



Asbestos Management Policy

Our commitment

It is the policy of Wokingham Borough Council that no person to whom they owe a duty of care should be avoidably exposed to asbestos.



WOKINGHAM
BOROUGH COUNCIL

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Introduction

It is the policy of Wokingham Borough Council that no person to whom they owe a duty of care should be avoidably exposed to asbestos.

Wokingham Borough Council recognises the threat to health potentially posed by asbestos in some buildings and in the environment and is determined to minimise this threat to the extent that is within its power.

Wokingham Borough Council is responsible for a large number of buildings, some of which may contain asbestos. Where this is the case, Wokingham Borough Council will maintain the asbestos in a safe state or, if this cannot be achieved, remove it, such that there is no risk to users of the buildings or any other people.

Staff and contractors working on buildings managed by Wokingham Borough Council will be informed of the presence of asbestos and are required to work in such a way as not to disturb it. This requirement overrides all other instructions that may be given. Staff and contractors must not take any action which could result in a release of asbestos fibres to air.

The remainder of this Policy sets out how asbestos shall be managed within the Council such as to achieve the aims of this statement.

Background

Although now banned (from 2000), asbestos was widely used in buildings from the beginning of the 20th Century through to about 1985 with the peak of use from the thirties to the sixties. It was used for fire protection and for thermal insulation in particular. Asbestos may be present in the form of boarding, tiles, wall coverings, pipe insulation and fibre and many more materials. Any building built within these time limits, or substantially renovated and maintained during this time, may contain asbestos.

Asbestos containing materials cannot be recognised by eye. Only microscopic examination can give a definitive opinion on whether asbestos is present. Suspect materials must, therefore, be sampled and sent for analysis.

A building may contain asbestos in the form of wall boarding or partitioning, particularly when used for fire compartmentation. Lifts and electrical installations are often surrounded by asbestos boarding. Pipework and boilers may be coated in asbestos and structural steelwork may be sprayed in asbestos. Ceiling tiles and artex type finishes on walls may also contain asbestos. Asbestos cement has been widely used for roofing sheets and rainwater goods.

Asbestos is a naturally occurring mineral fibre. Several types of asbestos are known, three of which have been widely used in buildings. These are crocidolite (blue asbestos), amosite (brown asbestos) and chrysotile (white asbestos). These types of asbestos can be differentiated under a microscope but not reliably by eye.

The surface colour of the asbestos-containing material is not a guide to the type of fibre present.

All asbestos is harmful to health. Damage can occur when asbestos fibres present in the air are inhaled. Asbestos material which is not releasing fibres presents no risk; therefore, intact, and undamaged bulk

asbestos, particularly if painted or sealed, does not pose harm. Skin contact with asbestos is not harmful and it is believed that asbestos material can be ingested without risk. Only inhalation of fibres is dangerous. For this reason, control of the risk from asbestos focuses on preventing asbestos fibres being released to air.

Who is at risk?

Anyone who is exposed to fibres that have been released from asbestos that is in a poor, damaged or otherwise disturbed condition. People working in the maintenance, IT or building trades are particularly susceptible to asbestos related diseases such as Mesothelioma, a type of cancer. The more asbestos fibres breathed in, the greater the risk to health but it is not only the repeated exposure to asbestos that presents a risk. Any person whose work involves drilling, sawing, or cutting into the fabric of a building could be at risk as they may breathe in asbestos fibres.

The Law

The Health and Safety at Work etc. Act 1974

Under Section 2 (1) of the Health and Safety at Work Act, employers must ensure, so far as is reasonably practicable, the health, safety, and welfare at work of all their employees.

Section 3 (1) requires employers to carry out their undertakings in such a way as to ensure, so far as is reasonably practicable, that they do not expose people who are not their employees to risks to their health and safety.

The Management of Health and Safety at Work Regulations 1999

These Regulations require the assessment of risks to employees and others, and the putting in place of arrangements to reduce these risks to the extent that is reasonably practicable.

Employers are also required to ensure the provision of health surveillance to staff where appropriate.

Employers must establish appropriate procedures for foreseeable events likely to result in serious or imminent danger to persons at work or other persons likely to be affected by the undertaking.

Employers must provide comprehensible and relevant information to employees on risks to their health and safety and the measures available to control those risks and should appoint a competent person to assist them unless sufficiently knowledgeable themselves.

