



ASBESTOS POLICY

(Housing Stock and Related Assets)

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Asbestos Policy – Revised June 2008

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ASBESTOS POLICY RELATING TO THE HOUSING STOCK AND RELATED ASSETS

STATEMENT OF INTENT

Waverley Borough Council acknowledges the serious health hazards associated with exposure to asbestos. The Council accepts its responsibility under legislation to protect its workers and any other persons who may be at risk from asbestos in Council dwellings.

The Council is currently fulfilling its duties by reducing the exposure to asbestos, so far as is reasonably practicable.

To this effect the Council is:

- Carrying out surveys to identify Asbestos Containing Materials (ACMs) in all Council dwellings and related assets;
- An asbestos register has been compiled. The future introduction of a single central computerised register will allow us to regularly update the information when necessary.
- The new electronic register will also allow us to review the risk assessments on a regular basis.
- We have in place arrangements to manage the risk arising from the ACMs identified;
- We provide information about the presence, location and condition of ACMs to staff members, contractors and any other persons who are liable to disturb the ACMs during the course of planned or re-active works. This same information is available to tenants upon request.
- Ensure that the appropriate asbestos enabling works are correctly requested and undertaken by specialist licensed contractors in time for both planned and reactive works.
- There is an appointed Asbestos Manager (Housing Maintenance Manager) and two fully qualified Asbestos Officers. They collectively are deemed to be the responsible officers in the day-to-day management of asbestos issues.
- We have provided specialist training to all key staff and this is refreshed annually in accordance with the Control of Asbestos Regulations 2006 (CAR 2006).
- Qualified and experienced asbestos officers provide supervision to staff and contractors as required
- Specialist equipment and resources have been provided. These are checked and maintained on a regular basis.

The Council started asbestos surveying its homes in late 1999. After much work we are nearing the end of that programme and hope to complete the outstanding surveys by mid 2008. For those properties still outstanding we continue to monitor works in the homes to ensure that the potential exposure to asbestos for all staff and other persons is minimised.

Where we still have some materials as yet unidentified we will continue to treat them as being asbestos and act accordingly (In accordance with legislation and good practice).

Responsibilities

The Head of Housing will be responsible for the implementation of this policy with regard to dwellings held within the Housing Revenue Account with particular emphasis on the General Needs, Community and Sheltered housing stock. All queries relating to this document should be directed to:

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Head of Housing
Housing & Community
Waverley Borough Council
Council Offices
The Burys
Surrey GU7 1HR

Tel. 01483 523333

The Strategic Director for Environment will be responsible for the implementation of this policy with regard to all housing dwellings owned by and/or managed within the General Fund. All queries relating to this document should be directed to:

Strategic Director (Environment)
Waverley Borough Council
Council Offices
The Burys
Surrey GU7 1HR

Tel. 01483 523333

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General information about asbestos

Q. What is asbestos?

A. Asbestos is a naturally occurring fibrous material and has been used for about 150 years on a large scale. It is versatile, plentiful and ideal as a fire-proofing and insulation material. But it can be deadly!

The three main types of asbestos that have been used commercially are:

- ❑ Crocidolite (blue)
- ❑ Amosite (brown)
- ❑ Chrysotile (white)

Important: All are dangerous, but blue and brown asbestos are known to be more dangerous than white. You will need a laboratory to properly identify the different types of asbestos.

Q. Why is it dangerous?

A. If you inhale asbestos fibres (which are long and thin) they can become lodged in the tissue of your lung and your body's natural defences will not be able to break them down. This can lead to lung diseases (mainly cancers), particularly if you are repeatedly exposed to fibres over a number of years.

Important: Generally, asbestos is only a risk if you disturb or damage it and cause fibres to be released into the air. If asbestos containing materials are in good condition and in a position where they are not going to be disturbed or damaged then it is safer to leave them where they are and ensure that the risks are managed.

Q. What are the likely health effects?

A. Exposure to asbestos can cause three main diseases:

- **Asbestosis:** irreversible scarring of the lungs;
- **Lung cancer:** increased incidence, particularly if you smoke;
- **Mesothelioma:** cancer of the lining of the lungs or stomach.

