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AMENDMENT RECORD

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1.0	12/05/2009	Original Procedure approved
2.0	29/03/2010	Changes as below; Delayed implementation of surveying contractor requirements until 01 February 2011 Survey type nomenclature reflects new HSE Guidance Storage of asbestos exposure records to be undertaken by occupational health provider Reference documents updated
3.0	01/12/2012	Changes as below; Removal of reference to former strategic partner, Capita Change to job position assigned Asbestos Coordinator taking account of creation of Strategic Investment & Property Team Simplifying of roles by creating majority under Asbestos Coordinator whilst still being delivered through the wider Strategic Investment & Property Team Changes to reflect requirements under Control of Asbestos 2012 Regulations in particular requirement to notify new classes of work to HSE Updated information on exposure records Reference to Fire & Rescue licence exemption and need for asbestos medicals Updated references Minor corrections
4.0	01/07/2019	Changes as below: Revised procedure into new format Updated ACM Coordinator role details Revised exposure form Updated references

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Introduction

The purpose of this document is to define the procedure for managing asbestos in buildings which are under the control of Cumbria County Council (for this procedure this includes all categories of schools except independent and academy schools). The procedure also defines the corporate procedures for controlling risks from asbestos from activities undertaken by the Council.

Asbestos Containing Materials (ACMs) historically were widely used in buildings due to their properties which include thermal insulation, heat resistance and strength. Many of our buildings have ACMs in them including thermal insulation to pipework, boards and tiles to walls and ceilings, roofing products, soffits, cement rainwater goods, gaskets to older boilers and machines, some toilet cisterns and seats, some vinyl floor coverings, textured decorative coatings, and acoustic pads to sinks.

ACMs which are in good condition offer little or no risk to health unless they are disturbed.

Damaged or disturbed ACMs, on the other hand, pose a risk to the health of persons working on them, or in close proximity to them where dusts are present in levels which are considered above the control limit. At the time of writing the control limit is 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm³). The control limit refers to the concentration of asbestos fibres in any localised atmosphere, measured and averaged over a continuous period of four hours, in accordance with the 1997 World Health Organisation's recommended method.

The control limit is not a 'safe' level and work activities involving asbestos should be designed to be as far below the control limit as possible. The HSE has progressively tightened the control limit since 1987.

Some Services such as Cumbria Fire and Rescue are involved in work activities which may expose them to asbestos fibres e.g. fire-fighting – Respiratory and Personal Protective equipment together with safe working procedures help to ensure that employees are protected as far as reasonably possible.

Scope

This procedure is applicable not only to employees of Cumbria County Council, but also agency and interim workers, Councillors, volunteers and any other persons who may potentially be exposed to asbestos fibres arising from Council activities. It applies to premises leased by the council to third parties and where relevant such third parties will be provided with a copy of this procedure by the Property Team.

The procedure is also applicable to and services delivered by contractors on behalf of the council. Such contractors must have health and safety procedures in place affording at least equivalent levels of control.

It is also applicable to all school based staff when there is no specific procedure laid down in national or local condition of service. It is expected that governing bodies of all community and voluntary controlled schools would adopt this procedure. Foundation and voluntary aided schools and academies are encouraged to do the same.

Further Directorate and school specific guidance / documentation on this subject may also be available.

Objectives

The objectives of the procedure are to ensure:

- all relevant persons are appropriately trained to reduce risks from asbestos exposure.
- contractors take appropriate steps to reduce asbestos exposure risks when working on behalf of the Council

- suitable surveys, assessments and re-inspections of buildings are undertaken in line with the Control of Asbestos Regulations 2012
- ACMs are appropriately identified and labelled
- that information related to asbestos is available at each Council controlled site either in paper format or in electronic form and well communicated to staff and contractors
- robust remedial action is taken to address risks from ACMs
- suitable procedures are in place to reduce risk of disturbance of ACMs
- suitable emergency procedures are in place should asbestos exposure occur or become likely
- Directorates identify and establish local procedures to deal with Directorate specific asbestos related risks

Definitions

- **ACM (Asbestos Containing Material)** is any material that has an asbestos content.
- **ACAD** is the Asbestos Control and Abatement Division of TICA
- **ARCA** is the Asbestos Removal Contractors Association
- **Asbestos Coordinator** – The County Councils Asbestos Coordinator will be appointed by The Property Team through the Property Compliance manager Role in the case of corporate properties and Head Teacher (or nominated deputy) in the case of maintained schools.
- **BOHS** is the British Occupational Hygiene Society and incorporates what was **BIOH (British Institute of Occupational Hygienists)**
- **Building Health & Safety Coordination** ensures that the building related health and safety checks as detailed in this procedure have been undertaken, ensuring all the health and safety related documentation for the building for use by contractors, occupiers, etc. is maintained and easily accessible on site. Persons fulfilling such a role will ensure a nominated contact for contractors carrying out work in relation to the building.
- **Building Management and Health & Safety Record Holder** is the person in the building who files all the health and safety related documentation for the building for use by contractors, occupiers, etc. This person's responsibilities are limited to holding the documentation only, although in some circumstances this role may also be combined with the Building Health & Safety co-ordination role.
- **Building Health & Safety Records** are all health and safety records that relate to the structure, services and utilities of the building, to safety related exercises such as fire evacuation exercises, to the equipment provided in common parts of the building, and to equipment provided to protect the building or its occupants as a whole (e.g. firefighting equipment).
- **Duty Holder** (under the Control of Asbestos Regulations 2012) means the person with responsibility for maintenance and repair of premises.
- Whilst there can be more than one duty holder, for the majority of council owned or leased premises the council will be the sole duty holder. In some

properties which are leased out the tenant will either be the duty holder or will be one of a number of duty holders. Responsibilities for health and safety related issues should be clearly stipulated in lease agreements.

- **Health & Safety Practitioner** is a person holding the relevant health and safety qualifications and appointed by Cumbria County Council, to a specific health and safety position, undertaking an audit and/or advisory role. Examples of job titles in Cumbria County Council that are covered by this definition include Health, Safety and Wellbeing Advisers/Managers, and Assistant Health, Safety and Wellbeing Advisers.
- **Lead Health and Safety Practitioners** are nominated lead roles for specific Directorates / Services.
- **HSE** is the Health & Safety Executive and is responsible for enforcement of health and safety legislation in all council controlled premises.
- **TICA** is the Thermal Insulation Contractors Association.
- **UKAS** is the United Kingdom Accreditation Services. UKAS is the sole national accreditation body recognised by government to assess, against internationally agreed standards, organisations that provide certification, testing, inspection and calibration services.
- **UKATA** (United Kingdom Asbestos Training Association) was created to build on the previous work of the Asbestos Training Providers' Working Group. It works with HSE to establish best practice in all aspects of the delivery of asbestos training, including licensed, non-licensed and asbestos awareness training.

Responsibilities

Executive Directors

Have overall responsibility for implementing this procedure in their respective Directorates, ensuring that sufficient resources are allocated to support the implementation including adequate, information, instruction and training.

Assistant Directors

Devise an implementation strategy to ensure that the procedure is communicated effectively to all staff within their area of responsibility. Suitable arrangements and control measures are implemented, compliance is monitored and non-compliance addressed.

The Asbestos Coordinator Role

(Appointed through the Property Compliance Manager role within the Property Team in the case of premises other than schools) is responsible for:

- managing asbestos overall in premises under the control of the Council
- Arranging asbestos surveys and re-inspections for all properties for which Cumbria County Council is the duty holder under the Control of Asbestos Regulations 2012
- ensuring that asbestos surveys, registers and other asbestos documentation is easily accessible on the relevant sites (electronically when a suitable property database is established);
- ensuring ACMs are appropriately labelled and / or otherwise suitably identified;

- Arranging asbestos for remedial work to be commissioned
- Advising the persons undertaking a building health & safety coordination role of any asbestos related information or work that is to be undertaken.
- liaising with the appropriate parties before and after asbestos remediation work is undertaken;
- Updating the electronic asbestos database including filing relevant documentation on the database.
- arranging for the updating of any locally held asbestos registers when relevant work is undertaken;
- arranging access for relevant parties to the asbestos database once established;
- ensuring that asbestos exposure records are completed where appropriate.
- carrying out the appropriate checks on contractors to ensure they meet the criteria specified in this procedure and communicating the Contractor Code of Practice;
- Reviewing plans of work, method statements, clearance testing strategies and risk assessments submitted in relation to asbestos remedial work;
- ensuring that the need for any further survey work is identified prior to allowing general maintenance work to take place;
- ensuring that contractors are appropriately supervised as indicated in this procedure when undertaking asbestos related work;
- bringing this procedure to the attention of tenants of council owned or leased premises for which the Council maintains responsibility for asbestos management as indicated at the beginning of the tenancy;
- collating all documentation related to asbestos abatement when asbestos work is complete.

In the case of corporate properties any reference in this document to Asbestos Coordinator includes staff of the Property Team directed by the Asbestos Coordinator.

Maintained Schools and Settings

Delegated responsibility under this procedure is given to Governing bodies of maintained schools. Day to Day management in relation to this procedure is delegated to Headteachers who should ensure

- A suitably trained person is identified within the School Health and Safety Policy as Asbestos Co-ordinator
- Termly visual condition monitoring regimes are in place in premises under their control.
- Allowing access to school sites for any asbestos surveys and re-inspections required to take place as arranged by Cumbria County Council Property Team.
- Ensuring that asbestos surveys, registers and other asbestos documentation is easily accessible on the relevant sites.
- ensuring ACMs are appropriately labelled and / or otherwise suitably identified;
- Arranging asbestos remedial work where this falls under their control under the scheme of delegation.
- Advising any persons undertaking a building health & safety coordination role of any asbestos related work that is to be undertaken.

