Name of Policy: Asbestos Management (Ref: PS/20)

Purpose of Policy: This Policy outlines how the Association manages its Asbestos Management Policy.

Policy Monitoring Details	
Department	Property Services
Author	Ward Linney
Status	Association/Group
Date Approved by SMT / Board	6 February 2025
Update	
Planned Review Date	2028 (unless there are any legislative changes)
Regulatory Outcomes Being Achieved	Conformance with: Health & Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 Construction (Design & Management) Regulations 2015 Hazardous Waste Regulations 2005 RIDDOR Control of Asbestos Regulations 2012
Tenant Consultation Required	No
Adherence with Association Values	This policy supports all the Association's values.
Equalities Impact Assessment	Initial
HRA Implications	Article 8 Right to Respect for Private Life, Family Life and the Home Article 14 Prohibition of Discrimination

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1 Policy Statement

The importation of asbestos and its supply and use within Great Britain is prohibited. It is the policy of Manor Estates Housing Association (MEHA) to ensure, as far as is reasonably practicable, that no persons are exposed to risks to their health due to exposure to any asbestos containing materials (ACM's) that may be present in any of the properties it owns or occupies.

MEHA policy on the Management of Asbestos is designed to conform to the **Health & Safety at Work Act 1974** and the **Control of Asbestos Regulations 2012**. The Policy and associated Procedures will apply to all properties and individuals employed and/or engaged by MEHA, without exception.

MEHA shall comply with the **Control of Asbestos Regulations 2012** and other relevant legislation, so far as is reasonably practicable, as detailed below, in order to manage risks from ACMs in its properties and from its activities:

- **The Health and Safety at Work Act 1974**
- **The Control of Asbestos Regulations 2012 2nd Edition (CAR 2012**)
- **The Management of Health and Safety at Work Regulations 1999**
- The **Workplace (Health, Safety and Welfare) Regulations 1992**
- **The Construction (Design and Management) Regulations 2015**
- **The Waste (Scotland) Regulations 2005, 2011 and 2012**
- **RIDDOR** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- **Approved Code of Practice L143 Managing and Working with Asbestos (CAR 2012 2nd edition)**

Legal requirements outlined in **Appendix 9**

2 Policy Aims

2.1 Ensure the prevention of exposure to risks associated with ACMs.

2.2 Ensure that any ACMs that may be present in any of its properties are maintained in such a condition as to prevent the possibility of any harm to health occurring either to the properties occupants or persons visiting or persons undertaking works to the property.

2.3 Promote awareness of the management procedures and also all risks from ACMs through training of relevant staff.

2.4 Provide adequate resources to ensure the provision of appropriate information, instructions and training.

2.5 Ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice and Health & Safety Executive Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

2.6 Ensure that all properties are assessed and surveyed where applicable in order to identify any ACMs that may be present within the property and to prepare and maintain an Asbestos Register for all properties. The Register will reviewed annually (or more frequently if deemed necessary) and will be updated following

any follow up surveys, additional surveys or where removal of ACM's has taken place.

2.7 Implement an effective management plan in order that appropriate measures such as encapsulation, labelling, inspection, working with, or removal of the material can be undertaken.

2.8 Ensure that all relevant contractors, consultants, sub-contractors engaged to undertake works on any MEHA properties are provided with a summary, listing all known asbestos locations and that they have procedures and training in place for their staff to identify and manage ACM's.

2.9 Ensure that information regarding the presence of asbestos is detailed in any tender documentation as appropriate and ensure that contractors, consultants and sub-contractors have in place Risk Assessments, Method Statements and training plans for their staff for the identification and management as appropriate.

3 Duty Holder and Responsible Persons

The Associations has a duty to manage under the Control of Asbestos Regulations 2012 (CAR 2012). Under Regulation No 4 the duty to manage falls to the Chief Executive (CEO) of the organisation who will nominate a designated person to manage the risk of ACMs in the Associations premises.

3.1 The **Property Services Director (PSD)** is the Association's designated person for the issue of the policy on the management of asbestos, for the management of risk from asbestos, and for ensuring all suitable arrangements are in place for the implementation and maintenance of that policy including the appropriate allocation of resources, and any related procedures on a day to day basis to:

- Identify ACMs present in MEHA property stock and current condition of asbestos (and presumed asbestos) containing ACM's.
- Assess the risk posed by ACMs and the risk of the likelihood of exposure from ACM's before commencing works.
- Prepare and implement a documented plan to manage that risk of exposure from ACMs.
- Review the risks and the performance of the risk control measures, and revise risk assessments as appropriate.
- Prepare a detailed written management plan on how to manage the risk of asbestos.
- Implement the plan and monitor compliance including action in the event of ACM's being discovered or suspected.
- Maintain all records, including an electronic Asbestos Register and carry out annual internal reviews of Asbestos Register.

- Ensure contractors contracted to work on MEHA properties have access to Asbestos Register to inform them of the presence and locations of ACMs.

- Arrange third party audits on policy compliance.

- Appoint responsible persons and provide adequate training in asbestos awareness for MEHA managers and employees.

- Ensure all contractors, consultants and sub-contractors that handle asbestos are adequately licensed and have detailed policies and training plans in relation to managing asbestos.

- Communicate any asbestos issues/requirements with internal staff and contractors.

3.2 The **Property Services Manager (PSM)** shall:

- Ensure that the current asbestos register is supplied to any contractor (and record that it has been received) at the start of every project.

- Ensure that any updates to the asbestos register are notified to all relevant parties (and record that it has been received).

- Ensure that all Property Services (and other relevant staff) are aware of their responsibilities in relation to the control of asbestos and arrange and record suitable training.

- Ensure that any materials specified in specifications of works are free from ACM's.

- All relevant staff are aware of asbestos procedures and action to be taken in the event of discovery of ACM's or suspicion of ACM's.

- Record any breaches of non-compliance with the asbestos management plan and fully investigate any beaches.

- Report incidents to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

4 Review

4.1 The PSD will formally review the Associations Policy on Asbestos Management every three years or earlier if there are legislative changes to ensure that it is up to date and meets current legislation.

4.2 Any recommendations following the review will be recorded and implemented as soon practically possible.

5 Asbestos Management Arrangements and Asbestos Management Plan

5.1 The MEHA Asbestos Management Plan (AMP) is drawn up and implemented by the Property Services Team. The plan contains priorities, timetables and targets for both remedial works, and training issues, survey requirements and deals with ACMs on a case by case basis – *using the guidance* ***HSG 264 Asbestos : The Survey Guide*** to determine if the ACM should be removed or retained and managed.

MEHA will implement appropriate management arrangements and provide sufficient resources to carry out its legal obligations required by the Control of Asbestos Regulations 2012 and all relevant legislation.

5.2 The AMP is formulated taking into account current asbestos information held across all property stock owned or controlled by MEHA and is worked through in a loop, assess, record, inform, monitor, which is on a continuous cycle :

- ACM risk assessment score for material assessment and priority assessment
- Building occupation constraints
- Consideration of a timetable for remedial works
- Financial resources
- Planned building and maintenance works
- Scope of survey data held
- Re-Inspection process.

The AMP is implemented as part of the planned cyclical maintenance programme by MEHA.

5.3 The purpose of the AMP is to prevent the risk of exposure to ACM's or to reduce it to the lowest level as is reasonably practicable.

