



GPHC

Asbestos Management Policy

POLICY IMPLEMENTATION CHECKLIST	
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Diversity compliant:	YES
Equality Impact Assessment:	LOW
Data Protection compliant:	YES
Health & Safety compliant:	YES
Procedure implemented:	YES
SDM system changes made:	N/A
Training Completed:	
Posted on Sharepoint:	
Posted on website:	

Content

1. Vision and values
2. Governance
3. Policy Aims
4. Introduction
5. General Data Protection Regulation (GDPR)
6. Equality and Diversity
7. Policy Review

Linked Policies/Procedures

1	Repairs & Maintenance Policy
2	Health & Safety Manual

1. VISION AND VALUES

Vision

- 1.1 We will be the landlord of choice in our neighbourhood, working with our customers, communities and local stakeholders to create an area where people choose and are happy to live. Great service and value for money will be at our core and we will strive relentlessly to balance both.

Values

- 1.2 The following values will shape how we do business to achieve our mission and the strategic objectives set out in this plan. They underpin all the work that we do.

Excellence - We are committed to providing a quality, customer focused service that demonstrates value for money, delivered by experienced staff. We will publicise information on how we are performing, welcoming challenge and feedback to continuously improve the effectiveness and relevance of the service we provide.

Accountability - Our Management Committee as the governing body and our leadership team will provide strong strategic leadership and oversight, ensuring tenants' interests are protected and at the forefront of all that we do.

We will ensure that our actions are transparent.

Partnership Working - We will work collaboratively with all sections of the local community. This includes working collectively and individually with our customers and continuing to share our services with Forgewood Housing Co-operative and other housing co-operatives and statutory voluntary sector partners working in Lanarkshire to improve the lives of our residents. We will continue to be a proactive member of the local community, seeking out new, innovative ways to address issues that impact our residents.

2. GOVERNANCE

Garrion People's Housing Co-operative is a community controlled registered social landlord and is managed by a group of local people who are elected onto the Management Committee. Their role is to make sure that the Co-operative is well run, meets the needs of the local area and is responsive to what is important to local people.

The Management Committee appoints senior staff, agrees all the Co-operative's policies and takes all the key decisions. The Director and the senior team support the Committee in these responsibilities.

3. POLICY AIMS

To ensure that Garrion People's Housing Co-operative complies with the following statutory requirements, as amended, and common law duties.

- Asbestos (Licensing) Regulations;
- Asbestos (Prohibition) Regulations
- The Control of Asbestos at Work Regulations,
- Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulation Board;
- The Health and Safety at Work Act.

4. INTRODUCTION

Garrion People's Housing Co-operative is under a general duty to provide a safe place of work for employees to ensure that others who carry out work activities on its behalf, along with those persons who may be in the vicinity of the work process, are not exposed to hazards that may affect their health and safety. This includes a specific duty to ensure that any work with asbestos containing materials (ACM's) is carried out in accordance with the requirements of The Control of Asbestos at Work Regulations, regarding asbestos products/materials and, to prohibit the use or installation of such throughout its premises.

We are required to ensure that a management system is established and implemented to identify the type and location of ACM's within our property in order that employees and others are made aware of its presence prior to carrying out any work activity. This is to reduce the probability of accidental disturbance, which could release asbestos fibres into the atmosphere. We are also required to ensure that any exposure of asbestos fibres is reduced to the lowest level, which is reasonably practicable.

Where the existence of ACM's is suspected and confirmed, Garrion People's Housing Co-operative shall ensure that only a competent "Licensed Asbestos Contractor" is employed to work with or remove such material. There is also a specific requirement to notify the Health and Safety Executive 14 days prior to such work being carried out.

Asbestos-containing materials are required to be disposed of in accordance with the Special Waste Regulations.

5. GENERAL DATA PROTECTION REGULATION (GDPR)

The Co-operative will process information and data contained within the application in accordance with its policies and procedures relating to the General Data Protection Regulations.

Information regarding how data will be used and the basis for processing data is provided in the Co-operative's Fair Processing Notice.

6. EQUALITY AND DIVERSITY

The Co-operative is committed to promoting an environment of respect, understanding, encouraging diversity and eliminating discrimination by providing equality of opportunity for all.

We will endeavour to ensure a fair and equal service to everyone and that all services are carried out in an undiscriminating manner in line with the Co-operative's Equality and Diversity Policy.

In particular, we will not discriminate on the grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender reassignment, sex and sexual orientation.

We will ensure that everyone has equal access to information and services to meet specific need. Upon request we will make available documents in a range of alternative formats/languages.

7. POLICY REVIEW

The Maintenance Officer is responsible for ensuring that this Procedure is followed by all appropriate staff.

The policy will be reviewed every five years, or sooner, in response to a change in legislation or circumstance.

CONTENTS

- 1. APPLICATION**
- 2. POLICY**
- 3. ARRANGEMENTS**
- 4. RESPONSIBILITIES**
- 5. ASBESTOS REGISTER**
- 6. ASBESTOS PROCEDURES**
- 7. SPECIFICATION / PURCHASE**
- 8. CONTRACTORS**
- 9. SURVEYING, SAMPLING AND AIR MONITORING**
- 10. TRAINING**
- 11. CONSULTATION**
- 12. SHARING INFORMATION**
- 13. THE PROCESS**
- 14. RECORD KEEPING**
- 15. SUSPECT ASBESTOS EXPOSURE**
- 16. APPENDICES**

Appendix 1 - Implementation Plan

Appendix 2 - Glossary of Terms

Appendix 3 - Work Flow Chart

(A) PROGRAMMED WORK

(B) ROUTINE REPAIRS & MAINTENANCE

Appendix 4 - Safe System of Work

Appendix 5 - Procedure for “On Site Discovery” by:

5.1 Contractor

5.2 Tenant

5.3 Employee

Appendix 6 - Post Emergency Incident Procedure

“After an Emergency”

Appendix 7 - Standard Administration Documents

(ASB 1) Asbestos Suspect Material

(ASB 2) Notification to Instruct Work

(ASB 3) Notice of Asbestos Containing materials on Site

(ASB 4) Completion of Work

(ASB 5) Suspect Asbestos Exposure (Employee De-briefing)

Appendix 8 - Additional Information

The responsibility for compiling any additional Standard Documentation required to support this policy will be that of the Maintenance Officer.

OBJECTIVE

1. APPLICATION

This document applies to -

- Garrion People's Housing Co-operative properties and sites;
- All properties occupied by Garrion People's Housing Co-operative;
- All construction work, including new build, refurbishment, extensions, adaptations, services, public utilities, repair and maintenance, demolition services and public utilities.

