



Asbestos Management Policy

The Housing Service

Version 1.0

Directorate	Social Care Health and Housing		
Service	Housing Service		
Approved by	Director of Social Care, Health and Housing Assistant Director of Housing Services		
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Introduction

The Control of Asbestos Regulations 2012 (CAR), place duties on the owners, occupiers and controllers of workplaces to prevent exposure of persons to asbestos fibres arising from their undertaking, or to implement control measures to reduce the exposure so far as reasonably practicable.

The Control of Asbestos Regulations 2012 do not normally apply to domestic premises¹. However, the requirements do apply to common parts of premises, including housing developments and blocks of flats but do not place any direct duties on landlords for individual houses and flats. The Health & Safety at Work Act 1974 (H&S) requires all employers to conduct their work so that employees will not be exposed to H&S risk and assess the risk to others, keeping them informed.

These requirements mean that as a landlord CBC has a legal duty to ensure the safety of its staff (and others) in domestic premises used as a place of work, i.e. when maintenance work is being undertaken. It also has a duty under CAR 2012 to identify asbestos, carry out risk assessments of work liable to expose employees to asbestos and prepare a suitable written plan of work.

The Defective Premises Act 1972 (England and Wales) establishes a duty of care landlords hold towards their tenants and any third parties who might be injured by their failure to maintain or repair property. In this connection tenants will be made aware of asbestos in their home.

The Housing Asbestos Management Policy (the Policy) is aligned to the Central Bedfordshire Council (CBC) Management of Asbestos Plan (MAP) and sets out its strong commitment to ensure that all Asbestos Containing Material (ACM) falling under its control will be managed in such a manner as to eliminate, so far as reasonably practicable, risks of exposure to asbestos fibres of anyone using, visiting or working in buildings that the Housing Service owns, occupies or manages. Where exposure cannot be eliminated, the risk of exposure to asbestos fibres is reduced as low as reasonably practicable and in any case below any statutory control limits or action levels that may be in existence.

This Policy should be read in association with the Housing Landlord Service Asbestos Management Plan.

Management of Asbestos Policy

The Housing Service approach to the management of asbestos is *'that where Asbestos Containing Materials (ACM's) are in good condition and are not likely to be damaged, they will be left in place; their condition monitored and managed to ensure they are not disturbed'*.

The purpose of this Policy is to detail the arrangements and procedures that the CBC will use to comply with the Control of Asbestos Regulations 2012.

This Policy directs the work undertaken by Asset Management, Housing Management (the Landlord Service) and Housing Solutions. Together these three services make up the Housing Service.

Reference is made to the Landlord Service computer system QL. Other services may use data collection systems.

¹ HSE – Asbestos: The survey guide. Second edition 2012

Section 1- Duty Holders

As DUTY HOLDERS the Director of Social Care Health & Housing (SCH&H) and the Assistant Director of Housing Services (ADHS) recognise their responsibility to ensure that all asbestos-containing material falling under their control is managed in such a way as to ensure compliance with the Central Bedfordshire Council Asbestos Management Policy and relevant statutory requirements and are committed to eliminate, so far as reasonably practicable, the risk of exposure of persons to asbestos fibres. Where this risk cannot be eliminated, then they will seek to reduce any residual risk as low as reasonably practicable and in any case below any relevant statutory exposure limits that might exist.

Duty holders will, as is reasonably practicable, ensure that:

- a. Adequate resources, including time, finances and competent management and staff, are allocated to develop and implement an MAP which meets at least current statutory requirements;
- b. All ACM is identified and the risks posed by that ACM are suitably and sufficiently assessed;
- c. Control measures are identified and implemented which ensure that known or presumed ACM is maintained or managed in such a way as to ensure that asbestos fibres are not released;
- d. A precautionary approach is applied to all Housing Service controlled activities which ensure that all work which could give rise to the release of asbestos fibres is assessed, planned, implemented, monitored and reviewed to occupiers from exposure to asbestos fibres.
- e. Where risk elimination is not reasonably practicable, then arrangements and procedures exist and are implemented which detail how residual risks will be controlled so as to reduce asbestos fibre release as low as reasonably practicable and at least below statutory control limits and action levels;
- f. Employees and contractors are advised of any risks associated with ACM and are consulted in a timely manner on any planned works on ACM;
- g. Only competent persons undertake works on ACM;
- h. Suitable and sufficient emergency arrangements exist for dealing with unplanned releases of asbestos fibres including containment of those fibres, reduction of exposure to those fibres to the lowest practicable level.
- i. The Policy and Plan is monitored and reviewed to ensure that the plan is meeting its intended objectives and that all information is kept up to date and demonstrates coherent control of the risks associated with ACM;
- j. Compliance with the Policies reported to the CBC Health and Safety Committee on a regular basis or where there are statutory changes to legislation.

