



The Langstane Group
Asbestos Policy and Management Plan

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Version	Date approved	Changes
V1	16 March 2015	New Policy
V2	1 July 2017	Addition of Appendix E,F,G,H,I
V3	27 July 2020	<p>Policy reformatted to suit current policy template. Minor grammar changes and removal of 'our' and 'we' to be replaced with 'Langstane'.</p> <p>All procedures removed from body of policy and created as separate documents. All template letters / leaflets removed from body of policy and created as separate documents.</p>
V4	December 2023	Complete rewrite.

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1. Introduction

Langstane Housing Association is a Co-operative and Community Benefit Society, and a registered social landlord with charitable status.

The Langstane Group (Langstane) consists of Langstane Housing Association Limited and its wholly owned subsidiaries.

This policy applies to all members of the Langstane Group.

Asbestos is the name given to a group of naturally occurring silicate materials, known for their resistance to heat and most chemicals. It's stable properties made asbestos popular as a building material and it was used in construction from the 1920's, with use peaking in the 1960's and 1970's but continuing until 2000, when it was banned in the UK.

Asbestos within properties is safe if it is in good condition and not damaged or disturbed. The danger from asbestos comes from breathing airborne fibres and, once breathed in, fibres can lie dormant in the lungs for 15 – 50 years before starting to cause health problems, primarily related to deep lung conditions.

There are over 5,000 asbestos-related deaths per year in the UK and it is the biggest workplace killer.¹ Deaths due to asbestos are falling but in order to ensure they continue to fall it is imperative on property managers that existing asbestos is managed effectively.

2. Aims and objectives of the policy

The key objective of this policy is to describe how Langstane will comply with its duties to manage asbestos to minimise the risk to employees, tenants, contractors and members of the public. To achieve this Langstane will:

- Take reasonable steps to identify any asbestos containing materials (ACMs)
- Record the location, type and condition of the asbestos on an asbestos register
- Assess the risk of anyone being exposed to the asbestos
- Prepare and implement a plan on how to manage the risks
- Periodically review the plan to ensure it remains up to date
- Provide information to anyone likely to work on, or disturb, ACMs
- Ensure all contractors are competent for their role
- Provide asbestos training for employees that is appropriate to their role
- Have emergency procedures in place for uncontrolled release of fibres

3. Links to other strategic documents and policies

This policy is linked to a number of strategic documents and policies in particular but not solely:

- Asset Management Strategy
- Health & Safety Policy
- Planned and cyclical maintenance policy
- Reactive repairs policy
- Void management policy

¹ Based on figures from HSE

- Aids and adaptations policy

This policy is accompanied by a series of operational procedures

- Procedure ASB001 – Emergency Procedures

4. Policy

4.1. Scope of policy

This policy applies to any building built prior to 2000 that is owned, occupied or managed by Langstane.

Properties built after 2000 are assumed to be asbestos free and do not fall under the scope of this policy.

4.2. Relevant legislation and guidance

The management of asbestos is influenced by a number of legislative and good practice documents:

- Control of Asbestos at Work Regulations (CAR 2012)
- Health and Safety at Work Act 1974 (HSWA)
- Management of Health and Safety at Work Regulations 1999
- Report of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Occupiers Liability Act 1984
- Construction (Design and Management) Regulations 2015 (CDM 2015)
- HSE Document L143 Regulations, Approved Code of Practice
- HSE Guidance INDG 223 – A short guide to managing asbestos in premises
- HSE Guidance HSG264 – Asbestos; A survey guide
- HSE Guidance HSG227 – Managing asbestos in premises

4.3. Take reasonable steps to identify asbestos containing materials

4.3.1. Management surveys

Non domestic premises:

Non-domestic premises include:

- Common parts of blocks of flats (including 4-in-blocks) – common areas, lifts & stairs, plant rooms, laundries, bin and bike stores, basements, communal store rooms, communal attic space, external outbuildings, external walls and roof etc
- Common parts of Housing in multiple occupancy (HMOs) – circulation areas, storage, attic space, external outbuildings etc
- Common parts of hostels circulations areas, storage, communal facilities such as kitchens and bathrooms that are not allocated to a specific individual, staff spaces (office, kitchen, sleepover room)
- All parts of flats used for non-domestic purposes – resource flats, sleepover spaces etc
- All parts of offices, shops and other commercial properties

Langstane will ensure that all pre-2000 properties that fall under the scope of legislation have a management survey in place that has been carried out by a UKAS accredited surveyor and in accordance with HSG264 Asbestos: The Survey Guide.

Domestic premises:

Langstane will organise compliant management surveys for all pre-2000 void properties, unless there are specific reasons why a survey cannot be carried out (for instance it would delay the void from being made ready to let).

Although domestic premises do not fall under the scope of asbestos legislation unless work is being carried out that, taking this approach will allow Langstane to build a more accurate picture of ACMs in it's housing stock.

Further guidance on domestic properties is expected from the HSE in the near future and Langstane will review this section of the policy as and when the guidance is released.

4.3.2. Refurbishment and demolition survey

Management surveys are limited in their scope and extent of intrusion and do not provide sufficient information for larger scale improvement or refurbishment works where there is the potential to disturb ACMs that may be hidden in the structure of a building.

Langstane will carry out refurbishment and demolition surveys in non-domestic and domestic properties prior to any disruptive work unless a relevant survey has already been carried out. Disruptive work may include, but is not limited to:

- Component replacement programmes (kitchens, bathrooms, windows, heating etc)
- Intrusive void works
- Major adaptation works (level access shower / stair lift / hoist installations etc)
- Planned or reactive repairs that involve intrusive work
- Property related insurance works

Where a large number of properties are due to have disruptive works, the Team Leader – Property Compliance will liaise with the surveyor to assess whether representative surveying is appropriate for properties at the same scheme, with the same construction type and date.

4.3.3. Sampling

Where any member of staff, tenant or contractor raises concerns about a suspicious material, any work in the vicinity will stop and Langstane will instruct sampling to determine whether the material contains asbestos. If ACMs are present they will be added to the asbestos register a risk assessment carried out to determine how to most appropriately manage the ACM.

4.3.4. Instructing surveys and sampling

All surveys (management or refurbishment and demolition) and sampling will be instructed via the Property Compliance Team to ensure the correct survey /

sampling is instructed and that survey / sample findings are updated on the asbestos register

Surveys and sampling will only be carried out by UKAS accredited asbestos consultants and samples will be tested in a UKAS accredited asbestos-testing laboratory.

4.3.5. Survey and sampling record keeping

A copy of every survey / sampling report with or without identified ACMs is held electronically by Langstane.

A copy of every survey / sampling report with identified ACMs is kept on the housing management system in the Asbestos Surveys module to ensure it is accessible to employees and contractors.

4.3.6. Surveying prior to acquisitions

4.3.6.1. Existing buildings

Prior to acquiring any existing properties which were built prior to 2000 Langstane will require a copy of the asbestos register for the properties. The data will be reviewed by a competent person and a judgement made on the adequacy of the information.

Where the survey data has not been provided by a UKATA accredited surveyor, is unclear, or is missing information the requirement for new surveys and/or sampling will be discussed with the seller.

Langstane will generally not purchase property that has asbestos present that has a high or medium risk of release of fibres.

4.3.6.2. Development sites

As part of the due diligence carried out for the purchase of development sites, for all brownfield sites, and for sites where there is historical activity such as flytipping, demolition or construction, Langstane will instruct asbestos soil sampling as part of the soil sampling and testing process.

4.4. Record the location, type and condition of asbestos

Langstane records the findings of surveys on an electronic asbestos register held on the housing management system. This register holds summarised information on the location, type and condition as well as a copy of the full surveys / sample reports.

