

Asbestos

1. Background

Abbeyfield The Dales (ATD) recognises that asbestos may be present in areas of the properties under its control.

In order to manage the risks to staff, service users, contractors and visitors, ATD will adopt an effective strategy and associated procedures. Every effort will be made to minimise the risk by effectively managing and controlling work to prevent exposure where asbestos containing material (ACM) are known or presumed to be present.

This document describes ATD Policy to assess and manage the risks from Asbestos in all its properties.

This document sets out ATD policy, objectives and procedures that must be followed by designated staff responsible for procuring, controlling or carrying out construction or maintenance work and provides information and guidance to all employees.

ATD will comply with the current asbestos regulations and relevant approved codes of practice (ACoPS).

All previous Policy Documents on asbestos are now replaced by this document.

2. Objectives

ATD is committed to providing services that enhance the quality of life for older people and developing services that will meet the needs of future generations. This commitment is based on the Mission and Values of ATD. ATD will also comply with all relevant and current legislation.

The aim of this policy is to prevent and minimise the risk from asbestos to ATD service users, staff and public, so far as is reasonably practicable, by effectively managing and controlling work where asbestos materials are present and maintaining them in a good state of repair in accordance with current regulations and ACoPs.

ATD will have the following in place:

- Asbestos surveys that identify and assess sources of risk from asbestos.
- An asbestos register that is accessible to all in-house and out-sourced staff that may be brought into contact with asbestos as part of their work activities, with a copy saved on open access folders and dates for review will be held.
- A Management Plan with control measures that take account of the risk assessment and prevention /minimisation of the risk from exposure to asbestos.
- Safe working practices in compliance of the policy.
- Head of Quality to oversee and implement the Policy and Management Plan.

- Monitoring and recording procedures to ensure that measures put in place are adequate and effective.
- Regular on-line training of all relevant personnel to ensure they have a level of knowledge and competence commensurate with their involvement in the control procedures.
- Review the risk assessments following any significant changes that occur (legal or operational).
- A full review of the policy every 3 years or according to any amendment or introduction of new legislation, or if there is any reason to suspect that management controls are no longer effective.

3. Scope

All staff (including bank staff), agency staff and volunteers should be informed of the presence of asbestos in the workplace if applicable. Staff involved in working with asbestos, supervising such work, or issuing contracts for work to be undertaken on asbestos, should fully familiarise themselves with the contents of this document.

This policy applies to Abbeyfield the Dales Limited and its corporate trustee responsibilities for registered providers Charles Edward Sugden Almshouses, and Frank Crossley's Almshouses, also for the non-registered provider The Pawson Cottage Homes, and its subsidiary Abbeyfield Court Limited.

4. Policy

4.1. Definition

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building materials.

There are 6 types, the 3 most common are in capitals:

1. Asbestos Actinolite
2. Asbestos Grunerite –AMOSITE (Brown)
3. Asbestos Anthophyllite
4. CHRYSTOTILE (White)
5. CROCIDOLITE (Blue)
6. Asbestos Tremolite

Asbestos is a category 1 human carcinogen (cancer causing) and has been used in the past, particularly in construction work, because of its specific insulating or heat and water resisting properties.

A comprehensive set of regulations and supporting legislation imposes control over every aspect of work with asbestos and includes specific duty to manage asbestos in non-domestic premises.

Where ATD is also the duty holder under other legislation ATD will follow best practice to ensure the safety of our residents and staff.

ATD recognises that asbestos is present in areas of the properties under its control and that effective strategy and associated procedures need to be in place in order to manage the risks to staff, service users, contractors and visitors.

To this end every effort will be made to minimise the risk by effectively managing and controlling work where asbestos materials are present.

This document sets out ATD policy, objectives and procedures that must be followed by designated staff responsible for procuring, controlling or carrying out construction or maintenance work.

4.2. Roles & Responsibilities

4.2.1. Duty Holder (Chief Executive)

The Chief Executive (CE) is responsible for all strategic aspects of ATD properties including consideration of asbestos issues:

- Ensuring that a tri-annual audit of the effectiveness of the policy, procedures and management systems relating to asbestos is carried out; and
- Ensuring the findings of all audits are communicated to responsible persons and any recommendations implemented to improve the safe systems of work.
- Ensuring adequate resources are made for available by the Finance Controller and the subsequent allocation of these towards the management of asbestos issues.

Also responsible for ensuring that:

- Actions recommended in any of the surveys are considered and implemented in a timely manner with records kept of works undertaken.
- All premises in their Directorate have a suitable and sufficient asbestos survey completed, recorded and the register kept up to date where and when required.
- Any Enforcement Notices, or similar, served by HSE or any other enforcing authority are responded to in a timely manner by the relevant appointed member of the Senior Leadership Team. Copies of both of the above should be sent to the Health & Safety Manager (HSM) for information.
- The Asbestos Leadership Plan and subsequent controls in it are implemented, tracked and the Leadership plan is used as a "live document".
- Ensuring where applicable Housing & Care Services Managers, House Managers, Maintenance Manager and maintenance persons with responsibilities for managing asbestos at work have received appropriate training via the Health & Safety Manager or ATD on-line training.
- Where required the ACMs that remain in situ at a property under their control are inspected at least annually (more frequently on the advice of specialist surveyors) for damage.

4.3. Asbestos Register

The designated person within the **Senior Leadership Team (SLT)** is responsible for directing asbestos policy at the operational level, in particular they are responsible for the:

- Asbestos register;
- Managing asbestos materials;
- Managing remedial works;
- Informing and liaising with internal/external relevant personnel
- Keeping records; and

- Selecting surveyors who are qualified, competent, vetted and suitably accredited to a nationally recognised standard such as UKAS or similar.

4.4. Record Keeping

The **Health & Safety Manager (HSM)** will be responsible for:

- Updating the asbestos register.
- Updating the asbestos drawings.
- Ensuring that all statutory documents generated by the asbestos works are properly completed and a record kept.

