

# **Barnet Homes Asbestos Policy**

January 2024

# **Barnet Homes**

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# INTRODUCTION

## 1. What is Asbestos

- 1.1. The term asbestos is given to a group of minerals, specifically the fibrous forms of chain silicates. The word asbestos is derived from the Greek, meaning, literally 'inextinguishable' referring to its principal use as thermal insulation.
- 1.2. All asbestos deposits originate from molten rock, which on cooling produces the various types of crystalline forms. It is usually found in thin veins up to a few inches thick, between layers of the parent rock which may be in the non-fibrous or crystalline form, although of the same chemical composition.
- 1.3. There are six distinct types of asbestos, all of which are minerals containing long chains of silicon and oxygen atoms. The most commonly found are 'blue' (crocidolite); 'brown (amosite) and 'white' (chrysotile). These fibrous minerals can break into microscopic needle-like fibres, which are easily inhaled. The blue and brown asbestos fibres are the strongest and stiffest and are very fine straight fibres that can easily penetrate the tissues in the lungs, eventually causing tumours to develop. The importation of blue asbestos ceased in 1970 and brown in 1980 but products often contain more than one type of asbestos.
- 1.4. White asbestos fibres account for 95% of the asbestos used worldwide and its fibres are 'snakelike', much softer and more flexible and therefore less likely to penetrate tissues and cause tumours than blue or brown asbestos and may be broken down by the body's defence mechanisms. The importation of most forms of chrysotile was banned in November 1999. All forms of asbestos, if inhaled, are likely to be harmful to health.

## 2. Uses of Asbestos

- 2.1. It is estimated that asbestos has been used in more than 3000 building products including packaging, gaskets, papers, millboards, cement sheets and drainage products, insulation boards, ceiling and floor tiles, textured decorative coatings (artex), specialist paints, asphalt felts, acoustic insulation tiles, corrosion and electrically resistant reinforced plastics.

### **The most common and well-known uses of asbestos in buildings are:**

- Asbestos cement roofs
- Gutters and drainpipes
- Water pipes and tanks
- Insulating boards and paper
- Roofing Felt
- Fire doors
- Duct Linings
- Electrical insulators
- Flexible gaiters
- Rope for packing or seals
- Heating pipe lagging
- Windowsills
- Boiler flue pipes
- Fire retardant spray coatings
- Fire blankets and cloths
- Floor Tiles
- Partition walls
- Thermoplastic floor tiles
- Textured coatings
- Synthetic slate tiles
- Storage radiators
- Screw fixing materials
- Cold water storage tanks
- Toilet cisterns and seats
- Access panels
- Garage roofs and panels
- Ducted hot air systems
- Porch & window soffits
- Bath panels
- Linoleum
- Fire Protection
- Rope seals and gaskets, asbestos cloth flash guards or occasionally asbestos cement arc shields found within in electrical equipment
- Acoustic insulation

## and domestic appliances such as:

- Oven door seals
- Ironing boards
- Gas boiler gaskets

- 2.2. In BH's dwellings asbestos may be found in floor tiles and on the underside of some lino products; in partition walls, particularly in buildings constructed during the 1960's, 70's and 80's and in partitions designed to prevent the spread of fire in houses in multiple occupation. Asbestos millboard may be used in ducting and to enclose or hide pipes and Artex textured coatings, containing asbestos, may be found on ceilings, and wall surfaces. Asbestos is also found as a constituent of some toilet cisterns, windowsills and water tanks. It is likely to be found inside boilers and behind back-boilers. Asbestos products may also be found on the exterior of buildings: artificial slates, eaves soffits and fascias & roofing products.
- 2.3. Other not so common or unusual locations within BH properties include, glazing beads to internally glazed partitions (e.g. Pert & Strode Close), and panels sandwiched between twin glazing panels (e.g. Grahame Park)

## 3. When is Asbestos Hazardous?

- 3.1. As for all toxic materials there are four main routes of entry into the body: inhalation, ingestion, absorption and injection. In respect to asbestos the most significant entry route to the human body is inhalation since the most fatal form of attack is upon the respiratory system.
- 3.2. Asbestos only becomes a risk to health if it is damaged and becomes friable or is disturbed due to works, such as, cutting, drilling, breaking or rubbing down. Thereby releasing respirable fibres into the atmosphere.

## 4. Asbestos Related Diseases

- 4.1. In accordance to the Health and Safety Executive (HSE) asbestos related diseases is currently the greatest risk to occupational health. There were circa 5000 deaths from asbestos related lung diseases, such as mesothelioma and asbestos related lung cancer. In 2016 the annual number of deaths peaked. Asbestos is considered to be the single biggest cause of occupational health in the UK.

The combined effects of cigarette smoking and the presence of the level of asbestos in the lungs dramatically increases the incidence of lung cancer.

## 5. Asbestosis

- 5.1. Asbestosis is a fibrosis or hardening of the lung tissue, causing it to lose its elasticity and impairing lung function. The fibres reside inside the lung for many years and cause irritation resulting in scar tissue, which hardens the lung. The disease is incurable, irreversible and progressive in nature; early diagnosis may slow the progression.
- 5.2. The symptoms can appear after a minimum latency period of five years, but most usually between ten and twelve years. Asbestosis is invariably caused by significant and extended exposure to asbestos; it is unlikely to be caused by occasional, accidental or environmental exposure.

