



**C R A I G D A L E**  
**HOUSING ASSOCIATION LTD**  
Craigdale: The Home of Good Housing

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## Asbestos Policy

AS WITH ALL OF THE ASSOCIATION'S POLICIES, THIS GUIDE IN FULL AND IN PART IS AVAILABLE IN SUMMARY, ON TAPE, IN BRAILLE, & IN TRANSLATION INTO MOST OTHER LANGUAGES – PLEASE ASK A MEMBER OF STAFF IF YOU WOULD LIKE A VERSION IN A DIFFERENT FORMAT

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## **1.0 Purpose of the Asbestos Policy**

This policy sets out:

The purpose for which it will be used

The line management responsibility

Statement of Intent

How CHA will report and review

This policy document is to ensure Craigdale Housing Association (CHA) fully complies with all current Asbestos Legislation including the Control of Asbestos Regulations (CAR) 2012.

CHA has also prepared relevant documents available to staff and / or the public to view:

- CHA Asbestos Management Plan:
- Asbestos – Your Guide to: Finding Asbestos in your Home

Craigdale Housing Association recognises its responsibility to ensure that an effective Asbestos Management Plan is in place to promote the safety and security of tenants, owners, staff and users of its homes and buildings and to protect the asset value of those buildings it owns and manages.

Operation of the Policy ensures CHA meets its legal requirements under Asbestos. The principle legislation in this area is as follows:

- The Control of Asbestos Regulations 2012
- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- Construction Design and Management Regulations 2015
- Approved Codes of Practice (ACOP) L143 "Managing and working with Asbestos"
- Asbestos "The Survey Guide" - HSG 264

## **2.0 Line Management Responsibility**

The Director and Maintenance Services Officer are responsible, so far as reasonably practicable, for ensuring the health and safety and welfare at work of all employees in their respective departments.

In particular where they are responsible for staff who may be required to deal with asbestos containing materials they will:

- Ensure the adequate resources are made available to enable and ensure suitable arrangements for the management of asbestos are implemented. Arrangements will include requirements for asbestos surveys, Craigdale Housing Association's Policy is to conduct surveys to all its domestic properties should there be any suspect of asbestos. Other arrangements may be to arrange suitable analytical testing or where necessary controlled asbestos removal works;
- Ensure that where specialist technical expertise, in relation to asbestos, is not directly available within Craigdale Housing Association, suitable arrangements are in place to obtain any required information. This can be obtained.
- Ensure that staff have been provided with the appropriate information and training on work being undertaken in areas containing asbestos.

### **3.0 Statement of Intent**

Craigdale Housing Association will ensure that all locations with asbestos containing materials are identified and recorded and this information is available to all who need it. Properties where there is no asbestos information available, it will be presumed the materials within the property contain asbestos until proven otherwise.

### **4.0 Policy and how it will be reviewed**

A comprehensive Asbestos Management system is in place and maintained. This includes an Asbestos Management Plan / Policy and Asbestos register required to ensure compliance with The Control of Asbestos regulations 2012.

The Maintenance Services Officer will be responsible for ensuring the Asbestos Register of all properties where asbestos containing materials have been identified is maintained within a database for recording and storing asbestos information and all files associated are linked to the "Y" drive of the associations IT system.

The Policy will be reviewed annually and updated, and approved by the Operational Services Committee every 3 years, or sooner in light of any new legislation or regulation change impacting on Asbestos Management or through any issues requiring alteration from CHA system audits.

### **5.0 Access and Communication**

CHA is committed to ensuring that our services are accessible to everyone. CHA will seek alternative methods of access and service delivery where barriers, perceived or real may exist, that may make it difficult for people to work for us or use our services.

In accordance with the tenancy agreement, rights of access must be given at all times to any works being carried out in relation to compliance.

## **Asbestos Management Plan**

### **6.0 Asbestos Management Plan**

It is Craigdale Housing Association's policy, so far as reasonably practicable, to ensure the health and safety and wellbeing of all employees and others involved in, or affected by, the provision of Craigdale Housing Association services.

Craigdale Housing Association recognises that they have a duty under the Control of Asbestos Regulations 2012 to manage asbestos within their properties.

The three most important Regulations in respect to Craigdale Housing Association as an organisation are:

**Regulation 4** – Duty to manage asbestos in non-domestic premises.

**Regulation 11** – Prevention or reduction of exposure to asbestos.

**Regulation 16** – Duty to prevent or reduce the spread of asbestos.

Regulations important in respect to Craigdale Housing Association employees are:

Regulation 5 – Identification of the presence of asbestos.

