

**ASBESTOS MANAGEMENT PLAN (8)**

**AS WITH ALL OF THE ASSOCIATION'S POLICIES and PROCEDURES, THIS GUIDE, IN FULL AND IN PART, CAN BE MADE AVAILABLE IN SUMMARY, ON TAPE, IN BRAILLE, AND IN TRANSLATION INTO MOST OTHER LANGUAGES –**

**PLEASE ASK A MEMBER OF STAFF IF YOU WOULD LIKE  
A VERSION IN A DIFFERENT FORMAT**

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Reviewed	February 2017
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## **1.0 Asbestos Management Plan Objectives.**

- 1.1 This document aims to set out how the Association intends to manage, implement, monitor and review its Asbestos Management Plan (AMP). It should be read in conjunction with the Asbestos Management Plan.
- 1.2 The Association is committed to conducting business in a way that protects the health, safety and welfare of its employees, customers, occupiers, contractors, visitors and general public, from the risk associated with asbestos so far as reasonably practicable. It recognises its responsibility to prevent exposure to the hazards associated with asbestos containing materials (ACMs).

The Association will:

- Ensure that all ACMs are effectively managed and associated risks reduced to as low as reasonably practicable.
  - Develop implement and maintain an effective, robust and efficient Asbestos Management Plan so that appropriate measures such as monitoring, labelling, encapsulation, inspection or removal of ACMs is undertaken.
  - Maintain a comprehensive Asbestos Register
  - Promote awareness of the hazards associated with ACMs, the contents of the Asbestos Policy and the associated Asbestos Management Plan.
  - Provide information on known ACM's to appropriate personnel and third parties likely to disturb it.
  - Review Asbestos Management Plan biannually or if there are any changes to legislation or guidance
- 1.3 The AMP and associated documentation conforms to the Health and Safety at Work etc. Act 1974, The management of health and safety at work regulations 1999, The Control of Asbestos Regulations 2012, and other applicable legislation.
  - 1.4 Employees are aware that it is everyone's responsibility to take care of themselves and others whilst at work and that their support is vital to achieve the objectives of the AMP and Asbestos Policy.
  - 1.5 Day to day responsibility for asbestos management within the Association lies with the relevant operational managers.

## **2.0 Roles and responsibilities**

### **2.1 Chief Executive**

The Chief Executive is the named 'Duty Holder' and is responsible for:

- Ensuring compliance with the Asbestos Policy and the Asbestos Management Plan.

- Receiving advice from members of the asbestos management team, and acting upon such advice.
- Implementing and monitoring the overall strategy for the safe execution of asbestos related issues
- Supporting applications by operational managers for necessary or anticipated resource allocation related to asbestos management issues

## 2.2 Director of Property Services.

The Director of Property Services reports to the Chief Executive, and is the named 'Responsible Person, responsible for:

- Executing the principal functions of asbestos management by assembling and maintaining a suitably qualified asbestos team consisting of staff, consultants and contractors as appropriate to deliver the Policy & Plan.
- Regularly reviewing strategic asbestos management issues and progress against asbestos related actions.
- Deriving and allocating appropriate resources to ensure optimum management of asbestos related issues.
- Ensuring relevant staff have received suitable and sufficient training with respect to asbestos issues.
- Ensuring continued compliance with relevant legislation concerning asbestos.
- Coordinate actions required in an asbestos related emergency.
- Assessing, revising and recommending management actions in light of re-inspection findings and changes in legislation and good practice.

## 2.3 Senior Project Officer

The Senior Project Officer reports to the Director of Property Services and is the 'Deputy Responsible Person' responsible for:

- Day to day management of asbestos related issues.
- Disseminating information contained in the Asbestos Policy and Asbestos Management Plan to appropriate personnel including tenants and maintenance personnel.
- Prior to commencement of works, ensure that contractors and consultants are advised of ACMs affecting proposed operations, referencing them to the on line Asbestos Register (Modus).

- Maintaining detailed project records relating to asbestos remedial or investigative works.
- Ensuring continued compliance with relevant legislation concerning asbestos.
- Prior to any refurbishment/modification works, coordinating assessment of the areas prior to the start of the works to identify any known risk from asbestos. Consulting the Asbestos Register, and ensuring a Refurbishment and Demolition Survey is undertaken as appropriate. Subsequently informing contractors of the location of any known asbestos affecting a project via the Modus system.
- Coordinating operational requirements specified within the Asbestos Management Plan, including monitoring and inspections, labelling, encapsulation, and asbestos removal.
- Coordinate actions required in an asbestos related emergency.
- Ensuring that all copies of the Asbestos Register are kept up to date.
- Coordinating re-inspection of all identified or presumed ACMs in common areas and non-domestic premises are inspected on an annual basis.
- Co-ordinating re-inspection of all identified ACM's in the domestic tenanted properties are inspected in line with the timescale indicated in the risk assessment.
- Surveys and inspections will carried when it is reasonably practicable to do so at void inspections, planned investment programmes, cyclical investment programmes, responsive repair works, communal area inspections and any other appropriate opportunity.
- Non access to re-inspect ACM's will be fully documented and the tenants informed in writing. Access will be pre-arranged with the tenant and attempted on at least two occasions and if access is not forthcoming a final letter will be sent
- Maintaining detailed project records relating to asbestos remedial or investigative works.
- Overseeing asbestos works contracts including the selection of competent contractors.

#### **2.4 Senior Repairs Officer and Repairs Officers.**

The Senior repairs officer reports to the Property Services Director, is responsible for ensuring that asbestos activities are properly managed across the day to day responsive repairs and voids contracts, including the management of contractors/consultants providing asbestos information, asbestos inspections, testing and maintaining records. The SRO and Repairs Officers will liaise and co-ordinate asbestos activities in respect of responsive repairs and voids with the

Senior Projects Officer, to ensure that the register is kept updated and compliance with the legislation is maintained across the Association.

