

BLENHEIM GARDENS RMO ASBESTOS POLICY

(Draft 2008)



In Partnership with



Document Control

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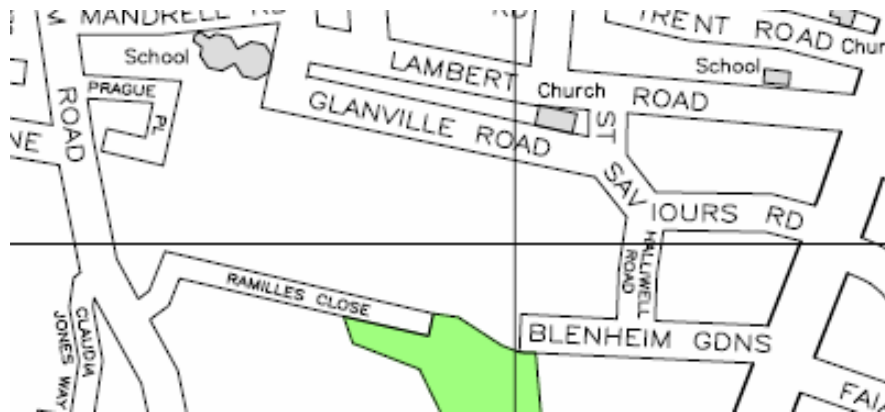
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Operating Context:

Blenheim Gardens RMO manages 440 units on Blenheim Gardens Estate on behalf of the local authority, Lambeth council. The estate consists of a number of small blocks (Glanville Road, Prague Place, Ramillies Close and Blenheim Gardens) and a compensation of houses and flats en block. The estate also services sum 204 under croft garages, 200 (non-allocated) parking spaces and a number of service roads.

Blenheim Gardens RMO aims to manage resident involvement strategically and in doing so contributes towards the local authorities 'Community Plan and the Housing Improvement Plan'. The RMO's overarching mission strategy is to build a cleaner, safer and more prosperous future with the residents we serve.

The area covered by this policy is primarily Blenheim Gardens, Glanville Road, Ramillies Close and Prague Place



Blenheim Gardens RMO Policy

Blenheim Gardens RMO recognises the duty of care to its Employees, Contractors, tenants, other residents, members of the public and operatives carrying out maintenance to its properties in relation to asbestos.

Blenheim Gardens RMO is fully aware that many of the properties managed by Blenheim Gardens RMO contain asbestos, and asbestos containing materials and accepts that it has duties under The Health and Safety at Work etc Act 1974 and subsequent Regulations made under this Act, particularly the Control of Asbestos at Work Regulations.

Blenheim Gardens RMO is aware that mismanagement of asbestos, and poor control of asbestos removal work can lead to potentially lethal environmental working and living conditions for its staff, tenants and members of the public.

Blenheim Gardens RMO will not carry out any planned work that exposes or is liable to expose any person to asbestos without ensuring an assessment of that exposure has been completed. Where the assessment indicates the likelihood that asbestos will be disturbed, the asbestos shall be removed or the work undertaken using a licensed contractor.

Blenheim Gardens RMO ultimately aims to undertake a survey of all premises to which this policy applies, to determine the presence of asbestos based products and apply its Asbestos Risk Assessment Scheme.

Blenheim Gardens RMO will provide information to contractors and occupiers of its premises, giving the known or likely locations of asbestos, based on the identified places within a survey sample.

Blenheim Gardens RMO will:

1. When planning and preparing systems and arrangements for contracting services ensure measures that promote the highest standards of care;
2. Structure and devolve responsibilities so that all officers and partners to ensure they have a clear understanding for who and for what they are accountable;
3. Ensure that the arrangements for control and a system of monitoring are in place that ensures the Client's expectations materialise in practice; and

4. Maintain a system of review that measures the effectiveness of the arrangements and promotes progressive improvement.

Asbestos, in all its forms has been associated with serious diseases and fatalities in exposed workers and their families. For this reason this Blenheim Gardens RMO has a policy of treating all forms of asbestos under conditions that rigorously avoid contamination and will not differentiate between the health risks presented by the three most commonly used types, Crocidolite (blue), Amosite (brown) and Chrysotile (white) asbestos.

The Blenheim Gardens RMO will remove asbestos where it is likely to release dust and cannot be easily repaired and protected, or is likely to be disturbed during routine maintenance work and leave where it is in good condition and unlikely to be damaged or worked on.

The Blenheim Gardens RMO has adopted the Threshold Level of 0.010 fibres per millilitre of air as being the Clearance Indicator following any asbestos removal work (This Threshold Level being the level below which enclosures can be removed following works; the level below which it is considered suitable to allow normal occupation of an area).

When removing any appliance, plant, equipment or component containing asbestos that can be removed without disturbing the asbestos and it can be demonstrated by pilot studies that 0.010 fibres per millilitre level will not be exceeded, the control measures will be appropriate to the circumstances. The redundant appliance's etc. will be disposed of as asbestos waste.

An asbestos removal contractor who is on the Blenheim Gardens RMO's 'Approved List' (including United Residents Housing), and is licensed by the Health and Safety Executive (HSE) for the removal of asbestos must carry out any work involving the removal/encapsulation or disturbance of asbestos.

Where work with asbestos is likely to encroach upon the workings of the staff of the Blenheim Gardens RMO, consultation with staff, Union, and/or workplace representatives will take place in order to ensure that they are made aware of what is happening, and what precautions are being adopted to maintain their health, safety and welfare.

Where asbestos products are accidentally damaged, or seen to be in a poor condition, all employees of the Blenheim Gardens RMO are responsible for bringing the fact to the attention of their line manager.

This document is part of the Blenheim Gardens RMO's Health and Safety Policy and its arrangements

Organisational responsibilities

The Governance Board:

Will ensure that:

1. The Estate Director and the Repairs Manger is assigned the responsibility as Lead Officers for the purposes of keeping the management informed on the implementation of this policy
2. The Director and Repairs manager is trained in the requirement of this policy and that they are aware of their responsibilities
3. The Lead officers will review this documents annually with the Governance Board

The Estate Director:

Will ensure that:

1. The Repairs Manager is aware of he/her responsibility to ensure that All members of staff under them,
2. Are aware of this Policy and its requirements
3. Ensure the necessary training is implemented to ensure compliance with the regulations

Arrangements:

The arrangements are set out in this document. See **Flow charts 1, 2 and 3**

Introduction:

Many buildings on Blenheim Gardens Estate still contain asbestos; so building maintenance operatives, staff and visitors may be at risk when they carry out refurbishment, repairs, or maintenance work if adequate controls are not in place. This may also apply to residents carrying out redecoration to their home.

The Blenheim Gardens RMO is required to make aware of the risks anyone who may work, manage or live in a property. Where a person contracts an Asbestos related illness an action for breach of statutory and common law duty may well attract substantial damages or even prosecution by the Health & Safety Executive. Blenheim Gardens RMO also has a duty of care to advise tenants where asbestos has been identified in their homes

The Blenheim Gardens RMO have therefore established the following policy and it's associated Procedures to ensure the asbestos is properly managed in Directorates

Surveys:

A survey to establish the likely presence of Asbestos in a property (or group of properties) should be included as part of any condition survey for any major work, including cyclical redecoration. When carrying out a repair pre-inspection the Repairs Manager must make an assessment of the immediate area within the property where the repair is to take place or area that may be affected by the repair.

The Repairs Manager will not be able to determine whether or not a suspected product or a component is made from Asbestos and confirmation will need to be carried out through analysis by a specialist company UKAS accredited with quality standards to ISO 17025.

If anyone suspects that there may be a risk from Asbestos when taking details of a repair, details should be passed to Repairs Manager who will make an assessment and arrange for any inspection or analysis to be carried out. No work should be placed until an assessment has been carried out which should be completed within reasonable time.

Remedial Action:

It is not always the case that asbestos needs to be removed in some circumstances it is safest to leave it in place and introduce a management system of recording and monitoring condition.

Asbestos may be left in place if:

- It is in good condition.
- And is not likely to be damaged.
- And is not likely to be worked on.

Repair:

Some Asbestos can be repaired [encapsulated], if in the assessment of materials can be made safe by sealing or by enclosing, this can be carried out and a record made of the details on the Asbestos Register.

Removal:

