



Asbestos Management Plan

2023

Tenant Services

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1.0 Asbestos Management Statement

Stroud District Council (SDC) acknowledges the hazards associated with exposure to asbestos and will minimise any exposure to asbestos by adhering to at least the minimum standards in the Control of Asbestos Regulations 2012 (CAR 2012).

The **Strategic Director of Communities** ~~Director of Tenant & Corporate Services~~ has overall responsibility for fulfilling Tenant Services responsibilities as a *Duty Holder* in relation to the Management of Asbestos. To help comply with the legal requirements and to ensure that Asbestos Containing Materials (ACM's) in premises are properly managed, the *Duty Holder* has identified appointed persons who will be responsible for that management. The *Duty Holder* will ensure the appointed persons have the necessary resources, skills, training and authority to ensure that the ACM's are managed effectively.

To comply with CAR 2012, Stroud District Council's *Duty Holder*, in conjunction with the appointed person, will:

- Take reasonable steps to find out if there are materials containing asbestos in premises, and if so, its extent, where it is, and what condition it is in by carrying out a survey in accordance with HSG264: Survey Guide.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make, and keep up to date, a record of the location and condition of the asbestos containing materials, also any materials which are presumed to contain asbestos, and any non-asbestos materials which have been sampled in the asbestos module of Keystone which is an asset management data base.
- Assess the risk of anyone being exposed to fibres from the materials identified by undertaking an initial assessment at the time of survey and subsequent re-inspections as required.
- Prepare a plan that sets out in detail how the risks from these materials will be managed to maintain known and presumed ACMs in a good state of repair including the repair/removal of damaged ACM's or those prone to damage.
- Ensure that employees and contractors that could be exposed to asbestos have appropriate training;
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them; ~~and~~
- Periodically review and monitor the plan and the arrangements to act on it at least annually so that the plan remains relevant and up to date.
- Have arrangements and procedures in place so that work which may disturb Asbestos complies with CAR 2012.
- Take steps to ensure these actions are carried out.

All parties are required to co-operate as far as is necessary to allow the ***Duty Holder*** to comply with the above requirements.

Note:

Generally, two types of surveys are undertaken to identify asbestos (Definitions below), however Tenant Services have commissioned an independent surveying company (CASA) to carry out Management / Target Refurbishment surveys these are **Hybrid Surveys** where a property has a management survey carried out with targeted areas where refurbishment is being undertaken. Surveys are intrusive in area's local to the works being undertaken. Surveys are undertaken in line with any works commissioned, and before work starts.

Management survey

The management survey is required to manage asbestos-containing materials during the normal occupation and use of the premises. This is a visual survey with suspected asbestos being sampled.

Refurbishment and demolition survey

The refurbishment and demolition survey is required where the property or part of it needs updating or refurbishing, or it is going to be demolished. This survey involves some level of damage as the survey involves breaking into the fabric of the building to check and sample for asbestos materials.

2.0 Introduction

2.1 Preventing Exposure

Asbestos is common in homes and buildings constructed prior to 2000. The use of some asbestos products were banned in 1985 with a total ban on the use of asbestos in 1999. Where asbestos is present, it does not pose a risk to health providing the asbestos containing material is in good condition and is not disturbed. Stroud District Council has approximately 5,100 properties and has an agreed strategy for surveying all properties for asbestos. This plan and supporting policy have been developed to guide and support Stroud District Council employees in the safe management of Asbestos.

~~In order~~ To prevent unnecessary exposure to airborne Asbestos fibres' Stroud District Council has produced this plan to protect persons both occupying premises for the normal operation of their day-to-day activities, and those engaged in works, maintenance, or repair and refurbishment.

In the event of an uncontrolled release of fibres' and where an employee is exposed or deemed to have been exposed to Asbestos fibres above the control limit as detailed in Regulation 11 CAR 2012, it is essential that they are informed immediately and that a note is made on their medical or personnel file.

