

## Report to Resources Committee

3 May 2016



**Title:** Health and Safety Update

**Report of:** Support Services Manager

### Purpose of Report

1. To provide the committee with a report on the company's health and safety activities for the period 1 April 2015 to 31 March 2016.

### Background

2. Following a review of Support Services, Health and Safety is managed by the Support Services Manager, supported by the Health and Safety officer, Fire Safety Advisor and a Service Level Agreement with Gateshead Council. The Health and Safety activities are designed to reduce and mitigate accidents in the workplace and to ensure the safety of residents and members of the public who access our services and premise
3. In addition to this, the team act in an advisory role to ensure company wide compliance with a number of statutory and regulatory requirements including: -
  - Occupational Health and Safety
  - Health and Safety Training
  - Occupational Hygiene
  - Environmental Management
4. They also have a supporting role in ensuring the company's ongoing compliance with statutory regulatory requirements as follows:
  - Water Management - risk assessments and water testing.
  - Electrical Safety - cyclical electrical testing, fixed wire testing, portable appliance testing and emergency lighting testing.
  - Fire Safety - risk assessment, maintenance, repair and testing of fire alarms and fire appliances.
  - Passengers Lifts Operations - lift repairs, maintenance, refurbishment and upgrades to DDA standard.
5. The team are also responsible for the coordination and monitoring of health and safety on construction sites including:

- CDM Coordination (Construction, Design, Management) and Control of Contractors (Revised CDM regulations 6 April15)
- Refurbishment and New Build Works.

### **Partners Activity Update**

6. We have monitored our partner's activities and reviewed all asbestos related incidents and working practices. Repairs works are visited weekly to ensure compliance with policy and procedures and good working practices. We continue to work closely with Mears Safety Advisors for compliance and safe systems of working.
7. During the period monthly joint Health and Safety site inspections visits have taken place with Mears. The works visited have included void property refurbishments, gas boiler installations, bathroom adaptations and general repairs.
8. Inspections include a check of operatives understanding of asbestos information, that Personal Protective Equipment (PPE)
9. Further site inspections are scheduled to take place with Mears in February following an observation of a Mears subcontractor working unsafely on a roof.
10. Spot checks are carried out weekly on capital works to ensure compliance with policy and procedures and good working practices.

### **Accident Reporting**

#### **Accidents / Incidents near misses TGHC Employees**

11. There were 17 non reportable Accidents (7 in Qtr4) and 9 Near Misses (2 Qtr4) were reported. There was 1 reportable accident under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 when an employee was involved in a car accident.

#### **Accidents / Incidents near misses to 3<sup>rd</sup> Party / Subcontractors**

12. There were no non-reportable Accidents/ Near Misses. There were no reportable accidents under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

### **Asbestos Management**

13. A review of the Asbestos Management Plan was completed in February 2016. A copy is attached at the Appendix to this report.

### **Fire Safety Management**

14. Proactive monitoring of our Fire Safety strategy continues to take place through joint working and regular meetings with the Tyne and Wear Fire and Rescue Service (TWFRS).
15. All fire risk assessments are completed for the multi storey accommodation. The Fire Safety group have evaluated the comprehensive action plans. A number of

repairs and small tasks have been completed. The Investment and Development team are identifying work and budget priorities for 2016/17 work plan.

16. The fire risk assessments for sheltered accommodation and communal lounges were completed in March 2016. The H&S Advisor has prioritised and initiated actions from the risk assessments. This includes requesting a number of repairs and working with managers and Sheltered Scheme Officers on location specific controls. The risk assessments have been shared with the Investment and Development team.
17. The temporary appointment of a Fire Safety Advisor to review fire risk assessments ended in March 2016. TGHC has a service level agreement with Gateshead Council of the provision of health and safety support, advice and guidance to include fire safety and risk assessments.

### **Legionella Control**

18. 560 of 560 (100%) water hygiene inspection/ treatments have been completed by Construction Services.

### **Fire Alarm Systems and Sprinkler System**

19. 106 of 108 (98%) quarterly inspections have been carried out to multi storey blocks and sheltered housing communal areas. (100% of inspections achieved in Qtr4)
20. 1741 of 1822 (96%) of weekly fire alarm tests have been carried out to multi storey blocks and sheltered housing communal areas. In Qtr 4, 12 tests have been cancelled due to bank holidays, 15 tests cancelled due to capacity and 4 tests are planned for completion.

### **Out of Hours**

21. 137 calls were received out of hours. 116 calls were managed over the telephone with advice and support. 21 calls required attendance on site by a member of the Out of Hours team.
22. Regular meetings are held with the Out of Hours (OOH) team to review incidents, share learning points and to ensure compliance with policy and procedures and safe systems of work.

