

WIGAN & LEIGH HOUSING

ASBESTOS MANAGEMENT POLICY AND PLAN

Lead Director: Asset Management & Development
Lead Officer: Group Manager : Planned Maintenance

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1. Aim

Our Asbestos Management Policy aims, so far as reasonably practicable, **“to prevent or minimise exposure to airborne asbestos fibres of any person who lives, works or visits any dwelling or building we manage on behalf of the Wigan Borough Council”**.

2. Introduction

Many buildings maintained or occupied by Wigan & Leigh Housing Company Limited (WALH) were constructed at a time when Asbestos Containing Materials (ACMs) were commonly used. It is possible, therefore, that contractors, staff, tenants and other parties could encounter asbestos containing materials.

The presence of an ACM in itself does not pose a health risk. However, health risks do arise when the material is disturbed or damaged and asbestos fibres are released into the air. Activities that give rise to airborne dust include breaking, sawing, cutting, drilling or machining asbestos products.

WALH recognise the risks posed by asbestos and our aim is to minimise the exposure of people, whether contractors, staff, tenants or others, to airborne asbestos particles wherever reasonably practical. However, WALH recognise that ACMs form an integral part of many premises and if maintained/monitored do not present any threat to health.

Under the Control of Asbestos Regulations 2006 WALH recognise it has a duty to manage any ACMs within their non-domestic stock. We also recognise we need to manage ACMs within the domestic premises we manage.

3. Background Information

Asbestos is a general name for the fibrous form of several naturally occurring minerals. It resists rot, can be divide into fibres and woven, is insoluble, resistant to destruction by heat, acids and alcohol and is inflammable.

The fibre can be used to reinforce plastics and cement products to produce thermal insulation in high temperature areas and can be used for fire resistant coatings.

Various types of asbestos differ in their chemistry, the way they are formed and in the size and shape of their fibres.

Three kinds of asbestos have been used as building materials for many years, these are:

- **Chrysotile (White asbestos).**
Mainly found in asbestos-cement products such as panels / boards, guttering and down pipes, cold water storage tanks, roof sheeting / slates and tiles, soffit boards, wall cladding, Artex coatings, floor tiles and sheet lino, gaskets and is a common filler or reinforcement in products such as mastic, adhesives and paint.
- **Amosite (Brown asbestos).**
Mainly found in fire resistant insulation wall panels, ceiling tiles and boards, sprayed asbestos limpet coatings and pipe / boiler insulation.

- **Crocidolite (Blue asbestos).**
Mainly found in insulation mattresses and as reinforcement in asbestos cement (such as pipes, sheets, moulded products, etc) and sprayed thermal and acoustic insulation.

When asbestos is cut or ground, or when an item containing asbestos is damaged, fine fibres are released into the air. These airborne fibres are invisible to the naked eye but can be inhaled and trapped into the lungs which causes scarring and may trigger a number of diseases including lung cancer, asbestosis and mesothelioma. The damaging effects of these types of cancer may not become apparent for many years.

4. The Duty to Manage Asbestos.

The Control of Asbestos Regulations 2006 applies to most work situations involving risk of exposure to asbestos and came into force on 13th November 2006.

Regulation 4 of The Control of Asbestos 2006 is entitled 'Duty to manage asbestos in non-domestic premises'. Its aim is to reduce the incidences of asbestos related disease among building trade people and others who may be routinely exposed to the presence of significantly damaged ACMs. It requires the duty holders (the person/s who have responsibilities for maintaining or repairing non-domestic premises, and the owner of the premises) to:

- Take all reasonable steps to identify the location of materials likely to contain asbestos.
- Assume that the identified materials contain asbestos, unless there is evidence to the contrary.
- Keep up to date written records (an Asbestos Register) of the location of asbestos-containing materials.
- Monitor the condition of asbestos-containing materials.
- Make a written assessment of the risk of exposure from asbestos.
- Prepare and implement a management plan to control asbestos-related health risks, including measures to ensure that:
 - Materials known or presumed to create a risk of exposure to asbestos is repaired or, if necessary, removed.
 - Materials known or presumed to contain asbestos, but there is a low risk of exposure, are maintained in a good state of repair.
 - Information about the location and condition of material known or presumed to contain asbestos is given to anyone who is likely to disturb it.