Where any person has been placed at risk due to "unplanned" exposure to Asbestos fibres' then the incident may be reportable to the Health and Safety Executive (HSE) as required under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 **2013**.

Where it is deemed necessary through the level of suspected exposure to asbestos fibres a HSE approved health-screening referral will be advised to individuals.

Any information relating to exposure will be kept by Stroud District Councils Human Resources Department for a minimum of 40 years or until the person is above the age of 80, due to the latency period of potential.

2.2 Asbestos Management Strategy

Our strategy is to focus surveys on common areas and (non- domestic properties), void properties and on properties where work is planned to include within (domestic properties) was required. We believe this is the most effective method of reducing risks to our employees, contractors, customers, and others.

Key to Stroud District Councils strategy is that all materials within buildings must be presumed to contain asbestos and treated accordingly unless, or until adequate information is received to the contrary.

The purpose of the asbestos strategy is to ensure Stroud District Council have clear commitment, goals, and processes to minimise risks to employees, customers, contractors and others from ACM's.

Key objectives of the strategy are:

- The provision of an asbestos management plan and policy which details Stroud District Councils whole approach to the management of asbestos.
- A comprehensive program of asbestos surveys which are designed to ensure compliance with our management responsibilities and reduce risks to those who may encounter ACM's.
- The provision of an asbestos database and register that can be used to effectively communicate asbestos information to all employees, contractors and others who may be affected by ACM's.
- Detail employee responsibilities to ensure the successful delivery of the plan and its contents.
- An effective training program for all relevant employees, commensurate with their responsibilities.
- The provision of information to customers.
- A program of condition monitoring across all relevant properties.
- The provision of emergency procedures.
- Regular monitoring and review to ensure the effectiveness of the asbestos management policy and plan.

2.3 Asbestos Sampling and Survey Strategy

Stroud District Council has a strategy to commission a Management / Targeted Refurbishment survey to all its properties.

The asbestos surveys will record details of the condition of the materials identified as containing asbestos and make recommendations for the most appropriate control measures. In addition, all surveys undertaken will identify within, the risk posed by ACMs in normal occupation by undertaking a material & priority assessment.

All surveys will be reviewed and actioned on a risk basis as per the table below:

Asbestos Material risk score	To be Reviewed	To be Actioned
10 – 12 High Risk	Immediately	Immediately
7 – 9 Medium Risk	within 4 weeks	within three months
5 – 6 Low Risk	Within 3 months	Within 12 Months
1 – 4 Very Low risk	Within 12 months	Within two years unless material condition deteriorates

Where there is no asbestos survey, all materials that are not recognised within the buildings and fittings are to be presumed to contain asbestos and treated as such.

Due to the nature of Stroud District Councils business, it is neither reasonably practicable nor logistically possible to immediately undertake a management survey on all properties. Stroud District Council will therefore adhere to the following strategy:

Non-Domestic Properties: All communal areas of blocks of flats will have an Asbestos survey undertaken as soon as is reasonably practicable. Where asbestos is found these premises will be re-inspected on an annual basis to check the condition of the asbestos.

Domestic Properties: Stroud District Council will place properties into archetypal groups based on various parameters including construction date, design, and location. A proportion of properties will be surveyed each year until an asbestos survey for all the stock is achieved.

Surveys will be prioritised dependant on year of construction to ensure higher risk properties are surveyed first in accordance with the survey strategy definition in HSG264 – Asbestos: The survey guide.

Major Works: Each year Stroud District Council undertakes ~~a number of~~ **several** refurbishments of schemes for planned and preventative maintenance. Properties that fall into this category will have an ~~asbestos survey~~ **Asbestos Refurbishment Survey** undertaken prior to any works commencing.

All Stroud District Council properties will have surveys completed prior to any refurbishment program commencing; this is due to the individual nature of the properties.

Void Properties: Will have an ~~asbestos survey~~ **Asbestos Refurbishment Survey** completed prior to any works being undertaken.

All asbestos surveys are required to be in accordance with HSG 264: The Survey Guide and are carried out by an appropriately trained and experienced company.

