

Mid Devon District Council

Building Services

Asbestos Management Plan

September 2015

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PART 1: POLICY

1.1 GENERAL POLICY STATEMENT FOR ASBESTOS

1.1.1 Mid Devon District Council will do everything reasonably practicable to protect all persons from risks to health from exposure to asbestos. Although it is recognised that there is no legal requirement to remove asbestos containing material (ACM) in existing buildings where it does not constitute an unreasonable hazard, Mid Devon District Council's long-term aim is to remove all asbestos from the property portfolio, as far as is reasonably practicable.

1.2. APPLYING THE POLICY:

1.2.1 No new or recycled ACM can be used.

1.2.2 Where existing installations include ACM which is sound, in good condition, not releasing dust, and not subject to abrasion or damage, the material will be left undisturbed, until such time that its safe removal is planned. Details are to be noted in the Asbestos Register by the Programme Planner or nominated representatives, and the installation is to be re-inspected at regular intervals (not more than one year, except in domestic properties, where 20% will be re-inspected annually) to ensure that the condition of the material has not changed.

1.2.3 Where existing installations include ACM which is damaged, deteriorating or inadequately sealed, it will either be removed and replaced by suitable material, resealed or encapsulated.

1.2.4 When considering removal, where the ACM is coated, covered or contained within another material, such as cement, paint or plastic are considered to be firmly bonded in a matrix, ACMs of this type in good condition can usually be treated as non-licensed work but where they are significantly damaged, and so more likely to release fibres, they will need to be treated as Notifiable Non-Licensed Work (NNLW).

1.2.5 It is the responsibility of the person in charge of the job to assess the ACM to be worked on and decide if the work is NNLW or non-licensed work. This will be a matter of judgement in each case, dependent on consideration of several factors.

1.2.6 Asbestos insulation, Asbestos coatings and Asbestos insulating board must be removed by a Licensed Asbestos Removal Company in accordance with the HSE's Approved Code of Practice (ACOP) and guidance L143, '*Work with Materials Containing Asbestos.*' and then be taken to an approved, licensed site for disposal. Asbestos cement, gaskets, ropes and other bonded materials can be removed in accordance with the ACOP L143, providing that the persons carrying out

the work have had appropriate training and have sufficient insurance cover. The ACOP L143 replaces ACOP L27 and ACOP L28.

- 1.2.7 The Building Services Manager (or nominated representatives) shall approve the removal using the checklists contained in [Annex 1](#) of the Guidance Note, Management of Asbestos in MDDC Properties.
- 1.2.8 An Asbestos Register will be compiled by Programme Planner into which ACM installations and locations will be entered.
- 1.2.9 The Asbestos Register will be continually updated as and when surveys are carried out and asbestos materials are discovered and will be reviewed annually by the Programme Planner who will then make such recommendations to MDDC as appropriate to pursue this policy.
- 1.2.10 Information contained in the Asbestos Register will be made available to any employee, contractor, tenant or leaseholder.
- 1.2.11 Until such time as a property has been subjected to an asbestos survey and the details entered in the Asbestos Register, great care must be taken when carrying out works upon the property. All persons carrying out work that will affect the building fabric must have sufficient training in the risks associated with asbestos. Materials of unknown composition must be presumed to contain asbestos.
- 1.2.12 If it is suspected that any work may disturb a material containing asbestos then appropriate procedures contained within this document must be carried out. No works of a major nature must be undertaken without first carrying out an asbestos risk assessment of that area to be worked upon (in most cases an HSG264 Refurbishment or Demolition survey).
- 1.2.13 **Major Works** includes planned/cyclical/voids which require technical input and pre-assessment. This will include preparation of drawings, sketch details, specifications, notes, schedules or contract documents and should in all cases be subject to an asbestos survey and priority assessment as part of the pre-assessment.
- 1.2.14 **Minor Works** are defined as those that would normally be actioned by the issuing of a works order or instruction and would include emergency, reactive, routine, day-to-day or other small jobs.

The following precautions must, however, be observed:

- 1.2.15 If suspected ACMs are discovered during the works they should not be disturbed, but the incident reported to the Project Manager who will arrange for an asbestos inspection and priority assessment.
- 1.2.16 If the material has been inadvertently disturbed then work in that area should cease. The Contract Administrator needs to be notified and the Contingency Plan (annex 2) needs to be applied.

- 1.2.17 The Asbestos Register shall be linked to the production of Works Orders/Site Instructions which should flag up if there is an issue with work to be carried out in a property.
- 1.2.18 People carrying out these works must have the necessary license to work and/or have received appropriate task training.

