



**Report to:**  
 Northwards Housing Board  
 12<sup>th</sup> December 2006

**Item No:**  
**12c**

<b>Title:</b>	Asbestos Management Plan		
<b>Date:</b>	28.11.06		
<b>Author:</b>	Larry Patrick	<b>Tel No:</b>	0161 227 3014
<b>E mail:</b>	l.patrick@northwardshousing.co.uk		
<b>Confidential:</b>	No		
<b>For:</b> (Please tick action required)	<b>NOTING</b>	<b>DISCUSSION</b>	<b>APPROVAL</b>  √
<b>PURPOSE OF REPORT</b>			
This report contains Northwards Housing's Asbestos Management Plan			
<b>RECOMMENDATION</b>			
The Board approve the Asbestos Management Plan following the recommendation of it by the Procurement & Property Sub-Committee.			
<b>IMPLICATIONS</b>			
<b>Equality &amp; Diversity:</b>	No direct implications		
<b>Financial:</b>	No new implications		
<b>Staffing:</b>	No direct implications		
<b>Decency Target:</b>	Assists achieving decency		
<b>Governance:</b>	Ensuring Health and Safety is an important aspect of governance.		
<b>Risk Assessment:</b>	This report helps to manage the risks around asbestos.		

**Equality & Diversity Implications (Please tick where relevant):**

- |            |                          |                                  |                          |
|------------|--------------------------|----------------------------------|--------------------------|
| BME        | <input type="checkbox"/> | Lesbian/Gay/Bisexual/Transgender | <input type="checkbox"/> |
| Elderly    | <input type="checkbox"/> | Single Parents                   | <input type="checkbox"/> |
| Young      | <input type="checkbox"/> | Domestic Violence                | <input type="checkbox"/> |
| Disability | <input type="checkbox"/> | Alcohol / Drug Mis-users         | <input type="checkbox"/> |

**Consultation/Consideration:**

	<b>Yes, No or N/A:</b>	<b>Name:</b>	<b>Date:</b>
<b>Sub-Committee:</b>	<b>N/A</b>		
<b>Area Panel:</b>	<b>N/A</b>		
<b>Ward Councillors:</b>	<b>N/A</b>		



# **NORTHWARDS HOUSING**

## **ASBESTOS MANAGEMENT PLAN**

**OCTOBER 2006**

PERFORMANCE STANDARD FOR THE MANAGEMENT OF ASBESTOS IN  
NON-DOMESTIC PREMISES

In accordance with the requirements of:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999 ( as amended)
- and
- Regulation 4 of The Control of Asbestos at Work Regulations 2002

N.B. THIS PLAN WILL BE REVISED PERIODICALLY - THE FIRST REVIEW  
WILL TAKE PLACE WITHIN 18 MONTHS OF NH BOARD ADOPTION .

**NORTHWARDS STANDARD FOR  
THE MANAGEMENT OF ASBESTOS IN NORTHWARDS NON-DOMESTIC  
PREMISES**

- 1. PURPOSE**
- 2. AIM OF THE STANDARD**
- 3. SCOPE AND RESPONSIBILITY**
- 4. REFERENCES AND RELATED DOCUMENTS**
- 5. DEFINITIONS**
- 6. PROCEDURES**
- 7. RECORDS**
- 8. LIST OF ATTACHMENTS**

**Appendix 1** -- Guidance on training, competence and accreditation

**Appendix 2** – Guidance on identifying which properties have Asbestos Containing Materials

**Appendix 3** – Requirements for recording the location and condition of ACMs

**Appendix 4** – Requirements for assessing the risk posed by the presence of ACMs

**Appendix 5** – Guidance on the measures for managing the risk from ACMs including an advisory protocol for dealing with high risk ACMs

**Appendix 6** – Requirements for making information about ACMs available

**Appendix 7** – Requirements and guidance on keeping the asbestos management plan under review

**Appendix 8** - Summary of key steps to managing asbestos containing materials in non-domestic premises

# **NORTHWARDS STANDARD FOR THE MANAGEMENT OF ASBESTOS IN NON-DOMESTIC PREMISES**

## **1 PURPOSE**

### **1.1 Introduction**

The Health and Safety at Work etc Act 1974 places a duty on employers to take all reasonable steps to ensure that employees and non-employees are not exposed to risks to their health and safety. The risks could arise from the condition of premises or equipment or the way in which the employer undertakes their work.

Of particular concern in this document is managing the risk that may arise from the presence of asbestos containing materials in non-domestic premises (which includes the common parts of housing developments and blocks of flats).

NH recognises that it has a duty under Regulation 4 of the Control of Asbestos at Work Regulations 2002 (CAWR) to locate, assess, record, manage and monitor the asbestos containing materials in those premises for which it has the maintenance and repairing responsibility. Additionally, NH recognises that it has a duty to provide information on the location and condition of asbestos in its premises to others undertaking work on its behalf.

### **1.2 Background**

If asbestos containing materials are not disturbed, they are unlikely to release airborne fibres and therefore will not pose a risk to health. However, breathing airborne asbestos fibres could lead to asbestos related lung diseases, principally cancers. Those most at risk are building and

maintenance technicians and operatives who may be unaware that they are disturbing an asbestos containing material. CAWR 2002 - Regulation 4 aims to reduce this risk by requiring the tracing of these materials and requiring information to be passed to those who may disturb them.

## **2 AIM OF THIS STANDARD**

The aim of this standard is to ensure that Northwards Housing (NH) has effective arrangements for managing asbestos in non-domestic premises.

To meet this aim, NH will –

- Assign specific responsibility for managing asbestos risks in all non-domestic NH premises for which the NH has a duty to manage the asbestos.
- Establish procedures for managing asbestos in non-domestic NH premises
- ***Establish procedures to extend to domestic property, the requirements for managing asbestos in non-domestic PREMISES demanded by CAWR 2002 – Regulation 4***

## **3 SCOPE AND RESPONSIBILITY**

### **3.1 Scope**

This Standard provides detail on NH's corporate principles relating to the management of asbestos in non-domestic premises including, organisational responsibilities, procedures and record keeping.

This Standard applies throughout NH and covers **all non-domestic premises including the common parts of premises such as sheltered housing, multi storey blocks and other blocks of flats/premises with common parts.**

This Standard applies throughout NH and covers all **employees, agency and contract staff, tenants and their visitors, service users, visitors, contractor partner staff and all other persons** for whom NH has a direct or relevant indirect responsibility for the purpose of protecting their health, so far as is reasonably practicable, when work is undertaken in premises to which they have access.

Complying with this Standard will ensure that NH fulfils its legal obligations under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and Regulation 4 of the Control of Asbestos at Work Regulations 2002. This standard is intended as the minimum standard for the organisation to meet.

The scope of this standard does not include working on asbestos containing materials during maintenance/repair activities or major refurbishments etc by contractors. (i.e. those matters covered in Regulations 6,7 or 10 of The Control of Asbestos at Work Regulations and The Construction [ Design and Management ] Regulations 1994 ) **except** with regard to the provision of information, to those likely to be at risk ,on the presence of asbestos, prior to any disturbance of the material.

### **3.2 Responsibility**

**The Executive Management Team** is responsible for ensuring that: -

- This Standard is implemented throughout NH
- Adequate resources are made available for implementation of the Standard

**All Directors and Senior Managers** are responsible for ensuring that: -

- This Standard is implemented throughout their Departments and Teams
- Adequate resources are made available for effective implementation

**The Director of Property Services** shall ensure that procedures for managing asbestos together with any duties or responsibilities delegated under the normal system of management are detailed within their Departments and Team's health and safety arrangements. They will include the necessary procedures for:

- o Surveying of property,
- o Recording the location and condition of asbestos and presumed asbestos materials,
- o Assessing (and recording) the risk of anyone being exposed to these materials
- o Preparing a plan to manage the risk to ensure that:
  - any known or presumed asbestos material is kept in good repair
  - material deemed to present a risk is, because of its condition or location, repaired, sealed or removed
  - information is given to those likely to be at risk
- Understanding and fulfilling their responsibilities as Dutyholder as defined in the Control of Asbestos at Work Regulations 2002.

**Dutyholder**

For the purpose of this Standard, for the management of asbestos the Dutyholder shall be the Director of Property Services with their nominated officer the CDM Team Manager.

**Dutyholder delegation:** It should be noted that although someone else, who is both suitably competent and trained, can be nominated to do all or part of the work, the legal responsibility of the dutyholder cannot be delegated.

**Senior Managers** are responsible for ensuring that: -

- This Standard is implemented throughout their Departments and Teams
- Team Managers and their staff are provided with adequate levels of instruction and training to ensure that they are competent to fulfil the duties/responsibilities delegated to them (**for guidance on competence see Appendix 1**)

**Asbestos Surveyors, Surveyors with Special Responsibilities, Surveyors, Surveyor Managers, Mechanical and Electrical Surveyors, Building Surveyors, Planning Supervisors and their Managers** will be responsible for:

- The day to day discharge, carrying out and co-ordination of their Section's or Teams's procedures for meeting the requirements of Regulation 4 of the CAWR
- Liaising between their Sections or Teams/Team, other Sections or Teams within NH and external organisations and individuals (e.g. Manchester City Council and Manchester Working, Manchester Wide Framework Contractors Partners etc) on issues relating to asbestos in premises.

**The Person in Control of a Premises** will be responsible for ensuring that

- where control procedures such as the designation of a “Restricted Area” are initiated due to the poor condition of ACM’s found on the premises , they must ensure that the controls imposed are adopted and maintained until circumstances change through remedial or removal works.
- any control procedures which are assigned to them in their asbestos management arrangements are followed.