Name J. OALBY Signed [Signature] Dated 03/07/2015
Director of SCH&H

Name A. KEAVENY Signed [Signature] Dated 01/07/2015
Assistant Director of Housing Services

Section 2 - Roles and Responsibilities

2.1 Duty Holders

The Director of SCH&H and Assistant Director Housing Services are designated as the Asbestos Duty Holders under the Control of Asbestos Regulations 2012 with responsibility for ensuring that the management of asbestos is suitably developed and effectively implemented. This will include:

- 2.1.1 Allocating sufficient resources to administer, co-ordinate and implement the MAP.
- 2.1.2 Appoint competent persons to undertake the role of the SCH&H responsible persons.
- 2.1.3 Co-operating with the responsible persons to ensure that asbestos safety is not compromised and that responsible persons can fulfil the duties placed upon them.
- 2.1.4 Ensuring that staff and all others under their control, including any external contractors and consultants report to and co-operate to ensure that all proposed works are planned in such a way as to enable the requirements of this policy to be properly implemented.
- 2.1.5 Ensuring that the planning phase of all works on building fabric and services includes a suitable asbestos survey (i.e. a Management and/or Refurbishment and Demolition Survey).
- 2.1.6 Ensuring that all consultants and contractors undertaking works on ACM are competent to do so.
- 2.1.7 Ensuring that all consultants and contractors undertaking works on building fabric and services have received the required information, instruction, training and supervision to undertake these works in accordance with CBC Health and Safety policies, procedures and specifications, notably this Policy, the Management of Contractors Policy and Permit to Work systems².
- 2.1.8 Ensuring that the all asbestos information including asbestos surveys, removal information and air clearance certificates for all works undertaken is managed and kept up to date.
- 2.1.9 Ensure that the planning phase of all 'works in default' carried out as a result of enforcement work by the Housing Solutions team, include a suitable asbestos survey.

Whilst the Duty Holders will retain responsibility for the outcomes associated with the above tasks, they may delegate all or any of these tasks to other suitable competent persons including approved and competent contractors.

2.2 Responsible Person(s)

The Duty Holder(s) have appointed the Heads of Service as Responsible Person(s) to assume the day to day responsibilities for the management of asbestos within the Housing Service and the implementation of the management of asbestos plan. This will include:

- 2.2.1 The appointment of trained and competent persons.
- 2.2.2 Allocating sufficient time and resources to enable the proper management of asbestos.

² CBC corporate H&S publication.

- 2.2.3 Ensure that the duty holder's roles and responsibilities are implemented throughout the Housing Service.
- 2.2.4 Ensure the Housing Service Policy is implemented, maintained and developed.
- 2.2.5 Ensure that all ACM's are assessed at suitable intervals by a suitably competent person to ensure they are maintained in a satisfactory condition.
- 2.2.6 Ensuring that all works undertaken by The Housing Service meet the requirements of this policy.
- 2.2.7 Reporting to the Duty Holder(s), in writing as soon as reasonably possible where it is reasonable to believe that their obligations in accordance with this policy will not be met.

2.3 Staff

Specific members of the Landlord Service have day-to day responsibility for co-ordinating works associated with the management of asbestos. Housing Solutions have statutory duties which could lead to them being responsible for 'works in default' to be carried out on privately owned properties. In both instances staff are responsible for co-ordinating works associated with the management of asbestos risks. This will include:

- 2.3.1 Manage actions where known or presumed ACM is assessed as posing risks to health.
- 2.3.2 Ensure that work is undertaken in accordance with [the Contractors] Permit to Work system or other agreed safe system(s) of work.
- 2.3.3 Ensure the planning of works includes a check of existing asbestos survey information and where necessary the commissioning of a suitable asbestos survey (depending on the nature of the works either a Management or a Refurbishment and Demolition or a "client specific" survey) as a standard.
- 2.3.4 Ensure that all consultants and contractors undertaking works on building fabric and services are competent to do so, have received the required information, instruction, training and supervision to undertake these works in accordance with the Council's health and safety policies, procedures and specifications; notably this policy, the Management of Contractors Policy and associated procedures.
- 2.3.5 Co-operating with Duty Holders and responsible persons to ensure that asbestos safety is not compromised and that Duty Holders can fulfil their duties.
- 2.3.6 Ensuring that the planning phase of all works on building fabric and services falling under their control includes a suitable asbestos survey (i.e. a Management or Refurbishment and Demolition Survey).
- 2.3.7 Co-ordinate project information with the relevant contractors in sufficient time to enable the appropriate asbestos surveys to be undertaken during the project planning phase.
- 2.3.8 Ensure that all contractors falling directly under their control have received suitable and sufficient information, instruction, training and supervision to enable them to undertake the works in accordance with the Council's Health and Safety policies, procedures and specifications, notably the Management of Asbestos Policy.
- 2.3.9 Ensuring that no work which could result in the release of asbestos fibres is allowed to be started on any project until there is appropriate asbestos information in place.
- 2.3.10 Ensuring that all asbestos surveys, removal information and the results of any air monitoring are recorded on the Housing Service asbestos database.

- 2.3.11 Advising Duty Holders, Responsible Persons in writing, as soon as possible, of any issues that may arise which lead them to reasonably believe that they will not be able to fulfil their asbestos safety duties.
- 2.3.12 Ensure that all work i.e. clearance certificates, ASB5, plan of work, waste consignment notice, air monitoring as necessary, four stage air clearance certificate and reoccupation letter etc. is completed as appropriate.
- 2.3.13 Maintain and update the Housing Service asbestos register and plan.
- 2.3.14 Where reason arises to suspect that the Asbestos policy is, in part or in whole, no longer valid, bring this to the attention of the Responsible Persons to ensure that the plan is reviewed and, where necessary, revised.

2.4 Contractors

- 2.4.1 All contractors employed by CBC must be able to demonstrate their commitment to Health and Safety best practice and fully comply with CBC Management of Contractors Policy.ⁱ
- 2.4.2 Contractors are responsible for ensuring they comply with this Policy when undertaking any activity within the Council's dwellings.
- 2.4.3 Contractors will provide suitable and sufficient training for their staff in asbestos awareness and non-licensed work activities in accordance with the Control of Asbestos regulations 2012 and the Task Essentials Guide HSG 210.
- 2.4.4 On all projects contractors shall:
 - a. Plan, manage and monitor their own work and that of their workers
 - b. Check the competence of all their appointees and workers
 - c. Train their own employees
 - d. Provide information to their workers
 - e. Ensure that there are adequate welfare facilities for their workers
- 2.4.5 Where projects are notifiable under the Construction Design and Management Regulations, contractors must also:
 - a. Check that the client is aware of their duties, check that a CDM co-ordinator has been appointed and ensure that HSE has been notified before the work starts
 - b. Co-operate with the principal contractor in planning and managing work, including reasonable directions and site rules
 - c. Provide details to the principal contractor of any contractor engaged in connection with carrying out work
 - d. Provide any information needed for the health and safety file
 - e. Inform the principal contractor of any problems with the plan
 - f. Inform the principal contractor of reportable incidents.

2.5 CBC Health and Safety Manager

The Health and Safety Manager is responsible for:

- 2.5.1 Producing and reviewing the Council's Management of Asbestos Policy.
- 2.5.2 Providing independent monitoring and auditing of the effectiveness of the Policy.

- 2.5.3 Monitoring legislative demands and best practice initiatives associated with asbestos management.
- 2.5.4 Providing advice to all Duty Holders, their named delegates and to the Asbestos Management Group on how ACM's should be managed.
- 2.5.5 Reporting to Duty Holders and relevant consultative bodies (Health and Safety Forum) on the effectiveness of the Corporate Asbestos Policy.
- 2.5.6 Providing training on asbestos awareness as required.

