

## **ASBESTOS PROCEDURE**



### **MONITORING INFORMATION:**

**POLICY/PROCEDURE/STRATEGY:**

**ASBESTOS PROCEDURE**

**DATE APPROVED:**

**JULY 2021**

**EXPIRY DATE:**

**JULY 2024**

**OWNER:**

**HEALTH AND SAFETY MANAGER**

**APPROVAL ROUTE:**

**EXECUTIVE MANAGEMENT TEAM**

# **ASBESTOS PROCEDURE/MANAGEMENT PLAN**

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## 1 ASBESTOS SURVEYS AND RISK ASSESSMENTS

- 1.1 All asbestos surveys will be carried out to the standard of Health and Safety Executives (HSG264) Asbestos: The Survey Guide. Teign Housing will produce a Risk Assessment in line with the HSE's publication "A Comprehensive Guide to Managing Asbestos in Premises (HSG227)". Information will be stored on the Teign Housing Asbestos Register in a data base format which will be amended and updated primarily from Asset and Development, THB or Asbestos Contractor. Where the Risk Assessment indicates, Teign Housing will either encapsulate or remove the asbestos.
- 1.2 After the survey or re-assessment the following management actions will be applied.
- |                              |   |   |
|------------------------------|---|---|
| "Manage"                     | = | Re-inspect at determined intervals outlined within this Procedure             |
| "Repair/Encapsulate/Protect" | = | Response work is required   |
| "Remove"                     | = | Removal required, if encapsulating works are not deemed possible or practical |
| "Restrict Access"            | = | Ahead of urgent remediation   |
- 1.3 The asbestos surveys including bulk sampling of ACM's may only be carried out by authorised and qualified contractors who hold the necessary qualifications and training records. Contractors will also need to demonstrate that they have a valid and current Risk Assessments and Method Statements (RAMS).
- 1.4 All samples will be forwarded to a UKAS accredited laboratory in line with the appropriate guidance.
- 1.5 The scoring system helps to prioritise the required actions. The Material and Priority algorithms help to account for the fact that a person has to actually breathe in asbestos fibres and that there is no health risk simply from damaged and friable ACM's. The individual Risk Assessments on each property will form the basis of asbestos management and will be used to determine the management and control actions necessary. As duty holder under Control of Asbestos Regulations (CAR) it is Teign Housing's responsibility to ensure the Risk Assessment is suitable and sufficient. However, nominated surveying consultants will have completed the Risk Assessment in consultation with Teign Housing, even though the ultimate responsibility for ensuring the Risk Assessment is accurate is with Teign Housing. The Building Surveyor nominated and competent in Asbestos will manage this process.

Variable	Score	Example
Product Type	1	Vinyl floor tile
	2	Asbestos Insulating Board
	3	Thermal Insulation
Extent of Damage	0	Good Condition
	1	Low Damage
	2	Medium Damage
	3	High Damage
Surface Treatment	0	Vinyl tiles
	1	Encapsulated Asbestos Insulating Board
	2	Unsealed Asbestos Insulating Board
	3	Unsealed Lagging
Asbestos Type	1	Chrysotile
	2	Amphibole (excluding Crocidolite)
	3	Crocidolite

Variable	Score	Example
<b>Normal Occupant Activity</b>	0	Rare disturbance activity
	1	Low disturbance activity
	2	Periodic disturbance activity
	3	High disturbance activity
<b>Likelihood of Disturbance</b>		
Location	0	Outdoors
	1	Large Rooms
	2	Rooms up to 100m <sup>2</sup>
	3	Confined Spaces
Accessibility	0	Unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Extent / Amount	0	Small amounts
	1	Up to 10m <sup>2</sup>
	2	10 – 50m <sup>2</sup>
	3	Greater than 50m <sup>2</sup>
<b>Human Exposure potential</b>		
No. of Occupants	0	None
	1	1 to 3
	2	4 to 10
	3	Greater than 10
Frequency of Use	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average time area is in use	0	Less than 1 hour
	1	1 to 3 hours
	2	3 – 6 hours
	3	Greater than 6 hours
<b>Maintenance Activity</b>		
Type of Maintenance	0	Minor Disturbance
	1	Low disturbance
	2	Medium disturbance
	3	High Disturbance
Frequency of Maintenance	0	Unlikely to be disturbed
	1	Greater than once per year
	2	Less than once per year
	3	Less than once per month

