

Housing Department - Asbestos Management Procedure

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Contents

Asbestos Statement	3
Asbestos Management.....	3
Statutory Framework	4
Procurement and supply chain	5
Principal contractor assessments.....	5
Line Managers, Housing Officers and TMO liaison	6
Asbestos surveys, re-inspections, risk assessments and site audits.....	7
Asbestos removal or remediation	11
Asbestos register/ Lambeth Asbestos Online Database	12
Contractor and consultant management.....	14
Training.....	15
Staff responsibilities and delegation	16
Advice for tenants, leaseholders, other residents, call centre and employees	17
Incident management.....	18
Monitoring and audit.....	18
Appendix 1:	19
Emergency asbestos procedure for operatives & contractors following damage of suspect material:	19

Asbestos Statement

Lambeth Council understands and adheres to all of its responsibilities in regard to the management of asbestos. It will make every effort to reduce the risk from exposure to asbestos to its residents, staff, contractors, leaseholders, freeholders etc to a negligible amount. If this isn't possible then the aim is to reduce the risk to as low as practically possible. This document sets out the procedures Lambeth Council has put in place to reduce the risks.

Asbestos Management

The Lambeth Council Asbestos Policy is managed centrally by Corporate H&S. This controlled Procedure sets out clearly how the Housing Department will implement the Policy and describes the Council's Housing department current position on asbestos management and the procedures in place for ensuring asbestos is adequately managed. Asbestos issues or updates are formally brought to the Team leaders meeting that meets on a monthly basis.

The guiding principles identified within this procedure document are based on specific legislation, regulations, approved codes of practice or guidance. Failure to comply with the relevant legislation may lead to criminal prosecution.

Statutory Framework

Health and Safety at Work Act 1974 Lambeth Council is required to conduct its work in such a way that its employees will not be exposed to health and safety risks, and to provide information to other people, such as contractors, about their workplace that might affect their health and safety.

The Management of Health and Safety at Work Regulations 1999 - Lambeth Council is required to make an assessment of the risks to the health and safety of its employees and people not employed by Lambeth Council (such as visitors, residents or contractors) arising out of or in connection with the conduct of their business - and to make appropriate arrangements for protecting those people's health and safety.

Workplace (Health and Safety and Welfare) Regulations 1992 - Lambeth Council have a duty to maintain workplace premises to protect occupants and workers at those premises.

The Construction (Design and Management) Regulations 2015 As a 'Client', Lambeth Council is required to pass on information about the state and condition of any premises to the project members before any work commences and to ensure that the health & safety file for the project is retained by Lambeth Council and to provide access to all involved in the project.

The Control of Asbestos Regulations 2012 (CAR 2012)

The Health and Safety Executive (HSE) introduced the Control of Asbestos Regulations 2012 (CAR 2012) on 6th April 2012. It came into force to help reduce the number of deaths caused from asbestos exposure and related diseases. The HSE puts the number of asbestos related deaths in the UK at around 5,000 deaths every year. The regulations, which supersede the Control of Asbestos at Work 2006 regulations, set out the framework for controlling exposure to asbestos and managing asbestos in buildings.

Regulation 4 of the Control of Asbestos Regulations 2012. Under Regulation 4 of the Control of Asbestos Regulations 2012 owners and occupiers of non - domestic premises, who have maintenance and repair responsibilities for those premises, have a duty to assess them for the presence of asbestos and the condition of that asbestos. Where asbestos is present the duty holder must ensure that the risk from the asbestos is assessed and managed. A written plan identifying the location, extent, condition and asbestos type is included in the management plan and the risk is managed by carrying out re-inspections on a regular basis in order to assess the condition of the ACM'S (Asbestos Containing Materials) and update the management plan as required. Other parties have a legal duty to co-operate with the duty holder. (More information in 5.1).

For the purpose of the regulations the duty holder is not 'the employer', the person or organisation who employs those engaged in work in the building in question. The regulations state that the 'duty holder' is every person who, by contract or tenancy, has obligations relating to maintenance and repair of the relevant premises. If there are no contracts or tenancies, the duty holder will be those who have control of the premises. The duty holder has a duty to comply with the regulations when working or living in an asbestos related environment.

Regarding the Duty Holders obligations, the appointed person, with specific responsibilities for the management of asbestos (according to HSG 264 - paragraph 14) is the Chief Executive with delegated responsibilities to the Asbestos Team. The Asbestos Advisor is designated as being the 'competent person(s)' in regard to ensuring that procedures are put in place to ensure that Lambeth Council Housing Department is compliant with all necessary HSE statutory obligations. However overall responsibility will remain with the designated Duty Holder. The Duty Holder will ensure compliance with all respective legislation and responsibilities. However, if a contractor is assigned to carry out specific duties within a dwelling or common part and has a 'duty of care' within their remit and it is ascertained that they have been 'negligent' in regard to the management of asbestos then they will be solely held responsible. The duty holder will undertake all necessary steps to ensure that the asbestos information is made readily available to all relevant persons who may be affected by the presence of asbestos containing materials in our premises.

In addition to the Control of Asbestos at Works Regulations 2012, a number of other codes of practice and guidance notes are applicable to works involving asbestos, as follows:

- Managing & Working with Asbestos (L143)
- Asbestos: The licensed contractor's guide (HSG 247)
- Asbestos: The analysts' guide for sampling, analysis and clearance procedures (HSG 248)
- Asbestos: The Survey Guide (HSG 264)
- A comprehensive guide to managing Asbestos in Premises (HSG227)
- Successful Health and Safety Management (HSG 65)
- Asbestos Essentials (HSG 210) -A task manual for building, maintenance and allied trades of non-licensed asbestos work

Lambeth Council will retain electronic copies of most up-to-date versions of these documents, so they are available for all staff to access on our intranet site. It is the responsibility of the Asbestos Advisor to ensure that all legislation, guidance and regulations are kept up to date on the Lambeth intranet site and that housing staff are aware of where the relevant documentation is held if they need to consult with the relevant guidance notes

Under the Defective Premises Act 1972. In its capacity as a landlord's agent Lambeth Council owes to all persons who might reasonably be expected to be affected by any defects in the state of a premises a duty to take such care as is reasonable in all the circumstances to see that they are reasonably safe from personal injury or from damage to their property caused by a relevant defect and that they suffer no illness due to a defect in the premises.

Under the Housing Act 2004 and the Housing Health and Safety Rating System (England) 2006 (HHSRS): In its capacity as a landlord's agent Lambeth Council has an obligation to maintain housing which provides a safe and healthy environment for any potential occupier or visitor.