## 6. Mesothelioma

- 6.1. Mesothelioma is an aggressive form of cancer that attacks the lining of the chest cavity, the pleura, or the lining of the abdomen, the peritoneum. It is untreatable and usually fatal within a very short period dependent upon diagnosis.

## 7. Lung Cancer

- 7.1. Lung cancer is a common disease within the UK usually attributed to cigarette and passive smoking; however, all types of asbestos are defined as carcinogenic and thus exposure to asbestos fibres and smoking can significantly increase the risk of lung cancer.
- 7.2. The relationship with cigarette smoking is very clear. With the two carcinogens together, the risk of lung cancer could be enhanced by as much as fifty times. This is one of the most well-known synergistic effects. For a worker with asbestosis smoking twenty cigarettes a day, there is a 50% risk of death from lung cancer.

## 8. Groups at Risk

- 8.1. The HSE suggest that the largest group of workers now at risk from asbestos related diseases are those in maintenance and building related trades such as carpenters, plumbers, electricians and cablers. These workers are particularly vulnerable to exposure because often they unknowingly work on asbestos-containing materials.

## 9. Groups thought to be most at risk are:

- General maintenance staff
- Painters and decorators
- Heating and ventilation engineers
- Roof
- Fire and burglar alarm installers
- Electricians
- Plumbers
- Carpenters
- Gas fitters
- Cable layers
- Demolition workers
- Telecommunication engineers

# POLICY

- 10.1. Barnet Homes (BH) recognises and accepts its statutory duties under legislation including the Health & Safety at Work etc. Act 1974, the Management of Health & Safety at Work Regulations 1999, and the Control of Asbestos Regulations 2012. Other related legislation include Hazardous Waste (England and Wales) Regulation 2005 and L143 Managing and working with asbestos.
- 10.2. BH as an employer has a duty of care towards employees, Service Providers, members of the public and others, including tenants. BH will take all reasonable care to safeguard their health, safety and welfare and to comply with its statutory obligations in respect of asbestos.
- 10.3. BH will co-operate with other organisations, as necessary, to ensure the efficient and effective management of asbestos. BH expects its Service Providers and partners to comply with all relevant legislation and best practice relating to asbestos management and to comply with this policy and management system.

- 10.4. BH will work with its partners, Service Providers and other organisations to develop and implement effective management systems commensurate with the size and nature of the contracts, projects or work to be undertaken. Costs for the development of specific management systems over and above those that are in place may need to be borne by Service Providers.
- 10.5. BH has a wide range of buildings in its property portfolio including domestic premises, communal areas of domestic premises, community centres and non-domestic workplace premises, such as boiler houses.
- 10.6. BH holds its asbestos information in two ways. Historical information regarding asbestos surveys and works in respect to the BH property portfolio carried out prior to 31st March 2012 is retained within an historic BH Asbestos Database. This information was managed and maintained by BH previous partnering Asbestos Consultant Service Provider.
- 10.7. Since 1st April 2012, Barnet Homes has been in partnership with a new Service Provider, Armstrong York (AY). All new survey work since April 2012 is available via a database, which is managed and maintained by AY. This information is available via a web portal and is accessible for all staff and service providers. This only provides information on surveys carried out since 1st April 2012. It should be noted that Armstrong work successfully re-appointed following the reproced exercise in 2022.
- 10.8. BH Asbestos Policy and associated management systems enables BH and Barnet Council as Landlord of the domestic housing stock to meet their statutory responsibilities. It will supply Service Providers with relevant information concerning the likely presence of known or suspect asbestos containing materials relevant to the works that it requires the Service Provider to undertake.
- 10.9. BH will require the Service Providers to undertake building works in such a way that it meets current statutory requirements, complies with all Health and Safety Executive (HSE) Approved Codes of Practices and published guidance notes and to inform any supply chain sub - contractors about the presence and location of asbestos. BH will expect its Service Providers operatives to be adequately trained in asbestos awareness.
- 10.10. Due to the nature of work undertaken by Service Providers on BH buildings, BH will supply as much information pertaining to asbestos products within its remit on all contracts, to all Service Providers.
- 10.11. The provision of information on the presence of asbestos is important where asbestos is likely to be encountered and maybe disturbed. This will normally be on works, which involve the disturbance, refurbishment, demolition or alteration of the structure or fabric of a building.
- 10.12. Where BH is planning to undertake works where asbestos containing materials maybe encountered the Armstrong York web portal must be checked prior to any works commencing on site. The information provided can be used to assist Project Managers, Surveyors, Operational Inspectors, Architects, and Consultants, Service Providers or others to specify and manage works accordingly. If there are any further requirements relating to asbestos contact is to be made with the Health Safety and Compliance Team.
- 10.13. Information regarding the presence of known or suspect asbestos containing materials is passed on to all Service Providers via the Armstrong York web portal. It is the Service Providers' responsibility to ensure that information regarding the presence of asbestos containing materials is passed on to its workforce and supply chain sub-contractors appropriately to ensure their safety and the safety of third parties.