The Control of Asbestos Regulations 2012

These Regulations bring together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing. The Regulations prohibit the importation, supply and use of all forms of asbestos. They continue the ban introduced for blue and brown asbestos in 1985 and for white asbestos in 1999. They also continue to prohibit the second-hand use of asbestos products such as asbestos cement sheets and asbestos boards and tiles; including panels which have been covered with paint or textured plaster containing asbestos.

REMEMBER: The ban applies to new use of asbestos. If existing asbestos containing materials are in good condition, they may be left in place; their condition monitored and managed to ensure they are not disturbed.

These Regulations cover all work with asbestos and the precautions needed. They place a duty on the employer to prevent the exposure of employees to asbestos, or if that is not possible, to reduce exposure to the lowest reasonably practicable level. A work method which avoids any disturbance of asbestos-containing materials (ACMs) should be chosen and certain types of work should normally be carried out by a licensed asbestos contractor. If this is not possible, before carrying out any work which is liable to expose employees or others to asbestos, an assessment must be made of the likely exposure and the control measures required to protect employees and others affected by the work. It is important that this assessment is made even when exposure to asbestos only happens by chance.

The duty to manage the risk from asbestos requires that persons in control of non-domestic premises must:

- take reasonable steps to find asbestos on their premises and assess the condition of any ACMs they find
- presume that materials do contain asbestos unless there is strong evidence that they do not
- prepare and keep up to date records of the location and condition of ACMs or presumed ACMs
- assess the risks of anybody being exposed to fibres from those materials
- develop and implement a plan for managing the risk from this material
- periodically review and monitor the plan and the arrangements; and
- provide information on the location and condition of the material to anyone who is liable to work on it or disturb it.

In the context of a Wokingham Borough Council school, the main asbestos duty holder is the Council whilst the day-to-day responsibility for the management of the school and its buildings is delegated to the Headteacher.

Council owned housing stock

Strictly speaking the specific 'duty to manage' requirement under the Control of Asbestos Regulations 2012 does not apply to domestic properties although it does apply to any common parts of those premises e.g., foyers and corridors of blocks of flats etc. However, the general duties under Health and Safety at Work etc. Act 1974 requires employers to ensure the health and safety of employees and others so far as reasonably practicable. The Management of Health and Safety at Work Regulations 1999 also require employers to assess the health and safety risks to third parties, such as workers carrying out work in the premises and tenants who may be affected by activities connected with their business, and to make appropriate arrangements to protect them.

Under the Construction (Design and Management) Regulations 2015 (CDM) clients have to comply with certain duties in relation to asbestos. These duties are not transferable and cannot be delegated to a managing agent or principal contractor. The principles contained within CDM apply equally to routine refurbishment and maintenance work as they do major construction projects.

In the case of a landlord who derives income from a property, the HSE would expect a responsible approach to asbestos management of 'an equivalent standard to the nearest framework'; in this respect that framework would be the Control of Asbestos Regulations 2012.

Housing Services are required to follow the approach outlined on the 'HSE Advisory Note on the Refurbishment of Housing Stock Likely to Contain Asbestos' located on the HSE website: <https://www.hse.gov.uk/services/localgovernment/asbestos.htm>

The Construction (Design and Management) Regulations 2015 (CDM)

CDM requires the client to provide information which is relevant to health and safety to key individuals involved in building related projects and this would include information from surveys about asbestos containing materials in buildings.

The Safety Representatives and Safety Committees Regulations 1977

These Regulations require employers to consult with safety representatives and representatives of employee safety on matters relating to their health and safety. The Regulations also require that representatives should be given access to information relevant to the health and safety of the workers they represent.

Roles and Responsibilities

The Corporate Leadership Team

The Corporate Leadership Team will ensure the full implementation and regular reviews of this Policy. The Corporate Leadership Team is responsible for ensuring that the necessary resource for the implementation of this Policy is available; they will also monitor the effectiveness of this Policy; this will be achieved by means of examining the results of compliance audits, inspections and also the investigation findings of any asbestos-related incidents. In the case of the Council's schools the responsibility rests with the Director of Children's Services.