Various other legal requirements impose a duty in relation to asbestos upon WALH as an employer. Under Section 2 of the Health and Safety at Work Act 1974 (as amended 2006), employers have a duty of care for the health, safety and welfare of their employees whilst at work. Under Section 3 there is a general duty to third

parties. In addition, employers that are in control of premises have a duty of care, under Section 4 of the HSWA (as amended 2006), towards all other people (non-employees) who use or work at their premises. Other regulations embodied in the HSWA (as amended 2006) require employers to ensure that:

- Immediate steps are taken to reduce exposure to asbestos, in situations where the control levels or action level is exceeded.
- Risk assessments are carried out and are used to prepare method statements for any work that is likely to involve exposure to asbestos.
- The number of workers exposed to asbestos is kept to a minimum.
- Information on the location of asbestos is made available to any person likely to be exposed to ACMs.
- Training is given to anyone liable to be exposed to asbestos.

5. Asbestos Management Policy.

Our Asbestos Management Policy aims, so far as reasonably practicable, “to prevent or minimise exposure to airborne asbestos fibres of any person who lives, works or visits any dwelling or building we manage”. We therefore commit ourselves to:

- Ensuring the prevention of exposure to the risks associated with Asbestos Containing Materials (ACMs).
- Ensuring that any ACMs that may be present in any of WALH managed properties are maintained in a condition so as to prevent the possibility of any harm to health.
- Promoting awareness of the risk from ACMs and of WALH asbestos management procedures, through the training of relevant staff and clients.
- Providing adequate resources to ensure the provision of appropriate information, instructions and training on asbestos awareness for staff, contractors and others.
- Ensuring that all properties, both domestic and non-domestic, are surveyed to identify any ACMs that may be present and to maintain an asbestos register. The register will undergo regular reviews, as determined by the re-inspection dates. All asbestos registers can be found in an Excel format on G:Public/Asbestos information. This file is sub-divided into each of the five management areas with each area being divided into the relevant asbestos registers i.e. communal areas to flats, sheltered communal areas, etc.
- Ensuring all contractors are provided with copies of all asbestos registers by email with updates being provided when required.
- Minimising risks using appropriate measures such as encapsulation, labelling, inspection, working with, or removal of the ACMs.
- Ensuring that an appropriate computerised system is installed, maintained and implemented for the management of all ACMs identified in the asbestos register.

- Ensuring that contractors and sub-contractors undertaking work for WALH are provided with the relevant information regarding ACMs that may be disturbed by their works, and that they follow the appropriate precautions and procedures.
- Ensuring that information regarding the presence of ACMs is contained in the tender documentation and that all contractors have risk assessments and method statements in place before work commences.
- Ensuring that contractors and sub-contractors read the asbestos registers before commencing work.
- Ensuring that licensed contractors and/or sub-contractors carry out works in accordance with the HSE recommendations and WALH procedures.
- Ensuring that customers are informed of the location and condition of ACMs within their home.
- Reviewing the policy, plan and procedures takes place.

6. Asbestos Management Plan

The Asbestos Management Plan sets out what WALH is going to do about asbestos in the properties we manage, when it is going to be done, and how it is going to be done. A **'Material Assessment Score'** (Appendix A) will be the basis of determining the future action required to manage and control the presence of any ACMs. The Material Assessment Score is produced by combining the **'Materials Risk Assessment'** (Appendix B) and **'Priority Risk Assessment score'** (Appendix C) together.

A programme of inspections or actions to make the asbestos safe, such as encapsulation or removal will be undertaken based on the Material Assessment Score.

