

ASBESTOS COMPLIANCE KEY CONSIDERATIONS IN HOUSING

An opportunity to consider key areas relating to asbestos compliance in your housing stock.

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INTRODUCTION

This document will take you through some key considerations for compliance with asbestos legislation and guidance in housing, it is not intended as an exhaustive gap analysis, instead it seeks to prompt discussion and thought in some key areas.

Should you need assistance with any of the topics raised in this document, please contact your Riverside project manager for help.

Alternatively you can reach us on;

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ASBESTOS MANAGEMENT TEAM

An effective management team is critical for ensuring all parts of the control scheme are successfully implemented.

KEY CONSIDERATIONS

- Have all roles been defined to identify, manage and communicate the asbestos in your stock?
- Have named competent individuals been allocated to these roles? Are they recorded in your asbestos policy?

**Example common roles - duty holder, asbestos manager, asbestos coordinator, compliance assistant/officer, UKAS accredited consultant (surveys, air and bulk analysis) and licenced asbestos removal contractor.*

HSE Definition of Competence

Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.



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ASBESTOS MANAGEMENT PLAN / POLICY

A comprehensive management plan/policy should describe all aspects of your arrangements to safely identify and manage the asbestos in your properties.

KEY CONSIDERATIONS

- Do you have a documented asbestos policy and management plan?
- Does it cover all aspects of asbestos management and accurately reflect your arrangements?
- Has it been reviewed recently to ensure it is appropriate and is being fully implemented?



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ASBESTOS REGISTER (DATABASE)

Maintaining an up-to-date asbestos register is essential in management of asbestos materials, often delivered through software technology.

KEY CONSIDERATIONS

- Do you have a register of all the asbestos (ACMs) identified in your stock, including updates on its latest condition? (database, excel or another structure?)
- Are you confident in the quality of the data held? (for management and communication)
- Has a process been established to collect survey data from your consultants and add it to your register? (i.e. manual upload or import/export facility)
- Does the register provide a full record to identify and locate ACMs, including material, priority and risk scores?
- Is training provided where necessary on its use?

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ASBESTOS COMMUNICATIONS

Once asbestos has been identified, it is crucial that this knowledge is effectively communicated to all the parties who need it.

KEY CONSIDERATIONS

- Do you provide residents with information on asbestos safety and their duties as residents to report issues?
- Do you provide contractors and other parties with asbestos information before they work on your stock? How?
- Do you share asbestos information with internal stakeholders such as repairs teams and similar?
- Are resident contact details kept up to date and shared with relevant contractors to facilitate appointments?



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COMMON WORKSTREAMS

Applying these arrangements to your specific workstreams
is critical in effectively managing asbestos.

KEY CONSIDERATIONS

- Are all workstreams covered by your asbestos arrangements?

**common workstreams include; voids, roof works, windows/doors, kitchen & bathroom schemes, boiler replacements, M&E installations etc.*

- Are the correct survey types commissioned and completed prior to any planned repair, refurbishment, refit or replacement works?
- Are combination surveys used as a tool to maximise value i.e. management survey of whole property and targeted refurbishment survey for a bathroom replacement?
- Are surveys completed by your own UKAS accredited survey company, rather than through a building/maintenance contractor?
- Have adequate scopes of work been developed for each workstream?



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ASBESTOS MANAGEMENT SURVEYS

Management surveys apply to properties constructed before the year 2000. They identify asbestos materials which may be disturbed during normal occupancy.

KEY CONSIDERATIONS

- Have you completed management surveys for all your communal spaces, community buildings and offices (built prior to 2000)?
- Have you completed management surveys of your dwellings (built prior to 2000)? Are you working towards 100% through a staged programme?
- Are you confident in the quality of the surveys completed? Are there known misses or caveats which make you uncomfortable? Are they completed under the new guidance?
- Do you use a UKAS accredited survey company? If not how do you prove competence? Do they have their own UKAS Accredited Laboratory?