Corporate Health and Safety

The corporate Health and Safety Team will identify and report to the Corporate Leadership Team as necessary all asbestos-related incidents in the Council. Corporate investigations into asbestos incidents will be led by the corporate Health and Safety Team with involvement from Property Services and Housing Services and the relevant service or school.

The corporate Health and Safety Team will inform the results of corporate investigations into asbestos incidents to the Corporate Leadership Team via the Director who has been designated the health and safety lead. The corporate Health and Safety Team will support Property Services and Housing Services in their monitoring of the implementation of the Council's Asbestos Policy through incident reports and investigations, audits and inspections; the results of these reviews will be passed to the Corporate Leadership Team for their consideration and action where required.

Property Services / Housing Services

Property Services and Housing Services are responsible for:

- preparing their own asbestos management policy and procedures
- appointing an Asbestos Officer for their respective teams/areas of responsibility

- ensuring that asbestos management surveys are undertaken and, where required, carry out Refurbishment & Demolition surveys
- developing and documenting an asbestos management plan for each relevant building
- where it is decided that asbestos will be retained to carry out periodic inspections to ensure that it has not deteriorated, remains in good condition and has not been disturbed
- setting up and maintaining the Asbestos Registers for all Council managed property
- making the information on the Registers accessible and available as appropriate
- ensuring the use of licensed asbestos contractors where the Council requires this facility; and
- informing the corporate Health and Safety Team immediately on becoming aware of any incident or situation involving asbestos, either actual or one with the potential for harm.

The Role of the Asbestos Officer

It is not intended that this should be a full time post but rather a defined area of responsibility for an existing member of staff. Appropriate training should be provided to the person selected for this role to ensure the higher level of competence required.

The designated Asbestos Officer is responsible for ensuring:

- that all properties for which the Council is responsible are comprehensively surveyed for the presence of asbestos by suitably qualified persons; in the case of Council owned housing stock the approach taken should be in line with the 'HSE Advisory Note on the Refurbishment of Housing Stock Likely to Contain Asbestos'
<https://www.hse.gov.uk/services/localgovernment/asbestos.htm>
- that the results of this survey are recorded on the relevant Asbestos Register
- that a risk assessment is carried out on all confirmed or presumed asbestos found to decide what action to take. Where asbestos is retained, a system for the marking and regular inspection of this asbestos will be set up and kept under review
- an up to date asbestos management plan is developed and put in place and monitored for effectiveness and compliance purposes

To be competent to carry out their role, Asbestos Officers require suitable training that enables them to demonstrate competence in the following areas:

- Visual identification of suspect asbestos materials
- Carrying out asbestos risk assessment
- Asbestos removal techniques
- Managing work on asbestos
- Managing asbestos-related emergencies
- Supervision of laboratory and occupational hygiene work
- Precautions to protect themselves, including personal protective equipment.

Directors, Managers, Headteachers and School Governors

Whenever building, maintenance, construction, or demolition is ordered directly by a service unit or school the Director or Headteacher is responsible for ensuring that Property Services is formally notified in good time and sufficiently in advance of the work commencing. A Refurbishment and Demolition Asbestos survey to determine the likely presence of asbestos is to be carried out by a Council approved competent contractor; this will involve consulting with Property Services and examining the relevant

Asbestos Register. The intended work must not go ahead until the survey results have been fully considered and the necessary risk mitigating decisions have been made. The School Governing Body should ensure that these requirements are met by their school.

The Director or Headteacher must also ensure that the emergency procedures for the release of asbestos are known to all relevant staff and contractors and are effectively implemented should the occasion arise.

Where the contracted works are being managed by Property Services or Housing Services, they will carry out the necessary risk assessments and Refurbishment and Demolition Asbestos surveys.

Managers and Headteachers must ensure that a local procedure is in place for the building they are responsible for describing the local arrangements for controlling contractors and visitors and managing asbestos including the actions to be taken should an accidental release of asbestos fibres occur. Staff should never be asked to do work that could disturb asbestos.

Managers and Headteachers are responsible for notifying, without delay, the relevant Asbestos Officer (either Property Services or Housing Services) of any asbestos incident, potential asbestos incident or concerns relating to asbestos.

Information to employees

All staff should be told where asbestos is present in the buildings they use regularly and what is being done to ensure there is no risk to their health.

