

BUSINESS CASE: MANAGEMENT OF ASBESTOS

HROD: FM



1. INTRODUCTION

Plymouth City Council has c104 buildings which have Asbestos Containing Materials (ACMs) within their fabric. When materials that contain asbestos are disturbed or damaged, fibres are released into the air and when inhaled they can cause serious diseases. These diseases often take a long time to develop, but once diagnosed, it is often too late to do anything. The HSE reports that:

- Asbestos still kills around 5000 workers each year, this is more than the number of people killed on the road.
- Around 20 tradesman die each week as a result of past exposure
- Asbestos can be present today in any building built or refurbished before the year 2000.

For this reason, the Management of Asbestos is a legal requirement under the:

- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Management of Asbestos Regulations 2012
- Construction (Design and Management) regulations 2015

This Business Case outlines the core requirements of the Management of Asbestos Regulations 2012. It then identifies a phased plan of action, which will take 26 months to deliver, following a procurement process and award of contract and then require an on-going programme of monitoring and review thereafter to maintain compliance.

2. THE MANAGEMENT OF ASBESTOS REGULATIONS 2012

The following is an overview only. The Council is required to:

- Take reasonably practicable steps to identify Asbestos containing materials (ACMs) across the estate and presume the presence of ACMs unless there are good reasons not to.
- Record the location and condition of ACMs, and undertake a risk assessment to reduce the risk of exposure to as low as reasonably practicable.
- Develop an Asbestos Management Plan to determine how the ACMs will be actively managed.
- Monitor the effectiveness of the plan periodically over the course of a year.
- Annual review, including the asbestos survey to maintain an up to date understanding of the risks in each building, and to actively manage the risks.

In order to fulfil these requirements The Council must have a designated Competent Person for Asbestos, and suitably Competent Persons to provide:

- a detailed Asbestos Management Survey of each building
- production of an asbestos management plan
- active management of ACMs identified
- annual monitoring and review of the asbestos management survey, asbestos management plan and effectiveness of the management arrangements
- analysis of any proposed works involving ACMs ensuring they are undertaken safely

- the safe demolition and removal of any ACMs

Each activity requires different levels of asbestos competence.

3. CURRENT ARRANGEMENTS WITHIN PCC

The following table illustrates the current arrangements within PCC:

ASPECT	CURRENT POSITION
<p>Management of Asbestos</p> <p>a) Competent Persons</p>	<p>The Council has a Competent Person for Asbestos Management who sits within HROD Hard FM Services. The post holder is a full time qualified Surveyor, with the relevant qualifications, skills, knowledge and experience to provide Competent Advice to colleagues across the Council in all matters relating to the management of asbestos.</p>
<p>b) PICs</p>	<p>The Council has designated Persons in Control (PICs) of each building who have delegated responsibility to manage asbestos in their designated buildings. This requires them to:</p> <ul style="list-style-type: none"> ▪ Inspect every asbestos material, at least annually. ▪ Risk assess each asbestos material ▪ Devise and implement an asbestos management plan ▪ Ensure ACMs are labelled ▪ Ensure staff they delegate duties to are competent ▪ Visually inspect ACMs to ensure they remain in good condition ▪ Ensure anyone likely to disturb asbestos is shown the asbestos register and reminded of the need for an assessment prior to destructive works and have signed to confirm this ▪ Ensure staff are aware of the plan ▪ Review the asbestos management plan annually ▪ Make checks every 6 months to ensure safeguards and procedures are working

	<ul style="list-style-type: none"> ▪ Ensure the asbestos management survey is updated annually and following changes ▪ Review risk assessments and the entire management plan annually or following significant changes <p><i>[N.B. this does not include every facet of a PICs delegated duty]</i></p>
c) Asbestos Management Surveys Annual re-inspections and updates	The Council commissions Asbestos Management Surveys, Annual re-inspections and updates as required.
Asbestos Analysts	The Council currently commissions its asbestos contractor who subcontract the role of Asbestos Analyst, Analysts check asbestos contractor's method statements and work on behalf of the client to ensure it is compliant.
Asbestos Policy	The Council has an Asbestos Policy (2018) published which outlines roles and responsibilities and operational management of asbestos in accordance with HSG264
CDM (2015)	The Council has a Health and Safety Performance Standard (HSPS) for CDM which contains the necessary requirements for the management of asbestos in construction projects.

4. OPTIONS APPRAISAL

Phase 1 is to procure an asbestos accredited consultant.

Phase 2 Recruitment of Asbestos Officers will be completed in accordance with existing recruitment policy and procedure and requires no further approval.

4a Asbestos Surveys

All asbestos compliance related activity hinges on having an up to date and accurate asbestos survey. It is therefore a matter of priority to engage a suitably qualified Asbestos consultancy to undertake a new baseline survey of approximately 104 sites. The order of the surveys will be determined by a prioritisation process and from the point of awarding a contract will take approximately 24 months to complete. Progress will be heavily dependent on the cooperation of the various services and organisations who control access to our buildings.