## **2.5 Contractors**

Contractors working for or on behalf of the Association are responsible for:

- Ensuring that all employees under their control abide by the rules and conditions set out within the Asbestos Management Plan and any other associated documentation.
- Ensuring that all employees under their control reference the Asbestos Register and understand its content and actions required. This must be prior to any works commencing.
- Comply with all Statutory requirements, HSE Guidance and industry Best Practice.

## **3.0 Management of asbestos**

3.1 Where asbestos containing materials (ACMs) are discovered or suspected in properties owned or managed by the Association the ACM's will be assessed to determine the risks associated with the materials. This Management Plan sets out in detail how the Association will manage any risks.

3.2 In the first instance where asbestos is discovered or suspected on a site/property where the work activities could give rise to disturbance of any identified ACM's, the Association will ensure that:

- All work is stopped in the area;
- All persons are removed and kept out of the immediate vicinity without causing undue concern,
- The area is closed, sealed or locked off (where practicable.)
- Any equipment or materials are left in place. These will require to be cleaned or disposed of as special waste depending on the result of sampling.
- A warning sign(s) with the following, or similar, wording - 'POTENTIAL ASBESTOS HAZARD-KEEP OUT' is prepared and predominantly displayed. Where this is not deemed appropriate to use this type of wording alternative strict entry prohibition notices will be used.
- A member of the Asbestos Management Team (AMT) and Chief Executive are immediately notified.
- Arrangements are made for the ACM to be sampled by a competent Asbestos Surveyor and analysed by a UKAS Accredited Laboratory.

## **4.0 Assessing the condition of and potential risk from the asbestos**

4.1 In order to assess the risk from any ACM's the Asbestos Management Team (AMT) will appoint a competent Asbestos Surveyor to carry out an assessment of the asbestos containing materials to determine the condition of the suspected ACM and the potential for asbestos fibre release.

- 4.2 Any identified asbestos which has been deemed safe to leave within the property will be subject to a regular condition survey to ensure no deterioration has occurred and there remains no risk posed. Where necessary asbestos will be removed if safe and appropriate to do so.

## **5.0 Identification of asbestos and asbestos surveys**

- 5.1 It is not the policy of the Association to remove ACMs that are in good condition and present insignificant risk to the health of building occupants. Damaged ACMs may be sealed, encapsulated or removed.
- 5.2 Any company/surveyor commissioned to undertake a survey on the Association's behalf must be competent, suitably experienced and hold a relevant qualification from a recognised accreditation body (i.e. BOHS P402 or RSPH Level 3).

All surveys will be undertaken in accordance with the requirements of HSG 264 Asbestos: The Survey Guide 2012.

- 5.3 The AMT will commission surveys in the following circumstances:

### **Asbestos Management Surveys**

- Management surveys will be commissioned for all common areas of domestic dwellings it owns and factors, and all areas of any non-domestic properties it owns where the property was constructed prior to 2000.
- An asbestos management survey is a non-intrusive survey, which should be completed by a competent person and meet the criteria specified in Asbestos: The Survey Guide (HSG264). The surveyor completing this work is expected to be capable of determining the number of samples necessary in any given room based on the material, location and their experience.
- Management Surveys sample all readily accessible suspect materials and are generally commissioned in order to develop general information on the incidence of ACM's across housing stocks and office/commercial premises.)
- Where houses become vacant, then Association will become the duty holder, therefore the Void Property Inspection process detailed in Appendix 1 should be followed for any house constructed prior to 2000 and any remedial actions carried out before they are re-let.

### **Refurbishment and Demolition Surveys**

- If down taking or intrusive maintenance work is planned, then a Refurbishment and Demolition Survey should be completed instead of a Management Survey.
- Refurbishment & Demolition surveys are undertaken where significant disruptive works will be carried out in properties. While this typically relates to demolition and major refurbishment works, the HSE have issued guidance stating that this type of survey should be undertaken in advance of planned improvement project e.g. kitchen and bathroom replacement projects. (Refurbishment & Demolition surveys sample all suspect materials, and are intrusive leading to damage to wall panels, floors, service risers etc.).
- Where improvement programmes are to be undertaken in the housing stock for example: kitchen and/or bathroom replacement programmes, a representative sample number of Refurbishment & Demolition surveys will be carried out on

each property type included in the project.

- Any transferred housing stock will be subject to the process outlined above, i.e. where no survey information is available then a management survey will be instructed.

5.4 The Association has developed and implemented a specific procedure for dealing with void properties that is attached at Appendix 1. This supports the policy described above at item 5.3, by enabling trained and experience staff to inspect the condition of the asbestos material which has already been identified through survey and record this on the inspection form attached at Appendix 2.

## 6.0 Deciding on an effective asbestos management strategy

6.1 The competent person appointed to carry out Asbestos Survey(s) will assess the risk in relation to ACM's by completing two risk assessments. One considers the properties and condition of the ACM (1), the second looks at the potential for exposure (2).

**1 Materials Assessment Score** - part of the management of asbestos is the assessment for the potential of fibre release of each identified asbestos containing material (ACM), to assist the duty holder to structure a management plan a material algorithm is used, this is divided into four main parameters.

- 1) Product type (Or debris from product)
- 2) Extent of damage or deterioration
- 3) The type of surface treatment (If any)
- 4) The type of asbestos fibres found in the ACM.

Each of these parameters has three scoring categories which are scored as high=3, medium=2, low=1 (See table 1) with damage and surface treatment categories having a nil score available if the risk is insignificant, the scores are added together to give a final sum.

**Table 1**

Sample variable	Score	Examples of scores
Product type (or debris from product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement, etc
	2	Asbestos insulation board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos

		mattresses and packing.
Extent of damage deterioration	0	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials. Sprays and thermal insulation. Visible asbestos debris.
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays.
	3	Unsealed laggings and sprays.
Asbestos type	1	Chrysotile (White)
	2	Amphibole asbestos excluding crocidolite (Amosite) (Brown)
	3	Crocidolite (Blue)

Once the algorithm has been completed the scores are categorised as follows:

- Category A (>10) are regarded as having a high potential to release fibres if disturbed
- Category B (7 – 9) is regarded as having medium potential to release fibres if disturbed.
- Category C (5 & 6) is regarded as having low potential to release fibres if disturbed.
- Category D (>4) are regarded as having very low potential to release fibres if disturbed

Asbestos debris is automatically assessed as Category A.