It is good practice to make information as freely and widely available as possible. An awareness of dangers of asbestos and the arrangements for managing ACMs in their workplace will enable staff to support the local procedures and also encourage them to be vigilant to any changes that may occur to the condition of ACMs through damage.

All staff should be made aware of the Council's Asbestos Policy on induction and be given access to it.

The staff who are involved in maintenance or building work or any activities that might bring them into contact with ACMs, for example, IT staff and building caretakers, should receive adequate information, training, and instruction, in line with 'HSE EM2 Asbestos Essentials' which should include the following:

- the risks to their health from asbestos
- the location of the building's Asbestos Register and Asbestos Management Plan
- being shown the drawings and records in the building's Asbestos Register
- an instruction to always presume that materials contain asbestos unless there is strong evidence to the contrary
- being made familiar with the local procedure for when ACMs or presumed ACMs are accidentally disturbed; and
- an instruction to halt work immediately and alert their Headteacher or their line manager if they discover material that they suspect may be asbestos. No disciplinary action will follow for a member of staff stopping work for this reason, even if asbestos does not prove to be present.

It is unlikely that any survey, however comprehensive, could identify all asbestos across a large number of properties. It is, therefore, essential that all staff and contractors of the Council presume that

materials contain asbestos unless proven otherwise and are aware of the possibility of coming across unidentified asbestos.

Asbestos awareness and management training is mandatory for the Council's Headteachers, the designated Responsible Managers in service buildings and relevant employees, including those working in WBC schools, whose role and tasks could expose them to ACM. The Council runs a half day classroom training event, details of which and bookings can be accessed via My Learning.

As with all employee health and safety training, a record should be kept locally.

Contractors

The criteria for contractor selection should include health and safety and ensuring that the contractors used have the necessary competence to carry out the job properly and safely; this includes asbestos awareness. The HSE have produced a comprehensive series of essential information for unlicensed work with asbestos; where applicable contractors must be fully conversant and trained in the HSE's 'Asbestos Essentials' methods.

Only HSE licensed and approved asbestos contractors should be used when the removal or disturbance of asbestos is necessary. The relevant Asbestos Officer must be consulted should the necessity arise.

Contractors carrying out construction, repair or maintenance work on behalf of the Council could be at risk of disturbing asbestos. Before contractors are asked to do work on a building which could disturb asbestos, a survey of the building for the presence of asbestos should be carried out and the results recorded in the Asbestos Register. This information must be shared and discussed with contractors before they start work.

Contractors are required to provide the client with a risk assessment for the work they will be carrying out and a method statement detailing how they will go about the work. The client is responsible for ensuring the adequacy of these documents. Contractors must be shown the Asbestos Register relevant to the building or buildings they are working on before the work commences. They should be asked to sign an acknowledgement that they have seen the Asbestos Register.

Contractors must be reminded to be alert at all times for the presence of unidentified asbestos and instructed that if they suspect that asbestos may be present in the material they are working or that they have inadvertently disturbed some known asbestos they must stop work immediately. They should then report to their site supervisor if applicable and the Council's nominated point of contact for the building and the work being carried out e.g. the Facilities Manager or the Site Controller in a school should be informed immediately. Contractors must not resume work until they are explicitly instructed that it is safe to do so by the Asbestos Officer.

Asbestos Surveys and Management Plans

Property Services and Housing Services are responsible for the asbestos survey programmes for Wokingham Borough Council buildings; these surveys are carried by accredited/certificated contractors. Where required, samples of suspect materials will be sampled by suitably trained and qualified persons to identify whether the material is asbestos. The results of surveys will be reviewed and considered by the designated Asbestos Officer and recorded on the relevant Asbestos Register.

It is unlikely that any survey, however comprehensive, could identify all asbestos across a large number of properties. It is, therefore, essential that all staff and contractors of the Council are aware of the possibility of coming across unidentified asbestos.

Where Council owned domestic dwellings are concerned the approach to asbestos surveys should be in line with the sampling approach described in the 'HSE Advisory Note on the Refurbishment of Housing Stock Likely to Contain Asbestos'.

Property Services and Housing Services are responsible for ensuring a building specific documented Asbestos Management Plan is drawn up and implemented in all relevant cases.

