

*at home with...*



# Asbestos Management Plan

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## **1. Introduction**

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

## **2. General principles**

- 2.1 Under the provisions of the Control of Asbestos Regulations 2012, Regulation 4, the Responsible Officer shall be the 'duty-holder' with respect to asbestos within FHG-owned and controlled properties.
- 2.2 As an employer and a landlord of tenanted housing properties, FHG will take all reasonable steps to ensure the Health Safety and Welfare of all its colleagues and others, including contractors, visitors, clients, tenants and members of the public who may be affected by its activities.
- 2.3 This document sets out the policy for dealing with asbestos within the housing and commercial stock owned by the Group which is known, presumed to be present or

found to be present as a result of survey and/or testing and analysis. A list of current properties and the common areas to which this policy applies can be found on the housing database.

- 2.4 The main principles of asbestos management are to Assess, Record, Inform and Monitor [image source: NHS]:



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

- 2.5 For the purposes of this plan all types of asbestos will be defined generally as the term 'asbestos' requires the understanding and cooperation of all colleagues, building users and contractors who also have responsibilities to ensure a safe and healthy working environment is maintained at all times.

### **3. Asbestos Management Plan**

- 3.1 The Control of Asbestos Regulations 2012 requires all duty holders as part of their on-going asbestos management to have a written Asbestos Management Plan (AMP). This details what steps will be taken to effectively manage all items of asbestos. It details all assessments made of ACMs and provides priorities and procedures which must be followed.
- 3.2 The AMP is available to all those who plan, supervise or carry out maintenance works or other projects on any part of FHG-owned or controlled premises.
- 3.3 The AMP will be held for operational purposes by the Operations Managers. The Asbestos Management Procedure included as Appendix 1 applies to the list of properties held on the housing database plus the two commercial properties owned, being a shop and the Group's office premises.
- 3.4 The Responsible Officer will have all information required regarding the extent of the duties/duty holder for these areas as required by Regulation 4 of the Control of Asbestos at Work (CAWR) and other appropriate legislation.
- 3.5 The detail of contracts/tenancy agreements may require to be referred to in establishing who is responsible for which aspects of the requirements and who may be reasonably required to co-operate with the duty holder with respect to the management of asbestos in common areas.
- 3.6 The AMP and related procedures are working documents and should be regularly updated and colleagues briefed to ensure they remain valid.

### **4. Asbestos Register**

- 4.1 Information regarding the location and condition of asbestos within FHG owned and controlled premises has been recorded in the asbestos register held and can be found by accessing the FHG Housing Management system. This AMP should be read in conjunction with the register held.
- 4.2 In order to manage the location, nature and type of all asbestos within the premises the Operations Officer will be responsible for the Asbestos Register.
- 4.3 All appropriate colleagues will be notified of the existence of the Asbestos Register and the Permit to Work system and work orders will automatically highlight any works where we may have asbestos in the property.
- 4.4 The register is a working document and should be consulted prior to any work being undertaken. Where information on presence/absence of asbestos is available then it may still be necessary to ensure that the scope and limitations of any survey data held is fully understood.
- 4.5 The register will be available to our Internal Auditor should an audit be required and any reports will be reported to the Audit and Risk Committee.
- 4.6 No cloning of properties should be permitted as materials may differ from property to property.
- 4.7 Regulation 4(9) of the Control of Asbestos Regulations 2012 states that: The measures to be specified in the plan for managing the risk shall include adequate measures for – (a) monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos.....'

Therefore, any ACMs identified or suspected within the communal areas will be re-inspected at least annually to check that condition has not changed; it has not deteriorated or been damaged in any way. Re-inspections will be undertaken as in accordance with the Approved Code of Practice, L143 second edition, 'Managing and working with asbestos'. Re-inspections will be undertaken by the Maintenance Officers to communal areas where FHG has responsibilities. All works relating to asbestos surveys whether they are **M**anagement, **R**efurbishment, **D**emolition or re-inspections must be carried out by a competent person.

- 4.8 All persons responsible for premises must ensure that any damage to ACMs is reported immediately it is detected or reported, to the Responsible Officer (or deputy, Asset Manager, where unavailable) and the Operations Manager.