PART 2: MANAGEMENT OF ASBESTOS IN MDDC PROPERTIES

2.1 Introduction

- 2.1.1 This Management Plan details the risk based approach that will be adopted by MDDC for the day to day management of asbestos in the buildings they manage and occupy, and any sites or operations which fall under the responsibility of MDDC Housing Department.
- 2.1.2 MDDC maintains and repairs domestic and non-domestic premises in accordance with current legislation, ensuring that statutory obligations and duties are met.
- 2.1.3 As part of these statutory requirements, a live Asbestos Register is maintained, the register indicates where known asbestos containing materials have been located and their generic type.
- 2.1.4 The Control of Asbestos Regulations 2012 superseded the 2006 Regulations that brought together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing.
- 2.1.5 To comply with this legislation, MDDC acting as the duty holder, has adopted a pro-active risk based approach to managing asbestos and its control in order to ensure the safety of its' staff, contractors and anyone else who may be affected by MDDC's undertakings in this regard.
- 2.1.6 This Guidance Note is produced for the assistance of staff. Staff should apply their judgement to this guidance at all times.

2.2 Responsibilities

2.2.1 The Head of Housing and Property Services Manager will:

- Ensure that there are sufficient resources available for the implementation of this plan
- Delegate responsibility for the implementation of this plan to the Managers
- Review the provisions and resources required for the efficient operation

of this plan annually

2.2.2 The Building Services Manager will:

- Ensure that the requirements of this plan are implemented
- Ensure that a risk assessment and safe systems of work are in place
- Ensure that employees are competent and receive the necessary training, information and supervision whilst performing any tasks in regards to this plan.

2.2.3 The Office Manager will:

- Maintain the asbestos database and register, and produce programmes relating to the annual inspections and works where appropriate

2.2.4 Surveyors/Supervisors will:

- If competent and insured, carry out inspections and management surveys. Ensure that a risk assessment and safe systems of work are in place
- Also manage others carrying out inspections and surveys

2.2.5 Employees will:

- Comply with this asbestos management plan and notify their Supervisor / Manager of any issue concerning them, regarding asbestos and asbestos containing materials.
- Any operative working on asbestos will have previously undertaken task specific training relating to that work. Ensure that a risk assessment and safe systems of work are in place

2.2.6 Contractors will:

- Comply with current legislation and associated Approved Codes of Practice and guidance.
- Attend sites to assess and prepare quotations against asbestos remedial works specifications, the contractor to raise any issues relating to the health and safety or potential later costs of a project.
- Provide a method statement for MDDC and the Statutory Authority.
- Provide a safe method of work for emergencies that will be discussed

and agreed with the Principle Designer or Surveyor in charge of the contract

- Provide statutory notice to the Notifying Authority prior to commencing asbestos works, or, by agreement and at the request of the Principle Designer or Surveyor in charge of the contract, applying for a waiver against the minimum notice period.
- Arrange transport and disposal of asbestos waste materials in accordance with current regulation and good practice
- Provide copies of notification and consignment notes and other relevant documentation on request to the Principle Designer or Surveyor in charge of the contract.

2.2.7 The Health and Safety Advisor will:

- Investigate and report incidents under RIDDOR
- Provide advice on Asbestos Awareness and Task Training for staff as necessary.
- Provide advice on good practice, relevant legislation and assess compliance.

2.3 Interpretation

2.3.1 Asbestos" means any of the following materials:

2.3.1.1 Crocidolite - blue asbestos

2.3.1.2 Amosite - brown asbestos

2.3.1.3 Chrysotile - white asbestos

2.3.1.4 Anthophyllite

2.3.1.5 Tremolite

2.3.1.6 Actinolite

2.3.1.7 and any mixture containing any of these materials.

2.3.2 "Asbestos material" or "asbestos-containing material" means any material which contains in its make-up any form of asbestos in any quantity.

2.3.3 "Friable" means asbestos material capable of being crumbled in the hand.

2.3.4 "Soft asbestos" means asbestos material not friable but capable of being deformed by hand or by hand pressure.

- 2.3.5 "Hard asbestos" means asbestos material not capable of being deformed by hand except by snapping.
- 2.3.6 "Asbestos Register" means a register of all properties surveyed and held by the Programme Planner.
- 2.3.7 "Asbestos Analysis" Testing to be carried out by a United Kingdom Accreditation Service Laboratory accredited to EN 45001.
- 2.3.8 "Licensed Contractor" A Contractor who has a license issued by the Health and Safety Executive Asbestos Licensing Unit, Belford House, Belford Road, Edinburgh EH4 3UE.

2.4 Management of Asbestos

2.4.1 Remedial Measures

The remedial measures available are:

- 2.4.1.1 Leave material in place and introduce a management system.
- 2.4.1.2 Leave material in place, effectively seal (e.g. encapsulate or enclose) and introduce a management system.
- 2.4.1.3 Remove, through licensed contractors and dispose of asbestos material to site licensed for disposal of asbestos materials. The only exceptions to this rule will refer to work undertaken with duration of less than one hour in any 7 consecutive days or doing the work for a total of less than two hours in total. These works will normally be relating to textured coatings and asbestos cement. **N.B.** Asbestos cement products cannot be reused or sold on second hand to a third party.

