

## POLICY

### ASBESTOS MANAGEMENT POLICY

Passed:-	<b>25<sup>th</sup> July 2018</b>	Review Date:-	<b>June 2021</b>
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All North View policies and publications can be made available on tape, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us on [enquiries@nvha.org.uk](mailto:enquiries@nvha.org.uk)

#### 1.0 Introduction

- 1.1 The aim of this document is to define a policy for the effective, efficient control and management of the risks from exposure to asbestos when undertaking work activities in the Association's properties.
- 1.2 This document is to be read in conjunction with the Association's Asbestos Management Plan.

#### 2.0 Legal Framework

- 2.1 This policy is intended to ensure that North View Housing Association meets the requirements of:-
  - The Control of Asbestos Regulations 2012.
  - The Health and Safety at Work Act 1974, which imposes duties on employers, the self-employed and employees.
  - The Management of Health and Safety at Work Regulations 1999 (as amended) which stipulates the requirement to carry out a suitable and sufficient assessment of the risks for all work activities to determine what measures are necessary to ensure the safety of employees and other persons who may be effected by the work.

#### 3.0 Management Responsibilities

- 3.1 It is the overall responsibility of the Management Committee to ensure that the Association complies with all statutory duties placed on it by health and safety legislation.
- 3.2 The Association has a duty under the Health and Safety at Work Act 1974 to ensure, as far as reasonably practicable, the health and safety and welfare of its employees, contractors, tenants, and visitors to its premises and properties.
- 3.3 The Association also has duties under the Control of Asbestos Regulations 2012 (CAR) to effectively manage asbestos within the properties it owns or manages.



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Under the CAR, “property” means the building, garden, common areas, shared areas and any services associated with these properties that are owned by the Association. The Association’s Office and Stores fall under this definition.

#### 4.0 Control of Asbestos Regulations (CAR) 2012

- 4.1 The purpose of the Control of Asbestos Regulations 2012 is the management of risks from asbestos containing materials (ACMs) to employees, contractors, residents, and visitors to the properties owned by the Association.

The Regulations require duty-holders to:-

- Assess whether properties have any asbestos containing materials.
- Assess the risk from any identified asbestos containing materials.
- Take appropriate action to manage the risks from asbestos containing materials.

- 4.2 The Association will ensure the above requirements are met by the implementation of the following actions:-

- Identification of the hazards present in relation to Asbestos Containing Materials (ACMs) by instructing Asbestos Surveys where appropriate.
- Assessment of the risks associated with any identified ACMs.
- Implementation of suitable management systems to control the risks presented by ACMs.
- Ongoing monitoring to ensure that ACMs remain in good condition.
- Assumption of the presence of asbestos until proven otherwise.
- Developing and updating a register of known ACMs, including the location and condition of ACMs and making the information from the Asbestos Register available to all parties who may disturb ACMs.
- Assess the risk for all identified locations where ACMs are known to be present;
- Develop a detailed management plan of safe procedures in relation to ACMs.
- Review and monitor the management plan to ensure it remains appropriate.

#### 5.0 Health and Safety Executive’s Survey Guides

- 5.1 The Health & Safety Executive (HSE) has issued guides about surveying and managing asbestos. The Association will use these guide to help us manage asbestos in properties that we own. Specifically we will use the guidance to help us:-
- To provide accurate information on the location, amount and condition of



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asbestos containing materials (ACMs).

- To assess the level of damage or deterioration in the ACMs and whether remedial action is required.
- Use the survey information to prepare a record of the location of any asbestos (the Asbestos Register).
- To identify all the ACMs to be removed before refurbishment work or demolition.

- 5.2 The Association will arrange for an asbestos survey to be undertaken prior to commencement of work in areas where suspect (are discover) ACMs. Work will not commence until the results of the survey and/or sample tests are known, and the course of work will be determined by the advice we receive (from a competent party) in relation to the survey report and/or sample results.

The type of survey will be dependent upon the nature of the work; it will either be a 'Management Survey' or a 'Refurbishment and demolition survey' (as detailed in the HSE's publication Asbestos: The survey guide).

