



**Drumchapel
Housing**

Co-operative Limited

Asbestos management policy

Approved by Board

Due for review

October 2017

October 2020

1.0 Introduction

- 1.1 The purpose of this policy document is to ensure that the Co-operative complies with all legislation related to the management of asbestos within its properties to reduce any risks to the health safety and welfare of its employees and others, including contractors, consultants, visitors, clients, tenants and members of the public who frequent its buildings.
- 1.2 To provide clear guidance to staff on the process for surveying, recording, managing and potential removal of any asbestos products found within its premises.

2.0 Background to asbestos

- 2.1 The use of asbestos products is banned in the United Kingdom due to its carcinogenic properties. Breathing in air containing asbestos can lead to asbestos related diseases, mainly cancers of the lung and chest lining. Asbestos is only a risk to health if the asbestos fibres are released into the air and breathed in. It is estimated that past exposure to asbestos currently kills approximately 5,000 people a year in the UK. There is no cure for asbestos related diseases.
- 2.2 Although asbestos is now banned it was widely used in the building industry between 1950 and 1980 and there are three main types of asbestos that can still be found in premises. These are classed as follows:
- Blue Asbestos (Crocidolite)
 - Brown Asbestos (Amosite)
 - White Asbestos (Chrysotile)
- 2.3 All types of asbestos are dangerous, but blue and brown asbestos are more hazardous than white. You cannot identify them by their colour.
- 2.4 Although it is now illegal to use asbestos in the construction or refurbishment of buildings, many thousand tonnes were used in the past and much of it is still in place. As long as it is in good condition and is not being disturbed or damaged, there is no risk, but if it is disturbed or damaged, it can become a danger to health because asbestos fibres are released into the air and people can breathe them in.
- 2.5 There are some key dates which can be used to assess the potential risk of asbestos in properties.

These are:

1985: Brown and Blue asbestos banned. Properties constructed or refurbished before this date may contain brown, blue or white asbestos.

1999: Asbestos cement products banned (white asbestos). Properties constructed or refurbished between 1985 and 1999 may contain white asbestos.

- 2.6 The location of asbestos and the risk from materials varies in accordance with the type and condition of the particular material. Some materials are more vulnerable to damage and are more likely to give off fibres than others. In general, the materials that contain a high percentage of asbestos are more easily damaged. Appendix A contains a list of the type, location and risk from asbestos related building products. It should be noted that asbestos materials also had unofficial uses on building sites simply due to their presence and offcuts may have been used as shuttering, packers and spacers etc none of which will have been recorded in any building records.

3.0 Legislation & regulation

There have been a long list of legislation relating to asbestos and the health and safety of workers and people who may come in contact with asbestos Containing Materials (ACM's). These include:

The Health & Safety at Work Act 1974
The Asbestos (Licensing) Regulation 1983
The Control of Asbestos at Work Regulation 1987
The Management of Health and Safety at Work Regulations 1992
The Construction (Design and Management) Regulations 1994
The Control of Asbestos at Work Regulations 2002
The Construction (Design and Management) Regulations 2007
The Control of Asbestos Regulations 2012
The Construction (Design and Management) Regulations 2015

- 3.1 The latest legislation relating specifically to asbestos is The Control of Asbestos Regulations 2012 which places a 'duty to manage' buildings which may contain asbestos. The act states that you are a 'duty holder' if:

You own the building;
You are responsible through a contract or tenancy agreement;
You have control of the building but no formal contract or agreement; or

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In a multi-occupancy building, you are the owner and have taken responsibility for maintenance and repairs for the whole building.

The above applies to the following building types:

- All non-domestic buildings, whatever the type of business.
- The common areas of domestic buildings, e.g. halls, stairwells, lift shafts, roof spaces.
- All other domestic properties are not affected by the duty to manage.

3.2 Although domestic premises are generally exempted from the above list the Co-operative as a landlord and employer have responsibility for the safety of tenants, employees and contractors undertaking work on our behalf and therefore have a duty of care to ensure that full information is available to allow adequate risk assessments to be carried out.

3.3 The main provisions of the act include:

- Taking reasonable steps to determine the location of materials likely to contain asbestos by implementing effective surveying strategies;
- Presume materials to contain asbestos unless there are good reasons not to do so;
- Make and maintain a written record of the location of Asbestos Containing Materials (ACM's) and presumed ACM's
- Assess and monitor the condition of ACM's and presumed ACM's
- Assess the risk of exposure for ACM's and presumed ACM's and plan how that risk will be managed
- Carry out a review and monitoring process for the plan
- Provide information on the location and risk to people likely to be affected by its presence (ie workers who may disturb asbestos during maintenance works)

4.0 The Co-operative properties

- 4.1 The Co-operative has a mixture of properties built in the 1950's and refurbished between 1988 – 1996. (266) These are the properties most at risk of containing asbestos. During the refurbishment work any asbestos encountered was removed thereby reducing this risk however this does not mean that all asbestos was found at the time.
- 4.2 The Co-operative also has newer properties constructed between 1988 and 2005 (214) These have an extremely low risk of asbestos being present as most were constructed after asbestos was banned from the building industry in 1999.
- 4.3 Details of the Risk and timeline for the Co-operatives properties are contained in Appendix B.

