



Bridgewater Housing Association Policy

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This policy can also be provided in large print, braille, audio or other non-written format and a variety of languages on request. Please contact the Association by emailing admin@bridgewaterha.org.uk or call 0141 812 2237 to request this.

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1. Introduction

- 1.1 The purpose of this plan is to:
 - Ensure compliance with current asbestos legislation; and
 - Establish clear guidelines to be followed to ensure that all reasonable steps are taken to prevent the exposure of persons to asbestos.
- 1.2 The Health and Safety at Work Act 1974, the Control of Asbestos Regulations 2012 (CAR) and all associated Approved Codes of Practices are committed to the effective management of Asbestos Containing Materials (ACMs) and place duties upon an employer to ensure that wherever reasonably practicable, workers are not exposed to asbestos and that others are not exposed to asbestos as a result of their activities. This duty applies to all premises, domestic, communal or non-domestic.
- 1.3 The Control of Asbestos Regulations were updated in 2012 and in addition to the duties of employers it imposes the 'duty to manage' in non-domestic premises. This includes communal areas of domestic buildings. A wide range of people potentially have obligations under this regulation and the extent of the practical duties will be determined by contractual and other legal obligations to the property. In most cases the 'duty holder' is likely to be the party that maintains the premises or has the majority of obligation to maintain the premises.
- 1.4 The Civic Government (Scotland) Act 1982 also applies and relates to both communal areas of residences and domestic premises (private dwelling).
- 1.5 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. Asbestos-related diseases currently kill up to 4,000 people a year in Great Britain. There is no cure for asbestos-related diseases.
- 1.6 This plan details what steps will be undertaken by Bridgewater Housing Association to ensure that the risk from known or suspected ACMs identified within any Association, owned or controlled properties is adequately managed, so that as far as reasonably practicable no one can come to any harm from asbestos. It also details the responsibilities of Bridgewater Housing Association and its staff, contractors and regular building users.
- 1.7 All requirements outlined below are **mandatory for all parties** involved.
- 1.8 The responsible officer for this policy is the Head of Property Services (Responsible Officer).

2. General Principles

- 2.1 Under the provisions of the Control of Asbestos Regulations 2012, Regulation 4, the Responsible Officer shall be the 'duty-holder' with respect to asbestos within Bridgewater Housing Association- owned and controlled properties.
- 2.2 As an employer and a landlord of tenanted housing properties, Bridgewater Housing Association will take all reasonable steps to ensure the Health Safety and Welfare of all its staff and others, including contractors, visitors, clients, tenants and members of the public who may be affected by its activities.
- 2.3 This document sets out the policy for dealing with asbestos within the housing stock owned and controlled by the Association which is known, presumed to be present or found to be present as a result of survey and/or testing and analysis. A list of current properties and the common areas to which this policy applies can be found on the housing management system and asbestos register.
- 2.4 The main principles of asbestos management are to Assess, Record, Inform and Monitor [image source: NHS]:



- **Assess:** Asbestos in premises does not necessarily create an unacceptable risk. Asbestos is the hazard; the risk can only be defined when this hazard is assessed within the environment in which it is found. This assessment must take into account the activities carried out near or on the asbestos for the assessment to be able to present viable recommendations. This may take the form of a desktop study, a full asbestos survey, a partial survey or a combination of these.
- **Record:** All assessments and the location and condition of any known or presumed ACMs must be recorded, updated and regularly reviewed. Similarly, any changes to the condition or location of any known or suspected ACMs, any training, any controlled removal works, re-inspection, etc., must all be recorded. It is imperative that all asbestos documents are kept up-to-date, are coherent and are accessible.
- **Inform:** All asbestos records gathered must be made available to all relevant people at a suitable time. All staff, contracted workers and regular building users may require access to asbestos records held for this site and so they must be made available to anyone who may require them. Additionally, a system of training, seminars, question and answer sessions, as well as site inductions should be adopted where appropriate to ensure that everyone is kept informed about asbestos and that the information they have access to be relevant, accurate and understandable.
- **Monitor:** All ACM records, procedures, training and safe systems of works must be regularly monitored and reviewed; this is an Approved Code of Practice (ACoP) requirement. The purpose of this on-going monitoring is to ensure that the aims of this policy are being met; that all systems are efficient and workable and as far as practicable that no one is being exposed to asbestos
- For the purposes of this plan all types of asbestos will be defined generally as the term 'asbestos' requires the understanding and cooperation of all staff, building users and contractors who also have responsibilities to ensure a safe and healthy working environment is maintained at all times.

3. Asbestos Management Plan

- 3.1 The Control of Asbestos Regulations 2012 requires all duty holders as part of their on-going asbestos management to have a written Asbestos Management Plan (AMP). This details what steps will be taken to effectively manage all items of asbestos. It details all assessments made of ACMs and provides priorities and procedures which must be followed.
- 3.2 The AMP is available to all those who plan, supervise or carry out maintenance works or other projects on any part of Bridgewater Housing Association-owned or controlled premises.

- 3.3 The AMP will be held for operational purposes by the Property Services Team. The Asbestos Management Procedure included as Appendix 1 applies to the list of properties held on the Housing Management System and asbestos register.
- 3.4 The Responsible Officer will have all information required regarding the extent of the duties/duty holder for these areas as required by Regulation 4 of the Control of Asbestos at Work (CAWR) and other appropriate legislation.
- 3.5 The detail of contracts/title deeds/tenancy agreements may require to be referred to in establishing who is responsible for which aspects of the requirements and who may be reasonably required to co-operate with the duty holder with respect to the management of asbestos in common areas.
- 3.6 The AMP and related procedures are working documents and should be regularly updated and staff briefed to ensure they remain valid.