**2. Duty Holders Priority Score (CAWR 2006 Asbestos Management Priority Audit)** - considers risk potential by analysing and scoring potentiality (See table 2)

**Table 2**

<b>Assessment factor</b>	<b>Score</b>	<b>Examples of score variables</b>
<b>Normal occupant activity</b> Main type of activity in area	0	Rare disturbance activity (e.g. little used store room).
	1	Low disturbance activities (e.g. office type activity).
	2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs).
	3	High levels of disturbance, (e.g. fire door with asbestos insulating board in constant use).
	A/A	As above
Secondary activities for area	A/A	As above
<b>Likelihood of disturbance</b> Location	0	Outdoors.
	1	Large rooms or well ventilated areas.
	2	Rooms up to 100 m <sup>2</sup> .
	3	Confined spaces.
Accessibility	0	Usually inaccessible or unlikely to be disturbed.
	1	Occasionally likely to be disturbed.
	2	Easily disturbed.
	3	Routinely disturbed.
Extent/amount	0	Small amounts of items (e.g. strings, gaskets).
	1	<=10 m <sup>2</sup> or <=10m pipe run.
	2	>10 m <sup>2</sup> to <=50 m <sup>2</sup> or >10m to <=50m pipe run.
	3	>50 m <sup>2</sup> or >50m pipe run.

<b>Human exposure potential</b>	Number of occupants	0	None
		1	1 to 3
		2	4 to 10
		3	>10
	Frequency of use of area	0	Infrequent
		1	Monthly
		2	Weekly
		3	Daily
	Average time area is in use	0	<1hour
		1	>1 to <3 hours
		2	>3 to <6 hours
		3	>6 hours
<b>Maintenance activity</b>	Type of maintenance activity	0	Minor disturbance (e.g. possibility of contact when gaining access).
		1	Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling).
		2	Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles to access a valve).
		3	High levels of disturbance (e.g. removing a number of asbestos insulating board ceiling tiles to replace a valve or for re-cabling).
	Frequency of maintenance activity	0	ACM unlikely to be disturbed for maintenance.
		1	*1 per year
		2	>1 per year
		3	>1 per month

Once scores for each of the above risk factors have been assessed, these are added together to achieve a 'Total Score'. This is then related to the following Priority Code assessment figures to achieve a 'Risk Priority 1, 2, 3 or 4' (See *table 3*)

**Table 3**

<b>Total Score</b>	<b>Risk Priority</b>	<b>Recommendation</b>
More than 17	Priority 1 (Highest Risk)	It is likely in a situation with such a high rating that individuals are currently being exposed to some level of asbestos fibre contamination. Situations falling within this category warrant urgent consideration. In most circumstances, immediate plans for the removal of the ACM concerned must be implemented, or as a minimum, the rapid sealing of the affected area.
13 to 16	Priority 2	Situations within this category still warrant urgent consideration, in that any slight deterioration in any one of a number of contributory factors must result in unacceptable deterioration within a short passage of time. In these situations, it is therefore necessary for the ACM to be removed on a programmed basis but usually within a year. In the meantime, emergency repair and sealing operations must be undertaken where any deterioration or damage occurs.
8 to 12	Priority 3	Situations within this category do not pose an imminent risk and likelihood of fibre release is low under existing conditions. It would be most appropriate within this category to monitor the situation, as deterioration must occur with the passage of time. It is recommended that situations within this category must be inspected on an annual basis to ascertain any change in circumstances which could require reassessment of priority rating into the priority 2 category. Consider removal if the item falls within a demolition or major refurbishment area and works is likely to disturb the material.
Less than 8	Priority 4 (Lowest Risk)	Situations within this category are low priority. The situation must be monitored on the timescales as determine by the risk assessment to ascertain any change to priority rating. Manage and consider removal if the item falls within a demolition or major refurbishment area and works are likely to disturb the material.

Asbestos risk scores and priorities for each identified or suspected ACM are detailed in the relevant Asbestos Register for the specific property that is located within the Modus online system. This can be accessed online via <http://wsha.modusaims.net>

Any change in property usage or maintenance activities must prompt a formal re-assessment which may redefine risk scores and priorities. The Asbestos Register must then be updated.

6.2 Having assessed the type and condition of the ACM the AMT will consider the report prepared by the consultant/ contractor and decide on its preferred course of action.

### 6.3 Asbestos in good condition

6.3.1 If the asbestos is in good condition, is not likely to be damaged, worked on or disturbed it is usually safer to leave it in place and manage it.

### 6.4 Asbestos in poor condition

6.4.1 If the asbestos is in poor condition, is likely to be damaged or disturbed the AMT may decide if the asbestos is to be repaired, sealed, encapsulated or removed.

## 7.0 **Managing asbestos left in place**

### 7.1 Asbestos Register

The Asbestos Register forms the basis of the Asbestos Management Plan and is used to determine management and control actions required e.g. labelling, monitoring regime, encapsulation, or removal. The Register is maintained by the Senior Projects Officer with support from external consultants, and is made freely available to all relevant parties. Access to the web based Asbestos Management System is given to relevant parties and is updated with new survey documentation on completion of each survey.

Where no information regarding ACMs is available e.g. areas could not be accessed during asbestos surveys, it must be presumed that ACMs are present. This is clearly indicated within the Asbestos Register. Prior to any refurbishment or maintenance works in these areas which could damage any potential ACMs, a full survey must be undertaken.

The Association have a contract with Modus (Scotland) Ltd. to maintain and update as necessary a web based Asbestos Management System. The system provides online access to any member of staff, contractors and consultants etc. who have been provided with login information.

7.1.1 On receipt of asbestos certification from the Contractor, the SPO will scan and forward all certification to Modus (Scotland) Ltd who are responsible for ensuring that the system is available and updated with information from ongoing asbestos surveys or specific asbestos related works such as removal or treatment of ACM's.

