



**A.5 APPENDIX B**

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ASBESTOS MANAGEMENT POLICY  
(Council Housing Stock)

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February 2025



## Contents

1.0 Asbestos Management Policy Statement .....	4
2.0 Management Flowchart .....	6
3.0 Asbestos Management Plan .....	7
3.1 Duty Holder .....	7
3.2 Responsible Persons .....	7
3.3 Damaged ACMs - Emergency Procedure .....	7
3.4 Asbestos Management Survey, Refurbishment and Surveys and Register .....	8
3.5 Asbestos Containing Materials .....	8
3.6 Staff Awareness .....	9
3.7 Monitoring and Inspection .....	10
4.0 Works and Visitor Protocols .....	10
4.1 Contractors .....	10
4.2 Emergency Services .....	11
4.3 Refurbishment or Demolition Works .....	11
4.4 Asbestos Works and Removals .....	11
<b>5.0 Control Measures for Specific Areas Identified .....</b>	<b>11</b>
Appendix 1: Asbestos Work Categories Illustration .....	13
Appendix 2 Asbestos Containing Material Inspection Record .....	14
Appendix 3 Priority Assessment Algorithm for Standard Properties .....	15
Appendix 4 - Standard Materials Priority Assessments. ....	16
1. Asbestos Insulation Board	
2. Bitumen backing to floors	
3. Damp Proof Course	
4. Vinyl Floor Tiles and Sheeting	
5. Textured Coating	
6. Asbestos Soffits/Risers/Sheets/Bath Panels, Undercloak, Cladding, Cement Packers	
7. Asbestos Cement Water Tanks & Flower Troughs	
8. Asbestos Insulation Board Debris & Residues	
9. Asbestos Sink Pads	
10. Asbestos Toilet Cisterns/Toilet Seats	
11. Asbestos Felt/Roof Felt	
12. Asbestos Gaskets & Ropes	
13. Asbestos Cement Debris	
14. Asbestos Gutters, Downpipes, Roof Sheets, Cowsls, Miscellaneous Cement Items	
15. Asbestos Cement Roof Sheets	

16. *Asbestos Cement Roof Slates/Tiles*

17. *Asbestos Putty*

18. *Asbestos Mastic*

19. *Asbestos Electric Flash Guard*

Appendix 5: Contractor Review of Asbestos Register/Survey ..... 35

Appendix 6: Asbestos Permit to Work Proforma ..... 36

Appendix 7: Staff Training Record ..... 37

## 1.0 Asbestos Management Policy Statement

Tendring District Council is committed to keeping its residents, staff and visitors safe as far as reasonably practicable from exposure to asbestos fibres. The Council has created this local Asbestos Management Policy to document how it plans to achieve this.

This Asbestos Management Policy sets out the actions taken within the Council's housing stock to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations 2012 (CAR), and best practice guidance.

A copy of this policy and the individual property asbestos surveys in addition to any other relevant information, as detailed in the local authority guidance, will be held in a central folder which can be found on the Council's computer systems and at Northbourne Depot, Vista Rd, Clacton-On-Sea, Essex, CO15 6AJ. This central folder will be made readily available to all those who need access to the asbestos documentation. Individual property surveys will be accessible via the computerised systems.

This Policy has been developed in consultation with TLC Environmental Services Ltd, the Council's leadership team and has been approved by the Chief Executive and Duty Holder under regulation 4 of the Asbestos regulations 2012.

To ensure employees, residents, contractors and visitors to council owned homes do not disturb ACMs and are safe from potential exposure, the following asbestos management procedures are in place:

- A designated person/s responsible for the management of asbestos on the premises (referred to as the Duty holder as defined in regulation 4 of the Asbestos Regulations 2012); including the updating of existing records
- A system and database to ensure ACMs are identifiable through appropriate labelling and/ or colour coding, providing information to all.
- Provision of asbestos awareness training to relevant Council employees and third parties as deemed necessary (including the keeping of appropriate training records).
- To periodically inspect ACMs on a regular basis where specified within the asbestos register - 6 monthly internally and every 12 months externally to communal areas and areas required under the relevant regulations. Relevant surveys will be updated after the removal of any ACM and also at regular intervals.
- To periodically review this Asbestos Management Policy (see paragraph 6 below).
- Provide access to the asbestos management central folder to contractors carrying out maintenance or construction works (this also includes IT contractors) prior to the commencement of works. Copies of Asbestos Surveys will be sent to contractors or access provided to the council's online survey data base.
- Ensure that, where necessary, a refurbishment or demolition survey is undertaken when the Council undertakes construction or other substantial works.
- Where staff are uncertain on the status of materials or required action they must seek advice and guidance from suitably qualified and experienced competent persons on

