On Site Register Expiry.....

| Room | Hazard Location | Hazard Description | Hazard Status | Condition | Comments |
|------------------------|-----------------|--------------------|---------------|--------------------------------|-----------|
| 127 First floor office | Ceiling | Textured Coating | Presumed | Very low risk – Good Condition | No change |
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