Regulation 6 – Assessment of work which exposes employees to asbestos.

The purpose of this Management Plan is to:

- Ensure that Craigdale Housing Association meets its statutory duty.
- Set out the aims of what is required to manage asbestos containing materials.
- Establish and maintain an asbestos register.
- Prioritise which areas require remedial work.
- Set out a timescale for carrying out inspections, monitoring and remedial action.
- Ensure all staff have full access to asbestos data in order to minimise the risk of disturbing Asbestos Containing Materials (ACMs).
- Ensure Craigdale Housing Association staff are aware of the presence of ACMs and to report any damage.
- Ensure that Craigdale Housing Association follows and complies with current legislation when managing ACMs within their properties.
- Effectively use the risk assessments carried out for each ACM to manage the overall risk and determine the appropriate course of action.
- The management plan will be reviewed every 36 months or as and when required subject to changes in legislation or management changes within Craigdale Housing Association.

## 6.1 Introduction

Asbestos is a term which refers to six unique substances that belong to the serpentine and amphibole mineral families. These terms do not refer to mineral descriptions but to a broad term that refers to unique fibres.

- Serpentine Asbestos - Amphibole Asbestos
- Chrysotile (White)
- Amosite (Brown)
- Crocidolite (Blue)
- Fibrous Actinolite
- Fibrous Tremolite
- Fibrous Anthophyllite

It is important to note that the different types of asbestos cannot be identified just by their colour. In order to identify the different types of asbestos containing materials then samples need to be analysed by a United Kingdom Accredited Service (UKAS).

Asbestos containing materials were widely imported and extensively used in the 1950's, 1960's and 1970's. They continued to be used as building materials until it was banned in 1999. As a result of its extensive use there are many properties in the UK which contain asbestos in various states of repair.

It can be found in properties including houses, schools, offices, factories and many other industrial, commercial and domestic premises.

Asbestos is a hazardous material however if it is kept in good condition and left undisturbed, fibres will not be released into the air where they can be breathed in. In this situation they can be left in place and their condition monitored and managed.

However, if the materials are disturbed or damaged then they can release fibres into the air which when breathed in can cause serious lung disease. It can take 20 – 40 years for any symptoms of certain diseases to present themselves.

Asbestos still kills around 5000 workers each year. Around 20 tradesman (plumbers, electricians, joiners, roofers) die each week as a result of past exposure. Asbestos is not just a problem of the past. It can be present today in any building built or refurbished before the year 2000.

Craigdale Housing Association as an organisation recognises its responsibilities in protecting its employees, tenants and contractors from the potential exposure to ACMs, where they exist within properties owned by CHA. The organisation will protect those people who could possibly disturb ACMs were reasonably practicable.

Craigdale Housing Association employees, tenants or contractors are not permitted to knowingly work on ACMs or presumed ACM.

The only exception to this is where work is carried out by a licensed asbestos contractor.

Important points to remember

1. Asbestos is only dangerous when it is disturbed. – Avoid unnecessary disturbance and if unsure if a material contains asbestos then Presume the material does contain asbestos and advise the Maintenance Services Officer.

## 6.2 Legislation

The Control of Asbestos Regulations 2012 (CAR 2012) requires employers to prevent the exposure of their employees to asbestos or, if this is not practicable, to reduce the exposure to the lowest level.

Under regulation 4 of the CAR 2012 Craigdale Housing Association has a legal duty to manage asbestos in communal areas of domestic premises.

Regulation 4 requires duty holders to:

- Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not.
- Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACMs) and keep the record up to date.
- Assess the risk of the likelihood of anyone being exposed to the fibres from these materials.
- Prepare an action plan to manage that risk and put into effect to ensure that any material known or presumed to contain asbestos is kept in a good state of repair.
- 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.
- Information on the location of the material is given to anyone potentially at risk.
- Review and monitor the action plan.

## 6.3 Health and Safety at Work Act 1974. (HSWA)

In addition to the CAR 2012, Craigdale Housing Association has a responsibility under the Health and Safety at Work Act 1974. This act places general duties on employers, so far as is reasonably practicable, to ensure the health and safety of their employees and others that might be affected by their activities. There is also a duty to provide information to others about their workplace which may affect their own Health & Safety.

The Management of Health and Safety at Work Regulations 1999 requires employers to assess the Health and Safety risks to third parties, such as tenants, who may be affected by their activities. Appropriate arrangements need to be put into place to reduce any risk, as far as is reasonably practicable, to others.

