

4. Responsibilities

4.1. Head of Estates shall:

- 4.1.1. Appoint in writing a suitably qualified and experienced Asbestos Control Officer (ACO) for each site for which they are responsible where there is or is suspected to be asbestos containing materials in the premises, facilities or equipment, recording their appointment in the STFC SHE Directory.
- 4.1.2. Ensure that the ACO has sufficient time, resources and training, see Appendix 4, to undertake this role and manage the disposal of asbestos containing materials safely and without harm to the environment.
- 4.1.3. Arbitrate any unresolved disagreements arising from the application of this SHE code to remove asbestos from buildings, see section 1.

4.2. Asbestos Control Officers (ACOs) shall:

- 4.2.1. Provide advice on the safe management and removal of any asbestos containing materials from STFC sites.
- 4.2.2. Establish and maintain a documented Site Asbestos Register of all known locations of asbestos at a site, see Appendix 1, based on a Refurbishment or Demolition Survey of the site undertaken by a UKAS accredited licensed asbestos surveyor, and notification of equipment or facilities containing asbestos by STFC management. Refurbishment or Demolition Surveys are defined in Asbestos: The Survey Guide, HSG264.
- 4.2.3. Ensure that read only access to the Site Asbestos Register is made available to all those managing work involving the fabric of buildings, premises, services, plant, equipment and infrastructure (see SHE Code 19, Work on buildings, premises, services and infrastructure), where ACMs are present or presumed to be present, including contractors, tenants and others.
- 4.2.4. Ensure that where appropriate the locations of asbestos containing materials are marked with hazard warning labels. It is not STFC policy to mark the location of **all** asbestos due to its widespread use in older buildings and the potential to undermine the effectiveness of hazard warning signs.
- 4.2.5. Establish a monitoring and inspection programme to assess the condition of all known asbestos containing materials to ensure that they remain undisturbed and contained and do not pose a threat to health and safety. For example, they should not be subject to abrasion or damage with the potential to release dust. The frequency of monitoring and inspection shall be determined by the priority code assigned in the asbestos register, see Appendix 1.
- 4.2.6. Maintain the asbestos register in the light of new asbestos materials reported, removed, re-sealed or encapsulated and the findings of the inspection programme.
- 4.2.7. Appoint competent:
 - UKAS Accredited asbestos surveyors to undertake asbestos surveys at STFC sites;
 - Licensed Asbestos Removal Contractor(s) (LARC) for the safe removal and disposal of asbestos containing materials from sites; and
 - UKAS Accredited asbestos analysts to carry out air monitoring and tests of actual or suspected asbestos containing materials.

4.2.8. Undertake an audit of the asbestos management systems and contractors under the scope of their appointment.

4.3. Managers, Supervisors, Contract Supervising Officers and Building Work Co-ordinators shall:

4.3.1. Inform the site Asbestos Control Officer of the location of all scientific or other equipment, samples, or facilities that are known to hold asbestos containing materials for inclusion on the Site Asbestos Register.

4.3.2. Prevent the introduction of new asbestos containing materials onto STFC sites for example in building materials, plant or scientific equipment. Where facility users, tenants, or collaborators temporarily or permanently bring equipment or materials onto STFC sites that contain asbestos this should be inspected and the integrity of its containment assessed by the ACO. If the equipment is to remain on STFC sites for greater than 6 months this should be recorded in the Site Asbestos Register.

4.3.3. Maintain general vigilance and awareness of the condition of and work in areas or on equipment containing asbestos. Inform the ACO whenever existing installations, plant or equipment including asbestos containing material, are damaged, deteriorating or inadequately sealed to effect its removal or appropriate containment.

4.3.4. Ensure that all those whose work, directly or through others, could potentially disturb asbestos containing materials secured within the fabric of STFC sites/buildings undertake Asbestos Awareness training, see Appendix 4.