Procurement and supply chain

The Chief Executive shall take appropriate advice in relation to health and safety from the Housing Management Compliance Team. The Housing Management Health & Safety Team can help commissioning officers to carry out checks on the competency of the asbestos sub-contractor to carry out works in Lambeth Council managed housing stock. It is the duty and responsibility of the Principal Contractor/contractor to manage their asbestos sub-contractors and additional information may be sought by Lambeth Council. Contractors carrying out major works on Lambeth Housing Stock will only be permitted to appoint UKAS accredited surveying companies. In addition, all external partners should be aware of their responsibilities and when an asbestos survey is required to be commissioned. All intrusive works will require an asbestos assessment. Removals of coverings to floors, walls and ceilings are all classified as intrusive works. Any water penetrations due to a leak will require an asbestos assessment as asbestos can often be hidden or skimmed over.

All contractors working on Council properties managed by Housing shall have received a copy of the Lambeth Council management plan in PDF format as part of the pre-contract documentation, sent by email by the competent person. Updates to the management plan will also be sent in a timely fashion.

Principal contractor assessments

Where weaknesses in the operating procedures of the contractor in relation to asbestos are identified, the contractor shall be invited to provide further proof of compliance as soon as practicably possible. To ensure quality, the principal contractor shall ensure they are satisfied that organisations carrying out asbestos surveying or removal works which are not on Lambeth Councils approved list are:

- Competent to do so and have shown experience of similar works. References from previous works may be requested
- Surveying companies have relevant accreditation and individual surveyors have a minimum of P402 qualification in 'Building Surveys and Bulk Sampling in Asbestos' and 6 months relevant fieldwork experience under the supervision of a suitably qualified person
- Provided copies of up-to-date public liability insurance, professional indemnity insurance and employer's liability insurance which shall be passed to the corporate administrator and safely stored
- May request copy of health & safety management documents.

Lambeth Council Housing Teams or external consultancy responsible for the management of the principal contractor/contractor will carry out a health & Safety competency assessment on all repairs companies carrying out repairs or planned works on Lambeth managed housing stock

This assessment will include as a minimum:

- A review of any existing asbestos training procedures in place by the contractor.
- A review of the asbestos awareness training provided to both new employees and refresher training for existing employees (Asbestos awareness training is a requirement of Regulation 10 of the Control of Asbestos Regulations 2012). With training certificates provided by LBL

All operatives employed by the Principal Contractor or Consultant must have received either intermediate or advanced asbestos awareness training (complimented by intermediate training). Intermediate training may include awareness provided by an accredited or competent source and details of this may need to be provided to Housing if requested.

Advanced training may include participation and qualification in one of the Asbestos Proficiency modules or equivalent. However, this must be complimented by intermediate training.

It is the responsibility of the principal contractor to ensure that they have employed competent staff who are able to interpret survey data and take the necessary precautions as set out in CAR 2012

Line Managers, Housing Officers and TMO liaison

All staff in Lambeth Council have been given access to current asbestos Management and Reinspection surveys. It is the ultimate responsibility of line managers that all their staff have access to the asbestos files and are consulting the files prior to raising works orders in the dwelling and acting accordingly if asbestos is found to be present in any work areas. TMO – Tenancy Management Organisations. Asbestos Advisor will share/give access to all applicable asbestos files to the TMO's.

It is the responsibility of the Asbestos Compliance team to inform the TMO manager of any circumstances that have a bearing on the effective management of asbestos containing materials. It is the responsibility of the TMO to ensure all survey reports and associated records carried out to the internal units are held in secure storage and that these are available. Lambeth Councils Housing Compliance Asbestos team is responsible for managing asbestos to the common parts only and hence will inform the TMO's regarding any works being carried out to the common parts. Residents will only be notified if their day-to-day activities are affected.

The TMO shall maintain all documentation relevant to any removal or treatment works as part of their property records to provide an individual premises-based control for information on asbestos queries. Copies of this documentation shall be issued to the Asbestos Advisor (s) or other responsible persons to update the asbestos register and any associated records.

The original surveys or reports are securely held by the TMO and may be viewed in electronic formats.

The TMO manager will monitor the effectiveness of lines of communication to ensure that all necessary information is being passed down to the person, or contractor carrying out any works within the building as part of monitoring the condition of asbestos containing materials. Any matters which have a direct consequence on property management such as project planning, instructions for interference to the fabric of the building, treatment of asbestos containing materials etc. should be documented accordingly.

The TMO manager will also provide tenants with sufficient information regarding asbestos containing materials within their internal dwellings based on previous data (if the data is requested by the resident). However, all TMO's will be required to provide their residents with written advice on their delegated responsibilities on managing asbestos.

Staff involved in planned works or maintenance are required to consult either the supplied asbestos information or to access the register to seek information for the areas undergoing work. Any remedial actions, removals or condition updates must be recorded in the project file. On completion of any removal or remedial works the project management team must inform the Asbestos Advisor (s) and estates or property manager to enable the register to be updated.

It is the responsibility of the Lambeth Council Housing Compliance Asbestos Team to ensure that the common parts to all TMO managed housing stock are inspected for asbestos and then re- inspected (if asbestos has been identified or presumed only) on a risk based communal rolling programme where asbestos has been identified. However, if planned works are to be carried out then a more intrusive survey will be required.

Asbestos surveys, re-inspections, risk assessments and site audits

Management of asbestos to non-domestic premises

Under Regulation 4 of the Control of Asbestos Regulations 2012 owners and occupiers of non- domestic premises, who have maintenance and repair responsibilities for those premises, have a duty to assess them for the presence of asbestos and the condition of that asbestos. Where asbestos is present the duty holder must ensure that the risk from the asbestos is assessed and managed. A written plan identifying the location, extent, condition and asbestos type is included in the management plan and the risk is managed by carrying out re-inspections on a regular basis in order to assess the condition of the ACM'S (Asbestos Containing Materials) and update the management plan as required. Other parties have a legal duty to co-operate with the duty holder.

Housing Management acknowledges its statutory duty under Regulation 4 of the Control of Asbestos Regulations 2012 (the duty to manage asbestos in 'non-domestic premises and the serious risk to health and safety caused by exposure to asbestos containing materials). Non- domestic premises cover all commercial situations, such as Landlord responsibility for common parts; the individual dwellings until accessed by contractors remain exempt from the regulations but when accessed become a place of work – also covered by the CAR 2012. The regulations require effective management systems to be in place to control the hazard and reduce the risk of exposure to asbestos as far as is reasonably practicable.