4.5. Assess the risk of anyone being exposed to the asbestos

Langstane assesses the risk associated with ACMs in accordance with HSE guidance. A summary of the approach to assessing risk is below:

Risk assessment type	Description	Risk score range
Material risk assessment – carried out by the asbestos surveyor	Considers the material, product type, asbestos type and asbestos fibre content, and condition	10-12 - high fibre release potential 7-9 – medium potential 5-6 -low potential 4 or less – very low potential
Priority risk assessment – carried out by Langstane	Assesses the likelihood of disturbance considering accessibility and the 7 activities carried out in the area around the ACM	10-12 - high disturbance potential 7-9 – medium potential 5-6 - low potential 4 or less – very low potential
Overall risk assessment	This is calculated by adding the material and priority scores together	19-24 – High risk of fibre release 14-17 – medium risk 9-13 – low risk 1-8 – minor risk

The risk assessment scores are held on the asbestos register and are used to inform how each instance of asbestos is managed

4.6. Prepare and implement a plan on how to manage the risks

Each instance of asbestos will have a management plan based on it's risk score. Any work required to ACMs will be prioritised based on dealing with the highest risk ACMs first.

The method of controlling risk is summarised below but in general the main aim will be to carry out actions that achieve a risk score of low or very low for all ACMs.

4.6.1. High risk ACMs (score 19 - 24)

High priority ACMs will be stabilised through repair or replacement in the areas of damage. Wherever possible, the ACM will be encapsulated to ensure an efficient and long-lasting protection, appropriate to the expected and foreseeable level of likely disturbance. The Register will be updated to reflect any changes made to the ACM, and material and priority scores recalculated as required. The remedial actions taken should result in a 'Medium Priority' score or better.

Only as a last resort will ACMs be removed. The relative risks and disruption involved in any asbestos removal operation are recognised and will, wherever possible, be avoided.

4.6.2. Medium risk ACMs (score 14 – 17)

This is the most complex and demanding score area for effective risk management. Where Risk Assessment Scores fall into this category, it is likely that a number of discrete factors from both the Material and Priority Assessment will need to be considered in order to determine the most relevant and effective course of action, and to determine the most appropriate inspection frequency.

4.6.3. Low and very low risk ACMs (score 13 or less)

These scores indicate that the ACM currently poses no significant threat to building users. These risks can be adequately controlled by regular visual inspections to assess the condition of the ACM. Records of these inspections shall be maintained.

4.6.4. Typical management options

Management option	Description
Monitor	<p>ACM's which are on good condition, sealed and/or repaired, and are unlikely to be disturbed, will be left in place. The condition of these ACMs will be monitored through regular re-inspections with the frequency being based on the risk assessment</p> <p>Medium risk ACMs will be re-inspected every 12 months</p> <p>Low or very low risk ACMs will be re-inspected every 24 months</p>
Label	<p>All ACMs in non-domestic premises that are left in place will be labelled as an additional method of avoiding accidental disturbance</p> <p>Asbestos within individual domestic dwellings will not be labelled but current and future tenants will be advised of its presence</p>
Protect / enclose	<p>Protecting ACM's means the construction or placing of a physical barrier to prevent accidental disturbance. Enclosing the ACM involves the erection of a barrier around it that should be as airtight as possible to prevent the migration of asbestos fibres</p>
Seal / encapsulate	<p>There are two types of encapsulants: bridging encapsulants which form a durable layer adhering to the surface of the ACM; and penetrating encapsulants which are designed to penetrate into the ACM before hardening and locking the material together. Licensed Contractors must carry out the encapsulation.</p> <p>Encapsulated ACMs will require ongoing reinspection to ensure the encapsulation remains effective</p>
Repair	<p>Repair will only be undertaken if the damage is minimal. A number of methods may be considered including filling, wrapping and isolated encapsulation. All repairs will be carried out using</p>

	non-asbestos materials. Licensed Contractors must carry out repair
Remove	The HSE recommend against removal of asbestos since if removal is undertaken without due consideration there is a potential to increase the risk of harm. ACM will only be removed where it is found to be in poor condition and repair or maintenance works cannot be carried out without disturbing the ACM.