### **Emergency Lighting**

23. 712 of 728 (98%) monthly inspections have been carried out to emergency lighting systems. Inspections were cancelled at Wrekenton Housing Office, West Park and Warwick Court as the buildings have either closed or as a result of fixed wire refurbishment.
24. 90 of 92 (98%) quarterly emergency light invertors (battery checks) have been carried out. 2 inspections are outstanding due to refurbishment works.

## **Non domestic gas boilers**

25. 36 of 36 (100%) non domestic gas service checks were carried out in sheltered scheme buildings, communal lounges and multi storey blocks with non-domestic gas boilers.

## **Cyclical Repair and Maintenance Update**

26. Bi-monthly meetings with Gateshead Council Local Environmental Services and the Gateshead Housing Company are continuing along with the monitoring of the delivery of the cyclical maintenance programme.

## **Lift Maintenance**

27. There have been 186 instances of lift breakdown in the 62 lifts in operation. Of the 186 breakdown instances there have been 19 reports of entrapment. Service response for entrapment is between 20-30 minutes.

## **Update on the Company Construction Related Activities**

28. The following construction related projects are ongoing with notifications to the HSE.
- Maintaining decency works covering various estates across the Borough (7 projects)
  - Planned painting works across various sites
  - Window renewal programme borough wide
  - Upgrade of butterfly properties ongoing
  - Accessibility improvement works on Multi Storey and sheltered properties across various sites
  - Door entry upgrade (Tunstall)
  - DDA compliance works at Eslington Court and Redheugh Court
  - New Build development across a number of sites through Keelman Homes, to provide 29 affordable homes
  - External Wall Insulation (EWI) works ongoing in Leam Lane and Felling
  - Replacement lifts are being installed across the borough, Est Lea and Mulgrave Villas are completed
  - Boiler installation at Harrison Court, East Lea and Mulgrave Villas.

We are delivering borough wide improvement works to the Care Call lifeline system on behalf of Gateshead Council.

## **Safety Briefings and Alerts Issued by Health and Safety Team**

29. Advisory email 28/05/15 – Recent Prosecution: Social Housing firm exposed tenant to carbon monoxide  
Advisory email 24/09/15 – CDM Advice, transitional arrangements ending 5/10/15  
Advisory email 02/10/15 – Principal Designer Role, 7 Key Actions  
There have been no safety briefings or alerts issued in quarter 3.  
A briefing note was issued to Directors and senior Managers informing them of changes to H&S sentencing guidelines that were introduced in February 2016

## **Corporate Health and Safety Action Plan**

30. The final 5 outstanding actions from the 2014 audit were completed in March 2016 and 3 carried forward to a draft H&S action plan prepared for 2016/17as follows:

### **Completed**

- Safety tours carried out by senior managers
- Asbestos -site specific plans
- Review of procedures for assessing contractor competence
- Annual review of fire risk assessments for all workplaces

### **Carried Forward to 2016/17**

- Review of HSE management standards to support corporate risk assessment for stress at work
  - Review of the skills training matrix
  - Development of corporate policy / procedure for Lifting operations and lifting equipment (LOLER)
  - Amend risk assessment template to include reference to the suitability of PPE for individual users
31. A new audit schedule is being developed by health and safety for implementation in April 2016 which will form part of a new health and safety action plan. The plan will place emphasis on the implementation and compliance of the reviewed policies and procedures and management information systems reviewed in 2016.
32. A risk register has been prepared that will be used to select topics and services for audit.

## **Corporate Health and Safety Policies**

33. 16 policies have been recently added to the intranet including the Health and Safety policy statement, Construction Design and Maintenance (CDM), training and incident reporting. 6 policies added in Qtr 4 include; workplace inspections, safety tours, health and safety audits, performance review at service level, assessment engagement and management of contractors and contractors standards.
34. 3 revised forms have added to the intranet including; risk assessments, training identified from risk assessments, PPE and lone worker protection.
35. The health and safety management information site continues to be updated to ensure it is user friendly.

## **Links to Values**

36. This report links to the following company values of being:
- Fair
  - Customer focused
  - Open and honest
  - Accountable
  - Inclusive, valuing diversity

### **Impact on Customers**

37. The improvements identified and actions carried out will help us to provide healthy and safe environments for employees, residents, members of the public and partners.

### **Risk Management Implications**

38. Not meeting the requirement of current and new Health and Safety legislation has been identified as an operational risk for the company.

