



Asbestos Management Plan: Housing Assets

April 2022

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1. Introduction, Objectives and Purpose

- 1.1. This Asbestos Management Plan (AMP) sets out the arrangements and procedures for the safe management of Asbestos Containing Materials (ACMs) present in the residential accommodation units and the sheltered schemes owned, managed, and maintained by the Housing Department of the Melton Borough Council.
- 1.2. This AMP provides detailed advice for the safe management of the ACMs present in the individual residential units and the sheltered schemes, including the common and communal areas in these properties.
- 1.3. This Asbestos Management Plan has been prepared in order to comply with the legislative requirements detailed in a subsequent section of this document. More generally, the Plan has been prepared to comply with the Statutory requirements set out in the Health and Safety at Work etc. Act 1974 to protect the health, safety and welfare of all residents, employees of Melton Borough Council (MBC), contractors and consultants who may undertake maintenance and other building related works in the properties, and all other persons who gain authorised access to the properties covered under the scope of this Asbestos Management Plan (AMP).
- 1.4. In order to ensure best practice, the Housing Department of MBC will manage all ACMs in the properties for which they are responsible in accordance with the legislative requirements prescribed for England and Wales, principally set out in the Control of Asbestos Regulations 2012 and the associated guidance documents published by the Health and Safety Executive.
- 1.5. The Housing Asset Management Team recognises, in particular, that all building related work may give rise to the potential for disturbing ACMs present in buildings, with associated risks of exposure to airborne asbestos fibres and resultant long-term ill-health effects. A main objective of this Plan is therefore to ensure that controls of the highest standards are in place for all responsive and planned building related works and projects to ensure the safety, health, and wellbeing of all those who undertake the works, all those who may be affected by the work activities, principally the residents, and all others who may visit the properties on completion of the works.
- 1.6. This document details the Organisational Arrangements to ensure that the objectives of this AMP are achieved and the Responsibilities and Duties of all those who are, directly or indirectly, involved in the Housing Department's procedures to ensure that ACMs are safely managed on at all times.

2. Scope of this Management Plan

- 2.1.** This Asbestos Management Plan applies to the safe management of the ACMs present within and to the external fabric of the residential units and sheltered schemes managed and maintained by the Housing Department of MBC.
- 2.2.** As of December 2021 the housing portfolio includes 1800 properties of the following types:
- 1 Bed Bungalow – 63
 - 1 Bed Flat (Extra Care) – 38
 - 1 Bed Flat – 358
 - 1 Bed Flat (Sheltered) – 130
 - 2 Bed Bungalow – 179
 - 2 Bed Flat – 128
 - 2 Bed House – 183
 - 2 Bed Maisonette – 24
 - 2 Bed Flat (Sheltered) – 49
 - 3 Bed Bungalow – 1
 - 3 Bed Flat (Extra Care) – 2
 - 3 Bed House – 378
 - 3 Bed Maisonette – 4
 - 4 Bed House – 38
 - Bedsit Flat (Extra Care) – 4
 - Bedsit Flat – 10
 - Bedsit (Sheltered) – 11
- 2.3.** Predominantly, the properties are of traditional build that were constructed during the 1970's with some of pre-war construction.
- 2.4.** There are 3 sheltered accommodation schemes at
- Granby House in Melton Mowbray consisting of 32 units constructed during the 1970 's
 - Bradgate Flats in Asforby consisting of 22 units constructed in the 1970's
 - Wilton Court in Melton consisting of 24 units constructed in 1967
- 2.5.** In addition, there is an extra care scheme at Gretton Court in Melton Mowbray which was constructed in 1984.
- 2.6.** There are a number of properties, as detailed below, that were built after 2015 that have not been surveyed for the presence of asbestos containing materials as a consequence of regulations introduced in the period from 1985 to year 2000 which prohibited the inclusion of asbestos in construction materials.
- 20 East Avenue, Melton Mowbray
 - 48A Greaves Avenue, Melton Mowbray

- 48B Greaves Avenue, Melton Mowbray
- 7A Tudor Hill, Melton Mowbray
- 7B Tudor Hill, Melton Mowbray
- 7C Tudor Hill, Melton Mowbray
- 2 Saxelby Road, Asfordby, Melton Mowbray
- 18 Leah Way, Asfordby, Melton Mowbray
- 28 Leah Way, Asfordby, Melton Mowbray
- 50 Leah Way, Asfordby, Melton Mowbray
- 5 Park View Road, Asfordby, Melton Mowbray
- 7 Park View Road, Asfordby, Melton Mowbray

3. Legislative Requirements

- 3.1.** In preparing this Asbestos Management Plan, the Housing Department of MBC recognise that consideration must be given to the requirements of and compliance with the following items of Legislation, Regulations, Approved Codes of Practice and Guidance documents published by the Health and Safety Executive.
- The Health and Safety at Work, etc. Act 1974 (HSW Act) requires employers to conduct their work in such a manner to minimise health and safety risks to employees and to provide information to anyone else about their workplace which might affect their health and safety. Section 3 of the Act contains general duties to persons other than employees. Section 4 contains general duties for anyone who has control over a workplace.
 - The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to themselves, their employees and anyone else affected by their business activities. These Regulations require employers to make appropriate arrangements to protect the health and safety of those directly involved in work activities and those as may be affected.
 - The Workplace (Health, Safety and Welfare) Regulations 1992 requires employers to maintain workplace buildings to ensure the safety of all building occupants
 - The Construction (Design and Management) Regulations 2015 requires Clients in construction, refurbishment, and demolition projects to provide pre-construction information relating to the risks associated with the works to be undertaken, which would include the presence of hazardous materials such as asbestos. In addition, these regulations require that at the conclusion of projects, a Health and Safety file is prepared which must include, together with all other relevant information, details of any remaining ACMs which will need ongoing management.
 - The Control of Asbestos Regulations 2012 requires employers to prevent exposures to asbestos or, where this is not reasonably practicable, to reduce exposures to the lowest level practicable. The Regulations place a duty on those persons who have repair or maintenance responsibilities as a consequence of a tenancy or contract, to manage the risk from asbestos in premises. Where there is no contract or tenancy, the person in control of the premises will be the Duty Holder. There is also a duty of co-operation on other parties. Duty Holders have been required, since the 21st of May 2004, to have an Asbestos Management Plan in place for the safe management of the Asbestos Containing Materials (ACMs) present in the properties for which they are responsible. This duty applies to all non-domestic premises and the common areas of domestic rented premises such as foyers, corridors, lifts and lift shafts, staircases, boiler houses, vertical risers, gardens, yards, and outhouses. All such areas are regarded as being non - domestic.

These duties are supported an Approved Code of Practice entitled,

“Managing and working with asbestos – Control of Asbestos Regulations 2012” L143 second edition 2013

In addition to the above, there are Health and Safety Executive Guidance Notes which are relevant for consideration including:

- The HSE Guidance Note “A comprehensive guide to Managing Asbestos in premises” HSG227” - provides guidance for those who have a duty to manage the risks from Asbestos containing materials in premises including, building owners, non-domestic tenants and anyone else who has any legal responsibilities for workplaces which can include the common areas of buildings used for residential purposes.
- The HSE Guidance Note, Asbestos: The survey guide” HSG 264 - This guidance is aimed at people carrying out asbestos surveys and the Duty Holders who commission these surveys. The document covers the competence and quality assurance requirements in relation to the conduct of surveys, survey planning and survey types, implementing the surveys, the survey reports, and the Duty Holders’ use of survey information.
- The HSE Guidance Note, Asbestos: The Analysts’ Guide HSG 248 (Version 2 July 2021)
- The HSE Guidance Note, Asbestos: The Licensed Contractors’ Guide HSG 247 (2006)

Other relevant legislation includes:

- The Defective Premises Act 1972 - requires Landlords to take reasonable care to ensure that tenants and other people are safe from personal injury or disease caused by a defect in the state of the premises.
- The Housing Act 2014 which requires Housing Authorities to assess housing conditions and to take relevant enforcement action should any conditions which might be deleterious or harmful to tenants be identified
- The Housing Health and Safety Rating System – Operating Guidance as made under the provisions of the Housing Act 2014 that includes a specific section relating to the safe management of asbestos and man-made fibres which requires that ACMs present in housing should be identified and managed to ensure that they are maintained in good condition and not likely to be disturbed
- The Environmental Protection Act 1990 - provides local authorities with the power to serve Notice for the abatement of nuisances where any premises are in a state where a nuisance is caused to the tenants and others, which may also be prejudicial to health. Failure to comply with the requirements of the Notice constitutes an offence under the provisions of the Act. In addition, this legislation requires that all

wastes, including Asbestos Wastes, be disposed of on sites which are specifically licensed to accept the category of wastes concerned.

- The Hazardous Waste Regulations 2005 (as amended 2009) - requires that all Hazardous Wastes, which includes all Asbestos wastes, be disposed of on sites which are specifically licensed to accept these materials. In addition, these regulations detail a consignment note procedure for tracking the movement of hazardous wastes.

3.2. In preparing this Asbestos Management Plan, the MBC Housing Department is particularly aware of the need to specifically address and have arrangements in place to comply with the requirements of Regulation 4 of the Control of Asbestos Regulations 2012, as these apply to the common areas of the sheltered schemes. The broad legal requirements of this regulation are to:

- Undertake a suitable and sufficient assessment to determine whether asbestos-containing materials are present in the buildings for which they are responsible.
- Take reasonable steps to locate materials liable to contain asbestos.
- Presume that materials contain asbestos, unless there is strong evidence to support that they do not
- Assess the risks posed by the presence of the identified ACMs
- Assess the likelihood of anyone being exposed to asbestos from such materials
- Make a written record of the location and condition of the ACMs and presumed ACMs and keep it up to date.
- Ensure that any asbestos materials, or materials suspected of containing asbestos, are maintained in good condition or, where necessary, safely removed
- Prepare a plan to manage the risk associated with the presence of the asbestos and put this into effect to ensure that information on the condition of ACMs is given to all persons likely to disturb them
- To monitor the condition of ACMs and presumed ACMs which, at the time of the initial survey, were in an acceptable condition and not likely to release asbestos fibres.
- To review and monitor the Asbestos Management Plan and the arrangements at regular intervals

- 3.3.** For the management of the ACMs present within and to the external fabric of individual residential units the Housing Department will apply the same principles as set out in regulation 4 and the associated guidance published by the Health and Safety Executive which in turn will ensure compliance with the requirements for the safe management of ACMs as set out in the Housing Act 2004 and the Housing Health and Safety Rating System Operating Guidance.

4. The Principles of Asbestos Management

- 4.1.** The main principles of Asbestos Management are to Assess, Record, Inform and Monitor

Assess: the presence of Asbestos-containing materials (ACMs) in buildings, structures, plant, and machinery and assess the potential for exposure to airborne asbestos fibres which can give rise to potentially fatal diseases. Provided that the ACMs, which may be present, are maintained in a safe condition and in locations where they are unlikely to be disturbed by normal use and maintenance, they do not necessarily create an unacceptable risk. The initial assessment as to the possible presence of ACMs can be established from a detailed desk top study considering, in particular, the age and type of construction. Ultimately however the assessment will in most cases necessitate the conduct of a detailed building survey.

Record: All asbestos information gathered, either from the initial desk top study investigations or the detailed building surveys, should be recorded in a format which can be made available to any persons who are likely to disturb the materials. These records should be regularly updated following periodic checks on identified ACMs to ensure that the asbestos information provided is both accurate and current.

Inform: All asbestos records should be accessible to anyone who may work or undertake maintenance or other building or engineering works in the areas where ACMs have been identified. Procedures must be in place to proactively provide details of ACMs present in any area of any building or within plant or machinery ahead of any works which has the potential to disturb the ACMs. Arrangements must be in place, through an appropriate regime of training and inductions, to ensure that every employee, contractor, or agency worker is aware of the hazards associated with the presence of ACMs and the measures and procedures which they must observe to ensure that they are not exposed to elevated levels of airborne asbestos fibre, which will have the potential to cause long term ill health effects.

Monitor: All Asbestos records and management procedure documents must accord to the requirements of the Control of Asbestos Regulations 2012 (CAR 2012) and the guidance detailed within the Approved Code of Practice, "Managing and Working with Asbestos" L143 (second edition) and be regularly reviewed to ensure that the records and documents are both current and compliant with legislative requirements. In addition, on-going monitoring is required to ensure that the aims of the Asbestos Management Plan are being met so as to ensure that no one is being exposed to elevated levels of airborne asbestos fibres whilst on premises controlled by the Duty Holder.

5. Organisational Arrangements for Asbestos Management and Associated Employee Responsibilities

5.1. Responsibilities of Melton Borough Council

- 5.1.1. The Melton Borough Council have the ultimate responsibility for ensuring that appropriate arrangements are in place for the safe management of all ACMs included all the properties owned, managed, and maintained by the Council including those properties included within the Housing Portfolio.
- 5.1.2. The Council must ensure that there are adequate arrangements and procedures in place to ensure the safe management of ACMs present within the residential housing stock and sheltered schemes owned, managed, and maintained by the Council in full compliance with the requirements of the Control of Asbestos Regulations 2012 and other relevant items of legislation as referred to in Section 3 of this Asbestos Management Plan.
- 5.1.3. 5.1.3 The Council have delegated the Duty Holder responsibilities for asbestos management to the Chief Executive Officer who must ensure that adequate arrangements and procedures are in place to ensure the safe management of the ACMs present in all properties for which MMBC is the prescribed Duty Holder for compliance with the asbestos management provisions of CAR 2012, the requirements of the Health and Safety at Work etc. Act 1974 and the requirements for the safe management of the ACMs across the Housing portfolio as detailed within the Housing Act 2014 and associated Operating Guidance.

5.2. Responsibilities of the Chief Executive Officer

- 5.2.1. As the post holder to whom the Duty Holder responsibilities for asbestos management are assigned, the Chief Executive Officer must ensure that the requirements of CAR2012 for the identification, assessment and management of the ACMs present within the buildings owned, managed and maintained by the MBC are complied with and that there are sufficient financial and employee resources available at all times to facilitate consistent compliance with the requirements of the Regulations and the associated Approved Code of Practice and Guidance Notes published by the Health and Safety Executive.
- 5.2.2. In addition, the Chief Executive Officer must ensure, in compliance with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Defective Premises Act 1972, and the relevant provisions of the Housing Act 2014, that the ACMs present within and to the external fabric of the individual residential units of the housing stock, are managed and maintained in a safe condition at all times to ensure that residents, employees of the Council , consultants, contractors engaged for maintenance and other building related works and others who may gain authorised access to the properties are not exposed to any significantly elevated levels of airborne asbestos fibres which may result in any related detrimental ill health effects.

5.2.3. Specifically the Chief Executive Officer will ensure that:

- There is an appropriate management structure to facilitate the compliant and safe management of the ACMs present in all the properties managed and maintained by the Council’s Housing Assets Team
- Detailed responsibilities and functions for asbestos management are appropriately defined and delegated
- Those to whom asbestos management responsibilities and functions are delegated, have the necessary skills, knowledge, experience, and time to effectively carry out their duties
- -Where necessary, additional training is provided to those to whom asbestos management functions and responsibilities are delegated in order to provide them with the necessary knowledge and skills to effectively carry out their duties
- In accordance with the guidance provided in the Health and Safety Executive document, HSG 264, “Asbestos – the survey guide”, ensure that an Appointed Person and where necessary a Deputy Appointed Person or Deputy Appointed Persons are nominated to ensure that asbestos management requirements are complied with on a day-to-day basis.
- The Appointed Person and the Deputy Appointed Persons have the necessary skills, knowledge, experience, authority, and time to enable them to carry out their duties effectively
- There is a detailed Plan in place i.e., the Asbestos Management Plan, which sets out how the Housing Department will manage the ACMs present across the housing portfolio and that the Plan is reviewed and updated periodically at intervals not exceeding 12 months, and more regularly where circumstances may dictate, to ensure that the asbestos management arrangements are current and effective at all times
- Ensure that adequate financial provisions are made for the required and effective management of asbestos across the Housing property portfolio

5.2.4. Through this AMP, the Chief Executive has delegated the Duty Holder responsibilities for asbestos management across the housing property portfolio to the Director for Housing and Communities who together with the Assistant Director of Housing must ensure that the Duty Holder requirements for asbestos management for the housing property portfolio are complied with. Notwithstanding, the Chief Executive Officer will continue to retain the ultimate responsibility on behalf of the Council for ensuring the safe management of ACMs present in all buildings owned, managed, and maintained by the Council and in the context of this AMP all the properties included within the housing portfolio.

5.3. Responsibilities of the Director for Housing and Communities

- 5.3.1. As a consequence of the delegation of the Duty Holder responsibilities for asbestos management made by the Chief Executive Officer, the Director for Housing and Communities must ensure that the Duty Holder responsibilities for asbestos management across the Council's Housing property portfolio, all as detailed in section 5.2.3 of this AMP, are fulfilled on an ongoing basis.
- 5.3.2. In addition, the Director of Housing and Communities has appointed the Housing Asset Manager as the Appointed Person for Asbestos Management and the Senior Surveyor, Compliance Officer, and the Planned Maintenance Officer as the Deputy Appointed Persons for Asbestos Management, all in accordance with guidance provided in the Health and Safety Executive Guidance Note HSG 264, "Asbestos – the survey guide.
- 5.3.3. To ensure that the Duty Holder responsibilities for asbestos management are being fulfilled, the Director for Housing and Communities will, together with the Assistant Director for Housing, the Appointed Person and Deputy Appointed Persons for Asbestos Management, monitor the compliance of the Housing Asset Management Team in achieving the asbestos management requirements of CAR 2012 and other relevant items of legislation and Guidance referred to earlier in this AMP
- 5.3.4. Where the Director for Housing and Communities receives any reports or indications that asbestos management provisions are not being complied with, consideration will be given to the necessity for preparing a report to be submitted to the Chief Executive for informing the Cabinet and Members of the Council as the ultimate Duty Holders.

