



**Policy Title: Asbestos Management Policy & Plan**  
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**Version Control and Amendment Log**

Version No.	Date	Author	Description of change(s)
v0.1	18/05/2022	L Buchanan	Review of existing Asbestos Management Policy & Introduction of Asbestos Management Plan consolidated into one document

**The Asbestos Management Policy & Plan to be issued to the following departments/persons electronically:**

- Director
- Management Committee (for approval)
- Head of Development
- Head of Housing and Neighbourhood Services
- Repairs Services Manager
- Concierge Manager
- C&R Manager
- Factoring Manager
- Responsive Contractor & Approved Contractors

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## Asbestos Policy

### **POLICY ON THE MANAGEMENT OF ASBESTOS AND ASBESTOS CONTAINING MATERIALS**

#### Section1 – Policy Statement

Southside Housing Association recognises that exposure to respirable asbestos fibres has the potential to cause serious and irreversible disease. It will, however, be necessary to periodically remove or maintain asbestos containing materials (ACM's).

It is the policy of Southside Housing Association to prevent the exposure of our customers, employees, contractors and any other persons to asbestos fibres. Where this is not possible, for example, during removal of asbestos containing materials, then it is our policy to reduce that exposure to the lowest level that is reasonably practicable.

The Asbestos Management Plan is intended to provide the processes and guidance to ensure this policy is effectively implemented and monitored.

Southside Housing Association, so far as is reasonably practicable, will ensure that the health and safety of all our staff and other persons is not put at risk from exposure to asbestos fibres.

It is the responsibility of all employees engaged on SHA properties to be familiar with the procedures contained within the Asbestos Policy & Management Plan and to comply with these:

- Procedures
- Current legislation
- Official guidance and good practice.

Persons with specific responsibilities with respect to the management of asbestos are identified in Appendix 1

Southside Housing Association have historically completed a proportion of asbestos surveys to all non-housing stock and a sample of housing stock buildings and sites under their responsibility, including domestic premises. The findings of the surveys are available via hardcopy asbestos reports, in electronic database records, and within property logs at each establishment in the case of offices, concierge sites, community spaces and supported accommodation sites where a third party agency occupies the premises.

As of 2022 a full review of the current procedures, property status, historical survey data and compliance with current guidance and legislation has been completed. The Association has identified the need for improvements in the way it manages asbestos and associated works and has compiled an Asbestos Management Plan which identifies the required actions and allocates tasks and responsibilities to relevant management posts. The Asbestos Management Plan has been updated with a focus on achieving full compliance throughout the Association

This policy and management plan forms the basis of Southside Housing Association's arrangements for satisfying the relevant legislation and is in keeping with the statements contained within the association's Health & Safety Policy Arrangements for Asbestos and the association's Asbestos Guidance Notes.

It applies to all properties managed by Southside Housing Association and will be reviewed annually or as changes in legislation, best practice and/or guidance dictate.

Southside Housing Association's survey programme will form the basis of the asbestos register.

1. The asbestos register will be regularly reviewed and kept up to date where any asbestos treatment and/or removal works have taken place.
2. Ensure an appropriate refurb/demolition strategy is in place.
3. Use only UKAS accredited asbestos consultancies for surveying, air testing and analysis.
4. Implement an effective management strategy e.g. encapsulation, labelling, inspection, removal.
5. Ensuring all contractors and subcontractors are provided with adequate asbestos information
6. Ensure Licensed Contractors and/or Sub Contractors carry out ALL Asbestos Licensable Works and Competent Contractors carry out ALL Asbestos Minor Works

Signed:

Designation: Chairperson

Date:

Signed:

Designation: Director

Date:

## Section 2 – Background

### What is Asbestos?

Asbestos is a term used for the fibrous forms of several naturally occurring silicate minerals. The three main types of asbestos which have been commercially used are:

- **Crocidolite** (often referred to as 'blue asbestos')
- **Amosite** (often referred to as 'brown asbestos')
- **Chrysotile** (often referred to as 'white asbestos')

Other forms of asbestos are also found, but are much less common:

- Fibrous Actinolite, fibrous Anthophyllite and fibrous Tremolite.

Analysis may detect the presence of these materials especially in very specific materials e.g. composite flooring ("Linotol" – Magnesium Oxychloride containing Anthophyllite).

The six naturally occurring asbestos minerals are divided into two sub-groups:

- **Serpentines** (Chrysotile) and
- **Amphiboles** (Crocidolite, Amosite, Tremolite, Actinolite and Anthophyllite).

It is important to remember that the colours noted (and commonly used) are not a reliable indicator of the type of asbestos, and laboratory analysis is always required to both confirm the presence of and type of asbestos within a material.

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in. Past exposure to asbestos currently kills over 5,000 people a year in Great Britain, and workers who currently carry out building maintenance and repairs/refurbishment are particularly at risk.

There is usually a long delay between first exposure to asbestos and the onset of disease. This can vary from 15 to 60 years. Only by preventing or minimising these exposures now can asbestos-related disease eventually be reduced.

It is now illegal to use asbestos in the construction or refurbishment of any premises, but many thousands of tonnes of it were used in the past and much of it is still in place.

Any buildings built or refurbished before the year 2000 may contain asbestos. As long as the asbestos-containing material (ACM) is in good condition, and is not being or going to be disturbed or damaged, and is effectively managed there is negligible risk. However, if it is disturbed or damaged, it can become a danger to health, because people may breathe in any asbestos fibres released into the air.

**Asbestos Related Diseases:**

- **Asbestos Warts** – caused when the sharp fibres lodge in the skin and are overgrown, causing callous-like growth which are benign;
- **Pleural Plaques** – discrete fibrous or partially calcified thickened areas when can be seen on X-rays of individuals exposed to asbestos. They do not become malignant nor normally cause any lung impairment;
- **Diffuse Pleural Thickening** – similar to above and can sometimes be associated with asbestosis. Usually no symptoms shown, but if extensive can cause lung impairment;
- **Asbestosis** – irreversible fibrosis or scarring of the lungs in which the tissue becomes less elastic, making breathing progressively more difficult. This is an industrial disease arising from high levels of exposure to asbestos fibres, including blue, brown and white. There is no risk of asbestosis from normal levels of environmental exposure to asbestos;
- **Lung Cancer** – an increased incidence of lung cancer has been found in people who work with asbestos and research suggests that both lung cancer and asbestosis do exhibit a close response relationship. The three main types of asbestos can all cause lung cancer, but blue and brown are more dangerous than white.

**It is also important to remember that people who are exposed to asbestos fibres and who smoke are at an even greater risk of developing lung cancer than those who do not smoke;**

- **Mesothelioma** – a cancer of the inner lining of the chest or the abdominal wall. This cancer is generally shown to be due to exposure to asbestos in the workplace or to living in the same house as someone who works/worked with asbestos. The risk of Mesothelioma is not influenced by smoking. Although a threshold has not been established, evidence shows that low/short exposures to asbestos fibres, primarily from blue and brown asbestos, have resulted in this disease.

**Is there a safe level?**

The risk of developing an asbestos-related disease depends on a number of factors, including the cumulative dose received, the time since first exposure and the type and size of asbestos fibres concerned.

We are all exposed to a background level of asbestos fibres e.g. externally from erosion of rocks/mining and indoors from proximity to asbestos containing materials.

The majority of people now dying from asbestos-related diseases were exposed to asbestos during the 1950's and 1960's, when asbestos use in the UK was at its peak. Many of them were employed in the production of asbestos products and in the building trade, and were exposed to high concentrations of airborne asbestos fibres at work, often over many years. Some were exposed due to contact with dusty work clothes from asbestos workers at home. These exposures were not measured as accurately as we are able to do now, so it is not possible to compare past exposures with incidence of the diseases – there is insufficient information to deduce a 'safe' level.

Current UK regulations are such that those now knowingly working with asbestos are unlikely to develop asbestos-related diseases, provided they observe the required precautions.

**Persons at Risk**

A study carried out by Professor Peto and HSE epidemiologists in 1995 showed that the largest single group of people at risk of coming into contact with asbestos was building and maintenance workers, often accidentally exposed to asbestos containing materials. This group accounts for approximately 25% of the 3,500 annual deaths from asbestos-related diseases at that time. The workers, their own employers and even those in control of the building are often unaware that asbestos was present during maintenance work.

Maintenance and building workers may have breathed in asbestos fibres during their day-to-day work with asbestos materials, or because work with asbestos was carried out near to them. Until recently, it was thought that those now dying from asbestos-related diseases were exposed to large amounts of asbestos, either regularly or during a single spell of work lasting from a few weeks to a few years. It is now thought possible that repeated low-level exposures, such as those that could occur during routine repair work, may also lead to asbestos-induced cancers. The scientific evidence on exactly what levels of exposure because disease is unclear, but we do know that the more asbestos fibres are inhaled, the greater the risk to health. That is why it is important that everyone who works with asbestos, or presumed asbestos, should take the strictest precautions.

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## Section 3 – Statutory Requirements

### What does the law require?

There are many health and safety regulations that directly or indirectly place duties on employers in relation to asbestos. The key facts of these regulations are listed below. It is important that the Employer is familiar with these.

If the Employer has followed the steps detailed in this guidance in managing asbestos containing materials within their premises, major steps will have been taken towards preventing or minimising exposure to asbestos. We will also have taken major steps towards complying with our duties under these Regulations:

- The Health and Safety at Work Act 1974 (HSWA) requires an employer to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other persons about their workplace which might affect their health and safety.
  - Section 3 of HSWA contains general duties on employers and the self-employed in respect of people other than their own employees.
  - Section 4 contains general duties for anyone who has control, to any extent, over a workplace.
- The Control of Asbestos Regulations (CAR) 2012 requires an employer to prevent the exposure of his employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. The CAR includes a regulation placing a duty on employers in occupation of premises to manage the risk from asbestos in those premises.
 

There is a duty on anyone else that has maintenance and repair responsibilities for the premises, because of a contract or tenancy, to manage those risks. The duty is supported by:

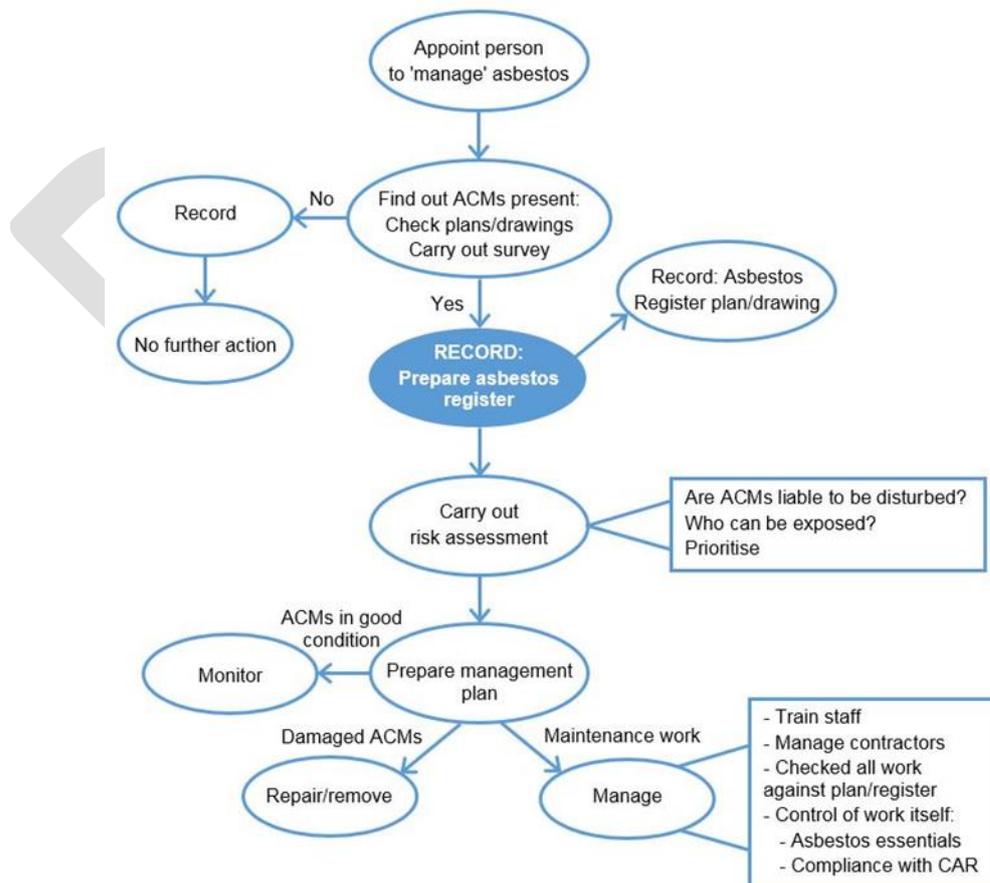
  - HSE ACOP and guidance document: L143 (2nd edition) “Managing and working with asbestos”
  - HSE guidance HSG 227 – “A comprehensive guide to Managing Asbestos in premises”
  - HSE guidance INDG223 – “Managing asbestos in buildings: A brief guide”
  - HSE guidance HSG264 – “Asbestos: The survey Guide”
  - HSE guidance HSG 247 – “Asbestos: The licensed contractors’ guide”
  - HSE guidance HSG 248 – “Asbestos: The analysts’ guide for sampling, analysis and clearance procedures”
- The Management of Health and Safety at Work Regulations 1999 require employers and self-employed people to make an assessment of the risks to the health and safety of themselves, employees and persons not in their employment arising out of or in connection with the conduct of their business, and to make appropriate arrangements for protecting those people's health and safety.
- There are duties to maintain workplace buildings/premises to protect occupants and workers under the Workplace (Health, Safety and Welfare) Regulations 1992.
- The Construction (Design and Management) Regulations 2015 require the client to pass on information about the state or condition of any premises (including the presence of hazardous materials, such as asbestos) to the Principal Designer/Contractor before any work commences and to ensure that the health and safety file is available for inspection by any person who needs the information

**Specific legal duties under Regulation 4 of the CAR 2012**

The broad requirements on employers and others are to:

- Take reasonable steps to find materials likely to contain asbestos
- Presume materials to contain asbestos, unless there is strong evidence to suppose they do not
- Make a written record of the location and the condition of the asbestos containing materials and presumed asbestos containing materials and keep it up to date;
- Provide information on location and condition of asbestos containing materials to people who may disturb them and those who occupy the premises
- Monitor the condition of asbestos containing materials and presumed asbestos containing material
- Assess the risk of the likelihood of anyone being exposed to asbestos fibres from these materials
- Prepare a plan to manage that risk and put into effect to ensure that:
  - Information on the location and condition of asbestos containing materials is given to people who may disturb them during work activities;
  - Any material known or presumed to contain asbestos is kept in a good state of repair; and
  - Any material that contains or is presumed to contain asbestos is, if necessary, because of the likelihood of disturbance and its location or condition, repaired or removed.