- Liaising with the appropriate parties before and after asbestos remediation work is undertaken;
- Updating the Property Team in respect of any removal or remedial work so that the central electronic asbestos database can be updated.
- Arranging for the updating of any locally held asbestos registers and termly monitoring sheets when relevant work is undertaken;
- Communication and arranging access for relevant parties including staff and contractors to the asbestos information of the site.
- Ensuring that accident/ incident forms and asbestos exposure records are completed where appropriate.
- Carrying out the appropriate checks on contractors to ensure they meet the criteria specified in this procedure;
- Reviewing plans of work, method statement, clearance testing strategies and risk assessments submitted in relation to asbestos remedial work and seeking competent advice from the County Council's Asbestos Co-ordinator or Health and Safety Team as may be relevant;
- Ensuring that the need for any further survey work (refurbishment and demolition surveys) is identified prior to allowing general maintenance work to take place;
- Ensuring that contractors are appropriately supervised as indicated in this procedure when undertaking asbestos related work;
- Bringing this procedure and the Contractor Code of Practice and local safety information to the attention of other parties where required;
- Collating all documentation related to asbestos abatement when asbestos work is complete.

In the case of schools any reference in this document to Asbestos Coordinator includes staff of the school undertaking this role as directed by the Headteacher.

Senior Health, Safety & Wellbeing Manager

is responsible for ensuring that a system is established for secure holding of submitted accident/incident forms including filing of asbestos exposure records and for making any reports of exposure reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Person or persons undertaking building health & safety coordination duties

are responsible for arranging on site liaison with contractors, in particular to discuss any health and safety implications of the work to be undertaken and to draw attention to the location of key health and safety documentation such as the asbestos register.

Tenants of council owned or leased premises

are responsible for ensuring that they are familiar with ACMs in the building that they are in occupation of and follow the **emergency procedures described** in in the event of any damage to ACMs. Tenants are responsible for ensuring the safety of their own employees and any persons who may be affected by their actions.

Occupational Health

Occupational health will ensure suitable health screening regimes and storage of asbestos exposure records for 40yrs.

Lead Health and Safety Practitioners/ Health and Safety Advisors

Provide competent health and safety advice and information within their specialist areas and to persons within their nominated Directorate(s).

All Employees:

Are responsible for attending relevant training and adherence to any devised safe systems of work, visual checks, reporting of incidents, damage and/or defects.

Agency Staff, Interim Appointees, Contractors, Councillors and Volunteers

The people identified in this section have a responsibility to cooperate with Cumbria County Council's health and safety policy, procedures and local departmental rules.

General Health and Safety

General responsibility for Cumbria County Council to adhere to the Health and Safety at Work Act to protect, as far as is practicable, the health, safety and welfare at work of all our employees.

Employees have a duty to take care of their health and safety and that of others that may be affected by their actions at work this includes customers, service users, those in our care and the general public.

Training Requirements

In order to reduce the risks associated with asbestos it is essential that relevant parties are provided with appropriate training. This particularly relates to those persons responsible for managing asbestos, undertaking asbestos surveying or analysis work, and those working on or near asbestos materials.

All persons undertaking formal asbestos surveys are required to hold the BOHS P402 Proficiency Module (Surveying and Sampling Strategies for Asbestos in Buildings).

All persons undertaking asbestos re-inspections are either required to hold the P402 Proficiency Module or alternatively the BOHS P405 Proficiency Module (Management of Asbestos in Buildings).

Please Note: This does not apply to persons undertaking **informal visual inspections** of the condition of ACMs between formal re-inspections but these persons are advised to complete UKATA Accredited Asbestos Awareness training which provides a sound basic knowledge of the risks of ACMs and the importance of good management practices.

All persons undertaking asbestos fibre counting or air sampling, and clearance testing of asbestos are required to hold the BOHS P403 Proficiency Module (Asbestos Fibre Counting PCM) and BOHS P404 Proficiency Module (Air Sampling of Asbestos and MMMF and Requirements for a Certificate of Reoccupation Following Clearance of Asbestos) respectively.

Any person who is directly involved in the management of asbestos in buildings is required to hold the BOHS P405 Proficiency Module (Management of Asbestos in Buildings). This includes, but is not limited to, the Council's Asbestos Coordinator and any person responsible for determining the actions to be taken in respect of ACMs (whether employed by the Council or not).

In the case of **Community and Voluntary Controlled Schools** the Property and/or Corporate Health & Safety Team through BOHS P405 trained staff will provide expertise to the nominated Asbestos Coordinators identified by the Headteacher. It is recommended that such persons do complete UKATA accredited Asbestos Awareness training which provides a sound basic knowledge of the risks of ACMs

An alternative to holding any of the P Modules above is to hold the BOHS Certificate of Competence (CoC) in asbestos by having passed the written S301 examination (asbestos and other fibres) and oral examination.

Persons working on the fabric of buildings

All persons who work on the fabric of council buildings or on equipment likely to contain ACMs must have undertaken asbestos awareness training or refresher training, as appropriate, within the previous 12 months.

All persons who knowingly work with asbestos other than in relation to licensable asbestos work must have completed training or refresher training on non-licensable asbestos work, within the previous 12 months.

All persons who undertake licensable asbestos work must have undertaken asbestos training or refresher training in accordance with L143 – Work with Materials Containing Asbestos and HSG 247 Asbestos: The Licensed Contractors' Guide, as appropriate, within the previous 12 months. [See references and useful links](#)

All externally sourced training in relation to asbestos, as indicated above, must be delivered by an organisation or individual that is a UKATA member.

Induction procedures must outline to staff the initial arrangements for accessing safety related information in relation to this procedure where relevant.

Auditing Compliance and Measuring Performance

Compliance with this procedure at the corporate level will be audited during Health and Safety Management audits arranged by the Corporate Health and Safety Team.

ACM survey reports highlighting required remedial actions will be monitored by the Asbestos Coordinator to ensure appropriate actions are implemented within the specified timeframe.

Directorate compliance and performance to be monitored and reviewed by Directorate Health and Safety Committees.

Contractor Requirements

All contractors undertaking work on behalf of the Council must be appointed in accordance with the County Councils procurement procedures. The Responsible Officer must consult the Corporate Commissioning, Procurement and Contract Management Team on the appropriate procurement procedures.

<https://www.cumbria.gov.uk/council-democracy/constitution/part5/5h.asp>

Responsible Officers must ensure that safe procurement procedures are followed utilising the Health and Safety procurement questionnaire and guidance for high risk work – construction work will always be considered high risk in health and safety terms. <http://www.intouch.ccc/healthsafety/policies.asp>

Contractors must ensure that all persons working on their behalf meet the asbestos related training requirements indicated in the [training requirements section](#).

The Council have produced a Contractor Health & Safety Code of Practice and it is a requirement that contractors comply with it. This must be provided to all Contractors undertaking work on sites or projects under the control of the County Council.

UKAS Accreditation Requirements for Contractors

All contractors undertaking asbestos surveys and re-inspections must be specialist contractors who hold UKAS accreditation to BS EN ISO/IEC 17020:2012 in the case of organisations or BS EN ISO/IEC 17024/2012 in the case of individuals for carrying out surveys for asbestos containing materials.

All contractors must hold UKAS accreditations to ISO 17025:2017 for any of the following testing/calibration activities they undertake for Cumbria County Council:

- The taking of air samples
- The analysis of air samples (fibre counting)
- The taking of bulk samples
- The analysis of bulk samples
- The 4-Stage clearance process (following asbestos removal work in an enclosure).

Any company used to oversee asbestos related work by a removal contractor must be appointed by the council rather than by the asbestos removal contractor. Where the company is engaged to direct the work of the asbestos removal contractor (rather than just assess the work) then it must hold an Asbestos Licence for Supervisory Work from the HSE Asbestos Licensing Unit.

All contractors undertaking work on ACMs must hold membership of either ARCA, or the ACAD Division of TICA, and must hold an Asbestos Licence from the HSE Asbestos Licensing Unit.

Sub-contractors who carry out work such as scaffolding which has the potential to disturb the asbestos material must hold the appropriate asbestos licence for ancillary work from HSE Asbestos Licensing Unit.

The above requirements do not apply to non-licensable tasks in the following categories:

- Removal of asbestos cement materials such as roofing sheets and rainwater goods.
- Toilet cistern and seat removal
- Vinyl floor covering material
- Gaskets removed by engineers.

However, it is a requirement that all persons removing or working on the above items have received recognised training on working with non-licensable ACMs. [See Training requirements](#)

Contractors carrying out asbestos related work must hold the minimum level of professional indemnity insurance cover as specified in the job contract. This is likely to be higher than normal levels of cover due to increased risk and advice should be sought from the Councils Insurance Section where required.

Asbestos Surveys

Cumbria County Council have ensured that all properties for which it is the duty holder have been surveyed for the presence of asbestos unless this is not required due to the age of the building (It will be assumed that buildings constructed after 1999 do not contain ACMs and these will be added to the relevant schedule).

The Council may, in certain circumstances, at its discretion, arrange surveys for owned or leased premises occupied by third parties even where it is not the duty holder.

The Asbestos Coordinator (as appointed by the Property Team) will also make requests for asbestos survey reports or information from survey reports for buildings occupied, or part occupied, by Cumbria County Council, but for which the control of the property lies with another party (for example where the council occupies an area of a district council office). Prior to leasing any property it is a requirement that an asbestos survey report for the premises is obtained before the lease is signed (unless premises constructed after 1999).