These include but are not limited to:

- Contractor selection and vetting
- Method statements
- Risk Assessments
- Permits to work
- Analysis & surveys
- Waste consignment notes
- Keeping detailed project records relating to asbestos remedial or investigative works.

4.5. Monitoring Arrangements

In conjunction with the appointed Asbestos Consultants, the HSM will arrange periodic inspections of identified areas with asbestos at 12 months' intervals dependant on the risk priority, if required.

4.6. Health & Safety Manager (HSM)

HSM will be the main point of contact for:

- Advising ATD on all Health & Safety issues including technical guidance, compliance, risk assessments, workplace inspections, audits and accident investigations;
- Supporting the CE with risk assessments, Leadership Plan and selection of competent asbestos surveyors and contractors;
- Providing advice on asbestos awareness training for all staff as necessary;
- Being the main contact between the regulatory authorities;
- Being responsible for the on-line training platform;
- Investigating incidents that give rise to an uncontrolled release of asbestos fibre in conjunction with the Housing & Care Services Managers/House Managers (Appendix 5); and
- Ensuring that a personal file is recorded of any individual who may have been exposed to asbestos fibre arising from their uncontrolled release.
- Undertaking an annual audit of effectiveness of the asbestos policy and associated procedures in conjunction with the Maintenance Team.

4.7. Housing & Care Services Managers / House Managers/Maintenance Manager (HCSM / HM/MM)

HCSM / HM managers will ensure that:

- There is a completed asbestos survey for their building if required, as described by this policy;
- A hardcopy of the survey is kept on their site at all times;
- All contractors and other relevant persons are given the contents of the relevant survey before they undertake any work in the building;
- The Maintenance Manager will ensure that staff and contractors under his/her control will follow this policy at all times;
- The Maintenance Manager will ensure that no work will take place on any building that contains Asbestos without informing the HSM;
- No unauthorised persons disturb ACMs in their building;
- Ensuring that any reports of incident of uncontrolled release of asbestos fibre are entered into the ATD accident/incident records and Leadership Information Workbooks;
- They liaise with their line managers to ensure that all actions identified from the asbestos survey are implemented;
- A regular audit of their properties is undertaken;
- They receive a signed confirmation from contractor maintenance personnel that the contents of relevant asbestos survey, location of ACM has been received, acknowledged and that they understand their responsibilities of safe working with asbestos, where applicable; and
- In the eventuality of an unplanned release of asbestos fibre at any of their properties, they are required to take action to manage the hazard. These are attached as (Appendices Da & Db).

4.8. ATD Staff, IT and Contractors

ATD day to day maintenance staff, contractors & IT that request, procure or carry out works that may disturb ACM will:

- Attend all relevant training as instructed by the HSM;
- Ensure that all staff under their control have sufficient and suitable initial and updated training with respect to asbestos issues where appropriate;
- Adhere to ATD Asbestos Policy;
- Assess areas prior to works starting to identify any known risks from asbestos by checking the asbestos register and any survey reports. (Appendix 3);
- Immediately stop work and inform staff if suspected asbestos material is discovered during the course of any works and not only seek advice from the HSM in the first instance;
- Inform maintenance staff/contractors of the location of any known asbestos that may affect works scheduled to be undertaken; and
- Familiarise themselves with the asbestos register prior to undertaking maintenance.
- Liaise with the Health & Safety Advisor.

4.9. Asbestos Survey

It is imperative that Surveyors used by ATD are accredited to a nationally recognised standard such as UKAS.

4.9.1. Location & Condition of ACM's (known & presumed)

Surveying, sampling and assessment of asbestos containing materials will be undertaken for all properties owned, occupied or under the control of ATD where ACMs are believed to be present.

Every material sampled & confirmed and presumed to contain asbestos will be risk assessed by the surveyor. These findings will then be compiled into the asbestos register

4.10. Leadership Surveys

Leadership Surveys will be undertaken for all buildings where ATD has a duty to manage asbestos.

The survey will record the type, location, extent, condition and accessibility of suspected ACMs that could be disturbed or damaged during normal occupancy including foreseeable maintenance.

The survey will entail minor intrusive inspection with sampling and analysis of presumed ACMs.

Any rooms, voids, ducts and service areas not inspected will be accurately reported and presumed to contain ACMs until proven otherwise.

4.11. Refurbishment and Demolition Surveys

These will be undertaken prior to any **major** refurbishment, alterations or demolition work on any of ATD properties and the report will be used to consider the risks & appropriate method of work.

The purpose of this survey is to locate and describe all ACMs (including those not previously identified) in the building/area where works are to be undertaken including cable routes.

Rigorous risk assessments for these surveys will be required from the surveyor. Where licensed removal contractors are required, the 14-day notification to the HSE applies.

The type and extent/amount of the ACM in the sample taken will be recorded.

4.12. Asbestos Register

The asbestos survey reports for each property will be kept and maintained by their respective Housing & Care Services Manager and House Manager.

Every ATD premises, where ACMs have been found, **will** hold a printed copy of their Asbestos Survey on site, which must be made available to all staff, and shown to any visiting contractors coming onto the site to undertake work.

4.13. Continued Monitoring

All known ACMs will be periodically re-inspected by ATDs appointed asbestos consultant dependant on the risk assessment findings but generally at 12-month intervals for **higher risk properties**.

Each re-inspection will record the current condition of each ACM with an updated photograph.

4.14. Reporting Damage

- As staff have a general responsibility, they must report structural damage and defective fixtures and fittings to the Maintenance team;
- House Managers, IT department staff and contractors must report any suspected or damaged asbestos containing material to the DPM;
- Where the material has been damaged refer to items 9.3 and 9.4; and
- Where material is found that is thought to be asbestos, it must be reported to the HSM.