Any asbestos-containing materials with a Material Assessment Score of 14 and above will generally be removed. The reason for this is that it would be more economic to remove the material than to attempt to carry out repairs and to continue carrying out periodic monitoring. The parameters for action are detailed below:

- Where no information regarding ACMs is available, it must be presumed that asbestos is present.
- All ACMs will be periodically inspected at intervals that have been determined by the risk assessment and will be carried out by a suitably qualified person. The Asbestos Management Team will ensure that any new information obtained through the re-inspection will be used to update the asbestos register.

The Asbestos Management Team will ensure the implementation of the management plan. Our overall aim is to ensure that all ACMs, through re-inspection, remedial or removal works, are effectively managed and any risk is reduced to its lowest practical level.

Asbestos Register(s).

Asbestos registers for all the communal areas within the 49 sheltered and grouped schemes and 125 communal areas to flats will be held centrally. (Currently held by the Asbestos Management Team within the Asset Management and Development Directorate, WALH, The Investment Centre, Wigan, Tel: 01942 705836)

Each sheltered scheme has a copy of it's own section of the asbestos register. Any contractors undertaking work at any of the schemes are required to read the register and sign it before undertaking any work. The asbestos registers are also available electronically within WALH (currently in Excel G:Public/Asbestos Information). Copies of all the registers are sent to all our main partner contractors. Any changes to the asbestos registers will be undertaken by the Asbestos Management Team who will disseminate all relevant changes.

7. Procedure for Day to Day repairs and voids.

To ensure that Wigan & Leigh Housing do not expose their day to day and voids repair contractors or others to airborne asbestos fibres, contractors will be provided with copies of all asbestos registers.

All contractors will be provided with copies of all asbestos registers by email with updates being provided when required. Contractors will be provided with access to a web based version or other IT system.

Wigan & Leigh Housing staff have access to all asbestos registers. (They can currently be found in an Excel format on G:Public/Asbestos information). This file is sub-divided into each of the five management areas with each area being divided into the relevant asbestos registers e.g. communal areas to flats, sheltered communal areas.

Any contractor employed to undertake works to communal areas must read and sign the relevant asbestos register before any works commence. Any contractor undertaking works to void properties must read the appropriate asbestos register and complete the '**Asbestos Recognition Form**' (Appendix E). This form is to confirm that the contractor and operatives have seen the asbestos register and are aware of any materials that could be present within the working area. All operatives within the working team must sign it.

If ACMs are present which are likely to be disturbed, no work is to proceed until a risk assessment and method statement have been provided. Only when the Asbestos Management Team are satisfied with the method statement should confirmation to proceed with the works be issued to the contractor to allow them to start work. In some instances it may be necessary to complete an '**Asbestos Management Permit to Work**' form (Appendix F).

It may be necessary on occasions to remove an identified ACM before any work can commence on a specific property. In these circumstances an approved asbestos removals contractor should be employed to undertake this work or a suitably trained person/team using the methods outline in the HSE 'Asbestos essentials task manual'. The Health and Safety Executive will need to be notified as appropriate of the removal works and a Certificate of Reoccupation provided on completion where necessary.

Where an ACM has been removed, encapsulated or sealed as a result of the works the Asbestos Management Team must be informed by completing an '**Asbestos Notification Form**' (Appendix G) so that the appropriate asbestos register can be updated.

As an additional precaution WALH are in the process of incorporating the details of the asbestos registers within the HMIS system. This will enable all orders raised via the system to include ACM information, including its location.

A general asbestos register for all domestic properties is being developed. The information held on this register will be transferred onto the HMIS system. It will be possible to print a '**Warning prompt**' on all work tickets for the main repairs contractors, LBS, Mears and BHE when the system goes live on 1st December 2009. For all communal areas the prompt will direct the operative to consult the asbestos register held on site. Domestic properties will display a location, asbestos type and risk on the work ticket.