#### 4 REFERENCES AND RELATED DOCUMENTS

- SI 2002 No 2675    Control of Asbestos at Work Regulations 2002
- L 127                *The management of asbestos in non-domestic premises*  
Approved Code of Practice (ACOP) and Guidance. HSE  
Books 2002 ISBN 0 7176 2382 3
- HSG 227            *A comprehensive guide to Managing Asbestos in*  
*Premises.* HSE Books 2002 ISBN 0 7176 2381 5
- MDHS 100         *Surveying, sampling and assessment of asbestos*  
*containing materials.* HSE Books 2001 ISBN 0 7176 2076  
X
- L28                  *Work with asbestos insulation, asbestos coating and*  
*asbestos insulating board.* Approved Code of Practice  
(Fourth edition) HSE Books ISBN 0 7176 2563 X
- L27                  *Work with asbestos which does not normally require a*  
*licence.* Approved Code of Practice (Fourth edition) HSE  
Books 2002 ISBN 07176 2562 1
- SI 1983/1649      The Asbestos ( Licensing ) Regulations 1983
- SI 1998/3223      The Asbestos ( Licensing ) (Amendment) Regulations  
1998
- HSG 213            *Introduction to asbestos essentials: Comprehensive*  
*guidance on working with asbestos in the building*  
*maintenance and allied trades.* HSE Books 2001 ISBN 0  
7176 1901 X
- HSG 210            *Asbestos essentials task manual: Task guidance sheets*  
*for the building maintenance and allied trades.* HSE  
Books 2001 ISBN 07176 1887 0

## 5 DEFINITIONS

*Asbestos:* A naturally occurring, mined mineral which has crystallised to form long thin fibres and fibre bundles. There are six regulated types of asbestos the three main types being:

- Crocidolite - commonly known as blue asbestos
- Amosite - commonly known as brown asbestos
- Chrysotile - commonly known as white asbestos

*Asbestos Containing Material (ACMs):* Frequently asbestos was used in its raw state as insulation material or woven into a textile, but more often it was combined with other materials such as cement, calcium silicate, bitumen, plastics, resins and so on to produce fireproofings, insulation boards, cement sheets, roofing felt, floor tiles, gaskets, friction products and textured coatings. These combined materials are ACMs

*Asbestos Surveyor:* An individual who has qualifications and experience as specified in Paragraph 67 of MDHS 100. **(See guidance in Appendix 1)**

*Asbestos Surveying Organisation:* An organisation which conforms to the guidance given in paragraphs 37 – 39 of L127 ‘*The management of asbestos in non-domestic premises*’ Approved Code of Practice (ACOP) and Guidance. It should be noted that UKAS accreditation under EN 45004 is advisory but not mandatory. **( See guidance in Appendix 1)**

*The Duty:* The duty in the context of this document is the duty placed on the dutyholder by Regulation 4 of The Control of Asbestos at Work Regulations 2002

*The Dutyholder:* The “Dutyholder” is defined in the Regulations and further guidance is given in the Approved Code of Practice (L127) issued by the Health and Safety Commission.

Broadly speaking the dutyholder, as with other operational Health and Safety matters, is the Director of Property Services within Northwards Housing. Northwards Housing has the responsibility to manage Manchester City Council's stock in North Manchester. This is where the responsibility for the repair and maintenance of the Sections or Teams's property portfolio ultimately lies.

It is incumbent upon all parties ( Officers, tenants, service partner officers etc) to act in a co-operative manner.

## **6 PROCEDURE**

### **6.1 Designation of Departmental/ Teams Surveyor with Special Responsibility**

Teams will designate a suitably trained and competent individual as Surveyor with Special Responsibility

- o To oversee the implementation of the asbestos procedure within their teams and sections.
  
- o To provide a formal link between their Team/Section, and the CDM team and other individuals/organisations both internal and external to NH on issues relating to asbestos in premises.

**( See guidance in Appendix 1)**

### **6.2 Designation of the Person in Control of the Premises**

For the purpose of meeting the requirements of this standard the Dutyholder will ensure that in each premises for which they are responsible, a person of sufficient seniority is designated as the Person in Control of the Premises.

The person should be someone who is normally based and present on the premises and arrangements should be made for cover in their absence.

### **6.3 Adopt a Precautionary Approach**

Unless and until the asbestos status of a premises is known and information can be made available to contractor partners, tenants, visitors, the public or NH colleagues, SSI's within teams must:

- Put measures in place to prevent disturbance to possible ACM's

The most effective way to do this is to prevent work which will disturb the fabric of the building until the presence or absence of ACMs has been established and any necessary precautionary measures can be taken. *(n.b. See also related topic in proposal at appendix 9)*

### **6.4 Identify which Properties have Asbestos Containing Materials**

In order to obtain information on the location, extent and condition of asbestos and asbestos containing materials, all properties built or re-furbished prior to the year 2000 must be surveyed using a standard sampling, identification and assessment survey (now defined as Type 2 in MDHS 100)

The Property Services Departments Sections and Teams will:

Arrange for non- domestic properties to be subject to a Type 2 survey. The duty also applies to common parts of housing developments and blocks of flats but does not extend to the individual houses and flats. *(n.b. See proposal in appendix 9)*

- Ensure that the survey is undertaken either by personnel who have sufficient training and competence to do so. If employing a third party, Commissioning Officers and their managers should establish whether the

individual or organisation concerned –

- has adequate training and experience in such work;
- can demonstrate independence, impartiality and integrity;
- has an adequate quality management system.

[An organisation accredited by the United Kingdom Accreditation Service (UKAS) as complying with ISO 17021 to undertake surveys will meet the above criteria]

- Ensure that any survey is carried out in accordance with MDHS 100 and that the survey report reflects the guidance set down in MDHS100 (**See guidance in Appendix 2**)
- Presume that asbestos exists in those parts of the building which were not accessible to the surveyor unless there is strong evidence from plans, specifications or other records that it does not.

## **6.5 Record the Location and Condition of Asbestos Materials**

Enough information about any material that is known to, or presumed to, contain asbestos should be noted on a record and/or drawing to enable another person to clearly and unambiguously identify it. A survey report which conforms to the guidance in MDHS100 will contain the basic information that needs to be recorded.

The Property Services Sections or Teams will:

- Ensure that records are kept of all asbestos locations and conditions in their premises or premises for which they have responsibility in a format which permits updating following monitoring; repair; other treatment; or

removal

- Ensure that records are kept in a format which permits clear unambiguous information to be made available to those at risk of disturbing the asbestos and to the emergency services **(See requirements in Appendix 3)**

## **6.6 Assess the Risk Posed by the Presence of Asbestos**

The survey report will provide the surveyor's 'material assessment score' (MAS) for the asbestos material and any presumed asbestos material in each location that it is found. The MAS is an indicator of potential fibre release, *it does not automatically follow that those materials assigned the highest score in the material assessment will be those that should be given priority for any remedial action*. Asbestos management priority must be determined by taking into account factors such as:

- the location of the material
- the accessibility of the material
- the normal activities that take place in the area
- the likelihood/frequency of disturbance from maintenance activities

The Property Services Directorate and Teams will:

- Arrange to assess the priority risk for the asbestos material and presumed asbestos material in each location that it is found. These assessments will require the surveyor's MAS to be combined with local knowledge of what

happens in the location where the material has been found.

- Ensure that the final risk assessments for each ACM are agreed between the competent asbestos surveyor and the Sections or Team's appropriately trained Surveyor with Special Responsibility.

**(See requirements in Appendix 4)**

- Ensure that where high risk ACMs which present an imminent risk to health are found on a premises, strict controls are imposed until the risk is reduced through remedial or removal works. **(See advisory protocol in Appendix 5 a )**

#### **6.7 Develop an Asbestos Management Plan specific to Properties containing or suspected of containing ACM's**

For each property in which the presence of asbestos has been confirmed or has to be presumed:-

The Property Services Sections or Teams will:

- Prepare a written plan:
  - a) identifying the asbestos locations
  - b) detailing the **measures for managing** the risk.

The **measures for managing** the risk must include in the written plan are:

- 1) Arrangements for monitoring the condition of any materials containing or suspected of containing asbestos.

- 2) Arrangements for ensuring that the materials are properly dealt with depending on the risk that they present.
- 3) Arrangements for providing information about the location and condition of the materials to anyone who is likely to disturb them and to the emergency services.

*N.B. Significant work will need to be undertaken to ensure that NH stock condition database/comino produces "by default" ACM warnings on all job tickets/orders relating to any premise where there is asbestos or presumed asbestos)*

- 4) Arrangements for keeping the plan and its effectiveness under review.

#### Arrangements for Monitoring ACMs:

Materials that are in good condition and are unlikely to be disturbed may be left in place and subjected to a system of management; usually this is a safer option than removal. This is not however a 'once and for all' arrangement because the condition of the materials will have to be checked regularly to ensure that no damage or deterioration has occurred.

The time intervals for checking will vary depending on the type of ACM, its location and the activities in the area. The maximum interval envisaged is 12 month but it may need to be more often for more vulnerable locations.

#### Arrangements for dealing with ACMs:

Advice from the HSE stresses that it is important that a proportionate approach is taken to managing the risk from asbestos in all cases.

Many ACMs, because they have a low risk rating can be left in place, others could have their risk rating reduced by enclosing, sealing or encapsulating them so that they too can be left in place to be managed and monitored. Others may need to be removed because they are in a poor condition and/or are susceptible to damage and consequently they present a higher risk.

Work with asbestos is subject to many legal controls and must be left to those who are properly trained and equipped to deal with it.

**(See guidance in Appendix 5)**

Arrangements for making information available:

The Property Services Directorate and its constituent teams/sections and Officers must ensure that they have robust arrangements in place so that information about the location and condition of ACMs is given to anyone who might disturb them – either accidentally or during the course of their work.

The arrangements should be written down in a retrievable and easy to understand way. Information should be up to date and available on site and arrangements should take account of the possibility that the main contact for, or manager of, the building may not be there all the time.

Information must be made available to the emergency services. The fire service is the most likely to disturb ACMs, they need to be aware so that they can take appropriate precautions in an emergency.

**(See requirements in Appendix 6)**

Arrangements for keeping the plan under review.

The records/drawings must be kept up to date to reflect any positive or negative change in condition of an ACM and consequently its risk rating. Any removal of ACMs should also be recorded.

Periodic checks should also be undertaken every six months to ensure that the management arrangements are working e.g. have new employees who may be at risk been informed/inducted and are all those who have a role to play in the management of asbestos fully aware of what they should be doing?

**(See requirements and guidance in Appendix 7)**

## **7 RECORDS**

The requirement for a comprehensive and up to date record to be maintained for each property which is either known to, or presumed to, contain asbestos has already been detailed in Section 6 above and further guidance is given in Appendix 3. Additionally guidance is given in Appendix 6 on the need to make the asbestos record available whenever either the duty to manage or the property is transferred.

Asbestos related diseases are characterised by the time lapse that can occur between exposure to fibres and the onset of the disease, this can be as long as 40 years.