To comply with this MEHA will:

- Proactively identify throughout its occupied properties and communal areas, any materials containing asbestos or presumed to contain asbestos.

- When working on a property, presume that materials contain asbestos unless that strong evidence exists that they do not.

- Maintain up to date records (Asbestos Register) detailing the location and condition of ACM's and of all materials presumed to contain asbestos.

- Assess the risk of likelihood of exposure to ACM's.

- Prepare and implement a plan to manage the risk to ensure that any material known or presumed to contain asbestos in any communal areas is kept in a good state of repair and is regularly inspected or its condition reassessed at regular specified intervals no more than 12 monthly.

- Any material known to, or presumed to contain asbestos is, dependant to the risk associated with its location or condition, repaired, encased, encapsulated or removed.

- Information on the location and condition of the ACM is provided to anyone potentially at risk.

- Undertake risk assessments prior to work which could expose or is liable to expose others to the risk from ACM's.

- Ensure that a plan of work is in place detailing how such work is to be carried out in relation to work to ACM's.

- Prevent exposure to asbestos or reduce it to as low a risk as possible.

5.4 MEHA will operate two Asbestos Management Plans (A) for Communal Areas, Community Buildings and the office, where we have a legal duty to manage Asbestos and (B) for the Domestic Properties.

5.5 **AMP Review**

The PSM with the assistance of the Project, Contract, Compliance Co-Ordinator (PCCC) will arrange an annual review of the AMP to assess:

- Any changes to legislation and guidance.
- Effectiveness of the management procedures,and any required changes.
- Effectiveness of the management plan in terms of its integration into all matters relating to the building fabric and use.
- Overall progress made against the AMP Action Plan.
- Suitability and maintenance of communication, instruction, training requirements of personnel.
- Suitability and success of record keeping tasks.
- Management of sharing Asbestos Register with all maintenance contractors before commencing work.
- Suitability and success of service providers.
- Overall compliance and clarification that the risk from ACMs throughout all MEHA properties is under control.

Significant findings and comments will be reported to the Board and a record of the AMP Review will be kept by the PSD.

5.6 **AMP Review Timetable**

The AMP is a working document which should be regularly updated to ensure it remains valid and accurate. The PSM will set the timetable and date for an annual review, as a minimum.

Additional reviews may be considered when significant events occur - for example, on completion of major asbestos removal projects, following exposure

of personnel to significant airborne asbestos fibre levels, transfer or increase of premises, or if arrangements within the AMP are no longer considered to be adequate.

6 Surveys & Sampling

6.1 The Asbestos Register is held electronically and is continuously updated as information from asbestos surveys, removals, encasements and encapsulations is received. In addition, information is updated following re-inspection in relation to the condition of ACM's and the addition/deletion of properties.

6.2 MEHA will use a framework of contractors, consultants and suppliers to complete surveying and sampling work. All surveying and sampling will be carried out by UKAS (United Kingdom Accreditation Service) accredited contractor under the direction of the Property Services Manager (PSM).

The PSM will vet insurance cover and establish level of UKAS accreditation before any surveying or sampling commences.

6.3 Management Surveys

A management survey is the standard compliance survey. Its purpose is to locate as far as reasonably practicable, the presence and extent of any suspected ACM in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

The CAR 2012 regulations emphasises the benefit of thorough management surveys, with attempts to be made to open up areas where maintenance or similar can be anticipated. Samples of suspect materials should be taken, although some level of 'presumption' and reduced sampling regimes are acceptable so long as the consequent management of identified or suspected ACMs is appropriate.

6.4 Refurbishment & Demolition Survey

A refurbishment and demolition (R&D) survey is required before any refurbishment / demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the work will take place. The survey will be fully intrusive and involve some destructive inspection to gain access to all areas.

MEHA may provide a R&D survey of another building, provided it is of the construction type, build date and condition, ensuring the contractor is made aware of this, and is under instruction to proceed with caution when performing any intrusive works. The presumption should be made that ACMs may be present in all un-surveyed areas / buildings dependent on build date.

7 Asbestos Register

7.1 The Asbestos Register is maintained by PSD and is available to all staff, contractors and others who may require access to it.

7.2 The PSM will ensure the Asbestos Register is continually updated by the surveying and sampling activity, and the implementation of the management plans. The Asbestos Register is reviewed quarterly by the PSM and its review status recorded within the Register.

7.3 The PCCC will ensure the Asbestos Register is continually updated by the surveying and sampling activity, and the implementation of the management plans and will manage the data load.

7.4 The Asbestos Register content is aligned with the recommendations of ***HSG 264 Asbestos : The Survey Guide*** providing information recorded to allow objective risk assessments to be carried out.

7.5 **For communal areas,** the Asbestos Register records known and suspected ACMs in all MEHA properties and includes information on a property level:

- If a survey has been completed
- The type of survey completed
- If the property is confirmed to contain ACMs or not
- If the property is confirmed as being built on or after 2000
- If any removals or encapsulations have been completed.
- Where the Survey documents can be found.

The Asbestos Register will include the following information for each known or presumes ACM :

- Location
- Extent
- Condition
- Labelling Status

7.6 **For domestic properties**, the Asbestos Register records the following:

- If a survey has been completed
- The type of survey completed
- If the property is confirmed to contain ACMs or not
- If the property is confirmed as being built on or after 2000
- If any removals or encapsulations have been completed.
- Where the Survey documents can be found.

The individual property survey reports will contain the following:

- Location
- Extent
- Condition
- Labelling Status

7.7 The presumption should be made that ACMs may be present in all un-surveyed areas.

7.8 The Asbestos Register also provides some detail on:

- Non ACMs, where in the normal course of the building operation, they may be confused with ACMs.
- Areas, where known, which have not been subject to survey.

7.9 **Storage**

The Asbestos Register is stored electronically in a format that can be shared with any staff, contractors or consultants, engaged to undertake works.

7.10 **Availability**

The Asbestos Register will made available to anyone who may reasonably require such information.

7.11 **Emergency Services**

The emergency services can obtain Asbestos Register information from the Property Services team.

7.12 **Updates**

The Asbestos Register is updated under the direction of the PSD and implemented by the PSM.

Updates to the asbestos register may be required after:

- Identification of further ACMs
- Additional or re-inspection surveys
- Removal of ACMs
- Inspection/monitoring exercises
- Changes in building layout or area use.

7.13 **Asbestos Register Auditing**

Audits will be undertaken on the Asbestos Register to ensure compliance with current regulations :

Annual : internally by the Property Services Team
2 Yearly : by EVH as part of the Associations Health and Safety Audit
3 Yearly : appointed audit or asbestos management consultant

The findings of these Audits will be reported to Audit Committee..

8 Risk Assessment

8.1 All ACMs in the Asbestos Register are objectively assessed using a formal numerical scoring scheme in line with the HSE document ***HSG 227 'A comprehensive guide to managing asbestos in premises'*.**

8.2 The materials assessment considers features of the material, the priority assessment, taking into account, the environment in which the ACM's are found and the likelihood that persons may be exposed to asbestos fibres, in the following parameters:

- Product type
- Condition
- Surface treatment
- Asbestos type
- Location
- Position of material
- Susceptibility to damage
- Re-inspection time period.

8.3 **Normal Occupant Activity**

Each parameter is scored as: high (3), medium (2) or low (1) with the parameters for damage and surface treatment also allowing a zero score.