The Construction Design and Management Regulations 2015 place legal duties on employers to ensure the health and safety issues are appropriately considered and to reduce the risk of harm to those who have to build, use and maintain structures during the development of construction projects.

In summary, CHA has a legal duty, to take reasonable steps, to protect the Health and Safety of their employees, tenants and others in domestic properties used as a place work.

## 6.4 Managing Asbestos

Duty holders are those responsible for maintaining the fabric of common areas of domestic buildings. As a registered social landlord (RSL), Craigdale Housing Association aim to protect its tenants and employees from the potential risks of being exposed to ACMs. The main issue being that many people maybe unaware that there is asbestos within a property and unknowingly damaging the material.

The correct use of the Asbestos Register will minimise the risk to those who are potentially exposed to ACMs.

The over-arching objective of this management plan is to prevent, as far as reasonably practical, the potential for any individual or group of individuals, to be exposed to the risks presented by ACMs.

Process for managing the risk from asbestos

- To prevent, as far as is reasonably practicable, exposure to asbestos.
- Locate ACMs within CHA stock by carrying out asbestos surveys within a variety of properties.
- Presume that materials contain asbestos unless there is proof available that they do not.
- With the use of our asbestos register record the asbestos containing materials and presume asbestos containing materials and keep up to date.
- Manage and assess the risk from asbestos which may include repairing, removing or monitoring ACMs.
- Review and monitor the management plan.

The register will be available to those who plan and initiate maintenance and refurbishment or demolition work. These individuals have a responsibility to check the register before authorising any works to proceed.

There are many different factors in determining if ACMs should be left or removed. The asbestos register database will determine, from the survey information, the Total Risk of fibres being released.

The location and likelihood of the material being disturbed i.e. in a vulnerable area, will also determine how quickly the material is to be removed, if applicable.

Types of asbestos materials which have the potential to release fibres into the air can be ranked as follows (from high to low) and examples of where to find them;

- Sprayed coatings / loose fill – structural beams / columns.(HIGH RISK)
- AIB (asbestos insulation board) – infill panels above doors. (HIGH RISK)
- Millboard and paper – insulation on electrical equipment / lining to flooring products.(MEDIUM)
- Asbestos cement – roof soffits / garage roofs.(LOW RISK)



- Flooring, mastic and bitumen products – PVC vinyl floor tiles / wall joints / damp proof course. (LOW RISK)
- Rope and Gaskets – on pipes / hot water boilers.(LOW RISK)
- Textured coatings – decorative coatings on ceilings & walls.(LOW RISK)

## 6.5 Management Plan Options

Craigdale Housing Association, as an employer will take all reasonable steps not to carry out work which is liable to expose employees or tenants to asbestos. Any work associated with the repair or removal of ACM will be carried out by a licensed contractor. Inspections, Monitoring and re-inspections will be carried out by competent persons.

The Control of Asbestos Regulations 2012 places duties on employers to carry out suitable and sufficient assessments as to whether asbestos is or is liable to be present in the premises. The assessment will also enable Craigdale Housing Association to make the correct decision on what action is appropriate with regards to controlling the exposure level to ACMs.

It should be noted that Craigdale Housing Association employees, tenants and contractors are not permitted to work on ACM or presumed ACM. Only CHA approved licensed contractors will be permitted to work on ACM or presumed ACM.

Through the risk assessment process an overall score can be determined for each ACM. In turn, this will allow appropriate action to be taken. Appropriate action is likely to consist of one or more of the following and depends on survey results:

- Label
- Debris (remove)
- Enclose/Encapsulate
- Repair
- Remove

This plan requires the full cooperation of staff in order for it to be successful in reducing the risks of releasing fibres and jeopardising the health and safety of employees, tenants and contractors.

Labelling – This option may not be suitable for certain areas within Craigdale Housing Association stock e.g. textured coated ceilings or floor tiles within a tenanted property. It will however be useful in identifying ACM which may look similar to materials that don't always have asbestos present e.g. plasterboard or non-asbestos insulation boards.

An updated asbestos register will assist with the areas where it may not be suitable to label,

The decision to label will be determined by the Maintenance Services Officer and / or licensed contractor's recommendations.

Debris – Where there is loose ACM or presumed ACM debris present then only a licensed contractor is permitted to remove and clean the area. Should a Craigdale Housing Association employee discover suspected ACM debris then the area should be sealed off if possible e.g. close/lock the door to the affected room and a licensed contractor will be notified and instructed to remove and dispose of the debris.

Enclose / encapsulate – If it is not practical to leave and monitor the material then enclosing, encapsulating will be the next options. Two options are generally used to seal and encapsulate ACM.

