

The GTA Asbestos Management Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carers, and visitors) who access the GTA.

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1.0 Introduction

Under the Control of Asbestos Regulations 2012, the Doncaster, Rotherham & District Motor Trades GTA Ltd (GTA) has a legal duty to manage asbestos in non-domestic premises and is committed to providing. For the purposes of managing asbestos across the company, these regulations shall be deemed to apply to all premises controlled by the company.

This Asbestos Policy sets out the GTA's management arrangements to ensure that all procedural arrangements comply with the Health and Safety at Work etc Act 1974 and the Control of Asbestos Regulations 2012. All procedures outlined within this policy are mandatory for all parties involved.

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in.

It is illegal to use asbestos in the construction or refurbishment of any premises, but many thousands of tonnes of it were used in the past and much of it is still in place.

There are three main types of asbestos that can still be found on premises, commonly called 'blue asbestos' (crocidolite), 'brown asbestos' (amosite) and 'white asbestos' (chrysotile). All of them are dangerous carcinogens, but blue and brown asbestos are more hazardous than white. Despite their names, you cannot identify them just by their colour.

Any buildings built or refurbished before the year 2000 may contain asbestos. If the asbestos-containing material (ACM) is in good condition and is not being or going to be disturbed or damaged, there is negligible risk. But if it is disturbed or damaged, it can become a danger to health because people may breathe in any asbestos fibres released into the air.

2.0 Policy Purpose

The purpose of this policy is to provide a comprehensive safe management system for asbestos. Through a series of practical measures, this will eliminate/minimise exposure so as far as is reasonably practicable to Asbestos Containing Materials (ACMs).

3.0 Scope

All buildings and premises either owned or occupied by the GTA are in the scope of this policy

4.0 Objectives

The principal objectives of this policy are to:

- Take reasonable steps to determine the location of materials likely to contain Asbestos
- Presume materials to contain asbestos, unless there are good reasons not to do so
- Make and maintain a written record of the location of the ACMs and presumed ACMs
- Assess and monitor the condition of ACMs and presumed ACMs Asbestos Management Policy
- Assess the risk of exposure from ACMs and presumed ACMs and prepare a written plan of the actions and measures necessary to manage the risk (i.e. the 'management plan')

- Take steps to see that these actions are carried out
- Prevent exposure to staff, contractors, apprentices, or visitors of asbestos wherever possible
- Ensure the GTA complies with its legal requirements relating to the identification of areas containing asbestos, control of exposure and selection of suitable contractors to carry out asbestos work

5.0 Asbestos Management Process

5.1 Health Effects of Asbestos

Although asbestos is a hazardous material, it can only pose a risk to health if the asbestos fibres become airborne and are then inhaled. Asbestos Containing Materials (ACMs) only release fibres into the air when they are disturbed. If you therefore maintain all your ACMs in good condition, they cannot release fibres and put the health of staff, patients, contractors, or others at risk. ACMs are disturbed:

- During any direct action on them, e.g. drilling, boring, cutting, breaking, smashing, etc.
- During their removal
- During the demolition of buildings containing them
- Through minimal, but repeated damage, e.g. an unprotected asbestos insulating board panel on the back of a door which is continually being accidentally knocked or scraped
- When damaged asbestos, e.g. damaged pipe insulation or sprayed asbestos on beams/columns, is subject to mechanical vibration and/or strong air currents
- During any other action that causes the ACM to be disturbed

5.2 Damaged Asbestos

Some Asbestos asbestos-containing materials (ACMs) are more vulnerable to damage and therefore more likely to release fibres than others. If ACMs are not disturbed, they are unlikely to release airborne fibres and pose a risk to health. If damage occurs to fibreboard, insulation board etc. containing asbestos, the Departmental Manager and The Health and Safety Officer Facilities must be notified immediately and all persons within the area must leave. The area affected will be evacuated, ensuring that staff, learners, and visitors are not exposed to the disturbed material.