7.1.2 All contractors who undertake work on behalf of the Association and could in the course of their work activities disturb ACM's will be provided with access to the system and instructed on the requirement to access the Asbestos Register prior to undertaking any disruptive works in Association properties.

7.1.3 If the Association decides to leave the asbestos in place then it will:

- Log the locations within the Association's Asbestos Register.

- The Register will include the building name, specific location (recorded on a drawing or by other means which accurately records its location), the type of asbestos found and its condition.
- Consider whether the asbestos requires to be labelled with an appropriate asbestos warning sign or other warning system. If the asbestos is not labelled the Association will ensure that those who might work on the material know that it contains asbestos. ( See 7.2)
- Any asbestos within common areas detailed in the Asbestos Register will be inspected every twelve months unless otherwise recommended in the relevant survey report or due to location and or condition. This inspection will be undertaken by a member of the Asbestos Management Team or a specialist consultant if required.
- Asbestos identified within our domestic properties will require as part of the risk assessment process to be assessed to determine a reasonable re-inspection timetable to visually check on the condition of any ACM's.

7.1.4 The Association will ensure that the all parties who may work on, disturb or come into contact with the ACM's are provided with details and instruction on how to access the web based Asbestos Register. This will be facilitated by the Association undertaking the following actions:

- The Association's will regularly review the Approved Contractors List and provide written instructions on how to access the web based Asbestos Register. The instructions to contractors will advise them that information on the location, type and condition of any identified asbestos containing materials in the Association's housing stock is available in the Asbestos Register. The information provided will advise Contractors they are required to ensure that prior to working in any property, or common area, where asbestos containing materials have been identified they must carry out a suitable risk assessment in order to identify any necessary measures to prevent disturbance of the ACM's and to protect workers and others affected by the work from potential exposure to asbestos fibre release. The risk assessment will detail the specific work practices to be implemented in order to prevent any disturbance of known asbestos containing materials.
- All repair works orders issued by the Association clearly details that it is mandatory that contractors check the Associations Asbestos Register before commencing works in any properties that could give rise to the disturbance of asbestos containing materials.
- Ensuring that all tenders for Cyclical, Planned Works and Repairs contracts where appropriate include reference to the Control of Asbestos Regulations 2012 and the Association's Asbestos Register.
- The Association will request confirmation from all Approved Contractors who may carry out disruptive works on their properties that their employees have been provided with Asbestos Awareness Training – such training is a requirement of the regulations.
- All relevant employees who may be exposed to ACM's will receive awareness training including those involved in the operation of the Asbestos Management Plan and those whose normal duties may bring them into contact with ACMs. The Project Manager and Senior Project Officer are responsible for identifying, monitoring and coordinating this training.

- 7.1.5 Information to Tenants - Where asbestos materials are identified and remain in-situ, then tenants will be provided with a general written asbestos awareness guidance (see Appendix 3) plus the leaflet 'Your Guide to Asbestos within your flat at 64 Curle Street' if the tenant is residing in the Associations multi storey.
- 7.1.6 Other guidance may be provided in the form of letters and the tenant's newsletter. Record of any communications must be recorded in the asset management register and Capita

## **8.0 Repair and removal of asbestos**

- 8.1 The Association will include one or more Licensed Asbestos Contractors on their list of Approved Contractors. Suitable confirmation will be obtained that the Licensed Asbestos Contractor is suitably trained and competent to carry out the task, and holds a current HSE license.
- 8.2 Prior to the employment of any asbestos contractor the Association will therefore ensure that:
- They have suitable liability insurance;
  - They will carry out the work in accordance with current HSE Guidance;
  - They are licensed with the Health and Safety Executive
  - We obtain evidence of their training and experience in such work;
  - They have the necessary competence and capability to complete surveys, sampling and removal works as appropriate.
  - Asbestos materials will be removed in accordance with the Special Waste Regulations 1996 and be disposed of at a licensed site.
- 8.3 This will be achieved initially by the contractor completing and returning the Asbestos Competence Questionnaire attached as Appendix 4. The completed form and attachments will be reviewed and either the contractor approved or reasons given in writing as to what they need to do to achieve approval.
- 8.4 The Association's Chief Executive or Deputy Chief Executive will approve immediate expenditure for emergency remedial or removal work in relation to ACM's; other non-emergency works will be commissioned in line with the Association's finance procedures.
- 8.5 On completion of the works the Asbestos Management Team or staff member responsible for the works, will ensure that it receives written confirmation from the contractor that all asbestos has been removed (including a copy of the signed Hazardous Waste consignment notice) and air clearance test certificates, prior to payment of the contractor's invoice. The Asbestos Register will then be updated accordingly and the evidence of remedial work included in the relevant asbestos register.

## **9.0 Equal Opportunities Testing.**

In accordance with the Association's Equality & Diversity Policy, this Policy has been consciously considered to judge whether there is any likelihood that its presentation or operation could in any way lead, no matter how inadvertently, to discrimination. The conclusion of this exercise is that it is believed that the Management plan should operate in a non-discriminatory way

## **10.0 Review of the Asbestos Management Plan.**

10.1 The Association will review the Asbestos Management Plan every two years or sooner if legislative, regulatory or best practice changes require this.

9.2 10.2 Should the Plan be subject to significant change that will affect the arrangements outlined within it e.g. by the removal of any ACMs then the Plan will be reviewed at such intervals. This review will also be overseen by the Association's Chief Executive and reported to the Association's Committee of Management.

## **Appendix 1 – Void Property Asbestos Inspection Guidance Note**

### Asbestos Inspections – Void Properties Guidance Notes

#### **Introduction**

The Asbestos Inspection Report Form for the void properties is intended to be used by WSHA staff members who have undergone Asbestos Awareness Training and will complete these Forms when visiting void flats. It should be read in conjunction with the WSHA Asbestos Management Plan.