4.3.5. Provide STFC tenants for whom they are responsible with documented copies of asbestos register entries for the areas they lease. This information should include details of the asbestos types and locations together with details of the amount of asbestos. Tenants should be given a copy of SHE code 19 'Work on buildings, premises, services and infrastructure' and informed that they should not undertake any works on the fabric of the premises they occupy.

4.3.6. Ensure all building work projects (as defined in SHE code 19) presumes the removal of asbestos containing materials directly affected by the works to the extent that is reasonable in the circumstances to do so. Appendix 5 provides examples of how this requirement may be applied in practice.

For those managing working on the fabric of buildings, equipment or science facilities in which ACM are present, presumed or could reasonably be expected to be present:

4.3.7. Ensure that staff, contractors and others:

- understand the hazards asbestos presents, common applications of asbestos and what to do in the event of finding actual or suspected asbestos containing materials, see Appendix 2 (and the code launch presentation);
- are provided with all relevant information from the Site Asbestos Register relating to the type, location and amounts of asbestos in areas or equipment where they are being asked to work, including refurbishment or demolition surveys where they have been undertaken;
- undertake a risk assessment and provide method statements for reactive, emergency or planned work in areas containing asbestos, or which could reasonably be expected to contain asbestos, see SHE Code 19, Work on buildings, premises, services and infrastructure addressing asbestos hazards. This should include a visual inspection of all work in concealed spaces prior to planning such work. The removal of all ACMs should be managed with the agreement of and in liaison with the ACO, see 4.3.7;

- where contractors are employed to work on asbestos containing materials they must have been approved by the ACO, see 4.2.7;
- where their work does not involve asbestos they must be advised that asbestos may be present;
- cease all work when actual or suspected ACMs are found sealing the area as far as possible; and
- report instances, where the unexpected presence of ACMs is found or suspected in a state where they have or could have released air bourn dusts, immediately to relevant management, Contract Supervising Officer, ACO and as a SHE Incident, see SHE Code 5 Incident Reporting and Investigation.

4.3.8. When removing asbestos containing materials use only licensed asbestos removal contractors under a permit to work, see Appendix 3.

4.3.9. Ensure independent UKAS accredited asbestos analysts are contracted to undertake sampling and air monitoring of planned work programmes, providing dates, times, periods when the asbestos works are planned. Only allow people to return to areas where asbestos work has been undertaken where it is safe to do so following air monitoring tests by accredited asbestos analysts, see 4.2.7.

4.3.10. When managing work in areas where asbestos is present or suspected is to be present and not requiring the use of licensed asbestos removal contractors (non-licensed work – see ref 5.4), ensure that the work is conducted under an Asbestos Permit to Work, see Appendix 3. Such works may require the completion of reassurance air testing during and after the works are undertaken.

4.3.11. Ensure where a building or structure is to be refurbished or demolished that a Demolition asbestos survey (formerly called a type 3 – invasive survey) is undertaken prior to demolition or refurbishment to identify the location of all asbestos within the area. Ensure that all asbestos containing wastes arising from work on the site are disposed of safely and according to the relevant environmental legislation by the licensed asbestos removal contractor on behalf of the STFC. Consignment Notes for all asbestos disposals from STFC sites shall be retained by the ACO. Asbestos containing wastes shall be suitably contained prior to transport by licensed waste carriers and disposed of at waste disposal sites licensed to dispose of asbestos containing materials, see HSE guidance EM9, Disposal of asbestos waste.

4.4. Staff, facility users, tenants and contractors shall:

4.4.1. Maintain general vigilance for asbestos containing materials.

4.4.2. Adhere to the requirements of SHE Code 19 and not intentionally damage or disturb any ACMs

- 4.4.3. In the event of ACMs (or suspected ACMs) being unintentionally disturbed or damaged, or unexpectedly discovered:
- a) immediately stop work, evacuate the area and if possible seal the area to prevent spread of ACMs;
 - b) Contact Estates teams for emergency assistance;
 - c) decontaminate self and seal to prevent further contamination any clothing or other materials removed from affected work area by double bagging;
 - d) Prevent people from entering the area until assistance arrives;
 - e) **DO NOT** attempt to sweep, vacuum or clean any debris or dust; and
 - f) Notify your line manager or STFC contact and report the incident in accordance with SHE Code 5 without delay.