## 6.0 Asbestos Management Team

- 6.1 The Association's Director will establish an 'Asbestos Management Team'. The Asbestos Management Team will consist of:-
- Maintenance Manager.
  - Maintenance Officer.
  - Maintenance Assistant.
  - Health & Safety Administrator.
- 6.2 The Asbestos Management Team will have day-to-day responsibility for the management and control of risks from any asbestos containing materials within the Association's properties.
- 6.3 The Association's Director will ensure that those persons charged with responsibilities under the Asbestos Management Policy and Asbestos Management Plan will be competent enough to undertake the tasks involved in the safe management of asbestos within the Association properties.
- 6.4 Staff will be given appropriate information, instruction and training to enable them to understand and carry out their duties in a safe and competent manner and in accordance with Association's policies, procedures and with current legislation.

## 8.0 Training

- 8.1 The Association will provide training on asbestos awareness for relevant members of staff. Information and guidance will be given by the Asbestos



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Management Team through to individual staff and contractors as required.

#### 9.0 Authority

- 9.1 The Management Committee has delegated authority to the Maintenance Sub-Committee to manage, monitor and appraise matters with regards to the control of ACMs within the Association's properties.

#### 10.0 Reports

- 10.1 The Maintenance Sub-Committee and/or Management Committee shall receive reports on relevant aspects affecting the control of ACMs in the Associations properties as appropriate.
- 10.2 The Management Committee shall be informed of affirmative tests (of materials suspected of containing asbestos) as soon as practicably possible.

#### 11.0 Review

- 11.1 The policy will be review at least every three years; it shall be reviewed earlier in response to legislative and/or regulatory changes.

**End**

#### **reviews and amendments**

10<sup>th</sup> June 2015 - Policy established.  
25<sup>th</sup> July 2018 - Policy reviewed.



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## ASBESTOS MANAGEMENT PLAN

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### 1.0 Introduction

- 1.1 The aim of this document is to define a procedure for the effective, efficient control and management of the risks from exposure to asbestos when undertaking work activities in North View Housing Association's (NVHA) properties. This Management Plan sets out in detail how the Association will manage any risks.
- 1.2 This document is to be read in conjunction with the Association's Asbestos Management Policy.

### 2.0 Contractors

- 2.1 Contractors working for or on behalf of NVHA are responsible for:-
  - Ensuring that all employees under their control abide by the rules and conditions set out by NVHA within the Asbestos Management Plan and any other associated documentation.
  - Ensuring that all employees under their control reference the Asbestos Register and understand its content and actions required. This must be prior to any works commencing.

### 3.0 Management of Asbestos

- 3.1 Where asbestos containing materials (ACMs) are discovered or suspected in properties owned or managed by the Association the ACMs will be assessed to determine the risks associated with the materials.
- 3.2 In the first instance where asbestos is discovered or suspected on a site, property or area where the work activities could give rise to disturbance of any identified ACMs, the Association will ensure that:-
  - All work is stopped in the area.
  - All persons are removed and kept out of the immediate vicinity without causing undue concern.
  - The area is closed, sealed or locked off (where practicable.)
  - Any equipment or materials are left in place. These will require to be disposed of as special waste depending on the result of sampling.



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- A warning sign(s) with the following, or similar, wording:- 'POTENTIAL ASBESTOS HAZARD-KEEP OUT' will displayed. Where this is not deemed appropriate to use this type of wording alternative strict entry prohibition notices will be used.
- A member of the Asbestos Management Team (AMT) will notify the Director immediately.
- Arrangements are made for the ACM to be sampled by a competent Asbestos Surveyor and analysed by a UKAS Accredited Laboratory.

### 4.0 Assessing the condition of and potential risk from the asbestos

- 4.1 In order to assess the risk from any ACMs the AMT will appoint a competent Asbestos Surveyor to carry out an assessment of the asbestos containing materials to determine the condition of the suspected ACM and the potential for asbestos fibre release.

### 5.0 Identification of Asbestos and Asbestos surveys

- 5.1 It is not the policy of the Association to remove ACMs that are in good condition and present insignificant risk to the health of building occupants. Damaged ACMs may be sealed, encapsulated or removed.
- 5.2 Any company/surveyor commissioned to undertake a survey on the Association's behalf must be competent, suitably experienced and hold a relevant qualification from a recognised accreditation body (i.e. BOHS P402 or RSPH Level 3). All surveys will be undertaken in accordance with the requirements of HSG 264 Asbestos: The Survey Guide 2012.