Duty to Manage



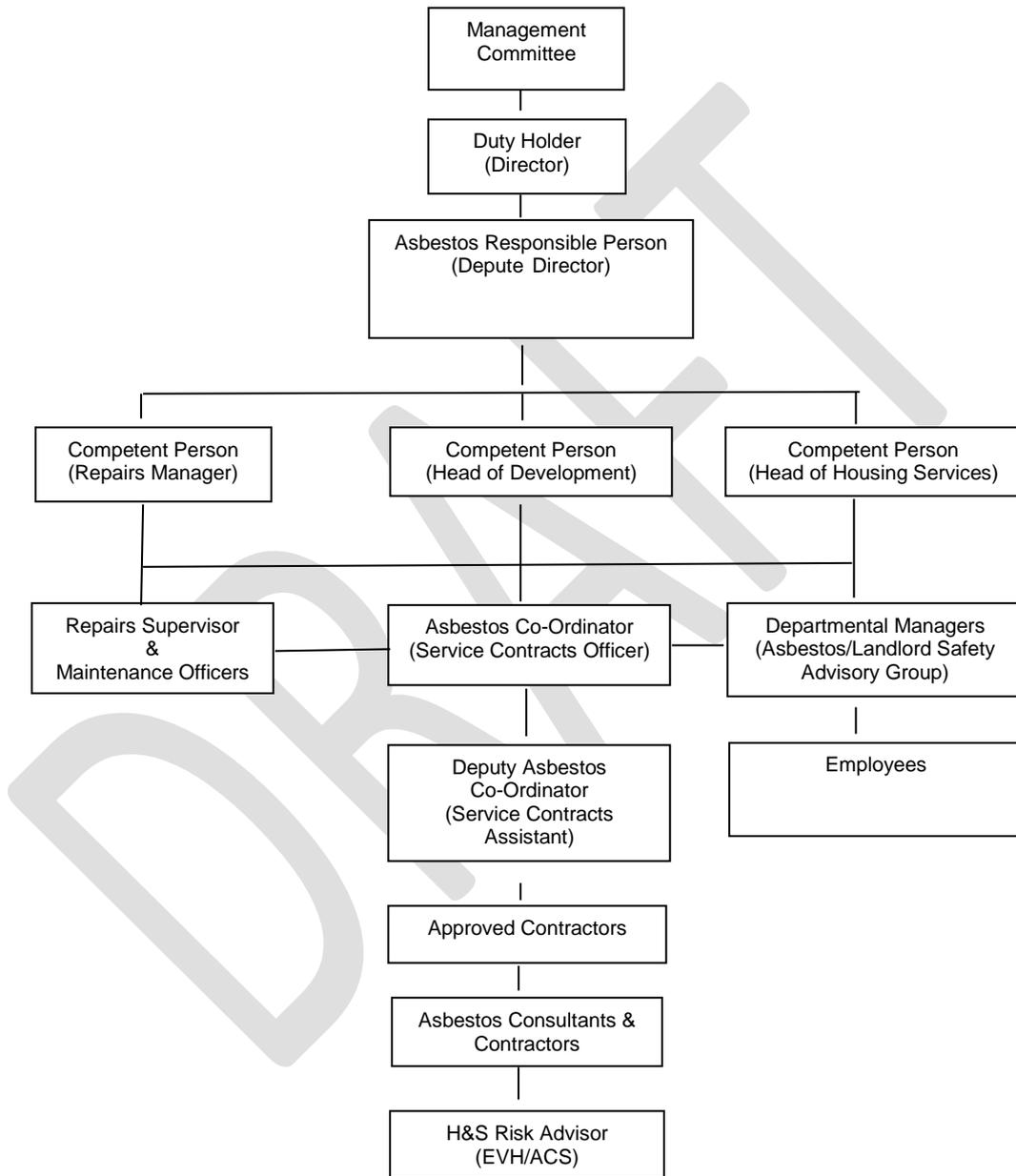
The following list and summary of regulations is included to provide background if more detail is needed on specific requirements:

- **Asbestos Regulations 1931**  
Applied to those working with asbestos and based on experiences of mills where raw asbestos was processed. A 'datum' level was set and if processes were likely to exceed that threshold, exhaust ventilation had to be provided. For other processes, such as cleaning, breathing apparatus had to be used. Some processes were exempt because it was said that they did not reach the datum level.
- **Asbestos Regulations 1969**  
Thirty years later, more work on asbestos had led to more detailed regulations applying to all processes involving asbestos, except processes where asbestos dust was not given off. Again, ventilation and PPE requirements were included, as well as standards of cleanliness and cleaning of protective clothing. For the first time, hygiene standards were published, based on work by British Occupational Hygiene Society (BOHS), against which compliance with the Regulations could be judged.
- **Control of Asbestos at Work Regulations 1987/2002 (CAWR)**  
These Regulations deal with nearly all work with asbestos, including monitoring and laboratory analysis. The Regulations adopt the approach used in the Control of Substances Hazardous to Health Regulations (COSHH) of carrying out an assessment of work and then taking appropriate measures to control the risk. The control limits for each type of asbestos are written into the Regulations. The recent revisions to the Regulations include the "duty to manage" asbestos containing materials.
- **Asbestos (Licensing) Regulations 1983 and 1998**  
1983 Regulations laid down the licensing conditions for work with asbestos insulation and coatings and this was extended in 1998 to include Asbestos Insulating Board (AIB).
- **Asbestos Prohibitions Regulations 1985**  
Prohibited certain uses of Crocidolite and Amosite (blue and brown) asbestos.
- **Asbestos Prohibitions Regulations 1992**  
Prohibited the remaining uses of blue and brown and certain uses of white (Chrysotile) asbestos, such as textured coatings.
- **Asbestos Prohibitions (Amendment) Regulations 1999**  
Banned all remaining uses of white asbestos, except for very specific and specialised purposes.
- **Control of Asbestos Regulations 2012**  
These came into force on 6th April 2012 and incorporated the existing CAWR with the Asbestos Licensing and Asbestos Prohibition Regulations

### Section 4 - Personnel and Responsibilities

Specific Individuals and groups have been nominated to undertake duties within the asbestos management plan in accordance with current legislation and guidance, and a definition of those duties is outlined below.

Asbestos Responsibilities Organisational Chart



**Management Committee**

The Committee is collectively responsible for providing leadership and direction on Health & Safety and, with particular relevance to asbestos risk management, will ratify and endorse the Asbestos Policy and Procedures.

- The Chairperson will sign 'acceptance' of the Asbestos Policy Statement along with the Director. Where there is a change of personnel, the incoming Chairperson will sign the policy to ensure the commitment on behalf of the Committee remains current.
- The Committee will give due consideration and will make available all reasonable funding and support as may be required to reports received from the Director or Asbestos Responsible Person (ARP) in relation to asbestos risk management and/or compliance with the Asbestos Management System.
- The Committee will review the findings of all internal and external asbestos audits and of any investigations into reported asbestos failures and will authorise the use of all reasonable support required to rectify any significant non-compliances.

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### Director

Southside HA Director is the “**Duty Holder**” and has overall accountability and responsibility for asbestos management within the association.

- Authorises the necessary financial resources to fund the Asbestos Management Plan.
- Allocates sufficient resources to administer, co-ordinate and implement the Policy and Plan.
- Appoints competent persons to undertake the role of the Asbestos Responsible Person.
- Co-operates with the responsible person to ensure that asbestos safety is not compromised and that responsible persons can fulfil the duties placed upon them.
- Ensures that staff and all others under their control, including any external contractors and consultants report to and co-operate to ensure that all proposed works are planned in such a way as to enable the requirements of this policy to be properly implemented.
- Has responsibility for ensuring that ‘Approved Persons’ are appointed to implement the provisions contained within the Management of Asbestos in non-domestic premises - Regulation 4 of the Control of Asbestos Regulations 2012.
- Ensures that the planning phase of all works on building fabric and services includes a suitable asbestos survey (i.e. Refurbishment and Demolition Survey).
- Ensures that all consultants and contractors undertaking works on ACM are competent to do so.
- Ensures that all consultants and contractors undertaking works on building fabric and services have received the required information, instruction, training and supervision to undertake these works in accordance with SHA Health and Safety policies, procedures and specifications.
- Ensures that all asbestos information including asbestos surveys, removal information and air testing/certificates of re-occupation for all works undertaken is managed and kept up to date.

Whilst the Duty Holder will retain legal responsibility for the outcomes associated with the above tasks, they may delegate all or any of these tasks to other suitable competent persons including approved and competent contractors.

Signature:

Designation: Director

Date:

### **Asbestos Responsible Person**

The role is to oversee the Asbestos Management Plan and ensure that:

- The competent persons for asbestos undertake the requirements of the Asbestos Policy and the Asbestos Management Plan, and SHA's compliance with legislation.
- The Plan is implemented, and resources made available to ensure it continues to be effective.
- It is disseminated to all relevant parties.
- All personnel with responsibilities under this Plan are aware of their responsibilities.
- All key persons receive training commensurate with their responsibilities under this Plan.
- Effective systems and procedures are in place to prevent uncontrolled work on ACMs and to ensure employees, and/or others, are not exposed to unacceptable levels of risk as a result of their location or condition.
- Asbestos Containing Materials that become deteriorated or damaged are repaired, removed or isolated.
- The Plan is reviewed annually.
- Amendments are made to the Plan where necessary, as a result of periodic review or where deficiencies are highlighted.
- Any actions carried out on ACMs within the stock managed by SHA are recorded on the Asbestos database.

Competent persons will be nominated within Housing, Development & Property Teams. The competent person will be responsible for identifying where testing will be required should a record not already be available for the surface on which work is being undertaken.

The competent person(s) will also be responsible for reviewing works to be undertaken and advising of any further control measures necessary.

Signature:

Designation:

Date:

### Competent Persons

- Head of Housing Services
- Head of Development
- Repairs Manager

The competent persons are responsible for the practical delivery and implementation of the Asbestos Policy and Management Plan and for identifying amendments/updates for improvement. All such suggested amendments will be escalated to the Director or appropriate authorising committee without undue delay.

The competent persons will provide all reasonable support (both Management and Technical) to the Asbestos Co-ordinator /Deputy and Director to assist them in discharging their specified duties under this policy.

The competent persons will ensure adequate lines of communication across the Organisation and will take all reasonable steps to comply with all reasonable requests and issues raised by the Asbestos Co-ordinator /Deputy and Director

The competent persons will escalate all relevant issues, non-conformances, policy breaches and other material events to the Director and Authorising Committee as deemed appropriate, without undue delay.

The competent persons will take all reasonable steps to deal with Asbestos related emergencies, uncontrolled risks and required actions brought to his/her attention.

Signature:

Designation:

Date:

### **The Asbestos Co-ordinator**

The Asbestos Co-ordinator reports directly to the Competent Person(s) and will be responsible for the development and implementation of the following:

- The Asbestos Policy Statement
- Organisation and arrangements to put the Asbestos Management Plan into effect.
- Maintenance and amendment of the Asbestos Management Plan
- Annual and periodic review of the operation of the Asbestos Management Plan.
- Retaining an approved contractor list inclusive of asbestos analysts and surveyors.
- Vetting and appointment of licensed and non-licensed asbestos contractors to undertake work on asbestos containing materials.
- Ensuring monitoring of asbestos removal works on a periodic basis (ensuring submitted method statements are adhered to).
- Maintenance of records associated with work with asbestos.
- Training and staff liaison regarding asbestos containing materials.

The Asbestos Co-ordinator and Depute will have a shared responsibility and possess adequate technical knowledge, sufficient practical experience and received appropriate training for managing asbestos through the nominated service provider and advising on all aspects of asbestos control, risk assessment and the provision of technical advice within the association.

Signature:

Designation:

Date:

**The Deputy Asbestos Co-ordinator.**

The deputy asbestos Co-ordinator reports to and assists the Competent Person(s) and adopts the role of the Asbestos Co-ordinator in his or her absence.

The Deputy Asbestos Co-ordinator will possess adequate technical knowledge, sufficient practical experience and will have received appropriate training. They will be responsible for managing asbestos through the nominated service providers and advising on all aspects of asbestos control, risk assessment and the provision of technical advice within the association in conjunction with the Asbestos Co-ordinator.

The Asbestos Co-ordinator and Deputy Asbestos Co-ordinator will share the following responsibilities:

- Maintain and update the Asbestos Register and ensure appropriate dissemination of information contained therein.
- Assess the risk associated with ACM and ensure that the level of risk is available to all staff and contractors.
- Review all work programmes to establish the extent of surveying required prior to any work commencing, and to ensure that the surveying is undertaken, and the results made available to all parties associated with the proposed works before they commence.
- To review the training records, method statements and risk assessments of contractors prior to works commencing and, where these are not adequate, ensure that no works are allowed to be undertaken by the contractor until such issues are resolved.
- Arrange condition monitoring of ACMs at intervals determined by legislation and risk assessments.
- Organise appropriate remedial works identified in accordance with current Regulations and good practice.
- Instruct, direct, monitor and liaise with accredited consultants, analysts, surveyors and specialist licensed removal contractors.
- Liaise with and advise SHA staff with regard to asbestos related issues.
- Monitor, review and audit the Asbestos Management Plan and recommend developments to ensure its progress.
- Provide advice regarding whether proposed work on ACMs is required to be carried out by a licensed contractor.
- Liaise with line Managers to arrange and implement appropriate asbestos awareness training
- Organise and implement an on-going rolling programme of asbestos surveys of the housing stock managed by SHA.
- Form links with outside bodies to share knowledge and investigate opportunities for improvement and economies.
- Maintain accurate records relating to asbestos remedial, removal or investigative works as directed by ARP

Signature:

Designation:

Date:

**Maintenance Officer(s)** - Will, in liaison with the Asbestos Co-ordinator, the deputy Asbestos Co-ordinator or competent person(s), undertake or supervise actions identified within the Asbestos Management Plan in order to minimise and control any potential exposure or sudden degradation/deterioration of ACMs.

- Appendix 1: Table to outline the above responsibilities
- Appendix 2: Names and details of such personnel
- Appendix 3: Specific training requirements will be necessary for the roles outlined above.

In addition to the above, the following personnel have a duty of care when designing/carrying out works

### **Approved Trade Contractors**

The responsive contractor and trade contractors on the Approved list will fully cooperate with SHA and ensure full liaison between the nominated Competent Person(s) for the contract and The Asbestos Co-ordinator/Deputy and fully comply with current legislation, guidance and this policy and plan.

### **Asbestos Contractor(s)**

- All contractors engaged by SHA to carry out any work involving asbestos must be included on the Register of Approved Contractors or procured via an approved Framework and must also be licensed by the HSE. They will carry out the removal or any remedial works on ACMs as requested by the Asbestos Co-ordinator/Deputy or competent person(s).
  1. Ensuring that they have current and adequate insurance cover for the asbestos works to be undertaken.
  2. Ensuring working practises are in compliance with current legislation and all associated Approved Codes of Practice and Guidance Notes
  3. Attending site to assess and prepare quotations against asbestos work specifications. The contractor must raise any issues relating to health and safety, or potential additional costs, on the project to the relevant Works Duty Holder
  4. Attending site meetings as may be required, providing a written Method Statement and Risk Assessment (Plan of Work (POW)) to the Maintenance Officer ahead of the works starting. The POW must indicate the resources and timetable allocated to the project in accordance with the Control of Asbestos Regulations 2012. Emergency procedures must be discussed before work commences. In addition, the following documentation will be provided:
    - a) current asbestos licence check against HSE website
    - b) insurance certificate indicating the insured is covered for asbestos work (licensed or minor)
    - c) medical examination certificates (conducted by an Employment Medical Advisory Service registered doctor) for all personnel who will work on licensed or NNLW jobs
    - d) evidence of training records for all personnel who will work on the job (Category B or C depending upon works classification)
    - e) where applicable, evidence of notification of the job to the HSE prior to commencement

- f) Plans of Work prior to work commencing
- g) Waste Consignment Notes
- 5. Providing statutory notice to the Enforcing Authority as may be required prior to the commencement of any asbestos related works (e.g. 14 day Notification for licensed work) or applying for a waiver against the minimum notice period. Copies of all such notices must be submitted to the relevant Works Duty Holder or AC before work commences.
- 6. Carrying out their obligations under the contract, including maintaining high standards of safety and hygiene in asbestos works and all related work areas and supplying labour, materials and equipment of the highest standard, complete with all supporting documentation as may be required.
- 7. Arranging transport and disposal of asbestos waste materials in accordance with legislative requirements and providing copies of all Consignment Notes without undue delay.
- 8. Carrying out regular inspections of the work environment. Any defects found, or any reported by the Organisation's representatives, must be immediately rectified.
- 9. Identifying to the relevant Works Duty Holder any additional elements of work which are to be agreed. The POW must be updated accordingly.
- 10. Liaising with the Organisation-appointed UKAS accredited asbestos testing organisation to ensure the satisfactory progress of the works.
- 11. Co-operating fully with any Asbestos Remediation Project Managers utilised by the Organisation.
- 12. Providing copies of all test certificates, Certificates of Reoccupation and evidence of correct waste disposal to the relevant Works Duty Holder (or Project Manager) within 10 working days.