### **Financial Implications**

39. The Head of Corporate Services confirms that a budget is available to support the activities mentioned in this report through revenue or capital budgets.

### **Equality and Diversity Implications**

40. Detailed Equality Impact Assessments are carried out on all Health and Safety policies and procedures to ensure that they do not adversely impact on any customers.

### **Value for Money Implications**

41. Value for money principles are followed in all health and safety activity.

### **Health Implications**

42. The company's approach to Health and Safety, embedded within everything that we do and the actions specifically mentioned within this report, ultimately will have a positive impact on people's health and overall wellbeing. By working to ensure that any services we provide meet the needs of the customers, partners and of employees and do not cause undue stress to either party.

### **Environmental Implications**

43. The work detailed in this report will be carried out to ensure we meet the principles of ISO 1400. We will make choices that reflect our social responsibility to improve the environment in which we work and live.

### **Recommendation**

44. The views of the committee are sought on whether it is satisfied with the update on health and safety activities and developments.

**Corporate Asbestos Policy and Management Plan****Table of Contents**

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## 1. Background

- 1.1 For many decades it has been known that asbestos fibres present a serious health hazard. Asbestos is a naturally occurring mineral that has been mined and refined for thousands of years and incorporated into thousands of products. Many of these products have been used within the construction industry and are present in many industrial, commercial and domestic premises throughout the UK.
- 1.2 There are three principal types of asbestos produced commercially:
  - Chrysotile - White Asbestos
  - Amosite - Brown Asbestos
  - Crocidolite- Blue Asbestos
- 1.3 In the UK chrysotile has been the most commonly used asbestos fibre, accounting for around 95% of asbestos usage.
- 1.4 Asbestos Containing Materials (ACMs) can be found in any building constructed before 2000. While the presence of an ACM its self is not dangerous, it may become hazardous when disturbed or damaged.

## 2. Introduction and Scope

- 2.1 This document sets out TGHC's procedures for managing asbestos within non-domestic premises in accordance with regulation 4 of the Control of Asbestos Regulations 2012. This includes the duty to manage ACMs in communal areas within domestic properties managed and maintained on behalf of Gateshead Council.
- 2.2 In addition, everyone involved in carrying out or commissioning repair, maintenance, servicing, new build or alteration works within TGHC managed domestic premises also has certain duties and must make themselves aware of the contents of this plan and the procedures within it.

## 3. Legislation

- 3.1 There are many regulations that place a duty on an employer with regard to Asbestos. The key factors of these regulations are set out below as per HSE publication "A Comprehensive Guide to Managing Asbestos in Premises".
  - *The Health and Safety at work etc. Act 1974 (HSW)* - requires an employer to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace that might affect their health and safety.
  - *The Management of Health and Safety at Work Regulations 1999* - requires employers and self-employed people to make an assessment of the risk to the health and safety of themselves, employees and people not in their employment arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting these people's health and safety.
  - *The Workplace (Health, Safety and Welfare) Regulations 1992* - sets out duties to maintain workplace buildings/premises to protect occupants and workers.



- *The Construction Design and Management (CDM) Regulations 2015* - requires the client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to designers and contractors before any work begins and to ensure that the health and safety file is available for inspection by any person who needs the information.
- *The Control of Asbestos Regulations (CAR 2012)* - requires employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. CAR 2012 includes a regulation placing a duty on those who have repair and maintenance responsibilities for premises, because of contract or tenancy, to manage the risk from asbestos in those premises. Where there is no contract or tenancy the person in control will be the duty holder. There is also a duty of co-operation on other parties.

#### **4. Roles and Responsibilities**

- 4.1 The Control of Asbestos at Work Regulations (CAR2012) places the responsibility to manage asbestos in non-domestic premises on the “duty holder” (this includes communal areas, see 2.1).
- 4.2 The “duty holder” is defined as every person who has, by virtue of a contract or tenancy the responsibility for the maintenance or repair of those premises. Therefore, the “duty holder” for non-domestic housing company properties will be the Company via the Board of Directors and responsibility for this duty will be delegated through the Company’s management chain. The responsibility for the management of individual sites falls to the appropriate managers within that service (e.g. multi-storey team, APU older persons team), or other persons who are responsible for the day-to-day management of a building, who for the purpose of this document are known as “Responsible Persons”.
- 4.3 Premises that TGHC shares with Gateshead Council (e.g. hubs/ housing offices) are usually managed by Gateshead Council Facilities Management, therefore the council takes a lead role in asbestos management.
- 4.4 Managing Director
- 4.4.1 Through the Senior Management Group, making sure that effective structures are in place to manage asbestos
- 4.4.2 An effective asbestos management plan is developed and implemented consistently across the Company
- 4.4.3 Positive action is taken to improve performance with regard to asbestos where problems are identified
- 4.5 Directors and Heads of Service
- 4.5.1 Appointing Responsible Person for each premise within their control.
- 4.5.2 Making adequate resources available for managing asbestos
- 4.5.3 Ensuring that those persons who are likely to come into contact or disturb asbestos during their everyday work have appropriate Asbestos Awareness Training