Important: All of these diseases have no cure – mesothelioma and lung cancer are fatal diseases. Typically, there can be a 15–60 years gap between first exposure and diagnosis.

Q. Where is it normally found?

A. Asbestos was used in hundreds of different products and buildings from the 1950's to the mid 1980's. Asbestos cement was used up until 1999 in a variety of different premises and materials. Any building that was constructed or had major refurbishment between the

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1950's and mid 80's is likely to contain some type of asbestos containing material. Use of asbestos peaked during the period early 60's to mid 80's. Premises built or refurbished during this period are the most likely to contain some form of asbestos.

What Should be Done?

Asbestos-containing materials will have to remain in social housing for about the next 25-30 years. No council in the UK has the money or staff to remove them all. This is fully in line with the law and with central Government policy.

2. MANAGEMENT STRUCTURE

The Council recognised early on that, in order to ensure compliance with all the requirements of this policy, an individual officer within the Housing and Community needed be charged with that responsibility. The Council has therefore appointed the Housing Maintenance Manager. He is responsible for the development and implementation of this Policy and associated procedures. He reports to the Head of Housing (Housing & Community).

In addition the Council selected two existing members of staff, within the Housing & Community section. They have both undergone specialist professional training and are now fully qualified and experienced, they perform the roles of Asbestos Surveyor and Asbestos Officer.

During the months of May and June 2008, we arranged for two of our existing departmental building surveyors to undergo specialist asbestos training. They undertook the British Occupational Hygiene Society (BOHS) course P405 – 'The management of asbestos in buildings'. This will provide greater coverage and flexibility for the department during future periods of sickness and/or vacation.

Asbestos Surveyor

- To assist in formulating a programme for surveying all dwellings within the HRA housing stock not yet surveyed, in accordance with this policy;
- To assist in the commissioning of additional specialist resources to carry out bulk surveys, sampling and laboratory analysis of sample materials;
- To carry out both visual and sampling (not analysis) asbestos surveys;
- To carry out resurveys of previously inspected dwellings containing asbestos to ensure that condition data and risk assessments are updated;
- To liaise with the Asbestos Officer to ensure that all collected data is available for inclusion within the Asbestos Register; and
- To assist in the preparation of a Term Contract and the management of same for the removal of asbestos.
- To action requests for asbestos removal or encapsulation.
- To manage the Asbestos Removal MTC contract.
- To provide specialist knowledge and expertise in emergencies where asbestos may be present.
- To jointly manage the asbestos training of Housing Maintenance staff

Asbestos Officer

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- To formulate a programme for surveying all dwellings within the HRA housing stock not yet surveyed, in accordance with this policy;
- To commissioning of additional specialist resources to carry out bulk surveys, sampling and laboratory analysis of sample materials;
- To carry out both visual and sampling (not analysis) asbestos surveys;
- To carry out resurveys of previously inspected dwellings containing asbestos to ensure that condition data and risk assessments are updated;
- Be a point of focus within the Housing & Community for all matters relating to asbestos containing materials; and
- Provide an internal source of information on all items relating to asbestos; and
- The Asbestos Officer shall also be responsible for the maintenance and updating of the asbestos register, including:
 - Co-ordinate the inputting of new survey data;
 - Co-ordinate the updating of existing records to include all remediation works carried out;
 - Liaise with the Asbestos Surveyor in respect of the gathering and updating of data;
 - Co-ordinate the procedures for informing persons at risk as identified in this policy;
 - To provide specialist knowledge and expertise in emergency situations where asbestos may be present
 - To jointly manage the asbestos training of Housing & Community staff
 - Liaise with internal IT staff and external consultants as necessary to provide a comprehensive, fully integrated asbestos register capable of providing all information required by the Council to comply with the policy and procedures set out in this document;

and

- Operate a telephone helpline, and an e-mail facility and response service for all tenants who have concerns about asbestos.

Administrative Support

- No dedicated admin support is provided. The customer service team assist with order processing.