5. References

- 5.1 Control of Asbestos Regulations, 2012.
- 5.2 Approved Code of Practice Work with materials containing asbestos, L143, 2nd edition, ISBN: 9780717666188
- 5.3 Asbestos: The licensed contractors' guide, HSG247, ISBN: 978 07176 2874 2
- 5.4 Asbestos essentials task manual, HSG210, ISBN 9780717662630
- 5.5 Asbestos: The Survey Guide, HSG264, ISBN 978 0 7176 6385 9, this replaces Surveying, sampling and assessment of asbestos-containing materials, Methods for the Determination of Hazardous Substances (MDHS) 100, ISBN 0-7176-2076-X.
- 5.6 Disposal of asbestos waste, EM9.
- 5.7 Comprehensive guide to managing asbestos in non-domestic buildings, HSG227.
- 5.8 Asbestos the analysts guide, HSG248.

Appendices

Appendix 1. Site Asbestos register

The site asbestos register should contain the following information:

A plan of buildings indicating the known, suspected or presumed location of asbestos containing materials. Where possible photographs of asbestos's location should be included.

For each location of asbestos containing material:

- A unique reference;
- A description of the specific item;
- Where the material is located (description or photograph);
- How much materials is present (by area/volume etc);
- Surface coating or containment of material;
- The type of asbestos present;
- An assessment of its condition;
- An assessment of how accessible the material is;
- An assessment of the risk assessment that underpins the decision to remove or manage in situ asbestos containing materials;
- A priority code for their inspection, see below; and
- General commentary.

Inspection and Monitoring

All asbestos-containing materials detailed in the asbestos register shall be assigned a priority code. Inspection and monitoring of these materials is to be carried out at a periodicity dependent upon their priority code. The table below provides an example of ACM priority categorisation. Records of these inspections, together with updated information on the condition of the material, are to be kept by the Asbestos Control Officer.

Code	Priority	Inspection Periodicity
A	Very Low	Annually
B	Low	Annually
C	Medium	6 monthly
D	High	3 monthly

Where possible all ACMs should be removed or repaired such that their inspection priority is Low or Very Low.

Where asbestos is removed from a building the record of its location should be retained in the asbestos register, see Appendix 7.

Appendix 2. Guidance in the management of common asbestos containing materials

Sprayed Applications/Coatings (Flock Asbestos)

Surfaces finished with sprayed applications/coatings containing asbestos must if they are:

- a. In good condition (in a state where respirable asbestos fibres are not being released) - be sealed by a licensed contractor.
- b. Slightly damaged and not readily accessible - be removed or repaired and sealed by a licensed contractor.
- c. Damaged, could be damaged, or are inadequately sealed and it is not reasonably practicable to reseal or enclose - be removed to a site licensed for the disposal of asbestos materials in accordance with any relevant legislation and approved codes of practice by a licensed contractor.
- d. Present - their location must be entered in the Asbestos Register and the location should be labelled in an appropriate manner.
- e. Present – be inspected at regular intervals to ensure that the condition of the material and its sealing has not changed.

Insulation and Lagging

Where asbestos-containing insulation materials in existing installations are found to be:

- a. damaged or inadequately sealed and it is not reasonably practical to reseal or encapsulate it; or
- b. a risk assessment carried out by a competent person indicates is present and in a hazardous state.

then this material shall be removed to a site licensed for the disposal of asbestos materials by a licensed asbestos removal contractor and replaced by a non-asbestos substitute and the Asbestos Register updated.