It is possible that a claim for alleged damages could arise from an employee or contractor some years after working on a premises that contained ACMs. Hence it is important that the Property Service Department make arrangements to retain copies of their Sections or Teams procedure for the

management of asbestos in non-domestic premises and records of the management plan for each premises, and records of any known accidental asbestos exposure for 40 years.

## **8 LIST OF ATTACHMENTS**

- Appendix 1 - Guidance on training, competence and accreditation
- Appendix 2 – Guidance on identifying which properties have Asbestos Containing Materials
- Appendix 3 – Requirements for recording the location and condition of ACMs
- Appendix 4 – Requirements for assessing the risk posed by the presence of ACMs
- Appendix 5 – Guidance on the measures for managing the risk from ACMs including an advisory protocol for dealing with high risk ACMs
- Appendix 6 – Requirements for making information about ACMs available
- Appendix 7 – Requirements and guidance on keeping the asbestos management plan under review
- Appendix 8 - Summary of key steps to managing asbestos containing material in non-domestic premises.

## **Guidance on Training, Competence and Accreditation.**

It is important that certain key individuals and organisations are appropriately trained and / or accredited for the work that is expected of them.

The Health and Safety Executive has provided guidance both on how to determine the competence of an asbestos surveyor or surveying organisation and on the training that is appropriate for such as the Surveyor with Special Responsibility who has a key role in the co-ordination of the Sections or Teams's procedure for meeting the requirements of Regulation 4 of the CAWR.

### **Individual Asbestos Surveyors**

The HSE strongly recommends the use of accredited / certificated surveyors. The British Institute of Occupational Hygiene (BIOH) qualification P402 "Building Surveys and Bulk Sampling for Asbestos" is a basic minimum qualification for individuals carrying out asbestos surveys.

Additionally, the BIOH S301 "Certificate of Competence in Asbestos and other fibres" is an alternative qualification.

Another means of establishing the competence of a surveyor is to determine whether he or she has personal certification for asbestos surveys from an organisation which has been accredited by the United Kingdom Accreditation Service (UKAS) under standard no. EN45013.

### **Asbestos Surveying Organisations**

When employing a third party organisation ensure that:

- their personnel have adequate training and experience in such work (and that individual surveyors are qualified)
- they can demonstrate independence, impartiality and integrity. For example an organisation which offers both a surveying and removal service may not be considered independent.
- they have an adequate quality management system

One simple way of ensuring this is to use an organisation that is accredited by UKAS as complying with the standard EN45004 / ISO 17020.

UKAS accreditation is not mandatory but it is an independent third party indicator that the surveying organisation has been assessed as being professional and competent.

## **Surveyor with Special Responsibility**

A knowledge of building construction and / or health and safety practice would be a useful grounding for an individual who is asked to assume the role of Surveyor with Special Responsibility. Additionally the individual should have received training in the principles and practice of asbestos management. A good example of appropriate course content is to be found in the HSE programme developed specifically to address the duty to manage asbestos. ( See Appendix 1 (a))

Possession of both BIOH P402 and P405 “Management of Asbestos in Buildings (Safe removal and disposal) ” would contribute to an individual’s understanding of the issues, however P405 is very focussed on the safe removal and disposal of ACMs rather than the management planning and implementation process involved in supporting the requirements of Regulation 4 and dealing with ACMs that are left in place.

## **Person in Control of a Premises (PICP)**

The person who is in day to day control of a premises e.g. a sheltered scheme warden or caretaker, office manager, or Principle Services Officer (for those properties with common parts but no on site presence) - or someone whom the PICP nominates - must be in possession of sufficient knowledge and information about asbestos in order to be able to respond appropriately to the requirements of any management plan or control measures which may be developed for their premises. The information contained in the HSE publication INDG 223 (rev3) “ *A short guide to Managing Asbestos in premises*” might form a useful framework around which training could be developed.

**Content of the HSE “Asbestos Risk Management” programme.**

Scene setting:

The nature and use of asbestos

The health effects of asbestos and who is at risk

The legal controls

Who is the dutyholder?

Steps to develop a management plan:

Surveying for asbestos containing materials

The principle of presumption

Record keeping

Assessing the risks

Measures to manage the risk

Providing information on the location and condition of ACMs

Monitoring and reviewing the plan

The course is normally accompanied by case study exercises to assess the understanding of the delegates.

## Identify Which Properties Have Asbestos Containing Materials

### Aim and purpose of the survey

Asbestos surveys are undertaken for a number of different reasons and can be of different degrees of intrusion. Surveys undertaken prior to refurbishment or demolition are far more destructive than those undertaken to comply with the duty to manage asbestos.

In the case of the duty to manage, the aim of an asbestos survey is, as far as reasonably practicable, to locate and assess all the ACMs present in the building and its purpose is to present the information collected in a way which allows the duty holder to manage the risk. The aim, purpose, type of survey and report format required should be clearly specified in any invitation to tender or agreed contract.

### Guidance on the proper conduct of a survey

MDHS 100 "Surveying, sampling and assessment of asbestos-containing materials" is a document published by the Health and Safety Executive (HSE). It sets out how to survey premises, how to take samples and how to assess the likelihood of fibre release from the materials which have been positively identified or which are presumed to be asbestos.

### Health and Safety Issues

Surveying and sampling ACMs can give rise to exposure to asbestos so the process is governed by the Control of Asbestos at Work Regulations – particularly regulations 6,7,9 and 10. The surveyor's employer must undertake a risk assessment and prepare a plan of work, setting out the control measures and personal protective equipment (PPE) to be used. The regulations also require that adequate information, instruction, training and refresher training are given to the sampling personnel. Additionally hazards such as working at heights and electrical hazards will have to be considered.

### Elements of an Asbestos Survey

MDHS 100 describes three types of survey which vary in their thoroughness and these will be described later, however there are three main elements that are common to all types of survey.

- Firstly a survey must as far as reasonably practicable **locate and record** the *position, extent* and *product type* of any presumed or known ACMs;
- secondly, it must **inspect and record** information on the *accessibility, condition* and *surface treatment* of any presumed or known ACMs;

- thirdly, it should **determine and record** the *asbestos type*, either by collecting representative samples of suspect materials for laboratory identification, or by an experienced and well trained surveyor making a presumption based on the product type and its appearance etc.

### Material Assessment Score (MAS)

The purpose of the material assessment is to establish the relative likelihood of various types of ACMs releasing fibres into the air should they be disturbed. This assessment can be carried out as an integral part of the survey, as it requires no local knowledge of the use of the building or its maintenance patterns.

A simple four parameter scoring system is used to assess the potential to release fibres. The parameters are :

- product type
- extent of any damage or deterioration
- surface treatment; and
- asbestos type as revealed by analysis\*

\*Presumed asbestos containing materials are scored as crocidolite unless there is a strong and reasoned argument that another type of asbestos was almost always used. For example textured decorative coatings normally only contain chrysotile.

Asbestos containing materials with a material assessment score of 10+ are regarded as having a high potential to release fibres. Scores between 7 and 9 are considered as medium potential, 5-6 is low potential and scores of 4 or less have a very low potential to release fibres.

### Types of Survey

MDHS 100 describes three types of survey.

***Type 1: Location and assessment survey (presumptive survey)***

***Type 2: Standard sampling, identification and assessment survey (sampling survey)***

***Type 3: Full access sampling and identification survey (pre-demolition / major refurbishment survey)***

**Type 1** – This type of survey defers the need to sample and analyse for asbestos until a later time, instead the presumption is made that anything that *could be* an ACM is an ACM and a material assessment score is calculated for it. During this type of survey all areas should be accessed and inspected so far as reasonably practicable, areas that cannot be accessed must also be presumed to contain asbestos. The subsequent priority risk assessments and management plan will be based on assumptions so the Dutyholder will bear the potential additional costs of managing some non-ACMs.

**Type 2** – The purpose of this type of survey is to positively identify if a material contains asbestos by collecting and analysing samples for the presence of asbestos. The procedures for inspection are the same for a Type 1 but samples from each type of suspect ACM found are collected to confirm or refute the surveyor's judgement.

If the material sampled is found to contain asbestos, other similar homogeneous materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogeneous materials will require a greater number of samples. A material assessment score is calculated for each ACM and presumed ACM.

**Type 3** – This type of survey is designed to be used as a basis for tendering for the removal of ACMs from a building before demolition or major refurbishment hence it is not necessary to assess the condition of the ACMs found since this is not a precursor to managing the materials.

This survey is used to locate and describe, as far as reasonably practicable, all ACMs in the building and may involve destructive inspection, as necessary to gain access to all areas, including those that may be difficult to reach. A full sampling programme is undertaken and estimates of the volume / surface area of ACMs are made.

**[Note:** As part of the Asset Management function of Northwards Housing a programme of property condition surveys is due to be commissioned in December 2006. Approx. 1200 buildings containing common parts fall within the scope of this programme. All of the surveys will be completed by 31<sup>st</sup> march 2007. In addition type 1 presumptive surveys will be completed on a representative sample (20%) of domestic premises via another stock condition survey. All asbestos surveys will be to the standard set out in MDHS100 as a minimum.

*Note: Procedures to extend TYPE 2 testing in domestic premises will be informed by this presumptive type 1 survey (NB this needs agreement on survey methods and data collection as set out in appendix 9 so as to facilitate data collection to enable NH to demonstrate discharge of its general duty of care arising from The Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 ( as amended)*

### Record the Location and Condition of Asbestos Materials

The results of an asbestos survey must be recorded in a clear comprehensible, readily accessible and usable form within the promaster or other database. A computer database of suitable form is useful as it enables the records to be kept up to date. However it is necessary that up to date information is available to those who may be about to disturb the ACMs in a building where a computer link is not readily available, so it is important in those circumstances that a current hard copy of the record/drawing is kept on site for the entire life of the premises.

A database can be used to record any remedial or removal work that is carried out and to prompt the Dutyholder, or the person to whom the task has been delegated, to ensure that monitoring inspections have been carried out and recorded. Some databases will also allow digital pictures of ACM locations and CAD plans to be held.

The survey report should include the following sections:

- general site and survey information;
- survey report;
- bulk analysis report;
- material assessment/report.

If it is to be used as an integral part of the management plan, the survey report will also require sections for review and update.

