



DENBIGHSHIRE COUNTY COUNCIL

Housing Repair & Development Team

Asbestos Management Plan for

Domestic Council Housing & Communal Areas associated with the Housing Stock

Written:	February 2011	Gerry Lapington	Senior Corporate H&S Advisor
Adopted :	February 2011	R. Alan Jones	Principal Officer Maintenance
Adopted:	February 2011	Glyn Forsdick	Principal Investment Delivery Officer
Approved:	February 2011		Property Services Manager
Review 1	July 2011		Property Services Manager
		R. Alan Jones	Principal Officer Maintenance
		Glyn Forsdick	Principal Investment Delivery Officer
		Gerry Lapington	Senior Corporate H&S Advisor
Review 2	February 2012		Property Services Manager
		R. Alan Jones	Principal Officer Maintenance
		Glyn Forsdick	Principal Investment Delivery Officer
		Gerry Lapington	Senior Corporate H&S Advisor
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		R. Alan Jones	Principal Officer Maintenance
		Glyn Forsdick	Principal Investment Delivery Officer
		Gerry Lapington	Senior Corporate H&S Advisor
Progress Review against plan	March 2013		Property Services Manager
		R. Alan Jones	Principal Officer Maintenance
		Glyn Forsdick	Principal Investment Delivery Officer

Review of progress - March 2014

Review 4	March 2014		Property Services Manager
		R. Alan Jones	Principal Officer Maintenance
		Glyn Forsdick	Principal Investment Delivery Officer
		Gerry Lapington	Senior Corporate H&S Advisor

Contents

- 1.0 Introduction
- 2.0 Housing Maintenance Organisation Chart
- 3.0 Scope of work
- 4.0 Roles and Responsibilities.
- 5.0 Operational Duties – no plan to disturb ACM's
- 6.0 Operational Duties – planned ACM work
- 7.0 [Notifiable non – licensed work \(NNLW\) and licensed work](#)
- 8.0 Surveys
- 9.0 Dealing with a release of Asbestos fibres
- 10.0 Training
- 11.0 Audit, Monitoring and Review of the Asbestos Management Plan
- 12.0 Procedures relating to Tenants
- 13.0 Waste disposal of ACM contaminated material
- 14.0 Monitoring
- 15.0 Review

Flowcharts

- 1. Planned Maintenance Service Order, process flow.
- 2. Normal hours' category 1 and category 2 work
- 3. Out of hours' (Emergency) category 1 work
- 4. Refurbishment process order flow
- 5. What to do if you uncover or damage Asbestos Containing Materials

Form 1 – Template showing information required in a statement of cleanliness after none licensed uncovering, damaging or removal of ACM's

Appendices

- 1. Surveying Domestic Properties, extract from HSG 264 – 2010
- 2. Training for non – licensable asbestos work, reference from HSE
- 3. Glossary of terms used
- 4. Equipment required for none licensed ACM work

1.0 Introduction

1.1 This Asbestos Management Plan has been produced to ensure that Denbighshire County Council complies with [The Control of Asbestos Regulations 2012 \(CAR 2012\)](#), HSG264 - 2010 and the Health and Safety at Work etc, Act 1974 when carrying out work in its domestic housing and communal areas associated with its Housing Stock

1.2 The main objective of the plan is to prevent any person being exposed to asbestos fibres "so far as is reasonably practicable".

1.3 For many years Asbestos Containing Materials (ACM's) have been used in a large number of products in the construction industry. There are three main types of asbestos all of which are potentially dangerous:-

Blue (Crocidolite) Brown (Amosite) White (Chrysotile)

Asbestos is made up of thin fibres, which are only dangerous if they become airborne and are then breathed in. If fibres are breathed in they can cause damage to the lungs through scarring (Asbestosis) or can cause cancer (Mesothelioma). The diseases can take 15 to 60 years to develop and there is no known cure for them.

1.4 Asbestos is most likely to be found in buildings built or refurbished before 2000. The most common uses of asbestos in buildings were:

- Loose packing between floors and partition walls
- Sprayed ('limpet') fire insulation on structural beams and girders
- Lagging e.g. on pipework, boilers, calorifiers, heat exchangers, insulating jackets for cold water tanks, around ducts
- Asbestos insulation board e.g. ceiling tiles, partition walls, soffits, service duct covers, fire breaks, heater cupboards, door panels, lift shaft linings, fire surrounds
- Asbestos cement e.g. roof sheeting, wall cladding, walls, ceilings, gutters, rainwater goods, pipes, water tanks
- Other products e.g. floor tiles, mastics, sealants, textured decorative coatings (such as artex), rope seals, gaskets, fire doors, bituminous products (roofing felt)

1.5 Anyone who disturbs asbestos or goes into an environment where asbestos has deteriorated or been damaged, is likely to be exposed to asbestos fibres.

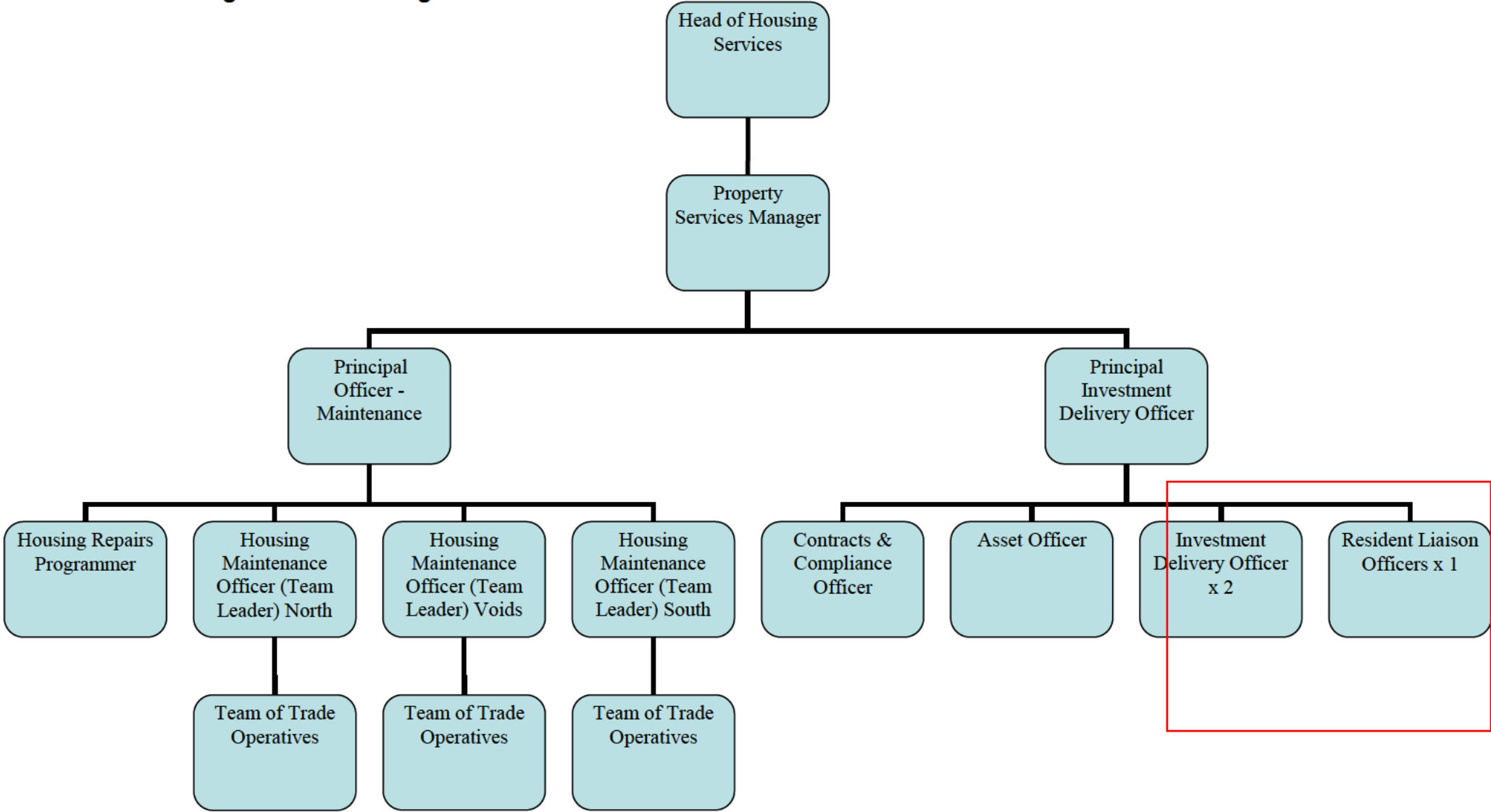
1.6 The Property Services Manager has overall responsibility for ensuring that staff comply with relevant legislation and with Council Policy and procedures for the management of asbestos.