5.4. The Responsibilities of the Assistant Director of Housing

- 5.4.1. The Assistant Director of Housing will be accountable to the Director of Housing and Communities to ensure that all asbestos management requirements within the Housing Asset Management Team are undertaken and complied with on a day-to-day basis, all as set out in section 5.2.3 of this AMP.
- 5.4.2. In addition, the Assistant Director of Housing will be responsible for ensuring that the Appointed Person for Asbestos Management and the Deputy Appointed Persons have the necessary skills, knowledge and experience required to effectively undertake their asbestos management roles and that they are provided with the necessary levels of authority, time, and financial provision to undertake their duties effectively.

5.5. The Responsibilities of the Housing Asset Manager

- 5.5.1. TAs the Appointed Person for Asbestos Management, the Housing Asset Manager will be responsible to ensure that;
 - Adequate and compliant Management Surveys have or will be carried out to fully define the presence, extent and condition of ACMs present across the Council's Housing property portfolio

- The risks associated with the identified ACMs are being correctly and adequately assessed
- Records are available to include Asbestos Registers and Plans to accurately locate the ACMs which have been identified
- Effective and efficient systems are in place to make the information relating to the presence of ACMs and the associated risks to those who undertake responsive works and those who plan and undertake planned maintenance work and projects
- Systems are in place for the periodic condition monitoring of identified ACMs at periods not in excess of 12 months for the common and communal areas of the sheltered schemes and blocks of flats and at other time intervals which are considered appropriate within residential units
- Where works which may disturb the fabric of any building are to be undertaken, appropriate Refurbishment and Demolition Surveys are commissioned and carried out to identify any ACMs which may be concealed within the fabric of the building
- Where it may be necessary to undertake any asbestos removal or works to reduce the risks associated with identified ACMs to include enclosure, encapsulation or detailed cleans to remove asbestos debris, ensure that the works are undertaken by competent HSE Licensed Contractors independently managed by a UKAS accredited Asbestos Management Consultancy or for major projects under the supervision of an appointed Principal Contractor and an independent UKAS Accredited Analytical Consultant.
- Following the undertaking of asbestos removal or other abatement works, complete records of work are obtained and stored securely for future reference with appropriate updates made to the Asbestos Register
- The requirements of the Housing Asset Management Team Asbestos Management Plan are complied with and that the progress toward achieving the objectives detailed within the Plan is monitored on an ongoing basis
- For Asbestos management work generally, the Housing Asset Manager will ensure, through discussions with the Deputy Director of Housing, and the Senior Technical Accountant for the Housing Revenue account, that adequate financial provisions are included in annual budgets to facilitate the undertaking of necessary additional asbestos surveys and works to either remove or otherwise make safe any ACMs which have been found to be in a condition which may result in exposures to elevated levels of airborne asbestos fibre with inherent risk to residents, employees of the Council and those employed to undertake maintenance or other building related works
- Ensure that all members of Housing Asset Management Team involved in work where they may have a role in asbestos management, or otherwise

encounter ACMs during the undertaking of their work, receive the appropriate level of asbestos training as detailed later in this Asbestos Management Plan.

- 5.5.2. In undertaking the role of the Appointed Person for Asbestos Management, the Housing Asset Manager will be assisted by three Deputy Appointed Persons to provide additional resource for asbestos management and authoritative points of contact at times when the Appointed Person may not be available.
- 5.5.3. To ensure that the Housing Asset Manager has the necessary knowledge and skills to fulfil the role and responsibilities of the Appointed Person for Asbestos Management, the requirement will be for the post holder to hold the British Occupational Hygiene Society (BOHS) P405 module qualification in Asbestos Management and ideally the BOHS P402 qualification for asbestos surveying and sampling.

5.6. Responsibilities of the Senior Surveyor

- 5.6.1. The primary responsibility of the Senior Surveyor is to manage the undertaking of the responsive repairs across the whole of the Housing property portfolio including those required in occupied properties and in void properties prior to them being re-occupied.
- 5.6.2. In undertaking this role, the Senior Surveyor oversees the work being undertaken by the Repair and Maintenance Contractors to ensure that they undertake the necessary checks to determine whether ACMs may be present at the locations where repairs work may be required by checking the Materials Register which they have access to and that the work that they undertake is completed to the required standards.
- 5.6.3. Where ACMs may be present at any work location, the Senior Surveyor will, in conjunction with the Voids and Responsive Repairs Officers and the Repair and Maintenance Contractors determine whether any further asbestos survey work may be required to fully define the extent of the ACMs that may be present at the work location or whether any works may be required prior to the implementation of the repairs work to either reduce the risks associated with the presence of the ACMs or to remove the materials.
- 5.6.4. In the event of it being necessary to undertake works to reduce the risks associated with the ACMs that may be present at the work location or to remove the materials, the Senior Surveyor will liaise with the Compliance Officer to arrange and undertake the necessary asbestos works.
- 5.6.5. In relation to void properties the Senior Surveyor will liaise with the Voids and Repairs Coordinator and the Voids and Responsive Repairs Officers to determine what repairs works may be necessary to prepare the void properties for re-occupation. During this process consideration will be given to the possible presence of ACMs in the properties and discussions will be undertaken with the Compliance Officer as to whether the opportunity should be taken to undertaken

to commission a new Management Survey for the property along with any localised Refurbishment Survey at those locations in the properties.

- 5.6.6. Where it may be necessary to undertake works to reduce the risks associate with the presence of ACMs in any void property or to completely remove the materials the Senior Surveyor will liaise with the Compliance Officer to arrange and undertake the necessary asbestos works.
- 5.6.7. The Senior Surveyor will in addition be a point of contact for the Housing Officers for them to raise any concerns relating to the condition of properties or repairs which they may identify following any visits they undertake to occupied properties. The necessity for repairs will be assessed by the Repairs Officer during which process the possible presence of ACMs at any work location, and the consequences of which, will be assessed.
- 5.6.8. Where any asbestos related works are being undertaken the Senior Surveyor may selectively visit sites to ensure that the work is being undertaken to the required standards.
- 5.6.9. In fulfilling the role of Deputy Appointed Person for Asbestos Management, the Senior Surveyor will assist the Appointed Person in the duties detailed within section 5.5.1 of this AMP.
- 5.6.10. To ensure that the Senior Surveyor has the necessary knowledge and skills to fulfil the role and responsibilities of the Deputy Appointed Person for Asbestos Management, the requirement will be for the post holder to hold the British Occupational Hygiene Society (BOHS) P405 module qualification in Asbestos Management and ideally the BOHS P402 qualification for asbestos surveying and sampling.

5.7. The Responsibilities of the Compliance Officer

- 5.7.1. 5.7.1 The primary responsibility of the Compliance Officer is to oversee and provide advice on Health and Safety Compliance for the Housing Asset Management Team.
- 5.7.2. In relation to Asbestos Management the Compliance Officer will;
 - Ensure that appropriate and adequate Management Surveys are in place for all properties across the whole of the Housing Property Portfolio
 - Review all current and historical asbestos surveys to ensure that they are comprehensive and complete all in accordance with HSG 264
 - Where necessary commission new surveys to replace those surveys that are thought to be incomplete or inadequate
 - Receive the survey reports and data when this becomes available
 - Review the new survey reports to ensure they meet requirements
 - Receive requests for new additional surveys including R and D Surveys from the Planned Maintenance Officer and the Voids and Responsive Repairs Officers, the Projects Officer, and the Planned Maintenance

Officer and to evaluate the overall survey requirements for the properties concerned

- Provide all survey reports to the System Officer for input of data to the Northgate system
- In liaison with the Senior Surveyor commission any required asbestos removal or abatement works
- In conjunction with the Senior Surveyor advise other officers including the Planned Maintenance Officer, the Project Officer and the Voids and Responsive Repairs Officers when asbestos removal or abatement works may be required prior to the execution of their works
- To receive records of completed asbestos removal and abatement works and to provide these to the Systems Officer for updating the asbestos management data
- To administer the Contractor Approvals Procedures for the Housing Asset Management Team

5.7.3. When reviewing new survey reports as they are received the Compliance Officer will undertake the following checks;

- complete and accurate plans for the buildings or areas concerned are presented
- A sufficient number of samples have been taken to adequately define the range, extent and condition of the ACMs present in the building
- The risk assessment scores are complete and appropriate for the asbestos material identified and the situation in which it is located
- The survey plans are accurate to precisely locate the ACMs
- The recommended control and management actions are appropriate and the timescales for compliance are realistic

5.7.4. In fulfilling the role of Deputy Appointed Person for Asbestos Management, the Compliance Officer will assist the Appointed Person in the duties detailed within section 5.5.1 of this AMP

5.7.5. To ensure that the Compliance Officer has the necessary knowledge and skills to fulfil the role and responsibilities of the Deputy Appointed Person for Asbestos Management, the requirement will be for the post holder to hold the British Occupational Hygiene Society (BOHS) P405 module qualification in Asbestos Management and ideally the BOHS P402 qualification for asbestos surveying and sampling.

5.7.6. The Assistant Compliance Officer will assist the Compliance Officer in undertaking the work allocated to that role.

5.8. The Responsibilities of the Voids and Responsive Repairs Officers

- 5.8.1. Prior to the undertaking of any responsive repairs works, the Voids and Responsive Repairs Officers must ensure that the Asbestos Material Register has been interrogated to determine whether there are any known ACMs at the proposed work locations. If there is any doubt as to the completeness of the available asbestos survey information, the Voids and Responsive Repairs Officer must liaise with the Senior Surveyor and / or the Compliance Officer so that consideration can be given to the necessity for undertaking further survey works prior to the undertaking of the required responsive repairs work. The Voids and Responsive Repairs Officers must not commission asbestos surveys directly
- 5.8.2. The Voids and Responsive Repairs Officer must liaise with the Repairs and Maintenance Contractors as and when necessary to ensure that they are interrogating the Asbestos Materials Register prior to undertaking responsive repairs works and to discuss with them any possible concerns that they may have as to the completeness of the asbestos survey information.
- 5.8.3. Where following the interrogation of the Asbestos Materials Register and the undertaking of any further survey work, it is established that an ACM may be present at the proposed work location, the Voids and Responsive Repairs Officer must liaise with the Senior Surveyor and or the Compliance Officer to determine whether any works will be necessary to reduce the risks associated with the ACM or to completely remove the material. The Voids and Responsive Repairs Officer must ensure that the Repairs and Maintenance Contractors are kept informed of the situation and that they do not progress with the repairs works until the asbestos issues have been addressed.

5.9. The Responsibilities of the Repairs Officer

- 5.9.1. When assessing the needs for repair works, Repairs Officer must interrogate the Asbestos Materials Register to determine whether the information available is sufficient to define the risks associated with the undertaking of the required repair works. When there is any doubt as to the completeness of the asbestos survey information the Repairs Officer must liaise with the Senior Surveyor and / or the Compliance Officer to determine the need for further survey asbestos survey in the property which may involve a total Management Survey of the property with elements of Refurbishment surveying in those areas of the building where repair works are required. The Repairs Officers must not commission asbestos surveys directly.
- 5.9.2. The Repairs Officer must liaise with the Repairs and Maintenance Contractors to ensure that they are interrogating the Asbestos Materials Register prior to undertaking any required repair works and to discuss with them any possible concerns that they may have as to the completeness of the asbestos survey information.
- 5.9.3. Where following the interrogation of the Asbestos Materials Register and the undertaking of any further survey work, it is established that an ACM may be

present at the proposed work location, the Repairs Officer must liaise with the Senior Surveyor or the Compliance Officer to determine whether any works will be necessary to reduce the risks associated with the ACM or to completely remove the material. The Repairs Officer must ensure that the Repairs and Maintenance Contractors are kept informed of the situation and that they do not progress with the repair works until the asbestos issues have been addressed.

- 5.9.4. Throughout this process the Voids and Repairs Coordinator must be kept fully apprised of the situation and the progress being made.

5.10. The Responsibilities of the Mechanical Officer

- 5.10.1. When considering the requirements for mechanical works and repairs, the Mechanical Officer must interrogate the Asbestos Materials Register to determine whether there are any known ACMs present at the proposed work locations.
- 5.10.2. When there is any doubt as to the completeness of the asbestos survey information the Mechanical Officer must liaise with the Senior Surveyor and / or the Compliance Officer to determine the need for further survey asbestos survey in the property which may involve a total Management Survey of the property with elements of Refurbishment surveying in those areas of the building where the mechanical works are required. The Mechanical Officer must not commission asbestos surveys directly.
- 5.10.3. Where following the interrogation of the Asbestos Materials Register and the undertaking of any further survey work, it is established that an ACM may be present at the proposed work location, the Mechanical Officer must liaise with the Senior Surveyor or the Compliance Officer to determine whether any works will be necessary to reduce the risks associated with the ACM or to completely remove the material. The Mechanical Officer must ensure that the Contractor engaged to undertake the work is kept informed of the situation and that they do not progress with work until the asbestos issues have been addressed.

5.11. The Responsibilities of the Planned Maintenance Officer

- 5.11.1. Together with all Officers of the Housing Asset Management Team, the Planned Maintenance Officer must ensure that during the design phase for planned maintenance work consideration is given to the possible presence of ACMs in the properties where the proposed works are to be carried out.
- 5.11.2. The essential first step will be to consult the Asbestos Materials Register and where possible to obtain copies of the most up to date Asbestos Survey reports.
- 5.11.3. Where in consultation with the Compliance Officer it is considered that the asbestos survey reports and the Asbestos Materials Register are not sufficient to fully define the extent and condition of the ACMs in the properties where works are to be undertaken, arrangements will need to be made to undertake the additional asbestos survey work that will be required, which may include complete new Management Surveys and targeted Refurbishment Surveys in the areas where the planned maintenance works are to be undertaken.

- 5.11.4. When the extent and condition of ACMs in the properties is fully understood, the relevant information must be made provided to those appointed to design the works and the contractor appointed to undertake the planned maintenance work.
- 5.11.5. Where the planned maintenance or other project work is to be undertaken as a contract package the Planned Maintenance Officer must ensure that the asbestos information is included in the pre-construction information pack so that the appointed Principal Designer can prepare the Pre-construction Health and Safety Plan.
- 5.11.6. Where it may be the case that work will need to be undertaken to reduce the risks associated with the ACMs present in the properties where the planned maintenance work or projects is to be undertaken, or where it may be necessary to remove the ACMs prior to the commencement of work, the Planned Maintenance Officer may commission the asbestos related works directly using a Licensed Asbestos Removal Contractor (LARC) included on the Council's Approved List or to otherwise include the asbestos works in the Principal Contractor's work package. In the latter scenario the Planned Maintenance Officer will ensure that the undertaking and completion of the asbestos work is, when considered necessary, audited by a UKAS accredited Asbestos Consultant directly appointed by the Housing Asset Management Team.
- 5.11.7. On completion of any required asbestos remediation or removal works, the Planned Maintenance Officer will ensure that Certificates of Re-occupation are provided prior to the areas being handed over for the undertaking of the planned maintenance or project works.
- 5.11.8. Where asbestos remediation works have been undertaken in association with planned maintenance or project works the Planned Maintenance Officer will ensure that a Project Completion Pack, as detailed later in this AMP, is provided by the appointed LARC in conjunction with the appointed Principal Contractor and conveyed to the Compliance Officer for the relevant asbestos records to be updated by the Systems Officer.
- 5.11.9. In fulfilling the role of Deputy Appointed Person for Asbestos Management, the Planned Maintenance Officer will assist the Appointed Person in the duties detailed within section 5.5.1 of this AMP.
- 5.11.10. To ensure that the Planned Maintenance Officer has the necessary knowledge and skills to fulfil the role and responsibilities of the Deputy Appointed Person for Asbestos Management, the requirement will be for the post holder to hold the British Occupational Hygiene Society (BOHS) P405 module qualification in Asbestos Management and ideally the BOHS P402 qualification for asbestos surveying and sampling.

5.12. The Responsibilities of the Project Officer

- 5.12.1. Where specific project works are to be undertaken, as part of the design process for the works, the Project Officer must at the earliest possible stage interrogate the Asbestos Materials Register and when possible, obtain copies of asbestos

survey reports available for the properties where the project works are to be undertaken.

- 5.12.2. Where the Project Officer considers that the available asbestos information is insufficient to fully detail and extent of ACMs which may be present in the properties where the project works are to be undertaken, discussions will be undertaken with the Planned Maintenance Officer, and if also required the Compliance Officer, to commission additional asbestos surveys for the properties where the proposed project works are to be carried out.
- 5.12.3. Where it may be the case that work will need to be undertaken to reduce the risks associated with the ACMs present where the project works are to be undertaken, or where it may be necessary to remove the ACMs prior to the commencement of work, the Project Officer may through the Planned Maintenance Officer commission the asbestos related works directly using a Licensed Asbestos Removal Contractor (LARC) included on the Housing Asset Management Approved List or to otherwise include the asbestos works in a Principal Contractor's work package. In the latter scenario the Project Officer must ensure, in liaison with the Planned Maintenance Officer that the undertaking and completion of the asbestos work is, when considered necessary, audited by a UKAS accredited Asbestos Consultant directly appointed by the Housing Asset Management Team.
- 5.12.4. On completion of any required asbestos remediation or removal works, the Project Officer must ensure that Certificates of Re-occupation are provided prior to the areas being handed over for the undertaking of the planned project works.
- 5.12.5. Where asbestos remediation works have been undertaken in association with project works the Project Officer must ensure that a Project Completion Pack, as detailed later in this AMP, is provided by the appointed LARC in conjunction with the Principal Contractor if appointed and conveyed to the Compliance Officer for the relevant asbestos records to be updated by the Systems Officer.
- 5.12.6. To ensure that the Project Officer has the necessary knowledge to fulfil the responsibilities as detailed above, the requirement will be for the post holder to have successfully completed the UKATA Asbestos Awareness and Duty to Manage training.

5.13. 5.13 The Responsibilities the Planned Maintenance Surveyor

- 5.13.1. Prior to undertaking surveys of properties to determine the requirements for planned maintenance works, the Planned Maintenance Surveyor must ensure that the Asbestos Materials Register is interrogated to determine the nature, extent, and condition of ACMs in the properties to be included in the planned maintenance scheme under consideration.
- 5.13.2. The Planned Maintenance Surveyor must also consult with the Compliance Officer to determine the status of the asbestos survey information for the buildings concerned to ensure that it is complete and in full compliance with the guidance provided in the HSE document HSG 264, "Asbestos: The survey guide". In the event of it being considered that the asbestos survey information is not complete

and compliant with the requirements of HSG 264, arrangements should be made for additional survey work to be undertaken which may comprise new Management Surveys for the buildings concerned and targeted Refurbishment Surveys where the proposed planned maintenance works are to be undertaken.