## **5. Asbestos work**

- 5.1 Properties built after the year 2000 do not require an asbestos survey.
- 5.2 All work involving asbestos removal will be undertaken by a licensed asbestos removal contractor, and appropriate certification being provided for the removal and disposal of the suspected material.
- 5.3 All removal work will be carried out strictly in accordance with asbestos removal legal requirements.
- 5.4 A glossary pertaining to ACMs and asbestos can be found at Appendix 5.

## **6. Learning and development**

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

## **7. Maintenance of records**

- 7.1 Whilst every step has been taken to ensure exposure to asbestos does not occur, it is vital good record-keeping is maintained.
- 7.2 The FHG Housing Management system will hold the asbestos components.
- 7.3 Cascade will retain details of colleague training on ACMs.
- 7.4 Works orders will automatically extract ACMs' presence from the FHG Housing Management system.
- 7.5 All reports received from independent laboratories will be held within Filestream filed against the property reference - reports such as any Airborne Fibre Monitoring Reports (this would include clearance and background testing) or any Bulk Sampling Certificates, etc., will be stored with the relevant Permit to Work within Filestream.
- 7.6 All details of asbestos removal or any remedial works undertaken on properties owned or controlled by FHG will be recorded. The records will be updated when new information

becomes available during the implementation of each project.

- 7.7 Information regarding any exposure or near-miss relating to ACMs will be collated to detail the nature and known extent of any exposure to asbestos that has occurred in any property owned or controlled by FHG or to any colleague away from FHG premises but during work hours. Contractors, including asbestos removal contractors, will be expected to control the records of their own employees unless alternative arrangements have been agreed with FHG.
- 7.8 Only suitably qualified contractors will be employed by FHG to undertake licensable and non-licensable asbestos works. Insurance certificates, licenses and Health and safety policy records are requested before a contractor is approved and these will be stored within the Activity drive.
- 7.9 It is expected that all other contractors, employed to undertake maintenance within FHG owned or controlled properties, which may disturb the fabric of the building or known or presumed ACMs have undertaken asbestos awareness training as in accordance with Regulation 10. FHG is not responsible for providing third party contractors with asbestos awareness training, they will however provide them with all relevant asbestos information to the planned works before they attend site and also during any pre-start meetings before works commence.
- 7.10 Records of all meetings held with contractors will be recorded in accordance with our contractor management framework.
- 7.11 It is vital for ACM records to be current, with updates applied as soon as new data becomes available to FHG. Information will be updated in at least the following areas (this is not an exhaustive list and should any officer be unsure they must request clarification from the Operations Manager):

Action	Recorded	Responsibility
Remedial or removal works	Noted as in progress and then on completion of works	Operations Team
Re-inspections, bulk sampling, further surveys works (including refurbishment and demolition surveys). This includes the annual communal area inspections	Noted as in progress and then on completion of works	Assets Officer
Training / site inductions	Upon completion of training / site inductions	Operations Supervisor / Operations Manager
Accidental disturbance of known or suspected ACMs	Upon disturbance of asbestos	Operations Officer / Operations Manager

Action	Recorded	Responsibility
Survey reports	On receipt following completion – The FHG Housing Management system updated and survey saved in Filestream	Operations Team
Any changes made to the contact details for the Asbestos Coordinator and/or emergency contacts	If / when contact details are amended	Duty holder? / Health and Safety Committee
Any changes to the organisation structure of FHG which could affect asbestos management facilities	If / when organisation changes are made	Health and Safety Committee
Any new procedures adopted	If / when new procedures are adopted	Duty holder / Health and Safety Committee

### 88. Publicising / availability of the policy

- 8.1 A copy of our policy is held in the Policy drive and on our website. Tenants requiring a copy of this should direct their request through the Operations Team or access it from the website. Tenants requesting a copy of the asbestos report for their property should direct their request through the Operations Team.
- 8.2 A controlled copy of the register (database) will be held by FHG and will be made available for viewing on request.
- 8.3 This policy will be provided to every colleague who may be exposed to ACM, primarily the trade colleagues. It will be discussed at induction, Team Briefing and ToolBox Talk events.