12 months after the first buildings have been surveyed, annual re-inspections will become due as an ongoing requirement of the regulations. The re-inspections need to be carried out by an accredited surveying practice. This would carry an ongoing yearly cost, which will be significantly less than completing the new surveys.

To prevent re-survey pressures the initial surveys should be carried out evenly over one to two years.

4b Asbestos Management Plans

Once each survey has been completed, a management plan can be developed, by a suitably competent person (P405). PICs are not currently trained to this level and there are options as to how to achieve the initial and ongoing requirements for annual reviews (or sooner if there is an asbestos incident).

REF	OPTION	PROS	CONS
I	Direct employment of 2 full time, experienced, P405 qualified persons This could potentially be appropriately qualified existing employees. (Indicative cost £27,041-£32,910 x 2 depending on JE)	The approach would provide the simplest option with regard to management, quality and control of the process. This may offer a quick solution if appropriately qualified and experienced personnel can be recruited. This grading is believed to be appropriate, but until a role profile is graded this is not confirmed. However, it is believed to be about right for recruiting externally, given this is	Additional to establishment This or option 3 are considered to be the most appropriate options.

		<p>the same as is being paid for asbestos surveyors in the public and private sectors in the SW. And this role is above that of an asbestos surveyor.</p> <p>This is believed to be a cost effective route for the Council to take Once the initiative becomes a rolling cyclical programme, efficiencies may be possible.</p>	
2	<p>Re-deploy 2 existing employees, who can demonstrate potential on a fixed term contract / secondment basis*. Put these through the P405 or equivalent course, if they do not already hold the qualification, and develop them.</p> <p>(Indicative cost £27,041-£32,910 x 2 depending on JE)</p>	<p>A good option for overall control and quality. FM are able to mentor the development of individuals and previous experience in the council would be of benefit.</p> <p>Following the initial roll out of the programme, there should be savings due an overlap in duties with Compliance Technicians and the push to have electronic compliance documentation held centrally in our property database.</p> <p>Existing compliance technicians are graded F. This role will be more autonomous and demanding. But it would take over one of the principle duties of the compliance technicians. And it could be expanded, once bedded in to encompass other checks, currently done by technicians. Compliance technicians complete QA, The MAC role could complete audits.</p>	<p>Additional to establishment.</p> <p>Quality, experience and not aptitude may not be available. Will not be ready in time for start of process within a short time scale, therefore additional resources would be required until they are competent and qualified. Will have limited experience and will require mentoring/management, at least until experience built. This is estimated as a minimum of 2 years if no previous experience.</p> <p>If the council decide not to go with options one or three, this would be the next best route. But it would take longer to implement meaning some agency staff would be required in the beginning. And there would be an implication for the posts they would be leaving, which might mean going out to the market anyway.</p> <p>This option is not supported by FM</p>

3	<p>Resource 2 experienced, P405 qualified persons through an agency on a fixed term contract*.</p> <p>(Indicative cost £27,041- £32,910 x 2 depending on JE + agency costs)</p>	<p>A good option for overall control and quality. Could be the one of the quickest ways of sourcing the expertise. More likely to have an asbestos/construction background. Will require less day to day management.</p> <p>Procurement support this approach. Would be quick to implement if the grade is appropriate.</p> <p>Offers flexibility of capacity, which may be appropriate if the estate is reduced.</p>	<p>If the estate is reduced this option offers flexibility.</p> <p>Uncertainty over longevity of staff.</p> <p>Agency costs will need to be considered.</p> <p>This or option 1 (one) are considered to be the most appropriate options.</p>
4	<p>Engage a consultancy to provide the 2 x FTE support roles on a fixed term contract*. Would have to be a different consultant to whoever is delivering surveys due to a conflict of interest</p> <p>(Indicative cost £27,041- £32,910 x 2 depending on JE + consultancy costs)</p>	<p>Procurement also support this approach. Would be quick to implement if the grade is appropriate.</p>	<p>This did not work in the pilot programme despite our best efforts.</p> <p>This option is not supported by FM due to the outcome of the pilot trial. The lessons learnt should be accepted.</p>
5	<p>Train the current Facilities Team leaders (Full time PICS) to P405 level and extend their roles re asbestos to cover all 104 buildings</p> <p>(Indicative costs £5,600 for training + on going mentoring needs)</p>	<p>Zero costs for MACs Fully employed as a PIC</p>	<p>P405 Training costs x 7 and mentoring needs.</p> <p>No capacity to cover additional buildings in relation to asbestos.</p> <p>This option is not supported by FM.</p>
6	<p>Train the current Facilities Team leaders to P405 level to produce and update asbestos management plans for their buildings AND appoint a Management Asbestos Consultant (MAC) to work alongside PICs in the remaining buildings on a fixed term contract*(as per options 1-4)</p> <p>(Indicative cost £27,041- £32,910 x 1 depending on JE +</p>	<p>Costs reduce by half Fully employed as a MAC therefore no role conflicts; could also provide cover / mentoring for PICs</p>	<p>P405 Training costs x 7 and mentoring needs</p> <p>Would it be possible to recruit to a FTE MAC role – is it desirable?</p> <p>This option is not supported by FM</p>

	£5,600 for training Super PICs + on-going mentoring needs)		
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* Fixed term for up to 2 years pending evaluation of role in the context of wider FM structure requirements for the future estate.