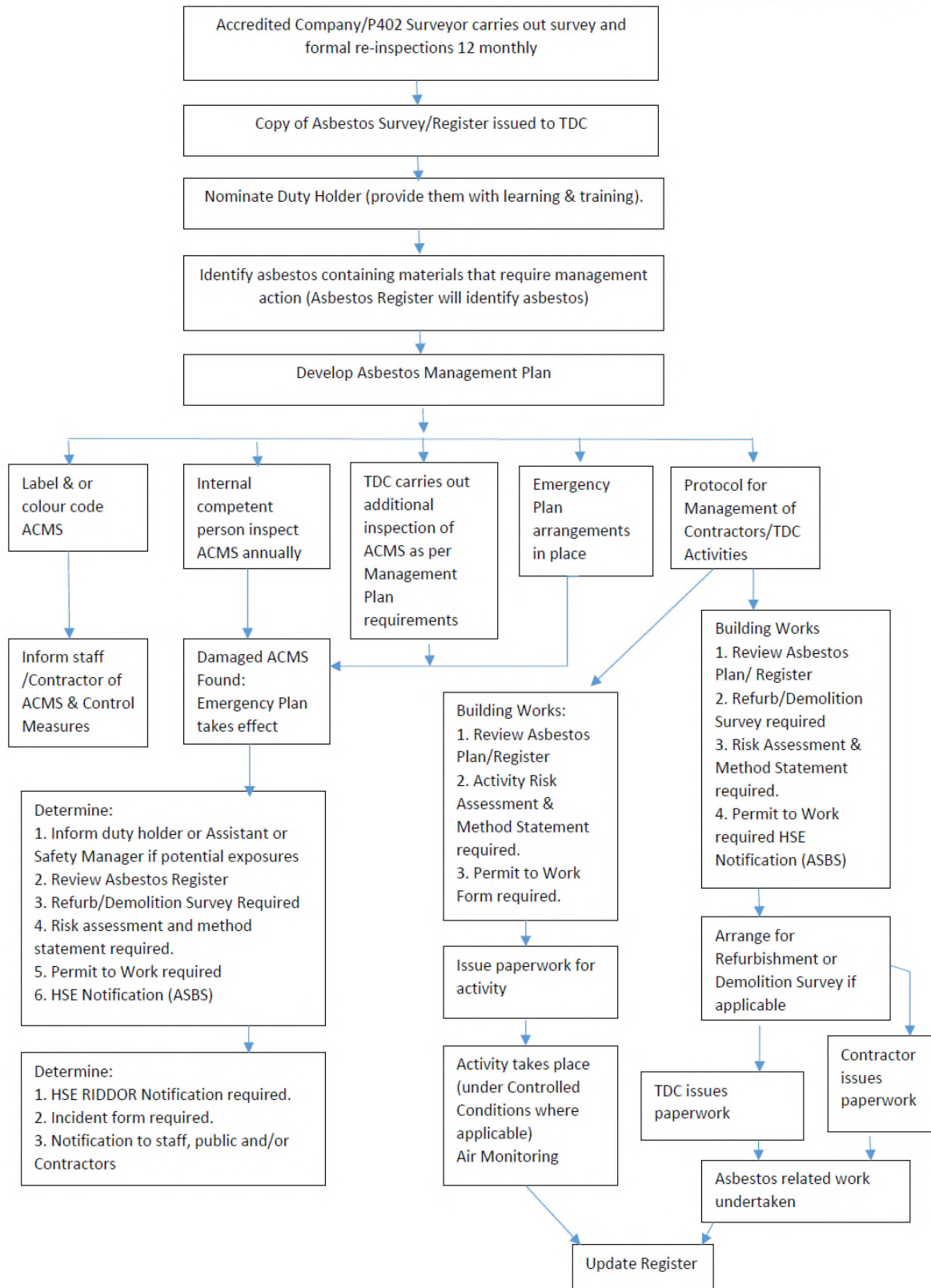
any asbestos related work activities that are to be undertaken. This may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works and air-monitoring.

- Staff must inform the Duty Holder or Responsible Person of any instances of suspected exposure to ACMs so that professional assistance and guidance can be taken as per the Reporting Incidents, Diseases and Dangerous Occurrence Regulations (RIDDOR) procedure found on the Health and Safety Executive (HSE) website (refer to the emergency procedures contained within this policy).

Link to the relevant Health and Safety Executive website page can be found [here](#).

## 2.0 Management Flowchart

2.0 Management Flowchart



## 3.0 Asbestos Management Plan

### 3.1 Duty Holder

The Chief Executive of Tendring District Council is the legally designated Duty Holder under Regulation 4 of the Asbestos Regulations 2012.

### 3.2 Responsible Persons

The following members of staff have been nominated to be responsible for managing asbestos on any relevant premises.

- 1) (Duty Holder) Ian Davidson                      Chief Executive
- 2) (Assisted by) Damian Williams              Corporate Director Operations and Delivery
- 3) (Assisted by) Steve Pearce                  Building and Development Manager
- 4) Staff within the Building and Development Team as directed by the above

One member of staff detailed (1 to 3) above has attended a recent asbestos awareness training course. The Council seeks to ensure that all relevant staff take Asbestos Awareness Training through its training portal.

### 3.3 Damaged ACMs - Emergency Procedure

Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes, Tendring District Council will instigate the emergency procedure below.

- Immediately assess the material disturbed and its location, to establish the likelihood of fibre exposure, and
- Where exposure is likely: Secure the area affected ensuring no access is permitted (signage must be displayed and barriers erected where appropriate)
- Review any impact on the operational use of the property and make alternative arrangements where necessary.
- Contact the Responsible persons and a suitable asbestos company for assistance and advice
- Maintain controlled access to the area until such time as formal clearance or containment has been confirmed
- Maintain good communication with residents, staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached
- Notify the Health and Safety Executive if required under RIDDOR; speak to the relevant health and safety advisor prior to doing this.

### 3.4 Asbestos Management Survey, Refurbishment and Surveys and Register.

The Asbestos Survey provides accurate information on the location, amount and condition of ACMs. The information in the survey report will be used to form the Asbestos Register which is a key component of the management arrangements.

The Responsible Person will ensure that an up-to-date copy of the asbestos survey will be available on the relevant premises or through the Register at all times.

The Council's Sheltered Housing schemes and temporary accommodation facilities all have either a Management Survey or a Refurbishment and Demolition Survey available on site or via the Register.

Communal areas of general purpose properties all have a Management Survey available via the Register.

The Council commissions a Refurbishment and Demolition Survey for each dwelling where it becomes vacant or significant work is proposed. Where practical, asbestos containing materials are removed prior to the occupation of properties. New tenants are provided with an updated copy of the survey as part of their tenancy pack. Surveys for dwellings are made available through the Register.