All staff directly connected with asbestos work or responsible for managing dwelling/tenants will receive appropriate specialist training appropriate for this role (see Training).

The Housing & Community section will liaise on a regular basis with Environmental Health and the Council's Health and Safety Advisor.

The Council will review this structure regularly and revise if necessary.

3. IDENTIFICATION OF ASBESTOS CONTAINING MATERIALS

Survey Programme

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In late 1999 the Council commissioned an external specialist consultancy to undertake a sample asbestos survey of 927 dwellings. At the time of reviewing this policy document (May 2008) a further 4,400 dwellings have been surveyed on a planned and ad-hoc basis.

The Council will undertake further asbestos surveys using consultant asbestos surveyors. Surveys will be carried out as follows:

- As part of a programme of planned surveys;
- At inspections for all void dwellings not previously inspected;
- Prior to commencement of any programmes of Planned Maintenance; and
- On a responsive basis to meet the needs of Day-to-Day Repairs.

The Council will continue this survey work until all dwellings have been inspected. It is anticipated that the surveying of all homes will be completed by mid 2008.

The Council do include within this programme other dwellings held under different leasing arrangements where it is appropriate to do so.

With the commissioning of the new single electronic asbestos database we are now able to effectively extend and now document our asbestos re-inspections. With this in mind the Council will be preparing and then implementing a programme for re-inspections of ACMs in accordance with the risk assessments derived from the initial survey reports.

Asbestos Register

The Council keeps a record of the location, condition (at time of survey) and type of asbestos containing materials (ACM's) in its dwellings. This Asbestos Register holds the following information for all homes surveyed:-

1. All presumed asbestos-containing materials identified;
2. For all asbestos containing materials identified by testing:
 - The product type;
 - The asbestos content;
 - Type of asbestos
 - Approximate quantity of the asbestos containing materials;
 - Details of the risk assessment; and
3. Diagrammatic floor plans, which will help identify multiple cupboards and bedrooms .

In addition the asbestos register will record:-

4. Any areas that were inaccessible at the time of the survey.

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By June 2008 we hope to have in place a new single electronic asbestos register database. This will enable us to enter and update records to reflect encapsulation and asbestos removal works carried out in our housing stock since 1999. We will be treating this updating work as a high priority to ensure that information available to both contractors and tenants is as accurate as possible, as soon as possible.

The Council endeavours to update the property listing on the asbestos register within 2 weeks of receiving new survey data.

The Council keeps records showing all areas that were inaccessible at the time of survey. In these cases all materials within these areas are presumed to contain asbestos. Where practicable the Council will revisit these areas to establish the presence or absence of any asbestos containing materials should the opportunity arise e.g. during void periods.

Management of Asbestos Containing Materials (ACM's)

The Council has developed and implemented plans to manage the risk arising from the asbestos containing materials identified. In developing these plans the Council is being guided by the content of the Asbestos Register together with the constraints that may be imposed by the annual budget available for asbestos works.

The Council will review and revise the plans at regular intervals.

4. MANAGEMENT OF THE DATABASE

The Council recognises the importance of maintaining a comprehensive, up-to-date and 'user-friendly' register of asbestos containing materials within it's housing stock.

With this in mind The Council has purchased a proprietary electronic database that will hold all elements of the Asbestos Register. This will store asbestos information for all properties in the Housing Revenue Account. The importing of historic survey records is in hand and should be completed by July 2008. We can then start to update the records to show what encapsulation and asbestos removal works has taken place. This work is expected to take a number of months.

The database is crucial to the successful implementation of this policy.

This single electronic database will be available to Waverley staff over the intranet. The same dataset will be extracted and distributed via cd-rom to our contractors. At a later date we hope to introduce a secure internet connection for our contractors (extranet). This will ensure that they always have access to the latest and most up to date records.

5. INFORMING PERSONS AT RISK

The Council acknowledges that it has a responsibility to protect not only its own staff, but also any other persons who could potentially be exposed to asbestos within the Council's dwellings.