## 2 MANAGEMENT OF INSTALLED ASBESTOS PRODUCTS IN NON-DOMESTIC AND DOMESTIC DWELLINGS

- 2.1 Where undamaged ACM's are left in place and managed, residents of the property and/or building occupiers will be made aware of their location so that the ACM will not be disturbed during normal occupant activities. Teign Housing will provide residents with appropriate information including layout plans of the property clearly highlighting where ACM's have been identified. ACM's will either be encapsulated or where possible removed. Residents will be asked to inform Teign Housing of any changes of condition to known asbestos containing materials.
- 2.2 The Asbestos Register and the Risk Assessments held within it will be updated and accurately maintained by the **Asset Management Department**. The Register will be updated to reflect any removal, repair or encapsulation of asbestos in addition with information from supplementary surveys which are carried out, or whenever Teign Housing is advised of a material change in circumstances.
- 2.3 All known ACM's and previously inaccessible areas (where practical) will be periodically re-inspected to ensure that the condition of the material has not changed and the management action applied is still suitable. The inspection will be visual only to avoid unnecessary disturbance or fibre release and will not involve removal of covering material, e.g. duct panels or ceiling tiles. The frequency of re-inspection will be determined by the risk assessment (Combined Priority Assessment, Material Assessment Scores). The re-inspections will be completed by a competent person
- 2.4 If, on inspection/re-inspection, any material containing asbestos is found to be damaged or has deteriorated it will be reassessed and reclassified.
- 2.5 Teign Housing will complete re-inspections on the following frequency:

*Non-Domestic & Domestic Premises (Homes, Shops, Communal Areas, Offices, Lifts)*

Very Low/Low risk (4-11)	Every 2 years*
Medium risk (12-17)	Every 1 years**
High risk (18-24)	Every 3 Months***

\*With the following exception where licensable materials have been identified internally, we will endeavour to inspect on an annual basis,

\*\*ACM's which have been identified as medium risk will be programmed for encapsulation or removal works

\*\*\*ACMs which have been identified as Higher Risk, will be prioritised for removal works

### **3 MANAGEMENT OF WORK WITH ASBESTOS CONTAINING MATERIALS**

Refer to Appendix B for Pre-Contractor Qualification Document

- 3.1 The revised Approved Code of Practice (ACoP) L143 'Managing and working with asbestos' was published 2013 to support the Control of Asbestos Regulations 2012, the former ACoP L127 (ACoP for Regulation 4 – Duty to Manage Asbestos) has been integrated into L143 to provide one consolidated ACoP for CAR2012.
- 3.2 Teign Housing or THB who authorises work to be carried out by a contractor is responsible for ensuring the Asbestos Register has been checked and appropriate Training Records, Insurance, Risk Assessments and Method of Work are produced. At the planning stage the categorisation of the works needs to be agreed with the contractor i.e. Notifiable (NW), Notifiable Non-Licensed Works (NNLW) and Non-Licensed Works (NLW)
- 3.3 Templer HomeBuild - THB (Defined in this document as the Main Contractor) and all other Contractors and Subcontractors will be required to implement Teign Housing's Asbestos Policy and Procedure. Teign Housing requires to be notified by THB of all sub-contractors and has the right of vetoes E.g. Teign Housing may wish to nominate their preferred analytical service provider.
- 3.4 Teign Housing and/or THB will request proof of asbestos training qualifications and associated refresher training, in accordance with the Approved Code of Practice (ACOP L143) and the Control of Asbestos Regulations 2012 (CARS)
- 3.5 Any Licensed Asbestos Removal Contractor selected to work with ACM's must prepare, in writing, a Risk Assessment and Method of Work which will be submitted to Teign Housing and/or THB. Once received, Teign Housing and/or THB will then generate a works order to authorise for the commencement of the works. The works order will precede the 14 day statutory notification required to be sent to the HSE or Local Authority by the Contractor.
- 3.6 Where the work method is varied due to a change in specification or an instruction to carry out additional works, an amended Risk Assessment and Plan of Work must be written and submitted to THB and/or Teign Housing before work starts. Where changes of works method take place during the project, the sub-contractor is to record the changes appropriately and escalate to THB or Teign Housing (who ever raised the works order).