8. Procedure for Programmed Works.

Prior to any programmed works commencing WALH must be satisfied that any contractor employed by WALH is competent in managing asbestos on site and that they have adequate systems in place to deal with any potential asbestos, including ensuring that their operatives are adequately trained to recognise asbestos containing materials and are aware of the procedures upon finding such materials.

Prior to any works programme commencing, the officer managing the project must complete the '**Asbestos Initiation Survey Form**' (Appendix D) giving details of the project. The officer must then check all properties within the programme against the asbestos register to check if ACMs have been identified. This is best carried out prior to tendering or negotiating of the contract. This will allow the contractor to plan and cost for dealing with any ACMs within the contract.

Prior to any works programme commencing, a minimum 10% sample survey of property types within the programmed works will be undertaken to help identify the presence of any ACMs before work starts if not already known. This is based on the Draft MDHS 100 recommendations. The officer managing the programme will ensure that the relevant number of properties and their addresses are passed onto the survey contractor or other appointed person.

Following completion of the surveys the information will be added to the asbestos register by the Asbestos Management Team.

The survey information is to be passed to the contractor, along with any surveys, risk assessments and management plans for dealing with the located ACMs prior to any works commencing. The managing officer is to ensure that the contractor confirms the adequacy of information prior to work commencing.

If work is to be carried out on or near to the identified ACM, the contractor undertaking the work must provide a method statement to the Asbestos Management Team giving details of safe systems of working.

Only when the Asbestos Management Team are satisfied with the method statement should confirmation to proceed with the works be issued to the contractor. In some instances it may be necessary to complete an '**Asbestos Management Permit to Work**' form (Appendix F).

It may be necessary on occasions to remove an identified ACM before the contract commences or the contractor begins to work on a specific property. In these circumstances an approved asbestos removal contractor should be employed to undertake this work. The Health and Safety Executive will be notified as appropriate of the removal works and a Certificate of Re-Occupation provided on completion, where necessary.

All information regarding the removal and identification of asbestos is to be provided to the Asbestos Management Team who are responsible for the management of the asbestos registers.

The Health and Safety Executive must be notified of any work with asbestos where required under the regulations.

9. Procedure for Works carried out by Third Parties.

This procedure covers all works to be carried out by customers on their home by themselves or any other contractor not directly employed by WALH.

Any customer wishing to undertake works to their home must make an application to their local Area Housing Office. If permission is granted the Area Housing Office must issue their standard permission letter, which should detail the location of any ACMs within their home.

Where no survey data exists the Area Housing Office must contact the Asbestos Management Team. A decision whether to carry out a survey will be made based on the type of work being carried out and whether it is to be undertaken by a suitably qualified person.

If a survey is carried out, all the specific details must be input on to the relevant asbestos register.

10. Procedure for occurrences when Asbestos is identified on site.

Where unidentified asbestos is found within a property managed by WALH, the following procedure is to be followed:

- If during the course of any work, an operative discovers or suspects the presence of an ACM, they must cease work immediately and notify their Contracts Manager. The operative must ensure that the work area is left safe and in a satisfactory condition and access to the affected area is prohibited.
- The Contracts Manager must report the incident to the Asbestos Management Team based within the Asset Management and Development Directorate, WALH, The Investment Centre, Wigan, Tel: 01942 705836.
- A member of the Asbestos Management Team will arrange for the area to be inspected and organise a sample analysis of the suspected material if necessary. The survey information, risk assessment and management plan will be added to the asbestos register and will also be provided to the contractors.

Depending on what is found during the survey, a number of options will be available to the Asbestos Management Team on how to deal with the ACM, such as:

- Remove the asbestos.
- Enclose or encapsulate the material and manage its presence.
- Do nothing due to its location and condition and prepare a management plan detailing future actions.

Where asbestos is to be removed or encapsulated, an approved asbestos removal company or a competent contractor will be used. If necessary a Certificate of Re-Occupation will be provided by the asbestos removal company on completion of the works.

If work is to be carried out on or near to the identified ACM, the contractor undertaking the work must provide a method statement to the Asbestos Management Team giving details of safe systems of working. Only when the Asbestos Management Team are satisfied with the method statement should confirmation to proceed with the works be issued to the contractor.