Asbestos surveys arranged by the Council will generally be Management Surveys (as described in "Asbestos: the Survey Guide) which include appropriate sampling and analysis to confirm the presence or absence of ACMs.

Where a Type 1 (presumptive) survey as previously described in "MDHS 100, Method for the Determination of Hazardous Substances – Surveying, Sampling and Assessment of Asbestos-Containing Materials" only has been undertaken in the past arrangements will be made to carry out a further Management Survey with appropriate sampling and analysis to confirm the presence or absence of ACMs.

Refurbishment and Demolition Surveys will be undertaken where refurbishment work or demolition is proposed. It is important to remember that a Management Survey or former Type 2 Survey will only identify materials that are readily accessible.

Asbestos survey reports will be processed by the Asbestos Coordinator

The Asbestos Coordinator will ensure that copies of reports are easily accessible to the relevant CCC Building Health & Safety Coordinators and to maintained schools.

Asbestos Risk Assessments

Historically asbestos surveys have been undertaken by several different contractors. These allocated various risk priorities for identified ACMs but had not used the Priority Assessment Ratings, as indicated in HSE's publication, "A Comprehensive Guide to Managing Asbestos in Buildings". So since 2013 Priority Assessment Ratings are now applied during externally sourced surveys and re-inspections to give more refined overall risk assessment scores for each ACM.

This will ensure that for each ACM the product type, the type of asbestos, its condition and surface treatment, its location, its extent and likelihood of it being disturbed are taken into account in the assessment process.

Asbestos Registers and Identification of ACMs

Currently asbestos survey information may be held in paper format on the site to which it relates as part of the building health and safety records (Contact the person or persons undertaking building health & safety coordination). Duplicate records are held by the Property Team.

It is the intention to introduce a widely accessible database that can be accessed remotely and which will be readily updated following events such as re-inspection or removal of ACMs. It will also be used to file copies of relevant paperwork such as Air Clearance Certificates following removal work.

Access to the database will be arranged through the Asbestos Co-ordinator (Property Team).

Whilst the introduction of the database is awaited hard copy asbestos registers will be held on sites to which they relate. The Asbestos Coordinator will ensure the registers are in place and updated as required. The format of the asbestos registers will be as set out in an agreed format to include

- Location of ACM
- Product type
- Extent
- Accessibility
- Condition
- Surface treatment
- ACM Type
- Sample No.
- Sampled/ Presumed/ Strongly Presumed
- Material Assessment Score
- Priority Assessment Score
- Total Score
- Action Required

Labelling of ACMs

In addition to the survey reports and registers labelling must be used as a secondary means of identification of ACMs and suspect ACMs where it is practical to do so.

In non-sensitive areas (generally non-public areas), this will be by means of a HSE approved warning sign for asbestos-containing products as below.



In sensitive areas (where it not desirable to cause alarm to persons with limited knowledge of asbestos, including the public) labelling will be by means of

- **Yellow circular stickers** for materials **suspected** as being ACMs and
- **Red circular stickers** for materials **proved** to be ACMs by sampling.

For some ACMs, labelling is not practical due to the nature or location of the ACM (e.g. external asbestos cement rainwater goods or asbestos containing vinyl floor tiles). On some sites asbestos information may be displayed in additional ways such as on floor plans displayed in prominent positions.

In the [Appendix section](#) to this procedure - 1-3 are schedules

- **Schedule 1 - properties known to contain ACMs or suspect ACMs**
- **Schedule 2 - a schedule of properties where no known or suspect ACMs were identified (may still contain ACMs which could not be identified on the survey)**
- **Schedule 3 - a schedule of properties which are known not to be ACM free due to the age of the property.**

These schedules will be updated from time to time but if a property does not appear on the schedules it should be assumed to contain ACMs unless officially advised to the contrary.

Ongoing Inspection of ACMs

Where ACMs are left in place it is important that their condition is formally monitored for any deterioration, wherever this is practical.

Re-inspection of such ACMs by contractors will be arranged by the Asbestos Coordinator (Property Team) at a minimum of annual intervals for premises with asbestos insulation board or thermal insulation products and at a minimum of 24 monthly intervals for sites with other types of ACMs only.

Remedial Action

Whenever an asbestos survey is undertaken and ACMs are identified actions in relation to the ACMs will be recommended. Unless there is good reason not to, the recommended actions will be followed.

Where Priority Assessment Ratings are altered due to local knowledge, this may affect the action to be taken.

Cumbria County Council has taken steps to deal with all ACMs where remedial action was recommended in past survey reports.

ACMs scored with an overall Risk Assessment Rating of 17 or above are dealt with as soon as possible, subject to any notification required to be made to the HSE.

In premises where there is imminent danger due to the presence of ACMs, there is an arrangement that immediate notification will be made by surveying companies to the Asbestos Co-ordinator.

In these circumstances emergency measures will be put in to place without delay. This may include prohibiting or restricting access to a site/part of a site as a temporary measure.

Recommended actions for ACMs identified with an overall Risk Assessment Rating between 13 and 16 will be dealt with within an expected timescale of 6 months from the Survey/Re-inspection date unless recommendation stipulates otherwise.

ACM's identified with an overall Risk Assessment Rating of 13 or below will generally be left in place and their condition monitored unless recommendation stipulates otherwise. Local information may also be used to justify removal of these items.

Opportunity may be taken to remove or repair ACMs with lower priority ratings at the same time as dealing with ACMs with higher priority ratings.

Work on ACMs – Contract Specifications

Whenever work on ACMs is to be undertaken a specification for the work must be drawn up, taking into account all relevant HSE guidance. Any person undertaking this task must hold the BOHS P405 Proficiency Module (Management of Asbestos in Buildings) as a minimum.

Where work is undertaken that will require the use of an analyst (for monitoring and clearance purposes) the asbestos removal contractor and analytical contractor must be appointed independently of each other.

Plans of work, method statements, monitoring, clearance and testing strategies, and risk assessments must be reviewed to ensure they are suitable. For CCC properties this will be undertaken by the Asbestos Coordinator (Property Team). Again any person undertaking this task must hold the BOHS P405 Proficiency Module (Management of Asbestos in Buildings) as a minimum.

As stated earlier all contractors undertaking work on behalf of the Council must be appointed in accordance in compliance with the County Councils Contract Procedure Rules and public procurement legislation.

Notifications to HSE

Where licensable work or Notifiable Non-Licensed work (NNLW) is undertaken, 14 days minimum notice to the HSE is required.

<http://www.hse.gov.uk/asbestos/licensed-contractor.htm>

This is the responsibility of the asbestos removal contractor.

All work with sprayed asbestos coatings and asbestos lagging and most work with asbestos insulation and asbestos insulating board (AIB) require a licence.

NNLW will normally include short duration maintenance and removal work with asbestos insulation, removal of textured decorative coatings where the material is destroyed e.g. by scraping it off, and short duration removal of AIB as part of refurbishment.

Most work with firmly bonded materials in good condition such as asbestos cement, bitumen, plastic; resin, rubber, roofing felt, paper linings, cardboard, textiles, gaskets, washers and rope etc will not need to be notified. Short duration 'maintenance' work involving AIB which is in good condition will also not normally need to be notified,

The Asbestos Coordinator (Property Team) will advise the person or persons undertaking building health & safety coordination of any asbestos work to be undertaken.

The Asbestos Coordinator (Property Team) will liaise with the person or persons undertaking building health & safety coordination on arrangements for informing staff (including safety representatives) of the work to be undertaken. There is no need to inform staff where only non-licensable work is being undertaken.

The HSE state that by April 2015, all workers/self employed doing **notifiable non-licensed work with asbestos** must be under health surveillance by a Doctor.

Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for notifiable non-licensed work are not acceptable for those doing licensed work.

Supervising and Monitoring Work on ACMs

For licensable work which will be undertaken inside an asbestos enclosure a certain amount of supervision and monitoring of contractors work will always be required.

The Asbestos Coordinator should be satisfied that suitable arrangements for effective supervision and monitoring are in place although some of the tasks will be contracted to the independently appointed analytical company. The checks should include the following:

- Attendance at the smoke test of the enclosure before work begins and witnessing that the enclosure does not leak. At same time plant and equipment specified in the plan of work should be checked for presence and up to date testing;
- Background and reassurance air sampling throughout and at end of the work respectively by the analytical company;
- During the work checks through viewing panels or using CCTV should be made to ensure operatives are wearing the correct personal protective equipment and using the controlled wetting technique specified in the plan of work;
- Site assessment for reoccupation by the analytical company;
- The Asbestos Coordinator should be present when the analytical laboratory declares the enclosure clean and should check the enclosure looks clean and the ACMs have been removed (through the viewing panels or CCTV where possible);

Areas must be checked again as soon as the enclosure has been removed, make sure that the area is visually clean and that the ACMs have been removed.

Actions following completion of Work on ACMs

Following work on ACMs it is essential that all documentation related to the work is appropriately filed and that records related to asbestos are updated.

All areas, subjected to disturbance of asbestos, will have clearance certification issued prior to returning the area to normal usage. The Asbestos Coordinator will retain original clearance certificates (along with any other relevant certification) and ensure copies are provided to the person or persons undertaking building health & safety coordination in the case of buildings other than schools.

Once a widely accessible electronic database is established copies of clearance certificates will be scanned and filed on the database and the need to forward information be reviewed.

Original copies of clearance and other certificates will be kept on file for reference by Occupational Health Provider for 40 years.

