

ASBESTOS MANAGEMENT POLICY & PLAN

Our Commitment

The Argyll Community Housing Association Group is committed to provide equal opportunities across all services and to avoid discrimination. This document is intended to assist the Group in putting this commitment into practice. Compliance with this policy should also ensure that governing body members do not commit unlawful acts of discrimination.

This document can be made available in other formats, for example in large print, audio-format, or Braille: the document may also be available in other languages, in full or summary form, as appropriate.

Version Control and Amendment Log

VersionNo.	Type of Change	Author	Date	Description of change(s)
2.0	Updated and revised full layout and content.	Thomas Law	May 2021	Overall update, review of content and layout and consolidation of the existing Asbestos Management Policy and Management Plan to one document.

Copies of the Asbestos Management Policy & Plan have been issued to the following departments/persons:

- Chief Executive
- Directors
- Health and Safety Committee
- Investment and Regeneration Team
- Housing and Neighbourhood Services Team
- AHFA

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

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Asbestos Policy

POLICY ON THE MANAGEMENT OF ASBESTOS AND ASBESTOS CONTAINING MATERIALS

Section 1 – Policy Statement

Argyll Community Housing Association recognises that exposure to respirable asbestos fibres has the potential to cause serious and irreversible disease. It will, however, be necessary to periodically remove or maintain asbestos containing materials (ACM's). It is the policy of Argyll Community Housing Association to prevent the exposure of our customers, employees, contractors and any other persons to asbestos fibres. Where this is not possible, for example, during removal of asbestos containing materials, then it is our policy to reduce that exposure to the lowest level that is reasonably practicable.

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

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

It is the responsibility of all employees of the group and contractors engaged on group properties to be familiar with the procedures contained within the Asbestos Policy & Management Plan, to comply with these procedures, and also with current legislation, official guidance and good practice. Persons with specific responsibilities with respect to the management of asbestos are identified in Appendix 1

Argyll Community Housing Association have historically completed a proportion of asbestos surveys to all non-housing stock and a sample of housing stock buildings and sites under their responsibility, including domestic premises. The findings of the surveys are available via hardcopy asbestos reports, in electronic database records, and in the case of offices, sheltered housing and homeless units, in property logs at each establishment. As of 2021 a full review of the current procedures, property status, historical survey data and compliance with current guidance and legislation has been completed, and The Association has identified the need for improvements in the way it manages asbestos and associated works and has compiled an Asbestos Management Plan which identifies the required actions and allocates tasks and responsibilities to relevant management posts. The Asbestos Management Plan has been updated with a focus on achieving full compliance throughout the Association

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

This Asbestos policy and Management Plan applies to all properties managed by Argyll Community Housing Association and will be reviewed annually or as changes in legislation, best practice and/or guidance dictate.

Signed:

Designation: Chief Executive

Date:

IR_12 Asbestos Management Plan V2.
Approved by SMT 13/05/2021 and Policy Committee 24/05/2021

Section 2 - Background

What is Asbestos?

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

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

Other forms of asbestos are also found, but are much less common: fibrous Actinolite, fibrous Anthophyllite and fibrous Tremolite. Analysis may detect the presence of these materials especially in very specific materials e.g. composite flooring ("Linotol" – Magnesium Oxychloride containing Anthophyllite).

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

Serpentines (Chrysotile) and

Amphiboles (Crocidolite, Amosite, Tremolite, Actinolite and Anthophyllite).

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

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

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

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

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

Asbestos Related Diseases:

Asbestos Warts – caused when the sharp fibres lodge in the skin and are overgrown, causing callous-like growth which are benign;

Pleural Plaques – discrete fibrous or partially calcified thickened areas when can be seen on X-rays of individuals exposed to asbestos. They do not become malignant nor normally cause any lung impairment;

Diffuse Pleural Thickening – similar to above and can sometimes be associated with asbestosis. Usually no symptoms shown, but if extensive can cause lung impairment;

Asbestosis – irreversible fibrosis or scarring of the lungs in which the tissue becomes less elastic, making breathing progressively more difficult. This is an industrial disease arising from high levels of exposure to asbestos fibres, including blue, brown and white. There is no risk of asbestosis from normal levels of environmental exposure to asbestos;

Lung Cancer – an increased incidence of lung cancer has been found in people who work with asbestos and research suggests that both lung cancer and asbestosis do exhibit a dose response relationship. The three main types of asbestos can all cause lung cancer, but blue and brown are more dangerous than white. **It is also important to remember that people who are exposed to asbestos fibres and who smoke are at an even greater risk of developing lung cancer than those who do not smoke;**

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

Is there a safe level?

The risk of developing an asbestos-related disease depends on a number of factors, including the cumulative dose received, the time since first exposure and the type and size of asbestos fibres concerned. We are all exposed to a background level of asbestos fibres e.g. externally from erosion of rocks/mining and indoors from proximity to asbestos containing materials.

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

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

Persons at Risk

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

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

Section 3 – Statutory Requirements

What does the law require?

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

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

- The Health and Safety at Work etc Act 1974 (HSWA) requires an employer to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other persons about their workplace which might affect their health and safety. Section 3 of HSWA contains general duties on employers and the self-employed in respect of people other than their own employees. Section 4 contains general duties for anyone who has control, to any extent, over a workplace.
- The Control of Asbestos Regulations (CAR) 2012 requires an employer to prevent the exposure of his employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. The CAR includes a regulation placing a duty on employers in occupation of premises to manage the risk from asbestos in those premises. There is a duty on anyone else that has maintenance and repair responsibilities for the premises, because of a contract or tenancy, to manage those risks. The duty is supported by:
 - HSE ACOP and guidance document: L143 (2nd edition) “Managing and working with asbestos”
 - HSE guidance HSG 227 – “A comprehensive guide to Managing Asbestos in premises”
 - HSE guidance INDG223 – “Managing asbestos in buildings: A brief guide”
 - HSE guidance HSG264 – “Asbestos: The survey Guide”
 - HSE guidance HSG 247 – “Asbestos: The licensed contractors’ guide”
 - HSE guidance HSG 248 – “Asbestos: The analysts’ guide for sampling, analysis and clearance procedures”
- The Management of Health and Safety at Work Regulations 1999 require employers and self-employed people to make an assessment of the risks to the health and safety of themselves, employees and persons not in their employment arising out of or in connection with the conduct of their business, and to make appropriate arrangements for protecting those people's health and safety.
- There are duties to maintain workplace buildings/premises to protect occupants and workers under the Workplace (Health, Safety and Welfare) Regulations 1992.
- The Construction (Design and Management) Regulations 2015 require the client to pass on information about the state or condition of any premises (including the presence of hazardous materials, such as asbestos) to the Principal Designer/Contractor before any work commences and to ensure that the health and safety file is available for inspection by any person who needs the information.

Specific legal duties under Regulation 4 of the CAR 2012

The broad requirements on employers and others are to:

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

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

Asbestos Regulations 1931

Applied to those working with asbestos and based on experiences of mills where raw asbestos was processed. A 'datum' level was set and if processes were likely to exceed that threshold, exhaust ventilation had to be provided. For other processes, such as cleaning, breathing apparatus had to be used. Some processes were exempt because it was said that they did not reach the datum level.

Asbestos Regulations 1969

Thirty years later, more work on asbestos had led to more detailed regulations applying to all processes involving asbestos, except processes where asbestos dust was not given off. Again, ventilation and PPE requirements were included, as well as standards of cleanliness and cleaning of protective clothing. For the first time, hygiene standards were published, based on work by British Occupational Hygiene Society (BOHS), against which compliance with the Regulations could be judged.

Control of Asbestos at Work Regulations 1987/2002 (CAWR)

These Regulations deal with nearly all work with asbestos, including monitoring and laboratory analysis. The Regulations adopt the approach used in the Control of Substances Hazardous to Health Regulations (COSHH) of carrying out an assessment of work and then taking appropriate measures to control the risk. The control limits for each type of asbestos are written into the Regulations. The recent revisions to the Regulations include the "duty to manage" asbestos containing materials.

Asbestos (Licensing) Regulations 1983 and 1998

1983 Regulations laid down the licensing conditions for work with asbestos insulation and coatings and this was extended in 1998 to include Asbestos Insulating Board (AIB).

Asbestos Prohibitions Regulations 1985

Prohibited certain uses of Crocidolite and Amosite (blue and brown) asbestos.

Asbestos Prohibitions Regulations 1992

Prohibited the remaining uses of blue and brown and certain uses of white (Chrysotile) asbestos, such as textured coatings.

Asbestos Prohibitions (Amendment) Regulations 1999

Banned all remaining uses of white asbestos, except for very specific and specialised purposes.

Control of Asbestos Regulations 2012

These came into force on 6th April 2012 and incorporated the existing CAWR with the Asbestos Licensing and Asbestos Prohibition Regulations.

Section 4 - Personnel and Responsibilities

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

Chief Executive – The ACHA Chief Executive is the “**Duty Holder**” and has overall accountability and responsibility for asbestos management within the association.

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

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

Director of Investment and Regeneration – “The Responsible Person”.

The Director of Investment and Regeneration is nominated as the Asbestos Responsible Person to oversee the management of asbestos for ACHA.

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

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

Competent persons will be nominated within Investment and Regeneration Team. The competent person will be responsible for identifying where testing will be required should a record not already be available for the surface on which work is being undertaken.

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

Competent Persons - The Investment Manager, Senior Investment and Planned Maintenance Officer, Investment Officer and Asbestos Officer.