4. Asbestos Register

- 4.1 Information regarding the location and condition of asbestos within Bridgewater Housing Association owned and controlled premises has been recorded in the asbestos register held and can be found by accessing The Bridgewater Housing Association Housing Management System. This AMP should be read in conjunction with the registers held.
- 4.2 In order to manage the location, nature and type of all asbestos within the premises the Maintenance Co-Ordinator will be responsible for maintaining the Asbestos Register and Housing Management System.
- 4.3 All appropriate staff will be notified of the existence of the Asbestos Register and work orders will automatically highlight any works that may have asbestos in the property.
- 4.4 The register is a working document and should be consulted prior to any work being undertaken. Where information on presence/absence of asbestos is available then it may still be necessary to ensure that the scope and limitations of any survey data held is fully understood.
- 4.5 The register will be available to our Auditors should an audit be required and any reports will be reported to the Housing, Land and Property Services Sub-Committee.
- 4.6 No cloning of properties is permitted as materials may differ from property to property.
- 4.7 Regulation 4(9) of the Control of Asbestos Regulations 2012 states that:
'(9) The measures to be specified in the plan for managing the risk shall include adequate measures for – (a) monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos.'
Therefore, any ACMs identified or suspected within the communal areas will be re- inspected at least annually to check that condition has not changed; it has not, deteriorated or been damaged in any way. Re-inspections will be undertaken as in accordance with the Approved Code of Practice, L143 second edition, 'Managing and working with asbestos'. Re-inspections will be undertaken by the Maintenance Team to communal areas where Bridgewater Housing Association has responsibilities. All works relating to asbestos surveys whether they are Management, Refurbishment, Demolition or re-inspections must be carried out by a competent person.
- 4.8 All persons responsible for premises must ensure that any damage to ACMs is reported immediately it is detected or reported to the Responsible Officer (or deputy, Property Services Manager where unavailable) and the Operations Manager.
- 4.9 The register will be reviewed on a six-monthly basis with any adverse findings reported to the Bridgewater Housing Association Housing Land and Property Sub-Committee.

5. Asbestos Work

- 5.1 Properties built after the year 2000 do not require an asbestos survey.

- 5.2 All work involving asbestos removal will be undertaken by a licensed asbestos removal contractor. All removal works should be monitored by the Bridgewater Housing Maintenance Team.
- 5.3 All removal work will be carried out strictly in accordance with asbestos removal legal requirements.
- 5.4 A glossary pertaining to ACMs and asbestos can be found at Appendix 5.

6. Learning and Development

- 6.1 All relevant Bridgewater Housing Association staff (including agency workers and sub-contractors) will be informed of the presence of asbestos within the existing housing stock and the Association's Asbestos Register as part of their induction training or site induction.
- 6.2 All those who plan and manage works which may affect or be affected by asbestos will be given an appropriate level of training and help to understand their responsibilities and any information regarding asbestos.
- 6.3 Training records will be collated as training is undertaken and will be retained within the Human Resources files. They will detail the training given to each staff. Any training certificates received will also be held on Human Resources files as a full record of training received.

7. Maintenance of Records

- 7.1 Whilst every step has been taken to ensure exposure to asbestos does not occur, it is vital good record-keeping is maintained.
- 7.2 The Housing Management system will hold the most recent asbestos information relating to the property or common area.
- 7.3 Corporate Services will retain details of staff training on ACMs.
- 7.4 Works orders will automatically note ACMs' presence when raised from the Housing Management system.
- 7.5 All reports received from independent laboratories will be held within the Asbestos Register and filed against the property reference in the Housing Management system- reports such as any Airborne Fibre Monitoring Reports (this would include clearance and background testing) or any Bulk Sampling Certificates, etc, will be stored with the relevant Permit to Work within the property diary.
- 7.6 All details of asbestos removal or any remedial works undertaken on properties owned or controlled by Bridgewater Housing Association will be recorded. The records will be updated when new information becomes available during the implementation of each project.
- 7.7 Information regarding any exposure or near-miss relating to ACMs will be collated to detail the nature and known extent of any exposure to asbestos that has occurred in any property owned or controlled by Bridgewater Housing Association or to any staff away from Bridgewater Housing Association premises but during work hours. Contractors, including asbestos removal contractors, will be expected to control the records of their own employees unless alternative arrangements have been agreed with Bridgewater Housing Association.
- 7.8 Only suitably qualified contractors will be employed by Bridgewater Housing Association to undertake licensable and non-licensable asbestos works. Insurance certificates, licenses and Health and safety policy records are requested before a contractor is approved and these will be stored within the Property Services drive.
- 7.9 It is expected that all other contractors, employed to undertake maintenance within Bridgewater Housing Association owned or controlled properties, which may disturb the fabric of the building or known, or presumed ACMs have undertaken asbestos awareness

training as in accordance with Regulation 10. Bridgewater Housing Association is not responsible for providing third party contractors with asbestos awareness training, they will however provide them with all relevant asbestos information to the planned works before they attend site and during any pre-start meetings before works commence.

- 7.10 It is vital for ACM records to be current, with updates applied as soon as new data becomes available to Bridgewater Housing Association. Information will be updated in at least the following areas (this is not an exhaustive list and should any officer be unsure they must request clarification from the Property Services Manager):

Action	Recorded	Responsibility
Remedial or removal works	Noted as in progress and then on completion of works	Maintenance Co-Ordinator / Maintenance Officer
Re-inspections, bulk sampling, further surveys work (including refurbishment and demolition surveys). This includes the annual communal area inspections.	Noted as in progress and then on completion of works	Maintenance Co-Ordinator / Maintenance Officer

Action	Recorded	Responsibility
Training / site inductions	Upon completion of training / site inductions	Head of Corporate Services
Accidental disturbance of known or suspected ACMs	Upon disturbance of asbestos	Maintenance Officer / Property Services Manager
Survey reports	On receipt following completion – The Association Housing Management system & Asbestos Register updated, and survey saved in property diary.	Maintenance Co-Ordinator
Any changes to the organisation structure of Bridgewater Housing Association which could affect asbestos management facilities	If / when organisation changes are made	Housing Land and Property Sub-Committee
Any new procedures adopted	If / when new procedures are adopted	Duty holder / Housing Land and Property Sub-Committee

8. Publicising & Availability of the Policy

- 8.1 A copy of our policy is held in the Office Policies folder within the Shared Drive. Tenants requiring a copy of this should direct their request through the Maintenance Team. Tenants

requesting a copy of the asbestos report for their property should direct their request through the Maintenance Co-Ordinator.

8.2 A controlled copy of the register will be held by Bridgewater Housing Association and will be made available for viewing on request.

9. Roles and Responsibilities

9.1 This policy has been drafted in accordance with current Health and Safety guidelines and through consultation with the Property Services and Leadership teams.