Any asbestos in good condition left in-situ shall be sealed and its location entered in the Site Asbestos Register. Warning notices shall be attached to the lagging and nearby in boiler houses, service ducts, and other plant and equipment rooms NOT usually accessible to the staff and others and it shall be re-inspected at regular intervals to ensure that the condition of the material has not changed.

All work with asbestos insulation and lagging must be carried out by a licensed contractor in accordance with any relevant legislation and approved codes of practice.

Insulating Boards

- a. Where existing installations contain asbestos insulating board, which is sound and undamaged, there is no evidence of dust release and they are not subject to abrasion or damage by impact they will be left undisturbed.

All surfaces should be sealed or enclosed and labelled and the location recorded in the Asbestos Register and inspected at regular intervals to ensure that the condition of the materials has not deteriorated.

- b. Where existing materials are found to be loose, friable, damaged or deteriorating, the material should be removed to a site licensed for the disposal of asbestos materials by a licensed asbestos

removal contractor in accordance with any relevant legislation and approved codes of practice and the Asbestos Register updated.

Asbestos Cement

- a. Products in good condition, not likely to be damaged or disturbed shall be left in position. All surfaces should be sealed or enclosed and labelled and the location recorded in the Asbestos Register, and inspected at regular intervals to ensure that the condition of the material has not deteriorated.
- b. Products in good condition but liable to damage, or which are old and deteriorating, friable or loose and capable of releasing asbestos fibres, will either be removed by a licensed contractor to a site licensed for the disposal of asbestos materials and replaced with a non-asbestos substitute, or sealed, labelled and the location recorded in the Asbestos Register and inspected at regular intervals to ensure that the condition of the material has not deteriorated.

Equipment

Existing equipment containing asbestos:-

- a. shall be labelled and recorded in the Asbestos Register and inspected at regular intervals to ensure that the condition of the material has not deteriorated;
- b. requires no action if asbestos fibres cannot be released;
- c. such as gaskets, fire blankets, mats etc. should be replaced with alternative materials;
- d. such as impelled (fanned) air systems, duct linings, fume cupboards, etc. where the asbestos insulation can be damaged during installation, use, running or maintenance or weakened by age, shall be sealed or consideration given to substitution of the insulant and/or equipment.

If a risk of fibre release is deemed possible, a suitable assessment and test procedure should be instigated.

Derelict and Abandoned Premises

- a. If the building is basically sound and can possibly be refurbished, it must be effectively secured against vandals etc. and any asbestos labelled. Entries must be made in the site Asbestos Register accordingly.
- b. If the asbestos insulation is damaged or decayed, removal by a licensed asbestos removal contractor must be carried out before the building is sealed and the Asbestos Register updated.
- c. If the building has no future life, asbestos must be removed by a licensed asbestos removal contractor before demolition and the Asbestos Register updated.
- d. All materials removed must be taken to a site licensed for the disposal of asbestos materials.

Leased and Rented Property and Property for Purchase or Disposal

- a. Property acquired on Full Repairing Lease is to be treated as STFC owned property.
- b. No new property may be occupied for or on behalf of the STFC until:
 - i. the presence/or absence of asbestos materials can be confirmed by examination of validated records for the property for example asbestos refurbishment or demolition surveys or, if no such records exist, a Refurbishment or Demolition Survey and report completed;

- ii. the presence of asbestos containing materials is confirmed, as defined by the completion of an Refurbishment or Demolition Survey;
 - iii. the effects of the existence of such materials on any building works required and potential problems in future occupancy and management of the property should be carefully considered before entering into an agreement to purchase or occupy the building.
- c. STFC owned property:
- i. Let on Full Repairing Lease -
All work to be the responsibility of the tenant, who must be advised of any known or presumed asbestos materials and their receipt of this information formally acknowledged and recorded.
 - ii. Let on non-Full Repairing Lease –
No unauthorised work to be carried out and the property treated as STFC operated property..
 - iii. Let on other types of Lease -
To be treated as STFC owned property.
 - iv. If the presence of asbestos is known or presumed it shall be brought to the attention of the tenants.