- 5.13.3. When all required survey work is complete the Planned Maintenance Surveyor should include consideration of the impact of the presence of these materials on the planned maintenance work which is proposed.
- 5.13.4. To ensure that the Planned Maintenance Surveyor has the necessary knowledge to fulfil the responsibilities as detailed above, the requirement will be for the post holder to have successfully completed the UKATA Asbestos Awareness and Duty to Manage training.

5.14. The Responsibilities of the Voids and Responsive Repairs Coordinator and Housing Repairs Administrators

- 5.14.1. The Voids and Responsive Repairs Coordinator, assisted by the Housing Repairs Administrators, is the most senior administrator within the Housing Asset Management Team.
- 5.14.2. For responsive repairs, the Customer Services Team will pass the request for repairs through to the Housing Administration Inbox. The Housing Repairs Administrators enter the repair request on to the Northgate System which, for the properties that have asbestos survey information that has been loaded onto Northgate, will flag up the presence of asbestos in the property. The request for the repair is conveyed to the relevant Repairs and Maintenance Contractor via Northgate and where there is a warning that ACMs may be present in the property. For all properties where repairs are to be undertaken the contractor has the responsibility to check the Asbestos Materials Register.
- 5.14.3. On occasions, requests for repairs will be passed through to the Senior Surveyor or a Repairs Officer verbally or via email. If it is the case that the Repairs Administrator becomes aware of the possible presence of asbestos in the property in which the repair works are to be undertaken, they should alert the Senior Surveyor or Repairs Officer of this possibility.
- 5.14.4. Void properties will be surveyed for required repairs by the Voids and Responsive Repairs Officers or the Repairs and Maintenance Contractors. The repair requirements are conveyed to the Voids and Repairs Coordinator who will then arrange, through the Repairs Administrators, to issue instructions to the relevant Repairs and Maintenance Contractor. Before any work is undertaken the Asbestos Materials Register must be checked and, in most cases, advice will need to be obtained through the Compliance Officer as to the status of the asbestos survey information for the property. If it is the case that the survey information does not meet the standards and requirements of HSG 264 a new Management Survey will be commissioned and if required elements of a Refurbishment Survey at the locations where the repair works are to be undertaken. These surveys will be commissioned by the Compliance Officer. The Voids and Responsive Repairs Coordinator must be mindful of these asbestos management requirements and

allow time for these essential steps to be followed before making the property available for re-letting through the Tenancy Services Management Team.

- 5.14.5. On the completion of all repairs, work the Repairs Administrators will process the invoices received for the work undertaken and the issue of payments. Where asbestos work may have been carried out, the Repairs Administrators should check with the Compliance Officer that the work has been completed to the required standards and that all required documentation has been received.
- 5.14.6. To be aware of the requirements for the management of ACMs in the housing stock the Voids and Responsive Repairs Officer and the Housing Repairs Administrators will receive UKATA approved Asbestos Awareness Training.

5.15. The Responsibilities of the Tenancy Services Manager

- 5.15.1. The Tenancy Services Manager has overall responsibility for managing all tenancy related matters including
- The sign up of new tenants at the beginning of new tenancies
 - The termination of tenancies
 - The payments of rents and arrears
 - Possible nuisance situations
 - Passing information to the Voids and Repairs Team on termination of tenancies
- 5.15.2. The Senior Housing Officers and Housing Officers included in the Tenancy Services Manager's Team will visit the properties included in the Housing portfolio in all probability on a more regular basis than other Officers of the Housing Asset Management Team and during these visits it is imperative that they generally check on the condition on the properties. Ideally when time allows the Housing Officers should check the Asbestos Materials Register before visiting properties so that they will be aware of the location of ACMs. In cases where these materials, such as decorative textured coatings to ceilings and walls, appear to be deteriorated in condition or damaged they should report these issues to the Senior Surveyor so that a Repairs Officer from his Team can visit the property to assess the situation.
- 5.15.3. The Tenancy Services Manager must ensure that the Senior Housing Officer and Housing Officers are aware the above requirement for asbestos management and carry out their duties accordingly.
- 5.15.4. In order to be aware of the requirements for the management of ACMs the Tenancy Services Manager should successfully complete the UKATA Asbestos Awareness Training.

5.16. The Responsibilities of the Senior Housing Officer and Housing Officers

- 5.16.1. The Senior Officer is accountable to the Tenancy Services Manager to ensure that during the execution of their duties the Housing Officers take every possible opportunity to check on the condition of ACMs in the properties they visit and to report any concerns to the Senior Surveyor or Compliance Officer.

- 5.16.2. The Housing Officers should acquaint themselves with the information relating to the presence of ACMs in the group of properties for which they are responsible by consulting the Asbestos Materials Register and to thereafter whenever possible check on the condition of the ACMs in the properties they visit where these are present in the normally occupied areas of the properties to ensure that safe conditions continue to exist.
- 5.16.3. In order to be aware of the requirements for the management of ACMs the Senior Housing Officer and Housing Officers should successfully complete the UKATA Asbestos Awareness Training.

5.17. The Responsibilities of the Intensive Housing Management Team Leader and Officers (IHMOs)

- 5.17.1. The Intensive Housing Management Team Leader and Officers provide on-site management services for the Sheltered Schemes to which they are allocated. It is important for these Officers to acquaint themselves with the asbestos survey information for the properties to which they are allocated by consulting the Asbestos Materials Register and by obtaining a copy of the Asbestos Survey report for each of their allocated properties
- 5.17.2. The the event of the IHMOs becoming aware of any deterioration or damage to ACMs in the normally occupied areas of the properties or the associated common and communal areas must report this to the Senior Surveyor or Compliance Officer so that appropriate remedial action can be taken.
- 5.17.3. The IHMOs should ensure that copy of the Asbestos Survey report is available on site so that this can be referred to by visiting building maintenance contractors or the Emergency Services in the event of a building fire or similar occurrence.
- 5.17.4. In order to be aware of the requirements for the management of ACMs the IHMOs should successfully complete the UKATA Asbestos Awareness Training.

5.18. Responsibilities of the Corporate Health and Safety Officer

- 5.18.1. The Corporate Health and Safety Officer will generally oversee the asbestos management arrangements and procedures of the Housing Asset Management Team and will provide guidance and advice as and when required.
- 5.18.2. In addition the Corporate Health and Safety Officer will arrange for audits to be undertaken of the asbestos management procedures of the Housing Asset Management Team on a periodic basis.
- 5.18.3. In the event of an exposure to asbestos occurring, the Corporate Health and Safety Officer will be informed so that the incident can be investigated and decisions taken as to whether the occurrence is reportable to the Health and Safety Executive under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

5.19. The Responsibilities of the Corporate Human Resources Team

- 5.19.1. In the event of an exposure to elevated levels of asbestos fibres occurring or any employee having concerns relating to possible exposures to asbestos, the Corporate Human Resources Team will provide all necessary support to the employees to address their concerns.
- 5.19.2. Where it is confirmed that an exposure to asbestos has occurred, the HR Team will ensure that the exposure is recorded on the employees HR and Occupational Health records.
- 5.19.3. In the unlikely event of it being considered necessary for an individual to be subject to medical examination following an asbestos exposure incident, this will be arranged by the HR Team.
- 5.19.4. Where a new employee has previously worked in the asbestos industry, the HR Team will consider obtaining records of the previous employment and possibly arranged for a pre-employment medical to include for lung function tests and chest X-ray to define the new employee's medical status before joining the Authority.

5.20. The Responsibilities of the Systems Officer

- 5.20.1. The Systems Officer is responsible for loading all asbestos management data progressively on to the Northgate System

5.21. The Responsibilities of the Appointed Asbestos Consultants

- 5.21.1. The Housing Management Asset Team will continue will as considered necessary engage with Asbestos Consultants to provide the specialist services required to enable compliance with the asbestos management provisions of CAR 2012.
- 5.21.2. The requirement for the appointment of Asbestos Consultants will be that
 - They possess accreditation through the United Kingdom Accreditation Service (UKAS) to confirm compliance with ISO/IEC 17020, "Conformity assessment - Requirements for the operation of various types of bodies performing inspection" for the conduct of asbestos surveys and condition monitoring re-inspections
 - They possess accreditation through UKAS to ISO/IEC 17025, "General requirements for the competence of testing and calibration laboratories" for the conduct of airborne fibre monitoring and analysis by Phase Contrast Microscopy and the analysis of bulk samples for asbestos fibre content by Polarised Light Microscopy
 - They have relevant experience in delivering asbestos consultancy services for a range of Clients
 - They hold the required Employee Liability Insurance, Public and Products insurance and Professional Indemnity Insurance.
- 5.21.3. In summary the services provided by Asbestos Consultants will be
 - Asbestos Management Surveys in accordance with the procedures detailed in the Health and Safety Executive Guidance Note, "Asbestos: The survey guide" HSG 264 and the Santia UKAS accredited Quality Procedures Manual

- Asbestos Refurbishment and Demolition Surveys in accordance with the HSG 264 and Santia UKAS accredited Quality Procedures Manual
- Asbestos condition monitoring re-inspections if not completed by employees of the Housing Management Asset Team
- Emergency asbestos sampling
- Project Management, supervision and monitoring of asbestos removal and abatement works when considered necessary
- Provision of asbestos management and consultancy advice
- Preparation of asbestos management documentation
- Air test monitoring to supplement risk assessments when considered necessary
- Asbestos related training

5.22. The Responsibilities of all Contractors

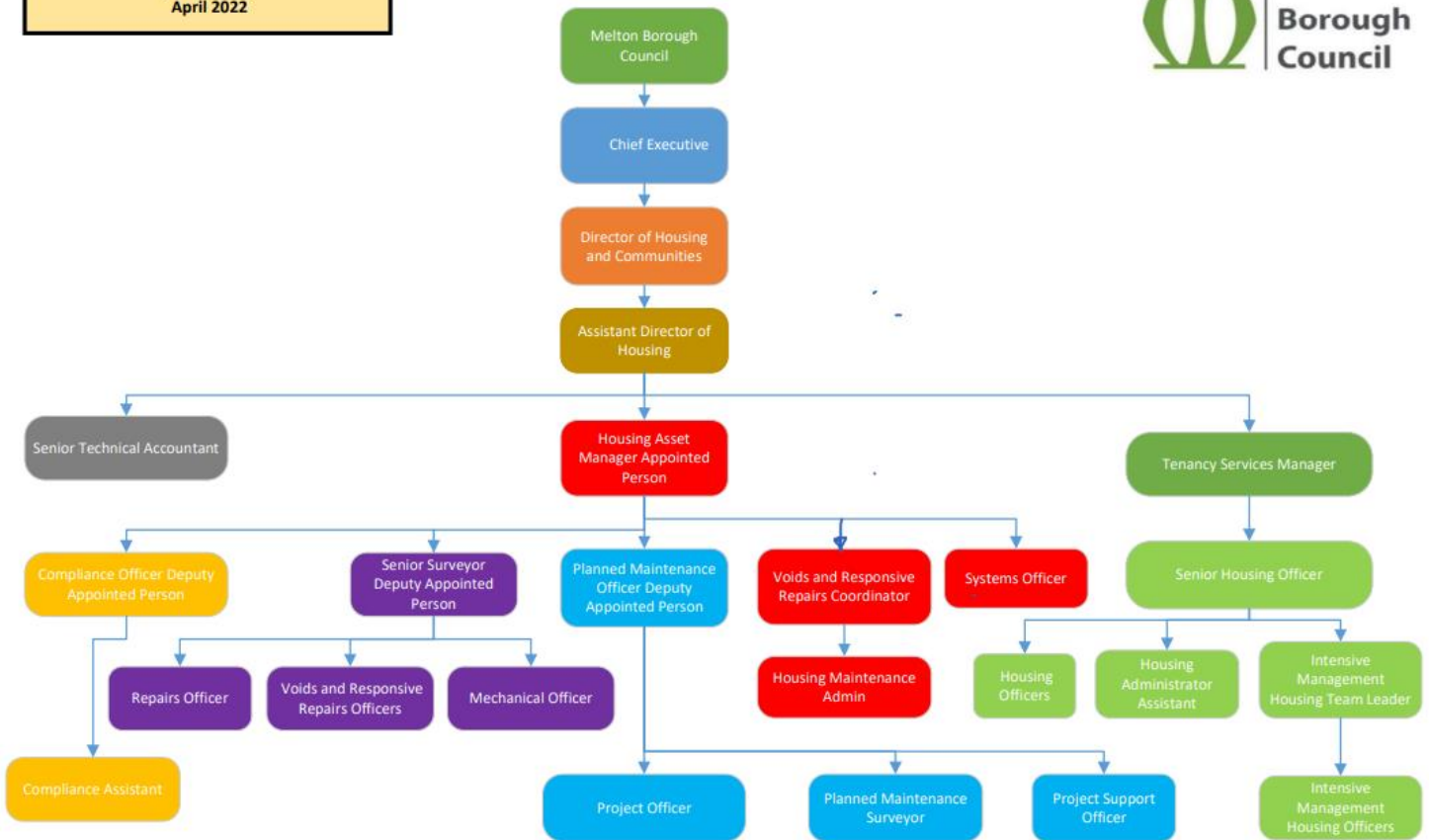
5.22.1. All Contractors who undertake work on the properties managed by the Housing Asset Management Team must

- Ensure that all employees have received appropriate Asbestos Awareness training within the previous 12 months, as delivered by a training provided approved by the United Kingdom Asbestos Training Association, before visiting any MBC properties to undertake work
- On receiving a PO instruction for work through the Northgate system or by other means, check for the presence of ACMs by referencing the Asbestos Materials Register
- Select methodologies which will enable the works to be undertaken with no disturbance of ACMs and not undertake any work which will involve any direct contact with ACMs unless they have received appropriate training
- In the event of the Contractor coming across any materials suspected of containing asbestos, which have not been previously identified, immediately stop work, and refer to the Senior Surveyor, Planned Maintenance Officer or Compliance Officer for advice
- Develop emergency procedures, which should be agreed with the Senior Surveyor and Compliance Officer, which can be followed in the event of any inadvertent or accidental disturbance of an ACM

5.23. Organogram for Asbestos Management

5.23.1 The organogram for Asbestos Management in Presented as Figure 1 below

Figure 1 - Melton Borough Council – Housing Asbestos Management Organisation Chart April 2022



6. The Arrangements for establishing the Location and Condition of known or Presumed ACMs in the Properties Owned and Managed by the Housing Asset Management Team of Melton Borough Council

- 6.1.** The original surveys to determine the presence of ACMs in the properties managed by the Housing Asset Management Team were undertaken by Scientifics Limited of 500 London Road, Derby DE24 8BQ during 2006. Scientifics were accredited through the United Kingdom Accreditation Service (UKAS) for the conduct of the asbestos survey inspections and the subsequent analysis of the samples taken.
- 6.2.** A review of a small number of the reports produced by Scientifics undertaken by Santia Asbestos Management Limited during September 2021 concluded that the Scientific surveys and reports had been undertaken to a high standard and included Material and Priority Assessments for the identified ACMs.
- 6.3.** Notwithstanding, the surveys, which are still relied upon, were Type 2 surveys undertaken in accordance with the guidance detailed within the HSE Guidance document MDHS 100, "Surveying, sampling and assessment of asbestos-containing materials (July 2001), and, at the time of the review, had not, for the most part, been updated following the publication of the new survey guidance provided in HSG 264, "Asbestos – the survey guide" which was first published in 2010 and updated in 2012.
- 6.4.** In addition to the surveys undertaken by Scientifics, since 2014 asbestos surveys have been undertaken for the Housing Asset Management Team by Independent Environmental Surveyors Limited (IES). These surveys were undertaken under the cover of the of the UKAS accreditation for survey processes held by the company while the analysis of the samples taken were undertaken by BDA Surveying Limited under their accreditation to ISO 17025 for good laboratory practices.
- 6.5.** A number of the surveys undertaken by IES were Refurbishment Surveys which only covered selected areas where work was to be carried. While as a consequence of these surveys it has been recorded that asbestos survey information exists for the properties, the limited scope of the surveys and the fact that Priority Risk Assessments had not been recorded gives rise to the conclusion that for these properties there is insufficient information to manage the ACMs which may be present within and to the external facades of the buildings.
- 6.6.** During 2019 and 2020 Santia Asbestos Management Limited (SAML), undertook 433 Management Surveys undertaken in accordance with the guidance detailed within HSG 264 and the company's documented in-house procedures for surveying and analysis which are accredited by UKAS to the requirements of ISO 17020 and ISO 17025. In accordance with HSG 227, "A comprehensive guide to managing asbestos in premises", the surveys undertaken by Santia included for the assessment of the Priority Risk Assessments which provides an estimation of the likelihood of exposure.
- 6.7.** As of September 2021 it is understood that of the 1800 properties managed by the Housing Management Asset Team, 1774 had asbestos survey information available.

However, this number included properties which have a combination of older MDHS 100 Type 2 Surveys, partial and complete refurbishment Surveys and the fully compliant HSG 264 Management Surveys undertaken by SAML during 2019 and 2020.

- 6.8.** The 26 properties for which there is no survey information includes those built since 2015 which, as a consequence of the Asbestos (Prohibitions) Regulations that have been introduced since 1985 will not have ACMs included in their construction.
- 6.9.** Since September 2021, following the recommendations made in a Strategic Review Report prepared by SAML, a comprehensive audit of all survey information held has commenced and is ongoing. New surveys are being commissioned to ensure that there will be complete HSG 264 Management Surveys for each property. Buildings for which there are MDHS 100 Type 2 Surveys are being re-surveyed in accordance with the guidance provided in HSG 264 with Material Assessments and Priority Assessments being undertaken. All common and communal areas in sheltered schemes and blocks of flats have been re-surveyed in recent years.
- 6.10.** The projection is that the audit and re-survey programme will be completed by the end of March 2023.

