

ASBESTOS MANAGEMENT PLAN

Passed:-	25th July 2018	Review Date:-	June 2021
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For further details please contact us on 0141 634 0555 or email us on enquiries@nvha.org.uk

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 experience 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.



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- All repair works orders issued by the Association will clearly detail that it is 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



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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.

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 th June 2015	-	Plan established.
25 th July 2018	-	Plan reviewed.



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