The Register comprises a set of digitised survey reports with assessments held on the Council's computer system in order that copies can be provided to contractors and others planning or undertaking works. Work is currently underway (January 2025) to make survey reports available through the Council's OneServe works control system and to integrate the data contained into the Council's Lifespans stock condition software.

Records are held by the Council at **Development and Building Services, Tendring District Council, Northbourne Depot, Vista Road, Clacton on Sea, Essex, CO15 6AJ. Contact: Stephanie Ronan on 01255 686929**

### 3.5 Asbestos Containing Materials




The areas of the Council's Housing Stock which have asbestos containing materials (ACMs) that require management will be noted from the Asbestos Register within the asbestos survey report. A copy of the Asbestos Register is available on the internal computer system. Controls for specific high-risk areas identified are included later in this plan at Section 4.0 (*Control measures for specific areas identified*).

Where ACMs have been identified, the person/s named earlier in this Policy as being responsible for managing asbestos will ensure that the materials are capable of being identified visually by all staff and contractors using the following:

- Asbestos containing materials in Public Access Areas, corridors and other areas accessible to all staff members of the public will be identified by a label/ sticker similar to those contained within the table below and residents made aware of ACMs within dwellings via copies of the survey reports for individual properties.
- Asbestos containing materials in other areas will be labelled using labels commensurate with legislative requirements i.e. a 'tombstone' label.



Examples of acceptable asbestos stickers/ labels to be used

<p>The following examples of labels/ stickers are suitable for use within the premises as part of the management control procedures outlined within this Asbestos Management Policy.</p> <p>These examples are not extensive and other appropriate stickers/ labels may be used.</p>	<p><b>Asbestos 'tombstone' sticker –</b> <i>normal industry standard label used</i></p> 
<p><b>Presumed asbestos sticker –</b> <i>used when similar materials have been proven to contain ACMs</i></p>	<p><b>Encapsulated asbestos sticker –</b> <i>used when ACMs have been encapsulated</i></p>
	
<p><b>Asbestos sticker –</b> <i>An alternative to the 'tombstone' sticker highlighted above</i></p>	<p><b>Warning sticker –</b> <i>Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern</i></p>

### 3.6 Staff Awareness

With due regard to the Health & Safety at Work Act 1974 (Section 2C c) and the reinforcement of adhering to CDM regulations, all relevant staff will be provided with asbestos awareness training. Specific staff have taken additional training (including some

workforce members to work with unlicensed materials). All staff are able to access relevant information on:

- I. Types and location of ACMs (via the Asbestos Register and Surveys)
- II. The visual means of identifying ACM's (labels/ colour coding)
- III. How to avoid risks from asbestos (e.g. not disturbing)
- IV. How to report concerns about ACMs (e.g. to the Duty Holder)

All new Council staff are required to undertake a range of induction training packages. Additional staff training is provided to technical and workforce staff depending on their responsibilities. The Council operates a 1 to 1 staff performance management and appraisal system to identify training and development needs.

The Council has established reporting lines to facilitate reporting of concerns of all kinds to management and a formalised grievance procedure.

The Council proposes to augment the arrangements in place with a dedicated section on the staff internal network to bring together these awareness arrangements.

### 3.7 Monitoring and Inspection

The Responsible Person for the purposes of managing this asbestos plan will ensure formal visual inspections of all known ACMs are carried out as stipulated within the Asbestos Register, recording the details of such inspections using a suitable proforma, as shown in Appendix 2.

Formal visual inspections of retained ACMs will be conducted on an annual basis to all the communal areas and statutory areas, by a Competent Person. All other periodical inspections stipulated will be undertaken by staff instructed by the Responsible Persons identified earlier in this policy. These will be conducted and recorded every 6 months or otherwise as specified in the survey.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this policy.

## 4.0 Works and Visitor Protocols

### 4.1 Contractors

Everyone attending Tendring District Council's housing stock and buildings to carry out any works that could affect ACM or areas that could contain ACM will be required to access and review the asbestos survey electronically via Oneserve or Register before undertaking any work.

This will be provided by the person responsible for arranging the work or other relevant member of staff within the Tendring District Council's Building and Development Team.

Where the records are held on site, the contractors or staff undertaking any work as above will be required to sign that they have reviewed the asbestos survey/Register as Appendix 4.

Where there are ACMs that are to be worked on or are near to work to be undertaken, no work will take place until an appropriate method statement of work is produced. Where

directed, the Permit-to-Work procedures detailed in Appendix 5 will be duly authorised and implemented.

## 4.2 Emergency Services

Emergency Services personnel attending a site which is, or might be, affected by ACM, must be given access to the asbestos survey, Register and plan on arrival. Where site retained surveys are used these will be made available to emergency services by site staff as part of site emergency procedures. In communal spaces a copy of the relevant communal survey will be held in the fire information box.

## 4.3 Refurbishment or Demolition Works

Where Tendring District Council commission any construction works involving an upgrade, refurbishment or demolition work, a refurbishment and demolition survey will be undertaken as necessary to locate and describe, as far as is reasonably practicable, all ACMs in the area where the work will take place.

In the case of dwellings the whole dwelling will be surveyed.

Surveys will be undertaken in accordance with the requirements of the Health and Safety Executive guidance HSG264 Survey Guide. Where necessary, staff should seek further advice and guidance from the duty holders, appropriately qualified consultants, contractors or other advisors.

## 4.4 Asbestos Works and Removals

The Council will ensure that any works undertaken involving ACMs will be carried out within the requirements of the Control of Asbestos Regulations 2012. Guidance from the Health and Safety Executive can be found at: <http://www.hse.gov.uk/asbestos/index.htm>

Control measures will be detailed in the method statement provided by the contractor.