The Council has therefore established a reporting procedure to ensure that all persons at risk are provided with adequate information to ensure that the potential for exposure to asbestos is reduced as far as is reasonably practicable. This currently takes the form a compact disk sent to

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all contractors currently working for the Council, this disk holds all the current surveys. The surveys can be easily printed for passing to the relevant site operatives.

Staff

All Housing staff receive training appropriate to the type and method of work in which they are employed. All initial and refresher asbestos training is carried out in accordance with the Control of Asbestos Regulations 2006 (CAR 2006).

Tenants

The Council produced a booklet in late 2004 entitled “Asbestos in the Home” which provides general information about asbestos containing materials. The booklet advises tenants on the Councils responsibilities and the management of asbestos containing materials in Council owned dwellings. The booklet is available in large print if requested, and can also be downloaded from the Councils website. A copy of the booklet was sent to all Waverley tenants and leaseholders in November 2004. And additional copies are included in the welcome pack for any new tenancy.

Upon request tenants can be provided with a plain English report from our existing asbestos register detailing the asbestos in their home. Subject to it having been surveyed.

Where a survey has been carried out on the dwelling, the report will detail:

- Where asbestos containing materials have been identified, if any;
- Any areas which were inaccessible or have not been surveyed;
- The risk assessment for any asbestos containing materials identified, together with an explanation as to what this means;
- The Council’s plans for dealing with the asbestos containing materials identified; and
- A statement that no work should be undertaken or alterations made which are likely to result in disturbance or damage to asbestos containing materials.

Where a survey has not been carried out on the dwelling the tenant will be informed that all dwellings are scheduled to be surveyed and a report will be provided once the survey information is available. See later item in respect of works to be carried out by tenants.

Should matters be urgent then the Asbestos Officer or the Asbestos Surveyor will conduct an onsite visual assessment and may take samples for analysis. If no immediate risk is present then the home will be surveyed as soon as reasonably practical.

The Council will only consider taking action outside the provisions of this policy document regarding the management of existing asbestos, in exceptional circumstances. And that decision shall be solely based upon a risk assessment carried out by a qualified & experienced asbestos officer.

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Tenant's Asbestos Reports

The new single electronic asbestos register will allow us to publish the asbestos reports for all our homes. We are committed to delivering these reports to our tenants at the earliest opportunity. However before we do that, we need to update each individual survey with any works that have been carried out in the meantime. This update work is in hand and will be started once the register is online. We are consulting with tenants on the wording and presentation of this document. We are also considering the best method of storing the document in the home. We anticipate publishing and distributing these reports area by area across the borough. It is hoped that they will be sent out with other information pertaining to 'Hazards in the Home'.

Prospective Right to Buy Purchasers

From late October 2005 every tenant applicant to purchase under the Right to Buy legislation, will be provided a plain English report from the asbestos register summarising the presence of asbestos in that home. If no asbestos survey is available at the time of the application we will commission one at the Council's expense.

Leaseholders including those covered by Right to Buy legislation

The Council produced a booklet called "Asbestos in the Home" in late 2004, this provided general information about asbestos. The booklet was distributed to all existing tenants and leaseholders in November 2004.

With effect from 1st May 2006 all new applications for the purchase of flats will include a plain English asbestos report for the home being purchased and for the common parts of that same block (if appropriate). Common parts includes stairwells, lifts, landings, pram stores, bin stores, utility and storage areas as well as the roof space etc. Where flats are accessed directly from the street they may not have communal areas.

Right to Buy and Leaseholders specialist advice

A number of homes may have been sold or leased prior to the dissemination of asbestos information. Therefore, we may have on record property specific asbestos information that pre-dates the purchase or lease. If this is the case this asbestos information may be of use to the current owner or leaseholder and in these circumstances we are prepared to release it. Providing we receive a written request from a bona-fide applicant. It will be in the form of a simple plain English report as detailed earlier. Where we do not have specific information on a property, we are willing to use other reports on properties of a similar design in a similar location to give outline and generic guidance. This information may only assist in identifying the materials used in the original construction. It will not highlight materials used in the repair and upgrade of that specific home over the intervening years. We will not undertake any surveys for sold or leased properties. For leaseholders where there are common parts to the building they are also free to request the asbestos survey for these areas.