Customers will be provided with advice and guidance regarding any asbestos that has been left in their home. This will highlight the risks of disturbing any asbestos containing materials and would be in addition to the leaflets already available on the Wigan & Leigh Housing website.

11. Emergency Procedure

The Control of Asbestos Regulations set control limits for asbestos exposure. In an emergency it will not always be possible to carry out air monitoring to determine if the control limits have been exceeded. It is therefore necessary to treat all emergencies as though the control limits have been exceeded. The steps for dealing with an unpredicted release of asbestos are as listed below:

- Stop work immediately.
- Immediately clear the area of all persons.
- If the emergency is contained in a single area, such as a room, isolate that room by closing the door and put up a warning sign '**Possible Asbestos Contamination**'.
- Ensure that access to the affected area is prohibited.
- Inform the person responsible for the area i.e. Scheme Manager, Housing Officer or Repairs Manager.
- The person responsible for the area should immediately contact the Asbestos Management Team at CT3 building Tel 01942 705836 during normal working hours and complete the '**Asbestos Emergency Reporting Form**' (Appendix H). Out of hours contact details are 01942 705040 when the concierge will contact the Duty Manager.
- The Asbestos Management Team will assess the situation and decide on what further actions to be taken i.e. arrange for a sample for analysis.

- Where work is required a risk assessment will need to be carried out before determining the method of disposal, repair/encapsulating and clearance of any loose asbestos fibres.
- The Asbestos Management Team will order and monitor any remedial works in accordance with the approved Codes of Practice and legislative requirements.
- The area must be kept clear and anyone not involved in remedial action must not be allowed access. If air monitoring is necessary the concentration levels must be reduced to an acceptable level and a Certificate of Re-Occupation must be provided before the area can be accessed.
- All those affected by the incident must be kept informed of progress.
- In the event of fire or accident, a member of the Asbestos Management Team will liaise with the emergency services and ensure that any information relating to the presence of asbestos is forwarded to the relevant person.
- Where the clean up will take more than two hours or one hour per worker (over seven consecutive days) a specialist contractor licensed by the HSE will be required.
- Where the work does not need a HSE licensed contractor the task guidance sheets should be used to develop a safe way of working.
- Where damage to asbestos occurs whilst the material is in situ, the emergency procedure for dealing with asbestos should be followed.

12. Responsibilities within WALH

The Board BIPC Committee monitor that an up to date Health and Safety Policy is in place, and require cyclical reports on performance, significant risks and incidents.

The Chief Executive chairs the Health & Safety Committee and accepts overall responsibility for the company's duties under the Health & Safety at Work etc. Act 1974.

Responsibility for operational functions rests with Directors. Specific responsibility for the Asbestos Register rests with the Director of Asset Management and Development. The Director is responsible for ensuring policies, plans, processes and resources are in place to meet the company's legal obligations and commitments.

Day to day responsibility for implementing and managing asbestos rests with the Group Manager : Programmes, supported by the Asbestos Management Team.

13. The Asbestos Management Team are responsible for the following:

- Implementing company policy, plans and procedures
- Sourcing suitable companies capable of undertaking surveys to the required standard.

- Arranging for surveys to be carried out to determine so far as is reasonably practical, the location and condition of ACMs.
- Ensuring that immediate action is taken to control imminent risk from asbestos.
- Determining whether materials contain asbestos and presuming they do unless there is strong evidence to prove that they do not.
- Maintaining an electronic record of the locations, condition, maintenance and removal of asbestos and presumed ACMs.
- Assessing the risk of exposure and documenting actions necessary to manage asbestos.
- Ensuring the effective management of ACMs depending on the results of the risk assessment, i.e. seal, repair or remove, if there is a risk of exposure due to its condition or location.
- Ensuring that competent contractors are appointed to undertake works by carrying out audits of completed works.
- Retaining copies of clearance certificates following removal of ACMs and updating the appropriate asbestos register.
- Putting in place a system to monitor the condition of ACMs within all relevant properties on a regular basis, dependent on the risk.
- Putting arrangements in place to ensure that asbestos information is provided to all contractors and others working in the vicinity of the ACMs.
- Ensuring that asbestos information remains up to date and taking further action when necessary.
- Ensuring that, where asbestos has been identified in residential premises, customers are notified of the location, hazards to health, appropriate precautions to take and the need to report any damage.
- Providing advice and guidance to staff, customers and leaseholders regarding asbestos issues.