1.7 The responsibility of ensuring that auditing and reviewing of compliance with this Asbestos Management Plan rests with the Property Services Manager who will delegate the activities to the Principal Officers in the Housing Repair & Development Team

1.8 The documents referred to in the Asbestos Management Plan can be found in the following locations:-

- 1) Capita Repairs and Asbestos Data Base
- 2) File copies in Repairs and Development Office, Brighton Road, Rhyl

2.0 Housing Maintenance Organisation Chart



3.0 Scope of work

The scope of work for the Housing Repair & Development Team involves the planning, implementation, monitoring and review of maintenance, repair and modification of the council housing stock. This work is carried out during routine responsive repairs, planned maintenance, disabled facility grants and improvement programmes. Work activities are managed by the Housing Property Services Team and will be carried out using directly employed trade operatives and contracted trade operatives.

4.0 Roles and Responsibilities.

4.1 The Property Services Manager.

The person responsible for ensuring Housing Maintenance and Housing Project Work is carried out in a professional and safe manner is the Property Services Manager. This individual is responsible for:-

Task
<ul style="list-style-type: none">• Ensuring that they are competent and capable of carrying out the activities for which they are responsible.
<ul style="list-style-type: none">• Ensuring that adequate resources are available to carry out the required activities in a safe and appropriate manner (time, people, finances)
<ul style="list-style-type: none">• Ensuring that an Asbestos Management Plan and Safe System of Work (SSoW) is developed and put in place for any activities that may involve any contact with asbestos containing materials (ACM's) or presumed ACM's
<ul style="list-style-type: none">• Ensuring that adequate and appropriate asbestos surveys have been carried out on the housing stock
<ul style="list-style-type: none">• Monitoring the effectiveness and compliance to the Asbestos Management Plan and SSoW
<ul style="list-style-type: none">• Reviewing the Asbestos Management Plan and SSoW from time to time to ensure that they remain relevant and effective (see section 10)
<ul style="list-style-type: none">• Ensuring that any person involved in the activities is competent and capable of carrying out their duties
<ul style="list-style-type: none">• Ensuring that the process flows as described in the flowcharts are followed.

4.2 Principal Officer Maintenance

The role of the person in this post is to manage planned and unplanned maintenance activities in the domestic housing stock. They are responsible for ensuring that:-

Task
<ul style="list-style-type: none"> • They are competent and capable of carrying out the activities for which they are responsible.
<ul style="list-style-type: none"> • They cooperate and coordinate with the Principal Investment Delivery Officer to ensure that the Asbestos Management Plan and Safe System of Work are fit for purpose and complied with by all persons under their control.
<ul style="list-style-type: none"> • Any person under their control is competent and capable of carrying out their duties (training, assessment, experience)
<ul style="list-style-type: none"> • Sufficient information and instruction is provided to all persons under their control for all activities
<ul style="list-style-type: none"> • Suitable and sufficient Risk Assessments and Method Statements are developed by a competent person(s) for all activities
<ul style="list-style-type: none"> • The condition of identified or presumed ACM's is recorded by the Asset Officer on the Asbestos Database
<ul style="list-style-type: none"> • Formal authorisation is given before any work involving ACM's is undertaken
<ul style="list-style-type: none"> • Periodic checks of the housing stock where asbestos is in poor condition are carried out and recorded in the Capita Asbestos data base.
<ul style="list-style-type: none"> • Details of all Asbestos related accidents or incidents and actions initiated from them are recorded on the Capita asbestos data base
<ul style="list-style-type: none"> • They carry out appropriate monitoring of the activities of the Housing Maintenance Team
<ul style="list-style-type: none"> • Records are maintained and kept up to date in relation to the location and condition of ACM's in Council houses and communal areas.
<ul style="list-style-type: none"> • The Property Services Manager is informed of any work undertaken on ACM's.
<ul style="list-style-type: none"> • They support the Property Services Manager in the monitoring and review of the Asbestos Management Plan and SSoW (see section 10)
<ul style="list-style-type: none"> • The process flows as described in the flowcharts are followed.
<ul style="list-style-type: none"> • They ensure copies of the asbestos surveys are retain by the Accommodation Support Officers based in each scheme

4.3 Principal Investment Delivery Officer

The role of the person in this post is to plan and manage the refurbishment of the housing stock. They are responsible for ensuring that:-

Task
<ul style="list-style-type: none"> • They are competent and capable of carrying out the activities for which they are responsible.
<ul style="list-style-type: none"> • They cooperate and coordinate with the Principal Officer Maintenance to ensure that the Asbestos Management Plan and Safe System of Work are fit for purpose and complied with by all persons under their control.
<ul style="list-style-type: none"> • They plan their team activities and coordinate them with the Housing Maintenance Team.
<ul style="list-style-type: none"> • Any person under their control is competent and capable of carrying out their duties (training, assessment, experience)
<ul style="list-style-type: none"> • Sufficient information and instruction is provided to all persons under their control for all activities
<ul style="list-style-type: none"> • Suitable and sufficient Risk Assessments and Method Statements are developed by a competent person(s) for all activities
<ul style="list-style-type: none"> • The condition of identified or presumed ACM's is monitored and recorded in the Capita Asbestos data base
<ul style="list-style-type: none"> • Formal authorisation is given before any work involving ACM's is undertaken
<ul style="list-style-type: none"> • Details of all Asbestos related accidents or incidents and actions initiated from them are recorded on the Capita Asbestos data base
<ul style="list-style-type: none"> • They carry out appropriate monitoring of the activities of the Housing Development Team
<ul style="list-style-type: none"> • Records are maintained and kept up to date in relation to the location and condition of asbestos in Council houses and communal areas.
<ul style="list-style-type: none"> • The Property Services Manager is informed of any work undertaken on ACM's.
<ul style="list-style-type: none"> • They support the Property Services Manager in the monitoring and review of the Asbestos Management Plan and SSoW (see section 10)
<ul style="list-style-type: none"> • The process flows as described in the flowcharts are followed.
<ul style="list-style-type: none"> • They ensure copies of the asbestos surveys are retain by the Accommodation Support Officers based in each scheme

4.4 Housing Maintenance Officer – Team Leader

The role of the Team Leaders is to delegate housing maintenance tasks to trade operatives and for their supervision. The trade operatives may be Denbighshire County Council employees or approved contractors, in either case the Team Leaders are responsible for ensuring that:-

Task
<ul style="list-style-type: none">• They are competent and capable of carrying out the activities for which they are responsible.
<ul style="list-style-type: none">• Trade operatives are competent and capable of carrying out the tasks they are given
<ul style="list-style-type: none">• Adequate information, instruction and supervision is provided to Trade Operatives
<ul style="list-style-type: none">• They refer to the Asbestos Register and take appropriate action prior to delegating work.
<ul style="list-style-type: none">• Suitable and sufficient risk assessments have been carried out by a competent person(s)
<ul style="list-style-type: none">• They ensure any work on ACM's is carried out only after formal authorisation has been received from Principal Officer Maintenance
<ul style="list-style-type: none">• Records are maintained and updated of any ACM's that are altered, removed, damaged or exposed.
<ul style="list-style-type: none">• They support the Property Services Manager in the monitoring and review of the Asbestos Management Plan and SSoW
<ul style="list-style-type: none">• Any asbestos related accidents or incidents are properly managed and recorded on the Capita Asbestos data base
<ul style="list-style-type: none">• The process flows as described in the flowcharts are followed.
<ul style="list-style-type: none">• The Principal Officers and Property Services Manager are consulted and informed of any asbestos related incidents

4.5 Contracts & Compliance Officer / Investment Delivery Officer

The role of the post holder is deal with domestic gas maintenance contracts and external painting repairs. The post holder determines whether the work is carried out by DCC employed trade operatives or contractors.

4.6 Housing Repairs Programmer

The role of this office based post holder is to make and receive calls from CRM, staff and tenants and to distribute identified work to DCC trade operatives or contract trade operatives.

4.7 Investment Delivery Officer

The role of this post holder is to prepare work schedules for external estate improvements, hard and soft landscaping and fencing etc. Monitor the performance of contractors working on the housing improvement programme. this work is carried out in conjunction with the CDM co-ordinator and Health and Safety clerk of works They also appoint contracts, monitor performance and agree final accounts.

4.8 Housing Maintenance Officer (Adaptations)

The role of this post holder is to respond and deal with requests for adaptation works to domestic housing, appoint contractors, monitor work, agree accounts and liaise with officers of social services.

4.9 Resident Liaison Officer

The role of this post holder is to act as a liaison between tenants, contractors and external agencies such as social services and home care.