The agreed management options for each ACM will have timescales attached. Langstane will liaise with asbestos specialists where there is any uncertainty about the most appropriate management approach.

4.7. Periodically review the plan to ensure it remains up to date

The risk scores and management plan for each ACM will be updated after each re-inspection or as when work is carried out to encapsulate, repair or remove ACMs.

4.8. Provide information to anyone likely to work on, or disturb, ACMs

Langstane aims to ensure that the asbestos register information is accessible to anyone who is involved in the maintenance of properties including employees, contractors and sub contractors and tenants

4.8.1. Employees

All employees have access to the asbestos register in the housing management system.

When employees view a property record, raise a works order, view a void record or view a tenant's contact record they will see an asbestos alert if asbestos is present in the property, and can drill through to the asbestos register.

4.8.2. Contractors and sub contractors

Works orders for repair jobs are issued with an asbestos marker which shows whether asbestos is present in the property or not and prompts the contractor to view detailed asbestos information online.

All contractors have access to Langstane's electronic asbestos register via an online portal and can view the register, risk assessments and associated survey documentation.

When contractors are appointed as approved contractors they are provided with information on how Langstane communicates asbestos information and the expectations for this information to be passed on to their employees and sub contractors. Contractors sign a declaration to confirm that they have understood the procedure.

All contractors are asked to sign a new asbestos procedure declaration every 2 years or as and when the procedure is changed.

4.8.3. Tenants

Langstane requires tenants to obtain approval to carry out alterations to their properties. As part of the alteration approval process Langstane will provide information to tenants in pre-2000 properties as follows:

- All applicants will be advised of the need to obtain a refurbishment and demolition survey prior to carrying out intrusive work
- Where survey information is already available for the property, this will be provided to the applicant

Tenants can request information on asbestos in their home at any time. If Langstane has information on their property it will be provided to the tenant.

New tenants will be provided with asbestos register information for their home as part of their welcome pack.

4.9. Ensure all contractors are competent for their role

4.9.1. Approved contractor process

Langstane maintains a list of approved contractors who may be instructed to carry out works where the anticipated value does not exceed the threshold at which works would have to be tendered.

To be included on the approved list, contractors must have provided:

- A completed application form and supporting capability information including evidence of financial standing
- A completed CDM competency form and supporting information
- Valid employers and public liability insurance certificates
- Evidence of qualifications relevant to the work they are undertaking - see 4.9.1 and 4.9.2 below
- Signed Langstane Contractors Code of Conduct

The approved list is regularly reviewed to ensure the information held is up to date.

No contractor working with asbestos will be instructed to do so unless they have provided additional information as detailed below:

4.9.2. Licensed work and non-licensed notifiable work:

- Current asbestos licence listed on the UKATA Licenced Contractors Register
- For removal works, membership of the Asbestos Removal Contractors Association (ARCA)
- Insurance certificates indicating the contractor is covered for asbestos work
- A representative sample of medical examination certificates (conducted by a licenced medical practitioner) for employees who will work on the job
- A representative sample of training records by a United Kingdom Asbestos Training Association (UKATA) member of equivalent
- Method statement and risk assessments for the job (Plan of Work)

- 4.9.3. Non-licensed non-notifiable work:
- Insurance certificate indicating the contractor is covered for asbestos work
 - A representative sample of training records for all employees who will work on the job (Category B training) provided by UKATA
 - Method statement and risk assessments for the job (Plan of Work)
- 4.9.4. Post-work inspection and testing
- UKAS accredited Asbestos Analyst appointed by Langstane (not the Contractor)

4.10. Provide asbestos training for employees that is appropriate to their role

All employees involved in asbestos management will be provided with training and information to ensure they can carry out their role effectively. Training requirements for different roles are outlined at section 5

Langstane employees are not trained to carry out survey work, sampling, re-inspections or any work on asbestos.