- 3.7 All Licensed Asbestos Removal Contractors will have a “supervisor” on site during the works and to witness the smoke test before any licensed removal within enclosures have started.
- 3.8 All Licensed Asbestos Removal Contractors carrying out work with any ACMs in premises to which this policy applies must have the correct documents available for inspection on site.
- 3.9 Once the asbestos has been removed the Licensed Asbestos Removal Contractor will provide a Waste Consignment note and if appropriate, a four stage clearance certificate which will be signed by an authorised person (Specialist Contractor) and air clearance certificate.
- 3.10 On completion of works, the Asset Management Team will update the Asbestos Register and amend to reflect the encapsulation or removal works completed.

#### 4 EMERGENCY PROCEDURES

Refer to Appendix A to assist with the accidental disturbance of asbestos and follow the procedures set below.

##### 4.1 Contractors

4.1.1 THB and all contractors and sub-contractors will have an emergency procedure to deal with situations where they disturb or damage an ACM or that is thought to contain asbestos. This will include at the least:

- leave the room/area, switching off all ventilating equipment and close the door
- assess the level of personal contamination. Where dust or debris is on clothing this will be removed and placed in a plastic bag. Exposed skin will be washed or where possible, showered, and the washing area will be cleaned
- Escalation of the incident should follow the escalation below:
  - Head of Asset Management and Development – Tony Sharland  
[Tony.Sharland@teighousing.co.uk](mailto:Tony.Sharland@teighousing.co.uk)
  - Building Surveyor (Appointed person for the management of Asbestos) Steve Thomas  
[steve.thomas@teighousing.co.uk](mailto:steve.thomas@teighousing.co.uk)

- Head of Repairs and Maintenance Justin Glue [justin.glue@templerhomebuild.co.uk](mailto:justin.glue@templerhomebuild.co.uk)
  - Health and Safety Manager Shaun Evers [shaun.evers@teignhousing.co.uk](mailto:shaun.evers@teignhousing.co.uk)
  - Programme and Budget Manager Nick Taylor [nick.taylor@teignhousing.co.uk](mailto:nick.taylor@teignhousing.co.uk)
  - Property Services Manager Ben Hagger [Ben.Hagger@teignhousing.co.uk](mailto:Ben.Hagger@teignhousing.co.uk) who will arrange for a competent person to go on site, assess the situation and take the appropriate remedial action.
- Where possible the affected area is isolated with access prevented until a competent person has assessed the situation and instigated the remedial action.

## 4.2 Client & Main Contractor (THB) Procedure

4.2.1 If staff from THB and/or Teign Housing inadvertently disturb or damage an ACM or that it is thought to contain asbestos the following will apply:

- leave the room/area, switching off all ventilating equipment and close the door
- assess the level of personal contamination. Where dust or debris is on clothing this will be removed and placed in a plastic bag. Exposed skin will be washed or where possible, showered, and the washing area will be cleaned
- Report the incident to the Building Surveyor (Appointed person for the management of Asbestos) Steve Thomas [steve.thomas@teignhousing.co.uk](mailto:steve.thomas@teignhousing.co.uk) in the first instance and ensure the incident is recorded on the Assure Health and Safety Management System. If the appointed person is not available follow the escalation as above. If necessary, arrange for a competent person to go on site, assess the situation and take appropriate action
- Teign Housing and/or THB will arrange for the material to be sampled and appropriate action decided. Where the work is licensed the matter will be referred to the Appointed person, ensuring the Health and Safety Manager and Head of Asset Management and Development. A licensed Asbestos Removal contractor will be appointed to carry out the removal work.
- Teign Housing will appoint someone to carry out a full investigation and arrange supervision for remedial works



## 5 VOID PROPERTIES

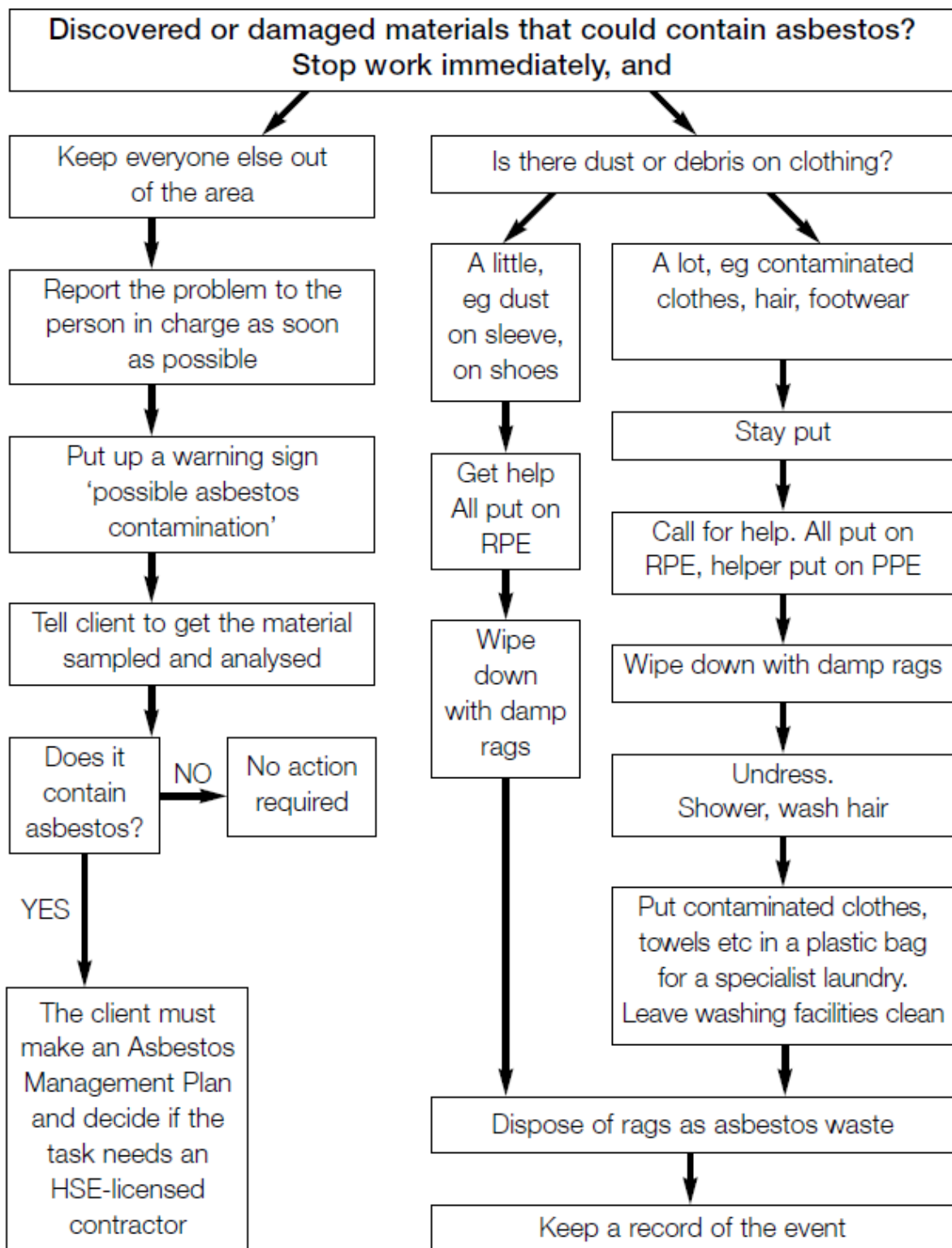
- 5.1 When a property becomes void an **Asset Management Surveyor** and THB Surveyor will visit the property to jointly inspect the property and identify the void repair works. They will review the live Asbestos Register in order to determine if the information contained within is deemed appropriate for the intended works. If the existing information is deemed inadequate for the scope of works intended, a new Management Survey and/or a Refurbishment and Demolition Survey to ensure all of the asbestos as reasonably practical has been identified. If possible, where ACM's are identified they will be removed with the void date extended to cover the removal works.
- 5.2 All contractors will be provided with access to the asbestos register and they will be responsible for ensuring that its employees and any of their subcontractors are informed of the use of this database and of Teign Housing's Asbestos Policy and Procedure and the location of any ACMs in any property where work is carried out.
- 5.3 Where works will significantly damage the fabric of the property and there is an absence of Archetypal data held on Teign Housing's Asbestos Register. Teign Housing will undertake a suitable and sufficient "Refurbishment/Pre-Demolition" asbestos survey before works commence. Please see Paragraph 66 within HSG264, which details the primary means of managing routine maintenance works in domestic premises. It must be recognised that management surveys are limited in their scope and extent of intrusion and therefore do not provide sufficient information on the present of information in all scenarios.