8.4 **Material and Priority Risk Assessment**

For each entry in the Asbestos Register a material score and a priority score will be assessed.

The assessment of risk posed by the material takes into account the material assessment but must also include factors such as:

- location of the material
- extent
- use to which the location is put
- occupancy of the area
- activities carried on in the area
- likelihood/frequency with which maintenance activities are likely to take place.

8.5 This risk assessment is recorded in the Asbestos Register and will be reviewed if there is significant change in the material assessment or any of the other factors included in the original assessment.

9 Management of ACMs

9.1 MEHA intend, wherever possible, to manage the ACM rather than removal. Removal will only be considered where the likelihood of disturbance is high or where the surface of the ACM cannot be sealed or encapsulated. If any asbestos is to be disturbed during works, then these materials must be removed beforehand, irrespective of the risk ratings. The PSM will consider and discuss the possibility at the pre-start meetings.

The final decision to manage or remove will be with the PSD in line with the published guidelines from the HSE.

9.2 Inspection of ACM's

Formal survey re-inspections of known or suspected ACMs, will be carried out by a UKAS accredited Inspection Body from the framework of contractors, consultants and suppliers, arranged by the PSM and coordinated by the PCCC. Inspections will require the checking of known ACMs against current Asbestos Register information.

Re-inspection findings will be used to update the Asbestos Register. The inspection period will be documented in the formal AMP Action Plan.

9.3 Labelling

Labelling with standard 'asbestos warning labels' or fixing of appropriate warning signage will be carried out to all known accessible ACMs, considered to be of significant risk, where this is deemed to help prevent accidental damage, and not cause undue concern or alarm.

Labelling of lower risk ACMs in a position of light of no traffic will not be undertaken.

9.4 Repairs to Asbestos Materials

Where the ACM has minor damage, simple repair, encasing and/or sealing (encapsulation), may be appropriate. Encasing or encapsulation will be recorded on the Asbestos Register.

9.5 Removal of Asbestos Materials

The term 'removal' is used to describe both the removal of bulk materials and the decontamination of areas where debris or trace asbestos contamination has been identified. Removal of ACMs will only be carried out in the following cases:

- Identification of high risk ACM's (medium risk ACM's may also be considered for removal)
- Damage to ACM's
- If the ACMs are to be disturbed during maintenance, refurbishment or demolition
- Carried out by competent persons from Licensed Asbestos Removal Company's holding recognised accreditations such as ARCA / ACAD, utilising statutory requirements and guidance published by the HSE.

The option to remove any ACMs will be authorised by the PSD and arranged by the PSM/PCCC. The Licensed Asbestos Removal Company will notify the HSE and agree a safe system of work. The Asbestos Register will be updated with the removal of ACM, subsequent sampling and clearance certification.

Refer to flow charts for the management of asbestos in **Appendix 1.**

10 Process for Reactive Repairs & Planned Works

10.1 All contractors will be issued with access to an electronic version of the full Asbestos Register or the part pertaining to the specific properties they will be working on, prior to the commencement of the project on site.

This issue of the Asbestos Register or part Register will be recorded on the meeting minutes and documented in the Asbestos Register control sheet. The contractor will provide confirmation of their asbestos management policy and records identifying staff training on the identification of ACMs prior to commencement of work on site.

10.2 Each pre-start and progress meeting will have an item for asbestos updates under the Health & Safety section of the agenda. Any changes to the Asbestos Register will be notified at the next planned meeting.

10.3 All persons carrying out work where asbestos is present in a safe condition, or there is a risk of exposure through accidental damage, must be given sufficient information regarding the risks and the arrangement for reducing risk so that they can carry out their work safely and do not disturb any ACMs present.

If any of the planned work involves disturbing any building fabric – by drilling, cutting, sanding or scraping for example – or entry into any space such as ceiling voids, plant rooms ducts etc. then the Asbestos Register must be consulted and if sufficient information is not available further investigation must be carried out by way of a survey before site works commence, arranged by the PSM and discharged by the Technical Inspector (TI).

10.4 Where asbestos is identified as being present and **has the potential to be disturbed**, the risk assessment and safe system of work for the activity must be made available by the contractor and provided to the PSM.

11 Emergency Procedures

11.1 The Emergency Asbestos Procedure flow charts are attached as **Appendix 3**. Following an incident there shall be a subsequent requirement to bring in competent contractors such as an UKAS accredited Analytical Consultancy or HSE Licensed Asbestos Removal Contractor.

11.2 **Action to be taken on the discovery of a suspect material**

In the event of ACMs being **suspected or of known** asbestos being disturbed, the following actions must be taken:

- **STOP work immediately**
- Do not disturb the material or stay longer in the affected area than is essential.
- Seal off the area – close windows, doors etc as long as this is possible, without causing further disturbance to the material/staying longer in the

area. Evacuate the local area and prevent others from entering the area by using signage, sealing up doorways or posting guards at an appropriate distance.

- Leave behind any contaminated clothing overalls or materials and vacate and secure the immediate area against the spread of the asbestos fibres
- Do not attempt to clear up suspect material or collect samples
- Do not re-enter the area to collect tools, documents or any other items
- Restrict access, and it is safe and appropriate to do so, cover the entrance to the affected area with a polythene screen or other barrier to prevent disturbance by air currents and/or unauthorised entry
- Inform immediate supervisor immediately
- Report to MEHA contract administrator and PSM
- Ensure any householder has contact from the Property Services Team.

The PSM will ensure the area is secured and no access is allowed back into the affected location and arrange for air sampling and monitoring of the affected area by a UKAS accredited company from the framework of contractors, suppliers and consultants, with results being made available as soon as possible to enable an action plan to be implemented.

The PSM will arrange any follow on works :

- Ensure screening and security to approval of a Licensed Asbestos Removal Contractor to prevent any further spread of asbestos materials.
- Work with the Licensed Asbestos Removal Contractor to arrange removal/encapsulation and clean-up work.
- Liaison with housing management team for emergency decant or re-housing .

11.3 **Incident Report**

The report is to be completed by the PSM whenever an incident occurs that potentially exposes persons to airborne asbestos fibres. “Exposure” will generally be taken to mean exposure to a known or possible level approaching or exceeding a control limit, where no analytical evidence exists that the exposure is below the control limit, then a worst case scenario situation should be taken.

The following information should be recorded:

- Name
- Date and time of incident
- Nature of exposure (damage or work to ACM, uncontrolled release of asbestos fibre from asbestos removal enclosure etc.)
- Location of incident
- Type of asbestos fibre/asbestos material
- Duration and level of exposure
- Copies of any associated analytical records
- Details of advice etc given to individual (health risks of asbestos etc.)

Incident Report form attached as **Appendix 5**.

The PSM will provide technical information, review the completed report form, and kept for a minimum period of 40 years.

All Incident reports will be shared to the MEHA Health & Safety Administrator. The PSM is responsible to ensure the reports are received and lodged within 28 days of the incident.

11.4 **RIDDOR**
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Where exposure occurs above the control limit of 0.1 f/cm3, the requirement to report the incident under RIDDOR as a Dangerous Occurrence, will be assessed and carried out by the PSM.

If the exposure occurs in an area under the control of a Principal Contractor the RIDDOR reporting requirement is expected to be their responsibility, however MEHA will require a copy of the RIDDOR Report for their files.