9.2

Role	Responsibilities
Head of Property Services	<ul style="list-style-type: none"> - Lead corporate responsibility for health and safety matters, including asbestos. - Reports concerns and near-misses in the Tenant Safety Report to the Housing, Land and Property Sub-Committee.
Property Services Manager	<ul style="list-style-type: none"> - Deputy Responsible Officer (when required). - Carries out joint six-monthly reviews of the Asbestos Register with the Maintenance Co-Ordinator. - Ensures condition re-inspections are completed. - Responds to reports of ACM damage.
Maintenance Co-Ordinator	<ul style="list-style-type: none"> - Duty holder for asbestos management. - Maintains the Asbestos Register and Housing Management System. - Updates records following surveys, re-inspections, removals. - Flags ACM presence in work orders. - Participates in six-monthly register reviews.
Maintenance Officer	<ul style="list-style-type: none"> - Signs off completion of remedial/removal works. - Must be contacted immediately if suspected ACMs are discovered during work. - Ensures appropriate actions are taken during asbestos incidents. - Assess if intrusive surveys are required before work starts. - Issue Permits to Work for asbestos-related activities. - Respond to emergencies and suspected ACM incidents. - Provide completion confirmations and ensure proper recording on ICT systems.
Head of Corporate Services	<ul style="list-style-type: none"> - Maintains and stores training records for all staff. - Ensures induction/site asbestos awareness training is completed and recorded. - Holds certificates and records in HR files.
Leadership Team	<ul style="list-style-type: none"> - Consults with sub-committee and staff on asbestos policy. - Ensures implementation and regular review of the policy.

Housing, Land & Property Sub-Committee	<ul style="list-style-type: none"> - Reviews findings from six-monthly Asbestos Register reviews. - Approves changes to asbestos procedures and reports from audits or incidents. - Addresses organisational changes affecting asbestos management.
Internal Maintenance Staff	<ul style="list-style-type: none"> - Stop work and notify if ACM is suspected during operations. - Follow emergency procedure and use asbestos emergency kits. - Do not disturb suspected ACMs – isolate and report.
External Contractors	<ul style="list-style-type: none"> - Must consult the asbestos register before starting work. - Follow safe working practices aligned with Bridgewater Housing Association's AMP. - Stop work and report if new suspected ACMs are found during the job.
Tenants	<ul style="list-style-type: none"> - Informed about presence and location of ACMs at tenancy start or discovery. - Advised on precautions to prevent exposure and to report any concerns to Maintenance Team.

10. Performance Management

- 10.1 Any concerns regarding the adherence to this policy will be reported to the Duty Holder and Housing, Land and Property Services Sub-Committee.
- 10.2 Any breaches of this policy as required under RIDDOR will be reported to the Health and Safety Executive.

11. Equality and Diversity

- 11.1 The Association is committed to services being accessible to all our customers and to tailoring services to customer's individual needs. This will be particularly relevant in dealing with communicating with customers in relation to Asbestos Management.

12. Review

- 12.1 This Policy will be subject to a review every three years, or sooner in the event of any relevant legislative or regulatory changes or best practice guidance.

The purpose of the Asbestos Management Procedure is to assist with the control and management of ACMs in the Group's properties and premises. All properties constructed prior to the year 2000 will be subject to this procedure.

1. Identification Of Asbestos

- 1.1 Bridgewater Housing Association will increase the intelligence of our stock with regards to asbestos by carrying out surveys to establish the presence, location and type of asbestos contained within a property owned or controlled by Bridgewater Housing Association.
- 1.2 Surveys will be carried out as follows:
 - Refurbishment survey on void and tenanted properties (built before 2000) when disturbance works are being carried out and ACMs are suspected.
 - Refurbishment/demolition survey on properties due for major works (built before 2000);
 - Refurbishment survey on properties scheduled for medical adaptations (built before 2000);
 - On all common areas within closes that we manage.
 - The use of cloned data based on stock type, date of construction, refurbishment works carried out and previous survey information – however our aim is to have a fully-surveyed database by 31 December 2021 without the need for cloned data; and.
 - Cloned data should be removed from all records and replaced with surveyed data.

2. Survey Types

- 2.1 **Management survey** - an asbestos management survey is a non-intrusive survey, which will be completed by a competent person and meet the criteria specified in Asbestos: The Survey Guide (HSG264). The surveyor completing this work is expected to be capable of determining the number of samples necessary in any given room based on the material, location and their experience. Management Surveys sample all readily accessible suspect materials and are generally commissioned to develop general information on the incidence of ACMs across Bridgewater Housing Association's housing stock premises.
- 2.2 **Refurbishment/demolition survey** -Any works likely to damage the fabric of the building must have a refurbishment survey carried out prior to commencement of works if down-taking or intrusive maintenance work is planned, then this survey should be completed instead of a management survey. Refurbishment/demolition surveys are undertaken where significant disruptive works will be carried out in properties. Whilst this typically relates to demolition and/or major refurbishment works, the HSE have issued guidance stating that this type of survey should be undertaken in advance of planned improvement project e.g. Bridgewater Housing Association's roofing, kitchen and bathroom replacement projects. These surveys sample all suspect materials and are intrusive leading to possible damage to wall panels, floors, etc.). Whilst other organisations may accept representative sample testing and cloning, at Bridgewater Housing Association our Procedure requires physical surveys at each and all impacted addresses for planned programmes and we do not accept cloning. Some cloning had previously been allowed on external contracts, and this practice is no longer permitted.
- 2.3 Surveys will be undertaken by a UKAS Accredited surveyor/commercial organisation.
- 2.4 Surveys will identify and record the location, extent, condition and type of any known or presumed ACM.
- 2.5 Surveys can be instructed by any member of the Maintenance Team, but all completed surveys must be copied to the Maintenance Co-Ordinator.

3. Safe Systems of Working

3.1 Bridgewater Housing Association aims for a safe system of working and this procedure has been developed to ensure that relevant precautions are always taken to minimise the risk of any person being exposed to asbestos during the course of their work or tenancy. Our safe system of work covers:

- Asbestos surveying and removal.
- Works carried out by internal trades (Small Repairs Workers);
- External contractors.
- Communicating with tenants; and
- Emergency procedures for unplanned incidents.

3.2 Asbestos surveying and removal

3.2.1 Bridgewater Housing Association will appoint a suitably qualified contractor to carry out asbestos surveys and assess the risk in relation to ACMs by carrying out a material risk assessment and detailing:

- Property reference;
- Material type;
- Location;
- Surface treatment;
- Property address;
- Asbestos type;
- Condition;
- Recommendations to remove/monitor/label/manage.

3.2.2 Each ACM is assigned a score to reflect its asbestos type, condition and surface treatment. This informs the categorisation of the potential for fibre release. The survey makes recommendations and assigns a priority category to the ACM.

3.2.3 The asbestos register forms the basis of the AMP. Survey results (including negative results) will be recorded on the asbestos register by the Maintenance team and a copy of the report saved in the Housing Management system. Where no information regarding ACMs is available e.g. areas that could not be accessed during a survey it must be presumed that ACMs are present, and the register will reflect this.