5.0 Asbestos management plan

5.1 In order to ensure that the Co-operative complies with the above legislation and reduces the risk from any potential asbestos materials within properties it will follow an asbestos management plan. The aim of the plan will be to increase the intelligence of our stock with respect to asbestos and allow adequate risk assessments to be undertaken from this information. The plan will comprise the following:

- Appointment of a duty holder responsible for the collection, recording and dissemination of information related to asbestos within our properties.
- Increase the level of information on asbestos in our properties by undertaking survey work.
- Manage and update the Co-operatives asbestos register.
- Appoint contractors/consultants suitably qualified for the assessment and removal of asbestos containing materials.
- Review the asbestos management plan on a regular basis.

6.0 Duty holder

6.1 The Co-operatives Maintenance Officer will be the responsible person for the following:

- Instructing asbestos surveys
- Ensuring that all consultants/contractors used in the detection, protection or removal of asbestos are adequately qualified and registered for this type of work.
- Responsible for maintaining and updating the asbestos register and informing contractors of the presence of asbestos where found.
- Reviewing the asbestos plan to ensure it complies with legislation and operates effectively.

7.0 Asbestos surveys

7.1 An asbestos survey must have 3 main aims:

1. It must as far as reasonably practical locate and record the location, extent and product type of any presumed or known ACM's
2. It must inspect and record information on the accessibility, condition and surface treatment of any presumed or known ACM's
3. It should determine and record the asbestos type, either by collecting representative samples of suspect materials for laboratory identification, or by making a presumption based upon product type and its appearance etc

7.2 There are 2 types of survey recommended by the Health and Safety Executive, these are:

1. Management Surveys

Management Surveys can be carried out by using a mixture of presumption and testing and are less intrusive than a Refurbishment and Demolition survey. Management Surveys are therefore less conclusive and may involve a great deal of management of materials presumed to contain asbestos which in fact do not contain asbestos, this can lead to additional costs and delays whilst confirmation is sought.

2. Refurbishment and Demolition Surveys

Refurbishment and Demolition surveys are more intrusive and are generally carried out prior to any refurbishment and demolition work taking place. This type of survey is used to locate and describe, as far as reasonably practicable, all ACM's in the area where refurbishment work is planned or in the whole building where demolition is taking place.

- 7.3 The Co-operative will aim to increase its asbestos information by undertaking Refurbishment and Demolition surveys within any void properties that fall within the timeline of potential asbestos use in the building industry i.e. built or refurbished before the year 2000.
- 7.4 The Co-operative will undertake a 10% sample of surveys as part of any major works being carried out within properties built or refurbished before the year 2000 to supplement the survey information it already possesses.
- 7.5 The Co-operative will undertake reactive surveys and sampling on materials that may be suspected as containing asbestos uncovered as part of repair work and the work will be halted until such time as the material is confirmed to be safe or removal is undertaken by a licensed contractor.

8.0 Asbestos register

- 8.1 An Asbestos Register will be held for all property owned by the Co-operative. The purpose of the register is to formally record, through survey and inspection, the location and condition of asbestos in the Co-operatives premises. The information will be taken from the surveys undertaken by external asbestos surveying companies and their recommendations on the treatment/removal of ACM's followed.
- 8.2 The register should be as accurate as possible and brought to the attention of any person carrying out alteration work to buildings, which may risk exposure to ACM's as a result of this work.
- 8.3 The register will be held on the Co-operatives housing software system and users will be alerted to the presence of asbestos whenever an enquiry or works order is raised for that property and the information included in the works order if relevant.
- 8.4 Details of the information contained in the asbestos register are included in Appendix C.

9.0 Asbestos contractors

- 9.1 The Co-operative will only use the survey services of contractors with the following accreditation: ISO/IEC 17020 The United Kingdom Accreditation Service (UKAS). UKAS is the sole accreditation Service for asbestos in the UK.
- 9.2 The removal and disposal of asbestos materials should only be undertaken by an accredited contractor and details of their health and safety record should be provided and update annually along with their liability insurances.
- 9.3 The Co-operative will seek the advice of the surveyors/contractors on the best treatment of asbestos however the Co-operatives preference in most situations will be to remove the asbestos safely to reduce the risk in the future. Where this is not advised by the professionals then a full monitoring process should be put in place to ensure that the asbestos material does not deteriorate.