12 Training & Contractor Information

12.1 The PSD is responsible for provision of adequate training for MEHA staff in asbestos awareness, and future training outlined in the AMP. This duty will be discharged by the PSM and will be arranged and monitored in line with the Health and Safety Control Manual Version 3 Section 3.6 annual training plan. Any enhanced training requirements will be assessed during the 3 yearly audit cycle.

12.2 All Property Services staff who manage property and or health and safety aspects of the Association's business are required to complete asbestos awareness training, as a minimum, which will be required every 3 years. Newly employed property services staff will receive online asbestos awareness training as part of their induction.

12.3 All staff will be given a general overview of our policy and procedures relating to Asbestos by the Property Services Team at least every 5 years or when there are significant updates.

12.4 In line with Staff Training and Development Policy HR/20 all courses will be evaluated by the individual attending and feedback analysed for future reference, Training record sheet attached as **Appendix 4**.

12.5 All contractors carrying out maintenance activities on site where disturbance of ACMs is possible, must have undergone full asbestos awareness training or refresher training within the last 12 month period. Adherence to the requirement will form part of the tender documentation and will also be recorded at the pre-start meeting.

13 Records

13.1 All records pertaining to specific buildings are retained for at least the life of the building. If the responsibility for a building changes, then the records shall be transferred to the new duty holder.

13.2 All records pertaining to individuals and their possible exposure to asbestos are retained through MEHA Occupational Health Records, in line with requirements of the Health & Safety Control Manual, for at least 40 years after the last relevant entry.

Asbestos Management Policy

Appendix 1 – Asbestos Management Flow Charts

Asbestos Management Procedure:

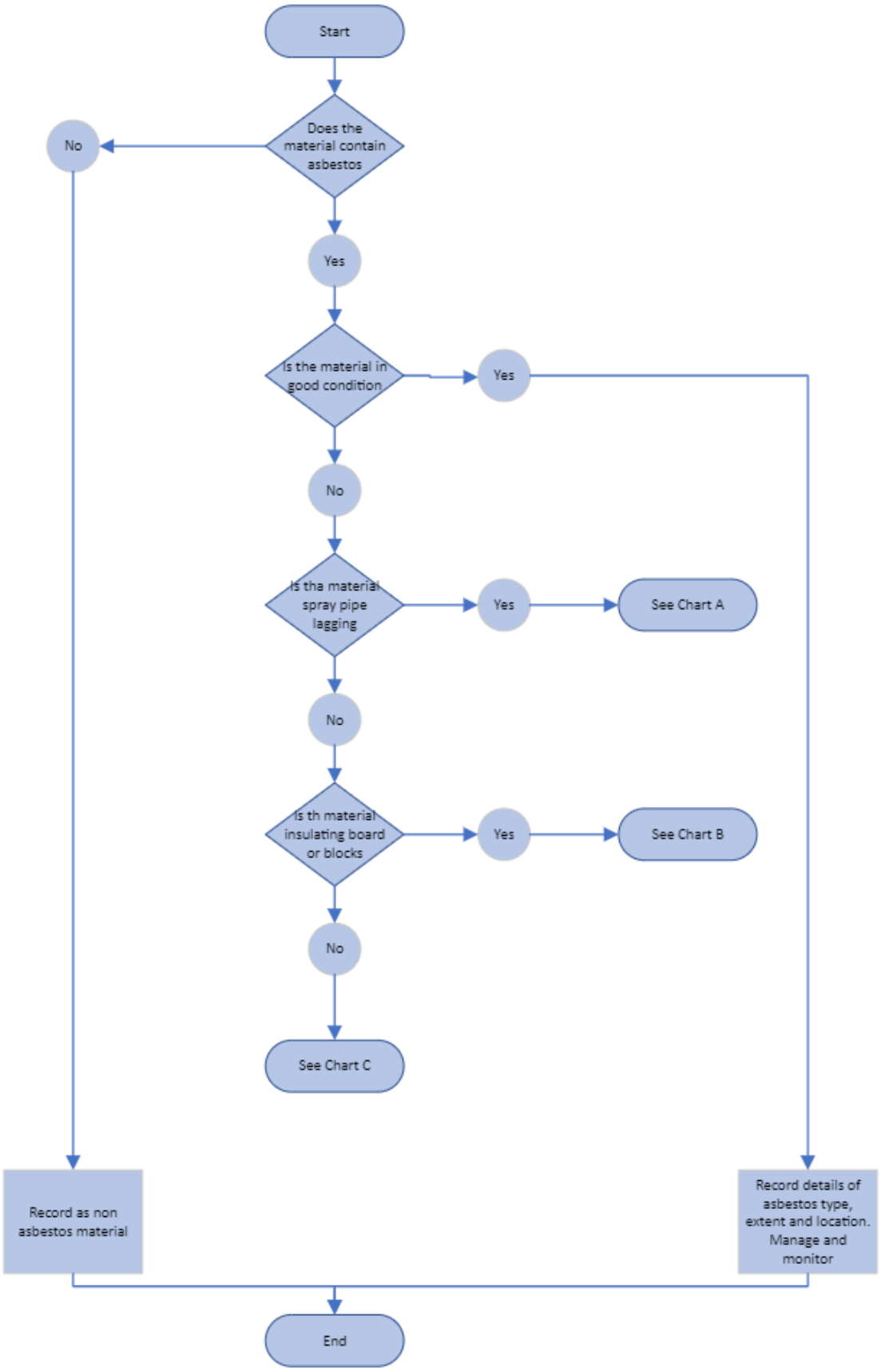


Chart A: Sprayed asbestos coatings and pipe and vessel insulation

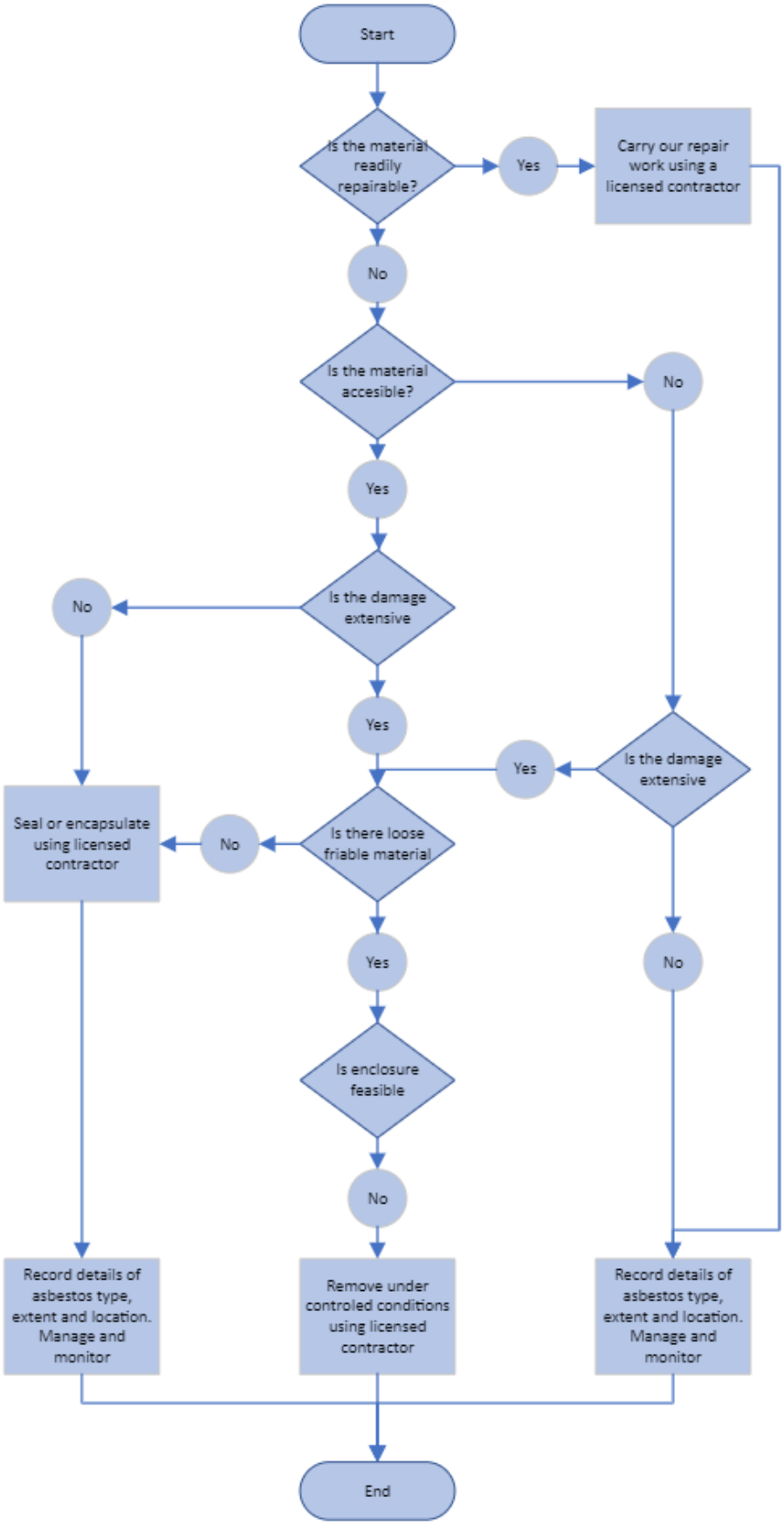