It is important to understand that the Association do not expect staff members to have the level of expertise of a trained and competent Asbestos Surveyor and it would be unreasonable for us to ask staff members to undertake asbestos inspections to this standard. The inspection procedure is intended to be carried out by staff members who are experienced in property maintenance and condition assessment in the course of their normal duties. The decision to implement this approach to the management of asbestos within our housing stock has been taken by the Association's Management Team based on what we consider is a 'reasonably practical' approach to complying with the statutory duties placed on the Association by current health and safety legislation. We do not consider individual staff members correctly following the agreed procedures have a personal liability in this management system.

The purpose of the Asbestos Inspection Form is to identify any significant damage or disturbance to the asbestos containing materials that have been used in the construction of wall and partitions in the flats. If, for example, the asbestos insulation board panels are damaged, or disturbed as a result of tenants drilling or cutting the panels, asbestos fibres will have been released and could present a risk to contractors undertaking work in the flat and to future tenants occupying the flat. The same would apply to textured covered walls or ceilings (Artex).

If you identify evidence of damage or disturbance to the asbestos containing materials, you should record this on the appropriate Asbestos Inspection Form (one for 64 Curle Street, the other for our remaining properties refurbished or constructed prior to 2000). It is important that you do not disturb any damaged areas or any debris that may be evident on floors where damage or disturbance has occurred. Simply record the details on the Inspection Form, if photographs can be taken this would be helpful.

#### **Location of Asbestos Containing Materials**

The location of asbestos containing materials within the void properties will have been identified by Asbestos Management Surveys. The asbestos containing materials are predominately Asbestos Insulation Board (AIB) panels within 64 Curle Street. The relevant Asbestos Register and plan will indicate the location of asbestos containing materials.

#### **Typical locations in properties constructed or refurbished pre 2000:**

Walls and ceilings.

#### **Specific locations at 64 Curle Street:**

##### **Stores**

The service ducts in the Pram Stores are constructed with Asbestos Insulation Board panels. The service duct panels should be checked as part of the void inspection process to ensure they have not been damaged.



## **Bathrooms**

The wall to which the wash hand basin and cistern are fixed may be constructed from AIB. In flats that have had new bathrooms installed it is likely that a new stud partition wall was installed using plasterboard. In unimproved flats wall should be checked as part of the void inspection process to ensure the AIB panel has not been damaged or subject to disturbance i.e. drilling, cut-outs, fixtures.

## **Kitchens**

The wall panel between the kitchen and the water tank cupboard is lined with AIB. In some cases this has been overlaid with a 3/8" plywood panel to protect against damage to the AIB. The void inspection of the flats should check that this panel has not been damaged or subject to disturbance i.e. drilling, cut-outs, fixtures.

The infill panel above the water tank cupboard door is made from AIB and this panel should be checked for signs of damage during the void inspection process.

## **Water Tank Cupboards**

Three of the four walls in the water tank cupboard are lined with AIB. These panels should be checked for damage or disturbance i.e. drilling, cut-outs, fixtures (possibly shelving installed by a previous tenant) as part of the void inspection process.

Inspect the linings for damage caused by fixtures fitted in the bathroom. The AIB partitions are made up of two thicknesses of 3/8" board back to back with no cavity so any fixtures mounted in the bathroom wall could penetrate through to the water tank cupboard.

## **Linen Cupboards**

At least one wall panel in the linen cupboard is lined with AIB and the linen cupboard panels should be checked in the course of the void inspection process.

Again the linings should be inspected damage caused by fixtures fitted in the bathroom. The AIB partitions are made up of two thicknesses of 3/8" board back to back with no cavity so any fixtures mounted in the bathroom wall could penetrate through to the linen cupboard.

## **Ceilings**

The ceilings in many of the flats have been finished with a textured coating, commonly known and identified as Artex. Artex contains a small percentage of asbestos and therefore the ceilings should be checked to ensure there are no areas where there is evidence of flaking or damage to the textured coating material on the ceilings of the flat.

## **Asbestos Removal or Treatment**

Where damaged asbestos containing materials are identified in a void flat, or where works require to be carried out that will disturb asbestos materials it is essential that the correct procedures are followed to ensure the work is carried out safely and in accordance with legal requirements. This includes the removal of any fixture or fitting e.g. rack, shelf or cabinet where removal is deemed necessary.

If there is doubt about the requirement to carry out work to a wall/ ceiling containing asbestos then guidance may be sought from the Association's asbestos surveyor (Modus) and if necessary an inspection carried out to agree any asbestos related works.

The staff member responsible for coordinating the works must arrange for a Licensed Asbestos Contractor to carry out any work on asbestos containing materials. The Association will appoint a Licensed Asbestos Contractor to the list of Approved Repairs Contractors.

It is important to note that should any asbestos removal work be required to Asbestos Insulation Board used in the wall panels identified on the Asbestos Inspection Report Form this requires a 14 day notification period to the HSE. It is therefore important that in order to minimise delay to void turnaround times that Asbestos Inspection Report Forms are actioned immediately.

For all asbestos removal or treatment works the following documentation must be obtained from the Licensed Asbestos Contractor:

Before work commences:

1. Copy of the HSE notification of asbestos work.
2. Copy of Risk Assessments and Method Statement for the work.

After work completed:

1. Air Clearance Test Certificate (Re-occupation Certificate)
2. Waste Transfer Note – record of safe disposal of asbestos waste to a licensed site.

All of this documentation should be passed to the Senior Projects Officer together with a copy of the completed asbestos inspection record.

## Appendix 2 – Asbestos Inspection Form

### 64 Curle St (MSF) --Asbestos Inspection Record

**Property Address: < Insert Property Address >**

#### Information

Flat No.		Date	
Inspector		Improved/Unimproved	

#### Locations

<b>CUPBOARD</b>	v/X	Comments	Action Required
Service Duct – boxing free of damage			
Walls – free of damage (incl. Drilling)			
Ceiling – textured coating good condition			

<b>BATHROOM</b>	v/X	Comments	Action Required
Walls : L.H.S. and R.H.S. and wall to WHB/WC (Unimproved)			
Free of damage & fixings (incl. Drilling)			
Ceiling – textured coating good condition			

<b>KITCHEN</b>	v/X	Comments	Action Required
Wall: to Water Tank/Linen Store Cupboard			
Free of damage & fixings (incl. Drilling)			
Door: Infill panel to Water Tank Cupboard			
Free of damage.			
Ceiling – textured coating good condition			

<b>WATER TANK CUPBOARD</b>	v/X	Comments	Action Required
All Walls:			
Free of damage & fixings (incl. Drilling)			
Door: Infill panel in Water Tank Cupboard			
Free of damage.			

