



Asbestos Policy

Nottingham City Homes (NCH) acknowledges that asbestos can present a risk where repairs, maintenance and refurbishment work is carried out in Nottingham City Council owned property (including housing stock and garages) and accepts its responsibility to comply with the Health and Safety at Work Act 1974, the Control of Asbestos Regulations 2006 and relevant Approved Codes of Practice and Guidance. This policy summarises the main issues that NCH considers where asbestos may be encountered:

1. **Principle Duty Holder** – The Principle Duty Holder for Asbestos Management is the Director of Property Services at NCH, with support from the Asset Data Manager, and the Asbestos Officer, and Health & Safety Team.
2. **Information to Customers** – NCH has made the commitment to inform all its tenants of the Asbestos content within their homes. This information is provided following the completion of an asbestos survey which is being completed by the end of 2010.
3. **Licensed Asbestos Contractors** – NCH is not licensed by the Health and Safety Executive to carry out work on asbestos containing materials. However, the Health and Safety Executive acknowledge that some minor work can be done on asbestos containing materials, including ‘Artex’ coated ceilings and PVC floor tiles, without a license (see HSE publications ‘Work with asbestos which does not normally require a license’ and ‘Asbestos Essentials Task Manual’) as long as the principles of the Control of Asbestos Regulations are adhered to. Those carrying out the work must be specifically trained to do so, must follow specific asbestos risk assessment before carrying out work on asbestos containing materials and must follow an agreed safe method of work. All other asbestos work will be carried out by a nominated licensed asbestos removal company supported by a independent analytical company
4. **Training** – All those who may come into contact with asbestos on site or allocate work where asbestos may be disturbed or supervise work on site or specify work that may disturb asbestos **must** have received asbestos awareness training so they are aware of the risk, what may be found on site and how it should be dealt with. Annual refresher training is also provided. Any Contractor used must provide

First Issued	Revision	Revision date	Author	Page number
Dec 2005	4	30 th August 2009	Steve Walters	1 of 3

evidence that its workforce, including managers, supervisors and operatives (and for the workforce of any sub-contractor involved in the Works) have received asbestos awareness training before they are allowed on site. Any person who may be required to carry out minor work on asbestos containing materials that does not require a license must be trained to carry out the work safely, follow the appropriate risk assessment and must be identified as competent to do so.

5. **Surveys** – 47% of all the housing stock owned by Nottingham City Council has been surveyed to determine the presence of asbestos. The asbestos database is held by the Contract Administrator which is made available to all Contractors and Partners throughout the duration of the Contract by NCH Section. The information given to each contractor will for major works be based on actual full survey of the property & for responsive repairs full survey information where it is held and cloned for properties yet to be surveyed. However, the cloned information should only be used as a guide. In all cases those carrying out work in such property must be warned to be vigilant and report anything suspicious so that appropriate action can be taken. Where work is to be done in a cloned property it may be necessary to arrange for an asbestos type 2 or 3 survey or during Autumn 09 a refurbishment / demolition survey may need to be carried out before work begins. It has been agreed that all Homes on the Nottingham's Decent Homes Programme will receive a Type 2 Asbestos Survey in conjunction with the Stock Condition Survey, this programme is due for completion by 2010. NCH also aims to create a refurbishment / demolition survey database to run along side its type 2 asbestos data base.

6. **Asbestos Log book** – Nottingham City Council non domestic properties shall have a Nottingham City Council or NCH Asbestos Log book with an asbestos survey attached detailing the location, type and condition of any asbestos materials within the premises. This must be checked and signed by those who have to carry out any work that may disturb the building fabric. The responsible person within the building where work is to take place must ensure that those undertaking the work on that building check and sign the Asbestos Log Book. Where it is identified that asbestos may be disturbed or the log book and/or asbestos survey is not available the work should not start until the relevant manager has assessed the situation.


7. **Asbestos Procedures, Database and Management System** – The Management of Asbestos Database and Management and Maintenance of this system and related Procedure document (see separate document) details how asbestos will be managed and dealt with. The Asbestos database contains type 2 (non invasive) survey information regarding the housing stock owned by Nottingham City Council. The database also contains information about high rise flats, low rise flats, warden aided complexes, communal areas and properties of multiple occupancy having shared access owned by Nottingham City Council where it would not be practicable to have a hard copy asbestos log book. The database must be checked before any work is carried out that may disturb the fabric of the building. Repairs Orders for works are marked with a code generated from the Asbestos Database.

8. **The Presence of Asbestos** – NCH has a duty to ensure that those used to carry out work are made aware of the presence of asbestos before they start such work either by providing them with up-to-date information from the Asbestos Database or

First Issued	Revision	Revision date	Author	Page number
Dec 2005	4	30 th August 2009	Steve Walters	2 of 3

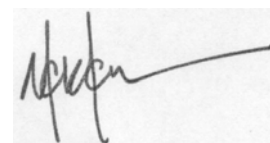
by giving them access to the Asbestos Database so they can take the relevant precautions. Where adequate representative asbestos surveys are not available these will be carried out through the Asset Management Team.

9. **Allocation of Work** – Where asbestos is identified no work should be carried out until it is decided by the relevant manager whether such work can be done safely either by NCH or a Licensed Contractor. In all cases those carrying out the work must be warned to be vigilant and report any suspicious materials.
10. **Asbestos Risk Assessments** – Where work needs to be carried out on asbestos containing materials, even minor work that does not require a license, then a competent person from those carrying out the work must carry out a specific asbestos risk assessment, which should include a safe system of work (plan of work). The risk assessment must be available before the work begins on site and be approved by NCH Asbestos Officer or Health & Safety Team.
11. **Reporting Procedure** – Where the Asbestos Log Book or the Asbestos Database identifies asbestos containing materials or suspected asbestos containing materials at a property or such materials are identified on site then the relevant manager must be made aware so the situation can be assessed and the appropriate action taken. Unqualified persons on site must not take samples for analysis. Asbestos sampling and surveying must only be carried out by the Asbestos Officer or analytical contractor or a nominated licensed contractor.
12. **Accidental Exposure** – Generally, in the event of asbestos containing materials being accidentally disturbed or damaged during the repair, maintenance or adaptation of Nottingham City Council owned property (including housing stock and garages), the workforce must cease work immediately, and leave the working area, ensure tenants, residents and members of the public do not enter the affected area and close all doors where possible. The contractors must then immediately refer the matter to their Line Manager or Site Manager, who will subsequently make the Asset Management Team (Asbestos) aware of the incident. Asset Management Team (Asbestos) will record and investigate the incident and where necessary thereafter contact a licensed asbestos contractor who will be requested to immediately attend site and carry out an environmental clean to the affected area. Reassurance air tests should also be carried out before work can restart.



Signed:

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Date: 18th July 2008



Signed:

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Date: 18th July 2008

First Issued	Revision	Revision date	Author	Page number
Dec 2005	4	30 th August 2009	Steve Walters	3 of 3