2.6 Summary of responsibilities

Appointment under the Control of Asbestos Regulations 2012	Role in CBC	Responsibility
Duty Holder(s)	Director of SCH&H and Assistant Director Housing Services	Ensure the management of asbestos is suitably developed and effectively implemented.
Responsible Person(s)	Heads of Service	Responsible for the day to day management of the Asbestos Management Policy.
	Staff	Compliance and application of the Asbestos Management Policy as it applies to individual job roles. Identifying if work must be carried out by a licenced contractor or not; ensuring contractors comply with the Management of Asbestos Policy.
	Contractors & Consultants	Compliance with the Asbestos Management Policy.
	Health & Safety Manager	Oversight, advice and support.

Section 3 - Managing the Asbestos Policy

- 3.1 The Landlord Service has a 'duty to manage' the non-domestic elements of the housing portfolio to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes. It has a duty to ensure work carried out by its contractors within its domestic properties complies with the Control of Asbestos Act 2012.
- 3.2 Where existing Asbestos Containing Materials (ACM's) are in good condition and are not likely to be damaged, they will be left in place; their condition monitored and managed to ensure they are not disturbed.
- 3.3 The Landlord Service shall, as far as reasonably practicable, identify the location of all ACM's or materials presumed to contain asbestos and ensure that the risks posed are suitably risk assessed, that adequate control measures are implemented to ensure that asbestos fibres are not released. These will include:
 - 3.3.1 All work which could, or could potentially, give rise to the release of asbestos fibres is planned, implemented, monitored and reviewed to eliminate, so far as reasonably practicable, the risk of asbestos fibre release.

- 3.3.2 Where risk elimination is not practicable, the Management Plan³ for the project should detail how these risks will be controlled to reduce asbestos fibre release to a tolerable level, and in any case below proscribed control limits and action levels.
- 3.3.3 These procedures include a means for ensuring that employees, residents and occupiers are advised of any risks associated with ACM and are consulted in a timely manner on any planned works on ACM;
- 3.3.4 These procedures include a means for ensuring that contractors, sub contractors, consultants and surveyors are consulted in a timely manner and provided with all suitable and sufficient information regarding the location of ACM within the dwelling.
- 3.3.5 Only trained persons, competent in the CAR 2012 will be employed to work on the work.

3.4 Keeping people informed

- 3.4.1 This Policy will be made available to all employees, contractors, sub contractors, consultants and Housing Service staff.
- 3.4.2 All tenants of the Landlord Service will be provided with facts about Asbestos in the Home, the probable location of ACM's, how to manage it and how to get advice.

Section 4 - Identifying Asbestos Containing Material and Undertaking Risk Assessments

- 4.1 Where existing asbestos containing materials are in good condition and are not likely to be damaged, they will be left in place; their condition monitored and managed to ensure they are not disturbed.
 - 4.1.1 Management and Refurbishment & Demolition surveys will be conducted in accordance with the standards set out in the Health and Safety Executive's publication HSG 264 "The Survey Guide". All such surveys commissioned will be required to meet these standards.
 - 4.1.2 Management and Refurbishment & Demolition (R&D) surveys will be undertaken on all communal areas, all void dwellings including abatement work where identified.
 - 4.1.3 Combined Management and R&D surveys will be carried out where major projects are undertaken (Bathrooms, Kitchens, Electrical Re-wire and Heating Upgrades etc.), including remediation and abatement work where required.
 - 4.1.4 The condition of dwellings will be inspected⁴ by staff when visiting properties in association with their routine work. Where there are asbestos materials (including presumed asbestos material) in poor condition this will be reported to

³ A site-specific, written plan for the maintenance of ACM in a condition that prevents the release of asbestos fibres. It also includes response procedures for fibre release incidents.

⁴ A visual inspection by competent staff to identify damaged surfaces that could be asbestos. The inspection may action an Asbestos Survey, which is invasive and in depth.

the Asset Management Team who will arrange for a survey and remedial work as needed.

- 4.1.5 All external ACM's (Fascias, soffits, undercloak, rainwater goods) will be removed as part of the ongoing plasticisation programme.

4.2 Risk Assessment of Asbestos Containing Material

- 4.2.1 All asbestos surveys undertaken for the Housing Service will include both "material" and "priority" assessments of all ACM. Both types of assessment require a competent person to evaluate the risks posed by various properties of the ACM and to numerically codify those risks in accordance with Health and Safety Executive guidance.
- 4.2.2 The numeric values for each assessment are then added together to give an overall risk score. This overall risk score is then used to determine the appropriate management action required to reduce risks to a tolerable level.
- 4.2.3 The priority risk assessment undertaken will be used to develop an action plan for the remediation of ACM identified. The full methodology for the material and priority assessments is provided in the Asbestos Management Plan⁵.
- 4.2.4 Risk assessment results are contained in the management surveys stored on the Housing Service QL asbestos management database and/or in PDF format.