Asbestos containing material is normally found in:

- **Sprayed asbestos** (limpet) – fire protection in ducts and to structural steel work, fire breaks in ceiling void;
- **Pipe lagging** - thermal insulation of pipes & boilers;
- **Asbestos insulating boards** (AIB) - fire protection, thermal insulation, wall partitions, ducts, soffits, ceiling and wall panels;
- **Asbestos cement products** (flat or corrugated sheets) - roofing/wall cladding, gutters, rainwater pipes, water tank;
- **Certain textured coatings** - decorative plasters & paints; or
- **Bitumen or vinyl materials** – roofing felt, floor and ceiling tiles.

To enable staff to be able to report any damage, the condition of asbestos containing materials can be considered by addressing a series of questions such as:

- Is the surface of the material damaged, frayed or scratched;
- Are the surface sealants peeling or breaking off;
- Is the material becoming detached from its base (a particular problem with pipe & boiler lagging and sprayed coatings);
- Are protective coverings, designed to protect the material missing or damaged; and/or
- Is there any asbestos dust or debris from damage near the material?

4.15. Uncontrolled escape of Asbestos Fibres

In the event of an uncontrolled release of asbestos fibre, immediate steps must be taken to mitigate those effects, restore the situation to normal and inform any person affected. The severity of the situation will dictate the action taken. (Appendix 4).

Action to be taken by HSM dependant on whether they are on/off site has further been simplified. These are attached as (Appendices Da & Db)

Some scenarios have been highlighted below and are not exhaustive.

Please also see the asbestos work categories chart as specified by the regulatory authority HSE section 8.5 (see page 12).

4.16. Damage

4.16.1. Severe Damage – Significant Dust Visible

- In the event that damage occurs to a high-risk ACM such as lagging, sprayed coating or insulating board all personnel within the area must leave and a HSM/maintenance team member must be notified **immediately**;
- If onsite, the HSM/maintenance team member must assess the situation and arrange for the affected area to be evacuated, locked and sealed off using asbestos hazard tape and polythene sheeting to minimise spread of asbestos fibres into adjoining areas (See Appendix 4a);
- In the eventuality that the HSM/maintenance team member is **not** on site, the HCSM/HM will make a judgement of the situation (based on the information provided by the site team) and arrange for the affected area to be evacuated and relevant controls implemented. (See Appendix 4b); and
- A set of asbestos hazard tape & polythene sheeting/bags will be kept at properties identified as having high priority risk exposure.

At no time must any unauthorised person enter or re-enter the site.

- The HSM/maintenance team member must contact their approved Asbestos Removal Contractor for attendance on site to decontaminate the affected area and remove ACM as deemed necessary; and
- The HSM must also contact ATDs approved Consultant, Analyst to undertake air tests and visual inspection.

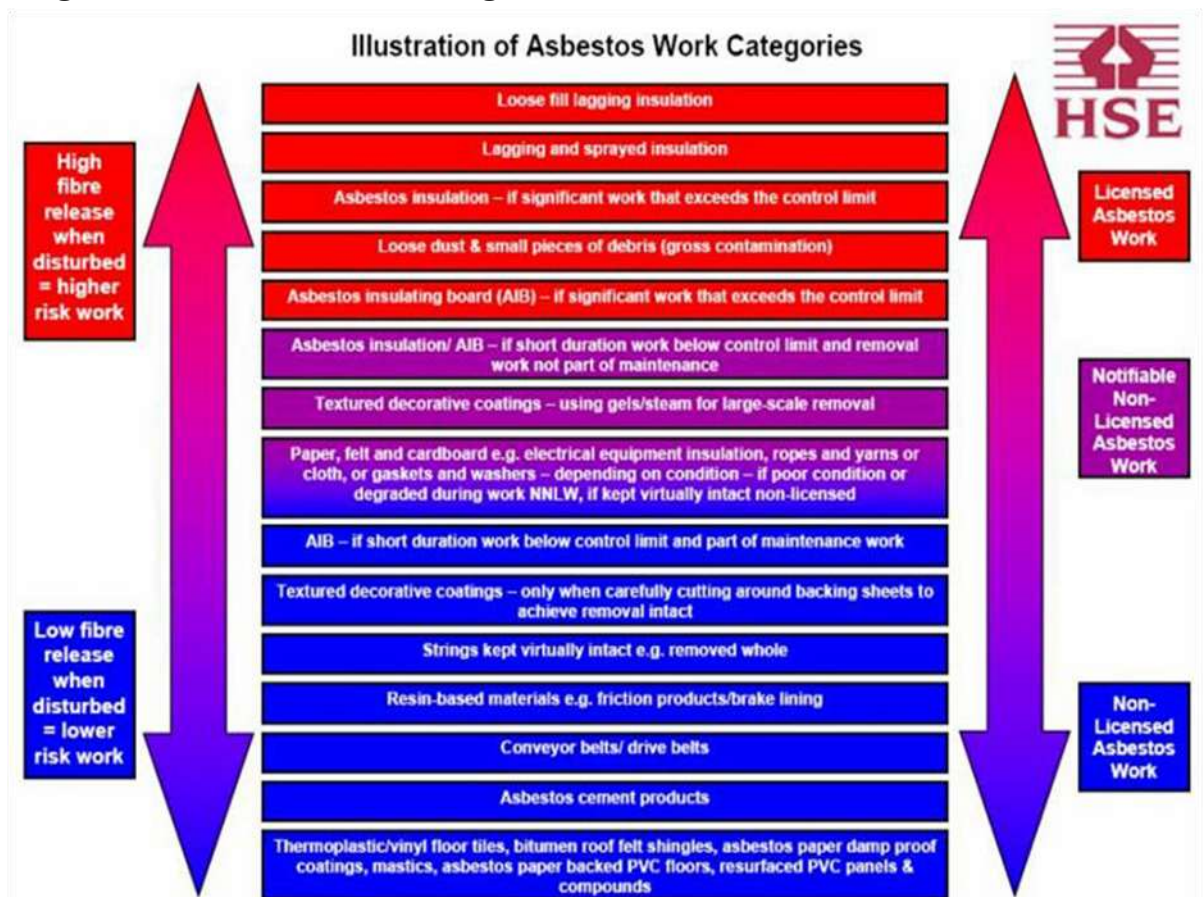
The area must remain closed until a certificate of reoccupation is issued by the Consultant & Analyst.