#### **Asbestos Consultant(s) Surveyors and Analysts**

- Will be employed by SHA to complete asbestos investigations, surveys and analytical work and to carry out air tests/visual inspections when requested by the Asbestos Co-ordinator, the deputy Asbestos Co-ordinator or competent person(s).
- Asbestos analysts, surveyors and consultants will be responsible for:
  1. Maintaining and demonstrating UKAS accreditation relevant to the requested task.
  2. Maintaining adequate insurance cover for the tasks to be undertaken.
  3. Providing support to the Works Duty Holders and/or the AC as may be required.
  4. Reviewing and commenting on, when requested by a Works Duty Holder or the AC, asbestos works such as: specifications, Contractor's and/or Sub Contractor's Method Statement, work procedures, etc.
  5. Carrying out analytical works and inspections as agreed with a Works Duty Holder or the AC. Where site conditions alter, the analyst will be required to amend the level of testing and inspections to ensure that all information relevant to the continued health and safety of the Contractor and building occupants is obtained.
  6. Reporting to the relevant Works Duty Holder or the AC any defect or non-compliance relating to the Contractor's and/or Sub Contractor's performance, including suitability of the work area, adherence to the Method Statement, Statutory Instruments, and the Organisation's Asbestos Policy and Procedures. Where senior Organisation staff are not immediately available,

the surveyor/analyst will be expected to take such measures as may be deemed necessary to ensure the health and safety of Contractors and Sub Contractors and building occupants. These actions must be reported to the relevant Works Duty Holder or the AC as soon as reasonably practicable.

7. Checking areas on completion of asbestos remedial works to ensure that the contractor has completed the scope of works and all affected areas have been left in a satisfactory condition.
  8. Carrying out air monitoring tests and 4-stage clearance procedures as may be required by law, a Works Duty Holder or the AC, or as identified in the POW.
  9. Reporting to the relevant Works Duty Holder or the AC any aspects of asbestos management encountered on site which could give rise to health risks e.g. breaches of the Asbestos Policy and Procedures, suspect or damaged asbestos.
  10. Issuing formal reports, including Certificates of Re-occupation, to the relevant Works Duty Holder or the AC on completion of any site works.
- The Consultant Analysts carrying out analytical works must be accredited by the UK Accreditation Service (UKAS) in accordance with regulation 20 of CAR 2012. Although not stated in CAR 2012, SHA will also only use approved consultants to carry out asbestos surveys and investigations as recommended in paragraph 39 of the HSE publication L127 the Management of Asbestos in Non-Domestic Premises.
  - Asbestos Remediation Project Managers:
    1. Assessing the real risks associated with proposed asbestos works, scoping the works and preparing legally compliant and cost-effective removal/remediation works specifications.
    2. Tendering, or assisting a Works Duty Holder with tendering, the works to appropriate and competent contractors.
    3. Reviewing Plans of Work and liaising with the contractor to ensure legal compliance and compliance with the requirements of the Organisation.
    4. On-site project management, auditing, supervision, monitoring and testing to ensure safety and quality control and compliance with all legal requirements.
    5. Completion of a final site review to verify the suitability for the site for handover and the completion of works as agreed.
    6. Preparation of a project completion / compliance report for the Association's long-term protection against liability.

### **Contractors/Sub-contractors**

- It is the policy of SHA to secure a high standard of safety in all areas. All contractors/sub-contractors MUST conduct their activities so the conditions and methods of work are safe for both their own and SHA employees, and others who may be affected by their undertakings whether employed or not. All contractors/sub-contractors will be required to comply with current legislation, guidance and this policy and plan.
  1. Ensure that all staff to be utilised on the contract have received an appropriate level of asbestos awareness training (Category A as a minimum)
  2. Consult with any relevant asbestos registers / survey reports that may be available for establishments before work progresses (ensuring the appropriate type of survey has been carried out)

3. Ensure that where work may be affected by, or involve, asbestos containing materials that an approved licensed/competent (depending upon the category of asbestos work) sub-contractor is engaged (unless the contractor itself is licensed/competent and approved by the Organisation) to carry out the work. This will also require liaison with the relevant Works Duty Holder who will be responsible for commissioning the independent asbestos testing company or Asbestos Project Manager if required
4. Ensure that any relevant risk assessments, method statements, statutory notices are in place (and adequately referencing asbestos risk) before work commences
5. Progress all works diligently and, if any suspect materials are encountered, to immediately suspend operations and to contact the relevant Works Duty Holder or AC for further instruction.
6. Contractors must ensure that Asbestos sub-contractors are approved by the Organisation before any order is placed or contract awarded and that all Plans of Work are approved by the Organisation.

#### **Departmental Managers/Officers**

- Liaise with the Asbestos Co-ordinator, the deputy Asbestos Co-ordinator or competent person(s), undertake or supervise actions identified within the Asbestos Management Plan in order to minimise and control any potential exposure or sudden degradation/deterioration of ACMs.
- Ensure that any site specific Asbestos Register is kept in a secure location and that all contractors/trades working on the premises are instructed to inspect this prior to commencing works on site.
- Ensure that where ACMs are present these are brought to the attention of staff, residents, visitors and contractors working within these properties as appropriate.
- Ensure that employees working in proximity to ACMs are informed of the health risks of asbestos and instructed on the precautions to be taken.
- Ensure a procedure is implemented to address potential accidental exposure to ACMs, (See Appendix 12).

#### **Employees' Responsibilities**

- To take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.
- To co-operate with SHA in complying with any arrangements required by this Policy.
- To inform the relevant Building/Departmental Managers if they have any concerns with the condition of the ACMs, e.g. sudden degradation/deterioration.
- To complete an Incident Report for any incident involving either a known or suspected ACM and ensure their line manager and Asbestos Co-ordinator is immediately made aware of the circumstances.
- To undertake general awareness training appropriate to their role within SHA and to ensure such training is practically applied as required.
- SHA staff should not under any circumstances carry out or attempt to carry out any works involving ACMs unless adequately trained and instructed to do so by a competent person and following appropriate approved procedures.

## Section 5 - Equalities

SHA is committed to promoting and achieving equality in all aspects of our work. Our workforce includes colleagues who are bi-lingual in a number of community languages, allowing us to meet the diverse communication needs of our tenants. Where we cannot meet these needs in-house we will access interpretation or translation services from external providers to address any communication barriers our tenants may face.

SHA will meet its obligations under the Equality Act 2010, including the general equality duty in the Act, to ensure we do not discriminate against, harass or victimise a person because they have one or more of the nine protected characteristics described in the Act.

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## Section 6 - Data Protection

SHA is fully committed to compliance with the requirements of the Data Protection Act 2018 and the UK General Data Protection Regulations (UKGDPR). SHA will follow our procedures that aim to ensure that all employees, volunteers, contractors, agents, consultants, partners or other persons involved in the delivery of services by SHA, and who have access to any personal data held by or on behalf of SHA are fully cognisant of their duties and responsibilities under the Data Protection Act 2018 and the UKGDPR.

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## Section 7 - Policy Review

This policy will be subject to a review every 3 years, or where there is a requirement to update this policy in response to legislative or regulatory developments or updated guidance

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# The Asbestos Management Plan

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## Section 8 - The Asbestos Management Plan Implementation, Review and Monitoring

The detail within this document will outline how Southside Housing Association will manage the control of asbestos within the properties under its responsibility.

The Asbestos Co-ordinator will be responsible for ensuring that this plan is communicated to all concerned and included in tenders and contracts from external companies.

The Asbestos Co-ordinator will also be responsible for the investigation of any incidents of employee exposure to asbestos to identify future preventative measures. All such incidents should be reported as per HSCM accident & incident reporting procedure to ensure the ARP and Competent persons are notified.

### **Monitoring of the Asbestos Management Plan**

Monitoring of the plan will be undertaken on a regular basis by the Asbestos Co-ordinator/Deputy and must include:

- Confirmation that records are maintained and up to date for all property under their control
- Confirmation that the maintenance programme for asbestos condition is up to date and records are being held accordingly

### **Review and amendments to the management plan**

No amendments to the plan may be made without the joint agreement of the Asbestos Co-ordinator/Deputy and the Competent Persons. Only minor changes may be implemented without signatory review.

The Asbestos Co-ordinator/Deputy will be responsible for the review of the Asbestos Management Plan on an annual basis or as follows:

- Changes in responsible personnel are made
- Changes in legislation in relation to the control of asbestos are made
- Should there be reasons to suspect the plan is no longer valid

In such cases, the Plan will be amended and re-issued immediately.

Copies of the Asbestos Management Plan are issued to Contractors/Consultants as required prior to project initiation/works commencing on site, and issued to the following persons:

- Director
- Authorising Committee
- Head of Development
- Head of Housing and Neighbourhood Services
- Repairs Services Manager
- Concierge Manager
- C&R Manager
- Factoring Manager
- Responsive Contractor & Approved Contractors

The Asbestos Management Plan will be available on the Association's web-site and Intranet.

### Audits

- ARP will undertake an internal annual audit to ensure the arrangements are working and managers are fully aware of their responsibilities in order to comply with their duty to manage.
- Will liaise with the Asbestos Co-ordinator, the deputy Asbestos Co-ordinator and competent person(s) to ensure asbestos management systems remain relevant and up-to-date and are complied with.
- H&S Risk Advisor will undertake the external audit of the policy in line with SHA's 3yr policy review

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## Section 9 - The Asbestos Action Plan

The priorities and the timetable for action have been formulated following careful risk assessment, taking into account the principals given in:

- HSE publication; INDG 163 “A brief guide to controlling risks in the workplace”
- HSG227 “A Comprehensive Guide to Managing Asbestos in Premises”.

Material, priority and total risk assessment scores are formulated during and as a result of the asbestos survey programme.

Types of surveys and information about their content are shown in Appendix 4.

As part of the survey, a risk assessment is carried on the condition of the asbestos found. More information regarding this assessment is contained in Appendix 5.

The information is stored, both in hard copy (PDF) report format and in an electronic database format, which is the responsibility of the Asbestos Co-ordinator/Deputy.

An electronic database is held and maintained by SHA for all of its property portfolio including, housing stocks and offices. Access to the electronic databases will be given to all appropriate personnel.

The results of such surveys are used to inform the action plan, showing how SHA will fulfil their responsibilities under the management plan, and detailing persons responsible for the actions and intended dates for completion of such actions.

The Asbestos Action Plan is reviewed yearly or as follows:

- When the use of an area changes
- When circumstances change
- Should there be reasons to suspect the plan is no longer valid
- In the event of an incident such as accidental damage

The Asbestos Action Plan for SHA is given in Appendix 6.

## Section 10 - The Asbestos Register

The Asbestos Register for offices, concierge sites, supported accommodation sites, sits within the individual site's property log with a copy held centrally by the Asbestos Co-ordinator/Deputy.

For domestic property under the control of SHA, an asbestos register is held by the Asbestos Co-ordinator/Deputy. Additionally, each property has individual records held within an electronic management system.

The electronic housing records detail the surveys carried out on the property, their results, and any works carried out to remove or encapsulate asbestos since its detection.

The Asbestos Register will require to be updated after the following:

- Surveys have been carried out
- When the use of an area in a property changes
- Removal, repair or encapsulation works have been carried out
- In the event of an incident such as accidental damage to a surface containing asbestos
- There are changes in the condition of asbestos containing materials

The Asbestos Co-ordinator/Deputy will be responsible for ensuring that registers are kept up to date.

## Section 11 - Re-Inspection of known or presumed ACM's

### Non-Housing Property and Housing common areas

It is imperative that asbestos containing materials that are not removed are maintained in a good, sound condition.

Retained asbestos containing materials are, therefore, to be re-inspected on a regular basis as stated within the Action Plan and any necessary repair undertaken promptly.

The results of the re-inspections are to be recorded and the database updated accordingly.

The frequency of such condition inspections is based upon the original assessments carried out at the time of the Management surveys and the foreseeable risk of deterioration addressing the following risk factors:

- Type of asbestos containing material
- Building use/frequency of use
- Impact/abrasion damage risk
- Vandalism risk
- Vermin damage risk
- Water ingress risk

Re-inspections are to be arranged by the Asbestos Co-ordinator/Deputy.

The process of these inspections for both Non-Housing properties and for the common areas of Housing properties is identified in Appendix 7.

The types of asbestos materials listed below have been identified to be present in SHA property:

The re-inspection frequencies for these will be as follows:

- **12 to 18 months between inspections**  
Bitumen Products Textured Coatings Gaskets  
Woven Materials Vinyl Products External Cement Products  
Plastic Products Composite Flooring
- **Annually or more frequently (depending on their individual risk assessment)**  
Insulation Materials Insulating Board Internal Cement Products
- **More Frequently**  
Materials likely to be damaged easily based on their individual risk assessment – in practise these materials will be removed or remediated at the first opportunity.

### **Occupied Housing Property**

The process flowchart for the management of repairs to occupied properties is detailed in Appendix 10B.

Any HIGH risk asbestos containing materials identified in the survey of SHA domestic properties will be removed.

### **Housing Void Property**

The process flowchart for the management of repairs to occupied properties is detailed in Appendix 10C.

When a property which contains asbestos containing materials becomes void, a visual inspection and condition report will be produced to inform any remedial action required based on the risk rating. Consideration will be given to the removal of any ACMs which may impact on future repairs or Capital works.

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## Section 12 - Procedure for Works on Asbestos Containing Materials

Most work likely to disturb or remove asbestos must be carried out by an HSE licensed asbestos removal contractor and notified to the HSE 14 days prior to commencement.

However, the Control of Asbestos Regulations 2012 does allow work with certain lower risk asbestos containing materials (e.g. asbestos cement and asbestos textured coatings) to be carried out by non-licensed personnel and without notification to the HSE. The three categories of asbestos work are:

- Major Works: Licensed works – 14-day notification and licenced contractor (highest risk work);
- Minor Works: Notifiable non-licensed works – notification before works start and competent (non-licensed) contractor;
- Minor Works: Non-notifiable non-licensed works – no notification and competent (non-licensed contractor);

The process for determining whether an asbestos license is required for works is attached at Appendix 9.

Only SHA approved Contractors will be used for licensed work on any asbestos materials. Such contractors will require to comply with criteria for accreditation and training and are contained in Appendix 3

All work shall be undertaken strictly in accordance with the

- Control of Asbestos Regulations 2012
- Health and Safety Commission Approved Codes of Practice
- HSE Guidance.

For licensed asbestos works, the following documentation will be requested from the Licensed Asbestos Removal Contractor (LARC) prior to commissioning, and copies kept in the job file:

- current asbestos licence check on HSE website
- insurance certificate indicating the insured is covered for asbestos work
- medical examination certificates (conducted by an HSE registered doctor) for personnel who will work on the job
- training records by a United Kingdom Asbestos Training Association (UKATA) member or equivalent
- where applicable, appropriate notification of the job
- method statement and risk assessment for the job (Plan of Work)

For non-licensed asbestos works, the following documentation will be requested from the contractor prior to commissioning, and copies kept in the job file:

- insurance certificate indicating the insured is covered for asbestos work
- Notifiable non licensed work (NNLW) work, medical examination certificates (conducted by an HSE registered doctor) for personnel who will work on the job
- training records for all personnel who will work on the job (Category B training), provided by a United Kingdom Asbestos Training Association (UKATA) member or equivalent

- for NNLW work (not required for NLW work) notification of the job to the HSE prior to commencement
- method statement and risk assessment for the job (Plan of Work)

In all instances where work on a material of a known asbestos composition is to take place, the removal specification or method statement provided by the contractor is to be strictly adhered to.

The Asbestos Co-ordinator/Deputy will monitor the safe system of work, method statement and controls provided by the contractor.

### **Asbestos Removal for Licensed Work (under CAR 2012)**

The Asbestos Co-ordinator/Deputy must ensure that a

- Written technical specification is prepared by maintenance officer for the remediation works and review its contents prior to work commencing (this could be done by or in consultation with the Asbestos Contractor).

The Asbestos Co-ordinator/Deputy will

- Commission the Asbestos Contractor to undertake a monitoring role for the proposed asbestos removal project.

The Asbestos Contractor must be commissioned by SHA to monitor

- Site set up
- Attend daily to monitor works
- Produce the certificate of reoccupation.

No access is permitted to the work area until the certificate of reoccupation has been issued by the Asbestos Consultant on satisfactory completion of the works

All analytical paperwork to be submitted to the Asbestos Co-ordinator/Deputy.