Responsibilities for the posts described in paragraphs 4.5 to 4.9

Individuals in these posts are responsible for ensuring that:-

Task
<ul style="list-style-type: none">• They are competent and capable of carrying out the activities for which they are responsible.
<ul style="list-style-type: none">• Any Trade operatives they appoint are competent and capable of carrying out the tasks they are given
<ul style="list-style-type: none">• They ensure the provision of adequate information, instruction and supervision to Trade Operatives
<ul style="list-style-type: none">• They refer to the Asbestos Register and take appropriate action prior to commissioning work.
<ul style="list-style-type: none">• Attend training and awareness sessions as advised by their manager or team leader
<ul style="list-style-type: none">• The process flows as described in the flowcharts are followed.
<ul style="list-style-type: none">• Suitable and sufficient risk assessments have been carried out by a competent person(s) before any work commences
<ul style="list-style-type: none">• They ensure any work on ACM's is carried out only after formal authorisation has been received
<ul style="list-style-type: none">• Records are maintained and updated of any ACM's that are altered, removed, damaged or exposed during works they have commissioned.
<ul style="list-style-type: none">• Any asbestos related accidents or incidents are properly managed and recorded on the Capita Asbestos data base

4.6 Employee trade Operatives and contracted Trade Operatives

Trade Operatives carry out the maintenance and refurbishment activities on the domestic housing stock. They have a duty not to put themselves or others at risk of harm due to their actions or inaction. Where it is identified that their work may be near to, or involve ACM's they are required to comply with the safety measures identified in the Asbestos Management Plan, relevant risk assessments and SSoW.

Trade Operatives must:-

Task
<ul style="list-style-type: none">• Only carry out activities that they have been authorised to do by the Housing Maintenance Team Leader whom they report to
<ul style="list-style-type: none">• Only carry out activities that they have the competence and capabilities to do
<ul style="list-style-type: none">• Check and comply with the findings of the risk assessment and SSoW for the activities they have been given.
<ul style="list-style-type: none">• Attend training and awareness sessions as advised by their manager or team leader
<ul style="list-style-type: none">• Follow the process flows as described in the flowcharts
<ul style="list-style-type: none">• Immediately stop work and report to their Team Leader if they damage or discover materials that are or they believe may be ACM's (see "What to do if you uncover or damage asbestos materials" flowchart 5)
<ul style="list-style-type: none">• Whenever they are in any doubt they must stop work and consult with their supervising Housing Maintenance Team Leader

5.0 Operational processes for work on the fabric of a building not involving planned disturbance or removal of ACM's

5.1 Maintenance work. Refer to flowchart 1 – "Planned Maintenance Service Order, Process flow" This flowchart guides you through the process for work where ACM's are not disturbed with an alternate route for none licensed work with ACM's.

5.2 Refurbishment work. Refer to flowchart 2 – "Refurbishment Order, Process flow" This flowchart guides you through the process for any refurbishment work.

5.3 If you unexpectedly uncover or damage ACM's follow the guidance in flowchart 5 – “What to do if you uncover or damage asbestos materials”

5.4 If you are called to a property during normal office hours to carry out category 1 or category 2 maintenance work you should follow the process as described in flowchart 3

5.5 If you are called to a property outside of normal office hours to carry out category 1 maintenance work you should follow the process as described in flowchart 4

5.6 Duties of individuals in control of the work include:-

Task
<ul style="list-style-type: none">• Ensuring that they have the competence and capabilities to carry out their role
<ul style="list-style-type: none">• Ensuring that prior to any work commencing they are aware of any information held in the Asbestos Database relating to the property that will enable them to determine if the work is likely to disturb, or is in close proximity to ACM's.
<ul style="list-style-type: none">• Ensuring that appropriate information and instructions are provided to trade operatives
<ul style="list-style-type: none">• Ensuring that the process flows described in the flowcharts are followed
<ul style="list-style-type: none">• Ensuring work is only carried out after a written, suitable and sufficient risk assessment and the development of a method statement has been completed by a competent person(s).
<ul style="list-style-type: none">• Ensuring that all control measures are effectively implemented.
<ul style="list-style-type: none">• Ensuring that prior to any refurbishment a “refurbishment” survey has been carried out as defined in HSG 264 – 2010 for areas that will be affected by the work.
<ul style="list-style-type: none">• Ensuring that work ceases immediately if it is suspected that ACM's have been uncovered or damaged then ensuring that the process described in section 8 (Dealing with a release of Asbestos fibres) is followed.
<ul style="list-style-type: none">• Ensuring that records of any disturbance or damage of ACM's are forwarded to the Principal Maintenance Officer, Principal Investment Delivery Officer or Property Services Manager.
<ul style="list-style-type: none">• Ensuring adequate supervision to ensure procedures are implemented and followed

5.7 Additional duties of individuals in control of contractors include:-

Task
<ul style="list-style-type: none"> Ensuring that they comply with the Social services and Housing Policy for selecting and managing contractors
<ul style="list-style-type: none"> Ensuring that contractors are provided with written information on the location of any ACM's which they could potentially disturb.
<ul style="list-style-type: none"> Ensuring a copy of the asbestos survey for the premises type or specific premises where the contractors are working is provided. Ensuring that any contractor that is going to undertake work on the fabric of buildings or near ACM's is competent and capable of carrying out the tasks they have been given
<ul style="list-style-type: none"> Is conversant with The Control of Asbestos Regulations and the risks associated with ACM's
<ul style="list-style-type: none"> Has provided evidence that they, their employees and those of any sub-contractors has received appropriate asbestos awareness training
<ul style="list-style-type: none"> Has provided evidence to show that they, their employees and any subcontractors have been made aware of the location of any known or presumed ACM's in the properties being worked on.
<ul style="list-style-type: none"> Knows what action to take if they or any of their employees or subcontractors exposes disturbs or damages ACM's.
<ul style="list-style-type: none"> Has suitable and sufficient written risk assessments and method statements in place prior to commencement of work and that the identified control measures have been implemented.
<ul style="list-style-type: none"> Is adequately supervised
<ul style="list-style-type: none"> Ensuring that they comply with Corporate policy for selecting and managing contractors

5.8 Duties of trade operatives (employees of DCC and contractors) include:-

Task
<ul style="list-style-type: none">• Only carry out activities that they have the competence and capabilities to do
<ul style="list-style-type: none">• Only carry out activities for which they have been authorised
<ul style="list-style-type: none">• Follow the process flows as described in the flowcharts
<ul style="list-style-type: none">• Follow all information and instruction provided regarding the location of any ACM's which could potentially be damaged or disturbed
<ul style="list-style-type: none">• Ensure that they are conversant with relevant legislation appertaining to the management of ACM's.
<ul style="list-style-type: none">• Know what action to take if they expose, disturb or damage ACM's.

6.0 Operational processes for work on the fabric of a building that involves planned disturbance or removal of ACM's

6.1 Refer to the flowchart 1 – “Planned Maintenance Service Order, Process flow” This flowchart guides you through the process for non licensed work where planned disturbance or removal of ACM's will occur. There is an alternate route for work not involving ACM disturbance or removal.

6.2 Refer to flowchart 2 for refurbishment works

6.3 The cleanup form “Form 1” should be used to confirm that the property has been left in an acceptable condition after none licensed work involving the use of ACM's has been completed.

6.4 If you unexpectedly uncover or damage ACM's follow the guidance in flowchart 5 – “What to do if you uncover or damage asbestos materials”

6.5 If you are called to a property during normal office hours to carry out category 1 or category 2 work you should follow the process as described in flowchart 3

6.6 If you are called to a property outside of normal office hours to carry out category 1 work you should follow the process as described in flowchart 4

6.7 The majority of maintenance activities carried out that involves ACM's will be the subject of generic assessments and work plans. This generic information can be used to support any site \ job specific assessments and work plans that are developed. The HSE's “Asbestos Essentials” guidance covers most of this type of work and should be referred to where possible.

6.8 Duties of individuals in control of non licensed work includes:-

Task
<ul style="list-style-type: none"> Ensuring that if any work is to be undertaken on known or presumed ACM's work will not be undertaken until the Principal Maintenance Officer, Principal Investment Delivery Officer or Property Services Manager have been consulted and have formally authorised the work
<ul style="list-style-type: none"> Ensuring that the work falls within the guidance provided by HSE's "Asbestos Essentials"
<ul style="list-style-type: none"> Ensuring that the process flows as described in the flowcharts are followed
<ul style="list-style-type: none"> Ensuring that the relevant formal authorisation form has been completed.
<ul style="list-style-type: none"> Ensuring that a suitable survey has been carried out, "see section 7"
<ul style="list-style-type: none"> Ensuring that a suitable and sufficient risk assessment by a competent person as defined by HSG 264 – 2010 has been completed and is understood by all parties involved in the work
<ul style="list-style-type: none"> Development of a work plan and safe system of work that will be followed by all parties involved in the work
<ul style="list-style-type: none"> Ensuring work is only carried out by suitably competent and capable persons
<ul style="list-style-type: none"> Ensuring that the requirements of the Construction Design and Management regulations (CDM) are met
<ul style="list-style-type: none"> Cancellation of the formal authorisation when the work is completed (signed off as work completed and area safe by the person that gave the authorisation and the job supervisor)
<ul style="list-style-type: none"> Ensuring that if any work is to be undertaken on known or presumed ACM's work will not be undertaken until the Principal Maintenance Officer, Principal Investment Delivery Officer or Property Services Manager have been consulted and have formally authorised the work

6.9 Duties of trade operatives (employees of DCC and contractors)

Task
<ul style="list-style-type: none"> Only carry out activities that they have the competence and capabilities to do
<ul style="list-style-type: none"> Only carry out activities for which they have been specifically authorised
<ul style="list-style-type: none"> Only carry out work that falls within the guidance provided by HSE's "Asbestos Essentials"
<ul style="list-style-type: none"> Follow all information and instruction provided to them
<ul style="list-style-type: none"> Follow the process flows as described in the flowcharts
<ul style="list-style-type: none"> Making sure that they understand the risks identified in the risk assessment and comply with the controls put in place.
<ul style="list-style-type: none"> Follow the methods of work as identified in the work plan (SSoW)

7.0 “Licensed” work and “Notifiable Non – Licensed Work” (NNLW)

7.1 Any work involving ACM's that is “licensed” or “notifiable non licenced” will be carried out by a licensed contractor appointed by Property Services.

