

# ASBESTOS MANAGEMENT STANDARD



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## 1. INTRODUCTION

Cornwall Housing Ltd (CHL) accepts its responsibility to provide for the safety, health and welfare of its employees and others who may be affected by its undertaking, as far as reasonably practicable. Asset Management also accepts its responsibilities to ensure, where possible, its activities have no detrimental effect on the environment.

This document needs to be read in conjunction with CHL's Compliance Safety Policy and relevant Risk Assessments.

This Management Standard covers our housing stock, which consist of blocks of flats, bungalows and housing with varying layouts and construction types. Our stock was built between the 1930's to the 2000's and cover the County of Cornwall.

The Control of Asbestos Regulations 2012 was introduced to protect against the risk of death, injury and or ill health from asbestos containing materials in all work activities. In order to comply with the Regulations work should not be undertaken on or near asbestos containing materials unless special precautions are taken.

It is essential that any person engaged in work on asbestos containing materials, are qualified to prevent danger and reduce exposure to asbestos fibres.

All work on asbestos containing materials carried out within CHL properties shall comply with the current edition of the Control of Asbestos Regulations, Hazardous Waste Regulations and all other relevant legislation.



## 2. MANAGEMENT PLAN STATEMENT

- 2.1 Cornwall Housing Limited (CHL) acknowledges the risks associated with exposure to asbestos and will minimise any exposure to asbestos by adhering to at least the minimum standards in the Control of Asbestos Regulations 2012 (CAR 2012).
- 2.2 CHL recognises that they have a duty to manage Asbestos in their premises. To help comply with the legal requirements and to ensure that Asbestos Containing Materials (ACM) in premises are properly managed, CHL has identified a Duty Holder, who will be responsible for that management.

The Duty Holder will have the necessary resources, skills, training, and authority to ensure that the ACMs are managed effectively.

- 2.3 To comply with CAR 2012, CHL will:
  1. take reasonable steps to find out if there are materials containing asbestos in our premises and if so, its extent, where it is and what condition it is in by undertaking Management surveys across 100% of our portfolio built prior to the year 2000. This survey programme is ongoing and will be completed in 2028.
  2. presume materials contain asbestos unless there is strong evidence that they do not.
  3. Make a record of the location and condition of the asbestos containing materials, materials which are presumed to contain asbestos and non-asbestos materials in the asbestos module of the Life Span Housing Management System (HMS).
  4. assess the risk of anyone being exposed to fibres from the materials identified by undertaking an initial assessment at the time of survey and subsequent re-inspections as required.
  5. prepare a plan that sets out in detail how the risks from these materials will be managed to maintain known and presumed ACMs in a good state of repair including the repair/removal of damaged ACMs or those prone to damage.
  6. ensure that employees and contractors that could be exposed to asbestos while working on site have appropriate training.
  7. provide information on the location and condition of the materials to anyone who is liable to work on or near them; and
  8. periodically review and monitor the standard and the arrangements to act on it at least annually so that the plan remains relevant and up to date
  9. Have arrangements and procedures in place so that work which may disturb Asbestos complies with CAR 2012.
  10. Take steps to ensure these actions are carried out



2.4 All parties are required to co-operate as far as is necessary to allow CHL to comply with the above requirements.

### **3. RESPONSIBILITIES**

All staff involved with the management of asbestos will be appropriately trained to ensure their competency.

3.1 CHL have assigned the Asbestos Manager as Duty Holder responsible for managing asbestos.

The duty to manage covers all non-domestic areas and communal areas of domestic premises.

The Duty Holder will be assisted by the Asbestos Supervisor in fulfilling this duty and ensure a Management and or refurbishment/demolition survey is undertaken for all premises. Surveys will show the location of asbestos containing materials, an appropriate action plan to safeguard staff, tenants and others from accidental exposure to fibres.

CHL accepts its responsibility for ensuring that all reasonably practicable steps are taken to protect everyone in its properties from exposure from asbestos. Any person requesting or undertaking work that may disturb an asbestos containing material will ensure that:

- 3.1.1 All persons undertaking works that may disturb the fabric of the building are informed of the location and or presumed location of asbestos containing materials.
- 3.1.2 All relevant CHL staff and external contractors have received sufficient asbestos awareness training for the work, which is regularly updated.
- 3.1.3 Competent persons only to undertake asbestos work, approved by CHL.
- 3.1.4 All works comply with the Control of Asbestos Regulations 2012 and other relevant regulations, Risk Assessment, Policy and Procedures.
- 3.1.5 All asbestos waste to be disposed of in accordance with the current edition of the Hazardous Waste Regulations and other relevant regulations.
- 3.1.6 Any work involving the surveying, encapsulation or removal of asbestos containing materials must be documented and forwarded to the Asbestos Team at the earliest opportunity to enable the asbestos database to be updated.
- 3.1.7 The Asbestos Supervisor will ensure that a Management and or refurbishment/demolition survey is undertaken on all communal areas

