

Asbestos Register

Sheffield City Council

Any person who has the potential to disturb the building fabric or asbestos containing materials on this site **MUST** read, understand any asbestos information relating to all aspects of proposed work and sign the Asbestos Register

Property Name	
Property Address	
Asbestos Duty Holder	
Appointed Person(s)	

(Please complete the above as required.)

Permission to Work

Please note: this site has a permission to work process in operation.
No construction or maintenance replacement work is allowed before
this permission is obtained.

For assistance please contact
Facilities Management (FM) Team
0114 2735621
PropertyFMasbestos@sheffield.gov.uk

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Asbestos Register - Sheffield City Council

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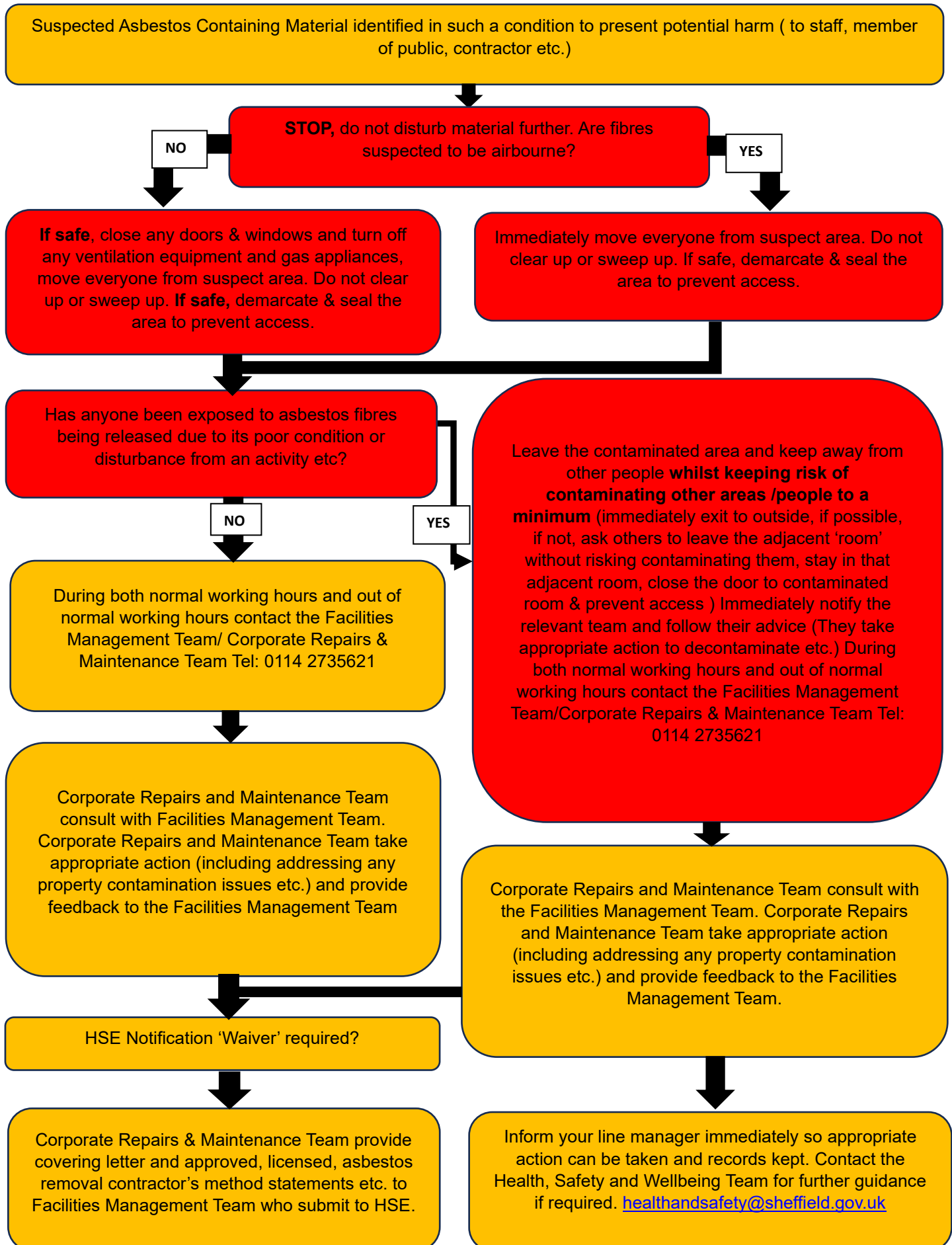
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SCC Asbestos Emergency Flow Chart (for Facilities Management)