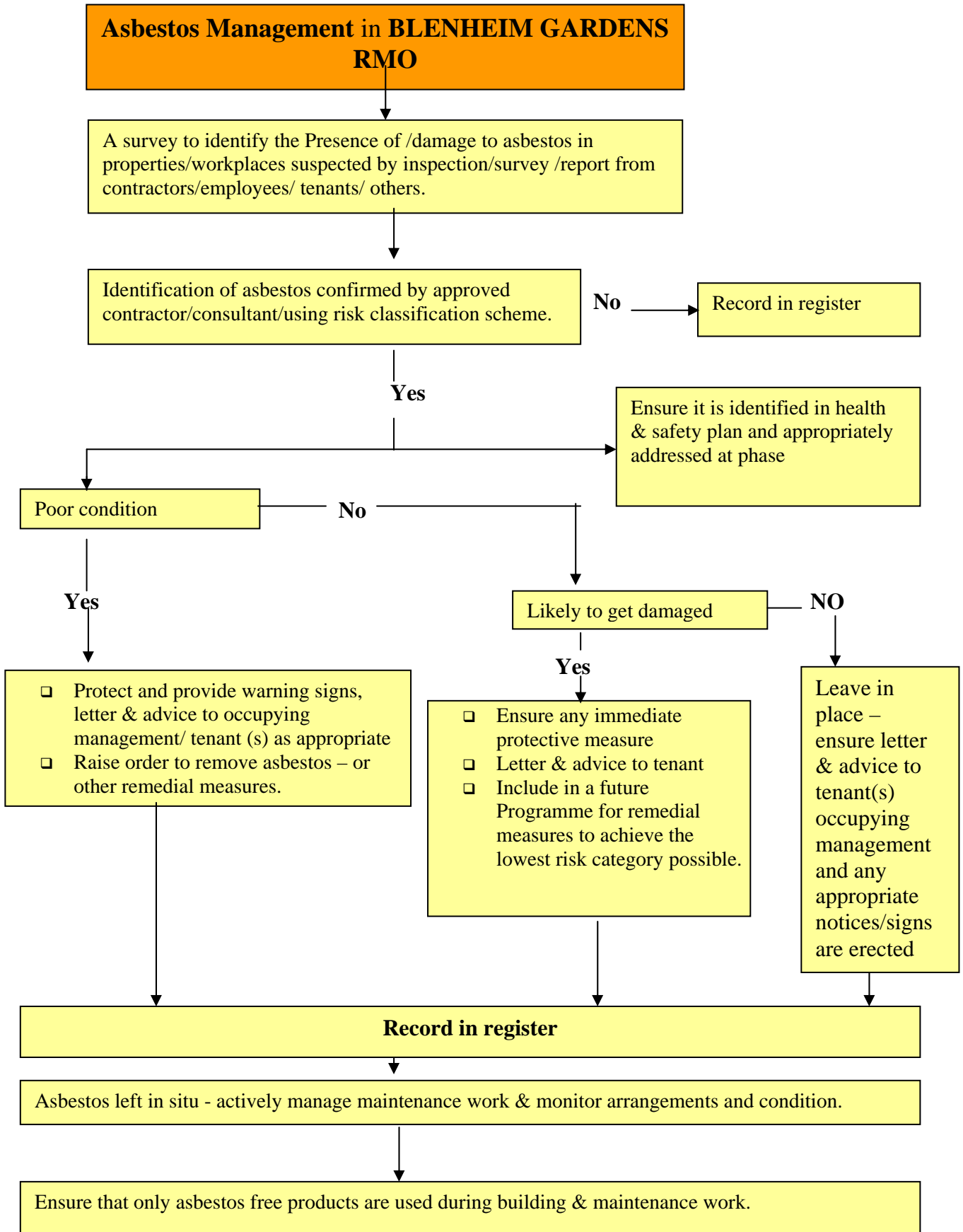
If Asbestos cannot be repaired, is likely to release dust or is likely to be disturbed then it must be removed

Recording:

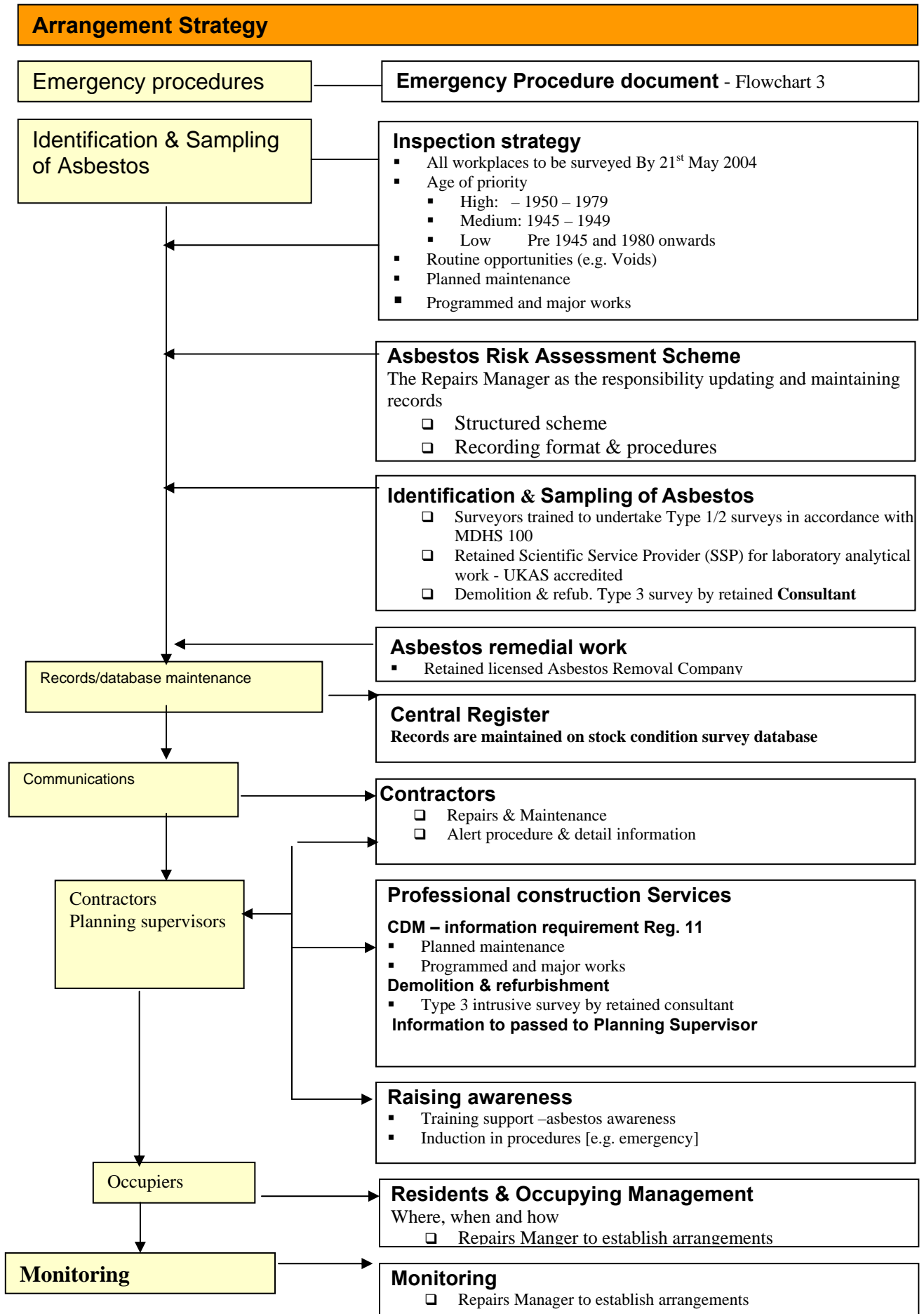
To manage Asbestos left in place a register must be maintained this is set up corporately This will be built up from surveys and inspection reports. All reports should be provided containing the following information:

- Property address
- Location of asbestos
- Form (tiles lagging partition board etc)
- Condition
- Type
- Level of identification (presumed, identified)
- Accessibility and damage potential
- Surface treatment
- Quantity (area, length, thickness and volume as appropriate)
- All reports should be passed to an approved contractor to act as a written record.

Flowchart 1 Asbestos Management in BLENHEIM GARDENS RMO



Flowchart 2: -Asbestos Management Strategy:



Supporting Procedures:

Blenheim Gardens RMO must establish a strategy on the management of asbestos. The supporting procedures need to be robust enough to meet the scrutiny of the HSE and provide an adequate defence in litigation e.g. civil claim etc. The HSE expect a Policy document to be in place; in it, they will be looking for:

- ❑ **Commitment:** - The repairs manager as the responsibility of updating and maintenance of asbestos records
- ❑ **Organisation of responsibilities-** We have a duty of care
- ❑ **Strategy for managing asbestos-** Detailing the controls to avoid exposure; and
- ❑ **Monitoring and review** arrangements to check the effectiveness of the policy and procedures.

Blenheim Gardens RMO will need to establish arrangements with a Scientific Service provider - this includes:

- ❑ Who to call on to carry out air testing and sampling; and
- ❑ Who to call on if asbestos is found requiring emergency works (i.e. the immediate measures and the eventual encapsulation or removal).

Identification & Sampling of Asbestos:

Inspection strategy:

The following steps are suggested:

- ❑ Identify the age of properties and priority groups
- ❑ **All workplaces** are to be surveyed and all common parts of buildings by 2011
- ❑ Age priority
 - High: 1950 – 1979
 - Medium: 1945 – 1949
 - Low: Pre 1945 and 1980 onwards
- ❑ As Blenheim Gardens RMO manage property Lettings we need to establish arrangements, e.g. Identify asbestos in voids, unit numbers in blocks and set a representative target for each type of property in the block e.g. 1 bed, 2 bed, 3 bed etc
- ❑ Identify when surveys will be done - a strategy can include a requirement to latch on to the opportunities that arise in routine activities e.g. Voids or visits for other purposes or in situations where greater progress is needed to reach a representative sample a specific project may be needed
- ❑ The repairs manager as the responsibility of updating and Maintenance of Asbestos Records in the central register

General – All surveys must be carried out by a competent persons trained to undertake asbestos surveying (e.g. BIOH trained Repairs Manage or Scientific Service provider)

Blenheim Gardens RMO's local strategy and action plan are to progress to a position where the asbestos records, as far as is reasonably practicable, represents all (or a representative sample) of the likely locations in the Buildings managed by them. Housing surveys (those completed by the LBL) may be a representative sample, but because they are 'representative' they need to have good level of reliance. See ACOP extract below on Domestic rented Premises

- ❑ When placing orders with a Scientific Service provider, orders should be clear on delivery time's e.g. verbal response in 24hours and confirmed in writing within 7 days.

- ❑ The strategy will initially seek to achieve the target levels of 60% however, *Blenheim Gardens RMO will need to establish a relevant target for residential property (Tenement) and establish a % level as a 'Minimum Standard'* for each block and or de-welling. The targets should be progressive to ultimately achieve 100% record
- ❑ The strategy will ensure the 'minimum standard' is achieved as soon as is practicable but within the targets established as a representative sample. To achieve the minimum standard the following is essential:
- ❑ **In routine work**- to use the natural opportunities to build and up-date the local register e.g. pre and post inspections, maintenance programmes, voids etc.
- ❑ **Void properties general** - to survey void properties where there is an inadequate record or 'representative sample' within the block or type of property.
- ❑ **Voids where asbestos is likely** - to survey void properties where work is liable to disturb asbestos (e.g. it is known to be present in similar properties) in locations where work is to be carried out.
- ❑ **Programmed works** - to ensure an assessment is made by reasonable enquires and to have an asbestos survey carried out, where appropriate, prior to all programmed works. Information is to be passed to the repairs manager and United Residents Housing
- ❑ **Refurbishment and demolition** – to ensure an assessment is made by reasonable enquires, and to have an asbestos survey carried out where appropriate. The assessment to consider the need for an intrusive survey into inaccessible parts of the building/structure to ascertain the presence of asbestos (Type 3 survey). Information is to be passed to the repairs manager, project manager and United Residents Housing

Domestic rented premises: **ACOP extract**

"The duty to manage asbestos in premises does apply to common parts of premises, including housing developments and blocks of flats, but does not place any direct duties on landlords in respect of individual houses or flats. However, landlords do have to meet the requirements of the Defective Premises Act 1972 in England and Wales or the Civic Government (Scotland) Act 1982 in Scotland. A domestic premise is a private dwelling in which a person lives. Legal precedents have established that common parts of flats are not part of the private dwelling' and are therefore classified as non-domestic. This would include the common parts of both purpose built blocks of flats and in some cases conversions to flats. Examples of common parts would include foyers, corridors, and lifts and lift shafts, staircases, boiler houses, vertical risers, gardens, yards and outhouses. However it would not apply to rooms within a private residence that are shared by more than one household such as bathrooms, kitchens etc in shared houses and communal dining rooms and lounges in sheltered accommodation".