Bridging encapsulate consists of high build elastomers, cementitious and PVA which hardens and forms a durable layer on the surface of the material. This is a commonly used option as it can provide up to 20 years of life if left undisturbed.

Penetrating encapsulate (injection needles penetrate the full depth of the asbestos containing material) tend to be used on friable materials such as insulation boards or sprayed coatings.

This seals and strengthens the material however it can add weight to the material. It will be taken into consideration if the material can withstand the additional weight without deteriorating further.

Further consideration is also required with regards to the material if its purpose was to provide fire resistance.

Any works associated with enclosing or encapsulating will only be carried out by a licensed contractor.

Repair – This will only be a suitable option if the material damage is slight. In such cases the repair will be restricted to patching/sealing small areas and making good slight damage.

Damage to areas like pipe and boiler lagging can be filled with plaster and further protected / wrapped with a cotton cloth.

Sprayed asbestos with signs of slight damage can be encapsulated. Damage to asbestos panelling should receive a coat of PVA sealant or an elastomeric coating.

Any unsealed ACM which is not damaged should receive a sealant treatment to avoid deterioration of the surface. In all cases the fire resistance of the material should be considered so that any treatment does not affect the fire-retardant properties.

Any works associated with the removal or repair of asbestos materials will only be carried out by CHA approved licensed Asbestos contractor. Completion of Non- licensed work activities will be assessed and if required an air monitoring will be instructed.

Remove – ACM will be removed if there is a high risk of the fibres being released. Where there is going to be any refurbishment work which may include installation of new kitchens, bathrooms and rewiring then any ACM which is likely to be disturbed will be removed prior to any refurbishment.

As with the above options any works associated with removal of asbestos will only be carried out by a licensed contractor

Asbestos in good condition and undisturbed does not present a risk. Therefore it is safer and less of a disturbance to contain asbestos in-situ by enclosing or encapsulating as opposed to removal.

## **MINOR DAMAGE**

1. Material to be repaired or encapsulated
2. Material to be monitored and labelled if appropriate.
3. Update the asbestos register with any changes to ACMs

## **GOOD CONDITION**

1. Material to be monitored at regular intervals and encapsulated if required.
2. Material to be labelled if appropriate.
3. Update the asbestos register with any changes to ACMs

## **POOR CONDITION**

1. ACM in poor condition will be removed.

## **DISTURBED ASBESTOS**

1. ACM which has a high risk of being disturbed will be removed.

Craigdale Housing Association will require a Method Statement and Risk Assessment from the Licensed Asbestos Contractor before any works are carried out on ACM or Presumed ACM.

### **6.6 Re-inspection for domestic communal premises blocks**

The duty does not apply to domestic premises such as private houses. However, the duty does apply to “the common parts” of multi-occupancy domestic premises, such as purpose built flats or houses converted into flats. The common parts of such domestic premises might include foyers, corridors, staircases, roof spaces, outhouses and garages but not the private domestic area inside each flat. Further details confirming if and where the duty to manage is likely to apply to parts of domestic premises can be located in ACOP L143 table 5 page 29 “Managing and Working with Asbestos”.

Note that even where the duty to manage under regulation 4 does not apply section 3 of the Health and Safety at Work Act (HSW) does apply (this means works in a domestic private property). To anyone conducting a business such as a landlord there is a duty as an employer to ensure work activities do not present a risk as far as reasonably practicable to the health and safety of others.

Any identified or suspected asbestos containing materials (ACM) must be inspected and its condition assessed periodically, to check that it has not deteriorated or been damaged. The frequency of inspection will depend on the location of the ACM and other factors which could affect their condition, e.g. the activities in the building, non-occupancy etc.

Asbestos materials (enclosed or encapsulated) that are in good condition, well protected either by position or physical protection therefore reducing the likelihood of damage and unlikely to be worked on regularly or otherwise disturbed, it is usually safer to leave it in place and manage it. CHA re-inspects its common parts of domestic premises on a 12 monthly basis by Craighdale Housing Association approved asbestos surveying contractor. Any changes in material condition from the re-inspection report will be recorded on the asbestos register (APEX) and depending on the state of the material and location a professional judgement will be made to increase re-inspection frequency, repair, encapsulate, enclose or remove the ACM. Directly following on from any remedial action taken a re-inspection to the specified area will be carried out to confirm the noted action has been completed sufficiently.