- 4.5.4 Ensuring that responsible persons. have the appropriate Asbestos Awareness Training
- 4.5.5 Ensuring that site specific asbestos management plans (SSAMPs) are developed and implemented for premises under their control
- 4.5.6 Consulting with employees and safety representatives to improve awareness and seek suggestions for continuous improvement
- 4.6 Responsible Persons
- 4.6.1 The Company believes, as part of the overall health and safety strategy, responsibility to control the risks from asbestos is a basic management function. Officers who have been appointed to take a lead on reviewing premises specific asbestos management plans are known as the “Responsible Person”. They must ensure that a Premises Specific Asbestos Management Plan (PSAMP) has been developed and maintained (see section 12).
- 4.7 Health and Safety Advisors
- 4.7.1 Monitoring compliance on all aspects of the company’s asbestos safety management arrangements
- 4.7.2 Providing guidance and assistance to staff on aspects of asbestos management
- 4.7.3 Investigating asbestos related incidents where appropriate
- 4.7.4 Ensuring the company fulfils their responsibility for asbestos management training for responsible persons.
- 4.8 Human Resources
- 4.8.1 Ensuring records are kept of any personal exposures reported
- 4.9 Compliance Officer (Repairs / Maintenance)
- 4.9.1 Monitor where applicable, repairs associated with the asbestos removal processes
- 4.9.2 Coordinate the flow of all relevant asbestos documentation to assist in the maintenance of a robust documentation database.
- 4.9.3 Monitor repairs/ maintenance service-performance, which may include asbestos data
- 4.10 Employees
- 4.10.1 All employees should make themselves aware of the contents of this plan and understand their roles and responsibilities regarding asbestos, what it means to them and how they can help with its management. Every employee has a responsibility for asbestos issues, including:
- Taking care of their own health and safety with regard to asbestos
  - Making sure others are not put at risk by their actions or inactions
  - Informing their manager or Health & Safety Advisor immediately about any concerns or change in condition to ACMs or suspected ACMs.
  - Following the Site Specific Asbestos Management Plan and assisting

management with the implementation of the plan

- Reporting shortcomings or problems regarding the provision of relevant asbestos information
- Reporting any issues regarding the conduct of contractors on site

#### 4.11 Project Planners (In-house and External)

4.11.1 The term Project Planner refers to anyone who commissions/ manages/ designs works. This includes::

- Repairs & Maintenance (e.g. building surveyor, voids officers)
- Cyclical Maintenance (e.g. cyclical maintenance manager).
- Investment (e.g. project managers, contract administrators etc).

4.11.2 Project Planners must ensure all asbestos issues are dealt with prior to beginning any project, as required under CDM 2015 and CAR 2012.

4.11.3 Project Planners should be aware of the roles and responsibilities of all parties working within a project.

4.11.4 All external consultants appointed by the company to undertake project work on their behalf must operate in accordance with the Corporate Asbestos Management Plan.

4.11.5 All Project Planners must be aware of and have a developed working knowledge of the following basic principles:

- Prior to undertaking any work, all asbestos information/ surveys should be examined to reveal any material which has the potential to be disturbed during the work. A suitable and sufficient plan must be drawn up for the works.
- Where existing asbestos surveys do not give conclusive information, additional surveys must be commissioned (see section 6).
- The time taken to appoint a surveyor, carry out necessary survey work, undertake analysis and receive report may impact on project timescales, this should be planned for
- Asbestos identified often requires removal which usually requires a specification to be drawn up for specialist contractors to price against and may impact on project timescales
- On appointment of a specialist contractor, a mandatory two week notification must be given to the HSE prior to commencement of any licensed work
- Only employ suitably qualified contractors for co-ordinating and arranging asbestos removal/remediation work.
- External Project Planners must ensure the individuals within their organisation are both appropriately trained on the basic principles of asbestos in the workplace and are made aware of points of contact for assistance

#### 4.12 Analysts, surveyors and laboratories

- 4.12.1 All analysts, surveyors and laboratories appointed by the company (or subcontracted by a third party) to undertake work on behalf of the company must operate in accordance with the Corporate Asbestos Management Plan.
- 4.12.2 Analysts, surveyors and laboratories must be aware of the specific working requirements of asbestos in the workplace and should hold relevant insurance and relevant UKAS accreditation.
- 4.12.3 Prior to undertaking initial work on behalf of the company, all analytical, surveying and laboratory organisations must be reviewed and vetted for qualifications, accreditations and relevant experience.
- 4.12.4 Analysts, surveyors and laboratories should seek advice and guidance on procedural, financial and organisational matters specific to the contract in order to maintain consistency of approach.