- of domestic premises and enter the survey results onto the asbestos database (Lifespan).
- 3.1.8 As part of their estate management duties, Estate Rangers should report any instances of damaged asbestos to the Asbestos Team at the earliest opportunity. The Asbestos Team will ensure corrective actions are taken as highlighted on **the CHL Asbestos Emergency Procedures** or a job raised via Open Housing, as appropriate.
- 3.1.9 The Housing Officers, the call centre and the out of hours team are also responsible for ensuring compliance in relation to informing the Asbestos Team where damage has occurred.

### **3.2 DEFINITION OF A COMPETENT PERSON**

A competent person (asbestos) is defined as a person with:

- 3.2.1 Adequate knowledge of asbestos.
- 3.2.2 Adequately trained to undertake works on asbestos containing materials.
- 3.2.3 An understanding of the hazards which may arise during the work in hand and other relevant legislation.

## **4. ASBESTOS MANAGEMENT**

### **4.1 Non-Domestic Premises**

The Duty Holder will ensure asbestos information is available to all those at risk of accidental exposure. Where necessary, arrangements will be made for the repair, protection or removal of asbestos materials by someone competent to do this.

### **4.2 Communal Areas**

The communal areas of domestic premises will include foyers, corridors, basements, boiler houses, lifts and lift shafts, staircases, roof spaces, gardens, yards, out houses and laundries. This list is not exhaustive.

A visual inspection of asbestos/suspected asbestos containing materials identified in the survey, will be completed annually to assess its condition and implement any remedial actions.

### **4.3 Communication to Tenants**

All tenants will be informed in writing of the location or presumed location of ACM in their home when a new survey has been completed or a reinspection has been carried out. All new tenants will be sent this information on the commencement of their tenancy.



#### **4.4 Sheltered Housing**

Asbestos Management Surveys have been completed for each 'Sheltered Housing' block. Survey results have been entered onto the asbestos database (Lifespan) and accessible via the intranet.

To assist the Duty Holder comply with the Control of Asbestos Regulations 2012 the ILS Officer will ensure that any person undertaking work, which may disturb the fabric of the building, is made aware of the location of asbestos/suspected asbestos containing material prior to commencing work.

### **5. DOMESTIC PROPERTY ASBESTOS MANAGEMENT**

Domestic Premises are exempt from the duty to manage as described in Regulation 4 of the Control of Asbestos Regulations 2012. However, under the Health and Safety at Work Act 1974 CHL owe a legal duty of care to its tenants, employees and any other person affected by its business undertaking. Other person means; visitors, contractors, consultants, emergency service staff and members of the public.

The Asbestos Team have management surveys and refurbishment / demolition surveys including asbestos sample information for each property type.

- Management surveys – In-depth listing of asbestos and non-asbestos containing products.

And/or

- Refurbishment / Demolition surveys (R&D) – full intrusive examination of a property for asbestos.

This information is held on the Lifespan asbestos database which is continuously updated with new survey results and information. Information on removed and / or encapsulated materials is also recorded, and the removal documents saved to Lifespan (re-occupation certificates on completion of asbestos works / statements of cleanliness / waste consignment notes)

It is not practicable to undertake annual management checks in all our domestic properties. Therefore, a duty is placed on all CHL officers, call centre staff, out of hours team and contractors to report any visible damage to suspected asbestos containing material by calling the Asbestos Team or emailing the asbestos team or raise a job on Open Housing. The Asbestos Team will ensure prompt corrective actions are taken.



## 6. ISSUING WORK

Prior to issuing any works that may disturb the fabric of the building, managers/work supervisors must provide suitable information regarding the location or presumed location of asbestos containing materials to the contractor undertaking the works. i.e. provide asbestos survey information or access to the asbestos database.

Where a domestic property does not have a survey, the Asbestos Team will be informed when work is commencing to allow for a suitable survey to be arranged and completed in advance.

When there is an emergency situation and the domestic property does not have a survey then the material will be assumed to contain asbestos. In this situation an asbestos removal contractor will be instructed to carry out the work as a precaution.

Managers or Supervisors issuing both licensable and non-licensable removal / repair asbestos must ensure that work is only issued to competent approved contractors (contact details for which are below) who fully comply with the requirements of the Control of Asbestos Regulations 2012.