- 10.14. BH expects all Service Providers to undertake risk assessments, appropriate for the works they are to undertake. Risk assessments should consider the possible presence of asbestos and the level of risk that may present, regardless of whether information pertaining to the possible location of asbestos has been provided. Service Providers will need to develop safe methods of work using the risk assessments undertaken. Service provider must ensure that all operatives have basic asbestos awareness training.
- 10.15. Where there is no recorded information for a property regarding the presence of asbestos within a given dwelling or dwelling type, then an appropriate asbestos management or refurbishment survey should be carried out, in accordance with HSG 264 (Second edition, published 2012) The Surveyors Guide.
- 10.16. Where there is any doubt about the presence of asbestos, materials must be presumed to be asbestos and treated accordingly. Where this advice is not followed, this policy will afford no protection and persons may have to explain their actions to the Health and Safety Executive on investigation.
- 10.17. Further advice regarding options for dealing with known or suspect asbestos materials present and likely to be disturbed during works can be sought from the Health Safety & Compliance Team.

## ARRANGEMENTS

### 11.1 Asbestos Surveying Services

- 11.1. A comprehensive asbestos survey was carried out during 1999 – 2001 of the housing stock on a sampling basis by Adams Environmental Ltd based on type 2 (non-intrusive) surveys. The sampling complied with MDHS100 - surveying, sampling and assessment of asbestos-containing materials, which has since been replaced by HSG 264. The survey consisted of a 10% random sample taken from each property type and the information gathered was extrapolated across each property type. This has enabled the profiling of known or suspect asbestos containing materials within most domestic housing blocks.
- 11.2. The information gained from the survey has been downloaded onto a micro soft database to enable staff and Service Providers to have an understanding of where asbestos may be located in the different property types within BH remit. All further information gained from subsequent ad-hoc survey inspections and bulk sample analysis reports since 2001 up until 31 March 2012, were up-loaded into the database. This information is known as Barnet Homes' "Historic Asbestos Database" and all Service Provider partners are provided with a copy when they commence work at Barnet Homes.
- 11.3. Since April 2012, a new process has been developed whereby asbestos information is available via a web portal, which enables Staff and Service Providers to have full access to asbestos survey reports to properties, which have been surveyed since this date. This web portal has been made available to all service areas within BH and service providers, via a unique login process.
- 11.4. If there is a potential asbestos exposure high risk found during an asbestos survey or bulk sample inspection, it is reported immediately by the Asbestos Consultant (AY) to the Health Safety & Compliance Team. The Health Safety & Compliance Team will manage the resultant encapsulation or removal work immediately.
- 11.5. The management of asbestos is primarily a role of the Health Safety and Compliance Team in Barnet Homes, but there is an implied responsibility for all staff to take note of their responsibilities and ensure procedures are followed as part of their remit.



- 11.6. The Compliance Manager of Barnet Homes has the overall responsibility of the day-to-day management of asbestos together with support from the Risk & Compliance Officer. All asbestos surveying requirements are ordered through the Health Safety & Compliance Team
- 11.7. Information based on these surveys will be accessible via the web portal BH will expect its staff and others to determine the most appropriate course of action and issue clear orders making reference to agreed Standard Plans of Work, where they are appropriate. If required guidance is provided via the Compliance Manager and or the Risk and Compliance Officer.
- 11.8. Barnet Homes employ the services of a Licensed Asbestos Removal Service Provider for all works concerning asbestos removal, and a Licensed United Kingdom Accreditation Service (UKAS) accredited consultant to manage its asbestos database and survey work.

## 12. Responsibilities

- 12.1. The responsibility for managing, maintaining Barnet Homes' Asbestos database sits with Armstrong York Ltd. It is their responsibility to manage and maintain all property records held on the asbestos database. The Database will be utilised by BH and its Service Providers when issuing orders for repairs or improvements to be undertaken.
- 12.2. BH will expect the Asbestos Database to be kept up to date with details from asbestos surveys and other related information.
- 12.3. Service Providers who have employed a licensed removal contractor to remove asbestos will also be required to supply the necessary information to the Health Safety & Compliance Team to assure the accurate updating of the Database and will be expected to confirm, in writing, the works that they have undertaken. The expectation is that service providers will use our term licensed asbestos removal contractor. Where does this not happen, the Health and Safety Team will be notified, and the appropriate documents vetted prior to instructing works.
- 12.4. In addition, details of any 4-stage clearance and certificate of re-occupation and consignment notes etc. following removal of asbestos must be forwarded to the Health Safety & Compliance Team together with all RAMS including the ASB5 HSE notification prior to works commencing.

## 13. Licensed and/or Non-Licensed Asbestos Removal Service Providers

- 13.1. BH and its Service Providers will use licensed asbestos removal contractors to undertake works involving the treatment or removal of asbestos products.
- 13.2. All asbestos waste shall be disposed of by a licensed waste carrier/Service Provider in compliance with Environment Agency requirements. To this end, BH will expect to receive details from Service Providers of its asbestos disposal arrangements and will expect the Service Provider to provide waste consignment notes in this regard. Licensed asbestos Service Providers should have the necessary competence to carryout works and dispose of asbestos waste materials in a safe manner and in line with legislation.
- 13.3. BH expects all Service Providers to undertake risk assessments, appropriate for the works they are to undertake. Risk assessments should consider the possible presence of asbestos and the level of risk that may present, regardless of whether information pertaining to the possible location of asbestos has been provided. Service Providers will need to develop safe methods of work using the risk assessments undertaken. Service provider must ensure that all operatives have basic asbestos awareness training.