8.0 Surveys

Task
Asbestos surveys will be carried out in line with HSG 264 – 2010:
<ul style="list-style-type: none">Asbestos surveys will be carried out by a competent person as defined in HSG 264 page 11
<ul style="list-style-type: none">25% of “type” of Council housing and communal areas associated with housing stock will be surveyed to identify the location of any known or presumed ACM's. <i>“type” means any variation in construction method or materials. The same type of house in a different geographical area may have variations. (Appendix 2 paragraph 64 describes this in more detail)</i>
<ul style="list-style-type: none">Surveys will be reviewed by a competent person at least once every 3 years or sooner as circumstance dictate
<ul style="list-style-type: none">Refurbishment and demolition surveys will be carried out where refurbishment work or other work involving disturbing the fabric of the building is carried out.
<ul style="list-style-type: none">Survey findings are detailed in the Asbestos Database. Any work identified during the surveys that requires immediate action will be notified to the Principal Maintenance Officer and Principal Investment Delivery Officer. The Principal Officers will consult with the Property Services Manager before the work is carried out and will feedback once the work is completed

9.0 Dealing with a release of Asbestos fibres

Where an incident involving possible exposure to asbestos has occurred, all persons will be evacuated from the vicinity.

- Environmental consultants will be called in to carry out air testing the results of which will determine follow on actions
 - Above action limit**
 - The area will be cleaned by a licensed contractor in accordance with the requirements of CAR.
 - All contaminated waste will be disposed of in accordance with the requirements of CAR
 - Air testing will be repeated. When air testing shows that the level of asbestos is below the Control Limit, access to the dwelling or communal area will be reinstated for normal use.
 - A record will be made on Capita
 - Any individual exposed to the fibres will be referred to Occupational Health for a health surveillance assessment
 - The HSE will be informed through the RIDDOR process
 - Below action limit**

Review of progress - March 2014

- The area will be cleaned by a licensed contractor in accordance with the requirements of CAR
- Access to the dwelling or communal area will be reinstated.
- A record will be made on Capita

8.2 Consultation with staff or tenants will take place if necessary. The consultation team will include an Occupational health specialist, Corporate Health and Safety and any other appropriate Officer.

8.3 All appropriately trained technical staff involved in these operations will be provided with suitable protective equipment / clothing.

10.0 Training

Task
<ul style="list-style-type: none">• All employees whose work activities could potentially cause them to be exposed to ACM fibres will receive asbestos awareness training.
<ul style="list-style-type: none">• The training will be provided by a competent organisation \ person and will cover the topics detailed in the CAR ACoP
<ul style="list-style-type: none">• Records of training will be maintained
<ul style="list-style-type: none">• Refresher training will be carried out annually
<ul style="list-style-type: none">• The training elements described in Appendix 2 for none licensed work will be used as the content in DCC training

11.0 Audit, monitoring and review of the Asbestos Management Plan

11.1 Property Services Manager, Principal Investment Delivery Officer and Principal Maintenance Officer will ensure that:

Task
<ul style="list-style-type: none">• The condition of any ACM or suspected ACM is monitored and recorded periodically according to risk.
<ul style="list-style-type: none">• The 25% of Council properties per type surveyed will be reviewed by competent persons at least once every 3 years.
<ul style="list-style-type: none">• Any ACM's identified or suspected, and has been categorised as 'MEDIUM' or 'HIGH' risk in the asbestos survey report, will be inspected at least once in every 2 years as decided by risk assessment. Relevant records and drawings will be updates to reflect any changes discovered.

11.2 The Housing Management Team will ensure that:

Task
<ul style="list-style-type: none">• The plan is reviewed and revised at regular intervals particularly if there is reason to suspect that the plan is no longer valid, or there has been a significant change in the premises to which the plan relates.
<ul style="list-style-type: none">• Periodic checks are undertaken to make sure that the arrangements are working and that people are fully aware of what they should be doing to comply with the duty to manage.
<ul style="list-style-type: none">• The Operational Managers responsible for commissioning Responsive Repairs, Planned maintenance, Disabled Facilities Grants and Improvement Programmes will ensure that the measures specified in the plan are implemented; and the measures taken to implement the plan are recorded.

12.0 Procedures relating to Tenants

See notes in Tenants / Newsletter handbook

13.0 Waste disposal of ACM contaminated material

- Any ACM or materials suspected of being contaminated with asbestos will be dealt with in accordance with the HSE Asbestos Essentials guidance EM9
- ACM or suspected ACM waste taken from refurbishment projects
 - This material will be disposed of by the Principal Contractor who will be licensed to carry out the activity.
- ACM or suspected ACM waste removed during maintenance activities
 - This material will be placed in sealed packaging and clearly marked as ACM in accordance with schedule 2 of CAR. The material will then be placed in the secure storage skip at the Kinmel Park Depot in Bodelwyddan.
 - Final disposal of ACM waste from maintenance activities will be to a licensed disposal site. Transfer of the waste will be arranged by the Principal Officer Maintenance who will arrange the transfer with a registered waste carrier.
- ACM will not be left in any place other than one of the recognised secure storage skips.
- The relevant Principal Officer will be informed if any of the above processes cannot be followed so that alternative arrangements can be made.

14.0 Monitoring

Task
<ul style="list-style-type: none">• An appropriate level of work monitoring will be carried out by members of the Housing Property Services Team
<ul style="list-style-type: none">• Additional monitoring will be carried out by Denbighshire appointed Health and Safety Advisors and Asbestos Surveyors.