3.2.4 Bridgewater Housing Association will only use licensed contractors for the surveying, removal and testing of ACMs. In each case as part of the appointment we will request and retain the method statement pertaining to each address and this will be stored in the property diary and noted on the Housing Management system.

3.2.5 It is not the policy of Bridgewater Housing Association to remove ACMs that are in good condition and present insignificant risk to the health of the property's occupants, however we recognise the need for flexibility where there is a case made for specific removal and in the majority of cases where removal is possible this will be instructed. If Bridgewater Housing Association decides to leave the asbestos in situ, then it will:

- Advise the tenant of our decision and any specific requirements to ensure health and safety is maintained - where information is to be provided to tenants the asbestos consultant will provide the information and advice to be given to the tenant.
- Enter the details on the database and refer any user to survey which will include a floorplan of the property with ACM areas highlighted.
- Ensure that all tenders for major works include reference to the Control of Asbestos Regulations 2012 and Bridgewater Housing Association's asbestos register; and
- Work orders for routine maintenance will flag areas of ACM.

3.2.6 Damaged ACMs will always be removed – it is not Bridgewater Housing Association policy to remediate or encapsulate where damage has occurred. The asbestos database will be updated to reflect the action taken.

- 3.2.7 Where ACMs have been identified as requiring removal we will obtain a risk assessment, method statement and quotation for the work to be completed in a timely manner. Following completion by the licenced contractor(s) of the removal works the Maintenance Officer will receive a completion confirmation which will be passed to the Maintenance Co-Ordinator and be saved on the Housing Management system, and this must incorporate the following elements:
- Air monitoring test certificates.
 - Contaminated waste certificates; and
 - Confirmation of the removal at the property address of all ACMs – to be used by the Maintenance Co-Ordinator to update the Housing Management system records.
- 3.2.8 Where ACMs are in situ in communal areas and are assessed as being in a sound condition or are already encapsulated it remains vital that they are subject to an annual inspection which will be evidenced by recording on the Housing Management system.

3.3 Works carried out by internal trades (Small Repairs Workers)

- 3.3.1 Prior to any work being instructed and carried out in properties owned or managed by Bridgewater, the asbestos register must be consulted. This is a standard line on our work orders.
- 3.3.2 In most cases, the Small Repairs Workers will be working in private properties, not owned or controlled by Bridgewater, so the Association will not hold any record of ACM's within the property.
- 3.3.3 Small Repairs Workers who are carrying out work and suspect any presence of ACMs whatsoever must immediately ensure that:
- All work is stopped in the area.
 - All persons are removed and kept out of the immediate vicinity without causing undue concern.
 - The area is closed, sealed or locked off.
 - Any equipment or materials are left in place. These will require to be disposed of as special waste depending on the result of sampling.
 - A warning sign(s) with the following, or similar, wording: 'POTENTIAL ASBESTOS HAZARD - KEEP OUT' is prepared and prominently displayed. Where this is not deemed appropriate to use this type of wording alternative strict entry prohibition notices will be used.
 - The Head of Corporate Services or Head of Property Services is to be notified immediately; and
 - Works will be suspended and the area restricted until a survey has been carried out by a competent Asbestos Surveyor and analysed by a UKAS Accredited Laboratory to determine the level of risk and to put appropriate management measures into place.
 - Arrangements are made for the suspected ACM to be sampled and air sample tests to be completed where it appears the ACM has been disturbed
 - In private households, these costs and surveys must be carried out at the home owners expense.
- 3.3.4 See flowchart at Appendix 3.

3.4 Works carried out by external contractors

- 3.4.1 Prior to any work being instructed to contractors or other external suppliers and carried out in properties owned or managed by Bridgewater Housing Association, the asbestos register must be consulted and information in relation to ACMs communicated to contractors. This is a standard line on our work orders.
- 3.4.2 Any external contractor will be required to supply Bridgewater Housing Association with a

copy of their own policies governing health and safety and asbestos management. It is likely that this will be included as part of the tendering process and the assessment of 'quality'.

- 3.4.3 Contractors (including sub-contractors) working for Bridgewater Housing Association are responsible for ensuring that all staff under their control reference the asbestos database and understand its content and actions required. They are also responsible for ensuring all staff under their control work in line with the Association's Asbestos Policy and Asbestos Management Plan.
- 3.4.4 Prior to commencement, if a contractor suspects any presence of asbestos and they had not been notified previously they must not start it and are required to contact the Maintenance Team for advice. If the property has not been previously surveyed and was constructed prior to 2000 the job should not have been awarded and must be immediately stopped and postponed until a survey is carried out.
- 3.4.5 When, during the course of any work, asbestos or material suspected of being asbestos, not identified by the asbestos register is discovered, the contractor will ensure that:
- All work is stopped in the area.
 - All persons are removed and kept out of the immediate vicinity without causing undue concern.
 - The area is closed, sealed or locked off
 - Any equipment or materials are left in place. These will require to be disposed of as special waste depending on the result of sampling
 - A warning sign(s) with the following, or similar, wording: 'POTENTIAL ASBESTOS HAZARD - KEEP OUT' is prepared and prominently displayed. Where this is not deemed appropriate to use this type of wording alternative strict entry prohibition notices will be used.
 - The Maintenance Officer is to be notified immediately
 - Arrangements are made for the suspected ACM to be sampled by a competent Asbestos Surveyor and analysed by a UKAS Accredited Laboratory. Arrangements are made for the suspected ACM to be sampled and air sample tests to be completed where it appears the ACM has been disturbed

The above may vary depending on the circumstances involved. Contractors must refer any queries to Bridgewater Housing Association at the earliest opportunity.

- 3.4.6 See flowchart at Appendix 3.

3.5 Communicating with tenants

- 3.5.1 On the granting of a new tenancy – using the data available from the register the tenant will be advised of the presence, nature and location of any ACMs together with requirements to ensure health and safety is maintained.
- 3.5.2 During tenancy - where asbestos materials are identified, are in good condition and remain in situ, tenants will be provided with information from the Maintenance Team and will be advised of the location of ACMs and the management of the material in situ.
- 3.5.3 Generally – newsletter articles and a safety leaflet will be produced to enable the provision of information regarding asbestos within the home.