The duty to manage covers all non-domestic premises. Such premises include all industrial, commercial or public buildings such as factories, warehouses, offices, shops, hospitals, schools, hostels and community centres. Non-domestic premises also include those 'common' areas of certain domestic premises: purpose-built flats or houses converted into flats. The common areas of domestic premises and multi storey blocks might include foyers, corridors, lifts and lift-shafts, staircases, roof spaces, gardens, yards, outhouses, garages, boiler rooms, lift motor rooms, pram sheds and potentially any outbuildings - 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.

It shall be the responsibility of the Chief Executive to ensure that asbestos surveys and re- inspections (where required) will be conducted on all communal (landlord) areas of Lambeth Council owned or managed properties built prior to the year 2000. Planned re-inspections will not be carried out unless data is found to be inaccurate or where all necessary areas were not originally accessed.

Common parts are located within a variety of premises including converted street dwellings, high rise and low-rise blocks, community centres and hostels etc.

It shall be the responsibility of the Chief Executive to ensure that asbestos containing materials identified within communal areas are re-inspected and organised by the assigned 'competent person (s)' on a regular basis depending on the risk rating assigned to each structure to assess any change in condition of the ACM's. Any communal areas where all areas were accessed and where no asbestos was identified will not be required to be re-inspected unless intrusive works are planned and where a more comprehensive inspection may be required.

Risk Rating	Asbestos Products	Re-inspection Regime
Category 1 (low risk)	Presumed products eg external roof tiles and high-level inaccessible soffits , bitumen electrical pipe wraps and inaccessible electrical fuseboards	Every 1 year. Option to extent to 2 years to be examined in 25/26 programme year.
Category 2 (low to medium risk)	Reinforced composites eg floor tiles, toilet cisterns, decorative finishes, cement	Every 1 year
Category 3 (medium to high risk)	AIB panels, textiles, gaskets, rope, paper	Every 1 year
Category 4 (high risk)	Sprayed coatings and pipe laggings (not rope)	Every 1 year

It is the duty of the asbestos surveying consultancy (s) to contact the Asbestos Advisor (s) in all instances where it is established that remedial work is required to the common parts of a building. The Asbestos Team must then take all reasonable steps to ensure that the appropriate remedial action is taken. However, the course of action to take (if any) will be the ultimate decision of Lambeth Council as recommendations are a personal point of view and can vary e.g. Asbestos which is damaged does not necessarily have to be removed. It can be encapsulated and managed accordingly. Asbestos reports are to be reviewed by Asbestos advisor on arrival from the asbestos consultancy, consultancy or delegated to a competent member of staff. Information that is relevant and important might not always fall under the heading of 'Remedial action' although still should be reviewed.

The Asbestos Advisor(s) will ensure that asbestos surveying consultancy (s) are issued with all relevant keys to premises to facilitate a full and comprehensive inspection. Lambeth Council as the duty holder are

responsible for carrying out all repairs to the hostels and for managing the asbestos to the hostels. It is the responsibility of the Hostels Team to inform the Asbestos Team of all repairs so that an asbestos refurbishment survey can be commissioned prior to works.

The Asbestos Advisor(s) will carry out monthly audits of approximately 5% of all communal surveys completed by the approved asbestos consultancy and ensure that corrective measures are actioned if there is found to be a failing in the quality of the site inspection or desktop audit.

Labelling of common parts

Labelling with warning labels will be undertaken by the asbestos surveying and/or removals consultancy during the re-inspection programme where ACMs are confirmed to be present in the communal areas. Only AIB, large amounts of asbestos cement panelling and thermal insulation will be labelled. Staff and contractors should be aware of the limitations of the method. Just because there isn't a label on something doesn't mean it's not asbestos. The label may have been removed or fallen off. Also check and seek advice.

Capital works, Community Works , Repairs & Maintenance and Technical Services commissioned surveys

Prior to the commencement of works, Housing Management employed Project Manager (PM) or the assigned consultant must consult the Lambeth Council asbestos database to ensure that each dwelling has an adequate refurbishment survey on record.

Where large-scale internal refurbishments are planned within a block, it is acceptable to commission a proportion of refurbishment surveys within the works programme as opposed to surveys for every internal dwelling within the block. Project Manager must commission a sufficient number of sample surveys to ensure results are replicated to a point that they are confident they have identified all ACMs present in each archetype within that block (See HSG264, para. 67). Where the project extends across several identical blocks, it will only be necessary to ensure that an overall sample of each archetype is surveyed in total. In this instance, the surveys should be sourced from a representative sample of each archetype spread throughout the entire project.

On large scales planned works to the internal units or common parts where asbestos related works are to be carried out then the Asbestos Advisor(s) may be required to provide technical expertise taking into consideration the best method which can be adopted taking into consideration the costing. This is where the Consultants may not have the required technical expertise and hence advice is sought.

Voids

A full refurbishment survey must be commissioned by the Repairs Contractor following consultation of the asbestos database or Lambeth Housing staff in regard to all previous surveys to void premises. No works may commence prior to the availability or commissioning of the asbestos survey report. All asbestos identified as damaged or interfering with maintenance works is removed by an asbestos licensed contractor. A copy of the asbestos survey should be supplied to the resident moving in.

Site audits

Asbestos surveys should be conducted in accordance with HSG 264. This may involve elements of intrusive surveying, depending on the specifics of the works.

It is not anticipated that Lambeth Council staff will conduct any survey work but may be involved in the re-inspection programme carrying out visual checks and monitoring condition of identified materials. Providing the staff have the required training and equipment outlined in 5.7.

The Asbestos Team will conduct a minimum of 5% of yearly communal site audits of the approved asbestos surveying consultancy.

Findings of the site audits will be regularly reviewed at monthly contract meetings and the Asbestos Team shall take corrective action as appropriate.

Where the quality of the surveys provided by the approved consultancy falls below an acceptable standard on a continuous basis of over three months despite taking corrective action. This may be for an agreed period or on a permanent basis.

Risk assessment of ACMs

A risk assessment of all identified ACMs, comprising both a material and a priority assessment, will need to be made whenever surveys, inspections for damage or re-inspections are carried out. These risk assessments enable decisions to be made on what action is most appropriate, to make decisions on what has to be tackled first and assist in the on-going development of the management plan.