The general site and survey information should include:

- the name and address of the organisation carrying out the survey;
- the names of the surveyors;
- the name and address of the person who commissioned the survey;
- the name and address of the premises surveyed;
- the date of the report;
- the date of the survey;
- the purpose, aims and objective of the survey;
- a description of the areas included in the survey;

- a description of any areas excluded from the survey;
- the survey method used, i.e. MDHS 100;
- the type of survey undertaken (Type 1, Type 2 or Type 3) and, if more than one type is used, where they apply within the premises;
- any variations or deviations from the method; and
- agreed exclusions and inaccessible areas.

The sample analysis report should also be attached and include:

- the name and address of the laboratory carrying out the bulk identification;
- a reference to the method used;
- the laboratory's current United Kingdom Accreditation Service (UKAS) accreditation for bulk asbestos analysis/sampling and accreditation number;
- a table or appendix summarising the results of the bulk analysis, including asbestos found or not found and types identified, by sample identifier;
- dates the bulk analysis was carried out and reported by the laboratory; and
- the names and signatures of the analyst and any countersigning person.

The material assessment score (MAS) should be provided for each ACM or presumed ACM. The MAS can be included in a table or spreadsheet which should contain the following descriptors and details:

- location (e.g. building identifier, floor number or level, room identifier and position);
- extent (area, length, thickness and volume, as appropriate);
- product type (see column 1, table 1, MDHS 100)
- level of identification (presumed, strongly presumed, identified or no asbestos detected ); and
- asbestos type (chrysotile, amosite, crocidolite etc)
- amount of damage or deterioration;
- surface treatment (if any); and

- accessibility.

The survey report should also include a set of worked up plans indicating room identifiers and ACM locations.

### **Record the risk posed by the presence of asbestos**

Once the risk posed by the presence of each ACM has been determined ( see Appendix 4 ) the “Risk Score” and “Risk Rating” must also be entered onto the asbestos record for each ACM on the premises.

## Assess the Risk Posed by the Presence of Asbestos

The material assessment score looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. The priority assessment score looks at the likelihood of someone disturbing the ACM. The two scores are added together to give the overall risk assessment. Risk assessment scores for different ACMs will then inform the judgement that Dutyholders will apply in deciding what action to take.

Scoring systems or algorithms are developed to assist in organising information and quantifying the risks. The scoring system makes the assessment process transparent so people can see how priorities were decided. People may not always agree with the result but the scoring system allows a debate about the decisions and why they were made.

Although an asbestos surveyor may have some of the information which will contribute to the risk assessment and may be part of the assessment process it is the Dutyholder or the person to whom the task has been delegated who is required to make the risk assessment using information given in the survey report and their detailed knowledge of the activities carried on within the premises.

The Materials Assessment scoring matrix will result in a score between 2 and 12. Materials with assessment scores of 10+ are regarded as having a high potential to release fibres, if disturbed. Scores between 7 and 9 are regarded as having medium potential, and between 5 and 6 a low potential. Material assessment scores of 4 or less have a very low potential to release fibres.

The Priority Assessment focuses on the likelihood of the materials being disturbed. The scores for each element are added together, the elements which must be considered are:

Location	Score
Outdoors	0
Large rooms or well-ventilated areas	1
Rooms up to 100 m <sup>2</sup>	2
Confined spaces	3
<b>Accessibility</b>	
Usually inaccessible or unlikely to be disturbed	0
Occasionally likely to be disturbed e.g. contained within a remote area such as ducting, plant room or loft	1
Exposed but out of reach e.g. above head height	2
Easily accessible, below head height, routinely disturbed	3

<b>Normal Occupant Activity</b>	<b>Score</b>
Rare disturbance activity	0
Low disturbance activity (e.g. office type work)	1
Periodic disturbance (e.g. trolley or wheelchair activity which may damage ACMs)	2
High levels of disturbance or high risk of vandalism	3
<b>Maintenance Activity/ Frequency</b>	
Minor, adjacent to area being accessed, no direct access	0
Low disturbance (e.g. changing lightbulbs in AIB ceiling) probably accessed less than once a year	1
Medium disturbance (e.g. lifting one or two AIB ceiling tiles to access a valve) probably accessed once a year or more	2
High levels of disturbance (e.g. Removing a number of AIB ceiling tiles to replace a valve or for recabbling) possibly accessed up to once a month.	3

When the scores for the Materials Assessment and the Priority Assessment are added together they will give a total Risk Score, these in turn can be assigned to Risk Categories as shown below. It must be remembered that scoring systems are a useful tool but they are not a substitute for the application of informed judgement particularly at the margins between Risk Categories.

<b>SCORE</b>	<b>RISK CATEGORY</b>	<b>RATING</b>
0-11	C	Low Risk
12-20	B	Medium Risk
21-24	A	High Risk

The Risk Categories can be used to determine the action necessary for managing the risk posed by the presence of asbestos containing materials.

<b>RISK CATEGORY</b>	<b>ACTION TO MANAGE THE RISK</b>
A	ACMs placed in this category at the time of the survey exhibit a high risk usually because they have already been, or could readily be, damaged leading to a significant risk of fibre release and consequent risk to the health of people in the immediate vicinity. Prompt action must be taken to contain the spread of fibres from these ACMs e.g. sealing off the immediate area, restricting access etc as outlined in "ACMs which present an imminent risk to health" in Appendix 5 to this document.

B	ACMs placed in this category will normally require some repair or remedial action such as sealing or encapsulation. Such remedial work when completed will reduce the risk category of the material. In the meantime until such work is undertaken it is recommended that the material is re-inspected and re-assessed at least every six months.
C	ACMs placed in this category present a low risk of disturbance and fibre release under normal conditions. However, as part of the management plan for the premises, the materials should be monitored annually for any sign of damage or deterioration.

### Measures for Managing the Risk from ACMs

Having assessed the risk that any particular ACM in a building presents it is then possible to determine what, if anything, needs to be done either to reduce or eliminate the risk, or what monitoring processes need to be put in place to manage the residual low risk of materials left in place.

Asbestos is only a risk to health when it releases its fibres. So where the material is in good condition and in a location where it will not be disturbed it should be left in place and effectively managed.

Where asbestos materials are found to be in poor condition and/or are likely to be disturbed then removal may prove to be the appropriate option. However, dutyholders should firstly be considering repairing or sealing damaged materials, or where disturbance is an issue reorganise the workplace to avoid the risk. Where this can be achieved then leave the materials in place, record their presence and manage them effectively.

It should be remembered that removal of asbestos that is in good condition and is not likely to be disturbed would give rise to unnecessary risk and expense.

### ACMs Which Present an Imminent Risk to Health

In some circumstances the survey will reveal ACMs which present a high "Category A" risk because they already have been, or could readily be, damaged leading to a significant release of airborne fibres and consequent risk to the health of people in the immediate vicinity.

Prompt action must be taken to control the risk by designating a "Restricted Area". Guidance to Directorates is given in the "Advisory Protocol" provided with this appendix. **(Appendix 5(a))**

### How to Manage Various Types of ACM

**Appendix 5(b)** provides a series of flow charts. Chart No.1 (and the supporting notes) summarises the decisions to be made when asbestos materials are first identified. This leads to a decision either to manage the materials in place or directs attention to Charts 2 - 5 (and their notes). These give further assistance to the dutyholder or their nominee in deciding how to deal with different types of ACM.

The final risk assessments i.e. the Risk Categories and Risk Scores which have been agreed between the competent asbestos surveyor and the Property Services Sections or Teams's Surveyor with Overall Special Responsibility should be considered when selecting management options and determining the order in which any remedial work should be undertaken.

## **Who Should Undertake Any Repair or Remedial Work?**

Most work on asbestos requires a licence, but some minor work can be done without a licence if the correct precautions are followed. A simple decision flow chart is provided to assist in deciding who should carry out the work.  
**(Appendix 5(c))**

However, in all cases Northwards Housing requirement is that only licenced contractors are to be used for the safe removal of asbestos containing materials.

## **Checking and Audit of Removal of ACM's**

A random sample of 10% of asbestos removal works will be randomly audited by the SSI to ensure that the works have been completed to the required standard. The audit results are to be recorded, monitored and held for inspection in well organised files both electronic and hard copy form. The percentage to be adopted must be documented.

*(Note: Decisions are required as to who will undertake the sample inspection and a protocol and record system agreed with the person in control of data record keeping on the stock condition database ( Promaster)*

