

FOR INTERNAL USE ONLY

## Asbestos Guidance for Managers and Employees

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<b>Approved by:</b>	Phil Martin
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## Asbestos Guidance for Managers and Employees

This guidance is to help Publica managers and employees understand and comply with their responsibilities as required by The Control of Asbestos Regulations 2012 and the associated Approved Codes of Practice.

Large amounts of asbestos were used in new and refurbished buildings before 2000. When asbestos containing materials (ACM's) are damaged or disturbed they can release dangerous fibres which, if breathed in, can cause serious diseases. By putting suitable arrangements in place Publica aim to prevent your exposure to asbestos in the workplace.

### Property & Asset Management

P&AM act as the Duty Holder as outlined in the legislation and are required to:

- Arrange asbestos surveys in council owned premises to identify asbestos containing materials (ACMs) that may be present
- Ensure the risk from asbestos is assessed and records of the assessment are kept and available as required by legislation and set out in the asbestos management plan
- Ensure the asbestos management plan identifies where asbestos is located and the measures to manage the risk from asbestos
- Ensure that anyone potentially at risk of encountering ACMs receives information on the location and condition of it
- Maintain appropriate procedures for inspection, removal, encapsulation, or working with ACMs
- Ensure that regular inspections of ACMs are undertaken and the asbestos management plan is updated to reflect the current condition
- Ensure asbestos surveys received are reviewed and act upon any recommendations
- Report any incidents of alleged asbestos exposure to the Health and Safety Business Partner and assist with any investigation
- Assist the Health and Safety Business Partner in any liaison with the HSE
- Respond to any emergency as set out in the emergency action plan (contained in the asbestos management plan)
- Ensure that any contractor appointed to carry out works associated with asbestos have appropriate UKAS accreditation and adhere to local policies and procedures

### Employees

If you are required to work in any areas where asbestos containing materials are present, your manager will give you instructions on working safely to prevent you being exposed to asbestos fibres. This may include attending a training course.

## Incidents

Any incidents involving the exposure of ACMs or suspected ACMs must be reported to the H&S Business Partner so that appropriate investigation and reporting to HSE can be carried out.

## Revision History

Revision date	Version	Description
September 2019	1.1	yearly review
December 2020	1.2	yearly review / no changes
December 2021	1.3	yearly review / no changes
December 2022	1.4	yearly review / no changes
January 2024	1.5	yearly review / moved from google to microsoft
January 2025	1.6	yearly review / no changes

## Consultees

<b>Internal</b>	<b>External</b>
H&S Team	

## Distribution