



BURY HOUSING SERVICES

ASBESTOS POLICY

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ASBESTOS POLICY

- The purpose of this document is to set out in a clear and precise manner, Bury Housing Service's policy on managing asbestos containing materials within its premises and properties it manages as part of its duties under the Control of Asbestos Regulations 2012.
- To ensure that Bury Housing Service's tenants, staff, contractors and visitors are not exposed to asbestos fibres from any asbestos containing materials within the properties we manage or building we occupy. This will be achieved by the safe removal of all ACM that are assessed to constitute a significant risk such that all ACM remaining in the buildings represents a low or medium and acceptable risk.
- To ensure that those who work on the structure and fabric of the properties we manage do not expose themselves or others to asbestos fibres by their inadvertent disturbance of ACM. This will be achieved by ensuring that all such workers have received asbestos awareness training from their employer and have been given information as to the known location and type of ACM's present in Bury Housing Services buildings and properties we manage. Their work will be monitored to confirm their attention to this information, instruction and training.
- To ensure that the awareness of asbestos and ACM is increased for all Bury Housing Services staff and contractors as well as tenants and leaseholders. This will be achieved by the selection and monitoring of competent contractors. Bury Housing Services staff will be trained to the appropriate competency, adequately equipped and effectively supervised and supported.
- To ensure that Bury Housing Services staff increase their competency regarding the management of asbestos and ACM.
- Bury Housing Services are also required to ensure that any work with asbestos carried out on their premises or within properties we manage is conducted in accordance with the Control of Asbestos regulations 2012. To ensure this is the case all contractors employed by Bury Housing Services to conduct asbestos removal works are to provide detailed method statements for approval prior to commencement of works

Detail of policy

- Bury Housing Services acknowledges the health hazards associated with exposure to asbestos and will protect those persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of proper control measures and work methods.
- Bury Housing Services will implement and operate this policy in order to ensure compliance with the Control of Asbestos Regulations 2012.
- The policy has been developed to ensure that Bury Housing Services meet their statutory obligations required by law. This policy shall be implemented through a detailed Asbestos Management Plan and associated procedures.
- This Asbestos Management Plan will detail the process in which ACM will be managed by Bury Housing Services staff and contractors and applies to all properties owned or managed by Bury Housing Services.
- The Asbestos Management policy will be reviewed at regular intervals with the management plan reviewed annually.
- The Asbestos Management arrangement will be subject to an audit to confirm implementation of the policy and management plan at least every two years.
- The Director of Assets will have delegated responsibility for the development, implementation, monitoring, auditing and continual improvement of the asbestos management arrangements within Bury Housing Services

Signed: Chief Executive Dated

Signed: Chair of Board Dated
Approved via email

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1.0 Introduction

1.1 Bury Council's Corporate Asbestos Policy and Management plan

Bury Council has formulated a corporate asbestos policy and management plan.

The Council, as the employer, has a legal duty to prevent the exposure of employees/contractors/visitors to asbestos. They will make sure through policy and procedures that any asbestos identified within properties owned, used or under their control will be effectively managed".

Bury Council are committed to ensuring:

- Asbestos containing materials are not used in any new build, refurbished building or maintenance work. Where necessary, arrangements will be made for the safe management and/or removal of materials found to contain asbestos.
- Managers of buildings have a responsibility to ensure that the buildings used by employees and others are safe and will not cause harm.
- The aim of the asbestos policy is to enable the Authority to meet the requirements of legislation.
- It is also the duty of an employer to ensure that substances that are hazardous to health are controlled so as to reduce exposure of potential harm to its employees and those affected by the employer's undertakings.
- The Council, as a responsible employer will ensure that any asbestos identified within properties owned/used or under the control of the Authority, will be effectively managed.

The primary concern of this policy is the safety of all persons in and around the Council's buildings, but it takes account the need to protect property and to minimise business disruption.

This Asbestos Policy and Management Plan provides the framework for ensuring that these commitments are fulfilled.

1.2 Bury Housing Services Specific Arrangements

Bury Council owns and Bury Housing Services manages approximately 7,900 domestic properties. Due to the age and design of the stock, asbestos containing materials (ACM's) have the potential to exist in many of its properties.

Bury Housing Services has a duty to comply with the Health and Safety at Work Act 1974, supplemented by the Control of Asbestos Regulations 2012. As a consequence, Bury Housing Services has the welfare of its staff, contractors and customers to protect whilst undertaking the business activities of a housing service.