The Investment Manager - Is responsible for the practical delivery and implementation of the Asbestos Policy and Management Plan and for identifying amendments/updates for improvement. All such suggested amendments will be escalated to the Chief Executive or appropriate authorising Committee without undue delay.

The Investment Manager will provide all reasonable support (both Management and Technical) to the Senior Investment and Planned Maintenance Officer, Investment Officer and Asbestos Officer and Directors to assist them in discharging their specified duties under this policy.

The Investment Manager will ensure adequate lines of communication across the Organisation and will take all reasonable steps to comply with all reasonable requests and issues raised by the Senior Investment and Planned Maintenance Officer, Investment Officer and Asbestos Officer and Directors.

The Investment Manager will escalate all relevant issues, non-conformances, policy breaches and other material events to the Chief Executive, H&S Committee or Management Committee, as deemed appropriate, without undue delay.

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

The Senior Investment and Planned Maintenance Officer - “The Asbestos Co-ordinator”.

Reports directly to the Investment Manager, and will be responsible for the development and implementation of the following:

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

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

The Asbestos Officer - “The Deputy Asbestos Co-ordinator”.

Reports to and assists the Senior Investment and Planned Maintenance Officer and adopts the role of the Asbestos Co-ordinator in his or her absence.

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

Organisational Policy

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

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

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

A table to outline the above responsibilities is enclosed in Appendix 1.

Names and details of such personnel is detailed in Appendix 2.

Specific training requirements will be necessary for the roles outlined above. Detail of the training requirements is outlined in Appendix 3.

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

Nominated Service Provider(s)

As part of any Facilities Management Partnership contract, AHFA will fully cooperate with ACHA, and will ensure full liaison between the nominated Competent Person(s) for the contract partner and The Asbestos Co-ordinator/Deputy and fully comply with current legislation, guidance and this policy and plan.

Contractor (Asbestos)

All contractors engaged by ACHA and AHFA to carry out any work involving asbestos must be included on the Register of Approved Contractors or procured via an approved Framework and must also be licensed by the HSE. They will carry out the removal or any remedial works on ACMs as requested by the Asbestos Co-ordinator/Deputy or competent person(s).

Consultant(s) (Asbestos)

Consultant Analysts will be employed by ACHA/AHFA to complete asbestos investigations, surveys and analytical work and to carry out air tests/visual inspections when requested by the Asbestos Co-ordinator, the deputy Asbestos Co-ordinator or competent person(s).

The Consultant Analysts carrying out analytical works must be accredited by the UK Accreditation Service (UKAS) in accordance with regulation 20 of CAR 2012. Although not stated in CAR 2012, ACHA/AHFA will also only use approved consultants to carry out asbestos surveys and investigations as recommended in paragraph 39 of the HSE publication L127 the Management of Asbestos in Non-Domestic Premises.

Contractors/Sub-contractors

It is the policy of ACHA to secure a high standard of safety in all areas. All contractors/sub-contractors MUST conduct their activities so the conditions and methods of work are safe for both their own and ACHA employees, and others who may be affected by their undertakings whether employed or not. All contractors/sub-contractors will be required to comply with the requirements set out within the Management of Contractors Policy and fully comply with current legislation, guidance and this policy and plan.

Health and Safety/Risk Advisor

Will undertake periodic audits to ensure the arrangements are working and managers are fully aware of their responsibilities in order to comply with their duty to manage.

Will liaise with the Asbestos Co-ordinator, the deputy Asbestos Co-ordinator and competent person(s) to ensure asbestos management systems remain relevant and up-to-date and are complied with.

Building/Departmental Managers

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

Will ensure that any site specific Asbestos Register is kept in a secure location and that all contractors/trades working on the premises are instructed to inspect this prior to commencing works on site.

Will ensure that where ACMs are present these are brought to the attention of staff, residents, visitors and contractors working within these properties as appropriate.

Will ensure that employees working in proximity to ACMs are informed of the health risks of asbestos and instructed on the precautions to be taken.

Will ensure a procedure is implemented to address potential accidental exposure to ACMs, (See Appendix 12).

Employees' Responsibilities

To take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.

To co-operate with ACHA/AHFA in complying with any arrangements required by this Policy.

To inform the relevant Building/Departmental Managers if they have any concerns with the condition of the ACMs, e.g. sudden degradation/deterioration.

To complete an Incident Report for any incident involving either a known or suspected ACM and ensure the Health and Safety/Risk Advisor is immediately made aware of the circumstances.

To undertake general awareness training appropriate to their role within SHSC and to ensure such training is practically applied as required.

ACHA/AHFA staff should not under any circumstances carry out or attempt to carry out any works involving ACMs unless adequately trained and instructed to do so by a competent person and following appropriate approved procedures.

The Asbestos Management Plan

Section 5 - The Asbestos Management Plan Implementation, Review and Monitoring

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

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

The Asbestos Co-ordinator will also be responsible for the investigation of any incidents of employee exposure to asbestos to identify future preventative measures.

All such incidents should be reported as per the ACHA's accident reporting procedure to ensure the Health and Safety and the departmental Investment Manager are notified.

Monitoring of the Asbestos Management Plan

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

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

Review and amendments to the management plan

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

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

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

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

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

Director Housing Services, Manager Technical Services, Manager Technical Officers/Clerk of Works, Sheltered Housing Wardens and Health & Safety Advisor.

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

Section 6 - The Asbestos Action Plan

The priorities and the timetable for action have been formulated following careful risk assessment, taking into account the principals given in HSE publication; INDG 163 “A brief guide to controlling risks in the workplace” and HSG227 “A Comprehensive Guide to Managing Asbestos in Premises”.

Material, priority and total risk assessment scores are formulated during and as a result of the asbestos survey programme. Types of surveys and information about their content are shown in Appendix 4.

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

The information is stored, both in hard copy report format and in an electronic database format, which is the responsibility of the Asbestos Co-ordinator/Deputy. An electronic database is held and maintained by ACHA for all of its property portfolio including, housing stocks, sheltered housing, Gypsy travellers’ sites, offices and homeless units. Access to the electronic databases will be given to all appropriate personnel.

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

The Asbestos Action Plan is reviewed yearly or as follows:

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

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

Section 7 - The Asbestos Register

The Asbestos Register for offices, homeless accommodation and sheltered housing complexes sits within the individual site's property log with a copy is held centrally by the Asbestos Co-ordinator/Deputy.

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

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

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

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

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

Section 8 - Re-Inspection of known or presumed ACM's

Non-Housing Property and Housing common areas

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

Retained asbestos containing materials are, therefore, to be re-inspected on a regular basis as stated within the Action Plan and any necessary repair undertaken promptly. The results of the re-inspections are to be recorded and the database updated accordingly.

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

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

Re-inspections are to be arranged by the Asbestos Co-ordinator/Deputy. The process of these inspections for both Non-Housing properties and for the common areas of Housing properties is identified in Appendix 7.

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

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

12 to 18 months between inspections

Bitumen Products	Textured Coatings	Gaskets
Woven Materials	Vinyl Products	External Cement Products
Plastic Products	Composite Flooring	

Annually or more frequently (depending on their individual risk assessment)

Insulation Materials	Insulating Board	Internal Cement Products
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More Frequently

Materials likely to be damaged easily based on their individual risk assessment – in practise these materials will be removed or remediated at the first opportunity.

Occupied Housing Property

The process flowchart for the management of repairs to occupied properties is detailed in Appendix 11B.

Any HIGH risk asbestos containing materials identified in the survey of ACHA domestic properties will be remediated to reduce the risk, managed in situ and programmed for medium term removal.

A letter will be issued to the tenant of any Housing property where such surveys have been conducted, advising the tenant of how it should be managed. A copy of such letter can be seen in Appendix 15.

Housing Void Property

The process flowchart for the management of repairs to occupied properties is detailed in Appendix 11C.

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

Section 9 - Procedure for Works on Asbestos Containing Materials

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

All work shall be undertaken strictly in accordance with the Control of Asbestos Regulations 2012, Health and Safety Commission Approved Codes of Practice and HSE Guidance.

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

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

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

Asbestos Removal for Licensed Work (under CAR 2012)

The Asbestos Co-ordinator/Deputy must ensure that a written technical specification is prepared for the remediation works and review its contents prior to work commencing (this could be done by or in consultation with the Asbestos Consultant).

The Asbestos Co-ordinator/Deputy will commission the Asbestos Consultant to undertake a monitoring role for the proposed asbestos removal project.

The Asbestos Consultant must be commissioned by ACHA/AHFA to monitor site set up, attend daily to monitor works and produce the certificate of reoccupation.

No access is permitted to the work area until the certificate of reoccupation has been issued by the Asbestos Consultant on satisfactory completion of the works - all analytical paperwork to be copied to the Asbestos Co-ordinator/Deputy.

Building Managers/AHFA to be advised by the Asbestos Co-ordinator/Deputy via email that the area is safe for re-occupation.

The following logistical arrangements should be considered:

- parking for decontamination unit(s) (DCUs)
- office space for the analyst etc.
- prevention of unauthorised access to the work area, including management of corridor closures etc
- arranging any necessary services isolation or enabling works, for example, electrical connections, M&E shutdowns etc
- site familiarisation
- liaison with key stakeholders

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

Waiver of HSE 14 Day Notification

ACHA will only permit the use of waivers (i.e. an application to the HSE to waive the usual 14 days notification period) in extreme circumstances. Note that the HSE is likely to pay close attention to projects which apply for waivers (and may wish to attend site) and they will quite rightly want to know why such an emergency could not have been prevented by effective forward planning. Applications for Waivers will only be allowed with the acceptance of the Asbestos Co-ordinator/Deputy.