Any asbestos registers held locally should be updated. This task will be arranged by the Asbestos Coordinator. Once a widely accessible electronic database is established the Property Team will arrange updating of the database.

Prevention of Disturbance of ACMs by Contractors and Employees

One of the main purposes of identifying where ACMs are (or can be presumed to be) is to enable us to prevent exposure to by allowing inadvertent disturbance.

Whilst labelling of ACMs can assist in providing ready identification as described earlier it is not always practical to label and it is foreseeable that labels may become detached or deteriorate over time.

Where major works are to be carried out or work is to be carried out in areas that were not accessible at the time of the survey, it will be necessary to arrange a further survey or a full Refurbishment & Demolition Survey, as appropriate (unless the building was constructed after 1999).

Determination of the need for further survey work must be made prior to tendering the contract, regardless of whether a site visit is made or not. Such tenders must comply with the Council's Contract Procedure Rules.

Where a further survey is not commissioned there must be no doubt as to whether asbestos is present or not and a site visit should always be made where doubt remains. The Property Team has a system in place to record the fact that that potential presence of ACMs was considered at the specification stage.

In other cases (e.g. when cabling work is undertaken by ICT) the Asbestos Coordinator should be requested to organise the appropriate survey work.

It is also a requirement that any person undertaking work which may disturb the building fabric or undertaking work on equipment which may contain ACMs in Cumbria County Council premises must consult the asbestos information available for the building. The person or persons undertaking building health & safety coordination should ensure that this has been carried out when liaising with the contractor.

This will generally be achieved by providing access to the asbestos survey report or register on site (advice on its whereabouts can be obtained from the person or persons undertaking building health & safety coordination). Alternatively instructions may be issued in writing to the person undertaking the work as to the asbestos status of a building. When the widely accessible electronic asbestos database is established contractors will be provided with access to the database.

Where a contractor suspects that ACMs may be present which have not been identified on a survey the contractor must not proceed with the work until information is available to the contrary or appropriate remedial action has been taken. In these circumstances the instruction of the Asbestos Coordinator should be sought.

ACM Emergencies and Exposure Records

In the event that ACMs or suspected ACMs in Council premises are disturbed, the area must be evacuated and steps taken to prevent other persons entering the area (e.g. locking doors and displaying prohibition signs). This will continue to be the case until such time as remedial action is taken by a licensed Asbestos Contractor or sampling indicates that the area is safe for occupation.

Any clothing contaminated by ACMs or suspect ACMs should be carefully removed and placed in a plastic bag which should be sealed and then placed into a further sealed plastic bag. Where plastic bags are not readily available the clothing should be left in the contaminated area. Contaminated clothing should be treated as asbestos waste for removal by the contractor that deals with any remedial action to the ACMs. The person contaminated should wash thoroughly and shower as soon as possible.

The Asbestos Co-ordinator must be informed at the earliest opportunity where any ACMs or suspected ACMs have been disturbed so that remedial action can be taken.

A record of exposure, using the form in [Appendix 4](#), must be completed for any identifiable person known or suspected to have been inadvertently and significantly exposed to asbestos fibres.

An accident/ incident form must also be completed with the exposure form attached (see Corporate Health & Safety Procedure Number 6 –[Reporting Recording and Investigation of Adverse Events](#)). Examples of exposures deemed to be significant include:

- a) use of manual or power tools on ACMs
- b) work that leads to physical disturbance (knocking, breaking, smashing) of an ACM
- c) **known** disturbance of ACMs or asbestos containing debris
- d) other work in areas where asbestos fibres are **known or strongly suspected** to have been present in the air in quantity sufficient to cause damage to health

There is no requirement to record work in area with damaged asbestos or asbestos debris that are not covered by a) – d) above

Copies of the exposure form and the related accident/incident form must be sent to the Corporate Health & Safety Team. The Corporate Health & Safety Team will record the incident on the Council's accident database and, in the case of Council employees exposed, will arrange for secure storage of the exposure records by our occupational health provider for a minimum period of 40 years. Further copies should be issued to the person exposed.

In some circumstances exposure as indicated above will be deemed to be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Senior Health, Safety & Wellbeing Manager will review any exposure records received, determine whether reporting under RIDDOR is a requirement, and, where appropriate, make the required report.

A separate procedure to that indicated above is in place for recording potential exposures arising out of operational incidents associated with fire and rescue activities in Cumbria Fire & Rescue Services.

Information for Emergency Services

In order to allow Cumbria Fire & Rescue Service to be prepared for the presence of ACMs in council buildings should they need to attend an emergency incident, the Property Team will provide copies of the asbestos survey reports on request.

When an electronic database is established the database will be made available to the Fire & Rescue Service.

Work with ACMs other than those related to Building Fabric

There may be circumstances where council employees are engaged in work with ACMs or their work may have the potential to lead to exposure to asbestos fibres. For example, in Cumbria Fire & Rescue fire fighters may be exposed to asbestos

fibres from ACMs in fire damaged buildings (this work is exempt from the requirement for licensing but which requires asbestos medicals at two year intervals).

Directorates should establish written procedures to address specific asbestos controls related to their work, where relevant.

Should further clarification be required in relation to the implementation of this procedure please contact the Corporate Health and Safety Team T: 01228 221616 E: healthandsafety@cumbria.gov.uk

For Schools:

Name of School:	
Date by which School have adopted procedure:	
Signature of Chair of Governors	

Date July 2019

Any documentation and records are to be retained in accordance with CCC Retention Guidelines and the General Data Protection Regulations 2018.

References and Useful Links

Internal

County Council Safety Procedure No 01 – Information and Communication
County Council Safety Procedure No 03 – Governance and Consultation
County Council Safety Procedure No 06 – Recording, Reporting and Investigation of Adverse Events
County Council Safety Procedure No 13 - Managing Health and Safety Performance in CCC
County Council Safety Procedure No 15 – Risk Assessment
County Council Safety Procedure No 18 – Managing Health and Safety in Construction Work
County Council Safety Procedure No 28 – Building Management and H&S Co-ordination
County Council Safety Procedure No 31 – Awareness and Competency in Health and Safety
County Council Safety Procedure No 32 – Managing Contractors
Cumbria County Councils – Contractor H&S Code of Practice v2

<http://www.intouch.ccc/healthandsafety/safetyprocedures.asp>

Schools Safety Advice Notes and Model Risk Assessments – Available via School Portal
 Directorate specific safety guidance and risk assessments available via InTouch

External

The Control of Asbestos Regulations 2012
<http://www.legislation.gov.uk/uksi/2012/632/contents/made>

HSE Asbestos Website - <http://www.hse.gov.uk/asbestos/index.htm>

L127 - The management of asbestos in non-domestic premises. Regulation 4 of the Control of Asbestos Regulations 2012. Approved Code of Practice and guidance.
<http://www.hse.gov.uk/pubns/books/l127.htm>

L143 – *Work with materials containing asbestos. The Control of Asbestos Regulations 2012. Approved Code of Practice and guidance.* <http://www.hse.gov.uk/pubns/books/l143.htm>

HSG 264 *Asbestos the Survey Guide – 2012* <http://www.hse.gov.uk/pubns/books/hsg264.htm>

HSG210 *Asbestos Essentials (fourth edition). A task manual for building, maintenance and allied trades on non-licensed asbestos work.* <http://www.hse.gov.uk/pubns/books/hsg210.htm>

HSG 227 - *A comprehensive guide to managing asbestos in premises.*
<http://www.hse.gov.uk/pubns/books/hsg227.htm>

HSG 247 *Asbestos: The licensed contractor's guide.*
<http://www.hse.gov.uk/pubns/books/hsg247.htm>

HSG 248 *Asbestos: The analyst's guide for sampling, analysis and clearance procedures.*
<http://www.hse.gov.uk/pubns/books/hsg248.htm>

INDG 223 *Managing Asbestos in Buildings a Brief Guide 2012*
<http://www.hse.gov.uk/pubns/indg223.htm>

C5500 *Asbestos Caution Hidden Killer. 10/09. HSE 2009 Video link*
<http://www.hse.gov.uk/asbestos/videos/cmorganshort.htm>

Appendix

1

Schedule 1 –
Schedule of asbestos
status of Cumbria
County Council
premises

**PROPERTIES (OTHER THAN SCHOOLS) WHERE KNOWN OR SUSPECTED
(INCLUDING PRESUMPTIONS) ASBESTOS CONTAINING MATERIALS ARE PRESENT**

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Alston	Grisedale Croft EPH	Church Road		CA9 3QS
Ambleside	Ambleside Fire Station	Rydal Road		LA22 9AY
Ambleside	Ambleside Library	Kelsick Road		LA22 0ZB
Appleby	Appleby Fire Station	Holme Street		CA16 6QU
Appleby	Appleby Library	Low Wiend		CA16 6QP
Appleby	Edenside EPH	Holme Street		CA16 6QU
Appleby	50 Scattergate Green	Scattergate Green	50	CA16 6SP
Arnside	Arnside Fire Station	Silverdale Road		LA5 0DW
Askam-In-Furness	Askam-In-Furness Library	Lord Street		LA16 7AQ
Aspatria	Aspatria Library & Registrars	The Brandraw		CA5 3EZ
Aspatria	Beacon Hill Youth Centre	Market Square		CA5 3EZ
Aspatria	Park Lodge EPH	Outgang Road		CA5 3HP
Barrow-In-Furness	Barrow Central Library & Archives	Ramsden Square / Duke Street		LA14 1LL
Barrow-In-Furness	Barrow Children's Home	Hawthwaite Lane	299	LA14 4QW
Barrow-In-Furness	Bevan House EPH	Stackwood Avenue		LA13 9HQ
Barrow-In-Furness	Centenary Welfare Centre	Abbey Road		LA14 1XH
Barrow-In-Furness	Combe House EPH	Central Drive, Walney Island		LA14 3HY
Barrow-In-Furness	George Basterfield EPH	Risedale Road		LA13 9BZ
Barrow-In-Furness	Jubilee House	Abbey Road		LA14 5UD
Barrow-In-Furness	4 Market Street	Market Street	4	LA14 2LR
Barrow-In-Furness	Mill Lane Day Services	Mill Lane		LA14 3XX
Barrow-In-Furness	Newbridge House	Lesh Lane	45	LA13 9HU
Barrow-In-Furness	Rock Lea EPH	Abbey Road		LA13 9JS
Barrow-In-Furness	Roose Library	Roose Road	91-93	LA13 9RJ
Barrow-In-Furness	Tarn House Hostel	Mill Lane		LA14 3XX
Barrow-In-Furness	Walney Fire Station	Mill Lane		LA14 3XX
Barrow-In-Furness	Walney Library	Central Drive, Walney Island		LA14 3HY
Barrow-In-Furness	West Point House EPH	Solway Drive, Walney Island		LA14 3XN