5.3 Asbestos Management Plan

The Chief Executive will be responsible for preparing, reviewing, and issuing the Asbestos Management Plan for the GTA, including protocols and procedures for managing asbestos across the GTA. The Health and Safety Officer and Facilities will appoint competent persons to carry out all or part of the work to meet the requirements of the duty and will ensure:

- That the yearly Asbestos Action Plan for remedial works across the Estate, including identifying and prioritising ACMs by risk, is prepared and manages targeted funding to carry out works and management in line with the asbestos remediation budget
- Compliance with the Asbestos Management Plan Asbestos Management Policy
- That the overall strategy for the safe operation and execution of all Estate Planning includes consideration of asbestos issues

5.4 Operational Management of Asbestos Risk

The Health and Safety Officer and Facilities with the Estates Department will collectively ensure that asbestos is safely managed during all operational maintenance activities within buildings under their control. They will:

- Carry out risk assessments and document all actions taken to manage the asbestos
- Make all asbestos information available to all those who may encounter or disturb ACMs. Information shall be provided in a written or electronic format and shall be correct on the date it is presented
- Put operational managerial arrangements in place to make sure that all work, which may disturb suspected ACMs, is fully compliant with current legislation and the Asbestos Management Plan
- Ensure that prior to the commencement of any works which may have the potential to bring staff into contact with ACMs, the asbestos Plan and database are consulted, or refurbishment and demolition surveys are carried out, and such information used within all work-related risk assessments

5.5 Asbestos Condition Monitoring

The Health and Safety Officer will be responsible for managing the annual programme of asbestos management re-inspection surveys in adherence to HSE best practice guidance HSG264 – Asbestos: The Survey Guide and will ensure that:

- Surveying of the Estate takes all reasonable steps to determine the location of ACMs
- All known or identified asbestos is repaired, sealed, removed, or otherwise treated if there is a risk of exposure
- The condition of ACMs is periodically monitored, the asbestos register is updated and the risk reassessed due to its condition or location
- If ACMs are left in place their condition will be monitored regularly and the results recorded.
- The time between monitoring may vary depending on the type of ACM, its location and the activities in the area concerned. This would not be expected to be more than every 12 months.
- Monitoring of ACMs will involve a visual inspection looking for signs of disturbance, scratches, broken edges, cracked or peeling paint and debris. Where deterioration has occurred, a recommendation on what remedial action to take would need to be made.

6.0 Project and Maintenance Works

6.1 Appointment of Contractors

All work with ACMs will only be carried out by Specialist Contractors holding all the required statutory licences and insurance. This requirement shall also apply to ACMs defined in regulation 3(2) (c) (ii) as non-modifiable. Unlicensed contractors shall not be permitted to work on, disturb, or interfere with any ACMs. The work will be undertaken by competent staff, utilising appropriate tools and personal protective equipment. The work will be carried out strictly adhering to Health and Safety Guidance documents including:

- Control of Asbestos Regulations 2012
- Approved Code of Practice and Guidance L143: Managing and Working with Asbestos, Control of Asbestos Regulations 2012

- Asbestos: The Survey Guide HSG264 (Second Edition)
- Asbestos: The Analyst's Guide for sampling, analysis, and clearance procedures HSG248
- Asbestos: The Licensed Contractors Guide HSG 247

6.2 Project Management

All Estates Project Managers, Surveyors, and Engineers (including appointed external project managers or departmental staff nominated as project managers for specific projects) shall ensure that:

- Asbestos Management Policy Project management consultants involved in their projects follow the GTAs procedures and that all appropriate information is disseminated.
- All areas are assessed prior to project/work start.
- All staff and contractors are informed of the location of any known asbestos affecting the project/work.
- The transfer of safety information, details of risks and safe management systems between the GTA and contractors are recorded and agreed upon between all parties.
- If required, the project is effectively managed and monitored by an appointed Asbestos Consultant.

6.3 Discovery of Suspect Asbestos Material During Work

- If suspected asbestos material is discovered during work, all work is stopped, staff are informed, and advice is sought from the Responsible Person Asbestos/Asbestos Contractor/Consultant.
- The Project Manager will seek advice from the Responsible Person - Asbestos or approved Asbestos Contractor/Consultant on the most appropriate remedial action and shall arrange for any necessary analytical works.
- Those recommendations made by the Responsible Person - Asbestos or Contractor/Consultant for any remedial actions are incorporated into the project works.
- The Responsible Person - Asbestos is kept fully informed of all changes to any ACMs so that they can be recorded.