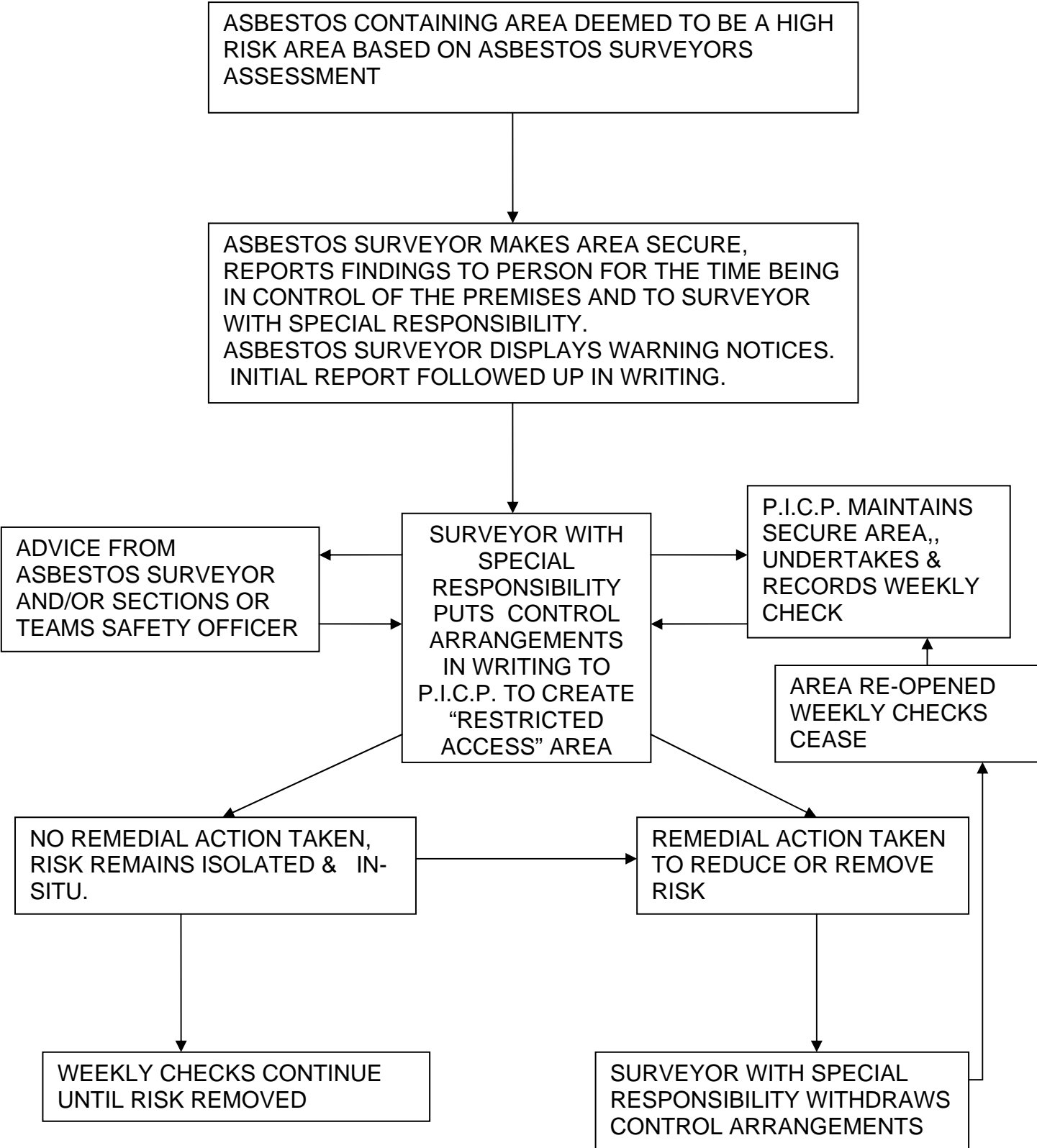
## **GUIDANCE NOTES FOR HIGH RISK ASBESTOS AREAS**

1. An area shall be designated as a “restricted area” if, in the opinion of an Asbestos Surveyor , there is, or there has been, potential for the release of an unacceptable level of Asbestos fibres into the immediate environment of an enclosed area. This therefore constitutes a potential risk to the health of anyone entering the area.
2. The asbestos surveyor shall immediately make the area as secure as possible, display warning notices and inform the person in control of the premises and the Sections or Teams’s Surveyor with Special Responsibility of the need to formally designate the area as a “Restricted area”
3. If an area is designated as a restricted area, a notice shall be issued to the person in control of the premises ( PICP), or such other person who is directly responsible for the area by the Sections or Team’s Surveyor with Special Responsibility

The notice shall have various conditions attached to it.

4. It shall be the responsibility of the PICP or their nominated representative to ensure that all points of access to a restricted area are kept secure at all times. Also, an appropriate warning notice must be affixed to each entrance door and must be maintained in position.
5. The PICP shall be issued with a checklist which must be completed on a weekly basis throughout the period of restriction. When the checklist is completed the PICP must contact the Sections or Teams Surveyor with Special Responsibility who will collect and check the completed list and issue a new one.
6. No-one must be allowed to enter a restricted area without appropriate personal protective equipment. If entry into the restricted area is required this must be controlled using a formal ‘Permit to Work’ system.

### ADVISORY PROTOCOL FOR DEALING WITH HIGH RISK ASBESTOS AREAS



Note: P.I.C.P. = Person in control of premises

**NOTIFICATION OF A  
HIGH RISK ASBESTOS**

ADDRESS OF PROPERTY:	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black;"/>
----------------------	---

LOCATION OF RESTRICTED AREA:	
------------------------------	--

DESCRIPTION OF HIGH RISK:	
---------------------------	--

NOTIFYING OFFICER:	Name: <hr style="border: 0; border-top: 1px solid black; width: 80%; margin-left: 10px;"/> Designation: <hr style="border: 0; border-top: 1px solid black; width: 80%; margin-left: 10px;"/> Tel. No: <hr style="border: 0; border-top: 1px solid black; width: 80%; margin-left: 10px;"/>
--------------------	--

DATE OF NOTIFICATION:	
-----------------------	--

NOTICE ISSUED TO:	Name: <hr style="border: 0; border-top: 1px solid black; width: 80%; margin-left: 10px;"/> Designation: <hr style="border: 0; border-top: 1px solid black; width: 80%; margin-left: 10px;"/> Tel. No: <hr style="border: 0; border-top: 1px solid black; width: 80%; margin-left: 10px;"/>
-------------------	--

N.B. please consult the list of conditions attached to this notice.

STATEMENT: I have received , read and understand this notice and attached conditions

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CONDITIONS RELATING TO A HIGH RISK ASBESTOS RESTRICTED AREA

CONDITION ( The SSR is to initial each condition which is to be applied)	Initial if applicable
1. All access doors leading directly into the high risk Asbestos area must be kept locked at all times.	<input type="checkbox"/>
2. Appropriate Warning Notices must be posted at all times on all access points leading to the high risk Asbestos area.	<input type="checkbox"/>
3. The information contained within the notice attached to these conditions must be brought to the attention of all occupants and visitors, as appropriate.	<input type="checkbox"/>
4. Only authorised personnel wearing approved and appropriate Respiratory Protective Equipment and Personal Protective Equipment shall be allowed into the restricted area. N.B. Any visits into the high risk Asbestos area shall be for as short a time as is possible, and no activity shall be carried out which has the potential to cause further fibre release.	<input type="checkbox"/>
5. These conditions shall remain in force until such time as remedial action is undertaken to reduce the risk from Asbestos.	<input type="checkbox"/>

Signature:  
SSR

Date:

N.B. Advice on compliance with the above conditions may be obtained from:

(a) Surveyor with Special Responsibility:  
Name.....Tel.....

(b) CDM Sections or Team Safety Advisors

**HIGH RISK ASBESTOS RESTRICTED AREA**

**WEEKLY CHECKLIST**

Name of Premises: \_\_\_\_\_

Restricted Area: \_\_\_\_\_

I have checked the above asbestos restricted access area to ensure that:

- I. All access doors to the restricted area are locked and all other access points are sealed off.
- II. Appropriate warning signs are attached at each entry point to the restricted access area.
- III. All keys for doors leading into the restricted access area are kept secure and separate from other keys for the building and have not been issued to staff or visitors for any reason.

This checklist is issued with every Notification of a High Risk Asbestos” Restricted Area”.

The purpose of the list is to confirm that the “Conditions” displayed on the Notification Certificate have been complied with at the time of checking, i.e. that the Control Measures deemed necessary at the initial Risk Assessment are being maintained.

N.B. Any noted defects should be immediately notified to the Sections or Teams Surveyor with Special Responsibility

The list over the page is to be completed by the Person in Control of the Premises , or their Nominated Officer, on a WEEKLY basis, and countersigned by the Surveyor with Special Responsibility on a quarterly basis.

When the list is completed the PICP, or their Nominated Officer, must inform the Sections or Teams Surveyor with Special Responsibility who will collect and check the completed form and supply a new one.

**PTO**

Date		Checked by	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Contact your Sections or Teams Surveyor with Special Responsibility when you require the completed checklist to be collected  
 Name.....Tel.....

**Declaration:**

I have checked the completed list, above, and declare it is a true record. I confirm that the Asbestos Restricted Area mentioned above is secure.

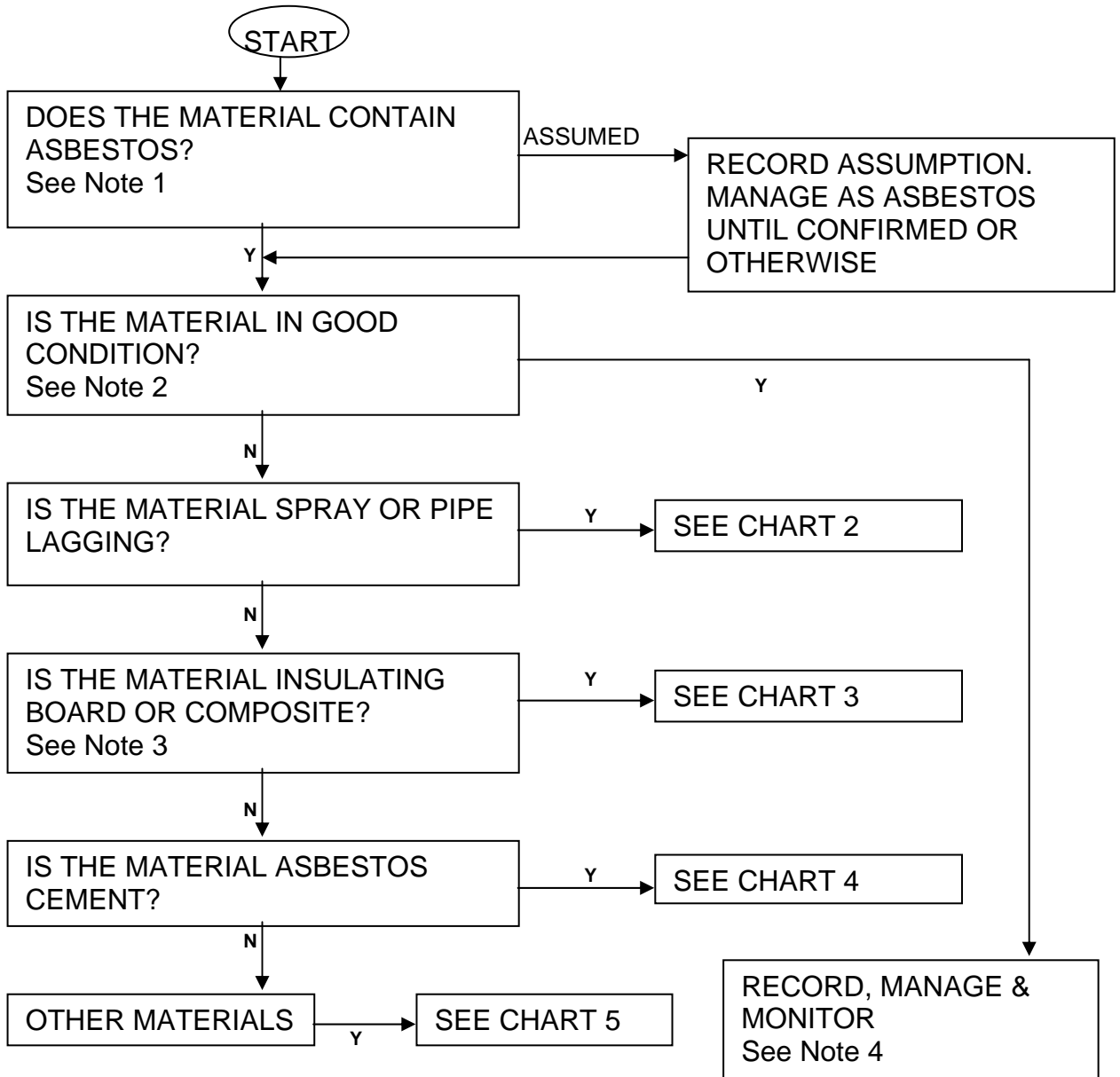
Signed:

Surveyor with Special  
 Responsibility

\_\_\_\_\_

Date: \_\_\_\_\_

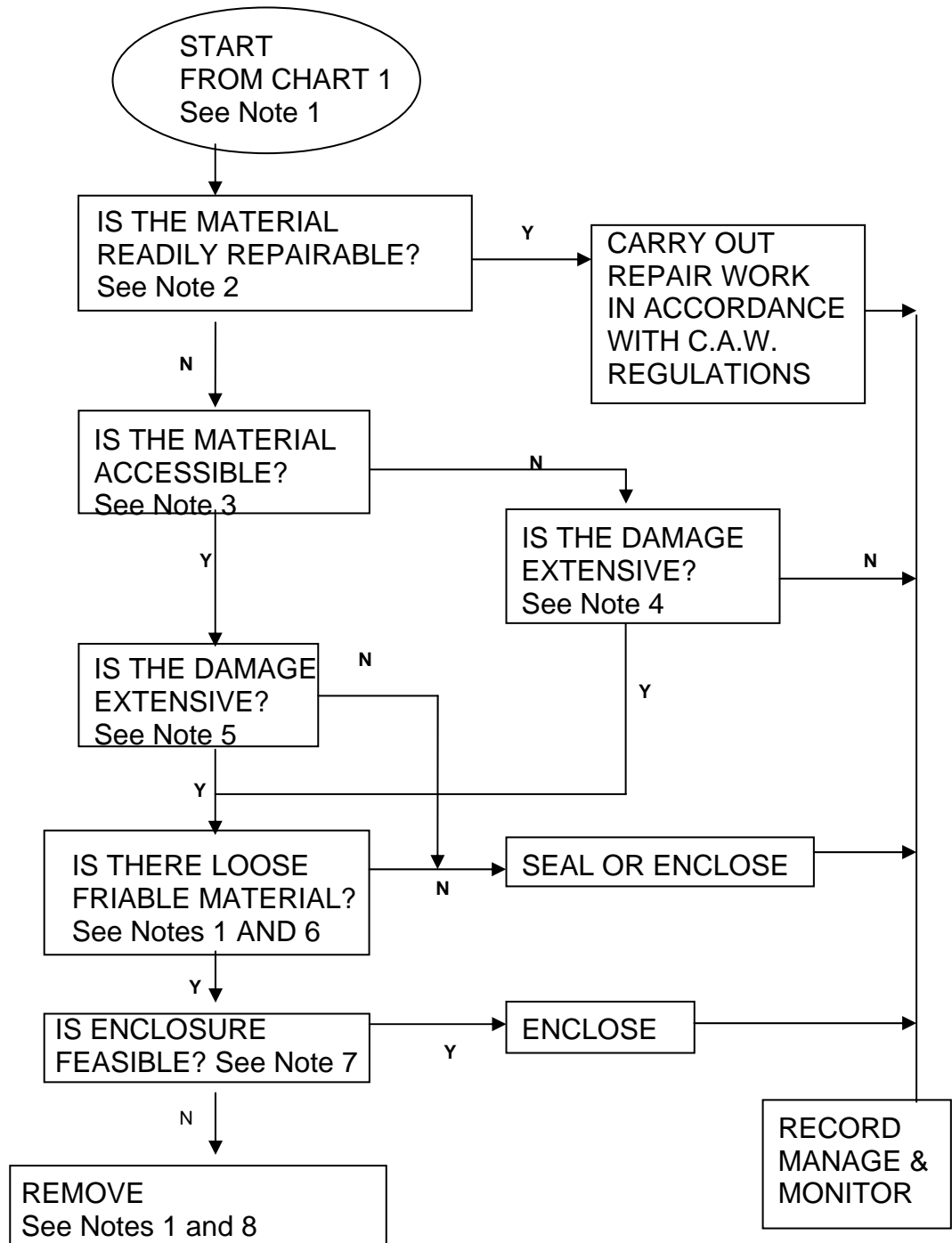
**Chart 1: Asbestos Materials**



Notes:

1. In order to manage the asbestos likely to be contained in your premises you need to determine where it may be and subsequently confirm this through analysis. Where suspect material is confirmed as non-asbestos this should still be recorded.
2. Where material is in good condition management measures will require regular monitoring.
3. Insulating board was frequently used as a general building board and visually may be confused with plasterboard or flat asbestos-cement sheet. Bulk samples will distinguish insulating board from plasterboard. The risk of fibre release from insulating boards is very low, except when they are drilled, cut or abraded, or when the material is damaged.
4. If it is necessary to disturb asbestos frequently, the cost of precautions required may make it more cost effective to remove the material. Otherwise record findings, prepare action plan, and set up a monitoring system.

### Chart 2: Sprayed Asbestos and Lagging



Notes:

1. The chart deals with material which is considered not to be in good condition. All work on these products falls within the scope of the Asbestos (Licensing) Regulations 1983.
2. To be readily repairable, damage to the installed material must be slight.

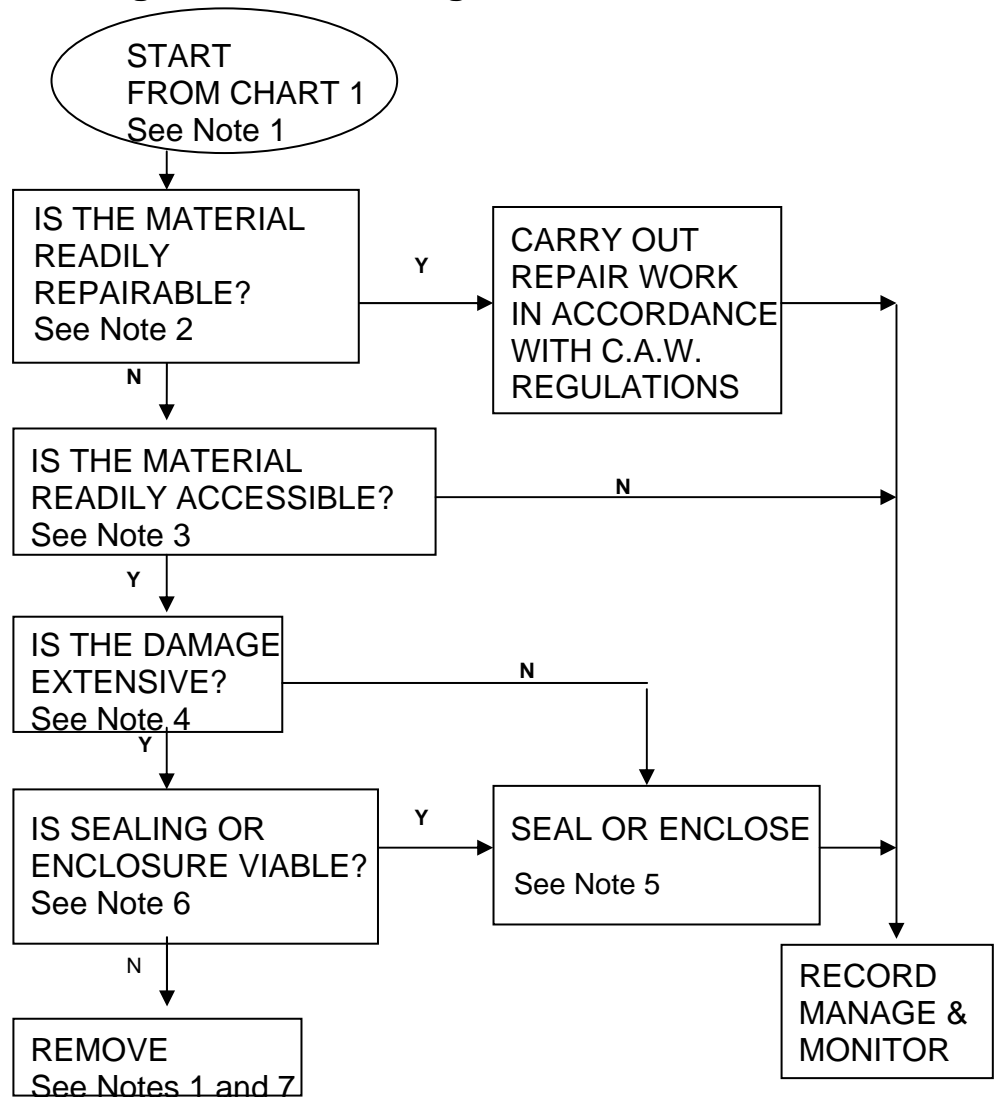
Repair work should be restricted to:

- trowelled repairs or patching of small areas of the asbestos material;
- applying small areas of sealant;
- making good slight damage to boxing.

Repairs should be carried out taking the appropriate precautions, and observing the Control of Asbestos at Work Regulations, HSE Approved Codes of Practice and Guidance.

3. Is the material accessible and vulnerable to further accidental or deliberate damage from adjacent repair or maintenance, impact by people, vehicles, objects or vandalism?  
Accessible material which is not extensively damaged will probably need protection against further damage and sealing or enclosure may be necessary.
4. If the damage is slight and the ACM is not easily accessible, remedial work is unlikely to be necessary. The damage should be monitored and your decision reviewed if circumstances change (e.g. the area becomes accessible).
5. If the damage is superficial, e.g. slight cracking to pipework insulation or deteriorated surface finish, then answer 'no' to this question. If, for example, the insulation is starting to come away from the pipework or the spray coating appears to be loose in places, then answer 'yes' to this question. If there is debris on the floor or other surfaces then this will need removing following appropriate precautions.  
The damage may be extensive, but if the material is generally sound without friable material or loose pieces, then sealing/encapsulation may be possible.
6. Loose debris and quantities of material detached from the main body of the asbestos may indicate that the asbestos is breaking up and highly friable. This would warrant priority action in accessible areas.
7. Enclosure may not be feasible if the area involved is very large, in long roofing structures for example, or where access to the asbestos material is restricted. If the enclosure would be vulnerable to damage, if access is needed for maintenance and repair, or enclosure is not feasible, then the asbestos must be removed.
8. When sprayed coatings or laggings are removed it will be necessary to empty the building or seal off the working area. The whole area should be thoroughly cleaned up afterwards. As it is not usually possible to remove all traces of asbestos, a sealing coat should be applied after removal. After removal work, the airborne fibre concentration should be measured before the area is reoccupied.