### 6.0 Asbestos Management Surveys

- 6.1 An asbestos management survey is a non-intrusive survey, which should be completed by a competent person and meet the criteria specified in Asbestos: The Survey Guide (HSG264).
- 6.2 The surveyor completing this work is expected to be capable of determining the number of samples necessary in any given room based on the material, location and their experience.
- 6.3 The AMT will commission surveys in the following circumstances:
- All common areas of domestic dwellings it owns and factors, and all areas of any non-domestic properties it owns where the property was constructed prior to 2000.
  - Where houses become vacant, then NVHA will become the duty holder, therefore the Void Property Inspection process detailed in Appendix 1 should be followed for any house constructed prior to 2000 and any



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remedial actions carried out before they are re-let.

### 7.0 Refurbishment Surveys

- 7.1 If downtaking or intrusive maintenance work is planned, then a Refurbishment and Demolition Survey should be completed instead of a Management Survey. The Association has developed and implemented a specific procedure for dealing with void properties that is attached at Appendix 1. This supports the policy described above at item 6.1 by enabling trained and experienced staff to inspect the condition of the asbestos material which has already been identified through survey and record this on the inspection form attached at
- 7.2 Refurbishment & Demolition surveys are undertaken where significant disruptive works will be carried out in properties. While this typically relates to demolition and major refurbishment works, the HSE have issued guidance stating that this type of survey should be undertaken in advance of planned improvement project e.g. kitchen and bathroom replacement projects. (Refurbishment & Demolition surveys sample all suspect materials, and are intrusive leading to damage to wall panels, floors, service risers etc.)
- 7.3 Where improvement programmes are to be undertaken in the housing stock for example: kitchen and/or bathroom replacement programmes, a representative sample number of Refurbishment & Demolition surveys will be carried out on each property type included in the project.
- 7.4 Any transferred or purchased housing stock will be subject to the process outlined above, i.e. where no survey information is available then a management survey will be instructed.
- 7.5 Trained staff will inspect the condition of the asbestos material which have already been identified through survey and record this on the inspection form attached. (Appendix 2)

### 8.0 Deciding on an effective asbestos management strategy

- 8.1 The competent person appointed to carry out Asbestos Survey(s) will assess the risk in relation to ACMs by completing two risk assessments. One considers the properties and condition of the ACM (1), the second looks at the potential for exposure (2).
- 8.2 **1 Materials Assessment Score** - part of the management of asbestos is the assessment for the potential of fibre release of each identified ACM, to assist the duty holder to structure a management plan a material algorithm is used, this is divided into four main parameters
- Product type (Or debris from product)



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- Extent of damage or deterioration
- The type of surface treatment (If any)
- The type of asbestos fibres found in the ACM.

Each of these parameters has three scoring categories which are scored as high=3, medium=2, low=1 (See *Appendix 3, table 1*) with damage and surface treatment categories having a nil score available if the risk is insignificant, the scores are added together to give a final sum.

**8.3 2 Duty Holders Priority Score (CAWR 2006 Asbestos Management Priority Audit)** - considers risk potential by analysing and scoring potentiality (See *Appendix 4 table 2*)

**8.4** Once scores for each of the above risk factors have been assessed, these are added together to achieve a 'Total Score'. This is then related to the following Priority Code assessment figures to achieve a 'Risk Priority 1, 2, 3 or 4' (See *Appendix 5 table 3*)

**8.5** Asbestos risk scores and priorities for each identified or suspected ACM are detailed in the relevant Asbestos Register.

**8.6** Any change in property usage or maintenance activities must prompt a formal re-assessment which may redefine risk scores and priorities. The Asbestos Register must then be updated.

**8.7** Having assessed the type and condition of the ACM the AMT will consider the report prepared by the consultant/ contractor and decide on its preferred course of action.

- Asbestos in good condition, if the asbestos is in good condition, is not likely to be damaged, worked on or disturbed it is usually safer to leave it in place and manage it.
- Asbestos in poor condition, if the asbestos is in poor condition, is likely to be damaged or disturbed the AMT may decide if the asbestos is to be repaired, sealed, enclosed or removed.

## 9.0 Managing asbestos left in place & asbestos Register

**9.1** The Asbestos Register forms the basis of the Asbestos Management Plan and is used to determine management and control actions required e.g. labelling, monitoring, encapsulation, or removal. The Register is maintained by the AMT with support from external consultants, and is made freely available to all relevant parties.

**9.2** Where no information regarding ACMs is available e.g. areas could not be accessed during asbestos surveys, it must be presumed that ACMs are present. This is clearly indicated within the Asbestos Register. Prior to any refurbishment



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or maintenance works in these areas which could damage any potential ACMs, a full survey must be undertaken.