4.11. Have emergency procedures in place for uncontrolled release of fibres

This policy aims to mitigate risk from unforeseen disturbance of asbestos by ensuring that Langstane has as much detail as possible about ACMs in its properties. There is always a small risk that asbestos is present in a property and has not been identified in a survey. Employees and contractors are advised to stop work immediately if they suspect a material contains asbestos and refer the issue to the their line manager who will liaise with the Team Leader – Property Compliance to arrange sampling prior to work resuming.

All DLO operatives must also be aware of ASB001 – Emergency Procedures which set out the actions to be taken if there is accidental disturbance to a material they suspect to contain asbestos.

Relevant employees will be provided with emergency procedures training every 24 months.

A confirmed uncontrolled release of fibres is a notifiable event to the Scottish Housing Regulator and must be notified in accordance with the Notifiable Events guidance.

A confirmed uncontrolled release of fibres is also notifiable to the HSE under RIDDOR and should be notified in accordance with section 9 of the Health & Safety Policy.

5. Roles and responsibilities

Title	Responsibilities	Training requirements
Board of Management	<ul style="list-style-type: none"> Strategic overview and final responsibility for setting the direction of Langstane Asbestos Management 	
Chief Executive	<ul style="list-style-type: none"> Overall responsibility for health and safety matters 	
Landlord Facilities Safety Group	<ul style="list-style-type: none"> Monitoring and review of health and safety matters relating to properties Review of property related policies and procedures Instruct audits of property related safety areas to check compliance with policy Review incident investigation reports and make recommendations on improvements to procedure 	<p>UKATA Asbestos Awareness training as a minimum – refresher every 24 months</p> <p>Training on Langstane policy and procedures – refresher every 36 months</p>
Director of Property	<ul style="list-style-type: none"> Dutyholder for asbestos management (with some duties carried out by nominated person) Ensure the Asbestos Management Policy is effectively managed, administered and reviewed Facilitate implementation of the Asbestos Management Policy and procedures through provision of adequate resources and training Report incidents under RIDDOR where the incident relates to exposure of employees, tenants, contractors or members of the public to asbestos Report incidents to Regulator in accordance with Notifiable Events guidance Deliver training on Langstane policies and procedures as and when required Liaise with HR Manager to ensure external training requirements are met Provide an annual report on all property related health and safety matters, including asbestos management 	<p>UKATA Asbestos ‘Duty to Manage’ - refresher training every 3 years</p>
Property Manager	<ul style="list-style-type: none"> Provide the Team Leader – Property Compliance with support and guidance 	<p>UKATA Asbestos Awareness training –</p>

Title	Responsibilities	Training requirements
	<p>as required to allow them to fulfil their role</p> <ul style="list-style-type: none"> • Ensure requirements of this policy are implemented into day to day working practices 	<p>refresher every 24 months</p> <p>Training on Langstane policy and procedures – refresher every 36 months</p>
Team Leader - Property Compliance	<ul style="list-style-type: none"> • Nominated to carry out certain dutyholder tasks as described below: • Day to day management of asbestos across Langstane properties • Ensure that all non-domestic premises have a management survey in place • Liaise with Team Leader – Repairs & Voids and Team Leader – Major Works to ensure Refurbishment & Demolition surveys are instructed ahead of any intrusive works • Arrange for sampling as and when suspicious materials are identified by employees and contractors • Carry out priority risk assessments for all asbestos and determine the overall risk level • Create and implement a management plan for all asbestos, based on the risk scores • Maintain the asbestos register and ensure it is updated and when new surveys are received or works are carried out • Ensure that all contractors are provided with information on Langstane’s asbestos procedures and sign a declaration of understanding • Ensure that all contractors sign a new declaration every 2 years • Ensure that all contractors have access to the online asbestos register • Ensure there is a system in place to check contractor competency and licensing for appointed contractors, and that documentation is regularly reviewed 	<p>BOHS P405 – Management of Asbestos in Buildings (including Asbestos Removal) – refresher every 24 months</p>