Asbestos Risk Assessment

Asbestos risk assessment will be used in the following circumstances:

- When asbestos is found in a building in order to decide on the necessary action.
- When the condition of asbestos is found to have changed.
- When asbestos is inadvertently disturbed in the course of other work
- When work is planned in an area known or suspected to contain asbestos

The results of the asbestos risk assessment should be recorded on the relevant Asbestos Register.

The risk assessment outcome will help in the decision making about what action is needed with a particular asbestos problem. When the outcome is negligible or low risk, no action need be taken. Where a risk is moderate, action is not urgent, and sealing the asbestos may reduce the risk to low. For high and extremely high risk situations, removal of the asbestos is probably required, and this should be undertaken without delay.

Where asbestos containing materials are to be retained, whether treated or not, regular inspection is required to look for any damage or deterioration in that material. Inspection frequencies and schedules should be determined at the time the risk assessment is concluded. Materials in good condition and sealed may need only infrequent inspection; however, materials which are vulnerable to damage or are deteriorating must be inspected regularly and further risk assessment undertaken when change is noted. Inspections and their findings should be documented and, where possible and appropriate, a photograph for the file taken to support those findings.

Where asbestos containing materials are retained, they should where possible be clearly marked to identify them as containing asbestos. This marking should be sufficiently widespread to ensure that it would be visible to anyone contemplating work on any part of the material. Appropriate markings include a warning flash and 'Contains Asbestos' but where this is likely to cause problems, a red spot may be used instead.

Any competent person may carry out an asbestos risk assessment, as long as they are in possession of the relevant information; however, in most cases, the Council's approved consultants tend to carry out the risk assessments.

When asbestos is inadvertently disturbed in the course of other work, this constitutes an asbestos incident. In this situation the relevant Asbestos Officer must lead the assessment process; if fibres are being shed into air in any appreciable numbers in an indoors situation the area must be evacuated without delay and the area cordoned off.

Asbestos Removal Procedures

When the decision is made to remove asbestos, only a HSE licensed asbestos contractor will be asked to carry out the work. This will be done following a risk assessment and with precautions appropriate to the risk. It is essential that the contractor employed works to the highest standards in order to protect both their own staff and Wokingham Borough Council staff. Full regard must also be given to the safety of members of the public in or near the area. Because it is so important that the contractor has due respect for the risks of his work, only licensed asbestos contractors on the Property Services' Approved List will be asked to tender for the work. Property Services must always be consulted prior to any asbestos removal work.

Wokingham Borough Council may decide to employ a term contractor to carry out all asbestos removal works required by the Council within a certain period. Very careful vetting must be practised before such a contractor is selected. One advantage of employing a term contractor is that the company may well be willing to guarantee a rapid response for emergency situations which is to the benefit of the Council.

The contractor carrying out asbestos removal must carry out a risk assessment and produce a method statement and must make these available to the relevant Asbestos Officer for their approval before the work commences.

Inspection of Retained Asbestos

Where asbestos is retained, its presence and certain details about it will be recorded on the Asbestos Register. At the time it is logged on the Asbestos Register a decision will be made through the risk assessment as to when it needs re-inspection. This could take place at any interval from three months to five years; the frequency is dependent on the risk level.

When re-inspection falls due this will be carried out by a competent person in the Property Services team (in the case of the Council's schools the central asbestos inspections are supplemented by the school's own local visual inspection regime) or Housing Services team, by their asbestos consultants or by their respective Asbestos Officer. Wherever possible, the work of re-inspection would be combined with other work necessary in the same property to cut down the costs involved.

Inspection would look particularly for damage that has occurred to the asbestos containing material since the last inspection. In addition, deterioration of the surface, or any abrasion should be identified. If the surface of the asbestos is sealed, the intactness of the seal must be assessed. Incorporating a dye in the sealant used assists in this assessment. It must be remembered that purpose designed asbestos sealant preparations have a limited life, usually about ten years. Any sealant deterioration must be identified.

If any change to the condition of the asbestos containing material is identified, another risk assessment must be carried out and the decision to retain or remove the asbestos revised. Records of inspections must be made and retained. It is helpful to take photographs to show the condition of ACMs.

Inspections must only be done by trained members of staff who are taking appropriate precautions for their own safety.

The relevant Asbestos Officer will devise and co-ordinate the inspection regime and ensure that the results of inspection are appropriately recorded on the appropriate Asbestos Register.