#### 13.4. Notification of Asbestos Works to Health & Safety Executive

- 13.5. Once asbestos products have been identified in a dwelling, premises or workplace, if a risk exists appropriate works will then need to be specified; this may not automatically involve removal. Options such as sealing, or encapsulation must be considered. However, if other asbestos items need to be removed as a result of impending work removal maybe necessitated in order to reduce future maintenance liabilities. The works will be completed adhering to agreed plans of work and HSE guidance. The Service Provider is responsible for ensuring that any necessary notification is made to the HSE including the supply of all necessary risk assessments, detailed method statements and details of protective measures and disposal arrangements to be adopted.
- 13.6. In certain circumstances if an emergency exists, for example where there is a bad leak behind a notifiable panel that could compromise the building or occupants the Service Provider can apply for a waiver with the HSE to complete the works sooner, supported by a letter from Barnet Homes.

#### 14. Service Providers Duty to help maintain and Update Asbestos Database

- 14.1. Service Providers must provide the necessary paperwork (e.g. asbestos works details forms, 4 stage clearance and certificate of re-occupation, consignment notes etc.) to the Health Safety & Compliance Team, so that the property record can be accurately updated and maintained by AY.

#### 15. Asbestos Surveys

- 15.1. BH will continue to undertake asbestos surveys and condition checks via the Health Safety & Compliance Team, to further enhance the asbestos information it holds on its stock.
- 15.2. Surveys of non-domestic premises including communal areas of domestic housing blocks, which are required under the Control of Asbestos Regulations 2012, are carried out as part of a planned programme and in conjunction with feasibility studies prior to refurbishment works on housing blocks/ estates. Barnet Homes have 100% management survey information pertaining to the internal communal areas of its blocks.
- 15.3. BH employs Armstrong York, an approved UKAS consultancy to complete all asbestos surveys. ***All asbestos surveying requirements must be ordered through the Health Safety & Compliance Team.***

#### 16. Risk Assessment

- 16.1. The presence of known or suspect asbestos containing materials in any building must be assessed to identify the most appropriate option for management. The use of the building in which work is being undertaken or specified must be considered. Further consideration must also be made to the accessibility of materials, to include; whether or not they are friable or easily disturbed, are they likely to be disturbed by the proposed works, are they likely to be damaged or disturbed by the occupants, and whether it is more cost effective and easier to remove the materials now. Asbestos that is assumed or identified as part of the survey process and which is located in such an area where likely disturbance is minimal and the risk of any exposure eg soffit to a roof or an asbestos cement chimney cowl, this will not be removed until such time that major works are carried out at the block/ location, or there is major deterioration of that component.

- 16.2. The unnecessary removal of asbestos may release more fibres and thereby create a greater risk to health than effective management of asbestos.
- 16.3. Options for management of asbestos materials may include repairing, sealing, encapsulation, removal or leaving asbestos materials in good condition in situ. Options should be based upon managing risk to health.
- 16.4. This does not remove the duty or responsibility from the Service Provider to undertake a risk assessment for works, which their employees are to undertake, nor to pass on asbestos information to any supply chain contractor that maybe utilised so that the supply chain contractor can carry out a risk assessment.
- 16.5. Risk assessment should include the possible presence of asbestos containing materials. If the Service Providers risk assessment highlights the likely presence of asbestos. If an additional asbestos survey of the work, area is required for any reason this must be requested from the Health Safety & Compliance Team.

## 17. Monitoring the Condition of Asbestos Materials

- 17.1. BH will monitor the condition of known or suspect asbestos containing materials on communal areas of domestic housing blocks, through a programme of checks completed by the asbestos consultant, based on the risk rating of the known asbestos within the block. – **Appendix A**
- 17.2. Premises Managers of workplace buildings and staff are responsible for playing a part in monitoring the condition of known or suspect asbestos containing materials in workplace premises and should report back to the Compliance Manager and Risk and Compliance Officer any potential suspected defects to known asbestos.

## 18. Information sharing

- 18.1. BH will comply with all legislative requirements relating to the management of asbestos and provision of information. Information about asbestos is made available to tenants and residents: information will include generic advice on where asbestos may be found in the home and precautions that can be taken to avoid fibre release. This information used to be provided within a leaflet format but is now made available via the Barnet Homes Web-site. Resident friendly reports are available for residents specific to their home and are inserted into the resident welcome pack at sign-up.
- 18.2. Barnet Homes provide new tenants with a copy of its asbestos leaflet with their welcome pack. A 'new tenants pack' includes generic advice regarding asbestos in dwellings and advice on redecorating etc. This information is on our website. Barnet Homes has a process whereby all of its void properties are inspected, and any relevant asbestos information pertaining to that property is provided to the new tenant.

## 19. Asbestos in communal areas

- 19.1. Service Providers and staff must be aware that asbestos can be found in a wide variety of forms and locations. When conducting inspections or works in communal areas, due regard must be given for the presence of asbestos containing materials.
- 19.2. It is possible that there will be asbestos containing materials in communal areas as textured coatings, insulation, cement products or firebreak materials. Communal areas include all areas accessible to the public in addition to lift motor rooms, electrical intake cupboards, communal cold-water storage tanks, tank rooms, roof spaces, stores and pram or bike sheds etc.
- 19.3. If there is any doubt about any works that may need to be carried out Service Providers or staff must first consult the Asbestos web portal. Before undertaking any maintenance or inspection work the database should be consulted to ensure no identified asbestos materials are disturbed. If that work is more intrusive than the techniques used to obtain the existing survey information, then a refurbishment survey should be arranged.