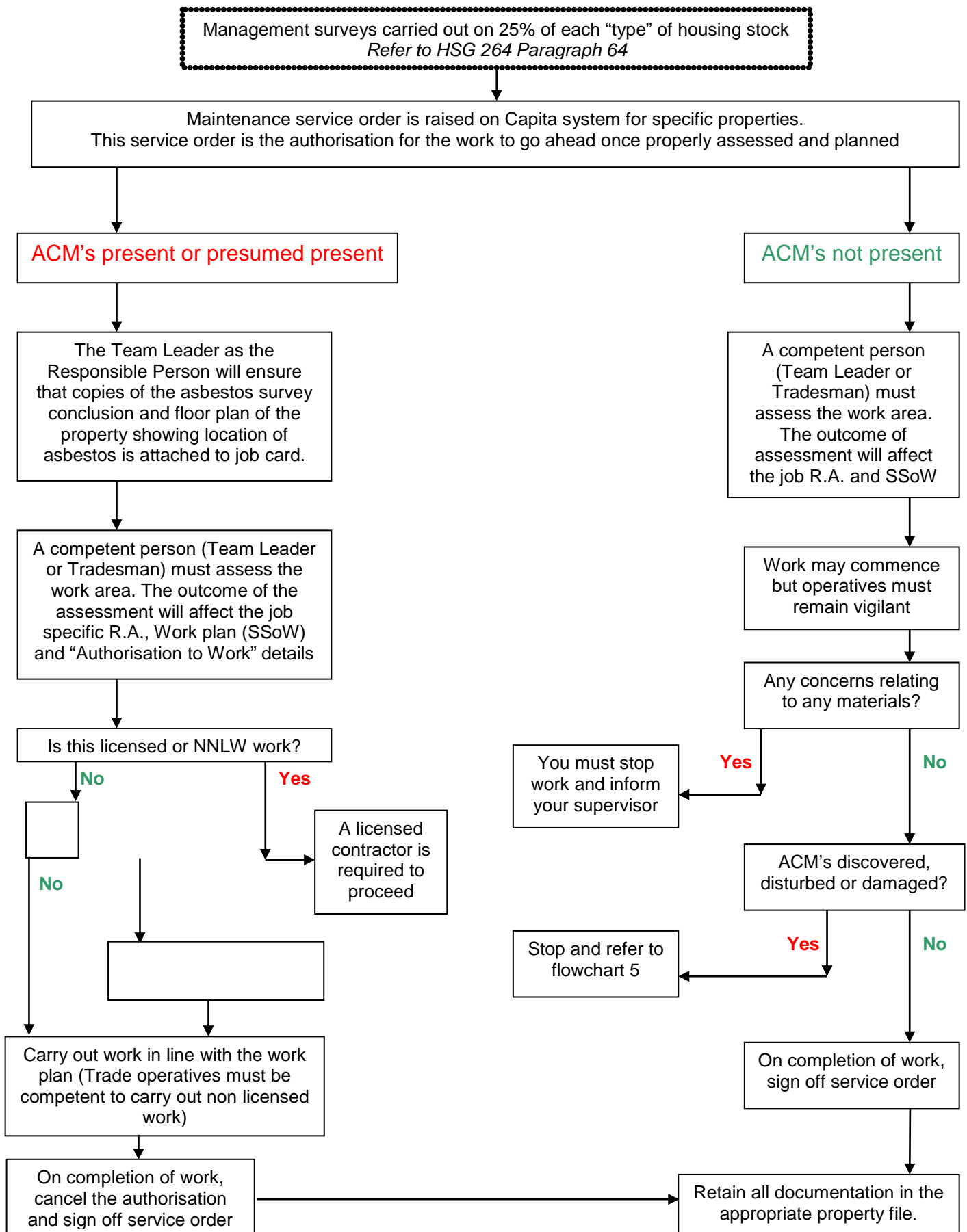
15.0 Review

Task
<ul style="list-style-type: none">• This plan and associated procedures will be reviewed regularly and at any other time if a significant change or an incident occurs.

Process Flowcharts

Flowchart 1

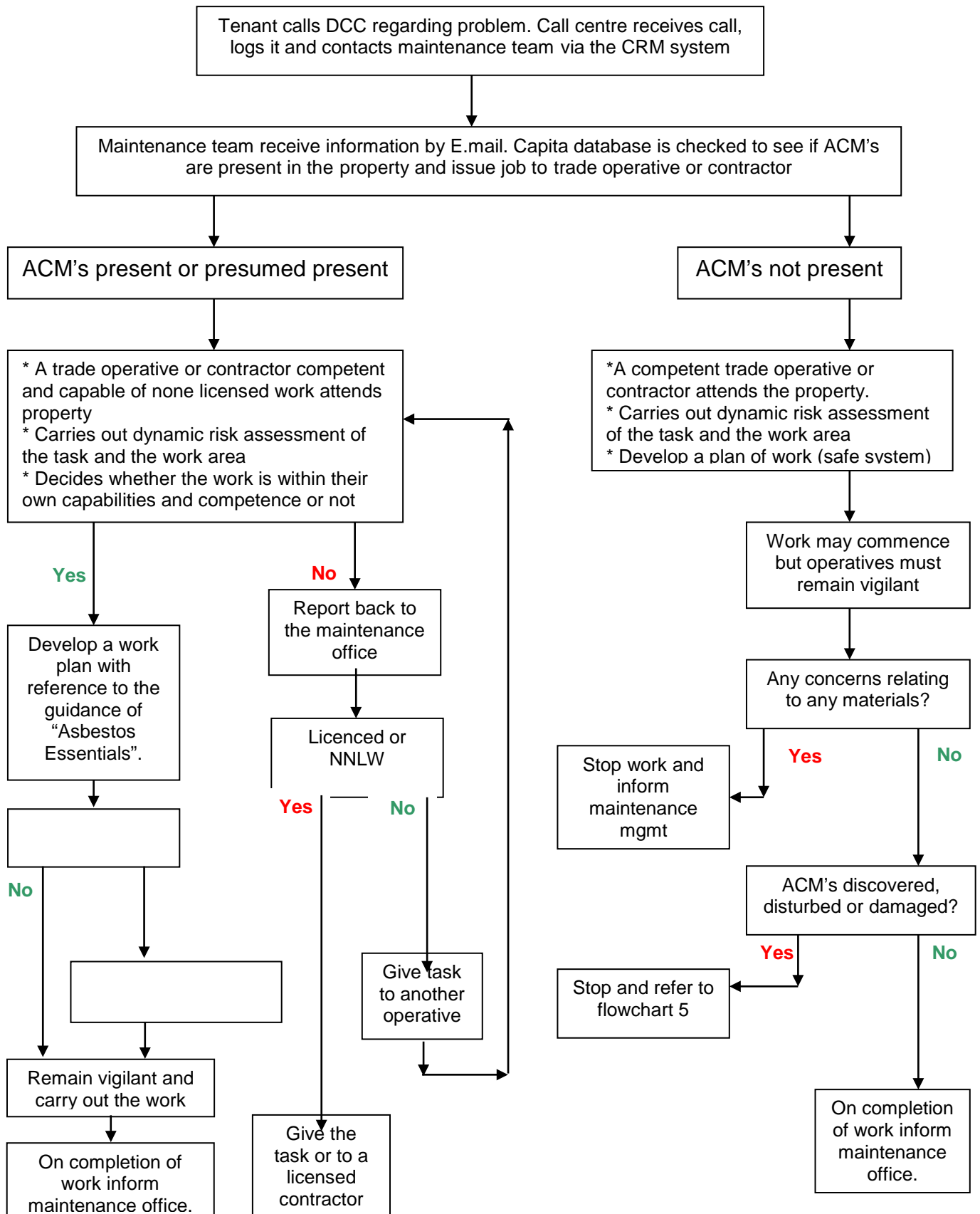
Planned Maintenance Service Order, Process flow



Flowchart 2

Normal hours' category 1 and category 2 work

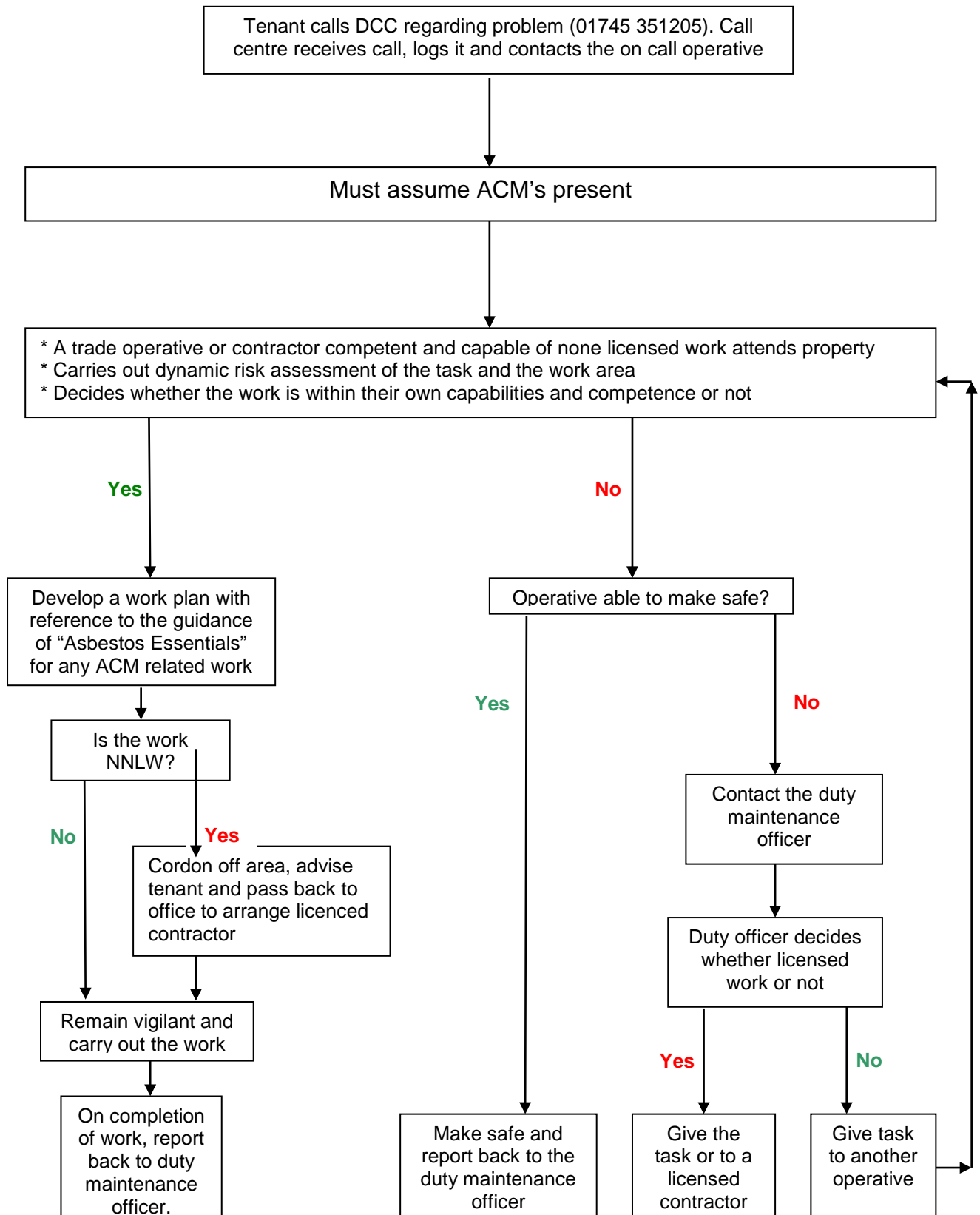
Management surveys carried out on 25% of each "type" of housing stock. Refer to HSG 264 paragraph 64