4.16.2. Slight Damage – No Visible Cloud of Dust

- In the event that damage occurs to a low-level risk situation e.g. asbestos cement or resin, the HSM/maintenance team must be notified **immediately** and all persons within the area must leave;
- If on site the HSM/maintenance team member must assess the situation and arrange for the affected area to be evacuated, locked and sealed off using asbestos hazard tape, polythene sheeting to minimise the spread of asbestos fibres into adjoining areas;
- If HSM/maintenance team member is **not** on site, the HCSM/HM must make a judgment of the situation (based on the information provided by the local site team) and arrange for the area to be evacuated, locked and sealed etc. as per the above point;
- • The HSM/maintenance team member must then contact the relevant approved asbestos removal contractor for attendance on site to decontaminate the affected area, remove and/or encapsulate the damaged asbestos material; and

The area must remain closed until the remedial works have been completed.

4.17. Diagram 2: Asbestos Work Categories (HSE – Source of Reference)



4.18. Record of Exposure, RIDDOR & Health Checks

In the event of an exposure to asbestos fibres above the Control Limit due to an uncontrolled escape, ATDs HSM must co-ordinate arrangements for maintaining appropriate health records and medical surveillance in accordance with L143 and reporting under RIDDOR. (Appendix 4).

There are occasions when asbestos fibres are accidentally released, e.g. if maintenance workers (e.g. electricians, plumbers and carpenters) are not made aware of the presence of asbestos.

Consequently, they disturb the material/break plant, pipes, equipment or apparatus and thereby creating a dangerous occurrence situation.

Dangerous occurrence is “the accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person”.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require the reporting of accidental release of asbestos which is a dangerous occurrence.

Determining whether an incident is reportable depends on several factors:

- The nature of the substance and its chemical;
- Physical and toxicological properties; and/or
- Amount that escaped and its dispersal as well as whether people could have been present at the time.

Therefore, a judgment must be made, according to the circumstances of the accidental release.

Incidents involving asbestos cause anxiety about harmful health effects, and people often have unrealistic expectations of medical tests or even treatment. This should be addressed by “offering prompt and reasoned advice, without contributing to unnecessary alarm”.

Those involved should be offered the opportunity to discuss the situation with a medical or occupational health inspector, particularly where they are otherwise unlikely to have access to an occupational health service.

Employees, if they wish to consult their GPs, should ask for a note to be made of the possible exposure including dates, duration, type of fibre, and likely exposure levels (if known). Depending on circumstances, the GP may refer individuals to a specialist in respiratory medicine, but this is not considered necessary by the HSE in most cases.

4.19. Building Alteration Works & Services

Any staff initiating modifications to building structure, IT/Telecommunication, air conditioning etc. services must review the asbestos register in the first instance and if deemed necessary seek advice from the HSM as to the presence of asbestos within any parts of the building concerned and request a Refurbishment and Demolition survey.

4.20. Asbestos Information & Request Waivers

Any relevant person requesting/obtaining information on asbestos for a project work from the Health & Safety Manager must give adequate time. This is because a 14-day notification period is mandatory with respect to licensable work on ACM.

However, there may be low risk works which are neither licensable nor notifiable e.g. vinyl floor tiles and resinous cisterns. However, whilst asbestos cement products are not normally licensable certain tasks involving badly weathered roof sheets for example would be notifiable, and, therefore, would need a licence.

N.B. A waiver is only allowed for emergencies. The circumstances are summarised as follows:

- For removing Notifiable asbestos containing material for example, sprayed coatings, asbestos insulating board (AIB) and pipe work insulation, the usual procedure is that the contractor prepares a Plan of Work and completes an ASB5 Notification Form which are both submitted to the enforcing authority (HSE) 14 days before the work commences;
- ALG 04/12 memo states “A shorter time may be allowed under exceptional circumstances”;
- It is the HSE’s policy that waiver requests will be granted only when there is a **genuine emergency** or equally pressing reason; and/or
- Waivers are unlikely to be granted where there has been a failure to manage asbestos or to accommodate lack of foresight and planning by a client or a contractor, unless an immediate risk of significant exposure has been created and the area concerned cannot be sealed off to prevent that exposure. Clients need to be very sure that areas cannot simply be sealed and left for 14 days.

Examples of scenarios where a waiver will be considered are given as:

- Cases where there is an imminent risk to health, the environment, or where there is public alarm, and the risk cannot be avoided simply by leaving the area and allowing it to remain undisturbed, and/or the area cannot be sealed.
- Cases where asbestos is found during work and its presence would not have been reasonably foreseeable or reasonably practicable to detect (N.B. this is unlikely to be the case where an appropriate refurbishment/demolition survey as required by Regulation 5 has been carried out).
- Cases where a breakdown in plant or equipment requires urgent remedial action (N.B. compliance issues with Regulation 4 may be examined).
- Cases where there is, or is liable to be, worry or hardship for domestic clients, including old or infirm persons.

All waiver requests must be submitted with:

- **ASB5 Form – available online via HSE website.**
- A suitable and sufficient method statement and equipment specification, including a diagram showing the arrangement of the Negative Pressure Units (NPU's) and location of the Decontamination Unit (DCU) and transit route (if proposed)
- A written confirmation from the contractor's client to support the request (i.e. evidence from the client that there is an emergency or equally pressing reason).

Written instruction to proceed with the application must include the grounds on which Abbeyfield believes that the application is justified. It is strongly suggested that the instruction uses one of the criteria listed above.

It is highly likely that HSE will visit a site where a waiver application has been made and will ask the organisation to justify the circumstances that gave rise to the need for the application.