***All asbestos surveying requirements must be ordered through the Health safety and Compliance***

## 20. Asbestos Materials in the Workplace

- 20.1. Should employees suspect that particular products within the workplace might contain asbestos, previously not been identified, they must inform their Manager and BH Health safety and Compliance Team.
- 20.2. Once asbestos products have been identified within workplace premises the following guidelines should be used:
  - Such products contained within roof voids and electrical cupboards should be clearly labelled.
  - They must be checked and monitored, to ensure materials remain in good condition and that any damage is assessed and repaired.
  - Staff who observe that asbestos containing material has been damaged, should immediately report it to their line manager, who in turn should report the problem to the Health Safety and Compliance Team. If their line manager is not immediately available, then the damage shall be reported direct to a member of the Health Safety & Compliance Team, contact details on page 20 of this document
  - Any Service Provider who carries out work in the vicinity of asbestos must be informed of the presence of asbestos.

## 21. Groups at Risk

- 21.1. Asbestos materials in people's homes will not be labelled because such labels could be intrusive in a domestic setting and are likely to be removed by tenants during redecoration. However, known or suspect asbestos materials will be labelled, where they are in areas that are not generally accessible to tenants, residents and the public e.g. intake cupboards, lift motor rooms, water tank room roof voids etc.
- 21.2. If asbestos products are encapsulated, behind non-asbestos materials, they must be clearly labelled before encapsulation so that Service Providers do not unwittingly disturb the asbestos during future maintenance/demolition operations. Details of the continued presence of the asbestos product and its encapsulation will be recorded on the Asbestos Database.

## 22. Tenancy Conditions

- 22.1. As part of the Terms and Conditions of Tenancy, tenants must not carry out, cause or allow alterations or additions to the property, its fixtures or fittings, or the services to the property without BH's consent (which may not be unreasonably withheld).
- 22.2. Where a tenant makes a request to carry out such works BH staff must ensure that adequate checks are made for asbestos containing materials by first consulting the Asbestos Database. Where appropriate, additional surveys may be required.

## 23. Plans of Work

- 23.1. BH will seek to develop cost-effective solutions to manage the asbestos in its properties. To this end it will develop generic procedures, as needs are identified and in the light of guidance from the Health and Safety Executive and industry best practice. The plans of work are intended as a minimum standard and do not replace Service Providers duties to provide risk assessments, method statements and health and safety plans, where necessary.

## 24. Training

- 24.1. Asbestos materials in people's homes will not be labelled because such labels could be intrusive in a domestic setting and are likely to be removed by tenants during redecoration. However, known or suspect asbestos materials will be labelled, where they are in areas that are not generally accessible to tenants, residents and the public e.g. intake cupboards, lift motor rooms, water tank room roof voids etc.
- 24.2. If asbestos products are encapsulated, behind non-asbestos materials, they must be clearly labelled before encapsulation so that Service Providers do not unwittingly disturb the asbestos during future maintenance/demolition operations. Details of the continued presence of the asbestos product and its encapsulation will be recorded on the Asbestos Database.
- 24.3. BH will co-operate with its partners, Service Providers and other organisations in developing and delivering asbestos awareness training for staff.

## 25. Damaged Asbestos Materials in Occupied Property

- 25.1 BH will require Service Providers and staff who suspect that materials known or suspected to contain asbestos that may have been damaged within occupied premises to request a survey of the property or to order remedial works assuming that the material contains asbestos.
- 25.2. Any remedial works should be designed to protect anybody occupying the property. This may involve the repair, sealing, encapsulation or removal of known or suspect asbestos containing materials.
- 25.3. If there is evidence of contamination, an inventory must be arranged to record any personal belongings that need to be disposed of as controlled/contaminated waste. This will include belongings such as soft furnishings and clothing that cannot be safely cleaned. The Project Manager and / or the Operational Inspector will arrange this as part of the removal work and will need to get a full audited list from the removal contractor. Where possible, photographic evidence of what is disposed should be provided and BH representation to validate as necessary.

## 26. Monitoring of Service Providers and Permit to Work

- 26.1. Any Service Provider carrying out works shall provide information and notification required by the HSE. BH, as client, may refer to plans of work for particular tasks but such generic work plans shall not replace the duties of the Service Provider to undertake risk assessments and produce method statements and health and safety plans in respect of the tasks to be carried out. All Service Providers will be expected to supply a detailed method statement for works together with the date when the works will commence.
- 26.2. Service Providers or staff should carry out a visual inspection of asbestos works to ensure safe systems of work are in operation and, where possible, should be present for any smoke test of enclosures etc.

## 27. Fly Tipping and Dumped Asbestos Materials

- 27.1. Occasionally asbestos-containing materials may be fly tipped or dumped upon BH property/land.
- 27.2. If fly tipped materials are suspected to contain asbestos, they can be assumed to contain asbestos and thus relevant orders can be raised to arrange appropriate collection and disposal as per the procedures in **Appendix B**.