Asbestos Risk Assessment Scheme:

This procedure provides a consistent approach to the management of all identified asbestos-based materials. It relies solely on visual examination and sampling by competent persons and does not involve dismantling or intrusion into any part of the building during the survey. Sample will only be analysed by a UKAS accredited company with quality standards to ISO 17025 or consultant.

The procedure uses a system of individual scores where the total score determines the 'Risk' factor designed to provide an indication of priorities for removal.

The results of a survey will also include the identification and testing where necessary of material, which do not contain asbestos. These will be recorded as part of the survey results, for information purposes.

Scoring System:

Position:

This is divided into four levels with ratings to express the relative risk of asbestos fibres being released into the immediate environment and available for inhalation. **External** means totally external or sealed off effectively on the inner surface. Fibres liberated into the open air attract a score of Zero to account for the dilution factor. Those in **internal** non-residential areas, which are confined spaces, are scored as one. Examples of internal non-residential areas include lift motor rooms, tank rooms, corridors, landings and common stairways. All internal occupied areas are scored as two. Asbestos as part of a ventilation / heating duct where currents of air pass over the surface increase the chances of fibres being released and therefore accorded a higher score.

Condition:

Condition is a measure of the physical condition at the time of the survey i.e. cracked, broken, or punctured. Where the potential of fibre release is unlikely then the condition should be scored as good, where the material has some surface damage but has not broken away should be regarded as 'fair' and 'poor' where it is damaged with minor breakage. Where significant damage has occurred to the extent that it is broken, shattered and become detached the situation is 'bad' and the higher score should promote the correct action in the overall score.

Damage potential:

This is the key element of the process and designed to reflect the current concerns with regard to operational situations in maintenance; the likelihood of accidental damage and the potential damage by vandalism, the score for regular routine maintenance positions escalates the overall score that gives the highest priority.

Friability:

This relates to the ability of the material (ignoring its current condition) to release fibres to the surrounding atmosphere. The inhalation of fibres is the crucial health issue and therefore the score ranges reflect the circumstances that ensure the appropriate corrective action.

Surface treatment:

If asbestos is covered, it poses a less serious hazard than if it is not covered at all as the potential for fibre release is reduced. The scores relate to the effectiveness of the seal over the product. Painted asbestos is effectively sealed. Asbestos panels covered with paper should be considered as a flexible cover to reflect the possible fibre release during removal of the wallpaper in the future.

Material:

The score relating to the product takes into account the asbestos content and the composition of the binding material. Textured coatings e.g. Artex, thermoplastic flooring and vinyl tiles, contain only traces of asbestos fibre and in some the binder effectively prevents their release.

Score adjustment:

The scheme provides, in borderline cases, for the Repairs Manager to make a judgement, considering all the circumstances where the circumstances warrant placing the score into the risk category that has the appropriate action.

The risk assessment procedure has been developed to provide a consistent approach to the management of all identified asbestos based materials. The procedure relies solely on visual examination and sampling by competent persons and does not involve dismantling or destruction of any part of the building during the survey (except for Type 3 survey).

The procedure uses a system of individual scores; the total score (together with the comments of the surveyor/analyst) will determine the Risk Classification.

The results of the survey will also include the identification and testing of materials that do not contain asbestos. These will be recorded as part of the survey results for information purposes

Surveyors Role:

The Repairs Managers role needs to be clear. Generally he/she is not qualified to qualify asbestos. The HSE have however issued guidance including surveying requirements, assessment and quality (MDHS 100)

Surveys and Sampling:

To fulfil the duties in law of risk assessment, asbestos based products will be prioritised using the scoring system in accordance within the Asbestos Risk Assessment Procedure.

Removal of asbestos based products will be undertaken when indicated by the Asbestos Risk Assessment Procedure or as part of a planned refurbishment scheme. Removal of asbestos will only be carried out by a licensed asbestos removal contractor.

In all proposed refurbishment and demolition works an assessment will be made on the likelihood of the presence of asbestos based material. Where asbestos is likely to be present the survey will include an intrusive investigation to establish any such material in obscure places including dismantling parts of the structure where necessary to sample appropriate materials.

Training of surveyors:

A recognised course as in accordance with MDHS 100. British Institute of Occupational Hygiene run appropriate courses (Course P402) is essential

Use of Survey Form - Whereby it is may be necessary that every asbestos-based product, within each room or office will be scored and recorded on the asbestos survey form the form is designed for collective recording where the same result would apply if assessed separately: Examples:

- Artex in all or a number of rooms in a dwelling - List rooms at head of form and record/score as one item
- Panels under windows in all or several rooms - List rooms at head and record/score as one item
- Heating cupboard lined with asbestos - The walls are likely to have the same score – use one form
- The door may have a greater 'damage potential and requires a separate sheet.

A negative result is also important and must be recorded. Sketch a plan, where necessary, on the reverse of the form to assist in identifying its location.

Action Following Survey:

- The data on Survey form must be entered on the local register (stock condition survey database)
- Action letters to residents as in accordance with agreed procedure

Refurbishment and Demolition:

The procedure is not intended for surveys where an in-depth structure investigation is necessary such as refurbishment or demolition works. These must have a Type 3 survey in accordance with MDHS 100 this requires an intrusive survey including dismantling parts of the structure as necessary to sample appropriate materials

Results:

The procedure provides a risk classification only, there is no score that will automatically result in some remedial works, however, a score exceeding 18 should usually result in some remedial works to achieve a situation of <18 Conversely, there is no 'safe' score that will confer absolute freedom from risks to health. (Note: This figure has been based on previous survey results.)

Asbestos Risk Assessment – Survey Form

Block Range Floor Property Type: Inspection Ref:.....

Flat/house No: Block Name:.....

Routine survey Complaint Query

Location and Material -sketch of floor or room on reverse to identify by reference: -		Quantity (area/length/thickness and volume as appropriate)	Circle Number as appropriate	Notes
1		1		
2		2		
3		3		
4		4		
5		5		
Position	External		0	
	Internal		1	
	Internal (occupied)		2	
	Internal forced ventilation over unsealed asbestos		4	
Condition	Good (Unblemished, not cut, drilled or machined)		0	
	Fair (Indented or cracked but not broken away)		2	
	Poor (Small part of edge or corner missing)		4	
	Bad (Significant damage or plant or material detached from building)		6	
Damage Potential	Difficult to touch, vandalise or hit with a ball etc. No regular maintenance implication.		0	Note extent of Damage
	Some effort needed to reach – chair, ladder etc. needed. No regular maintenance implication.		1	
	Within normal reach of people using building (e.g. distance = to standard door height from nearest standing position)		4	
	Will be encountered in maintenance or by position has high potential to vandal damage		5	
	Likely to be disturbed or damaged in routine maintenance		10	
Friability	Low (e.g. asbestos cement, vinyl floor tiles, vinyl gaskets)		1	
	Medium (e.g. insulation board)		2	
	High (e.g. sprayed insulation, pipe insulation compositions, woven materials)		5	
Surface Treatment	Behind rigid cover or structure		0	
	Sealed with undamaged sealant or flexible cover		2	
	Untreated or with damaged seal or cover		4	
Material	Reinforced plastic products / Textured coatings / Thermoplastic flooring		0	
	Asbestos Cement		1	
	Lagging/fibrous gasket Asbestos Insulation Board		4	
	Sprayed coatings		6	
Comments/ Reason for score adjustment / further action (sampling, referral, etc.)	(Add above figures) Score }			
	(Score adjustment by Repairs Manager+ 2 – 2)			
	Total Score }			

Date inspected: Name: Signature:

Indicate level of identification (presumed, strongly presumed or identified)	Sample result (Asb'Type etc)	Sample Ref:
Recommendation/Decision (leave, encapsulate or remove)		

*Risk category	Suggested Action
High > 18Points.	Arrange for immediate action to reduce to medium category if possible, or removal a.s.a.p
Medium 13 to 18 Points.	Arrange for sealing or encapsulation, programme for removal.
Low < 1points	Leave and monitor regularly

Remedial Options and commissioning implications

Choosing Optimum Remedial Measures:

The 'Risk Assessment Procedure will identify a 'risk category' for any asbestos identified. The pro-forma defines categories as 'High', 'Medium' and 'Low' with suggested action as follows:

- ❑ **High (greater than 18 Points)** - arrange for immediate action to reduce to medium category if possible, or removal, ASAP.
- ❑ **Medium (13 to 18 points)** - **arrange** for sealing or encapsulation, programme for removal
- ❑ **Low (less than 13 points)** - **no** action needed, but monitor to check condition and assessment.

High Risk:

Immediate action should be taken to reduce the risk, this may include:

- ❑ Closing off access to affected areas
- ❑ Encapsulating, encasing or sealing the asbestos
- ❑ Provision of warning signs

Licensed contractors may only carry out the actual removal of the asbestos. [e.g. by a specialist sub-contractor. When the asbestos has been removed, the Asbestos Register and stock condition survey needs to be updated.

Medium: Whereas many people may consider that all asbestos found in buildings should be immediately removed, other factors have to be taken in account. One of the purposes of the risk assessment process is to identify the location of asbestos, which requires urgent removal because of its location, condition, type etc.