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### 99. Equality

- 9.1 In operating this policy we will not discriminate between persons or groups of persons on the grounds of sex or marital status, racial grounds, or on grounds of disability, age, sexual orientation, language or social origin or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.
- 9.2 All management of asbestos will be carried out in a fair and consistent manner.

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### 1010. Roles and responsibilities

- 10.1 This policy has been drafted in accordance with current Health and Safety guidelines and through consultation with the Business and Operational Leadership teams.
- 10.2 The Director of Operations, takes lead corporate responsibility for health and safety matters and will report any concerns or near-misses relating to asbestos as a standard section of the Operational Report to the FHG Health and Safety Committee.
- 10.3 The Responsible Officer, is the Deputy Holder for asbestos management.

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10.4 Business Leaders are responsible for ensuring that this policy is consulted on with Board members and colleagues and for its review, implementation and proper application, in accordance with the agreed timetable.

#### **11.1. Performance management**

11.1 Any concerns regarding the adherence to this policy will be reported to the Duty Holder, the Health and Safety Committee and to the Board.

11.2 Any breaches of this policy as required under RIDDOR will be reported to the Health and Safety Executive.

#### **12.2. Review**

12.1 This policy is due to be reviewed every three years or earlier if a material change requires this. As the AMP and register is a live document, any changes to current regulations will be adopted as soon as they have been made available\*.

12.2 Any review will take into account any changes in the following:

- A change in name and contacts for our licensed contractor\*;
- Any change in contact names and details (excluding responsibilities)\*;
- A change in the ICT systems where ACM data is stored\*;
- A change in procedure;
- A change in legislative requirements\*;
- A change in post responsibilities;

...with items marked \* not requiring the AMP to be re-approved by Board as these are straightforward administrative amendments.

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## Important

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

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

...must be notified in advance to either ~~of~~ the Responsible Officer, Director of Operations, Operations Managers, Asset Manager, Operations Supervisors or Operations Officer in order that an assessment can be made as to whether an intrusive survey is required to establish the presence of hidden Asbestos Containing Materials (ACMs).

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

[repeats the information provided at the two-yearly and new starter training for all trades on ACMs].

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

## 1. Identification of asbestos

- 1.1 FHG will increase the intelligence of our stock with regards to asbestos by carrying out surveys to establish the presence, location and type of asbestos contained within a property owned by FHG.
- 1.2 Surveys will be carried out as follows:
  - Refurbishment survey on void properties (built before 2000) when major works are being carried out and ACMs are suspected;
  - Refurbishment/demolition survey on properties due for major works (built before 2000);
  - Refurbishment survey on properties scheduled for medical adaptations (built before 2000); and
  - On all common areas within closes that we manage.

## 2. Survey types

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

### 3. Safe systems of working

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

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

### 3.2 Asbestos surveying and removal

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

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

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

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

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

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

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

- 3.2.6 Damaged ACMs will always be removed – it is no longer FHG policy to remediate or encapsulate where damage has occurred. The asbestos database will be updated to reflect the action taken.
- 3.2.7 Where ACMs have been identified as requiring removal we will obtain a risk assessment, method statement and quotation for the work to be completed in a timely manner. Following completion by the licenced contractor(s) of the removal works the Operations Officer will receive a completion confirmation which will be saved in Filestream and this must incorporate the following elements:
- ✓ Air monitoring test certificates;
  - ✓ Contaminated waste certificates; and
  - ✓ Confirmation of the removal at the property address of all ACMs – to be used by the Operations Officer to update the FHG Housing Management system records.
- 3.2.8 Where ACMs are in situ in communal areas and are assessed as being in a sound condition or are already encapsulated, it remains vital that they are subject to an annual inspection which will be evidenced by recording on ~~the~~ FHG Housing Management system and Filestream.

### **3.3 Works carried out by internal trades**

- 3.3.1 Prior to any work being instructed and carried out in properties owned or managed by FHG, the asbestos database must be consulted. This is a standard line on our work orders.
- 3.3.2 Trade members from the Operations team who are carrying out work and suspect any presence of ACMs whatsoever must immediately ensure that the Emergency Asbestos Procedure is followed.
- 3.3.3 See flowchart at Appendix 3.