#### 4.13 Unlicensed and Specialist Contractors (licensed for work with asbestos)

- 4.13.1 Under the working partnership agreement, partners have specialist persons/ teams within their organisation who can undertake specified non-licensed tasks.
- 4.13.2 All other work involving asbestos is carried out by licensed contractors. Where uncertainty occurs, the health & safety team should be consulted.

### 5. **Locating and Identifying ACMs**

- 5.1 TGHC requires all survey work to be undertaken in accordance with HSE document HSG264 Asbestos: The survey guide and in accordance with regulatory requirements as set down in CAR 2012. There are two types of survey:

#### *Management Survey*

- This is the standard survey type undertaken. It is a non-intrusive method, and therefore should not hinder the occupancy of a building. Representative samples are taken of materials suspected to contain asbestos; subsequent analysis of these samples enables the presence or absence of asbestos to be confirmed. This type of survey covers all areas reasonably accessible without causing excessive delay to the surveyor or damage to the building. Any materials not sampled must be presumed to contain asbestos.

#### *Refurbishment/ Demolition Survey*

- This is a fully intrusive survey limited by the scope of the project work to be undertaken. The survey methodology will be guided by the work plans that show the extent of work in any area, the basic principle being that the minimum survey work will be undertaken in order to allow a project to go ahead.

- 5.2 Refurbishment/ demolition surveys are required when work is planned that may disturb the fabric of the building.
- 5.3 Existing asbestos surveys should always be consulted before attempts are made to commission a new asbestos survey.

## 6. Process for commissioning asbestos surveys

- 6.1 Individual teams within TGHC are to commission surveys by contacting the appointed surveying organisation.
- 6.2 Individual teams within TGHC will arrange for the survey to be carried out based legislative requirements. For a refurbishment/ demolition survey, scope specific information will be required.
- 6.3 Under the Construction Design & Management Regulations 2015, TGHC (as client) is required to provide its contractors with pre-construction information. This will include relevant information from existing asbestos surveys.
- 6.4 When appointed under CDM, the Principal Designer is required to assist the Client in collating pre-construction information and forwarding this to the relevant contractors. Where asbestos surveys form part of the pre-construction information, the Principal Designer is also required to review the extent of the information held and advise the Client of any shortfalls and if further surveys need to be commissioned.
- 6.5 Arrangements with relevant parties (R&M/ Investment deliver partner including Gateshead Council)
  - TGHC has granted relevant parties access to their database for asbestos survey information. However, if no information exists or the information is insufficient for the scope of work intended, a survey request detailing the specific information required must be submitted to TGHC by completing [HSASB01 – Asbestos Survey Request Form](#).
  - TGHC will then commission the appointed asbestos surveying contractor to undertake the appropriate level of survey and the results will be made available electronically.

## 7. Recording Survey Information

- 7.1 Survey information for each site (including any sample analysis data) is collated and presented in the form of an Asbestos Survey Report. This will need to either be a management survey or a refurbishment/ demolition survey in an agreed format and comply with the requirements of CAR 2015
- 7.2 Up-to-date hard copies of the most recent survey reports are to be kept located in the red boxes for
  - High Rises
  - APU
  - Sheltered accommodation

The Asbestos records will be uploaded electronically onto the company's asbestos database and will be available in report format.

### 7.3 Updating and Maintaining Asbestos Survey Reports (Non-domestic premises/ communal areas)

- 7.3.1 At present the default position is for a qualified asbestos surveyor to re-assess ACMs identified through the management survey programme (for communal areas of TGHC

domestic premises) every 5 years unless major refurbishment works occur prior to this date.

7.3.2 The responsible person for each premises should ensure that monthly monitoring is also carried out and recorded. Any defects/ deficiencies must be brought to the attention of the appropriate section(s) (see section 12).

## 8. Risk Assessments

8.1 Risk assessments are carried out in order to determine the level of risk associated to a specific hazard. In this case the hazard is the release of asbestos fibres. To calculate the associated risks a **material assessment** and a **priority assessment** are carried out on every identified or suspected ACM

8.2 The material assessment is carried out by the surveyor at the time of the survey and depending on type, condition and likelihood of the ACM to release fibres, produces a score up to a maximum of 12 (see *Appendix 1*).

