



STANDARD OPERATING PROCEDURE ASBESTOS MANAGEMENT

Governing standards and regulations:

- Control of Asbestos Regulations 2012
- Workplace (health, safety, and welfare) Regulations 1992.

SOP Number 009

SOP Title Asbestos Management

	NAME	TITLE	SIGNATURE	DATE
Author	J de Sousa	Head of Construction & FM	J de Sousa	27/02/25
Reviewer	M Dyson	Senior FM Manager	M Dyson	27/02/25
Reviewer	Turner & Townsend	External 3 rd party checker.	Issued	18/10/24
Effective from				01/12/24



Acronyms:

ACM: Asbestos Containing Material
CAFM: Computer Aided Facilities Management
CPT: Corporate Property Team
FM: Facilities Management
NCC: Norfolk County Council
SOP: Standard Operating Procedure.

1. PURPOSE & SCOPE

Asbestos is a material used in many applications including buildings and property. The presence of asbestos-containing materials (ACM's) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged. When disturbed Asbestos can become airborne which has potential to cause long term health implications and/or death. This SOP will set out how NCC CPT will ensure that all Asbestos in commercial and domestic buildings managed by NCC's Corporate Property team (CPT) is managed. That where asbestos is present, NCC CPT will ensure site safety from Asbestos through sufficient asbestos management by inspection, removal, safety measures and warning to protect anyone from the potential harmful effects of Asbestos. As well as ensuring Control of Asbestos Regulations 2012, (External Reference 1) are adhered to.

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed for the Management of Asbestos in commercial and domestic buildings managed by NCC's Corporate Property team (CPT). By following this SOP, we aim to maintain reliable Asbestos management, thereby ensuring the safety and well-being of building occupants.

2. RESPONSIBILITIES

2.1 Responsible or Accountable Person

The owner or person in control of the premises is the responsible person. The responsible person is defined as **Norfolk County Council** for the purpose of this SOP. The duties of the responsible person can be delegated, however, ultimately the responsible person, NCC, will remain accountable.

2.2 Responsibility by Proxy

The Responsible person, NCC, can appoint one or more competent persons to assist in undertaking the preventative and protective measures. A competent person is defined as someone with sufficient training, knowledge, and experience. This will be determined and recorded by NCC CPT using the NCC training log. NCC CPT FM Operations Managers assigned to a specific portfolio in collaboration with the appointed Premises Manager for the individual properties and or portfolios will undertake duties to assist the responsible person.



3. OPERATIONAL PROCEDURE & ACTIVITIES

NCC CPT FM Operations Manager will ensure that a suitably trained assessor completes an Asbestos Risk Assessment (known as a Management Survey) and ascertain what, if any, Asbestos is found at each property within their care. The NCC CPT FM Operations manager will use the NCC Appointed supplier database (Internal Reference 1) to select the appointed Asbestos Management Provider. If this Management Survey deems that any asbestos is present, then the following will commence:

1. Once the Management Survey has been completed and a report is forthcoming, the NCC CPT FM Operations Manager will ensure all remedial actions are completed as set out in Section 3.3 of this SOP. The NCC CPT FM Operations Manager will instruct a suitably qualified Asbestos Removal Specialist from the NCC Appointed supplier database (Internal Reference 1) who is **not** the same as the assessor to remove all asbestos as described in the Management Survey. If remedial works such as Monitoring, Covering etc. are carried out all completed documents will be stored on the CAFM System.
2. NCC CPT FM Operations Managers must ensure that all recommendations within the Management Survey are addressed, so that all risk is managed.
3. The NCC CPT FM Operations Manager will liaise with the Premises Manager to ensure an asset list is created for the premises manager to complete any Daily or Monthly visual inspections as set out in NCC's Premises Manager Handbook, (Internal Reference 2). This is a Premises Manager obligation, and the NCC CPT FM Operations Manager is there only to monitor completion and assist.
4. The NCC CPT FM Operations manager will need to liaise with the Premises manager to ensure that the Asbestos management plan (Internal Reference 3) is maintained. The updating of the Asbestos management plan is a premises manager responsibility; however, the FM operations manager can assist and need to ensure the Asbestos management plan is regularly updated.