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Important Information

Any person who has the potential to disturb the building fabric or asbestos containing material on this site **MUST**

- have a permission to work.
- notify and discuss the work with the Asbestos Duty Holder or Asbestos Appointed Person.
- sign the Clearance to Work section of the asbestos register to confirm that they have read and understood any asbestos information relating to all aspects of the work.

All persons intending to do any work on this site **MUST** sign the asbestos register on **every day attending**.

Every person in a gang, unit or team **MUST** sign the register.

Only sign when you understand your duties and responsibilities and are aware of the location of potential hazards.

Signature verifies acceptance of and compliance with regulations and procedures for the site.

Failure to sign means that you will not be allowed to undertake any work on this site.

If no information is available to cover your work then you **MUST** not execute any work, assume asbestos is present and contact the site Asbestos Duty Holder.

If you are unsure about any aspect consult your manager before commencing work.

If you are reviewing or assessing the asbestos information for the site you will need to sign the Asbestos Management Review Register on every day attending.



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Sheffield City Council's Approach and Priorities

It is Sheffield City Council's duty to ensure that no person working in or at premises owned, managed or otherwise controlled by the City Council is put at unnecessary risk in terms of any exposure to asbestos.

Procedures are in place that manage the risks associated with asbestos and to prevent accidental exposure.

A permission to work process is in place to ensure that planned construction and scheduled maintenance works obtain the appropriate level of asbestos information prior to commencing works.

The asbestos information must be accurately aligned to the scope of works, analysed for any urgent asbestos management issues and to ensure there is no risk of asbestos materials being disturbed during the works.

This may mean that asbestos remedial or removal works are required in advance of the works and full asbestos clearance information provided.

Asbestos information will be available in the following documents.

- Asbestos Management Survey Report
- Asbestos Refurbishment and Demolition (R&D) Surveys
- Asbestos Clearance Reports
- Asbestos Management Plans

Asbestos information must be made available to those who need it.

Always assume materials contain asbestos unless you have other evidence to confirm it does not.

If emergency works are required then please contact

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0114 2735621
PropertyFMasbestos@sheffield.gov.uk

Control of Asbestos Regulations 2012

These regulations are available on the following website

www.hse.gov.uk/asbestos



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Notification of a Change in Risk

Asbestos information should be reviewed within a 6 – 18 month period. However, circumstances on site may increase the risk of asbestos containing material becoming damaged and releasing asbestos fibres. This may need immediate advice or attention.

A change of risk may mean asbestos containing materials that would otherwise be safe to leave may not now be so.

Examples could include

A change in condition of asbestos containing materials.
Use of rooms by public where the public was not admitted before.
Access to rooms or areas by children or vulnerable persons where access was not available before.
Any areas where the risk of damage to the structure has increased.
A change in maintenance practice or procedure.

If you are not the Asbestos Duty Holder on site then you must inform the Asbestos Duty Holder or Asbestos Appointed Person of your concerns.

If you need further advice please contact

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0114 2735621
PropertyFMasbestos@sheffield.gov.uk



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Asbestos Management Review

Depending on circumstances, asbestos information and asbestos hazards should be reviewed to note changes in condition or risk within a 6 – 18 month period.

The review will generate an Asbestos Management Plan with actions that will be carried out by the Asbestos Duty Holder and may include a new Asbestos Management Report.

Following larger construction work or where the asbestos information becomes unusable or unclear then a full asbestos resurvey will need to be carried out.

All persons deemed competent to review asbestos information **MUST** sign the following Asbestos Management Review Register.



This is not an attendance register. You are signing to confirm that you are competent and trained to review asbestos information. Signature verifies acceptance of and compliance with regulations and procedures for the site.

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(These pages are a legal record and must be kept for an indefinite period)