2.4 The Asbestos Register

Where the company has undertaken or commissioned asbestos surveys or is in receipt of asbestos information from a reliable source, all such information will be entered into Stroud District Councils electronic asbestos register. The Asbestos Register will then be made available through Keystone interfacing Kiosk for consultation by contractors, employees and supervising staff that may be affected by the presence of asbestos in carrying out their respective duties.

The Asbestos Register will be updated based on investigation, sampling and remedial works carried out and information gained during inspections or supplied by contractors. Where asbestos is removed a licensed four stage clearance certificate and a waste consignment note will be required.

A regular audit / re-inspection will be undertaken to check that the Register has been kept up to date. This will be organised by the **Technical** Compliance Officer.

2.5 Risk Assessment

A legal requirement to carry out a general risk assessment for all work activities exists under the Management of Health and Safety at Work Regulations 1999. The requirement to assess the risk posed by asbestos is further enforced by the Control of Asbestos Regulations 2012.

These regulations require that any asbestos present in the workplace, whether employees are working on it or not, must not present a hazard to health.

This effectively leaves two conditions in which the risks of asbestos should be assessed and managed. These are where:

1. Asbestos is present within the premises under normal conditions. Where an asbestos survey has been undertaken this will be addressed within the material and priority assessment referred to within the monitoring section of this policy.
2. Asbestos is worked on, removed, covered, repaired etc.

The Objectives of Risk Assessment: The main objectives of the risk assessment are twofold:

1. To establish the likelihood of people being harmed by a hazard(s)
2. To identify the measures that will either eliminate the hazard or adequately control it.

Evaluating the Risk Having therefore identified the location, type and condition of the asbestos, it is then necessary to evaluate who may be exposed to the hazard and under what circumstances. This will differ in both conditions mentioned previously in terms of whether the hazards exist under normal conditions, or whether the asbestos is being worked on.

The form of risk assessment to be required will be the following: -

- **Normal Occupancy** An algorithm assessment (material & priority) is incorporated within the management system (in accordance with HSG 227)
- **Work on Identified ACM's** Where it is identified that work on ACM's will be required then contact must be made with the appointed person to ensure that the appropriate assessment can be made, and the required action undertaken.

All licensed and notifiable work with ACM's will be via an appropriate specialist contractor.

Control Measures Having identified the presence of asbestos and assessed the associated risks, using either assessment, it must then be decided how best to control and manage the risk. The options are those listed below: -

1. Monitor
2. Enclose
3. Encapsulate
4. Repair
5. Remove

All surveys will be reviewed and actioned as outlined in section 2.3

2.6 Training and Communication

Training will be provided for employees undertaking individual and organisational duties as outlined within Section 3 – Responsibilities of Individuals. Training will be designed to provide each employee with suitable and sufficient information appropriate to his or her level of responsibility.

Asbestos Awareness training, in accordance with the requirements of Regulation 10 – Information, instruction and training (CAR 2012), will be provided to all employees who could conceivably expose themselves to asbestos during their normal everyday activities.

Refresher training will be delivered every ~~24 months~~ **2 years** as minimum. Stroud District Council maintains all training records.

This level of training and instruction is neither necessary, nor desirable, for office-based staff although it is important that they receive sufficient instruction and advice to enable them to fulfil their responsibilities as outlined.

It is a requirement that any contractor carrying out work to the fabric of the building will have regulation 10 compliant asbestos awareness training or UKATA accredited training. In addition to this, systems have been developed within this plan to ensure that Contractors are aware of the presence of asbestos (where information is available) and of their duties not to disturb the materials and to report any relevant information on content, location and condition of materials and accidental disturbance to the appropriate person(s).