7. Survey Reports and Electronic Databases

- 7.1.** All new survey reports are received from SAML in pdf format generated from the data held on the Santia's erisk asbestos management system.
- 7.2.** On receipt the new surveys reports are saved on the Housing Asset Management's K Drive.
- 7.3.** The survey data held on erisk is accessible by the Compliance Officer and the Systems Officer who is progressively loading the data to the Northgate System.
- 7.4.** The addition the historical data from the Scientifics and IES/ Clearview surveys is also being loaded on to the Northgate System by the Systems Officer until such time that this information is replaced by data from the new surveys being undertaken.
- 7.5.** The Materials Register, which currently is the starting point for establishing the presence of ACMs in properties is updated on a monthly basis.
- 7.6.** The Projection is that following the completion of the new survey programme at the end of March 2023, the completion of the data upload to the Northgate System, which will then become the prime source of reference for establishing the presence of ACMs in any property will be complete by the 31st of December 2023.

8. Assessing the Risks Associated with The Presence of Asbestos Identified in the Properties Owned and Managed Melton Borough Council Housing Asset Management Team – Material and Priority Risk Assessments

- 8.1.** In order to ensure that the risks associated with the ACMs present or presumed to be present in the properties managed by the Housing Asset Management Team, the continued commitment is to develop total risk assessment scores based on the methods detailed in the HSE Guidance Documents HSG 264, “Asbestos the survey guide” and HSG 227, “A comprehensive guide to managing Asbestos in premises”
- 8.2.** The total risk assessment score for an ACM is the sum of the Material Assessment, which provides a measure of the likelihood of a material releasing asbestos fibres and the Priority Assessment Score, which considers human risk factors and provides a measure of the likelihood of someone actually being exposed.
- 8.3.** The information evaluated to develop the Material Risk Score is
- The product types.
 - The extent of damage or deterioration
 - The surface treatment
 - The asbestos type
- 8.4.** Each of these factors has a maximum score of 3 giving a maximum Material Assessment (MA) Score of 12. Materials with MA scores of 10 or more are rated as having a high potential to release fibres if disturbed. Scores between 7 and 9 indicate a medium potential to release fibres, while scores of 5 and 6 indicate low potential for fibre release and scores of 4 or less a very low potential. The detailed matrix for determining the Material Risk Assessment Scores is presented in Appendix B. The Material Assessment scores will be developed concurrent with the conduct of the surveys and confirmed on receipt of the analysis results for any samples taken.
- 8.5.** The Priority Assessment scores are assessed on the basis of four main parameters namely
- Occupant activity
 - The likelihood of disturbance
 - The human exposure potential
 - Maintenance activity
- 8.6.** Each of these parameters again has a maximum score of 3 giving a maximum total of 12 for the Priority Assessment Score. The detailed matrix for determining the Priority Risk Assessment Scores is presented in Appendix C.
- 8.7.** To date there has been a reliance on the Santia Surveyors to develop the Priority Assessment scores, but for the future there will be dialogue between Santia and the Appointed Person and Deputy Appointed Person to ensure that the information used to develop the Priority Scores is appropriate in relation to the occupancy numbers and times, and maintenance frequency and types. This will enable the Priority

Assessment Scores to be accurately developed at the conclusion of each survey. The likelihood is that there will be a consistency between aspects of the Priority Assessments in each dwelling and within each sheltered scheme and blocks of flats.

- 8.8.** The total risk assessment scores are calculated by the addition of the Material Assessment Score and the Priority Assessment Score. These scores will be confirmed on receipt of any required analysis results and checked during the technical review of the reports before issue.
- 8.9.** In line with the assessment of the total risk assessment scores included in the Northgate system, the Housing Asset Management Team will regard materials with total risk assessment scores of 16-24 as having a high risk of fibre release and there being a risk of someone being exposed as a consequence, scores of 9 -15 will be regarded as having a medium risk of fibre release and again of someone being exposed as a consequence. Materials and situations having a total risk assessment score of between 5 and 8 will be regarded as low risk situations and scores of between 1 and 4, very low risk.
- 8.10.** The Risk Assessment Scores included in survey reports will be reviewed by the Compliance Officer on receipt of survey reports to ensure that they are both accurate and appropriate.

9. The Rationale for The Future Management of the Asbestos Containing Materials – Management and Control Actions

- 9.1.** In developing the rationale for the management of ACMs identified or suspected as being present in its properties, the Housing Asset Management Team will take a cautious approach in order to ensure that no resident, employee of the Authority, contractor, or other person who gains authorised access to a property managed by the Housing Asset Management Team, will be exposed to elevated levels of airborne asbestos fibres.
- 9.2.** Wherever situations are encountered with high total risk assessment scores, as detailed in the previous section of this Asbestos Management Plan, the situation will be referred for discussions between the Senior Surveyor and the Compliance Officer to determine what works or actions can be taken to reduce the risks presented by the situation. If it is the case that there is immediate risk of any person being exposed to airborne asbestos fibres, as such high total risk assessment scores may indicate, then action will be taken to remove everyone from the area concerned and prevent any further access until such time that the situation has been adequately dealt with. Where necessary, control measures will be put in place for any necessary essential entry to the area to maintain the operations of properties such as Sheltered Schemes. If it is the case that anyone has been exposed to elevated levels of airborne asbestos fibre, the situation will be fully explained to them and all necessary support provided. For any employees of the Council, details of any such exposures will be recorded on the individual's Human Resources or Occupational Health record by the Corporate Human Resources Team.

- 9.3.** For medium risk asbestos occurrences, with total risk assessment scores of between 9 and 15, the situation will be reviewed by the Senior Surveyor and the Compliance Officer with a view to the identifying recommendations to reduce the risk associated with the presence of the ACM to a low category, with a total risk assessment score of 8 or less. During this period of consideration management measures will be maintained to ensure that no one is exposed to elevated airborne fibre levels.
- 9.4.** In properties where only low or very risk asbestos materials are located, including materials such as asbestos containing decorative coatings and asbestos containing vinyl floor tiles, the presumption will be to leave these materials in situ and to monitor their condition on a periodic basis in accordance with the strategy detailed in a subsequent section of this Asbestos Management Plan.
- 9.5.** Where refurbishment or demolition works are to be undertaken, specifically scoped Refurbishment and Demolition Surveys will be commissioned and undertaken. In many cases this will lead to the removal of materials unless it can be demonstrated that the risks associated with the removal works are higher than those associated with leaving the materials in situ and managing them such that no one is exposed to elevated airborne asbestos fibres. Where demolition is to occur for any building or any part of any building, then it will clearly be necessary to remove all the ACMs identified during the R and D Survey prior to any strip out or demolition work commencing.
- 9.6. Management and Control Actions**
- 9.6.1. In Summary Management Measures Include**
- Communication**
- It is of paramount importance that before any work is undertaken in a property where asbestos is present, information relating to the type, extent and condition of the ACMs is provided to those who are instructed to do the work
 - Housing Officers should be made aware of the types and locations of ACMs in the properties for which they are responsible
 - The Intensive Housing Management Officers should be informed of the ACMs present in the Sheltered Schemes for which they are responsible
 - At the appropriate time information relating to the presence of ACMs should be provided to tenants for the property they occupy to avoid inadvertent disturbance of the materials
- Condition Monitoring**
- As detailed later in this Asbestos Management Plan a regime will be developed for the ongoing condition monitoring for the ACMs identified through the asbestos surveys carried
- Labelling**
- The Housing Asset Management Team will not use labelling for any ACMs present in occupied dwellings or the common and communal areas of Sheltered Schemes and blocks of flats

- For the future, consideration will be given to developing an Asbestos Labelling Strategy for non-public areas such as plant rooms and boiler houses in Sheltered Schemes

Segregation of areas

- Where asbestos issues arise, which cannot be controlled or remediated by other means, consideration will be given to the segregation of the areas concerned to prevent possible exposures until such time that a more permanent resolution can be identified and carried out

Training

- The Housing Asset Management Team recognise that relevant asbestos related training must be provided to all employees who have any potential to be exposed to asbestos during the conduct of their work and also to all those who have a role in designing and managing work during which exposures to asbestos may occur. In addition, the Housing Asset Management Team recognise that relevant asbestos related training should be provided to those who have any role in asbestos management arrangements. The Asbestos related training to be provided is detailed in a subsequent section of this AMP.

9.6.2. The Control Actions available are

Enclosure

- This involves creating a physical barrier around an ACM to protect it from accidental damage or disturbance as a consequence of maintenance work or other activities in the area.

Encapsulation

- This involves sealing the surface or upper layers of the ACM with an appropriate encapsulating product to prevent it from releasing fibres.

Repair

- To be readily repairable, any damage to an ACM must be slight, therefore repair is generally restricted to patching or sealing small areas only of Asbestos Containing Insulation, Asbestos Insulating Board (AIB) or Asbestos Cement (AC).

Removal

- As indicated in the Control Action Flow charts included within HSG 227, "A comprehensive guide to managing asbestos in premises", removal of ACMs must be regarded as the final option but ultimately, if the other available options are not feasible, removal of ACMs in poor condition, damaged or which are vulnerable to damage should be considered. Where any demolition work is planned then, in accordance with the requirements of regulation 11 of the Control of Asbestos Regulations 2012, any ACMs present in the area would be removed, probably by Licensed Contractors ahead of the demolition work.

10. Establishing the Timetable for Asbestos Management Actions

- 10.1.** For occurrences where survey work results in the identification of high-risk asbestos situations with an associated risk of persons in the area becoming exposed to elevated levels of airborne asbestos fibre, the Asbestos Surveyor will contact the Compliance Manager or Senior Surveyor. If there is an Immediate risk of exposure arrangements will be made for the area concerned to be vacated. Where necessary, management actions will be put in place to enable essential access to areas such as boiler rooms in Sheltered Schemes for the purpose of maintaining normal operations of the accommodation.
- 10.2.** If it is considered that anyone has been exposed to elevated airborne asbestos fibres as a consequence of the situation, the Compliance Officer will instigate an investigation to determine whether the occurrence or incident should be reported to the HSE under the provisions of the RIDDOR Regulations 2013.
- 10.3.** Information relating to the situation will be conveyed to the Housing Asset Manager in the role of Appointed Person for Asbestos Management and possibly to the Assistant Director for Housing and the Corporate Health and Safety Officer for a final decision as to the necessity to report the occurrence under the provisions of RIDDOR.
- 10.4.** With the area vacated and under control, an assessment of the work which needs to be carried out to remediate the situation will be undertaken as soon as practically possible, especially where residents may have been removed from any accommodation. In all cases of high risks situations arrangements will be made to undertake a further inspection of the property within a period of 7 days.
- 10.5.** In situations where the surveys identify medium risk assessment situations, as defined by the total risk assessment scores, detailed earlier in this AMP, and that the materials concerned being identified as Asbestos Insulation or Asbestos Insulating Board, arrangements will be made to undertake a further inspection of the property again within a period of 7 days from the receipt of the report to determine what action needs to be undertaken to reduce the risk of potential exposure. The assessment of the situation will include an examination of the components of the total risk assessment score with those having a higher Material Risk Assessment score, indicating a higher propensity for fibre release, attracting more urgency for possible remediation measures. Remediation work may include enclosure, encapsulation or ultimately removal of the ACMs under investigation. The objective will be to ensure that these works are completed within a period of 4 weeks from the date of the assessment visit. As for the high-risk asbestos situations if it is the case that the risk of exposure for these medium risk situations is considered to be more immediate than assessed during the initial survey visit, consideration will be given to removing the residents or restricting access to the immediate area until such time that the situation can be remediated.
- 10.6.** For medium risk situations not related to the presence of Asbestos Insulation or AIB products, and where Control Actions have been recommended by the Surveyor, the target will be to undertake assessment visits to the properties within a period not

exceeding 1 month from the receipt of the report in order to determine what actions need to be taken to reduce the risk to a low or very low category. It is envisaged that such situations will, in all probability, be capable of being remedied by undertaking localised repair or protection of the ACMs concerned. If it is the case that any planned decoration, refurbishment or other project works are to be carried out in the area concerned the decision may be taken to undertake the work to reduce the medium risk assessment situation to a low-risk category to coincide with these planned works. If the planned works are not to be undertaken in a period of 3 months from the date of the assessment visit, then arrangements will be made to undertake the necessary asbestos remediation works as a standalone project within the three-month period.

- 10.7.** For low risk assessment situations, the subsequent action will be limited to checking the condition of the materials during the periodic inspections as detailed in the next section of this AMP.

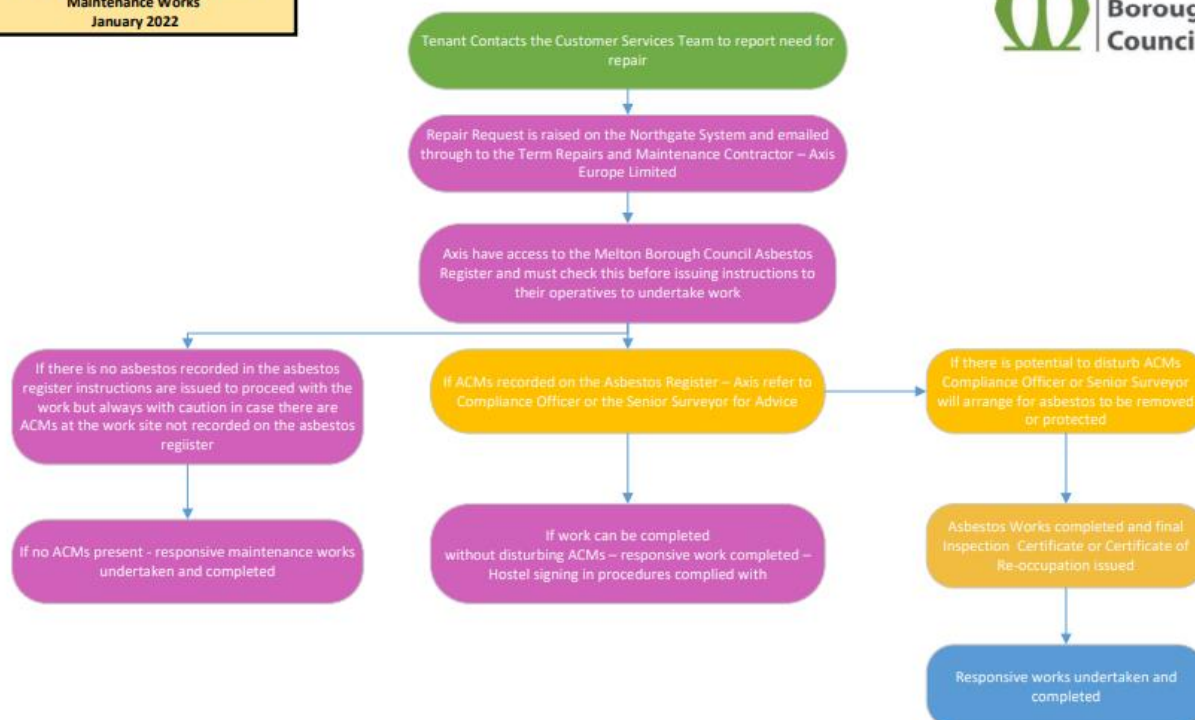
11. Monitoring the On-Going Condition of ACMs

- 11.1.** Within residential units the objective will be to undertake condition monitoring reinspections of all identified ACMs at periods not exceeding two years using a combination of resources including Housing Officers, the Planned Maintenance Surveyor and the Voids and Repairs Officers.
- 11.2.** For medium risk situations involving Asbestos Insulating Board (AIB) which has been assessed as being appropriate to remain in place the objective will be to undertake the condition monitoring reinspections at periods not exceeding 12 months.
- 11.3.** For high-risk situations it is likely that actions will have been taken to remove, repair, enclose or encapsulate the ACMs such that the associated risk will have been reduced to medium.
- 11.4.** The due dates for reinspections will be identified through the Northgate System.
- 11.5.** During reinspections the opportunity will be taken to re-assess the Material and Priority Assessments to ensure that they remain appropriate. Any changes will be recorded on the reinspection sheets or electronic format provided to the Officers who undertake the reinspections, who will be given a briefing on the requirements for carrying out this task. The results of the reinspections should be provided or electronically to the Compliance Officer for assessment and onward communication to the Systems Officer for updating of the Northgate System.
- 11.6.** Communal areas in sheltered schemes will be formerly re-inspected by the Internal Housing Management Officers on a quarterly basis albeit that any damage noted during the weekly inspections will be reported for appropriate remedial action to be taken.

12. Passing Information Relating to the Presence of Asbestos in Buildings to Those Who Need it and the Control of Responsive and Planned Maintenance Works and Major Projects

- 12.1.** All responsive maintenance repairs are undertaken by Axis Europe Limited who have direct access to the Melton Borough Council Asbestos Register which is updated with new asbestos survey data as it becomes available. An updated copy of the Asbestos Register is provided to Axis on a monthly basis and the requirement is that their supervisor, or Administrator, who are based in the Melton Borough Council Housing Offices, check this information before issuing instructions to a member of their team to carry out the required work.
- 12.2.** If ACMs are present at the location where the responsive maintenance work is to be carried out the requirement is for AXIS to refer to one of the Deputy Appointed Persons for advice and where necessary the taking of additional samples for analysis. When required preparatory work may be undertaken to either protect or remove the ACMs at the work location.
- 12.3.** The performance of Axis is monitored by the Senior Surveyor while their compliance for undertaking checks as to the presence of ACMs at work locations is over seen by the Compliance Officer. Both Officers have a high degree of confidence that AXIS are undertaking the necessary checks as to the presence of ACMs at work locations and seeking additional advice when necessary.
- 12.4.** A flowchart for the control of responsive maintenance works is presented in Figure 2 overleaf.

