

FORTH HOUSING ASSOCIATION

ASBESTOS MANAGEMENT PLAN

1.0 Introduction

The purpose of the Asbestos Management Plan is to ensure that all reasonable practicable steps have been taken to prevent the risk of exposure of Forth tenants, visitors, staff and contractors to asbestos in a manner that could adversely affect their health. The key part of the Plan is to warn people coming to work on a building of the presence of asbestos containing materials (ACMs), to prevent accidental exposure. The overall aim of long term asbestos management is to ensure that all ACMs, through inspection, remedial or removal works are effectively managed and the risk is reduced to its lowest level.

1.1 Responsibilities

The Tenant Services Manager (**TSM**) will be responsible for ensuring formulation, monitoring and review of the Asbestos Management Plan. The Assistant Maintenance Officer (**AMO**) will be responsible for ensuring the effectiveness of the Asbestos Management Plan for reactive repairs items and the Maintenance Officer (**MO**) will be responsible for ensuring the effectiveness of the Plan for cyclical and planned maintenance items.

2.0 Asbestos Register

The **TSM** will ensure that an appropriate register of known or suspected location of ACMs within Forth owned properties is maintained. The Asbestos Register will be updated as ACMs are identified or removed and will be available for inspection at Forth's office. All persons identifying asbestos based materials should inform the **TSM** to enable the Register to be kept up to date.

2.1 Drawings and Plans

Where applicable drawings and plans supplied to contractors by Forth must identify the presence of suspected ACMs.

3.0 Contractors

All relevant information on the presence of or suspected presence of ACMs will be passed in writing to the appropriate personnel and Contractors.

4.0 Construction (Design & Management) Regulations 2015

Where the above Regulations apply to any project then the pre-tender Health & Safety Plan must contain relevant information on the presence of known or suspected ACMs.

5.0 Employees/Contract Maintenance Staff

All maintenance and other workers who may be affected by the presence of ACMs or may disturb asbestos during their work will be notified of its presence by the **MO/AMO**.

6.0 Training

Forth technical staff will be required to attend asbestos awareness training sessions. In addition contract maintenance staff employed in areas where ACMs may be present will be required to demonstrate that their staff have attended similar training.

7.0 Identification

ACMs which could be disturbed by maintenance staff or contractors should be clearly labelled. Where labelling may not be appropriate, it is essential that those who may work or disturb the material are made aware of the presence of asbestos .

8.0 Condition

The overall aim of long term asbestos management is to ensure that all ACMs, through inspections, remedial or removal work are effectively managed, and risk is reduced to its lowest practical level. Following inspection of areas found to have asbestos present, assess the risk of asbestos fibres being released into the air; this must take into account the material's condition and how likely it is to be damaged or disturbed.

- For areas with minor damage -
The material should be repaired and/or encapsulated
The condition of the material should be monitored at regular intervals.
Where practicable, the material should be labelled.
Inform the contractor and any other worker likely to work on or disturb the material
- For areas in good condition -
The condition of the material should be monitored at regular intervals.
Where practicable the material should be labelled
Inform the contractor and any other worker likely to work on or disturb the material.
- For areas in poor condition –
Asbestos in poor condition should be removed by a competent and licensed contractor.
- For areas likely to be disturbed –
Asbestos likely to be disturbed should be removed by a competent contractor

9.0 Asbestos Audit

Where necessary prior to work taking place Forth will undertake an audit of the proposed work area and representative samples will be used to identify asbestos as far as reasonably practicable.

10.0 Asbestos Removal

Removal of ACMs will only be carried out by licensed contractors in accordance with current Health & Safety regulations.

11.0 Disposal

All waste that contains asbestos will be disposed of under the 1996 Special Waste Regulations. All asbestos waste will be disposed of by an approved asbestos waste disposal contractor. Appropriate records will be required by Forth who will maintain a record of these.

12.0 Inspections

Periodic inspections of ACMs left in place will be undertaken by the **MO** to ensure that the condition of the material has not changed. The period between inspections will depend on the type of material, its location and condition. This information will be used to update the asbestos register.

13.0 Accidental Fibre Release

Where accidental damage of ACMs takes place the following action must be taken immediately:

- (a) The area must not be entered without appropriate protective equipment
- (b) Ensure that the area is cleared of tenants, visitors and staff
- (c) Contact Forth's **TSM**

An approved licensed contractor and accredited asbestos testing company will be summoned to make the area safe and airborne sampling undertaken to assess the extent of surface and airborne contamination.

14.0 Monitoring of this Plan

In order to check that the arrangements to control the risk from ACMs, as set out in this Plan, have been put in place and are working effectively, the Plan will be monitored by the **TSM**. The Plan will also be reviewed by the **TSM** if there are significant changes that will affect the arrangements described, for example, if maintenance work is carried out or if any ACMs are removed.

15.0 Review

Management Committee will review this Plan at least every three years and staff are responsible for ensuring that they meet legal and good practice requirements.