8.3 Surveyors have also been instructed to carry out priority assessments, which look at the location and likelihood of an ACM being disturbed. A maximum priority assessment score of 12 can be assigned to each ACM (see *Appendix 2*). It is advised that Responsible Persons check the priority scores within their building to ensure these are consistent with local knowledge regarding how activities are carried out within the building. TGHC Health & Safety Advisors can offer assistance and guidance for this process.

8.4 The combination of the material assessment score and priority assessment score produces a single score, which determines the relative risk, associated with a particular ACM and dictates how the material should be managed.

8.5 The total score produced is banded in priority categories to aid in the management of the material. The priority bands are as follows:

Total Risk Score	Priority Category	General guidance
1 to 7	<b>1 (Very Low)</b>	Periodic inspection only, material will generally be safe in situ with no treatment required.
8 to 11	<b>2 (Low)</b>	Annual inspection, material will generally be safe in situ with no treatment required provided use of area does not change.
12 to 15	<b>3 (Medium)</b>	Minimum of annual inspection, material may require encapsulation or treatment
16 to 20	<b>4 (High)</b>	Minimum of annual inspection, material requires encapsulation, enclosure or removal to allow safe ongoing use of area
21 and over	<b>5 (Urgent)</b>	Material requires immediate attention, must be encapsulated, enclosed or removed. Air monitoring should be undertaken.

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- 8.6 This methodology is taken from standard HSE guidance (HSG264 and HSG227) and is used to determine risk and assign priority.
- 8.7 Should there be a change in the condition of an ACM or a change of use of the room containing the ACM the material or priority scores must be adjusted accordingly.
- 8.8 **Priority for action** - Using the combined risk assessment score the responsible person (in liaison with Asset Management) should list the ACMs in order of priority with the highest score being the highest priority (this will not necessarily mean removal). A timescale and management option is then selected for each ACM and recorded using form ([HSASB02 - Priority for Action form](#)). This form must be included as part of the Premises Specific Asbestos Management Plan (see section 12). Once completed, the management option is only reviewed if there is a change to the material or priority score in which case a new score will be calculated and where necessary a new Management Option selected.
- 9. Options for managing ACMs.**
- 9.1 For each known or potential ACM the following options are available. The option actually taken will be dependent upon the condition of the ACM, location of the ACM and the risk that it poses.
- 9.2 *Monitoring the Condition of ACMs***
- 9.2.1 When either an actual or potential ACM is identified its condition must be monitored. The frequency of monitoring will be determined by taking into account its location, condition, potential for disturbance, type and finish. The frequency of inspections will be recorded on Form [HSASB04 - ACM Monitoring form](#) or equivalent.
- 9.2.2 Arrangements for monitoring and recording the condition of ACMs should be specified within the PSAMP
- 9.3 *Protection/Enclosure of ACMs***
- 9.3.1 Where the ACM does not pose a threat it may be possible to protect or isolate it to prevent accidental disturbance. This involves the installation of a physical barrier with all joints being sealed. Once treated ACMs must be monitored and their condition recorded on Form [HSASB04 - ACM Monitoring form](#) or equivalent
- 9.4 *Seal or Encapsulation***
- 9.4.1 This involves treating ACMs with an agent that will prevent the release of asbestos into the air. Once treated ACMs must be monitored and their condition recorded on Form [HSASB04 - ACM Monitoring form](#) or equivalent.
- 9.5 *Repair***
- 9.5.1 To be effective a repair should be limited to sealing/patching small areas and making good slight damage to enclosures which are protecting ACMs. Repaired ACMs must

be monitored and their condition recorded on Form [HSASB04 - ACM Monitoring form](#) or equivalent.

## 9.6 **Removal**

9.6.1 Before selecting this option the following factors should be considered;

- Its condition
- Ease of Removal
- Potential for future damage

9.6.2 Where it is not practicable to repair, enclose, or encapsulate high risk damaged ACMs, they should be removed.

9.6.3 ACMs should also be removed if the area affected by refurbishment works are likely to disturb the ACMs.

9.6.4 ACMs must be removed from a building prior to demolition

9.6.5 The removal of ACMs should be recorded on the survey report and on the [HSASB02 - Priority for Action](#) form.

9.6.6 Copies of consignment notes should be held within the plan in addition to any relevant certificates of reoccupation issued by the analyst or certificates of cleanliness issued by the removal contractor.