Chart B: Asbestos insulating board and insulating blocks

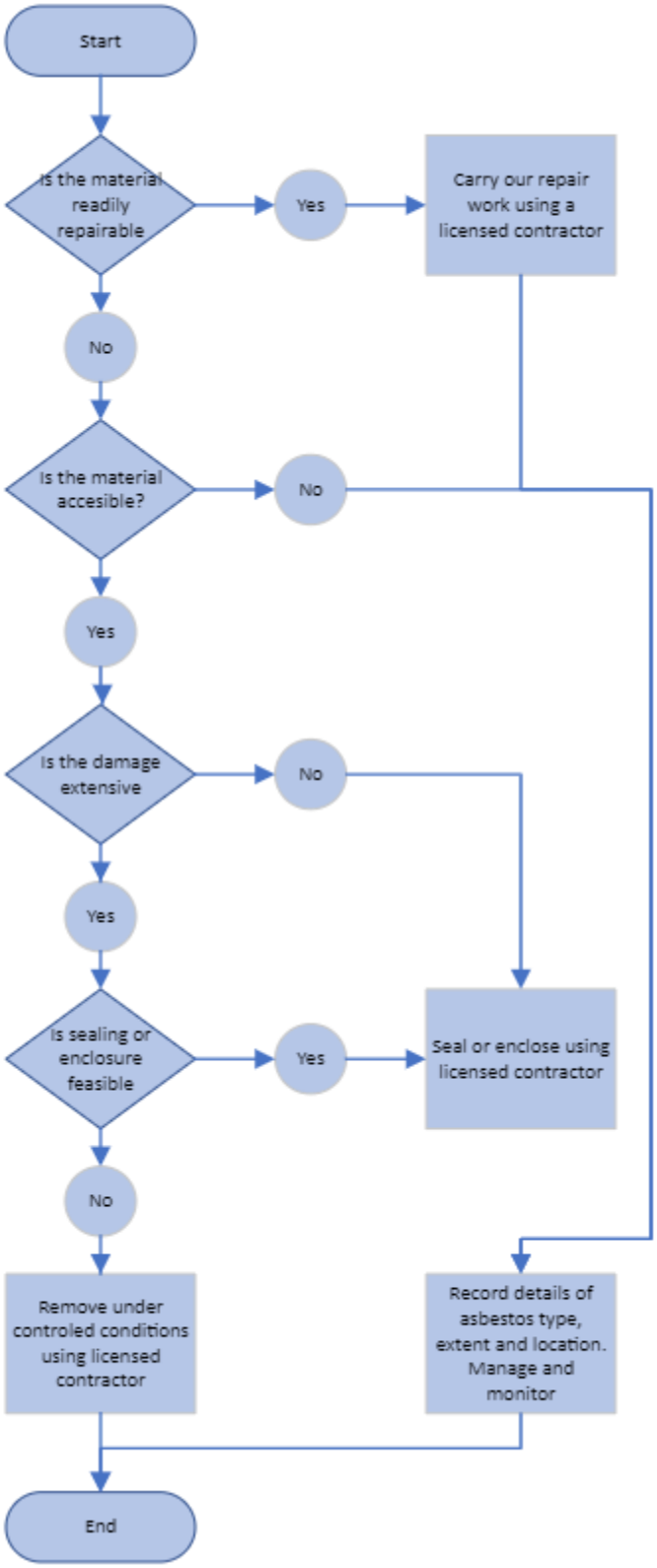
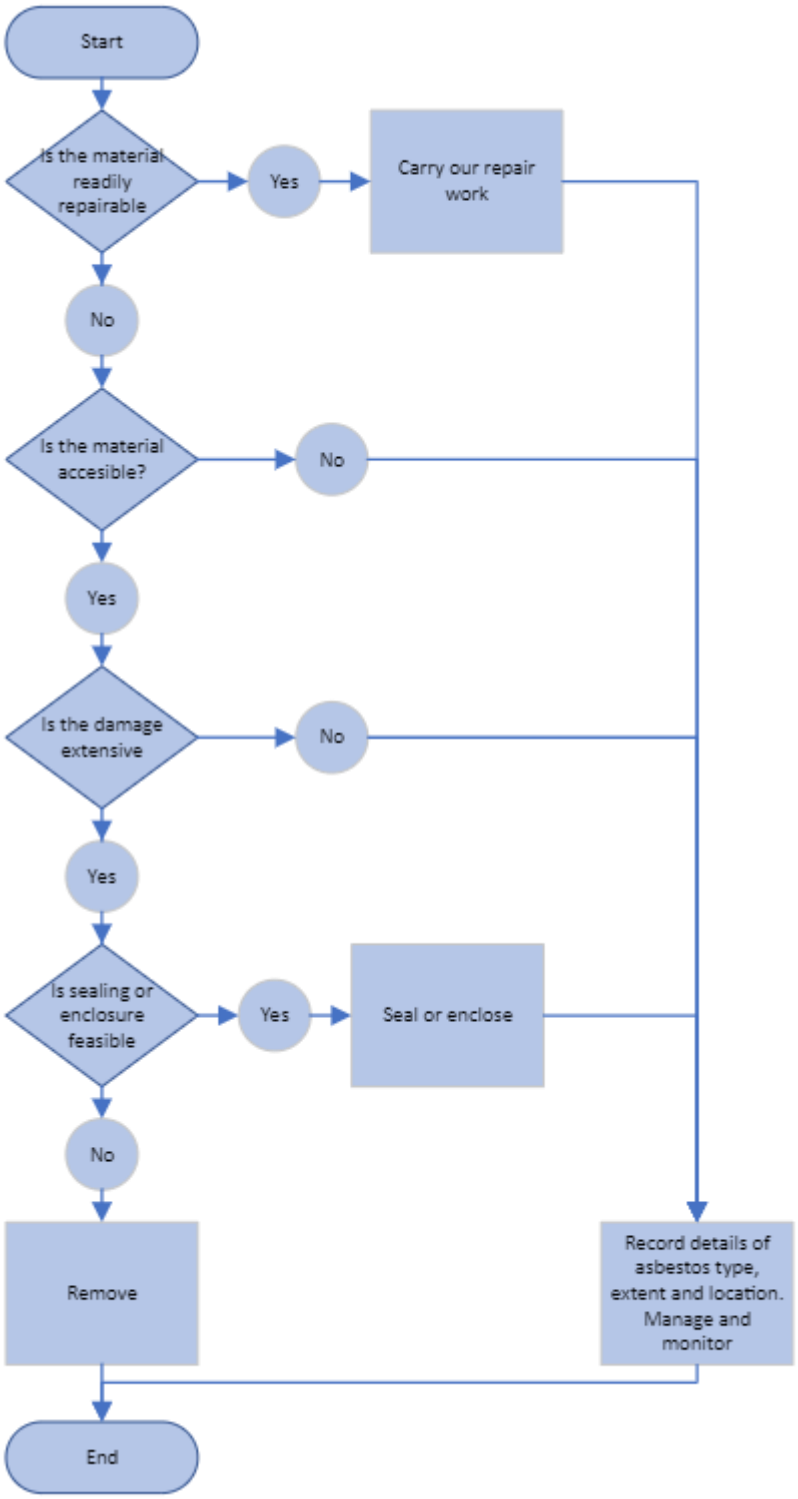
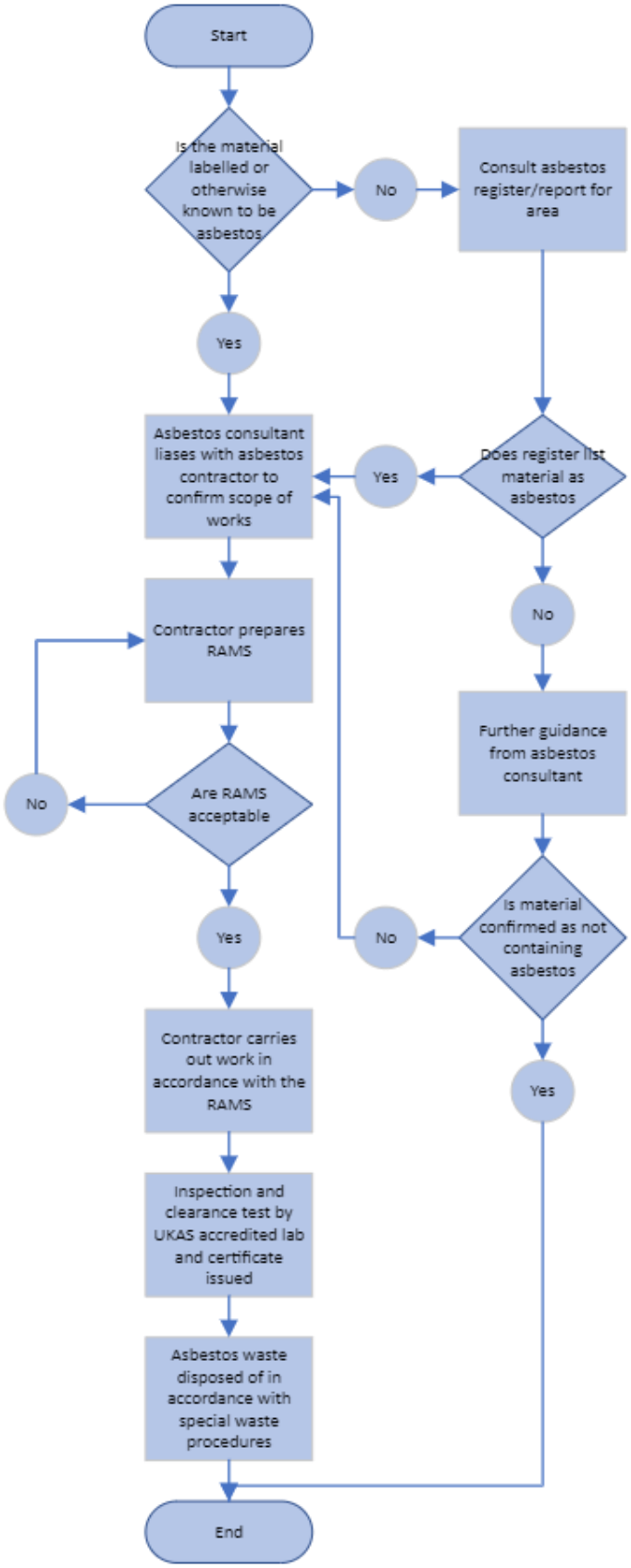