2. POLICY

General Statement

Garrion People's Housing Co-operative will take all reasonable steps to ensure that the hazards associated with ACMs within our property are managed and controlled. To meet this objective we will;

- Have a system for managing asbestos and take all reasonably practicable steps to ensure that everyone who lives in, works in, or visits Garrion People's Housing Co-operative's properties will not be exposed to asbestos hazards;
- Not knowingly specify or use ACM's in any of our properties or work activities;
- Carry out a survey of all Garrion People's Housing Co-operative's properties and draw up a register listing where asbestos can be found.
- Inform and consult all parties before working with ACM's;
- Remove any identified ACMs from any Garrion People's Housing Co-operative's property which would create a risk due to deterioration or could be easily damaged or disturbed;
- protect by placing asbestos warning labels on all identified ACMs within Garrion People's Housing Co-operative property which are not removed and encapsulation of such materials where practicable;
- Inform and train our employees to ensure that we meet our statutory obligations;
- Comply with legal requirements and guidance and carry out enforcement procedures to protect public health;
- Assist the public and emergency services with any reasonable query they may have about asbestos within Garrion People's Housing Co-operative, including access to Garrion People's Housing Co-operative's Asbestos Register;
- Review these procedures and policy on a 5 yearly basis or a change in legislation.

(Signature) _____
Maintenance Officer, Garrion People's Housing Co-operative.

Date of Signature:

3. ARRANGEMENTS

Arrangements for securing the health and safety of employees and others whom, through Garrion People's Housing Co-operative's undertakings, may inadvertently come into contact with, or disturb ACMs.

All reasonably practicable steps will be taken to ensure that employees, contractors and other persons are not exposed to hazards associated with ACM's as a result of ' Garrion People's Housing Co-operative's undertakings. This will be achieved by application of the Asbestos Management System (AMS).

3.1 Asbestos Management System (AMS)

- a) The Maintenance Officer shall co-ordinate all activity relating to asbestos management, and will act as the contact person for all planned and reactive works;
- b) The Maintenance and Housing Management staff shall refer all suspected discoveries of asbestos to the Maintenance Officer. Any reactive works involving the discovery of asbestos shall be overseen by the Maintenance Officer;
- c) Garrion People's Housing Co-operative's AMS will be led and reviewed by the Maintenance Officer involving the Housing Manager and Director. The group will meet on an annual basis and arrange additional meetings as required by the Maintenance Officer;
- d) Any significant alteration to the AMS will be reported to the Management Committee by the Maintenance Officer;
- e) Maintenance Officer shall oversee the AMS.

4. RESPONSIBILITIES

4.1 Maintenance Officer

The Maintenance Officer, so far as is reasonably practicable, will be responsible for ensuring that a system is implemented for the management of asbestos. This will be achieved by: -

- a) Co-ordination of the AMS;
- b) Ensuring the policy is reviewed 5 yearly or at the change of legislation;
- c) Developing maintenance procedures and guidelines for implementing the policy;

- d) Managing the risks associated with ACM's found and ensuring that the appropriate control measures are implemented;
- e) Establishing a list of approved "Specialist" contractors for undertaking works in accordance with Garrion People's Housing Co-operative's procedure for "Managing Contractors Health and Safety";
- f) Arranging meetings to review the Garrion People's Housing Co-operative's AMS as appropriate;
- g) Reporting to Director / Management Committee any significant amendments to the AMS.
- h) Ensuring that where ACM's are found that the Director is notified and an assessment is carried out for similar building types;
- i) Overseeing a programme of monitoring/reviewing by appointing competent persons to survey Garrion People's Housing Co-operative properties at appropriate intervals for asbestos materials and their condition;
- j) Arranging surveying, bulk sampling and laboratory analysis of any suspect ACMs where appropriate;
- k) Liaison with tenants/staff in the event of asbestos materials being found;
- l) Assessing the results of all sampling and deciding the appropriate action in conjunction with the CDM Co-ordinator, where appropriate;
- m) Establishing and agreeing start dates and programmes of work;
- n) Requesting, where necessary a waiver from HSE for work, which requires to proceed within 14 days;
- o) Arranging for labelling and monitoring the condition of asbestos materials that are to remain in-situ;
- p) Appointing asbestos licensed contractor and accredited laboratory to carry out the works;
- q) Reviewing the contractors assessment/method statement/proposed start date/programme and where applicable with assistance from the CDM Co-ordinator;
- r) Instructing that the works can commence;
- s) Arranging for or inspecting and monitoring asbestos operations;
- t) Co-ordinating the disposal of asbestos waste;

- u) Ensuring that an Asbestos Database is established for the recording of property survey details regarding the discovery or whereabouts of asbestos. The information is amended/updated accordingly;
- v) Issuing asbestos clearance indicator certificates to the Maintenance Officer and Maintenance Administrative Assistant for entry in the Asbestos Register;
- w) Completing the Asbestos Update Register – **Appendix 7 (ASB 4)**.

4.2 Instructing Officer e.g. Maintenance Officer and any other employee who instructs a contractor.

The Instructing Officer will, so far as is reasonably practicable, be responsible for ensuring the asbestos procedures are implemented within their area of control. This will be achieved by: -

- a) Issuing instructions to employees and/or contractors to make safe any discovery of ACM's. Where a material may contain asbestos it will be assumed to be asbestos, unless there is evidence to the contrary;
- b) Issuing formal suspension notices to contractors (Notification of Hazardous Conditions Booklet) in the event of any accidental disturbance / discovery of ACM's that may create a risk to employees, tenants and others.

5. ASBESTOS REGISTER (Electronic Database)

5.1 The Maintenance Officer will establish and maintain the asbestos register.

5.2 The purpose of the register will be to formally record, through systematic survey, inspection and assessment as outlined in HSG 264, Surveying, Sampling and Assessment of ACMs in Premises for Management Plans. Garrion People's Housing Co-operative will manage the process of identifying the location, type and condition of asbestos in properties / land. Surveys and sample reports will be made available via Garrion People's Housing Co-operative's property register. All survey information will be supplemented and amended as necessary after any subsequent survey, removal or treatment of ACMs.

5.3 The register will form a database for the purposes of identifying, assessing, recording, reporting on and deciding the priorities for programmed works. The document will be in electronic format supplemented by paper systems, including the Maintenance File.

5.4 Garrion People's Housing Co-operative will implement a programme for monitoring, assessment and review to ensure currency of register. The Maintenance Officer will carry this out at appropriate intervals.