### **3.4 Works carried out by external contractors**

- 3.4.1 Prior to any work being instructed, whether to existing framework contractors or other external suppliers, and carried out in properties owned or managed by FHG, the asbestos database must be consulted and information in relation to ACMs communicated to contractors. This is a standard line on our work orders.
- 3.4.2 Any external contractor will be required to supply FHG with a copy of their own policies governing health and safety and also asbestos management. It is likely that this will be included as part of the tendering process and the assessment of 'quality'.
- 3.4.3 It is vital that the colleague who is instructing the work also ensures that the external contractor receives a site induction and is provided with all available asbestos information.
- 3.4.4 Contractors (including sub-contractors) working for FHG are responsible for ensuring that all colleagues under their control reference the asbestos database and understand its content and actions required. They are also responsible for ensuring all colleagues under their control work in line with the Group's Asbestos Policy, Asbestos Management Plan and Emergency Asbestos Procedure.
- 3.4.5 Prior to commencement, if a contractor suspects any presence of asbestos and they had not been notified previously they must not start it and are required to contact the Operations team for advice. If the property has not been previously surveyed and was constructed prior to 2000 the job should not have been awarded and must be immediately stopped and postponed until a survey is carried out.

- 346 When, during the course of any work, asbestos or material suspected of being asbestos, not identified by the asbestos database is discovered, the contractor will ensure that:
- ✓ All work is stopped in the area;
  - ✓ All persons are removed and kept out of the immediate vicinity without causing undue concern;
  - ✓ The area is closed, sealed or locked off;
  - ✓ Any equipment or materials are left in place. These will require to be disposed of as special waste depending on the result of sampling;
  - ✓ A warning sign(s) with the following, or similar, wording: 'POTENTIAL ASBESTOS HAZARD - KEEP OUT' is prepared and prominently displayed. Where this is not deemed appropriate to use this type of wording alternative strict entry prohibition notices will be used;
  - ✓ The Operations Manager is to be notified immediately;
  - ✓ Arrangements are made for the suspected ACM to be sampled by a competent Asbestos Surveyor and analysed by a UKAS Accredited laboratory. Arrangements are made for the suspected ACM to be sampled and air sample tests to be completed where it appears the ACM has been disturbed

The above may vary depending on the particular circumstances involved. Contractors must refer any queries to FHG at the earliest opportunity.

- 347 See flowchart at Appendix 3.

### 3.5 Communicating with tenants

- 351 On the granting of a new tenancy – using the data available from the register the tenant will be advised of the presence, nature and location of any ACMs together with requirements to ensure health and safety is maintained. The tenant will also be provided with a copy of the safety leaflet.
- 352 During tenancy - where asbestos materials are identified, are in good condition and remain in situ, tenants will be provided with an information leaflet and from the asbestos database will be advised of the location of ACMs and the management of the material in situ.
- 353 The Tenant Handbook – this guide will include a section on asbestos within the home and how to ensure safe management.
- 354 Generally – newsletter articles and a safety leaflet will be produced to enable the provision of information regarding asbestos within the home.

### 3.6 Emergency procedures for unplanned incidents

- 3.6.1 See emergency requirements document at Appendix 2 which repeats the information given as part of our two-yearly/new starter induction training on ACMs.
- 3.6.2 This is received by all trades and persons employed by FHG **and retained within fleet vehicles for those** who could come into contact with potential ACMs.
- 3.6.3 Identification of damaged or disturbed suspect material - it is the responsibility of colleagues and contractors to report to FHG if they suspect that disturbed or damaged ACMs may be present in a property owned or partly-owned by FHG. Where this is suspected the following applies:

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

### 3.7 Commercial premises

- 3.7.1 This part of the regulations will not currently apply to us as we only have two non-domestic properties; our office and a shop, both of which were recently constructed and are free from ACMs. We should however have an awareness of this duty, should the acquisition of any non-domestic premises in the future be considered.