<b>LINEN CUPBOARD</b>	v/X	Comments	Action Required
All Walls: Free of damage & fixings (incl. Drilling)			
Ceiling – textured coating in good condition			

<b>CEILINGS</b>	v/X	Comments	Action Required
All Ceilings: Textured coating in good condition			

<b>FLOORINGSS</b>	v/X	Comments	Action Required
All Floorings: Any thermoplastic tiles?			

#### Notes

1. Only trained and authorised staff are permitted to complete this work.
2. This should be read in conjunction with the WHSA Asbestos Management Plan and Void Properties Guidance Notes overleaf.
3. The form may require additional items depending on the areas where asbestos materials were identified in the Asbestos Management Survey.

**Void--Asbestos Inspection Record**  
**Property Address: < Insert Property Address>**

Information

Flat No.		Date	
Inspector		Improved/Unimproved	

Locations

DRYING AREAS (if applicable)	v/X	Comments	Action Required
Walls – Textured coating good condition			
Ceiling – textured coating good condition			

BATHROOM	v/X	Comments	Action Required
Walls-textured coating good condition			
Ceiling – textured coating good condition			

KITCHEN	v/X	Comments	Action Required
Walls-textured coating good condition			
Ceiling – textured coating good condition			

CUPBOARDS	v/X	Comments	Action Required
Walls-textured coating good condition			
Ceiling – textured coating good condition			

LIVING ROOM	v/X	Comments	Action Required
Walls-textured coating good condition			
Ceiling – textured coating in good condition			

(Please ensure that you enter the location of the bedrooms e.g., front, rear etc.)

BEDROOMS	v/X	Comments	Action Required

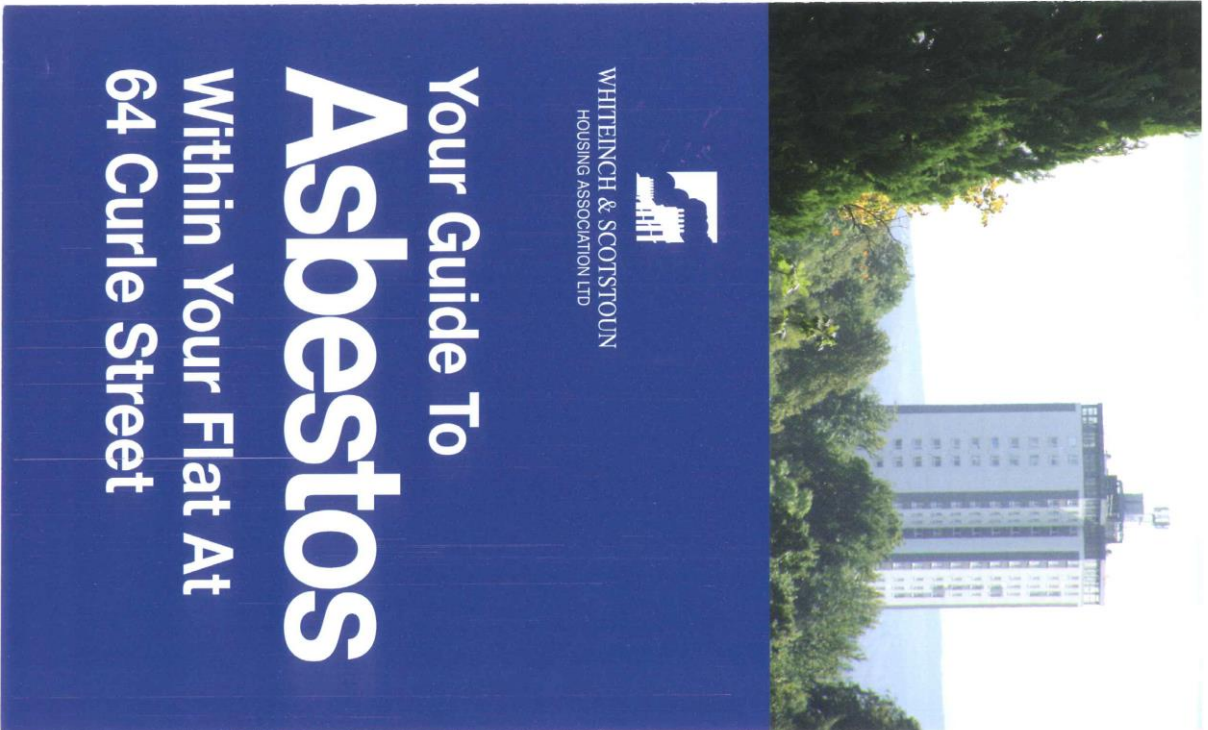
<b>Bedroom 1-</b> Walls-textured coating good condition			
Ceiling – textured coating in good condition			
<b>Bedroom 2-</b> Walls-textured coating good condition			
Ceiling – textured coating in good condition			
<b>Bedroom 3-</b> Walls-textured coating good condition			
Ceiling – textured coating in good condition			
<b>Bedroom 4-</b> Walls-textured coating good condition			
Ceiling – textured coating in good condition			

<b>FLOORINGS</b>	√/X	Comments	Action Required
All Floorings: Any thermoplastic tiles?			

Notes

- 1 Only trained and authorised staff are permitted to complete this work.
- 2 This should be read in conjunction with the WHSA Asbestos Management Plan and Void Properties Guidance Notes overleaf.
- 3 The form may require additional items depending on the areas where asbestos materials were identified in the Asbestos Management Survey.

