

# Management of Asbestos Plan (MAP)

## Housing Service

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## Introduction

The Control of Asbestos Regulations 2012, place duties on property owners, occupiers and controllers of workplaces to prevent exposure of persons to asbestos fibres arising from their undertaking, or to implement control measures to reduce the exposure so far as reasonably practicable.

The Defective Premises Act 1972 (England and Wales) imposes duties in connection with the provision of dwellings as to liability for injury or damage caused to persons through defects in the condition of the premises.

St Albans City and District Council Corporate Safety Policy sets out its strong commitment to health and safety and aims to provide a safe and healthy working environment for staff, visitors and contractors.

The Council takes all reasonably practical steps to fulfil this responsibility, and comply with all relevant legislation as a minimum standard, paying particular attention to the adequate provisions and maintenance of:

- (a) Safe plant, equipment and systems of work;
- (b) Safe methods of using, handling, storing and transporting articles and substances, particularly those of a harmful nature;
- (c) Adequate instruction, training and supervision on matters of Health and Safety at Work;
- (d) Safe places at work, with safe access and egress;
- (e) A safe working environment.

In all properties St Albans City and District Council own, all Asbestos Containing Materials (ACM) falling under its control will be managed in such a manner as to eliminate, so far as reasonably practicable, risks of exposure to asbestos fibres of anyone using, visiting or working in those buildings. Where exposure cannot be eliminated, the Council shall ensure that the risk of exposure to asbestos fibres is reduced as low as reasonably practicable and in any case below any statutory control limits or action levels that may be in existence.

St Albans City and District Council is committed to the development and implementation of a "Management of Asbestos Plan" (MAP). The purpose of the MAP is to identify the practical means by which the Council and Housing Service will achieve its policy aims and objectives.

### Scope:

The purpose of this Management of Asbestos Plan (MAP) is to detail the resources, arrangements and procedures that the Council's Duty Holders intend to implement in order to discharge the duties imposed by the Council's Asbestos Management Policy.

## Section 1- Duty Holders' Statement of Intent.

The Head of Housing and the Housing Service recognise their responsibility to ensure that all asbestos-containing material falling under their control is managed in such a way as to ensure compliance with the Council's Asbestos Management Policy and relevant statutory requirements and are committed to eliminate, so far as reasonably practicable, the risk of exposure of persons to asbestos fibres. Where this risk cannot be eliminated, then they will seek to reduce any residual risk as low as reasonably practicable and in any case below any relevant statutory exposure limits that might exist.

They will, with regard to any asbestos-containing materials (ACM) within buildings falling under his/her control, ensure, so far as is reasonably practicable, that:

- a. Adequate resources, including time, finances and competent and qualified management and staff, are allocated to develop and implement an MAP which meets at least current statutory requirements;
- b. All ACM is identified and the risks posed by that ACM are suitably and sufficiently assessed;
- c. Control measures are identified and implemented which ensure that known or presumed ACM is maintained or managed in such a way as to ensure that asbestos fibres are not released;
- d. A precautionary approach is applied to all Housing Service controlled activities which ensure that all work which could give rise to the release of asbestos fibres is assessed, planned, implemented, monitored and reviewed. to occupiers from exposure to asbestos fibres.
- e. Where risk elimination is not reasonably practicable, then arrangements and procedures exist and are implemented which detail how residual risks will be controlled so as to reduce asbestos fibre release as low as reasonably practicable and at least below statutory control limits and action levels;
- f. Employees and contractors are advised of any risks associated with ACM and are consulted in a timely manner on any planned works on ACM;
- g. Only competent persons undertake works on ACM;
- h. Suitable and sufficient emergency arrangements exist for dealing with unplanned releases of asbestos fibres including containment of those fibres, reduction of exposure to those fibres to the lowest practicable level.
- i. The MAP is monitored and reviewed to ensure that the plan is meeting its intended objectives and that all information contained within the MAP is kept up to date and demonstrates coherent control of the risks associated with ACM;
- j. Compliance with the MAP and the relevant statutory requirements is reported to the Head of Housing and St Albans City and District Council, Corporate Health and Safety Officer on a regular basis or were there are statutory changes to legislation.

*K. A. Dragovic*

Name Karen Dragovic Signed \_\_\_\_\_ Dated 13/06/19  
Head of Housing

## **Section 2 - Organisational Roles and Responsibilities:**

To help discharge the Duty Holders' asbestos management responsibilities, the following staff have been appointed to oversee the day-to-day implementation of the MAP:

### **2.1 The Head of Housing**

The Head of Housing is designated as the Asbestos Duty Holders under the Control of Asbestos regulations 2012, to assume the day-to-day responsibility for ensuring that the St Albans City and District Council MAP is suitably developed and effectively implemented. This will include:

- a. Allocating sufficient resources to administer, co-ordinate and implement the MAP.
- b. Appoint competent persons to undertake the role of the responsible persons.
- c. Co-operating with the responsible persons to ensure that asbestos safety is not compromised and that responsible persons can fulfil the duties placed upon them.
- d. Ensuring that they and all others under their control, including any external consultants report to and co-operate with the Building Surveyors to ensure that all proposed works are planned in such a way as to enable the requirements of this policy to be properly implemented.
- e. Ensuring that the planning phase of all works on building fabric and services undertaken by the Housing Asset Management Team includes a suitable asbestos survey (i.e. a Management and or Refurbishment and Demolition Survey).
- f. Ensuring that all consultants and contractors undertaking works on ACM on behalf of the Housing Service are competent to do so.
- g. Ensuring that all consultants and contractors undertaking works on building fabric and services on behalf of the Housing Service have received the required information, instruction, training and supervision to undertake these works in accordance with St Albans City and District Council health and safety policies, procedures and specifications, notably this MAP, the Management of Contractors Policy and Permit to Work systems.
- h. Ensuring that all asbestos information including asbestos surveys, removal information and air clearance certificates for all works undertaken for or on behalf of the Housing Service is managed and kept up to date.
- i. Ensure that the planning phase of all 'works in default' carried out as a result of enforcement work include a suitable asbestos survey.
- j. Ensuring that adequate procedures is in place to monitor the effectiveness of MAP and regular monitoring audits are carried out and documented.
- k. Ensuring that the MAP is reviewed annually or updated as necessary and in line with changes in legislation, work practices and equipment or technology following discussions with the Business Compliance Officers within Regulatory Services.

Whilst the Duty Holders will retain responsibility for the outcomes associated with the above tasks, they may delegate all or any of these tasks to other suitable competent person including they approved and competent contractors.

## **2.2 Responsible Person**

The Senior Building Surveyor is deemed the Responsible Person who has been appointed by the Duty Holder to assume the day to day responsibilities for the management of asbestos within the Housing Service and the implementation of the management of asbestos plan. This will include.

- a. Appoint competent persons to undertake the role of Project Surveyors.
- b. Reviewing the Management of Asbestos Plan annually or update as necessary.
- c. Providing advice to all Duty Holders, their named delegates and to the Asbestos Management Group on how ACM's should be managed.
- d. Allocating sufficient time and resources to the Project Surveyors and the Asset Management Team.
- e. Ensure that the duty holder's roles and responsibilities are implemented throughout the Housing Service sector.
- f. Ensure the MAP is suitably developed.
- g. Ensure the implementation of the MAP to confirm that buildings are surveyed to identify all known and presumed ACM's.
- h. Ensure that all dwellings are assessed at suitable intervals by a suitably competent person to check that all identified ACM's are maintained in a satisfactory condition.
- i. Ensuring that they and all others under their control, including any external consultants report to and co-operate with the Building Surveyors to ensure that all proposed works are planned in such a way as to enable the requirements of this policy to be properly implemented.
- j. Formally report to the Duty Holders on relevant delegated asbestos safety tasks as and when required and in any case at least quarterly. Where issues arise which lead to reasonably believe that duty holders will not be able to fulfil their asbestos safety duties, then the Responsible Persons must advise those Duty Holders of this fact, in writing, as soon as is reasonably practicable

## **2.3 Asset Management Team**

Members of the Asset Management Team which comprises of Contract Manager, Housing Asset Manager, Tenant Services and Performance Manager and the Senior Building Surveyor have day-to day responsibility for co-ordinating all works associated with the management of asbestos risks. This will include:

- a. To manage actions where known or presumed ACM is assessed as posing risks to health;
- b. To manage work systems for projects involving any works on building fabric and/or services to ensure that these are undertaken in accordance with the Contractors Permit to Work system or other agreed safe system(s) of work;
- c. To manage work systems to ensure that the planning phase of all approved works on building fabric and services includes a check of existing asbestos survey information and the commissioning of a suitable asbestos survey (depending on the nature of the

works either a Management or a Refurbishment and Demolition or a “client specific” survey) as a standard;