Relevant departments to be advised by the Asbestos Co-ordinator/Deputy via email that the area is safe for re-occupation

The following logistical arrangements should be considered:

- Parking for decontamination unit(s) (DCUs)
- Office space for the analyst etc.
- Prevention of unauthorised access to the work area, including management of corridor closures etc.
- Arranging any necessary services isolation or enabling works, for example, electrical connections, M&E shutdowns etc.
- Site familiarisation
- Liaison with key stakeholders

Particular attention to co-operation and co-ordination will be needed where non Asbestos licensed contractors are used for enabling works prior to asbestos remedial works. Enable sufficient information to be collected to allow notification to the HSE.

### **Waiver of HSE 14 Day Notification**

SHA will only permit the use of waivers (i.e. an application to the HSE to waive the usual 14 days notification period) in extreme circumstances.

Note that the HSE is likely to pay close attention to projects which apply for waivers (and may wish to attend site) and they will quite rightly want to know why such an emergency could not have been prevented by effective forward planning.

Asbestos Co-ordinator/Deputy will be responsible for presenting Applications for Waivers to the Responsible Person for approval.

### **CDM Notifiable Project**

Where asbestos removal project exceeds 30 continuous days or 500 person days, the project is notifiable under the CDM Regulations and the project should progress accordingly (appoint a CDM co-ordinator etc.). Separate guidance deals with this.

### **Non-notifiable, non-Licensed work**

Works in low occupancy areas (WC, plant rooms, cleaner's cupboards, basements, roof voids/attics) do not need monitoring (due to the use of competent, licensed contractors who can self-certify).

Attendance of an independent analyst may still be required in specific circumstances to provide additional re-assurance if deemed appropriate by the Asbestos Co-ordinator/Deputy.

### **Notifiable, Non-Licensed work**

The asbestos consultant will monitor site set up and undertake reassurance air tests. Prevent access by the general public until this has been done.

Certificates of re-occupation/air monitoring certificates will form part of the house files or site specific asbestos registers.

The Asbestos Co-ordinator/Deputy will update the housing asbestos register following any removal or encapsulation works and ensure all associated analytical paperwork and consignment notes etc. are securely stored (ideally in an electronic form)

### **Waste Management**

Non-asbestos waste should be disposed of in normal waste bags and using a normal skip, it should not be disposed of as hazardous waste.

Asbestos waste is to be disposed of by the licenced removal contractor.

Waste Consignment notes are to be copied to the Asbestos Co-ordinator/Deputy.

To ensure compliance with all waste regulations it is imperative that:

- SHA make adequate space available for any additional skips required,
- Consultants ensure that this is covered in the plan of work and monitored
- Contractors develop and implement a suitable plan of work.

## Section 13 - Control of Contractors

The following procedure is to be adopted before **any** work takes place on SHA property and is outlined in easy to use flowcharts within Appendix 10:

1. For work on any SHA property
  - The asbestos register is made available to all necessary parties
  - The register is to be consulted prior to any work being carried out by all contractors.
  - For refurbishment works, contractors will be provided with a refurbishment survey at the pre start meeting.
2. Work shall only be undertaken by
  - Approved contractors who have access to the asbestos register and are fully acquainted with the procedures contained in the Asbestos Management Plan.
  - Licensed works will only be carried out by licensed contractors.
3. A formal written safe system of work must be submitted by any contractor and to the Asbestos Co-ordinator/Deputy prior to works starting.
4. In the event that Asbestos containing material is suspected or identified, work is to stop and the area isolated.  
The Asbestos Co-ordinator/Deputy is to be notified immediately.
5. The Asbestos Co-ordinator/Deputy will make any arrangements necessary for the removal, repair and/or disposal of the ACM once instructed by the appropriate Head of Housing Services or Repairs Manager
6. Any asbestos works required to non-housing properties shall be mentioned within the following documents:
  - Where applicable under CDM Regulations, within the Pre Construction Health and Safety Plan.
  - All Minor Works/Works Orders clearly direct all contractors to view and use the Property Log located within each non-domestic property prior to commencing their operation,

## Section 14 - Work On/Adjacent to Materials of Unknown Composition

**Work on asbestos cement, miscellaneous materials and work of "short duration" on coatings, insulation and asbestos insulating board may be undertaken by non-HSE licensed contractors, subject to compliance with the Control of Asbestos Regulations 2012 and relevant HSE/HSC guidance.**

Where work is to take place on:

1. Materials of unknown composition that, in the opinion of the Competent Person have the potential to contain asbestos fibres.
2. Work adjacent to such materials that may involve disturbance or damage to such materials.

Procedure to be adopted:

1. In the first instance, the employee raising the job line must check the Asbestos Register and follow SHA guidelines to confirm if the material to be worked on contains asbestos or not.
2. If the material can be confirmed as non-asbestos either by reviewing the Asbestos Register and electronic databases or by inspection by a **competent person** then the works can proceed.
3. If the Asbestos Register does not identify the material and the **competent person** cannot confirm the material is non-asbestos then all such materials will be sampled and analysed for the presence of asbestos fibres before work is allowed to commence.  
If asbestos is found to be present, all relevant provisions of the Control of Asbestos Regulations 2012 and relevant HSE/HSC guidance shall be complied with.
4. The Asbestos Co-ordinator/Deputy/Deputy will monitor this process to ensure it is being adhered to.

## Section 15 - Procedure for works with asbestos containing materials where an HSE Asbestos Licence is not required

Work on asbestos cement, miscellaneous materials and work of "short duration" on coatings, insulation and asbestos insulating board may be undertaken by non-HSE licensed contractors, subject to compliance with the Control of Asbestos Regulations 2012 and relevant HSE/HSC guidance.

Exposure to any employee requires to be below the control limit of 0.1 f/ml (see Appendix 8).

**If work is required to be carried out due to an emergency situation or for operational reasons, then the following will apply:**

Should you attend an emergency repair where structural damage has occurred, and you are informed that asbestos is present within the surface that has been breached:

- Make the area safe (e.g. if water ingress through a roof has caused a ceiling collapse, can buckets be put in the loft space or a tarpaulin applied to the inner surface of the roof space temporarily)
- Seal the room off where the surface has been breached and advise the occupier of the premises that the room should not be entered
- Contact the Asbestos Co-ordinator/Deputy as soon as possible who will arrange for the appropriate personnel to carry out the full asbestos remedial works

Guidance on appropriate precautions and methods of work is given in HSE publication – "Asbestos Essentials, Task Manual HSG 210".

The requirements of this publication are to be regarded as the minimum standard acceptable to Southside Housing Association.

The publication gives guidance on the following tasks: -

### **Work with Asbestos Cement (AC) (non-licensed):**

- A9. Drilling holes in asbestos cement and other highly bonded materials
- A10. Cleaning debris from guttering on an asbestos cement roof
- A11. Removing asbestos cement debris
- A12. Cleaning weathered asbestos cement roofing and cladding
- A13. Repairing damaged asbestos cement
- A14. Removing asbestos cement sheets, gutters etc.
- A15. Removing asbestos cement or reinforced plastic product e.g. Tank, duct, water cistern
- A16. Painting asbestos cement sheets
- A35. Replacing an asbestos cement flue pipe or duct
- A36. Removing an asbestos cement panel outside, beside or beneath

**Working with textured coatings (TC) containing asbestos (non-licensed):**

- A26. Drilling and boring through textured coatings
- A27. Inserting and removing screws through textured coatings
- A28. Removing textured coating from a small area, e.g. 1m<sup>2</sup>
- A29. Clearing up of debris following collapse of a ceiling or wall covered with Textured coating

**Strictly controlled minor work on Asbestos Insulating Board (AIB):**

- A1. Drilling holes in asbestos insulating board
- A2. Removal of a single (screwed in) asbestos insulating board ceiling tile
- A3. Removal of a door with asbestos insulating board fire-proofing
- A4. Removal of a single screwed-in asbestos insulating board panel under 1m<sup>2</sup> in area, fixed in with nails or screws
- A5. Cleaning light fittings attached to asbestos insulating board
- A6. Repairing minor damage to asbestos insulating board
- A7. Painting undamaged asbestos insulating board

**Safe work with undamaged asbestos materials:**

- A8. Enclosing undamaged asbestos materials to prevent impact damage
- A20. Laying cables in areas containing undamaged asbestos materials
- A34. Removing pins and nails from asbestos insulating board panel

**Removal and replacement of other asbestos containing materials:**

- A17. Removing asbestos paper linings
- A18. Removing asbestos friction linings
- A19. Removing an asbestos fire blanket
- A21. Removing asbestos containing bituminous products
- A22. Removing metal cladding lined with asbestos containing bitumen
- A23. Removing asbestos containing floor tiles and mastic
- A24. Removing flexible asbestos textile duct connectors (gaiters)
- A25. Removing compressed asbestos fibre gaskets and asbestos rope seals
- A30. Removing an asbestos containing arc shield from electrical switchgear
- A31. Removing a single asbestos containing gas or electric heater
- A32. Replacing an asbestos containing part in a “period” domestic appliance
- A33. Replacing an asbestos containing fuse box or single fuse assembly
- A37. Removing asbestos containing mastic, sealant, beading, filler, putty or fixing

**Fly-tipped waste:**

- A38. Making safe and collecting fly-tipped waste

**Equipment and method sheets:**

- EM1. What to do if you uncover or damage materials that contain asbestos
- EM2. Training
- EM3. Building and dismantling a mini-enclosures
- EM4 Using a Class-H vacuum cleaner for asbestos
- EM5. Wetting asbestos materials
- EM6. Personal Protective Equipment (PPE)
- EM7. Using damp rags to clean surfaces of minor asbestos contamination
- EM8. Personal decontamination
- EM9. Disposal of asbestos waste
- EM10. Statement of cleanliness after textured coating removal

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## Section 16 - Procedure when asbestos is accidentally disturbed or damaged during work

Any accidental damage to, or disturbance of, asbestos containing materials or suspected asbestos containing materials, **HOWEVER MINOR**, must be reported to the Asbestos Co-ordinator/Deputy immediately.

In all circumstances the work must be immediately suspended.

The Asbestos Co-ordinator/Deputy will then follow emergency procedures as laid out in Appendix 12.

Where persons have or may have been exposed to airborne asbestos fibres at or above the "control limit", they shall be informed of the event in writing and a record made of the incident upon their personnel record.

The Asbestos Co-ordinator/Deputy will make any arrangements necessary for the removal, repair and/or disposal of the ACM and subsequent analytical works as required, including an air test to assist with subsequent investigations and determining exposure levels

## Section 17 - Monitoring of work on asbestos containing materials

Work on asbestos containing materials shall be adequately monitored by the Asbestos Co-ordinator/Deputy.

Where larger scale asbestos works are planned and undertaken, the Asbestos Co-ordinator/Deputy will be responsible for monitoring that the contractors risk assessments and safe systems of work are being adhered to.

In this context larger scale works are defined as works of significant size and/or complexity which are being carried out under HSE licensed conditions.

In all cases the Main and/or Licensed Asbestos Contractor shall submit the following documents to the Asbestos Co-ordinator/Deputy before works are approved and allowed to commence.

- Assessment of exposure
- Plan of work / risk assessment
- Current HSE licence (if applicable)
- Specification of plant and equipment to be used
- Details of waste disposal arrangements
- Training/medical records of operatives
- Current certificate of insurance

The HSE must be notified using ASB5 documentation of all works requiring a license for removal and supervision with 14 days' notification.

A copy of this documentation should also be submitted to the Asbestos Co-ordinator/Deputy.

Air quality monitoring will be undertaken throughout asbestos removal works where required in accordance with the

- Control of Asbestos Regulations 2012
- The Analysts' Guide (HSG 248)
- Relevant HSE Guidance Notes

And must only be carried out by a UKAS accredited Asbestos Consultant independent of the Main Contractor or the Licensed Asbestos Contractor.

## Section 18 - Notification to tenants of domestic property

A handbook is provided to all tenants of domestic property regarding asbestos containing materials and answering commonly asked questions. (See Appendix 13)

This handbook will be issued to all new tenants in their starter packs.

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# APPENDICES

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## Appendix 1 – Personnel and Responsibilities

Appointment under the Control of Asbestos Regulations 2012	Role in SHA	Responsibility
Duty Holder	Director	Ensure the management of asbestos is suitably developed and effectively implemented.
Asbestos Responsible Person	Depute Director	To oversee the day to day management of the Asbestos Management Policy for SHA
Competent Persons	Head of Housing Services Head of Development Repairs Manager	Responsible for the practical delivery and implementation of the Asbestos Policy and Management Plan and for identifying amendments/updates for improvement.
The Asbestos Co-ordinator	Service Contracts Officer	Responsible for the practical delivery and implementation of the Asbestos Policy and Management Plan and for identifying amendments/updates for improvement.
The Deputy Asbestos Co-ordinator	TBC	Responsible for the practical delivery and implementation of the Asbestos Policy and Management Plan and for identifying amendments/updates for improvement.
Approved Contractors	Main Responsive & Other Approved Contractors	Compliance with the Asbestos Management Policy/Plan and all Applicable Legislation and Guidance.
Asbestos Contractors Consultant, Surveyors & Analysts	Approved Contractors List	Compliance with the Asbestos Management Policy/Plan and all Applicable Legislation and Guidance.
Health and Safety/Risk Advisor	EVH/ACS	Oversight, advice and support.
Work Duty Holders (reactive repairs & maintenance)	Housing & Maintenance Officers	Dealing with reactive repairs & maintenance Compliance with the Asbestos Management Policy/Plan and all Applicable Legislation and Guidance.
Work Duty Holders (planned maintenance)	Property Managers & Maintenance Officers	Dealing with all planned maintenance works and associated asbestos elements. Compliance with the Asbestos Management Policy/Plan and all Applicable Legislation and Guidance
Work Duty Holders (Capital Works & Projects)	ARP Asset/Development Managers	ARP involvement at high level as required. Dealing with all capital works and associated asbestos elements. Compliance with the Asbestos Management Policy/Plan and all Applicable Legislation and Guidance
Work Duty Holders (Tenant requests for Works on Dwellings)	Repairs & Maintenance Officers	Dealing Alterations & Improvement. . Compliance with the Asbestos Management Policy/Plan and all Applicable Legislation and Guidance

## Appendix 2 - Contact Telephone Numbers

### Asbestos Co-ordinator

Name:

Designation:

Office address:

Telephone:

E-mail:

### Deputy Asbestos Co-ordinator

Name:

Designation:

Office address:

Telephone:

E-mail:

### Competent Persons

Name:

Designation:

Office address:

Telephone:

E-mail:

### Competent Persons

Name:

Designation:

Office address:

Telephone:

E-mail:

### Competent Persons

Name:

Designation:

Office address:

Telephone:

E-mail:

## Appendix 3 - Training

### **Asbestos Co-ordinator/Deputy**

- The Asbestos Co-ordinator and Deputy shall receive adequate information, instruction and training so as to enable him to completely fulfil their roles.
- This training shall include as a minimum attendance on the P405 Management of Asbestos course. or UKATA duty to manage.

### **Competent Person(s)**

- The competent person(s) shall receive adequate information, instruction and training so as to enable him to completely fulfil their role.
- Training required – minimum asbestos awareness training followed by further in depth training on identification of Asbestos Containing Materials.

### **Professional Personnel**

- All professional personnel who influence any works or potential works with asbestos shall receive Asbestos Awareness training in accordance with CAR 2012 Regulation 10 provided by an external training provider
- Refresher training should be at least every year or earlier if any significant changes in legislation.

### **Maintenance Personnel**

- Maintenance personnel shall receive Asbestos Awareness training in accordance with CAR 2012 Regulation 10 provided by an external training provider
- Refresher training should be at least every year as above or earlier if any significant changes in work methods or type of equipment used for work tasks where asbestos is present.

### **Non-Licensed Contractors**

- Non-licensed contractors employed by SHA may only undertake non-licensed tasks on asbestos materials.
- However, they will have to demonstrate that they are competent for the work and have received appropriate Asbestos Awareness and training by submitting the relevant training certification.