## **6.7 Roles and Responsibilities**

Effective asbestos management is an organisation wide responsibility. CHA retains its corporate status as Duty Holder but delegates duties and responsibilities to individuals known as hereinafter as Duty holders. The following is an outline of those individual or departments with specific functions or responsibilities:

### **Director**

The Director has the ultimate responsibility for ensuring CHA complies with health and safety legislation and accountable for any failings.

Have responsibilities for asbestos management in their services and will in person or through written delegated responsibilities ensure:

- Nominated responsible persons are identified and appointed for all communal domestic premises occupied by that service
- All nominated responsible persons are aware of their legal health and safety responsibilities to ensure the effective management of asbestos containing materials;
- All nominated persons are competent to carry out their responsibilities by attending relevant asbestos training
- To support the Maintenance Services Officer in ensuring the Asbestos Management plan is implemented and ensure the asbestos register is managed.

### **Maintenance Services Officer**

- Ensure CHA fully meets all legislative and statutory duties under the Control of Asbestos Regulations 2012, CHA Management Plan and Policy to manage asbestos within their properties;
- To initiate, manage and review CHA planned and cyclical maintenance programmes and ensure availability of asbestos information
- To monitor and review all relevant property asbestos survey data and with maintaining the Asbestos Register Database
- Review and maintain the Apex Asbestos Register and ensure it is updated accurately and comprehensively.
- Ensure survey, sampling and analysis of materials conform to current standards;
- Check the accuracy of survey reports and check for any caveats or disclaimers;
- Upload survey reports onto the asbestos register ( APEX ) as soon as possible;
- Complete priority risk assessments for identified ACMs from the survey report onto the APEX register database

- Complete where applicable the Asbestos Management Plan for CHA domestic communal areas and upload onto the asbestos register APEX
- Prioritise control measures for identified asbestos containing materials;
- Ensure availability of asbestos information upon request;
- Provide asbestos technical information and guidance as required;
- Monitor performance and assess competency of contractors and consultants engaged in asbestos work.

### **Asbestos Surveyors and Analytical Laboratories**

Consultants appointed by CHA will hold United Kingdom Accreditation Service (UKAS) ISO 17020 for surveying and ISO 17025 for sample analysis. Surveying, sampling and analysis must be carried out in accordance with HS(G) 248 “Asbestos: The analyst guide for sampling, analysis and clearance procedures and HS(G) 264 The survey guide”

### **Licensed Asbestos removal contractor**

Asbestos removal contractors appointed by CHA must be licensed by HSE. All works carried out by the licensed contractor must be carried out in accordance with HS(G) 247 “Asbestos: The Licensed contractors guide “.

### **Tenants**

As per the tenancy agreement tenants need permission before carrying out any works to the property.

You must first get our written permission if you want to:

- Alter, improve or enlarge the house, fittings or fixtures;
- Add new fittings or fixtures (for example, kitchen or bathroom installations, laminate or other hard flooring, central heating or other fixed heater, double glazing, or any kind of external aerial or satellite dish);
- Put up a garage, shed or other structure;
- Decorate the outside of the house.

We will not refuse permission unreasonably. We may grant permission with conditions including conditions regarding the standard of the work. Such works will not be taken into account in setting rent levels.

When a request comes in from a tenant for permission to carry out any works within the property then the Asbestos register must be checked for ACMs contained within the property.

If no survey has been carried out in the property concerned, then the Maintenance Services Officer can recommend the required house survey to be carried out. All premises built before the year 2000 must be presumed to have asbestos containing materials until proven otherwise. The Duty Holder (the landlord) is defined as the person instructing the work, Duty Holders must conform to all current asbestos regulations prior to instructing and undertaking intrusive works. The appropriate survey and any removal works required must be carried out by competent contractors and copies submitted to CHA to ensure that the Corporate Asbestos Register information is updated accordingly

As part of our continual improvement process, CHA have prepared and issued an Asbestos Tenant Information leaflet, newsletter and CHA webpage article providing background information on Asbestos and the requirements and process required prior to undertaking any form of alterations.

## 6.8 Survey Types

The first stage in CHA management procedures is identifying the location and type of asbestos material. CHA appoints competent UKAS Accredited contractors to conduct surveys to identify the location, condition and type of asbestos within CHA properties & premises.

There are two different survey types;

- Management Surveys.
- Refurbishment and Demolition Surveys.

### Management Surveys (Previously Type 2)

This survey is classed as the standard survey and replaces the old Type 1 & 2 surveys as of April 2010.

Management surveys tend to involve minor intrusive work and disturbance in order to establish the location and extent of suspected ACMs.

This type of survey will usually involve sampling and analysis to confirm whether or not asbestos is present in the material.

