



# ASBESTOS MANAGEMENT PLAN

<b>Written by:</b>	<b>Development &amp; Properties Manager</b>	<b>Version:</b>	<b>3</b>
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## 1. Introduction

- 1.1 The Control of Asbestos at Work Regulations 2012 imposes a duty on the Association to manage asbestos in any non-domestic property. However, under the Health & Safety at Work Act 1974, if any of our contractors undertakes works in a property then that property is classed as a place of work.
- 1.2 The presence of asbestos containing material does not in itself constitute a danger, but only when a material is disturbed or damaged will it be hazardous to individuals.
- 1.3 Due to the history of legislation controlling asbestos materials it is unlikely that any building completed after 2000 will contain any asbestos material. Similarly, buildings completed after 1985 may contain limited asbestos materials. Buildings completed prior to 1985 may contain substantial quantities of asbestos material.
- 1.4 As the bulk of properties in Association ownership date from 1989 onwards there is a low risk of any buildings containing asbestos materials. However, as the Association occasionally buys older properties to renovate there will be a higher risk of staff and contractors discovering asbestos materials.

## 2. Responsibilities

- 2.1 The Association as the owner and controlling body for maintenance and repairs of its properties is classed as the Duty Holder.
- 2.2 As Duty Holder the Association will:
  - Take reasonable steps to determine the location and condition of all materials likely to contain asbestos.
  - Provide and maintain an Asbestos Register.
  - Assess the risk of anyone being exposed to fibres from the material.
  - Prepare and implement a plan for the effective management of the material to minimise the risk.
  - Freely provide such information to tenants, contractors and other parties likely to disturb the material.

- 2.3 On behalf of the Association, the Development & Properties Manager will be designated as the “*Asbestos Co-ordinator*” and will be responsible for the above duties.
- 2.4 The Asbestos Co-ordinator will report to Management Committee when suspect asbestos material is identified.

### **3. The Asbestos Register**

- 3.1 Development & Properties staff will undertake surveys of properties to locate, as far as is reasonably practicable, any materials likely to contain asbestos and assess their condition. The surveys will be carried out during other routine visits when possible.
- 3.2 Due to the nature in which our schemes are developed, a minimum of 10% of the properties within a scheme will require to be surveyed.
- 3.3 Where the Association acquires properties, an initial survey will be undertaken by staff then specialist surveyors as required. Testing will be instructed if necessary.
- 3.4 As asbestos cannot be detected by sight all materials suspected of containing asbestos will be assumed to do so until testing is carried out to prove otherwise.
- 3.5 All survey results and risk assessments shall be logged in the Asbestos Register and the original survey log sheets retained for record purposes by the Development & Properties Manager.
- 3.6 As remedial works or repairs are carried out the Asbestos Register will be updated by the Development & Properties Manager.
- 3.7 Where suspected asbestos containing material is identified in a property the tenant will be informed in writing detailing the location, nature and action taken to manage the risk.
- 3.8 The Asbestos Register must be consulted prior to any works being instructed in a property and the contractor notified of any suspected asbestos containing material.

### **4. Management Plan**

- 4.1 Sound, undamaged asbestos containing materials do not pose a high risk as long as they remain undamaged. Material that is considered to be in sound condition can remain in place as long as it is undisturbed.

- 4.2 Management of the suspected asbestos containing material will vary depending on the condition and location of the material but will broadly follow the options below:
- Do nothing, mark material if possible as asbestos, log location and condition in Asbestos Register, regularly check condition of material.
  - Enclose or encapsulate the material, log location and condition in Asbestos Register, regular checks on material condition.
  - Remove asbestos material.
- 4.3 Regular inspections of the suspect material by Development & Properties staff will be undertaken to assess its condition and the Asbestos Register updated.
- 4.4 Where any suspected asbestos containing material has deteriorated so as to pose a risk of releasing fibres, the Association will arrange testing, remedial works and, if required, the removal of the material by a contractor that is suitably certified and licensed by the Health & Safety Executive.
- 4.5 Any contractor instructed to undertake works on the property must be notified of the location and condition of the suspected asbestos containing material. If works are required on or near the suspected material, then the contractor must provide a method statement giving details of safe systems of work. Only once the Association have approved this method statement in writing will works be allowed to commence.
- 4.6 If during the course of any work a contractor discovers the possible presence of asbestos containing materials, they must cease work and ensure that the works are left in a safe and satisfactory condition so that no danger and, as little inconvenience as possible is cause to the tenants. The contractor must notify the Association's Development & Properties staff immediately.

## **5. Plan Review**

- 5.1 This Plan shall be reviewed when changes to legislation require it to be updated.