If HSE conclude that these circumstances are not justified, it may well serve a prohibition notice requiring the work to be halted with immediate effect. HSE will not be interested in considerations of cost or delay – control of risk presented by work with asbestos will be their only concern.

The restrictions on waivers are pretty explicit so do not apply if you don't qualify. You will not receive it and an inspector may decide to call in on you the next day to ask why you applied and see what else may be going on.

All requests for Refurbishment and Demolition surveys must include extensive details of the intended project works including drawings, schedule of works, start and completion dates.

Only licensed contractors must work on or remove ACMs, whether the work is notifiable or not.

4.21. Notification of Asbestos – Fire Authorities

As a requirement of the "Control of Asbestos at Work Regulations 2006" it is necessary for Abbeyfield to inform the Fire Authorities of the presence – or presumed presence – of any Asbestos Containing Material (ACM's). Notification is via the form attached as (Appendix 6).

4.22. Training Arrangement

ATD Staff: An appropriate training programme including ATD on-line training to be sourced by HSM for relevant staff members.

All staff whom may come into contact with asbestos are required to attend annual refresher training courses in asbestos awareness, asbestos register and the asbestos policy.

5. Finance, Value for Money & Social Value

N/A

6. Supported Appendices

APPENDIX 1: Asbestos Leadership Structure

APPENDIX 2: Asbestos Leadership Plan

APPENDIX 3: Asbestos Contractor/Maintenance Control & Leadership Form (Prior to building works & activities that will disturb fabric of a building)

APPENDIX 4: Action Plan - In the event of an unplanned release of asbestos fibre

APPENDIX 5: Asbestos Incident Form

APPENDIX 6: Asbestos presence in properties notification – Fire Authorities

APPENDIX 7: Decision Flow Chart

7. Linked Policies

N/A

8. Legislation/Regulation

The Health and Safety at Work Act 1974

Health and Safety (Consultation with Employees) Regulations 1996

The Leadership of Health and Safety at work Regulations 1999

The Workplace (Health, Safety and Welfare) Regulations 2007

The Control of Asbestos Regulations 2012

Personal Protective Equipment at Work Regulations (as amended) 1992

The Construction (Design and Leadership) Regulations (amended 2015)

Other Legislation that may apply:

Defective Premises Act 1972

Landlord and Tenant Act 1985

Environmental Protection Act 1990

Hazardous Waste (England & Wales) (Amendment) Regulation 2016

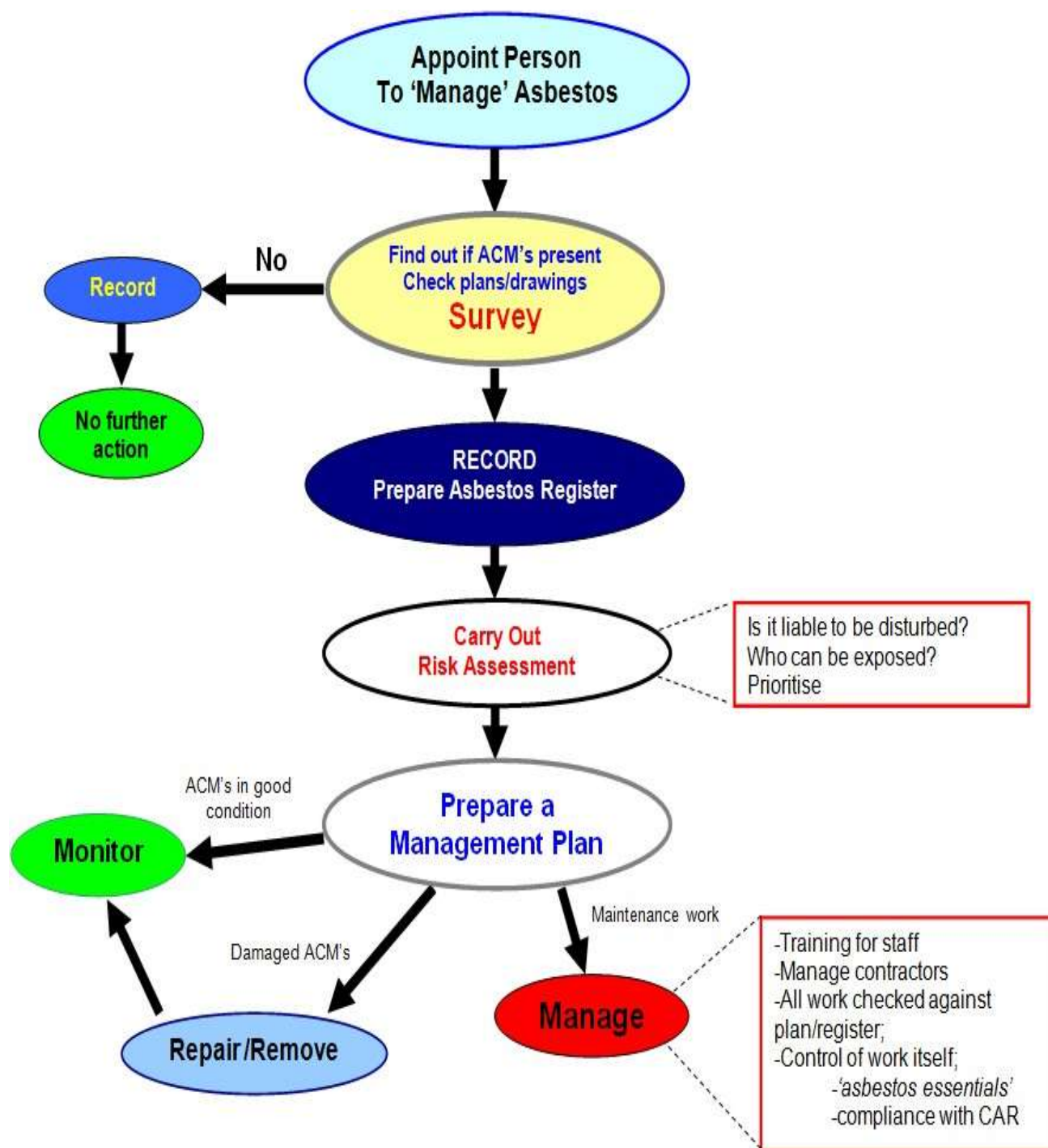
9. Review

Every 3 years, subject to any regulatory or legislative updates.

