

## Procedure: Asbestos Management in Fife Council non-domestic Properties: Instruction and Guidance for designated Persons in Control <sup>(1)</sup>

### Introduction

Property Services have completed an evaluation of the Asbestos Containing Materials (ACMs) in Fife Council properties and have already taken steps to deal with any immediate asbestos issues by either removing it or by encapsulation.

### **Remaining ACMs are to be effectively managed.**

Where ACMs are in good condition and are unlikely to be damaged or disturbed, then it is better to leave them in place and introduce a system of effective management. This reflects best practice as promoted by the Health and Safety Executive.

**Persons in Control** have several specific duties and responsibilities for asbestos management. Allocation of the following statutory and other responsibilities has been agreed by Property Services in consultation with client Service Management Teams. Compliance with the following instructions forms an important and integral part of Fife Council's arrangements for compliance with the Control of Asbestos Regulations.

### **Part 1: Persons in Control: Responsibilities & Instructions (pages 1 & 2)**

Persons in Control of premises have the following duties and responsibilities:

#### **1.1. Asbestos Risk Registers**

- Bring the information contained within the Asbestos Risk Register (and the schematic drawings which accompany it) to the attention of anyone likely to disturb it during their work activities. This will usually include staff, contractors, and relevant visitors.
- Ensure the current Asbestos Risk Register is kept readily available for scrutiny at all reasonable times by employees, their representatives and by any contractor – usually at a reception area or other prominent location. (You may wish to 'signpost' the location of this document in some properties)
- Ensure that all contractors who come onto premises to carry out work have free access and an opportunity to study the Asbestos Risk Register and the schematic drawings associated with it.
- Ensure that an Asbestos signing-in Log (shown at **Appendix 2** of this document) is maintained on the premises (usually kept with or near the Asbestos Risk Register).

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(1) "The Person in Control (PIC) is as defined in the Council's [Health and Safety Management Framework](#)"

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/02	5.1	23/09/2021	DW	YG	1 of 11

- Ensure that persons are made responsible on-site and suitable arrangements exist to direct all contractors on arrival to the Asbestos Risk Register and Asbestos signing-in Log, ensuring that contractors take time **before commencing work** to scrutinise the Asbestos Risk Register and the schematic drawing associated with it, and to make record of their visit in the Asbestos signing-in log.
- Replace (on-site) as soon as practical the current Asbestos Register with any revised and updated version received from or via Property Services (Registers are reissued every 12 months as a matter of course).

## 1.2. Asbestos Condition Monitoring

- Ensure that the required 'condition monitoring' inspection regime (as detailed in the Asbestos Management Plan for your premises –usually done every 12 months) is effectively conducted and adequate records kept (please refer to the companion Property Service Procedure PS/DW/01).
- Otherwise ensure that all and any identified significant wear or defect in any ACM or any encapsulating material which is brought to your attention is promptly reported to Property Services.

## 1.3. Notify significant change of use

- Consider the implications of any proposed significant change of use of any area of any building under your control, and promptly inform and discuss the matter with Property Services Construction Compliance Coordinator on VOIP 446849 before permitting that change of use.  
*For example, it may be proposed to allow community use activities (including ball games, etc) in a school dining/assembly hall. Where that room has an Asbestos Insulating Board (AIB) ceiling, that material will then be at much greater risk. It may be necessary to take further action (perhaps replacing the ceiling materials (costs permitting)), or else decide not to permit the activity.*

## 1.4. Compliance with Corporate Procedures:

- Ensure that Fife Council Asbestos Protocol 'Avoiding Exposure to Asbestos in Fife Council premises' (OHS-C-015) is rigorously applied where staff carry out authorised small tasks or very minor works in their own workplaces.
- Ensure, in property you control, when accidental or malicious damage to asbestos containing material is brought to your attention that Fife Council 'Emergency procedure for controlling an accidental release of asbestos containing material' (OHS-C-017) is adhered to.

## 1.5. Direct Commissioning of work

- When you *directly* commission any work, ensure you inform the contractor and other relevant persons of all asbestos containing materials on or near the proposed work area and take adequate steps to ensure that safe working practices are established and followed.

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/02	5.1	23/09/2021	DW	YG	2 of 11

<b>End of Persons in Control 'Responsibilities &amp; Instruction' Section</b>
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## Part 2: Guidance and Further Information

### 2.1 About your Asbestos Risk Register

Property Services provide a separate Asbestos Risk Register for all Fife Council's premises. This document incorporates the Asbestos Management Plan for the premises, along with a building layout floor plan. Appendix 1 below provides a detailed guide to the content of your Asbestos Risk Register.