# Asbestos Emergency Procedure

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## EMERGENCY PROCEDURE FOR CONTROLLING AN ACCIDENTAL RELEASE OF ASBESTOS CONTAINING MATERIAL

### 1. Purpose

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

### 2. Scope

- 2.1 Implementation of FHG's Policy for the management of ACMs ensures they are effectively managed in a manner that will prevent risk of harm to health. However, from time to time, we recognise that accidental damage to building fixtures and fittings such as pipe boxing may occur and this may result in a risk of the release of asbestos fibres where ACMs are present. Damage to previously assessed 'very low risk or low risk' ACM's may also be caused indirectly by disturbance to the materials due to fire, flood, vandalism or severe weather. ACMs may also, on occasion, be encountered by maintenance colleagues in areas of our buildings that were up until then 'hidden' (e.g. behind sealed ducts and voids) and may suffer some damage during that initial discovery.
- 2.2 Although this procedure may contain information of relevance to such incidents, it is not intended to be directly applied to incidents of a more 'catastrophic' or serious nature, such as large fires or structural collapse.

### 3. Procedure

#### 3.1 Emergency Contact

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

In the first instance, the procedure is as follows:

Where suspected asbestos has been discovered after work has commenced:

- If the material is undamaged, no further work should be undertaken that could cause disturbance or deterioration of the asbestos. You should contact your supervisor immediately to notify them;
- If the asbestos materials has been damaged, the working area where the ACM is located should be evacuated and sealed as effectively as possible by closing windows and doors, and switching off any ventilation equipment. The area should be made secure to help prevent any exposure to the asbestos materials;

- **Do not** attempt to sweep up or remove any debris if the nature of the materials is unknown, as this may cause dust formation of the potentially harmful asbestos fibres;
- Leave all tools behind that were used in the area;
- Evacuate the working area and inform the evacuees that ACM's may have been damaged in the local vicinity and that the area is being evacuated as a precaution;
- Take appropriate action to secure the area to prevent unauthorised access to the area. Look to cordon off the area with suitable signage e.g. 'Possible asbestos contamination'.

Contact one of the following colleagues.

Supervisor - Adrian Lister	07710095654
Supervisor – Jim Davidson	07840384807
Operations Officer - Tressa Van Schie	07818567998
Operations Manager - <del>Bob Brown</del> David Carruthers	<del>07813462365</del> <u>07379</u>
	<u>061025</u>
Asset Management Officer – Monica French	07825855220
Asset Manager – <del>Drew Moore</del> Owen Munro	<del>07970805730</del> <u>07502</u>
	<u>694 568</u>

3.2 The colleague taking the call shall record the following details of the incident:

- Location of the accidental release;
- Circumstances of the release;
- Person reporting the release and their contact number;
- Date and time of the release;
- Date and time of the report of the release;
- Confirm whether or not an adequate temporary repair has been made.

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

- Upon notification of the discovery or disturbance of suspected asbestos material, check the asbestos register for the existence of any known ACMs;
- If we have an asbestos report and the report states that the material is negative for asbestos content, then inform the colleague on site to carry on with the repair works;
- If the asbestos report states that the material contains asbestos, then inform the colleague and put the Asbestos Emergency Procedure in place. Also contact A & C Asbestos Consultants (details below) about an asbestos exposure for them to attend as a matter of urgency;
- If we do not have any asbestos report either for the area or the house, then, until we know, all suspect material shall be treated as positive (i.e. containing asbestos) and inform the colleague;

- Contact A & C Asbestos Consultants to make arrangements for samples to be taken of any unknown/suspect materials and await results. If the results return as negative, inform the colleague on site to continue with the repair works. If the results are positive, inform the colleague and put the Asbestos Emergency Procedure in place. Also contact A & C Asbestos Consultants about an asbestos exposure.

