

Report to: Cabinet
Date of meeting: 23rd July 2014
Report of: Ian Browne:- Section Head Of Resilience & Facilities Management,
Democracy & Governance
Title: Asbestos Removal Works Under:-
HSE Control Of Asbestos Regulations 2012

1.0 **SUMMARY**

- 1.1 This report asks Cabinet to note that an exemption to the Contract Procedure Rules has been agreed by the Managing Director and the Head of Democracy and Governance in relation to the procurement of a contractor to undertake asbestos removal work at the Town Hall and Wiggshall Depot.
- 1.2 There are several areas of the Town Hall containing loose or degraded asbestos materials requiring immediate removal. These areas are as follows.
The roof space, The Basement Plant Rooms and the Utilities Riser Ducts.
It should be noted that whilst none of these areas are in daily use by the staff or visitors to the Council these are areas where frequent inspections are made by Facilities Management and their appointed contractors in order to maintain the property. Until such times as the removal programme has been completed the areas have been placed under strict access control measures.
- 1.5 There are also areas of contamination requiring removal at Wiggshall Depot. Again the areas have been placed out of general access until such times as the area is cleared. The council has a duty to remove this contamination as the results of the survey were known prior to handover of the site to Veolia Environmental Services.
- 1.6 The above works will be carried out in strict accordance with regulatory requirements and a programme has been devised with a specialist contractor that will manage the removal in order of priority.
The Town Hall works being scheduled to commence on 21st July 2014 to 9th September 2014
Works required to Wiggshall depot will be agreed with the site operator in order to minimise any service disruption.
- 1.7 The total cost of these works is valued at £80k, the budget for these works has been identified and allocated through existing budgets
- 1.8 Quotations for these works were sourced from specialist providers in order to comply with Council procurement processes. Of the Companies approached only one returned a priced document.
- 1.9 Due to the nature and urgency of the works an application was made to the Managing Director and the Head of Democracy & Governance for a procurement exemption to avoid the need to seek a re-procurement due to only receiving back one tender. Under the contract procedure rules if an exemption is given it needs to be reported to the next Cabinet meeting.

1.10 It was deemed that seeking additional quotations through a second procurement process would only serve to delay matters further. The benefits of a possible financial saving being minimal due to the specialist nature of the works therefore do not outweigh the risks of non compliance with statutory legislation.

2.0 **RECOMMENDATIONS**

2.1 That Cabinet note that an exemption to the Contract Procedure Rules has been given.

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Report approved by: Carol Chen, Head of Democracy & Governance

3.0 **DETAILED PROPOSAL**

3.1 It has become apparent that many years ago there were alteration works carried out to the Town Hall and other properties that involved the removal and replacement of plant and equipment. Associated with these works was the removal of various materials that were manufactured using asbestos. The removal works carried out at that time do not appear to have been conducted with the necessary precautions required for asbestos related materials. This has resulted in the areas identified below having been left in an unsafe condition for operational staff. This report details the required procurement of a specialist contractor for the safe removal of said materials within The Town Hall and Wiggshall Depot. The materials have found to contain Amosite, Chrysotile and Crocidolite Asbestos.

These works are therefore required to be completed with utmost urgency due to the nature of the contaminants and the health risks associated with persons being exposed to such materials.

3.2 The services provided will deliver the assets into a safe and manageable condition for the personnel charged with maintaining the buildings concerned.
The following works are proposed.

Town Hall Asbestos Contaminated Areas

Roof Space.

Environmental Clean Of Roof Space under fully controlled conditions

Removal of redundant pipework and insulation under fully controlled conditions

Removal of timbers and brickwork under fully controlled conditions.

Plant Room.

Environmental Clean of entrance lobby under fully controlled conditions

Switch Room, Pump Room, Battery Room, Plenum Room, Boiler Room

Removal of asbestos and environmental clean under local & fully controlled conditions.

Riser Cupboards.

Environmental Clean under fully controlled conditions.

Wiggshall Depot Asbestos Contaminated Areas.

Old Boiler House

Environmental Clean Under fully controlled conditions

Underground Duct.

Encapsulate duct with solid mechanical seal.

Post Completion

Analytical services by independent assay to all of the above.

3.3 The programme of works has been advised as follows.

Town Hall.

Decontamination of the Roof Space 21st July to 8th August 2014

Decontamination of Plant Room & Associated Areas 11th August to 3rd September 2014

Decontamination of Riser Cupboards 4th September to 9th September 2014

Wiggenhall Depot.

Dates have yet to be agreed with the site operator.

3.4 Compliance with Legislation.

All the works required will be carried out in accordance with the Health And Safety Executive Control Of Asbestos Regulations 2012

4.0 **IMPLICATIONS**

Possible implications are listed below.

4.1 **Financial**

4.1.1 The Shared Director of Finance comments that the costs can be contained within the existing approved budgets.

4.2 **Legal Issues** (Monitoring Officer)

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4.2.1 The Head of Democracy and Governance comments that the requirements of the Contract Procedure rules are that if an exemption is granted by the Managing Director and Head of Services it has to be reported to the next available Cabinet meeting. In view of the nature of the works it was considered appropriate to give an exemption in the circumstances

4.3 **Equalities**

There are no known equalities issues related to this particular matter.

4.4 **Potential Risks**

The buildings concerned are high occupancy high use facilities. There are numerous items of specialist plant and equipment located in the areas of concern which at present have been placed out of bounds for safety reasons unless strict access controls are met. This has a major compounding impact on the ability of the

responsible persons to maintain the building in accordance with other legislation. There is potential for buildings having to be closed as a result of non compliance.

Potential Risk	Likelihood	Impact	Overall score
<i>Contractor Not Appointed</i>	1	4	4
<i>Statutory Building Compliance Checks Not done</i>	4	4	16
<i>Costs increased</i>	3	4	12
<i>Repairs Service Not delivered</i>	1	4	4
<i>Buildings have to be closed.</i>	2	4	8
<i>Those risks scoring 9 or above are considered significant and will need specific attention in project management. They will also be added to the service's Risk Register.</i>			

4.5 **Accommodation**

4.5.1 There will be a requirement to facilitate the works through provision of specialist equipment. It is proposed that the contractors decontamination unit for their personnel be located in the Small Town Hall Car Park adjacent to the Council Chamber. This offers the path of least travel as required. There is also provision of power & water in this location which is essential for the decontamination unit to operate.

4.5.2 During the works there will be a number of self contained air locks to separate the contractors from the occupants. This will require segregation of some areas of the buildings but it is not envisaged that any council staff will require relocation.

4.7 **Community Safety**

4.7.1 There are no identified community safety issues relating to this contract.

Background Papers None

File Reference None