TRAINING: P405

4 day taught course (or online equivalent) with an exam at the end of the course. It's not easy and requires significant preparation and additional, own time study. Particularly if a student doesn't already hold the P402 certificate, which use to be a pre-requisite.

Cost per person £800

Asbestos management – demolition and disposal

The consultancy side of the current contract requires reviewing.

Costings will need to be obtained through Procurement and Market testing.

5. RECOMMENDATIONS

It is recommended that a phase approach to the management of risk is taken as follows:

- Instigate the temporary procedure outlined in Appendix D.

To be actioned immediately.

- Commission replacement asbestos management surveys.

Action: Procurement commenced March - April 2022

- Initiate the revised PIC initiative. This includes individual and service roles and responsibilities, key person profiles and competencies, procedures reporting and line management etc.

Action: A Draft Revised PIC policy is with HSW Steering group. This needs ratifying and implementing at the earliest opportunity. (February / March 2022)

- Recruiting P405 level support as outline in option one or three above.

Action: Agree which action is to be taken no later than April 2022

- **The decision should be made by the Service Director HROD to select option 1 or 3. Both are technically appropriate. However, these have differing long term implications in HR terms.**

- **The Service Director HROD to approve option 1 or 3.**

- **Options: 2,4,5,6 are not recommended by FM.**

- Re-commence Asbestos awareness training.

Action: 3 quotes for P405 training to be obtained during March - April 2022.

- Procure the services of an accredited analyst/surveying consultancy – for all the council's Asbestos surveying and analysts work.

Action: Procurement to start no later than end of March / April 2022.

Action: Review current arrangements when an alternative supplier has been procured.

6. APPENDICES

- A. Asbestos Survey Scheduled plan.
- B. Commissioning Specification for Asbestos Management Surveys.
- C. Commissioning Specification for Asbestos Survey Consultants.
- D. Interim arrangements.

APPENDIX A

Asbestos Management within PCC

Specification for the undertaking, and reporting on, asbestos surveys, updates to surveys, re-inspections and sampling on behalf of Plymouth City Council.

(See also -Specification for Asbestos Consultants conducting Asbestos Management Surveys, Pre- Refurbishment or Demolition Surveys and Annual Re-inspections, including the sampling of bulk material for the presence of asbestos on behalf of Plymouth City Council).

All surveys will be planned and conducted in accordance with, inter-alia, the following, being current at the time of the survey

The Health and Safety at Work Etc. Act 1974, The Control of Asbestos Regulations, The Construction, Design and Management Regulations, HSG 264, UKAS RG8 and the consultancies' own accredited systems, policies and procedures, the consultancies' quality management systems, Plymouth City Council's Asbestos Policy. If there is a discrepancy, the statutory framework and HSE Health and Safety Guidance will take precedence.

Testing laboratories must be UKAS accredited ISO/IEC 17025 and comply with the guidance and recommendations in UKAS LAB30. Indeed, all consultants/ testing laboratories are required to comply with current editions of all UKAS publications relevant to their areas of accreditation or application and should also be aware of international publications relevant to their areas of accreditation. (E.g. The current editions of UKAS LAB 30 and RG8, as updated from time to time).

Updates to asbestos management surveys following significant works

It is council policy that asbestos information such as management surveys and plans are maintained and kept updated. Particularly following significant works to an asset. This responsibility lies with the officer administering or commissioning the work. The surveying consultancy should be called upon by the contract administrator/commissioner, in such circumstances, firstly to undertake a pre-refurbishment or demolition survey, and secondly to update the premises asbestos management survey, on the completion of the works. The asbestos surveyor should make such checks and enquiries so as to be sure that all material changes have been accurately reflected in the updated document. If the surveying consultancy should become aware, at any time, or have suspicions, that the above procedures are not being followed, the consultancy must make the council aware ASAP of their concerns.

Updates to asbestos management surveys during re-inspections

Notwithstanding the requirement to update information following significant works, during cyclical, planned re-inspections, the asbestos surveyor must carefully check the premises asbestos management survey, and contact the delegated duty holder, to ascertain if any significant changes have occurred since the last re-inspection, and to update the survey report to reflect such changes. Changes would include, but not be limited to, changes in layout effecting floorplans and/or room numbering, asbestos materials that have been removed or discovered, changes in condition of asbestos materials, and so on. Such changes should be minimal. However, if they are not – the surveyor should contact the council before proceeding further, to consider if a new asbestos management survey is required, rather than a re-inspection.