### **Licensed Asbestos Contractors**

- Operatives and supervisors employed by Licensed Asbestos Removal Contractors shall demonstrate training and refresher training in compliance with published HSE

### **Asbestos Consultants/ Surveying contractors/Analysts.**

- Analysts, surveyors and project managers shall demonstrate training and refresher training in compliance with
  - CAR 2012
  - HSE Guidance BOHS P401, P402, P403, P404, P405 and P406 proficiency modules as appropriate
  - Supervisory Licence training
- The company shall hold UKAS accreditation to
  - ISO 17020 and 17025 for asbestos surveying, bulk analysis, air monitoring, 4 stage clearance and sampling.

Training	Committee	Director	ARP	AC	Works Duty Holders	Relevant Employees
Asbestos Awareness (Category A)	✓	✓	✓	✓	✓	✓
Training on the Asbestos Policy and Procedures		✓	✓	✓	✓	
Training on Specific Roles & Responsibilities		✓	✓	✓	✓	✓
Asbestos for Managers and Duty Holders		✓	✓	✓		
Accredited Asbestos Management Course			Optional	Optional		

DRAFT

## Appendix 4 – Surveys

All asbestos surveys undertaken must be in accordance with

- HSE Guidance HSG 264 Asbestos: The Survey Guide.

There are two types of survey outlined within HDG 264

- A Management Survey and a Refurbishment and Demolition Survey.

To ensure that the collation of information from surveys, samples and air clearance test is managed centrally

- All requests for sampling/surveys/analytical support etc. must be directed only to approved suppliers/term contractors
- All information obtained must be copied to the Asbestos Co-ordinator/Deputy.

### **Management survey (Previously Type 1 and Type 2)**

A Management Survey is the standard survey and aims to ensure that:

- Nobody is harmed by the continuing presence of ACM in the premises or equipment;
- That any ACM remain in good condition
- That nobody disturbs it accidentally.

The Survey is designed to locate ACM that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment.

It involves minor intrusion and minor asbestos disturbance to make a Materials Assessment.

This shows the ability of ACM, if disturbed, to release fibres into the air. It guides the client in prioritising any remedial work.

### **Refurbishment / demolition survey (Previously Type 3):**

The Refurbishment/demolition Survey is required where the premises, or part of it, need upgrading, refurbishment or demolition.

The Survey's aim is to locate and identify, as far as reasonably practicable, all ACMs in the area that the refurbishment work will take place or in the whole building if demolition is planned. The area surveyed must be vacated prior to work commencing, and be certified 'fit for reoccupation' after the survey.

As this type of survey is designed to be used for the basis of tendering the removal of ACMs from a building prior to demolition or major refurbishment, an assessment of the condition of any ACMs is generally not required other than to note any areas of damage or debris.

In practise it is routine to commission a management survey with specific areas allocated for intrusive investigations to facilitate future capital works such as rewiring, heating replacements and kitchen/bathroom upgrades

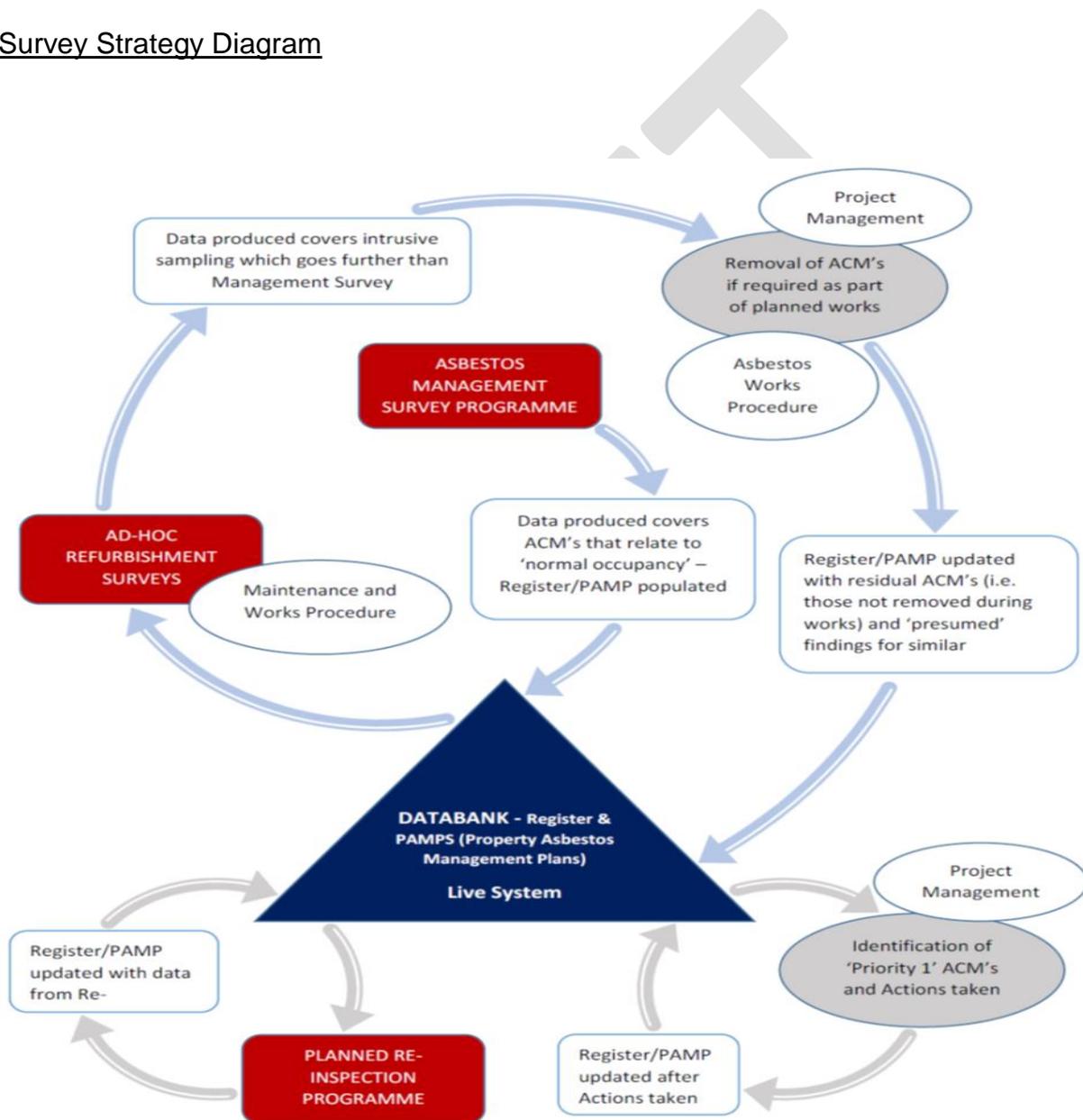
**Specific area survey (targeted refurbishment survey):**

In certain circumstances it will be necessary to commission a survey in a specific area, relevant to refurbishment works (e.g. window replacements in a building).

In these instances, a more in depth inspection than a Management survey will be required without causing the disruption that a full Refurbishment survey incurs.

In these circumstances it will only be possible to undertake an intrusive inspection of specific areas, and any alterations to the scope of the works may therefore necessitate further survey investigations at that time.

Survey Strategy Diagram



## Appendix 5 - Asbestos Risk Assessment

The asbestos survey information produces an algorithm material and priority risk assessment in numerical format enabling a priority rating and management action to be assigned to the ACM occurrence.

### The Material Assessment

The report prepared by the surveyor should include this assessment.

- The assessment addresses the condition of the materials and the likelihood of releasing fibres on disturbance.
- The material assessment will give a good initial guide to the priority for management, as it will identify the materials, which will most readily release airborne fibres if disturbed. However, this may not always indicate high priority for remedial action e.g. where the asbestos containing materials are in an inaccessible area and the asbestos fibres cannot be inhaled by people. The following criteria are assessed:

### HSG 264 Materials Assessment Score:

The Material Assessment Score comprises four separate elements, as follows:

1. The type of the asbestos material
2. Its condition
3. Its surface treatment
4. The type of asbestos identified

### Material Type

Belts	1	Mattress Material	3	Soil	2
Bituminous Product	1	Mill Board	2	Strings	2
Cement Product	1	Packing	3	Thermal Insulation	3
Coating (Non Sprayed)	1	Plastic	1	Thermoplastic Floor Tiles	1
Corrugated Paper	2	Reinforced PVC	1	Vinyl Product	1
Dust and Debris	3	Quilt	3	Wallpaper	1
Felt	2	Resin	1	Decorative Tiles	1
Gaskets	2	Rope	2	Woven Insulation	2
Insulating Board (IB)	2	Roofing Felt	1		
Loose Insulation	3	Semi Rigid Paint	1		
Low Density Board	2	Sprayed Coatings	3		
Mastics	1				

**Extent of Damage**

This takes into consideration any damage to the actual ACM (not damage to any surface treatment).

Good Condition – No Visible Damage	0
Low Damage – Scratches/Broken Edges	1
Medium Damage – Significant Breakage/Exposed Fibres	2
High Damage – Visible Debris	3

**Surface Treatment**

This takes into consideration any treatment or covering to the ACM.

Composite Materials: reinforced plastics, resins, vinyl tiles etc.	0
Enclosed sprays and laggings, AIB with exposed face painted or encapsulated, asbestos cement	1
Unsealed AIB, encapsulated laggings & sprays	2
Unsealed laggings & sprays	3

**Asbestos Type**

Analysed samples are given a score according to the type of asbestos identified to be present in each sample:

Chrysotile	1
Amphiboles excluding Crocidolite	2
Crocidolite	3

These scores are then added together which result in each material being scored between 2 and 12 and these can be then further categorised as follows:

**Category A (≥10)** - regarded as having a **High** potential to release fibres if disturbed.

**Category B (7 – 9)** - regarded as having **Medium** potential to release fibres if disturbed.

**Category C (5 & 6)** - regarded as having **Low** potential to release fibres if disturbed.

**Category D (4 or <)** - regarded as having **Very Low** potential to release fibres if disturbed

**Note:** Asbestos debris may automatically be assessed as **Category A**.

**The Priority Assessment**

The Priority Assessment addresses the human health effects and the likelihood of the asbestos containing material being disturbed.

Remember even an asbestos containing material in the poorest condition only presents a risk to health if the fibres are disturbed into the air we breathe.

This priority assessment takes into account factors such as:

- Maintenance activities (including cleaning if appropriate)
- Likelihood of disturbance
- Human exposure potential (numbers of people and duration of exposure)
- Occupant activity

The 4 general categories are sub divided so that one or more factors may be taken into account.

The score for each main category is the average score for that category rounding up where necessary.

The scoring system used is as given in HSE publication HSG227.

**Occupant Activity**

When carrying out a risk assessment the main type of use of an area and the activities taking place within it should be considered.

**Normal Occupant Activity - Non-Maintenance**

Rare Disturbance – Little used store	0
Low Disturbance – Office type	1
Periodic Disturbance – Industrial or vehicular activity	2
High Disturbance – e.g. Fire door in constant use	3

**Other Occupant Activity – Non-Maintenance**

Rare Disturbance – Little used store	0
Low Disturbance – Office type	1
Periodic Disturbance – Industrial or vehicular activity	2
High Disturbance – e.g. Fire door in constant use	3

**Likelihood of Disturbance**

The 3 factors that will determine the likelihood of disturbance are the location, accessibility and its extent/amount of asbestos.

**Location**

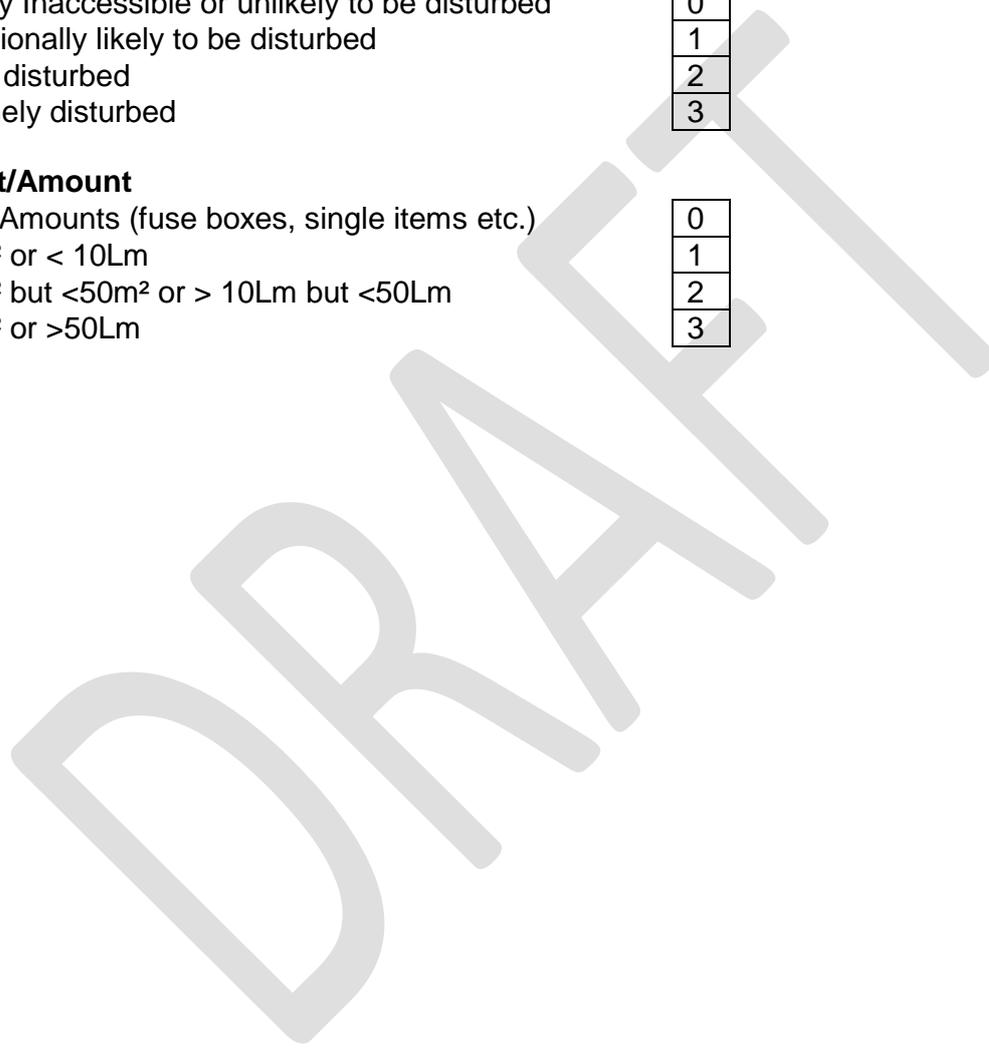
Outdoors	0
Large Rooms > 100m <sup>2</sup>	1
Rooms up to 100m <sup>2</sup>	2
Confined spaces – e.g. Plant rooms, ducts and lofts	3

**Accessibility**

Usually Inaccessible or unlikely to be disturbed	0
Occasionally likely to be disturbed	1
Easily disturbed	2
Routinely disturbed	3

**Extent/Amount**

Small Amounts (fuse boxes, single items etc.)	0
<10m <sup>2</sup> or < 10Lm	1
>10m <sup>2</sup> but <50m <sup>2</sup> or > 10Lm but <50Lm	2
>50m <sup>2</sup> or >50Lm	3



**Human Exposure Potential**

The human exposure potential will depend on the number of people exposed, the frequency of use of the area and the time period the area is occupied.

**No. of Occupants**

None	0
1 to 4	1
4 to 10	2
>10	3

**Frequency of Use**

Infrequently	0
Monthly	1
Weekly	2
Daily	3

**Average Time of Use**

< 1 hour per day	0
> 1 hour and < 3 hours per day	1
> 3 hours and < 6 hours per day	2
> 6 hours per day	3

**Maintenance Activities**

There are 2 types of maintenance that should be considered, planned and un-planned, along with the frequency of any maintenance.

**Maintenance Activity**

Minor Disturbance Possible	0
Low Disturbance Possible	1
Medium Disturbance Possible	2
High Disturbance Possible	3

**Maintenance Frequency**

Material Unlikely to be Disturbed	0
< 1 Activity per year	1
> 1 Activity per year	2
> 1 Activity per month	3

Adding the average scores from the above four factors results in a score for the Priority Assessment.

However, SHA has the ultimate responsibility to check any assessments made by 3rd parties and to make sure that the estimate of the Priority Score is correct, and that the person carrying out the scoring has a detailed knowledge of the site rather than a surveyor (i.e. check each calculation, and review the scores if corrections are necessary, or when changes occur).