The asbestos survey/Register will be updated accordingly following completion of the asbestos related works. All removal paperwork will be placed in the Asbestos folder where held on site and in all cases held within the electronic records held by the Council, including the waste consignment paper work.

The diagram at Appendix 1 shows the level of risk for a spectrum of asbestos products. This helps identify the need for Licensed, Notifiable Non- Licensed and Non-Licensed Asbestos procedures in relation to potential works to be undertaken.

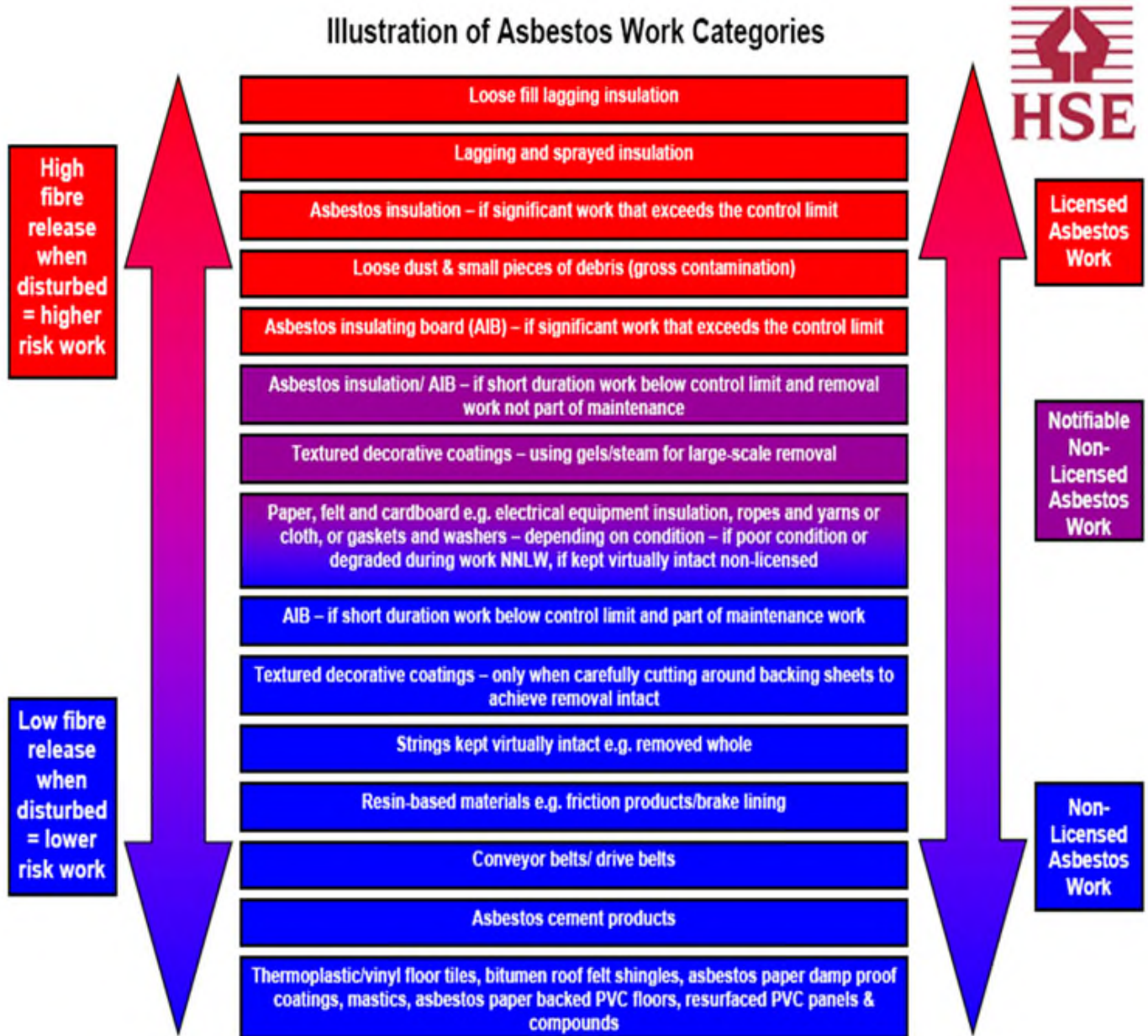
## 5.0 Control Measures for Specific Areas Identified

There may be occasions where the nature of sites or materials warrants precautions in addition to those usually adopted. Where this is the case, the additional precautions will be held in the site file or Register. Additionally, the Council will work towards highlighting these on works orders through the Council's Oneserve/Lifespans computer systems.

## 6.0 Review

This Asbestos Management Policy will be reviewed every three years in consultation with tenant representatives, Council staff, other stakeholders and the Portfolio Holder responsible for Housing, unless there are any reasons, such as legislative changes, requiring that it be reviewed earlier.

## Appendix 1: Asbestos Work Categories Illustration



## Appendix 2 Asbestos Containing Material Inspection Record

<b>Site:</b>		<b>Date of Inspection:</b>	
<b>Inspection By (signature):</b>		<b>Print Name:</b>	

LOCATION OF ACM	ACM DESCRIPTION	CONDITION	INSPECTION COMMENTS
<i>See individual property Survey for information</i>			

### **Good Practice Guidance:**

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration since the last inspection
- Replace missing or damaged asbestos labels and stickers, information to notice board
- Where the condition is determined as either **Medium** or **High**, the emergency procedure needs to be instigated

### **Condition Key:**

<b>Good:</b> No visible damage; review at next inspection date	<b>Low:</b> A few scratches or surface marks but no signs of asbestos debris; review at next inspection date for further signs of deterioration
<b>Medium:</b> Significant breakage of materials or several small areas where material has been damaged; encapsulation works likely - follow the emergency procedure - program removal	<b>High:</b> Visible asbestos debris; environmental clean and encapsulation works likely – follow the emergency procedure