Chart C: Other asbestos materials



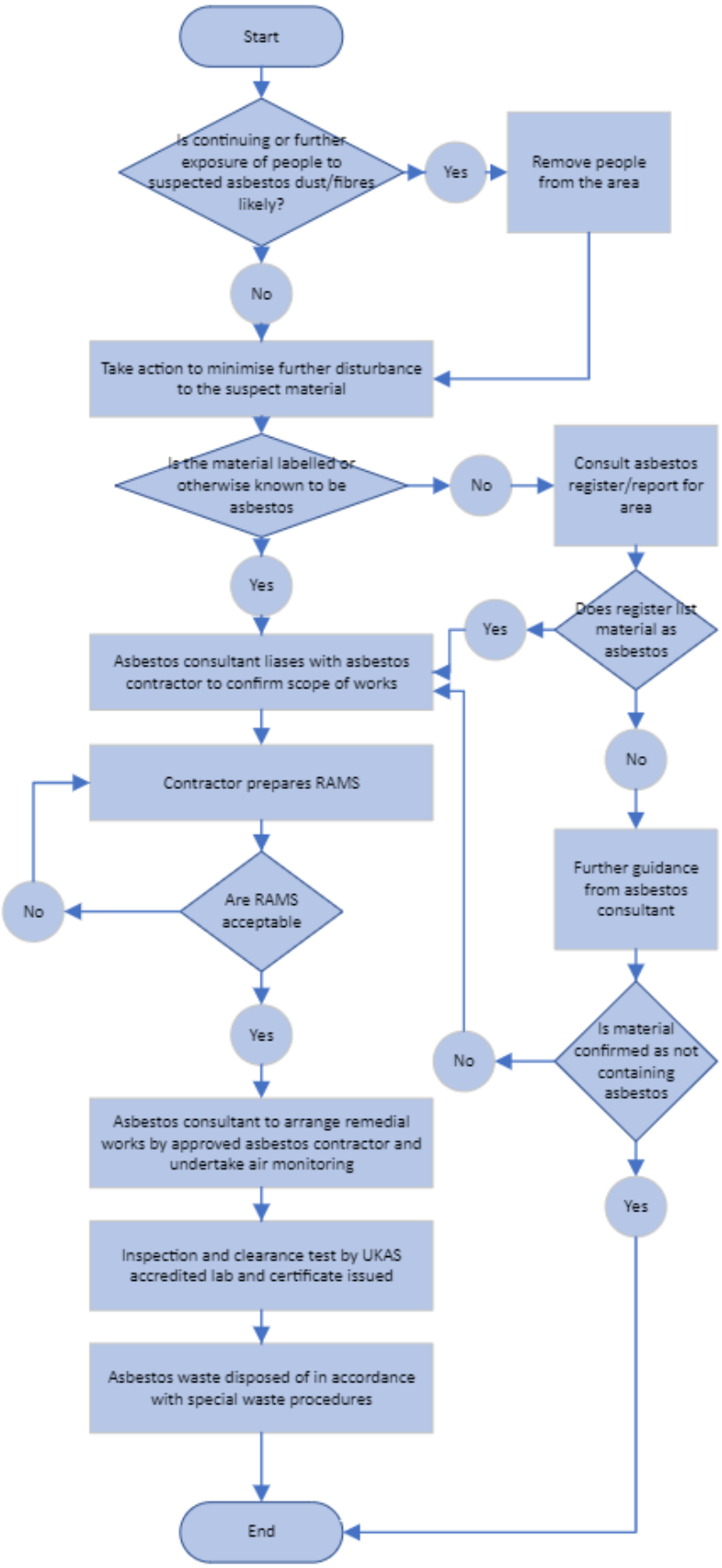
Asbestos Management Policy

Appendix 2 – Remedial Works Procedure



Asbestos Management Policy

Appendix 3 – Asbestos Emergency Procedure



Asbestos Management Policy

Appendix 4 - Training Record Sheet



Training Record

Name	Position	Training	Health & Safety Requirement	Date	Expiry

Asbestos Management Policy

Appendix 5 – Asbestos Incident Report Form

MANOR ESTATES HOUSING ASSOCIATION

Asbestos Incident Report

Name of person reporting incident	
Date & Time of Incident:	
Nature of exposure	
Damage or work to ACMS,	
Uncontrolled release of asbestos fibre:	
Other:	
Location of incident (room if applicable):	
Type of asbestos fibre/asbestos material (if known):	
Duration and level of exposure:	
Associated analytical records:	**YES/NO**
Details of advice given to individual:	

Form reviewed by:

Name:	
Position within Manor Estates:	
Action taken:	
RIDDOR Report:	**YES/NO**
If no RIDDOR report detail reasons:	
Signed:	
Date & Time Signed	

This form must be kept for a minimum of 40 years.

Asbestos Management Policy

Appendix 6 - General Contractors Guidance Note

With effect from 24 November 1999 the ban was extended to chrysotile (white asbestos) and also the supply of second-hand asbestos-cement products was prohibited. Prior to 2000, a variety of asbestos containing materials (ACMs) have been used in one form or another in the construction and fitments. ACMs can also be found in plant, equipment and appliances. As such, this guidance note has been produced to give advice to appropriate Manor Estates Housing Association (MEHA) staff and contractors working on MEHA properties whose work activities may bring them into contact with existing ACMs. This guidance note should help to eliminate/reduce the risk of contact with ACMs and all staff and contractors shall co-operate accordingly. Licensed Asbestos Removal Contractors will be subject to separate and additional arrangements.

Those at Risk
It is the Association's policy that only competent contractors who are appropriately licensed by the Health and Safety Executive (HSE) may carry out work on ACMs on MEHA premises. However, it is recognised that the work of some contractors may bring them into contact with existing ACMs. Therefore, they must be aware of the possible presence of ACMs, be able to recognise them when they encounter them and know what to do to prevent or minimise exposure to asbestos fibres. As a minimum all of these contractors shall have received a certificated Asbestos Awareness Course and produce evidence of in-date training.

Examples of trades that could encounter asbestos during their normal duties include: -

Joiners
Gas Fitters
Plumbers
Flooring Contractors
Electricians
Heating/Ventilation Engineers
Painters/Decorators
Fire/Security Alarm Installers
Plasterers
Roofing Workers

All Main or Principal Contractors must ensure that any sub-contractors they engage are made aware of the contents of this guidance note and document their acceptance and understanding.

Competence
It is a requirement that all contractors engaged by MEHA whose normal work activities may bring them into contact with existing ACMs within their premises, will employ a competent workforce at all times and their employees have been provided with suitable and sufficient information, instruction and training in asbestos awareness in construction work appropriate to their position/authority within the organisation and will be competent to recognise the possibility of asbestos being present and how to deal with it.

Asbestos Guidance for Contractors
Such awareness should include knowledge of the following topics:

- Legislation and guidance relating to work with asbestos
- The common uses and typical locations of asbestos products
- The types and properties of asbestos
- How to recognise typical ACMs
- The health hazards posed by exposure to asbestos fibres and the risks that different types of asbestos pose to health
- How to prevent or minimise exposure to asbestos fibres
- What to do if suspected asbestos materials are encountered
- The emergency procedures that should be followed if an area becomes contaminated.

Asbestos Register
The Property Services Team maintains an Asbestos Register of all **known** locations of ACMs within the fabric of the Associations properties.
This Asbestos Register is based on a Management Asbestos Survey carried out by competent UKAS Accredited Asbestos Surveyors. The Asbestos Register must be consulted before any work, however minor, is undertaken.

Where the work involves disturbance of the structure beyond what is visible by surface inspection, it will be necessary to arrange an additional asbestos survey such as a refurbishment/demolition prior to any site works commencing, to determine what lies deeper within the structure. Such a survey would require to be carried out by a competent Asbestos Surveyor. This will be determined by the nature of the work planned and the existing information available. In the first instance, advice should be sought from MEHA's Property Services Manager (PSM).

Note: It should not be assumed that there are no ACMs present in an area just because there is no mention in the Asbestos Register. It only identifies the areas that have been subject to that level of survey and some ACMs may still be concealed within the structure where only the most rigorous and destructive of surveys would reveal it.

Types of Buildings Likely to Contain Asbestos

Many of the Associations properties were built when the use of asbestos was common, and it may still be found in many locations within them. Asbestos is most likely to be found in the following categories of buildings:

- Those built or refurbished prior to 2000
- Those with a steel framed construction
- Any fitted with an old boiler or pipework with thermal insulation.

Asbestos Guidance for Contractors
Work on the Building Fabric

Although refurbishment, repair and maintenance work create the most obvious risks of damage, any task that involves work on the fabric of the building can potentially lead to disturbance of ACMs. In particular, whenever any drilling, sawing, cutting, sanding, scraping, hammering, or breaking up of unknown materials is to be carried out steps must be taken to ensure that these do not contain asbestos.

Other activities that can cause disturbance of ACM's include installation of cables, fire alarms, blinds, shelving, maintenance and repair of certain older types of electrical equipment etc. Careless movement of goods and equipment can also cause physical damage to asbestos containing building materials.

Whenever any work likely to involve disturbance to the fabric of buildings is to be carried out, the risk of disturbing ACM's **must** always be actively managed, assessed and controlled.

The presumption must always be that a material contains asbestos unless there is strong evidence that it does not.

Provided that the material is in good condition, and is unlikely to be disturbed, damaged or worked on it does not present a risk to health. The Health and Safety Executive advise that, under these conditions, is safest to leave it in position.

