



Asbestos Procedures

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MANAGEMENT AND MAINTENANCE OF THE ASBESTOS DATABASE AND RELATED PROCEDURES FOR THE MANAGEMENT OF ASBESTOS

Legislation

Nottingham City Homes Ltd (NCH) is required to comply with the following legislation, in the management of asbestos:

- The general requirements of the Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Control of Asbestos Regulations 2006; and
- The Construction (Design and Management) Regulations 2007.

The Health and Safety at Work etc. Act 1974 imposes a statutory duty on the Employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. This duty also extends to others who may be affected by the Employer's undertakings (work activities) e.g. contractors, tenants, residents, neighbours, visitors and members of the public.

The initial requirement of The Management of Health and Safety at Work Regulations 1999 is for NCH to assess the risk to the health and safety of employees and to anyone else who may be affected by the work activity, so that the necessary preventative and protective steps can be identified. It also requires the NCH to make arrangements for putting into practice the health and safety measures that follow from the risk assessment.

The Construction (Design and Management) Regulations 2007 requires that the CDM Co-ordinator must be notified if asbestos is present in any property, for any projects that fall under those Regulations. Staff and contractors also need to be informed about the presence of asbestos in any property, to avoid inadvertent damage and fibre release.

All work with asbestos containing materials is regulated by The Control of Asbestos Regulations 2006. The prime objective of these Regulations, which are made under the Health and Safety at Work etc. Act 1974, is to prevent exposure to asbestos from work activities and where this is not reasonably practicable, to reduce exposure as far as is reasonably practicable. Compliance with all relevant regulations and guidance is necessary so that all work involving asbestos containing materials can be carried out safely without any risk to any person.

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The Control of Asbestos Regulations 2006

The Control of Asbestos Regulations 2006 consolidate the three previous sets of asbestos legislation and require NCH, and other employers and contractors to:

- Manage asbestos in non-domestic property and workplaces;
- Identify the presence of asbestos before work begins;
- Risk assess asbestos work and produce a Plan of Work before work begins;
- Ensure certain work is only done by a Licensed Asbestos Removal Contractor and that the work is notified to the Health and Safety Executive (HSE);
- Provide mandatory training for anyone liable to be exposed to asbestos fibres at work and those who supervise and manage work and communicate asbestos risk assessments and Plans of Work to those who may be affected; and
- Prevent exposure to asbestos fibres or where this is not reasonably practicable, instigate measures to ensure exposure is kept as low as reasonably practicable by methods other than the use of respiratory protective equipment.

Everyone who works with, or may disturb asbestos, must be properly trained.

Who is at Risk?

Since many properties still contain asbestos, the following are those considered to be most at risk through the nature of their work (e.g. through refurbishment, repair and maintenance):

- Plumbers;
- Bricklayers;
- General Building Maintenance Workers;
- Joiners and Carpenters;
- Window Installers
- Computer and Cabling Installers;
- Alarm Engineers;
- Gas Fitters and Gas Installers; and
- Caretakers and Handy Persons; and
- All those attending NCH properties to carry out work.

Therefore it is essential to remember that if the work is likely to involve drilling, cutting, sawing, sanding, painting, cleaning or disturbing asbestos based (or suspect asbestos based) materials then a risk assessment and Plan of Work must be produced and communicated to those who may do the work.

It is the responsibility of the NCH Section dealing with the commissioning of any Sub-Contractors to inform the Contractor of the Asbestos Register and how to access it, along with a password which will be obtained from the Asbestos Team.

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COLLECTION OF DATA AND USE OF THE ASBESTOS DATABASE BY NCH,

Identification within Nottingham City Council owned domestic property managed by Nottingham City Homes

The NCH Asbestos Team within the Asset Management Team collect and maintain data within an Asbestos Database, to identify where asbestos containing materials (ACMs) are present within Nottingham City Council owned domestic properties. This data includes:

- The type of asbestos;
- Its location;
- Friability;
- Damage potential;
- Survey date;
- Condition;
- Floor level;
- Surface treatment; and
- Priority.