The risk assessments are carried out in two stages:

The material assessment – as specified in HSG227 ‘A comprehensive guide to managing asbestos in premises’ - is the assessment of the condition of the material and the likelihood of it releasing fibres on disturbance. The material assessment gives a good initial guide to the risk posed by the asbestos but is not influenced by occupant activity and therefore does not consider who is likely to disturb it. In most cases action is determined by the following risk assessment scoring system. The total score is calculated from the sum of the scores for product type, damage, surface treatment and asbestos type and a guide to the potential for releasing fibres is assigned as detailed below

Materials Assessment Score	Risk of fibre release
10,11,12	High risk
7,8,9	Medium risk
5,6	Low risk
2,3,4	Very low risk

Priority assessment – as specified in HSG 227 - considers several factors to determine management priority including:

- Maintenance activities
- Likelihood of disturbance
- Human exposure
- Occupant activity or those visitors to the building

However, in some instances where asbestos is in good condition it may be deemed necessary to remove it if it is considered to pose a serious potential risk due to its location. Additionally asbestos in poor condition where it's in a location where access to all personnel is prohibited can be safely managed and removed when required.

The Asbestos Advisor (s) will ensure that asbestos surveys are undertaken by competent persons following guidance set out in HSG 264. The Asbestos Advisor (s) or delegated authority will ensure that any inspections for damage or disturbance, or re-inspections conducted by Lambeth Council will be carried out by competent persons.

Any Lambeth Council designated competent person or surveyor undertaking initial inspections for damage or re-inspections will additionally be:

Provided with PPE and RPE suitable for the task undertaken. As a minimum this should be in accordance to Appendix 5 of HSG 264. Please note that as a minimum, overalls should be classified as category 3, type 5 or 6 and respiratory protection to level P3 (face-fitted to the user).

- Be covered through suitable insurance (this should include liability arising from in-house surveying activity and include bodily injury cover).
- Audited and monitored
- Have as a minimum qualification 'P402' module and 6 months relevant fieldwork under supervision of relevant experienced personnel.
- Should have in their possession all necessary equipment, in good condition and serviced, for the intended works. As a minimum this should be in accordance to HSG 264.

All surveys, whether completed by Lambeth Council or through external organisations will be conducted in accordance to HSG 264.

All bulk samples taken will be taken in accordance to both HSG 248 (chapter 4) and HSG 264.

All analysis will be conducted by a laboratory accredited by UKAS to ISO17025. These activities will be project managed by Lambeth Council or their Agents.

All recommendations for remedial action to the common parts will be reviewed and approved by the Asbestos Adviser (s) on behalf of the Lambeth Council health & safety team.

Assessment for remedial action will be conducted by reference to HSG227 'A comprehensive guide to managing asbestos in premises' and any other factors specific to each individual ACM deemed relevant by the surveyor.

Asbestos removal or remediation

Appointments

It is not Lambeth Policy to remove ACM that is not damaged or deteriorated; and recommendation to remove ACM in the Asbestos Survey that is of sound condition will be at the discretion of the Lambeth's Competent person in charge of Asbestos. And can be either encapsulated or enclosed as pre CAR 2012.

The Principal Contractor or asbestos licensed removal contractor should also make arrangements with the approved Lambeth Council asbestos consultants for the purposes of providing four-stage clearance or air monitoring when required. Any air testing protocols should only be conducted by the approved asbestos surveying consultancies (if they provide this added service). The licensed asbestos removal contractor will also be vetted and approved by the Asbestos Team prior to appointment. All updated documentation of asbestos consultancies will be kept up-to-date by the Asbestos Team including relevant licences and membership of professional bodies.

In the event of unforeseen circumstances when the Lambeth Council approved consultants are unable to attend site to undertake four-stage clearance or air monitoring, an accredited air monitoring consultant (by UKAS to 17025) may be employed.

As a minimum this should ensure that there is sufficient impartiality between the licensed asbestos removal contractor and the air monitoring analytical consultancy.

The Principal Contractor should ensure that asbestos surveys and asbestos removals are not completed by the same company (on each project), as this could introduce a conflict of interest.

The principal contractor must notify the Asbestos Team of all asbestos removal providing the following data as a minimum:

- Address
- Nature of works
- Start date
- Target completion date
- Contact name and number for the removal contractor

The licensed asbestos removal contractor and Lambeth Council consultancy undertaking air monitoring analytical consultancy will be accountable to Lambeth Council for ensuring full and strict compliance with the Control of Asbestos Regulations 2012 and approved code of practice and guidance. The licensed asbestos removal contractor will prepare specific risk assessments as required under CAR 2012 and ACoP L143. This risk assessment should be included within their plan of work and submitted for approval to the principal contractor. Additionally, the licensed asbestos removal contractor will issue the statutory 14-day notification to the Health and Safety Executive when required.

If the works are deemed by the principal contractor as being of a complex nature, then a pre-start meeting will be arranged between the principal contractor and the Lambeth Council approved asbestos consultancy, and client to discuss the works and the precautions to be undertaken.

During the course of the works the principal contractor is to ensure that the work is carried out in accordance with the agreed plan of works.

Documentation

Upon completion of any remedial works or major projects, the licensed asbestos removal contractor shall provide to the principal contractor a number of documents who will in-turn provide this to the Asbestos Team for incorporating into the Lambeth Asbestos Database.

For licensed removal work this will include:

- Method statement or risk assessment for the works
- Four-stage clearance paperwork or certificate of re-occupation
- Waste Consignment Note
- Works monitoring documentation
- ASB5

For non-licensable works documentation will include:

- Method statement or risk assessment for the works
- Waste Consignment Note
- Possible air monitoring

Asbestos register/ Lambeth Asbestos Online Database

Collection and storage of information

The Asbestos team will be responsible for the maintenance of an electronic copy of the asbestos register of the housing portfolio. The Asbestos Advisor(s) may delegate this responsibility to other staff. This

system allows up-to-date information on asbestos to be accessible via the intranet and internet to all staff and contractors that have been provided access. Information in the online database comprises a searchable asbestos register associated records including copies of pdf survey reports with photographs, air monitoring certificates and consignment notes.

The online database will contain a record of all known asbestos-based materials with information, where available, on the extent and condition of the material and its status with respect to the requirement for removal, encapsulation (repair) or on-going management.

The Asbestos Team will ensure that data relating to ACMs provided by any associated surveys, re-inspections or removal works is updated onto the Lambeth Asbestos Database in a timely fashion. Detail on the arrangements for this is covered in the consultancy contract which is separate to this document.