Figure 2 Melton Borough Council – Housing
Flow Chart Procedure for Responsive
Maintenance Works
January 2022

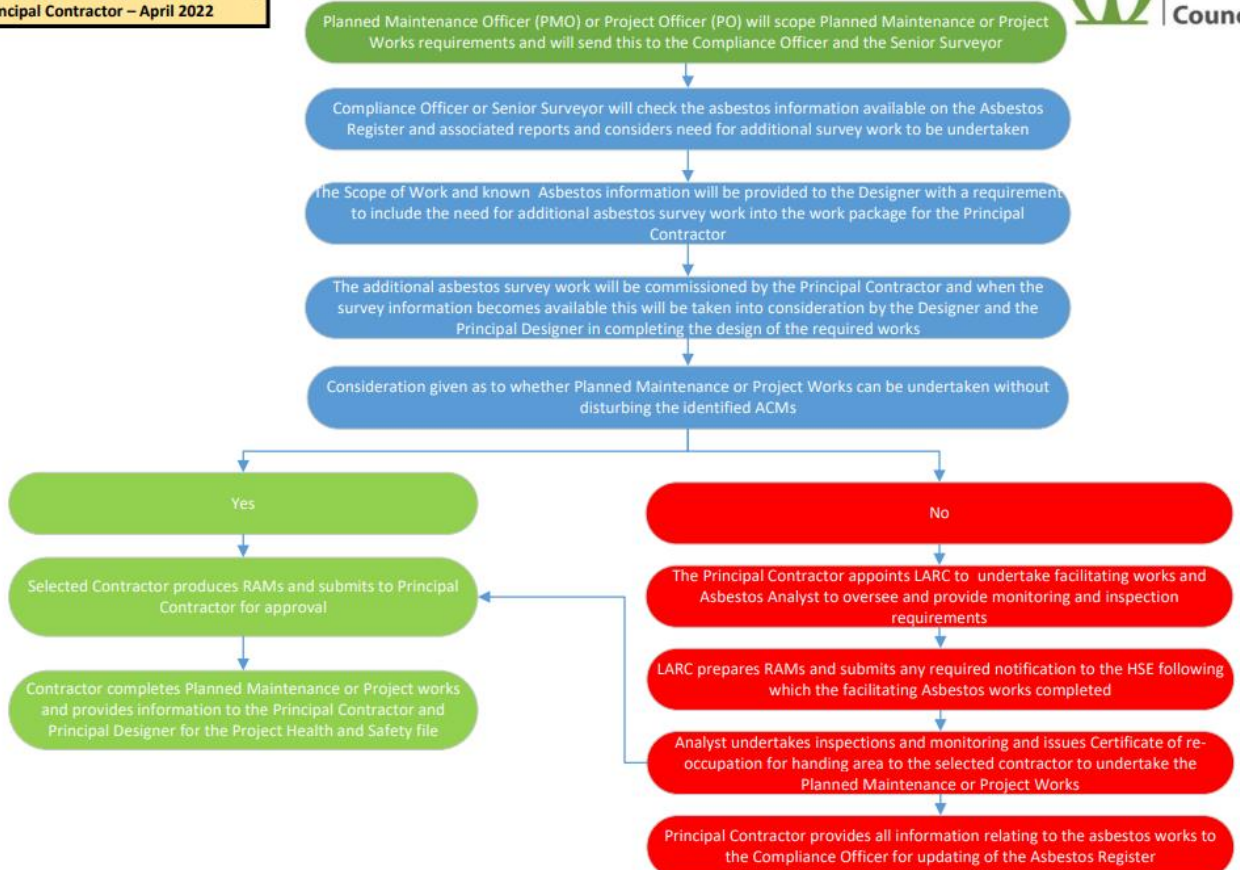


- 12.5.** For Planned Maintenance Works and Projects, the project manager responsible for the work prepares a scope for the required works. This information will be sent to the Compliance Officer who will check the asbestos information for the work location and consider whether there is a need to undertake further asbestos surveying work.
- 12.6.** When required the Compliance Officer will commission any further asbestos surveys which, in most circumstances, will be an appropriately scoped Refurbishment Survey possibly with further Management Survey work in the remainder of the building where it may be considered that the existing management survey information does not meet the required standards.
- 12.7.** On receipt of the additional asbestos survey information, the Compliance Officer will check that this meets the requirements for the scope of the work to be undertaken and when this is confirmed the information will be provided to the project manager who will in turn communicate this information to the internal or externally appointed Designer along with the scope of work for the full design of the works to be undertaken. For most projects the Project Officer will fulfil the role of the Principal Designer.
- 12.8.** Where it may be necessary to remove ACMs to facilitate the planned maintenance or project works the Project Officer will in most cases, and in conjunction with the Compliance Officer, appoint a Licensed Asbestos Removal Contractor (LARC) to undertake the works. The Project Officer, in consultation with Compliance Officer, will ensure that a Specification for the required asbestos works is prepared against which approved LARCs can tender for the work. The Compliance Officer will, in accordance with Health and Safety Executive advice, ensure that an Accredited Analytical Company is appointed directly by the Council to undertake all the inspections and air quality monitoring and the issuing of the final Clearance and Certificates of Re-occupation except for situations where project works are carried out under one works package controlled by a Principal Contractor.
- 12.9.** In the latter cases, and mostly for major projects, the option may be taken to request the Principal Contractor to commission any Refurbishment and Demolition surveys that may be required and to then scope, specify and organise subsequent asbestos removal works to include all associated inspections, monitoring and issuing of Clearance Certificates and Certificates of Re-occupation.
- 12.10.** For projects where Principal Contractors scope and control asbestos removal works Melton Borough Council will retain the option to undertake any auditing and particularly for the four-stage clearance procedure.
- 12.11.** On completion of any required asbestos facilitating works, for projects controlled by the Council, the Contractor appointed for the subsequent works will be provided with a copy of the Certificate of Re-occupation to enable them to gain access to the area to undertake the required works.
- 12.12.** In situations where a Principal Contractor is appointed, they will have full control of the latter requirements, subject to any auditing activities undertaken by the Council.
- 12.13.** A flow chart for the control of planned maintenance and projects controlled by the Council is included in Figure 3 overleaf while a flow chart for projects controlled by a Principal Contractors is presented in Figure 4.

**Figure 3 Melton Borough Council – Housing
Flow Chart Procedure for Planned
Maintenance Works and Projects Controlled by
the Council - April 2022**



**Figure 4 Melton Borough Council – Housing
Flow Chart Procedure for Planned
Maintenance Works and Projects Controlled by
a Principal Contractor – April 2022**



- 12.14.** In the medium to longer terms, the objective will be to provide asbestos information to all building maintenance and allied trades through the Northgate System to which the available asbestos survey information is being loaded on an ongoing basis. As already detailed in Section 7 of this AMP the objective is complete the data upload to the Northgate system by the 31st of December 2023.
- 12.15.** With regard to the provision of Asbestos information to Tenants, consideration will be given during the period of this AMP to the best mechanisms for achieving this objective.

13. The Selection and Control of Contractors

- 13.1.** All contractors who undertake work for Melton Borough Council are required to satisfactorily complete an Assessment of Competence and Resources of Contractors Questionnaire to confirm that they can meet the requirements of the Authority before being added to the Approved Contractors List for their appropriate work category. A copy of this form is included as Appendix D to this AMP. This requirement applies to both the Housing and Corporate Assets of the Council.
- 13.2.** It is acknowledged that at the present time the Assessment of Competence form does not include information relating to compliance with the requirements of the Control of Asbestos Regulations 2012 to address such matters as the holding of the required Licensed for undertaking work with Asbestos, the details of the asbestos related training provided, the competence of this who undertake the preparation of the Risk Assessments and Plan of Work Method Statements and the specific insurances for work with ACMs. In order to address some of these matters the Housing Compliance Officer obtains additional information from contractors to cover such matters as
- Accreditations through for health and safety management systems through CHAS, Safecontractor and Constructionline
 - Accreditation to meet the requirements of BS EN ISO 9001 for the contractor's Quality Management System
 - Accreditation to ISO 14001 for the contractor's Environmental Management System
 - Accreditation to OHSAS 45001 for the contractor's Occupational Health and Safety Management Systems
 - Accreditation to ISO 27001 for Data Security Management
 - The License to work with asbestos as issued by the HSE under the provisions of CAR 2012
 - The Waste Carriers registration

- 13.3.** This additional information is recorded and tracked by the Housing Asset Management Administration Team and the Compliance Officer to ensure all requirements are complied with on an ongoing basis.
- 13.4.** Ideally all contractor pre-qualification should be obtained and maintained by one system across the whole of Melton Borough Council with additional information relating to the Employer and Employee, Professional Indemnity and Contractors' All Risks insurances held by the contractors. This objective will be addressed during the currency of this AMP.
- 13.5.** The work carried out by the Responsive Maintenance Contractor, Axis Europe Limited, is overseen and controlled by the Senior Surveyor who also takes an active role, together with the Compliance Officer in overseeing asbestos works being undertaken for the Housing Asset Management Team.
- 13.6.** The contractors undertaking planned maintenance work will be managed and overseen by the Planned Maintenance Surveyor.
- 13.7.** Project works will be managed and over seen by the Project Officer or for larger projects by an externally appointed Project Manager together with a Principal Contractor. Project pre-start meetings are held during which it will be confirmed that the Principal Contractor and all contractors continue to hold all the Accreditations and Approvals required to confirm their competencies to undertake the required works, that their employees have received all the necessary training and refresher training, and that all necessary employee, public and products and contractors all risks insurances are in place.
- 13.8.** All contractors are expected to produce detailed Risk Assessments and Method Statements for the works they are engaged to undertake which will be reviewed by the Project Team and when appointed the Principal Contractor.
- 13.9.** For contractors engaged to undertake any asbestos related works, confirmation will be received that all employees have received relevant training and refresher training for the category of asbestos works that they are to undertake and for Licensed Work that the company holds an in-date License as issued by the Health and Safety Executive. Checks will also be undertaken to ensure all employees have an in date medical to confirm their fitness to work with ACMs and that the contractor continues to hold the appropriate insurances for undertaking asbestos works.
- 13.10.** All licensed asbestos works will be supervised and managed on behalf of Melton Borough Council by Accredited Asbestos Consultants or for major projects by the Principal Contractor, provided that they can demonstrate the competence to undertake this role and possibly assisted by Asbestos Consultants appointed by them

14. Categorisation and Control of Asbestos Work

- 14.1.** The detailed processes for categorising Asbestos work as Non-Licensed, Notifiable Non-Licensed or Licensable works are set out in **Appendix E** to this document.

- 14.2.** Non-licensed work, for the most part, involves work with highly bonded materials such as asbestos cement and other composites during which Asbestos fibre release will be very low. Non-licensed work can also involve very minor and short-term work with Asbestos Insulating Board (AIB) as part of maintenance requirements when fibre release is likely to be low.
- 14.3.** Notifiable Non-Licensed Work involves work with materials which may be highly bonded when in its' normal condition but which may be damaged prior to commencement of work or which will be damaged or disintegrate during the course of the work e.g., damaged compressed fibre gaskets. The likelihood of fibre release in these situations is likely to be slightly higher than for Non-licensed work. However, the essential requirement for all Non-Licensed and Notifiable Non-Licensed Work is that all exposures during work must remain below the Control Limit for exposure to airborne Asbestos fibre of 0.1 fibres per cm³, as measured over a four-hour period and the Sporadic and Low Intensity threshold of 0.6 fibres per cm³, measured over any 10-minute period.
- 14.4.** Licensed Work will, for the most part, involve work with the more hazardous materials such as Asbestos Insulating Board, Asbestos Insulation and Asbestos Containing sprayed coatings. For such works, the Control Limit and Sporadic and Low Intensity threshold, as detailed above, will be exceeded and for this reason it will be necessary to only appoint contractors who hold a License granted by the Health and Safety Executive to undertake this category of work.
- 14.5.** A process flow for the Control of Non-Licensed and Notifiable Non-Licensed Work is presented in Figure 5 overleaf. The Senior Surveyor or the Planned Maintenance Officer together with the Compliance Officer will need, possibly in consultation with the Appointed Asbestos Consultants, to consider the work that needs to be undertaken and to ensure that the work is correctly categorised using the detailed guidance provided in Appendix E to this AMP.
- 14.6.** There is no requirement to hold a License to undertake Non-Licensed or Notifiable Non-Licensed Work but the contractors engaged for such works must have received the appropriate training as set out in regulation 10 of the Control of Asbestos Regulations 2012 as delivered by a training organisation approved by a recognised Training Approval Body e.g. The United Kingdom Asbestos Training Association (UKATA). Notwithstanding, it is Melton Borough Council (MBC) Policy to engage Licensed Asbestos Removal Companies to undertake all categories of work with ACMs.
- 14.7.** For work relating to general asbestos management requirements MBC will commission the Accredited Asbestos Consultants to prepare a Specification to detail the work to be undertaken and ensure that appropriate Risk Assessments and Plan of Work Method Statements are prepared by the contractor ahead of any non-licensed work. For Notifiable Non-Licensed Work (NNLW) it will be ensured that those allocated to the works are subject to the appropriate Health Surveillance requirements and that Notification is provided to the Health and Safety Enforcement Authority prior to commencement.

- 14.8.** On completion of Non-Licensed Work the Asbestos Consultant, maybe with the Senior Surveyor, will undertake an inspection of the area where the work has been undertaken to ensure that the asbestos works have been completed as required and that the standard of cleanliness is such that the area can be released for normal occupation or for the undertaking of further planned works. The Compliance Officer, in conjunction with the Systems Data Officer will ensure that the Asbestos Register and the asbestos records held on the Northgate system are updated following the completion of the works.
- 14.9.** For Notifiable Non-Licensed (NNL) Work, a Specification will be prepared either by an Asbestos Consultant appointed by MBC or for project works by the appointed Principal Contractor. Risk Assessments and Plan of Work Method Statements will be produced ahead of the commencement of the works by the Licensed Asbestos Removal Contractor and presented to MBC and the PC when appointed for oversight It will also be ensured that the appointed contractor submits the notification of the works to the Health and Safety Enforcement Authority.
- 14.10.** For NNL, depending on the requirements of the work, the Asbestos Consultants may be required to provide attendance to supervise and monitor the works in order to ensure that they are carried out in accordance with all legislative requirements. The extent and timing of this attendance will be discussed and agreed between the Asbestos Consultants and the Senior Surveyor or the PC. Ideally the Asbestos Consultants, who may be appointed by MBC of the PC, will attend at the commencement of the job to confirm the scope as set out in the Specification, the extent of segregation arrangements, the programme of works and the timing for the final inspection and re-assurance air monitoring to be undertaken.

**Figure 5 MBC Housing
Flow Chart Procedure for Non-Licensed
Asbestos Works
April 2022**



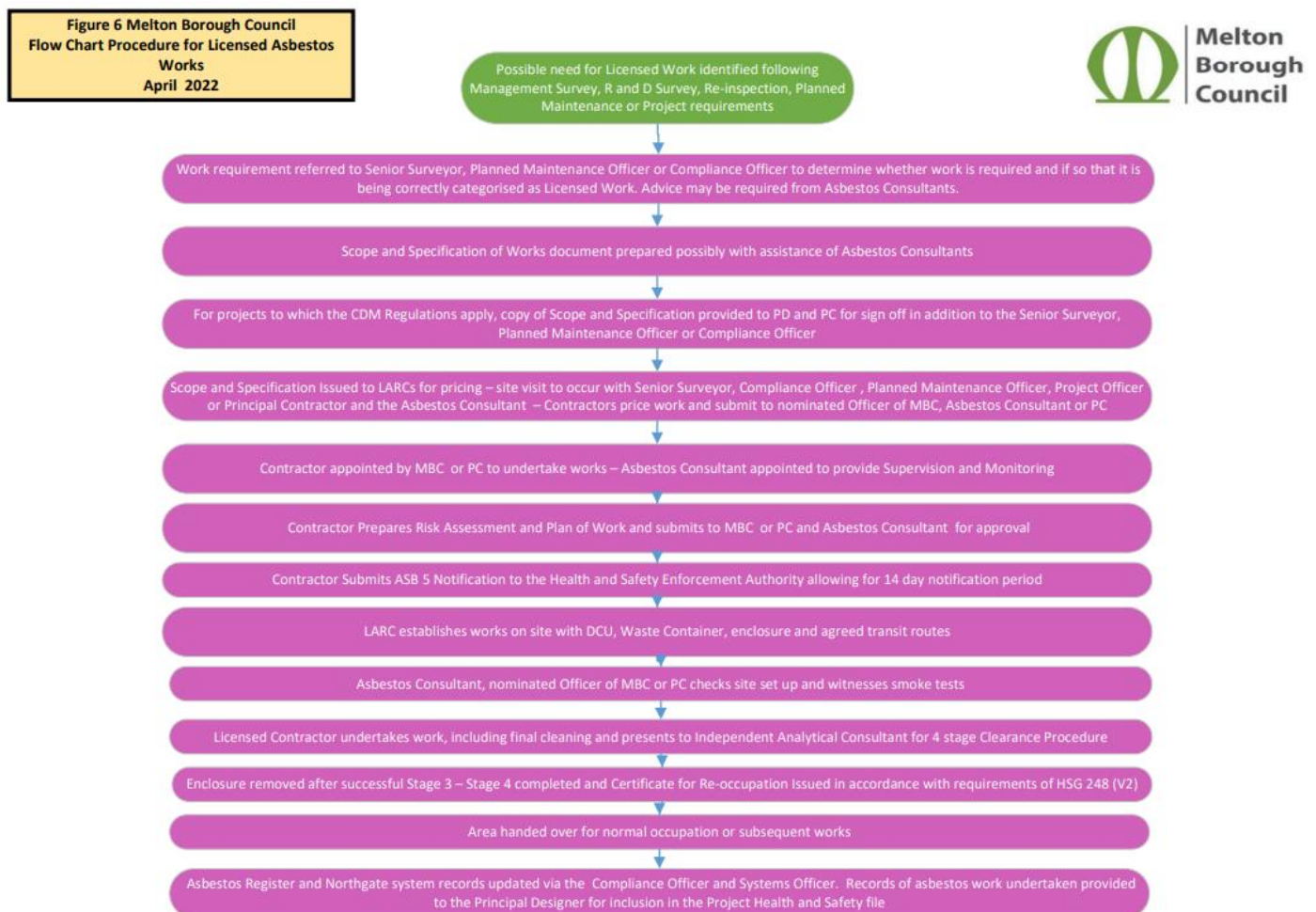
- 14.11.** For Licensed Work, the Senior Surveyor together with the Compliance Officer will ensure, in consultation with Asbestos Consultants and when appointed the PC, that the work is correctly categorised utilising the guidance provided in Appendix E.
- 14.12.** Where it is considered that the provisions of the Construction (Design and Management) Regulations 2015 apply to the work being undertaken, to include consideration of the subsequent alteration or refurbishment work, MBC will appoint a Designer, a Principal Designer and Principal Contractor for the project.
- 14.13.** In fulfilment of the Designer role for the asbestos works, Asbestos Consultants, appointed by MBC or the PC, will prepare a detailed Scope of Works and Specification and submit this to the Principal Designer, the Senior Surveyor, the Project Officer, or externally appointed Project Manager and Principal Contractor for approval.
- 14.14.** The agreed Scope of Works and Specification for the asbestos works will be provided to Licensed Contractors for pricing. A site visit attended by the Senior Surveyor, the Project Officer and externally appointed Project Managers and Principal Contractor will be undertaken to evaluate the works and assess associated risks.
- 14.15.** Asbestos Consultants will be appointed by MBC or the PC to supervise and monitor the works to ensure compliance with all legislative requirements.
- 14.16.** To accord with the requirements of regulations 6 and 7 of CAR 2012, the appointed contractor will prepare the required Risk Assessment and Plan of Work Method Statement, copies of which will need to be provided to the Asbestos Consultants, the Senior Surveyor, the Project Officer and, or the externally appointed Project Manager and Principal Contractor for comment and approval.
- 14.17.** The appointed Licensed Contractor will subsequently prepare and submit the ASB 5 Notification to the Health and Safety Enforcement Authority allowing for the Statutory 14-day notification period before commencing work.
- 14.18.** Following the completion of the 14-day notification period, the Licensed Contractor establishes the resources on site for the commencement and completion of work including the decontamination unit, the waste disposal container, the enclosure and agreed transit route.
- 14.19.** The Appointed Asbestos Consultant, with the PC when appointed, will check the compliance of the site arrangements, inspect the enclosure, and witnesses the smoke test.
- 14.20.** The LARC will proceed to complete the required work and the detailed cleaning of the enclosed area in preparation for presenting the work area to the appointed Asbestos Consultant for completion of the 4 stage Clearance Procedure.
- 14.21.** The enclosure will be removed following the successful completion of Stage 3 and subsequently the Stage 4 inspection of the work area will be undertaken to confirm that the area is suitable to hand back for normal occupation or the undertaking the subsequent of associated project work.
- 14.22.** The Compliance Officer in conjunction with the Systems Data Officer will ensure that the Asbestos Register and the asbestos records held on the Northgate system will be

updated on completion of the licensed asbestos works. Relevant information to be provided for the project completion pack will