4.3 Types of Survey

- 4.3.1 Management Surveys have limitations; they do not involve destructive sampling and will not necessarily identify all asbestos that may be present in a building.
- 4.3.2 Where works are proposed, the non-invasive nature of the management survey is not adequate to ensure that risks to those either undertaking the works or those potentially affected by the works are properly protected. To achieve the required standard, it will normally be necessary to carry out Refurbishment and Demolition (R&D) surveys.
- 4.3.3 The extent to which it is necessary to invasively survey a building will depend on the types of works to be undertaken; minor works may only necessitate sampling of certain specified materials. Major demolition will necessitate a much more thorough survey.
- 4.3.4 R&D surveys will be commissioned from UKAS accredited companies.

Section 5 - Procedures for Preventing the Release of Asbestos Fibres

When maintained in good condition and left undisturbed, Asbestos Containing material (ACM) poses very little risk to human health. ACM identified as HIGH RISK⁶ i.e. having a risk rating greater than 10 will be removed.

⁵ A plan produced by the Landlord Service detailing what work is to be undertaken, when and where.

ACM identified as LOW RISK i.e. having a risk rating less than 4 will be managed to ensure the risk remains low.

5.1 Asbestos Management Plan

The Housing Landlord Service Asbestos Management Programme is based on the following:

- 5.1.1 The completion of Refurbishment and Demolition surveys of ACM's in all common areas.
- 5.1.2 Depending on the risk assessment the encapsulation or removal of ACM's in common areas.
- 5.1.3 The routine inspection of ACM's in common areas.
- 5.1.4 The completion of Refurbishment and Demolition surveys of ACM's in all void properties and where major works are planned.
- 5.1.5 Where a Refurbishment and Demolition survey has not been undertaken information will be cloned from an appropriate property on which the risk assessment will be based pending a full survey.
- 5.1.6 The inspection of domestic properties when undertaking other routine work e.g. tenant visits, routine maintenance inspections.
- 5.1.7 Details of asbestos in homes will be made available to tenants.
- 5.1.8 The removal programme will be published in the 5 year Asset Maintenance Programme.
- 5.1.9 The Asbestos Management Plan will be driven through QL.

5.2 Informing Tenderers and Contractors

- 5.2.1 Where known, CBC has a duty to provide information on known hazards including asbestos survey information as part of tender documents and subsequent ordering of works.
- 5.2.2 Where the works are to be undertaken as part of a CDM, project information on ACM will be included in the Pre-Tender Health and Safety information. Other consultants engaged in the project may also require copies of the survey in order to consider design alternatives that could remove the need to work on the ACM.
- 5.2.3 Where the management of asbestos forms part of a larger piece of work, the contractor undertaking the works is to co-ordinate all activities.
- 5.2.4 Where ACM is being removed as a separate project this will be undertaken by a specialist asbestos contractor.
- 5.2.5 Not all ACM's require the appointment of a specialist contractor and Staff must ensure they are conversant with when a specialist contractor is to be appointed

⁶ Each of the parameters is scored and added to give a total score between 2 and 12:

- Materials with scores of 10 or more should be regarded as **high risk** with a significant potential to release fibres if disturbed.
- Those with a score between 7 and 9 are regarded as **medium risk**.
- Materials with a score between 5 and 6 are **low risk**.
- Scores of 4 or less are **very low risk**.

and when a general contractor, with appropriate training, should undertake the removal of ACM's.

- 5.2.6 On completion of the works the CDM Co-ordinator must provide the Health and Safety File for the project to the CBC Project Officer responsible for the contract. All information relating to works on asbestos must be provided within this file which will be used to update the Asbestos Database.