CDM Notifiable Project

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

Non-notifiable, non-Licensed work

Works in low occupancy areas (WC, plant rooms, cleaner's cupboards, basements, roof voids/attics) do not need monitoring (due to the use of competent, licensed contractors who can self-certify). Attendance of an independent Analyst may still be required in specific circumstances to provide additional re-assurance if deemed appropriate by the Asbestos Co-ordinator/Deputy.

Notifiable, Non-Licensed work

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

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

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

Waste Management

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

Asbestos waste is to be disposed of by the licenced removal contractor. Waste Consignment notes are to be copied to the Asbestos Co-ordinator/Deputy.

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

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

Section 10 - Control of Contractors and AHFA Tasks

The following procedure is to be adopted before **any** work takes place on ACHA property and is outlined in easy to use flowcharts within Appendix 11:

1. For work on any ACHA offices, homeless units and sheltered housing complexes, the asbestos register is made available to all necessary parties via the property log at each location. The register is to be consulted prior to any work being carried out by all contractors. In domestic property, contractors will be notified by letter of the detail which will be issued via the job line as per ACHA's safe system of work. A copy of this letter is shown in Appendix 13 and should be issued to any new contractors by the Asbestos Co-ordinator/Deputy. For refurbishment works, contractors will be provided with a refurbishment survey at the pre start meeting.
2. In domestic property, the information must be supplied to the employee(s) as per process flowcharts Appendix 11. Works will be conducted as per AHFA's risk assessment / Method Statement – "Common hazards in domestic property and safe system of work Ref SSOW/MS Asbestos at Work". A copy of these documents is enclosed in Appendix 10.
3. Work shall only be undertaken by approved contractors who have access to the asbestos register and are fully acquainted with the procedures contained in the Asbestos Management Plan. Licensed works will only be carried out by licensed contractors.
4. A formal written safe system of work must be submitted by any contractor and approved by the Asbestos Co-ordinator/Deputy.
5. In the event that Asbestos containing material is suspected or identified, work is to stop and the area isolated. The Asbestos Co-ordinator/Deputy is to be notified immediately.
6. The Asbestos Co-ordinator/Deputy will make any arrangements necessary for the removal, repair and/or disposal of the ACM once instructed by the appropriate Investment Manager.
7. Any asbestos works required to non-housing properties shall be mentioned within the following documents:
 - Where applicable under CDM Regulations, within the Pre Construction Health and Safety Plan.
 - All Minor Works/Works Orders clearly direct all contractors to view and use the Property Log located within each non-domestic property prior to commencing their operation,

Section 11 - Work On/Adjacent to Materials of Unknown Composition

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

Where work is to take place on:

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

Procedure to be adopted:

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

Section 12 - Procedure for works with asbestos containing materials where an HSE Asbestos Licence is not required

Work on asbestos cement, miscellaneous materials and work of "short duration" on coatings, insulation and asbestos insulating board may be undertaken by non-HSE licensed contractors, subject to compliance with the Control of Asbestos Regulations 2012 and relevant HSE/HSC guidance. Exposure to any employee requires to be below the control limit of 0.1 f/ml (see Appendix 8).

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

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

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

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

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

The publication gives guidance on the following tasks: -

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

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

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

- A26. Drilling and boring through textured coatings
- A27. Inserting and removing screws through textured coatings
- A28. Removing textured coating from a small area, e.g. 1m²
- A29. Clearing up of debris following collapse of a ceiling or wall covered with textured coating

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

- A1. Drilling holes in asbestos insulating board
- A2. Removal of a single (screwed in) asbestos insulating board ceiling tile
- A3. Removal of a door with asbestos insulating board fire-proofing
- A4. Removal of a single screwed-in asbestos insulating board panel under 1m² in area, fixed in with nails or screws
- A5. Cleaning light fittings attached to asbestos insulating board
- A6. Repairing minor damage to asbestos insulating board
- A7. Painting undamaged asbestos insulating board

Safe work with undamaged asbestos materials:

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

Removal and replacement of other asbestos containing materials:

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

Fly-tipped waste:

A38. Making safe and collecting fly-tipped waste

Equipment and method sheets:

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

Section 13 - Procedure when asbestos is accidentally disturbed or damaged during work

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

In all circumstances the work must be immediately suspended.

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

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

The Asbestos Co-ordinator/Deputy will make any arrangements necessary for the removal, repair and/or disposal of the ACM and subsequent analytical works as required.

Section 14 - Monitoring of work on asbestos containing materials

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

Where larger scale asbestos works are planned and undertaken, the Asbestos Co-ordinator/Deputy will be responsible for monitoring that the contractors risk assessments and safe systems of work are being adhered to. In this context larger scale works are defined as works of significant size and/or complexity which are being carried out under HSE licensed conditions.

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

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

The HSE must be notified using ASB5 documentation of all works requiring a license for removal and supervision with 14 days' notification. A copy of this documentation should also be submitted to the Asbestos Co-ordinator/Deputy.

Air quality monitoring will be undertaken throughout asbestos removal works where required in accordance with the Control of Asbestos Regulations 2012, the Analysts' Guide (HSG 248) and relevant HSE Guidance Notes and must only be carried out by a UKAS accredited Asbestos Consultant independent of the Main Contractor or the Licensed Asbestos Contractor.

Unannounced site audits will be conducted by the Asbestos Co-ordinator/Deputy with a particular focus on activities involving medium to high risk materials and locations. Details will be recorded using the Asbestos Works Audit Form ([Audit Form](#)).

Section 15 - Notification to tenants of domestic property

A handbook is provided to all tenants of domestic property regarding asbestos containing materials and answering commonly asked questions. (See Appendix 14)

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

Where asbestos containing materials have been identified within a domestic property, a letter will be issued to the tenant currently in residence (Appendix 15).

This letter will be attached to the electronic file for the property and will be included in a new tenants' starter pack should the tenancy change hands.

Where mutual exchanges or succession tenancies arise, the Housing Officer or Letting Assistant will ensure that the letter for the tenancy (Appendix 15) is supplied where necessary.

APPENDICES

Appendix 1 – Personnel and Responsibilities

Appointment under the Control of Asbestos Regulations 2012	Role in ACHA	Responsibility
Duty Holder	ACHA Chief Executive	Ensure the management of asbestos is suitably developed and effectively implemented.
Responsible Person	Director of Investment and Regeneration	To oversee the day to day management of the Asbestos Management Policy for ACHA
Competent Persons	The Investment Manager, Senior Investment and Planned Maintenance Officer, Investment Officer and Asbestos Officer	Responsible for the practical delivery and implementation of the Asbestos Policy and Management Plan and for identifying amendments/updates for improvement.
The Asbestos Co-ordinator	The Senior Investment and Planned Maintenance Officer	Responsible for the practical delivery and implementation of the Asbestos Policy and Management Plan and for identifying amendments/updates for improvement.
The Deputy Asbestos Co-ordinator	The Asbestos Officer	Responsible for the practical delivery and implementation of the Asbestos Policy and Management Plan and for identifying amendments/updates for improvement.
	Nominated Service Provider	Compliance with the Asbestos Management Policy/Plan and all Applicable Legislation and Guidance.
	Contractor (Asbestos)	Compliance with the Asbestos Management Policy/Plan and all Applicable Legislation and Guidance.
	Consultant(s) (Asbestos)	Compliance with the Asbestos Management Policy/Plan and all Applicable Legislation and Guidance.
	Contractors/Sub-contractors	Compliance with the Asbestos Management Policy/Plan and all Applicable Legislation and Guidance.
	Health and Safety/Risk Advisor	Oversight, advice and support.
	Building/Departmental Managers	Compliance with the Asbestos Management Policy/Plan and all Applicable Legislation and Guidance.

Appendix 2 - Contact Telephone Numbers

Asbestos Co-ordinator

Name: Fiona Campbell

Designation: Senior Investment and Planned Maintenance Officer

Office address: Argyll Community Housing Association, Lamont House, 9-19 Stuckleckie Road, Helensburgh, G84 7NL

Telephone: 01546-605839

E-mail: fiona.campbell@acha.co.uk

Deputy Asbestos Co-ordinator

Name: Thomas Law

Designation: Asbestos Officer

Office address: Argyll Community Housing Association, Lamont House, 9-19 Stuckleckie Road, Helensburgh, G84 7NL

Telephone: 01546-605823

E-mail: thomas.law@acha.co.uk

Name: Glenn Butcher

Designation: Investment Officer

Office address: Argyll Community Housing Association, Lochnell Street, Lochgilphead, PA31 8JL

Telephone: 01546-605841

E-mail: glenn.butcher@acha.co.uk

Appendix 3 - Training

Asbestos Co-ordinator/Deputy

The Asbestos Co-ordinator and Deputy shall receive adequate information, instruction and training so as to enable him to completely fulfil their roles.

This training shall include as a minimum attendance on the P405 Management of Asbestos course.

Competent Person(s)

The competent person(s) shall receive adequate information, instruction and training so as to enable him to completely fulfil their role.

Training required – minimum asbestos awareness training followed by further in depth training on identification of Asbestos Containing Materials.

Professional Personnel

All professional personnel who influence any works or potential works with asbestos shall receive Asbestos Awareness training in accordance with CAR 2012 Regulation 10 provided by an external training provider or in-house through the Health and Safety Advisor by a person competent to do so. Refresher training should be at least every year or earlier if any significant changes in legislation.