The presence and extent of asbestos-containing materials should wherever possible be determined by a Refurbishment or Demolition Survey as defined in Asbestos: The Survey Guide, HSG264, before entering into a leasing or purchasing arrangement.

- d. Prospective purchasers of any STFC owned property should be advised of the existence of any known materials containing asbestos.

Appendix 3. Asbestos Permit to Work

ACM PERMIT TO WORK

Use for activities where ACM hazards and ACM exposure risks are present, suspected/ anticipated

Permit No:

SECTION 1 – ACM LOCATION AND DETAILS

ACM Hazard			
Site:		Building:	
Location:		Asbestos Register ref. or description and type of ACM hazard:	
I certify I have given due consideration to the presence of asbestos	Building constructed after 2000 Therefore no asbestos present	STFC Asbestos Management Register shows ACM present: Conduct a local R&D Survey	STFC Asbestos Refurbishment/Demolition Survey is inconclusive: Conduct a local R&D Survey
Signature & date:			

SECTION 2 – DECLARATION OF WORK PERMITTED

Company/Department:		Supervisor:	
Work to be carried out:			
R&D Survey reference number and outcome:			
Risk Assessment and Method statement references	As appropriate air sampling, materials testing results, smoke test and evidence of contractor competence (training) should be witnessed.		
Permit valid from: [Date(s)/time(s)]		Until: [Date(s)/time(s)]	

I CONFIRM THAT THIS PERMIT IS VALID FOR THE ABOVE WORK DATE(S) AND TIMES ONLY. SHOULD AN EXTENSION OR ADDITIONAL WORK BE REQUIRED A NEW PERMIT IS REQUIRED

Issued by: Date/Time:

Signed: _____

SECTION 3 – CONTRACTOR’S RECEIPT/ACCEPTANCE OF PERMIT

I HAVE READ AND UNDERSTOOD THIS PERMIT AND WILL IMPLEMENT THE CONTROLS DESCRIBED IN THE RELEVANT RISK ASSESSMENT AND METHOD STATEMENT DETAILED IN SECTION 2 ABOVE.

Person in charge of work: Date/Time:

Signed: _____

SECTION 4 – CANCELLATION OF PERMIT

THE ABOVE WORK IS COMPLETE, AREA CLEARED OF WORK/EQUIPMENT/ DEBRIS/PERSONNEL.

Person in charge of work (**contractor**): _____ Date/Time:

Cancelled by (**STFC**): _____ Date/Time:

Comments:

Where ACMs have been disturbed or found - post work air testing is to be carried out.

GENERAL INFORMATION ON THE MANAGEMENT OF ASBESTOS IN BUILDINGS

INTRODUCTION

If asbestos fibres enter the lungs they can cause cancer or incurable diseases. Consequently, STFC is committed to ensure that all reasonably practicable steps are taken to prevent exposure of staff, students, contractors or visitors; caused by inadvertent or inadequately controlled disturbance of asbestos.

RESPONSIBILITY

Responsibilities for implementing safe systems of work when dealing with asbestos are detailed in the SHE Code. The requirements of this code of practice are mandatory. Because of the hazards associated with asbestos management are responsible for ensuring that work which may disturb asbestos containing materials (ACMs) is not undertaken without first consulting the Asbestos Control Officer (ACO).

The ACO must be consulted on all works where there is a risk of disturbance to known or unknown ACMs. The day-to-day responsibility for the supervision of work in the presence of ACMs is delegated to authorised Asbestos Permit Issuers within the Estates & Operations Management teams. STFC ACOs are listed in the STFC SHE Directory.