6. ASBESTOS PROCEDURES

- 6.1** All work activities involving ACMs will be carried out in accordance with this policy, statutory requirements, codes of practice and guidance notes, HS (G) 123 “Introduction to Asbestos” and “Task Manual” issued by the Health and Safety Executive and other documentation from authoritative sources.
- 6.2** Where asbestos is to be encapsulated an ACM’s warning notice shall be displayed in a prominent position, e.g. service cupboard, next to the gas or electricity meter and any other surface to highlight its presence. Where practicable the hazard-warning label shall be placed on the asbestos and encapsulation material.
- 6.3** Notification of all work involving asbestos will be progressed in accordance with the procedures set out in Appendices. Job specific assessments and safe systems of work will require to be produced for all work with ACMs. However, where the work is of a repetitive nature, a single assessment and safe system of work may be suitable. New risk assessments (written) will be required should changes in the work occur or air monitoring results prove deficiency(s) in the existing process.

7. SPECIFICATION / PURCHASE

- 7.1** Garrion People’s Housing Co-operative will not knowingly specify, purchase or use ACMs in any properties or work activities.
- 7.2** Clauses to this effect will be included in all tender documents by the Instructing Officer i.e. Maintenance Officer.

8. CONTRACTORS

- 8.1** All work activities, including removal or encapsulation involving ACMs will be carried out by an approved “Licensed Asbestos Contractor”, being a member of “ARCA” or “ACAD”.
- 8.2** Only those contractors renewing their license on an annual basis with the Health and Safety Executive will be permitted to work with asbestos.
- 8.3** Contractors will be responsible for informing the Maintenance Officer of any work with ACM’s, which may be necessary to commence within a 14-day period. This will allow the Maintenance Officer or nominated officer to apply for the necessary waiver from HSE (see Section 5, 5.2 g).
- 8.4** Work will not commence until the Maintenance Officer has assessed and approved the written risk assessment, method statement and plan of work submitted by Contractor, which will specify in detail the control measures for the work. It is recognised the Maintenance Officer, where appropriate, may have to seek guidance on such matters from the CDM Co-ordinator.

- 8.5** The Maintenance Officer will monitor the performance of contractors.
- 8.6** The Maintenance Officer and where appropriate the CDM Co-ordinator will oversee the implementation of the AMS and audit contractors work methods.
- 8.7** Contractors will be required to reduce the number of workers exposed to asbestos to a minimum. Confirm that all relevant training has been given and to send those employees who work with ACM's for a medical examination every two years in accordance with the Control of Asbestos at Work Regulations.
- 8.8** Contractors carrying out work will be required to confirm that immediate steps are taken to reduce exposure to asbestos where the control level or action limit is exceeded.
- 8.9** Contractors carrying out the work with the approval of the producer of the waste will ensure that minimum amounts of waste are held on site in a suitable locked container and that it is disposed of safely. All Asbestos Waste will be disposed of in a registered land fill site in accordance with the requirements of the Hazardous Waste Regulations and the disposal notice issued to the Maintenance Officer.
- 8.10** The Maintenance Officer will retain in the maintenance house file a copy of the Waste Consignment Note for the Disposal and Carriage of Hazardous Waste.
- 8.11** Records will be retained on site detailing that equipment and PPE has been maintained and inspected in accordance with statutory requirements.
- 8.12** Where appropriate, all asbestos removal will be done using hygiene / decontamination units, lockable waste skips, tent enclosures, signage to demarcate the working area to ensure other persons are not exposed to any risk to their health and safety.
- 8.13** Works will be required to be carried out in accordance with the findings of the risk assessment and control measures.
- 8.14** All sites shall be left safe, clean, free from asbestos (unless encapsulated or sealed), including debris and any other materials used. Air clearance indicator sampling will be carried out and satisfactory results obtained prior to the removal of any tented enclosures.

9. SURVEYING SAMPLING AND AIR MONITORING

Only UKAS accredited organisations will carry out surveying, sampling and air monitoring and indicator clearance monitoring. In certain circumstances an accredited laboratory will be appointed to undertake an assessment of the contractor's methods of work. A licensed asbestos removal contractor shall not be permitted to take bulk samples of ACMs.

10. TRAINING

Garrion People's Housing Co-operative will ensure that the appropriate level of training is provided for all employees dealing with asbestos.

11. CONSULTATION

Garrion People's Housing Co-operative will, as appropriate, through the Maintenance Officer consult employees, and appropriate groups before any projects involving the removal of asbestos based materials is carried out.

12. SHARING INFORMATION

12.1 Tenants

Garrion People's Housing Co-operative will notify tenants of information available on the asbestos register relating to their home.

12.2 Property Users / Employees

Garrion People's Housing Co-operative shall regularly assess the requirement for employee health and safety awareness training and ensure that, where appropriate, arrangements are made for suitable training to be carried out. Employees coming into contact with asbestos should not be exposed to asbestos fibre levels in excess of those control limits specified in the HSE publication Guidance Note EH 10 Asbestos: exposure limits and measurement of airborne dust concentrations.

Information regarding our policy on asbestos related matters, where appropriate, will be made available to employees, contractors and other persons who may be affected by our undertakings.

Garrion People's Housing Co-operative will provide reasonable access to the Asbestos Database System for those persons seeking information regarding its properties.

12.3 Contractors

Garrion People's Housing Co-operative will notify Contractors of information, where available, on the asbestos register relating to the specific properties to be worked on as part of its instruction of works process. Contractors will also be informed to proceed with caution when carrying out work in the event there is doubt as to whether ACMs may be present within housing co-operative property.

12.4 Emergency Services

Garrion People's Housing Co-operative will, as appropriate, ensure that information on the location of asbestos is made available to the emergency services.

13. THE PROCESS

A works flow chart is detailed in **Appendix 3 (A) and (B)** covering the various stages in the process from review of register to "on site" discovery, to completion of works and updating of register.

13.1 The Extent

The extent of the works carried out will be in line with Garrion People's Housing Co-operative's Asbestos Policy and be based on the assessment of risk with consideration given to potential fibre release / condition / occupancy / accessibility / future work / social factors / temporary works and will range from removal to encapsulation to leaving in place and labelling.

13.2 'On Site' Discovery

There is provision in the procedure for 'on site' discovery when unforeseen suspect asbestos materials are discovered. Appendix 5 details the steps to be taken where this occurs.

13.3 Fire Risk

If removal of asbestos will take more than one day and the method of stripping causes an additional fire risk (access area tented or boarded off) the local fire station will be informed of works in progress.

13.4 After an Emergency

Appendix 6 details the steps to be taken. This procedure will apply after an emergency situation has occurred e.g. fire, flood, collapse etc. to a property, which is known to contain asbestos, or suspected asbestos materials.