- d. The implementation of the MAP to ensure that all consultants and contractors undertaking works on ACM on the Housing Service’s behalf are competent to do so;
- e. The implementation of the MAP to ensure that all consultants and contractors undertaking works on building fabric and services have received the required information, instruction, training and supervision to undertake these works in accordance with the Council’s health and safety policies, procedures and specifications; notably this policy, the Management of Contractors Policy and associated procedures;
- f. Performance reporting to the performance management team at least quarterly on relevant delegated tasks.
- g. Co-operating with duty holders and responsible persons to ensure that asbestos safety is not compromised and that duty holders can fulfil the duties placed upon them;
- h. Ensuring that the planning phase of all works on building fabric and services falling under their control includes a suitable asbestos survey (i.e. a Management or Refurbishment and Demolition Survey).
- i. Co-ordinate with the Council’s relevant Building Contractor’s with adequate project information and specifications in sufficient time to enable them to undertake an appropriate asbestos survey during the project planning phase;
- j. Ensure that all contractors falling directly under their control have received suitable and sufficient information, instruction, training and supervision to enable them to undertake their works in accordance with the Council’s health and safety policies, procedures and specifications, notably the Management of Asbestos Plan.
- k. Ensuring that no work which could result in the release of asbestos fibres is allowed to be started on any project that they are managing until there is appropriate asbestos information in place;
- l. Ensuring that the relevant staff are provided with copies of all asbestos surveys, removal information and the results of any air monitoring for works on ACM undertaken for or on their behalf in order that the Council’s asbestos management database may be properly maintained;
- m. Advising Duty Holders and Responsible Persons of any issues that may arise which lead them to reasonably believe that they will not be able to fulfil their asbestos safety duties. This information should be conveyed, in writing, as soon as reasonably practicable.
- n. Ensure that all work i.e. clearance certificates, ASB5, plan of work, waste consignment notice, air monitoring as necessary, four stage air clearance certificate and reoccupation letter etc. as appropriate.
- o. Maintain and update the asbestos register on the housing management system.
- p. Have regular monthly Health and safety meetings with the Contractors where Asbestos will be in the agenda item.

Where reason arises to suspect that the MAP is, in part or in whole, no longer valid, the Asset Management Team will be responsible for bringing this fact to the attention of the Responsible Persons to ensure that the plan is reviewed and, where necessary, revised.

## **2.4 St Albans City and District Council Corporate Health and Safety Officer**

The Health and Safety officer is responsible for:

- a. Providing independent monitoring and random spot checks to ensure the effectiveness of the MAP.
- b. Monitoring legislative demands and best practice initiatives associated with asbestos management.
- c. Reporting to Duty Holders and relevant consultative bodies (Health and Safety Forum) on the effectiveness of the Asbestos policy and the sector MAP's as necessary.
- d. Take the lead in liaising with the Health and Safety Executive in the event of any Incident or suspected incident.
- e. Responsible for providing training on asbestos awareness as required.

## **2.5 Housing Service Performance & Health and Safety Forum**

Health and Safety will be a standing agenda item on the weekly Chief Executive's update meeting, regular Directorate Management Team meetings and the 6 weekly Housing Health & Safety meetings. All health and safety issues and concerns will be raised at this meeting. Minutes of these meetings will be sent where appropriate to the St Albans City and District Council Corporate Health and Safety Manager for consultation where any issues regarding health safety and welfare including asbestos are raised.

## **2.6 St Albans City and District Council Corporate Safety Committee**

The Head of Housing will be provided with minutes and any actions that arise from the Safety Committee Meeting. Committee that meets twice a year and their role is to advise the Council, line management and employees, through its members, on all safety matters affecting the operation of the Council's activities; to ensure that the terms of the Safety Policy are adhered to and decisions implemented discuss and covers all aspects of Health and Safety. Asbestos management is an agenda item on the safety committee.

## **2.7 Contractors - Major Works**

All contractors undertaking major works must provide a PQQ submission to be included on the St Albans City and District Council contractor data base using the Intend system.

Contractors must be able to demonstrate their commitment to health and safety best practice initiatives and seek continuous improvement under their own Health and Safety Policies.

Contractors are responsible for ensuring they incorporate the MAP when undertaking any activity within the Council's dwellings.



Contractors will provide suitable and sufficient training for their operatives for asbestos awareness and non-licensed and licensed work activities in accordance with the Control of Asbestos regulations 2012 and the Task Essentials Guide HSG 210.

## **2.8 Contractors - Minor Works**

All contractors undertaking minor works must be able to demonstrate their commitment to health and safety best practice initiatives and seek continuous improvement and fully comply with their own Health and Safety Policies.

Contractors are responsible for ensuring they incorporate the MAP when undertaking any activity within the Council's dwellings.

Contractors must be able to provide suitable and sufficient of their competence and training for asbestos awareness and non-licensed work activities where appropriate in accordance with the Control of Asbestos regulations 2012 and the Task Essentials Guide HSG 210.

### **2.9.1 Principal Contractors: Roles and Responsibilities**

All those who work in the construction industry have their part to play looking after their own health and safety and in improving the industry's health and safety record.

A principal contractor is only required where the project is Notifiable.

The principal contractor needs to:

- a. Plan, manage and monitor construction phase in liaison with the contractor
- b. Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins)
- c. Give contractors relevant parts of the plan
- d. Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- e. Check competence of all appointees
- f. Ensure all workers have site inductions and any further information and training needed for the work
- g. Consult with the workers
- h. Liaise with Principle Designer regarding ongoing design
- i. Secure the site

### **2.9.2 Contractors: Roles and Responsibilities**

All those who work in the construction industry have their part to play looking after their own health and safety and in improving the industry's health and safety record.

On all projects contractors will need to:

- a. Plan, manage and monitor their own work and that of their workers
- b. Check the competence of all their appointees and workers
- c. Train their own employees

- d. Provide information to their workers
- e. Ensure that there are adequate welfare facilities for their workers

In addition, where projects are notifiable under the Regulations, contractors must also:

- f. Check that the client is aware of their duties, check that a Principle Designer has been appointed and ensure that HSE has been notified before the work starts
- g. Co-operate with the Principal Contractor in planning and managing work, including reasonable directions and site rules
- h. Provide details to the Principal Contractor of any contractor engaged in connection with carrying out work
- i. Provide any information needed for the health and safety file
- j. Inform the Principal Contractor of any problems with the plan
- k. Inform the Principal Contractor of reportable incidents.

### **2.9.3 Workers: Roles and Responsibilities**

All those who work in the construction industry have their part to play looking after their own health and safety and in improving the industry's health and safety record

All employees or self-employed persons on construction sites should be better informed and have the opportunity to be more involved in health and safety.

You can do this by:

- a. Ensuring you only carry out construction work you are competent to do.
- b. Reporting obvious risks.
- c. Co-operating with others and co-ordinate work so as to ensure your own health and safety and others who may be affected by the work.
- d. Following site health and safety rules and procedures