5.3 Maintenance Works

- 5.3.1 Where works are ordered on an individual property, either as response maintenance, voids or planned works Contractors will be advised (if known) of the existence of ACM's in the building, its location and type. In practice the contractor will have access to the QL data base and will be able to check the information first hand. In the unlikely event that there is no information, the Project Officer will have a survey undertaken. In emergency situations, if the work must proceed without the survey results, it will be assumed that ACM's are present in the building and the works undertaken accordingly.
- 5.3.2 Where information is provided it is the responsibility of the contractor to use this information in the planning of the works.
- 5.3.3 Before any work is undertaken, the contractor must ensure their operative(s) are trained, competent to carry out the work and briefed on the Method Statement for the work.
- 5.3.4 If no ACM is identified then the works can progress in the normal way under the standard risk assessments and method statements.
- 5.3.5 Suitably trained and competent contractors may remove certain asbestos products as non-license works in accordance with the task essentials guide HSG 210.
- 5.3.6 The appointed contractor will assess the works and submit an ASB5 notification to the HSE 14 days before commencing the works; in addition they must submit a plan of works in accordance with HSG 247 for agreement with the Project Officer.
- 5.3.7 The Housing Service will only undertake the removal of licensed ACM's in un-occupied premises or in controlled conditions.
- 5.3.8 On completion of the works the contractor will submit all relevant documents to the Project Officer, including the four stage air clearance certificate, the waste consignment notice and re-occupation certificate. This information must be stored on the QL data base.

Note: All air monitoring is to be carried out by UKAS accredited surveyors. Separate companies will be employed to carry out asbestos removal and air testing.

Appendix A details the procedures for dealing with ACM's in Major Projects, Voids and Day to Day works.

5.4 Emergency Procedures

- 5.4.1 On occasion, emergencies may arise e.g. because of events such as burst pipes, failure of equipment etc. or discovery of damaged asbestos materials during surveys or routine inspection. It is important that, in attempting to rectify faults, the requirements of this Policy are not overlooked.
- 5.4.2 Before any emergency work is undertaken the relevant surveys and risk assessments must be undertaken. In normal circumstances requests for

emergency work will be made via the Landlord Service Repairs Call Centre or the out of hours emergency service.

- 5.4.3 As soon as such a report is received the relevant asbestos information on QL (if available) should be consulted as soon as is practicable to see if any ACM is present in the works area. If the record proves that there is no ACM present then the works should be undertaken in the normal way.
- 5.4.4 If the records are silent or identify the presence of ACM in the area, direction should be given to secure and prohibit access to the area until a plan of action is agreed.
- 5.4.5 In response to an emergency, a specialist asbestos contractor may be directed to carry out any necessary sampling / air clearance monitoring. The contractor will, in many instances, be able to provide an opinion as to whether the material is or is not asbestos and the scope of any remedial work.
- 5.4.6 The Asset Management Team must be consulted immediately to determine the appropriate action.
- 5.4.7 If the works are notifiable and the area is deemed business critical, a waiver may be applied for to reduce the 14 day notification. This decision will only be taken in the most extreme of cases (e.g. where there would be a serious risk to health or to critical business delivery) and would require the approval of the Responsible Person.
- 5.4.8 Subject to waiver a being granted (or the 14 day notification period being satisfied), the works will then be undertaken in accordance with this Policy.

Appendix B details the procedures for dealing with ACM's in emergencies.

Section 6 – Asbestos Surveys

- 6.1 The Management surveys do **NOT** provide definitive information. Consequently, even if no ACM is identified in the project area, a Demolition Survey will be required to identify the presence of ACM's (or not) and the approach needed to work safely.
- 6.2 The extent of the R&D survey required will depend on the extent of the project and the amount of works required. If an area is to be totally refurbished and partitions are to be removed then a full R&D survey may be required.
- 6.3 If a project does not involve any works on building fabric or services then it may be possible to undertake the project without any further survey being undertaken; this decision should only be taken following informed advice.

The asbestos survey information must be fully aligned to the scope of work being undertaken, where this cannot be guaranteed then additional surveys must be undertaken.

- 6.4 All Survey information must be uploaded onto the QL system.