Tradesmen/Maintenance Personnel

Tradesmen/maintenance personnel shall receive Asbestos Awareness training in accordance with CAR 2012 Regulation 10 provided by an external training provider or in-house through the Health and Safety Advisor by a person competent to do so. Refresher training should be at least every year as above or earlier if any significant changes in work methods or type of equipment used for work tasks where asbestos is present.

Non-Licensed Contractors

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

Licensed Asbestos Contractors

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

Asbestos Consultants/ Surveying contractors/Analysts

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

Appendix 4 - Surveys

- All asbestos surveys undertaken must be in accordance with HSE Guidance HSG 264 Asbestos: The Survey Guide.
- There are two types of survey outlined within HDG 264, A Management Survey and a Refurbishment and Demolition Survey.
- To ensure that the collation of information from surveys, samples and air clearance test is managed centrally, all requests for sampling/surveys/analytical support etc must be directed only to approved suppliers/term contractors and all information obtained must be copied to the Asbestos Co-ordinator/Deputy.

Management survey (Previously Type 1 and Type 2)

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

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

The Survey is designed to locate ACM that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to make a Materials Assessment. This shows the ability of ACM, if disturbed, to release fibres into the air. It guides the client in prioritising any remedial work.

Refurbishment / demolition survey (Previously Type 3):

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

The Survey's aim is to locate and identify, as far as reasonably practicable, all ACMs in the area that the refurbishment work will take place or in the whole building if demolition is planned. The area surveyed must be vacated prior to work commencing, and be certified 'fit for reoccupation' after the survey. As this type of survey is designed to be used for the basis of tendering the removal of ACMs from a building prior to demolition or major refurbishment, an assessment of the condition of any ACMs is generally not required other than to note any areas of damage or debris. In practice it is routine to commission a management survey with specific areas allocated for intrusive investigations to facilitate future capital works such as rewiring, heating replacements and kitchen/bathroom upgrades.

Specific area survey (targeted refurbishment survey):

In certain circumstances it will be necessary to commission a survey in a specific area, relevant to refurbishment works (e.g. window replacements in a building). In these instances, a more in depth inspection than a Management survey will be required without causing the disruption that a full Refurbishment survey incurs. In these circumstances it will only be possible to undertake an intrusive inspection of specific areas, and any alterations to the scope of the works may therefore necessitate further survey investigations at that time..

Appendix 5 - Asbestos Risk Assessment

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

The Material Assessment

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

HSG 264 Materials Assessment Score:

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

1. the type of the asbestos material,
2. its condition,
3. its surface treatment and
4. the type of asbestos identified

Material Type

Belts	1	Mattress Material	3	Soil	2
Bituminous Product	1	Mill Board	2	Strings	2
Cement Product	1	Packing	3	Thermal Insulation	3
Coating (Non Sprayed)	1	Plastic	1	Thermoplastic Floor Tiles	1
Corrugated Paper	2	Reinforced PVC	1	Vinyl Product	1
Dust and Debris	3	Quilt	3	Wallpaper	1
Felt	2	Resin	1	Decorative Tiles	1
Gaskets	2	Rope	2	Woven Insulation	2
Insulating Board (IB)	2	Roofing Felt	1		
Loose Insulation	3	Semi Rigid Paint	1		
Low Density Board (Not IB)	2	Sprayed Coatings	3		
Mastics	1				

Extent of Damage

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

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

Surface Treatment

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

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

Asbestos Type

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

Chrysotile	1
Amphiboles excluding Crocidolite	2
Crocidolite	3

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

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

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

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

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

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

The Priority Assessment

The Priority Assessment addresses the human health effects and the likelihood of the asbestos containing material being disturbed. Remember even an asbestos containing material in the poorest condition only presents a risk to health if the fibres are disturbed into the air we breathe. This priority assessment takes into account factors such as:

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

The 4 general categories are sub divided so that one or more factors may be taken into account. The score for each main category is the average score for that category rounding up where necessary. The scoring system used is as given in HSE publication HSG227.

Occupant Activity

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

Normal Occupant Activity - Non-Maintenance

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

Other Occupant Activity – Non-Maintenance

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

Likelihood of Disturbance

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

Location

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

Accessibility

Usually Inaccessible	0
Occasionally Visited	1
Easily Visited	2
Routinely Visited	3

Extent/Amount

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

Human Exposure Potential

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

No. of Occupants

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

Frequency of Use

Infrequently	0
Monthly	1
Weekly	2
Daily	3

Average Time of Use

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

Maintenance Activities

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

Maintenance Activity

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

Maintenance Frequency

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

Adding the average scores from the above four factors results in a score for the Duty Holder's Priority Assessment. However, the Duty Holder has the ultimate responsibility to check any assessments made by 3rd parties and to make sure that the estimate of the Duty Holder's Priority Score is correct, as he has a detailed knowledge of the site rather than a surveyor (i.e. he should check each calculation, and review the scores if corrections are necessary, or when changes occur).

Total Risk Assessment

Adding the Materials Assessment score and the Priority Risk score for each asbestos containing material at each location gives a series of Total Risk Assessments. These total scores can then be used within the Management Plan to prioritise the risk and plan any actions, as follows:

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

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

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

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

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

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

Any change in property usage, including maintenance activities should prompt a formal re-assessment and update of the "Asbestos Register" (including "Risk Priority Scores" and recommended actions). It is recommended that a review/audit should be carried out at least every 12 months to update the system. A written record must be made of each review and any information about ACM's given to anyone who may be at risk from disturbing them (e.g. maintenance workers).

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

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

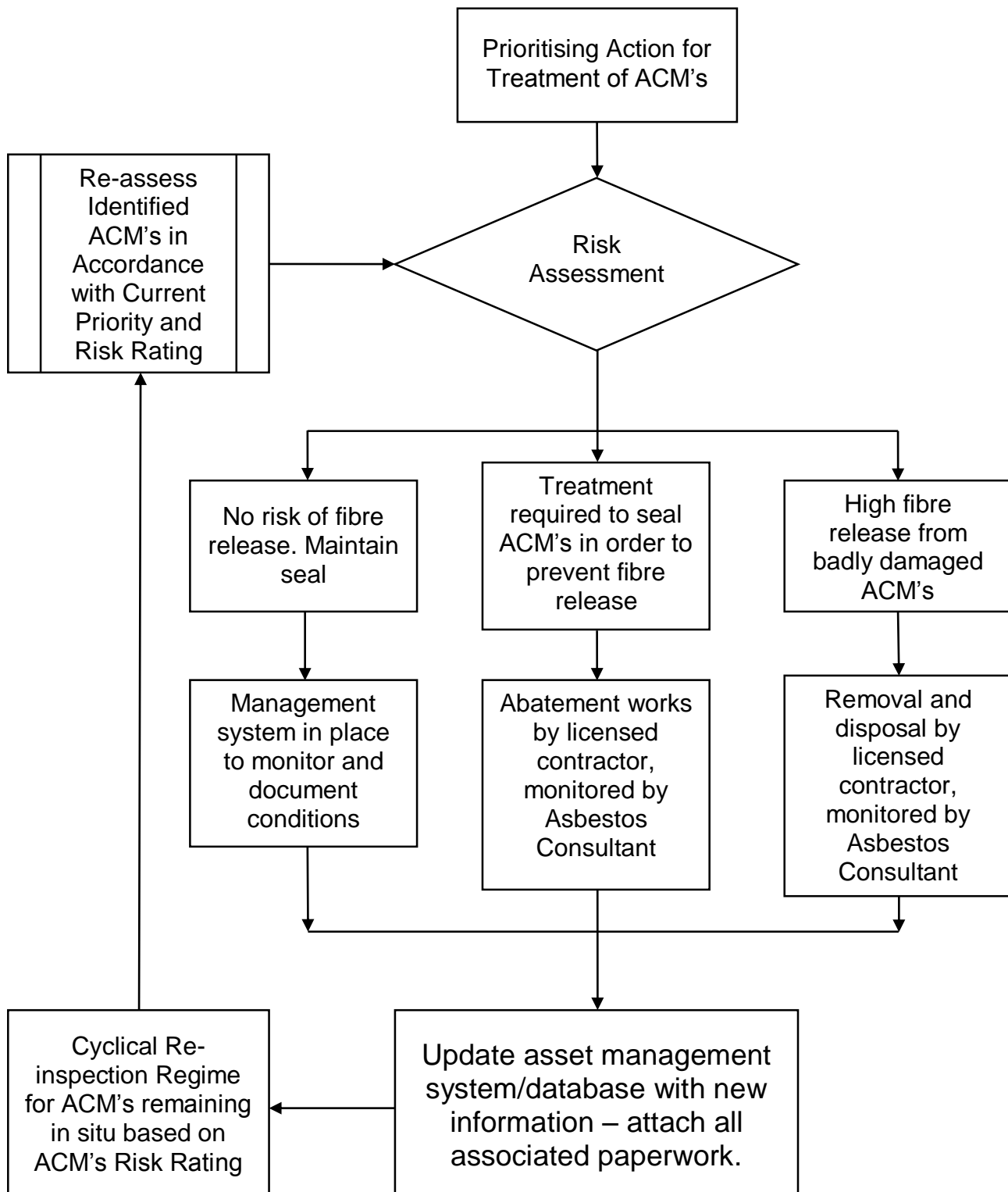
Address Location	Product Type	Extent	Accessi-bility	Cond'n	Surface Treatment	Asbestos Type	Sampled / presumed / Strongly presumed	Material Assessment Score	Priority and action score – Total Risk
Store room 2, BC408 -ceiling	AIB Whole ceiling	120 m2	Medium	Good	Painted one face only	Amosite	Sampled	5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