In terms of asbestos management responsibilities, it is Bury Housing Services task to deliver, direct, manage and monitor repairs and maintenance operations and delivery a range of housing services whilst complying with this Asbestos Policy and management plan

Bury Housing Service's internal procedures are documented within this management plan. This management plan details procedures and methodology specific to Bury Housing Services, whilst complying with the Corporate Asbestos Policy.

2 Current Legislation

2.1 Health and Safety at Work Act 1974

Exposure to substances hazardous to health is subject to control under the general provisions of the Health and Safety at Work Act 1974 which places a duty upon every employer to provide, as far as is reasonably practicable, a place of work that is safe and without risk to health. A duty to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby are not exposed to risks to their health or safety. In addition, the duty extends to give to persons (not being employees) who may be affected by the way in which he conducts his undertakings the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health or safety.

The Health and Safety at Work Act 1972 is supplemented by The Control of Asbestos Regulation which in turn was updated in 2012.

2.2 Control of Asbestos Regulations 2012

2.2.1 Duty to Manage

The duty to manage is directed at those who manage non-domestic premises: the people with responsibility for protecting others who work in such premises, or use them in other ways, from the risks to ill health that exposure to asbestos causes.

The duty to manage asbestos is contained in Regulation 4 of the Control of Asbestos Regulations 2012. It requires the person who has the duty (i.e. the "duty holder") to:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in,
- presume materials contain asbestos unless there is strong evidence that they do not,
- make, and keep up-to date, a record of the location and condition of the asbestos containing materials – or materials which are presumed to contain asbestos,

- assess the risk of anyone being exposed to fibres from the materials identified,
- prepare a plan that sets out in detail how the risks from these materials will be managed.
- take the necessary steps to put the plan into action,
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to date; and
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

There is also a requirement on anyone to co-operate as far as is necessary to allow the duty holder to comply with the above requirements

2.3 Premises Affected

The duty to manage covers all non-domestic premises such as industrial, commercial or public buildings such as factories, warehouses, offices, shops, hospitals and schools.

Non-domestic premises also includes those “common” areas of certain domestic premises: purpose-built flats or houses converted to flats. The common areas of such domestic premises might include foyers, corridors, lifts and lift-shafts, staircases, roof spaces, gardens, yards, outhouses and garages – but would not include the flat itself. Such common areas would not include rooms within a private residence that are shared by more than one household such as bathrooms, kitchens, etc., in shared houses and communal dining rooms and lounges in sheltered accommodation.

2.4 Other Legislation

There are duties to prepare a risk assessment and to make arrangements to protect those at risk in the Management of Health and Safety at Work Regulations 1999 and to maintain workplace buildings/premises to protect occupants and workers under the Workplace (Health, Safety and Welfare) Regulations 2015. Arrangements to deal with asbestos during “construction” work including refurbishment and demolition are also required by the Construction, Design and Management Regulations 2015 (CDM). The “Client” must provide designers and contractors who are bidding for the work or who they tend to engage with the specific information on the presence of asbestos so that the risks associated with design and construction work can be addressed.

3 Procedures and Methodology

3.1 Common Areas within the Public Sector Housing Stock

Comply with all aspects relating to the “duty to manage” (refer to section 2.2.1) for all common areas associated with the Public Sector Housing Stock.

Undertake Management surveys as defined in HSG 264 to establish whether asbestos containing materials (ACM's) are present, material and priority assessment, followed by yearly re-inspections.

The surveying / re-inspection company must be a UKAS accredited asbestos company. In addition, adequate experience and training must be demonstrated showing a defined level of competence.

3.2 Housing Stock

The Council owns and Bury Housing Services manages domestic premises which are not covered by The Control of Asbestos Regulation 2012. As such the Council and Bury Housing Services still have a number of overriding duties under the Health and Safety at Work Act 1974. Bury Housing Services has an aspiration to apply the same requirements detailed above in section 2.2.1 for both domestic and non-domestic premises in relation to asbestos, although the Duty to Manage for all common parts will be the initial priority. This approach will be reviewed annually along with the contents of this management plan. The approach to managing asbestos with the housing stock will be addressed by:

Undertaking Reactive and Planned surveys for ACM's covering the housing stock:

- Reactive Management surveys as defined in HSG 264 carried out to individual properties as identified depending upon the requirements of responsive maintenance works.
- All void properties are to be deemed a priority for a Refurbishment and Management survey as defined in HSG 264
- Refurbishment and Management surveys as defined in HSG 264 will be undertaken on all major works projects contained within the capital programme. The number and nature of surveys required on each major works project will be determined following an Asbestos Risk Assessment undertaken as part of the pre-commencement phase prior to work commencing. Refurbishment and Management surveys are carried out on a selection of different archetypes of property types.
- All survey information is currently held on Bury Housing Service's Lifespan database against the individual property and the housing management system known as QL
- All Asbestos Surveys are required to be submitted within 1 month of the survey taking place.
- Any high or medium risk ACM are to be reported as soon as is practical
- Void Property surveys are to be submitted within 48 hours.

3.3 Asbestos Management Processes

Bury Housing Services have developed a number of asbestos management process maps to identify the process of asbestos inspections. The process maps details Bury Housing Service's approach to the asbestos management process. (See Appendix A).

Business Managers are responsible for ensuring all staff are familiar with this policy and the emergency procedure associated with asbestos.

Co-ordinators are responsible for ensuring staff under their control do not disturb asbestos containing materials whilst undertaking associated works within the properties we manage.

All staff are to be familiar with and have knowledge of the asbestos register contained with QL and the need to access this information before commencing work within a property.

The asbestos register for communal blocks is also available in the central files held on the Q drive.

All staff are to be familiar with the emergency asbestos procedure and the action to be taken on discovering asbestos containing material.

Co-ordinators are responsible for ensuring any contractors engaged on repairs and maintenance works in the properties we manage are familiar with the contents of this procedure and especially the emergency procedures and processes.

All void properties will have an asbestos survey carried out as part of the void refurbishment process.

3.4 **Assessment of Asbestos Containing Materials**

Bury Council's Corporate Asbestos Policy – Part Two – Managing Asbestos & Risk Assessment utilises standard asbestos material and priority assessment procedures. Bury Housing Services have adapted the assessment procedure in accordance with HSG 264.

The following scoring system has been utilised when assessing asbestos containing material (ACM). The scored assessment should be carried out for each individual instance of asbestos identified through this process.

The table at Appendix B shows the Material Assessment Scoring System. This is a practical assessment of the asbestos containing material. It considers the following factors:

1. Product type
2. Extent of damage
3. Surface treatment
4. Asbestos type

The total score for an asbestos containing material is then used to assess that particular asbestos containing materials potential to release asbestos fibres. The higher the score equals a higher potential for fibre release.

- 0-7 = Low risk rating
- 8-13 = Medium risk rating
- 14-19 = High risk rating
- 19+ = Very high risk rating

As a guide ACM's with a point's score of 14 and above should be removed. ACM's with a score of 13 and below should be left in place where appropriate. However, consideration must be given to individual circumstances relating to the survey notes prior to undertaking a strategic decision to leave or remove.

Asbestos containing material is not to be left in place should the location be accessible and especially if the material can be reached or touched by hand by a person accessing the location.

Any work undertaken on material left in place must be done under controlled conditions and to legal requirements / guidance in accordance with Bury Council's Corporate Asbestos Policy and this management plan.

3.5 Re-Inspection of Asbestos Remaining in Place

Common areas with the Public Sector Housing Stock will be re-inspected every two years. It is an aspiration of Bury Housing Services that ACM's left in place will be re-inspected on a rolling programme, updating and maintaining the asbestos register and highlighting areas requiring remedial action. The current approach is to ensure common areas are re-inspected every two years and within void properties where a re-inspection must be undertaken prior to new tenants moving in. The purpose being to identify any potential damage caused by natural deterioration or previous tenant damage, enabling corrective measures to proceed prior to a new tenant moving in. This approach will be reviewed annually along with the contents of this management plan.

3.6 Training & Safe Systems of Work for Non-Licensed Asbestos Removal

Regulation 10 of The Control of Asbestos Regulation 2012 requires employers to provide mandatory training to any person working on the fabric of the building or who may be at risk of exposure during their occupation.

Bury Housing Services are to implement accredited Asbestos awareness training for all operational staff. Bury Housing Services have made the decision not to undertake Non Licensed Asbestos Removal.

All new employees having potential involvement in building works and the management of asbestos will receive accredited training a part of their induction and refresher training will be given by a competent person.

