



Asbestos Policy

The Employer acknowledges that asbestos can present a risk where repairs, maintenance and refurbishment work is carried out in Nottingham City Council owned property (including housing stock and garages) and accepts its responsibility to comply with the Health and Safety at Work Act 1974, the Control of Asbestos Regulations 2012 and relevant Approved Codes of Practice and Guidance. This policy summarises the main issues that the Employer considers where asbestos may be encountered:

- 1. Licensed Asbestos Contractor** – Nottingham City Homes is not licensed by the Health and Safety Executive to carry out work on asbestos containing materials. However, the Health and Safety Executive acknowledge that some minor work can be done on asbestos containing materials, including ‘Artex’ coated ceilings and PVC floor tiles, without a license (see HSE publications ‘Work with asbestos which does not normally require a license’ and ‘Asbestos Essentials Task Manual’) as long as the principles of the Control of Asbestos Regulations are adhered to. Those carrying out the work must be specifically trained to do so, must carry out a specific asbestos risk assessment before carrying out work on asbestos containing materials and must follow an agreed safe method of work.
- 2. Training** – All those who may come into contact with asbestos on site or allocate work where asbestos may be disturbed or supervise work on site or specify work that may disturb asbestos must have received asbestos awareness training so they are aware of the risk, what may be found on site and how it should be dealt with. Annual refresher training must also be provided. The Contractor must provide evidence that its workforce, including managers, supervisors and operatives (and for the workforce of any sub-contractor involved in the Works) have received asbestos awareness training before they are allowed on site. Any person who may be required to carry out minor work on asbestos containing materials that does not require a license must be trained to carry out the work safely, follow the appropriate risk assessment and must be identified as competent to do so.
- 3. Surveys** – 96% of all the housing stock owned by Nottingham City Council has been surveyed to determine the presence of asbestos. This asbestos register is held within the Asset Management Keystone Database with the Asbestos Register being maintained by NCH’s Asbestos Officer which will be made available to the Contractor throughout the duration of the Contract by the NCH Section Commissioning the work. Information for non- surveyed properties have been ‘cloned’ to cover all the housing stock (by type) owned by Nottingham City Council. However, the cloned information should only be used as a guide. In all cases those carrying out work in such property must be warned to be vigilant and report anything suspicious so that appropriate

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action can be taken. Where work is to be done in a cloned property it may be necessary to arrange for an asbestos management or refurbishment survey to be carried out before work begins on site to specifically identify the presence of suspected asbestos, with the results thereof immediately made available to those who may be affected. Where all or part of a property is to be demolished or where major work is required or where there is major fire damage then an asbestos Refurbishment/Demolition must be carried out before work begins on site to specifically identify the presence of asbestos and the results thereof immediately made available to those who may be affected. Asbestos sampling and surveying will only be carried out by a competent person and arranged by the Asbestos Officer.

All Homes will receive a Type 2 (Management) Asbestos Survey in conjunction with the Stock Condition (Super ceded in 2012 by a 'Management Plan' survey as outlined in HSG264: The Survey Guide).

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

5. **The Corporate Keystone Asbestos Register and Management Systems Procedure** – The Corporate Keystone Asbestos Register and Management and Maintenance of the Asbestos Data and Related Procedures (see separate document) details how asbestos will be managed and dealt with. The register contains type 2 (non invasive) survey information regarding the housing stock (by type) owned by Nottingham City Council, (Super ceded in 2012 by 'Management Plan' surveys as outlined in HSG264: The Survey Guide). The register also contains information about high rise flats, low rise flats, warden aided complexes, communal areas and properties of multiple occupancy having shared access owned by Nottingham City Council where it would not be practicable to have a hard copy asbestos log book. This register must be checked before any work is done that may disturb the fabric of the building. Orders for works will be marked with a code generated from the Asbestos Register, or a copy of the Report will be attached.

6. **The Presence of Asbestos** – The Employer has a duty to ensure that those used to carry out work are made aware of the presence of asbestos before they start such work either by providing them with up-to-date information from the Asbestos Register or by giving them access to the Asbestos Register so they can take the relevant precautions. Where adequate representative asbestos surveys are not available it will be necessary to carry out additional asbestos surveys and make the results available on the Asbestos Register.

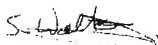
7. **Allocation of Work** – Where asbestos is identified no work should be done until it is decided by the Contract Administrator whether such work can be done safely either

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by the Employer or by the Contractor or by a licensed contractor. In all cases those carrying out the work must be warned to be vigilant and report any suspicious materials.

8. **Asbestos Risk Assessments** – Where work needs to be carried out on asbestos containing materials, even minor work that does not require a license, then a competent person from those carrying out the work must carry out a specific asbestos risk assessment, which should include a safe system of work (plan of work). The risk assessment must be available before the work begins on site and be approved by the Contract Administrator.
9. **Reporting Procedure** – Where the Asbestos Log Book or the Asbestos Register identifies asbestos containing materials or suspected asbestos containing materials at a property or such materials are identified on site, then the relevant manager must be made aware so the situation can be assessed and the appropriate action taken. Unqualified persons on site must not take samples for analysis. Asbestos sampling and surveying must only be carried out by a competent person.
10. **Accidental Exposure** – Generally, in the event of asbestos containing materials being accidentally disturbed or damaged during the repair, maintenance or adaptation of Nottingham City Council owned property (including housing stock and garages), the workforce must cease work, leave the immediate working area, ensure tenants, residents and members of the public do not enter the affected area and close all doors where possible. The workforce must then immediately refer the matter to their Line Manager or Site Manager, who will subsequently make the Contract Administrator and Asbestos Officer aware of the incident. The Contract Administrator and Asbestos Officer will record and investigate the incident and where necessary thereafter contact a licensed asbestos contractor who will be requested to immediately attend site and carry out an environmental clean to the affected area. Reassurance air tests should also be carried out before work can restart.

Signed:



Name: Steve Walters

Position: Asbestos Officer

Signed:



Name: Jonathan Shaw

Position: Director Investment & Business Services

Date:

Date:

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