St Albans City & District Council

Corporate Management

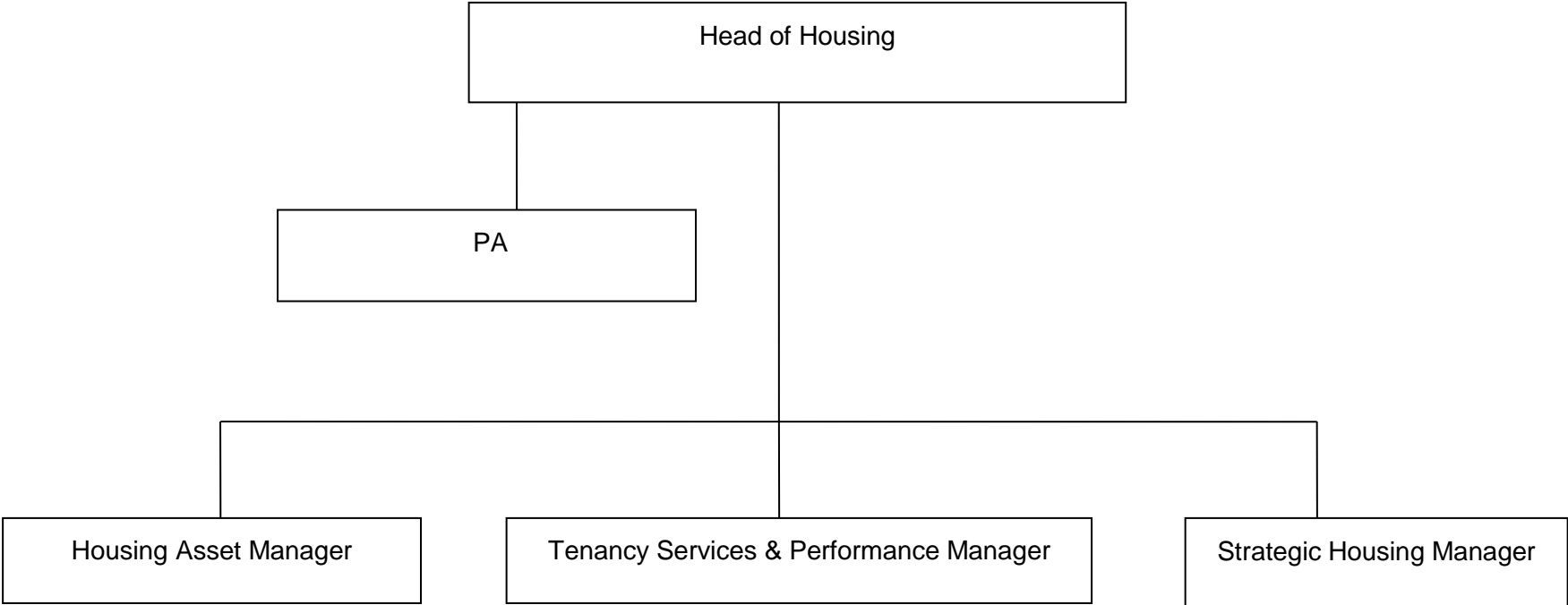
Duty Holder  
Chief Executive Officer

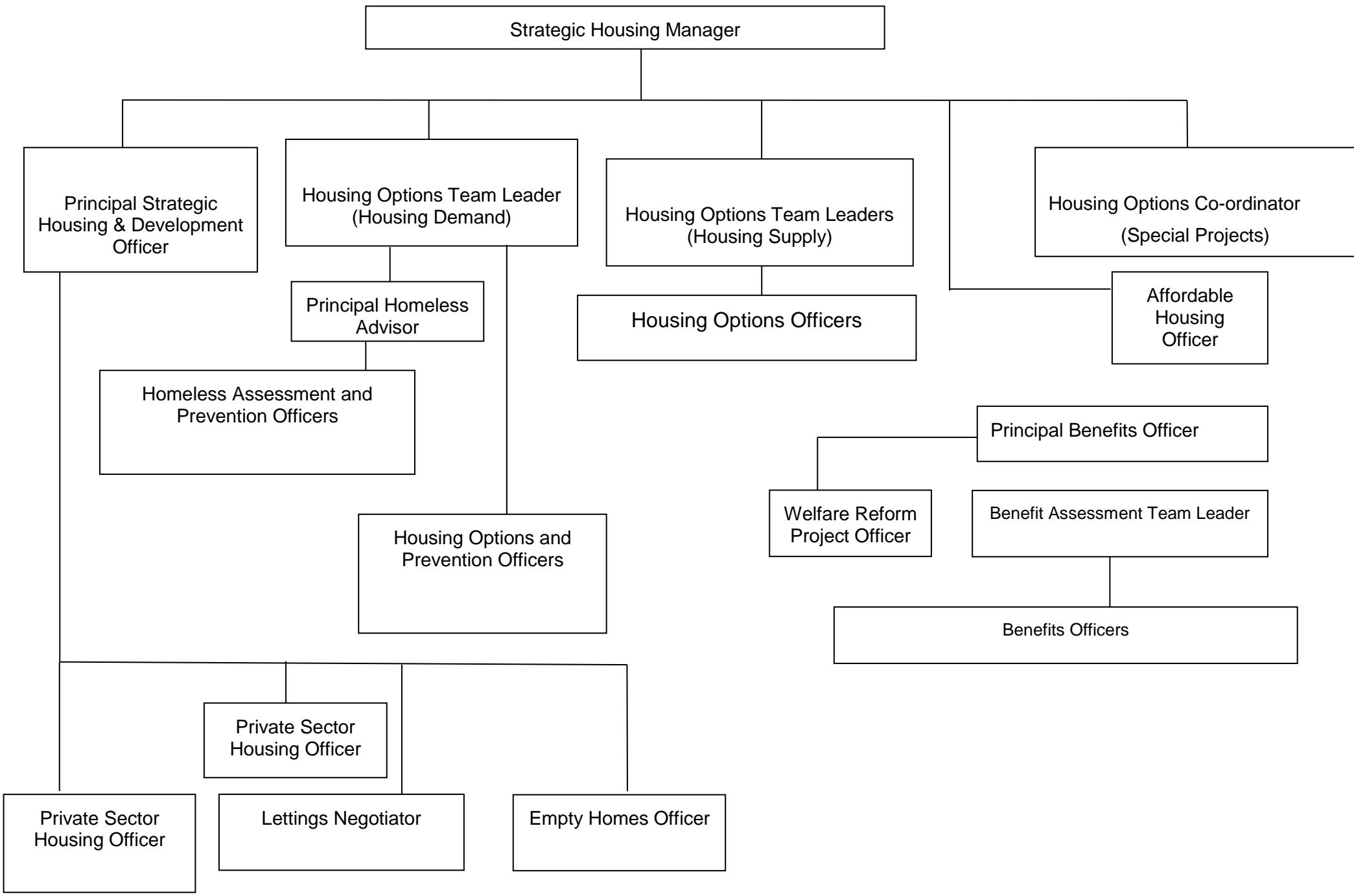
Corporate Health and Safety Officer

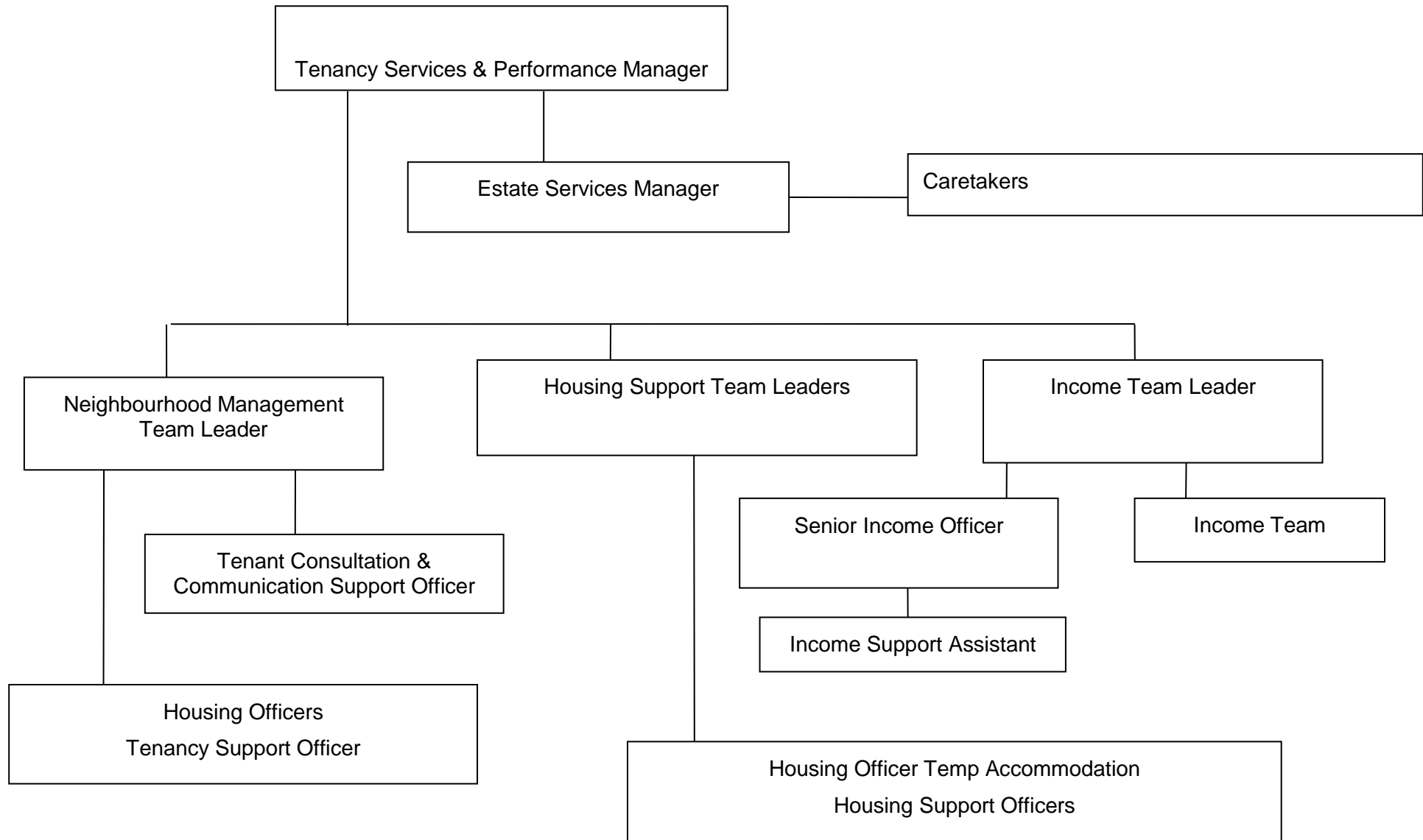
Duty Holder  
Head of Housing

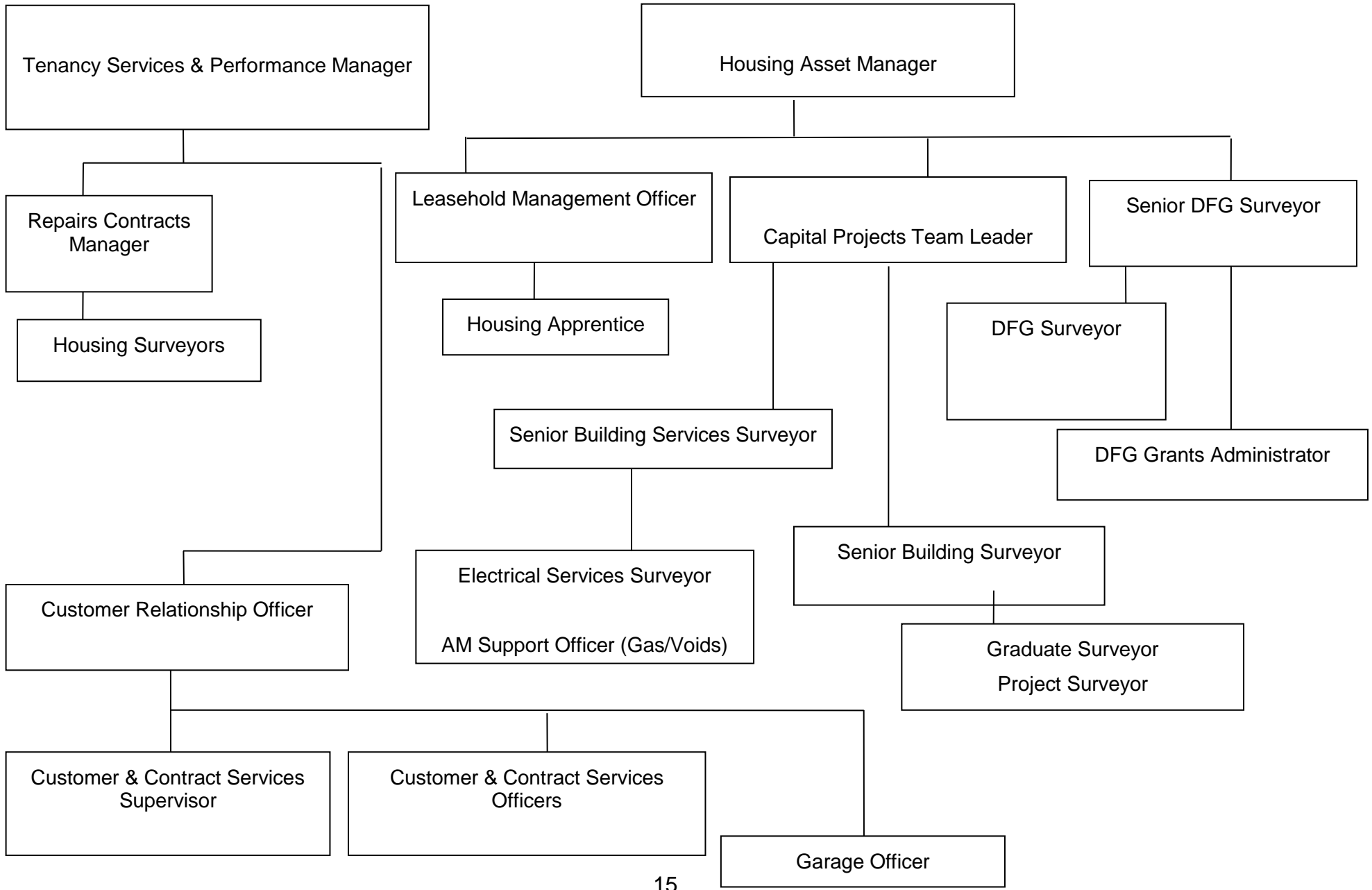
Responsible Person  
Senior Building  
Surveyor

**HOUSING STRUCTURE – OCTOBER 2018**









## **Section 3 - Arrangements and Requirements of the Management of Asbestos Plan:**

The St Albans City and District Council Asbestos Management Policy requires the Housing Service to achieve the following minimum requirements:

Identify the location of all known asbestos-containing materials (ACM) or materials presumed to contain asbestos and ensure that the risks posed by those known or presumed ACM's are suitably and sufficiently risk assessed and that adequate control measures are identified and implemented to ensure that known or presumed ACM's are maintained or managed in such a way as to ensure that asbestos fibres are not released;

Detail the arrangements and procedures to be followed to ensure that:

- a. All work which could, or could potentially, give rise to the release asbestos fibres is planned, implemented, monitored and reviewed to eliminate, so far as reasonably practicable, the risk of asbestos fibre release.
- b. Where risk elimination is not practicable, the MAP should detail how these risks will be controlled to reduce asbestos fibre release to a tolerable level, and in any case below proscribed control limits and action levels.
- c. These procedures must include a means for ensuring that employees, residents and occupiers are advised of any risks associated with ACM and are consulted in a timely manner on any planned works on ACM;
- d. These procedures must include a means for ensuring that contractors, sub-contractors, consultants and surveyors are consulted in a timely manner and provided with all suitable and sufficient information regarding the location of ACM within the dwelling.
- e. Only competent persons who have undertaken suitable training under CAR 2012 will be allowed to work on any dwellings:

The MAP will be issued and communicated to all employees, contractors, sub-contractors, consultants and surveyors of the Housing Service. All residents will be provided with a Tenants Handbook informing them of the risks of ACM within their dwelling.

The MAP will provide information on the emergency procedures for dealing with unplanned releases of asbestos fibres including containment of those fibres, reduction of exposure to those fibres to the lowest possible level, consultation with employees and subsequent clean up and monitoring of affected areas;

The Tenants Handbook will provide residents and occupiers with basic information on asbestos and the probable location of these materials within their dwelling and the emergencies for dealing with any unplanned release.