Where it is practicable, reduce the risk by one or more of the following methods:

- ❑ Application of a PVA sealer to damaged areas, followed by a paint finish
- ❑ Painting of sound unprotected asbestos surfaces
- ❑ Encasing the asbestos in timber, plasterboard etc.

Before an order can be raised for any sealing, encasing work etc, the Repairs Manager will need to consider whether it can be done without further disturbing or damaging the material.

If it cannot be safely done – consideration should be given to arranging for removal, as for a 'High Risk category item. Where sealing is carried out and you re-assess under the Asbestos Risk Assessment Scheme where the result is less than 13 points it may be categorised as 'Low'. NB when the asbestos has been removed, the Asbestos Register and stock condition survey needs to be updated.

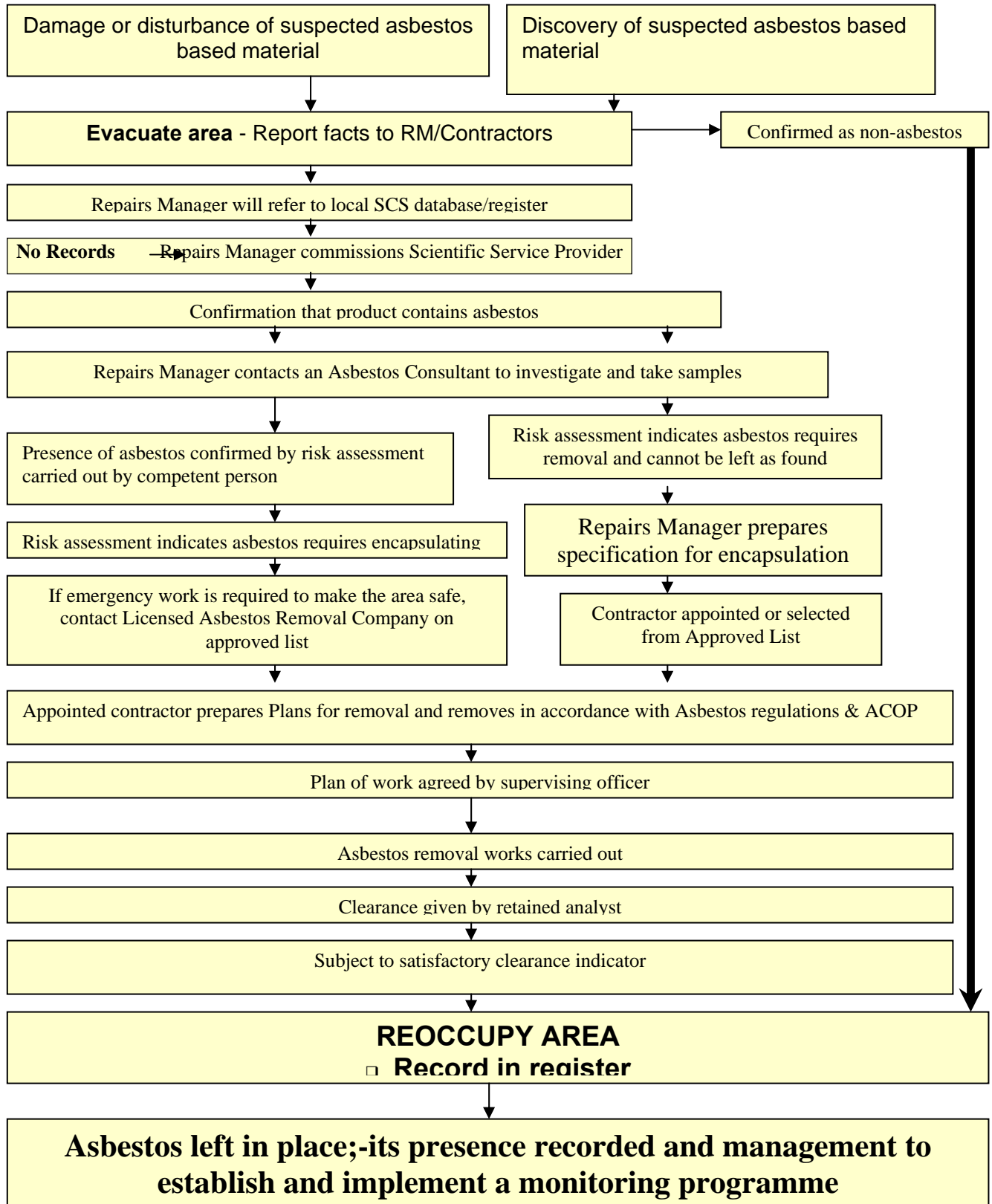
Low: If removal, encasement etc is required at this time, however as its may deteriorate in the future, it should be included in a programme of routine re-inspection. NB when the asbestos has been removed, the Asbestos Register and stock condition survey needs to be updated.

Monitoring: The survey for identification is the beginning. If the asbestos is left in place, the Repairs Manager must monitor to check its condition from time to time. This aspect again can be taken up in routine work e.g. voids or visits for other purposes but there is a need to target checks in certain circumstances e.g. high risk prior to being removed or encapsulated. Periodic monitoring should be linked to the risk rating established at initial survey according to high, medium or low rating.

Suggested frequency:

> 18 High	Priority should be given either to remove or to bring risk rating down to the lowest level possible
13 to 18 Medium	18 months
<18 Low	5 Yearly or on routine visit

Flowchart 3 Emergency Procedure Flowchart



EMERGENCY PROCEDURES

See Flowchart 3 Emergency Procedure Flowchart

Discovery of asbestos

- ❑ If suspected asbestos is discovered once work has commenced and the material is undamaged, no further work should be undertaken that could cause the deterioration of the asbestos. The Repairs Manger must be contacted immediately. If the asbestos is damaged, the area should be evacuated and sealed.
- ❑ Upon notification of the discovery of suspected asbestos material, the Repairs Manager should contact the retained Asbestos Contractor so that samples can be taken.
- ❑ If the material is confirmed as containing asbestos, an assessment by the Asbestos contractor shall be carried out to determine whether any of the works will result in people being exposed to asbestos.
- ❑ If the assessment indicates no exposure is likely, the works may continue. The asbestos register and stock condition survey database should be updated. If the assessment indicates that exposure is likely, the Asbestos contractor shall make recommendations as to the appropriate action required.

Inadvertent disturbance of material

- ❑ In the event of any member of staff or contractor inadvertently damaging a product thought to contain asbestos or discovering damaged asbestos, the following procedure will apply:
- ❑ Or Contract Administrator (as appropriate) will contact the retained Asbestos Contractor, to request attendance to carry out testing and provide advice as to appropriate action.
- ❑ If emergency work is required to make the area safe, the Repairs Manager shall contact the Asbestos Removal Contractor.
- ❑ If there has been an uncontrolled release at a concentration that exceeded the appropriate control limits, a record should be made on the employee's personnel record. (See next page). A copy of this should be given to the employee with instructions that it should be retained indefinitely. Copy should also be given to the Company Director if a Contractor's employee.

RECORD OF SUSPECTED EXPOSURE TO AIRBORNE ASBESTOS

A copy of this form should be given to the employee and the original kept on the employee's personnel record.

Personal Details

Name: _____ Date of Birth: _____

Address: _____ Job Title: _____

During the course of my work on(date) I discovered what I believe to be asbestos, the details of this being as follows:

Name of Building / Address where exposure suspected to have occurred.

Number: _____ Block: _____

Estate: _____

Road/Street: _____

Post code: _____

Office of property concerned: _____

Location of suspected asbestos: Hallway Living room Bathroom Toilet
Dining room Kitchen Bedroom / other - specify: _____

Exact location (e.g. Fire place):
Specify use if known (e.g. bath splash panel)
Asbestos accidentally damaged/disturbed by you <input type="checkbox"/>
Asbestos damaged/disturbed before work <input type="checkbox"/>
Type of work being done:
Equipment being used:

Signature of operative: _____

Supervisor to complete:

Name of person informed: _____ Date: _____ Time: _____

Comments: _____

Follow-up action required: _____

Name of supervisor: _____

Signature of supervisor: _____

Identification & Sampling of Asbestos:

Inspection strategy:

- ❑ **Inspect / survey all workplaces by 31st March 2010**
- ❑ Identify the age of properties and priority groups
 - Age of priority
 - High: 1950 – 1979
 - Medium: 1945 – 1949
 - Low Pre 1945 and 1980 onwards
- ❑ Identify unit numbers in blocks and set a representative target for each type of property in the block e.g. 1 bed, 2 bed, 3 bed etc
- ❑ Identify groups of street properties that are likely to be similar – set a representative target
- ❑ Identify when surveys will be done.
- ❑ Strategy should include a requirement to latch on to the opportunities that arise in routine activities e.g. Voids or visits for other purposes etc.
- ❑ Situations where greater progress is needed to reach a representative sample may require a specific project.

General: Blenheim Gardens RMO strategy and action plan is to progress to a position where the asbestos records, as far as is reasonably practicable, represents all (or a representative sample) of the likely locations in the housing stock managed by them.

- ❑ Surveys, because they are 'representative' need to have good level of reliance, will be carried out by competent persons trained to undertake asbestos surveys (e.g. BIOH trained Repairs Manager or Scientific Service provider)
- ❑ When placing orders with a Scientific Service provider, orders should be clear on delivery times e.g. verbal response in 24hours and confirmed in writing within 7days
- ❑ The strategy will initially seek to achieve the target levels of 50 % level as a '*Minimum Standard*' for each block or property.
- ❑ The strategy will ensure the 'minimum standard' is achieved as soon as is practicable, To achieve the minimum standard the following is essential:
 - ❑ **In routine work** - to use the natural opportunities to build and up-date the local register e.g. pre and post inspections, maintenance programmes, voids etc.
 - ❑ **Void properties general** - to survey void properties where there is an inadequate record or 'representative sample' within the block or type of property.
 - ❑ **Voids where asbestos is likely** – pre-inspection - to survey void properties where work is liable to disturb asbestos (e.g. it is known to be present in similar properties) in locations where work is to be carried out.
 - ❑ **Programmed works** - to ensure an assessment is made by reasonable enquires and to have an asbestos survey carried out, where appropriate, prior to all programmed works. Information is to be passed to Repairs Manager and United Residents Housing.
 - ❑ **Refurbishment and demolition** – to ensure an assessment is made by reasonable enquires, and to have an asbestos survey carried out where appropriate. The assessment to consider the need for an intrusive survey into inaccessible parts of the building/structure to ascertain the presence of asbestos (Type 3 survey). Information is to be passed to Repairs Manager

ASBESTOS RECOGNITION AND USES:

TYPES OF ASBESTOS:

The three most common types are blue (crocidolite), brown (amosite) and white (chrysotile). Although blue and brown are generally considered to be the most hazardous to health. Blenheim Gardens RMO has never made a distinction between the various types in terms of how they are treated. All are considered to be equally hazardous.