14. Project Managers/ Deputy Project Managers, Project Officers, Repairs Managers/ Assistant Repairs Managers and Maintenance Officers are responsible for the following:

- Consulting the asbestos registers and Asbestos Management Team for information on asbestos as part of the planning process. Where insufficient information exists on the asbestos registers they will complete an '**Asbestos Survey Initiation Form**' (Appendix D) or assume that asbestos is present.
- Advising the Asbestos Management Team of any changes in condition of known or presumed ACMs which would change the risk assessment and management of the ACM.

- Ensuring that any work undertaken that does not require a licensed contractor is carried out by a suitably trained person/team and is in accordance with the methods outlined in the HSE 'Asbestos essentials tasks manual'.
- Ensuring that when required by legislation, only specialist contractors licensed by the HSE are used to undertake works involving asbestos.
- Ensuring arrangements are put in place so that any works which could disturb ACMs are carried out in accordance with current legislation.
- Ensuring that risk assessments and method statements are obtained from the contractor prior to commencement of any works which would disturb ACMs and are passed on to the Asbestos Management Team.
- Ensuring that, prior to any minor works, a risk assessment and control measures are put in place. Monitoring compliance with the risk assessment and method statement/plan of work in accordance with guidance provided by the Asbestos Management Team.
- Providing information to those who may come into contact with or disturb ACMs. Information must be provided in a written and/or electronic format and shall be correct on the date it is presented.
- Ensuring that, prior to the commencement of any works which may have the potential to bring the occupants into contact with ACMs, the asbestos register is consulted and relevant information is used within the risk assessment and method statement/plan of work.
- Prior to commencement on site of programmed works, obtaining written confirmation from the contractor that all personnel employed on site, either directly or sub-contracted, have been informed of the location of identified ACMs.
- Ensuring that all contractors at risk of disturbing ACMs are aware of their requirements to provide appropriate training and information to their operatives, which must include recognition of suspect asbestos materials and the emergency procedure to be taken.
- Ensuring that copies of any monitoring or clearance certificates are passed onto the Asbestos Management Team so that the asbestos registers can be updated.
- Providing the contractor with a copy of this Asbestos Management Policy and Plan.
- Ensuring that the Asbestos Management Team is informed where an ACM has been removed, encapsulated or sealed as a result of planned works by completing an '**Asbestos Notification Form**' (Appendix G) so that the appropriate asbestos register can be updated.

15. Contractors are responsible for the following:

- The Health, Safety and Welfare of their staff and meeting their obligations under the Health & Safety at Work etc. Act 1974.
- Complying with asbestos legislation, guidance and good practice.

- Complying with WALH Asbestos Management Policy and Plan and Procedures.
- Confirming that all operatives used on WALH work, including those employed by sub-contractors, have received as a minimum Asbestos Awareness Training.
- Reading the relevant asbestos register at least 21 days prior to the expected commencement date of any works and completing an '**Asbestos Recognition Form**' (Appendix E). This form is to confirm that the contractor has seen the asbestos register and is aware of any materials that could be present within the area. All operatives within the working team must sign it.
- Informing their operatives and those of any sub-contractors of the emergency procedure in the event that they discover or disturb suspected ACMs.
- Providing WALH with a copy of their risk assessment and method statement/plan of work prior to commencement of work.
- Reporting any defects or suspected ACMs prior to starting or continuing work.
- Making full and proper use of any control measures put in place for working with or adjacent to ACMs, i.e. Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE).
- Following carefully all the procedures set out in the method statement for the work.
- Keeping the work place clean.
- Eating and drinking only in agreed locations.