Identify the practical arrangements for ensuring that all information contained within the MAP is kept up to date and demonstrates coherent control of the risks associated with ACM.



## **Section 4 - Identifying Asbestos - Containing Materials and Undertaking Risk Assessments.**

### **4.1 Identifying the location of ACM's**

The Housing Service through its Responsive Repairs contractor will be carrying out Complete Property Survey on all properties over the next two years and will include Management Surveys to identify the presence of ACM. There is a comprehensive MAP in place and a detailed asbestos register on the location of ACM within dwellings in the housing stock.

As knowledge has increased regarding the risks posed by certain asbestos containing materials, the standards governing how surveys should be undertaken have been revised by the Health and Safety Executive. In light of these changes, the Housing Service continues to review all of its available survey data and is undertaking a complete survey of all buildings to meet all the new surveying standards according to HSG 264.

To assist in this process, the Housing Service has developed a strategy to proactively manage ACM with the Housing asset.

**The Housing Asset Team are developing a programme for encapsulating or removing all ACM where it has deteriorated and will be actively engaged in this work in the future with complete property surveys carried out by the responsive repairs contractor and annual gas safety inspections carried out by the central heating servicing contractor.**

A programme of Management and Refurbishment & Demolition surveys is being developed. The planned programme of surveys is as follows:

- a. Combined and R&D surveys to all dwellings on voids including abatement work where identified.
- b. Combined Management and R&D surveys to all dwellings where major projects are being undertaken (Bathrooms, Kitchens, Electrical re-wire and Heating Upgrades) including remediation and abatement work where required.
- c. During annual routine gas compliance and periodic electrical checks, the contractors will carry out a visual inspection and report any issues regarding the condition of asbestos in each property to the managing surveyor. Where there are presumed asbestos materials identified a sample will be taken and if identified as asbestos, information uploaded onto the Council's Data Base. A priority assessment and risk register will identify the risk of fibre release and an action plan developed to remove all asbestos materials within the planned programme.
- d. All external ACM's (Facias, soffits, undercloak, rainwater goods) will be removed as part of any plasticisation programme

Management and Refurbishment & Demolition surveys are conducted in accordance with the standards set out in the Health and Safety Executive's publication HSG 264 "The Survey Guide". All such surveys commissioned by the Housing Assets Team will be required to observe these protocols.