## Appendix 3 Priority Assessment Algorithm for Standard Properties

All properties with issues are programmed in for removal at survey stage

Assessment factor	Score	Examples of score variables
<b>Normal occupant activity</b> Main type of activity in area  Secondary activities for area	0 1 2 3  As above	Rare disturbance activity (eg little used store room) Low disturbance activities (eg office type activity) Periodic disturbance (eg industrial or vehicular activity which may contact ACMs) High levels of disturbance, (eg fire door with asbestos insulating board sheet in constant use) As above
<b>Likelihood of disturbance</b> Location  Accessibility  Extent/amount	0 1 2 3 0 1 2 3 0 1 2 3	Outdoors Large rooms or well-ventilated areas Rooms up to 100 m <sup>2</sup> Confined spaces Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily disturbed Routinely disturbed Small amounts or items (eg strings, gaskets) 1 10 m <sup>2</sup> or 10 m pipe run. 2 >10 m <sup>2</sup> to ≤50 m <sup>2</sup> or >10 m to ≤50 m pipe run 3 >50 m <sup>2</sup> or >50 m pipe run
<b>Human exposure potential</b> Number of occupants  Frequency of use of area  Average time area is in use	0 1 2 3 0 1 2 3 0 1 2 3	None 1 to 3 4 to 10 >10 Infrequent Monthly Weekly Daily <1 hour >1 to <3 hours >3 to <6 hours >6 hours
<b>Maintenance activity</b> Type of maintenance activity  Frequency of maintenance activity	0 1 2 3 0 1 2 3	Minor disturbance (eg possibility of contact when gaining access) Low disturbance (eg changing light bulbs in asbestos insulating board ceiling) Medium disturbance (eg lifting one or two asbestos insulating board ceiling tiles to access a valve) High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabing) ACM unlikely to be disturbed for maintenance 1 1 per year 2 >1 per year 3 >1 per month

## Appendix 4 – Standard Materials Priority Assessments.

### 1. Asbestos Insulation Board

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos Insulation Board				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b> Main type of activity in area	1	Low disturbance (i.e. office type activity)	1	1
<b>Likelihood of disturbance</b> Location	2	Room up to 100m <sup>2</sup>	2	2
Accessibility	1	Occasionally likely to be disturbed	1	1
Extent / amount	2	≥ 10m <sup>2</sup> to ≤ 50 m <sup>2</sup> or > 10m to ≤ 50 m pipe run	2	2
			Average	1
<b>Human exposure potential</b> Number of occupants	1	1 to 3	1	1
Frequency of use of area	3	Daily	3	3
Average time area is in use	1	> 1 to < 3	1	1
			Average	1
<b>Maintenance activity</b> Type of Maintenance Activity	1	Low disturbance (i.e. changing lights bulbs in asbestos insulating board ceiling)	1	1
Frequency of Maintenance Activity	3	> 1 per month	3	3
			Average	2
<b>Total Priority Assessment Score</b>				<b>5</b>
<b>Material Assessment Score (on Asbestos Survey) Average</b>				<b>6</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>11</b>
<b>Current Recommendation for this Asbestos Mark and Manage all properties requiring removals recorded and programmed for removal.</b>			<b>Mark and Manage/Programme for Removal ASAP</b>	



## 2. Bitumen backing to floors

Property Address	Locations
See asbestos Register	

Priority Assessment for: Bitumen Backing to Floors to various properties highlighted above				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b> Main type of activity in area	0	Rare disturbance activity (i.e. little used store room)	0	0
<b>Likelihood of disturbance</b> Location	1	Large room or well-ventilated areas	1	
Accessibility	1	Occasionally likely to be disturbed	1	
Extent / amount	2	≥ 10m <sup>2</sup> to ≤ 50 m <sup>2</sup> or > 10m to ≤ 50 m pipe run	2	
Average			1	1
<b>Human exposure potential</b> Number of occupants	1	1 to 3	1	
Frequency of use of area	0	Infrequent	0	
Average time area is in use	1	> 1 to < 3	1	
Average			1	1
<b>Maintenance activity</b> Type of Maintenance Activity	0	Minor disturbance (i.e. possibility of contact when gaining access)	0	
Frequency of Maintenance Activity	3	> per month	3	
Average			1	1
<b>Total Priority Assessment Score</b>				<b>4</b>
<b>Material Assessment Score (on Asbestos Survey) Average</b>				<b>3</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>7</b>
<b>Current Recommendation for this Asbestos</b>			<b>Mark and Manage</b>	

### 3. Damp Proof Course

Property Address	Locations
See asbestos Register	

<b>Priority Assessment for: Damp Proof Course</b>				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b> Main type of activity in area	1	Low disturbance	1	1
<b>Likelihood of disturbance</b> Location	0	Outdoors	0	0
Accessibility	0	Usually inaccessible or unlikely to be disturbed	0	0
Extent / amount	3	≥ 50m <sup>2</sup>	3	3
Average				1
<b>Human exposure potential</b> Number of occupants	3	> 10	3	3
Frequency of use of area	3	Daily	3	3
Average time area is in use	2	> 3 to < 6	2	2
Average				3
<b>Maintenance activity</b> Type of Maintenance Activity	1	Low disturbance	1	1
Frequency of Maintenance Activity	1	<1 per year	1	1
Average				1
<b>Total Priority Assessment Score</b>				<b>6</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>3</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>9</b>
<b>Current Recommendation for this Asbestos</b>			<b>Mark and Manage</b>	