The database automatically generates a material risk score for each positive sample of asbestos identified, based on a Type 2 Asbestos survey described in HSE publication MDHS 100 'Surveying, sampling and assessment of asbestos containing materials'.

The purpose of this type of survey is to positively identify if a material contains asbestos or not, and locates, as far as reasonably practicable, the presence and extent of any suspect Asbestos Containing Materials (ACMs) in the property. The survey is a visual inspection, and suspect representative samples are collected and analysed for the presence of asbestos. This confirms or refutes the surveyor's judgement.

The results of all asbestos surveys are recorded on the Asbestos Database. In circumstances where work is to be undertaken regarding refurbishment or demolition of hidden building components, a MDHS 100 - Type 3 survey should be carried out (in localised areas) as part of the risk assessment prior to the work commencing to determine the precautions that will be taken.

IDENTIFICATION AND MANAGEMENT WITHIN NOTTINGHAM CITY COUNCIL OWNED NON-DOMESTIC PROPERTY

It is also a requirement for NCH to manage Asbestos Containing Materials (ACMs) within communal areas of the relevant stock, by regular inspections, normally every 12 months using information from the Asbestos Database and to undertake appropriate action where ACMs are found to be vulnerable to damage, or in a poor state of repair.

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This may involve removal or repair/encapsulation of the material found and will involve a property risk assessment which assesses the occupant activity of the area where ACMs have been identified, the likelihood of disturbance of the material, maintenance activity, resulting in an overall hazard score for the sampled material.

Management – Communal Areas

Communal areas (high-rise, low rise, sheltered housing complexes etc.), have been surveyed for the presence of ACMs (Type 2 surveys), 90% of which are complete and the data has been entered onto the Asbestos Database. As part of the management process these areas will be re-inspected at regular intervals to ensure the asbestos containing materials remain, as far as it is practicable to do so, in good condition and also the asbestos has not become vulnerable to damage through change of a building use. The communal areas to be re-inspected are in excess of 1,000 sites and the target is to carryout these re-inspections every year.

Management - Block Garage Complexes (Communal Areas)

Nottingham City Homes manage in excess of 400 block garage sites for which the communal areas and roofs are covered by the The Control of Asbestos Regulations 2006. The majority of garage roofs are manufactured from asbestos cement sheet material which typically contains Chrysotile (white) asbestos fibres.

General responsive repairs to garage roofs must be forwarded to the NCH Asbestos Team. These repairs will be carried out by there nominated licensed asbestos contractor

Asbestos Information - Residential/Domestic Property.

There are 700 Beacon Archetypes (property types) within the 29,000 properties currently owned by Nottingham City Council. 90% of all types have been surveyed and entered on to the database, and currently 50% of all housing stock have received individual asbestos surveys (Type 2) and the results entered onto the Asbestos Database.

Sheltered Housing Complexes

The NCH Asset Management Team, will ensure that all Sheltered Housing complexes have a hard copy asbestos log book onsite to enable any contractor, sub-contractor or operative working at the complex to be aware of any potential risks,
The NCH Asset Management Team will check annually and update as necessary.

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Asbestos Management - Domestic Property

Asbestos management will involve continually keeping the Asbestos Database up to date, and re-inspecting a percentage of domestic properties as part of the management system. Materials of medium to high risk will determine the properties to be re-inspected.

In preparation for the changes to surveying legislation due Autumn 2009, NCH are planning to carry out Refurbishment and Demolition surveys to a percentage of representative stock, and due to these surveys being of a destructive nature it is proposed that these surveys will be carried out in void properties (Not already improved by Decent Homes)

RESPONSIBILITIES OF ALL THOSE CARRYING OUT RESPONSIVE REPAIRS AND PLANNED MAINTENANCE

Responsive Repairs and Planned Maintenance

Sheltered Schemes

Hard copy log books are available on site. These will be kept in the lockable cabinets that are found mainly in the reception areas of each scheme, prior to commencing any repair and maintenance work each contractor must first read and sign the relevant section of the asbestos log book.

Should contractors attend site to carry out any works and be unable to gain access to the cupboard then they should contact either the Patch Manager or the Contact Centre to gain access to the register.