## 10. **Records**

10.1 It is of paramount importance that the company's Asbestos Database is kept up to date and premises specific asbestos management plans (PSAMPs) are updated accordingly by each designated person responsible.

All documentation relating to work undertaken on asbestos within TGHCs non domestic building stock must be copied to the Asset Management Team and the relevant Responsible Person. This instruction applies to any individual acting in any capacity, regardless of employer.

10.2 The Asset Management team will ensure that copies of all documentation received in relation to asbestos works are archived indefinitely.

10.3 The Human Resources team shall retain records of reported employee exposures to asbestos. (*Note: The CAR 2012 gives guidance in relation to retention periods for health and medical surveillance records (Regulation 22).*)

## 11. **Monitoring/ updating the corporate AMP**

11.1 The Health & Safety Advisors will undertake a full review of this management plan on an annual basis to determine ongoing suitability and compliance with legislation. Changes to the Management Plan will be carried out by the Health & Safety Advisors and agreed with line management prior to the issue of a new revision. Where appropriate, Trade Union Representatives will be consulted. New revisions will be published on the intranet.



## 12. TGHC Premises Specific Management Plans

- 12.1 A PSAMP must be developed for each non-domestic premises/communal areas. The plan must be made available to visitors, contractors and building users if there is work planned that might disturb the fabric of the building.. The plan must contain management procedures, documentation and protocols for managing the risks from ACMs.
- 12.2 The responsibility for the management of individual premises rests with the appropriate managers within that service (e.g. multi-storey team, APU older persons team), or other persons who are responsible for the day-to-day management of a building. Each premise must have a lead contact or ‘responsible person’ identified who is tasked with ensuring the premises specific management plan is prepared and reviewed.
- 12.3 Premises specific management plans must be completed using form [HSASB05](#).

## 13. Training and Awareness

- 13.1 Each service must assess their asbestos management structure and identify those individuals who require asbestos training accordingly.
- 13.2 The following levels of training are available:

Course	Who should be attending?
<p><b>Asbestos Management Responsible Person training</b></p> <p>Classroom based training with a Health and Safety Advisor</p>	<p>This training is targeted at employees who have building management responsibilities and/ or may commission work that has the potential to involve ACMs. Employees that would fall into this category would include anyone who has been given the necessary authority by the delegation of either budgets or managerial responsibility.</p> <p>This training will focus on;</p> <ul style="list-style-type: none"> <li>- The role and importance of the Site Specific Asbestos Management Plan</li> <li>- Procedures and assumptions to be made when requesting or undertaking Works</li> <li>- Interpreting and using the information within an Asbestos Survey Report</li> <li>- Preparing a “Premises Specific Asbestos Management Plan” (PSAMP)</li> </ul>
<p><b>Asbestos Awareness Training</b></p> <p>Classroom based training with a Health and Safety Advisor</p>	<p>This will be targeted to those staff that may encounter ACMs as part of their day-to-day work activities e.g. caretakers, handymen, out-of-hours duty officers. This training will require an annual refresher.</p>

13.3 Information on training, materials, dates and bookings can be obtained by contacting Human Resources.

## **14. Emergency Procedures**

### **14.1 Action to be taken if it is suspected that an ACM has been damaged**

#### **Step 1**

Where a known or suspected ACM is accidentally damaged or vandalised, notify the responsible person or site manager on site and evacuate the room or area in question immediately. The room or area should be secured (where possible) and further access denied to non-authorised personnel. (Such persons permitted entry would be the emergency services acting under advice from the Health & safety Advisors and/or specialist maintenance personnel/contractor).

#### **Step 2**

The responsible person/ site manager should notify the Health & Safety Team of the occurrence and request assistance (Tel 0191 433 5285/3827, if outside of working hours, contact Care Call on 0191 4770844).

#### **Step 3**

Where a room has been evacuated, warning notices should be posted in the affected area(s) indicating no access is permitted (see Appendix 3). Any ventilation systems should be turned off or isolated.

#### **Step 4**

The room/area must not be re-occupied until the person responding confirms that it is safe to do so – this will not be before a certificate of re – occupation has been issued by the analyst.

#### **Step 5**

The person responding must alert the relevant manager and a formal incident report form must be completed in accordance with current incident reporting policy ([COP-HS-65](#))

#### **Step 6**

Review your control measures to establish why the event occurred and if necessary make adjustments to procedures aimed at preventing a recurrence.

### **14.2 Action to be taken on the discovery of an ACM or potential ACM (undisturbed)**

14.2.1 If an ACM or potential ACM is discovered inform the Responsible Person/ site manager on site. If the ACM is discovered during the course of works, work must be stopped immediately. The responsible person must then arrange the appropriate action to be taken. Further advice can be obtained from the H&S team.

