



# Health and Safety

## Management of Asbestos in GoJ Buildings and Structures

### Minimum Standard

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<b>Approver</b>	ELT Operating Committee
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## 1 Aims and Principles

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the steps which should be taken to ensure that asbestos containing materials in GoJ buildings and structures are being properly managed during both day-to-day occupation and during works which could disturb the materials.

Departments which are responsible for managing GoJ buildings and structures or who carry out works which could result in the disturbance of asbestos containing materials should develop their own procedures.

The procedures must include the standards set out in this document or be of an equivalent or higher standard.

## 2 Legislation and Guidance

### a) Applicable Legislation

[Health and Safety at Work \(Jersey\) Law, 1989](#)

[Asbestos Licensing \(Jersey\) Regulations 2008](#)

[Management in Construction \(Jersey\) Regulations, 2016](#)

[Construction Personal Protective Equipment\) \(Jersey\) Regulations 2002](#)

[Management of Exposure to Asbestos in Workplace Buildings and Structures, Approved Code of Practice 8 \(ACoP 8 Revised 2020\)](#)

### b) Guidance

[Asbestos – The Survey Guide HSG264 \(UK HSE\)](#)

[Managing and working with asbestos: Control of Asbestos Regulations 2012: Approved Code of Practice and guidance” L143](#)

[List of Licensed Asbestos Removal Contractors](#)

## 3 Definitions

### Asbestos Management Survey

A surface sampling survey, designed to identify all of the materials that could potentially be disturbed during normal occupancy of the building and will take into consideration the use of the building and make recommendations for the management of the asbestos containing materials based on this.

### Asbestos Refurbishment and Demolition Survey

A destructive survey which is used to locate, as far as is reasonably practicable, all of the asbestos containing materials in the building or area where the work refurbishment or demolition work is planned.

### Asbestos Register

A document which details the location, condition and extent of asbestos containing materials (ACMs) in a building. Usually prepared after an asbestos survey has been carried out and should be regularly update as ACMs are removed or discovered during subsequent surveys.

### Asbestos Management Plan

The purpose of an Asbestos Management Plan is to set out the arrangements for managing potential exposure to asbestos containing materials during normal occupation of a building and when work which could disturb ACMs is planned or carried out. Further details are contained in Section 9.

### Property Log Book

A document which is located at the building to which it refers and contains information relating to asbestos containing materials, in particular the Asbestos Register.

### Landlord

Jersey Property Holdings or other GoJ department which manages its own premises. This could also be a third-party landlord.

### Sub-Landlord

Any GoJ department which sub-lets part of the premises to other third parties.

## 4 Who this Minimum Standard Applies to

- Government of Jersey (GoJ) and States' employees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

Where those persons are responsible for managing asbestos containing materials in GoJ buildings and structures or carry out works which involve disturbance of the fabric of GoJ buildings or structures or engage contractors who carry out works which involve disturbance of the fabric of GoJ buildings or structures

## 5 Links to other GoJ Policies, Minimum Standards and Guidance

### a) Policies

Government of Jersey - Health and Safety Policy

## b) GoJ Minimum Standards

Risk Assessment  
Control of Contractors  
Occupational Health – Assessment and Surveillance

## c) Other Internal Guidance

Further guidance may be available from other departments carrying out this type of work.

For assistance with preparing internal procedures, contact should be made with your departmental Health and Safety Manager/Adviser “Professional”.

## 6 Roles and Responsibilities

The department’s procedures for the management of asbestos in areas under its control must clearly set out the roles and responsibilities of all those individuals involved with the work.

Reference should be made to the Government of Jersey Health and Safety Policy for general responsibilities.

## 7 General Asbestos Management Responsibilities

### Landlord and Tenant

**Management of ACMs in GoJ owned or occupied properties is a joint responsibility between the landlord and the tenant**

Where GoJ is the landlord, the relevant department is only responsible for managing asbestos materials in the areas for which it is responsible under the agreement between the tenant and the landlord i.e. if the landlord is only responsible for ensuring the building remains wind and watertight, then the landlord is only responsible for managing any external ACMs. Under this arrangement, the tenant will have the responsibility for managing internal ACMs and will be required to adopt the standards set out in this document.