3.7 Licensed (and un-licensed) Asbestos Removal

The Control of Asbestos Regulation 2012 stipulate that only a licensed contractor can work with asbestos insulation, asbestos coatings and asbestos insulating board, subject to the following exceptions:-

- The work is for a short durations (see below)
- The work is deemed sporadic and if low intensity
- Air monitoring or sample collection to identify asbestos

- Where an employee is carrying out work with his own employees on your own premises where he is the occupier

NB – when determining whether the work is of a licensed nature, and before commencing work, a full and detailed risk assessment should be undertaken.

Work of short duration:

A licence for work with asbestos insulation, asbestos coatings or asbestos insulating board is not required, provided that:-

- Any one person does not carry out the work for longer than one hour in seven consecutive days; and
- The total time spent on the work by all workers is no more than two hours

It is the policy of Bury Council and Bury Housing Services that only licensed asbestos removal contractors are employed to work on asbestos coatings, asbestos insulation and asbestos insulation board. All contractors must demonstrate accredited asbestos training records.

3.8 Tenants, their Home and inadvertent Exposure

Tenants who may have been exposed to asbestos are understandably anxious about the possible effects on their health. Where incidents involve Tenants, widespread publicity becomes a real possibility. As such Bury Housing Services has developed an Asbestos Information Fact Sheet (see Appendix B) to help deal with informing Tenants and covers the following points:-

- What is asbestos?
- Where might I come across asbestos in my home?
- What are the health risks?
- What are Bury Council and Bury Housing Services doing about asbestos in Council properties?
- What are my responsibilities?
- What happens if a repairs contractor finds or suspects asbestos in my home?
- What should I do if I think I have a problem with asbestos?
- Where can I go for more information?

3.9 Emergency Asbestos Procedure for Bury Housing Services Employees & Tenants

Bury Housing Services have developed a set of procedures for Bury Housing Services employees and Tenants to follow in the event of an inadvertent exposure to asbestos.

The procedures detail the interaction between Bury Housing Services, Tenants and Asbestos surveyor / Licensed Asbestos Removal Contractor. (See Appendix C & D).

In addition, an Asbestos Emergency Checklist (Appendix E) and a 10 step safety guide (Appendix F) have also been developed to provide essential guidance to staff when dealing with an asbestos emergency.

3.10 **Annual Review**

This Asbestos Management Plan and supporting policy is to be reviewed annually for continued compliance and operation by the Health & Safety Committee of Bury Housing Services.

3.11 **Audit & Report**

The operation of this Asbestos Management Plan and supporting policy shall be subjected to an independent audit no less than every two years or more frequently at the discretion of the Health & Safety Committee on notification of incidents of the Emergency Asbestos Procedure being instigated.

3.12 **Training Records**

Training records for all asbestos related training shall be retained by the People & Culture Team at Bury Housing Services. It shall be the responsibility of the respective Business Manager to ensure training needs are identified and that of the People & Culture Team Business Manager to ensure such training is provided for within the annual training plan.

3.13 **Implementation of the plan**

It shall be the responsibility of the respective Business Manager's to ensure the requirements of this management plan are implemented within their areas of responsibility.

3.14 **Key Contact Details**

In the event of an asbestos related incident it is essential that the Emergency Asbestos Procedures are instigated without delay.

Key personnel need to be made aware of the incident as soon as it is safe to do so during normal working hours and will include as a minimum:

- Director of Neighbourhoods / Assets
- Business Manager
- Co-ordinator
- Health & Safety Advisor