Building plans used in asbestos surveys

Wherever possible, the council will provide site block and floor plans. However, consultants will be expected to check plans on site and to update them, as required, and where necessary produce new accurate floorplans, in accordance with the council's drawing protocol, which are integral to asbestos surveys. Floorplans do not have to be to scale but must be proportionally correct and all areas, rooms, cupboards, cubicles, stairs, lifts, circulation routes, etc, will be uniquely numbered in accordance with the council's drawing protocol. Drawings should be standardised in terms of the information they provide. A drawing should have a title panel which identifies what the drawing relates to and a key. E.g. Name and full address of property, the floor or elevation, the survey type, purpose of the drawing, date, drawn by, and so on. Drawings should be sized such that they are easily read and interpreted. Please refer to pdf file "Typical Drawing layout and information example". Although the actual information provided by a drawing may differ, from time to time, this example is typical of the standard, relative size, layout and format that will be expected for all drawings. The exception being that it will be acceptable to represent walls with a single line.

Photographs used in surveys

As a minimum, photographs of the main entrance façade of the building and all identified or presumed asbestos containing materials are required. Photographs should be in colour and of a reasonable size and quality, bearing in mind they will be used to help identify hazardous materials. Photographs should clearly identify the material in question and its location within a room or area. All photographs should be annotated with a description of the material in question, along with any other information that would be helpful. Where appropriate arrows should be used to further identify a material and/or its extent.

Priority Risk Assessments

The council acknowledges the "duty holders" responsibility to conduct a priority risk assessment. When it is appropriate, (such as for an asbestos management survey or for re-inspections), the Council will require the Consultant to send the delegated person the priority risk assessment scoring sheets for every asbestos material, on a room by room basis, and require the delegated duty holder to confirm the Priority risk assessments are reasonable, given their knowledge of the premise. The request should state further that, if no response is received within 5 working days, the consultant will assume that the delegated duty holder agrees with the scores as being reasonable. And to subsequently report the conclusion and the total risk score, (TRS), along with recommendations for management and control actions that flow from the TRS. If the delegated duty holder does not respond to the asbestos surveyor's request, within a reasonable timeframe, or their response is inappropriate, the consultant should report the matter immediately, via email, to the council.

Asbestos management surveys - areas not accessed

This must be the exception, rather than the rule. Generic caveats should be avoided unless agreed with the council beforehand. Surveys must be properly planned and resourced in order to facilitate full access to all areas and rooms. Voids where destructive works would be required to gain access are an example of an exception. In circumstances where the provision of safe access would be prohibitively expensive, such areas, along with the above mentioned voids, should be clearly defined in the survey reports with

clear and unambiguous advice including the assumption that asbestos materials, which may not be in a good condition, are present/contained within. Furthermore, that access for any purpose must be restricted until such time as the area in question has been inspected.

Representative sampling

In order to reduce the likelihood of false negative results, potentially giving rise to release of asbestos fibres, sampling strategies must be robust and representative of the whole of a particular material, and of the presence of materials throughout a building. This is particularly important for non-homogenous or site mixed materials.

Asbestos management surveys - comments against all rooms/areas of the building

There must be a comment against all rooms/areas of the building, inside and out. Either that there was no access, (*see also - Asbestos management surveys - areas not accessed:*), or that asbestos material(s) have been located, with further information, or where strong presumptions are made – and on what basis, or that no asbestos materials have been visually observed in that particular room or area.

Timescales – Surveys

Most asbestos surveys are pre-planned. Each survey, or tranche of surveys should have a completion date agreed in advance, before works on site commence. The Consultant will be expected to proceed regularly and diligently towards the agreed completion date. Ditto for phased works where a number of surveys are required to be completed in a timeframe, such as per week, month or year. Furthermore, must make the council aware, via email, as soon as there is likely to be a delay, and not to wait until there is a delay. This includes making the council aware of any problems encountered, which are beyond the consultants control, such as difficulties in gaining access or in arranging meetings, etc. Such difficulties should be reported, by the latest, on the next working day.

There are occasions when a surveyor is required at very short notice due to circumstances beyond the council's control. E.g. unplanned damage to a building that has exposed hitherto unknown materials, which would lead to closure of the building or prevent a front line service from being delivered. Consultancies must be in a position, and willing to deploy a surveyor on such occasions, to arrive at the address within 2 hours of receiving a request, during normal working hours. (Normal working hours for the purposes of this specification will be 8am to 5pm Weekdays). Any visit request received after 3pm would be fulfilled at 9 am, or later by prior agreement with the council, on the next working day.