2.7 Monitoring and Reviewing the Effectiveness of the Plan

The Asbestos Management Plan will be reviewed every ~~24 months~~ **2 years** or earlier if changes in process occur, this is to ensure it is effectively controlling risks and to allow continuous improvement. Monitoring arrangements must include:

- The level of information provided in the asbestos register and how it is being updated.
- The condition of ACM's left in-situ and the adequacy and frequency of re-inspections.
- The provision of information to those who need it, including monitoring access to the database.
- The effectiveness of the procedures for the removal of asbestos.
- Communication with and training of employees, trades staff and contractors.
- Effectiveness of training and awareness for all relevant staff.
- Recording of incidents and accidents and investigating outcomes.
- Use of PPE and equipment used to reduce expose to asbestos.
- The effectiveness of communicating information to customer

3.0 Responsibility of Individuals

All Stroud District Council employees must follow the Asbestos Policy and must take responsibility for the management of Asbestos. Whilst the **Duty Holder** may have delegated certain tasks to an appointed person, the legal responsibility cannot be delegated. All staff involved with the management of asbestos will be appropriately trained to ensure their competency.

3.1 All Stroud District Council Employees will:

Immediately report any damage or deterioration of any known or suspected ACM's to:

- **Compliance and Assurance Manager** Jon.Priest@stroud.gov.uk Tel. **07973194045 / 01453 754086** or the **Maintenance / Repairs Property Care Team** to distribute to the appropriate persons Property.Care@stroud.gov.uk Housing.Repairs@stroud.gov.uk Tel. **01453 754852**
- Ensure that all Asbestos Incidents are reported to Compliance and Assurance Manager or the Technical Compliance Officer and complete an SO1 incident form on My Compliance System.
- Report shortcomings or problems regarding the provision of relevant asbestos information and the conduct of contractors on site
- Take care of their own health and safety and ensuring others are not put at risk by their actions or inactions
- Communicate their personal commitment to asbestos management by always setting a good example
- Follow the Asbestos Policy and always assist with the implementation of the Policy

3.2 Duty Holder

- Ensure effective structures are in place to manage asbestos
- Appoint a suitably skilled, trained, and experienced Appointed Person and ensure they are provided with the necessary resources and authority to ensure ACMs are managed effectively
- Ensure an effective asbestos policy is developed and implemented consistently across Tenant Services, within Stroud District Council
- Ensure positive action is taken to improve performance should problems be identified

3.3 Asbestos Appointed Persons

- Tenant Services will have 2 appointed persons:
 - ~~Head of Assets and Investments (Council Housing)~~ **Compliance and Assurance Manager**
 - ~~Tenant Services Principal Health & Safety Officer~~ **Technical Compliance Officer**
- Developing, implementing, communicating, and continually improving Tenant Services Asbestos Management Plan.

- Ensuring the free flow of asbestos survey information to managers, tenants, staff, contractors, CDM Principal Designers, and members of the public as appropriate and that staff are aware of asbestos in their workplace.
- Ensuring that asbestos surveys are undertaken to all properties and that all survey data is securely stored within the services management database, Keystone.
- Ensuring risk assessments are periodically carried out on all ACM's and that all outstanding remedial actions are completed as soon as is reasonably practicable.
- Ensuring that all necessary risk assessments and plans of work are completed and adhered to
- Managing budgets for all works relating to the management of asbestos
- Requesting the necessary resources to appoint approved licensed asbestos contractors to undertake work on the organisations behalf and ensure that all work involving ACMs are carried out in a safe and controlled manner in line with current ACOP's.
- • Procurement/Appointment of UKAS accredited analysts to undertake air monitoring and bulk sample identification and Surveying.
- Liaison with Contract Administrator and/or Construction Design Management (CDM) Principal Designer in relation to asbestos works being carried out as part of larger or more complex projects.
- Ensuring adequate asbestos survey information is available prior to maintenance, refurbishment and demolition works, and that surveys are undertaken in accordance with HSG 264
- Responding to asbestos incidents in accordance with procedure and ensuring all asbestos related accidents, incidents and ill health are reported, investigated and any necessary remedial action taken
- IT systems meet the needs of the organisation relating to the flow and storage of information.