## 28. Stock Transfers

- 21.1. Where BH transfers ownership and freehold or leasehold of its properties, it will disclose on written request such relevant information regarding the location of asbestos within that property, or relevant information that is known about that property type that is contained on the Barnet Homes Asbestos database. It is then up to the new freeholder/Leaseholder to undertake whatever surveys or actions it considers necessary to comply with existing and future legislative requirements. Barnet Homes offer this service to leaseholders at the same rate as BH Schedule of Rates costs.
- 21.2. Advice is given to the leaseholder if they were to instruct alteration to their property they need written consent from TBG to ensure all works be carried out in a safe manner.

## 29. Partner organisations who manage Barnet Homes Properties

- 29.1. Where the Council retains the freehold of the property but enables another organisation or group of tenants to manage the repair and maintenance of their dwellings, it will require them to comply with this policy and related management systems.
- 29.2. BH will expect management organisations and Service Providers to be adequately trained in asbestos. BH will co-operate with other organisations such as Tenant Management Organisations and Housing Co-operatives in organising training.
- 29.3. BH will require the organisations to complete the necessary paperwork to enable the Asbestos Database to be kept up to date. BH will allow access to information retained on the Asbestos Database, as and when necessary.

## 30. Emergency Situations

- 30.1. If suspected asbestos materials are encountered during the course of carrying out work, work in the affected area must stop immediately. Service Providers should immediately contact their line manager who will contact the Compliance Manager or Head of Health Safety & Compliance to arrange for an asbestos survey of the area, including the taking of air samples and to provide advice and guidance on the immediate measures required to make the areas safe. A notice shall be placed on the door of the room or property. **See Appendix C**
- 30.2. Further advice and guidance is available from the Health Safety & Compliance Team
- 30.3. See **Appendix D** for emergency procedure.

## 31. Contaminated Areas

- 31.1. On occasions due to asbestos materials in poor condition, inadvertent or unwitting disturbance, areas can become contaminated with asbestos fibres.
- 31.2. Access to the contaminated area should be restricted to asbestos workers or analysts only. The area should be segregated with warning tape and notices, internal openings such as doors may need to be sealed with polythene sheets, three-stage air locks should not be necessary unless the level of contamination is likely to require repeated access to and egress from the contaminated area.

- 31.3. The contaminated area should be thoroughly cleaned with an H-type vacuum cleaner and damp rags or tack rags, this should include walls, floors and all hard surfaces. Soft furnishings and fabrics are almost impossible to clean thoroughly; therefore, consideration must be given to the disposal of soft furnishings and fabrics within the contaminated area.
- 31.4. Prior to re-occupation of the area a thorough visual examination of the area and relevant air testing should be conducted. Where enclosures and air locks are required a four-stage air clearance test must be carried out and a re-occupation certificate issued by the Asbestos Consultant.

# Asbestos Management System - Summary of Key Actions and Responsibilities

## Void Properties

When a property becomes void, the “Voids Contractor/Operational Inspector (Voids)” must follow the steps below:

1. The Voids Contractor/Operational Inspector (Voids) must ensure they have reviewed the asbestos web portal.
2. If there is no information pertaining to that property, then an asbestos survey is requested with the Health Safety & Compliance Team.

The Risk & Compliance Officer will arrange for an asbestos survey to be carried out of the property by the Asbestos Consultant Service Provider and a report will be prepared and placed onto the web portal.

3. The **Voids Contractor** will also report to the relevant void supervisor if any recorded asbestos containing materials need removal. This will either be due to the general condition of the asbestos, or if the asbestos impedes the progress of work at the property. EG “remove if within the scope of works”.
4. The **Supervisor (Voids)** will raise the relevant asbestos removal work order with the **Asbestos Removal Contractor**. The **Health Safety & Compliance Team** will be copied into this email request if any recorded asbestos containing materials need removal.
5. If the works are notifiable, the term asbestos contractor will arrange for any necessary site attendance for the removal work in line with CAR 2012
6. Upon completion of works, the Asbestos Works Details are recorded and stored on the asbestos removal contractors web portal. along with any air test certificates, consignment notes etc.

## Repairs

When a repair is required at a property the **Service Provider/Supervisor** must follow the steps below:

1. The **Service Provider** must ensure they have reviewed Barnet Homes asbestos web portal. to ensure they are familiar as to where asbestos may be located in that property type. In the absence of an asbestos report and prior to requesting a new survey, the historic database can be verified by liaising with the Risk and Compliance Officer.
2. The **Service Provider** will review the information provided in the light of the proposed works and assess whether the information is adequate or if a further asbestos survey is required.
3. Where a repair is required to a component where an asbestos product will clearly not be disturbed E.g. tap washer or water stopcock then the works can proceed without a survey taking due care and risk assessments.
4. The **Service Provider** will also report to the **Supervisor** if any recorded asbestos containing materials need removal. This will either be due to the general condition of the asbestos, or if the asbestos impedes the progress of work at the property.
5. If there is no information pertaining to that property or property type, then an asbestos survey is requested with the Health Safety & Compliance Team giving full details of what work will be done.