10. Procedure/Guidance

N/A.

APPENDIX 1: Asbestos Leadership Structure



APPENDIX 2: Asbestos Leadership Plan

1.	Property Name & Address		
2.	Responsibilities		
2.1	Name & title of "Person in Control"	Name:	Title:
2.2	Date & Signature	Date:	Signature:
2.3	Name of person responsible for:		
	2.3.1 Managing asbestos in the premises	Name:	
	2.3.2 Updating asbestos register	Name:	
	2.3.3 Reviewing this Plan	Name:	
3.	Leadership Plan Review		
3.1	Date of this Leadership Plan		
3.2	Review date of this Plan		
4.	Location and condition of asbestos containing material recordings		
4.1	Where?		
4.2	What?		
5.	Risk assessments & action required (if any)		
5.1	Brief description of results & risk assessments		
6.	Monitoring arrangements		
6.1	State arrangements for monitoring known or presumed asbestos containing materials to ensure that they remain in good condition & that there is no increased risk of disturbance		
7.	How & what information is passed to staff & contractors?		
7.1	Information to staff		

7.2	What system is in place to control maintenance or building work?					
7.3	What is the procedure for ensuring that contractors & maintenance staff check asbestos register before starting work?					
7.4	Any warning labels used to alert workers to the presence of known asbestos					
8.	Training					
8.1	Names & date of those who have received training on asbestos Leadership	Name:	Date:			
8.2	Training outstanding					
9.	Action Plan					
9.1	Location & brief description of asbestos containing material	Remedial action required	Priority	Target Date	Date completed	

APPENDIX 3: Asbestos Contractor/Maintenance Control & Leadership Form (Prior to building works & activities that will disturb fabric of a building)

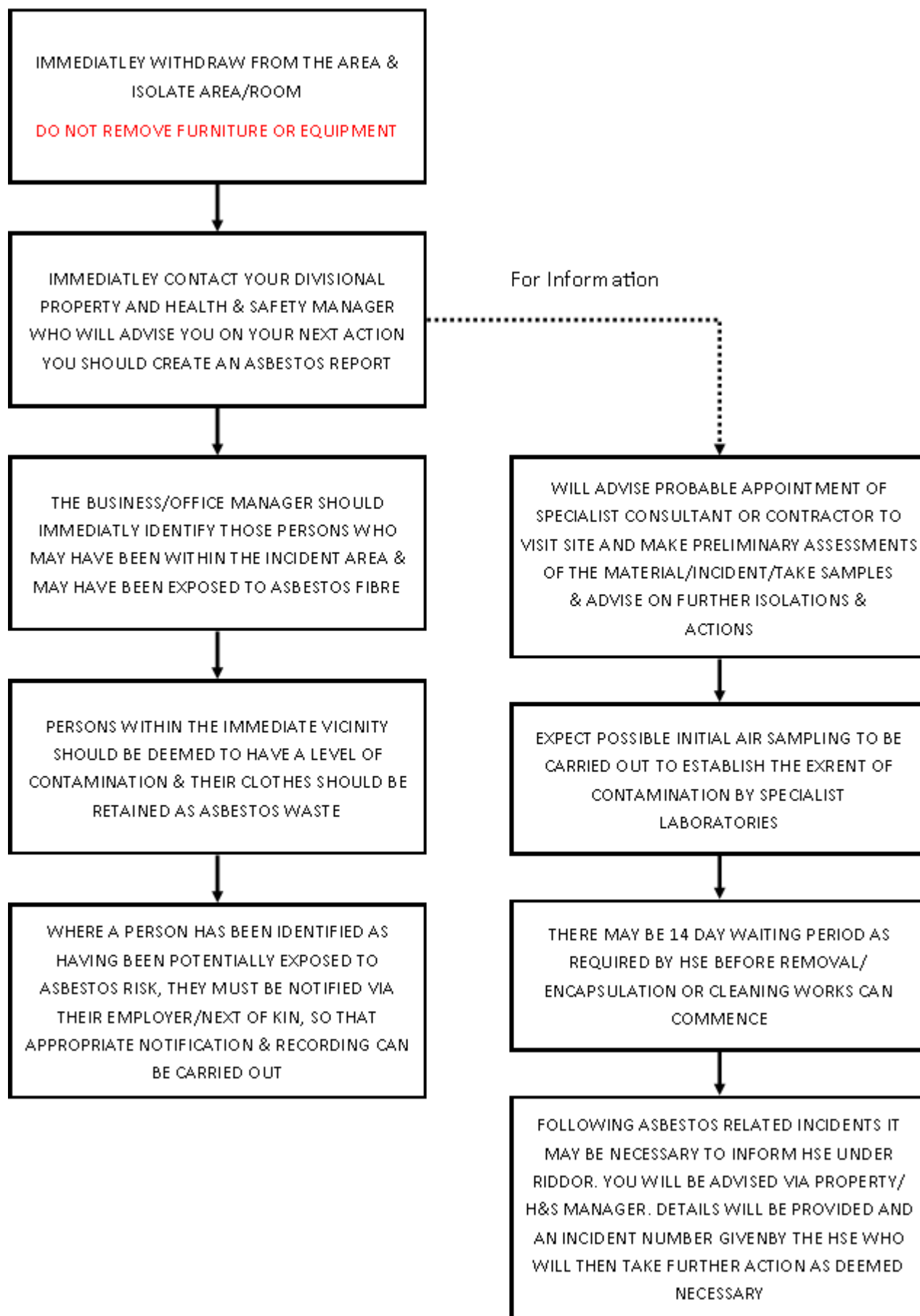
(Prior to building works and activities that will disturb fabric of a building)

It's MANDATORY to complete this form prior to conducting any building work or activity that will disturb the fabric of a building. For day to day repairs it is envisaged that the responsible person will be the Housing & Care Services Manager/House Manager who will be first point of contact.