Timescales – Testing & reporting: Most surveys and sampling are pre-planned. However, there are occasions when a surveyor is required at very short notice, due to circumstances beyond our control. E.g. unplanned damage to a building that has exposed hitherto unseen and potential asbestos containing materials, which could necessitate closure of a building or prevent a front line service from being delivered. Consultancies must be in a position, and willing to test and report on samples in such circumstances as follows, (notwithstanding practical issues, such as drying a material prior to analysis):

During normal working hours, if a sample is taken in the morning, before 12 noon, – to test and report ASAP the same day, and before 5pm.

If a sample is taken of an afternoon – to test and report ASAP and by the latest 11am on the next working day. (Normal working hours for the purposes of this specification will be 8am to 5pm Weekdays).

APPENDIX B

Plymouth City Council Asbestos Management Surveys

***In red – to be confirmed at the time of tendering process**

This requirement must be read in conjunction with:

- PCC Specification for Asbestos Surveying Consultants
- PCC Specification for Asbestos Surveys
- Typical Drawing layout and information example

Plymouth City Council currently has a responsibility for the management of asbestos in buildings across **104** sites within the city. (Most sites have one building. Some sites have multiple buildings). Due to acquisitions and disposals this number may change from time to time and the council reserves the right to remove or add to the number. Tendering consultants should allow for this possibility in their pricing. Any assets acquired during the term of the contract will be priced and agreed at the time a survey is requested.

Each site has an asbestos management survey, but some may need updating, particularly with regard to changes to floor layouts, and reviewed in accordance with HSG 264. Accordingly, the City wishes to ensure all of its asbestos management surveys are compliant and fit for purpose.

The City would like lump sum quotations from UKAS accredited asbestos surveying organisations for the surveying and preparation of new asbestos management surveys in accordance with HSG 264 and the above named PCC specifications and drawing layout example. Lump sum quotations must indicate a build-up comprising the cost of providing a compliant asbestos management survey, in the required formats, for each and every site. The lump sum should also indicate the cost of mapping the survey information for inputting into TF Cloud.

The City would also like the following rates in respect of ad-hoc asbestos surveying, and sampling in addition to the above requirement for all types of asbestos surveys and sampling;

1. A fully inclusive, all-in hourly rate to carry out asbestos surveys and sampling. The hourly rate will only be chargeable for the time the surveyor spends conducting the survey or sampling at the PCC premise, and for reasonable time spent producing a report. Not for travelling.
2. A fully inclusive, all-in cost of laboratory sampling and reporting, per sample for a result within 24 hours of the request.
3. A fully inclusive, all-in cost of laboratory sampling and reporting, per sample for a result within 3 days of the request.

Please note:

- An all-in price for surveying would not include for other trades to attend such as electricians. And whilst it would include for items such as a ladder or steps, it would not include for scaffolding, scaffold towers, and cherry pickers.
The city would expect most work to be carried out by a surveyor working alone.
If 2 surveyors are deemed to be required for a particular job, this must be agreed, with reasoning, in advance.
In respect of ad-hoc asbestos surveying and sampling, the council cannot guarantee any work.

Consultants wishing to quote for this work are encouraged to contact the council with any queries or requests for clarification, or further information, at the earliest opportunity within the 6 week timeframe for the return of quotations.

Because of the internal resources required to complete reviews of asbestos management plans following cyclical re-inspections, the City requires the surveys to be undertaken and the reports completed, evenly over a 24 month period, following a period of mobilisation and preparation. 24 months equates to the completion, on average, of just over 4 sites per calendar month, every month. In reality, due to Christmas closures and such like, it will be closer to 5 sites per month, on average. It is imperative that the surveys are completed in line with the above timescales. 5 sites on average per month – every month does not mean 8 sites completed in one month and 2 in the next. The commission, including for initial preparation over approximately 2 months, must be completed within 26 months of award of contract.

The Council prioritises its property assets with a rating called a Property S rating. S1 to S5. (S1 being the most important). Within the 26 month timescale for the completion of this contract, S1 assets must be completed first, followed in a logical order through to S5 assets.

The City will provide the following information for every site to quoting consultants:

1. An electronic copy of the current asbestos management survey with integral floor plans
2. The full postal address of the property
3. The name and contact details of the person in control of the site
4. The property S rating.

Monthly, interim payments will only be authorised for completed asbestos management surveys received by PCC, on time and which are compliant with HSG264 and the council's specifications referred to above, and in the agreed formats. By definition, this means fully inputted into the Council's TF Cloud Database. (See below).

The asbestos management surveys must be delivered in the following formats and monthly, all at the same time:

1. Via mapping from the surveying organisations own surveying and reporting software for direct input into the Council's TF Cloud Property Database by council staff. (The whole cost of which, save for council staff time, must be included, as an itemised amount in the lump sum quotation).
2. A Pdf Copy,
3. A bound, quality, full colour paper copy delivered to each site.