Where planned modifications to the property are proposed and they are likely to effect the presence of asbestos, arrangements will be made for the scope of works to be reviewed by technical and asbestos officers and any response will contain appropriate conditions on their implementation.

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Keeping all people informed

From time to time Waverley will reinforce their general advice by placing specialist articles in our regular publication “Waverley Homes”. This may deal with, but is not limited to issues such as:

- Tenants removing their own privately owned sheds containing asbestos
- Painting and decorating textured decorative coatings which contains asbestos
- Improving your home and concerns over asbestos
- Reporting unidentified materials which may contain asbestos

These same articles will be made available in a downloadable form on the Housing & Community section of Waverley’s website. These documents can then be accessed, read and used by:

- Tenants
- Right to Buy freeholders
- Leaseholders

Contractors - Vetting

All contractors employed to carry out work on Council dwellings will be fully vetted in respect of their asbestos awareness and appropriate staff training. Only those that can demonstrate a basic level of competence will be employed by Waverley. In certain situations trades individuals may be called upon to recognise the risks from unidentified materials found during the course of works. This formalised checking and documenting procedure will form part of the assessment of competence included within the specific contractual arrangements.

The Council will at all times do its duty to employees, tenants and any other third party in accordance with the Health and Safety at Work Act 1974.

Contractors – Asbestos Register

The Council will issue a complete copy of the asbestos register for all Waverley’s Housing stock (See 5. above) on a regular basis. Any suspicious materials found by contractors should be reported to the Council immediately and until these materials are properly identified the contractor must stop work.

Contractors – Asbestos team support

In normally one of the Housing & Community’s two qualified asbestos officers is available during working hours to provide either telephone advice or in case of emergencies an immediate site visit. For out of hours situations the Housing & Community duty officer may be asbestos qualified or will have access to a trained officer.

Contractors –

General
Responsive repairs
Void repairs
Planned maintenance programmes

Where no asbestos surveys exists on a dwelling and works are required the Council will arrange for an asbestos survey before any works are started.

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Where asbestos containing materials are found the Council will arrange for remedial works. The nature of these works, i.e. whether to leave asbestos in situ, seal or remove will be based upon a risk assessment, which takes into account the form of the material, its condition, friability and location.

The contractor will be made aware of all enabling works done on asbestos containing materials before they are allowed to start work.

Tenant Improvements

Where tenants make an application to the Home Ownership Officer for home improvements the scope and nature of the work will be checked by the Building Works Manager and if necessary a qualified asbestos officer. There may already be a Type 2 “Non-Invasive” asbestos survey for the home, if not one will be commissioned straight away. However, if the work involves demolition or extensive remodelling we may also commission a Type 3 “Invasive” survey of those specific areas where the work is to take place. Both surveys if required are free of charge (See Note A, page 15).

Once we had a detailed schedule of works and the tenant’s intended programme the asbestos officers can then decide what actions may be necessary.

Any meetings necessary with Waverley’s officers will be in normal working hours Monday to Friday.

The asbestos containing materials (ACM’s) may be encapsulated, scraped or removed. Costs for this professional asbestos removal will be free of charge at the present time (See Note A, page 15).

Asbestos work may be split into both licensed and unlicensed works. This is based on the risks that those materials present to anybody disturbing them. Licensed works include:

- Asbestos insulation (all forms)
- Asbestos insulation board (AIB)

All other forms of asbestos removal works are unlicensed

All asbestos removal works whether licensed or unlicensed will be carried out by WBC’s appointed fully licensed specialist asbestos contractor.

Unlicensed works do not require any notice to the HSE (Health & Safety Executive)

Licensed asbestos works require that our asbestos removal contractor give 14 days notice to the HSE. A floor plan will be required for this application. The preparation of any paperwork for this notice together with the 14-day delay must be allowed for in the tenant’s programme of works.