All surveying companies will provide pdf reports and associated data using a secure method. This may include via email, drop box or access to the company's web portal but will not include delivery via a USB stick. In addition, data must be supplied in the Northgate format on a monthly basis to the Asbestos Team for uploading onto Northgate. It is the duty of the surveying organisation to check the quality of the data before the data is sent to the Client. The cost of all administration work will be incorporated within the cost of the survey. All external partners must ensure that all the survey that they have commissioned will be required to be processed by Lambeth Council and hence the prices that they have procured for survey work will need to take this into consideration that data will be required in the keystone format

If it has been ascertained that there is a systematic issue with the quality of the surveys by any particular surveyor, then the data will not be exported onto Northgate unless corrective action has been taken.

Access for staff and external contractors to asbestos information

Northgate, the 'live' asbestos database management system will be administered internally by the Lambeth Council nominated personnel.

External consultants will access information via Contractor Portal – Northgate. It is the responsibility of all external contractors and consultants to inform the Asbestos Team of new staff so that they can be provided with log-in details.

It will be ensured that all persons viewing asbestos information on the Lambeth Asbestos Online Database will be provided with suitable and sufficient training to do so.

Where no definitive record of the presence or otherwise of asbestos containing material is present on the database then the Control of Asbestos of Regulations 2012 requires materials to be presumed until verified as otherwise.

Auditing

Monthly active checks will be undertaken by the Asbestos Team to check that the Lambeth Council Asbestos Register/ Online Database has been kept up to date. The monitoring shall include interrogation of the Lambeth Asbestos Online Database/register to ensure that any works that would change the status of ACM have been recorded and the risk assessments and management guidance amended accordingly. The accuracy of data entry will also be checked during the monitoring process.

Where monitoring is undertaken by a person delegated by the Asbestos Team they will be given suitable training to conduct these works.

Where systemic issues are identified concerning the quality of the surveys completed by an individual surveyor, the Asbestos Team will initiate an internal investigation and report the findings to the appropriate line manager.

A written record of the results of the investigation will be retained along with the outcome of routine monthly monitoring.

Checking information

It is the responsibility of any Lambeth Council (or nominated partner) or contractors' manager or officer involved with commissioning works to property to check the asbestos register / Lambeth Asbestos Online Database prior to works commencing. These checks must be made prior to any type of work commencing, including major works, cyclical works, heating installations, electrical installations, all void property refurbishments and minor works or repairs.

The principal contractor/contractor shall check Lambeth Asbestos Online Database both for information in the asbestos register and for a full asbestos report (linked to the property record). Whenever a full survey is available it must be read in full, including all caveats and limitations.

It is essential that a refurbishment survey is commissioned by the Principal Contractor if one is not readily available on the asbestos online database. A management survey will not be sufficient for the commencement of works.

If asbestos material exists which may be affected by the intended works then the principal contractor shall consider the need for possible further survey work, removal works or other measures. Contractors shall include the information in the method statement and risk assessment for the works.

If the Lambeth Council Asbestos Register / Online Database holds an asbestos survey/risk refurbishment assessment for the property or properties affected by the intended works and the survey indicates that there is no asbestos or suspected asbestos present in the property this information should be included in the contractor's method statement and risk assessment. It should be noted that absence of asbestos materials within any survey report does not guarantee that there is no asbestos present. Caveats and limitations of asbestos surveys must always be read and if works are to proceed - then it shall be with caution. All site operatives must have received asbestos awareness training and should be aware that if a suspect material is encountered during any stage of the project that they must stop work and report it to their employer straight away.

If no information is present on the database then a survey must be commissioned prior to the commencement of works and made available to the maintenance contractor. If any asbestos materials are interfering with refurbishments then they must be removed prior to start of works.

Any instructions to contractors shall include a statement that the absence of information on asbestos does not guarantee that asbestos is not present in the property and reasonable precautions should be undertaken to safeguard employees and residents.

The absence of information on asbestos does not indicate that asbestos is not present

Contractor and consultant management

All Principal Contractors/contractors must provide a health & safety representative to attend any meetings held by the Client (Lambeth Housing Management) because of an asbestos related incident and appropriate action taken as required. A delegate must be provided where the health and safety representative cannot attend. The Asbestos Advisor(s) will carry out an investigation to identify the cause of the failing and take corrective action by speaking to the concerned parties and providing recommendations. Lambeth Council will expect full co-operation from all concerned parties and provide an accurate account. All internal staff must provide an accurate account otherwise disciplinary action may be taken into

consideration particularly where the health & safety of personnel may be affected, and the reputation of Lambeth Council is at stake.

PMs must organise monthly contract meetings with all the consultancies they manage under the Lambeth Contract. Monthly meetings must be minuted.

It is the responsibility of the Asbestos Team to enforce KPI's for the approved asbestos surveying and removals consultancies on a monthly basis and made available to the Housing health & Safety manager.

Targets will be determined pre-contract but the performance indicators will normally include some or all of the following:

- Carrying out of surveys and delivery of survey reports within timescales
- Complaints responded to within timescales.
- Work completed on time
- Resident satisfaction and effective liaison
- Attendance at meetings
- Invoicing accurate and on time
- Quality of surveys
- Ensuring site is left safe following surveys and air testing
- No health and safety incidents identified by Consultant or LC
- Timeliness of on-site reporting
- Effective liaison between LC, contractor and consultant
- Delivery of projects within timescales
- Delivery of the monthly report to authorised officer 5 days in advance of the monthly meetings.
- Documentary evidence of air monitoring and clearance
- No reportable notices occurring following HSE inspections, no RIDDOR reportable accidents occurring within the month.
- Providing reports in the required format
- Response times to Client requests
- Dealing with emergencies within the set timeframe

The performance of all asbestos consultancies with a direct contract with Lambeth Council Housing Management Team will be assessed by implementing monthly Key Performance Indicators (KPI's). The purpose of this system is to ensure that any areas of inadequate performance will be flagged up at an early stage and rectification/remedial action taken and will be enforced by the Asbestos Team employed by Lambeth Council.

Failure to remedy may result in:

- Suspension of the contract, pending improvements
- Cancellation of the contract.

Training

Training is a specific requirement of Regulation 10 of the Control of Asbestos Regulations 2012.

Lambeth Council acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos, as far as is reasonably practicable, by minimising exposure through the use of proper control measures and work methods and by training employees.