WORK WHICH MAY INVOLVE DISTURBANCE OF ASBESTOS

Staff supervising work on the fabric of buildings must consult the ACO and arrange for an R&D Survey before work starts.

LABELLING OF ACMs

Where asbestos is identified it should normally be labelled as such; to reduce the risk of inadvertent disturbance. Where it is decided not to label asbestos materials (e.g. for large areas of external corrugated building sheets) it is essential that those who may work on, or disturb material, are made aware of the presence of asbestos on sites/buildings.

MONITORING OF ACMs

Regular inspections will be carried out of all visible/accessible asbestos and recorded. Varying inspection frequencies are established, depending on the probability of damage and the nature of the location.

When asbestos is found in unsatisfactory condition it will be repaired, or if retention is not a viable alternative, it will be removed.

If demolition of any structure/building is required, then a Demolition Survey must be undertaken before any other work commences. This survey will be arranged by the person instructing the Works Order. A Demolition Survey searches for ACMs in every part of the works area; i.e. behind and within walls etc.

CONTRACTORS AND ACMs

All relevant information on the presence or suspected presence of asbestos-based materials will be passed, in writing, to the principal contractor, who in turn is obliged to pass relevant information concerning the presence of asbestos to their sub-contractors. Contractors who do building and modification work, even where the presence of asbestos is not expected, should be given a copy of the relevant STFC SHE Code. They should be asked to report any suspicious material they encounter in the course of their work so that it can be checked out before work on it proceeds further.

CEILING TILES

Asbestos ceiling tiles cannot easily be identified just by visual inspection as they may be painted. All ceiling tiles should be treated as containing asbestos unless they are known to be something else. When disturbing potential asbestos containing ceiling tiles for short periods (less than 10 minutes), for example when lifting suspended ceilings tiles to visually inspect or survey electrical or other services a disposable respirator to standards EN149 (type FFP3) or EN1827 (type FMP3) must be worn and any dusts found sent for asbestos analysis and depending on the results the location of ACMs detailed in the asbestos register. Asbestos ceiling tiles should only be taken down by approved Licensed Asbestos Removal Contractors.

IN THE EVENT OF AN EMERGENCY

Even in the case of emergency call-out, asbestos or suspect asbestos should not be disturbed until there has been time for a proper risk assessment. The area should be made safe, by isolation, without disturbing any asbestos.

Appendix 4. Training

Role	Initial training	Refresher training	Frequency	Comments
Asbestos Control Officer (ACO)	British Occupational Hygiene Society (BOHS) accredited asbestos management courses: P405: Management of asbestos in buildings (4 days)	BOHS course	3 years	Exempt from completion of the Asbestos Awareness Courses (tutor led or on-line)
Any STFC staff member (including agency staff) whose work, directly or through others, could potentially influence or disturb asbestos containing materials secured within the fabric of STFC sites, buildings, plant or equipment. For example but not limited to: Contract Supervising Officers for site infrastructure related projects; Building Work Co-ordinators; Asbestos Permit Issuers; Digital Solutions - cable routing/pulling; and Members of site estates team.	Asbestos Awareness Training course (tutor led course)	Year 1: Asbestos Awareness course (tutor led) Years 2 and 3: Asbestos Awareness Course (on-line) (NOTE: this is not the Asbestos Essentials course) Year 4: Asbestos Awareness course (tutor led) etc.		
All STFC staff, and others working on STFC sites (including agency and fixed term staff, tenants, long term contractors)	Asbestos Essentials [NOTE: this is not the Asbestos Awareness Course (on-line)] Within 6 months of being based on STFC sites.	No requirement to refresh or repeat this course.		

NOTE: As with all SHE codes there are BiteSize training courses which provide an outline summary of the code and its content - that for [SHE Code 35: Asbestos Management](#) should not be confused with the on-line training courses detailed above.