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Bootle	Bootle Fire Station	Main Street		LA19 5XB
Bootle	Bootle Highways Depot	Station Road		LA19 5XB
Brampton	Brampton Fire Station	Green Field Lane		CA8 1DB
Brampton	Moot Lodge EPH	Market Place		CA8 1RW
Broughton-In-Furness	Broughton-In-Furness Fire Station	Foxfield Road		LA20 6EZ
Carlisle	1-5 Alfred Street North	Alfred Street North	1-5	CA1 1PX
Carlisle	2 Alfred Street North	Alfred Street North	2	CA1 1PX
Carlisle	Alma Block	Carlisle Castle		CA3 8UR
Carlisle	Arroyo Block	Carlisle Castle		CA3 8UR
Carlisle	Carlisle Records & Conservation Centre	Ashley Street		CA2 7BD
Carlisle	5 Brunswick Street	Brunswick Street	5	CA1 1PB
Carlisle	Carlisle Fire Station	Warwick Street		CA3 8QW
Carlisle	Carlisle Library	Globe Lane, The Lanes Shopping Centre	11	CA3 8NX
Carlisle	Carlisle Registrars	Portland Square	23	CA1 1PE
Carlisle	Citadel Chambers	English Street	87-91	CA3 8SG
Carlisle	Civic Centre	Floors 3-4, Civic Centre, Rickergate		CA3 8QG
Carlisle	The Courts – Former Crown Court & Hospital Wing	The Courts, English Street		CA3 8NA
Carlisle	The Courts – Kraemer Building	The Courts, English Street		CA3 8NA
Carlisle	The Courts – Lonsdale Building	The Courts, English Street		CA3 8NA
Carlisle	The Courts – Lower Gaol Yard	The Courts, English Street		CA3 8NA
Carlisle	The Courts – Nisi Prius	English Street	93	CA3 8LZ
Carlisle	Cumbria Care Offices	Petteril Bank Road, Harraby		CA1 3BN
Carlisle	Units 10/11/12, Denton Holme Trade Centre	Chapel Place		CA2 5DF
Carlisle	Elizabeth Welsh EPH	Pennine Way, Harraby		CA1 3QD
Carlisle	Langrigg House EPH	Langrigg Road, Morton		CA2 6DT
Carlisle	The Old Dispensary	Chapel Street		CA1 1JA
Carlisle	Petteril House EPH	Petteril Bank Road, Harraby		CA1 3BN
Carlisle	1-5 Portland Square & 4 Alfred Street North	Portland Square	1-5	CA1 1PU
Carlisle	15-18 Portland Square	Portland Square	15-18	CA1 1PE
Carlisle	Richmond Centre	Richard Rose Morton Academy, Wigton Road		CA2 6LB
Carlisle	1 Victoria Place	Victoria Place	1	CA1 1EH
Carlisle	76 Warwick Road	Warwick Road	76	CA1 1DU
Carlisle	Warwick Street Garages (No. 2-4)	Warwick Street	2-4	CA3 8QW
Cleator Moor	Dent Holme EPH	Cragg Road		CA25 5PR
Cleator Moor	Cleator Moor Library	Market Square		CA25 5AP
Cockermouth	Cockermouth Library	Main Street		CA13 9LU
Cockermouth	Fairfield Office Accommodation	Station Road		CA13 9PZ
Coniston	Coniston Fire Station	Yewdale Road		LA21 8DU

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Coniston	Coniston Highways Depot	High Cross Quarry		LA21 8BP
Dalston	Barras Lane Offices / Workshop	Barras Lane		CA5 7ND
Dalston	Fire Service Workshop	Barras Lane		CA5 7ND
Distington	Woodlands EPH	Harrington Road, Distington		CA14 4PH
Egremont	Baybarrow Highways Depot	Baybarrow		CA22 2NG
Egremont	Castle Mount EPH	Bookwell		CA22 2JP
Egremont	Charles Edmonds Library	West Lakes Academy, Main Street		CA22 2DH
Egremont	Egremont Fire Station	Chapel Street		CA22 2DU
Egremont	Egremont Town Hall	Main Street		CA22 2DB
Flookburgh	Bridge House EPH	Marorside		LA11 7JS
Frizington	Frizington Fire Station	Main Street		CA26 3PE
Grange-Over-Sands	Grange-Over-Sands Fire Station	Kents Bank Road		LA11 7DJ
Grange-Over-Sands	Grange-Over-Sands Library	Grange Fell Road		LA11 6BQ
Kendal	9 Benson Green	Benson Green	9	LA9 4RG
Kendal	Kendal County Hall Offices	Stricklandgate	151	LA9 4RQ
Kendal	Kendal County Hall – Austin Hall	Stricklandgate		LA9 4RQ
Kendal	Kendal County Hall – Capita Building	Stricklandgate		LA9 4RQ
Kendal	Kendal County Hall – Condor Block	Stricklandgate		LA9 4RQ
Kendal	Kendal Day Centre	Dowkers Lane, Highgate		LA9 4DN
Kendal	Kendal Fire Station	Busher Walk		LA9 4RH
Kendal	Kendal Library	Stricklandgate	76	LA9 4PU
Kendal	Maudes Meadow EPH	Town View, Windermere Road		LA9 4QJ
Kendal	Millness Highways Depot	Crooklands		LA7 7NR
Kendal	Mintsfeet Highways Depot	Mintsfeet Road		LA9 6RX
Kendal	Riverside House EPH	Wattsfield Road		LA9 5JL
Kendal	155 Stricklandgate	Stricklandgate	155	LA9 4RF
Kendal	Whinell Centre / Whinell Office	Longpool		LA9 6ER
Keswick	Keswick Fire Station	Penrith Road		CA12 4PA
Keswick	Keswick Library & Registrars	Heads Lane		CA12 5HD
Keswick	Ravensfield EPH	High Hill		CA12 5NX
Kirkby Lonsdale	Kirkby Lonsdale Fire Station	New Road		LA6 2AD
Kirkby Stephen	Christian Head EPH	Silver Street		CA17 4HA
Kirkby Stephen	Kirkby Stephen Highways Depot	Hobsons Lane		CA17 4RN
Kirkby Stephen	Kirkby Stephen Library	17-19 Market Street		CA17 4QS
Lazonby	Lazonby Fire Station	Banktop		CA10 1AJ
Maryport	Maryport Fire Station	Mealpot Road		CA15 6NQ
Maryport	Maryport Library	Lawson Street		CA15 6ND

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Maryport	Ridgemount Day Services	Church Street		CA15 6HN
Maryport	67 Wood Street	Wood Street	67	CA15 6LD
Millom	Millom Fire Station	Millom Road		LA18 4AY
Millom	Lapstone House Bungalows (1&2)	Lapstone Road		LA18 4BY
Millom	Lapstone House EPH	Lapstone Road		LA18 4BY
Millom	Millom Council Centre & Library	St George's Road		LA18 4NA
Milnthorpe	Croftside EPH	Mill Lane		LA7 7QB
Milnthorpe	Milnthorpe Fire Station	Beetham Road		LA7 7QR
Patterdale	Patterdale Fire Station	Glenridding		CA11 0PJ
Penrith	4 Blencathra Court	Blencathra Court	4	CA11 8PY
Penrith	Edington Centre	Unit 1, Gillwilly Road, Gillwilly Industrial Estate		CA11 9ED
Penrith	19-24 Friargate	Friargate	19-24	CA11 7XR
Penrith	Penrith Fire Station	Bridge Lane		CA11 8HY
Penrith	Greengarth EPH	Bridge Lane		CA11 8HY
Penrith	Penrith Children's Home	Huntley Avenue, Wetheriggs	21	CA11 8NU
Seaton	Seaton Library	Beck Park, Main Street		CA14 1JD
Seascale	Seascale Fire Station	Gosforth Road		CA20 1PR
Seascale	Seascale Library	Gosforth Road		CA20 1PN
Shap	Shap Fire Station	Main Street		CA10 3NH
Silloth	Silloth Fire Station	Solway Street		CA5 4EB
Staveley	The Abbey EPH	Main Street		LA9 8LT
Ulverston	Ulverston Day Centre	Cavendish Street	19	LA12 7AD
Ulverston	Elmhurst EPH	Priory Road		LA12 9HU
Ulverston	Ulverston Fire Station	The Ellers		LA12 0AB
Ulverston	Brogden Street Offices	The Rookery, Brogden Street		LA12 0AL
Ulverston	Ulverston Library	Kings Road		LA12 0BT
Ulverston	Marsh House EPH	Victoria Road		LA12 0TA
Ulverston	Neville House	County Road		LA12 7UJ
Whitehaven	Brackenthwaite EPH	Senhouse Street		CA28 7ES
Whitehaven	Daniel Hay Library	Lowther Street		CA28 7SH
Whitehaven	Hensingham Day Services	Moresby Road, Hensingham		CA28 8XX
Whitehaven	Hensingham Fire Station	Main Street		CA28 6XD
Whitehaven	Hensingham Library	Richmond Hill Road		CA28 8SW
Whitehaven	Melbreak Centre	Main Street, Hensingham		CA28 8TH
Whitehaven	Mirehouse Library	Meadow Road		CA28 8ER
Whitehaven	30 Overend Road	Overend Road, Hensingham	30	CA28 8SD
Whitehaven	Pow Beck House EPH	Meadow Road, Mirehouse		CA28 8HL
Whitehaven	Whitehaven Records Office & Local Studies Library	Scotch Street		CA28 7BG
Whitehaven	Richmond House	Catherine Street		CA28 7QX
Whitehaven	Somerset House	52 Duke Street		CA28 7SQ
Whitehaven	Union Hall	Scotch Street	11	CA28 7BG
Whitehaven	Wedgewood Centre	Hollins Close	14	C A28 8EX