- the Specification,
- the LARC’s Risk Assessment and Plan of Work Method Statement,
- the LARCS site diary records,
- all air monitoring certificates,
- the enclosure inspection records to include smoke testing records,
- the four-stage clearance documentation,
- the Certificates for Re-occupation,
- the Consignment Notes for the disposal of the asbestos wastes

14.23. This information should be provided to the Principal Designer, where appointed, of otherwise to the Compliance Officer, for inclusion in the Project Health and Safety File.

14.24. The Process Flow for the control of Licensed Work is provided in Figure 6



15. Training for Employees and Contractors

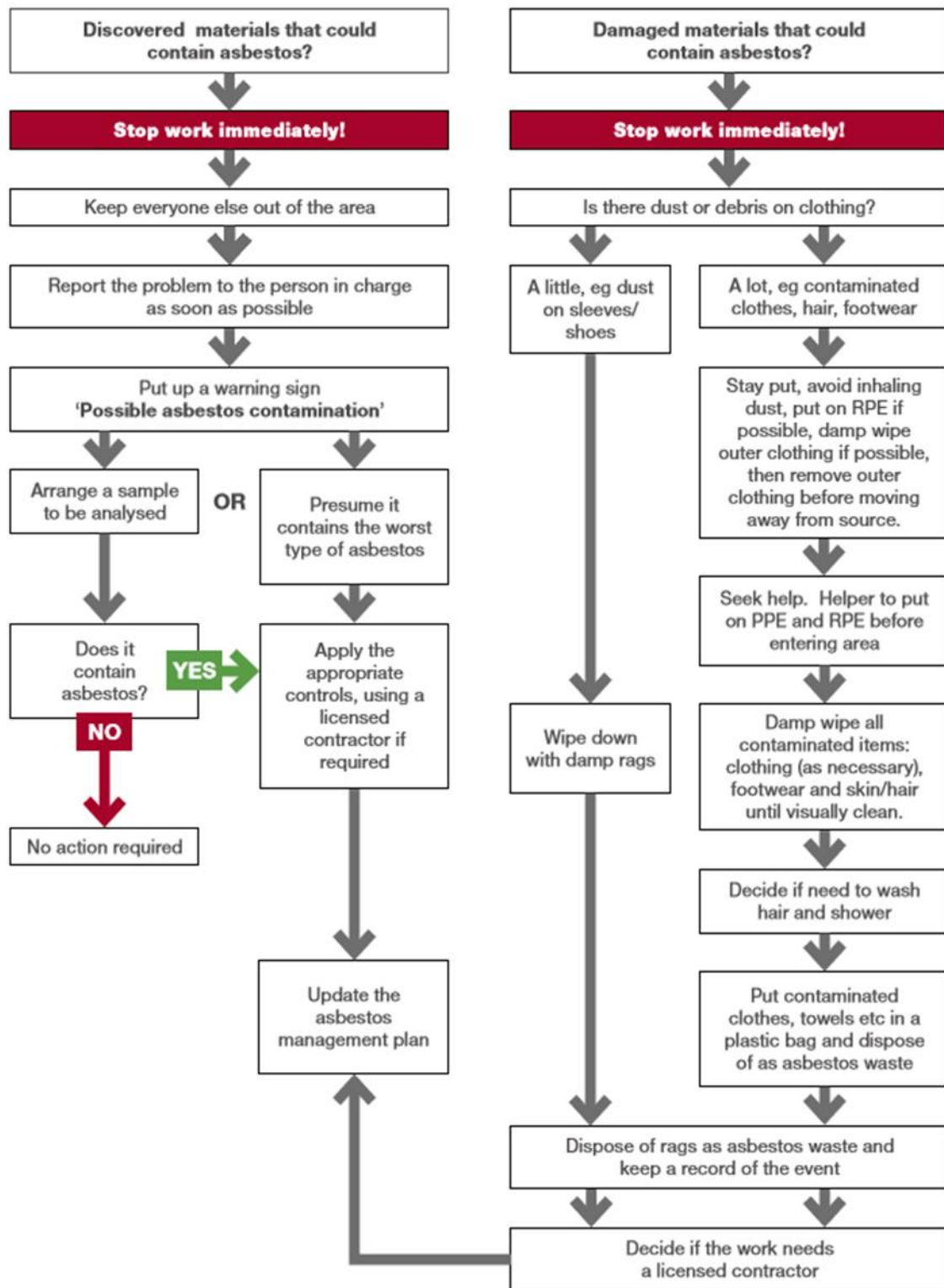
- 15.1.** Regulation 10 of CAR 2012 requires employers to ensure that anyone liable to disturb asbestos during their work, or who supervises such employees, receives the correct level of information, instruction, and training to enable them to carry out their work safely and competently and without risk to themselves or others. The training needs to be appropriate for the work and the roles undertaken by individuals.
- 15.2.** Following the undertaking of an Asbestos Management Strategic Review during September 2021 by Santia Asbestos Management Limited and the issuing of the associated report later that month, the Housing Asset Management Team have provided three sessions of Asbestos Awareness training attended by members of the Housing Asset Management and Tenancy Services Team and the Assistant Director of Housing.
- 15.3.** All the above Asbestos Awareness training was provided by Santia Asbestos Management Limited (SAML) under the cover of the approval held by the Company from the United Kingdom Asbestos Training Association (UKATA) and in accordance with the syllabus issued by that organisation.
- 15.4.** In addition, and in accordance with the recommendations made in the Strategic Review Report, the UKATA Duty to Manage training has been provided by SAML to the following Officers:
- The Repairs Officer
 - The Voids and Responsive Repairs Officers
 - The Projects Officer
 - The Voids and Responsive Repairs Coordinator
 - The Mechanical Officer
 - The Senior Surveyor
 - The Planned Maintenance Officer
 - The Housing Asset Manager
 - The Systems Officer
 - The Compliance Officer
- 15.5.** In January 2022 the following Officers undertook training for the British Occupational Hygiene Society P402 Module for Asbestos Surveying and Sampling to provide them with the knowledge to check and interpret asbestos survey reports presented to them:
- The Housing Asset Manager
 - The Senior Surveyor
 - The Compliance Officer
 - The Planned Maintenance Officer
 - The Assistant Director of Housing

- 15.6.** The Senior Surveyor and the Compliance Officer already hold the BOHS P405 Proficiency Module qualification Asbestos Management while this qualification is in the process of being completed by the Planned Maintenance Officer. The plan is for the Housing Asset Manager to undertake the relevant training to obtain this qualification during the fourth quarter of 2022.
- 15.7.** The Housing Asset Management Team will ensure that asbestos refresher training is provided to all employees as and when necessary and that appropriate training is provided to any new members of the Team in future months and years.
- 15.8.** All contractors who are engaged by the Housing Asset Management Team to undertake maintenance or other building related works will be expected to confirm that they have received a minimum of Asbestos Awareness training within the previous 12 months as delivered by a UKATA approved training organisation.

16. Actions to Be Taken in the Event of the Inadvertent Disturbance of Asbestos-Containing Materials (ACMs) – Emergency Procedures

- 16.1.** Regulation 15 of the Control of Asbestos Regulations 2012 requires employers to prepare procedures on the actions to be taken in the event of an accidental, unplanned, and uncontrolled release of Asbestos fibre. It is therefore necessary that all Asbestos Management Plans include Emergency Procedures which must be implemented in the event of such accidental releases of occurring. Where Licensable works are to be carried out, the Emergency Procedures must be planned, implemented, and tested with necessary warning systems in place. Licensed Contractors should include details of their proposed Emergency Procedures in their Risk Assessment and Plan of Work Method Statements.
- 16.2.** General advice on the actions to be taken in the event of an accidental and inadvertent disturbance of an ACM is provided in the flow chart presented in the Equipment and Method Sheet EM1 of the HSE Guidance Note HSG 210, "Asbestos Essentials – a task manual for building, maintenance and allied trades on non-licensed work". A copy of the flow chart from this document is presented overleaf.

Flow chart



16.3. In summary these procedures require:

- All work in the potentially contaminated area to cease
- Immediate contact to be made by the person who causes or discovers the asbestos disturbance with the Duty Holder or other person in control of the area to inform them of the occurrence.
- Prevention of any further access to the area
- Prevention of the spread of any asbestos contamination which may involve sealing off the area with polythene and duct tape etc.
- Provision of Type 5/6 overalls, over boots and EN149 FFP3 respirators to enable the affected persons to leave the area without spreading contamination.
- Arrangements for undertaking the necessary decontamination works and repair or removal of the damaged ACM, which will probably require the appointment of a Licensed Contractor.
- Provision of shower or washing facilities at the most convenient location to enable the effected persons to decontaminate.
- Cleaning of the shower / washing area and air quality monitoring to confirm its' safety for future use.
- Arrangements for the disposal of all contaminated clothing and PPE used.

16.4. The intention of the Housing Asset Management Team is to comply with the advice and guidance provided by the HSE in em1. For responsive maintenance work discussions are being undertaken with the Responsive Maintenance Contractors as to how they envisage being able to deal with any accidental or in advertent disturbance of ACMs during the conduct of the works they undertake for the Authority. The intention is to develop bespoke Asbestos Emergency Procedure that can be followed should any such incident occur. When these procedures have been agreed between the contractor and the Senior Surveyor and the Housing Asset Manager, they will be added to this Asbestos Management Plan as an Appended document. It is probable that additional training will need to be provided to contractor personnel to enable for them to understand and be able to comply with the agreed emergency procedures.

16.5. Where contracts are issued to undertake planned maintenance work or projects, the selected contractors will be required to submit their proposed procedures for dealing with any accidental disturbances of ACMs.

16.6. In the event of an accidental disturbance of any ACM occurring, the circumstances must without delay be reported to the contract supervising officer and hence to the Compliance Officer who will:

- Undertake an assessment as to whether there is a need to submit a report to the Health and Safety Enforcement Authority under the provisions of RIDDOR.
- Undertake a detailed investigation as to why the incident occurred.

- Assess and arrange for the delivery of any necessary training to prevent the recurrence of such incidents.
- Undertake any necessary amendments to the AMP to strengthen procedures and therefore mitigate against any similar recurrences.

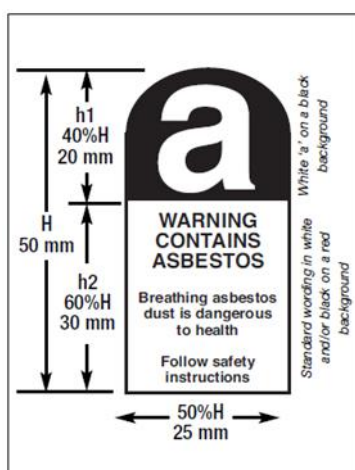
16.7. In undertaking the above investigations, the Compliance Officer will if consider necessary seek advice and support from the Melton Borough Council Corporate Health and Safety Officer.

17. The Disposal of Asbestos Waste

17.1. The Housing Asset Management Team will ensure that all asbestos wastes, will be disposed of in accordance with the requirements of the Hazardous Waste Regulations 2005 (as amended 2009) at disposal sites which are specifically licensed under the provisions of the Environmental Protection Act 1990.

17.2. In the vast majority of cases asbestos wastes will be generated by the Licensed Asbestos Removal Contractors appointed to undertake all categories of asbestos works for the authority. The LARCs will also assist any building trades contractor who in advertently or accidentally disturbs ACMs during the conduct of their works for the correct disposal of the asbestos wastes arising to include disposal of any contaminated clothing, items of Personal and Respiratory Protective and any items from the immediate areas which can be effectively cleaned and decontaminated.

17.3. All wastes will be double bagged in UN Approved Asbestos Waste Bags with the appropriate labelling detailed in Schedule 2 to the Control of Asbestos Regulations 2012 in accordance with Appendix 7 to Annex XVII of the Reach Regulations – Special Provisions on the labelling of articles containing asbestos.



Asbestos warning sign

17.4. In addition, the asbestos waste bags will be labelled in accordance with the requirements of the Carriage of Dangerous Goods and Use of Transportable Pressure

Equipment Regulations 2009 (as amended 2019).



- 17.5.** In accordance with the convention observed in the asbestos and waste management industries the outer waste bag will be of clear 500-gauge polythene while the inner bag will be red in colour. Both the inner and outer bags will have a warning relating to the health hazards associated with exposure to asbestos.
- 17.6.** For contracts involving the removal of asbestos by Licensed Contractors, they will be required, in most circumstances, to provide a dedicated asbestos waste container and to site this as close as possible to the location where the work is being undertaken. The transit route for the movement of the waste from the asbestos removal enclosures will be agreed with the project manager and, or the Principal Contractor as will the times at which the wastes can be moved.
- 17.7.** When the waste containers become full the Licensed Contractor will be expected to arrange for the removal of the waste from the site utilising the services of a Registered Waste Carrier. The wastes must be disposed of at sites specifically licensed to receive asbestos wastes under the provisions of the Environmental Protection Act 1990.
- 17.8.** In accordance with the provisions of the Hazardous Waste Regulations 2005 (amended 2005), the movements of the asbestos wastes will be tracked utilising the Statutory Consignment Note procedure.
- 17.9.** Where LARCs are engaged to undertake removal or asbestos decontamination works that will give rise to small quantities of asbestos wastes only, they will be allowed to remove the wastes from site, packaged within red and clear asbestos waste bags, in the contractor's van provided that, in accordance with HSE requirements, the vehicle has a dedicated and lockable asbestos waste container.
- 17.10.** The correct disposal of asbestos wastes must be confirmed by the provision correctly completed Consignment Notes to the Compliance Officer at the conclusion of all jobs. Contractors' invoices for work will not be paid until this documentation has been provided.

18. Compliance with the Requirements of the Construction (Design and Management) Regulations 2015

- 18.1.** Regulation 2 of the CDM Regulations 2015 states that “Construction Work” includes
(a) renovation, repair, upkeep, redecoration, de-commissioning, demolition or dismantling of a structure.
(b) the removal of a structure, or any product or waste resulting from the demolition or dismantling of a structure
- 18.2.** These two clauses make it clear that Asbestos projects are covered by the provisions and requirements of CDM 2015.
- 18.3.** All projects covered by the requirements of CDM 2015 must have
- A Written Construction Phase Plan.
 - Workers with the right skills, knowledge, experience, and training.
 - Appropriate supervision, instruction and information provided by the contractors involved with the project.
- 18.4.** Projects with more than one contractor must, in addition, have
- A Principal Designer appointed in writing by the Client
 - A Principal Contractor appointed in writing by the Client
 - A Project Health and Safety File prepared on completion.
- 18.5.** Projects to which CDM 2015 applies can either be **Notifiable** or **Non-Notifiable**.
- 18.6.** The Notification requirement applies where a project lasts longer than 30 days and have more than 20 workers working simultaneously at any time or the project involves more than 500 - person days.
- 18.7.** The Notification of the project for CDM 2015 requirements should be made by the Client but this task can be undertaken by another Duty Holder under the Regulations on behalf of the Client e.g., the Principal Designer.
- 18.8.** Where Licensed Asbestos works are to be undertaken, there will always be more than one contractor on site as the Analytical Company are regarded as another contractor. As such, the need for the Housing Asset Management Team as the Client, to appoint a Principal Contractor and Principal Designer, will apply for all Licensed Asbestos Works projects.
- 18.9.** Those who prepare the Specifications of Work will be regarded as the Designer, as defined under the provisions of CDM 2015. In some cases, the Designer could also be appointed as the Principal Designer.
- 18.10.** The contractor undertaking the Licensed or Notifiable Non-Licensed Work could be appointed as the Principal Contractor, provided that they have the necessary skills, knowledge, and experience or alternatively, the work could be controlled by a separately appointed Principal Contractor.
- 18.11.** CDM 2015 will apply to all projects where ACMs are to be removed or otherwise worked on, whether these works are for reduction of risk as part of the asbestos

management measures undertaken by the Authority, or to facilitate building alteration, refurbishment or ahead of demolition projects. The Regulations will also apply to planned maintenance projects which are to be undertaken over a period of time, for which a Construction Phase Plan should be prepared and the other requirements of the Regulations complied with.