16. All Employees are responsible for the following:

- Meeting their obligations under the Health and Safety at Work etc. Act 1974.
- Immediately reporting any damage, disturbed or suspected ACMs to their manager and follow the emergency procedure within this document.
- Reporting any defects requiring control measures to their line manager.
- Complying with the Asbestos Management Policy and Plan and Procedure.

17. Training.

WALH will ensure that all officers who are required to manage programmed works, responsive maintenance or intrusive works undertake asbestos awareness training to the appropriate level. This is aimed to provide all officers with sufficient knowledge to deal with ACMs.

Refresher training will be provided to all officers who are required to manage works as outlined in Regulation 10 of The Control of Asbestos Regulations 2006.

18. Monitor, Review and Audit.

The Asbestos Management Team will undertake a review of the Asbestos Management Policy and plan and procedures at least once every two years to ensure that the information held is correct.

Changes to legislation will be incorporated into the plan as and when they are required.

The Asbestos Management Team will also ensure that, as part of the review, the management procedures in relation to managing asbestos in WALH properties are working effectively.

19. Information to customers.

Information regarding asbestos will be provided in the following way:

- Leaflet at sign up.
- Awareness raising through Housing Matters.
- Advice on the WALH website providing details on how to contact the Asbestos Management Team.
- Providing information regarding asbestos to tenants when they apply to carry out works themselves or by appointing their own contractor.

Appendix A

Material Assessment Scores

Material Assessment Score	Level of Risk	Action
0	No risk	No action necessary
1 – 13	Minor/low risk	Periodic visual inspections required usually every 12 months.
14 – 17	Medium risk requiring near term attention	Programmed removal within specified timescale - normally 12 months or as specified within the survey.
18 or more	High risk material requiring urgent attention	Programmed immediate removal. Where delay of removal seal/encapsulate and position approved warning labels to avoid disturbance.

Appendix B

Material Risk Assessment

Sample variable	Score	Examples of material
Product type (or debris from product)	1	Asbestos reinforced composites (plastic, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal installation (i.e. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of damage / deterioration	0	Good condition; no visible damage
	1	Low damage: a few scratches or surfaces marks, broken edges of tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated) asbestos cement sheet etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays.
Asbestos type	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite
	3	Crocidolite
No asbestos	0	No asbestos in sample
Total score		

Appendix C

Priority Risk Assessment

Assessment factor	Score	Examples of score variables
<u>Normal occupant activity</u>		
Main type of activity in area	0	Rare disturbance activity (i.e. little used store room)
	1	Low disturbance (i.e. office type activity)
	2	Periodic disturbance (i.e. industrial or vehicular activity which may contact ACMs)
	3	High levels of disturbance (i.e. fire doors with asbestos insulating board sheet in constant use)
	As above	As above
Secondary activities of area		
<u>Likelihood of disturbance</u>		
Location	0	Outdoors
	1	Large room or well ventilated areas
	2	Room up to 100m ²
	3	Confined spaces
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
Extent / amount	3	Routinely disturbed
	0	Small amounts of items (i.e. strings, gaskets)
	1	≤ 10m ² or ≤ 10m pipe run
	2	≥ 10m ² to ≤ 50m ² or > 10m to ≤ 50m pipe run
	3	≥ 50m ² or > 50m pipe run
<u>Human exposure potential</u>		
Number of occupants		
Frequency of use of area	0	None
	1	1 to 3
	2	4 to 10
	3	> 10
Average time area is in use	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
	0	< 1 hour
1	> 1 to < 3 hours	
2	> 3 to < 6 hours	
3	> 6 hours	
<u>Maintenance activity</u>		
Type of activity		
Frequency of activity	0	Minor disturbance (i.e. possibility of contact when gaining access)
	1	Low disturbance (i.e. changing light bulbs in asbestos insulating board ceiling)
	2	Medium disturbance (i.e. lifting one or two asbestos insulating board ceiling tiles to access a valve)
	3	High levels of disturbance (i.e. removing a number of asbestos insulating board ceiling tiles to replace a valve or for re-cabling)
	0	ACM unlikely to be disturbed for maintenance
1	≤ 1 per year	
2	> 2 per year	
3	> 1 per month	