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Wigton	Brookside Day Centre	Birdcage Walk		CA7 9HB
Wigton	Inglewood EPH	Lowmoor Road		CA7 9QL
Wigton	Wigton Fire Station	Station Road		CA7 9BA
Wigton	Wigton Library	High Street		CA7 9NJ
Wigton	Wiza House	Station Road		CA7 9BA
Windermere	Applethwaite Green EPH	Old College Lane		LA23 1BY
Windermere	Windermere Fire Station	Ellerthwaite Road		LA23 2AH
Windermere	Windermere Library	Ellerthwaite		LA23 2AJ
Workington	Units 6B / BC, Buddle Road	Buddle Road, Clay Flatts		CA14 3YD
Workington	21A Carlton Road	Carlton Road	21A	CA14 4BX
Workington	Carlton Road Family Centre	Harcourt Villa, Carlton Road	11	CA14 4BX
Workington	Cavendish House EPH	Elizabeth Street		CA14 4DA
Workington	Moorclose Library	Needham Drive, Moorclose		CA14 3SD
Workington	New Oxford Street Offices	The Rookery, New Oxford Street		CA14 2LW
Workington	Richmond Park EPH	High Street		CA14 4ES
Workington	Workington Day Centre	Princess Street		CA14 2QG
Workington	Workington Fire Station	King Street		CA14 4DH
Workington	Workington Library	Vulcans Lane		CA14 2ND

SCHOOLS

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Alston	Alston Primary School	Garrigill Road		CA9 3UF
Alston	Nenthead Primary School	Nenthead		CA9 3LS
Alston	Samuel King's School	Church Road		CA9 3QU
Ambleside	Hawkeshead, Esthwaite Primary School	Main Street, Hawkshead		LA22 0NT
Appleby in Westmorland	Asby Endowed School	Great Asby		CA16 6EX
Appleby in Westmorland	Bolton School	Bolton		CA16 6AW
Appleby in Westmorland	Long Marton Community Primary School	Long Marton		CA16 6BT
Barrow in Furness	Barrow Island Community Primary School	Trinity Street		LA14 2SJ
Barrow in Furness	Brisbane Park Infant School	Blake Street		LA14 1NY
Barrow in Furness	Cambridge Primary School	Cambridge Street		LA13 9RP
Barrow in Furness	Dane Ghyll Community Primary School	Skelwith Drive		LA14 4PG
Barrow in Furness	Greengate Infant and Nursery School	Greengate Street		LA13 9BY
Barrow in Furness	Greengate Junior School	Greengate Street		LA14 1BG
Barrow in Furness	Newbarns Primary School	Rising Side		LA13 9ET
Barrow in Furness	Newton School	Newton Road, Newton In Furness		LA13 0LT
Barrow in Furness	North Walney Primary School	Duddon Drive, Walney		LA14 3TN

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Barrow in Furness	Ramsden Infant School	Thwaite Street		LA14 1AN
Barrow in Furness	Roose School	North Row		LA13 0HF
Barrow in Furness	South Walney Infant and Nursery School	Amphitrite Street, Walney		LA14 3BZ
Barrow in Furness	St George's CE School	Salthouse Road		LA14 2DX
Barrow in Furness	Vickerstown School	Latona Street, Walney		LA14 3QS
Barrow in Furness	Victoria Infant and Nursery School	Oxford Street		LA14 5QN
Barrow in Furness	Victoria Junior School	Devonshire Road		LA14 5NE
Barrow in Furness	Yarlside School	Redoak Avenue		LA13 0LH
Barrow in Furness	The Alfred Barrow School	Duke Street		LA14 2LB
Barrow in Furness	Thornccliffe School - A Specialist Sports College	Thornccliffe Road		LA14 5QP
Barrow in Furness	Walney School	Sandygap Lane, Walney		LA14 3JL
Barrow in Furness	George Hastwell School	Moor Tarn Lane, Walney		LA14 3LW
Barrow in Furness	Newbridge House PRU	Ewan Close		LA13 9HU
Brampton	Lanercost CE School	Lanercost		CA8 2HL
Brampton	Lees Hill CE School	Lees Hill		CA8 2BB
Broughton in Furness	Broughton-in-Furness CE School	Keppleway		LA20 6BJ
Carlisle	Armathwaite School	Armathwaite		CA4 9PW
Carlisle	Belle Vue Primary School	Beaver Road		CA2 7PT
Carlisle	Bewcastle School	Roadhead		CA6 6PF
Carlisle	Blennerhasset School	Blennerhasset		CA5 3RL
Carlisle	Burgh-by-Sands Primary School	Burgh by Sands		CA5 6AP
Carlisle	Caldew Lea School	Ashley Street		CA2 7BE
Carlisle	Cummersdale School	Cummersdale		CA2 6BD
Carlisle	Cumwhinton School	School Road, Cumwhinton		CA4 8DU
Carlisle	Great Corby School	Great Corby		CA4 8NE
Carlisle	Great Orton School	Great Orton		CA5 6NA
Carlisle	High Hesket CE School	High Hesket		CA4 0HU
Carlisle	Houghton CE School	Houghton		CA3 0PA
Carlisle	Inglewood Infant School	School Road, Harraby		CA1 3LX
Carlisle	Inglewood Junior School	Arnside Road, Harraby		CA1 3QA
Carlisle	Ireby CE School	Ireby		CA5 1DS
Carlisle	Irthington Village School	Irthington		CA6 4NJ
Carlisle	Kingmoor Nursery and Infant School	Hether Drive, Lowry Hill		CA3 0ES
Carlisle	Kingmoor Junior School	Liddle Close, Lowry Hill		CA3 0DU
Carlisle	Kirkbampton CE School	Kirkbampton		CA5 6HX
Carlisle	Kirkbride Primary School	Kirkbride		CA5 5JR
Carlisle	Newlaithes Infant School	Langrigg Road		CA2 6DX
Carlisle	Newlaithes Junior School	Langrigg Road		CA2 6DX
Carlisle	Newtown Community Primary School	Newtown Road		CA2 7LW
Carlisle	Norman Street Primary School	Norman Street		CA1 2BQ
Carlisle	Pennine Way Primary School	Silverdale Road, Harraby		CA1 3RQ
Carlisle	Robert Ferguson Primary School	East Dale Street		CA2 5LA
Carlisle	Rockcliffe CE School	Rockcliffe		CA6 4AA

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Carlisle	Shankhill CE Primary School	Hethersgill		CA6 6JA
Carlisle	St Michael's CE Primary School	Carlisle Road, Dalston		CA5 7LN
Carlisle	Stanwix Primary School	Mulcaster Crescent		CA3 9DW
Carlisle	Stoneraise School	Stoneraise, Durdar		CA5 7AT
Carlisle	Thursby Primary School	School Road, Thursby		CA5 6PN
Carlisle	Welton School	Welton		CA5 7HE
Carlisle	Wreay CE School	Wreay		CA4 0RL
Carlisle	Yewdale School and Nursery	Yewdale Road		CA2 7SD
Carlisle	James Rennie School	Kingstown Road		CA3 0BU
Carlisle	Gilford Centre PRU	Upperby Road		CA2 4JE
Carnforth	Burton Morewood CE Primary School	Main Street, Burton		LA6 1ND
Carnforth	Holme Community School	North Road, Holme		LA6 1QA
Cleator Moor	Montreal CE Primary School	Ennerdale Road		CA25 5LW
Cleator Moor	Cleator Moor Nursery School	Ennerdale Road		CA25 5LW
Cockermouth	All Saints' CE Primary School	Slatefell Drive		CA13 9BH
Cockermouth	Bridekirk Dovenby CE Primary School	Dovenby		CA13 0PG
Cockermouth	Fairfield Infant School			CA13 0DX
Cockermouth	Fairfield Junior School			CA13 0DX
Cockermouth	Lorton School	High Lorton		CA13 9UL
Cockermouth	St Bridget's CE School	Main Street, Parton		CA28 6NY
Cockermouth	St James' CE Infant School	High Street		CA28 7PZ
Cockermouth	St James' CE Junior School	Wellington Row		CA28 7HG
Cockermouth	Cockermouth School	Castlegate Drive		CA13 9HF
Coniston	Coniston CE School	Shepherd's Bridge		LA21 8AL
Coniston	John Ruskin School	Lake Road		LA21 8EW
Dalton in Furness	Chapel Street Infants and Nursery School	Chapel Street		LA15 8RX
Dalton in Furness	George Romney Junior School	Cobden Street		LA15 8SE
Dalton in Furness	Dowdales School			LA15 8AH
Egremont	Bookwell Primary School	Bookwell		CA22 2LT
Egremont	Orgill Primary School	Southey Avenue		CA22 2HH
Egremont	Thornhill Primary School	Ehen Road, Thornhill		CA22 2SJ
Frizington	Frizington Community Primary School	Main Street		CA26 3PF
Frizington	Lamplugh CE School	Kirkland		CA26 3XU
Frizington	Frizington Nursery School	Main Street		CA26 3PF
Grange Over Sands	Allithwaite CE School	Church Road, Allithwaite		LA11 7RD
Grange Over Sands	Cartmel CE Primary School	Aynsome Road, Cartmel		LA11 6PR
Grange Over Sands	Grange CE School	Fell Drive		LA11 7JF
Grange Over Sands	Lindale CE Primary School	School Hill, Lindale		LA11 6LE
Kendal	Castle Park School	Sedbergh Drive		LA9 6BE
Kendal	Ghyllside Primary School	Gillingate		LA9 4JB