In many cases the presence of ACM maybe presumed due to various factors including no access. Material which is presumed to contain asbestos will need to be re-visited when access is available to establish whether or not it contains asbestos.

Surveyors should endeavour to positively identify ACMs.

Areas to be inspected as part of a Management Survey include;

- Under floor coverings e.g. vinyl floor tiles.
- Above false ceilings.
- Textured coating on ceilings.
- Lofts.
- Service ducts.
- Cellars.

Management surveys will be suitable for routine and simple maintenance work. However if the maintenance or repair is more extensive then a Refurbishment and Demolition Survey will be required for the particular area of work.

### Refurbishment and Demolition Surveys (Previously Type 3)

This survey will be required before any intrusive construction work and is far more intrusive than a management survey. It is required before works such as:

- Full/partial kitchen replacement
- New cable/pipe runs through walls/ceiling /floor voids
- relocate/renew electrical installation on a hollow wall
- aids and adaptations to bathroom refurbishment

The above list is not exhaustive and advice must be sought from CHA Property Services.

The survey involves a destructive inspection to gain access to all areas such as wall cavities, stud partition walls, under floors and above ceilings.

If a property is programmed for demolition the whole property must be surveyed and the survey should only take place in properties which are not occupied to minimise the exposure level to members of the public and any employees.

For refurbishment work then only the area or place of work needs to be free from members of the public and employees. A refurbishment survey is required for every part of where intrusive works will take place. Duty Holders instructing works need to inform the surveyor contractors of exactly what the intrusive works will be. This will allow the surveyor to sample the appropriate structural sub surfaces.

Once refurbishment work is completed then the area needs to be inspected by a competent person, to ensure it is fit for reoccupation.

NB – Where the scope of work changes a new survey will be required.

Specific area survey (Targeted refurbishment)

In certain circumstances it will be necessary to commission a survey in a specific area, relevant to refurbishment (e.g. new door entry, window replacements in a building). In these instances a more in depth inspection than a Management survey will be required without causing the disruption that a refurbishment survey incurs. In these circumstances it will only be possible to undertake an intrusive inspection of specific areas, and any alterations to the scope of the works may therefore require a Premises Management Plan.

## 6.9 Asbestos Categories

Following the introduction of the revised Control of Asbestos Regulations 2012 there is now an additional category for working with asbestos containing materials. This new category is called `Notifiable Non Licensed Work (NNLW)

There are now 3 categories for working with asbestos containing materials:

1. Notifiable – Licensed Works (LW) – applicable to HIGH risk materials requires at least 14 day notification before the work starts (ASB5) to the Health and Safety Executive – notification submitted by Licensed Asbestos Removal Contractor.
2. Notifiable – Non Licensed Works (NNLW) – applicable to MEDIUM risk materials – notification submitted via email to HSE by Asbestos removal contractor.
3. Non Licensed Works (NLW) – applicable to LOW risk materials – No notification required to the Health and Safety Executive (HSE).

## **6.10 Minor Works**

Certain works are permitted by the HSE when working on ACMs which do not require a licensed contractor. However, Craigdale Housing Association policy is that no one other than a licensed contractor is permitted to work on known or suspected asbestos materials.

Guidance on the appropriate precautions and methods of work are given in the HSE "Asbestos Essentials HSG210" A task manual for building, maintenance and allied trades on non-licensed asbestos work.

## **6.11 Asbestos Exposure and Limit Control**

Asbestos is present in our natural environment and there are small background levels of asbestos fibres in the air we breathe. There is little evidence to show that these low background levels cause health problems.

Constant exposure to medium/high levels of inhalable asbestos fibres over a prolonged and continuous period of time may result in asbestos respiratory diseases. The effects of previous exposures to the fibres can take several decades to manifest themselves. The damage being done goes unrecognised for many years.

The Control limit is a term used in The Control of Asbestos Regulations 2012 and HSE guidance manuals. The term 'Control Limit' means a maximum concentration of asbestos in the atmosphere measured at 0.1 fibres per cubic centimetres (or fibres per millilitre f/ml) measured over a 4 hour period. Short term exposure should not exceed 0.6 fibres per cubic centimetres measured over a 10 minute period. The Control limit only exists inside a controlled asbestos removal and not in a day to day house environment.

## **6.12 Emergency procedures**

Asbestos material can sometimes be accidentally disturbed or damaged when carrying out routine maintenance work.

Craigdale Housing Association are aware that there is always a chance that there maybe 'hidden' ACMs which could be accidentally disturbed when carrying out maintenance work.