#### **External Asbestos Consultant**

A & C Asbestos Consultant  
[Consultant – John Allan](#)  
07900 387 007  
01259 574474

#### 3.4 Procedure for personal decontamination

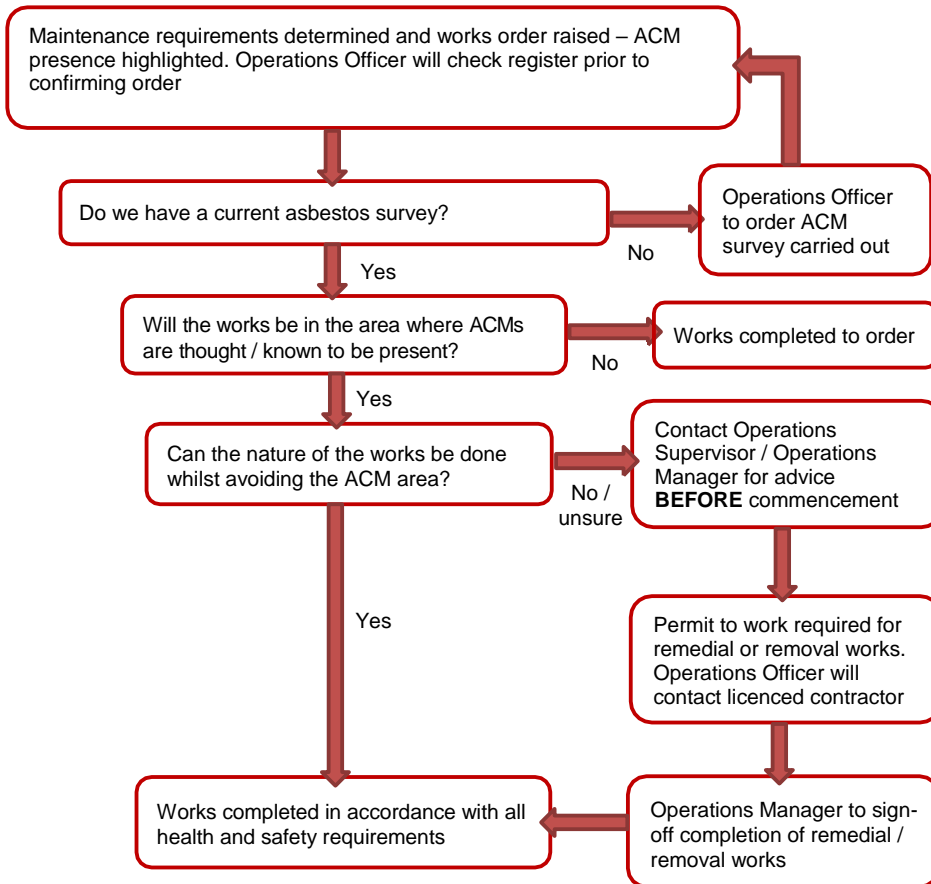
Once the exposure to an ACM has been suspected:

- Colleagues should retrieve the emergency asbestos kit from their vehicle;
- The colleague must remove all work clothing and footwear;
- Clothing should be removed by turning inside out so as to avoid liberating any attached fibres. All contaminated items of clothing should be sealed in polythene bags for disposal;
- Wash thoroughly at the nearest facility. Have a shower where the facility exists;
- Ensure that the wash facility is thoroughly rinsed after use.

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**Appendix 3  
Flowcharts**

**For works by either internal trades or external contractors**



Each stage must be documented and saved against the property reference to ensure that we maintain a robust audit trail.

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## Appendix 4 Asbestos legislation

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

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

**The Management of Health & Safety at Work Regulations 1999:** (the Management Regulations) requires employers and self-employed people to make an assessment of the risks to the health and safety of themselves, colleagues and people not in their employment, arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting those people's health and safety. Any assessment made for the purposes of the Asbestos Regulations will not need to be repeated for the Management Regulations;

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

**The Construction (Design & Management) Regulations 2015:** require the client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to the CDM Coordinator before any work begins and to ensure that the health and safety file is available for inspection by any person who needs the information;