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Kendal	Heron Hill Primary School	Hayfell Avenue		LA9 7JH
Kendal	Levens CE School	Levens		LA8 8PU
Kendal	Old Hutton CE School	Old Hutton		LA8 0NQ
Kendal	Staveley CE School	Brow Lane, Staveley		LA8 9PH
Kendal	Stramongate School	Blackhall Road		LA9 4BT
Kendal	Vicarage Park CE Primary School	Vicarage Drive		LA9 5BP
Kendal	Kendal Nursery School	Brantfield, Queens Road		LA9 4PH
Kendal	Sandgate School	Sandylands Road		LA9 6JG
Keswick	Bassenthwaite School	Bassenthwaite		CA12 4QH
Keswick	Threlkeld CE Primary School	Threlkeld		CA12 4RX
Kirkby in Furness	Burlington CE School	School Road		LA17 7UH
Kirkby Stephen	Brough School	Church Brough		CA17 4EW
Kirkby Stephen	Ravenstonedale Endowed School	Ravenstonedale		CA17 4NQ
Kirkby Stephen	Kirkby Stephen Grammar School Sports College	Christian Head		CA17 4HA
Maryport	Broughton Moor Primary School	Broughton Moor		CA15 7RZ
Maryport	Crosscanonby St John's CE School	Crosby		CA15 6RX
Maryport	Ellenborough and Ewanrigg Infant School	Victory Crescent		CA15 7NE
Maryport	Ewanrigg Junior School	Ennerdale Road		CA15 8HN
Maryport	Grasslot Infant School	Main Road		CA15 8BT
Maryport	Holme St Cuthbert School	Mawbray		CA15 6QZ
Maryport	Maryport CE Junior School	Camp Road		CA15 6JN
Maryport	Maryport Infant School	Camp Road		CA15 6JN
Maryport	Netherton Infant School			CA15 7LT
Maryport	Netherhall School	Netherhall Road		CA15 6NT
Millom	Black Combe Junior School	Moor Road		LA18 5DT
Millom	Haverigg School	Atkinson Street, Haverigg		LA18 4HA
Millom	Millom Infant School	Lapstone Road		LA18 4LP
Millom	Millom School	Salthouse Road		LA18 5AB
Millom	Park View Nursery School	St George's Road		LA18 4LE
Milnthorpe	Milnthorpe Primary School	Firs Road		LA7 7QF
Milnthorpe	Storth CE School	Storth Road, Storth		LA7 7JA
Penrith	Brunswick School	Brunswick Road		CA11 7LX
Penrith	Clifton School	Clifton		CA10 2EG
Penrith	Kirkby Thore School	Kirkby Thore		CA10 1UU
Penrith	Langwathby CE School	Salkeld Road, Langwathby		CA10 1ND
Penrith	North Lakes School	Huntley Avenue		CA11 8NU
Penrith	Plumpton School	Plumpton		CA11 9PA
Penrith	Skelton School	Skelton		CA11 9SE
Penrith	Tebay Community Primary School	Tebay		CA10 3XB
Penrith	Yanwath School	Yanwath		CA10 2LA
Seascale	Gosforth CE School	Gosforth		CA20 1AZ
Seascale	Seascale Primary School	Croft Head Road		CA20 1LZ
Sedbergh	Sedbergh Primary School	Long Lane		LA10 5AL

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Sedbergh	Settlebeck High School	Long Lane		LA10 5AL
St Bees	St Bees Village School	Main Street		CA27 0AA
Ulverston	Croftlands Infant School	Oakwood Drive		LA12 9JU
Ulverston	Croftlands Junior School	Oakwood Drive		LA12 9JU
Ulverston	Dale Street Infant and Nursery School	Lund Terrace		LA12 9BE
Ulverston	Lindal and Marton Primary School	Lindal		LA12 0NB
Ulverston	Pennington CE School	Pennington		LA12 0RR
Ulverston	Sir John Barrow School	Argyle Street		LA12 0BD
Ulverston	Ulverston Victoria High School	Springfield Road		LA12 0EB
Ulverston	Sandside Lodge School	Sandside Road		LA12 9EF
Whitehaven	Bransty School	Bransty		CA28 6EG
Whitehaven	Hensingham Primary School	Main Street		CA28 8TH
Whitehaven	Jericho School	Windsor Court		CA28 6UX
Whitehaven	Kells Infant School	High Road		CA28 9PQ
Whitehaven	Lowca Community School	Lowca		CA28 6QS
Whitehaven	Monkway School	Monkway Brow		CA28 9DT
Whitehaven	Moor Row Community Primary School	Moor Row		CA24 3JW
Whitehaven	Moresby Primary School	Moresby Parks		CA28 8UX
Whitehaven	Valley Primary School	Whinlatter Road		CA28 8DB
Whitehaven	Whitehaven School	Cleator Moor Road		CA28 8TY
Whitehaven	Mayfield School	Moresby Road		CA28 8TU
Whitehaven	West Cumbria Learning Centre PRU	Toll Bar, Distington		CA14 4PJ
Wigton	Boltons CE School	Bolton Low Houses		CA7 8PA
Wigton	Holm Cultram Abbey CE School	Abbeytown		CA7 4RU
Wigton	Richmond Hill School	Aspatria		CA7 3BQ
Wigton	Silloth Primary School	Liddell Street, Silloth		CA7 4DR
Wigton	Thomlinson Junior School	The Goose Market, High St		CA7 9PG
Wigton	Beacon Hill Community School	Market Square, Aspatria		CA7 3EZ
Wigton	The Nelson Thomlinson School	High Street		CA7 9PX
Wigton	Solway Community School	Liddell Street, Silloth		CA7 4DD
Windermere	Goodly Dale Community Primary School	Lake Road		LA23 2JX
Windermere	The Lakes School	Troutbeck Bridge		LA23 1HW
Workington	Ashfield Infant School	Newlands Lane		CA14 3JG
Workington	Ashfield Junior School	High Street		CA14 4ES
Workington	Beckstone Primary School	Eadie Street, Harrington		CA14 5PX
Workington	Distington Community School	Church Road, Distington		CA14 5TE
Workington	Northside School	Northside		CA14 1BD
Workington	Seaton CE Junior School	Seaton Park, Seaton		CA14 1HA
Workington	Seaton Infant School	High Seaton		CA14 1NP
Workington	St Michael's Nursery & Infant School	Station Road		CA14 2UY
Workington	Victoria Infant and Nursery School	Islay Place		CA14 3XB

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Workington	Westfield Nursery and Primary School	Nilsson Drive		CA14 5BD
Workington	Southfield Technology College	Moorclose Road		CA14 5BH
Workington	Stainburn School and Science College	Stainburn Road		CA14 4EB
Workington	Workington 6th Form Centre	Needham Drive, Moorclose		CA14 3SE

Appendix 2

Schedule 2 –
Properties where
no known or
suspected
(including
presumptions are
present)

(NB IT SHOULD BE NOTED THAT ASBESTOS CONTAINING MATERIALS THAT COULD NOT BE IDENTIFIED BY A TYPE 2 SURVEY UNDER MDHS 100 OR A MANAGEMENT SURVEY COULD STILL BE PRESENT ON SITE)

PROPERTIES OTHER THAN SCHOOLS

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Alston	Alston Fire Station	Front Street		CA9 3SQ
Alston	Alston Highways Depot	Chapel Terrace		CA9 3SW
Alston	Coppice Wood Quarry	Coppice Wood Quarry		Unknown
Armathwaite	Armathwaite School House	Pennine View		CA4 9PW
Arnside	Arnside Library	Pier Lane		LA5 0DA
Aspatia	Aspatia Fire Station	King Street		CA5 3ET
Barrow-In-Furness	Barrow-In-Furness Fire Station	Phoenix Road		LA14 2NS
Barrow-In-Furness	Barrow Island Library	Ramsden Dock Road	19	LA12 2TP
Barrow-In-Furness	Dallington Childcare Centre	Abbey Road		LA13 9AG
Barrow-In-Furness	George Hastwell Childcare Unit	Moor Tarn Lane, Walney Island	18	LA14 3LW
Barrow-In-Furness	Nan Tait Centre	Abbey Road		LA14 1LG
Barrow-In-Furness	Ormsgill Family Centre	Millstone Avenue		LA14 4BP
Barrow-In-Furness	Priory Grove	Friars Lane		LA13 9NP
Barrow-In-Furness	The School House	Redoak Avenue	2	LA13 0LE
Barrow-In-Furness	Sowerby Wood Highways Depot	Bouthwood Road		LA14 4RD
Barrow-In-Furness	Unit 35 – Trinity Enterprise Centre	Ironworks Road		LA14 2PG
Barrow-In-Furness	Unit 52 – Trinity Enterprise Centre	Ironworks Road		LA14 2PG
Barrow-In-Furness	15 Tyne Road	15 Tyne Road		LA14 3NA
Brampton	Brampton Library	Market Place	1-2	CA8 1SW
Caldbeck	Fellside Centre	Fellside Mansion		CA7 8HA
Carlisle	School Library Service	Botchergate	147	CA1 1RZ
Carlisle	Fire Service 'C' Divisional HQ	Brunswick Street	11-13	CA1 1PB