2.4.2 Regular Inspection as part of the management system

All asbestos in non-domestic premises which has been left in place, must be subject to regular inspection yearly. In domestic premises 20% will be re-inspected annually. More regular inspection may be required if the material is liable to mechanical damage or where the risk warrants it. Where deterioration of the material is observed a further risk assessment must be carried out and recorded.

The following inspection regime shall apply:

- Up to Low Risk, Material Assessment 1 – 6 20% Periodic inspection
- Up to High Risk, Material Assessment 7 + Annual inspection

MDDC have ACM's within the domestic properties that fall into the above

categories. Within the surveys that have been carried out, some of these Medium and Low Risk ACM's also have actions against them other than monitor. In addition to the inspections the recommendations will be actioned, based on the risk from the material.

2.4.3 **Provision of Information**

2.4.3.1 **Employees and agency employees** – MDDC makes available the asbestos register to all employees and agency employees likely to come into contact with asbestos and encourages them to use it.

2.4.3.2 **Tenants** - The Building Services Office Manager is responsible for ensuring that tenants and Leaseholders are provided with information concerning any ACMs located within their houses. This information should include details of the asbestos types and locations together with details of the amount of asbestos and the risk assessment which resulted in the material being left in the premises. The tenant should also be given basic information regarding decorating, not drilling into the material etc. This information is contained within the "Your guide to help you deal with Asbestos in your home"

2.4.3.3 **Contractors and Consultants** – Contractors, Consultants and others must be provided with information relating to the type, location and amounts of asbestos in buildings where they are being asked to work.

2.4.3.4 Where they are required to work on asbestos, they must be licensed asbestos contractors (The only exceptions to this rule will refer to work undertaken with duration of less than one hour in any 7 consecutive days or doing the work for a total of less than two hours in total or work undertaken to materials where the asbestos fibres are firmly linked in a matrix. Examples these materials are contained in the ACOP L143 '*Work with Materials Containing Asbestos*'; and are:-

- asbestos cement;
- textured decorative coatings and paints which contain asbestos.
- any article of bitumen, plastic, resin or rubber which contains asbestos where its thermal or acoustic properties are incidental to its main purpose (eg vinyl floor tiles, electric cables, roofing felt).
- There may be other materials in which the asbestos fibres can be firmly linked in a matrix such as paper linings, cardboards, felt, textiles, gaskets, washers, and rope where the products have no insulation purposes. If this is the case then the exemption provided in ACOP L143 regulation 3(2) may apply.
- encapsulation or sealing of asbestos-containing materials which are in good condition, or

- air monitoring and control, and the collection and analysis of samples to ascertain whether a specific material contains asbestos Any person working with Asbestos where an exception applies must still adhere to any risk assessment and method statement and any Health and Safety Executive '*Equipment and Method*' sheets and '*Asbestos Essentials*' sheets. Where their work does not involve asbestos they must be advised that asbestos may be present in other locations and that where suspicious material is found they are to stop work and inform the Contracts Supervisor.

2.4.3.5 **Lessees** must be provided with information concerning any ACM that MDDC is aware of that is located within their premises.

2.5 Asbestos Register– Inspection, Material and Priority Assessment.

ASBESTOS REGISTER

2.5.1 The Asbestos Register will hold all Asbestos Survey data.

2.5.2 The Register will be the responsibility of the Office Manager.

2.5.3 Information relating to the presence of asbestos will be available from: -

2.5.3.1 Inspections by Surveyors, Consultants and the like

2.5.3.2 Assessments by Technical staff carrying out other inspections or works;

2.5.3.3 Specific asbestos surveys.

2.5.4 The Office Manager will be responsible for all entries in the Register and ensure that the necessary action is taken to obtain adequate information to complete the Register. Information contained in the Asbestos Register is to be revised as necessary when work on asbestos or a survey is carried.

2.5.5 The Asbestos Register will be updated on a monthly basis and a copy placed on SharePoint

2.6 Specification for Inspection, Assessment, and Recording of Information.

2.6.1 Location

The location is to be identified by description and name on the Asbestos Survey Report Form ([Appendix 1](#)).

2.6.2 **Types of Asbestos**

Where possible asbestos type is to be identified:

Crocidolite - blue asbestos
Amosite - brown asbestos
Chrysotile - white asbestos
or other types or mixtures

2.6.3 **Risk Factor Rating**

It is important to assess the degree of health risk associated with each installation. These are set out in HSG264, which replaced MDHS 100 in March 2010.

2.6.3.1 There are a number of factors that affect the degree of risk:

The Material Assessment

The Priority Assessment

2.6.3.2 Under each heading points will be given according to the degree of risk as listed in 2.12 onwards.

2.6.3.3 The risk factor rating is a measure of the likelihood of fibres being released, which could cause a local hazard. The total risk factor rating being the sum of the individual points counted.