3.6 Emergency procedures for unplanned incidents

- 3.6.1 See emergency requirements document at Appendix 2 which repeats the information given as part of our two-yearly/new starter induction training on ACMs.
- 3.6.2 Identification of damaged or disturbed suspect material - it is the responsibility of staff and contractors to report to Bridgewater Housing Association if they suspect that disturbed or damaged ACMs may be present in a property owned or controlled by

Bridgewater Housing Association. Where this is suspected the following applies:

- Notification to the Maintenance Officer at the earliest opportunity.
- Immediate contact with a licensed asbestos survey contractor to identify if the material contains ACMs
- Where damage to any material known to contain asbestos has taken place and could give rise to airborne potentially respirable fibre release, the area must be isolated pending air-monitoring tests being carried out.
- Air monitoring tests will determine the level of any potential contamination or provide reassurance that unacceptable contamination has not occurred.
- Where contamination, or potential contamination has occurred, and the property is deemed to be unsafe then alternative accommodation will be sought by the Housing team until the home is determined to be safe to return;
- Details of air test results will be made available for record purposes
- Remedial action will only be required when airborne fibre levels exceed levels as stated in the 2010 Health and Safety Executive Guidance (HSG) 264 guidance
- When remedial action becomes necessary after exposure, the relevant facts may have to be reported to the HSE in accordance with RIDDOR.
- Advice may be sought from a licensed asbestos survey contractor and health and safety consultants to determine whether the incident is in fact RIDDOR reportable.

Important- Asbestos Disturbance Procedure

Any work that may involve disturbing the fabric of the building MUST have an Asbestos Refurbishment Survey carried out prior to commencement of works:

- Disturbing a building's fabric.**
- Cutting or removing decorative panels or sheet material.**
- Opening of voids within the property; and/or**
- Any other activity which could potentially result in the release of asbestos fibres.**

...must be notified in advance to either of the Head of Corporate Services or Head of Property Services in order that an assessment can be made as to whether an intrusive survey is required to establish the presence of hidden Asbestos Containing Materials (ACMs).

THE ASBESTOS EMERGENCY KIT IS LOCATED IN EACH OF THE FLEET VEHICLES AND MUST BE USED AS SOON AS ANY ACM IS SUSPECTED.

EMERGENCY PROCEDURE FOR CONTROLLING AN ACCIDENTAL RELEASE OF ASBESTOS CONTAINING MATERIAL (to be retained securely in fleet vehicles once read)

1. Purpose

This procedure describes Bridgewater Housing Association's arrangements to ensure that the risk to health posed by accidental or malicious fibre release from Asbestos Containing Materials (ACMs) in our day- to-day business is minimised and controlled.

2. Scope

Implementation of Bridgewater Housing Association Policy for the management of ACMs ensures they are effectively managed in a manner that will prevent risk of harm to health. However, occasionally, accidental damage to building fixtures and fittings such as pipe-boxing could occur and this may result in a risk of the release of fibres where ACMs may be present. Damage to previously 'safe' ACMs may also be caused indirectly by fire, flood, vandalism or severe weather. ACMs may also on occasion be encountered by maintenance staff in areas of our buildings that were up until then 'hidden' (e.g. behind sealed ducts and voids) and may suffer some damage during that initial discovery.

Although this Procedure may contain information of relevance to such incidents, it is not intended to be directly applied to incidents of a more 'catastrophic' or serious nature, such as large fires or structural collapse.

3. Procedure

3.1 Emergency contact.

The person discovering the accidental release or damage (for maintenance and building works, this will usually be the person who has caused the damage). In the first instance as follows:

Stop work immediately!

Where suspected asbestos is discovered once work has commenced and the material is undamaged, no further work must be undertaken that could cause the deterioration of the asbestos. Contact your supervisor immediately. If the asbestos is damaged, the area must be evacuated and sealed as effectively as possible by closing windows and doors and switching off any ventilation equipment.

Do not attempt to sweep up or remove any debris if the nature of the material is not known. Leave any tools behind used or located in the area.

Evacuate the area and inform the evacuees that Asbestos Containing Materials may have been damaged in the local vicinity and that the area is being evacuated as a precaution. Take appropriate action to secure the area.

Contact one of the following staff:

Head of Property Services	Steven Ferrie	07803268445
Property Services Manager	Josephine Gibson	07867261558
Maintenance Officer	Brian Thorburn	07503033651
Maintenance Co-Ordinator	Lyndsey Loudon	07342743894
Head of Corporate Services	Alison McManus	07534194809

3.2 Record

The staff taking the call shall record the following details of the incident:

- Location of the accidental release.
- Circumstances of the release.
- Person reporting the release and their contact number.
- Date and time of the release.
- Date and time of the report of the release; and
- Confirm whether an adequate temporary repair has been made

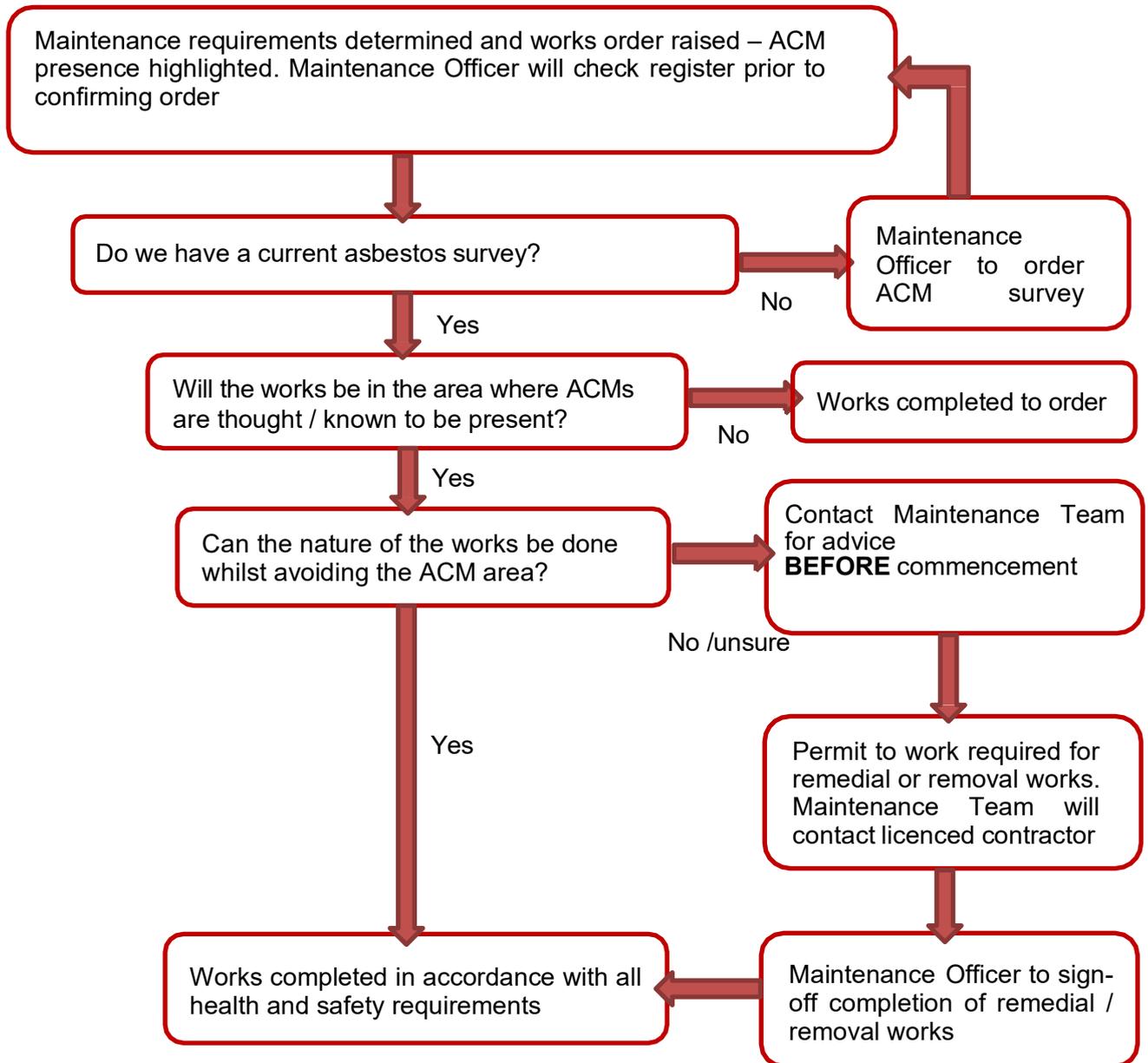
Where it has not been possible to affect a temporary repair to prevent release of fibres instruct the person reporting the release to:

- Upon notification of the discovery or disturbance of suspected asbestos material, check the asbestos register for the existence of any known ACMs.
- If we have an asbestos report and the report states that the material is negative for asbestos content inform staff on site to carry on with the repair works.
- If the asbestos report states that the material contains asbestos inform staff and put Asbestos Emergency procedure in place. Also contact A&C Asbestos Consultants reporting an asbestos exposure and requesting them to attend as a matter of urgency.
- If we do not have any asbestos report either for the area or the property, then until we know different all suspect material shall be treated as positive (i.e. containing asbestos) - inform the staff.
- Contact Asbestos Contractor so that samples can be taken of any unknown/suspect materials. Await results. If negative inform staff on site to carry on with the repair works. If positive inform staff and put Asbestos Emergency procedure in place. Also contact A&C Asbestos Consultants to notify of an Asbestos exposure.
- In private properties where the Small Repairs Workers may be working, it is the homeowners responsibility to arrange the points noted above.

3.3 Procedure for personal decontamination

Once exposure to an asbestos containing material has been suspected staff must retrieve the emergency asbestos kit from their vehicle. The staff must remove all work clothing and footwear. Clothing should be removed by turning inside out to avoid liberating any attached fibres. All contaminated items of clothing should be sealed in polythene bags for safe disposal as directed by the Head of Property Services. Wash thoroughly at the nearest sink. Have a shower where the facility exists (office or at home). Ensure that the wash facilities are thoroughly rinsed after use.

Raising Works Flowchart



- For works carried out by the Small Repairs Workers to private properties, it is the homeowner's responsibility to arrange any asbestos surveys prior to works commencing. Should the Project Officers or Small Repairs Workers identify any potential ACMs at pre-inspection, they must inform the homeowner to arrange an asbestos survey.

There are many regulations that either directly or indirectly place a duty on Bridgewater Housing Association with regards to asbestos. The key elements are as shown:

The Health & Safety at Work etc Act 1974 (HSW): requires employers to conduct their work in such a way that staff will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety. Section 3 of the HSW Act contains general duties on employers and the self-employed in respect of people other than their own staff. Section 4 contains general duties for anyone who has control, to any extent, over a workplace.

The Management of Health & Safety at Work Regulations 1999: (the Management Regulations) requires employers and self-employed people to assess the risks to the health and safety of themselves, staff and people 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. Any assessment made for the purposes of the Asbestos Regulations will not need to be repeated for the Management Regulations.

The Workplace (Health, Safety and Welfare) Regulations 1992: requires employers to maintain workplace buildings to protect occupants and workers.

The Construction (Design & 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 CDM Coordinator before any work begins and to ensure that the health and safety file is available for inspection by any person who needs the information.

The Defective Premises Act 1972 in England and Wales or the Civic Government (Scotland) Act 1982 in Scotland: places duties on landlords to take reasonable care to see that tenants and other people are safe from personal injury or disease caused by a defect in the state of the premises. Any premises in such a state as to be prejudicial to health constitute a statutory nuisance under section 79 of the Environmental Protection Act 1990. An abatement notice can be served by the local authorities on the owner or occupier of premises requiring prevention or restriction of the nuisance.

The Control of Asbestos Regulations 2012: requires employers to prevent the exposure of their staff to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. Regulation 4 specifically requires duty holders to:

- a) Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
- b) Presume that materials contain asbestos unless there is strong evidence to suppose that they do not.
- c) Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACMs) and keep the record up to date.
- d) Assess the risk of the likelihood of anyone being exposed to these materials; and
- e) Prepare a plan to manage that risk and put it into effect to ensure that:
 - i. Any material known or presumed to contain asbestos is kept in a good state of repair.

- ii. Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary, removed; and
- iii. Information on the location and condition of the material is given to anyone potentially at risk.