Project programme:

1. Date for return of quotations: 6 weeks from RFQ
2. Mobilisation from award of contract: 1 week
3. Date for completion of mapping to TF Cloud and conducting trial survey: 9 weeks from award of contract.
4. Date by which access arrangements must have been made for first monthly surveys: 4 weeks from award of contract. Thereafter, a minimum of 4 weeks' notice in advance to persons in control to arrange access for surveys.
5. Date for completion of the first month's 5 surveys, defined as receipt of reports in formats required, including successful inputting to PCC TF Cloud: 13 weeks from award of contract
6. Date for completion of commission: 26 months from award of contract

Forecast timeline with key events for delivery of premises asbestos management surveys and re-inspections, in line with the council's statutory duty:

1. Contract awarded to consultant for delivery of approximately 104 asbestos surveys, over 26 months, and other ad-hoc asbestos surveys during the length of the contract.
2. Months 1 and 2 = preparation phase; mapping, trial input to TF and access arrangements for first batch of surveys. Surveys prioritised by property S rating.
3. Months 3 to 26 = Total 24 months. Delivery of 104 asbestos management surveys, averaging 5 sites per month. (Includes for Xmas shut down and a contingency allowance).
4. Months 6 to 7 = Formal performance and project delivery review and feedback following first 3 months - 15 surveys completed. Note: in reality performance monitoring by the city will be an ongoing monthly function.
5. Months 6 to 12 = Preparation and tendering of a 5 year programme for the delivery of ongoing annual asbestos re-inspections for approximately 104 sites, and ad-hoc asbestos surveying, in addition to the re-inspections, for all types of asbestos surveys. Award of 5 year contract – end of Month 12.
6. Months 13 to 14 = preparation phase; mapping, trial input to TF and access arrangements for first batch of re-inspections. Re-inspections must occur on, or shortly before the anniversary of the completion of each asbestos management survey. So there will be an overlap of the 2 contracts.
7. Month 15 and ongoing = delivery of ongoing annual asbestos re-inspections.
8. Month 27 to month 36 = following the completion of the first contract in month 26 the authority will, for a 12 month period, gradually increase the number of re-inspections per month, as more sites reach the anniversary of the delivery of their replacement asbestos management surveys.
9. Month 36 to 75, and ongoing = Allowing for the Xmas shut down and a contingency, the council will require re-inspections, at an average rate of 10 per month. It is estimated that this would require the equivalent of 2 full time posts to deliver, assuming the various services responsible, manage and implement the council's policies and procedures.

APPENDIX C

Specification for Asbestos Consultants conducting Asbestos Management Surveys, Pre-Refurbishment or Demolition Surveys and Annual Re-inspections, including the sampling of bulk material for the presence of asbestos on behalf of Plymouth City Council.

(See also – Specification for the undertaking, and reporting on, asbestos surveys, updates to surveys, re-inspections and sampling on behalf of Plymouth City Council).

Location of HQ/branch office/Laboratories: Consultants should ideally be based in Plymouth or have a significant presence within the city. Consultants based outside the city limits will be considered, but must have their head office and main operating centre in Devon, Cornwall or within a maximum 20 miles of the Devon Border. Accredited testing laboratories used must also be located within these geographical boundaries.

Resources: Consultants will be required to demonstrate, by way of a structure chart that they have a suitable and sufficient management & staff structure to service such a contract on behalf of the council. This will include contractual and operational management, and adequate numbers of trained, experienced, directly employed analysts, surveyors, and support staff. There must be no sub-contracting of key staff such as surveyors.

Surveyors and analysts must be based within Devon, Cornwall or within a maximum 20 miles of the Devon Border. Where consultants use a third party accredited testing laboratory, the consultant should also provide the same details in respect of the resource capability of the laboratory to service the requirements of the council.

Consultants/laboratories should be able to demonstrate suitable and sufficient resources, such as equipment used for surveying, sampling, testing and analysis, both in the laboratory and in the field.

Competence: It is essential that consultants undertaking surveys and/or re-inspections should have as a minimum the qualifications, experience and knowledge set out in Tables 1 and 2 of UKAS RG8. Consultants must be UKAS accredited ISO/IEC 17020 for inspections and the sampling of bulk material for the presence of asbestos in respect of the following:

Asbestos management Surveys. *To locate and describe, as far as reasonably practical, the presence and extent of any suspect asbestos containing material (ACM) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.*

Asbestos pre-refurbishment and demolition surveys. *To locate and describe, as far as reasonably practicable, all ACMs in the area where refurbishment work will take place, or in the whole building if demolition is planned.*

Re-inspections. *UKAS considers re-inspection of known asbestos, conducted on behalf of the client as part of the “Duty to Manage” defined in the CAR, to be an accredited service of the inspection body. These re-inspections should be conducted by a qualified and authorised surveyor in accordance with UKAS RG 8 as review of Material Assessments will be required. Should additional survey and sampling be required during this work, this will become a management survey.*

Details of the work scope covered under each type of the above surveys are described in HSG 264. All surveying and sampling for asbestos must comply with HSG 264. Surveys may combine any and all survey

types depending on the needs and plans of the council. For combined surveys the scope of the duty holder's requirements must be clearly described within reports.