It is important to note that the Asbestos Risk Register has been prepared from information generally obtained from a Management Survey. That type of survey involved a comprehensive assessment, sampling and analysis of those areas and surfaces of the building fabric which are *readily accessible*. There may well be other hidden areas in your building(s) which will only be disturbed during a major refurbishment or partial demolition of the structure.

**You must bear in mind that there may well be ducts, voids and other 'hidden' or very difficult to access areas which have not been assessed for the presence of asbestos.**

In the absence of definitive information, it is to be presumed that such areas do contain asbestos or asbestos containing materials. This is referred to as the "presumptive approach".

### 2.2 Sources of Further Information

The following Corporate Health and Safety and Property Service's policy, procedure and guidance documents are all available on the Intranet.

#### Corporate Health and Safety Publications

- OHS-C-015.P1 Management of Asbestos in all Council Properties.
- OHS-C-15 Asbestos Protocol: Avoiding exposure to asbestos in Council premises.
- OHS-C-15. G1 Asbestos Risk Assessment & Management: General Principles and Guidance.
- OHS-C-17 Emergency Procedure for Controlling an Accidental Release of Asbestos Containing Material.

#### Property Services Publications

- PS/DW/01 Asbestos Condition Monitoring in non-domestic properties: instructions for nominated staff – completing and returning forms.
- PS/DW/02 Asbestos Management in Fife Council non-domestic Properties: Instruction and Guidance for Designated Persons in Control.

#### The Health and Safety Executive (HSE)

Comprehensive information is available from the HSE's web pages:

<http://www.hse.gov.uk/asbestos/index.htm>

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/02	5.1	23/09/2021	DW	YG	3 of 11

## Appendix 1: **A Visual Guide to your Asbestos Risk Register** (also see pages 7 and 8 below)

### Front Page

**1. Report Published:** this is the date when your asbestos risk register was printed for distribution to your property.

**2. Register Expiry Date:** this is the final date that your property must have undergone a condition monitoring regime. The expiry date for your condition monitoring regime does not remove the obligation to report any damage to or deterioration of asbestos containing materials which occurs between inspection intervals.

**3. Site: UPRN/SRN No.** – Name of Property this is a six-digit number on the top left hand side of the front page on the Asbestos risk register (Site Reference Number) SRN 000123,100234 etc.

This is the name of the property as known by Fife Council and not a Local name.

**4. Address:** The address as known and supplied by Fife Council Corporate Asset Management Service.

**5. Block:** 001,002,003 etc. In properties where you have more than one building, each building will have a unique Block Reference Number. Some buildings have been extended or may have buildings linked by a corridor. These may have individual block reference numbers. (Main building may be sub divided into several blocks).

### **6. Survey Types:**

#### **Management Surveys: Standard sampling, identification and assessment survey**

Representative samples are collected and analysed for the presence of asbestos. Samples from each type of suspect ACM found are collected and analysed to confirm or refute the surveyor's judgement. If the material sampled is found to contain asbestos, other similar homogeneous materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogeneous materials will require a greater number of samples. The number should be sufficient for the surveyor to assess whether asbestos is or is not present. Sampling may take place simultaneously with the survey, or as in the case of some larger surveys, can be carried out as a separate exercise.

#### **Refurbishment / Demolition Surveys: Full access sampling and identification survey**

This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the building and may involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A full sampling programme is undertaken to identify possible ACMs and estimates of the volume and surface area of ACMs made. The survey is designed to be used as a basis for tendering the removal of ACMs from the building prior to demolition or major refurbishment so the survey does not assess the condition of the asbestos, other than to note areas of damage or where additional asbestos debris may be expected to be present.

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/02	5.1	23/09/2021	DW	YG	4 of 11

**7. Survey Ref:** Each asbestos risk register has been compiled from an asbestos survey each of the surveys has a unique Survey Reference number which can be found on every page of the asbestos risk register.

**8. Date of Survey:** Is the date that the original asbestos survey was undertaken by UKAS accredited surveyors.

**Page 2 and Subsequent pages of the Asbestos Risk Register:**

**15. Room:** This is the room number and the room name as agreed with Corporate Asset Management Service. Note this may not be the same as any local number or room name contained on site. This is a unique number used for various activities to allow for effective property management.