### **4.2 Risk Assessment of ACM's**

In line with current good practice, all asbestos surveys undertaken for the Housing Service will include both "material" and "priority" assessments of all ACM. Both types of assessment require a competent person to evaluate the risks posed by various properties of the ACM and to numerically codify those risks in accordance with Health and Safety Executive guidance.

The numeric values for each assessment are then added together to give an overall risk score. This overall risk score is then used to determine the appropriate management action required to reduce risks to a tolerable level.

The priority risk assessment undertaken will be used to develop an action plan for the remediation of ACM identified. The full methodology for the material and priority assessments is provided in the asbestos action plan.

The actual risk assessment results will be stored on the asbestos management database.

### **4.3 Other Types of Survey**

The MAP and procedures recognise that Management Surveys have limitations. These surveys do not involve destructive sampling and therefore will not necessarily identify all asbestos that may be present in a building.

Where works on any building fabric or services are proposed, the non-invasive nature of the management survey is not legally adequate enough to ensure that risks to those either undertaking the works or anyone else that could be potentially affected by the works are properly controlled. To achieve the required standard, it will normally be necessary to carry out more destructive surveys of buildings. This type of survey is called Refurbishment and Demolition (R&D) surveying, as defined by the HSE.

The HSE's guidance, HSG 264 "The Survey Guide" describes the protocols to be observed when undertaking R&D surveys. All such surveys commissioned by the Housing Assets Team will be required to observe these protocols.

The extent to which it will be necessary to invasively survey a building will depend on the types of works to be undertaken; minor works may only necessitate sampling of certain specified materials. Major demolition will require a much more thorough survey.

Because R&D surveys can result in materials being disturbed, these surveys can usually only be carried out in unoccupied buildings with the survey being conducted under controlled conditions. Buildings that have been subject to major R&D surveys will not normally be safe to re-occupy without subsequent follow on works to make safe.

As a matter of policy, The Housing Service will therefore not undertake R&D surveys until such times as the building in question has been vacated and the building will only be allowed to be reoccupied if appropriate safety works have been undertaken prior to reoccupation.

These surveys will be commissioned using the Responsive Repairs contractor. All such surveys will be undertaken by UKAS accredited asbestos consultants.

## **Section 5 - Procedures for Preventing the Release of Asbestos Fibres.**

ACM, when maintained in good condition and left undisturbed, poses very little risk to human health. The Housing Service risk assessments have highlighted any ACM that potentially poses an existing risk and as surveys are undertaken high risk issues will be remediated. The MAP also needs to consider how the Housing Service will make sure that the ACM that has been identified in the asbestos risk assessments as being of low risk remains so. This will be monitored using the Promaster system.

The MAP makes a commitment to implement a precautionary approach to all works on building fabric and services which could lead to the release of asbestos fibres. To achieve this aim it is necessary to consider all work elements that could lead to asbestos fibres being released.

### **5.1 Asbestos Survey Programme**

#### **Programme**

The Duty Holder/Responsible Person has a responsibility to ensure that, on a day-to-day basis the MAP is implemented, monitored and where necessary updated and reviewed. Initially this means ensuring that the management surveys and other surveys e.g. R&D are undertaken according to the agreed programme of works.

#### **Scope of Surveys**

Surveys will be carried out by UKAS accredited surveyors that have been procured via the Responsive Repairs Contractor.

Before any survey is undertaken, the Housing Asset Management Team will issue the Responsive Repairs Contractor with a written instruction to undertake the survey by a specialist asbestos sampling consultant. The Housing Asset Management Team's written instruction will include details of the address and contact details of the dwelling(s) to be surveyed. The Housing Asset Management team will not instruct surveyors until all of this information has been provided.

#### **Access to Dwellings**

Once this information has been received, the Housing Asset Management Team will instruct the Responsive Repairs Contractor, in writing, to undertake the survey. The Responsive Repairs Contractor will then contact the resident / occupier to arrange access. Once a date has been agreed with the resident, the Responsive Repairs Contractor will notify the Housing Asset Management Team.

If site access cannot be negotiated, the surveyor will notify the Housing Asset Management Team. The Housing Asset Management Team will then be responsible for liaising with the resident /occupier to arrange access. Once appropriate arrangements have been made, the Housing Asset Management Team will advise the Responsive Repairs who will then be provided with a written instruction to conduct the survey.

## **Emergency Procedures**

If whilst conducting the survey, the UKAS accredited surveyor finds any suspected ACM that is in poor condition and which could present a risk to health, they will inform the Housing Asset Management Team immediately and take all reasonable steps to prevent access to the affected area. The UKAS accredited surveyor will also advise the resident /occupier of the issues and the action they have taken to reduce risks to anyone that could be potentially affected. The Housing Asset Management Team will then invoke the Emergency Asbestos procedures and will notify the Corporate H&S Manager as soon as reasonably practicable to advise them of the situation.

## **Data Base**

Once the survey is complete, the Responsive Repairs Contractor shall upload all survey information, including bulk sample analysis, material risk assessments, annotated site plans and sample photographs to the Asbestos Database on the Promaster and Orchard Housing Management systems using their contractor access.

## **Incomplete Surveys**

If the survey is found to be incomplete, the Housing Asset Management Team will notify the Responsive Repairs contractor and return the invoice until such times as the survey information is brought up to date. Invoices will only be accepted once the survey has been satisfactorily uploaded to the Promaster / Orchard Housing Management systems. Invoices will not be accepted if they pre-date the actual date that the survey was satisfactorily published.

## **Survey Review**

Once the survey has been published the Housing Asset Management Team, in conjunction with the Responsive Repairs contractor, will review material assessments and undertake priority assessments to develop a plan of action to identify any priority works. Where the priority assessments recommend some form of remedial action, such as removal or encapsulation, the Housing Asset Management Team will determine an appropriate course of action.

It must be highlighted that the removal of all ACMs is not the answer to effectively manage the risk posed by ACMs. ACM in good condition and in a position unlikely to be disturbed is unlikely to pose a risk to building occupants and users.

## **Re-Inspections**

Where works are not required (or once works have been carried out), ongoing inspections of asbestos material in accordance with the Control of Asbestos Regulations 2012. Each ACM has to be reviewed and re-assessed on a regular basis.

Ideally re-inspections should take place during annual gas checks where entry to dwellings is guaranteed. The purpose of this review is to ensure that the risks posed by each ACM remain unchanged and additional asbestos materials are identified.

The responsibility for ensuring that these re-inspections are undertaken lies with the Housing Asset Management Team. Photographic evidence should be taken and compared with the previous management survey for this purpose.

All subsequent checks must be recorded on the asbestos management database (Promaster / Orchard Housing Management systems). This enables the Housing Asset Management Team to demonstrate that they are actively managing/monitoring the condition of ACM.

The Housing Asset Management team will ensure that the Asbestos Database is being updated when inspections are undertaken. If a member of the team believes that checks are not being undertaken, they will investigate further and will assist in ensuring that appropriate remedial actions are implemented.

If periodic electrical inspections reveal that the condition of known ACM has deteriorated, the employee will be responsible for bringing this to the immediate attention of the Housing Asset Management Team so that the ACM can be inspected by a UKAS accredited P402 Surveyor, where necessary and the appropriate project procedures put in place.

A UKAS accredited P402 surveyor shall be appointed via the Responsive Repairs contractor to re-inspect high risk housing stock where there is not a current asbestos survey. Adequate budget funding shall be made available in the Housing Revenue Account.

## **5.2 Major Project & Void Works Management Procedures**

The Housing Asset Management Team is responsible for managing projects on all dwellings within their asset. This requires that any works being undertaken by the resident / occupier, the resident / occupier must inform the Housing Asset Management team in writing of the works that are proposed to be undertaken.

Where notified, any works undertaken by the resident / occupier will be checked at all stages by Housing Asset Management Team and appropriate paperwork supplied by the resident / occupier or their approved contractor.

The resident / occupier will liaise with Housing Asset Management team and complete the relevant paperwork at the planning stage and gain written permission to undertake works on their home.

The Housing Asset Management team are appointed to oversee works on properties owned by St Albans City and District Council. The Housing Asset Management Team will ensure that the appropriate asbestos survey(s) are reviewed to determine whether any ACM are present. Where the Housing Asset Management competent person believes that the available information is not adequate enough to allow the project to proceed, then an R&D survey should be conducted.