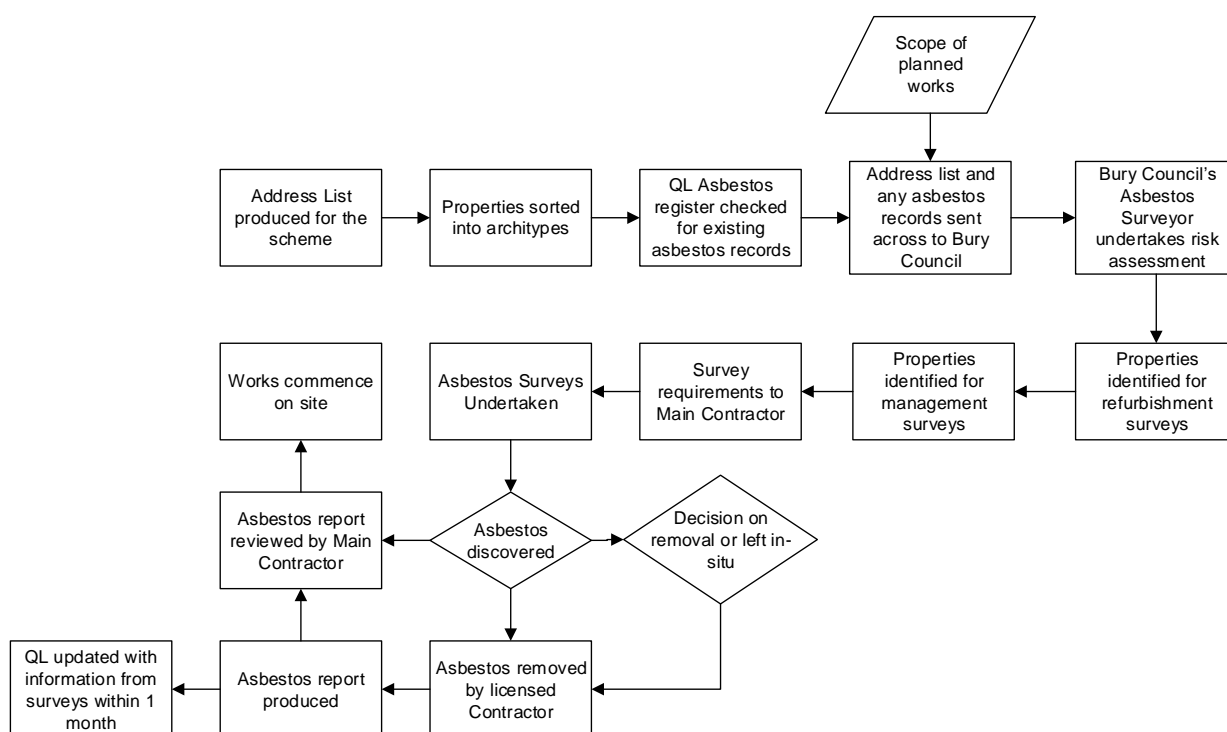
Outside of normal working hours the Duty Supervisor is to be made aware of the incident as soon as it is safe to do so. Key Personnel in such instances are to be informed the following day.

The following contact details are subject to change and are to be added to the management plan manually:

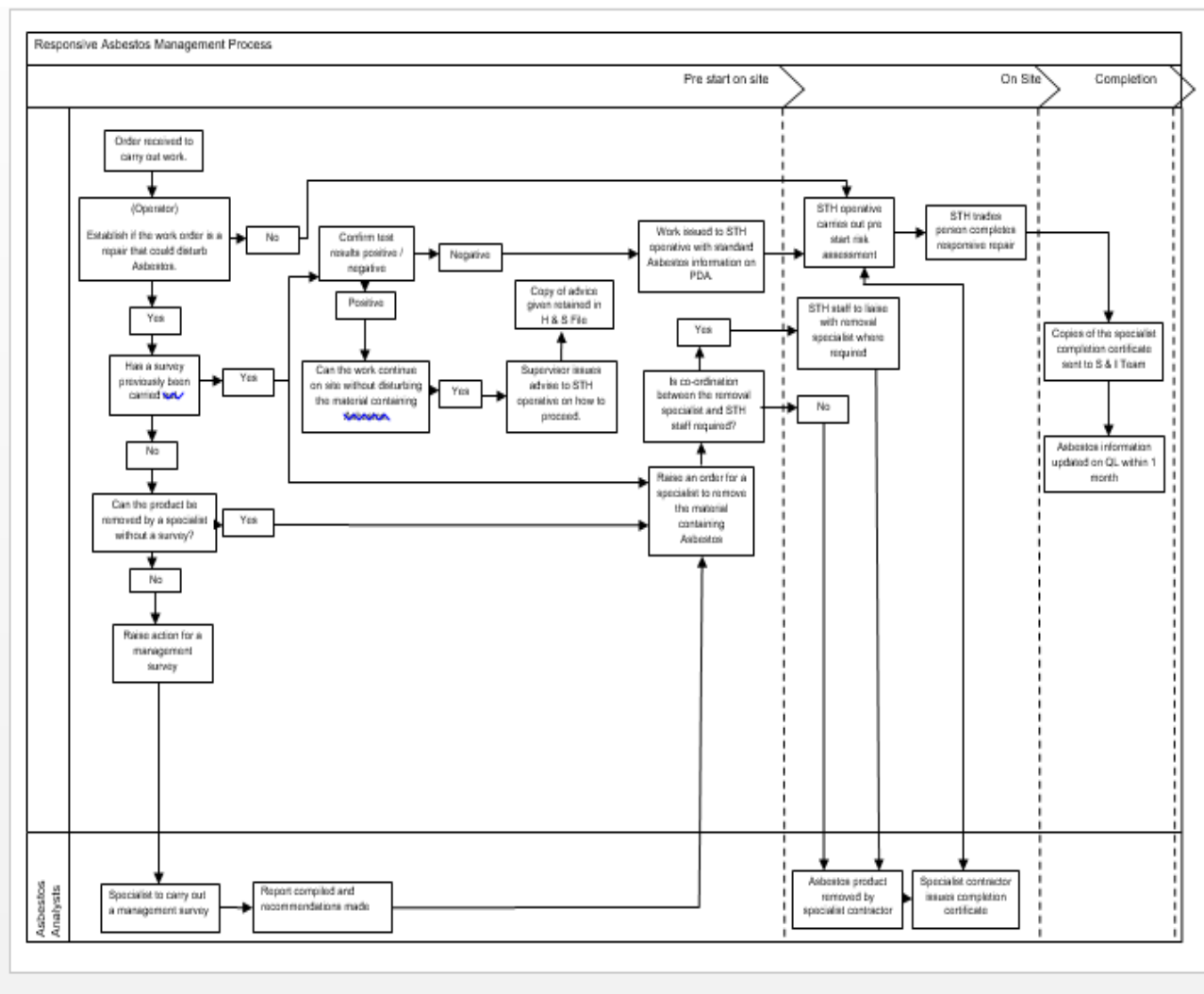
Contact	Telephone Number
Asbestos Removal Contractor	SKS Environmental Services Ltd 10 Bolton Road West Ramsbottom BL0 9ND TELEPHONE NO: 07800760706 E-MAIL ADDRESS: admin@sksenvironmentalservices.co.uk
Out of Hours Emergencies	0808 144 5368 or 0161 686 8368
Duty Supervisors	0161 686 8000

Appendix A - Bury Housing Services Asbestos Management Process Maps

1. Capital Works



2. Responsive Maintenance



Appendix B - Asbestos Information Fact Sheet

What is asbestos?

Asbestos Policy

Asbestos is a naturally occurring mineral that was used in the past because it is strong, does not catch fire and has excellent insulation properties. Some people are worried about asbestos but the risk to your health is very low. If asbestos is left undisturbed it has no risk to health.

Where might I come across asbestos in my home?

If there is asbestos in your home, you are most likely to find it in small amounts in textured coatings, such as Artex and textured paint. It may also be found in:

- Eaves, gutters and rainwater fall pipes
- Air bricks and floor tiles
- Boilers and cold water tanks
- Pipe lagging and duct linings
- Fire blankets and fire surrounds
- Garage and shed roofs
- Linings for walls, ceilings and doors
- Insulation panels in some storage heaters
- Bath panels
- Central heating flues
- Loose asbestos packing between floors and in partition walls

What are the health risks?

The likelihood of you coming into contact with materials containing Asbestos in your home is very low. Any asbestos containing material which is undamaged does not pose a health risk.

Only when the material is drilled, sawn, scrubbed, broken or sanded does it pose a threat to health as fibres can be released.

Asbestos fibres and dust can be dangerous. If inhaled they can cause problems including cancer of the lungs and chest lining. The symptoms of these diseases often do not appear for between 15 to 60 years and at present there is no known cure.

What are Bury Council and Bury Housing Services doing about asbestos in Council properties?

We have developed an Asbestos Management Policy which sets out exactly how we intend to identify and manage asbestos.

We will survey all properties prior to commencing any work to identify the locations of any materials suspected to contain asbestos.

All asbestos containing materials that is in a good condition will stay where it is and its condition will be reviewed from time to time.

If the material is damaged, we will take measures to repair, seal or remove it immediately in high-risk situations or as part of a maintenance programme if the risk is low.

We will ensure that any such work is undertaken by a specialist licensed contractor, who works to strict safety standards.

What are your responsibilities?

Carrying out any work on asbestos containing material without knowledge, expertise and personal protection can put your health at risk.