### **Total Risk Assessment**

Adding the Materials Assessment score and the Priority Risk score for each asbestos containing material at each location gives a series of Total Risk Assessments.

These total scores can then be used within the Management Plan to prioritise the risk and plan any actions, as follows:

#### **Risk Priority Code 1, risk scores 18 or higher = HIGH RISK**

- Recommended Action:  
Manage ACM's and carry out planned remedial action to reduce the risk score within a short time scale (typically within 12 months or less) to below risk score 18 in accordance with your Asbestos Policy and Management Plan.

#### **Risk Priority Code 2, risk scores 12 to 17 = MEDIUM RISK**

- Recommended Action:  
Manage as Priority 1's, but remedial action may be deferred to action in the medium term or until next maintenance period, or demolition or major refurbishment is planned.

#### **Risk Priority Code 3, risk scores 11 or less = LOW RISK**

- Recommended Action: Manage and consider removal if the item falls within a demolition or major refurbishment area and works is likely to disturb the material.

Any change in property usage, including maintenance activities should prompt a formal re-assessment and update of the "Asbestos Register" (including "Risk Priority Scores" and recommended actions).

It is recommended that a review/audit should be carried out at least every 12 months to update the system.

A written record must be made of each review and any information about ACM's given to anyone who may be at risk from disturbing them (e.g. maintenance workers).

The total risk scores (material assessment and priority assessment) are entered into the asbestos management database and will form the basis for the Asbestos Action Plan

## SOUTHSIDE HOUSING ASSOCIATION ASBESTOS MANAGEMENT POLICY & PLAN

The table below provides some examples of completed material and priority risk assessments from HSG264:

Address Location	Product Type	Extent	Accessibility	Condition	Surface Treatment	Asbestos Type	Sampled / presumed / Strongly presumed	Material Assessment Score	Priority and action score Total Risk
Store room 2, BC408 - ceiling	AIB Whole ceiling	120 m2	Medium	Good	Painted one face only	Amosite	Sampled	5	12
Store room 2, BC408 - fire door	Asbestos board on door carcass (AIB)	21 m2	Medium	Good	Encapsulated by wood in door	Amosite	Sampled	5	12
Meeting room 2, BC412, ceiling	Asbestos ceiling tiles (AIB)	5 m2	Medium	Good	Painted one face only	Amosite	Sampled	5	13
Canteen, BC410, lino on floor	Cushion floor (paper)	5 m2	Easy	Good (damage to edge)	Covered by vinyl	Chrysotile	Sampled	4	11
Corridor, BC411, electrical switch box	Woven cloth	Possibly 4 items	Medium	Medium	Unsealed	Chrysotile	Strongly presumed	8	14 - remove during next campaign
Plant room 2, BC416, lift motor	Brake shoes	2 items	Difficult	Medium	Unsealed	Chrysotile	Strongly presumed	4	10 - 'H' Vac dust
Plant room 2, BC416, pipe lagging	Pipe insulation	24 linear metres	Easy	Good	Sealed and labelled	Crocidolite Amosite Chrysotile	Sampled	8	14 - remove during next campaign
Plant room 2, BC416, wall panels	Asbestos panels (AIB)	43 m2	Easy	Good	1 face sealed and labelled	Chrysotile	Sampled	5	14 - monitor weekly

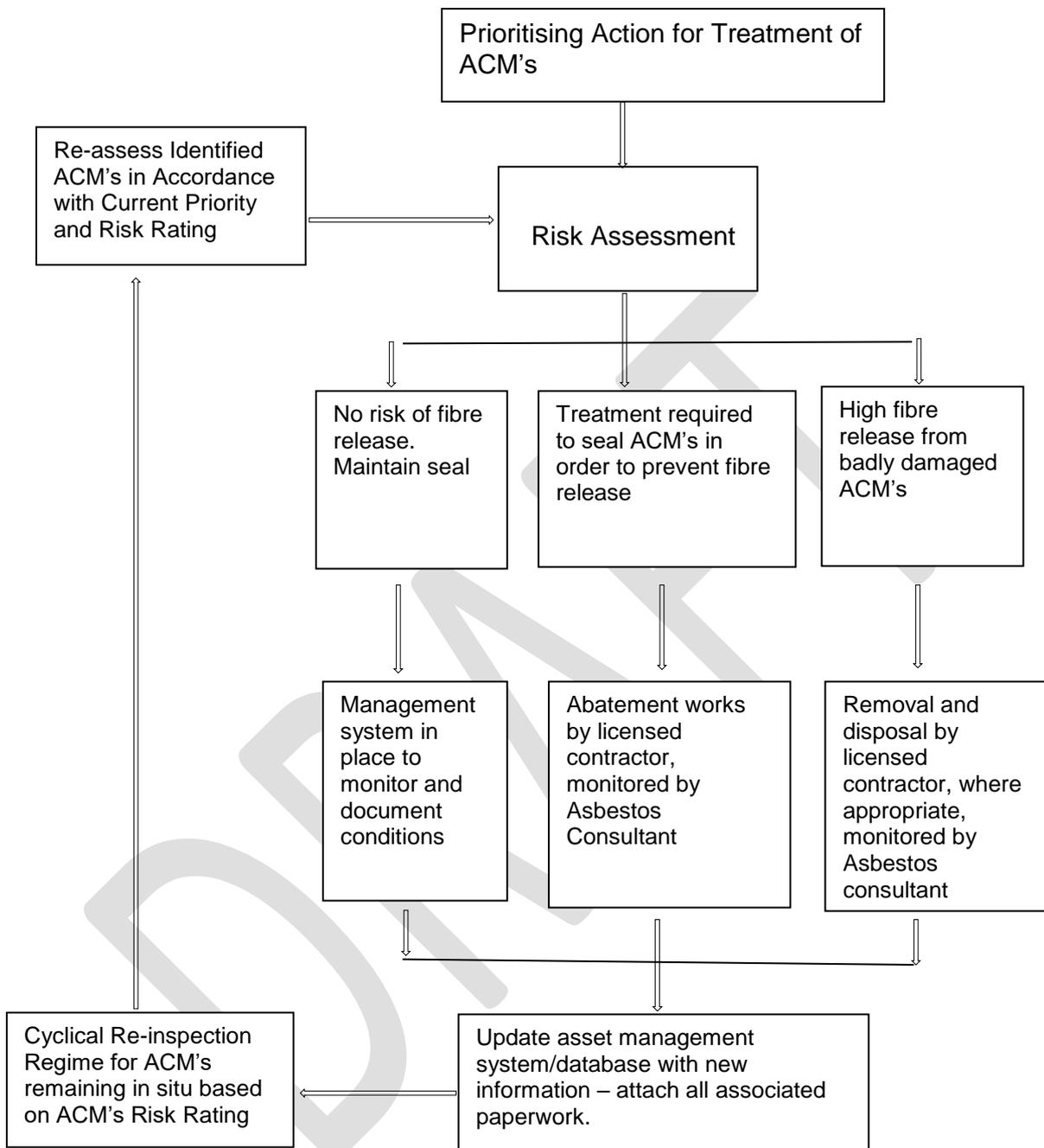
**Appendix 6 – Management Action Plan**

SHA ASBESTOS MANAGEMENT ACTION PLAN 2022-2023					
	<b>ACTION REQUIRED</b>	<b>PRIORITY H/M/L</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON</b>	<b>DATE COMPLETE</b>
A	Appoint persons to manage asbestos and assign roles	H		SMT	
B	Implement a refurbishment/demolition strategy - App 4 <ol style="list-style-type: none"> <li>1. Establish a programme to carry out management surveys to properties that have not previously been surveyed</li> <li>2. Carry out asbestos management surveys to properties that have not been previously surveyed at void</li> <li>3. Carry out refurbishment surveys to properties subject to major works or capital investment</li> </ol>	H		Asbestos Co-ordinator & Deputy Co-ordinator	
C	Implement an effective management strategy of ACMs <ol style="list-style-type: none"> <li>1. Monitor the condition of known or presumed ACMs</li> <li>2. Remove high risk fibre release ACMs, where this is impractical, repair or reduce risk through isolation or encapsulation</li> <li>3. Repair damaged ACMs</li> <li>4. Monitor ACMs in good condition through periodic inspection</li> <li>5. Label ACMs that are likely to be disturbed through maintenance activities</li> <li>6. Establish property logs to be kept on site for offices, concierge sites &amp; supported accommodation complexes</li> </ol>	H		ACO/DCO	
D	Implement a training programme for employees and committee <ol style="list-style-type: none"> <li>1. Accredited courses specific to role and identified through appraisal process</li> <li>2. In – house training on policy &amp; plan and responsibilities</li> <li>3. Dissemination of policy and plan to all employees using various platforms</li> </ol>	H		ACO/DCO	

**SOUTHSIDE HOUSING ASSOCIATION ASBESTOS MANAGEMENT POLICY & PLAN**

SHA ASBESTOS MANAGEMENT ACTION PLAN 2022-2023					
	<b>ACTION REQUIRED</b>	<b>PRIORITY H/M/L</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON</b>	<b>DATE COMPLETE</b>
E	Implement an audit programme 1. Management plan – annual 2. Asbestos register – annual 3. Contractor information on repair orders – annual 4. External audit of policy & plan – 3yrs	H		ARP ACO/DCO ACO/DCO H&S Advisor	
F	Instruct Housing Officers that the asbestos information leaflet is to be included within the new tenant 'starter pack'	H		ACO/DCO	
G	Asbestos information to be made available for tenants/members of the public on SHA web page, upon approval of SMT	H		ACO/DCO	
H	Budgets to be set for the management of asbestos	H		SMT	
I	Ensure all asbestos contractors, consultants, surveyors, analysts on the Approved register are: 1. Competent & accredited for the specific work they carry out 2. Insured for the specific work they do 3. Training, medical certification, & RAMS are up to date and specific to the work they carry out	H		ACO/DCO	
J	Maintenance of the asbestos register, data base and records associated with asbestos work	H		ACO/DCO	

Appendix 7 - Principles of Managing known ACM's



## Appendix 8 - Control Limits

The Control of Asbestos Regulations 2012 introduced a single “Control Limit” of 0.1 fibres per cm<sup>3</sup> of air for work with all types of asbestos measured over a 4-hour period and 0.6 fibres per cm<sup>3</sup> over a 10-minute period.

Control limits for all asbestos types are as follows:

Asbestos type	4 hr control limit fibres per cm <sup>3</sup> (or f/ml)	10 min control limit fibres per cm <sup>3</sup> (or f/ml)
All types	0.1	0.6

f/ml = fibres per millilitre of air

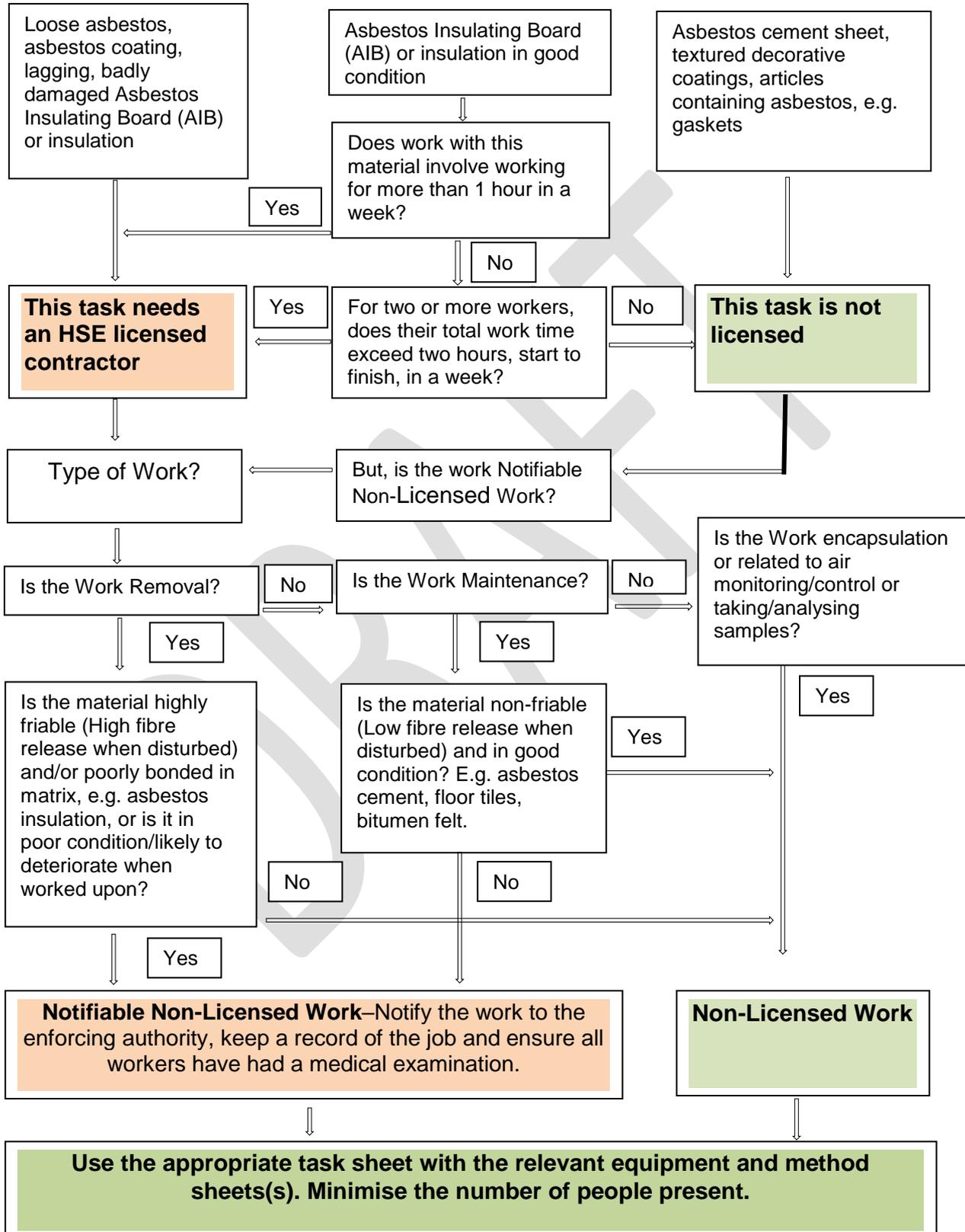
For comparison, the following fibre concentrations for work with asbestos containing materials have been measured.

They illustrate the levels, which can be obtained if precautions are not taken – inclusion certainly does not indicate that a practice listed here is acceptable.