Asbestos fibre can be used in a number of applications, particularly where heat or fireproofing is required, or where there is a need to provide soundproofing. Because of the nature of asbestos it is also resistant to acids and alkalis. Hence it can be found in laboratory work surfaces.

The following are examples of some of the places where asbestos can be found.

- Artex ceilings
- Flues
- Preformed sectional pipe work insulation
- Hand applied insulation to pipe work and vessels
- Corrugated roof panels
- Gutters and downpipes
- Backing panels to doors
- Ceiling or wall panels
- Ceiling tiles
- Duct panels
- Vinyl floor tiles
- Gaskets
- Sprayed coatings
- 'Paper' products
- Putties and fillers
- Cisterns and water tanks
- Bath Panels

ASBESTOS CEMENT:

Flues: These are brittle and can be internal or external. These may pass through other adjacent properties.

Corrugated roof sheets: These are commonly used for garage or shed roofs, and older types may contain blue asbestos fibre. They are resistant to rot although old sheets can be very brittle.

Gutters and downpipes: Many old types of non-metallic rainwater goods contain asbestos cement material. These tend to crack and are inclined to collapse when old.

Panels: Many doors have asbestos panels either attached to the surface of the door or to the inside of the door like a sandwich. Many of these are encapsulated and may not be immediately obvious as a result. Panels containing asbestos have been used for walls, ceilings, the formation of ducts and tabletops in laboratories, bath panels, window infill panels and warm air heater panels. The applications are numerous.

Cisterns and water tanks: Many WC cisterns made by Shires Lynx have been found to contain asbestos. Non-metallic or non-plastic water tanks are often made of asbestos cement. These tend to be formed as a complete moulded unit. They are generally small in size but very heavy.

AIB - Asbestos Insulation Board - Used for production of tiles and panels in walls and ceilings. Also used for soundproofing and firebreaks.

ASBESTOS INSULATION:

Hand applied – pipe-work - Loose 'powdered' insulation mixed with water and applied directly to the pipe work and left to dry out. Usually finished off with a plaster type surface to give a smooth finish, Very friable.

Preformed section – pipe-work

Preformed or moulded sections of insulation in varying lengths, sometimes with a canvass covering Sections can be of compressed fibre or of 'cardboard' type.

Hand applied - vessel

Same as pipe work insulation but applied directly to a vessel e.g. clarifier or boiler.

Insulation paper or card - Insulation for casings to boilers.

FILLERS, PUTTIES AND GASKETS:

Gaskets - Can be of a preformed/press out type of gasket, or rope type. The rope tends to have a high level of asbestos in its make up.

Putties - Often found as packing to flue joints, and starts out as a paste when applied, and dries in situ.

Fillers - Often used by old DIY enthusiasts and maintenance personnel as raw plug material. Look for it in old screw holes.

COATINGS:

Artex - Usually applied to ceilings as a decorative finish. Easy to apply, difficult to remove.

Sprayed or flock coatings - Applied by spraying almost pure fibre on to a surface. Mainly used as a fire retardant on underground car park ceilings and steel support beams/girders.

OTHER APPLICATIONS:

Paper - Paper type products containing asbestos have been widely used. They can be found on the inside of glass fibre sectional pipe work insulation, attached to timber partition wall panels.

Windowsills and ledges - imitation slate

Work surfaces - laboratories

Vinyl floor tiles - asbestos bonded in resin, low concentration (9 ins type).

Roofing slates

TYPICAL LOCATIONS, USES, HAZARD POTENTIAL AND SEALING.

Product	Fibre content	Density	Typical location/uses	Hazard potential	Sealing encapsulation
Asbestos cement	Low 10-12% Asbestos (white)	High 88-90%	Roofing, typically garages, outhouses. Gutters and down pipes. External wall panels. Fire and heat resistant applications (door backing - wall mounted behind heaters).	Very low. Abrasion of exposed surfaces may result in fibre release, as can breaking/smashing/drilling	Not normally necessary. However internally a coat of paint will help seal exposed edges.
Asbestos insulating board (AIB)	Medium 16-25% Asbestos (brown or white)	Medium 75-84%	Internal partitions, walls and roof linings. Duct pipe covers, suspended ceiling panels/tiles. Fire resistant panels for walls and doors. Production ceased in the early 1980's. Phasing out of its use commenced in late 1976.	Medium. Abrasion of exposed edges and surfaces can result in fibre release as well as breaking or smashing. Should not be cleaned by vigorous scrubbing or sanding.	Paint surfaces. Protect exposed edges with battens/sealing tape.
Sprayed asbestos coating	High 55-85% Asbestos (any type)	Low 15-45% binders	Structural fire protection. Coatings to internal roof and ceiling areas. Sometimes also on walls, particularly for acoustic or condensation control purposes. Recognisable as reasonably open layer of material following the contours of the structure beneath. No asbestos sprayed coatings applied after 1974.	High. Particularly in areas where it can be easily damaged or has been allowed to deteriorate.	Normally paint. However this offers little protection against physical or mechanical damage. All areas of sprayed insulation should be considered suspect.
Insulation lagging	High 55-85% Asbestos (any type)	Low 15-45% binders	Used to insulate pipes, heating plant and water storage tanks. Mostly found in boiler rooms and it associated pipework. No longer installed. Use phased out in the last 1960's.	High. Particularly in areas where it can be easily damaged or has been allowed to deteriorate.	Pipework surfaces normally sealed with paint. When sound there is minimal risk. However it requires regular inspection to ensure it maintains a good seal.

Commissioning Implications:

Generally: - Any work involving asbestos must be done in accordance with the requirements of the Control of Asbestos at Work Regulations, the associated Approved Codes of Practice and HSE Guidance Notes relevant to asbestos removal.

Work with certain types of asbestos is 'notifiable', (to the HSE), by specialist asbestos removal contractors under asbestos legislation. However the CDM Regs require a separate type of 'notification', (F10), if the works are expected to take longer than 30 days.

Selection of a Specialist Contractor: - An HSE licensed asbestos removal contractor may only carry out the actual removal of asbestos in Blenheim Gardens RMO properties.

Blenheim Gardens RMO needs to make checks to ensure that its' contractor or sub-contractor employed by Term Contractors has the appropriate HSE asbestos removal license.

Arranging for the removal of asbestos:

- ...The visual inspection and Blenheim Gardens RMO's Asbestos Risk Assessment procedure will identify where asbestos needs to be removed. If in any doubt we will consult with our Scientific Service Provider.
- ...You do not have to sample the material. However if it is assumed to be asbestos you **must** employ full control measures, unless it is proven otherwise.
- ...Where there is a need to formally identify a material, arrangements should be made with our Scientific Service Provider.
- ...Where it is confirmed that removal is the most appropriate way to deal with the material, consider how the work will have to be carried out by an approved contractor.
- ...A quotation should then be sought. The Repairs Manager must pass on to the contractor any information that is relevant to help the contractor establish a Plan of Work.

This should include:

- Location details
 - Condition recorded on Blenheim Gardens RMO's Asbestos Risk Assessment form
 - Analysis results [or a clear statement that the material has not been sampled, and that full controlled removal conditions are required]
 - Access details
 - Occupancy information etc.
 - Any particular difficulties known to the Repairs Manager
 - Any other relevant information
- Quotations submitted must include a Plan of Work, and the Contractors' Risk Assessment. These plans should include details outlined above together with:
- Details of the contractors' HSE asbestos removal licence, and their vehicle licence for the carrying of 'Special' waste.
 - A method statement which is appropriate for the works required, taking into account any specific requirements required by the Surveyor; enclosure arrangements; arrangements/equipment for maintaining negative pressure; exit/transit procedures for decontamination.
 - Arrangements for the provision of decontamination facilities.
 - Arrangements for operative/contractor monitoring
 - Arrangements for sampling/air monitoring.
 - Arrangements for the disposal of the waste, and the 'special' waste consignment note details.

- ...**Communal Areas:** In the case of asbestos in communal areas, or any part of the structure of external areas, where leaseholders will be required to contribute to the cost, the rules of 'Section 20' apply. This requires competitive quotations to be obtained and a period for leaseholders to make observations etc., if the work is going to cost more than a £1000 or £250 per sold property. This may necessitate formal tenders or quotations being sought from 3 contractors. [Right to buy requirement]
- ... When an order to carry out the asbestos removal work is raised, an order to your retained Scientific Service Provider to carry out the appropriate air tests is necessary. After the satisfactory removal, the air test certificate received from such provider, must be checked and filed.

After Removal of Asbestos

- The asbestos register and stock condition survey database must be updated to reflect the work that has been carried out.
- If an Information Notice has been previously in the premises, it should also be replaced or modified to take into account the work carried out.
- If the asbestos, which has been removed, was previously performing a fire protection function, then arrangements must be made for an alternative asbestos-free material to be installed to reinstate the fire resistance to the appropriate level.

WORKING WITH ASBESTOS

Bulk sampling: Bulk samples of a product must be obtained if formal identification is to be made. Anyone taking a sample must be suitably trained and possess the right equipment. Training is essential if the risk of spreading contamination is to be minimised. Remember the correct packaging of a material is equally important.