Changes and alterations to your home are not permitted under the terms of your Tenancy Agreement without prior written approval from Bury Housing Services.

If you want to carry out any home improvements (in particular where they may disturb an asbestos containing material), you must contact us for permission to ensure proper controls are put in place to reduce exposure to you, your family and the person carrying out the work.

What happens if a repairs contractor finds or suspects asbestos in my home?

We will share information about the location and type of asbestos found in our properties with all repairs contractors so they can take appropriate precautions when carrying out a repair or refurbishment.

If a contractor discovers asbestos or suspects that asbestos may be present in the area to be worked on, they will immediately request that one of the trained asbestos surveyors attend to assess the potential risks.

Appropriate steps will be taken to minimise the risks to the contractor, yourself and people living with you.

Where possible the Contractor, Tenant Liaison Officer or Project Advisor will also give advice about what you should do next.

What should I do if I think I have a problem with asbestos?

If you think you have asbestos in your home or are worried about any damaged asbestos materials DO NOT try to deal with it yourself: please contact us as soon as possible. The most direct route would be by phone. Our freephone* number is 0808 144 5368 or call 0161 686 8368. This telephone line is open between 8.00am and 5.00pm (Monday to Friday). If you ring outside these hours, your call will be dealt with by the emergency 'Call Out' Team who will decide whether your call needs to be dealt with as an emergency.

If they decide it is not an emergency, your request will be given to our repairs helpdesk staff the following day.

- You can also write to us at:
Freepost RSRE-BLSJ-SXBA
Bury Housing Services

Asbestos Policy

6 Knowsley Place
Angouleme Way
Bury, **BL9 0E**

- **By texting us** 07797 800 730
- **By e-mail** You can send your comments, compliments or complaints by e-mailing us at enquiries@sixtownhousing.org.

Where can I go for more information?

- You can telephone us on 0808 144 5368
You may also find the following websites useful:
- The Health & Safety Executive: www.hse.gov.uk/website
- Asbestos Information Centre: www.aic.org.uk
- National Society for Clean Air: www.nasca.org.uk

Appendix C - Emergency Asbestos Procedure

- **DO NOT ENTER ANY OTHER BUILDINGS/PROPERTY BEFORE THE DECONTAMINATION PROCESS IS COMPLETED**

- **WHERE THERE IS ANY DOUBT, THE MATERIAL IS TO BE PRESUMED TO BE ASBESTOS CONTAINING MATERIAL**

PROCEDURE

This procedure explains what to do in an 'asbestos emergency'. Compliance will eliminate or minimise the risk to health posed by possible asbestos fibre release arising from accidental or malicious damage, disturbance or discovery of an ACM in (or on) our buildings or the buildings we manage.

Employees:

1. If you think you have accidentally been exposed to asbestos fibres you must leave the room or area safely, prevent access to the area by closing windows and doors, switch off any ventilation equipment and prevent further access preferably by locking doors. Explain the situation to the Tenant calmly.
2. Avoid all unnecessary disturbance of items in the vicinity where there is any reason to believe that these may be contaminated.
3. All persons suspected of being contaminated shall (wherever practicable)
 - a. Carefully remove outer layers of clothing including footwear
 - b. Remove clothing carefully turning inside out so as to avoid liberating any attached fibres
 - c. Wash down with damp towel or baby wipes. Have a shower where the facility exists
 - d. Ensure that the wash facility is thoroughly rinsed after use
 - e. All and any suspect items or contaminated clothing, and any used wipes, towels, etc., are to be left together in the immediate vicinity of the incident, preferably in a polythene bag.
 - f. Employees should not leave or go home until instructed. Arranging for a change of clothing will be an immediate priority.
4. Do not attempt to sweep, vacuum or remove any debris if the nature of the damaged material is not known.
5. Contact the person normally in charge of the building and your line manager / Co-ordinator / at the earliest opportunity. Report details of the incident and immediate action taken.
6. Do not re-enter or re-occupy any area of the building or workplace until the 'all clear' has been given by your line manager / co-ordinator / Health and Safety Advisor

Line Manager / Co-ordinator:

1. Confirm the nature and extent of the asbestos incident.
2. Provide support and reassurance to persons potentially at risk (including tenants and members of the public)
3. Appoint appropriate specialist consultants and contractors to determine the extent of the incident and to make safe, repair and/or remove ACM's
4. Ensure that a record of the incident has been made
5. Provide support to those recording and investigating a confirmed asbestos related emergency
6. Take appropriate action to prevent recurrence also considering the wider impact of an asbestos-related emergency incident to the overall approach to management of ACM's
7. Complete the Asbestos Emergency Checklist

Appendix D - Emergency Asbestos Procedure for Tenants and Leaseholders

Procedure

Call Centre Staff

Asbestos Policy

1. If a Tenant calls claiming they have been exposed to Asbestos in their property, ask them to calmly leave the area and prevent access to others and do not enter other parts of the building unless absolutely necessary.
2. Ask them to remove their outer clothing and put that clothing into a bag which should be sealed, they should then take a bath/shower. Explain that you will arrange for a Bury Housing Services supervisor and Asbestos analyst to attend the property to determine what if any airborne fibres exist.
3. Call centre to contact Repairs Direct Duty Supervisor to give details of the incident.

Repairs Direct Staff

1. Repairs Direct Duty Supervisor to telephone the emergency air monitoring contractor to attend the property and put the Asbestos removal contractor on standby.
2. The Repairs Direct Duty Supervisor will go to the address and explain to the Tenant what actions are being taken. They will then decide whether or not the Tenant requires to undergo the decontamination procedure. This decision will be based on the advice from the air monitoring contractor.
3. On completion of the air monitoring, the analyst will either clear the premises for reoccupation, advise that the area should be environmentally cleaned or that no further action in relation to the incident is required.
4. If required the Repairs Direct Duty Supervisor is to arrange for a contractor to carry out an Environmental clean of the area of the property affected as advised by the Asbestos Analyst.

At no point should any persons enter the affected area until that area has been cleared for reoccupation by the Asbestos Analyst

Appendix E - Asbestos Emergency Checklist

for use by those discovering or who are immediately in charge of the asbestos-related emergency. This will usually be the line manager / Co-ordinator responsible for the building or work area.

Have you:

Asbestos Policy

- ☐ Checked the asbestos risk register?
- ☐ Confirmed that the damage is likely to be an asbestos-related emergency?
- ☐ Made the immediate area safe? (by closing doors(locking them wherever possible) and windows and switching –off any ventilation systems?
- ☐ Evacuated any other people and prevented anyone entering the affected area?
- ☐ Cleaned yourself down (if you were contaminated) and asked others to do the same?
- ☐ Called the appropriate asbestos specialist or other emergency contact?
- ☐ Have you described or confirmed to the contact:
 - Who you are and the phone number you are calling from
 - Given the address of the property
 - Describe the area(s) or rooms affected
 - Whether the damaged material is confirmed asbestos, whether it is strongly suspected or whether you are still unsure
 - What you have done to make the area as safe as possible
 - Who has been immediately affected
 - Describe any action you have taken; e.g damped down the affected area, replaced a cover, used temporary barriers or tape to prevent access

Make some notes while things are fresh in your mind about the time of the incident (or when it was discovered) and the persons involved.

Appendix F - Asbestos Emergency – 10 step plan

Activity	Action
1. Stop and Communicate	Stop the work or activity, tell others in the vicinity there may be a problem and prevent further disturbance meantime

2. Check and Confirm	Refer to the Asbestos Register, work instruction or other data. If in any doubt assume the worst.
3. Make temporarily safe	By closing-off the area, erecting barriers, wetting down or carefully covering up the damaged or suspect area.
4. Avoid and reduce contamination	Wherever practical leave tools, equipment and personal belongings suspected of contamination alone
5. Communicate	With the person in charge, your line manager / co-ordinator, contract administrator, tenants and occupants and Call the specialists identified who will take steps to deal with the emergency
6. Co-operate	With authorised Bury Council, Bury Housing Services, specialist consultants and contractors, obeying all reasonable instructions.
7. Make permanent repair	Bury Council / Bury Housing Services will arrange for a specialists to make assessment and carry out effective permanent repair, including removal and clean up of dust and debris
8. Record	Ensure that all confirmed instances of asbestos disturbance or unexpected discovery of asbestos containing materials is recorded.
9. Investigate	All confirmed asbestos-related emergencies are to be fully investigated and records kept.
10. Review and learn lessons	Sharing the findings arising from any emergency will help ensure that we put measures in place elsewhere to stop it happening again somewhere else. These lessons will be shared across teams and service areas.