14. RECORD KEEPING

Records will be kept of the following:

- a) All premises which contain ACM's;
- b) The location within each premise (exact area);
- c) Where possible the type of ACM and its density;
- d) A copy of the assessment relating to the decision whether to encapsulate or remove;
- e) Any work activity involving ACMs;
- f) The contractor(s) carrying out work with ACM's;
- g) The disposal of ACM's to a licensed landfill site;
- h) Sampling and clearance indicator levels on completion of the work;
- i) The commencement and completion date of all such works.

15. SUSPECT ASBESTOS EXPOSURE (EMPLOYEE DE-BRIEFING)

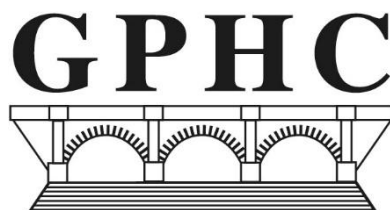
It is important that Garrion People's Housing Co-operative has procedures in place to assess and manage any suspect asbestos exposure reported by employees.

In the event of such an incident management shall ensure that an investigation is carried out if there has been a suspect exposure to ACM's (determined by laboratory results). The facts must be presented to those concerned as soon as possible. This is critical for employee morale and their health, safety and welfare. Therefore, as part of the Asbestos Management System a de-briefing meeting/discussion with the employee(s) must take place as soon as practicable after such an incident and the findings recorded on **Appendix 7 (ASB 5)**. Where appropriate, and after any confirmed exposure the employee(s) should be referred to Garrion People's Housing Co-operative's Occupational Health Provider.

The record shall contain the following information:

- topics covered;
- name and position of manager carrying out the de-briefing;
- signature;
- date;
- names of employees in attendance;
- comments or points raised during discussion.

16. APPENDICES



APPENDIX 1

IMPLEMENTATION PLAN

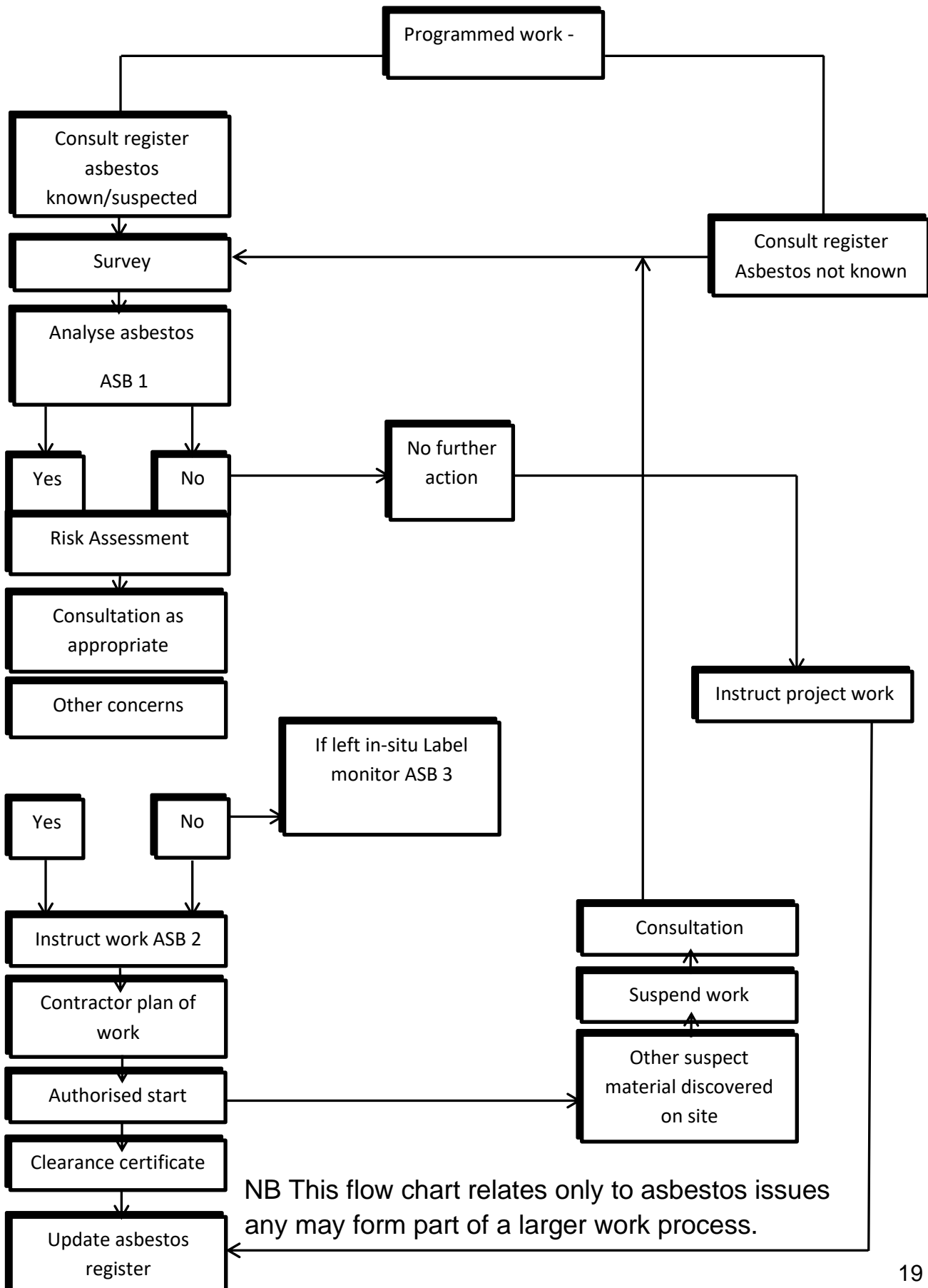
The following process should be carried out to ensure an effective Health and Safety Management System for the successful implementation of reducing the risk of exposure to asbestos:

1. Ensure the procedure is developed to suit departmental needs.
2. Consult with Safety Representatives.
3. Instruct and train staff on the contents and requirements of the procedure.
4. Where appropriate train employees in the hazards associated with asbestos.
5. Appoint competent asbestos surveyors.
6. Establish a survey procedure.
7. The Maintenance Officer records the findings of the survey in the "Asbestos Register".
8. The Maintenance Officer develops an asbestos management system and train/instruct managers and employees accordingly.
9. Develop an action plan and timescale for the management of asbestos in properties.
10. Provide de-briefing meetings/counselling for those employees who suspect they may have been exposed to asbestos.
11. Implement health surveillance for those employees who suspect they have been exposed to asbestos.
12. Asbestos contractors must be licensed and members of ARCA or ACAD.
13. Analytical laboratories must be UKAS accredited.
14. Monitor contractors work methods.
15. Maintenance Officer to monitor the implementation of the policy.
16. Undertake a review, at least annually of the policy.