Asbestos risk register room numbers will be like the following:

Basement	-1/001	-1/001- Boiler house, -1/002 - Store -1/003 -Toilet, etc
Ground Floor	0/001	0/001 - Corridor, 0/002 - Office, etc
First Floor	1/001	1/001 - Classroom, 1/002 - Cleaners store, 1/003 - Boys Toilet, etc
Mezzanine	M/001	M/001 - Viewing Gallery, M/002 - Store

0/003-TBC (To Be Confirmed) means that the **Room Name** is to be confirmed **not** the presence of asbestos containing materials.

**16. Hazard Location:** (where in the room) –

e.g., the floor, floor duct, wall, heater, pipe work, ceiling, ceiling void, electrical equipment, boiler plant etc.

**17. Hazard Description** (what in the room) -

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, electrical equipment etc.

**18. Material:** (the main asbestos product) Asbestos board, thermal insulation, textiles, cement products or other encapsulated materials.

**19. Subtype:** (this is the subtype of the above asbestos product), e.g., millboard, insulating board, boiler lagging, felt, gaskets & washers, profiled sheets, textured coatings, flooring.

**20. Comments:** Comments either by surveyors or property services as to condition, locality or relevant information pertaining to each item.

**21. Hazard Status:** (asbestos present, removed, presumed, or not detected).

- **Hazard Confirmed** – Asbestos Containing Material is present.
- **Hazard Removed** – Asbestos Containing Materials have been removed.
- **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.
- **Hazard Not Detected** – This is where materials have been taken for analysis but have been proven to be negative (do not contain asbestos).

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/02	5.1	23/09/2021	DW	YG	5 of 11

**22. Asbestos Type:** Chrysotile, Amphibole asbestos excluding Crocidolite or Crocidolite. These are the types of asbestos commonly (and incorrectly referred to) as white, brown and blue asbestos.

**23. Risk:** This is scored on product type, extent of damage, surface treatment, asbestos type, main type of activity in area, location, accessibility, extent/amount, number of occupants, frequency of use, average time area is in use, type of maintenance activity, and frequency of maintenance activity.

The risk has four categories: Very Low 1-8, Low 9-12, Medium 13-18, and High 19-24.

**24. Quantity:** Number of components, square metre, or linear metre.

**25. Hazard ID:** HAZ07997 (e.g.) is a unique type identifier used for all instances of known asbestos and all presumed asbestos containing materials, this identifier is generated by the asbestos management system.

**26. No Hazard Info:** Locations which have been checked within each room during the management survey. It has been deemed that there is no asbestos present in these materials or locations.

**27. No Access Comment:** States that a room has been deemed 'no access' and will give a reason why.

**28. No Access Statement:** A standard statement to advise that no survey has been carried out in this location and no works should proceed until this has happened.

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/02	5.1	23/09/2021	DW	YG	6 of 11



## Fife Council Asbestos Register

1 Report Published: 18/10/2013  
2 Register Expiry Date: 18/10/2014

**This report MUST be printed in colour to maximise identification of Asbestos Hazards**

3 Site: 006175 - Former PC & Offices 5 Block: 001 - Offices  
4 Address: 35 Queen Anne Street, Dunfermline KY12 7BA

6 Survey Type: Management Survey  
7 Survey Ref: REF 001  
8 Date of Survey: 03/10/2013

### Survey Type : Management Survey

#### STANDARD SAMPLING, IDENTIFICATION AND ASSESSMENT SURVEY

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect asbestos containing material in the building which could be damaged or disturbed during normal occupancy including foreseeable maintenance and installation and to assess their condition.

The strategy has been established to keep to a minimum the number of bulk samples taken for analysis and is a combination of visual inspection and sampling of bulk materials. If the material sampled is found to contain asbestos; other similar materials used in the same way in the building can be strongly presumed to contain asbestos. Where other materials are 'Presumed' to contain asbestos it is because there is insufficient evidence (No Analysis) to confirm it is asbestos free (e.g. fuse boxes with asbestos flash pads & boiler heating plant). Where an installation is 'Live' a sample cannot be taken.

Where "NO ACCESS" is used, it indicates that the area specified was not accessible at the time of the survey. These areas must be presumed to contain asbestos. Management surveys should 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 management survey and a localised refurbishment survey will be needed.