## 6 REPAIRS MAINTENANCE & PLANNED WORKS

- 6.1 Where pre-inspection of works is carried out by **THB and/or Teign Housing surveyors**, they will ascertain if the works would require a "Refurbishment/Pre-Demolition" asbestos survey before works commence.
- 6.2 Where works orders are raised without pre-inspections, the presence of ACM's in that property will be checked by the contractor using the Asbestos Register. If there is no survey data held on the property, a management survey will be commissioned as a minimum. A Refurbishment Survey may be deemed necessary depending on the scope of the works, in this instance a combined Management and Refurbishment survey will be commissioned. No works will be completed until all parties are satisfied that all the ACMs have been identified as far as practicable.

- 6.3 THB and all other contractors are responsible for the appropriate planning and safety of their employees and third parties, based upon the information provided. If there is any doubt the job will be referred back to the Surveyor who will arrange for the property to be visited to clarify the issue. Where tests have been carried out in a property a marker will be printed on the works order to advise the contractor.
- 6.4 If the contractor identifies suspected additional ACMs, they will implement their own safety procedures and report to Teign Housing and/or THB to allow further investigation.

## APPENDIX A ACCIDENTAL WORK WITH ASBESTOS



## **APPENDIX B            PRE-CONTRACTOR QUALIFICATION DOCUMENTATION**

Before the Asbestos Removal Contractor Commences removal work the following documentation requires to be provided to THB and/or Teign Housing:

- 1        Copy of licence
- 2        Copy of current insurances
3.       Copy of ASB5 Notification (LW) or notification email (NNLW)
- 4        Copy of job specific Risk Assessment
- 5        Copy of job specific Plan of Work
- 6        Copy of proposed works programme and labour allocation
- 7        Proposed analytical schedule

Upon completion the contractor is to provide the following documentation to THB and/or Teign Housing:

- 1        Four Stage Clearance Certificate where applicable
- 2        Decontamination unit Clearance Certificate where applicable
- 3        In-House self-certification completed by the Supervisor on NNLW or NLW works
- 4        Associated air-testing paperwork and external audits where applicable
- 5        Waste consignment note