The Contract Administrator will be responsible for advising the relevant budget holder and advising them of the procedures which will need to be followed if the project is to go ahead. Where necessary, the Project Surveyors should be consulted to determine what level of survey might be required before the works can be undertaken.

## **5.3 All Major Projects and Disabled Facility Grant Works**

Whether the Major Project or Disabled Facility Grant work under the SADC Agency agreement is “notifiable” to the Health and Safety Executive under the Construction (Design and Management) Regulations 2015 (CDM) or Not Notifiable, a Refurbishment and Demolition asbestos survey must be undertaken during the planning stage and, in any case, **BEFORE** the works go out to tender. Current HSE advice is clear on this issue; the client has duties to provide information on known hazards and asbestos survey information at the tender stage. If asbestos is discovered during works then the Council, could, in the worst case scenario, be liable to prosecution for exposing people to asbestos fibres and failing to manage the risks posed by asbestos.

The Council could also incur delays to projects in excess of 14 days whilst applications are made to the HSE to remove/work on the asbestos.

Where the works are to be undertaken as part of a “notifiable” CDM project, a copy of the survey results will need to be forwarded by the Project Surveyors to the Principle Designer for inclusion in the Pre-Tender Health and Safety information. Other consultants engaged in the project will probably also need to be provided with copies of the survey so that they can consider design alternatives that could remove the need to work on the ACM.

The Housing Asset Management team has two options in managing any works on asbestos for notifiable projects:

- a. All works handed over to the Principal Contractor to manage;
- b. Asbestos works undertaken as an enabling project managed by the Housing Asset Management team via the appointed asbestos contractor.

Following removal or encapsulation, the Principal Contractor/Principle Designer must hand over a Health and Safety File for the project. All information relating to works on asbestos must be provided within this file. The Principle Designer must be provided with the relevant sections of the Health and Safety File and then provide these to the asbestos co-ordinator so that, where relevant, the Asbestos Database may be updated.

#### **5.4 Day to Day Maintenance Work**

When a project is to be managed by a member of the Housing Asset Management Team or the Responsive Repairs contractor appointed to undertake this role, it will be the responsibility of the assigned Contract Manager to ensure that the ACM is identified in the contract and the existing asbestos surveys and risk assessments are consulted in the planning stage of the project.

As many of the maintenance activities are planned, it is often possible to foresee when ACM materials could be disturbed as the result of such routine maintenance. Planned maintenance is, in reality, no different from any other project. The works are fairly well-defined in terms of scope and location and therefore the risks of asbestos fibres being released as a result of such maintenance should be fairly simple to define.

The main responsibilities for controlling the activities of maintenance workers fall upon the Housing Asset Management Team.

Before any planned maintenance is undertaken, the relevant operative should consult the relevant asbestos survey(s) maintained on the Housing Management system to ascertain whether any ACM has been identified in the work areas which could possibly be damaged by those works. If the survey is fit for purpose and no ACM is identified then the works can progress in the normal way under the standard risk assessments and method statements.

**Contractors have a responsibility to check the Housing Management system before commencing any works and implement Permit to Work systems as appropriate.**

The Housing Management team has two options in managing any works on asbestos for non-notifiable projects:

- a. All works handed over to the day to day contractor to manage;
- b. Asbestos works undertaken by the Housing Asset Management team via the appointed asbestos contractor.

**Appendix A provides a workflow for Major Projects, Voids and Day to Day works.**

#### **5.5 Emergency Procedures & Reactive Work**

On occasion, emergencies may arise e.g. because of events such as burst pipes, failure of equipment etc. or discovery of damaged asbestos materials during asbestos surveys or routine inspections. It is important that, in attempting to rectify faults, that the requirements of the MAP are not overlooked.

Before any emergency work is undertaken, the relevant surveys and risk assessments must be consulted. In normal circumstances requests for emergency maintenance will be made via the Responsive Repairs Contractor.

As soon as such a report is received, advice should be given to building occupants to secure the area affected and access to the area should be prohibited until further information is available. The Building Surveyors or Housing Asset Management Team must be consulted immediately.

The relevant asbestos information should be consulted as soon as is practicable to see if any ACM is present in the works area.

If the Management Survey proves that there is no ACM present then the works should be undertaken in the normal way.

If ACM is present in the dwelling area and an emergency occurs within this area which is outside of normal hours, then the area affected must be taken out of use immediately and the "out of hours" service would then implement the correct emergency procedures.

The Building Surveyor will instruct the Responsive Repairs contractor and their UKAS accredited surveyor to attend site and to carry out any necessary sampling / air clearance monitoring.

If the emergency is discovered in the course of a Management Survey, the surveyor will already be on site and will provide this information to the Responsive Repairs contractor when notifying them of what has been found. The Responsive Repairs contractor will also take reasonable steps to secure the affected area and to advise people on site that they are not permitted to access the affected area.

Once results (or advice) have been received by the Responsive Repairs contractor, this will be provided to the Building Surveyor who will provide advice on the necessary management actions to be taken. If an asbestos removal contractor is required, the asbestos contractor will organise attendance at site to determine whether or not the works are notifiable to HSE. If the works are notifiable and the area is deemed business critical, The Housing Asset Management team may consider applying for a waiver to the 14 day notification. This decision will only be taken in the most extreme of cases (e.g. where there would be a serious risk to health or to critical business delivery) and would require the approval of the Responsible Person appointed by the Responsive Repairs Contractor.

The Responsible Person appointed by the Responsive Repairs contractor shall be required to make the application for a waiver; advice on the content would be provided by the appointed Housing Asset Management Team Building Surveyor and or St Albans City and District Council Corporate Health and Safety Manager if required. The Responsive Repairs contractor shall be also required to provide the HSE with a plan of work and method statement.

Subject to waiver a being granted (or the 14 day notification period being satisfied), the works will then be undertaken in accordance with the MAP. All relevant information (asbestos waiver, plan of works, waste consignment notes, air clearance certificates, and details of ACM treatment/removal) will then be provided to the Building Surveyor, who will then update the asbestos database on the Promaster/Orchard Housing Management system.

Once the works are complete, reinstatement works may be required. These will be planned and managed directly by the Building Surveyors.

**The procedures for dealing with emergencies are shown in the work flow provided in figure Appendices B, C & D.**

## Section - 6 Asbestos Surveys

The Management surveys are not intended to be used as a definitive information source for projects; they simply provide a “starting point” for more in depth type refurbishment and demolition surveys. Consequently, even if no ACM is identified in the project area, the Contract Administrator will still be required to ensure that an appropriate Refurbishment and Demolition survey is undertaken by the Responsive Repairs Contractor.

The extent of the R&D survey required will largely depend upon the extent of the project and the amount of works to be undertaken. However, if an area is to be totally refurbished and partitions are to be removed then a full R&D survey may be required.

If a project does not involve any works on building fabric or services then it may be possible to undertake the project without any further survey being undertaken; however, this decision should only be taken following consultation with the Responsible Person appointed by the Housing Asset Management Team.

**The asbestos survey information must be fully aligned to the scope of work being undertaken, where this cannot be guaranteed then additional surveys will be required.**

All R&D Survey information must be uploaded onto the Housing Management system.

Asbestos remediation works must be undertaken by suitable trained and competent contractors.

Suitably trained and competent contractors may remove certain asbestos products as non-license works in accordance with the task essentials guide HSG 210.

All licensed asbestos removal works must be notified to the HSE and only undertaken by licensed asbestos removal contractors.

The appointed contractor will assess the works and submit an ASB5 notification to the HSE 14 days before commencing the works; in addition they must submit to the Housing Asset Management Team a plan of works in accordance with HSG 247

The asbestos contractor appointed by the Responsive Repairs Contractor will provide risk assessments and method statements for approval by the Contract Administrator or the main contractor.

On completion of the works, the asbestos contractor will forward all the relevant document to Housing Asset Management team including the four stage air clearance certificate, the waste consignment notice and re – occupation certificate. This information shall be uploaded onto the Housing Management system.

**Note: All air monitoring is to be carried out by UKAS accredited surveyors regardless of who is actually carrying out the asbestos removal project. Under no circumstances are Asbestos Removal Contractors to employ surveyors directly for this task.**



## **Section - 7 Asbestos Abatement Works**

The asbestos removal contractor will assess the works and provide a quotation for the works in accordance with the Council's procurement procedures. If the works are "licensable", the contractor will submit a 14 day notification to the HSE detailing their plan of work and the dates that the work will be undertaken. The contractor will provide risk assessments and method statements for approval by whoever is overseeing the works.