Appendix 6 – Management Action Plan

ACHA - ASBESTOS MANAGEMENT ACTION PLAN 2020-21					
	ACTION REQUIRED	PRIORITY H/M/L	TARGET DATE	RESPONSIBLE PERSON	DATE COMPLETE
A	Carry out asbestos management surveys to common areas of domestic properties/housing facilities etc that have not previously been surveyed.	H	December 2021	Asbestos Co-ordinator/Deputy	
B	Carry out audits of information being passed to workforce on job tickets and cross reference this information with current register to confirm information being produced is correct.	H	Every 12wks	Asbestos Co-ordinator/Deputy	
C	Carry out audits of information being passed to contractors on job tickets and cross reference this information with current register to confirm information being produced is correct.	H	Every 12wks	Asbestos Co-ordinator/Deputy	
D	Carry out asbestos awareness refresher training for repairs/trades workforce annually	H	Annually	AHFA	
E	Carry out asbestos awareness training for extended staff group i.e. contact centre, housing officers, tenant liaison officers etc annually	H	Annually	Asbestos Co-ordinator/Deputy	
F	Property logs to be produced and kept on-site for sheltered housing blocks containing current asbestos information	H	December 2021	Asbestos Co-ordinator/Deputy	
G	Emergency arrangements-more detail of the requirements is needed. A process to be created involving both Asbestos Co-ordinator and Deputy	H	January 2021	Asbestos Co-ordinator/Deputy	January 2021
H	Issue general information leaflet to all tenants regarding asbestos awareness and whether asbestos is present or suspected within their properties.	H	July 2021	Asbestos Co-ordinator/Deputy	

	ACTION REQUIRED	PRIORITY H/M/L	TARGET DATE	RESPONSIBLE PERSON	DATE COMPLETE
I	Instruct Housing Officers that the asbestos information leaflet is to be included within the new tenant "starter pack".	H	June 2021	Asbestos Co-ordinator/Deputy	
J	Where mutual exchanges or succession tenancies arise, the Housing Officer will ensure that any asbestos information available is made known to the new tenant.	H	August 2021	Asbestos Co-ordinator/Deputy	
K	Asbestos information to be made available for tenants/members of the public on ACHA web page.	H	August 2021	Asbestos Co-ordinator/Deputy	
L	Brief Board/Director/Manager of pending tenant notification. (Before letters go out)	H	August 2021	Asbestos Co-ordinator/Deputy	
M	High Risk materials will, in general, be scheduled for removal when practicable and finances allow as and when identified.	M	December 2021	Asbestos Co-ordinator/Deputy	
N	Where the presence of AIB is suspected on any site, these sites will be inspected/surveyed as a priority.	H	December 2021	Asbestos Co-ordinator/Deputy	
O	Put in place an annual monitoring plan to inspect the condition of all materials highlighted for re-inspection	H	December 2021	Asbestos Co-ordinator/Deputy	
P	Act on inspection reports to either remove or repair AIB as identified by survey programme	H	December 2021	Asbestos Co-ordinator/Deputy	
Q	Budgets for the management of these risks should be re-considered	M	December 2021	Asbestos Co-ordinator/Deputy	
R	Consideration should be given whether Asbestos is entered onto the "operational risk register".	M	March 2021	Asbestos Co-ordinator/Deputy	

Appendix 7 - Principles of Managing known ACM's



Appendix 8 - Control Limits

The Control of Asbestos Regulations 2012 introduced a single “Control Limit” of 0.1 fibres per cm³ of air for work with all types of asbestos measured over a 4-hour period and 0.6 fibres per cm³ over a 10-minute period.

Control limits for all asbestos types are as follows:

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

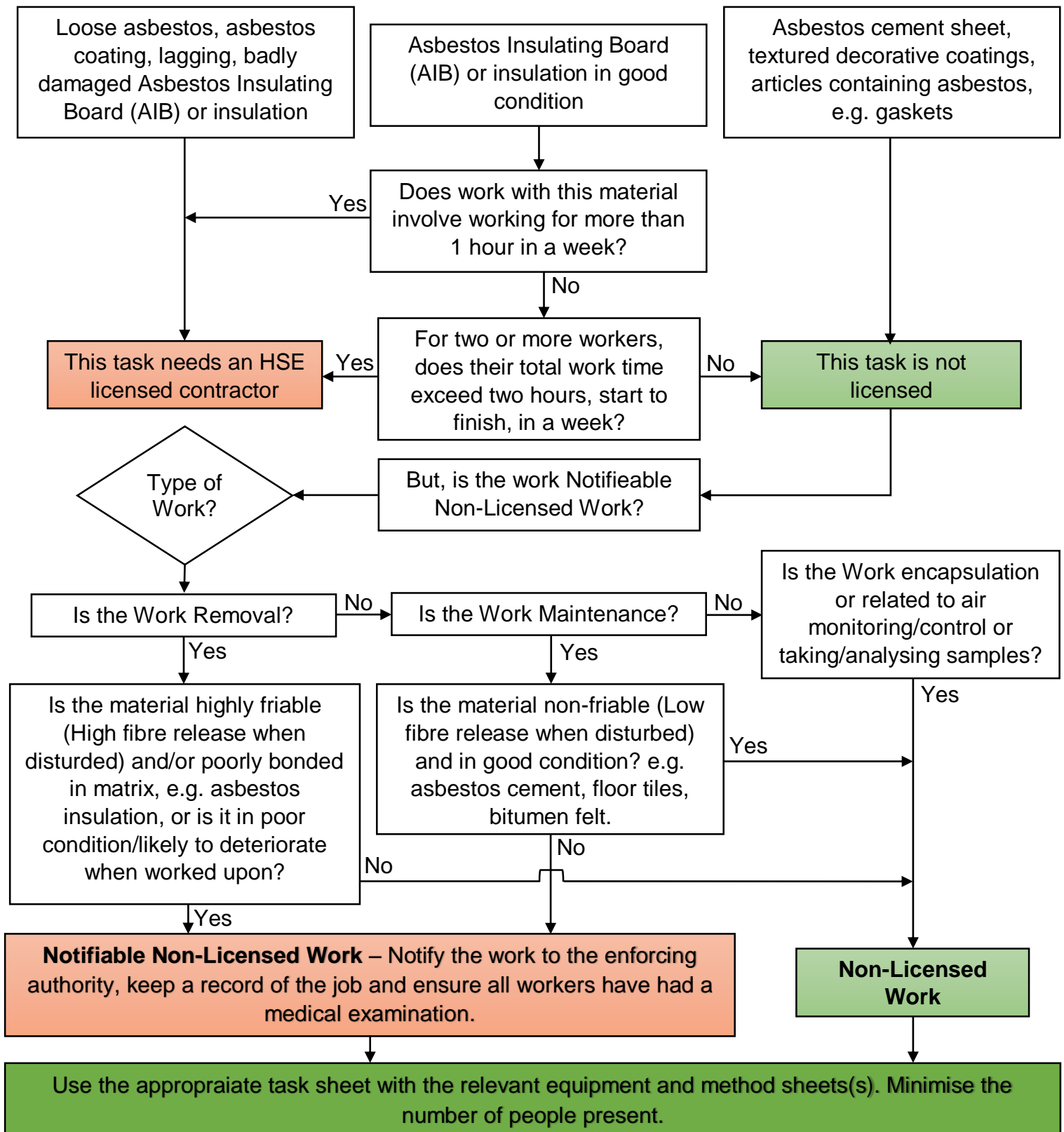
f/ml = fibres per millilitre of air

For comparison, the following fibre concentrations for work with asbestos containing materials have been measured. They illustrate the levels, which can be obtained if precautions are not taken – inclusion certainly does not indicate that a practice listed here is acceptable.

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

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

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



Appendix 10 – Risk assessment and Safe System of Work (Housing)

SERVICE:	Repairs	SECTION:	AFHA	REF NO:	MS05	DATE OF ASSESSMENT:	Review 04/2020
TASK:		PEOPLE AFFECTED:					
Common hazards-domestic property		DIRECTLY			INDIRECTLY		
		AHFA operatives			Other staff, public		
Description of task:	The common hazards associated with carrying out maintenance and repair tasks in domestic property.						
FREQUENCY	ANNUAL		MONTHLY		WEEKLY	X	DAILY
							CONSTANTLY
1	MACHINERY		2	SLIP/TRIP	X	3	TRAFFIC
4	NOISE/VIBRATION		5	LONE WORKING	X	6	MOVING/FALLING OBJECTS
7	WORKPLACE		8	HANDLING/LIFTING		9	VEHICLE
10	FIRE/EXPLOSION	X	11	HYGIENE	X	12	PRESSURISED SYSTEM
13	VISUAL DISPLAY/DSE		14	VIOLENCE	X	15	WORKING AT HEIGHTS
16	DANGEROUS SUBSTANCES	X	17	ELECTRICITY		18	WORK EQUIPMENT/TOOLS
19	TEMPERATURE		20	WEATHER/ENVIRONMENT		21	PPE
22	STRESS		23	OTHER		24	