The principle documents or groups of documents involved in ACM management are:

- Asbestos Management Plan (AMP) (This can be a collection of documents held in different locations)
- Property Log Book (PLB)

Beginning with the acquisition of any building, the landlord will ensure an Asbestos Management Survey and risk assessment has been completed by an Asbestos Surveyor and that an Asbestos Register has been compiled where ACMs are found to be present.

The landlord will develop an Action Plan (Ref Section 13) for the removal, encapsulation or management of ACMs in line with recommendations made by the Asbestos Surveyor following any surveys or subsequent re-inspections. This information will be contained in the Asbestos Management Plan document.

The landlord will also produce the Property Log Book (Ref Section 10) for each building which should contain specific information and procedures for the management of ACMs in the building and provides information required by contractors or others who might be involved in disturbing the fabric of any building and therefore there may be a risk of disturbing ACMs. Tenants will have to ensure this information is available and seen by contractors and others working on behalf of the landlord or tenant.

Tenants who manage any works which may disturb the fabric of the building will also have to develop their own internal procedures for managing their roles in relation to the building and the requirements of the landlord’s AMP. This documentation forms part of the AMP for the property.

All Chief Officers, Heads of Administration, Directors and Assistant Directors, Heads of Service, Manager, Head Teacher or equivalent with responsibility as landlord for building maintenance must ensure compliance with this Minimum Standard and the development and implementation of any local arrangements for managing ACMs.

They will also ensure their employees are familiar with the contents of the Minimum Standard in so far as it relevant to their role.

[Facilities Managers, Site Teams or any other Managers identified as having duties in relation to ACM Management](#)

These persons will be responsible for developing and implementing practical procedures to achieve compliance with the areas detailed below.

**Table 1: Overview of the Landlord and Tenants responsibilities**

	Landlord or Sub-Landlord	Tenant
<b>1. Training and Competence</b>		Referencing the ACM training matrix (Table 2 in Section 3) ensure employees with responsibilities for asbestos management are trained to an appropriate level and are competent to manage asbestos issues relating to their role

<b>2. Asbestos Surveys, Risk Assessment and Asbestos Register</b>	Ensuring that all buildings have had an “Asbestos Management Survey” and risk assessment and that an Asbestos Register is developed, updated, and maintained. (Ref section 11)	Assist landlord as required i.e. providing access for surveyors
<b>3. Acting on surveyor’s recommendations</b>	Ensure surveyor’s recommendations for removal, encapsulation or management of ACMs, including re-inspection program, are acted upon as soon as practicable.	Cooperate with the landlord to enable the works to be carried out as soon as practicable
<b>4. Action Plan</b>	Ensure an ACM Action Plan is developed and included in the AMP (Ref section 12)	Co-operate with landlord to assist in achieving any planned works
<b>5. Asbestos Management Plan (AMP)</b>	Compile implement and maintain up to date information to form part of the AMP (Ref section 9)	Develop local procedures detailing how their tenant duties are being met. These form part of the AMP.  Ensure that the AMP is available for inspections at the premises.
<b>6. Communicate the relevant parts of the AMP to others</b>	Ensure that approved contractors, employees, enforcement authorities, emergency services, trade union and safety representatives have access to the relevant parts of the AMP	Develop local procedures detailing how their tenant duties are being met. These form part of the AMP
<b>7. Informing others of the presence of ACMs</b>	Ensure a system is in place for informing any employee, contractor, visitor or others who may disturb the fabric of the building of the presence and locations of ACMs, including emergency actions to be taken in the event of disturbance or discovery of damage.	
<b>8. Managing work on the building</b>	Ensure a “Refurbishment and Demolition” (R&D) survey (can be localised) is completed before any work is carried out that will disturb the building fabric where ACMs may be present e.g. hidden behind non-ACMs.  This is to include any properties built or refurbished pre-2000	Inform the landlord of any works funded and controlled by the tenant.  Ensure a “Refurbishment and Demolition” (R&D) survey (can be localised) is completed before any work is carried out that will disturb the building fabric where ACMs may be present e.g. hidden behind non-ACMs.