#### 4. Vinyl Floor tiles and sheeting

Property Address	Locations
See asbestos Register	

Priority Assessment for: Vinyl floor tiles and Sheeting				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low disturbance	1	1
<b>Likelihood of disturbance</b>				
Location	1	Large room or well-ventilated areas	1	1
Accessibility	1	Occasionally likely to be disturbed		
Extent / amount	2	≥ 10m <sup>2</sup> to ≤ 50 m <sup>2</sup> or > 10m to ≤ 50 m pipe run		
			Average	1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	3	Daily	3	3
Average time area is in use	1	> 1 to < 3	1	1
			Average	2
<b>Maintenance activity</b>				
Type of Maintenance Activity	1	Low disturbance (i.e. changing lights bulbs in asbestos insulating board ceiling)	1	1
Frequency of Maintenance Activity	1	≤ 1 per year	1	1
			Average	1
<b>Total Priority Assessment Score</b>				<b>5</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>3</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>8</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and manage</b>

## 5. Textured Coating

Property Address	Locations
See asbestos Register	

Priority Assessment for: Textured Coating				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low disturbance	1	1
<b>Likelihood of disturbance</b>				
Location	1	Large room or well-ventilated areas	1	1
Accessibility	1	Occasionally likely to be disturbed	1	
Extent / amount	2	≥ 10m <sup>2</sup> to ≤ 50 m <sup>2</sup> or > 10m to ≤ 50 m pipe run	1	
			Average	1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	3	Daily	3	3
Average time area is in use	2	> 3 to < 6	2	2
			Average	2
<b>Maintenance activity</b>				
Type of Maintenance Activity	1	Low disturbance (i.e. changing lights bulbs in asbestos insulating board ceiling)	1	1
Frequency of Maintenance Activity	1	≤ 1 per year	1	1
			Average	1
<b>Total Priority Assessment Score</b>				<b>5</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>4</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>9</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>

**6. Asbestos cement soffits /Risers /sheets/bath panels, under cloak, cladding, cement packers**

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos cement soffits /Risers /sheets/bath panels, under cloak, cladding, packers				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low Disturbance	1	1
<b>Likelihood of disturbance</b>				
Location	1	Large room or well-ventilated areas	1	1
Accessibility	1	Occasionally likely to be disturbed	1	1
Extent / amount	1	10 m2 average	1	1
			Average	1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	0	Infrequent	0	0
Average time area is in use	1	> 1 to < 3	1	1
			Average	1
<b>Maintenance activity</b>				
Type of Maintenance Activity	0	Minor disturbance (i.e. possibility of contact when gaining access)	0	0
Frequency of Maintenance Activity	0	ACM unlikely to be disturbed for maintenance	0	0
			Average	0
<b>Total Priority Assessment Score</b>				<b>3</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>4</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>7</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>

### 7. Asbestos cement water Tanks and Flower Troughs

Property Address		Locations		
See asbestos Register				
<b>Priority Assessment for: Asbestos cement Water Tanks and Flower Troughs</b>				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low disturbance (i.e. office type activity)	1	1
<b>Likelihood of disturbance</b>				
Location	0	Outdoors		
	1	Large room or well-ventilated areas	1	1
Accessibility	1	Occasionally likely to be disturbed	1	1
Extent / amount	1	≤ 10m <sup>2</sup> or ≤ 10 m pipe run	1	1
			Average	1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	0	Infrequent	0	0
Average time area is in use	1	> 1 to < 3	1	1
			Average	1
<b>Maintenance activity</b>				
Type of Maintenance Activity	0	Minor disturbance (i.e. possibility of contact when gaining access)	0	0
Frequency of Maintenance Activity	0	ACM unlikely to be disturbed for maintenance	0	0
			Average	0
<b>Total Priority Assessment Score</b>				<b>3</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>4</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>7</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>

### 8. Asbestos insulation Board Debris and residues

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos insulation board Debris and residue				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low disturbance	1	1
<b>Likelihood of disturbance</b>				
Location	0	Outdoors		
	1	Large room or well-ventilated areas	1	1
Accessibility	1	Occasionally likely to be disturbed	1	1
Extent / amount	0	Small amounts of items (i.e. strings, gaskets)	0	0
			Average	1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	3	Daily	3	3
Average time area is in use	1	> 1 to < 3	1	1
			Average	2
<b>Maintenance activity</b>				
Type of Maintenance Activity	1	Low disturbance (i.e. changing lights bulbs in asbestos insulating board ceiling)	1	
Frequency of Maintenance Activity	2	1 per year	2	
			Average	1
<b>Total Priority Assessment Score</b>				<b>5</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>6</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>11</b>
<b>Current Recommendation for this Asbestos</b>				<b>Programmed for removal</b>

## 9. Asbestos Sink Pads

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos sink pads				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low disturbance (i.e. office type activity)	1	1
<b>Likelihood of disturbance</b>				
Location	1	Large room or well-ventilated areas	1	1
Accessibility	1	Occasionally likely to be disturbed	1	1
Extent / amount	0	Small amounts of items (i.e. strings, gaskets)	0	0
Average				1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	3	Daily	3	3
Average time area is in use	0	< 1 hour	0	0
Average				2
<b>Maintenance activity</b>				
Type of Maintenance Activity	0	Minor disturbance (i.e. possibility of contact when gaining access)	0	0
Frequency of Maintenance Activity	0	ACM unlikely to be disturbed for maintenance	0	0
Average				0
<b>Total Priority Assessment Score</b>				<b>4</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>3</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>7</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>