6. The **Health Safety & Compliance Team** will arrange for a suitable asbestos (management/R&D/management with R&D hybrid) survey to be carried out of the property by the Asbestos Consultant.
7. The asbestos survey will be carried out by the **Asbestos Consultant** and a report will be prepared and placed onto the web portal
8. The **Supervisor** will raise the relevant asbestos removal work order, with the **Asbestos Removal Contractor**. The **Health Safety & Compliance Team** will be copied into this email request if any recorded asbestos containing materials need removal.
9. If the works are notifiable, the term asbestos removal contractor will instruct the Asbestos Consultant for any necessary site attendance during the removal stage. And copy in the **Health Safety & Compliance Team** who will raise the confirmation order for works.
10. Upon completion of works the Asbestos Works Details Forms will be completed and placed onto the web portal and the clearance results will be placed on to the asbestos consultants web portal.

**Please note: Advice on best course of action to take can be obtained from the Health Safety & Compliance Team**

All Asbestos Survey requests must be arranged through the term Asbestos Consultant via a works order and email confirmation direct to the designated contractors inbox with a copy to the Risk and Compliance Officer.

Any further guidance can be sought from the Health Safety & Compliance Team.

### **Planned Works - Major works, Planned Repairs and M&E**

When planned refurbishment work is required at a property or a group of properties the Service Provider/Project Manager must follow the steps below:

1. The Service Provider must ensure they have reviewed the Asbestos web portal to ensure they are familiar as to where asbestos may be located in that property type.
2. The Service Provider will review the information provided in the light of the proposed works and assess whether the information is adequate or if a further asbestos survey is required.
3. Where intrusive work is being carried out, then a "Refurbishment and Demolition (R&D)" OR a refurbishment survey will be required. The surveys will be required for all work, which disturbs the fabric of the building in areas where the management survey have not been intrusive. Therefore, the Project Manager must provide a full outline of what the works involve to the Health Safety and Compliance Team for the works to be ordered appropriately.

***Please note that unless a full block/property refurbishment is taking place, an Asbestos Management Survey will be ordered, and an allowance will be made so that an area that is subject to refurbishment works will be subjected to an intrusive asbestos survey inspection. e.g., If bathrooms are being refurbished to a number of properties within a block, each property will have an asbestos management survey with the inclusion of a hybrid R&D inspection to the bathroom, and any other specific area affected by the works.***

4. The Project Manager must send an Asbestos Survey Request via email to the Health Safety and Compliance Team, with the scope of work for the project.
5. The Health Safety and Compliance Team will arrange for a survey to be carried out of the property by the Asbestos Consultant. Where possible, a planned approach to requesting surveys in advance will be discussed with the asbestos consultant.
6. The Asbestos Consultant will carry out the asbestos survey and a report will be prepared and placed onto the web portal.
7. Any asbestos removal work will be managed by the Main Contractor as part of their works package, using a licensed asbestos removal contractor.
8. If the works are notifiable, the Health Safety and Compliance Team must be informed and the Project Manager will arrange for any necessary site attendance for the removal works by the Asbestos Consultant.
9. Upon completion of works the Asbestos Works Details Forms will be completed and placed onto the relevant web portal.



Please note: Advice on the most appropriate action to take can be obtained from the Health Safety and Compliance Team as required

Please Note: Where there is any doubt about the presence of asbestos, materials must be presumed to be asbestos and treated accordingly.

All Asbestos Survey requests must be arranged through the term Asbestos Consultant via a works order and email confirmation direct to the designated contractors inbox with a copy to the Risk and Compliance Officer.

Any further guidance can be sought from the Health Safety & Compliance Tea

## Emergency Situations

If suspect asbestos or any other hazardous material is found after works have commenced, the Contractor must cease any work immediately, which could disturb or damage the suspect material. The Contractor shall immediately notify the Health Safety & Compliance Team.

Phone: 020 8359 4786/ 020 8359 5220/ 020 8359 4153 or

Email: phil.buck@barnethomes.org / mamta.malhotra@barnethomes.org / ben.wildman@barnethomes.org who will make the necessary arrangements for the testing and analysis of the suspect materials.

**Compliance with Barnet Home's Asbestos Policy is Mandatory.**

# LEGISLATION

There are a number of Regulations and Approved Codes of Practice relating to the Control of asbestos, the removal and disposal of asbestos and asbestos removal.

## The Control of Asbestos Regulations 2006

### The Duty to Manage Asbestos (Regulation 4)

The Control of Asbestos Regulations 2006 introduced the duty 'to manage asbestos' in non-domestic premises, which recognises the risk of asbestos exposure to all persons, including 'trade persons' (see 5.6) and specifies the following requirements:

- Take reasonable steps to locate materials likely to contain asbestos
- Assume materials contain asbestos unless there is evidence that they do not
- Keep an up-to-date written record of the location of these materials
- Monitor the condition of these materials
- Assess the risk of exposure from asbestos and presumed-asbestos materials
- Prepare and implement a management system to control these risks
- Review and monitor the management system and implementation process
- Provide information on the location and condition of the materials to anyone likely to disturb them

### The Duty Holder/s

The main duty-holder is those persons and/or organisations responsible for repairs and maintenance of non-domestic premises.

Where there is more than one party and/or organisation involved with a premise and thus the possibility of more than one duty holder, the 'individual' contribution will be determined by the extent of responsibility for repairs and maintenance.

There is a further duty to 'co-operate' with any other such parties involved with the premises in order to assist the main duty holder to comply with the requirements.

In respect to vacant premises the main duty holder will be those persons and/or organisations responsible for the maintenance and repair of the premises.