The Asbestos Team must take all reasonably practicable steps to ensure that the asbestos contractors comply with Health and Safety legislation, have suitable insurance to cover asbestos works and ensure that asbestos waste is disposed of in compliance with the Hazardous Waste Regulations. All contractors are required to be approved by CHL or checked by the Asbestos Team and supply asbestos waste notes.

To maintain and update the asbestos database, officers and supervisors who order works that result in asbestos containing materials being removed are responsible for informing the contractor to send a copy of the asbestos survey report or the asbestos remediation paperwork to the Asbestos Team. The reports and paperwork will be dropped into the contractor / CHL Sharepoint where each contractor has an individual folder. The requirement to issue reports and paperwork to the Asbestos Team is reiterated in regular contractor meetings between the Asbestos Team and each contractor.



## 7. DAMAGED ASBESTOS CONTAINING MATERIALS

Any persons who encounter or are made aware of damaged asbestos containing materials must restrict access (see section 7.1) and inform the Asbestos Team by via teams, phone or email.

Asbestos Team email address = [asbestos@cornwallhousing.org.uk](mailto:asbestos@cornwallhousing.org.uk)

Asbestos Team phone number = **01872 324485**

The Asbestos Team will check the asbestos database (Lifespan) to determine if the material is definitely asbestos (if unknown it will be assumed to be asbestos). The Asbestos team will instruct one of the asbestos removal contractors to visit the property as soon as possible to assess, make safe and organise for an air test to be carried out.

The H&S incident must be completed online on Evotik (**CHL H&S portal**), providing details of the event.

### 7.1 Contaminated Areas

Any member of staff who encounters or is made aware of any area contaminated by asbestos containing material must isolate the contaminated area by closing the door or informs the tenant to close the door and not enter, see the **CHL Asbestos Emergency Procedures**.

**Refer to the Asbestos Emergency Procedures Document for the full process description and flow chart**

## 8. ASBESTOS SURVEYING

All asbestos surveying contractors approved by CHL must be **UKAS** accredited to ensure compliance.

The Asbestos Team will source all external contractors undertaking survey work for CHL.

### 8.1 Asbestos Management Surveys

Cornwall Housing are in the process of getting all properties surveyed for asbestos. These asbestos management surveys will identify what asbestos is present, what condition it is in and will be used to manage the asbestos within each property.



All communal blocks have been surveyed and all flats and housing are currently being surveyed. It is anticipated that all asbestos management surveys will be completed in 2028.

## **8.2 Asbestos Refurbishment Surveys**

Refurbishment/demolition surveys will be carried out prior to any major refurbishment or intrusive work projects. They will be carried out to an agreed project specific specification that involves being intrusive into the fabric of the building.

## **8.3 Asbestos Demolition Surveys**

A Demolition survey must be carried out before any demolition work is carried out.

## **8.4 Reinspections / Condition inspections**

The communal areas of blocks will be reinspected annually to determine if there are any changes in the condition of the identified asbestos.

These condition inspections will be carried out in house by the CHL Asbestos Supervisor and any changes in condition will be recorded on their mobile tablet / Lifespan App. Any deterioration noted during the reinspection visit will result in a purchase order being raised by the Asbestos Team to one of the 3 Asbestos Removal Contractors to remove or repair the asbestos.

# **9. REMEDIATION**

- 9.1 Removal of asbestos materials can be a hazardous operation and should always be undertaken under suitably controlled conditions.
- 9.2 All removal or remedial works shall be individually reviewed to assess the risks associated with the task (direct or indirect), and to establish a suitable scope.
- 9.3 Once assessed, works shall only be undertaken by persons competent to do so.
- 9.4 The Asbestos Removal contractor will employ a suitably qualified site supervisor during the works.
- 9.5 All Asbestos removal works must be undertaken by a Licensed Asbestos Removal Contractor. All removal works must comply with HSG247, Asbestos: The licensed contractors' guide, and latest industry guidance.



- 9.6 The contractor is to adhere to the current approved control limit when working with asbestos. All required PPE and decontamination equipment will be provided by the contractor to their employees, and anyone found not wearing appropriate RPE / PPE will be required to leave the site.
- 9.7 Air testing will be carried out for all licensed removal works. Non-licensed removals (e.g. floor tiles) are not required to have air testing, however, where there is any concern around removal of non-licensed materials a reassurance air test will be carried out. Air tests must be carried out by an UKAS accredited Organisation complying with ISO 17025. Reference to HSG 248 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures' is essential.