2.7 **Sampling**

2.7.1 If during the survey a material suspected of containing asbestos is identified, then it must be either sampled to confirm or not the presence of asbestos, or be presumed to contain asbestos.

2.7.2 If it is suspected that airborne fibres are being released then the Contingency Plan ([Annex 2](#)) needs to be applied.

2.7.3 Where appropriate, arrangements for air sampling by a UKAS accredited laboratory shall be made.

2.8 Material Risk Factor Ratings in Conjunction with a Survey.

2.8.1 Material risk assessment rating taken from HSG264 (This is a government document that provides guidance on the scoring and testing of asbestos containing materials)

Sample Variable	Score	Example of Score
Product Type (or debris from product)	1	Asbestos-reinforced composites (plastic resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc).
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of damage/deterioration	0	Good condition no visible damage.
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface treatment	0	Composite materials containing asbestos, reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.
Asbestos type	1	Chrysotile Crocidolite
	2	Amphibole asbestos excluding
	3	Crocidolite
Total		

Score	Potential release of fibres
10-12	High
7-9	Medium
4-6	Low
0-4	Very Low

2.9 Calculation of Priority Assessment and Action to be Taken

2.9.1 The material assessment identifies the 'high-hazard' materials, ie those materials which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the priority for remedial action. Priority is to be determined by carrying out a risk assessment (ie a priority assessment) which will take into account factors such as:

- the location of the material;
- the extent of the material;
- the use to which the location is put;
- the occupancy of the area;
- the activities carried on in the area; and
- the likelihood/frequency with which maintenance activities are likely to take place.

2.9.2 The priority assessment can only be carried out with the detailed knowledge of all these factors. The surveyor can help in this process, by obtaining information which will contribute to the priority assessment, where information on occupancy and use is straightforward. However, such help must be undertaken with caution. It is the duty holder, under CAR 2012, who is required to make the risk assessment using detailed knowledge of the activities carried out in the premises.

2.9.3 The combined material and priority assessment results should be used to establish the priority for those ACMs needing remedial action and the type of action that will be taken. There are various remedial options available: in many cases the ACMs can be protected or enclosed, sealed or encapsulated, or repaired. These options should be considered first. Where such actions are not practical, ACMs should be removed.

The table below provides some examples from HSG264

Address Location	Product Type	Extent	Accessibility	Condition	Surface Treatment	Asbestos Type	Sample no	Sampled/presumed/Strongly presumed	Material Assessment and Score	Priority and action score
Store room 2, BC408 ceiling	AIB	Whole ceiling 120 m2	Medium	Good	Painted one face only	Amosite	1	Sampled 4 samples	5	12
Store room 2, BC408 fire door	Asbestos board on door carcass (AIB)	21 m2	Medium	Good	Encapsulated by wood in door	Amosite	2	Sampled 1 sample	5	12
Meeting room 2, BC412, ceiling	Asbestos ceiling tiles (AIB)	5 m2	Medium	Good	Painted one face only	Amosite	3	Sampled 1 sample	5	13
Canteen, BC410, lino on floor	Cushion floor (paper)	5 m2	Easy	Good-damage to edge	Covered by vinyl	Chrysotile	4	Sampled 1 sample	4	11
Corridor, BC411, electrical switch box	Woven cloth	Possibly 4 items	Medium	Medium	Unsealed	Chrysotile	5	Strongly presumed	8	14 remove during next campaign
Plant room 2, BC416, lift motor	Brake shoes	2 items	Difficult	Medium	Unsealed	Chrysotile	6	Strongly presumed	4	10 'H' Vac dust
Plant room 2, BC416, pipe lagging	Pipe insulation	24 linear metres	Easy	Good	Sealed and labelled	Crocidolite Amosite Chrysotile	7	Sampled 6 samples	8	14 remove during next campaign
Plant room 2, BC416, wall panels	Asbestos panels (AIB)	43 m2	Easy	Good	1 face sealed and labelled	Chrysotile	8	Sampled 4 samples	5	14 monitor weekly

Material scores above 10 have high potential to release fibres
Other examples are available for guidance on the HSE website.

3.0 DISPOSAL OF ASBESTOS

3.1 Asbestos waste is any waste which contains trace or more than 0.1% w/w asbestos. It is subject to the waste management controls set out in the Special Waste Regulations 1996. Disposal of asbestos is to follow the requirements of these regulations. This also includes if trace has been found. The approved method of disposal for all forms of asbestos is by landfill site licensed for asbestos waste. Only an approved registered waste carrier is permitted to dispose of waste from site to point of final disposal. The contractor will provide a method statement as to the complete packaging and removal of the waste to the point of final disposal and provide copies of the Waste Transfer Notes.

4.0 Training

4.1 Employees such as surveyors, supervisors, contract managers, health & safety staff, trade operatives and caretakers will receive one full day training on general asbestos legislation and awareness training.