Testing laboratories must be UKAS accredited ISO/IEC 17025 and comply with the guidance and recommendations in UKAS LAB30. Indeed, all consultants/ testing laboratories are required to comply with current editions of all UKAS publications relevant to their areas of accreditation or application and should also be aware of international publications relevant to their areas of accreditation. (E.g. The current editions of UKAS LAB 30 and RG8, as updated from time to time).

Consultants experience of surveying in various types of Premises. The council are duty holders for a range of buildings typical for a local authority, including municipal buildings, office blocks, commercial and industrial estates and works depots, adult and children's day care and sleeping accommodation, libraries, community centres, and so on. Accordingly, consultants and individual surveyors, must be able to demonstrate experience of surveying and sampling for asbestos in a broad range of premises, as described above.

Competence of Key staff: It is essential that all persons undertaking surveys and/or re-inspections should have as a minimum the qualifications, experience and knowledge set out in Tables 1 and 2 of UKAS RG8, unless they are working under the direct supervision of appropriately qualified and authorised persons. It is desirable that such persons also have a P405 qualification.

The persons responsible for the supervision of technical activities, in addition to the qualifications, experience and knowledge specified above and in Tables 1 and 2 of UKAS RG8, should hold a P405, or equivalent, and have experience in:

- (a) All areas of asbestos survey work including survey planning, resourcing, technical specifications, quality control and reporting and;
- (b) Asbestos containing material assessment criteria.

Other support staff that may be involved with the surveying activities should have the relevant level of training and experience for the tasks they are undertaking.

Inspection methods and procedures: will comply with: the Control of Asbestos Regulations, the Approved Code of Practice L143, HSG 264 and HSG 248.

In accordance with UKAS RG8, quality assurance checks on surveys must be carried out on a regular basis by randomly reviewing a percentage, (typically 5%), of areas surveyed and subsequent assessment. These quality assurance checks:

Shall be a documented second survey conducted by an individual authorised to conduct such quality assurance checks, without prior knowledge of the areas to be re-surveyed to provide an unbiased assessment;

Shall include a record of subsequent comparison data of the two surveys, and the significance of discrepancies shall be considered and acted upon where necessary using the organisation's non-conforming work procedure.

Presentation of results – Survey reports

Consultants tendering for asbestos surveying contracts will be required to submit a typical completed asbestos management survey. The council may require additional information to be added in the form of guidance notes and relating to PCC policy and procedures, to be agreed with the consultant.

Health and Safety

Health and safety accreditation is required fromSSIP members such as CHAS, Acclaim or Safe Contractor. There are other risks, other than from asbestos, in undertaking building surveys. Risk assessments and method statements should not be generic. They should address risks specific to a particular task in a particular location.

Management System Requirements

The Consultants management system should comply with the Guidance in ISO/IEC 17020, Clause 8.

Impartiality and independence. In accordance with UKAS RG8, Consultants should have in place documented procedures to identify and address risks to impartiality on an ongoing basis from whatever source, including links to other organisations, its activities and/or its relationships (including personnel).

Confidentiality: Consultants/laboratories should have in place suitable and sufficient, legally enforceable, confidentiality agreements with staff and support services.

Insurance: Suitable insurance cover shall be obtained by the Consultant in line with the council's requirements. These include Employers Liability, Public Liability and Professional Indemnity insurance. The consultant shall ensure that cover for 'bodily injury' and 'property damage' is included within the Professional Indemnity insurance policy.

TF Cloud: It is the council's intention to use Technology Forge, (TF) Cloud as a tool to store information and assist with the management of asbestos, going forward. Experience of working with TF Cloud is not essential, but it is desirable. The council understands that various consultants will have their own asbestos surveying and reporting software. However, the council will expect its asbestos surveying consultants to work with the council in order to produce input sheets that will subsequently be completed by the surveying consultant and provided by the consultant for management surveys and re-inspections. The input sheets in turn will be used to populate and/or update TF cloud by the council. In respect of management surveys and re-inspections, this requirement is additional to the requirement for a colour, bound paper copy and a pdf copy of the survey to be provided. The successful input of asbestos report information, in the agreed format, is integral to the fulfilment of the commission and must be successfully delivered for the council to input into TF at the same time as the pdf survey report, is delivered, for a claim for payment to be approved.

APPENDIX D**Asbestos Management within PCC****INTERIM CONTROL MEASURES PENDING THE ROLL OUT OF THE WIDER RECOMMENDATIONS**

For any asset constructed prior to 2000, and for which the council is the duty holder, or has shared responsibilities, as follows:

(a) every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from those premises; or

(b) in relation to any part of non-domestic premises where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access or egress to or from those premises,

and where there is more than one such duty holder, the relative contribution to be made by each such person in complying with the requirements of this regulation will be determined by the nature and extent of the maintenance and repair obligation owed by that person.