Word	Description
Abatement works	Procedures used to control asbestos fibre release in a building or to remove ACM's completely, including removal, encapsulation, encasement, repair and decontamination.
ACM	Asbestos Containing Material. Any product that contains asbestos ranging from 100% concentration to less than 1% and can be found in thousands of different products.
AIB	Asbestos Insulation Board. Commonly used as fireproofing, thermal protection, partitioning, ceiling tiles, soffits. Strict controls are in place in the UK for those working on AIB.
ACOP	Approved Code of Practice, a document giving practical guidance on compliance. ACOP L143, 'Managing and working with asbestos', specifically relates to the Control of Asbestos Regulations 2012).
Air-monitoring	<p>A process which must be undertaken by an impartial UKAS- accredited laboratory and can be undertaken before, during and after asbestos removal works. A known quantity of air is sampled over a known period of time using a specialised air-pump fitted with a filter. The fibres are then counted and a calculation used to assess the quantities of asbestos fibre in the air. There are four categories of air-monitoring:</p> <ol style="list-style-type: none"> 1. Background / reassurance; to establish fibre concentrations before any activity which may lead to airborne asbestos contamination. Reassurance sampling may be conducted in certain circumstances to confirm that the residual asbestos fibre concentrations are <0.01f/ml; 2. Leak-testing; to ensure that the steps taken to prevent the enclosure leaking are, and remain, effective and it is not releasing airborne respirable fibres; 3. Personal; the fibre levels obtained in personal sampling will reflect the nature of the work performed by the operator and the circumstances and conditions at the time of the sample; and 4. Four-stage clearance; including the sign-off through a 'Certificate of reoccupation'.
Amosite	Mineralogical name for 'brown' asbestos, named after the 'Asbestos Mines Of South Africa.'
Amphibole	A group of minerals which includes Amosite and Crocidolite asbestos.
Asbestos	<p>Asbestos is the term for a group of minerals made of microscopic fibres. Asbestos was mined in many countries. If you breathe in the fibres, they can damage your lungs. There are four main diseases associated with breathing-in asbestos fibres:</p> <ul style="list-style-type: none"> ▪ Pleural disease, non-malignant. ▪ Asbestosis, a non-malignant scarring of the lungs. ▪ Asbestos-related cancer of the lung; and ▪ Mesothelioma, a cancer affecting the lining of the lungs.

Word	Description
Asbestos cement	Can contain a mix of all asbestos types, but mainly Chrysotile (white asbestos) and usually contains up to 15% asbestos content. The cement is moulded and compressed to produce a wide range of pre-formed asbestos cement products. Asbestos cement products are generally classed as non- licensable and do not normally have to be removed by a licensed contractor but must be transported and disposed of as hazardous waste, avoiding breakage as this will lead to fibre release.
Asbestos Register	Where asbestos is present or suspected to be present in a commercial premise, the person with management or control of that premise is required to have a competent person assess and identify locations where asbestos is present. Details of any ACM's must be recorded in an Asbestos Register which must be made available to a variety of persons.
Bulk sample	A sample of material, suspected to contain asbestos, such as boarding, textured coating, insulation or debris taken by an accredited surveyor to be tested for asbestos by a UKAS accredited laboratory.
Certificate of Reoccupation	Issued on site to the Client confirming successful completion of asbestos removal works. Once satisfactory results are achieved the Analyst will issue a Certificate of Reoccupation, which confirms people can safely re-enter the area.
CAR 2012	Control of Asbestos Regulations 2012.
Chrysotile	Mineralogical name for 'white' asbestos.
Control	A measure put in place to minimise or remove the risk of something happening.
Control limit	The control limit for asbestos is 0.1 f/ml of air. Worker exposure to asbestos fibres should be reduced to as low as is reasonably practicable and in any case below the control limits. Suitable Respiratory Protective Equipment (RPE) must be worn where exposure has the potential to exceed the control limit.
Contamination	Contamination is the presence of a constituent, impurity, or some other undesirable element, e.g. asbestos, that spoils, corrupts, infects, makes unfit, or makes inferior a material, physical body, natural environment, workplace, etc.
Crocidolite	Mineralogical name for 'blue' asbestos.
DCU	The main decontamination facility often referred to as a hygiene unit or DCU which can be a fixed, mobile or modular facility.
Decontamination	Refers to the removal of dangerous substances (asbestos) from an area, object or person. All personnel (workers and others) who enter enclosures or designated work areas are likely to become contaminated with asbestos and therefore need to decontaminate themselves when they leave.
Duty holder	The Duty Holder is in the case of Bridgewater Housing Association the representative of the owner of the premises or the person or organisation that has clear responsibility for the maintenance or repair of Bridgewater Housing Association premises, for example through an explicit agreement such as a tenancy.
Encapsulation	The term used to enclose or seal asbestos materials by a variety of methods dependent upon the asbestos product type and condition.

Environmental clean	This term is widely used in the asbestos removal business. However, it is a descriptive industry term with no legal definition and not mentioned in Approved Codes of Practice or by the Health and Safety Executive.
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Word	Description
Four-stage-clearance	<p>Four stage clearances are a legal requirement for all licensed asbestos work and are carried out by a UKAS accredited organisation. The process allows for impartial, expert confirmation that asbestos within an enclosure has been removed or remediated to the agreed scope and that the area is safe to re-occupy. On completion, a 'Certificate of Reoccupation' is issued on site to the Client confirming successful completion of the works.</p> <p>The four stages of the Four Stage Clearance process are as follows: Stage 1: Preliminary check of site condition and job completeness; Stage 2: A thorough visual inspection inside the enclosure/ work area; Stage 3: Air monitoring; and Stage 4: Final assessment post-enclosure/work area dismantling.</p>
Friable	Easily crumbled. It is used to describe the properties of an ACM and the ease at which fibres are released to air from an AC
Hazardous	Dangerous and involving risk, especially to someone's health.
HEPA filter	High Efficiency Particulate Air (HEPA) filter is a type of air filter. A HEPA filter must satisfy certain standards of efficiency and is a trademarked and generic term for highly efficient filters. It is used to remove any fibres in the air.
HSE	The Health and Safety Executive is the government agency responsible for the regulation of almost all health and safety risks arising from work activity in Britain.
HSG227	A comprehensive guide to managing asbestos in premises.
HSG247	Asbestos: The Licensed Contractors' Guide.
HSG248	The analysts' guide for sampling, analysis and clearance procedures.
HSG264	Asbestos: The survey guide. This replaced the now obsolete MDHS100 (Methods for the Determination of Hazardous Substances).
Identified	Recognition or proof of asbestos existing.
L143 (2nd Ed)	Managing and Working with Asbestos is an approved code of practice and guidance. Two ACOP's L127 (The management of asbestos in non-domestic premises) and L143 (Work with materials containing asbestos) have been consolidated into this single revised ACOP.
Licensable work	Refer to HSE guidance on what work is licensable here, also HSE's asbestos work categories here.
Licensed contractor	Higher-risk work must only be done by a Licensed Contractor who has been assessed, authorised and licensed by the HSE's Asbestos Licensing Unit as being competent to work with Licensed Materials. There are different types of Licenses and the License must be checked to ensure it is current and valid for the type of work being carried out
Location	The place or position where ACMs or asbestos is sited.
Management	A property is inspected, and any suspect materials are sampled and

survey	analysed for asbestos content. A register documenting the location, extent and condition of the material is produced. Recommendations are also provided to ensure that areas of concern are made safe and that all asbestos containing materials are safely managed. This is the basic / minimum type of asbestos survey carried out
Material	The physical substance containing asbestos.