### **14.3 Applying for a Waiver**

14.3.1 Where it is established that asbestos materials have been disturbed and emergency repair work is required by a licensed contractor, then an application for a waiver is required. All relevant documentation required by the HSE must also be copied to the responsible person and H&S team by the person applying for the waiver

## **15. Action to be taken when a building is acquired**

- 15.1 Where buildings (non-domestic/ communal areas) are acquired by TGHC Asset Management should request all relevant documentation including asbestos surveys for any property built prior to the year 2000. If no survey is available then managers should take appropriate steps to ensure a survey is commissioned ASAP and a management plan subsequently prepared.
- 15.2 Repairs should be restricted until the required information is made available.

## **16. Disposal of premises**

- 16.1 The appropriate services (e.g. asset management/ older persons team) need to ensure that all asbestos information about the property is available and supplied when requested, prior to development of a demolition plan.

## **17. Display of warning notices**

- 17.1 TGHCs position is that notices are not to usually be displayed highlighting ACMs as this may cause a false sense of security or undue alarm. Asbestos surveys must be consulted in order to identify ACMs. However, where notices are required (e.g. during asbestos removal works), they must be carefully considered to avoid causing any unnecessary concern to the building occupants or visitors.

## **18. Provision of information to emergency services**

- 18.1 Information regarding the location of ACMs in TGHC premises has been passed on to Tyne and Wear fire service in the agreed format. If there are any additional requests, these should be made via the responsible person. .

## **Accompanying Forms**

**HSASB01 – Survey request form**

**HSASB02 – Priority for action form**

**HSASB03 – Signing-in declaration of understanding form**

**HSASB04 – Asbestos Containing Material Monitoring form**

**HSASB05 – Premises Specific Asbestos Management Plan template**

## Appendix 1 – Material Assessment Algorithm

Sample Variable	Score	Scores
Product Type (Or debris from product)	1 2 3	Asbestos reinforced composites (plastics, resin, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)  Asbestos insulating board, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.  Thermal Insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, mattresses and packing.
Extent of damage and or deterioration	0 1 2 3	Good Condition: No visible damage  Low Damage: Few scratches or surface marks; broken edges on boards, tiles etc.  Medium Damage: Significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibers.  High Damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface Treatment	0 1 2 3	Composite Materials containing Asbestos: reinforced plastics, resin, vinyl tiles  Enclosed sprays and lagging, asbestos insulating board (with exposed face paint or encapsulated lagging and sprays)  Unsealed asbestos insulating board, or encapsulated lagging and sprays.  Unsealed lagging and sprays
Asbestos Type	1 2 3	Chrysotile  Amphibole asbestos excluding crocidolite  Crocidolite

## Appendix 2 – Priority Assessment Algorithm

<u>Assessment Factor</u>	<u>Score</u>	<u>Score Variables</u>
<b>Normal Occupant Activity</b>		
Main type of activity in area	0 1 2 3	Rare disturbance activity Low disturbance activity Periodic disturbance High levels of disturbance
Secondary activities for area	As above	As above
<b>Likelihood of Disturbance</b>		
Location	0 1 2 3	Outdoors Large rooms or well-ventilated areas Rooms up to 100 square meters Confined Spaces
Accessibility	0 1 2 3	Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily Disturbed Routinely Disturbed
Extent/amount	0 1 2 3	Small amounts or items <10M2 or <10m run > 10m2 <50m2 or >10m<50m >50m2 or 50m pipe run.
<b>Human Exposure Potential</b>		
Number of occupants	0 1 2 3	None 1 to 3 4 to 10 >10
Frequency of use of area	0 1 2 3	Infrequent Monthly Weekly Daily
Average time area is in use	0 1 2 3	< 1 hour >1 to <3 hours >3 to <6 hours >6 hours
<b>Maintenance Activity</b>		
Type of maintenance activity	0 1 2 3	Minor disturbance Low disturbance Medium disturbance High levels of disturbance
Frequency of Maintenance Activity	0 1 2 3	ACM unlikely to be disturbed for maintenance <=1 per years >1 per year > 1 per month



**Restricted Area  
Strictly No  
Admittance**

#### Appendix 4 – Contact list for Responsible Persons

<b>Category</b>	<b>Responsible Persons (by Post Title)</b>
Multi-storey	Housing Manager Multi Storey
	Neighbourhood Service Manager
Sheltered Accommodation	Housing Services Manager
	Older Persons Housing Manager