4.2 Employees such as housing management staff, stores staff and anyone else identified by their line manager will receive half day asbestos awareness training.

4.3 Asbestos awareness refresher training will be held every year or if legislative changes occur.

4.4 All contractors' operatives working on MDDC properties will also have had to receive Asbestos Awareness Training within the last year and all MDDC operatives who will work with ACMs will undertake task specific training on working with asbestos not requiring a licence.

5.0 AUDIT/REVIEW

5.1 All systems and procedures in use for the management of asbestos will be regularly reviewed and audited by the Maintenance Team in consultation with MDDC's Health and Safety Advisor.

APPENDIX 1

ASBESTOS SURVEY AND PROGRESS MANAGEMENT FORM

Site Address

Prepared by

Date of inspection.....

Building Type (e.g. house).....

Room and Floor

ASBESTOS DETAILS

ITEM	DESCRIPTION	POINTS
Material Assessment		
Asbestos Type 1 - 3		
Asbestos Product 0 - 3		
Condition 0 - 3		
Existing treatment 0 - 3		
Priority Assessment		
Location 0 - 2	(e.g. bath panel low level)	
Extent of material 0 - 2		
Use of room 0 – 2		
Activity 0 – 2		
Occupancy 0 - 2		
Maintenance frequency 0 - 2		
	TOTAL POINTS	
	PRIORITY RATING AS PER PARA 2.12 – 3.00 AND ACTION	

SAMPLE REQUIRED? YES/NO

Signed.....

ANNEX 1

CHECKLIST FOR MAJOR WORK WITH ASBESTOS MATERIALS FOR USE BY CONTRACT ADMINISTRATORS

1. THE ASSESSMENT

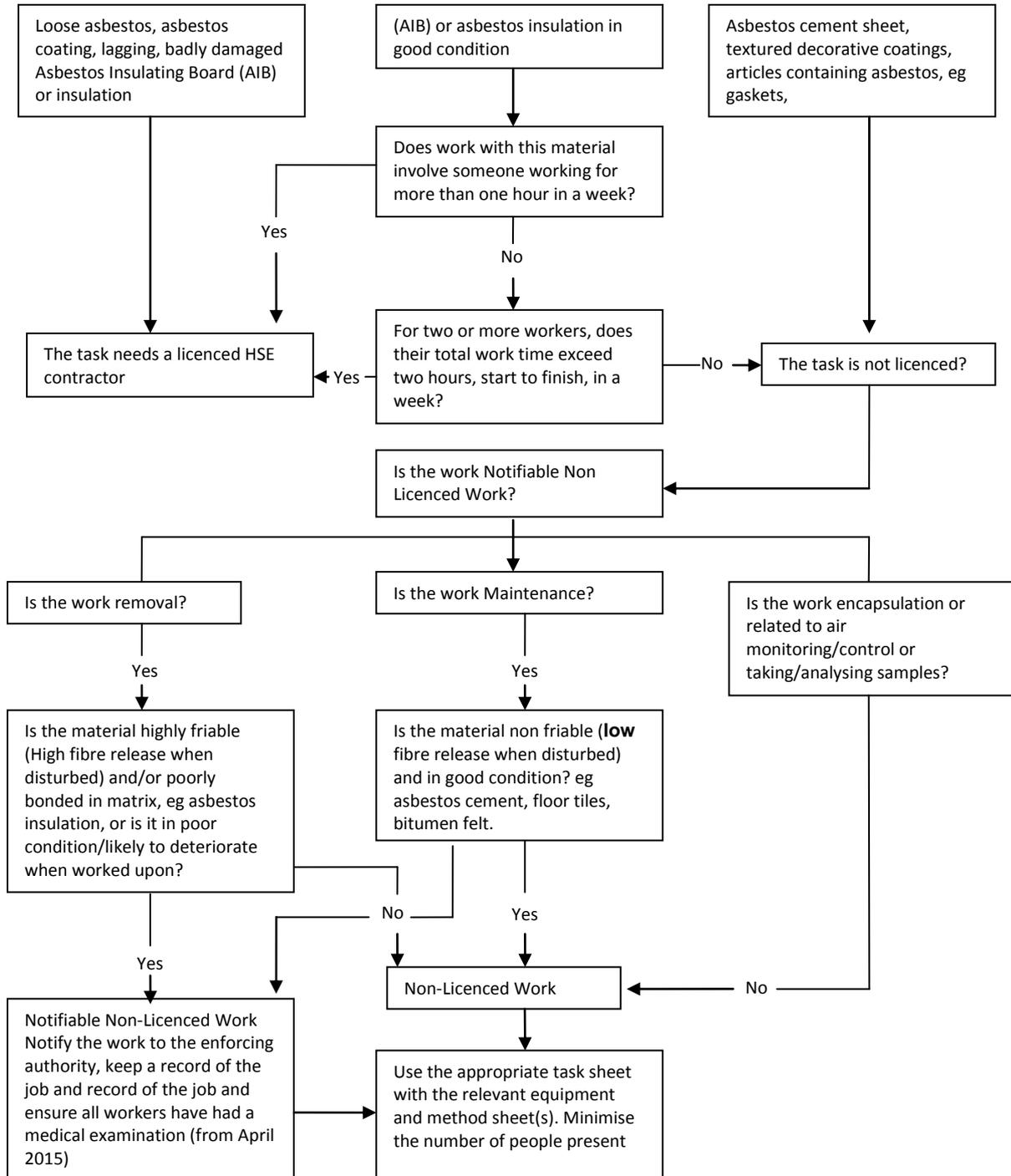
To be adequate and comply with the Control of Asbestos Regulations 2012 the assessment should be in writing and cover: -