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Carlisle	Carlisle Day Care Centre	Carleton Road		CA1 3DP
Carlisle	8 Chapel Street	Chapel Street	8	CA1 1JA
Carlisle	Garden Linx	Richardson Street Cemetery		CA2 6AA
Carlisle	The Grange – Children’s Home	Wood Street	12-16	CA1 2SF
Carlisle	Cumbria Records Centre	Lord Street	130	CA1 1TB
Carlisle	Carlisle West Children’s Centre	Morton Manor, Wigton Road		CA2 6JP
Carlisle	19 Victoria Place	Victoria Place	19	CA1 1EJ
Carlisle	80 Warwick Road	Warwick Road	80	CA1 1DU
Carlisle	9 Warwick Street	Warwick Street	9	CA3 8QW
Cleator Moor	27 Cragg Road	Cragg Road	27	CA25 5PR
Cockermouth	Cockermouth Adult Training Centre	Town Hall, Market Street		CA13 9NP
Cockermouth	Cockermouth Fire Station & HQ	Station Road		CA13 9PR
Dalton-In-Furness	Dalton-In-Furness Fire Station	Butts Beck		LA15 8EP
Dalton-In-Furness	Dalton-In-Furness Library	Nelson Street		LA15 8AF
Dalton-In-Furness	Welfare Centre	Chapel Street		LA15 8DA
Distington	The Old School	Main Street		CA14 5UJ
Distington	Woodlands – Bungalow No.1	Harrington Road		CA14 4PH
Distington	Woodlands – Bungalow No.2	Harrington Road		CA14 4PH
Frizington	Frizington Library	Main Street		CA26 2DH
Gosforth	Gosforth Library	Public Hall		CA20 1AS
Kendal	27 All Hallows Lane	All Hallows Lane	27	LA9 4JH
Kendal	Kendal County Hall – Education Garage	Stricklandgate		LA9 4RQ
Kendal	Kendal County Hall – Trading Standards Garage	Stricklandgate		LA9 4RQ
Kendal	Kendal Children’s Home	Sedbergh Drive	3	LA9 6BJ
Kirkby Lonsdale	Kirkby Lonsdale Library	Chapel Street		LA6 2AL
Kirkby Stephen	Kirkby Stephen Fire Station	Christian Head		CA17 4HA
Longtown	Longtown Library	Lochinvar Centre		CA6 5UG
Maryport	Parkside EPH	Netherhall Road		CA15 6NT
Milnthorpe	Milnthorpe Library	The Square	19	LA7 7QJ
Penrith	Penrith Library	Market Hall		CA11 7YA
Sedbergh	Sedbergh Fire Station	Long Lane		LA10 5AL
Sedbergh	Sedbergh Library	Main Street		LA10 5BN
Shap	Shap Library	The Old Courthouse, Main Street		CA10 3NL
Silloth	Silloth Library	Liddle Street		CA5 4DD
Staveley	Staveley Fire Station	The Green		LA9 9JF
Thornhill	Thornhill Library	Thornhill Primary School, Ehen Road		CA22 2SJ
Ulverston	6 Cross Street	Cross Street	6	LA12 7LG
Ulverston	Unit 1, Lightburn Industrial Estate	Lightburn Industrial Estate		LA12 7NE

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Ulverston	Ulverston Respite Care Centre	Hart Street	23	LA12 7HY
Whitehaven	Kells Library	High Road, Kells		CA28 9PG
Whitehaven	Whitehaven Registrars	College House, Flatts Walk		CA28 8JG
Whitehaven	Richmond Annexe	Catherine Street		CA28 7QX
Wigton	Wigton Registrars	Station Road		CA7 9AJ
Wigton	Wigton Public Swimming Baths	Stony Banks Lane		CA7 9AT
Workington	149 Harrington Road	Harrington Road	149	CA14 2UP
Workington	Lillyhall Highways Depot	Joseph Noble Road, Lillyhall Industrial Estate		CA14 4JH

SCHOOLS

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Barrow in Furness	Ormsgill Primary School	Millbank		LA14 4AR
Barrow in Furness	South Walney Junior School	Amphitrite Street, Walney		LA14 3EG
Barrow in Furness	Bram Longstaffe Nursery School	Island Road		LA14 2RN
Barrow in Furness	Hindpool Nursery	Bath St		LA14 5TS
Carlisle	Brook Street Primary School	Edward Street		CA1 2JB
Carlisle	Petteril Bank Primary School	Burnett Road		CA1 3BX
Carlisle	Plumbland CE School	Parsonby, Aspatria		CA5 2DQ
Carlisle	Raughton Head CE School	Raughton head		CA5 7DD
Carlisle	Upperby Primary School	Uldale Road		CA2 4JT
Cleator	Ennerdale and Kinniside CE Primary School	Ennerdale		CA23 3AR
Cockermouth	St Bridget's CE School	Brigham		CA13 0TU
Frizington	Arlecdon Primary School	Arlecdon Road		CA26 3XA
Kirkby Stephen	Kirkby Stephen Primary School	Nateby Road		CA17 4AE
Maryport	Allonby Primary School	Allonby		CA15 6QG
Millom	Captain Shaw's CE School	Main Street, Bootle		LA19 5TG
Millom	Thwaites School	Hallthwaites		LA18 5HP
Penrith	Greystoke School	Greystoke		CA11 0TP
Penrith	Kirkoswald CE School	Kirkoswald		CA10 1EN
Penrith	Milburn School	Milburn		CA10 1TN
Penrith	Temple Sowerby CE School	Temple Sowerby		CA10 1RZ
Ulverston	Low Furness CE Primary School	Church Road, Great Urswick		LA12 0TA
Wigton	Fellview Primary School	Caldbeck		CA7 8HF
Wigton	Wigton Infant School	Longthwaite Road		CA7 9JR
Workington	Derwent Vale Primary and Nursery School	Great Clifton		CA14 1WA

Appendix

3

**Schedule 3 –
Properties where no
ACMs are present on
site**

**EITHER DUE TO AGE OF BUILDING OR BECAUSE THERE IS DOCUMENTARY
EVIDENCE THAT ASBESTOS CONTAINING MATERIALS WERE NOT USED IN
CONSTRUCTION OF THE PROPERTY**

PROPERTIES OTHER THAN SCHOOLS

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Carlisle	Botcherby Family Centre	Ennerdale Avenue, Botcherby		CA1 2TS
Ulverston	Ulverston Respite Care Centre	Hart Street	23	LA12 7HY

SCHOOLS

Location	Building Name or Street Name where no name	Street	Street No.	Post Code
Workington	Victoria Junior School	Victoria Road		CA14 2RE

APPENDIX 4 - ASBESTOS EXPOSURE RECORD FORM

This form should be completed and attached to a CCC Accident/Incident Form where an exposure is likely to have occurred e.g. A) use of manual or power tools on ACMs, B) work that leads to physical disturbance (knocking, breaking, smashing) of an ACM, C) known disturbance of ACMs or asbestos containing debris, D) other work in areas where asbestos fibres are known or strongly suspected to have been present in the air in quantity sufficient to cause damage to health.

PLEASE NOTE - There is no requirement to record work in area with damaged asbestos or asbestos debris that are not covered by A) – D) above

Copies of the exposure form and the related accident/incident form must be uploaded to ESafety (for those with access) or sent to the Corporate Health & Safety Team. healthandsafety@cumbria.gov.uk They will record the incident on the Council's accident database and, in the case of Council employees exposed, will arrange for secure storage of the exposure records by our occupational health provider for a minimum period of 40 years.

In some circumstances exposure as indicated above will be deemed to be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Senior Health, Safety & Wellbeing Manager will review any exposure records received, determine whether reporting under RIDDOR is a requirement, and, where appropriate, make the required report.

A further copy should be issued to the person exposed.

The person named below may have been exposed to airborne asbestos dust in the course of his/her work. The circumstances are detailed below for record purposes.

QD Ref (Where relevant – ESafety Portal Users)			
Name:		Date of birth:	
Directorate / service::		Job Title:	

Area where incident occurred:

Description of events:

Date of exposure:		Time:		Duration:	
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Activity at time of exposure:

Respiratory protective equipment in use: Yes/No

Nature of product: Insulation/Gasket/Cement/Insulation board/Spray coating

Type of asbestos: Brown/Blue/White/Other (specify)

Air Test/Analytical result attached: Yes/No

Witnesses:

(Name /Directorate/ service):

Copy to be sent to Corporate Health & Safety Team for entry on incident database, reporting under RIDDOR where required, and forward to occupational health provider in the case of employees.

Copies to be issued to person exposed, and

Note: This form must be retained for a period of at least 40 years by Occupational Health provider