Suitably trained and competent contractors may remove certain asbestos products as non- license works in accordance with the task essentials guide HSG 210.

All licensed asbestos removal works must be notified to the HSE and only undertaken by licensed asbestos removal contractors. In general it is expected that the contractor will be selected using the Council's procurement system.

The appointed contractor will assess the works and submit an ASB5 notification to the HSE, 14 days before commencing the works; in addition they must submit to Housing Asset Management Team a plan of works in accordance with HSG 247

The asbestos contractor will provide risk assessments and method statements for approval by the Contract Administrator or the main contractor.

On completion of the works the asbestos contractor will forward all the relevant document to the Housing Asset Management Team including the four stage air clearance certificate, the waste consignment notice and re – occupation certificate. This information shall be uploaded onto the Housing Management System.

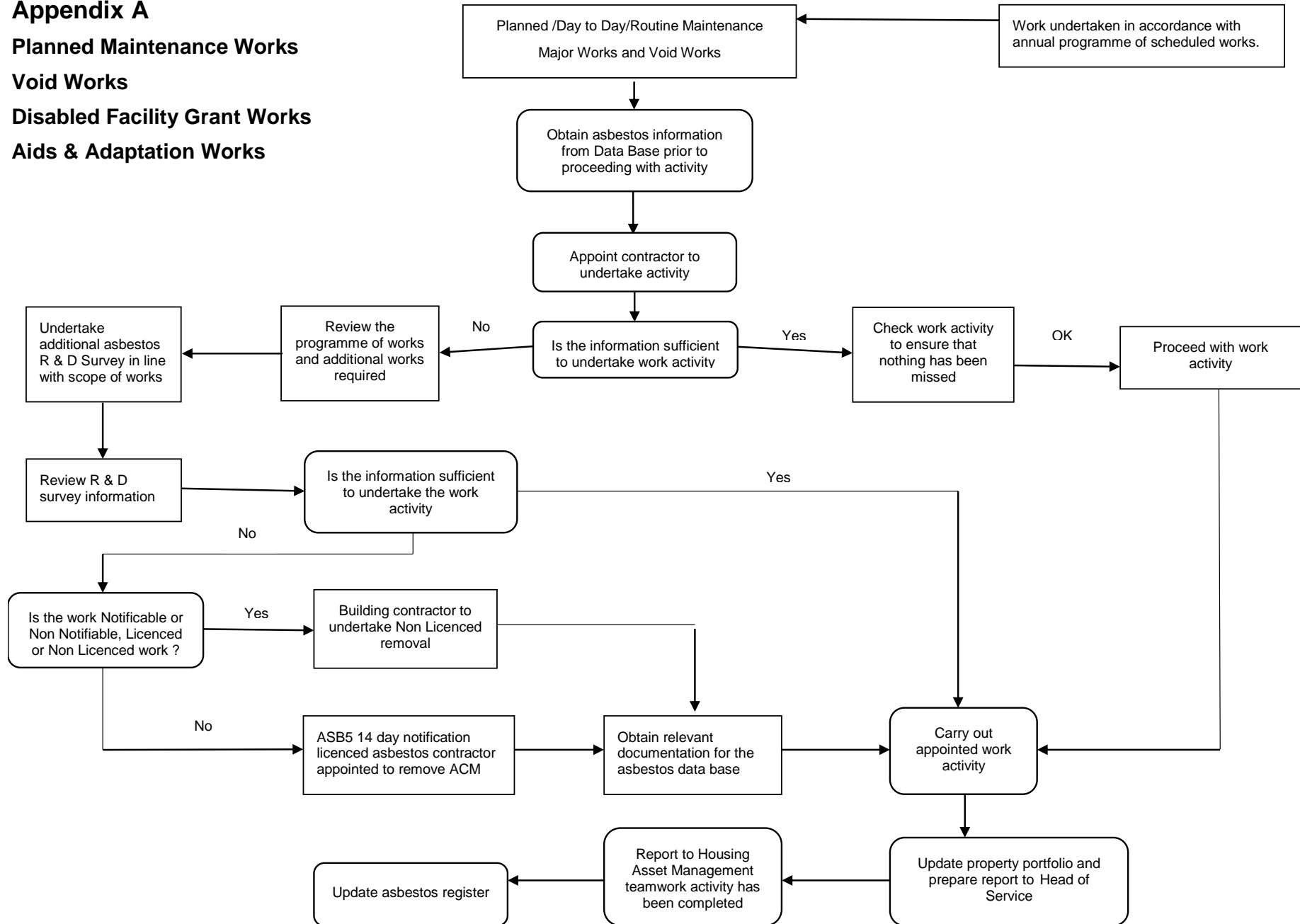
**Note: All air monitoring where required must be carried out by UKAS accredited surveyors/analyst independently appointed by the Housing Asset Management Team regardless of who is actually carrying out the asbestos removal project. Under no circumstances are Asbestos Removal Contractors to employ surveyors directly for this task.**

**The Asbestos Management Plan will be reviewed annually, whenever there are changes in legislation or where changes arise that require amendments to be made.**

**Asbestos Awareness training will be carried out annually with all visiting staff from the Housing Service and records kept of their attendance. In addition, staff who are responsible for the management of asbestos will undergo P405 training and carry out regular update training.**

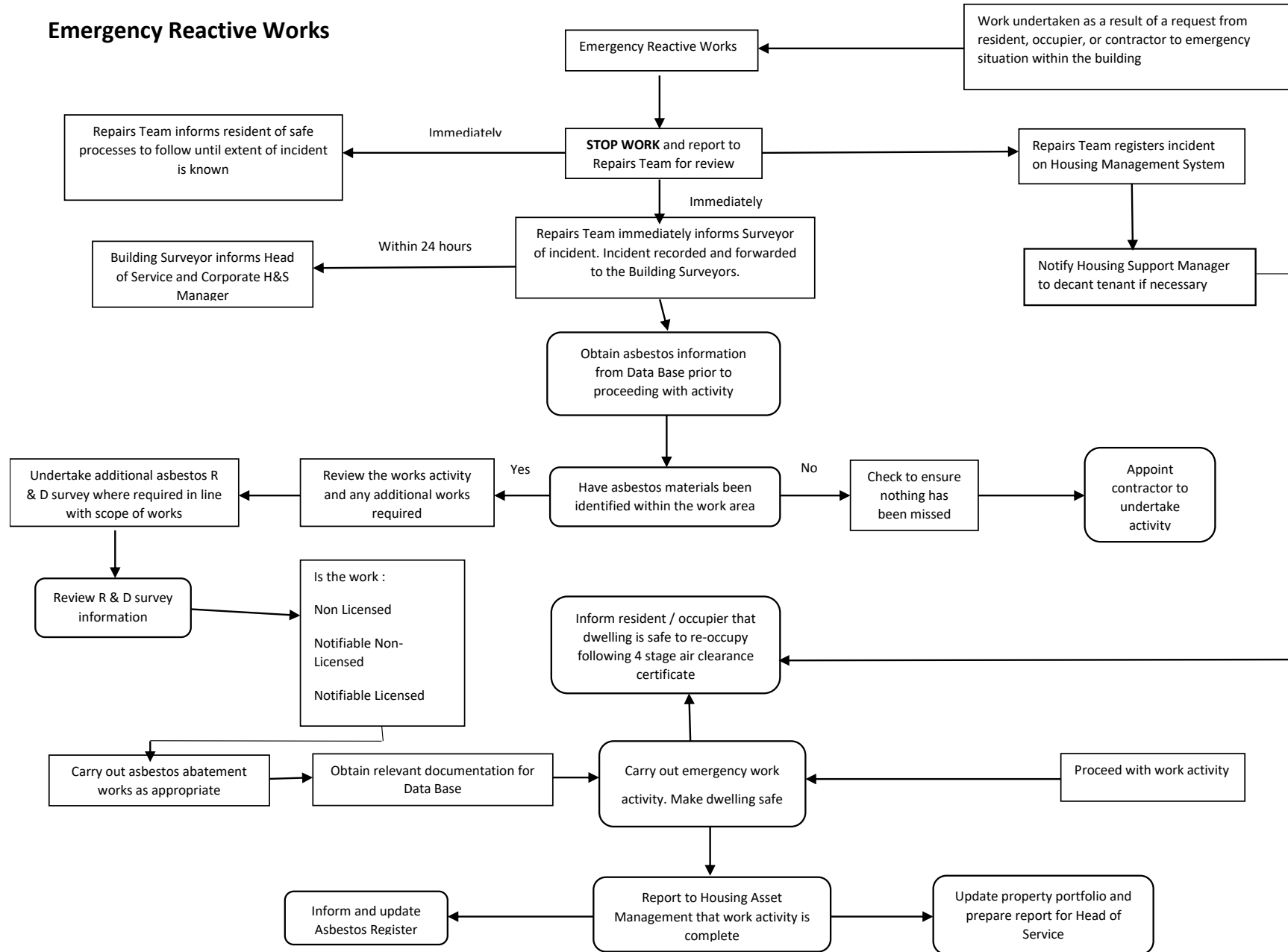


**Appendix A**  
**Planned Maintenance Works**  
**Void Works**  
**Disabled Facility Grant Works**  
**Aids & Adaptation Works**