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

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

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

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

## Appendix 5 Glossary

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



Word	Description
<b>Asbestos cement</b>	Can contain a mix of all asbestos types, but mainly Chrysotile (white asbestos) and usually contains up to 15% asbestos content. The cement is moulded and compressed to produce a wide range of pre-formed asbestos cement products. Asbestos cement products are generally classed as non-licensable and do not normally have to be removed by a licensed contractor, but must be transported and disposed of as hazardous waste, avoiding breakage as this will lead to fibre release.
<b>Asbestos Register</b>	Where asbestos is present or suspected to be present in a commercial premise, the person with management or control of that premise is required to have a competent person assess and identify locations where asbestos is present. Details of any ACM's must be recorded in an Asbestos Register which must be made available to a variety of persons.
<b>Bulk sample</b>	A sample of material, suspected to contain asbestos, such as boarding, textured coating, insulation or debris taken by an accredited surveyor to be tested for asbestos by a UKAS accredited laboratory.
<b>Certificate of Reoccupation</b>	Issued on site to the cClient confirming successful completion of asbestos removal works. Once satisfactory results are achieved the aAnalyst will issue a Certificate of Reoccupation, which confirms people can safely re-enter the area.
<b>CAR 2012</b>	Control of Asbestos Regulations 2012.
<b>Chrysotile</b>	Mineralogical name for 'white' asbestos.
<b>Control</b>	A measure put in place to minimise or remove the risk of something happening.
<b>Control limit</b>	The control limit for asbestos is 0.1 f/ml of air. Worker exposure to asbestos fibres should be reduced to as low as is reasonably practicable and in any case below the control limits. Suitable Respiratory Protective Equipment (RPE) must be worn where exposure has the potential to exceed the control limit.
<b>Contamination</b>	Contamination is the presence of a constituent, impurity, or some other undesirable element, e.g. asbestos, that spoils, corrupts, infects, makes unfit, or makes inferior a material, physical body, natural environment, workplace, etc.
<b>Crocidolite</b>	Mineralogical name for 'blue' asbestos.
<b>DCU</b>	The main decontamination facility often referred to as a hygiene unit or DCU which can be a fixed, mobile or modular facility.
<b>Decontamination</b>	Refers to the removal of dangerous substances (asbestos) from an area, object or person. All personnel (workers and others) who enter enclosures or designated work areas are likely to become contaminated with asbestos and therefore need to decontaminate themselves when they leave.
<b>Duty holder</b>	The dDuty hHolder is in the case of FHG the representative of the owner of the premises or the person or organisation that has clear responsibility for the maintenance or repair of FHG premises, for example through an explicit agreement such as a tenancy.
<b>Encapsulation</b>	The term used to enclose or seal asbestos materials by a variety of methods dependent upon the asbestos product type and condition.
<b>Environmental clean</b>	This term is widely used in the asbestos removal business. However, it is a descriptive industry term with no legal definition and not mentioned in Approved Codes of Practice or by the Health and Safety Executive.

Word	Description
<b>Four-stage clearance</b>	<p>Four stage clearances are a legal requirement for all licensed asbestos work and are carried out by a UKAS accredited organisation. The process allows for impartial, expert confirmation that asbestos within an enclosure has been removed or remediated to the agreed scope and that the area is safe to re-occupy. On completion, a 'Certificate of Reoccupation' is issued on site to the client confirming successful completion of the works.</p> <p>The four stages of the Four Stage Clearance process are as follows:</p> <p>Stage 1: Preliminary check of site condition and job completeness;</p> <p>Stage 2: A thorough visual inspection inside the enclosure/ work area;</p> <p>Stage 3: Air monitoring; and</p> <p>Stage 4: Final assessment post-enclosure/work area dismantling.</p>
<b>Friable</b>	Easily crumbled. It is used to describe the properties of an ACM and the ease at which fibres are released to air from an AC.
<b>Hazardous</b>	Dangerous and involving risk, especially to someone's health.
<b>HEPA filter</b>	High Efficiency Particulate Air (HEPA) filter is a type of air filter. A HEPA filter must satisfy certain standards of efficiency and is a trademarked and generic term for highly efficient filters. It is used to remove any fibres in the air.
<b>HSE</b>	The Health and Safety Executive is the government agency responsible for the regulation of almost all health and safety risks arising from work activity in Britain.
<b>HSG227</b>	A comprehensive guide to managing asbestos in premises.
<b>HSG247</b>	Asbestos: The Licensed Contractors' Guide.
<b>HSG248</b>	The analysts' guide for sampling, analysis and clearance procedures.
<b>HSG264</b>	Asbestos: The survey guide. This replaced the now obsolete MDHS100 (Methods for the Determination of Hazardous Substances).
<b>Identified</b>	Recognition or proof of asbestos existing.
<b>L143 (2<sup>nd</sup> Ed)</b>	Managing and Working with Asbestos is an approved code of practice and guidance. Two ACOP's L127 (The management of asbestos in non-domestic premises) and L143 (Work with materials containing asbestos) have been consolidated into this single revised ACOP.
<b>Licensable work</b>	Refer to HSE guidance on what work is licensable <a href="#">here</a> , also <del>HSE</del> HSE's asbestos work categories <a href="#">here</a> .
<b>Licensed contractor</b>	Higher-risk work must only be done by a licensed contractor who has been assessed, authorised and licensed by the HSE's Asbestos Licensing Unit as being competent to work with licensed materials. There are different types of license and the license must be checked to ensure it is current and valid for the type of work being carried out.
<b>Location</b>	The place or position where ACMs or asbestos is sited.
<b>Management survey</b>	A property is inspected and any suspect materials are sampled and analysed for asbestos content. A register documenting the location, extent and condition of the material is produced. Recommendations are also provided to ensure that areas of concern are made safe and that all asbestos containing materials are safely managed. This is the basic / minimum type of asbestos survey carried out.
<b>Material</b>	The physical substance containing asbestos.