### 10. Asbestos Toilet Cisterns/ Toilet Seats

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos toilet cisterns and toilet Seats				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	2	Periodic disturbance (i.e. industrial or vehicular activity which may contact ACM's)	2	2
<b>Likelihood of disturbance</b>				
Location	1	Large room or well-ventilated areas	1	1
Accessibility	0	Usually inaccessible or unlikely to be disturbed	0	0
Extent / amount	0	Small amounts of items (i.e. strings, gaskets)	0	0
Average				1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	3	Daily	3	3
Average time area is in use	0	< 1 hour	0	0
Average				2
<b>Maintenance activity</b>				
Type of Maintenance Activity	0	Minor disturbance (i.e. possibility of contact when gaining access)	0	0
Frequency of Maintenance Activity	0	ACM unlikely to be disturbed for maintenance	0	0
Average				0
<b>Total Priority Assessment Score</b>				<b>5</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>5</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>10</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>

### 11.Asbestos Felt/Roof Felt

Property Address	Locations
See asbestos Register	

<b>Priority Assessment for: Asbestos Felt/ Roof felt</b>				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low disturbance (i.e. office type activity)	1	1
<b>Likelihood of disturbance</b>				
Location	0	Outdoors	0	0
Accessibility	0	Usually inaccessible or unlikely to be disturbed	0	0
Extent / amount	2	≥ 10m <sup>2</sup> to ≤ 50 m <sup>2</sup> or > 10m to ≤ 50 m pipe run	2	2
Average				1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	0	Infrequent	0	0
Average time area is in use	0	< 1 hour	0	0
Average				1
<b>Maintenance activity</b>				
Type of Maintenance Activity	0	Minor disturbance (i.e. possibility of contact when gaining access)	0	0
Frequency of Maintenance Activity	0	ACM unlikely to be disturbed for maintenance	0	0
Average				0
<b>Total Priority Assessment Score</b>				<b>3</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>3</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>6</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>

## 12. Asbestos Gaskets and Ropes

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos Gaskets to boilers or pipework				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	0	Rare disturbance activity (i.e. little used store room)	0	0
<b>Likelihood of disturbance</b>				
Location	1	Large room or well-ventilated areas	1	1
Accessibility	1	Occasionally likely to be disturbed	1	1
Extent / amount	0	Small amounts of items (i.e. strings, gaskets)	0	0
Average				1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	0	Infrequent	0	0
Average time area is in use	1	> 1 to < 3	1	1
Average				1
<b>Maintenance activity</b>				
Type of Maintenance Activity	0	Minor disturbance (i.e. possibility of contact when gaining access)	0	0
Frequency of Maintenance Activity	0	ACM unlikely to be disturbed for maintenance	0	0
Average				0
<b>Total Priority Assessment Score</b>				<b>2</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>3</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>5</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>

### 13. Asbestos Cement Debris

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos cement Debris				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low disturbance (i.e. office type activity)	1	1
<b>Likelihood of disturbance</b>				
Location	0	Outdoors		
		Large room or well-ventilated areas	1	1
Accessibility	1	Occasionally likely to be disturbed	1	1
Extent / amount	1	≤ 10m <sup>2</sup> or ≤ 10 m pipe run	1	1
			Average	1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	2	Weekly	2	2
Average time area is in use	0	< 1 hour	0	0
			Average	2
<b>Maintenance activity</b>				
Type of Maintenance Activity	0	Minor disturbance (i.e. possibility of contact when gaining access)	0	0
Frequency of Maintenance Activity	1	≤ 1 per year	1	1
			Average	1
<b>Total Priority Assessment Score</b>				<b>5</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>6</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>11</b>
<b>Current Recommendation for this Asbestos</b>				<b>Remove</b>

**14. Asbestos Cement Gutters ,Downpipes, Roof Sheets, Cowls Miscellaneous cement items**

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos cement gutters, downpipes, Roof sheets, cowls, soil pipes, Asbestos cement drains , Miscellaneous cement items				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low disturbance (i.e. office type activity)	1	1
<b>Likelihood of disturbance</b>				
Location	0	Outdoors	0	0
Accessibility	1	Occasionally likely to be disturbed	1	1
Extent / amount	1	≤ 10m <sup>2</sup> or ≤ 10 m pipe run	1	1
Average				1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	3	Daily	3	3
Average time area is in use	0	< 1 hour	0	0
Average				2
<b>Maintenance activity</b>				
Type of Maintenance Activity	1	Low disturbance (i.e. changing lights bulbs in asbestos insulating board ceiling)	1	1
Frequency of Maintenance Activity	0	ACM unlikely to be disturbed for maintenance	0	0
Average				1
<b>Total Priority Assessment Score</b>				5
<b>Material Assessment Score (on Asbestos Survey)</b>				4
<b>Total of Material and Priority Assessment Scores</b>				9
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>

### 15. Asbestos Cement Roof Sheet

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos cement roof sheets				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low disturbance (i.e. office type activity)	1	1
<b>Likelihood of disturbance</b>				
Location	0	Outdoors	0	0
Accessibility	0	Usually inaccessible or unlikely to be disturbed	0	0
Extent / amount	2	≥ 10m <sup>2</sup> to ≤ 50 m <sup>2</sup> or > 10m to ≤ 50 m pipe run	2	2
			Average	1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	3	Daily	3	3
Average time area is in use	0	< 1 hour	0	0
			Average	2
<b>Maintenance activity</b>				
Type of Maintenance Activity	1	Low disturbance (i.e. changing lights bulbs in asbestos insulating board ceiling)	1	1
Frequency of Maintenance Activity	1	≤ 1 per year	1	1
			Average	1
<b>Total Priority Assessment Score</b>				<b>5</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>4</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>9</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>