Asbestos Survey Initiation Form:

Programme name:

Scheme name:

Proposed start date:

Work details:

Project team details:

Officer	Base	Tel; No.

Contractor details:

Name:

Address:

Tel; No.

Type of survey required:

Information supplied:

Date:

Appendix E

Asbestos Recognition Form

Site Address:			
Contact No:		Date:	
Contractor Name:			
Address:			

I/we have read/had explained to me/us, the Asbestos Register for the site. I/we agree to comply by the controls.

Operatives Name:	Signature	Reviewed Register (please tick):

Contractor's Supervising Officer:

I confirm that the above information is correct and all those who have signed, to the best of my knowledge, have read/had explained to them the Asbestos Register.

Print..... Sign.....

Date.....

(for Asbestos Team use only)

Permit to Work issued to contractor yes / no

Issued by:

Print.....

Date.....

Appendix F

Asbestos Management Permit To Work

Permit No.		Issue Date	
Contractor			
Name of Personnel:			
Location of work/Programme:			
Description of work (specific)			
Duration of Permit:	Start:	Finish:	
Is Asbestos Present?			
<p>Are specialist asbestos removal contractors required? Yes No</p> <p>If no, work can proceed. If yes, this permit cannot be issued.</p>			
Contractor signature.		Asbestos Management Team signature.	
Print Name		Print Name	
<p>Have any further suspect materials been detected as a result of these works? Yes No</p>			
<p>Have any ACMs been disturbed as a result of these works? Yes No</p>			
<p>If yes, to either of the above, has the Asbestos Management Team been informed? Yes No</p>			Date:
<p>(Asbestos Management Team use only)</p> <p>Do the asbestos registers require revising/updating? Yes No</p>			
Asbestos Registers Updated?	Yes	N/A	
Updated by:	Print:	Sign:	

Appendix G

Asbestos Notification Form

Property Address:	
Date:	
Contractor Name:	
Contractor Address:	
Location of Asbestos:	

Action Taken (please tick):

Removed	<input type="checkbox"/>	Encapsulated	<input type="checkbox"/>
Enclosed	<input type="checkbox"/>	Sealed	<input type="checkbox"/>
Overlaid	<input type="checkbox"/>	Repaired	<input type="checkbox"/>
Date Carried Out:			

Supporting Documents Attached (please tick):

ASB5 Notification	<input type="checkbox"/>	Method Statements	<input type="checkbox"/>
Certificate of Re-Occupation	<input type="checkbox"/>	Waste Consignment Note	<input type="checkbox"/>
Air Monitoring	<input type="checkbox"/>	Other	<input type="checkbox"/>
Print Name:			
Signed:			

(for Asbestos Management Team use only)

Asbestos Register Updated:

Updated by:

Print..... Sign.....

Date.....

Appendix H

Asbestos Emergency Reporting Form

Property Address:	
Date of Incident:	
Name of People Potentially Exposed:	
Location of Asbestos:	

Checklist - for Asbestos Management Team use only (please tick):

1. Register Checked		
2. Asbestos Present		Go to item 6
3. No Asbestos Present		No further action required
4. No Survey Data		Go to item 6
5. Pass Names of People Potentially Exposed to Human Resources		HR to notify under RIDDOR
6. Licensed Asbestos Contractor Employed		
7. Survey Carried Out		
8. Certificate of Re-Occupation Issued		No further action required

Action - for Asbestos Management Team only (please tick):

Asbestos Notification Form (ANF) completed

Print..... Sign.....

Date.....