18.12. For small scale responsive maintenance work, which may require the undertaking of very local Non-Licensed or Notifiable Non-Licensed Work, the requirements detailed within CAR 2015 will be all that is required.

18.13. This Asbestos Management Plan does not include any further detail relating to compliance with the Construction (Design and Management) Regulations 2015. The purpose of including this section is to draw to the attention of all those involved in originating and organising responsive and planned maintenance works and asbestos removal projects as to the need to comply with the requirements of the Regulations.

19. The Asbestos Management Action Plan

19.1. In order to ensure that the objectives and actions detailed in this Asbestos Management Plan are progressed and complied with, The Housing Asset Management Team have developed an Asbestos Management Action Plan, progress against which will be assessed on an ongoing basis by the Appointed Person for Asbestos Management, being the Housing Asset Manager, together with the Deputy Appointed Persons for Asbestos Management being the Senior Surveyor, the Compliance Officer and the Planned Maintenance Officer. The Asbestos Management Action Plan is provided in Appendix F to this document.

19.2. The findings of the review will be reported on a quarterly basis to the Assistant Director of Housing. Where there are indications that the objectives of the Asbestos Management Action Plan are not being achieved, the Assistant Director of Housing will ensure that appropriate actions are taken to address any shortcomings identified.

20. Controlling Entries to the Asbestos Management Plan

20.1. The entries to this Asbestos Management Plan will be controlled by the Housing Asset Manager as the Appointed Person for Asbestos Management.

21. Monitoring Progress in Comparison with the Objectives of the Plan

21.1. Progress in comparison with objectives of the AMP will be undertaken collectively by the Housing Asset Manager, the Senior Surveyor, the Compliance Officer, and the Planned Maintenance Officer on a quarterly basis. If considered necessary the Housing Asset Manager will invite the appointed Asbestos Consultants to relevant

parts of these meetings to provide advice as required on specific asbestos management issues.

- 21.2.** The main vehicle for monitoring progress will be by way of identifying progress against the objectives detailed within the Asbestos Management Action Plan.
- 21.3.** A report detailing the findings of the progress review will be presented to the Assistant Director of Housing on a quarterly basis.

22. Review of the Plan Timescales

- 22.1.** During the first year following the completion and adoption of this Asbestos Management Plan, the whole document will be formally reviewed on a quarterly basis at the meeting quarterly meetings between the Housing Asset Manager and the Deputy Appointed Persons for Asbestos Management. If thought appropriate the appointed Asbestos Consultants will be invited to attend relevant parts of these meetings to provide advice on specific asbestos management issues. The review will encompass the whole of the AMP document with consideration given to any amendments of the AMP that are considered necessary.
- 22.2.** During subsequent years formal reviews will be undertaken at 12 monthly intervals.
- 22.3.** The Asbestos Management will also be reviewed following any asbestos incidents or accidental exposures to determine whether the occurrence was due to a failure of the procedures detailed within the Plan or a failure of individuals to comply with the requirements set out in the document.
- 22.4.** In addition to complying with the statutory requirements, the reasons for undertaking a review of the Asbestos Management Plan include:
 - To ensure that the arrangements for the periodic inspections of remaining ACMs are being undertaken at the required intervals
 - To ensure that asbestos records are being updated following asbestos removal or abatement works
 - To ensure that the asbestos training commitments detailed in the Plan are being delivered
 - To ensure that the communication methods for the provision of asbestos information are effective
 - Have the requirements of the AMP been effectively communicated to employees and contractors?
 - Have there been any asbestos incidents?
 - Were the emergency procedures effective and what lessons have been learned
 - Does the AMP need to be amended and strengthened in the light of any incidents?
 - Have the requirements of the AMP been effective in preventing incidents?
 - Have there been any changes in key appointments, arrangements and responsibilities for asbestos management and what amendments will be necessary to the AMP as a consequence
 - Is there continued commitment from Senior Management for effective control and management of the ACMs in the premises concerned?

23. Independent Auditing and Review

- 23.1.** On an annual basis, the Housing Asset Manager together with the Assistant Director of Housing will consider the need to engage consultants to undertake an independent review and audit of the Housing Asset Management Team's performance and compliance with asbestos management requirements as defined within the legislative requirements detailed within this AMP and any updates thereof.

Appendix A

**The Melton Borough Council
Housing Asset Management Team
Asbestos Management Policy**

Melton Borough Council

Housing Asset Management Team

Asbestos Management Policy

1. Introduction

1.1 This Policy provides details of the specific commitments of the Housing Asset Management Team of Melton Borough Council to ensure the safe management of Asbestos-Containing Materials (ACMs) present in all the buildings they own, manage, and maintain.

1.2 In line the Melton Borough Council Corporate Health and Safety Policy, the Housing Asset Management Team believes that continuous improvement in asbestos safety is a shared objective for everyone to work towards. The Housing Asset Management Team supports the participation of employees and contractors in matters relating to the safe management of the Asbestos Containing Materials (ACMs) present in the properties for which it is responsible and will promote open, constructive consultation with employees and their nominated representatives. The Housing Asset Management Team recognise that active involvement will serve to:

- Spread the knowledge relating to the presence of ACMs across the Housing portfolio
- Reduce the possibilities of inadvertent exposures to asbestos and the resultant risks of long-term ill health effects working toward the Health and Safety Executive's core aim of reducing asbestos related disease and mortalities in future years
- Promote a positive health and safety and asbestos management culture

2. Policy Aims

2.1 To protect and ensure the absence of, or otherwise minimise, the risks associated with the presence of ACMs across the Council's housing stock portfolio as these relate to all employees, contractors, tenants, and others who may gain authorised entry to the properties managed by the Housing Asset Management Team.

2.2 To comply with all relevant statutory, regulatory, and good practice requirements in relation to management of ACMs

2.3 To proactively manage the ACMs present within the Housing stock using a risk-based approach.

2.4 To ensure that any works which may involve contact with, repair, protection, encapsulation, or removal of asbestos is undertaken strictly in accordance with regulatory

requirements, Approved Codes of Practice and Guidance documents published by the Health and Safety Executive to ensure, so far as is reasonably practicable that no one is put at risk as a consequence of the works.

3. The Policy

3.1 The Housing Asset Management Team acknowledges the duties imposed by the items of legislation detailed in Section 3 of the Asbestos Management Plan.

3.2 In particular the Team recognises the specific requirements to ensure the safe management of ACMs as detailed in Regulation 4 of the Control of Asbestos Regulations 2012, as these apply to the Common Areas of the Sheltered and Extra Care Schemes included within the Housing stock portfolio. Further the Housing Asset Management Team recognise and are committed to comply with the duties prescribed by the Health and Safety at Work etc. Act 1974, and all associated Regulations, Approved Codes of Practice and formal Guidance Documents published by the Health and Safety Executive to ensure the health, safety and welfare of all employees, contractors and tenants and will accordingly ensure that ACMs present across the whole of the Housing stock will be safely managed at all times.

3.3 The Housing Asset Management Team acknowledges the health hazards associated with exposure to asbestos fibres and accordingly are committed to take all measures necessary to ensure that any possible exposures are prevented or otherwise minimised for all persons who are employed in or otherwise have reason to be in any of the Housing stock properties. In particular, the Housing Asset Management Team is committed to ensure the protection of those who undertake maintenance, alteration, or refurbishment of any of its' properties by ensuring that exposures to Asbestos are prevented or otherwise kept to the lowest levels which are reasonably practicable.

3.4 In order to provide the highest possible protection for all employees, contractors, tenants, and others, the Housing Asset Management Team is committed to ensure, so far as is reasonably practicable, that any ACMs which remain in situ are maintained in a condition such that there will be no release of asbestos fibres.

3.5 The Team is committed to undertake and update as necessary surveys in every property included in the Housing Portfolio to detect the presence of ACMs.

3.6 The commitment is to ensure that data arising from the asbestos surveys is utilised to update the Housing Asset Management Asbestos Register and progressively uploaded to the Northgate System such that it can be made available to any person likely to undertake work in any property included in the Housing Portfolio. The surveys will include an assessment of the condition of the asbestos materials and a subsequent objective assessment of the risks associated with the presence of the materials by calculating both the material and priority risk assessment scores as detailed in the HSE Guidance Notes HSG264 and HSG 227 referred to in Section 8 of this Asbestos Management Plan.

3.7 Where any works are to be undertaken, which may cause any disturbance to the fittings and fixtures in a property or the fabric of the building, the Housing Asset Management Team is committed to undertake further survey work, as may be necessary, to ensure that any asbestos materials which may be concealed within the fabric of a building, and possibly disturbed during the works, are identified. Such surveys may be localised intrusive investigations in the area concerned, to supplement the existing Management Survey information. Where any disturbance to the fabric of the building is to be undertaken the Housing Asset Management Team is committed, in accordance with the Guidance provided in HSG264, to commission specifically scoped Refurbishment or Demolition surveys.

3.8 Wherever ACMs in good condition are present and the risk assessment scores indicate that there is a low risk of asbestos fibres being released, it is the policy is to leave these materials in situ and to monitor their condition at appropriate intervals to detect any changes in condition or damage. If the initial assessment indicates that, despite the good condition of the material, there is a possibility of damage occurring, with the likelihood of the release of asbestos fibre, the Housing Asset Management Team is committed to undertake work to protect the materials to prevent damage or to otherwise arrange for their removal.

3.9 Wherever ACMs are identified which already exhibit deterioration in condition or damage, the commitment is to undertake any work which may be necessary to repair, protect or ultimately remove the material such that the possibilities of any persons being exposed to any elevated levels of airborne asbestos fibre is prevented or otherwise minimised.

3.10 The Housing Asset Management Team will ensure that whenever any works to repair, protect, encapsulate, or remove any identified ACMs is undertaken, procedures will be in place to ensure that the information held in the Asbestos Register or the Northgate System relating to the risk assessment scores for the material and its condition are updated without delay so as to ensure that the data is current and correct at all times, as far as can be reasonably achieved.

3.11 The Housing Asset Management Team will ensure that periodic re-inspections of the condition of all identified and presumed ACMs are undertaken in accordance with the requirements of regulation 4 of the Control of Asbestos Regulations 2012, the advice contained within the Approved Code of Practice L143 (second edition), and the guidance provided in HSG 227, "A comprehensive guide to managing asbestos in premises", as these requirements apply to the ACMs present in the common areas of the sheltered and extra care schemes. Periodic inspections will also be undertaken of the ACMs identified within residential units in accordance with the procedures detailed in section 11 of the Housing Asset Management Asbestos Management Plan.

3.12 Any work to repair, protect, encapsulate or remove the higher risk asbestos materials, including asbestos insulation or asbestos insulating board, where the risk assessment indicates that the resultant exposures may exceed the "sporadic and low intensity" threshold and/or the Control Limit for exposure to asbestos fibre, as detailed in the Control

of Asbestos Regulations 2012 and the associated Approved Code of Practice L143, will be carried out by contractors who are licensed by the Health and Safety Executive.

3.13 The Housing Asset Management Team have also opted to ensure that wherever minor works of a short duration are being undertaken on asbestos insulation or asbestos insulating board or other works which are now categorised as Notifiable Non-licensable Work (NNLW) or Non-Licensable work as now defined in the provisions of the Control of Asbestos Regulations 2012, licensed contractors will be engaged to undertake the works in accordance with the guidance provided in the Health and Safety Executive Guidance Notes HSG 210 and HSG 213 Asbestos Essentials and Asbestos Task Manual.

3.14 Whenever asbestos related works are being undertaken in any of the Housing stock properties, arrangements will be made to ensure that tenants will be kept well away from the work areas to ensure that there is no possibility of them becoming exposed to elevated levels of airborne asbestos fibres. In sheltered schemes the Intensive Housing Management Officers will be provided with information relating to the work that is to be carried and the actions that will need to be taken to ensure that they and others are not exposed to elevated levels of airborne asbestos fibres.

3.15 The Housing Asset Management Team will ensure that all wastes arising from the removal of ACMs will be disposed of in accordance with the Hazardous Waste Regulations 2005 (as amended 2009) at sites Licensed under the provisions of the Environmental Protection Act 1990. Procedures as detailed in the AMP will ensure that the required consignment notes are prepared for the movements of all asbestos wastes.

3.16 The Housing Asset Management Team is committed to ensure that all employees who have any involvement in the management of ACMs, the management of work with such materials or any possibility of being exposed to asbestos in the normal course of their work will receive a level of asbestos related training which is appropriate to their role and responsibilities. Details of the asbestos related training being provided is included in section 15 of the AMP.

3.17 In the event of an employee or contractor being exposed to an elevated level of airborne asbestos as a consequence of an inadvertent disturbance of an ACM or other occurrence, the Housing Asset Management Team is committed to undertake a thorough investigation to establish the cause of the incident and to subsequently introduce necessary corrective actions to ensure that there is no similar recurrence. For employees, the details of the occurrence and associated exposure will be placed on the individuals HR and Occupational Health records and if circumstances dictate, reported to the Health and Safety Executive under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The Housing Asset Management Team is committed to providing all necessary on-going support to the individuals affected by the incident.

3.18 Where an incident has given rise to an exposure of a contractor, the Housing Asset Management Team will ensure that the employer has undertaken a detail investigation of the occurrence, identified the causes of the occurrence and taken all possible measures to ensure that there is no recurrence. Further it will be ensured that where circumstances

dictate the incident and exposure will be reported to the Health and Safety Executive in accordance with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

3.19 Review of this Policy

3.19.1 In accordance with guidance published by the Health and Safety Executive, this Policy Document will be reviewed, as a minimum, at 12 monthly intervals along with all other Asbestos Management documentation.

3.19.2 This Policy and the Housing Asset Management Asbestos Management Plan, following approval by the Assistant Director of Housing and the Director for Housing and Communities, will be made available to any employee of the Housing Asset Management Team on request.

4. Compliance with this Policy

4.1 All employees of the Housing Asset Management and Tenancy Services Teams are expected to comply with the commitments identified within this Policy. Willful failure of any employee to comply with these commitments will be regarded as a disciplinary matter.

Policy Authorised by

Director for Housing and Communities

Date

Appendix B

Material Assessment Algorithms

ASSESSMENT FACTOR	SCORE	SCORE VARIABLES
Product Type		
	1	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.).
	2	AIB, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of Damage/Deterioration		
	0	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks, broken edges on boards, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface Treatment		
	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.
Asbestos Type		
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Appendix C

Priority Risk Assessment Scores

ASSESSMENT FACTOR	SCORE	SCORE VARIABLES
Normal occupant activity		
Main type of activity in area	0	Rare disturbance activity (e.g. little used store room)
	1	Low disturbance activities (e.g. office type activity)
	2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs)
	3	High levels of disturbance (e.g. fire door with AIB sheeting in constant use)
Secondary activities for area	As above	As above
Likelihood of disturbance		
Location	0	Outdoors
	1	Large rooms or well ventilated areas
	2	Rooms up to 100 square meters
	3	Confined spaces
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Extent / Amount	0	Small amounts or items (e.g. gaskets or strings)
	1	< 10 m ² or <10 m pipe run
	2	>10 m ² to 50 m ² or 10 m to 50m pipe run
	3	>50 m ² or >50m pipe run

Appendix D

The Melton Borough Council Assessment of Competence and Resources of Contractors Form



ASSESSMENT OF COMPETENCE & RESOURCES OF CONTRACTORS

To: (Company Name):

Address:

Tel:

.....

Fax:

Completed by:

Position:

Date:

Signature:

PLEASE ANSWER THE FOLLOWING QUESTIONS AND SUPPLY RELEVANT INFORMATION AS REQUESTED, PROVIDING SUPPORTING DETAILS AND DOCUMENTATION SEPARATELY.

1. Provide examples of appointments on comparable projects over the last 12 months. Include client list so that your performance can be verified.

2. Where there are 5 or more employees a copy of your Health & Safety Policy is required detailing organisation and arrangements, as required by s.2(3) of the **Health & Safety at Work Act, 1974**.

Copy of policy supplied: Yes No

3. Please supply examples of your Risk Assessments prepared in accordance with the **Management of Health at Work Regulations, 1999**.

Details enclosed: Yes No

4. Please supply any other work procedures, assessments or safe systems of work that would supplement your submission.

Details enclosed: Yes No

5. Who is deemed your qualified/competent person in terms of Health and Safety, as required by the **Management of Health and Safety at Work Regulations 1999**?

Name:

Position:

Tel No.

Organisation, if external body is used:

Please forward an up-to-date CV for the competent person Yes No

6. Please provide details of Health & Safety training courses your employees have received.

Details enclosed: Yes No

7. What measures would you adopt to ensure the competence of contractors who work on your behalf?

Details enclosed:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8. Have any formal notices been issued or legal proceedings been taken against your Organisation by the H & S Executive in the last 3 years. Including prohibitions notice, or improvement notice.				
Details enclosed, if YES, please provide details:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9. Detail your current accident/incident reporting system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 .				
Details enclosed:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10. What systems do you have for monitoring Health & Safety when your employees or contractors are working on site?				
Details enclosed:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11. Please provide your Employee Liability Insurance Certificate.				
Details enclosed:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12. Is your company affiliated to any organisations associated with your line of work?				
Details enclosed, if YES:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
13. Has your Company undertaken the role of Principal Contractor under the Construction (Design and Management) Regulations, 1994 ?				
Details enclosed:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
14. Has your Company changed names within the last 5 years? If so, please give details of all previous names and information requested for all named companies.				
15. What systems relating to the maintenance requirements of the Electricity at Work Regulations 1989 and the Provision and use of Workplace Equipment Regulations 1998 does your Company undertake?				
Details enclosed:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
16. What procedures does your Company follow relating to the Health and Safety (First Aid) at Work Regulations, 1981 ?				
Details enclosed:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
17. If your Company is carrying out the role of Principal Contractor under the C.D.M. Regulations, 1994 , what policies and procedures does the Site Supervisor follow?				
Details enclosed:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Appendix E

Guidance on the Categorisation of Asbestos Works

Categorisation of Asbestos Work

Most asbestos work must be undertaken by a Licensed contractor. This includes work on asbestos coating and asbestos lagging and work on asbestos insulation or asbestos insulating board (AIB), where the risk assessment demonstrates that the fibre release will be high and exceed the Control Limit detailed in CAR 2012 of 0.1 fibre per cm³. Any decision on whether particular work is Licensable is based on the risk.