3.4 Employees with Control of Buildings

- Be familiar with the Asbestos Register for their building and be able to provide the Asbestos Register to any relevant party without delay
- Verify that all contractors attending a site to undertake any work are aware of all relevant asbestos information for the area of their planned work. Where a contractor is not aware of relevant asbestos information relating to their activity, they should not be allowed to undertake work and should be referred to the on-site asbestos report.
- Not allow any work or activity of any kind that could result in the damage or disturbance of a known or suspected ACM's.
- Ensure known/suspect ACM's condition is monitored and report any damage/deterioration to ACM's immediately via the ~~Repairs~~ Property Care Team on 01453 754852.
- **Inform the Technical Compliance Officer and Compliance and Assurance Manager** ~~Principal Health and Safety Officer~~ of any damage immediately.

4.0 Procedures

4.1 Survey Area

Non-Domestic Premises

In non-domestic premises, there is an expectation that every building will be surveyed on an individual basis to identify the presence and condition of asbestos. Where there is asbestos present, these areas will be re-inspected on an annual basis by a competent person to check for any signs of deterioration.

Domestic Premises

In addition to the information currently held on the Asbestos Register, Management / Refurbishment Asbestos surveys will be conducted on Void properties and the findings added to the register and communicated to new tenants.

Planned Works

Each year Tenant Services will undertake a number of refurbishment programs or planned maintenance. Properties that fall under this category will have 100% asbestos surveys undertaken prior to any works commencing.

Asbestos Survey Ordering

All works orders are raised on Keystone and sent directly to the asbestos surveying contractor, currently (Casa) by the asset data team or the **Technical Compliance Officer**.

Please see **Document 'Asbestos Flow Charts'**:

- Asbestos Flow Voids & Contracts

4.2 Procedure for Premises Leased To / From A Third Party

The organisation's responsibilities as a *Duty Holder* under Regulation 4 of CAR may vary dependent on the terms of the lease to or from a third party, the use of the premises being leased and the extent of any "common parts".

Common parts are normally part of the landlord's retained responsibility and any ACM' in these parts of the premises will need to be managed in accordance with the criteria set out in previous sections.

On disposal of property, Tenant Services will provide all known ACM information to the new owner and amend the Asbestos Register accordingly.

4.3 Permission to Carryout Improvements – Tenants, Leaseholders or Shared Owners

A tenant, leaseholder or shared owner requests permission to carry out improvements to their home.

Check the asbestos register:

- If the register confirms that there is no asbestos then inform the customer that our surveys show that as far as we are aware there is no presence of asbestos on the property. Send confirmation of this with the letter that gives or refuses permission for the work.
- If the register confirms that asbestos is present, tell the customer about the location and send the customer a copy of the asbestos survey.
- If the asbestos register does not contain specific survey information for the property, inform the customer of this. Carry out a management/refurbishment survey within 14 days, explaining this to the customer. Send a confirmation letter to the customer.

4.4 Holding Information on Site

A site-specific asbestos report will be kept at each sheltered **Independent Living** housing scheme. Any communal areas where asbestos is present will be inspected on an annual basis to check the condition of the asbestos.

4.5 Request for Aids and Adaptations or Disabled Facilities Grant (DFG's)

All homes where there is a request for adaptations or where a DFG's is requested, a site-specific management/Refurbishment asbestos survey should present prior to any work being carried out.

A copy of the asbestos survey should be sent to the principal contractor undertaking the works, in advance of any work commencing

4.5 Acquisitions and Disposals

Acquisitions

If Tenant Services acquires or has transferred into its portfolio additional properties, it shall ensure that all reasonable enquiries have been made in order to identify the presence of asbestos.

If a property was built before 2000 then an asbestos survey will be required. Once a property has been purchased for Tenant Services an order for an asbestos survey should be placed with the approved contractor. The survey type should be a Management / Hybrid type as adopted by SDC.

Should work need to be carried out a copy of the asbestos report should be provided to the contractor prior to any work commencing.