	<p>whether ACMs were discovered by the management survey or not.</p> <p>Ensuring any works are carried out in compliance with the Management in Construction (Jersey) Regulations, 2016.</p> <p>(Ref Section 15)</p>	<p>This is to include any properties built or refurbished pre-2000 whether ACMs were discovered by the management survey or not.</p> <p>Ensuring any works are carried out in compliance with the Management in Construction (Jersey) Regulations, 2016.</p>
<b>9. Monitoring works involving ACMs</b>	<p>Ensure any work undertaken on the building is carried out in a safe manner with due consideration for the possible presence of ACMs and that suitable and sufficient risk assessments are in place with safe systems of work produced.</p>	
<b>10. Updating ACM records</b>	<p>Update the relevant parts of the AMP following any ACM removals, discovery of new materials, also records such as re inspections, incidents or any other ACM related records</p>	<p>Inform the landlord once work complete and enable the landlord to update the AMP/Register</p>
<b>11. Re-inspections for managed ACMs</b>	<p>Ensure that ACM re-inspections are carried out within prescribed timescales. (Ref section 14)</p>	<p>Assist landlord as required e.g. providing access</p>
<b>12. Asbestos Incidents</b>	<p>Ensure that all asbestos incidents are properly investigated, recorded and notified in compliance with the Emergency and Contingency Plans contained in the AMPs.</p>	<p>Ensure that all asbestos incidents are properly investigated, recorded and notified in compliance with the Emergency and Contingency Plans contained in the AMPs.</p> <p>Immediately inform the landlord and department representative of any incidents/exposures.</p> <p>Cooperate with any investigations carried out by the landlord.</p>

<b>13. Potential ACM exposure</b>	In the event of an accidental or possible exposure refer employees to the Occupational Health Service for advice and support and inform the departmental H&S Manager	
<b>14. Monitoring and review</b>	Carry out monitoring, audit and review of the ACM management arrangements	Assist landlord as required and monitor the site-specific internal arrangements

## 8 Asbestos Training and Competence

Competency to manage ACM risk will come from a combination of knowledge, training and experience. Departments which have responsibility for managing asbestos should ensure the nominated employees responsible for this have sufficient training and supervision while gaining experience in their role.

Table 2 below identifies mandatory training for employees at different levels within a department. It also provides options for further training depending on the level of involvement that the department has with ACM management. For example, it may be that a department with a large property portfolio which is required to manage and monitor ACM removal contracts, develop and review AMPs etc., would have one or more employees trained to the higher BOHS standards.

Refresher training is required every three years in the form of an asbestos awareness course. Interim periods to be covered by at least two asbestos “tool box talks” or briefings per year.

### Asbestos Surveyors’ Competence

Anyone commissioning surveys should check that the surveyor or the surveying organisation is competent to undertake the particular type of survey required. See “Competency and Quality Assurance Procedures in the [Asbestos – The Survey Guide HSG264 \(UK HSE\)](#) Competence to carry out asbestos surveying can be demonstrated through the following routes.

#### Asbestos Surveying Company

The Company holds certification from the United Kingdom Accreditation Scheme (UKAS) under BSEN ISO/IEC 17020:2012. This accreditation provides assurance that an organisation employs competent individuals and that there is a quality system within which the surveyors employed by the company are required to work.

#### Individual Surveyors operating as a single surveyor

Individuals working outside a UKAS accredited company have to demonstrate competence through a combination of qualifications and experience. This is more difficult to determine and requires a review by the employing department’s H&S Manager and the commissioning manager, taking into account the guidance on competency in the HSE guidance document HSG264 “Asbestos: The Survey Guide”, particularly the need for sole traders to have a

quality assurance scheme such as those set out in ISO/IEC 17020 (or ISO9001 as a minimum)

#### [Asbestos Removal Contractors for work with licensed ACMs](#)

Managers, supervisors and operatives employed by licensed asbestos removal contractors shall be able to demonstrate competence in compliance with Part 3 of the [Management of Exposure to Asbestos in Workplace Buildings and Structures, Approved Code of Practice 8 \(ACoP 8 Revised 2020\) \(Asbestos ACoP\)](#)

#### [Contractors engaged to work on ACMs not subject to the Licensing Regulations](#)

Contractors employed by GoJ to undertake work on asbestos materials not subject to the licensing regulations must be able to demonstrate training in compliance with Part 4 of the Asbestos ACoP.

Part 4 makes reference to the detailed syllabus for such persons given in the UK Health and Safety Executive publication [Managing and working with asbestos: Control of Asbestos Regulations 2012: Approved Code of Practice and guidance" L143 \(UK HSE\)](#)

#### [All site staff employed by Approved Contracting Companies](#)

Any contractor staff working on projects involving work with ACMs or who are involved in disturbing the fabric of any GoJ building will have attended a certificated Asbestos Awareness training presented by a competent trainer.