General process to be carried out by all contractors

Each contractor must always exercise caution when undertaking any work on NCH managed homes and be aware that asbestos may be present in all properties. All contractors shall be given access to the Asbestos Register by the Asbestos Team, and this will confirm the presents of any ACM's within the property.

The following procedure must be implemented to ensure the correct information is available to contractors, sub-contractors and operatives prior to commencing any work that is likely to disturb the fabric of a building:

- A Responsive Repair Order it will identify if asbestos is present in the property by displaying the letter Y (Yes), N (No), P (Probable) or U (Unknown). This will apply to both communal areas and residential properties;
- If asbestos is shown to be present, Y or P on the Order, the contractor or sub-contractor issuing the work to an operative must check the Asbestos Database (refer to guidance notes) and where necessary print off the

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relevant property report. This information will be checked periodically to ensure that contractors and sub-contractors are carrying out the necessary checks under The Control of Asbestos Regulations 2006 and The Construction (Design and Management) Regulations 2007;

- Where a positive report is identified that will affect the proposed work the report must be attached to the Order;
- Where asbestos is identified that is likely to be affected by the work, the Order must not be issued and the supervisor must contact the asbestos team to determine the correct course of action;
- The contractor or sub-contractor responsible for carrying out the work must make arrangements to have the asbestos removed prior to the work being undertaken and is able to request this removal by contacting the NCH Asbestos Team within the Asset Management Team, who will confirm, if asbestos is present in the property or not. This may require a site inspection especially where cloned properties are concerned (e.g. where P is marked on an Order);
- If work is likely to disturb any ACMs identified in a property, the NCH Asbestos Team will instruct a Licensed Asbestos Removal Contractor to remove the acm's, or undertake work to eliminate any risk for operatives, members of the public, tenants and residents.

Note: Once 'Accept' has been clicked on the Asbestos Database to view any asbestos report, the reference of every property viewed will be recorded against the name of the person accessing the database).

If during any work any contractor, sub-contractor or operative discovers suspect materials that may be disturbed, they must presume that the materials contain asbestos and immediately inform their Supervisor and the NCH Asbestos Team. A site inspection will then be carried out by a surveyor from the NCH Asbestos Team, and if necessary, bulk samples taken to identify the material. The work will be put on hold until the results of the sample are known. Alternatively the material may be treated as asbestos and removed by a nominated licensed asbestos contractor.

GENERAL INFORMATION TO CONTRACTORS

Gas Installations and Gas Servicing

The rear of gas fires/back boilers are inaccessible for asbestos sampling, so it must be presumed that there will be a strong likelihood that asbestos could be concealed behind fires or back boilers. Asbestos may be present in deflector plates, fire breaks, flues, gaskets, access panels to the chimney-breast, etc. Although fire breaks, deflector plates, or the like, may not be disturbed during a fire/back boiler replacement, the person commissioning the work must advise the engineer of the likelihood of asbestos being present. If during the work the engineer discovers a suspect material likely to be disturbed, it must be presumed that that material contains asbestos and the NCH Asbestos Team contacted. The results of this may involve a Licensed Asbestos

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Removal Contractor being present on site to work in conjunction with the gas engineer.

Due to the inaccessibility of some areas around boilers/gas fires, gas servicing engineers must always exercise caution when undertaking any maintenance work to gas appliances, e.g. servicing to boilers in Southchurch Court is carried out by a gas engineer in conjunction with a Licensed Asbestos Removal Contractor if required to eliminate any risk from the flue riser which is manufactured from asbestos insulation board.

Electrical Rewires

The contractor carrying out the work must first access the Asbestos Database and where necessary print off the relevant asbestos property report. If the property being rewired has not had an asbestos survey NCH Asbestos Team must be informed, and it will arrange a asbestos surveys to give an accurate indication of any ACM's within the property.

The main areas of concern are meter cupboards where asbestos dividing panels and wall panels are common, these must be dealt with by a Licensed Asbestos Removal Contractor only. If asbestos is likely to be disturbed during the work, a Plan of Work (method statement) must be submitted by the contractor and agreed by the NCH Asbestos Team, prior to the work commencing. This may involve Licensed Asbestos Removal Contractors working in conjunction with the electrician to complete the work.