If any material is found which is suspected of containing asbestos, or if damaged ACMs (or suspected ACM's) are discovered, or work activity has resulted in damage to ACMs, work must be stopped immediately and the area sealed off.

MEHA PSM must then be informed immediately.

General Contractors are responsible for:

- Ensuring that they respond to, and maintain, all communications with their PSM and Contract Administrator
- Comply with the AMP and all relevant procedures, and where acting as sole, main or principal contractor to have a thorough understanding of these procedures.
- Ensuring that all sub-contractors are informed of the AMP and relevant procedures, and are aware of the location of all ACMs within the project area, if left in situ
- Complying with all reasonable requests from the PSM and Contract Administrator.
- Complying with Permit to Work systems
- Co-operating with any Licensed Asbestos Removal Contractors or associated contractors working within or adjacent the known or intended project area
- Ensuring that emergency measures are in place for any suspected or known exposure to ACMs and that these are in line with MEHA's asbestos management procedures.

Asbestos Management Policy

Appendix 7 - Licensed Asbestos Contractors Guidance Note

Licensed Asbestos Removal Contractors
Remedial works to ACMs, including encapsulation, shall only be carried out by a Contractor holding a license granted by the HSE under the Control of Asbestos Regulations 2012.

Choice of Licensed Contractor
Contractors shall be subject to in-house selection and approval procedures, co-ordinated by the PSM.

Licensed Asbestos Contractors are responsible for:

- Complying with current legislation, (CAR 2012 second edition), associated Approved Codes of Practice (ACoP) L143 second edition, guidance ***HSG 210 & 247***, and compliance with the Association's AMP and project procedures.
- Attending site to assess and prepare quotations against asbestos remedial works and specifications. The Contractor shall raise any issues relating to the health and safety aspects or potential costs of a project.
- Providing a Plan of Work to the PSM and Contract Administrator and the Enforcing Authority. This is to include details of project resources, timetables and an emergency procedure discussed and agreed with the PSM.
- Providing Statutory Notice (HSE Form ASB5/ ASB NNLW1) to the Enforcing Authority, prior to commencing asbestos works, (where required).
- Attending the asbestos contract Pre-Start meeting, Progress Meetings, and handover meetings as required.
- Carrying out regular inspections and a full audit of the working environment, with any defects found by, or reported to the PSM and/or Analyst being rectified by the Contractor immediately.
- Complying with all reasonable requests from the PSM and Contract Administrator.
- Complying with Permit to Work systems.
- Liaising with the Analyst to ensure the satisfactory progress of the works. Providing copies of notifications, consignment notes and other relevant documentation with the final account to th PSM and Contract Administrator.

Asbestos Management Policy

Appendix 8 - Typical Locations / Usage Of ACMs

Asbestos is a fibrous mineral, mechanically strong and highly resistant to heat and chemical attack. It is fibrous by nature. Its versatility had made asbestos a popular building material. It was imported and used in the UK from 1870 to 1999 and has been used in over 3000 different applications.

The following table identifies some common construction materials containing asbestos and indicates possible usage and locations where they might be found. The asbestos products are listed in approximate order of potential for fibre release.

Asbestos Product	**Typical Usage/Location**
Loose asbestos insulation or packing	Fire breaks in ceiling voids and fire stopping around cables. Also, as sound insulation between floors, roof spaces, debris from damaged/degraded/ disturbed ACMs.
Sprayed coatings. Wet or dry applied. Usually un-bonded fibres. Usually known as “limpet” or “flock” asbestos and sometimes treated to provide a decorative finish.	Generally, fire protection in ducts, firebreaks, ceiling panels, partitions, soffit boards, around structural steel work and reinforced concrete beams/columns. Also used as anti-condensation insulation on underside of roofs etc and acoustic insulation.
Thermal insulation. Hand-applied lagging or mass produced moulded or preformed products e.g. pipe sections	Generally used in thermal insulation of heating systems where high levels of heat retention were required e.g. pipes, boilers, calorifiers, tanks, pressure vessels etc
Insulating boards (including blocks, composite products and “Millboard”) Usually known as AIB	General fire protection, thermal and acoustic insulation in partitioning, firebreaks, infill panels, ceilings (including tiles) wall and stair linings, roof underlay and ducts. Used as heat-resisting panels screwed to, or in the centre of fire doors. Also used where moisture could be a problem and as a general building board. Also used for insulation of electrical equipment, boiler casings, oven linings, storage heaters and other heating appliances. Often used as heat resistant panels for ironing boards and Bunsen burner stands. Window panels, blanking panels or anywhere else where timber or plaster could have been used.
Woven asbestos products such as ropes, yarns, cloths and fabric joints	Thermal insulation of boilers, pipes calorifiers etc. Also used for packing, jointing and sealing in boilers, incubators

	and ovens. Electrical switch gear, skylight surrounds and gaskets
Floor covering	Vinyl tiles, linos, stair nosings, paper backed flooring
Thermoplastic	Toilet cistern and seats, Bakelite products
Bitumen	Flat roof coverings, sink pads, paints
Textured coatings	Artex to ceilings and walls.
Asbestos cement	External roof and walls, rain water goods, window sills, internal boards, bath panels.

Appendix 9 – Legal Requirements

- **The Health and Safety at Work Act 1974** which imposes general duties on employers to ensure the health, safety and welfare of employees and others who may be affected by an organisation undertakings. They must also ensure that the premises and any plant therein are safe and present no risks to health from substances such as asbestos.

- **The Control of Asbestos Regulations 2012 2nd Edition (CAR 2012)** will apply when any work with asbestos or to any product containing asbestos is carried out. CAR 2012 requires the employer to ensure that an employee's exposure to asbestos is prevented or reduced so far as is reasonably practicable. Employers are required to assess any risk to employees before they carry out any work with asbestos so that a correct decision can be made about the measures necessary to control exposure.

- **The Management of Health and Safety at Work Regulations 1999** which require employers to assess the risks to the health and safety employees and others at work.

- The **Workplace (Health, Safety and Welfare) Regulations 1992**

- **The Construction (Design and Management) Regulations 2015** which places duties on clients, planning supervisors, principal contractors, designers and contractors to plan, co-ordinate and manage health and safety on construction sites. The regulations do not apply to construction work if the work will last for 30 days or less or involve four or less people on site at any one time.

  The regulations specifically require the client to provide relevant health and safety information to the planning supervisor appointed to oversee the project. This information might include, for example, previous asbestos surveys of buildings.

  The Association can get the appointed contractor / consultant to carry out these roles on behalf of the Association and the contractor / consultant will complete the required documents, checks and inspections before, during and after such works.

- **The Waste (Scotland) Regulations 2005, 2011 & 2012** governs the disposal of waste materials, forcing the control and use of licensed tips for asbestos waste, Waste containing more than 0.1% (w/w) asbestos, including bonded material such as asbestos cement, is classed as special waste and disposal is controlled under the Waste (Scotland) Regulations 2012. All movements of special waste must be pre-notified to the Environment Agency and disposal must be at a suitable licensed facility.

- **RIDDOR** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

- **Approved Code of Practice L143 Managing and Working with Asbestos (CAR 2012 2nd edition)**, published by the Health and Safety Commission, applies when work is carried out with asbestos, and it gives guidance on the means to be used to comply with the regulations.

In addition, the HSE has published a number of Guidance Notes that provide detailed advice on various aspects of preventing or controlling exposure to asbestos.