Annual refresher training may be provided in the form of a "tool-box talk" from a competent person and retraining by a competent person every third year

**Table 2 - Asbestos Training Matrix**

Group	Course			
	GoJ Asbestos Minimum Standard Briefing	Asbestos Awareness	Duty to Manage course including GoJ Minimum Standard briefing	British Occupational Hygiene Society (BOHS) P405 Managing Asbestos in Buildings P407 Advanced Asbestos Management
<b>Chief Officers Heads of Administrations or Services, Directors / Assistant Directors and Head Teachers</b>	Yes	Possibly if particularly relevant to role – to be assessed by Department	If particularly relevant to role – to be assessed by Department	NA
<b>Facilities Managers or other managers with responsibilities for building maintenance, refurbishment and demolition, or managing the installation of new infrastructure such as cabling, ducting and pipework etc. which could disturb the fabric of the building</b>	NA	Yes	Yes	Appropriate for departments with large property portfolio containing ACM's  Managers developing AMPs and procedures  Project Managers working with or supervising asbestos removal contractors
<b>Employees who may disturb asbestos as part of their job or who have responsibilities under the Corporate Health and Safety Policy or department's procedures for managing asbestos</b>	NA	Yes	If particularly relevant to role - to be assessed by the Department	NA
<b>H&amp;S Managers/Advisors "Professionals"</b>	NA	Yes	Yes	If relevant to role - to be assessed by Department
<b>Internal Project Managers and contract administrators</b>	NA	Yes	Yes	If relevant to role - to be assessed by Department
<b>External Project Managers</b>	NA	Yes	Yes	If relevant to role - to be assessed by Department

## 9 Asbestos Management Plan (AMP)

The Landlord and tenant must ensure they produce the required information forming the AMP for every pre-2000 building. If the building has been constructed post-2000, then the AMP should state that due to the age of the building, there are no ACMs in the building.

All documents forming the AMP must be reviewed every 12 months by the relevant party i.e. the party who produced the information and updated following re-inspections of any type, ACM removals or other ACM related changes or incidents.

As a minimum the AMP will contain the following sections which in many cases will be contained in a number of documents and several locations (also see Table 3).

1. Copy of the Asbestos Management Survey
2. Information on limitations of access to the survey areas and areas not surveyed
3. Current version of the Asbestos Register include any additions or removals which have taken place. The document must be kept up to date. Reference to the location of previously archived registers must be included if these are not held in the AMP.
4. Current Asbestos Action Plan for the building. Including reference to the location of previously archived Action Plans if not held in the AMP
5. Copy of any Refurbishment and Demolition Surveys.
6. Records of removal and encapsulation and subsequent drawing and plan updates
7. Arrangements for informing contractors or others that may disturb the fabric of the building (Property Log Book can be referenced)
8. Emergency Procedures (Property Log Book can be referenced)
9. Procedures for informing the Emergency Services (Property Log Book can be referenced)
10. Information on access to current and archived records and certificates if not held in this document
11. Procedures for commissioning work that may disturb the building fabric including a reference to any tenant's minor works procedures and Landlord-Tenant agreements as appropriate.
12. Arrangements for monitoring compliance with the AMP

Asbestos surveyors may be able to assist with the preparation of an Asbestos Management Plan.

## 10 Property Log Book

The Property Log Book contains the principal property-related risks for that particular building, including information on ACMs. The responsibility for the initial production of the Property Log Book is the landlord's. Where the building is occupied by tenants, they must ensure that there are procedures for making the Property Log Book readily available to contractors and other third parties.