Hazard	Type of Injury likely	Current Control Measures	Risk with current controls	Further Action Required	Risk level once actioned	Target for action (Date)
2	Sprains, broken bones	Work area is kept tidy and clean. Third parties excluded from work area Safety footwear issued and worn	L			
5	Accidental injury, ill health	Location of visits known for working day. Mobile phones available to summon assistance	M	Establish regular contact system to verify staff member's safety throughout the day	L	
10	Burns, fatality	Fire safety training provided to employees	L			
11	Ill health due to poor hygiene	Facilities available on work site for washing hands. Staff instructed on hygiene practice.	L			
14	Injury from verbal or physical abuse	Location of work checked against violent warning marker system – staff provided with necessary information. Violence/lone working assessment for the service area conducted. Staff trained in dealing with difficult customers	L			
16	Health conditions due to contact with asbestos	Housing register holds knowledge of properties surveyed and results. Survey instructed where works to breach surfaces are required, and no testing has taken place, before tasks commence. All trades staff and supervisors trained in asbestos awareness. Job lines carry information regarding locations within property. SSOW in place and briefed to staff. Monitoring system in place to ensure job lines carry appropriate information.	L			

PPE Requirements for this task are as follows:	Safety footwear	Safe Systems of Work applicable to this task:	SSOW Asbestos at Work
Assessment completed by:	Working Group	Date of Issue:	
Managers Signature:		Date of signing:	
Review Date:	April 2021		

ARGYLL COMMUNITY HOUSING ASSOCIATION Safe System of Work

SSOW Ref:	SSOW/Asbestos at Work	Risk assessment ref:	MS05		
Department	Repairs	Service Sector	AHFA		
Author/Sponsor		Approved By			
Issue date	04/2020	Review period	2 years		
Title	Asbestos in Housing properties				
Persons Involved	AHFA Operatives				
Frequency	Annual	Monthly	Weekly	Daily	Hourly
				X	

Outline of Controls-Safety Instructions

The following procedure must be used to ensure control of asbestos where it may be present in housing properties.

Common Job Line

When issued an abbreviation will be noted which will indicate information relating to asbestos presence as follows:

- ASB – A positive test exists for this property
- NASB – A negative test exists for this property
- NO TEST – No test exists for this property

After ASB – an abbreviation will identify the location of the asbestos found. As follows:

Code	Description	Code	Description
TC	Textured coatings	CTA	Ceramic Tile Adhesive
FT	Floor Tiles	SCREED	Floor Screed
FA	Floor adhesive	TANK	Water tank or lid
WCC	WC Cistern	CILLS	Window Sills
WCS	WC Seat	COWL	Chimney Cowl
SP	Sink pad	FELT	Roofing Felt
SOF	Soffit	GARAGE	Garage roof or walls
UC	Undercloak	HUT	Hut roof or walls
PC	Pipe Chase	MASTIC	Mastic or Putty
FB	Fuse box	RENDER	External Render
PANEL	Wall or Ceiling Panel	INCINERATOR	Incinerator in close
PIPE	Pipe		

For example: where asbestos has been identified in a property and exists within the textured finishes in the house, the abbreviation would be:

- ASB/TC

Or where multiples exist, for example textured coatings, floor tiles, floor tile adhesive, and board panels, the abbreviation would be:

- ASB/TC/FT/FA/PANEL

Emergency Call-out Line (including Stand-By)

Where no job line is present you require to receive the same information.

Should the Officer instructing the work not provide you with the relevant details, please request this information, which is logged in the current Capita/spreadsheet system to which the Officer will have access. Should you for any reason not have this information it must be assumed that asbestos is present within the property, and therefore no surfaces should be breached during any work tasks.

Sheltered Housing Complexes

When working within these types of properties the abbreviations on the job tickets could end up very complex with a number of different areas being identified with a positive test or a negative test. So to clarify these areas and results, the operatives will consult a complete paper copy of the current report on site. This will be held within the property log, which will be used to sign in and view these types of documents.

Test Procedures

Where NO TEST is indicated in your information, surfaces cannot be breached to undertake work tasks until a survey has taken place. Should you require to breach surfaces, contact your supervisor to ensure a survey has been instructed.

Discovery of Suspected Asbestos

During a work task if you expose or damage a substance which you cannot identify and could be asbestos the under-noted procedure should be followed:

- Stop the task.
- Seal off the area/room.
- Contact supervisor & advise the tenant that a check requires to be done.
- Supervisor to instruct an emergency test on the damaged area/substance
- If substance is identified as asbestos a contractor will be instructed to carry out any remedial work required and reassurance air testing.

If Accidentally Exposed to Asbestos (excerpt from HSE “em1”)

- **A little**, e.g. dust on sleeve, on shoes.
- Get help. All put on RPE.
- Wipe down with damp rags.
- Dispose of rags as asbestos waste
- Keep a record of the event
- **A lot**, e.g. contaminated clothes, hair, footwear
- Stay put.
- Call for help. All put on RPE, helper put on PPE.
- Wipe down with damp rags.
- Undress, shower, wash hair.
- Put contaminated clothes, towels etc in a plastic bag for a specialist laundry. Leave washing facilities clean.
- Dispose of rags as asbestos waste
- Keep a record of the event

Emergency repair call where asbestos is known to be present

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

- Make the area safe e.g. if water ingress through a roof that has caused a ceiling collapse, can you put buckets in the loft space or tarpaulin on the inside of the roof space temporarily?
- Seal the room off where the surface has been breached and advise the tenant that the room should not be entered
- Contact your Technical Officer as soon as possible (this may be the commencement of daytime hours) to advise of the situation.

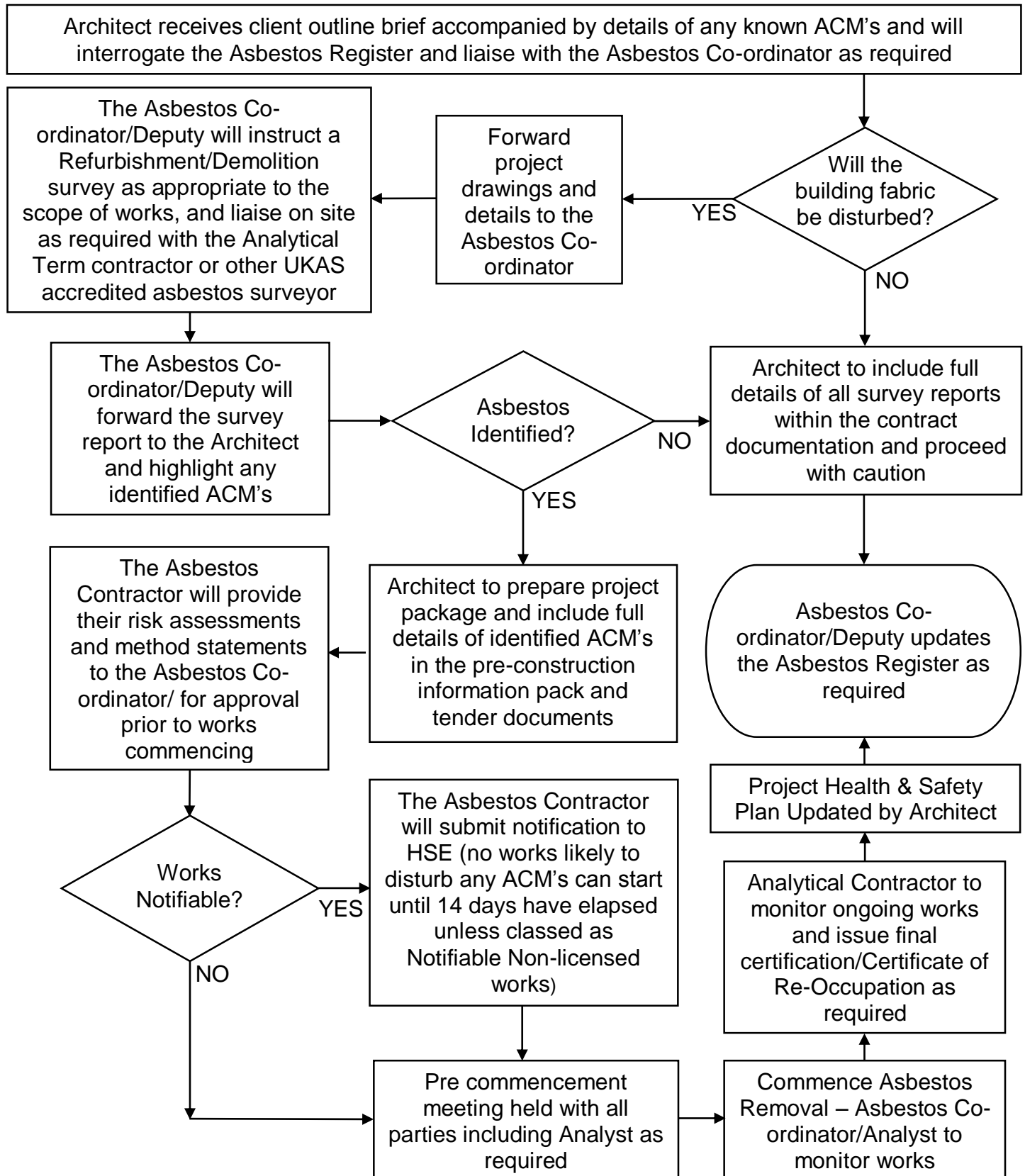
The Technical officer will then arrange for the removal of breached material and any repair required.

The correct PPE must be worn at all times.

Other documents/information

Health and Safety at Work Act 1974
 Management of Health and Safety at Work Regulations
 Control of Asbestos Regulations 2012

Appendix 11A – Issuing major contracts – arrangements



Organisational Policy

Appendix 11B – Repair process – domestic housing (Occupied)

Repairs call or other communication received from Tenant/Works Identified by Staff

Building Fabric Affected?