**Appendix 3 –Tenants Asbestos Awareness Leaflets**



WHITEINCH & SCOTSTOUN  
HOUSING ASSOCIATION LTD

Whiteinch & Scotstoun Housing Association Limited  
The Whiteinch Centre, 1 Northinch Court, Glasgow G14 0UG  
Telephone: 0141 959 2552 Fax: 0141 950 4432

Whiteinch & Scotstoun Housing Association wish to ensure that all our tenants are safe and are not exposed to any unnecessary risks in our properties. The Association have prepared this Guidance Leaflet in order that you are informed about the asbestos materials in your property and are provided with guidance on how to prevent any risks arising from these asbestos materials.



As with many Multi Storey Blocks built in the 1960's and early 1970's asbestos containing materials were used in the construction of the properties. All flats in the MSF at 64 Currie Street have some asbestos containing materials and it is important that our tenants are made aware of this.

Asbestos containing materials do not present a significant risk to you or your family so long as they are in good condition and are not disturbed. The Health & Safety Executive who are responsible for ensuring that organisations like Housing Associations, Local Authorities and businesses comply with the law in relation to health and safety have made it clear that if asbestos containing materials are in good condition and are not likely to be damaged or disturbed then the best and safest option is to leave the asbestos materials in place.

## Where are Asbestos Containing Materials in the Flats?

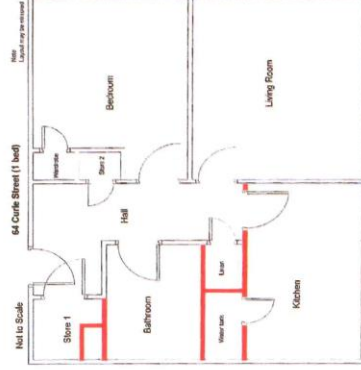
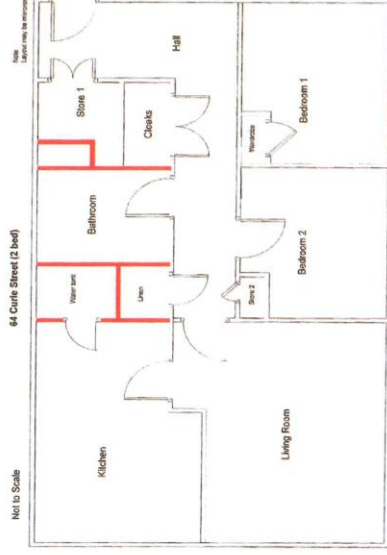
Location	Position	Asbestos Type
Kitchen	Wall Panel to Water Tank/Linen Cupboard	Asbestos Insulation Board
Bathroom	Wall Panel to Water Tank/Linen Cupboard	Asbestos Insulation Board
Bathroom	Wall Panel to Store Cupboard	Asbestos Insulation Board
WaterTank/Linen Cupboard	All Wall Panels Infill Panel above Door	Asbestos Insulation Board
Store Cupboard at Front Door	Wall Panel to Bathroom Panels around Service Duct	Asbestos Insulation Board
Ceilings	Potentially all Ceilings	Textured Coating (possible asbestos content)

The drawings included in this leaflet indicate the location of the asbestos insulation board wall panels in the flat types within 64 Currie Street.

## Important Guidance

It may be difficult for you to be certain which wall panels may contain asbestos. If you are not sure it is important you contact Whiteinch & Scotstoun Housing Association where our staff will be pleased to provide advice.

You should not, under any circumstances, cause damage to the asbestos wall panels in your flat as this could result in asbestos fibres being released. Do not drill, sand, cut, or scrape asbestos wall panels or have anyone carry out this type of work for you. In addition, you should not hang mirrors, pictures, kitchen utensils etc. if this involves puncturing the wall panel and therefore disturbing the asbestos.



If you wish to make any changes or alterations to your flat including any which could possibly disturb any asbestos panels you MUST obtain consent from the Association's Repairs Section before works commences.





WHITEINCH & SCOTSTOUN  
HOUSING ASSOCIATION LTD

# Tenant Information

**A guide to asbestos  
materials in homes**

**Whiteinch & Scotsoun Housing Association has a duty to manage asbestos in the common areas of its properties. However this leaflet has been produced to address any questions and concerns you may have regarding 'asbestos containing materials' in your home.**

**It gives advice on what it is, where it can be found and should a problem occur, how to deal with it.**

## **What is asbestos**

Asbestos is a naturally occurring mineral that has been used for many centuries. It has been mined extensively in a number of countries including South Africa, Canada and Australia. A large amount of asbestos material has been commercially imported into Britain over the last 150 years and used in a range of products to enhance their strength and durability.

Asbestos was used because it has many good properties including:

- Heat and fire resistance
- Strength and durability
- Non-corrosive - resistant to acids

As a result of having these qualities, asbestos fibres were added or mixed to a wide range of materials that have been used for fireproofing, insulation and soundproofing. Many asbestos materials have been used in the construction of buildings from the turn of the last century.

Due to concerns about the health risks associated with asbestos the importing and use of most forms of asbestos was banned in the early 1980's. Further action has since been taken to ban the import, sale and re-use of all types of asbestos material.

Properties built since the mid-1980's are very unlikely to contain any asbestos materials. However since asbestos materials were still in circulation after this date the HSE estimates that only properties built after 1999 can be considered to be asbestos free.

### **How could asbestos be a problem?**

Due to its worldwide use and the mining operations to extract it, we are all exposed to very low levels of asbestos in the air we breathe every day, however it is unlikely to harm people's health.

It is also unlikely that levels of asbestos found in our buildings will be harmful, but if you have damaged, suspected asbestos materials in your home you should seek advice from the Repairs Section where you will be given guidance on the best course of action to take.

## Where might I find asbestos in my home?

It is not always easy to spot materials that could contain asbestos on their appearance alone, especially if they have been decorated in some way. Experienced surveyors and health and safety specialists are best able to locate and identify them.