**Table 3 – Contents of Asbestos Management Plan and the Property Log Books**

Information Required	Asbestos Management Plan	Property Log Book
<b>1. Key contacts – Names and contact details</b>	✓	✓
<b>2. Asbestos Survey and risk assessment</b>	✓	✗ Ref made to AMP (location and contact details)
<b>3. Asbestos Register</b>	✓	✓
<b>4. ACM Action Plan</b>	✓	✗ Ref made to AMP (location and contact details)
<b>5. Plans / Drawings of ACM locations</b>	✓	✓
<b>6. Limitations of access information</b>	✓	✓

<b>7. Re-inspection records and dates</b>		 Ref made to AMP plus date of last and next inspections
<b>8. Records of removals, clearance certificates, R&amp;D Surveys or any other ACM related records</b>		 Ref made to AMP (location and contact details)
<b>9. Procedures for commissioning work by the landlord</b>		
<b>10. Procedures for commissioning minor works by the tenant</b>	 Ref made to Property Log Book and any SLA	 (May be detailed in local policy documents if more appropriate)
<b>11. Procedures for updating records following work on ACMs</b>		 (May be detailed in local policy documents if more appropriate)
<b>12. Procedures for allowing other interested parties access to AMP including emergency services</b>		
<b>13. Emergency arrangements</b>	 Ref made to Property Log Book	
<b>14. Procedures for monitoring and reviewing performance</b>		 (May be detailed in local policy documents if more appropriate)

## 11 Asbestos Management Surveys and Risk Assessment

All pre 2000, buildings will have an initial “Management Survey” to determine the presence of ACMs and the levels of risk presented. The risk assessment will be carried out by the surveyor and will be included in the Asbestos Survey.

All types of surveys carried out for the GoJ will conform to the relevant requirements contained in the [Asbestos – The Survey Guide HSG264 \(UK HSE\)](#).

It is the landlord’s responsibility to ensure this is carried out on acquisition of the building, or ensure that existing surveys and AMP, in particular the Asbestos Register, are obtained from the previous owner and reviewed.

It is the landlord’s responsibility to update the relevant parts of the AMP and the Property Log Books with records of new and updated surveys and Asbestos Registers, also to ensure any tenants are aware of any changes that might affect them

## 12 Asbestos Register

Following completion of the survey, an Asbestos Register should be prepared by the landlord. The asbestos surveyor may be able to assist with the preparation and completion of this if required. Copies of any registers will be held by the landlords and be included in the Property Log Books.

It is the landlord’s responsibility to update the Asbestos Register in the Property Log Books if ACMs are found or removed and also to ensure any tenants are aware of any changes that might affect them

Appendix

## 13 Asbestos Action Plan

The landlord is responsible for ensuring an Asbestos Action Plan is prepared, based on the survey risk assessment and recommendations. The action plan will detail responsibilities and timescales for ACM removal or encapsulation and will include the arrangements for the ongoing monitoring/re-inspections of ACMs left in place.

The action plan will be reviewed at least every six months and updated following resurveys of any type, ACM removals, or any other type of ACM incident.

## 14 Asbestos Re-inspections

The surveyor will make recommendations for the re-inspection frequency depending on the materials present and the risk posed by them. It is the landlord's responsibility to ensure that these are commissioned as per the stated time periods or under any circumstances not more than 12 months apart.

## 15 Management of Maintenance and Refurbishment

No work can be started or commissioned in or on any building, or structure without the approval of the landlord's Facilities / Maintenance or Project Managers. Ref any agreements between landlords and tenants for procedure details.

If the planned work will disturb the fabric of a building a "Refurbishment and Demolition" survey must be completed before work commences. This is required irrespective of whether ACMs have been identified in the Management Survey or not as some hidden materials may be present. This can be localised to the area of work.

### Minor Works and Refurbishment by Tenants

It is the responsibility of the Tenant to ensure that they are familiar with the relevant parts of the AMP and Property Log Book for the building.

It is the responsibility of the Tenant to ensure that no alterations to the fabric of the building, internally or externally are undertaken without first seeking the approval of the landlord.

Prior to the commencement of any building-related works, it is the responsibility of the Tenant to ensure as a minimum the following,

- That they inform the Landlord as defined in local procedures or landlord-tenant agreement
- The work has been reviewed to ascertain whether ACMs are liable to be disturbed
- The contractor has seen the Asbestos Register in the Property Log Book
- The contractor has signed the "Contractors sign in sheet" in the Property Log Book
- Where the works are liable to disturb the fabric of the building, an R&D survey has been commissioned to check for any hidden ACMs.

See Appendix A for Works Commissioning Process.