NO

Proceed with instructing maintenance/work activity - Issue instruction to Contractor

YES

Asbestos Register Available?

NO

Work requires breaking into inaccessible areas?

YES

STOP
Contact Asbestos Co-ordinator/Deputy before proceeding / Instruct Maintenance Officer Inspection - Survey or Sampling

NO

Are Affected Materials Positively NOT ACM's?

NO

STOP
Contact Asbestos Co-ordinator/Deputy before proceeding / Instruct Maintenance Officer Inspection - Survey or Sampling

YES

Proceed with instructing maintenance/work activity - Issue instruction to Contractor

Consult Register

Register Indicates ACM's which could be affected?

YES

STOP
Contact Asbestos Co-ordinator/Deputy before proceeding

NO

Does the Register Indicate Post 2000

YES

NO

Work requires breaking into inaccessible areas?

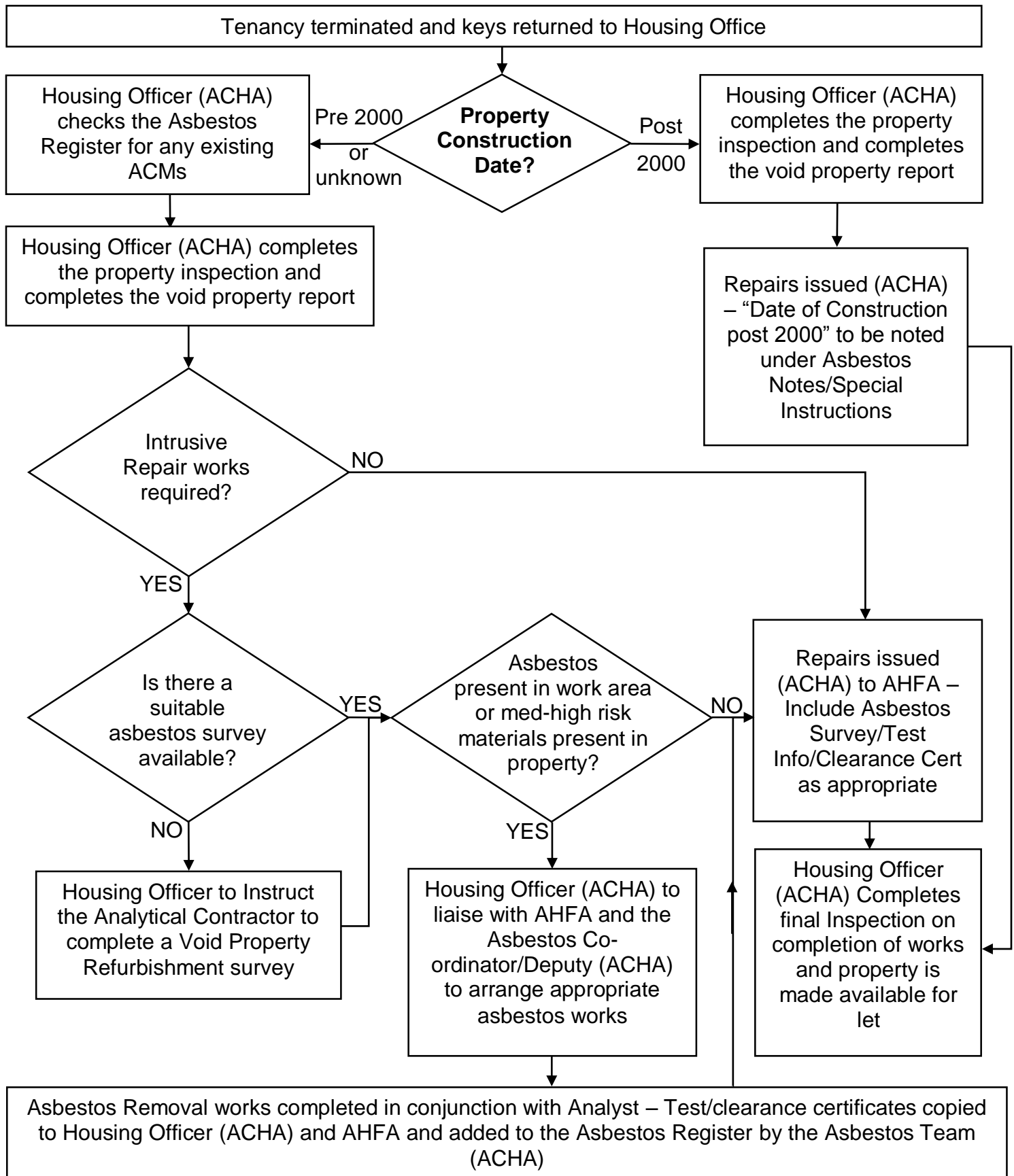
YES

STOP
Contact Asbestos Co-ordinator/Deputy before proceeding / Instruct Maintenance Officer Inspection - Survey or Sampling

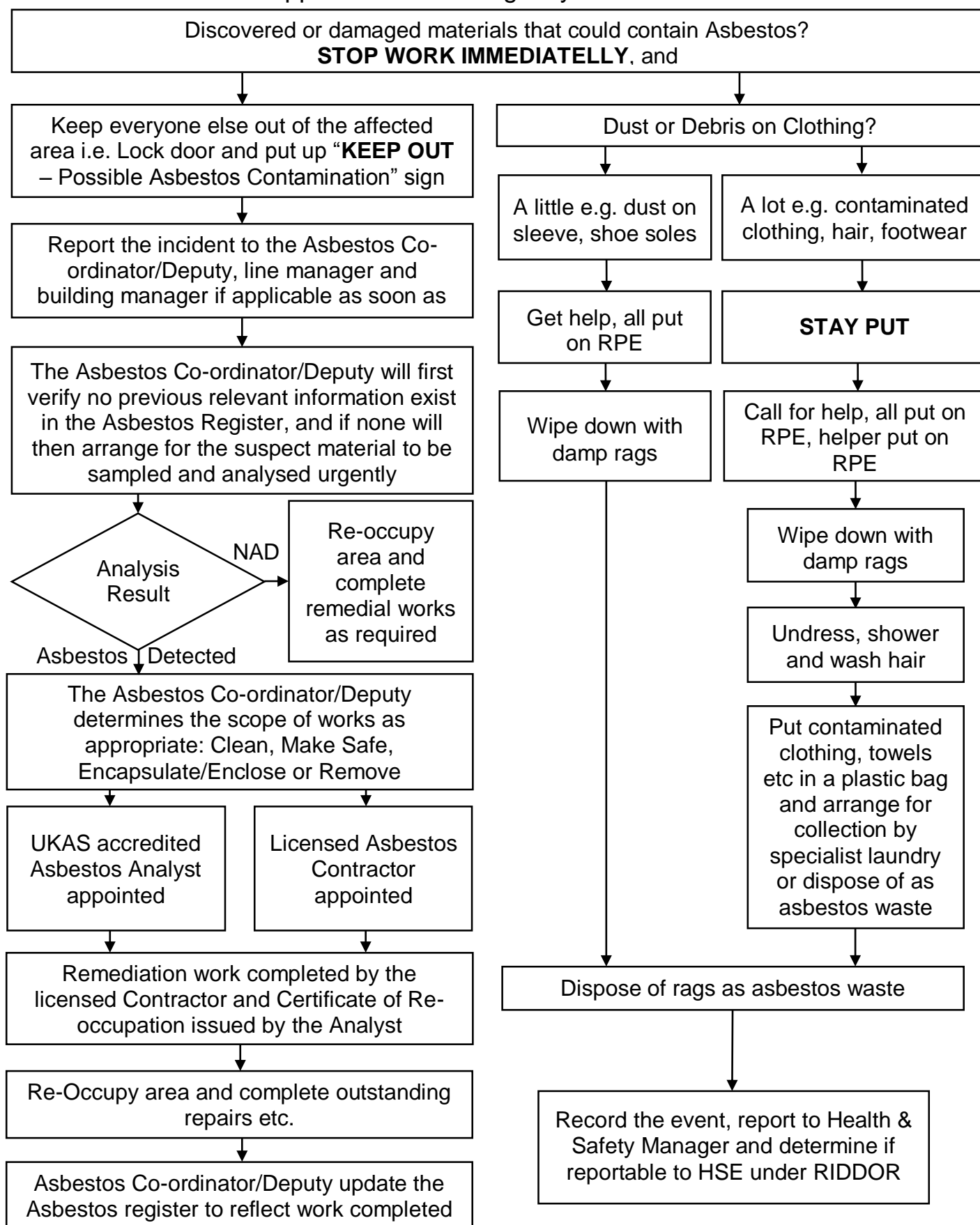
NO

Proceed with instructing maintenance/work activity - Issue instruction to Contractor

Appendix 11C – Voids process – domestic housing



Appendix 12 – Emergency Procedures



Appendix 13 – (Letter to contractors advising of asbestos information)

Our Ref:
Contact:
Email:

Your Ref:
Tel:
Date:

Dear

Following a review of the Argyll Community Housing Association Asbestos Management Plan, we have made some changes to the way notification of asbestos content in our Housing property is provided.