- 1.1 The type of work and duration.
- 1.2 The type and quantity of asbestos and the results of any analysis.
- 1.3 The controls to be applied (e.g. encapsulation, controlled wet strip, dust suppression techniques etc.).
- 1.4 The reasons for the choice of work method (e.g. work-face vacuum techniques because of exposed hot pipe work etc.).
- 1.5 Details of expected exposures, noting: -
 - 1.5.1 Whether they are liable to exceed a control limit or action level and the number of people affected.
 - 1.5.2 If above a control limit, the expected exposure, so that appropriate Respiratory Protective Equipment can be assessed and selected.
 - 1.5.3 Whether anyone other than employees may be exposed, and their expected exposure.
 - 1.5.4 Where applicable, results already available from air monitoring.
 - 1.5.5 The steps to be taken to control exposure and the release of asbestos to the environment.
 - 1.5.6 Procedures for assessment, provision, use and decontamination of Personal Protective Equipment (which includes Respiratory Protective Equipment).
 - 1.5.7 Procedures for the safe removal of waste from the work area and the site.
 - 1.5.8 Procedures for dealing with emergencies.

2.0 Decision flow chart

Decision flow chart

Use this simple flow chart to help you decide who needs to do the work



3.0 THE PLAN OF WORK (METHOD STATEMENT)

The Method Statement should specify: -

- 1.1 The nature and probable duration of the work.
- 1.2 The address and location where the work is to be carried out.
- 1.3 The methods to be used including dust suppression techniques.
- 1.4 The equipment, including Personal Protective Equipment used for: -
 - 1.4.1 The protection and decontamination of those carrying out the work.
 - 1.4.2 The protection of other people present on or near work site
- 3.5 **N.B.** A copy of both the Assessment and the Method Statement should be kept on site.

2.0 HYGIENE FACILITY

- 4.1 The hygiene facility should comply with the HSE's guidance note EH 47 and be sited as close to the work area as is reasonably practicable.

5. VISUAL INSPECTION OF AREA AT COMPLETION OF WORK

6. CHECKLIST FOR SELECTION OF ASBESTOS REMOVAL WORK BY LICENSED CONTRACTORS WHEN JOINING THE APPROVED LIST OF CONTRACTORS AND CONSULTANTS

NAME OF SUPERVISING MANAGER.....

	YES	NO
1. Contractor's license valid?		
2. Exposure assessment checked?		
3. Method statement checked?		
4. Approved UKAS accredited/ Analyst?		
5. Contractor carried out notification to H.S.E?		

CHECKLIST FOR MONITORING OF LICENSED ASBESTOS REMOVAL WORK BY LICENSED CONTRACTOR

ON SITE CHECKS - BEFORE WORK COMMENCES		
6. Name of Contractor's Employee in charge of site?		
7. Name of Contractor's Employee nominated to carry out daily visual check of enclosure?		
8. Hygiene facilities checked?		
9. R.P.E. maintenance records checked?		
10. Extractor maintenance records checked?		
11. Warning signs erected?		
12. Visual examination of enclosure carried out?		
13. Transit arrangements made?		
14. Waste sacks and disposal arrangements to licensed tip Checked?		
15. Vacuum cleaners checked?		
16. Laundry arrangements checked?		
18. Smoke test carried out?		
19. Commencement of work authorized?		

ON SITE CHECKS - ON COMPLETION OF WORK
The four stage clearance test To be completed by approved UKAS
accredited analyst

	Yes	No
20. Visual inspection carried out?		
21. Extraction equipment cleaned and sealed?		
22. Inner surfaces of enclosure sealed?		
23. Air sampling carried out?		
24. Results of air sampling satisfactory?		
25. Certificate of re-occupation passed to:- Programme Planner to be placed upon the house file/Asbestos Register		
26. Authorization to clear site given?		

**(Minor works shall be carried out in accordance with the HSE's
Asbestos Essentials Task Manual, HSG 210)**

Signed.....

Date.....

Name.....

Title.....