Title	Responsibilities	Training requirements
	<ul style="list-style-type: none"> • Submit HSE notifications for all licensed work and any non-licensed work that is not exempt from notification • For all work on asbestos, liaise with asbestos specialist to ensure work is undertaken in compliance with CAR 2012 • Input into relevant procurement activities to ensure accurate asbestos information is provided in tender documentation • Provide the Director of Property with performance information quarterly, and annually 	
Property Compliance Assistant	<ul style="list-style-type: none"> • Ensure that all survey documentation is filed in the housing management system asbestos register • Assist the Team Leader – Property Compliance with contractor paperwork and requesting updating documentation 	<p>UKATA Asbestos Awareness training - refresher every 24 months</p> <p>Training on Langstane policy and procedures - refresher every 36 months</p>
Team Leader – Repairs & Voids	<ul style="list-style-type: none"> • Ensure that Refurbishment & Demolition surveys are requested ahead of any intrusive repairs or voids works – surveys to be requested via the Team Leader – Property Compliance 	<p>UKATA Asbestos Awareness training - refresher every 24 months</p> <p>Training on Langstane policy and procedures - refresher every 36 months</p>
Team Leader – Major Works	<ul style="list-style-type: none"> • Monitor teams work to ensure that Refurbishment & Demolition surveys are being requested ahead of any intrusive component replacements, planned maintenance, adaptations or insurance works – surveys to be requested via the Team Leader – Property Compliance 	<p>UKATA Asbestos Awareness training - refresher every 24 months</p> <p>Training on Langstane policy and procedures - refresher every 36 months</p>
Property Officers	<ul style="list-style-type: none"> • Request refurbishment and demolition (via the Team Leader – Property 	<p>UKATA Asbestos Awareness training -</p>

Title	Responsibilities	Training requirements
	<p>Compliance) surveys ahead of carrying out intrusive void or repairs work</p> <ul style="list-style-type: none"> • Refer to asbestos register information when reviewing requests from tenants to carry out alterations to their home • Provide tenants with asbestos information as part of the alteration approval process • Provide allocations team with asbestos information (where available) for inclusion in new tenant packs 	<p>refresher every 24 months</p> <p>Training on Langstane policy and procedures - refresher every 36 months</p>
<p>All employees responsible for raising works orders to contractors</p>	<ul style="list-style-type: none"> • Ensure that asbestos register information is referred to when raising the order • Liaise with the Team Leader – Property Compliance if the register shows ACMs in the area where work is required 	<p>UKATA Asbestos Awareness training - refresher every 24 months</p> <p>Training on Langstane policy and procedures - refresher every 36 months</p>
<p>Direct Labour Organisation (DLO) Supervisor</p>	<ul style="list-style-type: none"> • Provide training and information to operatives, including tool box talks • Request sampling via the Team Leader – Property Compliance as and when suspicious materials are identified by DLO operatives • Ensure DLO operatives have full emergency procedure packs and have been trained in their use 	<p>UKATA Asbestos Awareness training - refresher every 24 months</p> <p>Training on Langstane policy and procedures - refresher every 36 months</p>
<p>Direct Labour Organisation (DLO) operatives</p>	<ul style="list-style-type: none"> • Review asbestos register information ahead of each repair job • Alert the Supervisor to any suspicious material and stop work until the material has been sampled and confirmed as clear of ACMs • Ensure emergency pack is to hand and alert the Supervisor to any missing items 	<p>UKATA Asbestos Awareness training - refresher every 24 months</p> <p>Tool box talk by Supervisor as and when required</p> <p>Training on Langstane policy and procedures - refresher every 36 months</p>

Title	Responsibilities	Training requirements
		Training on emergency procedures – refresher annually
Allocations Team	<ul style="list-style-type: none"> • Ensure available asbestos information is included in new tenant welcome packs. 	