Appendix 5. Practical Application of the Asbestos Removal Policy

To achieve STFC's policy of gradually removing asbestos from its buildings, all relevant building work, see SHE Code 19, will include the removal of any asbestos containing materials to the extent that is reasonable in the circumstances.

The following are examples of how this policy might be applied in practice to determine what is reasonable.

Type of building work requested	Subsequent extent of asbestos
Hanging a notice board on a wall known to contain asbestos	None – the task of hanging the noticeboard will be carried out under controlled conditions, but the majority of the asbestos would remain <i>in situ</i> .
Replacement of a damaged asbestos containing vinyl floor tile in an office	Removal under controlled conditions of all the asbestos containing tiles within the specific confines of the single office.
Replacement of a damaged asbestos containing ceiling tile in a corridor	Removal under controlled conditions of all the ceiling tiles within the smallest readily definable area i.e. the area between two fire doors or the whole corridor if there are no obvious section breaks.
Installation or modification of building services which impacts upon the fabric of the building e.g. lighting upgrade in an area with an Artex™ finish	Removal under controlled conditions of all the Artex™ within the smallest, readily definable area e.g. the laboratory, the office or section of a corridor
Drilling through a wall or ceiling known to contain asbestos for the purpose of passing pipe(s) or cable(s) through the wall	None - the hole or holes will be drilled under controlled conditions, by appropriately qualified and certified workers and the debris removed in the approved manner; the asbestos in the rest of the wall/ceiling will remain untouched
Lab/office refurbishment requiring modification to the fabric of the building e.g. creation of a new doorway, installation of new windows or of a wall to create a larger working space.	Removal of all ACMs from those parts of the building affected by the proposed works.
Demolition of a building	Removal in a controlled manner of all asbestos will be mandatory.

Appendix 6. Audit Checklist

Ref	Item	Rating	Comments
1 (Section 4.1.1)	Has an ACO been appointed in writing for the site? Has SHE Directory been updated?		
2 (Section 4.1.2) (Appendix 4)	Has ACO sufficient training and competence?		
3 (Section 4.2.2) (Appendix 1)	Is there an up to date Site Asbestos Register? Does register address scientific equipment and facilities as well as building fabric?		
4 (Section 4.2.2)	Has a Removal or Demolition Survey been undertaken by an approved Asbestos contractor?		
5 (Section 4.2.7)	Is there an ACO approved list of: <ul style="list-style-type: none"> • Asbestos surveyors • Asbestos contractors – licensed and non-licensed • Asbestos analysts 		
6 (Section 4.2.3)	Has the asbestos register been made available to those working on the fabric of buildings?		
7 (Section 4.2.4)	Have asbestos warning labels been placed on known ACMs?		
8 (Section 4.3.4)	Have STFC site tenants been provided with copies of asbestos register relevant to their premises?		
9 (Section 4.2.5) (Section 4.2.6)	Is there an on-going monitoring programme for ACMs? Do findings of monitoring programmes updated in asbestos register?		
10 (Section 4.3.5)	Are contractors and others working in areas containing, or suspected to contain, ACMs informed of the potential for its presence?		
11 (Section 4.3.5)	Have documented risk assessments and method statements/work plans been produced for work involving asbestos?		
12 (Section 4.3.6) (Section 4.3.8)	Has all asbestos waste been disposed of using licensed asbestos carriers and at licensed disposal sites? Are consignment notes for the disposals retained.		

13 (Section 4.4.2)	Have incidents involving asbestos been reported in SHE Assure?		
14 (Appendix 4)	Have relevant staff has suitable Asbestos Awareness training and is it in date?		

Appendix 7. Document Retention Policy

Records established	Minimum retention period	Responsible record keeper	location of records	Comments/Justification
Asbestos Register	50 Years from date of last entry	Estates Teams	Local record systems	Legal requirement
Related Correspondence	50 Years from date of last entry	Estates Teams		
Appointments:				
Asbestos Control Officer	Most Recent	Director	SHE Directory	Appointment Letter