ANNEX 2

CONTINGENCY PLAN – PROCEDURES TO BE FOLLOWED IN THE EVENT OF UNEXPECTED EXPOSURE TO DANGER FROM ACM OR SUSPECTED ACM

- 1.0 The incident should be reported immediately by the person who discovers or in the case of the call centre is informed of the incident to the following:
- 1.1 The Supervisor in charge of the works will check the Asbestos Register. If confirmed or suspected to be asbestos then:
- 2.0 There should be an immediate site visit by an appropriately qualified surveyor to decide on measures required which may include one or more of the following:
 - 2.1 Notify the Health and Safety Advisor and seek their advice
 - 2.2 Evacuation of staff and or tenants (If tenants, Housing Management to be informed of circumstances and assist with evacuation), closure and sealing-off of the area concerned;
 - 2.3 Arrange for sampling/analysis of the material concerned;
 - 2.4 Consultation with a Licensed Asbestos Contractor over remedial works required; Contractor to notify Health and Safety Executive of incident with copies of correspondence to Supervisor in charge of works
 - 2.5 Arrangements after clearance for remedial works and re-occupation of the area;
 - 2.6 If a MDDC office then arrangements for temporary re-location of activities normally carried out in the area concerned;
 - 2.7 Counselling/health surveillance for anyone affected to be considered;
 - 2.9 Notify the Estates Manager in case of publicity and insurance claim by parties involved.
- 3.0 A debrief should be held after the matter has been fully dealt with to review the incident, determine what measures, if any, that could be taken to prevent a recurrence. To be chaired by the Head of Housing and Property Services with input from the surveyor involved, Health and Safety Advisor and Housing Management as required.
- 4.0 Building Service Manager to draw up and circulate an appropriate advisory notice and make recommendations for inclusion in the Asbestos Management Plan at the next review.
- 3.0 Programme Planner to update Asbestos register.

ANNEX 3

Asbestos Management Action Plan

Ref	Action	Priority
1.0	Identify and carry out recommendations within the asbestos surveys from 2010 and 2015 and any Subsequent re-inspections or surveys.	
1.1	Aim – To manage and reduce the risk to Health and Safety from the release of asbestos fibres from MDDC homes for our tenants, leaseholders, their visitors and MDDC employees and others.	Ongoing
1.2	Prioritise the works within the surveys based on the recommendations and risk, and apportion budget costings against the recommendations for each property	2015/16
1.3	Plan the strategy to carry out the works. One year, two year or longer contract? Split the works into licensed and unlicensed works? Spread the works out based on the risk and re-inspection regime being in place?	2016/20
1.4	Identify suitable contractors who are capable of carrying out the works	2015/16
1.5	Tender or seek quotations for the works	2015/16
1.6	Implement the programme of works	2016/20
1.7	Pass information through to Office Manager to update Stock Survey and Asbestos Register as well as Asbestos Surveys	Ongoing
2.0	Implement an Asbestos Inspection and Surveying programme.	
2.1	Aim - have 100% of properties with survey and up to 20% per year re-inspection regime	
2.2	Properties to include the dwelling and any other building, such as communal area or garage.	
2.3	Currently have 75% of properties surveyed and 25% cloned.	

<p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p> <p>2.9</p> <p>2.10</p>	<p>Identify all master and cloned properties containing asbestos from the Asbestos Register and other sources. Check these against the asset register.</p> <p>Review the surveys to ensure that the entire curtilage of the dwelling has been covered by the surveys.</p> <p>Exclude all master properties that have had a minimum Type 2 survey with No Asbestos Detected.</p> <p>From the remainder separate all of the properties that have had a Type 1 survey, are cloned or have no information on them. Implement a programme of management surveys of these properties using a risk based approach to prioritise the higher risk properties to be surveyed first. The risk assessment is to use information gathered from the masters on this archetype and the information contained in the Type 1 surveys.</p> <p>Of the master properties in which a type 2 survey has been carried out and where asbestos has been detected that is low risk, implement a 20% per annum rolling inspection programme. Any properties containing materials with a material assessment of above 7 or a Medium or High priority score are to be included on an annual inspection programme. Any updates on the risk rating of the asbestos are to be passed to the Programme Planner to update the Stock Survey, Asbestos Register and Surveys.</p> <p>Where any part of the curtilage has been missed; implement a surveying programme of these areas.</p> <p>Where any recommendations are identified or altered as a result of the survey or re-inspection these are to be dealt with as for item 1.0 above.</p>	<p>2015/16</p> <p>2015/16</p> <p>2015/16</p> <p>2015 – onwards</p> <p>2015 – onwards</p> <p>2015 – onwards</p> <p>2015 - onwards</p>
<p>3.0</p> <p>3.1</p>	<p>Provide tenants and others with details of asbestos, where it may be found in properties that Housing have responsibility for, and what to do to prevent any risk to Health from the release of asbestos fibres.</p> <p>Aim – Inform tenants of where to find asbestos and what to do if they are unsure, to reduce the risk of exposure to asbestos fibres. Provide easier access to the asbestos register for tenants and others</p>	