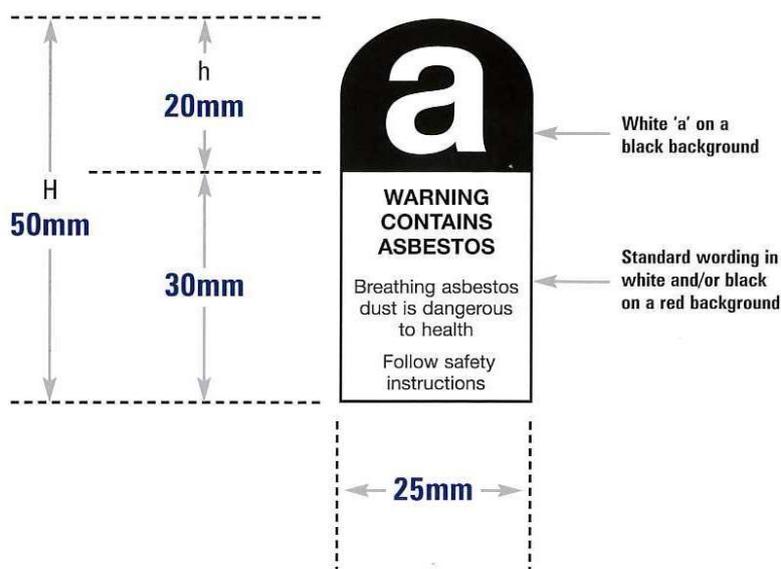
## 16 Labelling Asbestos Containing Material

Where it is decided to leave ACMs in place they will be clearly labelled, except where this may cause undue alarm, such as in public places.

**The presence of, or absence of a warning label should not be used to determine the ACM status of a material alone.**

Where it is not appropriate to use asbestos warning labels, the use of red dots may be used as an alternative to prevent accidental disturbance of ACMs, provided this information is documented & communicated to contractors through the Property Log Books

ACM signage will conform to the international asbestos label



## **17 Management of Incidents with ACMs – Emergency Plans for Accidental Release and Exposure, Reporting and Investigation of Incidents**

Landlords with tenants will develop emergency procedures to be followed in the event of an ACM being accidentally disturbed. These procedures should include steps to be taken to minimise the risk of further exposure to asbestos and the measures in place to carry out emergency repairs. These procedures should be incorporated into the relevant parts of the AMP and the Property Log Book and be reviewed at intervals not exceeding 6 months.

The manager in control of the works or area should ensure a competent person assesses the extent of any ACM release and advises on cleaning and decontamination.

All asbestos incidents shall be investigated to identify the cause of the uncontrolled release and identify any additional control measures required. Details of the investigation should be communicated to the landlord and tenant Safety Manager/Advisor and Facilities/Maintenance Managers.

Records of potential exposures to individuals will be kept with the individuals personal files (Ref Appendix B) and investigation reports kept by the landlord of the property (Reference Corporate Health and Safety Policy Document Retention Times for asbestos exposure records retention periods and actions)

## **18 Monitoring and Review**

As referenced previously in this Minimum Standard, the following reviews are required

- AMP and Property Log Book – 6 monthly review of relevant parts by landlord and tenant.
- Asbestos Register and Asbestos Action Plan – Reviewed and updated following re-inspections at intervals determined by the asbestos surveyor, or following any removals, damage or other asbestos-related incidents.