Analysis of a suspect material must be carried out by a UKAS accredited laboratory with quality standards to ISO 17025. The laboratory will issue a certificate of analysis stating the type and approximate percentage content of asbestos in the material, if any.

This information must then be used to update the asbestos register and to facilitate the completion of the risk assessment.

Removal: The removal of asbestos must only be carried out by an HSE licensed contractor, who has the appropriate equipment to erect an enclosure and remove the asbestos in a controlled manner. The removal of asbestos or clearing up of damaged asbestos must not be attempted by anyone who has not been trained to do so.

The type of equipment the contractor should use on site includes, but is not limited to:

- 1000 gauge polythene.
- Foil or cloth tape
- Triple stage airlock system
- Negative pressure unit, with HEPA filter capable of at least 8 changes of air per hour.
- Suitable respirators, and overalls
- Red and clear bags appropriately marked.
- Decontamination facilities (inline shower is not sufficient).

Removal contractors should carry the following documentation with them on site:

- HSE license
- Evidence of current medical approval
- Certificate of registration from the Environment Agency permitting the carrying of asbestos waste.
- Details of equipment service checks.
- Insurance details.

The removal process:

- Selection of contractor
- Erection of enclosure
- Sheeting inspection
- Smoke test / negative pressure differential monitoring
- Permission to start removal
- Removal / possible leak tests
- Fine clean and removal of waste
- Venting
- Visual inspection by independent laboratory and disturbed air test.
- If visual inspection and air test are satisfactory permission can be given to remove enclosure.
- Reassurance air test may be carried out.

Air testing: This must be carried out by an independent company that has gained UKAS accreditation with quality standards to ISO 17025. The analyst must know the volume of the enclosure in order to carry out a satisfactory air test. The analyst must also visually inspect the area and disturb the air inside the enclosure for the first part of the test to simulate normal use. The area can fail on visual alone. Following an air test an air clearance certificate must be produced before the enclosure may be removed. Generally speaking an air test can only be permitted to be a 'pass' if the airborne fibre concentration is less than 0.010 fibre per millilitre of air (<0.010 f/ml).

Waste handling: The asbestos waste must be double bagged or wrapped in suitable polythene bags. The waste itself must be placed in a red bag and sealed, and subsequently placed in a clear bag and sealed, unless it is of a bulky nature whereby it has to be wrapped in polythene rather than bagged. It still however has to be double wrapped in clear and red wrapping.

Waste should be taken directly to a sealed skip if it is a large contract or to the contractors' own vehicle that is licensed to carry hazardous (special) waste. The contractor must then take the waste to a licensed tip. The contractor has a responsibility to notify the Environment Agency of the intended transportation and subsequent dumping of the waste three days before the asbestos is removed from situ. Consignment notes should be available detailing where the waste is to be deposited.

Hot work: Asbestos removal should be carried out in cool conditions. Where work is carried out in boiler rooms, service ducts or other areas where heat may pose a problem the source of the heat should be turned off. There are situations where the heat cannot be turned off, and therefore special systems of work have to be established. EH57 details the work/rest requirements for working in hot conditions. Any work undertaken in conditions over 26 Celsius are subject to set work rest regimes.

It should also be noted that work in ducts may fall under the Confined Spaces Regulations which require formal safe systems of work to be established.

Encapsulation: This is the covering or sealing of asbestos material. It may include the painting of a surface, or covering of a surface with a non-asbestos material. For example insulation to pipe work may have a plaster covering or metal covering, wall panels may be covered with wallpaper or timber. Where asbestos is exposed it is likely to require some degree of encapsulation in order to minimise the risk of fibre release.

There are a number of proprietary products on the market that are suitable for encapsulating asbestos products, over and above ordinary paint. Care however should be taken when selecting encapsulating paints since some may increase the health hazards when subjected to fire. Reference should always be made to the manufacturers Hazard Data Sheets.

Substitution: There are a number of asbestos substitutes on the market today such as glass fibre; man made mineral fibre, rock wool, Supalux, Pyroc, Eternit. Each has merits and disadvantages, and some have their own health hazards to be considered.

Notification: The contractors have a duty under certain circumstances to notify the HSE of any asbestos removal work-taking place. It is a condition of their asbestos removal license. The HSE must be notified of any work 14 days before the start of work.

It is possible for the HSE to grant a waiver if the work is of an emergency nature, although it is not always given.

In any case the HSE has a right to visit any site and study the works in progress.

Communications:

Contractors

General: Communicating the information so as to avoid disturbance at the operational end is paramount and a key feature to managing asbestos. Contractors have duties to their employees which include undertaking a risk assessment and Clients must provide information on what is known regarding asbestos to facilitate them doing this. A general alert that asbestos may be present is appropriate where it is known to exist e.g. a flag message on screen detail. For example, where it is known to be present in a property or it is known in a similar place elsewhere in a block. This action coupled with the issue of or access to a database by Contractors, so that they can check before work starts (i.e. as part of their risk assessment), provides a reasonable defence for the Client.

Specific to job: where it is positively known that asbestos is present in an area where work is to be carried out specific details must be given. With regard to planned or major works, this again is an area where the Client is required to make reasonable enquiries regarding asbestos. In some instances, this duty will extend to commissioning an asbestos survey.

Raising awareness: key to the success of a management programme is awareness, particularly at the point of service delivery. Training of operatives in asbestos awareness and in the management arrangements will avoid incidents of both potential and actual exposure.

Considerations are:

- Alert procedure & detail information
- Specific to job instructions
- Raising awareness – training support]

Residents/occupying management:

Where, when and how: where asbestos has been identified and tenants are likely to disturb it (e.g. during decorations etc) there is a risk of enforcement action by the HSE if the Client (Managing Agent) has not informed them of its presence and advised them of precautions they should take. There is also potential for civil claims by Tenants if their health is affected (Bromley Tenant was awarded £70,000 damages who lost his wife from an asbestos-related disease).

In properties that have been surveyed the Tenant should be told exactly where the asbestos is and other residents in the same block should be informed of its likely places.

Methods: Letters initially should be sent to residents. This approach is useful in communicating to both residents and contractors.

Considerations are:

- Where and when
- Methods

Example Letters To Residents/occupying management

LETTER 1 to be sent by Repairs Manager to residents
[this a sample letter and may need modified to fit the circumstances]
[Tenants Name]
[date]
[Address]

Dear [Tenant name]

Re: Asbestos Survey

You may recall that a Repairs Manager checked your property recently for the presence of asbestos. Asbestos was, in fact, located within your property and the location(s) of the asbestos are enclosed.

PLEASE REMEMBER

- Asbestos is not a health hazard if it is in good condition and left alone.
- Most asbestos poses no risk to residents.
- There is only a risk when asbestos is disturbed and fibres become airborne.
- Asbestos that is painted or covered in wallpaper will not produce airborne fibres and therefore poses no risk.

You are advised to follow these simple steps:

1. Do not sand down, scrape, drill into, hammer, damage or disturb in any way anything that is believed to be made from asbestos. If you are decorating, paint or paper over without sanding or scraping.
2. If anything believed to be asbestos is damaged in any way, please let the Blenheim Gardens RMO know; for example if the material is broken, cracked or crumbling.
3. If you would like further information or you have any concerns, please feel free to call the Repairs Manager on 020 7926 0159

Yours sincerely

Estate Director

Asbestos was identified in properties similar to yours in your block and the location(s) of the asbestos are:

Block	Area	Comments
	WC upstairs	Back panel
	Living room	Heater cupboard lining and door panels

LETTER 2 *[for use where asbestos occurs in walls likely to be decorated by resident]*

[Tenants Name]

[date]

[Address]

Dear Resident

The Management of Asbestos

[Materials containing asbestos have been positively identified as forming a number of building components within your property.

Or

An inspection was carried out in some of the properties of your estate/housing block in order to locate the differing location of asbestos materials.]

Attached is a table with a description of the possible locations of materials containing asbestos.

Asbestos is not a health hazard if it is in good condition and left alone. The majority of the asbestos containing materials that have been located is in a good, sealed condition. These materials are covered by wallpaper, tiles and or paint.

As with all materials containing asbestos, they may be considered safe and will not pose a hazard to health if left undisturbed.

There are a number of ways, however, that these materials may be disturbed, including decoration or accidental damage. The following provides basic guidance that should be followed when there is a need to decorate or maintain an area where asbestos materials have been identified.

Painting of Asbestos Materials

- No abrasive or sharp products or tools should be used in the preparation of the affected surface.
- The materials must not be rubbed down or cleaned with abrasive paper.
- The materials should not be scratched or scraped using any form of scraper or sharp decorating tools.
- The material may be washed down using hot soapy water or sugar soap and a soft cloth. No scouring or scrubbing brushes should be used.
- The affected area may be covered with a lining paper and painted. However, the same procedures for the preparation of the surface must be followed.

Wallpapering

- The existing wallpaper should remain in place. Loose or peeling areas should be restuck using a strong glue or wallpaper adhesive. The existing covering may be papered over.
- If the wallpaper must be removed, this should be carried out with extreme care. No sharp scrapers or tools should be used to remove the paper. A steamer or hot soapy water should be used.

Tiling

- Where tiles are already in place, covering or partially covering materials containing asbestos, they must be left in place. These tiles may be covered with an additional layer of tiles. Waterproof tile adhesive will provide greater adhesion for the tiles.

- ❑ If the tiles themselves contain asbestos, no scraping of the tile or abrasions to the surface should be made.
When regrouting, care should be taken if removing existing grout if the tiles cover asbestos containing materials. Only the minimum depth of grout should be removed.

Fixings and Wall Hangings

- ❑ The fixing of picture hooks, nails etc. should be avoided; Adhesive back hooks may be used, but care should be taken when removing them.
- ❑ It may be necessary to alter proposed locations of pictures, shelves etc.

Accidental Damage

- ❑ In the event of accidental damage occurring to any asbestos containing material within your property, however minor, we should be informed immediately. Please do not try and repair or clean up materials yourself.

Should you have any concerns or need to discuss any points raised in this letter please contact us and ask to speak to the Repairs Manager.