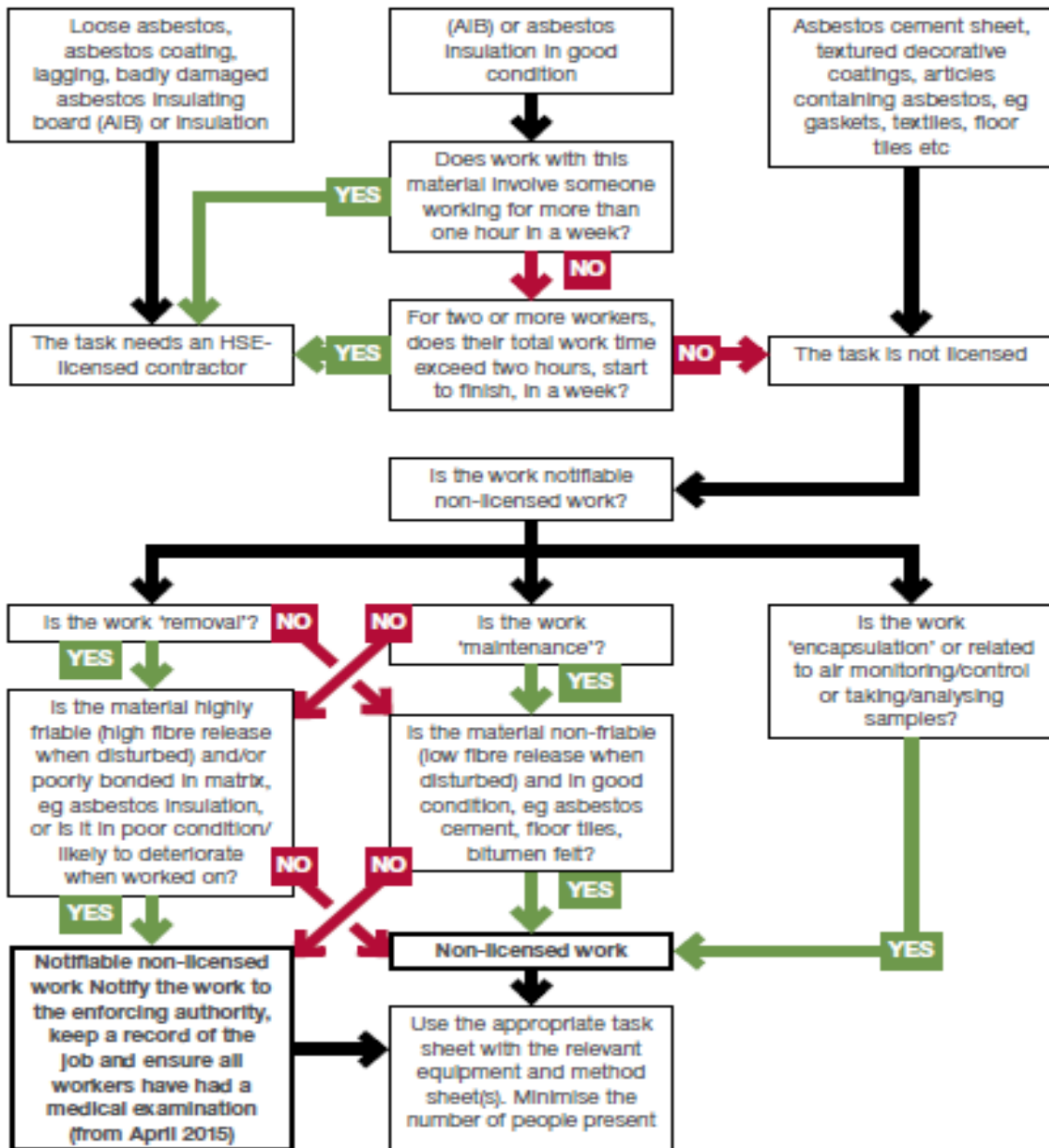
Some 'lower' risk asbestos work does not require a licence and is classified as 'Non-licensed Work'. Since April 2012, some types of non-licensed Asbestos work have additional requirements including notification of work, medical surveillance and record keeping. This work is known as Notifiable Non-licensed Work (NNLW).

All Non-licensed and Notifiable Non-licensed Work with Asbestos needs to be carried out with the appropriate controls and training in place, to protect those doing the work, and others in the area, from the risks to health that exposure to Asbestos causes.

Whether Asbestos work is Licensable, NNLW or Non-licensed work has to be determined in each case and will depend on the type of work to be carried out, the type of material to be worked on, its' condition and in the case Licensable Work, whether it will exceed the Control Limit. It is the responsibility of the person in control of the work to assess the ACM to be worked on and make this decision.

The flow chart on the following page can be used to help make an appropriate decision regarding what category the work comes under.

Decision flow chart



Non-Licensed Asbestos Work

To be exempt from needing a licence the work must be:

- Sporadic and low intensity - to be considered sporadic and low intensity the concentration of asbestos in the air should not exceed $0.6\text{f}/\text{cm}^3$ measured over 10 minutes; and
- Carried out in such a way that the exposure of workers to asbestos will not exceed the legal control limit of 0.1 asbestos fibres per cubic centimetre of air ($0.1\text{f}/\text{cm}^3$); and
- Meet at least one of four other conditions:
 - It is a short non-continuous maintenance task, with only non-friable materials. (Friability describes how likely an ACM is to release asbestos fibres when worked on, so non-friable materials will only release a small number of fibres during work); or
 - It is a removal task, where the ACMs are in reasonable condition and are not being deliberately broken up, and the asbestos fibres are firmly bonded within a matrix, e.g., the asbestos is coated, covered, or contained within another material, such as cement, paint, or plastic; or
 - It is a task where the ACMs are in good condition and are being sealed or encapsulated to ensure they are not easily damaged in the future; or
 - It is an air monitoring and control task to check fibre concentrations in the air, or it's the collection and analysis of asbestos samples to confirm the presence of asbestos in a material.

Examples of non-licensed work are contained in HSE's Asbestos Essentials document HSG 210 and HSG 213 and can involve work such as

- Removing compressed asbestos fibre gaskets which are in condition and which will not disintegrate on removal,
- Minor works inside electrical distribution boards which contain asbestos textile flash guards
- Removal of undamaged Asbestos Cement sheets or minor repairs to damaged sheets
- Drilling holes through Asbestos Insulating Boards for pipe or cable access – with work limited to an aggregate of less than 2 hours per week for all those involved.

Those who undertake Non-Licensed Work with ACMs must receive the recognised training as detailed with regulation 10 of the Control of Asbestos Regulations 2012 and the Approved Code of Practice L143 and further, all non-licensed work must be carried out with the appropriate controls in place by trained persons only.

Notifiable Non-Licensed Asbestos Work

If the work is exempt from the need for a Licence, it will be necessary to determine the work is Notifiable Non-Licensed Work or Non-licensed Work. The key factors to consider are:

- **The type of work to be undertaken:**

- Maintenance, e.g., drilling holes to attach fittings or pass cables through, painting, cleaning etc.
- Removal, e.g., as part of a refurbishment or redesign project
- Encapsulation, work to enclose or seal asbestos materials in good condition
- Air monitoring and control, and the collection and analysis of samples.

- **The asbestos product type:**

- Is the material friable? - The more friable a material is, the more likely it will release asbestos fibres when worked on and
- How firmly is the asbestos bonded in a matrix? (For removal work only)

- **The material's condition:**

- Has the material been damaged or is it in poor condition?
- Will the materials' matrix be destroyed when worked on?

The decision flow chart addresses these questions and enables the work to be undertaken to be categorised as Non-Licensed, Notifiable Non-Licensed or Licensed.

As for Non-Licensed Work, NNLW work must be undertaken by approved and competent contractors who must provide a safe system as detailed within Risk Assessments and Plan of Work Method Statements to ensure that the appropriate risk control measures are in place. The Contractors must provide trained and competent individuals to undertake and supervise the work evidenced by the production of training certificates from an Approved Training body e.g., United Kingdom Asbestos Training Association (UKATA).

For Notifiable Non-Licensed Work (NNLW), employers have additional requirements to:

- Notify the work to the relevant Enforcing Authority.
- Ensure medical examinations are carried out; and
- Maintain registers of work (health records).

Licensed Asbestos Work

Any asbestos work that does not meet the criteria to be undertaken as Non-licensed or Notifiable Non-Licensed Work above must be undertaken by a contractor who holds a Licensed issued by the Health and Safety Executive under the provisions of the Control of Asbestos Regulations 2012.

The need for licensed Asbestos work should be identified at the earliest possible opportunity during the planning of projects and tasks as the organisation of such work can be time consuming and difficult in live operational areas.

Licensed asbestos work is generally expensive. Competitive tendering is required under normal circumstances to ensure that all contractors are quoting on the same basis and that the Client receives value for money. A detailed Scope of Work and Specification for the required works should be prepared and issued to all tendering contractors to ensure that the work is priced on a consistent basis.

In the case of an emergency situations there may not be time for a tendering process. In these situations, a single Approved Licensed Contractor may be selected to undertake the work at the earliest opportunity following consultation between the Housing Asset Manager, the Senior Surveyor, or the Planned Maintenance Officer and when available the Compliance Officer. Advice may also be obtained from appointed Asbestos Consultants.

For all works a site meeting should be held to assess the requirements of the work and the associated risks. For all most Licensed Asbestos work Housing Asset Management Team will engage the services of an Asbestos Consultant to oversee the whole project, to undertake all required air quality monitoring and to ensure compliance with all legislative requirements and formal guidance published by the Health and Safety Executive from inception through to completion. Where a Principal Contractor has been appointed these matters will in most cases be left under their control.

Under normal circumstances, the Licensed contractor must notify the HSE 14 days in advance of the start of any licensed work on ACM's. The requirements of the Construction (Design & Management) Regulations 2015 will need to be complied with for all projects and in some cases, depending on the number of trades people employed on site and the duration of the project, the project may need to be notified under the provisions of these regulations. These requirements should be determined at the earliest opportunity during the planning of the project.

Before the notification can be submitted to the Health and Safety Enforcement Authority, detailed Risk Assessment and Plan of Work (POW) documents should be prepared by the Licensed Contractor to include an evaluation of all identified risks and required control measures, the work Method Statement, asbestos removal methodology and the waste disposal arrangements. The project documentation should include records and certifications for all equipment, the training and medical certificates for the Operatives and Supervisors and the Face Fit Test certificates for the RPE used by all those employed on site for the project. These records will be vetted and verified by the Asbestos Consultant on behalf of the Housing Asset Management Team of MBC.

In emergency situations, there may be a need to apply to the Health and Safety Enforcement Authority to waive the 14-day notification period. This must be done by the appointed licensed contractor with support information from the Client detailing the need for the waiver and the particular circumstances. In these circumstances the POW can be agreed in principle in order for the waiver to be applied for at the earliest opportunity.

The following checks on the commencement of the project:

- **Documentation**

- Risk Assessment and Plan of Work, Licence, Notification, detailed work methodology, medical certificates, training certificates, face fit test certificates, equipment test certificates for the Class H Vacuums and Negative Pressure Units (NPU), all other equipment as appropriate and a Clearance Certificate for the Decontamination Unit (DCU) following use at the previous project

- **Prior to commencement of work**

- Integrity, standard and construction of enclosures and airlocks
- Condition and presence of work equipment & PPE
- Condition and standard of DCU
- Waste container and waste transit routes & waste arrangements
- Condition and standard of NPU and filters
- Smoke leak test and clearance
- All other checks as may be deemed necessary

Only on successful completion of the pre-start inspection should authorisation for Licensed Asbestos work to begin. This authorisation may be provided by an officer of the Housing Asset Management Team, Asbestos Consultants appointed to manage the works on their behalf or the Principal Contractor for the scheme.

On completion of work the LARC will be responsible for thoroughly cleaning the area and equipment and undertaking a visual inspection before declaring that the area is ready for commencement of the 4-stage clearance procedure by SAML whose procedures comply with the requirements of ISO /IEC 17020 for the conduct of inspections and ISO / IEC 17025 for compliance with good laboratory standards for the air sampling and airborne fibre determinations undertaken by Phase Contract Microscopy. These requirements are confirmed by the holding of UKAS accreditations for these activities.

Appendix F

Asbestos Management Action Plan

Objective	Responsible	Target Commencement Date	Target Completion Date	Confirmation of Completion of Action	Budget
Complete the preparation of the new MBC Housing Asbestos Management Plan	Housing Asset Manager, Senior Surveyor and Compliance Officer	13/12/2022	31/01/2022		
All employees of MBC Housing to be provided with access to the completed Asbestos Management Plan to confirm the duties which are assigned to them within the document	Housing Asset Manager	01/02/2022	28/02/2022		
Formerly appoint the Appointed Person and Deputy Appointed Persons for Asbestos Management within the Housing Asset Management Team	The Chief Executive, the Director for Housing and Communities and the Assistant Director of Housing	01/02/2022	28/02/022		
Ensure that adequate financial provisions are in place for the ongoing safe management of ACMs present across the Housing property portfolio	Deputy Director for Housing, the Housing Asset Manager, and the Senior Technical Accountant	01/02/2022	Ongoing		
Continue the review of existing asbestos survey reports for all properties across the Housing Portfolio and commission additional surveys as necessary to ensure that the asbestos survey information for the whole portfolio is comprehensive and complete	The Compliance Officer	01/09/2021	31/03/2024		
Continue loading asbestos data on to the Northgate System	The Data Systems Officer	Already Commenced	31/12/2023		
Undertake discussions with Asbestos Surveying company to formerly agree the Priority Risk Assessment Scores for each category of property	Housing Asst Manager, Senior Surveyor and Compliance Officer	01/02/2022	28/02/2022		
Continue to review asbestos surveys reports on receipt in accordance with guidance in AMP	Compliance Officer	Immediate	Ongoing		
Undertake a review of the total risk assessment scores bandings detailed in section 8.9 of the	Housing Asset Manager, Senior Surveyor,	01/03/2022	31/02/2022		

Asbestos Management Plan to redefine the boundaries between high, medium, and low risk scenarios	Compliance Office with advice from Asbestos Consultant				
Consider the strategy and mechanisms for informing tenants as to the presence of ACMs in their properties	Assistant Director for Housing, the Housing Asset Manager, the Senior Surveyor, and the Compliance Officer	04/04/2022	29/04/2022		
Consider and asbestos labelling strategy for non-public/ resident areas of sheltered schemes e.g., for boiler houses and plant rooms	Housing Asset Manager, Senior Surveyor and Compliance Officer	04/04/2022	29/04/2022		
Undertake the condition monitoring of identified ACMs in accordance with the schedules detailed in Section 11 of the AMP.	Compliance Officer to lead process	Already Commenced	Ongoing		
Issue a communication to all contractors to remind them of the absolute necessity to check the Asbestos Register before any responsive maintenance works	Senior Surveyor	0/02/2022	11/02/2022		
Issue an instruction to internal Project Managers, Repairs Officer, Voids and Repairs Officers and Planned Maintenance Officers to remind them of the absolute necessity to check the Asbestos Materials Register before issuing instructions for work and to where necessary consult with the Compliance Officer if there is any doubt as to the completeness of the asbestos information	Housing Asset Manager	01/02/2022	11/02/2022		
Undertake a review of the Assessment of Competence and Resources of Contractors Questionnaire with a view to include the additional information detailed in Section 13.2 of the AMP	Housing Asset Manager and Compliance Officer with Officers from the Corporate Asset Team	1/03/2022	31/03/2022		
Ensure that for future asbestos removal works appropriate Scope of Works and Specification documents are prepared and	Senior Surveyor, Planned Maintenance Officer and	01/03/2022	Ongoing		

issued to tendering contractors to set out the standards with which they will be expected to comply.	Compliance Officer				
Continue to provide UKATA Asbestos Awareness and Duty to Manage training as required	Compliance Officer	Commenced	Ongoing		
Provide Asbestos Awareness and Duty to Manage Training at appropriate time intervals	Compliance Officer	02/01/2023	31/03/2023		
Ensure Planned Maintenance Officer completes the BOHS P405 Asbestos Management qualification to National	Compliance Officer	Already Commenced	21/03/2023		
Provide BOHS P402 Surveying and Sampling Course for - The Housing Asset Manager - The Senior Surveyor - The Compliance Officer - The Planned Maintenance Officer - The Assistant Director of Housing	Compliance Officer	01/01/2022	01/02/2022		
Seek confirmation from all building related contractors that they have received Asbestos Awareness training through UKATA Approved training organisation within last 12 months	Senior Surveyor and Compliance Officer	01/02/2022	28/02/2022		
Continue discussions with the Term Repair and Maintenance Contractor to develop procedures that can be followed in the event of an accidental or inadvertent disturbance of an ACM	The Senior Surveyor and Compliance Officer	Already Commenced	28/02/2022		
For Planned Maintenance and Project Works require contractors to submit Emergency Procedures for incidents of accidental disturbances of ACMs	Planned Maintenance Officer with Compliance Officer	01/02/2022	Ongoing		
Continue to monitor progress against this AMP on quarterly basis and submit reports to Assistant Director of Housing	Housing Asset Manager with Senior Surveyor, Planned Maintenance Officer and Compliance Officer	01/04/2022	Ongoing		

Formerly adopt the Housing Asset Management Asbestos Management Policy as presented in Appendix to the AMP	Director for Housing and Communities	01/03/2022			
Undertake review of Asbestos Management Plan and Policy on quarterly basis during the first year of the life of the document	Assistant Director of Housing, Housing Asset Manager, Senior Surveyor, Planned Maintenance Officer and Compliance Officer	01/04/2022			