6.4 Emergency Control Procedures

If anyone suspects that an ACM has been disturbed and that asbestos fibres have accidentally been released, the following action should be taken immediately:

- Stop work or activity immediately.
- Evacuate the area without causing unnecessary alarm or potential spread of asbestos fibre, closing all windows and doors.
- Prohibit access to the area, cordon off / secure the area until and post warning notices.
- Report the incident immediately to the CEO and the GTA Health and Safety Officer (01302 832831), clearly stating that it is a suspected asbestos incident.
- Outside of normal working hours the CEO must be notified and will ensure access is restricted until the situation can be assessed Follow any instruction given to manage the situation until the Responsible Person - Asbestos or Health and Safety attends the incident.
- Remove any contaminated clothing and dispose of it in a secure area which cannot be used by staff, learners or the public until such time that a contractor with an AGM permit for the removal and destruction arrives.
- Record, if possible, the names of all persons potentially affected.

6.5 Guidance on Containing an Accidental Fibre Release

The Responsible Person - Asbestos

The Health and Safety Officer shall visit the site of the incident as soon as reasonably practical.

The following action shall be taken:

- Make sure all personnel have left the area and that their names have been recorded
- Determine as far as is reasonably practical, the nature and extent of the release of any fibres.
- Secure the area using hasp, staple and padlock. Retain all keys.
- Install approved signs on all doors leading to the affected area to restrict access.
- Notify reception staff.
- Notify the GTA CEO and confirm in writing.
- Engage the services of an Asbestos Consultant to determine the scope of the release, to undertake bulk sampling and analysis if material is unknown and to provide advice on remedial action.
- Implement Asbestos Consultants recommendations.
- Assess the level of release and instigate reporting procedures under RIDDOR where the exposure to fibre is, in the opinion of the consultant, presumed to have been significant.

7.0 Health Records

If any employee has been potentially exposed to asbestos fibres, then it must be recorded within their health records and or their personal file. This information must be retained by the GTA for a period of 40 years.

8.0 Asbestos Surveys

The Health and Safety Officer will ensure that no building work is undertaken unless the appropriate asbestos survey has been carried out. The purpose of the survey is to help manage asbestos in all GTA premises. The survey must provide sufficient information for an asbestos register and plan to be prepared, a suitable risk assessment to be carried out and a written plan to manage the risks to be produced.

9.0 Asbestos Risk Register

The Health and Safety Officer will use the information in the survey report to form the asbestos register which is a key component of the management plan. The survey report itself will generally not be the asbestos register. The asbestos register will be a simpler document and will not contain most of the information in the survey report, e.g. the bulk analysis results or survey site information. However, the results in the survey report will be presented in a manner or format that can be directly lifted or employed to form the asbestos register.