Accountability

It will be the duty of the contractor when issuing work to its sub-contractors or operatives, to provide a method statement on how information from the Asbestos Database will be communicated to those sub-contractors and operatives undertaking the work.

The Asbestos Database provided and maintained by the NCH Asset Management Team is used to inform contractors of any ACM's at the property prior to the work commencing.

This will ensure that all are made aware of any ACMs that may be present within a property, by printing the report from the database and attaching it to the works Order.

The Asbestos Database can be accessed by the contractor through the NCH Intranet or Internet sites using passwords requested from and issued by the NCH Asbestos Team. Once issued, monitoring will take place to confirm that that the database is actively being used to provide information to those carrying out work to properties managed by NCH

Any suspect material found in a property which has not been identified in the report must be treated as containing asbestos until proved otherwise.

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Contractors, sub-contractor and operatives must be made aware of this instruction and the information fed back to the NCH Asbestos Team who will investigate and if necessary confirm the content of the material and update the database accordingly.

Nottingham's Decent Homes Programme (Secure Warm Modern)

It has been agreed that all Homes included in Nottingham 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.

The asbestos team will also start a program of refurbishment and demolition surveys to comply with new regulations to a percentage of representative stock across the City

Suspect Materials

Any suspect materials identified during responsive repair or planned maintenance work must be fed back to the NCH Asbestos Team who will investigate, and if necessary update the Asbestos Database accordingly.

Emergency procedures during repair and maintenance work

In the event of damaged asbestos being found within a property (communal areas or domestic property), the repair and maintenance contractor having made a risk assessment must advise tenants, residents and members of the public to vacate the affected area, close doors where applicable and leave the area themselves.

The contractor carrying out the repair and maintenance work must refer the matter to the NCH Asbestos Team who will instruct a Licensed Asbestos Removal Contractor to attend the site within 1 hour and to take any necessary action to eliminate the risk to tenants, residents and members of the public.

The Licensed Asbestos Removal Contractor or the asbestos team will contact an analytical company to undertake a visual inspection and carry out any reassurance tests, provide 4 stage clearance air tests on completion of any 'clean up' operation and issue Certificates of Re-occupation.

The area concerned will undergo an environmental clean and any clothing or personal items that may have been contaminated by the damaged asbestos will be double-bagged and taken away by the Licensed Asbestos Removal Contractor for cleaning or disposal. The inspector will make an inventory of the items removed and ask the owner of those items to sign that he/she agrees with the inventory.

The same procedures will apply for any emergency work that may arise out of Normal Working Hours. The Licensed Asbestos Removal Contractor is on call 24 hours a day. The contractor will respond within 1 hour.

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As stated earlier in this document when the contractor receives an Order, the Asbestos Register should be interrogated prior to any work taking place.

The contractor, when receiving an instruction to carry out emergency work by the 'Call Centre', must always consider any risk in relation to asbestos and the work being requested (e.g. burst under bath: risk - possible asbestos bath panel).

If asbestos is found whilst repair and maintenance work is being carried out 'out of Normal Working Hours' then the operative should contact the 'Call Centre' who will arrange for a Licensed Asbestos Removal Contractor to attend and make safe any risk.

Should the Licensed Asbestos Removal Contractor be called out 'out of Normal Working Hours', a report will be forwarded by the 'Call Centre' to the NCH Asbestos Team the next working day.

The current Licensed Asbestos Removal Contractor operates a 24 hour call out system for emergency work – this facility must only be used in circumstances where the health or safety of a tenant or resident could be compromised if the repair or maintenance work is not carried out on the first visit to the property.

Possible incidental exposure to Asbestos

Following any incident where there has been potential unprotected (e.g. no respiratory protective equipment being worn) exposure to airborne asbestos dust, an Accident Report Form must be completed for the H&S team, with a copy sent to the NCH Asbestos Team.

It will not generally be necessary for the operative to be examined medically following the report of a possible incidental exposure. However, the operative should notify their Doctor of their possible incidental exposure, so that any future medical symptoms can be viewed in their proper context. If, following an incidental exposure, a particular operative has on-going and persistent chest symptoms (shortness of breath) and the operative is worried, further advice should be sought. Routine chest X-ray examinations on operatives who are asymptomatic (no on-going symptoms) are not recommended.