Please notify any changes or damage to materials to Asset & Facilities Management Service - Property Services (Douglas Wood, Construction Compliance Co-ordinator, 03451 55 55 55 ext 446849)

#### Key:

- |                          |                            |
|--------------------------|----------------------------|
| 1. Report Published Date | 5. Block Number & Name     |
| 2. Register Expiry Date  | 6. Survey Type             |
| 3. Site UPRN & Name      | 7. Survey Reference Number |
| 4. Site Address          | 8. Date Of Survey          |

Page 1 of 4

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/02	5.1	23/09/2021	DW	YG	7 of 11

## Fife Council Asbestos Register

9 Site: 006175 - Former PC & Offices 11 Block: 001 - Offices  
10 Address: 35 Queen Anne Street, Dunfermline KY12 7BA

12 Survey Type: Management Survey  
13 Survey Ref: REF 001  
14 Date of Survey: 03/10/2013

Room	Hazards	Areas Where No Hazard Identified
15 0/001 - Vestibule Circulation Areas		
16 Location: Wall 2 17 Description: Asbestos Board 18 Material: Boards 19 Subtype: Insulating Board 20 Comments: Wall 1, 3, 4 are non-asbestos. No fixing of pictures to wall 2.	21 Status: <b>Hazard Confirmed</b> 22 Asbestos Type: Amphibole Asbestos Excluding Crocidolite 23 Risk: <b>Medium</b> 24 Quantity: 20.00 sqm	25 Ref: HAZ27342
0/002 - Attendants Office Offices / Staff Rooms	27 No Access - Room Unsafe Hole In Floor.	
28 Access to this area was not available at the time of 'THIS' survey. No works should proceed in this area until a survey has been carried out		
0/003 - Ladies Toilets Female Toilets		
Location: Cistern Description: Cistern Material: Other Encapsulated Materials Subtype: Reinforced Plastic And Resin Composites	Status: <b>Strongly Presumed</b> Asbestos Type: Risk: Quantity: 5.00 it	Ref: HAZ27343
Location: Ceiling Description: Textured Coating Material: Other Encapsulated Materials Subtype: Textured Coatings Comments: Removed May 2010	Status: Hazard Removed Asbestos Type: Chrysotile Risk: No Asbestos Present Quantity: 20.00 sqm	Ref: HAZ27344

26  
Ceiling (Plaster), Floor (Timber), Floor Covering (Lino) - No Suspect Materials / No Sample Required

Walls (Plasterboard), Floor (Timber), Floor Covering (Quarry Tiles) - No Suspect Materials / No Sample Required

**Asbestos in Doors - For information on asbestos in doors please refer to the addendum at the end of the Risk Register**

Please notify any changes or damage to materials to Asset & Facilities Management Service - Property Services (Douglas Wood, Construction Compliance Co-ordinator, 03451 55 55 55 ext 446849)

Page 2 of 4

### Key:

9. Site SRN & Name	12. Survey Type	15. Room Number & Name	18. Material	21. Hazard Status	24. Quantity	27. No Access Comment
10. Site Address	13. Survey Reference Number	16. Hazard Location	19. Material Subtype	22. Asbestos Type	25. Hazard ID	28. No Access Statement
11. Block Number & Name	14. Date Of Survey	17. Hazard Description	20. Comments	23. Risk	26. No Hazard Information	

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/02	5.1	23/09/2021	DW	YG	8 of 11





**ASBESTOS**

**SIGNING-IN LOG**

**FIFE COUNCIL EMPLOYEES AND CONTRACTORS**

**IN SIGNING THIS LOG BOOK YOU ARE ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTOOD THE INFORMATION HELD WITHIN THE ASBESTOS RISK REGISTER.**

Important Notes for those responsible for maintaining this log:

1. Where more than one individual from the same contracting organisation is present on-site to conduct a specific task, only the supervisor or person in charge need sign the log.
2. Where Building Services or other contractors are on-site operating to several different works orders, a separate record is to be made for each Works Order.
3. Where the contractor's work extends over a few days, only one entry (on the first day of work) is required.

Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/02	5.1	23/9/2021	DW	YG	9 of 11

## Appendix 2 of Property Service Procedure PS/DW/02

**Name of Property: -**

## ASBESTOS REGISTER LOG

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Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/02	5.1	23/9/2021	DW	YG	10 of 11

## Appendix 2 of Property Service Procedure PS/DW/02

**Name of Property: -**

## ASBESTOS REGISTER LOG

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Procedure No.	Issue	Issue Date	Issued By	Approved By	Page No
PS/DW/02	5.1	23/9/2021	DW	YG	11 of 11