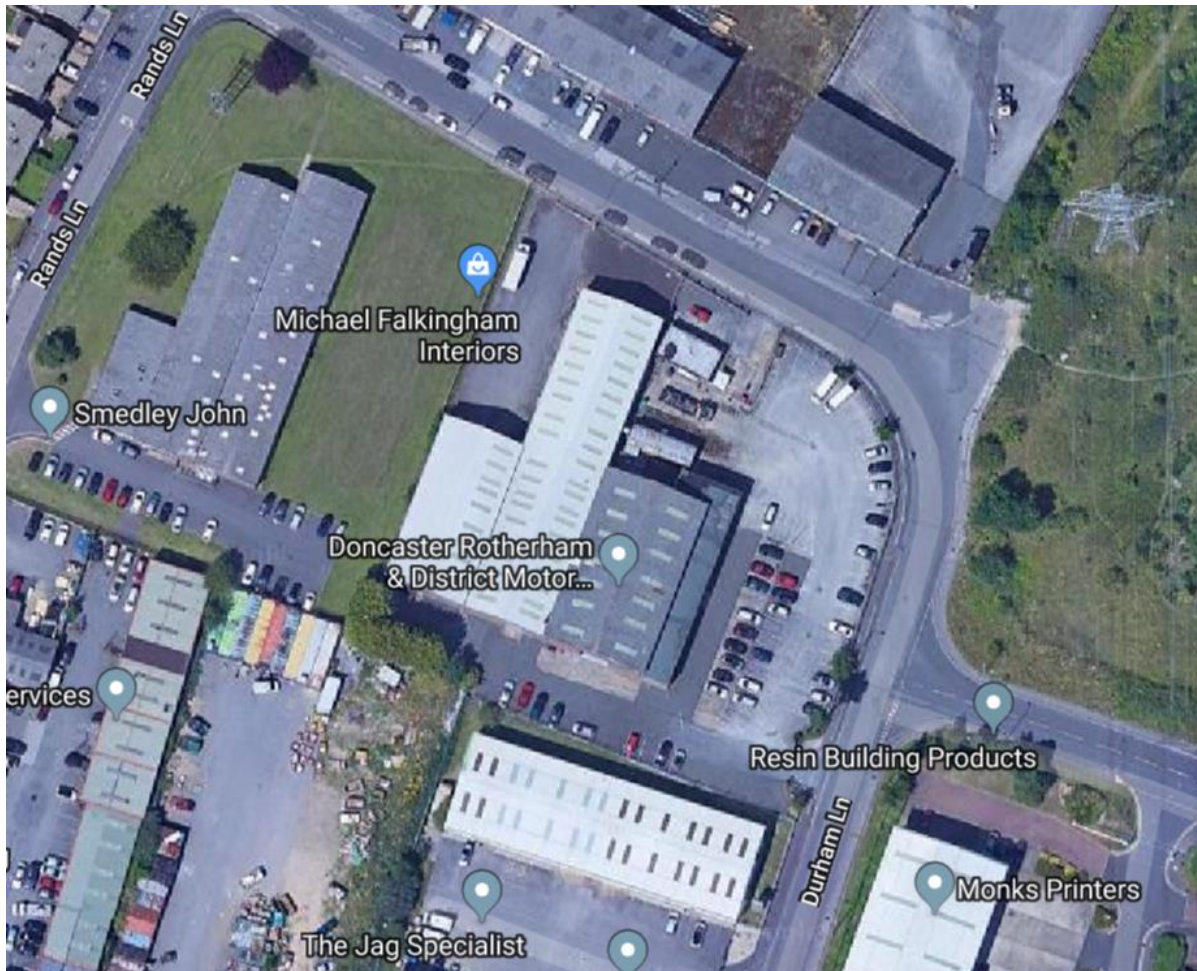
10.0 Links to Relevant Legislation

- Control of Asbestos Regulations 2012 (Statutory Instrument 2012 No. 632)
- Construction (Design and Management) Regulations 2015

- Health and Safety at Work Act Etc. 1974
- Management of Health and Safety at Work Regulations 1999

Appendix 1

Site Plan: Doncaster, Rotherham & District Motor Trades GTA Ltd, Rands Lane Industrial Estate, Armthorpe, Doncaster, DN3 3DY



There are currently four buildings on the Doncaster site in Rands Lane, Industrial Estate Armthorpe that contain or may contain asbestos or other AGM materials.

- Site A – ATA building
- Site B – Forklift Truck Training Centre
- Site C – On-site Café
- Site D – Main Training Centre

Areas which may or are suspected to contain asbestos or other AGM material

Site Reference	Suspected area	Product	How much	Surface coating	Cond'	How easy is access?	Asbestos type	Comment
A, B, C	Roof	Asbestos cement	All of roof	None	Fair	Difficult	Suspected White	No sample
D	Roof	Asbestos cement	Approx. 25% of site	None	Fair	Difficult	Suspected White	No sample
A, B, C	Guttering downpipes	Asbestos cement	All of guttering	None	Fair	Medium	Suspected White	No sample
D	Guttering downpipes	Asbestos cement	Approx. 25% of site	None	Fair	Medium	Suspected White	No sample
C	Walls	Artex	25 x 3m	Emulsion paint	Good	Easy	Presumed	No sample
C	Ceiling	Artex	10 x 5m	Emulsion paint	Good	Medium	Presumed	No sample
C	Flooring	Cushion tiles	10 x 4m	Vinyl over asbestos paper	Good	Easy	White?	No sample