It is the duty of the designated line manager to contact the Asbestos Team directly in regards to any new staff or any amended roles. Lambeth Council HR must provide job descriptions to existing staff roles if requested by the Asbestos Team.

The Asbestos advisor will help teams within the Housing department to ensure that all identified Lambeth Council employees be provided with adequate asbestos awareness training and access to the relevant procedures outlined within the Asbestos Management Plan. All initial training is to be carried out face to face and any follow up refresher training can be part of an E Learning refresher.

Where breaches of health and safety rules occur in relation to Lambeth Council employees conduct and compliance with the Asbestos Management Plan and Procedure, the Asbestos Team shall help line managers complete a review a of training needs and provide updated training as required.

Some of the topics that could be covered during the training:

- Classification of asbestos
- Purpose of using asbestos in the commercial, industrial and housing sectors
- Health risk implications
- Product use in the housing sector
- Reference samples
- Survey types and where an asbestos survey is required
- How to interpret an asbestos survey report and risk assessments
- Asbestos Management Plan
- Removal works
- Air Testing
- Legislation
- Prosecutions
- Emergency protocols
- Reading references
- QandA

Training records will be available to attending staff, line managers, Human Resources and Corporate Health and Safety.

Staff responsibilities and delegation

Handover between asbestos team members: It is vital for an efficient service that there is ideally a smooth handover between successive Asbestos team members. To achieve this, it is the responsibility of the line manager to:

- Ensure all staff receive the necessary health & safety training to carry out duties safely and efficiently with the necessary expertise and knowledge
- Delegate duties including any outstanding repairs to existing staff or new member of staff following departure of a staff member
- Ensure that there is a smooth handover process by ensuring that the new Asbestos Team receives adequate training either from the departing staff member or existing staff member with the appropriate expertise and knowledge. This is to ensure a continuity in the Service
- Deal with any issues as part of the 1-to-1 progress meetings

Advice for tenants, leaseholders, other residents, call centre and employees

Lambeth Council nominated competent person(s) shall ensure that residents receive guidance on dealing with asbestos within their properties. Guidance is found on Lambeth public webpage.

New residents within Lambeth Council managed properties are provided with an introductory tenancy pack which includes a **'Repairs Manual' and 'Tenants Handbook'** which includes information and advice about asbestos and repairs related issues. All new residents as part of the voids process will receive a Management Survey.

Asbestos related advice, useful information and contact details are also available on the Lambeth Council's **public website** which is reviewed periodically.

All Asbestos related enquiries made by residents to the call centre are raised on Northgate (housing management repairs system). All associated repairs related issues are passed onto appropriate term contractor.

Leaseholders and freeholders are responsible for carrying out internal work to their own properties including the management of asbestos. Lambeth Council is responsible for the structure of the dwelling and hence will provide all asbestos related information to these areas if requested by the leaseholder and will send any historic surveys to their dwellings as requested by the leaseholder. However where there is a repairs related issue within a leasehold or freehold dwelling as a direct result of a Lambeth Council managed external structure or due to a council resident e.g. leak then the responsibility of repairs will lie with the Council. For all person (s) who own their property, The City of London provides a free service for the removal of asbestos from their domestic properties provided the asbestos has been dismantled and has been double bagged and sealed. However, all leaseholders/freeholders are required to contact The City Of London's Hazardous waste collection service to seek advice prior to carrying out any works. They may be contactable during office hours on 020 7332 3433 or the link is City of London [City of London Hazardous Waste Collection](#) . Lambeth Council will give free advice and information but will not recommend any surveying or removal companies. It is the responsibility of the Council to be neutral. The advice will be to seek 3 quotes from a suitable accredited companies and /or to check the HSE and UKAS websites. New Homeowners should have been provided with a copy of the Homeowners Handbook which provides guidance on asbestos. In addition, there is further information and guidance on the Lambeth public website.

The Call Centre is to raise all asbestos related queries from residents and leaseholders on Northgate which is to be actioned by the appropriate Repairs Team or Asbestos Team if required. The business support officer designated to the Asbestos Team will be required to have received asbestos awareness training in regard to giving advice and information but will not be a technical qualified role. The business support officer will be assigned to delegate the queries to various departments (as required) or otherwise ensure that all queries are dealt with promptly. All queries relating to the common parts will be dealt with by the Housing Compliance Asbestos Team. For certain queries the Asbestos Advisor (s) will be assigned the tasks as actioned by the Business Support Officer if the query is deemed to be of a complex nature or if relates to a Members Inquiry.

Information for staff Health and safety matters shall be provided annually through this Council's communication channels. All asbestos documentation will be made available on SharePoint for internal staff to access.

Incident management

Reporting procedure

Any employee discovering or being made aware of the presence of previously unknown asbestos, damaged asbestos or fly tipped asbestos should:

- Phone or email the Asbestos Team without delay
- The asbestos site is HMasbestossafety@lambeth.gov.uk
- Giving clear details of:
- Who you are, your name and team.
- Your telephone number.
- The address and precise location of the ACM.

The type (e.g. board, corrugated cement etc.) and approximate quantity

Emergency incident

In the event of an emergency incident (damaged asbestos, with possible exposure), please refer to Appendix 1. Please note that this is a general guide as to precautions to be undertaken. Contractors may have supplementary or additional procedures.

Resident enquiries

All enquiries handled by the Call Centre are to be sent to the Repairs Team via Northgate to action.

For all serious incidents as reported by the resident, it is the responsibility of the Repairs Team and Asbestos Team to deal with promptly and provide an incident report at the earliest opportunity to the Housing Health & Safety Manager (or nominated deputy) in order to identify the causes and take corrective action.

Monitoring and audit

This controlled document will be reviewed annually, or as and when there are changes to any legislation and national policy governing this area of work. The management procedure will be reviewed annually to ensure that it continues to prevent uncontrolled work on ACMs.

It is the responsibility of the Asbestos Team to ensure that:

- A review of the on-going suitability, adequacy and effectiveness of the Asbestos Management and Procedures is undertaken at least annually.
- More frequent reviews will be undertaken whenever warranted e.g. whenever there is a significant change to the structure of the organisation, or personnel responsible for its implementation.
- Relevant people including Senior Managers are notified where revisions have been undertaken and that the revised procedure is sent by all Senior Managers to their staff
- Improvement actions and timescales are agreed at the time of each audit.
- Conclusions of each monitoring and review must be recorded and maintained on file.