### Typical locations of asbestos materials external to the dwelling:

- Eaves/soffits
- Rainwater goods (guttering, downpipes, soil pipes)
- Flue pipes and terminals
- Hip, ridge and roof tiles
- Corrugated cement sheeting- usually found on outbuildings and garage roofs

### Typical locations of asbestos materials found inside properties are:

- Textured coating e.g. Artex type decorative coatings (prior to 1990)
- Fire stop panels (inside heater cupboards, drying cupboards and around boilers)
- Floor tiles and the adhesive bonding the tiles to floors
- WC cistern and seats
- Water storage tanks
- Flue pipes
- Electrical mains distribution cupboards (fuse box)
- Gasket and rope seals to gas and solid fuel fires
- Bath panels and boxing

Asbestos has also been used in other household products such as oven gloves and ironing boards. The use of asbestos within these products ceased in the mid-1980's.

Since 1985, all materials containing asbestos have to be clearly labelled, and since 1992, the use of asbestos in most products has been banned.

## Advice and Guidance

Whiteinch and Scotstoun Housing Association seeks to maintain your property to a high standard and any materials containing asbestos are most likely to be in good condition and are unlikely to pose any significant risk to your health.

However, you could be potentially at risk when carrying out DIY or minor building repairs. Please read the guidance below and if you are at all concerned please contact the Repairs Section for advice.

## What do I do if material containing asbestos is damaged?

If material containing asbestos is damaged:

### Don't Worry

- Contact the Repairs Section and explain the problem.

### Do Not

- Attempt to repair any damage or clean up any debris yourself.
- Sweep up or use a domestic vacuum cleaner, as this could lift asbestos fibres into the air.

## What do I do if I want to Decorate?

Some older forms of decorative textured coatings e.g. Artex type decorative coatings are known to contain small amounts of asbestos. Please seek advice prior to these surfaces being disturbed.

### Do Not

- Attempt to remove these types of coatings. Please seek guidance from the Repairs Section.

## What do I do if I want to make alterations to my home?

You must not carry out structural alterations or improvements to your home unless Whiteinch & Scotstoun H.A. has given you permission. Please seek guidance and approval from the Repairs Section before carrying out work.

If you are concerned about any suspect material in your home, do consider that it may contain asbestos until proven otherwise.

### Remember

- Asbestos materials which are in good condition and undamaged are not dangerous.



**WHITEINCH & SCOTSTOUN**  
HOUSING ASSOCIATION LTD

A Charity Registered in Scotland No. SC035633

**Whiteinch & Scotstoun Housing Association Limited**  
**The Whiteinch Centre, 1 Northinch Court, Glasgow G14 0UG**  
**Telephone: 0141 959 2552 Fax: 0141 950 4432**

## Appendix 4 –Asbestos Contractor Approval Form



WHITEINCH & SCOTSTOUN  
HOUSING ASSOCIATION LTD

### ASBESTOS COMPETENCE ASSESSMENT FOR APPOINTMENT TO THE ASSOCIATION'S CONTRACTOR LIST

#### SECTION A: INFORMATION REQUESTED

QUESTION	INFORMATION REQUIRED	INFORMATION SUBMITTED
1	Please attach a copy of all parts of your HSE License.	<b>COPY ATTACHED:</b>  <b>YES/NO (delete as appropriate)</b>
2	Please advise if your company has been served with any improvement/prohibition notices or has been subject to prosecution from the HSE	<b>YES/NO (delete as appropriate)</b>
	If you have responded 'YES' to Question 2 above please confirm the details of the inhibition/prohibition or prosecution in the box opposite including dates and details of the offence	
3	Please provide copies of the following insurance documents: Public Liability Insurance (minimum cover £10,000,000) and Employers Liability Insurance (minimum cover £10,000,000)	<b>COPY ATTACHED:</b>  <b>YES/NO (delete as appropriate)</b>  Copies of the new certificates should be forwarded to us each year.
4	Please provide details of the following:  Any RIDDOR reportable accidents in the last three years. Any personal injury claims in the last five years.	
5	Please provide <b>two</b> examples of Waste Consignment Notes for previous asbestos removal works	<b>COPY OF TWO CONSIGNMENT NOTICES ATTACHED:</b> <b>YES/NO (delete as appropriate)</b>
6	Please provide in the box opposite details of 2 previous organisations for whom you have undertaken asbestos removal works.  <b><u>Please ensure that your referee will provide a reference for the Association</u></b>	<b>Reference no. 1</b>  <b>Company Name:</b> <b>Address:</b>  <b>Contact person name:</b> <b>Telephone number:</b> <b>Email address:</b>

		<b>Reference no. 2</b>  <b>Company Name:</b> <b>Address:</b>  <b>Contact person name:</b> <b>Telephone number:</b> <b>Email address:</b>
7	Please provide details of the UKAS Accreditation for the company you will use to undertake any air testing required for any asbestos works.	<b>Company Name:</b> <b>Address:</b>  <b>Contact person name:</b> <b>Telephone number:</b> Email address:  <b>UKAS accreditation details:</b>

**SECTION B: STAFFING DETAILS**

QUESTION	INFORMATION REQUIRED	INFORMATION SUBMITTED
1	Please detail the number of asbestos removal operatives and supervisory staff within your company (The use of sub-contractors is not permitted without our express approval).	Asbestos removal operatives numbers:  Supervisory staff numbers:
2	Please attach details of qualifications and training records of all asbestos removal operatives and supervisory staff.	DETAILS ATTACHED:  YES/NO (delete as appropriate)

**SECTION C: OTHER REQUIREMENTS**

Please also note that if you are appointed to the Association's list you will require to provide the Association with the undernoted information for any asbestos removal works you are commissioned to undertake prior to the commencement of that work.

1. Details of Asbestos Removal Management Plan, Risk Assessment, Method Statement, Disposal Procedures.
2. Copy of HSE Notification (14 days advance notice must be given to the HSE), and associated supporting documentation included with the notification (where works require this).

I ..... (Add name of company representative) **confirm**

**that** ..... (Add company name)

**will ensure that the above information will be provided to the Association and that it is true and accurate**

..... (Signed)

..... (Date)