The appointed person or – (Chief Executive only to sign when major repair items are required) must ensure that this form is completed whenever any building activity is considered. It must be signed by the “Appointed Person” and the Contractor.		
Property Address:		“Appointed Person”:
Rooms/Areas Affected:		
Description of Works:		
Contract Company Name:		
Contracts Manager:		
The contractor MUST complete this section prior to commencing any works.		
We confirm that in respect of the above works and associated activities we have consulted the asbestos register* associated with the above named property and have noted the following. Please circle the appropriate response		
The areas of work are identified as free and clear of Asbestos containing materials		1
The areas of work have known or identified asbestos containing materials		2
The areas identified have NOT been assessed within the asbestos register & will be presumed to contain ACMs		3
Company Name:	Signed:	Date:
Contractors Name:		
Where a response 2 & 3 has been highlighted, the “Appointed Person” is to ensure:		
A demolition & refurbishment asbestos survey is undertaken to fully identify any asbestos risk		
A risk assessment is prepared and implemented to ensure safe working methods		
Works which affect ACMs, are to be carried out by an HSE licensed contractor		
Emergency Plan to be followed in the event of an accidental fibre release		
Asbestos register updated and completed		
Signed: (Appointed person)		Date:

A copy of this form to be retained at the premises for audit purposes.

APPENDIX 4: Action Plan - In the event of an unplanned release of asbestos fibre



Appendix 4a

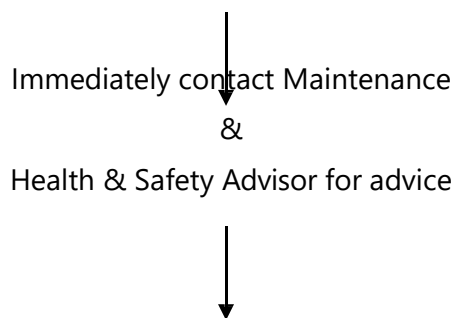
In the event of an unplanned release of asbestos fibre in high risk areas (visible dust)

Action Plan for Housing & Care Services Manager/House Manager when they are **ON SITE**

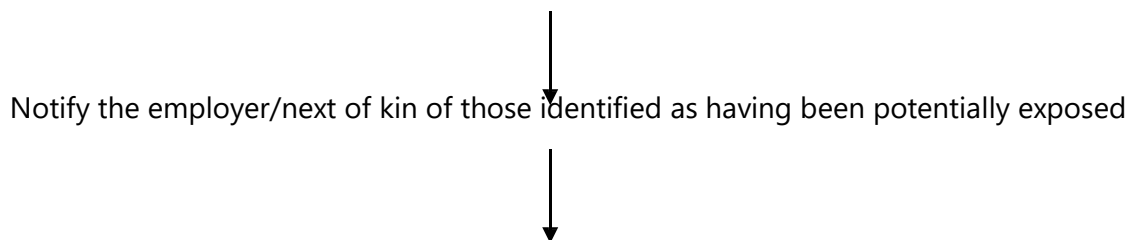
On discovering/being informed/finding out

Ensure all persons immediately withdraw from the area/room

DO NOT REMOVE ANY FURNITURE OR EQUIPMENT Isolate the area/room using the asbestos hazard tape provided



In the meantime, **retain the clothes** of any person who was within the vicinity of the contaminated area/room (in the specific plastic bags provided, tape securely & store in the secured area/room)



Create a report of the incident
Send a copy to the Chief Executive and Health & Safety Manager

Appendix 4b

In the event of an unplanned release of asbestos fibre in high risk areas (visible dust)

Action Plan for Housing & Care Services Manager/House Managers when they are **OFF SITE**

If you are **CONTACTABLE** then ask the member of staff on site **to follow the instructions below**

If you are NOT CONTACTABLE then a member of staff on site must

Ensure all persons immediately withdraw from the area/room

NOT TO REMOVE ANY FURNITURE OR EQUIPMENT

Isolate the area/room using the asbestos hazard tape provided



Immediately contact the Maintenance Department
&
Health & Safety Advisor for advice



In the meantime, **retain the clothes** of any person who was within the vicinity of the contaminated area/room (in the specific plastic bags provided, tape securely & store in the secured area/room)



Notify the employer/next of kin of those identified as having been potentially exposed



Create a report of the incident

Send a copy to the Chief Executive and Health & Safety Manager

APPENDIX 5: Asbestos Incident Form

In the first instance contact The Health & Safety Manager

This form is to be completed by the Property Manager ("Appointed Person), following any accidental release of asbestos fibre within 7 days of the incident being closed and/or the area being re-occupied.

A copy should be sent to the Health & Safety Manager

Building Name:											
Building Address:											
Affected Area/ Room Number or Name:											
Date of incident:				Time of Incident:							
Details of incident:											
Control Details:	Area isolated?			Yes		No					
	Personnel recorded?			Yes		No					
	Contaminated clothing removed?			Yes		No					
Asbestos Specialist Company Details:											
Building Name:											
On site representative name:											
Date visited:				Time:							
Initial findings											
Analysts details:											
Name:				Contact Tel. No:							
Results:											
Notifiable works	Yes		No								
Reinstatement details:											
Name of contractor:				Contact Tel. No:							
Date works commenced:				Date works completed:							
For completion by Health & Safety Manager											
Positive sample requiring notification under RIDDOR:						Yes		No			
Date HSE Hotline contacted:											
HSE RIDDOR Incident No.											
Date Employer of non ATD notified:											
Date accident form for ATD staff completed by Line manager:											
File reviewed and closed by:	Name:			Signature:				Date:			

APPENDIX 6: Asbestos presence in properties notification – Fire Authorities

Fire Authorities' Asbestos Reporting Form

Asbestos Reporting

Non-domestic premises

Introduction

As a requirement of the "Control of Asbestos at Work Regulations 2006" it is necessary for the duty holder of any non-domestic premise to inform the Emergency Services of the presence – or presumed presence – of any Asbestos Containing Material (ACM's).