Licensed works will also require the building of a temporary enclosure on site to contain the risks and the use of a decontamination trailer for cleansing of site operatives. Repair of spoilt decorations following the use of enclosures is the responsibility of the tenant. The trailer may need to have both water and electrical power feeds whilst it is in use. The placement of both the

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enclosure and the isolated and dedicated access and exit route may severely limit the use of the home whilst works are in progress. The tenant and their family are to ensure that our contractor has free and unhindered access on the date stated in the 14-day notice. The date for the works can only be altered by agreement with Waverley, its contractor and only once confirmed in writing to the HSE.

Following the removal of asbestos insulation board (AIB) and/or asbestos insulation products where enclosures are used, there will be a mandatory inspection in order to provide a certificate of reoccupation. This process of examination and test is known as “Four Part Clearance”. This inspection is again free of charge at this time (See Note A, page 15)

From time to time the asbestos officers may also commission what is termed “Reassurance Testing”. This helps to prove that the method statement provided at the start of the work was appropriate and has worked correctly. The issuing of requests for reassurance testing is at the discretion of the asbestos officers. Any random testing is free of charge at the present time (See Note A, page 15)

All “Four Part Clearance” and “Reassurance Testing” are carried out by independent UKAS accredited licensed laboratories that have no connection with either the nominated asbestos contractor or Waverley Borough Council.

For both licensed and unlicensed works Waverley and their appointed contractors will endeavour where reasonably possible to meet the tenant’s anticipated programme. However, no liability can attach to Waverley Borough Council or its contractors in respect of missed dates, delayed works or additional costs arising directly or indirectly from the asbestos surveying and removal works.

Where asbestos products are scraped or removed it will be the responsibility of the tenant to include in their scope of works any:

- Replacement
- Making good
- Decorations

There may be other approvals and inspections required as part of the Tenant Improvement works. Applications must be made directly with the appropriate department at Waverley. This may include the Building Control Section and/or the Planning Department.

Waverley only uses contractors who can prove that they have had Asbestos Awareness Training in accordance with the Control of Asbestos Regulations 2006 (CAR2006). Tenants will be strongly advised to do the same.

Any person or contractor working on Waverley properties must exercise caution at all times and if further suspect materials are found following the asbestos works they must stop work immediately and call Waverley’s Housing Asbestos Team on 01483 523109.

If a tenant fails to:

1. Adhere to the Waverley guidelines for tenant improvements
2. Breaches Health & Safety guidelines
3. Ignores any specific verbal or written requests concerning the works

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4. Knowingly disturbs or allows others to disturb asbestos containing materials
5. Conceals asbestos information from contractors working in the home
6. Or otherwise put peoples health at risk

it will be it is deemed to be a major breach of the tenancy agreement.

All decisions by our qualified and experienced asbestos officers regarding contractors, works and other asbestos matters are final and binding.

Failure to adhere to the guidelines for tenant improvements will mean that the project is cancelled with immediate effect. The standard Waverley reinstatement clause will then apply.

Where a tenant and/or their directly appointed contractor creates a hazard, knowingly or otherwise the tenant shall be responsible for all the costs of:

1. Asbestos removal contractor carrying out damage limitation works
2. Deep cleaning of contaminated people
3. Cleaning and or disposal of contaminated goods
4. New for old costs for replacement of contaminated goods
5. Independent laboratory inspection and Certificates of Re-occupation
6. Incidental costs arising from temporary accommodation

All other incidental costs arising directly or indirectly from this incident

Exposure of tenants, contractors and other third parties to asbestos containing materials will leave the perpetrators open to legal prosecution by Waverley Borough Council, Health & Safety Executive and other individuals through the criminal courts. Medical and incident files for exposure to asbestos are retained for a period of 40 years.

Health & Safety Legislation along with Asbestos Legislation comes under criminal law. Therefore the ultimate punishment is imprisonment.

Any modifications to asbestos containing materials will be recorded on the asbestos register.

Information will be supplied to all tenants regarding the risks of carrying out work without first obtaining the Council's permission.

The Council does make general information about asbestos available on it's Web Site.