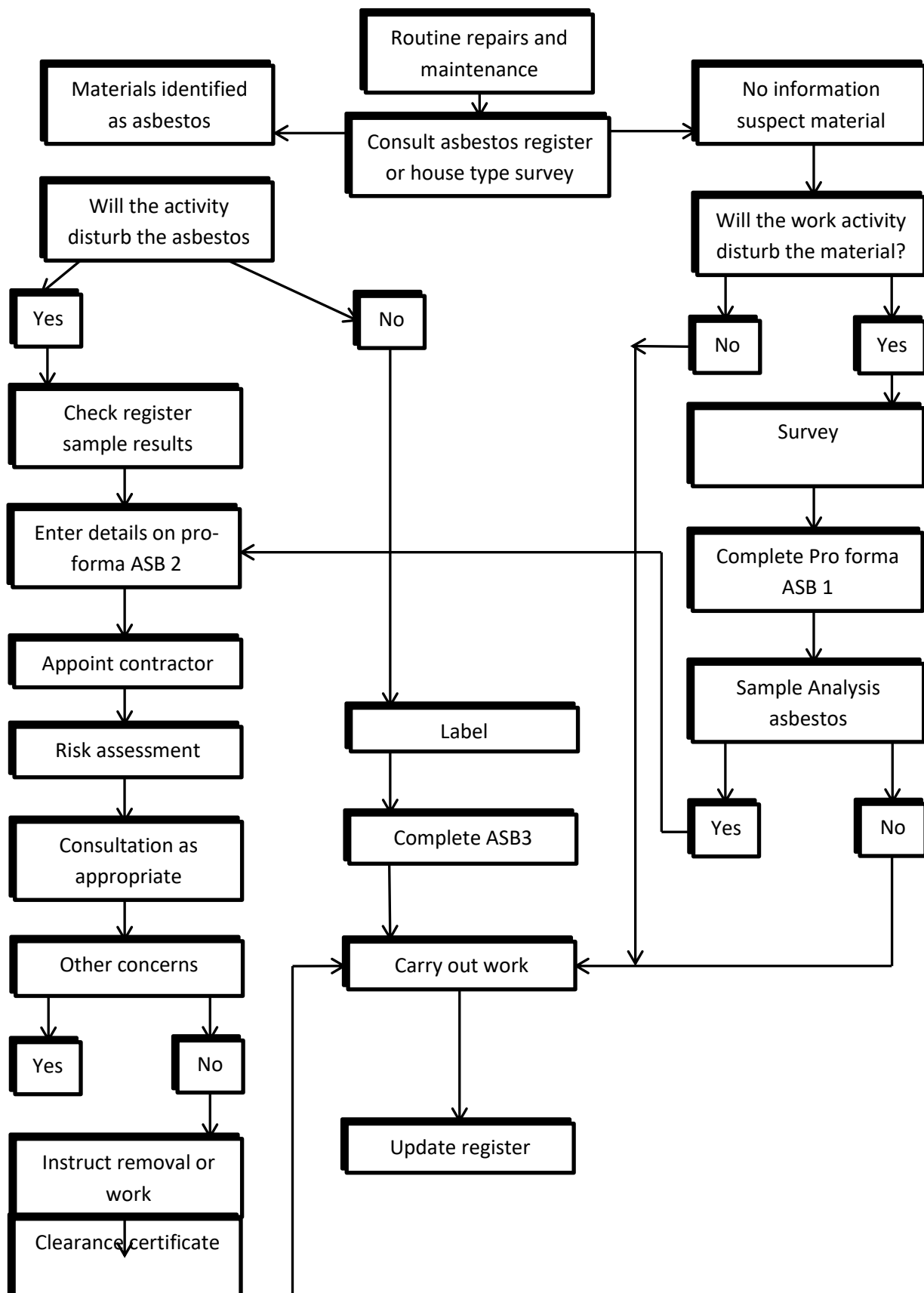
GLOSSARY OF TERMS

Instructing Officer	Any person employed by Garrion People's Housing Co-operative to instruct projects/works dealing with the fabric/ services within properties e.g. Clerk of Works, Maintenance Officer, Maintenance Assistant and any other employee who instructs a contractor.
Operative	The person employed by the contractor to do the work.
Employee	A Garrion People's Housing Co-operative employee undertaking business activities on the co-operative's behalf.
Maintenance Officer	The Garrion People's Housing Co-operative employee who has responsibility for co-ordinating and monitoring Garrion People's Housing Co-operative Asbestos Policy, Procedures and arrangements.
CDM Co-ordinator	A person employed by Garrion People's Housing Co-operative to co-ordinate health and safety matters. Contact for additional knowledge/experience.
Responsible Person	Officer(s) appointed by Garrion People's Housing Co-operative to co-ordinate arrangements in the event of an emergency, consult with the emergency services and inform the Projects Manager of any such eventuality.
Contractor	A company appointed to carry out the work.
Licensed Contractor	A contractor who has the appropriate license to work with asbestos.
Specialist	A laboratory / person engaged to manage and/or carry out - visual inspection, sampling and exposure monitoring, clearance of asbestos. A specialist must demonstrate that they have the appropriate EN accreditation from UKAS for the service they are to provide.
UKAS	United Kingdom Accreditation Service
ARCA	Asbestos Removal Contractors Association
ACAD	Asbestos Control & Abatement Division

WORK FLOW CHART



WORK FLOW CHART



SAFE SYSTEM OF WORK

FOR GARRION PEOPLE'S HOUSING CO-OPERATIVE EMPLOYEES & OPERATIVES DISCOVERING ASBESTOS MATERIALS

Garrion People's Housing Co-operative employees & operatives are not required to work with asbestos. Therefore, it is not perceived that the use of personal protective equipment (PPE) will normally be necessary. However, employees may require to work in the vicinity of, or could unintentionally come into contact with, asbestos during the course of their work activities.

Where an employee finds, disturbs or accidentally damages any substance suspected of being asbestos it will be necessary to immediately, suspend work, and adopt a safe system of work to ensure their continued safety and that of anyone in the vicinity of the work. See Appendix 5.4 for detailed procedure.

At all times, the situation should be reviewed in the correct perspective. Do not cause unnecessary concern to the tenant.

Initially the employee must remove themselves from the area of perceived risk and ensure that no third party, another employee, tenant or member of the public can access the suspect area. The employee should then immediately notify the Maintenance Officer or the Housing Manager.