### **The Control of Asbestos Regulations 2012**

The Regulations came into force on 6 April 2012, updating and replacing the previous 2006 version of the Regulations. The changes mean that certain types of non-licensable work with asbestos now have additional requirements on notification of work; designating areas where work on asbestos is being carried out; medical surveillance and record keeping. This publication applies to work which disturbs, or is likely to disturb asbestos, asbestos sampling and laboratory analysis.

## **USEFUL CONTACTS**

### **Barnet Homes Service Provider Asbestos Consultancy**

Armstrong York Head Office  
Stanhope industrial Park,  
Wharf Road,  
Stanford Le Hope,  
Essex,  
SS17 0EH

**T:** 0870 3500 375  
**F:** 0870 3500 376  
**W:** [www.armstrong-york.com](http://www.armstrong-york.com)

### **Barnet Homes Service Provider Asbestos Removal**

AA Woods  
Woods House,  
Harlow,  
Essex,  
CM20 2DP

**T:** 01279 444 630  
**F:** 01279 444632  
**W:** [www.aawoods.com](http://www.aawoods.com)

### **Asbestos Removal Contractors Association (ARCA)**

ARCA House  
237 Branston Road,  
Burton upon Trent,  
Staffordshire  
DE14 3BT

**T:** 01283 566467  
**F:** 01283 568228

### **The Health & Safety Executive (Local Office)**

14 Cardiff Road,  
Luton,  
LU1 1PP

**T:** 01582 444200  
**F:** 01582 444320  
**W:** [www.hse.gov.uk](http://www.hse.gov.uk)

# Appendix A

## Risk Banding – Communal Surveys

Upon completion of the survey and analysis, each block will be risk banded, to determine how often any known or presumed asbestos materials, that have been left in situ, need to be checked. The risk banding is based upon material type, although accessibility is a consideration. The condition check will be formulated based on the MA risk score from the survey. Note – This is in connection to communal surveys in blocks only, and re-inspections will be carried out prior to the end of the month during which the survey is due on the programme

Risk Band	Risk score from Survey	Material	Condition Check
1	10+	Asbestos panels (including cement), lagging or any other such licensed materials have been identified within areas that are utilised by the public or other persons or where no suspect materials have been identified but there are areas that could not be accessed during the original survey, because of locks and keys, such as electrical intake cupboards.	Every year
2	7-9	A small number of asbestos panels (including cement), lagging or any other such licensed materials have been identified within areas that are restricted to public access but utilised by others.	Every two years
3	5-6	A large quantity of artex and floor tiles have been identified within areas that are utilised by the public and other persons.	Every three years
5	1-4	Non-licensed materials that are considered to be low risk in all areas, such as flues, rope, gaskets, roof or fascia tiles, webbing.	Every five years
0	0	All areas have been accessed during the original Management survey and no suspect materials have been identified or where no suspect materials have been identified and it is clear that access to the roof can only be achieved by the use of scaffolding or specialist equipment.	No further checks will be undertaken

# Appendix B

**Purpose:** To manage asbestos risk and identify a process to prevent contamination

**Report Name:** Dumped Asbestos

1. Potentially asbestos containing material has been identified and reported.
2. Notify your line Manager immediately detailing: Location, postcode, approx. qty and type., inc. any photographic evidence.
3. Line Manager or responsible senior to notify Health, Safety and Compliance Team (HSCT) together with photographic evidence and additional detail as per point2.
4. Any email notifications identify as DUMPED ASBETOS in the subject line
5. HSCT instructs term contractor to attend within 24 hours of notification being made to remove and dispose of or make safe offending material in line with guidelines.
6. Term Contractor confirms receipt and clearance within timeframes.
7. HSCT issues works order to term contractor. The order will:
  - a. Be 24-hour priority.
  - b. Detail location
  - c. Detail who identified the asbestos
  - d. Date of notification
8. Works completed and HSCT informed.
9. Order completed

## Appendix C

# IMPORTANT NOTICE

## POSSIBLE ASBESTOS RISK

**\*Do Not Enter\***

This site will re-open once the Asbestos material has been removed and the area is safe.

Responsible Person:

Telephone:

# Appendix D

**Report Name and Purpose:** To manage asbestos risk if you uncover or damage materials that may contain asbestos.

## You Must Stop Work Immediately

### Keep everyone out of the area.

1. Report the incident to the person in charge E.g. Supervisor/line manager as soon as possible. They will report it to the Health, Safety and Compliance Team (HSCT)
2. The person in charge of the project will check the records and if necessary, instruct the term contractor to attend site and have the material sampled and analysed.
3. Label the area, put up a warning sign “possible asbestos contamination” as per appendix c.
4. If no asbestos is identified – no further action is required.
5. If asbestos is identified – notify the HSCT – who will arrange for the asbestos to be made safe/ removed using it’s licensed asbestos removal contractor.

### Has there been exposure to an operative (eg debris or dust on clothes/hair etc) ?

- Prevent further contamination – stay put!
- Keep exposure as low as you can
- Contact your line manager.
- Notify HSCT
- Risk Assess
- Arrange for any necessary PPE suitable to situation to be delivered to site.
- Where required, HS team to arrange for a licenced Asbestos contractor to attend site with Decontamination unit (DCU)
- Asbestos Contractor will provide further instruction and report back to H&S team as to next steps.



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[talktous@barnethomes.org](mailto:talktous@barnethomes.org)



[@barnethomes](https://twitter.com/barnethomes)