'Fly-Tipped' Asbestos

A number of Nottingham City Council owned properties have experienced problems with asbestos waste being 'fly-tipped'. If there is any doubt about the content of rubbish found at a property, the contractor must immediately contact the NCH Asbestos Team.

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Property Damaged by Fire

The contractor shall contact the NCH Asbestos Team who will instruct an asbestos analytical company to carry out a Refurbishment and Demolition survey at each property damaged by fire, prior to the commencement of any work on site. All survey data must be forwarded to the NCH Asbestos Team, who will enter the data on to the Asbestos Database.

Demolition

All property to be demolished will have a Refurbishment and Demolition survey carried out by an asbestos analytical company prior to any demolition. All survey data must be forwarded to the NCH Asbestos Team, who will enter the data on to the Asbestos Database.

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USING THE ASBESTOS DATABASE

The Asbestos Database can be accessed by the contractor through the Employer's Intranet or Internet sites using passwords requested from and issued by the NCH Asbestos Team in conjunction with the Employer.

On your first visit:

- On receipt of your password type:
<http://itappserver.nottinghamcity.gov.uk/asbestos/login.asp> into the address line on the Intranet Home Page and select 'Go', or alternatively click on the link supplied with your password, this should take you to the Login page within the Intranet. This page can then be saved as a 'Favourite', (click on 'Favourite' at the top of the page, and select 'Add to favourite').
- For internet external Access and on receipt of your password issued by NCH Asbestos Team, type in:
<http://open.nottinghamcity.gov.uk/asbestos/login.asp> on the address bar or click on the link provided with your password.

Save the page in 'Favourites'.

- Click 'Favourites' and 'Add to Favourites', then click 'OK'.
- Click 'Favourites' again to switch off 'Favourites'.
- If the page does not fit neatly onto the screen, click 'View' then click 'Text Size' and select either 'Larger' or 'Smaller'.
- If the page still does not fit neatly onto the screen then resize the screen by clicking 'Start', 'Control Panel', 'Display', 'Settings' and chose '1024x768' pixels or larger and then click 'OK'.
- Help can be obtained from the IT Helpdesk.

On subsequent visits:

- Double-click on the Intranet icon (it may be called 'Internet Explorer') on the Desktop screen, click 'Favourites' and then click 'Login to Asbestos Register', which should take you to the Login page.

Login / Logout:

- Enter the Login name and password you have been given.
- Once 'Accept' has been clicked, the reference of every property you view will be recorded against your Login name (this is equivalent to signing an asbestos log book).
- To Logout, click the top Right 'X' from any screen.

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Navigation / Printing:

- Use the 'Back' and 'Forward' arrows to navigate or click the left column page names to go back to a previous page.
- Click the 'Print' button to print a page.
- To view a large page use the 'Page Down' key, or use the Mouse scroll wheel.

Property Search Screen:

- Enter a property reference or a block reference and click 'Show Details', for example:
 - 24VIC00403 or 290148220A (Victoria Centre Communal Areas), or
- Enter a small part of the address and click 'List Properties', for example:
 - 7 Lismore;
 - 4-03 Victoria;
 - Victoria (All flats, plus communal areas in bold); and
 - NG11 9BT (All properties with this postcode).
- Click 'View' to see all the asbestos samples for a single property.

Asbestos Sample Details:

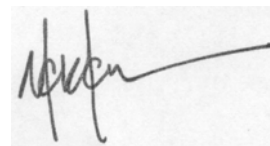
- If several positive samples have been found a screen with 'View' buttons will be displayed. One sample can be viewed at a time, for example:
 - 'Corridor by lifts 4 & 5 4th floor' ('4th floor' tested but results apply to all similar floors in the block).
- If a property has not been surveyed, details from up to 3 similar (cloned) properties will be shown – this should only be used as a guide.

Signed:



Name: Steve Walters
Position: Asbestos Officer
Date: 24 Sep 2009

Signed:



Name: Mark Johnson
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Date: 24 Sep 2009

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