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

Word	Description
<b>Recommendation removal</b>	The recommended approach is to have the asbestos physically removed. Recommendations are based on the parameters available at the time. New information or a change in circumstance may alter these recommendations. All products falling under the Asbestos Licensing Regulations will require a licensed contractor.
<b>Refurbishment / demolition survey</b>	This type of survey looks beyond the surface of the property and its aim is to find asbestos materials hidden within the structure of the building. It is an intrusive method of inspection and sampling and should be undertaken prior to any demolition/major refurbishment works, to prevent accidental exposure of maintenance and demolition workers to asbestos.
<b>Register</b>	See 'Asbestos Register'.
<b>Respirator zone</b>	Where the airborne asbestos fibre level is likely to or does exceed the Control Limit the area affected must be designated as such and RPE must be worn.
<b>Risk</b>	The possibility of something harmful occurring.
<b>RPE</b>	Respiratory Protective Equipment: the different types of face masks worn appropriate to the risk.
<b>Scope of works</b>	A detailed plan of works, including site plans containing the extent and nature of the works.
<b>Site Clearance Certificate for Reoccupation</b>	Following asbestos removal, the premises must be assessed to determine whether they are thoroughly clean and fit for reoccupation (or, as appropriate, demolition). The clearance certification process is a vital component in asbestos removal work. The issue of a Certificate of Reoccupation by an impartial and competent organisation provides the crucial reassurance and security to the subsequent building users. The multi-stage certification process is designed to allow the inspection and assessment to be performed in a structured, systematic and consistent manner. Sampling for certification of reoccupation should take place only when the enclosure is dry and a visual inspection confirms that it is free from debris and dust.
<b>Specification</b>	A precise and detailed description, e.g. how work should be done or what materials must be used.
<b>Type 1 survey</b>	A type of survey and term no longer in use or considered <b>compliant</b> , not sure what this should be? referred to as a 'visual or walk around' survey completed without disturbing the fabric of the building. Samples were not usually taken.
<b>Type 2 survey</b>	A type of survey and term no longer in use or considered compliant, refers to a more intrusive survey including areas such as suspended ceilings, accessible ducts and other accessible voids. Samples were almost always taken and required for the asbestos register. Also referred to as a sampling survey, now superseded by a Management Survey.
<b>Type 3 survey</b>	A type of survey and term no longer in use or considered compliant, a pre-demolition survey taking core samples from partitions, lifting floorboards and investigating back to the structure, where possible. Required prior to any refurbishment or demolition projects, superseded by a Refurbishment / Demolition Survey.
<b>UKAS</b>	United Kingdom Accreditation Service is the sole <b>n</b> National accreditation body for the United Kingdom. Recognised by the Government to assess, against internationally agreed standards, organisations that provide certification, testing, inspection and calibration services. Accreditation by UKAS demonstrates that an Asbestos Consultancy has the competence,

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

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