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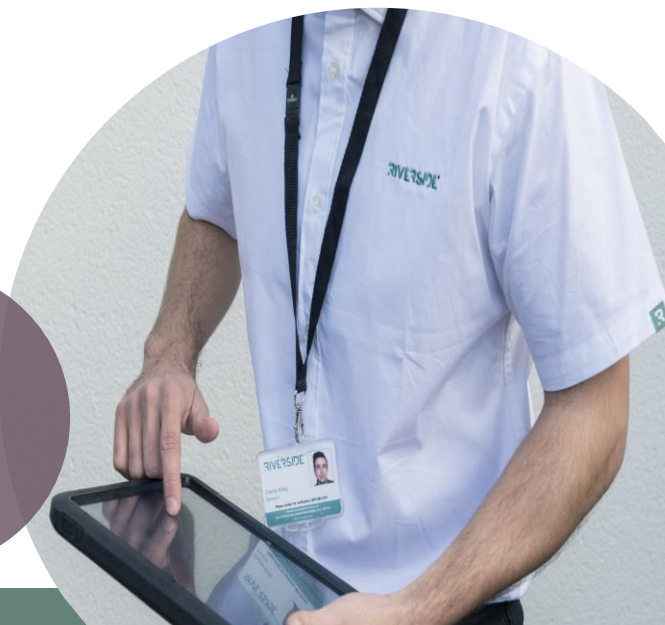
ASBESTOS REINSPECTIONS

Once asbestos has been identified it must be managed, an essential part of that management is to review the condition regularly.

KEY CONSIDERATIONS

- Do you complete reinspections for all communal spaces, community buildings and offices at least annually, or on a risk basis?
- Do you reinspect dwellings?
- Is your asbestos register updated following reinspection work?
- Do you use a UKAS accredited survey company? If not how do you prove competence?

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ASBESTOS REFURBISHMENT/DEMOLITION SURVEY

An asbestos survey is required prior to any repairs, refurbishments or installations within properties constructed prior to 2000.

KEY CONSIDERATIONS

- Do you always complete surveys before any refurbishment or demolition is completed? (Including programmes such as; voids, windows/doors, roof works, kitchen/bathrooms, boiler replacements and plumbing/electrical works)
- Do you appoint these surveys yourselves? (not through a contractor)
- How do you confirm the scope of the refurbishment survey and how is this communicated to the survey organisation?
- Do you use a UKAS accredited survey company? If not how do you prove competence?
- Does the Survey company have its own UKAS Accredited Laboratory?



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ASBESTOS AIR TESTING & FOUR STAGE CLEARANCE

Asbestos air testing provides valuable reassurance that controls are effective, where a four stage clearance is a mandatory activity following removal of certain asbestos materials.

KEY CONSIDERATIONS

- Do you appoint reassurance, background, leak air testing and 4 stage clearances?
- Do you appoint organisations to carry out these works independent of the removal contractor?
- Do you appoint UKAS accredited asbestos consultants to complete project management of any complex works?



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ASBESTOS REMOVAL

Removal and remediation is a critical part of managing the asbestos found in your properties. It must be done following careful planning by competent contractors.

KEY CONSIDERATIONS

- Do you use licenced asbestos removal contractors (LARC)?
- Do you vet and regularly review their documentation?
- Do you request and log waste notes from the LARC?
- Do you appoint a separate UKAS accredited analyst for project management, air testing and 4 stage clearances? (not through the contractor)
- Do you update the asbestos register following remedial works?



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ASBESTOS TRAINING

Competence is crucial for stakeholders in asbestos compliance at all levels.
Training must be regular and appropriate to the individuals role and your property stock.

KEY CONSIDERATIONS

- Have all roles listed within the asbestos management team received appropriate training? (i.e. duty holders course)
- Have all other managers, contractors and personnel who may come into contact with asbestos (directly or indirectly) received training? (i.e. asbestos awareness)
- Have refresher courses been arranged at regular intervals?



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WE HOPE THAT YOU HAVE FOUND THIS GUIDE HELPFUL



Riverside is one of the UK's leading independent asbestos consultancies, employing 95 staff from our locations in the Southeast and Midlands.

We have extensive experience in the housing sector, we currently serve 18 large housing providers with a total stock of approximately 300,000 dwellings.

We are UKAS accredited and believe strongly in our values of independent expertise, protecting people and providing an honest and responsive service.

If you need help with asbestos compliance, get in touch and we can guide you through the process.

Jonathan & Chris
Owners of Riverside Environmental Services Ltd



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