



FIT 3 Asbestos Questionnaire

'Duty to manage'

DUTY TO MANAGE ASBESTOS

Asbestos-related disease accounts for over **3,500 deaths** each year, creating what is the UK's biggest single cause of work-related deaths. Although the use of asbestos has been banned, much of the material still exists, particularly in buildings. This legacy retains the potential to kill those who are unknowingly exposed to the fibres in their day-to-day work, or those who choose to ignore the controls that provide effective protection during work with asbestos.

Of the approximately 3,500 people currently dying each year from such diseases, 25% have once worked in the building and maintenance trades and often would have worked unknowingly on or near to asbestos containing materials (ACMs). Whilst virtually all other activities involving potential exposure to asbestos have now ceased, our evidence suggests that this vulnerable group is still at considerable risk from unknowing exposure to asbestos. It has been reported that asbestos-related deaths were in excess of 4,000 in the year 2000. It is expected that this figure will continue to rise until 2015.

The Occupational Safety and Health Division of Warwick District Council aims to raise the awareness of the risks associated with asbestos within these vulnerable worker groups who may encounter asbestos during their work activity, and to remind duty holders of their legal duties under the 'duty to manage' regulation of the *Control of Asbestos at Work Regulations 2002*. Don't forget that all those who have responsibility for the maintenance and/or repair of non-domestic premises have duties under this regulation.

We would be grateful if you would complete the attached questionnaire. If you require any advice or information to complete it, please contact the Occupational Safety & Health Team on: **01926 456712**

Thank you for your assistance.

Questionnaire

Name of Proprietor

Name/Address of Business

No of Employees

Full-time _____

Part-time _____

Total _____

YOUR BUSINESS

Q1 What type of Business Premises do you occupy, manage or have responsibility for?

- | | |
|--|---|
| <input type="checkbox"/> Retail shop (non food) | <input type="checkbox"/> Caterer (food) |
| <input type="checkbox"/> Residential care home | <input type="checkbox"/> Bank/Building society |
| <input type="checkbox"/> Department store | <input type="checkbox"/> Office |
| <input type="checkbox"/> Warehouse | <input type="checkbox"/> Garage/workshop |
| <input type="checkbox"/> DIY store | <input type="checkbox"/> Launderette |
| <input type="checkbox"/> Pub/Club, Café, Restaurant | <input type="checkbox"/> Place of worship |
| <input type="checkbox"/> Place of sport, entertainment, recreation | <input type="checkbox"/> Other (please specify) |
- _____

DUTY HOLDER

Q2a Who is responsible for maintaining and repairing the premises which you occupy?

Name: _____

Address: _____

Telephone No: _____

Q2b Is the above:

- | | | |
|---|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Occupier | <input type="checkbox"/> Head Office |
| <input type="checkbox"/> Landlord | <input type="checkbox"/> Tenant | <input type="checkbox"/> Multi Agency |
| <input type="checkbox"/> Other (please specify _____) | | |

DUTY TO MANAGE ASBESTOS CONTAINING MATERIAL (ACM)

Q3a Is any asbestos/asbestos containing material present at your premises?

- Yes Don't know
- No (please state reason) _____

Q3b When was the premises which you occupy built?

- Before 01/01/1999 After 01/01/1999

Q3c Are you aware about the Duty to Manage asbestos?

- Yes (Go to question 4) No (Go to question 16)

Q4 How did you learn about this duty?

- Training (state type) _____ HSE leaflets
- Control of Asbestos at Work Regs 2002 and Code of Practice Safety Officer
- Other (Please specify) _____ Mail shot

Q5 What action has been taken to comply with this new duty?

- Desktop Exercise – Identification of building materials used
- Inspection to check damage and disturbance in building
- Written Inspection Report of damage and disturbance in building
- Survey
- Planned Survey
- No action taken (please state reason) _____

ASBESTOS MANAGEMENT

Q6 Has an asbestos survey been undertaken within your premises?

- Yes (go to question 7) No (go to question 10)

Q7 What type of survey was undertaken?

- Presumptive Survey carried out by duty holder - all building materials are presumed to contain asbestos (except materials that clearly do not contain asbestos, eg glass, wood).

- Survey undertaken by qualified asbestos surveyor who has checked and confirmed whether or not the materials have asbestos in them.

Q8 Are the findings of the survey recorded?

- Yes No (please state reason)

Reason: _____

Q9 Does the survey include a material assessment and a priority assessment?

- Yes
 No (please state reason) _____

(The material assessment looks at the type and condition of the asbestos containing material and the ease with which it will release fibres if disturbed).

(The priority assessment looks at the likelihood of someone disturbing the asbestos containing material).

Q10 How is maintenance/building work on the premises controlled so that contractors do not unknowingly work on Asbestos Containing Material?

- Permit to work
 Asbestos Register checked
 Risk Assessment undertaken
 Only Licensed Contractors used
 Sample of material analysed prior to work
 Asbestos Containing Materials are labelled
 No systems in place
 Other method used (please state)

Q11 Is there a long term management plan for managing Asbestos Containing Material in your premises?

- Yes (Please attach a copy)
 No (Please state your reason) _____

Q12 What other controls do you have in place to manage Asbestos Containing Material on your premises? If no controls are present, go to Question 13a.

- Staff Training
 Restrict access to room if asbestos present
 Monitor condition of asbestos / asbestos containing material
 Left intact, encapsulated and labelled (as in good condition)
 Remove
 Repair

- Asbestos register kept on site
 Other (Please specify) _____

Q13a Has any Asbestos Containing Material been encapsulated, repaired and/or removed from your premises?

- Yes (go to question 13b)
 No (go to question 14)

If **yes**, please list item(s) that were removed

Q13b Was a licensed asbestos removal contractor used?

- Yes
 No

If **yes**, please state company name and address of the contractor

Name: _____

Address: _____

Q14 Are arrangements in place to monitor and review the Asbestos Containing Materials and the management plans?

- Yes (state frequency) _____
 No (state reason) _____

TRAINING ARRANGEMENTS

Q15 Has training been provided to staff about the Duty to Manage Asbestos?

- Yes No To be provided

If yes, who was the training provider?

Name: _____

Address: _____

Telephone number: _____

If **no**, state your reason _____

ASBESTOS TRAINING

Q16 Would you be interested in attending a **FREE** half day training session with **Warwick District Council** so that we can raise awareness about the new 'Duty to Manage' asbestos?

Yes No

If **no**, state your reason then Go to Question 17:

Reason:

If **yes**, please provide contact details below:

Name: _____

Address: _____

Telephone No: _____

Number of delegates: _____

FEEDBACK

Q17 How useful did you find the attached Asbestos Information Leaflet?

Very Useful Useful Not useful

State reason:

Your comments:

**PERSON COMPLETING THIS QUESTIONNAIRE, PLEASE PROVIDE DETAILS BELOW:
(OPTIONAL)**

Your name: _____

Address: _____

Position: _____

Telephone No: _____

Your company Email address: _____

Thank you for completing this questionnaire. Please return it to us in the envelope provided.