- 9.3 On receipt of asbestos certification from the Contractor, the AMT will scan and update the Asbestos Register with information from ongoing asbestos surveys or specific asbestos related works such as removal or treatment of ACMs.
- 9.4 All contractors who undertake work on behalf of the Association and could in the course of their work activities disturb ACMs will be provided with access to the Asbestos Register prior to undertaking any disruptive works in Association properties.
- 9.5 If the Association decides to leave the asbestos in place then it will:-
- Log the locations within the Association's Asbestos Register.
  - The Register will include the building name, specific location (recorded on a drawing or by other means which accurately records its location), the type of asbestos found and its condition.
  - Consider whether the asbestos requires to be labelled with an appropriate asbestos warning sign or other warning system. If the asbestos is not labelled the Association will ensure that those who might work on the material know that it contains asbestos.
  - Any asbestos within common areas detailed in the Asbestos Register will be inspected every twelve months unless otherwise recommended in the relevant survey report or due to location and or condition. This inspection will be undertaken by a member of the Asbestos Management Team or a specialist consultant if required.
- 9.6 The Association will ensure that the all parties who may work on, disturb or come into contact with the ACMs are provided with details on how to access the Asbestos Register. This will be facilitated by the Association undertaking the following actions:-
- All contractors that carryout work for Association will be provided with access the Asbestos Register.
  - The Asbestos Register will advise them on the location, type and condition of any identified ACMs in the Association's housing stock.
  - The information provided will advise Contractors they are required to ensure that prior to working in any property, or common area, where asbestos containing materials have been identified they must carry out a suitable risk assessment in order to identify any necessary measures to prevent disturbance of the ACMs and to protect workers and others affected by the work from potential exposure to asbestos fibre release. The risk assessment will detail the specific work practices to be implemented in order to prevent any disturbance of known asbestos containing materials.
  - All repair works orders issued by the Association will clearly detail that it is



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mandatory that contractors check the Association's Asbestos Register before commencing works in any properties that could give rise to the disturbance of asbestos containing materials.

- Ensuring that all tenders for Cyclical and Planned Works include reference to the Control of Asbestos Regulations 2012 and the Association's Asbestos Register.
- The Association will request confirmation from all Contractors who may carry out disruptive works on their properties that their employees have been provided with Asbestos Awareness Training – such training is a requirement of the regulations.
- All relevant employees who may be exposed to ACMs will receive awareness training including those involved in the operation of the Asbestos Management Plan and those whose normal duties may bring them into contact with ACMs.

### 10.0 Repair and removal of asbestos

- 10.1 The Association will include one or more Licensed Asbestos Contractors on their database of contractors. Suitable confirmation will be obtained that the Licensed Asbestos Contractor is suitably trained and competent to carry out any task relating to repair or removal of ACMs, and holds a current HSE license.
- 10.2 Prior to the employment of any asbestos contractor the Association will therefore ensure that:-
- They have suitable liability insurance;
  - They will carry out the work in accordance with current HSE Guidance;
  - They are licensed with the Health and Safety Executive
  - We obtain evidence of their training and experience in such work;
  - They have the necessary competence and capability to complete surveys, sampling and removal works as appropriate.
  - The asbestos materials will be removed in accordance with the Special Waste Regulations 1996 and be disposed of at a site licensed to receive it.
- 10.3 The Association's Director will approve immediate expenditure for emergency remedial or removal work in relation to ACMs; other non-emergency works will be commissioned in line with the Association's procurement procedures.
- 10.4 On completion of the works the Asbestos Management Team or staff member responsible for the works, will ensure that the Association receives written confirmation from the contractor that all asbestos has been removed (including a copy of the signed Hazardous Waste consignment notice) and air clearance test certificates, prior to payment of the contractor's invoice. The Asbestos Register will then be updated accordingly and the evidence of remedial work included in the relevant asbestos register.



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### 11.0 Review of the Asbestos Management Plan

- 11.1 The Association will review the Asbestos Management Plan every year to ensure it is working effectively. This review will be overseen by the Association's Director and reported to the Committee of Management.
- 11.2 Should the Plan be subject to significant change that will affect the arrangements outlined within it e.g. by the removal of any ACMs etc. then the Plan will be reviewed at such intervals as required. Such reviews will also be overseen by the Association's Director and reported to the Association's Committee of Management.

**End**

#### **reviews and amendments**

10 <sup>th</sup> June 2015	-	Plan established.
25 <sup>th</sup> July 2018	-	Plan reviewed.