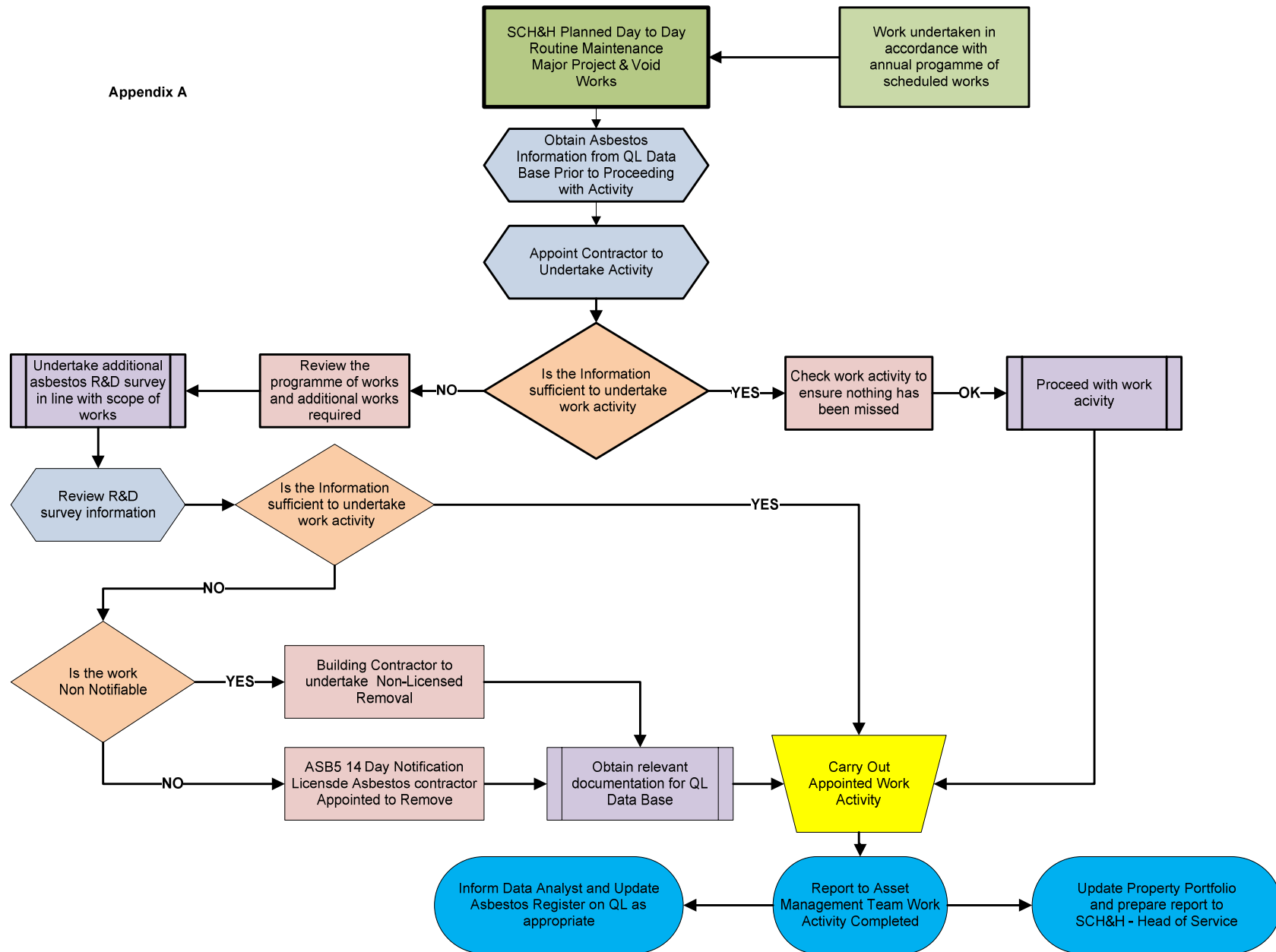
Section 7 – Asbestos Abatement Works

- 7.1 If the works are "licensable" the contractor will submit a 14 day notification to HSE detailing their plan of work and the dates that the work will be undertaken. The contractor will provide risk assessments and method statements for approval by the Project Officer.

