

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.

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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.