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## **ASBESTOS MANAGEMENT APPENDIX 1**

### **Appendix 1 – Void Property Asbestos Inspection Guidance Note**

#### **Introduction**

The Asbestos Inspection Report Form for the void properties is intended to be used by NVHA staff members who have undergone Asbestos Awareness Training and will complete these Forms when visiting void flats. It should be read in conjunction with the NVHA Asbestos Management Plan. In particular, the requirement for all housing stock constructed or refurbished prior to 2000.

It is important to understand that the Association do not expect staff members to have the level of expertise of a trained and competent Asbestos Surveyor and it would be unreasonable for us to ask staff members to undertake asbestos inspections to this standard. The inspection procedure is intended to be carried out by staff members who are experienced in property maintenance and condition assessment in the course of their normal duties. The decision to implement this approach to the management of asbestos within our housing stock has been taken by the Association's Management Committee on what we consider is a 'reasonably practical' approach to complying with the statutory duties placed on the Association by current health and safety legislation. We do not consider individual staff members correctly following the agreed procedures have a personal liability in this management system.

The purpose of the Asbestos Inspection Form is to identify any asbestos containing materials (ACMs) that may have been used in the construction of walls, ceilings and partitions in the Property. The same would apply to textured covered walls or ceilings (artex).

If you identify evidence of ACMs, you should record this on the appropriate Asbestos Inspection Form. It is important that you do not disturb any areas, simply record the details on the Inspection Form, take photographs where possible.

#### **Ceilings**

The ceilings in many of the flats have been finished with a textured coating, commonly known and identified as Artex. Some Artex may contain a small percentage of asbestos and therefore the ceilings should be checked to ensure there are no areas where there is evidence of flaking or damage to the textured coating material on the ceilings of the flat.

## **ASBESTOS MANAGEMENT APPENDIX 1**

### **Asbestos Removal or Treatment**

Where damaged asbestos containing materials are identified in a void flat, or where works require to be carried out that will disturb asbestos materials it is essential that the correct procedures are followed to ensure the work is carried out safely and in accordance with legal requirements. This includes the removal of any fixture or fitting where removal is deemed necessary.

The staff member responsible for coordinating the works must arrange for a Licensed Asbestos Contractor to carry out any work on ACMs. The Association will appoint a Licensed Asbestos Contractor to the list of Approved Repairs Contractors.

It is important to note that should any asbestos removal work be required this requires a 14 day notification period to the HSE. It is therefore important that in order to minimise delay to void turnaround times that Asbestos Inspection Report Forms are actioned immediately.

For all asbestos removal or treatment works the following documentation must be obtained from the Licensed Asbestos Contractor:

Before work commences:

1. Copy of the HSE notification of asbestos work.
2. Copy of Risk Assessments and Method Statement for the work.

After work completed:

1. Air Clearance Test Certificate (Re-occupation Certificate)
2. Waste Transfer Note – record of safe disposal of asbestos waste to a licensed site.

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North View is a recognised Scottish charity – charity registration number SC032963

## ASBESTOS MANAGEMENT APPENDIX 2

### Void--Asbestos Inspection Record

Property Address:

#### Information

Flat No.		Date	
Inspector		Improved	

#### Locations

<b>BATHROOM</b>		Comments	Action Required
Walls-textured coating good condition			
Ceiling-textured coating good condition			

<b>KITCHEN</b>		Comments	Action Required
Walls-textured coating good condition			
Ceiling-textured coating good condition			

<b>Cupboard</b>		Comments	Action Required
Walls-textured coating good condition			
Ceiling-textured coating good condition			

<b>Living room</b>		Comments	Action Required
Walls-textured coating good condition			
Ceiling-textured coating good condition			

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## ASBESTOS MANAGEMENT APPENDIX 2

(Please ensure that you enter the location of the bedrooms e.g., front, rear etc.)

BEDROOMS		Comments	Action Required
<b>Bedroom 1-</b> Walls-textured coating good condition			
Ceiling – textured coating in good condition			
<b>Bedroom 2-</b> Walls-textured coating good condition			
Ceiling – textured coating in good condition			
<b>Bedroom 3-</b> Walls-textured coating good condition			
Ceiling – textured coating in good condition			
<b>Bedroom 4-</b> Walls-textured coating good condition			
Ceiling – textured coating in good condition			

FLOORINGS		Comments	Action Required
All Floorings: Any thermoplastic tiles?			