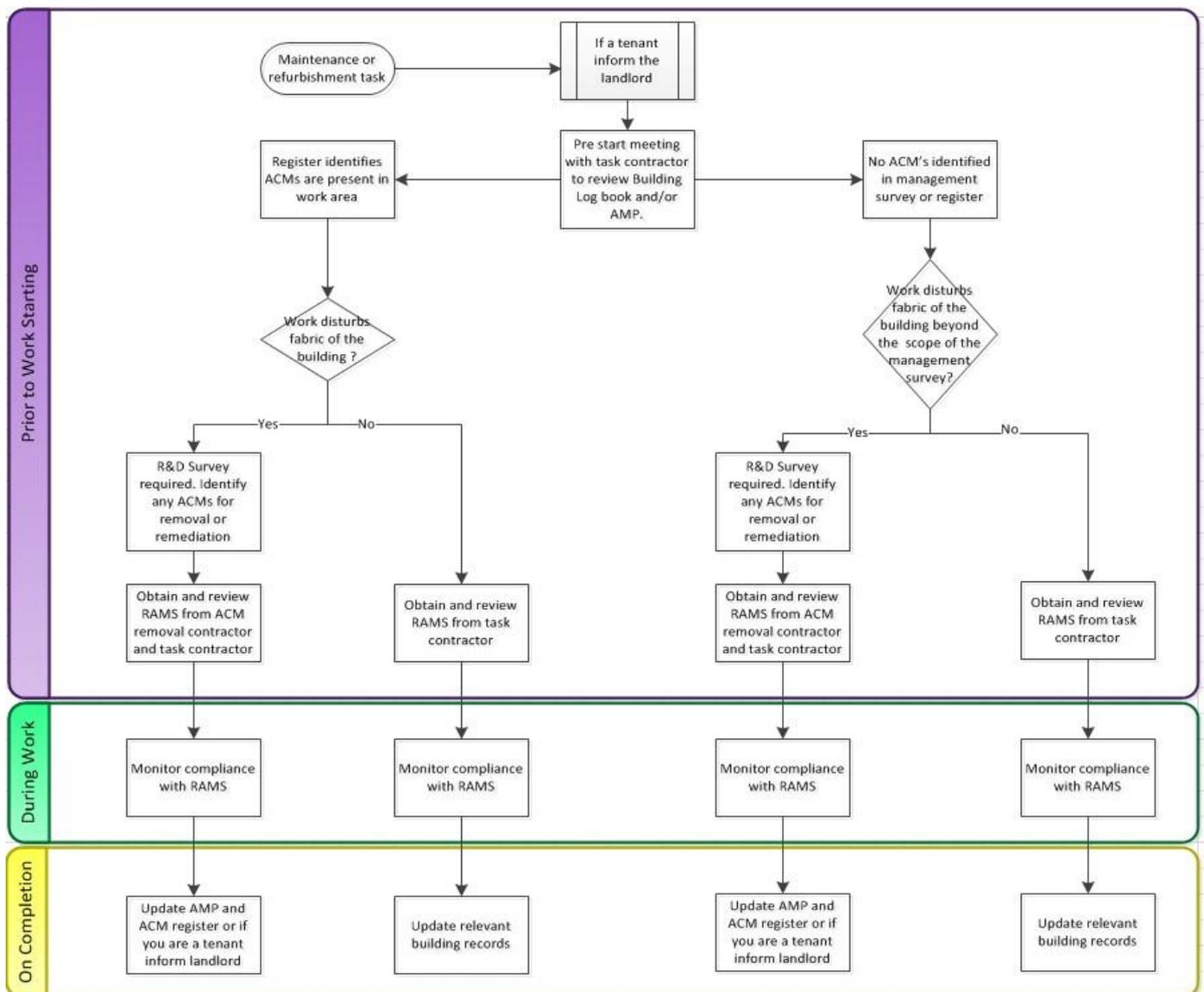
Asbestos management will be included in any internal departmental safety performance monitoring/inspection and review programs (Ref Corporate Policy Appendix 4 Performance Measuring, Monitoring and Review).

In addition the GoJ Employment Board through the Chief Executive Officer will ensure that there are occasional audits by others not directly involved in the management of work with asbestos. These can be internal audits by H&S Managers/Advisors or other suitably qualified employees, or external audits by suitably qualified individuals.

The auditor will report back to the landlord and the tenant with prioritised recommendations and timescales. The findings of the audits will be retained on the corporate auditing managing systems.

# Appendix A

## Work Commissioning Process Overview



## Appendix B

### **Report of a suspected Accidental Exposure to Airborne Asbestos Fibres**

*Sections A and B are to be completed by the employee and their Line Manager.*

*Section C to be completed by the Facilities / Maintenance Manager responsible for the building or structure.*

*Section D by employee's Line Manager.*

*A copy is to be forwarded to the Departmental H&S Manager/Advisor*

<b>Section A – Personal Details</b>	
Name:	
Date of Incident:	Department
Employee Number:	Job Title:
<b>Section B – Details of Incident leading to Suspected Exposure</b>	
I believe I have been exposed to airborne asbestos fibre in the course of my employment with the States of Jersey	
Description of incident which led to exposure:	
Date Incident Occurred	
Time of suspected exposure from:	to:
Activity at the time of exposure:	
Building and exact location where suspected exposure occurred:	
Source of Asbestos	
Incident Reported to:	
Employees Signature:	
Date:	
Line Managers Signature:	Name:
Date:	