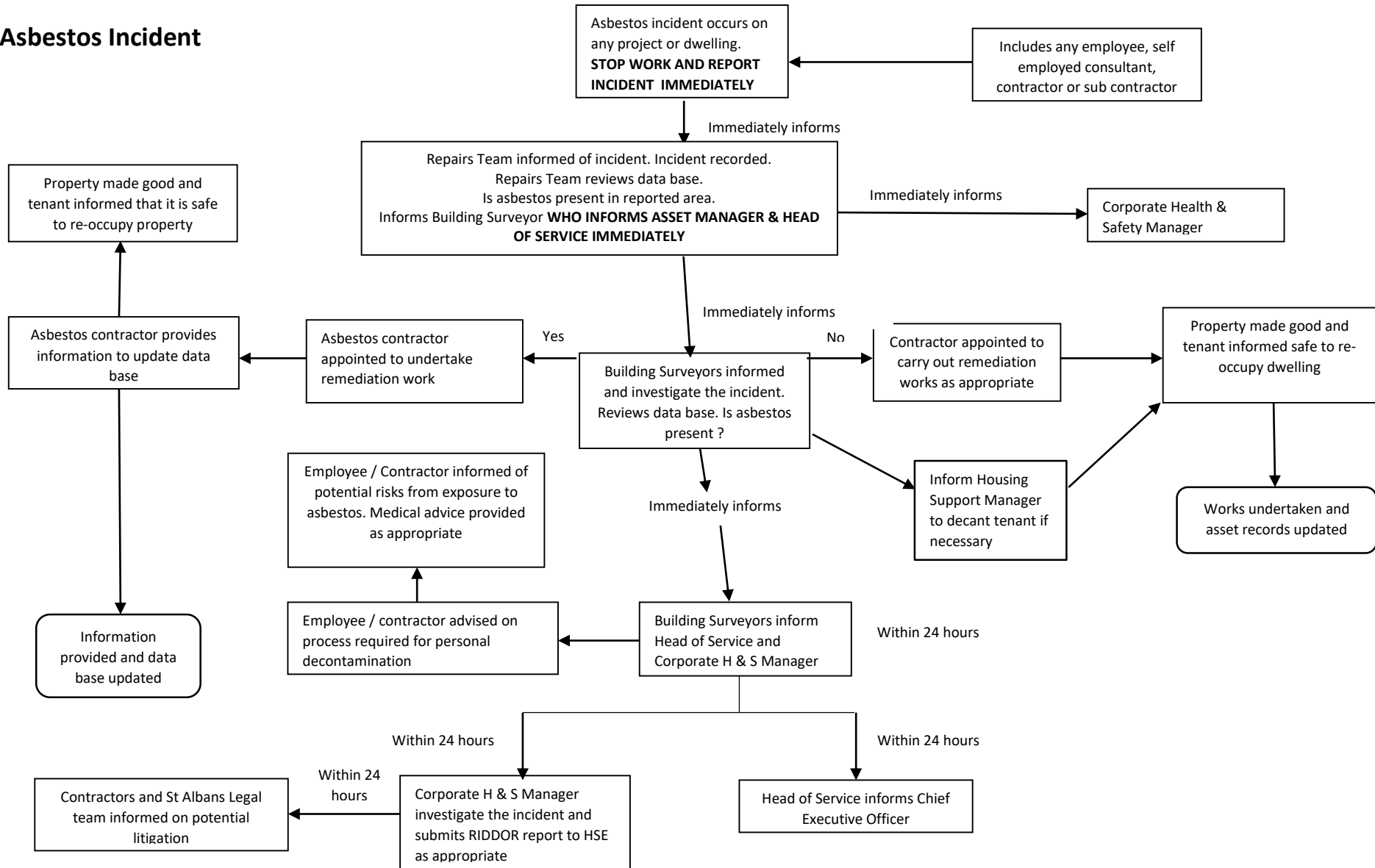
# Appendix B

## Emergency Reactive Works



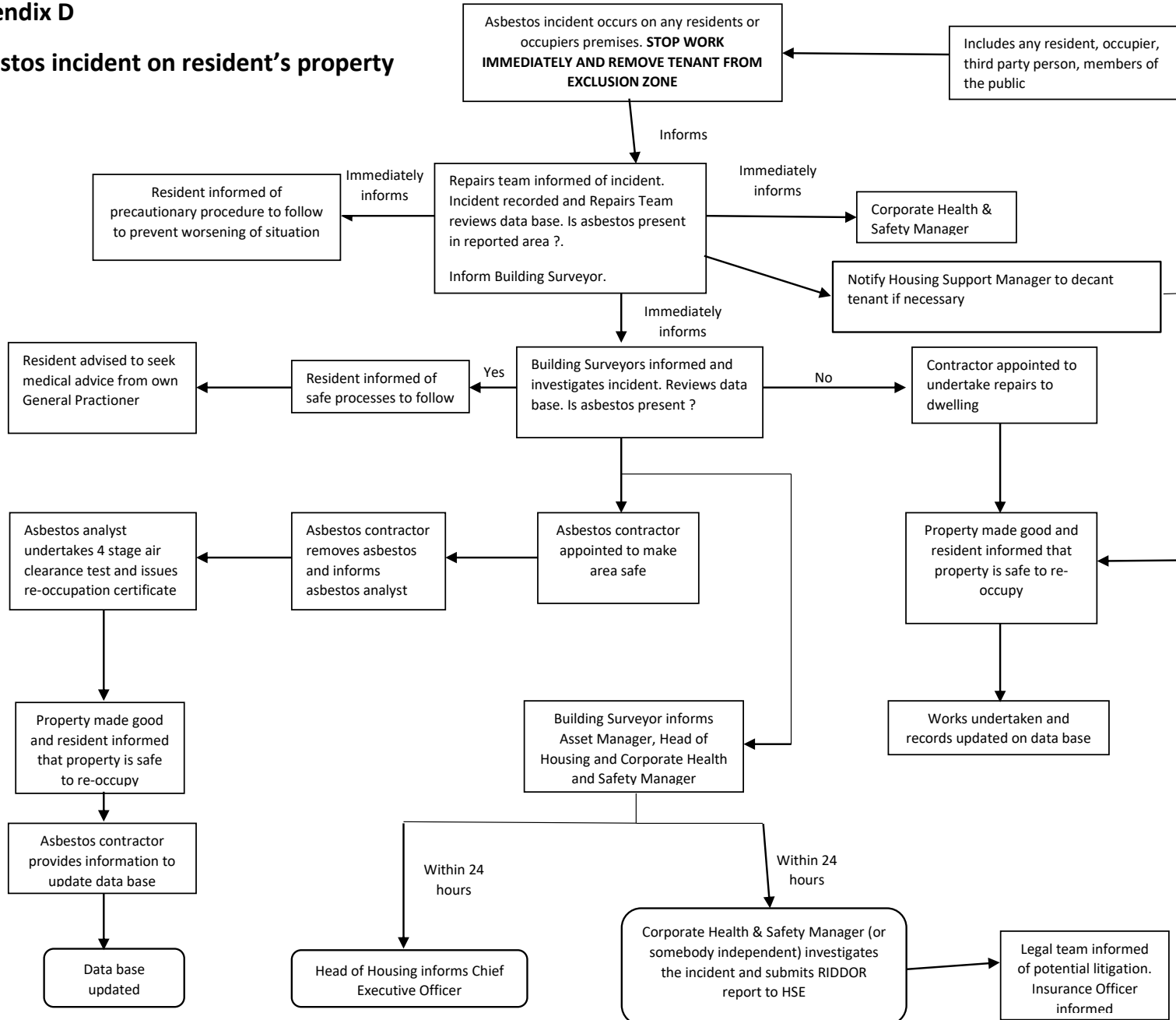
# Appendix C

## Asbestos Incident



# Appendix D

## Asbestos incident on resident's property



## Appendix E

Further HSE Guidance

<http://www.hse.gov.uk/asbestos/essentials/index.htm>

EM 0 – EM 10