Should an incident occur that results in the release of asbestos fibres the following actions will be put place:

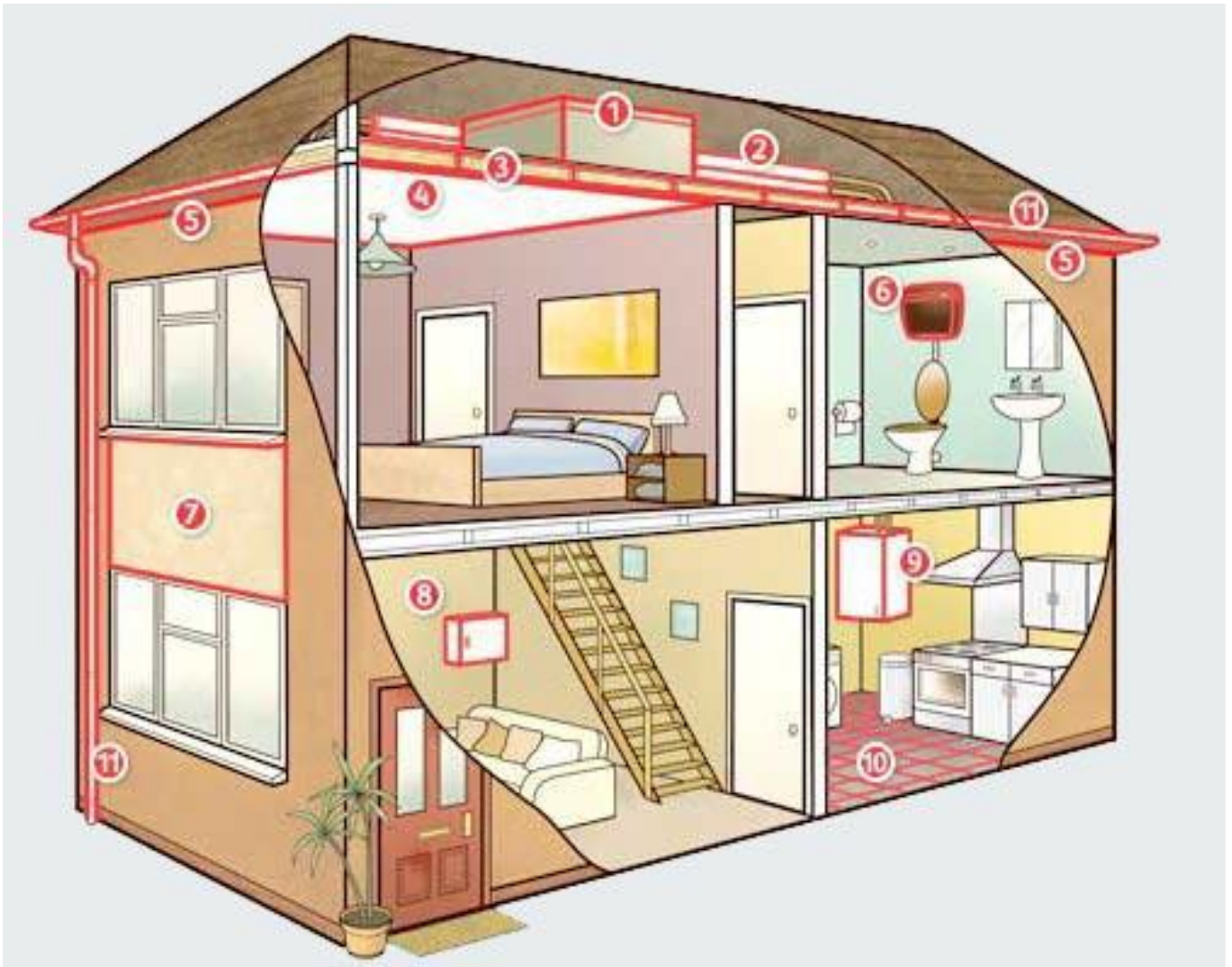
1. Stop work immediately.
2. Ensure the affected area is sealed off and no access is available to any persons.
3. Ensure the affected persons do not spread fibres to other areas / locations.
4. Contact the line manager immediately. The area should be sealed off immediately, appropriate warning signage in place and no-one allowed to enter. That line manager must immediately contact the approved Licensed asbestos removal contractor.