Disposals and Right to Buy

Sale – Right to Buy (RTB): As part of the RTB process it is not the policy Tenant Services to commission a new survey for the purposes of the sale. Tenants can request a copy of any existing survey(s) by contacting Tenant Services.

Other sales/disposals - When a property is sold, the asbestos survey report (where existing) will be made available as part of the sale documents.

Demolitions - A Refurbishment and Demolition Asbestos Survey must be undertaken by any Principal Contractor appointed to carry out demolition for Tenant Services. This survey must be conducted by an approved asbestos surveyor prior to any work being undertaken. A copy of the survey and the results of the survey must be provided to both Tenant Services and the demolition contractor prior to commencing work. This information must also be made available to the relevant officer managing the project before work starts.

All ACM's identified during the survey must be removed prior to demolition in accordance with the Control of Asbestos Regulations 2012, except where removal of the ACM is not reasonably practicable (time consuming and resource intensive) for lower risk materials such as decorative textured coating. The demolition contractor must be made aware of the location of any such materials.

4.6 Communication Information to Customers

Tenant Service will adopt a policy of openness and inform customers when we know that ACM's have been identified in a property. Where it is found to be in poor condition appropriate action will be applied The Asbestos Register will be updated to reflect any such actions

Customers will be asked not to damage the ACM's and report any further deterioration/damage immediately. In addition to the property specific asbestos information, a general "asbestos in the home" leaflet will also be supplied.

A copy of the asbestos information will be held in the property file. Any new customers to that property will be supplied with asbestos survey information where it exists and a copy of the 'The facts about asbestos' leaflet when they sign up for their new home as part of the sign-up procedure.

4.7 Procedure for Day-To-Day or Responsive Maintenance

- The Asbestos Management Plan considers repairs both on a day-to-day and responsive maintenance basis reported both within & outside office hours.
- Where the work is to be completed on sheltered schemes, the contractor or Tenant Services Officers must consult the Asbestos register before commencing work.
- If the register indicates that there is no ACM present, then the work should be undertaken in the normal way. If, however, suspected ACM is present, the Officer/Contractor should assess the maintenance task and decide whether the repair can be made without disturbing the ACM.

Please see **Document ‘Asbestos Flow Charts’**:

- Suspected ACM Procedure Flowchart
- If a call out occurs in a domestic property, the contractor must access the register to ascertain if ACM's have been identified. The Contractor must assess the situation and determine if there is a possibility of an ACM being disturbed whilst carrying out the task at hand. The contractor must only make safe the repair and report back to the Duty Officer that a survey is required prior to completing remedial works.

Please see **Document ‘Asbestos Flow Charts’**:

- Asbestos Out of Hours Flow

NO WORKS ARE TO BE UNDERTAKEN IF AN OPERATIVE BELIEVES THAT EXSISTING KNOWN ACM's COULD BE DAMAGED.

- If the ACM could be damaged, the faulty equipment should be made safe in the first instance – i.e., valves shut down to prevent further leaks etc. The Appointed Person should be advised as soon as possible (if the event is out of hours the Duty Officer will be contacted for further help/advice).
- If the ACM is likely to be disturbed by any maintenance works, it may be necessary to arrange removal by a licensed asbestos removal contractor. The Appointed Person will need to liaise with the Approved Asbestos Contractor to arrange for an appropriate survey or assessment of the risks.

4.8 Procedure for Investment or Building Projects

- Where demolition or major refurbishment is planned a Refurbishment and/or Demolition Survey (full access sampling and identification survey) must be undertaken before a project starts where the works entail exposure of parts of the structure or fabric that could not be seen by more recent Management surveys. This may even mean a part-destructive survey in the area of a building where works are to be undertaken.
- If suspect materials are discovered during the course of building works, the supervising officer will halt work and take any necessary or recommended action which may include informing staff and building occupants and clearing the site.
- Where relevant, ACM's will be dealt with under the Construction (Design and Management) Regulations 2015. The Asset Surveyor will arrange for any necessary analytical work and seek advice from The **Technical Compliance Officer** on the most appropriate remedial action.
- It is likely that the removal of the material will be recommended in many projects. On completion of the remedial works the Contractor must submit a completed KGI spread sheet, and all relevant documentation so that the asbestos register can be updated.