Emergency Procedures

Wokingham Borough Council will make every endeavour to ensure that asbestos fibres are not released from any asbestos material under the Council's control, however, should there be an incident where asbestos is inadvertently disturbed with a significant risk of fibres being released, the following procedures apply:

- Evacuate the immediate area and barrier the area off.
- Seal off the area and do not permit access.
- Call the relevant Asbestos Officer immediately and await further instructions.

The relevant Asbestos Officer will take control of the affected area and any surrounding areas that they see fit. The Asbestos Officer will inspect the area if it is safe to do so and decide on further action based on an assessment of the risks; they will make the necessary arrangements for a sample of a suspected material to be taken for analysis by an accredited laboratory. The Asbestos Officer will notify the corporate Health and Safety Team without delay.

Where asbestos has been confirmed the relevant Asbestos Officer will arrange for a licensed asbestos contractor to come on site to carry out the clean-up operation under controlled conditions. Contaminated items will be double bagged and removed by the licensed asbestos contractor and taken to a licensed waste site for safe disposal.

Following satisfactory air clearance sampling by a NAMAS accredited for asbestos fibre counting, once the area is declared safe by the Asbestos Officer control of the area will be returned to the manager of the area or Headteacher.

What to do if People Have Been Contaminated

If people have asbestos material and fibres on their clothes and hair the safest course of action is to wet them immediately and thoroughly to stop the fibres becoming airborne and being inhaled, therefore, the following action should be taken:

- Where possible, remove outer clothing and leave in affected area.
- Usher all people involved into showers, fully clothed, if they have not been able to remove clothing items.
- If showers are not available ask the Asbestos Officer to organise for a licensed asbestos contractor to bring a decontamination unit on site.
- If contaminated people have to wait for shower facilities, get them to wait outside in the open air where fibre levels will be diluted as far as possible.

Headteachers and the designated Responsible Manager for individual service buildings should determine the local arrangements and details for the management of such emergency situations.

Tenants and Leaseholders

Residents of Council buildings, including Council house tenants and the leaseholders of other buildings, should have access to the information about asbestos in their own buildings which is held on the Council's Housing Services Asbestos Register.

When a property is sold or rented out by the Council all the information on the Asbestos Register about that building will normally be released to purchasers or prospective purchasers and tenants or prospective tenants. In the case of new domestic tenants of Council housing it is acceptable to issue within the new tenant's information pack a general asbestos awareness information leaflet including advice on asbestos precautions when carrying out DIY. Reminders to raise awareness of the risks from asbestos and precautions to take should be issued periodically.

Asbestos and Staff Health

The Asbestos Officers and other key individuals may be required to attend Occupational Health for the necessary health surveillance/monitoring; advice should be sought from the Corporate Health and Safety Service to determine requirements.

The advice of the Occupational Health service should always be made available for staff who have concerns about asbestos and their health.

Reporting of Asbestos-related Incidents

All asbestos related incidents, including near miss events, should be formally reported internally in Business World On, the Council's central incident database. Each incident will demand a proportionate investigation along with a written report detailing findings and the action to be taken to prevent a recurrence.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) any unplanned release of asbestos fibres to air such as might seriously damage the health of any individual must be reported as a dangerous occurrence. In practice it is not possible to be sure how many fibres might have been released where asbestos is disturbed in an unplanned manner, nor to be sure whether health damage will result in anyone exposed.

It is the policy of Wokingham Borough Council that any asbestos incident generating an internal report should receive proper consideration for a report to be made to the HSE unless this is clearly unnecessary, for example, a near miss event. The corporate Health and Safety Team is responsible for RIDDOR reporting on behalf of the Council (including for WBC schools) and in making the judgement about applicability will liaise with the relevant Asbestos Officer and Director.

In the case of an asbestos RIDDOR notification the HSE will most likely request a copy of the internal report when this is complete or may choose to carry out its own investigation.

Further information

For asbestos issues contact the Property Services Help Desk on telephone (0118) 974 6789 or email asbestos@wokingham.gov.uk

For risk management issues, contact the corporate Health and Safety Team via email to healthandsafety@wokingham.gov.uk

The HSE's asbestos microsite contains a large amount of useful information.
<http://www.hse.gov.uk/asbestos/index.htm>

This policy will be reviewed in line with Wokingham Borough Council's health and safety review practice or when there is an organisational or legislative requirement to.