Flowchart 3

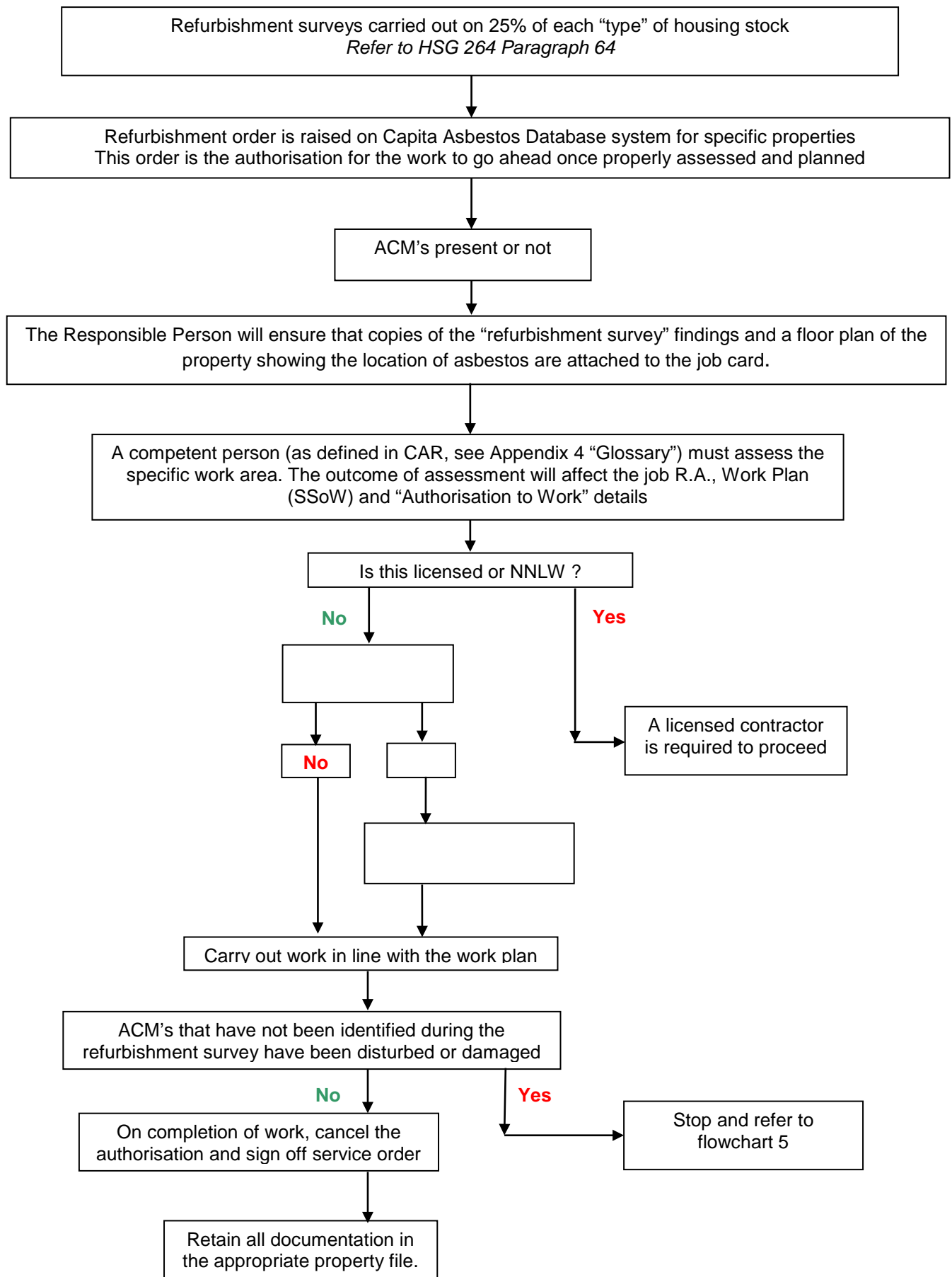
Out of hours' (Emergency) category 1 and category 2 work

Management surveys carried out on 25% of each "type" of housing stock. Refer to HSG 264 paragraph 64



Flowchart 4

Refurbishment Order Process flow



Emergency call-out procedures

Wherever possible, work with asbestos should be carefully planned in advance. However, there will be situations where it may not be possible to prepare a specific assessment and plan of work, for example, a burst pipe behind an AIB panel at night. This does not mean that corners can be cut.

Remember

It is in situations like these that high exposures can occur.

Because an emergency call-out service is offered, we must presume that the work will involve disturbing ACM's so that we are aware and properly equipped. We must err on the side of caution and follow these simple steps:

- Be aware in advance of the location of ACM's and have an emergency contact number;
- We will identify the types of emergency work commonly carried out and prepare generic risk assessments and plans of work which can be used in emergency situations. The assessment will detail the types of work which are likely to be carried out and those which must be carried out by a specialist contractor licensed by HSE
- The people carrying out this type of work will be suitably equipped to work with ACM's
- The people carrying out the work will have sufficient training so that they are aware of what ACM's looks like and what it was used for. They will be trained and able to follow the assessment and plan of work safely
- If the people carrying out the work suspect that disturbance of ACM's may be extensive (i.e. beyond the scope of the generic assessment and equipment), they will not proceed until they have obtained further specialist advice from management, an occupational hygienist or other health and safety professional.

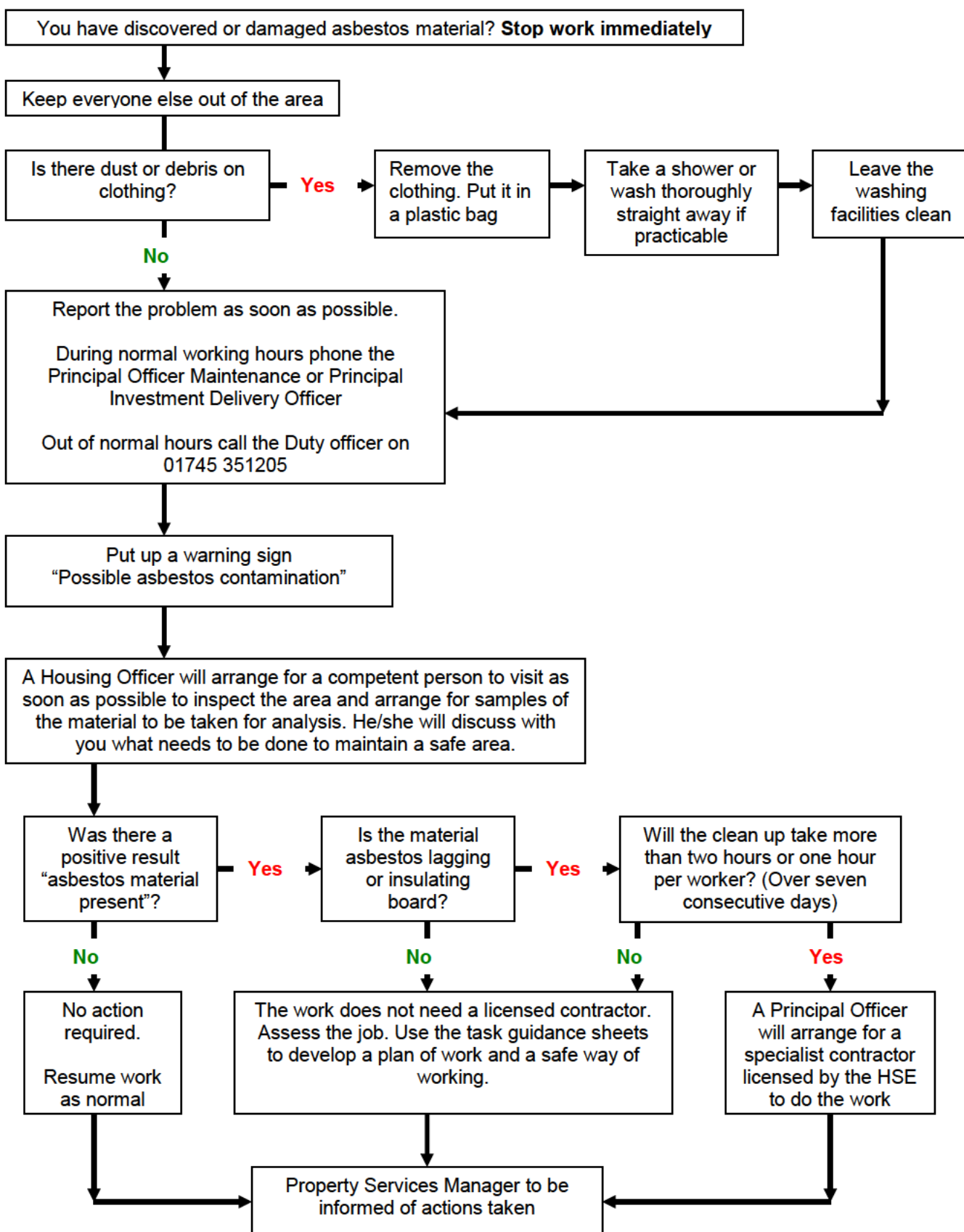
Warning

- Emergency call-out work is not an excuse for lower standards.
- You should not attempt work which is beyond the scope of your training and equipment, or which should be carried out by a specialist contractor licensed by HSE.
- The better trained and equipped people are, the less likely the work will need to be stopped.