**Chart 3: Asbestos Insulating Board, Insulating Blocks**

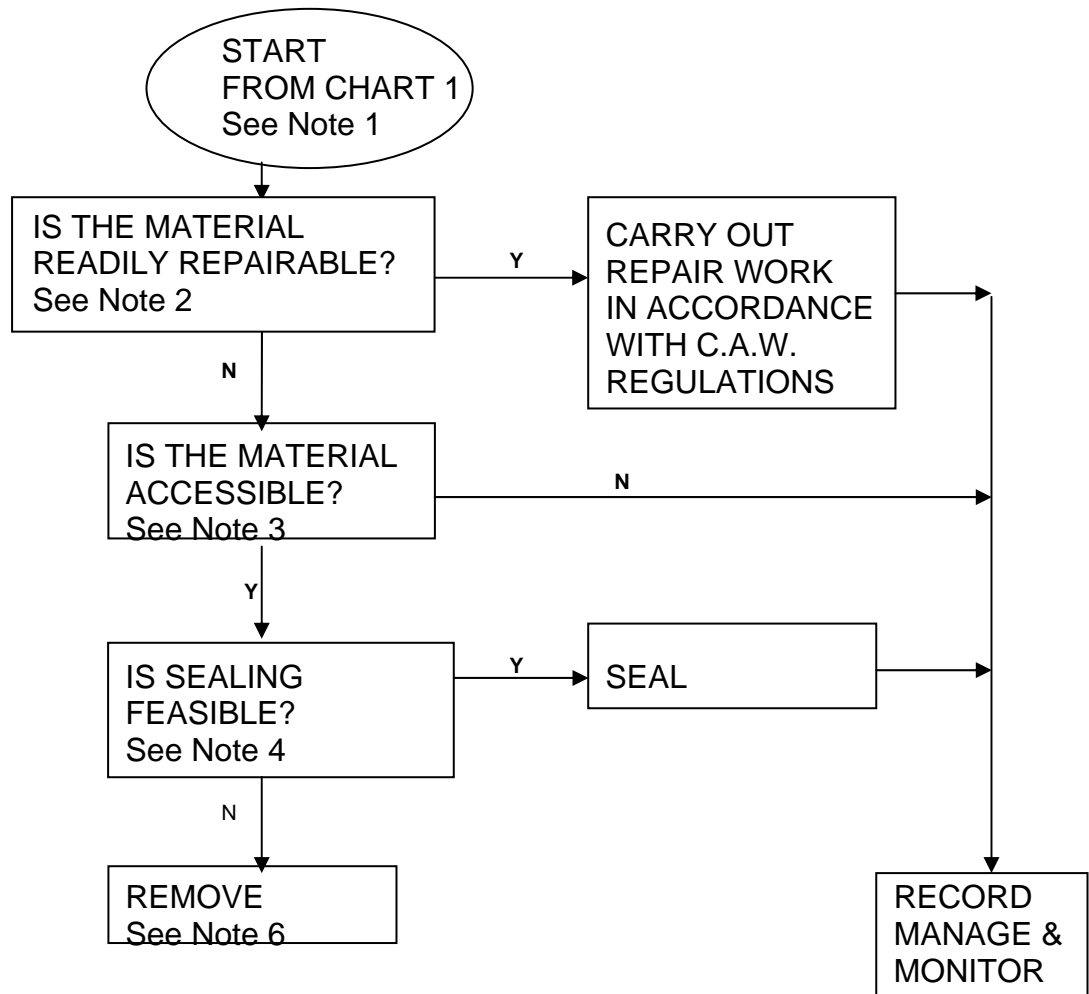


Notes:

1. The chart deals with material which is considered not to be in good condition. All work with asbestos is controlled by the Control of Asbestos at Work Regulations 2002 but certain types of product, such as asbestos coating and asbestos insulation board, also fall within the scope of the Asbestos (Licensing) Regulations 1983.
2. To be readily repairable, damage to board must, be slight. Surface scratches may be sealed or painted, breaks taped and small punctures patched with filler. If the board is not covered it may be painted or otherwise sealed as a precaution against light abrasion.
3. Is the material accessible and vulnerable to further accidental or deliberate damage from adjacent repair or maintenance, impact by people, vehicles, objects or vandalism? If the damage is not easily accessible, remedial work may not be necessary. The damage should be monitored and your decision reviewed if circumstances change (e.g. the area becomes accessible).

4. If the damage is superficial, e.g. slight cracking to pipework insulation or deteriorated surface finish, then answer 'no' to this question. If, for example, the insulation is starting to come away from the pipework then answer 'yes' to this question.  
If there is debris on the floor or other surfaces then this will need removing following appropriate precautions.
5. The material may be sealed by painting with an initial coat of diluted PVA emulsion followed by one or more full strength coats. The surface should be prepared and damaged material repaired where possible (see Note 2), but the material should not be sanded or wire brushed.  
Sealing does not protect the material from more violent impact. Covering the board with hardboard, plasterboard or similar material may be preferred
6. If the material is very badly damaged; is very extensive in area, or is subject to frequent violent impact, then sealing or enclosure may not be feasible.
7. Removal of large areas of asbestos insulating board will generally have to be undertaken by licensed asbestos removal contractors. Replacement board must have equivalent fire protection performance where this is required.

**Chart 4: Asbestos Cement Products**



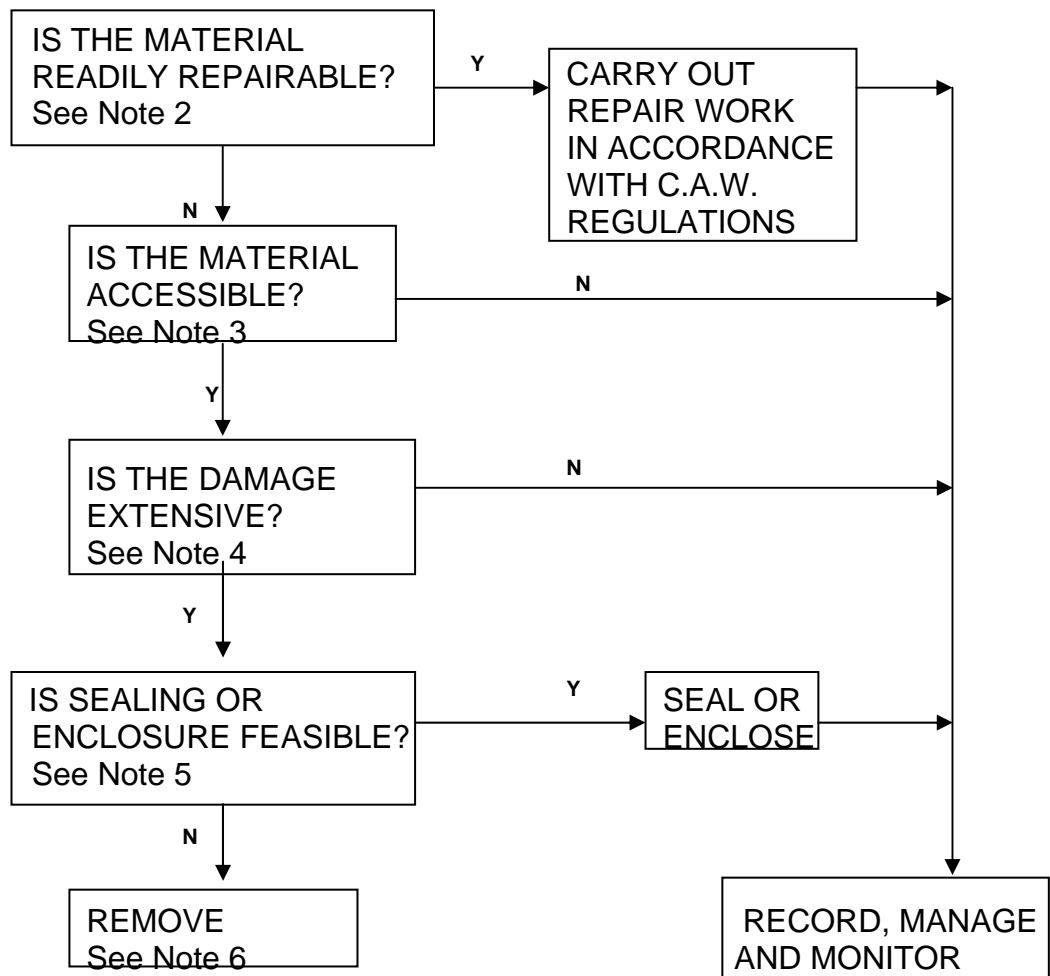
Notes:

1. The chart deals with material which is considered not to be in good condition. Any work on asbestos-cement products should follow the HSE Approved Code of Practice and Guidance.
2. To be readily repairable damage to the material must be slight. Surface scratches may be sealed or painted, breaks may be taped and small punctures patched with filler.
3. Asbestos-cement is a very common material. It is unlikely to be sealed where it is used outside and where it is used inside buildings, sealing is likely to be confined to painting - although some products have factory applied coatings. Water damage and vermin are unlikely to be a problem, although the material can become porous with age and may then allow water to leak through.
4. Accessible asbestos-cement which is not readily repairable but which has only suffered slight damage may be sealed with a suitable coating. The surface should be prepared and damaged material repaired if possible (see Note 2).
5. It should not be necessary to attach warning labels to every asbestos-cement product that is found, particularly board that has been decorated and is in domestic premises. It is important that those who may have to disturb the material are made aware of its existence.

Warning notes should be attached where material is readily accessible. In the case of asbestos-cement roofs, the notes should also indicate that the material is fragile, and that there may be a risk of falling through it.

6. Removal of large amounts of asbestos-cement may be carried out by a specialist (licensed) contractor. After large scale work, especially where there has been breakage of asbestos-cement sheets, the airborne fibre concentration should be measured before the area is reoccupied.