Note A

The council has elected to manage both the process and removal of asbestos for tenant's improvements free of charge at the present time. These accumulating costs will be recorded and monitored over a one year period. If the costs prove to be higher than the council believes reasonable and affordable, then the department reserves the right to charge the tenants. Charges will be levied on a sliding scale. No costs or scale have yet been formalised.

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6. STAFF TRAINING

The Council recognises the importance of ensuring that all staff who are likely to be directly at risk from asbestos or may be involved in dwelling or tenant management are aware of its possible or actual presence and have received instruction in the procedures adopted by the Council with respect to asbestos.

The Council has developed a programme of mandatory training that reflects the type and methods of work undertaken by the various staff. The Asbestos Officer keeps a log of all staff who undertake training. Refresher training is undertaken in accordance with the Control of Asbestos Regulations 2006 (CAR 2006).

As part of the training programme staff will be kept up to date with legal and Health and Safety Commission requirements.

The Council will regularly review its training programme and adapt it as necessary.

7. ASBESTOS REMOVAL CONTRACTORS

The Council will ensure that all work involving the removal, encapsulation or emergency works concerning asbestos is carried out by specialist contractors licensed by the HSE to carry out such works.

The Council will employ specialist asbestos removal contractors on a Term Contract basis to ensure financially competitive prices and quick and reliable response.

8. ASBESTOS EMERGENCY PROCEDURES

The Council has developed emergency procedures for incidents where there is a risk that a person is or has been exposed to asbestos above the action level.

The procedures do allow for incidents that occur out of normal working hours.

The first consideration in responding to an emergency will be the Health and Safety of those persons at risk. The Council has consulted with specialist asbestos consultants, asbestos removal contractors, the HSE and other relevant parties as deemed appropriate to establish these procedures.

The Council will hold an Asbestos Incident Logbook in which reports on all such incidents are recorded. The report will include information on the location and nature of the incident, details of persons directly or indirectly affected, a summary of the emergency procedures carried out and any recommendations for changes to working practices or emergency procedures in the light of the incident. The reports are held by the Housing Maintenance Asbestos Team and they are available to the following persons upon request:

- The Council's Health and Safety Advisor
- Head of Housing (Housing & Community)

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- Health and Safety Executive
- Any contractors involved in the incident
- Employee's union representatives
- Tenant organisation representatives
- Medical advisors of tenants/staff
- Any other interested parties as appropriate

The Council will regularly review and update its procedures. The Council will also review its procedures in the light of any incidents reported in the logbook.

9. HEALTH RECORDS AND MEDICAL SURVEILLANCE

In the event that an employee is, or has been, exposed to asbestos and where that exposure is above the action level the Council will:

- Prepare a file documenting all known facts about the incident or exposure. This to include photographs, paper and electronic correspondence, copies of risk assessments by contractors and environmental tests by consultants. This file originally prepared by the Asbestos Team will then be retained by Waverley's insurers for a 40 year period.
- Arrange confidential medical checks and ongoing surveillance with an Employment Medical Advisory Service (EMAS) qualified doctor at the Occupational Therapy department of Royal Surrey County Hospital. This medical file will be retained by the hospital for a 40 year period. The Employment Medical Advisory Service (EMAS) is part of the Health & Safety Executive (HSE).
- WBC's personnel services will keep on file a copy of the medical summary from the hospital. They will assist in the ongoing monitoring of the health and general well being of that person in accordance with EMAS guidelines.

The Council will undertake to provide counselling to any employee, tenant or other persons that have been exposed or are concerned about possible exposure whilst in HRA housing dwellings.

10. ONGOING MONITORING

The Council will put in place arrangements to ensure that the systems and procedures outlined in this document are carried out.

The Council will review the policy and, where difficulties or problems are encountered, make amendments as necessary to ensure that the systems and procedures can be implemented effectively.

APPENDIX A – Policies for Council Dwellings

Policy for Acquisition or Disposal of Dwelling by Sale or Lease

No newly acquired dwelling shall be occupied by or on behalf of the Council unless and until:

- The presence or absence of ACMs can be confirmed by examination of validated records for the dwelling or, if no such records exist;
- A Type 2 asbestos survey and report has been completed.