For West Yorkshire properties please complete the form on the web site:

<http://www.westyorksfire.gov.uk/your-safety/work/asbestos-reporting/>

For all other properties please email the complete form to:

<http://www.hse.gov.uk/asbestos/>

Guidance for completing form

Contact name – the duty holder of the premises

Company name – the name by which the company is known (and which is displayed on the outside of the building for identification purposes)

Address – postal address

Adjacent roads – please indicate if access to your property is available from other roads, and/or if your building perimeter incorporates other roads not mentioned in your address.

Confirmed / suspected – is your ACM a confirmed or suspected (presumed) risk?

Type – Please indicate which category your asbestos risk is classed:

- Asbestos
- Fibrous Asbestos
- Rigid Asbestos cement panels

Location – specify the floor within your building that the asbestos is found e.g. basement, ground floor etc.

Specify room – please tell us where on the floor the risk is recorded e.g. boiler room, main office etc.

Description of asbestos – please tell us the material that contains the Asbestos e.g. pipe lagging, roof panels etc.

Condition – specify the condition of the asbestos e.g. is it intact or breaking up? Has it been painted or is it untouched?

Building details

Contact name:	
Email address:	
Company name:	
Address:	
Postcode:	
Adjacent roads:	

Asbestos details

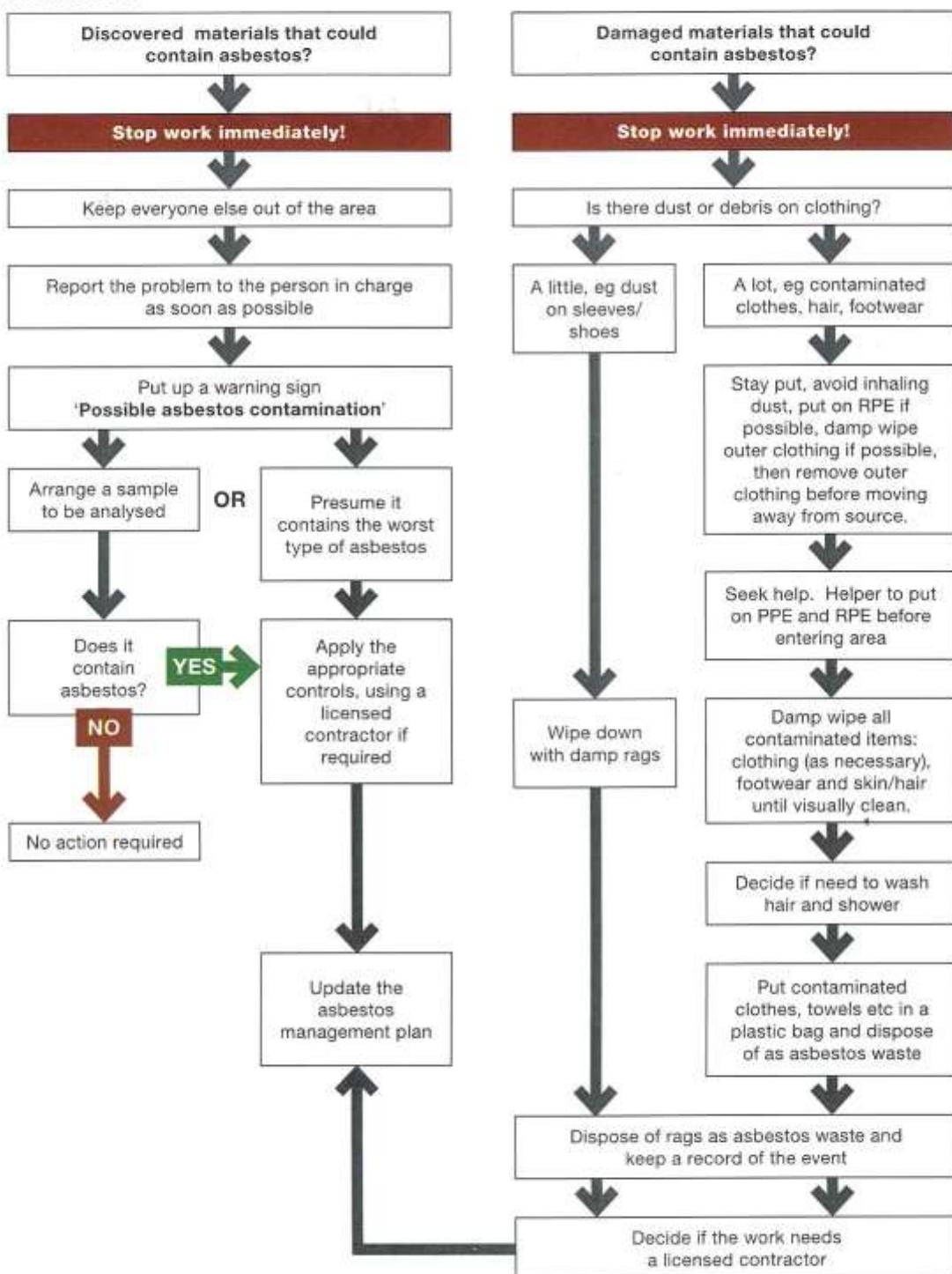
Report:	Confirmed	☐
	Suspected / presumed	☐
Type:	Asbestos	☐
	Fibrous Asbestos	☐
	Rigid Asbestos cement panels	☐
Location:		
Specific room:		
Description of asbestos:		
Condition:		

APPENDIX 7: Decision Flow Chart

em1 – What to do if you discover or accidentally disturb asbestos during your work

Health and Safety
Executive

Flow chart



3 of 5 pages