**Chart 5: Other Asbestos Materials**



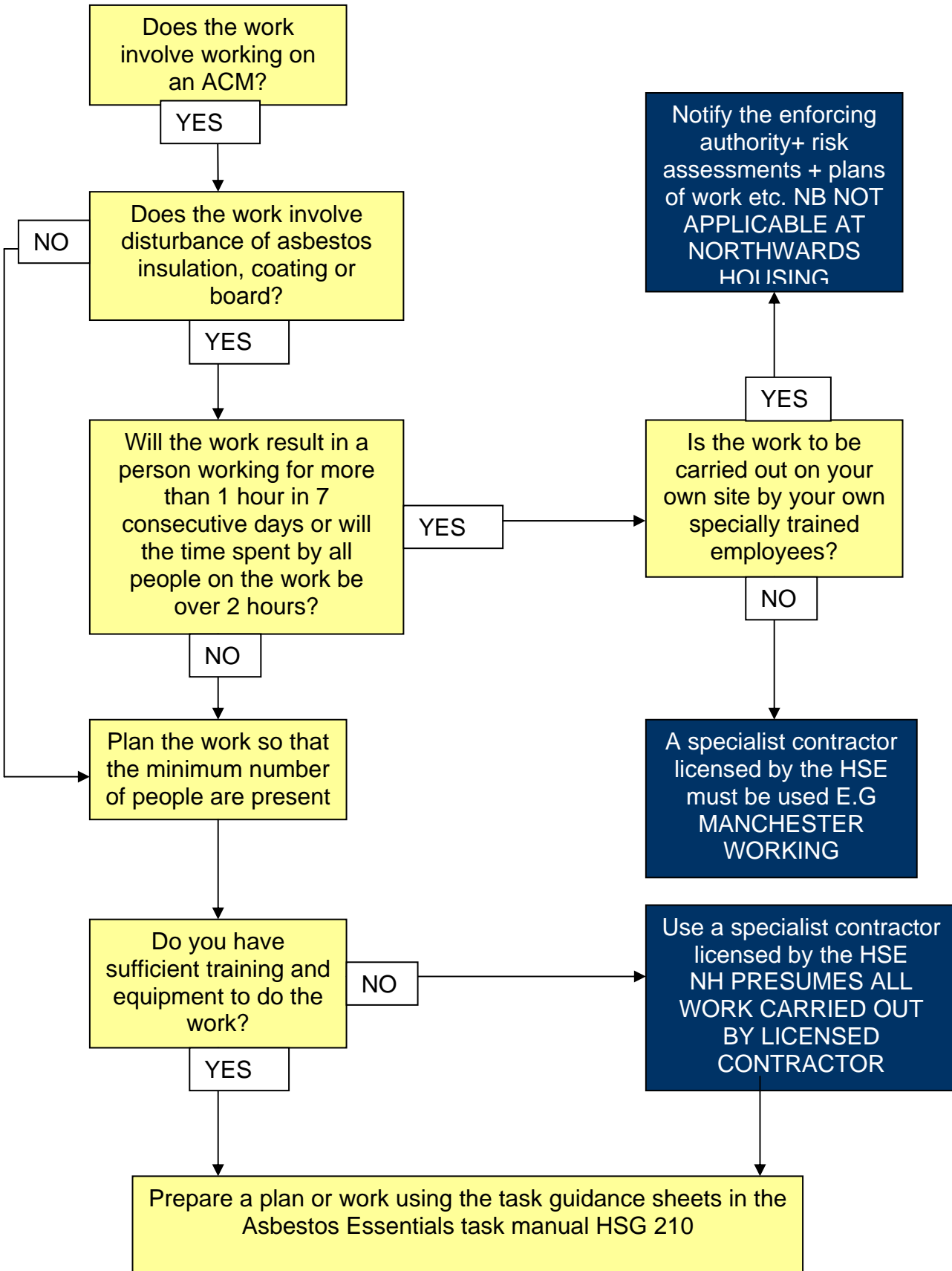
**Notes:**

1. Materials which are encapsulated in a resilient matrix will have limited ability to release fibres, therefore asbestos in reinforced plastics, vinyls, resins, rubber, mastics, bitumen and paints have little opportunity to release fibres unless the matrix is removed (e.g. degraded, dissolved or burnt) or subject to high levels of abrasion (e.g. use of power tools). Management of these types of materials so maintenance workers do not use abrasive methods and power tools is usually sufficient to minimise airborne asbestos releases.
2. Unless the damage is significant or the materials are in a vulnerable position, urgent remedial action is unlikely to be necessary and you should simply remove these products, following the correct precautions, when they come to the end of their useful life, or before refurbishment or demolition. The flow chart shows the decisions to be considered if remedial action is deemed to be necessary.
3. Is the material accessible and vulnerable to further accidental or deliberate damage from adjacent repair or maintenance, impact by people, vehicles, objects or vandalism?

4. If the damage is slight, remedial work is unlikely to be necessary. The damage should be monitored and the decision reviewed if circumstances change.
5. Sealing may be considered if there is evidence of routine wear and abrasion.
6. Highly bonded materials such as reinforced plastics, resins, bitumen etc. do not fall within the scope of the Licensing Regulations but are subject to the requirements of the Control of Asbestos at Work Regulations 2002.

Who should carry out any repair or remedial work on ACMs?

**NB NORTHWARDS STIPULATES THAT ONLY LICENCED CONTRACTORS CAN BE USED FOR ANY REMEDIAL OR REMOVAL WORK**



### **Making information about the location and condition of ACMs available.**

The aim of Regulation 4 is principally to protect workers in the building and allied trades (including telecoms and computer engineers) who may come across asbestos in the course of their work. The measures specified in the management plan must include arrangements to ensure that every person liable to disturb ACMs or suspect ACMs is provided with information on the location and condition of such materials in the premises for which the Dutyholder is responsible.

Arrangements must be made to ensure that:

- 1) Contractors and (Where relevant e.g. DIY responsible roles) are informed of the presence of asbestos in any premises where they have been contracted to work .
- 2) Contractors and (If applicable) any direct labour are informed if the asbestos status of a building ( or part of a building ) where they are due to be working, is unknown.

The asbestos status can either be clarified by undertaking a survey, or the work will have to be planned and managed on the presumption that ACMs are present in the work area.

- 3) The person or people who, on the Sections or Teams's behalf , have responsibility for
  - ordering improvements or modifications to the premises;
  - or ordering regular maintenance within the premises;
  - or arranging reactive repairs to the premises;
 are aware of the asbestos status of the building and follow any procedures that may require them to make information available to contractors or (where relevant) direct labour.
- 4) Any on-site manager or caretaker who's role may include giving access to a contractor or to (where relevant) direct labour is made aware of the asbestos status of the building. Additionally Sections or Team procedures must make it clear whether such individuals have a role to play in informing contractors and others of the presence of asbestos.
- 5) Employees and others, who may disturb ACMs through their normal occupancy of the premises, are informed of the location of ACMs so that damage by, for example, trolleys, sac barrows, wheelchairs can be avoided. **Information must also be given to those employees and others who may be tempted to undertake some "do it yourself" (DIY) tasks on the premises.**

Provision of such information must be handled in a sensitive and measured way so that individuals understand that asbestos in good condition will do no harm if left undisturbed.

- 6) Trade Union safety representatives are made aware of the asbestos status of the premises and of the arrangements in place for informing those who are likely to disturb the asbestos.

- 7) Information on the location and condition of any known, or presumed, ACMs is made available to the emergency services. The fire service in particular need to be made aware that ACMs are in the premises so that they can take the appropriate precautions in an emergency.
- 8) A copy of all information on the asbestos status of a premises is passed on to the new dutyholder when any property transfer takes place.

*Future facilities for sharing information*

It is to be hoped that a common computer based asbestos register may be developed for Manchester City Council as part of Comino and Pro-master stock condition survey . MCC, Manchester Working and other service partners and the fire authority will have read only access to view records (there is a possibility that in suitable cases amendment rights may be extended to contractor partners also via controlled access in the fullness of time).

## Keeping the asbestos management plan under review

The management plan should be subject to at least a six monthly thorough review. This should critically review all the management processes and their effectiveness as well as the overall progress made against the implementation timetable. For example the review should establish:

- if the plan is referred to in safe systems of work procedures;
- how the plan is communicated to those at risk of working on or in close proximity to ACMs;
- if the plan is referred to in specifications for tenders, where appropriate;
- if emergency plans/contingency arrangements refer to the management plan; and
- if local emergency services are aware of the presence of asbestos in buildings.

There may be changes to the structure of the Sections or Teams, or personnel changes which will require changes to the management plans. When reviewing the management plan, the list below gives guidance about some of the issues that might be considered:

- Effectiveness of current plan:
  - in preventing exposure
  - in controlling maintenance workers / contractors;
  - in highlighting the need for action to repair / remove ACMs;
  - in raising awareness among employees.
- Issues which may affect the management plan, including:
  - changes to the organisational structure and/or staff
  - resourcing the management plan
  - changes to Sections or Teams procedures
  - changes in building use / occupancy / refurbishment plans.

- Instances of failure of the procedures, for example
  - where procedures have not been followed and why not;
  - where procedures have been inadequate and why;
  - where exposure to airborne asbestos fibres has occurred.

It must not be forgotten that the objective of the management plan is to reduce the risk of exposure to asbestos fibres and the consequential potential ill-health. If it can be shown that this risk is under control, the management plan will be doing its intended job.

It is recommended that progress on the Sections or Team's asbestos management plans is included in the Sections or Team's Annual Health and Safety Report.

## SUMMARY OF KEY STEPS TO MANAGING ASBESTOS CONTAINING MATERIALS IN NON- DOMESTIC PREMISES

Identify which properties have asbestos containing materials



Surveyor calculates and records **material assessment score** for each ACM and presumed ACM



Local knowledge of building use and maintenance patterns used to calculate and record **priority risk assessment** and **final risk score / category** for each ACM location



Judgements made in consultation with asbestos surveyor on what action to take on each ACM found , ranging from monitoring, via encapsulation to removal



Write Management Plan



Establish and maintain records of location, condition and extent etc of ACMs



Inform all those likely to be at risk of disturbing the ACMs



Monitor condition of ACMs regularly and update records



Review effectiveness of Management Plan