### 16. Asbestos cement Roof slates/tiles

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos cement Roof slates/tiles				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low disturbance (i.e. office type activity)	1	1
<b>Likelihood of disturbance</b>				
Location	0	Outdoors	0	0
Accessibility	1	Occasionally likely to be disturbed	1	1
Extent / amount	2	≥ 10m <sup>2</sup> to ≤ 50 m <sup>2</sup> or > 10m to ≤ 50 m pipe run	2	2
Average				1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	0	Infrequent	0	0
Average time area is in use	0	< 1 hour	0	0
Average				1
<b>Maintenance activity</b>				
Type of Maintenance Activity	1	Low disturbance (i.e. changing lights bulbs in asbestos insulating board ceiling)	1	1
Frequency of Maintenance Activity	0	ACM unlikely to be disturbed for maintenance	0	0
Average				1
<b>Total Priority Assessment Score</b>				<b>4</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>4</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>8</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and manage</b>

### 17. Asbestos Putty

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos Putty				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	0	Rare disturbance activity (i.e. little used store room)	0	0
<b>Likelihood of disturbance</b>				
Location	1	Large room or well-ventilated areas	1	1
Accessibility	1	Occasionally likely to be disturbed	1	1
Extent / amount	1	≤ 10m <sup>2</sup> or ≤ 10 m pipe run	1	1
Average				1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	3	Daily	3	3
Average time area is in use	1	> 1 to < 3	1	1
Average				2
<b>Maintenance activity</b>				
Type of Maintenance Activity	0	Minor disturbance (i.e. possibility of contact when gaining access)	0	0
Frequency of Maintenance Activity	0	ACM unlikely to be disturbed for maintenance	0	0
Average				0
<b>Total Priority Assessment Score</b>				<b>3</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>3</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>6</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>



### 18.Asbestos Mastic

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos Mastic				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	1	Low disturbance (i.e. office type activity)	1	1
<b>Likelihood of disturbance</b>				
Location	0	Outdoors		
	1	Large room or well-ventilated areas	1	1
Accessibility	1	Occasionally likely to be disturbed	1	1
Extent / amount	1	≤ 10m <sup>2</sup> or ≤ 10 m pipe run	1	1
			Average	1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	3	Daily	3	3
Average time area is in use	1	> 1 to < 3	1	1
			Average	2
	0	Minor disturbance (i.e. possibility of contact when gaining access)	0	0
	1	≤ 1 per year	1	1
			Average	1
<b>Total Priority Assessment Score</b>				<b>5</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>4</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>9</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>

### 19. Asbestos Electric Flash guard

Property Address	Locations
See asbestos Register	

Priority Assessment for: Asbestos Electric Flash Guard				
Assessment factor	Score	Examples of score variables	Score	Overall Score
<b>Normal occupant activity</b>				
Main type of activity in area	0	Rare disturbance activity (i.e. little used store room)	0	0
<b>Likelihood of disturbance</b>				
Location	1	Large room or well-ventilated areas	1	1
Accessibility	0	Usually inaccessible or unlikely to be disturbed	0	0
Extent / amount	0	Small amounts of items (i.e. strings, gaskets)	0	0
Average				1
<b>Human exposure potential</b>				
Number of occupants	2	4 to 10	2	2
Frequency of use of area	0	Infrequent	0	0
Average time area is in use	0	< 1 hour	0	0
Average				1
<b>Maintenance activity</b>				
Type of Maintenance Activity	0	Minor disturbance (i.e. possibility of contact when gaining access)	0	0
Frequency of Maintenance Activity	1	≤ 1 per year	1	1
Average				1
<b>Total Priority Assessment Score</b>				<b>3</b>
<b>Material Assessment Score (on Asbestos Survey)</b>				<b>4</b>
<b>Total of Material and Priority Assessment Scores</b>				<b>7</b>
<b>Current Recommendation for this Asbestos</b>				<b>Mark and Manage</b>



Date	Company	Details of Work	Print Name	Signature

## Appendix 6: Asbestos Permit to Work Proforma

Permit to Work Issuing Instructions: To be used when any work on/near asbestos containing materials is to take place and a permit to work scheme is proposed in the survey and risk assessment.

### ASBESTOS PERMIT TO WORK

Date/s for Works/ Activity..... Times.....

Section 1: Location and description of work

#### Section 2: Asbestos Register

2.1 Has the Asbestos Register been reviewed by the staff member/Contractor? Yes / No

2.2 Will the work disturb any asbestos containing material? Yes / No

*If the answer to 2.2 is YES – proceed to Section 3; if NO – proceed to Section 4*

#### Section 3: Work ON asbestos containing materials

3.1 Contractors competency to work on ACM's been confirmed i.e. Training over and above Asbestos Awareness (Trained in Licensed or Non-Licensed Work)?  
Yes / No

3.2 Worked planned in accordance with the requirements of The Control of Asbestos Regulations 2012?  
Yes / No

3.3 Duty Holder or Assistant Duty Holder has been informed and approved Yes / No

*Work can commence once the above are confirmed*

#### Section 4: Activity / Work NEAR asbestos containing materials

4.1 Has a method statement been prepared for the work? Yes / No

*The activity / works can commence once the above is confirmed but must stop immediately if any suspicious materials are discovered not previously identified.*

#### Section 5: Approval by Duty Holder or Assistant Duty Holder

Signature..... Date.....

Print Name.....

#### Section 6: Staff / Contractor Confirmation

I confirm that the activity / work will be undertaken in accordance with the requirements of this permit and Tendring District Council's Asbestos Management Policy.

Signature..... Date.....

## Appendix 7: Staff Training Records

Staff training needs are subject to periodic review. This form is to be used and held on site where a site held survey/register is present and management presence on site. Other training records will be held within the Council's training system.

Periodic asbestos awareness training will be provided to those staff where the Training Needs Analysis (TNA) identifies the need. Other professional training will be undertaken as and when required/ determined by the TNA.

Staff Name	Details of Training Attended	Date Training Attended	Next Training Date

These training records should be reviewed as a minimum annually and should form part of the staff's Personal Development Plan and Performance Review