In the event that the employee suspects their outer clothing to be contaminated by asbestos dust, they must proceed to their vehicle and obtain the disposable overall and red asbestos plastic bag from their emergency kit. They should remove outer clothing, place it in plastic bag and put on disposable overall. Wipe down footwear using a wet cloth, place in plastic bag and seal with tape. The employee should then implement Garrion People's Housing Co-operative arrangements for showering, change of clothing and cleaning or disposal of contaminated garments.

Management will implement arrangements to transfer the plastic bag and its contents to a licensed asbestos contractor for disposal. The bags must not be re-opened. In the event that an incident occurs at the end of the working day or out with normal working hours, then the plastic bag should remain in the vehicle until the following day. Where an asbestos plastic bag is left in the vehicle overnight, the person in control of the vehicle must ensure that the Maintenance Officer is informed as soon as possible of any such incident in order to prevent any accidental exposure or disturbance to the plastic bag by any other persons.

In case of PPE not being available, the employee should contact the Maintenance Officer, request the above items are brought to site, thus implementing the foregoing procedure.

It may on occasion be necessary for an employee to enter a suspect or contaminated area to assist with the risk assessment and / or to direct an asbestos contractor to a contaminated work site within one of Garrion People's Housing Co-operative properties. This will usually be under the direct supervision of a

licensed specialist laboratory/contractor. It is possible that where this is the case an explanation to the specialist laboratory/contractor will suffice and they may wish to survey the area on their own.

If an employee is required to enter a suspect contaminated area they must be aware of the risks and trained in the safe system of work, especially the use of the necessary PPE.

In the event that the employee suspects their outer clothing is contaminated by asbestos dust, they shall seek guidance/assistance from the contractor or implement the above procedure.

Appropriate emergency PPE Kit and ancillary items consists of the following:

- Checklist (for recording items are in good order and readily available);
- Respirator (FFP3) as supplied - (the user will require to be clean-shaven);
- Disposable overall as supplied;
- Pair of disposable over shoes;
- Red plastic sack with appropriate labels as supplied;
- Roll of duct tape.

Items must not be substituted for others unless advised by the Maintenance Officer or CDM Co-ordinator.

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

Disposable equipment e.g. respirators, overalls and overshoes must only be used once.

PPE should be worn when entering a KNOWN contaminated area. They must not be removed until that area has been exited and appropriate decontamination procedures have been carried out. Contaminated areas in this respect are areas where asbestos has been disturbed and a clearance certificate has not been issued by a UKAS accredited laboratory.

When entering an area where is not expected to come across asbestos it is not necessary to use the PPE.

SAFE DISPOSAL OF PPE

There are legislative requirements for the disposal of asbestos contaminated equipment. Care must be taken to comply with these to ensure the prevention of possible contamination of any area out with an asbestos designated working area.

After being used respirators, overalls and overshoes etc. should be placed in the red plastic bag labelled and sealed. The bag should be kept in a suitable asbestos waste container, in a safe area under lock and key to prevent damage and should not be re-opened. Final disposal of the bag should take place as soon as possible. The storing of asbestos materials is prohibited unless the area is formally registered as a Waste Transfer Station by the relevant licensing authority.

Bags may be disposed of in a registered Waste Transfer Station asbestos skip. Where a locked asbestos skip is present on the property/site, the plastic bag containing the PPE can, under the control of the licensed asbestos contractor, be placed in the skip. If this exists formal arrangements should be made in advance and be known to all employees involved in such operations.

RE-ISSUE OF PPE

Requests for additional PPE should be on an approved basis by the Corporate Services & Human Resources Manager. It should be noted that the employee is required to provide the details of the property/site where the previous issue of equipment was used, therefore confirming works that should have been noted in the Asbestos Register.

DISPOSAL OF ASBESTOS CEMENT MATERIALS

Should there be a need to retrieve (i.e. Cleansing Operations) any waste material 500/1000-gauge polythene sheeting should be used. This will depend on the size and amount of material to be removed. Self-adhesive duct tape and warning labels should be available to identify waste and ensure safe disposal. Such materials must be transferred to license asbestos "Waste Site" in accordance with the requirements of the Environmental Protection Act, "Carriage and Transfer of Hazardous Waste.

Maintenance Officer

Procedure for “On Site Discovery”

5.1 “By Contractor”

1. Suspension of Work	Persons involved
<ul style="list-style-type: none"> Is suspect asbestos damaged (if not report to Projects Manager on completion of work), or could it be actually damaged as a result of the work. 	
<ul style="list-style-type: none"> Suspend work and make area safe. 	Operative
<ul style="list-style-type: none"> Contact projects manager immediately. 	Operative
<ul style="list-style-type: none"> Liaise with tenant and explain situation. 	Maintenance Officer / Operative
<ul style="list-style-type: none"> Contact specialist lab. 	Maintenance Officer
<ul style="list-style-type: none"> Complete suspect asbestos Pro-forma (ASB 1) form. 	Maintenance Officer
<ul style="list-style-type: none"> Issue formal suspension notice to contractor (copy to file). 	Maintenance Officer
<ul style="list-style-type: none"> Background air monitoring / sample and analyse material by specialist lab. 	Specialist Lab
<ul style="list-style-type: none"> Review results. 	Maintenance Officer, CDM Co-ordinator, Specialists Lab
<ul style="list-style-type: none"> Inform occupier/ tenant. 	Maintenance Officer or Specialist Lab

2. Asbestos Confirmed	Persons involved
<ul style="list-style-type: none"> Assess risk/decide on appropriate action. 	Maintenance Officer, CDM Co-ordinator & Specialist Lab
<ul style="list-style-type: none"> Consider implications for similar building types. 	Maintenance Officer & CDM Co-ordinator
<ul style="list-style-type: none"> No works necessary – label and monitor Pro-forma (ASB 3) form. 	Maintenance Officer
<ul style="list-style-type: none"> Works necessary – proceed to section 3 below. 	
3. Instruct Works	Persons involved
<ul style="list-style-type: none"> Use licensed contractor from “Approved List of Contractors”. 	Maintenance Officer
<ul style="list-style-type: none"> Review contractors assess / method statement / proposed start date / programme. 	Maintenance Officer, CDM Co-ordinator, Specialist Lab
<ul style="list-style-type: none"> Agree start date and programme. 	Maintenance Officer & Specialist Lab
<ul style="list-style-type: none"> Liaise with tenant and explain situation. 	Maintenance Officer & Specialist Lab
<ul style="list-style-type: none"> Complete Asbestos Pro-forma (ASB 2) form to instruct works. 	Maintenance Officer
<ul style="list-style-type: none"> Inspect / monitor operation. 	Maintenance Officer, Specialist Lab & CDM Co-ordinator
<ul style="list-style-type: none"> Clearance indicator sample to be taken by Specialist. 	Maintenance Officer or Specialist Lab
4. Completion	Persons involved
<ul style="list-style-type: none"> Issue clearance indicator certificate (copy to house file) 	Specialist Lab Maintenance Officer
<ul style="list-style-type: none"> Complete asbestos module, update Pro-forma (ASB 4) form 	Maintenance Officer
<ul style="list-style-type: none"> Update Register. 	Maintenance Officer
<ul style="list-style-type: none"> Issue instruction to restart work. 	Maintenance Officer

Note: Where advice, guidance or assistance is needed regarding the initial standard for works (Risk assessments or Safe Systems of Work etc) Contact CDM Safety Co-ordinator.