Yours sincerely

Estate Director

Asbestos was identified in properties similar to yours in your block and the location(s) of the asbestos are:

Block or Street Name	Area	Comments
	WC upstairs	Back panel
	Living room	Heater cupboard lining and door panels

Model Contract Conditions – Asbestos Removal:

Asbestos Removal Conditions and Preliminaries

Programme of Operations: - Upon the receipt of the Blenheim Gardens RMO's order to commence the contractor shall provide two copies of his Plan of Work as required by Regulation 5A of the Control of Asbestos at work Regulations 1987 showing programme of work, work method statement, showing the sequence of operations, including any sub-contractors and the time to be taken. Details of the dust suppression measures and product(s) to be used must be given. The type of RPE to be used and the manufacturer' claimed level of protection must be specified. Unidentified material, believed to be asbestos is to be treated as asbestos until proved to the contrary by analysis.

The Plan of Work may be submitted by the client to an independent Scientific Services Consultant who may make observations. The Contractor will amend or modify the Plan of Work to the satisfaction of the Consultant and Contract Administrator.

Health and Safety: The contractor shall be deemed to have full knowledge of the Health and Safety at Work Act 1974 and all related legislation and regulations and will be responsible for the full compliance of the same throughout the contract.

Asbestos, in all its forms has been associated with serious diseases and fatalities in exposed workers and their families. For this reason this Blenheim Gardens RMO has a policy of treating or removing all forms of asbestos under conditions that rigorously avoid contamination and to an environmental air quality of less than 0.010 fibres /millilitre for all types of asbestos (brown, blue and white) and all products (soft, medium and hard formulation).

Drawings: The contractor is responsible for checking all drawings and schedules where supplied. Any discrepancy found shall be notified and if the contractor so requires he shall request further details from the repairs manager for his instructions or shall apply in writing at least one weeks prior to the works concerned being executed for such details.

Dimensions: All measurements quoted are to be checked on site to ascertain the actual dimensions of the work required. Any major discrepancy is to be brought to the Repairs Managers attention and the contractor shall ask for further instructions prior to work commencing.

Outline Specification and Work Method Statement: The outline specification details responsibilities of the contractor to the client. It notes duties to the Health and Safety Executive and the Waste Disposal Authority, but it is the responsibility of the contractor to ensure works comply with all statutory requirements.

General and Legal Requirements: Any reference in this appendix to statutes, regulations, Approved Codes of Practice, HSE Guidance or British Standard includes all amendments to these documents or a substitute document

The works within this contract shall be governed by the current editions of statute, regulations and guidance as appropriate to the materials to be removed as set out below:

Information to the Public: Publicity and information regarding the relative hazards of asbestos and the appropriateness of precautions are the responsibility of Blenheim Gardens RMO.

Facilities and Safety Clothing/Equipment

Hygiene Facility: A hygiene facility shall be provided in accordance with the HSE Guidance Note EH47 and to the satisfaction of the Scientific Services Consultant appointed to monitor removal and or the Supervising Officer.

The facility shall be positioned as close as possible to the stripping enclosure and if practical shall be connected directly to, or incorporated within the air lock construction.

Respirator Protective Equipment [RPE]: RPE shall be of the approved type and selected in accordance with the HSE Approval Code and the recommendations of BS4275: 1974 and EH41.

Other Safety Clothing: Garments are to be colour coded and designated for specific work areas, (e.g.: - dirty area red; barrier area -white; transit area- blue).

Contract Administrator's Facilities: All facilities available to operatives for a contract shall be made available on request to the Contract Administrator and any consultant appointed by the Client. This shall include: a locker for street clothing, a set of work garments, appropriate RPE with prepared batteries, filters etc., full showering facilities, use of site communications, including radios, controlled transport to and from any site facility, manual assistance with carrying gear and attendance outside work area by an operative during sampling when requested.

Also a lockable heated room with mains electricity and lighting complete with table and chair for Scientific Services Consultant sampling and air testing. It is necessary for this facility to be near to the works area, as works commence to ensure and maintain good progress.

Method of Work and Sampling Procedures:

General: The main feature of asbestos works in this contract is the prevention of fibre spread by totally enclosing the asbestos work area, minimising dust raising and decontaminating the working area. The contractor shall maintain a permit to work system.

Enclosures: After the erection of an enclosure a Scientific Services Consultant may carry out a visual inspection of the enclosure and at their discretion may require the contractor to smoke test the area prior to giving approval to the commencement of the work. The contractor is responsible for ensuring that no unauthorised personnel enter any enclosure or segregated work area. No areas shall be released for re-occupation until a satisfactory air clearance test result has been achieved and acknowledged by the Local Contracts Administrator.

No enclosure shall have an unsupported area of polythene in excess of 32 sq.ft. And the sheeting shall be sealed to any framework or surface with PVC or aluminium foil tape.

PARCEL TAPE OR STAPLES ARE NOT ACCEPTABLE and the REPAIRS MANAGER and/or the SCIENTIFIC SERVICES CONSULTANT retain the right to have the enclosure reinforced or totally resheeted at no additional cost.

Frameworks constructed of timber shall have cross sections of not less than 50x500mm thickness and must be jointed properly with no nails protruding.

Visual Inspection: A thorough visual inspection may be carried out by the Scientific Services Consultant after the completion of each stage of asbestos removal. If the visual inspection of the enclosure is satisfactory then the static sampling will be carried out in accordance of the procedures laid down in the Guidance Note EH IO (latest revision) issued by the Health and Safety Executive.

Failure to satisfy either a visual inspection or the air quality standard will necessitate a reclean and further sampling until the required standard is attained. In this context a re-clean shall consist of a visual examination of the work area, removing any traces of asbestos that may be present, re-cleaning all surfaces and reinstating negative pressure ventilation.

Isolated Work Area: The asbestos area must be isolated from the surrounding areas. Where polythene is used as a screening it must be 1000 gauge. Three stage air locks must be constructed as the entrance to the "dirty" area unless otherwise agreed.

Negative Pressure: Ventilation and/or vacuum equipment shall provide adequate negative pressure to prevent escape of fibre and shall provide at least 8 air changes per hour. This is dependent on the

efficiency of sealing the working area and in all cases; air shall be exhausted to the external atmosphere. Filters on the exhausted air should be BS approved and of High Particular Arrester type.

Preparation of the Work Area: Surfaces and fittings in the work area should be prepared to ensure ready for decontamination. The area requiring decontamination shall be the minimum practicable and attention should be paid to segmenting the work area to achieve this. Movable objects / items in the work area should be relocated and immovable items are the responsibility of the contractor. Soft furnishing and fittings and fibre retaining decoration and flooring are to be covered with impervious sheeting of the specified gauge.

The preparations are to be inspected by the site manager/supervisor prior to the commencement of the works and a signed record retained to for inspection. Where any enclosure is left unattended for any period, it shall be protected against damage, vandalism, unauthorised entry and the negative pressure unit should continue to operate. The area shall be thoroughly inspected before works recommence.

Air Testing: Air testing prior to isolation of the work area is desirable as reference information and where deemed necessary the Licensed Contractor may be instructed accordingly.

Permit to Work: The contractor shall operate a permit to work system. Only authorised persons may enter the general work area. The work entrance must be supervised and a physical barrier must be provided. Where work is to be carried out in a confined space or under extremely hot conditions, e.g. underfloor duct or boilerhouse the contractor shall operate a permit to work system. A record of permit to work must be kept on site.

Wet Removal: Wet-stripping methods incorporating a proprietary brand of additive to minimise fibre release shall be used for all formulations other than asbestos sheeting.

Where asbestos sheeting is removed surfaces shall be dampened to minimise fibre release with a diluted sealant.

NB: Clearance testing will only be carried out on completely dry enclosures. Tests must not be carried out in areas deemed to be too wet by the analyst where he considers it such, any additional costs in facilitating the test shall be met by the Contractor

Waste from the Work Area: All waste asbestos and contaminated items must be contained within impervious bags, the bags being vacuumed off then wiped dry. Double bagging is required on bags labelled "DANGER ASBESTOS DUST. DO NOT INHALE". The inner bag is to be 500 gauge coloured red and these bags to be further sealed inside 500 gauge clear polythene bags. Where it is impossible to bag such waste a 500 gauge red polythene bag shall be wrapped around the material and the material then double wrapped in clear polythene so the red bag is visible. Waste shall be transported carefully from the work place/bagging station by persons wearing agreed coloured overalls to the lockable sealed skip by the designated route(s) as agreed by the Contractor and the Local Contracts Administrator.

Cleaning: The whole of the work area is to be thoroughly cleaned to a high standard following asbestos works. There is to be no removal of any enclosure before the cleaned area has been air tested and visually inspected and clearance given by a laboratory accredited by the United Kingdom Accreditation Service (UKAS).

Decontamination of operatives: Spot checks will be carried out to the hygiene procedures.

Air Clearance Tests: Air clearance tests will be carried out by the UKAS accredited laboratory with quality standards to ISO 17025 from an independent organisation to that of the Contractor. The contractor is to arrange for all tests to be carried out directly with the named UKAS laboratory with quality standards to ISO 17025. When provided air test clearance certificates and failures shall be kept on site.

NB: Any fees incurred in retesting carried out as a result of a failure of the initial air clearance test will be deducted from the contractor's account

Air Monitoring: Air monitoring may take place in areas adjacent to the work areas and outside the airlocks at the discretion of the Scientific Services Consultant whilst work proceeds inside the enclosure. Monitoring may also take place inside the clean end of the hygiene facility, whilst in use for decontamination purposes.

CLEARANCE LEVELS WILL ONLY BE ACCEPTABLE WHEN THEY ARE PROVED TO BE BELOW 0.010f/ml

Waste Disposal: Disposal is governed by the Control of Pollution Act 1974 and the special Waste Regulations 1980. A statutory Consignment Note is obtained from Authority and is the responsibility of the contractor to complete and inspection. Three days notice of any consignments is to be given to the WDA specified in the schedule.

Training: The contractor is reminded of his/her duties under the HSWA as set out in the Approval Code that all employees are properly informed of the hazards. In this respect all employees must have available on site documentary evidence that they have received training in work methods and the use of safety and other equipment. This must be supported by a photo card identity signed by the cardholder and the contractor.