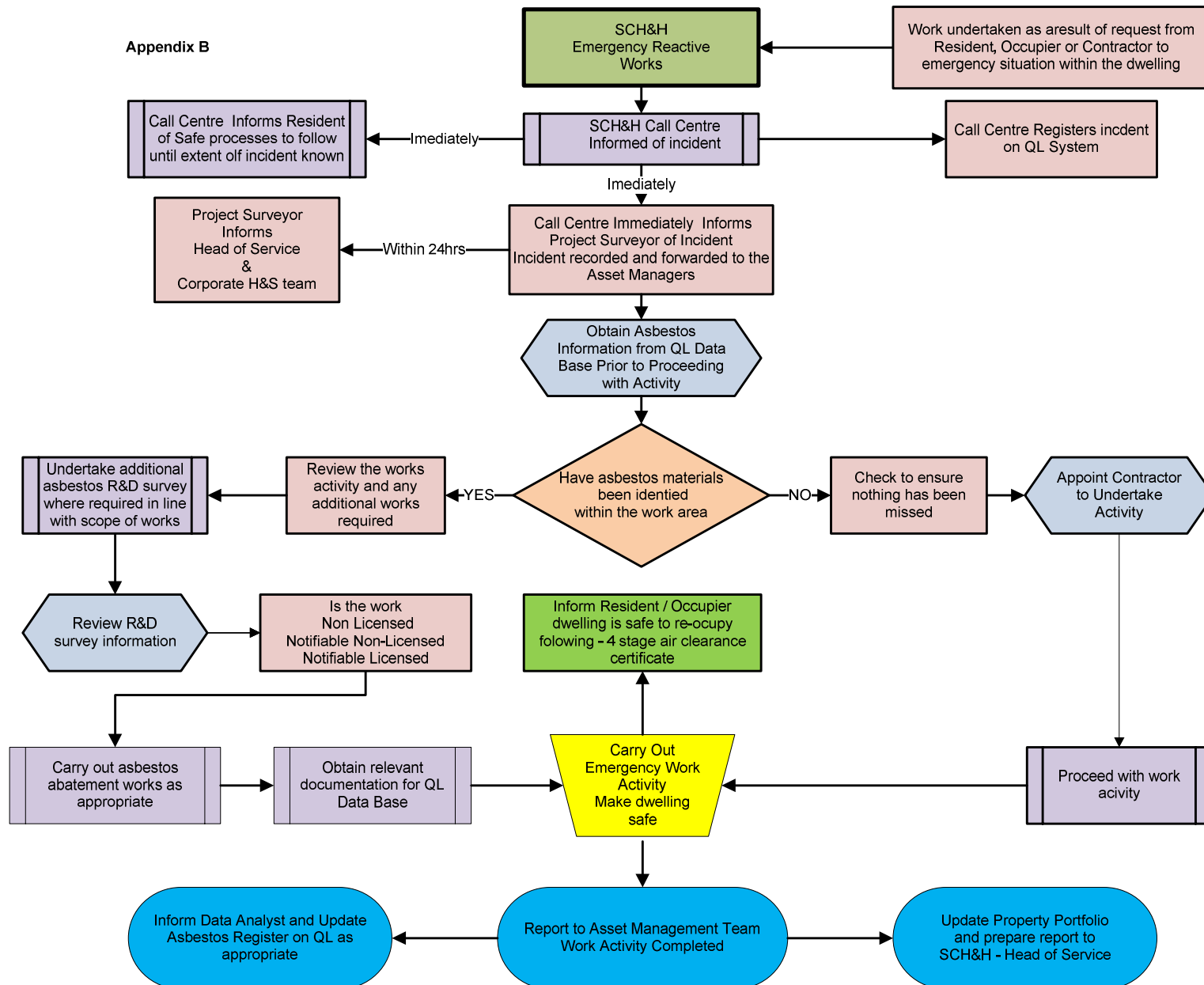
- 7.2 Suitably trained and competent contractors may remove certain asbestos products as non-license works in accordance with the task essentials guide HSG 210.
- 7.3 All licensed asbestos removal works must be notified to the HSE and only undertaken by licensed asbestos removal contractors. The contractor will assess the works and submit an ASB5 notification to the HSE 14 days before commencing the works; in addition they must submit a risk assessment, method statement and a plan of works for approval by the Project Officer in accordance with HSG 247.
- 7.4 On completion of the works the contractor will forward all the relevant documents to the Project Officer including the four stage air clearance certificate, the waste consignment notice and re-occupation certificate.
- 7.5 All Survey information must be uploaded onto the QL system.

**Note: All air monitoring is to be carried out by UKAS accredited surveyors.
Separate companies will be employed to carry out asbestos removal and air testing.**

Appendix A



Appendix B





A great place to live and work

Asbestos Management Policy

The Housing Service

Contact us...

by telephone: 0300 300 8000

by email: customer.services@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

Contact: Gary Looker. Project Surveyor, Housing Services.

ⁱ See Corporate H&S Asbestos Management Policy