Word	Description
Method statement	A document outlining the method by which the Licensed Removal Contractor will remove and dispose of the ACMs, often included in the Plan of Works.
MMMF	Man Made Mineral Fibre. These products are often used as an asbestos alternative and include products such as fibreglass.
Negative Pressure Unit	Used in licensable works to achieve negative pressure in an enclosure, sometimes also referred to as an 'Air Mover'. The purpose of an NPU is to ventilate the enclosure and stop asbestos fibres escaping. The NPU incorporates a HEPA filter to remove any airborne asbestos fibres.
Non-licensable work	Work with asbestos containing materials that does not require a license as the products are deemed to be lower risk.
Notifiable non licensed work	Requires the employer to notify the HSE and is known as Notifiable Non-Licensed Work (NNLW). An employer or contractor can notify the HSE via an online form: ASB NNLW1-Notification of Non-Licensed Work with Asbestos .
Notification period	The HSE requires that a two-week notification period is given prior to licensed works. The Licensed Asbestos Removal Contractor submits this to the HSE. However, the HSE Notification Form ASB5 must be accompanied by a Method Statement and it will take a few days to prepare. Realistically, one should therefore allow a minimum of three weeks from the date of order for the work to commence.
Personal Air Test	An air test affixed to an individual to assess the person's risk and confirm the adequacy of respiratory protection
Phase Contrast Microscopy (PCM)	This is the method used for assessment of air samples. After air sampling, the Analyst will check the final flow rate and collect samples for phase contrast microscopy analysis. Fibres of appropriate dimensions on a measured area of filter are counted visually using phase contrast microscopy (PCM), the number concentration of fibres in the air calculated and a pass/fail given relative to the clearance indicator level (0.01f/ml).
Plan of works	The plan by which the Licensed Asbestos Removal Contractor (LARC) will define the transit routes, enclosure area, skip location, Negative Pressure Unit location etc.
PPE	Personal Protective Equipment, such as masks, overalls, gloves, footwear.
Polarised Light Microscopy (PLM)	The principal method used to scientifically identify which of the six asbestos types is present based on their exact optical properties.
Priority	Order in which asbestos must be dealt with due to its importance.
Reassurance Air Test (RAT)	Air sampling which may be conducted in certain circumstances to confirm that the residual asbestos fibre concentrations are <0.01 f/ml. For example, after the removal of an enclosure.

Recommendation - encapsulation	Some exposed or damaged asbestos material may require encapsulation that can significantly reduce the risk posed by the material. Once encapsulated it may be suitable to simply manage the asbestos through an effective re- inspection regime. The re- assessment of the material will dictate this o u t c o m e . Encapsulation involves the creation of a covering or structure built around the asbestos so that it is completely covered to prevent exposure of the asbestos to air and other substances
Recommendation - manage	Asbestos that is in good condition and is unlikely to be disturbed can be simply managed. However, an appropriate re-inspection regime will still need to be implemented to ensure condition of the material or building use does not change.

Word	Description
Recommendation - removal	The recommended approach is to have the asbestos physically removed. Recommendations are based on the parameters available at the time. New information or a change in circumstance may alter these recommendations. All products falling under the Asbestos Licensing Regulations will require a licensed contractor.
Refurbishment / demolition survey	This type of survey looks beyond the surface of the property and its aim is to find asbestos materials hidden within the structure of the building. It is an intrusive method of inspection and sampling and should be undertaken prior to any demolition/major refurbishment works, to prevent accidental exposure of maintenance and demolition workers to asbestos.
Register	See 'Asbestos Register'
Respirator zone	Where the airborne asbestos fibre level is likely to or does exceed the Control Limit the area affected must be designated as such and RPE must be worn.
Risk	The possibility of something harmful occurring
RPE	Respiratory Protective Equipment: the different types of face masks worn appropriate to the risk.
Scope of works	A detailed plan of works, including site plans containing the extent and nature of the works.
Site Clearance Certificate for Reoccupation	Following asbestos removal, the premises must be assessed to determine whether they are thoroughly clean and fit for reoccupation (or, as appropriate, demolition). The clearance certification process is a vital component in asbestos removal work. The issue of a Certificate of Reoccupation by an impartial and competent organisation provides the crucial reassurance and security to the subsequent building users. The multi-stage certification process is designed to allow the inspection and assessment to be performed in a structured, systematic and consistent manner. Sampling for certification of reoccupation should take place only when the enclosure is dry and a visual inspection confirms that it is free from debris and dust.
Specification	A precise and detailed description, e.g. how work should be done or what materials must be used
Type 1 survey	A type of survey and term no longer in use or considered an preferred to as a 'visual or walk around' survey completed without disturbing the fabric of the building. Samples were not usually taken

Type 2 survey	A type of survey and term no longer in use or considered compliant, refers to a more intrusive survey including areas such as suspended ceilings, accessible ducts and other accessible voids. Samples were almost always taken and required for the asbestos register. Also referred to as a sampling survey, now superseded by a Management Survey
Type 3 survey	A type of survey and term no longer in use or considered compliant, a pre-demolition survey taking core samples from partitions, lifting floorboards and investigating back to the structure, where possible. Required prior to any refurbishment or demolition projects, superseded by a Refurbishment / Demolition Survey
UKAS	United Kingdom Accreditation Service is the sole National accreditation body for the United Kingdom. Recognised by the Government to assess, against internationally agreed standards, organisations that provide certification, testing, inspection and calibration services. Accreditation by UKAS demonstrates that an Asbestos Consultancy has the competence, impartiality

Word	Description
	and performance capability
UKATA	A not-for-profit association established: to be recognised as the asbestos industry's key training association. Committed to both maintaining and improving higher standards of asbestos training through ongoing monitoring of UKATA-approved training providers
Visual inspection	An inspection of the enclosure or site by the Analyst to see if all the ACMs specified have been removed before carrying out an Airborne Fibre Count within this area, as part of the Four Stage Clearance. The Analyst must check: <ul style="list-style-type: none"> ▪ Completeness of the removal of the ACMs from the underlying surfaces. ▪ Presence of any visible asbestos debris left inside the enclosure and airlocks or work area; and ▪ Presence of fine settled dust