Flowchart 5

What to do if you uncover or damage asbestos materials

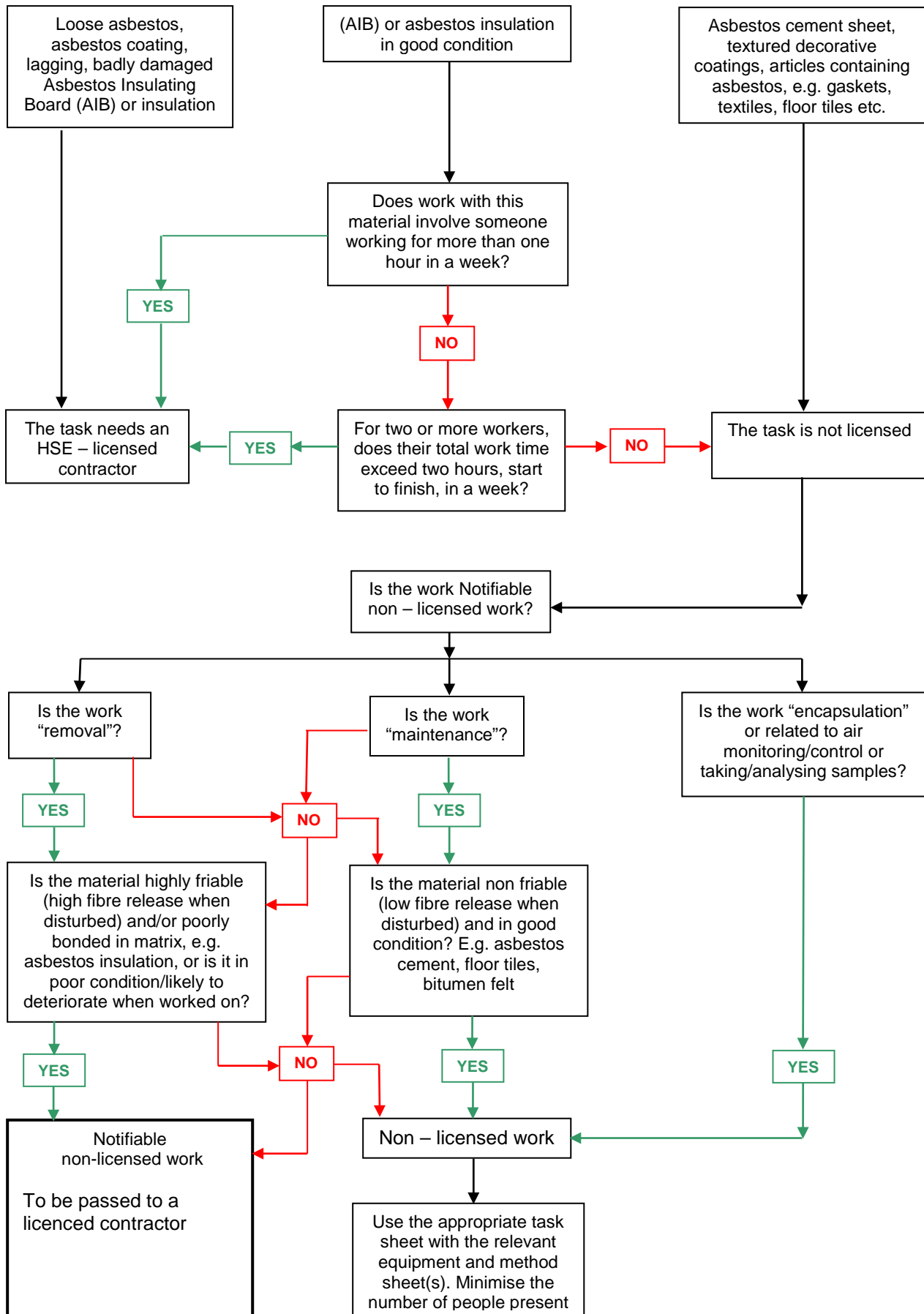
Adapted from HSE Document EM1 produced in 2006



Flowchart 6

Is the work Notifiable Non-Licensed (NNLW) or not “Decision flow chart”

(Courtesy HSE)



Form 1

**Template showing information required in a statement of cleanliness after none
licensed uncovering, damaging or removal of ACM's**

Disturbance or removal of ACM's from:

_____ (Location)

_____ (address)

On: _____ (Date)

The work consisted of (Job description):

By: _____ (Name of contractor)

_____ (Contractors address)

I have checked that the work has been completed and that the area has been cleaned thoroughly, I have inspected the following areas to make sure that there are no visible traces of dust or debris (Areas inspected):

I am satisfied that the area can be returned to normal use.

Signed: _____

Name: _____ (capitals)

Date: _____

Appendices

Appendix 1

Surveying domestic properties, Extract from HSG 264 – 2010

Domestic premises

60 In the domestic sector, local authorities and housing associations have responsibility for very large numbers of properties which need a range of maintenance and repair work as well as general improvement and upgrading or occasionally demolition. Works can include electrical rewiring, structural repairs and alterations, replacement windows, central heating, insulation, renewal of bathroom and kitchen fittings or complete renovations. The work may be necessary on individual or small numbers of premises (e.g. emergency work due to fire/water/storm damage) or on large numbers where there are major improvement or upgrading schemes (e.g. the 'Welsh Housing Quality Standard' programme).

61 Domestic properties present particular challenges for surveying asbestos. The main issues are the scale (i.e. large number of properties (and consequently what is reasonable and practicable)), the real extent of similarity in building materials and the personal nature of the property. Asbestos was extensively used in domestic properties between 1930 and 1980. However the presence of ACM's can now be quite variable and unpredictable even within the same archetypal group. The content varies for several reasons including:

- Inconsistent/variable initial use
- Random use of waste pieces and off cuts by builders
- Previous unrecorded removal of asbestos
- Modifications of properties by tenants (present and past) and housing associations (removing and adding ACM's).

62 Domestic dwellings often fall into particular archetypal groups in terms of style, design and age, e.g. flats within blocks would generally be similar at construction. These factors can be used to develop the survey strategy. The following paragraphs outline the general strategy to use for surveying domestic properties.

There are three components:

- Establish the asbestos status of properties
- Carry out management surveys
- Carry out, as necessary, refurbishment surveys.

Establish asbestos status of properties

63 Carry out a desk-top study to establish the probable asbestos status of groups of properties. In this exercise, properties can be placed into archetypal groups based on various parameters including construction date (e.g. estates phases), house design and location. These groups of properties can be separated into the following categories:

- Asbestos free
- Contain ACM's
- Possibly contain ACM's.

The main criteria involved here for concluding groups are asbestos free would be any property constructed in 2000 or later. It may also be possible to conclude that groups are asbestos free based on other information, such as original construction information, building material specification, previous asbestos surveys or removals or other records. The evidence for this would need to be strong and records complete. These sources of information would also be used to conclude the definite presence of asbestos in particular property groups. Other properties constructed pre-2000 should be classed as

possibly containing ACM's (unless there is evidence to show otherwise (e.g. previous surveys etc)).

Management surveys

64 Management surveys should be carried out on properties which contain or possibly contain ACM's. 'Asbestos-free' dwellings should be recorded as such in the management plan and do not need surveying. However workers in such premises (particularly pre-2000) should always be vigilant. A proportion of properties in each category (i.e. contain or possibly contain ACM's) and each archetypal group should be surveyed. Exact sampling ratios cannot be specified, as the proportion will depend on the variability of housing stock. A proportion should be surveyed until the results demonstrate as far as reasonably practicable that there is consistency in the range of ACM's in the property type. Not every property will contain all the ACM items but the range of ACM's in the property types will be known. Every non-surveyed property has the potential to contain all the ACM's in the range and the ACM's should be managed on that basis. Where there is considerable variability, the ratio surveyed will be high.