APPENDIX 5

Procedure for “On Site Discovery”

5.2 “By Tenant”

1. Suspension of Work	Persons involved
<ul style="list-style-type: none"> discover suspect asbestos. 	
<ul style="list-style-type: none"> contact Office 	Tenant
<ul style="list-style-type: none"> contact Compliance Liaison Officer. 	Maintenance Officer
<ul style="list-style-type: none"> issue suspect Asbestos pro-forma (ASB 1) form to Asset Management Team and Housing Data. 	Maintenance Officer
<ul style="list-style-type: none"> send out Instructing Officer to inspect. 	Maintenance Officer
<ul style="list-style-type: none"> assess situation and arrange for any work necessary to make area safe. 	Maintenance Officer
<ul style="list-style-type: none"> liaise with council house tenant and explain situation. 	Housing Officer
<ul style="list-style-type: none"> background reassurance air test/ analyse material by Specialist. 	Maintenance Officer
<ul style="list-style-type: none"> review results. 	Maintenance Officer, Specialist Lab
<ul style="list-style-type: none"> inform tenant. 	Maintenance Officer and or Housing Officer
2. Asbestos Confirmed	Persons involved
<ul style="list-style-type: none"> assess risk/decide on appropriate action. 	Maintenance Officer, Specialist Lab and Housing Officer
<ul style="list-style-type: none"> consider implications for similar building types. 	Compliance Co-ordinator, Risk Management, Maintenance Officer, Housing Officer and Housing Management Team
<ul style="list-style-type: none"> no works necessary – label and monitor Asbestos Pro-forma (ASB 1) form. 	Maintenance Officer
<ul style="list-style-type: none"> works necessary – proceed to section 3 below. 	

3. Instruct Works	Persons involved
• use licensed contractor from “Pre-qualified List of Specialist Contractors”.	Maintenance Officer
• review contractor’s assess/method statement/proposed start date/programme.	Maintenance Officer, Specialist Lab
• agree start date and programme.	Maintenance Officer
• liaise with tenant and explain situation.	Maintenance Officer and Housing Officer
• obtain agreement to proceed.	Housing Officer
• complete Asbestos Pro-forma (ASB 1, Part 2) to instruct works.	Maintenance Officer
• Inspect/monitor operations.	Maintenance Officer, Specialist Lab & Risk Management
• clearance indicator sample to be taken by Specialist.	Maintenance Officer
4. Completion	Persons involved
• issue clearance indicator certificate to Asset Management team and Housing Data.	Maintenance Officer
• complete asbestos register update Pro-forma (ASB 1, Part 2) to Asset Management team and Housing Data.	Maintenance Officer
• update register.	Maintenance Officer

Note: Where advice, guidance or assistance is needed regarding the initial standard for works (Risk Assessments or Safe Systems of Work etc) contact Risk Management Section.

Procedure for “On Site Discovery”

5.3 “By Employee”

1. Suspension of Work	Persons involved
<ul style="list-style-type: none"> Is suspect asbestos damaged (if not report to Projects Manager on completion of work), or could it be damaged as a result of the work. 	
<ul style="list-style-type: none"> Suspend work and make area safe. 	Employee
<ul style="list-style-type: none"> Advise tenant not to enter area. 	Employee
<ul style="list-style-type: none"> Advise Projects Manager. 	Employee
<ul style="list-style-type: none"> Liaise with building occupier/tenant and explain situation. 	Maintenance Officer
<ul style="list-style-type: none"> Issue suspect asbestos (ASB 1) form to Projects Manager. 	Employee
<ul style="list-style-type: none"> Issue formal suspension notice to contractor (copy projects manager) 	Employee
<ul style="list-style-type: none"> Background air monitoring / sample and analyse material by Specialist Lab. 	Specialist Lab
<ul style="list-style-type: none"> Review results. 	Maintenance Officer, CDM Co-ordinator, Specialist Lab
<ul style="list-style-type: none"> Inform occupier / tenant. 	Maintenance Officer
2. Asbestos Confirmed	
<ul style="list-style-type: none"> Assess risk/decide on appropriate action. 	Maintenance Officer, CDM Co-ordinator, Specialist Lab
<ul style="list-style-type: none"> Consider implications for similar property types. 	Maintenance Officer, CDM Co-ordinator
<ul style="list-style-type: none"> No works necessary – label and monitor Asbestos Pro-forma (ASB 3) form. 	Maintenance Officer
<ul style="list-style-type: none"> Works necessary – proceed to section 3 below. 	

3. Instruct Works	Persons involved
• Use licensed contractor from “Approved Specialist List of contractors”.	Maintenance Officer
• Review contractors assess / method statement / proposed start date / programme.	Maintenance Officer, CDM Co-ordinator, Specialist Lab
• Agree start date and programme.	Maintenance Officer
• Liaise with building occupier/tenant and explain situation.	Maintenance Officer
• Complete Asbestos Pro-forma (ASB 2) form to instruct works.	Maintenance Officer
• Inspect/monitor operation.	Maintenance Officer, CDM Co-ordinator, Specialist Lab
• Clearance indicator sample to be taken by Specialist.	Specialist Lab
• Restart work.	Maintenance Officer
4. Completion	Persons involved
• Issue clearance indicator certificate.	Specialist Lab
• Complete asbestos register update (ASB 4) form (copy to file).	Maintenance Officer
• Update register.	Maintenance Officer

Note: Where advice, guidance or assistance is needed regarding the initial standard for works (Risk Assessments or Safe Systems of Work etc) contact CDM Co-ordinator.