5. The Maintenance Services Officer will investigate the incident.

- The Maintenance Services Officer must record the names of all involved to allow a thorough investigation to take place.
- No attempt should be made to clean any resulting debris from the area or retrieval of any work equipment prior to the arrival of the licensed asbestos contractor.
- The licensed asbestos contractor will have full responsibility for ensuring that all the area is made safe. This may require removal of the ACM or sealing and encapsulating.
- The licensed contractor will take a sample of the material for analysis and report the findings.
- If the sample is positive for asbestos then the licensed contractor must either remove or repair the area. If the sample is negative then no further action is required and work can resume.
- Depending on the circumstances it may be necessary to have the personnel involved decontaminated however this should only be required if the release of fibres was extensive.
- Where applicable air monitoring may be required ensuring safe levels have been achieved.
- Line manager to notify the HSE in accordance with RIDDOR.
- Maintenance Services Officer will carry out an investigation and issue recommendations.

## 6.13 Example of Asbestos Locations in Domestic Housing



1. Water Tank is usually made of asbestos cement and is often found in older properties (pre 1980).
2. Pipe Lagging Asbestos insulation on pipes. Used to keep heat in or cold out. Often painted over or protected by outer coating so not obviously asbestos.
3. Property Insulation Loose asbestos can be found as insulation in wall and floor cavities and in lofts.
4. Textured Coating, such as artex, can be found throughout property on ceilings and sometimes walls.
5. Soffit Board sits behind fascia at eaves level. Board can be made from asbestos cement or asbestos insulating board.
6. Toilet Cistern can contain asbestos-reinforced resin composite materials.
7. Wall Panelling Asbestos can be found as external wall cladding and as internal wall panelling both particularly around windows.
8. Fuse Box Often found in hall or under stairs. Each fuse wire has an individual asbestos flash guard. Panel behind fuse box can be asbestos.
9. Heater Cupboard Heater cupboard around domestic boiler often contains asbestos insulating board.
10. Floor Tiles Vinyl and thermoplastic floor tiles can contain asbestos. The tile backing may also contain asbestos paper.
11. Rainwater Items Roof gutters and down pipes can often be made of asbestos cement.

## **FINDING ASBESTOS IN YOUR HOME – Guide for Tenants**

Craigdale Housing Association (CHA) has a regulatory duty to comply with The Control of Asbestos Regulations 2012. We also have a duty of care for our customers and employees living or working in properties.

Asbestos is a mineral which has been used in building materials for many years from the 1950's until the mid 1980's worldwide. It is a good insulator and has been used extensively to protect building structures from fire and heat. Asbestos materials are only a risk to people's health if disturbed or damaged i.e. breaking, sawing or drilling and therefore resulting in fibres being released into the atmosphere.

Is asbestos a hazard?

Most asbestos in homes generally does not put people at risk.

Asbestos only becomes a risk when the fibres become airborne.

Asbestos materials that are painted, mixed with other materials or enclosed and left alone are not a risk. Asbestos materials are only a risk when they are damaged or disturbed. As long as asbestos materials are in good condition, sealed and not likely to be worked on, or possibly, damaged it does not release harmful fibres and is safe.

Reminder:

There is no danger to your health, safety or welfare as long as you do not disturb any suspected asbestos material.

Our role:

Our appointed specialist asbestos contractor carries out a variety of asbestos surveys in our properties. The survey forms part of our ongoing asbestos management programme and helps us build a property portfolio of our properties. The survey information helps with any future repairs or planned improvement works and allows us to deal with the asbestos and therefore reduce the risk to tenants or any other people who may visit the property. Should any removal/remedial work be required on asbestos materials, Craigdale Housing Association will appoint a HSE approved licensed contractor to conduct such works.

CHA also has an appointed Maintenance Services Officer for all asbestos related issues.

All customers moving into our properties will be told whether the property possibly contains asbestos or not. A leaflet containing facts and contact information will be provided.

Works on your home

You should seek our approval first if you are planning any type of work (major refurbishment, DIY or decorating) in your home.

If you find, or think you've discovered asbestos in your home

- Don't panic. Call us on 0141 634 6473 for advice;
- Do not attempt to clean it up or repair it yourself
- Do not brush or vacuum as this will spread the fibres into the air

## **7.0 IMPACT ON EQUALITY & DIVERSITY**

7.1 The Association demonstrated its commitment to diversity and promoting equality by ensuring that this policy is applied in a manner that is fair to all sections of the community, with due regards to the protected characteristics identified under the Equality Act.

## **8.0 RIGHT TO COMPLAIN**

8.1 In the event of you not being satisfied with the service received, please contact Craigdale for a copy of the Complaints Policy or download from our website.

## **9.0 POLICY REVIEW**

9.1 The Association's Board will review this policy at least every three years or in the event of changes to relevant legislation.