Appendix 1:

Emergency asbestos procedure for operatives & contractors following damage of suspect material:

EMERGENCY ASBESTOS PROCEDURE
FOLLOWING DAMAGE OF SUSPECTED MATERIAL

Operatives Procedure

EMERGENCY ASBESTOS PROCEDURE FOR OPERATIVES & CONTRACTORS FOLLOWING DAMAGE OF SUSPECTED MATERIAL

1.0 INTRODUCTION

1.1 Accidental damage is any damage, in any form, to an asbestos containing material (ACM). Depending on the material type, some minor disturbance may have the potential to release fibres. Therefore before carrying out your work it is very important that correct procedures are followed and information on asbestos is obtained from the asbestos team, to safeguard yourself as well as those occupying the property.

Your emergency kit should always be on hand, specifically your FFP3 mask, wet wipes, disposable overalls, gloves, overshoes and a waste bag with duct tape.

1.2 This procedure is specific to operatives within a property or common area and must followed should accidental damage to a suspected asbestos material occur. There are two parts to this procedure that apply to Council staff, firstly, procedure to follow in the case where there is no visible debris, the second procedure to follow in the case where visible debris is present and the operative may have debris on them. Operatives should familiarise themselves with both procedures. This procedure follows Health and Safety Executive guidance as documented in EM1: “What to do if you uncover or damage materials that may contain asbestos”, issued in 2012.

Title	ASBESTOS EMERGENCY PROCEDURE	Author/Owner	Tom Keaveney		
Document	Procedure	Issue Date	2024	Version	1.0

EMERGENCY ASBESTOS PROCEDURE FOR OPERATIVES &
CONTRACTORS FOLLOWING DAMAGE OF SUSPECTED MATERIAL

Procedure 1: No Visible Debris

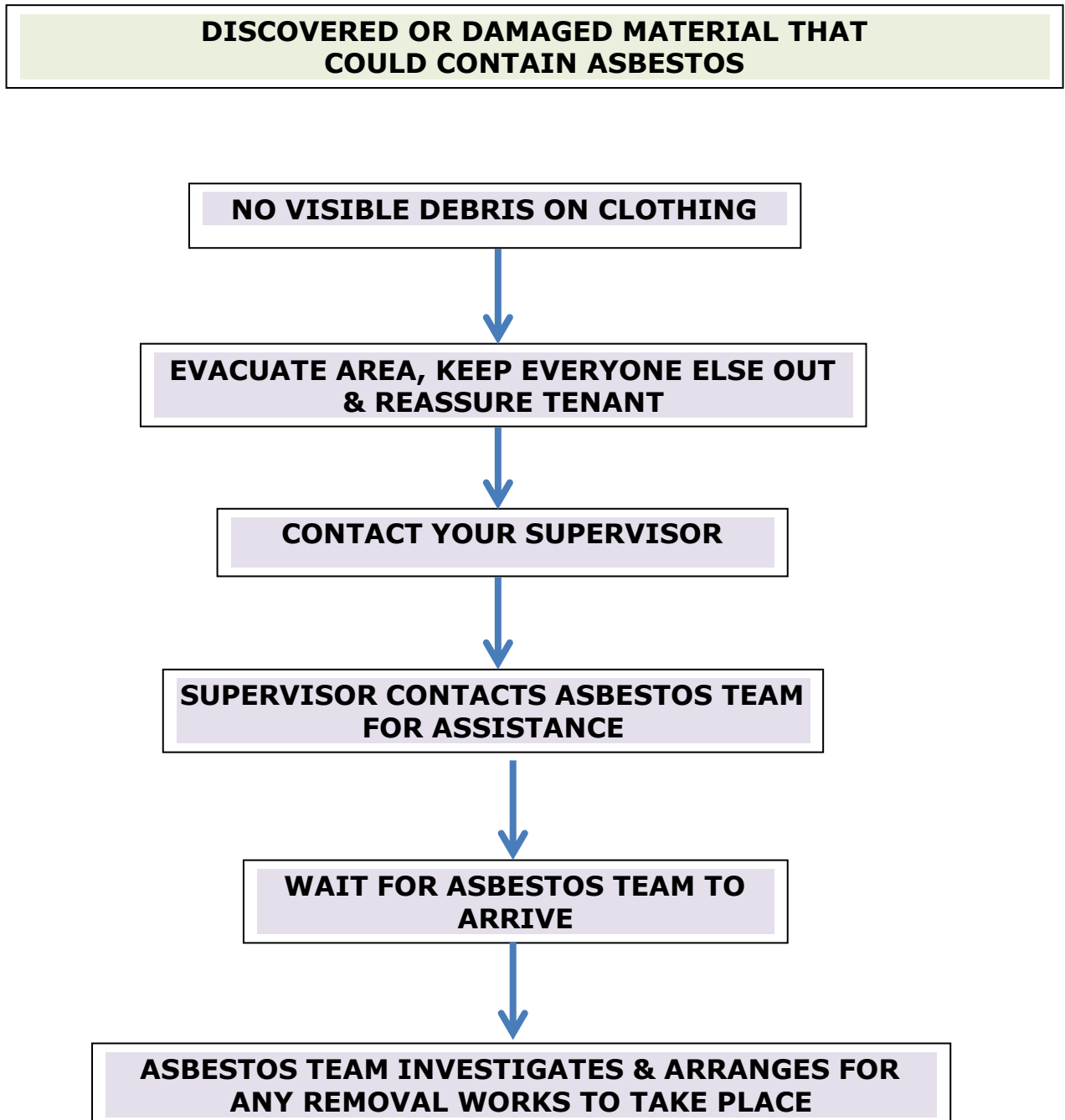
If whilst on site there is an incident regarding possible damage to asbestos materials with **no visible debris on you or the local area** you should follow the steps below:

- Evacuate the area, shut any access doors leading into the area and restrict access where possible.
- Ensure the tenant is told these actions are precautionary so as not to alarm them
- Inform your supervisor, who will need to contact the asbeststeam to request assistance. The asbestos team will then arrange to attend site to investigate and order any removal / clean-up works
- **DO NOT** re-enter the potentially contaminated area

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EMERGENCY ASBESTOS PROCEDURE FOR OPERATIVES &
CONTRACTORS FOLLOWING DAMAGE OF SUSPECTED MATERIAL

Procedure 1: No Visible Debris



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EMERGENCY ASBESTOS PROCEDURE FOR OPERATIVES &
CONTRACTORS FOLLOWING DAMAGE OF SUSPECTED MATERIAL