References to “Project Manager” in this appendix means Maintenance Officer

“Post Emergency Incident Procedure”

After an Emergency	Persons involved
<ul style="list-style-type: none"> confirm that the Emergency Services have finished and that all necessary general measures e.g. temporary supports barricades etc. are in place. 	Maintenance Officer
<ul style="list-style-type: none"> consult the Emergency Services and establish the likely area of dust spread. 	Maintenance Officer
<ul style="list-style-type: none"> Instruct temporary action to limit/ contain the spread of asbestos fibres/dust. 	Maintenance Officer
<ul style="list-style-type: none"> contact Compliance Liaison Officer. 	Maintenance Officer / Housing Officer
<ul style="list-style-type: none"> liaise with council house tenants/building users and explain situation. 	Maintenance Officer / Compliance Liaison Officer
<ul style="list-style-type: none"> Issue Asbestos Pro-forma (ASB 1) form to Asset Management team and Housing Data. 	Maintenance Officer / Instructing Officer
<ul style="list-style-type: none"> background air monitoring. Sample and analyse material by Specialist Lab. 	Instructing Officer / Specialist Lab
<ul style="list-style-type: none"> review results. 	Maintenance Officer, Compliance Liaison Officer, Specialist Laboratory & Risk Management
<ul style="list-style-type: none"> decide on appropriate action. 	Maintenance Officer, Compliance Liaison Officer, Specialist Laboratory & Risk Management
<ul style="list-style-type: none"> clearance indicator level satisfactory – issue re-occupation certificate (copies to Instructing Officer, Compliance Liaison Officer, Asset Management Team, Housing Data & Risk Management Section. 	Maintenance Officer

Asbestos works necessary – proceed as detailed below	Persons involved
• use licensed contractor from “Pre-qualified list of Specialist Contractors”.	Maintenance Officer
• review contractor’s risk assessment/safe systems of work/proposed start date/programme.	Maintenance Officer, Compliance Liaison Officer & Risk Management
• complete Asbestos Pro-forma (ASB 2) form to instruct works.	Maintenance Officer and Housing Officer
• agree start date and programme.	Maintenance Officer, Compliance Liaison Officer and Housing Officer
• liaise with council house tenants/building users and explain situation.	Compliance Liaison Officer, Instructing Officer and Housing Officer
• inspect/monitor operations.	Maintenance Officer, Compliance Liaison Officer & Risk Management
• completion of works arrange background air sampling by Specialist Lab.	Maintenance Officer / Specialist Lab
• issue clearance indicator certificate on completion (copies to Compliance Liaison Officer, Asset Management Team and Housing Data).	Maintenance Officer
• complete asbestos register update Pro-forma (ASB 2) form (Send to Asset Management team).	Maintenance Officer
• update register.	Asset Management Team and Housing Data
• update property log/handbook.	Maintenance Officer

Note: Where advice, guidance or assistance is needed regarding the initial standard for works (Risk Assessments or Safe Systems of Work etc) contact Risk Management Section.

STANDARD ADMINISTRATION DOCUMENTS

ASBESTOS PRO-FORMA

(SUSPECT MATERIAL)

This pro-forma shall be completed in accordance with the requirements of Asbestos Policy, Procedure for "On Site Discovery" and "Post Emergency Incident Procedure"

Register Reference:	
Name of Person Reporting Incident: (e.g. Employee, Tenant or Contractor)	
Employee Registering Report: Department/Section	Date:
Property Address:	Property Ref No:
Location of Material within Property:	
How was material found? By Survey / During inspection / During work? If discovered during work was there a possibility of exposure to fibres? YES / NO If YES have employee / other user briefings been organised YES / NO (see ASB5)	
Description of Material: (e.g. Cement Board, Floor Tiles, Insulation or Lagging)	
Condition: (e.g. Broken, Cracked, Intact, or Friable)	
Suspect Asbestos: YES/NO (circle/tick to confirm)	
Signature of Employee Filing Report:	Date:
THIS COMPLETED FORM SHOULD BE PASSED TO THE MAINTENANCE OFFICER	

Where Asbestos is confirmed complete (ASB 2)

ASBESTOS PRO-FORMA

(NOTIFICATION TO INSTRUCT WORK)

This pro-forma shall be completed in accordance with the requirements of Asbestos Policy,
Managing Asbestos, Procedure for “Notification to Instruct Work”.

Register Reference:	
Property Address:	
Property Reference Number:	
UKAS Laboratory Bulk Sample Result:	Date:
Description of Material: (e.g. Cement Board, Floor Tiles, Insulation or Lagging) Textured coating on ceilings in bedroom and living room	
NB: If material is to remain in-situ (encapsulated/sealed) proceed to (ASB 3)	
Name of Specialist Contractor awarded	
Order No:	Date:
Description of Works to be carried out:	
Reasons for Asbestos to be Removed	
The Contractor's risk assessment and safe system of work must be provided to the Projects Manager and approved before work can commence.	
Risk Assessment provided:	Date:
Safe System of Work agreed	Date:
Nature of any Preparatory Work:	
Signature of Instructing Officer Filing Report:	Date:
MAINTENANCE OFFICER TO SEND A COPY OF THIS FORM TO HOUSE FILE	

ASBESTOS PRO-FORMA

(NOTICE OF ASBESTOS CONTAINING MATERIALS REMAINING ON SITE)

This pro-forma shall be completed in accordance with the requirements of the Asbestos Policy.

Register Reference:	
Property Address:	
Property Reference Number:	
Asbestos Warning Labels fixed to material where practicable YES/NO (circle/tick to confirm)	Date:
Person instructing Warning Labels to be fitted:	
Reason for Asbestos not being removed:	
Details recorded in Asbestos Register YES/NO (circle/tick to confirm)	
Signature of Instructing Officer filing report:	Date:
MAINTENANCE OFFICER TO SEND A COPY OF THIS FORM TO HOUSE FILE	

ASBESTOS PRO-FORMA

(COMPLETION OF WORK)

This pro-forma shall be completed by the Maintenance Officer on completion of the work(s) and forwarded to the tenant as soon as possible

Register Reference :		
Property Address :		
Property Reference Number :		
	circle / highlight / tick	Date:
Asbestos Removed :	YES/NO	
Asbestos Clearance Certificate Issued :	YES/NO	
Asbestos left In – Situ :	YES/NO	
Asbestos Warning Labels fixed to material where practicable :	YES/NO	
Tenant informed regarding the works and remedial action taken :	YES/NO	
Any other Comments :		
Signature of Instructing Officer filing report:	Date:	
MAINTENANCE OFFICER TO SEND A COPY OF THIS FORM TO :		
1) House file 2) Tenant		

ASBESTOS PRO-FORMA

(EMPLOYEE DE-BRIEFING)

In accordance with the requirements of the Managing Asbestos policy management shall record the details of the de-briefing using this Pro-forma.

A copy of the record shall be retained with the incident details. In addition a note should be retained in each employee's personnel file.

<u>Topics Covered</u> 1 2 3 4	Given By : (name) Position : Signed : Date :
Attendance	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
Comments or Points Raised During Discussion :	