Specifically with regard to the duty to manage asbestos under Regulation 4 of the Control of Asbestos Regulations 2012.

Recommendations

For every building built prior to 2000, (currently C 104 buildings), the council should:

(Note: the buildings and their PICs should already be known to the compliance team and details available in list form, on Technology Forge Cloud - property database, (TF)).

- I. Request, without delay, each person in control, (PIC), or their line manager, using the premises asbestos management survey, (AKA the asbestos register), carries out a visual check of all identified or presumed asbestos materials, where it is safe to do so, and confirm the following:

(Note - checks should only be of materials, which can be routinely seen when walking around the building and without the need for access equipment, or by entering ducts, voids and the likes, which should be avoided. PICs who have not yet received asbestos awareness training should arrange for a service colleague who has, to undertake this on their behalf).

- i. If there is any obvious damage to an asbestos containing material, ACM. And if so, stop, and vacate the area immediately, isolate and prevent access, and

report the matter to FM clearly identifying the material and its location.

Examples of damage are: *broken edges on boards and tiles, significant breakage of materials or several small areas where material has been damaged, delamination of materials, sprays and thermal insulation and visible debris from an ACM*. If a PIC has any concerns or requires advice and support, in order to undertake the task, they should contact FM before proceeding. For any asbestos material found to be damaged, isolation will control the immediate risk, pending remedial measures.

- ii. For any asbestos materials that are NOT checked, for whatever reason, the PICs should:
 - a. create a list identifying each material and its location, and the reason for not checking, and forward to FM.
 - b. Consider the asbestos products in such areas to be not in good condition and treat them accordingly; isolate the area and prevent access, pending an inspection by an asbestos surveyor. In many instances a permit to work can be put in place to prevent works taking place in some areas, typically services ducting and the likes, until an asbestos surveyor has assessed the area prior to works commencing. Because these areas are only accessed for works. This should continue until a new asbestos management survey is available, any potential remedial works have been carried out and a management plan is in place.
 - iii. For areas or rooms expressly identified in the premises asbestos management survey as not being accessible or not included in the survey – these should be treated identical to point ii b above: Isolate the area and/or prevent access, pending an inspection by an asbestos surveyor. This will either be prior to access being required to carry out work, or when a new survey is commissioned, whichever is the sooner.
 - iv. For each asbestos material seen, confirm to FM if it is labelled or if there is warning signage present, or not.
2. Request, without delay, each person in control, (PIC), or their line manager, to confirm that a contractors asbestos acknowledgement form is attached to the premises asbestos management survey and that arrangements are in place such that anyone visiting the building who might disturb asbestos materials will be shown the asbestos management survey, and asked to sign the acknowledgement form, on every occasion. I have attached a copy of the form. For unoccupied buildings, alternative arrangements will be required to comply with this.
 3. Formally remind all services and term contractors, and any other contractors that may be asked to carry out works for various services from time to time, that an assessment must be carried out before equipment is repaired/ replaced or destructive works take place. The type of assessment will be commensurate with the nature of the work. Furthermore, that the contractors must, in writing, confirm the assessment has taken place, giving brief details of the assessment. FM could arrange for this to be communicated/required for maintenance term contractors. Individual services/teams commissioning any works to assets would be responsible for individual projects. For term contractors, and internal maintenance personnel, there should be a requirement to update Firmstep with brief details confirming this has occurred for each case. Likewise, it should be an integral requirement of any project, with the project lead being responsible for ensuring compliance.
 4. Formerly make PICs and those responsible for undertaking or arranging works, or professional commissions on council assets aware that locations such as ducts, voids, (including above suspended ceilings), loft spaces, unoccupied buildings, or any area, room or location that is

rarely visited should be treated with caution, as to its condition, and that of any materials within. Ideally, such locations should be assessed first, and appropriate PPE/RPE worn, as a precaution. Alternatively, such locations could be pre-checked by contractors with the appropriate PPE/RPE and training, such as an asbestos contractor or surveyor. Examples of potential hazardous materials may include, but not be limited to asbestos, dust, man-made fibres, lead paint residues, dead birds and animals and their faeces, etc. This is even more important as a safeguard if materials such as asbestos have not been regularly monitored. RAMs should be required.

5. Require PICs to communicate to staff in their buildings, any measures they have put in place. And who staff should speak to for further advice, or to report any concerns. Normally, this would be the PIC themselves, or their deputy.
6. Agree and have in place deadlines and an escalation and resolution process to prevent unnecessary delays in implementing these control measures.
7. Services, at the appropriate level, should be made aware of these measures, and the instructions to be made to their staff, (the PIC's), along with the required deadlines, in order for them to support the measures.

The alternative to the above control measures would be to close a building pending the completion of an asbestos management survey, any remedial measures if required, and the production of a management plan.