6. Monitoring and review

This policy will be reviewed every three years or as and when changes to legislation or best practice guidance necessitate it.

The Director of Property, assisted by the Property Manager, will carry out periodic in-house audits of this policy and accompanying procedures to ensure they are being implemented.

7. Equality and diversity

The Langstane Group is committed to promoting equality and diversity across all areas of work. Discrimination or harassment of any kind is not tolerated.

If you would like this document in large print, please contact Support Services on 01224 423000. (Arial 18)

Appendix 1 - ASB001 – Emergency Procedures

If the Asbestos Register is referred to by contractors & staff prior to carrying out work this will reduce the risk of disturbing asbestos accidentally. However, staff and contractors should remain alert to the possibility that asbestos may be present in properties, even if the Register shows the property contains no ACMs, particularly in difficult to access areas.

Prior to carrying out any repair

Prior to carrying out any repair, operatives should always carry out a dynamic risk assessment taking into account a variety of factors to assess the likely risk of carrying out the repair. One of the factors to be considered is the likelihood of ACMs being present. Operatives should always refer to their asbestos register before entering a property.

Some domestic properties have asbestos register entries whilst others do not. All non-domestic properties will have an asbestos register entry if they have identified ACMs. If a property doesn't have an entry but is pre-2000, or the entry shows ACMs present, it is recommended that you take your decontamination kit with you when you enter the property so that it is close to hand if you come across a material you have any concerns about.

The flowchart overleaf shows the UKATA recommended actions to be taken in an emergency situation:

In order to facilitate these actions, all maintenance operatives are provided with a decontamination kit that includes:

- Copy of decontamination flowchart
- Disposable over clothes
- Water spray – to damp down potential fibres on clothing prior to removal
- Scissors – to cut off clothing if necessary
- Latex free gloves
- FFP3 Face mask
- Plastic bags for clothing
- Plastic bag for sample
- 'Warning asbestos' tape

Recording the incident

Affected employees must complete an Incident Form following the incident and submit to their Line Manager along with a copy of their completed decontamination checklist. Depending on the results of sampling this will be held by the HR Manager as either a 'near miss' (if samples are clear of ACMs) or an incident (if sampling confirms ACMs).

Where ACMs are identified, the employee will be provided with a copy of their Incident Form and advised to keep a copy indefinitely. A copy will also be held on their HR record.

An incident form must be completed and a RIDDOR report submitted to HSE as a dangerous occurrence. The report will be submitted by the Director of Property, assisted by the Team Leader – Property Compliance and any specialist involvement (H&S Advisor / Asbestos Specialist).

Possible Release of asbestos fibres on work site

Stop work immediately

Prevent anyone from entering the area.

Collect samples of material if safe to do so and bag.

Remove anyone from the affected area to an area away from others, preferably outside.

Barrier off the affected area with warning

Affected personnel should check for any signs of debris or dust on themselves or clothing.

Put on FFP3 face mask and gloves.

Spray affected clothing with water to dampen and reduce spread of fibres. (or wipe down with wet wipes?)

If practicable, remove clothing, or top layer of clothing and place in plastic bag. (Use scissors to cut off clothing if necessary).

Put on disposable overalls.

Notify line manager of situation

Dependent on results, Team Leader – Property Compliance to arrange for clean up, which may include replacement of tenant belongings depending on spread of fibres.

Air testing required before re-occupation

If confirmed as asbestos, record the incident on personnel file

Samples from release / fall and affected clothing to be taken for identification by a competent person.

Property must remain unoccupied until results received.

Affected personnel to complete Accident Form and submit to line manager.

Wait outside property for further advice.

Be conscious of movements – do not sit in a vehicle and stay away from others until advice is sought.

Line manager to liaise with Team Leader – Property Compliance. Team Leader to contact