10.0 Asbestos training

- 10.1 Although the majority of staff will not be involved in the identification or treatment of asbestos it is recommended that they are made aware of the risks particularly if it is a significant element within properties. General training on asbestos and what to do if it is detected will be provided.
- 10.2 Staff with specific duties related to the management of asbestos will be provided with training to allow them to make decisions based upon the advice received from surveyors and contractors.

11.0 Management plan review

- 11.1 The Asbestos Management Plan will be reviewed every two years or if a major discovery of asbestos is made which would affect the assumptions previously made by the Co-operative.
- 11.2 The review should undertake the following:
- Set new targets for the coverage of asbestos surveys
 - Review the risks for properties where asbestos has been identified.
 - Review the system by which contractors are notified and informed of asbestos.
 - Review training for staff on asbestos.

12. GDPR Privacy Statement

- 12.1 The Co-operative will gather and use certain information about individuals in accordance with GDPR. Staff members have a responsibility to ensure compliance with the terms of the privacy policy and to collect, handle and store personal information in accordance with relevant legislation. The Fair Processing Notice (FPN) details how personal data is held and processed.

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APPENDIX A

ASBESTOS TYPE/LOCATION/CONTENT

Type of Asbestos	Where Used	Asbestos Content
sprayed asbestos and asbestos loose packing	fire breaks in ceiling voids	85%
moulded or pre-formed lagging	thermal insulation of pipes and boilers	85%
sprayed asbestos	fire protection in ducts, fire breaks, panels, partitions, soffit boards, ceiling panels and around structural steelwork	85%
insulating boards	fire protection, thermal insulation, partitioning and ducts	85%
some ceiling tiles	ceilings	10-15%
millboard, paper and paper products	insulation of electrical equipment, fireproof facings on wood fibreboard	10-15%
asbestos cement products (semi compressed into flat or corrugated sheets)	roofing, wall cladding	10-15%
asbestos cement products	gutters, rainwater pipes and water tanks	10-15%
certain textured coatings	artex etc.	10-15%
bitumen	roofing material	10-15%
vinyl or thermoplastic	floor tiles	10-15%

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APPENDIX B

CO-OPERATIVE PROPERTIES ASBESTOS TIMELINE

Phase	Addresses	No Properties	Date Built	Date Refurbished	Asbestos Potential
Phase 1	86-98 Southdeen Avenue 15-31 Southdeen Road	79	1950's	1988	YES
Phase 2	110-118 Linkwood Drive 76-82 Southdeen Avenue 3-7 Southdeen Road 3-21 Merryton Avenue	126	1950's	1989	YES
Phase 3	12-18 Merryton Avenue	31	1950's	1993	YES
Phase 4	2-72 Southdeen Road	30	1950's	1996	YES
Phase 5	4-10 Merryton Avenue 103-115 Linkwood Drive 1-17 Linkwood Gardens 41-63 Carolside Drive 11-113 Tallant Road	62	1998/1999	-	YES
Phase 6	1-7 Ledmore Drive	7	1999	-	YES
Phase 7	29-39 Carolside Drive 119-131 Linkwood Drive 1-15 Linkwood Grove 52A-70B Southdeen Ave 1-10 Southdeen Grove	52	2001/2002	-	NO
Phase 8	83-99 Linkwood Drive 2/4 Kinclaven Avenue 1-21 Kinclaven Gardens 1-23 Kinclaven Place 55-75 Merryton Avenue 1-20 Merryton Gardens	78	2003	-	NO
Phase 9	56-76 Merryton Avenue	16	2005	-	NO

It is assumed in the above timeline that properties built or refurbished prior to the year 2000 could potentially contain asbestos.

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Phases 1-4 Have the highest risk of asbestos as they were built during the period where asbestos was regularly used in the building trade. Asbestos removal was part of the work undertaken during refurbishment works and therefore this risk has been reduced due to this work.

Phases 5 -6 These were built after blue and brown asbestos was banned and during the lead up period to the banning of white asbestos (1999). Asbestos products were not specified in the designs and therefore the potential risk of asbestos being present is low.

Phases 7-9 These were built after all asbestos products were banned and therefore there is no risk of asbestos being present within these properties.

APPENDIX C DETAILS INCLUDED WITHIN ASBESTOS REGISTER

PROPERTY CODE
PROPERTY ADDRESS
POSTCODE
YEAR OF CONSTRUCTION
SURVEY REQUIRED
DATE OF SURVEY
TYPE OF SURVEY
CONTRACTOR
SAMPLES TAKEN
NUMBER OF SAMPLES
ASBESTOS DETECTED
ASBESTOS TYPE
ASBESTOS LOCATION
ACTION TAKEN
RISK FACTOR
ADDITIONAL INFORMATION