Hazards In drawing attention to the hazards of removal, handling and the disposal of asbestos particularly emphasis is to be given to the Blenheim Gardens RMO's policy of recognising similar degrees of hazard associated with brown, blue and white asbestos and treating all types procedurally the same.

Administration and Records:

Prior Notice of Starting Works: The contractor is totally responsible for submitting the statutory notifications to the Health and Safety Executive at least 14 days prior to the commencement of work and advising the appointed Scientific Service Consultant of such commencement.

Records - the following records are to be kept by the contractor on site and made available on request to the client or an authorised inspector.

- ❑ A copy of the company's Licence for Work with Asbestos Insulation or Asbestos Coating and a copy of the Licence application.
- ❑ A copy of this contract and Plan of Work.
- ❑ Copies of the Control of Asbestos at Work Regulations and the Approved code of Practice and the Guidance Note for Work with Asbestos Insulation and Asbestos Coating and any EH Guidance applicable as set out in the Statutes and Codes section.
- ❑ Copies of Statutory Consignment Notices for asbestos waste.
- ❑ Air Clearance Test Certificates when received.
- ❑ Copies of any training documents specific to this contract.
- ❑ A record of vandalism or unauthorised interference with the enclosure or equipment.
- ❑ A record of any incidents or mishaps involving potential fibre release.
- ❑ Details of the precise location of any asbestos that cannot be removed and whether this has been identified with a warning notice.
- ❑ Copies of all statutory documents required to be kept on site for HSE Inspectors made available.
- ❑ A copy of Blenheim Gardens RMO's Liability & Public Liability Certificates, and the company's, safety policy.

Notification of Breakdown in Procedures: Any unforeseen incidents involving potential or actual escape of fibre from the work enclosure or bagged waste is to be notified to the contracts administrator forthwith, without prejudice to remedial safety action or other statutory notifications. An incident record is to be kept.

Abating Hazards on Default: The following items shall be the liability of the contractor where costs incurred to the client or Blenheim Gardens RMO arise directly from actions of the contractor.

- Full cost of prompt abatement of a hazard caused by any variance of the work procedure from this contract that does not have the written authorisation by the client (e.g.: - cleaning costs of areas de-tented without authorisation).
- Cost of recleaning areas those have failed a visual clearance inspection or an air test or both. In addition any costs that arise from delays generated by the recleaning.
- Costs incurred as a result of any delay caused by breaches of the agreed work method or procedures may endanger the public or the Blenheim Gardens RMO's employees.

Toilet Facilities, Temporary Telephone, Signboard: The contractor shall supply his own temporary toilet facilities on site and should try to avoid using the tenants or occupiers facilities.

- i) He shall have a temporary or mobile telephone available at all times and shall ensure that the number is available to all Blenheim Gardens RMO officers who have any involvement with the Contract.
- ii) Signboards displaying the Licensed Asbestos Removal Company's name, address and telephone number shall be erected at each end of the work area, preferably on a hoarding screening the work area.

Site Meetings: Site meetings shall be held as and when required at which the Local Contract Administrator, the Contractor, a representative of the tenants (when applicable) and any such parties shall be present as appropriate. These meetings are to be minuted and chaired by the Local Contract Administrator. Distribution will be to all parties, the Contractor being responsible for ensuring that any sub-contractor receives copies.

Handover of Completed Work: The contractor must give the Local Contract Administrator written notice of the date upon which he proposes that works shall reach Practical Completion (or such thereof as may be proposed for partial possession by the Blenheim Gardens RMO). The Contractor must give at least three working days notice.

The handover will be made by the Local Contract Administrator in the presence of the Contractor s and Blenheim Gardens RMO's representatives. Subject to the Contractor Administrator being of the opinion that the works or the relevant parts thereof are practically complete within the meaning of the contract the Local Contract Administrator shall so certify accordingly

Asbestos Removal:

- A) The Contractor's rates for carrying out the works are deemed to include for any attendance, profit or other incidental cost in relation to asbestos identification, provision of reports or delay caused to the work. Costs for reports and analysis will be met as a 'star' rated item. Hire charges for scaffold will, however, be met where it can be clearly identified that such charges solely relate to the necessity for scaffolding for asbestos works.
- B) The Contractor shall immediately report to the Local Contract Administrator details of the location and extent of any material that they suspect may contain asbestos found within or on the Blenheim Gardens RMO's property or premises whilst performing a service under the contract.
- C) The Contractor shall always directly employ the named UKAS accredited analyst with quality standards to ISO 17025, approved by the Local Contract Administrator, to sample and analyse the material and carry out any subsequent air clearance tests. The named analyst shall:
 - i) Be from an independent organisation to that of the Contractor; and
 - ii) Shall sample and certify results in accordance MDHS 77 Asbestos in Bulk Materials, Sampling and Identification by Polarised Light Microscopy published by the HSE.
- D) The results of the analysis will be reported to the Local Contract Administrator within four working days of the initial report of the suspect material.

- E) If the material is confirmed as containing asbestos and the Local Contract Administrator confirms that removal is necessary the material is to be removed by a contractor holding a current license issued the Asbestos (licensing) Regulations 1983 (as amended)
- F) If the contractor is not licensed under the Asbestos (licensing) Regulations 1983 (as amended) a licensed sub-contractor will be employed by the contractor to undertake the works subject to Clause 3.2. In exceptional cases where this is not possible the Local Contract Administrator may recommend a licensed Contractor from the Blenheim Gardens RMO's 'Approved List'. The contractor will be required to fully co-operate with the licensed sub contractor in respect to access, use of any scaffold. And to generally co-ordinate and manage the works.
- G) In all cases material-containing asbestos is to be removed in full accordance with the statutes, codes and guidance as listed above and/or as amended or substituted.
- H) In all cases an air clearance test must be performed by a UKAS accredited analyst with quality standards to ISO 17025 on completion of the work prior to dismantling of any enclosure. The Scientific Services Consultant to be employed must be agreed by the Local Contract Administrator.
- I) The licensed contractor must provide to the Local Contract Administrator a certificate of disposal for all contaminated waste from a disposal site licensed to accept asbestos waste.
- J) All reports, certificates of analysis, air clearance test certificates and certificates of disposal are to be provided to the Local Contract Administrator no later than 14 days following the completion of works.
- K) Where material becomes damaged and represents an immediate health hazard the contractor shall immediately isolate a potentially contaminated area and if possible seal damaged surfaces then immediately notify the Local Contract Administrator.

Statutes and Codes:

1. The Health and Safety at Work etc. Act 1974
2. Asbestos (licensing) Regulations 1983 as amended 1998
3. Health and safety (consultation with Employees) 1996
4. The Management of Health and Safety at Work Regulations 1999
5. Work with asbestos which does not normally require a licence (Fourth edition) L27
6. The Approved Code of Practice - Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulation Board (Fourth edition). L28
7. Approved Code of Practice: - The management of asbestos in non-domestic premises Control of Asbestos at Work Regulations 2002 L127
8. The Control of Asbestos at Work Regulations 2002
9. Introduction to Asbestos essentials: comprehensive guide on working with asbestos in building maintenance and allied trades HSG213
10. Asbestos task manual: Task guide sheets for the building maintenance and allied trades HSG210
11. The Control of Pollution (Special Waste) Regulations 1980
12. Controlled Asbestos Stripping Techniques (HSG 189/1)
13. Working with Asbestos Cement (HSG 189/2)
14. Construction (Design & Management) Regulations 1994
15. Surveying, sampling and assessment of asbestos containing materials MDHS 100
16. EH 10, Asbestos - Exposure limits and measurement of airborne fibre concentrations
17. EH 41, Respiratory protective equipment for use against asbestos

18. EH 47, The provision, use and maintenance of hygiene facilities with asbestos insulation and coatings
19. EH 50, Training operatives and supervisors for work with asbestos insulation and coatings
20. IDGG223 (Rev 3/98) Managing Asbestos in Workplace Buildings
21. INDG289 Working with asbestos in buildings

Communication

Residents will be informed of any changes to this policy and any changes in the ways to get involved. The RMO has a developed and published communication strategy entitled the UNITY plan.

Complaints

BGRMO is committed to delivering the highest possible quality and level of service to its residents.

The RMO intends to provide services through best practice and in line with resident's needs and legislative framework. The RMO seeks to continually improve the services it provides by seeking the views and acting upon these to inform service delivery outcomes.

BGRMO will:

- Ensure your complaints will be dealt with properly
- Seek to match your needs in service delivery and quality
- Publish and report back on our performance

Wherever possible, BGRMO will endeavour to resolve your complaint immediately. If we cannot do this we aim to respond in writing to you within 10 working days of receipt. We will keep you regularly updated of progress until your complaint is fully resolved.

if you are still not happy with the time BGRMO took to respond, with the way BGRMO kept you informed, or with the manner in which you were dealt with then please tell us and we will make sure your complaint is investigated by a member of the Governance Board and/or a member of United Residents Housing or the Council. If you are still not happy, you can take your complaint to the Local Government Ombudsman, who is not part of Lambeth Council. Alternatively you can discuss your complaint with your Ward Councillor, Steve Reed.

Contacting BGRMO:

- Telephone 020 7926 0158, or write to:
- Blenheim Gardens RMO, 24 Prague Place, Blenheim Gardens Estate, Brixton, London, SW2 5ED.
- Email: BlenheimGardens@lambeth.gov.uk

Further Information

For any further information relating to this guidance please contact the Estate Director, Danny Howcroft 020 7926 0158

If you would like this information in large print, Braille, another format or language, please contact us on 020 7926 0158.

Español: Si desea esta información en otro idioma, rogamos nos llame al 020 7926 0158.

Français: Si vous souhaitez ces informations dans une autre langue veuillez nous contacter au 020 7926 0158.

Português: Se desejar esta informação noutra idioma é favor telefonar para 020 7926 0158

Twi: Se wope saa nkaeboy yi wo kasa foforo mu a fre 020 7926 0158.

Yoruba: Tí ẹ ba ẹ imoràn yí, ní èdè Òmiràn, ẹjọ, ẹ kàn wà l'ágogo 020 7926 0158.