

JOB DESCRIPTION

Job Title	Asbestos Removal (Non-licenced) Operative		
Directorate	Housing		
Reporting to	Asbestos Supervisor		
Grade	14		
Evaluation ref:	SCG1387	Job ref:	Family
Role purpose			
<p>Undertake removal of non-licenced asbestos and asbestos containing materials, in line with task sheets, and in accordance with relevant regulations and guidance.</p> <p>The role is significant in meeting the authorities' statutory obligations in relation to housing property management compliance, specifically, the management and legal requirements of asbestos.</p>			
Responsibilities			
<p>Duties include removal of and encapsulation of non-licenced Asbestos and where appropriate the reinstatement of appropriate materials. This can include, but not limited to: Floor tile removal and screeding, removal of sheds, garages, and outbuildings, (including roofing), removal and reinstate loft insulation, removal of fireplaces, removal of toilets / cisterns and the removal of kitchen storage units.</p> <p>Undertake sampling of materials and reinspect properties where existing management surveys may be required.</p> <p>Assist in void clearance and capital work streams, such as water hygiene management.</p> <p>Apply correct signage to work areas as required using the Health and Safety (Safety Signs and Symbols) Regulations 1996 and associated Guidance, HSE Guidance document L64.</p> <p>Work to key deadlines to ensure overall service performance and safety critical timeframes.</p> <p>Contribute to improvements in void delivery and overall performance by liaising with contractors and operatives.</p> <p>Contribute to capital works projects that relate to housing improvements, achieving efficiency and aids control to deploy the skilled resource.</p> <p>Work to strict deadlines and frequently changing circumstances and priorities, liaising with other trades to complete small and large projects.</p>			

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Work closely with stakeholders to ensure properties are made safe, with regards to asbestos, before other trades enter.

Liaise with wider housing teams to organise and manage workloads effectively, ensuring that all performance and customer standards are met.

Work closely with tenants to ensure they understand the tasks that are being undertaken, explaining technical details in simple terms.

Support, coach and assist other less experienced colleagues and apprentices.

Comply with The Control of Asbestos Regulations 2012 (CAR) and associated Approved Code of Practice L143 Managing and working with asbestos. Management of Health and safety at Work Regulations 1999, Construction Design Management Regulations 2015.

Complete compliance records accurately, for example, Waste Transfer Notes.

Impact

Failure to carry out this role could lead to the following:

- Death or serious injury to a resident, contractor, employee or other, due to non-compliant property/building.
- Criminal/Civil Prosecution - due to non-compliant property/building. The Council would be liable as a corporate entity for any failings in its responsibility to Health and Safety legislation.
- Financial loss due to inability to let a property, indirect service users refusing to use facilities. Asbestos is a Hazardous substance, recognised under COSHH regulations, with no minimum exposure limit. This means that any materials containing asbestos in a building, needs to be managed and handled in an appropriate manor in line with legislation and guidance.
- Insurance – higher premiums or inability to obtain insurance as not all costs can be insured. Failure to manage legal responsibilities cannot be insured against, inability to demonstrate effective control of asbestos in buildings controlled by the business could both invalidate held insurance and lead to higher premiums.
- Publicity – poor public opinion, from the inability to demonstrate effective health and safety management.

In addition, if the re-letting of void properties are delayed, this will affect potential tenants being housed and loss of revenue to the Council.

There will be exposure to hazardous substances and therefore a 'Fit 4 Work' assessment may be required.

Routine 'Face Fit' Testing and Training must be carried out a minimum of every 2 years.

Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council to undertake the duties of the role.

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	Essential	Desirable	
Knowledge			
A working knowledge and understanding of Asbestos, the hazards and risks associated with asbestos and an understanding of the materials that can contain asbestos.	X		
Knowledge of safety signage relating to asbestos removal.		X	
Knowledge of task sheets, risk assessments and method statements.		X	
Experience			
Experienced in all areas of Asbestos removal, including setting up a safe working site.	X		
Experienced in using correct PPE and RPE. This can include the requirement to be clean shaven to use appropriate RPE.		X	
Qualifications / Registrations / Certifications			
Hold a non-licensed (Cat B) asbestos removal certificate (Annually updated).	X		
Health surveillance (Updated every 3 years).	X		
Asbestos awareness experience and training.	X		
BOSH P402 Surveying and Sampling Certification.		X	
Skills			
Communicate verbally and in writing to all stakeholders.	X		
Ability to understand written guidance and instructions relating to Asbestos removal.	X		
Ability to drive a long wheelbase van.	X		
Ability to follow task sheets as designated by Health and Safety Executive.	X		
Experience in using Microsoft programmes, including Outlook and Teams.		X	
Working Conditions			
Working conditions can be poor and may encounter working in confined spaces or at height.			

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A significant part of the role involves working away from the office in all weathers when safe to do so. The types of building will vary from flats, houses, sheltered housing schemes, offices, depots, and municipal buildings..

Conditions of some of the housing stock can present an unpleasant experience with cleanliness, aggressive tenants, drug paraphernalia, furnishings, pets etc.

Lone and team working a necessity of the role.

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

Corporate Responsibilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: July 2025