4.9 Procedure for ACM's Removal

- Removal of asbestos is a hazardous operation and must be carried out under strictly controlled conditions.
- The Asbestos Removal contractor will employ a suitably qualified supervisor on site during any asbestos removal work.
- The contractor is to adhere to the current approved control limit when working with asbestos. The contractor will provide all required PPE and decontamination units to his employees, and anyone found not wearing appropriate PPE would be required to leave the site.
- Following the asbestos removal works, the Appointed Person will arrange suitable air testing and appropriate certification produced prior to any reinstatement works. Air tests must be carried out by an UKAS accredited Organisation complying with ISO 17025. Reference to HSG 248 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures' is recommended.
- Air testing will be carried out for all licensed removal works. Non- licensed removals (e.g., floor tiles) are not required to have air testing, however, where there is any concern around removal of non-licensed materials a re-assurance air test will be carried out.

4.10 Procedure for ACM's Left in Situ monitoring and Re- Inspection

- The most important tool in this strategy will be the maintenance and updating of the Asbestos Register.
- In accordance with Regulation 4 of the Control of Asbestos Regulations 2012 there is a requirement for all known asbestos containing materials in non-domestic premises to be inspected periodically.
- Tenant Services will undertake asbestos re-inspections at least on an annual basis, which will be prompted by the Asbestos Register. Re- inspections will be undertaken by appropriately trained Tenant Services personnel or by an appropriately trained and experienced company.
- Following a re-inspection visit, any deterioration in condition or circumstances affecting the ACM will be recorded and an appropriate control measure given. Any remedial works required will be assessed and managed by the Appointed Person.
- Domestic properties will not normally be re-inspected, unless a risk assessment determines that additional controls are necessary.

4.11 Attendance by Emergency Services

Where the emergency services require asbestos information relating to any Tenant Services property, officers will provide this during normal working hours. Outside normal working hours the Control Centre will contact the On Call Duty Officer who can access the asbestos information relating to Tenant Service properties.

4.12 Uncontrolled Disturbance of Asbestos and Potential Exposure to Asbestos

Tenant Services will treat all debris and suspect material as asbestos containing until analyses and found to be negative, or otherwise known to be a non-asbestos containing material.

All frontline and appropriate Tenant Services staff will have an awareness of the services' asbestos emergency procedures. Call handlers receive training in emergency procedures and the questions they need to ask a caller following an incident.

All incidents of potential exposure to asbestos will be logged and reviewed by the **Compliance and Assurance Manager** ~~Principal Health & Safety Officer~~, at which point a decision will be made if an investigation should follow.

The person(s) who has potentially been exposed will be directed to visit their G.P. so the incident can be documented. Any medical notes relating to the exposure will be kept in the employees' personal records folder within the H.R Department for a minim of 40 years.

Emergency contact numbers

Property Care Repairs **01453 754159**
Compliance and Assurance Manager **07973194045 / 01453 754086**

Upon receiving a call regarding a potential accidental exposure to asbestos fibers the handler will assess the incident and arrange for assistance.

This may be from suitably qualified SDC Officers and or decontamination specialist where necessary.

Please refer to **Document 'Asbestos Flow Charts'**:

- Asbestos Incident Process
- Person Contaminated
- Asbestos Tel Advice for Staff in the Field

Emergency Asbestos Kits

Asbestos emergency kits have also been provided to Tenant Services Technical Staff working in the field. These kits are to assist in the event of an accidental exposure to ACM's or when attending an affected area as detailed above.

Exposed staff are not to leave affected area until given all clear to do so from qualified persons. This would include a decontamination specialist or other suitable trained staff. Upon being given all clear report of the incident to your line manager and complete an incident form on My Compliance, giving as much detail as is possible.