If the presence of ACMs is confirmed a risk assessment shall be carried out in accordance with Council procedures and a management plan produced. The Council will consider the extent of building works required and any potential future problems identified in the management plan prior to making a decision as to whether to acquire the dwelling.

Where a dwelling is to be disposed of by the Council prospective purchasers or lessees will be advised of any asbestos materials known to be present (but with no liability for accuracy of the information).

Policy for Remedial Works at Leased or Rented Dwelling

Dwelling where the Council is the Lessee:

- Where the dwelling is leased on a full repairing lease the dwelling is to be treated as a Council owned dwelling;
- Where the dwelling is leased on any other repairing terms the Council will identify and discharge its responsibilities with regard to asbestos in accordance with Council procedures.

Dwelling where the Council is the Lessor:

- Where the dwelling is leased on a full repairing lease all work will be the tenant's responsibility;
- Where the dwelling is leased on any other repairing terms the Council will identify its responsibilities with regard to asbestos and discharge those responsibilities in accordance with Council procedures.

(The Council shall notify the lessor of their responsibilities with regard to asbestos and, where applicable, the lessee's responsibilities)

APPENDIX A – Policies for Council Dwellings cont'd**Policy for Derelict and Abandoned Dwelling**

The Council will assess the dwelling and, initially, carry out a Type 2 survey to establish the presence of asbestos

- Where the dwelling is basically sound it should be secured against entry by unauthorised persons and any identified asbestos containing materials labelled;
- Where a damaged ACM is identified remedial works will be carried out in accordance with Council procedures prior to securing the dwelling against entry;
- Where the building has no future life, a Type 3 survey will be carried out and all ACMs will be removed in accordance with Council procedures prior to demolition.

Policy for Equipment

To support the two asbestos officers the council has purchased some specialist equipment. This comprises of:

- Respiratory Protective Equipment (RPE)
- Personal Protective Equipment (PPE)
- Type 'H' Vacuum cleaner (H-Vac)
- General access equipment
- General tools and consumables

The respiratory protective equipment is of a high quality, meets current European and UK standards and has been tested for personal face fit. Both officers have been trained in its use. Respiratory equipment will be upgraded as and when necessary to meet changing standards within the industry and published guidelines on good practice.

Personal protective equipment comprises of essentially disposable clothing or coveralls. All items meet the requirements of both European and UK standards. Both officers have been trained in its use. Equipment will be upgraded as and when appropriate to meet changing standards in the industry.

The type 'H' vacuum cleaner is an essential specialist piece of equipment. It is the only type of vacuum cleaner that can be used with asbestos fibres. It is serviced and emptied by a specialist contractor on a regular basis. Servicing intervals, tests and electrical certification all meet the government and industry standards.

All other access equipment and general tools will be checked and serviced on a regular basis. Consumables will be of a high quality in accordance with legislation and industry codes of practice.

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APPENDIX B – Training Programme

Maintenance manager Quantity surveyor Building surveyors Clerk of Works Technical officers Housing Maintenance Officers Void Team Manager Housing Inspector Building Services Engineer Building Services Inspector Building Services Officer Asset & Information Manager Decent Homes Administrator Housing Maintenance Systems Officer Customer Services Manager Deputy Customer Services Manager Customer Services Officer	1. Asbestos Awareness 2. Visual Identification of Asbestos Containing Materials 3. Correct Methods of Work 4. Reporting Procedures
Asbestos Manager (Senior named officer)	1. Asbestos Awareness.
Asbestos Surveyor (Named officer) Asbestos Officer (Named officer)	1. Reporting Procedures 2. BIOH P402 (Building Surveys and Bulk Sampling) 3. BIOH P405 (Management of Asbestos in Buildings)
2 no Asbestos Surveyors (Unnamed officers)	1. BIOH P405 (Management of Asbestos in Buildings) (In progress May/June 2008)

Revised by Mr M.Clinch ~ Asbestos Officer (June 2008)

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