Procedure 2: Visible Debris on Clothing & Local Area

If whilst on site there is an incident regarding possible damage to asbestos materials with **visible debris on your clothing and / or the local area** you should follow the steps below:

Put on your FFP3 face mask – ensure it is fitted properly and is secure

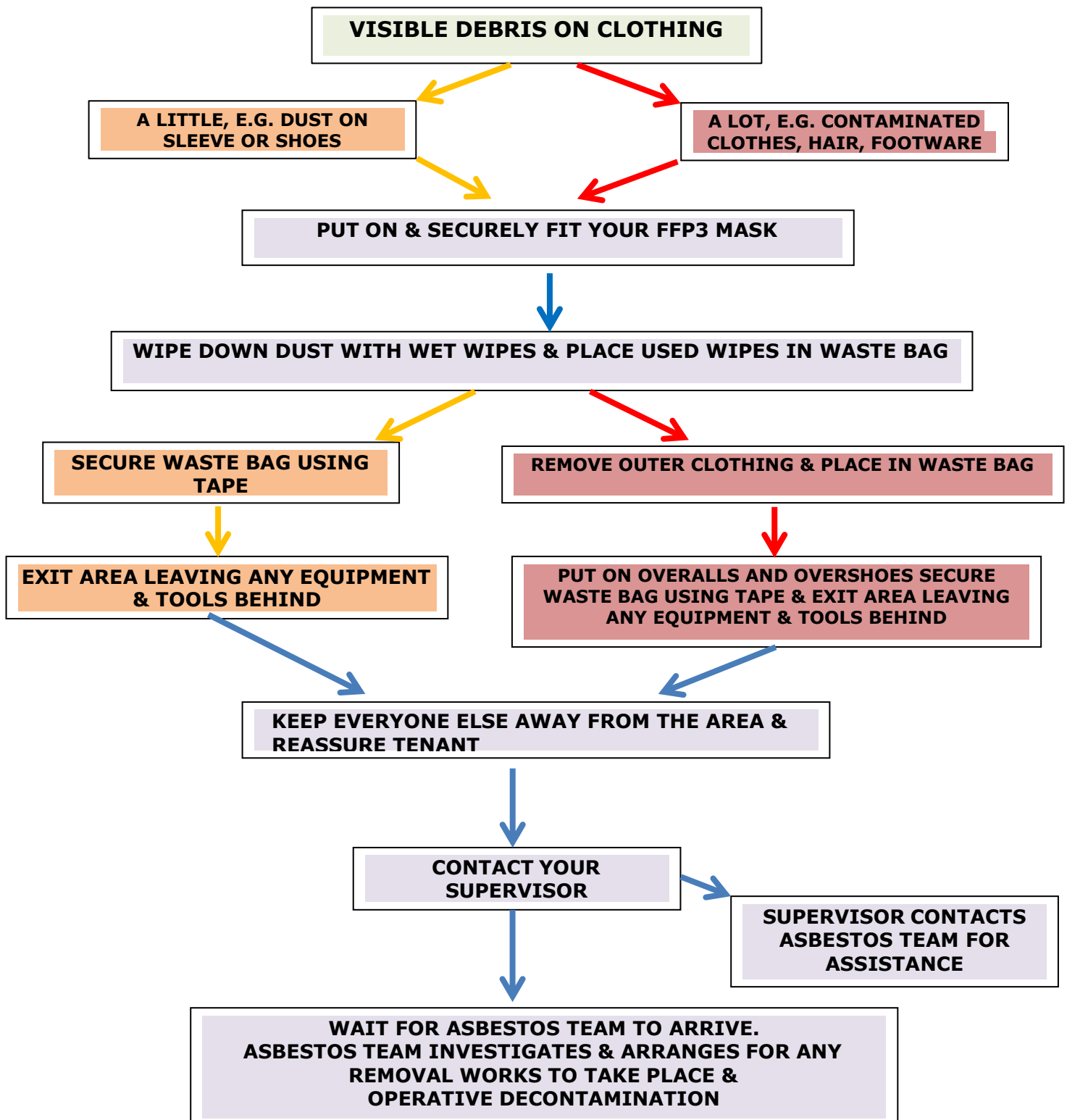
- Where there are obvious signs of dust or debris on clothing /shoes use damp rags / wet wipes to pat the debris off. Rubbing can disturb fibres. Remove (peel off) clothing which was being worn at the time of possible asbestos release and place in the waste bag, you should then put the disposable overalls on which are provided within the emergency kits and also place the overshoes over your foot wear.
- Place any clothing and used wet wipes in your waste bag and securely tie or tape bag to prevent any dust etc., from migrating from the bag back into the atmosphere. Where possible, the above actions should be carried out where the incident occurred to prevent a potential spread of contamination
- Leave bag and any equipment / tools in area.
- Evacuate the area, if possible shut any access doors leading into the area and prevent others from entering by restricting access or using signs
- Ensure the tenant is told these actions are precautionary so as not to alarm them
- Inform your supervisor, who will need to contact the asbestos team to request assistance. The asbestos team will then arrange to attend site to investigate and order any removal / clean-up works
- **DO NOT** re-enter the potentially contaminated area.

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Document	Procedure	Issue Date	2024	Version	1.0

EMERGENCY ASBESTOS PROCEDURE FOR OPERATIVES & CONTRACTORS FOLLOWING DAMAGE OF SUSPECTED MATERIAL

Procedure 2: Visible Debris on Clothing & Local Area

DISCOVERED OR DAMAGED MATERIAL THAT COULD CONTAIN ASBESTOS



Title	ASBESTOS EMERGENCY PROCEDURE	Author/Owner	Tom Keaveney
Document	Procedure	Issue Date	2024
		Version	1.0

2.0 EMERGENCY KIT

2.1 Your emergency kit is located within your PPE kit-bag and will contain the following items:

- 2 x FFP3 Face Masks
- 1 x pair of disposable overalls
- 1 x pair of over shoes
- 1 x roll of tape
- 2 x asbestos waste bags
- 1 x packet of wipes
- 1 x small container (to store above items)

2.2 Your emergency kit must be carried with you at all times so that it can be used as soon as any potential damage occurs. This will ensure you can safeguard yourself immediately and prevent the need to return to your vehicle before taking any of the above actions. DO NOT sit in your vehicle. Due care should be taken to prevent a spread of contamination to protect other people from potential exposure.

Title	Asbestos Emergency Procedure – Housing	Author/Owner	Tom Keaveney	
Document	Procedure	Issue Date	Version	Draft