

WORK PRACTICE GUIDES

DATE: July 07

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GUIDE No. 10 SCHEDULE FOR REINSPECTING BUILDINGS FOR HAZARDOUS MATERIALS

1. PURPOSE

Buildings and grounds that have been found to contain hazardous materials need to be reinspected to be aware of defects in the condition of these materials and the need for corrective steps to be taken.

Examples of relevant aspects are:

- Lead based paint is peeling;
- Asbestos cement cladding is cracked;
- Asbestos cement fragments are on the surface of the grounds or footpath verges; and
- Labels have peeled off.

The reinspection programme is a routine observation. Recommendations are provided in this procedure.

2. RESPONSIBILITIES

- Building maintenance contractors
- Churchwardens, Parish Councillors, Administrators, property maintenance personnel

3. PROCEDURES

When to reinspect?

Reinspection needs to take place under the following circumstances.

- At least every three years or sooner if risk of a hazard existing is known. If a hazard exists then reinspection would be immediate.
- Likely hazards that can occur are shown in the hazardous materials audit report. The most likely ones are:
 - ⊕ Asbestos cement cladding is cracked, damaged or a piece has come away;
 - ⊕ Lead based paint is coming away from the surface;
 - ⊕ Asbestos cement fragments found on grassed areas, verges along site footpaths in front of your site.
- On completion of a building refurbishment programme your site's hazardous materials

register needs to be updated. This will require the changes that have been made to be added to your copy of the register and also advised to the Property Trust.

- Photographs of the work completed are a most useful way of documenting the changes that have occurred. The date recorded on these again helps to record the essential information that is relevant.