Works required are issued via a job line. This line will now contain an abbreviation, which will indicate information relating to asbestos presence as follows:

- ASB – a positive test exists for this property
- NASB – a negative test exists for this property
- NO TEST – no test exists for this property

After ASB – an abbreviation will identify the location of the asbestos found as follows:

Code	Description	Code	Description	Code	Description
TC	Textured coatings	PC	Pipe Chase	COWL	Roofing/Chimney Cowl
FT	Floor Tiles	PC	Fuse Box	FELT	Felt
FA	Floor adhesive	CTA	Ceramic Tile Adhesive	GARAGE	Garage roof or walls
WCC	WC Cistern	PANEL	Wall or Ceiling Panel	HUT	Hut roof or walls
WCS	WC Seat	PIPE	Pipe	MASTIC	Mastic or Putty
SP	Sink pad	SCREE D	Floor Screed	RENDER	External Render
SOF	Soffit	TANK	Water tank or lid	INCINERATOR	Incinerator in close
UC	Undercloak	CILLS	Window Cills		

Where NO TEST is indicated in your information, surfaces cannot be breached to undertake work tasks until a survey has taken place. Should you require to breach surfaces, please contact our Housing offices at the number above, where a survey will be instructed.

If any major work is to undertaken (breaching surfaces) e.g. rewiring, new heating, roofing render, new windows etc. a full report must be in place and a copy presented to you before works commence.

Please ensure this information is passed to your employees.

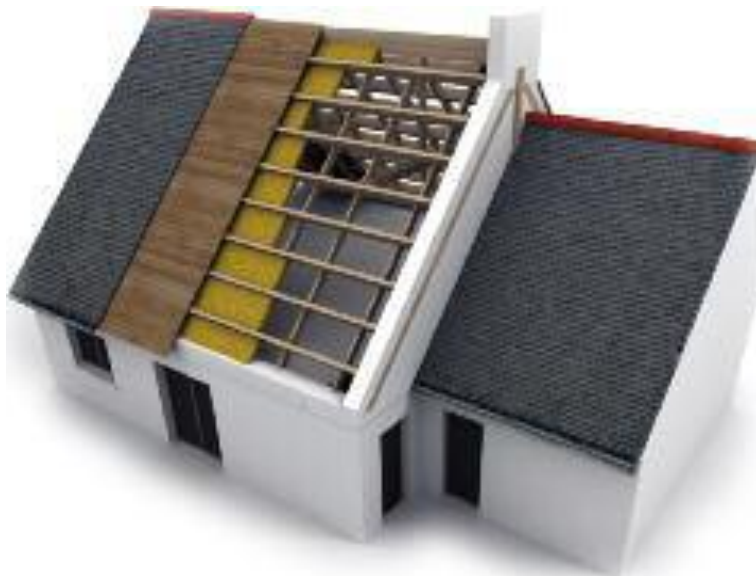
Additionally, can you confirm that all your operatives who will work in Argyll Community Housing Association's property have attended Asbestos Awareness training?

Yours sincerely,

Appendix 14 – Tenants' Handbook



Tenants' Asbestos Handbook Guide



Tenants` advice for asbestos in the home

What is Asbestos?

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

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

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

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

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

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

Why is asbestos dangerous?

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

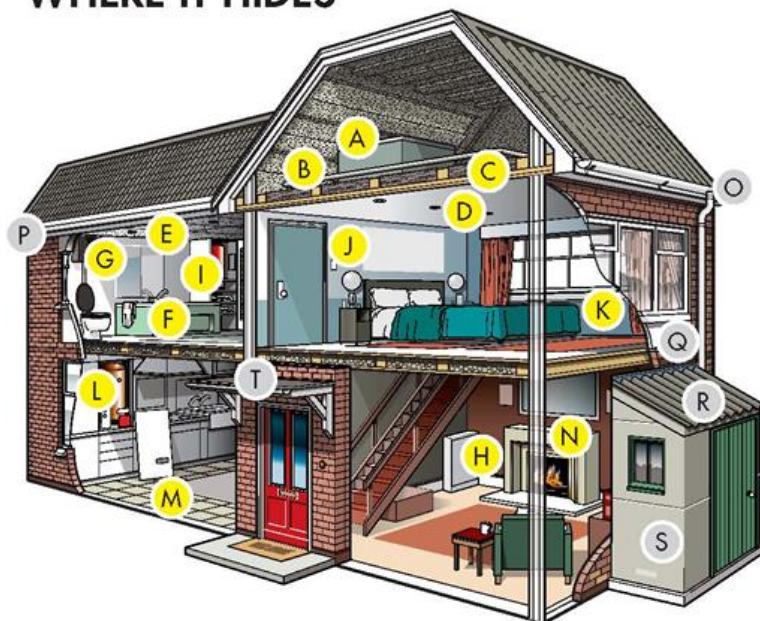
If ACMs are in good condition and in a position where they are not going to be disturbed or damaged, then it is safer to leave them where they are and ensure that the risks are managed.

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

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

Where might asbestos be in your home?

ASBESTOS WHERE IT HIDES



Inside

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

Outside

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

(AIB = Asbestos Insulating Board)

Asbestos might typically be found in roofs, claddings, soffits, window cills, bath panels, chimneys/flues, water tanks, floor tiles and textured coatings (Artex or similar). As you can see above there are many products, but this list is not exhaustive.

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

If it is in good condition and cannot be easily disturbed it is best to leave it alone. However, if you are concerned about any material within your home you should contact the **Customer Service Centre on 0800 028 2755**

Argyll Community Housing Association has a dedicated Asbestos Co-ordinator/Deputy who can arrange for a team to analyse the material and inform you if it is asbestos. We will also inspect the condition of the asbestos material, and if it is damaged or has started to deteriorate we will remove or seal it to stop fibres escaping.

How we will manage asbestos in your home.

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

Home Improvements

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

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

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

DIY Rules

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

Frequently Asked Questions

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

Needlessly disturbing asbestos containing materials that are in good condition may produce dust and could increase health risks.

When we survey homes to find out whether there are asbestos containing materials present, we also check the condition of the material.

Materials in good condition do not cause health problems. If materials are in poor condition, we will consider removing them or sealing them. However, when we need to do building work on your home, disturbing asbestos may be unavoidable. If so, we would look at how we could safely remove the material.

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

Contact the **Customer Service Centre on 0800 028 2755** and we will arrange to have the material inspected and assessed. We will then decide what action is required to make it safe.

I've been told that Artex contains asbestos. What is it and is it safe?

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

Can I redecorate walls and ceilings coated with old Artex?

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

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

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

If you are unsure, please contact your local repairs team for further advice.

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

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

Who to Contact?

If you have any concerns about asbestos in your home, please contact **Customer Service Centre on 0800 028 2755**

Useful Links

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

Health and Safety Executive: Asbestos health and Safety
www.hse.gov.uk/asbestos

Appendix 15 – Letter to tenant advising of asbestos presence (2 examples)

Our Ref:
Your Ref:
Date:
When calling please ask for:

Asbestos in your Home

Dear,

Following a survey carried out within your home, asbestos content has been found within the following areas:

Location	Type of Material

This asbestos content is of a low risk nature, and is currently in good condition, and it is therefore presenting no risk to anyone residing at the property.

Steps will be taken to deal with the asbestos content should this be considered necessary at any point in the future.

We would ask you to ensure that neither you nor any visitor/contractor to your home breaches or disturbs the surface where the asbestos has been identified, and that you inform us immediately if you note any damage or degradation.

It is also important that you notify housing staff if you are planning to carry out any repairs or alterations to your home. This is to allow staff to establish whether it will be necessary to offer you (or your contractor) advice with regard to the presence of asbestos and its treatment.

Should you require any further information, please contact your local repairs team on 0800 028 2755, where one of our staff will be able to assist you.

Yours faithfully,

Attached – Asbestos Information Leaflet

Our Ref:
Your Ref:
Date:
When calling please ask for:

Asbestos in your Home

Dear,

Following a survey carried out within your home, asbestos has not been found within the surface finishes.

We would state this is only a Management Survey and only details surface finishes and materials which are readily accessible within the property, so there may be asbestos materials hidden within the fabric of the building which haven't been identified.

It is important that you notify housing staff if you are planning to carry out any repairs or alterations to your home. This is to allow staff to establish whether it will be necessary to offer you (or your contractor) advice with regard to the presence of asbestos within the construction of the property.

Should you require any further information, please contact your local repairs team on 0800 028 2755, where one of our staff will be able to assist you.

Yours faithfully,

Attached – Asbestos Information Leaflet

Appendix 16 - Organisations Providing Support & Training

Health and Safety Executive (HSE)

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

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

Health & Safety Issue Reporting: 0300 003 1647

Web Site: www.hse.gov.uk/asbestos

E-mail: asbestos.campaign@hse.gsi.gov.uk

British Occupational Hygiene Society (BOHS)

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

Tel: 01332 298 101

Web Site: www.bohs.org

E-mail: admin@bohs.org

United Kingdom Accreditation Service (UKAS)

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

Tel: 01784 429 000

Web Site: www.ukas.com

E-mail: info@ukas.com

Asbestos Removal Contractors Association (ARCA)

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

Tel: 01283 566 467

Web Site: www.arca.org.uk

E-mail: info@arca.org.uk

Asbestos Testing and Consultancy Association (ATaC)

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

Tel: 01283 566 467

Web Site: www.arca.org.uk

E-mail: info@atac.org.uk

Asbestos Control and Abatement Division (ACAD)

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

Tel: 01325 466 704

Web Site: www.tica-acad.co.uk

E-mail: training@acad.uk.com

Appendix 17 - References

Health and Safety at Work etc. Act 1974.

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

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