65 Information from the management surveys can be enhanced with data from more intrusive surveys when the circumstances allow, e.g. when properties are vacant. Information from refurbishment and demolition surveys should be used to update the asbestos register for that particular type of property.

66 Management surveys, supported by refurbishment and demolition surveys, should be used as the primary means of managing routine maintenance work in domestic premises. However duty holders must recognise that these surveys are limited in their scope and extent of intrusion and therefore do not provide sufficient information on the presence of ACM's for larger scale refurbishment and other improvement projects.

Refurbishment surveys

67 Refurbishment and demolition surveys will be required where refurbishment work or other work involving disturbing the fabric of the building is carried out. The survey strategy for refurbishment works is similar to that for management surveys. Refurbishment and demolition surveys should also be carried out on a proportion of properties in the work programme. The ratio again will depend on asbestos variability within the housing stock and may be high where there is substantial variation. A proportion should be surveyed until the results demonstrate as far as reasonably practicable that there is consistency in the range of ACM's in the property type and there is an accurate picture of asbestos presence. The refurbishment and demolition survey will only be necessary in the specific area / location where the works will take place, e.g. cupboard, part of a room, kitchen / bathroom. However further refurbishment and demolition surveys will be necessary in other locations when new improvement schemes are proposed. These localised refurbishment and demolition surveys should have the specific purpose of identifying ACM's for removal, control or avoidance during the refurbishment works.

68 For house improvement schemes and other project work, refurbishment and demolition surveys should be incorporated into the planning phase of such work as far as possible. This will avoid delays and disruption etc. Where the work is urgent (e.g. essential or emergency maintenance, repair and installation), the refurbishment surveys may have to be carried out just before the work itself. Surveys should be performed with due diligence.

69 The above strategy requires management arrangements which reflect the circumstances and uncertainty of ACM's in domestic premises. There will always be the

Review of progress - March 2014

potential for ACM's not to have been identified before maintenance and refurbishment work is carried out. In these situations the management arrangements must include the following:-

- Adequate asbestos training of trades people (e.g. to cover awareness, including identification) and work procedures
- Arrangements must be in place to ensure that asbestos registers or records are checked before work commencing and there are procedures for dealing with any suspect / suspicious / unknown material, i.e. stop work, check material etc.
- Adequate supervision to ensure procedures are implemented and followed.

Appendix 2

Training for non-licensable asbestos work

Persons requiring this type of training would include those whose work will knowingly disturb ACM's, such as maintenance workers and their supervisors; and those who carry out asbestos sampling and analysis. It should be given in addition to the asbestos awareness training.

This training should cover the following topics in appropriate detail, by means of both written and oral presentation, and by demonstration

- (a) The operations which could result in asbestos exposure and the importance of preventive controls to minimise exposure
- (b) How to make suitable and sufficient assessments of the risk of exposure to asbestos
- (c) The control limit and the purpose of air monitoring
- (d) Safe work practices, control measures, and protective equipment including an explanation of how the correct use of control measures, protective equipment and work methods can reduce the risks from asbestos, limit exposure to workers and limit the spread of asbestos fibres outside the work area
- (e) The maintenance of control measures, including where relevant the maintenance of enclosures
- (f) Procedures for recording, reporting and correcting defects
- (g) The appropriate purpose, choice and correct selection from a range of suitable RPE including any limitations
- (h) The correct use, and where relevant, cleaning, maintenance and safe storage of RPE and PPE, in accordance with the manufacturer's instructions and information
- (i) The importance of achieving and maintaining a good seal between face and RPE, the relevance of fit tests, and the importance of being clean-shaven
- (j) Hygiene requirements
- (k) Decontamination procedures
- (l) Waste handling procedures
- (m) Emergency procedures
- (n) Which work requires an HSE license
- (o) An introduction to the relevant Regulations, Approved Codes of Practice and guidance that apply to asbestos work and other Regulations that deal with the carriage and disposal of asbestos
- (p) For analysts, personal sampling and leak and clearance sampling techniques
- (q) Other work hazards including working at height, electrical, slips, trips and falls

Where any employees are required to use the following plant and equipment or carry out the following work activities then practical training (i.e. giving someone the opportunity to try and practice something for themselves rather than having it explained or demonstrated to them) should be given

- (a) Use of decontamination facilities
- (b) Use of PPE, particularly RPE
- (c) Construction of mini-enclosures where necessary
- (d) Use of control techniques, such as Class H vacuum cleaners (BS EN 60335).

Appendix 3

Glossary of terms used in this document

ACM's

Asbestos Containing Materials

Asbestos awareness training

Asbestos awareness training is required to be given to employees whose work could foresee ably expose them to asbestos. In particular, it should be given to all demolition workers and those workers in the refurbishment, maintenance and allied trades where it is foreseeable that their work will disturb the fabric of the building because ACM's may become exposed during their work. Exemption from this requirement would apply only where the employer can demonstrate that work will only be carried out in or on buildings free of ACM's. This information should be available in the client's asbestos management plan.

This training should cover the following topics in appropriate detail, by means of both written and oral presentation, and by demonstration as necessary:

- (a) The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke
- (b) The types, uses and likely occurrence of asbestos and ACM's in buildings and plant
- (c) The general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace
- (d) How to avoid the risks from asbestos, for example for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACM's are not present.

CAR

The Control of Asbestos Regulations 2012

Competence (As defined in CAR 2012)

Any reference in this ACOP to competence, competent persons or competent employees is a reference to a person or employee who has received adequate information, instruction and training for the task being undertaken and can demonstrate an adequate and up-to-date understanding of the work, required control measures and appropriate law. In addition they must have sufficient experience to apply this knowledge effectively.

HSG 264 – 2010

Health and Safety Guidance - Asbestos: The survey guide produced by the Health and Safety Executive

Reasonably practicable

As used in the Control of Asbestos Regulations 2012 - Direct transcript of what appears in the introduction to the regulations.

The term 'so far as is reasonably practicable' is used several times in this document, and needs to be clearly understood in the context of these Regulations. It has been interpreted by the courts as allowing economic considerations to be taken into account as one factor with, for example, time or trouble, to be set against the risk. It is reasonably practicable to take measures up to the point where the taking of further measures becomes grossly disproportionate to any residual risk. The greater the risk, the more likely it is that it is reasonable to go to substantial expense, trouble and invention to reduce it. However, if the risk is small, it would not be considered reasonable to go to great expense. Ultimately, the judgement is an objective one based on the health risks and not on the size or financial position of the employer.

Refresher training

Refresher training should be given at least every year and should be appropriate to the role undertaken

Training, Information and Instruction

There are three main types of information, instruction and training (simply referred to as training from now on) in the ACoP. These are:

- (a) Asbestos awareness training. This is for those persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out, such as:-
 - (i) General maintenance staff
 - (ii) Electricians
 - (iii) Plumbers
 - (iv) Gas Fitters
 - (v) Painters and decorators
 - (vi) Joiners
 - (vii) Plasterers
 - (viii) Demolition workers
 - (ix) Construction workers
 - (x) Roofers
 - (xi) Heating and ventilation engineers
 - (xii) Telecommunications engineers
 - (xiii) Fire and burglar alarm installers
 - (xiv) Computer installers
 - (xv) Architects, building surveyors and other such professionals
 - (xvi) Shop fitters
- (b) Training for non-licensable asbestos work. This is for those who undertake planned work with asbestos which is not licensable such as a roofer or demolition worker removing a whole asbestos cement sheet in good condition or analytical staff and asbestos surveyors.
- (c) Training for licensable work with asbestos. This is for those working with asbestos which is licensable such as removing asbestos insulation or insulating board.

Appendix 4

Equipment required by housing maintenance and refurbishment personnel.

The quantity of equipment required will be assessed by the Housing Maintenance Team Management and will depend on the expected volume of work and the number of teams needing the equipment at the same time.

Storage of equipment – Spare equipment will be stored in the general store for issue as required.

- Ready access to a copy of “Asbestos Essentials”
- FFP3 masks.
- 1000 gauge polythene sheeting
- Adhesive tape
- Bucket for water
- Water sprayer (garden type or low pressure machine)
- Rags
- Sealant
- Class H vacuum cleaner
- Disposable overalls with hood Type 5 (BS EN ISO 13982 – 1)
- Water proof overalls for outside work
- Single use disposable gloves
- None laced boots or disposable overshoes
 - Warning – overshoes increase the risk of slipping.
 - Never use laced boots as these are very difficult to clean properly.
- Polythene bags for waste disposal (clear and red)

All equipment in use must be fit for purpose and where necessary properly maintained and cleaned. Records of maintenance and cleaning will be kept.