<p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>Send a letter to all tenants of dwellings and garages to inform them of the surveys that have been carried out and the likely places to find asbestos in their homes and garages. Include an asbestos awareness leaflet.</p> <p>Provide a live web-based asbestos register linked to integrator. The Office Manager is to maintain this register and update it with live information from any surveys and works carried out.</p> <p>Provide works operatives with access to the web based asbestos register, including those who are dealing with out of hours emergencies.</p>	<p>2015/16</p> <p>2015/16</p> <p>Completed</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Within the responsive repairs, voids, adaptations and major works contracts, where any significant works, such as the installation of a bathroom, kitchen, rewire, plumbing, central heating, re-roofing or the replacement of the part a wall or ceiling that is likely to disturb the underlying substrate of the building fabric; a refurbishment survey is to carried out to at least the area to be disturbed.</p> <p>Aim – To provide prior knowledge and enable MDDC to manage the risk from Asbestos in areas that would not have been covered by previous non-intrusive surveys.</p> <p>Establish a contract with an asbestos surveying contractor to carry out the pre-surveys on these properties, based on a schedule of rates.</p> <p>Inform the voids, adaptations and responsive repair team of this resource and the contact details, as well as the lines of communication. The office manager is to manage the administration of the data from the surveyor and to update integrator.</p> <p>Within the large capital contracts where this information is required, the requirement for these additional surveys is to be written into the contracts. This is to be in an agreed format that is consistent with other information held in integrator and the data is to remain the ownership of MDDC.</p>	<p>Ongoing</p> <p>2016 – onwards</p> <p>2016 – onwards</p> <p>2015 - onwards</p>

<p>5.0</p>	<p>Resource</p> <p>The estimated proposed resource required for the works above are detailed as follows:-</p>																	
<p>5.1</p>	<p><u>Contract administration - Item 1.0 of Action Plan</u></p> <p>To analyse and implement, via a contract the recommendations within the existing Asbestos Surveys.</p> <p>Current liabilities within the recommendations are approximately £200,000 for works only. If £50,000 per year is allocated to this budget the works could be put into a contract and let as one.</p> <p>Contract Administration for this would be equivalent to one surveyor for one day per week for six months per annum. = 30 days pa</p>																	
<p>5.2</p>	<p><u>Carrying out inspections and surveys - Item 2.0 of Action Plan</u></p> <p>To undertake a re- inspection and write up a report would take approximately 2 hours. This would include for travelling, inspecting the existing ACM's writing the report and providing the tenants with a copy of the report. Any additional presumed ACMs that may not have been identified previously would need to be sampled by a competent asbestos surveyor.</p> <p>Total number of re-inspection per annum = 615</p> <p>Time required = 154 days pa (based upon 4 surveys per day)</p>																	
<p>5.3</p>	<p><u>Establishing and management of Refurbishment and Demolition Surveys - Item 2.0 & 4.0 of Action Plan</u></p> <p>To establish a new contract and manage the surveying service provided as well as updating integrator.</p> <table data-bbox="320 1736 1161 2022"> <tr> <td>Establish a new contract</td> <td>= 21 days</td> </tr> <tr> <td>Administration by Office Manager</td> <td>= 28 days pa</td> </tr> <tr> <td>Approximate cost per survey</td> <td>= £350.00</td> </tr> <tr> <td>Number of surveys pa</td> <td></td> </tr> <tr> <td>Responsive repairs</td> <td>= 20</td> </tr> <tr> <td>Voids</td> <td>= 75</td> </tr> <tr> <td>Adaptations</td> <td>= 35</td> </tr> <tr> <td>Sub total</td> <td>= £45,500</td> </tr> </table>	Establish a new contract	= 21 days	Administration by Office Manager	= 28 days pa	Approximate cost per survey	= £350.00	Number of surveys pa		Responsive repairs	= 20	Voids	= 75	Adaptations	= 35	Sub total	= £45,500	
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	<p>excluding Planned works = 250 Sub Total = £87,500</p> <p>The costs for the planned works surveys could be absorbed into the capital cost of the works and could be carried included in the works. This cost does not allow for any removal works.</p> <p>5.4 Asbestos Register updates – Item 3.0 of Action Plan</p> <p>To update the Asbestos Register held on integrator to ensure that it is live will require both time and authority. Authority should be given to the Office Manager to pursue individuals for information that is vital to update the register.</p> <p>To update the asbestos register held on integrator has will require approximately 1 day a week.</p> <p>52 weeks at 1 day per week = 52 days pa</p> <p>Cost of integrator updates = £6,500</p>	
	<p>5.5 On-line Asbestos Register</p> <p>Resource to be agreed with ICT. This information could be accessed at any time by the operatives and others via the PDA's</p>	