

Subject	Asbestos
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Purpose

- 1) To effectively manage all asbestos containing materials and to reduce the asbestos related risks to as low a level as is reasonably practicable.

References

- 1) Health and Safety at Work etc. Act 1974
- 2) Control of Asbestos Regulations 2012
- 3) Control of Substances Hazardous to Health Regulations 2002
- 4) A Short Guide to Managing Asbestos in Premises INDG223
- 5) Kingdom HA Asbestos Management Procedure

Procedures

- 1) **General**
 - 1.1 In a case where material is suspected of containing asbestos, an external consultant having UKAS (United Kingdom Accreditation Service) accreditation for sampling and analysis, will be contacted to carry out identification.
 - 1.2 If asbestos material is identified on any premises occupied by the Association it will be examined carefully to determine its condition.
 - 1.3 If it is observed to be damaged or cracked, or if it is of a "friable" nature (liable to produce airborne fibres) then a report should be immediately made to the Development and Property Services Director.
 - 1.4 The Development and Property Services Director will contact a competent person who will advise on the most appropriate course of action.
 - 1.5 No Association employee will handle or remove asbestos materials.
 - 1.6 If asbestos is found or suspected during maintenance, or reported by a third party, details should be reported to the Development and Property Services Director and, if necessary, inspected to determine if it is asbestos and should be removed.

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2) **Asbestos Surveys and Management Plans**

- 2.1 Where Association premises or housing stock were built or renovated prior to 1990, a 'Management' asbestos survey will be carried out by a competent asbestos management consultant. (It is expected that no asbestos containing materials would be in use from 1999.) The surveyor should determine an appropriate strategy to cost-effectively assess relevant premises (e.g. by surveying 10% of all similar house designs).
- 2.2 The findings of all surveys undertaken should be used to prepare a register of asbestos containing materials (including their location and condition along with details on how best to manage / remediate the material) in all relevant premises.
- 2.3 An asbestos management plan will be developed and implemented, ensuring that all asbestos containing materials are properly managed. This will include procedures for inspecting materials and carrying out remedial works where necessary.
- 2.4 The Development and Property Services Director will be responsible for maintaining registers, providing information to contractors etc.
- 2.5 All contractors whose work could foreseeably damage asbestos containing materials will be informed before the start of site works of the presence and type of asbestos containing materials.

3) **Maintenance / Refurbishment / Demolition / Repair Works**

- 3.1 Prior to any work being carried out on the fabric of buildings, the Associations maintenance computer system will be interrogated to determine whether asbestos may be encountered and appropriate precautions (including the use of HSE licensed contractors where necessary) will be taken. Where the works are likely to disturb material not included in the registers (e.g. behind wall panels, within voids, etc.), 3.2 will apply.
- 3.2 Prior to any refurbishment, demolition or repair works on building fabric which is not known to be asbestos free, a competent asbestos management consultant will be commissioned to carry out a 'Refurbishment/Demolition' (i.e. intrusive) asbestos survey of the area to be worked upon. Appropriate precautions (including the use of HSE licensed contractors where necessary) will then be taken.

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4) **Work with Asbestos Materials**

- 4.1 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 do 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. Where appropriate, advice will be sought from a competent UKAS accredited asbestos management consultancy prior to any works being carried out on asbestos containing materials.
- 4.2 Where work does not require to be carried out by licensed contractors and does not require notification to the HSE, it will, nevertheless, be undertaken in a safe manner, by appropriately trained personnel, reducing the generation of airborne dusts to as low a level as is reasonably practicable. All method statements and risk assessments for such work will be screened by a competent person prior to work commencing.
- 4.3 Where licensed contractors are required to carry out asbestos works, the following documentation will be requested from the contractor prior to commissioning, and copies kept in the job file:
- current asbestos licence (issued by the HSE)
 - insurance certificate indicating the insured is covered for asbestos work
 - a representative sample of medical examination certificates (conducted by an Employment Medical Advisory Service registered doctor) for personnel who will work on the job
 - a representative sample of training records for all personnel who will work on the job (asbestos management and handling courses), usually provided by a United Kingdom Asbestos Training Association (UKATA) member

In addition, evidence of the following should be seen:

- where applicable, notification of the job to the HSE 14 days prior to commencement
- method statement for the job