3.1 Asbestos Inspection and Risk Assessment Schedule

Once the initial Asbestos Risk Assessment has been completed and all recommendations have been addressed, the NCC CPT FM Operations Manager will arrange annual Inspection known as Re-inspection Surveys 1 year from the initial Management Survey date.



This Survey will be implemented Annually and can be brought forward to reduce cost, such as in line with other sites but cannot be put back, to ensure no site will be out of date.

NCC CPT FM Operations Manager will arrange relevant inspections as scheduled in the following table if deemed necessary by installation engineers:

Scheduled Task Code	Description	Information	Frequency
NCC-TASK-06-01	Asbestos – Annual Risk Assessment	Used for both the initial and subsequent Surveys	Annually

The NCC CPT FM Operations Manager will set this schedule up on the CAFM System using the Asset Naming Convention document (Internal Reference 4) to set the asset and the scheduled tasks as per CAFM System training.

3.2 Asbestos Reports and Documents

When Asbestos Risk Assessment and Inspections have been completed, the reports should be made available to site and all contractors must read the report before any works commence on site. This will be achieved through the Premises Managers Handbook (Internal Reference 2). This is the Premises Manager's responsibility and the NCC CPT FM Operations Manager will be able to assist.

Before any work within the property that involves the breaking of any surface such as drilling, scraping, removal or installation etc, the asbestos register must be read by the contractor and signed in the Site Handbook to be supplied by the Premises Manager. If Asbestos is present in any area of work the NCC CPT FM Operations Manager should instruct a suitably qualified person to complete a Refurbishment & Demolition survey. This may be the same as the supplier used to complete the asbestos management plan. Once complete and report forthcoming any identified remedial actions must be complete before refurbishment work can commence.

If any area that has identified Asbestos is damaged during any work, or at any time, all work must stop, the area closed where possible. A suitably qualified person must be appointed by the NCC CPT FM Operations Manager from the NCC Appointed Supplier Database (Internal Reference 1) to repair, remove or make safe the area. The aforementioned Asbestos management plan will detail the processes and procedures required in the event of accidental damage and exposure of persons to asbestos.



3.3 Asbestos Remedial/Reactive Works

If during any visual or annual inspection any defect is found, the article in question will be identified and reported to the helpdesk using the Asbestos management plan for additional information on the required procedures. A repair will be achieved through the CAFM System by raising a Follow-On Work Order. Once the defect has been raised either by the Premises Manager, Inspection engineer or NCC CPT FM Operations Manager through the helpdesk or directly onto the CAFM System, a work order will be raised.

The NCC CPT FM Operations Manager will contact the site to ensure the article is taken out of service or the area or the site is closed. The NCC CPT FM Operations Manager will instruct a suitable repairer from the NCC Appointed Supplier Database (Internal Reference 1) to carry out maintenance to repair or remove the asbestos and will inform the admin team and the helpdesk that the contractor has been instructed. If any asbestos is removed the asbestos register will need to be updated accordingly.

Where any work impacts the latest Risk Assessment, the NCC CPT FM Operations Manager should contact the appointed supplier as documented in the "NCC Appointed Supplier Database (Internal Reference 1)" for asbestos management advice or for a new Risk Assessment.

4. FORMS/TEMPLATES TO BE USED

Asset Naming Convention to be used for all assets and scheduled tasks on the CAFM System.

5. INTERNAL AND EXTERNAL REFERENCES

5.1 Internal Resource References

1. NCC Appointed supplier database
2. Norfolk County Council – Premises Manager Handbook
3. Asbestos management plan
4. Asset Naming Convention

5.2 External Resource References

1. Control of Asbestos Regulations 2012

6. CHANGE HISTORY

Should this SOP require alterations of any kind, they must be recorded as follows:

- **SOP Number:** The current SOP and new version number.
- **Effective Date:** The date the updated SOP becomes effective.
- **Changes:** A brief description of the main changes from the previous version.
- **Previous SOP Number:** The previous SOP and version number.



Norfolk County Council

SOP no.	Effective Date	Changes	Previous SOP no.
009	01/12/24	Rebranding to NCC specifications	113