**Asbestos Policy - Process and Procedure Review**

1. **Introduction**

This tender opportunity is for an accredited asbestos specialist to carry out an independent review of the policy and procedures adopted by Bristol City Council (BCC) Landlord Services, in respect of:

* The control of Asbestos Regulations 2012 (CAR)and L143 (Second Edition) 2013 “Managing and working with asbestos”

The aim is to review BCC’s approach to Managing and Working with Asbestos, to establish if it sufficiently fulfils its legal obligations to its employees, tenants, contractors, and members of the public, that may enter any of the premises owned and managed by BCC for the purpose of providing homes.

1. **Overview**

Bristol City Council (BCC) is the local authority of Bristol, England. The Council keeps its own

housing stock and currently holds and manages around 27,000 homes across the city.

The brief in summary extends to provide independent external validation that BCC is compliant with the control of Asbestos Regulations 2012 and its own policy and procedural documentation is fit for purpose.

1. **Scope of Review**

It is anticipated that the review will be a desk top exercise, however it may be beneficial for the appointed consulted to complete observational work on site of works in progress, that are associated with the asbestos policy and procedure.

**Exclusions -** All other BCC premises (such as offices, shops, stores, etc.) managed by BCC’s Corporate Property Services, Facilities Management or Building Practice teams are not within the scope of this policy or this review.

1. **Review Timescale**

The required timescale to complete the review is eight weeks, from the agreed start date, following contract award. During the period of the review the appointed consultant will be required to provide fortnightly progress updates, identifying progress against the key stages, and additional information or clarification that be required, and highlight any possible areas of concern.

On completion of the review, the appointed consultant shall be required to produce a full written report covering all the required areas and present a power point presentation to key BCC staff, illustrating the key findings, issues, and any recommendations.

1. **Payment**

Considering the short duration of the review period, payment will be made on completion of the review. 60% shall be certified for payment on receipt of the draft final report with the balance being released on receipt of the full report, and after the formal presentation of the key findings and recommendations.

1. **Consultants experience**

It is essential that consultants are experienced in the interpretation and application of the Health and Safety at Work Act 1974, and The Control of Asbestos Regulations 2012 (CAR) along with any other supporting legislation. Consultants should be familiar with best practice and any guidance issued by the HSE.

Consultants must be able to evidence a proven track record in the auditing and review of asbestos policy and procedure relevant to a large social housing provider.

1. **Quality Assurance**

Consultants should be part of a UKAS accredited company holding current ISO 17020 and ISO 17025 accreditations.

Certification to ISO 9001 is beneficial but not a requirement.

It is also preferable but not essential that the appointed consultant is a current member of UKATA (UK Asbestos Training Association)

1. **Documents to be provided**

Appendix 1: Asbestos Policy

Appendix 2: Asbestos Management Plan

Appendix 3: Asbestos Arrangements

The Asbestos policy, Asbestos Management Plan (AMP, and Asbestos arrangements documents set out BCC’s Housing Landlord Services approach to managing the risks from ACMs throughout its housing stock. The policy, AMP and arrangements documentation applies to all dwellings, communal areas and land managed by BCC HLS (all Council houses, flats, blocks, bin stores, laundries, plant rooms, community rooms, etc...).

1. **Requirements for the independent review of the BCC compliance position**

**9.1 Asbestos Policy, Asbestos Management Plan (AMP) and Asbestos Arrangements.**

1. To review the BCC Asbestos Policy and associated documents for compliance with the requirements of the Control of Asbestos Regulations 2012 and supporting approved codes of practice.
2. Provide a report detailing areas of compliance, good practice and highlight areas of non-conformity or areas that may need to be improved upon, providing guidance and any action that may be required to become fully compliant.
   1. **Asbestos register**
3. Review the asbestos register, to ensure it is presented in a suitable format, that it is up to date and in a format that allows the active management of any asbestos, or presumed asbestos containing materials to be managed and shared.
4. Review of record keeping data control and validation procedures
   1. **Asbestos data management and IT systems**
5. Accuracy of asbestos information contained within the Asset Management data base.
6. Identify whether legal or organisational requirements are being met; identify areas for potential improvement of the management system and ensure responsibilities have been identified and clear understanding of duties are established.
   1. **Asbestos management reporting**
7. Validate the process and procedure used to collate and produce the TSM’s reportable to the Regulator for Social Housing.
8. Review the re-inspection programmes approach and frequency.
9. Validate and review internal data sets and the reports that are produced for content and accuracy.
   1. **Approach to surveys, remedial works and removals in communal areas and dwellings: -**
10. Review of asbestos management plans for the buildings identified as having in scope areas, and compliance with BCC’s duty under Regulation 4, "Duty to manage asbestos in non-domestic premises", Control of Asbestos Regulations 2012, to produce a written Asbestos Management Plan (AMP).
11. Review of the approach taken to reduce the number of buildings requiring management surveys, as deemed out of scope, and provide recommendation’s detailing how positive assurance can be provided that, these buildings have correctly been removed from the management survey programme. (programme of in scope residential buildings reduced from circa 3,200 to circa 600)
12. BCC Staff structure and roles; assessing competency and qualifications of BCC staff and external suppliers, relevant to management, testing and removal of asbestos.
13. Review site monitoring and inspection records.
14. Provision of asbestos related information for BCC employees and external contractors
15. Process and procedure for sharing information with BCC employees.
16. Process and procedure for sharing information with external contractors. (Planned maintenance, Voids and reactive repairs)
17. Procedure and process licensed removal
18. Procedure and process for non-licensed removal
19. Training and competency records for site and contractor personnel.
20. Review of the process for the collection and transfer of information from delivery teams to Asset Management, and the updating of the register following refurbishment/demolition surveys and remedial works.