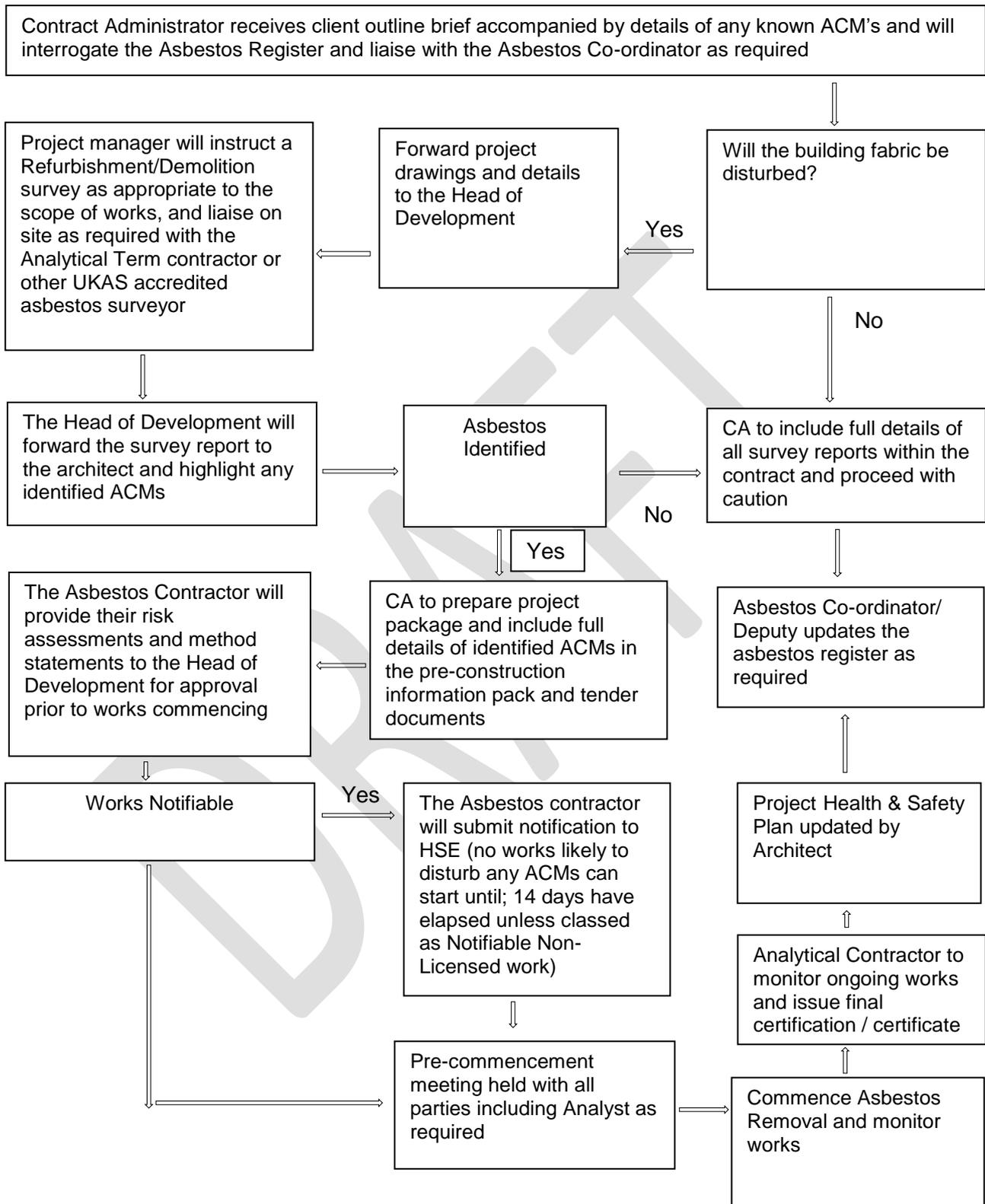
Activity	Typical exposures (f/ml)
<b>Asbestos cement - Machine cutting with:</b>	
jig saw	2-10
circular saw	10-20
abrasive disc	15-25
Hand sawing	Up to 1
Machine drilling	Up to 1
Removal of asbestos cement sheeting	Up to 0.5
<b>Asbestos lagging, coatings and AIB</b>	
Drilling AIB overhead	5-10
Drilling vertical columns	2-5
Using jig saw on AIB	5-20
Hand sawing AIB	5-10
Repair/replace ceiling tiles	0.45

## Appendix 9 – Determining whether a licence is required for asbestos tasks

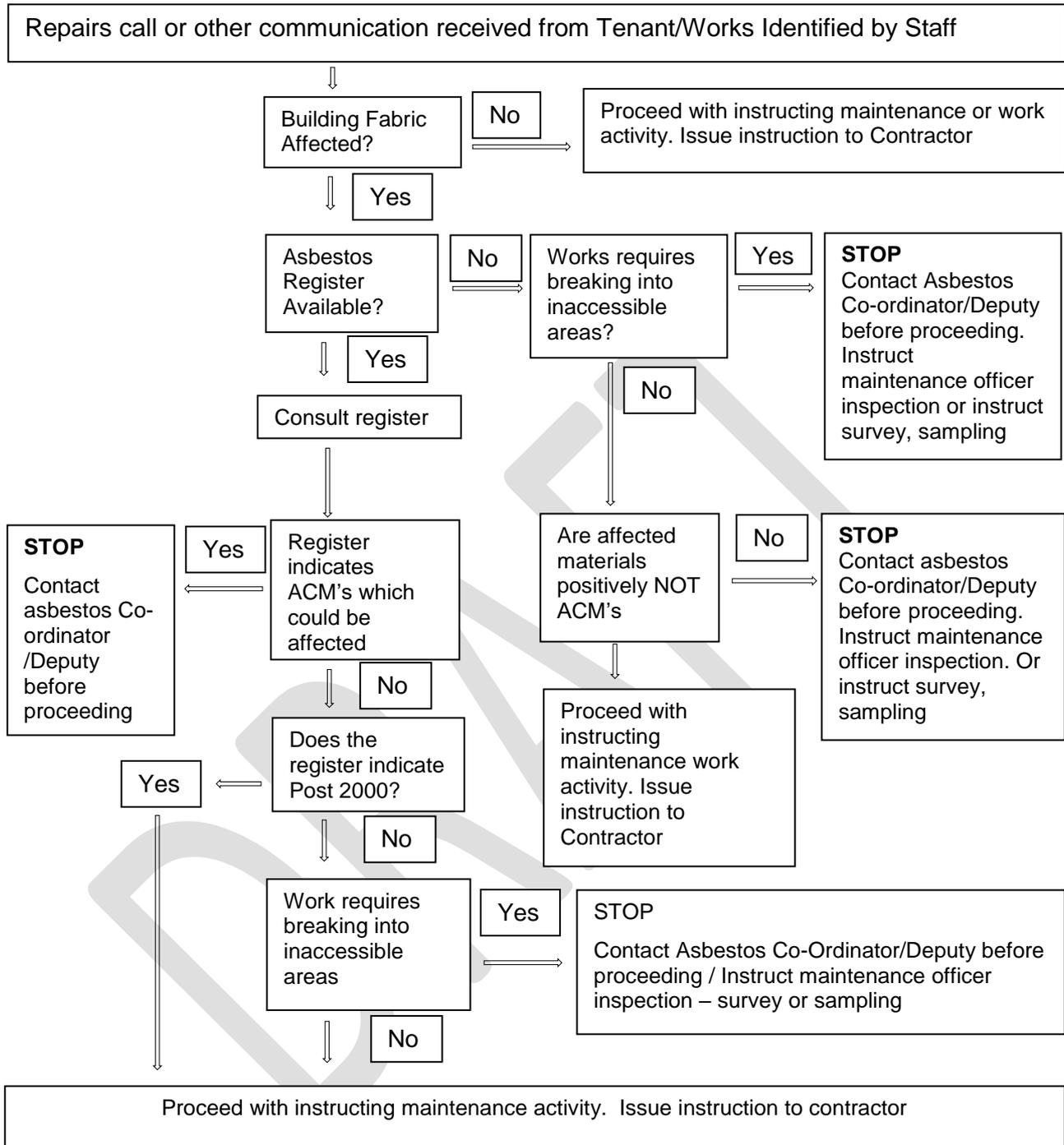
Use this flow chart to decide who needs to do the work:



Appendix 10A – Issuing Major Contract Arrangements

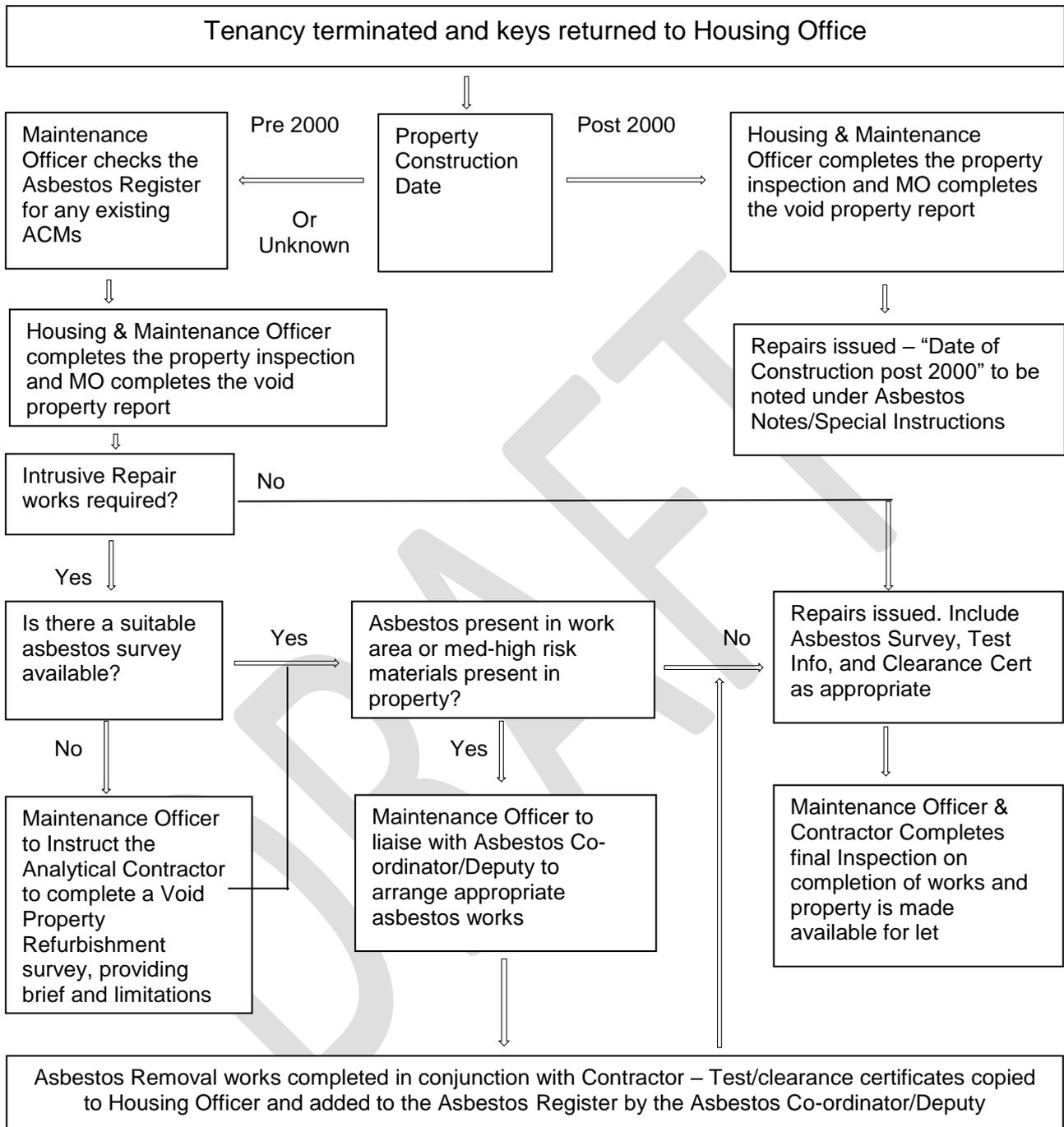


Appendix 10B – Repair process – domestic housing (Occupied)



**NOTE:** If tenant can be safely isolated from the works and any potential fibre release can be contained e.g. to the room the work is taking place in then they can remain at the property. If an asbestos enclosure is needed and/or high fibre release is likely then it would be advisable to put the tenant in temporary accommodation

Appendix 10C – Voids process – domestic housing



Appendix 11 – Common ACM Locations

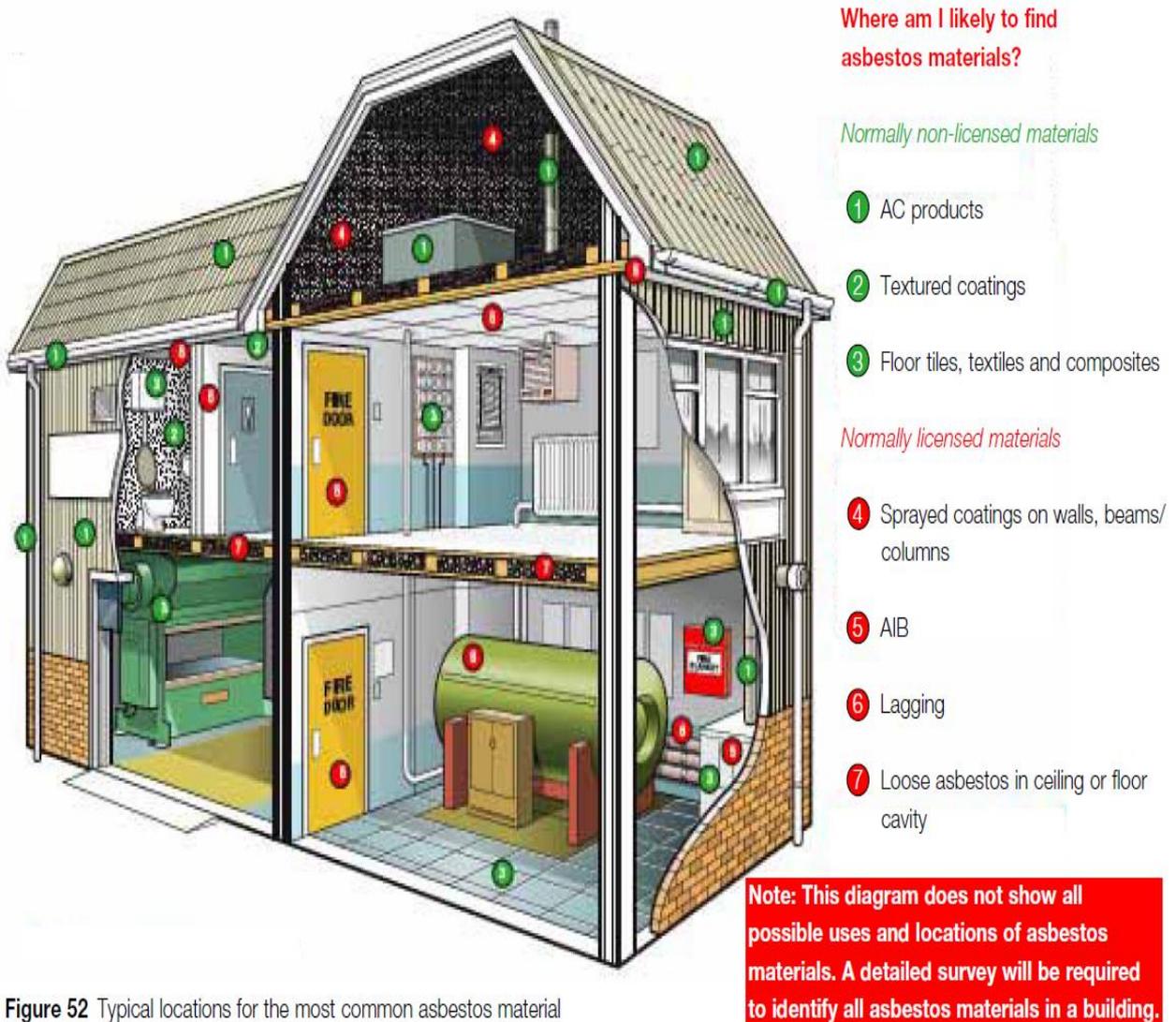


Figure 52 Typical locations for the most common asbestos material

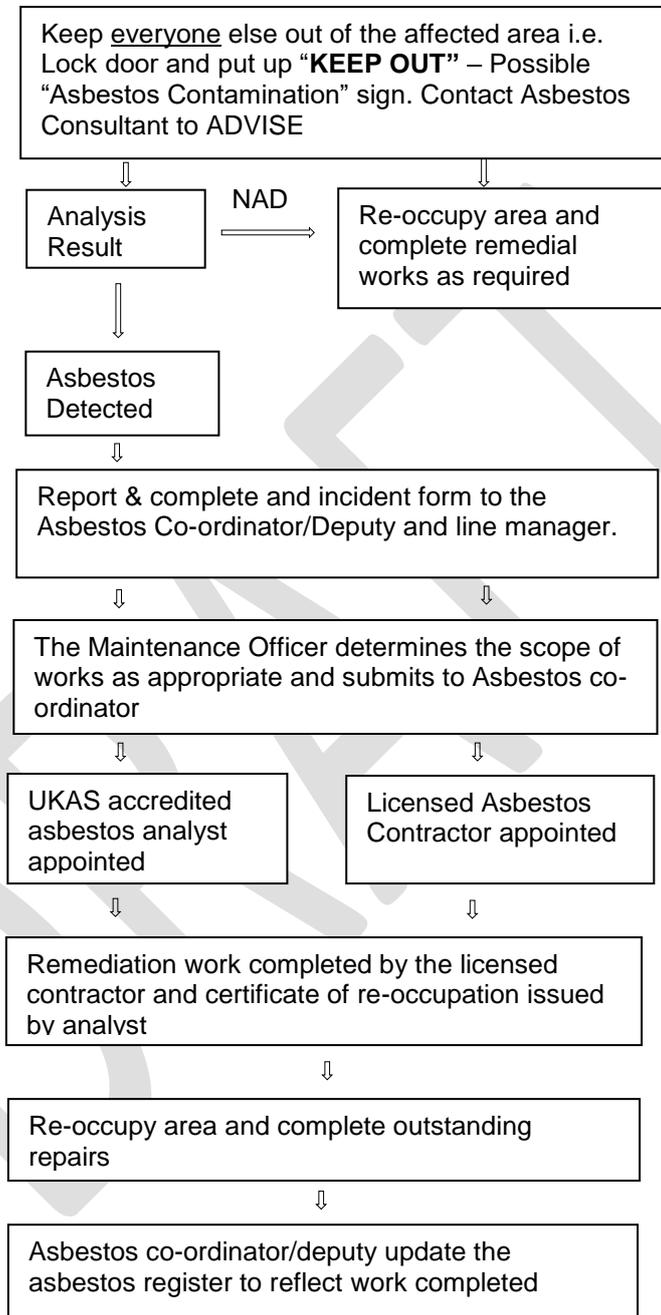
The various classifications of ACM's each have a different potential to release airborne fibres when damaged (known as 'friability'), for example:

Higher Risk of Fibre Release	Lower Risk of Fibre Release	Very Low Risk of Fibre Release
Asbestos Insulation	Asbestos Textured Coating (Aertex)	Asbestos Vinyl Tiles
Asbestos Insulating Board (AIB)	Asbestos Cement	

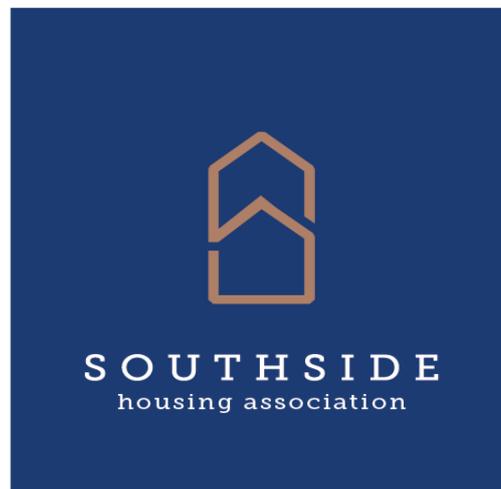
Therefore, the inadvertent damage or disturbance of an ACM does not **necessarily** produce significant airborne fibre levels or health risk to personnel. However, each situation will require a proper assessment by a competent person and the following emergency procedure, should be adopted **in all cases** where it is believed that an ACM has been damaged or disturbed or where exposure to a suspected ACM in poor/damaged condition has occurred:

Appendix 12 – Emergency Procedures

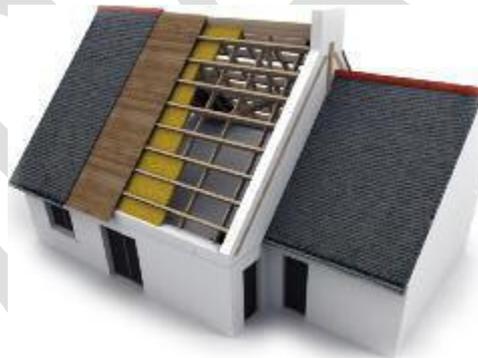
Discovered or damaged materials that could contain Asbestos?  
**STOP WORK IMMEDIATELY**



Appendix 13 – Tenants' Handbook



**Tenants' Asbestos Handbook Guide**



## Tenants` advice for asbestos in the home

### What is Asbestos?

Asbestos is a naturally occurring mineral which can be found in rocks all over the world, including Scotland.

Asbestos fibres are strong and flexible with excellent fire proofing and insulating qualities and were commonly added to building materials between 1930s and the late 1990s. Peak use was in 1963, and use of asbestos in the construction industry was finally banned in the UK in 1999.

Almost all buildings constructed or altered during this period are likely to have some asbestos containing materials (ACMs) in roofs, claddings, soffits, window cills, bath panels, chimneys/flues, water tanks, floor tiles and textured coatings (Aertex or similar).

The three main types of asbestos which were used in the UK are crocidolite (blue asbestos), Amosite (brown asbestos) and chrysotile (white asbestos).

White asbestos, the least dangerous of the three, is the type most likely to be found in your home.

It is not possible to tell whether a material contains asbestos simply by looking at it.

### Why is asbestos dangerous?

Generally, asbestos is only a risk if you disturb or damage it and cause fibres to be released into the air.

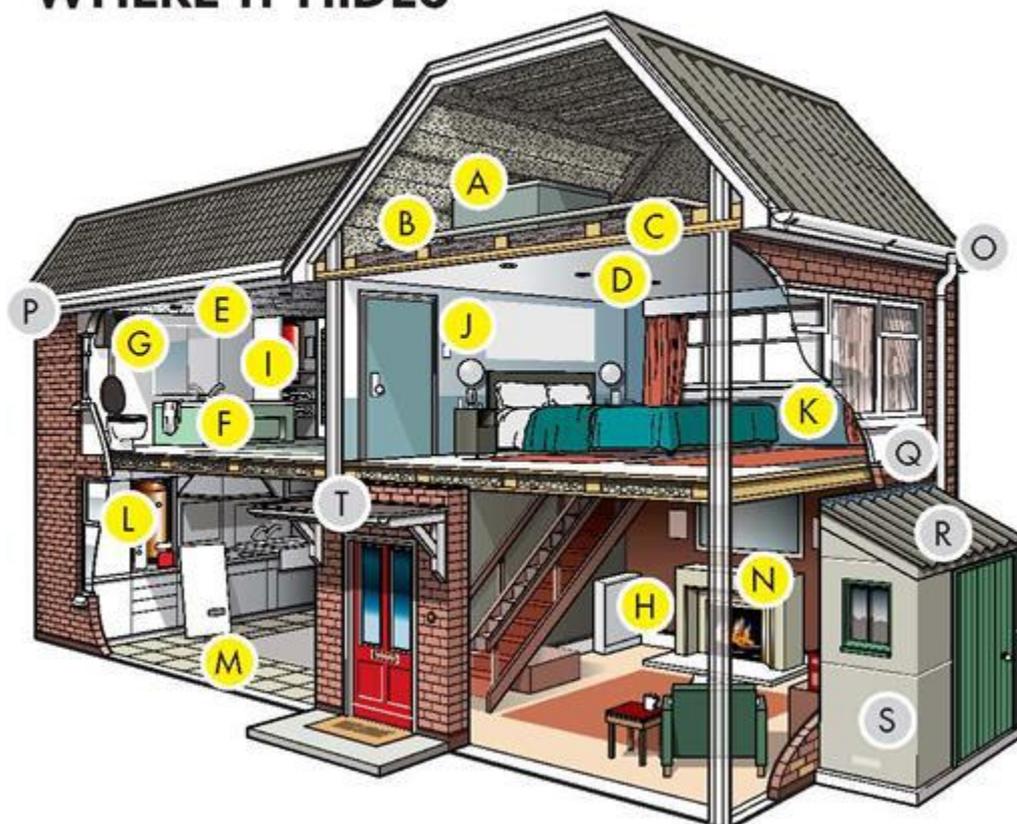
If ACMs are in good condition and in a position where they are not going to be disturbed or damaged, then it is safer to leave them where they are and ensure that the risks are managed.

The greatest risk arises when ACMs are sawn, drilled, sanded or scrubbed. Asbestos fibres released during these activities cannot be seen with the naked eye. DIY work can result in brief but high levels of exposure to asbestos.

Remember, there is no safe level of exposure to asbestos, so you should not attempt to saw, drill or sand any walls, ceilings or floors in your home.

Where might asbestos be in your home?

ASBESTOS  
WHERE IT HIDES



**Inside**

- A. Asbestos cement Water tank
- B. Pipe lagging
- C. Loose fill insulation
- D. Textured decorative coating e.g. aertex
- E. AIB ceiling tiles
- F. AIB bath panel
- G. Toilet seat and cistern
- H. AIB behind fuse box
- I. AIB airing cupboard linings and/or sprayed insulation coating to boiler
- J. AIB partition wall
- K. AIB interior window panel
- L. AIB around boiler
- M. Vinyl floor tiles
- N. AIB behind fire

**Outside**

- O. Gutters and asbestos cement downpipes
  - P. Soffits – AIB or asbestos cement
  - Q. AIB exterior window panel
  - R. Asbestos cement roof
  - S. Asbestos cement panels
  - T. Roofing felt
- (AIB = Asbestos Insulating Board)

Asbestos might typically be found in roofs, claddings, soffits, window cills, bath panels, chimneys/flues, water tanks, floor tiles and textured coatings (Aertex or similar).

As you can see above there are many products, but this list is not exhaustive

### **What you should do if you suspect there is asbestos in your home?**

If it is in good condition and cannot be easily disturbed it is best to leave it alone.

However, if you are concerned about any material within your home you should contact the **Customer Service Centre on 0141-422-1112**

Southside Housing Association has a dedicated Asbestos Co-ordinator/Deputy who can arrange for a team to analyse the material and inform you if it is asbestos.

We will also inspect the condition of the asbestos material, and if it is damaged or has started to deteriorate we will remove or seal it to stop fibres escaping.

### **How we will manage asbestos in your home.**

- Every property is tested for Asbestos when it becomes empty as part of our ongoing programme to gather an accurate picture of the type and amount of asbestos in our properties.
- We will hold details of “Asbestos Surveys” within the asbestos register.
- Properties will be inspected again from time to time depending on the types of asbestos found and the level of risk.
- Remember, if the asbestos is in good condition and is unlikely to be disturbed or damaged, it does not pose a risk to your health and we will leave it in place.
- We may seal materials containing asbestos to stop any fibres escaping and action any further works required to make the area safe.
- If we need to remove asbestos from your home, we will keep you informed about the work and what you need to do to ensure the safety of your family.

### **Home Improvements**

If you are planning home improvements, please remember that you will need to get permission from the Association for anything other than decoration.

If you think you may have asbestos in your home and wish to carry out an improvement to this area, please always talk to us first. We can check our records and tell you if any asbestos is present in your home or arrange for our specialist contractors to carry out an asbestos survey.

Please contact your local repairs team to discuss before starting any works

## DIY Rules

- Do not drill, saw, scrub or sand anything you think may contain asbestos.
- Keep activities to a minimum in any areas where material may contain asbestos.
- Do not dust, sweep or vacuum debris that may contain asbestos.
- Take every precaution to avoid damaging asbestos materials or asbestos containing products.

## Frequently Asked Questions

### **If there are asbestos containing materials in my home, why not remove it straight away?**

- Needlessly disturbing asbestos containing materials that are in good condition may produce dust and could increase health risks.
- When we survey homes to find out whether there are asbestos containing materials present, we also check the condition of the material.
- Materials in good condition do not cause health problems. If materials are in poor condition, we will consider removing them or sealing them.
- However, when we need to do building work on your home, disturbing asbestos may be unavoidable. If so, we would look at how we could safely remove the material.

### **I think I may have disturbed or damaged some asbestos containing materials in my home – what should I do?**

- Contact the **Customer Service Centre on 0141-422-1112** and we will arrange to have the material inspected and assessed.
- We will then decide what action is required to make it safe.

### **I've been told that Aertex contains asbestos. What is it and is it safe?**

- Aertex is a textured coating that has been widely used in domestic properties on interior walls and ceilings.
- Older types of Aertex coatings sometimes contain a small amount of asbestos.
- Aertex is safe as long as it is left alone – it is very hard and over the years has been coated with layers of paint.

### **Can I redecorate walls and ceilings coated with old Aertex?**

- You can paint walls and ceilings coated with Aertex, but do not sand or scrape the Aertex surface. If you notice any damaged areas, please contact us for advice.

### **I have a garage and think the roof may be asbestos, what do I do?**

- If the garage is your own, then it will be your responsibility to have the material checked and removed or sealed to protect the fibres.
- However, if the garage is Association owned then we will carry out a survey and pending the results will either remove the damaged section(s) or seal it so that fibres are not released.
- If you are unsure, please contact your repairs team for further advice.

### **I have noticed some broken pieces of vinyl floor tiles that I think may contain asbestos. Is my health at risk?**

- No, even broken pieces of tile don't produce much dust, so there should be little health risk. But contact us and we will have them removed safely.

### Who to Contact?

If you have any concerns about asbestos in your home, please contact **Customer Service Centre on 0141-422-1112**

### Useful Links

Further information about asbestos is available on the Health and Safety Executive Website.

- Health and Safety Executive:  
Asbestos health and Safety [www.hse.gov.uk/asbestos](http://www.hse.gov.uk/asbestos)

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## Appendix 14 - Organisations Providing Support & Training

### **Health and Safety Executive (HSE)**

Incident Contact Centre (RIDDOR – fatal and major injuries only): 0345 300 9923

Out of Hours (Major Incidents/work related death only): 0151 922 9235

Health & Safety Issue Reporting: 0300 003 1647

Web Site: [www.hse.gov.uk/asbestos](http://www.hse.gov.uk/asbestos)

E-mail: [asbestos.campaign@hse.gsi.gov.uk](mailto:asbestos.campaign@hse.gsi.gov.uk)

### **British Occupational Hygiene Society (BOHS)**

Address: 5/6 Melbourne Business Court, Millennium Way, Pride Park, Derby. DE24 8LZ

Tel: 01332 298 101

Web Site: [www.bohs.org](http://www.bohs.org)

E-mail: [admin@bohs.org](mailto:admin@bohs.org)

### **United Kingdom Accreditation Service (UKAS)**

Address: 2 Pine Trees, Chertsey Lane, Staines-upon-Thames. TW18 3HR

Tel: 01784 429 000

Web Site: [www.ukas.com](http://www.ukas.com)

E-mail: [info@ukas.com](mailto:info@ukas.com)

### **Asbestos Removal Contractors Association (ARCA)**

Address: Unit 1 Stretton Business Park 2, Brunel Drive, Stretton Staffordshire. DE13 0BY

Tel: 01283 566 467

Web Site: [www.arca.org.uk](http://www.arca.org.uk)

E-mail: [info@arca.org.uk](mailto:info@arca.org.uk)

### **Asbestos Testing and Consultancy Association (ATaC)**

Address: Unit 1 Stretton Business Park 2, Brunel Drive, Stretton Staffordshire. DE13 0BY

Tel: 01283 566 467

Web Site: [www.arca.org.uk](http://www.arca.org.uk)

E-mail: [info@atac.org.uk](mailto:info@atac.org.uk)

### **Asbestos Control and Abatement Division (ACAD)**

Address: Tica House, 34 Allington Way. Darlington, C/o Durham. DL1 4QB

Tel: 01325 466 704

Web Site: [www.tica-acad.co.uk](http://www.tica-acad.co.uk)

E-mail: [training@acad.uk.com](mailto:training@acad.uk.com)

## Appendix 15 – References

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*Management of Health and Safety at Work Regulations (MHSWR) 1999*

*Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice and guidance, L24 2<sup>nd</sup> edition 2013.*

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*A Comprehensive Guide to Managing Asbestos in Premises HSG 227, 2002.*

*Managing asbestos in buildings, Leaflet INDG223 (rev5) 2012.*

*Asbestos: The survey guide, HSG 264, 2<sup>nd</sup> edition 2012.*

*Asbestos: The analysts' guide for sampling, analysis and clearance procedures, HSG 248, 2005.*

*Asbestos: The licensed contractors' guide, HSG247, 2006*

*Asbestos Essentials: A task manual for building, maintenance and allied trades of non-licensed asbestos work, HSG210, 4<sup>th</sup> edition 2018.*

*Asbestos and man-made mineral fibres in buildings, Practical Guidance DETR 1999*  
*Continuing increase in Mesothelioma mortality in Britain, Julian Peto et al, The Lancet, March 4 1995, Volume 345, issue 8949, Pages 535-539.*

*Asbestos-related disease statistics in Great Britain, HSE 2020.*