All Areas		Comments	Action Required
Any other suspect materials			

### Notes

- 1 Only trained and authorised staff are permitted to complete this work.
- 2 This should be read in conjunction with the NVHA Asbestos Management Plan and Void Properties Guidance Notes overleaf.
- 3 The form may require additional items depending on the areas where asbestos materials were identified during the survey.

## ASBESTOS MANAGEMENT PLAN APPENDIX 3

**Table 1**

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

## **ASBESTOS MANAGEMENT PLAN APPENDIX 3**

Once the algorithm has been completed the scores are categorised as follows:

- Category A (>10) are regarded as having a high potential to release fibres if disturbed
- Category B (7 – 9) is regarded as having medium potential to release fibres if disturbed.
- Category C (5 & 6) is regarded as having low potential to release fibres if disturbed.
- Category D (>4) are regarded as having very low potential to release fibres if disturbed

Asbestos debris is automatically assessed as Category A.

## ASBESTOS MANAGEMENT PLAN APPENDIX 4

**Table 2**

Assessment factor	Score	Examples of score variables
<b>Normal occupant activity</b> Main type of activity in area         Secondary activities for area	0	Rare disturbance activity (e.g. little used store room).
	1	Low disturbance activities (e.g. office type activity).
	2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs).
	3	High levels of disturbance, (e.g. fire door with asbestos insulating board in constant use).
	A/A	As above
<b>Likelihood of disturbance</b> Location         Accessibility         Extent/amount	0	Outdoors.
	1	Large rooms or well ventilated areas.
	2	Rooms up to 100 m <sup>2</sup> .
	3	Confined spaces.
	0	Usually inaccessible or unlikely to be disturbed.
	1	Occasionally likely to be disturbed.
	2	Easily disturbed.
	3	Routinely disturbed.
	0	Small amounts of items (e.g. strings, gaskets).
	1	<=10 m <sup>2</sup> or <=10m pipe run.
	2	>10 m <sup>2</sup> to <=50 m <sup>2</sup> or >10m to <=50m pipe run.
	3	>50 m <sup>2</sup> or >50m pipe run.

## ASBESTOS MANAGEMENT PLAN APPENDIX 4

<b>Human exposure potential</b> Number of occupants	0	None
	1	1 to 3
	2	4 to 10
	3	>10
	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
	0	<1hour
	1	>1 to <3 hours
	2	>3 to <6 hours
	3	>6 hours
<b>Maintenance activity</b> Type of maintenance activity	0	Minor disturbance (e.g. possibility of contact when gaining access).
	1	Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling).
	2	Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles to access a valve).
	3	High levels of disturbance (e.g. removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabling).
	0	ACM unlikely to be disturbed for maintenance.
	1	*1 per year
	2	>1 per year
	3	>1 per month
	0	ACM unlikely to be disturbed for maintenance.
	1	*1 per year
	2	>1 per year
	3	>1 per month

## ASBESTOS MANAGEMENT PLAN APPENDIX 5

**Table 3**

<b>Total Score</b>	<b>Risk Priority</b>	<b>Recommendation</b>
More than 17	Priority 1 (Highest Risk)	It is likely in a situation with such a high rating that individuals are currently being exposed to some level of asbestos fibre contamination. Situations falling within this category warrant urgent consideration. In most circumstances, immediate plans for the removal of the ACM concerned must be implemented, or as a minimum, the rapid sealing of the affected area.
13 to 16	Priority 2	Situations within this category still warrant urgent consideration, in that any slight deterioration in any one of a number of contributory factors must result in unacceptable deterioration within a short passage of time. In these situations, it is therefore necessary for the ACM to be removed on a programmed basis but usually within a year. In the meantime, emergency repair and sealing operations must be undertaken where any deterioration or damage occurs.
8 to 12	Priority 3	Situations within this category do not pose an imminent risk and likelihood of fibre release is low under existing conditions. It would be most appropriate within this category to monitor the situation, as deterioration must occur with the passage of time. It is recommended that situations within this category must be inspected on a six-monthly basis to ascertain any change in circumstances which could require reassessment of priority rating into the priority 2 category. Consider removal if the item falls within a demolition or major refurbishment area and works is likely to disturb the material.
Less than 8	Priority 4 (Lowest Risk)	Situations within this category are low priority. The situation must be monitored on the basis of a one-year inspection cycle to ascertain any change to priority rating. Manage and consider removal if the item falls within a demolition or major refurbishment area and works is likely to disturb the material.